



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**.

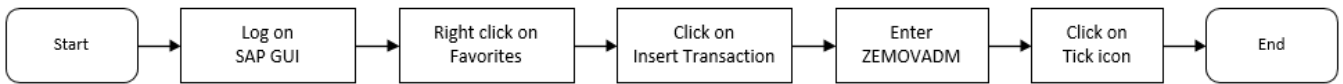


Table of Content

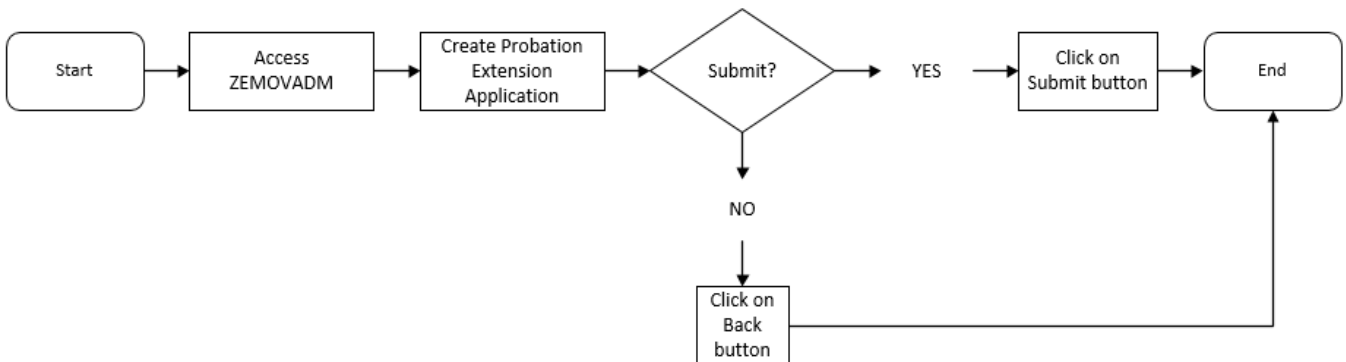
Topics	Page
Introduction	2
Glossary	2
Further Assistance	2
Process Overview	4
Add Transaction Code To Favorites	5
Create and Submit Probation Extension Application – Department HR Admin	7
Resubmit Probation Extension Application – Department HR Admin	16
Withdraw Probation Extension Application – Department HR Admin	23
View Actions Infotype for Probation Job Data	27

Process Overview

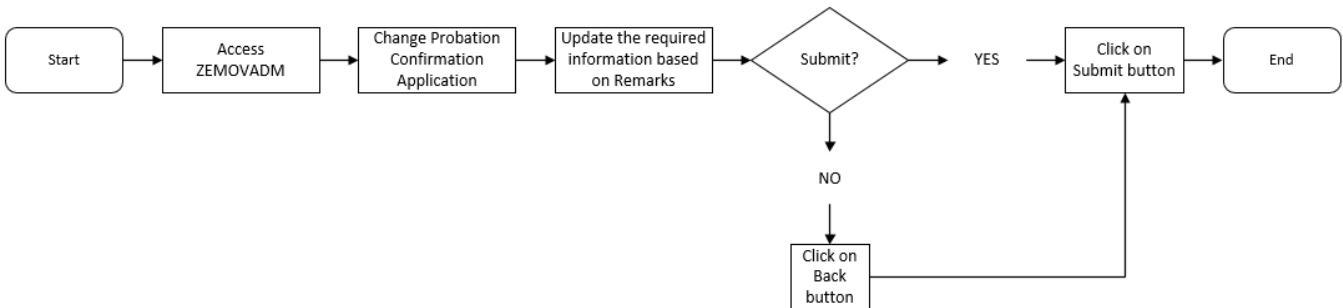
Add Transaction Code to Favourites



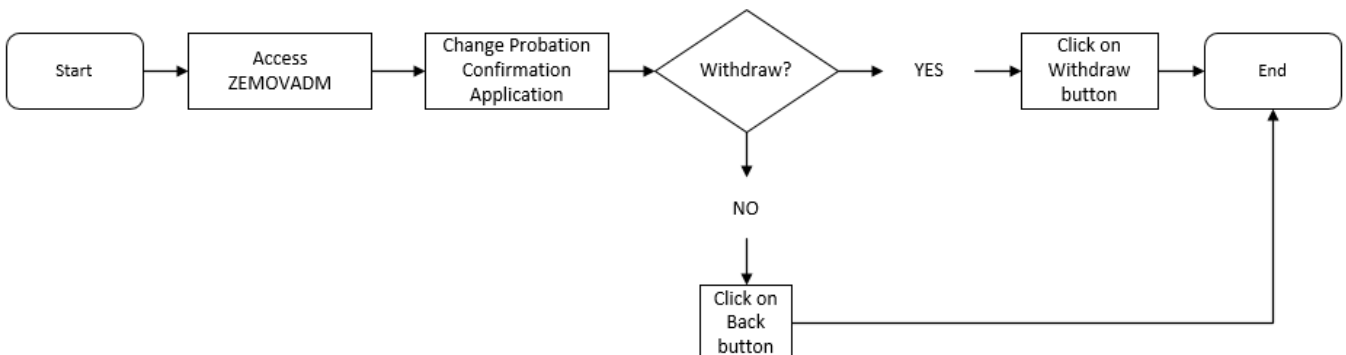
Create and Submit Probation Extension Application via ZEMOVADM



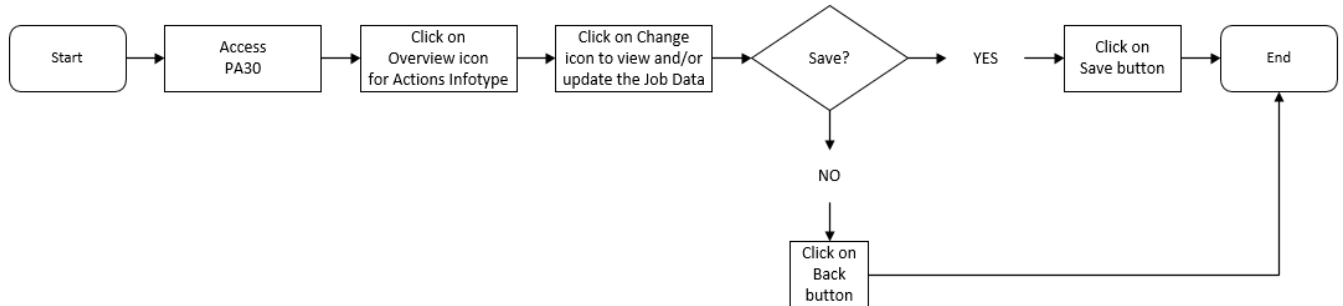
Resubmit Probation Application via ZEMOVADM



Withdraw Probation Application via ZEMOVADM



View Actions Infotype for Probation Job Data via PA30



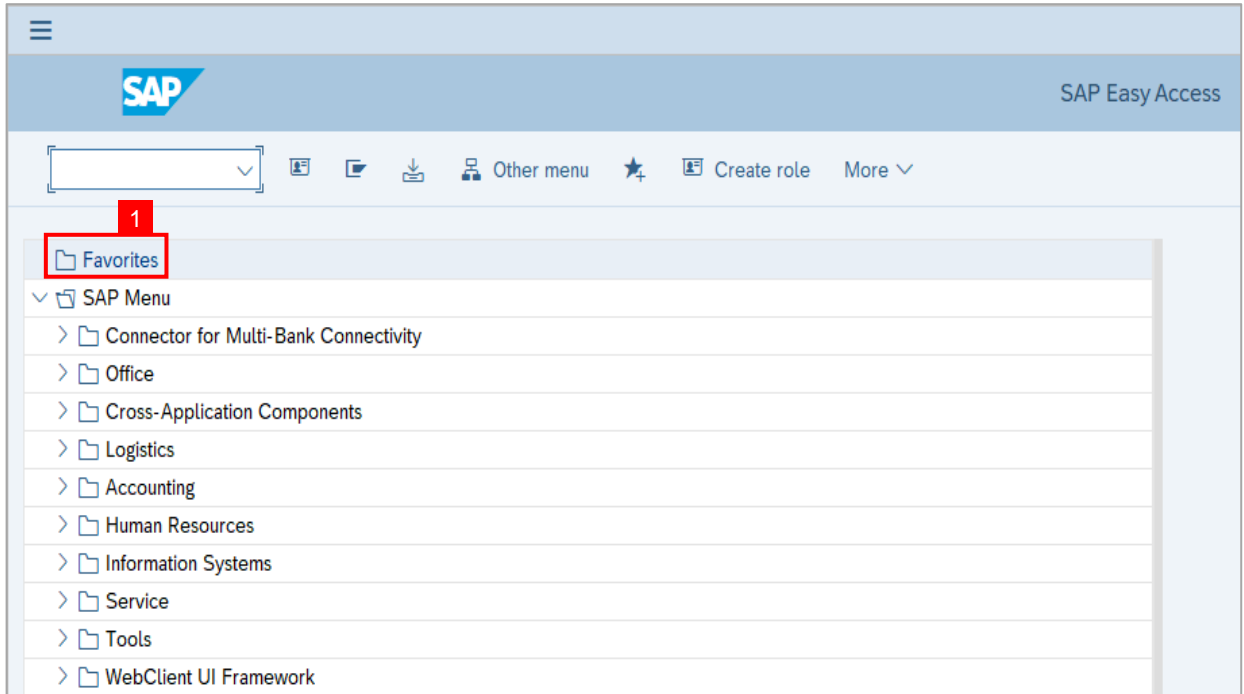
Add Transaction Code To Favorites

Backend User

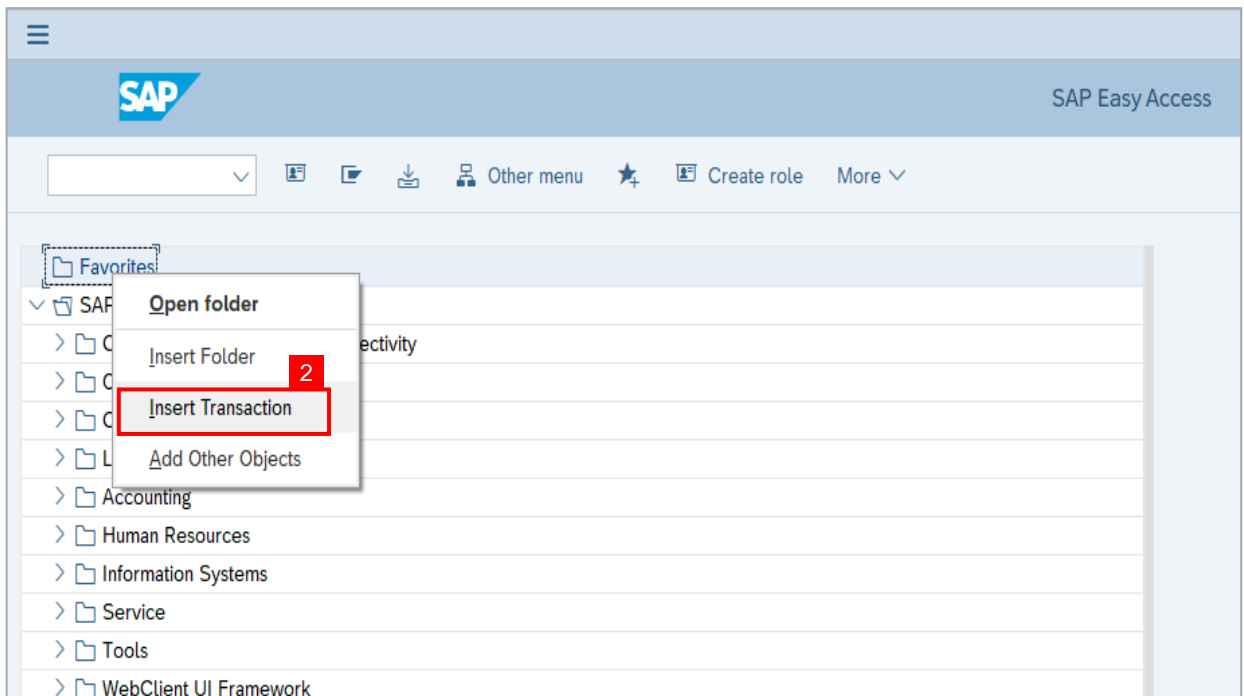
Department HR Administrator & JPA Approver

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

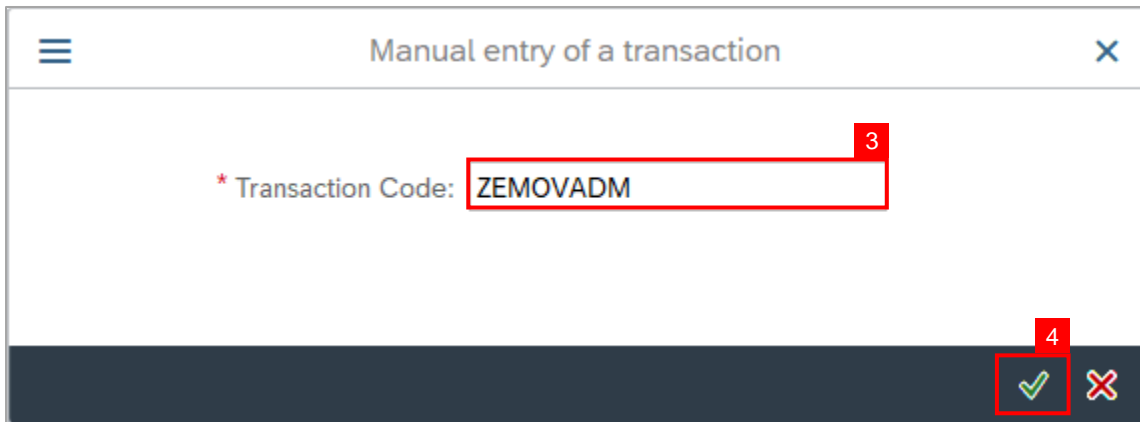
1. Right click on the **Favorites** folder.



