



# **SISTEM SUMBER MANUSIA**

## **User Guide**

### **Personnel Administration for**

### **Back End User (SAPGUI)**

### **Dipinjamkan Ke Swasta (Secondment)**

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

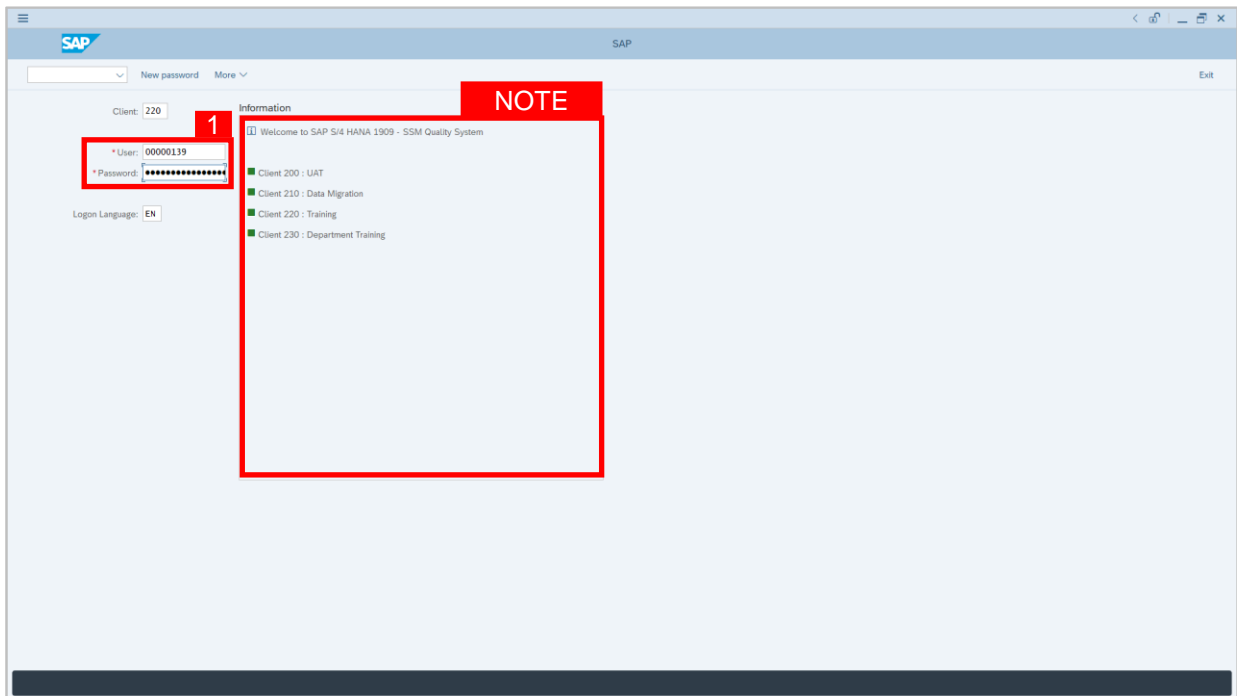
Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 238 2227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.



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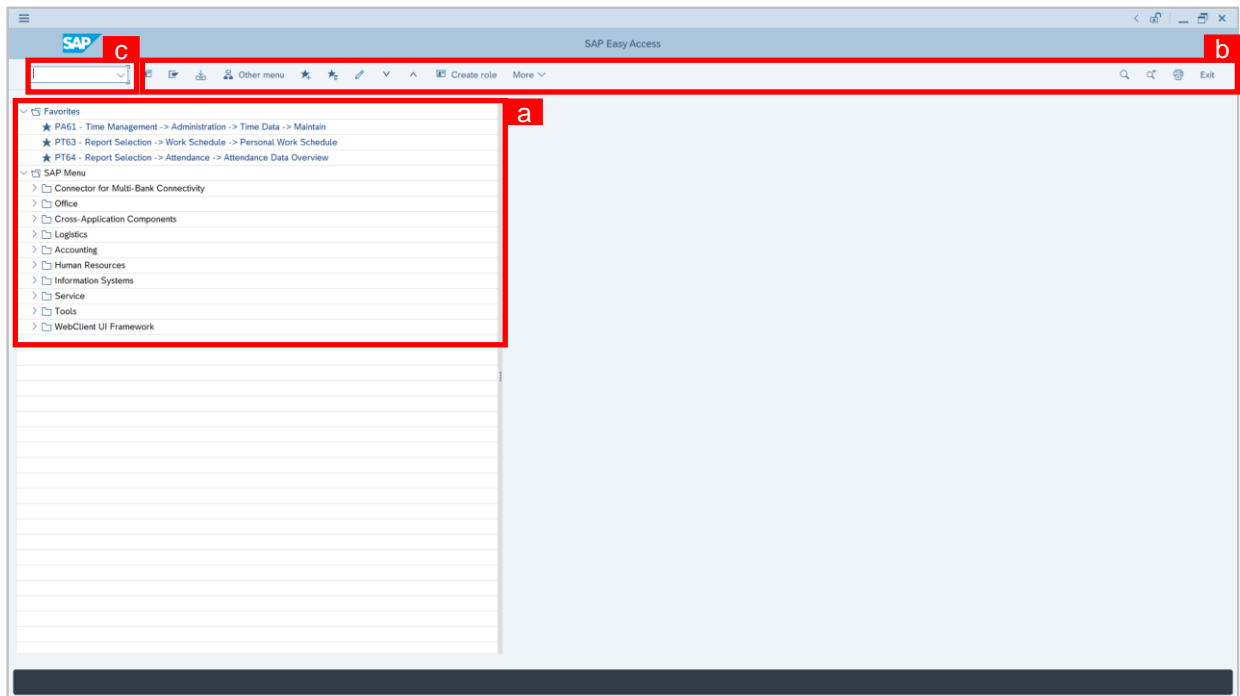
<b>SAP GUI (Back-End) Log on</b>	<b>Back End User</b>
Department HR Administrator and HR Administrator (JPA)	



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.



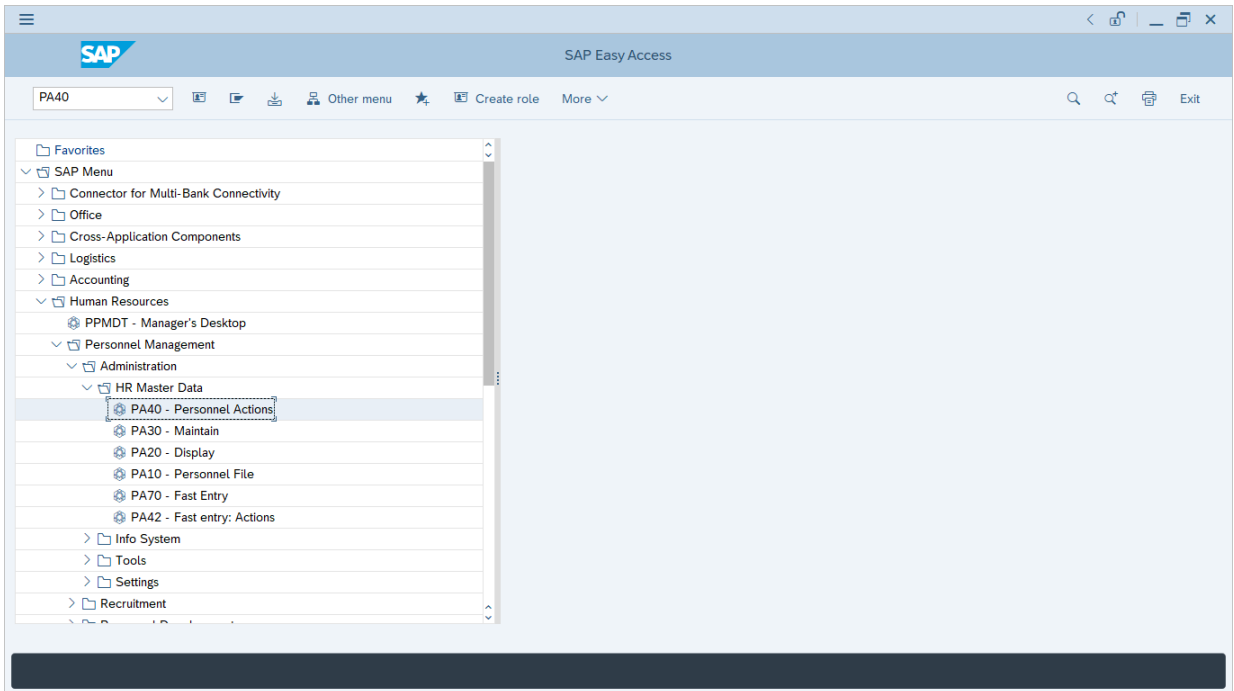
**Note:**

- 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.

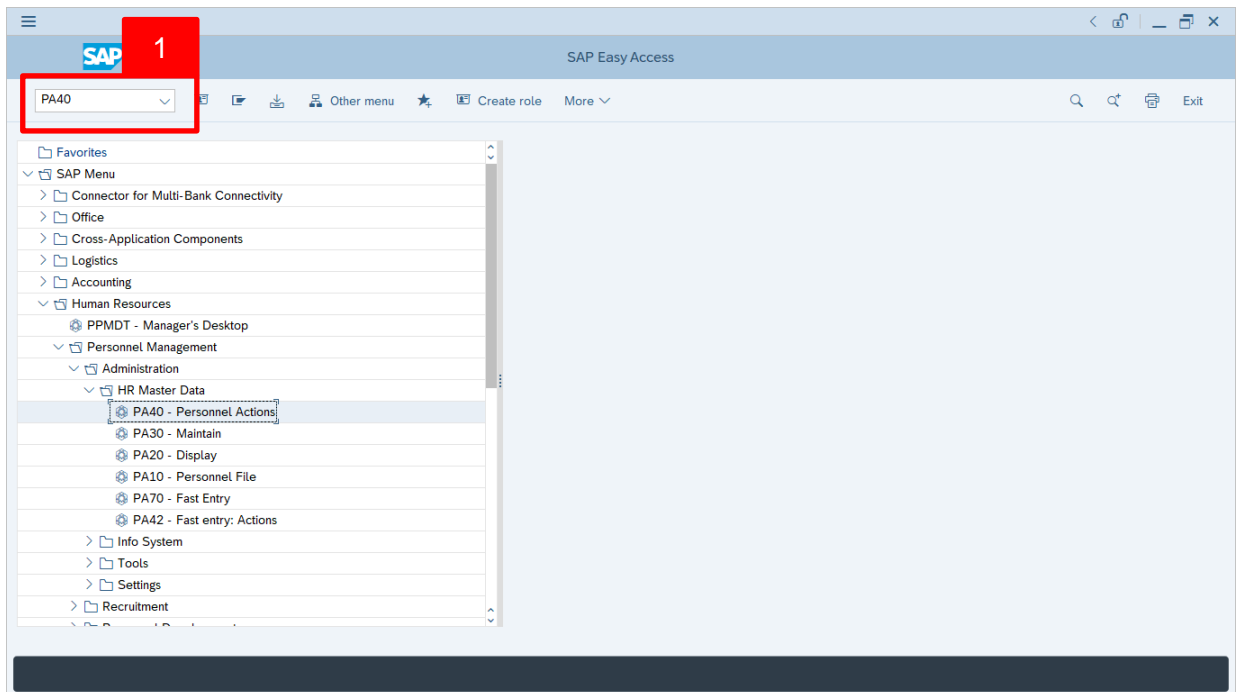
## Copy Actions

## Backend User

Department HR Administrator and HR Administrator (JPA)



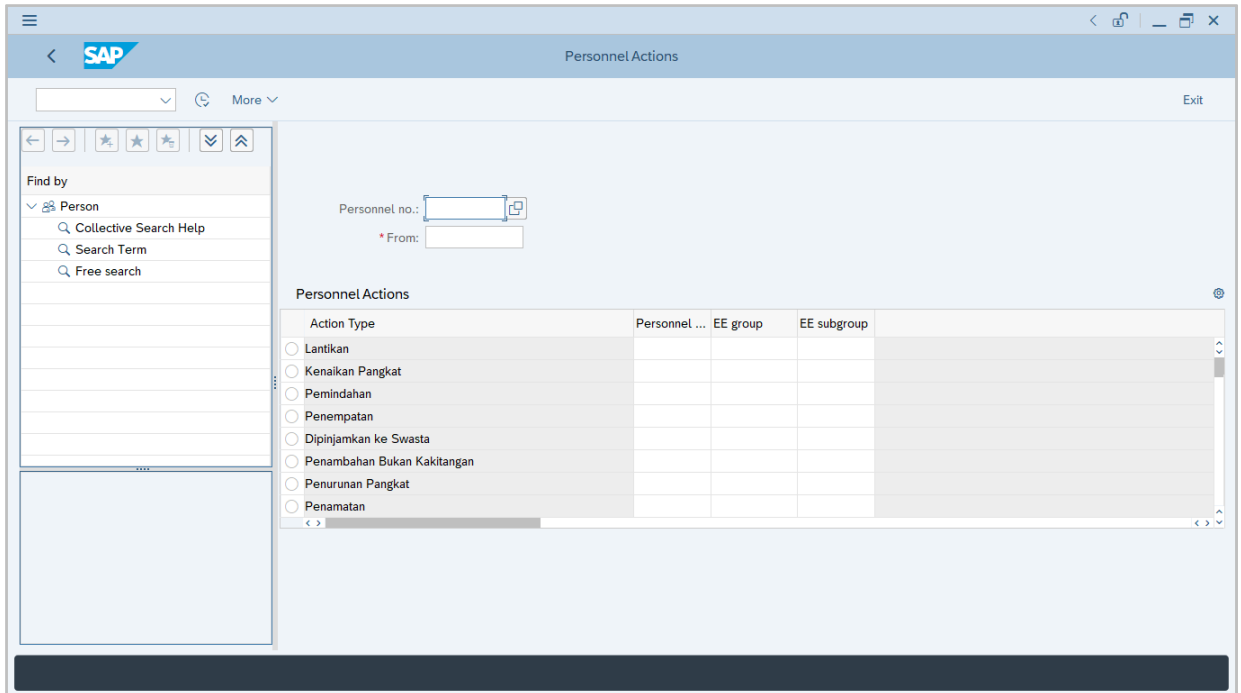
1. Navigate to **Personnel Actions** page by entering transaction code, **PA40** in the Search Bar and press **Enter** button on the keyboard.



