

SISTEM SUMBER MANUSIA

User Guide for Back End User (SAP GUI)

Maintain Employee Movement (PA) Probation Extension Application (Melanjutkan Tempoh Percubaan)

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**.

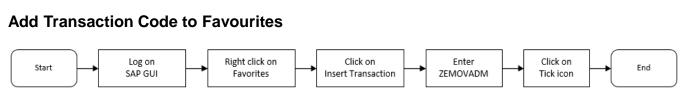


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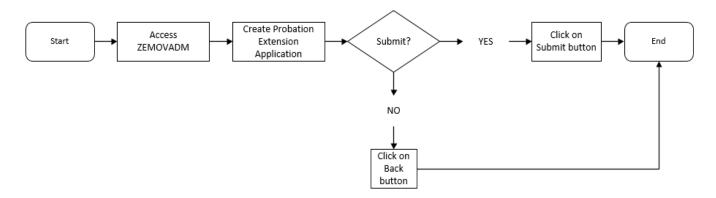
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SUMBER MATHING

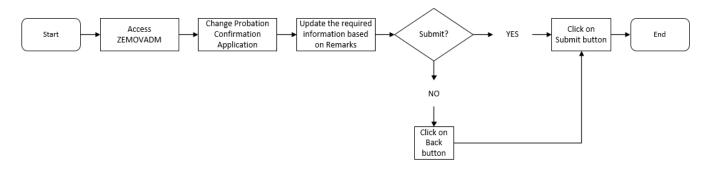
Process Overview



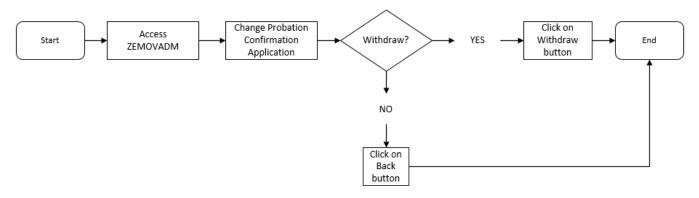
Create and Submit Probation Extension Application via ZEMOVADM



Resubmit Probation Application via ZEMOVADM

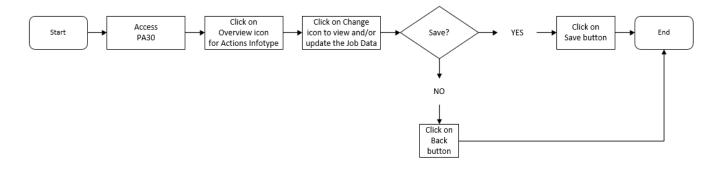


Withdraw Probation Application via ZEMOVADM





View Actions Infotype for Probation Job Data via PA30





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

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

1. Right click on the Favorites folder.

| SAP | SAP Easy Access |
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| 🔄 🚽 🖾 🗈 🖆 🖓 Other menu 🗚 🗉 Create role More 🗸 | |
| 1 | |
| ✓ ☑ SAP Menu | |
| Connector for Multi-Bank Connectivity | |
| > 🗅 Office | |
| > 🗅 Cross-Application Components | |
| > 🗅 Logistics | |
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| > 🗅 Human Resources | |
| > 🗅 Information Systems | |
| > 🗅 Service | |
| > 🗅 Tools | |
| > 🗅 WebClient UI Framework | |

2. Click on Insert Transaction.

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| SAP Easy Acce | :SS |
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| Favorites SAF Open folder Insert Folder Insert Transaction Insert Transaction Add Other Objects Accounting Information Systems Information Systems Service Tools WebClient UI Framework | |



Note: Manual entry of a transaction will be displayed.

| Manual entry of a trans | action X |
|------------------------------|----------|
| * Transaction Code: ZEMOVADM | 3 |
| | 4 ≪ |

- 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

| SAP Easy Acces |
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| ✓ ☑ Favorites ★ ZEMOVADM - Employee Movement - Requestor |
| ✓ SAP Menu > ☐ Connector for Multi-Bank Connectivity |
| Cross-Application Components |
| C Logistics C Accounting |
| Human Resources D Information Systems |
| > Service |
| Tools WebClient UI Framework |



Create and Submit Probation Extension 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.