2. Click on **Insert Transaction**.



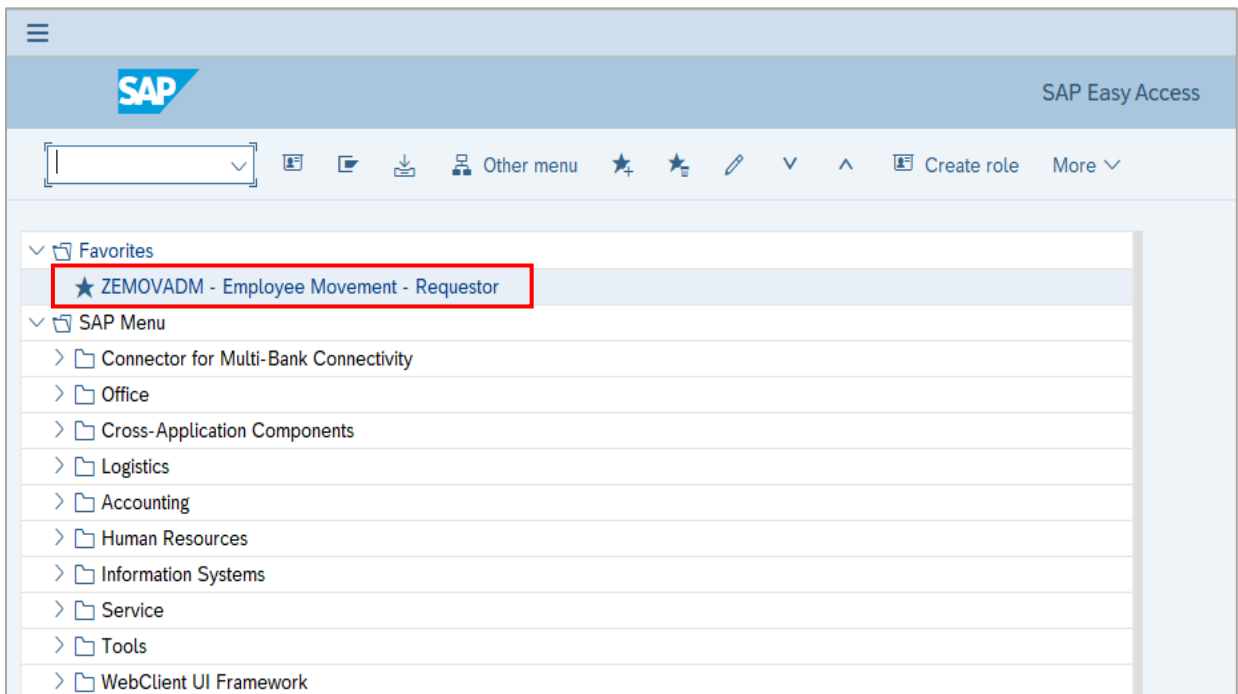
Note: Manual entry of a transaction will be displayed.



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

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

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



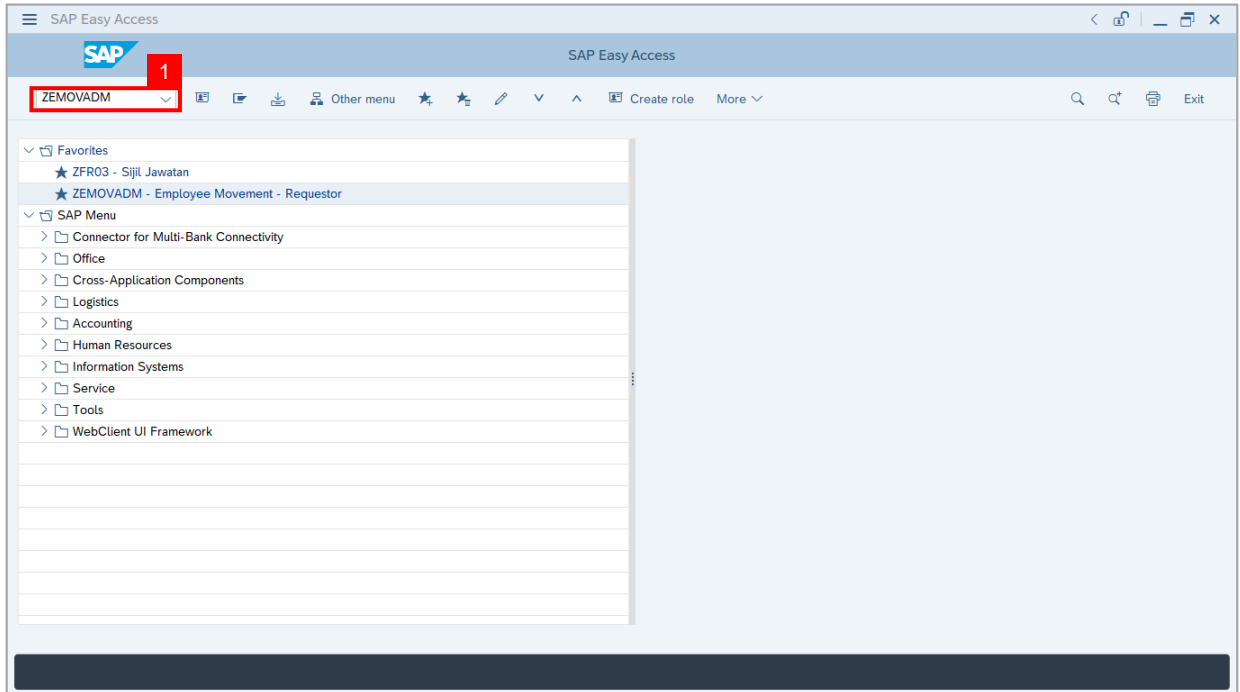
**Create and Submit
Probation Extension
Application**

Backend User

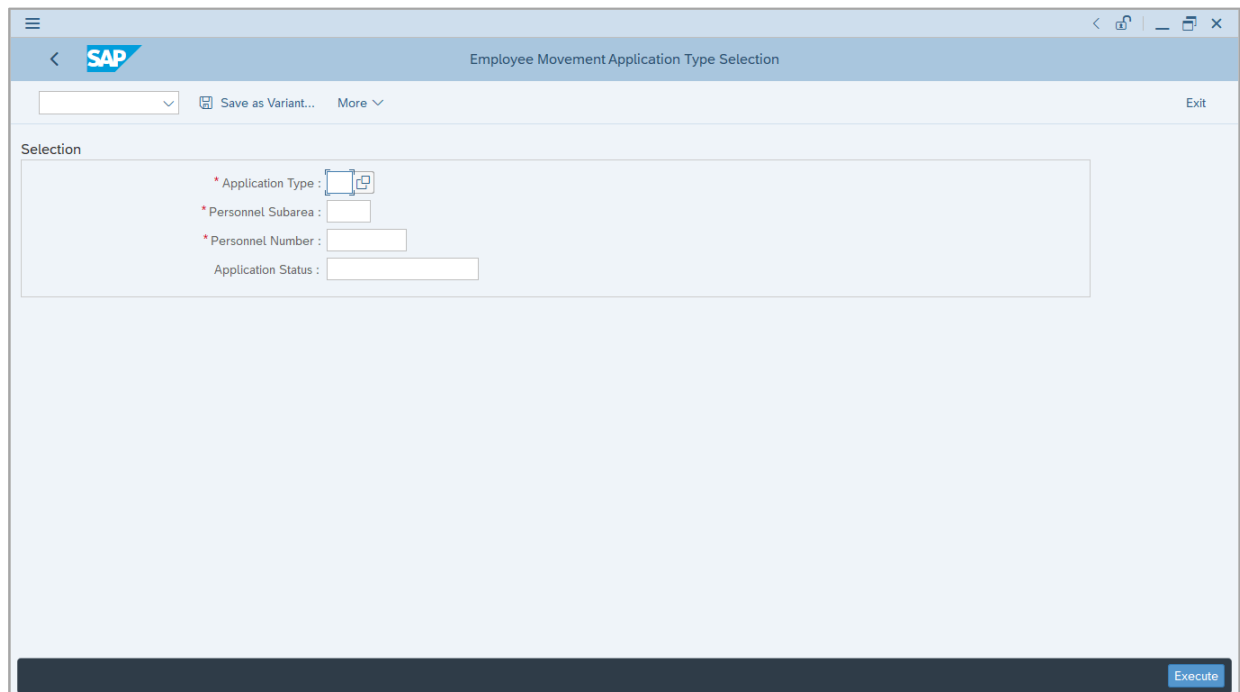
Department HR Administrator

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

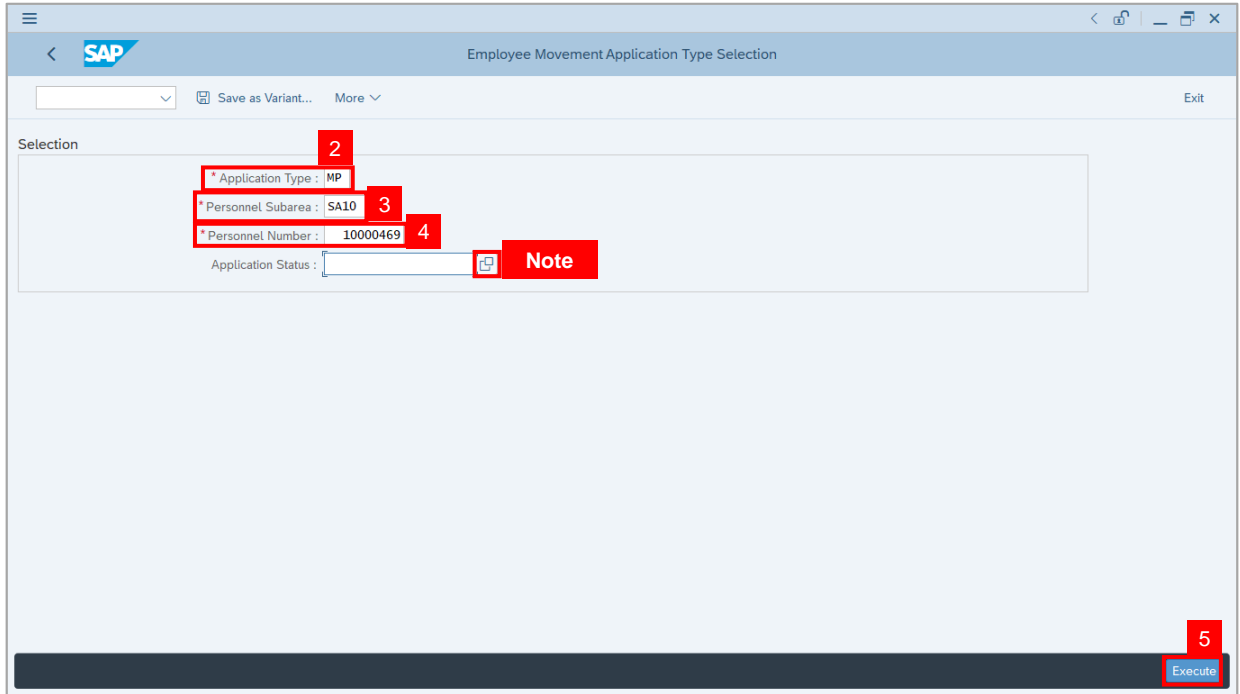
1. Enter transaction code **ZEMOVADM** in the search bar.



