



SISTEM SUMBER MANUSIA

User Guide

Personnel Administration for Back End User (SAPGUI)

Penempatan (Deployment)

VERSION: 1.1



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**.

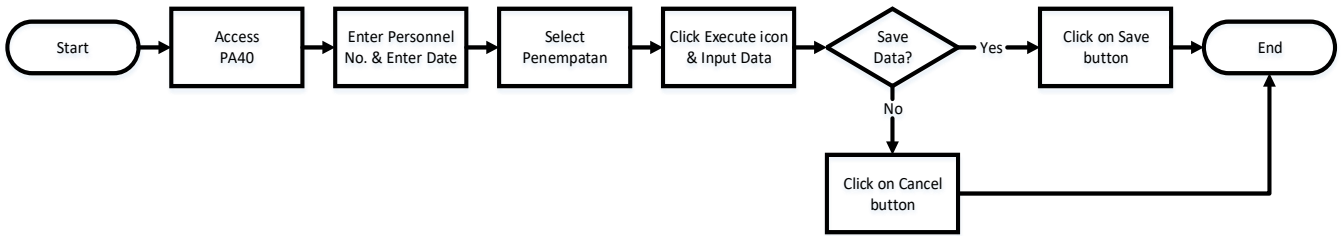


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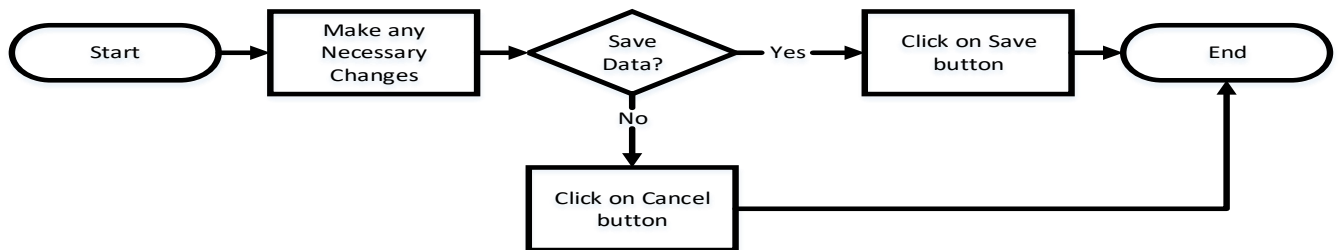
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Process Overview

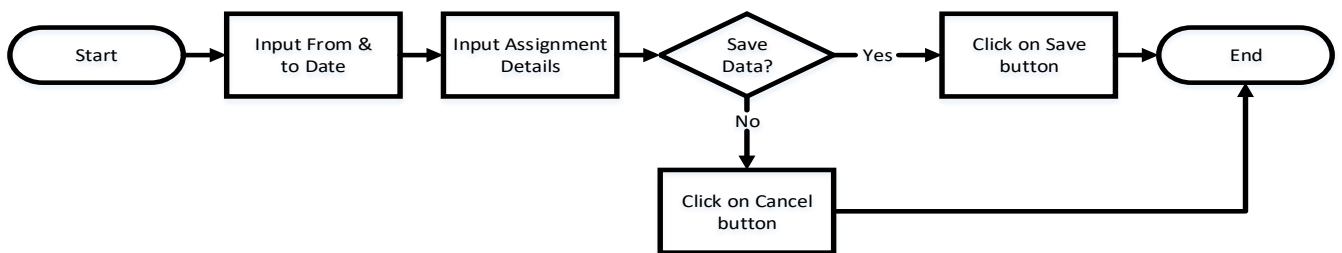
Copy Actions



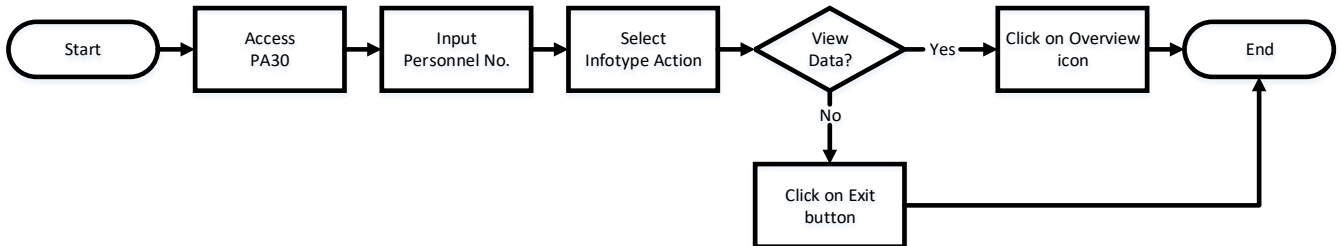
Copy Organizational Assignment



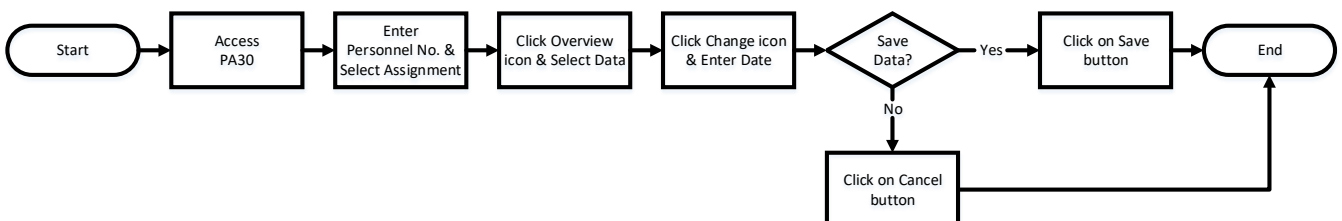
Create Assignment



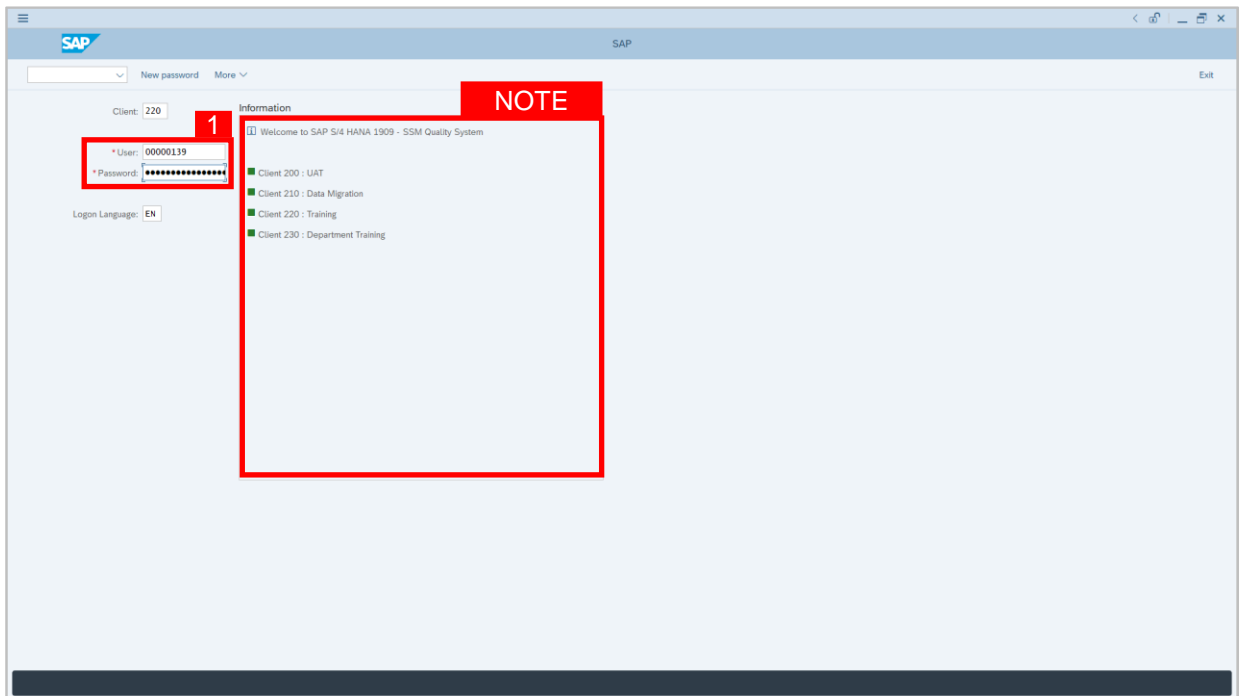
View Action Overview



Maintain Assignment Infotype in PA30



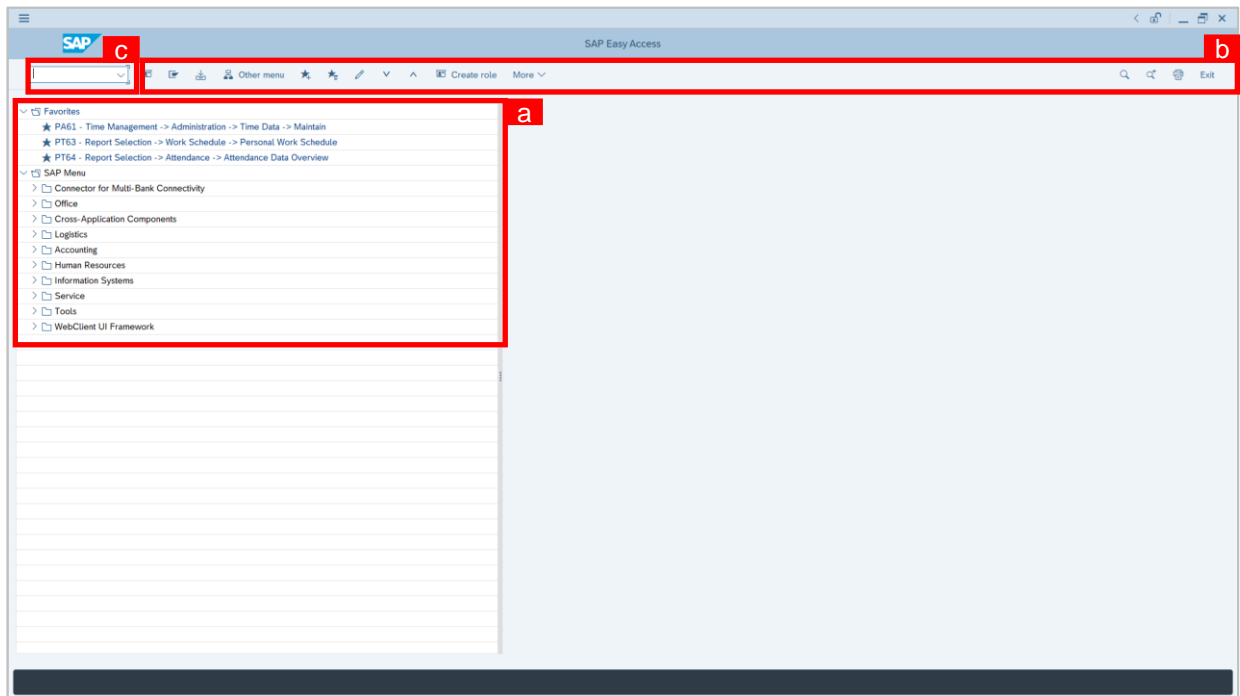
SAP GUI (Back-End) Log on	Back End User
	Department HR Administrator and HR Administrator (JPA)



1. Fill in the **User** and **Password**.
2. Press **Enter** on the keyboard.
3. The home page will be displayed.

Note:

- The information tab will show the different clients present in the system serving different purposes. The client number used in this user guide would be 220, which is for training and demonstration purposes pertaining to the navigation of the system.



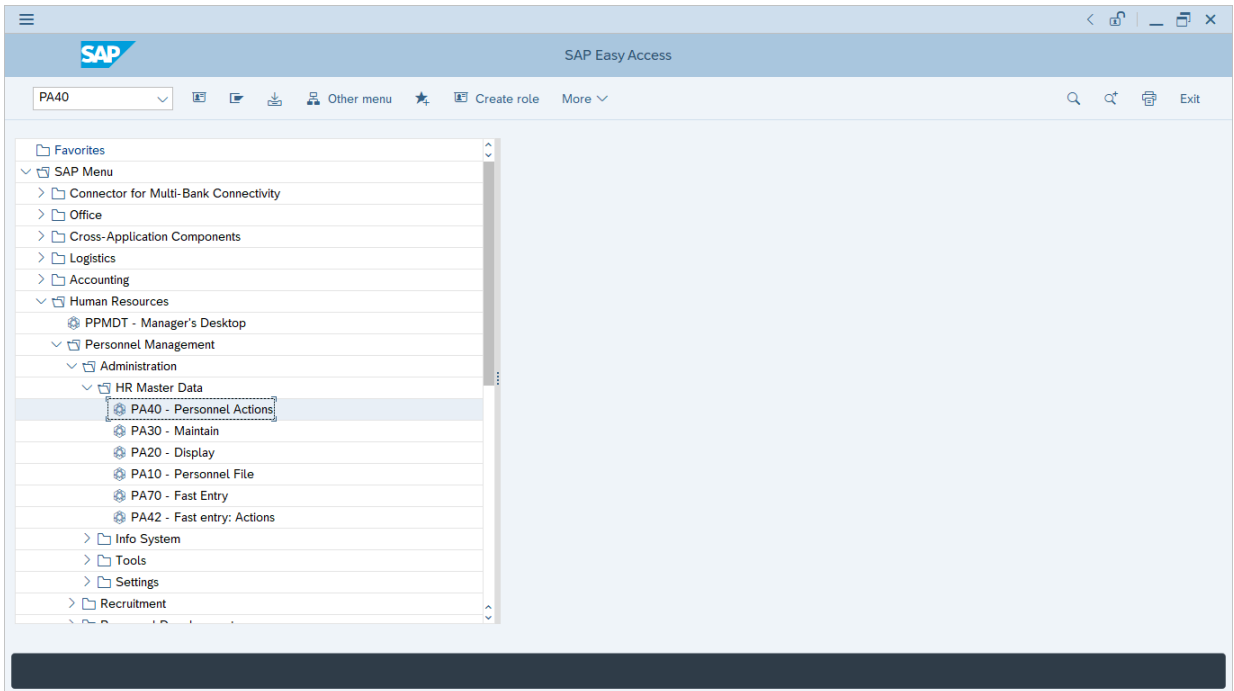
Note:

- a. The home page will be displayed showing different areas in relation to the organization that could be navigated through.
- b. The home page will also display shortcuts that could assist in the ease of navigation through the system.
- c. A Search tool could be utilised to select a specific module of interest, contained in the system.

