



SISTEM SUMBER MANUSIA

User Guide

for Back End User (SAP GUI)

**Maintain Employee Movement (PA)
Application Type and Status Report**



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**.



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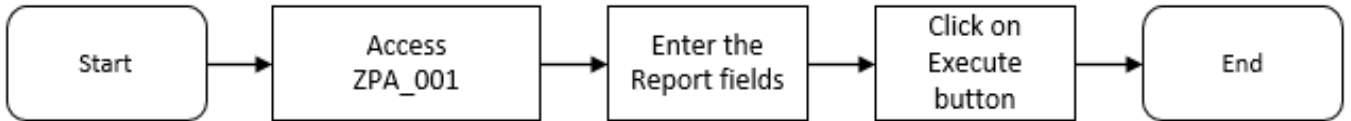


Process Overview

Add Transaction Code to Favorites



Generate Application Type and Status Report via ZPA_001



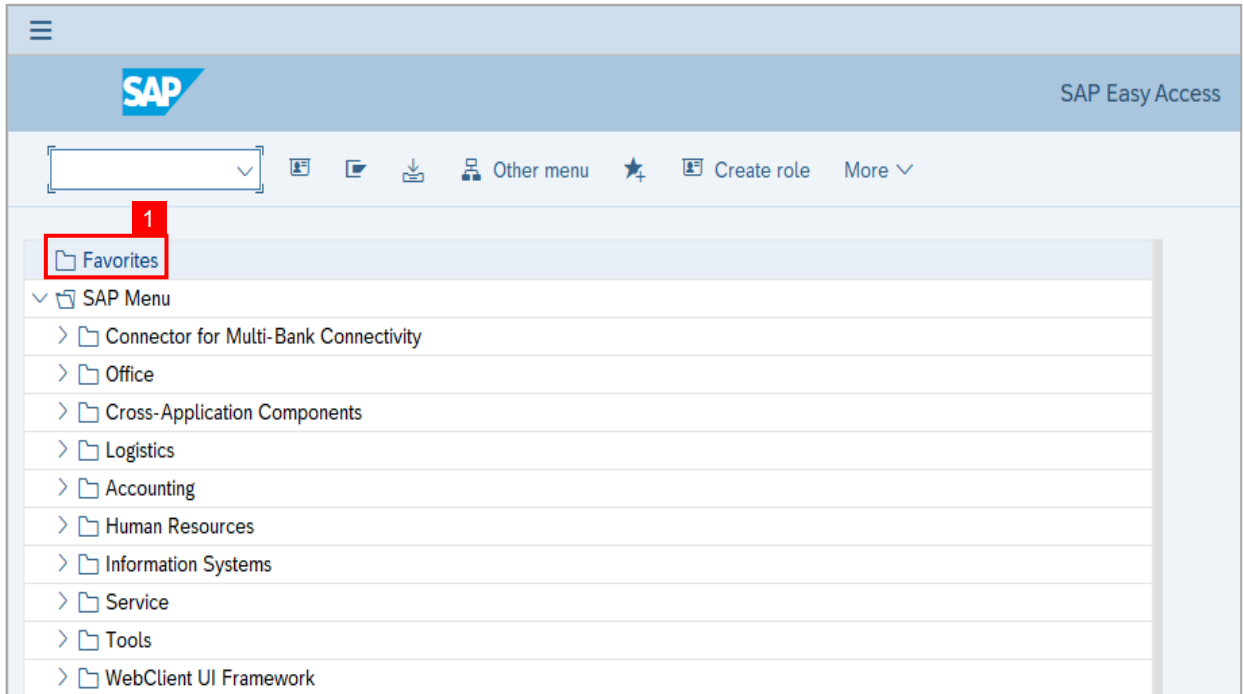
Add Transaction Code To Favorites

Backend User

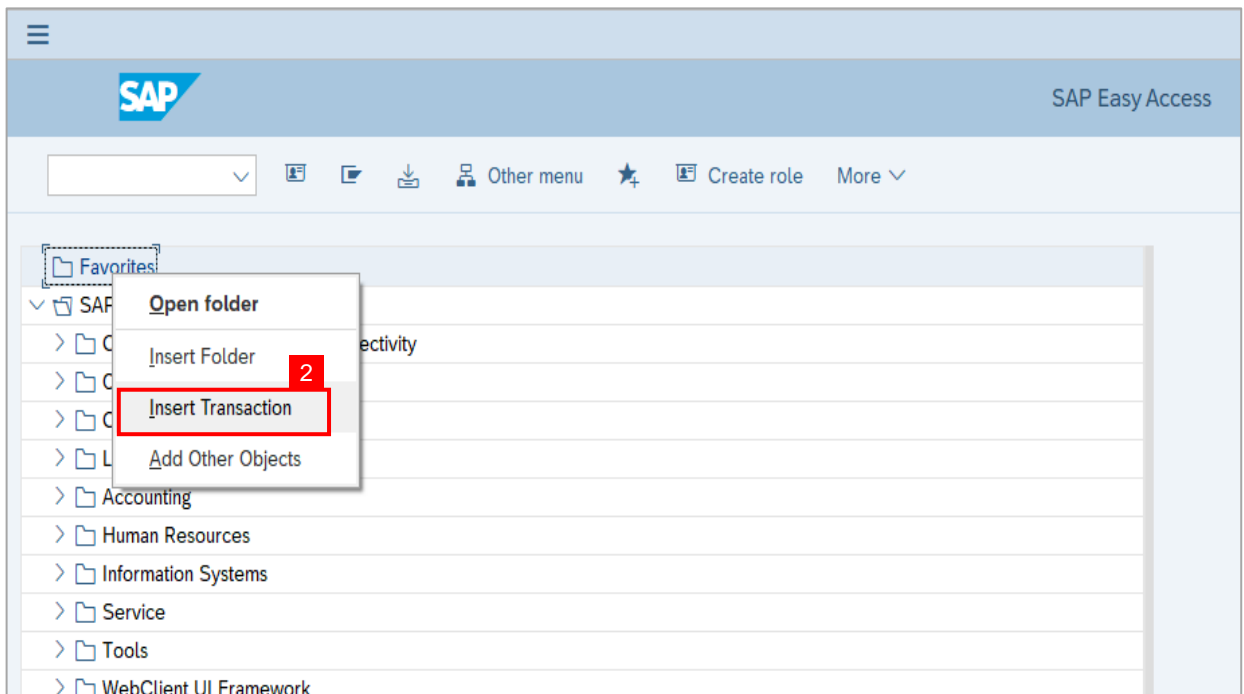
Department HR Administrator & JPA Approver

