



SISTEM SUMBER MANUSIA

User Guide

Personnel Administration for Back End User (SAP GUI)

Date Monitoring Report

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

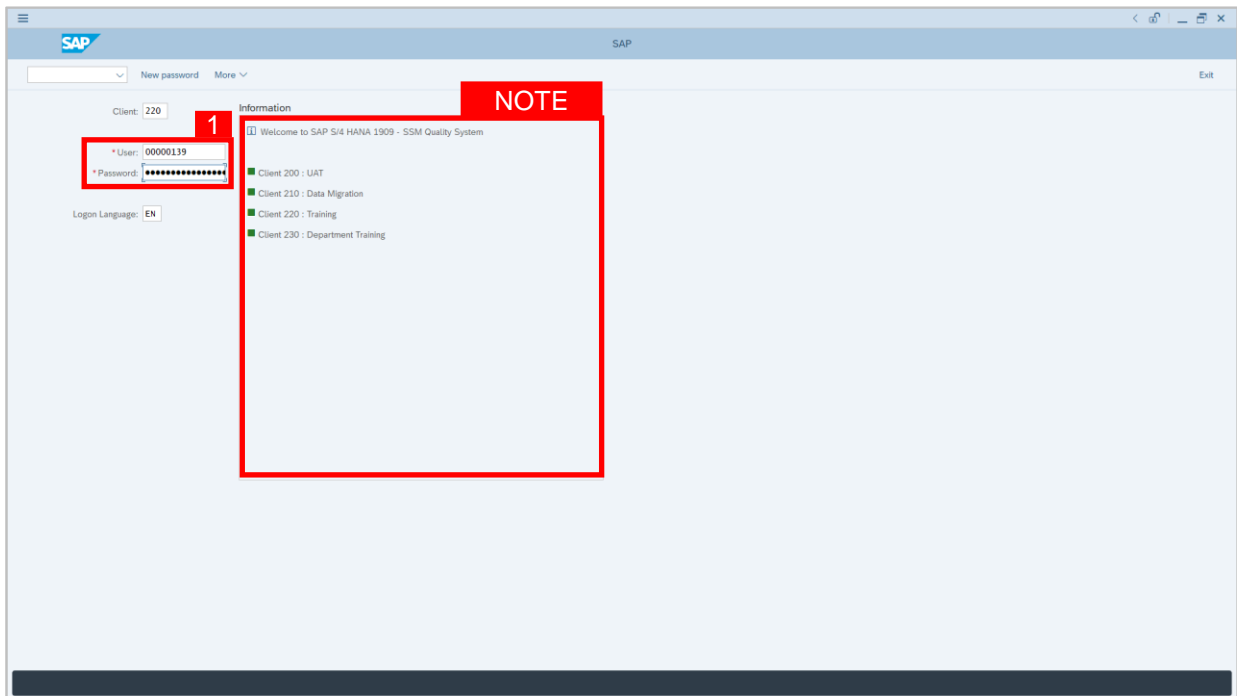
Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 238 2227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.



Table of Content

Topics	Page
Introduction	2
Date Monitoring Report	6

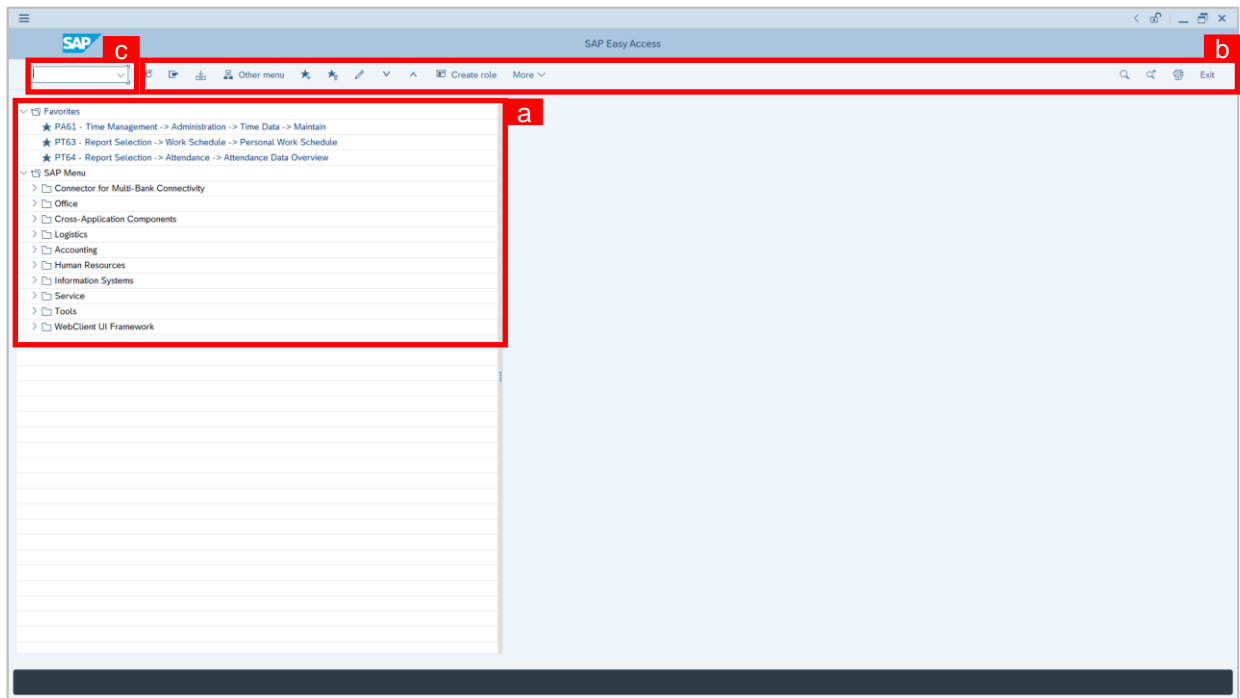
SAP GUI (Back-End) Log on	Back End User
	Department HR Administrator and HR Administrator (JPA)



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.



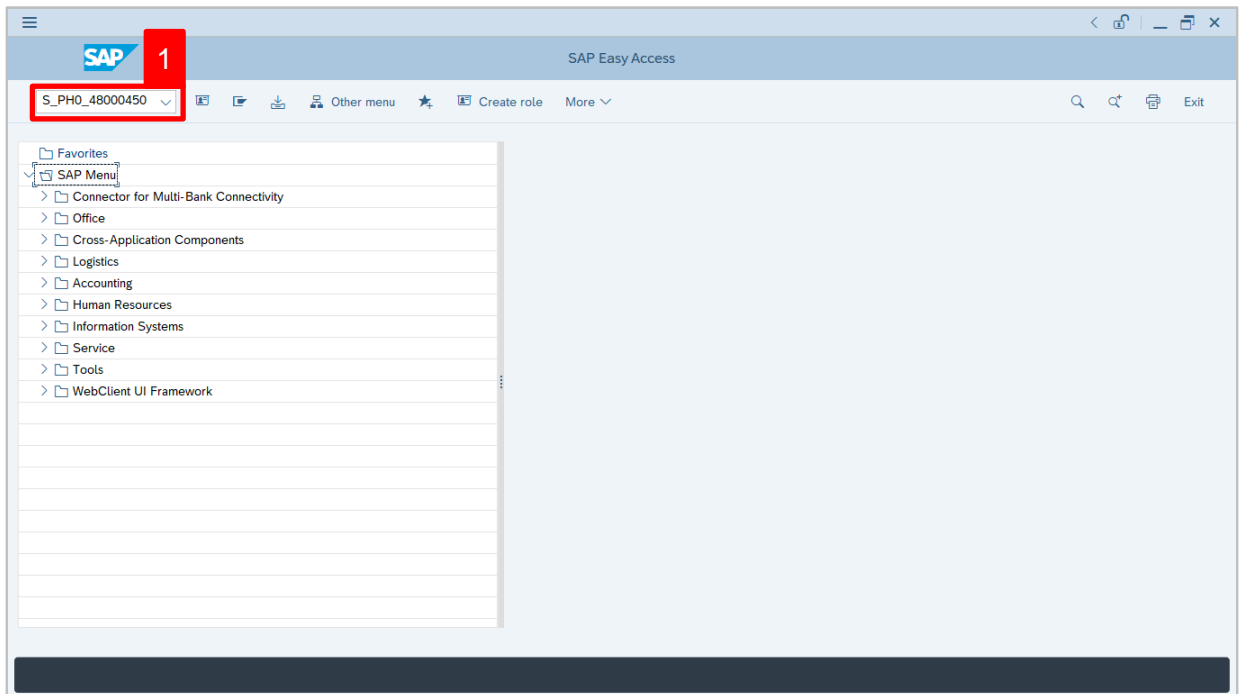
Note:

- 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.

Generate Date Monitoring Report

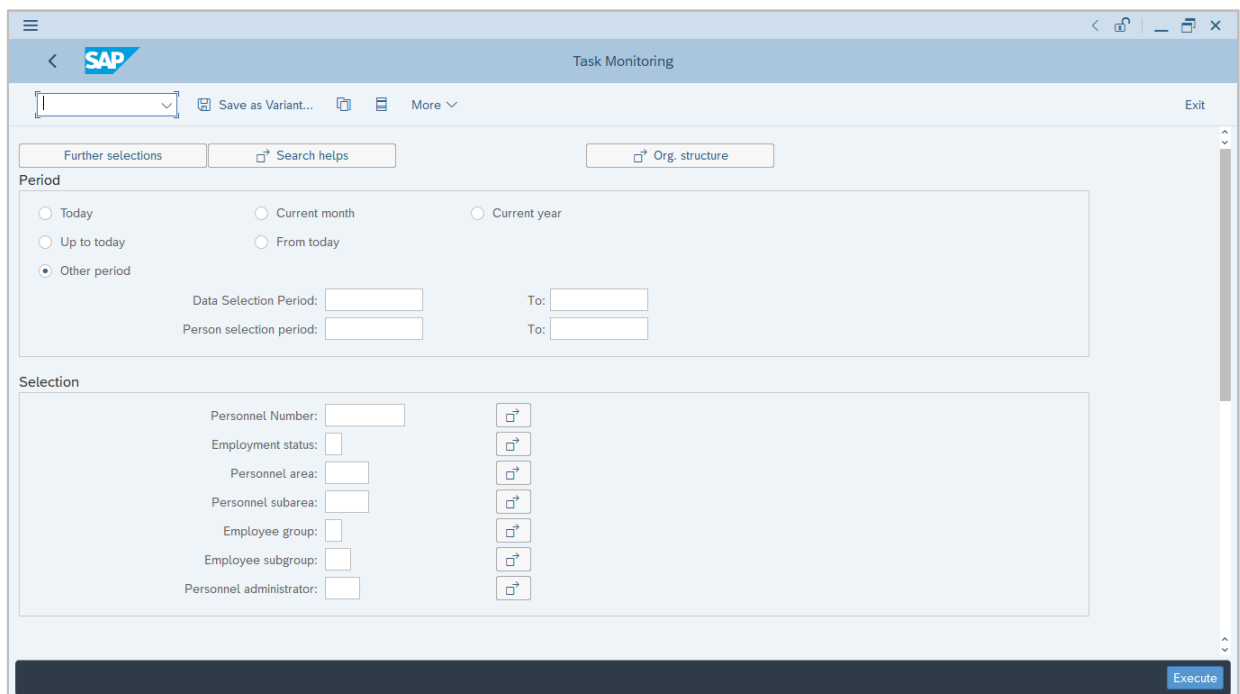
Back End User

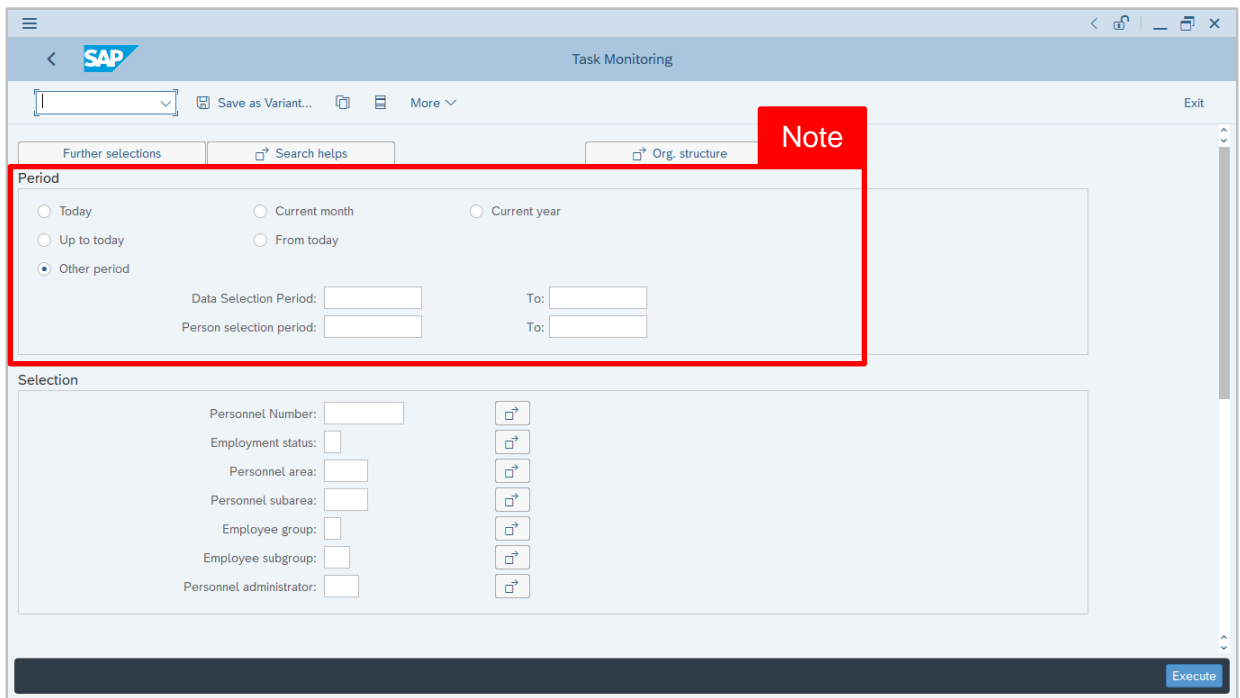
Department HR Administrator and HR Administrator (JPA)



