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:

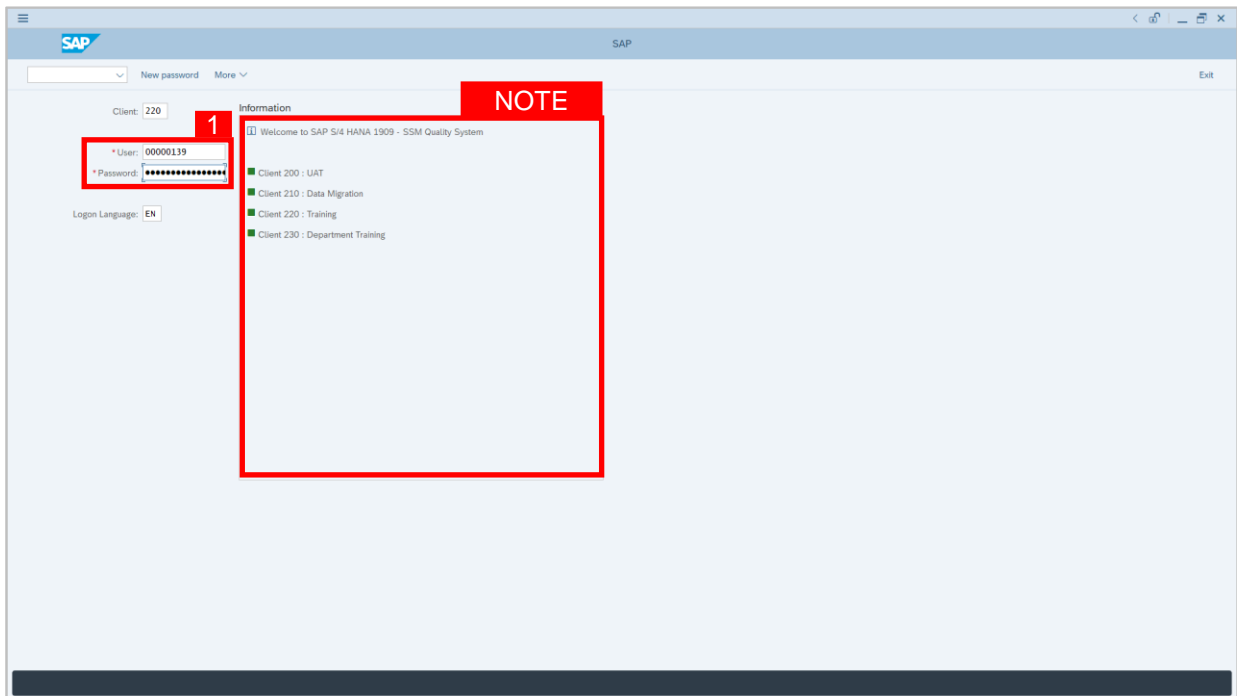| Term	Meaning
SSM	Sistem Sumber Manusia
SAP GUI	SAP Graphical User Interface/Back End
FIORI	Front End/Web Portal
ESS	Employee Self Service
MSS	Manager Self Service

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

| SAP GUI (Back-End)	Back End User
Log on	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.

Sistem Sumber Manusia – Personnel Administration
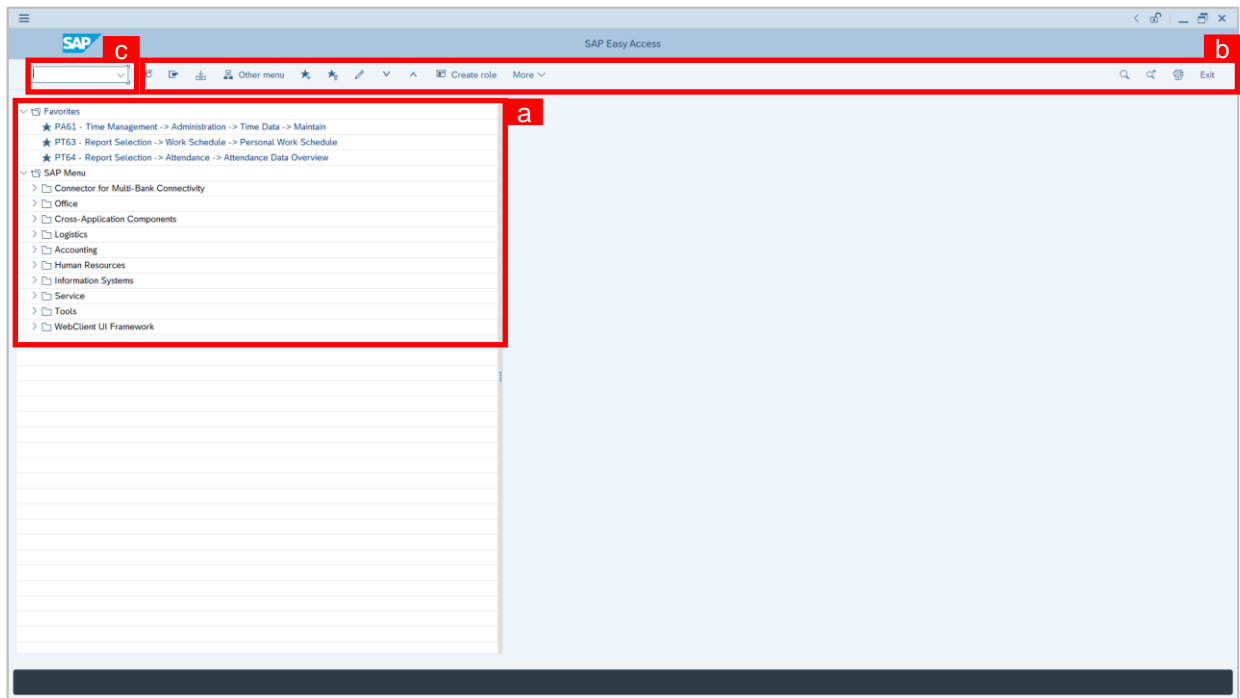
Note:

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.

Sistem Sumber Manusia – Personnel Administration

Generate Date Monitoring Report	Back End User
	Department HR Administrator and HR Administrator (JPA)
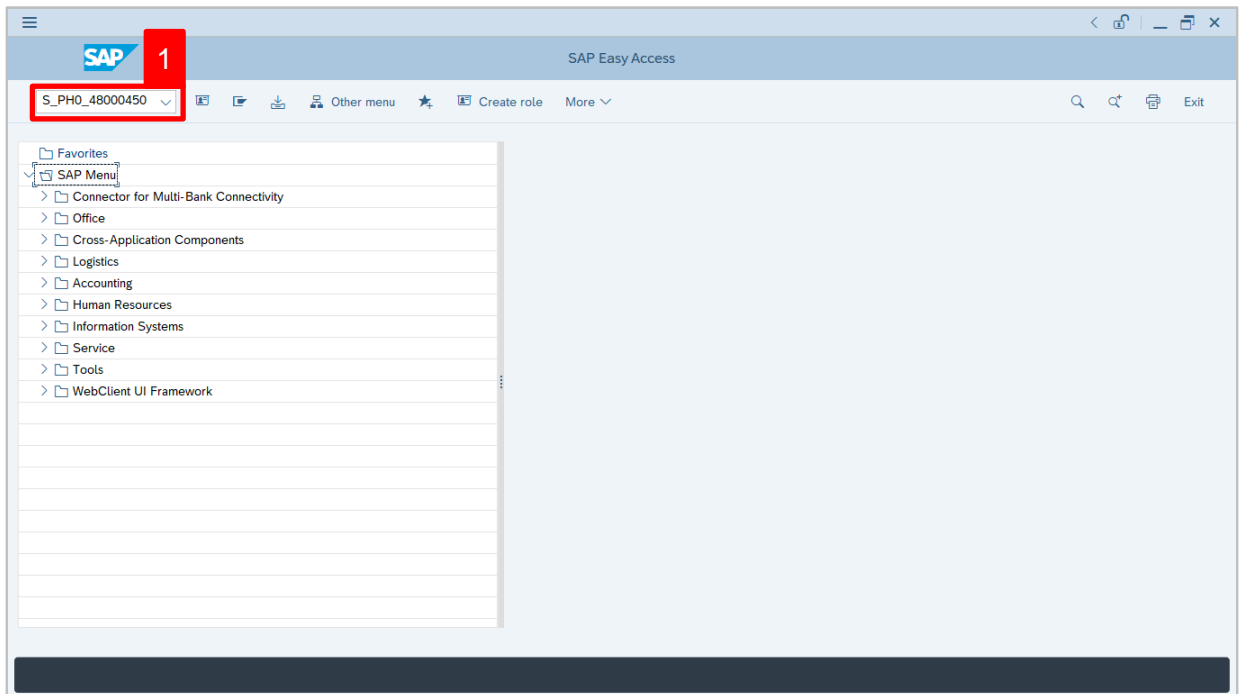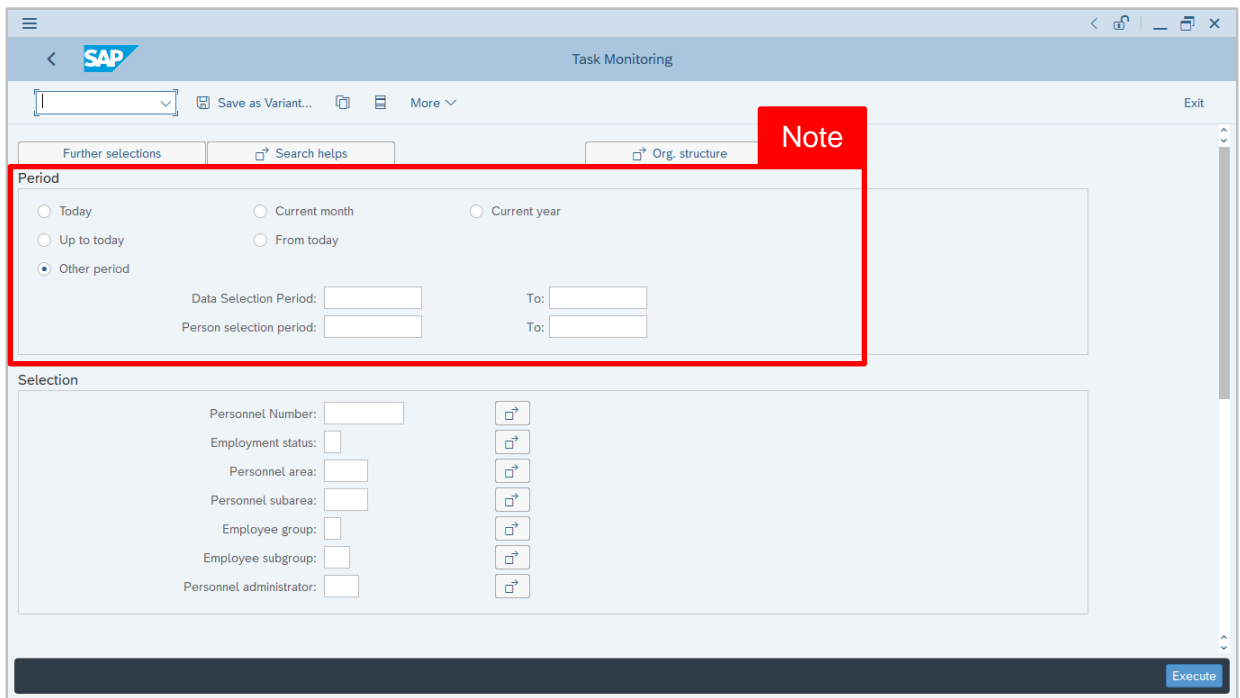
1. Navigate to **Task Monitoring** page by entering transaction code, **S_PH0_48000450** in the Search Bar and press **Enter** button on the keyboard.