Log into SSM GUI (Back End) and proceed with the following steps.

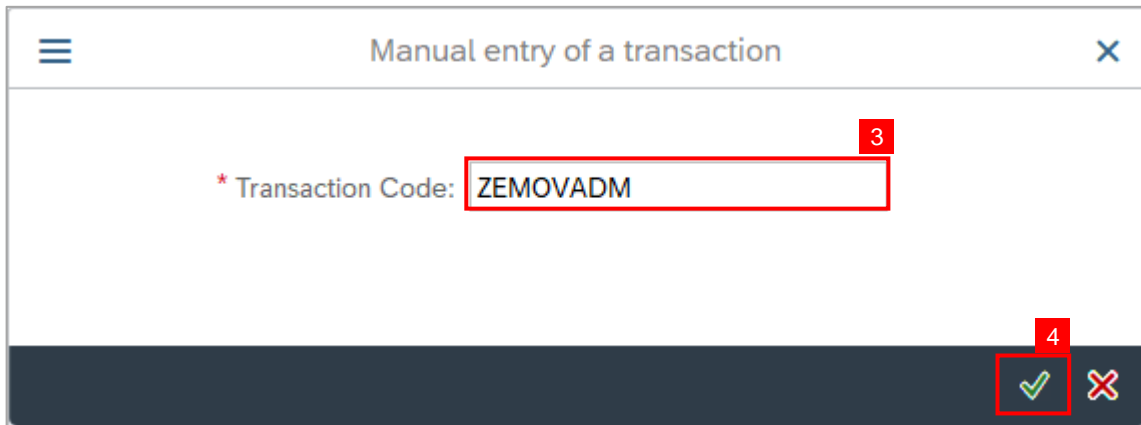
1. Right click on the **Favorites** folder.



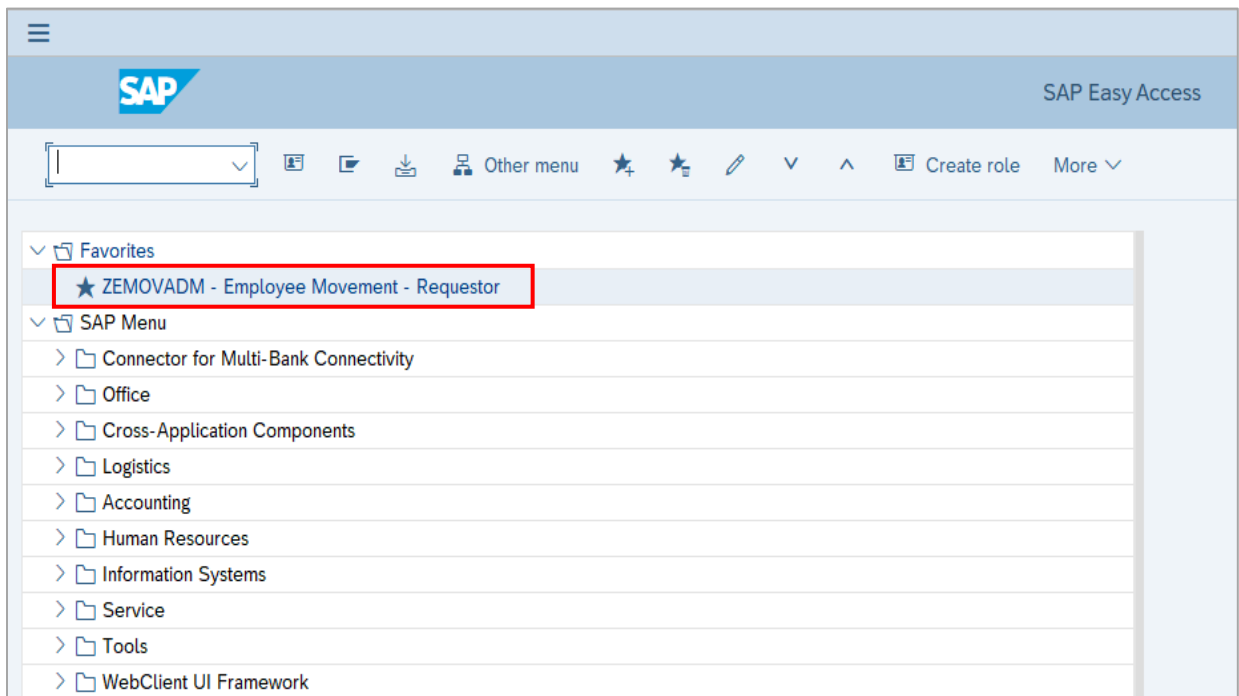
2. Click on **Insert Transaction**.