## Note:

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

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

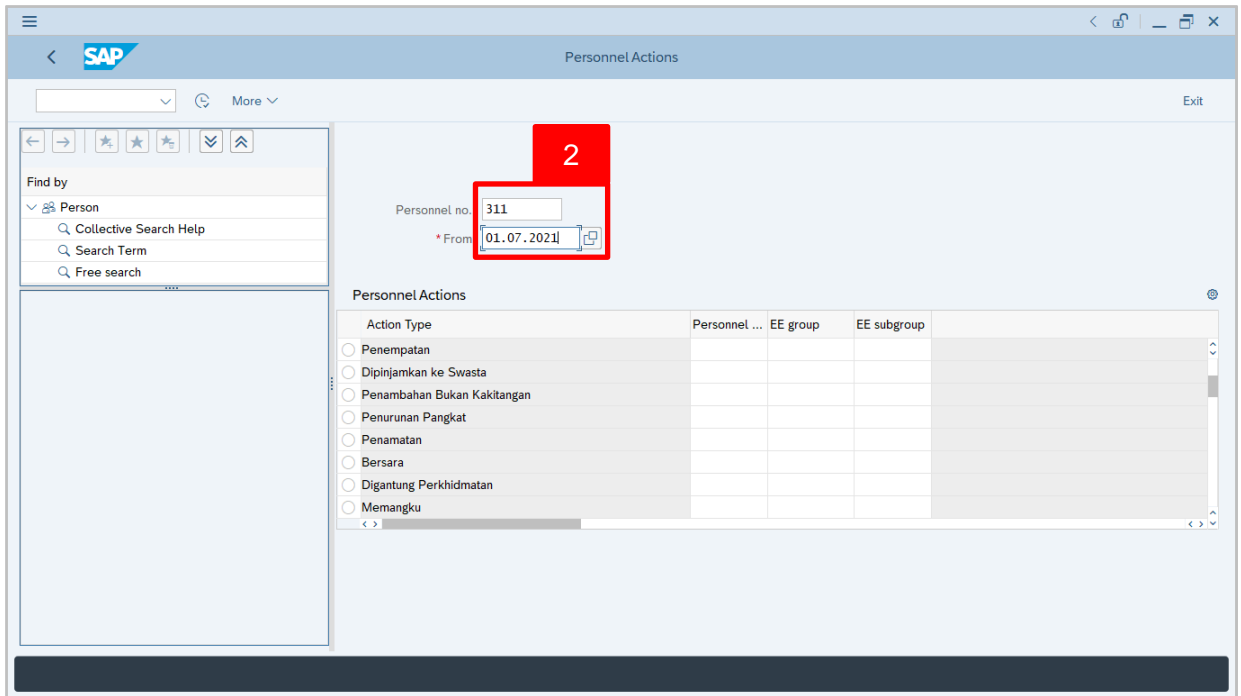


Personnel Actions

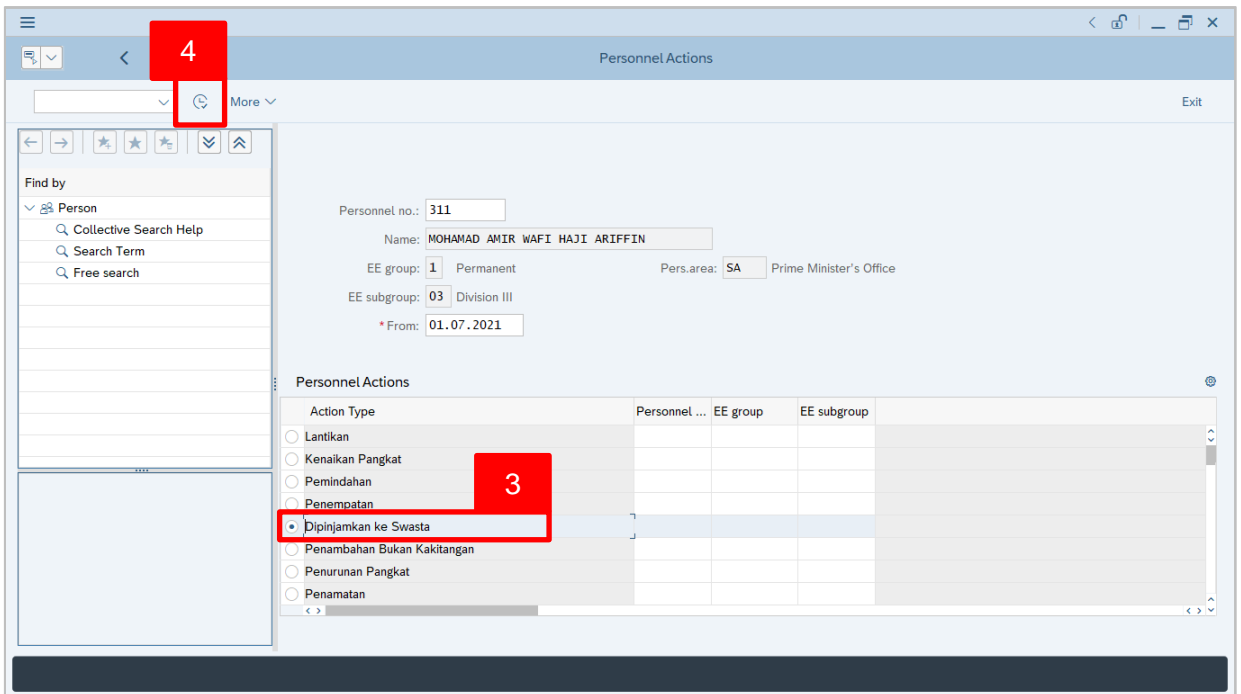
Personnel no.:


\* From:

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.

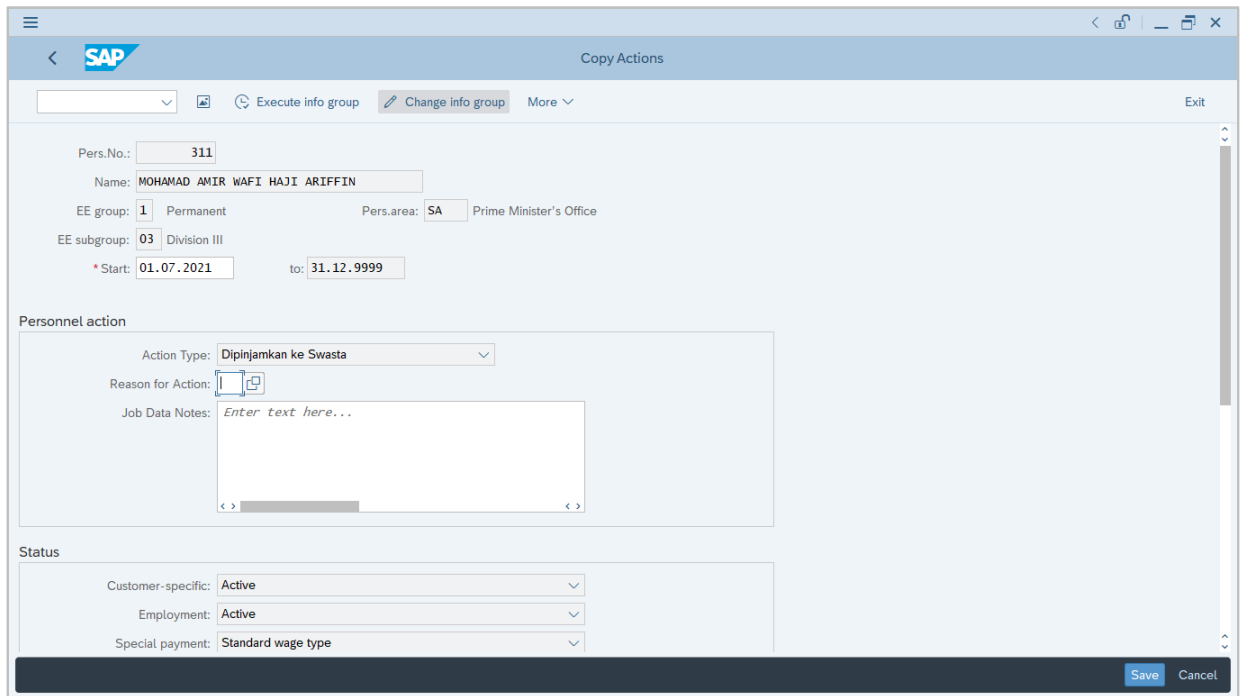


3. Under **Personnel Actions** page, click on the  and select **Dipinjamkan ke Swasta**

4. Click on  icon.



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



The screenshot shows the SAP 'Copy Actions' interface. At the top, there is a navigation bar with the SAP logo and the title 'Copy Actions'. Below this, there are several input fields and buttons for user selection and execution. The main area contains the following information:

- 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:** 01.07.2021
- to:** 31.12.9999

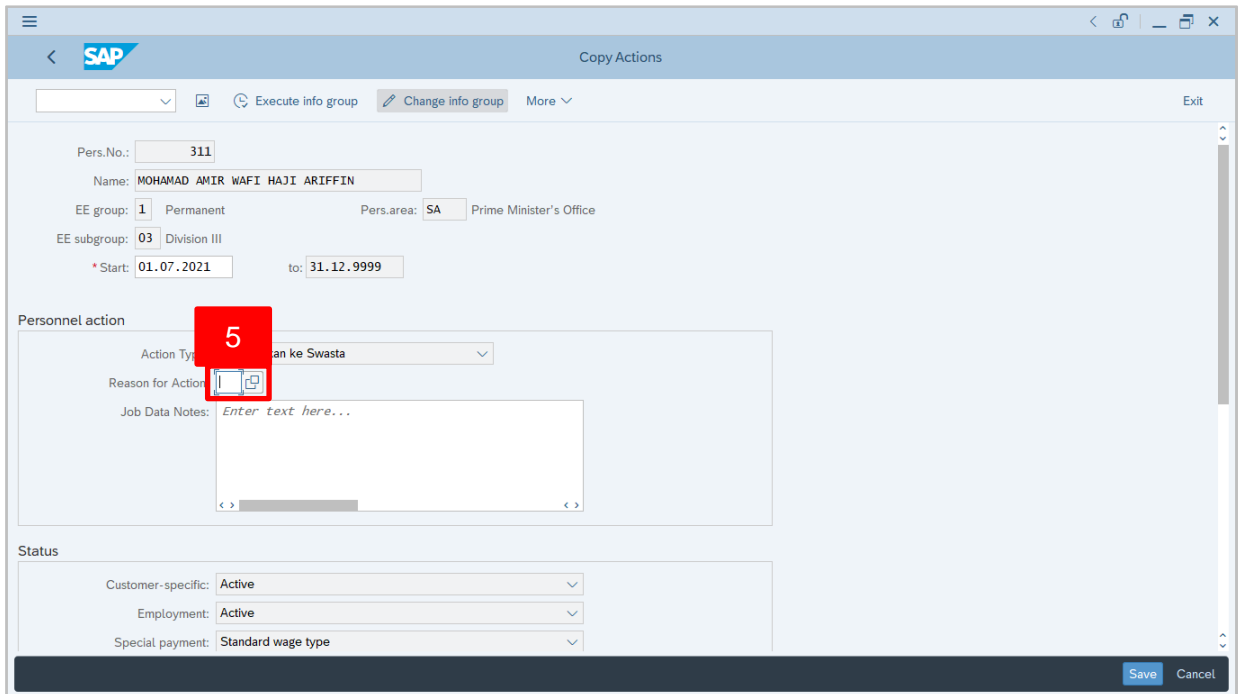
The **Personnel action** section includes:

- Action Type:** Dipinjamkan ke Swasta
- Reason for Action:** [Icon]
- Job Data Notes:** Enter text here... [Text area]


The **Status** section includes:

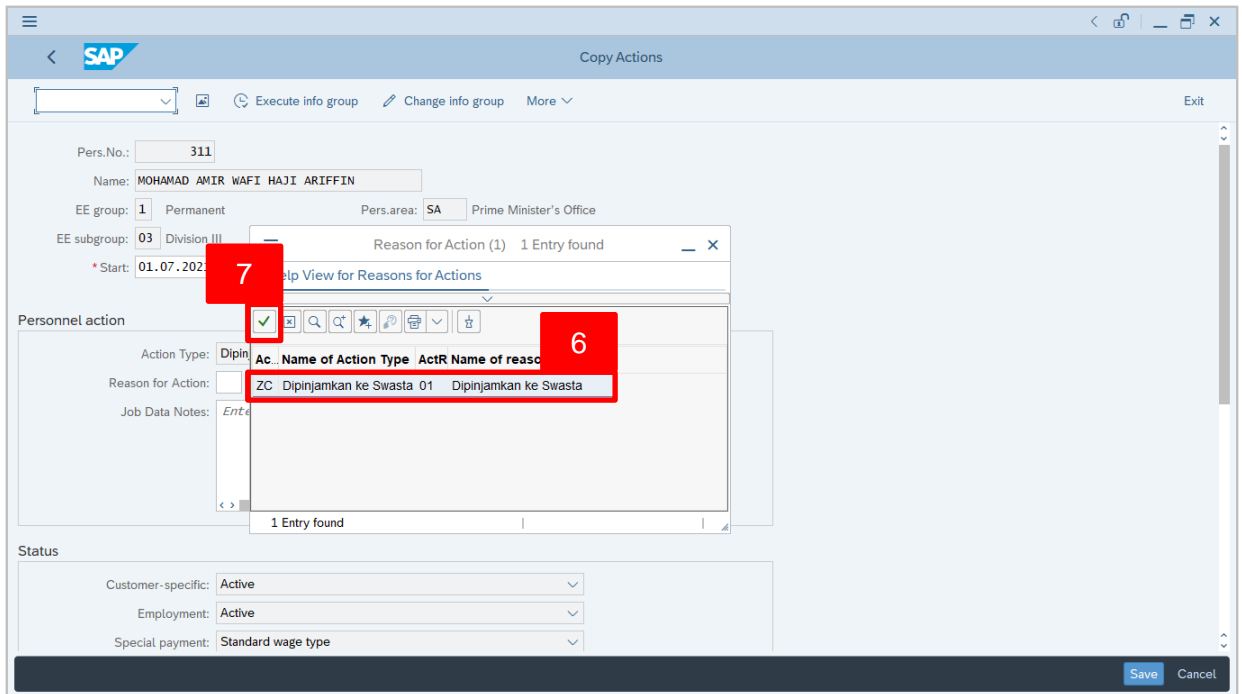
- Customer-specific:** Active
- Employment:** Active
- Special payment:** Standard wage type

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



The screenshot shows the SAP GUI interface for Personnel Administration. The 'Personnel action' section is visible, with the 'Reason for Action' icon highlighted by a red box labeled '5'. The 'Action Type' is set to 'Dipinjamkan ke Swasta'. The 'Reason for Action' field is empty, and the 'Job Data Notes' field contains the text 'Enter text here...'. The 'Status' section shows 'Customer-specific: Active', 'Employment: Active', and 'Special payment: Standard wage type'.

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



The screenshot shows the SAP GUI interface with the 'Reason for Action' dialog box open. The dialog box displays a table with the following data:

Ac.. Name of Action Type	ActR Name of reaso
ZC Dipinjamkan ke Swasta 01	Dipinjamkan ke Swasta

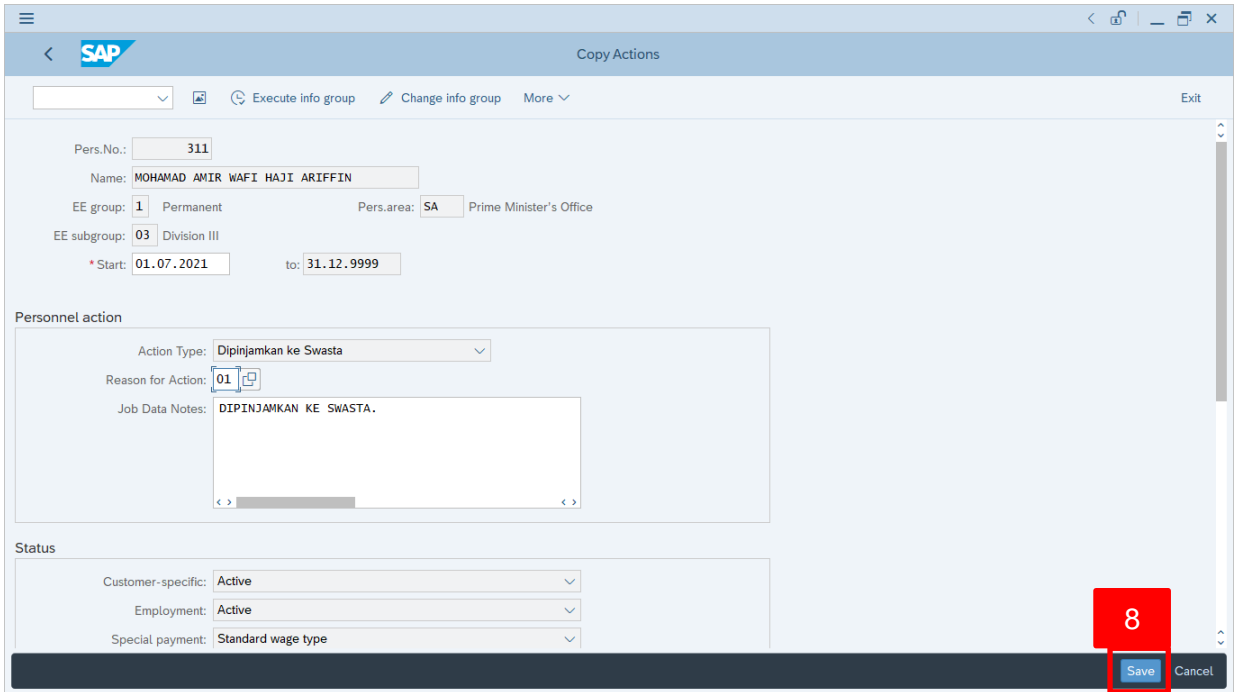
A red box labeled '6' highlights the '01 Dipinjamkan ke Swasta' option in the table. A red box labeled '7' highlights the checkmark icon in the 'Reason for Action' field. The 'Personnel action' section shows the 'Action Type' as 'Dipinjamkan ke Swasta' and the 'Reason for Action' as 'ZC Dipinjamkan ke Swasta 01'. The 'Job Data Notes' field contains the text 'Enter text here...'. The 'Status' section shows 'Customer-specific: Active', 'Employment: Active', and 'Special payment: Standard wage type'.

