



SISTEM SUMBER MANUSIA

User Guide

Personnel Administration for Back End User (SAPGUI)

LDP Luar Negeri (In-Service Training - Abroad)



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

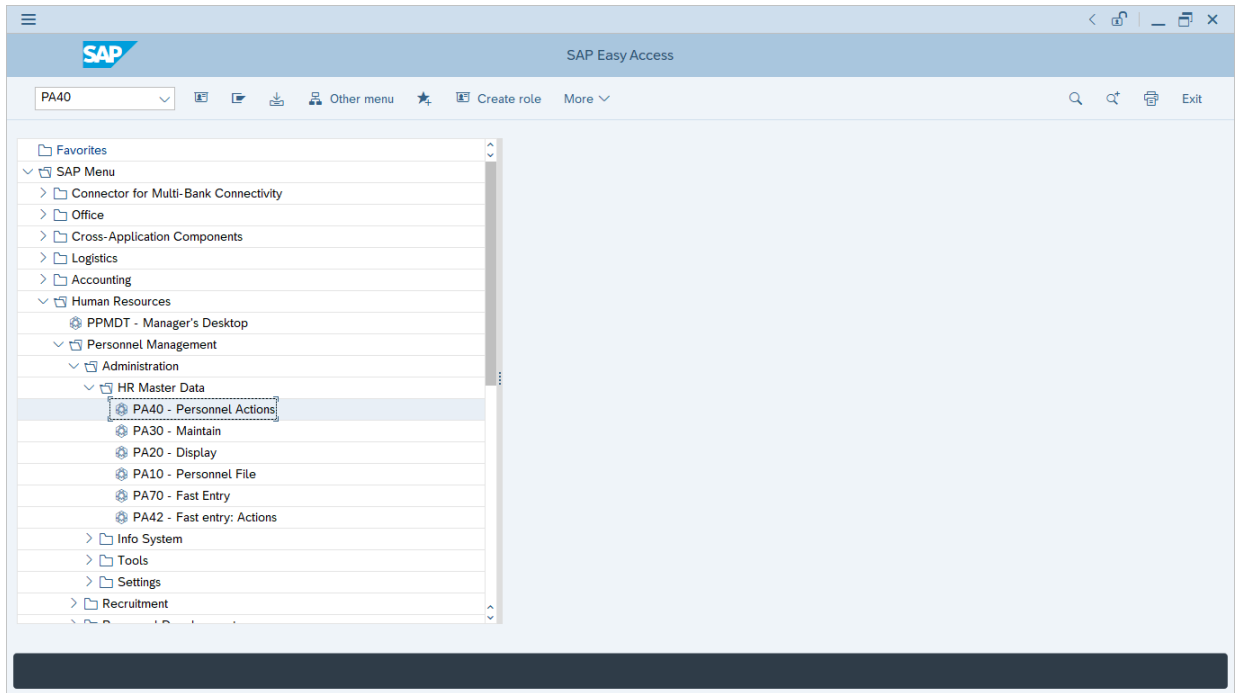
Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 238 2227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.



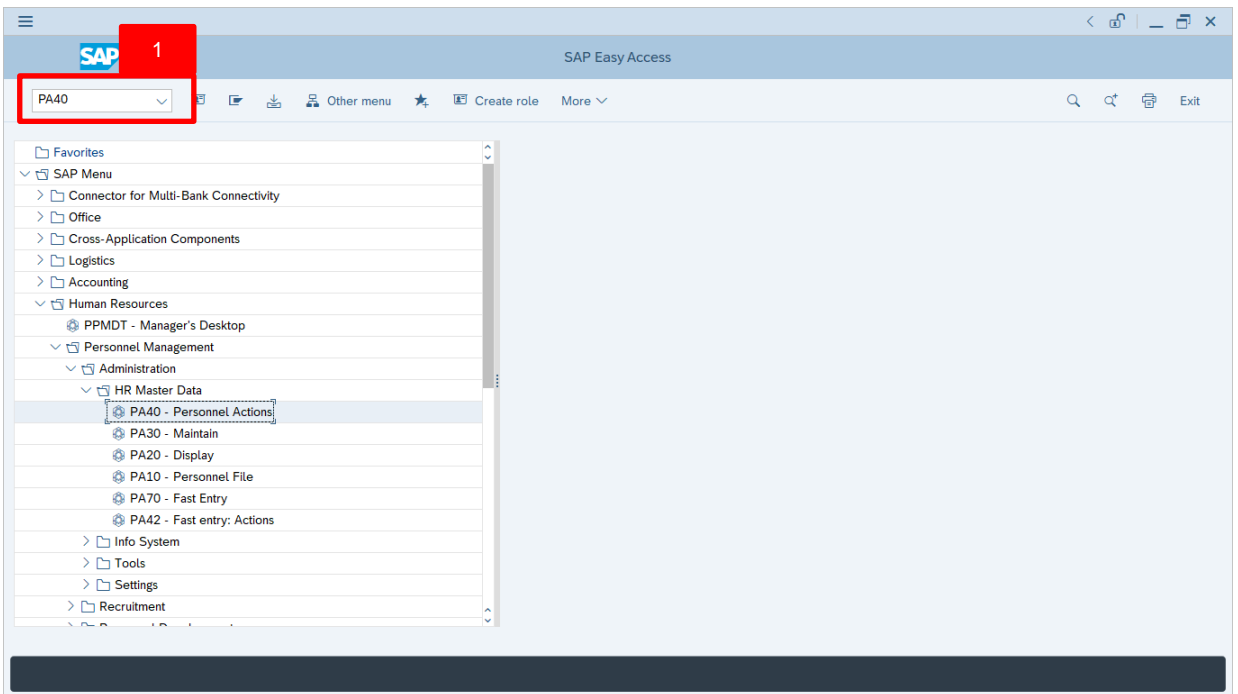
Table of Content

Topics	Page
Introduction	2
Copy Actions – LDP Luar Negeri (In Service Training - Abroad)	4
Copy Organizational Assignment	10
Copy Planned Working Time	12
View Action Overview	16
Copy Actions – Melapor Diri (Reporting Back)	21
Copy Organizational Assignment	27
Copy Planned Working Time	29
View Action Overview	33

Copy Actions	Backend User
	Department HR Administrator and HR Administrator (JPA)



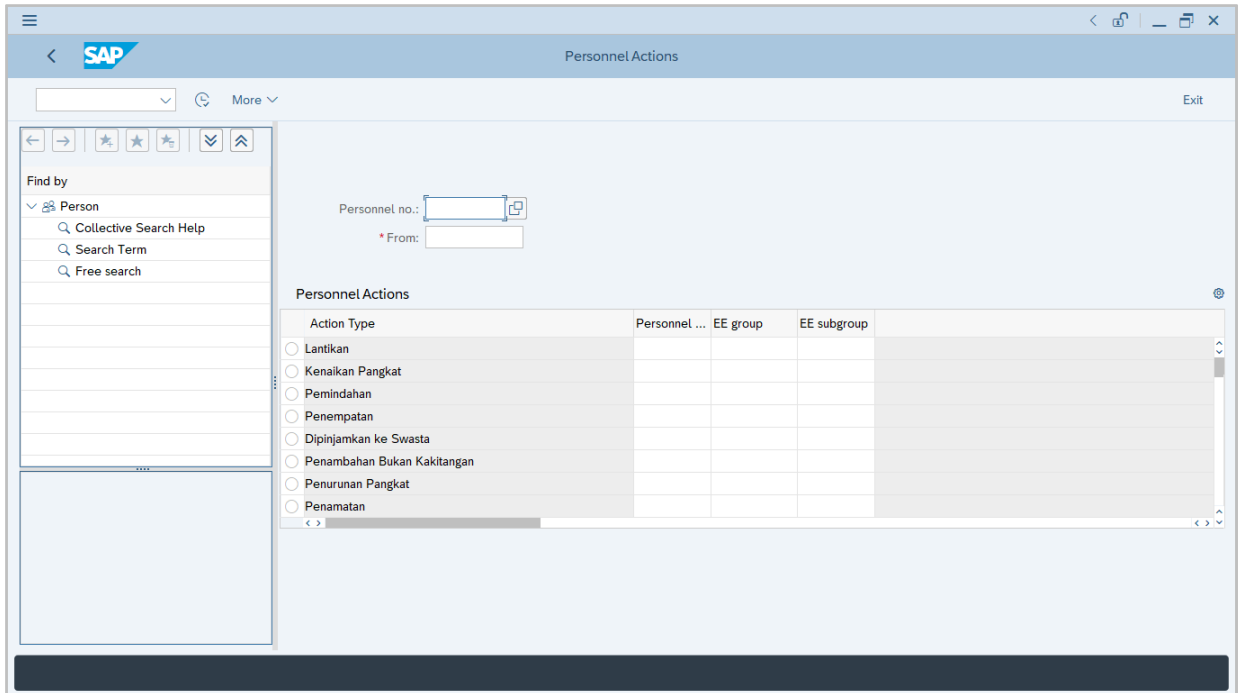
1. Navigate to **Personnel Actions** page by entering transaction code, **PA40** in the Search Bar and press **Enter** button on the keyboard.



Note:

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

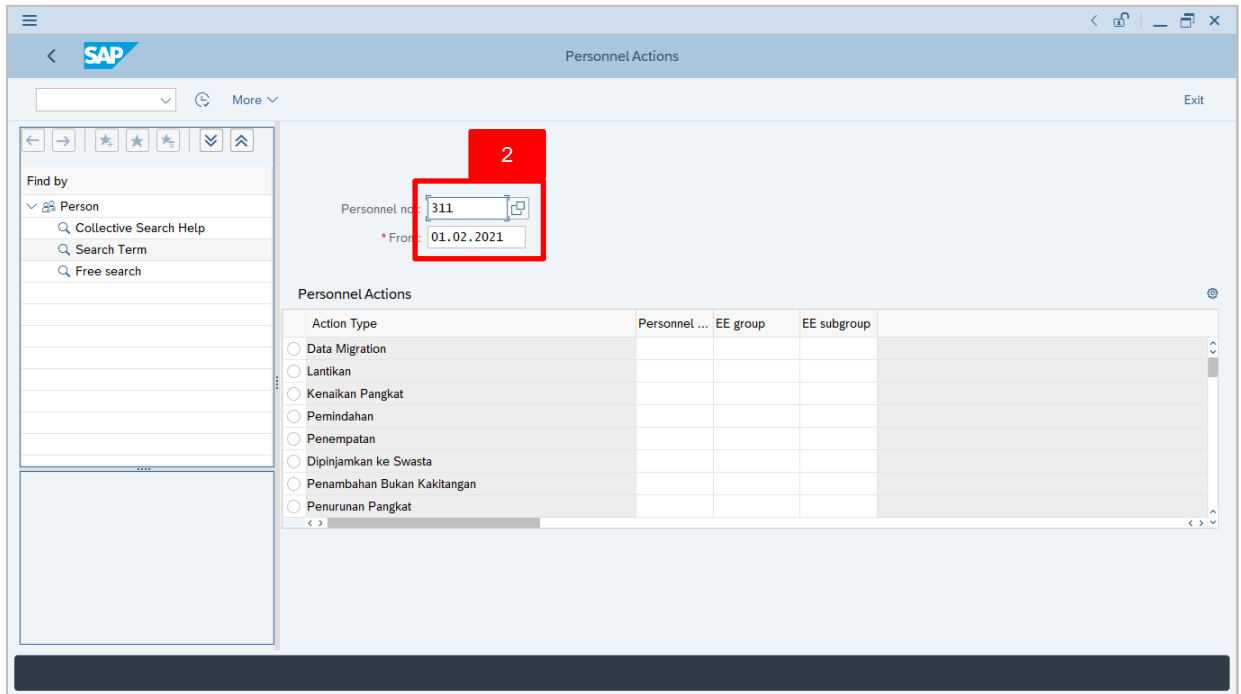
The **Personnel Actions (PA40)** page will be displayed.



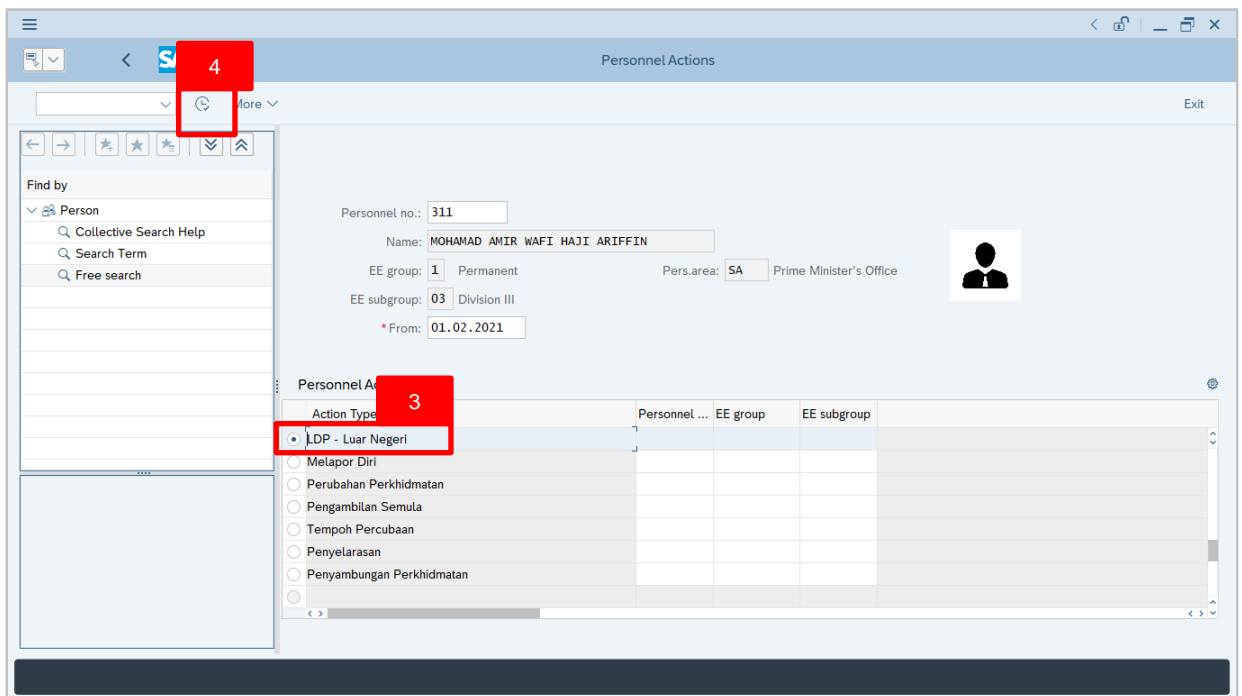
Personnel no.:

* 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			



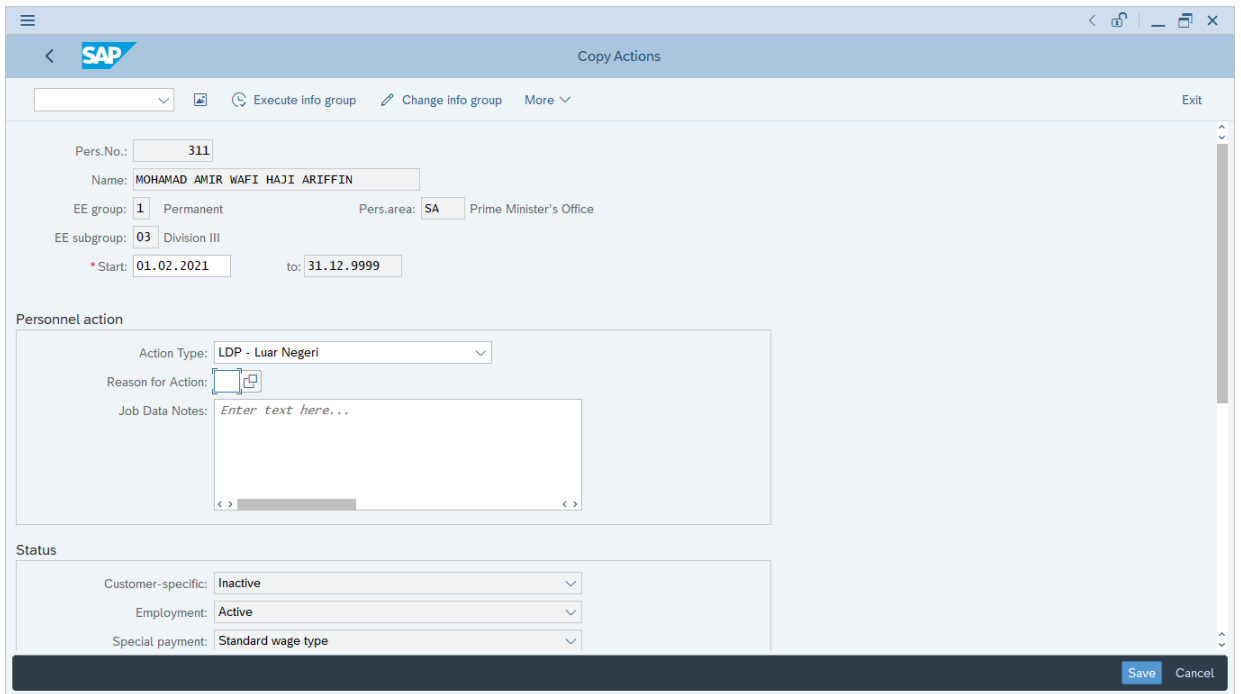
2. Enter the Personnel number and the action From date. Press **Enter** on the keyboard.



3. Under **Personnel Actions** page, click on the and select **LDP - Luar Negeri**

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 for personnel data:

- 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:** 01.02.2021 to: 31.12.9999

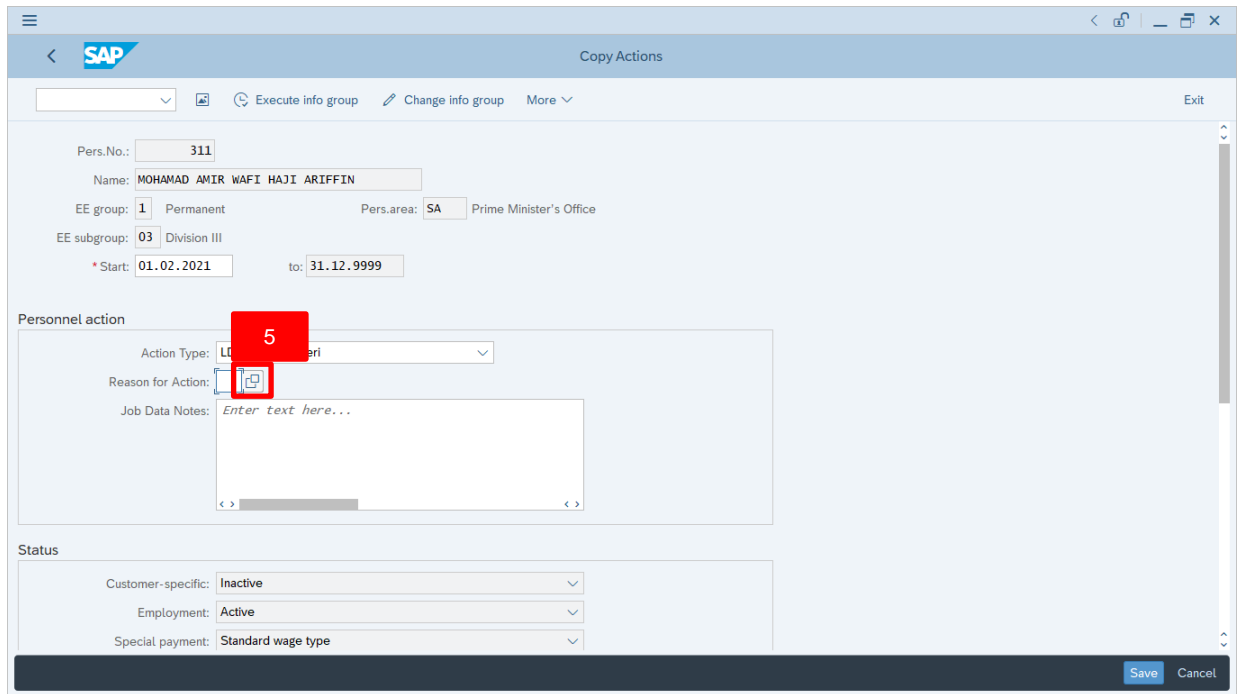
The main section is titled 'Personnel action' and contains:

- Action Type:** LDP - Luar Negeri
- Reason for Action:** A dropdown menu with a copy icon.
- Job Data Notes:** A text area with the placeholder 'Enter text here...'