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.



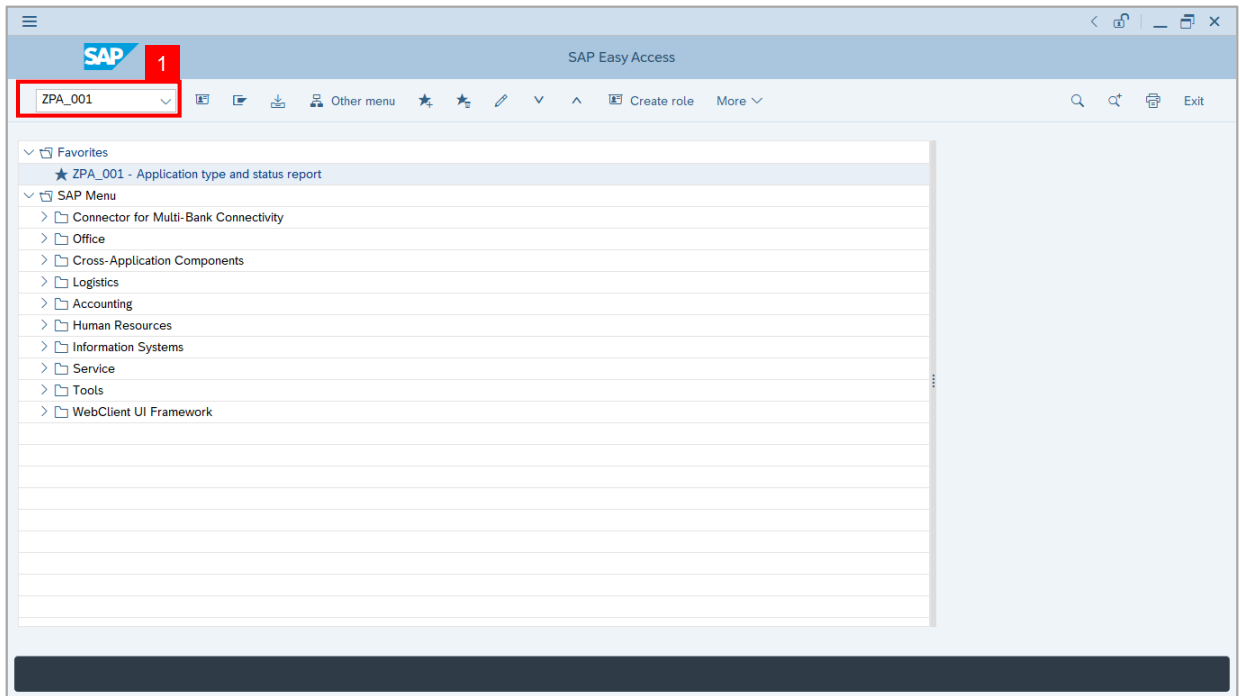
Application Type and Status Report

Backend User

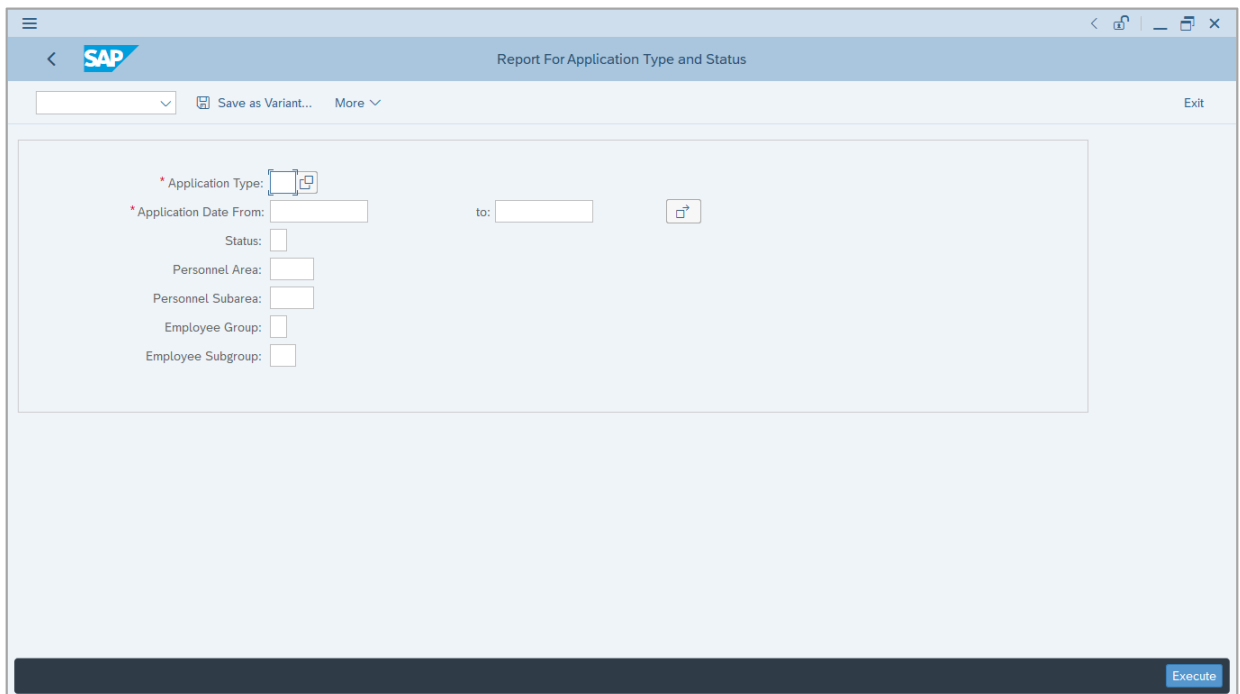
Department HR Administrator and JPA Approver

