



# **SISTEM SUMBER MANUSIA**

## **User Guide**

### **Personnel Administration for Back End User (SAPGUI)**

#### **Penambahan Bukan Kakitangan (Add Non-Government Employee)**

## INTRODUCTION

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**.









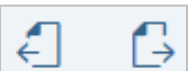


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## SAP ICONS

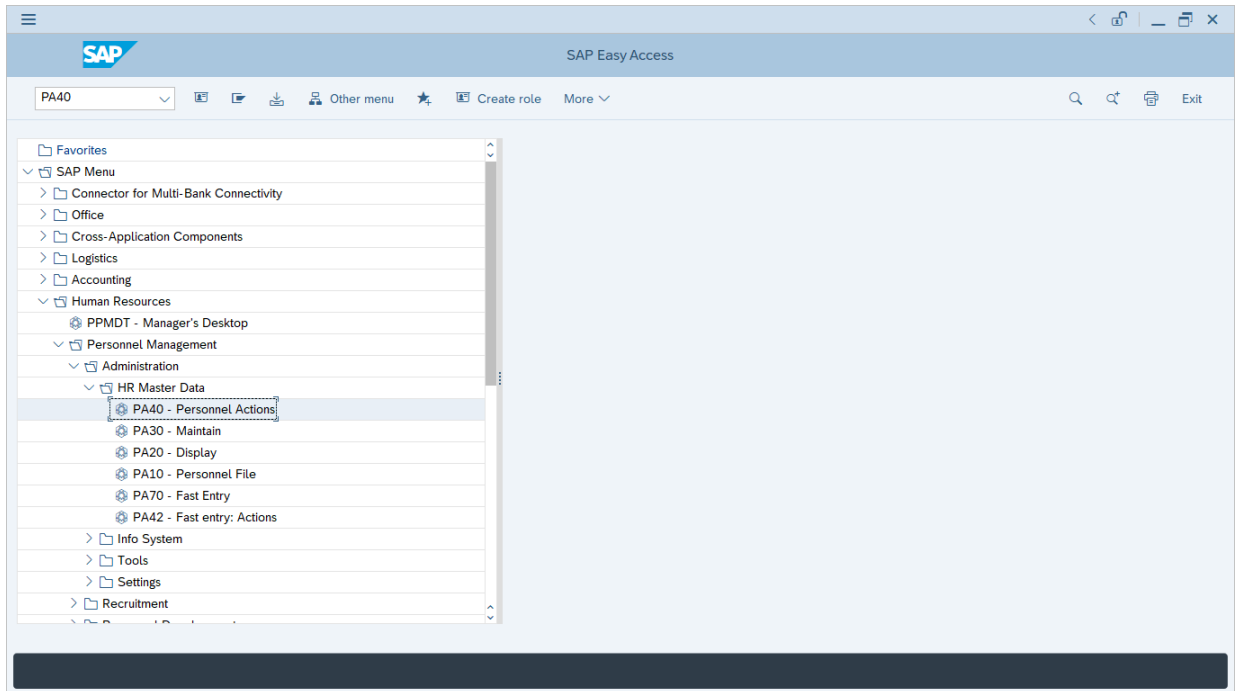
The table below shows the icons that are frequently used in the SAPGUI (Back-End) system:

Icon	Name	Purpose
	Overview	For an overall view of the selected infotype or action type.
	Create	To input new information into the system.
	Change	To edit the selected information.
	Copy	To copy the selected information.
	Delete	To delete the selected information.
	Delimit	To limit the period of selected information.
	Display/View	To view a specific information.
	Execute	To execute task.
	Previous Record & Next Record	Next Record: Infotype does not require any updates or changes. Acts as a skip button. Previous Record: Acts as a return/back button that brings user to the previous infotype page.

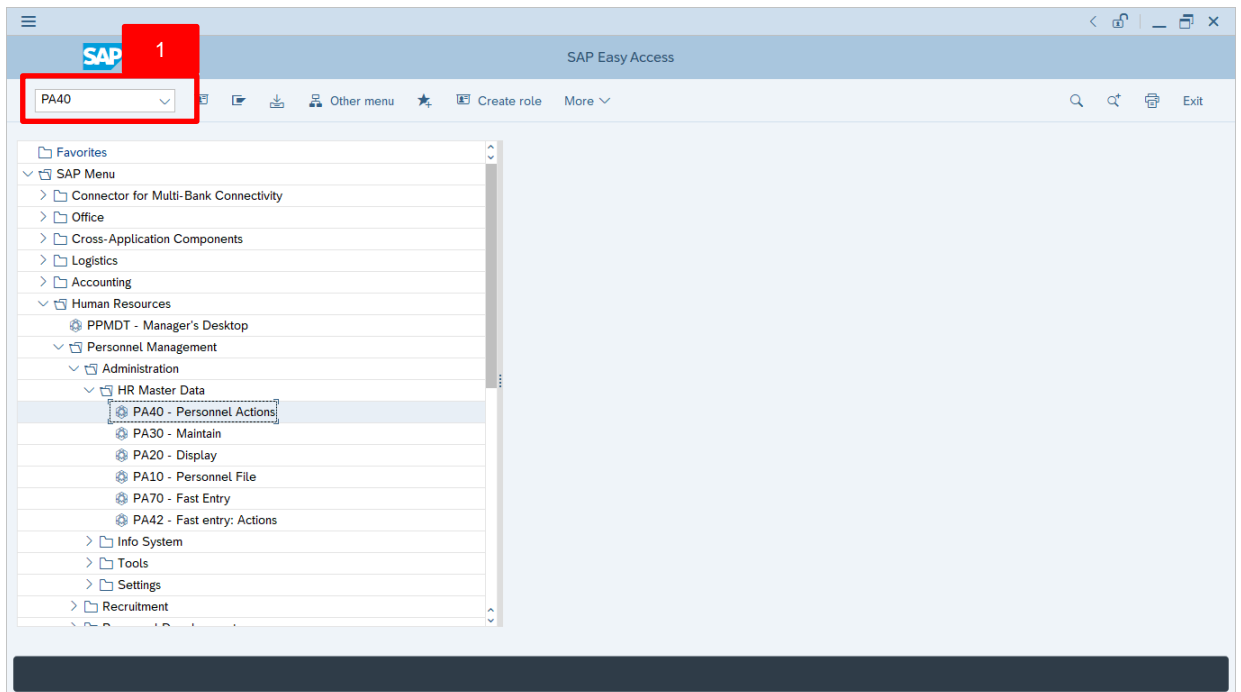
## Create Actions

## Back End User

Department HR Administrator and HR Administrator (JPA)



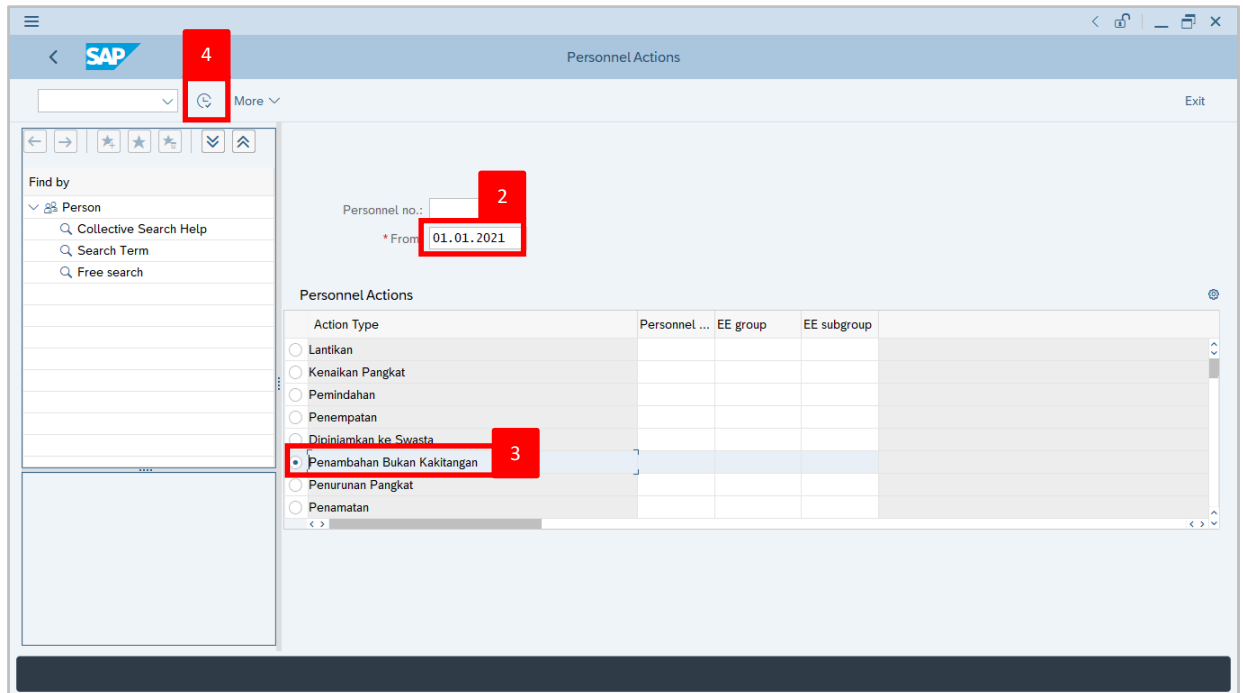
1. Navigate to **Personnel Actions** page by entering transaction code, **PA40** in the Search Bar and press **Enter** button on the keyboard.




## Note:


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

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



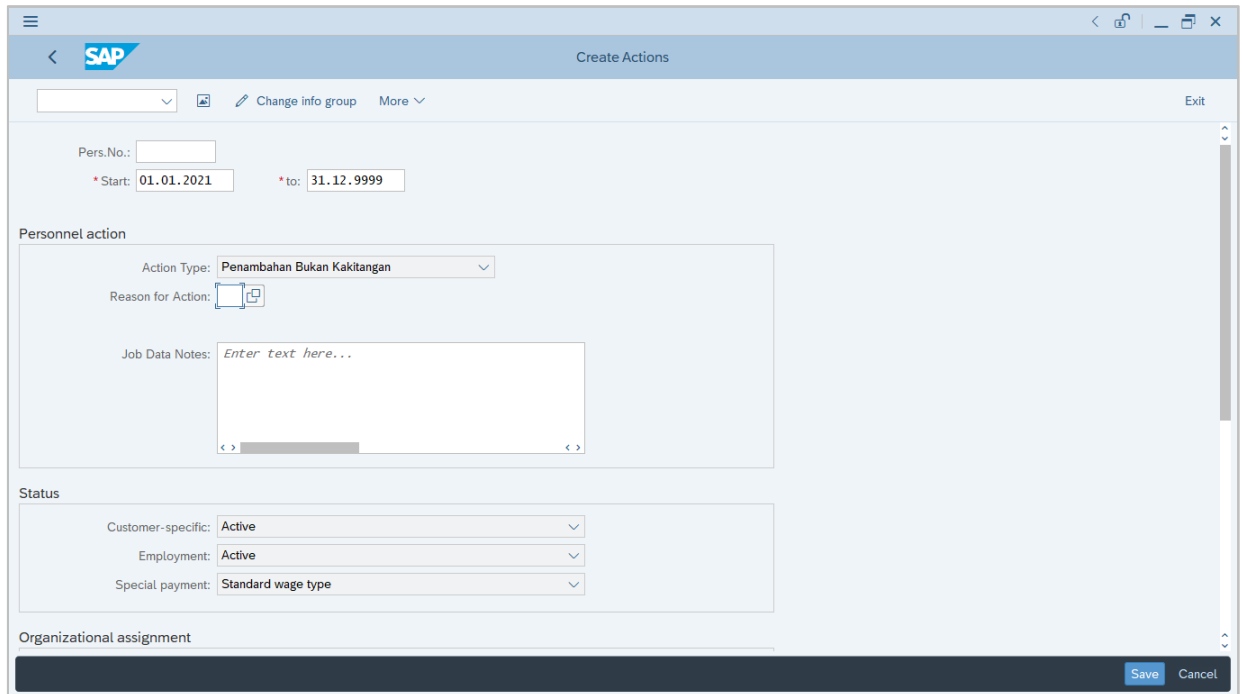
2. Enter the action From date.

3. Under **Personnel Actions** section, click on  and select **Penambahan Bukan Kakitangan**

4. Click on  icon.

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

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



**SAP** Create Actions

Pers.No.:

\* Start:  \* to:

**Personnel action**

Action Type:

Reason for Action:

Job Data Notes:

**Status**

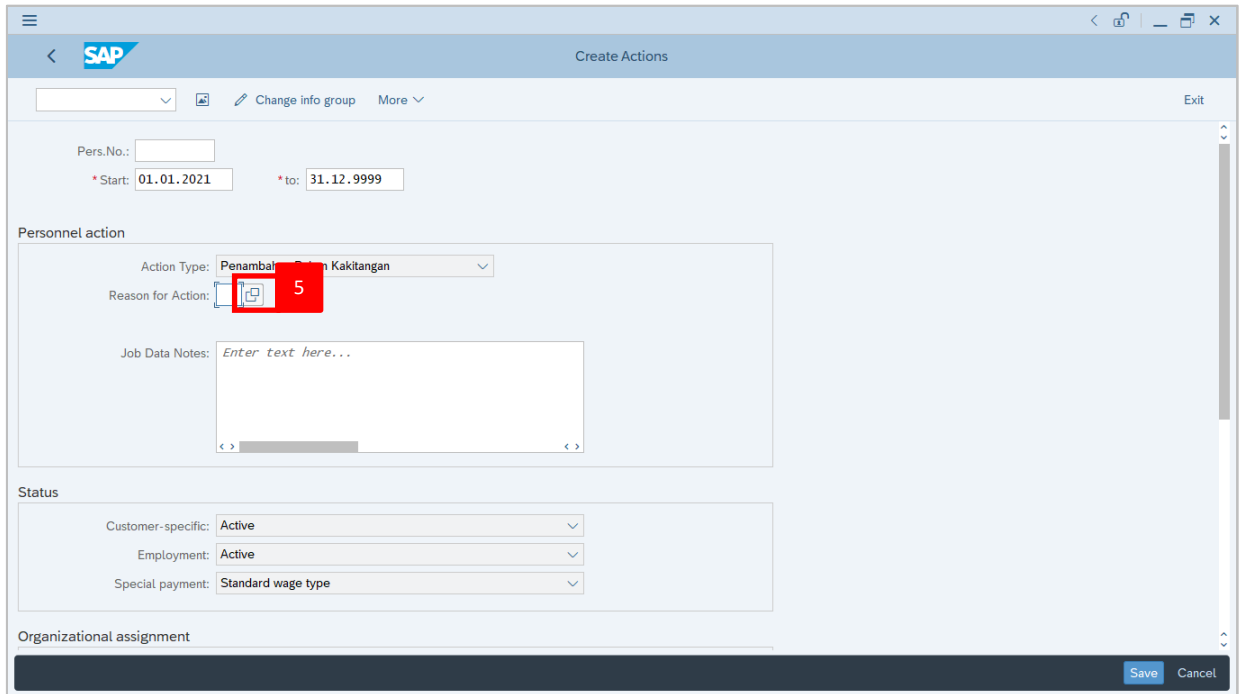
Customer-specific:


Employment:

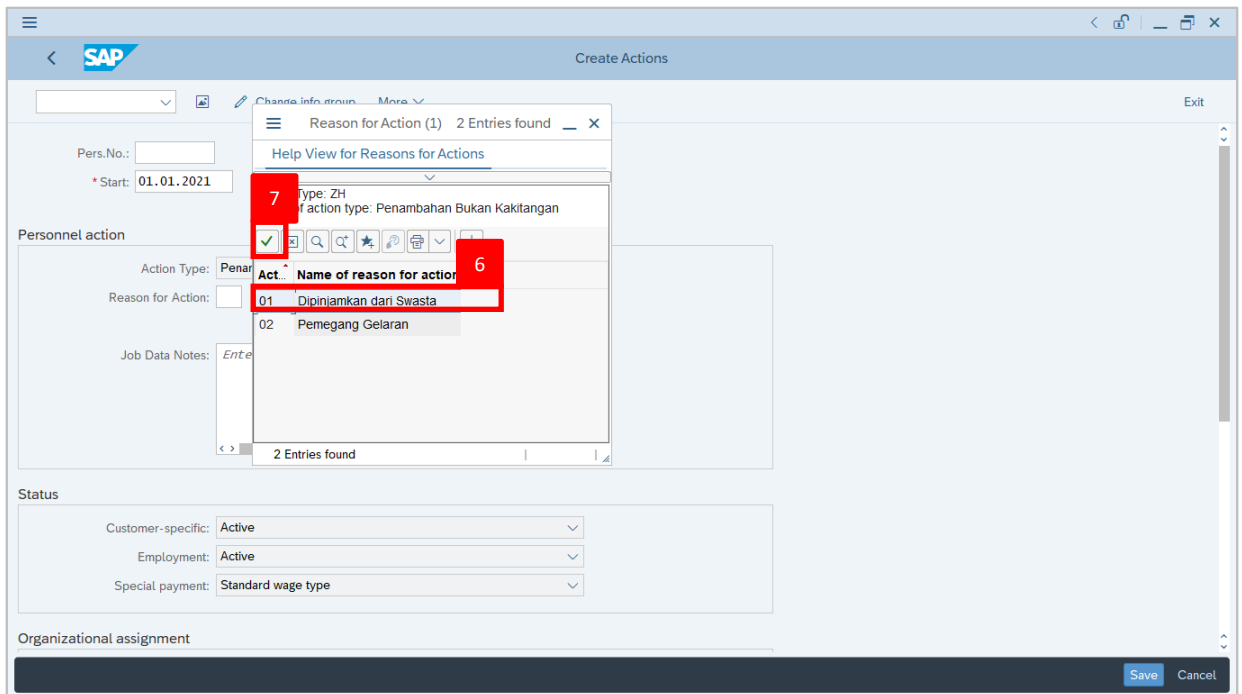
Special payment:

**Organizational assignment**

Save Cancel



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



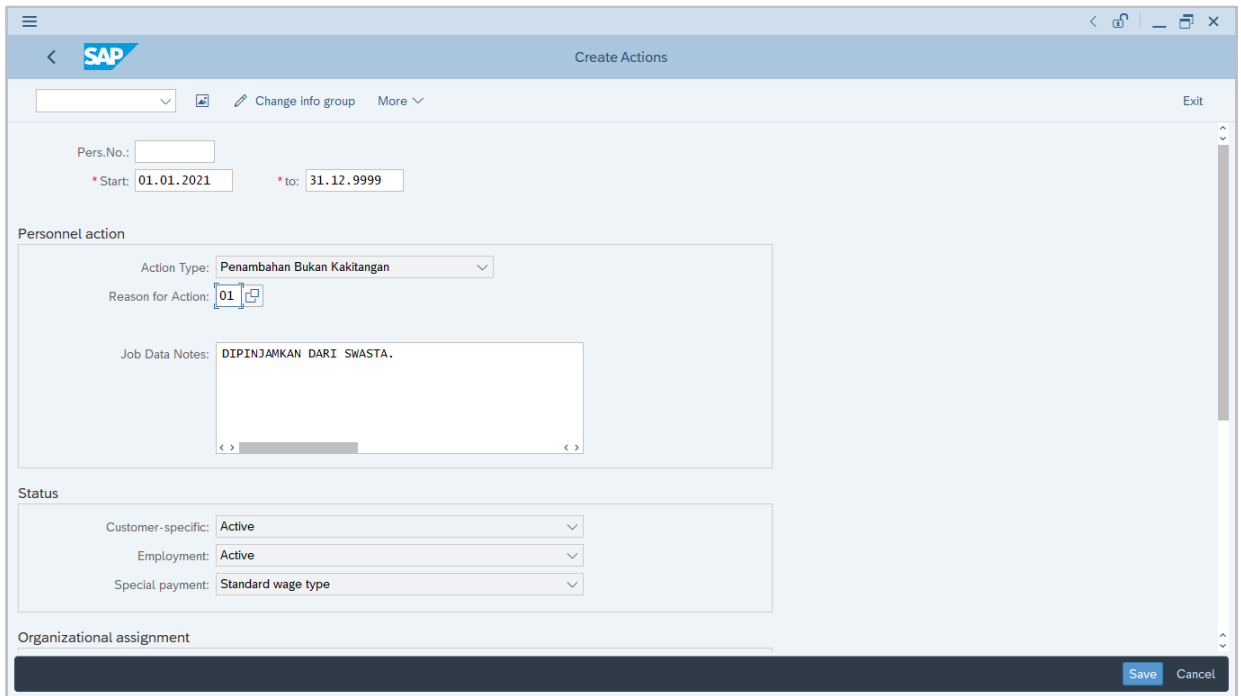
6. Select **01 Dipinjamkan Dari Swasta**.

7. Click on  icon.

### Note:

- Job Data Notes are optional to fill in.





The screenshot shows the SAP 'Create Actions' form. The 'Personnel action' section includes:

- Action Type: Penambahan Bukan Kakitangan
- Reason for Action: 01
- Job Data Notes: DIPINJAMKAN DARI SWASTA.


The 'Status' section includes:

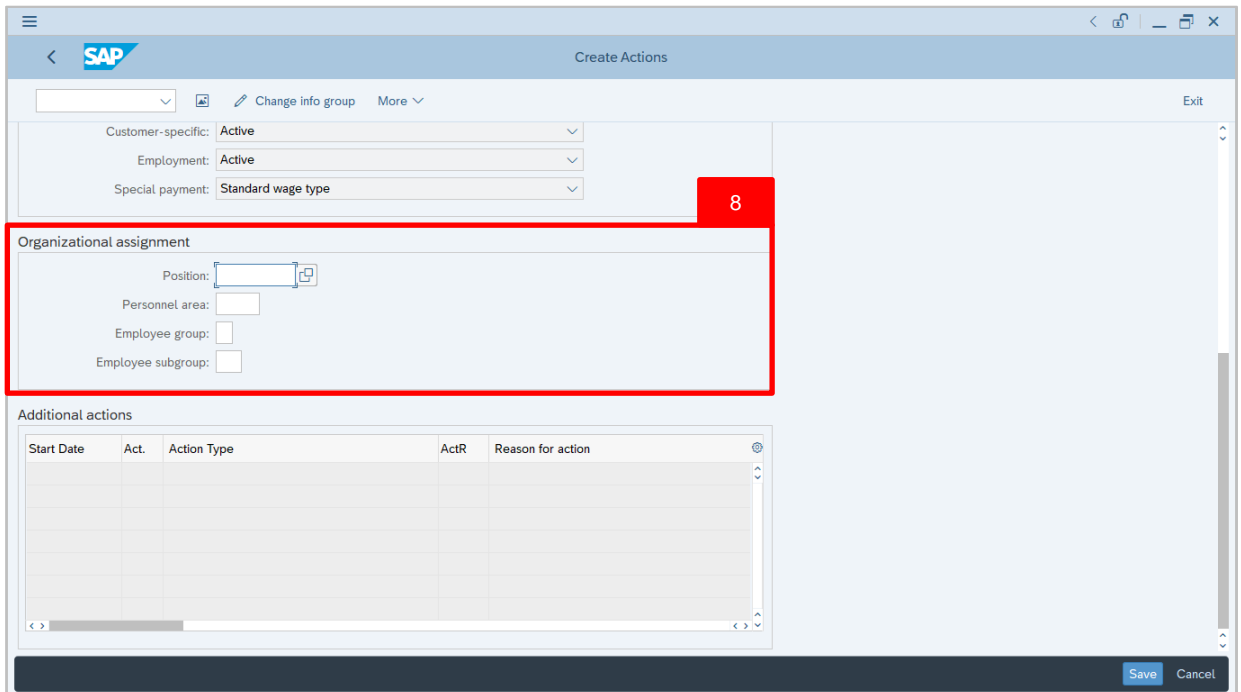
- Customer-specific: Active
- Employment: Active
- Special payment: Standard wage type

The 'Organizational assignment' section is currently empty. At the bottom right, there are 'Save' and 'Cancel' buttons.

