



# **SISTEM SUMBER MANUSIA**

## **User Guide**

### **Personnel Administration for Back End User (SAP GUI)**

#### **Tempoh Percubaan (Probation)**

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
<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

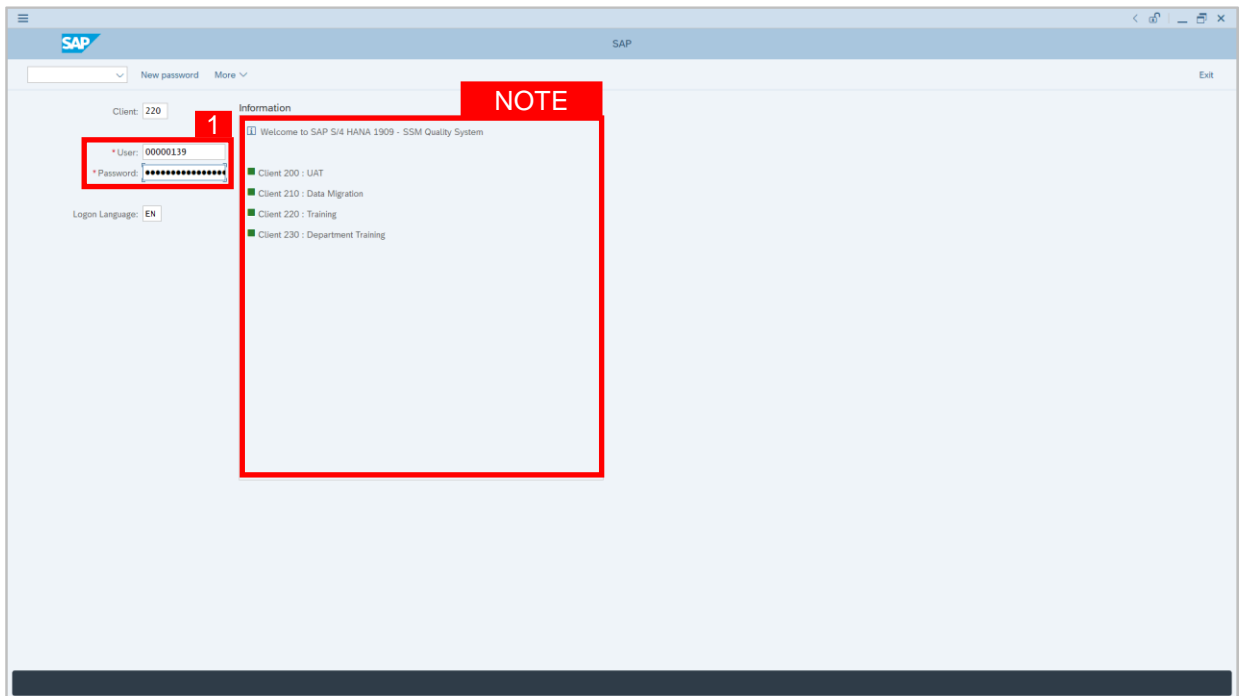
Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 238 2227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.



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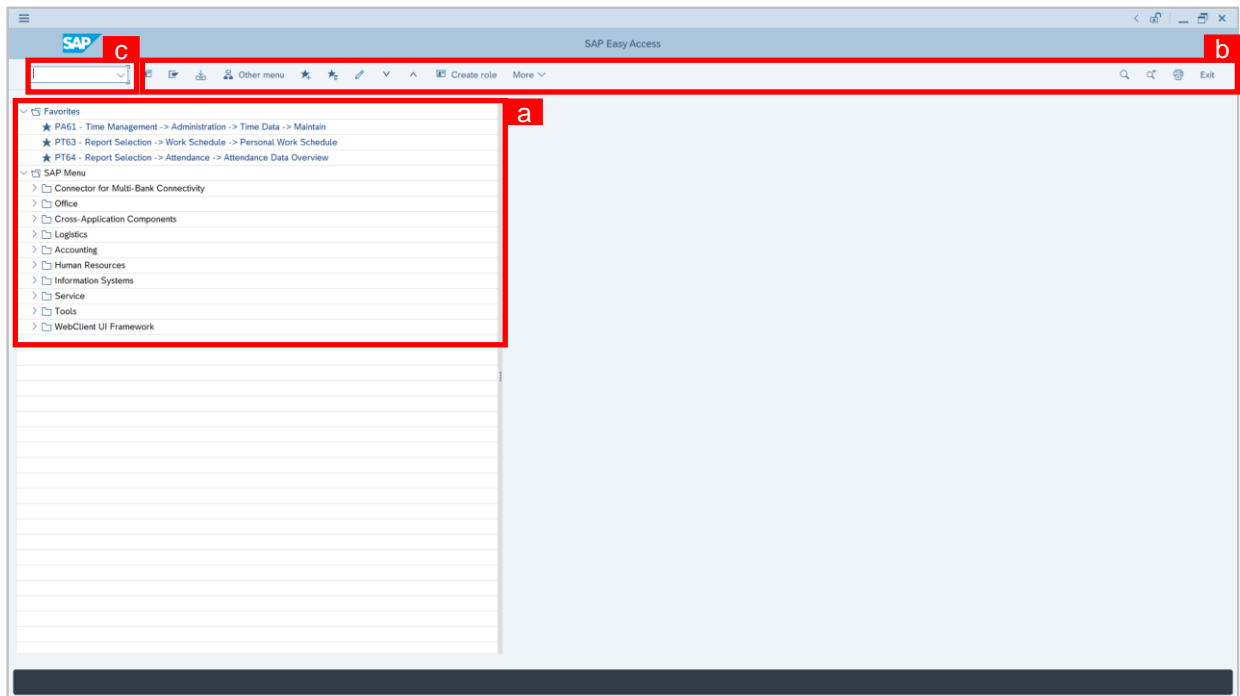
<b>SAP GUI (Back-End) Log on</b>	<b>Back End User</b>
	Department HR Administrator and HR Administrator (JPA)



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.



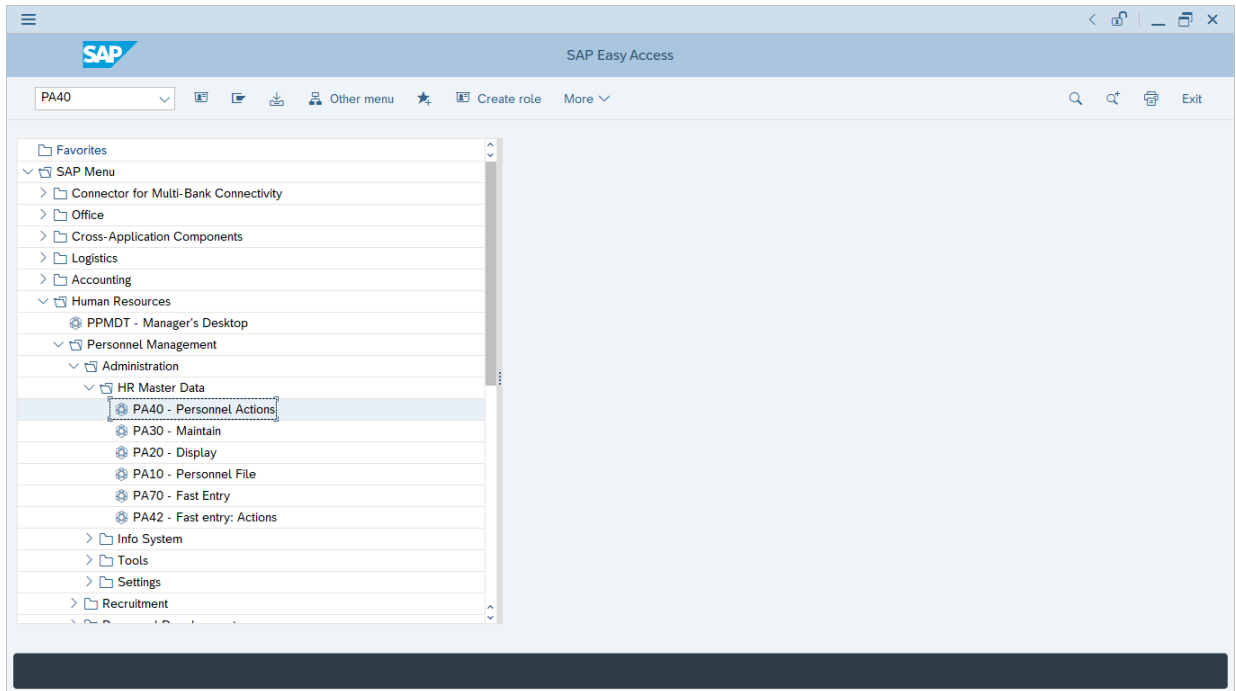
**Note:**

- 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.

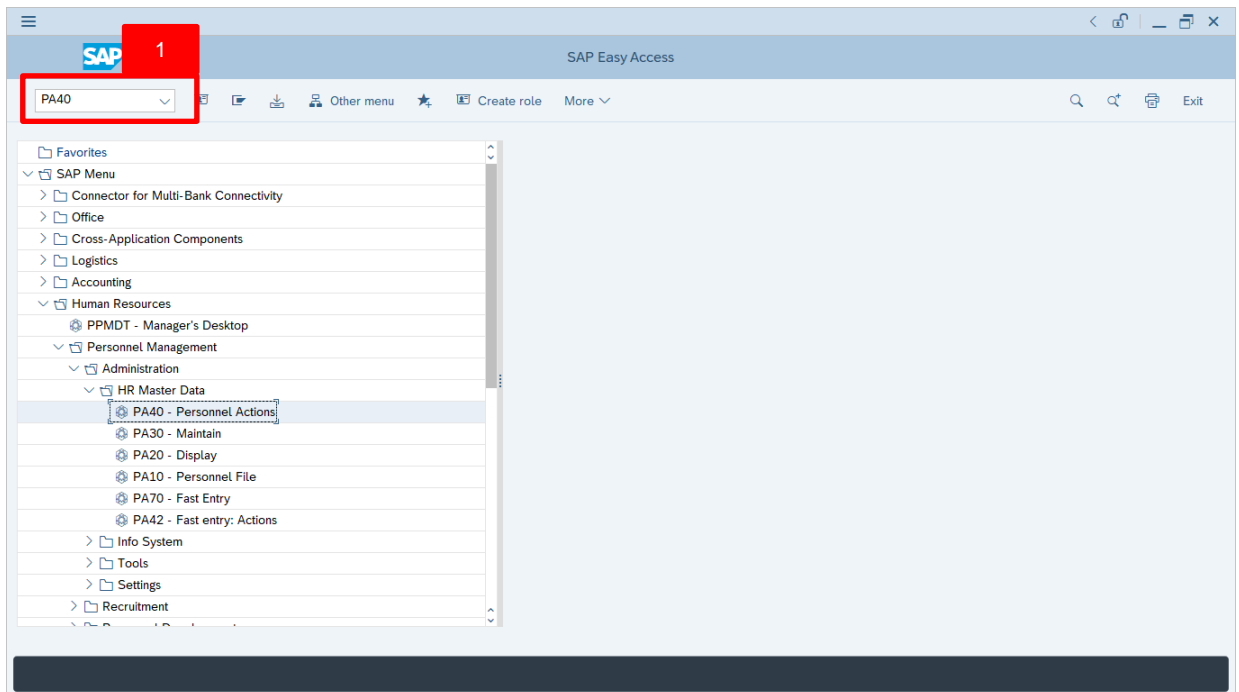
## Copy Actions

## Back End User

Department HR Administrator and HR Administrator (JPA)