The **Task Monitoring (S_PH0_48000450)** page will be displayed.
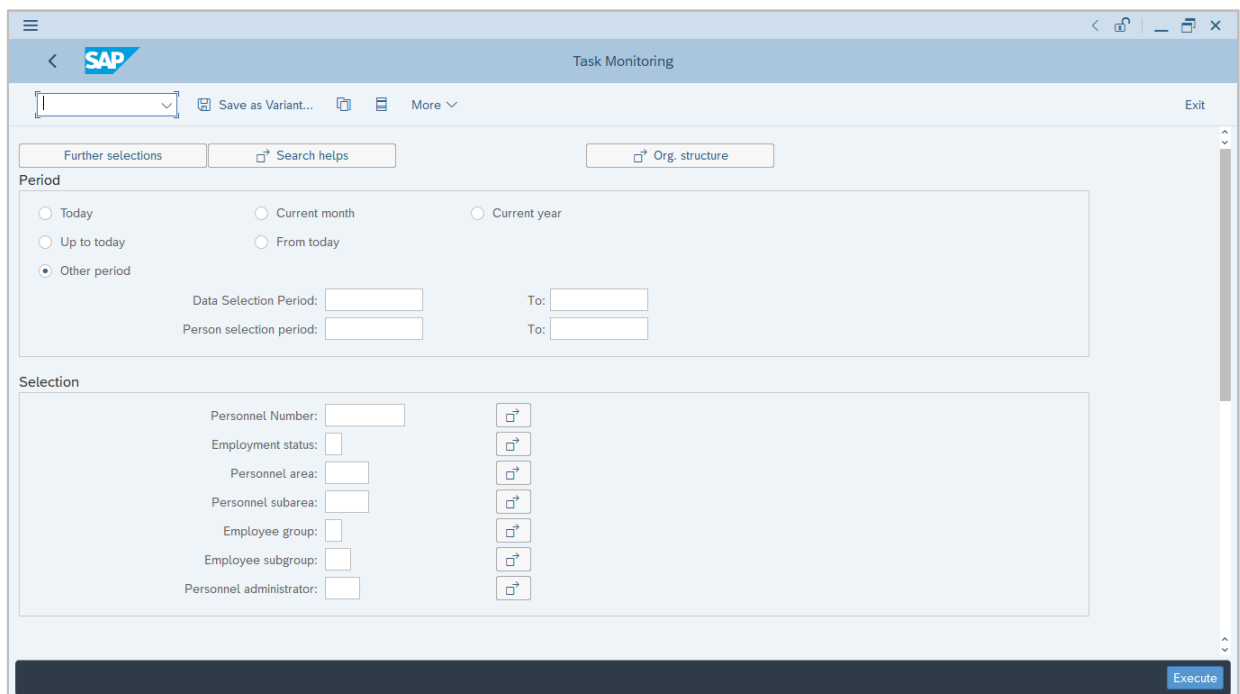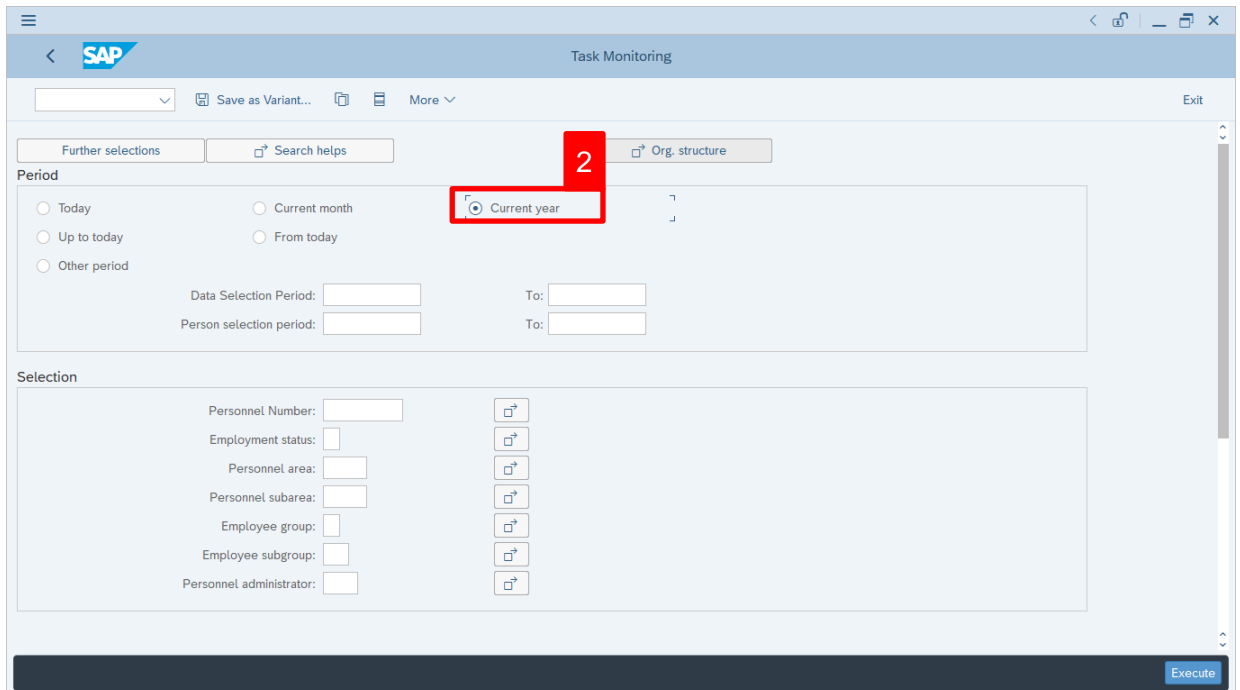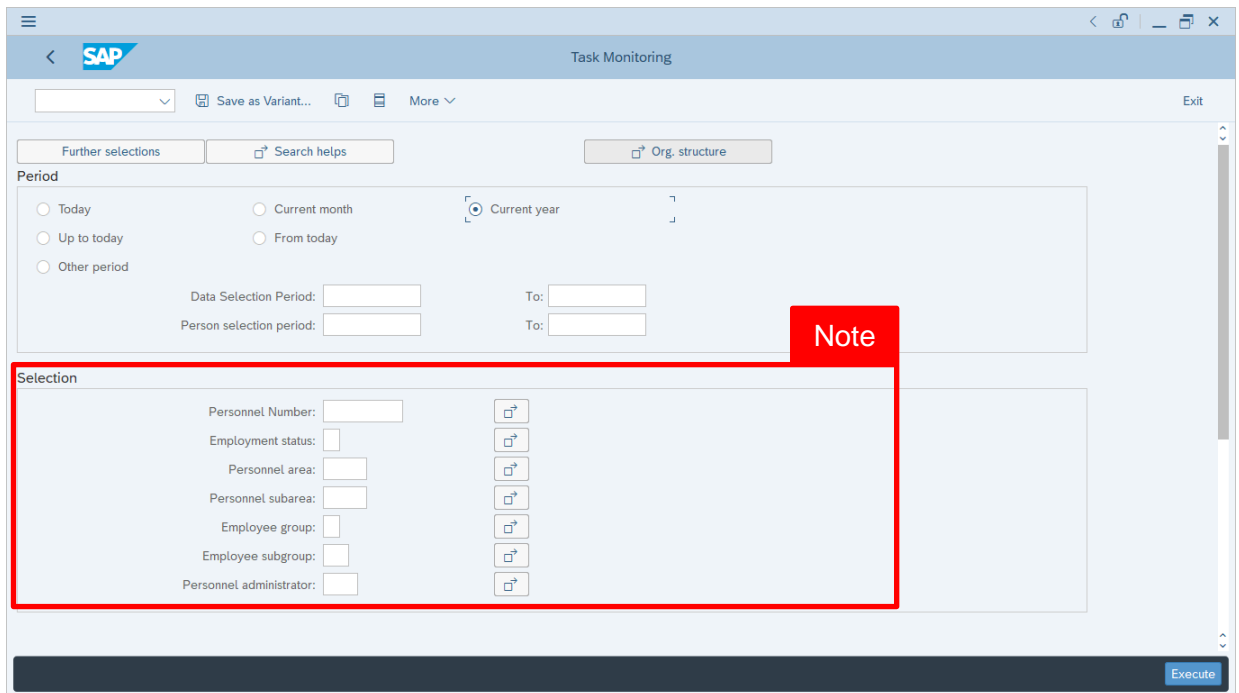
Note: Under **Period** section, user (HR Administrator) can select the task period for task report. This means that the report generated contains data from the selected timeframe only.

