SISTEM SUMBER MANUSIA

User Guide

for Back End User (SAP GUI)

Maintain Employee Movement (PA)

Application Type and Status Report

VERSION: 1.0

INTRODUCTION

This user guide acts as a reference for **Administrative Department Users** (back-end user) to manage **Employee Movement (PA).** All Company and 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 will be 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

Process Overview

Add Transaction Code to Favorites

```
Start → Log on SAP GUI → Right click on Favorites → Click on Insert Transaction → Enter ZPA_001 → Click on Tick icon → End
```

Generate Application Type and Status Report via ZPA_001

```
Start → Access ZPA_001 → Enter the Report fields → Click on Execute button → End
```

Sistem Sumber Manusia - Probation (Tempoh Percubaan)
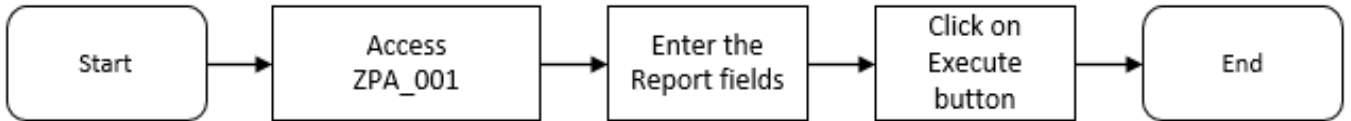
Add Transaction Code To Favorites	Backend User
	Department HR Administrator & JPA Approver