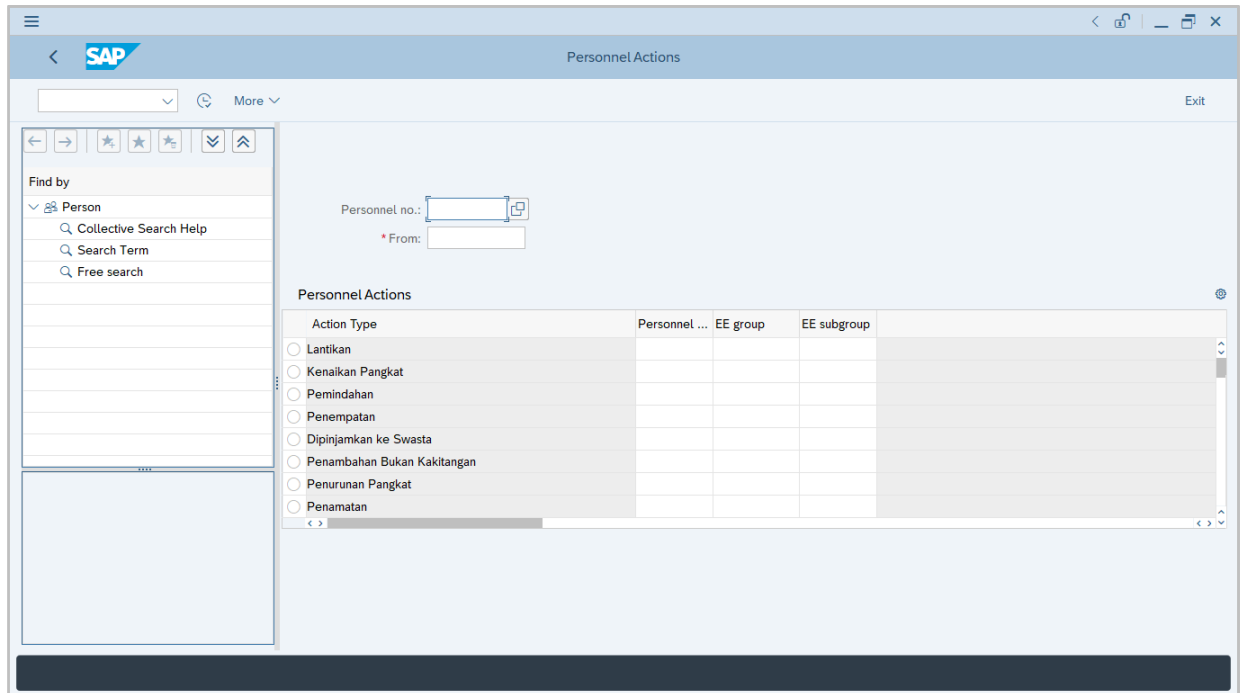
1. Navigate to **Personnel Actions** page by entering transaction code, **PA40** in the Search Bar and press **Enter** button on the keyboard.



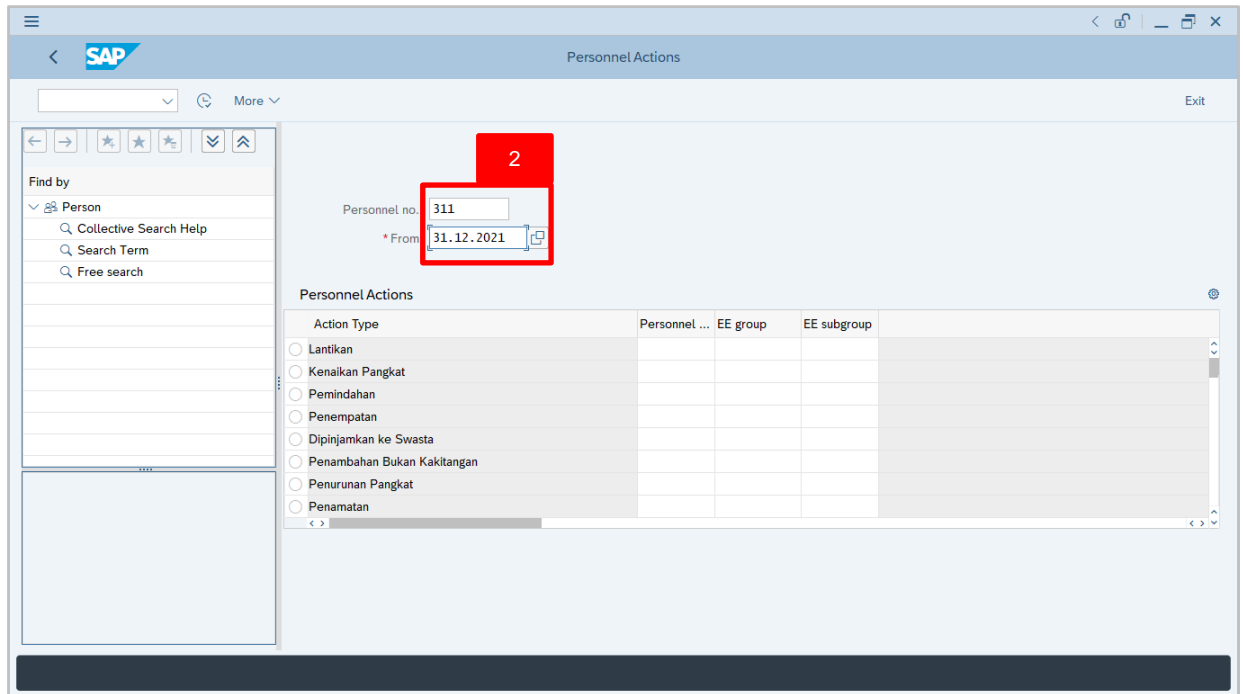
## Note:

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

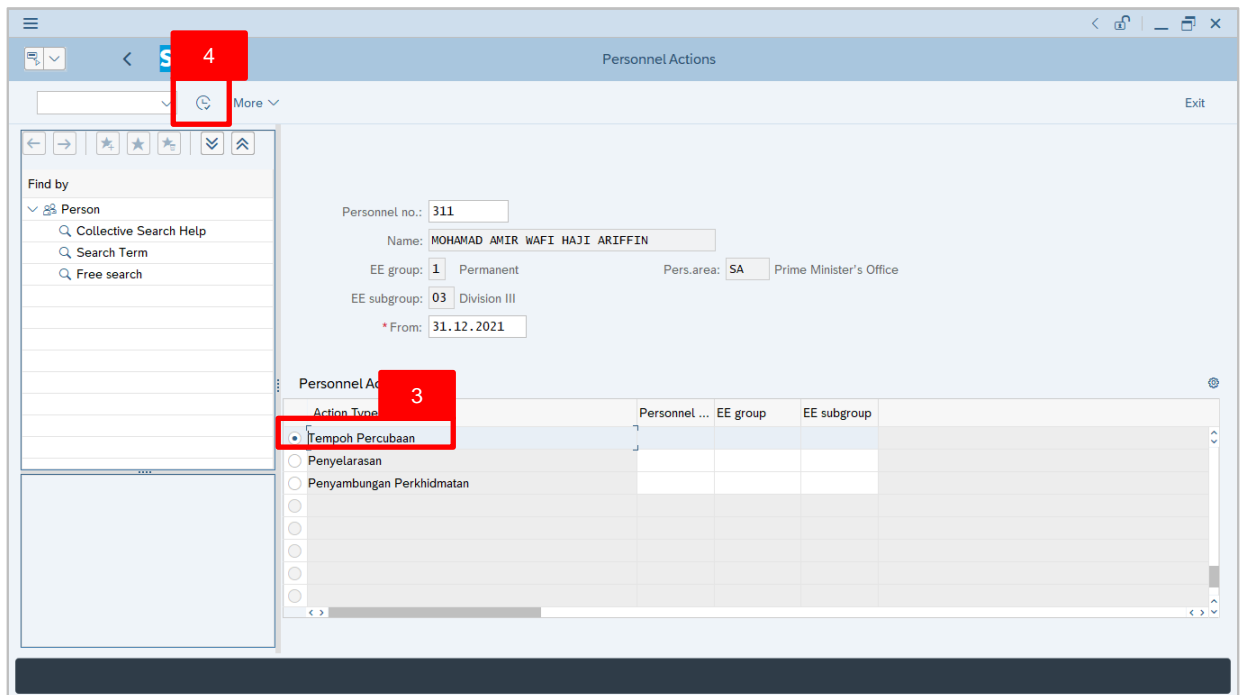
The **Personnel Actions (PA40)** page will be displayed.




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 type="radio"/> Penambahan Bukan Kakitangan			
<input type="radio"/> Penurunan Pangkat			
<input type="radio"/> Penamatan			



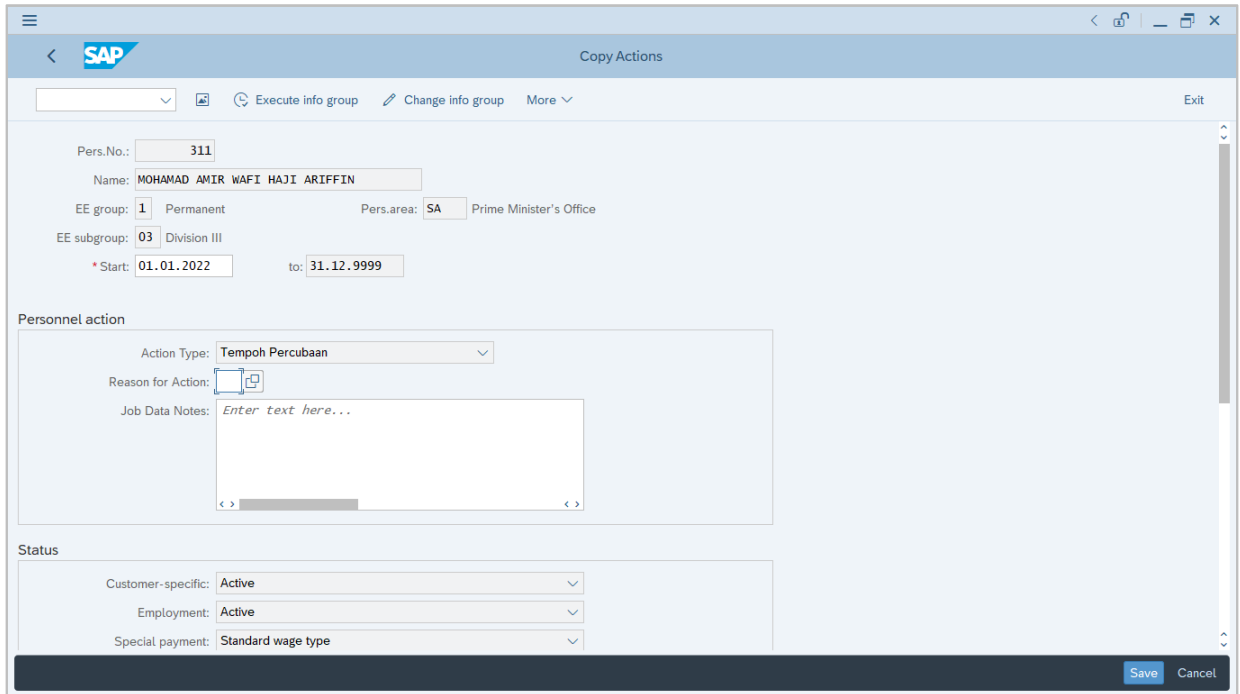
2. Enter the Personnel number and the action From date. Press **Enter** on the keyboard.