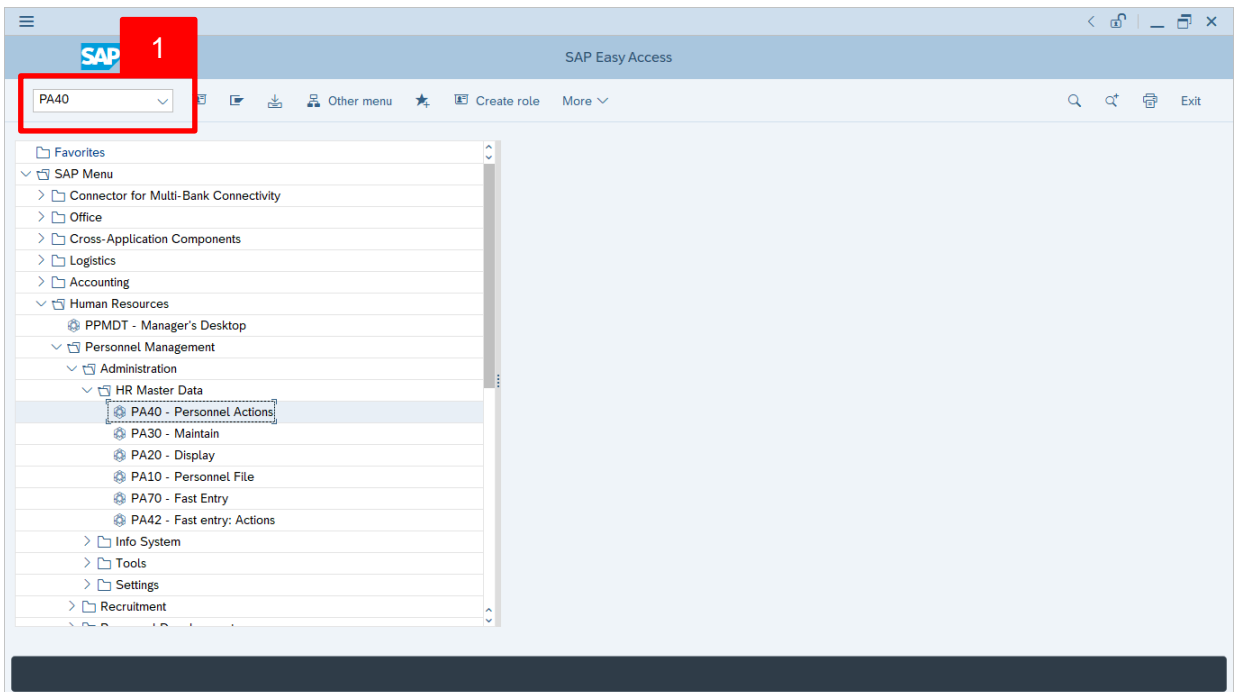
Copy Actions

Backend User

Department HR Administrator and HR Administrator (JPA)



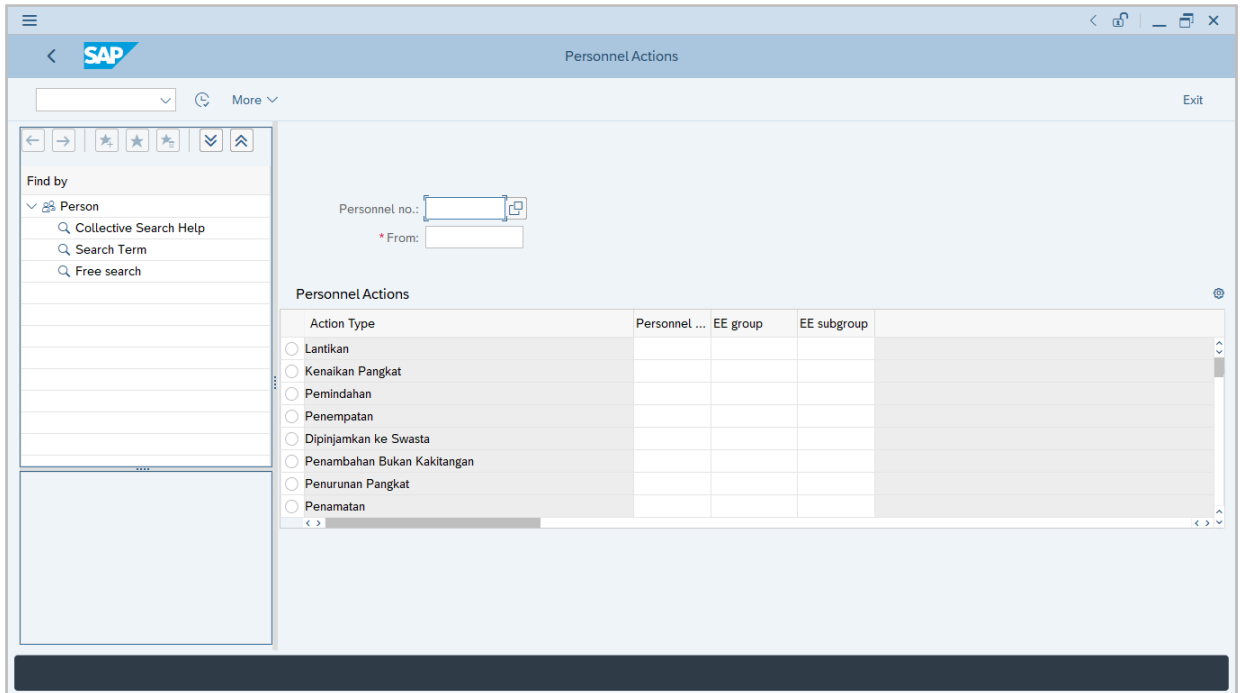
1. Navigate to **Personnel Actions** page by entering transaction code, **PA40** in the Search Bar and press **Enter** button on the keyboard.



Note:

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

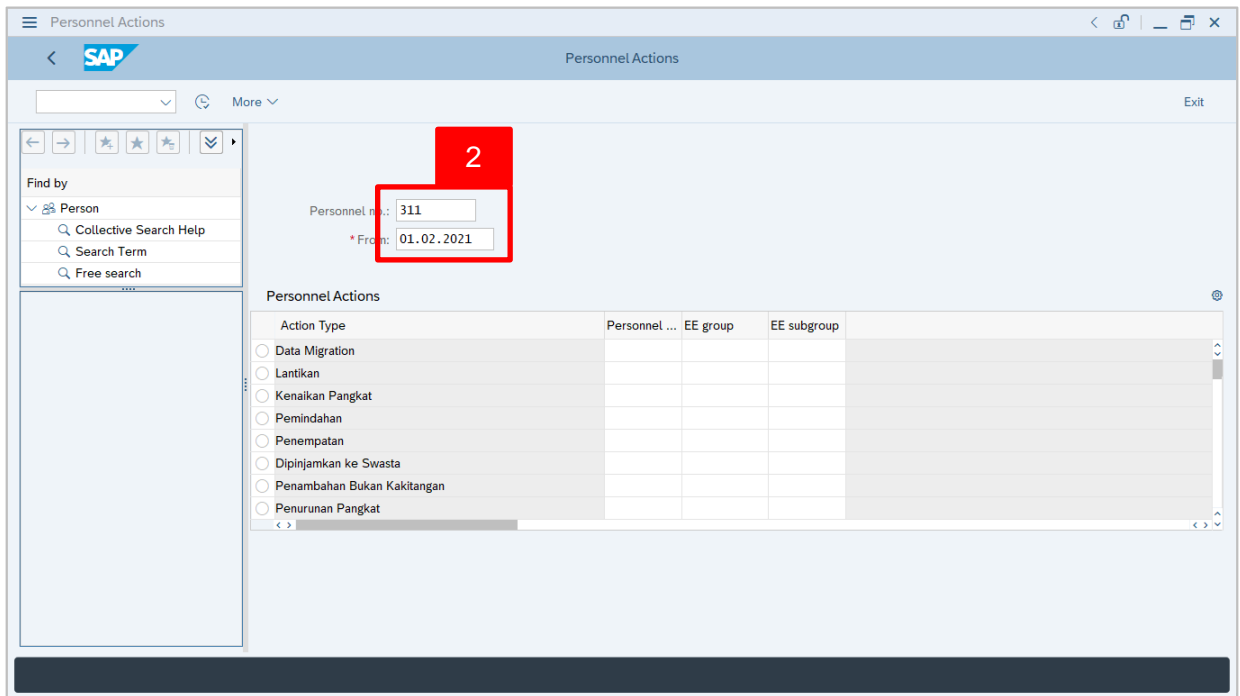
The **Personnel Actions (PA40)** page will be displayed.



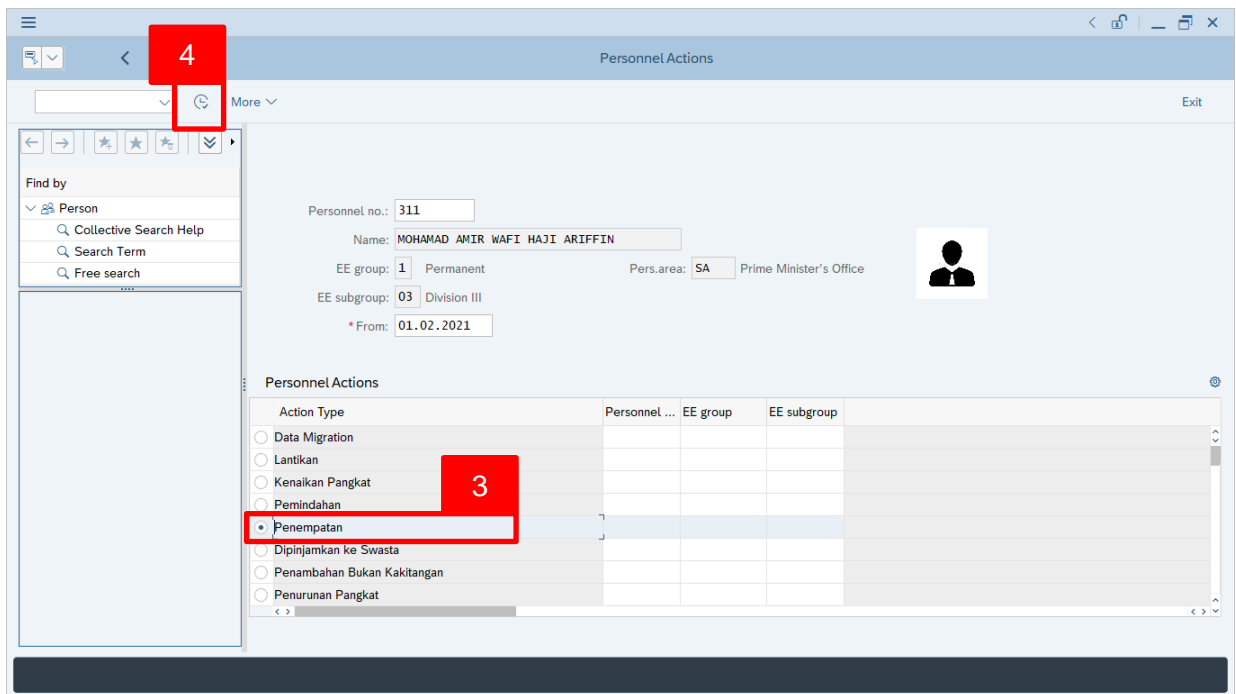
Personnel no.:


* 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			



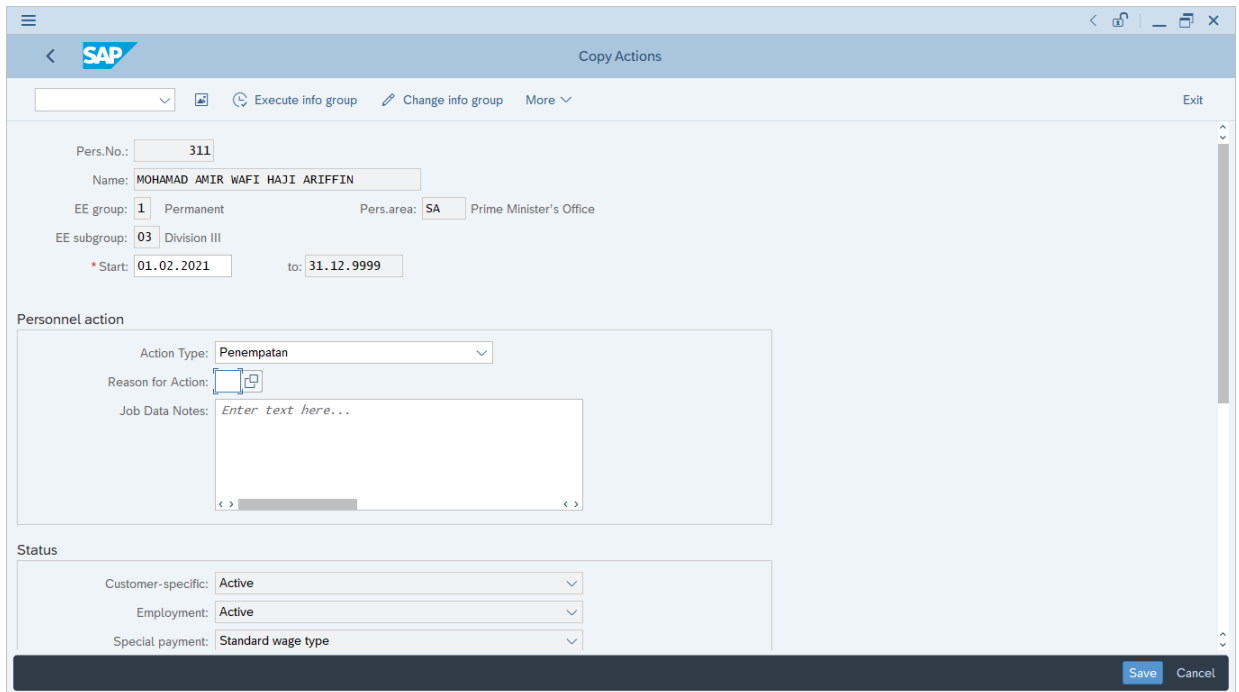
2. Enter the Personnel number and the action From date. Press **Enter** on the keyboard.



3. Under **Personnel Actions** page, click on the  and select **Penempatan**


4. Click on  icon.

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



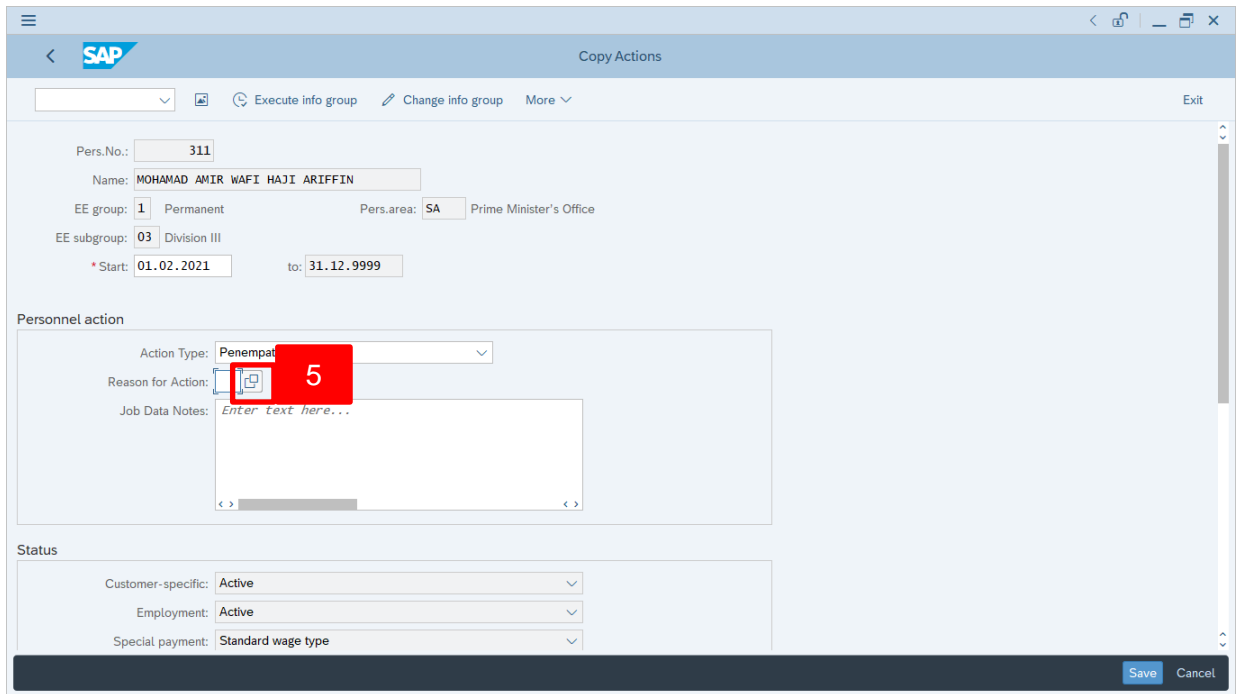
The screenshot shows the SAP 'Copy Actions' interface. At the top, there is a navigation bar with the SAP logo and the title 'Copy Actions'. Below this, there are several input fields and buttons for user selection and execution. The main area is divided into sections: 'Personnel action' and 'Status'. The 'Personnel action' section includes a dropdown for 'Action Type' (set to 'Penempatan'), a 'Reason for Action' field with a copy icon, and a 'Job Data Notes' text area. The 'Status' section contains three dropdown menus for 'Customer-specific', 'Employment', and 'Special payment', all currently set to 'Active'. 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: Penempatan
Reason for Action: 
Job Data Notes: Enter text here...


