



SISTEM SUMBER MANUSIA

User Guide

Personnel Administration for Back End User (SAP GUI)

Maintain Employee Data

VERSION: 1.0



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
SSM	Sistem Sumber Manusia
SAP GUI	SAP Graphical User Interface/Back End
FIORI	Front End/Web Portal
ESS	Employee Self Service
MSS	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**.









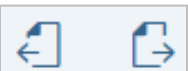


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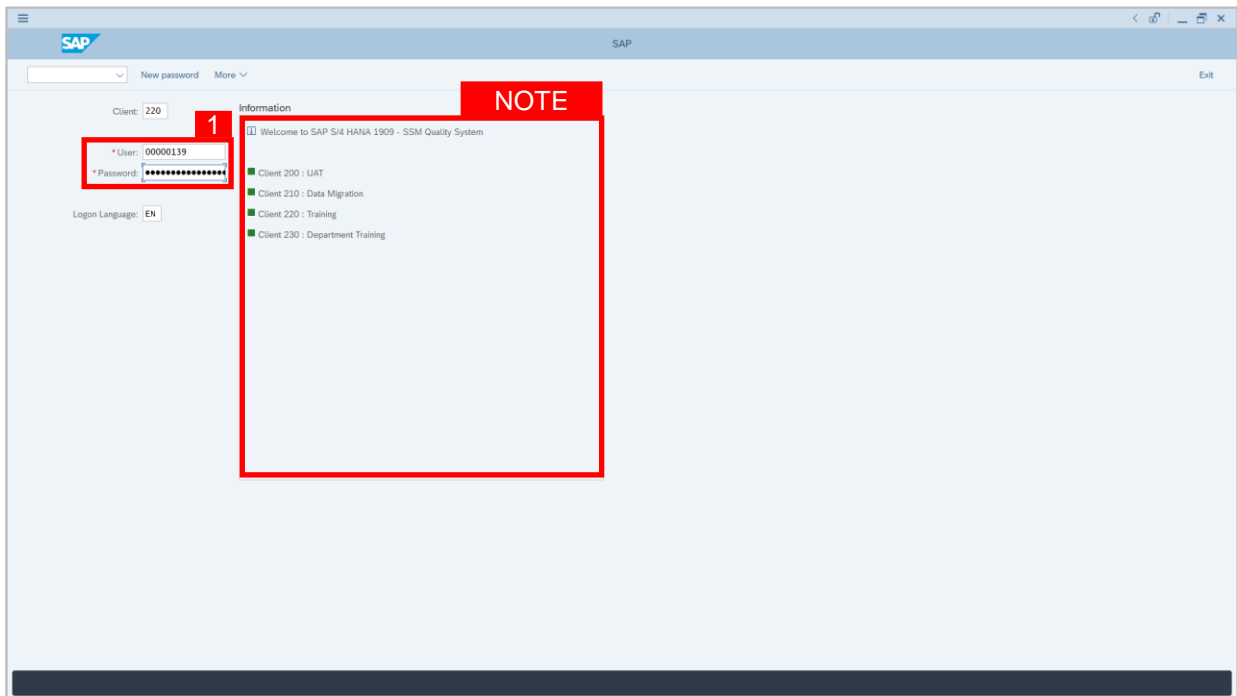
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SAP ICONS

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.

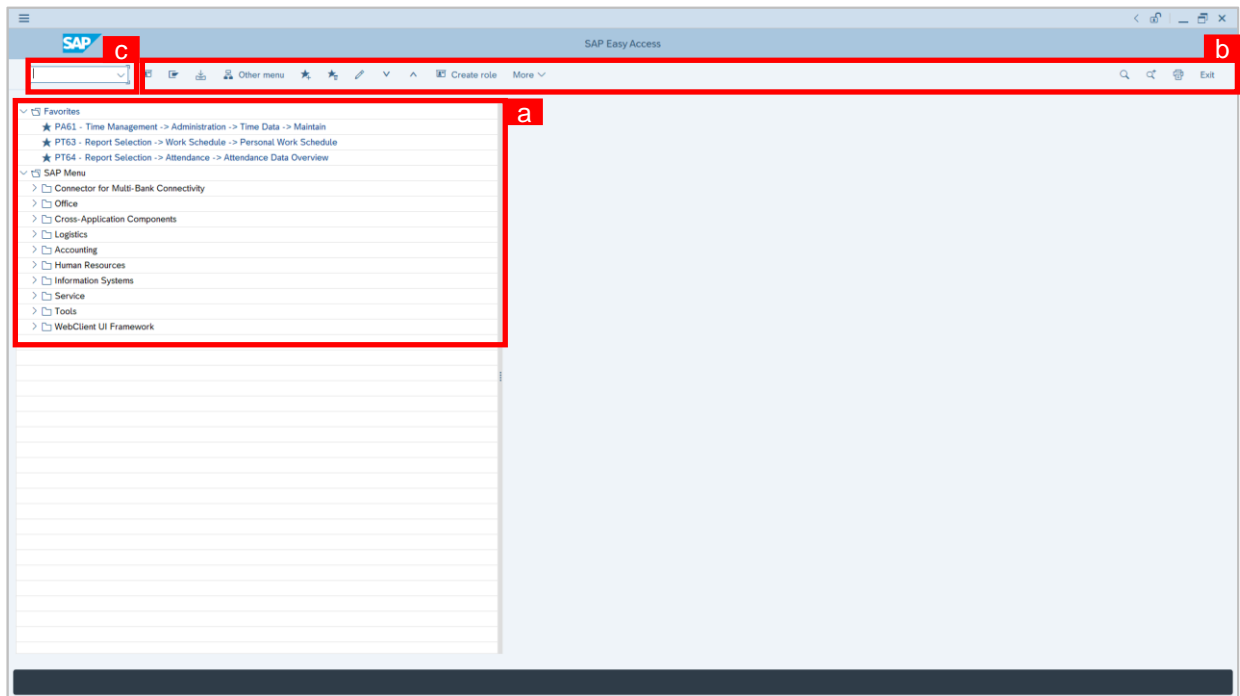
SAP GUI (Back-End) Log on	Back End User Department HR Administrator and HR Administrator (JPA)
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1. Fill in the **User** and **Password**.
2. Press **Enter** on the keyboard.
3. The home page will be displayed.

Note:

- The information tab will show the different clients present in the system serving different purposes. The client number used in this user guide would be 220, which is for training and demonstration purposes pertaining to the navigation of the system.



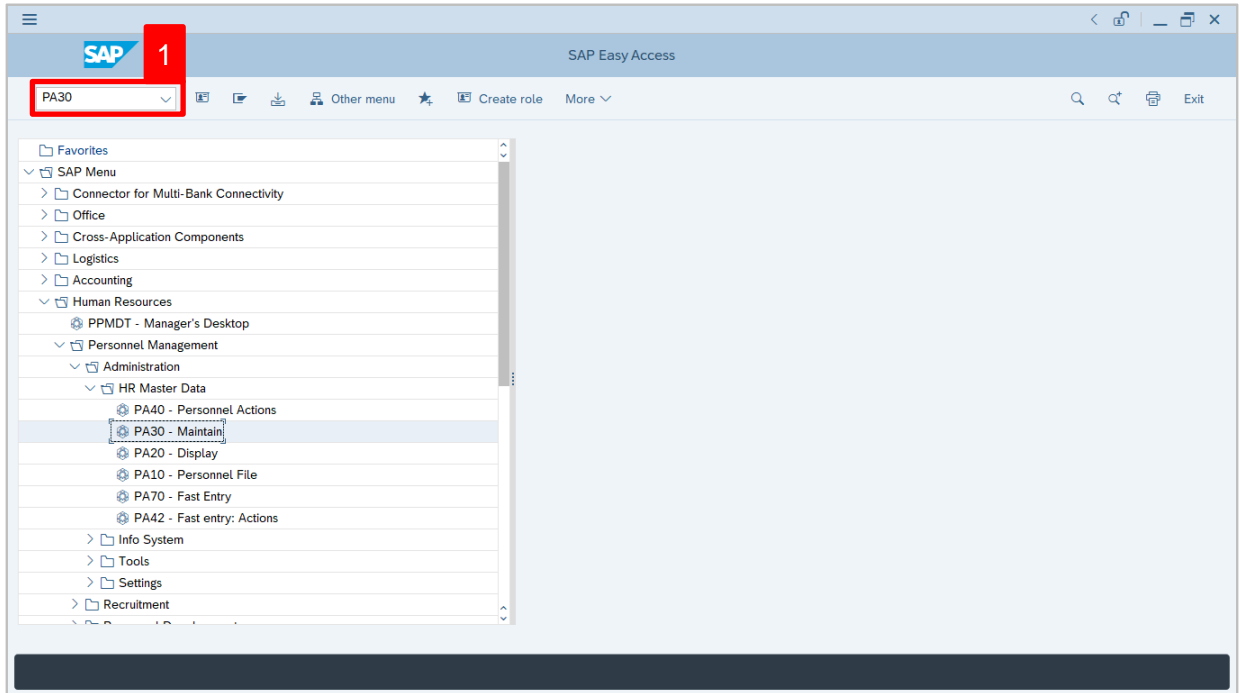
Note:

- a. The home page will be displayed showing different areas in relation to the organization that could be navigated through.
- b. The home page will also display shortcuts that could assist in the ease of navigation through the system.
- c. A Search tool could be utilised to select a specific module of interest, contained in the system.

**Create Address
Infotype**

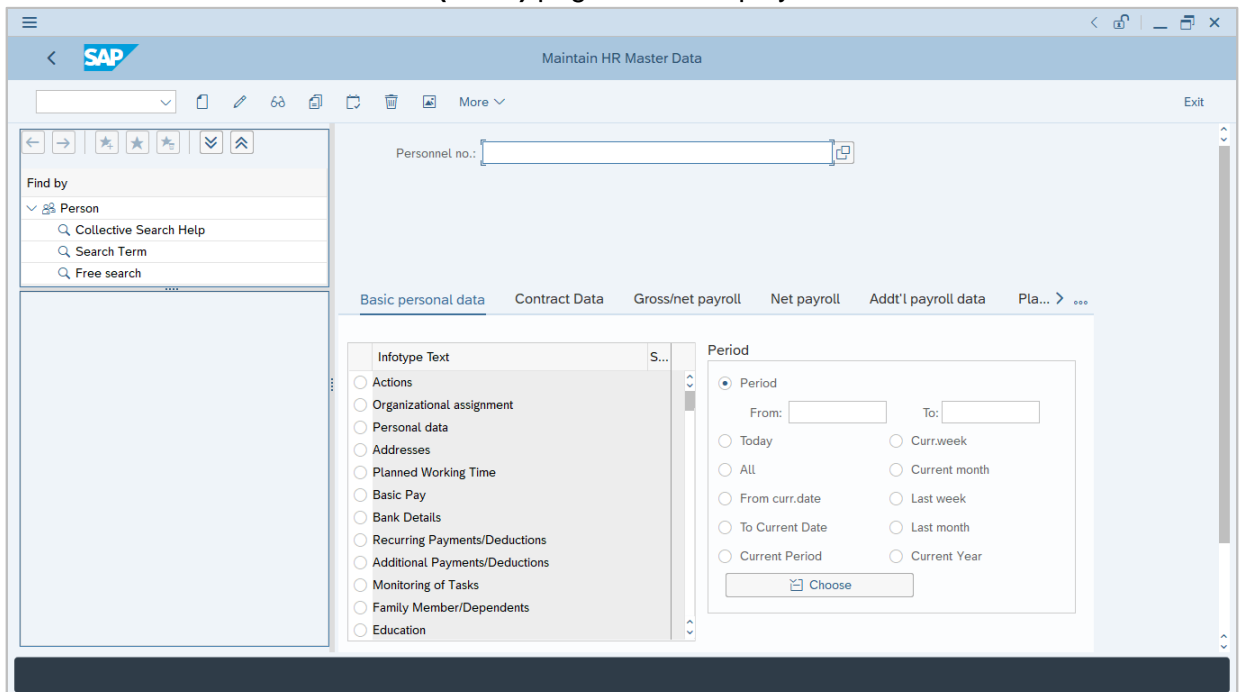
Back End User

Department HR Administrator and HR Administrator (JPA)



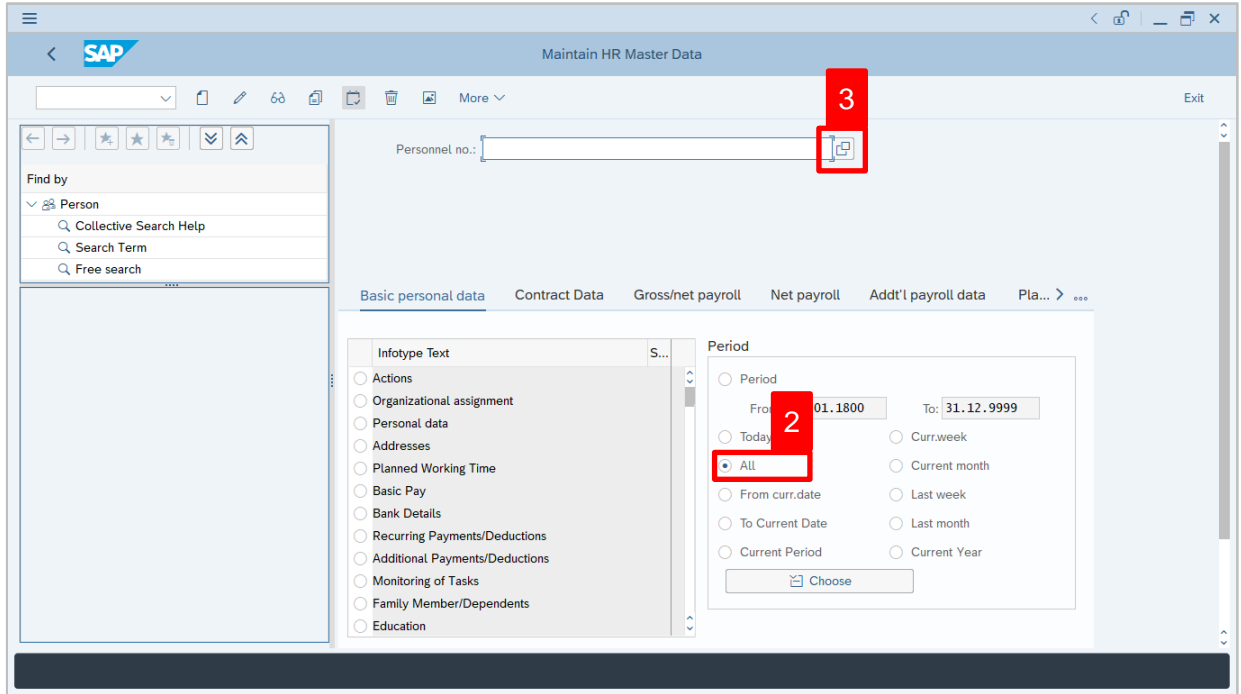
1. Navigate to **Maintain HR Master Data** page by entering transaction code, **PA30** in the Search Bar and press **Enter** button on the keyboard.


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

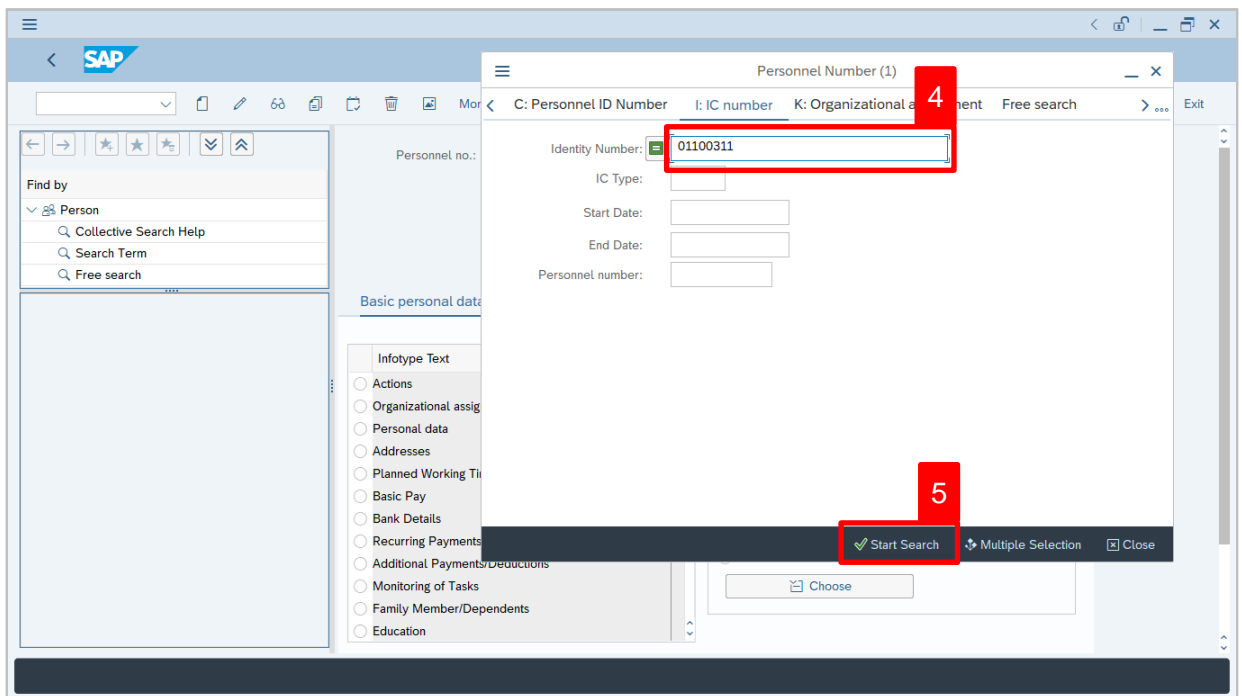


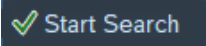
Note:

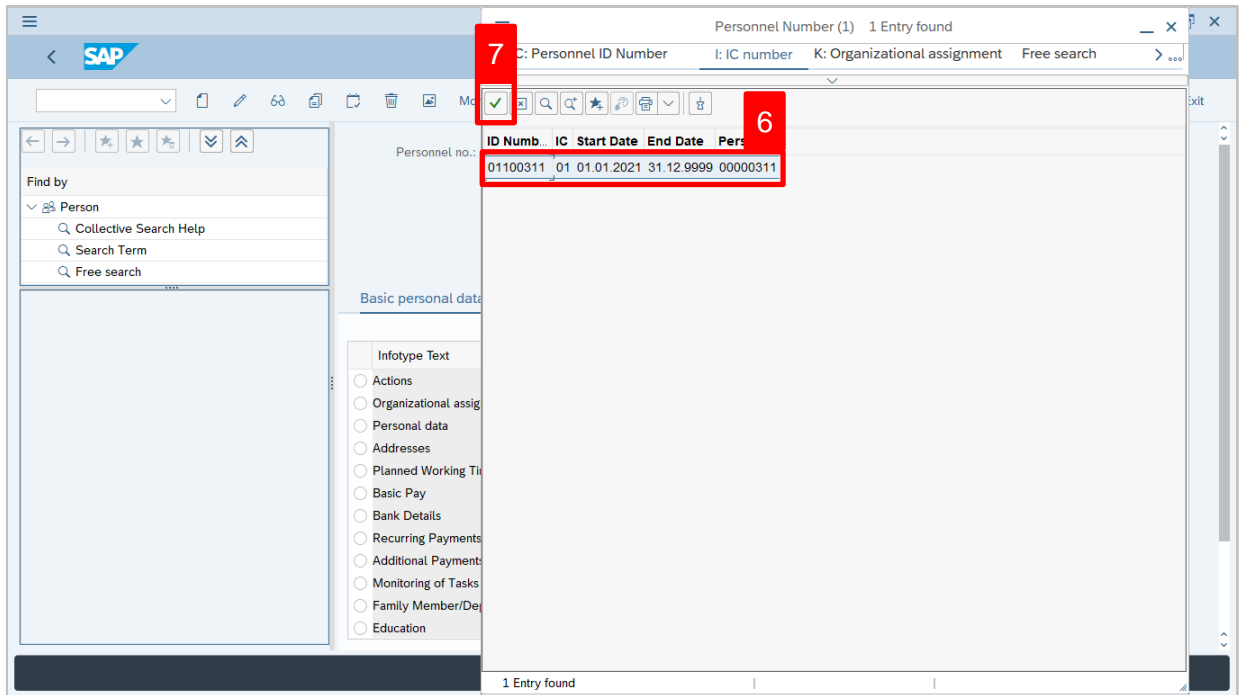
- Click on **SAP Menu > Human Resources > Personnel Management > Administration > HR Master Data > PA30 – Maintain**
- User may search for the personnel using their IC number via the Lookup icon.




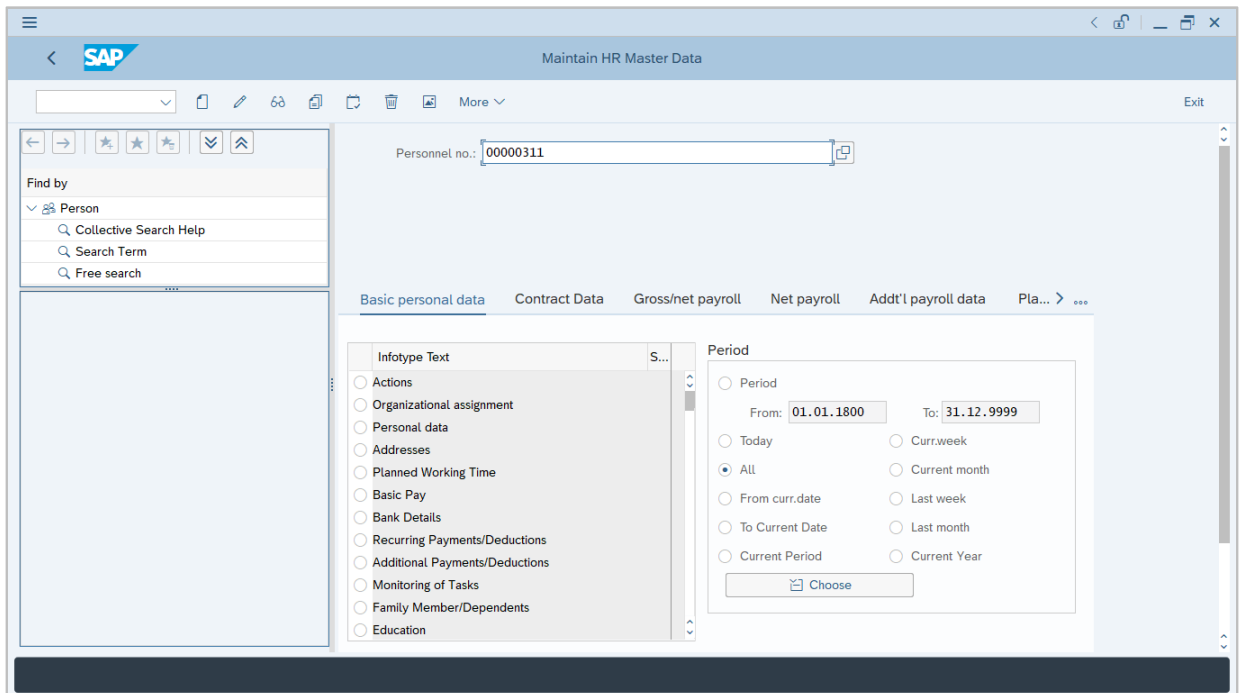
2. Under **Period** section, click on and select **All**
All data within this timeframe (From **01.01.1800** to **31.12.9999**) will be available.
3. Click on  icon for Personnel No.



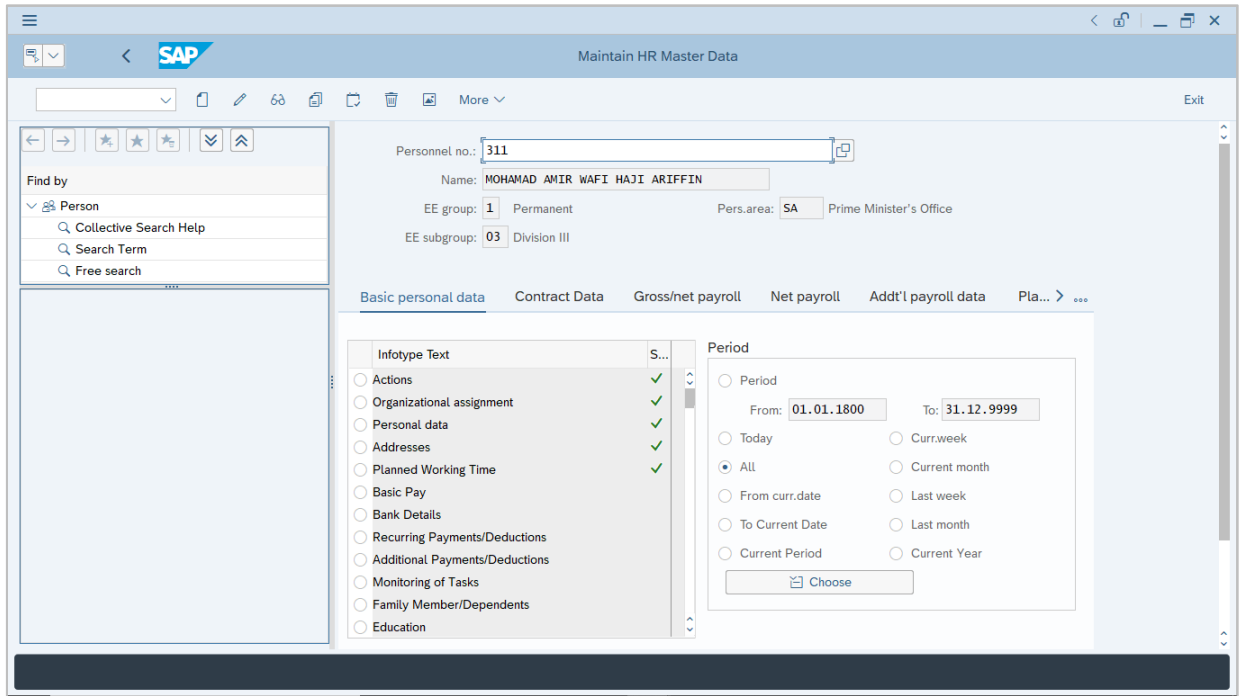
4. Enter the personnel IC Number.
5. Click on 



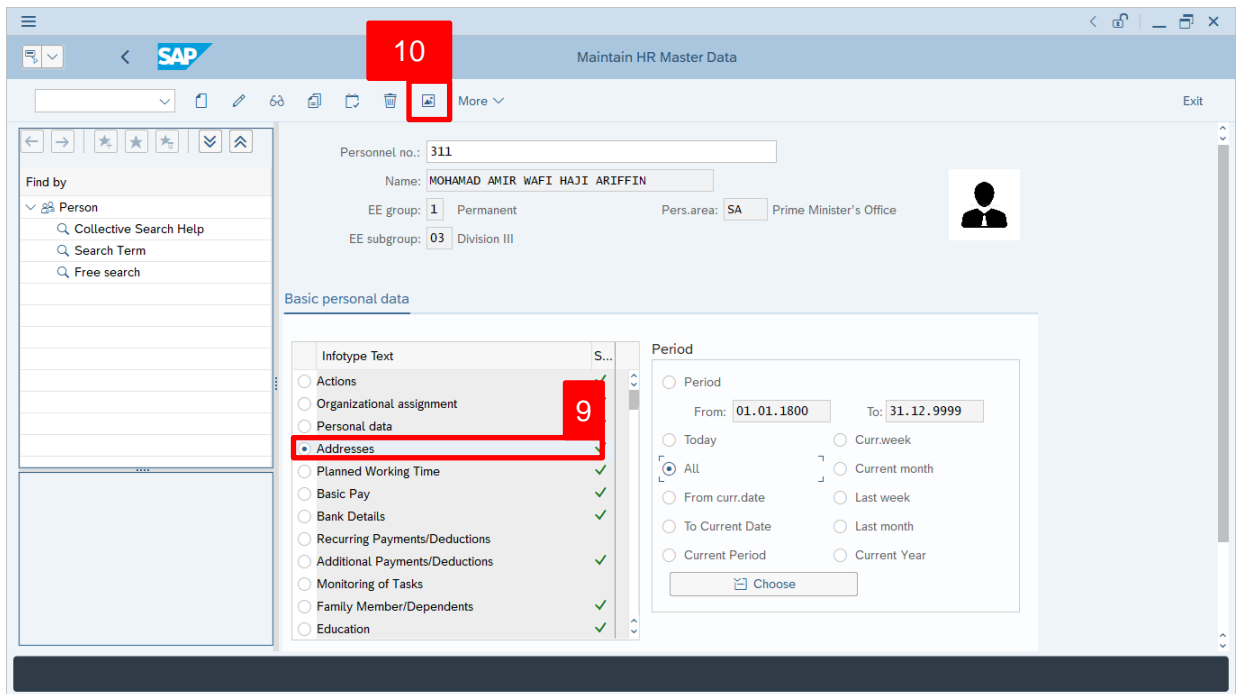
6. Select the searched personnel.
7. Click on  icon.