Log into SSM GUI (Back End) and proceed with the following steps.

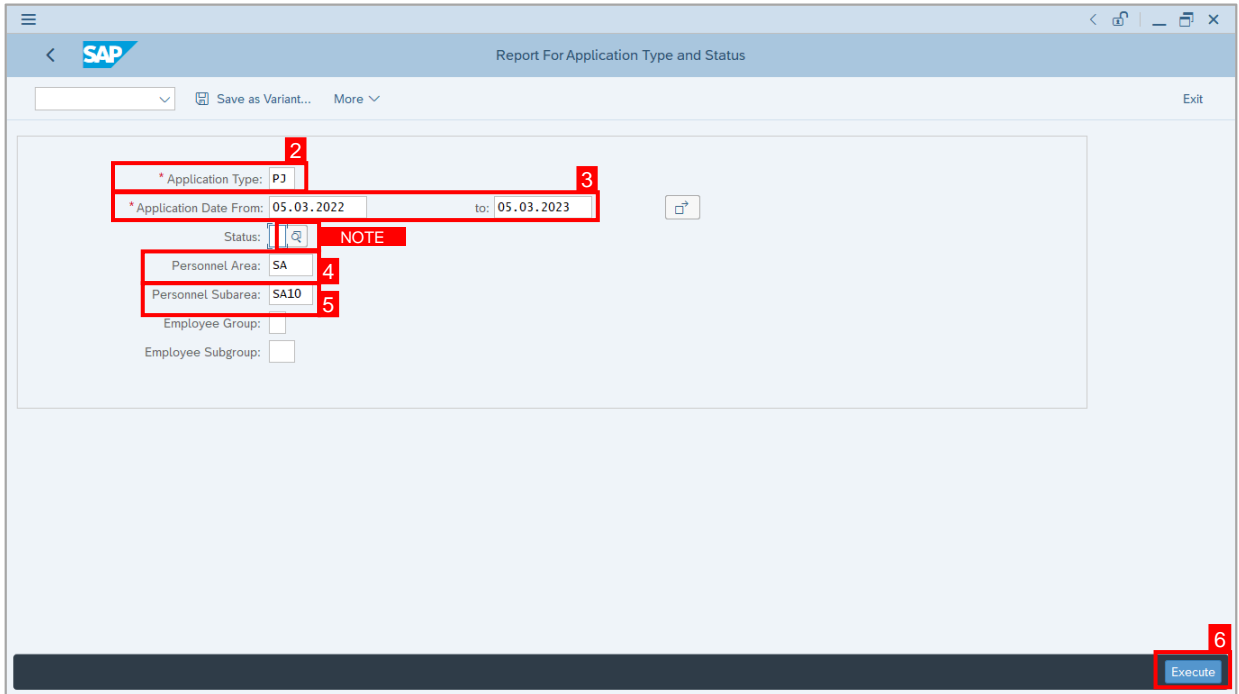
1. Enter transaction code **ZPA_001** in the search bar.



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.

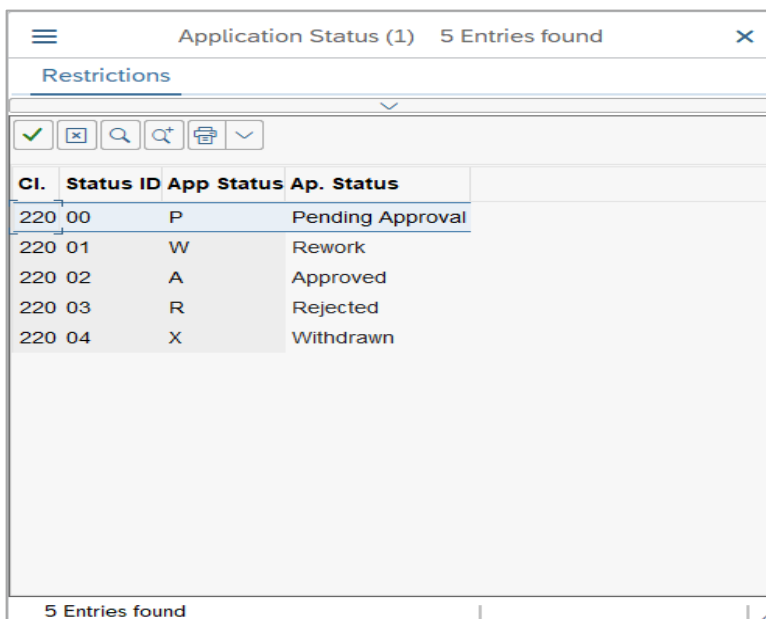


The screenshot shows the SAP GUI interface for the report 'Report For Application Type and Status'. The input fields are highlighted with red boxes and numbered 2 through 6:

- 2: * Application Type: P3
- 3: * Application Date From: 05.03.2022 to: 05.03.2023
- 4: Personnel Area: SA
- 5: Personnel Subarea: SA10
- 6: Execute button

Other visible fields include Status, Employee Group, and Employee Subgroup. A 'NOTE' icon is also present next to the Status field.

