SISTEM SUMBER MANUSIA

User Guide

for Back End User (SAP GUI)

Maintain Employee Movement (PA)

Probation Confirmation Application

(Penetapan Jawatan)

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 ZEMOVADM → Click on Tick icon → End
```

Generate Sijil Sokongan Penetapan Jawatan via ZFR03

```
Start → Access ZFR03 → Enter Personnel ID → Tick on Sijil Sokongan Penetapan Jawatan → Click on Execute button → Click on Save button → End
```

Create and Submit Probation Confirmation Application via ZEMOVADM

```
Start → Generate Sijil Sokongan Penetapan Jawatan → Access ZEMOVADM → Create Probation Confirmation Application → Attach Sijil Sokongan Penetapan Jawatan → Submit? → YES → Click on Submit button → End
                                                                                                                              → NO → Click on Back button → (End)
```
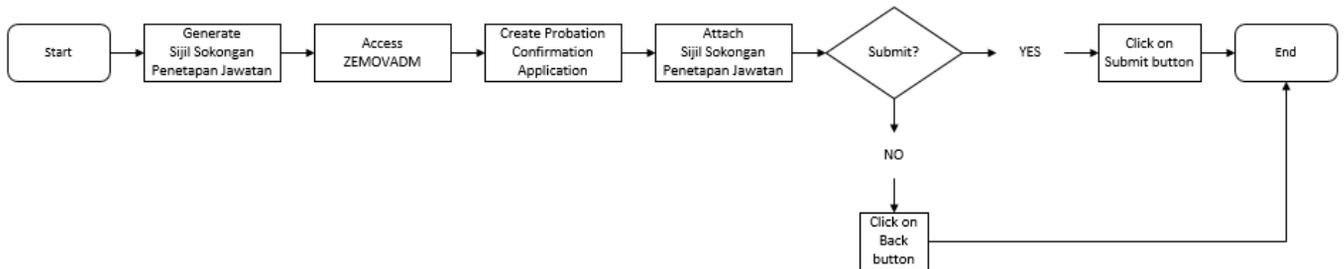
Resubmit Probation Application via ZEMOVADM

```
Start → Access ZEMOVADM → Change Probation Confirmation Application → Update the required information based on Remarks → Submit? → YES → Click on Submit button → End
                                                                                                                          → NO → Click on Back button → (Submit button)
```
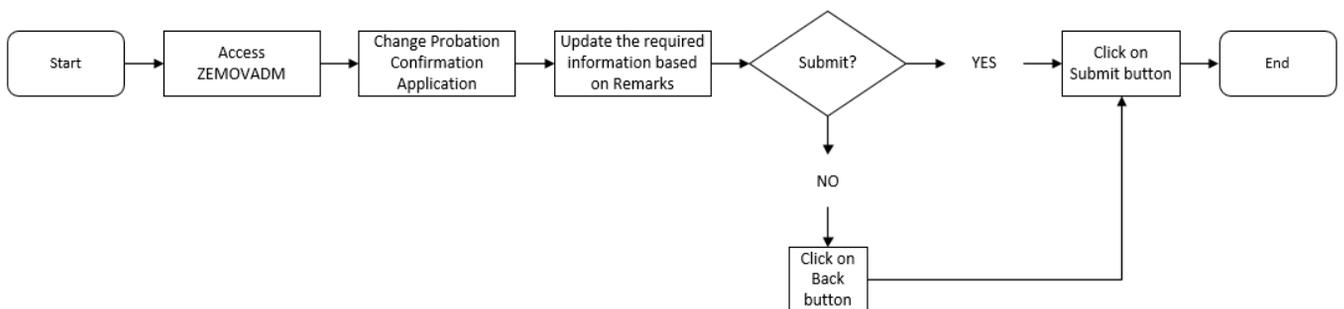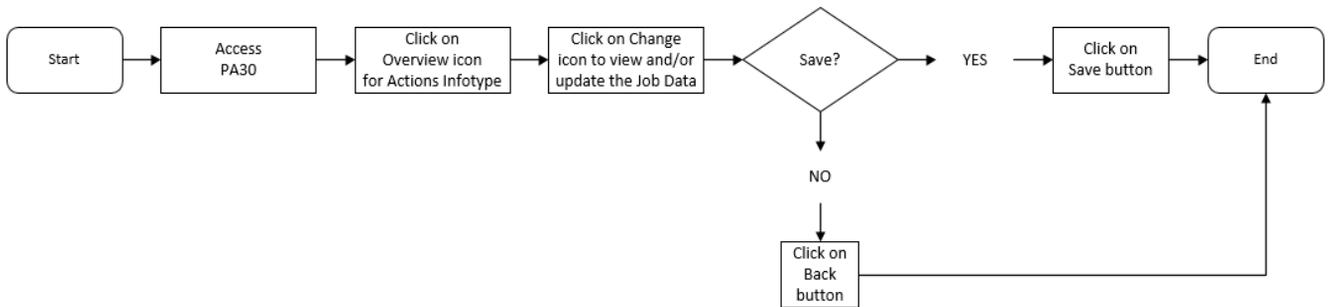
Withdraw Probation Application via ZEMOVADM
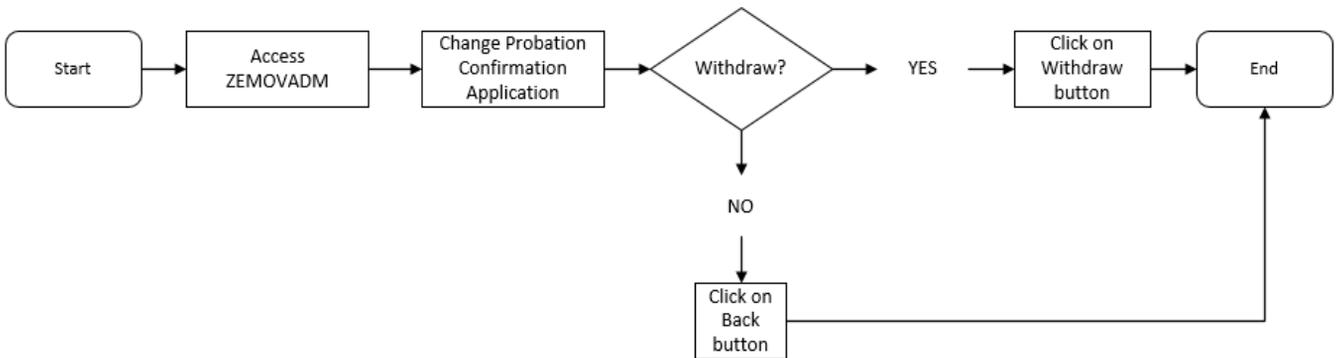
View Actions Infotype for Probation Job Data via PA30
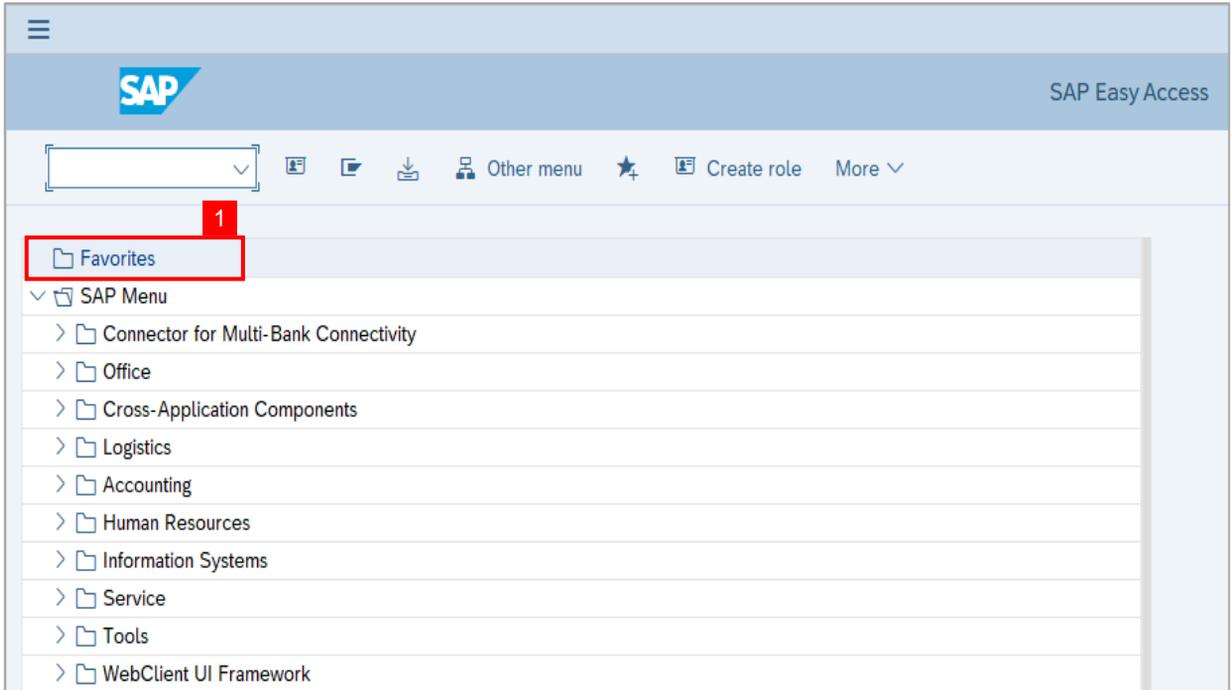

Generate Kebenaran Penetapan Jawatan via ZFR03

Sistem Sumber Manusia - Probation (Tempoh Percubaan)

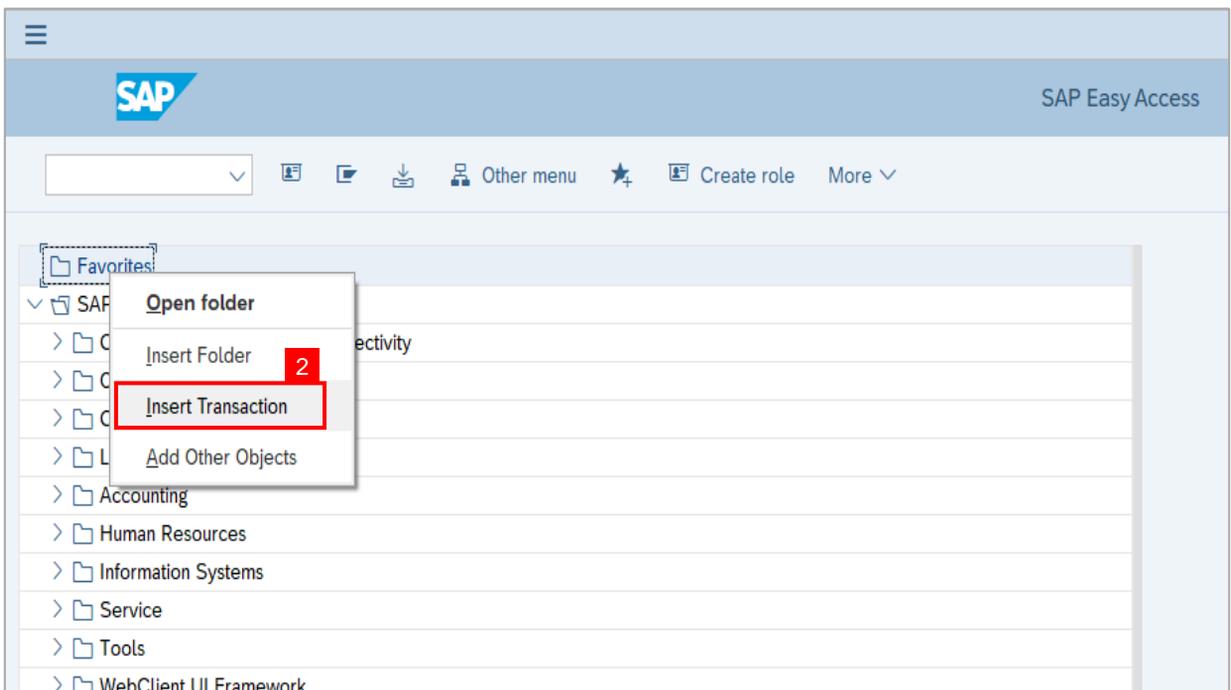| Add Transaction Code To Favorites	Backend User
	Department HR Administrator & JPA Approver

Log into SAP GUI (Back End) and proceed with the following steps.