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



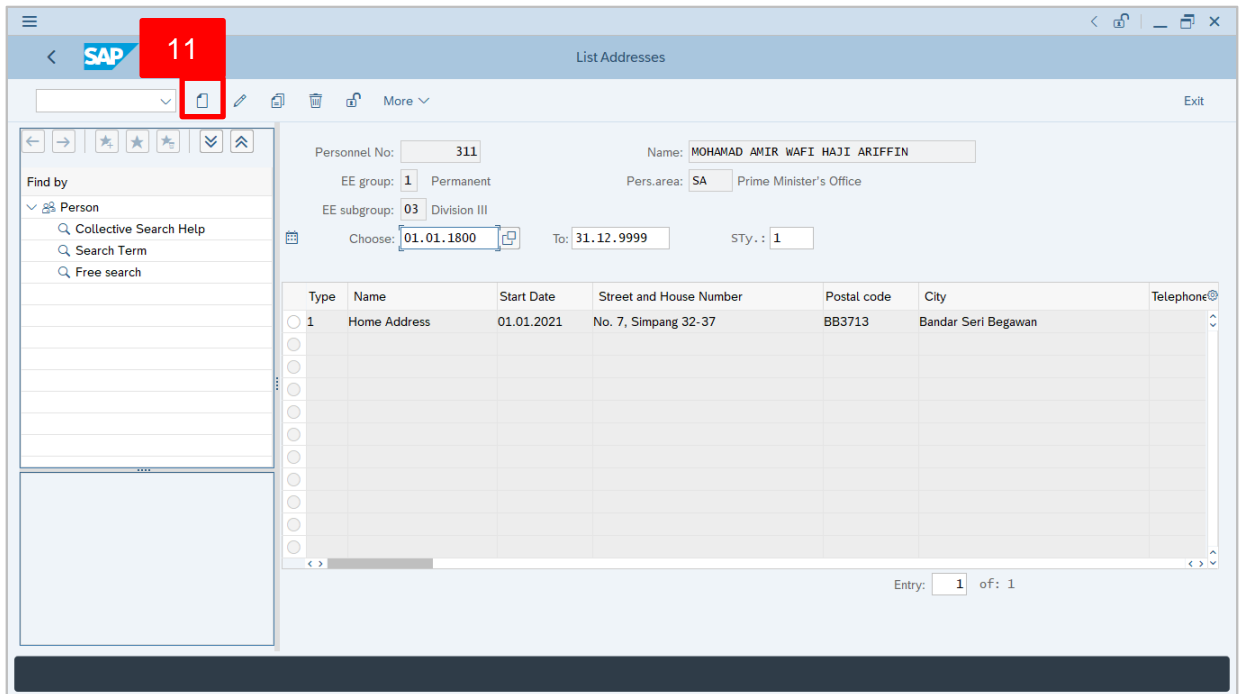
Note: The personnel information will be displayed.




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

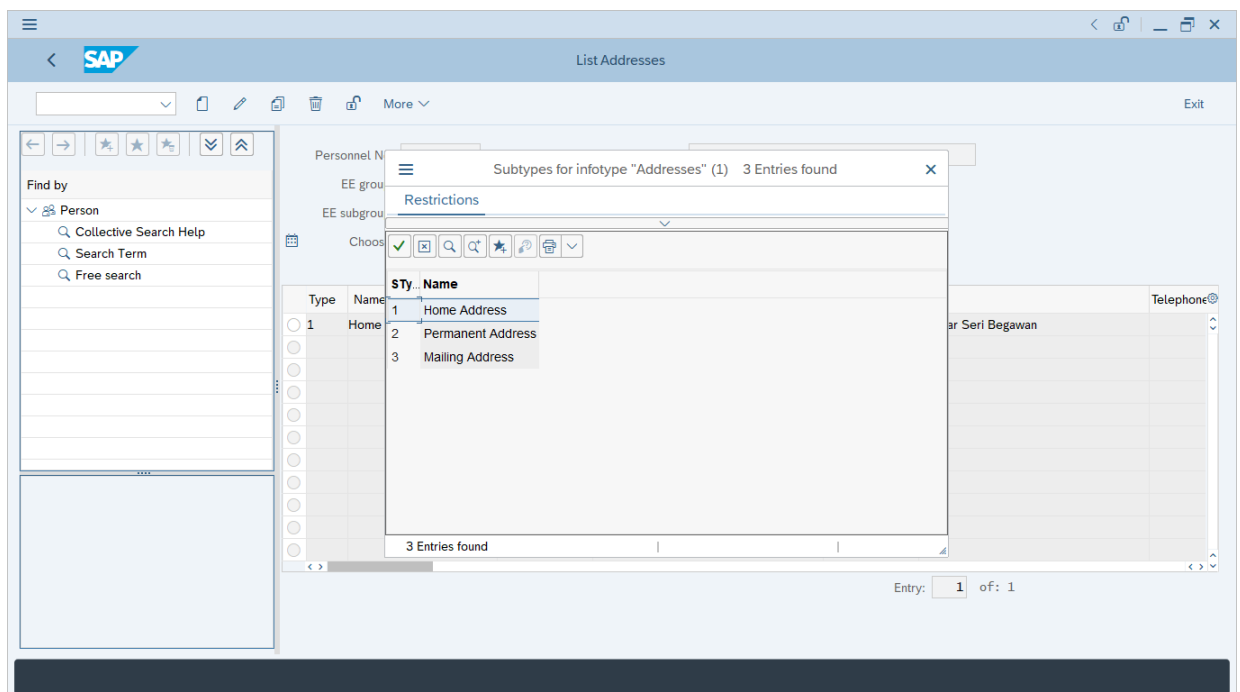
10. Click on  icon.

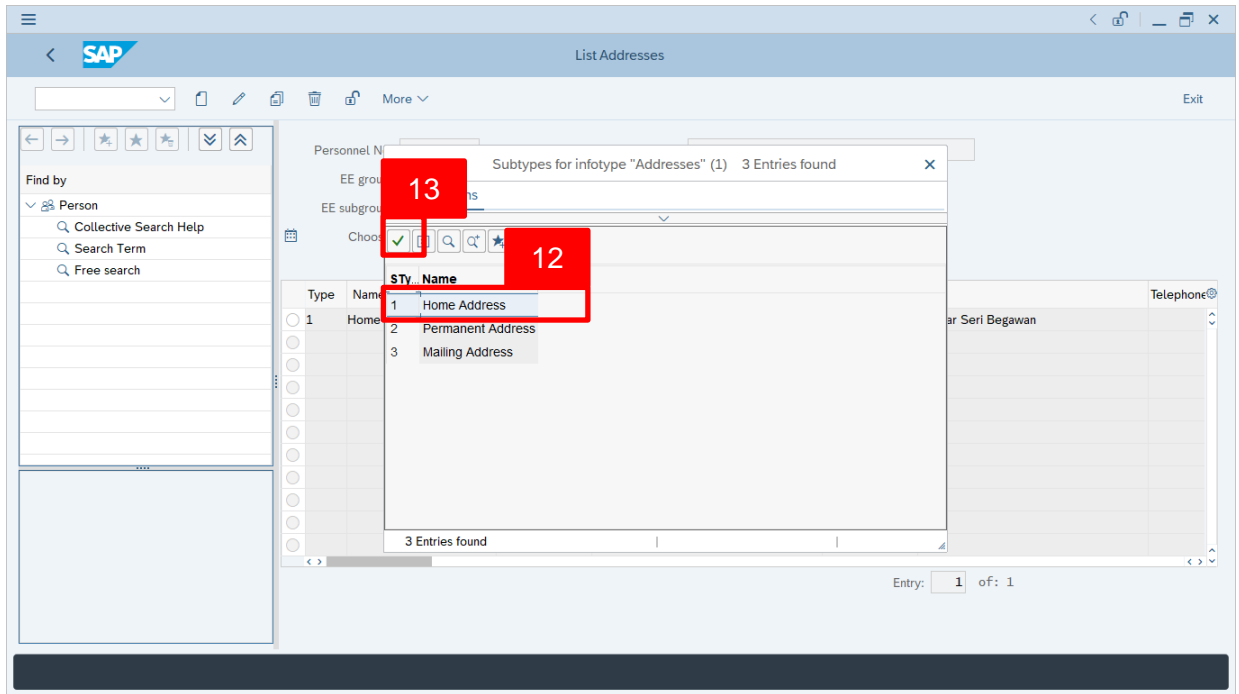
The **List Addresses** page will be displayed.



11. Click on  icon.

The **Subtypes for infotype ‘Addresses’ (1)** page will appear.

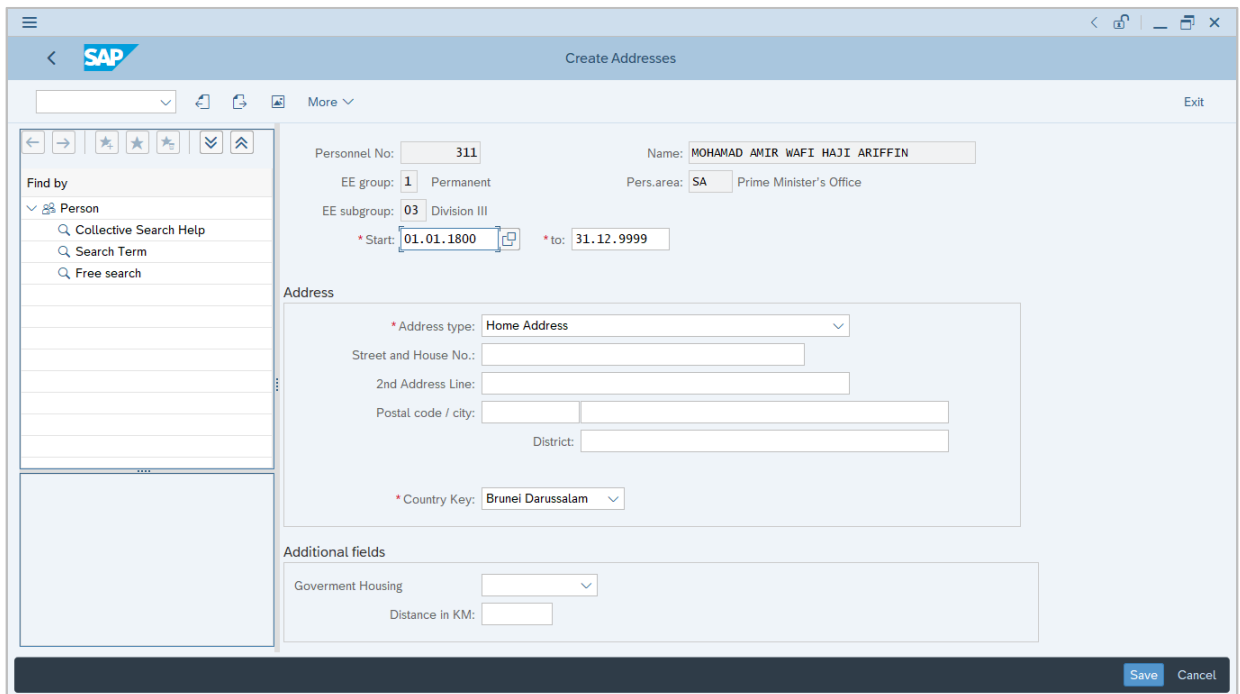


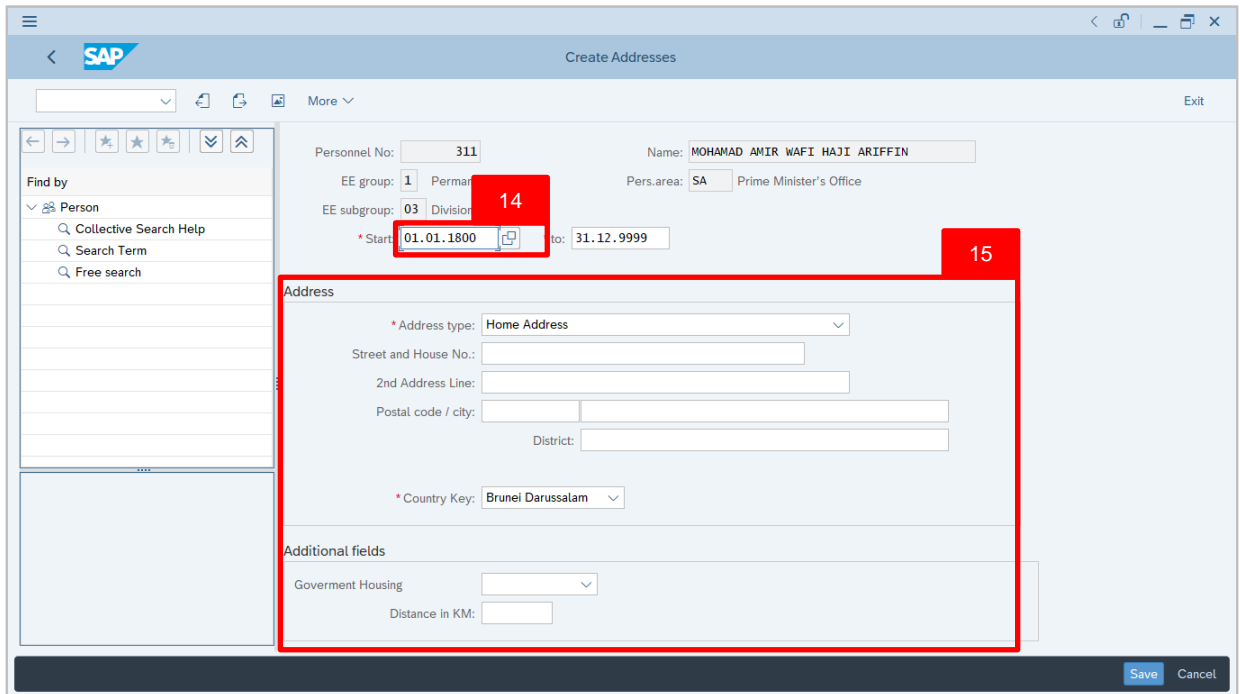


12. Select 1 Home Address.

13. Click on  icon.

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



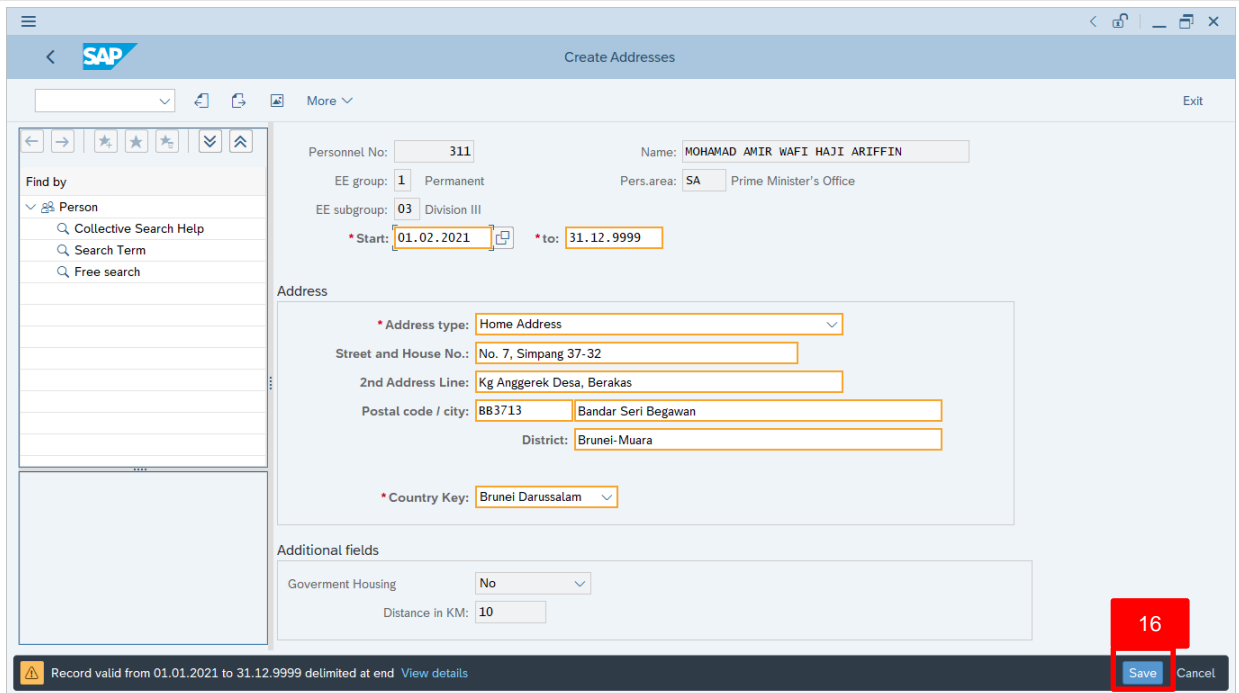


14. User (HR Administrator) can enter the **Start date** of Home Address. In other words, the start date of living at the home address.

15. Under **Address** and **Additional fields** sections, enter details in the related fields as per example below:

Sub Section	Field	Mandatory (?)	Example
Address	Street and House No.	x	No. 7, Simpang 32-37
	2nd Address Line	x	Kg Anggerek Desa, Berakas
	Postal Code	x	BB3713
	City	x	Bandar Seri Begawan
	District	x	Brunei-Muara
Additional fields	Government Housing	x	No
	Distance in KM	x	10 KM (Distance from Address to Office)

Note: Country Key is **Brunei Darussalam** by default.



Personnel No.: 311 Name: MOHAMAD AMIR WAFI HAJI ARIFFIN

EE group: 1 Permanent Pers.area: SA Prime Minister's Office

EE subgroup: 03 Division III

* Start: 01.02.2021 * to: 31.12.9999

Address

* Address type: Home Address

Street and House No.: No. 7, Simpang 37-32

2nd Address Line: Kg Anggerek Desa, Berakas

Postal code / city: BB3713 Bandar Seri Begawan

District: Brunei-Muara

* Country Key: Brunei Darussalam


Additional fields

Government Housing: No

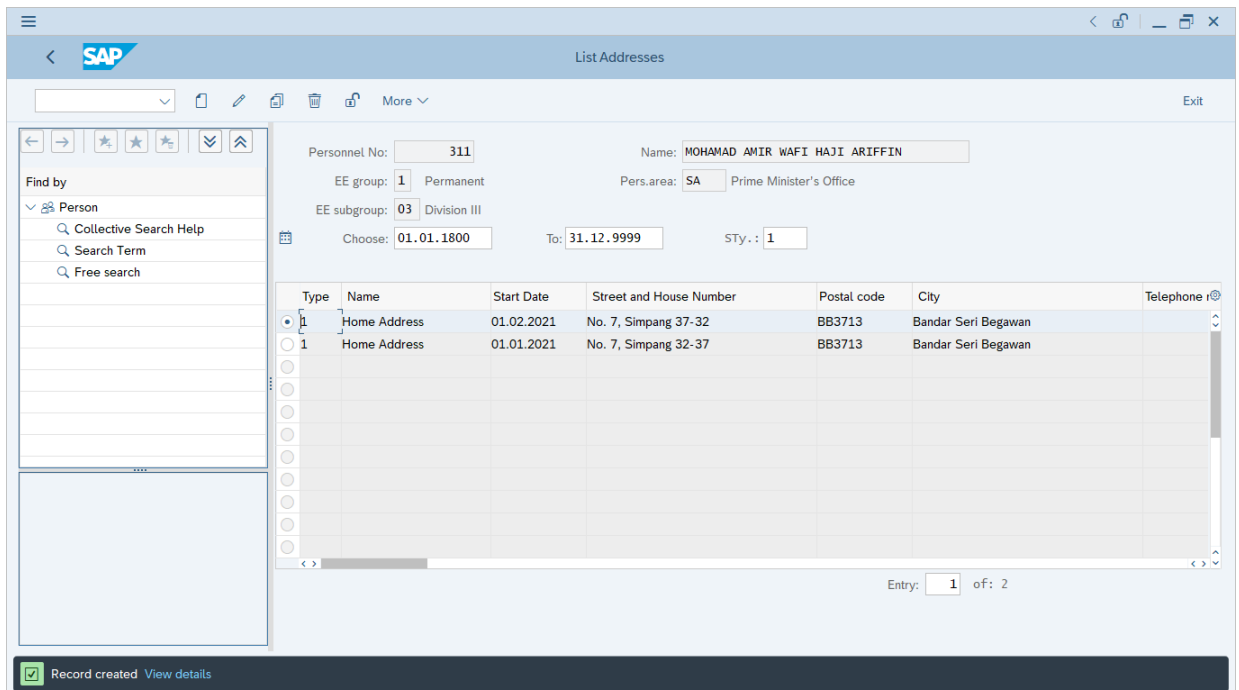
Distance in KM: 10

Record valid from 01.01.2021 to 31.12.9999 delimited at end. View details

Save Cancel

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

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



Personnel No.: 311 Name: MOHAMAD AMIR WAFI HAJI ARIFFIN

EE group: 1 Permanent Pers.area: SA Prime Minister's Office

EE subgroup: 03 Division III

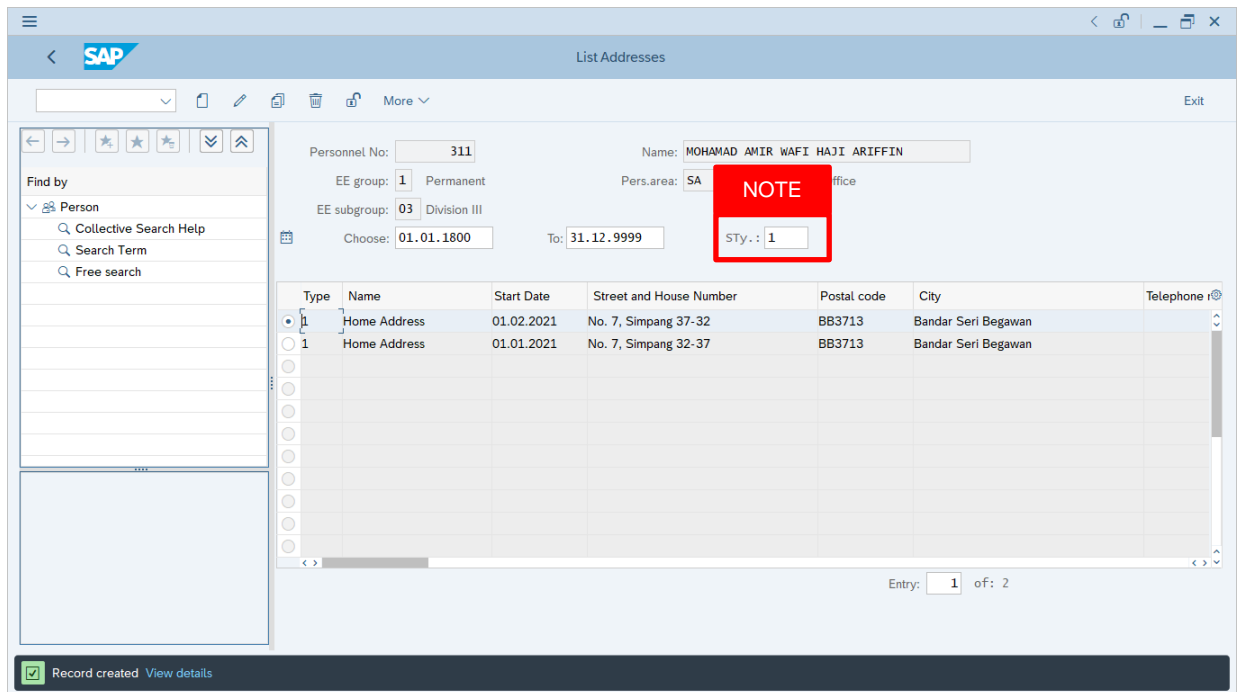
Choose: 01.01.1800 To: 31.12.9999 STy.: 1

Type	Name	Start Date	Street and House Number	Postal code	City	Telephone r®
1	Home Address	01.02.2021	No. 7, Simpang 37-32	BB3713	Bandar Seri Begawan	
1	Home Address	01.01.2021	No. 7, Simpang 32-37	BB3713	Bandar Seri Begawan	

Entry: 1 of: 2

Record created View details


Note: User (HR Administrator) can view the Home Address created. The existing Home Address is Delimited (information is limited to a selected delimitation date or automatically limited to a day before the Start date of new Home Address).



The screenshot shows the SAP 'List Addresses' interface for Personnel No. 311. The name is MOHAMAD AMIR WAFI HAJI ARIFFIN. The STy. field is highlighted with a red box and labeled 'NOTE'. The table below shows two address entries:

Type	Name	Start Date	Street and House Number	Postal code	City	Telephone
1	Home Address	01.02.2021	No. 7, Simpang 37-32	BB3713	Bandar Seri Begawan	
1	Home Address	01.01.2021	No. 7, Simpang 32-37	BB3713	Bandar Seri Begawan	

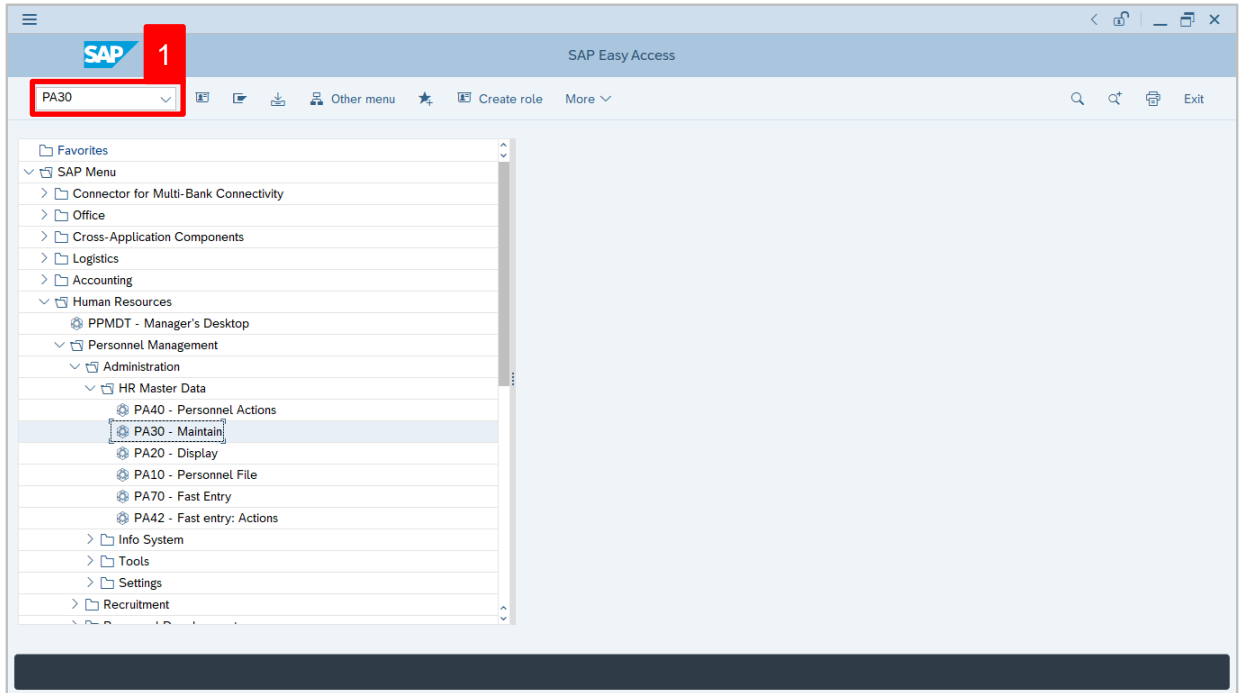
Note:

- User (HR Administrator) needs to clear the **Sty (Subtype)** field and press **Enter** on the keyboard. This is to ensure that all Address Subtypes would be visible or displayed and available to be maintained.
- The method or steps for **Create**  employee data is the **same and applicable** for the Infotypes in **Maintain HR Master Data (PA30)** page under **Basic Personal Data** section.

**Copy Address
Infotype**

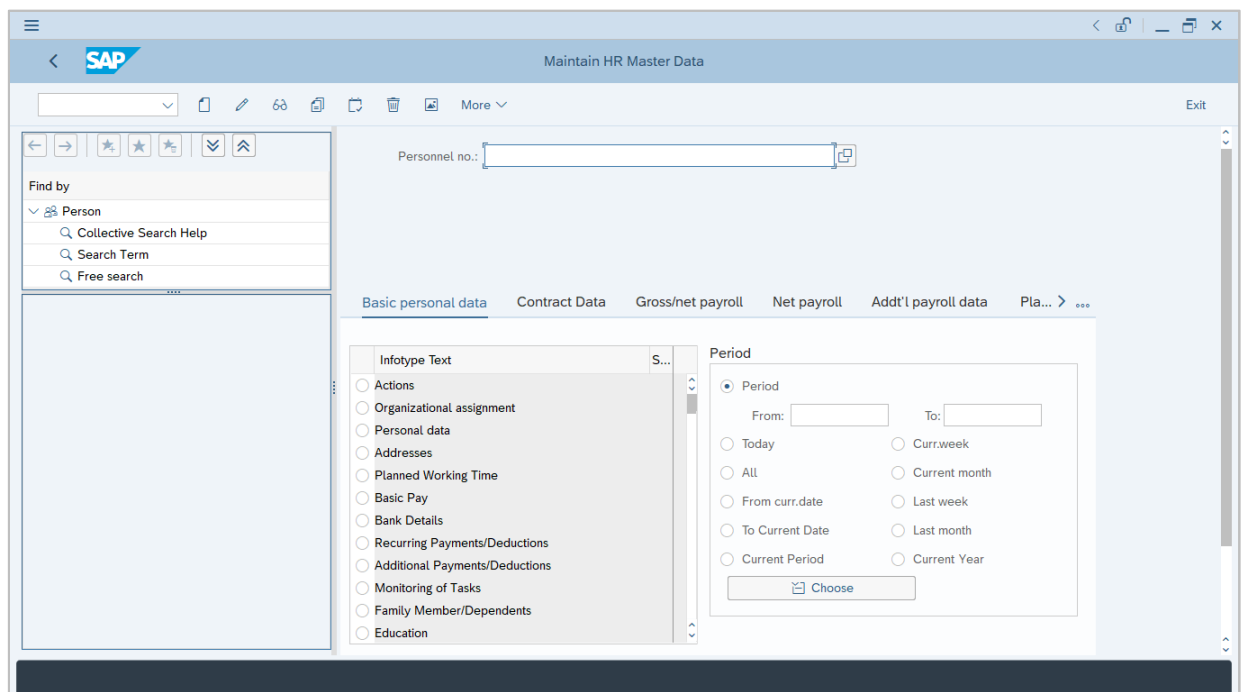
Back End User

Department HR Administrator and HR Administrator (JPA)



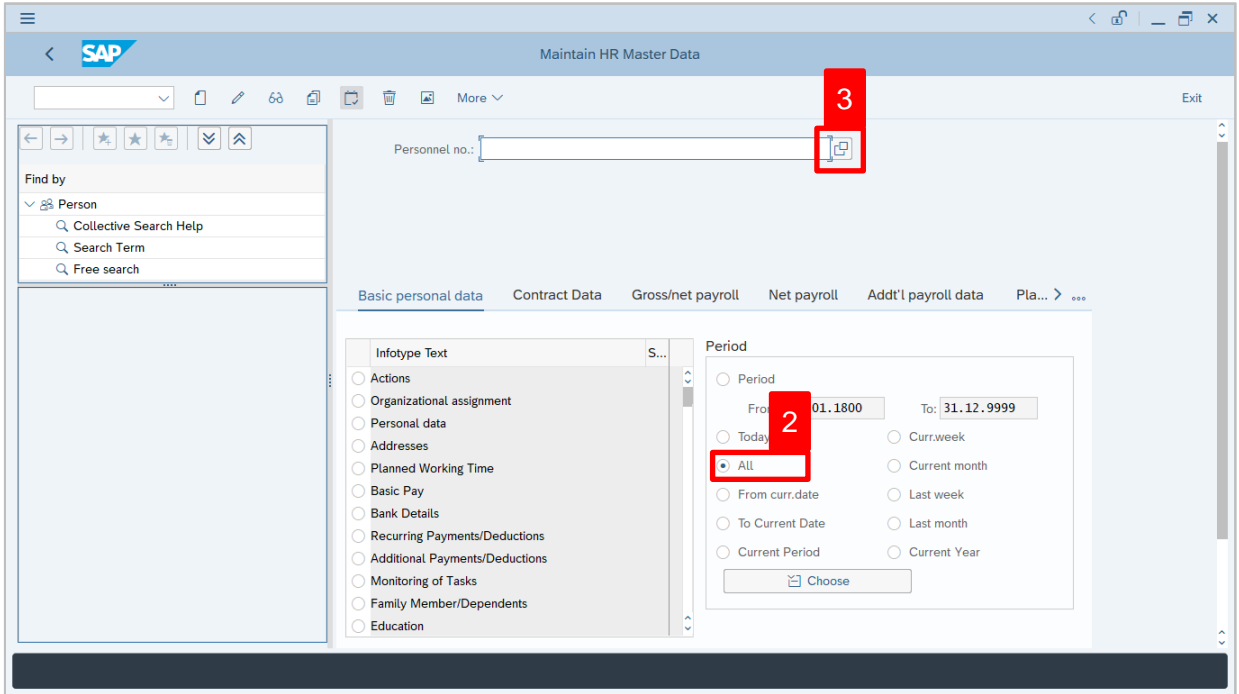
1. Navigate to **Maintain HR Master Data** page by entering transaction code, **PA30** in the Search Bar and press **Enter** button on the keyboard.