| ■ SAP Easy Access | | < ₫ | · _ | ∃ × |
|--|---|----------------|-------|------|
| SAP Easy Access | | | | |
| ZEMOVADM 🤍 🗷 🖙 🚠 Gther menu 📩 🏂 🖉 V 🔺 🗷 Create role More 🗸 | ٩ | Q ⁺ | đ | Exit |
| > 均 Favorites | | | | |
| ★ ZFR03 - Sijil Jawatan | | | | |
| ★ ZEMOVADM - Employee Movement - Requestor | | | | |
| > つ SAP Menu | | | | |
| > 🗀 Connector for Multi-Bank Connectivity | | | | |
| > 🗅 Office | | | | |
| > 🗅 Cross-Application Components | | | | |
| > 🗅 Logistics | | | | |
| > 🗅 Accounting | | | | |
| > 🗅 Human Resources | | | | |
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Note: The Employee Movement Application Type Selection page will be displayed.

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|--|-----------|
| C SAP Employee Movement Application Type Selection | |
| ✓ ☐ Save as Variant More ✓ | Exit |
| Selection | |
| * Application Type : | |
| * Personnel Subarea :* Personnel Number : | |
| Application Status : | |
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| | Execute |
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- 2. Enter MP Melanjutkan Tempoh Percubaan for Application Type.
- 3. Enter the Personnel Subarea (Department).
- 4. Enter the **Personnel Number**.
- 5. Click on **Execute** button.

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|---|--|-------------|----|
| < SAP | Employee Movement Application Type Selection | | |
| → 🖫 Save as Variant More ∨ | | Exit | |
| Selection 2 | | | |
| * Application Type : MP * Personnel Subarea : SA10 3 | | | |
| * Personnel Number : 10000469 4 | | | |
| Application Status : | Note | | |
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Note: Department HR Administrator (User) can click on **Lookup** icon for **Application Status** to filter application results by selected status.

| ≡ | Appli | cation State | us (1) 5 Entries | found X |
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| | | | \checkmark | |
| | ×QC | (₽~ | | |
| CI. | Status ID | App Status | Ap. Status | |
| 220 | 00 | Р | Pending Approval | |
| 220 | 01 | W | Rework | |
| 220 | 02 | А | Approved | |
| 220 | 03 | R | Rejected | |
| 220 | 04 | х | Withdrawn | |
| 5 | Entries fou | nd | | |



6. Click on Create icon.

| < SAP | 6 | | App | lication List - R | equestor | | | |
|----------------|---------|--------------------|---------------|-------------------|----------|---------|-------------|------------|
| | 0 | | | | | | | |
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| Application ID | Version | Application Status | Personnel No. | IC No. | Name | Subarea | Empl. Group | Empl. Subg |
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Note: The Application List - Requestor (Personnel Application) page will be displayed.

| Application List - Requestor | | |
|--|--|---|
| < SAP | Application List - Requestor | |
| ∽ Submit More ∽ | NOTE | |
| Application Type: PENETAPAN JAWATAN | Appl. Date : 16.03.2022 | 1 |
| Application ID : | Version : 1 Status : New | |
| Personnel No : | | |
| IC No : | | |
| Name : | | |
| | Download Service Record evances ✓ Examination Details NOTE | |
| ✓ Basic Info Performance ✓ Unpaid Leaves Grie | evances <pre> ✓ Examination Details NOTE </pre> | |
| ✓ Basic Info Performance ✓ Unpaid Leaves Grie Employee Group : Permanent | evances VExamination Details NOTE Subgroup : Division III | |
| ✓ Basic Info Performance ✓ Unpaid Leaves Grie Employee Group : Permanent Personnel Area : Min. of Health | evances Examination Details NOTE Subgroup : Division III Subarea : Kem. Kesihatan | |
| ✓ Basic Info Performance ✓ Unpaid Leaves Grie Employee Group : Permanent Personnel Area : Min. of Health Position : 30005627 MERINYU KESIHATA | evances V Examination Details NOTE Subgroup : Division III Subarea : Kem. Kesihatan | |
| ✓ Basic Info Performance ✓ Unpaid Leaves Griev Employee Group : Permanent Personnel Area : Min. of Health Position : 30005627 MERINYU KESIHATA Pay Scale Group : C2 Level : 09 | evances V Examination Details NOTE Subgroup : Division III Subarea : Kem. Kesihatan NV/PERCUBAAN Est. Salary Scale : C1EB2 | |
| ✓ Basic Info Performance ✓ Unpaid Leaves Grie Employee Group : Permanent Personnel Area : Min. of Health Position : 30005627 MERINYU KESIHATA Pay Scale Group : C2 Level : 09 Date of Birth : 26.03.1983 | evances V Examination Details NOTE Subgroup : Division III Subarea : Kem. Kesihatan | |
| ✓ Basic Info Performance ✓ Unpaid Leaves Grie Employee Group : Permanent Personnel Area : Min. of Health Position : 30005627 MERINYU KESIHATA Pay Scale Group : C2 Level : 09 | evances V Examination Details NOTE Subgroup : Division III Subarea : Kem. Kesihatan NV/PERCUBAAN Est. Salary Scale : C1EB2 | |
| Employee Group : Permanent Personnel Area : Min. of Health Position : 30005627 MERINYU KESIHATA Pay Scale Group : C2 Level : 09 Date of Birth : 26.03.1983 | evances V Examination Details NOTE Subgroup : Division III Subarea : Kem. Kesihatan NV/PERCUBAAN Est. Salary Scale : C1EB2 | |