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



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.




Employee Movement Application Type Selection

Selection

* Application Type : **MP**

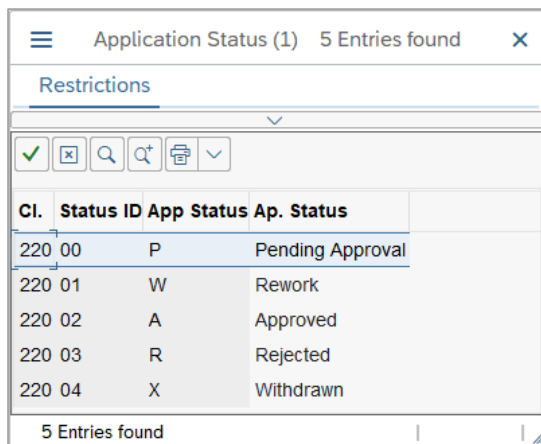
* Personnel Subarea : **SA10**

* Personnel Number : **10000469**

Application Status :  **Note**

Execute

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



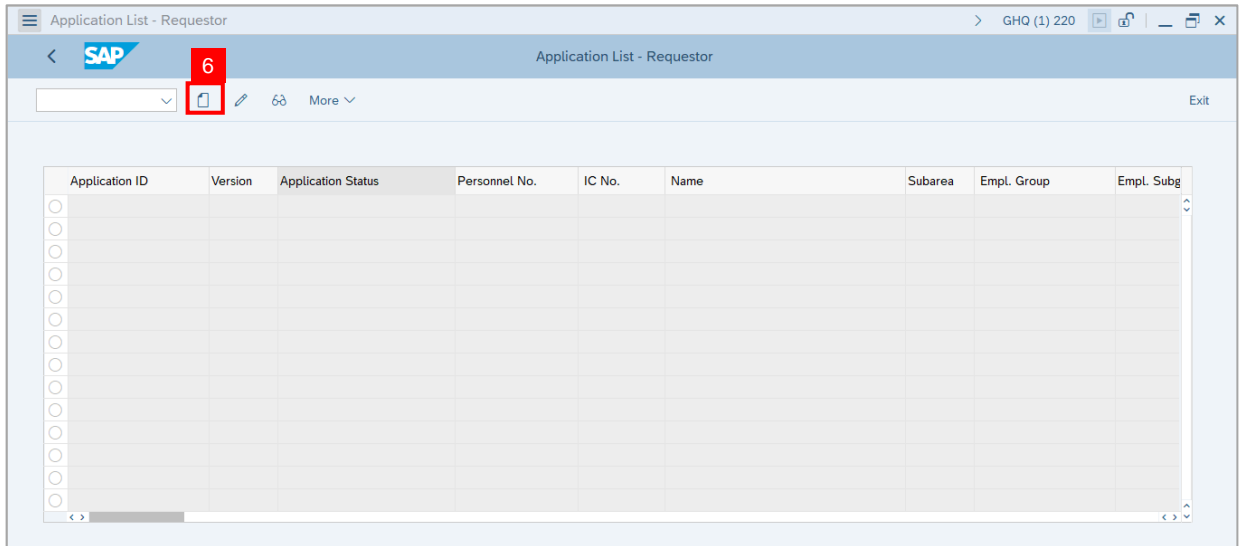
Application Status (1) 5 Entries found

Restrictions

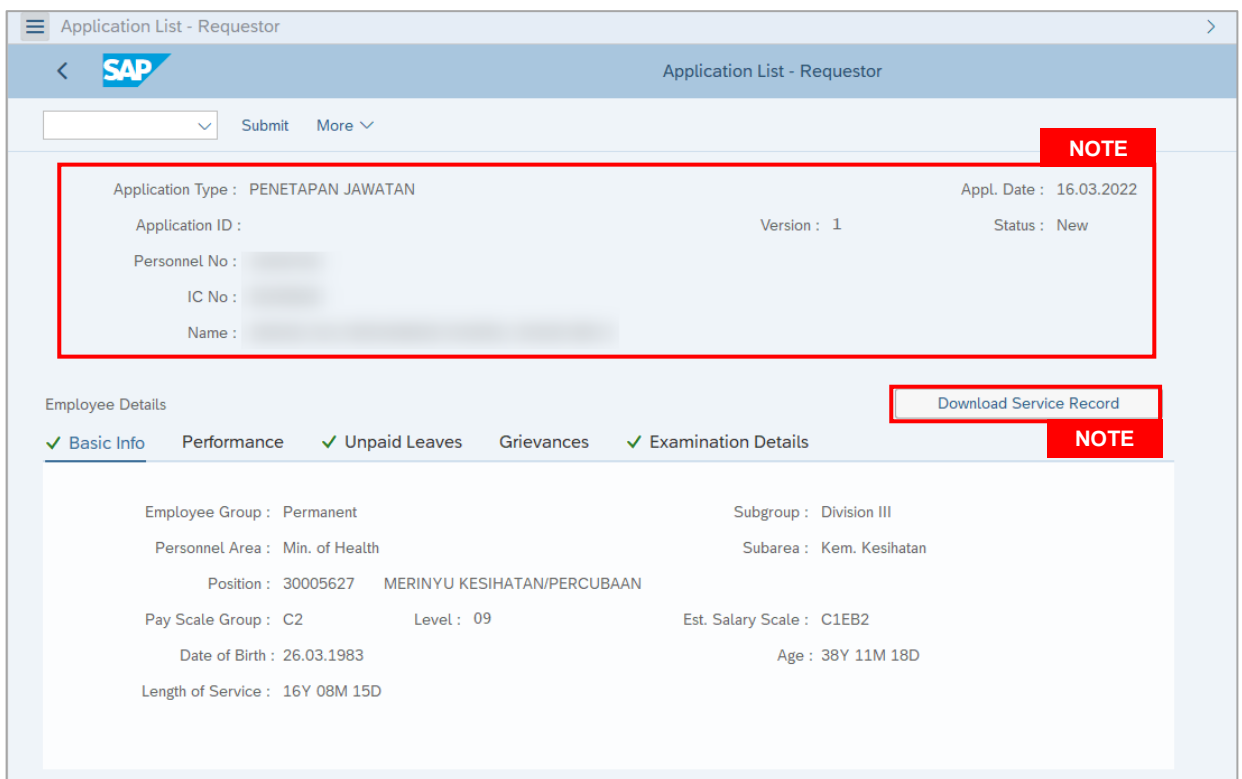
Cl.	Status ID	App Status	Ap. Status
220 00	P		Pending Approval
220 01	W		Rework
220 02	A		Approved
220 03	R		Rejected
220 04	X		Withdrawn

5 Entries found

6. Click on **Create** icon.



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

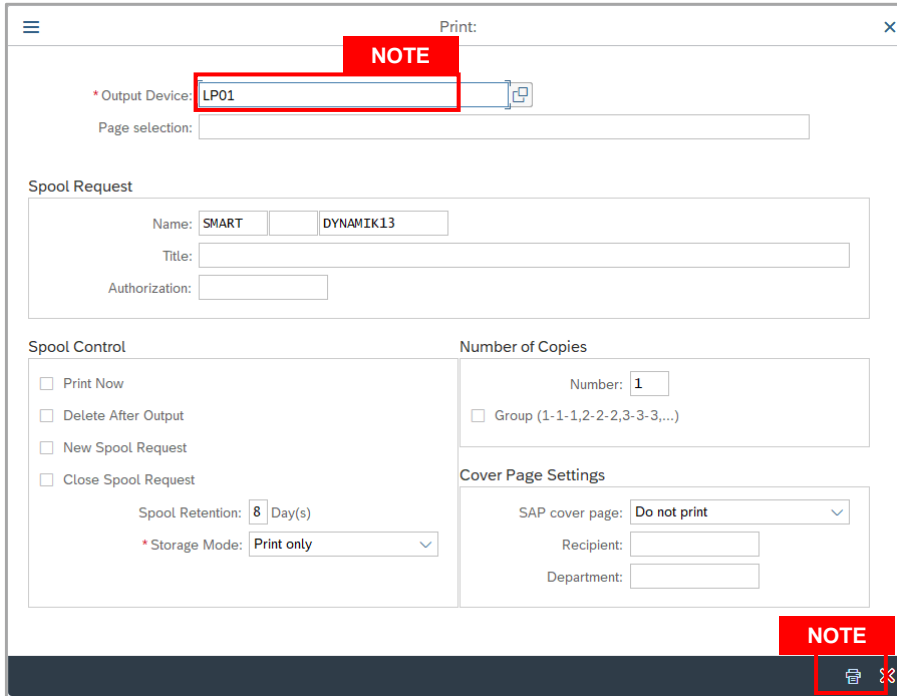


Note:

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



Note:

- 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 Download Rekod Perkhidmatan

✓ Basic Info **✓ Performance** ✓ 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

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

Employee Details Download Rekod Perkhidmatan

✓ Basic Info ✓ Performance **✓ Unpaid Leaves** 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.

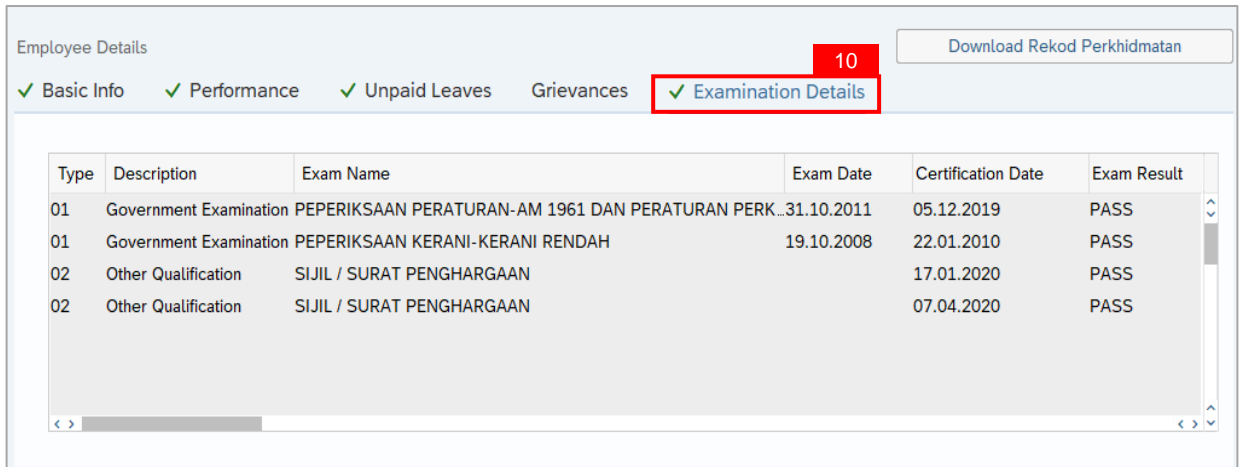
Employee Details Download Service Record

✓ Basic Info Performance ✓ Unpaid Leaves **Grievances** ✓ 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.