Log into SSM GUI (Back End) and proceed with the following steps.
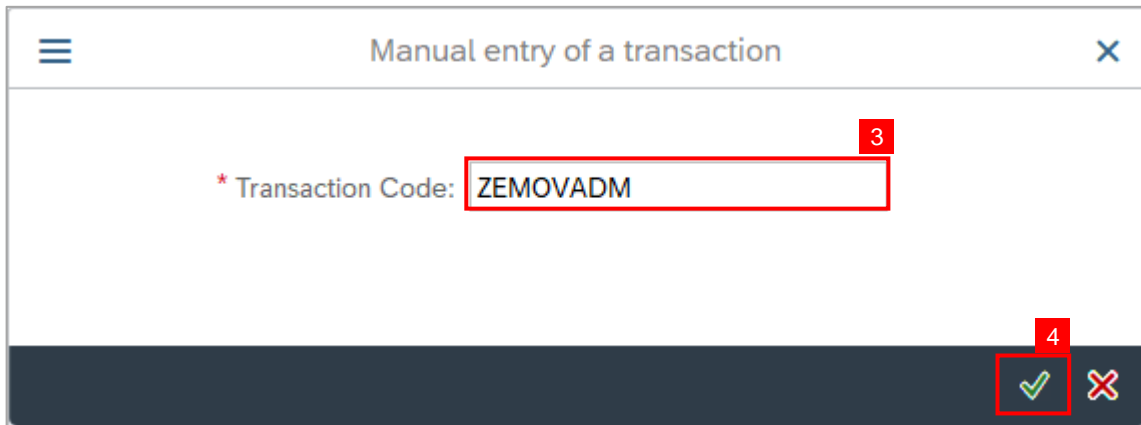
1. Right click on the **Favorites** folder.
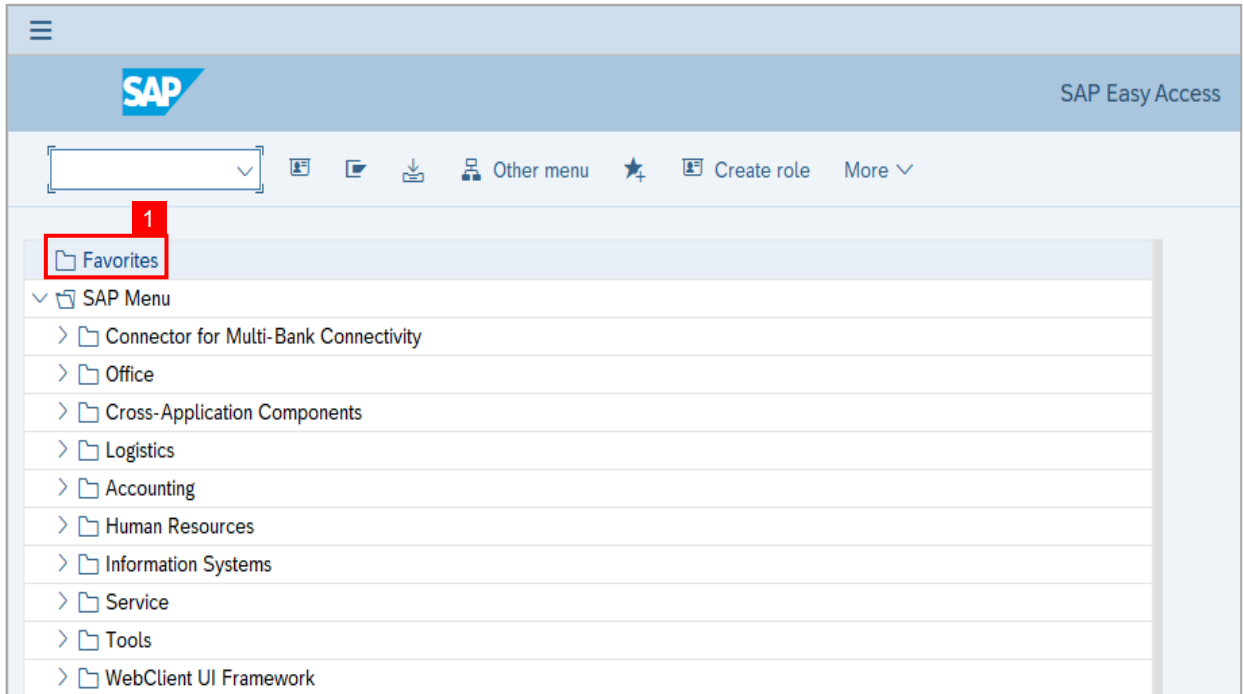
2. Click on **Insert Transaction**.
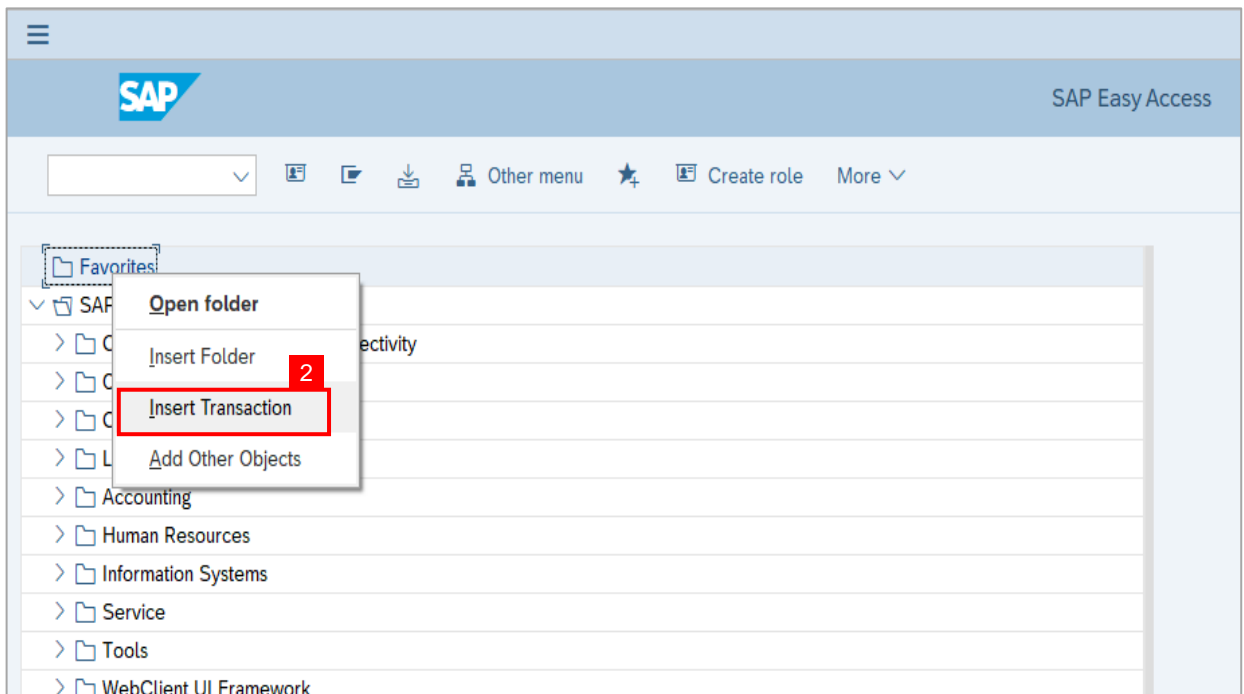
3. Enter Probation – Requestor Transaction Code **ZEMOVADM**

4. Click on **Continue** (Tick) icon.

Outcome: Probation - Requestor Transaction will be copied to your Favorites folder as

Employee Movement – Requestor.