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



The screenshot shows the SAP GUI interface for the report 'Application Status (1) 5 Entries found'. The table displays the following data:

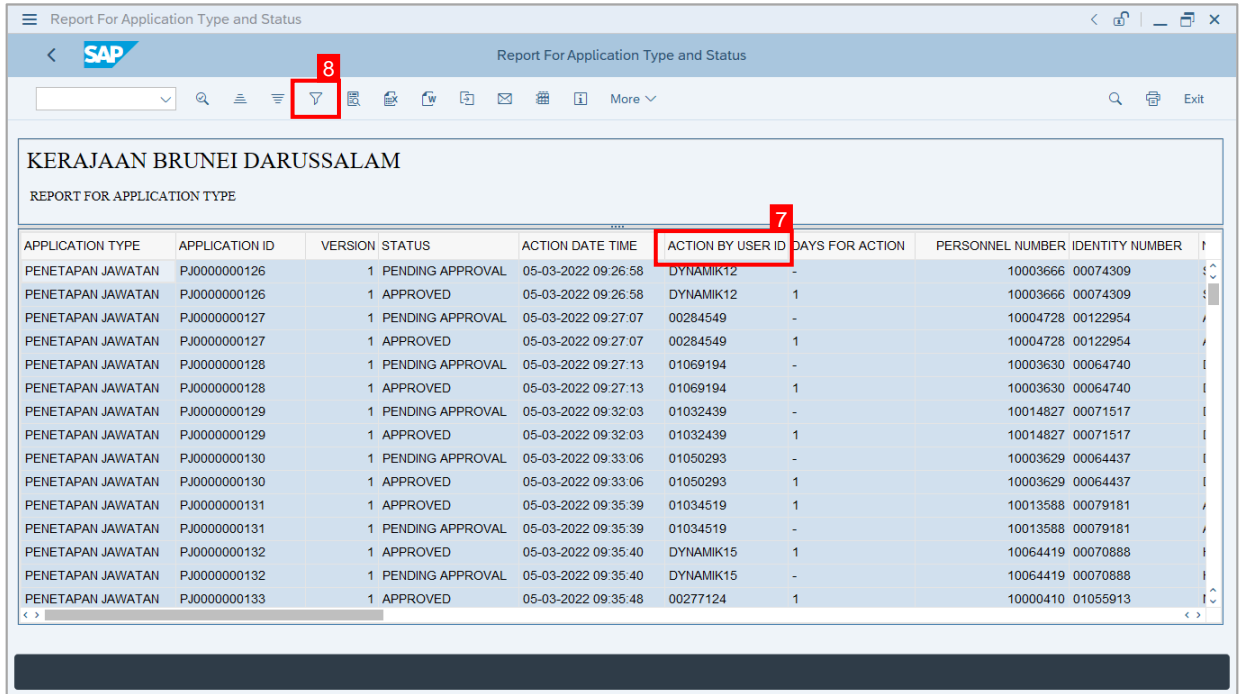
Cl.	Status ID	App Status	Ap. Status
220 00	P		Pending Approval
220 01	W		Rework
220 02	A		Approved
220 03	R		Rejected
220 04	X		Withdrawn

5 Entries found

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.

