



SISTEM SUMBER MANUSIA

User Guide

Personnel Administration for Back End User (SAPGUI)

Kenaikan Pangkat (Promotion)

VERSION: 1.0



INTRODUCTION

This user guide acts as a reference for **Sistem Sumber Manusia (SSM) Back-End User** to manage **Personnel Administration**. All Individual names used in this user guide have been created for guidance on using SSM.

Where possible; user guide developers have attempted to avoid using actual Companies and Individuals; any similarities are coincidental.

Changes and updates to the system may lead to updates to the user guide from time to time.

Should you have any questions or require additional assistance with the user guide materials, please contact the **SSM Help Desk**.

GLOSSARY

The following acronyms are used frequently:

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

FURTHER ASSISTANCE

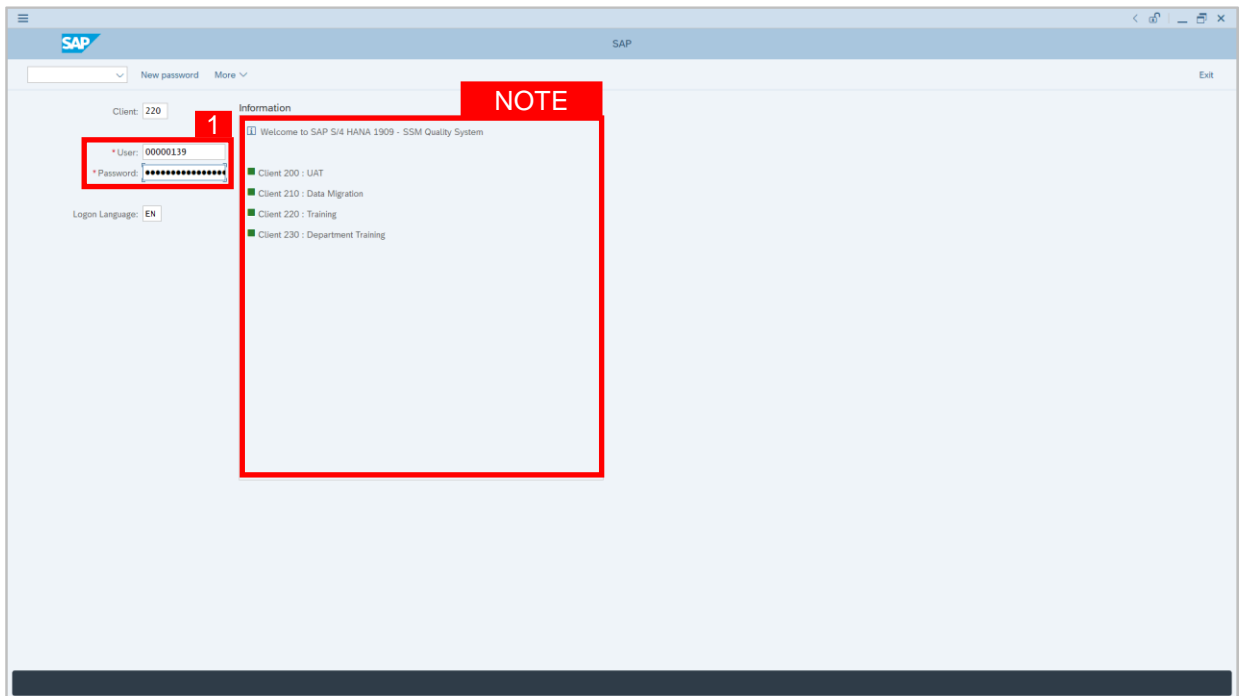
Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 238 2227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.



Table of Content

Topics	Page
Introduction	2
Copy Actions	6
Copy Organizational Assignment	14
View Action Overview	16

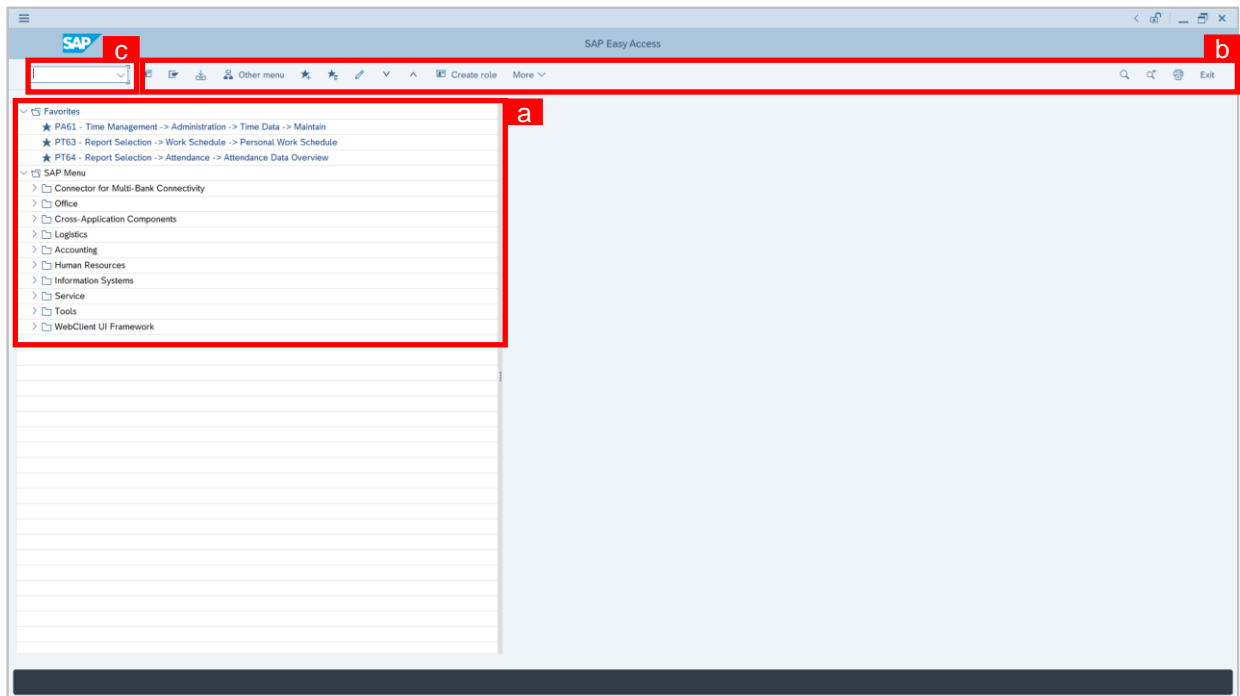
SAP GUI (Back-End) Log on	Back End User Department HR Administrator and HR Administrator (JPA)
--------------------------------------	--



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.



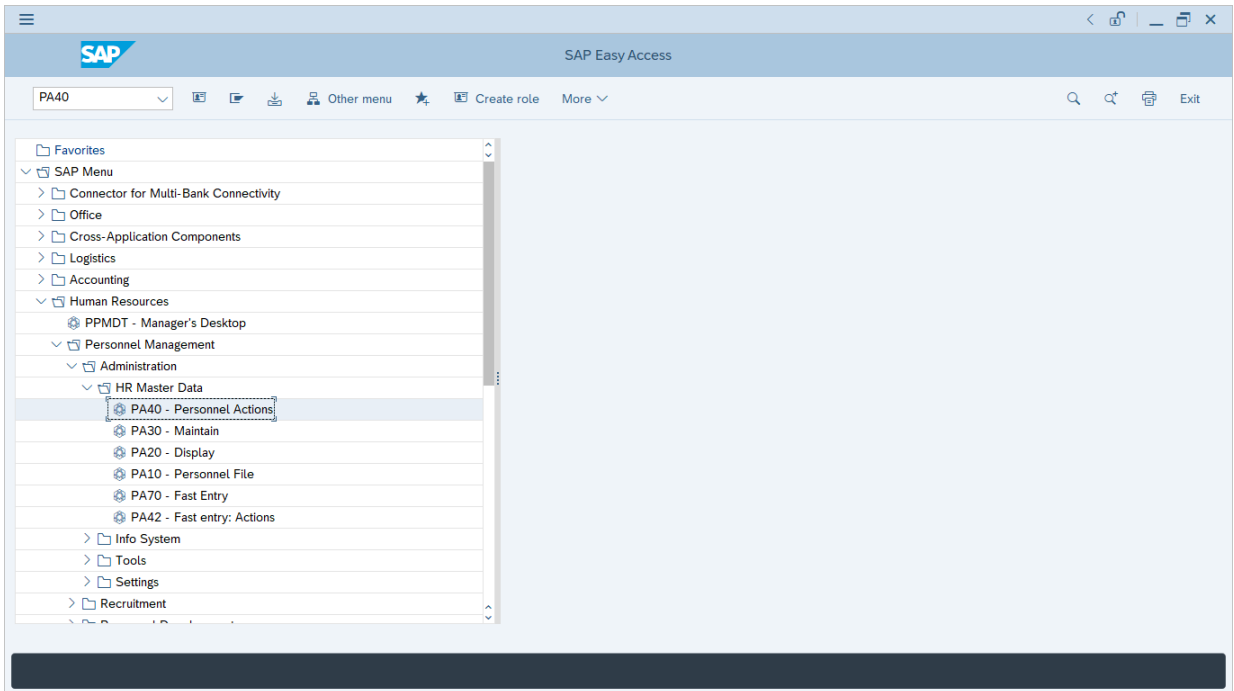
Note:

- 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.