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

Save Cancel



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

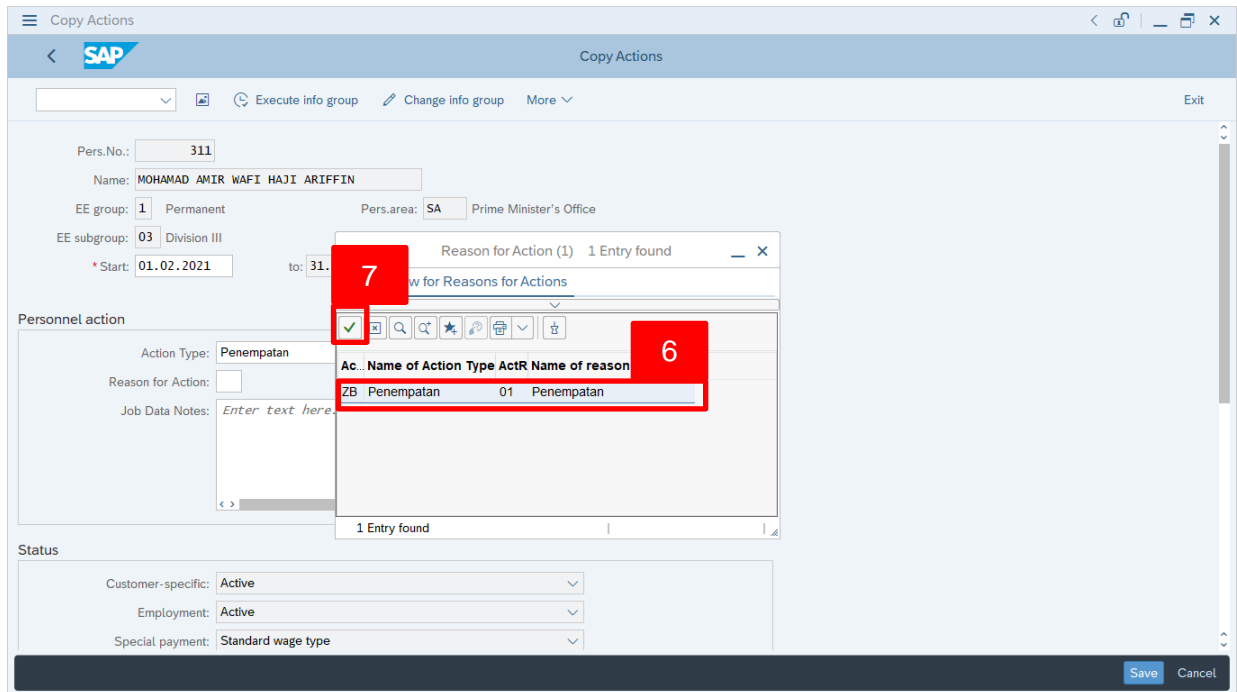
Action Type: Penempat
 Reason for Action:  5
 Job Data Notes: Enter text here...

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: 01.02.2021 to: 31.12.9999

Reason for Action (1) 1 Entry found

Reason for Action:  5
 Job Data Notes: Enter text here...

Ac. Name of Action Type	ActR Name of reason
ZB Penempatan	01 Penempatan

1 Entry found

Status


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

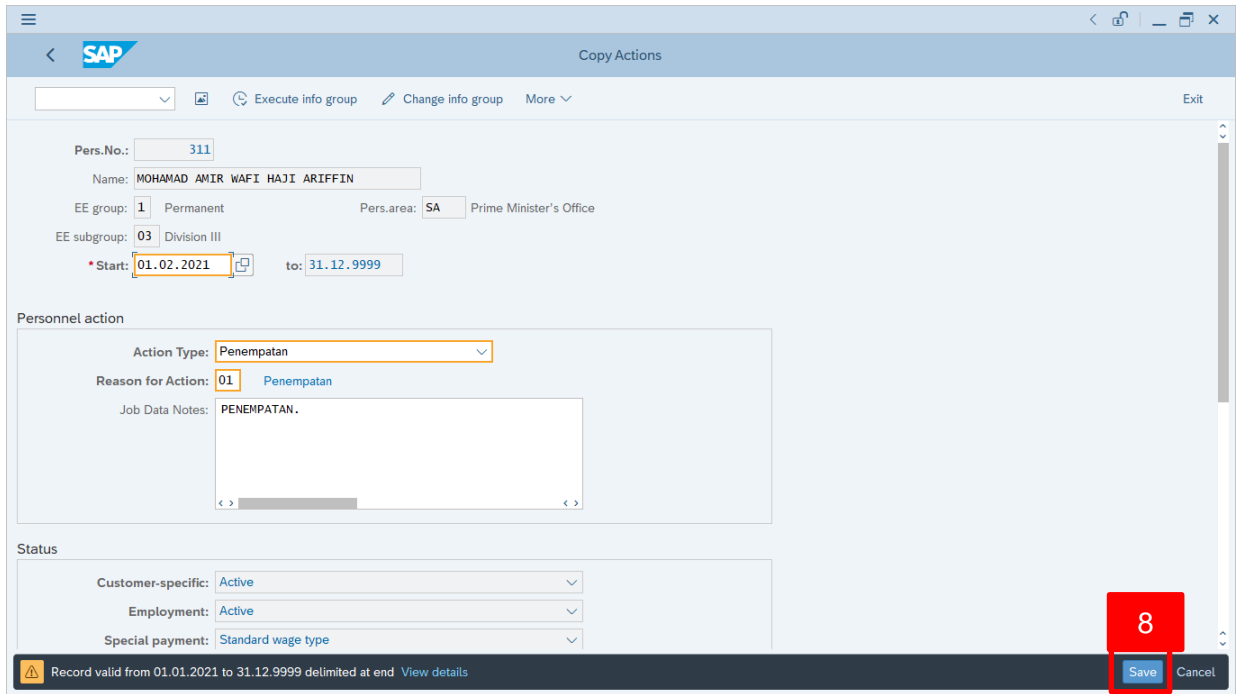
Save Cancel

6. Select **01 Penempatan**

7. Click on  icon.

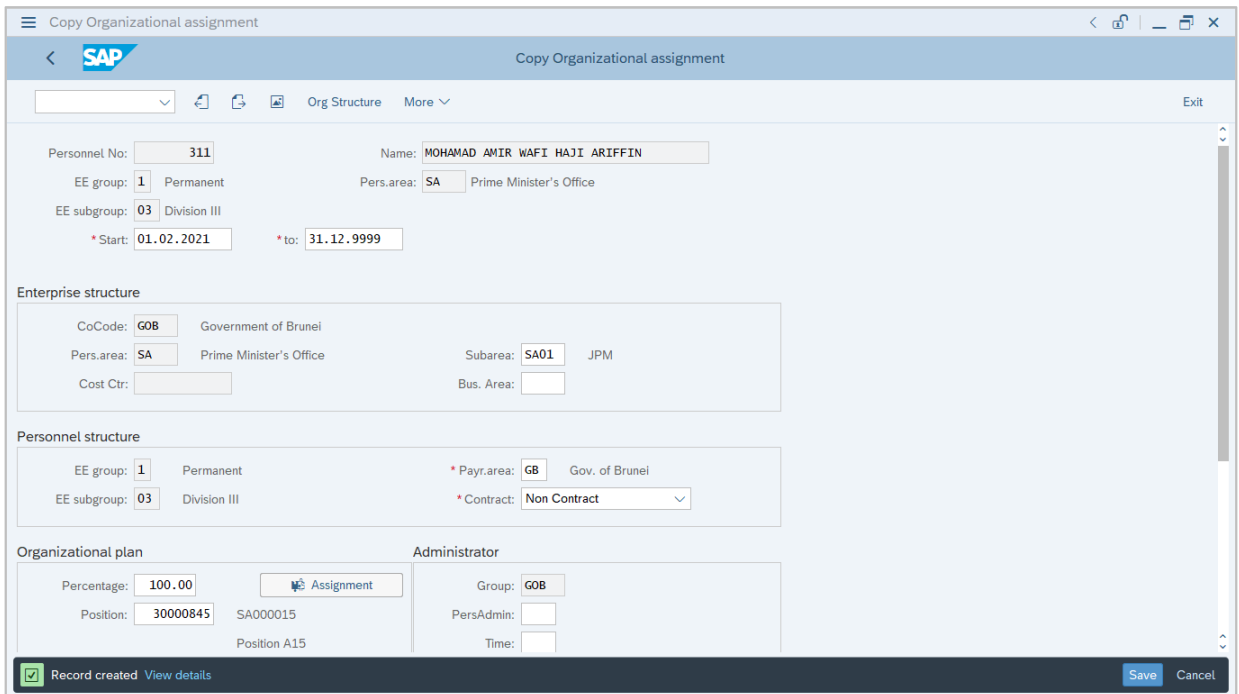
Note: Job Data Notes are optional to fill in.

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



The screenshot shows the SAP 'Copy Actions' screen. The 'Personnel action' section has 'Action Type' set to 'Penempatan' and 'Reason for Action' set to '01 Penempatan'. The 'Job Data Notes' field contains 'PENEMPATAN.'. 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. 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' screen. 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 shows '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 SA000015', and 'Position A15'. The 'Administrator' section shows 'Group: GOB', 'PersAdmin:', and 'Time:'. A green checkmark icon and 'Record created View details' are visible in the status bar at the bottom. The 'Save' button is highlighted with a red box.

Copy Organizational Assignment

Backend User

Department HR Administrator and HR Administrator (JPA)

The screenshot shows the SAP 'Copy Organizational assignment' interface. The user has entered the following 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
- Enterprise structure: CoCode: GOB (Government of Brunei), Pers.area: SA (Prime Minister's Office), Subarea: SA01 (JPM), Cost Ctr: (empty), Bus. Area: (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)
- Administrator: Group: GOB, PersAdmin: (empty), Time: (empty)

A status bar at the bottom indicates 'Record created' and provides 'View details', 'Save', and 'Cancel' options.

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 and the number '1' highlighting the 'Save' button in the bottom right corner of the status bar. The status bar now shows 'Record valid from 01.01.2021 to 31.12.9999 delimited at end'.



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

The screenshot shows the SAP 'Create Assignment' interface. At the top, the SAP logo and the title 'Create Assignment' are visible. Below the title bar, 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: 01.02.2021
- * To: 31.12.9999

Below these fields is the 'Assignment' section, which includes:

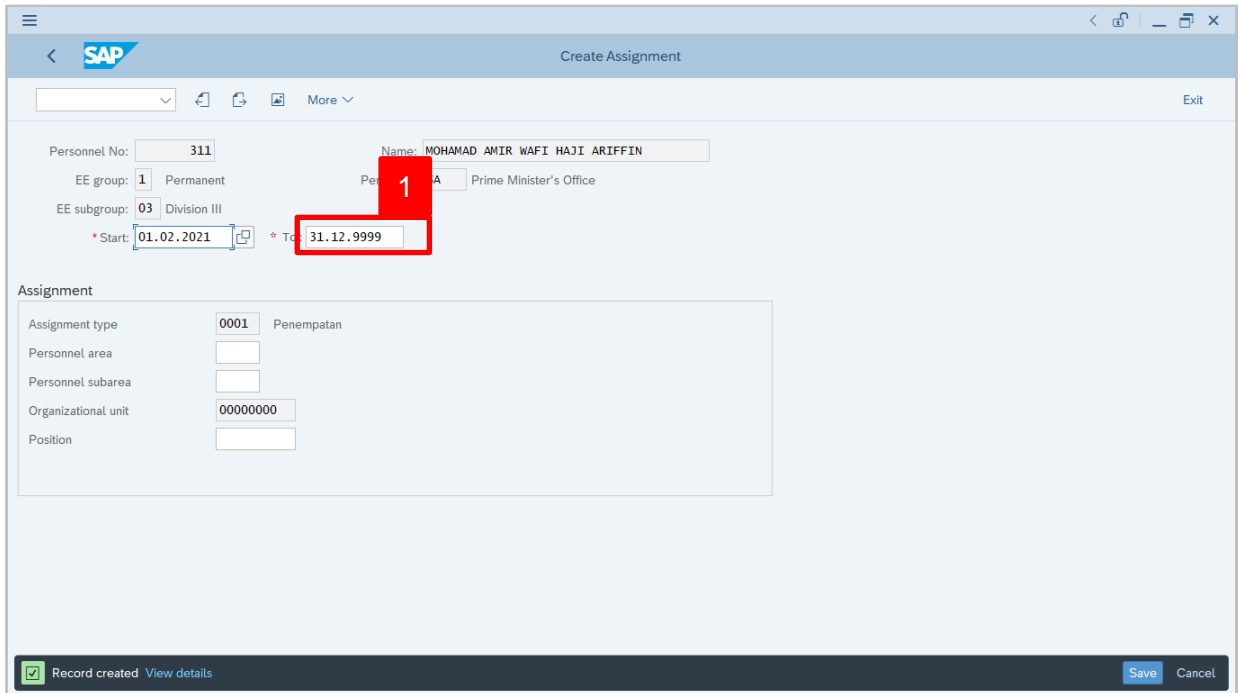
- Assignment type: 0001 Penempatan
- Personnel area: [Empty field]
- Personnel subarea: [Empty field]
- Organizational unit: 00000000
- Position: [Empty field]

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.

