



# **SISTEM SUMBER MANUSIA**

## **User Guide**

### **Personnel Administration for**

### **Back End User (SAPGUI)**

### **Penyambungan Perkhidmatan (Service Extension)**

VERSION: 1.0

## PURPOSES

This user guide acts as a reference for **Sistem Sumber Manusia (SSM) Back-End User** to manage **Personnel Administration**. All Individual names used in this user guide have been created for guidance on using SSM.

Where possible; user guide developers have attempted to avoid using actual Companies and Individuals; any similarities are coincidental.

Changes and updates to the system may lead to updates to the user guide from time to time.

Should you have any questions or require additional assistance with the user guide materials, please contact the **SSM Help desk**.

## GLOSSARY

The following acronyms are used frequently:

Term	Meaning
<b>SSM</b>	Sistem Sumber Manusia
<b>SAP GUI</b>	SAP Graphical User Interface/Back End
<b>FIORI</b>	Front End/Web Portal
<b>ESS</b>	Employee Self Service
<b>MSS</b>	Manager Self Service

## FURTHER ASSISTANCE

Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 238 2227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.



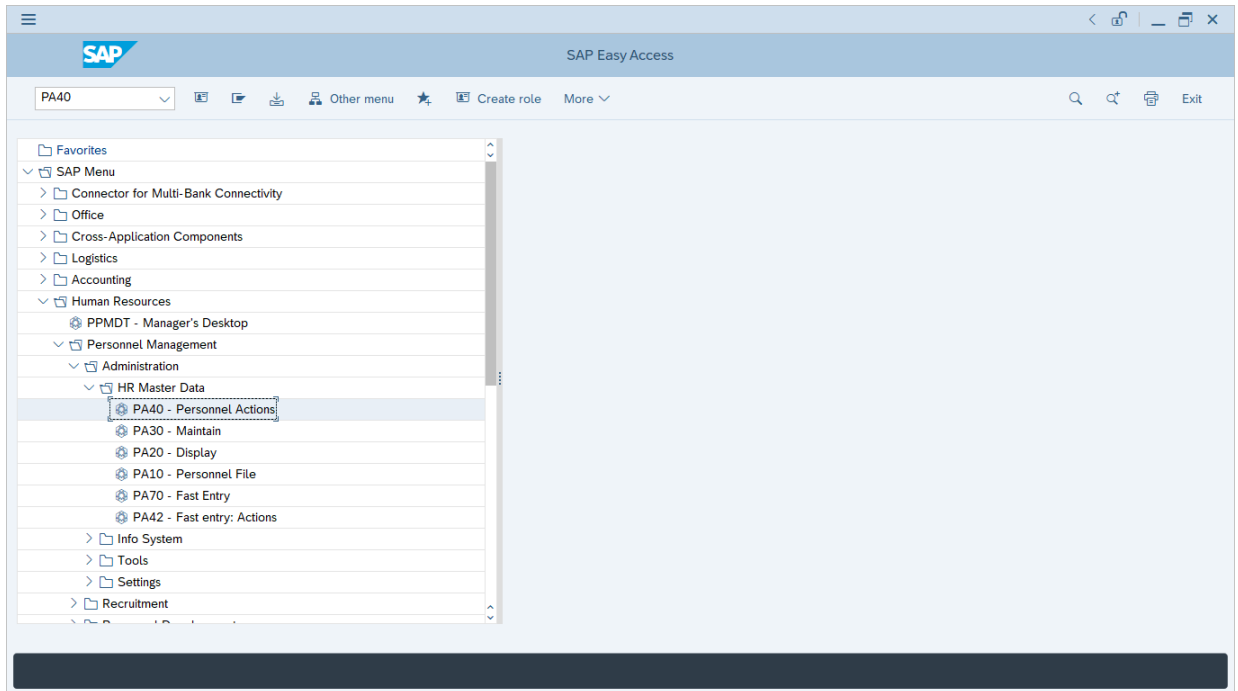
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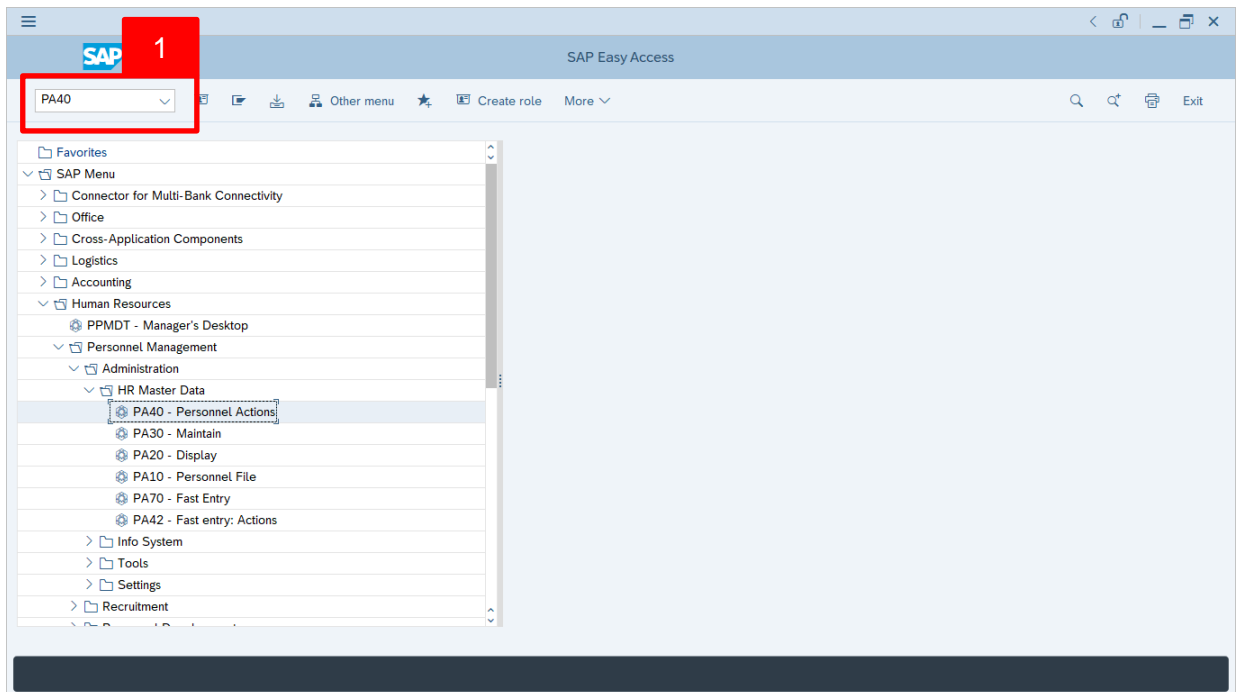
## Copy Actions

## Backend User

Department HR Administrator and HR Administrator (JPA)

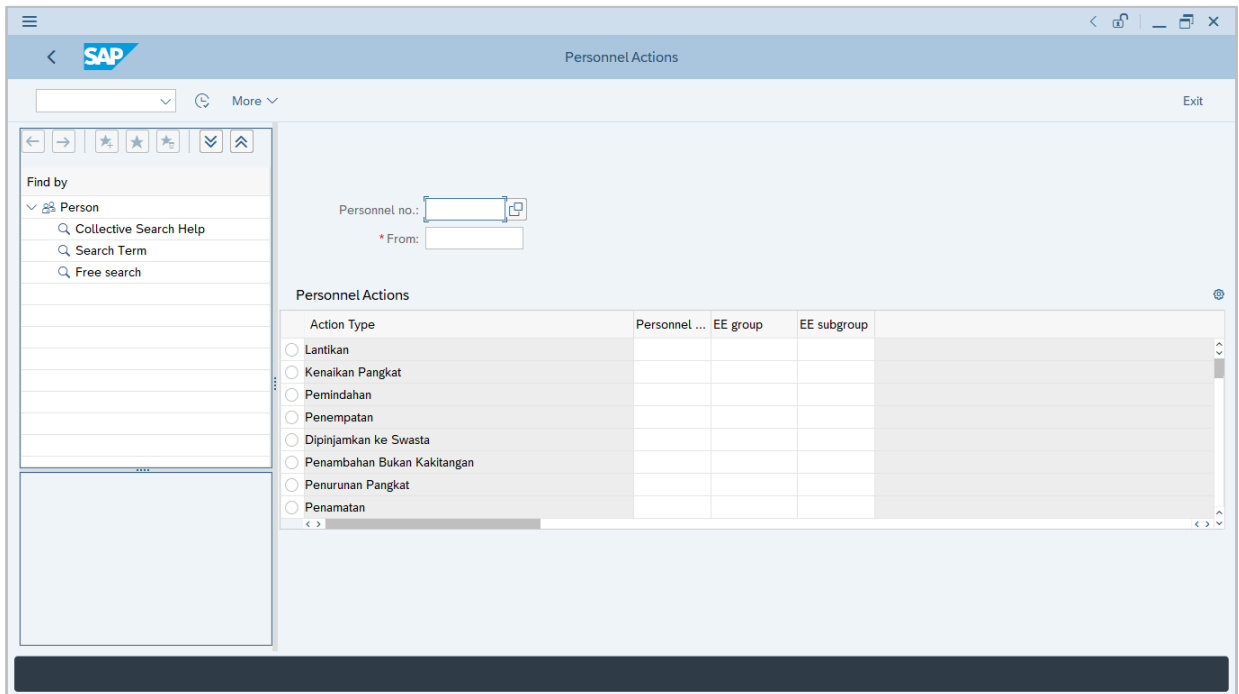


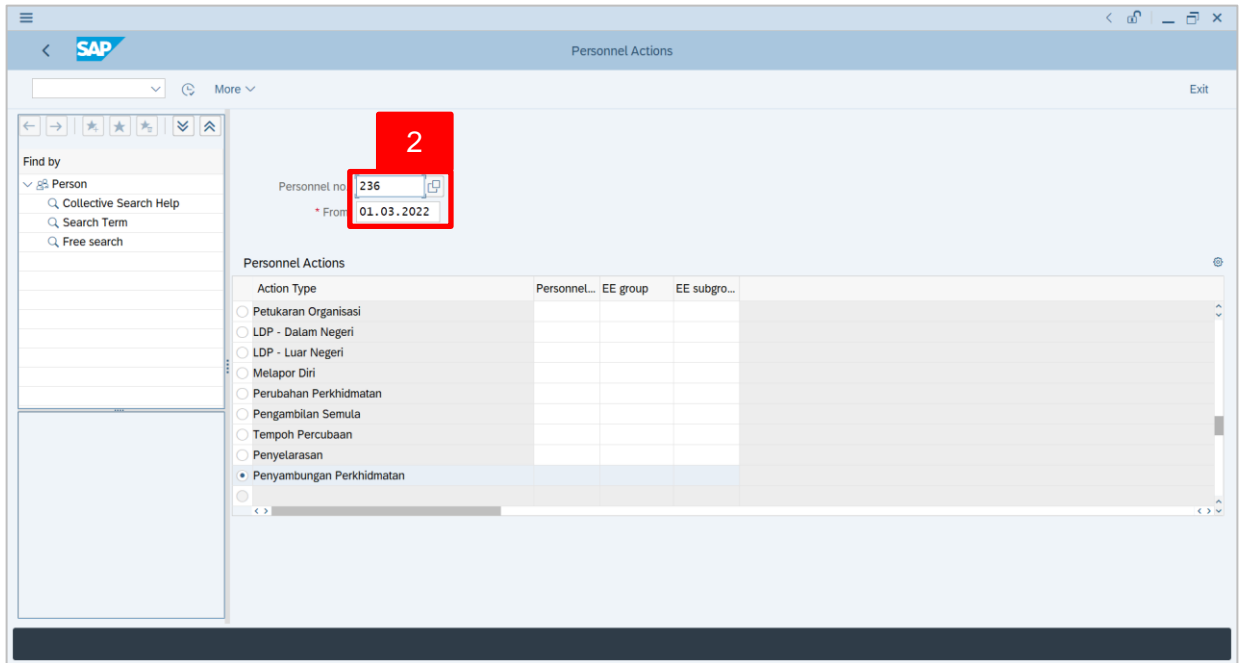
1. Navigate to **Personnel Actions** page by entering transaction code, **PA40** in the Search Bar and press **Enter** button on the keyboard.