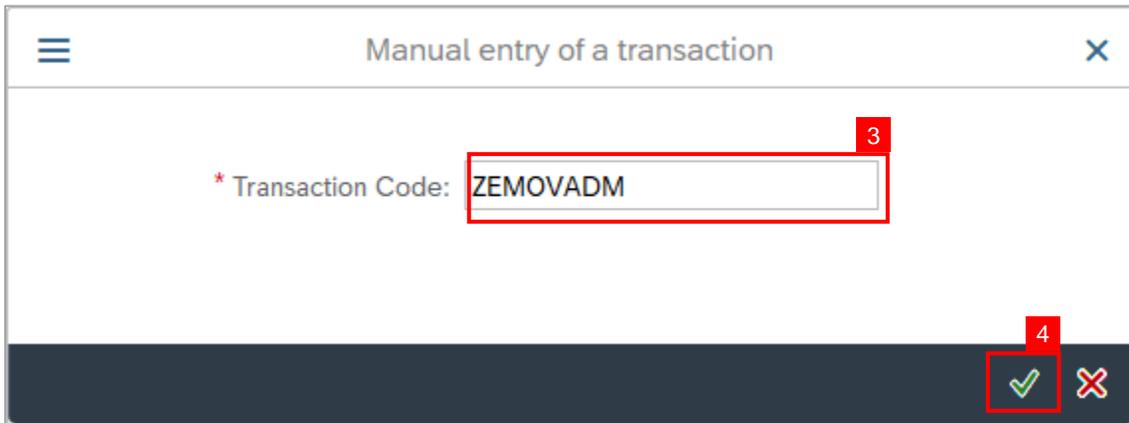
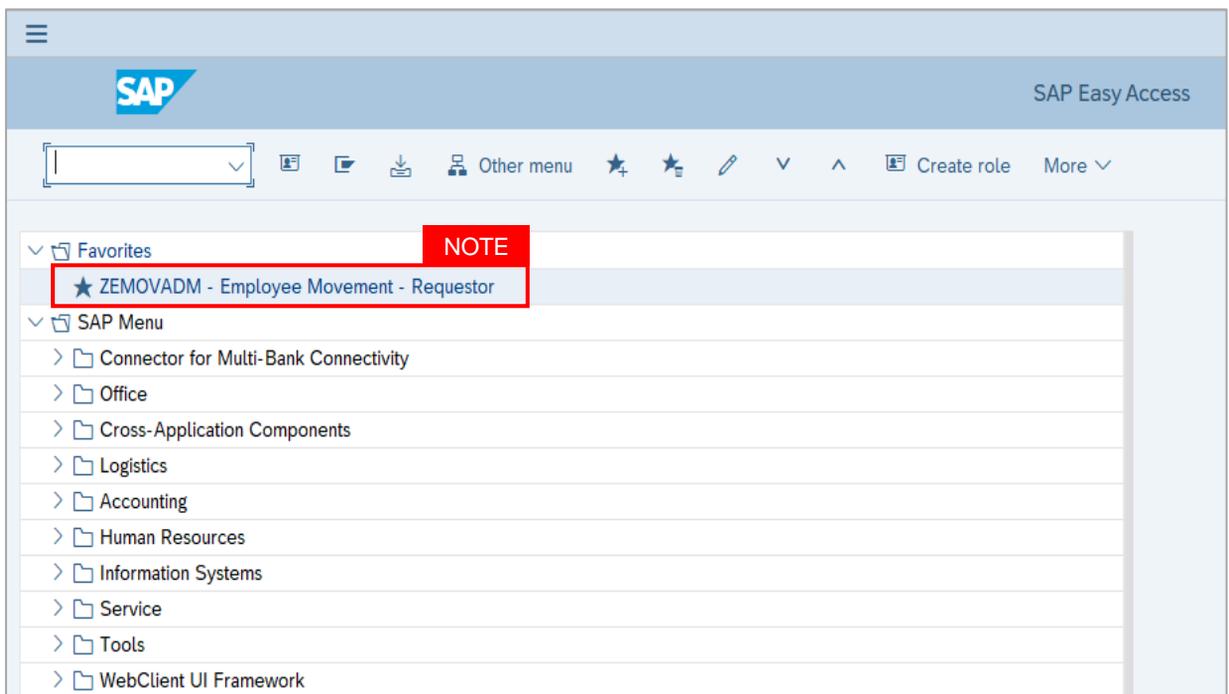1. Right click on the **Favorites** folder.

2. Click on **Insert Transaction**.

Note: Manual entry of a transaction will be displayed.

3. Enter Probation – Requestor Transaction Code **ZEMOVADM**

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

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

Movement - Requestor

Sistem Sumber Manusia - Probation (Tempoh Percubaan)

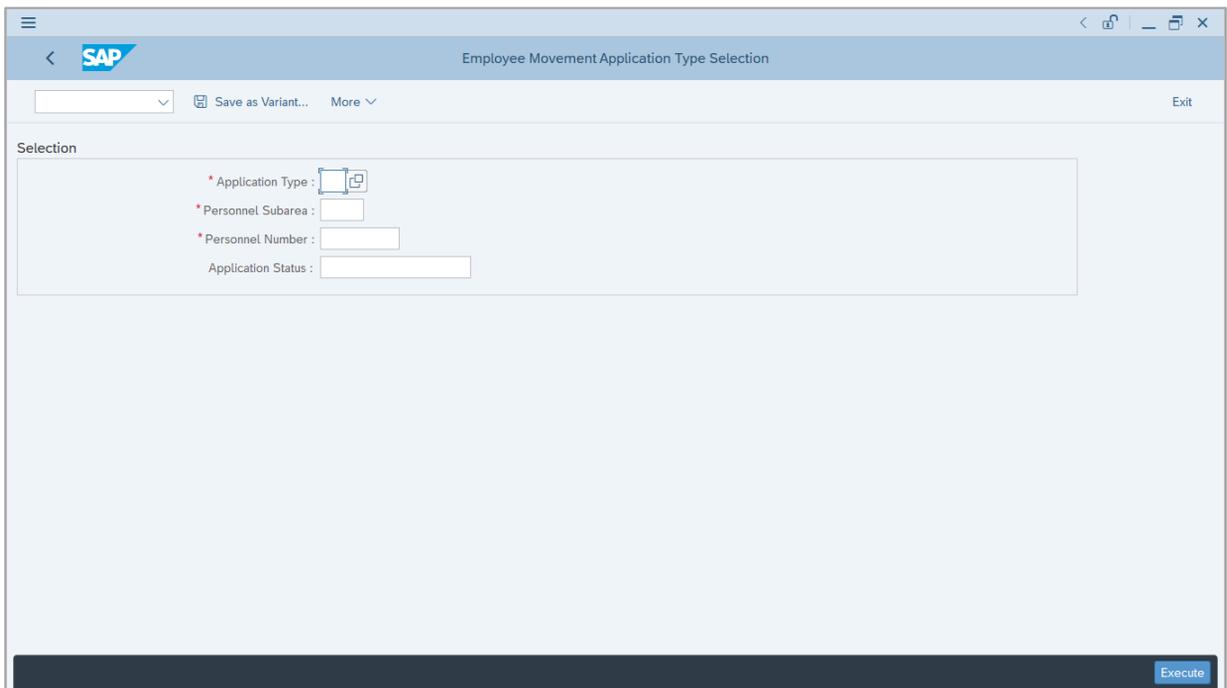| Generate Sijil Sokongan Penetapan Jawatan	Backend User
	Department HR Administrator

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

1. Enter transaction code **ZFR03** in the search bar.
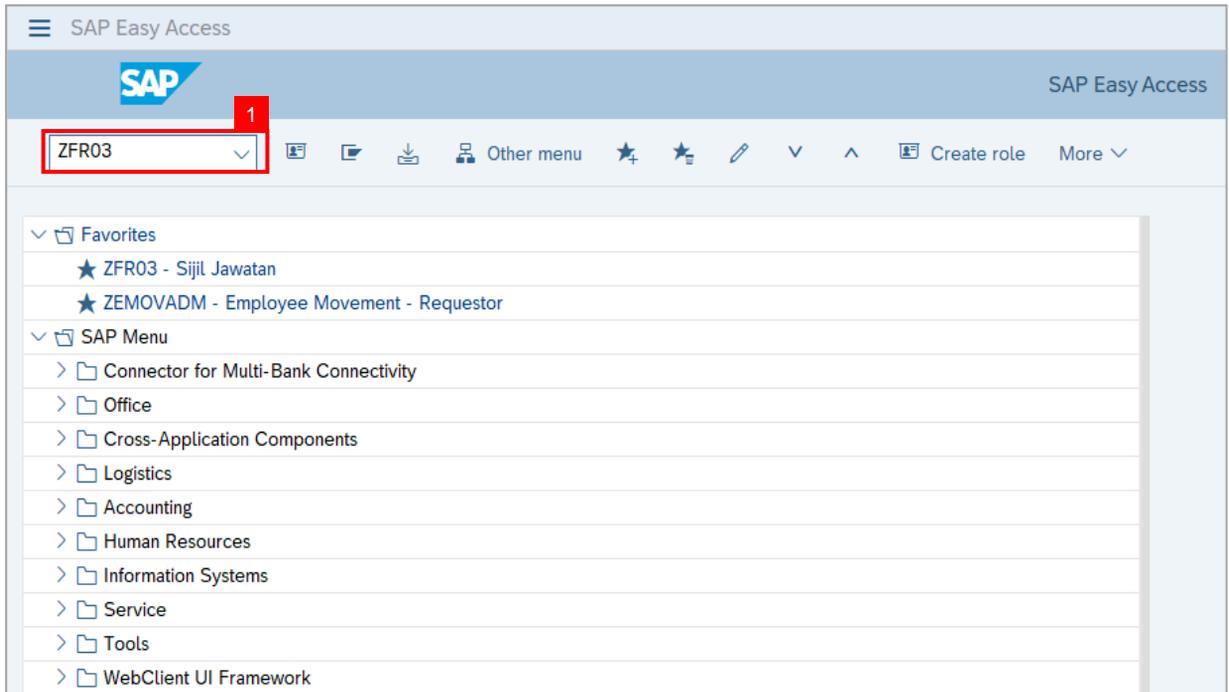
Note: The **Sijil Jawatan** page will be displayed.
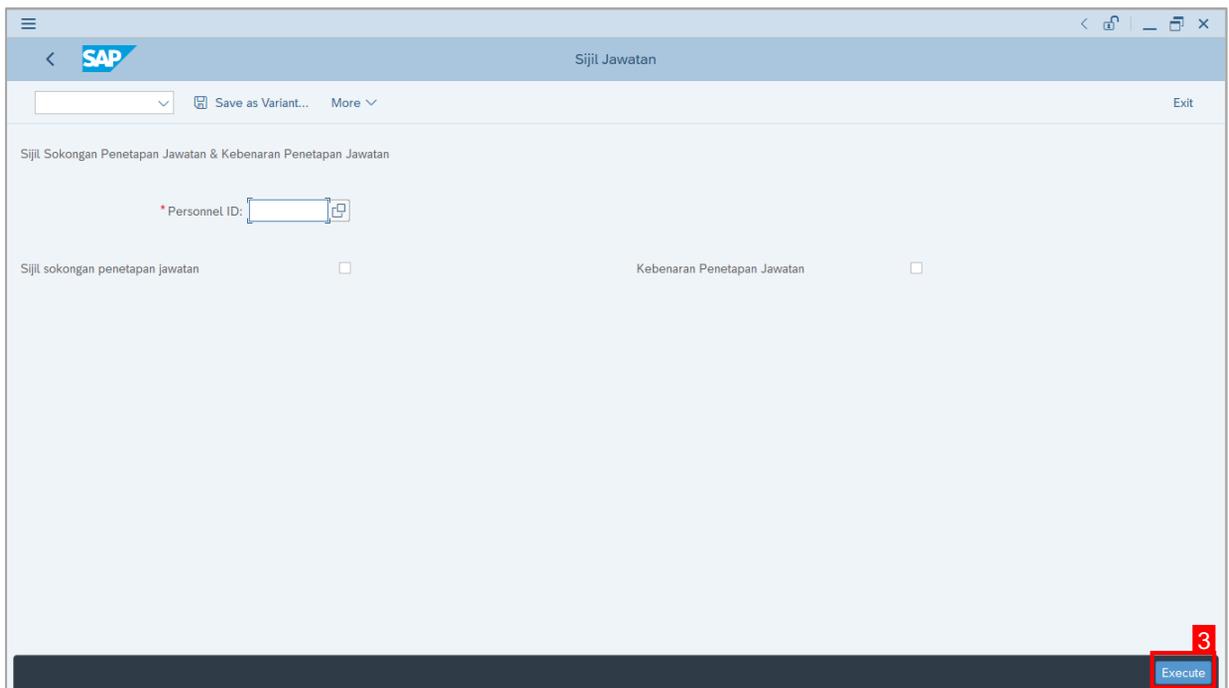
2. Enter the **Personnel ID (Personnel Number).**

3. Click on **Sijil Sokongan Penetapan Jawatan checkbox**.

4. Click on **Execute** button.
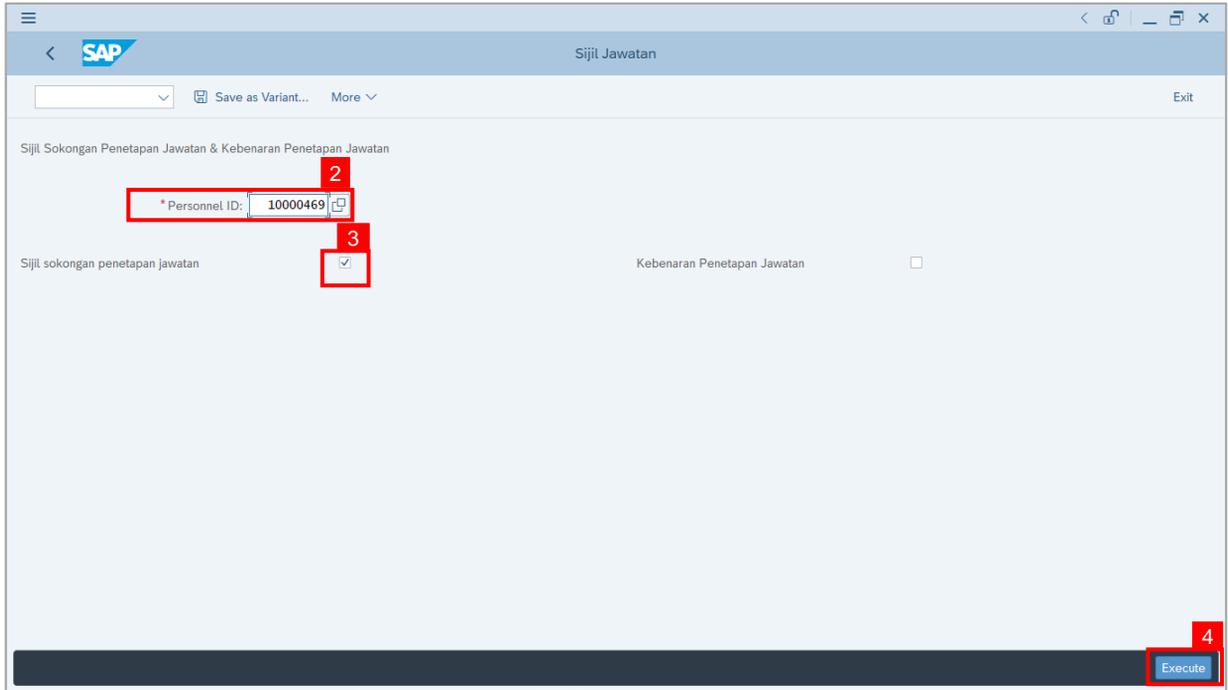
Note: The **Sijil Sokongan Penetapan Jawatan** is generated in Word document format.