Type	Description	Exam Name	Exam Date	Certification Date	Exam Result
01	Government Examination	PEPERIKSAAN PERATURAN-AM 1961 DAN PERATURAN PERK...	31.10.2011	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

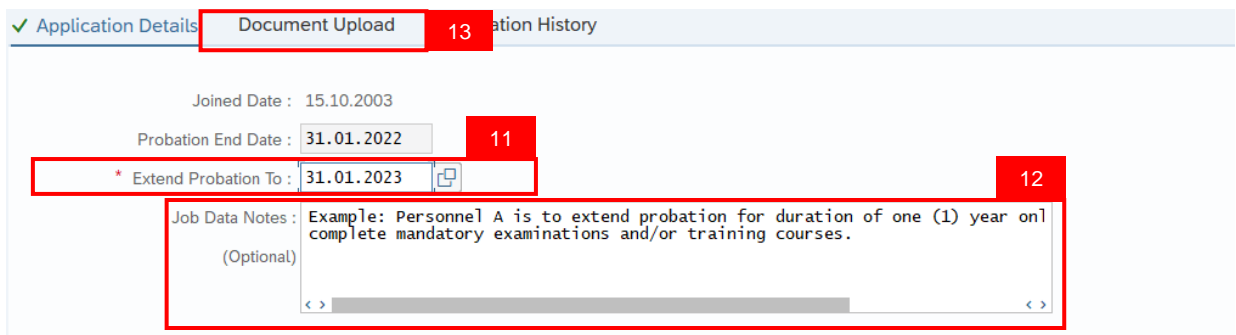
Note:

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

12. Enter the **Job Data Notes**.

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



Joined Date : 15.10.2003

Probation End Date : 31.01.2022

* Extend Probation To : 31.01.2023

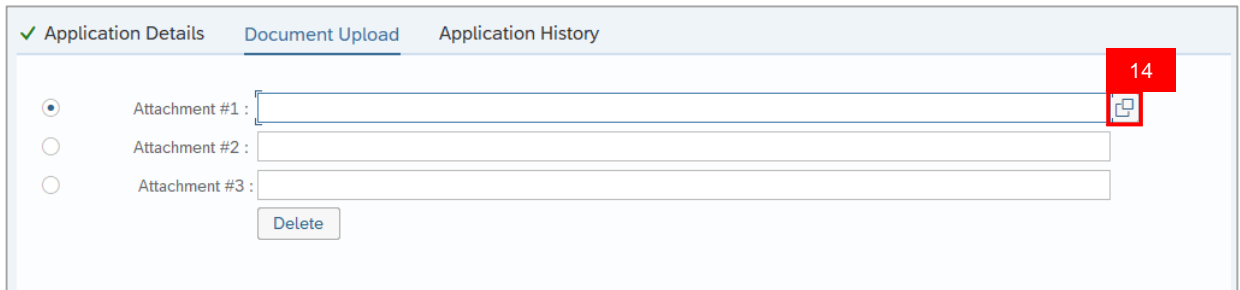
Job Data Notes : Example: Personnel A is to extend probation for duration of one (1) year on complete mandatory examinations and/or training courses.

(Optional)

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**.

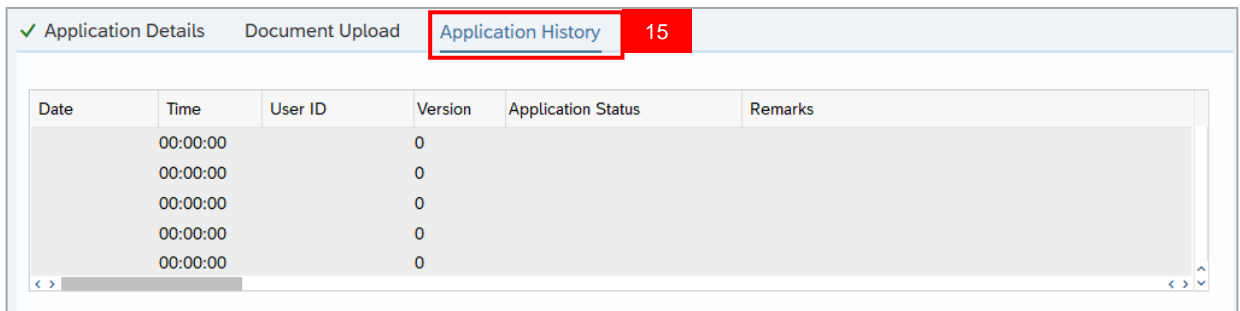
14. Under **Document Upload** tab, click on **Lookup** icon to upload relevant documents if required from device.



Note:

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

15. Click on **Application History** tab.



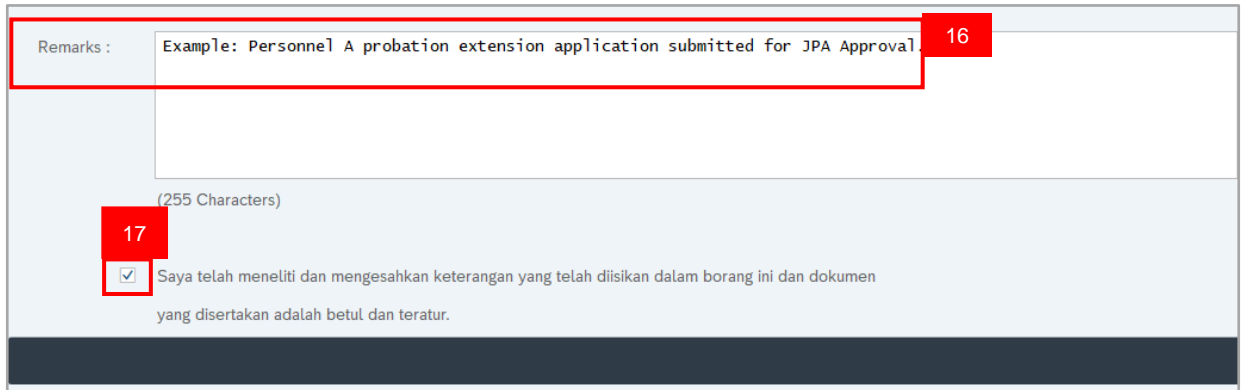
Date	Time	User ID	Version	Application Status	Remarks
	00:00:00		0		
	00:00:00		0		
	00:00:00		0		
	00:00:00		0		
	00:00:00		0		

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.

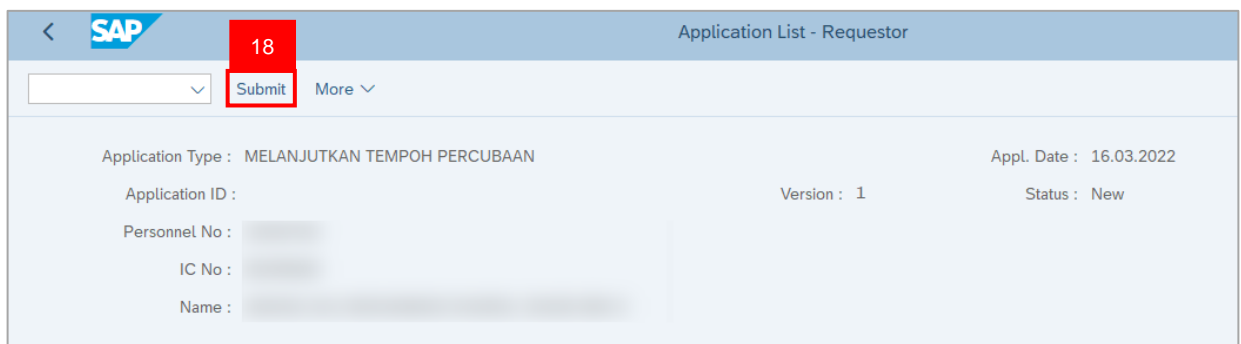


Remarks : Example: Personnel A probation extension application submitted for JPA Approval. 16

(255 Characters)

17 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 Application List - Requestor

Application Type : MELANJUTKAN TEMPOH PERCUBAAN Appl. Date : 16.03.2022

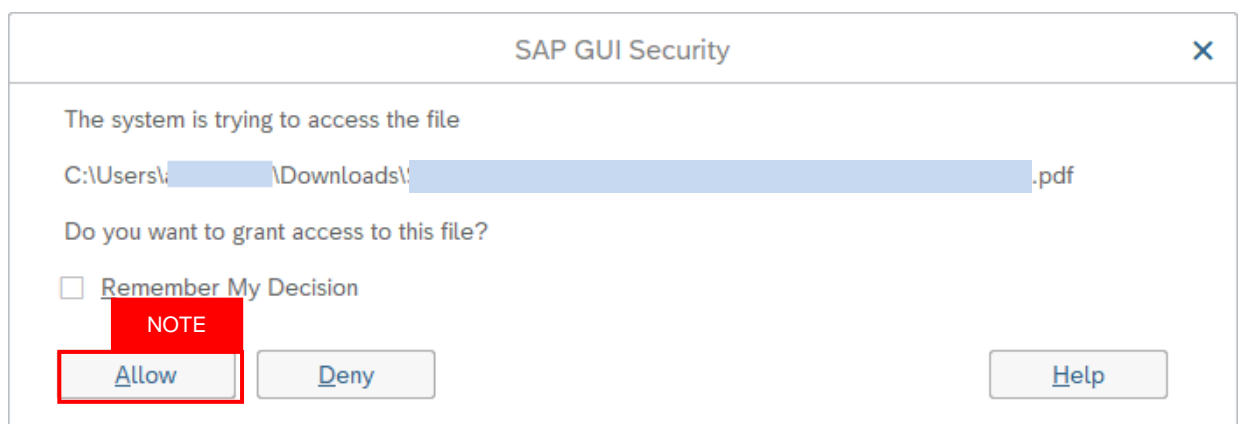
Application ID : Version : 1 Status : New

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

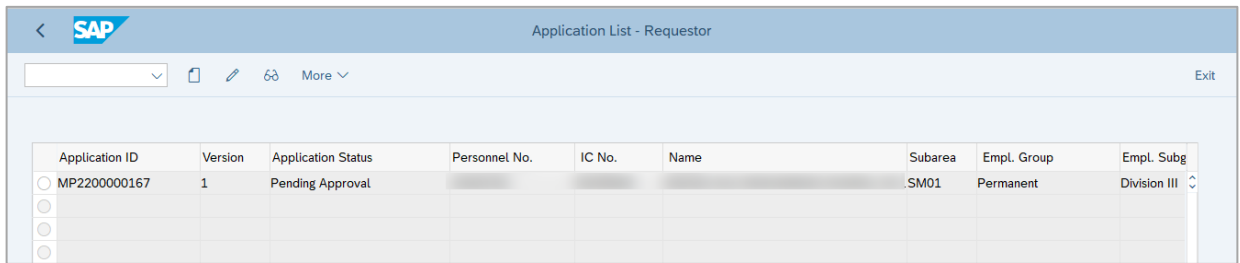
C:\Users\ [redacted] \Downloads\ [redacted] .pdf

Do you want to grant access to this file?

Remember My Decision

NOTE

Outcome: Application is successfully submitted to JPA Approver.



The screenshot shows the SAP 'Application List - Requestor' interface. It features a table with the following columns: Application ID, Version, Application Status, Personnel No., IC No., Name, Subarea, Empl. Group, and Empl. Subg. The first row contains the data: Application ID: MP2200000167, Version: 1, Application Status: Pending Approval, Subarea: SM01, Empl. Group: Permanent, and Empl. Subg: Division III. The interface also includes a search bar, a filter icon, and an 'Exit' button.

Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. Subg
MP2200000167	1	Pending Approval				SM01	Permanent	Division III

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

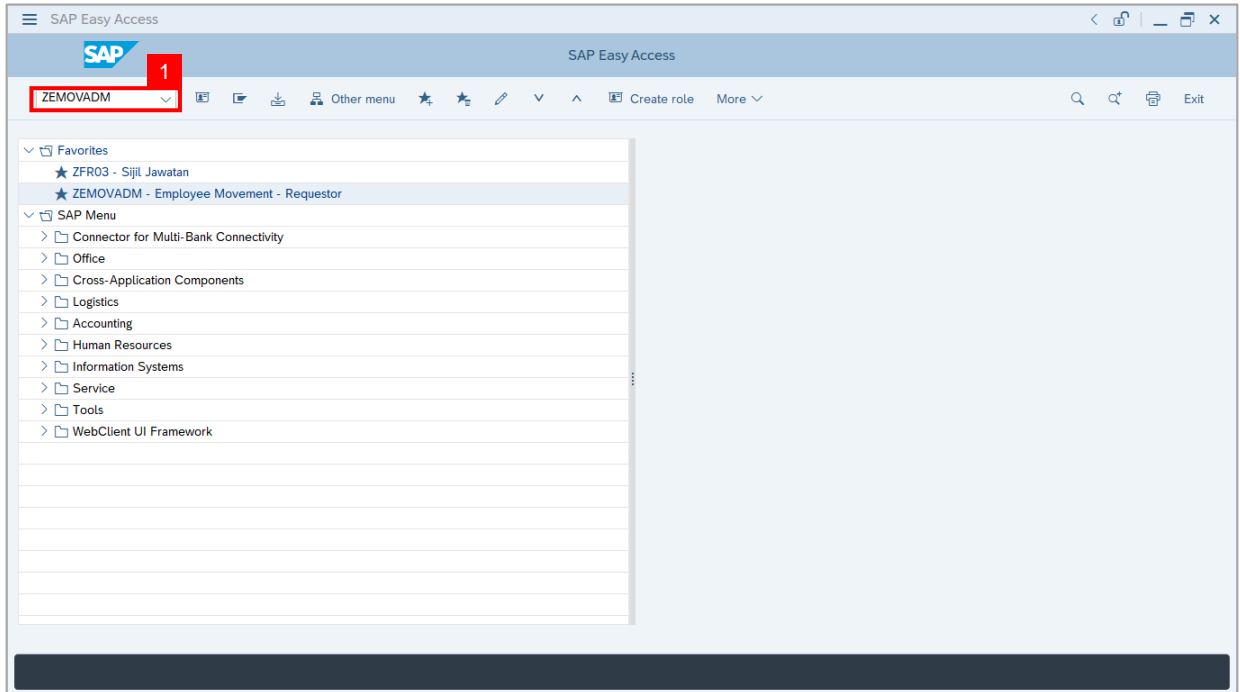
**Resubmit Probation
Extension Application**