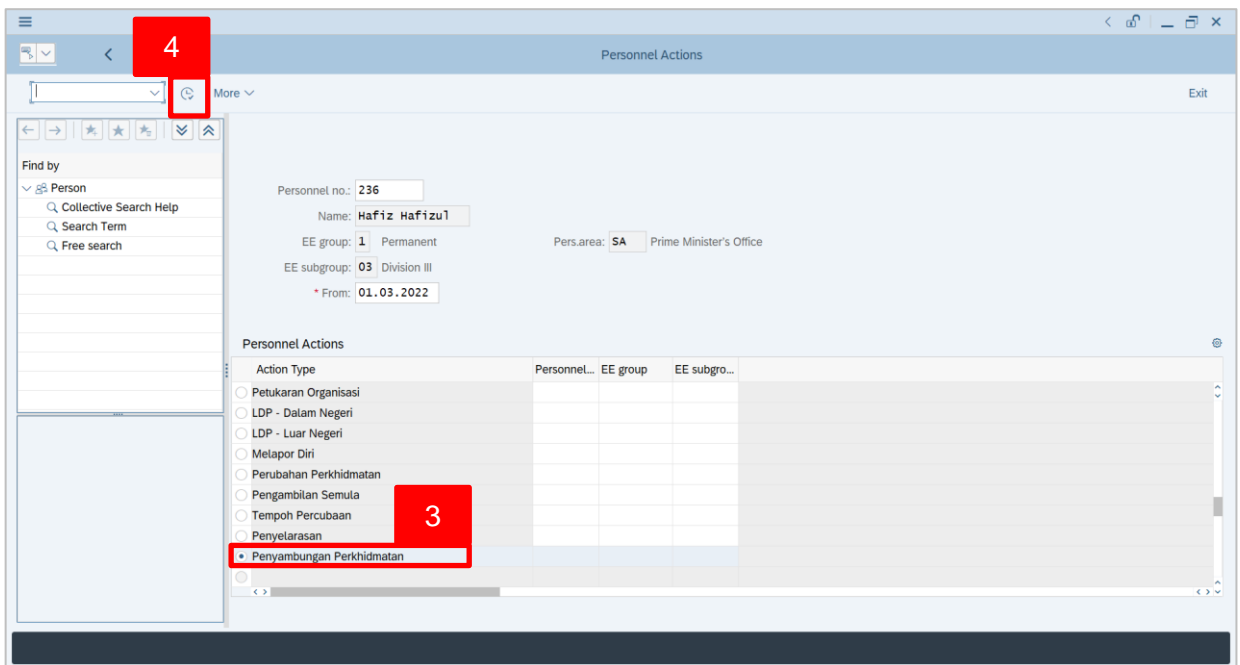
**Note:** Click on **SAP Menu > Human Resources > Personnel Management > Administration > HR Master Data > PA40 – Personnel Actions**

The **Personnel Actions (PA40)** page will be displayed.





2. Enter the Personnel number and the action From date. Press **Enter** on the keyboard.



3. Under **Personnel Actions** page, click on the  and select  Bersara

4. Click on  icon.



The **Copy Actions** page will be displayed.

The screenshot shows the SAP 'Copy Actions' interface. At the top, there is a navigation bar with the SAP logo and the title 'Copy Actions'. Below this, there are several input fields and buttons for user selection and action execution. The main content area is divided into sections: 'Personnel action' and 'Status'. The 'Personnel action' section includes a dropdown for 'Action Type' (set to 'Penyambungan Perkhidmatan'), a 'Reason for Action' field, and a 'Job Data Notes' text area. The 'Status' section contains three dropdown menus for 'Customer-specific', 'Employment', and 'Special payment'. At the bottom, there is an 'Organizational assignment' section and a dark blue bar with 'Save' and 'Cancel' buttons.

Pers.No.: 236  
Name: Hafiz Hafizu1  
EE group: 1 Permanent      Pers.area: SA Prime Minister's Office  
EE subgroup: 03 Division III  
\* Start: 01.03.2022      to: 31.12.9999

Personnel action

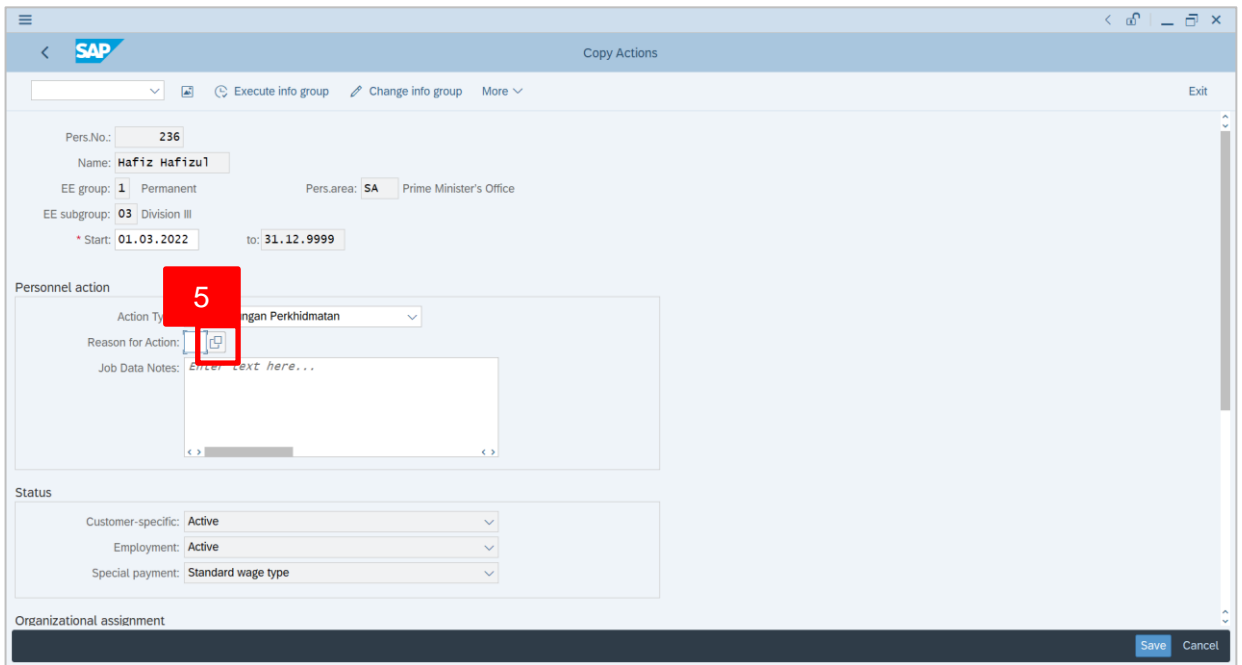
Action Type: Penyambungan Perkhidmatan  
Reason for Action:  
Job Data Notes: Enter text here...


Status

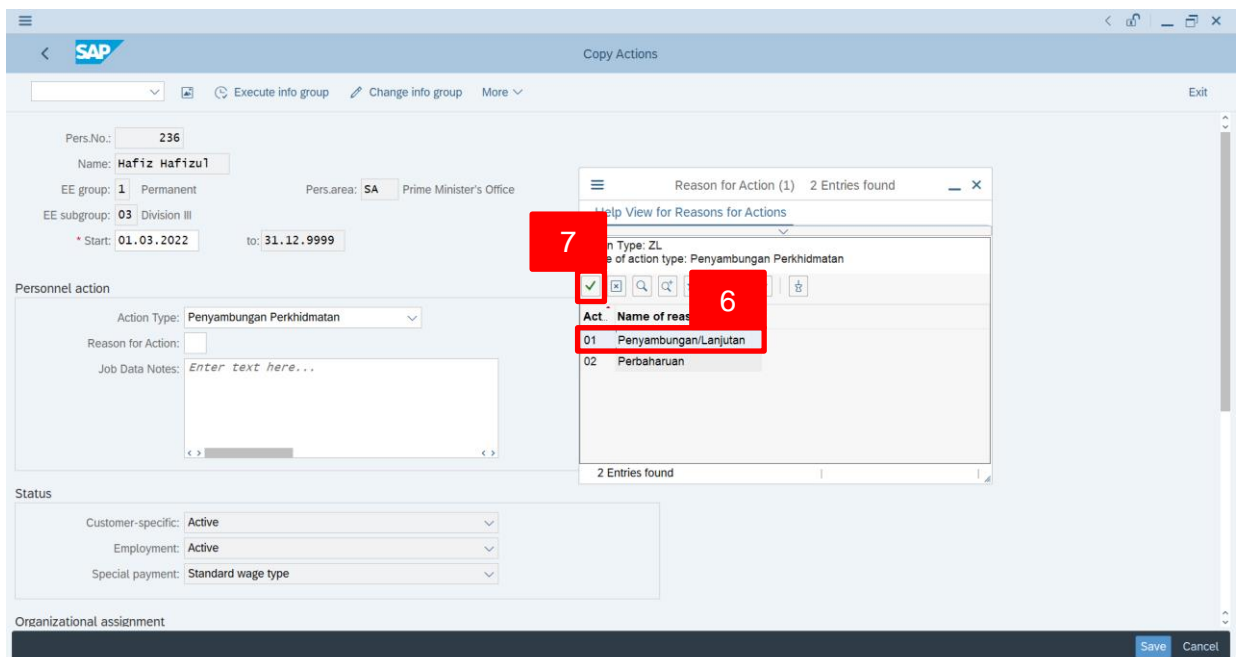
Customer-specific: Active  
Employment: Active  
Special payment: Standard wage type