6. Select **01 Dipinjamkan ke Swasta**.

7. Click on  icon.

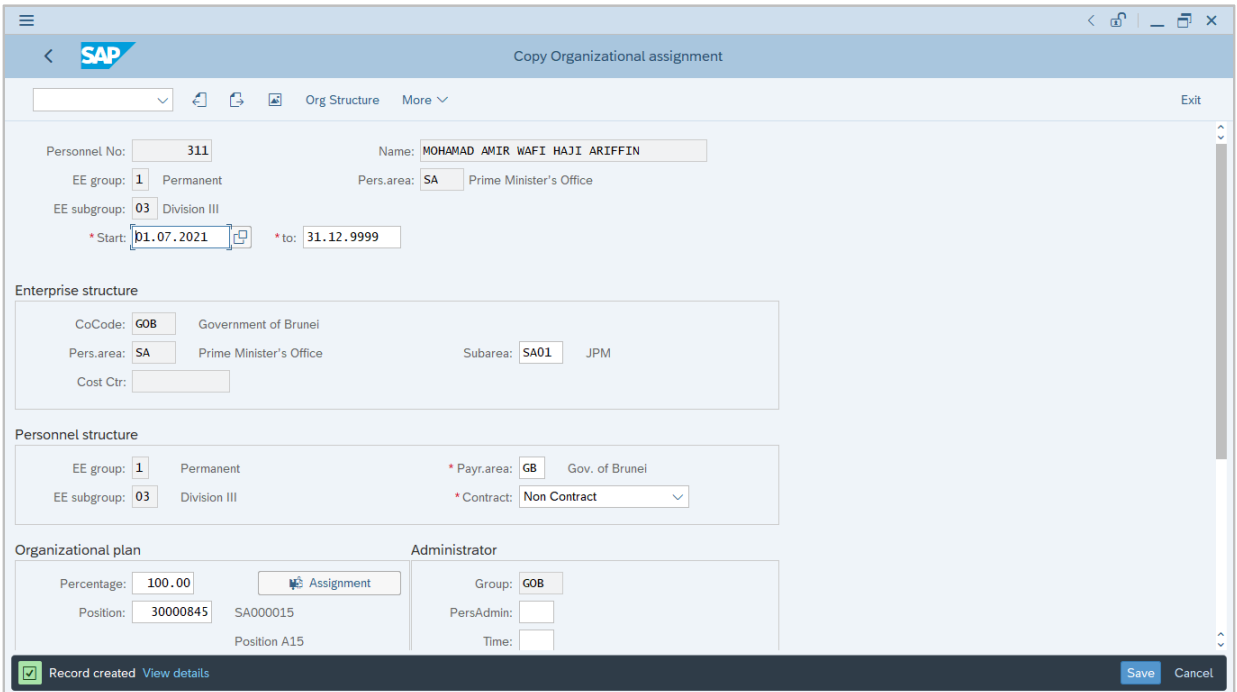
**Note:** Job Data Notes are optional to fill in.

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



The screenshot shows the SAP 'Copy Actions' screen for personnel data. The 'Personnel action' section is active, with 'Action Type' set to 'Dipinjamkan ke Swasta' and 'Reason for Action' set to '01'. The 'Job Data Notes' field contains the text 'DIPINJAMKAN KE SWASTA.'. The 'Status' section shows 'Customer-specific: Active', 'Employment: Active', and 'Special payment: Standard wage type'. A red box with the number '8' highlights the 'Save' button at the bottom right of the screen.

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

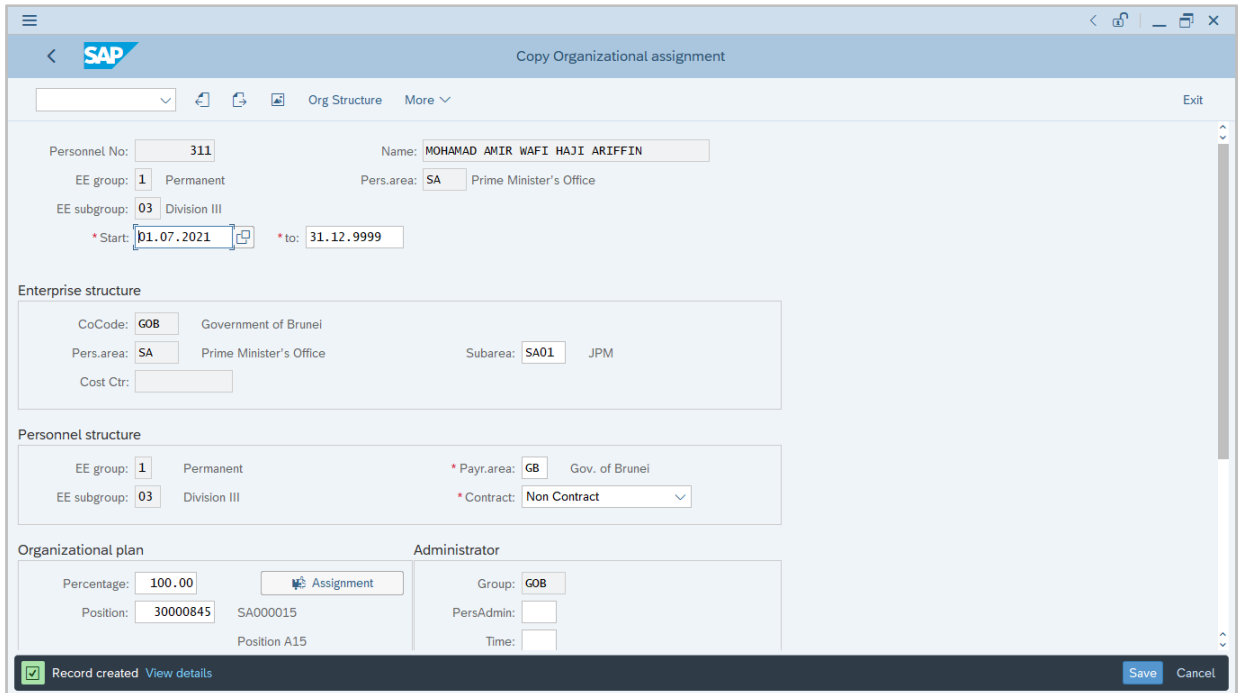


The screenshot shows the SAP 'Copy Organizational Assignment' screen. The 'Enterprise structure' section shows 'CoCode: GOB' (Government of Brunei), 'Pers.area: SA' (Prime Minister's Office), and 'Subarea: SA01' (JPM). The 'Personnel structure' section shows 'EE group: 1' (Permanent), 'EE subgroup: 03' (Division III), 'Payr.area: GB' (Gov. of Brunei), and 'Contract: Non Contract'. The 'Organizational plan' section shows 'Percentage: 100.00' and 'Position: 30000845'. The 'Administrator' section shows 'Group: GOB'. A green checkmark and the text 'Record created View details' are visible at the bottom left. The 'Save' button is highlighted at the bottom right.

## Copy Organizational Assignment

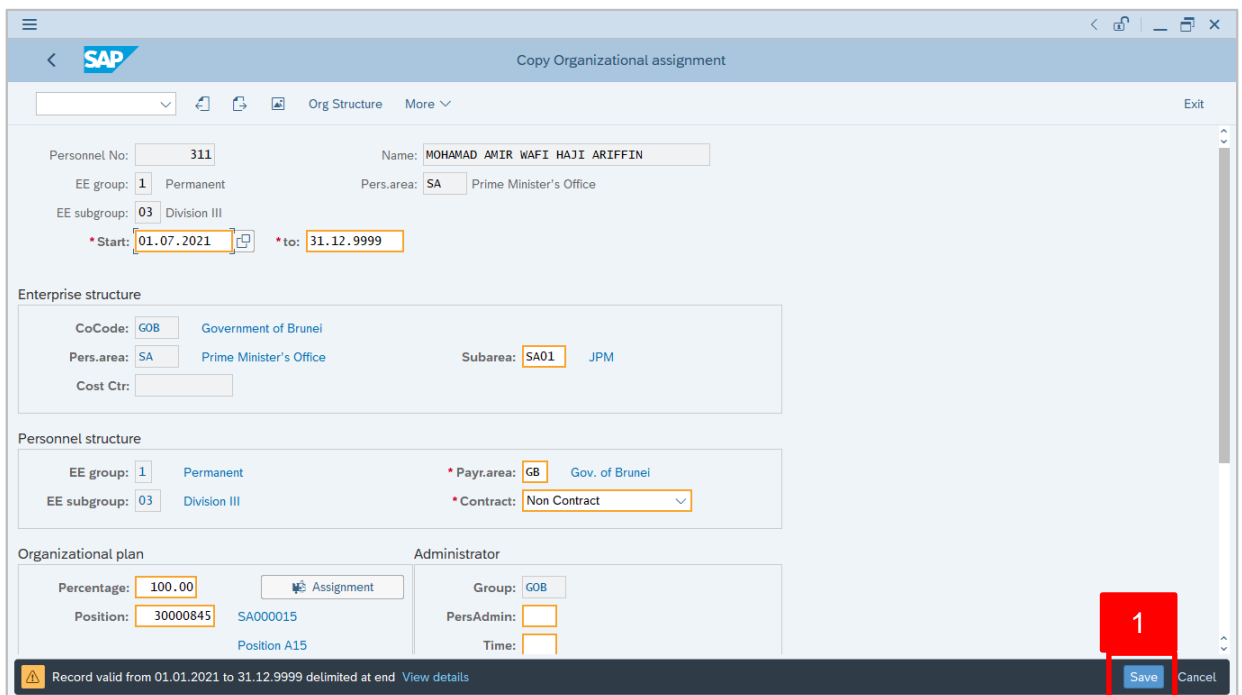
## Backend User

Department HR Administrator and HR Administrator (JPA)



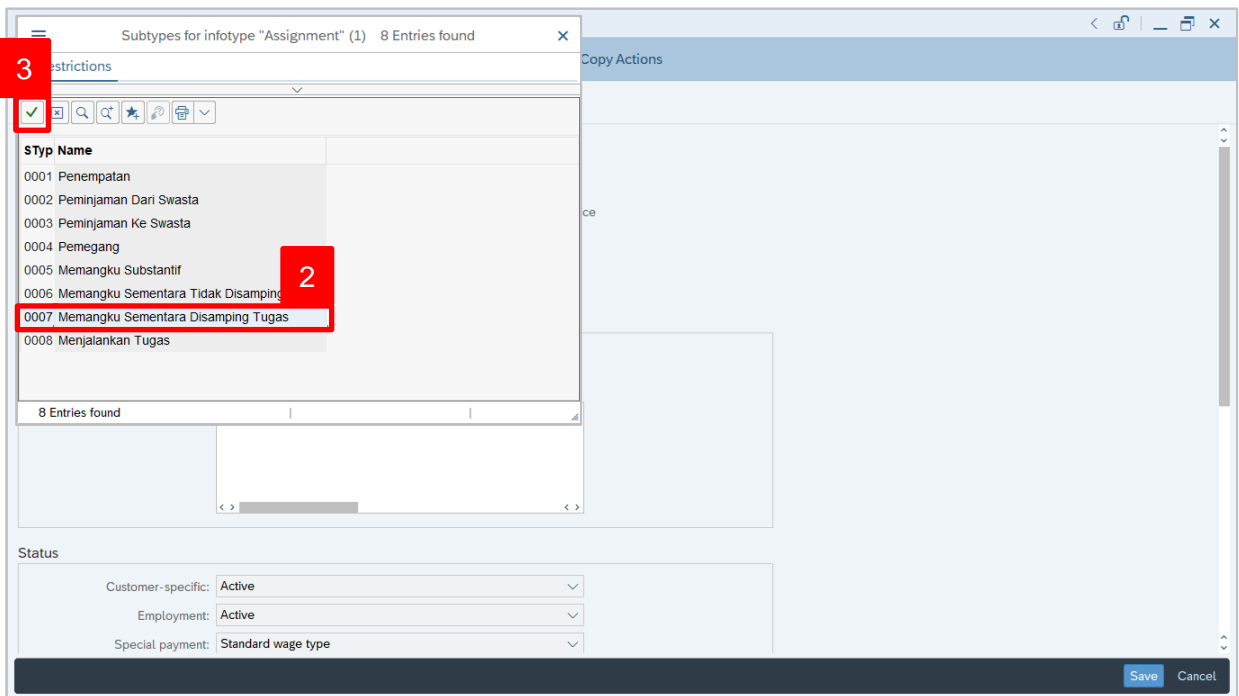
The screenshot shows the SAP 'Copy Organizational assignment' interface. The 'Personnel No.' is 311 and the name is MOHAMAD AMIR WAFI HAJI ARIFFIN. The 'EE group' is 1 (Permanent) and 'Pers.area' is SA (Prime Minister's Office). The 'EE subgroup' is 03 (Division III). The start date is 01.07.2021 and the end date is 31.12.9999. The 'Enterprise structure' shows 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' shows Percentage: 100.00, Position: 30000845 (SA000015, Position A15), and Group: GOB. The 'Administrator' section is empty. A 'Record created' message is visible at the bottom left, and 'Save' and 'Cancel' buttons are at the bottom right.

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 at the bottom right, with the number '1' inside it. Additionally, a yellow warning icon and the text 'Record valid from 01.01.2021 to 31.12.9999 delimited at end' are visible in the bottom left corner of the SAP interface.

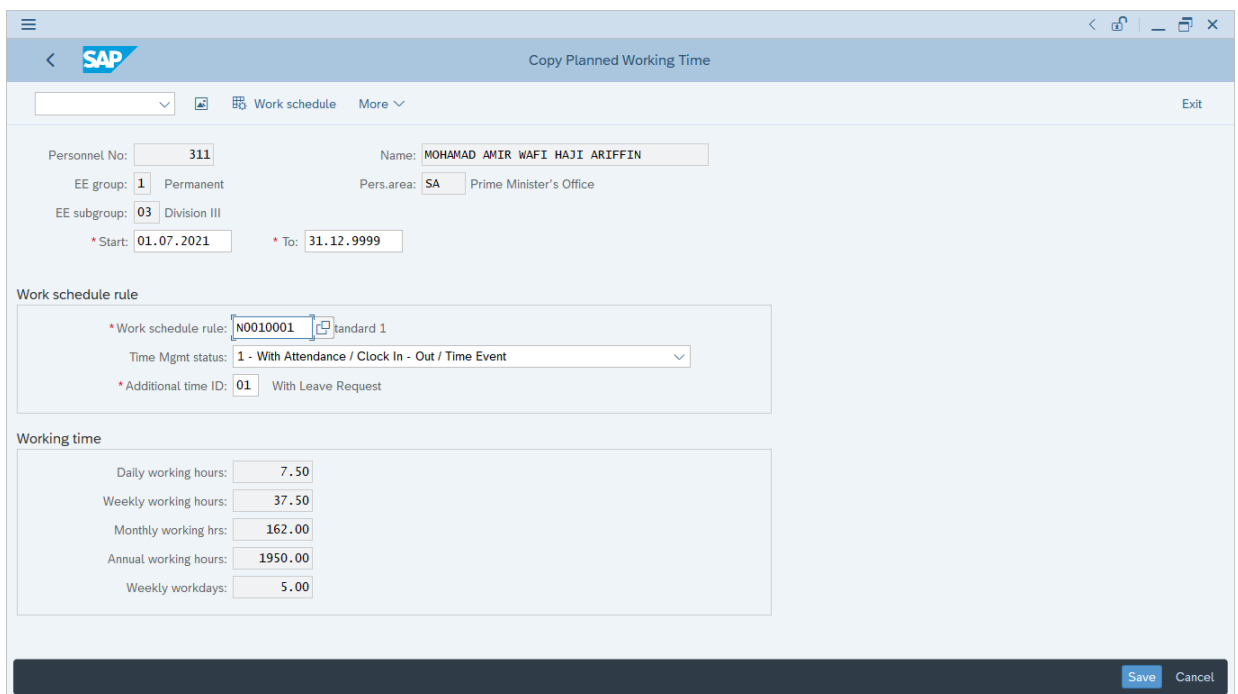
The **Subtypes for Infotype “Assignment” (1)** will appear.



2. Select the Assignment subtype.

3. Click on  icon.

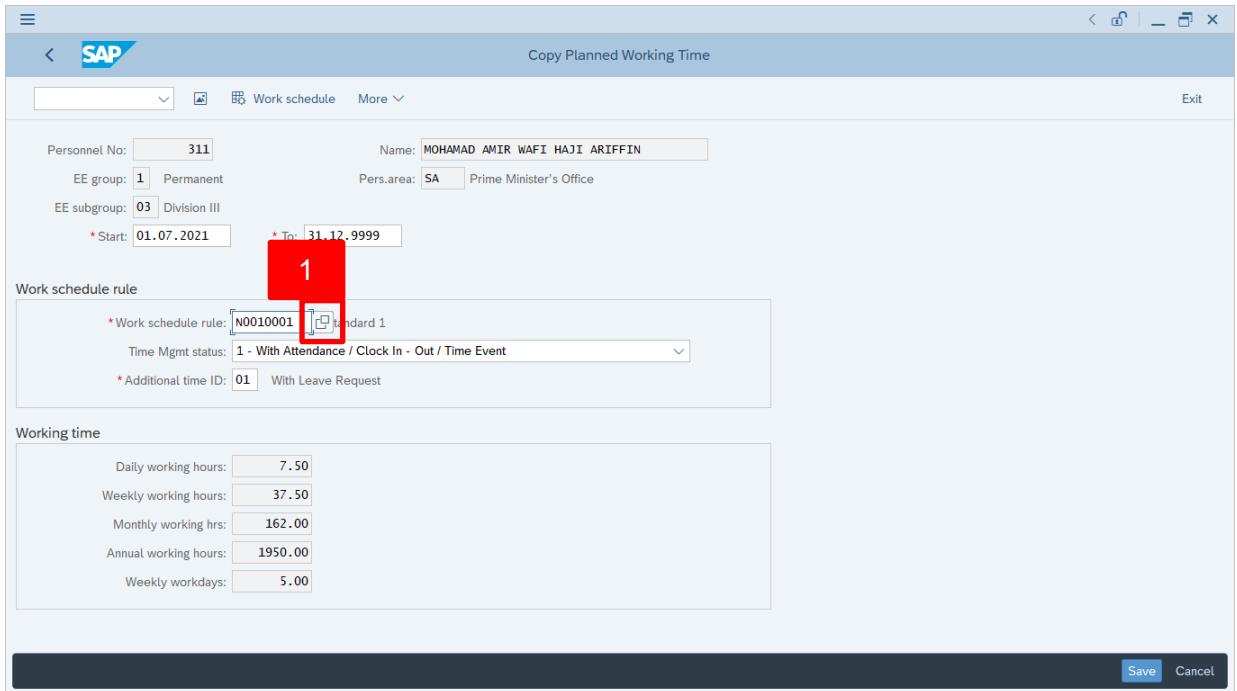
The **Create Planned Working Time** page will be displayed.