Backend User

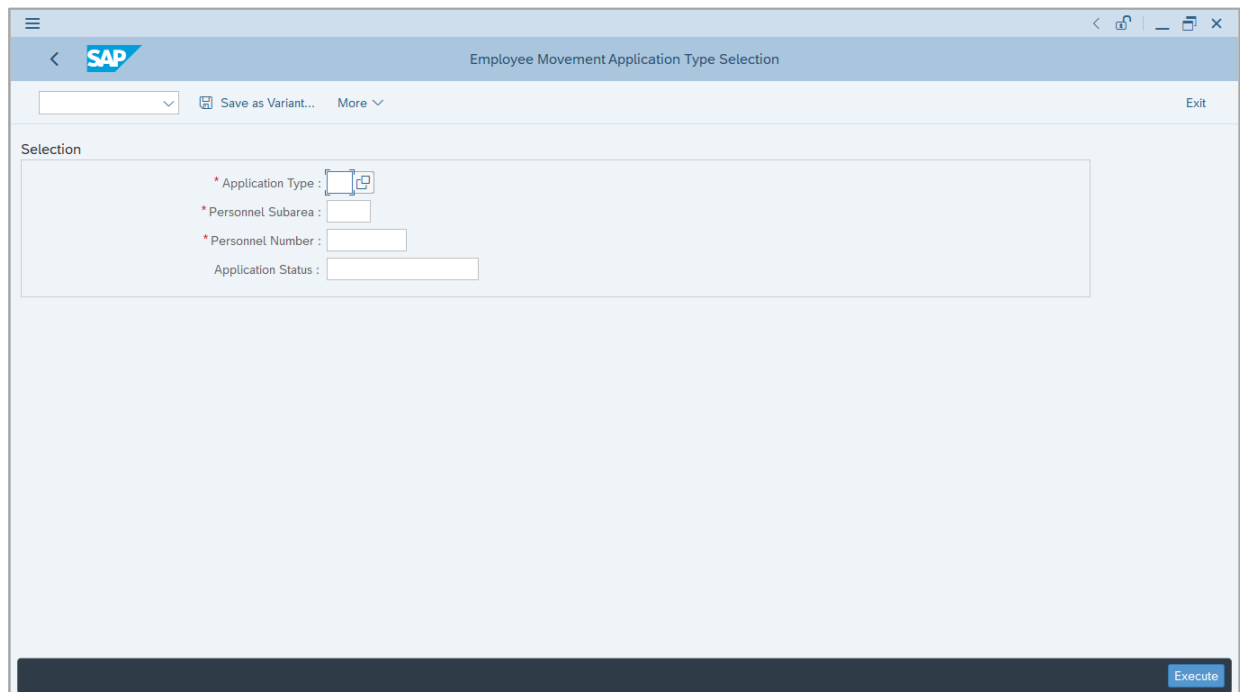
Department HR Administrator

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

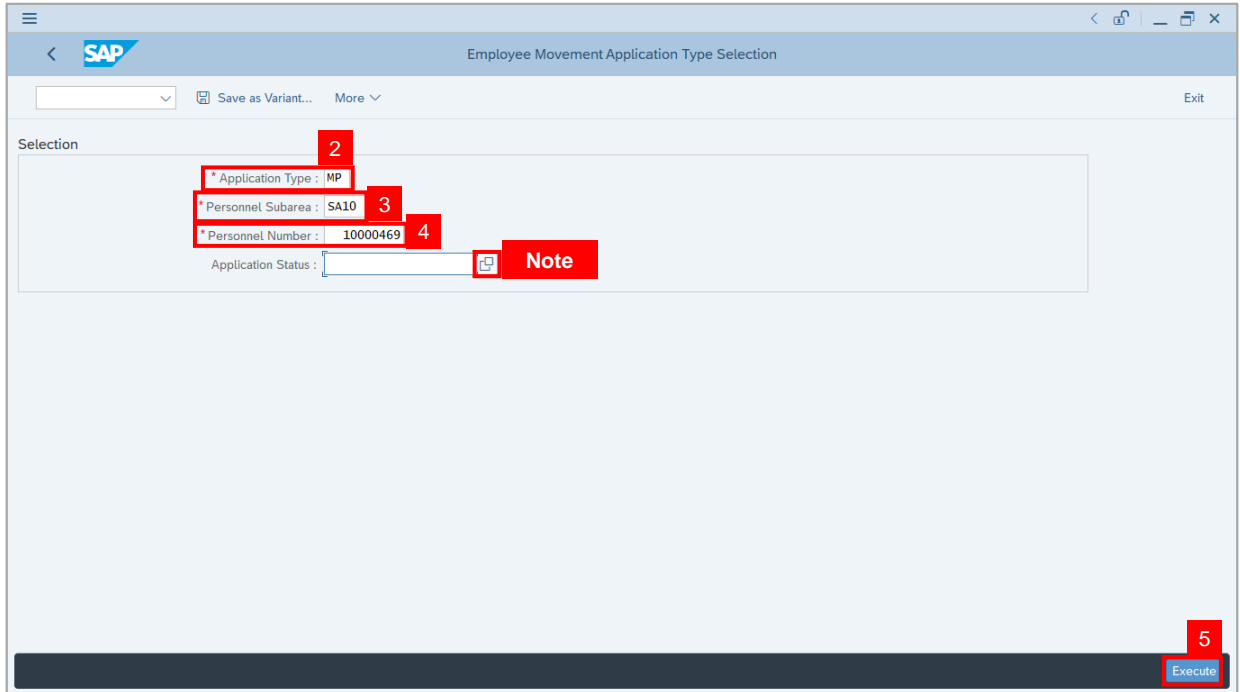
1. Enter transaction code **ZEMOVADM** in the search bar.



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



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.




Employee Movement Application Type Selection

Selection

* Application Type : **MP** 2

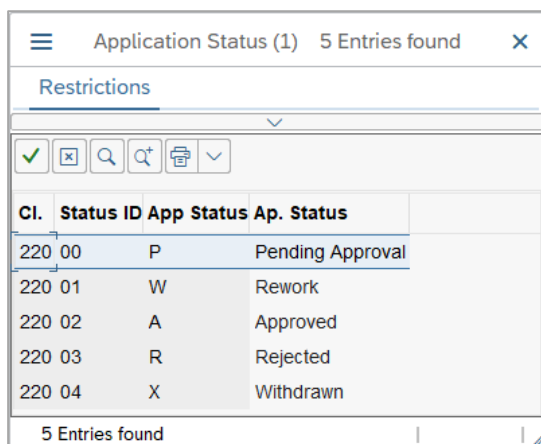
* Personnel Subarea : **SA10** 3

* Personnel Number : **10000469** 4

Application Status :  **Note**

Execute 5

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



Application Status (1) 5 Entries found

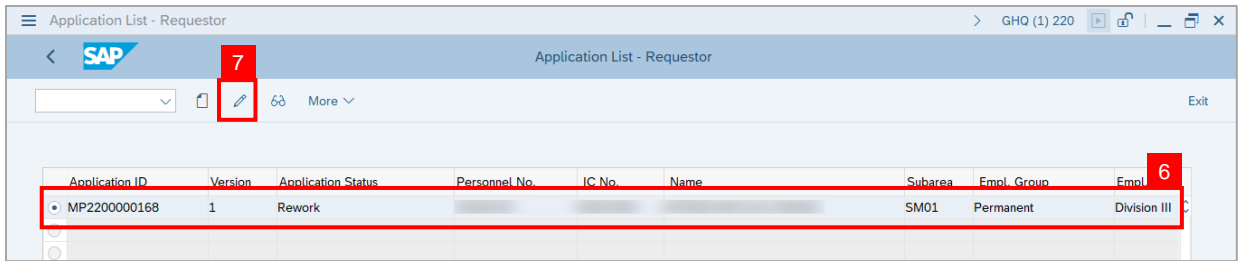
Restrictions

CI.	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

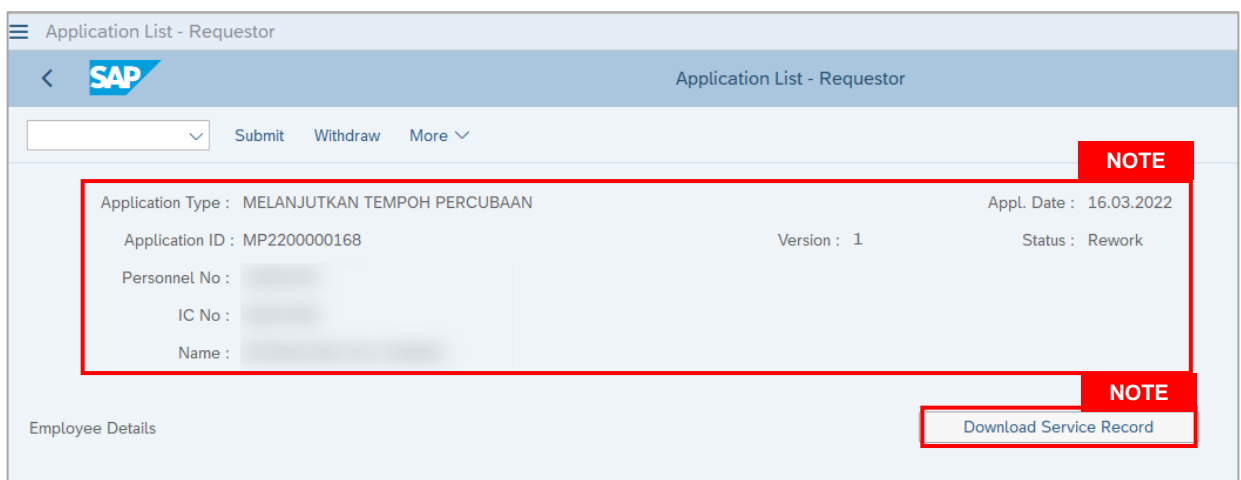
6. Select the application with **Application Status, Rework**.

7. Click on **Change** icon.



Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl.
MP2200000168	1	Rework				SM01	Permanent	Division III

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



Application Type : MELANJUTKAN TEMPOH PERCUBAAN Appl. Date : 16.03.2022

Application ID : MP2200000168 Version : 1 Status : Rework

Personnel No : [Redacted]

IC No : [Redacted]

Name : [Redacted]

Employee Details

NOTE

NOTE

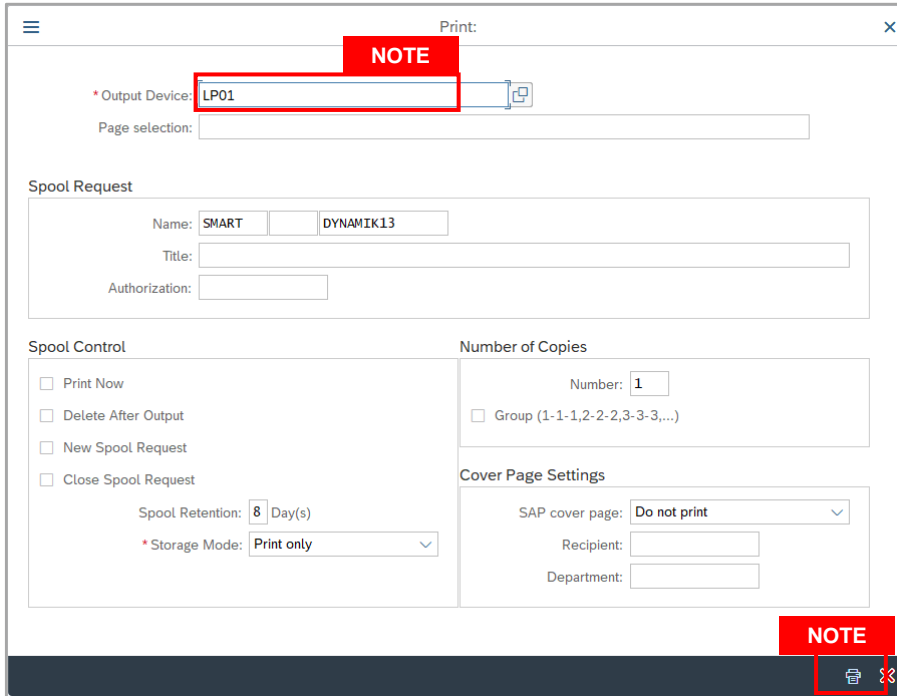
Download Service Record

Note:

- Department HR Administrator (User) can view personnel and application information at the top of the page.
- Department HR Administrator (User) can download and view the personnel service record by click on **Download Service Record**.