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

**Note:**

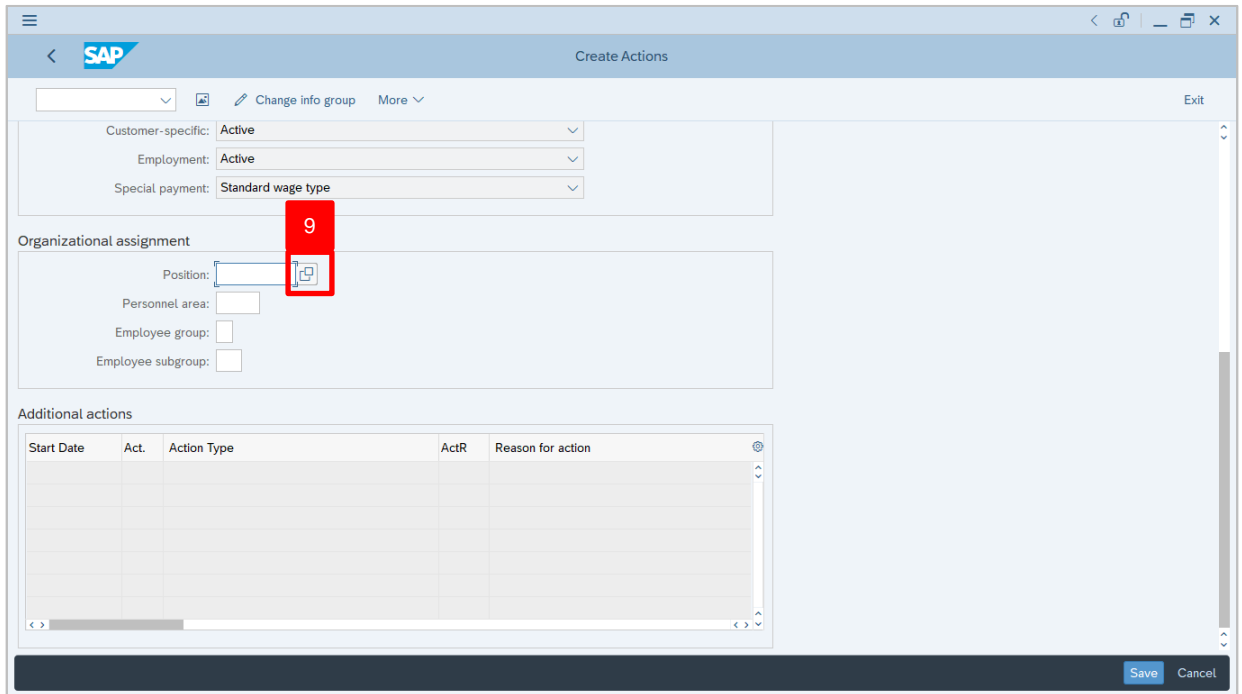
- When HR Administrator click on  icon, they can only view the created positions based on the authority given to them. Example: Department HR Administrator is from SA01; Therefore, they can only view positions created under SA01.




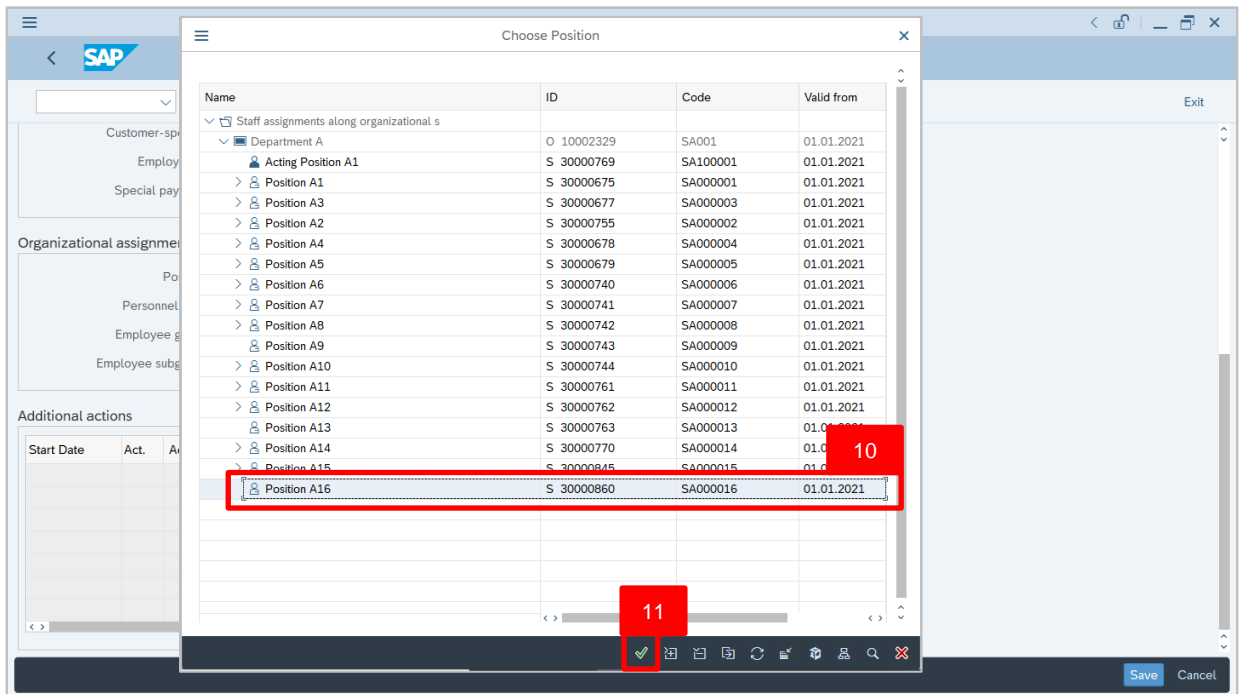
This screenshot shows the same SAP 'Create Actions' form, but with the 'Organizational assignment' section highlighted in red. A red box with the number '8' is placed over the 'Position' field. The 'Organizational assignment' section includes:

- Position:
- Personnel area:
- Employee group:
- Employee subgroup:

The 'Additional actions' section below is a table with the following columns: Start Date, Act., Action Type, ActR, and Reason for action. The table is currently empty.

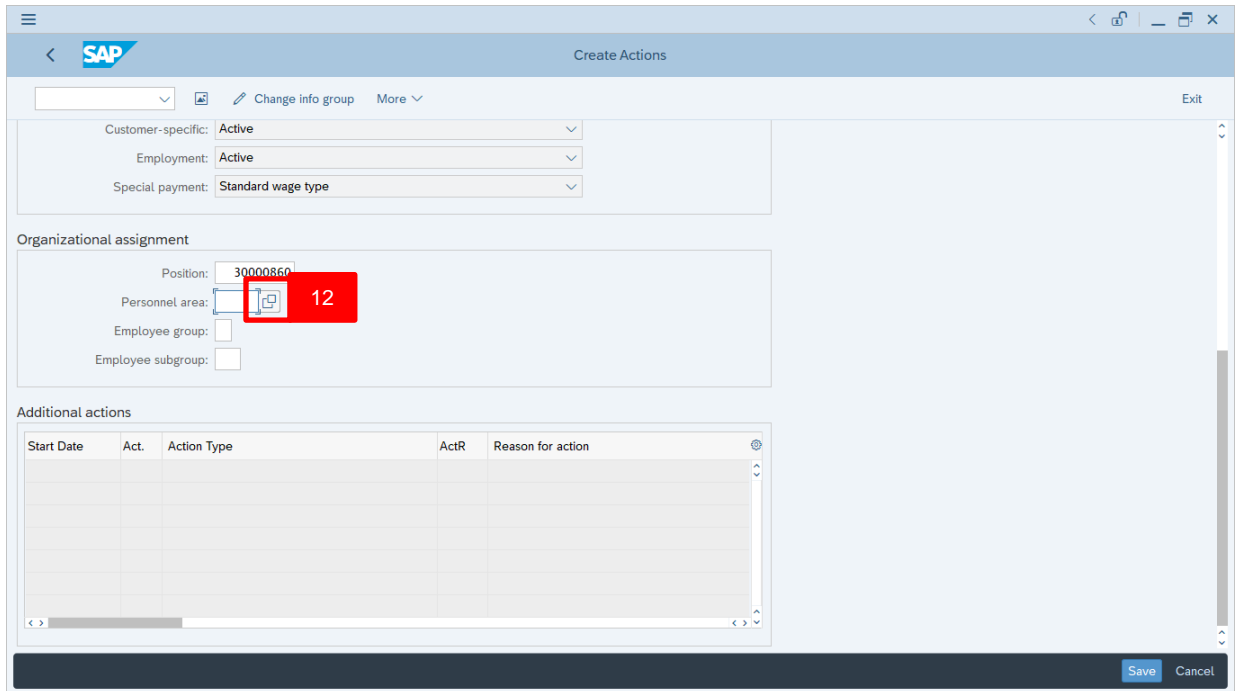



9. Under **Organizational assignment** section, click on  icon for Position.

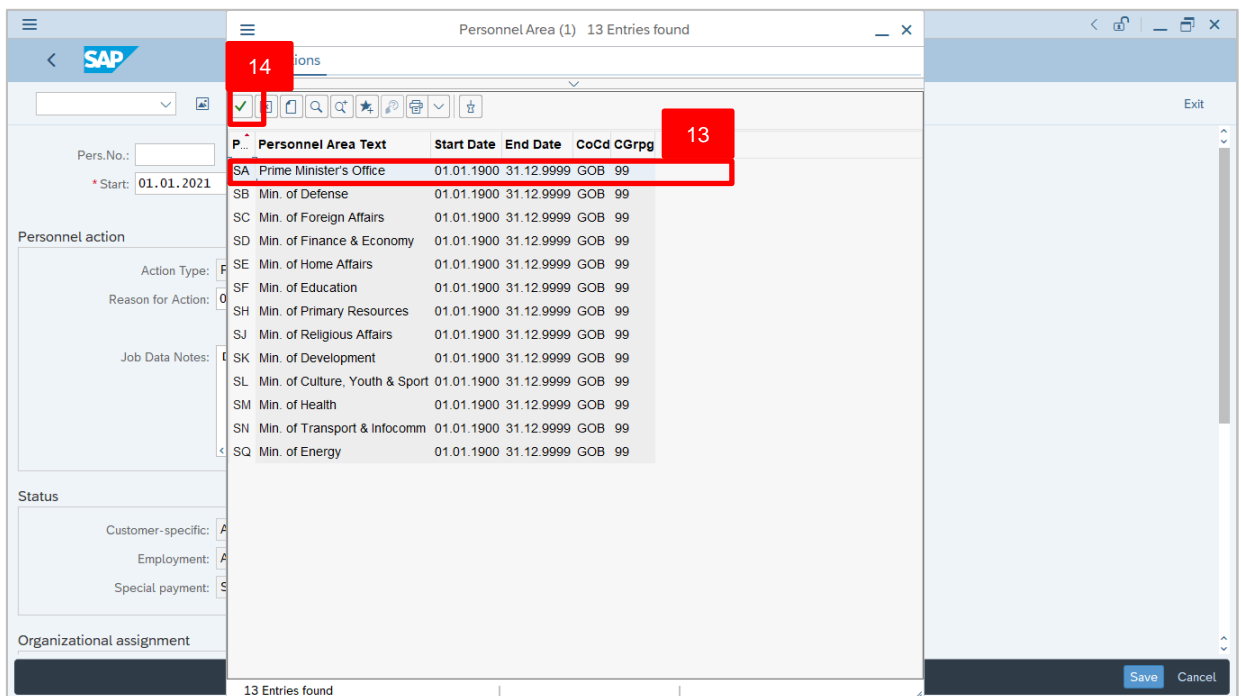


10. Select Position for the personnel.


11. Click on  icon.

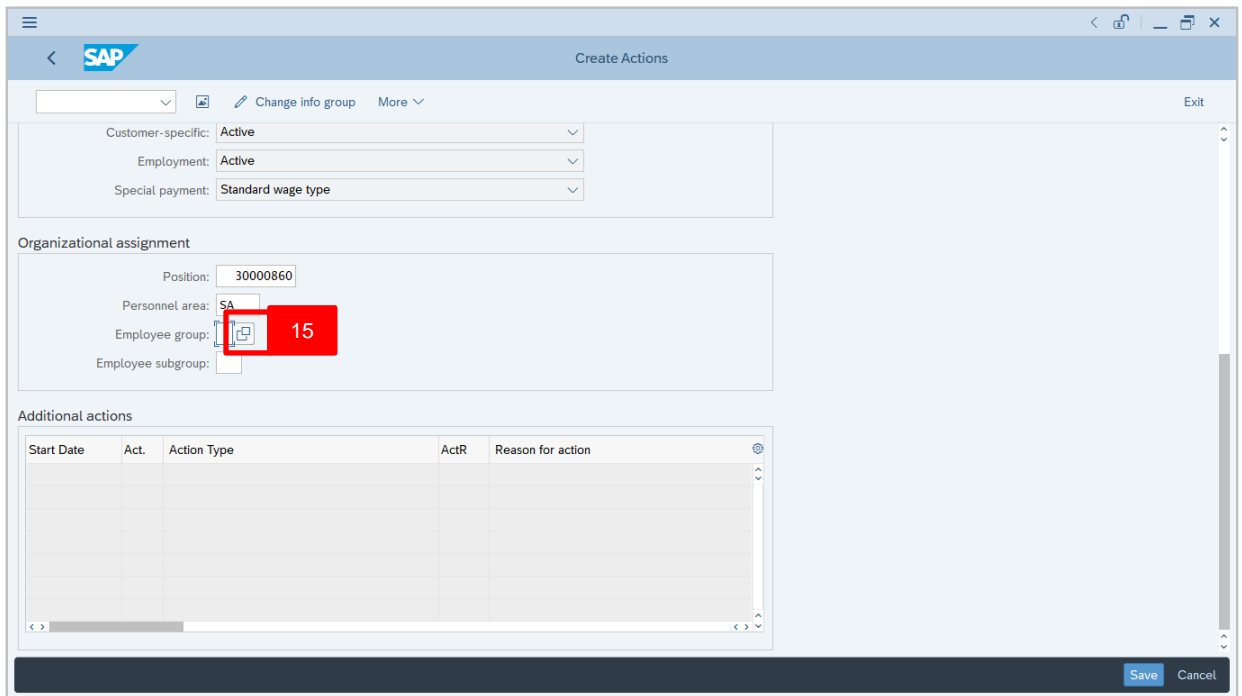


12. Under **Organizational assignment**, click on  icon for Personnel area (Ministry).




13. Select Personnel area (Ministry).

14. Click on  icon.




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

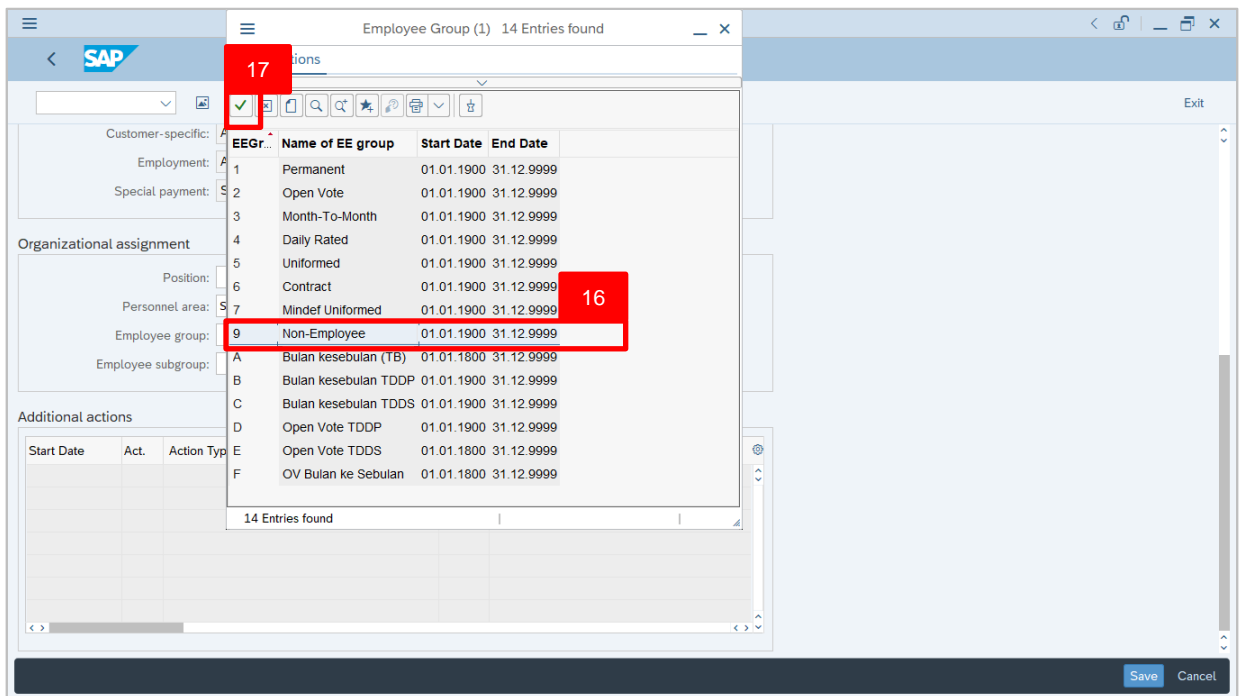
Organizational assignment  
 Position: 30000860  
 Personnel area: SA  
 Employee group:  15  
 Employee subgroup:

Additional actions

Start Date	Act.	Action Type	ActR	Reason for action

Save Cancel

15. Under **Organizational assignment** section, click on  icon for Employee Group.



Employee Group (1) 14 Entries found

Customer-specific:  
 Employment:  
 Special payment:

Organizational assignment  
 Position:  
 Personnel area:  
 Employee group: 9  
 Employee subgroup:

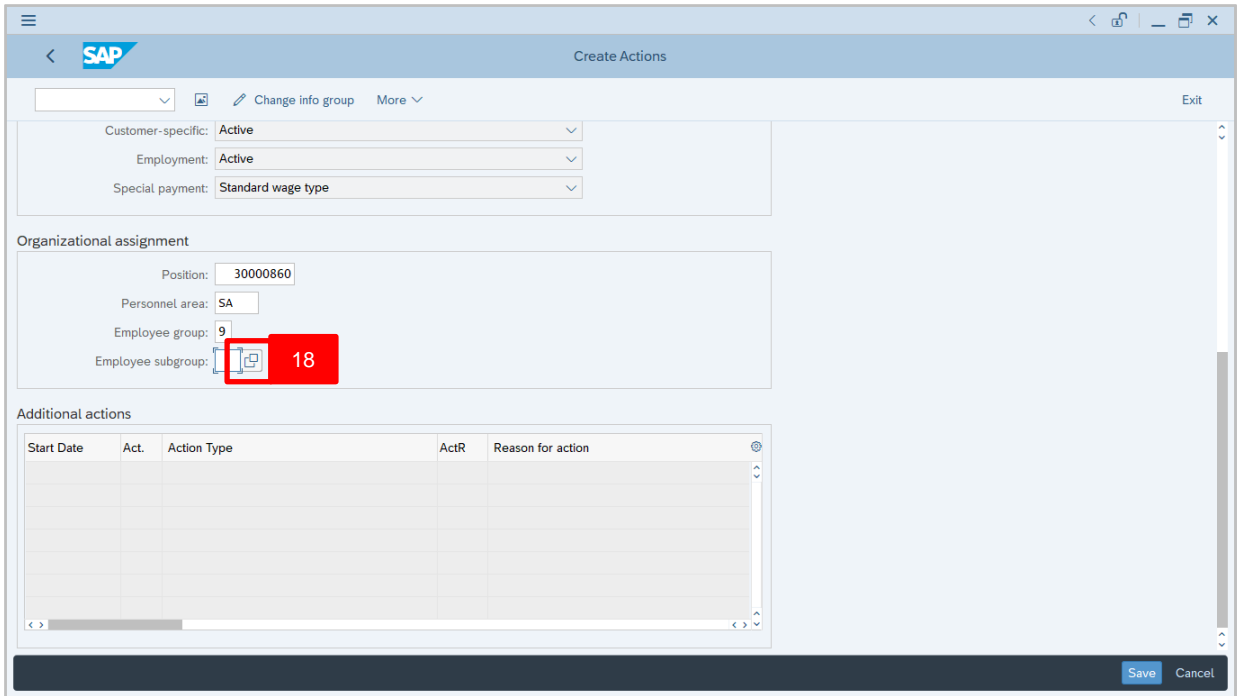
EEGr.	Name of EE group	Start Date	End Date
1	Permanent	01.01.1900	31.12.9999
2	Open Vote	01.01.1900	31.12.9999
3	Month-To-Month	01.01.1900	31.12.9999
4	Daily Rated	01.01.1900	31.12.9999
5	Uniformed	01.01.1900	31.12.9999
6	Contract	01.01.1900	31.12.9999
7	Mindef Uniformed	01.01.1900	31.12.9999
9	Non-Employee	01.01.1900	31.12.9999
A	Bulan kesebulan (TB)	01.01.1800	31.12.9999
B	Bulan kesebulan TDDP	01.01.1900	31.12.9999
C	Bulan kesebulan TDDS	01.01.1900	31.12.9999
D	Open Vote TDDP	01.01.1900	31.12.9999
E	Open Vote TDDS	01.01.1800	31.12.9999
F	OV Bulan ke Sebulan	01.01.1800	31.12.9999