**Copy Planned Working Time**


**Backend User**

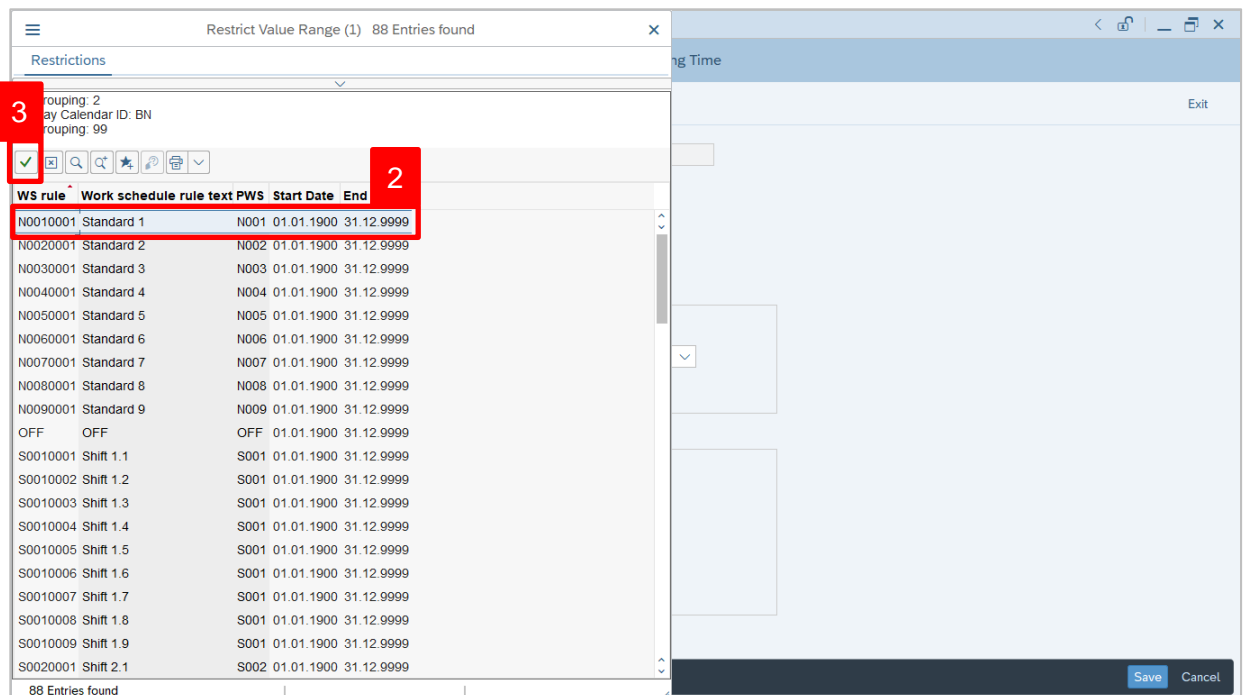
Department HR Administrator and HR Administrator (JPA)



The screenshot shows the SAP 'Copy Planned Working Time' form. The 'Work schedule rule' section is highlighted with a red box and a red '1'. The 'Working time' section shows the following values:

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


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



The screenshot shows the 'Restrict Value Range' dialog box. The 'Restrictions' section is highlighted with a red box and a red '3'. The 'Work schedule rule' table is highlighted with a red box and a red '2'. The table contains the following data:

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

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

3. Click on  icon.

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: 01.07.2021 \* To: 31.12.9999

Work schedule rule

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

Working time

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

Save Cancel

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

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

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: 01.07.2021 \* To: 31.12.9999

Work schedule rule

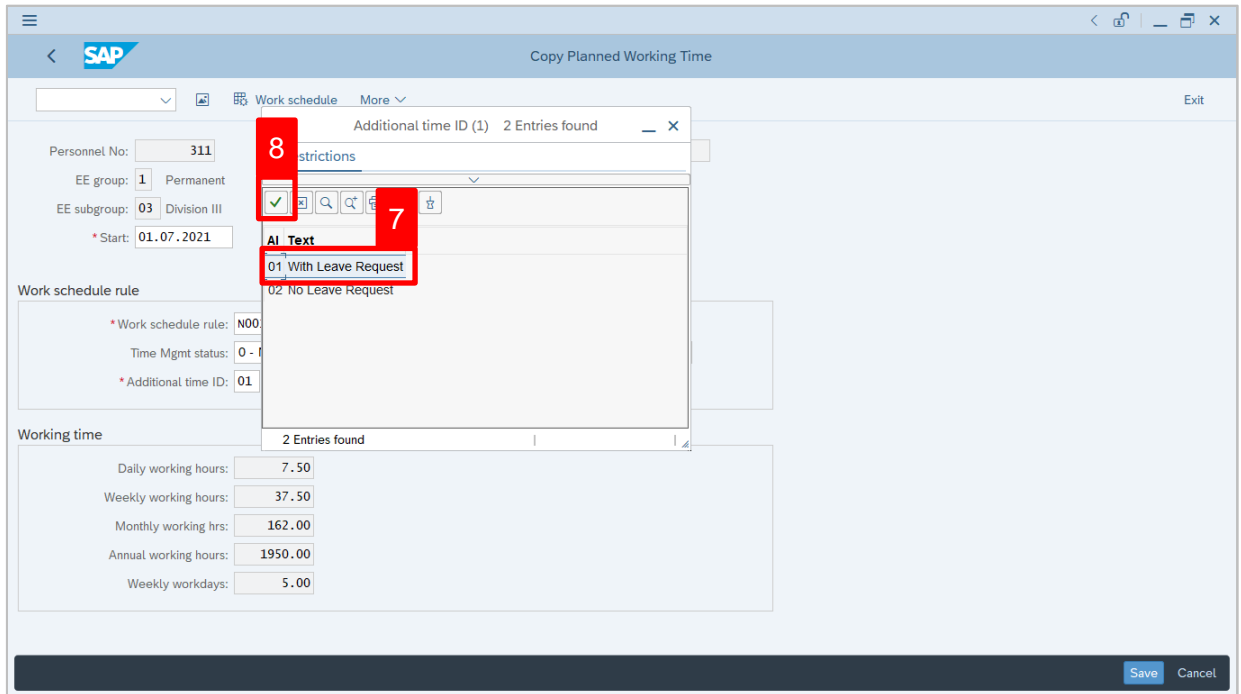
\* Work schedule rule: N0010001 Standard 1  
Time Mgmt status: 0 - No Attendance / Clock In - Out / Time Event  
\* Additional time ID: 03 - With Leave Request

Working time

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

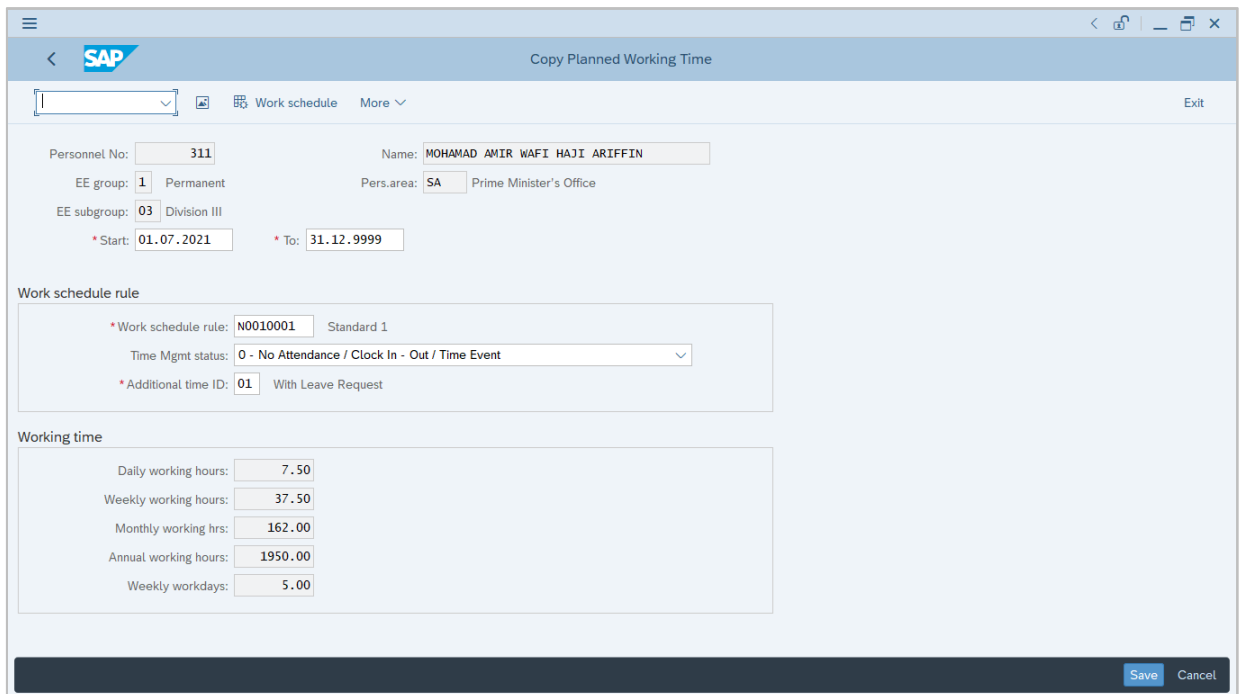
Save Cancel

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



7. Select Additional Time ID, **01 With Leave Request**.

8. Click on  icon.





Copy Planned Working Time

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: 01.07.2021 \* To: 31.12.9999

Work schedule rule

\* Work schedule rule: N0010001 Standard 1

Time Mgmt status: 0 - No Attendance / Clock In - Out / Time Event

\* Additional time ID: 01 With Leave Request

Working time

Daily working hours: 7.50

Weekly working hours: 37.50


Monthly working hrs: 162.00

Annual working hours: 1950.00

Weekly workdays: 5.00

Record valid from 01.01.2021 to 31.12.9999 delimited at end View details

Save Cancel

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

Outcome: Record is created.

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

Create Assignment

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: 01.07.2021 \* To: 31.12.9999

Assignment

Assignment type: 0003 Peminjaman Ke Swasta

Company:

Position:

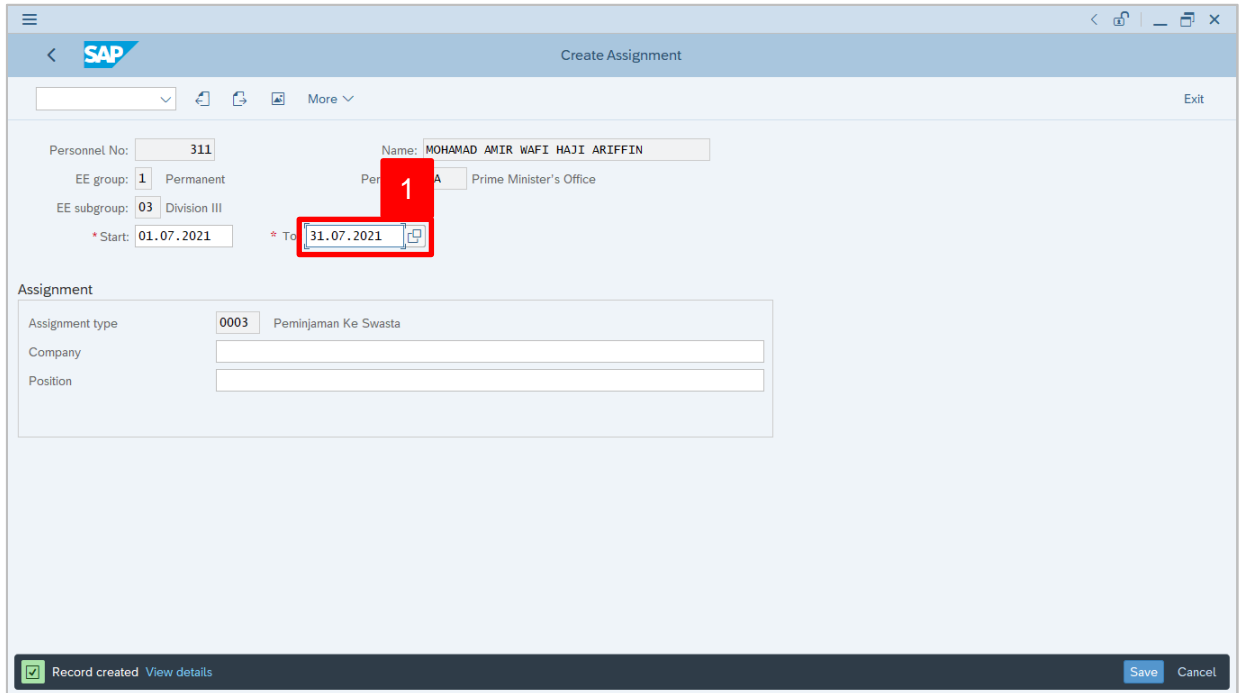
Record created View details

Save Cancel

## Create Assignment

### Backend User

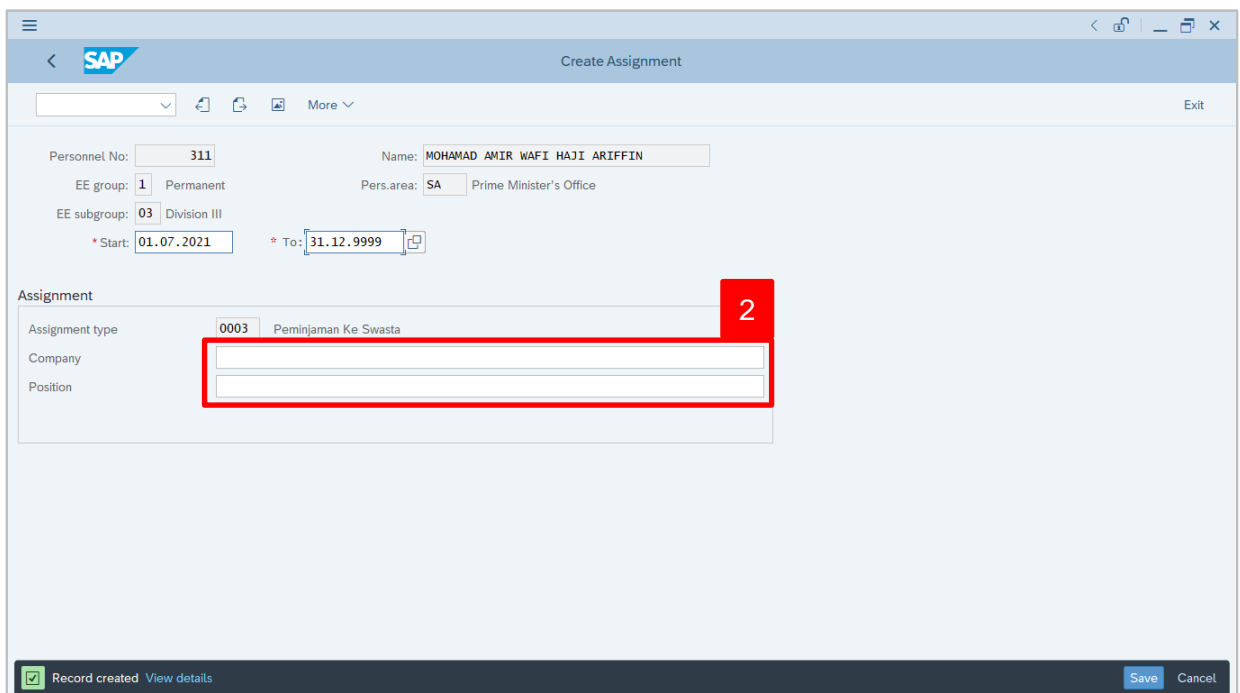
Department HR Administrator and HR Administrator (JPA)



The screenshot shows the SAP 'Create Assignment' interface. The 'Personnel No.' is 311 and the 'Name' is MOHAMAD AMIR WAFI HAJI ARIFFIN. The 'EE group' is 1 (Permanent) and the 'Pers.area' is SA (Prime Minister's Office). The 'EE subgroup' is 03 (Division III). The 'Start' date is 01.07.2021. The 'To' date is 31.07.2021, which is highlighted with a red box and a red '1'. The 'Assignment' section shows 'Assignment type' as 0003 (Peminjaman Ke Swasta). The 'Company' and 'Position' fields are empty. At the bottom, there is a 'Record created' status and 'Save' and 'Cancel' buttons.