3. Under **Personnel Actions** page, click on the  and select **Tempoh Percubaan**
4. Click on  icon.



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



The screenshot shows the SAP 'Copy Actions' interface for a personnel record. The header includes the SAP logo and the title 'Copy Actions'. Below the header, there are navigation options: 'Execute info group', 'Change info group', and 'More'. The main form contains the following fields:

- Pers.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:** 01.01.2022
- to:** 31.12.9999

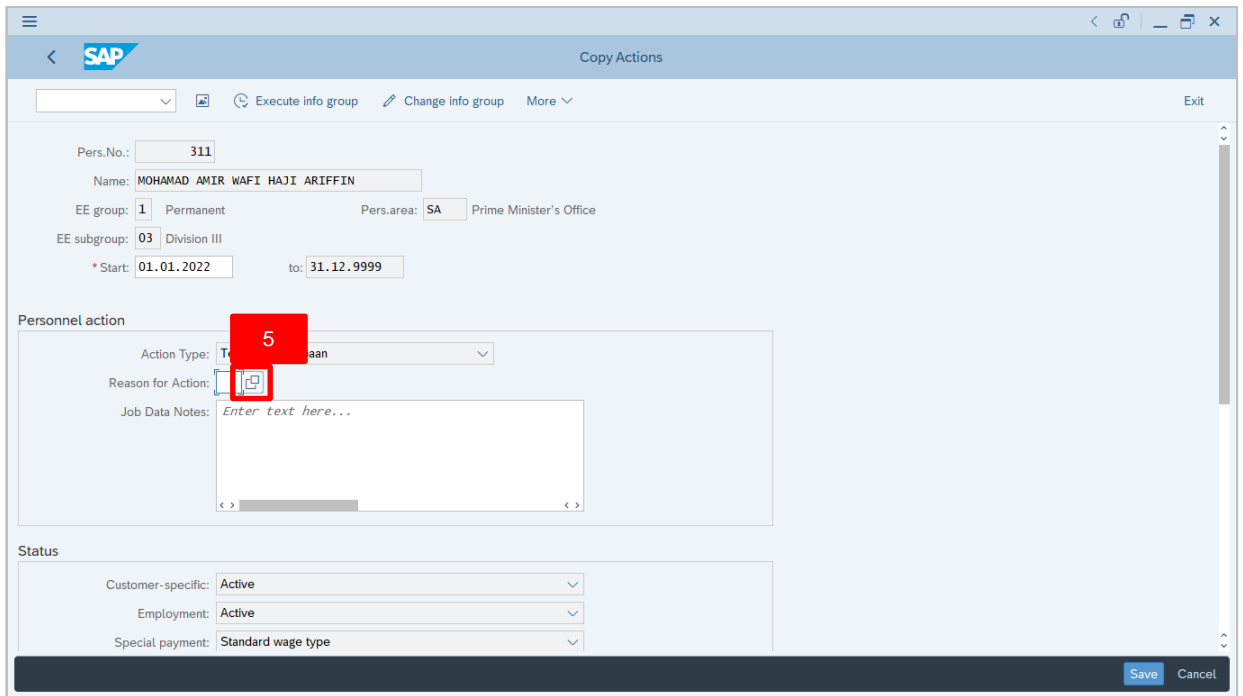
The **Personnel action** section includes:

- Action Type:** Tempoh Percubaan
- Reason for Action:** [Icon]
- Job Data Notes:** Enter text here... [Text area]

The **Status** section includes:


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

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



Pers.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: 01.01.2022 to: 31.12.9999


**Personnel action**

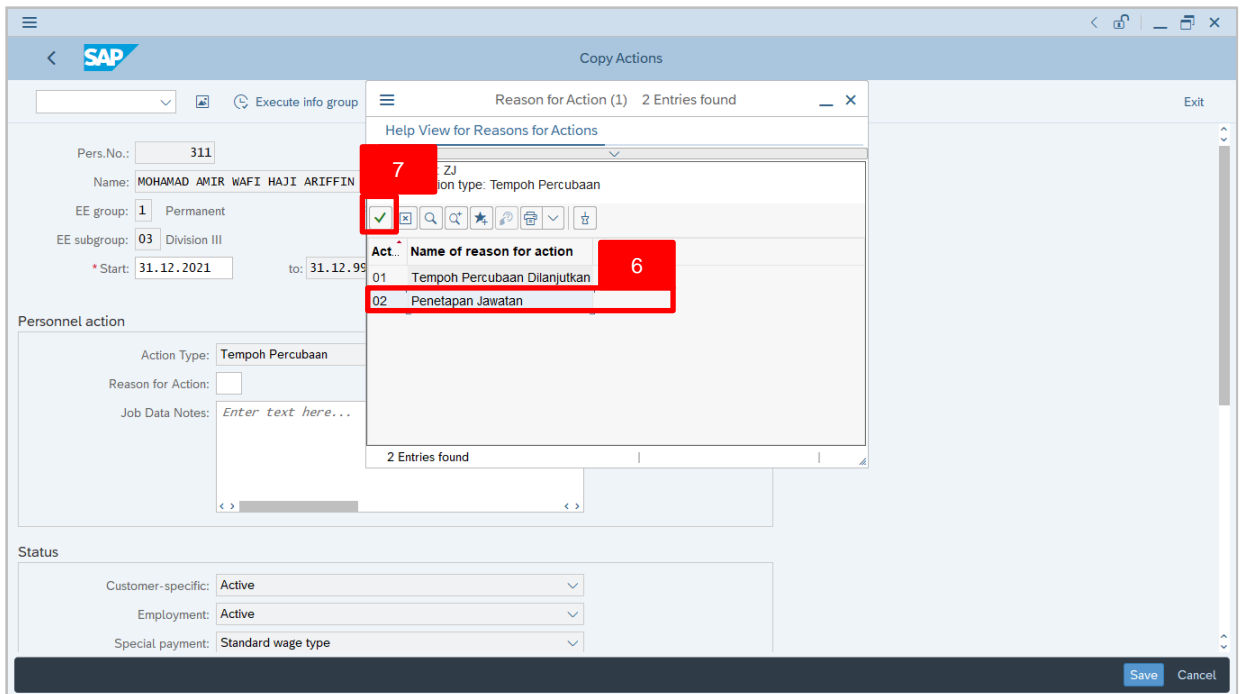
Action Type: Tempoh Percubaan  
Reason for Action:   
Job Data Notes: Enter text here...

**Status**

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


Save Cancel

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



Pers.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: 31.12.2021 to: 31.12.9999

**Personnel action**

Action Type: Tempoh Percubaan  
Reason for Action:   
Job Data Notes: Enter text here...

**Reason for Action (1) 2 Entries found**

Help View for Reasons for Actions

Act..	Name of reason for action
01	Tempoh Percubaan Dilanjutkan
02	Penetapan Jawatan

2 Entries found

**Status**

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


Save Cancel

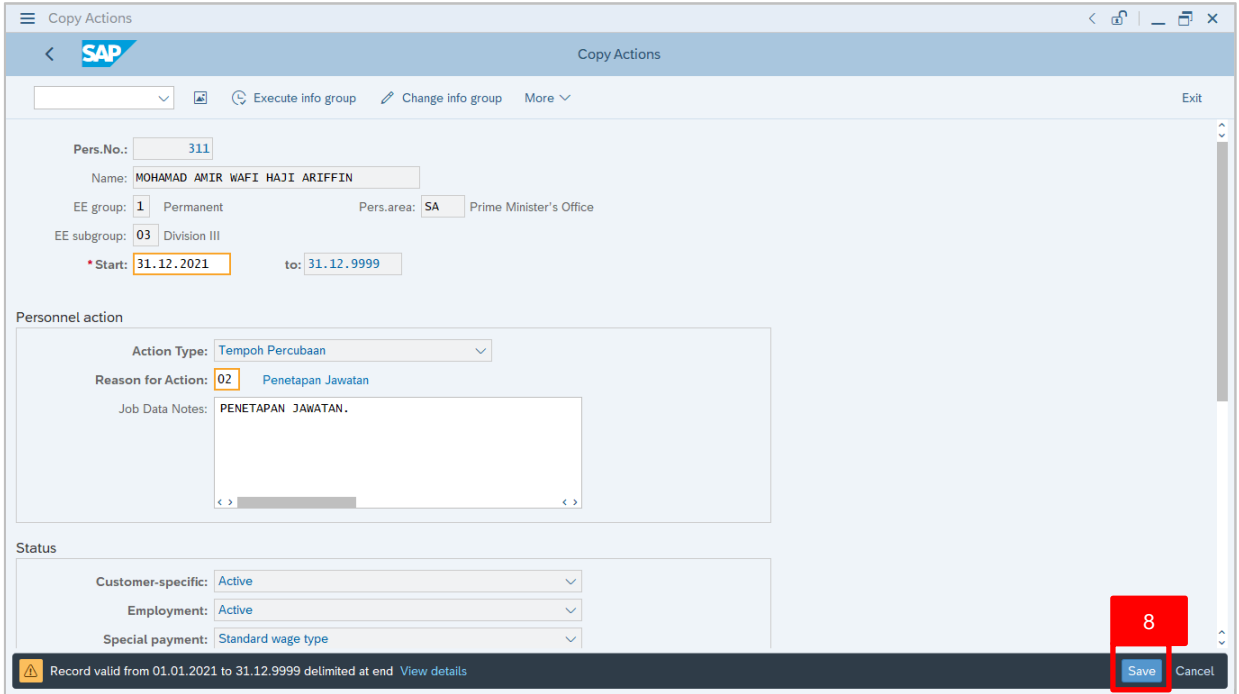
6. Select **02 Penetapan Jawatan**.

7. Click on  icon.

**Note:**

- Job Data Notes are optional to fill in.

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

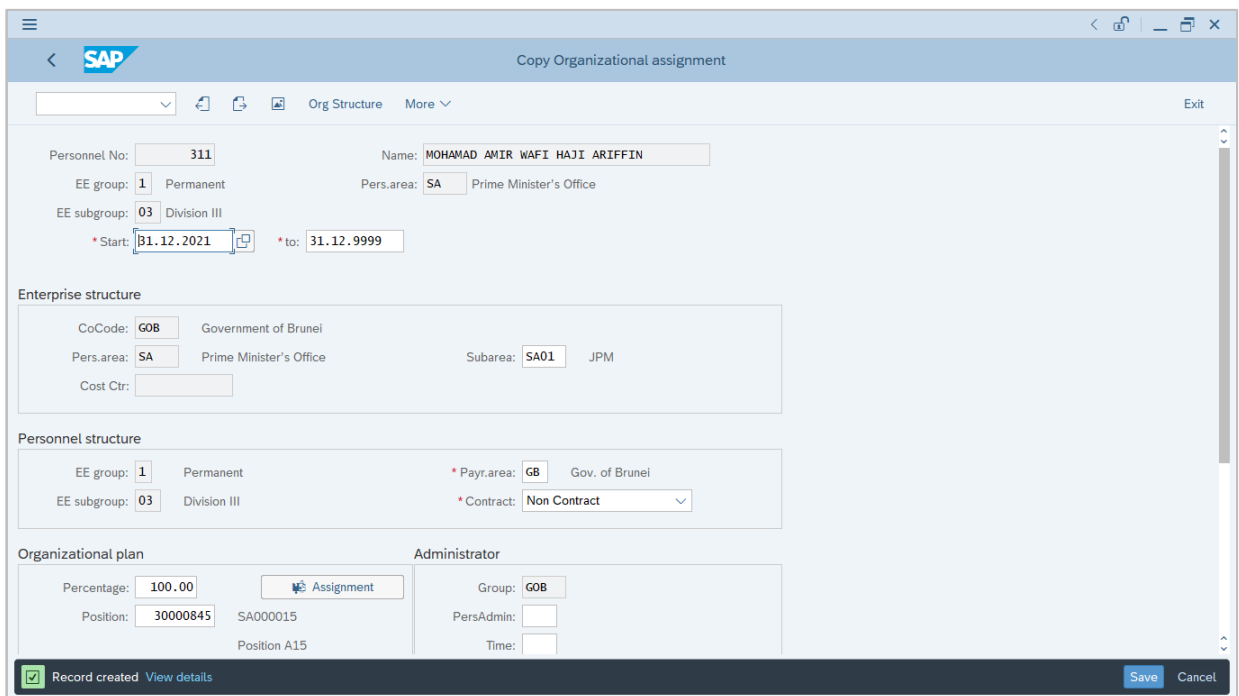


The screenshot shows the SAP 'Copy Actions' form for personnel administration. The form includes the following fields and values:

- Pers.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:** 31.12.2021
- to:** 31.12.9999
- Personnel action:**
  - Action Type:** Tempoh Percubaan
  - Reason for Action:** 02 Penetapan Jawatan
  - Job Data Notes:** PENETAPAN JAWATAN.
- Status:**
  - Customer-specific:** Active
  - Employment:** Active
  - Special payment:** Standard wage type

A red box with the number '8' highlights the 'Save' button at the bottom right of the form. A status bar at the bottom indicates 'Record valid from 01.01.2021 to 31.12.9999 delimited at end View details'.