Create Assignment

Backend User

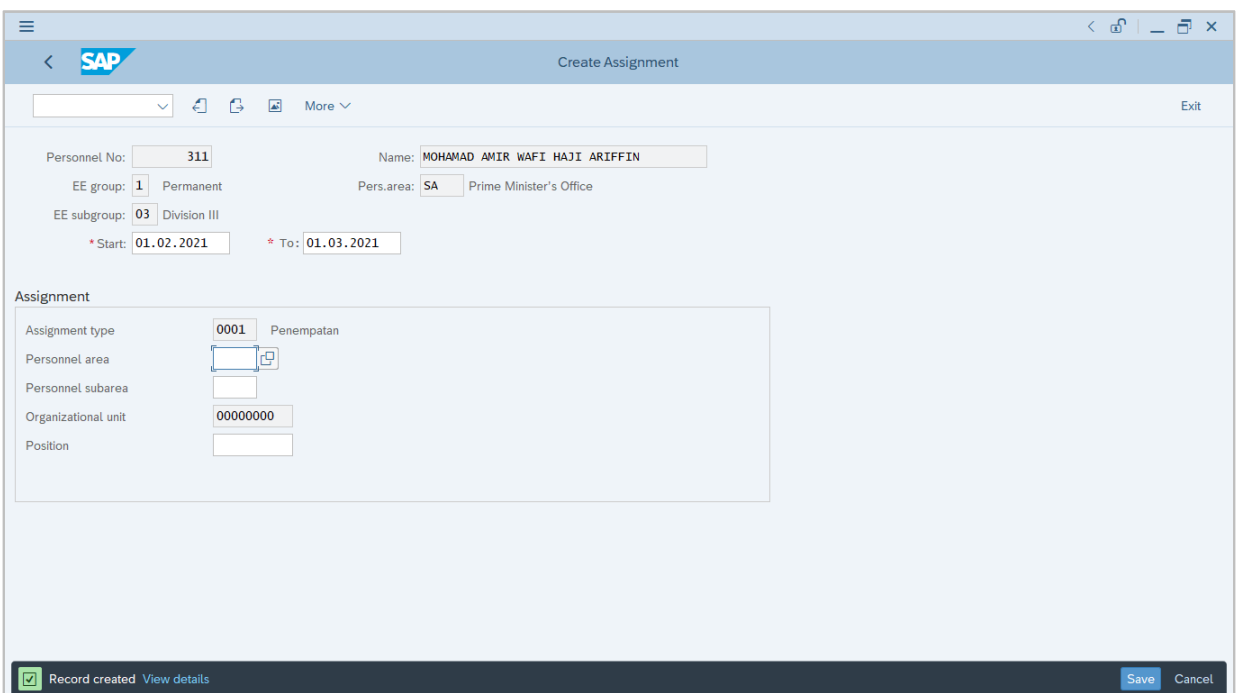
Department HR Administrator and HR Administrator (JPA)



The screenshot shows the SAP 'Create Assignment' transaction. 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 01.02.2021 and the 'To' date is 31.12.9999, which is highlighted with a red box and a red '1'. The 'Assignment' section shows 'Assignment type' as 0001 (Penempatan), 'Personnel area' as an empty field, 'Personnel subarea' as an empty field, 'Organizational unit' as 00000000, and 'Position' as an empty field. At the bottom, there is a 'Record created' message 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' transaction. 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 01.02.2021 and the 'To' date is 01.03.2021. The 'Assignment' section shows 'Assignment type' as 0001 (Penempatan), 'Personnel area' as an empty field, 'Personnel subarea' as an empty field, 'Organizational unit' as 00000000, and 'Position' as an empty field. At the bottom, there is a 'Record created' message and 'Save' and 'Cancel' buttons.

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: 01.03.2021

Assignment

Assignment type: 0001 Penempatan
Personnel area: [Dropdown icon]
Personnel subarea: [Empty]
Organizational unit: 00000000
Position: [Empty]

Record created View details Save Cancel

2. Under **Assignment** section, click on  icon for **Personnel Area**.

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: 01.03.2021

Assignment

Assignment type: 0001 Penempatan
Personnel area: [Dropdown icon]
Personnel subarea: [Empty]
Organizational unit: 00000000
Position: [Empty]

Personnel Area (1) 14 Entries found

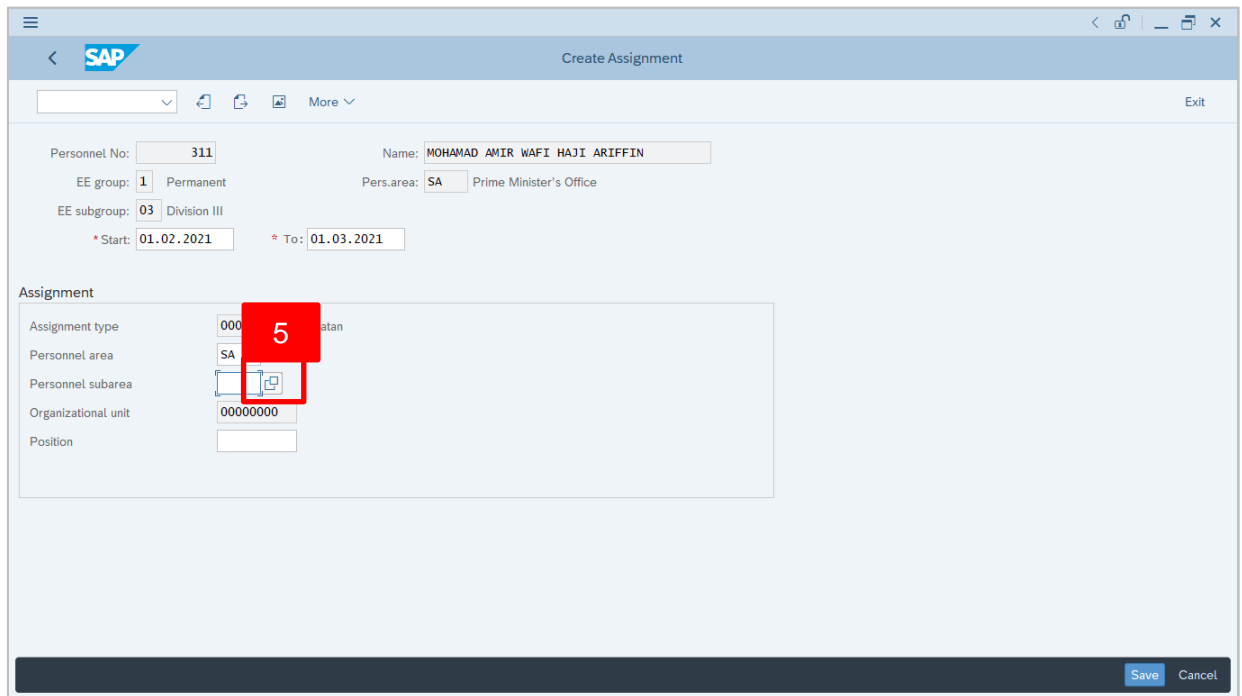
P*	Personnel Area Text	CoCd	CGRpp
SA	Prime Minister's Office	GOB	99
SB	Min. of Defense	GOB	99
SC	Min. of Foreign Affairs	GOB	99
SD	Min. of Finance & Economy	GOB	99
SE	Min. of Home Affairs	GOB	99
SF	Min. of Education	GOB	99
SH	Min. of Primary Resources	GOB	99
SJ	Min. of Religious Affairs	GOB	99
SK	Min. of Development	GOB	99
SL	Min. of Culture, Youth & Sport	GOB	99
SM	Min. of Health	GOB	99
SN	Min. of Transport & Infocomm	GOB	99
SQ	Min. of Energy	GOB	99
ZA	Pejabat Istana	GOB	99

14 Entries found


Save Cancel

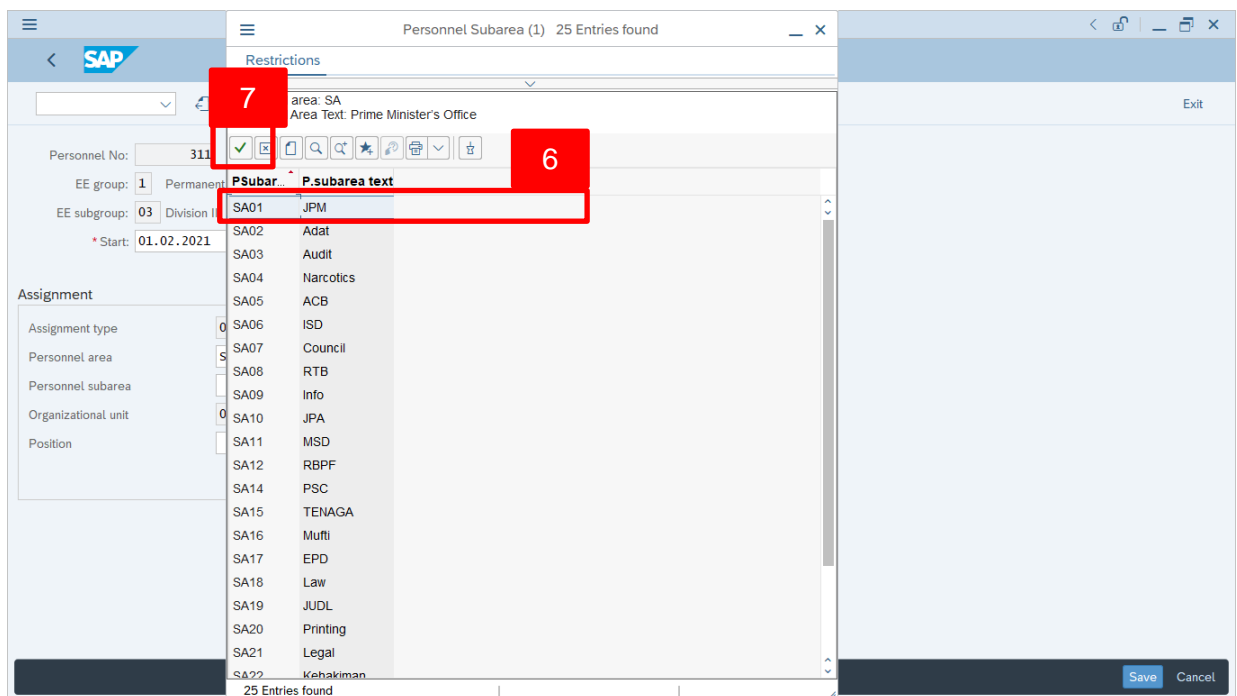
3. Select **Personnel Area**.

4. Click on  icon.



The screenshot shows the SAP 'Create Assignment' screen. The 'Personnel No.' is 311, 'Name' is MOHAMAD AMIR WAFI HAJI ARIFFIN, 'EE group' is 1 (Permanent), 'Pers.area' is SA (Prime Minister's Office), and 'EE subgroup' is 03 (Division III). The start date is 01.02.2021 and the end date is 01.03.2021. In the 'Assignment' section, the 'Personnel subarea' field is highlighted with a red box containing the number 5, and a copy icon is visible next to it.

5. Under **Assignment** section, click on  icon for **Personnel Subarea**.

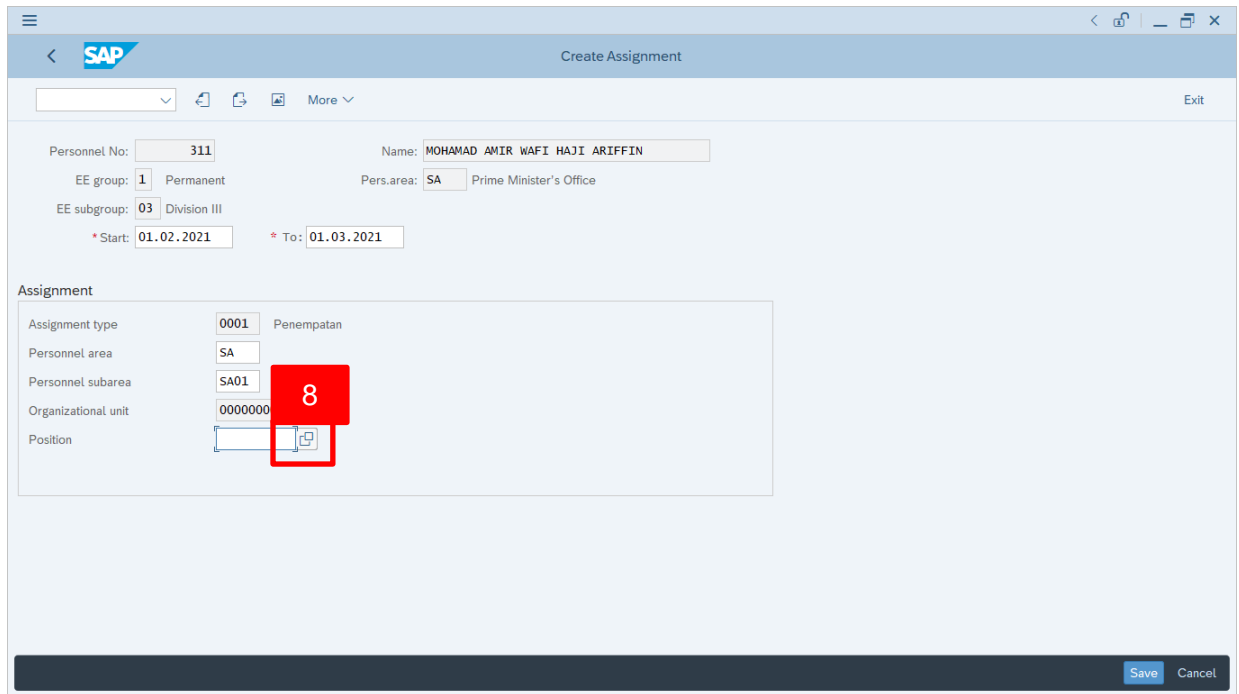


The screenshot shows the 'Personnel Subarea (1) 25 Entries found' selection screen. The 'Personnel No.' is 311, 'Area' is SA, and 'Area Text' is Prime Minister's Office. A table lists 25 subarea entries. The entry 'SA01 JPM' is selected, and a red box with the number 6 highlights the 'P.subarea text' column. A red box with the number 7 highlights the checkmark icon in the table's header row.

SA01	JPM	P.subarea text
SA02	Adat	
SA03	Audit	
SA04	Narcotics	
SA05	ACB	
SA06	ISD	
SA07	Council	
SA08	RTB	
SA09	Info	
SA10	JPA	
SA11	MSD	
SA12	RBPf	
SA14	PSC	
SA15	TENAGA	
SA16	Mufti	
SA17	EPD	
SA18	Law	
SA19	JUDL	
SA20	Printing	
SA21	Legal	
SA22	Kehakiman	

6. Select **Personnel Subarea**.

7. Click on  icon.




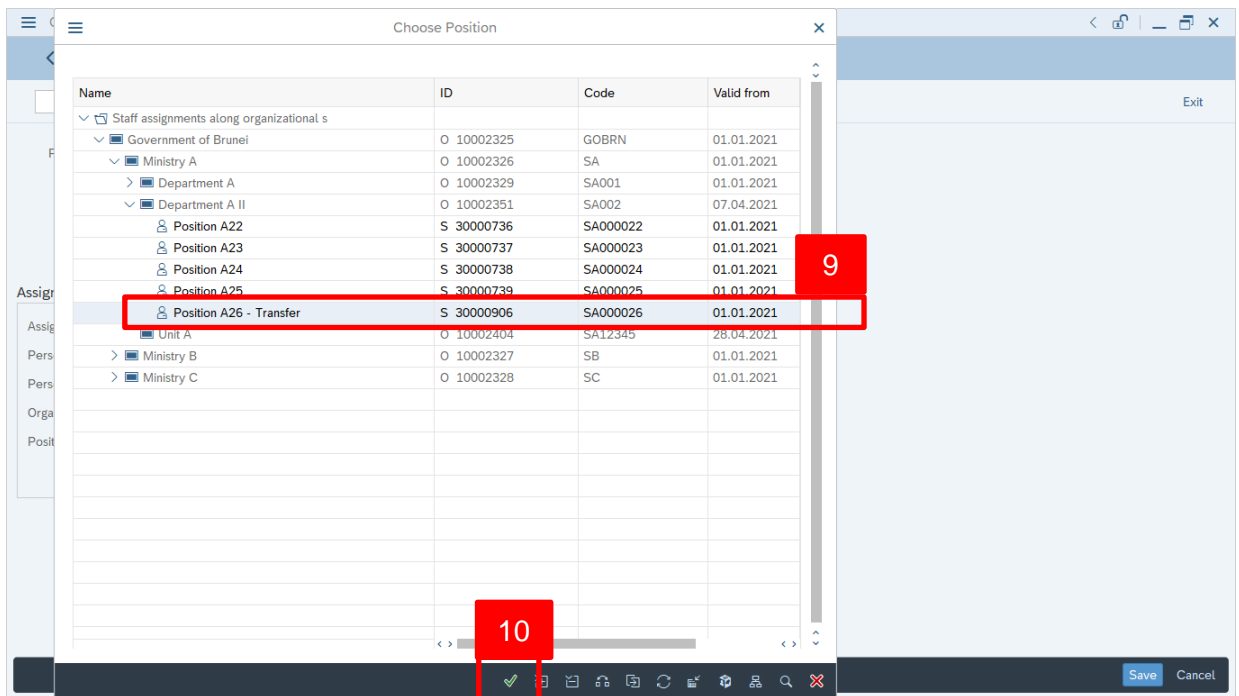
Personnel No: 311 Name: MOHAMAD AMIR WAFI HAJI ARIFFIN
 EE group: 1 Permanent Pers.area: SA Prime Minister's Office
 EE subgroup: 03 Division III
 * Start: 01.02.2021 * To: 01.03.2021