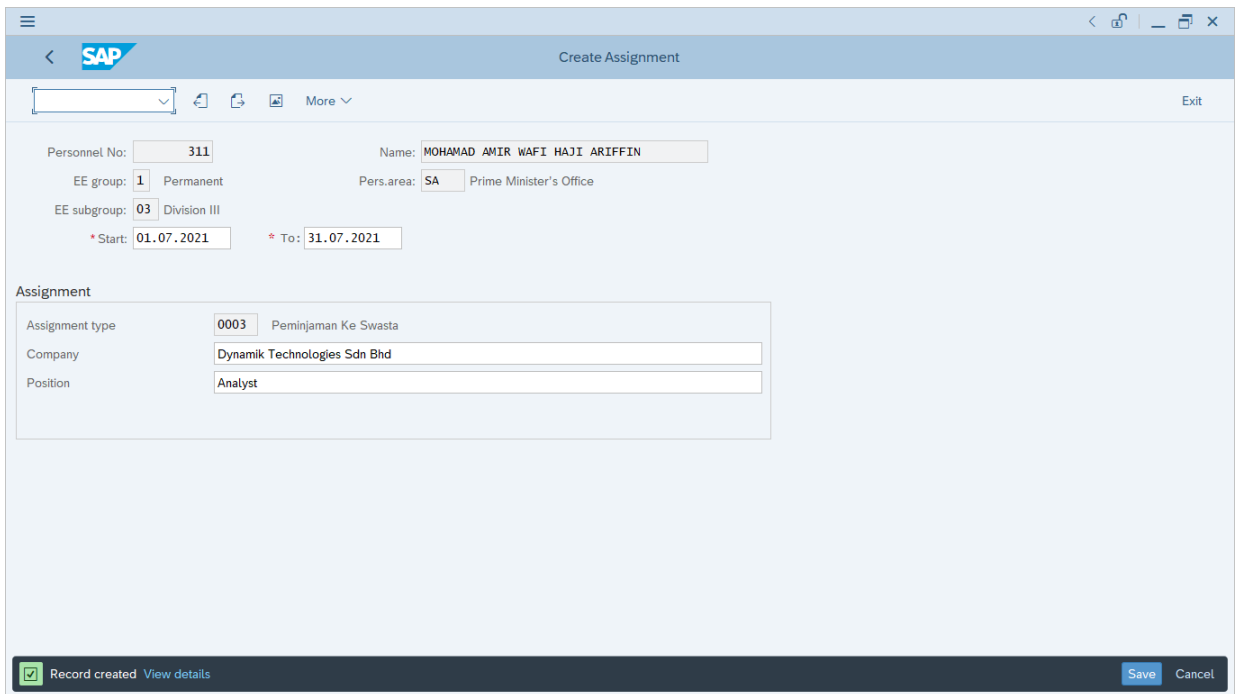
1. Enter the assignment end date.

**Note:** User may edit the assignment end date via Assignment Infotype in **Maintain HR Master (PA30)** page.



The screenshot shows the same SAP 'Create Assignment' interface. The 'To' date is now 31.12.9999. The 'Assignment' section shows 'Assignment type' as 0003 (Peminjaman Ke Swasta). The 'Company' and 'Position' fields are highlighted with a red box and a red '2'. At the bottom, there is a 'Record created' status and 'Save' and 'Cancel' buttons.

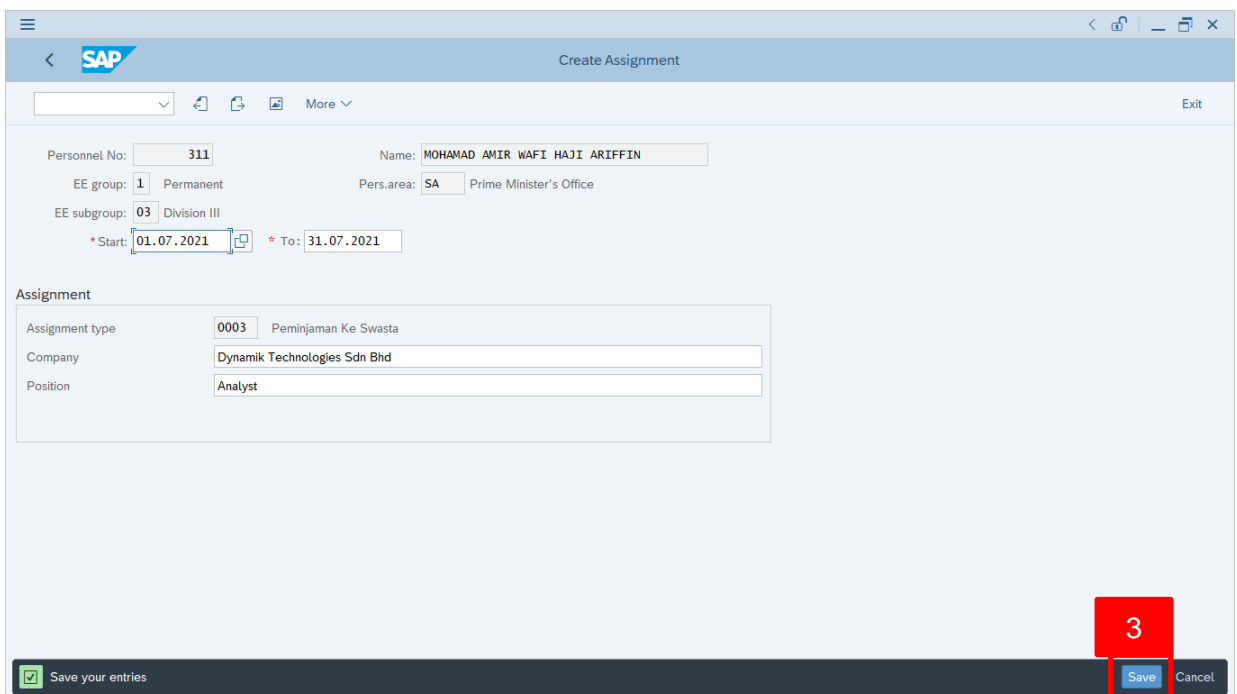
2. Under **Assignment** section, enter **Company** and **Position** name.




The screenshot shows the SAP 'Create Assignment' screen. The 'Assignment' section is highlighted, showing the following fields:

Assignment type	0003	Peminjaman Ke Swasta
Company	Dynamik Technologies Sdn Bhd	
Position	Analyst	

Other visible fields include: 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: 01.07.2021, \* To: 31.07.2021. The bottom status bar shows 'Record created View details' and 'Save Cancel' buttons.

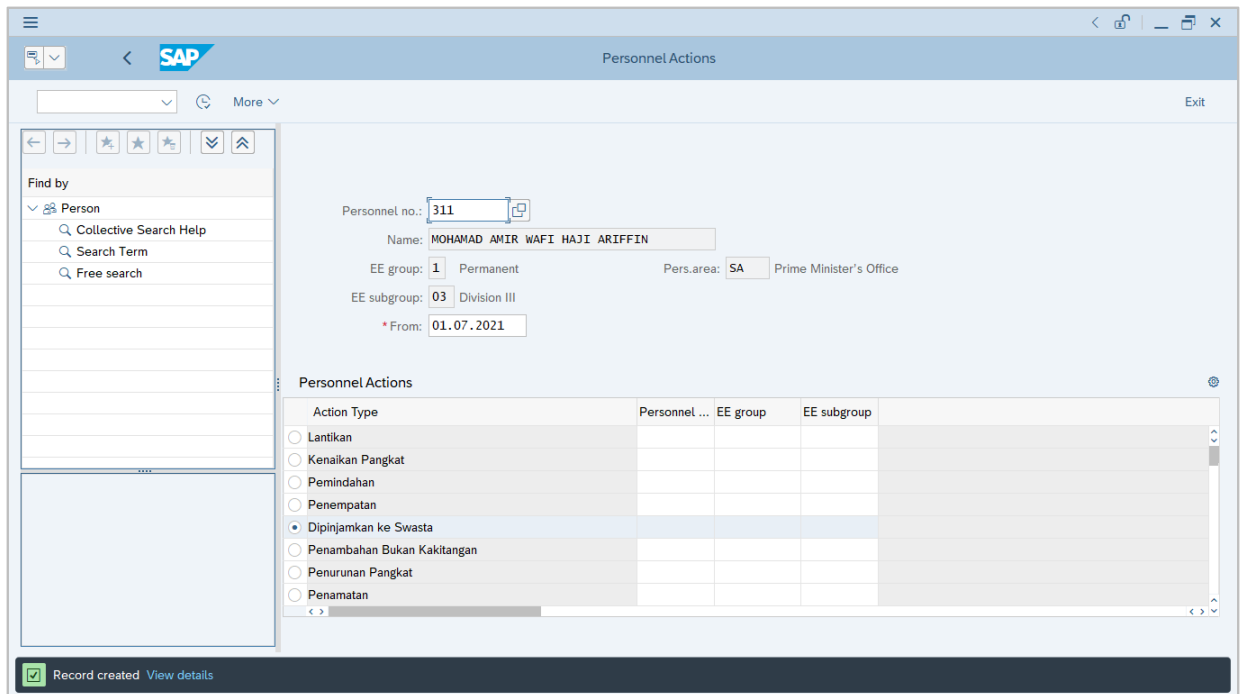


This screenshot is identical to the previous one, but with a red box highlighting the 'Save' button in the bottom status bar. The status bar also shows 'Save your entries' and 'Cancel' buttons.

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

Outcome: Record is created.

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



The screenshot shows the SAP Personnel Actions (PA40) interface. The main area displays the following details for a personnel action:

- 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: 01.07.2021

Below the details is a table titled "Personnel Actions" with the following columns: Action Type, Personnel ..., EE group, and EE subgroup. The table contains several rows of action types, with "Dipinjamkan ke Swasta" selected.

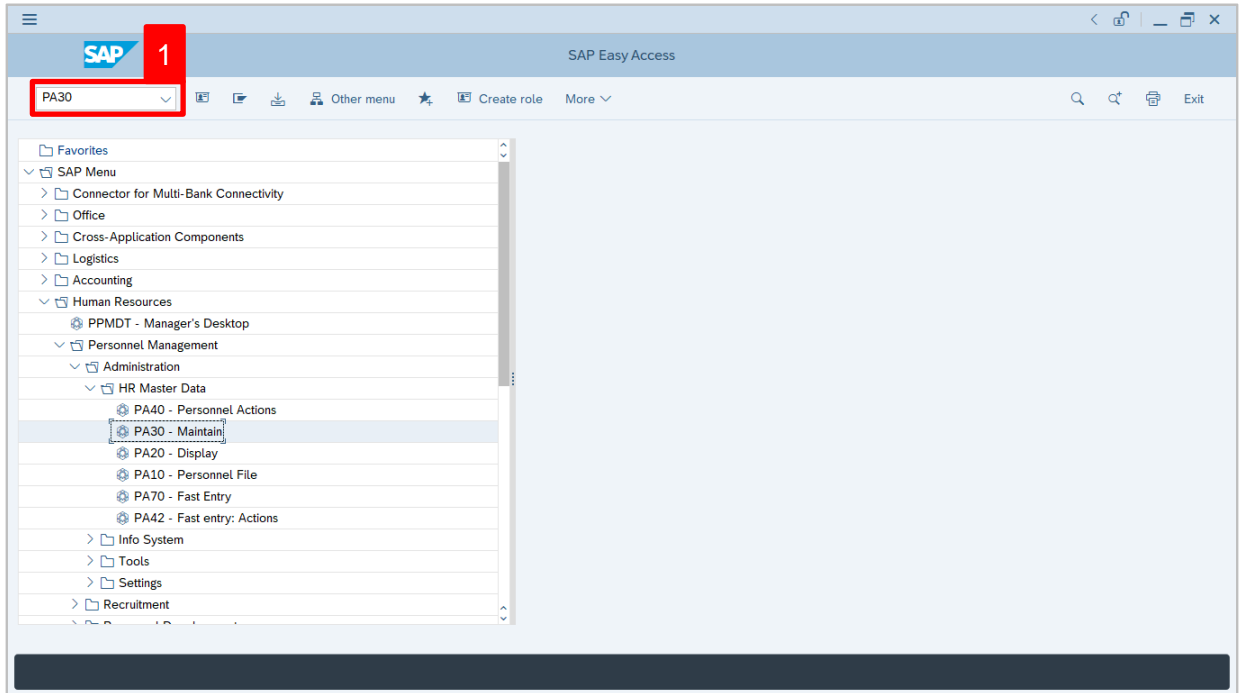
Action Type	Personnel ...	EE group	EE subgroup
<input type="radio"/> Lantikan			
<input type="radio"/> Kenaikan Pangkat			
<input type="radio"/> Pemindahan			
<input type="radio"/> Penempatan			
<input checked="" type="radio"/> Dipinjamkan ke Swasta			
<input type="radio"/> Penambahan Bukan Kakitangan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

At the bottom of the interface, a status bar indicates "Record created" and provides a link to "View details".

**View Action  
Overview**

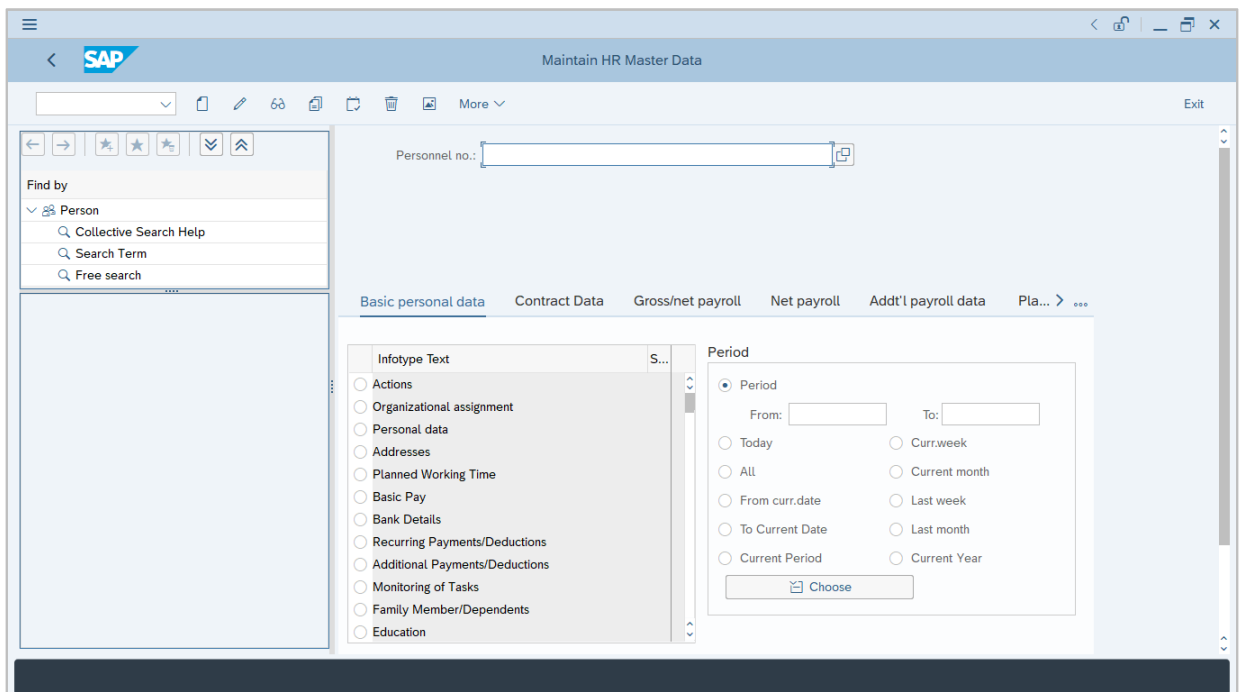
**Back End User**

Department HR Administrator and HR Administrator (JPA)



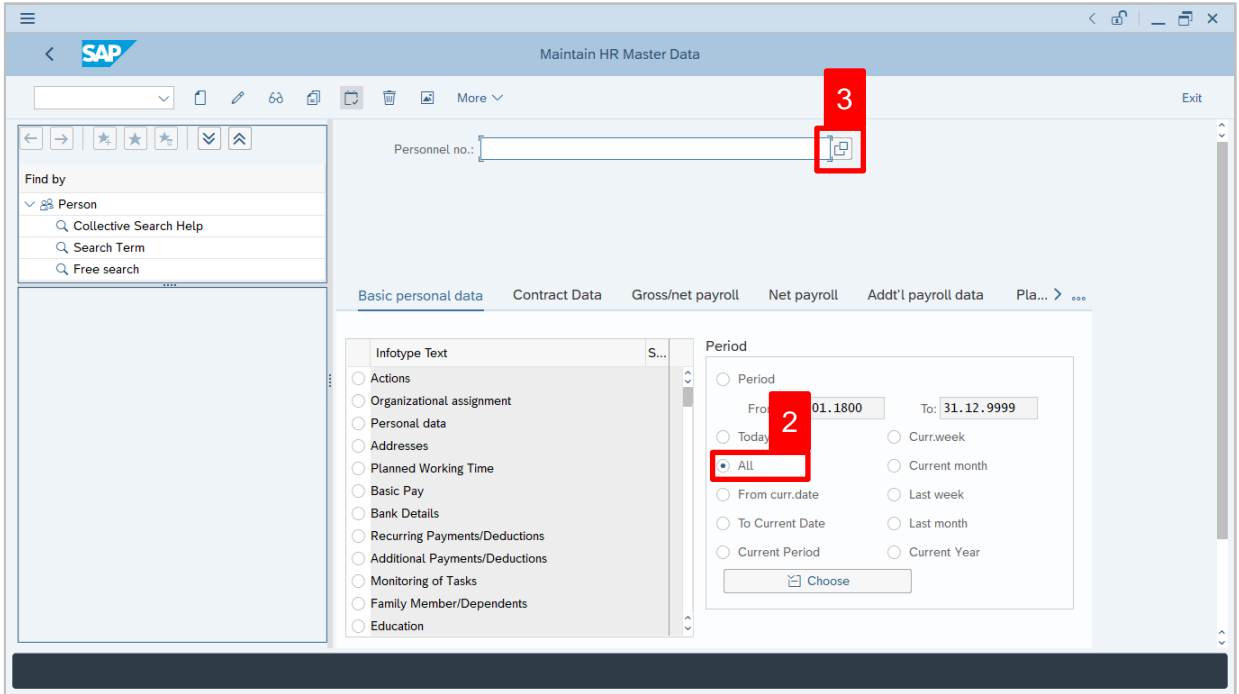
1. Navigate to **Maintain HR Master Data** page by entering transaction code, **PA30** in the Search Bar and press **Enter** button on the keyboard.