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



The screenshot shows the SAP 'Copy Organizational Assignment' form. The form includes the following fields and values:

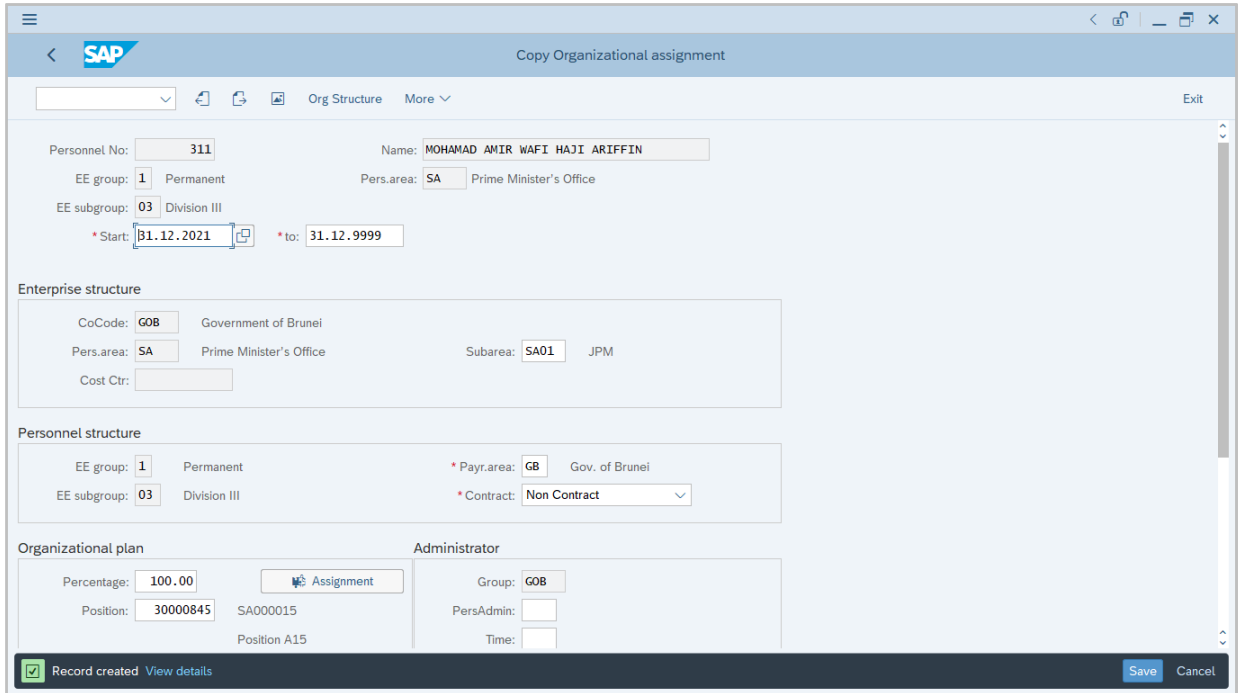
- Personnel No.:** 311
- Name:** MOHAMAD AMIR WAFI HAJI ARIFFIN
- EE group:** 1 Permanent
- Pers.area:** SA Prime Minister's Office
- EE subgroup:** 03 Division III
- Start:** 31.12.2021
- to:** 31.12.9999
- Enterprise structure:**
  - CoCode:** GOB Government of Brunei
  - Pers.area:** SA Prime Minister's Office
  - Subarea:** SA01 JPM
  - Cost Ctr:** (empty)
- Personnel structure:**
  - EE group:** 1 Permanent
  - EE subgroup:** 03 Division III
  - Payr.area:** GB Gov. of Brunei
  - Contract:** Non Contract
- Organizational plan:**
  - Percentage:** 100.00
  - Position:** 30000845 SA000015
  - Position A15:** (empty)
- Administrator:**
  - Group:** GOB
  - PersAdmin:** (empty)
  - Time:** (empty)

A green checkmark icon and the text 'Record created View details' are visible in the status bar at the bottom. The 'Save' button is highlighted in blue.

## Copy Organizational Assignment

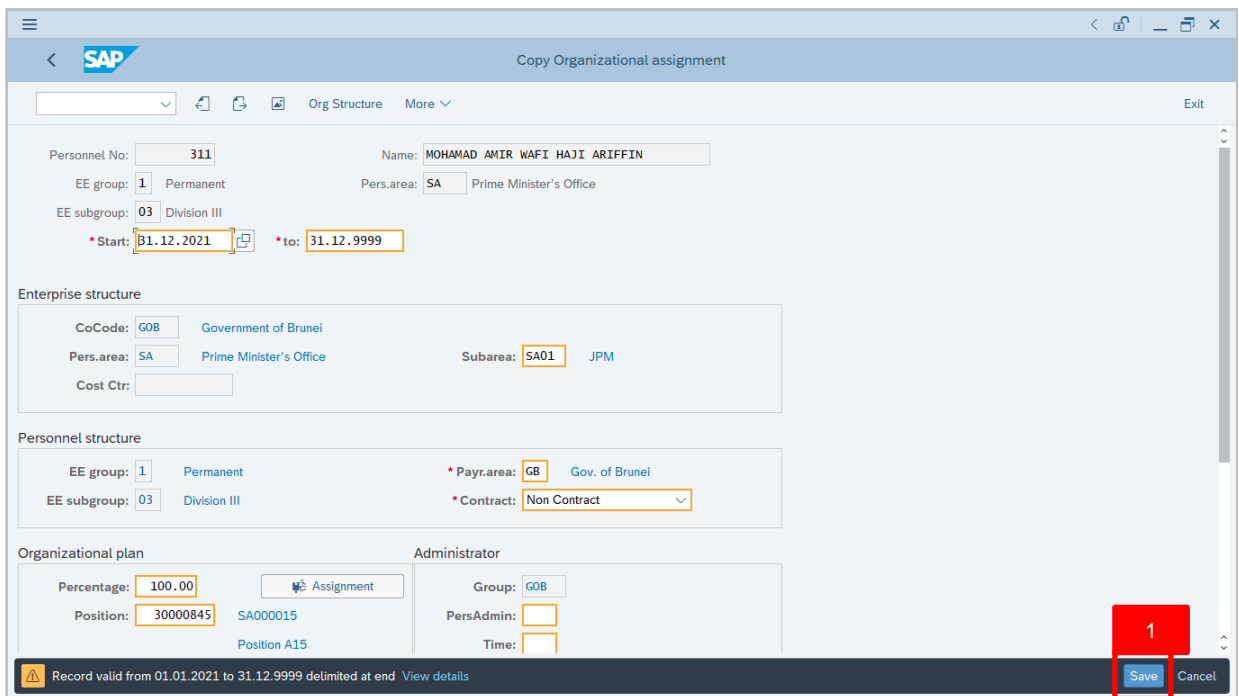
## Back End User

Department HR Administrator and HR Administrator (JPA)



The screenshot shows the SAP 'Copy Organizational assignment' interface. The record is for Personnel No. 311, Name: MOHAMAD AMIR WAFI HAJI ARIFFIN. The Enterprise structure is set to CoCode: GOB (Government of Brunei), Pers.area: SA (Prime Minister's Office), and Subarea: SA01 (JPM). The Personnel structure shows EE group: 1 (Permanent), EE subgroup: 03 (Division III), Payr.area: GB (Gov. of Brunei), and Contract: Non Contract. The Organizational plan is set to Percentage: 100.00, Position: 30000845 (SA000015, Position A15), and Group: GOB. The status bar at the bottom indicates 'Record created' and 'View details'.

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



This screenshot is identical to the previous one, but with a red box highlighting the 'Save' button in the bottom right corner. The status bar now shows 'Record valid from 01.01.2021 to 31.12.9999 delimited at end'.

Outcome: Record is created.



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

**SAP** Create Monitoring of Tasks

Personnel No:  Name:

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

EE subgroup:  Division III

**Task**

\* Task Type:

\* Date of Task:

**Reminder**

Reminder Date:

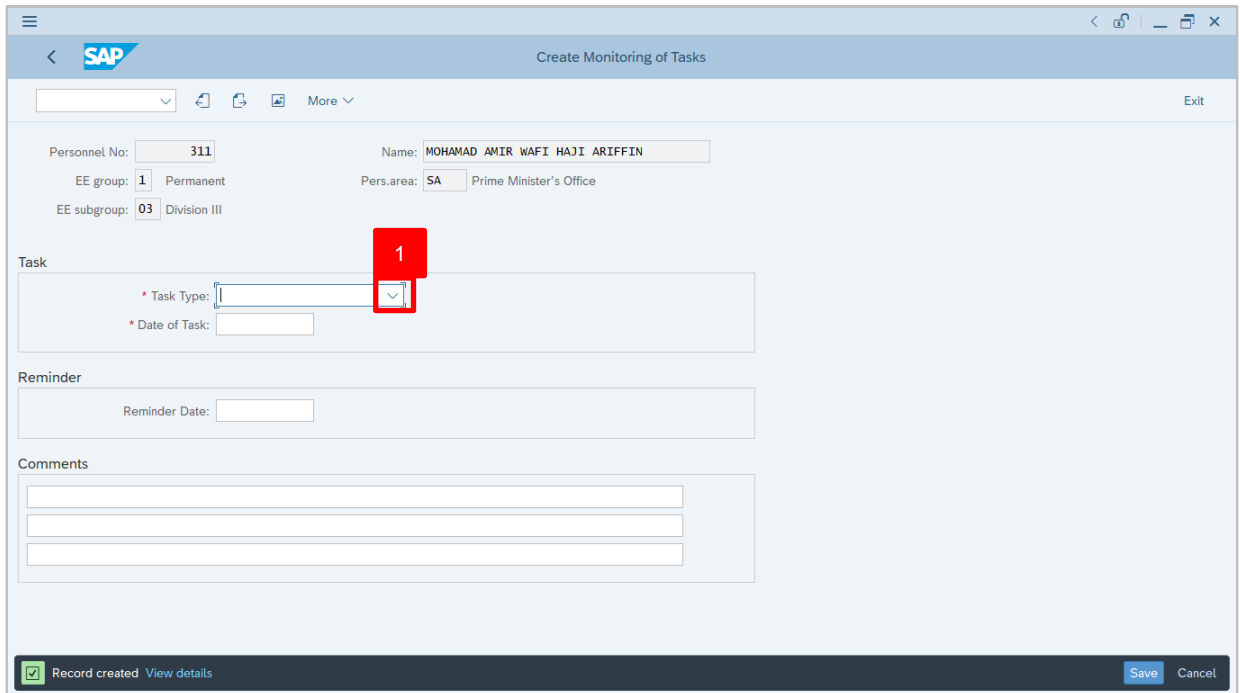
**Comments**

Record created [View details](#)

