



SISTEM SUMBER MANUSIA

User Guide

Time Management for Back End User (SAP GUI)

Maintain Position Group

VERSION: 1.0



INTRODUCTION

This user guide acts as a reference for **Time Administrators** (back end user) to manage **Time Management**. 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

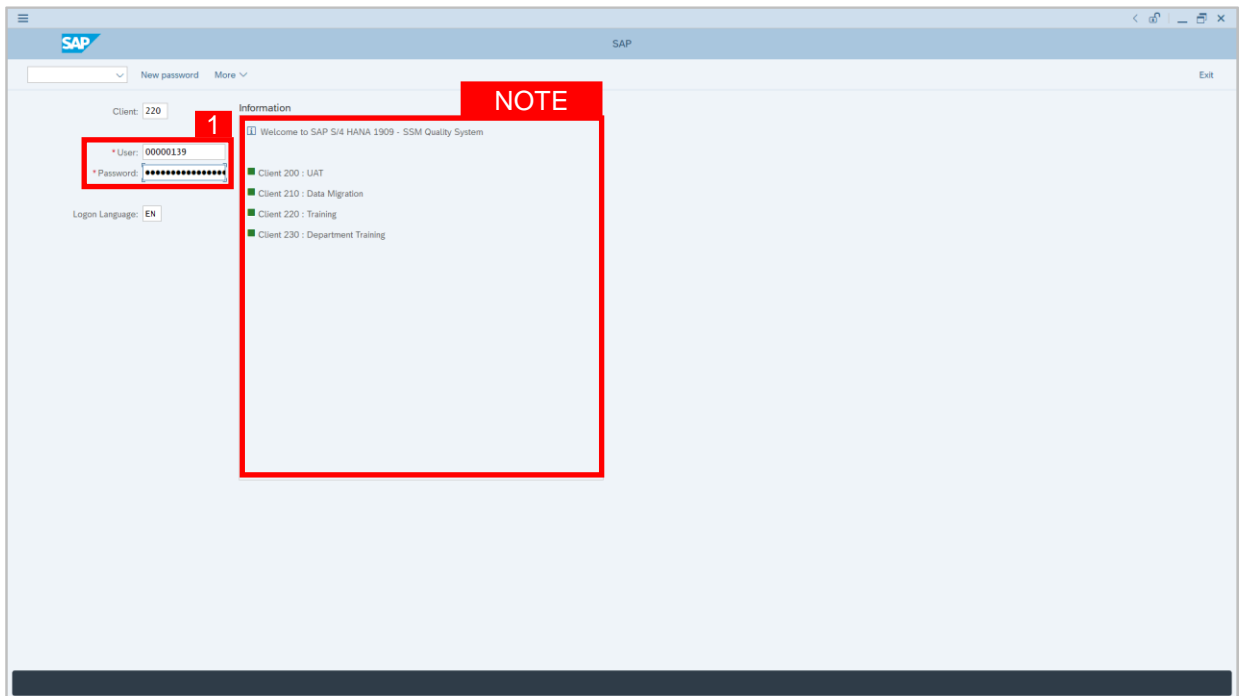
Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 238 2227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.