Below this is the 'Status' section with three dropdown menus:

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

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




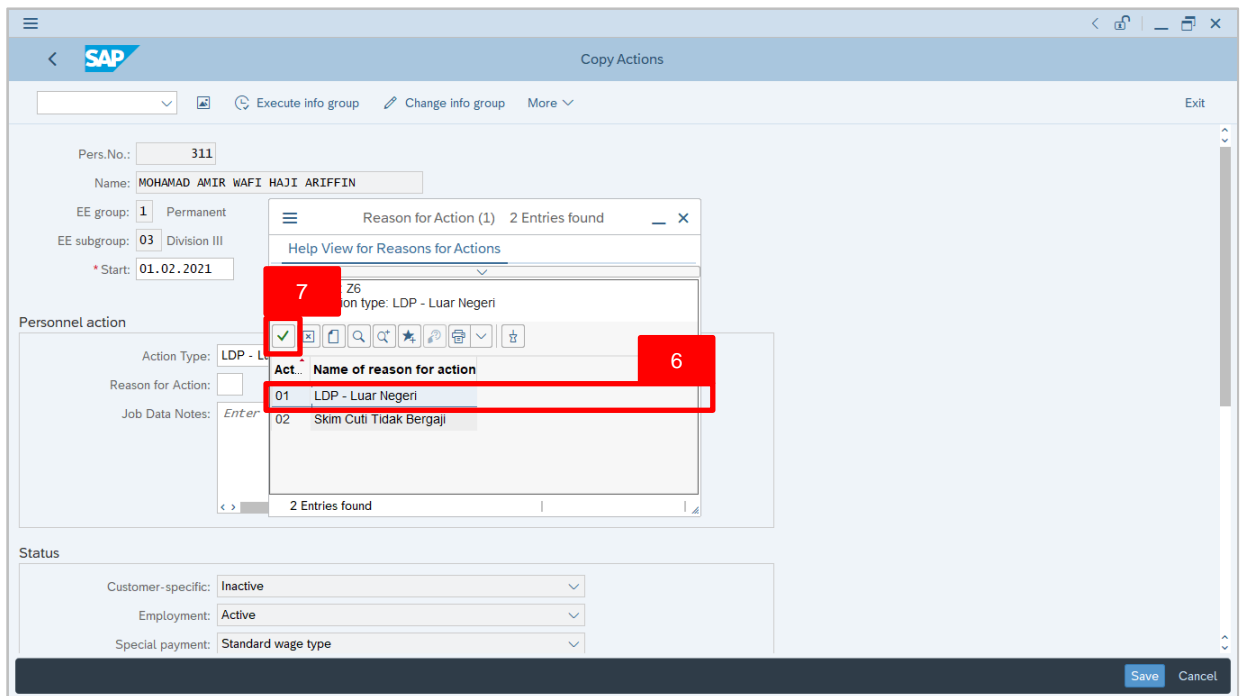
Pers.No.: 311
Name: MOHAMAD AMIR WAFI HAJI ARIFFIN
EE group: 1 Permanent Pers.area: SA Prime Minister's Office
EE subgroup: 03 Division III
* Start: 01.02.2021 to: 31.12.9999

Personnel action
Action Type: LDP - Luar Negeri
Reason for Action: 
Job Data Notes: Enter text here...


Status
Customer-specific: Inactive
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
EE subgroup: 03 Division III
* Start: 01.02.2021

Personnel action
Action Type: LDP - L
Reason for Action: 
Job Data Notes: Enter

Reason for Action (1) 2 Entries found
Help View for Reasons for Actions
Z6
Reason type: LDP - Luar Negeri

Act.	Name of reason for action
01	LDP - Luar Negeri
02	Skim Cuti Tidak Bergaji

2 Entries found

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


Save Cancel

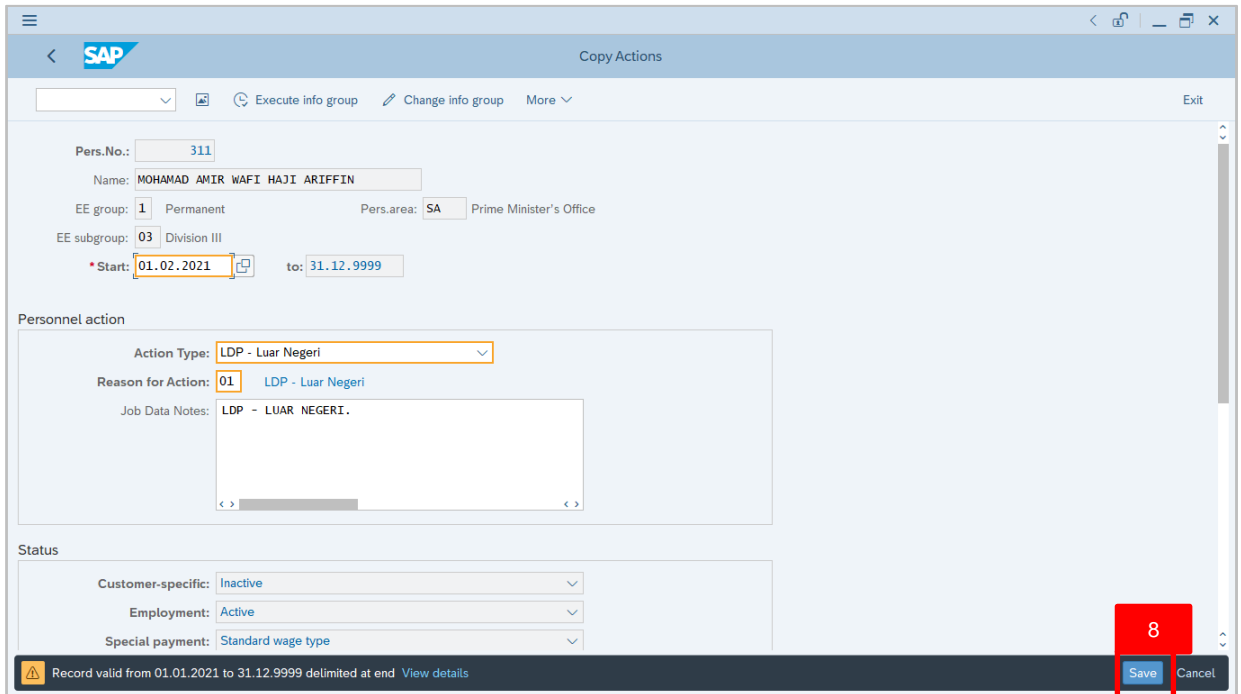
6. Select **01 LDP – Luar Negeri**.

7. Click on  icon.

Note:

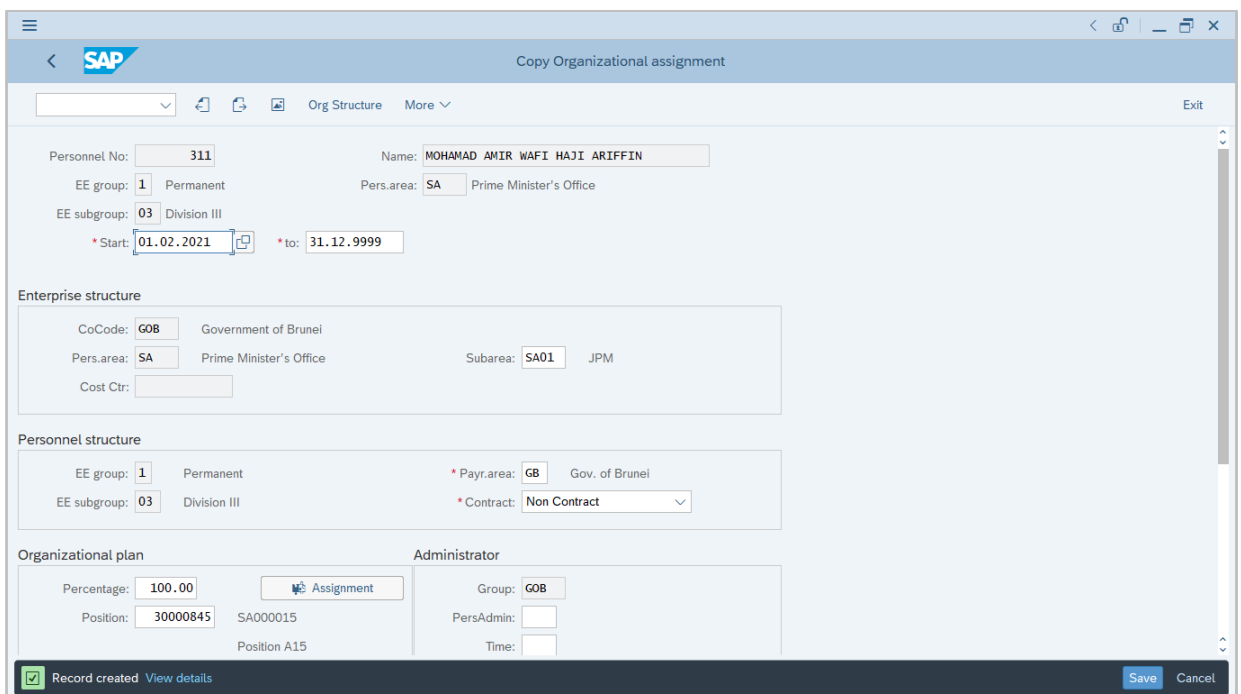
- Job Data Notes are optional to fill in.

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



The screenshot shows the SAP 'Copy Actions' screen for personnel administration. The 'Personnel action' section is highlighted with a red box, showing 'Action Type' set to 'LDP - Luar Negeri' and 'Reason for Action' set to '01 LDP - Luar Negeri'. The 'Job Data Notes' field contains 'LDP - LUAR NEGERI.'. The 'Status' section shows 'Employment' as 'Active'. A red box with the number '8' is positioned over the 'Save' button at the bottom right of the screen.

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

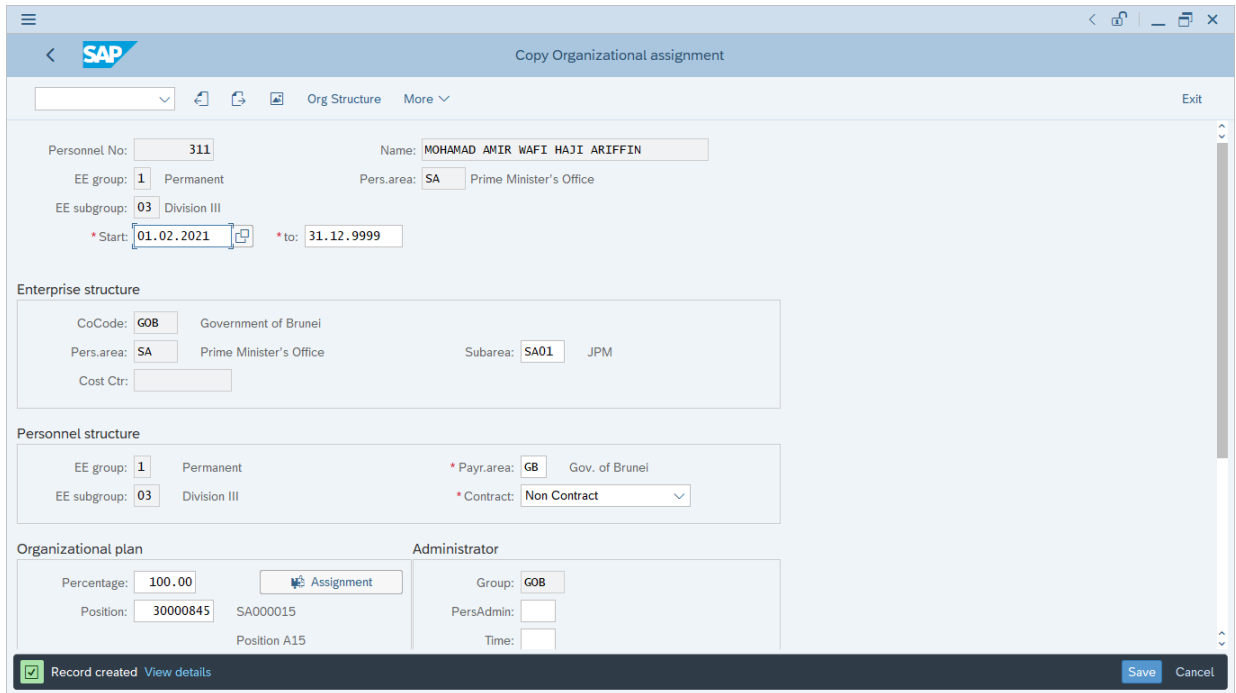


The screenshot shows the SAP 'Copy Organizational assignment' screen. The 'Enterprise structure' section shows 'CoCode' as 'GOB' (Government of Brunei) and 'Subarea' as 'SA01' (JPM). The 'Personnel structure' section shows 'EE group' as '1 Permanent' and 'Contract' as 'Non Contract'. The 'Organizational plan' section shows 'Percentage' as '100.00' and 'Position' as '30000845'. A green checkmark icon and the text 'Record created' are visible at the bottom left, and a 'Save' button is at the bottom right.

Copy Organizational Assignment

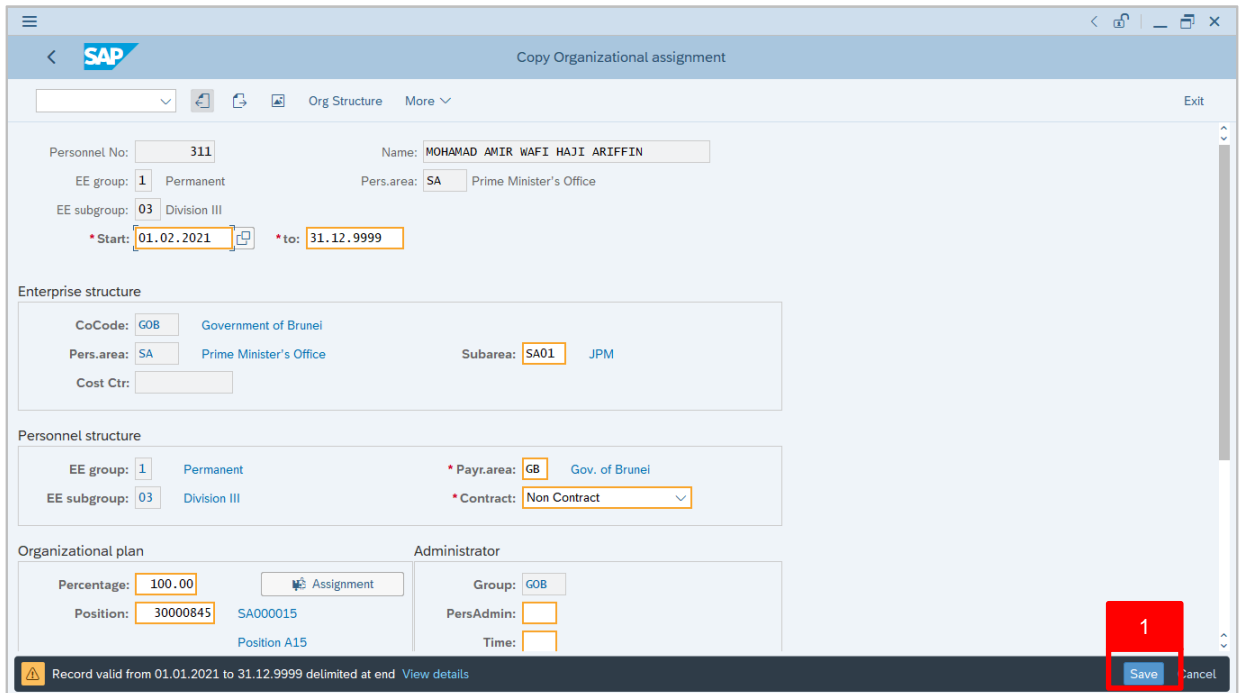
Backend User

Department HR Administrator and HR Administrator (JPA)



The screenshot shows the SAP 'Copy Organizational assignment' screen. The 'Personnel No.' is 311 and the name is MOHAMAD AMIR WAFI HAJI ARIFFIN. The EE group is 1 (Permanent) and the EE subgroup is 03 (Division III). The start date is 01.02.2021 and the end date is 31.12.9999. The enterprise structure includes 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, and Administrator: SA000015. A 'Save' button is visible at the bottom right.

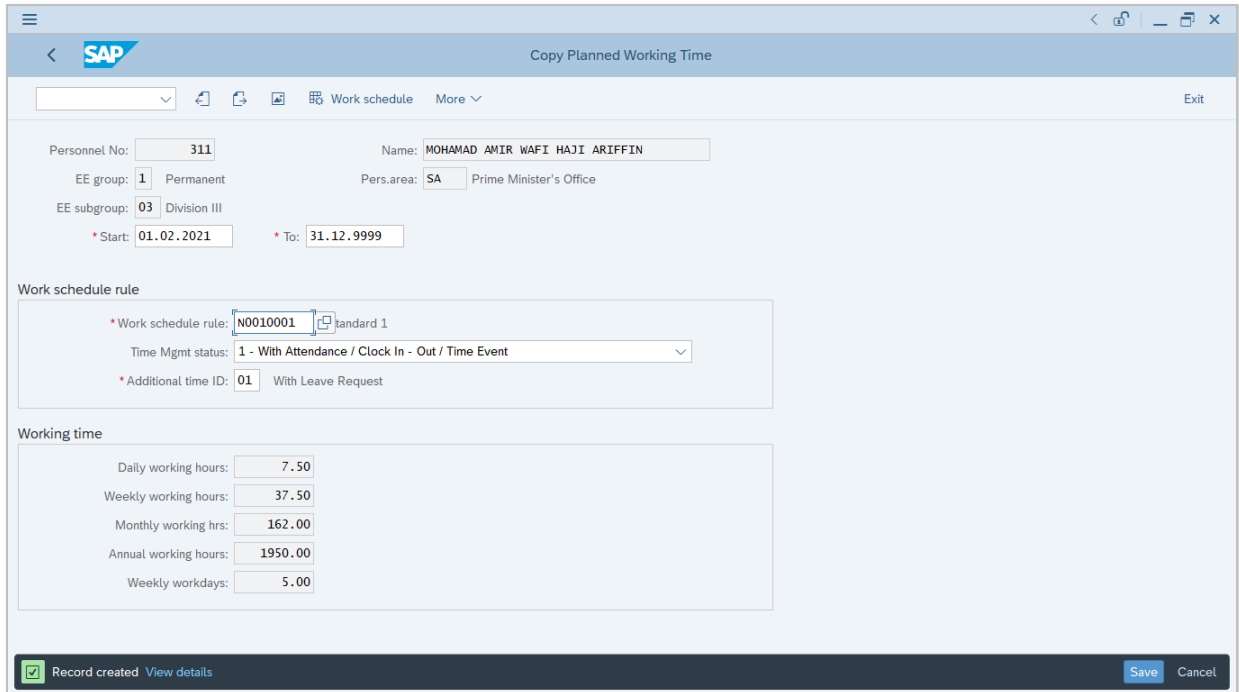
1. If there are no changes in **Copy Organizational Assignment** page, press **Enter** on the keyboard and click **Save**



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. The status bar at the bottom indicates 'Record valid from 01.01.2021 to 31.12.9999 delimited at end'.

Outcome: Record is created.

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



The screenshot shows the SAP 'Copy Planned Working Time' interface. The top bar includes the SAP logo and the title 'Copy Planned Working Time'. Below the title bar, there are navigation icons and a 'Work schedule' menu. The main content area is divided into several sections:

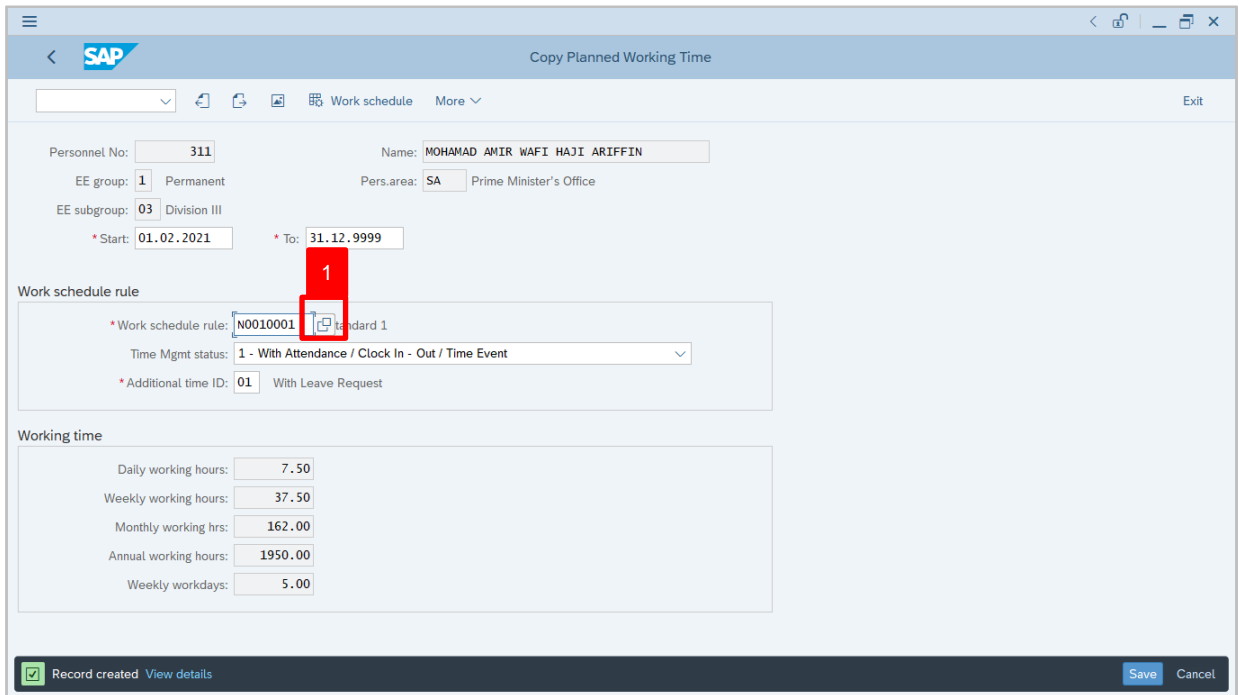
- Personnel Data:** Personnel No: 311, Name: MOHAMAD AMIR WAFI HAJI ARIFFIN, EE group: 1 (Permanent), Pers.area: SA (Prime Minister's Office), EE subgroup: 03 (Division III), * Start: 01.02.2021, * To: 31.12.9999.
- Work schedule rule:** * Work schedule rule: N0010001 (Standard 1), Time Mgmt status: 1 - With 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.

At the bottom of the screen, there is a status bar with a green checkmark, the text 'Record created View details', and 'Save' and 'Cancel' buttons.