## Create Monitoring of Task

## Back End User

Department HR Administrator and HR Administrator (JPA)



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

Task

\* Task Type:  1  
\* Date of Task:

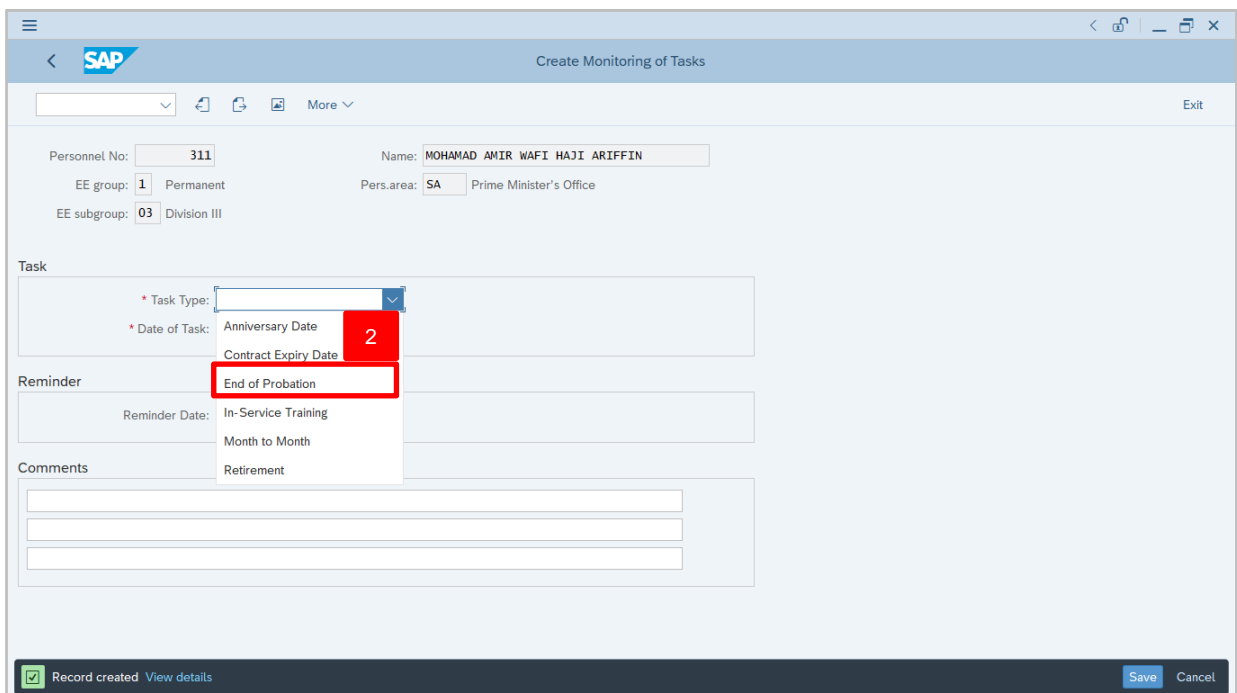
Reminder

Reminder Date:

Comments

Record created View details Save Cancel

1. Under **Task** section, click on  for Task 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

Task

\* Task Type:    
\* Date of Task: Anniversary Date  
Contract Expiry Date 2  
End of Probation  
In-Service Training  
Month to Month  
Retirement

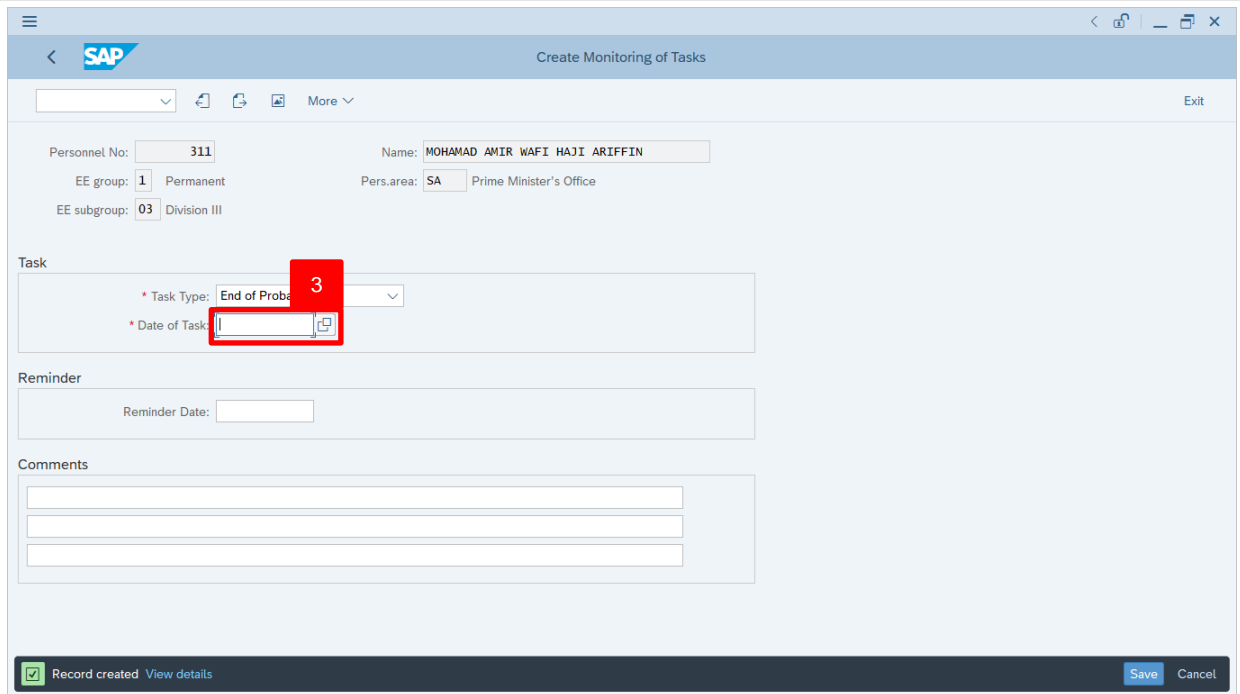
Reminder

Reminder Date: In-Service Training  
Month to Month

Comments

Record created View details Save Cancel

2. Select Task Type, **End of Probation**.



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

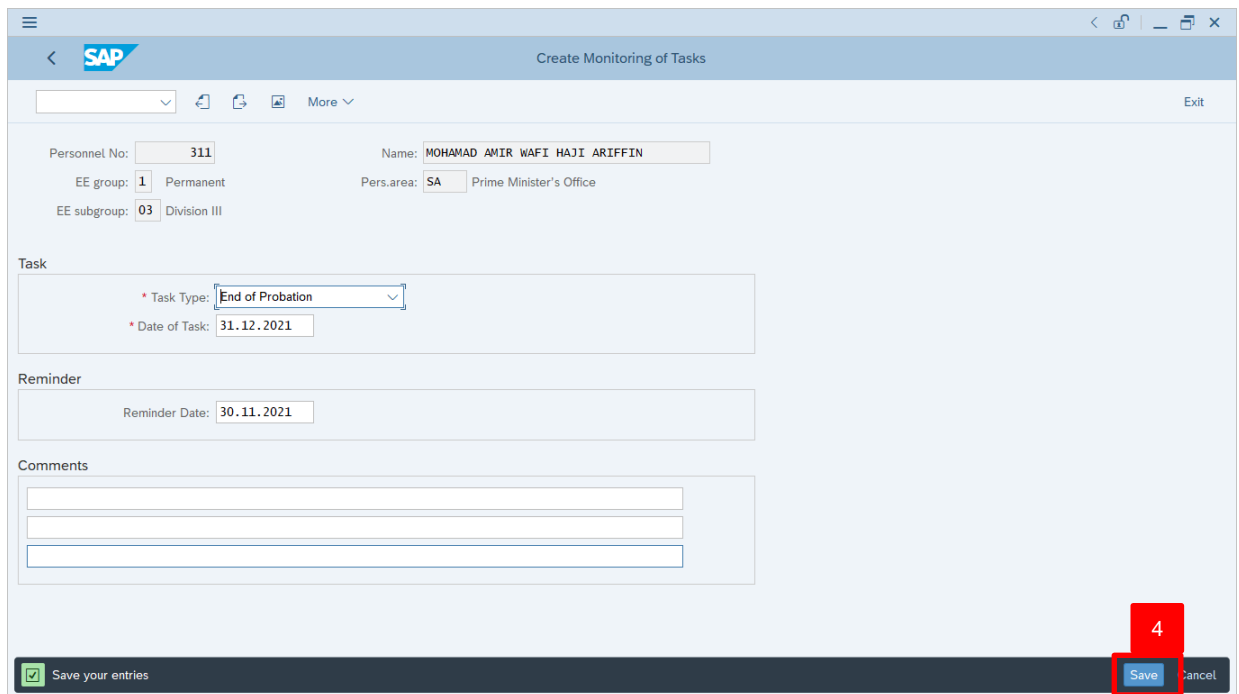
Task  
\* Task Type: End of Probation  
\* Date of Task:

Reminder  
Reminder Date:

Comments

Record created [View details](#) Save Cancel

3. Under **Task** section, enter the Date of Task selected.



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

Task  
\* Task Type: End of Probation  
\* Date of Task: 31.12.2021

Reminder  
Reminder Date: 30.11.2021

Comments

Save your entries Save Cancel

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

Outcome: Record is created.

### Note:

- Reminder Date of task will be auto filled based on Task Type and Date of Task.



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

The screenshot shows the SAP 'Copy Date Specifications' interface. At the top, the title bar reads 'Copy Date Specifications'. Below the SAP logo, there are navigation icons and an 'Exit' button. The main form area contains the following fields:

- 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: 31.12.2021
- \* to: 31.12.9999

The 'Date Specifications' table is as follows:

Date type	Date	Date type	Date
Z1	Join Date: 01.01.2021	Z4	End of Probation: 31.12.2021
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

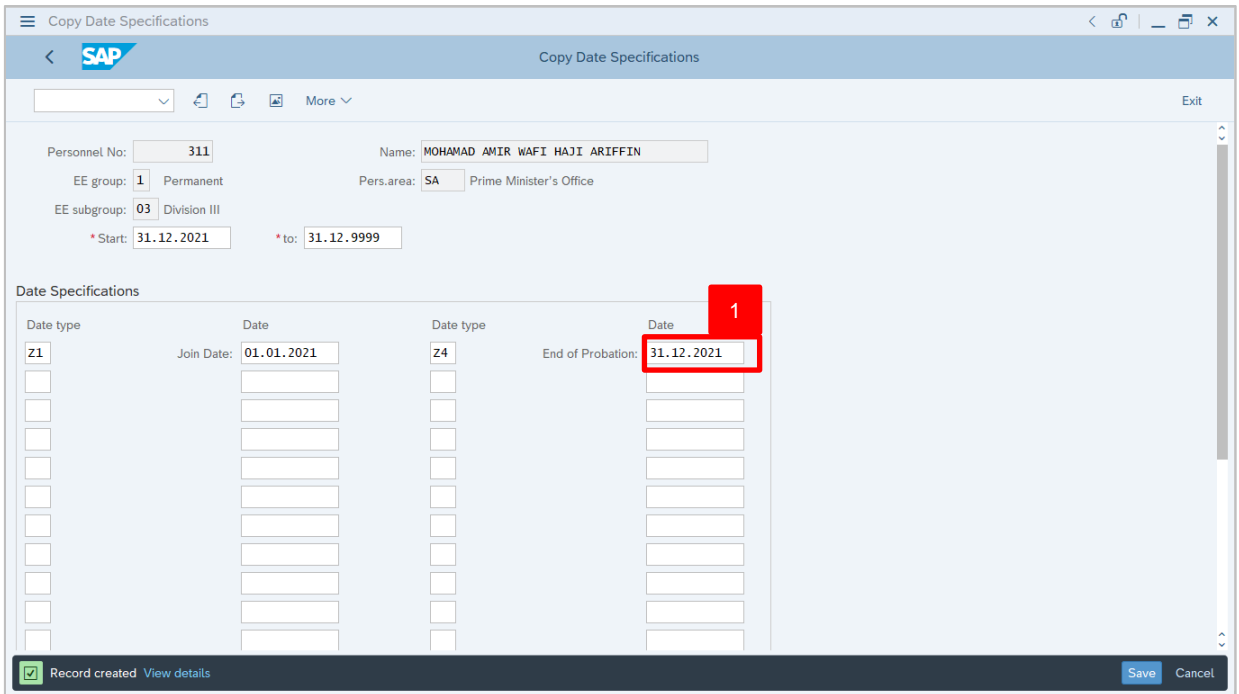
At the bottom, a status bar shows a green checkmark, 'Record created', a 'View details' link, and 'Save' and 'Cancel' buttons.