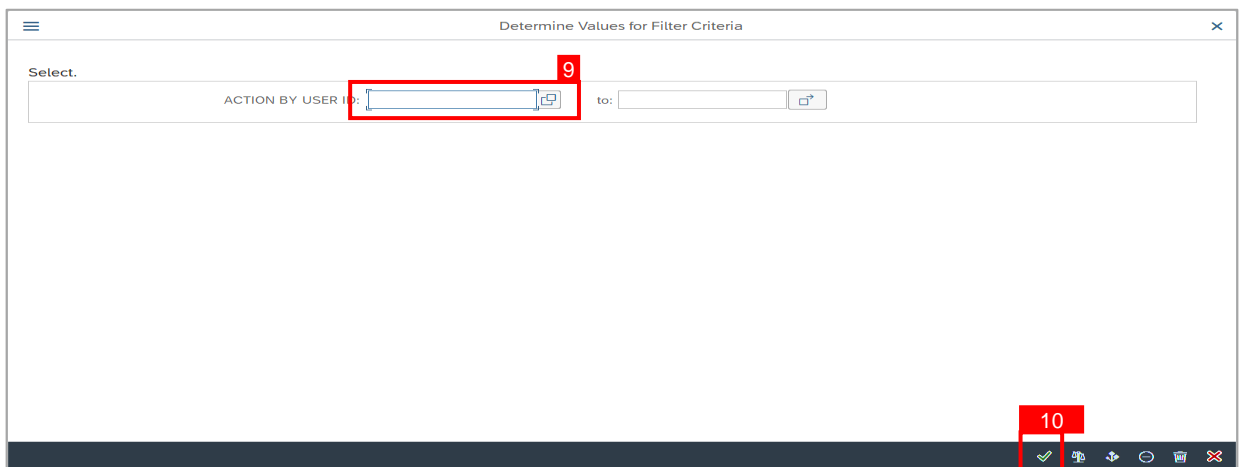


The screenshot shows the SAP report interface for 'KERAJAAN BRUNEI DARUSSALAM'. The report title is 'REPORT FOR APPLICATION TYPE'. A table lists application details with columns: APPLICATION TYPE, APPLICATION ID, VERSION, STATUS, ACTION DATE TIME, ACTION BY USER ID, DAYS FOR ACTION, PERSONNEL NUMBER, and IDENTITY NUMBER. A red box labeled '7' highlights the 'ACTION BY USER ID' column header. Another red box labeled '8' highlights the filter icon in the top toolbar.

APPLICATION TYPE	APPLICATION ID	VERSION	STATUS	ACTION DATE TIME	ACTION BY USER ID	DAYS FOR ACTION	PERSONNEL NUMBER	IDENTITY NUMBER
PENETAPAN JAWATAN	PJ0000000126	1	PENDING APPROVAL	05-03-2022 09:26:58	DYNAMIK12	-	10003666	00074309
PENETAPAN JAWATAN	PJ0000000126	1	APPROVED	05-03-2022 09:26:58	DYNAMIK12	1	10003666	00074309
PENETAPAN JAWATAN	PJ0000000127	1	PENDING APPROVAL	05-03-2022 09:27:07	00284549	-	10004728	00122954
PENETAPAN JAWATAN	PJ0000000127	1	APPROVED	05-03-2022 09:27:07	00284549	1	10004728	00122954
PENETAPAN JAWATAN	PJ0000000128	1	PENDING APPROVAL	05-03-2022 09:27:13	01069194	-	10003630	00064740
PENETAPAN JAWATAN	PJ0000000128	1	APPROVED	05-03-2022 09:27:13	01069194	1	10003630	00064740
PENETAPAN JAWATAN	PJ0000000129	1	PENDING APPROVAL	05-03-2022 09:32:03	01032439	-	10014827	00071517
PENETAPAN JAWATAN	PJ0000000129	1	APPROVED	05-03-2022 09:32:03	01032439	1	10014827	00071517
PENETAPAN JAWATAN	PJ0000000130	1	PENDING APPROVAL	05-03-2022 09:33:06	01050293	-	10003629	00064437
PENETAPAN JAWATAN	PJ0000000130	1	APPROVED	05-03-2022 09:33:06	01050293	1	10003629	00064437
PENETAPAN JAWATAN	PJ0000000131	1	APPROVED	05-03-2022 09:35:39	01034519	1	10013588	00079181
PENETAPAN JAWATAN	PJ0000000131	1	PENDING APPROVAL	05-03-2022 09:35:39	01034519	-	10013588	00079181
PENETAPAN JAWATAN	PJ0000000132	1	APPROVED	05-03-2022 09:35:40	DYNAMIK15	1	10064419	00070888
PENETAPAN JAWATAN	PJ0000000132	1	PENDING APPROVAL	05-03-2022 09:35:40	DYNAMIK15	-	10064419	00070888
PENETAPAN JAWATAN	PJ0000000133	1	APPROVED	05-03-2022 09:35:48	00277124	1	10000410	01055913