1. Navigate to **Task Monitoring** page by entering transaction code, **S_PHO_48000450** in the Search Bar and press **Enter** button on the keyboard.

The **Task Monitoring (S_PHO_48000450)** page will be displayed.



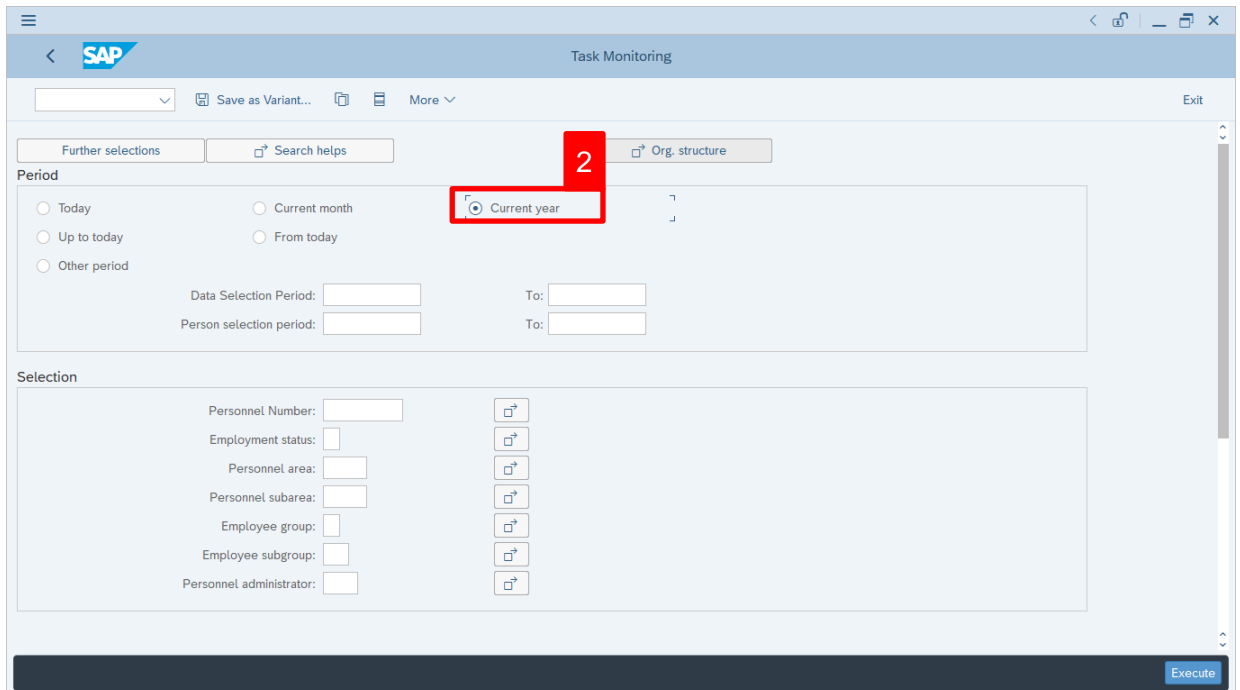


The screenshot shows the SAP Task Monitoring interface. The 'Period' section is highlighted with a red box and labeled 'Note'. It contains the following options:

- Today
- Current month
- Current year
- Up to today
- From today
- Other period

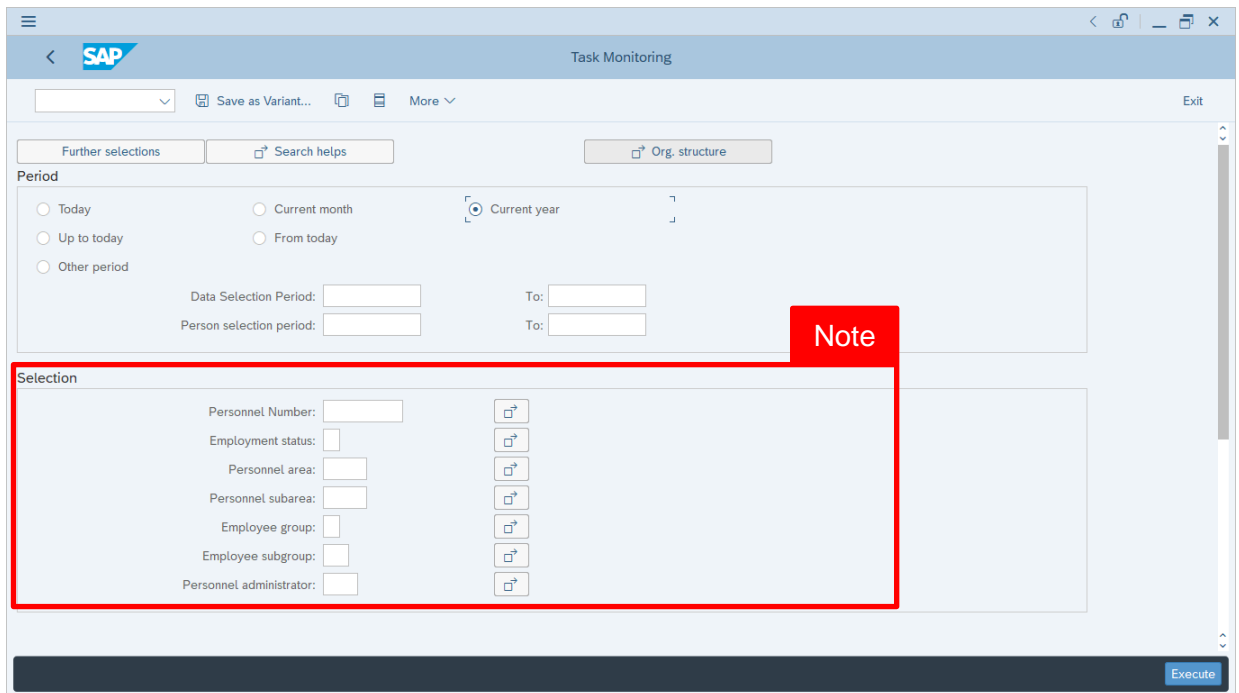
Below these options are two pairs of input fields for 'Data Selection Period' and 'Person selection period', each with a 'To:' field.

Note: Under **Period** section, user (HR Administrator) can select the task period for task report. This means that the report generated contains data from the selected timeframe only.



The screenshot shows the SAP Task Monitoring interface. The 'Current year' option in the 'Period' section is highlighted with a red box and labeled '2'. The 'Current year' option is selected with a radio button.

2. Under **Period** section, select **Current Year**.

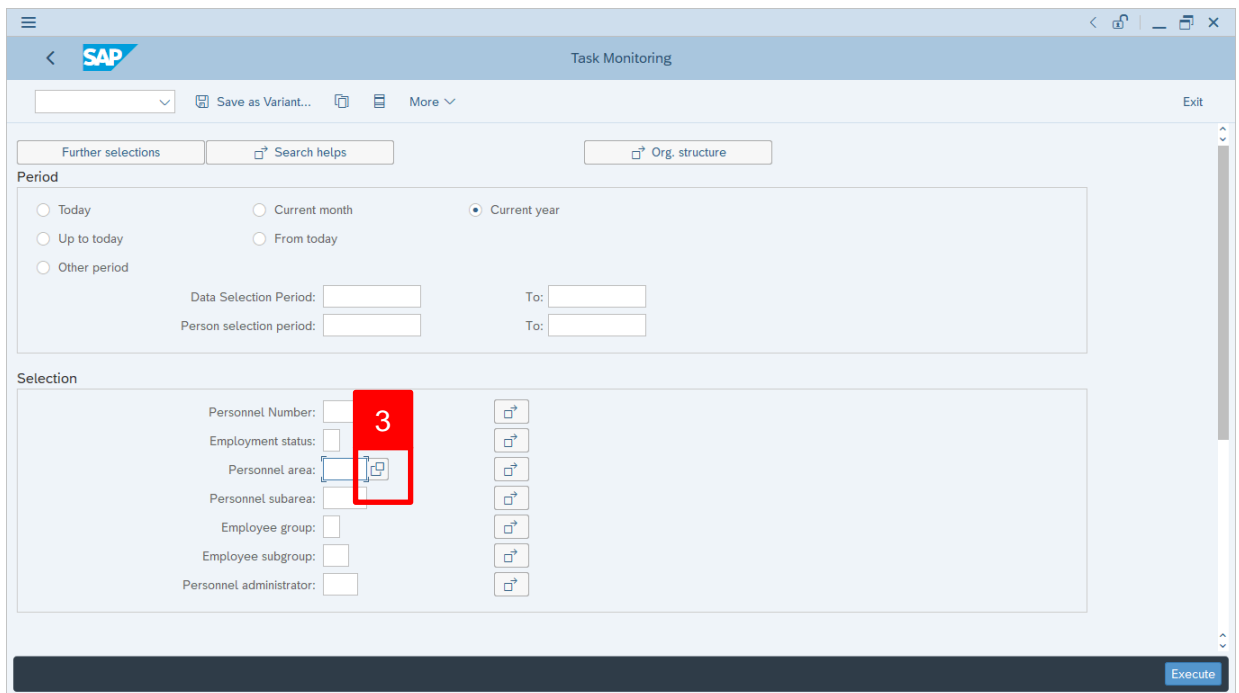


The screenshot shows the SAP Task Monitoring interface. The 'Period' section has 'Current year' selected. The 'Selection' section is highlighted with a red box and contains the following fields:

- Personnel Number:
- Employment status:
- Personnel area:
- Personnel subarea:
- Employee group:
- Employee subgroup:
- Personnel administrator:

Each field has a selection icon to its right. A red box highlights the 'Personnel area' field and its selection icon. A red 'Note' label is placed to the right of the 'Personnel area' field.

Note: Under **Selection** section, user (HR Administrator) can fill in the relevant fields for task report. This means that the report generated contains data based on the completed fields only.