Sistem Sumber Manusia - Probation (Tempoh Percubaan)
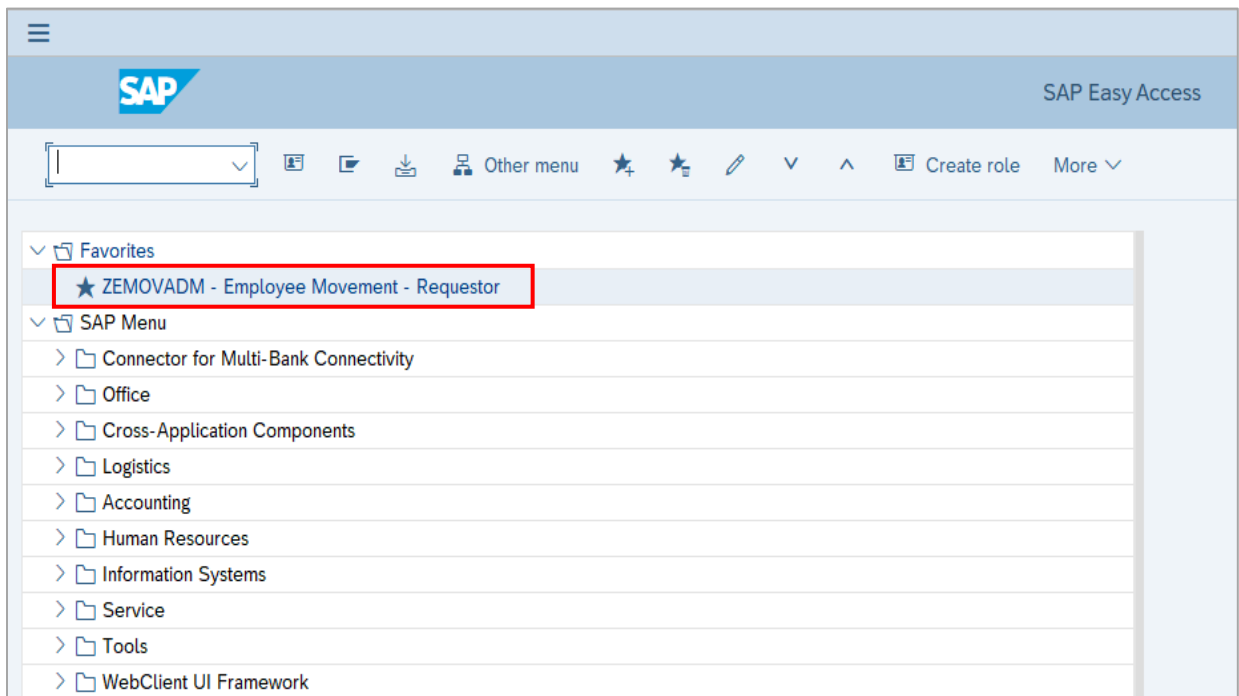
Application Type and Status Report	Backend User
	Department HR Administrator and JPA Approver