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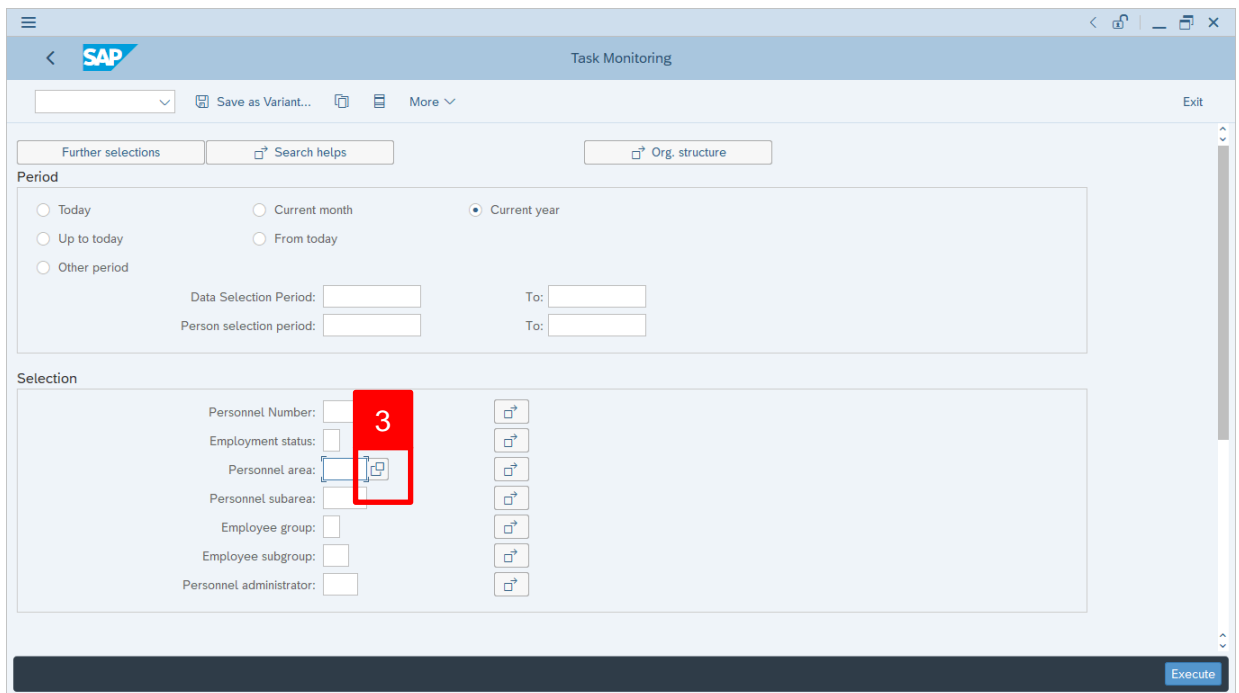
Note: Under **Selection** section, user (HR Administrator) can fill in the relevant fields for task report. This means that the report generated contains data based on the completed fields only.

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

4. Select **Personnel Area.**

5. Click on ✓ icon.
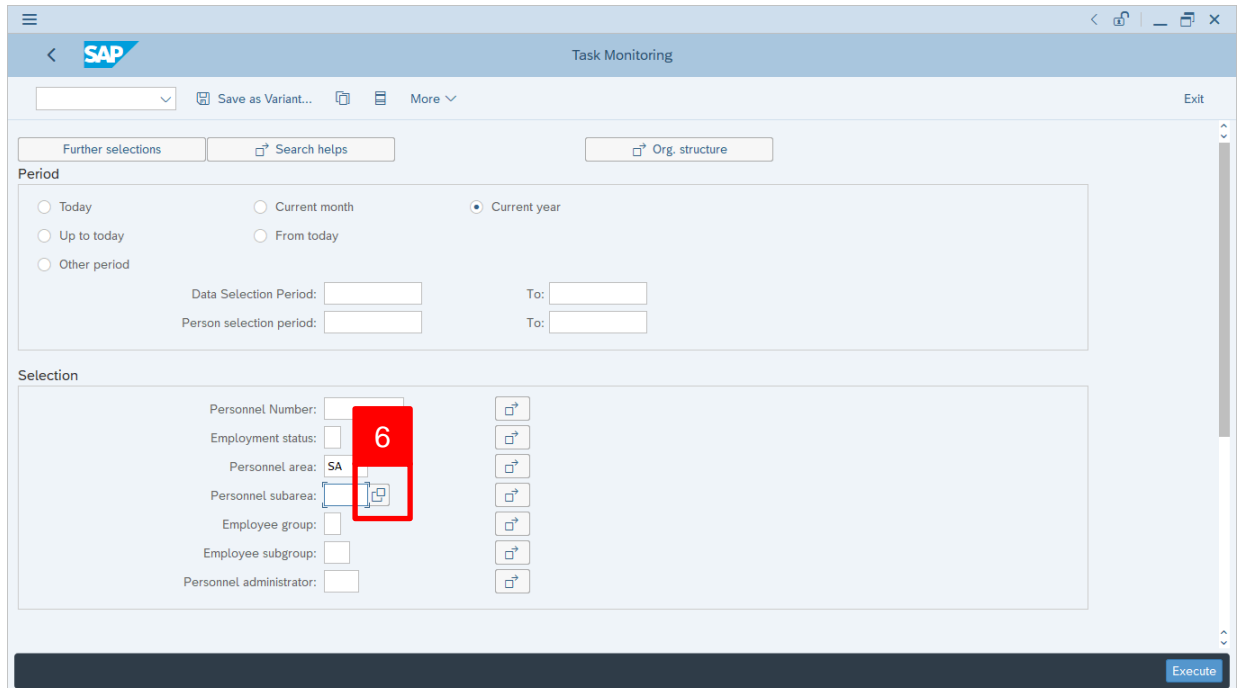
6. Under **Selection** section, click on 🔲 for **Personnel Subarea**.