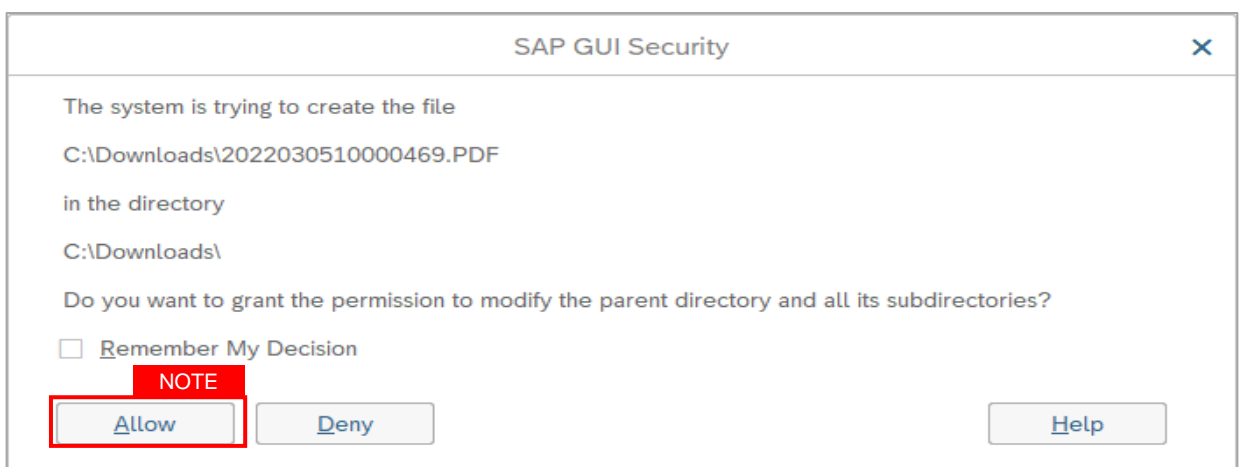
Note:

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



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.

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.

NOTE					
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.

Note:

- 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 Performance 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	

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**.

Remarks :

Example: Personnel A probation extension application resubmitted for JPA Approval. Personnel information have been updated and correct documents are attached.

(255 Characters)

Saya telah meneliti dan mengesahkan keterangan yang telah diisikan dalam borang ini dan dokumen yang disertakan adalah betul dan teratur.

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

Application List - Requestor

Submit Withdraw More

Application Type : MELANJUTKAN TEMPOH PERCUBAAN Appl. Date : 16.03.2022

Application ID : MP2200000168 Version : 1 Status : Rework

Personnel No :
 IC No :
 Name :

Outcome: Application is successfully resubmitted to JPA Approver.

Application List - Requestor

Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. Subg
MP2200000168	2	Pending Approval				SM01	Permanent	Division III

Note:

- 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.

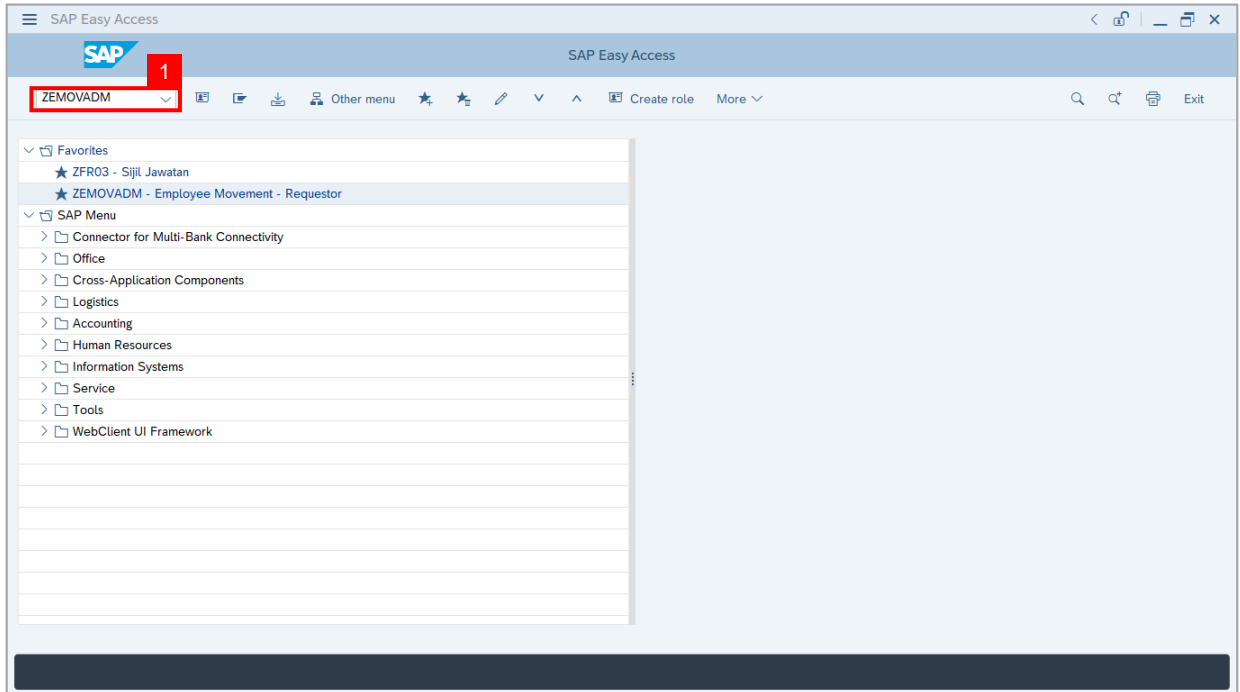
**Withdraw Probation
Extension Application**

Backend User

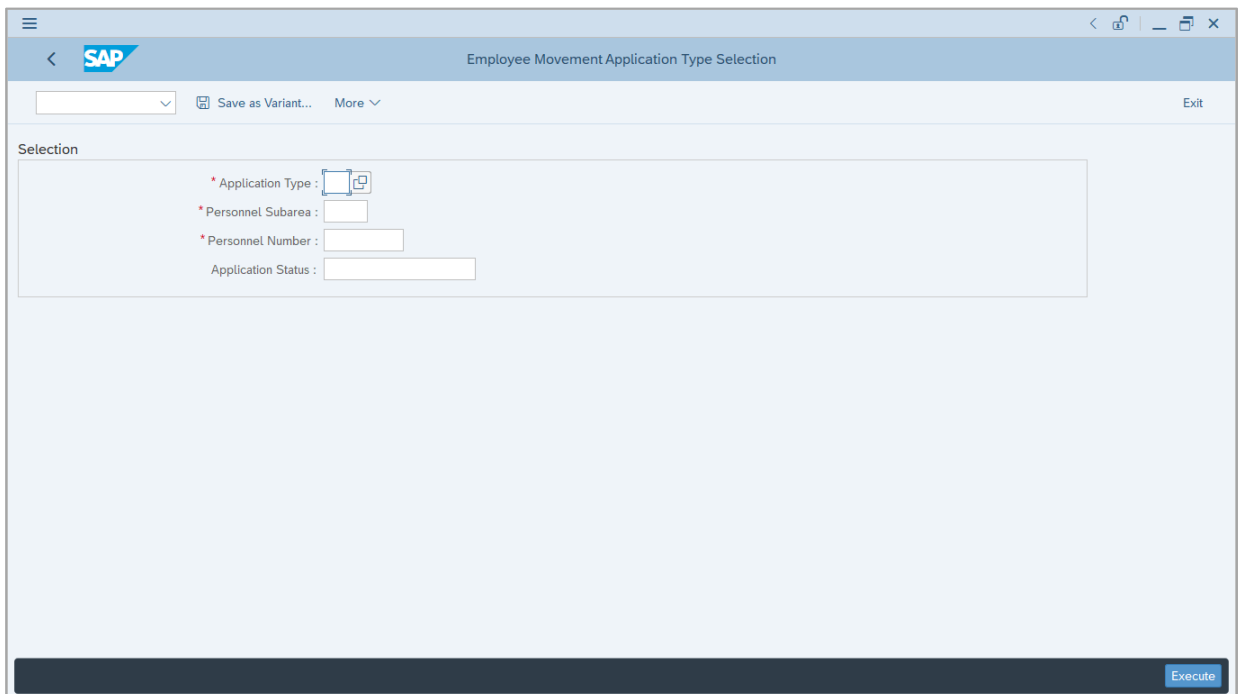
Department HR Administrator

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

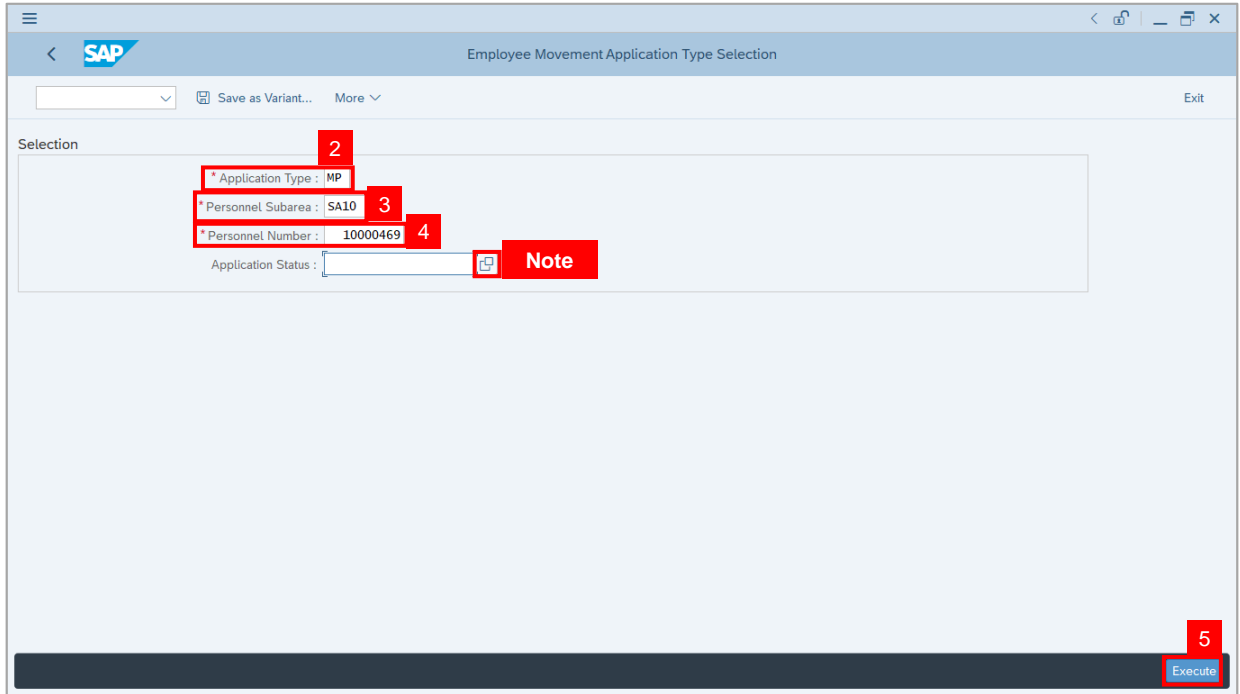
1. Enter transaction code **ZEMOVADM** in the search bar.



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



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.