Log into SSM GUI (Back End) and proceed with the following steps.
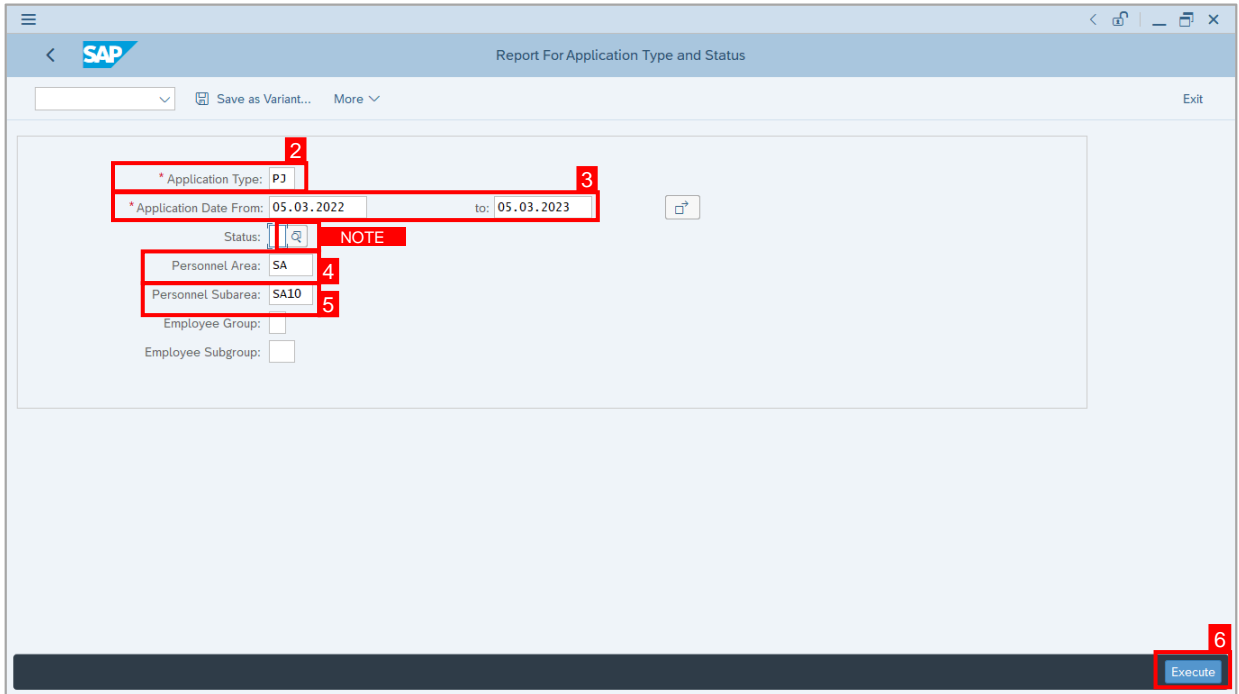
1. Enter transaction code **ZPA_001** in the search bar.
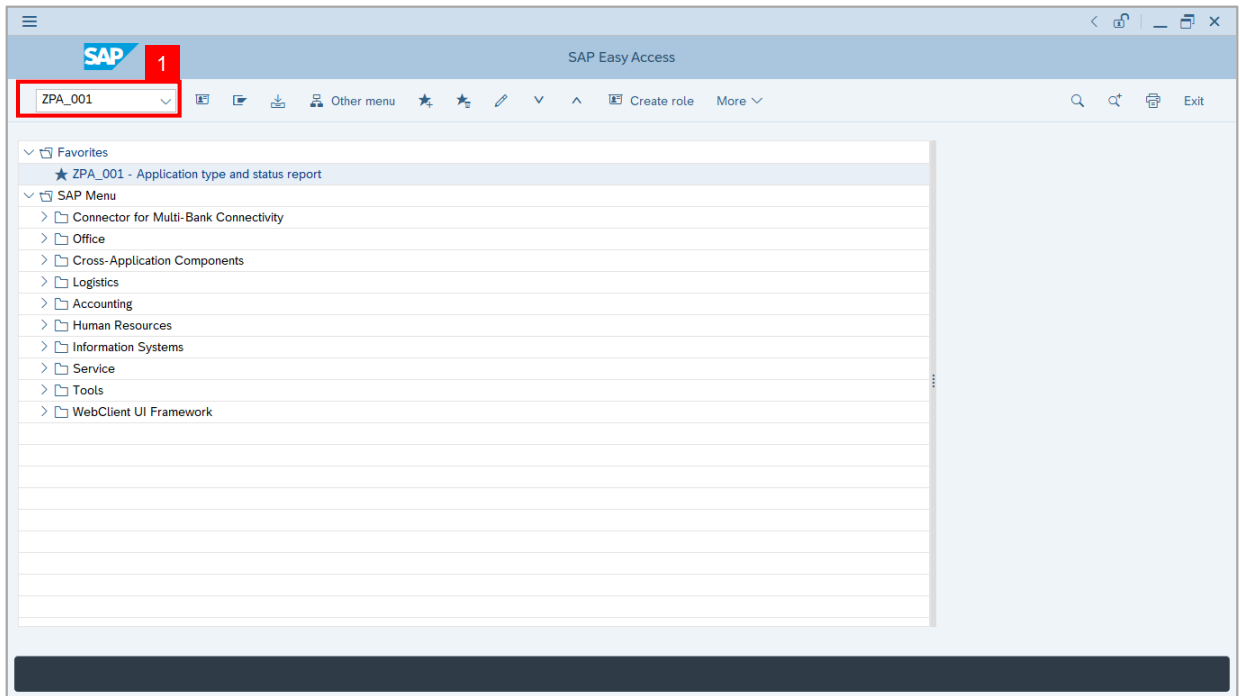
The **Application Type and Status Report** page will be displayed.
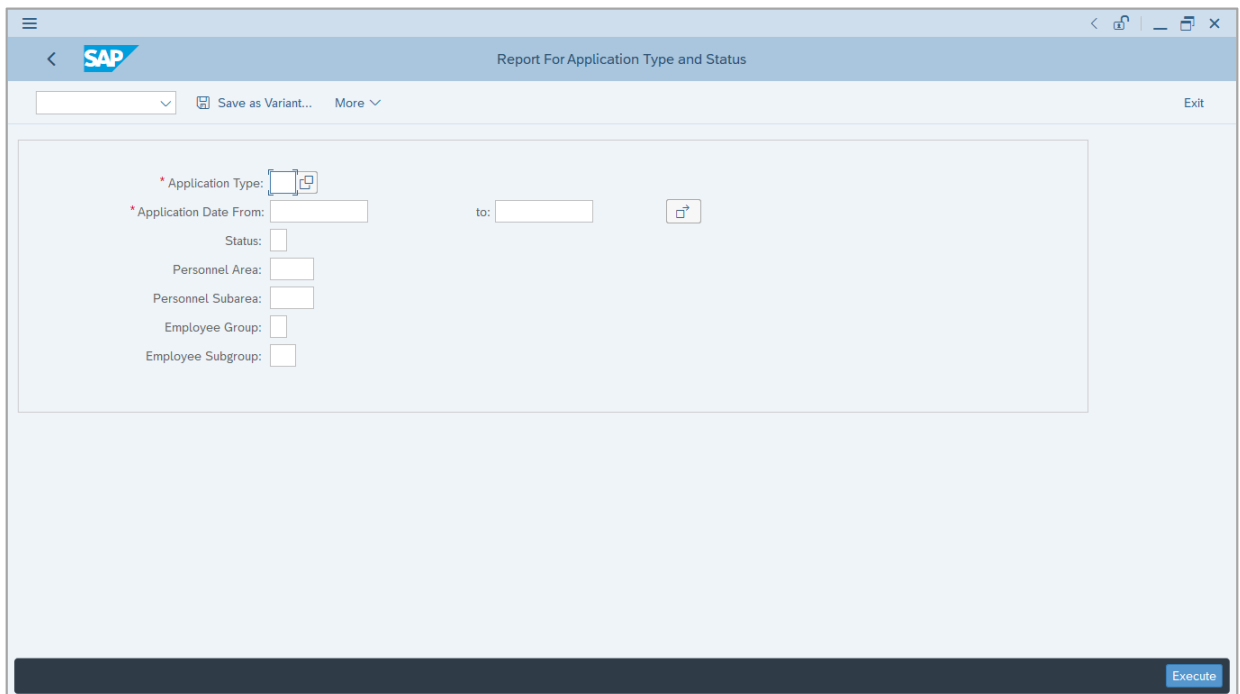
2. Enter the **Application Type.**