Sistem Sumber Manusia – Personnel Administration

7. Select **Personnel Subarea.**
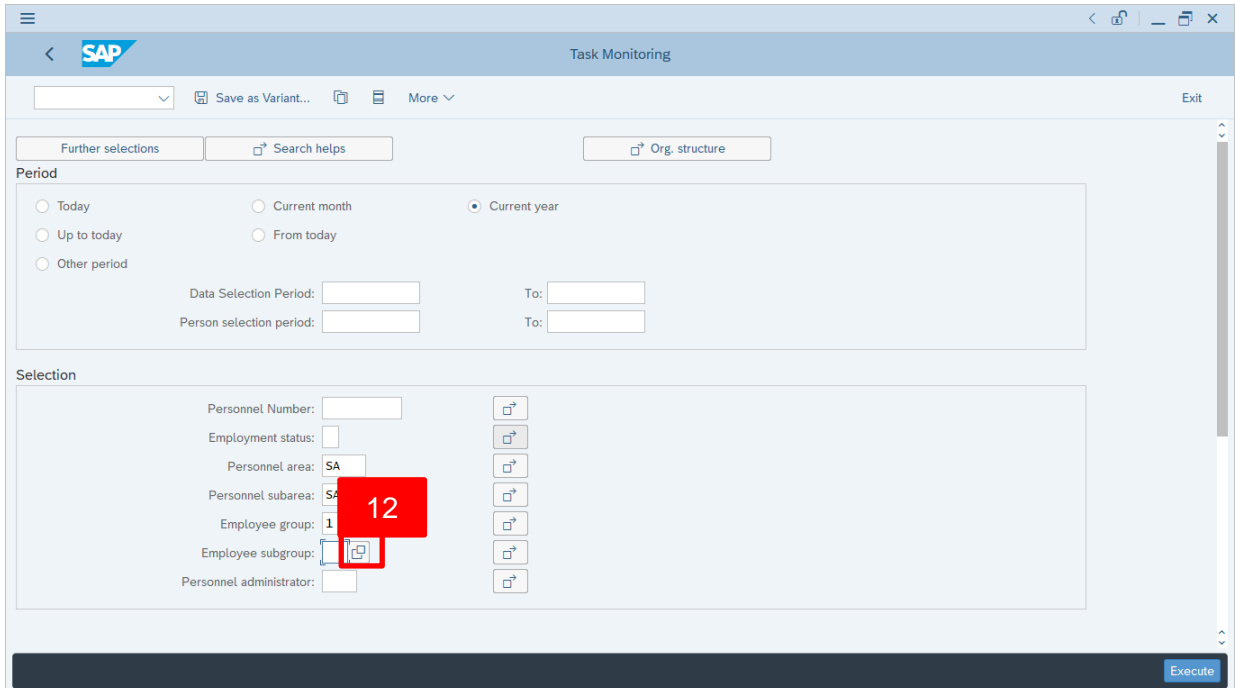
8. Click on ✓ icon.

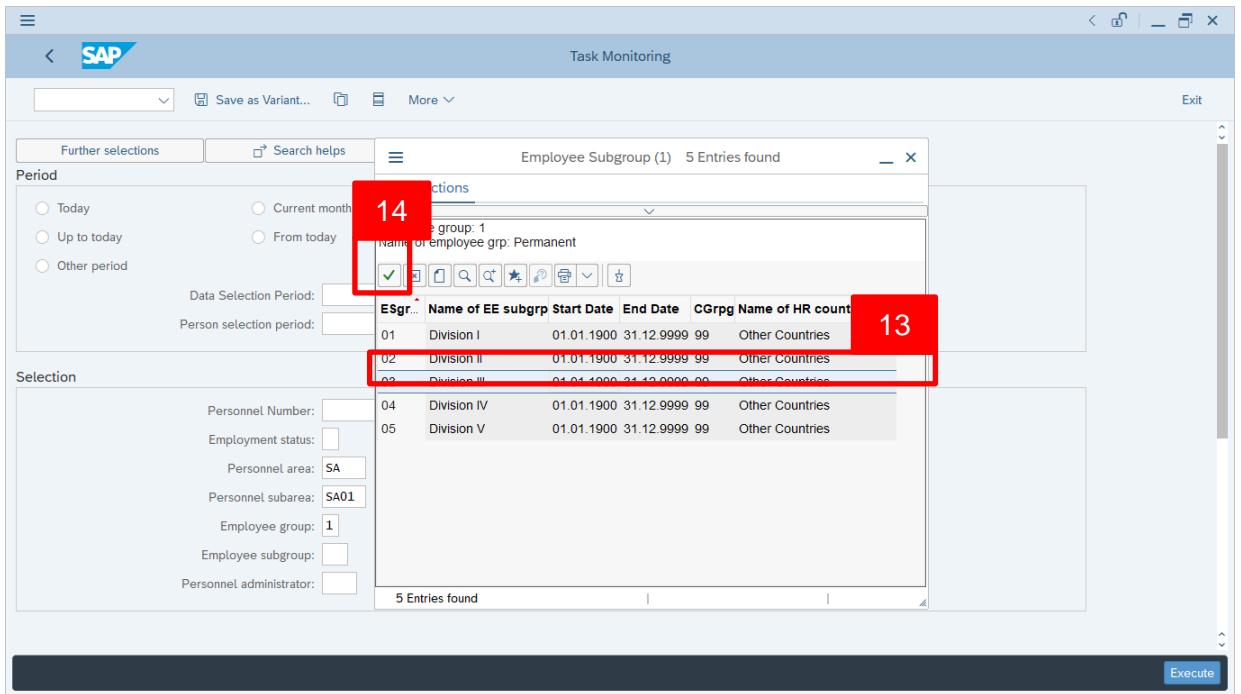9. Under **Selection** section, click on 🗗 for **Employee Group**.

---
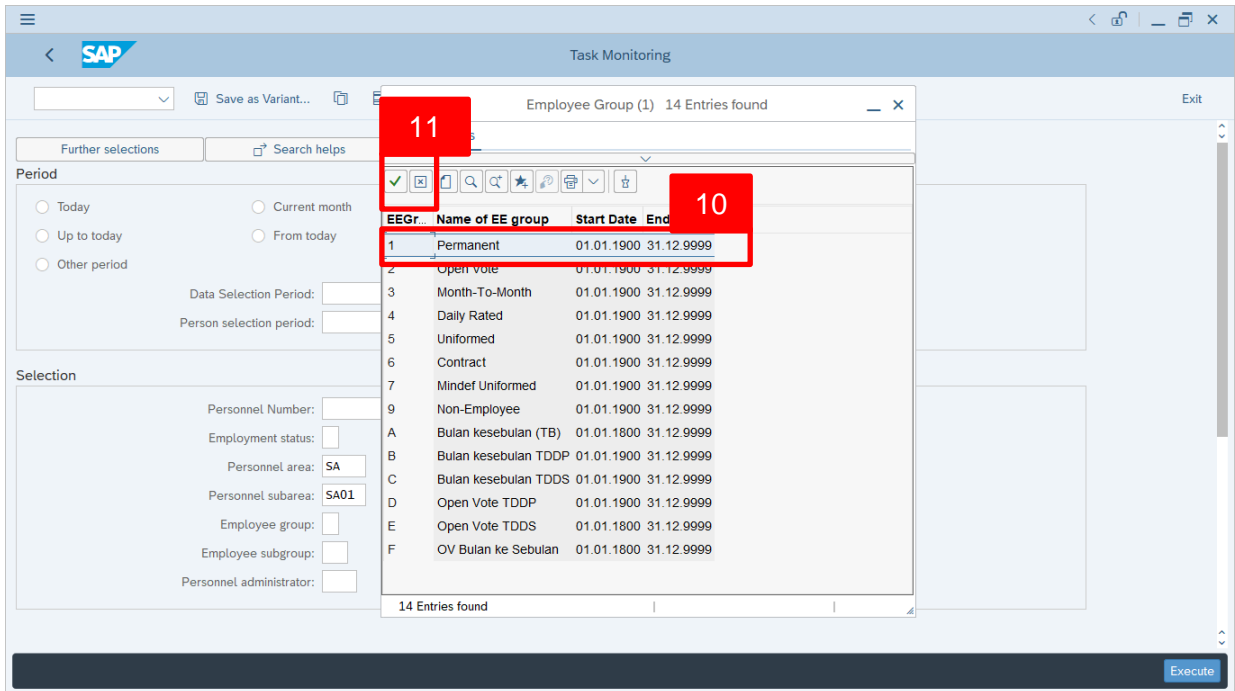
10. Select **Employee Group.**

11. Click on ✓ icon.

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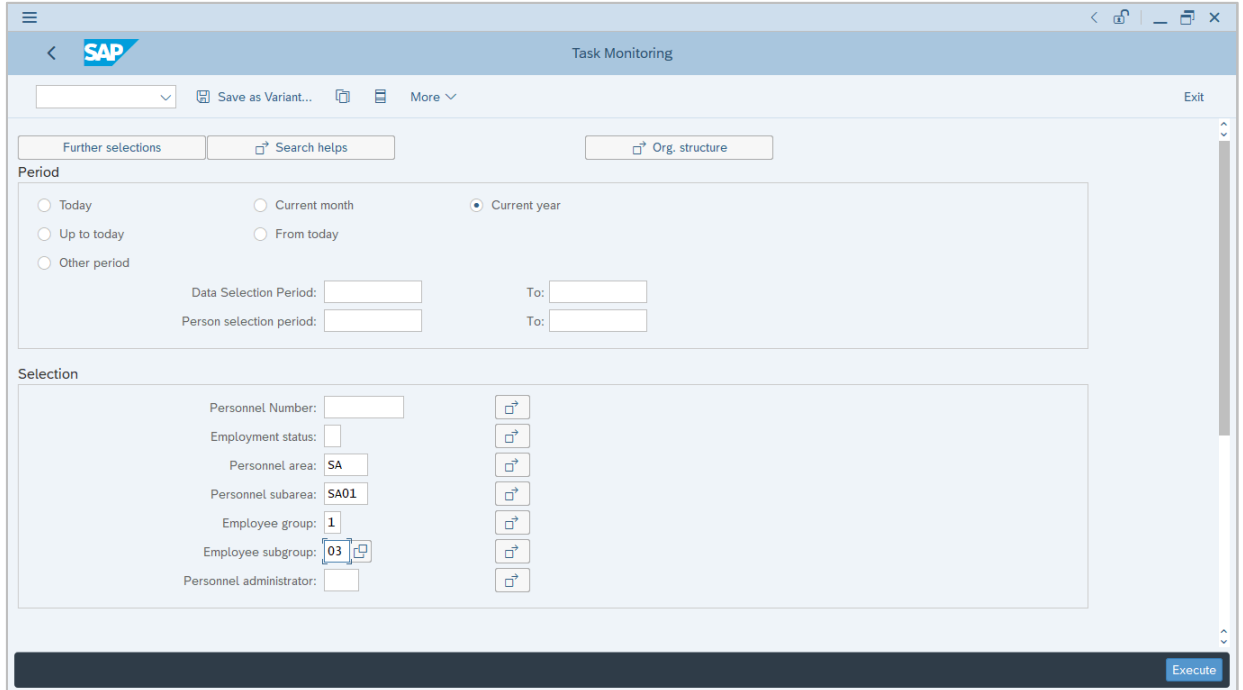
13. Select **Employee Subgroup.**