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

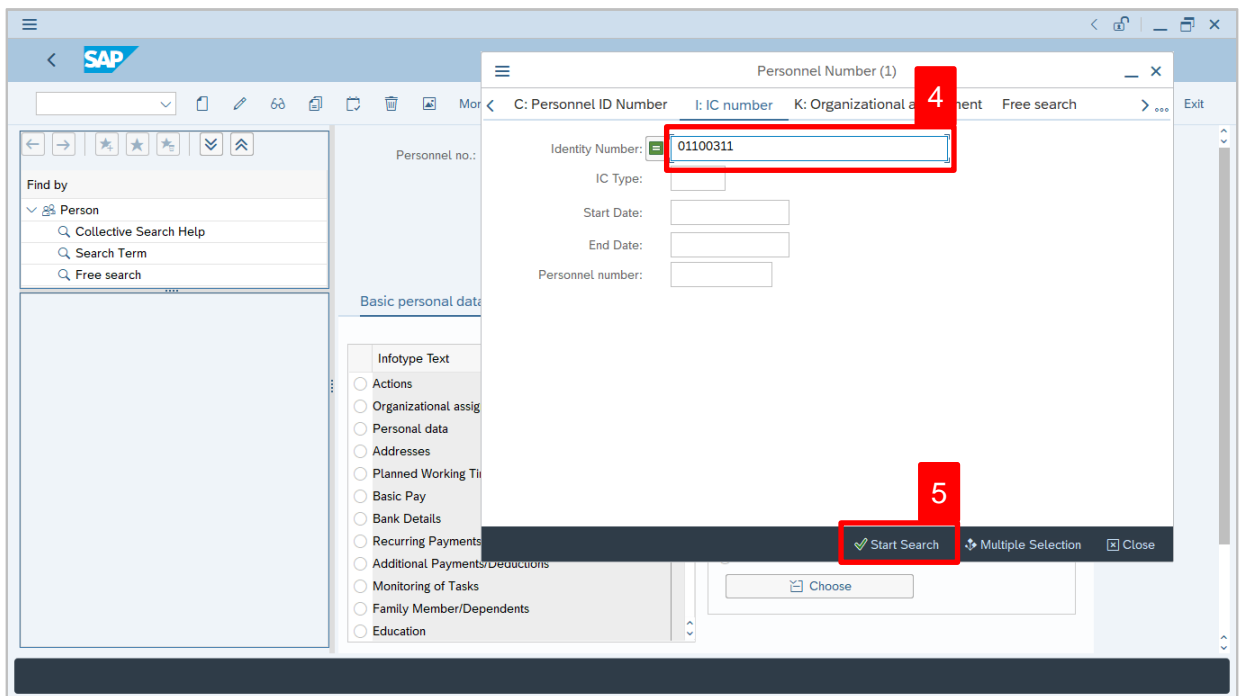


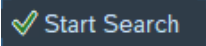
**Note:**

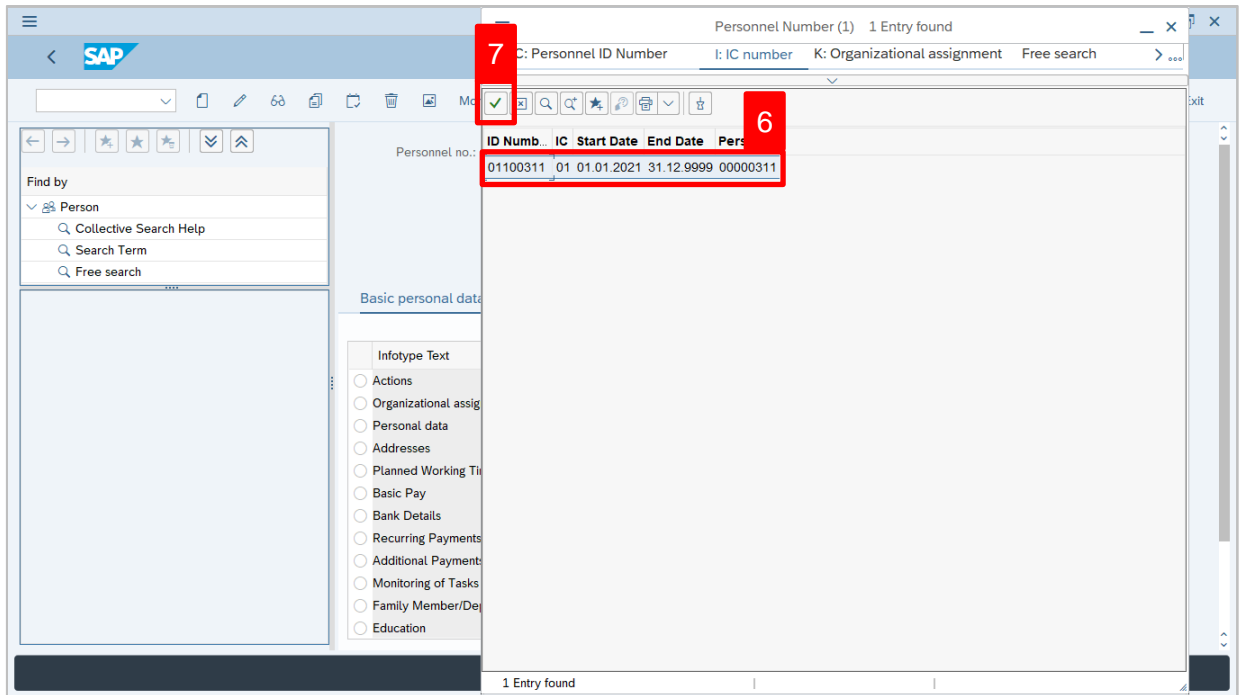
- Click on **SAP Menu > Human Resources > Personnel Management > Administration > HR Master Data > PA30 – Maintain**
- User may search for the personnel using their IC number via the Lookup icon.




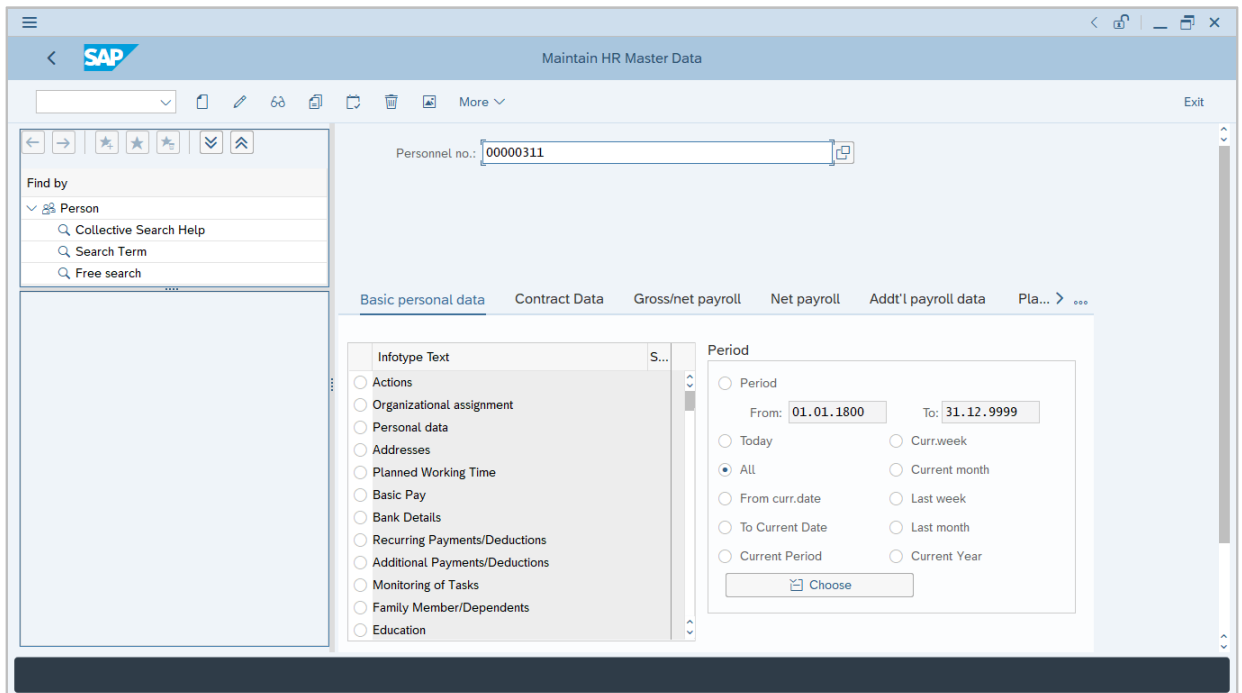
2. Under **Period** section, click on  and select **All**  
All data within this timeframe (From **01.01.1800** to **31.12.9999**) will be available.
3. Click on  icon for Personnel No.



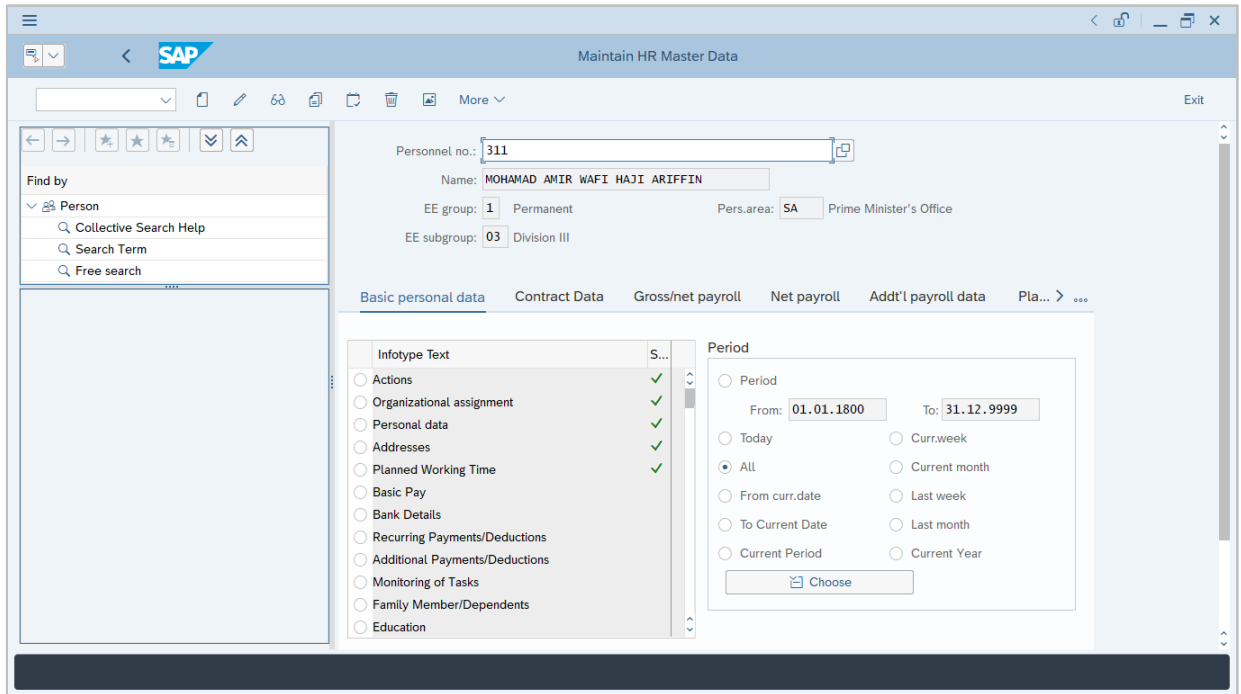
4. Enter the personnel IC Number.
5. Click on 



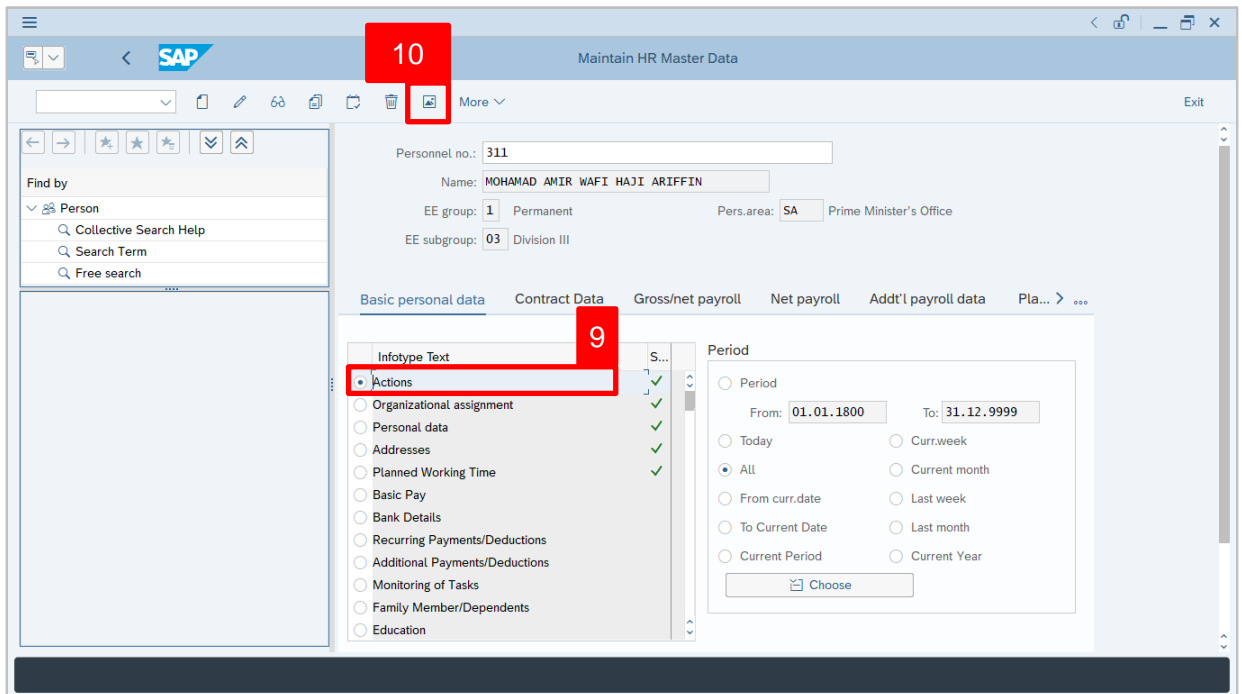
6. Select the searched personnel.
7. Click on  icon.