Organizational assignment

Save Cancel



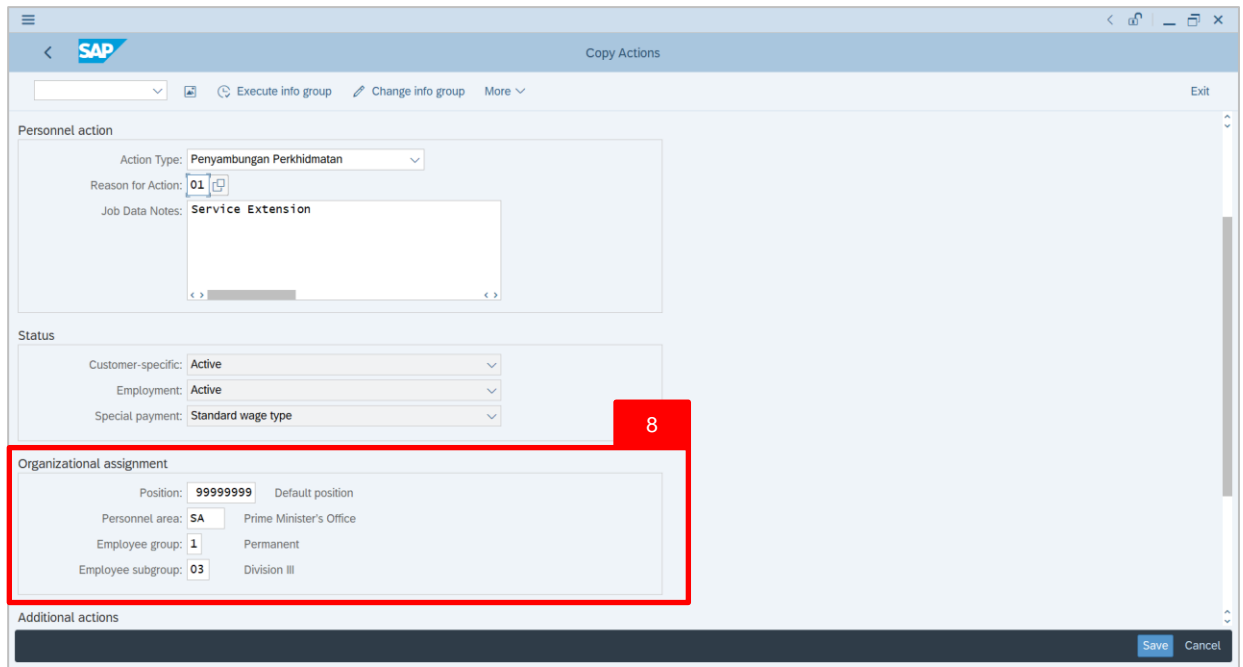
5. Under **Personnel action** section, click on  icon for Reason for Action.



6. Select **Reason for Action** option, for example: **01 Bersara Awal – Pencen**


7. Click on  icon.





Personnel action

Action Type:

Reason for Action:  

Job Data Notes:

Status

Customer-specific:

Employment:

Special payment:

Organizational assignment

Position:  Default position

Personnel area:  Prime Minister's Office

Employee group:  Permanent


Employee subgroup:  Division III

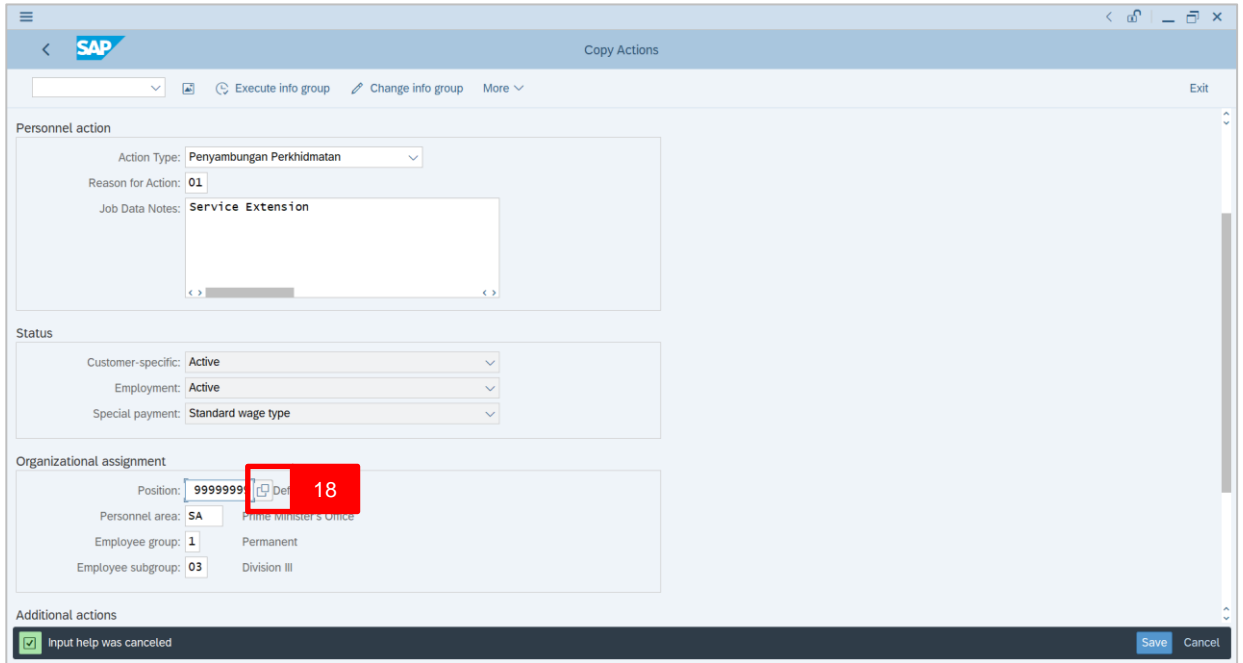
Additional actions

Save Cancel

8. Scroll down **Copy Actions** page and complete fields under **Organizational Assignment** section.

**Note:**

- When HR Administrator click on  icon, they can only view the created positions based on the authority given to them. Example: Department HR Administrator is from SA01; Therefore, they can only view positions created under SA01.