14. Click on icon.

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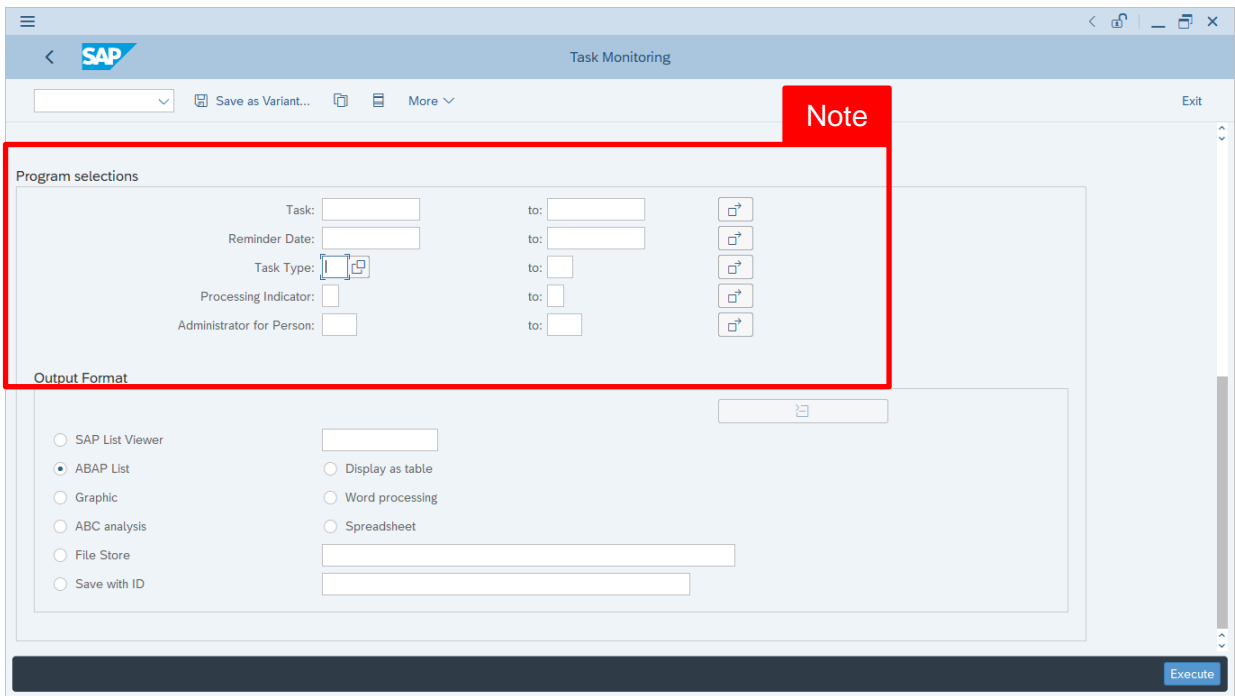
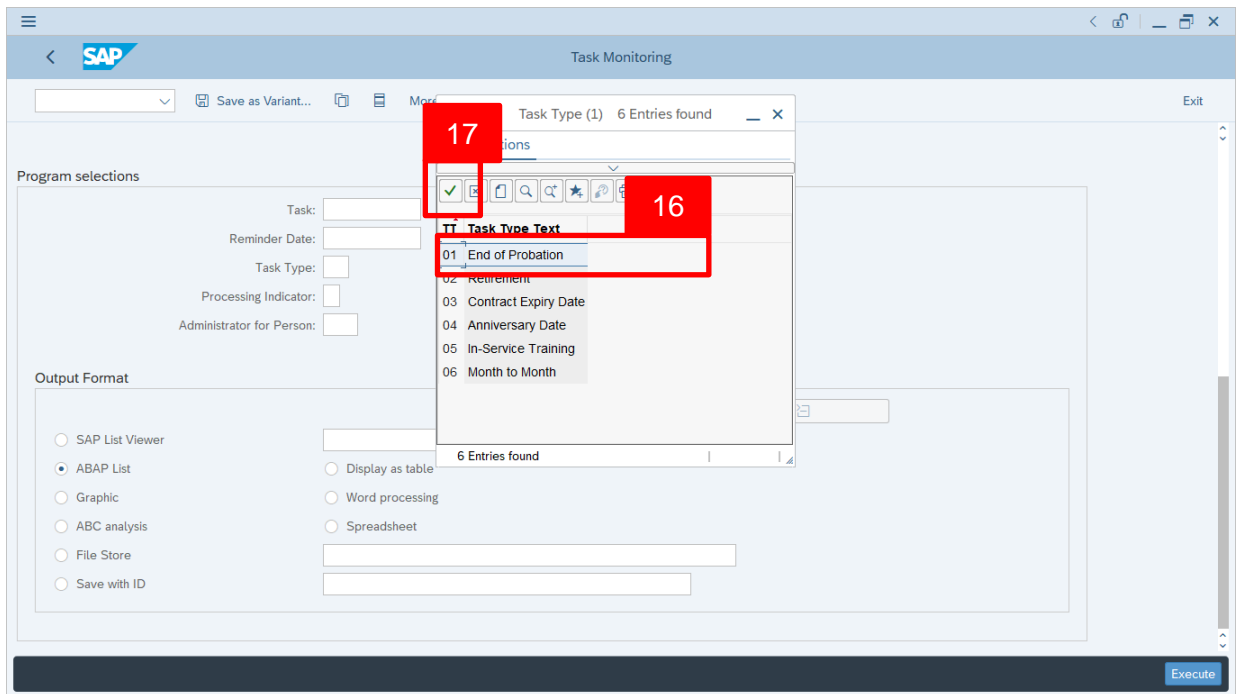*Note:* Under **Program Selections** section, user (HR Administrator) can fill in the relevant fields (such as Task Type and the dates) for task report. This means that the report generated contains data based on the completed fields only.
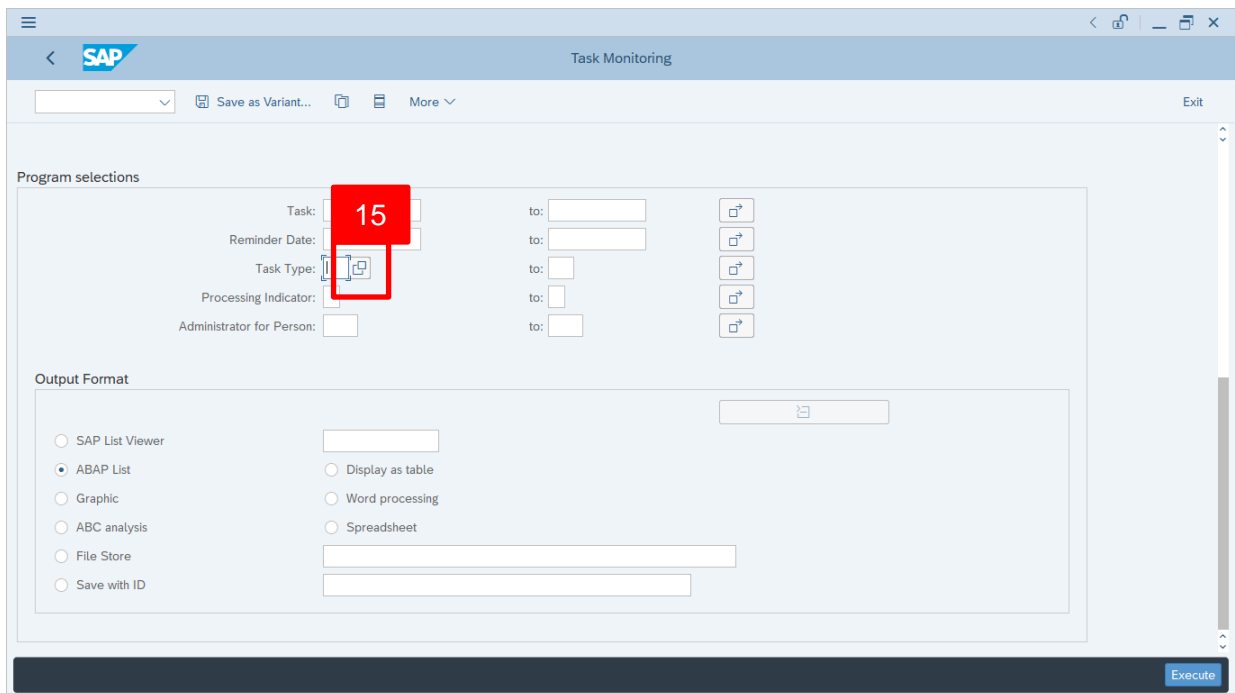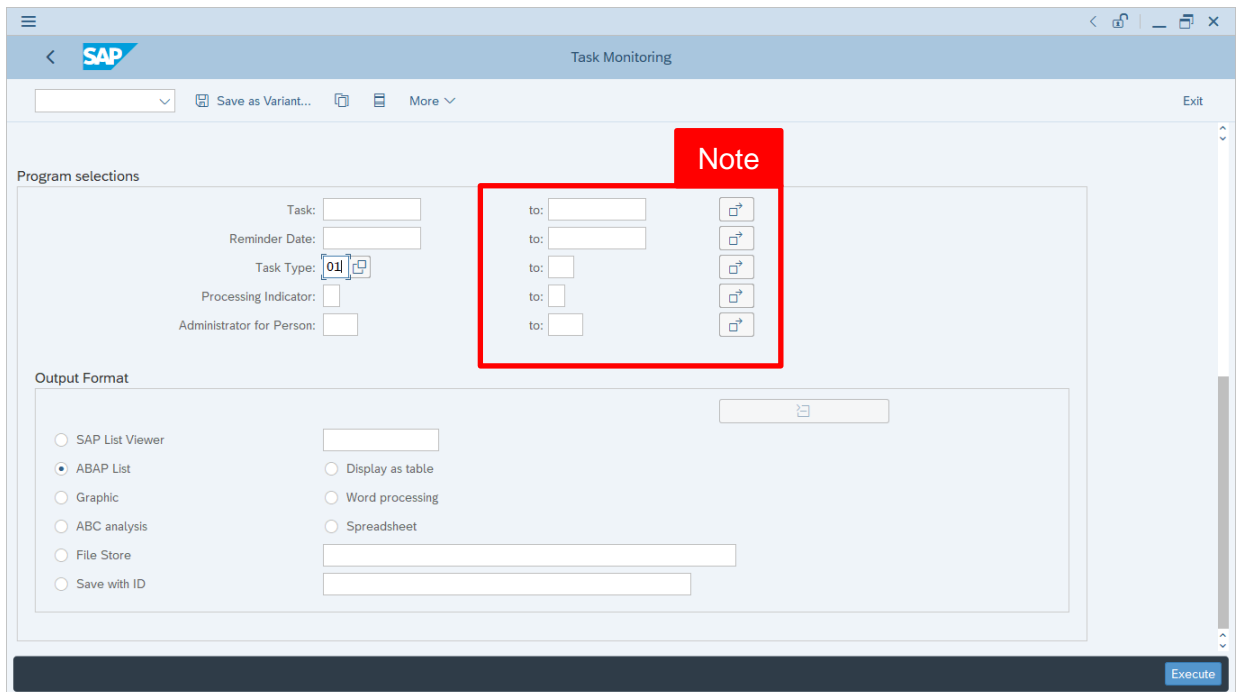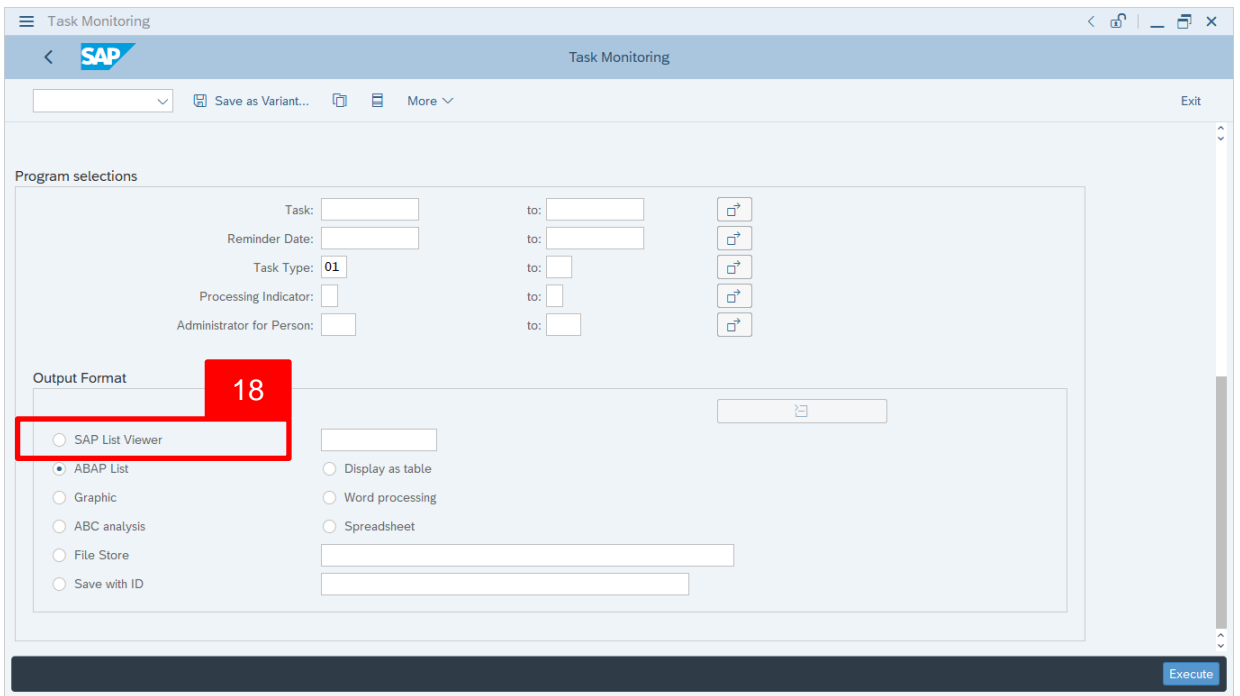