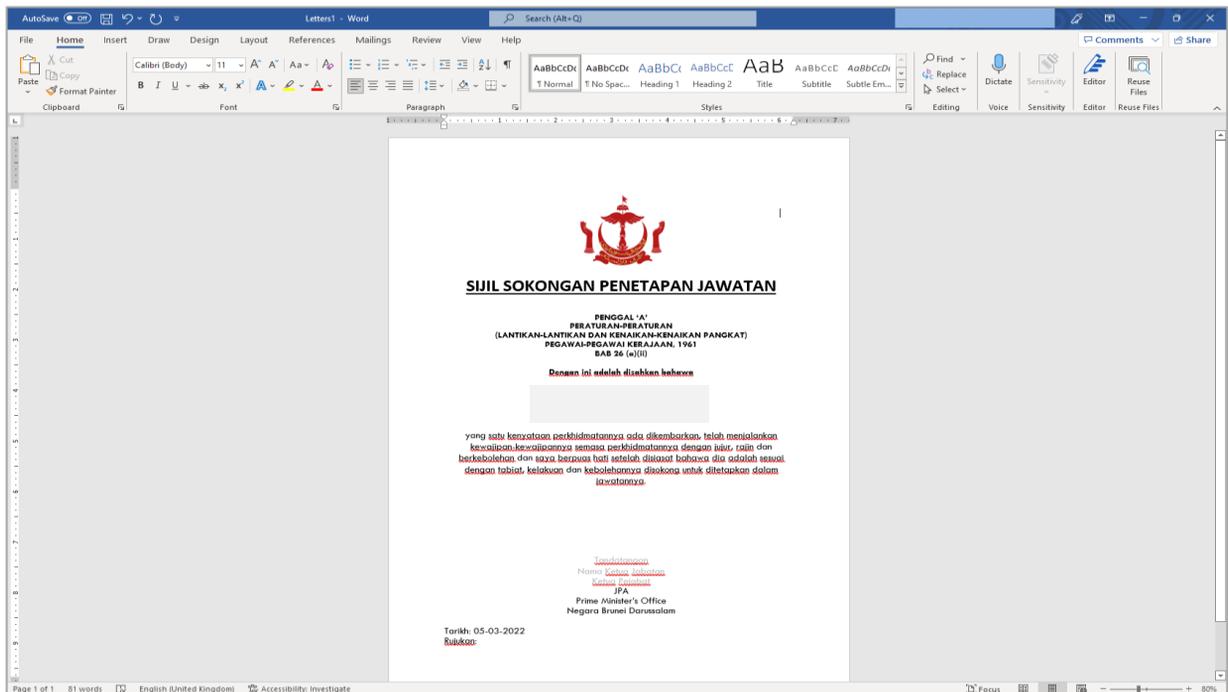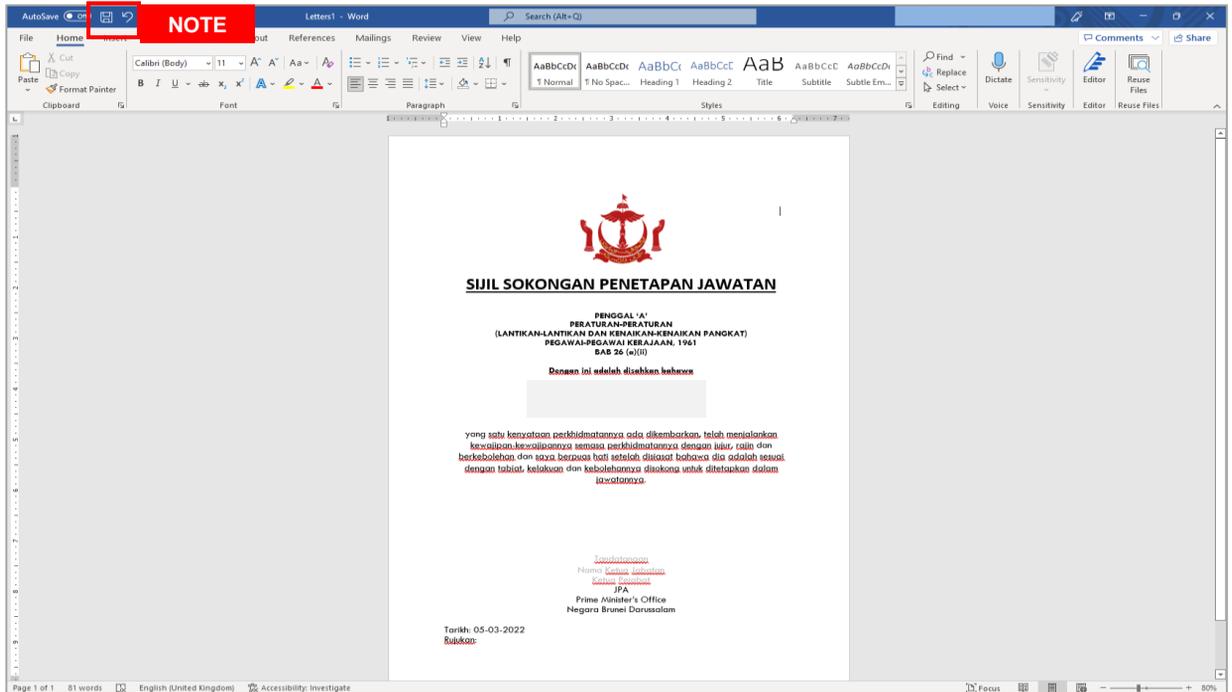
Note:

i.   Click on **Save** button to save the document.

ii.   Department HR Administrator (User) can share the digital file to Head of Department (HOD) for approval via digital signature and user attaches the Sijil Sokongan Penetapan Jawatan file to the probation application, or,

iii. Department HR Administrator (User) can print the file, Head of Department (HOD) approves via traditional signature, then user scan the signed Sijil Sokongan Penetapan Jawatan, convert into PDF format and attach the file to the probation application.

Sistem Sumber Manusia - Probation (Tempoh Percubaan)

Create and Submit Probation Confirmation Application	Backend User
	Department HR Administrator

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

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

Note: The **Employee Movement Application Type Selection** page will be displayed.

SSM_UG_PA_Back End (SAP GUI)_Maintain Probation Confirmation (Penetapan Jawatan) Application_v1.0

2. Enter **PJ - Penetapan Jawatan** for **Application Type**.

3. Enter the **Personnel Subarea (Department).**

4. Enter the **Personnel Number**.

5. Click on **Execute** button.

Note: (Optional) Department HR Administrator (User) can click on **Lookup** icon for **Application Status** to filter application results by selected status.

Note: The **Application List – Requestor** page will be displayed.

6. Click on **Create** icon.

Note: The **Application List – Requestor (Personnel Application)** page will be displayed.

Note:

i.   Department HR Administrator (User) can view personnel and application information at the top of the page. SSM will only generate **Application ID** after application submission.

ii. Department HR Administrator (User) can download and view the personnel service record by click on **Download Service Record**.

Note:

iii. Enter **LP01** for **Output Device**.

iv. Click on **Print** button.

Note: Click on **Allow** button for SAP GUI Security.

SAP GUI Security	✕
The system is trying to create the file	
C:\Downloads\2022030510000469.PDF	
in the directory	
C:\Downloads\	
Do you want to grant the permission to modify the parent directory and all its subdirectories?	
☐ Remember My Decision	
NOTE	
Allow Deny	Help
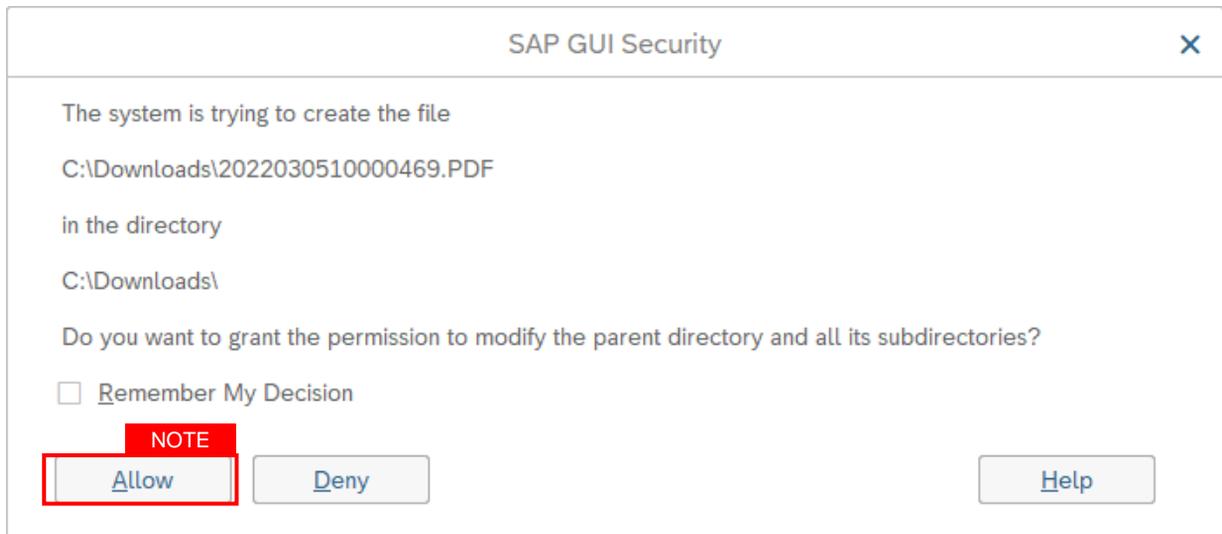
The personnel **service record (Rekod Perkhidmatan)** is downloaded into the device.

Note: Personnel details are recorded under **Basic Info** tab.

7. Click on **Performance** tab.
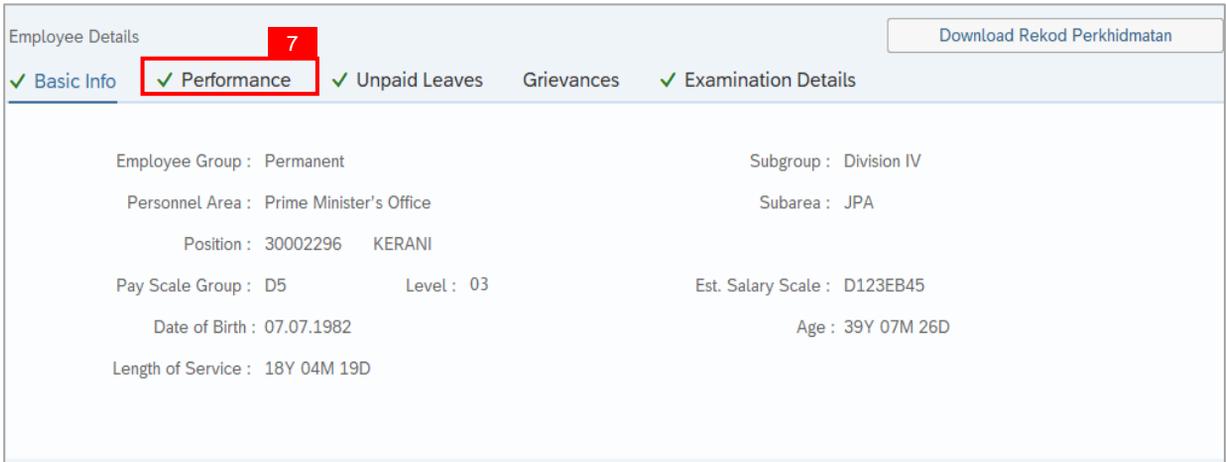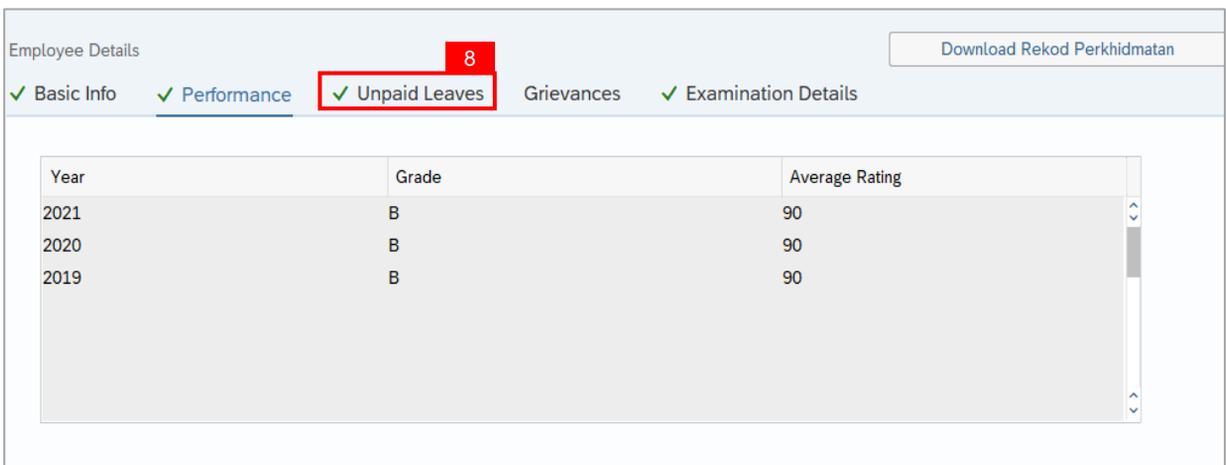
Employee Details					Download Rekod Perkhidmatan
✓ Basic Info	✓ **Performance** [7]	✓ Unpaid Leaves	Grievances	✓ Examination Details	

Employee Group : Permanent	Subgroup : Division IV
Personnel Area : Prime Minister's Office	Subarea : JPA
Position : 30002296 KERANI	
Pay Scale Group : D5 Level : 03	Est. Salary Scale : D123EB45
Date of Birth : 07.07.1982	Age : 39Y 07M 26D
Length of Service : 18Y 04M 19D	

Note: Personnel performance (Prestasi) are recorded under **Performance** tab.