Personnel action

Action Type: Penyambungan Perkhidmatan

Reason for Action: 01

Job Data Notes: Service Extension

Status

Customer-specific: Active

Employment: Active

Special payment: Standard wage type

Organizational assignment

Position: 9999999 Des 18

Personnel area: SA Prime Minister's Office

Employee group: 1 Permanent

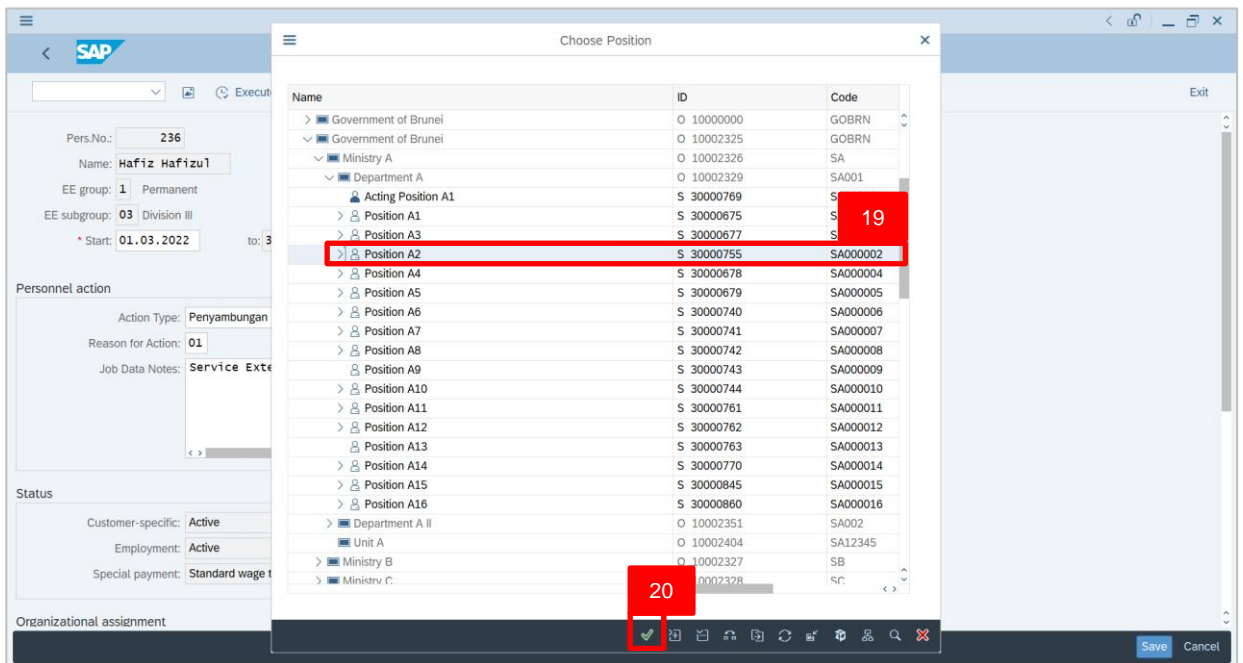
Employee subgroup: 03 Division III

Additional actions

Input help was canceled

Save Cancel

18. Under **Organizational assignment** section, click on  icon for Position.



Choose Position

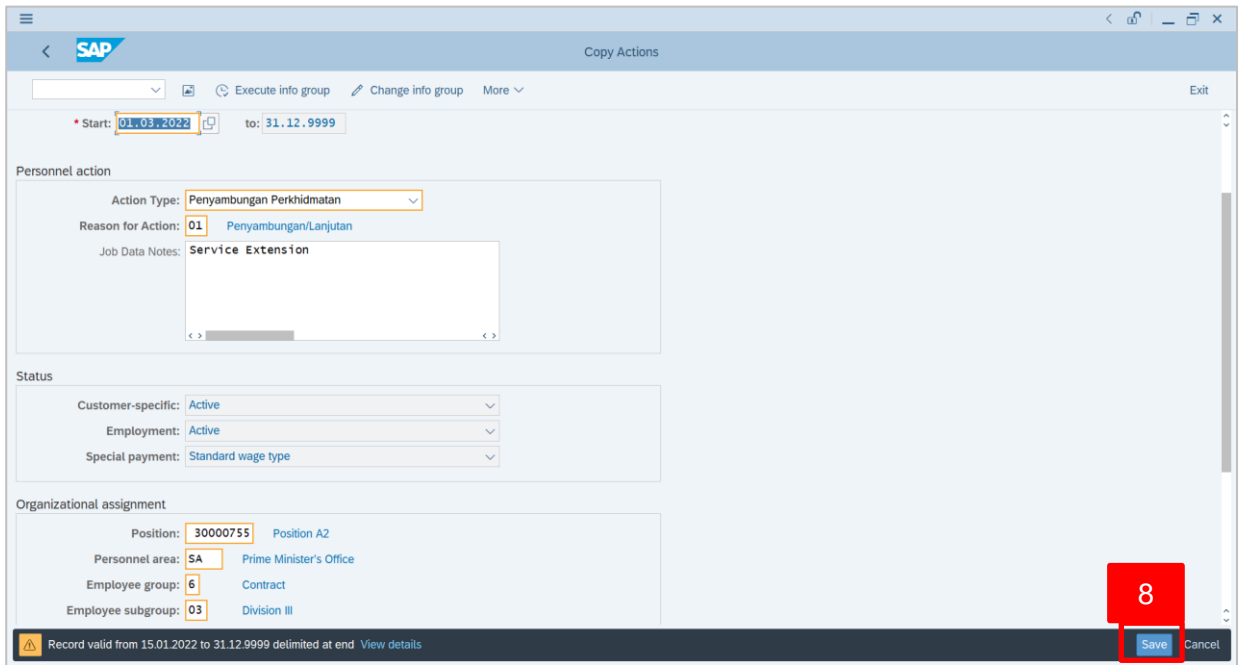
Name	ID	Code
> Government of Brunei	O 10000000	GOBRN
> Government of Brunei	O 10002325	GOBRN
> Ministry A	O 10002326	SA
> Department A	O 10002329	SA001
> Acting Position A1	S 30000769	S
> Position A1	S 30000675	S
> Position A3	S 30000677	S
> Position A2	S 30000755	SA000002
> Position A4	S 30000678	SA000004
> Position A5	S 30000679	SA000005
> Position A6	S 30000740	SA000006
> Position A7	S 30000741	SA000007
> Position A8	S 30000742	SA000008
> Position A9	S 30000743	SA000009
> Position A10	S 30000744	SA000010
> Position A11	S 30000761	SA000011
> Position A12	S 30000762	SA000012
> Position A13	S 30000763	SA000013
> Position A14	S 30000770	SA000014
> Position A15	S 30000845	SA000015
> Position A16	S 30000860	SA000016
> Department A II	O 10002351	SA002
> Unit A	O 10002404	SA12345
> Ministry B	O 10002327	SB
> Ministrv C	O 10002328	SC

20


Save Cancel

19. Select Position.

20. Click on  icon.

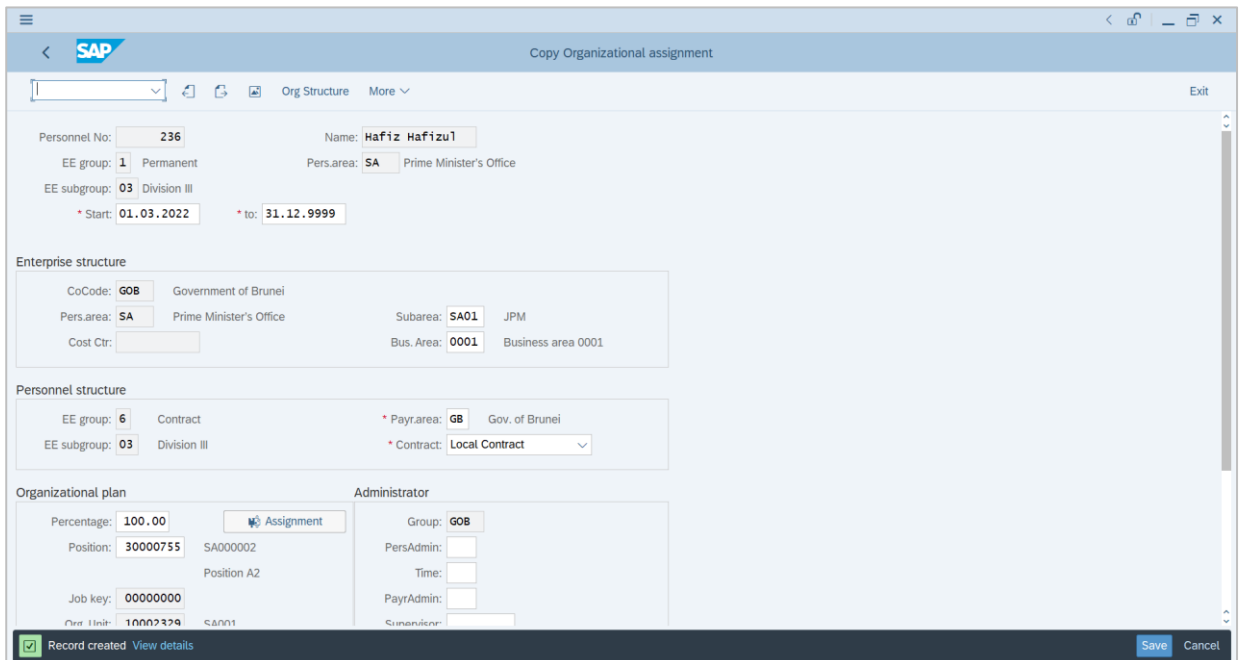


The screenshot shows the SAP 'Copy Actions' form. The 'Personnel action' section includes 'Action Type' set to 'Penyambungan Perkhidmatan', 'Reason for Action' set to '01 Penyambungan/Lanjutan', and 'Job Data Notes' containing 'Service Extension'. The 'Status' section shows 'Customer-specific' as 'Active', 'Employment' as 'Active', and 'Special payment' as 'Standard wage type'. The 'Organizational assignment' section shows 'Position' as '30000755 Position A2', 'Personnel area' as 'SA Prime Minister's Office', 'Employee group' as '6 Contract', and 'Employee subgroup' as '03 Division III'. A red box with the number '8' highlights the 'Save' button at the bottom right. A status bar at the bottom indicates 'Record valid from 15.01.2022 to 31.12.9999 delimited at end View details'.

8. Press **Enter** on the keyboard and click 

Outcome: Record is created.

The **Copy Organizational Assignment** page will be displayed.

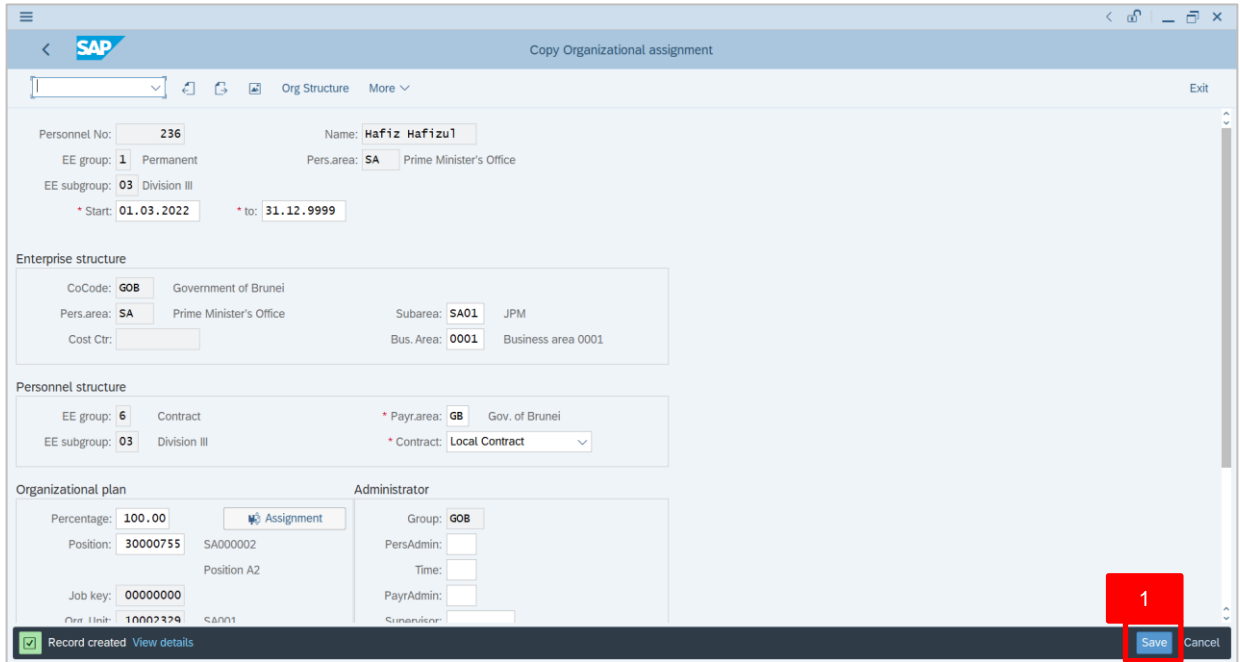


The screenshot shows the SAP 'Copy Organizational assignment' form. It displays details for Personnel No. 236, Name: Hafiz Hafizul, EE group: 1 Permanent, Pers.area: SA Prime Minister's Office, EE subgroup: 03 Division III, and Start/End dates: 01.03.2022 to 31.12.9999. The 'Enterprise structure' section shows CoCode: GOB Government of Brunei, Pers.area: SA Prime Minister's Office, Subarea: SA01 JPM, and Bus. Area: 0001 Business area 0001. The 'Personnel structure' section shows EE group: 6 Contract, Payr.area: GB Gov. of Brunei, EE subgroup: 03 Division III, and Contract: Local Contract. The 'Organizational plan' section shows Percentage: 100.00, Position: 30000755 SA000002 Position A2, Job key: 00000000, and Org. Unit: 10002379 SA001. A red box with the number '8' highlights the 'Save' button at the bottom right. A status bar at the bottom indicates 'Record created View details'.