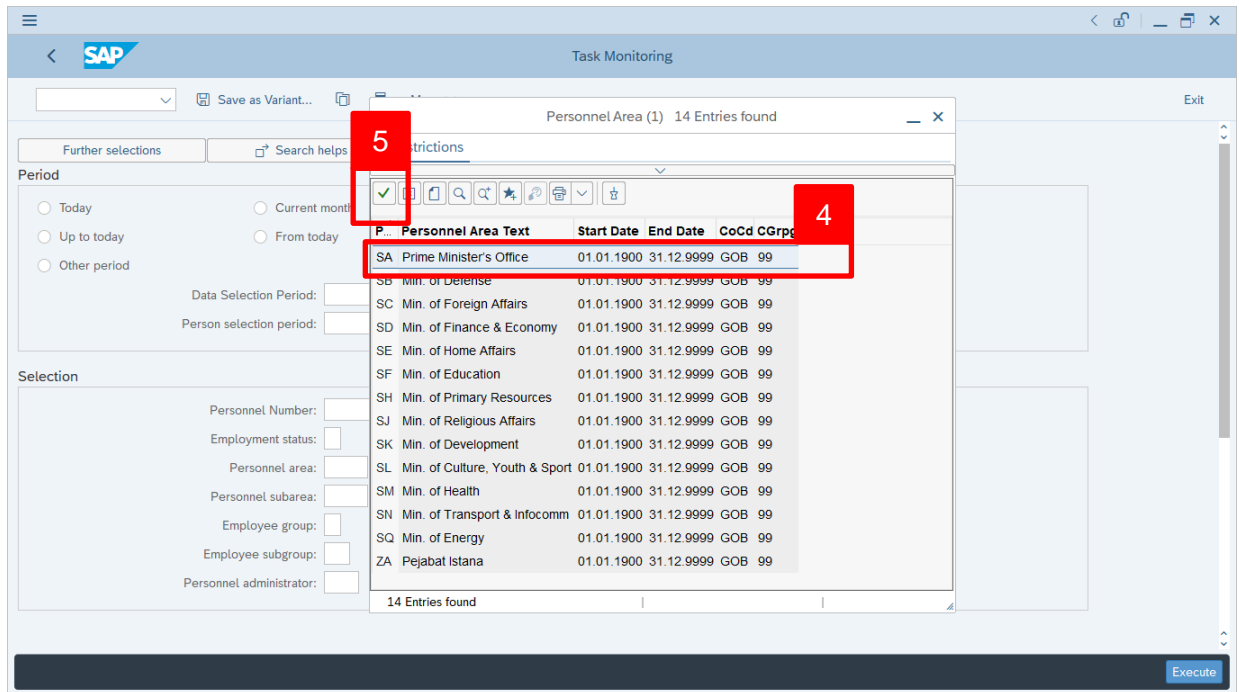


The screenshot shows the SAP Task Monitoring interface. The 'Period' section has 'Current year' selected. The 'Selection' section contains the following fields:

- Personnel Number:
- Employment status:
- Personnel area:
- Personnel subarea:
- Employee group:
- Employee subgroup:
- Personnel administrator:

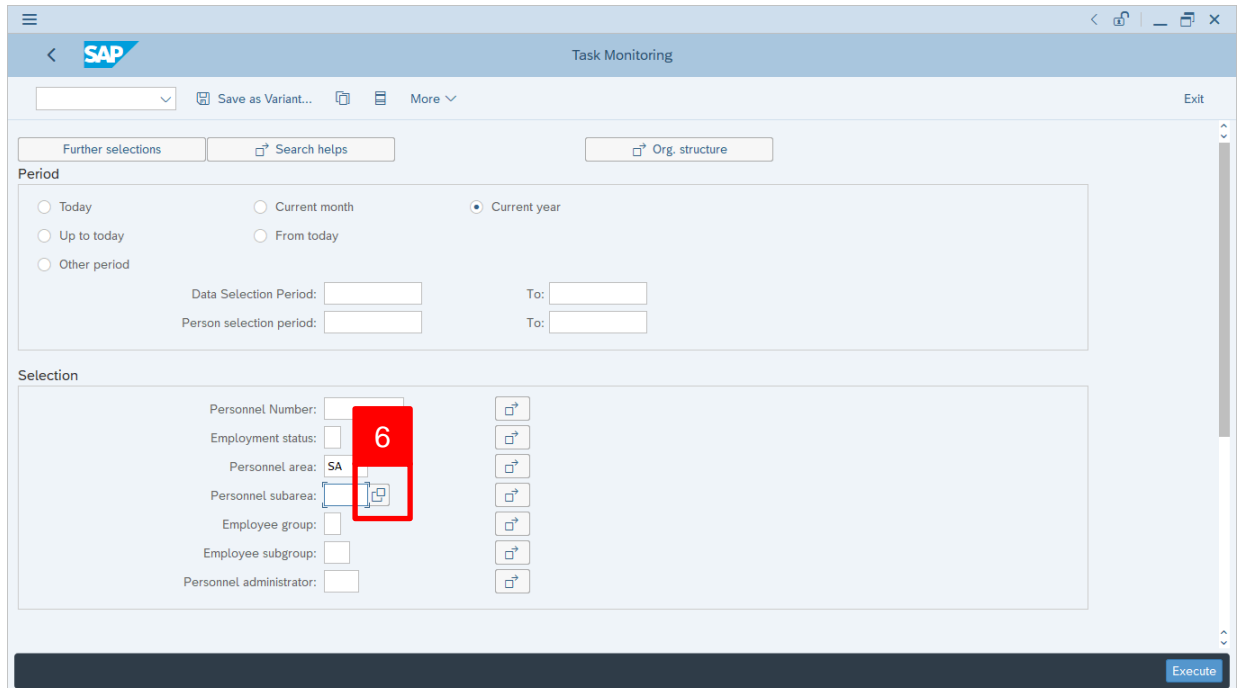
Each field has a selection icon to its right. A red box highlights the 'Personnel area' field and its selection icon. A red '3' label is placed to the left of the 'Personnel area' field.

3. Under **Selection** section, click on  for **Personnel Area**.

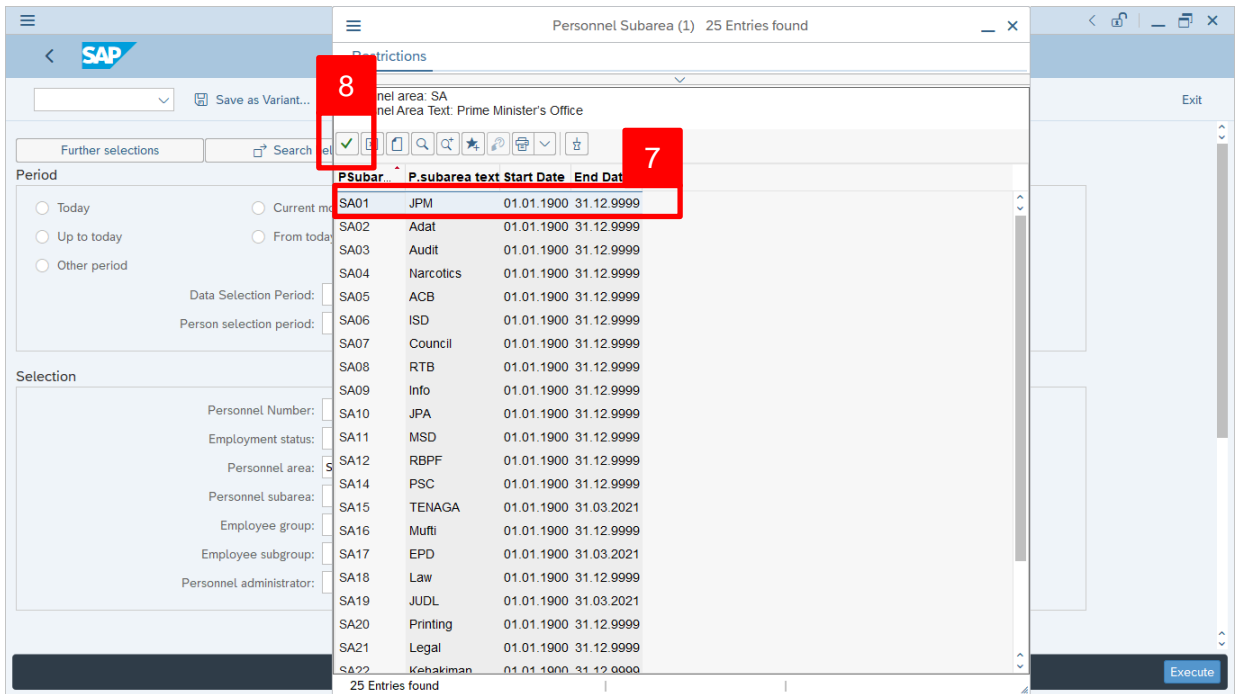


4. Select **Personnel Area**.

5. Click on  icon.



6. Under **Selection** section, click on  for **Personnel Subarea**.




Personnel Subarea (1) 25 Entries found

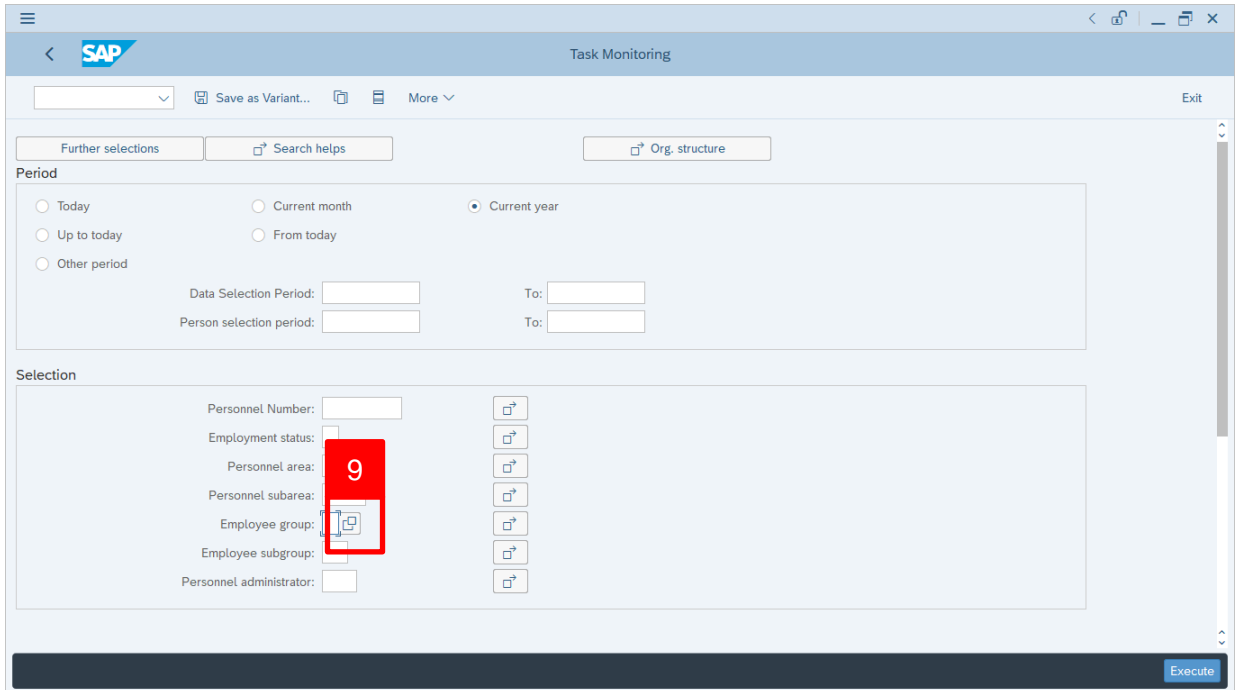
Personnel area: SA
Personnel Area Text: Prime Minister's Office

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

7. Select **Personnel Subarea**.

8. Click on  icon.



Task Monitoring

Further selections Search helps Org. structure









Period

Today
 Up to today
 Other period

Current month
 From today
 Current year

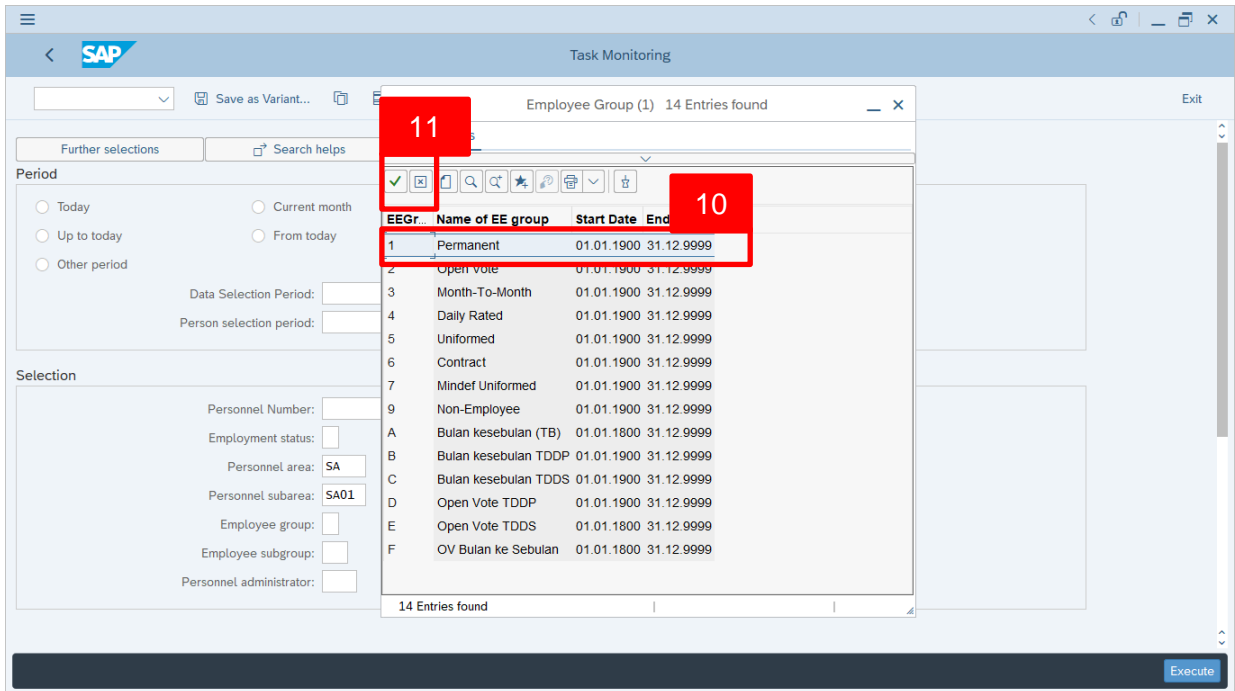
Data Selection Period: To:
Person selection period: To:

Selection


Personnel Number: 
 Employment status: 
 Personnel area: 
 Personnel subarea: 
Employee group:  
 Employee subgroup: 
 Personnel administrator: 

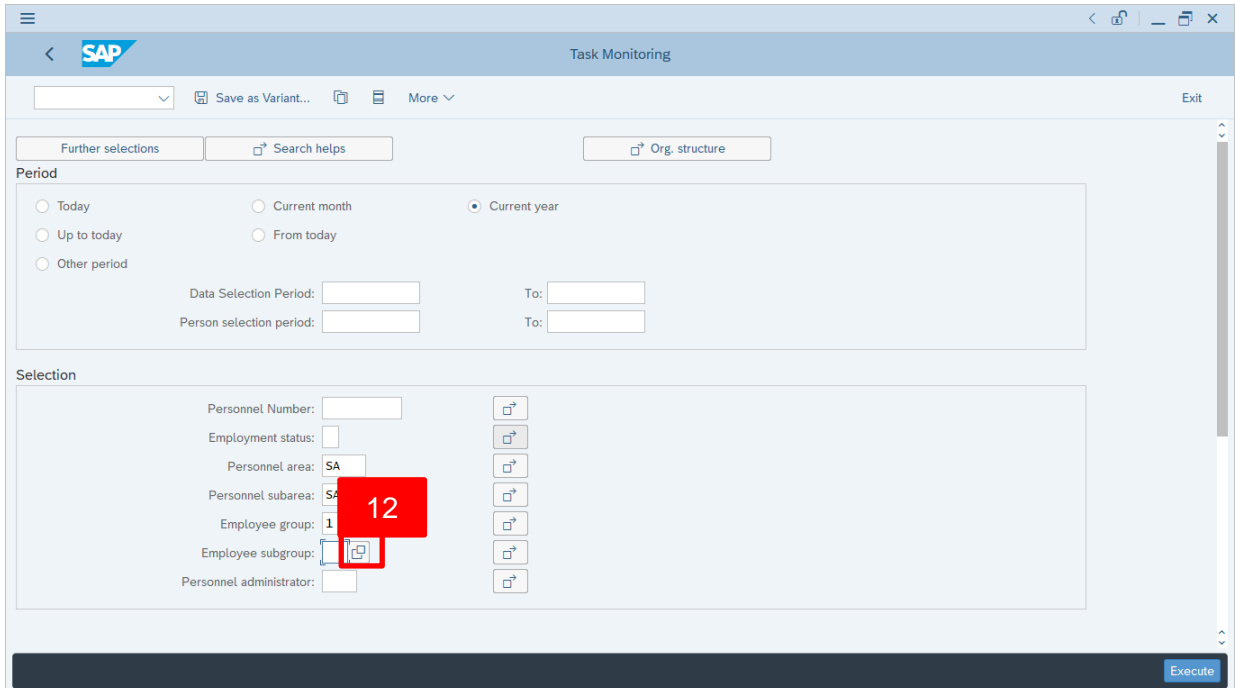
Execute


9. Under **Selection** section, click on  for **Employee Group**.

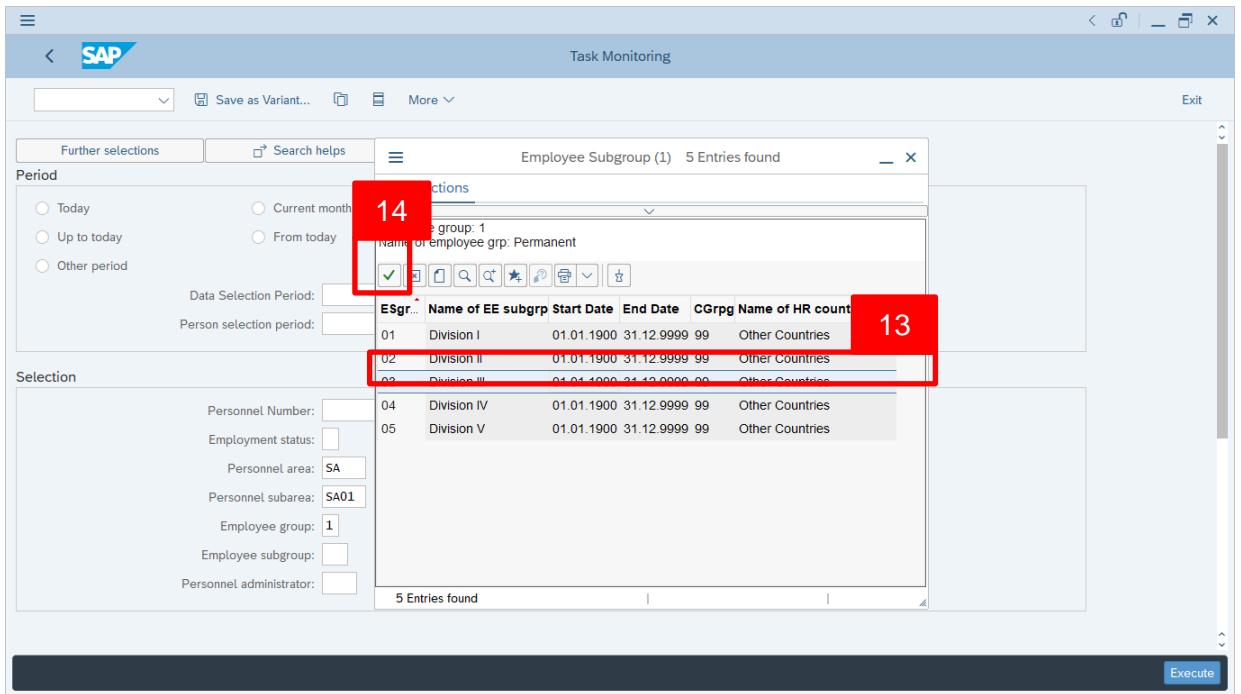


10. Select **Employee Group**.

11. Click on  icon.



12. Under **Selection** section, click on  for **Employee Subgroup**.



Task Monitoring

Employee Subgroup (1) 5 Entries found

Period

Today Current month
 Up to today From today
 Other period

Data Selection Period: To:

Person selection period: To:

Selection


Personnel Number:
 Employment status:
 Personnel area: SA
 Personnel subarea: SA01
 Employee group: 1
 Employee subgroup:
 Personnel administrator:

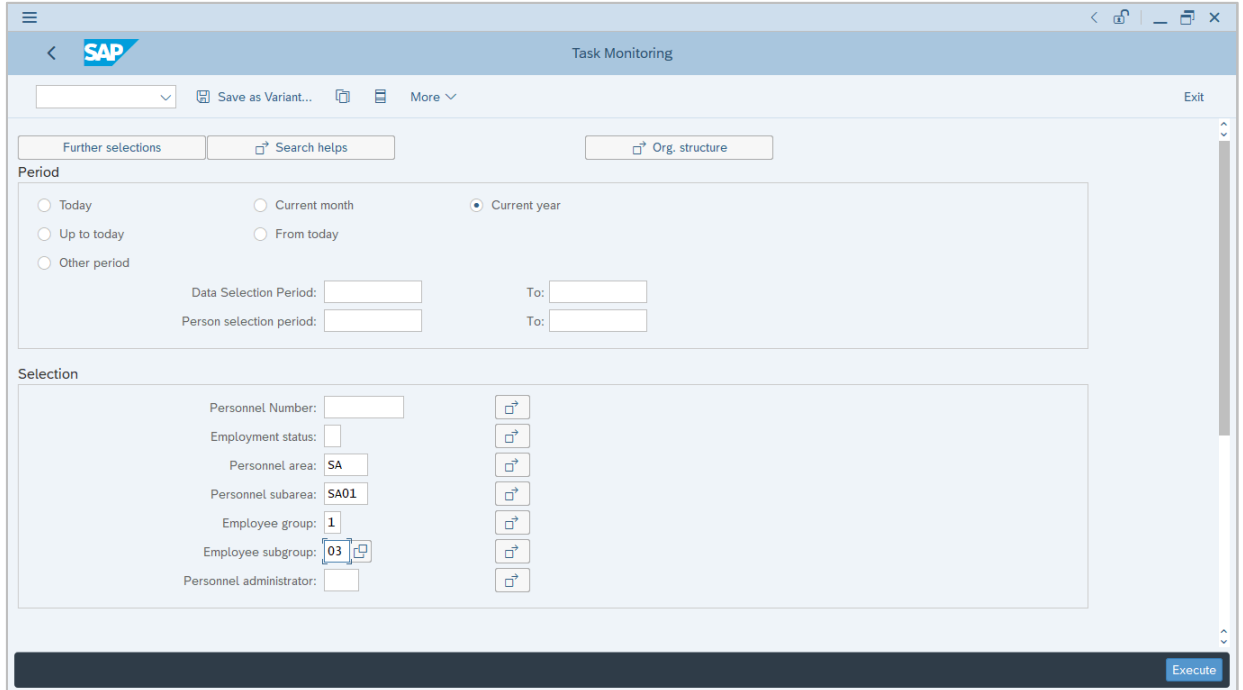
ESgr...	Name of EE subgrp	Start Date	End Date	CGrgp Name of HR count
01	Division I	01.01.1900	31.12.9999 99	Other Countries
02	Division II	01.01.1900	31.12.9999 99	Other Countries
03	Division III	01.01.1900	31.12.9999 99	Other Countries
04	Division IV	01.01.1900	31.12.9999 99	Other Countries
05	Division V	01.01.1900	31.12.9999 99	Other Countries

5 Entries found

Execute

13. Select **Employee Subgroup**.

14. Click on  icon.



Task Monitoring

Further selections Search helps Org. structure

Period

Today Current month Current year
 Up to today From today
 Other period

Data Selection Period: To:

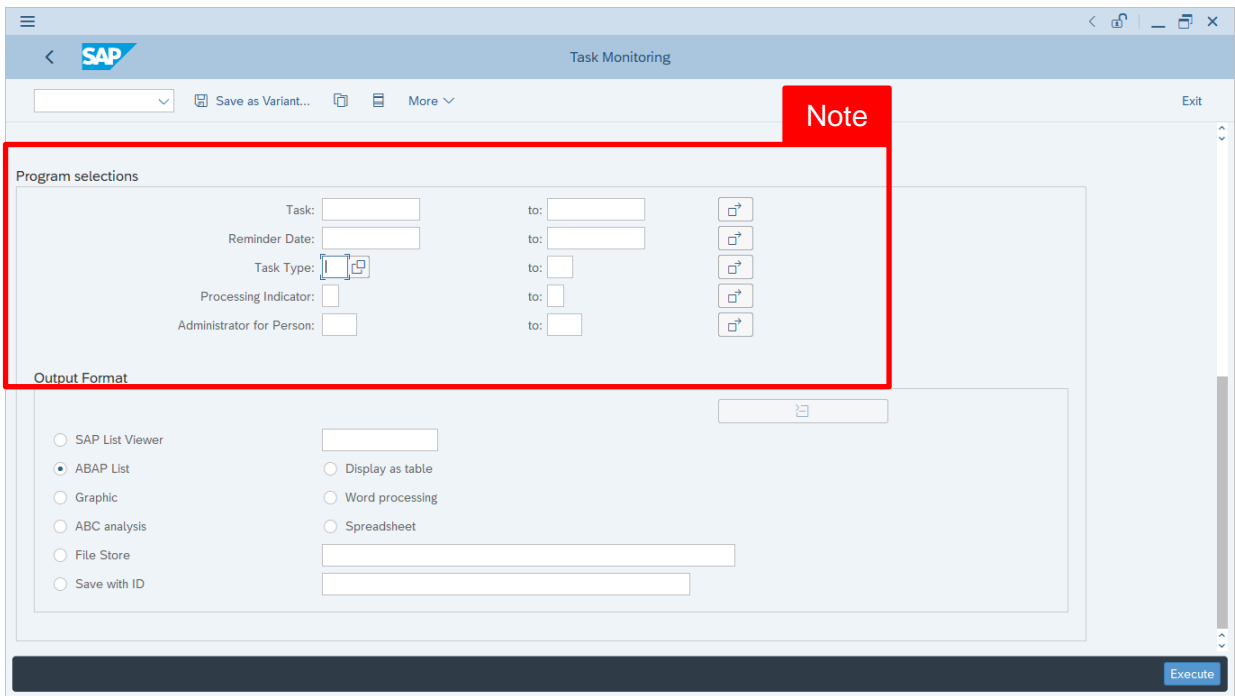
Person selection period: To:

Selection

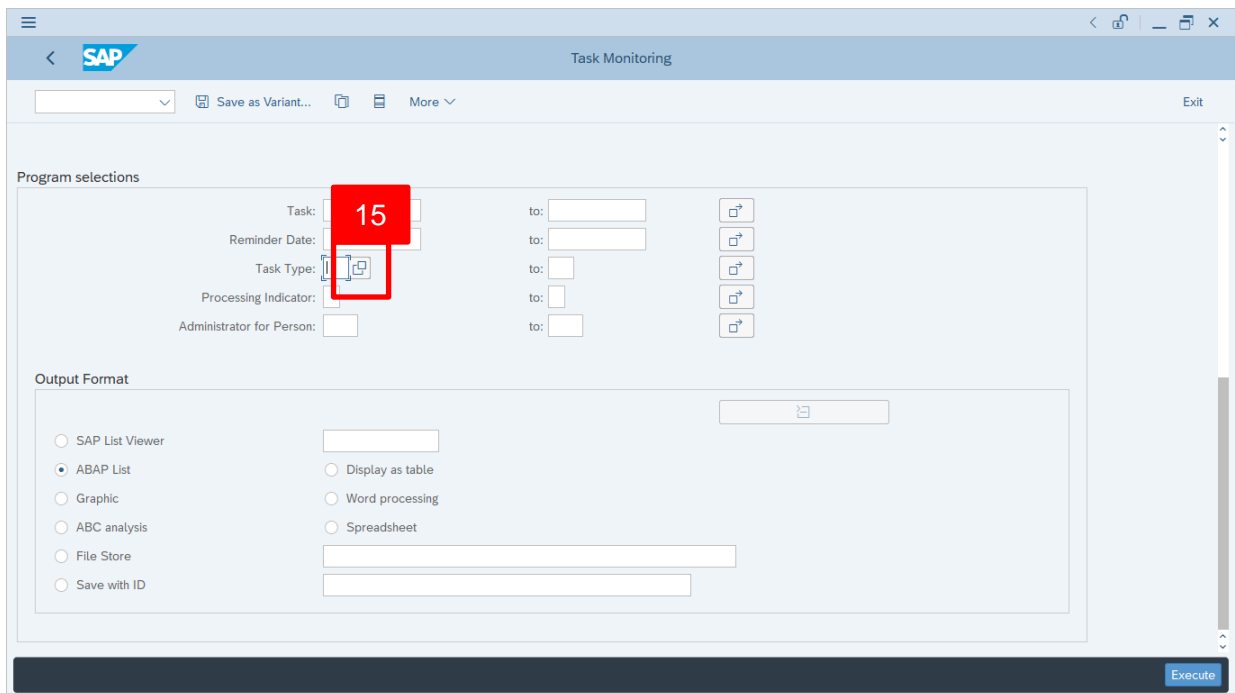
Personnel Number:
 Employment status:
 Personnel area: SA
 Personnel subarea: SA01
 Employee group: 1
 Employee subgroup: 03
 Personnel administrator:


Execute

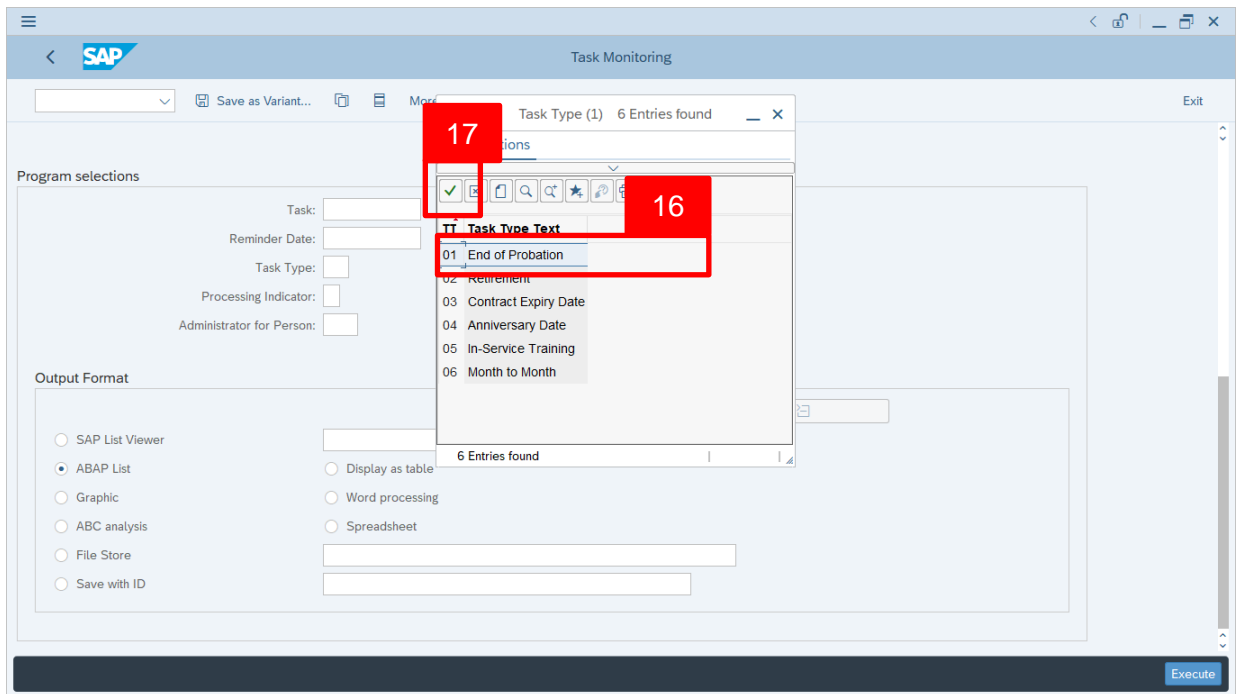
Scroll down the **Task Monitoring** page to fill in the remaining sections.



Note: Under **Program Selections** section, user (HR Administrator) can fill in the relevant fields (such as Task Type and the dates) for task report. This means that the report generated contains data based on the completed fields only.

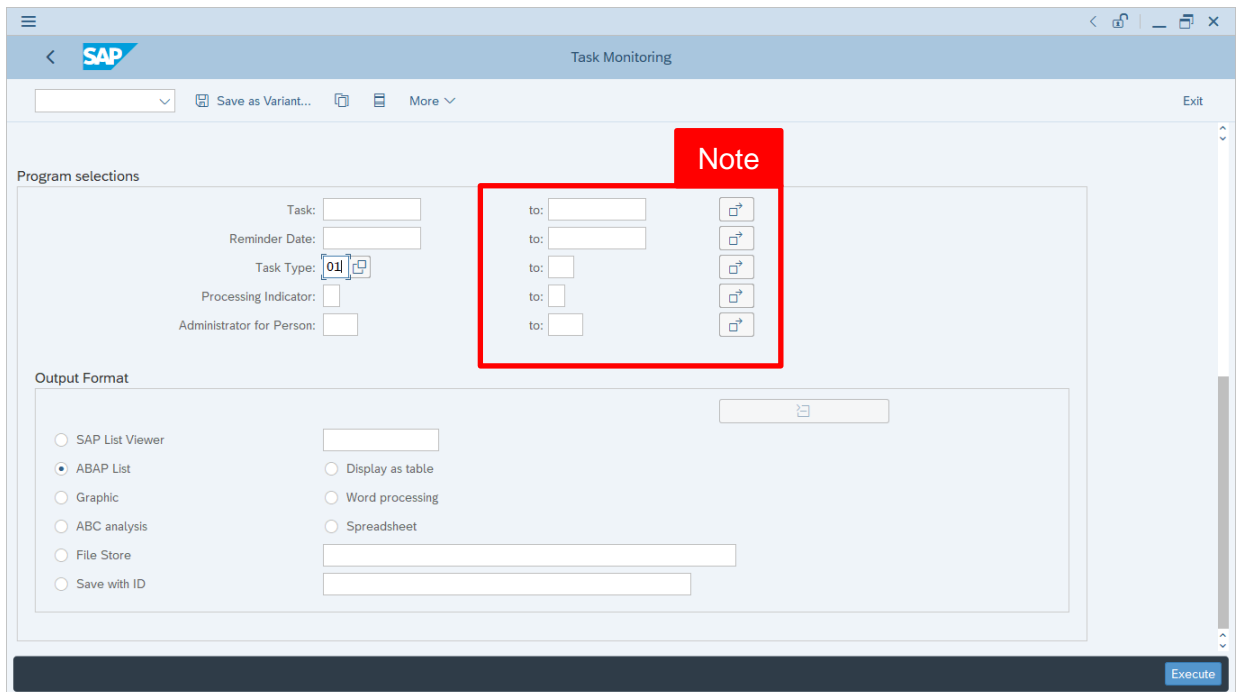


15. Under **Program Selections** section, click on  for **Task Type**.



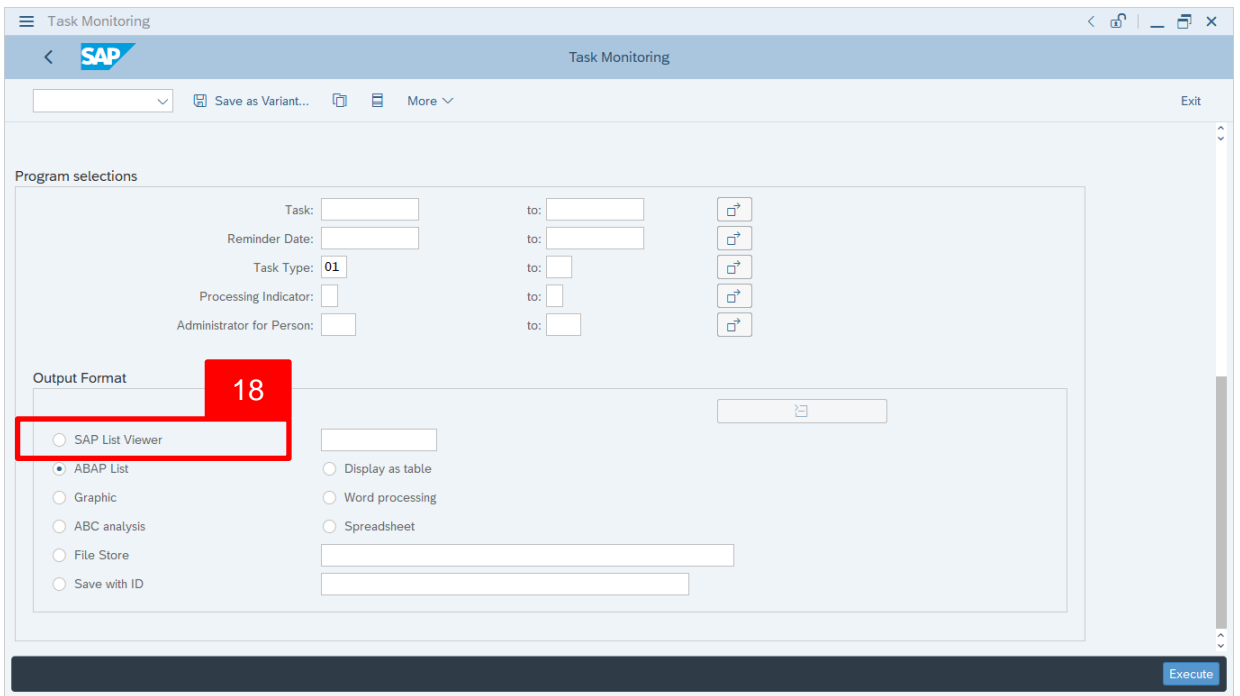
16. Select Task Type.