- 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**.

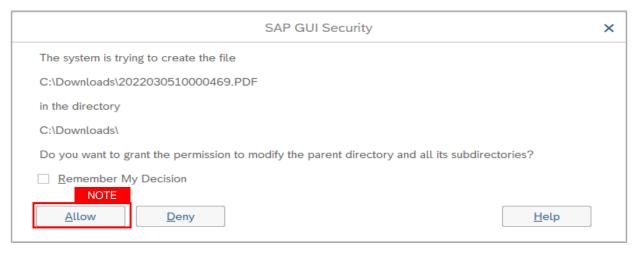


Note:

- iii. Print page will be displayed when Download Rekod Perkhidmatan is clicked.
- iv. Enter LP01 for Output Device.
- v. Click on **Print** button.

| = | Р | rint: | × |
|---------------------|-----------------|---|------------|
| | NOTE | | |
| * Output Device: | 201 | le | |
| Page selection: | | | |
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| Spool Request | | | |
| Name: SM | IART DYNAMIK13 | | |
| Title: | | | |
| Authorization: | | | |
| | | | |
| Spool Control | | Number of Copies | |
| Print Now | | Number: 1 | |
| Delete After Output | | Group (1-1-1,2-2-2,3-3-3,) | |
| New Spool Request | | | |
| Close Spool Request | | Cover Page Settings | |
| Spool Reten | tion: 8 Day(s) | SAP cover page: Do not print \checkmark | |
| * Storage M | ode: Print only | Recipient: | |
| | | Department: | |
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| | | ę | 3 X |

- vi. Click on Allow button for SAP GUI Security.
- vii. The personnel Service Record (Rekod Perkhidmatan) will be downloaded into the





Note: Personnel details are recorded under Basic Info tab.

7. Click on Performance tab to view recorded Personnel performance (Prestasi).

| Employee Details | 7 | | Download Rekod Perkhidmatan |
|----------------------------|-----------------------|--------------------------------|-----------------------------|
| ✓ Basic Info ✓ Performance | e 🗸 Unpaid Leaves | Grievances ✓ Examination Detai | ils |
| | | | |
| Employee Group : Pe | ermanent | Subgroup : | Division IV |
| Personnel Area : Pri | ime Minister's Office | Subarea : | JPA |
| Position : 30 | 0002296 KERANI | | |
| Pay Scale Group : D5 | 5 Level: 03 | Est. Salary Scale : | D123EB45 |
| Date of Birth : 07 | 7.07.1982 | Age : | 39Y 07M 26D |
| Length of Service : 18 | 3Y 04M 19D | | |
| | | | |
| | | | |

8. Click on Unpaid Leaves tab.

| Em | ployee Details | 8 | Downloa | ad Rekod Perkhidmatan |
|----|--------------------------|-----------------------------|----------------|-----------------------|
| | Basic Info V Performance | o ✓ Unpaid Leaves Grieva | | |
| | | | | |
| | Year | Grade | Average Rating | |
| | 2021 | В | 90 | 0 |
| | 2020 | В | 90 | |
| | 2019 | В | 90 | |
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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 | Performance | ✓ Unpaid Leaves | 9 Grievances ✓ Exar | mination Details | Download Service Recor |
|------------------|-------------|-----------------|------------------------|------------------|------------------------|
| Start Date | Grievance | Туре | Status | Stage | Result |
| Ļ | L | | | | × |