**Copy Organizational Assignment**

**Backend User**

Department HR Administrator and HR Administrator (JPA)



The screenshot shows the SAP 'Copy Organizational assignment' interface. The top navigation bar includes 'SAP' and 'Copy Organizational assignment'. Below the navigation bar, there are several sections for data entry:

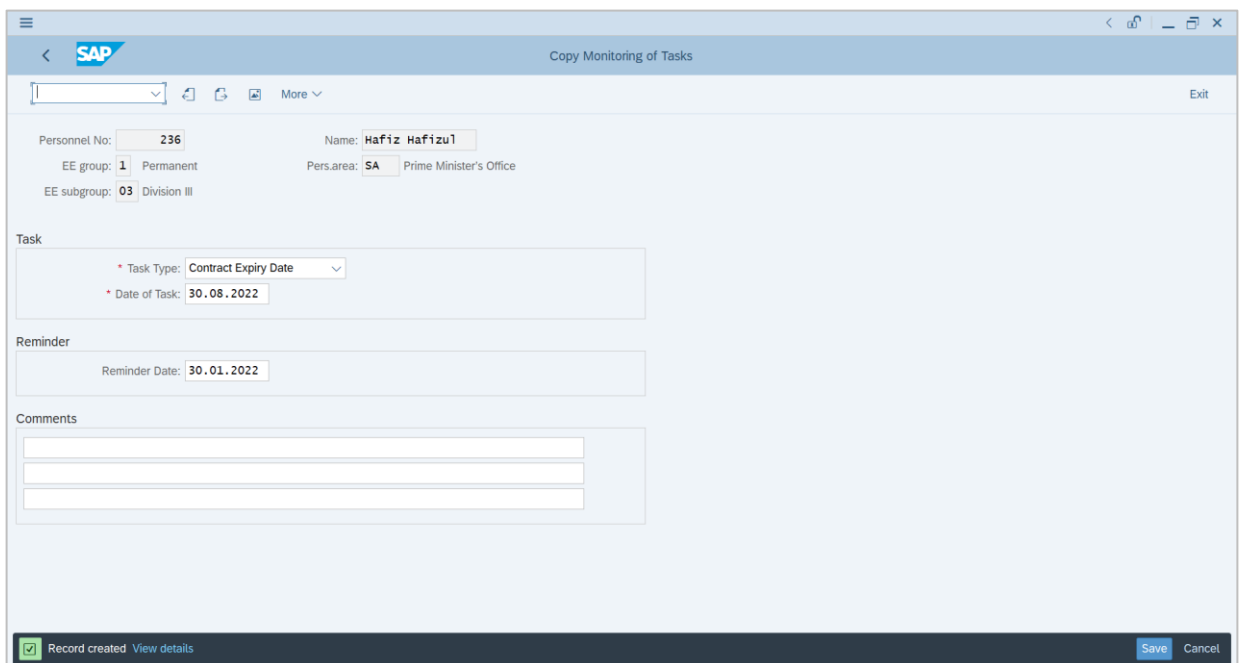
- Personnel Data:** Personnel No: 236, Name: Hafiz Hafizu1, EE group: 1 Permanent, Pers.area: SA Prime Minister's Office, EE subgroup: 03 Division III, Start: 01.03.2022, End: 31.12.9999.
- Enterprise structure:** CoCode: GOB Government of Brunei, Pers.area: SA Prime Minister's Office, Subarea: SA01 JPM, Cost Ctr: (empty), Bus. Area: 0001 Business area 0001.
- Personnel structure:** EE group: 6 Contract, Payr.area: GB Gov. of Brunei, EE subgroup: 03 Division III, Contract: Local Contract.
- Organizational plan:** Percentage: 100.00, Position: 30000755 SA000002, Job key: 00000000, Chrg. Unit: 10002399 SA001.
- Administrator:** Group: GOB, PersAdmin: (empty), Time: (empty), PayrAdmin: (empty), Supervisor: (empty).

At the bottom right, a red box highlights the 'Save' button, with the number '1' inside it. A status bar at the bottom left shows 'Record created View details'.

1. If there are no changes in **Copy Organizational Assignment** page, press **Enter** on the keyboard and click **Save**

Outcome: Record is created.

The **Copy Monitoring of Tasks** page will be displayed.



The screenshot shows the SAP 'Copy Monitoring of Tasks' interface. The top navigation bar includes 'SAP' and 'Copy Monitoring of Tasks'. Below the navigation bar, there are several sections for data entry:

- Personnel Data:** Personnel No: 236, Name: Hafiz Hafizu1, EE group: 1 Permanent, Pers.area: SA Prime Minister's Office, EE subgroup: 03 Division III.
- Task:** Task Type: Contract Expiry Date, Date of Task: 30.08.2022.
- Reminder:** Reminder Date: 30.01.2022.
- Comments:** Three empty text input fields.

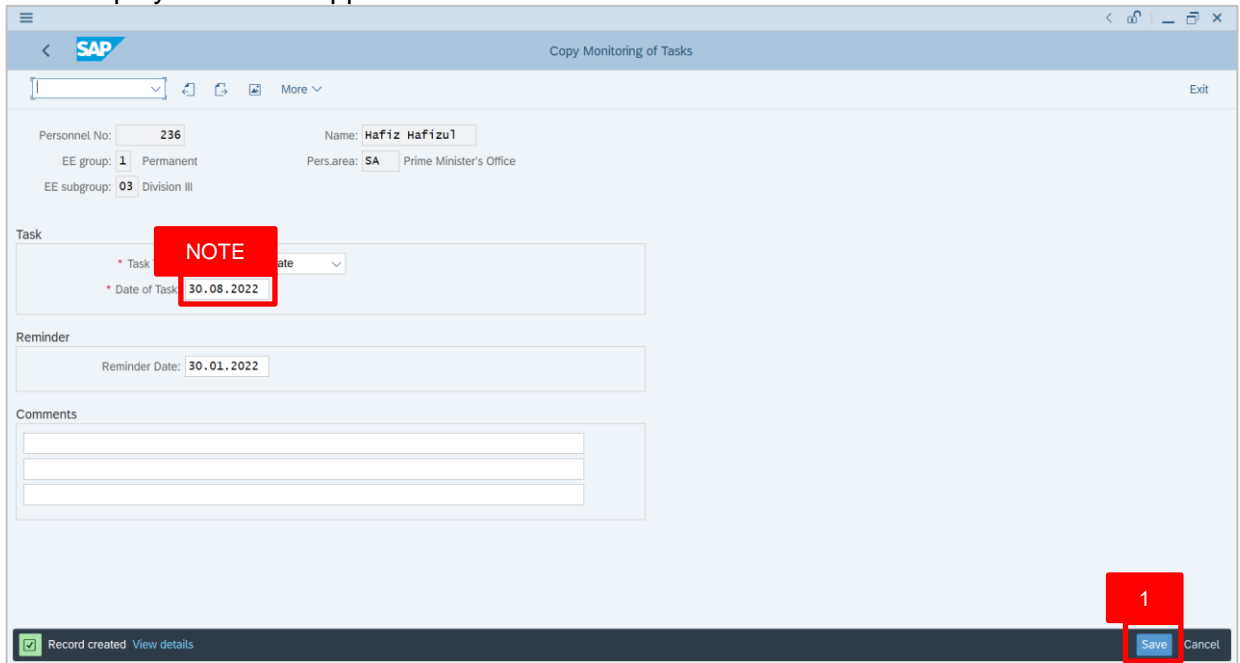
At the bottom right, there are 'Save' and 'Cancel' buttons. A status bar at the bottom left shows 'Record created View details'.

## Copy Monitoring of Tasks

## Backend User

Department HR Administrator and HR Administrator (JPA)

**Note:** For Service Extension, the employee saved information will appear in most of the sections. Importantly, in this Action type, please change the **End of Contract** according to the employee letter of approval.

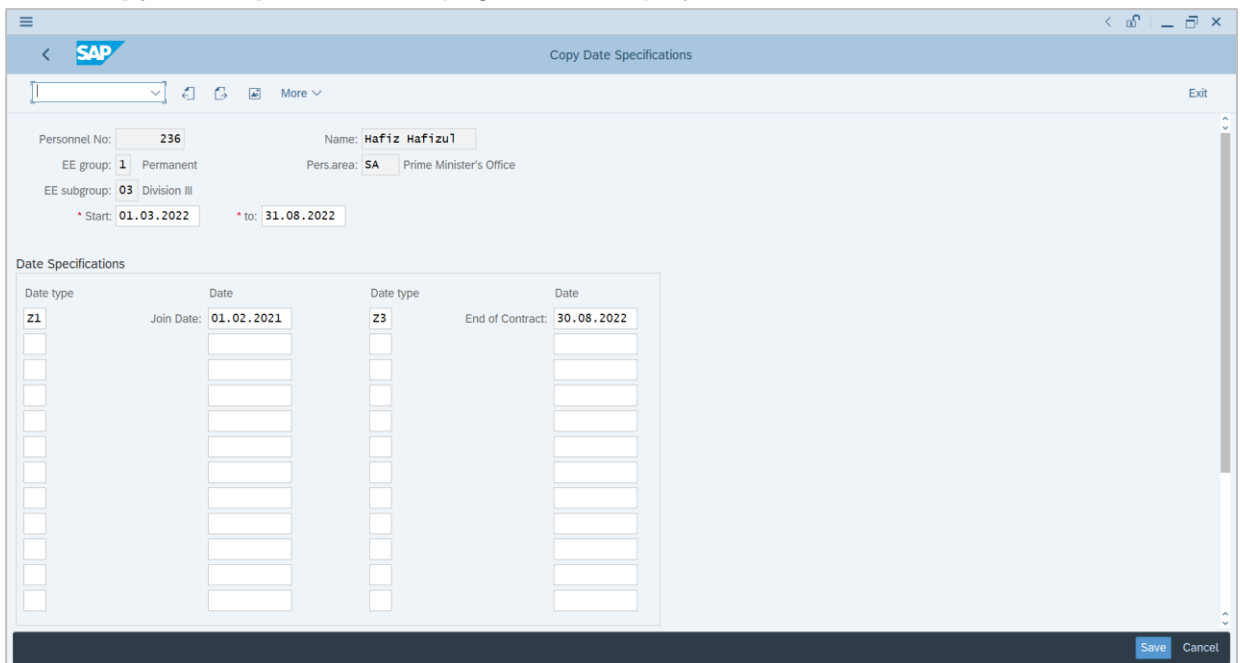


The screenshot shows the SAP 'Copy Monitoring of Tasks' form. The form includes fields for Personnel No. (236), Name (Hafiz Hafizu1), EE group (1 Permanent), Pers.area (SA Prime Minister's Office), and EE subgroup (03 Division III). A red box highlights the 'Date of Task' field with the value '30.08.2022' and a 'NOTE' label. Below this is a 'Reminder' section with 'Reminder Date' set to '30.01.2022' and a 'Comments' section with three empty text boxes. At the bottom right, a red box highlights the 'Save' button, with the number '1' next to it. A status bar at the bottom left shows 'Record created' and 'View details'.

1. After the **Date** is entered in the **Copy Monitoring of Tasks** page, press **Enter** on the keyboard and click **Save**

Outcome: Record is created.

The **Copy Date Specifications** page will be displayed.



The screenshot shows the SAP 'Copy Date Specifications' form. It includes the same personnel information as the previous form. Below this, there are 'Date Specifications' fields: 'Start' (01.03.2022) and 'to' (31.08.2022). The main section is a table with columns for 'Date type', 'Date', 'Date type', and 'Date'. The first row is pre-filled with 'Z1', 'Join Date: 01.02.2021', 'Z3', and 'End of Contract: 30.08.2022'. There are 10 rows in total. At the bottom right, there are 'Save' and 'Cancel' buttons.