14 Entries found

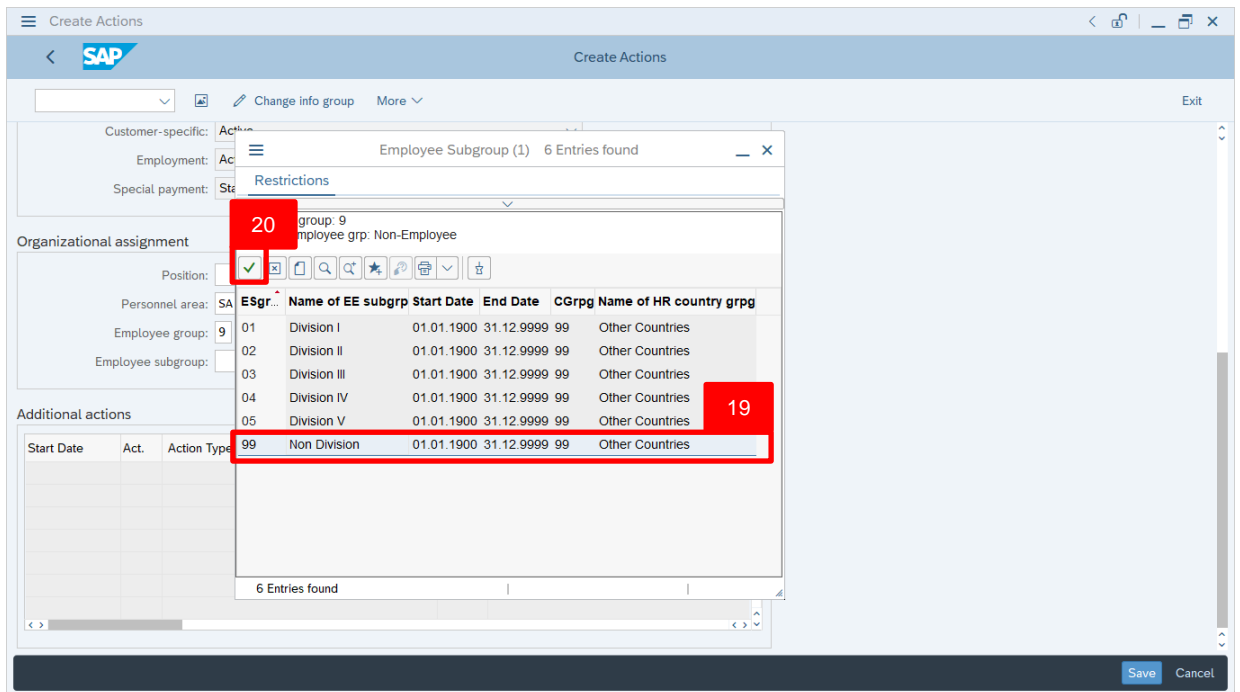
Save Cancel

16. Select Employee Group.


17. Click on  icon.

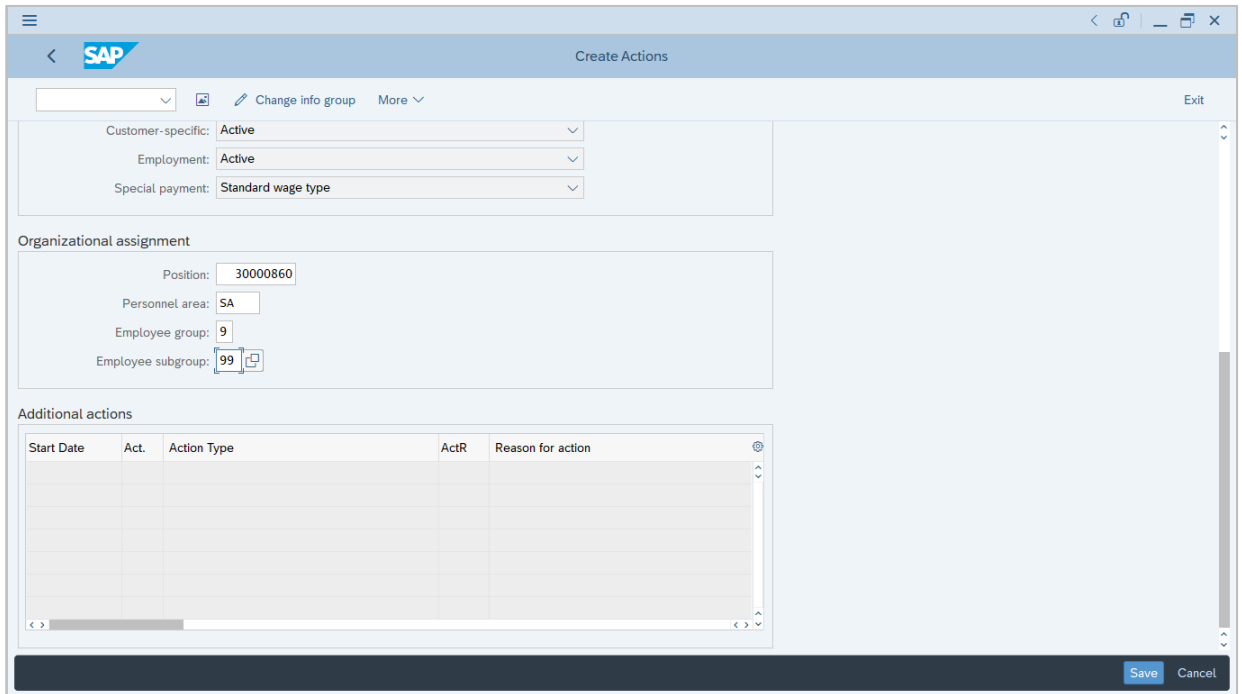


18. Under **Organizational assignment** section, click on  icon for Employee Subgroup.



19. Select Employee Subgroup.

20. Click on  icon.




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

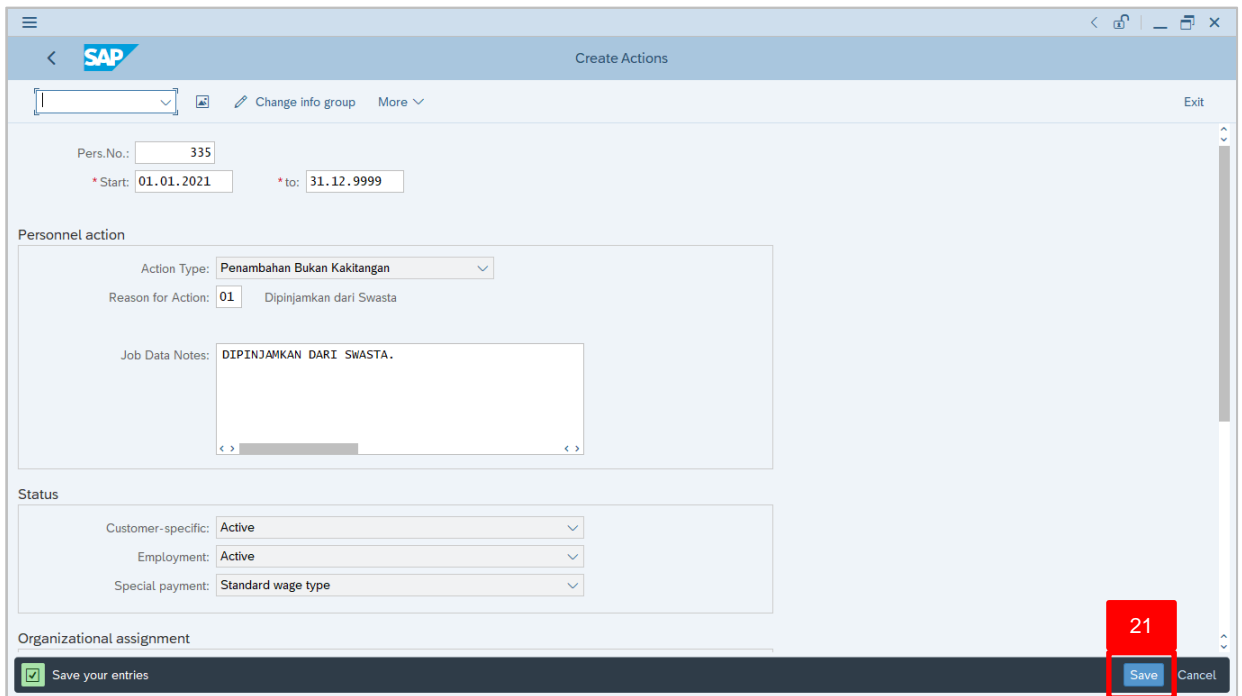
Organizational assignment  
 Position: 30000860  
 Personnel area: SA  
 Employee group: 9  
 Employee subgroup: 99

Additional actions

Start Date	Act.	Action Type	ActR	Reason for action

Save Cancel

21. Press **Enter** button on the keyboard and click 



Pers.No.: 335  
 \* Start: 01.01.2021 \* to: 31.12.9999

Personnel action  
 Action Type: Penambahan Bukan Kakitangan  
 Reason for Action: 01 Dipinjamkan dari Swasta  
 Job Data Notes: DIPINJAMKAN DARI SWASTA.

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

Organizational assignment

Save your entries

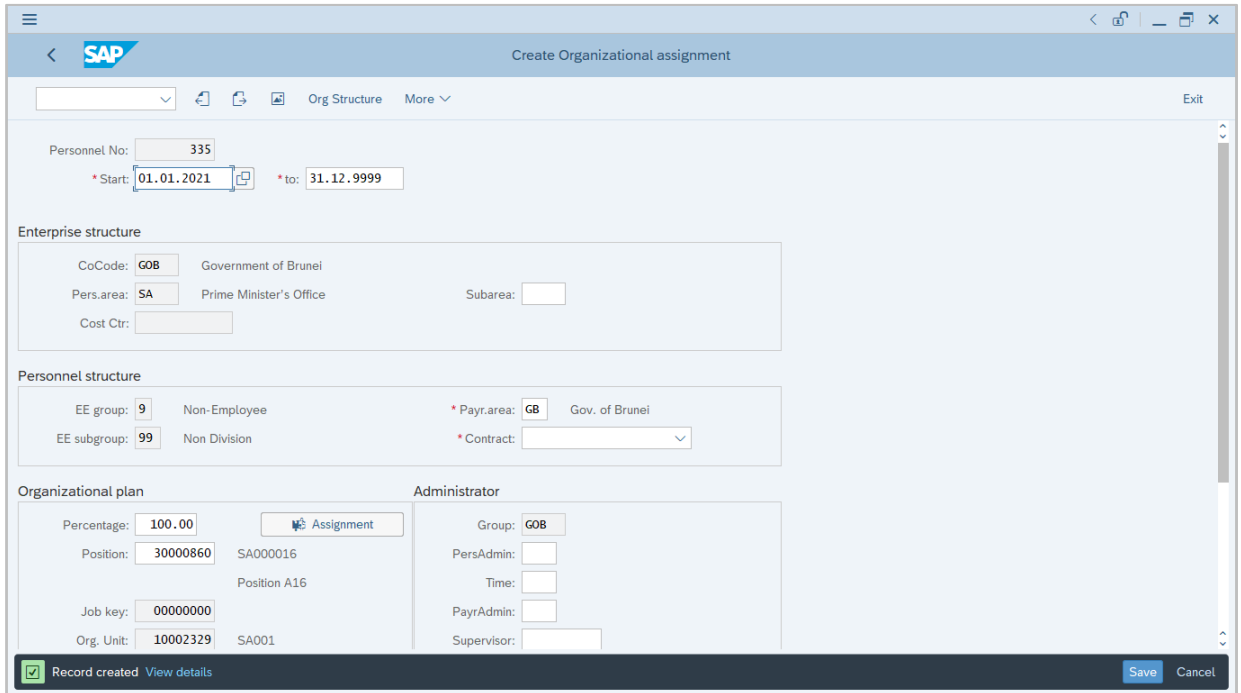
21 Save Cancel

**Note:**

- Personnel Number will be automatically generated by the system.
- The selection descriptions will be displayed.

Outcome: Record is created.

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



**SAP** Create Organizational assignment

Personnel No: 335  
\* Start: 01.01.2021 \* to: 31.12.9999

**Enterprise structure**  
CoCode: GOB Government of Brunei  
Pers.area: SA Prime Minister's Office Subarea:   
Cost Ctr:

**Personnel structure**  
EE group: 9 Non-Employee \* Payr.area: GB Gov. of Brunei  
EE subgroup: 99 Non Division \* Contract:

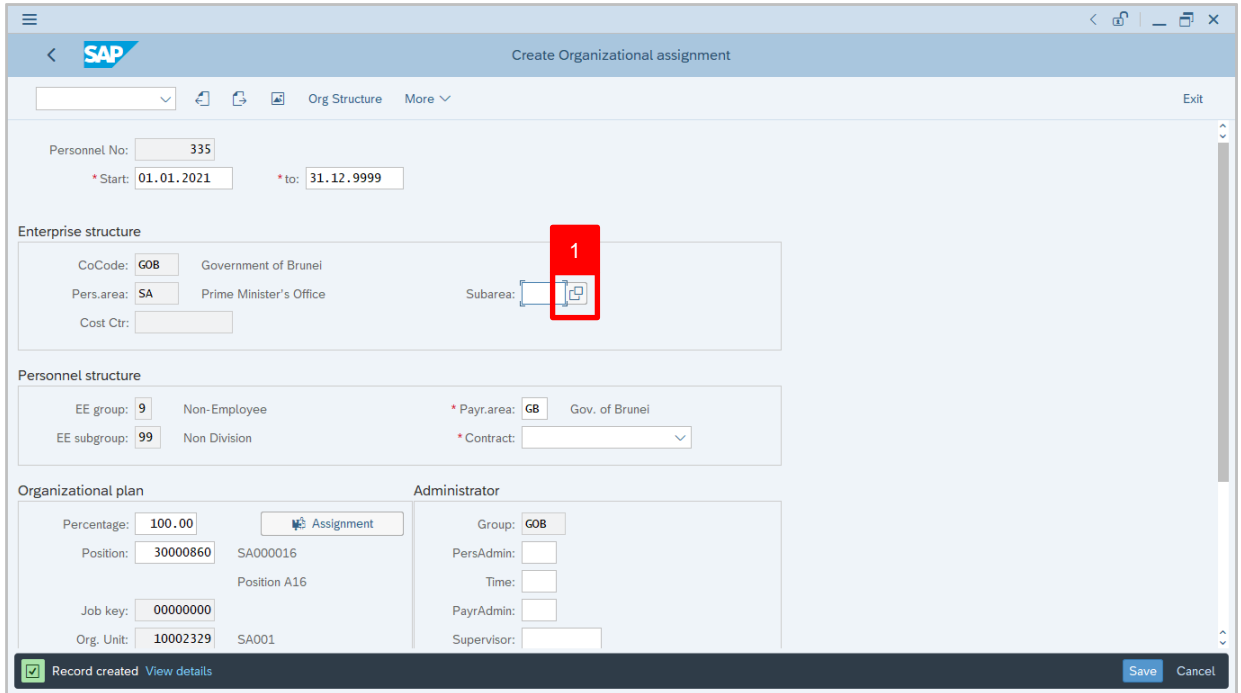
**Organizational plan** Administrator  
Percentage: 100.00   
Position: 30000860 SA000016  
Job key: 00000000  
Org. Unit: 10002329 SA001  
Group: GOB  
PersAdmin:   
Time:   
PayrAdmin:   
Supervisor:

Record created [View details](#)


## Create Organizational Assignment

## Back End User

Department HR Administrator and HR Administrator (JPA)




Personnel No: 335  
 \* Start: 01.01.2021 \* to: 31.12.9999

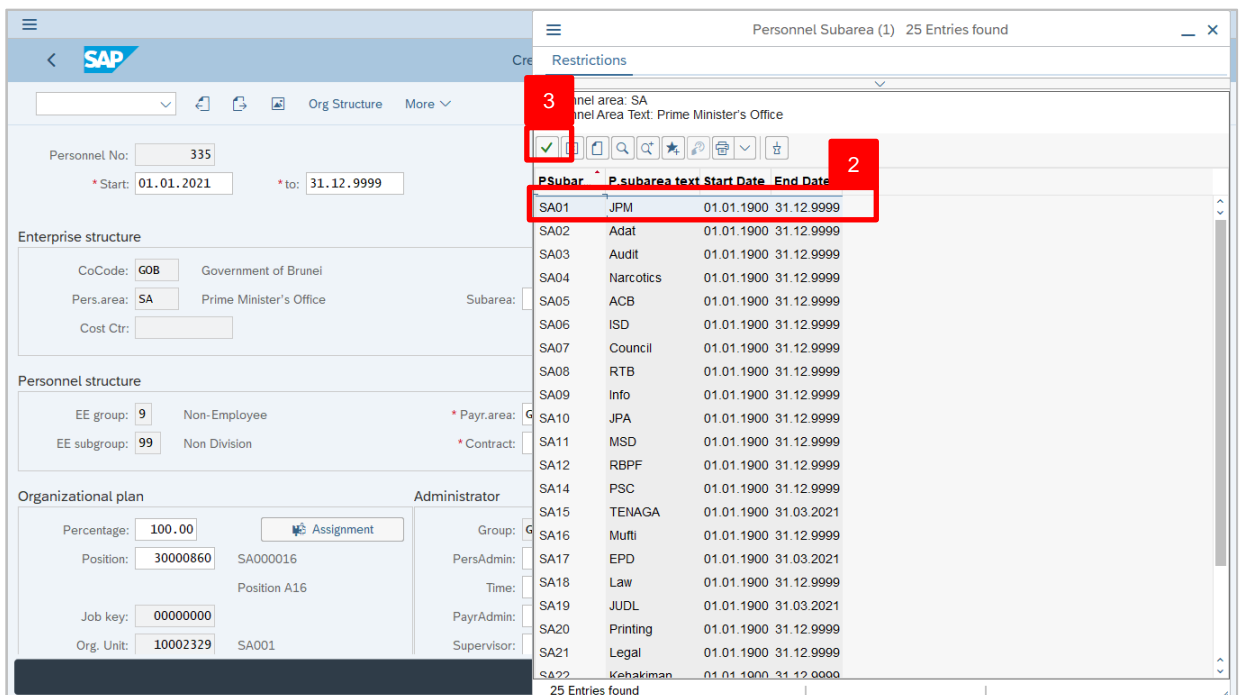
Enterprise structure  
 CoCode: GOB Government of Brunei  
 Pers.area: SA Prime Minister's Office  
 Cost Ctr:   
 Subarea:  

Personnel structure  
 EE group: 9 Non-Employee \* Payr.area: GB Gov. of Brunei  
 EE subgroup: 99 Non Division \* Contract:

Organizational plan Administrator  
 Percentage: 100.00 Assignment  
 Position: 30000860 SA000016  
 Job key: 00000000  
 Org. Unit: 10002329 SA001  
 Group: GOB  
 PersAdmin:   
 Time:   
 PayrAdmin:   
 Supervisor:

Record created View details Save Cancel

1. Under **Enterprise Structure** section, click on  icon for Subarea (Department).



Personnel No: 335  
 \* Start: 01.01.2021 \* to: 31.12.9999

Enterprise structure  
 CoCode: GOB Government of Brunei  
 Pers.area: SA Prime Minister's Office  
 Cost Ctr:   
 Subarea:

Personnel structure  
 EE group: 9 Non-Employee \* Payr.area: G  
 EE subgroup: 99 Non Division \* Contract:

Organizational plan Administrator  
 Percentage: 100.00 Assignment  
 Position: 30000860 SA000016  
 Job key: 00000000  
 Org. Unit: 10002329 SA001  
 Group: G  
 PersAdmin:   
 Time:   
 PayrAdmin:   
 Supervisor:

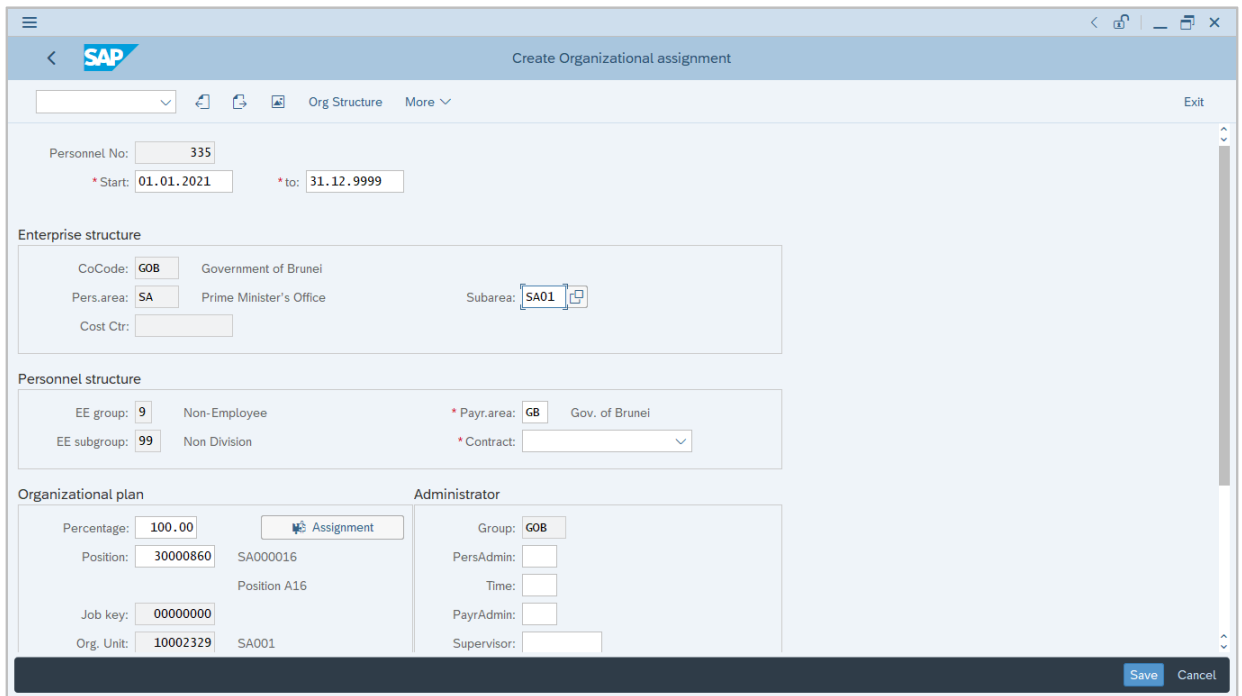
PSubar	P subarea text	Start Date	End Date
SA01	JPM	01.01.1900	31.12.9999
SA02	Adat	01.01.1900	31.12.9999
SA03	Audit	01.01.1900	31.12.9999
SA04	Narcotics	01.01.1900	31.12.9999
SA05	ACB	01.01.1900	31.12.9999
SA06	ISD	01.01.1900	31.12.9999
SA07	Council	01.01.1900	31.12.9999
SA08	RTB	01.01.1900	31.12.9999
SA09	Info	01.01.1900	31.12.9999
SA10	JPA	01.01.1900	31.12.9999
SA11	MSD	01.01.1900	31.12.9999
SA12	RBPF	01.01.1900	31.12.9999
SA14	PSC	01.01.1900	31.12.9999
SA15	TENAGA	01.01.1900	31.03.2021
SA16	Mufti	01.01.1900	31.12.9999
SA17	EPD	01.01.1900	31.03.2021
SA18	Law	01.01.1900	31.12.9999
SA19	JUDL	01.01.1900	31.03.2021
SA20	Printing	01.01.1900	31.12.9999
SA21	Legal	01.01.1900	31.12.9999
SA22	Kehakiman	01.01.1900	31.12.0000

25 Entries found

2. Select Subarea (Department).

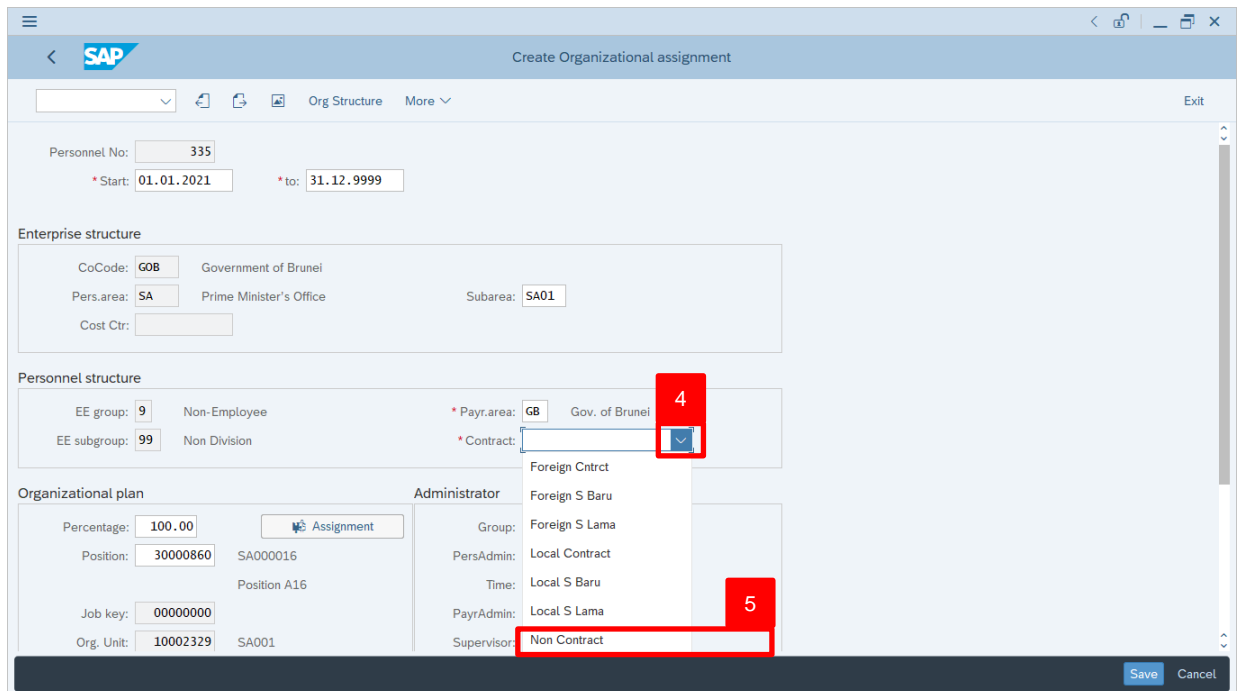
3. Click on  icon.