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.

| Туре | Description | Exam Name | Exam Date | Certification Date | Exam Result |
|------|------------------------|---|----------------|--------------------|-------------|
| 01 | Government Examination | PEPERIKSAAN PERATURAN-AM 1961 DAN PERATURAN F | PERK31.10.2011 | 05.12.2019 | PASS |
| 01 | Government Examination | PEPERIKSAAN KERANI-KERANI RENDAH | 19.10.2008 | 22.01.2010 | PASS |
| 02 | Other Qualification | SIJIL / SURAT PENGHARGAAN | | 17.01.2020 | PASS |
| 02 | Other Qualification | SIJIL / SURAT PENGHARGAAN | | 07.04.2020 | PASS |

Note:

- i. Personnel examination (Government or Other Qualification) are recorded under **Examination Details** tab.
- 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, enter the new probation end date for Extend Probation

To.

- 12. Enter the **Job Data Notes**.
- 13. Click on **Document Upload** tab.

| ✓ A | pplication Detail | ls Docum | ent Upload | 13 | ation | History | | |
|-----|-------------------|---------------------------------|------------|------------------------|--------------|--|------------|--|
| | Probat | Joined Date : ion End Date : | | 2 | 11 | I | | |
| | * Extend | Probation To : | 31.01.202 | 3 [-] | | | 12 | |
| | oL | b Data Notes : (Optional) | | Personnel mandatory | A is exam | to extend probation for duration of one (1) inations and/or training courses. |) year onl | |



Note:

- i. The **Extend Probation To** date and duration of extension would vary depending on the personnel case. The extension duration could take days, months or years.
- ii. Scenario examples are the personnel is required to achieve certain grade for their performance (Prestasi) or achieve Pass for specific examinations or personnel took unpaid leaves (Cuti Tanpa Gaji) during their probation period.
- iii. 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 relevant documents if required from device.

| ✓ Application | on Details | Document Upload Application History | |
|---------------|---------------|-------------------------------------|----|
| | | | 14 |
| ۲ | Attachment #1 | | C |
| 0 | Attachment #2 | |] |
| 0 | Attachment #3 | |] |
| | | Delete | |
| | | | |

Note:

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

15. Click on Application History tab.

| | on Details [| Document Uplo | | ation 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 | | | |

- 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.**

| Remarks : | Example: Personnel A probation extension application submitted for JPA Approval. |
|-----------|---|
| | |
| 17 | (255 Characters) |
| | Saya telah meneliti dan mengesahkan keterangan yang telah diisikan dalam borang ini dan dokumen |
| | yang disertakan adalah betul dan teratur. |
| | |

18. Click on **Submit** button at the top of the page.

| < SAP 18 | 8 | Application List - Requestor | |
|-----------------------|----------------------------|------------------------------|-------------------------|
| Sub | mit More 🗸 | | |
| Application Type : ME | LANJUTKAN TEMPOH PERCUBAAN | | Appl. Date : 16.03.2022 |
| Application ID : | | Version : 1 | Status : New |
| Personnel No : | | | |
| IC No : | | | |
| Name : | | | |

Note: Click on Allow button for SAP GUI Security

| SAP GUI Security | × |
|---|--------------|
| The system is trying to access the file | |
| C:\Users\; \Downloads\! | .pdf |
| Do you want to grant access to this file? | |
| Remember My Decision NOTE | |
| <u>A</u> llow <u>D</u> eny | <u>H</u> elp |



Outcome: Application is successfully submitted to JPA Approver.

| < | SAP | | | Арр | lication List - R | equestor | | | |
|---|--------------------|---------|--------------------|-----------------|-------------------|----------|------------|--------------------------|------------|
| | ~ | 1 0 | 6∂ More∨ | | | | | | E |
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| | Application ID | Version | Application Status | Personnel No. | IC No. | Name | C 1 | | |
| | , ippared to it ib | Version | Application Status | reisonnet no. | IC NO. | Name | Subarea | Empl. Group | Empl. Subg |
| | MP2200000167 | 1 | Pending Approval | r ersonner ivo. | IC NO. | Name | .SM01 | Empl. Group Permanent | Empl. Subg |
| | | | | | IC NO. | Name | | | |
| 0 | | | | | IC NO. | Name | | | |