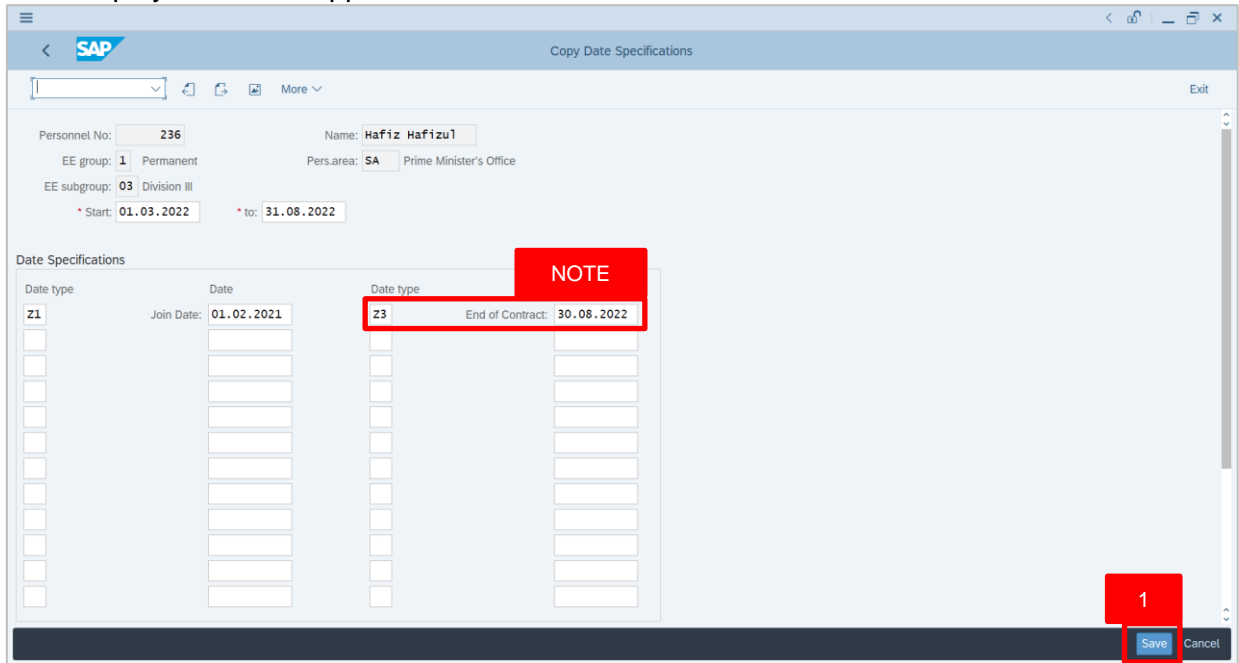
Date type	Date	Date type	Date
Z1	Join Date: 01.02.2021	Z3	End of Contract: 30.08.2022

## Copy Date Specifications

## Backend User

Department HR Administrator and HR Administrator (JPA)

**Note:** For Service Extension, the employee saved information will appear in most of the sections. Importantly, in this Action type, please change the **End of Contract** according to the employee letter of approval.

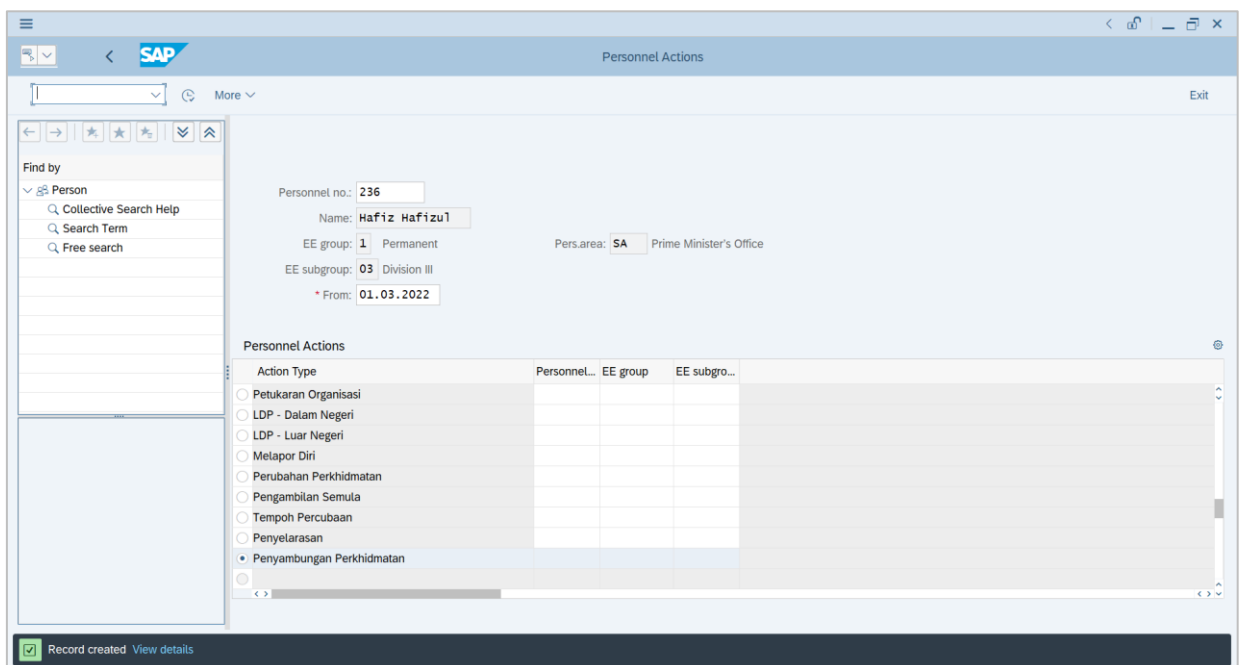


The screenshot shows the SAP 'Copy Date Specifications' interface. At the top, the personnel details are: Personnel No: 236, Name: Hafiz Hafizu1, EE group: 1 Permanent, Pers.area: SA Prime Minister's Office, EE subgroup: 03 Division III, Start: 01.03.2022, End: 31.08.2022. Below this is a table for 'Date Specifications' with columns for Date type, Date, and Date type. A red box highlights the second row with Date type 'Z3' and End of Contract '30.08.2022'. A red 'NOTE' box is placed over the 'Date type' column header. At the bottom right, a red box with the number '1' highlights the 'Save' button.

1. After the **Date** is entered in the **Copy Date Specifications** page, press **Enter** on the keyboard and click **Save**

Outcome: Record is created.

The **Personal Action (PA40)** page will be displayed.

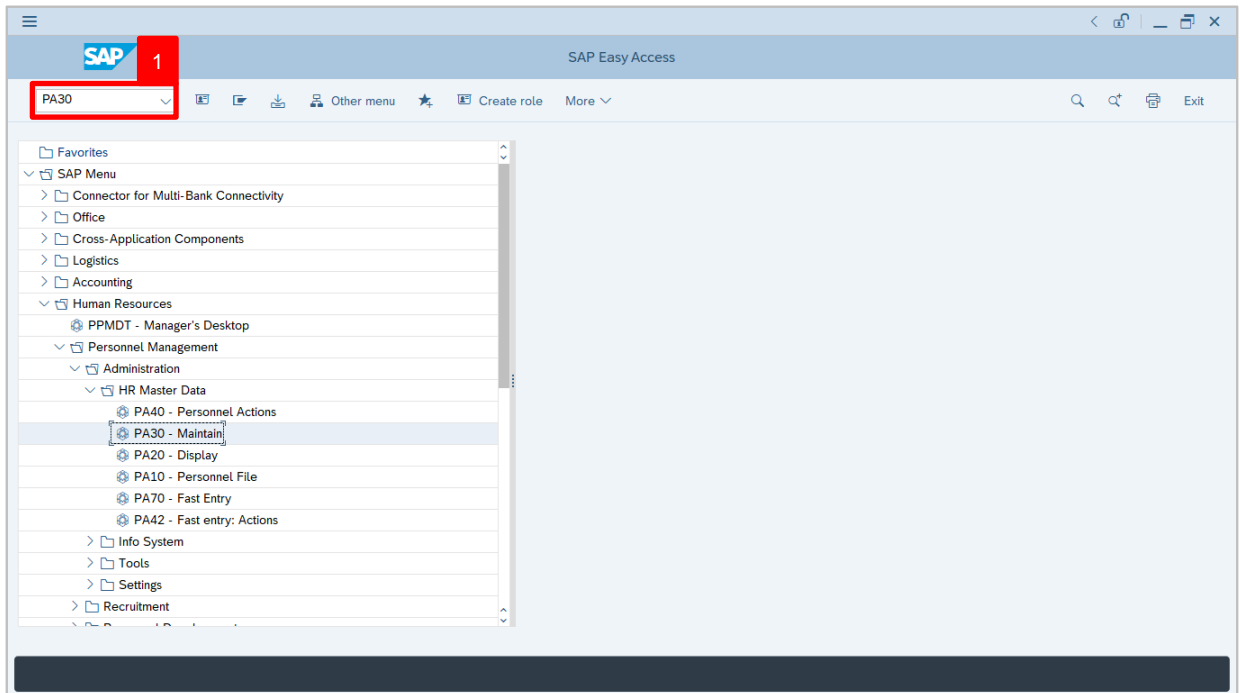


The screenshot shows the SAP 'Personnel Actions' interface. The personnel details are the same as in the previous screenshot. The 'Personnel Actions' table is visible, with 'Penyambungan Perkhidmatan' selected. A green status bar at the bottom indicates 'Record created View details'.

## View Action Overview

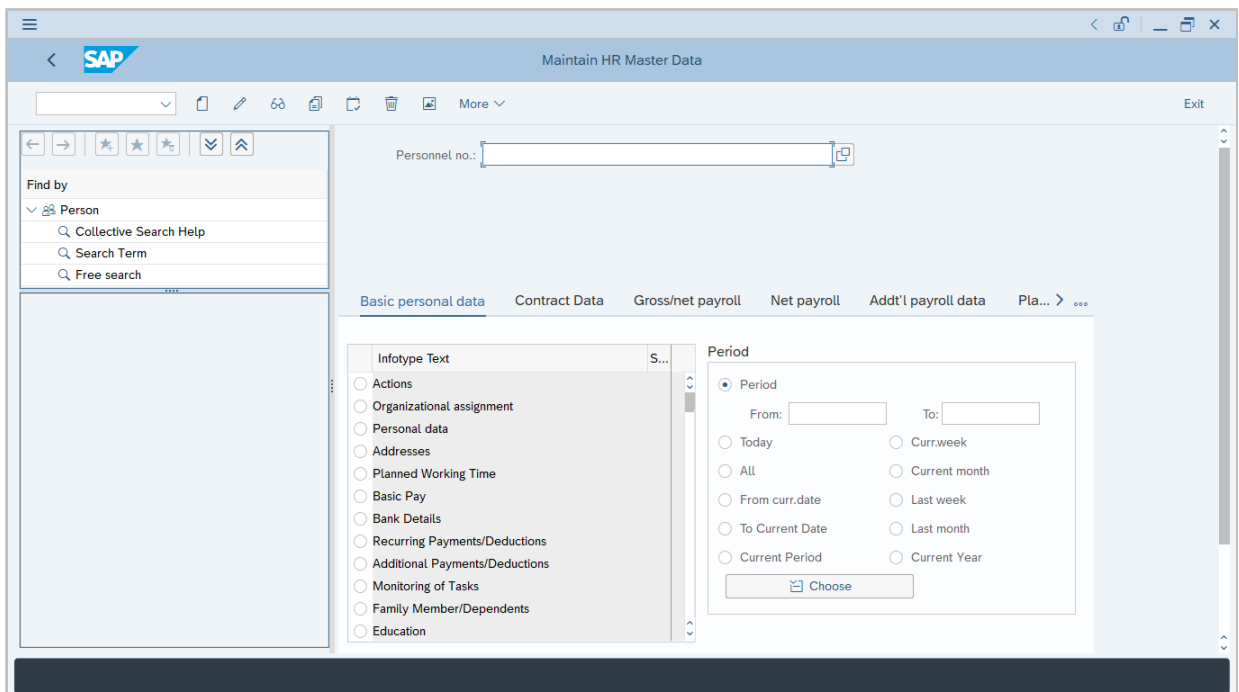
## Back End User

Department HR Administrator and HR Administrator (JPA)