Copy Planned Working Time

Backend User

Department HR Administrator and HR Administrator (JPA)



The screenshot shows the SAP 'Copy Planned Working Time' form. Key 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: 01.02.2021
- * To: 31.12.9999


Work schedule rule section:

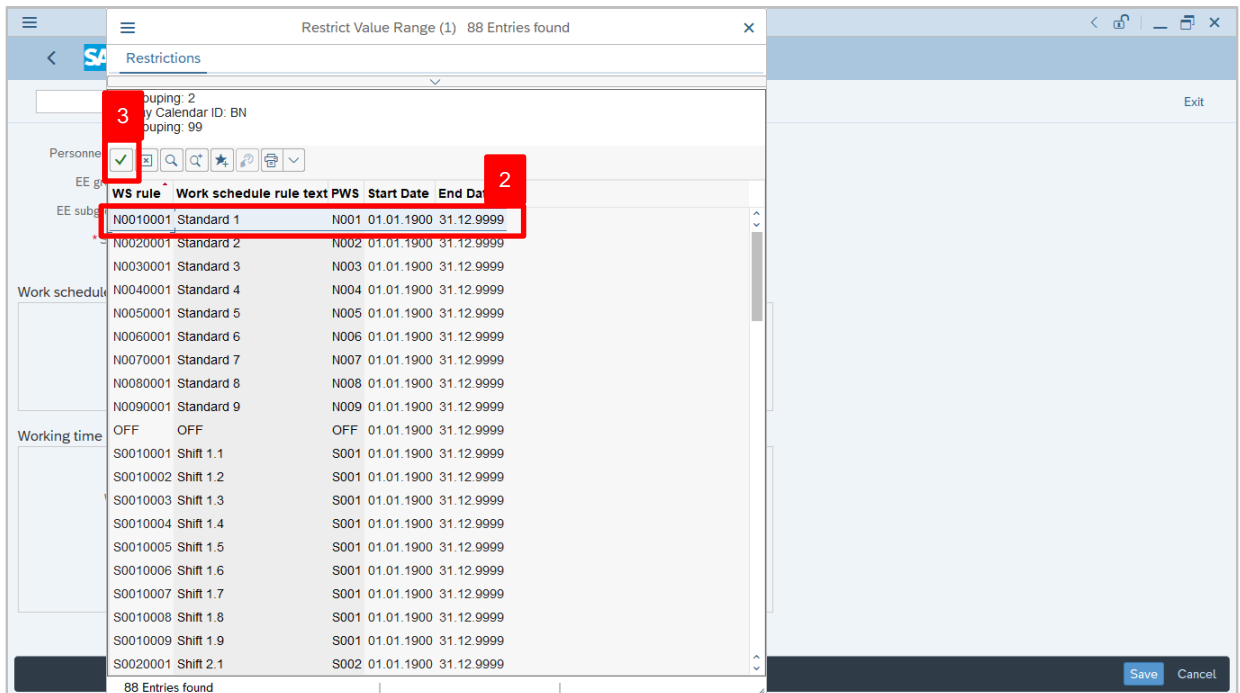
- * Work schedule rule: N0010001 Standard 1 (highlighted with a red box and '1')
- Time Mgmt status: 1 - With Attendance / Clock In - Out / Time Event
- * Additional time ID: 01 With Leave Request

Working time section:

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

At the bottom, there is a 'Record created' message and 'Save' and 'Cancel' buttons.

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



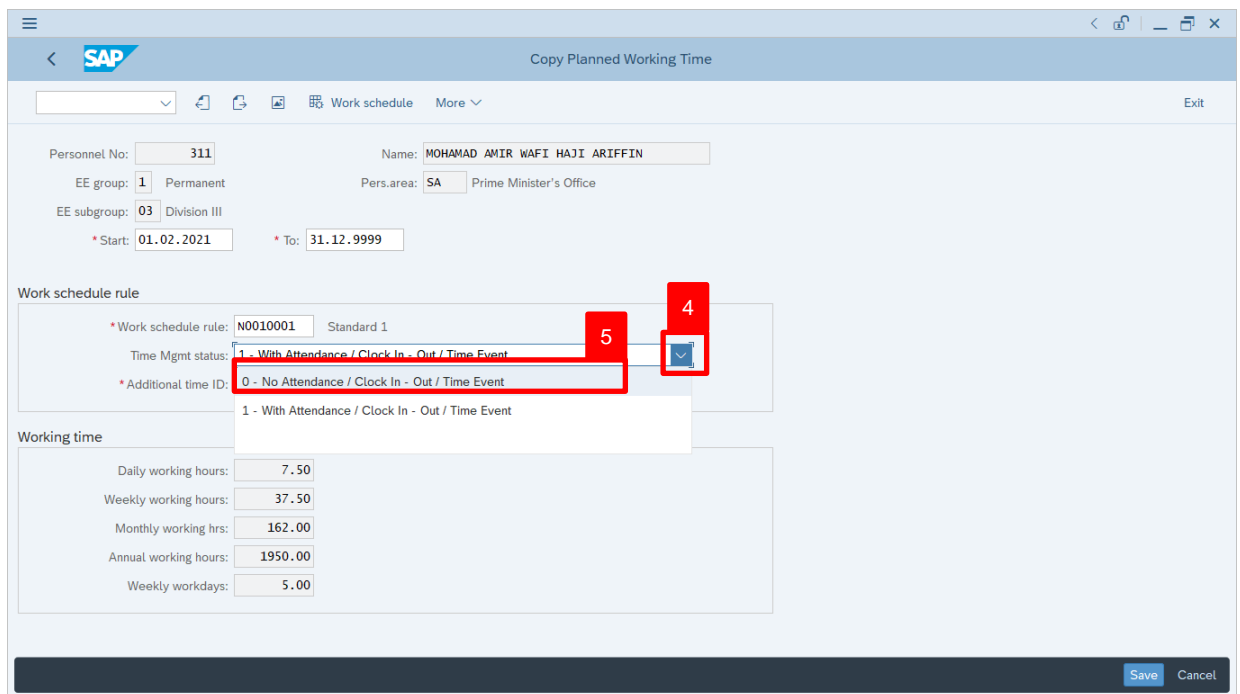
The screenshot shows the 'Restrictions' dialog box with 88 entries found. The table below is a representation of the data shown in the dialog:

WS rule	Work schedule rule text	PWS	Start Date	End Date
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

The dialog box also shows a 'Personnel' field with a checkmark icon (highlighted with a red box and '3') and a 'WS rule' field with a red box and '2'.

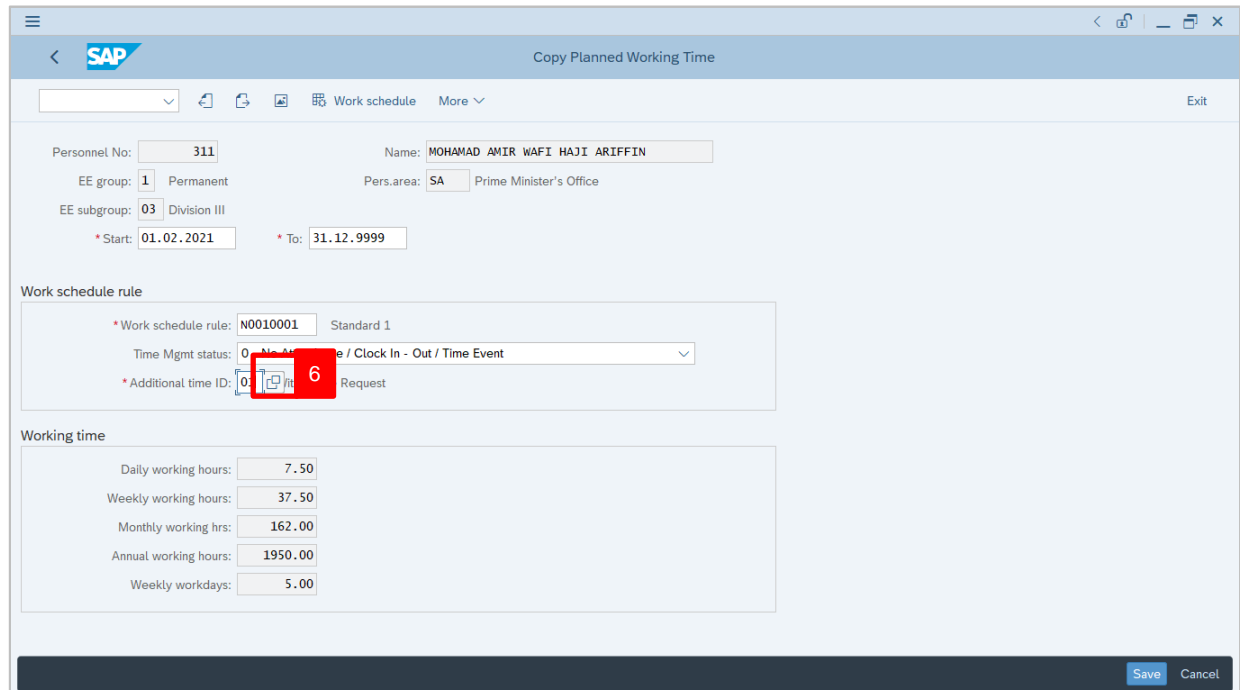
2. Select Work schedule rule, **N0010001 Standard 1**.


3. Click on  icon.

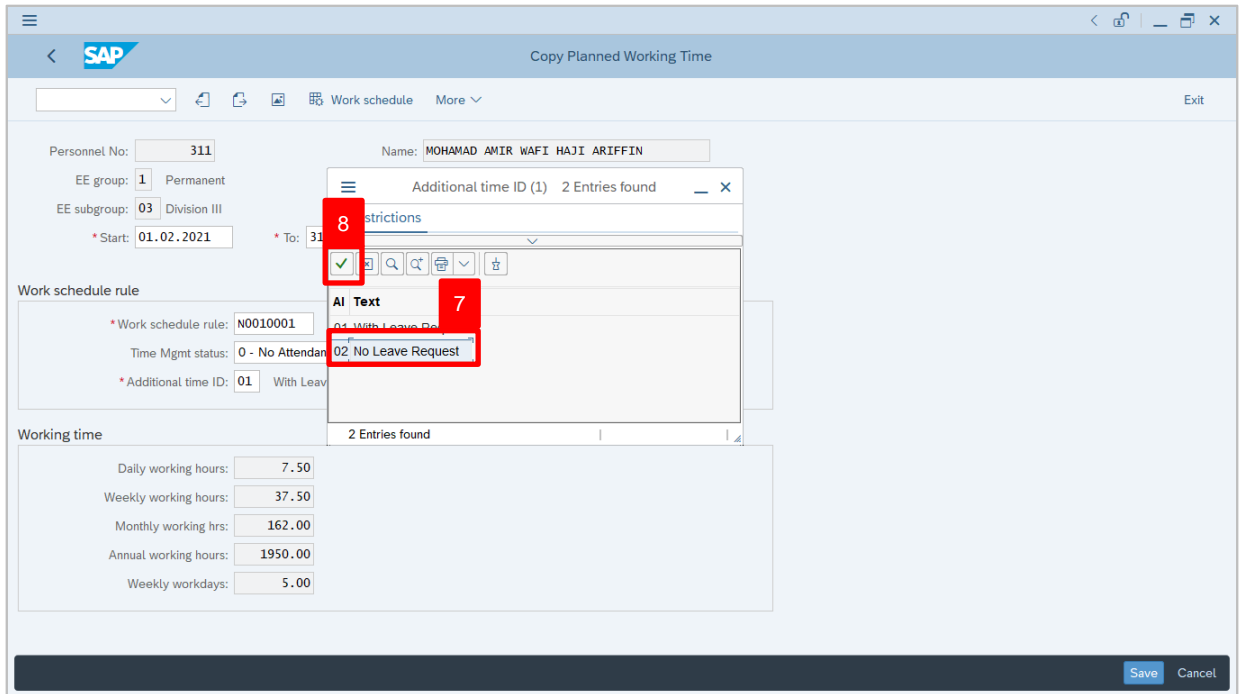


4. Under **Work schedule rule**, section click on  for Time Management status.

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



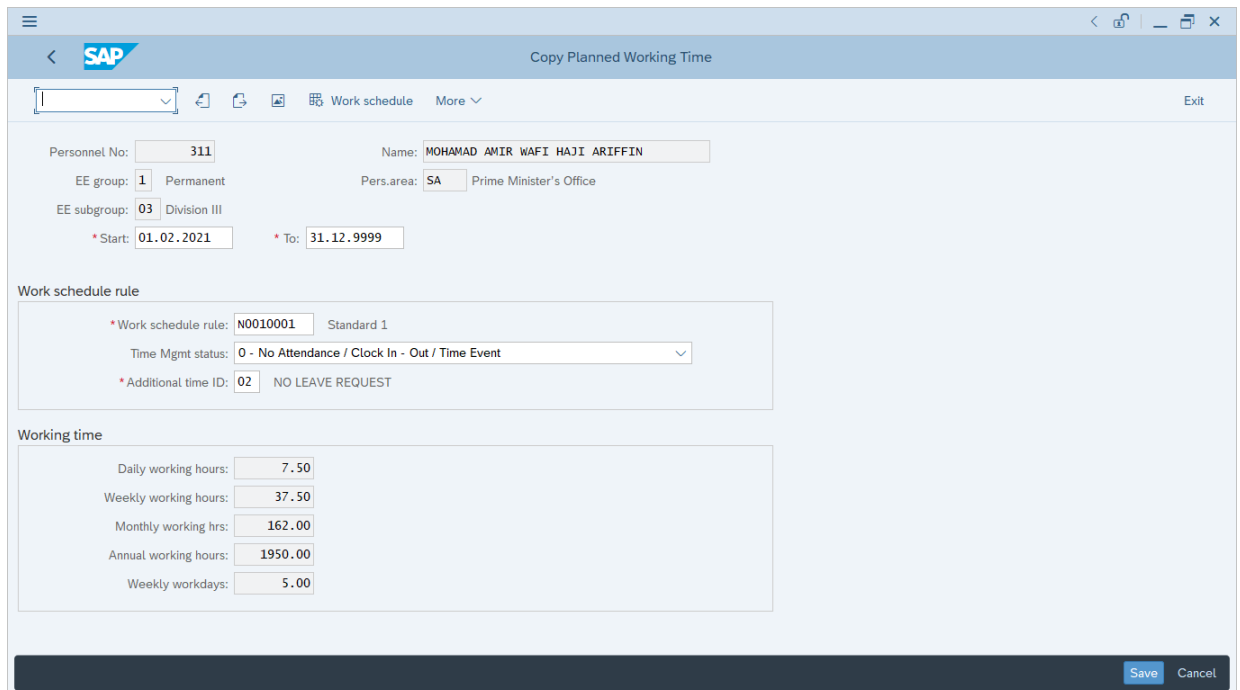
6. Under **Work schedule rule** section, click on  icon for Additional time ID.



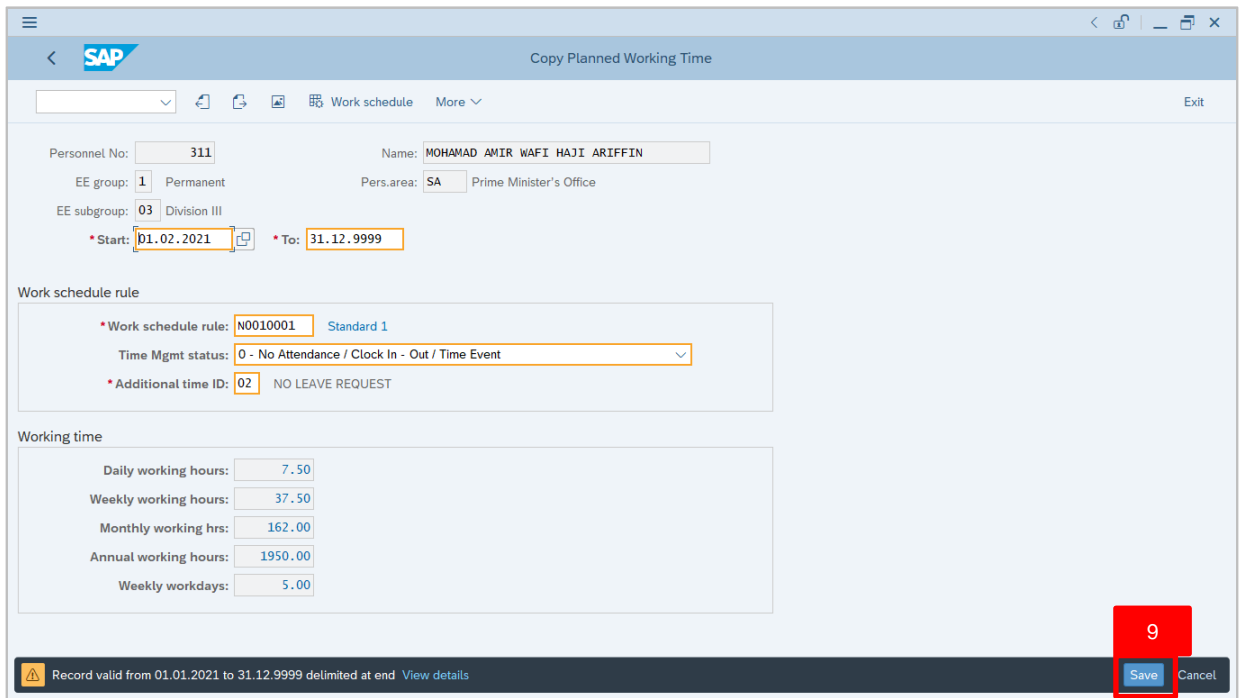
The screenshot shows the SAP 'Copy Planned Working Time' interface. The main form displays personnel details for MOHAMAD AMIR WAFI HAJI ARIFFIN (Personnel No: 311) and work schedule rule N0010001. A pop-up window titled 'Additional time ID (1) 2 Entries found' is open, showing a list of options: '01 With Leave Request' and '02 No Leave Request'. A red box labeled '7' highlights the '02 No Leave Request' option, and another red box labeled '8' highlights the checkmark icon in the pop-up's toolbar.

7. Select Additional Time ID, **02 No Leave Request**.

8. Click on  icon.



The screenshot shows the same SAP 'Copy Planned Working Time' interface, but the pop-up window is closed. The 'Additional time ID' field now displays '02 NO LEAVE REQUEST'. The 'Time Mgmt status' is set to '0 - No Attendance / Clock In - Out / Time Event'. The 'Working time' section shows the same values as in the previous screenshot.




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

Work schedule rule
 * Work schedule rule: N0010001 Standard 1
 Time Mgmt status: 0 - No Attendance / Clock In - Out / Time Event
 * Additional time ID: 02 NO 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

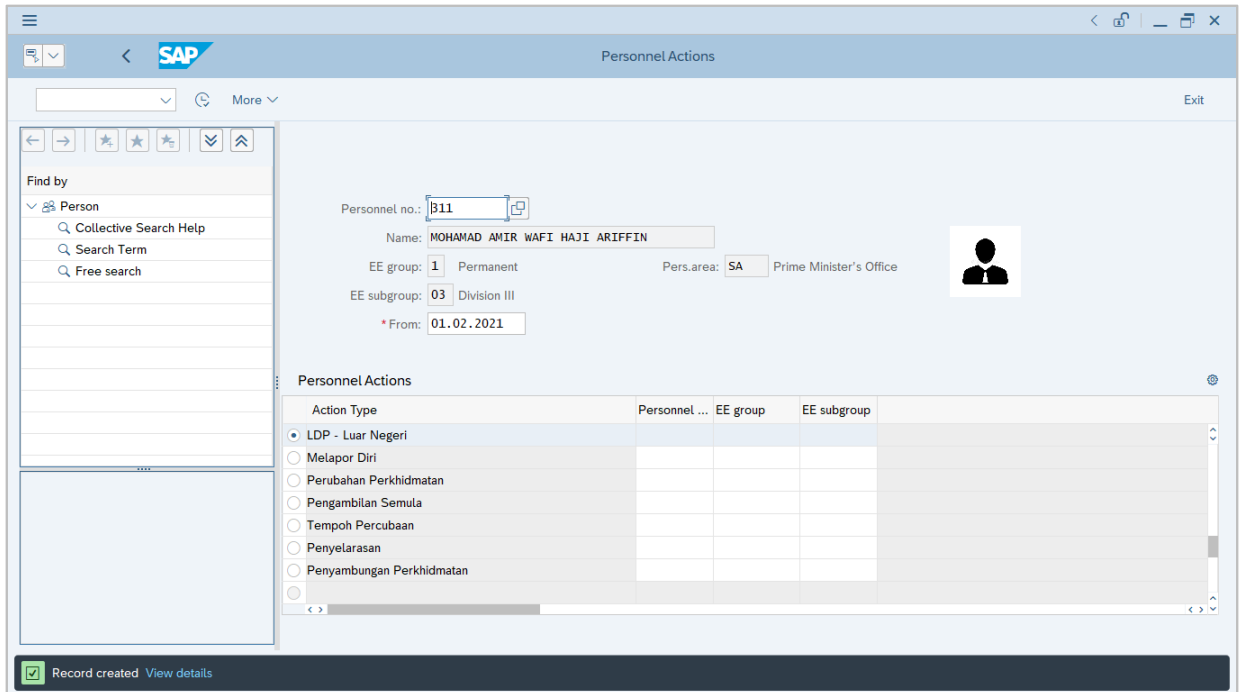
Record valid from 01.01.2021 to 31.12.9999 delimited at end View details

9 Save Cancel

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

Outcome: Record is created.