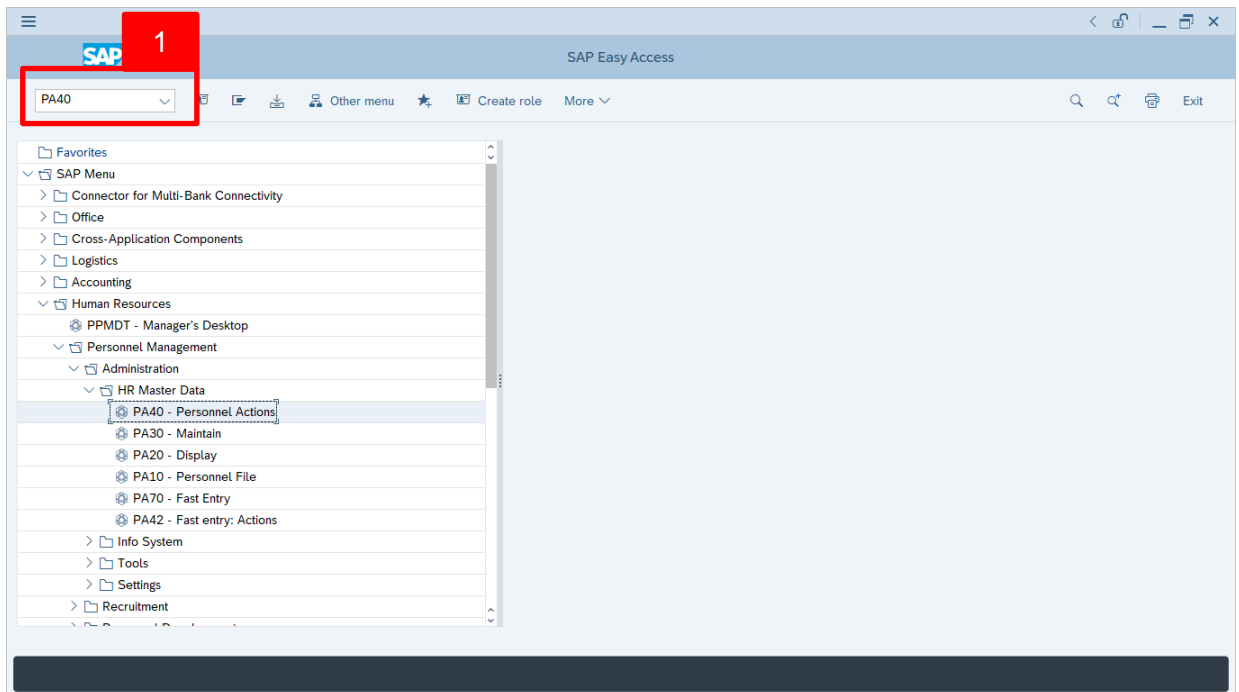
Copy Actions

Backend User

Department HR Administrator and HR Administrator (JPA)



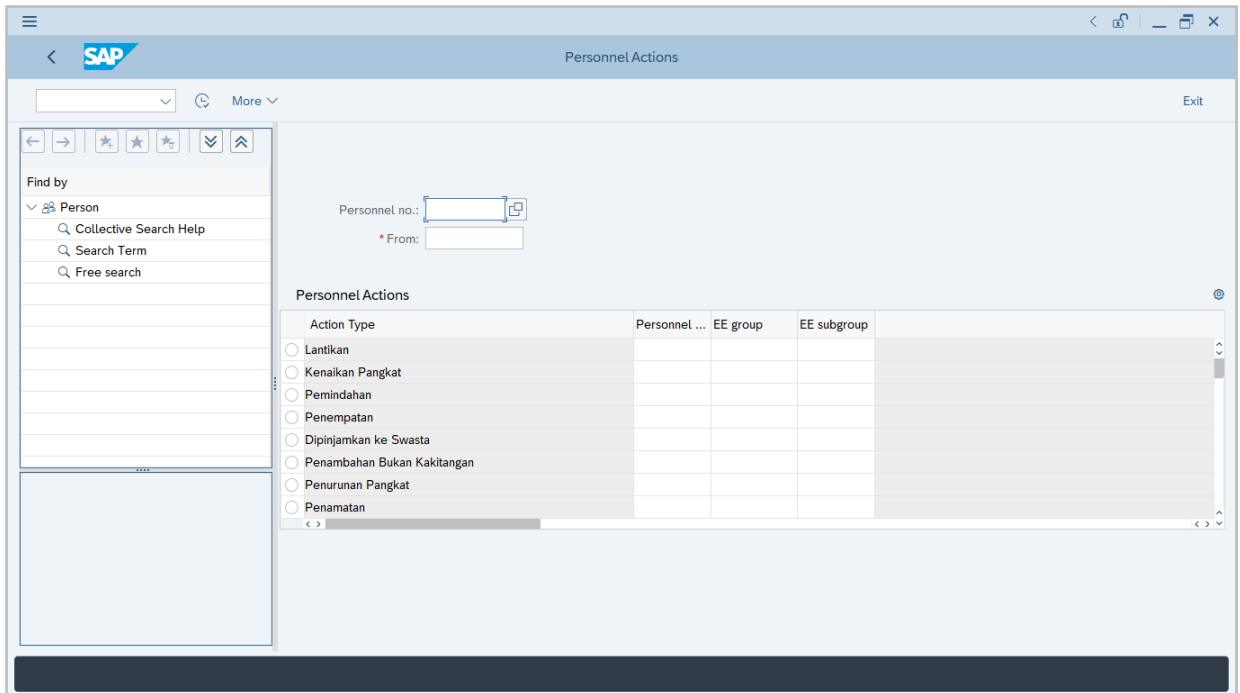
1. Navigate to **Personnel Actions** page by entering transaction code, **PA40** in the Search Bar and press **Enter** button on the keyboard.

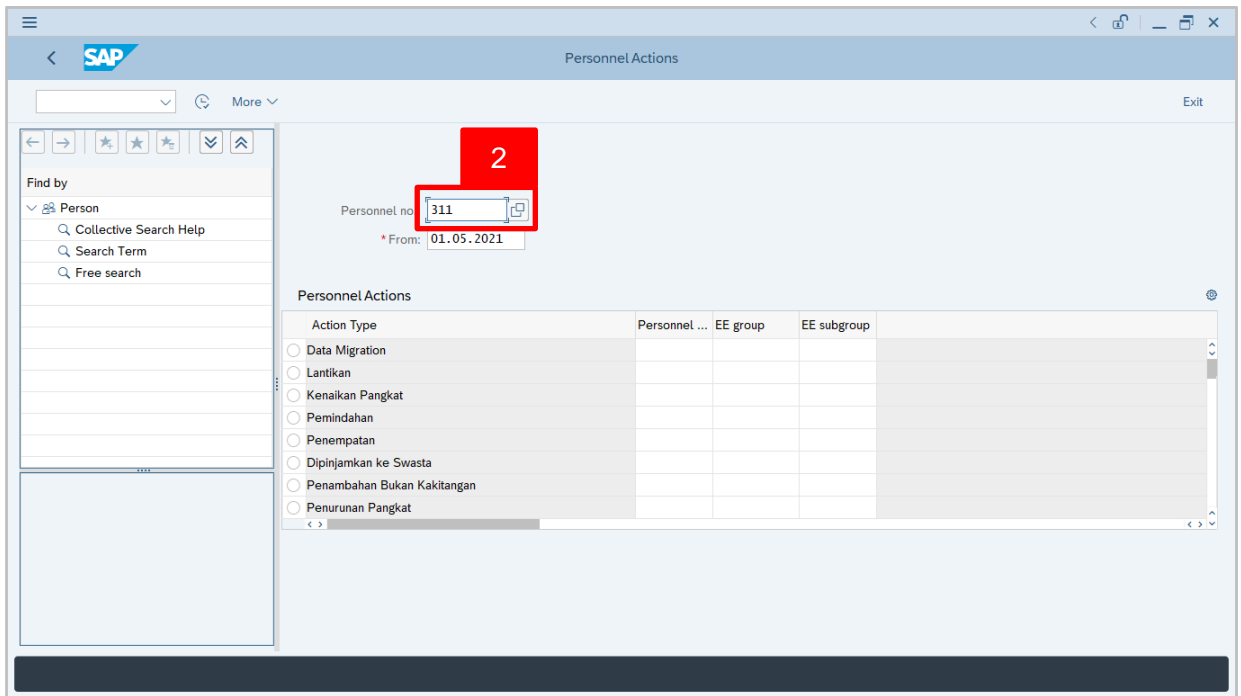


Note:

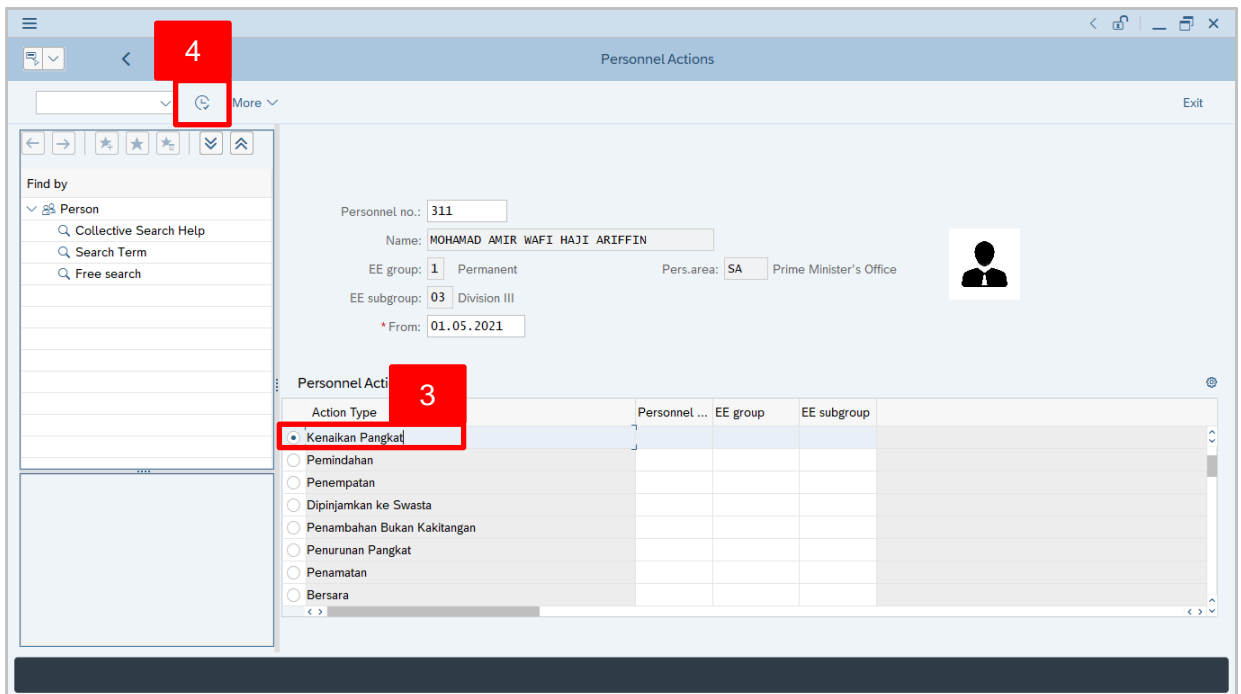
- Click on **SAP Menu > Human Resources > Personnel Management > Administration > HR Master Data > PA40 – Personnel Actions**