3. Enter the **Application Date From** and **To (Application Period).**

4. Enter the **Personnel Area.**

5. Enter the **Personnel Subarea.**

6. Click on **Execute** button.
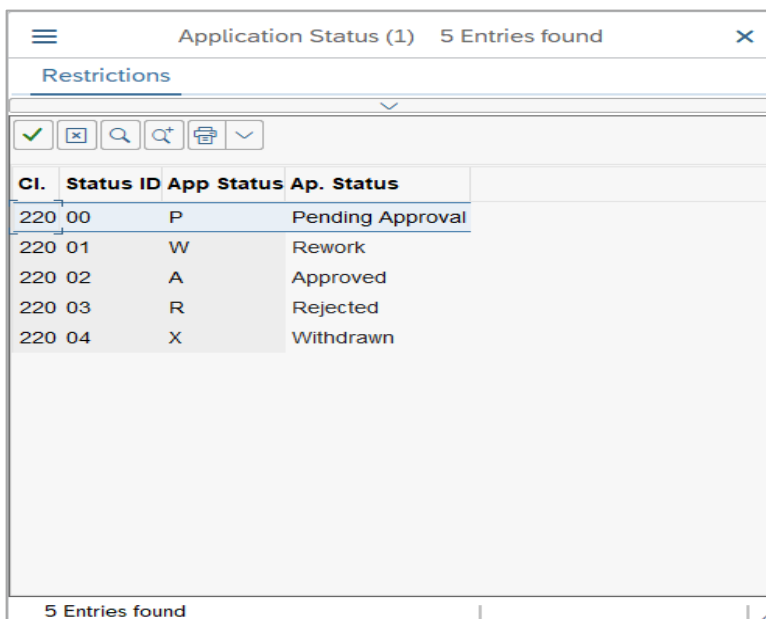
Note: Enter the **Status.** User can click on **Search** icon for **Application Status** to filter application results by selected status.