8. Click on **Unpaid Leaves** tab.

Employee Details					Download Rekod Perkhidmatan
✓ Basic Info	✓ Performance	✓ **Unpaid Leaves** [8]	Grievances	✓ Examination Details	

Year	Grade	Average Rating
2021	B	90
2020	B	90
2019	B	90

Note: Record will only appear under **Unpaid Leaves** tab if the personnel took Unpaid Leaves (Cuti Tanpa Gaji) during their probation period.
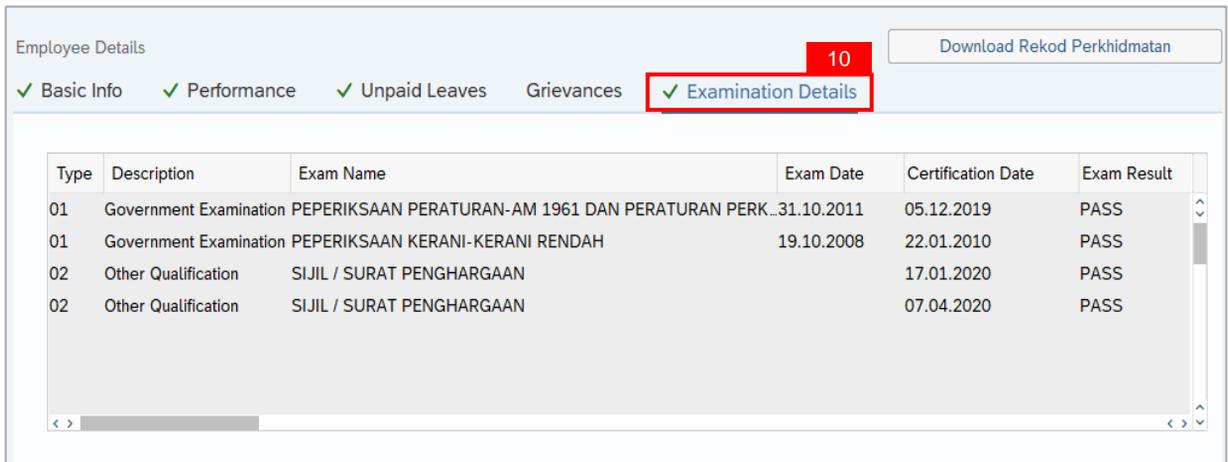
9. Click on **Grievances** tab.

Employee Details					Download Service Record
✓ Basic Info	Performance	✓ Unpaid Leaves	**Grievances** [9]	✓ Examination Details	

Start Date	Grievance Type	Status	Stage	Result

Note: Record will only appear under **Grievances** tab if the personnel have any Grievances (Tatatertib) during their probation period.
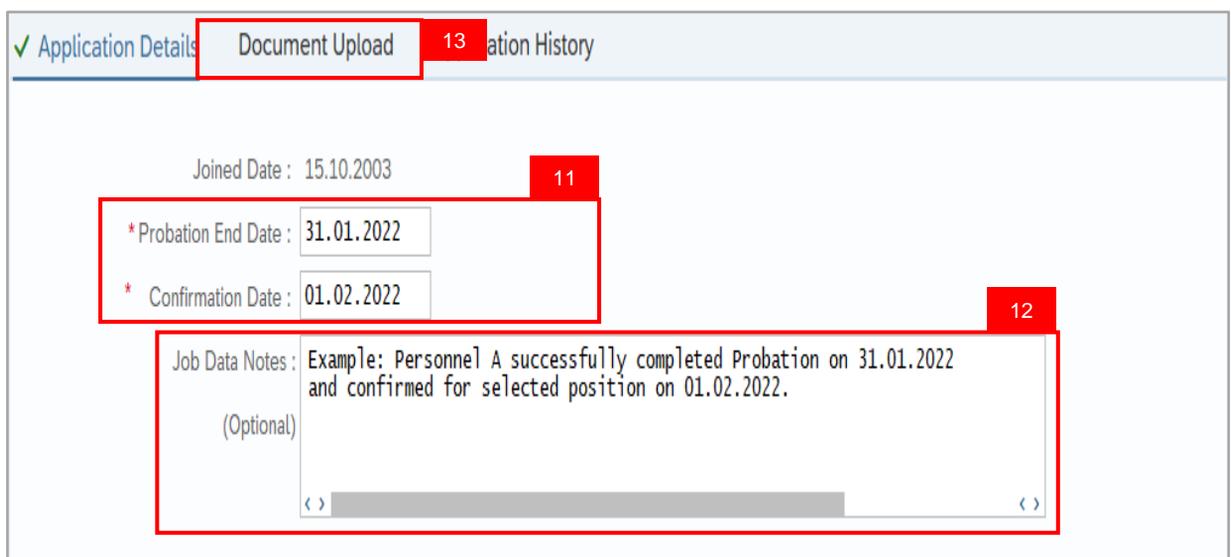
10. Click on **Examination Details** tab.

Note:

i. Personnel examination (Government or Other Qualification) are recorded under **Examination Details** tab.

ii. Records under **Basic Info** tab, **Performance** tab, **Grievances** tab and **Examination Details** tab can be maintained via **PA30 Maintain HR Master Data** page. While records under **Unpaid Leaves** tab can be maintained via **PA61 Maintain Time Data** page.

11. Under **Application Details** tab, ensure **Probation End Date** and **Confirmation Date** are correct.

12. (Optional) Enter the **Job Data Notes**.

13. Click on **Document Upload** tab.

Note:

i. Department HR Administrator (User) can update the probation **Confirmation Date** if required. For example, Confirmation Date is on Sunday or public holiday, the user can update the date to Monday or working day.

ii. Once approved, **Job Data Notes** entered will be reflected in **Actions** Infotype via **PA30.**

14. Under **Document Upload** tab, click on **Lookup** icon to upload **Sijil Sokongan Penetapan Jawatan** from device.

✓ Application Details	Document Upload	Application History	
○	Attachment #1 :	C:\Users\ \Downloads\SIJIL SOKONGAN PENETAPAN JAWATAN_PERSONNEL A.pdf	14
○	Attachment #2 :		
○	Attachment #3 :		
	Delete		

Note:

i. Document upload format are either **PDF, PNG or JPG** format with file size **3.5MB.**

ii. Department HR Administrator (User) can upload other relevant documents if required.

15. Click on **Application History** tab.
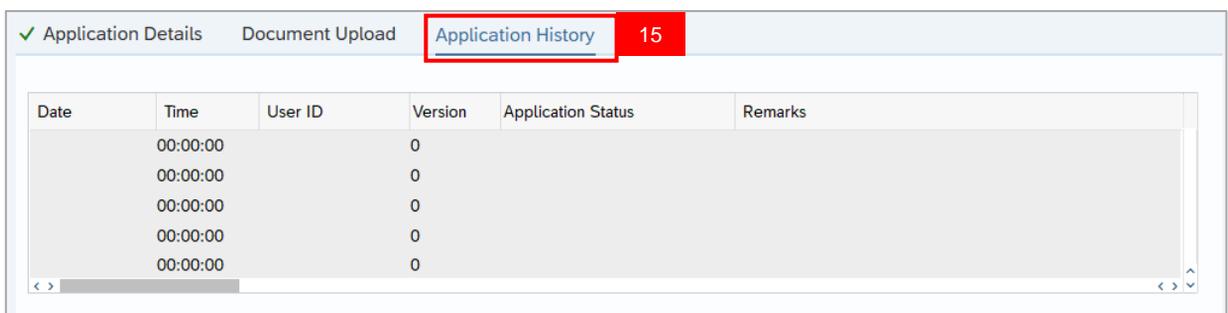
✓ Application Details	Document Upload	Application History	15			
Date	Time	User ID	Version	Application Status	Remarks	
	00:00:00		0			
	00:00:00		0			
	00:00:00		0			
	00:00:00		0			
	00:00:00		0			

Note:

i. **Application History** tab records the details of submission, application status and remarks (comments).

ii. Comments from **Remarks** field are recorded under **Application History** tab.

16. Enter the **Remarks (Comments).**
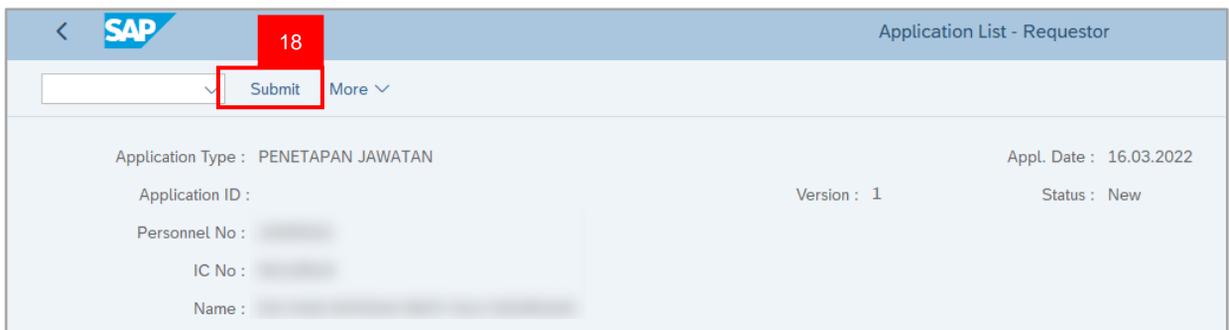
17. Click on **Declaration Statement checkbox.**

18. Click on **Submit** button.

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

Outcome: Application is successfully submitted to JPA Approver.

	SAP					Application List - Requestor						
<												Exit

	Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. Subg
○	PJ0000000181	1	Pending Approval				SA10	Permanent	Division IV
○									
○									
○									

Note: Application ID is generated for the submitted probation confirmation application with **Pending Approval** status.

Sistem Sumber Manusia - Probation (Tempoh Percubaan)

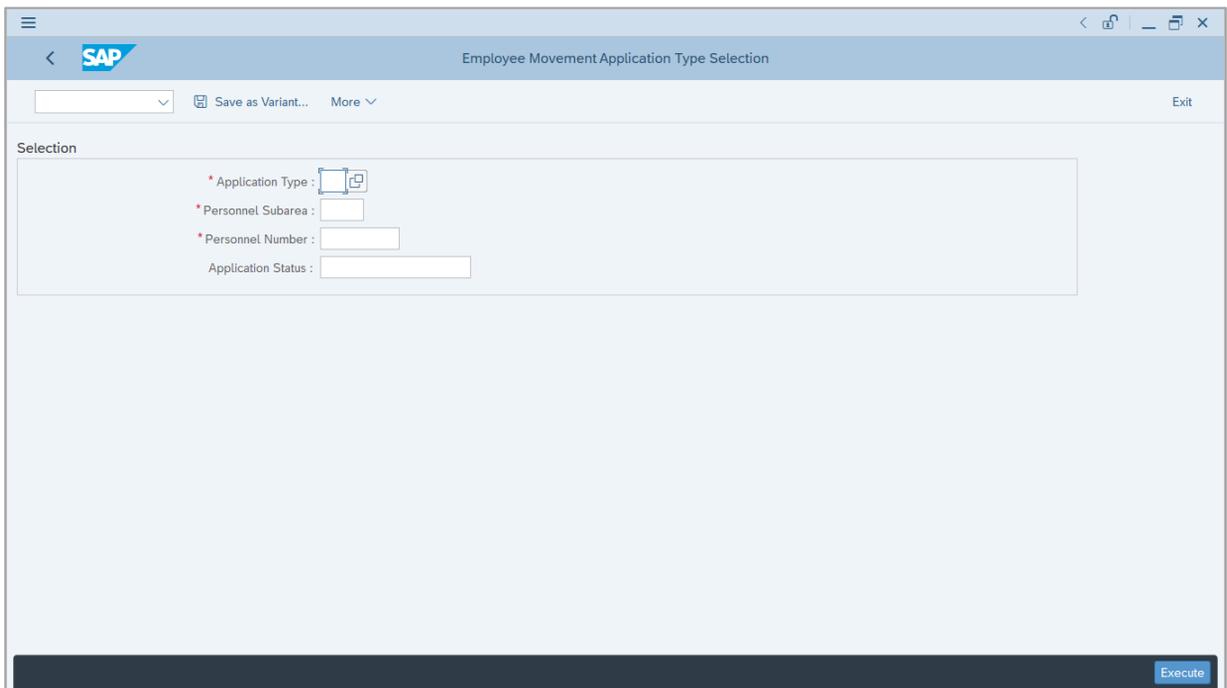| Resubmit Probation Confirmation Application	Backend User
	Department HR Administrator

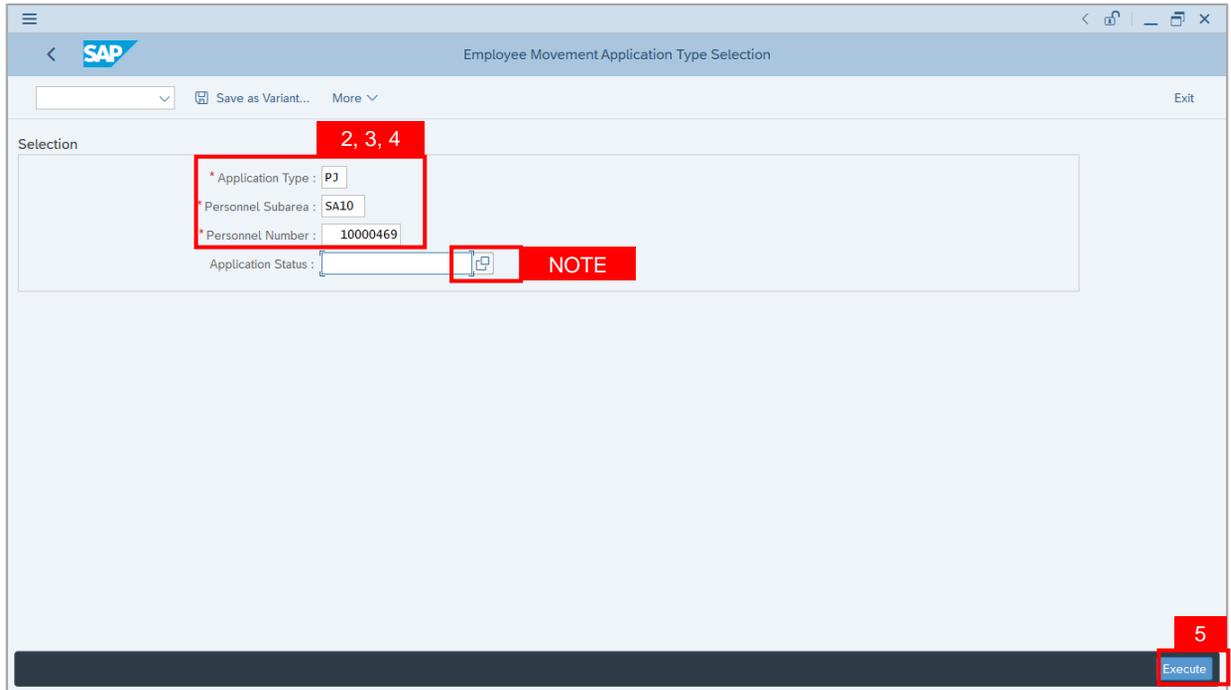Log into SAP GUI (Back End) and proceed with the following steps.