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





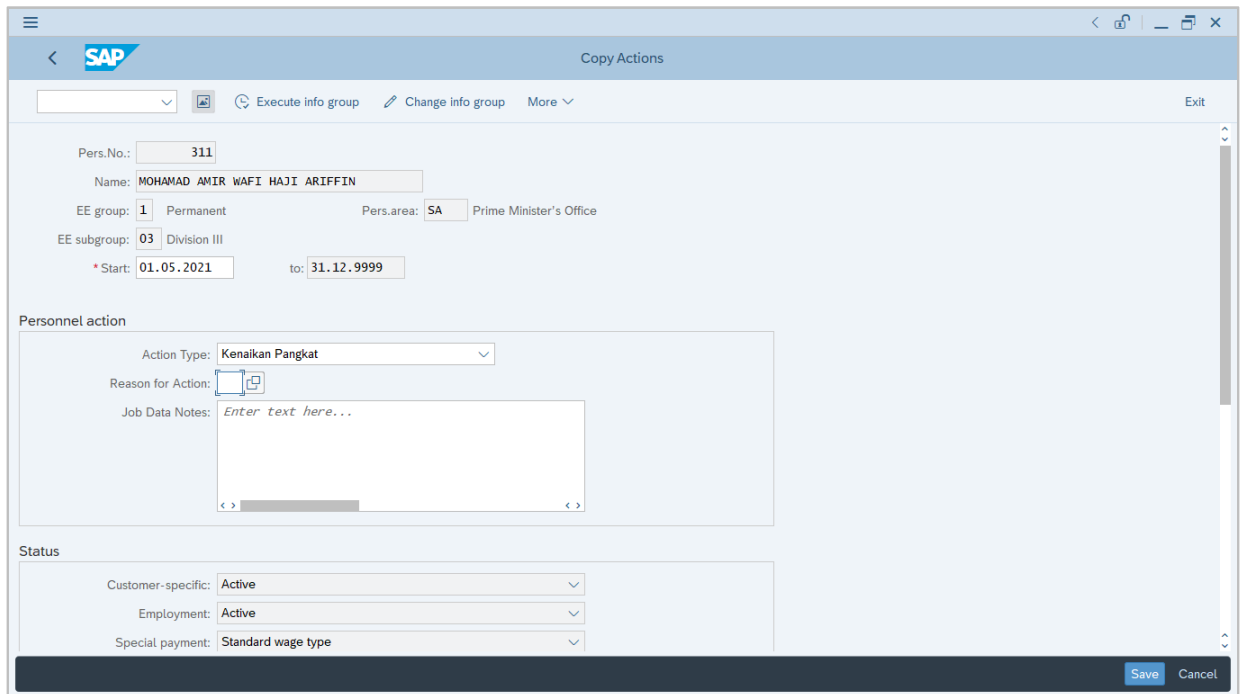
2. Enter the Personnel number and the action From date. Press **Enter** on the keyboard.



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

4. Click on  icon.

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



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

- Pers.No.:** 311
- Name:** MOHAMAD AMIR WAFI HAJI ARIFFIN
- EE group:** 1 Permanent
- Pers.area:** SA Prime Minister's Office
- EE subgroup:** 03 Division III
- * Start:** 01.05.2021 to: 31.12.9999

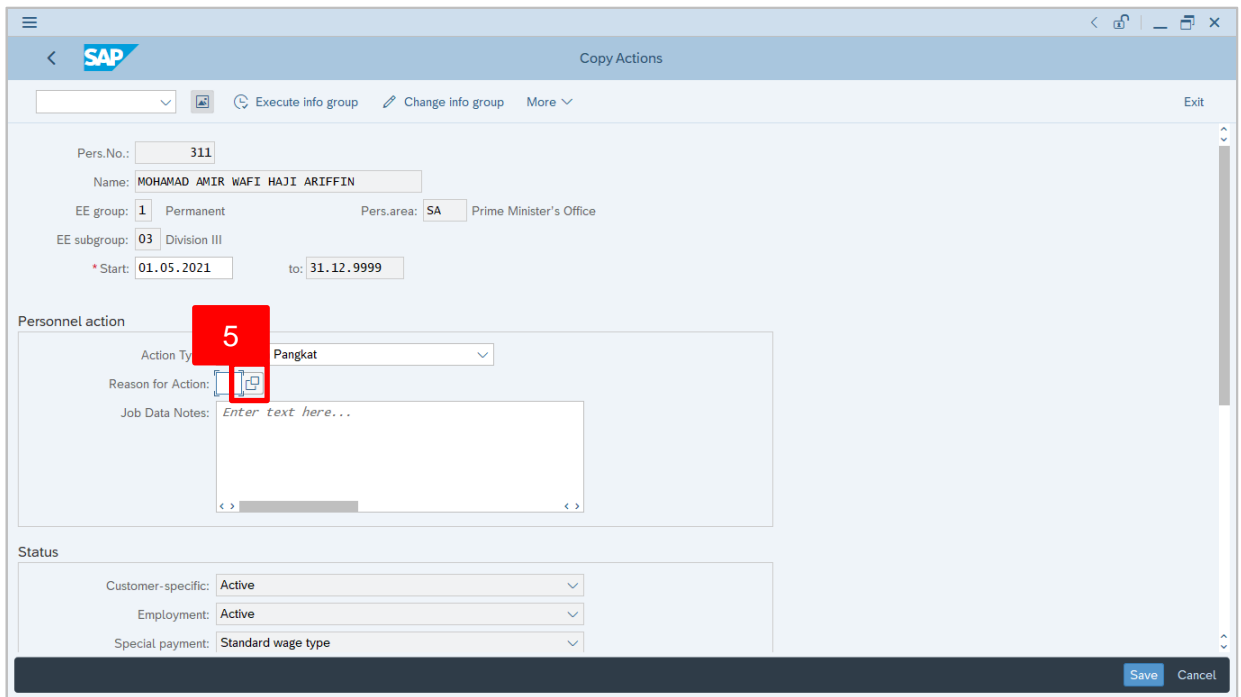
The **Personnel action** section includes:


- Action Type:** Kenaikan Pangkat
- Reason for Action:** (Icon)
- Job Data Notes:** Enter text here... (Text area)

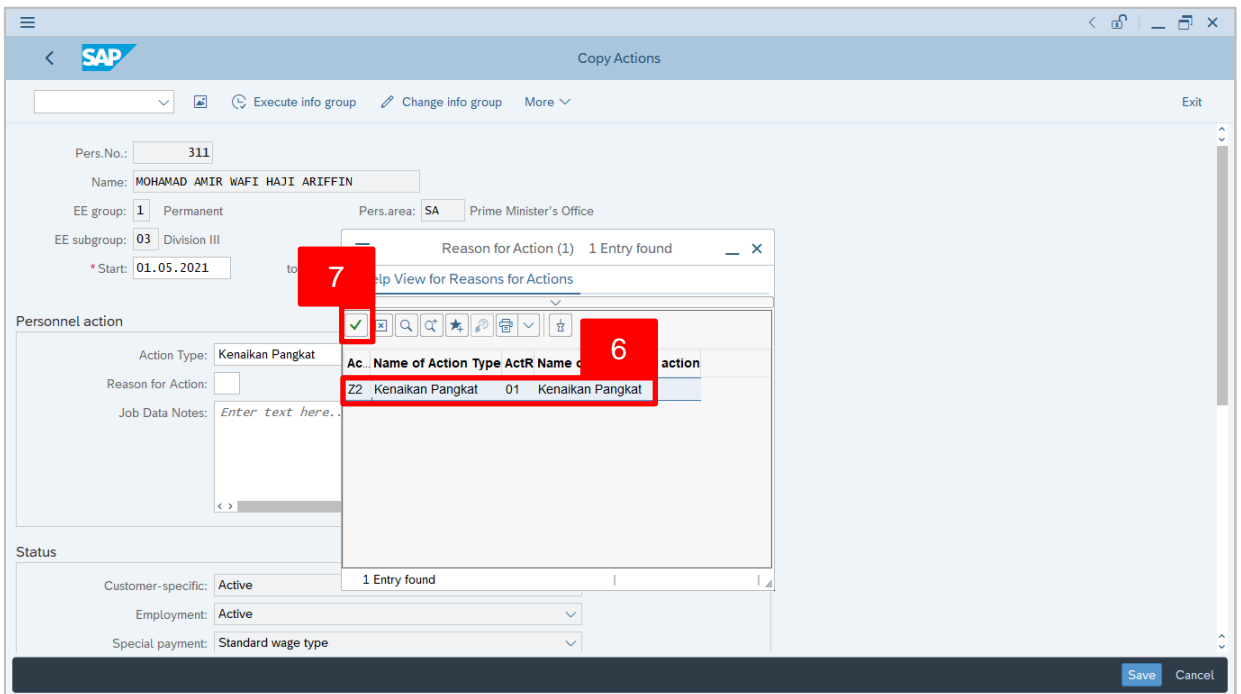
The **Status** section includes:

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

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



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

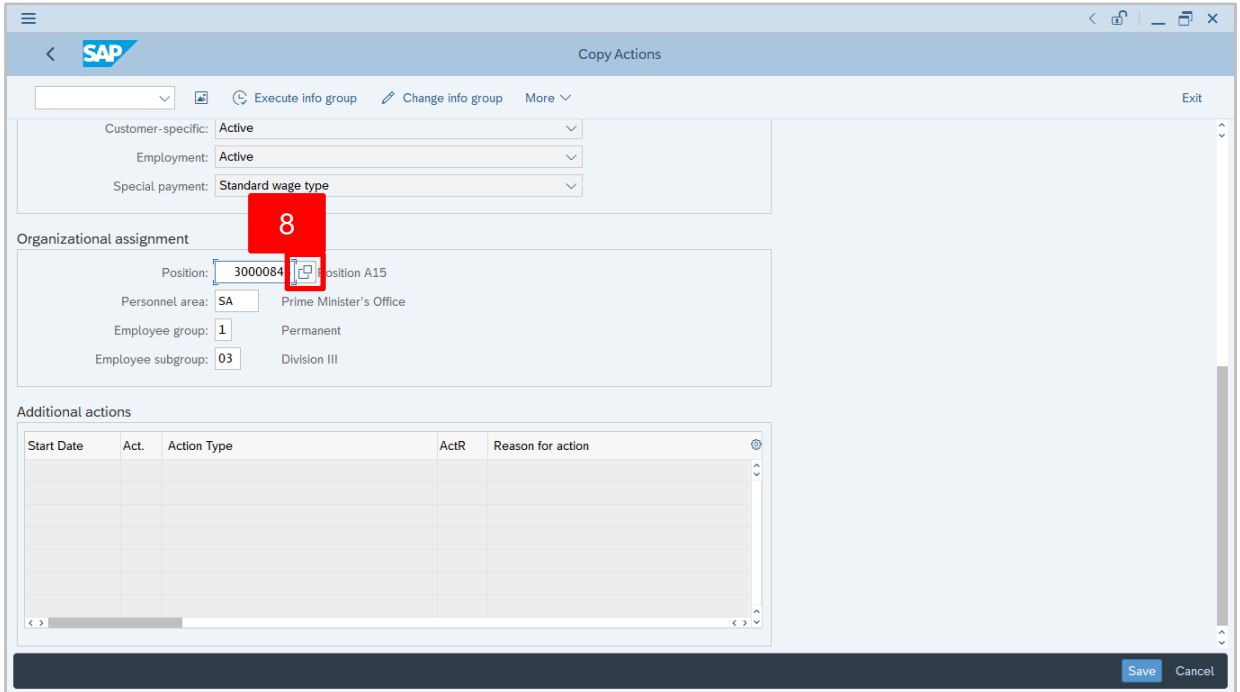


6. Select **01 Kenaikan Pangkat**.

7. Click on  icon.

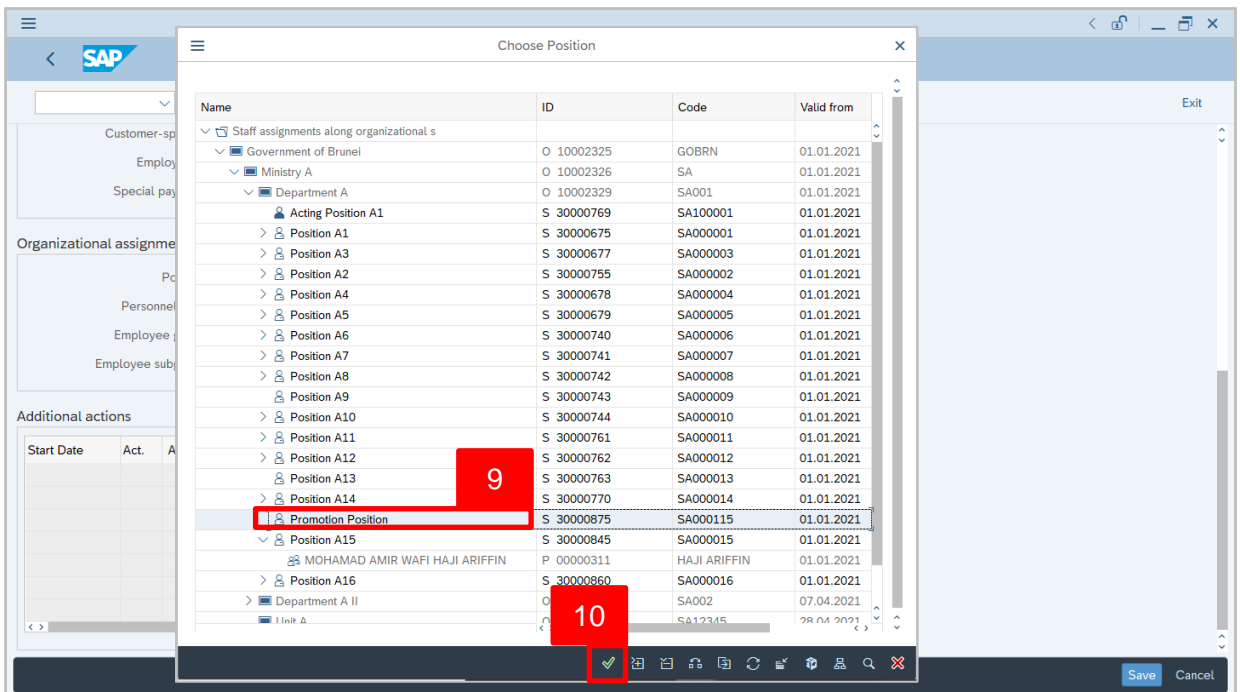
Note: Job Data Notes are optional to fill in.

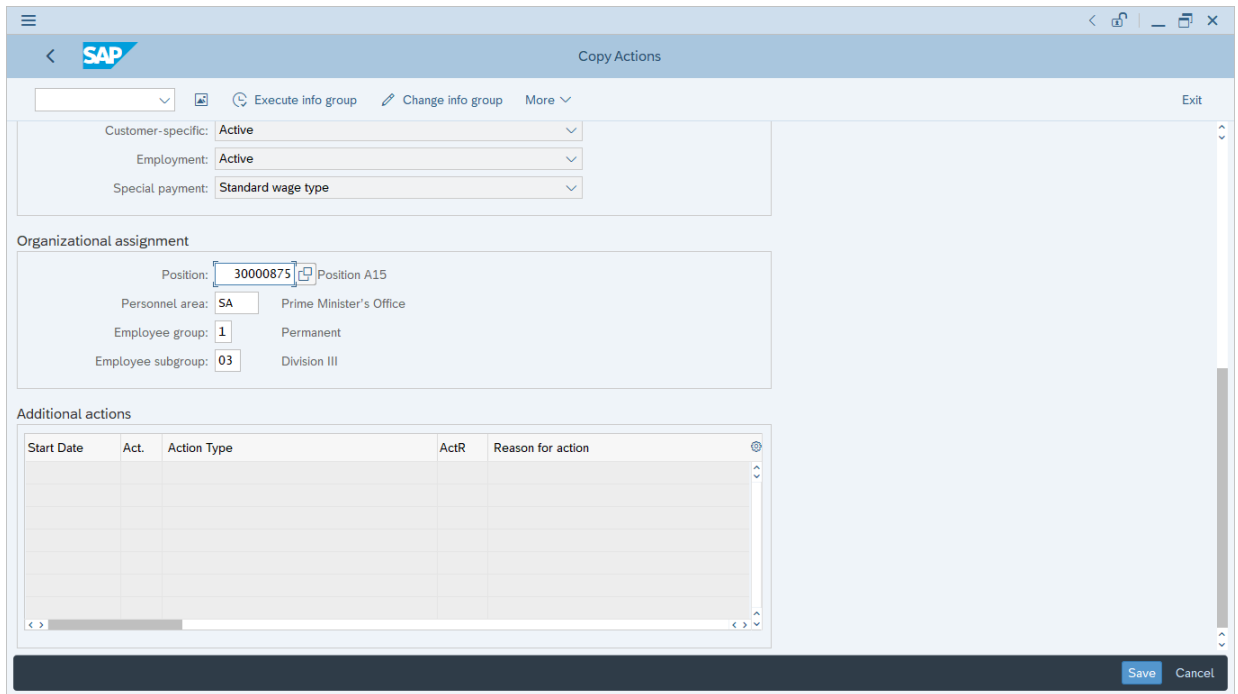
8. Scroll down the page, under **Organizational assignment** section, click on  for Position.



9. Select Position the personnel is promoted to.

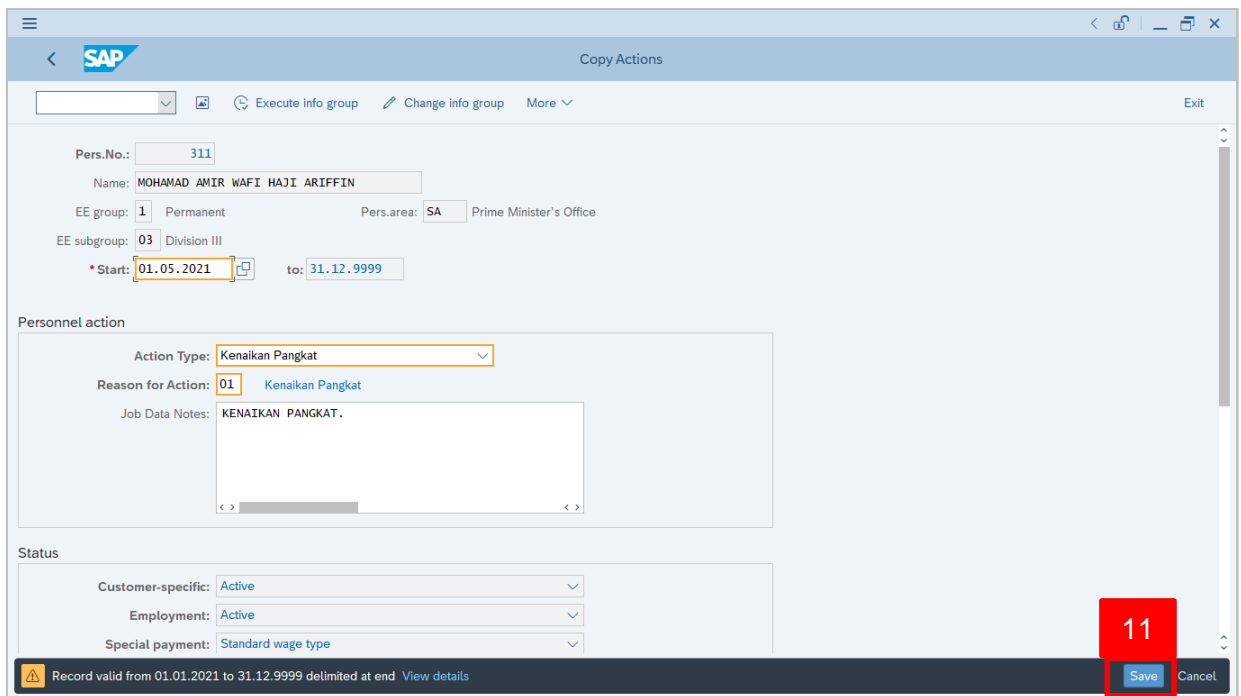
10. Click on  icon.






The screenshot shows the SAP 'Copy Actions' dialog box. It includes fields for 'Customer-specific: Active', 'Employment: Active', and 'Special payment: Standard wage type'. Under 'Organizational assignment', 'Position: 30000875' is selected, with 'Position A15' shown next to it. Other fields include 'Personnel area: SA Prime Minister's Office', 'Employee group: 1 Permanent', and 'Employee subgroup: 03 Division III'. At the bottom, there is a 'Save' button and a 'Cancel' button.

Note: The promoted personnel position is changed based on the selected position.