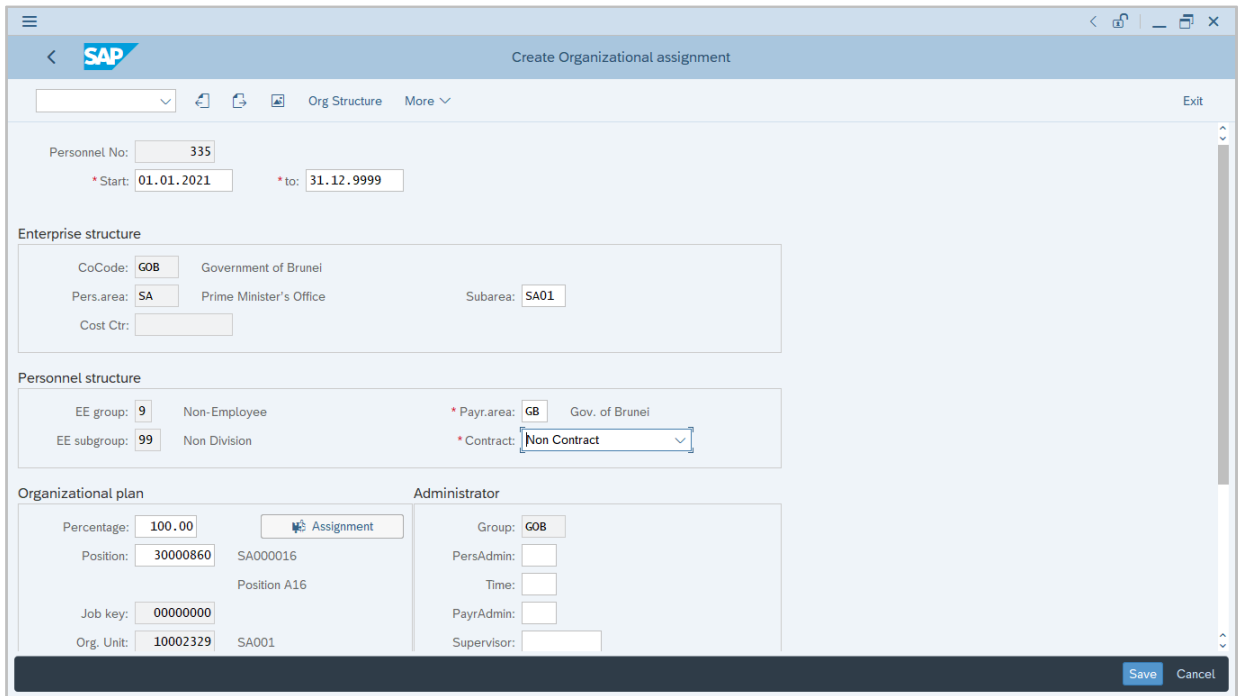



## Note:

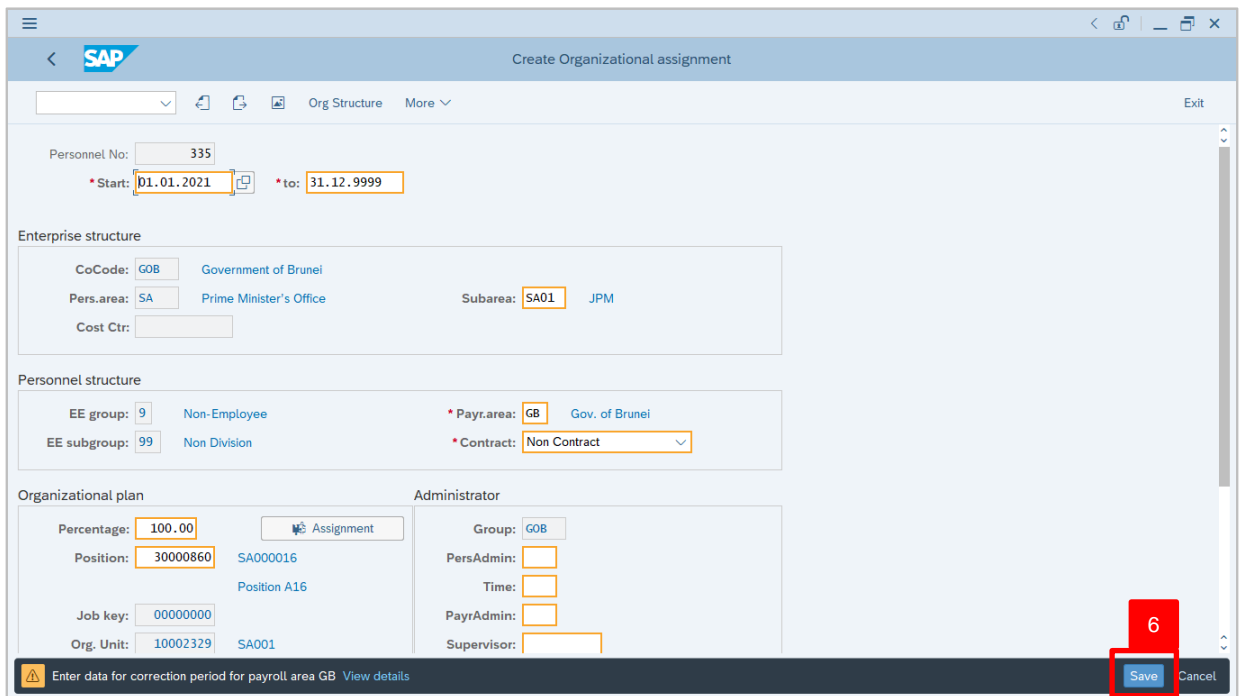
- Payroll area is **GB Government of Brunei** by default.
- For non-government employee, Contract type depends on the Employee Group. For example, Employee Group is Contract and Contract type is Local S Lama.



4. Under **Personnel Structure** section, click on  for Contract type.
5. Select Contract type, **Non Contract**.



6. Press **Enter** button on the keyboard and click 

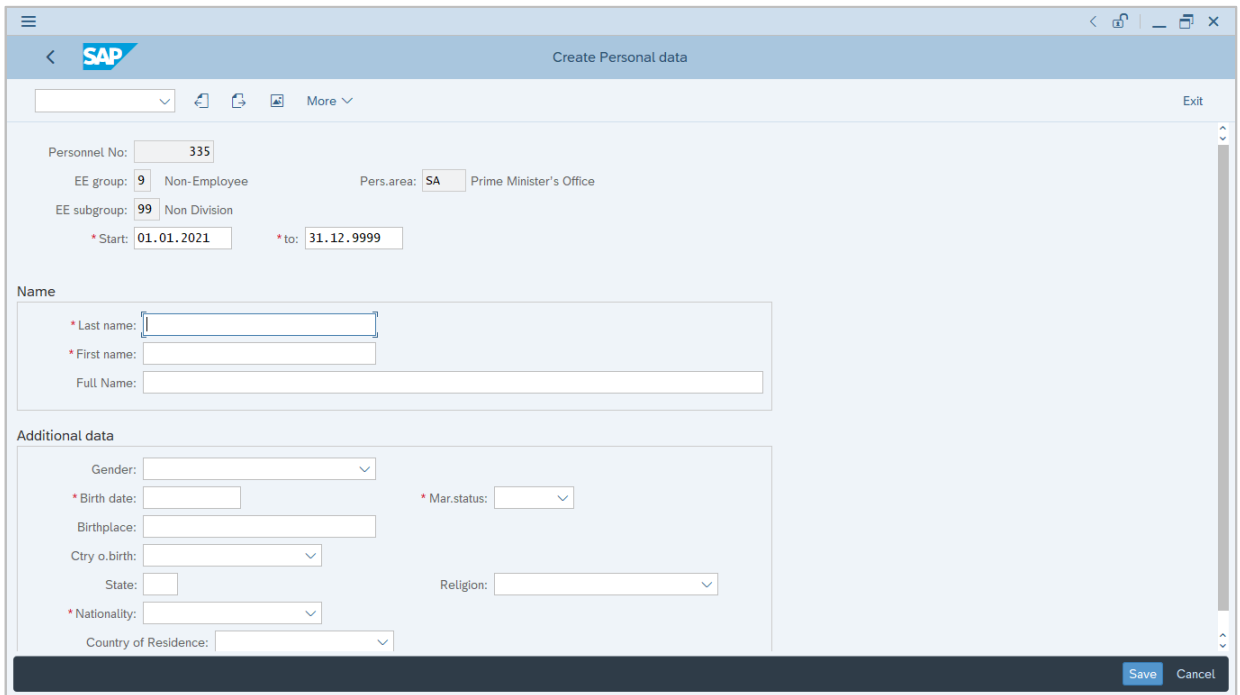


**Note:**

- The selection descriptions will be displayed.
- Yellow highlight boxes be displayed for user to check entered information.

Outcome: Record is created.

The **Create Personal Data** page will be displayed.

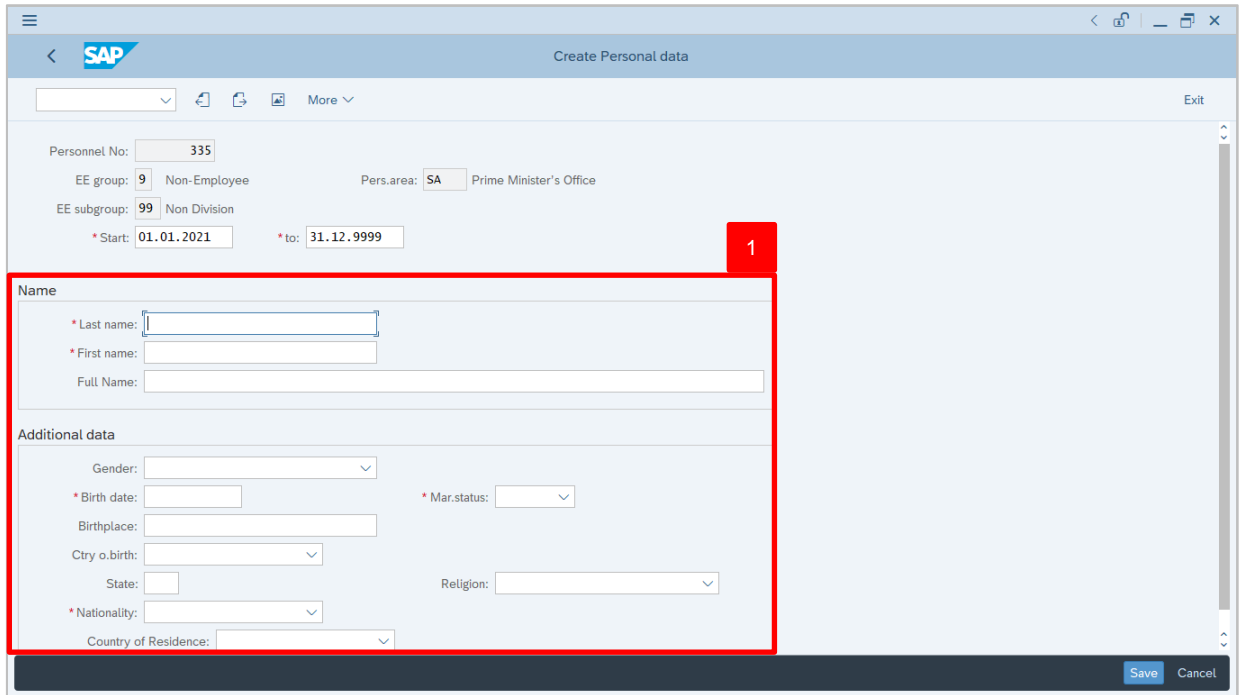


The screenshot shows the SAP 'Create Personal data' form. The form is titled 'Create Personal data' and includes the SAP logo. The main content area contains the following fields and sections:

- Personnel No.:** 335
- EE group:** 9 Non-Employee
- Pers.area:** SA Prime Minister's Office
- EE subgroup:** 99 Non Division
- \* Start:** 01.01.2021
- \* to:** 31.12.9999
- Name section:**
  - \* Last name: [text input]
  - \* First name: [text input]
  - Full Name: [text input]
- Additional data section:**
  - Gender: [dropdown menu]
  - \* Birth date: [text input]
  - Birthplace: [text input]
  - Ctry o.birth: [dropdown menu]
  - State: [text input]
  - \* Nationality: [dropdown menu]
  - Country of Residence: [dropdown menu]
  - \* Mar.status: [dropdown menu]
  - Religion: [dropdown menu]

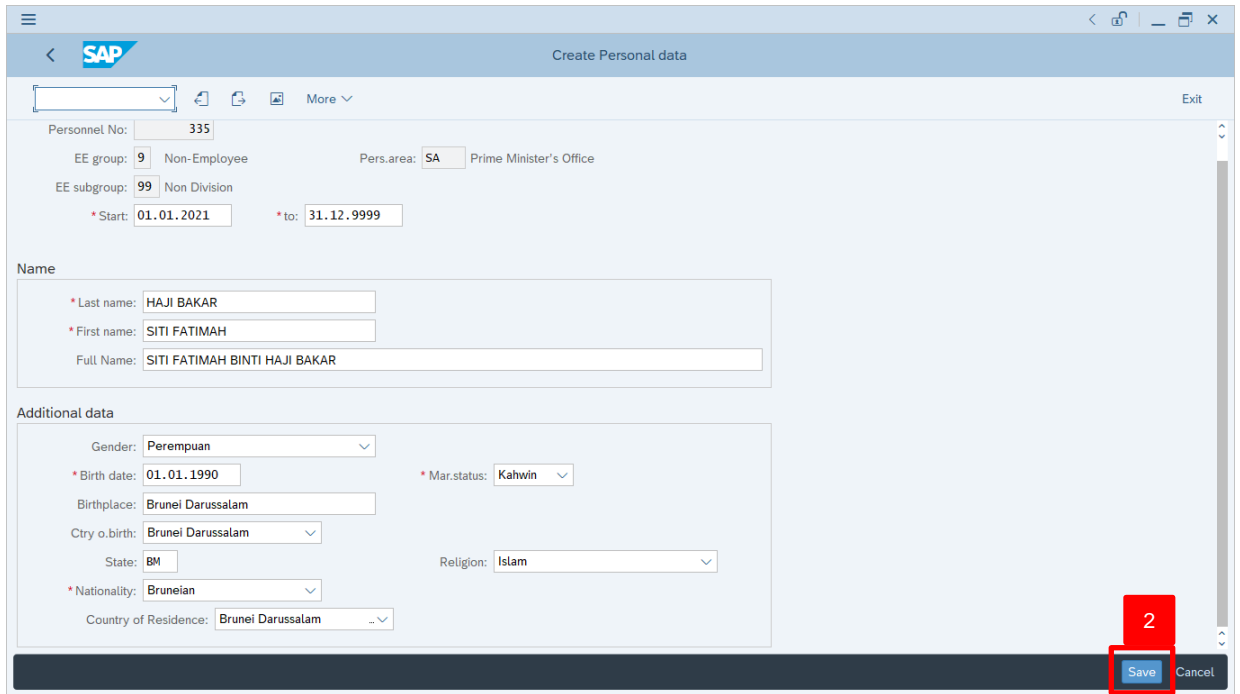
At the bottom right of the form, there are 'Save' and 'Cancel' buttons.

<b>Create Personal Data</b>	<b>Back End User</b>
	Department HR Administrator and HR Administrator (JPA)



1. In **Create Personal Data** page, under **Name** and **Additional Data** section, enter details in the related fields as per example below:

Sub Section	Field	Mandatory (?)	Example
Name	Last Name	✓	Haji Bakar
	First Name	✓	Siti Fatimah
	Full Name	x	Siti Fatimah
Additional Data	Gender	x	Female
	Birth date	✓	01.01.1990
	Marital Status	✓	Kahwin
	Birthplace	x	Brunei Darussalam
	Country of Birth	x	Brunei Darussalam
	State	x	BM - Brunei Muara
	Religion	x	Islam
	Nationality	✓	Bruneian
Country of Residence	x	Brunei Darussalam	




Personnel No: 335  
 EE group: 9 Non-Employee Pers.area: SA Prime Minister's Office  
 EE subgroup: 99 Non Division  
 \* Start: 01.01.2021 \* to: 31.12.9999

Name  
 \* Last name: HAJI BAKAR  
 \* First name: SITI FATIMAH  
 Full Name: SITI FATIMAH BINTI HAJI BAKAR

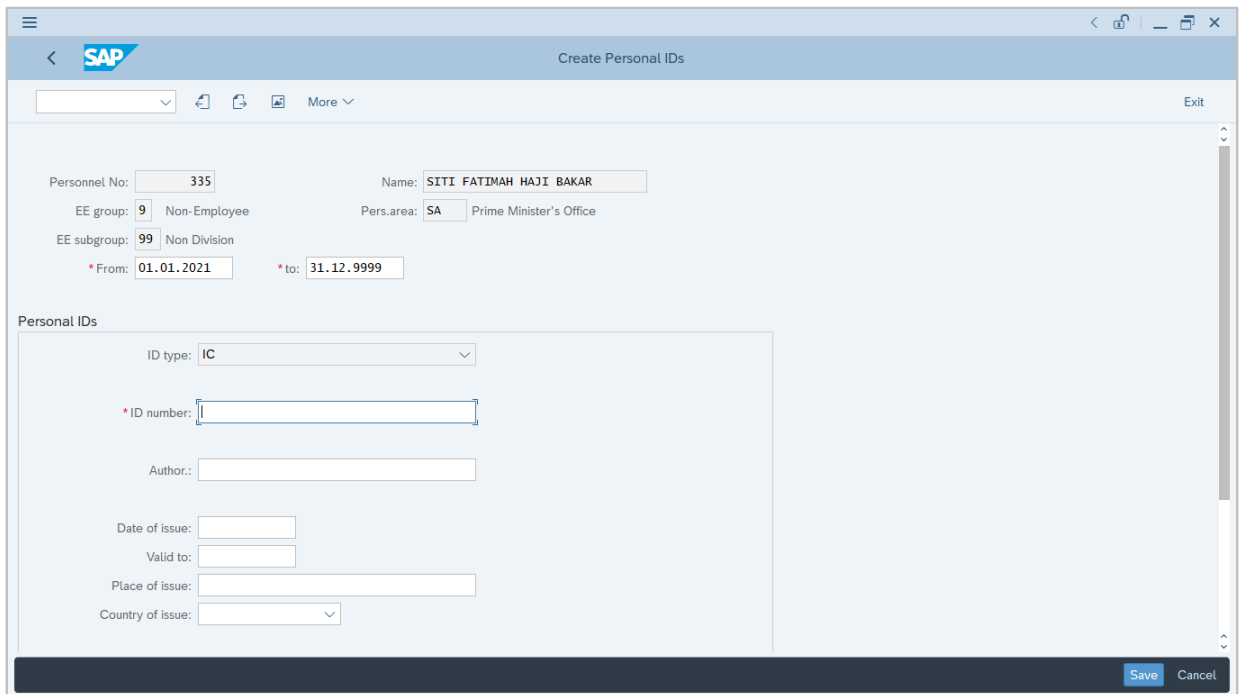
Additional data  
 Gender: Perempuan  
 \* Birth date: 01.01.1990 \* Mar.status: Kahwin  
 Birthplace: Brunei Darussalam  
 Ctry o.birth: Brunei Darussalam  
 State: BM Religion: Islam  
 \* Nationality: Bruneian  
 Country of Residence: Brunei Darussalam

2  
 Save Cancel

2. Press **Enter** button on the keyboard and click 

Outcome: Record is created

The **Create Personal IDs** page will be displayed.