## Copy Date Specifications

## Back End User

Department HR Administrator and HR Administrator (JPA)

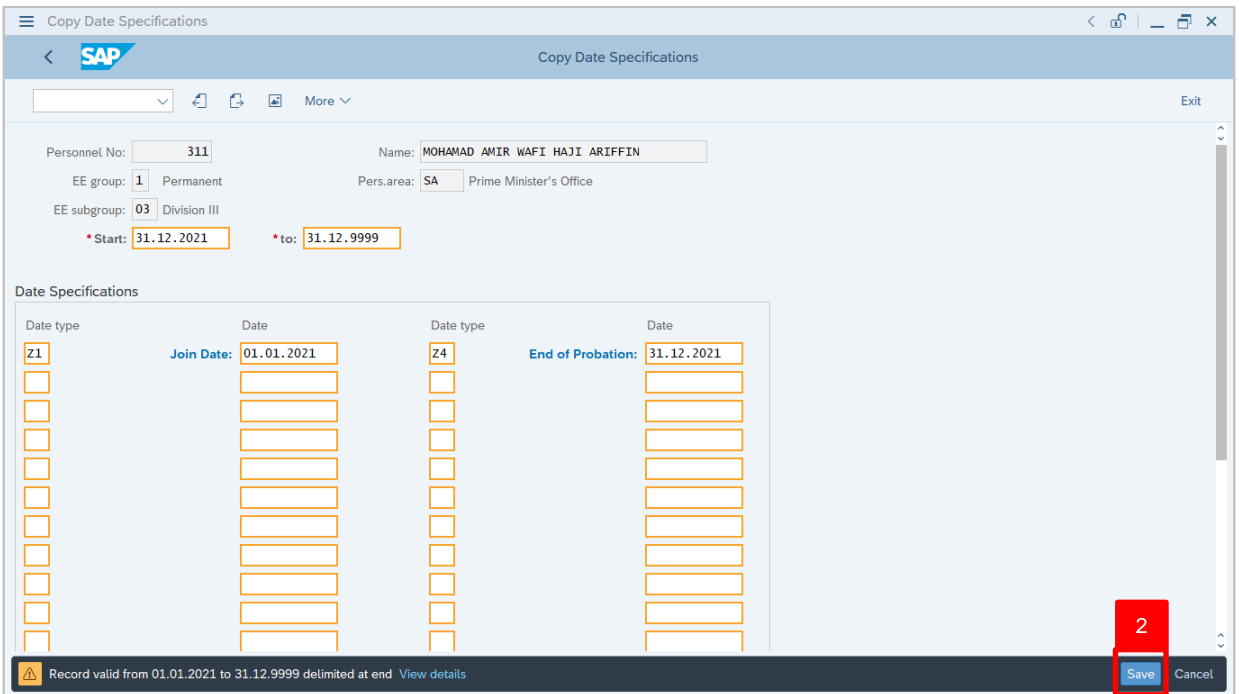


Personnel No: 311 Name: MOHAMAD AMIR WAFI HAJI ARIFFIN  
 EE group: 1 Permanent Pers.area: SA Prime Minister's Office  
 EE subgroup: 03 Division III  
 \* Start: 31.12.2021 \* to: 31.12.9999

Date type	Date	Date type	Date
Z1	Join Date: 01.01.2021	Z4	End of Probation: 31.12.2021

Record created View details Save Cancel

1. If the **Z4 End of Probation** date has changed, user may edit the end date.
2. If there are no changes in **Copy Date Specification** page, press **Enter** on the keyboard and click **Save**



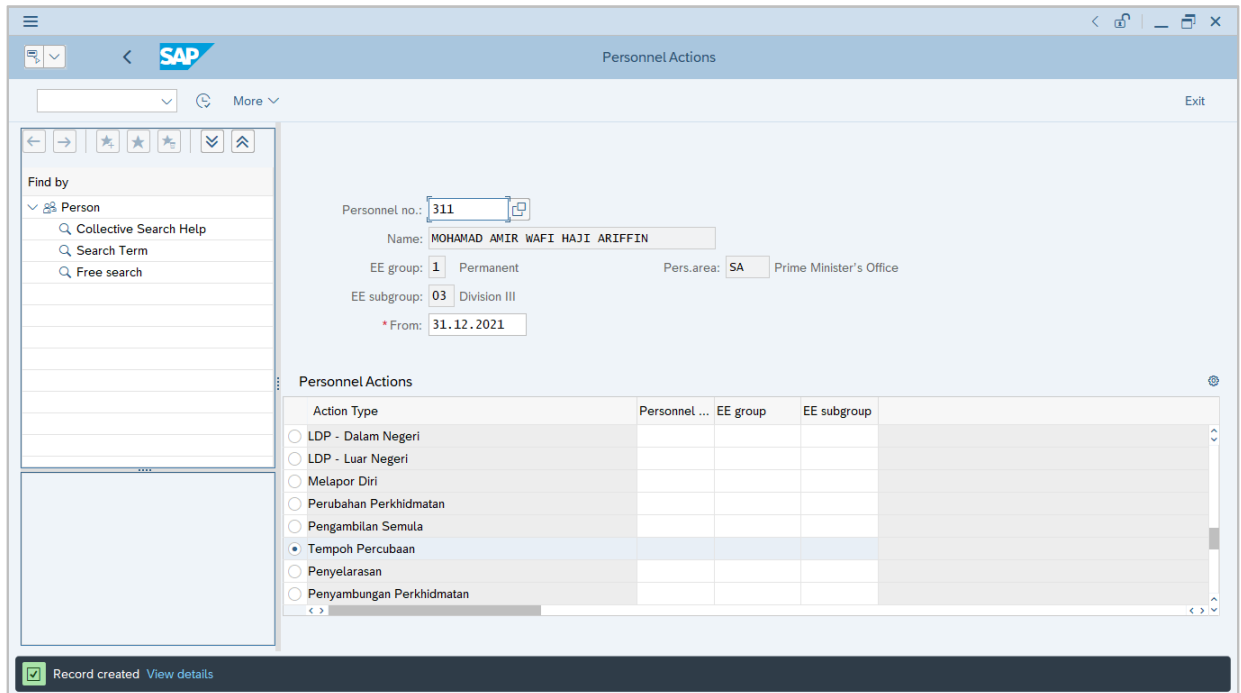
Personnel No: 311 Name: MOHAMAD AMIR WAFI HAJI ARIFFIN  
 EE group: 1 Permanent Pers.area: SA Prime Minister's Office  
 EE subgroup: 03 Division III  
 \* Start: 31.12.2021 \* to: 31.12.9999

Date type	Date	Date type	Date
Z1	Join Date: 01.01.2021	Z4	End of Probation: 31.12.2021

Record valid from 01.01.2021 to 31.12.9999 delimited at end View details Save Cancel

Outcome: Record is created.

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



The screenshot shows the SAP Personnel Actions (PA40) interface. The top navigation bar includes the SAP logo and the title 'Personnel Actions'. Below the navigation bar, there is a search area with a search icon and a 'More' dropdown. On the left side, there is a 'Find by' sidebar with a search icon and a list of search options: 'Person', 'Collective Search Help', 'Search Term', and 'Free search'. The main area contains the following fields:

- 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
- \* From: 31.12.2021

Below these fields is a table titled 'Personnel Actions' with the following columns: Action Type, Personnel ..., EE group, and EE subgroup. The table contains several rows of data, with the 'Tempoh Percubaan' row selected.

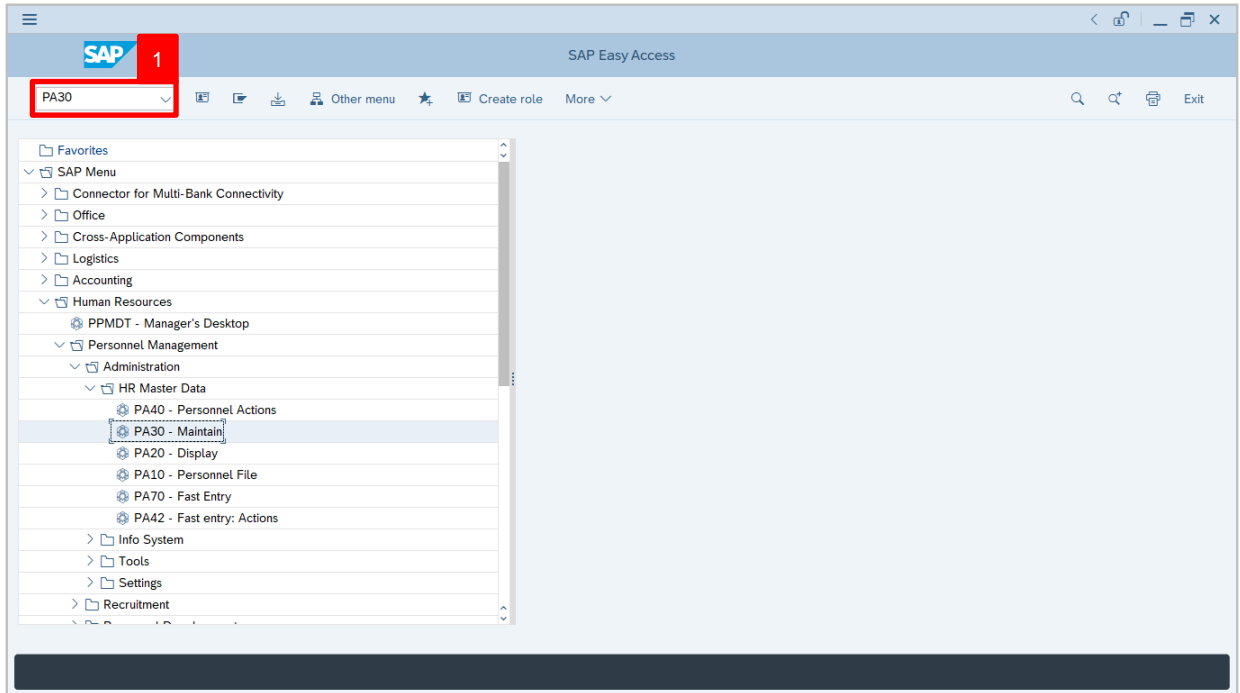
Action Type	Personnel ...	EE group	EE subgroup
<input type="radio"/> LDP - Dalam Negeri			
<input type="radio"/> LDP - Luar Negeri			
<input type="radio"/> Melapor Diri			
<input type="radio"/> Perubahan Perkhidmatan			
<input type="radio"/> Pengambilan Semula			
<input checked="" type="radio"/> Tempoh Percubaan			
<input type="radio"/> Penyelarasan			
<input type="radio"/> Penyambungan Perkhidmatan			

At the bottom of the interface, there is a status bar with a green checkmark icon and the text 'Record created View details'.