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



Resubmit Probation Extension 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.

| E SAP Easy Access | < | £ | _ | ∃ × |
|--|---|-------|---|------|
| SAP Easy Access | | | | |
| ZEMOVADM 🧹 📧 🖙 🚠 Gther menu 📩 🏂 🖉 V \land 📧 Create role More 🗸 | ٩ | ব্* প | 7 | Exit |
| ✓ ☐ Favorites | | | | |
| ★ ZFR03 - Sijil Jawatan | | | | |
| ★ ZEMOVADM - Employee Movement - Requestor | | | | |
| > つ SAP Menu | | | | |
| > C Connector for Multi-Bank Connectivity | | | | |
| > 🗅 Office | | | | |
| > 🗅 Cross-Application Components | | | | |
| > C Logistics | | | | |
| > 🗅 Accounting | | | | |
| > 🗅 Human Resources | | | | |
| C Information Systems | | | | |
| > 🗅 Service | | | | |
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| > 🗅 WebClient UI Framework | | | | |
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Note: The Employee Movement Application Type Selection page will be displayed.

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|--|--|-------------|
| < SAP | Employee Movement Application Type Selection | |
| \checkmark 🔄 Save as Variant More \checkmark | | Exit |
| Selection | | |
| * Application Type : []]] * Personnel Subarea : * Personnel Number : Application Status : | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | Execute |



- 2. Enter MP Melanjutkan Tempoh Percubaan for Application Type.
- 3. Enter the Personnel Subarea (Department).
- 4. Enter the **Personnel Number**.
- 5. Click on **Execute** button.

| = | | < 🗗 🔄 🗖 🗙 |
|---|--|--------------|
| < SAP | Employee Movement Application Type Selection | |
| \checkmark (Save as Variant More \checkmark | | Exit |
| Selection 2 | | |
| * Application Type : MP * Personnel Subarea : SA10 3 | | |
| * Personnel Number : 10000469 4 | | |
| Application Status : | Note | |
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Note: Department HR Administrator (User) can click on **Lookup** icon for **Application Status** to filter application results by selected status.

| ≡ | Appli | cation State | us (1) 5 Entries | found X |
|-----|-------------|--------------|------------------|---------|
| R | estriction | S | | |
| | | | \checkmark | |
| | ×QC | (₽~ | | |
| CI. | Status ID | App Status | Ap. Status | |
| 220 | 00 | Р | Pending Approval | |
| 220 | 01 | W | Rework | |
| 220 | 02 | А | Approved | |
| 220 | 03 | R | Rejected | |
| 220 | 04 | х | Withdrawn | |
| 5 | Entries fou | nd | | |



- 6. Select the application with Application Status, Rework.
- 7. Click on Change icon.

| | ✓ C Z 6∂ More ✓ | | | | | | | | |
|--|-----------------|--|--|--|--|--|--|--|--|
|--|-----------------|--|--|--|--|--|--|--|--|

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

| Application List - Requestor | | |
|------------------------------|----------------|--------------|
| | | NOTE |
| | Appl. Date : | 16.03.2022 |
| Version: 1 | Status : | Rework |
| | | |
| | | |
| | | |
| - | | NOTE |
| | Download Servi | ce Record |
| | | Appl. Date : |

- 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:

- i. Print page will be displayed when **Download Rekod Perkhidmatan** is clicked.
- ii. Enter LP01 for Output Device.
- iii. Click on **Print** button.

| ≡ | | P | rint: | | > |
|---|-------------------|-----------|----------------------|--------------|---|
| | | NOTE | | | |
| * Output Device: | LP01 | | P | | |
| Page selection: | | | | | |
| Spool Request | | | | | |
| Name: | SMART | DYNAMIK13 | | | |
| Title: | | | | | |
| Authorization: | | | | | |
| Spool Control | | | Number of Copies | | |
| Print Now | | | Number of copies | 1 | |
| Delete After Output | | | Group (1-1-1,2-2-2,3 | | |
| New Spool Request | | | | | |
| Close Spool Request | | | Cover Page Settings | | |
| | tention: 8 Day(s) | | SAP cover page: | Do not print | \sim |
| | Mode: Print only | ~ | Recipient: | | |
| | | | Department: | | |
| | | | | | NOTE |
| | | | | | - - - - - - - - - - - - - - - - - - - |