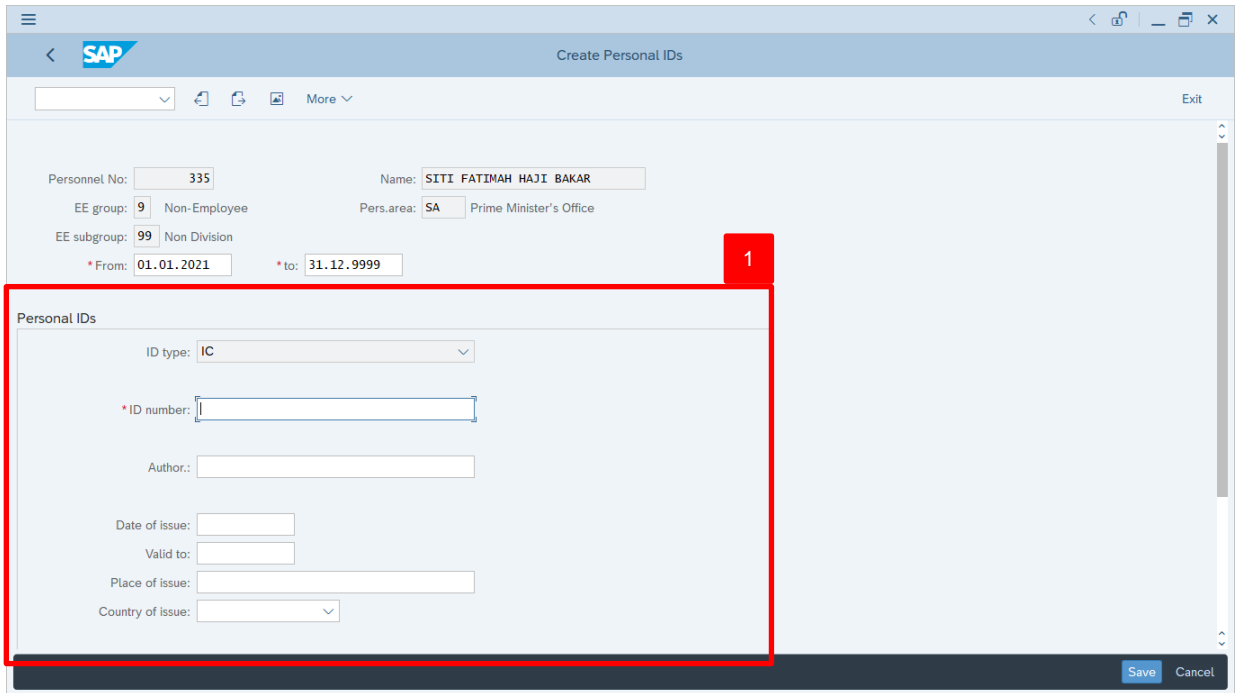


Personnel No: 335 Name: SITI FATIMAH HAJI BAKAR  
 EE group: 9 Non-Employee Pers.area: SA Prime Minister's Office  
 EE subgroup: 99 Non Division  
 \* From: 01.01.2021 \* to: 31.12.9999

Personal IDs  
 ID type: IC  
 \* ID number:  
 Author:  
 Date of issue:  
 Valid to:  
 Place of issue:  
 Country of issue:

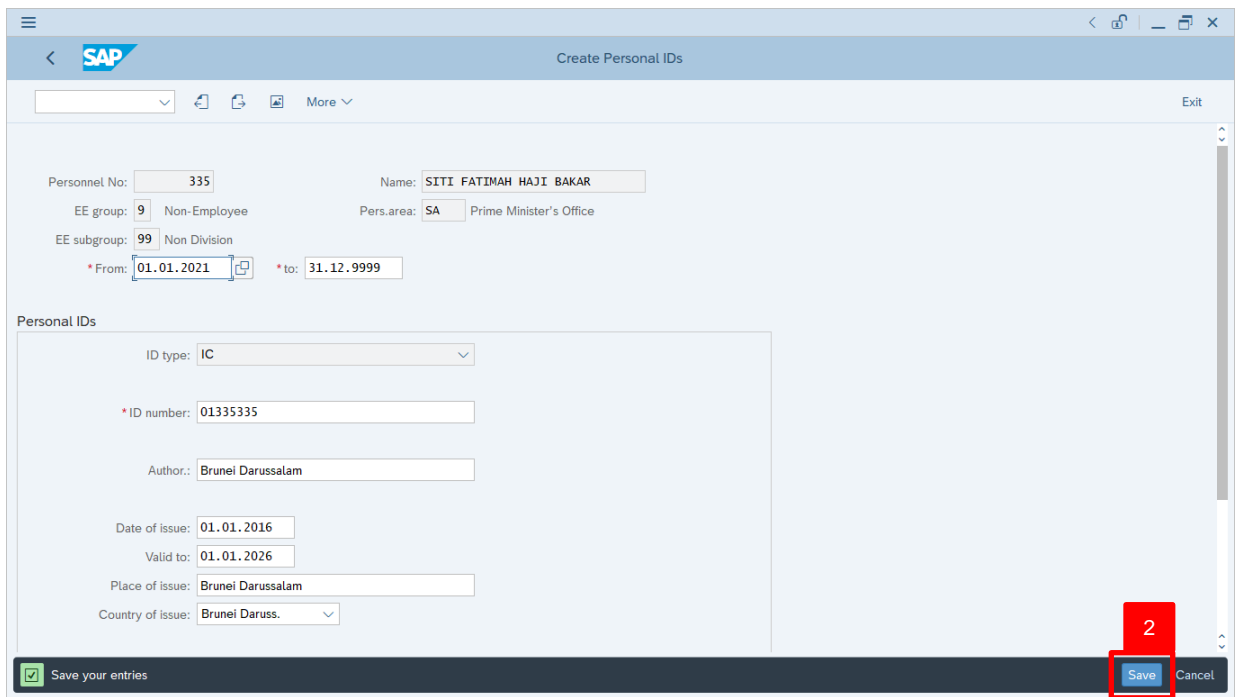
Save Cancel

<b>Create Personal ID</b>	<b>Back End User</b>
	Department HR Administrator and HR Administrator (JPA)



1. In **Create Personal IDs – IC ID** page, under **Personal IDs** section, enter details in the related fields as per example below:

Sub Section	Field	Mandatory (?)	Example
Personal IDs	ID Number	✓	011335335 (No space or dash)
	Author	×	Brunei Darussalam
	Date of Issue	×	01.01.2016
	Valid to	×	01.01.2026
	Place of Issue	×	Brunei Darussalam
	Country of Issue	×	Brunei Darussalam



Personnel No: 335 Name: SITI FATIMAH HAJI BAKAR  
EE group: 9 Non-Employee Pers.area: SA Prime Minister's Office  
EE subgroup: 99 Non Division  
\* From: 01.01.2021 \* to: 31.12.9999

Personal IDs

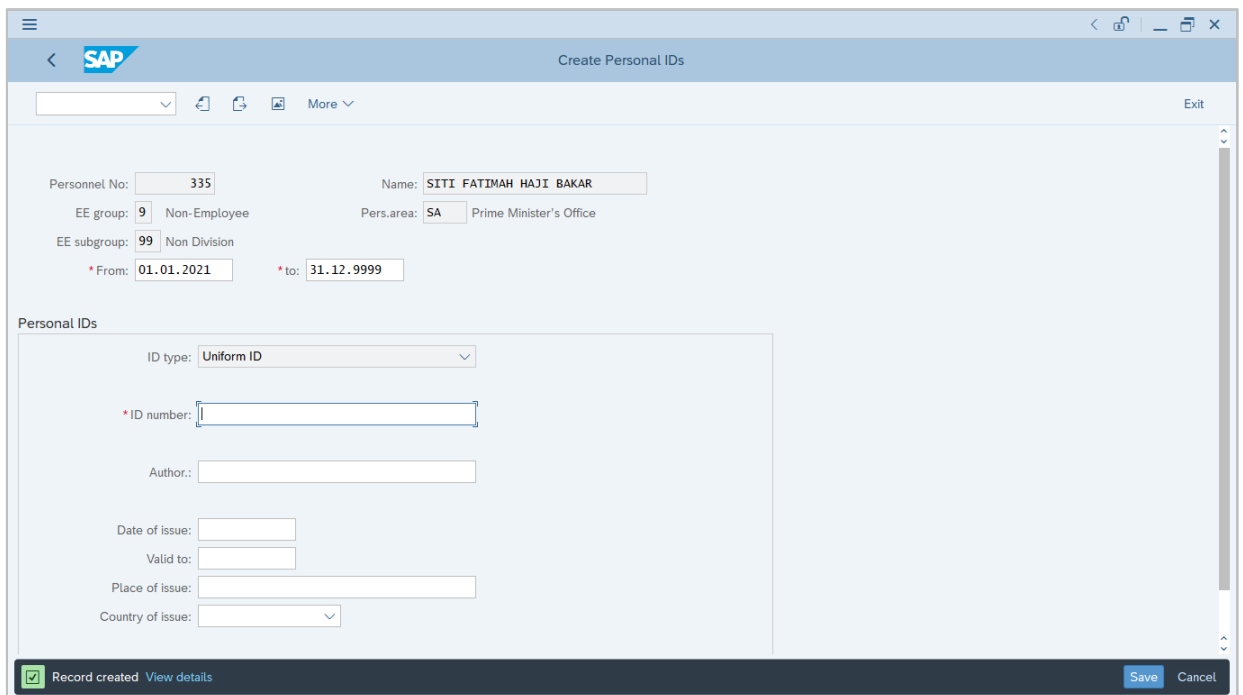
ID type: IC  
\* ID number: 01335335  
Author: Brunei Darussalam  
Date of issue: 01.01.2016  
Valid to: 01.01.2026  
Place of issue: Brunei Darussalam  
Country of issue: Brunei Daruss.

Save your entries **2** Save Cancel

2. Press **Enter** button on the keyboard and click **Save**

Outcome: Record is created

The **Create Personal IDs – Uniform ID** page will be displayed.

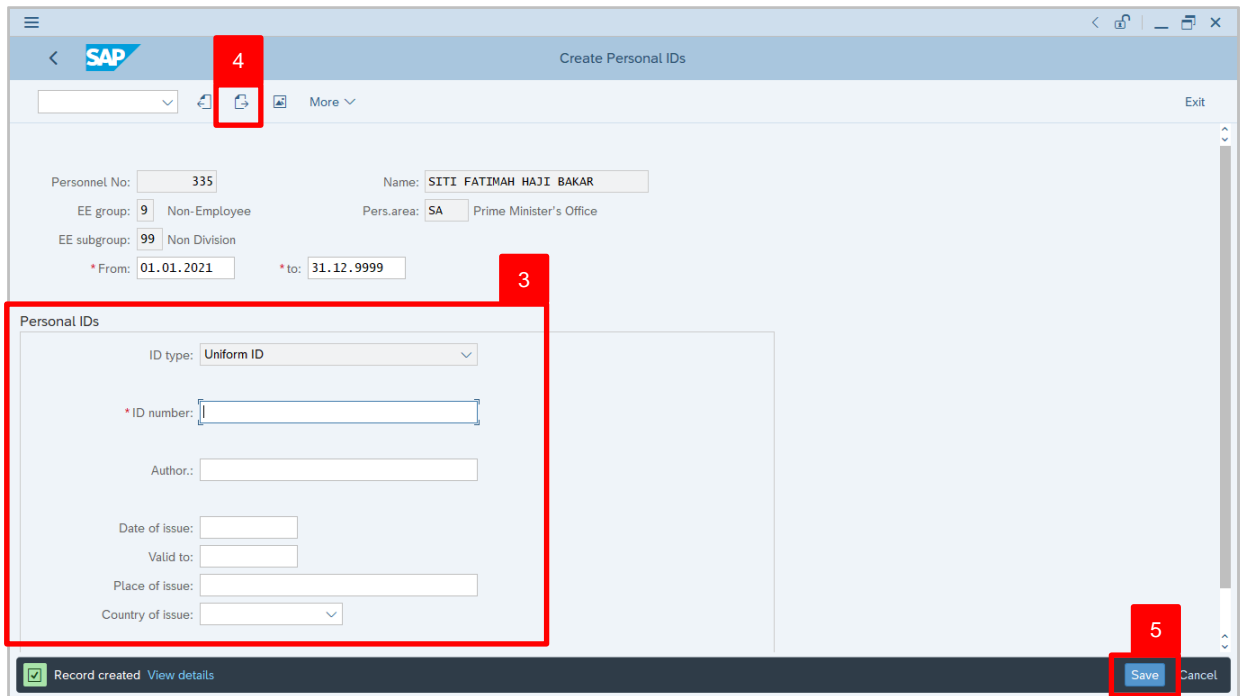


Personnel No: 335 Name: SITI FATIMAH HAJI BAKAR  
EE group: 9 Non-Employee Pers.area: SA Prime Minister's Office  
EE subgroup: 99 Non Division  
\* From: 01.01.2021 \* to: 31.12.9999

Personal IDs

ID type: Uniform ID  
\* ID number:   
Author:   
Date of issue:   
Valid to:   
Place of issue:   
Country of issue:

Record created View details Save Cancel




3. In **Create Personal IDs – Uniform ID** page, under **Personal IDs** section, enter details in the related fields as per example below:

Sub Section	Field	Mandatory (?)	Example
Personal IDs	ID Number	✓	Uniform ID
	Author	×	Brunei Darussalam
	Date of Issue	×	01.01.2016
	Valid to	×	01.01.2026
	Place of Issue	×	Brunei Darussalam
	Country of Issue	×	Brunei Darussalam

**Note:**

- Uniform ID is mandatory for Uniformed personnel only.

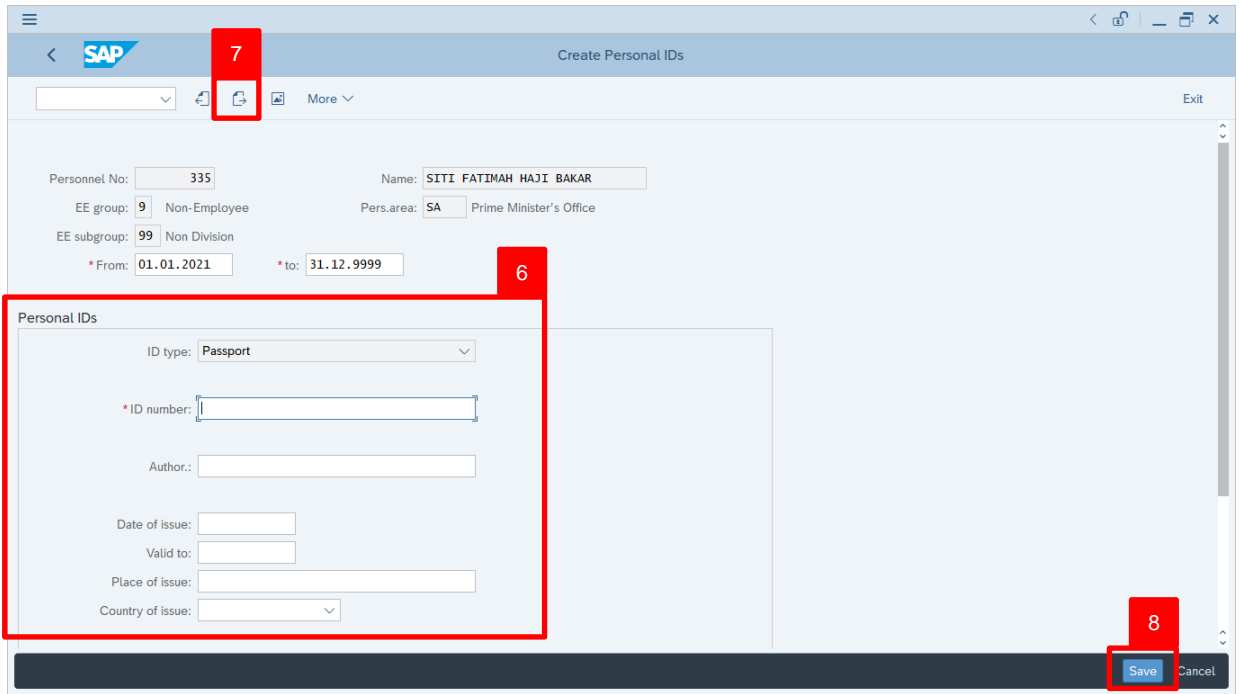
4. For Non-Uniformed personnel, user may skip this page by clicking  icon.

5. Click 

Outcome: Record is created.

The **Create Personal IDs – Passport ID** page will be displayed.






6. In **Create Personal IDs – Passport ID** page, under **Personal IDs** section, enter details in the related fields as per example below:

Sub Section	Field	Mandatory (?)	Example
Personal IDs	ID Number	✓	Passport ID
	Author	×	Brunei Darussalam
	Date of Issue	×	01.01.2016
	Valid to	×	01.01.2026
	Place of Issue	×	Brunei Darussalam
	Country of Issue	×	Brunei Darussalam

**Note:**

- Uniform ID is mandatory for Uniformed personnel only.

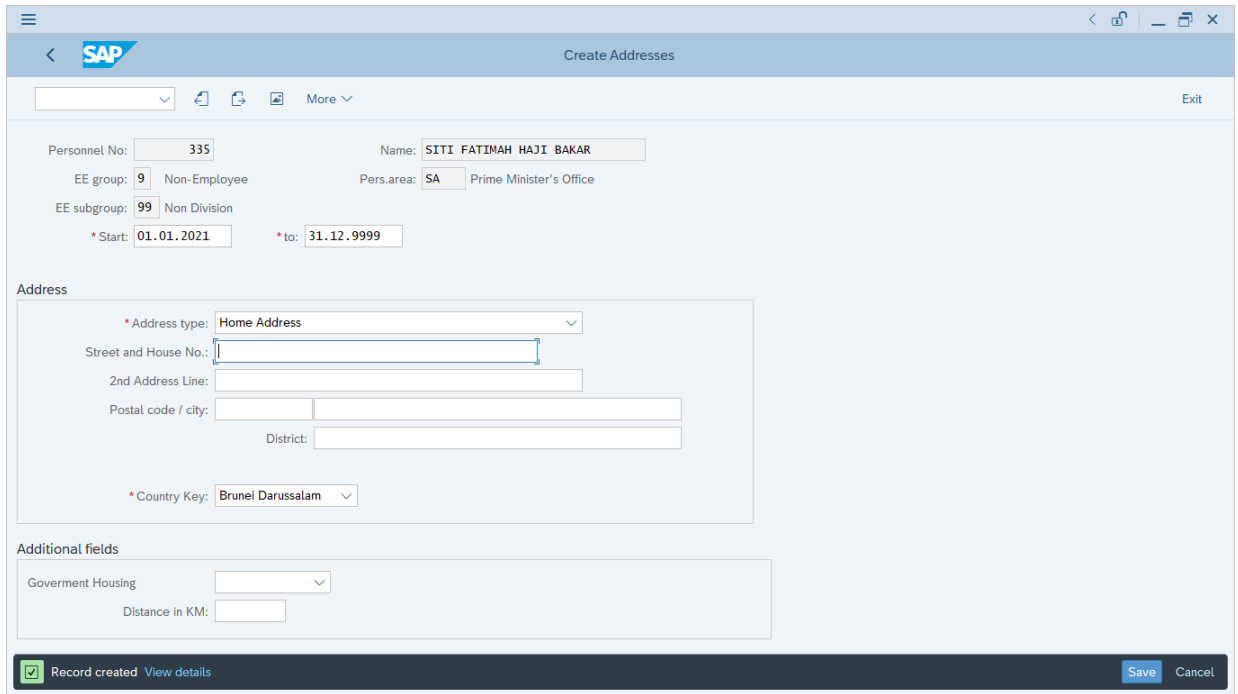
7. For Non-Uniformed personnel, user may skip this page by clicking  icon.

8. Click 

Outcome: Record is created.

The **Create Personal IDs – Passport ID** page will be displayed.

The **Create Addresses** page will be displayed.



The screenshot shows the SAP 'Create Addresses' form for employee SITI FATIMAH HAJI BAKAR. The form is divided into several sections:

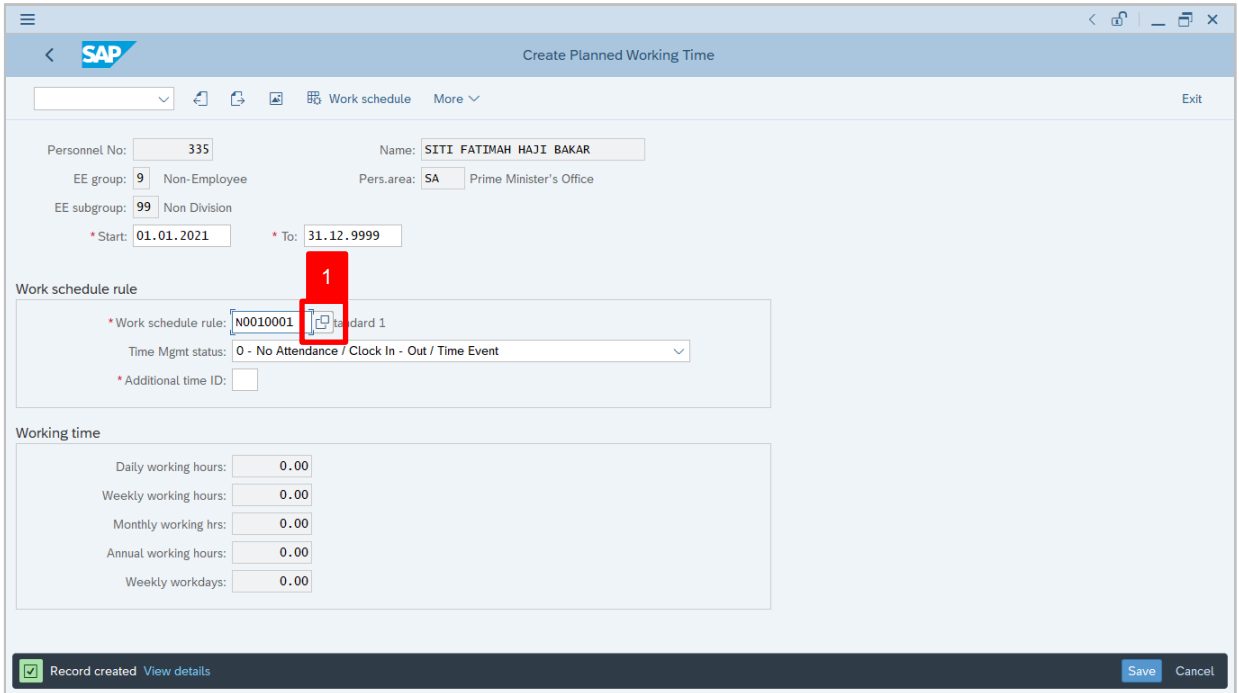
- Personnel Data:** Personnel No: 335, Name: SITI FATIMAH HAJI BAKAR, EE group: 9 (Non-Employee), Pers.area: SA (Prime Minister's Office), EE subgroup: 99 (Non Division), \* Start: 01.01.2021, \* to: 31.12.9999.
- Address:** \* Address type: Home Address, Street and House No., 2nd Address Line, Postal code / city, District, \* Country Key: Brunei Darussalam.
- Additional fields:** Government Housing, Distance in KM.

At the bottom, there is a status bar with a checkmark, 'Record created', 'View details', 'Save', and 'Cancel' buttons.