Employee Movement Application Type Selection

Selection

* Application Type : **MP** **2**

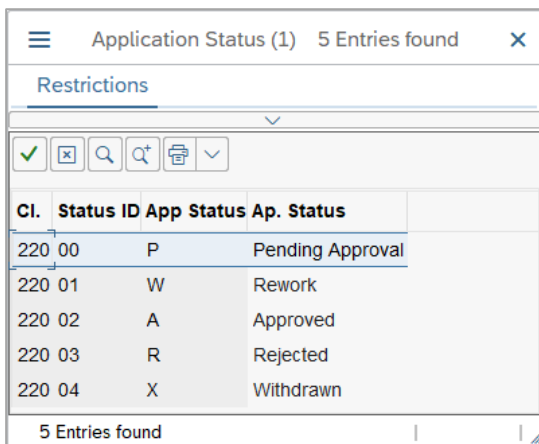
* Personnel Subarea : **SA10** **3**

* Personnel Number : **10000469** **4**

Application Status : **Note**

Execute **5**

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



Application Status (1) 5 Entries found

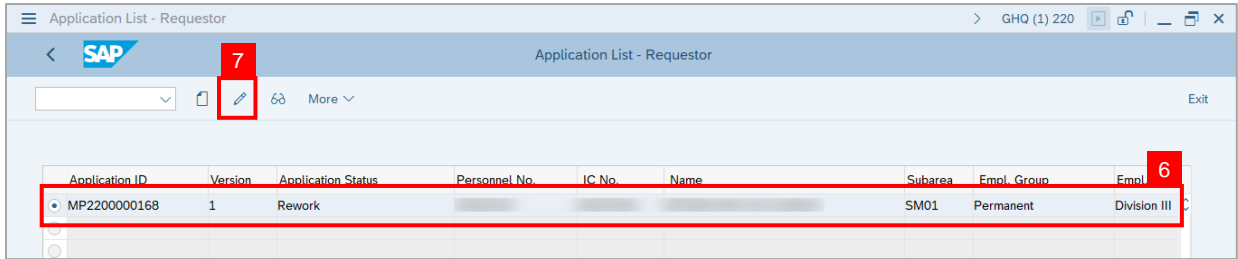
Restrictions

CI	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

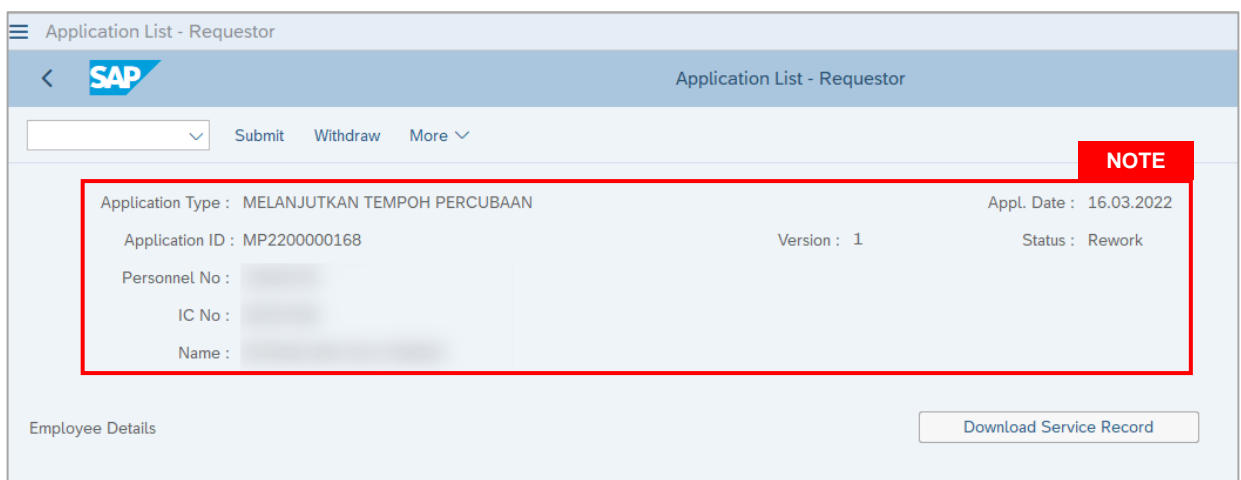
6. Select the application with **Application Status, Rework**.

7. Click on **Change** icon.



Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl.
MP2200000168	1	Rework				SM01	Permanent	Division III

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



NOTE

Application Type : MELANJUTKAN TEMPOH PERCUBAAN Appl. Date : 16.03.2022

Application ID : MP2200000168 Version : 1 Status : Rework

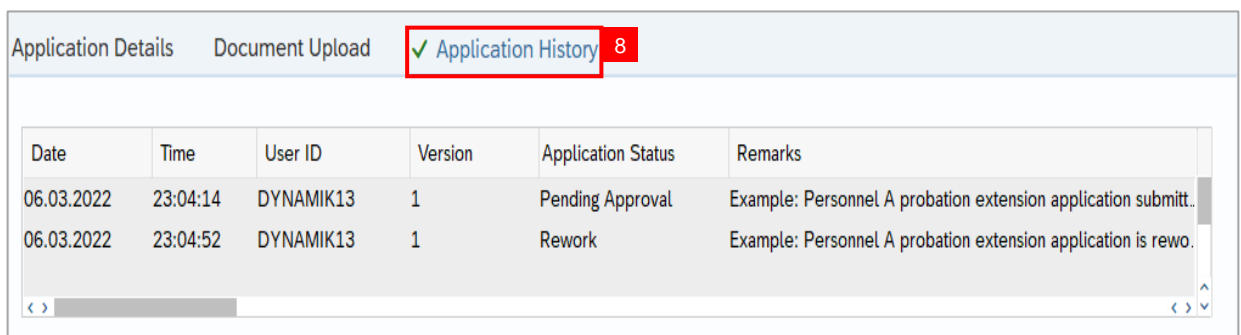
Personnel No : [Redacted]

IC No : [Redacted]

Name : [Redacted]

Employee Details Download Service Record

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



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.

Note:

- Application History** tab records the details of submission, application status and remarks (comments).
- Comments from **Remarks** field are recorded under **Application History** tab.
- 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 : 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** Application List - Requestor

Submit **11** Withdraw More ▾

Application Type : MELANJUTKAN TEMPOH PERCUBAAN Appl. Date : 10.03.2022
Application ID : MP2200000151 Version : 1 Status : Rework
Personnel No :
IC No :
Name :

Outcome: Application is successfully withdrawn.

< **SAP** Application List - Requestor

More ▾ Exit

Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. Subg
MP2200000151	1	Withdrawn				SA16	Permanent	Division III

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

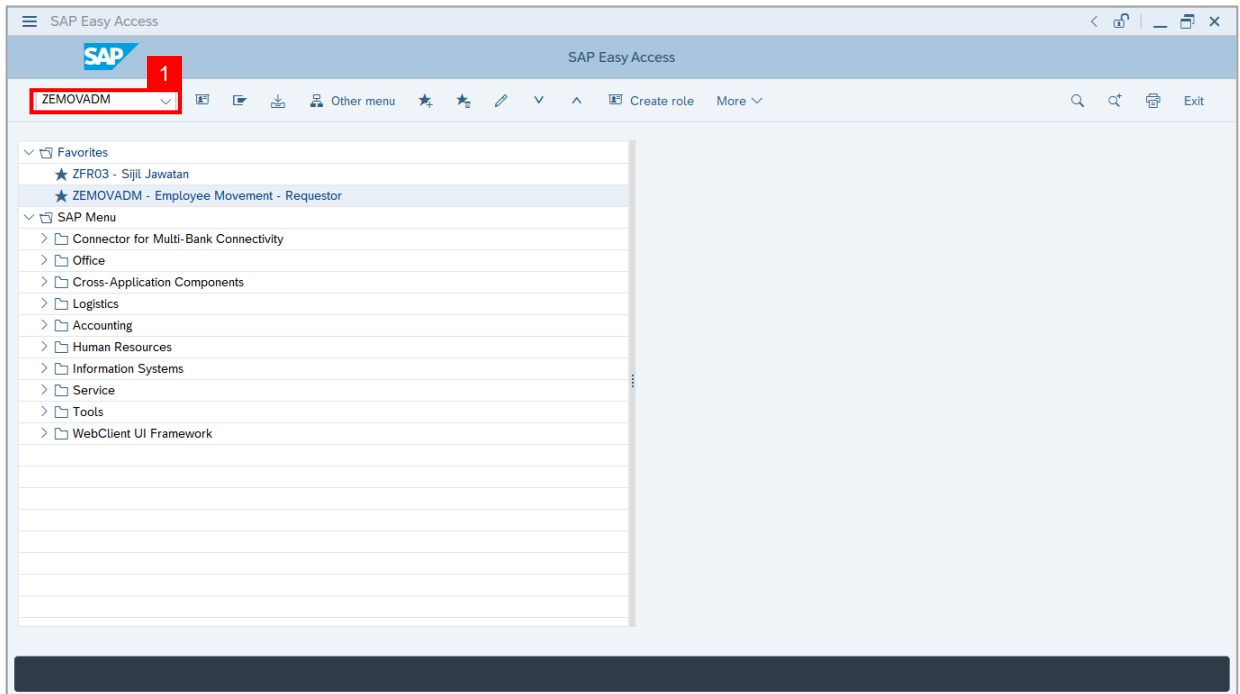
View Actions Infotype for Probation Extension Job Data