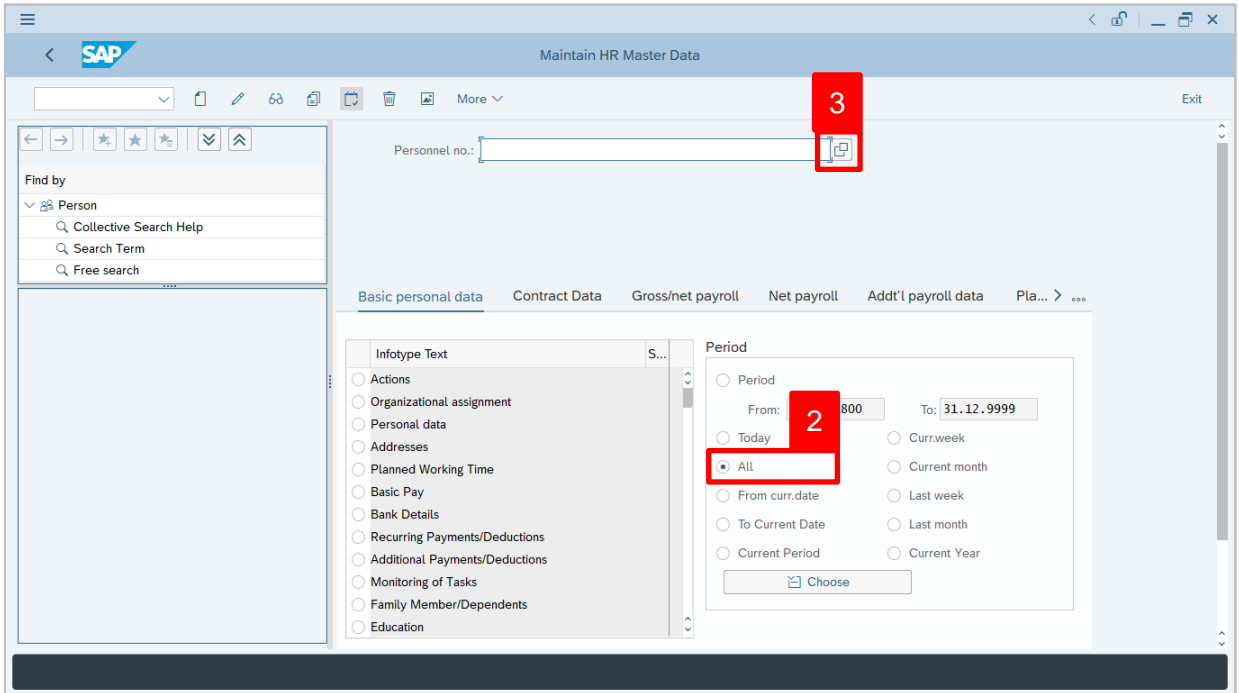
1. Navigate to **Maintain HR Master Data** page by entering transaction code, **PA30** in the Search Bar and press **Enter** button on the keyboard.

The **Maintain HR Master Data (PA30)** page will be displayed.



**Note:**

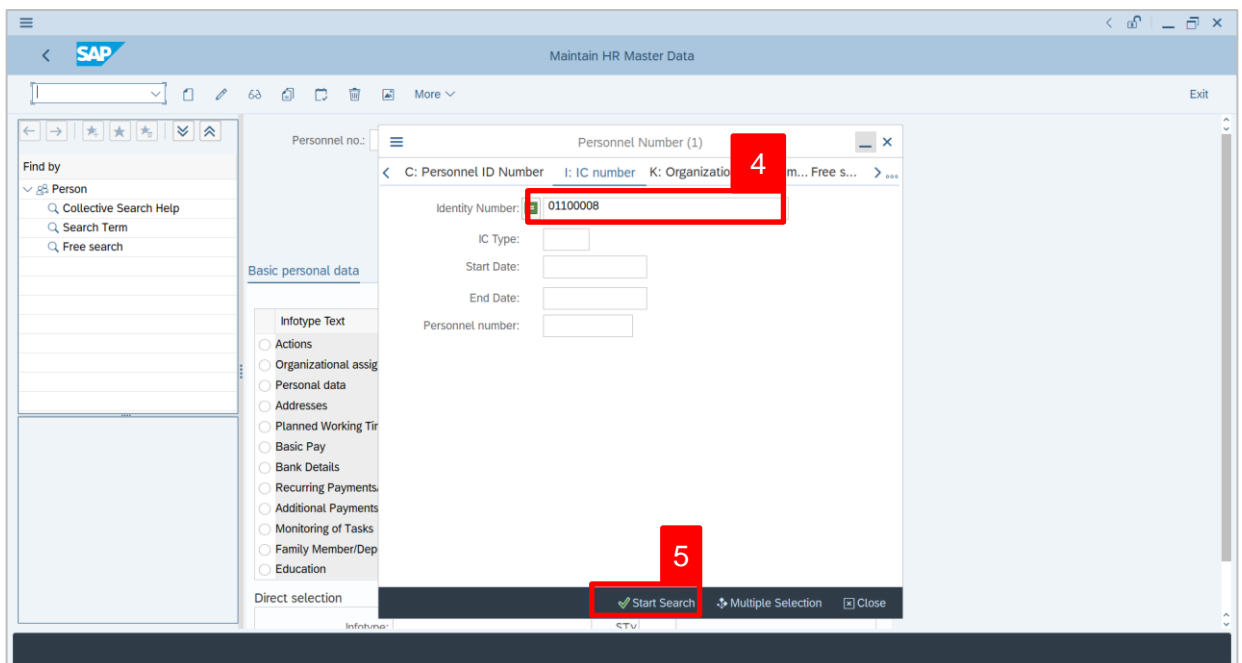
- Click on **SAP Menu > Human Resources > Personnel Management > Administration > HR Master Data > PA30 – Maintain**
- User may search for the personnel using their IC number via the Lookup icon.



2. Under **Period** section, click on  and select **All**

All data within this timeframe (From **01.01.1800** to **31.12.9999**) will be available.

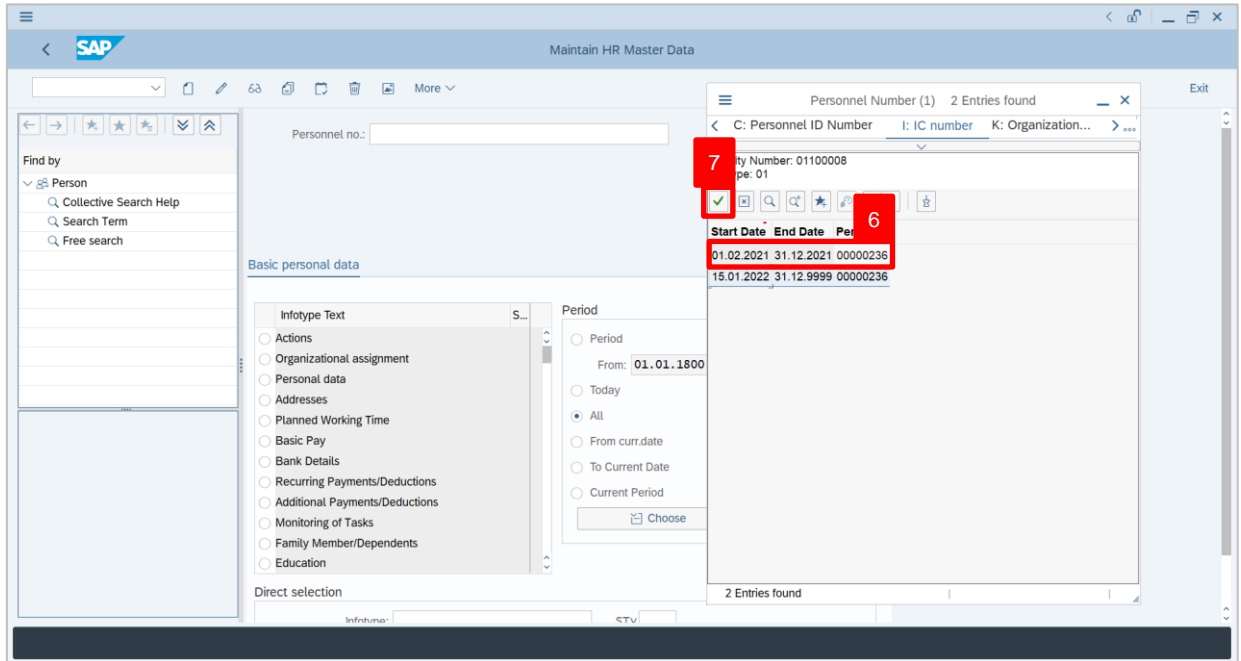
3. Click on  icon for Personnel No.