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

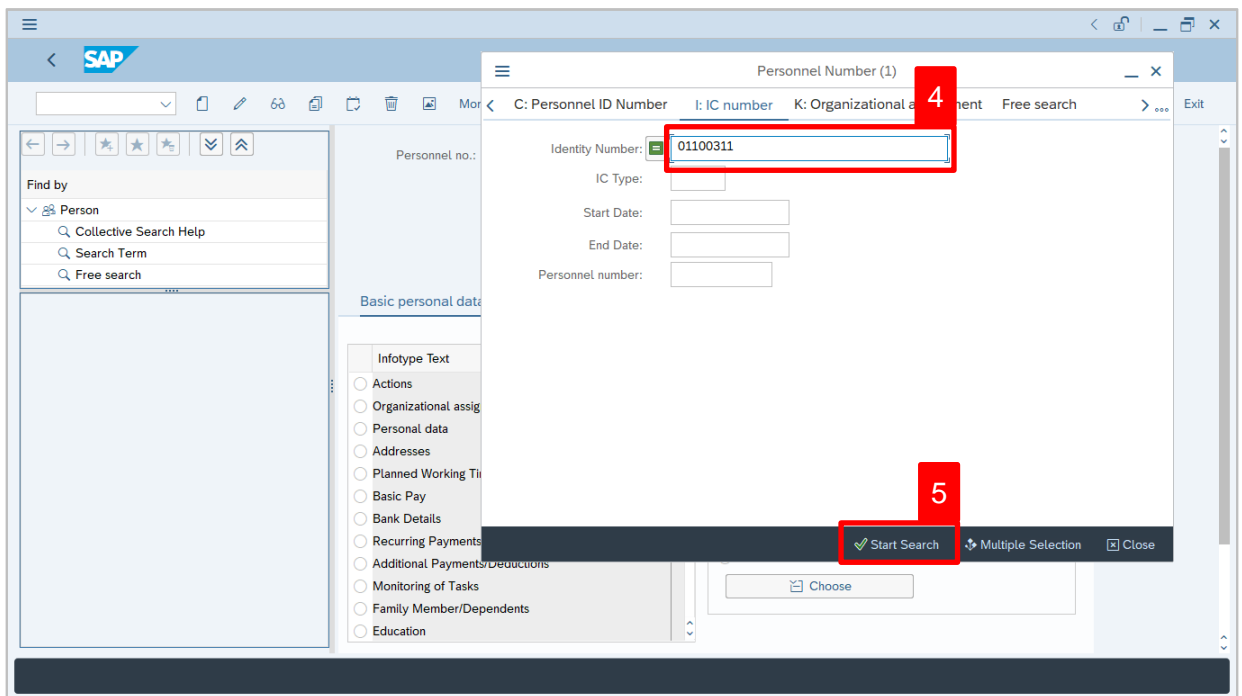


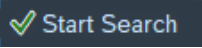
Note:

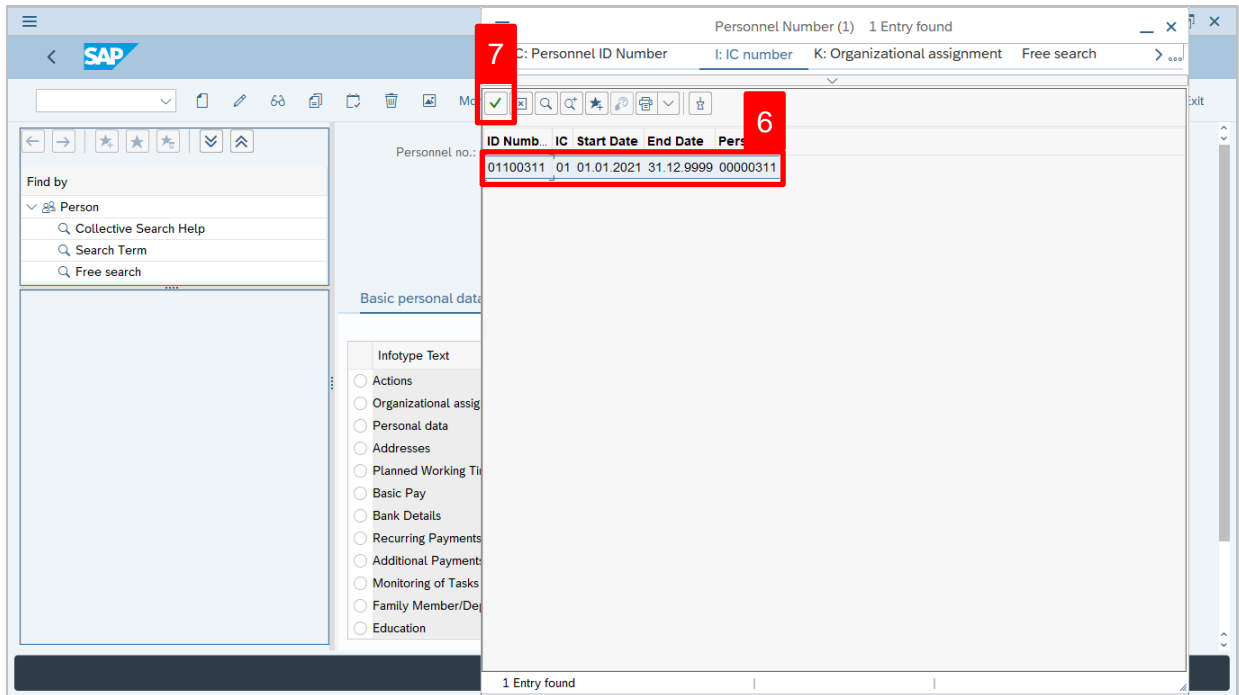
- Click on **SAP Menu > Human Resources > Personnel Management > Administration > HR Master Data > PA30 – Maintain**
- User may search for the personnel using their IC number via the Lookup icon.




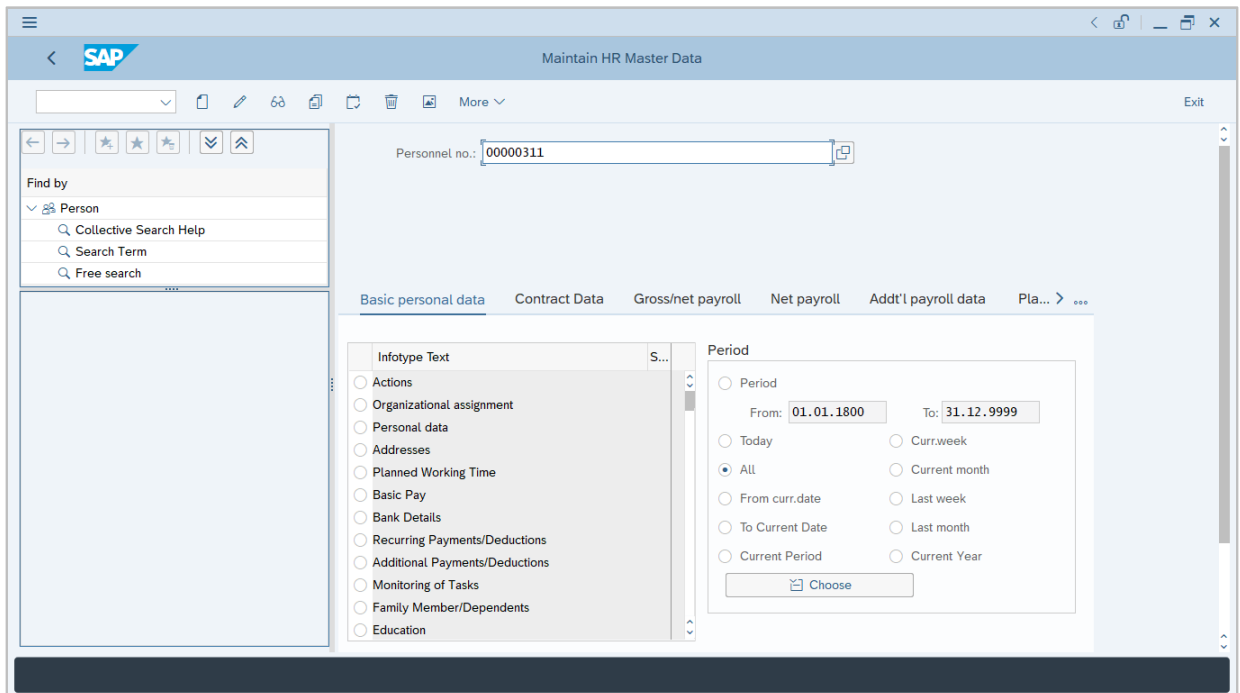
2. Under **Period** section, click on and select **ALL**
All data within this timeframe (From **01.01.1800** to **31.12.9999**) will be available.
3. Click on  icon for Personnel No.



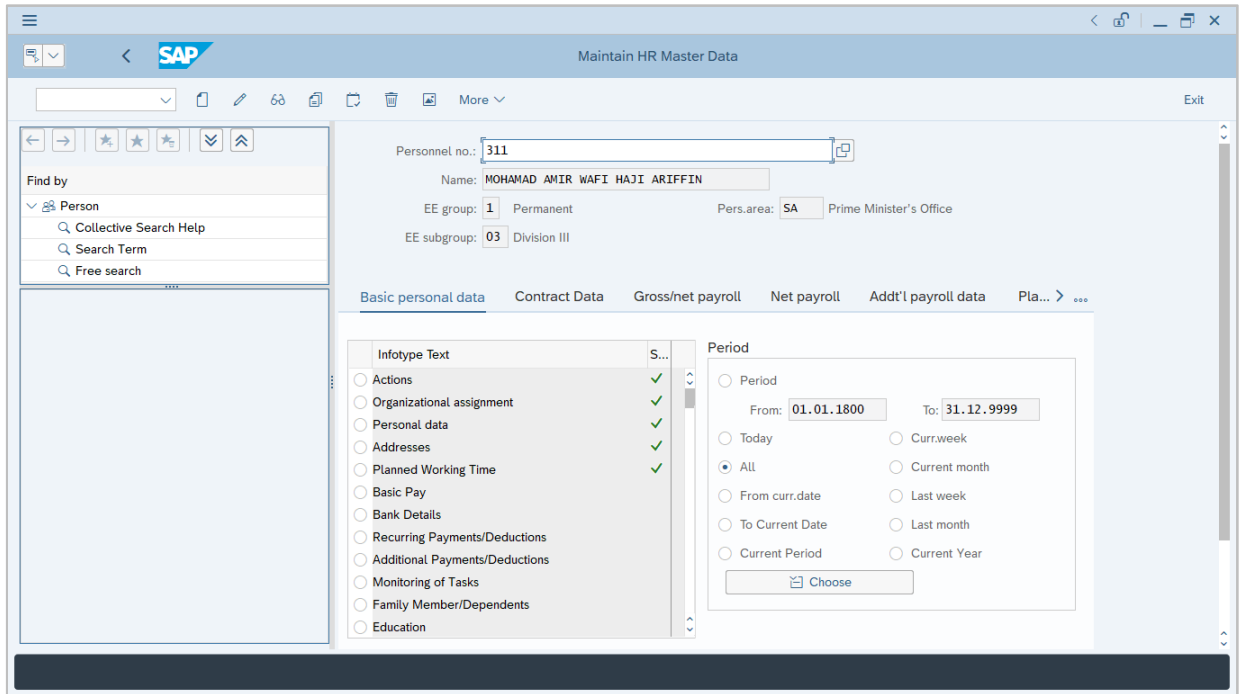
4. Enter the personnel IC Number.
5. Click on 



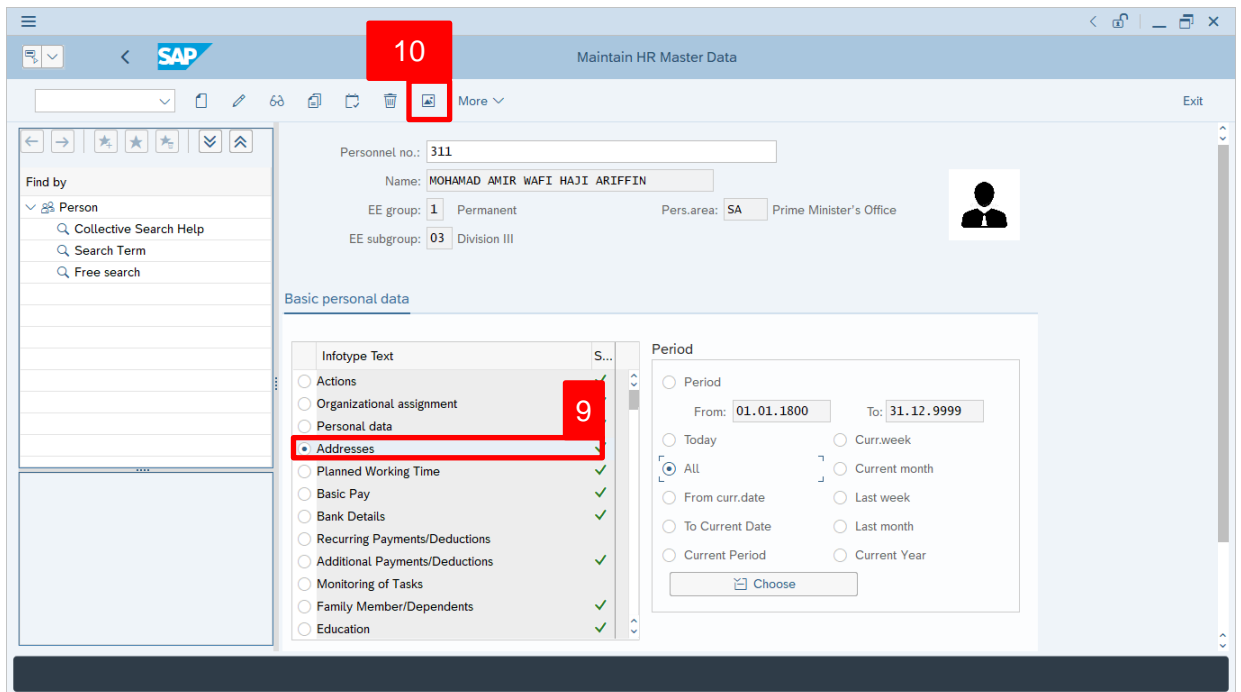
6. Select the searched personnel.
7. Click on  icon.



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



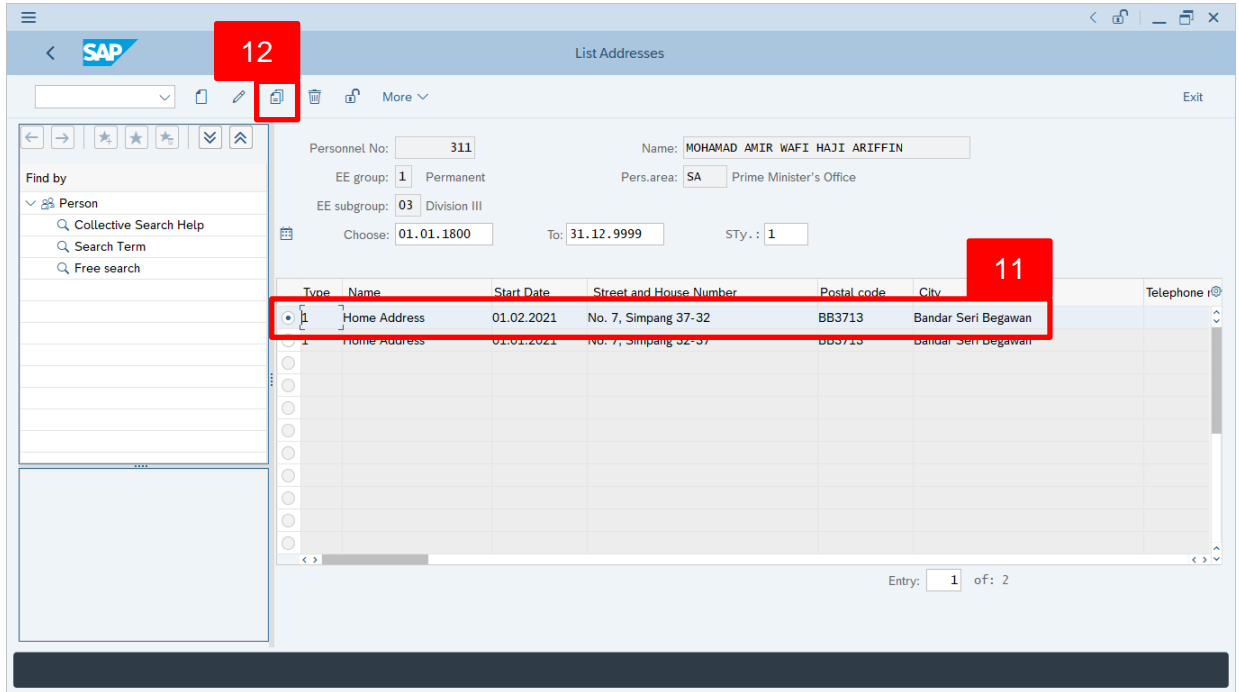
Note: The personnel information will be displayed.



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

10. Click on  icon.

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

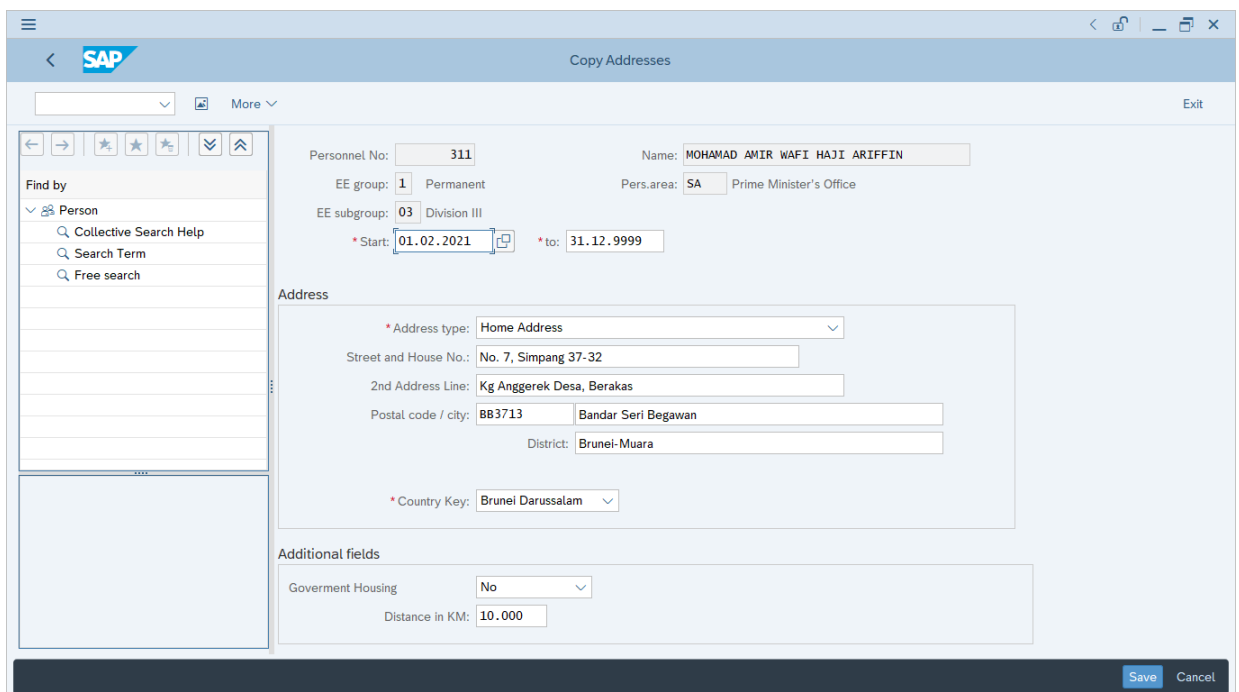


The screenshot shows the SAP 'List Addresses' interface. At the top, the SAP logo and 'List Addresses' title are visible. A red box labeled '12' highlights the 'Copy' icon in the top toolbar. Below the toolbar, search criteria are displayed: Personnel No. 311, Name MOHAMAD AMIR WAFI HAJI ARIFFIN, EE group 1 Permanent, Pers.area SA Prime Minister's Office, EE subgroup 03 Division III, Choose 01.01.1800, To 31.12.9999, and Sty. 1. A table below shows a list of addresses. A red box labeled '11' highlights the first row of the table, which contains a 'Home Address' with start date 01.02.2021, street 'No. 7, Simpang 37-32', postal code 'BB3713', and city 'Bandar Seri Begawan'. The table has columns for Type, Name, Start Date, Street and House Number, Postal code, City, and Telephone. At the bottom right, it says 'Entry: 1 of: 2'.

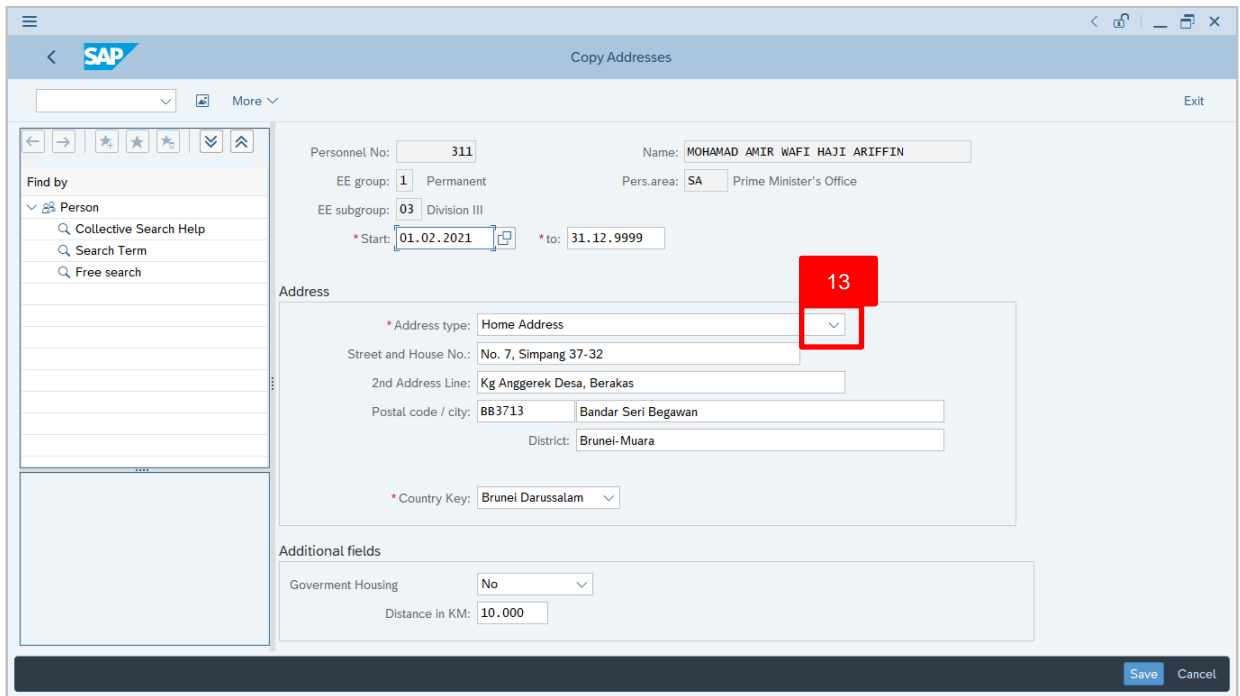
11. Select **Home Address** to copy.

12. Click on  icon.

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



The screenshot shows the SAP 'Copy Addresses' interface. The top bar shows 'Copy Addresses'. The search criteria are the same as in the previous screenshot. The 'Address' section is highlighted with a red box. It contains the following fields: Address type: Home Address (dropdown), Street and House No.: No. 7, Simpang 37-32, 2nd Address Line: Kg Anggerek Desa, Berakas, Postal code / city: BB3713 Bandar Seri Begawan, District: Brunei-Muara, and Country Key: Brunei Darussalam (dropdown). The 'Additional fields' section contains: Government Housing: No (dropdown) and Distance in KM: 10.000. At the bottom right, there are 'Save' and 'Cancel' buttons.



Personnel No: 311 Name: MOHAMAD AMIR WAFI HAJI ARIFFIN
 EE group: 1 Permanent Pers.area: SA Prime Minister's Office
 EE subgroup: 03 Division III
 * Start: 01.02.2021 * to: 31.12.9999

Address

* Address type: Home Address (dropdown arrow highlighted with red box 13)
 Street and House No.: No. 7, Simpang 37-32
 2nd Address Line: Kg Anggerek Desa, Berakas
 Postal code / city: BB3713 Bandar Seri Begawan
 District: Brunei-Muara
 * Country Key: Brunei Darussalam

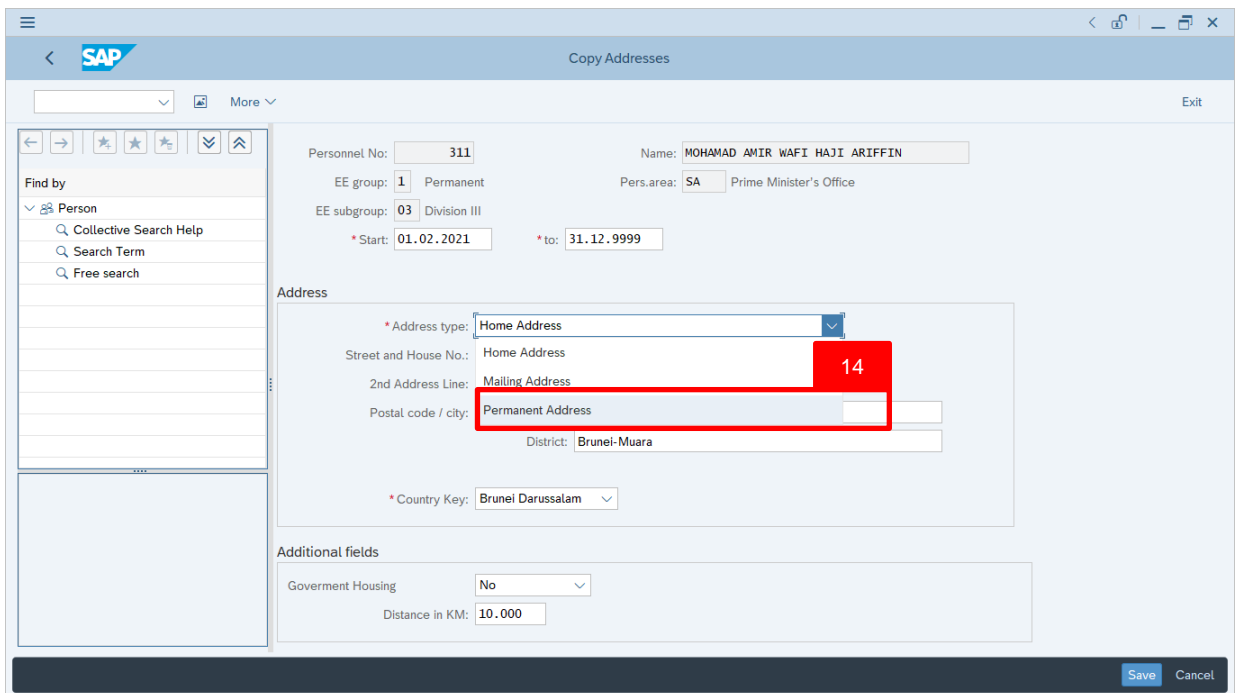
Additional fields

Government Housing: No
 Distance in KM: 10.000

Save Cancel

Note: User (HR Administrator) can copy the existing Home Address details for another Address subtypes such as Permanent Address and Mailing Address.