The **Personnel Actions (PA40)** 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
 * From: 01.02.2021

Personnel Actions

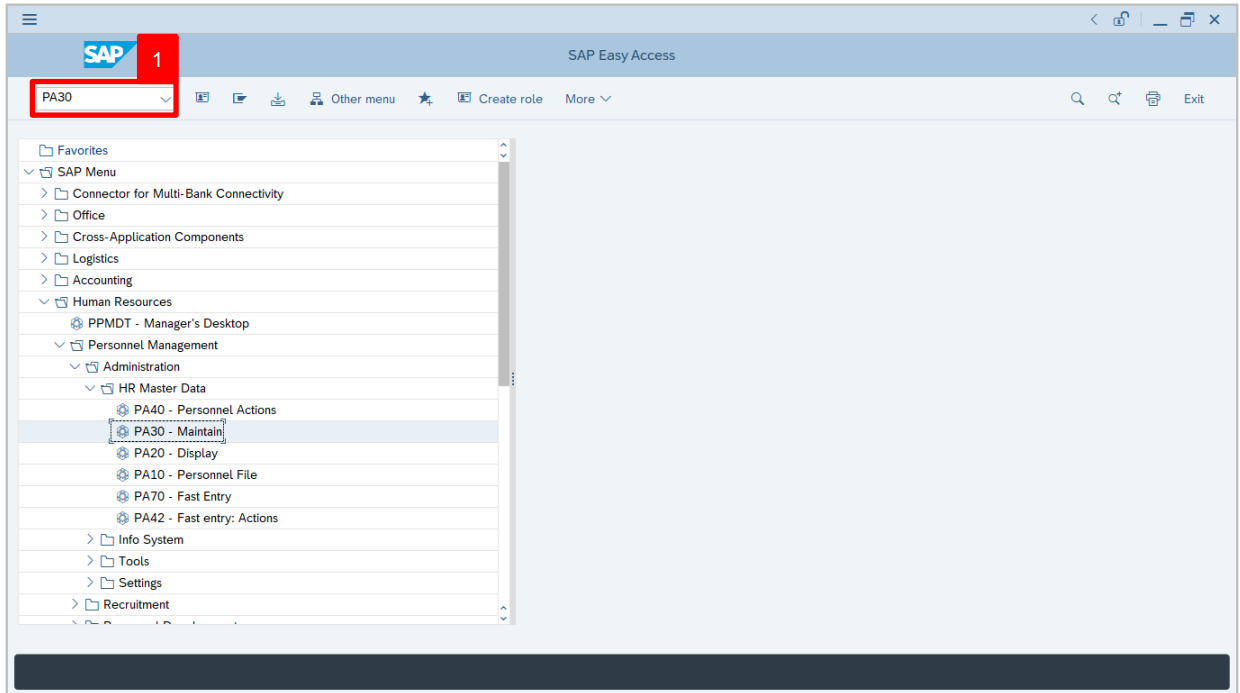
Action Type	Personnel ...	EE group	EE subgroup
<input checked="" type="radio"/> LDP - Luar Negeri			
<input type="radio"/> Melapor Diri			
<input type="radio"/> Perubahan Perkhidmatan			
<input type="radio"/> Pengambilan Semula			
<input type="radio"/> Tempoh Percubaan			
<input type="radio"/> Penyelarasan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

Record created View details

View Action Overview

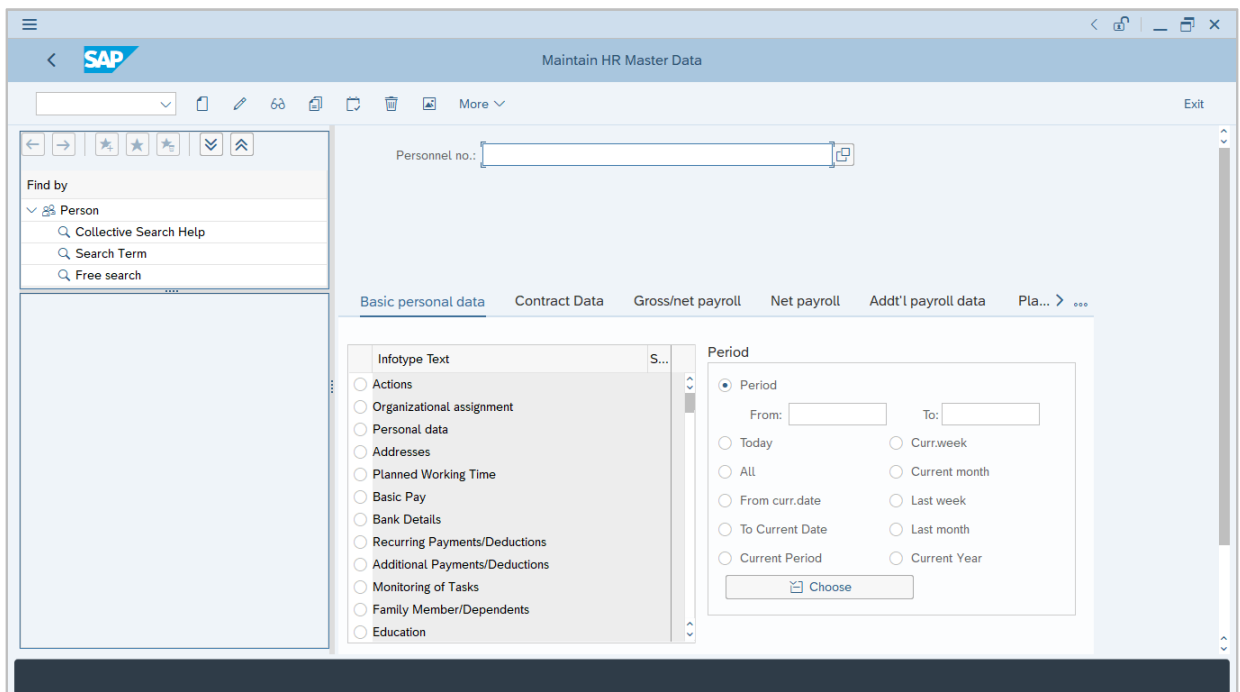
Back End User

Department HR Administrator and HR Administrator (JPA)



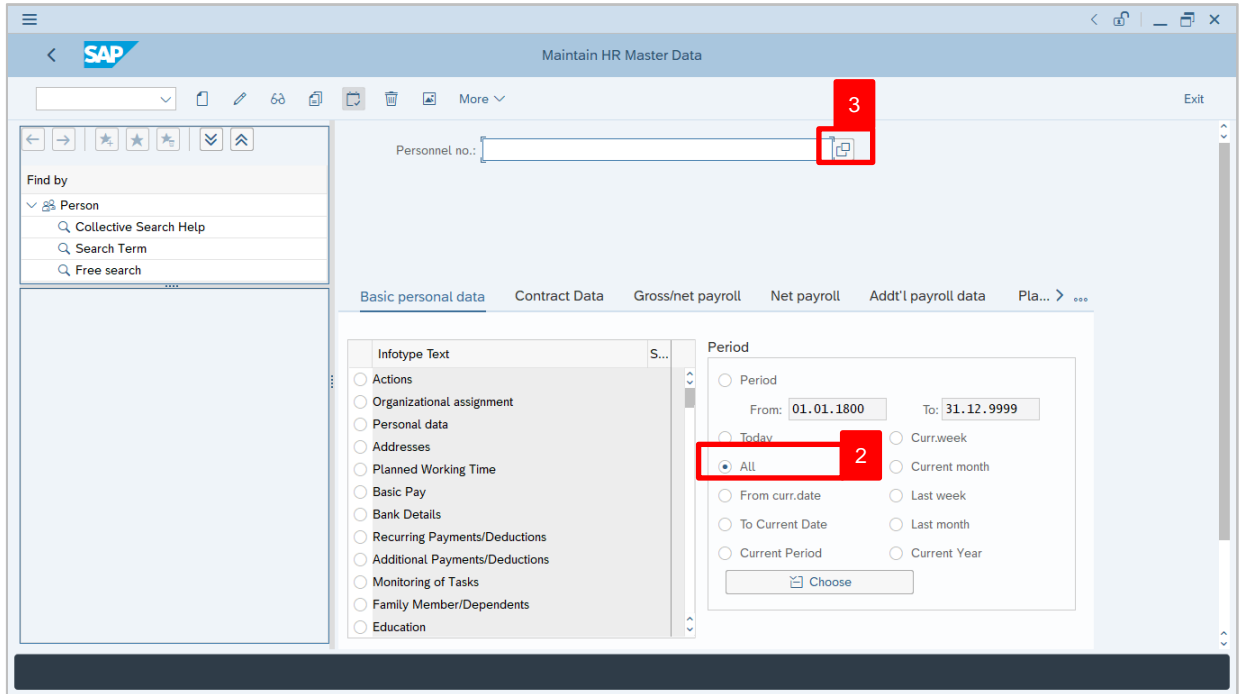
1. Navigate to **Maintain HR Master Data** page by entering transaction code, **PA30** in the Search Bar and press **Enter** button on the keyboard.

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



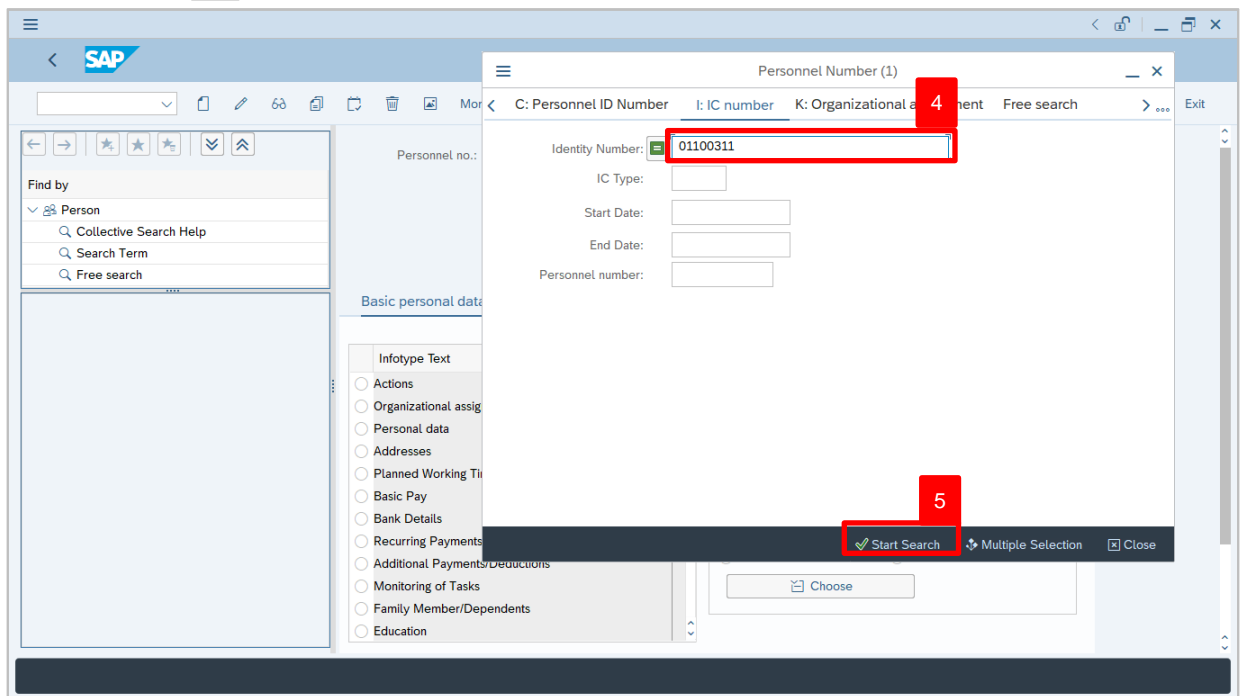
Note:

- 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.



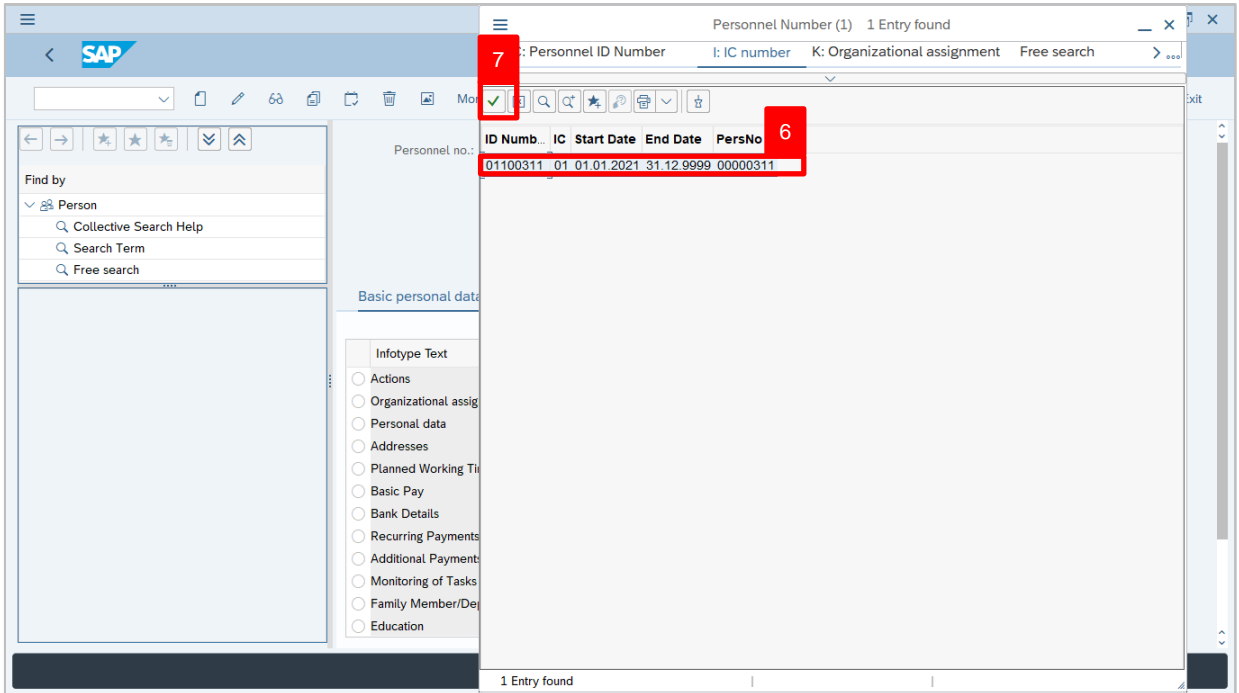
2. Under **Period** section, click on and select **All**
 All data within this timeframe (From **01.01.1800** to **31.12.9999**) will be available.

3. Click on icon for Personnel No.



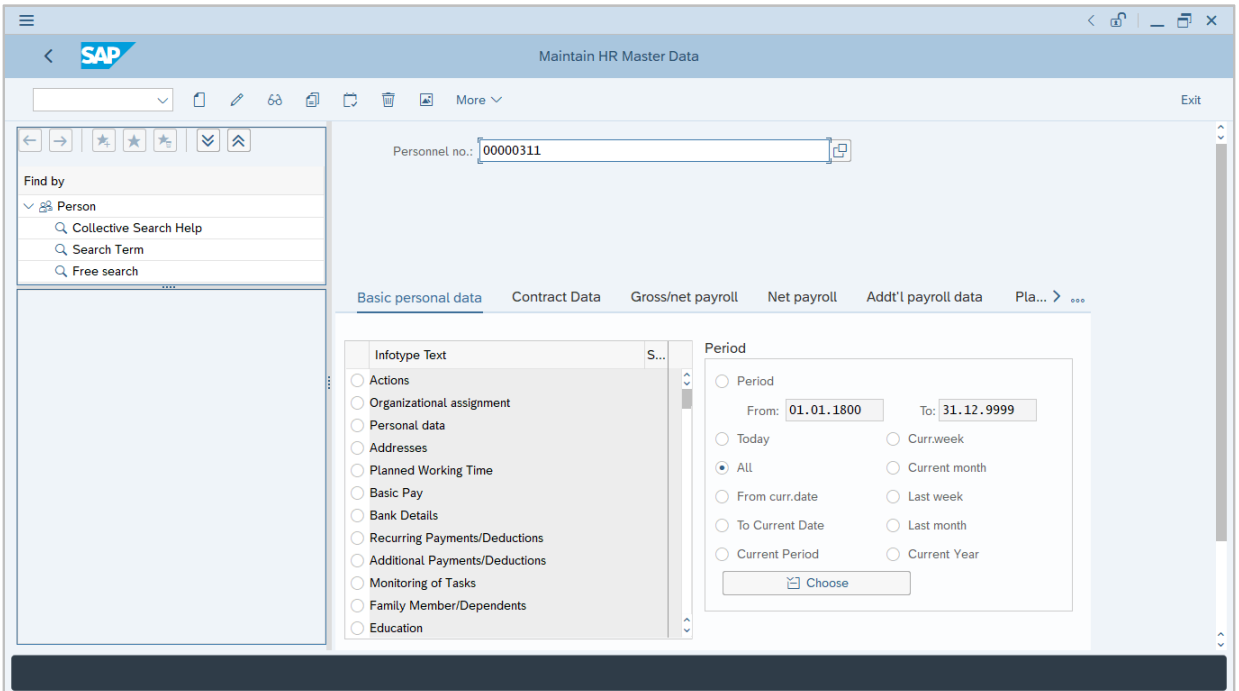
4. Enter the personnel IC Number.

5. Click on  icon.

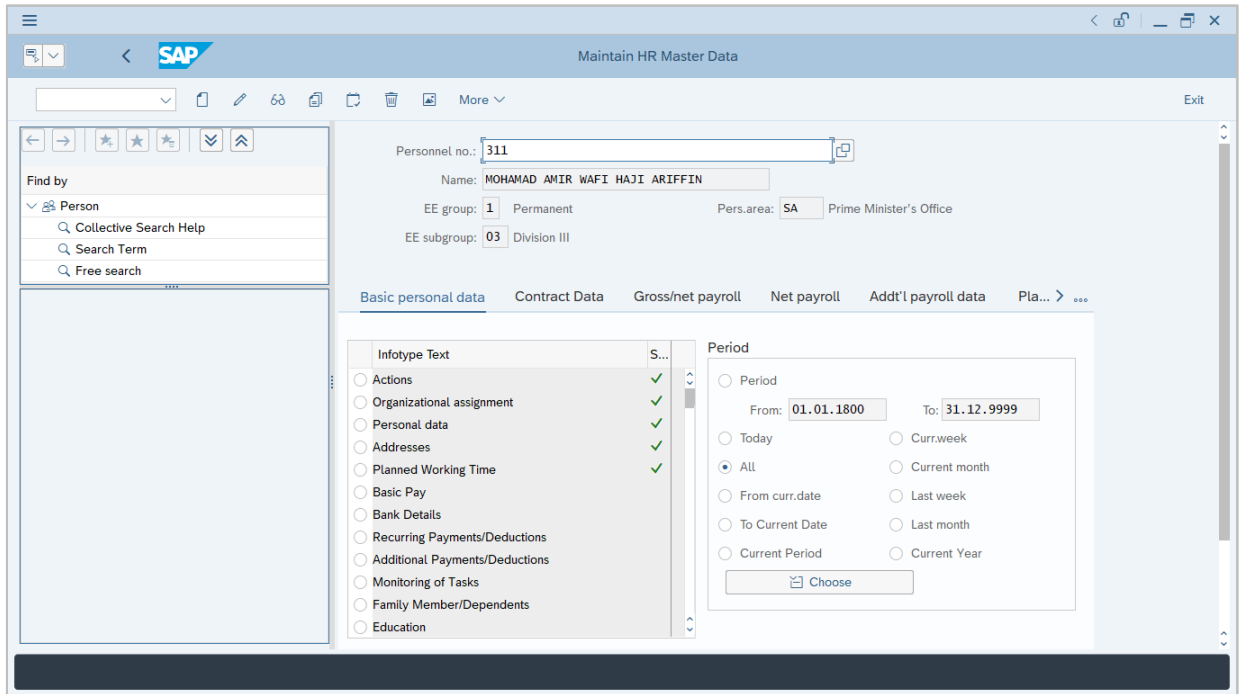


6. Select the searched personnel.

7. Click on  icon.

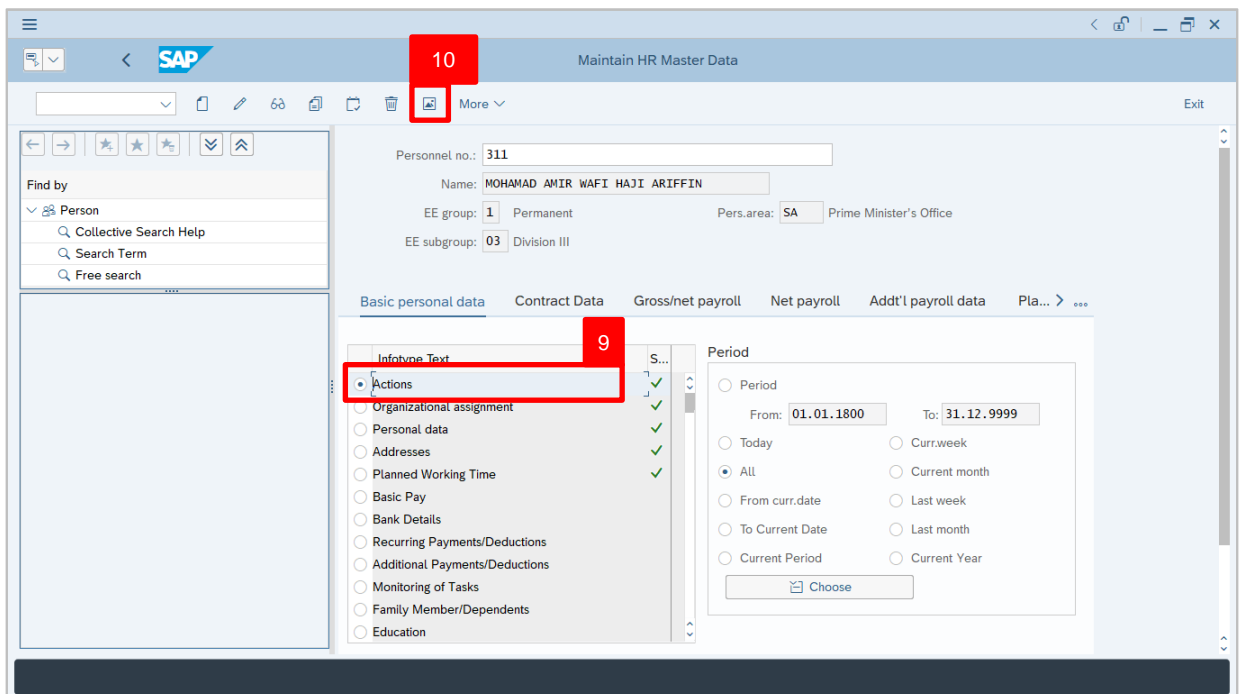



8. Press **Enter** button on the keyboard.



Note:

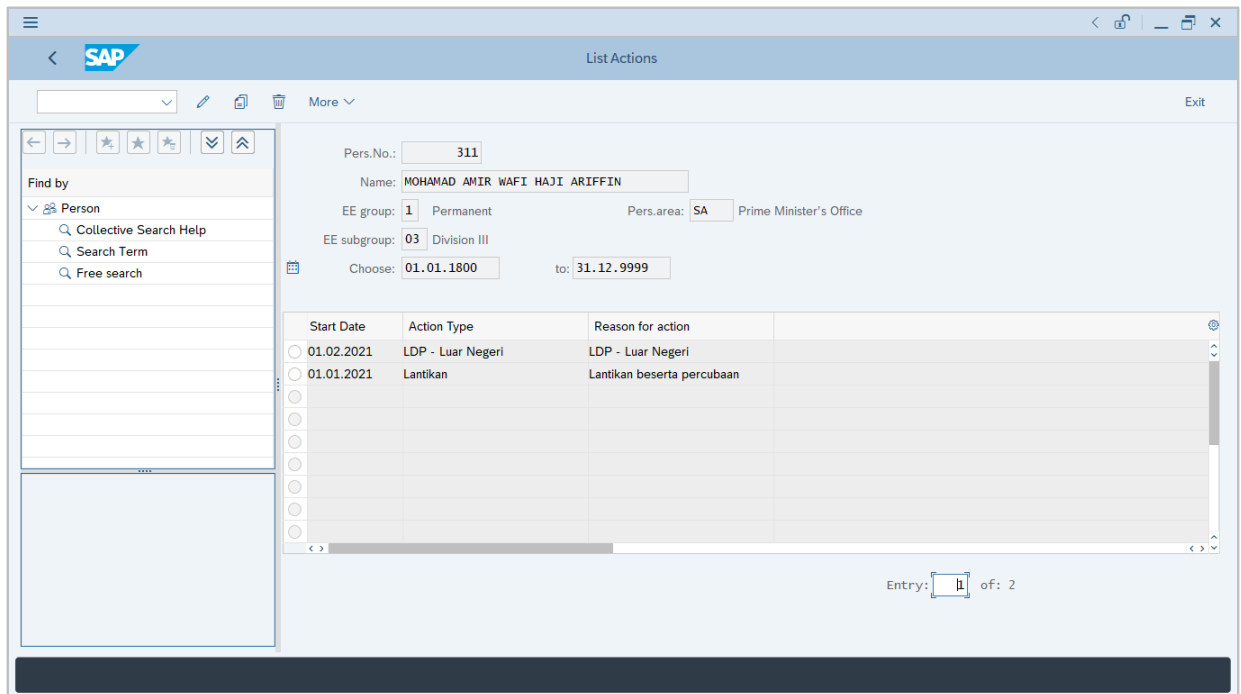
- The personnel information will be displayed.