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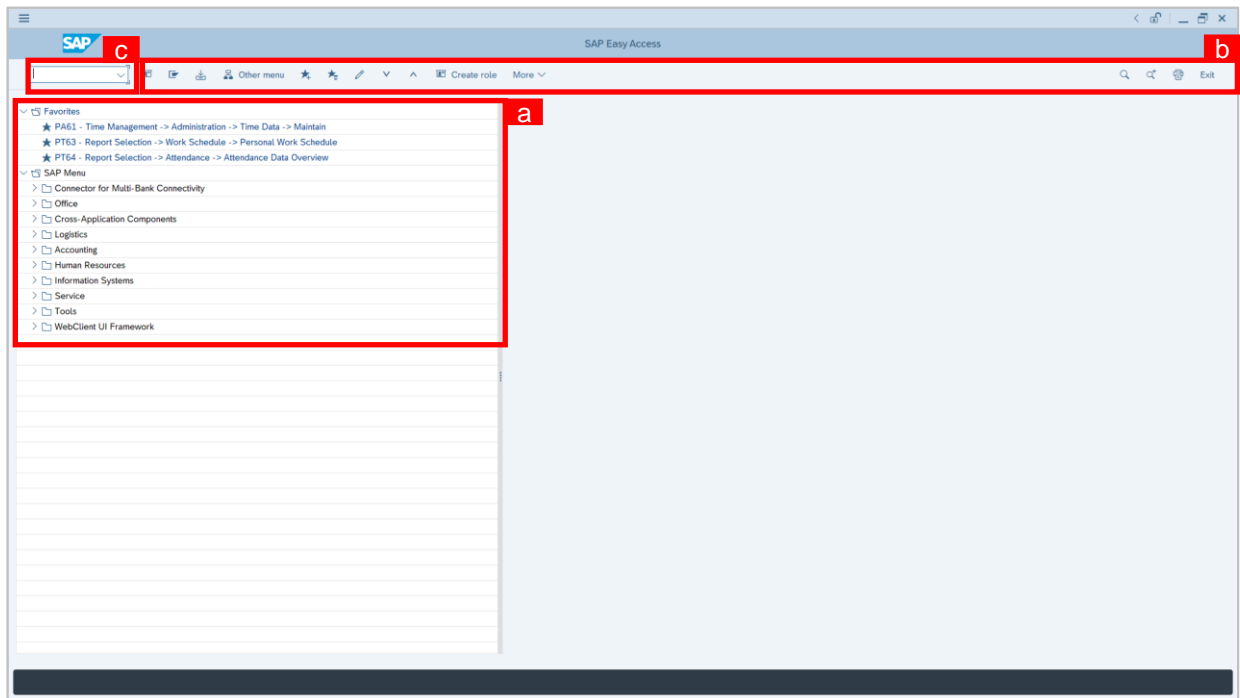
SAP GUI (Back-end) Log on	Time Administrator SAP GUI
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1. Fill in the **User** and **Password**.
2. Press **Enter** on the keyboard.
3. The home page will be displayed.

Note:

- The information tab will show the different clients present in the system serving different purposes. The client number used in this user guide would be 220, which is for training and demonstration purposes pertaining to the navigation of the system.

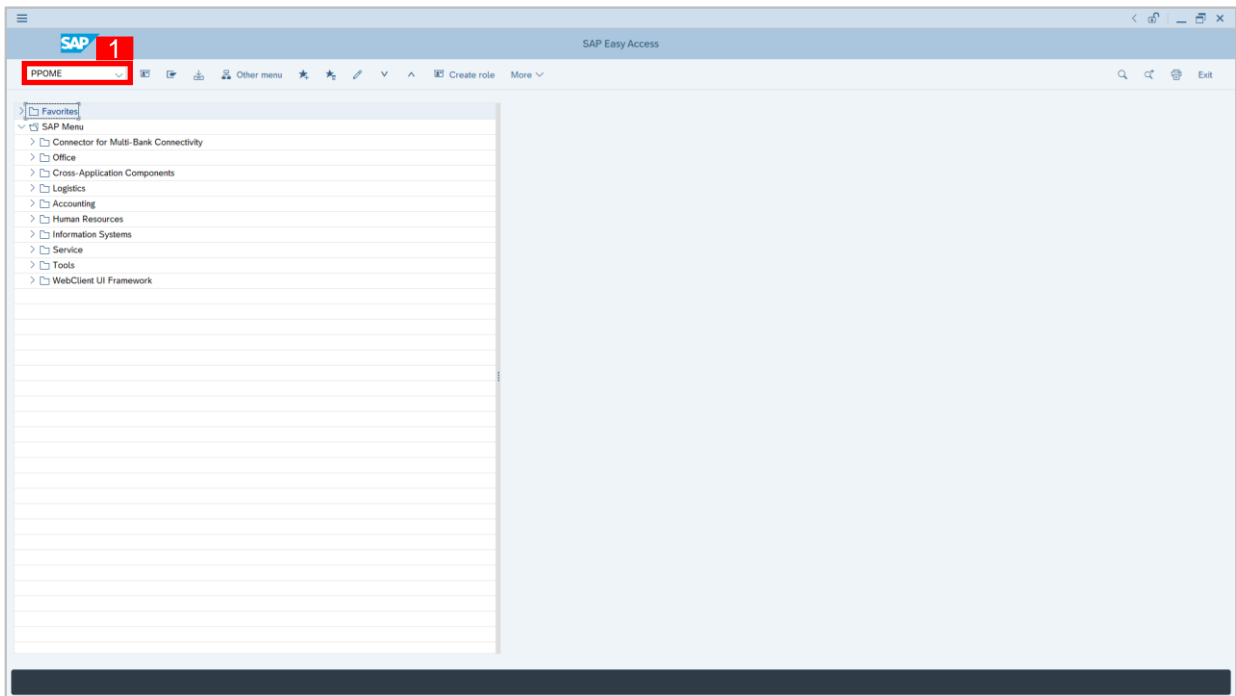


Note:

- a. The home page will be displayed showing different areas in relation to the organization that could be navigated through.
- b. The home page will also display shortcuts that could assist in the ease of navigation through the system.
- c. A Search tool could be utilised to select a specific module of interest, contained in the system.