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



**Note:** The personnel information will be displayed.

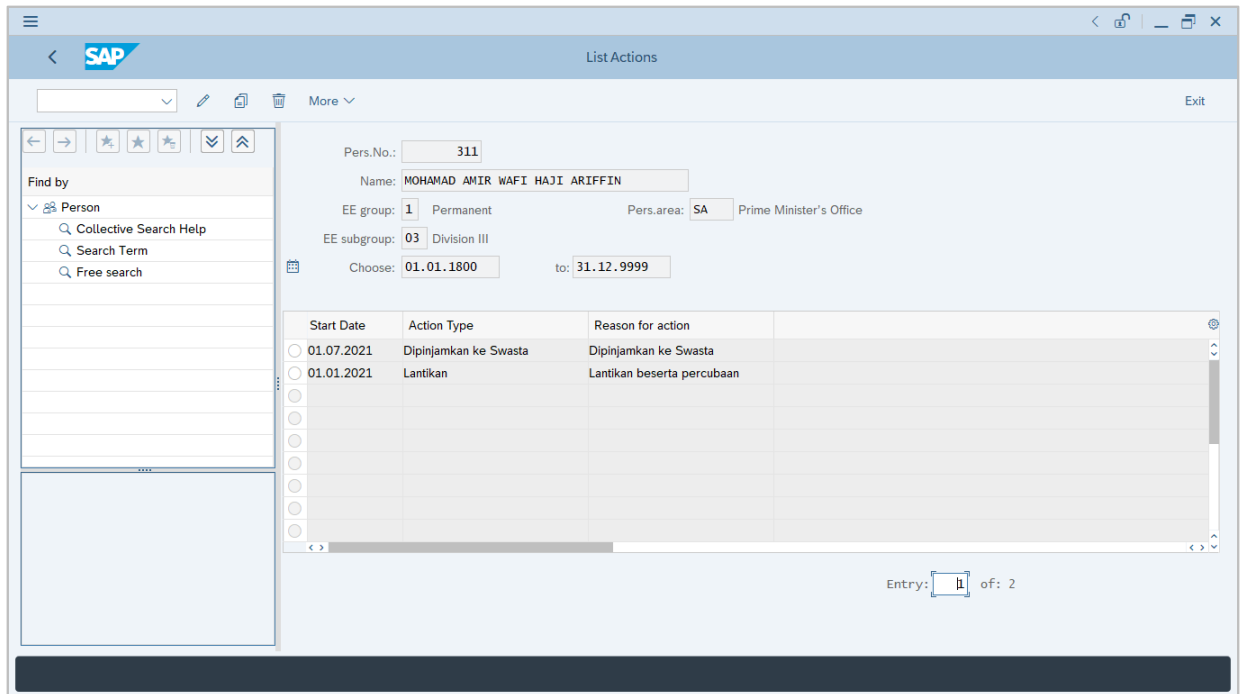


9. Under **Basic personal data**, click on  and select **Actions**

10. Click on  icon.



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



The screenshot shows the SAP 'List Actions' interface. The header includes the SAP logo and the title 'List Actions'. Below the header is a navigation bar with a search dropdown, edit, delete, and 'More' options, along with an 'Exit' button. The main content area is divided into a left sidebar and a main panel. The sidebar contains a 'Find by' section with options for 'Person', 'Collective Search Help', 'Search Term', and 'Free search'. The main panel displays search criteria: 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, and a date range from 01.01.1800 to 31.12.9999. Below the criteria is a table with columns for Start Date, Action Type, and Reason for action. The table contains two entries: one for 01.07.2021 with Action Type 'Dipinjamkan ke Swasta' and Reason 'Dipinjamkan ke Swasta', and another for 01.01.2021 with Action Type 'Lantikan' and Reason 'Lantikan beserta percubaan'. At the bottom right, it shows 'Entry: 1 of: 2'.

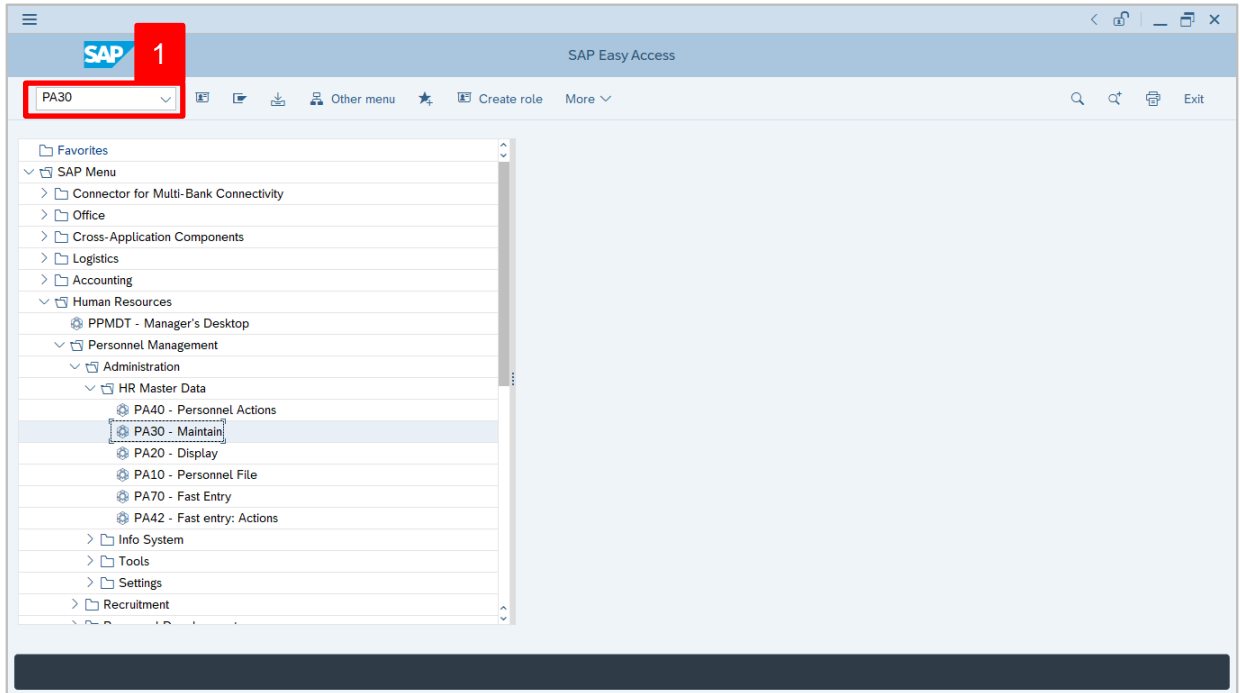
Start Date	Action Type	Reason for action
01.07.2021	Dipinjamkan ke Swasta	Dipinjamkan ke Swasta
01.01.2021	Lantikan	Lantikan beserta percubaan

User can view the personnel actions in this page.

## Maintain Assignment Infotype in PA30

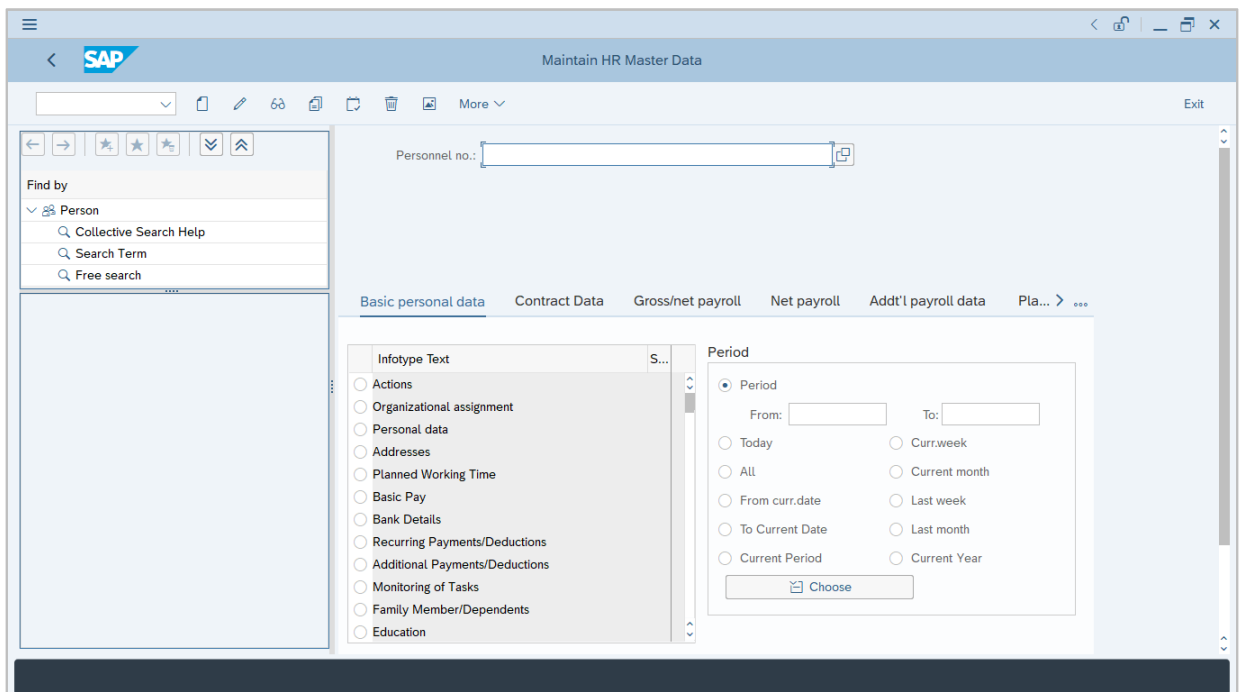
## Back End User

Department HR Administrator and HR Administrator (JPA)



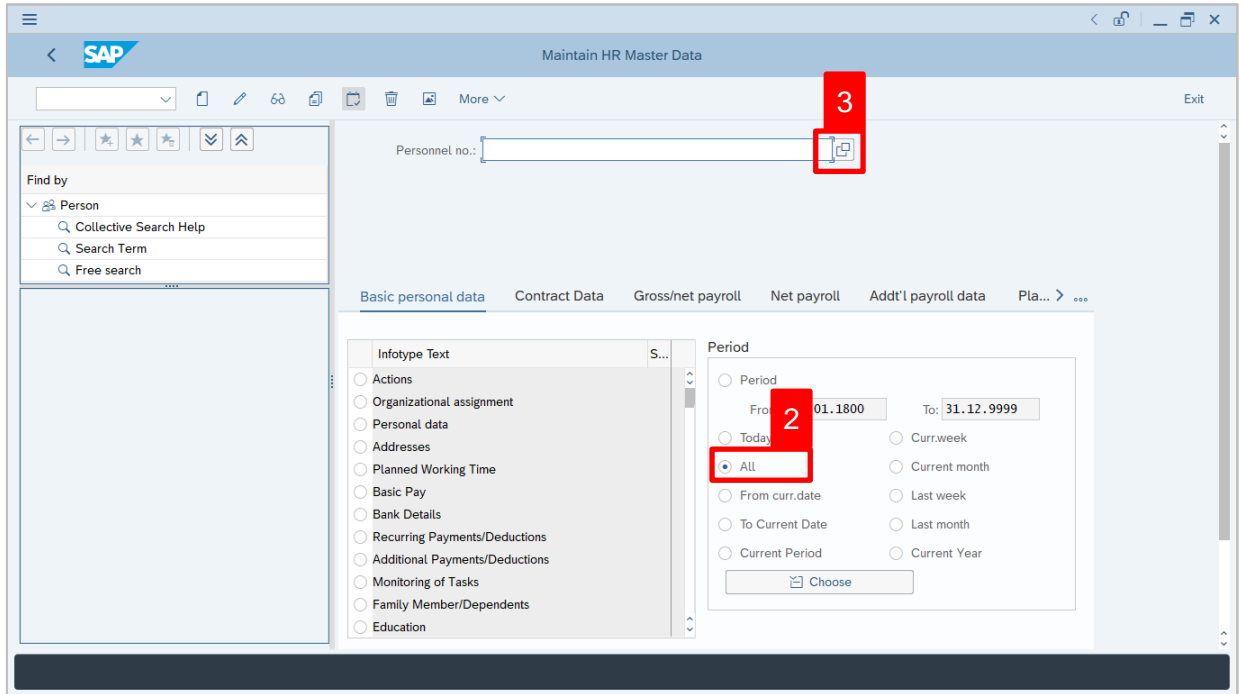
1. Navigate to **Maintain HR Master Data** page by entering transaction code, **PA30** in the Search Bar and press **Enter** button on the keyboard.

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



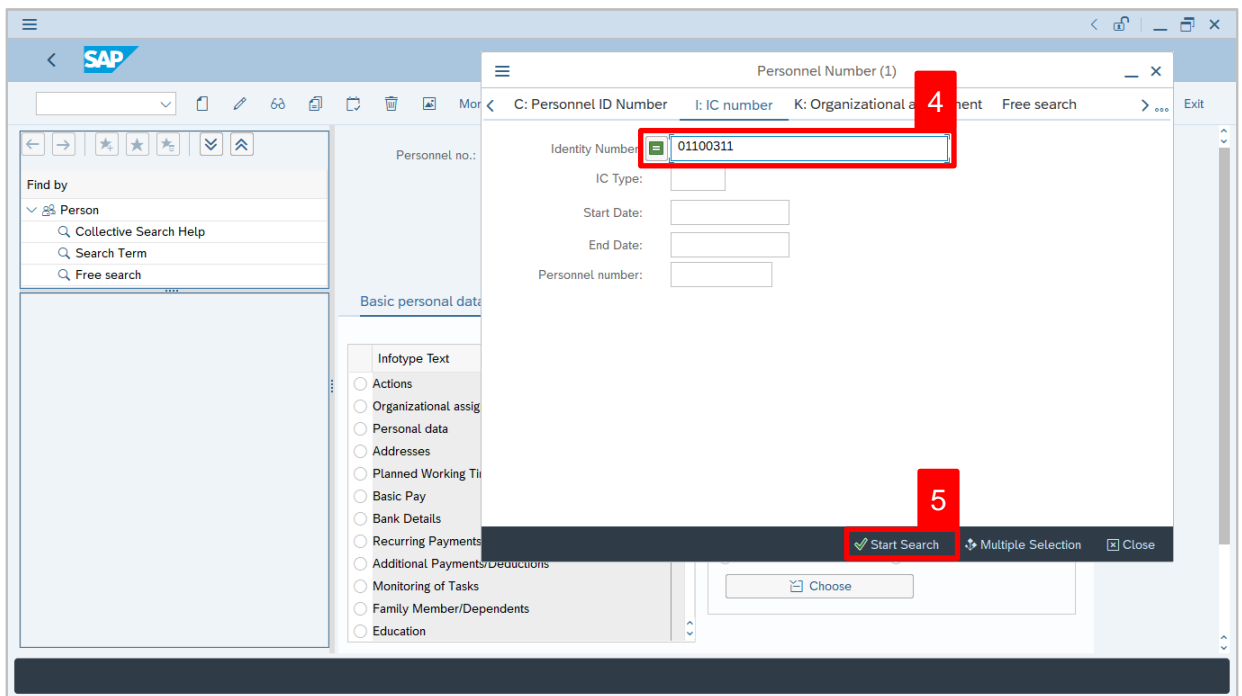
**Note:**


- 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.

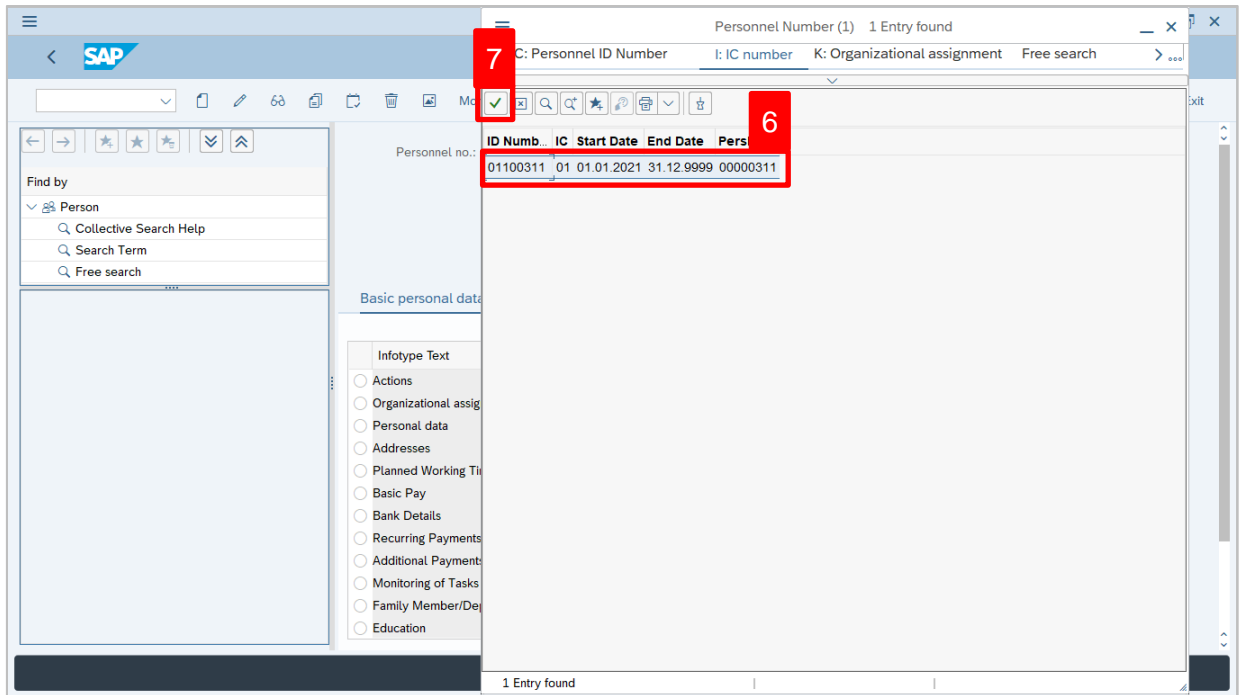



2. Under **Period** section, click on  and select **ALL**  
 All data within this timeframe (From **01.01.1800** to **31.12.9999**) will be available.