Assignment

Assignment type: 0001 Penempatan
 Personnel area: SA
 Personnel subarea: SA01
 Organizational unit: 0000000
 Position: [Copy icon highlighted]

Save Cancel

8. Under **Assignment** section, click on  icon for **Position**.



Name	ID	Code	Valid from
Government of Brunei	O 10002325	GOBRN	01.01.2021
Ministry A	O 10002326	SA	01.01.2021
Department A	O 10002329	SA001	01.01.2021
Department A II	O 10002351	SA002	07.04.2021
Position A22	S 30000736	SA000022	01.01.2021
Position A23	S 30000737	SA000023	01.01.2021
Position A24	S 30000738	SA000024	01.01.2021
Position A25	S 30000739	SA000025	01.01.2021
Position A26 - Transfer	S 30000906	SA000026	01.01.2021
Unit A	O 10002404	SA12345	28.04.2021
Ministry B	O 10002327	SB	01.01.2021
Ministry C	O 10002328	SC	01.01.2021

Save Cancel

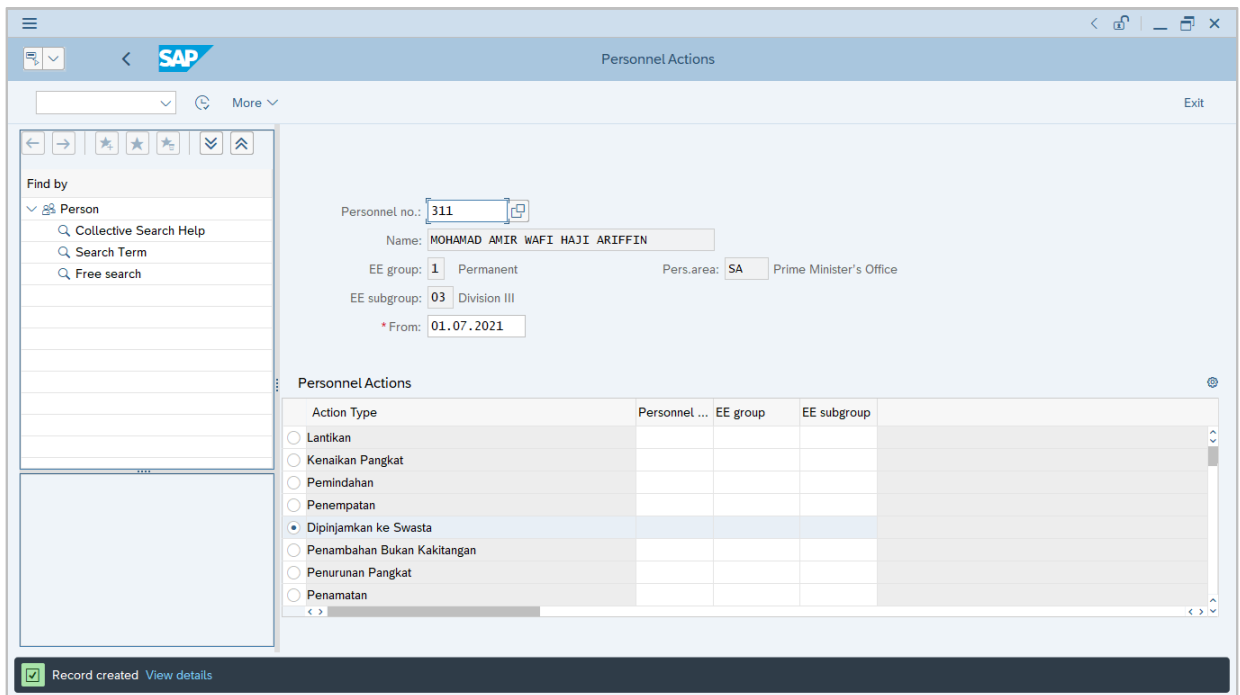
9. Select **Position** for the deployed personnel.

10. Click on  icon.

Note:

- If the position entered is from another unit, department or ministry, the leave application and approval process will be based on the position.
- Under Organisational Management (OM) module, the selected position is linked to the personnel only within the duration (Start and To dates) entered in Assignment Infotype.
- Once the assignment (Deployment) duration ends, the position and leave process is no longer linked to the personnel.

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



The screenshot shows the SAP Personnel Actions (PA40) interface. The top bar displays the SAP logo and the title 'Personnel Actions'. Below the title bar, there is a search area with a 'Find by' dropdown set to 'Person'. The search options include 'Collective Search Help', 'Search Term', and 'Free search'. The main data 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: 01.07.2021

Below the data fields is a table titled 'Personnel Actions' with the following columns: Action Type, Personnel ..., EE group, and EE subgroup. The 'Action Type' column contains several radio button options:

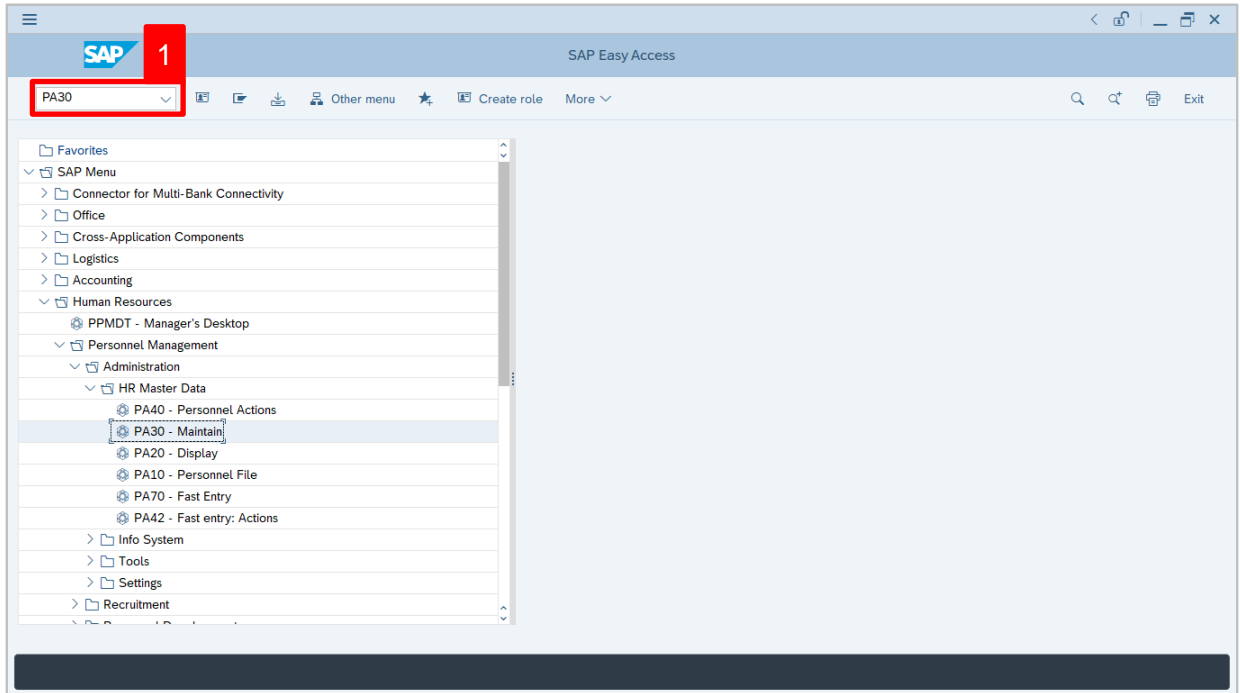
- Lantikan
- Kenaikan Pangkat
- Pemindahan
- Penempatan
- Dipinjamkan ke Swasta
- Penambahan Bukan Kakitangan
- Penurunan Pangkat
- Penamatan

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

View Action
Overview

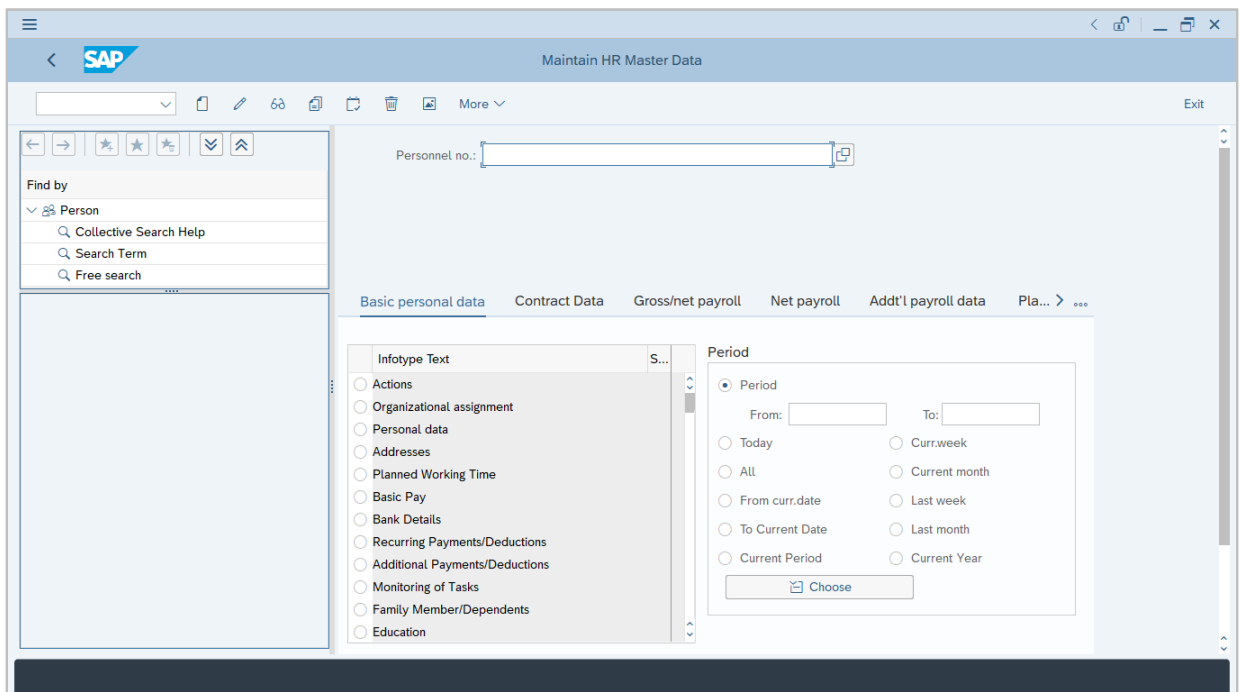
Back End User

Department HR Administrator and HR Administrator (JPA)



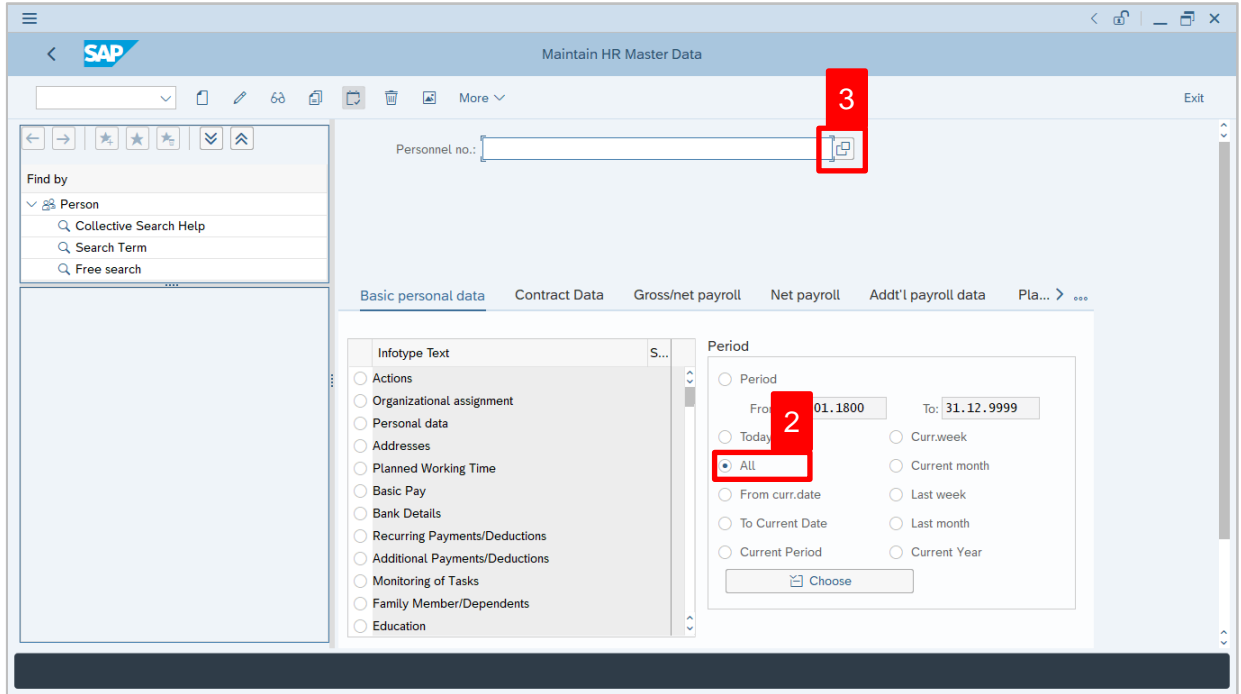
1. Navigate to **Maintain HR Master Data** page by entering transaction code, **PA30** in the Search Bar and press **Enter** button on the keyboard.