ORGANIZATION AND STAFFING CHANGE

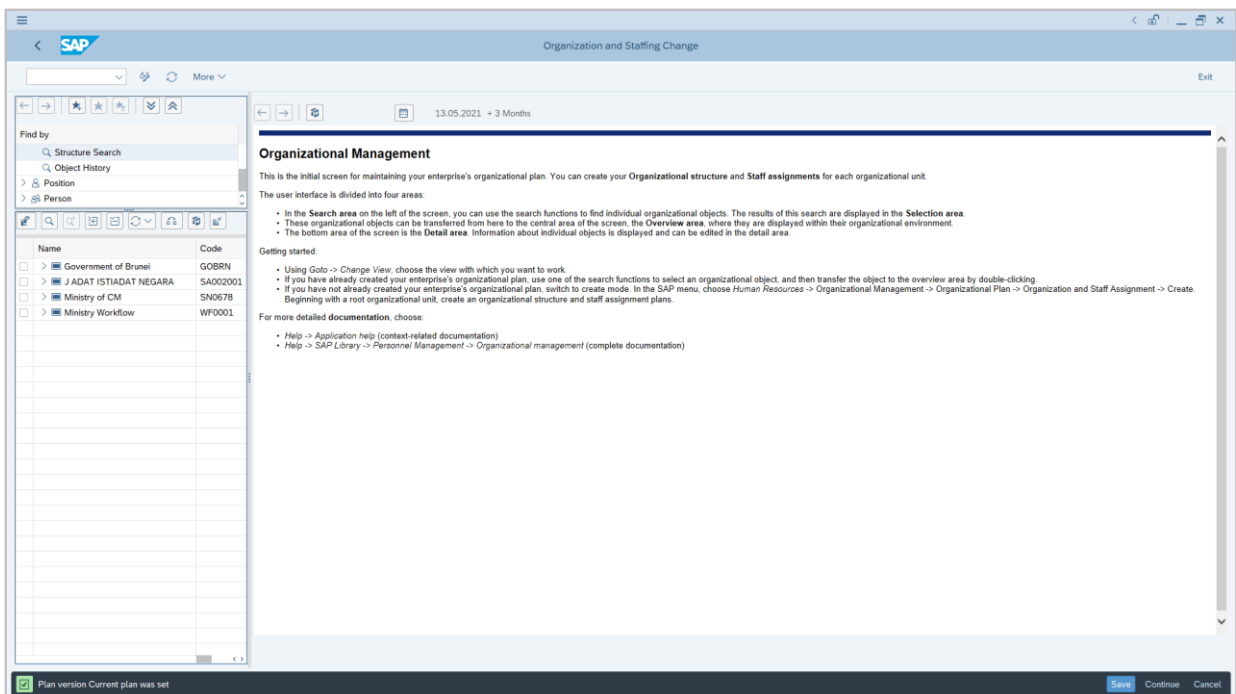
Time Administrator SAP GUI

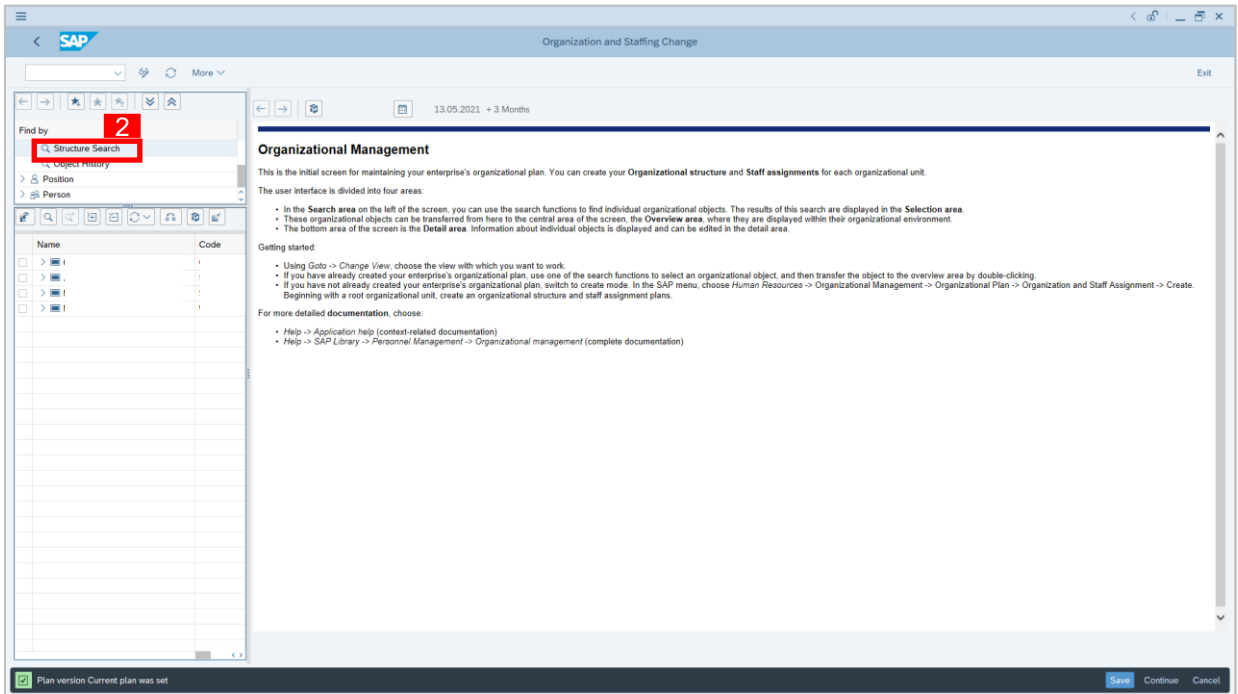


1. On the **Search** bar, input transaction code **PPOME** and press enter on the keyboard.