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

Note: The **Employee Movement Application Type Selection** page will be displayed.

SSM_UG_PA_Back End (SAP GUI)_Maintain Probation Confirmation (Penetapan Jawatan) Application_v1.0

2. Enter **PJ - Penetapan Jawatan** for **Application Type**.

3. Enter the **Personnel Subarea (Department).**

4. Enter the **Personnel Number**.

5. Click on **Execute** button.

Note: (Optional) Department HR Administrator (User) can click on **Lookup** icon for **Application Status** to filter application results by selected status.

6. Select the application with **Application Status, Rework.**

7. Click on **Change** icon.

Note: The **Application List – Requestor (Personnel Application)** page will be displayed.

Note:

i.   Department HR Administrator (User) can view personnel and application information at the top of the page.

ii. Department HR Administrator (User) can download and view the personnel service record by click on **Download Service Record**.

Note:

iii.   Enter **LP01** for **Output Device**.

iv.   Click on **Print** button
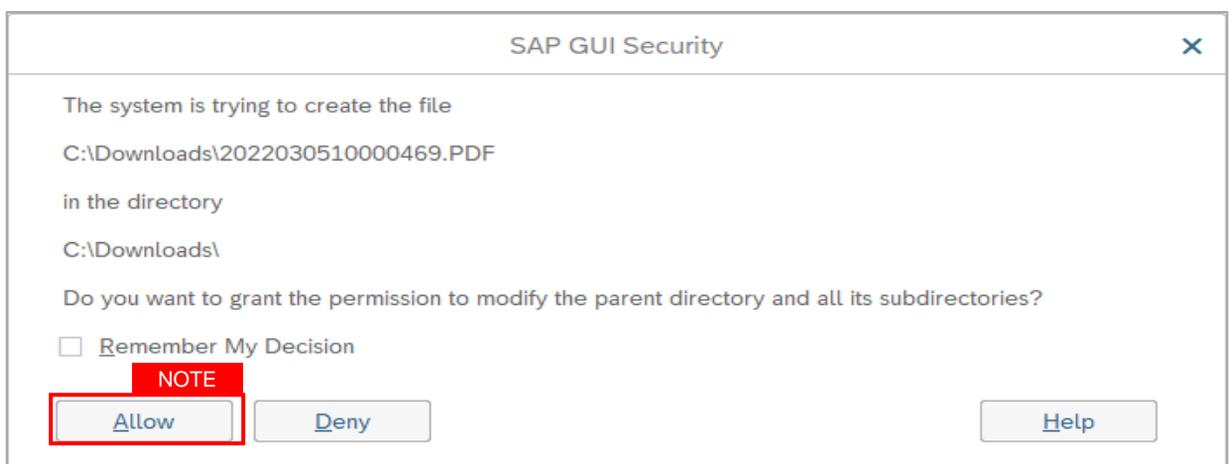

Note:

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

vi.   The personnel **Service Record (Rekod Perkhidmatan)** is downloaded into the device..

8. Click on **Application History** tab to view **Remarks (comments)** from JPA Approver.

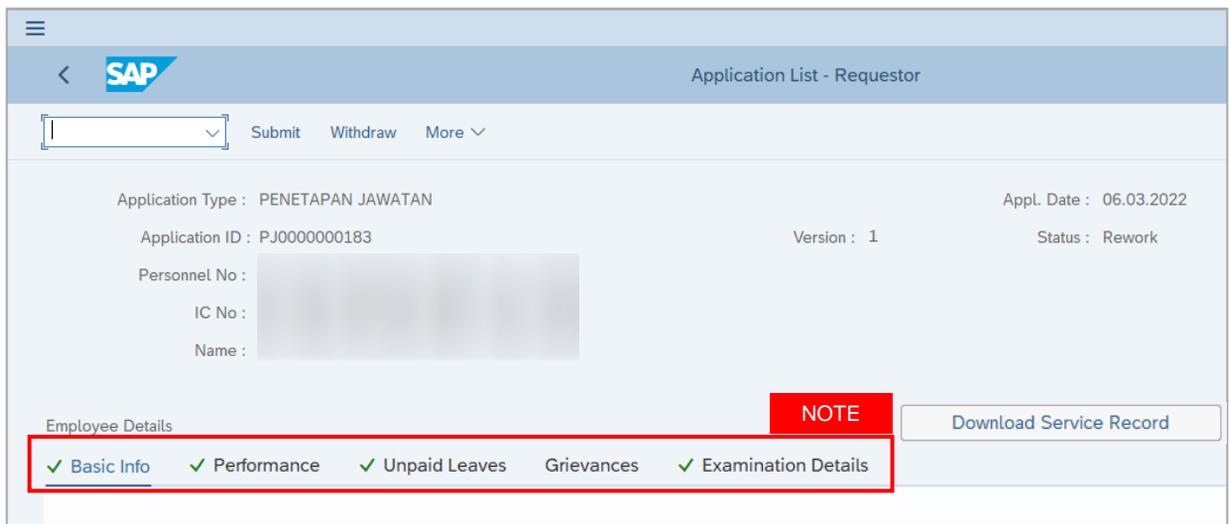| Application Details	Document Upload	✓ Application History 8
Joined Date :	15.10.2003	
* Probation End Date :	31.01.2022	
* Confirmation Date :	01.02.2022	
Job Data Notes : (Optional)	Example: Personnel A successfully completed Probation on 31.01.2022 and confirmed for selected position on 01.02.2022.	

Note:

i.   **Application History** tab records the details of submission, application status and remarks (comments).

ii. Comments from **Remarks** field are recorded under **Application History** tab.

Application Details	Document Upload	✓ Application History				
		NOTE				
Date	Time	User ID	Version	Application Status	Remarks	
06.03.2022	14:23:43	DYNAMIK13	1	Pending Approval	Example: Personnel A probation confirmation application submitt…	
06.03.2022	14:29:57	DYNAMIK13	1	Rework	Example: Personnel A probation confirmation application is rewo…	

Note:

i.   Under **Application Details** tab, ensure **Probation End Date, Confirmation Date** and **Job Data Notes** are correct.

ii. Under **Document Upload** tab, ensure **Sijil Sokongan Penetapan Jawatan** and any other relevant documents are correctly uploaded.

iii. Department HR Administrator (User) can update the probation **Confirmation Date** if required. For example, Confirmation Date is on Sunday or public holiday, the user can update the date to Monday or working day.

iv. Once approved, **Job Data Notes** entered will be reflected in **Actions** Infotype via **PA30.**

v.   Document upload format are either **PDF, PNG or JPG** format with file size **3.5MB.**

vi. Department HR Administrator (User) can upload other relevant documents if required

Sistem Sumber Manusia - Probation (Tempoh Percubaan)

Note:

i.   Personnel details are recorded under **Basic Info** tab.

ii.   Personnel performance (Prestasi) are recorded under **Performance** tab.

iii.   Record will only appear under **Unpaid Leaves** tab if the personnel took Unpaid Leaves (Cuti Tanpa Gaji) during their probation period.

iv.   Record will only appear under **Grievances** tab if the personnel have any Grievances (Tatatertib) during their probation period.

v.   Personnel examination (Government or Other Qualification) are recorded under **Examination Details** tab.

vi.   Records under **Basic Info** tab, **Performance** tab, **Grievances** tab and **Examination Details** tab can be maintained via **PA30 Maintain HR Master Data** page. While records under **Unpaid Leaves** tab can be maintained via **PA61 Maintain Time Data** page.

9. After all the required changes and updates are completed, enter the **Remarks (Comments).**

10. Click on **Declaration Statement checkbox.**

11. Click on **Submit** button.

Outcome: Application is successfully resubmitted to JPA Approver.

Note:

i. Resubmitted probation confirmation application with **Pending Approval** status becomes **Version 2.**

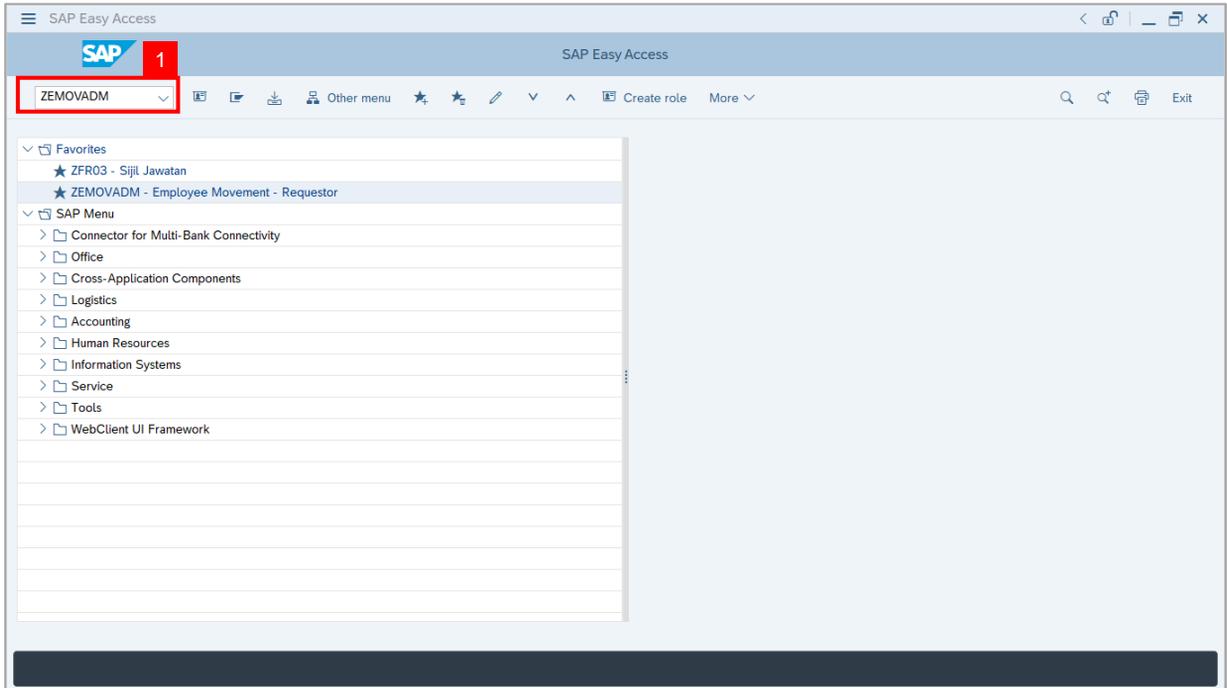ii. Version number only changes when the application with the same **Application ID** is resubmitted.

Sistem Sumber Manusia - Probation (Tempoh Percubaan)

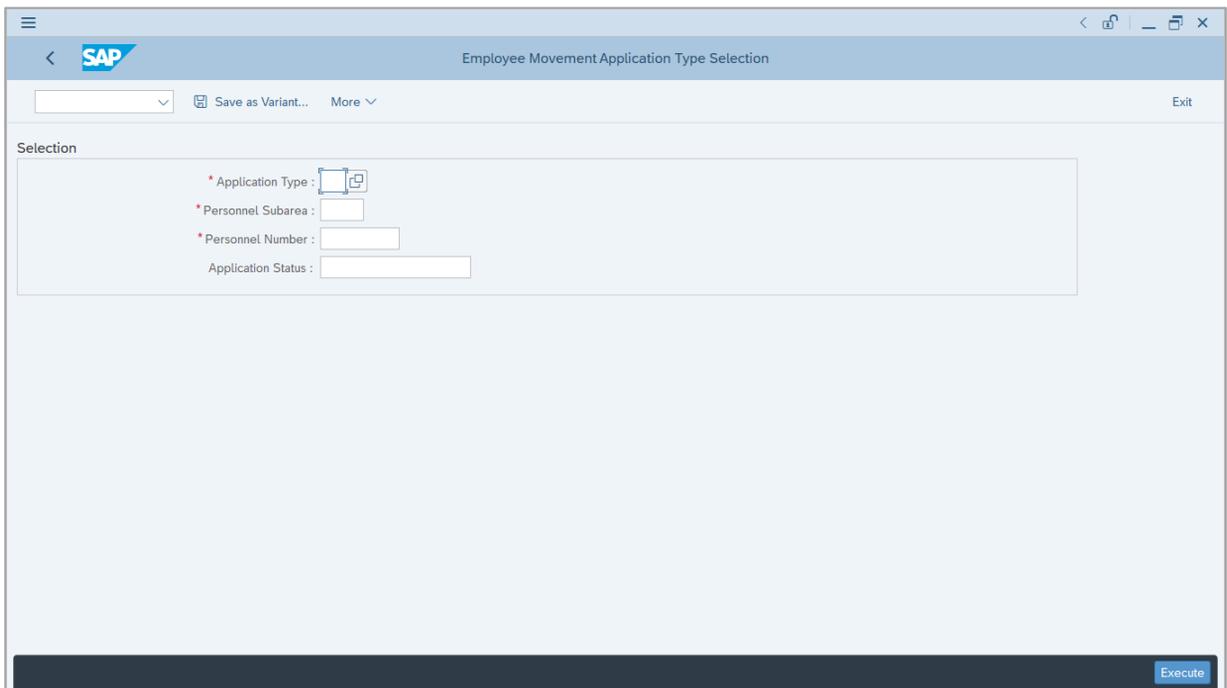| Withdraw Probation Confirmation Application	Backend User
	Department HR Administrator

Log into SAP GUI (Back End) and proceed with the following steps.