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

10. Click on **Tick** button.

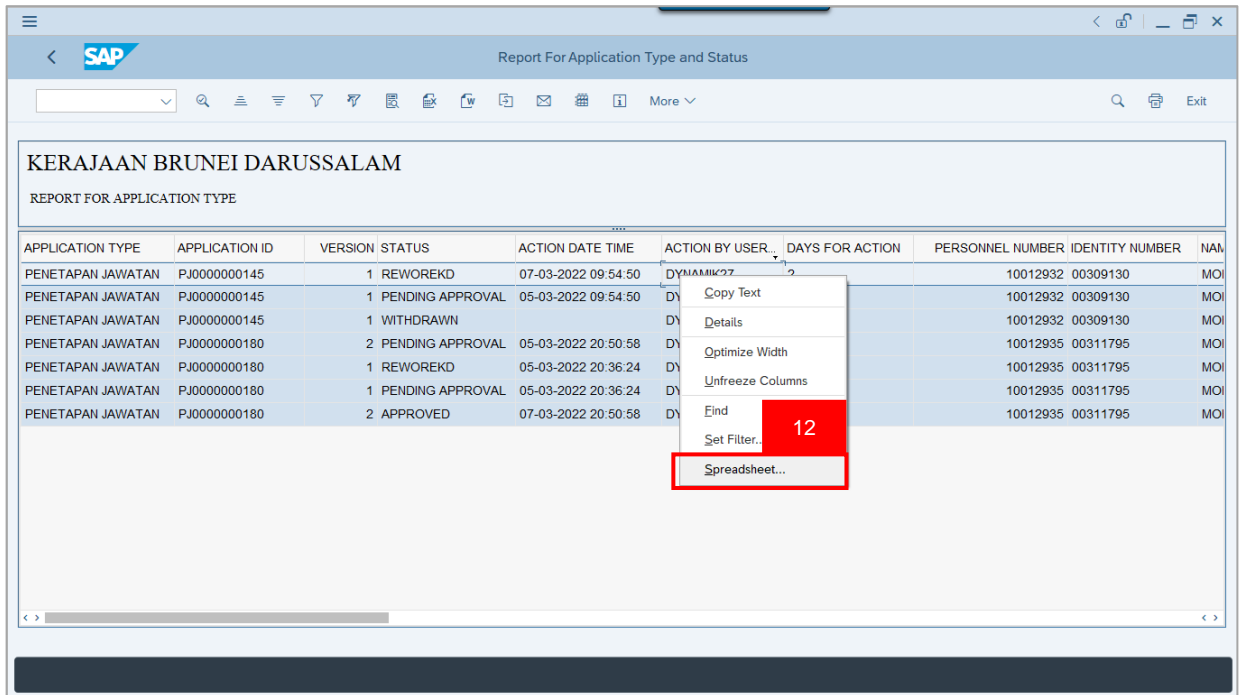


The screenshot shows the 'Determine Values for Filter Criteria' dialog box. It has a 'Select.' label and a text input field for 'ACTION BY USER ID:'. A red box labeled '9' highlights the input field. To the right of the input field is a 'to:' label and another input field. At the bottom right, there is a 'Tick' button (a checkmark icon) highlighted with a red box labeled '10'.

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.

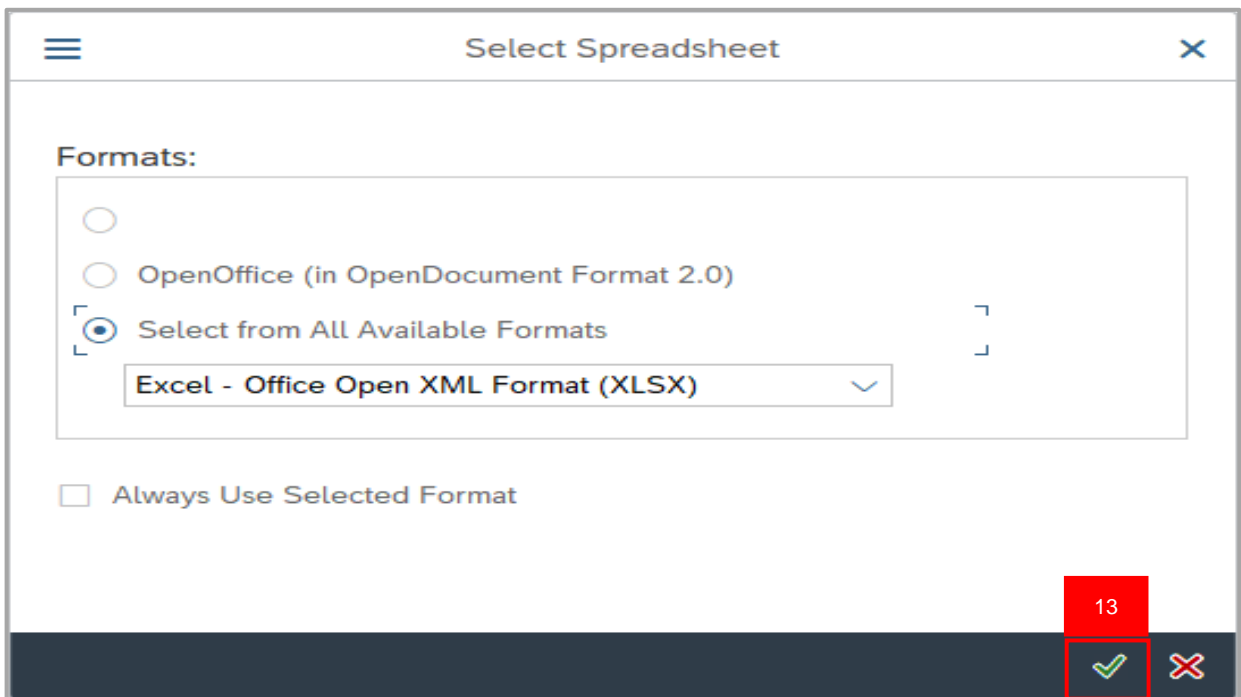
12. Click on **Spreadsheet**.



KERAJAAN BRUNEI DARUSSALAM
REPORT FOR APPLICATION TYPE

APPLICATION TYPE	APPLICATION ID	VERSION	STATUS	ACTION DATE TIME	ACTION BY USER...	DAYS FOR ACTION	PERSONNEL NUMBER	IDENTITY NUMBER	NAM
PENETAPAN JAWATAN	PJ0000000145	1	REWOREKD	07-03-2022 09:54:50	DYNAMIC97	2	10012932	00309130	MOI
PENETAPAN JAWATAN	PJ0000000145	1	PENDING APPROVAL	05-03-2022 09:54:50	DY		10012932	00309130	MOI
PENETAPAN JAWATAN	PJ0000000145	1	WITHDRAWN		DY		10012932	00309130	MOI
PENETAPAN JAWATAN	PJ0000000180	2	PENDING APPROVAL	05-03-2022 20:50:58	DY		10012935	00311795	MOI
PENETAPAN JAWATAN	PJ0000000180	1	REWOREKD	05-03-2022 20:36:24	DY		10012935	00311795	MOI
PENETAPAN JAWATAN	PJ0000000180	1	PENDING APPROVAL	05-03-2022 20:36:24	DY		10012935	00311795	MOI
PENETAPAN JAWATAN	PJ0000000180	2	APPROVED	07-03-2022 20:50:58	DY		10012935	00311795	MOI