- vi. Click on Allow button for SAP GUI Security.
- vii. The personnel Service Record (Rekod Perkhidmatan) will be downloaded into the





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 | |
| Proba | tion End Date : 31.01.202 | 2 |
| * Extend | Probation To : 31.01.202 | 3] [] |
| Je | b Data Notes : Example: | Personnel A is to extend probation for duration of one (1) year only mandatory examinations and/or training courses. |
| | (Optional) | ······································ |
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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.

| Date | Time | User ID | Version | Application Status | Remarks |
|---------------|----------|-----------|---------|--------------------|---|
| 06.03.2022 | 23:04:14 | DYNAMIK13 | 1 | Pending Approval | Example: Personnel A probation extension application submitt. |
| 06.03.2022 | 23:04:52 | DYNAMIK13 | 1 | Rework | Example: Personnel A probation extension application is rewo. |
| \rightarrow | | | | | <> |

- i. Under Application Details tab, ensure Probation End Date, Extend Probation To 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



| Employee Details | | NOTE | Download Service Record |
|-------------------------|----------------------------|---------------------|-------------------------|
| ✓ Basic Info Performanc | e Unpaid Leaves Grievances | Examination Details | |
| | | | |
| Employee Group : | Permanent | Subgroup : | Division III |
| Personnel Area : | Min. of Health | Subarea : | Kem. Kesihatan |
| Position : | 30010199 TUKANG UBAT KN. | | |
| Pay Scale Group : | M9 Level: 10 | Est. Salary Scale : | M8EB9 |
| Date of Birth : | 18.04.1974 | Age | : 47Y 10M 26D |
| Length of Service : | 23Y 04M 16D | | |

- 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.

| Remarks : | Example: Personnel A probation extension application resubmitted for JPA Approval. Personnel 9 information have been updated and correct documents are attached. |
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| | yang disertakan adalah betul dan teratur. |
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11. Click on **Submit** button at the top of the page.

| < SAP | 11 | | A | pplication List - Requestor | |
|----------------|----------------------------------|-------------------|---|-----------------------------|--|
| s | | More \checkmark | | | |
| | MELANJUTKAN TEMF MP2200000168 | OH PERCUBAAN | | Version : 1 | Appl. Date : 16.03.2022 Status : Rework |
| Personnel No : | | | | | |
| IC No : | | | | | |
| Name : | | | | | |

Outcome: Application is successfully resubmitted to JPA Approver.

| Ap | oplication List - Req | uestor | | | | | | > GHQ (1) 220 | 🖻 🗗 🗌 🗖 |
|----|--------------------------------|--------------|--|---------------|-------------------|----------|-----------------|--------------------------|------------|
| < | SAP | | | Appl | ication List - Re | equestor | | | |
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| | Application ID | Version | Application Status | Personnel No. | IC No. | Name | Subarea | Empl. Group | Empl. Subg |
| | Application ID MP2200000168 | Version 2 | Application Status Pending Approval | Personnel No. | IC No. | Name | Subarea SM01 | Empl. Group Permanent | Empl. Subg |
| | | | | | IC No. | Name | | | |
| | MP2200000168 | | | | IC No. | Name | | | |

- i. Resubmitted probation extension application with **Pending Approval** status becomes **Version 2.**
- ii. Version number only changes when the application with the same Application ID is resubmitted.



Withdraw Probation Extension 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.

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| SAP SAP Easy Access | | | | |
| ZEMOVADM 🗸 🗷 🗈 🕹 🔓 Other menu 🖈 🏂 🖉 V \land 🗷 Create role More V | Q | at | ē | Exit |
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| ★ ZFR03 - Sijil Jawatan | | | | |
| ★ ZEMOVADM - Employee Movement - Requestor | | | | |
| V 🗇 SAP Menu | | | | |
| > 🗅 Connector for Multi-Bank Connectivity | | | | |
| > C Office | | | | |
| > 🗁 Cross-Application Components | | | | |
| > 🗅 Logistics | | | | |
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Note: The Employee Movement Application Type Selection page will be displayed.