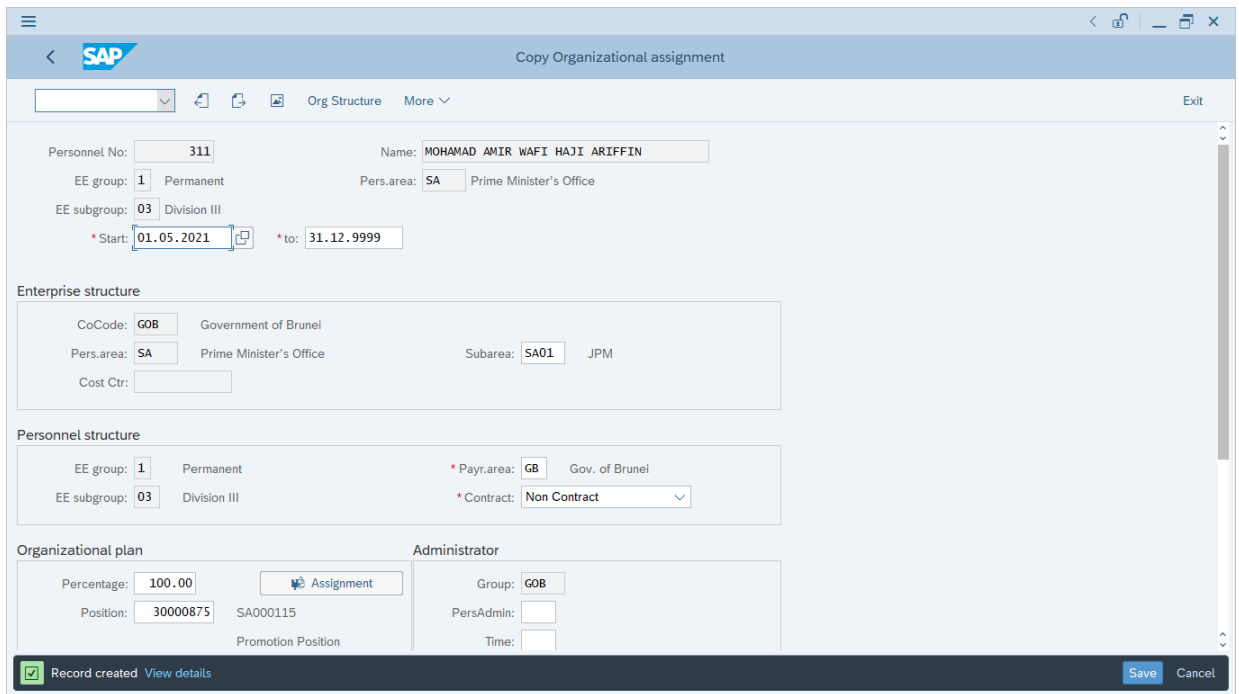


This screenshot shows the 'Personnel action' section of the SAP 'Copy Actions' dialog box. The 'Action Type' is set to 'Kenaikan Pangkat' (Promotion). The 'Reason for Action' is '01 Kenaikan Pangkat'. The 'Job Data Notes' field contains 'KENAIKAN PANGKAT.'. The 'Status' section at the bottom shows 'Customer-specific: Active', 'Employment: Active', and 'Special payment: Standard wage type'. A red box with the number '11' highlights the 'Save' button. A warning message at the bottom states: 'Record valid from 01.01.2021 to 31.12.9999 delimited at end View details'.

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

Outcome: Record is created.

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



The screenshot shows the SAP 'Copy Organizational assignment' interface. The top bar includes the SAP logo and the title 'Copy Organizational assignment'. Below the title bar, there are navigation icons and the text 'Org Structure More'. The main content area is divided into several sections:

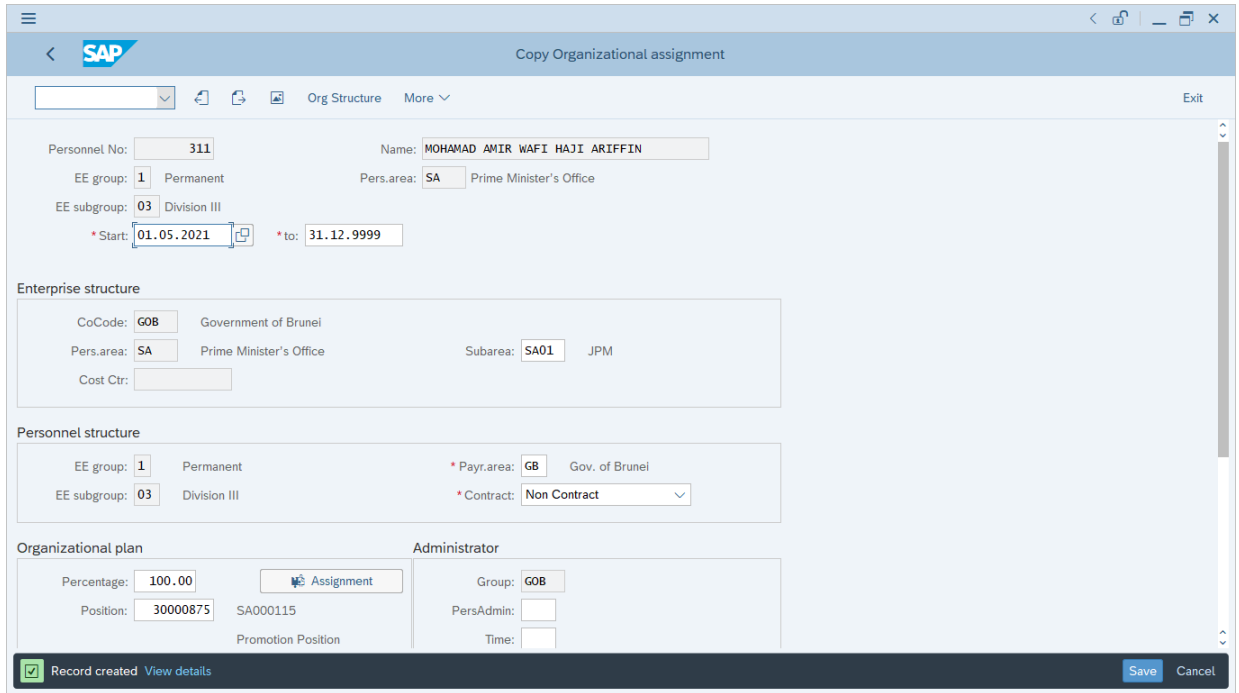
- Personnel Data:** Personnel No: 311, Name: MOHAMAD AMIR WAFI HAJI ARIFFIN, EE group: 1 Permanent, Pers.area: SA Prime Minister's Office, EE subgroup: 03 Division III, Start: 01.05.2021, End: 31.12.9999.
- Enterprise structure:** CoCode: GOB Government of Brunei, Pers.area: SA Prime Minister's Office, Subarea: SA01 JPM, Cost Ctr: (empty).
- Personnel structure:** EE group: 1 Permanent, Payr.area: GB Gov. of Brunei, EE subgroup: 03 Division III, Contract: Non Contract.
- Organizational plan:** Percentage: 100.00, Position: 30000875 SA000115 Promotion Position, Assignment button.
- Administrator:** Group: GOB, PersAdmin: (empty), Time: (empty).

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

Copy Organizational Assignment

Backend User

Department HR Administrator and HR Administrator (JPA)

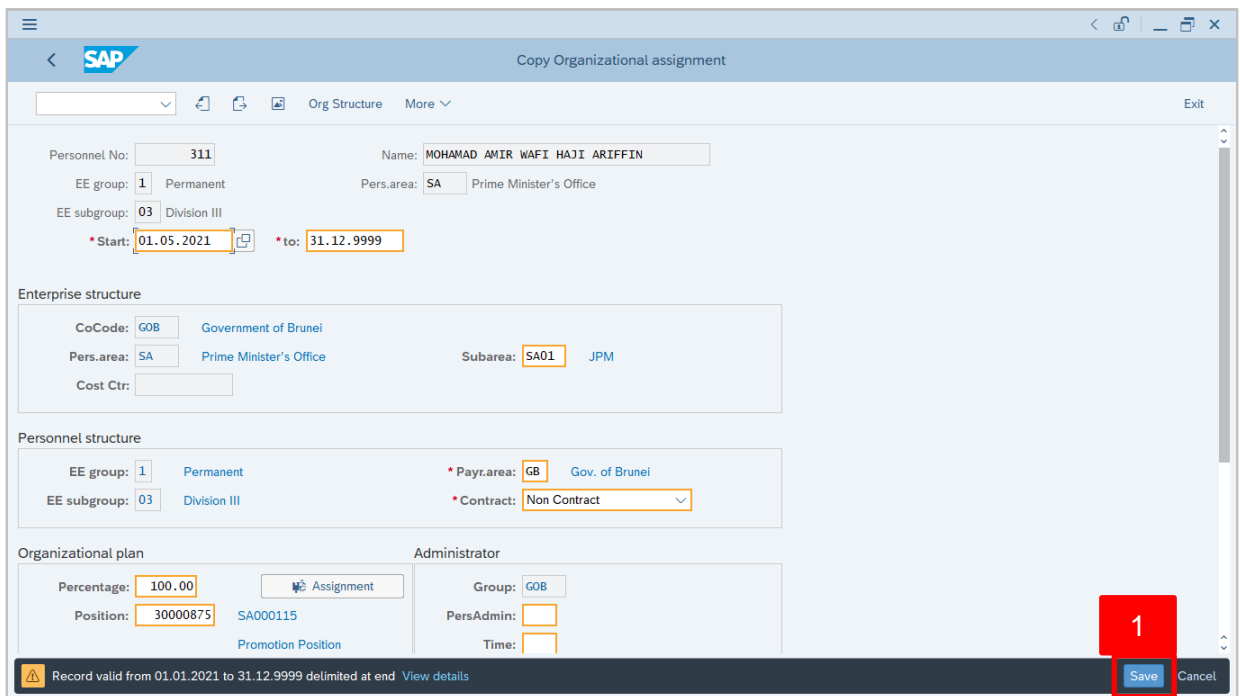


The screenshot shows the SAP 'Copy Organizational assignment' screen. The top bar includes the SAP logo and navigation icons. Below the header, there are several input fields and sections:

- 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:** 01.05.2021
- * to:** 31.12.9999
- Enterprise structure:** CoCode: GOB Government of Brunei; Pers.area: SA Prime Minister's Office; Subarea: SA01 JPM; Cost Ctr: (empty)
- Personnel structure:** EE group: 1 Permanent; EE subgroup: 03 Division III; * Payr.area: GB Gov. of Brunei; * Contract: Non Contract
- Organizational plan:** Percentage: 100.00; Position: 30000875 SA000115; Promotion Position: (empty)
- Administrator:** Group: GOB; PersAdmin: (empty); Time: (empty)