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 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

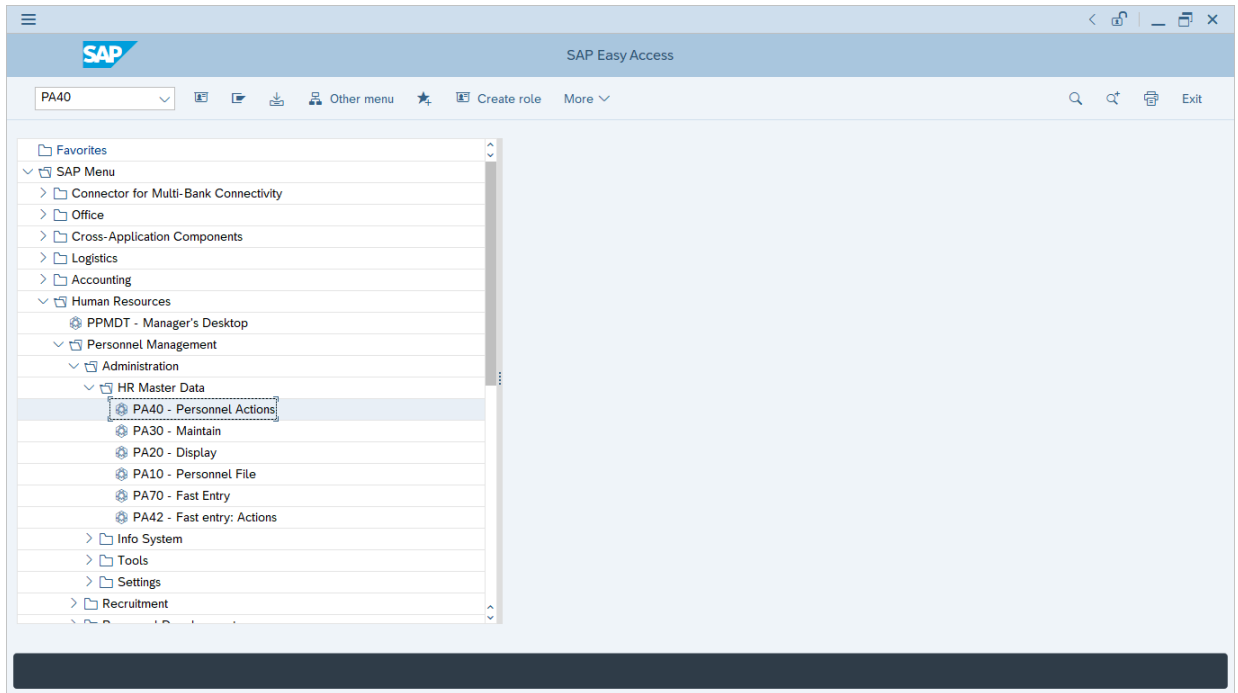
The table below shows the personnel actions:

Start Date	Action Type	Reason for action
01.02.2021	LDP - Luar Negeri	LDP - Luar Negeri
01.01.2021	Lantikan	Lantikan beserta percubaan

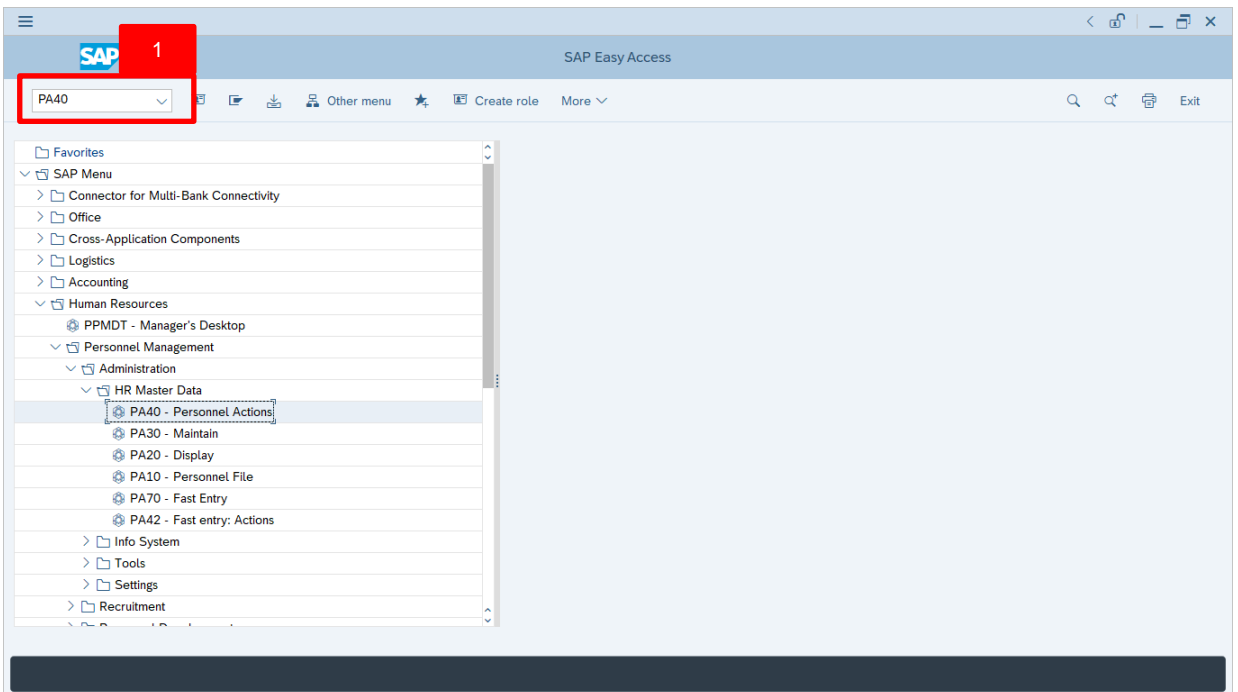
At the bottom right of the table, it says "Entry: 1 of: 2".

User can view the personnel actions in this page.

Copy Actions	Backend User
	Department HR Administrator and HR Administrator (JPA)



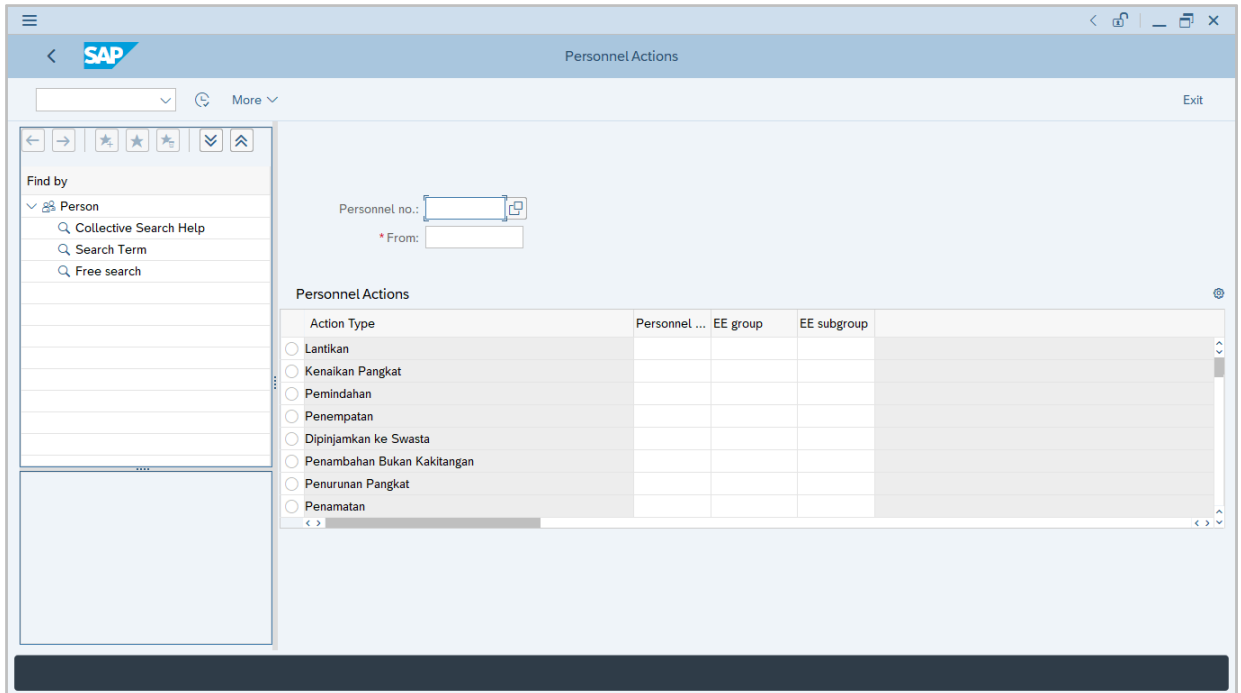
1. Navigate to **Personnel Actions** page by entering transaction code, **PA40** in the Search Bar and press **Enter** button on the keyboard.




Note:

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

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

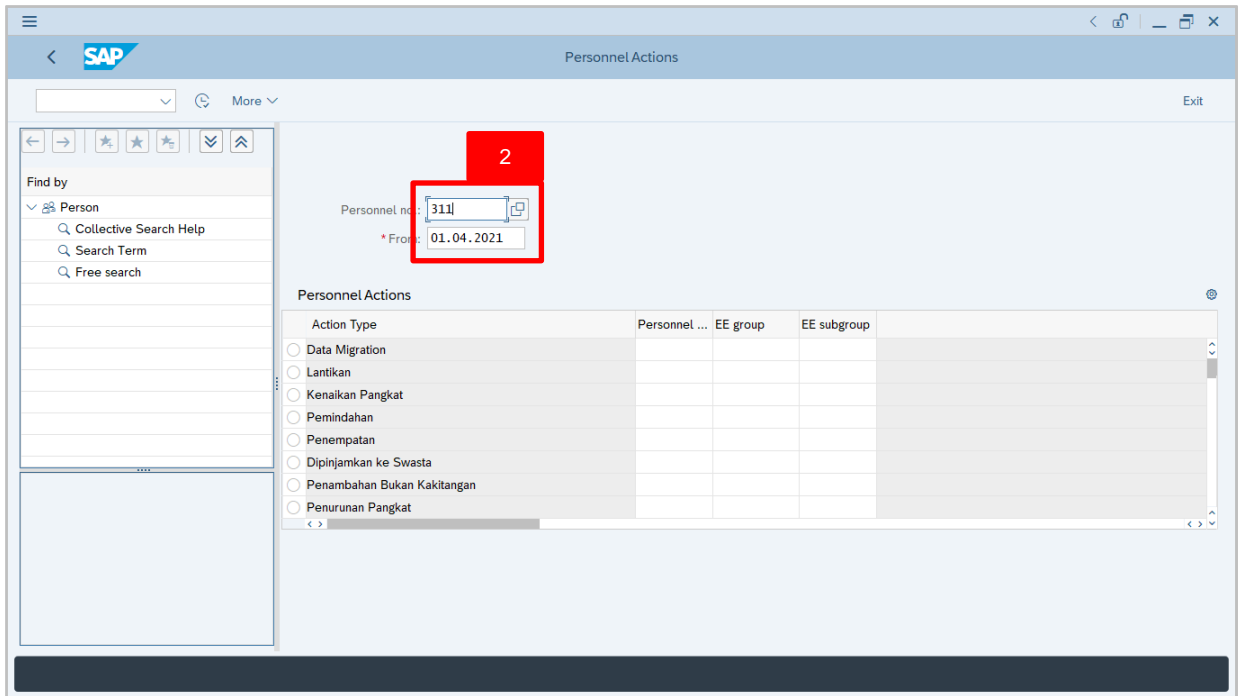


Personnel no.: 

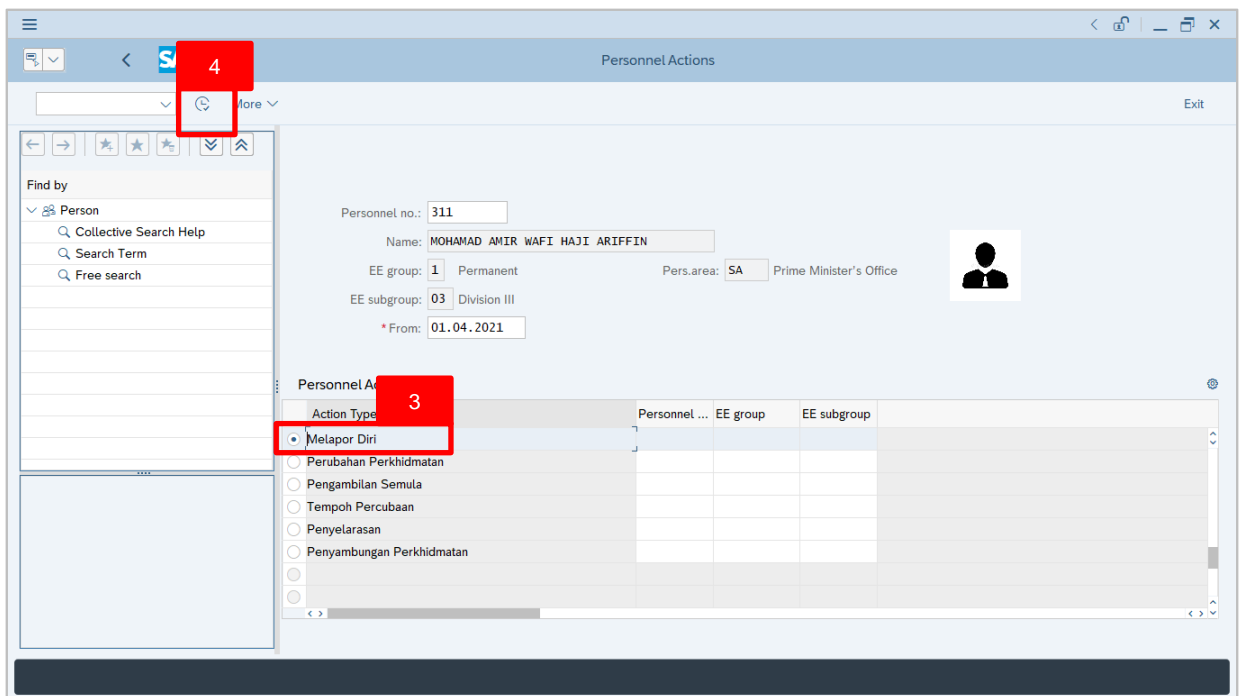
* From:

Personnel Actions

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			



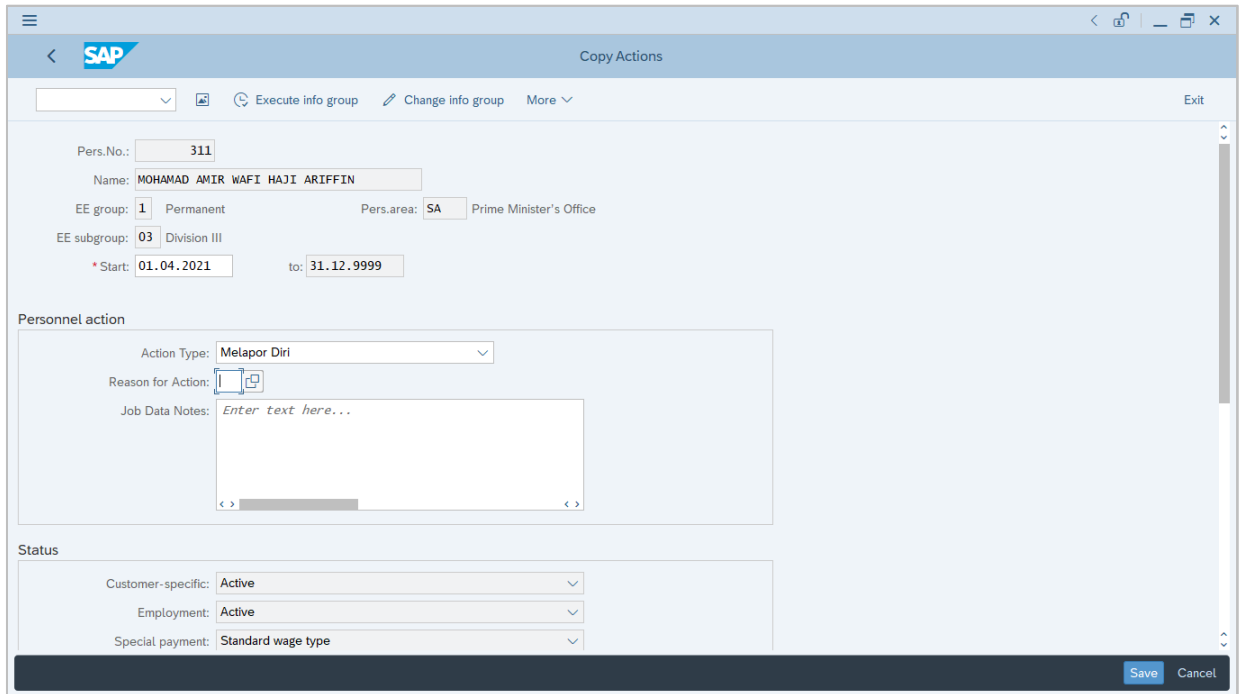
2. Enter the Personnel number and the action From date. Press **Enter** on the keyboard.



3. Under **Personnel Actions** page, click on the and select **LDP - Luar Negeri**

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 is a toolbar with options like 'Execute info group', 'Change info group', and 'More'. The main area contains several input fields and sections:

- 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:** 01.04.2021 to: 31.12.9999

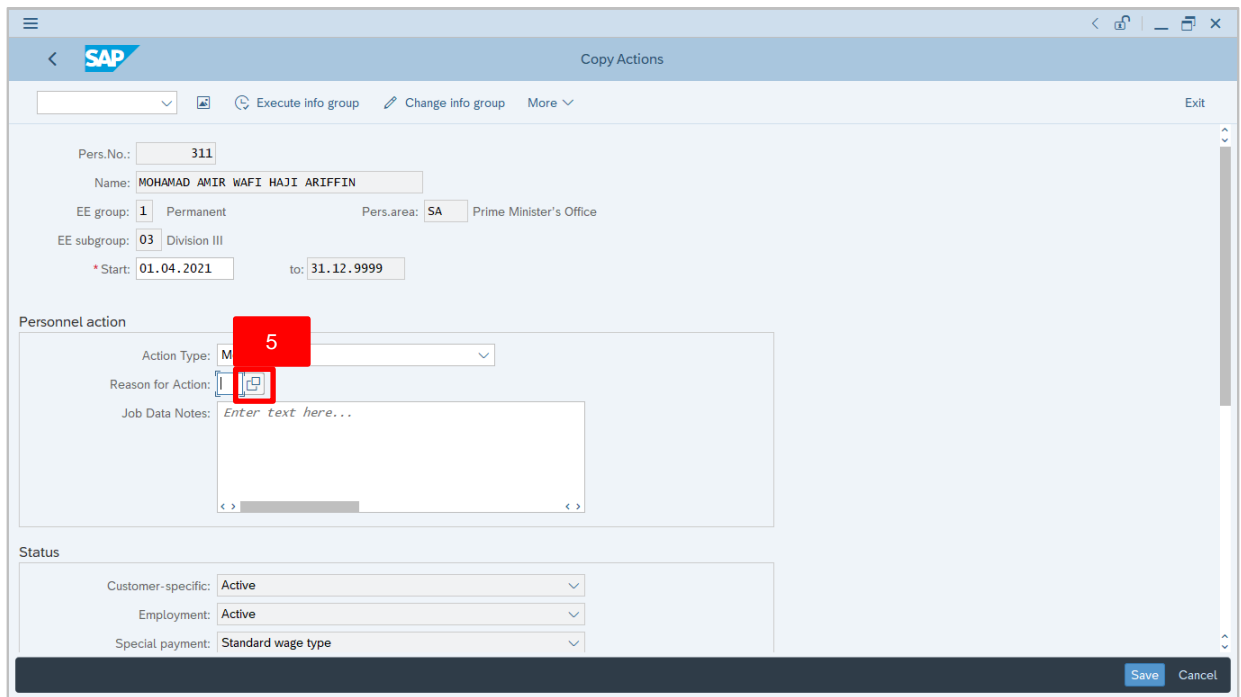
Below these fields is the **Personnel action** section, which includes:


- Action Type:** Melapor Diri
- Reason for Action:** A dropdown menu with a plus icon.
- Job Data Notes:** A text area with the placeholder 'Enter text here...'