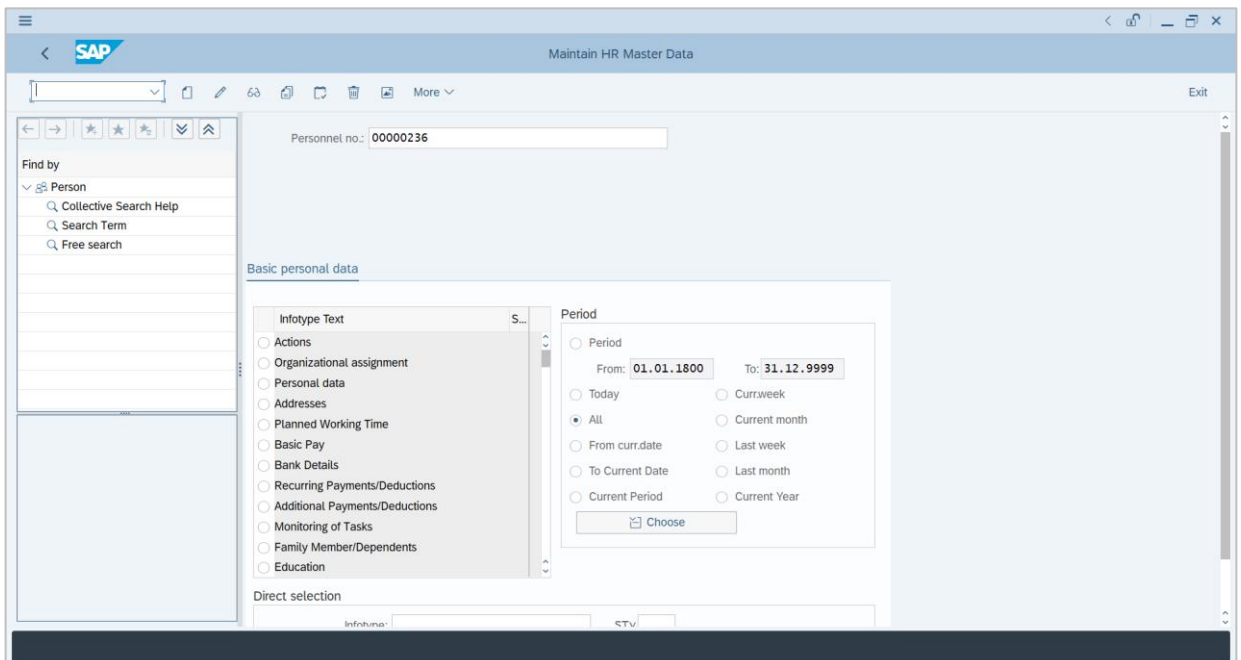
4. Enter the personnel IC Number.

5. Click on  Start Search

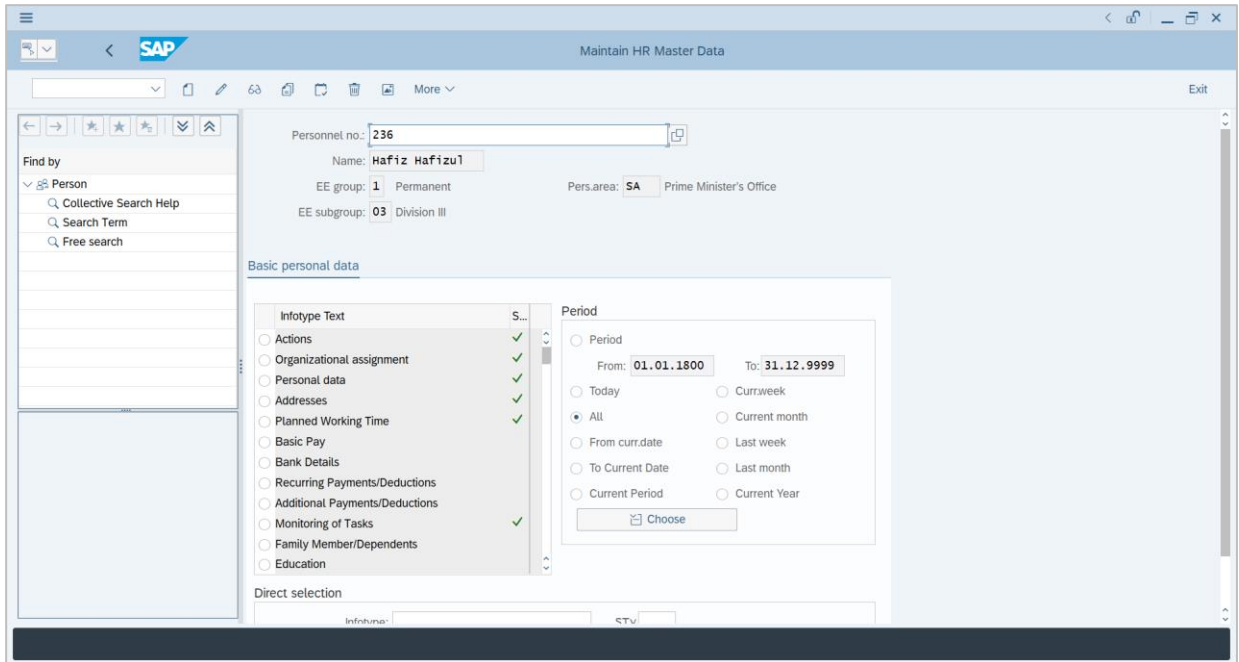


6. Select the searched personnel.

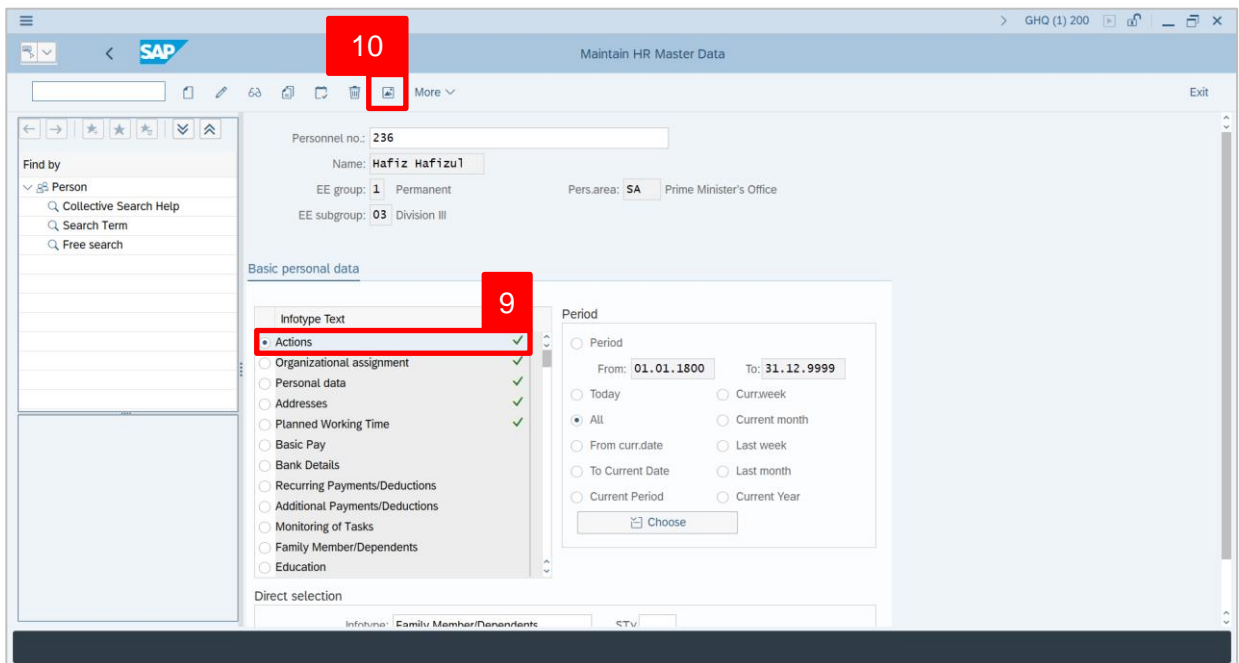
7. Click on  icon.




8. Press **Enter** button on the keyboard.



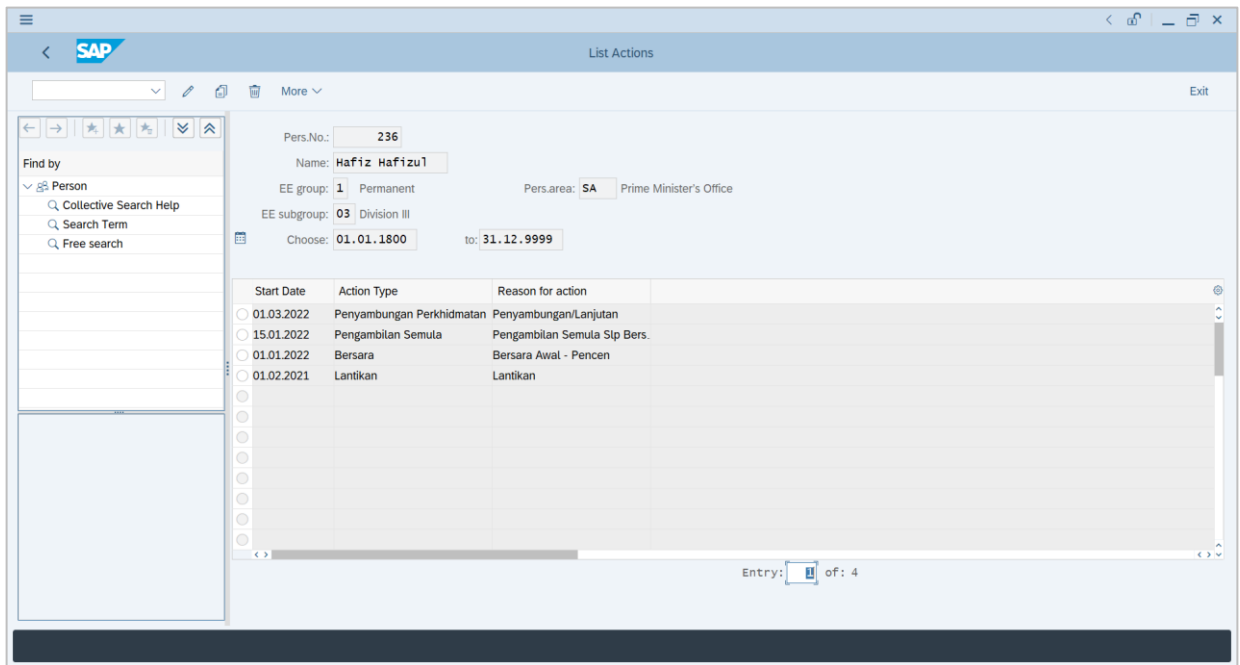
**Note:** The personnel information will be displayed.



9. Under **Basic personal data**, click on  and select **Actions**

10. Click on  icon.

The **List Actions** page will be displayed.



The screenshot shows the SAP List Actions page for a specific employee. The employee's details are as follows:

- Pers.No.: 236
- Name: Hafiz Hafizu1
- EE group: 1 Permanent
- Pers.area: SA Prime Minister's Office
- EE subgroup: 03 Division III
- Choose: 01.01.1800 to: 31.12.9999

The main table displays the following actions:

Start Date	Action Type	Reason for action
<input type="radio"/> 01.03.2022	Penyambungan Perkhidmatan	Penyambungan/Lanjutan
<input type="radio"/> 15.01.2022	Pengambilan Semula	Pengambilan Semula Slip Bers.
<input type="radio"/> 01.01.2022	Bersara	Bersara Awal - Pencen
<input type="radio"/> 01.02.2021	Lantikan	Lantikan

At the bottom of the table, it indicates "Entry: 1 of: 4".

User can view the personnel actions in this page.