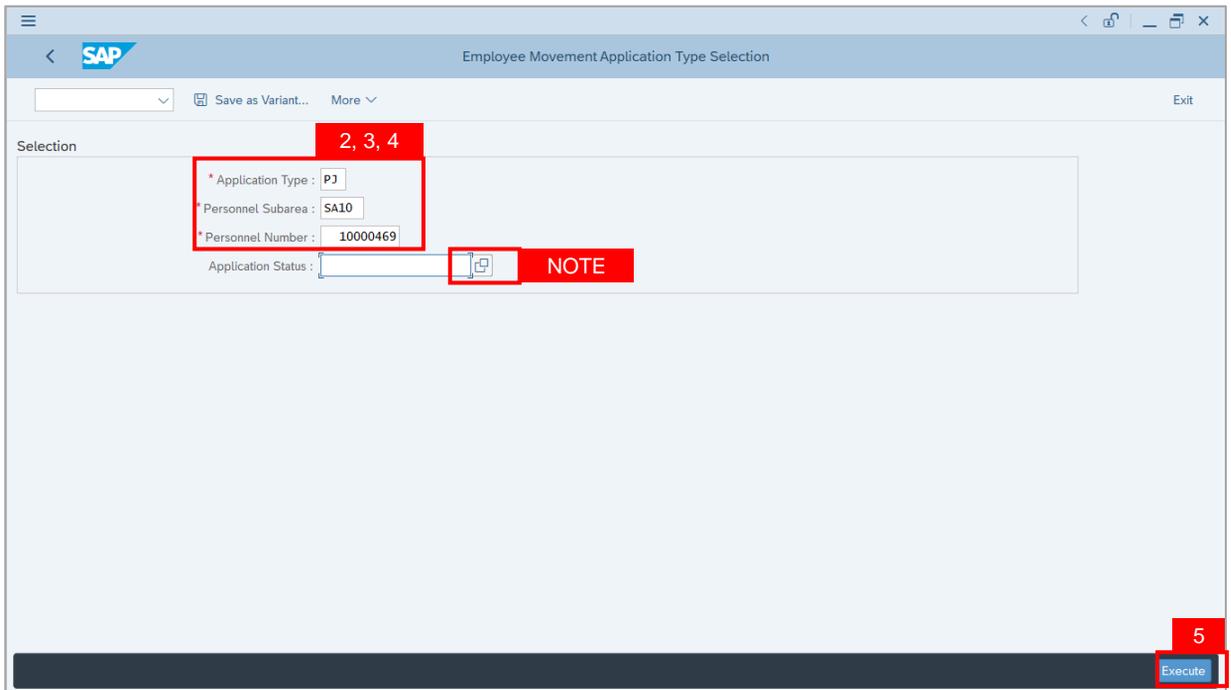
1. Enter transaction code **ZEMOVADM** in the search bar.

Note: The **Employee Movement Application Type Selection** page will be displayed.

2. Enter **PJ - Penetapan Jawatan** for **Application Type**.

3. Enter the **Personnel Subarea (Department).**

4. Enter the **Personnel Number**.

5. Click on **Execute** button.

Note: (Optional) Department HR Administrator (User) can click on **Lookup** icon for **Application Status** to filter application results by selected status.
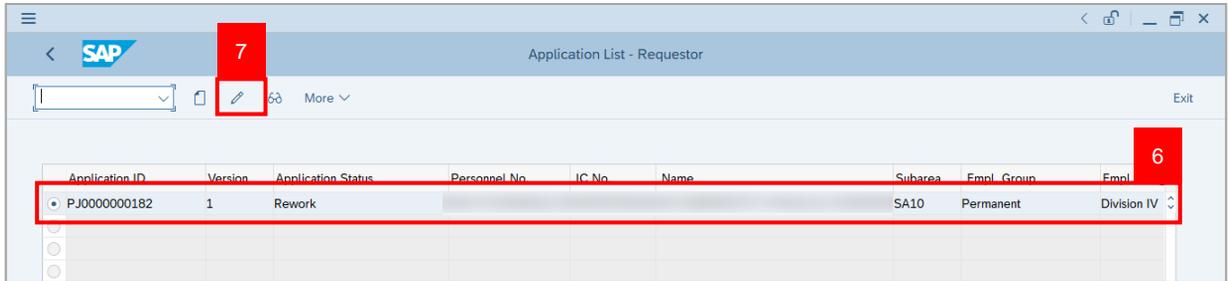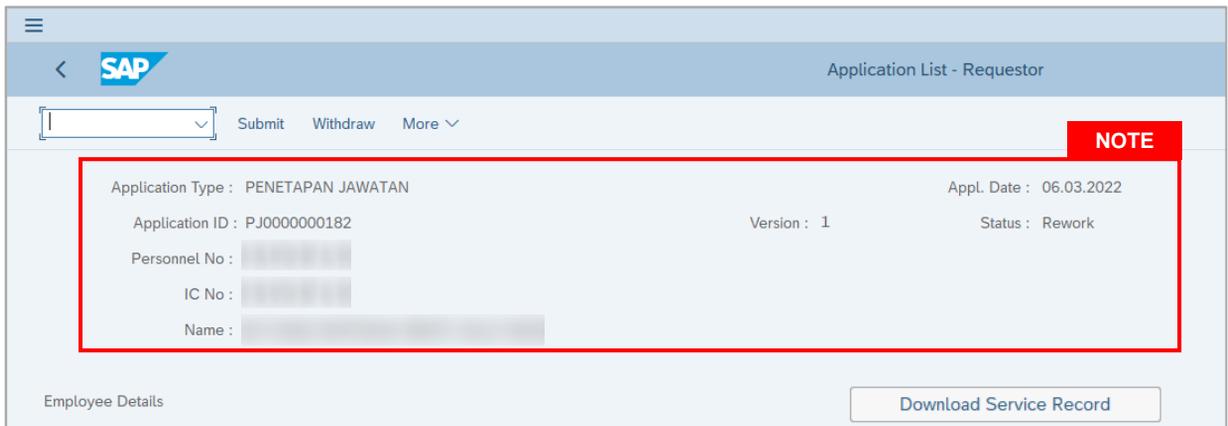
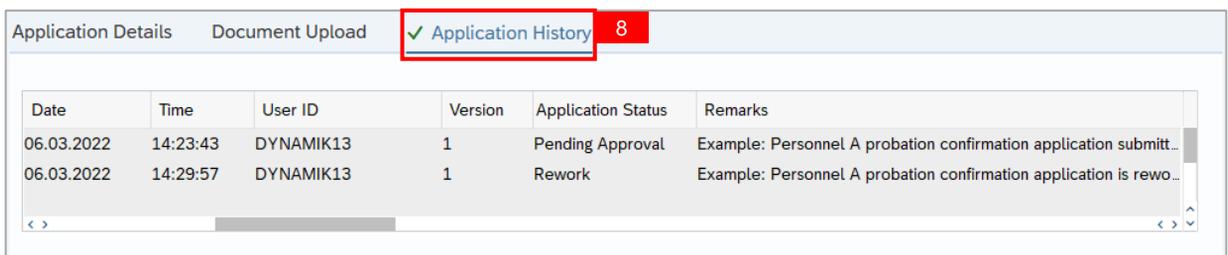6. Select the application with **Application Status, Rework.**

7. Click on **Change** icon.

Note: The **Application List – Requestor (Personnel Application)** page will be displayed.

8. Click on **Application History** tab to view **Remarks (comments)** from JPA Approver.

Note:

i. **Application History** tab records the details of submission, application status and remarks (comments).

ii. Comments from **Remarks** field are recorded under **Application History** tab.

iii. Department HR Administrator (User) can withdraw the application based on the **Remarks (comments)**

9. Enter the **Remarks (Comments).**

10. Click on **Declaration Statement checkbox.**

8

| Remarks : | Example: Personnel A probation confirmation application is withdrawn due to *insert reason* |

(255 Characters)

9

☑ Saya telah meneliti dan mengesahkan keterangan yang telah diisikan dalam borang ini dan dokumen

yang disertakan adalah betul dan teratur.

11. Click on **Withdraw** button.

Application List - Requestor

‹ **SAP** Application List - Requestor

10

Submit   Withdraw   More ⌄

Employee Group :	Permanent	Subgroup :	Division IV
Personnel Area :	Prime Minister's Office	Subarea :	JPA
Position :	30002296		
Pay Scale Group :	D5	Level : 03	Est. Salary Scale : D123EB45
Date of Birth :	07.07.1982	Age :	
Length of Service :	18Y 04M 20D		

Outcome: Application is successfully withdrawn.

≡

‹ **SAP** Application List - Requestor

More ⌄

Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. Subg
◯ PJ0000000182	1	Withdrawn				SA10	Permanent	Division IV
◯								
◯								
◯								

Note: Department HR Admin can submit a new application if required.