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

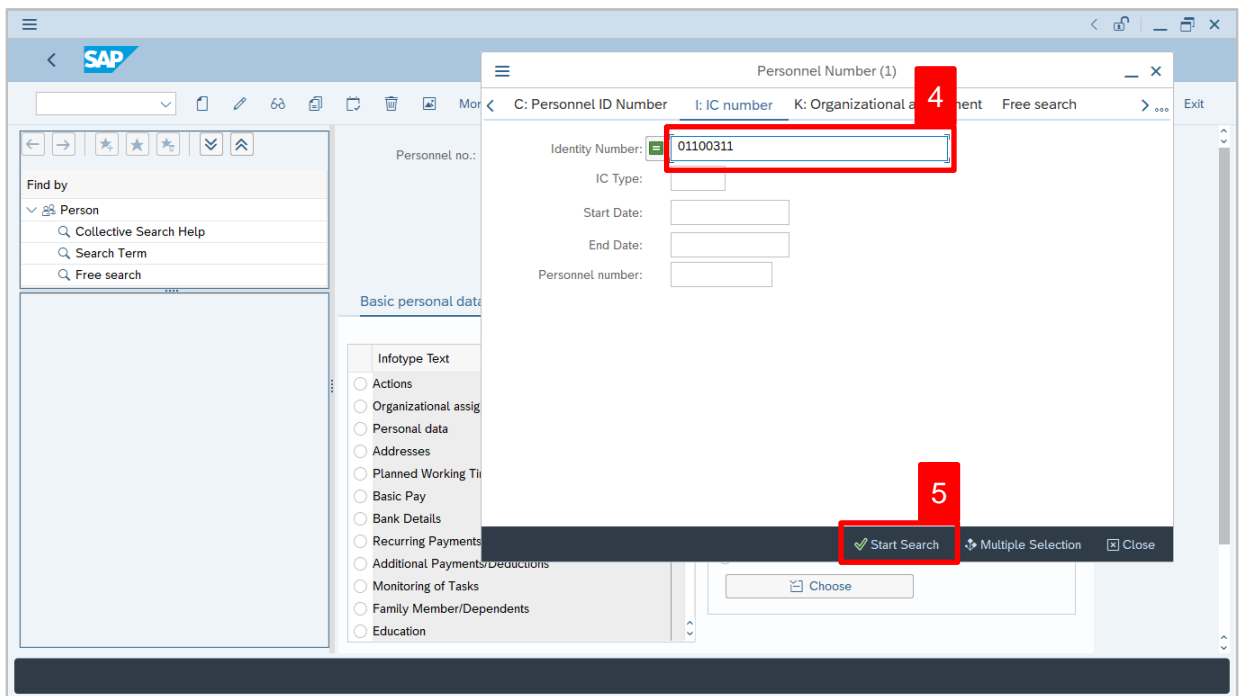


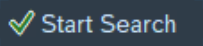
Note:

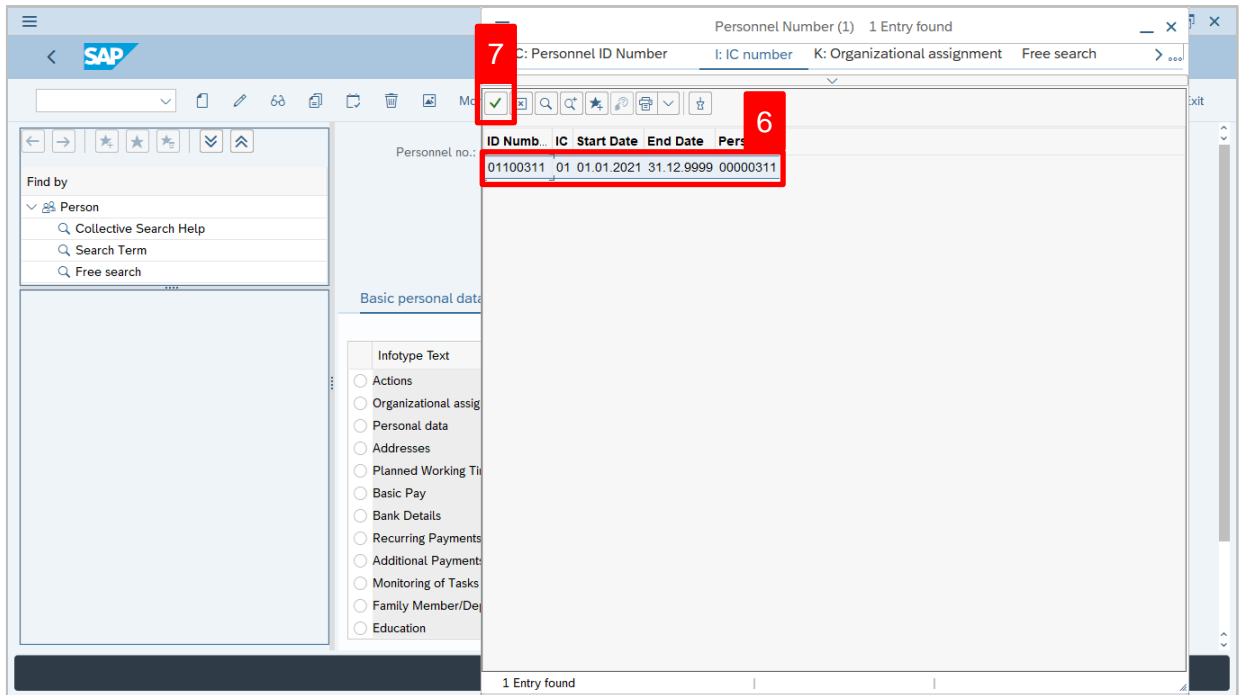
- Click on **SAP Menu > Human Resources > Personnel Management > Administration > HR Master Data > PA30 – Maintain**
- User may search for the personnel using their IC number via the Lookup icon.




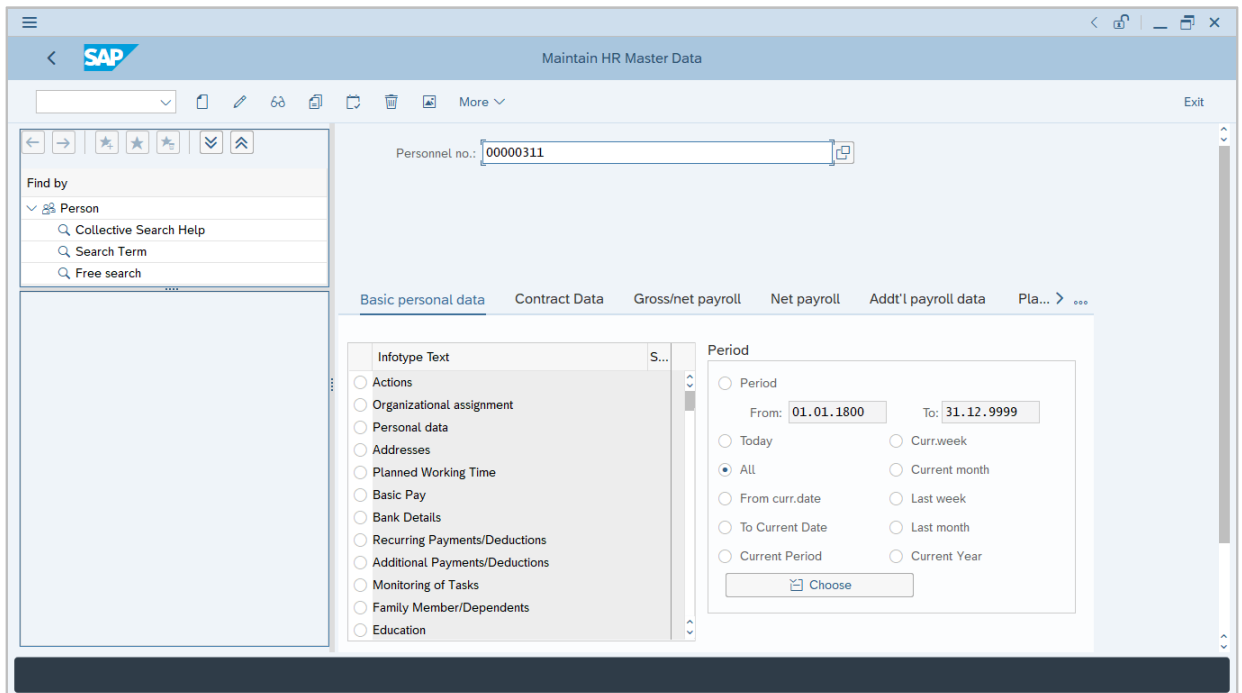
2. Under **Period** section, click on and select **All**
All data within this timeframe (From **01.01.1800** to **31.12.9999**) will be available.
3. Click on  icon for Personnel No.



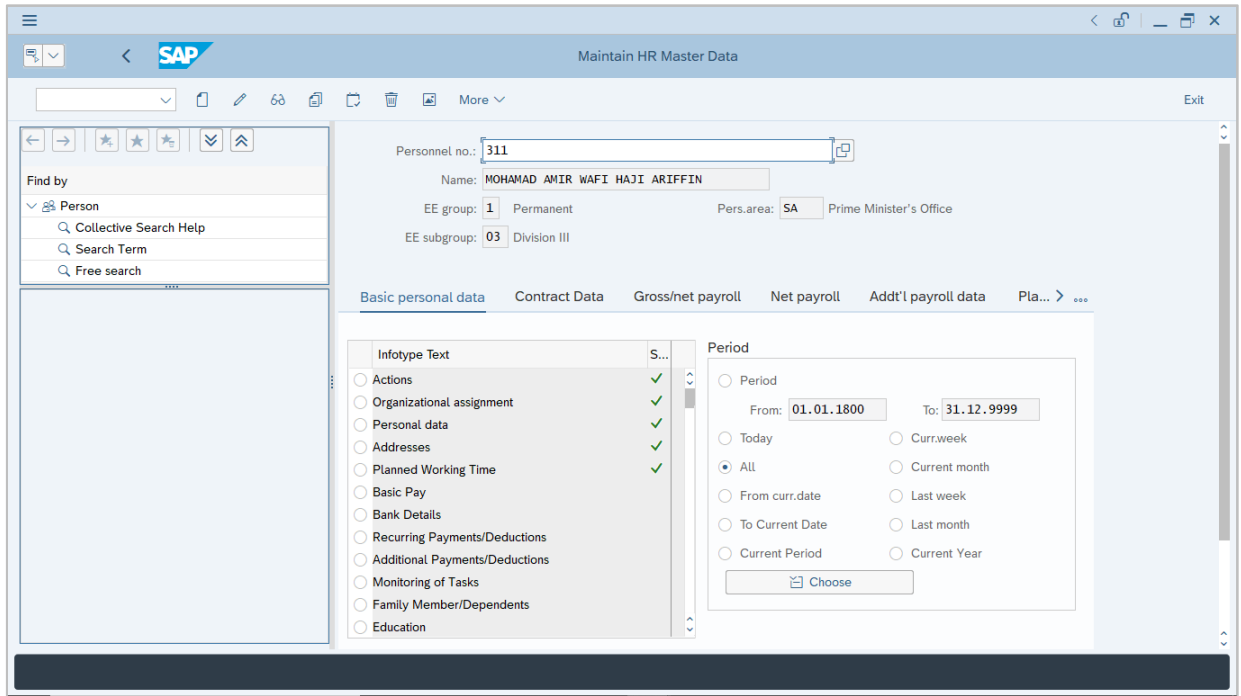
4. Enter the personnel IC Number.
5. Click on 



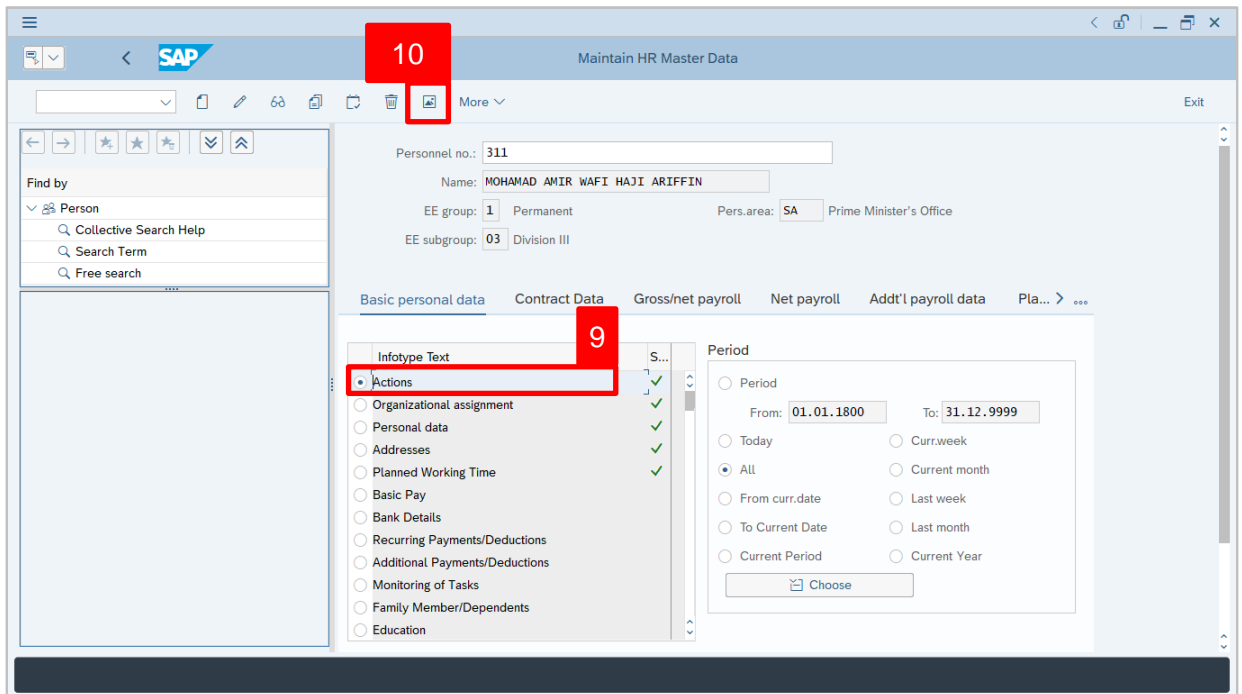
6. Select the searched personnel.
7. Click on  icon.




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



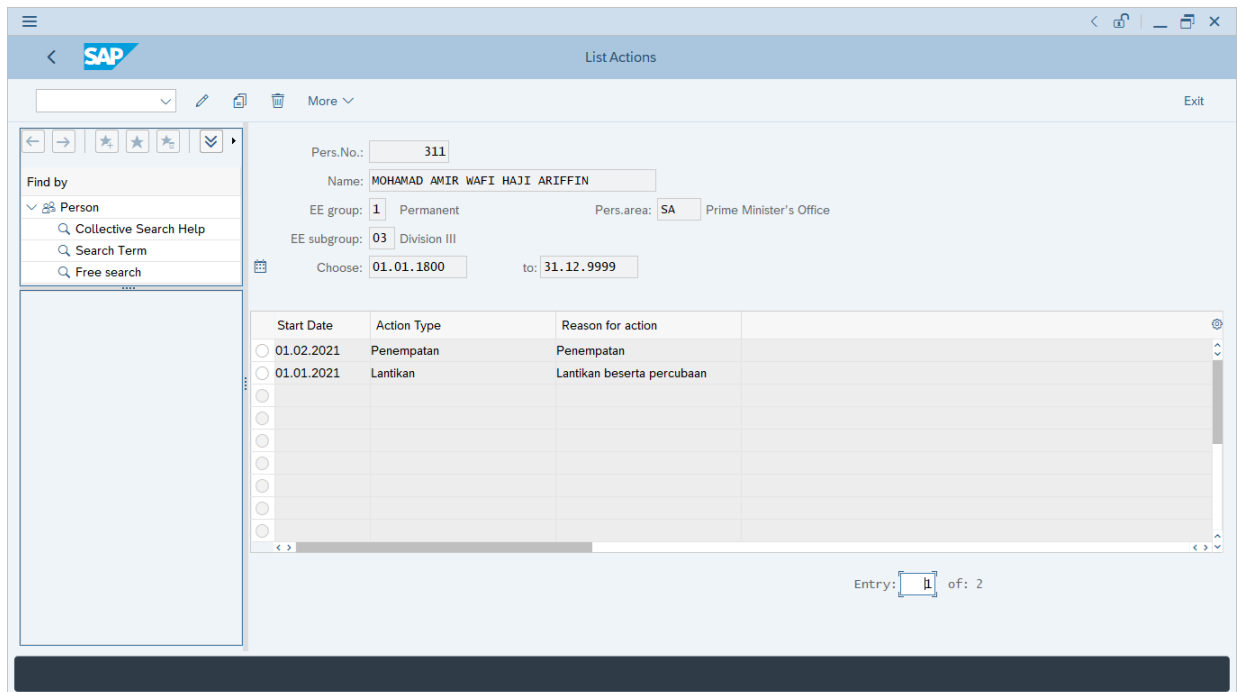
Note: The personnel information will be displayed.