13. Under **Address** section, click on  for **Address type**.



Personnel No: 311 Name: MOHAMAD AMIR WAFI HAJI ARIFFIN
 EE group: 1 Permanent Pers.area: SA Prime Minister's Office
 EE subgroup: 03 Division III
 * Start: 01.02.2021 * to: 31.12.9999

Address

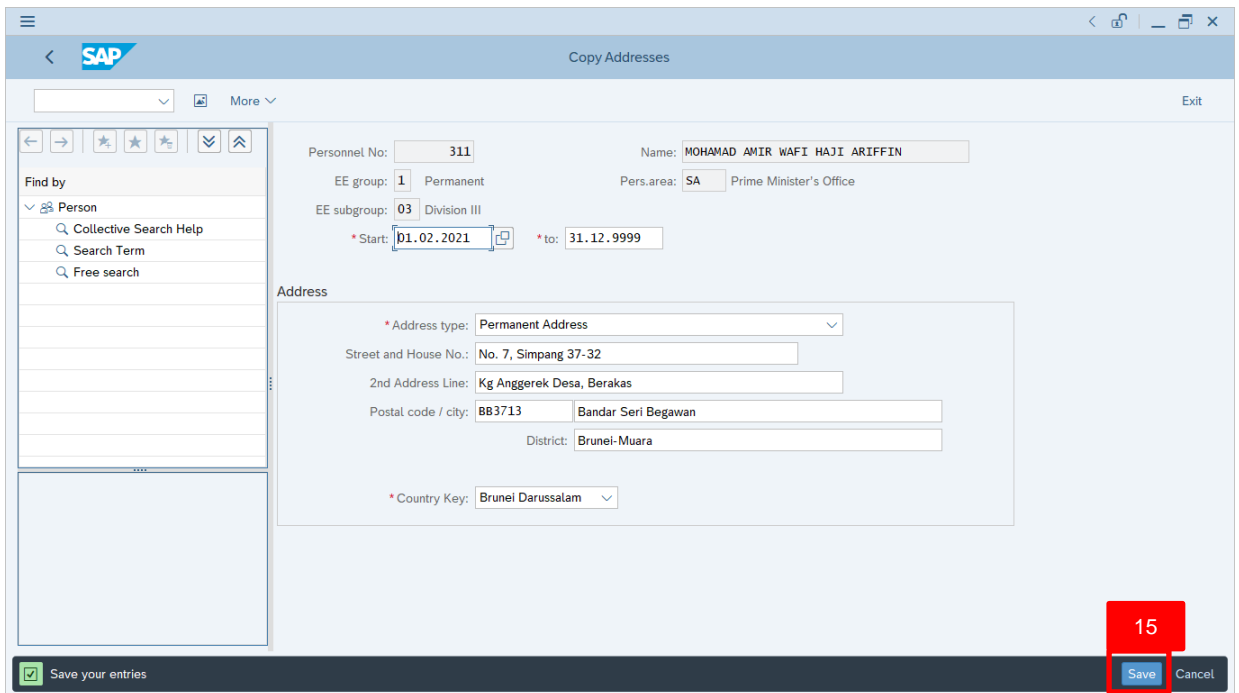
* Address type: Home Address (dropdown arrow highlighted with red box 14)
 Street and House No.: Home Address
 2nd Address Line: Mailing Address
 Postal code / city: Permanent Address
 District: Brunei-Muara
 * Country Key: Brunei Darussalam

Additional fields

Government Housing: No
 Distance in KM: 10.000

Save Cancel

14. Select **Permanent Address**.



Personnel No.: 311 Name: MOHAMAD AMIR WAFI HAJI ARIFFIN

EE group: 1 Permanent Pers.area: SA Prime Minister's Office

EE subgroup: 03 Division III

* Start: 01.02.2021 * to: 31.12.9999

Address

* Address type: Permanent Address

Street and House No.: No. 7, Simpang 37-32


2nd Address Line: Kg Anggerek Desa, Berakas

Postal code / city: BB3713 Bandar Seri Begawan

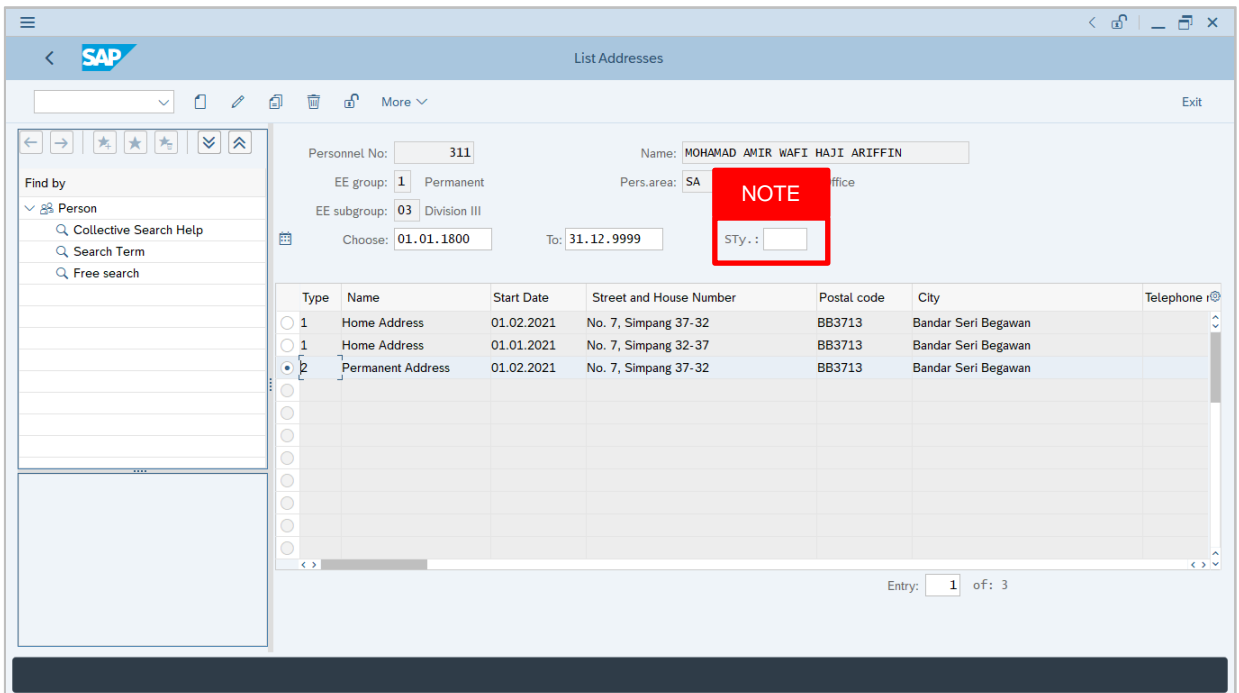
District: Brunei-Muara

* Country Key: Brunei Darussalam

15 Save Cancel

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

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



Personnel No.: 311 Name: MOHAMAD AMIR WAFI HAJI ARIFFIN

EE group: 1 Permanent Pers.area: SA Office

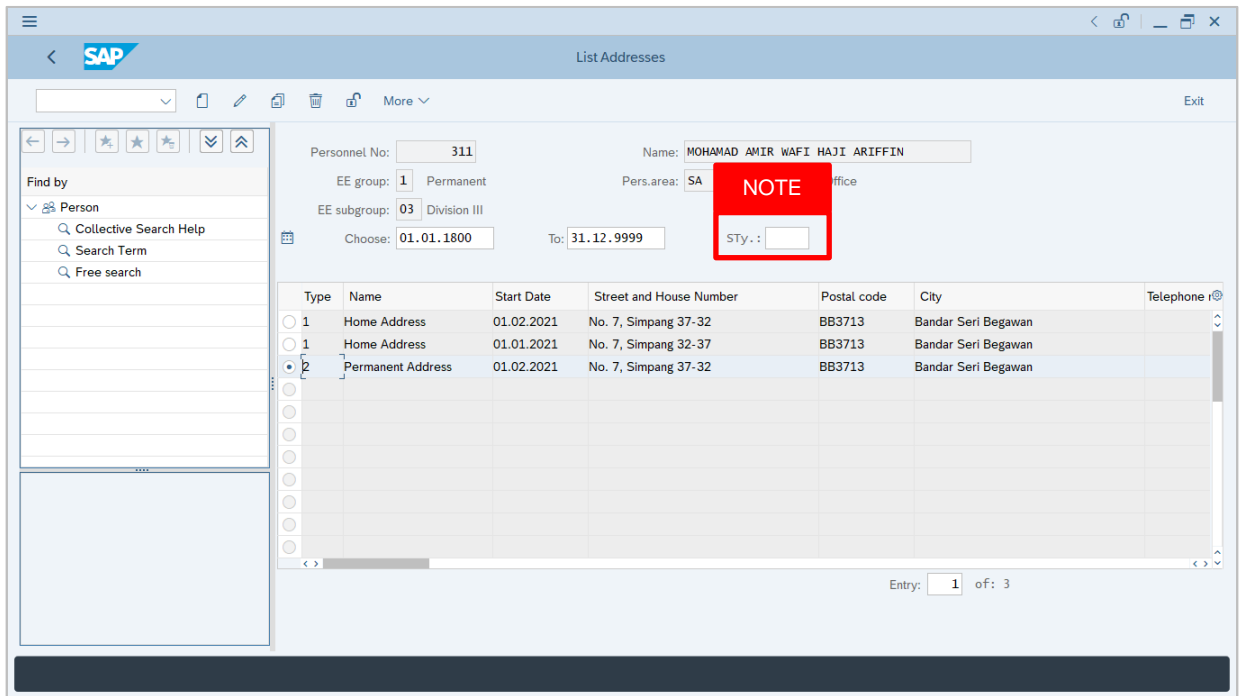
EE subgroup: 03 Division III

Choose: 01.01.1800 To: 31.12.9999

NOTE
STy.:

Type	Name	Start Date	Street and House Number	Postal code	City	Telephone r
1	Home Address	01.02.2021	No. 7, Simpang 37-32	BB3713	Bandar Seri Begawan	
1	Home Address	01.01.2021	No. 7, Simpang 32-37	BB3713	Bandar Seri Begawan	
2	Permanent Address	01.02.2021	No. 7, Simpang 37-32	BB3713	Bandar Seri Begawan	

Entry: 1 of: 3



Personnel No: 311 Name: MOHAMAD AMIR WAFI HAJI ARIFFIN

EE group: 1 Permanent Pers.area: SA office


EE subgroup: 03 Division III

Choose: 01.01.1800 To: 31.12.9999 STY. :

Type	Name	Start Date	Street and House Number	Postal code	City	Telephone r
1	Home Address	01.02.2021	No. 7, Simpang 37-32	BB3713	Bandar Seri Begawan	
1	Home Address	01.01.2021	No. 7, Simpang 32-37	BB3713	Bandar Seri Begawan	
2	Permanent Address	01.02.2021	No. 7, Simpang 37-32	BB3713	Bandar Seri Begawan	

Entry: 1 of: 3

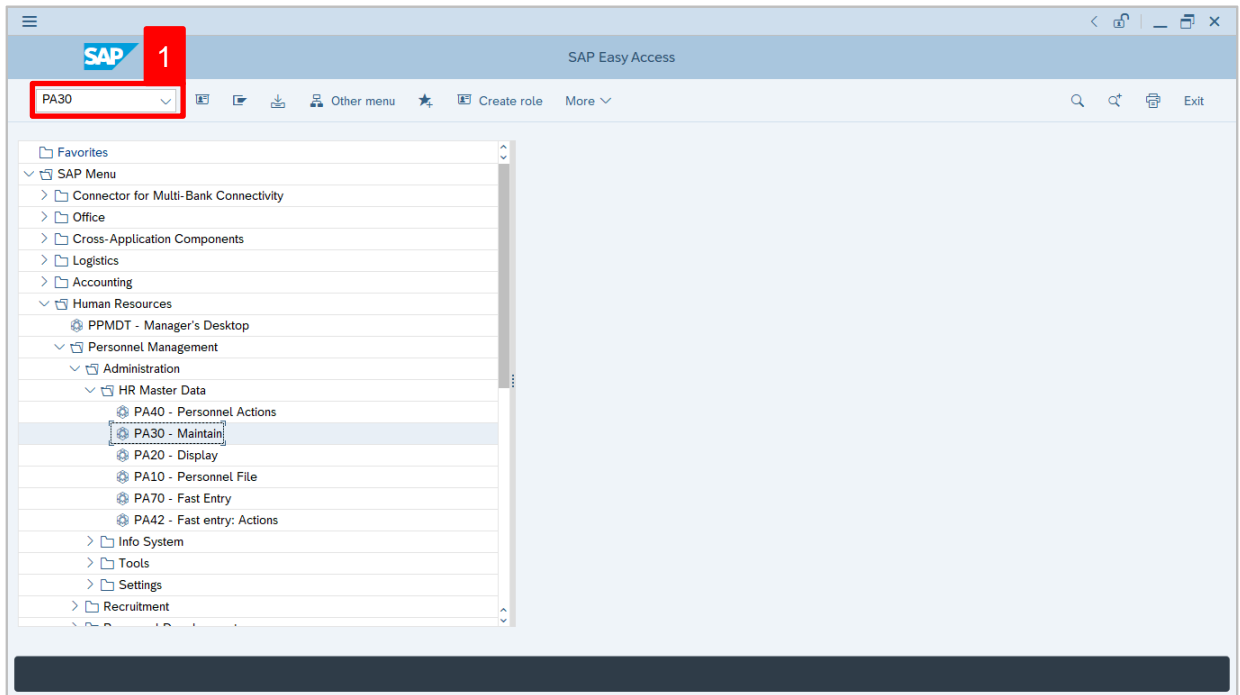
Note:

- User (HR Administrator) needs to clear the **Sty (Subtype)** field and press **Enter** on the keyboard. This is to ensure that all Address Subtypes would be visible or displayed and available to be maintained.
- The method or steps for **Copy**  employee data is the **same and applicable** for the Infotypes in **Maintain HR Master Data (PA30)** page under **Basic Personal Data** section.

**Change Address
Infotype**

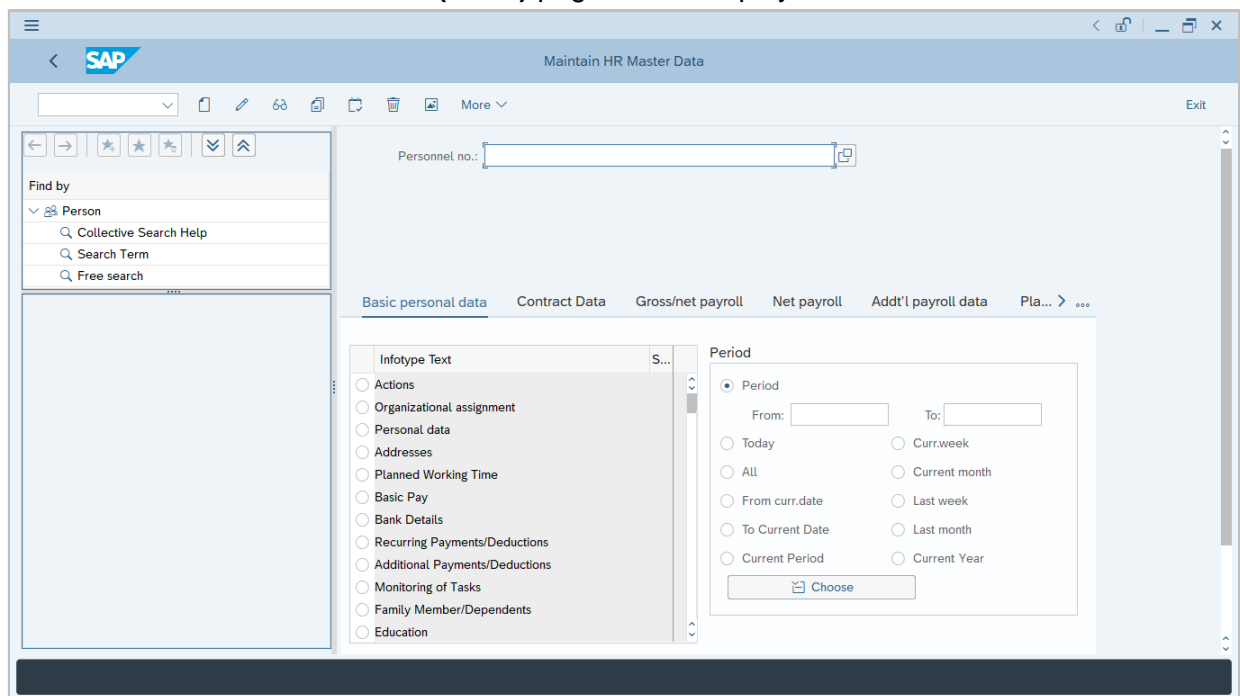
Back End User

Department HR Administrator and HR Administrator (JPA)



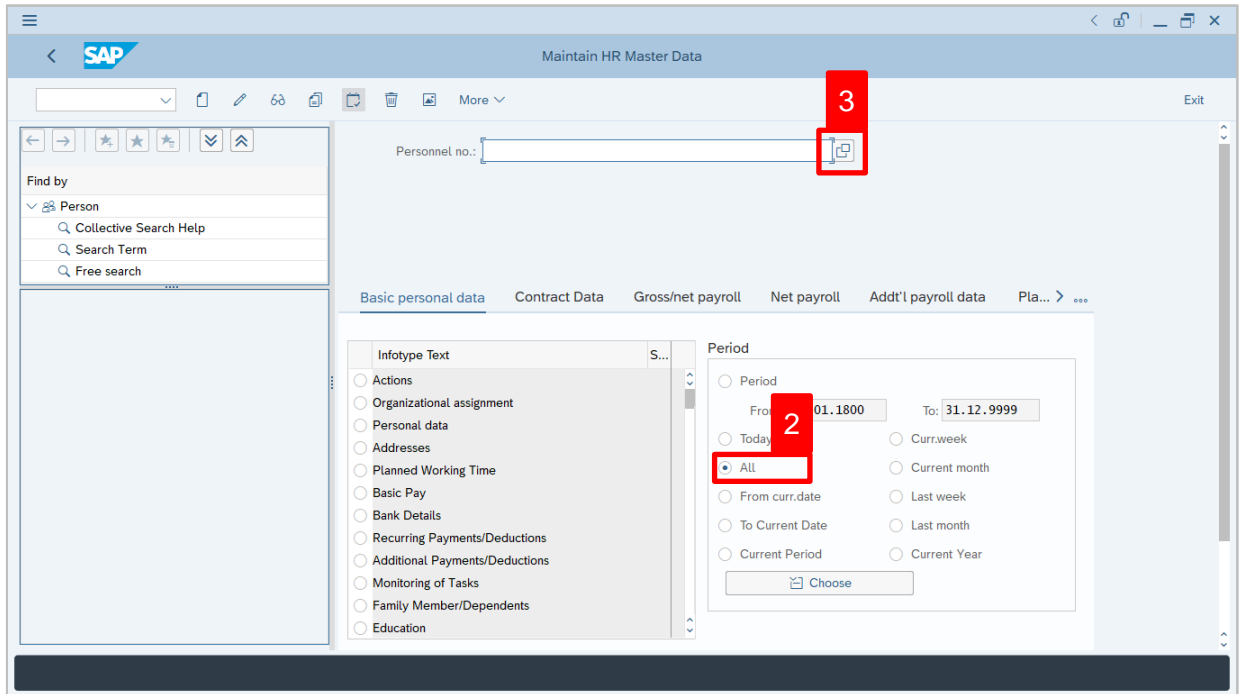
1. Navigate to **Maintain HR Master Data** page by entering transaction code, **PA30** in the Search Bar and press **Enter** button on the keyboard.


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

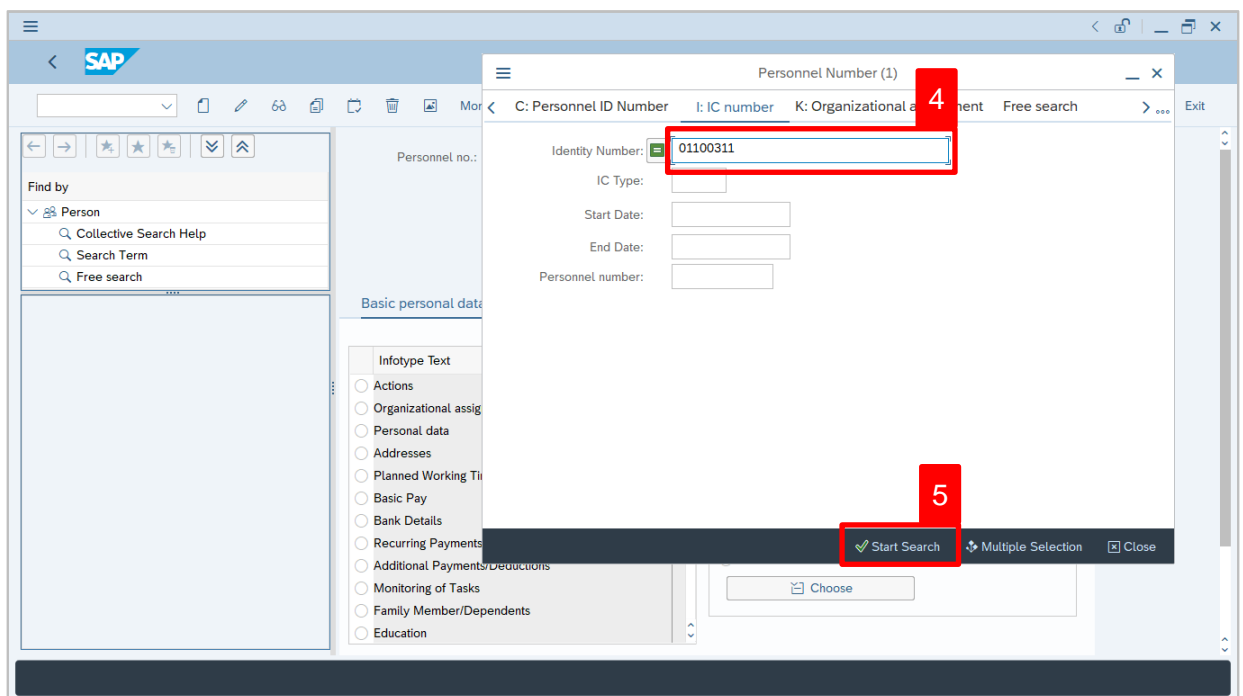


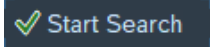
Note:

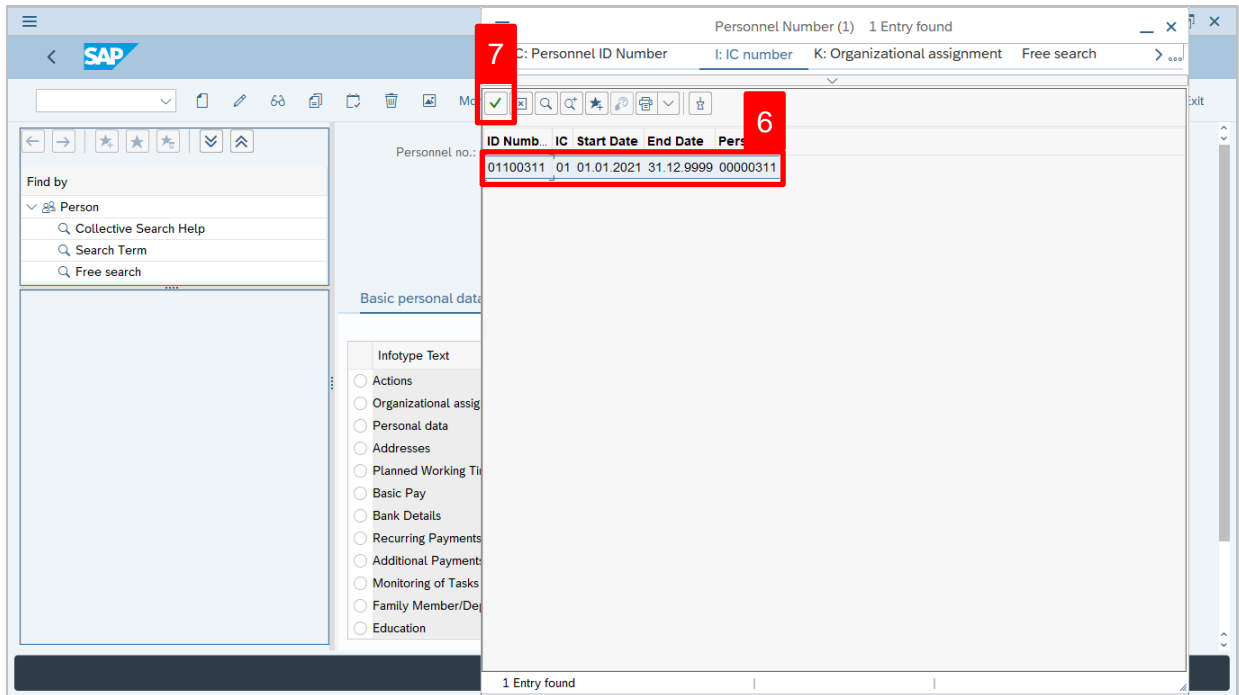
- Click on **SAP Menu > Human Resources > Personnel Management > Administration > HR Master Data > PA30 – Maintain**
- User may search for the personnel using their IC number via the Lookup icon.




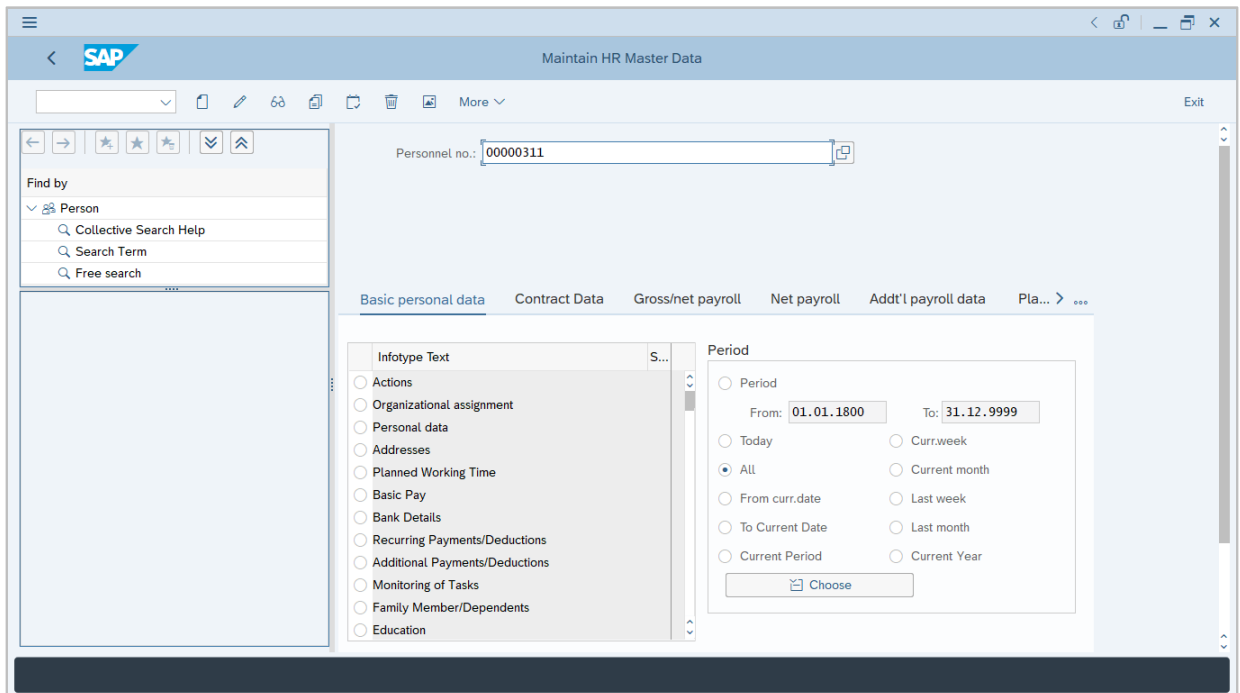
2. Under **Period** section, click on and select **All**
All data within this timeframe (From **01.01.1800** to **31.12.9999**) will be available.
3. Click on  icon for Personnel No.