**Create Planned Working Time**

**Back End User**

Department HR Administrator and HR Administrator (JPA)




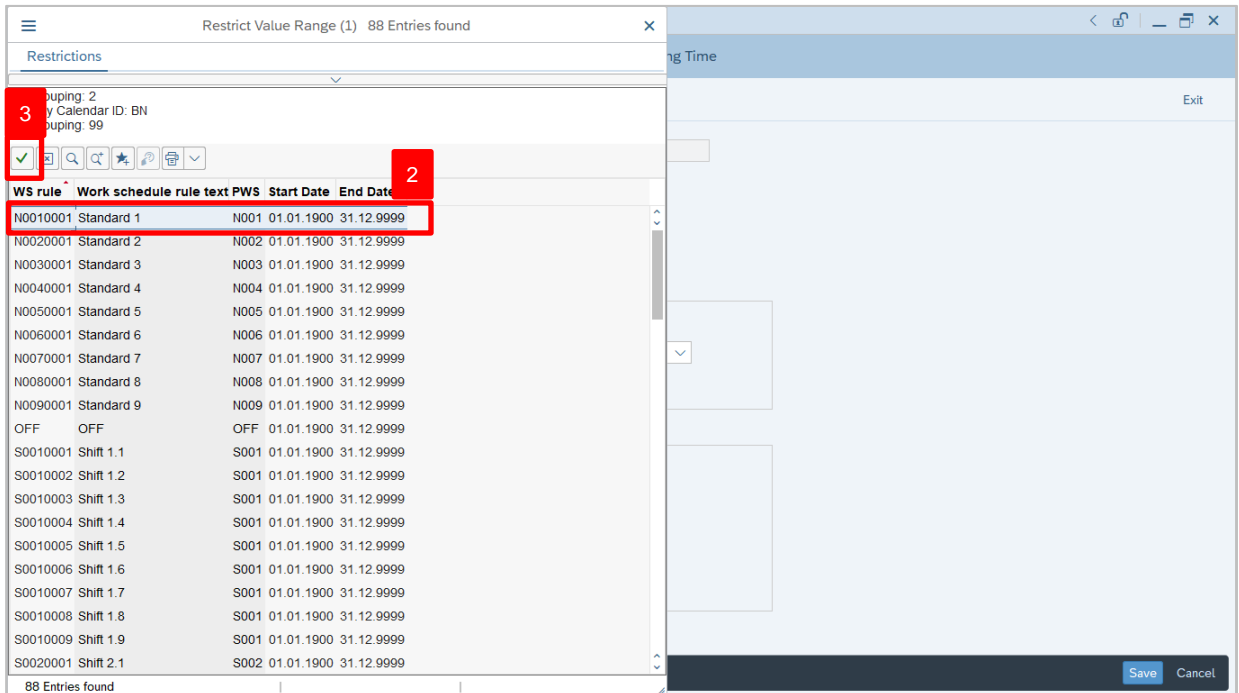
Personnel No: 335 Name: SITI FATIMAH HAJI BAKAR  
 EE group: 9 Non-Employee Pers.area: SA Prime Minister's Office  
 EE subgroup: 99 Non Division  
 \* Start: 01.01.2021 \* To: 31.12.9999

Work schedule rule  
 \* Work schedule rule: N0010001 Standard 1  
 Time Mgmt status: 0 - No Attendance / Clock In - Out / Time Event  
 \* Additional time ID:

Working time  
 Daily working hours: 0.00  
 Weekly working hours: 0.00  
 Monthly working hrs: 0.00  
 Annual working hours: 0.00  
 Weekly workdays: 0.00

Record created View details Save Cancel

1. Under **Work schedule rule** section, click on  icon for Work schedule rule.



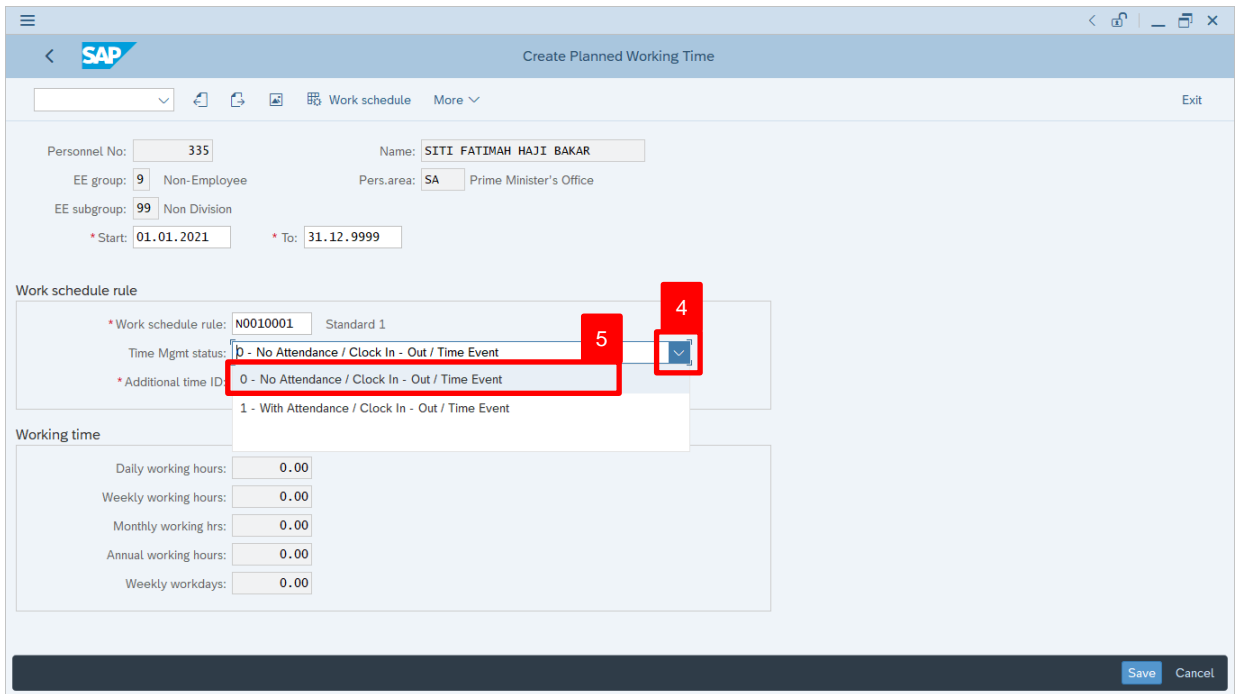
Restrictions Restrictions 88 Entries found

WS rule	Work schedule rule text	PWS	Start Date	End Date
N0010001	Standard 1	N001	01.01.1900	31.12.9999
N0020001	Standard 2	N002	01.01.1900	31.12.9999
N0030001	Standard 3	N003	01.01.1900	31.12.9999
N0040001	Standard 4	N004	01.01.1900	31.12.9999
N0050001	Standard 5	N005	01.01.1900	31.12.9999
N0060001	Standard 6	N006	01.01.1900	31.12.9999
N0070001	Standard 7	N007	01.01.1900	31.12.9999
N0080001	Standard 8	N008	01.01.1900	31.12.9999
N0090001	Standard 9	N009	01.01.1900	31.12.9999
OFF	OFF	OFF	01.01.1900	31.12.9999
S0010001	Shift 1.1	S001	01.01.1900	31.12.9999
S0010002	Shift 1.2	S001	01.01.1900	31.12.9999
S0010003	Shift 1.3	S001	01.01.1900	31.12.9999
S0010004	Shift 1.4	S001	01.01.1900	31.12.9999
S0010005	Shift 1.5	S001	01.01.1900	31.12.9999
S0010006	Shift 1.6	S001	01.01.1900	31.12.9999
S0010007	Shift 1.7	S001	01.01.1900	31.12.9999
S0010008	Shift 1.8	S001	01.01.1900	31.12.9999
S0010009	Shift 1.9	S001	01.01.1900	31.12.9999
S0020001	Shift 2.1	S002	01.01.1900	31.12.9999

88 Entries found Save Cancel

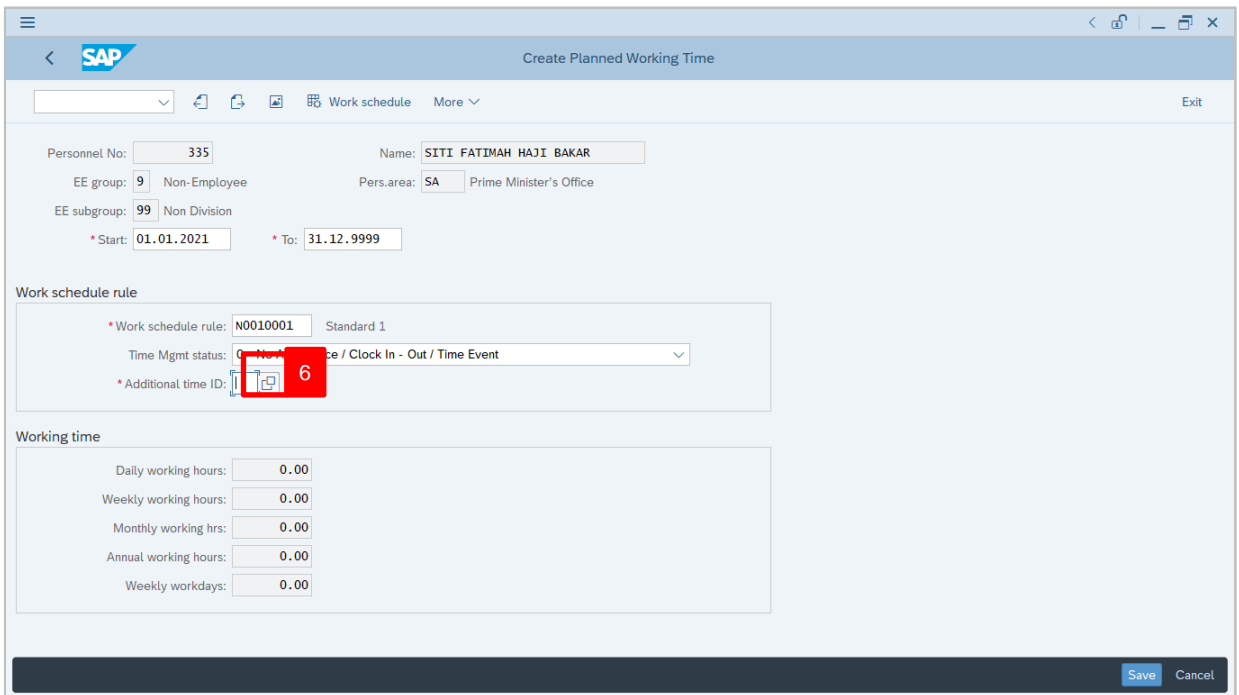
2. Select Work schedule rule, **N0010001 Standard 1**.


3. Click on  icon.

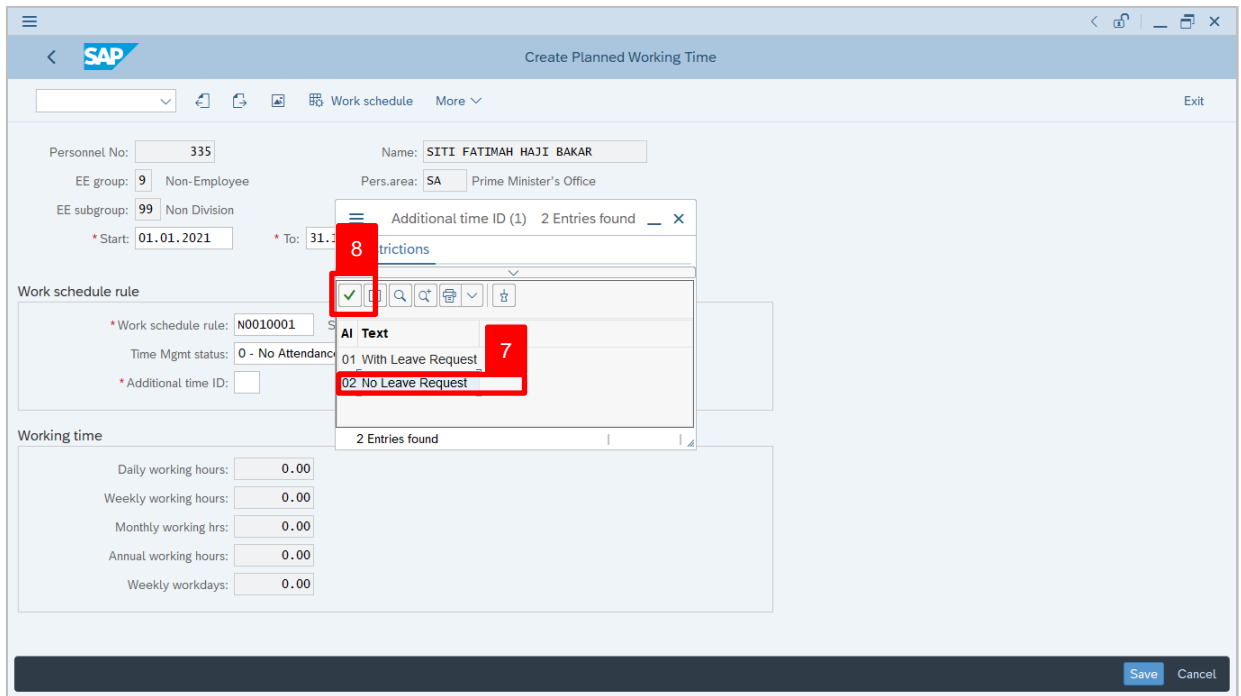


4. Under **Work schedule rule**, section click on  for Time Management status.

5. Select Time Mgmt status, **0 – No Attendance / Clock In – Out / Time Event**.



6. Under **Work schedule rule** section, click on  icon for Additional time ID.



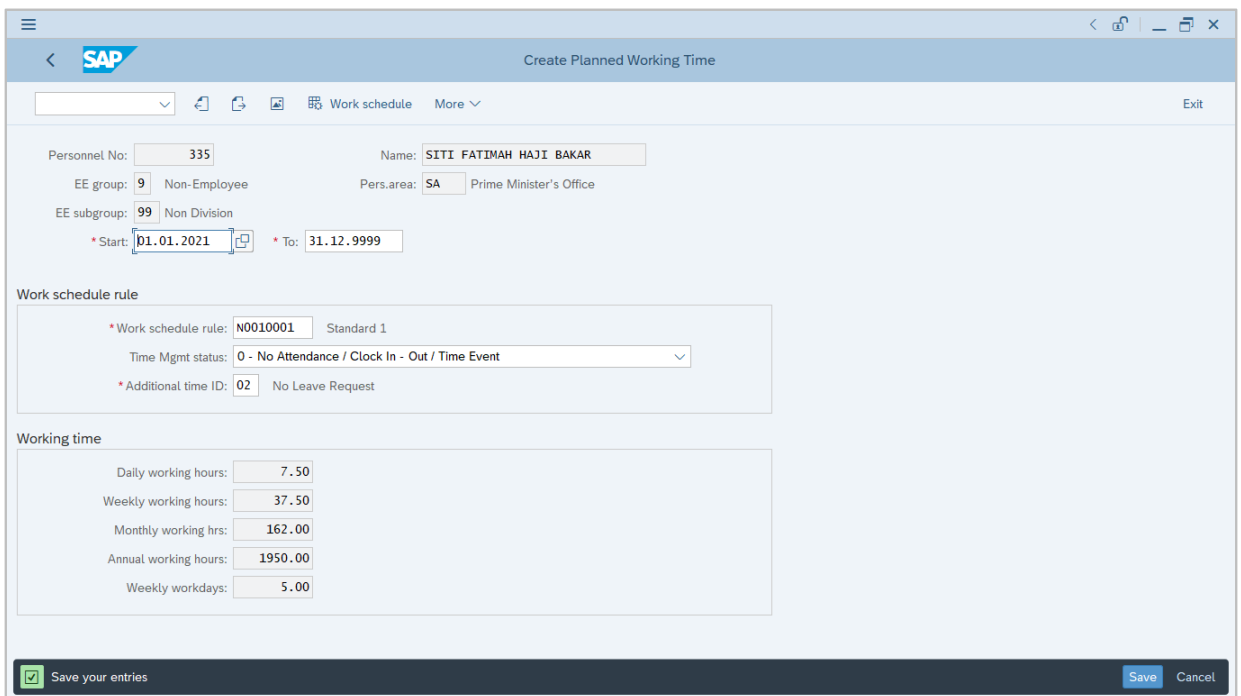
Personnel No: 335 Name: SITI FATIMAH HAJI BAKAR  
 EE group: 9 Non-Employee Pers.area: SA Prime Minister's Office  
 EE subgroup: 99 Non Division  
 \* Start: 01.01.2021 \* To: 31.12.9999

Work schedule rule  
 \* Work schedule rule: N0010001  
 Time Mgmt status: 0 - No Attendance  
 \* Additional time ID: 02 No Leave Request

Working time  
 Daily working hours: 0.00  
 Weekly working hours: 0.00  
 Monthly working hrs: 0.00  
 Annual working hours: 0.00  
 Weekly workdays: 0.00

7. Select Additional Time ID, **02 No Leave Request**.

8. Click on  icon.




Personnel No: 335 Name: SITI FATIMAH HAJI BAKAR  
 EE group: 9 Non-Employee Pers.area: SA Prime Minister's Office  
 EE subgroup: 99 Non Division  
 \* Start: 01.01.2021 \* To: 31.12.9999

Work schedule rule  
 \* Work schedule rule: N0010001 Standard 1  
 Time Mgmt status: 0 - No Attendance / Clock In - Out / Time Event  
 \* Additional time ID: 02 No Leave Request

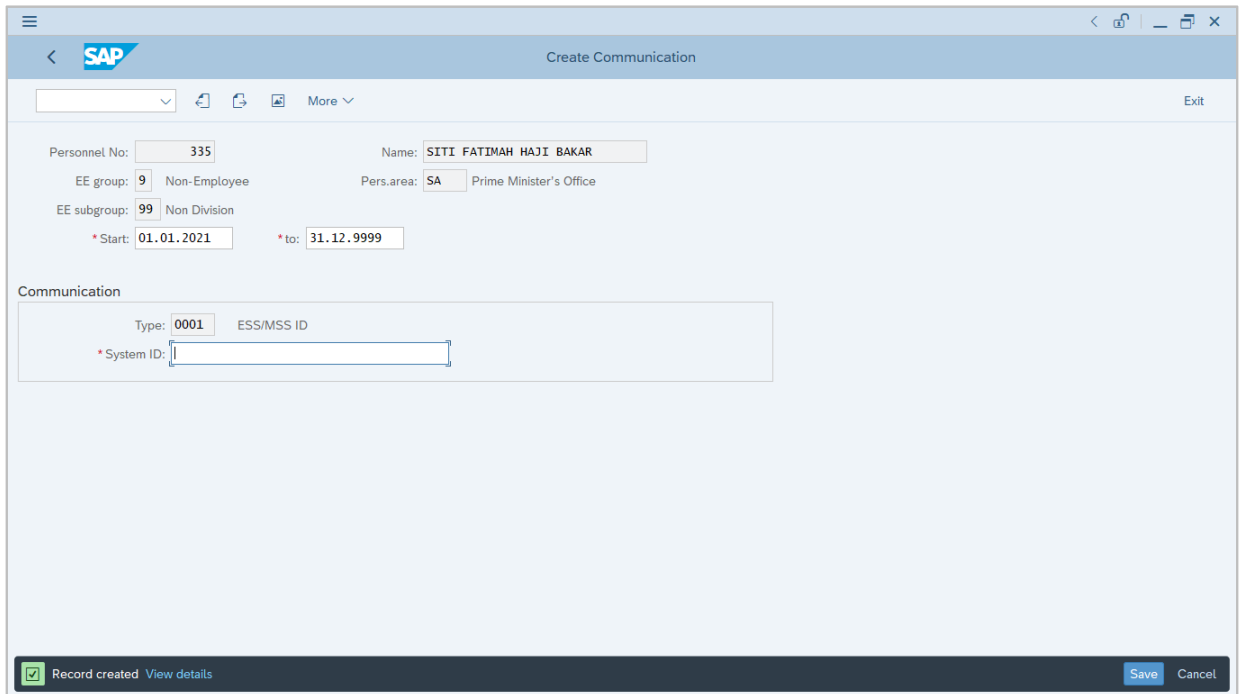
Working time  
 Daily working hours: 7.50  
 Weekly working hours: 37.50  
 Monthly working hrs: 162.00  
 Annual working hours: 1950.00  
 Weekly workdays: 5.00

Save your entries

9. Press **Enter** button on the keyboard and click 

Outcome: Record is created.

The **Create Communications** page will be displayed.



The screenshot shows the SAP 'Create Communication' form. The form is titled 'Create Communication' and includes the SAP logo in the top left corner. The form is divided into several sections:

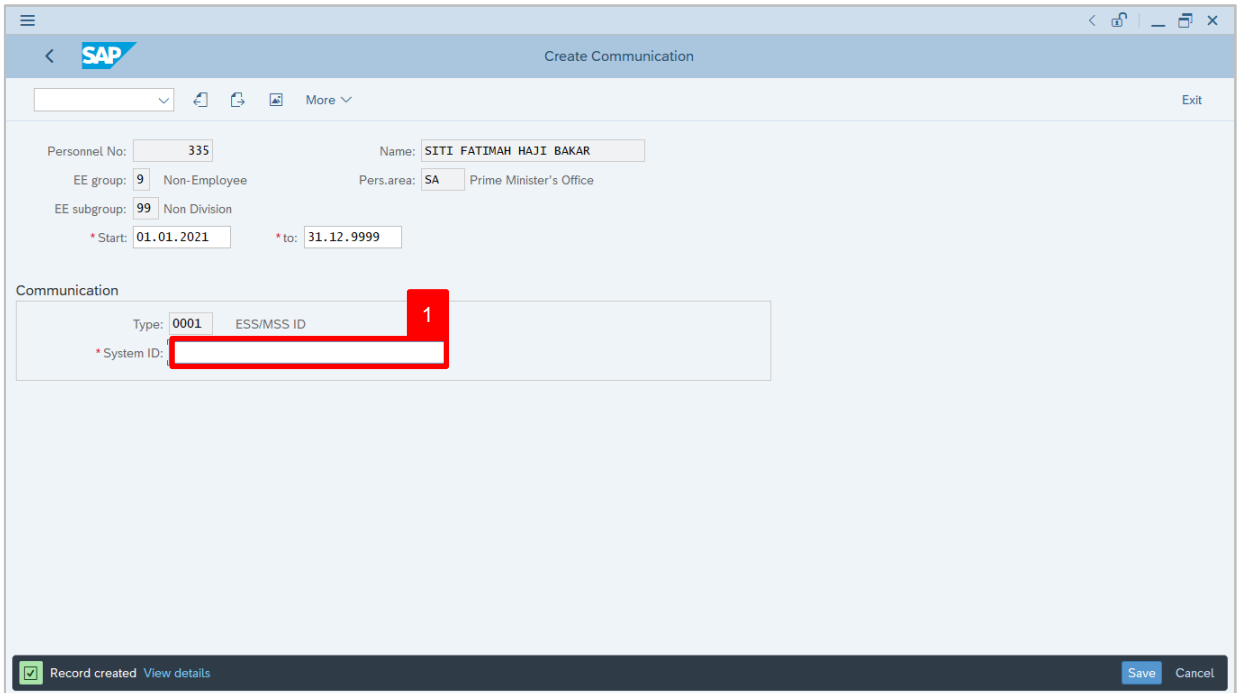
- Personnel Data:**
  - Personnel No: 335
  - Name: SITI FATIMAH HAJI BAKAR
  - EE group: 9 Non-Employee
  - Pers.area: SA Prime Minister's Office
  - EE subgroup: 99 Non Division
  - \* Start: 01.01.2021
  - \* to: 31.12.9999
- Communication:**
  - Type: 0001 ESS/MSS ID
  - \* System ID: [Empty field]

At the bottom of the form, there is a status bar with a green checkmark and the text 'Record created View details'. On the right side of the status bar, there are 'Save' and 'Cancel' buttons.