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 top bar includes the SAP logo and the title 'List Actions'. Below the bar, there are navigation icons and an 'Exit' button. The main area is divided into a left sidebar and a main content area. The sidebar has a 'Find by' section with options: 'Person', 'Collective Search Help', 'Search Term', and 'Free search'. The main content area displays search criteria for a specific person:

- 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

Below the search criteria is a table with the following columns: Start Date, Action Type, and Reason for action. The table contains two entries:

Start Date	Action Type	Reason for action
01.02.2021	Penempatan	Penempatan
01.01.2021	Lantikan	Lantikan beserta percubaan

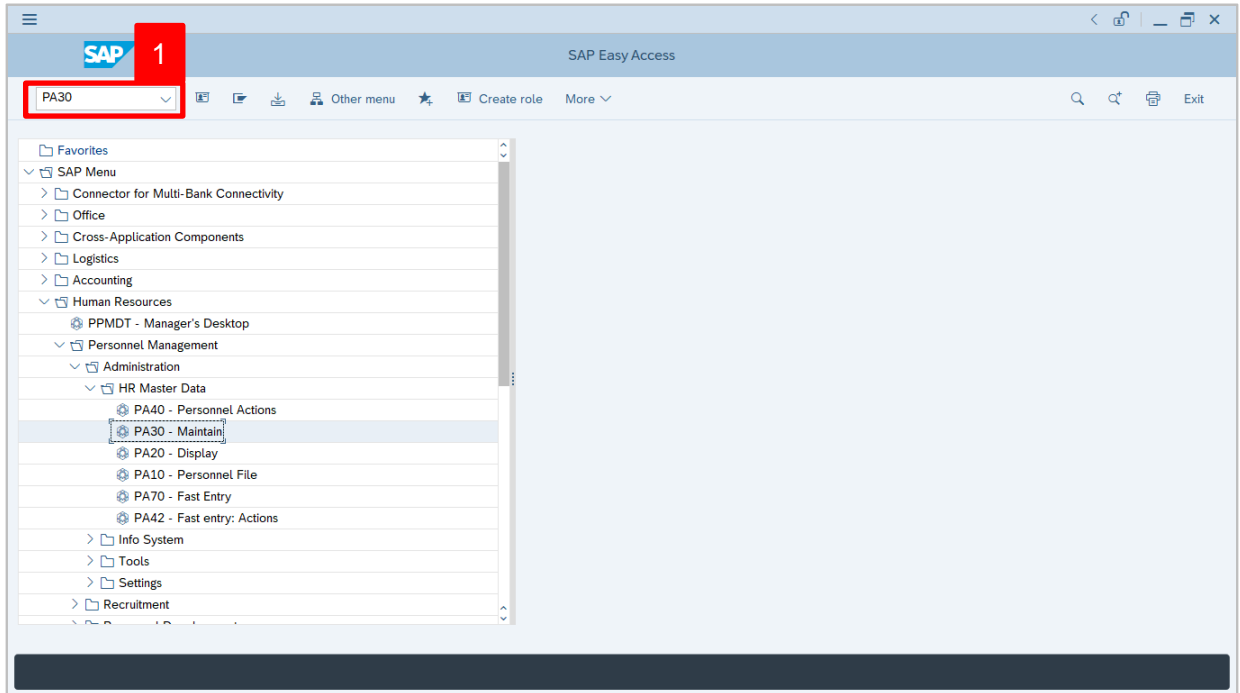
At the bottom right of the table area, it says 'Entry: 1 of: 2'.

User can view the personnel actions in this page.

**Maintain Assignment
Infotype in PA30**

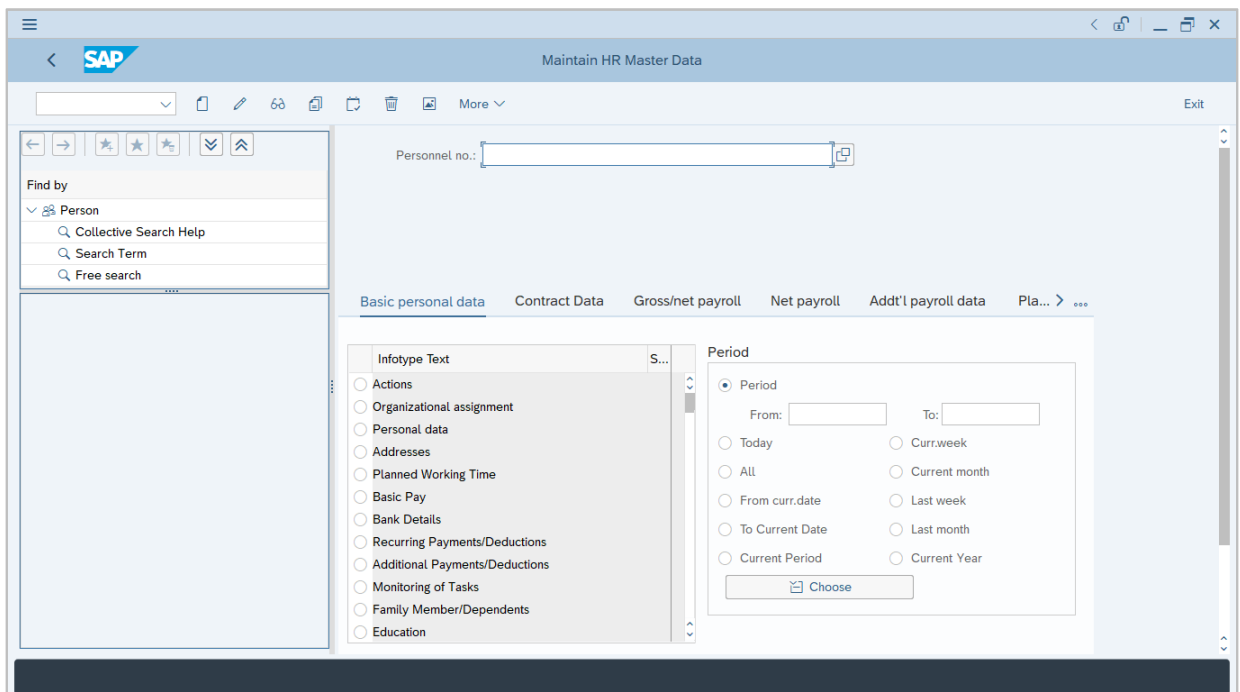
Back End User

Department HR Administrator and HR Administrator (JPA)



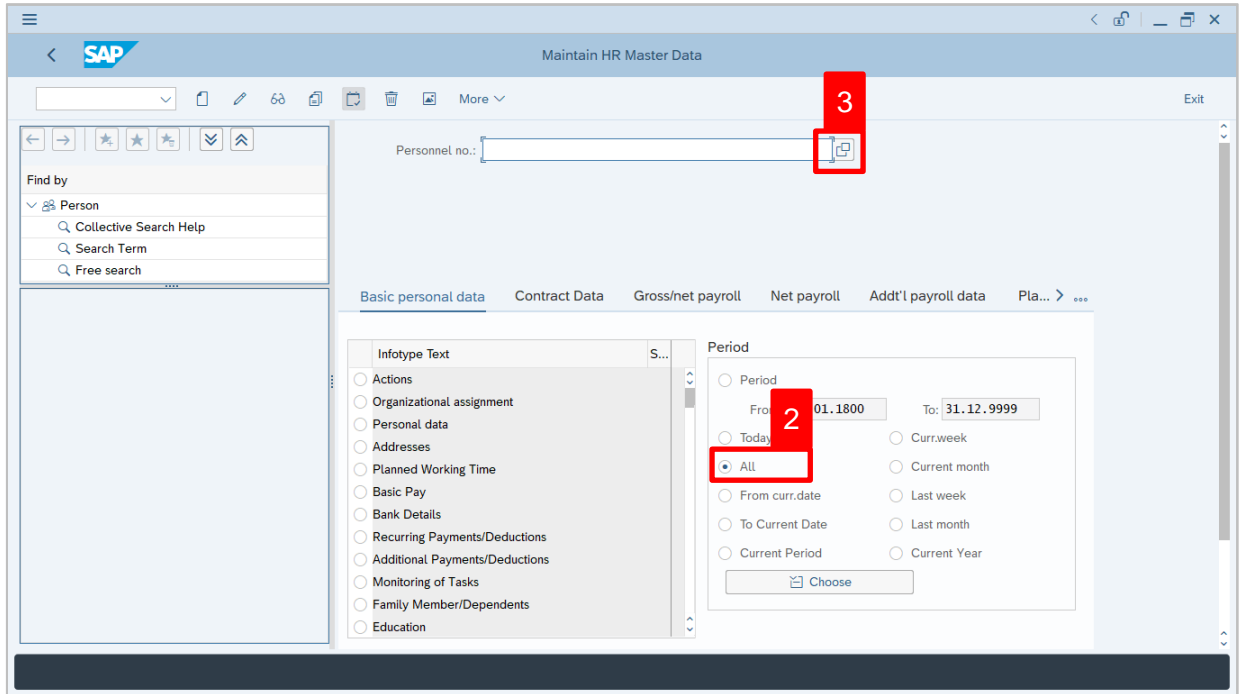
1. Navigate to **Maintain HR Master Data** page by entering transaction code, **PA30** in the Search Bar and press **Enter** button on the keyboard.


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

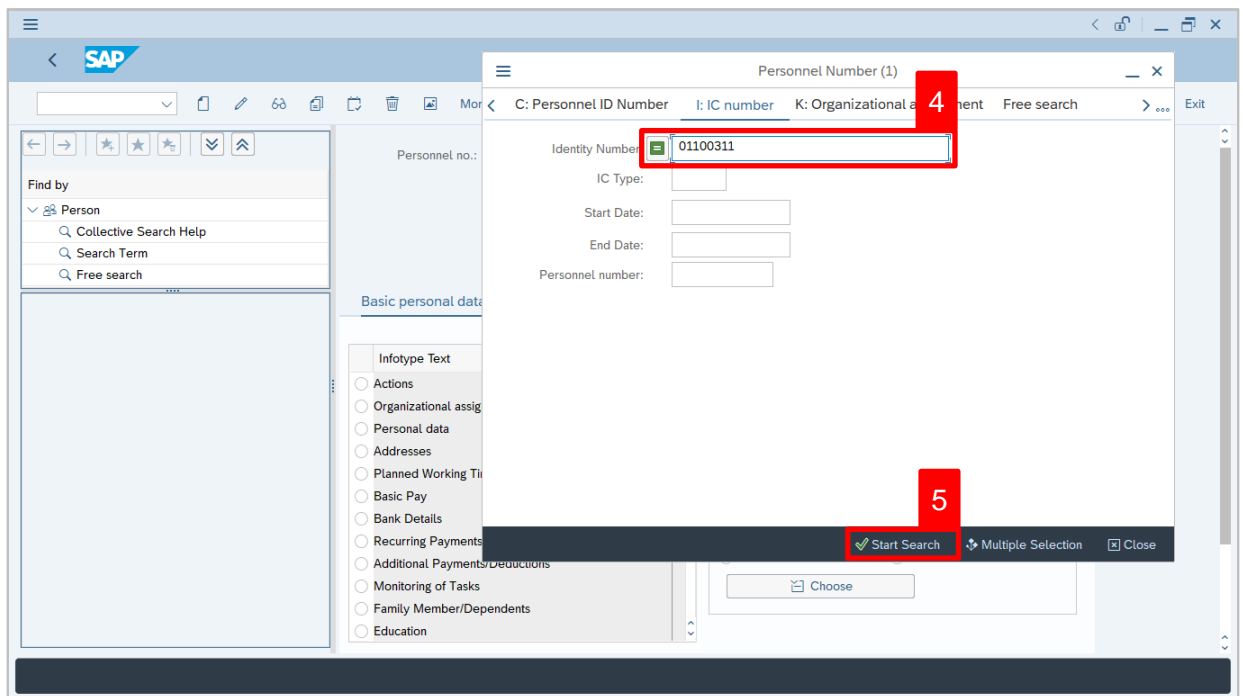


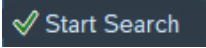
Note:

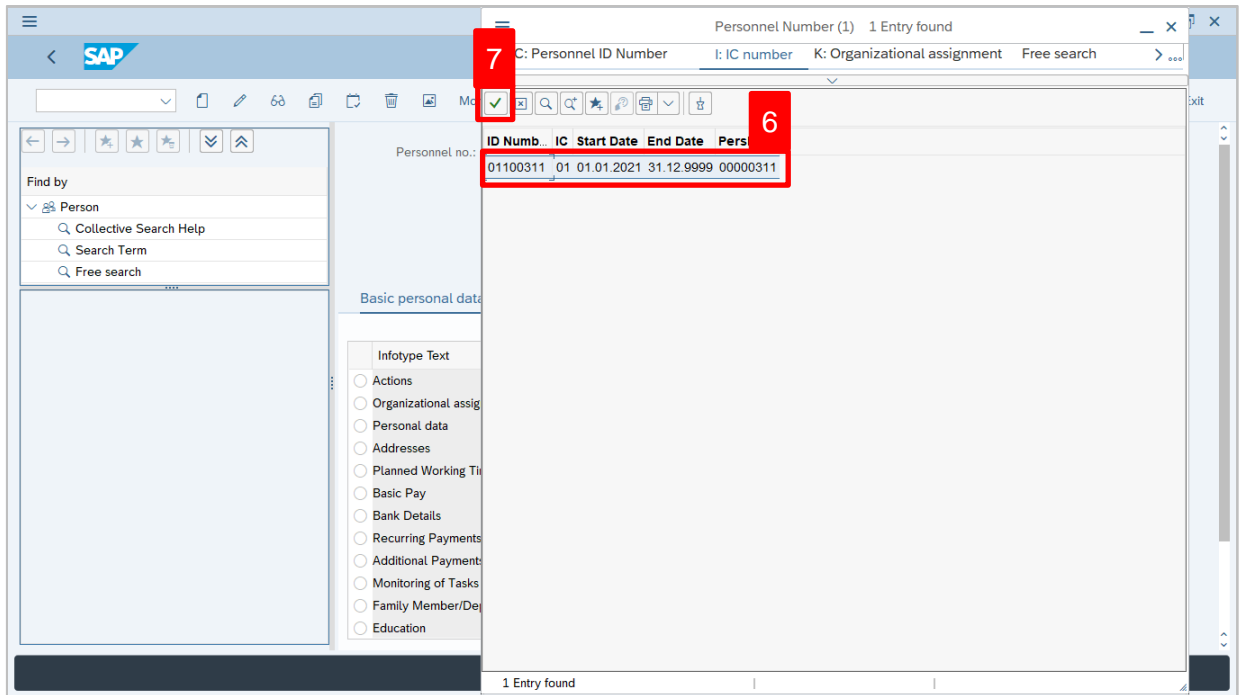
- Click on **SAP Menu > Human Resources > Personnel Management > Administration > HR Master Data > PA30 – Maintain**
- User may search for the personnel using their IC number via the Lookup icon.




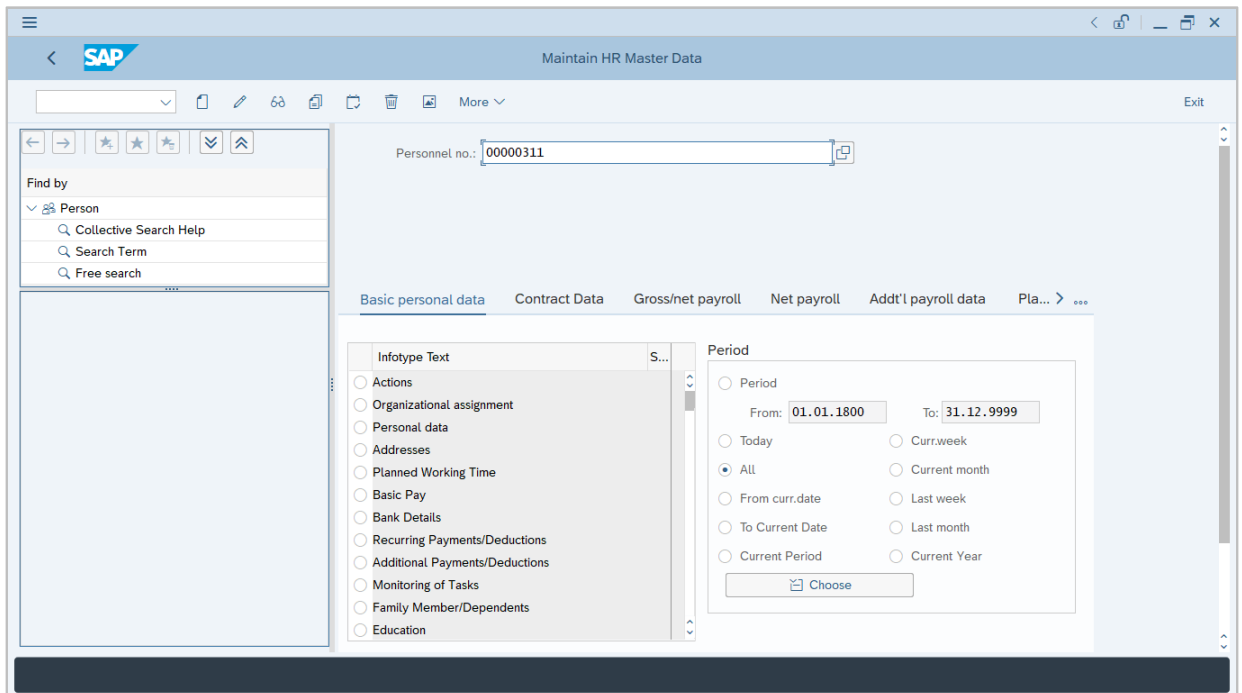
2. Under **Period** section, click on and select **All**
All data within this timeframe (From **01.01.1800** to **31.12.9999**) will be available.
3. Click on  icon for Personnel No.