13. Click on **Tick** button.



Select Spreadsheet

Formats:

- OpenOffice (in OpenDocument Format 2.0)
- Select from All Available Formats

Excel - Office Open XML Format (XLSX)

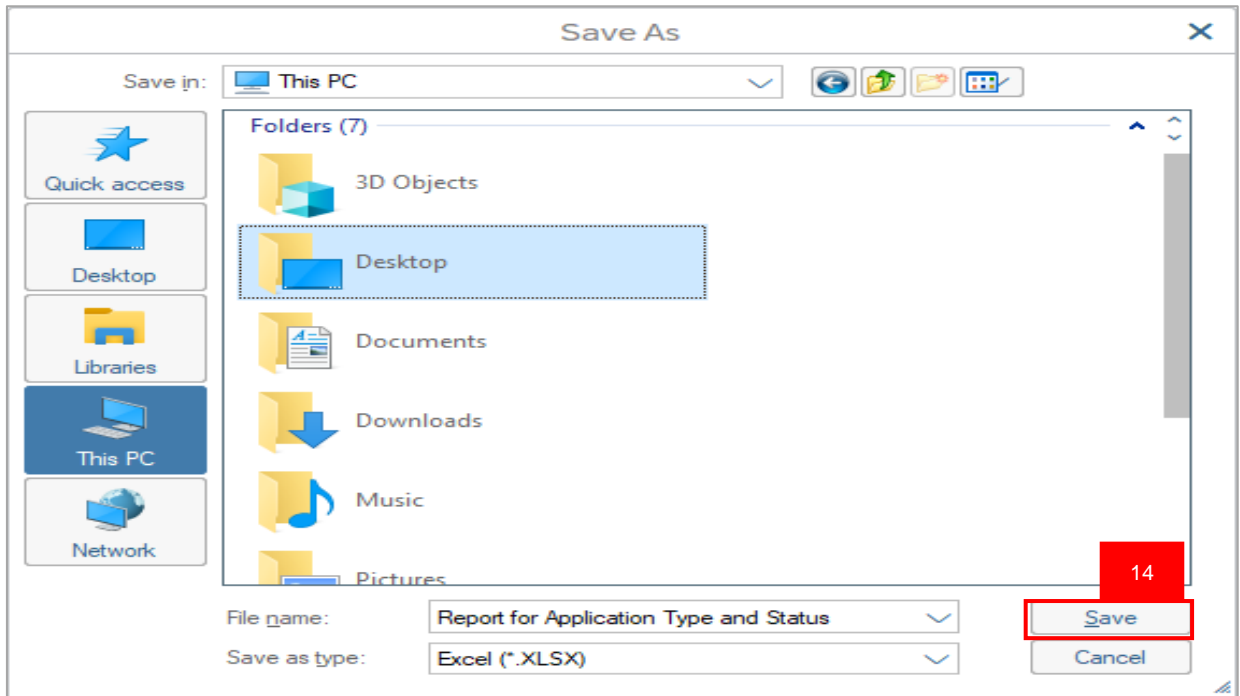
Always Use Selected Format

13

✓

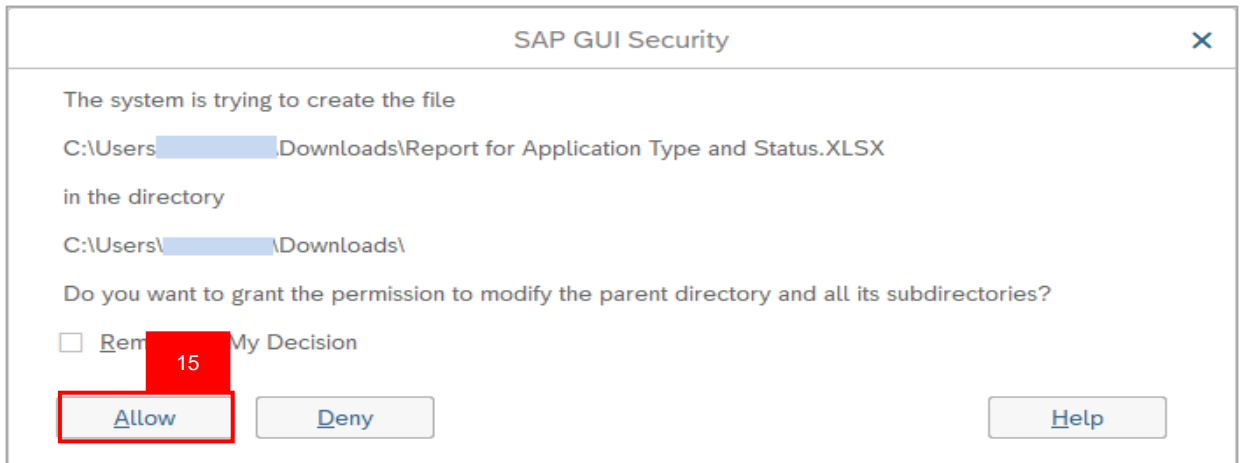
Note: The report will be exported in Excel format.

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.