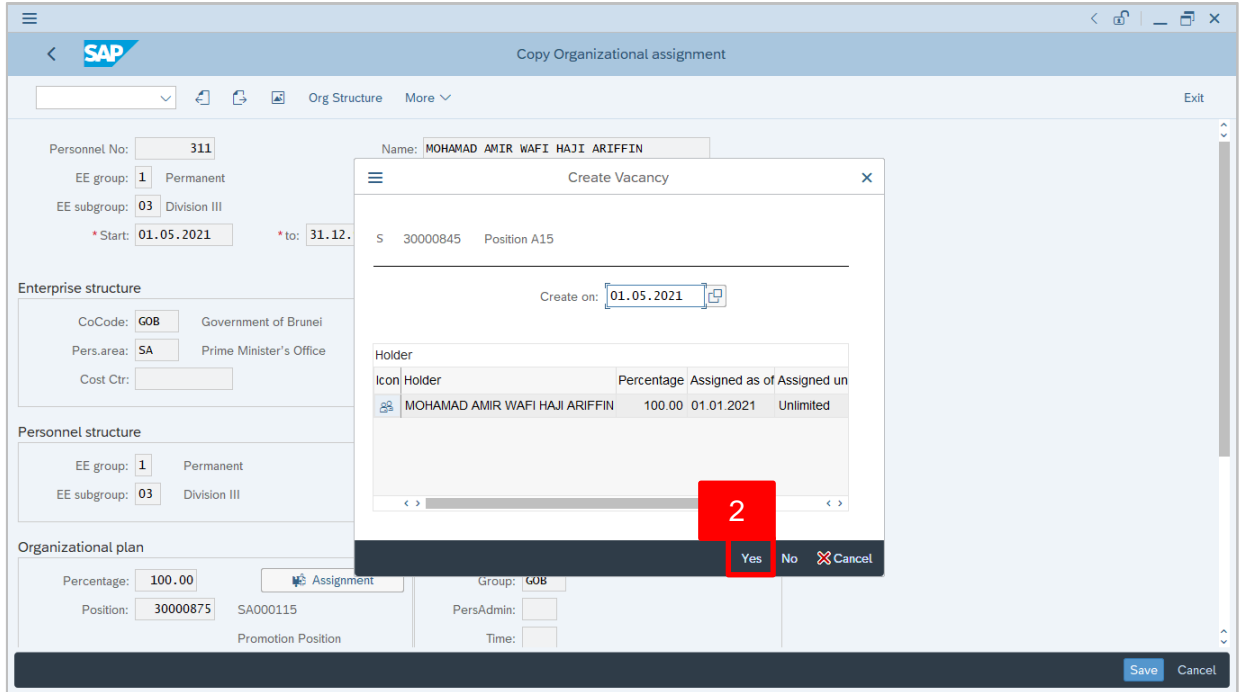
At the bottom, a status bar shows 'Record created View details' and 'Save Cancel' buttons.

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



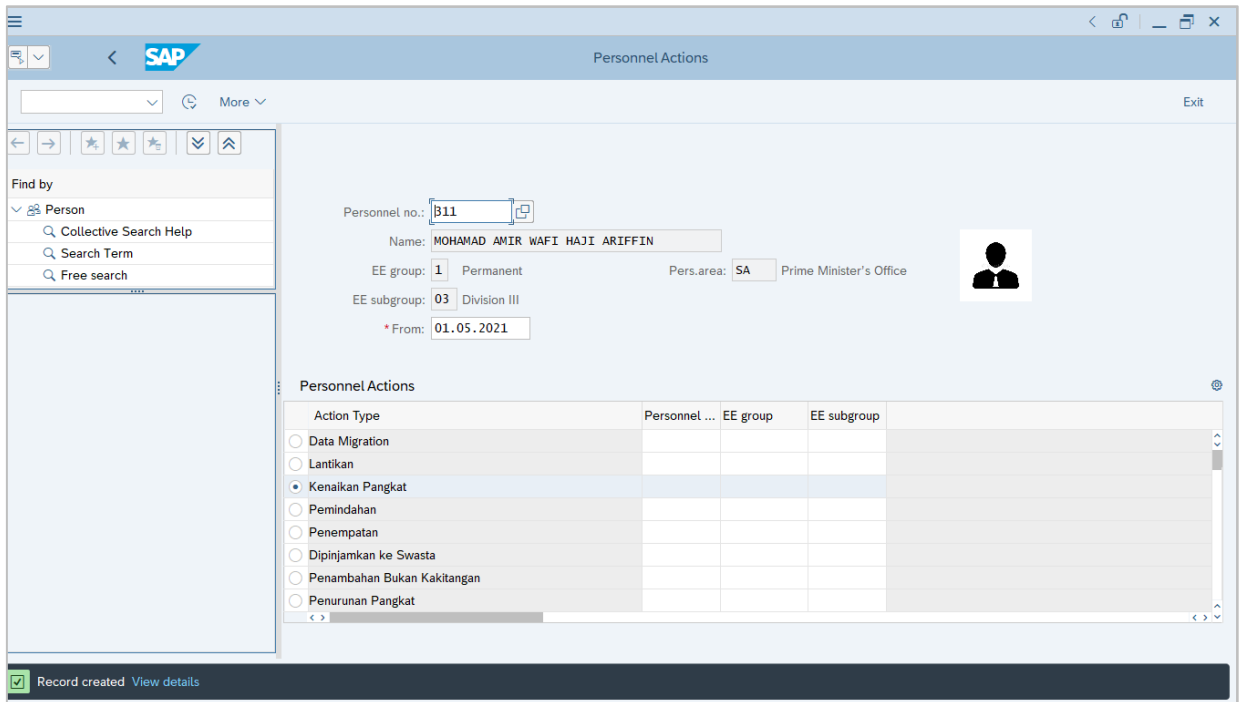
This screenshot is identical to the previous one, showing the same data entry fields. The key difference is the status bar at the bottom, which now displays 'Record valid from 01.01.2021 to 31.12.9999 delimited at end View details'. A red box with the number '1' is drawn around the 'Save' button, indicating the next step in the process.

The **Create Vacancy** will appear.



2. The personnel is promoted to another position, click **Yes** to create vacancy.

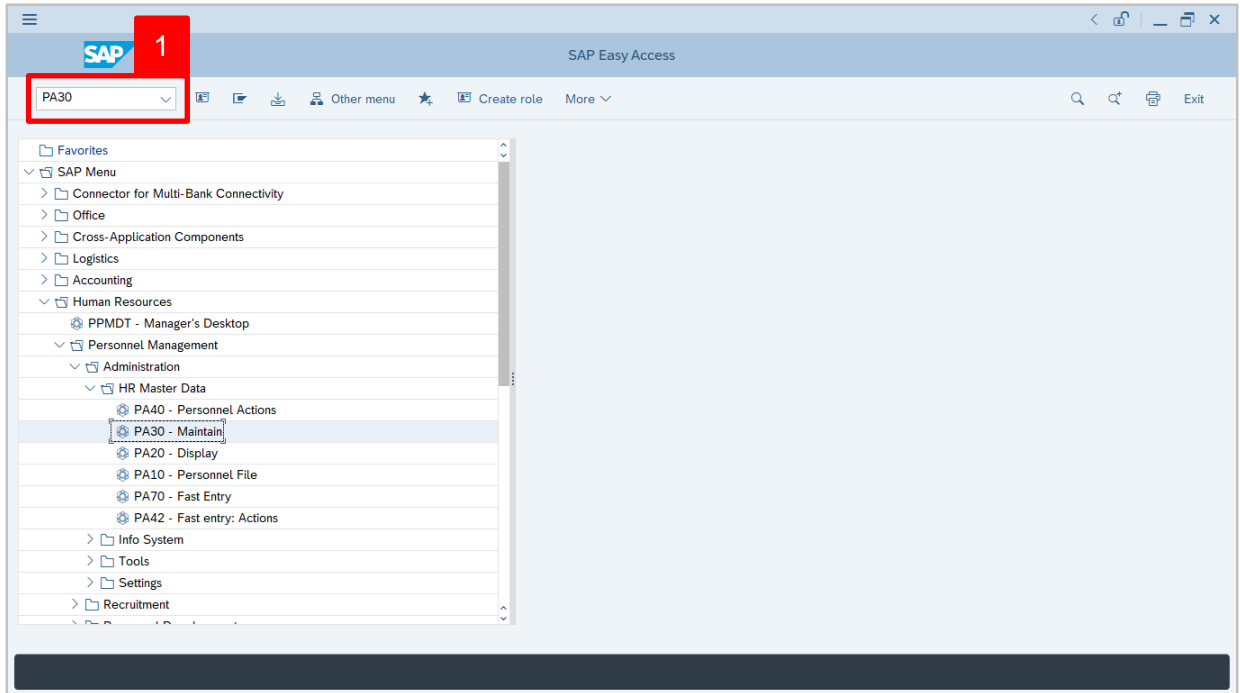
The **Personnel Actions (PA40)** page will be displayed.



**View Action
Overview**

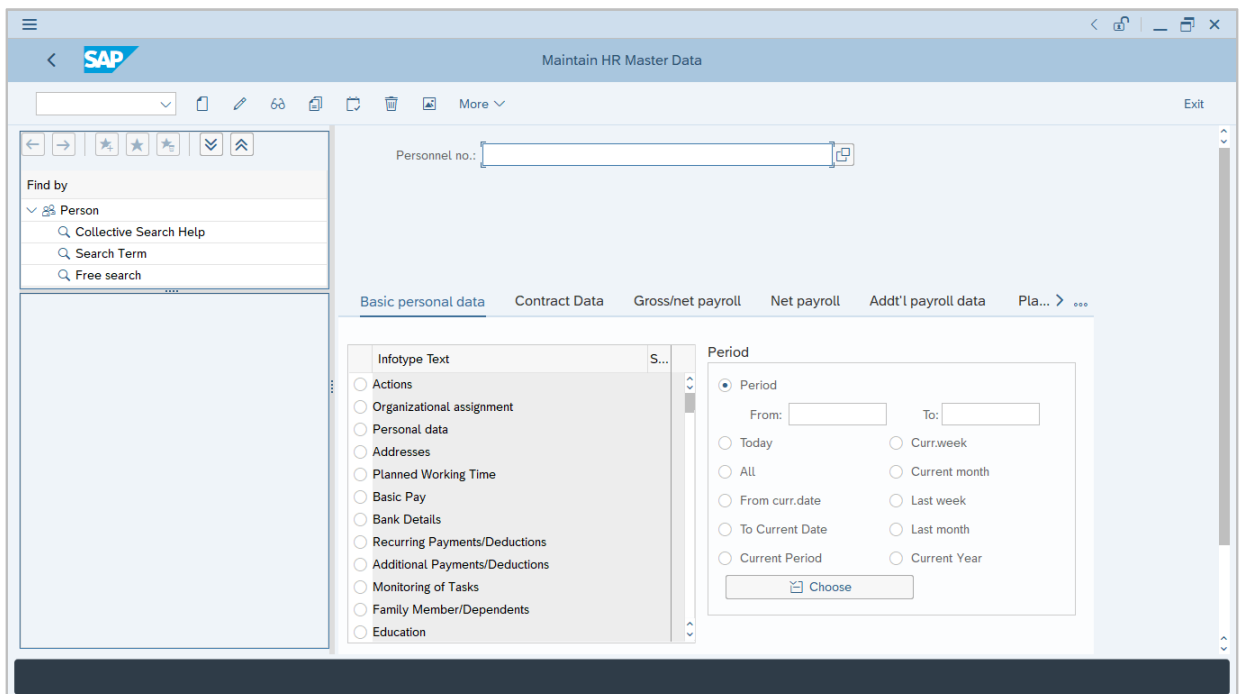
Back End User

Department HR Administrator and HR Administrator (JPA)