15. Under **Program Selections** section, click on the icon for **Task Type.**
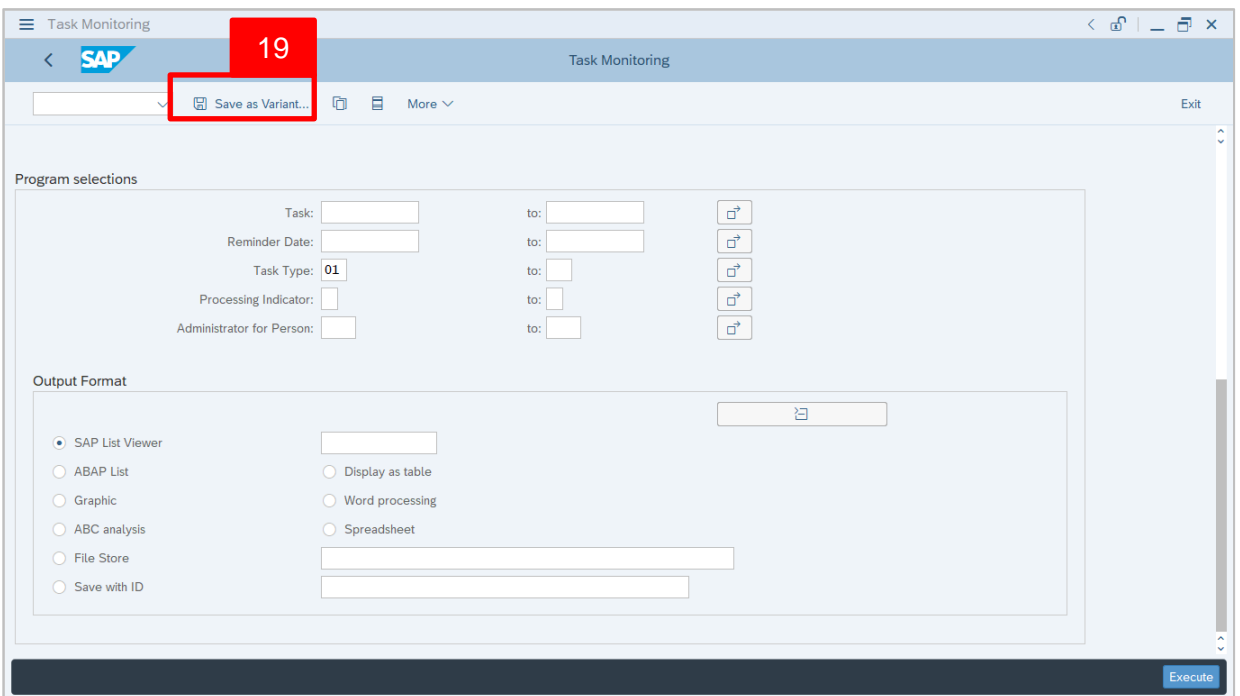
16. Select **Task Type.**

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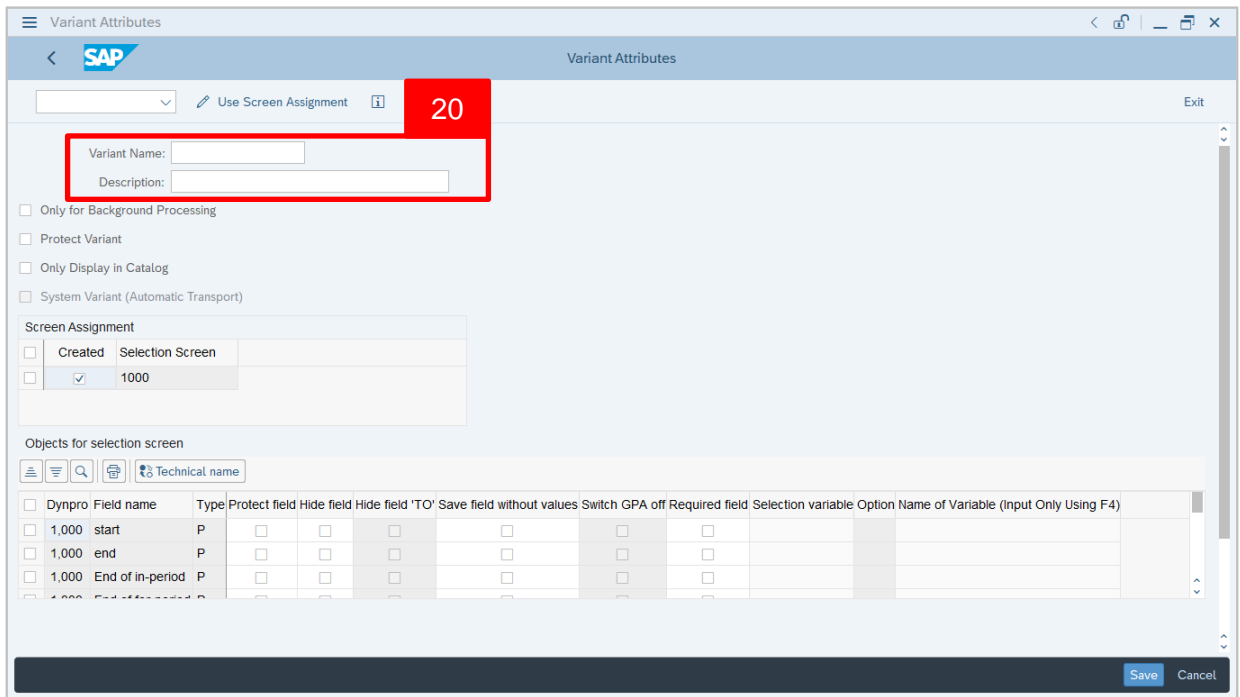
18. Under **Output Format** section, select **SAP List Viewer**. The report will be generated in SAP List Viewer format.