**Create Communications**

**Back End User**

Department HR Administrator and HR Administrator (JPA)

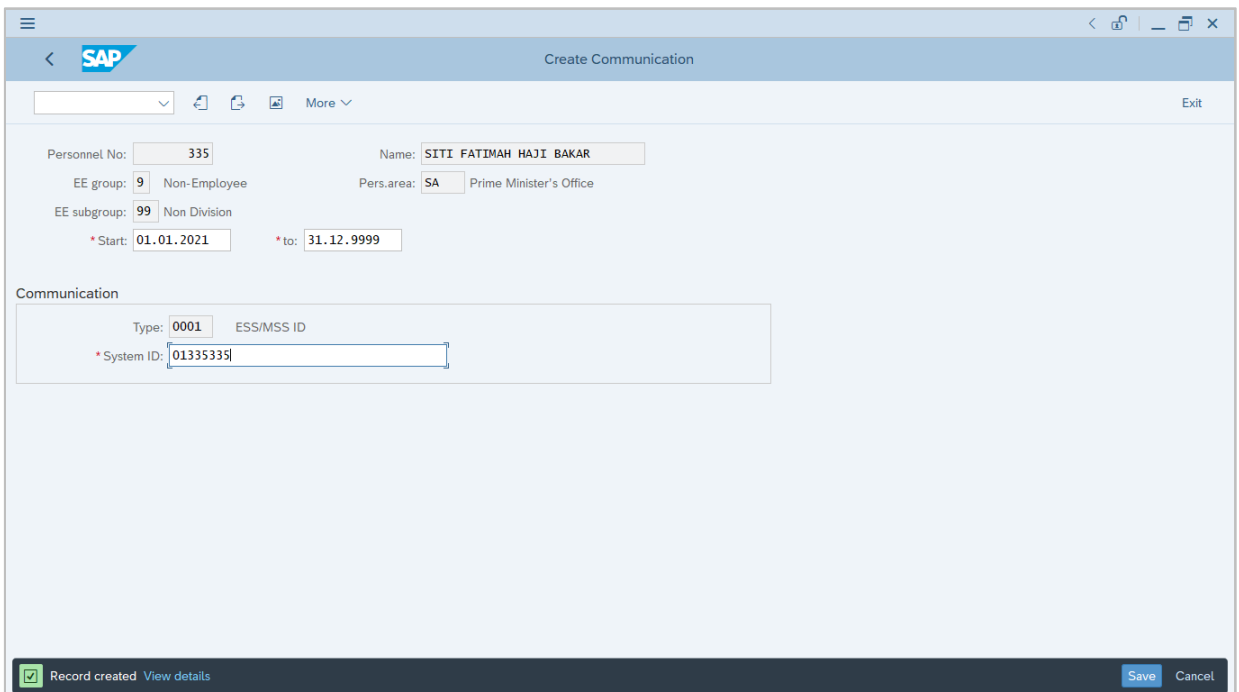


The screenshot shows the SAP 'Create Communication' interface. The 'Personnel No.' is 335, 'Name' is SITI FATIMAH HAJI BAKAR, 'EE group' is 9 (Non-Employee), and 'Pers.area' is SA (Prime Minister's Office). The 'EE subgroup' is 99 (Non Division). The start date is 01.01.2021 and the end date is 31.12.9999. In the 'Communication' section, the 'Type' is 0001 (ESS/MSS ID). The '\* System ID' field is empty and highlighted with a red box and the number 1.

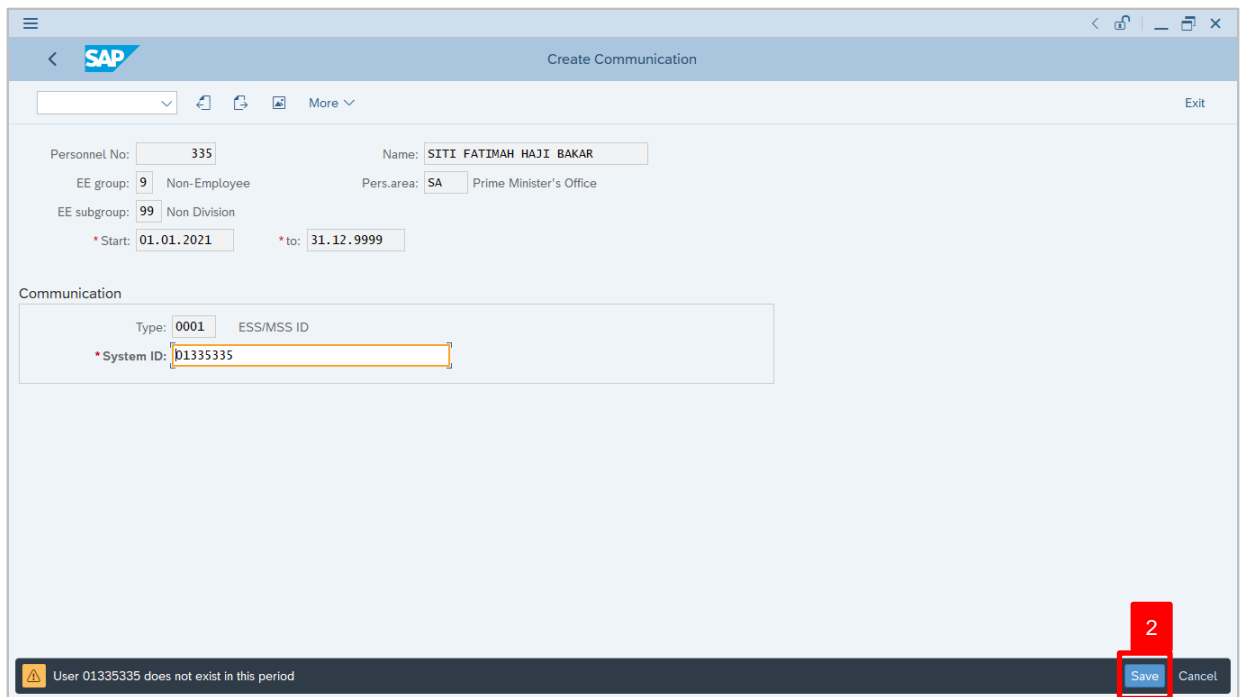
1. Under **Communications** section, enter System ID for ESS/MSS ID.


**Note:**

- ESS/MSS ID is the personnel's IC number.



This screenshot is identical to the previous one, but the '\* System ID' field in the 'Communication' section now contains the value '01335335'.



2. Press **Enter** button on the keyboard and click 

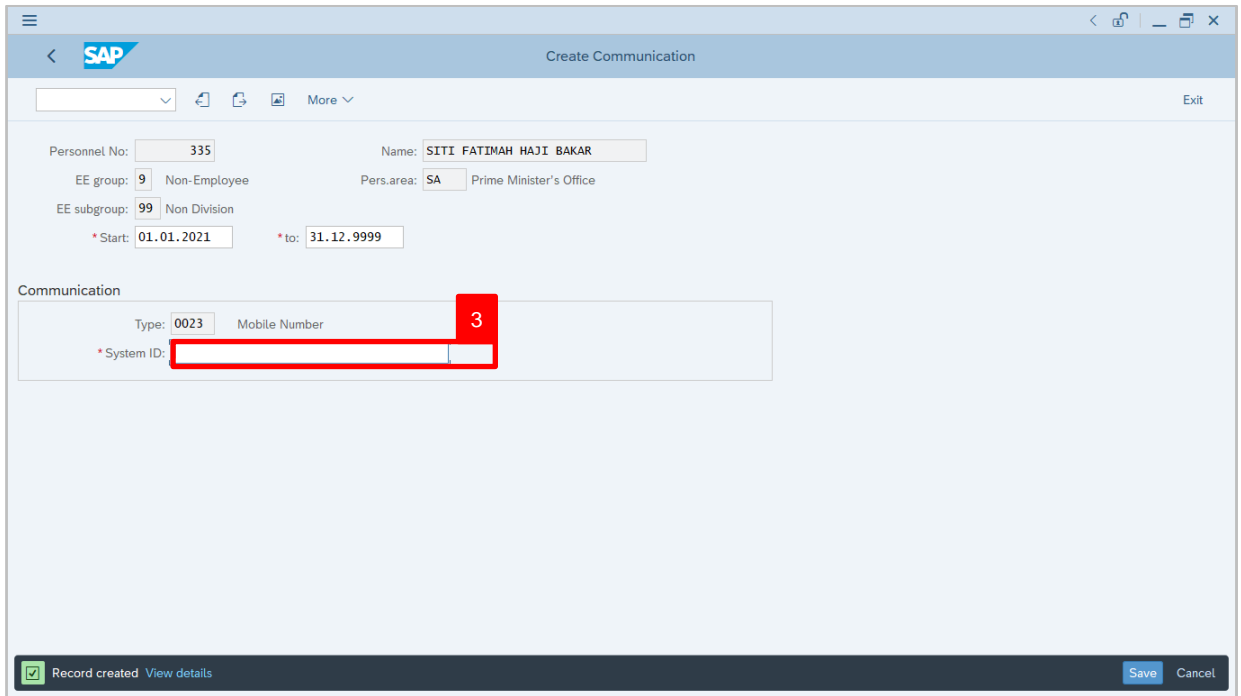
Outcome: Record is created.

### **Note:**

- **User 01XXXXXX does not exist in this period** means that user can proceed to create ESS/MSS ID as the IC number is currently unused.

The **Create Communications – Mobile Number** page will be displayed.



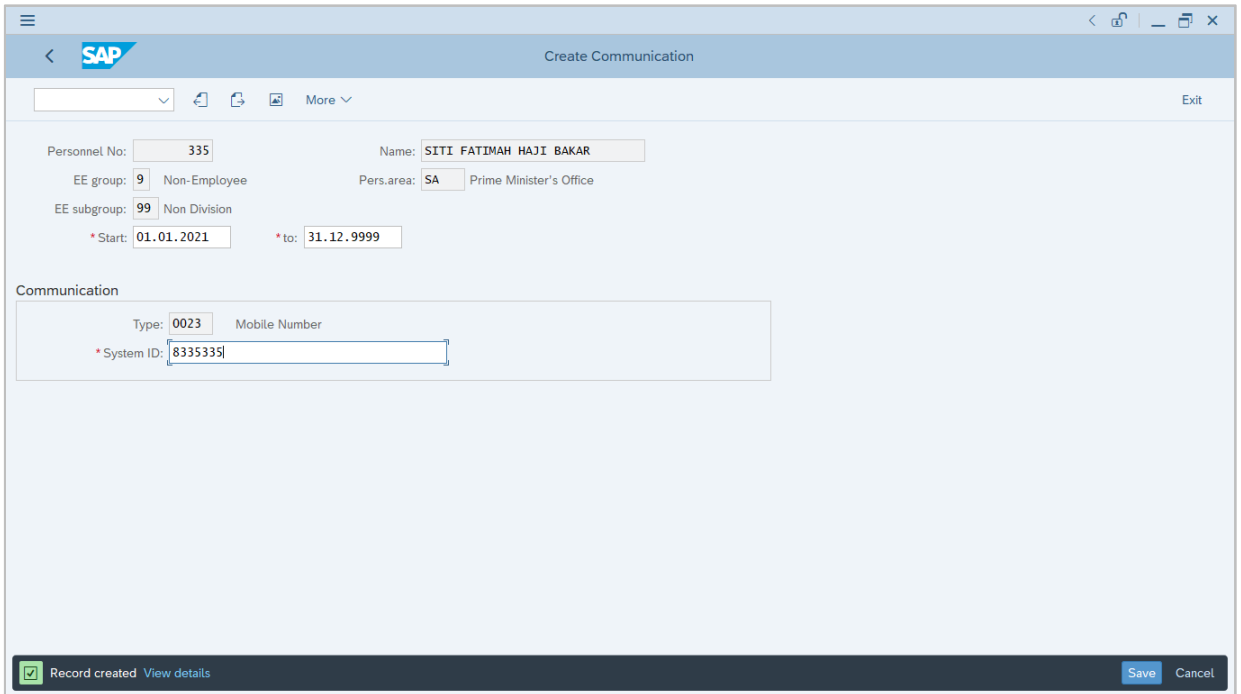


Personnel No: 335 Name: SITI FATIMAH HAJI BAKAR  
EE group: 9 Non-Employee Pers.area: SA Prime Minister's Office  
EE subgroup: 99 Non Division  
\* Start: 01.01.2021 \* to: 31.12.9999

Communication  
Type: 0023 Mobile Number  
\* System ID: 3

Record created View details Save Cancel

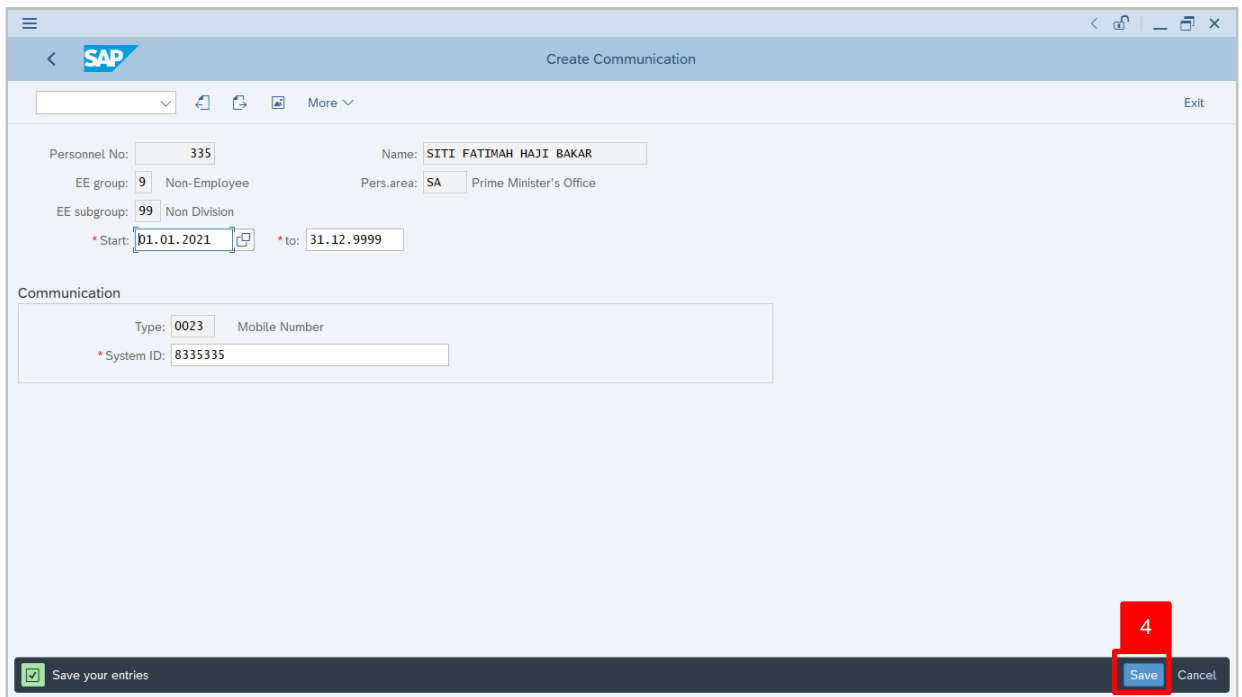
3. Under **Communications** section, enter System ID for Mobile Number.



Personnel No: 335 Name: SITI FATIMAH HAJI BAKAR  
EE group: 9 Non-Employee Pers.area: SA Prime Minister's Office  
EE subgroup: 99 Non Division  
\* Start: 01.01.2021 \* to: 31.12.9999

Communication  
Type: 0023 Mobile Number  
\* System ID: 8335335

Record created View details Save Cancel



Personnel No: 335 Name: SITI FATIMAH HAJI BAKAR  
 EE group: 9 Non-Employee Pers.area: SA Prime Minister's Office  
 EE subgroup: 99 Non Division  
 \* Start: 01.01.2021 \* to: 31.12.9999

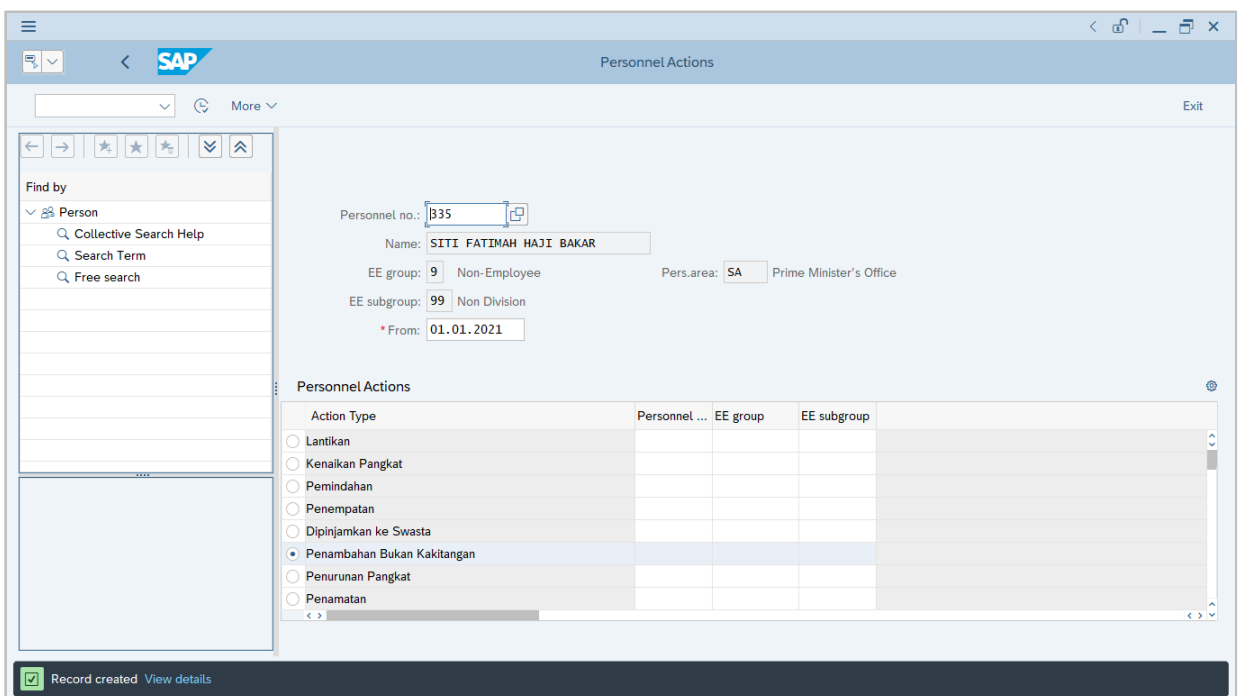
Communication  
 Type: 0023 Mobile Number  
 \* System ID: 8335335

Save your entries 4 Save Cancel

4. Press **Enter** button on the keyboard and click Save

Outcome: Record is created.

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



Personnel no.: 335 Name: SITI FATIMAH HAJI BAKAR  
 EE group: 9 Non-Employee Pers.area: SA Prime Minister's Office  
 EE subgroup: 99 Non Division  
 \* From: 01.01.2021

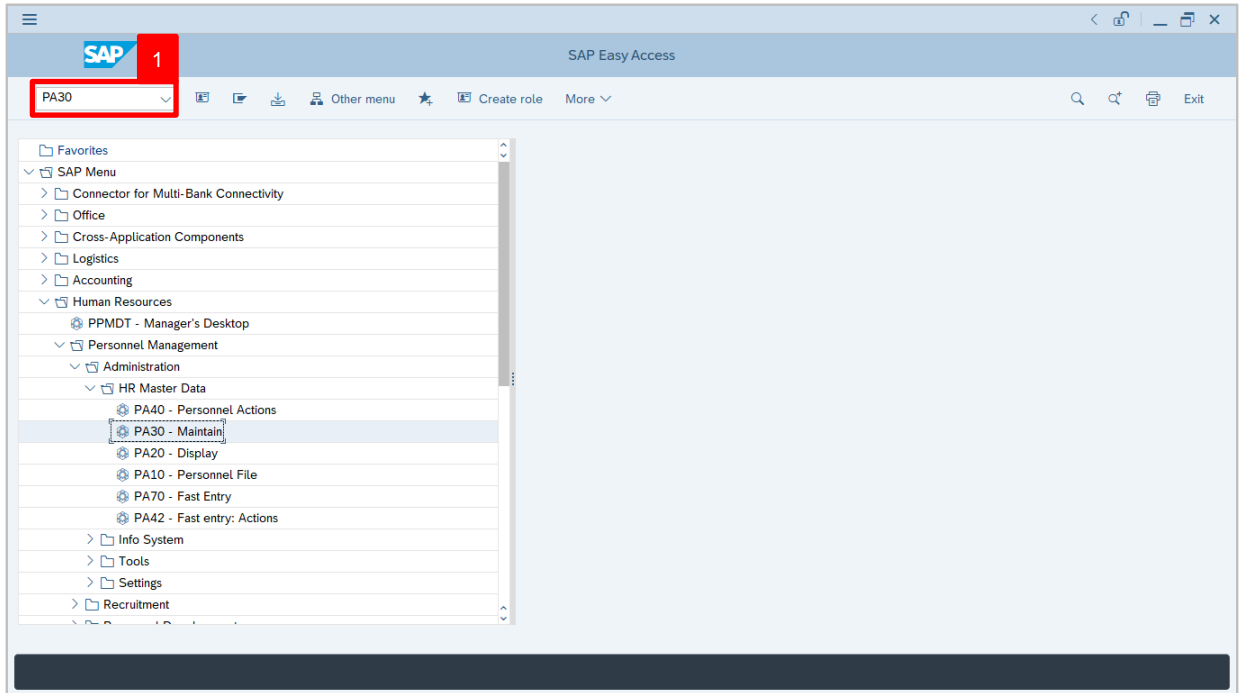
Action Type	Personnel ...	EE group	EE subgroup
<input type="radio"/> Lantikan			
<input type="radio"/> Kenaikan Pangkat			
<input type="radio"/> Pemindahan			
<input type="radio"/> Penempatan			
<input type="radio"/> Dipinjamkan ke Swasta			
<input checked="" type="radio"/> Penambahan Bukan Kakitangan			
<input type="radio"/> Penurunan Pangkat			
<input type="radio"/> Penamatan			