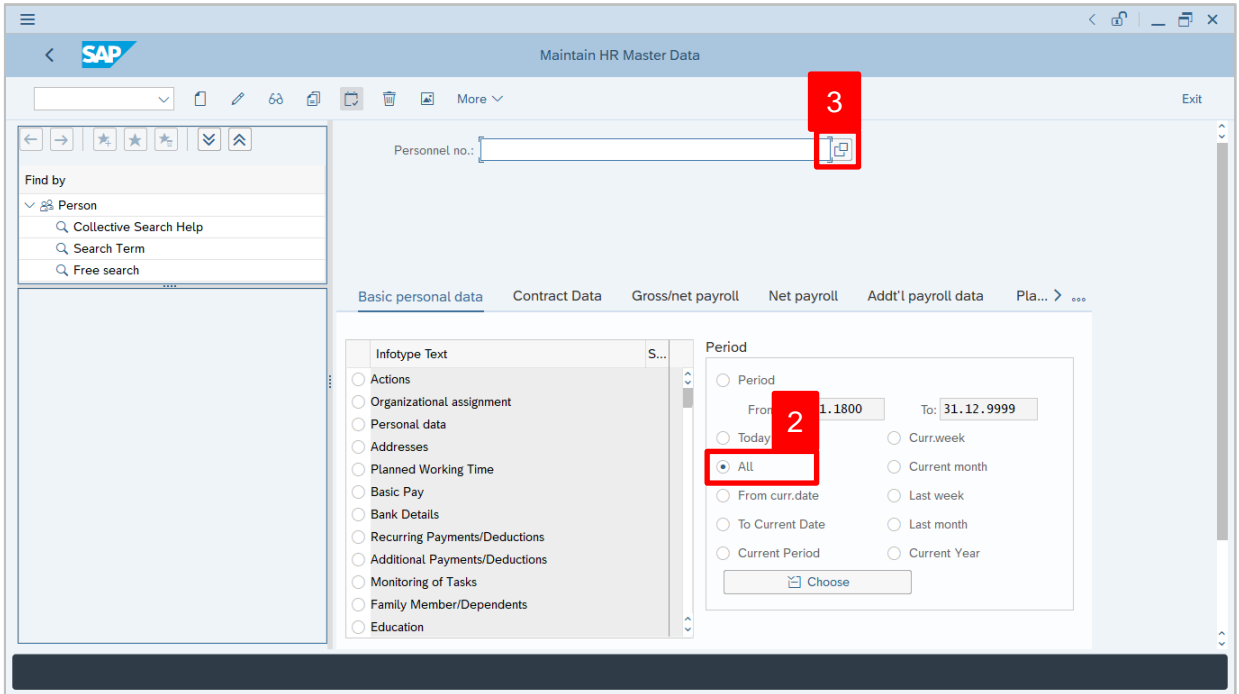
1. Navigate to **Maintain HR Master Data** page by entering transaction code, **PA30** in the Search Bar and press **Enter** button on the keyboard.


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

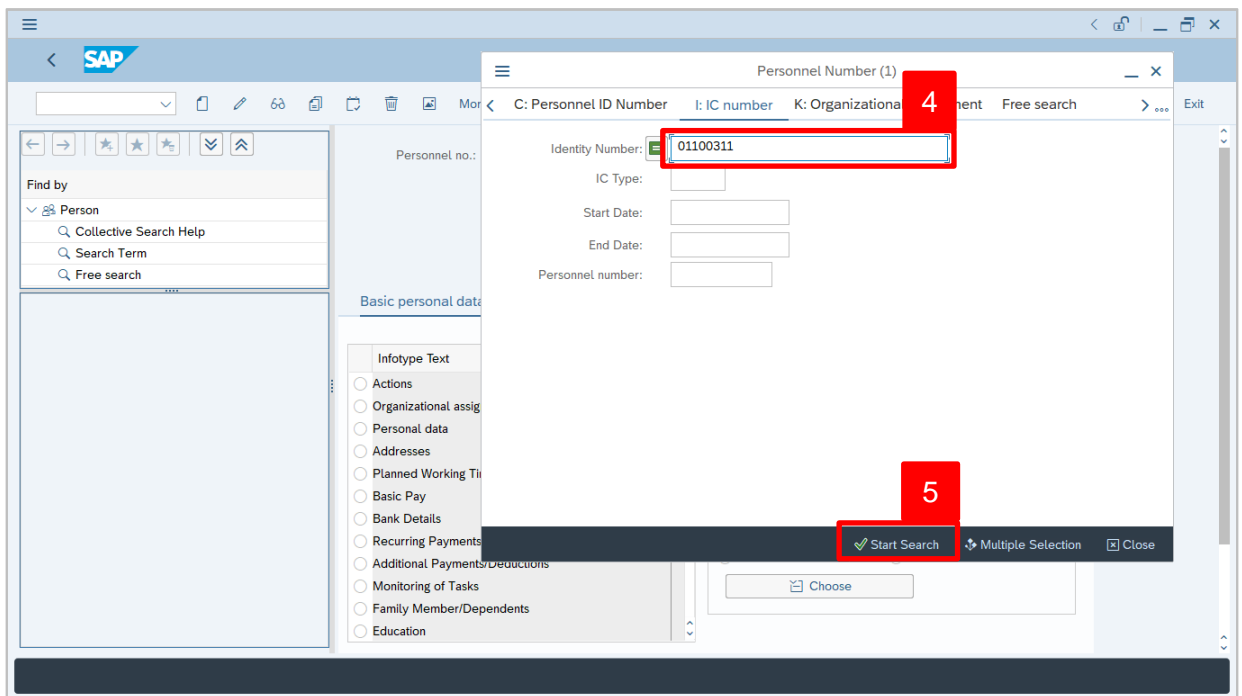



Note:

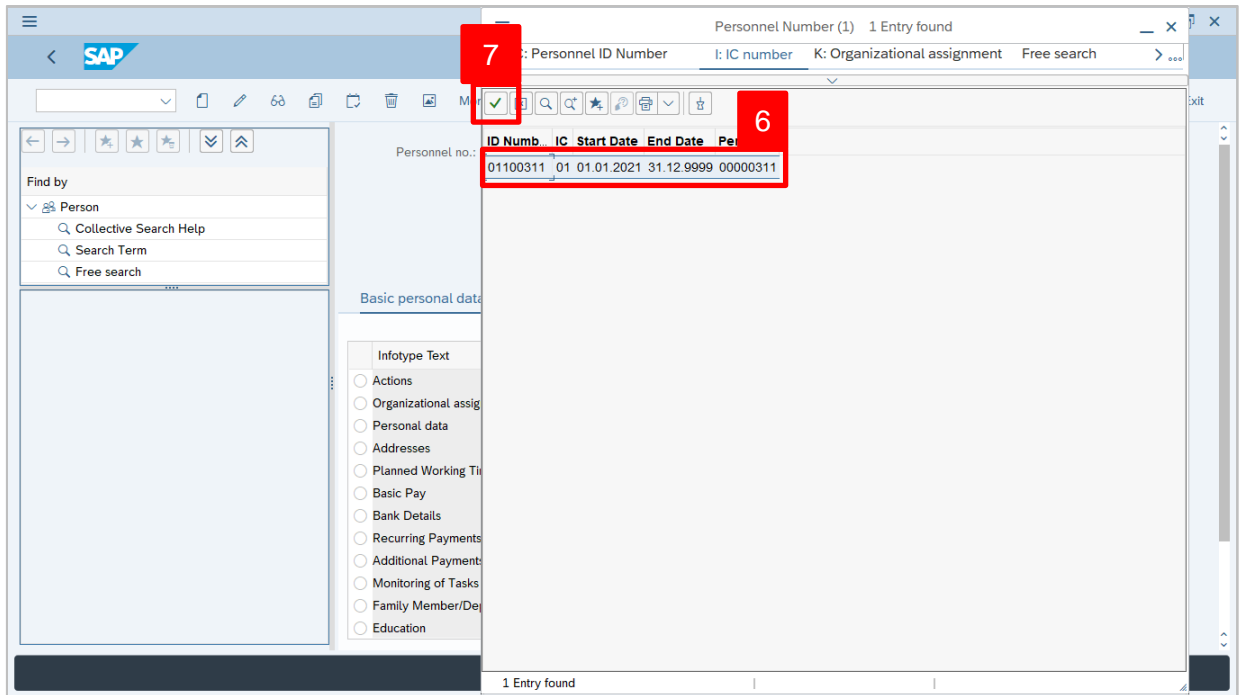
- Click on **SAP Menu > Human Resources > Personnel Management > Administration > HR Master Data > PA30 – Maintain**
- User may search for the personnel using their IC number via the Lookup icon.