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:

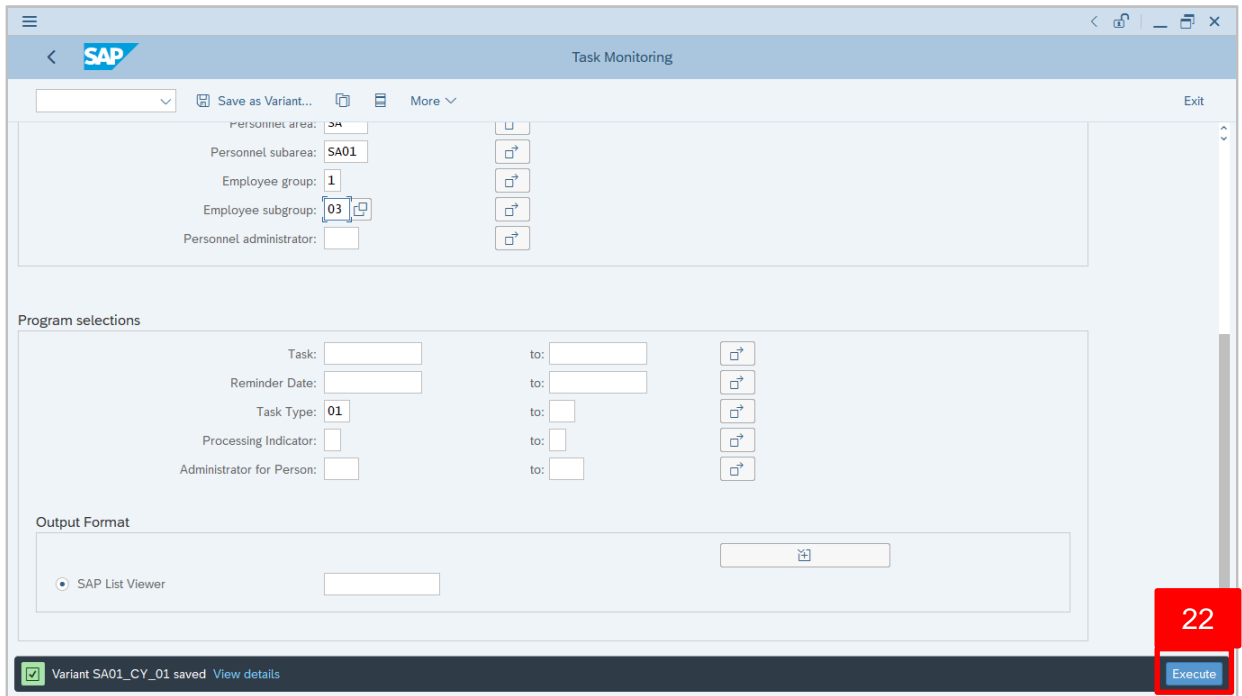| Field	Mandatory (?)	Description	Example
Variant Name	✓	Name to save the Variant as	SA01_CY_01
Description	✓	Brief description that helps HR Administrator to identify the Variant. For example; Personnel Subarea, Period and Task Type.	SA01 Curr Yr End Probation
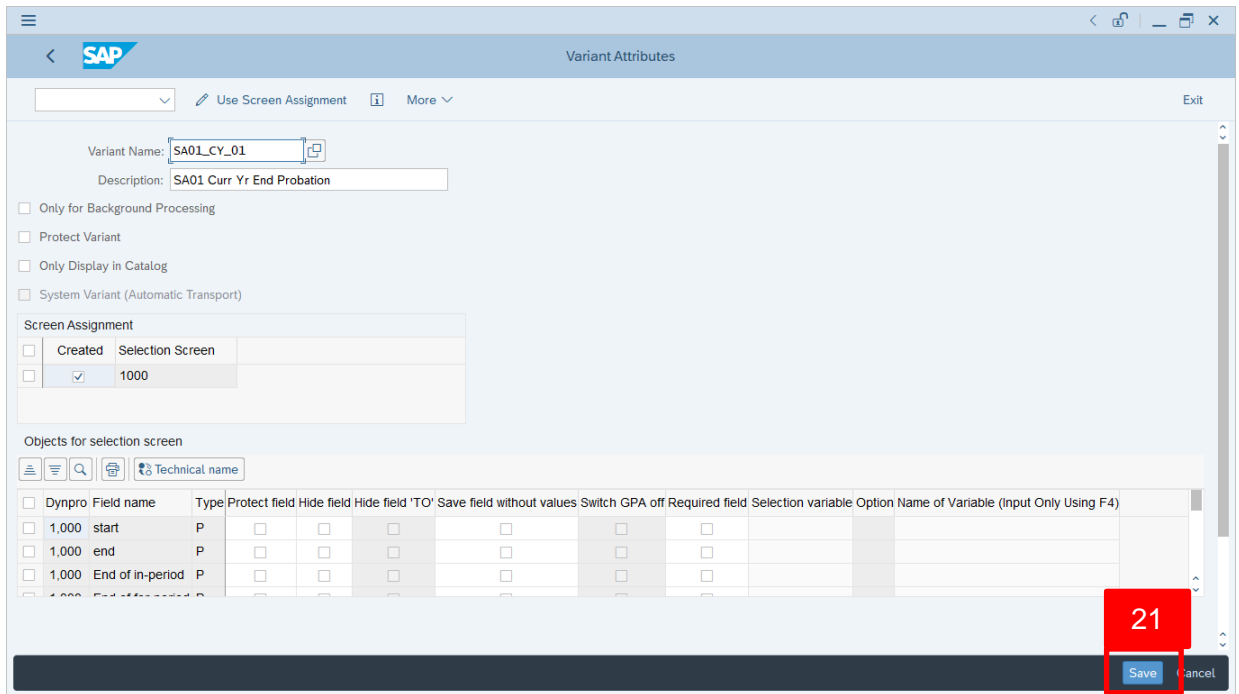
21. Click **Save**

Outcome: Variant is saved and ready to be executed.

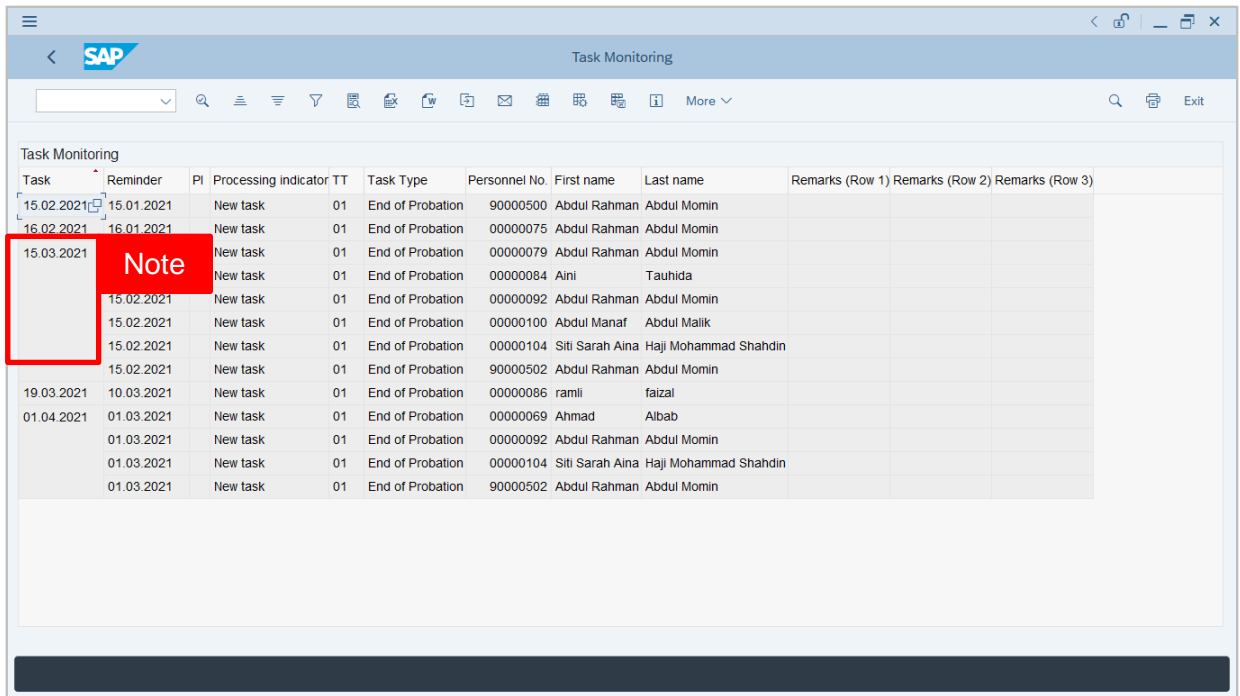The **Task Monitoring** page will be displayed.
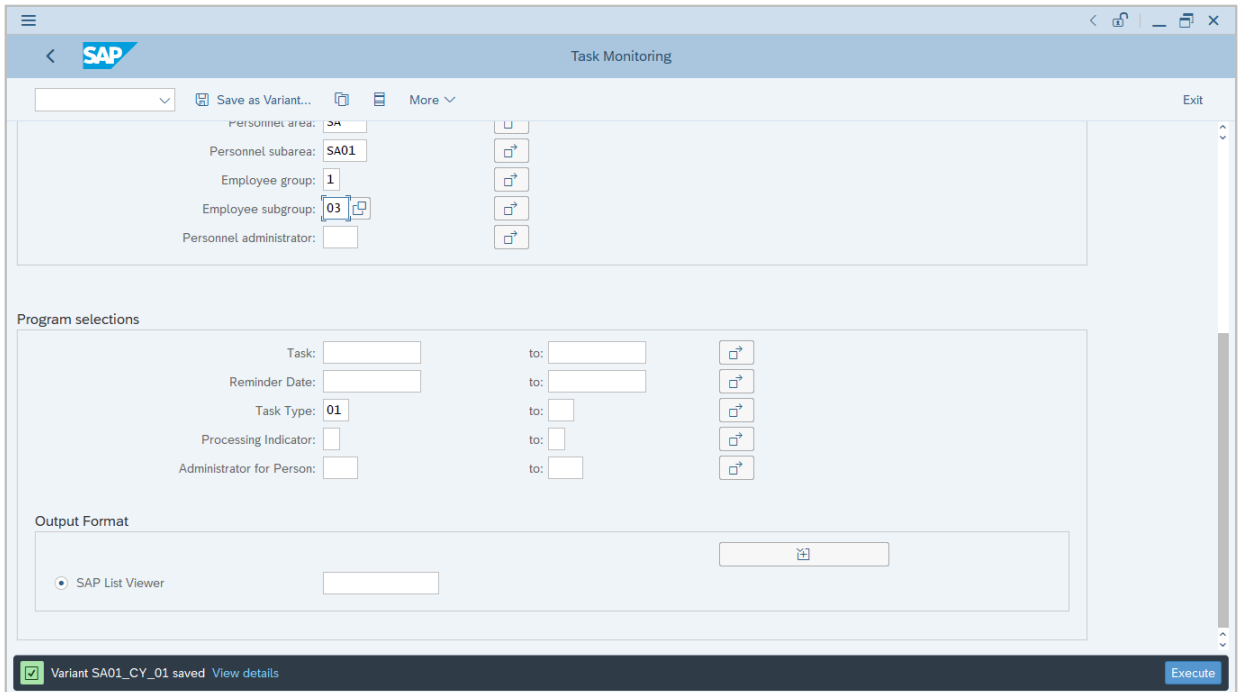
22. Click [Execute]