View Action Overview

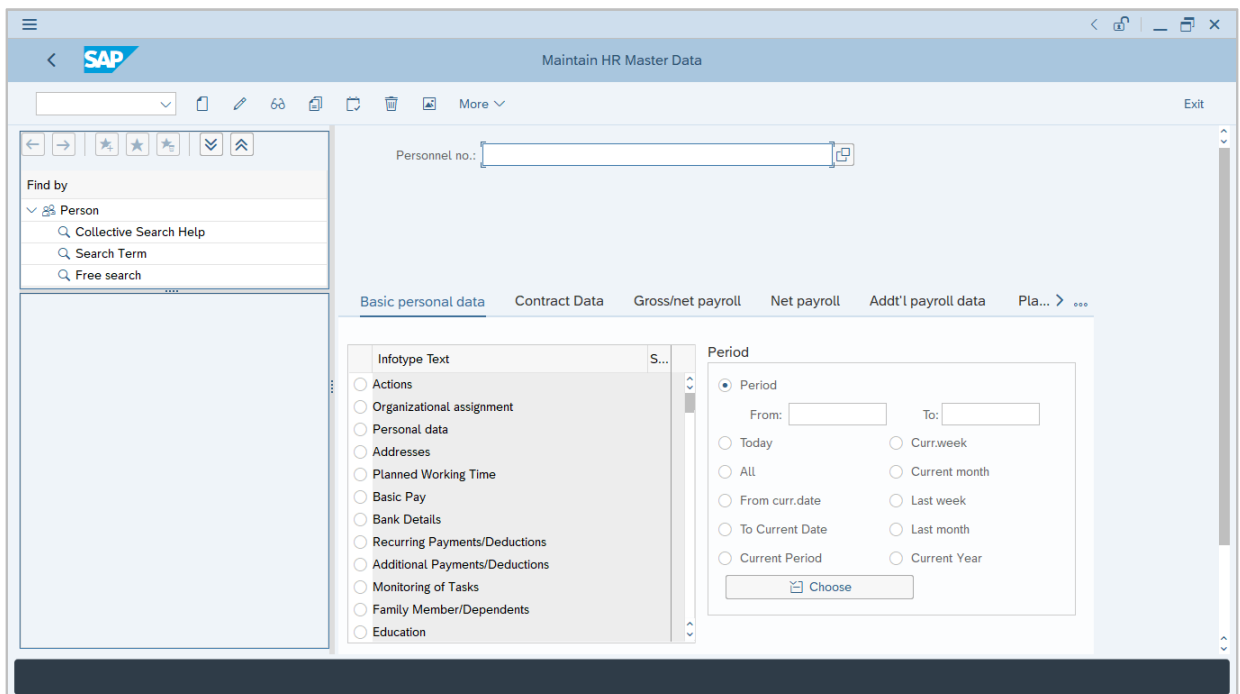
Back End User

Department HR Administrator and HR Administrator (JPA)



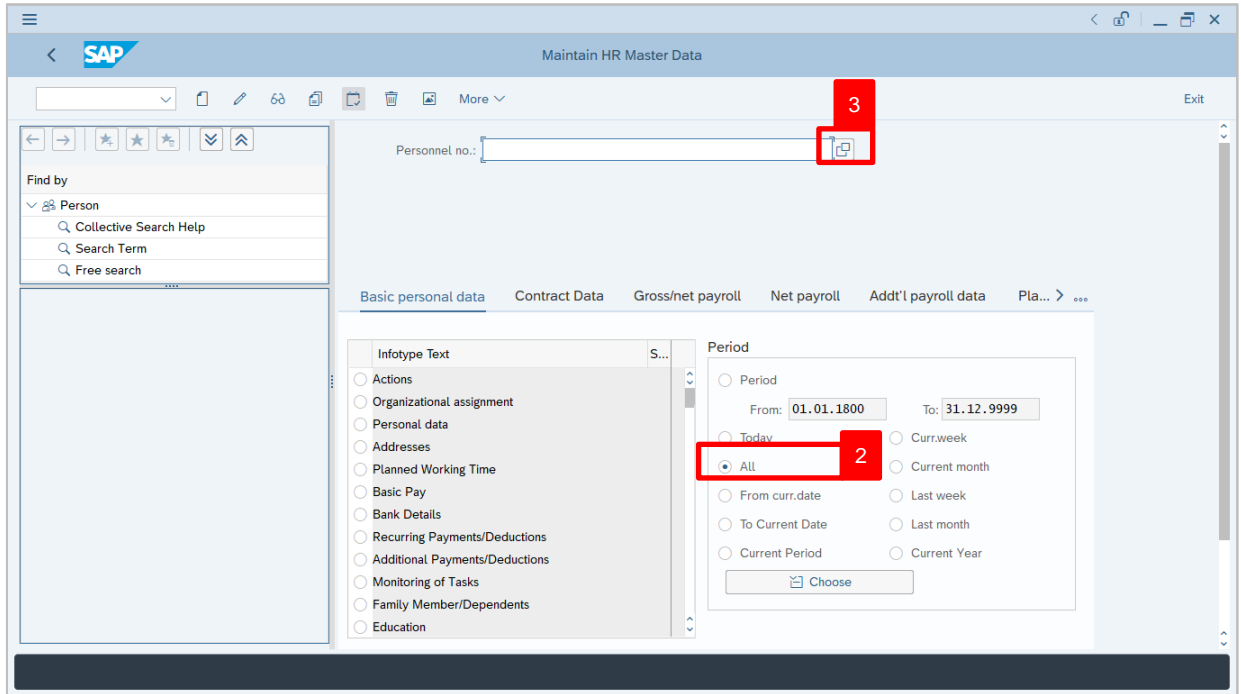
1. Navigate to **Maintain HR Master Data** page by entering transaction code, **PA30** in the Search Bar and press **Enter** button on the keyboard.

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




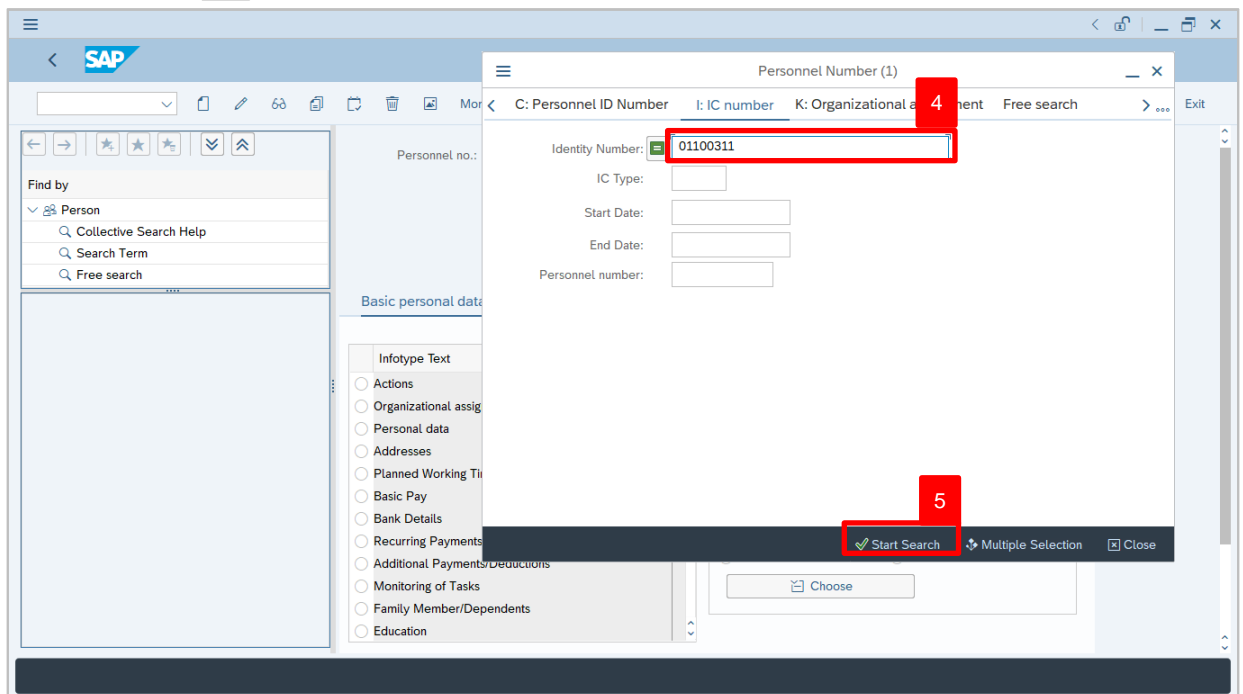
## Note:


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

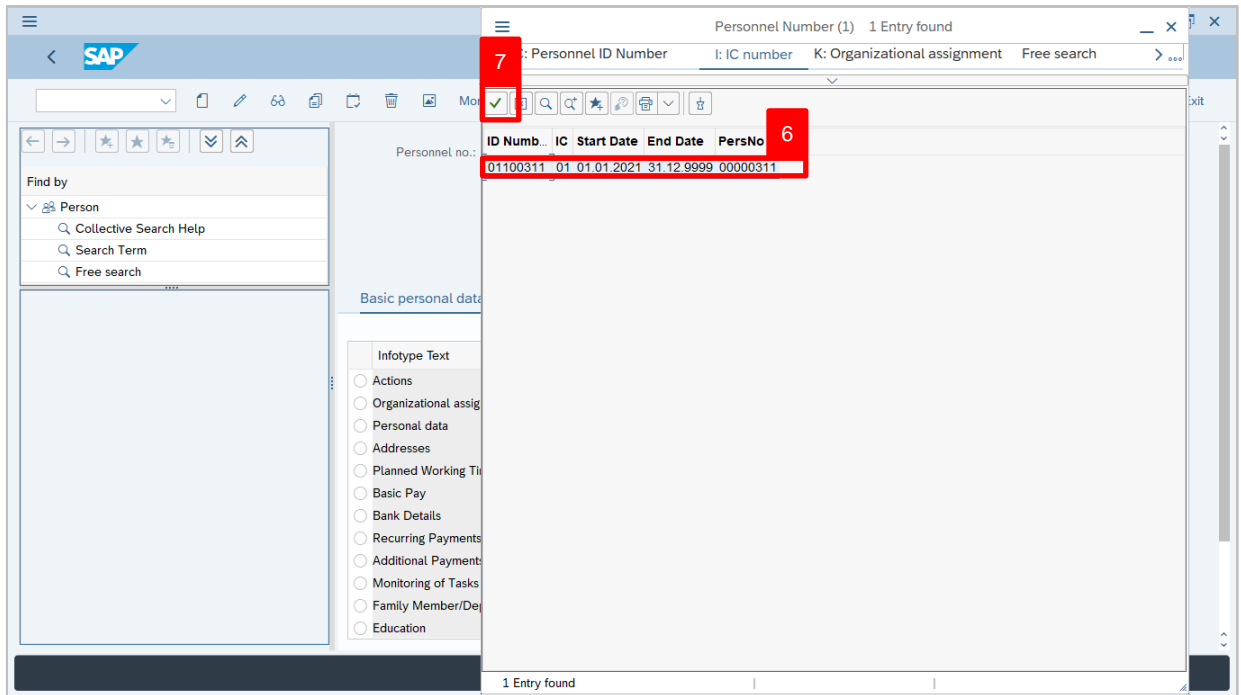



2. Under **Period** section, click on  and select **All**  
 All data within this timeframe (From **01.01.1800** to **31.12.9999**) will be available.