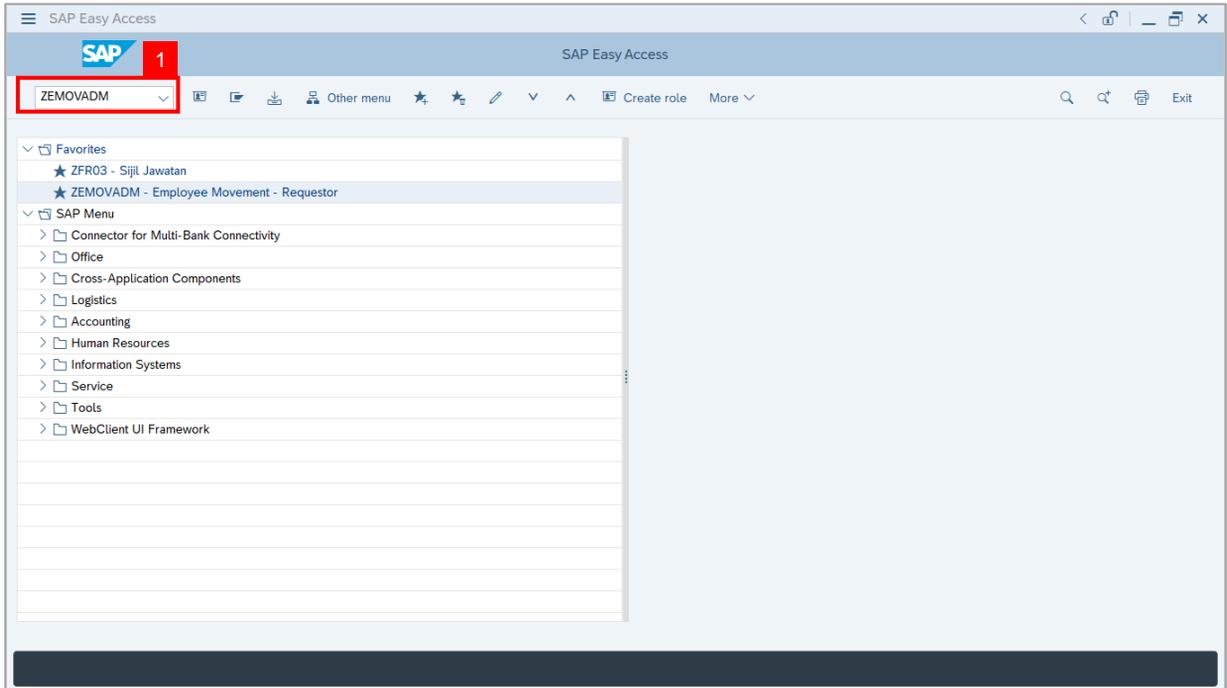# Sistem Sumber Manusia - Probation (Tempoh Percubaan)

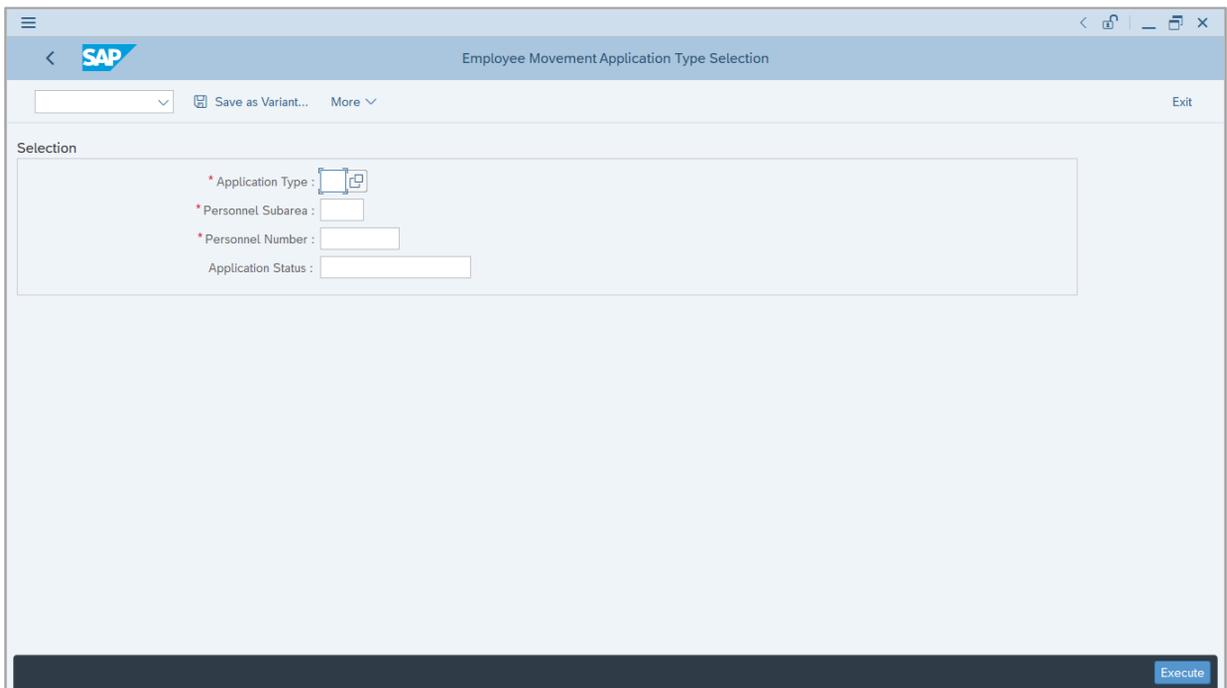| View Actions Infotype for Probation Confirmation Job Data	Backend User
	Department HR Administrator

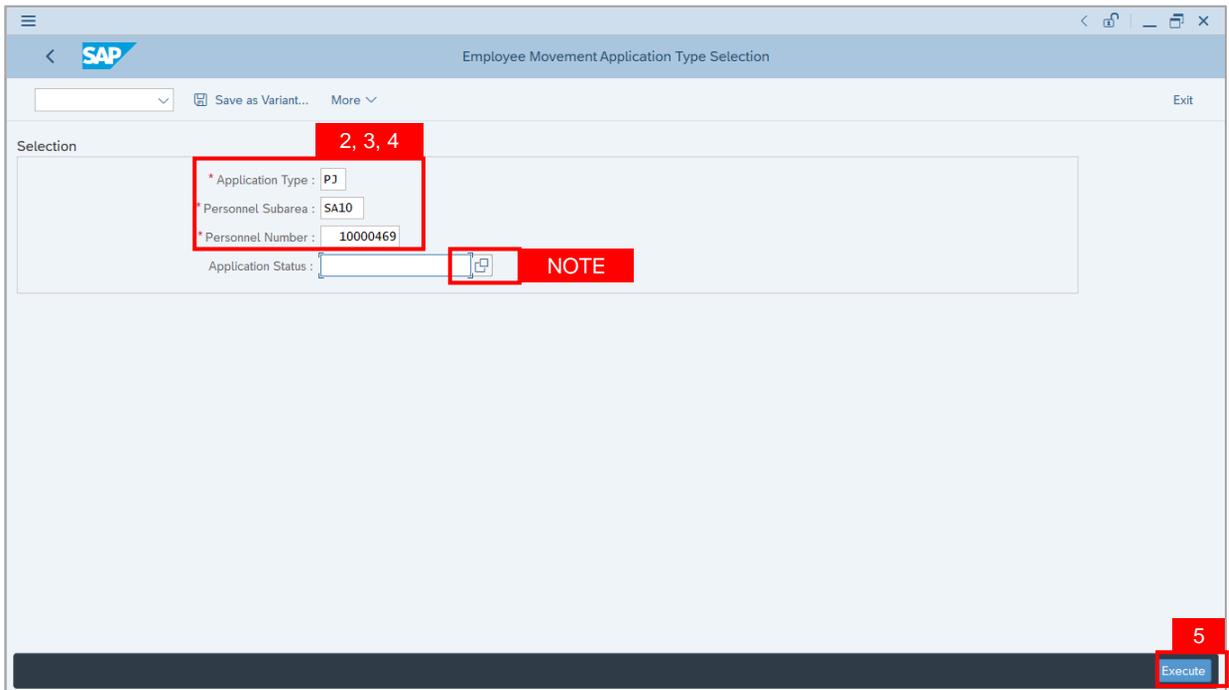Log into SAP GUI (Back End) and proceed with the following steps.

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

Note: The **Employee Movement Application Type Selection** page will be displayed.

SSM_UG_PA_Back End (SAP GUI)_Maintain Probation Confirmation (Penetapan Jawatan) Application_v1.0

2. Enter **PJ - Penetapan Jawatan** for **Application Type**.

3. Enter the **Personnel Subarea (Department).**

4. Enter the **Personnel Number**.

5. Click on **Execute** button.

Note: (Optional) Department HR Administrator (User) can click on **Lookup** icon for **Application Status** to filter application results by selected status.

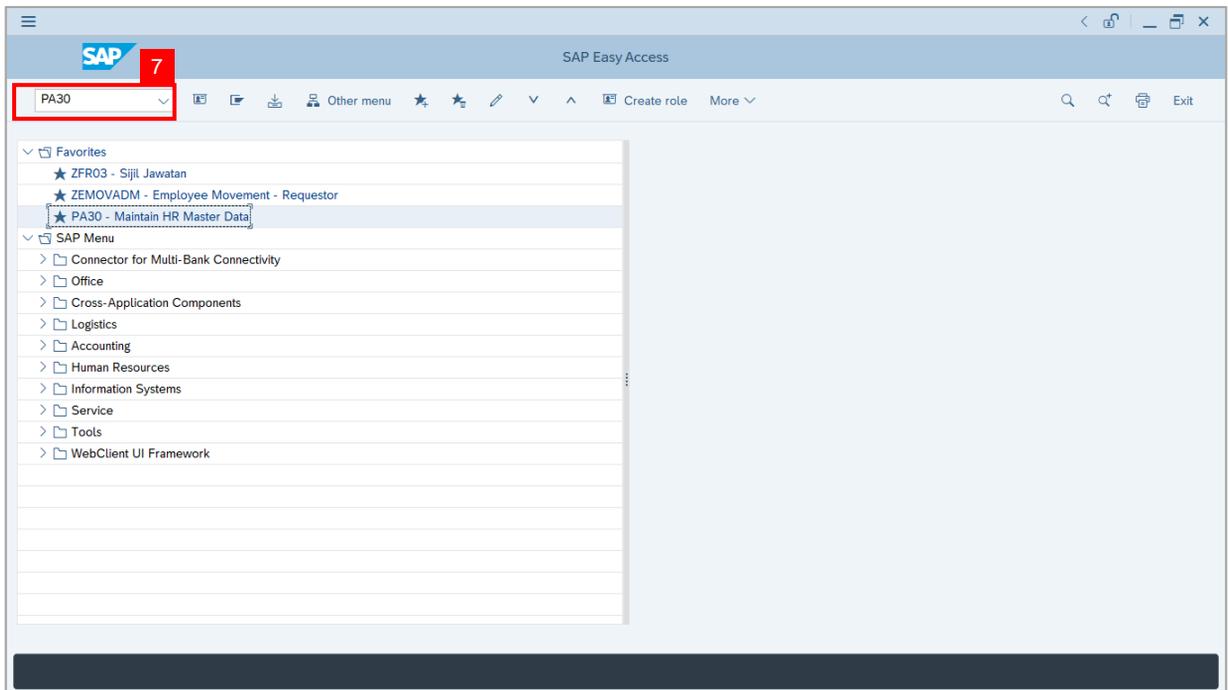6. Click on **Exit** button to go back to SAP Menu.

Note: The **Application Status** for submitted probation confirmation application is **Approved.** Department HR Administrator can view the job data in **Actions** Infotype via **PA30 Maintain HR Master Data** page.
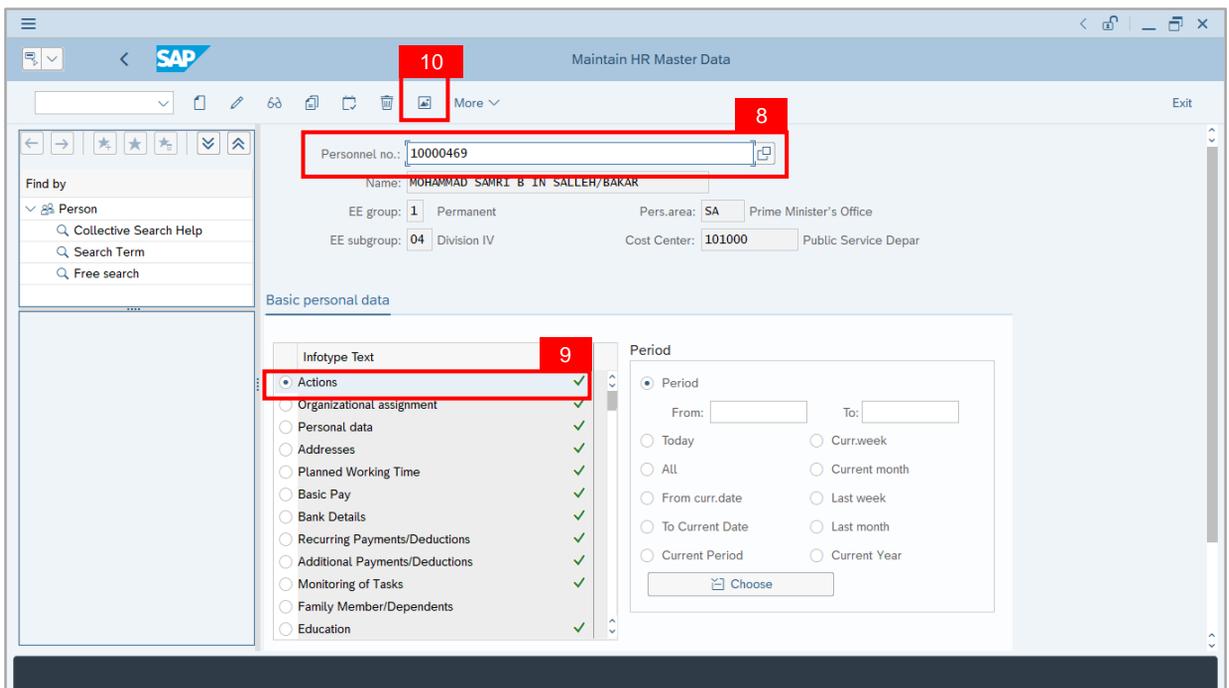
7. Enter transaction code **PA30** in the search bar.

Note: The **Maintain HR Master Data** page will be displayed.
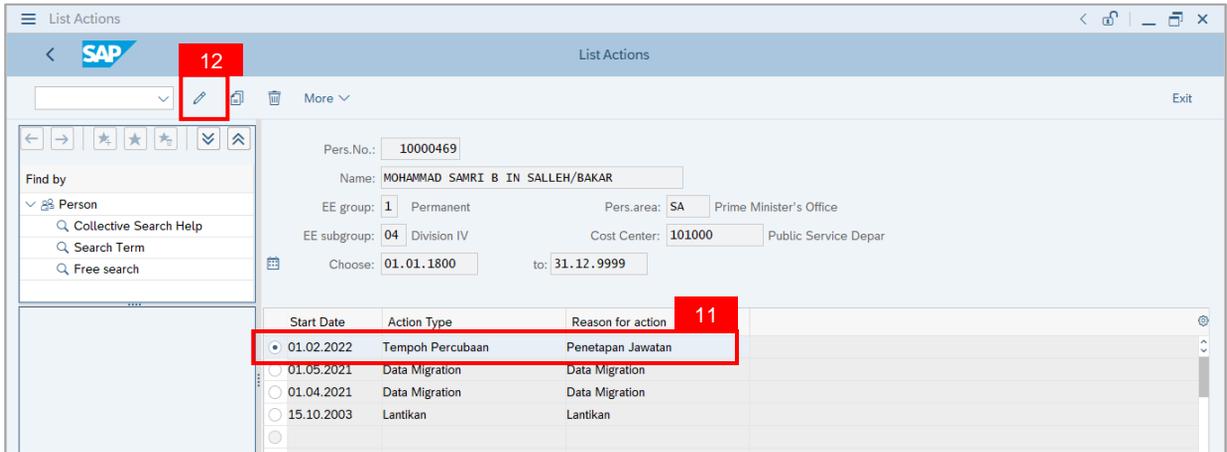
8. Enter the **Personnel Number.**

9. Under **Basic Personal Data** section, select **Actions** Infotype.
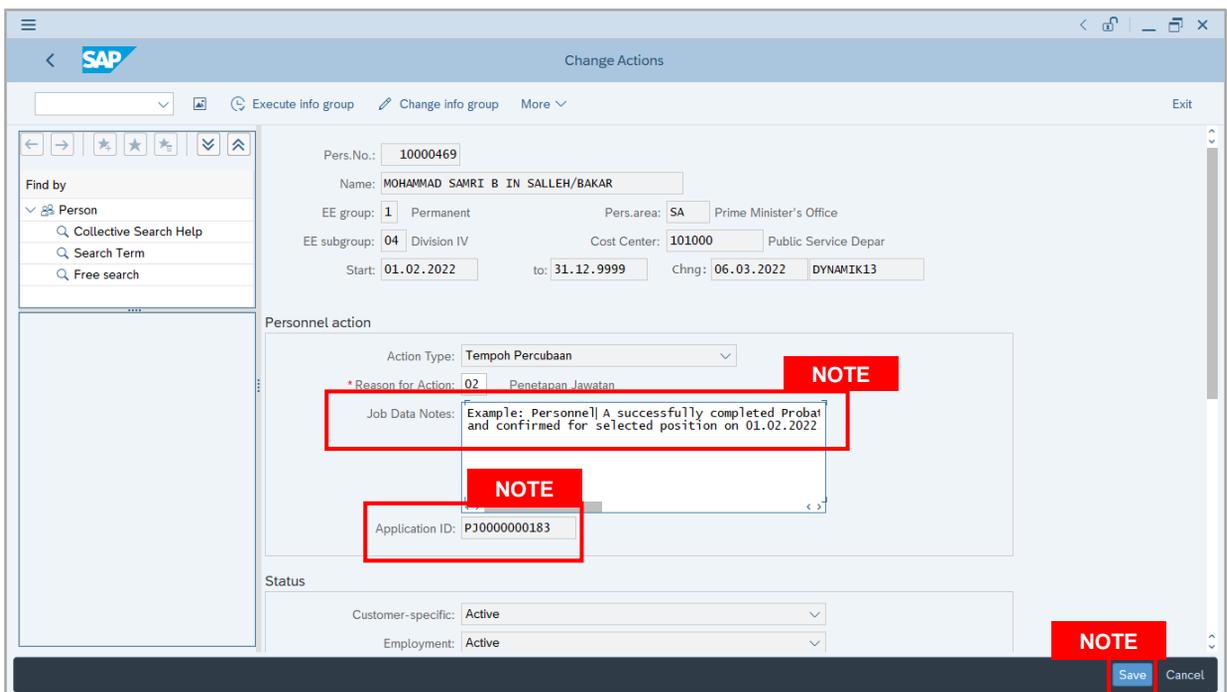
10. Click on **Overview** icon.

Note: The **List Actions** page will be displayed.