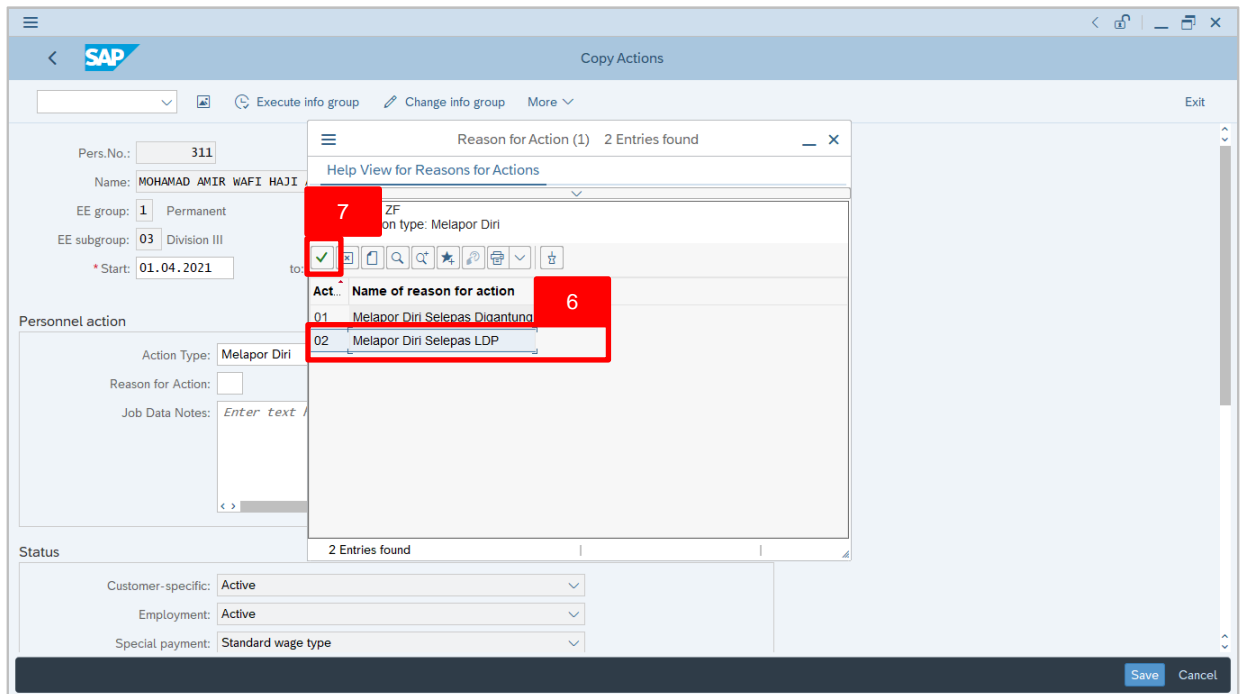
At the bottom is the **Status** section, which includes:

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

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



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



Act.	Name of reason for action
01	Melapor Diri Selepas Diantungi
02	Melapor Diri Selepas LDP

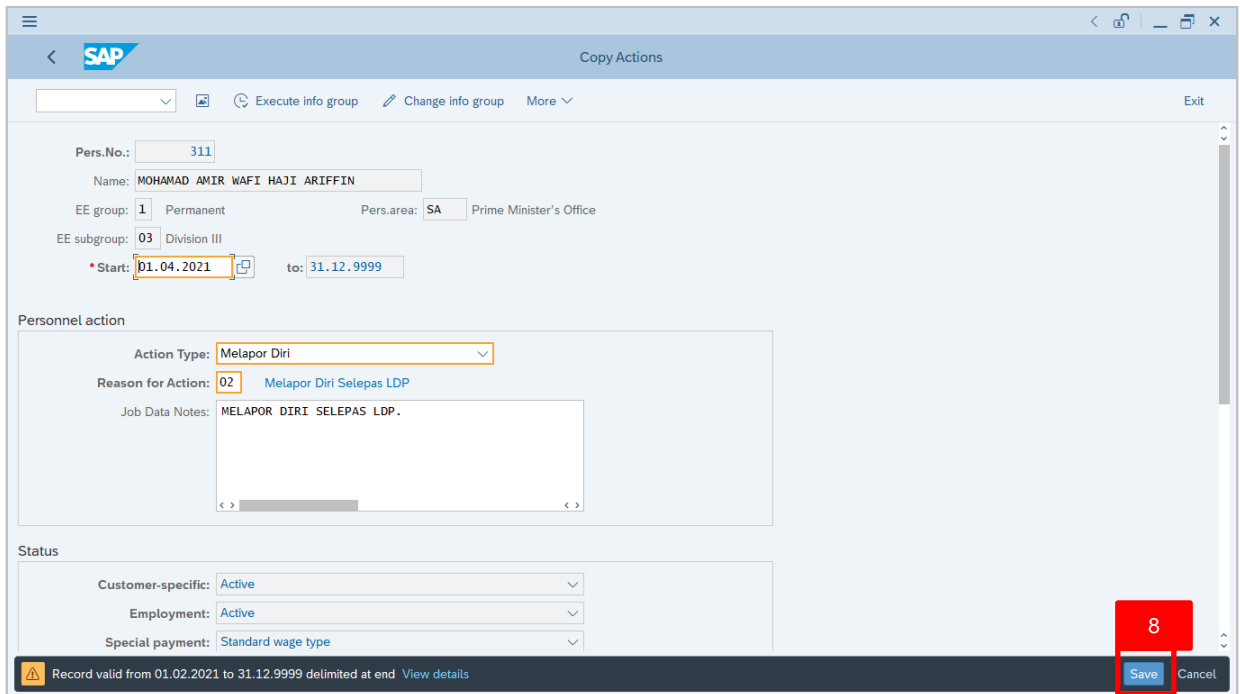
6. Select **02 Melapor Diri Selepas LDP**.

7. Click on  icon.

Note:

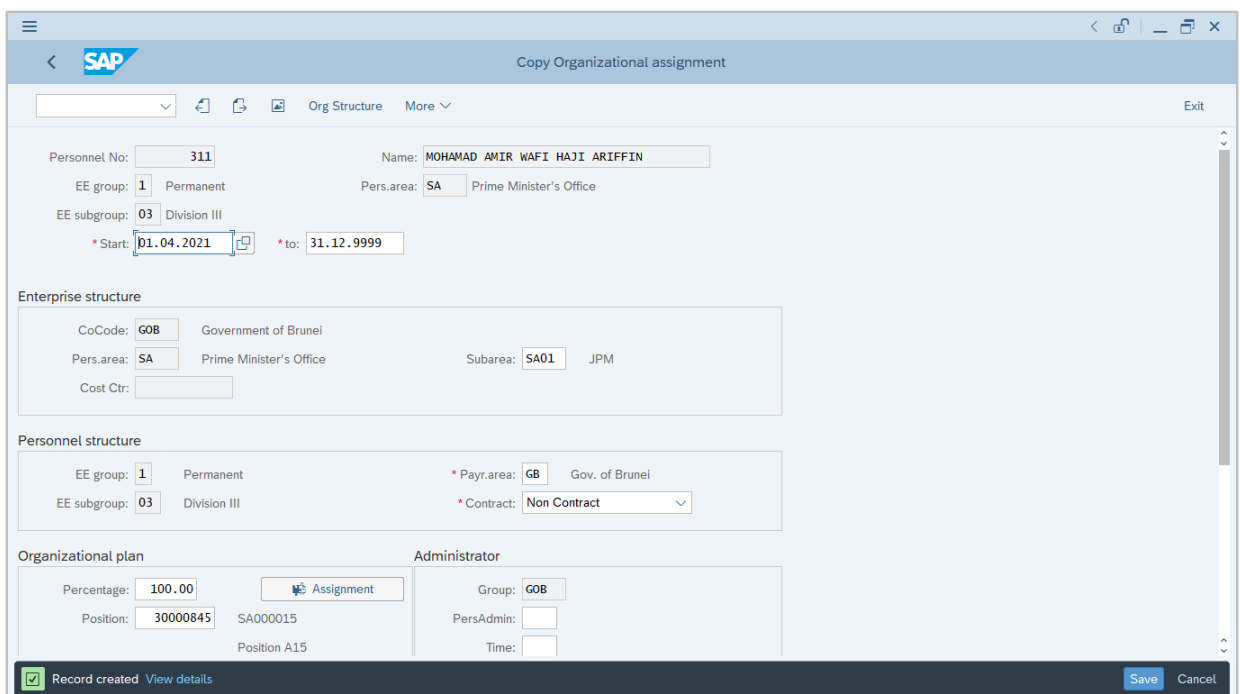
- Job Data Notes are optional to fill in.

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



The screenshot shows the SAP 'Copy Actions' screen for personnel data. The 'Pers.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 01.04.2021 and the end date is 31.12.9999. The 'Personnel action' section shows 'Action Type' as 'Melapor Diri' and 'Reason for Action' as '02 Melapor Diri Selepas LDP'. The 'Job Data Notes' field contains 'MELAPOR DIRI SELEPAS LDP.'. The 'Status' section shows 'Customer-specific' as 'Active', 'Employment' as 'Active', and 'Special payment' as 'Standard wage type'. A red box with the number '8' highlights the 'Save' button at the bottom right. A status bar at the bottom indicates 'Record valid from 01.02.2021 to 31.12.9999 delimited at end'.

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

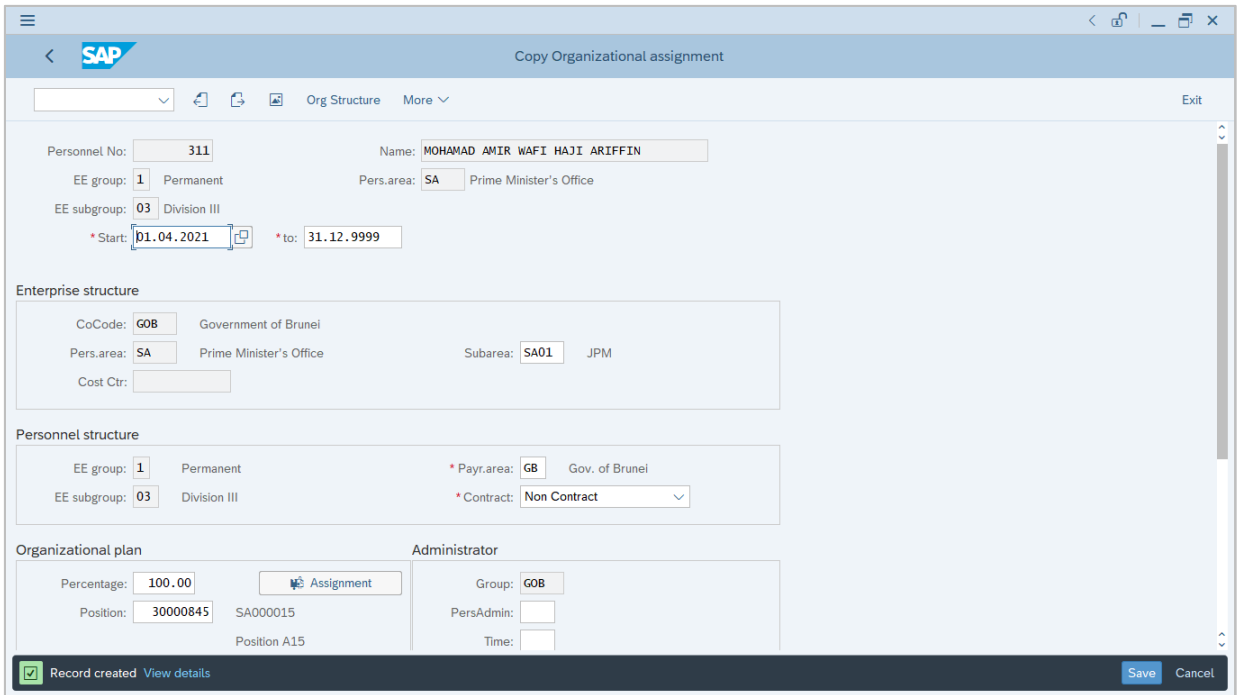


The screenshot shows the SAP 'Copy Organizational assignment' screen. The 'Personnel No.' is 311 and the name is MOHAMAD AMIR WAFI HAJI ARIFFIN. The EE group is 1 (Permanent) and the Pers.area is SA (Prime Minister's Office). The EE subgroup is 03 (Division III). The start date is 01.04.2021 and the end date is 31.12.9999. The 'Enterprise structure' section shows 'CoCode' as 'GOB' (Government of Brunei), 'Pers.area' as 'SA' (Prime Minister's Office), and 'Subarea' as 'SA01' (JPM). The 'Personnel structure' section shows 'EE group' as 1 (Permanent), 'Payr.area' as 'GB' (Gov. of Brunei), 'EE subgroup' as 03 (Division III), and 'Contract' as 'Non Contract'. The 'Organizational plan' section shows 'Percentage' as 100.00, 'Position' as 30000845 (SA000015), and 'Assignment' button. The 'Administrator' section shows 'Group' as 'GOB', 'PersAdmin' as empty, and 'Time' as empty. A green checkmark icon and 'Record created' message are visible at the bottom left. A status bar at the bottom indicates 'Record created'.

Copy Organizational Assignment

Backend User

Department HR Administrator and HR Administrator (JPA)



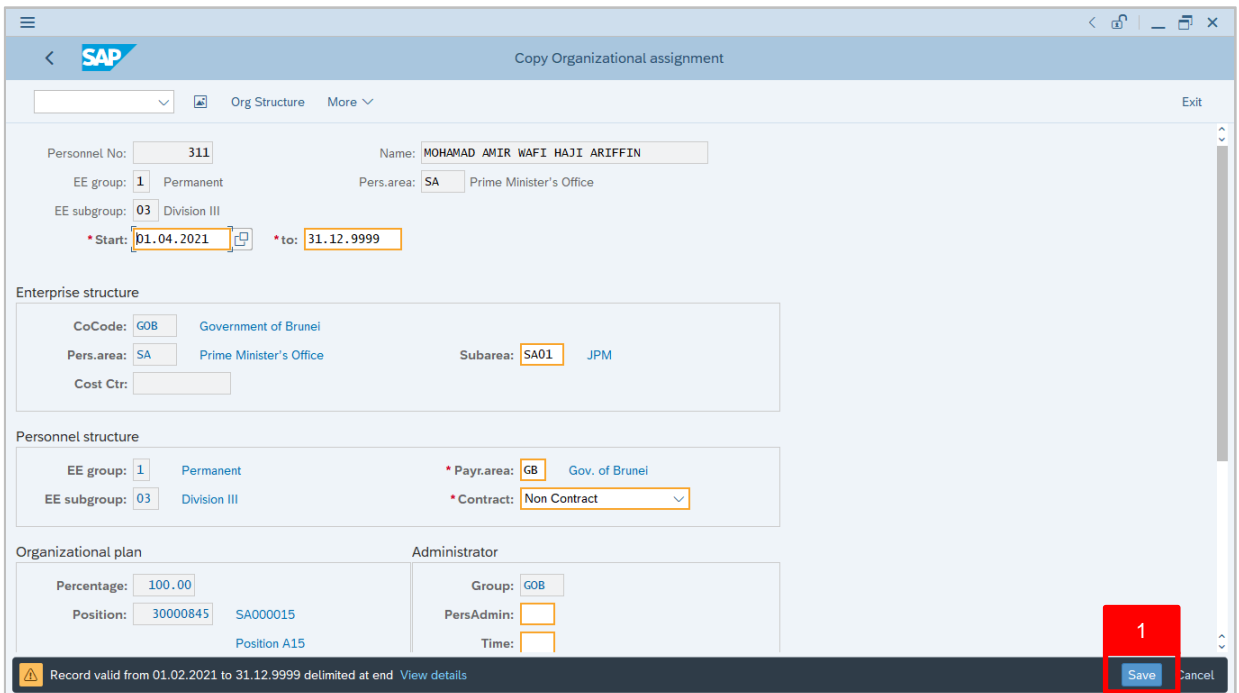
The screenshot shows the SAP 'Copy Organizational assignment' interface. The top bar includes the SAP logo and navigation icons. Below the header, there are several input fields for personnel and organizational data:

- 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:** 01.04.2021
- * to:** 31.12.9999

Below these fields are sections for 'Enterprise structure', 'Personnel structure', and 'Organizational plan'. The 'Enterprise structure' section includes CoCode (GOB - Government of Brunei), Pers.area (SA - Prime Minister's Office), and Subarea (SA01 - JPM). The 'Personnel structure' section includes EE group (1 - Permanent), EE subgroup (03 - Division III), Payr.area (GB - Gov. of Brunei), and Contract (Non Contract). The 'Organizational plan' section includes Percentage (100.00), Position (30000845), and Administrator (Group: GOB).

At the bottom, there is a status bar with a green checkmark and the text 'Record created. View details', and buttons for 'Save' and 'Cancel'.

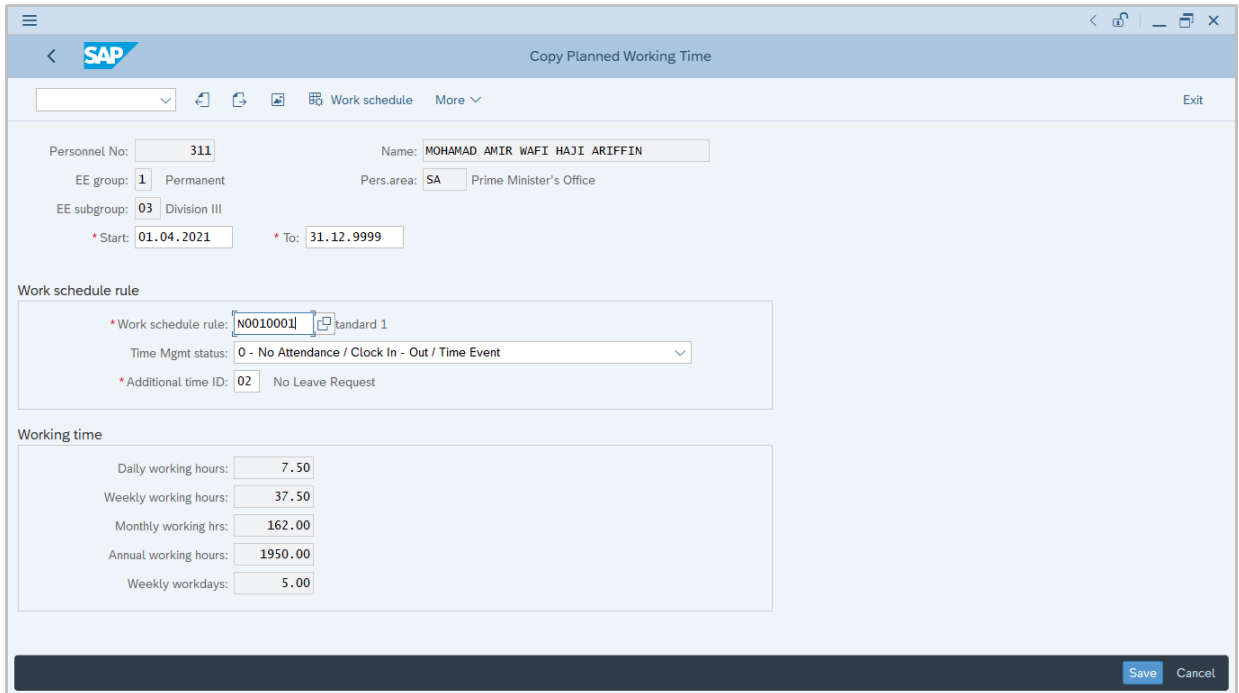
1. If there are no changes in **Copy Organizational Assignment** page, press **Enter** on the keyboard and click **Save**



This screenshot is identical to the one above, but with a red box highlighting the 'Save' button in the bottom right corner. The number '1' is written inside the red box. The status bar now shows a yellow warning icon and the text 'Record valid from 01.02.2021 to 31.12.9999 delimited at end. View details'.

Outcome: Record is created.