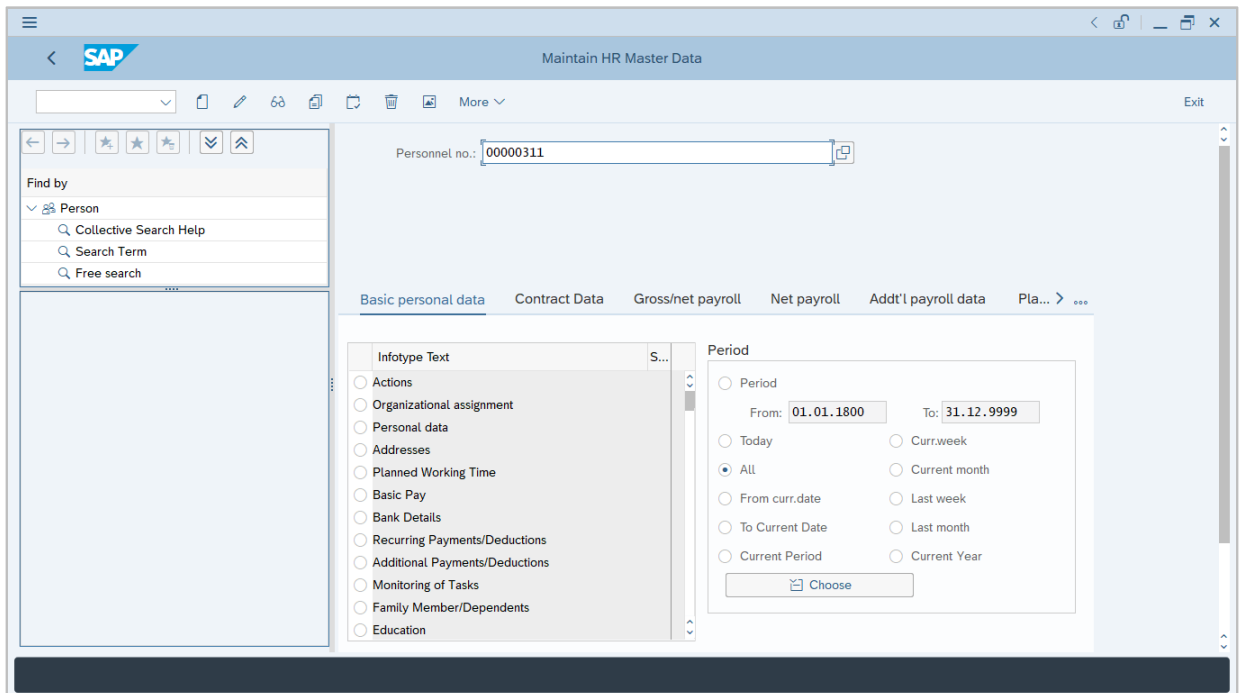
2. Under **Period** section, click on and select **ALL**
All data within this timeframe (From **01.01.1800** to **31.12.9999**) will be available.
3. Click on  icon for Personnel No.



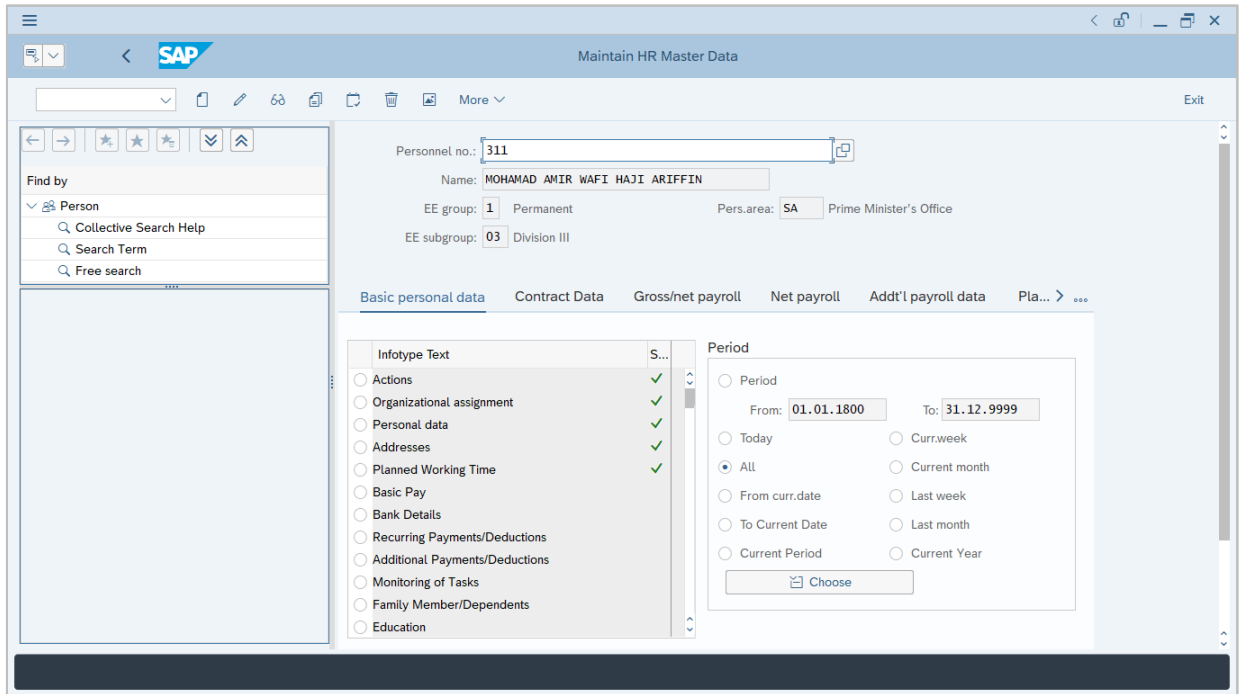
4. Enter the personnel IC Number.
5. Click on  icon.



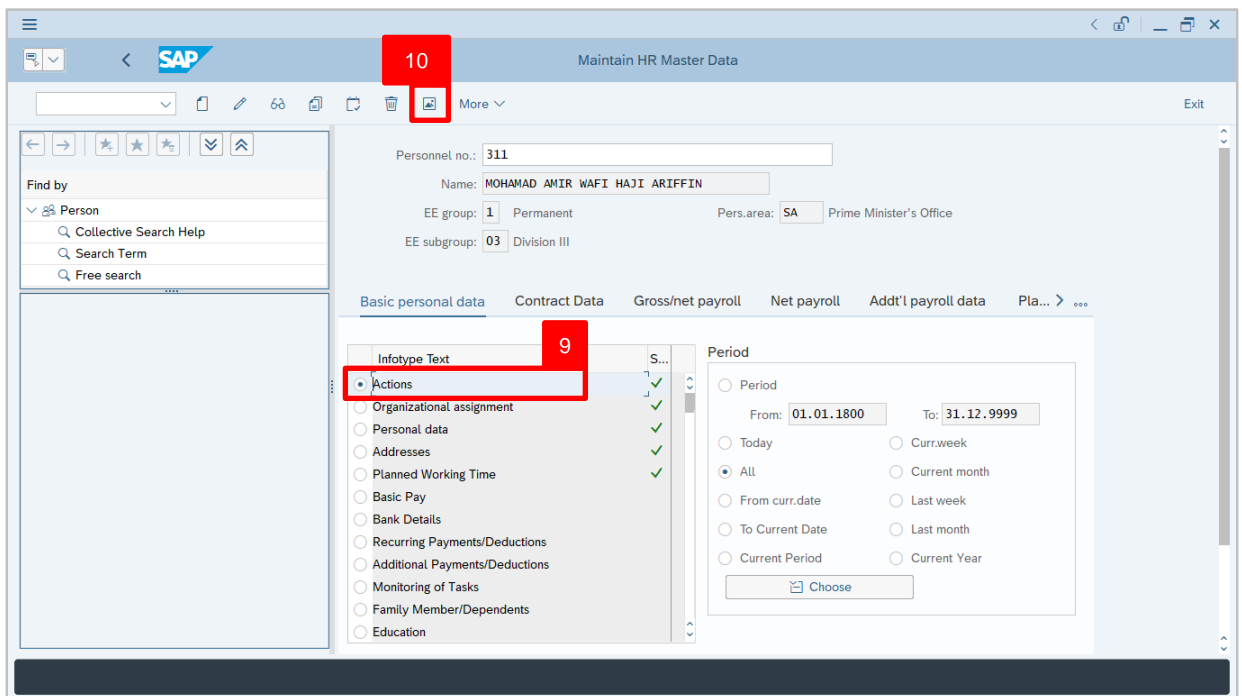
6. Select the searched personnel.
7. Click on  icon.



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



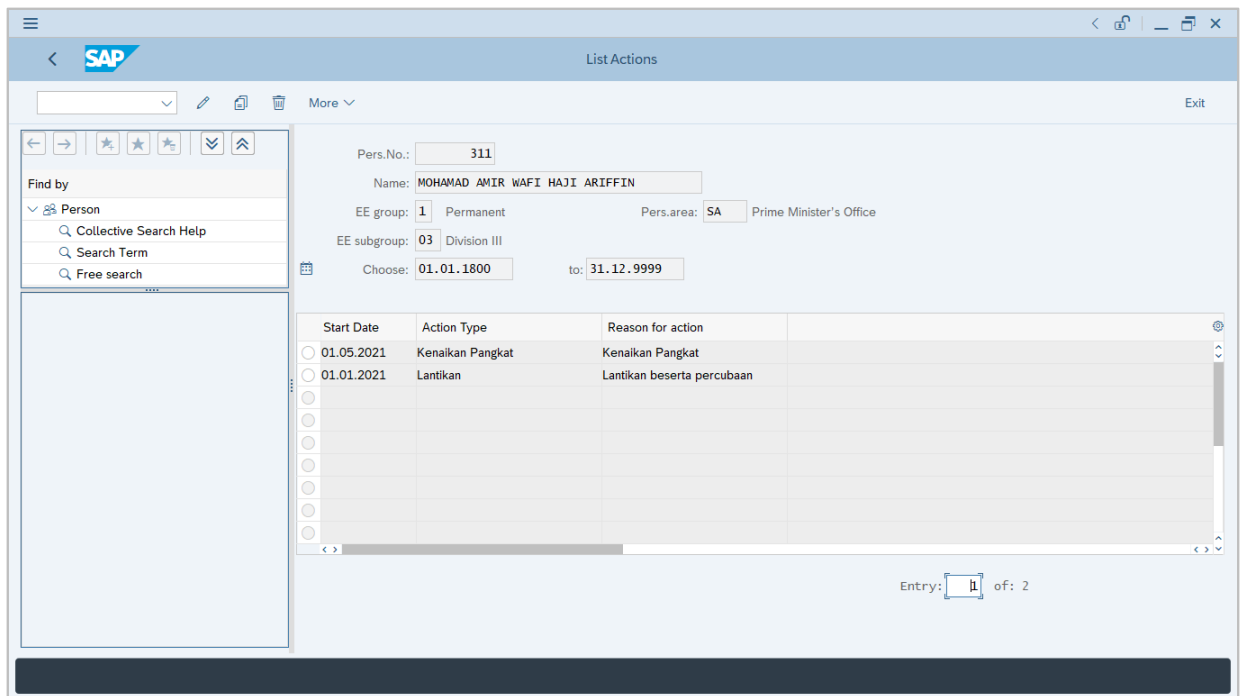
Note: The personnel information will be displayed.



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 a specific employee. The employee's details 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 main table displays the personnel actions:

Start Date	Action Type	Reason for action
<input type="radio"/> 01.05.2021	Kenaikan Pangkat	Kenaikan Pangkat
<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"/>		

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

User can view the personnel actions in this page.