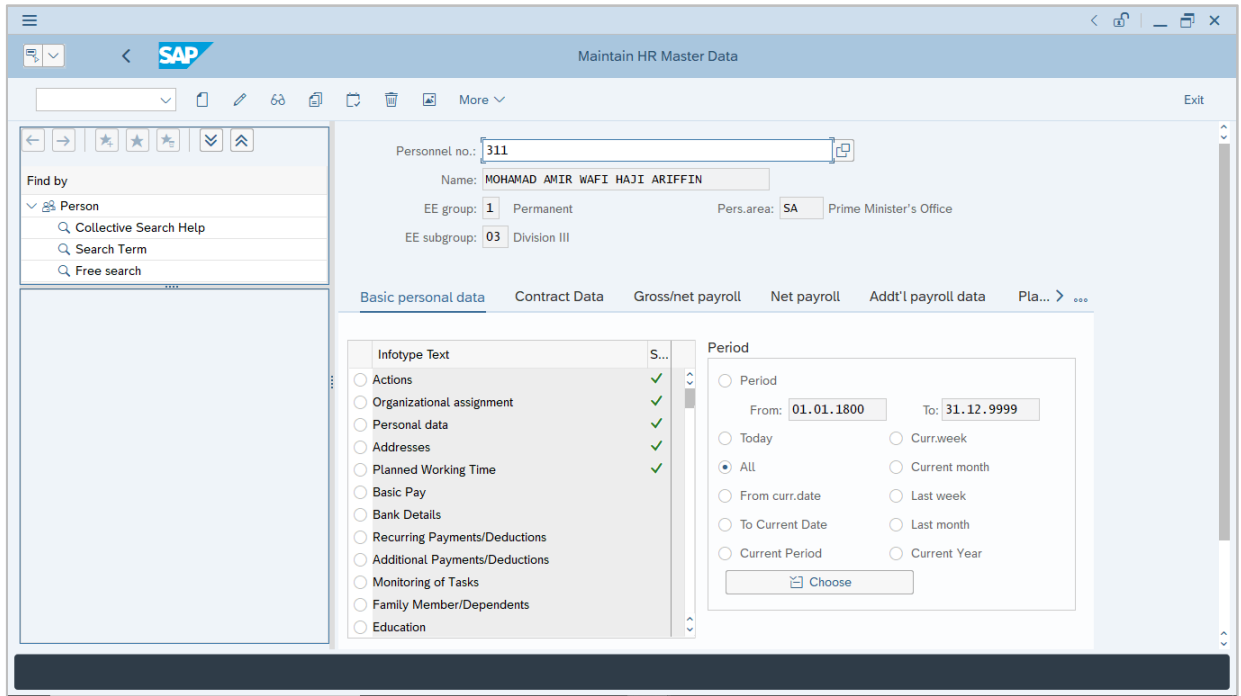
4. Enter the personnel IC Number.
5. Click on 



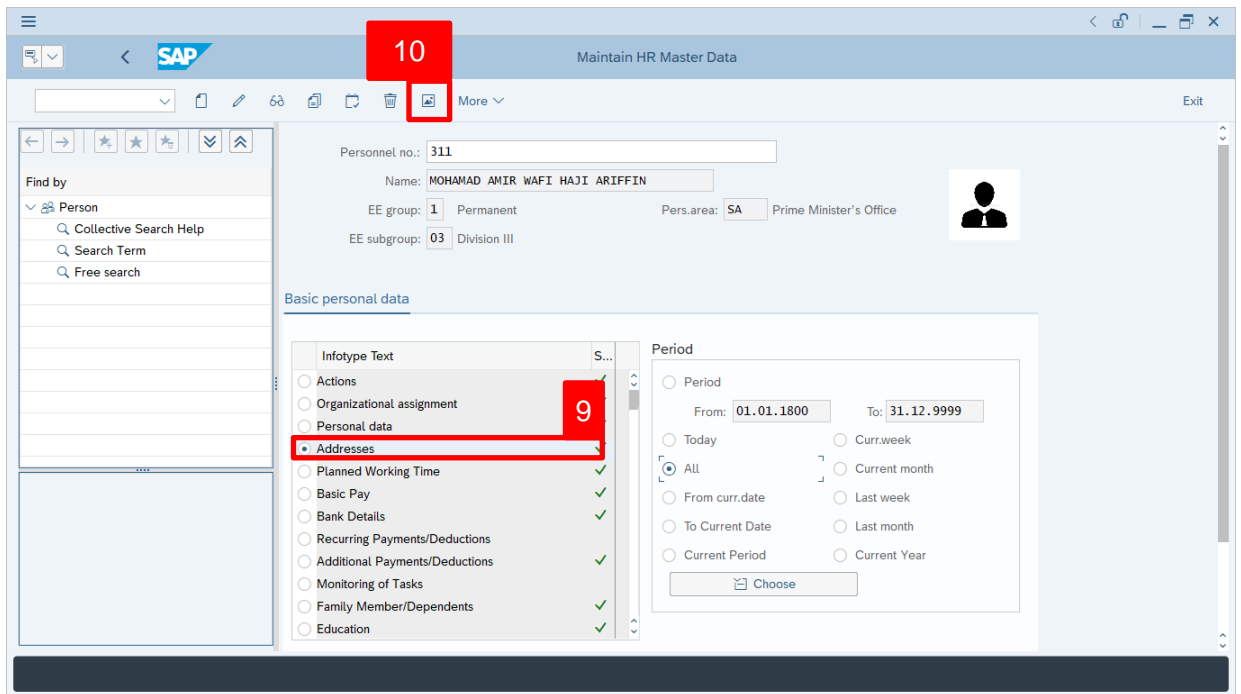
6. Select the searched personnel.
7. Click on  icon.



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



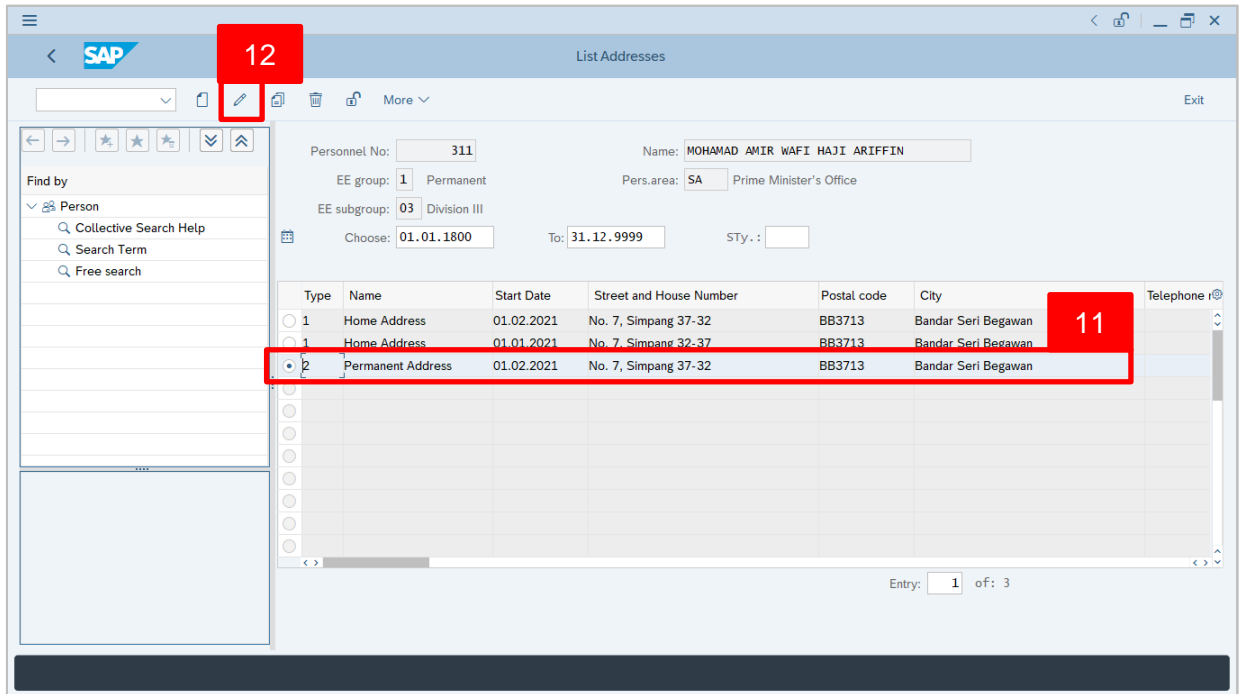
Note: The personnel information will be displayed.



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

10. Click on  icon.

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



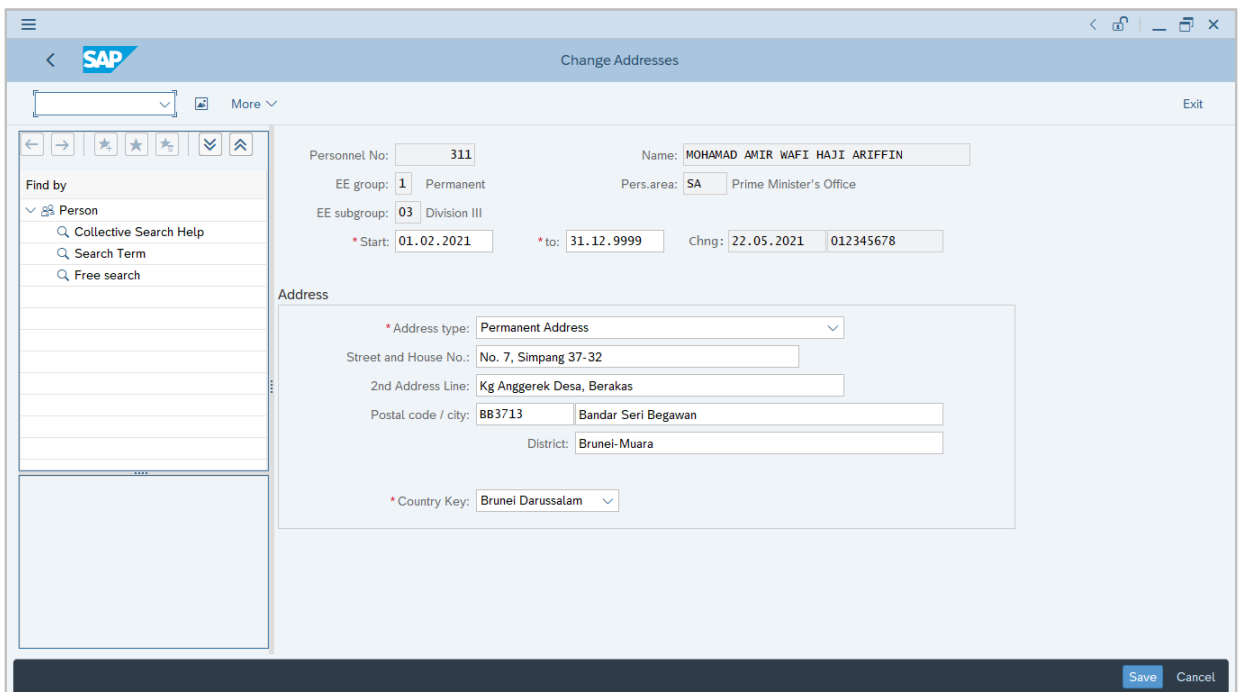
The screenshot shows the SAP 'List Addresses' interface. At the top, the SAP logo is on the left, and the title 'List Addresses' is in the center. Below the title, there are navigation icons and an 'Exit' button. The main area contains a search bar and a list of addresses. A red box labeled '12' highlights the edit icon (a pencil) in the top navigation bar. Another red box labeled '11' highlights the second row in the address table, which is selected. The table has columns for Type, Name, Start Date, Street and House Number, Postal code, City, and Telephone. The selected row shows a 'Permanent Address' starting on 01.02.2021 at 'No. 7, Simpang 37-32' in 'Bandar Seri Begawan' with postal code 'BB3713'.

Type	Name	Start Date	Street and House Number	Postal code	City	Telephone
1	Home Address	01.02.2021	No. 7, Simpang 37-32	BB3713	Bandar Seri Begawan	
1	Home Address	01.01.2021	No. 7, Simpang 32-37	BB3713	Bandar Seri Begawan	
2	Permanent Address	01.02.2021	No. 7, Simpang 37-32	BB3713	Bandar Seri Begawan	

11. Select **Address** to change or edit.

12. Click on  icon.

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



The screenshot shows the SAP 'Change Addresses' interface. The title is 'Change Addresses'. The main area contains a form for editing an address. The form includes fields for Personnel No. (311), Name (MOHAMAD AMIR WAFI HAJI ARIFFIN), EE group (1 Permanent), Pers.area (SA Prime Minister's Office), EE subgroup (03 Division III), Start date (01.02.2021), End date (31.12.9999), and Change date (22.05.2021) with change number (012345678). The address details are: Address type (Permanent Address), Street and House No. (No. 7, Simpang 37-32), 2nd Address Line (Kg Anggerek Desa, Berakas), Postal code / city (BB3713 Bandar Seri Begawan), District (Brunel-Muara), and Country Key (Brunei Darussalam). At the bottom right, there are 'Save' and 'Cancel' buttons.

Personnel No: 311 Name: MOHAMAD AMIR WAFI HAJI ARIFFIN
EE group: 1 Permanent Pers.area: SA Prime Minister's Office
EE subgroup: 03 Division III
* Start: 01.02.2021 * to: 31.12.9999 Chng: 22.05.2021 012345678

Address

* Address type: Permanent Address
Street and House No.: No. 7, Simpang 37-32
2nd Address Line: Kg Anggerek Desa, Berakas
Postal code / city: BB3713 Bandar Seri Begawan
District: Brunei-Muara
* Country Key: Brunei Darussalam

Save Cancel

Note: User (HR Administrator) can change any existing Address details.

13. Under **Address** section, the address details can be edited.

Personnel No: 311 Name: MOHAMAD AMIR WAFI HAJI ARIFFIN
EE group: 1 Permanent Pers.area: SA Prime Minister's Office
EE subgroup: 03 Division III
* Start: 01.02.2021 * to: 31.12.9999 Chng: 22.05.2021 012345678

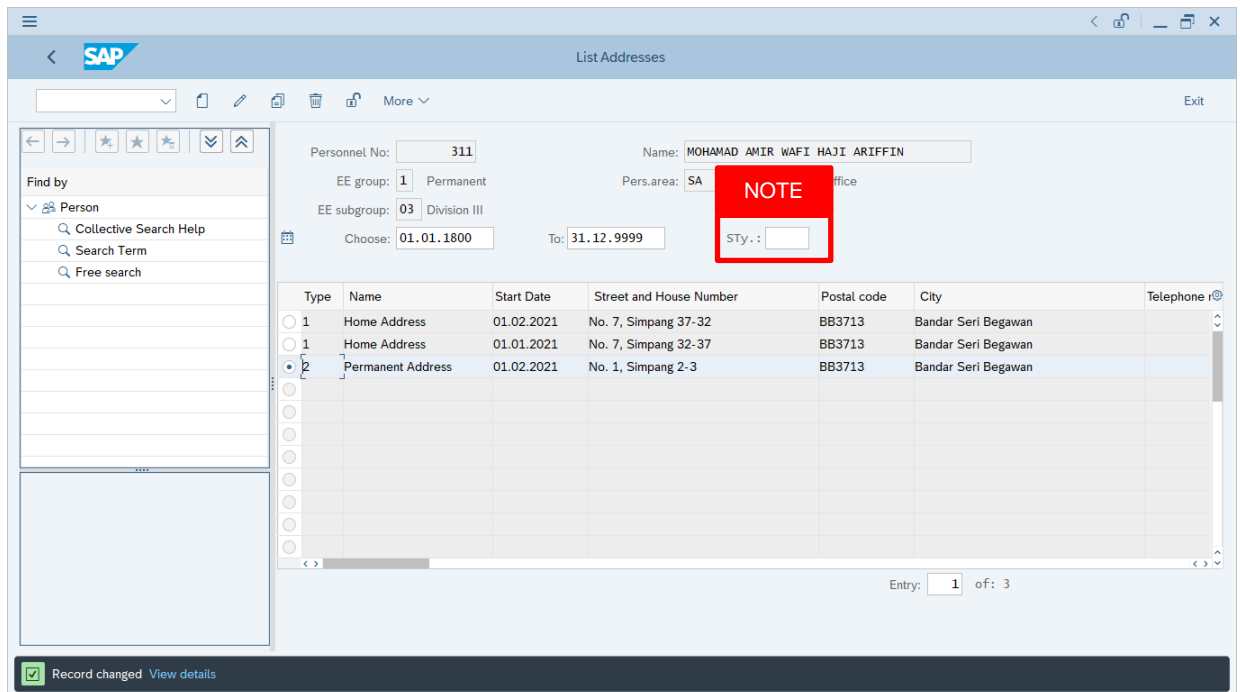
Address

* Address type: Permanent Address
Street and House No.: No. 1, Simpang 2-3
2nd Address Line: Kg Anggerek Desa, Berakas
Postal code / city: BB3713 Bandar Seri Begawan
District: Brunei-Muara
* Country Key: Brunei Darussalam


Save your entries Save Cancel

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

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



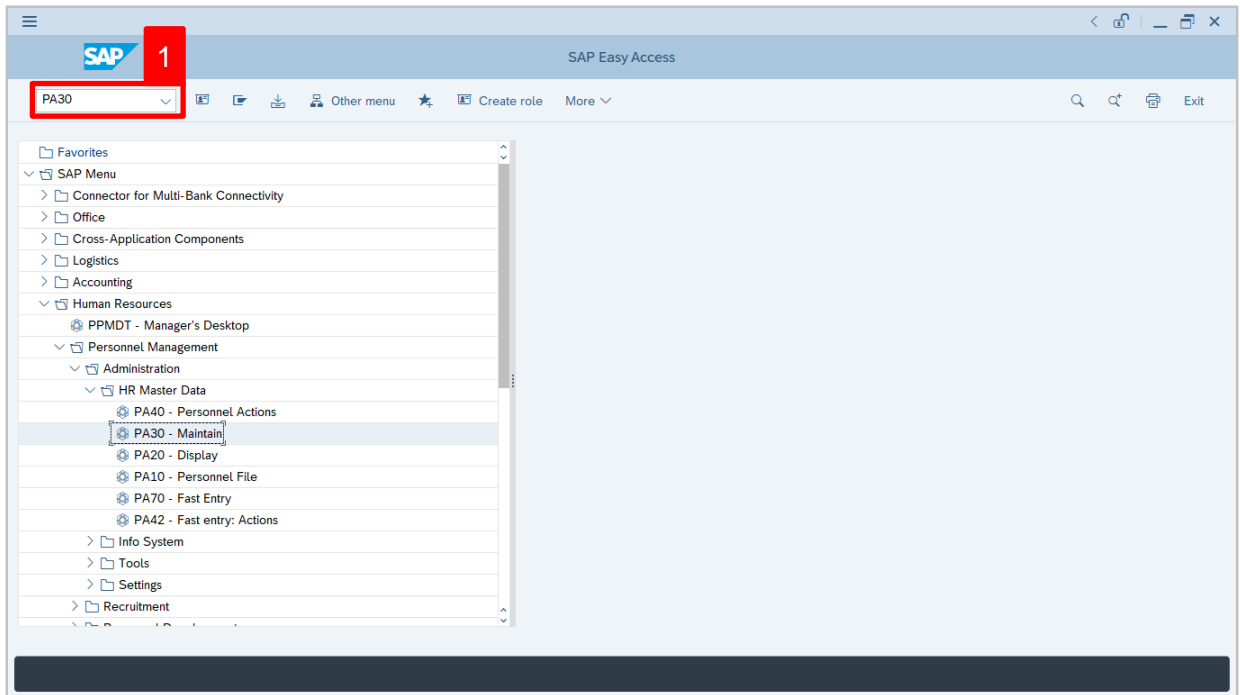
Note:

- User (HR Administrator) needs to clear the **Sty (Subtype)** field and press **Enter** on the keyboard. This is to ensure that all Address Subtypes would be visible or displayed and available to be maintained.
- The method or steps for **Change**  employee data is the **same and applicable** for the Infotypes in **Maintain HR Master Data (PA30)** page under **Basic Personal Data** section.

Delete Address
Infotype

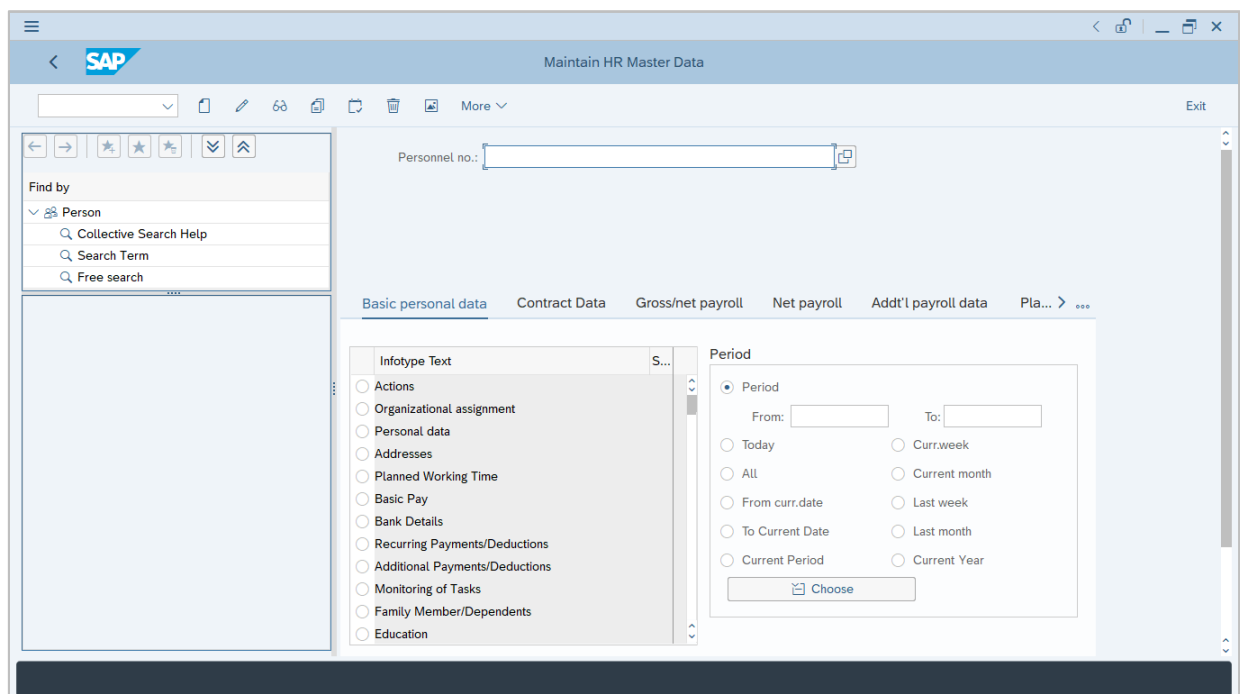
Back End User

Department HR Administrator and HR Administrator (JPA)



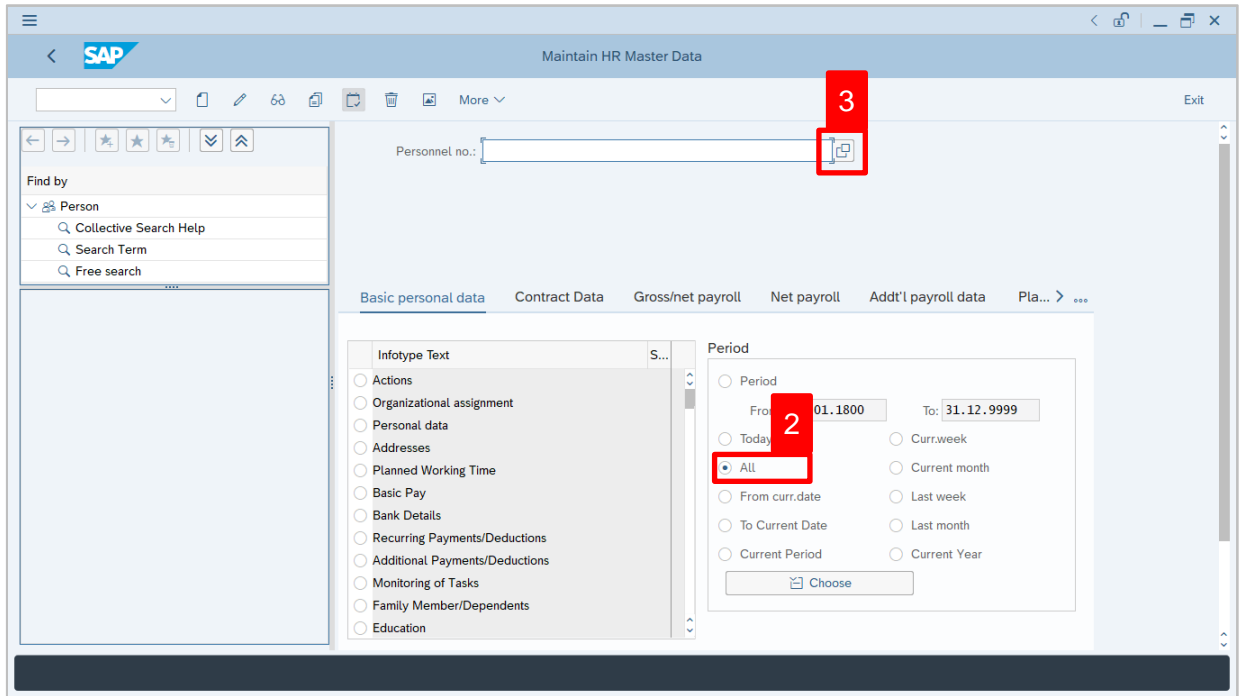
1. Navigate to **Maintain HR Master Data** page by entering transaction code, **PA30** in the Search Bar and press **Enter** button on the keyboard.


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

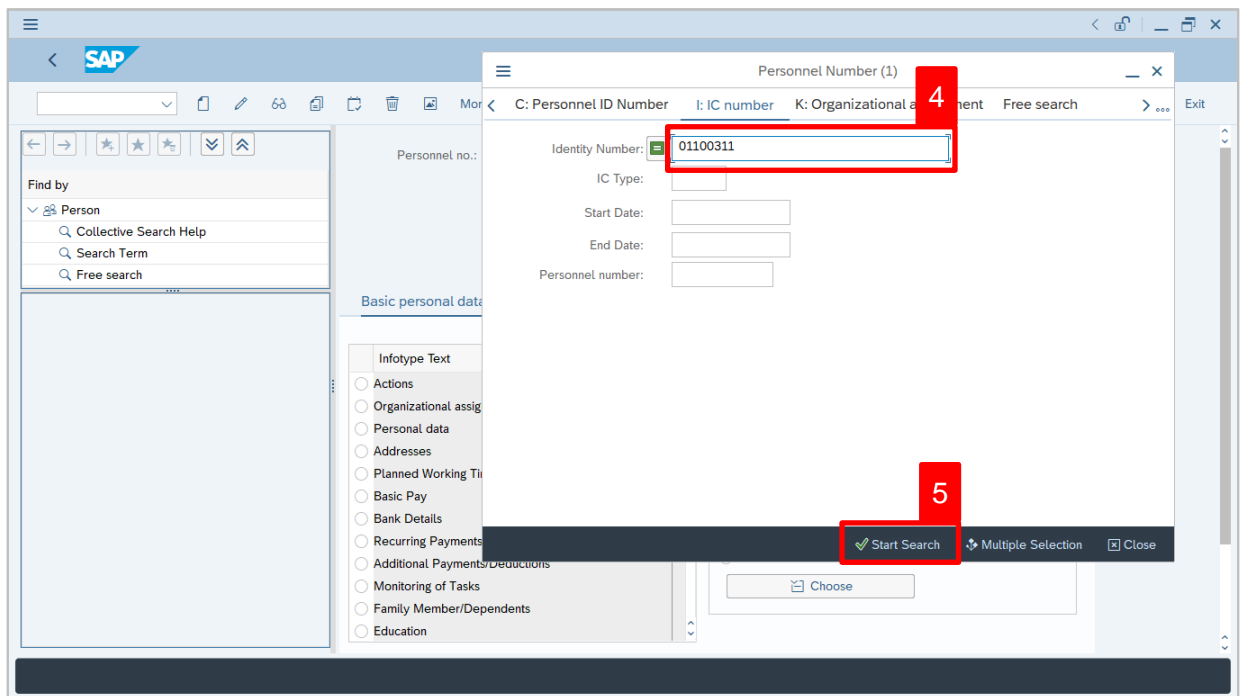


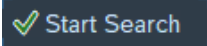
Note:

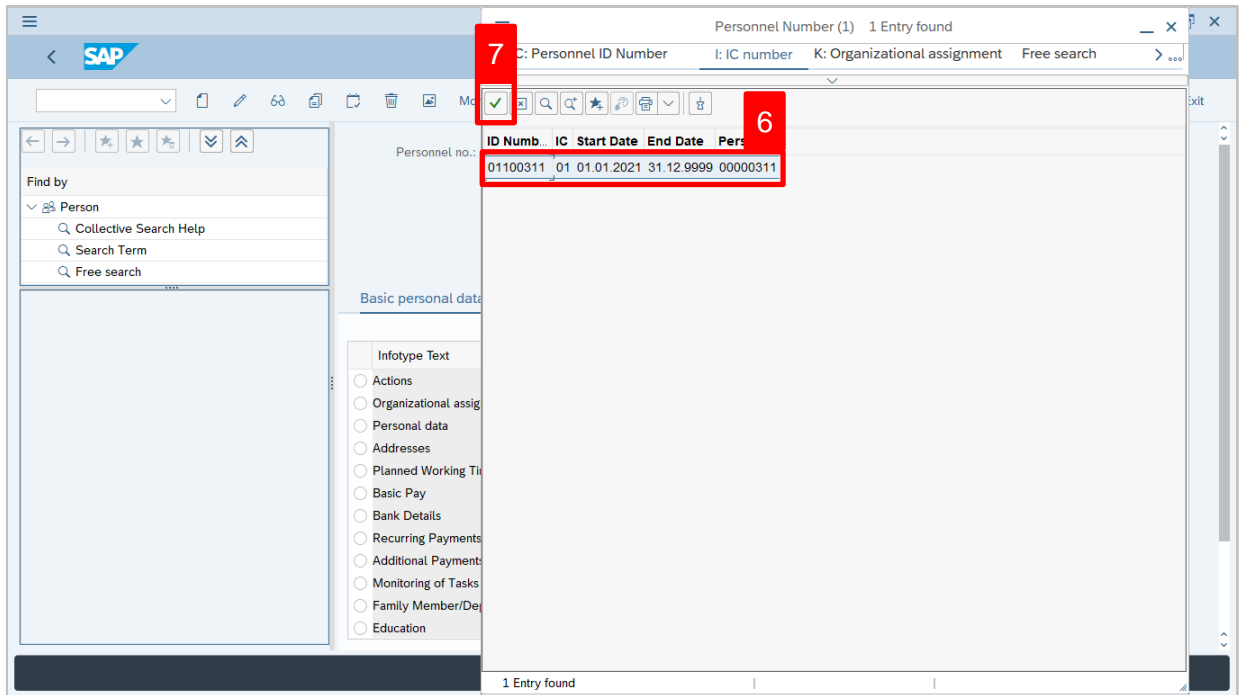
- Click on **SAP Menu > Human Resources > Personnel Management > Administration > HR Master Data > PA30 – Maintain**
- User may search for the personnel using their IC number via the Lookup icon.