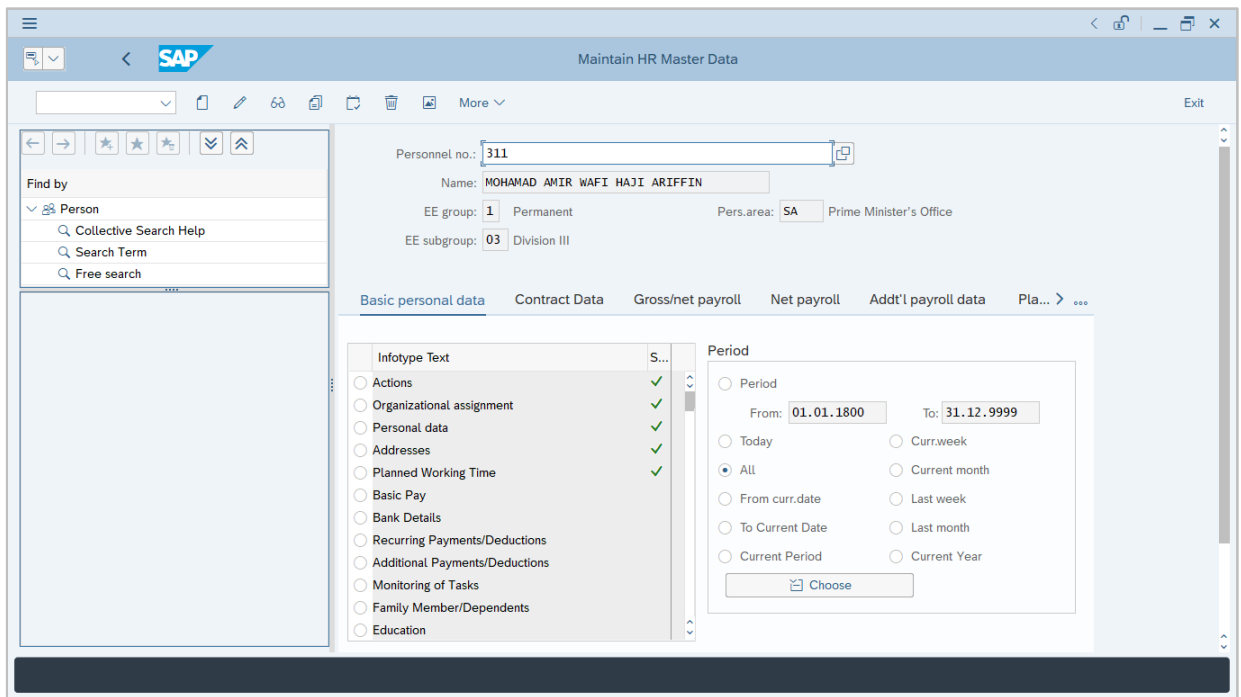
4. Enter the personnel IC Number.
5. Click on 



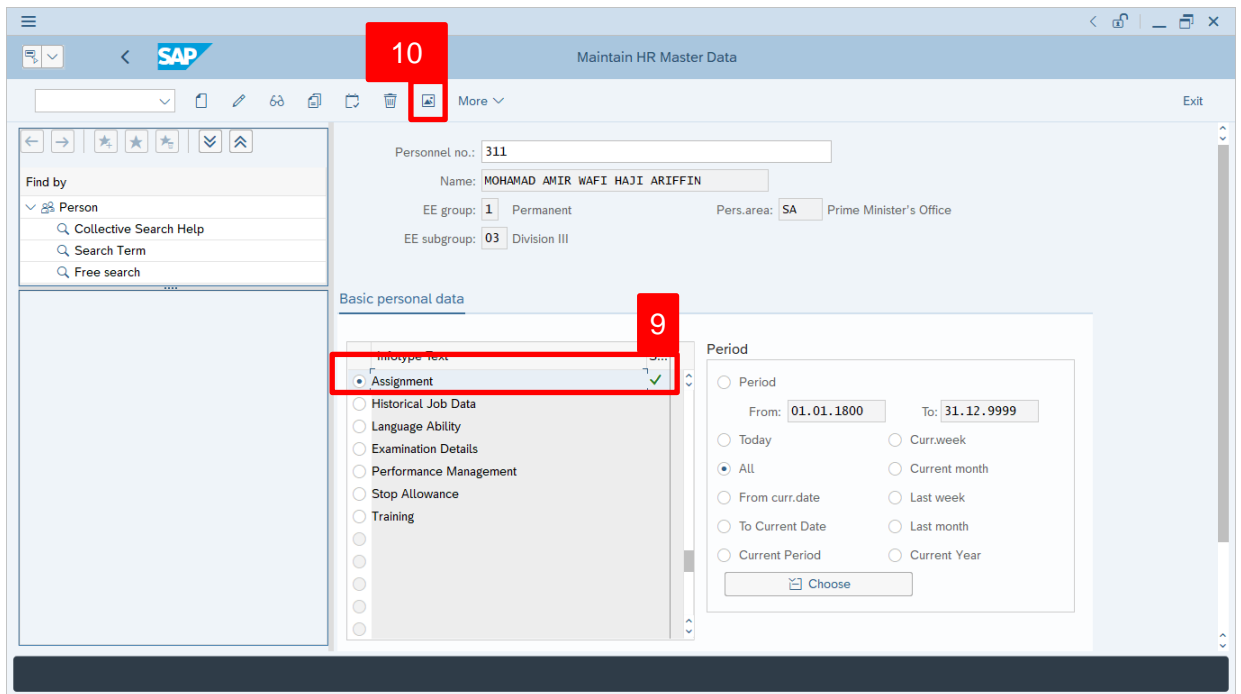
6. Select the searched personnel.
7. Click on  icon.




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



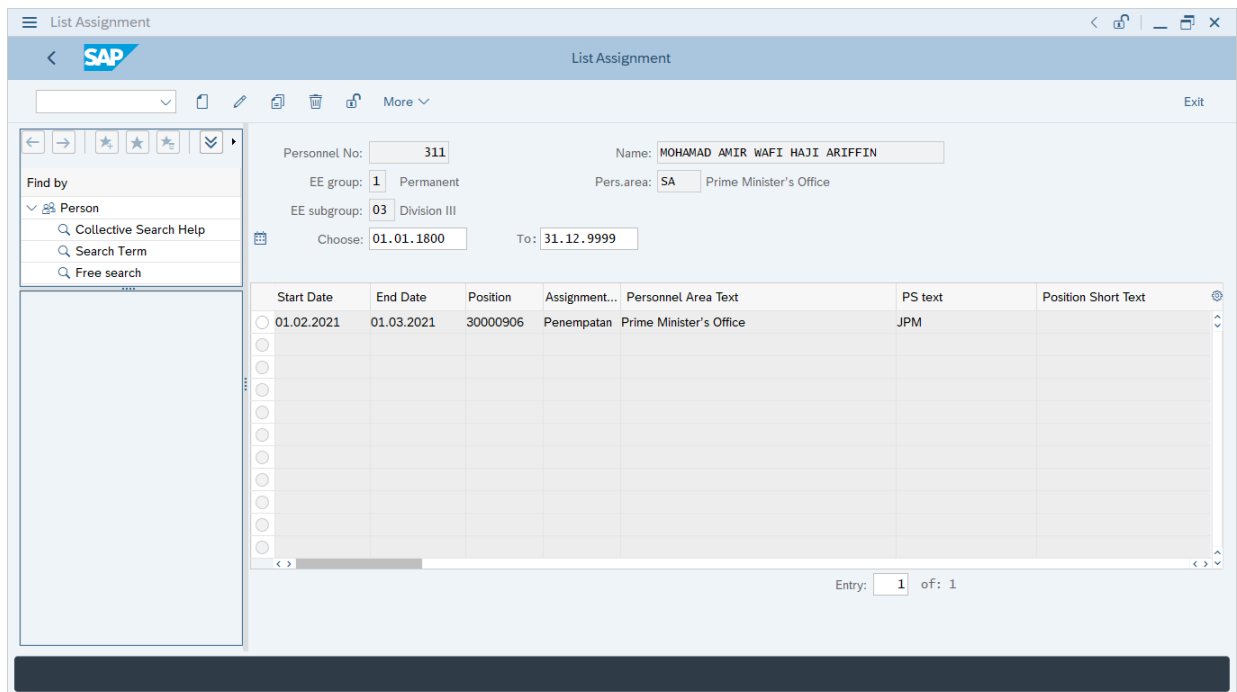
Note: The personnel information will be displayed.



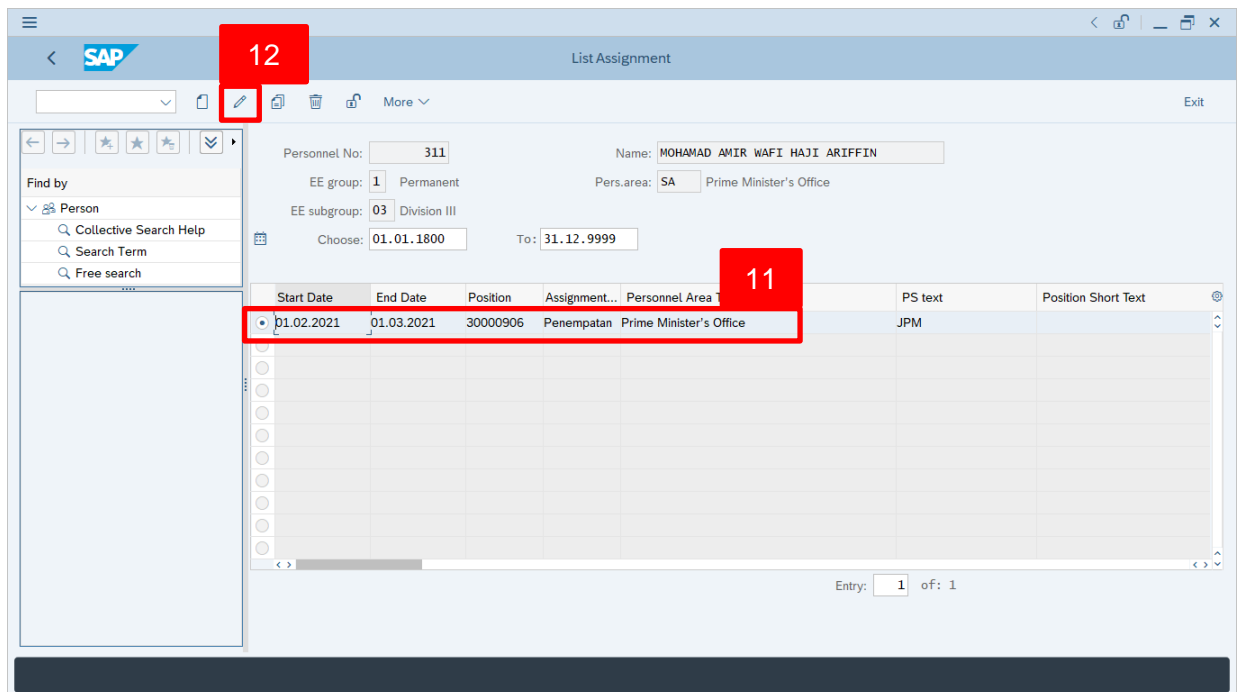
9. Under **Basic personal data** section, click on  and select **Assignment**

10. Click on  icon.


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



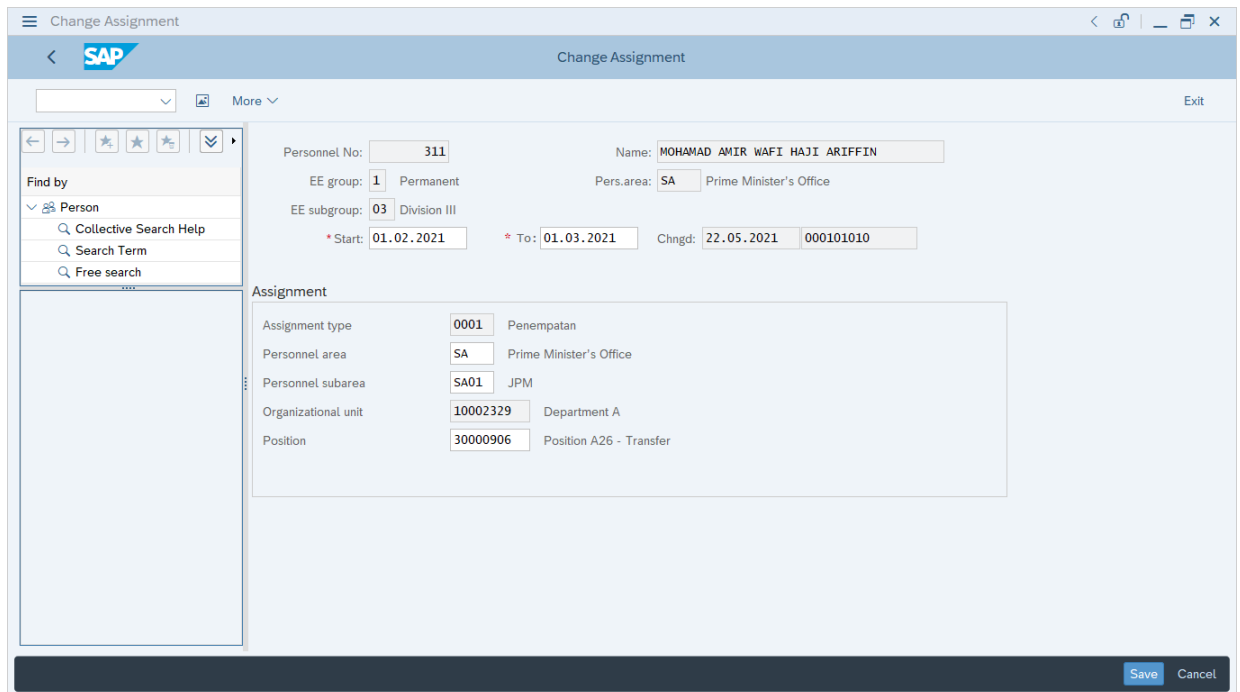
User can view the personnel assignment in this page.



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:	01.02.2021	* To:	01.03.2021	Chngd:	22.05.2021	000101010

The Assignment section contains the following details:

Assignment type	0001	Penempatan
Personnel area	SA	Prime Minister's Office
Personnel subarea	SA01	JPM
Organizational unit	10002329	Department A
Position	30000906	Position A26 - Transfer

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

User can edit the personnel assignment details in this page.