17. Click on  icon.

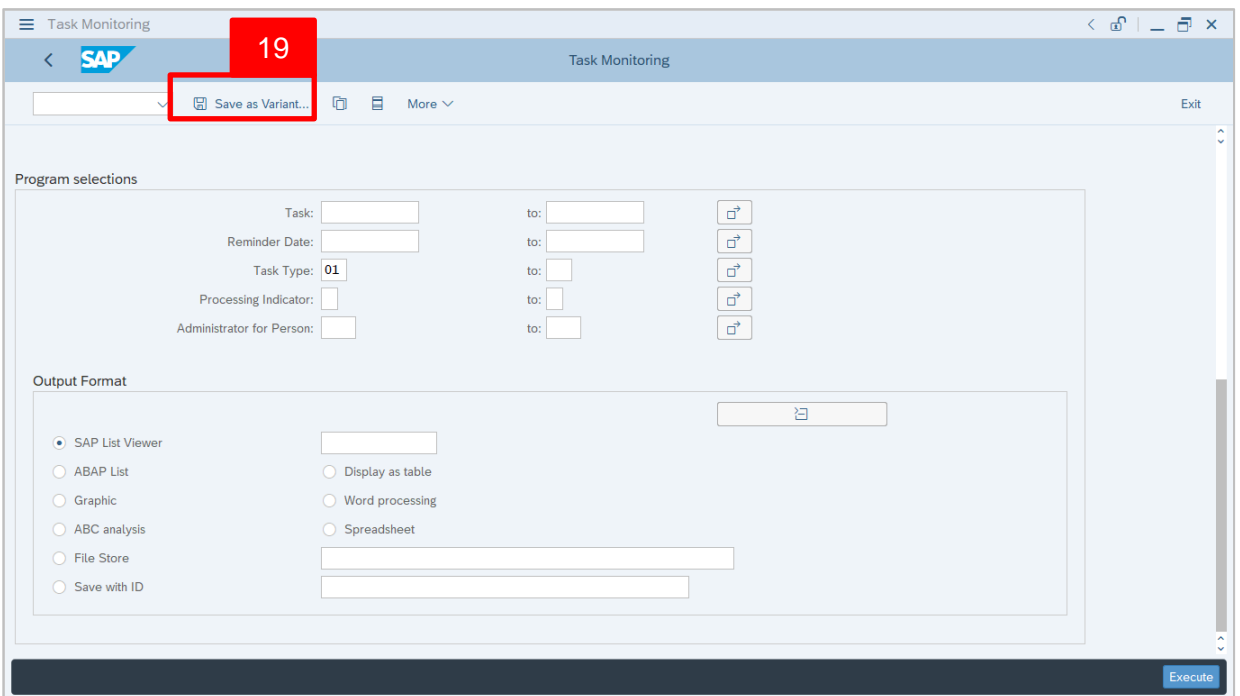


Note: Under **Program Selections** section, the “to” fields can be filled in for data range.

This means that the report generated contains data based on the range filled in.



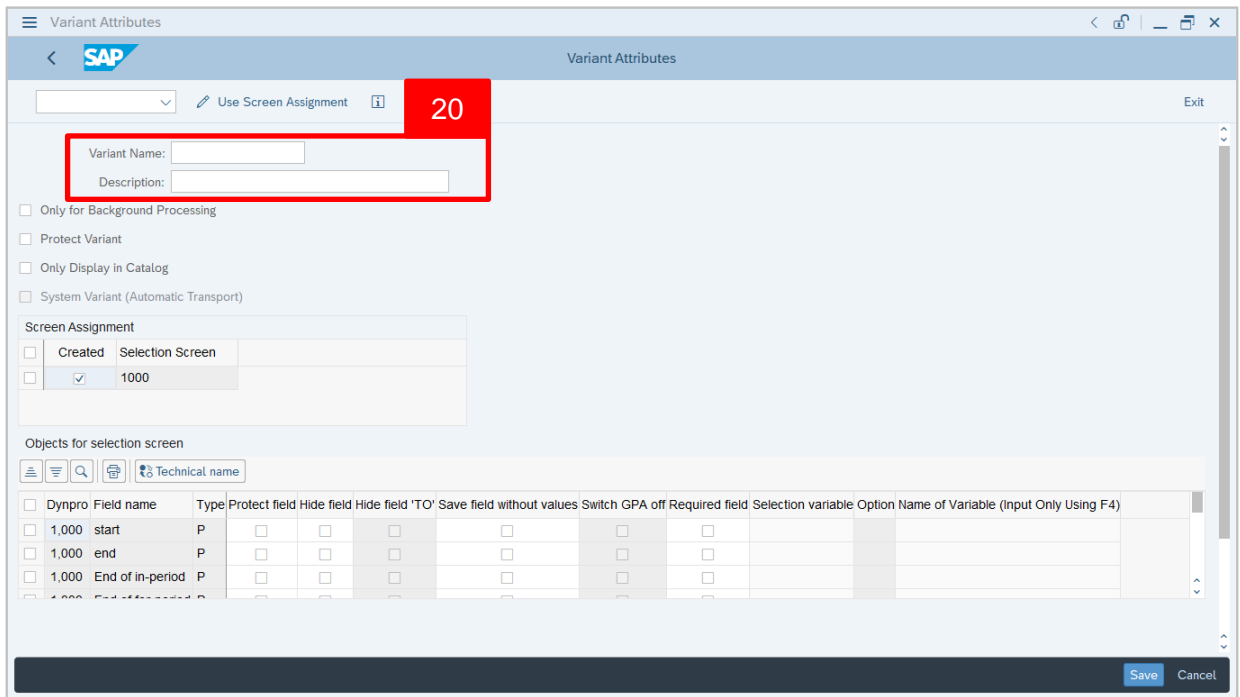
18. Under **Output Format** section, select **SAP List Viewer**. The report will be generated in SAP List Viewer format.



19. Click on  **Save as Variant...** icon.

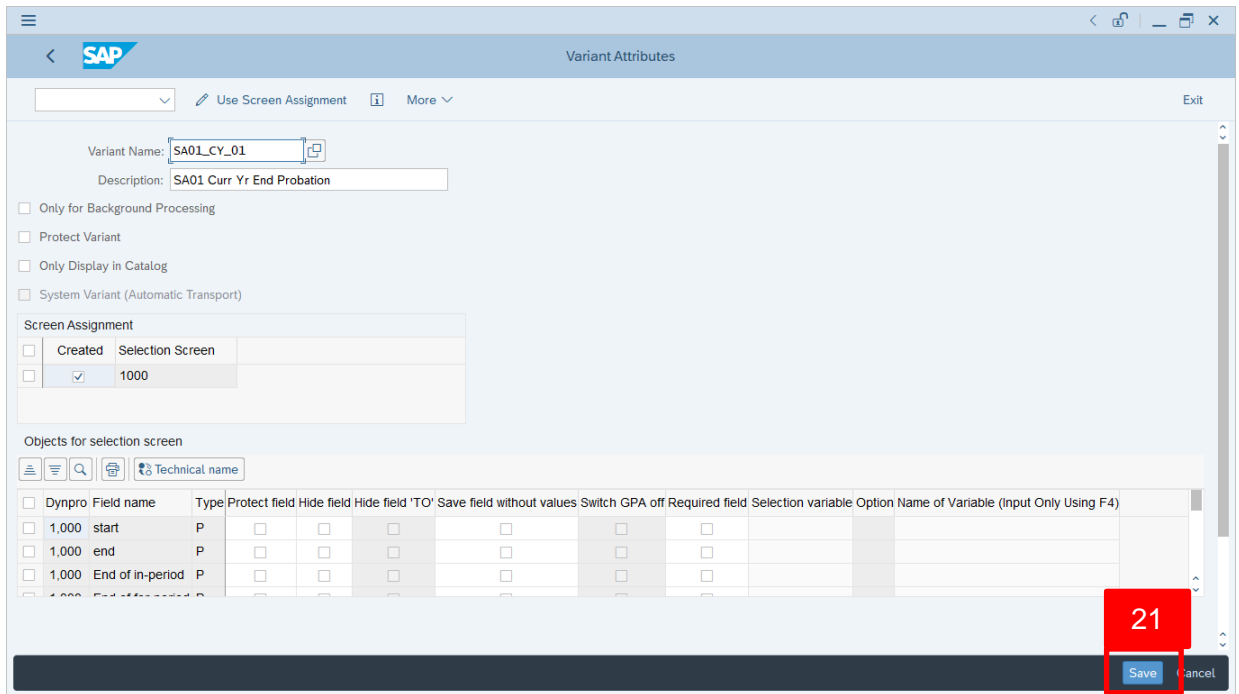
Note: This will allow user (HR Administrator) to execute the saved variant during next report generation.

The **Variant Attributes** page will be displayed.



20. In **Variant Attributes** page, fill in the following details:

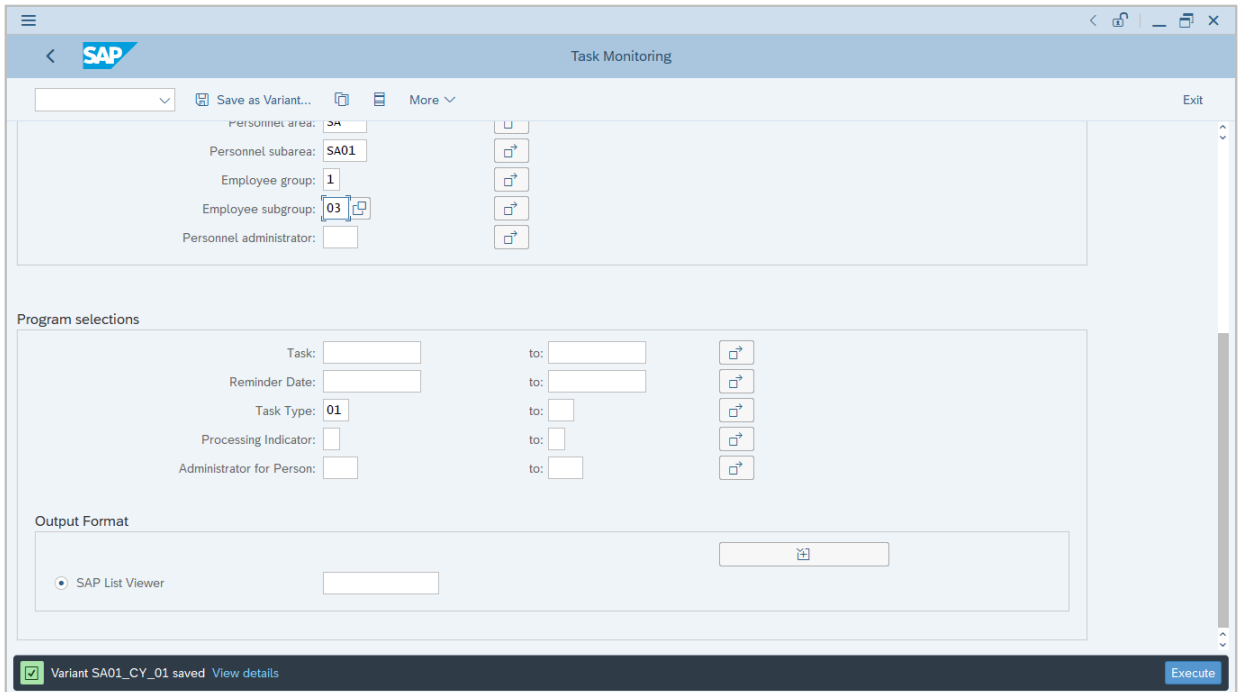
Field	Mandatory (?)	Description	Example
Variant Name	✓	Name to save the Variant as	SA01_CY_01
Description	✓	Brief description that helps HR Administrator to identify the Variant. For example; Personnel Subarea, Period and Task Type.	SA01 Curr Yr End Probation