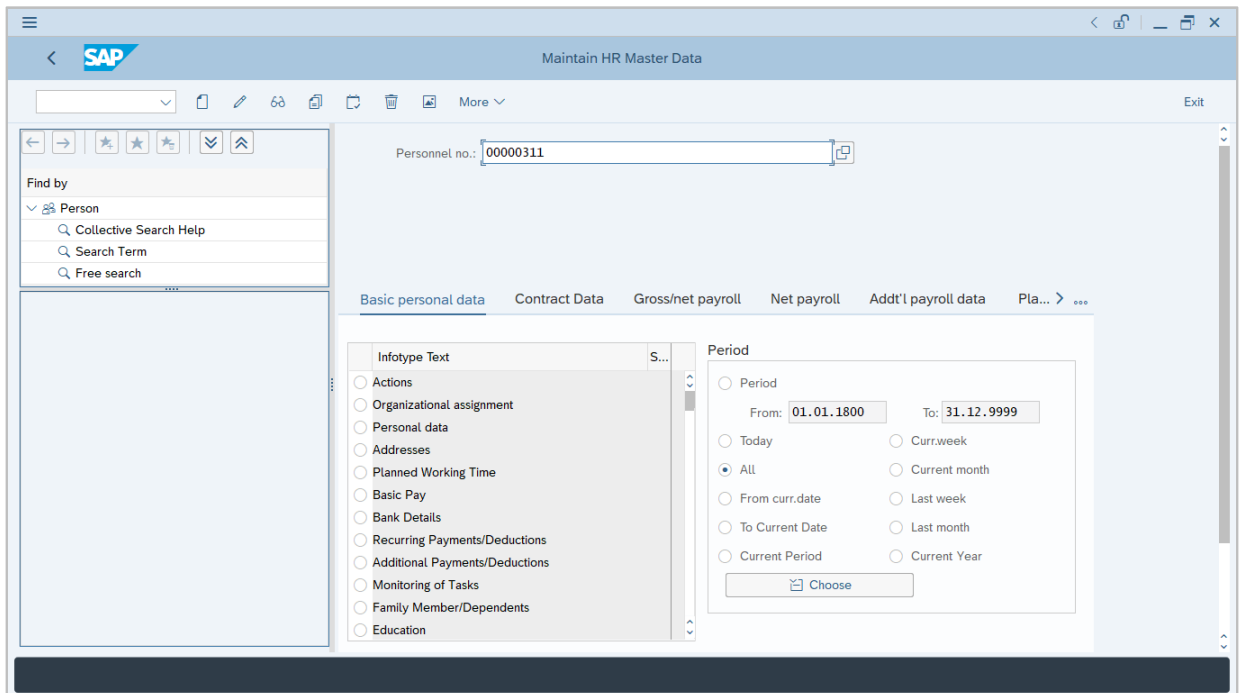
2. Under **Period** section, click on and select **ALL**
All data within this timeframe (From **01.01.1800** to **31.12.9999**) will be available.
3. Click on  icon for Personnel No.



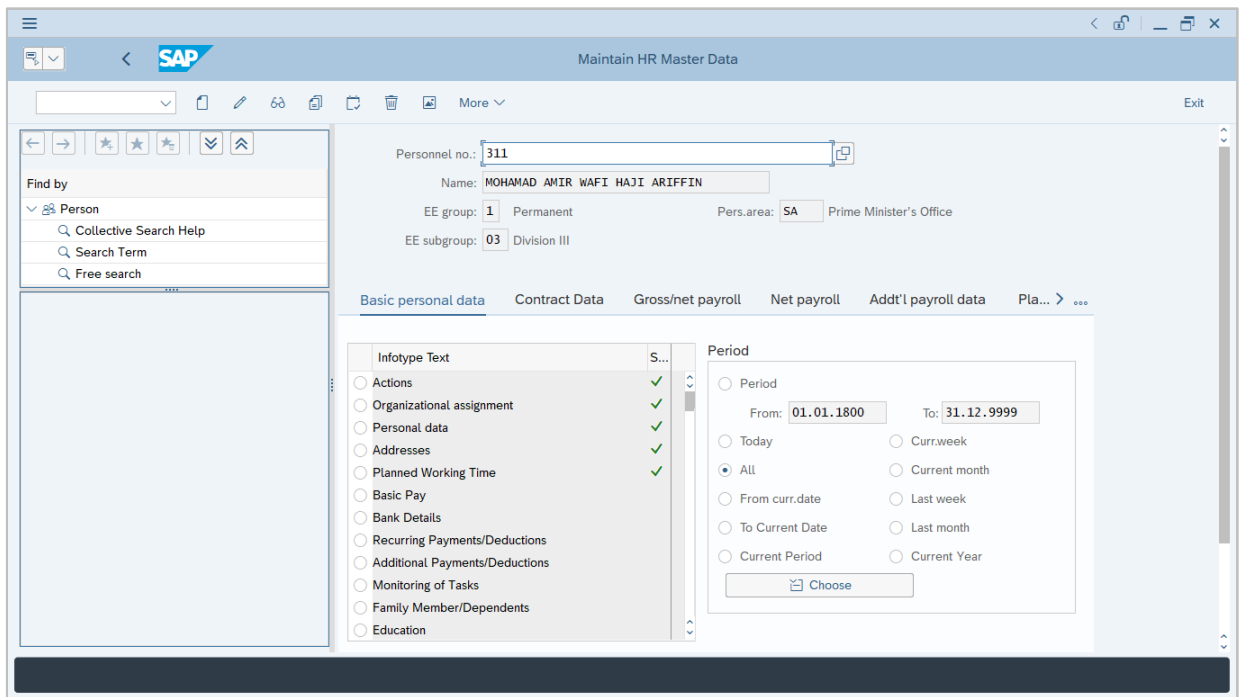
4. Enter the personnel IC Number.
5. Click on 



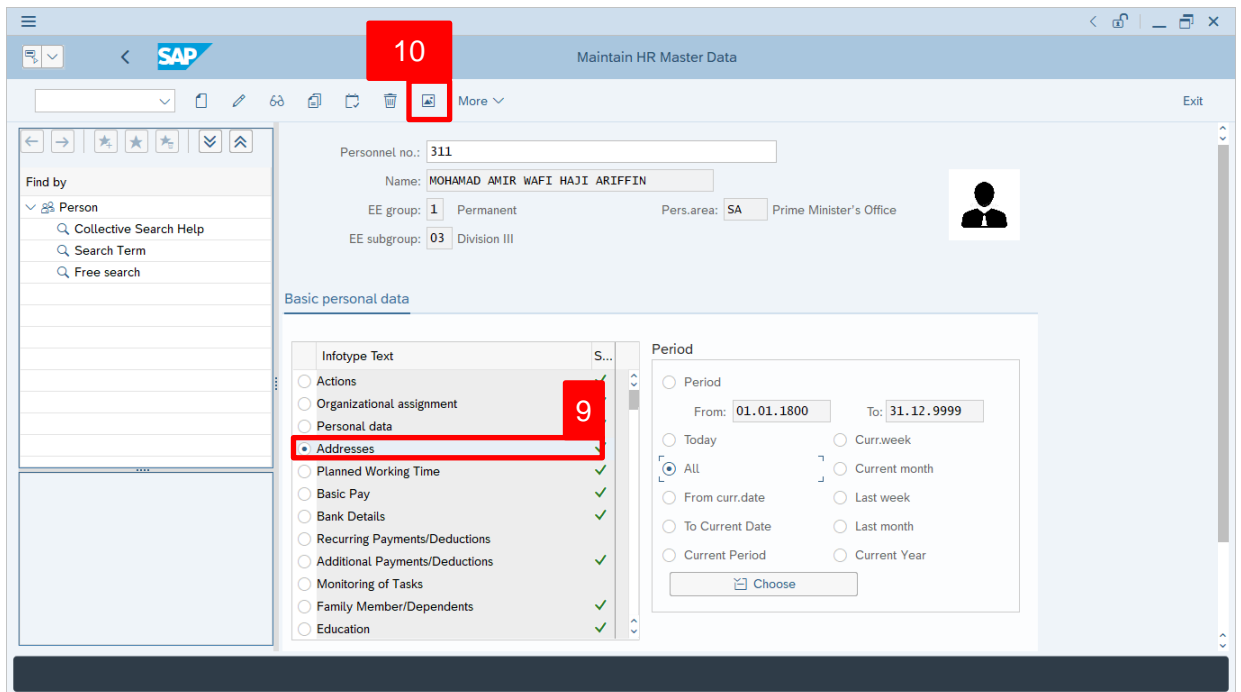
6. Select the searched personnel.
7. Click on  icon.



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



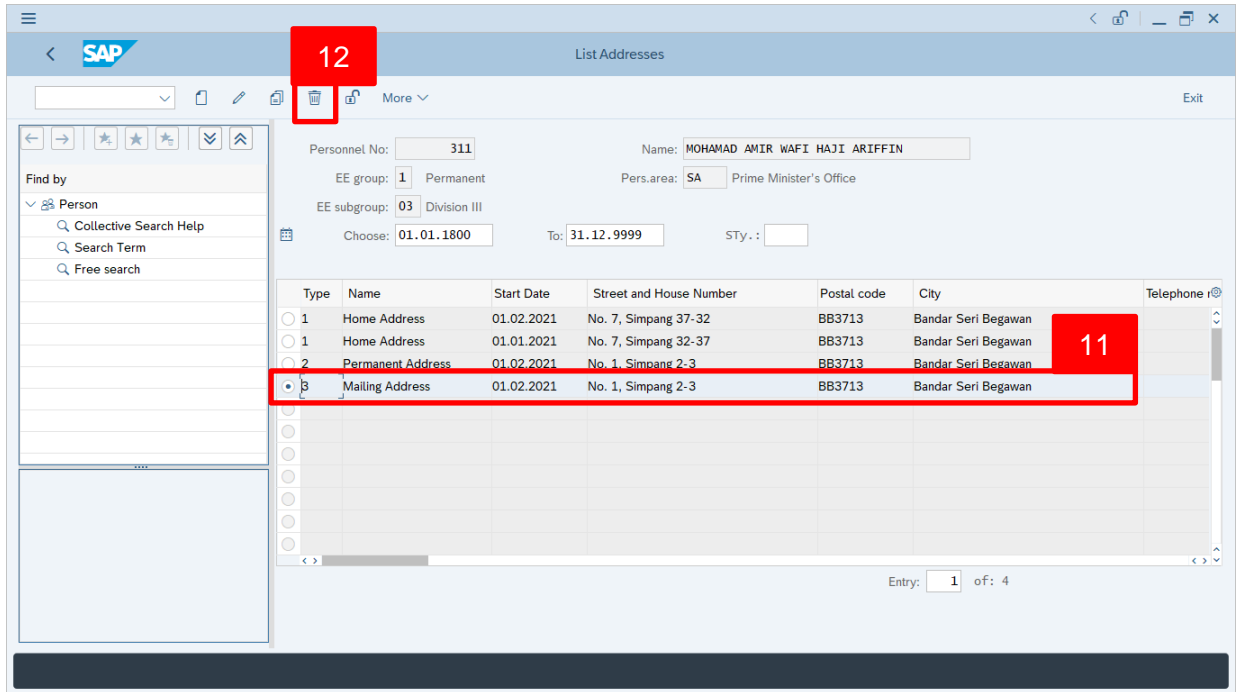
Note: The personnel information will be displayed.



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

10. Click on  icon.

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



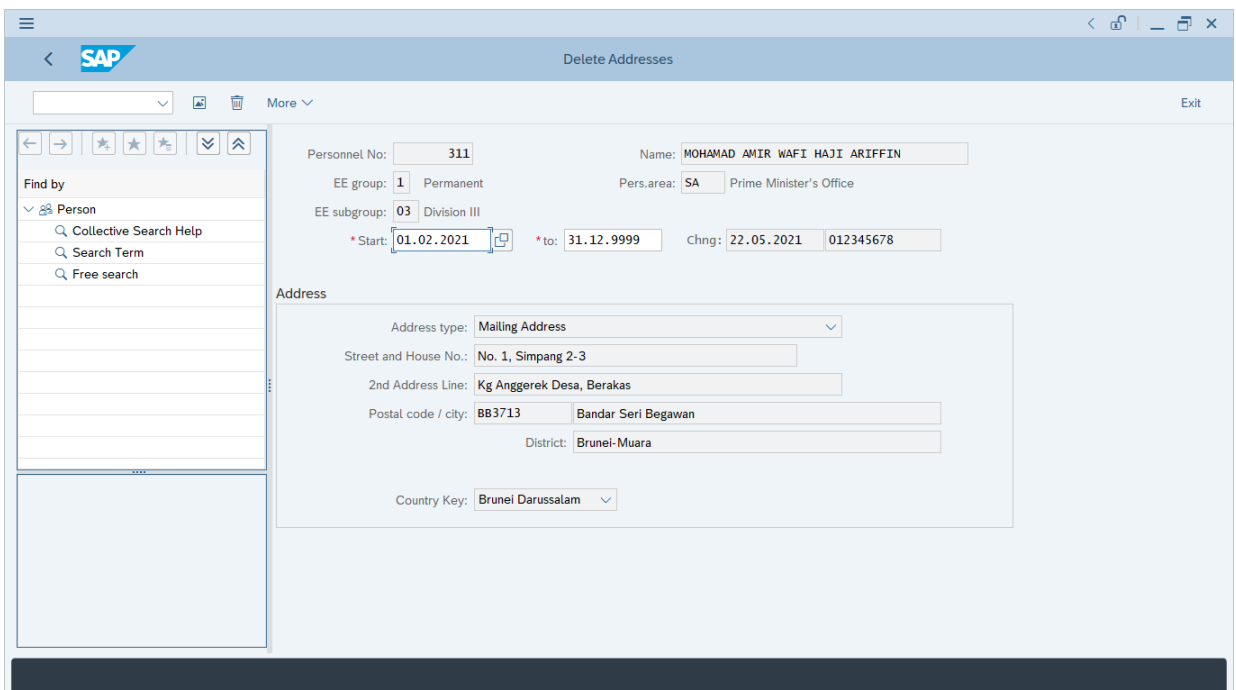
The screenshot shows the SAP 'List Addresses' interface for employee MOHAMAD AMIR WAFI HAJI ARIFFIN (Personnel No. 311). The interface includes a search sidebar on the left and a main data table. A red box labeled '12' highlights the delete icon in the top toolbar. Another red box labeled '11' highlights the third row in the table, which is a 'Mailing Address' with start date 01.02.2021 and street 'No. 1, Simpang 2-3'.

Type	Name	Start Date	Street and House Number	Postal code	City	Telephone n°
1	Home Address	01.02.2021	No. 7, Simpang 37-32	BB3713	Bandar Seri Begawan	
1	Home Address	01.01.2021	No. 7, Simpang 32-37	BB3713	Bandar Seri Begawan	
2	Permanent Address	01.02.2021	No. 1, Simpang 2-3	BB3713	Bandar Seri Begawan	
3	Mailing Address	01.02.2021	No. 1, Simpang 2-3	BB3713	Bandar Seri Begawan	

11. Select **Address** to delete

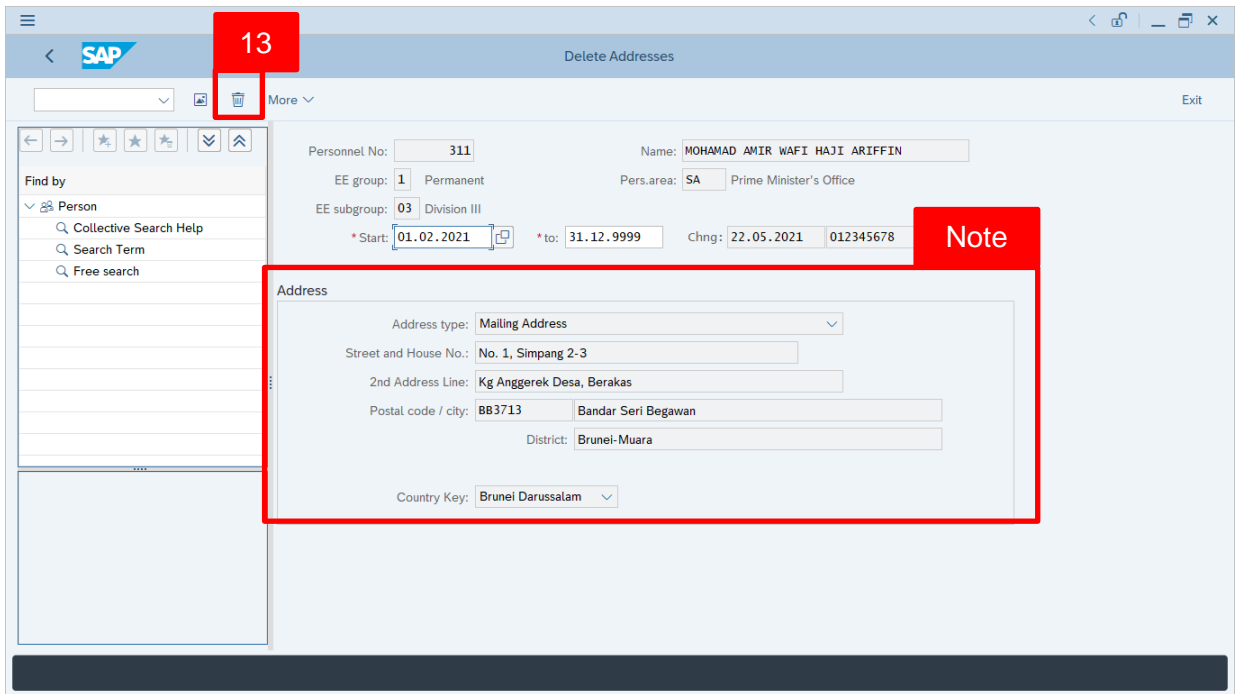
12. Click on  icon.

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



The screenshot shows the SAP 'Delete Addresses' interface. It displays the same employee details as the previous screen. The 'Address' section is expanded, showing details for the selected 'Mailing Address':

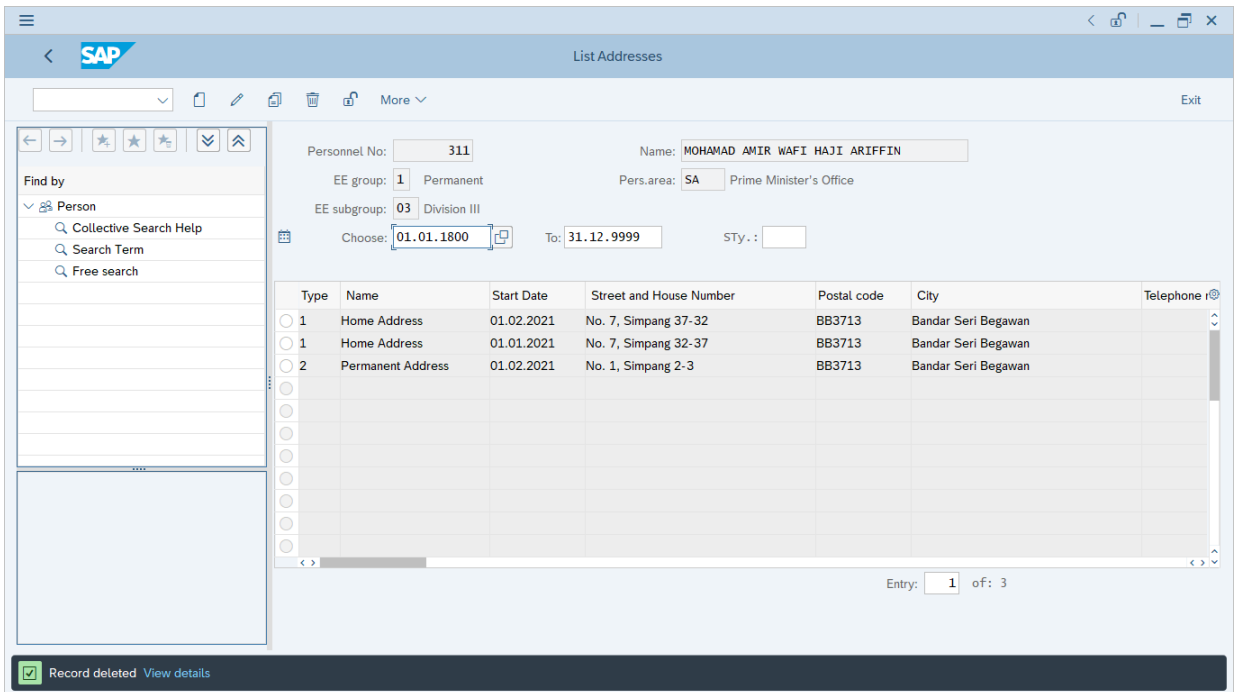
- Address type: Mailing Address
- Street and House No.: No. 1, Simpang 2-3
- 2nd Address Line: Kg Anggerek Desa, Berakas
- Postal code / city: BB3713 Bandar Seri Begawan
- District: Brunei-Muara
- Country Key: Brunei Darussalam

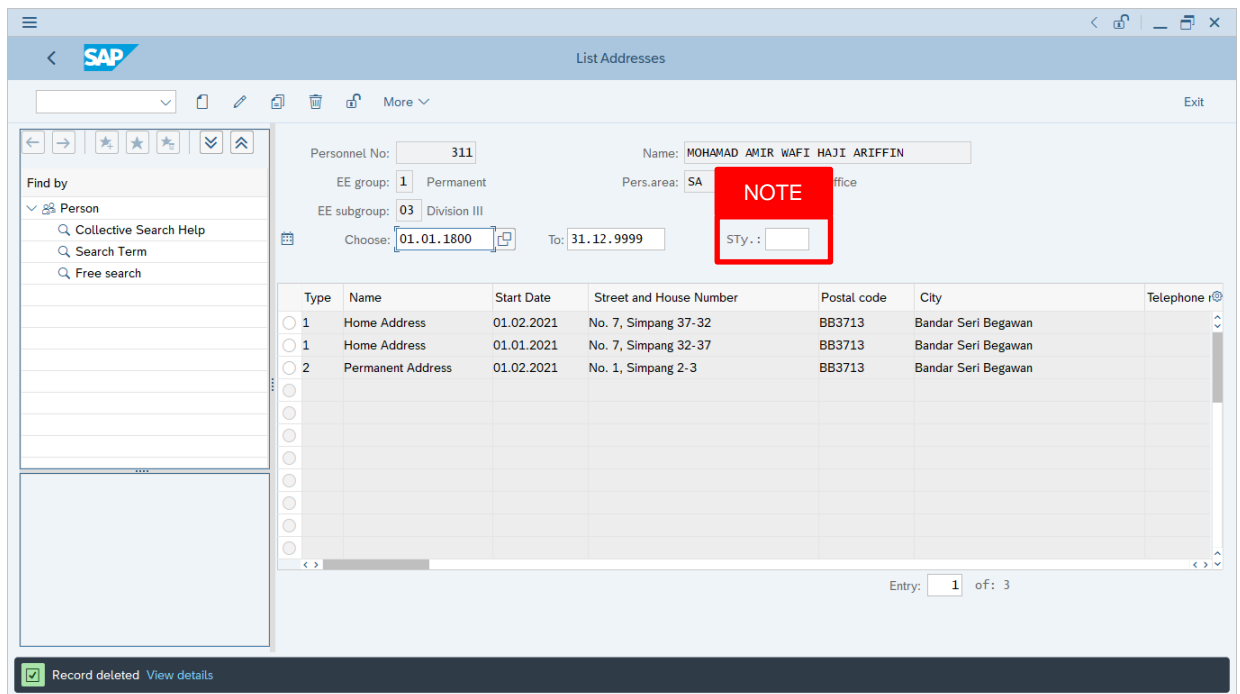


Note: User (HR Administrator) needs to check the Address details before deleting.

13. Click on  icon.

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






Personnel No: 311 Name: MOHAMAD AMIR WAFI HAJI ARIFFIN
 EE group: 1 Permanent Pers.area: SA office
 EE subgroup: 03 Division III
 Choose: 01.01.1800 To: 31.12.9999
 NOTE
 STY.:

Type	Name	Start Date	Street and House Number	Postal code	City	Telephone r®
1	Home Address	01.02.2021	No. 7, Simpang 37-32	BB3713	Bandar Seri Begawan	
1	Home Address	01.01.2021	No. 7, Simpang 32-37	BB3713	Bandar Seri Begawan	
2	Permanent Address	01.02.2021	No. 1, Simpang 2-3	BB3713	Bandar Seri Begawan	

Entry: 1 of: 3

Record deleted [View details](#)

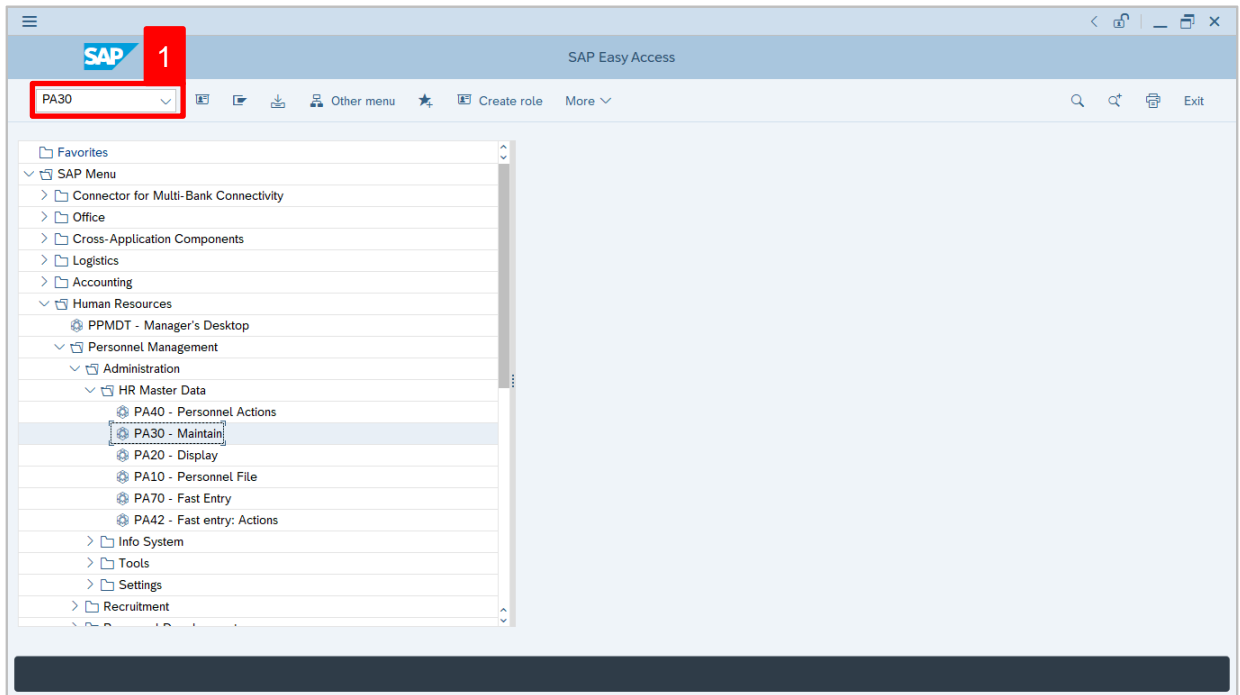
Note:

- User (HR Administrator) needs to clear the **Sty (Subtype)** field and press **Enter** on the keyboard. This is to ensure that all Address Subtypes would be visible or displayed and available to be maintained.
- The method or steps for **Delete**  employee data is the **same and applicable** for the Infotypes in **Maintain HR Master Data (PA30)** page under **Basic Personal Data** section.