Sistem Sumber Manusia - Probation (Tempoh Percubaan)
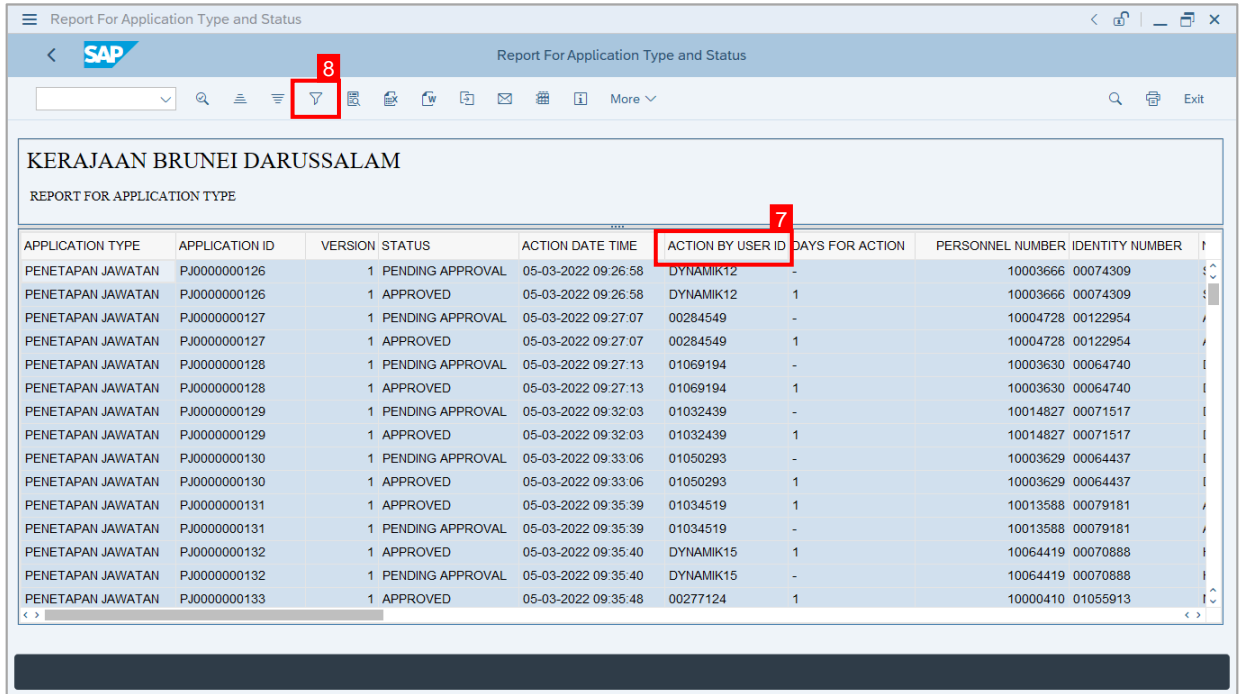
Note: The **Report For Application Type and Status** page will be displayed.

7. To further filter the report, click on any tab. Example, select **Action By User ID** tab.

8. Click on **Filter** icon.

9. Enter the filter values or click on **Lookup** icon to select the values.

10. Click on **Tick** button.
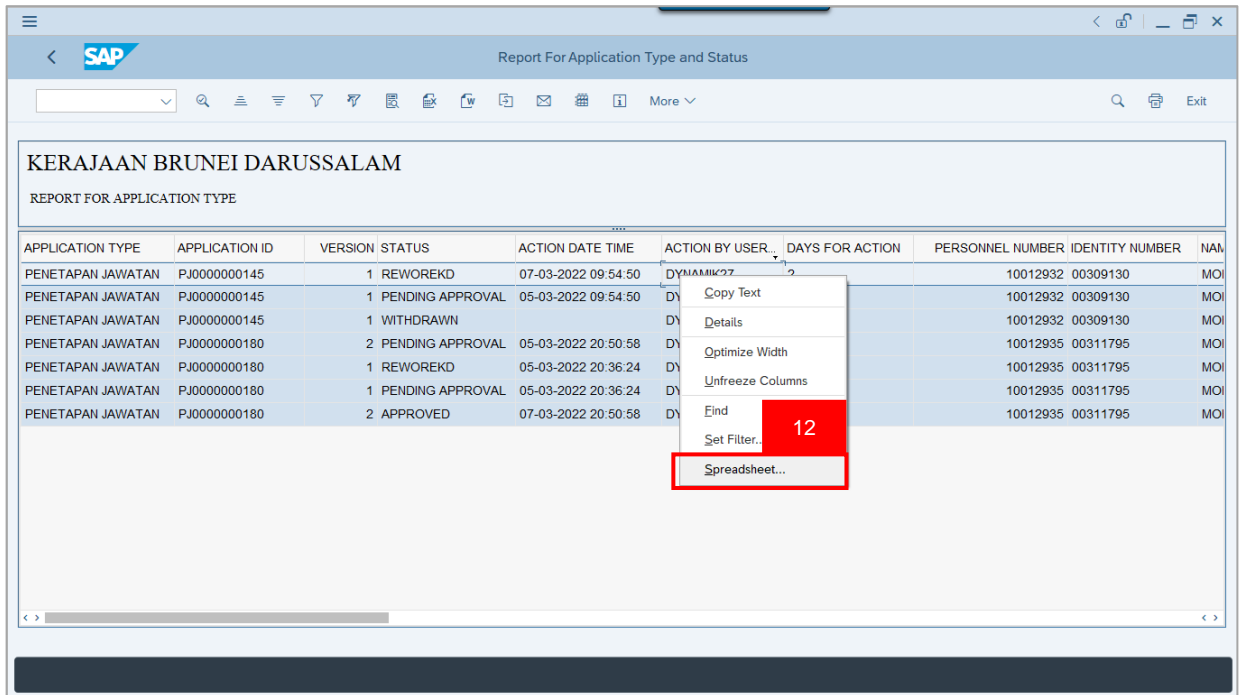
Note: The **Report For Application Type and Status (Filtered)** page will be displayed.