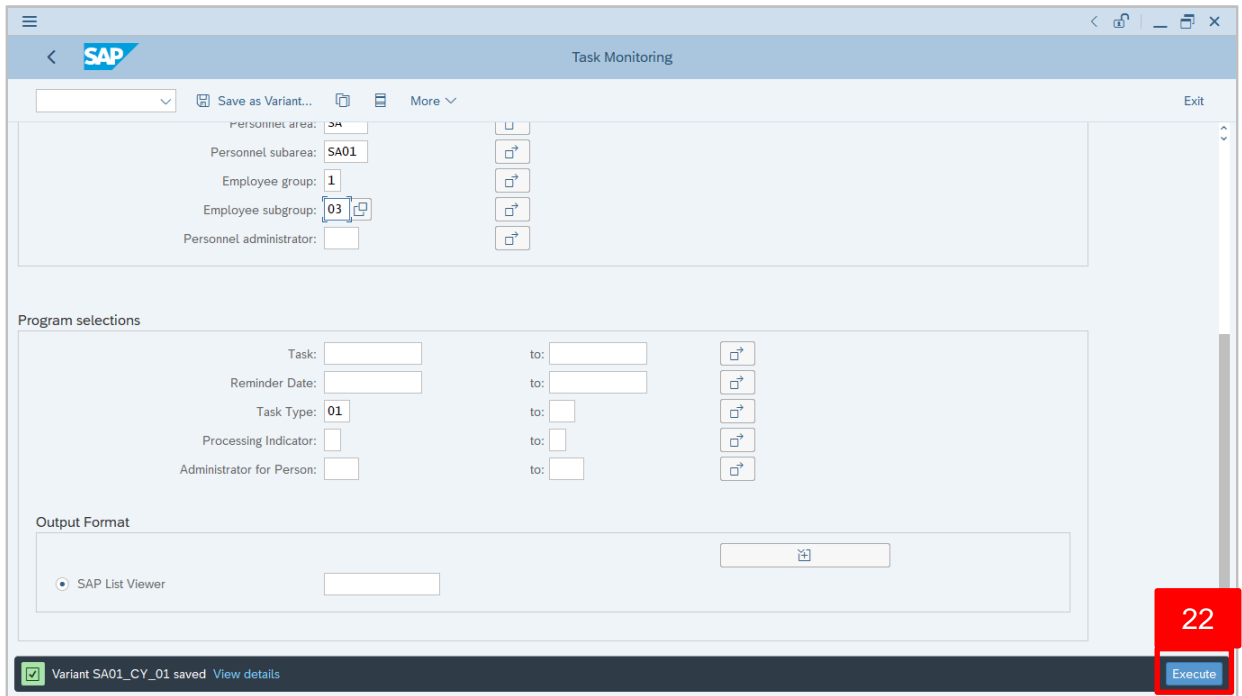


21. Click 

Outcome: Variant is saved and ready to be executed.

The **Task Monitoring** page will be displayed.





22

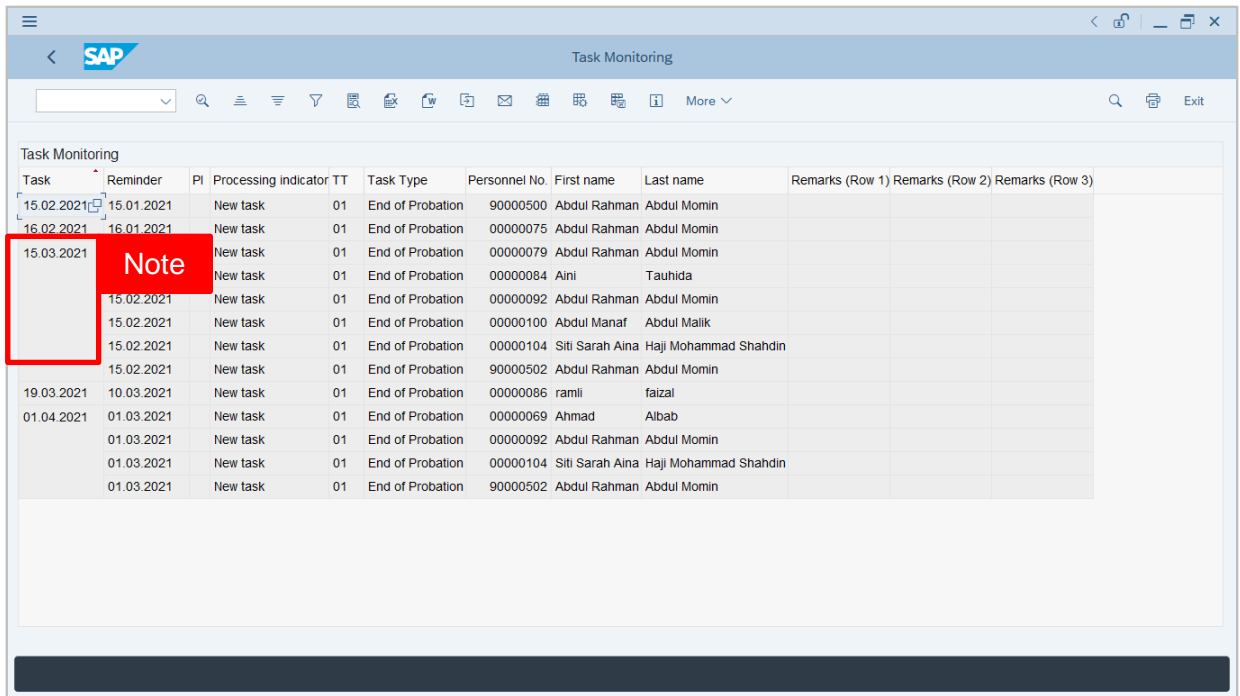
Execute

22. Click 

Outcome: Variant is executed, and task monitoring report is generated.

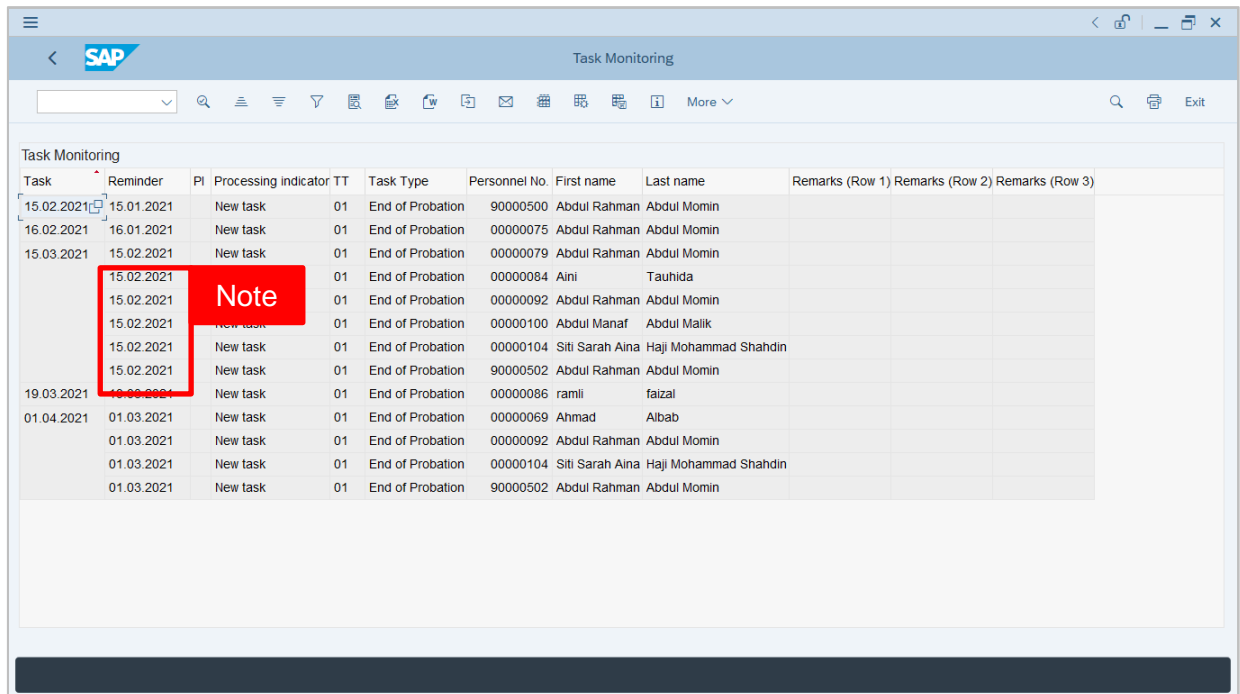
The **Task Monitoring** page will be displayed.

Task	Reminder	PI	Processing Indicator	TT	Task Type	Personnel No.	First name	Last name	Remarks (Row 1)	Remarks (Row 2)	Remarks (Row 3)
15.02.2021	15.01.2021		New task	01	End of Probation	90000500	Abdul Rahman	Abdul Momin			
16.02.2021	16.01.2021		New task	01	End of Probation	00000075	Abdul Rahman	Abdul Momin			
15.03.2021	15.02.2021		New task	01	End of Probation	00000079	Abdul Rahman	Abdul Momin			
	15.02.2021		New task	01	End of Probation	00000084	Aini	Tauhida			
	15.02.2021		New task	01	End of Probation	00000092	Abdul Rahman	Abdul Momin			
	15.02.2021		New task	01	End of Probation	00000100	Abdul Manaf	Abdul Malik			
	15.02.2021		New task	01	End of Probation	00000104	Siti Sarah Aina	Haji Mohammad Shahdin			
	15.02.2021		New task	01	End of Probation	90000502	Abdul Rahman	Abdul Momin			
19.03.2021	10.03.2021		New task	01	End of Probation	00000086	ramli	faizal			
01.04.2021	01.03.2021		New task	01	End of Probation	00000069	Ahmad	Albab			
	01.03.2021		New task	01	End of Probation	00000092	Abdul Rahman	Abdul Momin			
	01.03.2021		New task	01	End of Probation	00000104	Siti Sarah Aina	Haji Mohammad Shahdin			
	01.03.2021		New task	01	End of Probation	90000502	Abdul Rahman	Abdul Momin			



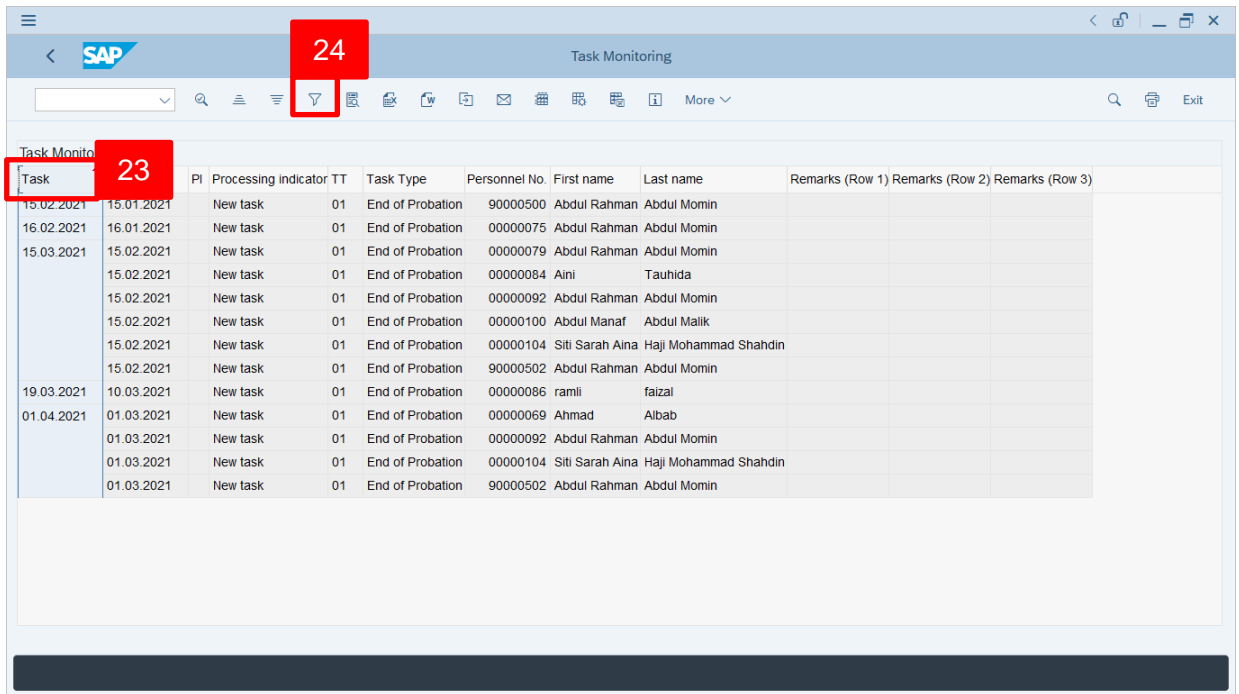
Task	Reminder	PI	Processing indicator	TT	Task Type	Personnel No.	First name	Last name	Remarks (Row 1)	Remarks (Row 2)	Remarks (Row 3)
15.02.2021	15.01.2021		New task	01	End of Probation	90000500	Abdul Rahman	Abdul Momin			
16.02.2021	16.01.2021		New task	01	End of Probation	00000075	Abdul Rahman	Abdul Momin			
15.03.2021			New task	01	End of Probation	00000079	Abdul Rahman	Abdul Momin			
			New task	01	End of Probation	00000084	Aini	Tauhida			
	15.02.2021		New task	01	End of Probation	00000092	Abdul Rahman	Abdul Momin			
	15.02.2021		New task	01	End of Probation	00000100	Abdul Manaf	Abdul Malik			
	15.02.2021		New task	01	End of Probation	00000104	Siti Sarah Aina	Haji Mohammad Shahdin			
	15.02.2021		New task	01	End of Probation	90000502	Abdul Rahman	Abdul Momin			
19.03.2021	10.03.2021		New task	01	End of Probation	00000086	ramli	faizal			
01.04.2021	01.03.2021		New task	01	End of Probation	00000069	Ahmad	Albab			
	01.03.2021		New task	01	End of Probation	00000092	Abdul Rahman	Abdul Momin			
	01.03.2021		New task	01	End of Probation	00000104	Siti Sarah Aina	Haji Mohammad Shahdin			
	01.03.2021		New task	01	End of Probation	90000502	Abdul Rahman	Abdul Momin			