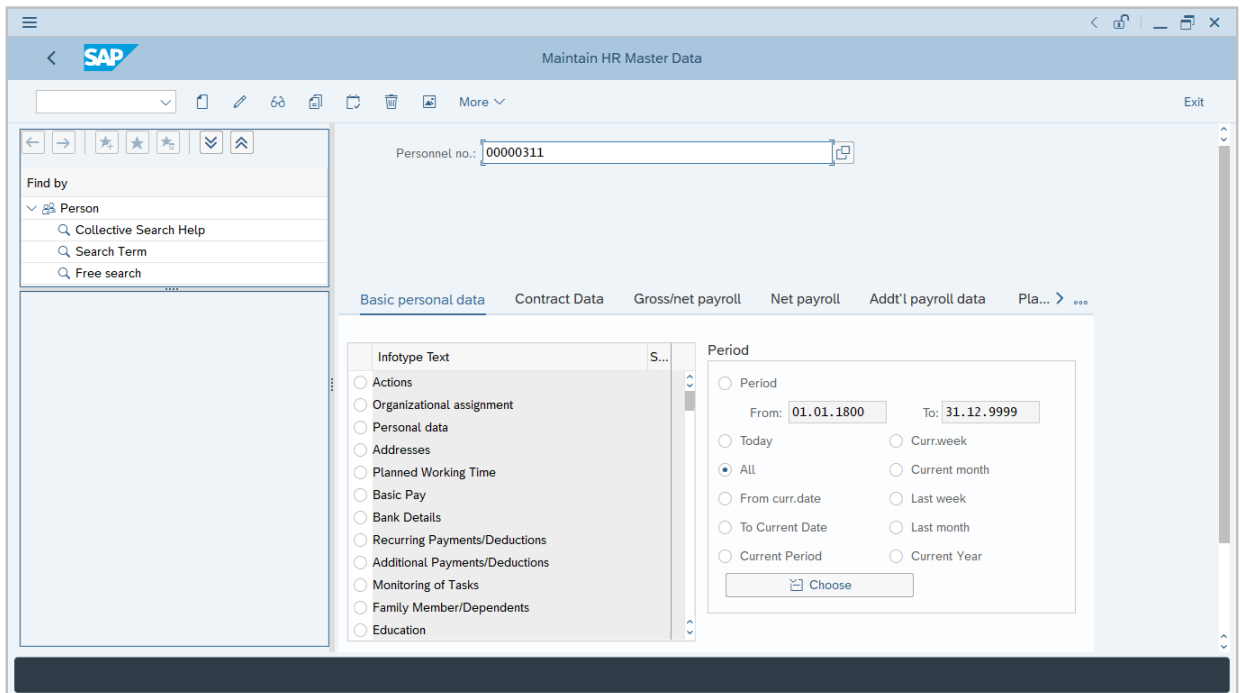
3. Click on  icon for Personnel No.



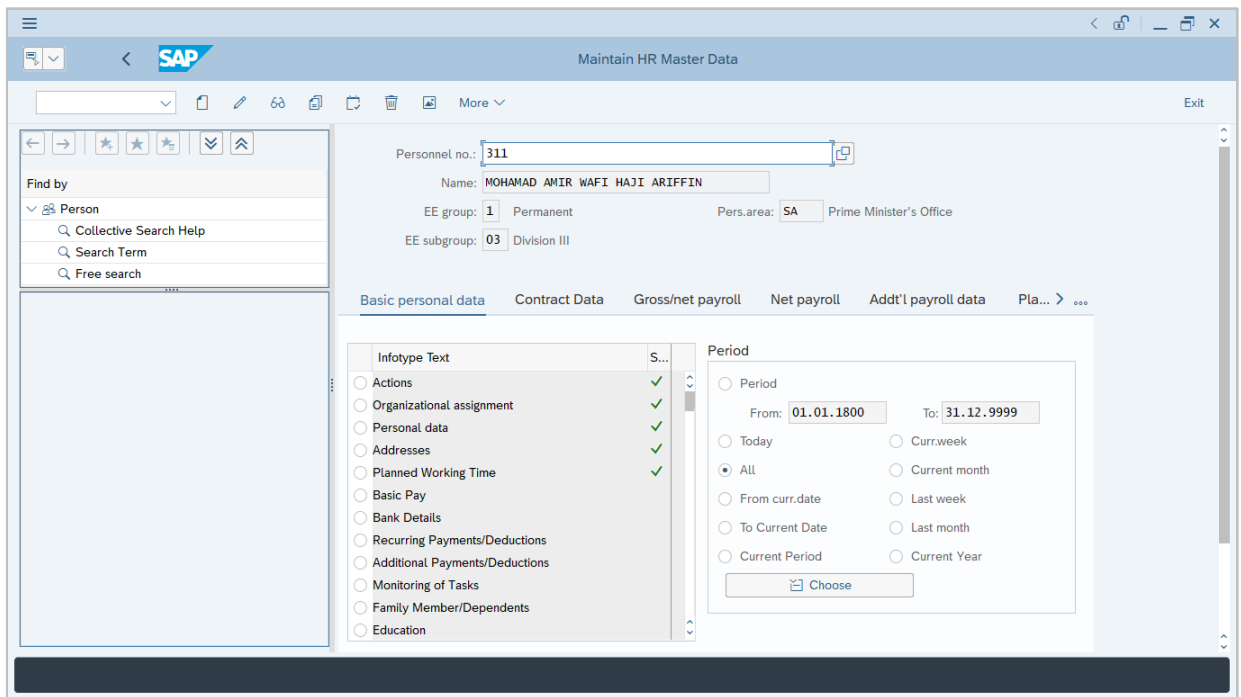
4. Enter the personnel IC Number.
5. Click on  Start Search



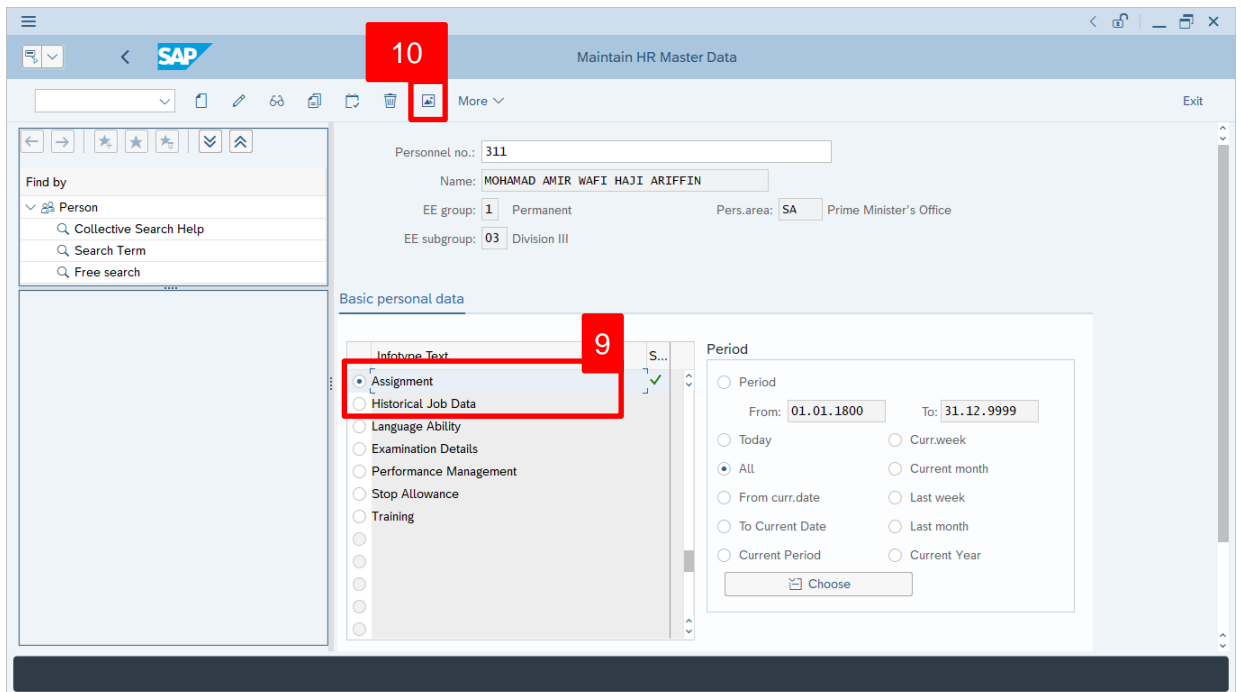
6. Select the searched personnel.
7. Click on  icon.



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



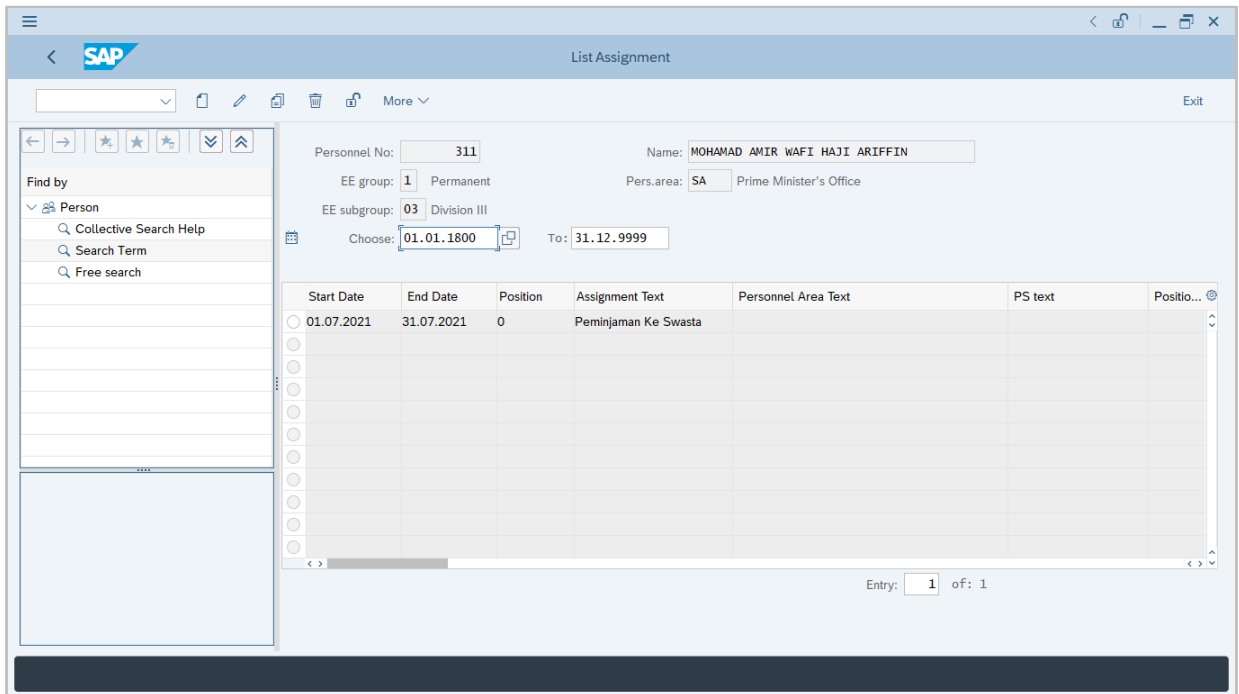
**Note:** The personnel information will be displayed.



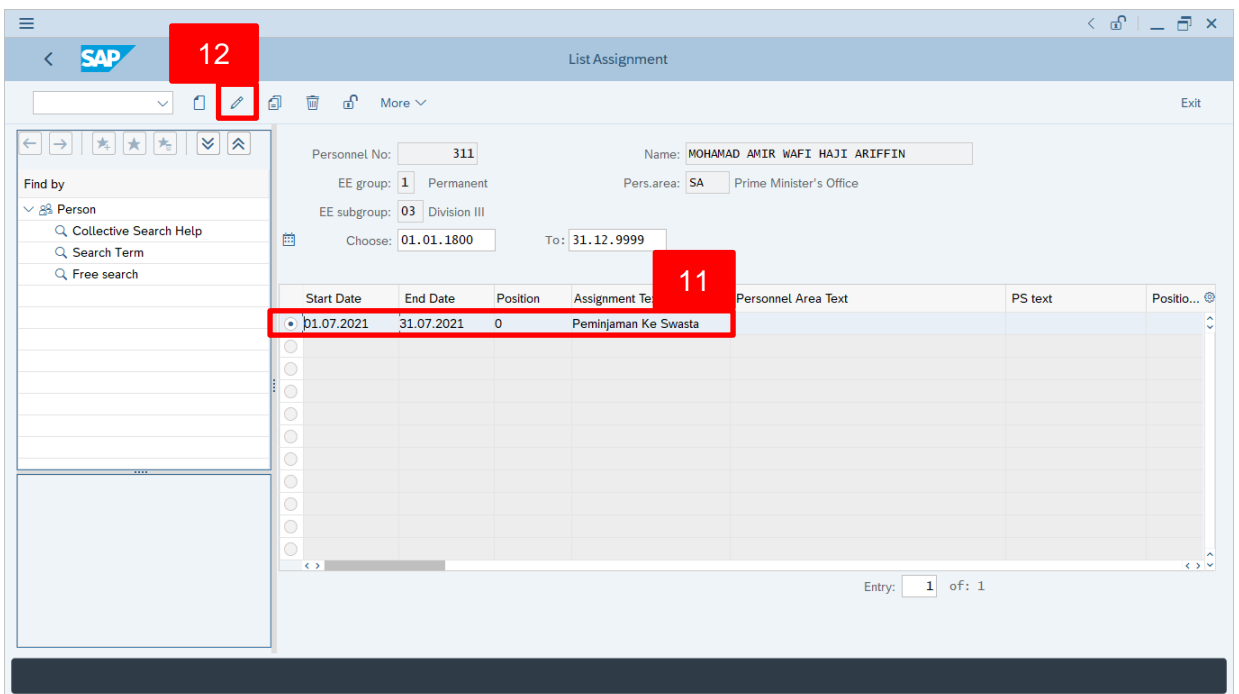
9. Under **Basic personal data** section, click on  and select **Assignment**

10. Click on  icon.


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



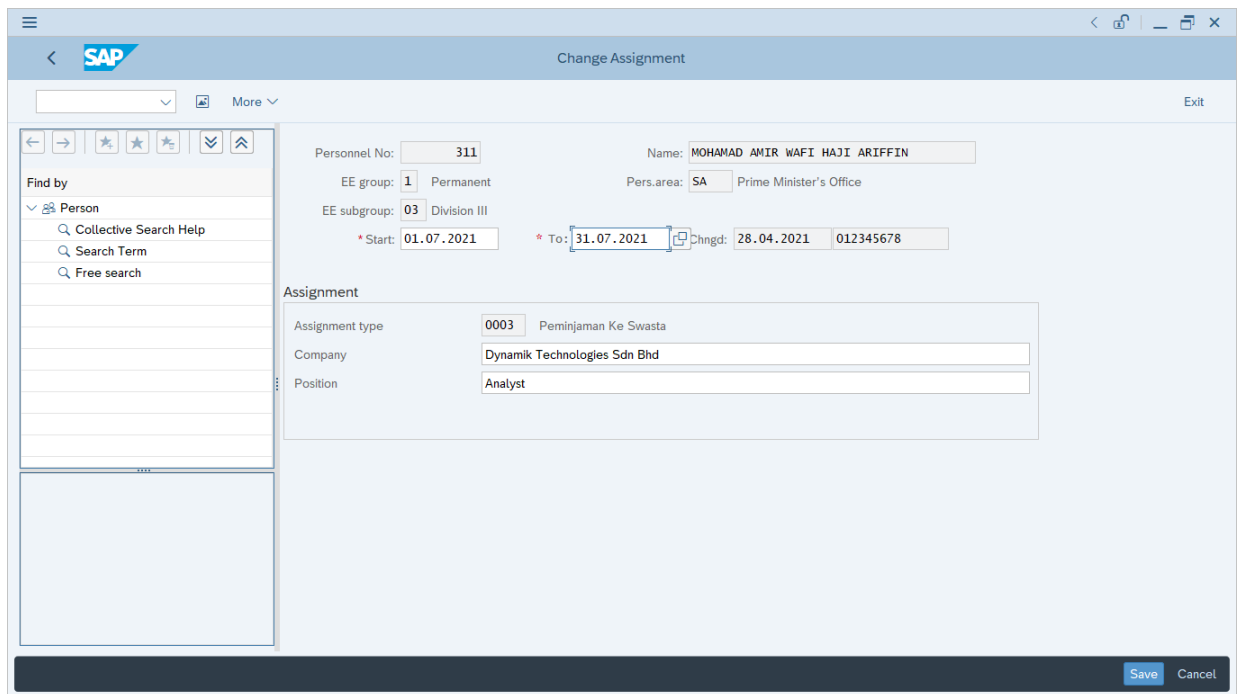
User can view the personnel assignment in this page.



11. Select assignment by clicking on 

12. Click on  icon

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



The screenshot shows the SAP Change Assignment interface. 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
- \* Start: 01.07.2021
- \* To: 31.07.2021
- Chngd: 28.04.2021 012345678

The Assignment section includes:

- Assignment type: 0003 Peminjaman Ke Swasta
- Company: Dynamik Technologies Sdn Bhd
- Position: Analyst

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

User can edit the personnel assignment details in this page.