Record created View details

View Action Overview

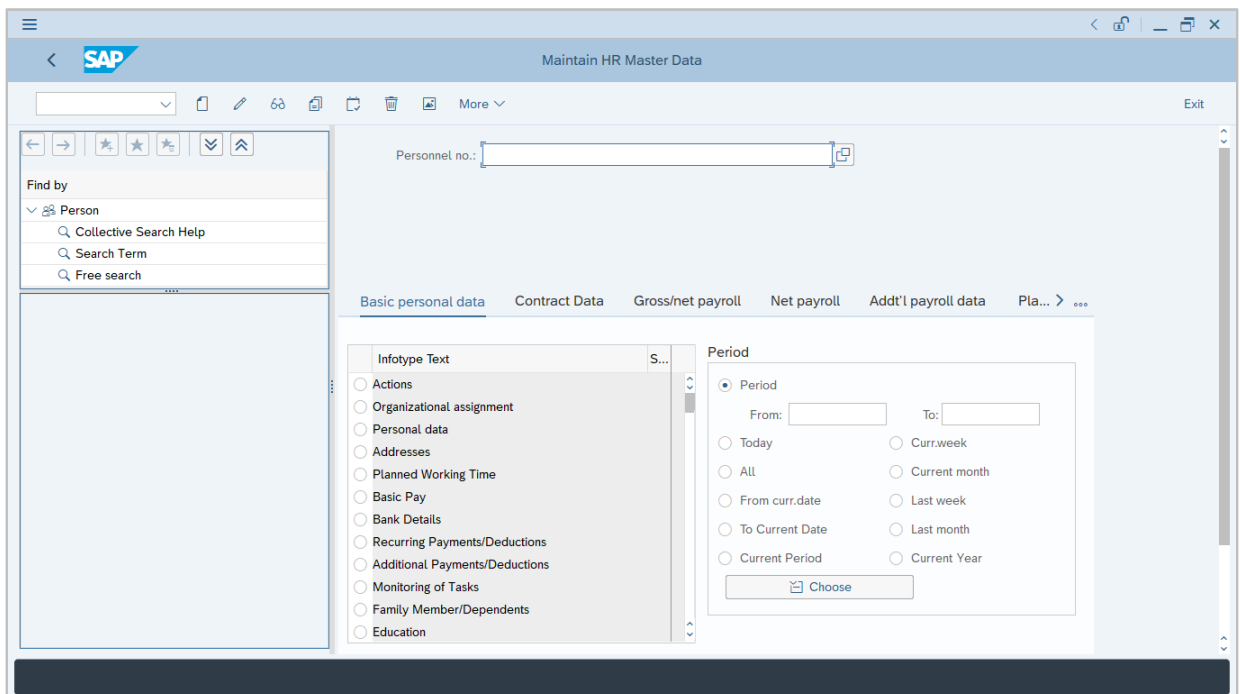
Back End User

Department HR Administrator and HR Administrator (JPA)



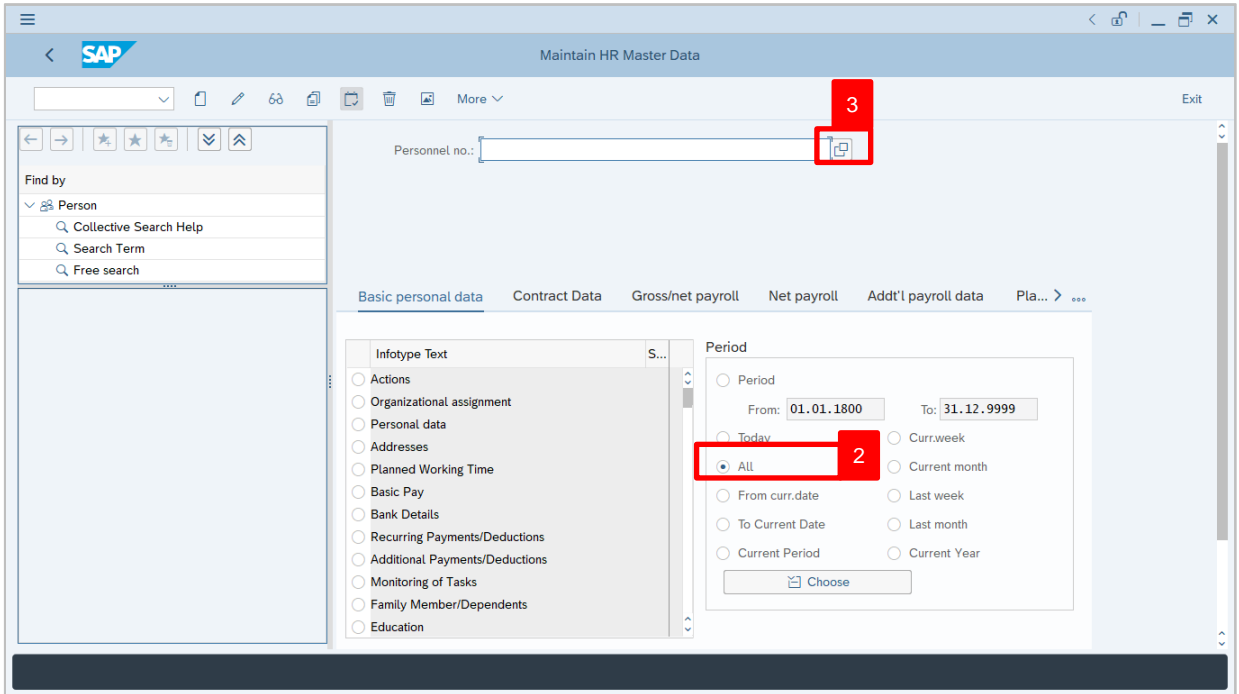
1. Navigate to **Maintain HR Master Data** page by entering transaction code, **PA30** in the Search Bar and press **Enter** button on the keyboard.

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



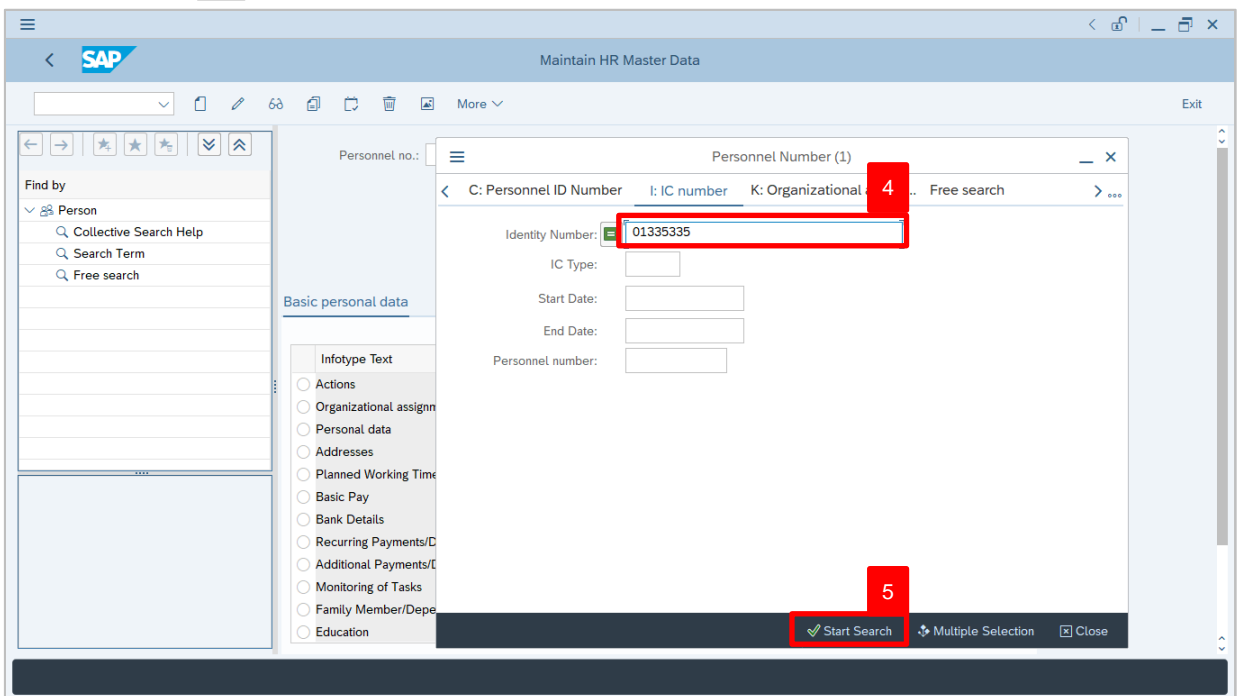
## Note:


- 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.

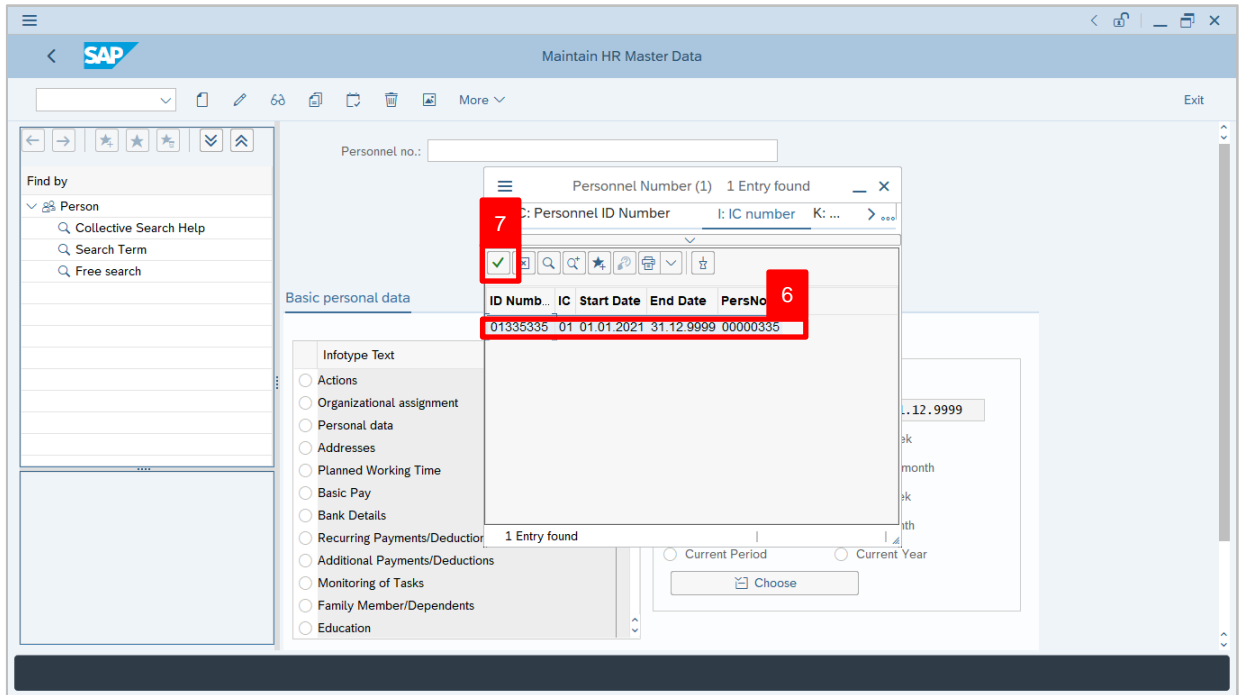



2. Under **Period** section, click on  and select **All**  
 All data within this timeframe (From **01.01.1800** to **31.12.9999**) will be available.

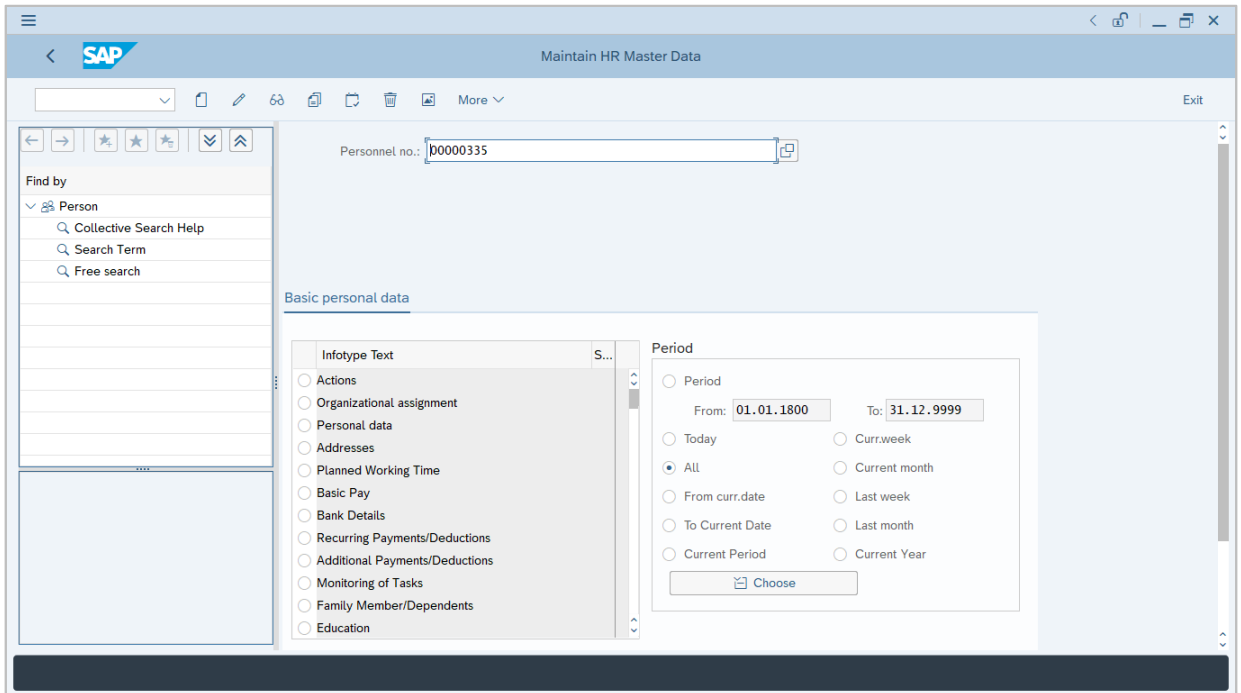
3. Click on  icon for Personnel No.



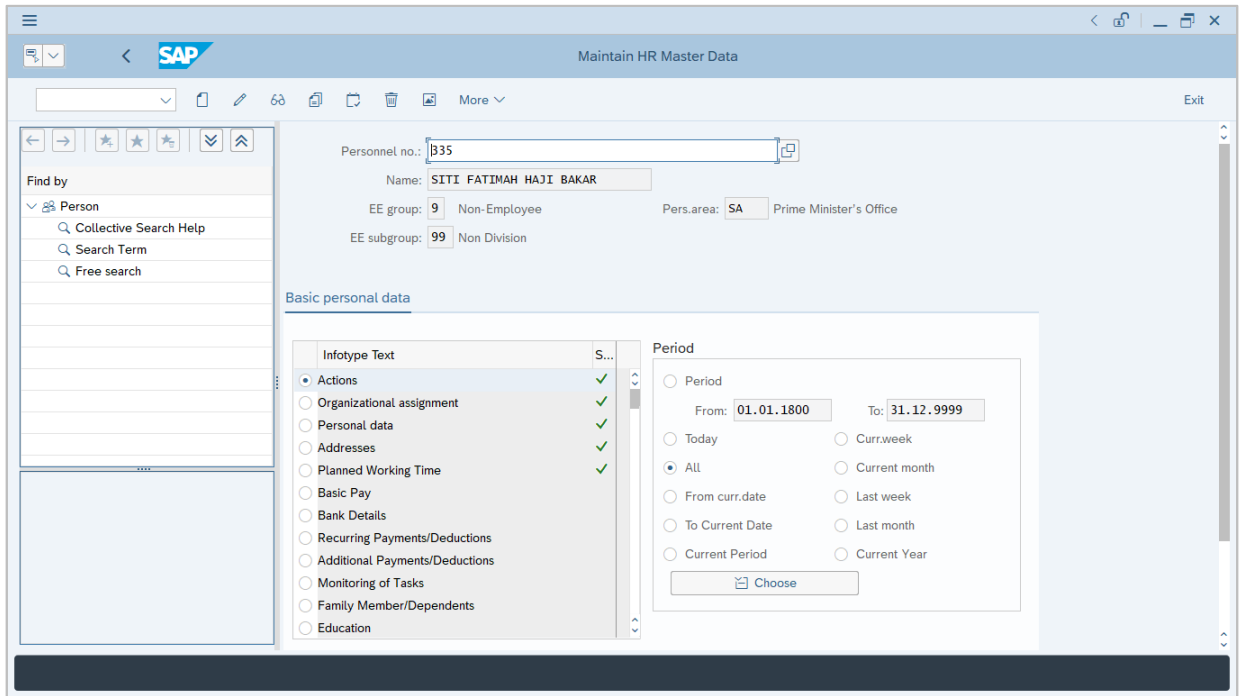
4. Enter the personnel IC Number.
5. Click on  icon.



6. Select the searched personnel.
7. Click on  icon.

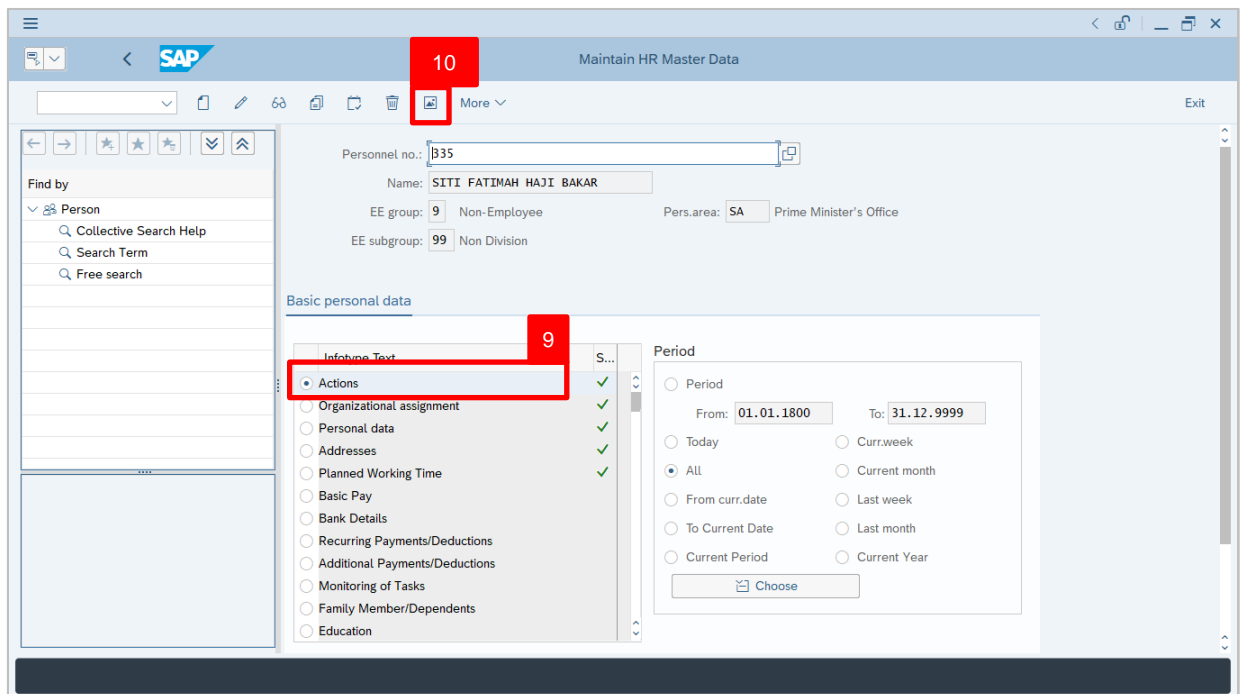



8. Press **Enter** button on the keyboard.




## Note:

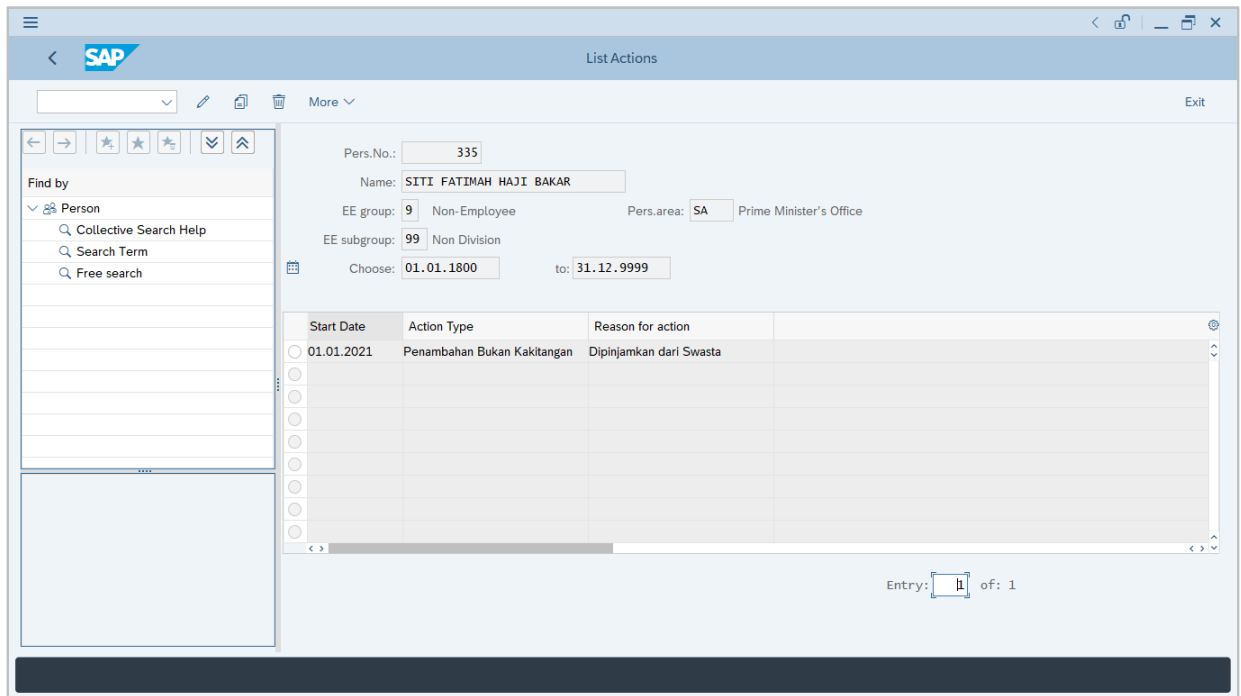
- The personnel information will be displayed.



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 personnel administration. The page title is "List Actions". The search criteria are as follows:

- Pers.No.: 335
- Name: SITI FATIMAH HAJI BAKAR
- EE group: 9 Non-Employee
- Pers.area: SA Prime Minister's Office
- EE subgroup: 99 Non Division
- Choose: 01.01.1800 to 31.12.9999

The table below shows the personnel actions:

Start Date	Action Type	Reason for action
01.01.2021	Penambahan Bukan Kakitangan	Dipinjamkan dari Swasta

At the bottom right of the table, it says "Entry: 1 of 1".

User can view the personnel actions in this page.