Outcome: Variant is executed, and task monitoring report is generated.
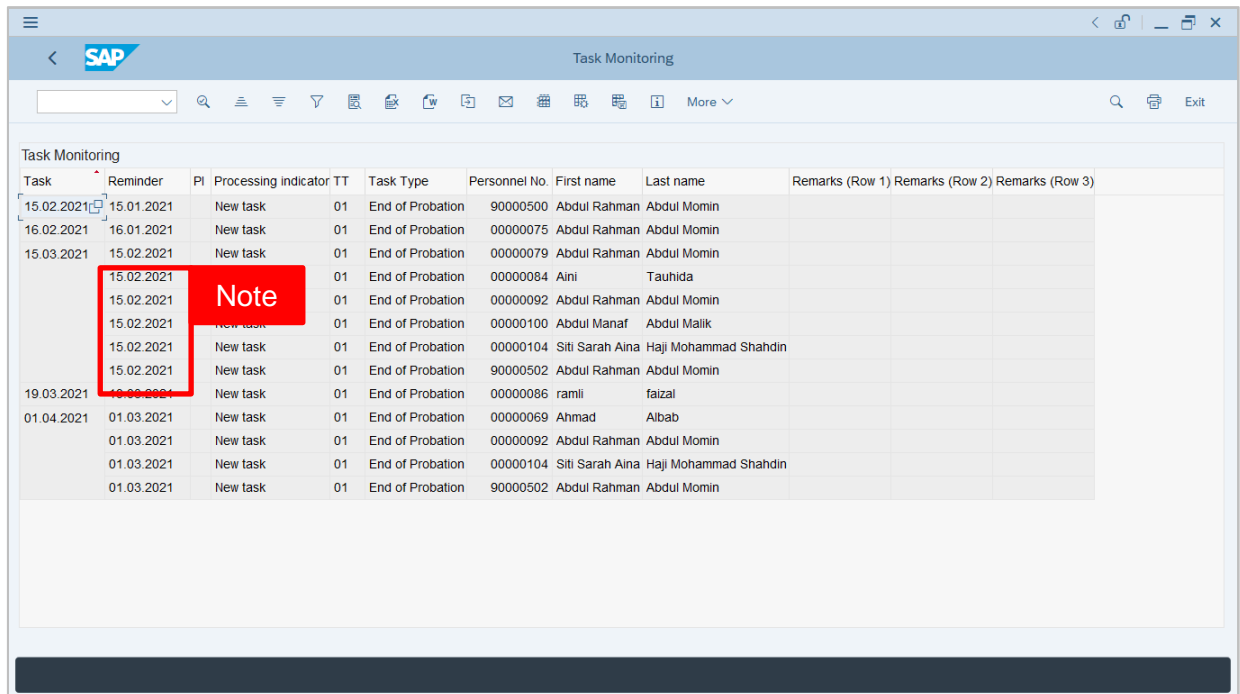
The **Task Monitoring** page will be displayed.

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

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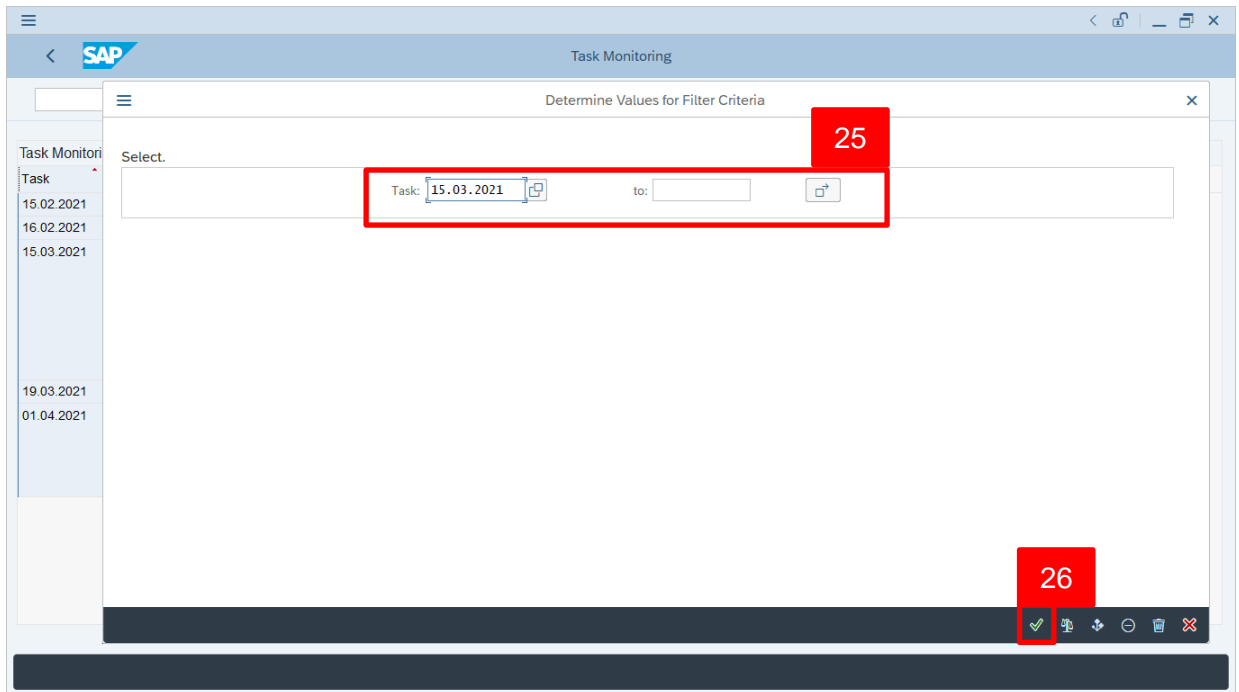
23. To filter the Tasks for specific dates, click on Task tab.

24. Click on ▽ icon.
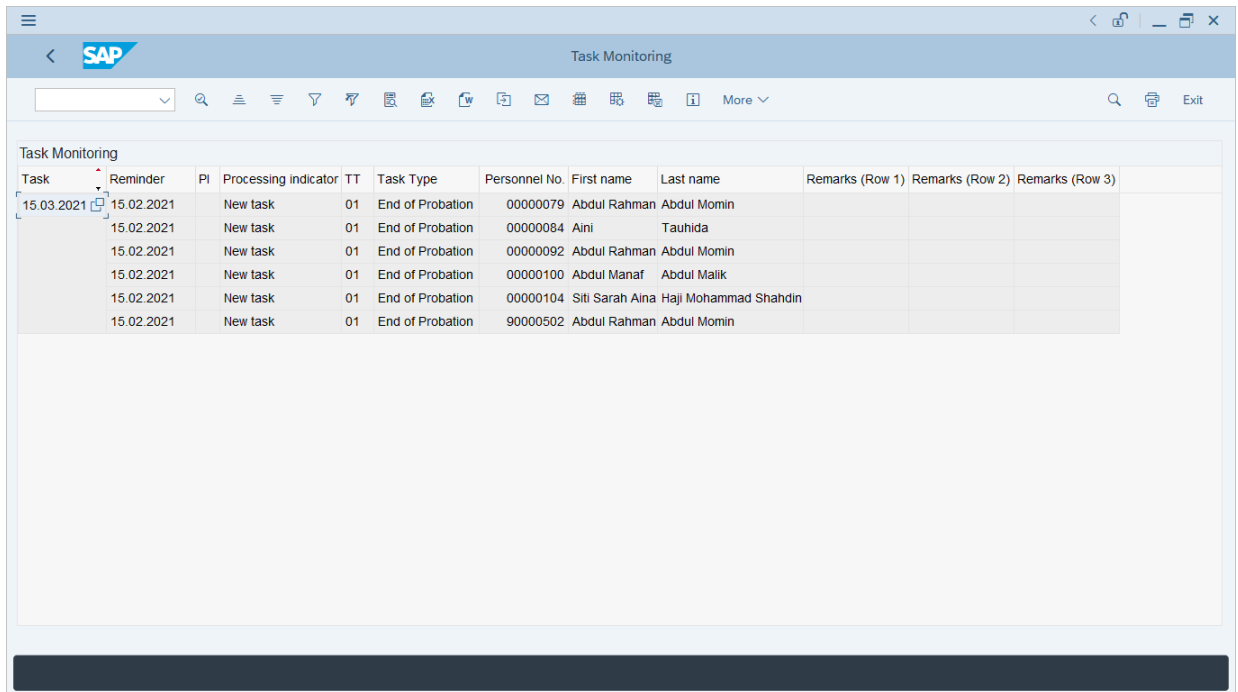
25. Enter the specific Task date or the date range.

26. Click on ✓ icon.

The filtered **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)
15.03.2021	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.