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|--|-----------|
| C SAP Employee Movement Application Type Selection | |
| ✓ ☐ Save as Variant More ✓ | Exit |
| Selection | |
| Application Type : | |
| * Personnel Subarea : * Personnel Number : | |
| Application Status : | |
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| | Execute |



- 2. Enter MP Melanjutkan Tempoh Percubaan for Application Type.
- 3. Enter the Personnel Subarea (Department).
- 4. Enter the **Personnel Number**.
- 5. Click on **Execute** button.

| = | < 🖸 🗌 🗖 × |
|---|---------------------------------|
| < SAP Employee Move | ment Application Type Selection |
| Save as Variant More V | Exit |
| Selection 2 | |
| * Application Type : MP * Personnel Subarea : SA10 3 | |
| * Personnel Number : 10000469 4 | |
| Application Status : Note | |
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Note: Department HR Administrator (User) can click on **Lookup** icon for **Application Status** to filter application results by selected status.

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| CI. | Status ID | App Status | Ap. Status | |
| 220 | 00 | Р | Pending Approval | |
| 220 | 01 | W | Rework | |
| 220 | 02 | А | Approved | |
| 220 | 03 | R | Rejected | |
| 220 | 04 | х | Withdrawn | |
| 5 | Entries fou | nd | | |



- 6. Select the application with Application Status, Rework.
- 7. Click on Change icon.

| Application ID | Version Application Status | | | IC No. Name | | | Empl. Group | Empl 6 |
|----------------|----------------------------|--|--|-------------|--|--|-------------|--------|
|----------------|----------------------------|--|--|-------------|--|--|-------------|--------|

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

| pplication List - Requestor | | |
|---|------------------------------|-------------------------|
| SAP | Application List - Requestor | |
| Submit Withdraw More V | | NOTE |
| Application Type : MELANJUTKAN TEMPOH PERCUBAAN | | Appl. Date : 16.03.2022 |
| Application ID : MP2200000168 | Version : 1 | Status : Rework |
| Personnel No : | | |
| IC No : | | |
| Name : | | |

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

| Application De | etails Do | cument Upload | ✓ Applicat | tion History 8 | |
|----------------|-----------|---------------|------------|--------------------|---|
| Date | Time | User ID | Version | Application Status | Remarks |
| 06.03.2022 | 23:04:14 | DYNAMIK13 | 1 | Pending Approval | Example: Personnel A probation extension application submitt |
| 06.03.2022 | 23:04:52 | DYNAMIK13 | 1 | Rework | Example: Personnel A probation extension application is rewo. |
| \bigcirc | | | | | < > |

- 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.**

| Remarks : | Example: Personnel's probation extension application is withdrawn 9 |
|-----------|--|
| | (255 Characters) |
| 10 [⊻_ | 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 at the top of the page.

| < | SAP | 11 | Application List - Requestor | |
|---|----------------|--|------------------------------|--|
| | ~ | Submit Withdraw More \checkmark | | |
| | | MELANJUTKAN TEMPOH PERCUBAAN : MP2200000151 | Version: 1 | Appl. Date : 10.03.2022 Status : Rework |
| | Personnel No : | | | |
| | IC No : | | | |
| | Name : | | | |

Outcome: Application is successfully withdrawn.

| < SAP | | | Арр | lication List - F | Requestor | | | |
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| Application ID | Version | Application Status | Personnel No. | IC No. | Name | Subarea | Empl. Group | Empl. Subg |
| | | | | | | | _ | |
| O MP2200000151 | 1 | Withdrawn | | | | SA16 | Permanent | Division III 🗘 |
| MP2200000151 | 1 | Withdrawn | | | | SA16 | Permanent | Division III 0 |

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





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

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

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| ★ ZFR03 - Sijil Jawatan | | | | |
| ★ ZEMOVADM - Employee Movement - Requestor | | | | |
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Note: The Employee Movement Application Type Selection page will be displayed.

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| Selection | |
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| | Execute |



- 2. Enter MP Melanjutkan Tempoh Percubaan for Application Type.
- 3. Enter the Personnel Subarea (Department).
- 4. Enter the **Personnel Number**.
- 5. Click on **Execute** button.