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



SAP 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: 01.04.2021 * To: 31.12.9999

Work schedule rule

* Work schedule rule: N0010001I standard 1
Time Mgmt status: 0 - No Attendance / Clock In - Out / Time Event
* Additional time ID: 02 No Leave Request

Working time

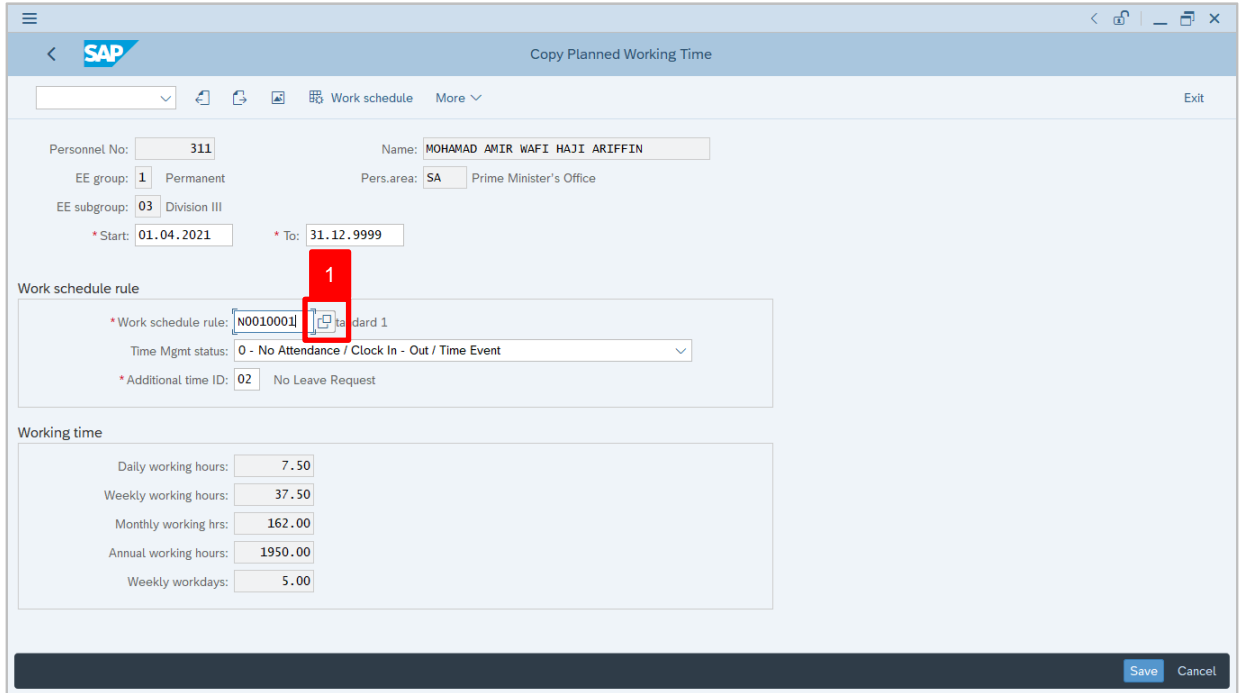
Daily working hours:	7.50
Weekly working hours:	37.50
Monthly working hrs:	162.00
Annual working hours:	1950.00
Weekly workdays:	5.00

Save Cancel

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 is also visible.

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:** 01.04.2021
*** To:** 31.12.9999


Work schedule rule

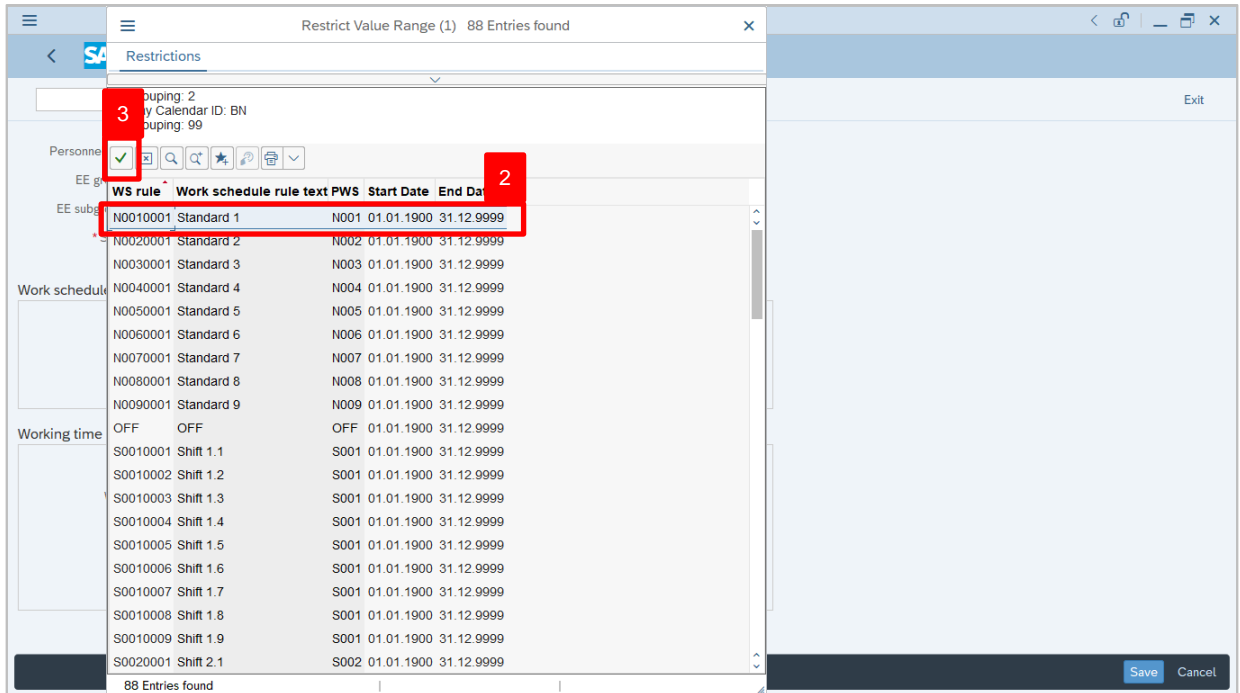
* Work schedule rule: N0010001 Standard 1
 Time Mgmt status: 0 - No Attendance / Clock In - Out / Time Event
 * Additional time ID: 02 No Leave Request

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

Buttons: Save, Cancel

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



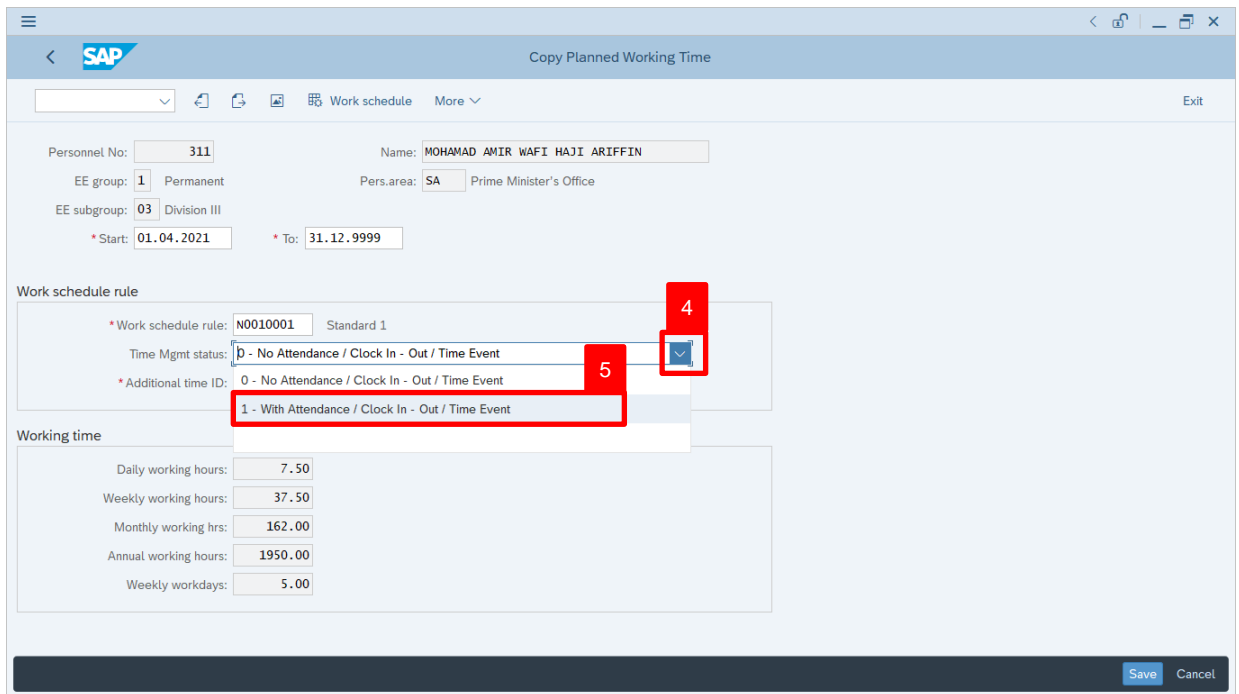
The screenshot shows the 'Restrictions' table in SAP. The table has columns: WS rule, Work schedule rule text, PWS, Start Date, and End Date. The row 'N0010001 Standard 1' is highlighted with a red box and a red '2'. A red '3' is placed over the checkmark icon in the 'Personnel' column.

WS rule	Work schedule rule text	PWS	Start Date	End Date
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

Buttons: Save, Cancel

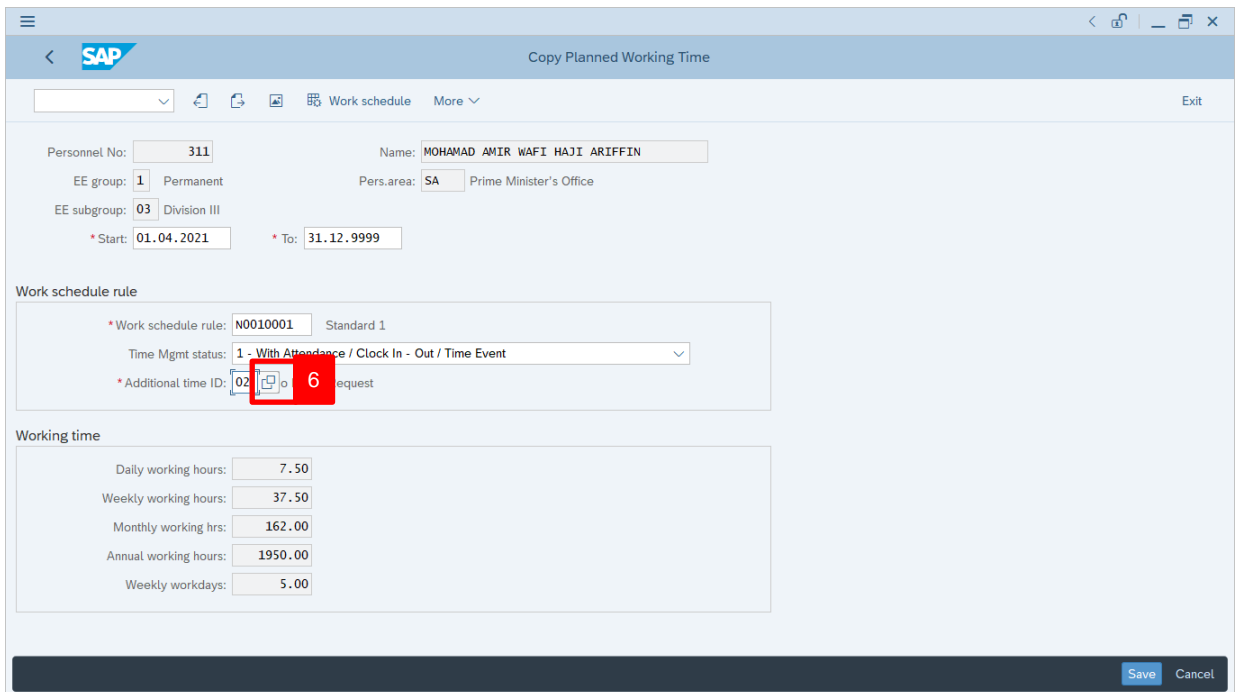
2. Select Work schedule rule, **N0010001 Standard 1**.


3. Click on  icon.



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

5. Select Time Mgmt status, **1 – With Attendance / Clock In – Out / Time Event**.



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

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: 01.04.2021 * To: 31.12.9999

Work schedule rule
* Work schedule rule: N0010001 Standard 1
Time Mgmt status: 1 - With Attendance / Clock In - Out / Time Event
* Additional time ID: 02 No 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

Additional time ID (1) 2 Entries found
01 With Leave Request
02 No Leave Request

Save Cancel

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

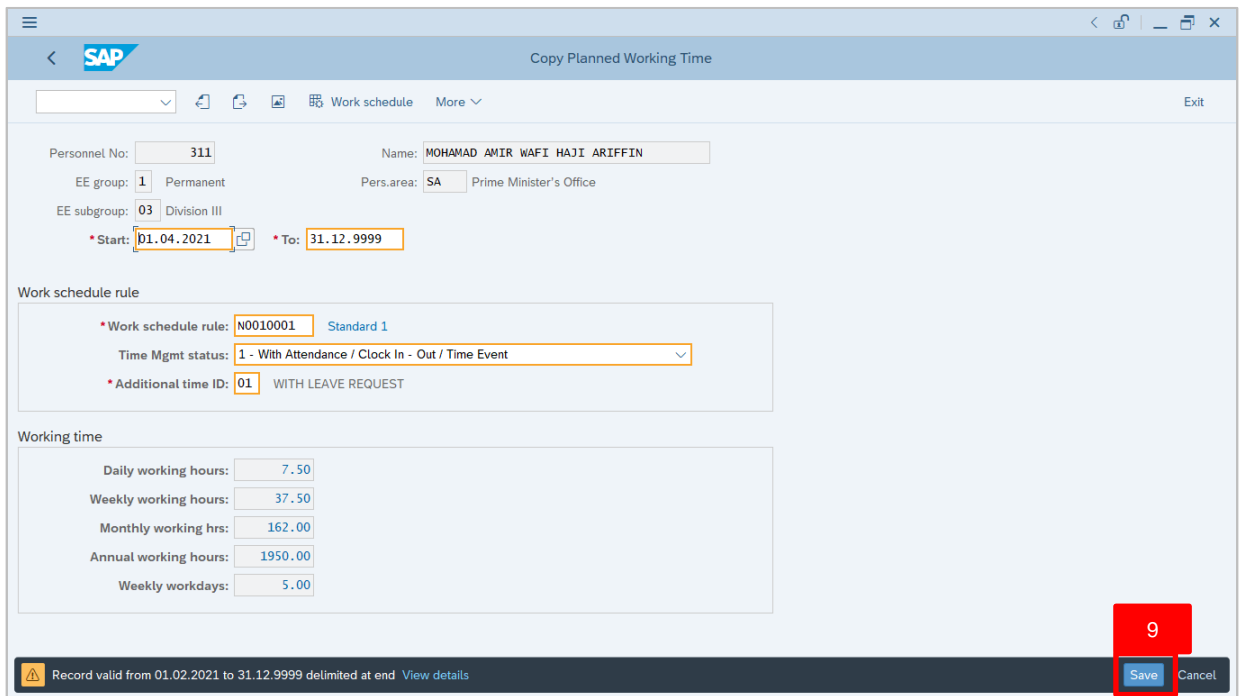
8. Click on icon.


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: 01.04.2021 * To: 31.12.9999

Work schedule rule
* Work schedule rule: N0010001 Standard 1
Time Mgmt status: 1 - With 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

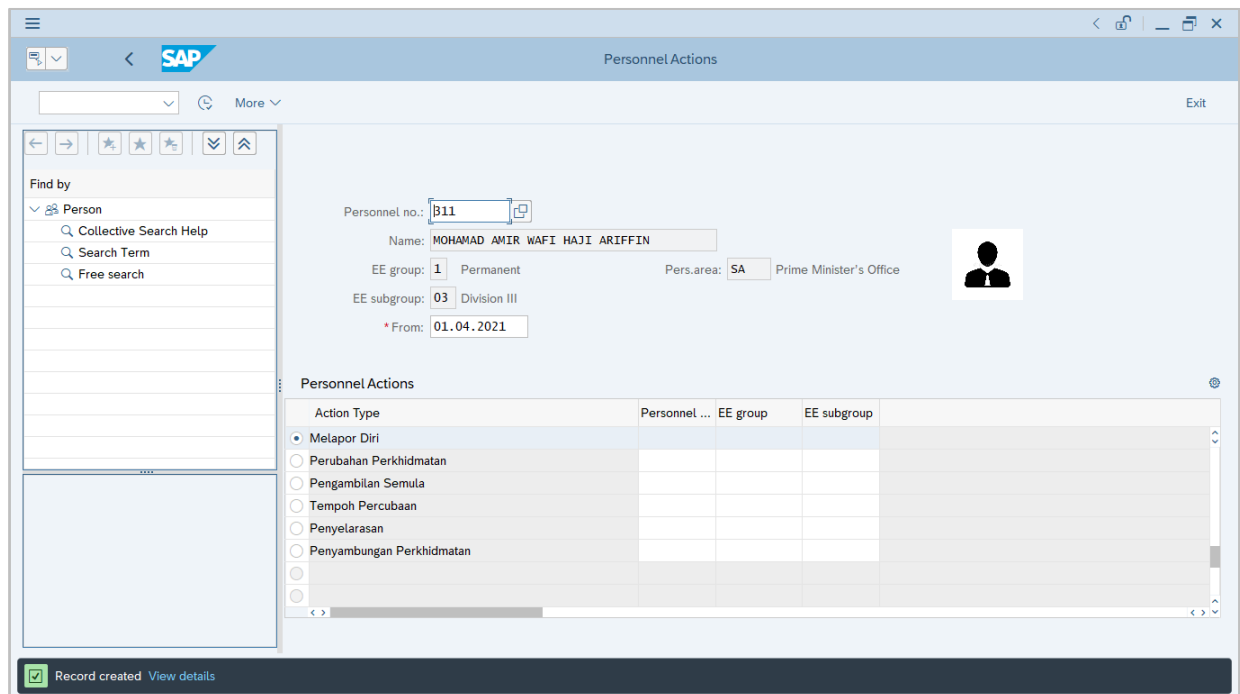
Save Cancel



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

Outcome: Record is created.

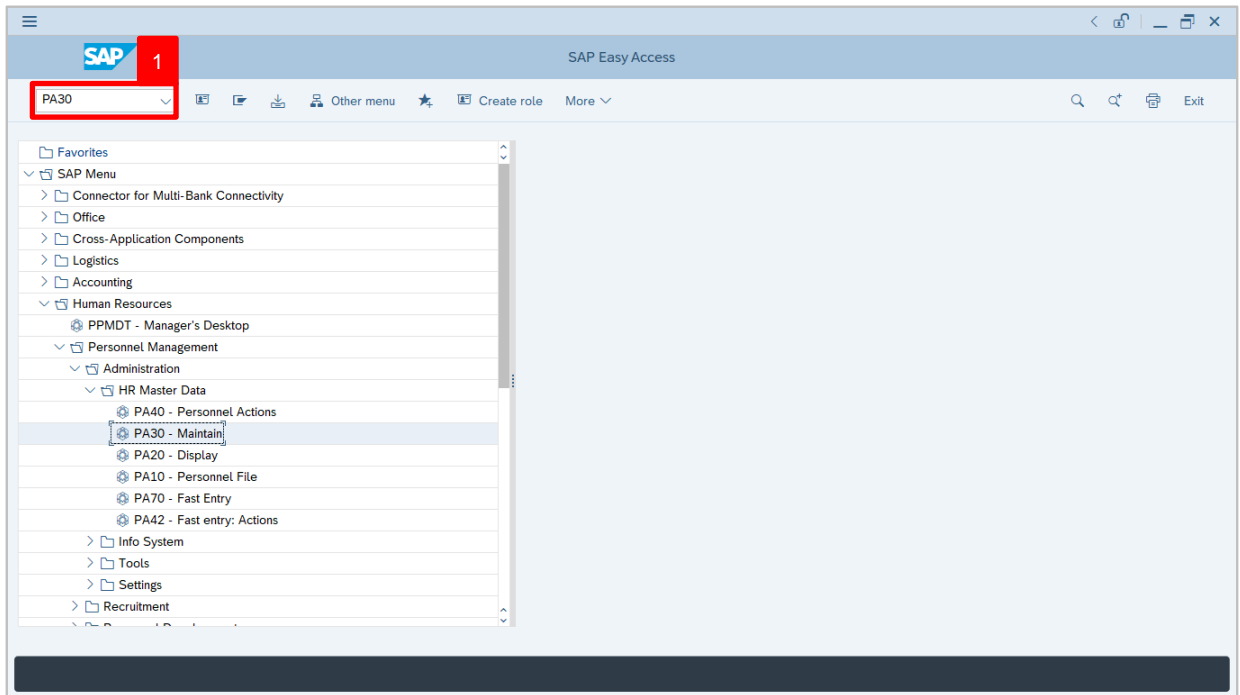
The **Personnel Actions (PA40)** page will be displayed.