**Delimit Address
Infotype**

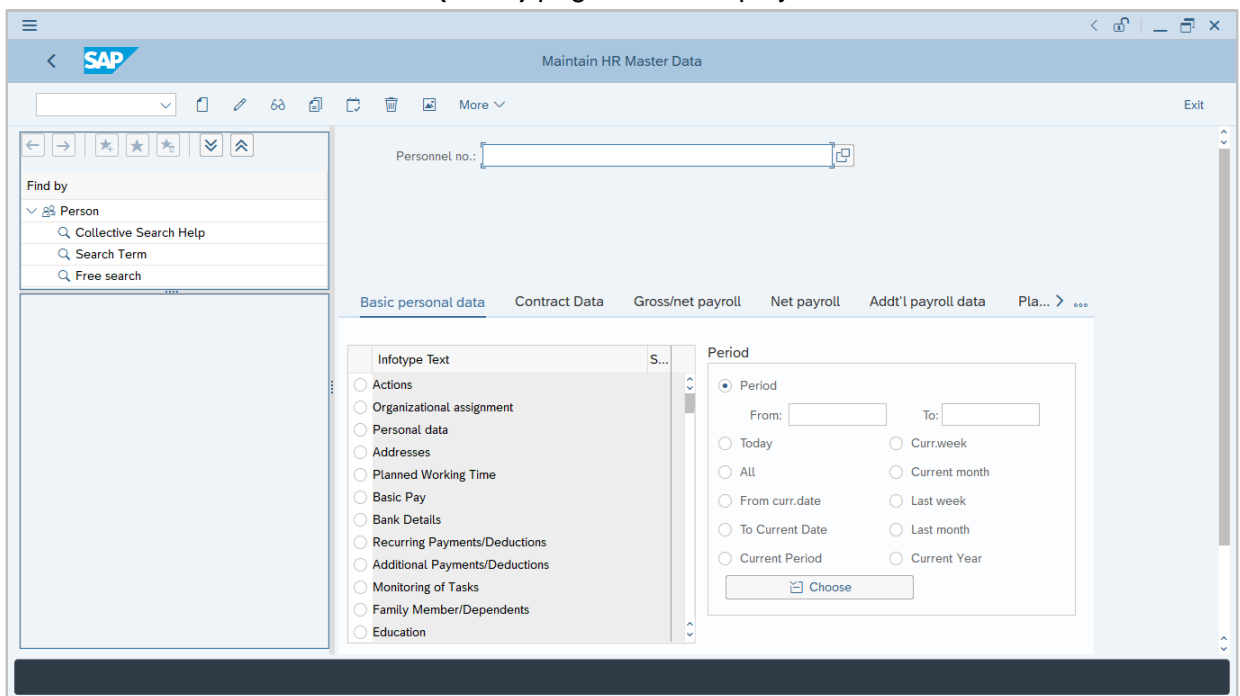
Back End User

Department HR Administrator and HR Administrator (JPA)



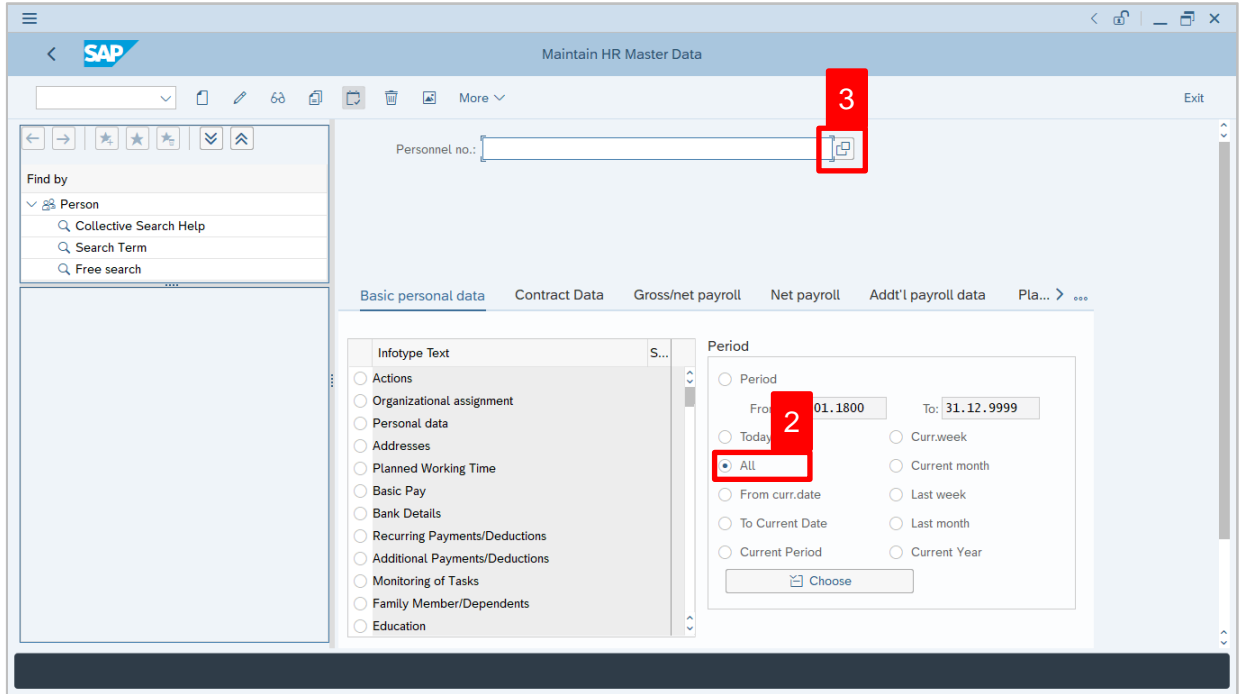
1. Navigate to **Maintain HR Master Data** page by entering transaction code, **PA30** in the Search Bar and press **Enter** button on the keyboard.


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

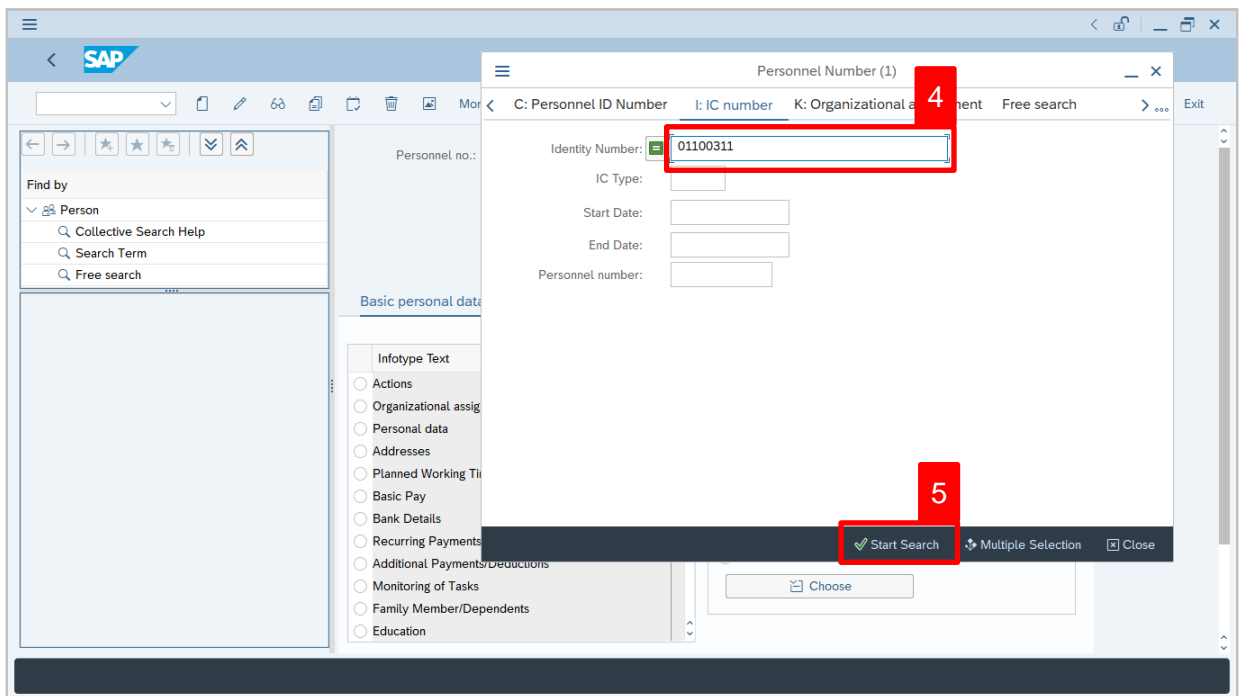


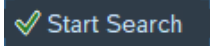
Note:

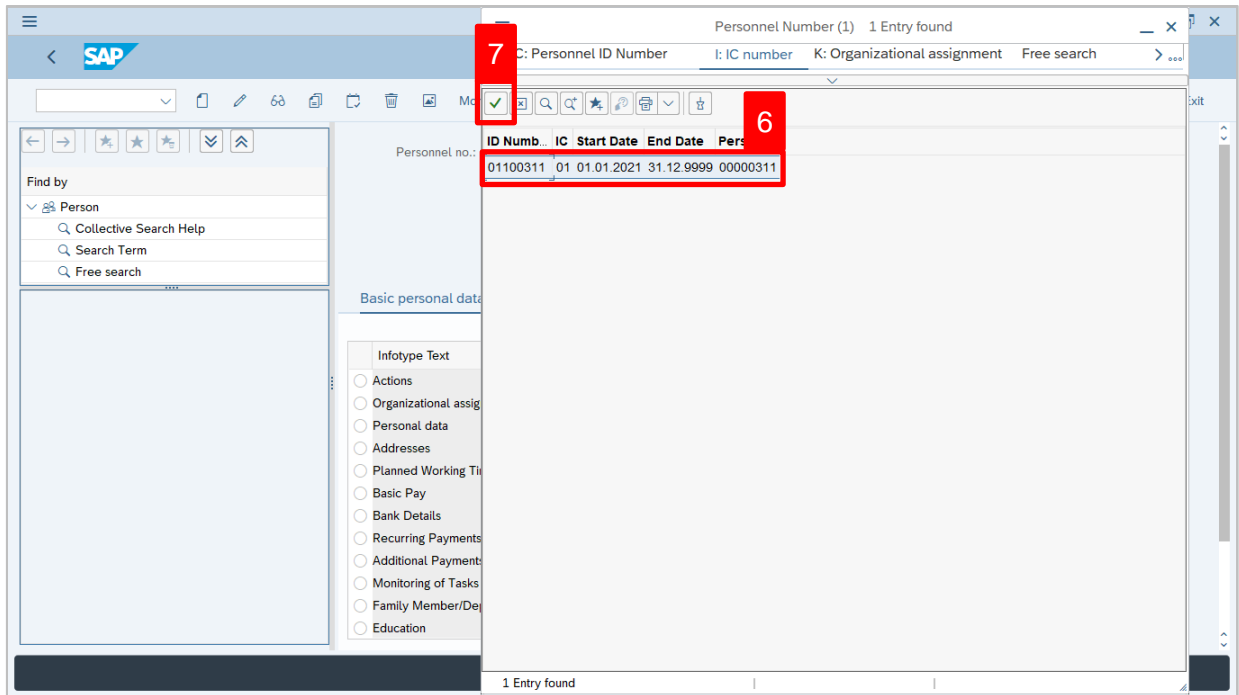
- Click on **SAP Menu > Human Resources > Personnel Management > Administration > HR Master Data > PA30 – Maintain**
- User may search for the personnel using their IC number via the Lookup icon.




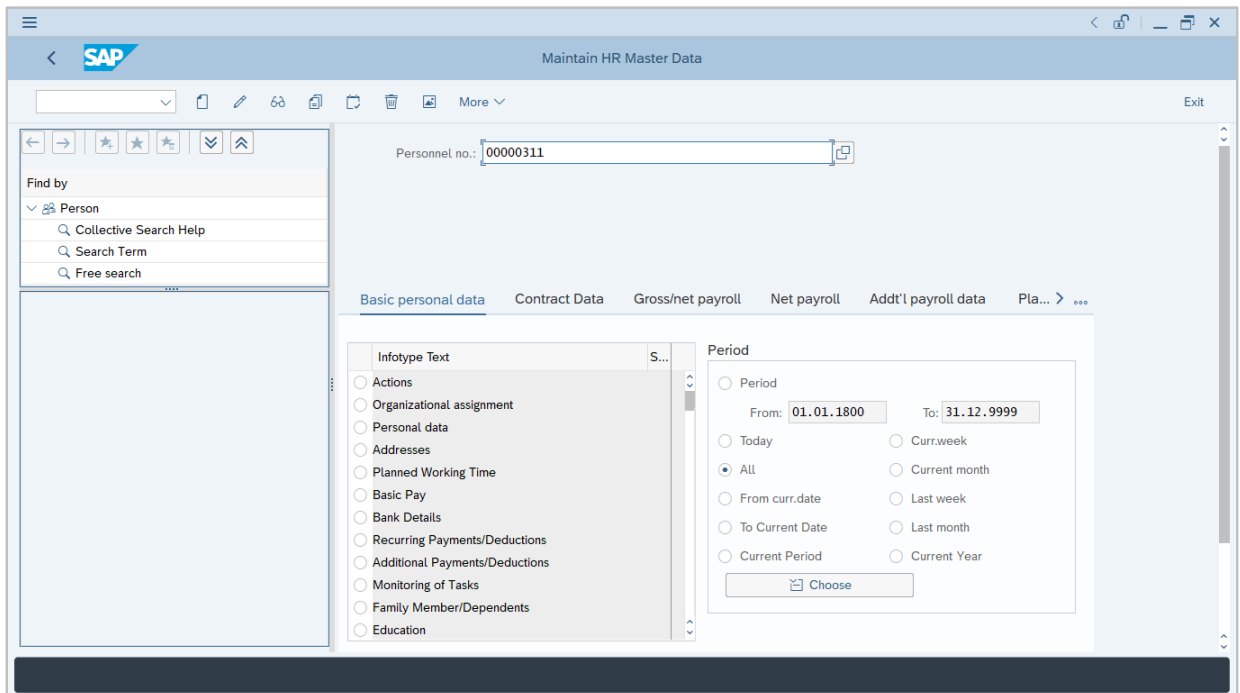
2. Under **Period** section, click on and select **All**
All data within this timeframe (From **01.01.1800** to **31.12.9999**) will be available.
3. Click on  icon for Personnel No.



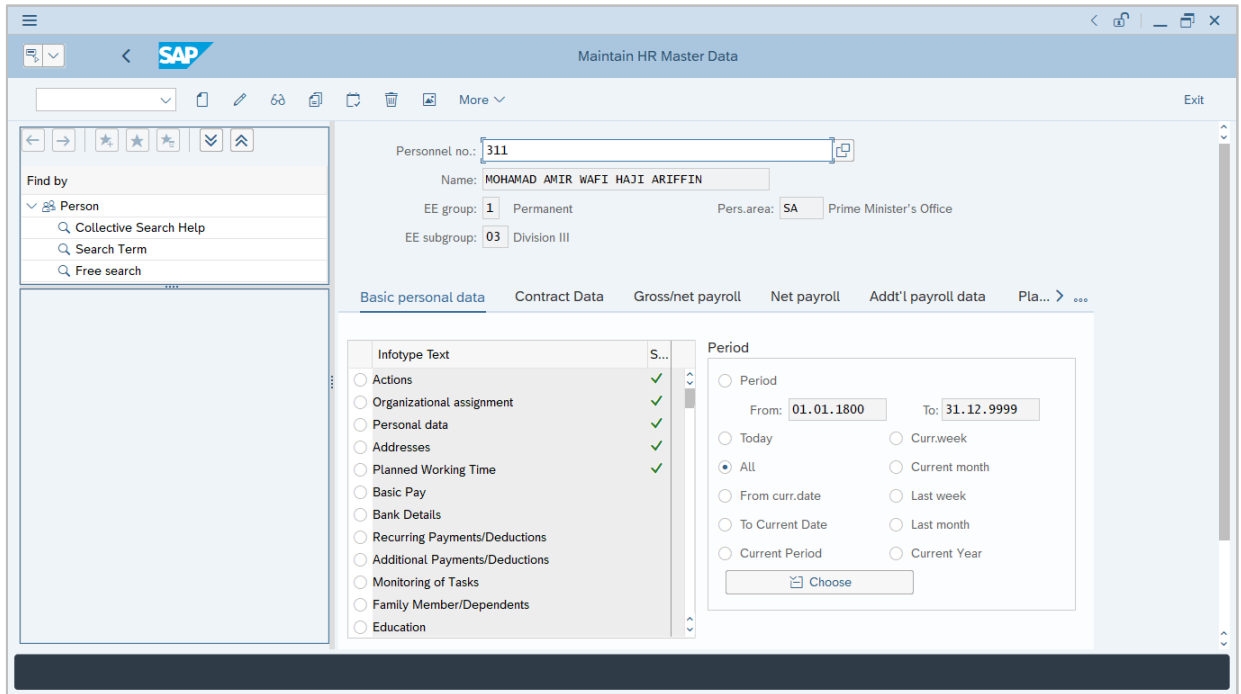
4. Enter the personnel IC Number.
5. Click on 



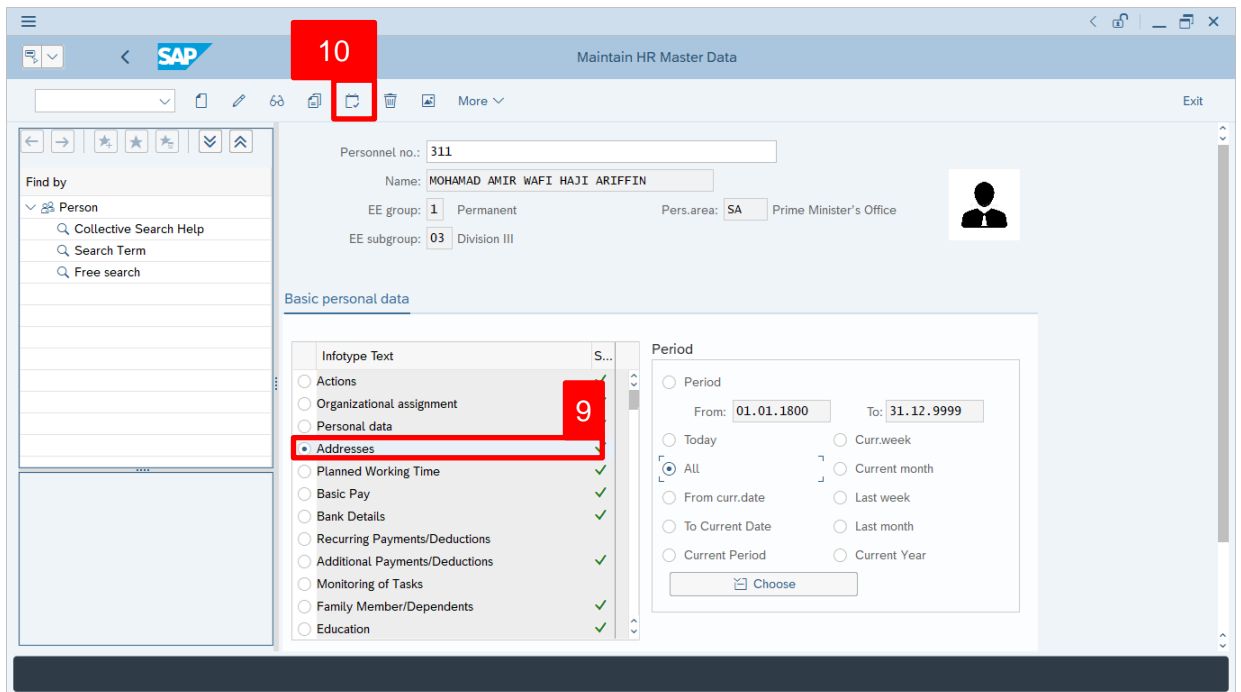
6. Select the searched personnel.
7. Click on  icon.



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



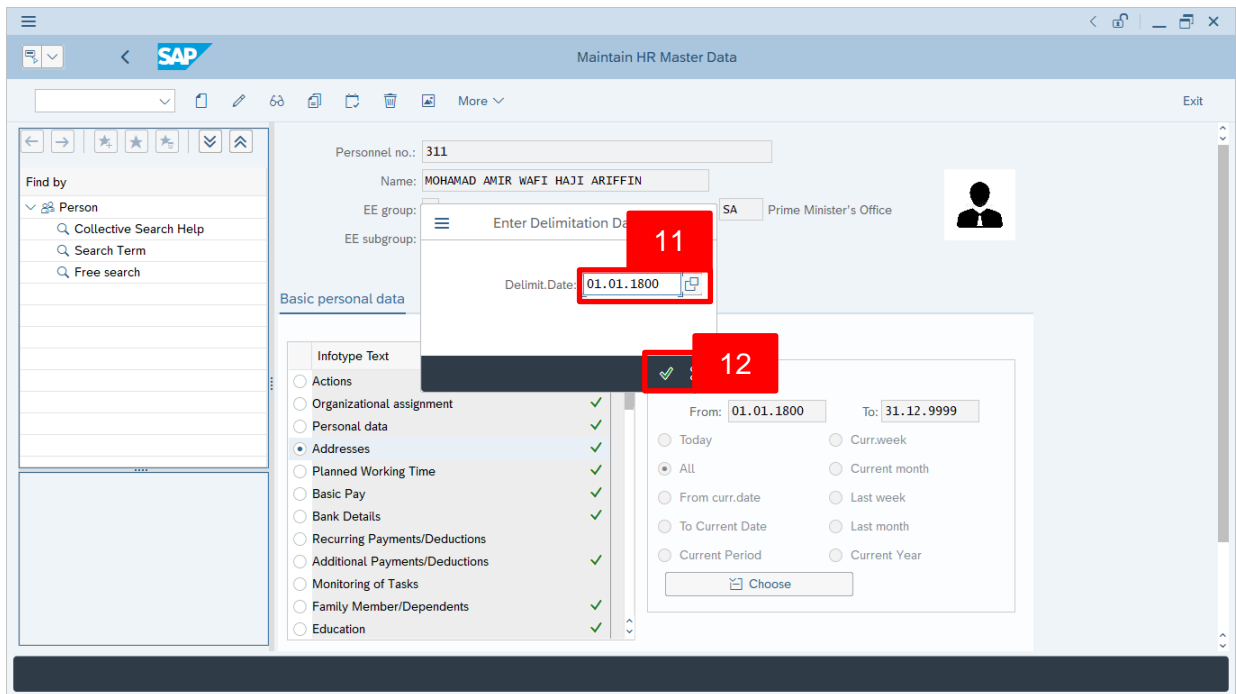
Note: The personnel information will be displayed.




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

10. Click on  icon.

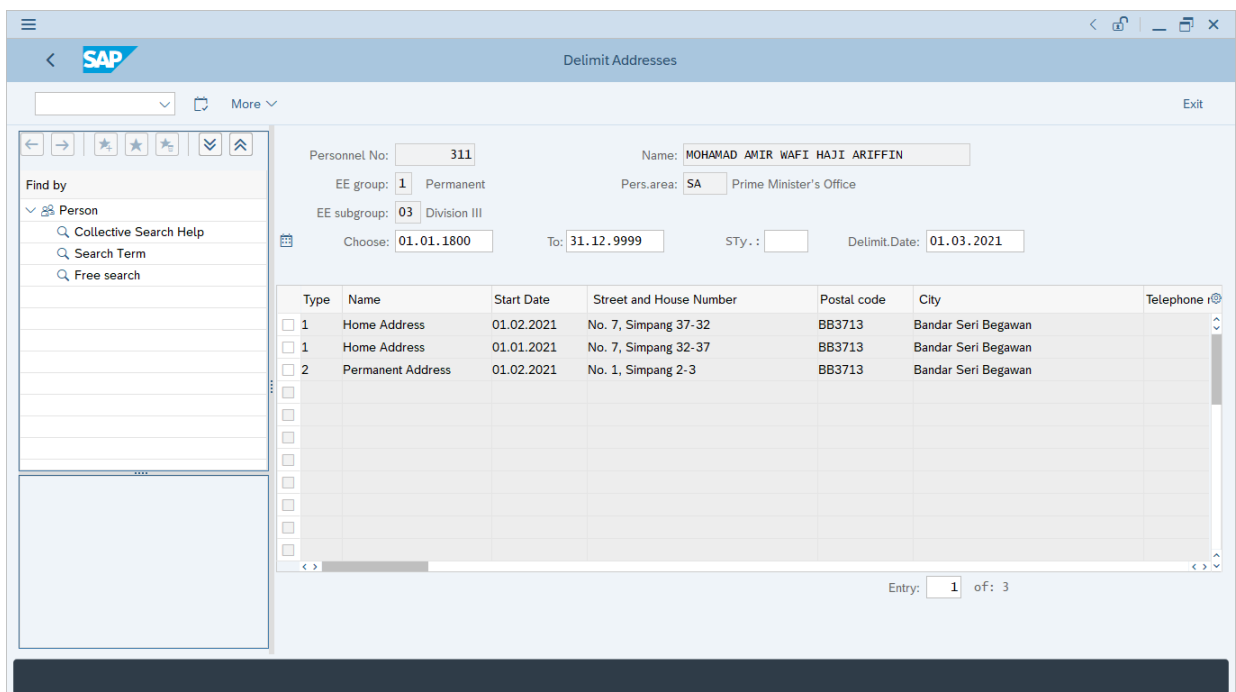
The **Enter Delimitation Date** page will appear.

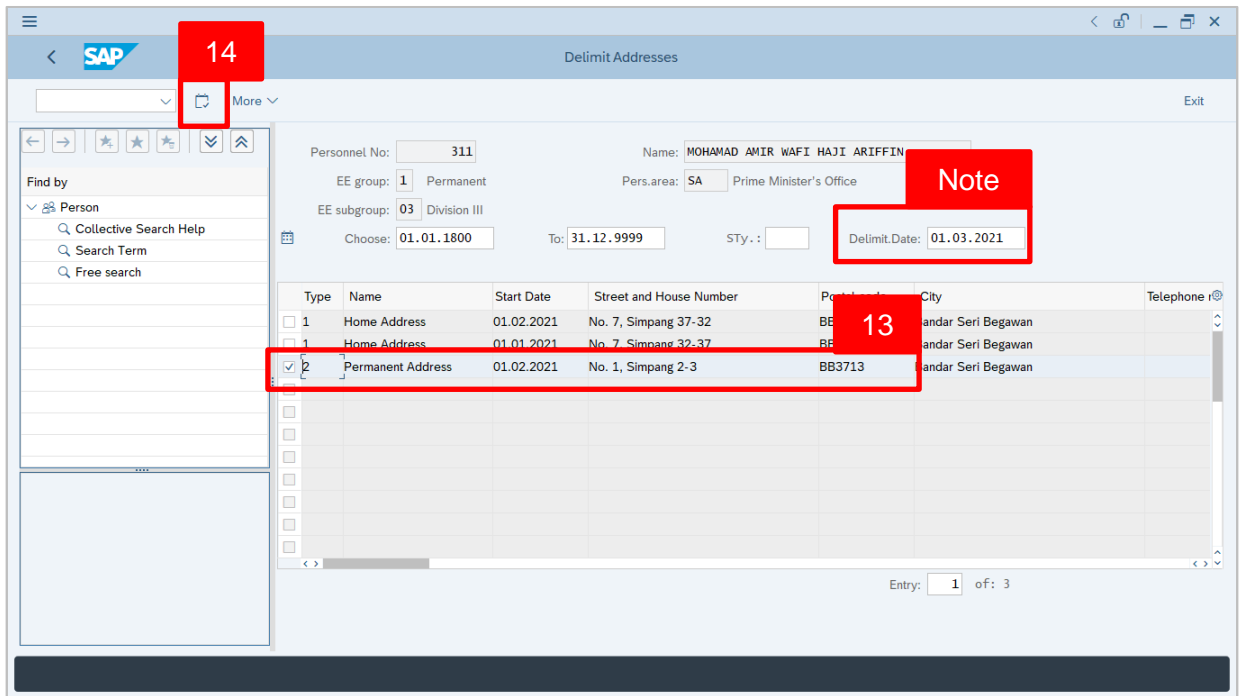


11. Enter the **Delimitation date** (Date of which the infotype or subtype will be limited to)

12. Click on  icon.


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



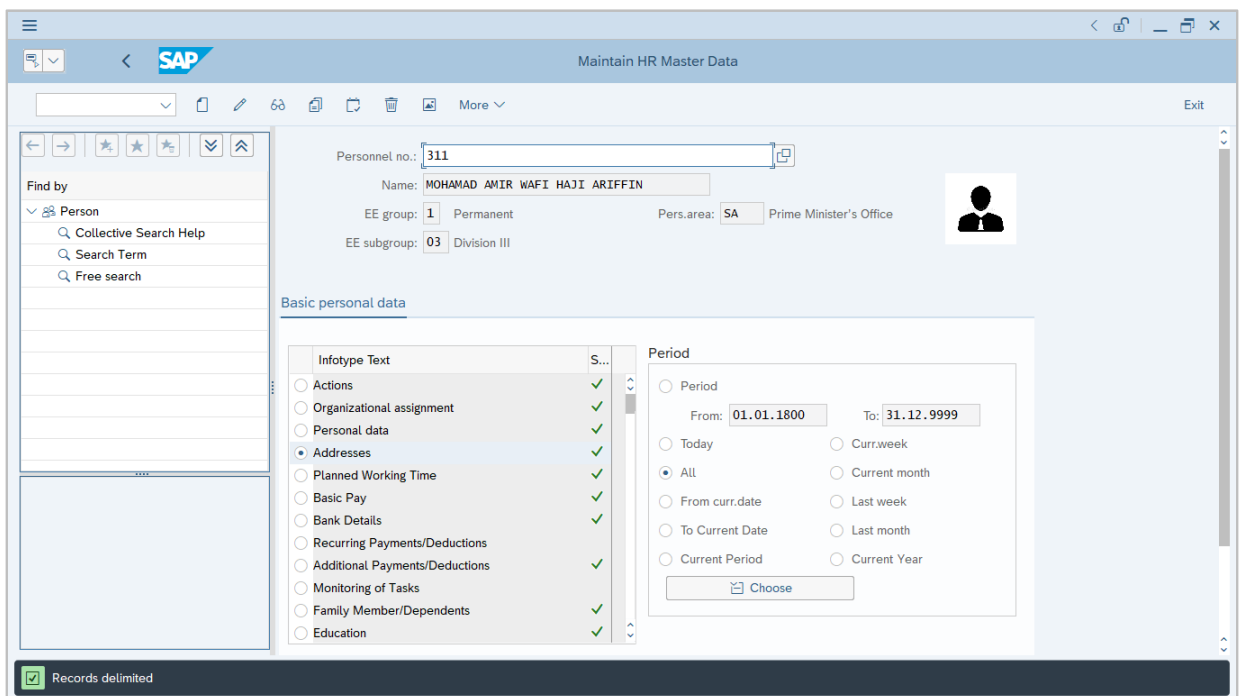


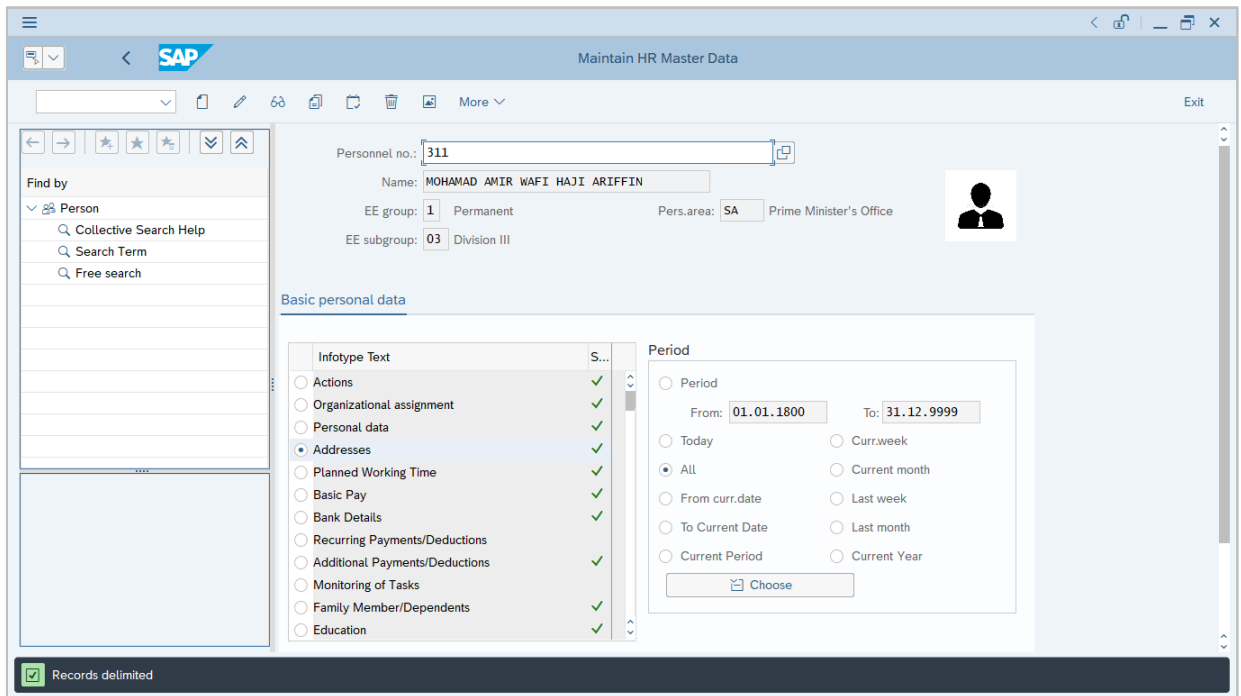
Note: User (HR Administrator) can change the Delimit Date.