Backend User

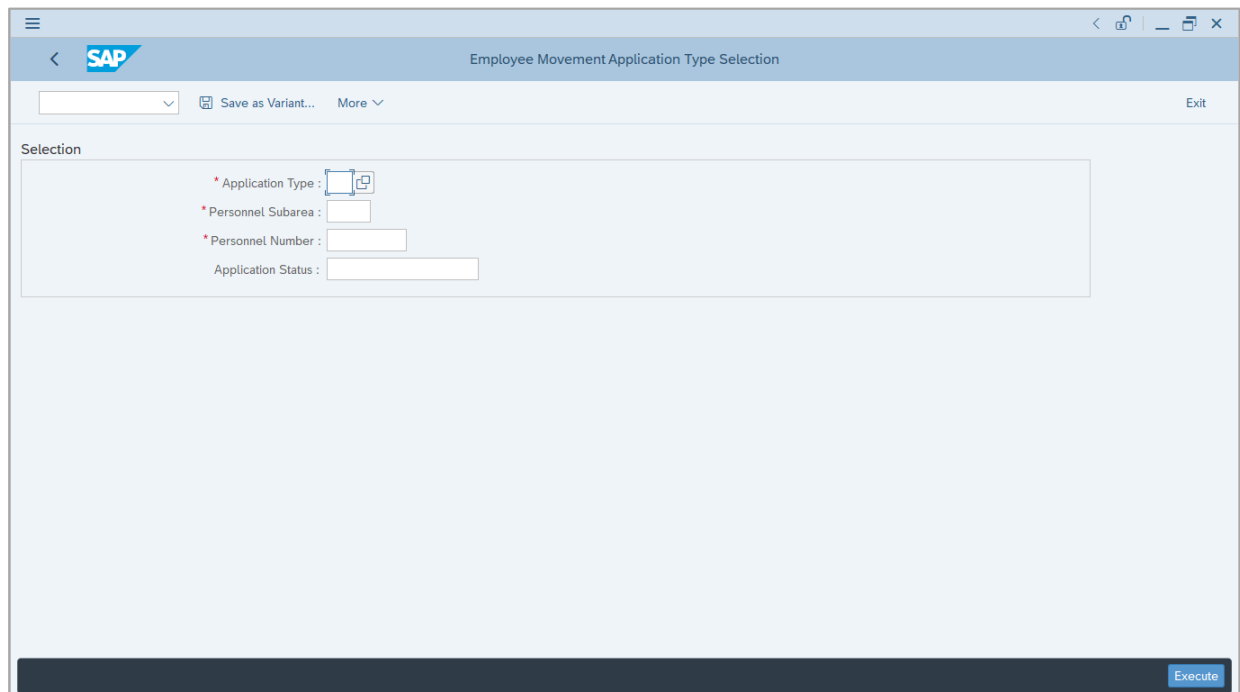
Department HR Administrator

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

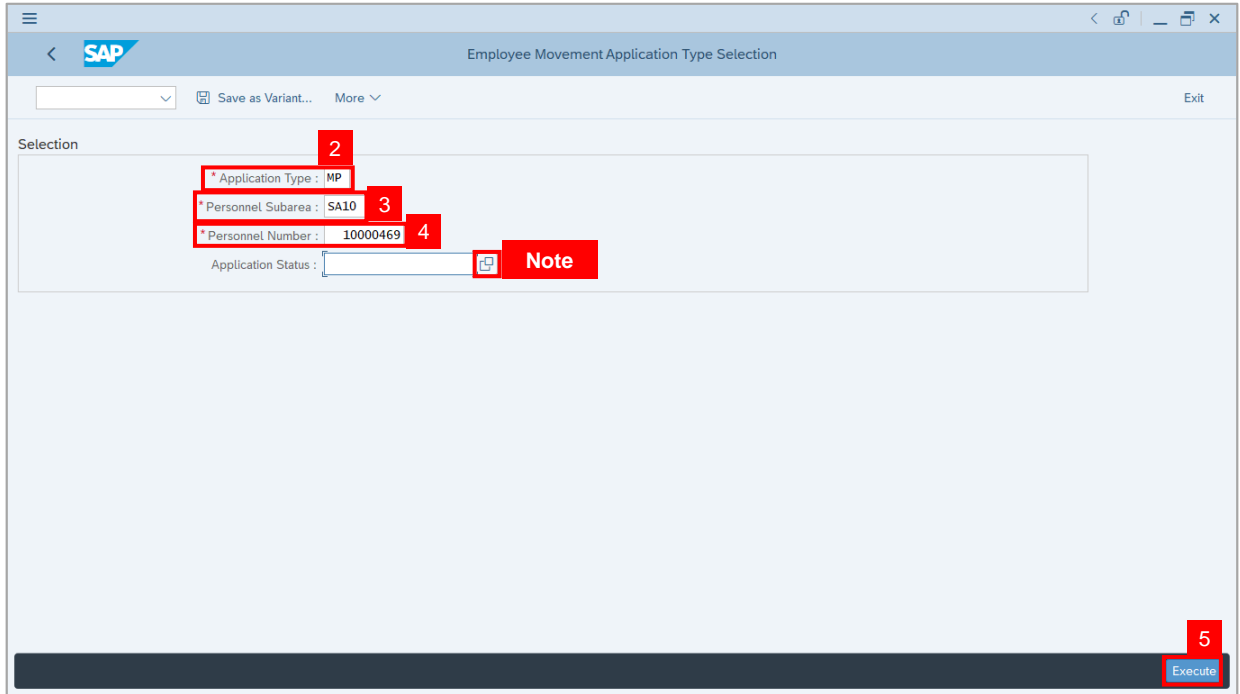
1. Enter transaction code **ZEMOVADM** in the search bar.



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



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.



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

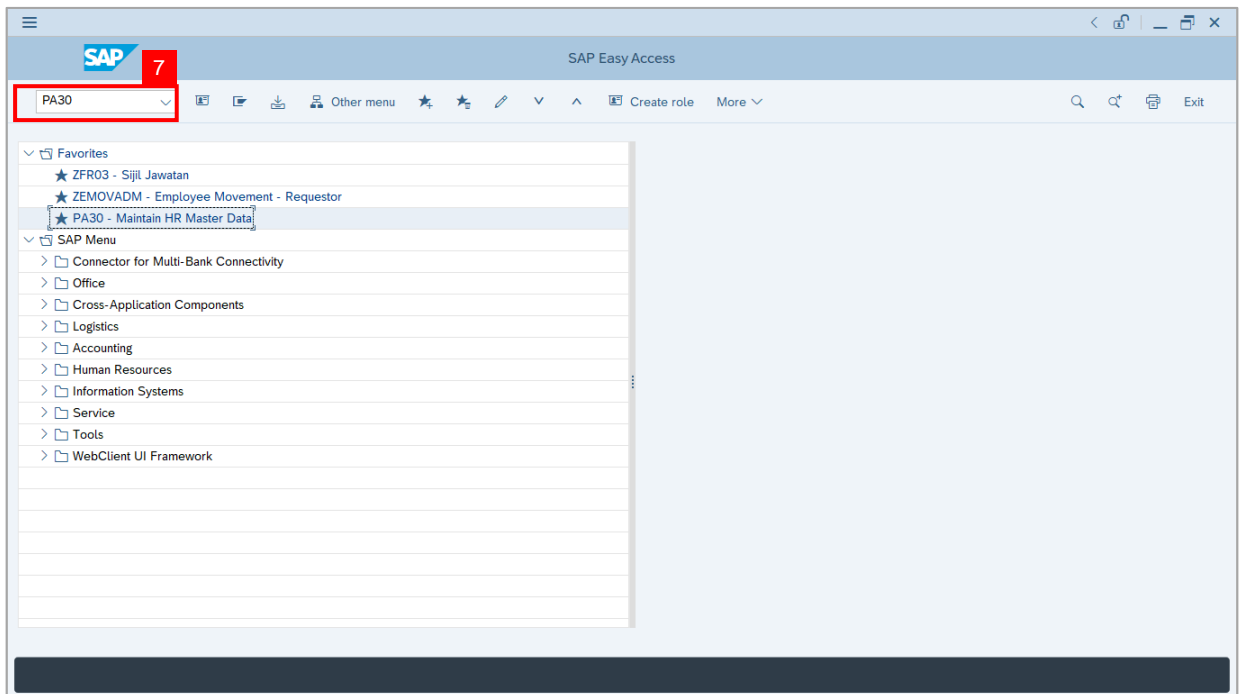
6. Click on **Exit** button to go back to SAP Menu.



Application 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.

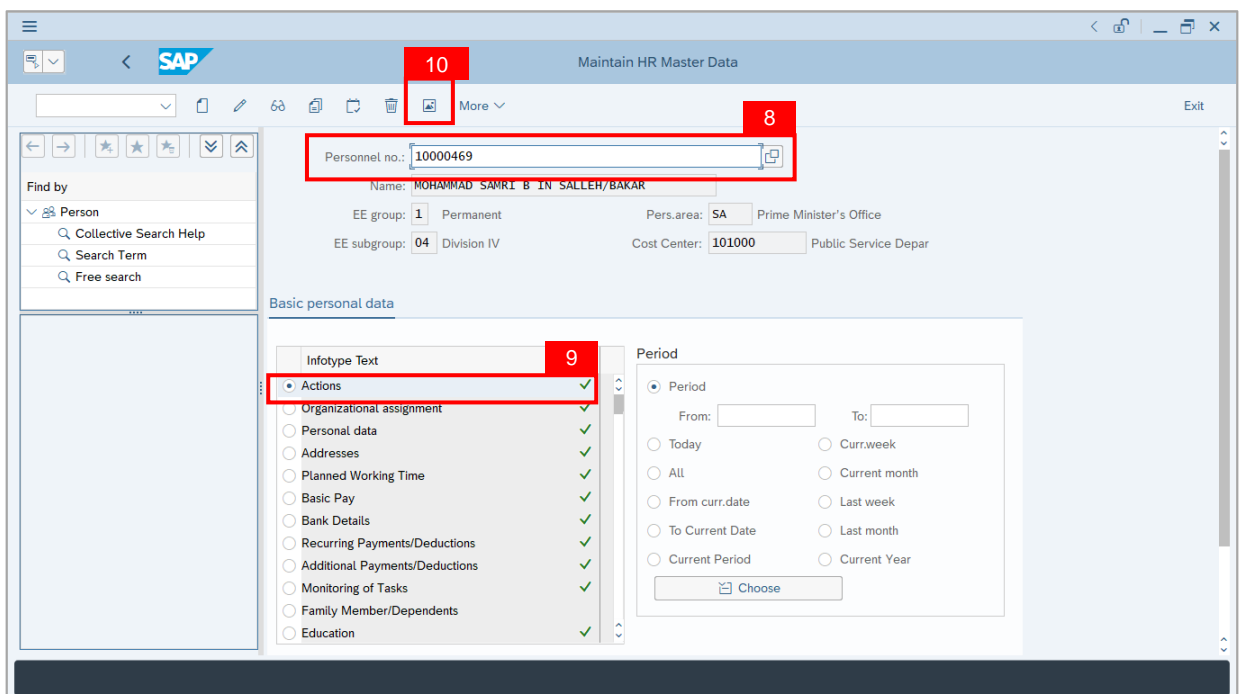


Note: The **Maintain HR Master Data** page will be displayed.

8. Enter the **Personnel Number**.

9. Under **Basic Personal Data** section, select **Actions** Infotype.

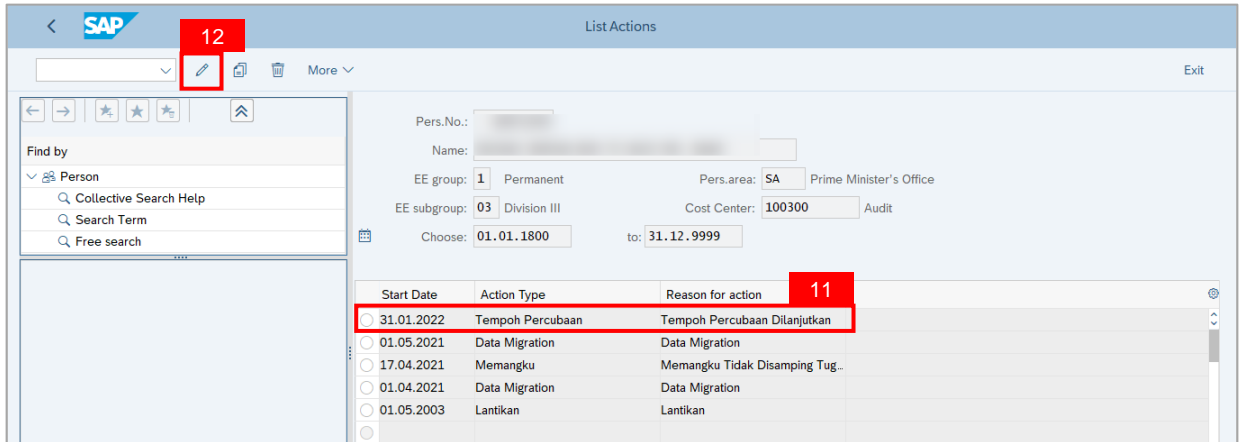
10. Click on **Overview** icon.



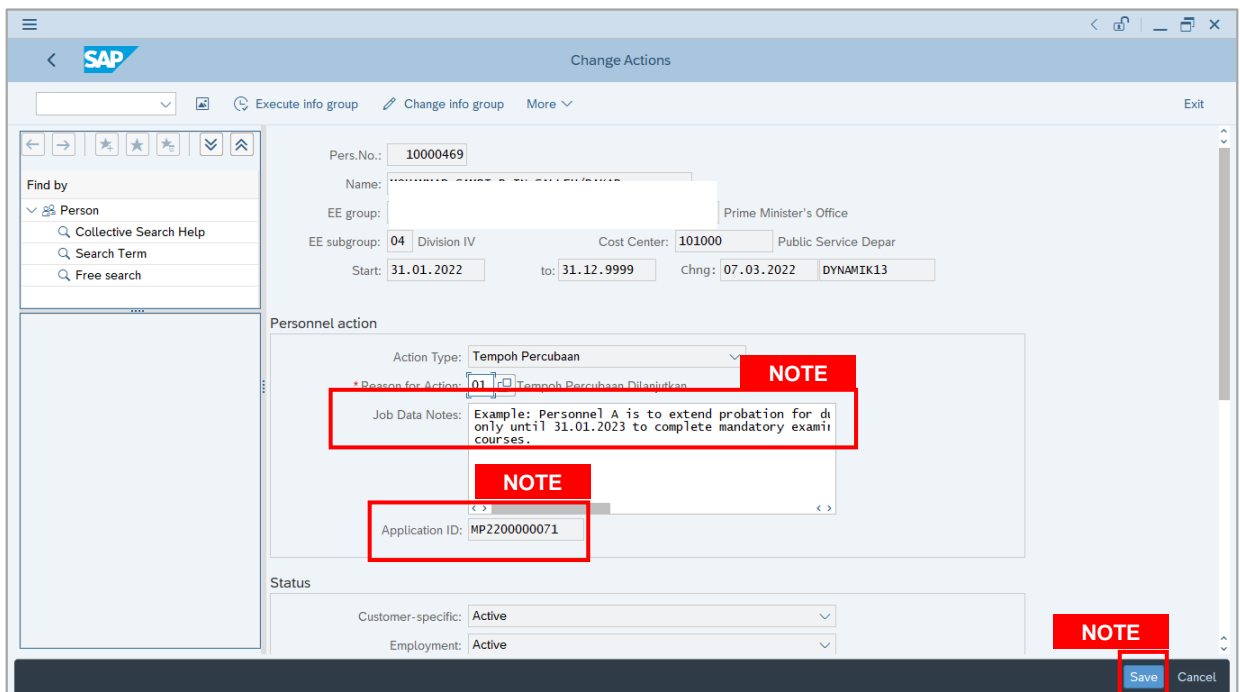
Note: The **List Actions** page will be displayed.

11. Select the probation extension job data. (**Tempoh Percubaan – Tempoh Percubaan Dilanjutkan**)

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