Note: The empty space under Task date means that there are multiple personnel with the same tasks on the same date.



Task	Reminder	PI	Processing indicator	TT	Task Type	Personnel No.	First name	Last name	Remarks (Row 1)	Remarks (Row 2)	Remarks (Row 3)
15.02.2021	15.01.2021		New task	01	End of Probation	90000500	Abdul Rahman	Abdul Momin			
16.02.2021	16.01.2021		New task	01	End of Probation	00000075	Abdul Rahman	Abdul Momin			
15.03.2021	15.02.2021		New task	01	End of Probation	00000079	Abdul Rahman	Abdul Momin			
	15.02.2021		New task	01	End of Probation	00000084	Aini	Tauhida			
	15.02.2021		New task	01	End of Probation	00000092	Abdul Rahman	Abdul Momin			
	15.02.2021		New task	01	End of Probation	00000100	Abdul Manaf	Abdul Malik			
	15.02.2021		New task	01	End of Probation	00000104	Siti Sarah Aina	Haji Mohammad Shahdin			
	15.02.2021		New task	01	End of Probation	90000502	Abdul Rahman	Abdul Momin			
19.03.2021	10.03.2021		New task	01	End of Probation	00000086	ramli	faizal			
01.04.2021	01.03.2021		New task	01	End of Probation	00000069	Ahmad	Albab			
	01.03.2021		New task	01	End of Probation	00000092	Abdul Rahman	Abdul Momin			
	01.03.2021		New task	01	End of Probation	00000104	Siti Sarah Aina	Haji Mohammad Shahdin			
	01.03.2021		New task	01	End of Probation	90000502	Abdul Rahman	Abdul Momin			

Note: The task **Reminder** date means that user (HR Administrator) will be notified on the reminder dates via government email (.gov.bn or .edu.bn only) on the personnel with the selected task type. In this case, a list of personnel who would complete or end their probation period on their respective Task dates.

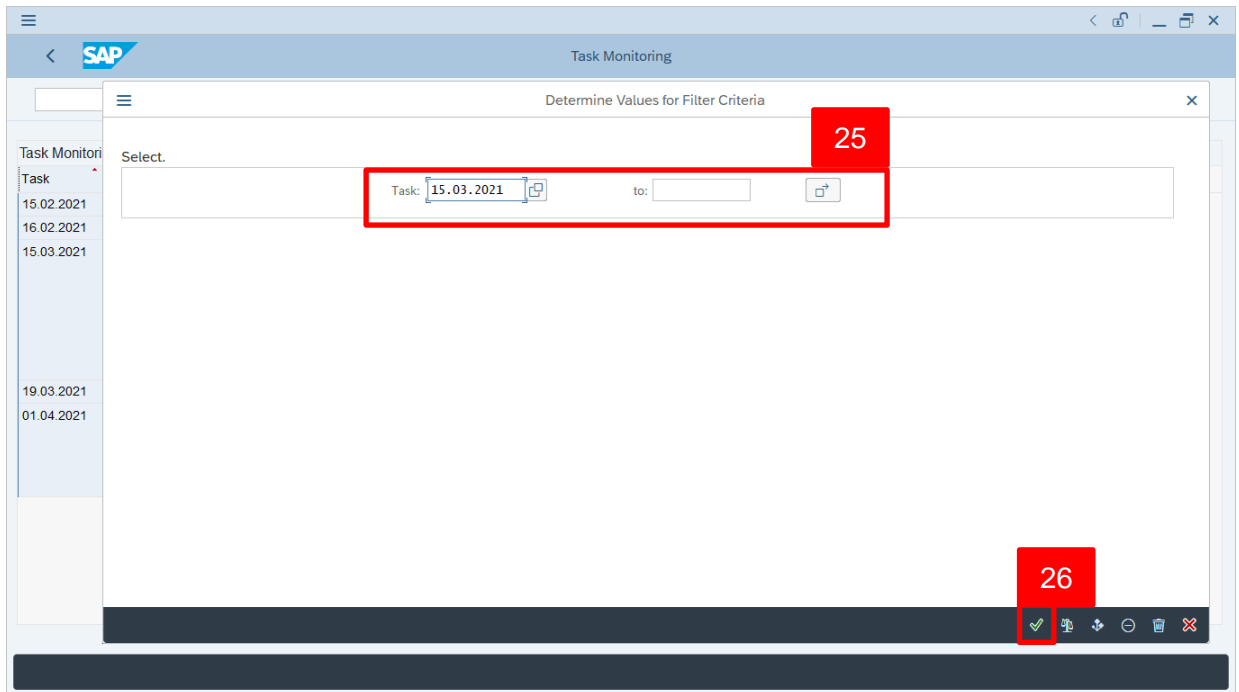


The screenshot shows the SAP Task Monitoring table. A red box labeled '23' highlights the 'Task' column header. Another red box labeled '24' highlights the filter icon (a funnel) in the top toolbar.

Task	PI	Processing indicator	TT	Task Type	Personnel No.	First name	Last name	Remarks (Row 1)	Remarks (Row 2)	Remarks (Row 3)
15.02.2021	15.01.2021	New task	01	End of Probation	90000500	Abdul Rahman	Abdul Momin			
16.02.2021	16.01.2021	New task	01	End of Probation	00000075	Abdul Rahman	Abdul Momin			
15.03.2021	15.02.2021	New task	01	End of Probation	00000079	Abdul Rahman	Abdul Momin			
	15.02.2021	New task	01	End of Probation	00000084	Aini	Tauhida			
	15.02.2021	New task	01	End of Probation	00000092	Abdul Rahman	Abdul Momin			
	15.02.2021	New task	01	End of Probation	00000100	Abdul Manaf	Abdul Malik			
	15.02.2021	New task	01	End of Probation	00000104	Siti Sarah Aina	Haji Mohammad Shahdin			
	15.02.2021	New task	01	End of Probation	90000502	Abdul Rahman	Abdul Momin			
19.03.2021	10.03.2021	New task	01	End of Probation	00000086	ramli	faizal			
01.04.2021	01.03.2021	New task	01	End of Probation	00000069	Ahmad	Albab			
	01.03.2021	New task	01	End of Probation	00000092	Abdul Rahman	Abdul Momin			
	01.03.2021	New task	01	End of Probation	00000104	Siti Sarah Aina	Haji Mohammad Shahdin			
	01.03.2021	New task	01	End of Probation	90000502	Abdul Rahman	Abdul Momin			

23. To filter the Tasks for specific dates, click on **Task** tab.

24. Click on  icon.

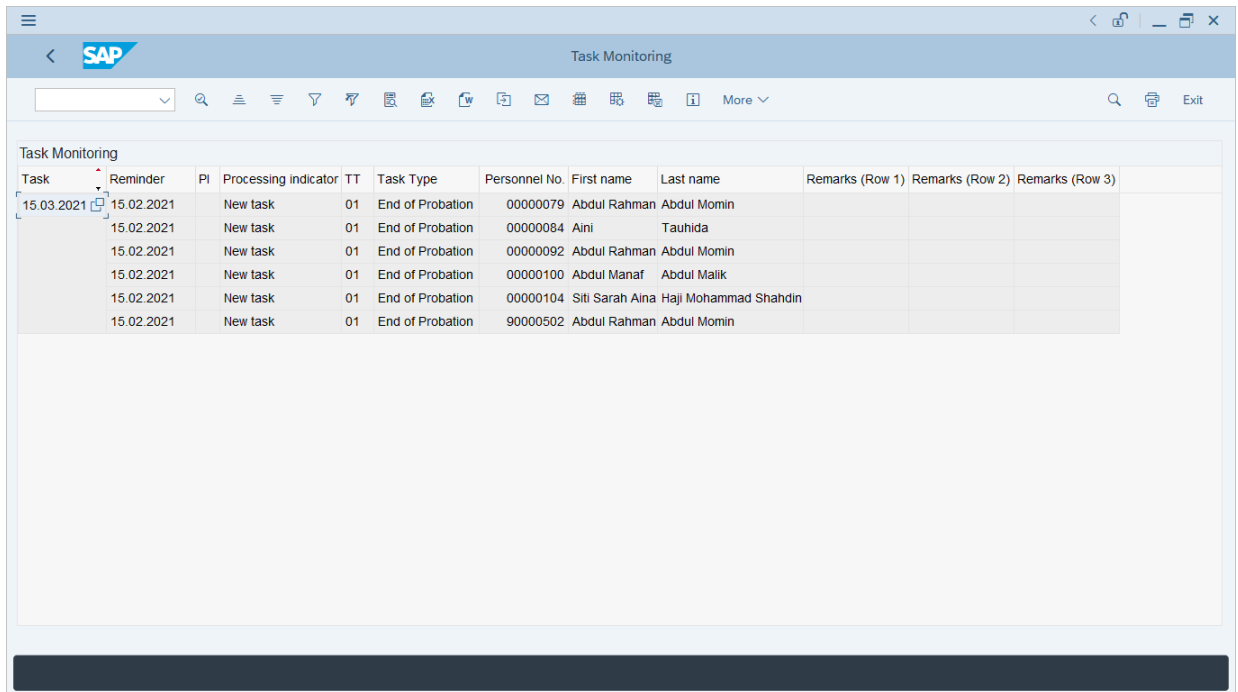


The screenshot shows the 'Determine Values for Filter Criteria' dialog box. A red box labeled '25' highlights the input field where the date '15.03.2021' has been entered. Another red box labeled '26' highlights the green checkmark icon at the bottom right of the dialog box.

25. Enter the specific Task date or the date range.

26. Click on  icon.

The filtered **Task Monitoring** page will be displayed.



The screenshot shows the SAP Task Monitoring interface. The table displays the following data:

Task	Reminder	PI	Processing indicator	TT	Task Type	Personnel No.	First name	Last name	Remarks (Row 1)	Remarks (Row 2)	Remarks (Row 3)
15.03.2021	15.02.2021		New task	01	End of Probation	00000079	Abdul Rahman	Abdul Momin			
	15.02.2021		New task	01	End of Probation	00000084	Aini	Tauhida			
	15.02.2021		New task	01	End of Probation	00000092	Abdul Rahman	Abdul Momin			
	15.02.2021		New task	01	End of Probation	00000100	Abdul Manaf	Abdul Malik			
	15.02.2021		New task	01	End of Probation	00000104	Siti Sarah Aina	Haji Mohammad Shahdin			
	15.02.2021		New task	01	End of Probation	90000502	Abdul Rahman	Abdul Momin			

Note: The method or steps for generate **Task Monitoring Report (Date Monitoring Report)** is the **same and applicable** for other **Task Types** (such as Retirement date and End of Contract date) in **Task Monitoring (S_PH0_48000450)** page.