13. Select the information (subtype) that will be Delimited.

14. Click on  icon.

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





The screenshot shows the SAP Maintain HR Master Data (PA30) interface. The main area displays the following information:

- Personnel no.: 311
- Name: MOHAMAD AMIR WAFI HAJI ARIFFIN
- EE group: 1 Permanent
- Pers.area: SA Prime Minister's Office
- EE subgroup: 03 Division III


The "Basic personal data" section is active, showing a list of infotypes with checkboxes and a "Period" selection window.

Infotype Text	S...
<input type="radio"/> Actions	✓
<input type="radio"/> Organizational assignment	✓
<input type="radio"/> Personal data	✓
<input checked="" type="radio"/> Addresses	✓
<input type="radio"/> Planned Working Time	✓
<input type="radio"/> Basic Pay	✓
<input type="radio"/> Bank Details	✓
<input type="radio"/> Recurring Payments/Deductions	✓
<input type="radio"/> Additional Payments/Deductions	✓
<input type="radio"/> Monitoring of Tasks	✓
<input type="radio"/> Family Member/Dependents	✓
<input type="radio"/> Education	✓

The "Period" window shows the following options:

- From: 01.01.1800 To: 31.12.9999
- Today
- Curr.week
- All
- Current month
- From curr.date
- Last week
- To Current Date
- Last month
- Current Period
- Current Year

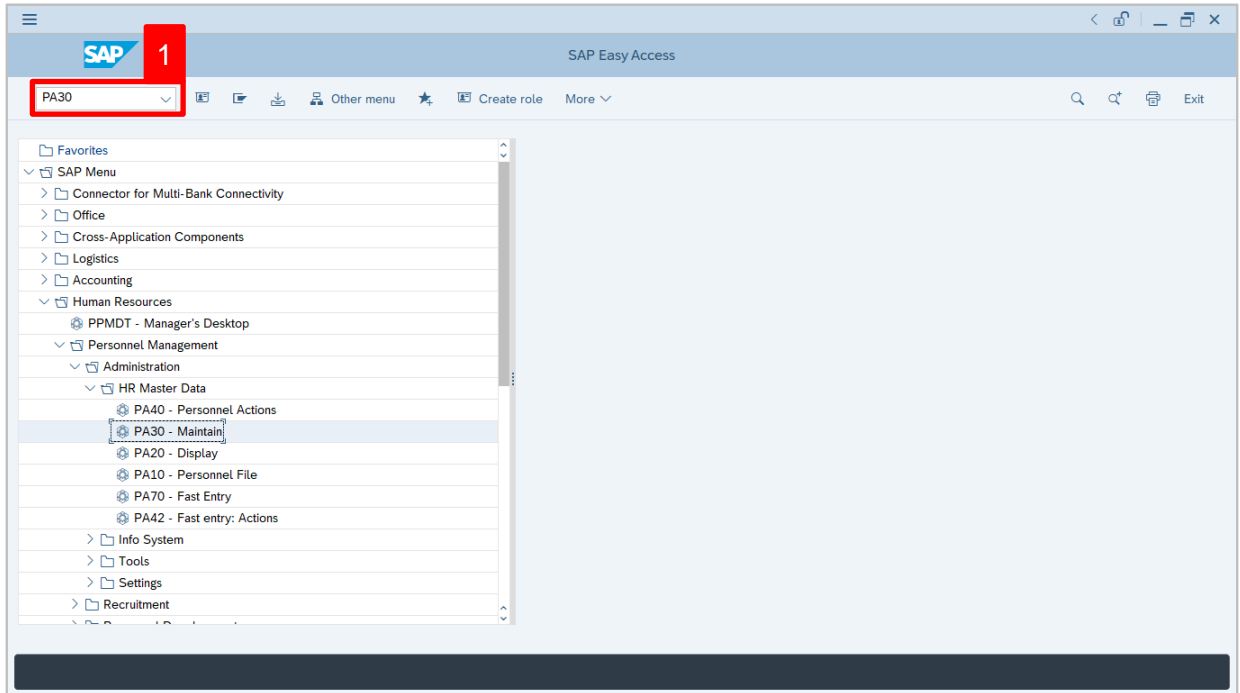
A "Choose" button is visible at the bottom of the period window.

Note: The method or steps for **Delimit**  employee data is the **same and applicable** for the Infotypes in **Maintain HR Master Data (PA30)** page under **Basic Personal Data** section.

**Display Address
Infotype**

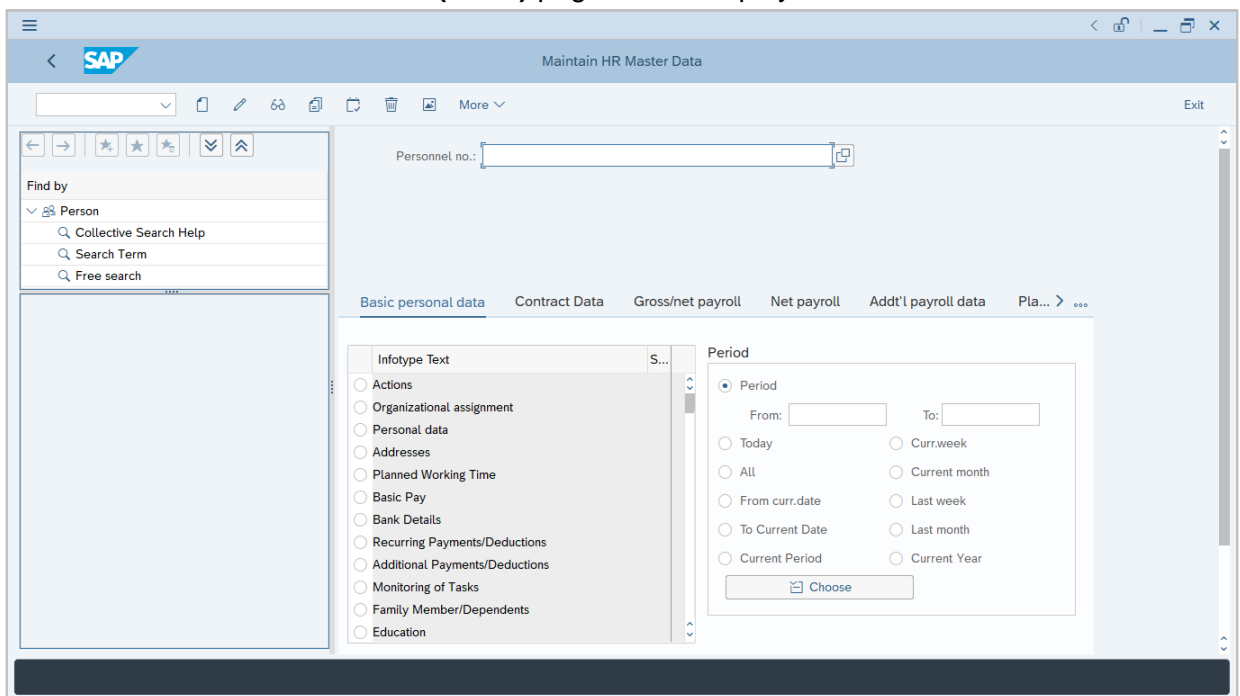
Back End User

Department HR Administrator and HR Administrator (JPA)



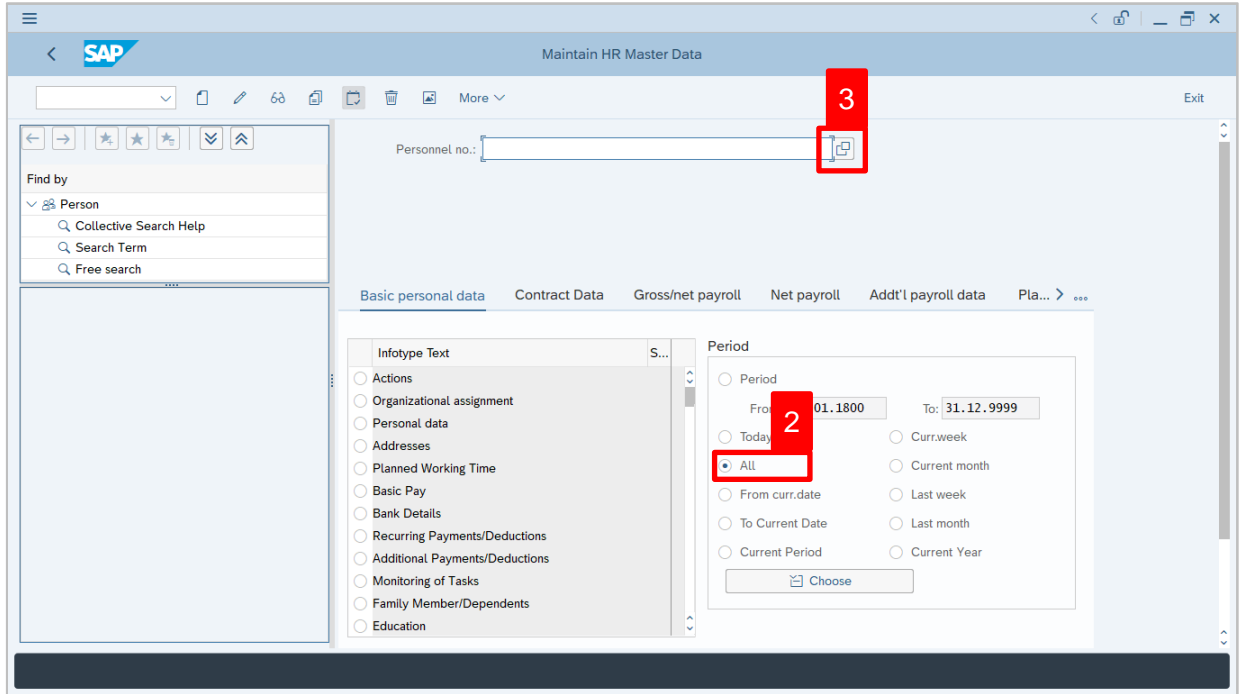
1. Navigate to **Maintain HR Master Data** page by entering transaction code, **PA30** in the Search Bar and press **Enter** button on the keyboard.


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

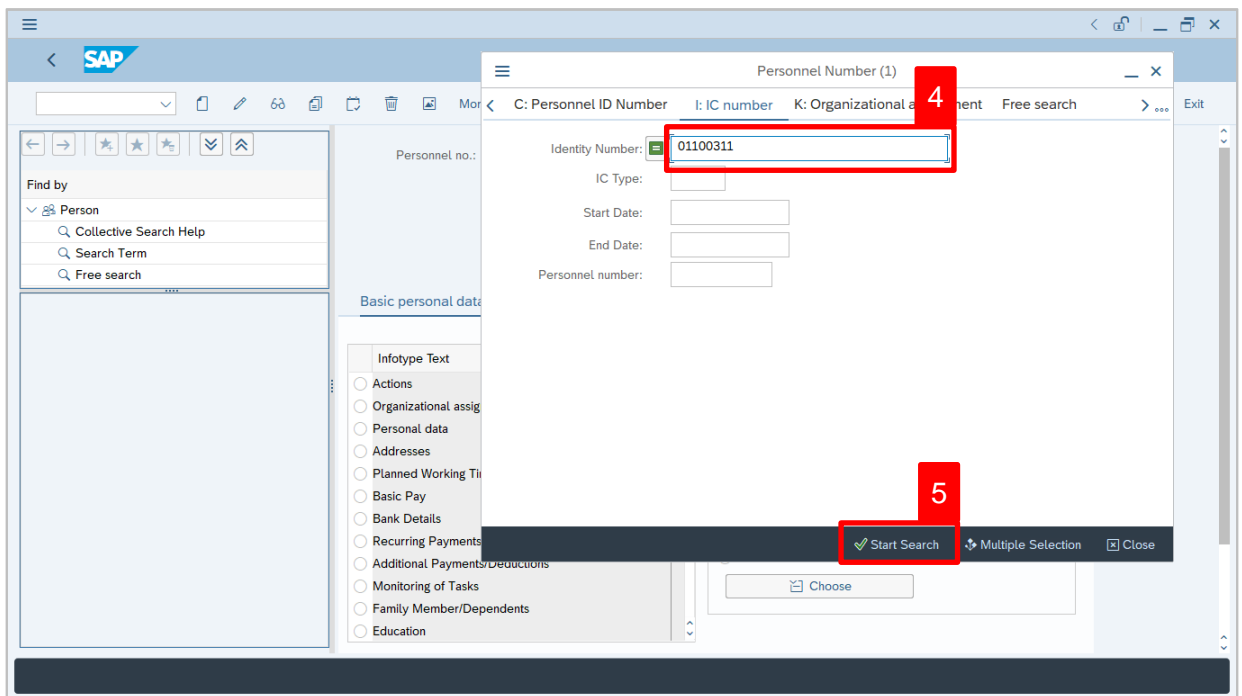


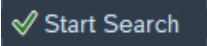
Note:

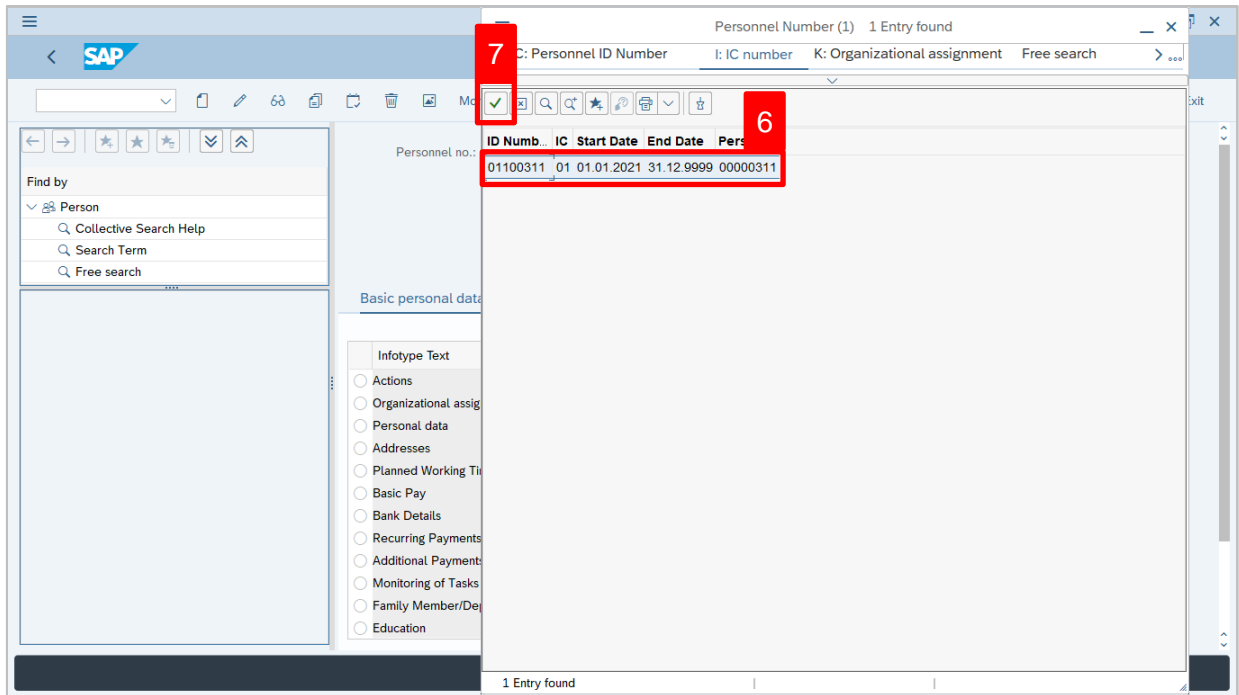
- Click on **SAP Menu > Human Resources > Personnel Management > Administration > HR Master Data > PA30 – Maintain**
- User may search for the personnel using their IC number via the Lookup icon.




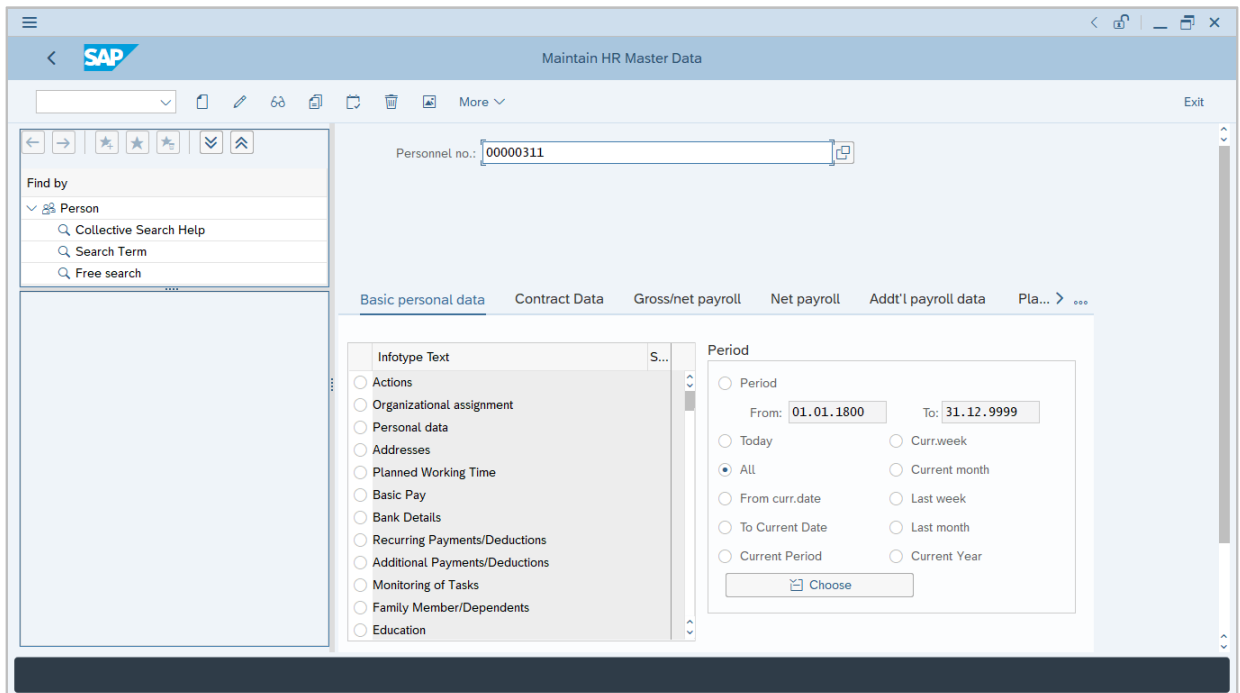
2. Under **Period** section, click on and select **All**
All data within this timeframe (From **01.01.1800** to **31.12.9999**) will be available.
3. Click on  icon for Personnel No.



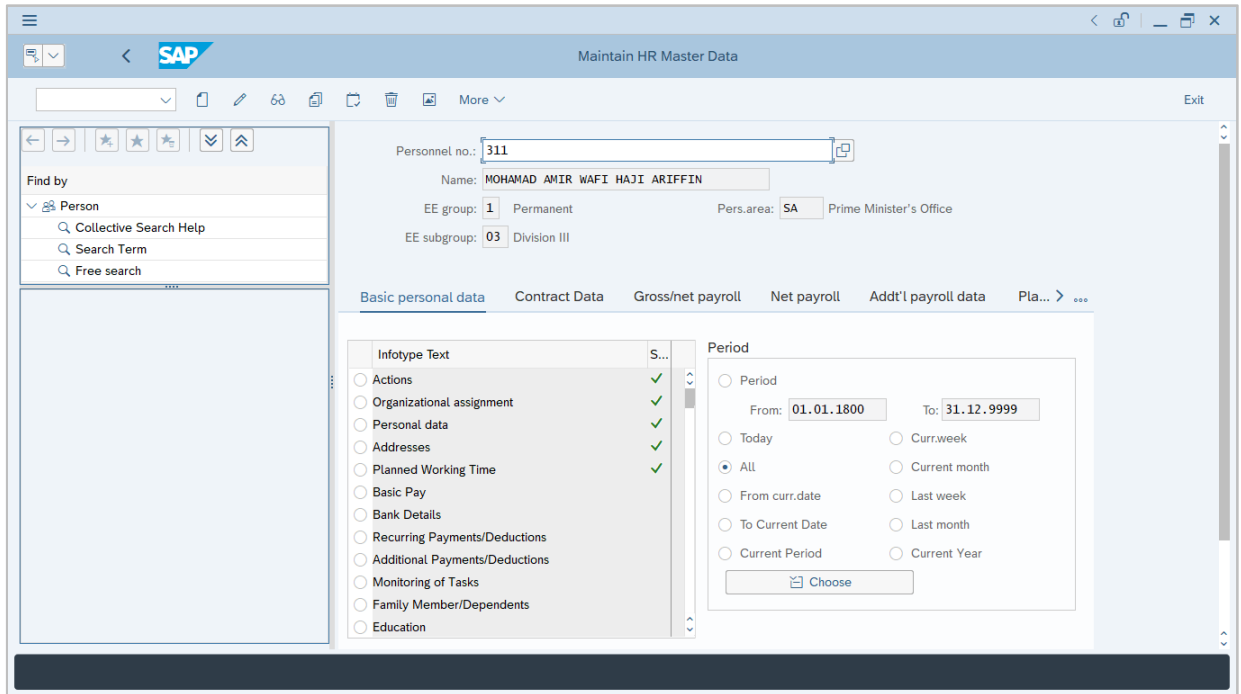
4. Enter the personnel IC Number.
5. Click on 



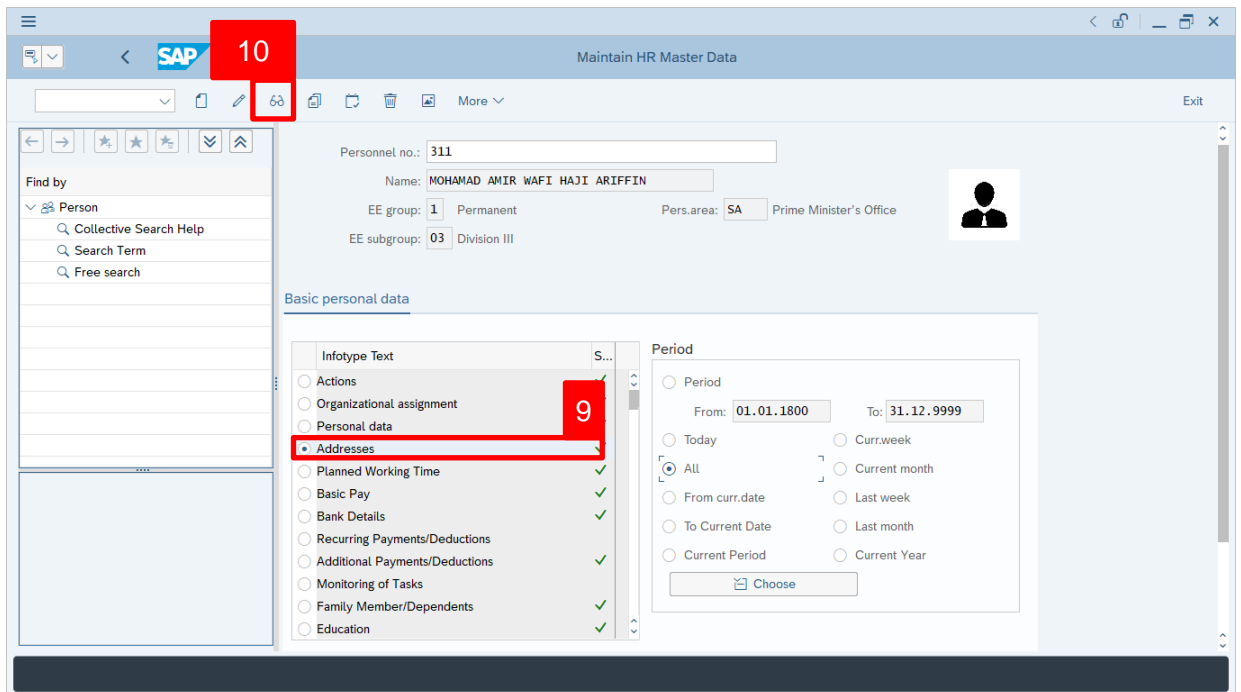
6. Select the searched personnel.
7. Click on  icon.



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



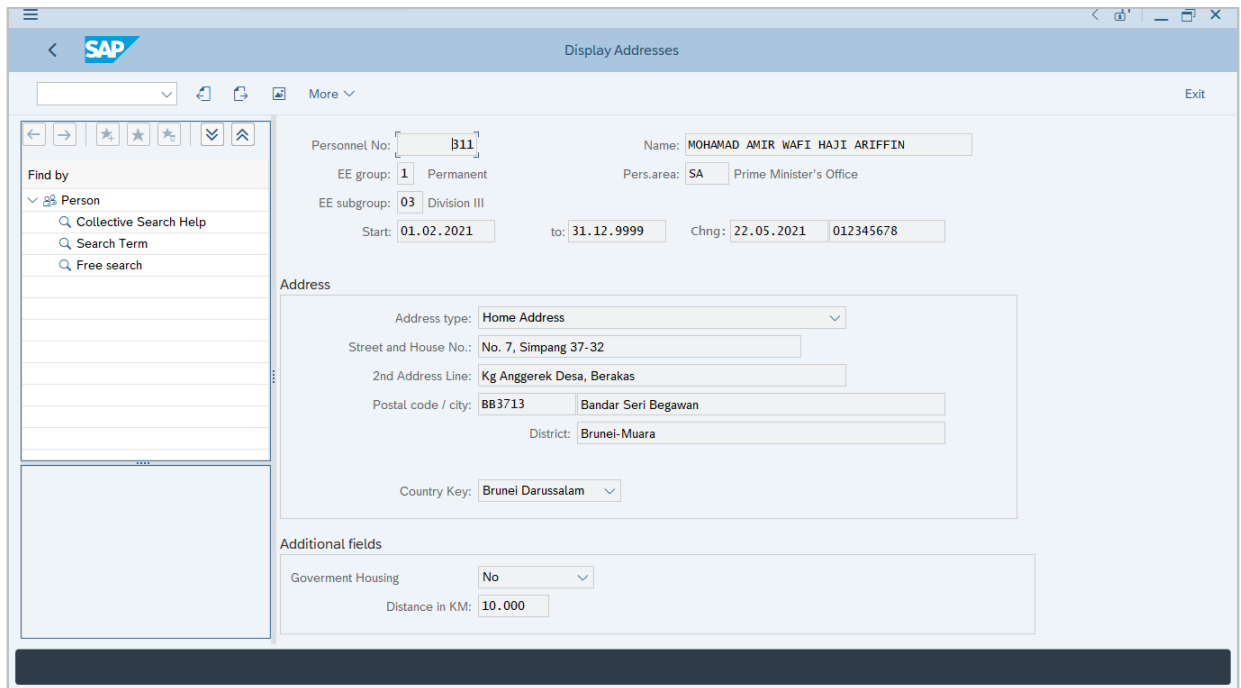
Note: The personnel information will be displayed.



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

10. Click on  icon.

The **Display Addresses** page will appear.



The screenshot shows the SAP 'Display Addresses' interface. The main data fields are as follows:

Personnel No:	β11	Name:	MOHAMAD AMIR WAFI HAJI ARIFFIN
EE group:	1 Permanent	Pers.area:	SA Prime Minister's Office
EE subgroup:	03 Division III	Start:	01.02.2021
		to:	31.12.9999
		Chng:	22.05.2021 012345678


Address

Address type:	Home Address
Street and House No.:	No. 7, Simpang 37-32
2nd Address Line:	Kg Anggerek Desa, Berakas
Postal code / city:	BB3713 Bandar Seri Begawan
District:	Brunel-Muara
Country Key:	Brunel Darussalam

Additional fields

Government Housing	No
Distance in KM:	10.000

Note:

- Displayed data (Infotype or Subtype) are not editable as it is for display only.
- The method or steps for **Display**  employee data is the **same and applicable** for the Infotypes in **Maintain HR Master Data (PA30)** page under **Basic Personal Data** section.