11. To export or save the report, place the mouse cursor onto the report and press **Right Click** button.
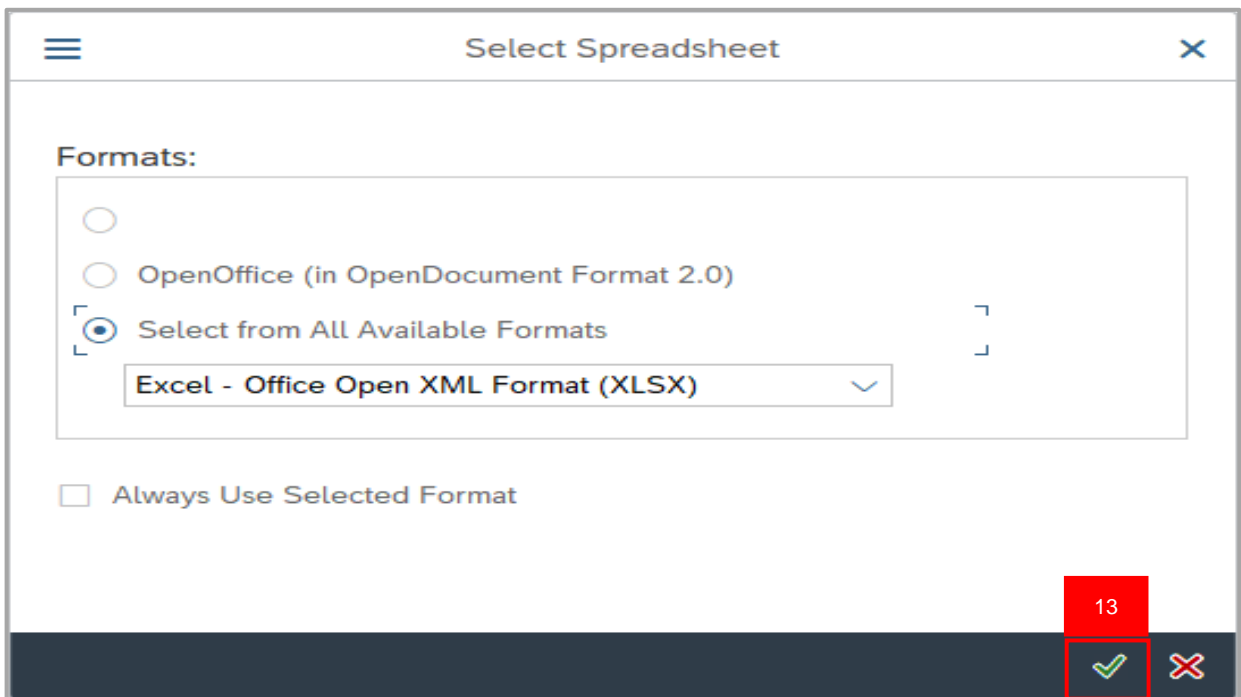
12. Click on **Spreadsheet.**