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| < SAP | Employee Movement Application Type Selection | |
| \checkmark \boxdot Save as Variant More \checkmark | | Exit |
| Selection 2 | | |
| * Application Type : MP * Personnel Subarea : SA10 3 | | |
| *Personnel Number : 10000469 4 | | |
| Application Status : | P Note | |
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Note: 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.

| Application List - Requestor | | | | | | | | |
|------------------------------|---------|--------------------|---------------|----------|-----------------------------|---------|-------------|--------------|
| \sim | 0 / | 6∂ More∨ | | | | | | Е |
| | | | | | | | | |
| Application ID | Version | Application Status | Personnel No. | IC No. | Name | Subarea | Empl. Group | Empl. Subg |
| MP2200000156 | 1 | Approved | 10000137 | 01044800 | AHMAD BASYIIR BIN SHAHMINAN | SA03 | Permanent | Division III |

Note: The Application Status for submitted probation extension 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.

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| ★ ZFR03 - Sijil Jawatan | | | | | |
| ★ ZEMOVADM - Employee Movement - Requestor | | | | | |
| ★ PA30 - Maintain HR Master Data | | | | | |
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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.

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| R. ✓ KAP | 10 | Maintain HR Master Data | |
| | 6ð 🗐 🛱 🗑 🖬 More 🗸 | 8 | Exit |
| $\leftarrow \rightarrow \not \star \not \star \not \star \otimes \land$ | Personnel no.: 10000469 | [P] | • |
| Find by | Name: MOHAMMAD SAMRI B IN S. | SALLEH/BAKAR | |
| ∨ ≜% Person | EE group: 1 Permanent | Pers.area: SA Prime Minister's Office | |
| Collective Search Help | EE subgroup: 04 Division IV | Cost Center: 101000 Public Service Depar | |
| Q Free search | | | |
| | Basic personal data | | |
| | Actions Organizational assignment Personal data Addresses | 9 Period Period From: To: | |
| | Planned Working Time Basic Pay | All Current month From curr.date Last week | |
| | Bank Details Recurring Payments/Deductions | ✓ To Current Date Last month | |
| | Additional Payments/Deductions Monitoring of Tasks Family, Mark of Page data | ✓ Current Period Current Year ✓ É Choose | |
| | Family Member/Dependents Education | ✓ □ | \$ |
| | | | |



Note: The List Actions page will be displayed.

11. Select the probation extension job data. (Tempoh Percubaan - Tempoh Percubaan

Dilanjutkan)

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

| < SAP 12 | | List Actions | |
|--------------------------|------------------------------|---------------------------------------|------|
| V 🗐 🗑 More | | | Exit |
| | Pers.No.: | | |
| Find by | Name: | | |
| ∨ 89 Person | EE group: 1 Permanent | Pers.area: SA Prime Minister's Office | |
| Q Collective Search Help | EE subgroup: 03 Division III | Cost Center: 100300 Audit | |
| Q. Search Term | | | |
| Q, Free search | Choose: 01.01.1800 | to: 31.12.9999 | |
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| | Start Date Action Type | Reason for action 11 | 0 |
| | 31.01.2022 Tempoh Percuba | aan Tempoh Percubaan Dilanjutkan | 0 |
| | 01.05.2021 Data Migration | Data Migration | |
| | 17.04.2021 Memangku | Memangku Tidak Disamping Tug | |
| | 01.04.2021 Data Migration | Data Migration | |
| | 01.05.2003 Lantikan | Lantikan | |
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Note: The Change Actions page will be displayed.

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| ✓ ▲ € € | Execute info group \mathscr{O} Change info group More \vee | Exit |
| ← → ★ ★ ♥ ♠ Find by ∨ ℬ Person Q Collective Search Help Q Search Term Q Free search | Pers.No: 10000469 Name: EE group: Prime Minister's Office EE subgroup: 04 Division IV Cost Center: 101000 Public Service Depar Start: 31.01.2022 to: 31.12.9999 Chng: 07.03.2022 DYNAMIK13 Personnel action Action Type: Tempoh Percubaaa Dilanjurkan Job Data Notes: Example: Personnel A is to extend probation for d only until 31.01.2023 to complete mandatory exami NOTE NOTE | < 2 |
| | Status | |
| | Customer-specific: Active | |
| | | Save Cancel |

- 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 Extension. (Application ID can not be changed).