11. Select the probation confirmation job data. **(Tempoh Percubaan – Penetapan Jawatan)**

12. Click on **Change** icon to view the recorded job data.

Note: The **Change Actions** page will be displayed.

Note:

i.   Department HR Administrator (User) can update the **Job Data Notes** if required.

ii. Click on **Save** button if there are any updates to the **Job Data Notes.**

iii. **Application ID** refers to the submitted and approved application for Probation Confirmation. (**Application ID** can not be changed).
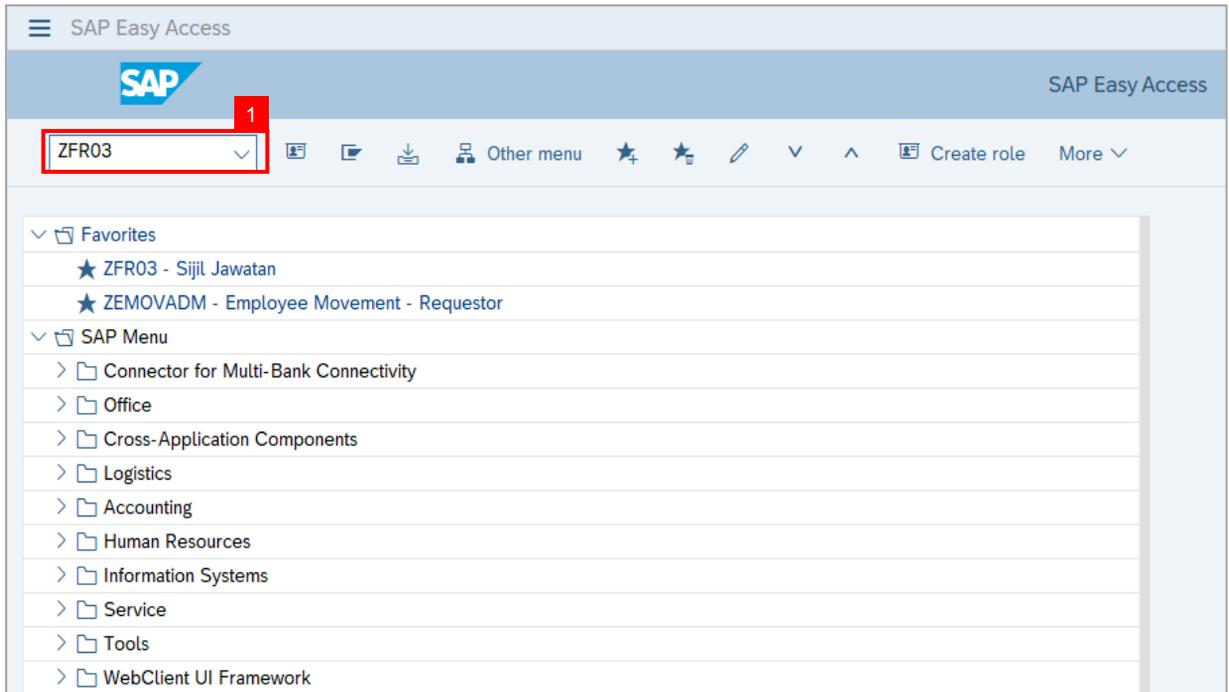
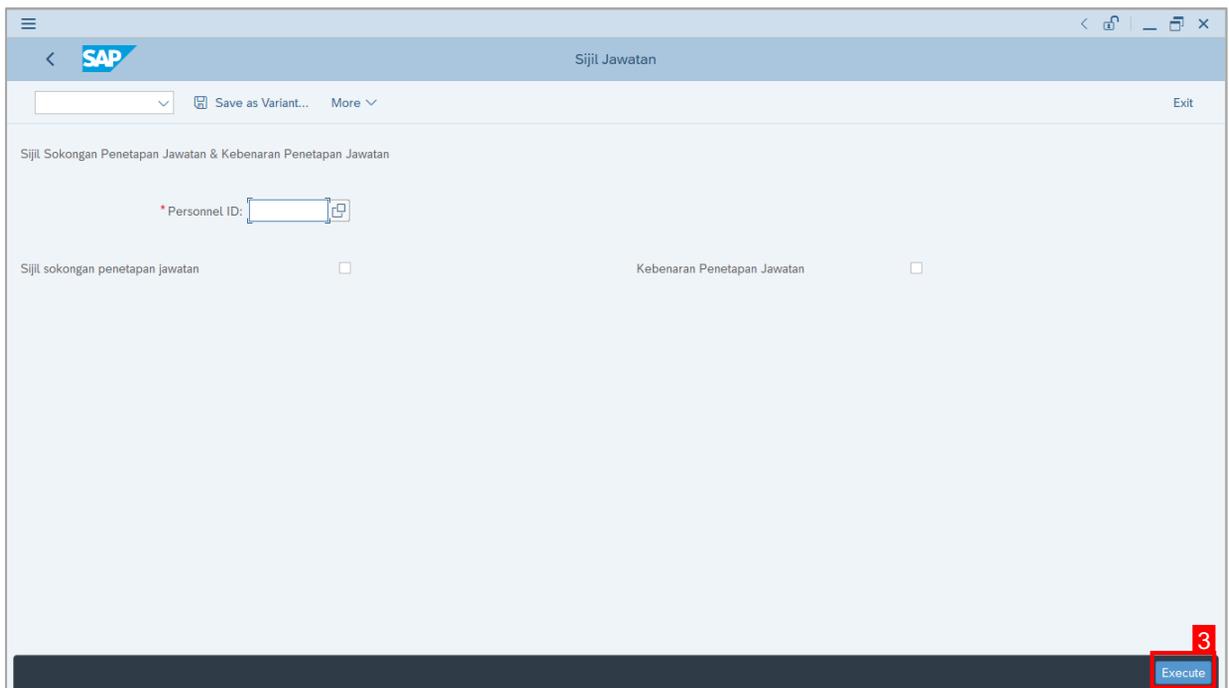| Generate Kebenaran Penetapan Jawatan	Backend User
	Department HR Administrator

Log into SAP GUI (Back End) and proceed with the following steps.
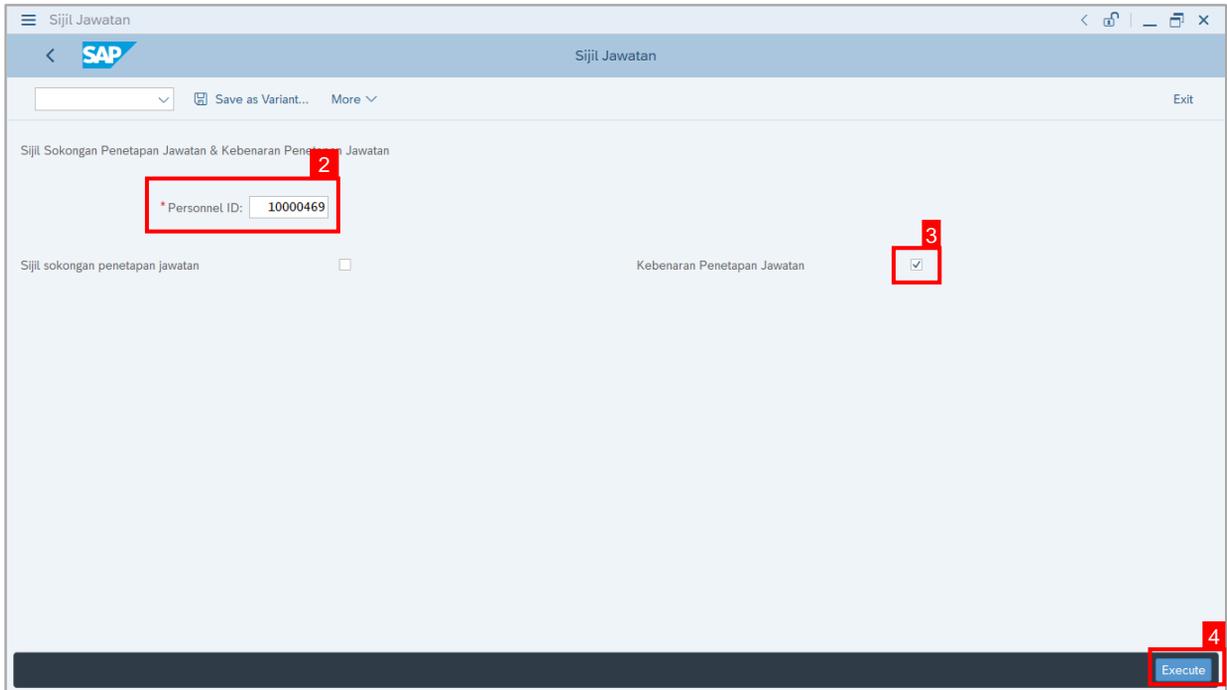
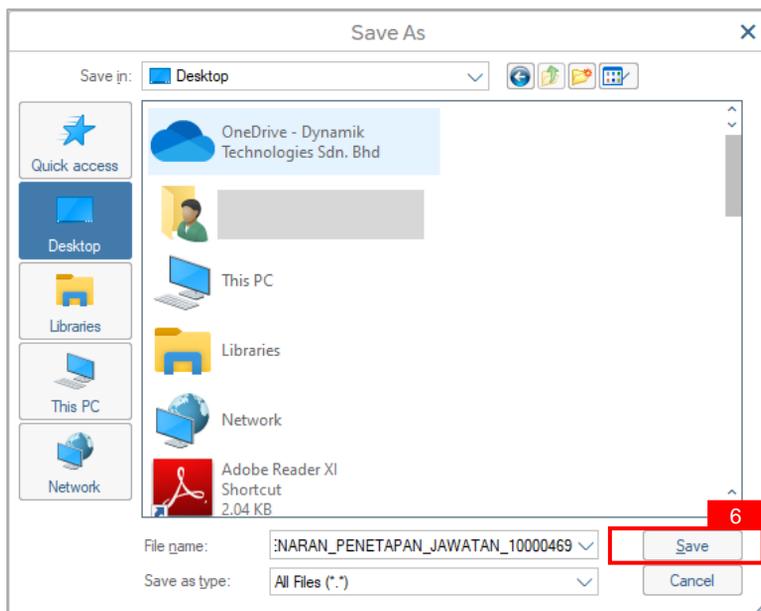1. Enter transaction code **ZFR03** in the search bar.

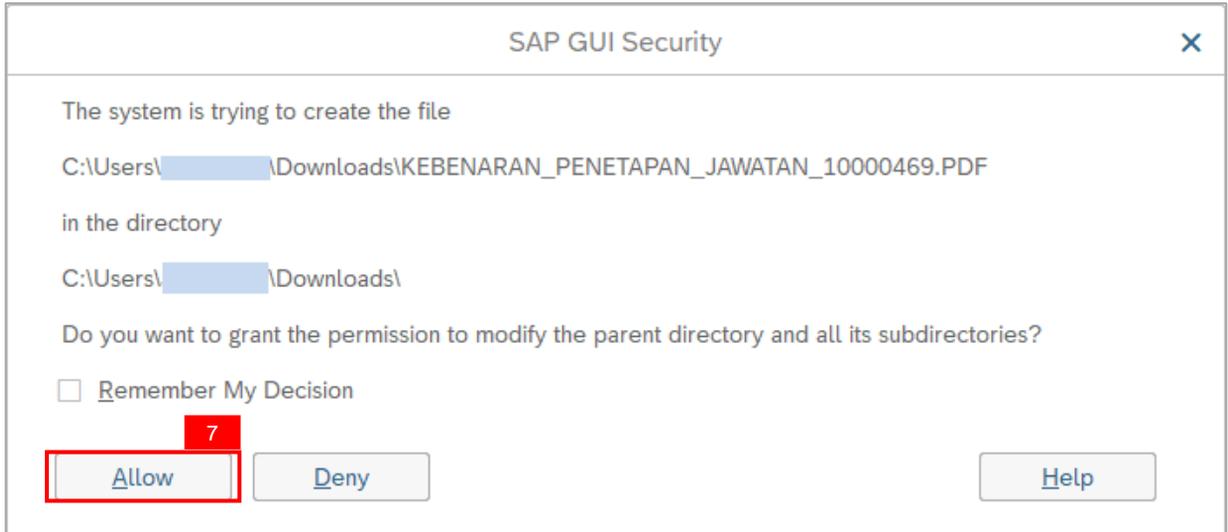**Note:** The **Sijil Jawatan** page will be displayed.

2. Enter the **Personnel ID (Personnel Number).**

3. Click on **Sijil Sokongan Penetapan Jawatan checkbox**.

4. Click on **Execute** button.

5. Select respective folder to save **Kebenaran Penetapan Jawatan** file into the device.

6. Click on **Save** button.

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

Note: The **Kebenaran Penetapan Jawatan** is downloaded into the device.