View Action Overview

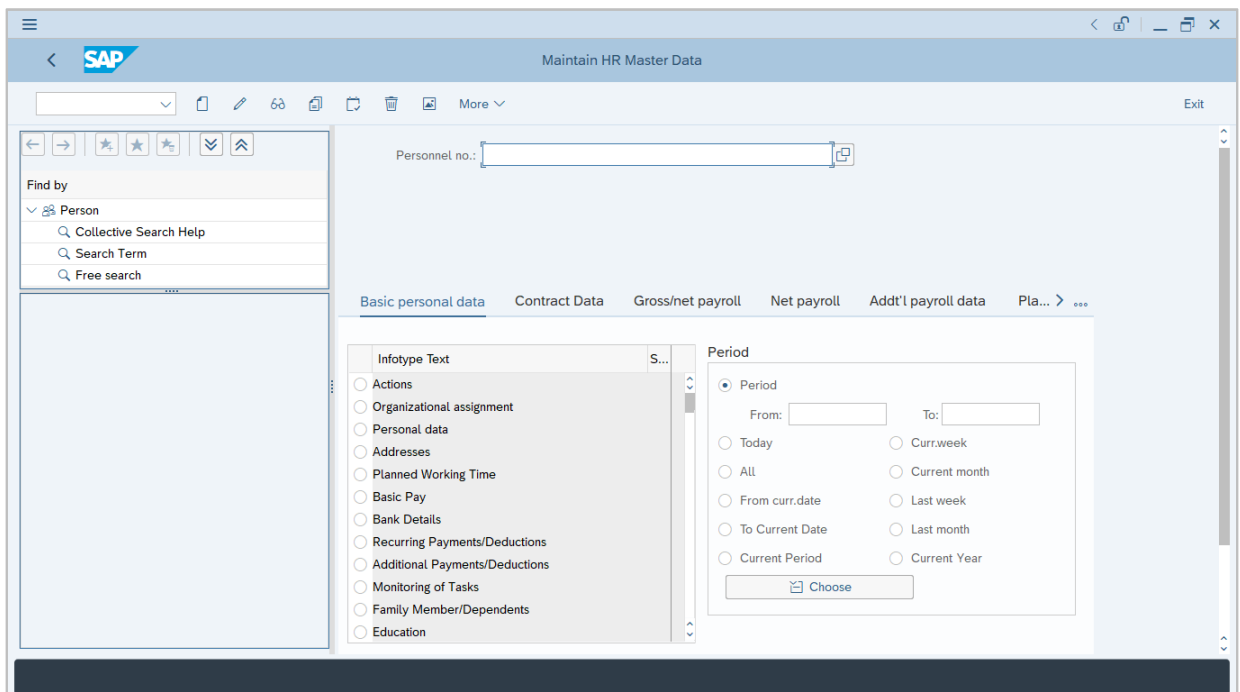
Back End User

Department HR Administrator and HR Administrator (JPA)



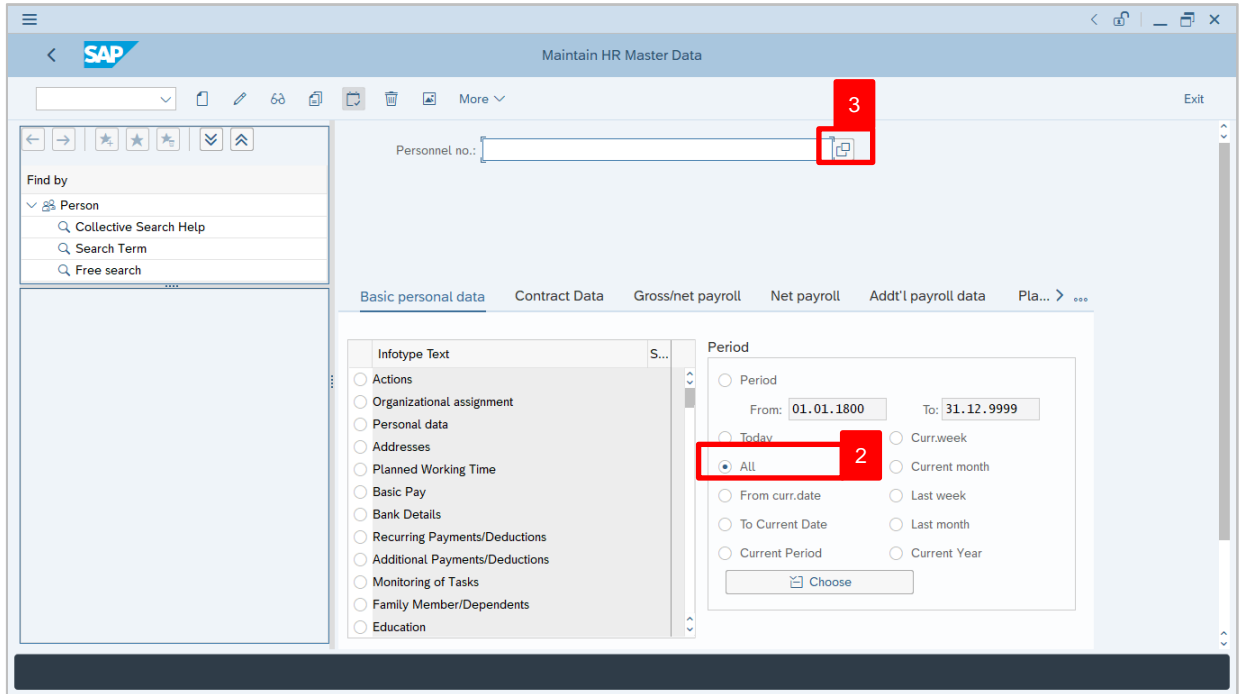
1. Navigate to **Maintain HR Master Data** page by entering transaction code, **PA30** in the Search Bar and press **Enter** button on the keyboard.

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




Note:

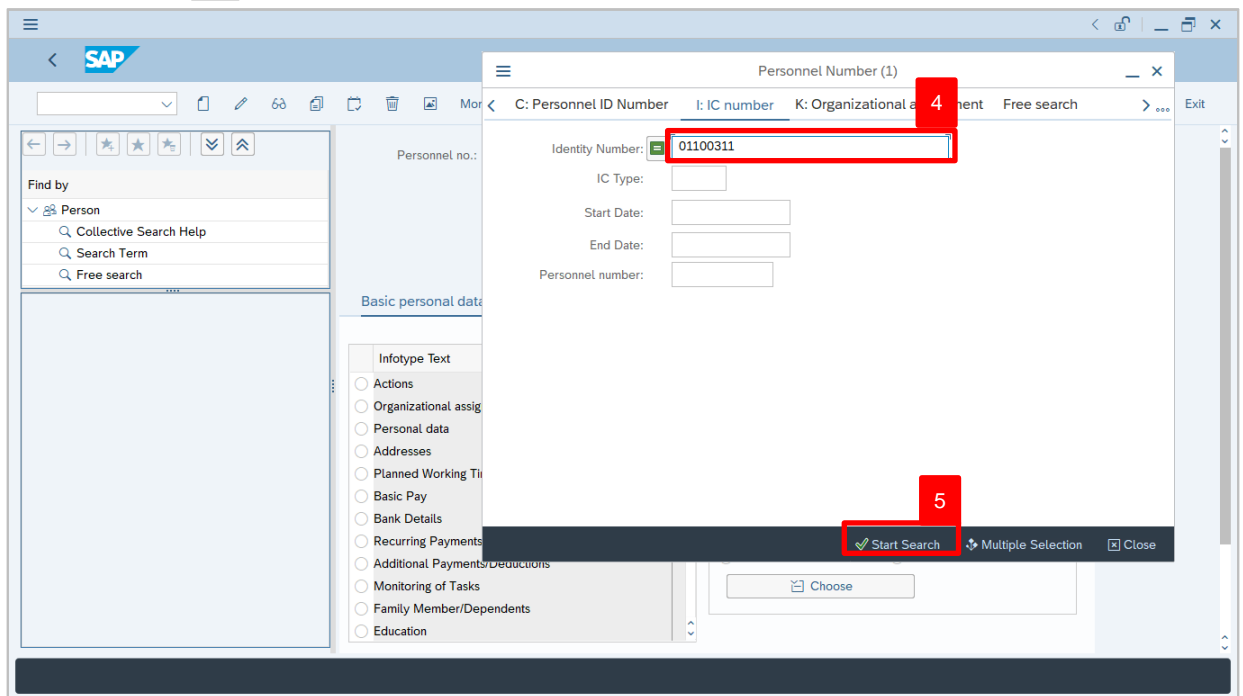
- Click on **SAP Menu > Human Resources > Personnel Management > Administration > HR Master Data > PA30 – Maintain**
- User may search for the personnel using their IC number via the Lookup icon.




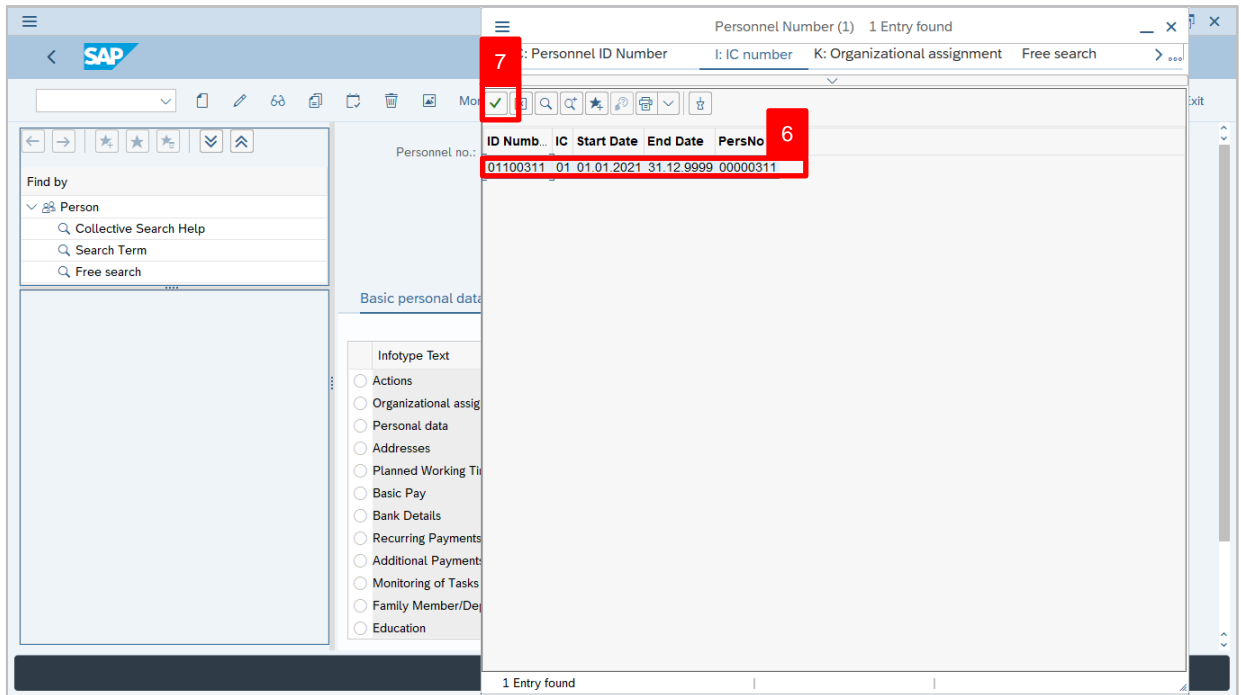
2. Under **Period** section, click on and select **All**


All data within this timeframe (From **01.01.1800** to **31.12.9999**) will be available.

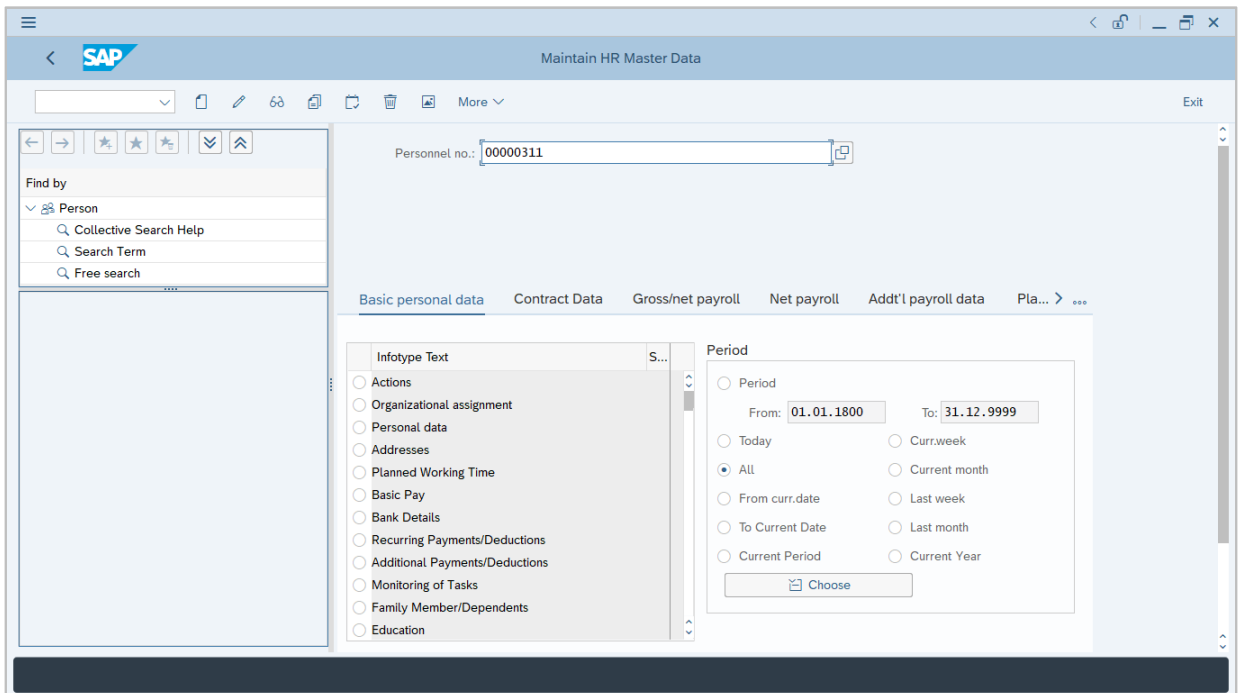
3. Click on  icon for Personnel No.



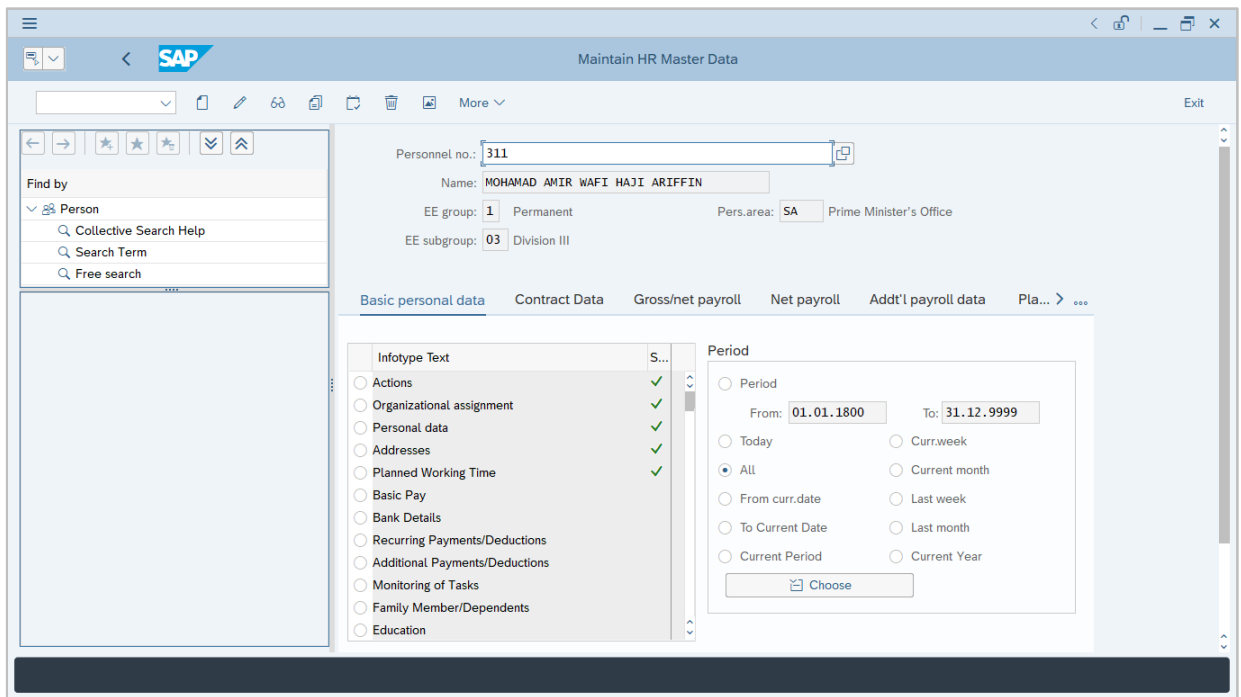
4. Enter the personnel IC Number.
5. Click on  icon.



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

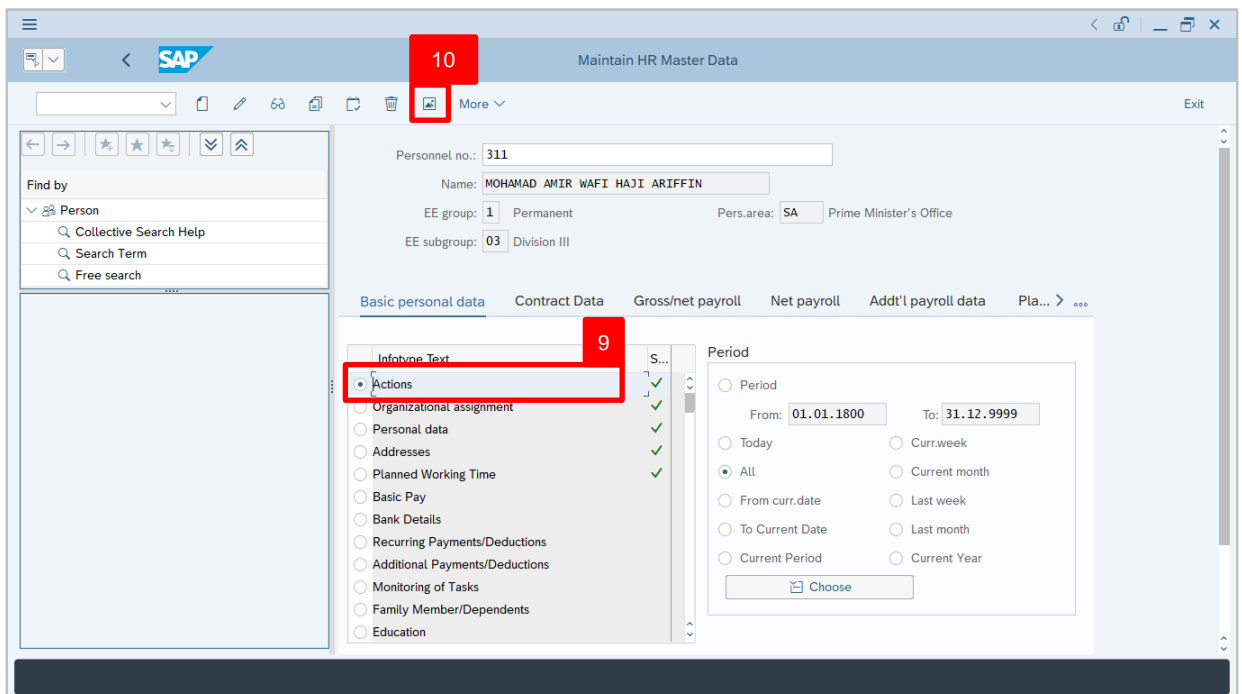



8. Press **Enter** button on the keyboard.



Note:

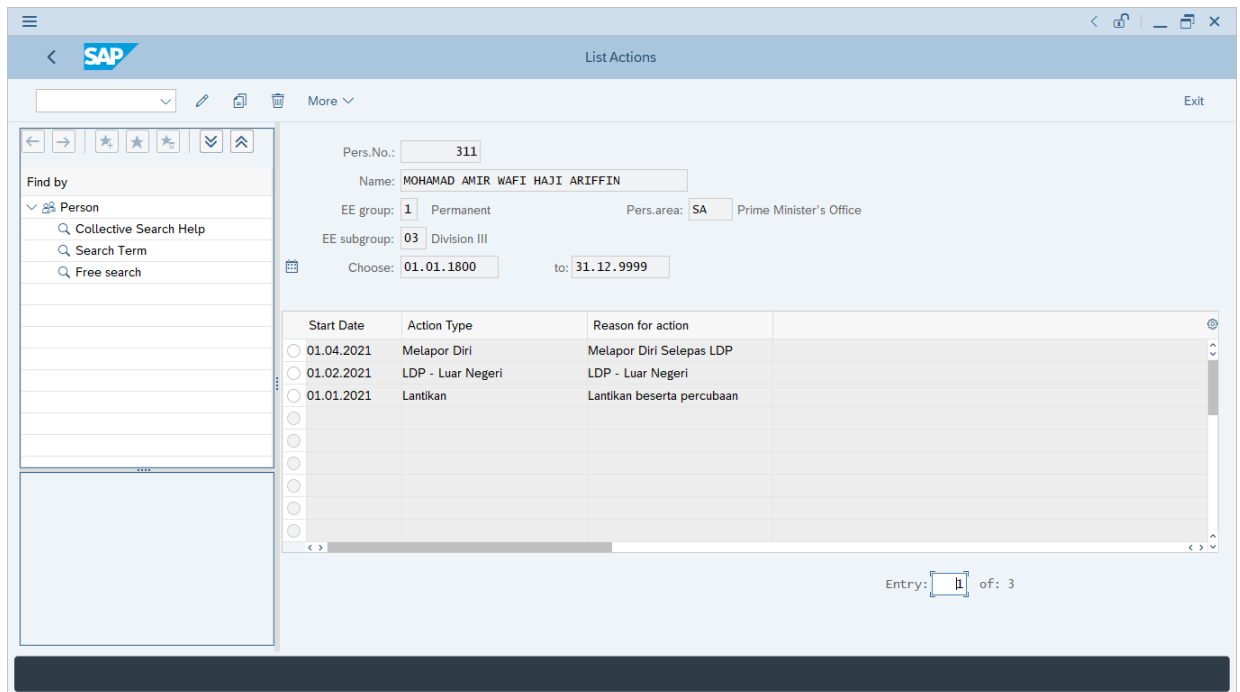
- The personnel information will be displayed.



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 page for employee 311. The page displays 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
- Choose:** 01.01.1800 to 31.12.9999

Start Date	Action Type	Reason for action
<input type="radio"/> 01.04.2021	Melapor Diri	Melapor Diri Selepas LDP
<input type="radio"/> 01.02.2021	LDP - Luar Negeri	LDP - Luar Negeri
<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: 3

User can view the personnel actions in this page.