13. Click on **Tick** button.
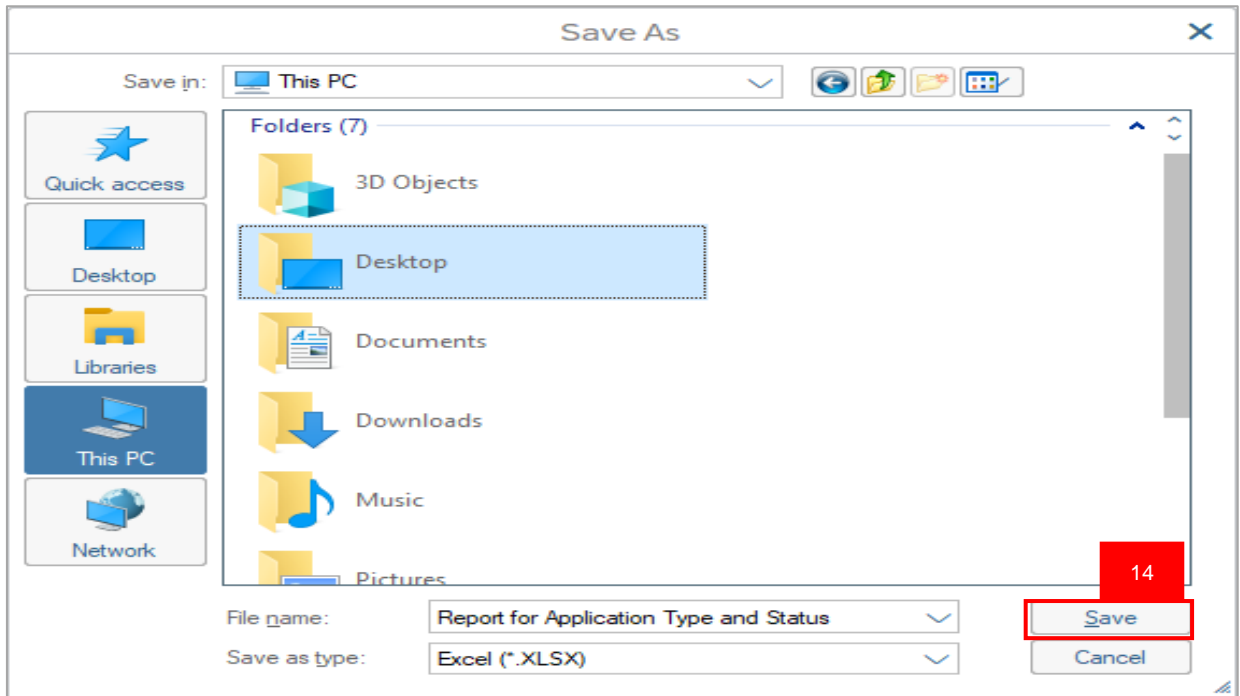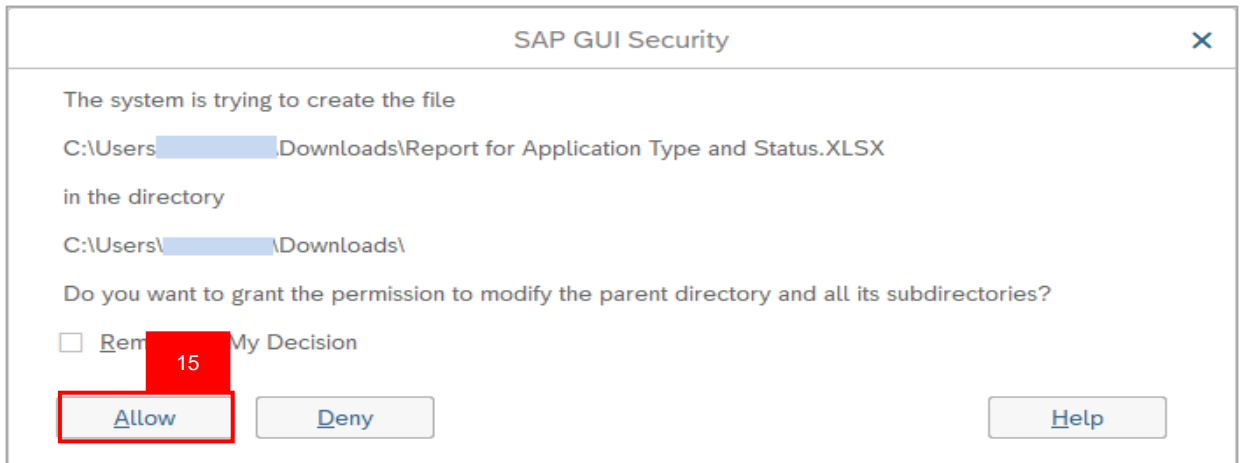

Note: The report will be exported in Excel format.

14. Click on **Save** button.

Note: User can rename the document and select the folder for saving.

15. Click on **Allow** button for SAP GUI Security.

Outcome: The **Report for Application Type and Status** is downloaded into the device.