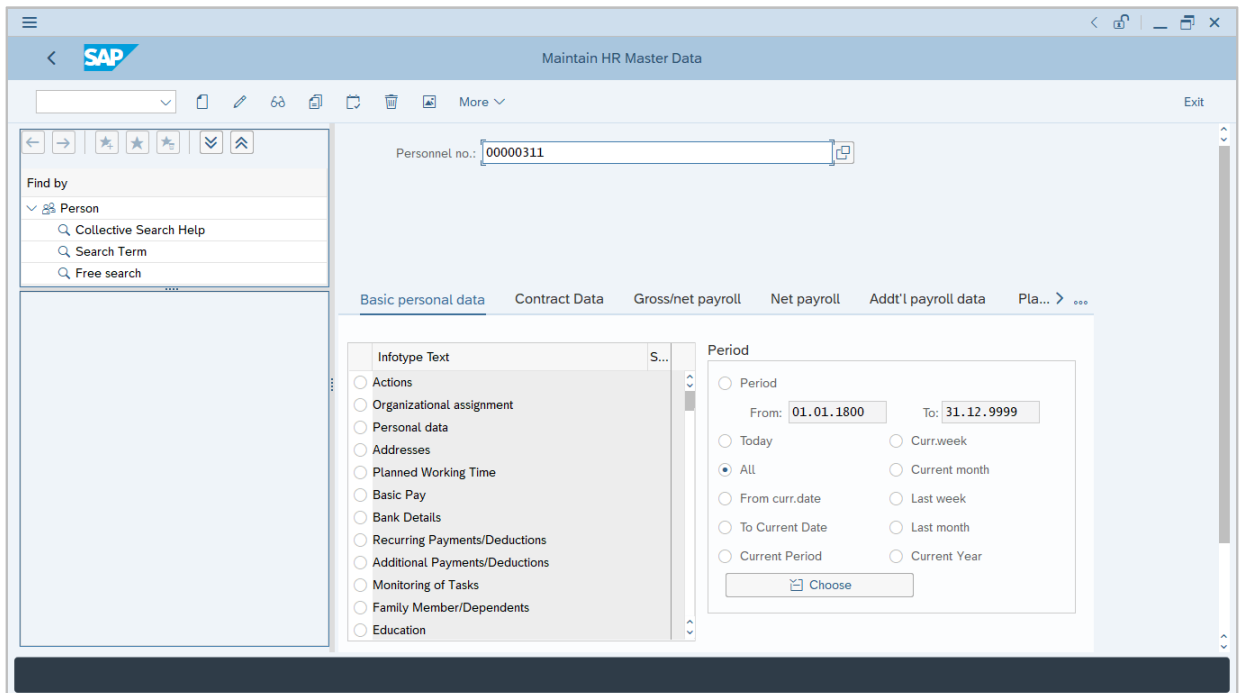
3. Click on  icon for Personnel No.



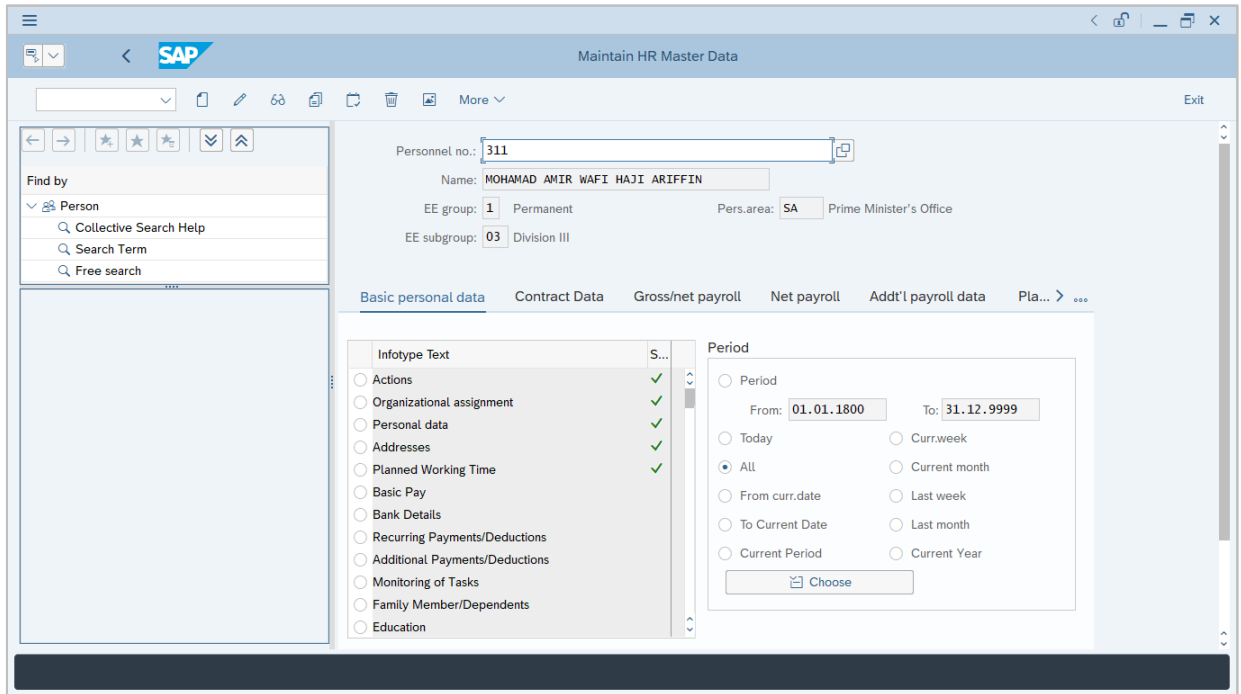
4. Enter the personnel IC Number.
5. Click on  Start Search



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

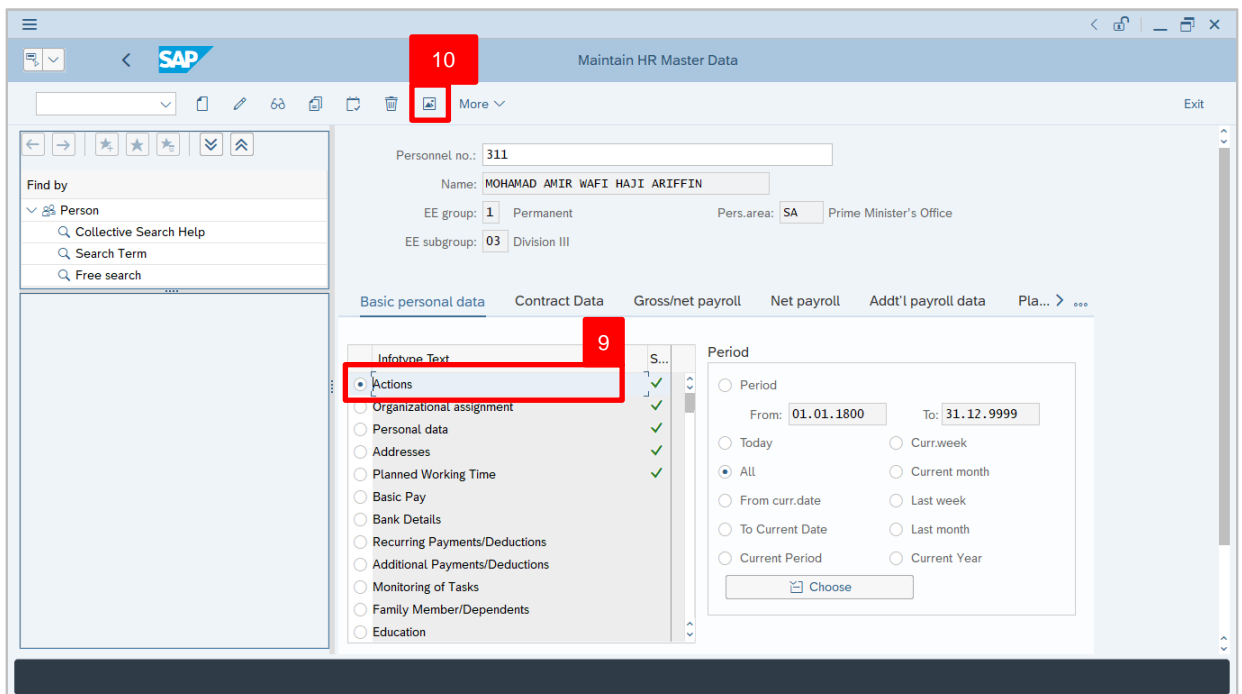


8. Press **Enter** button on the keyboard.



## Note:

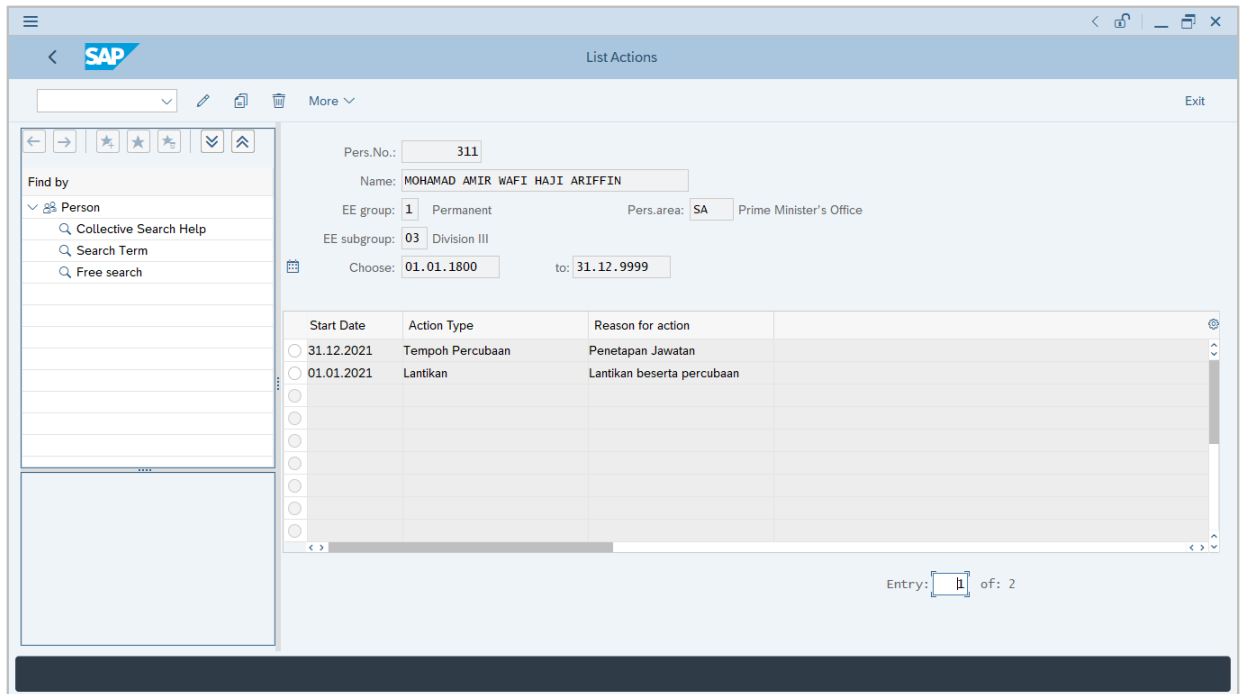
- The personnel information will be displayed.



9. Under **Basic personal data** section, 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.: 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

The table below shows the personnel actions:

Start Date	Action Type	Reason for action
<input type="radio"/> 31.12.2021	Tempoh Percubaan	Penetapan Jawatan
<input type="radio"/> 01.01.2021	Lantikan	Lantikan beserta percubaan
<input type="radio"/>		
<input type="radio"/>		
<input type="radio"/>		
<input type="radio"/>		
<input type="radio"/>		
<input type="radio"/>		
<input type="radio"/>		
<input type="radio"/>		

Entry: 1 of: 2

User can view the personnel actions in this page.