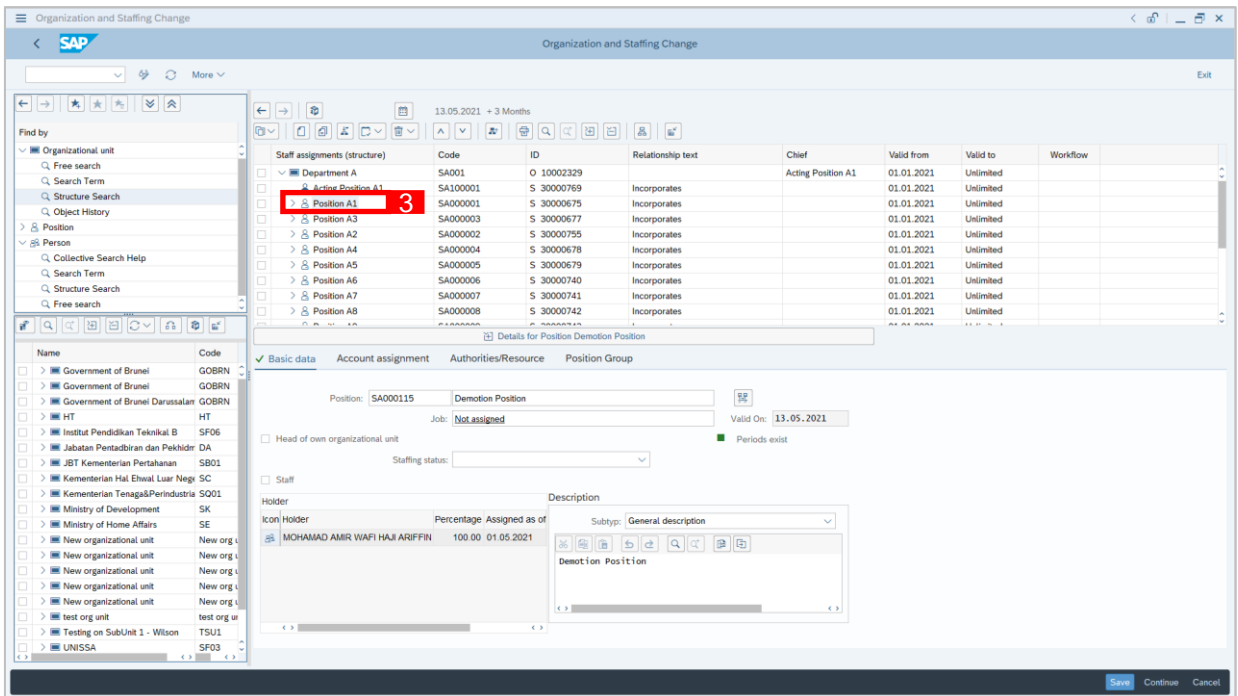
Note:

- Transaction code **PPOME** is to access Organization and Staffing Change.
- Organization and Staffing Change page will be displayed.

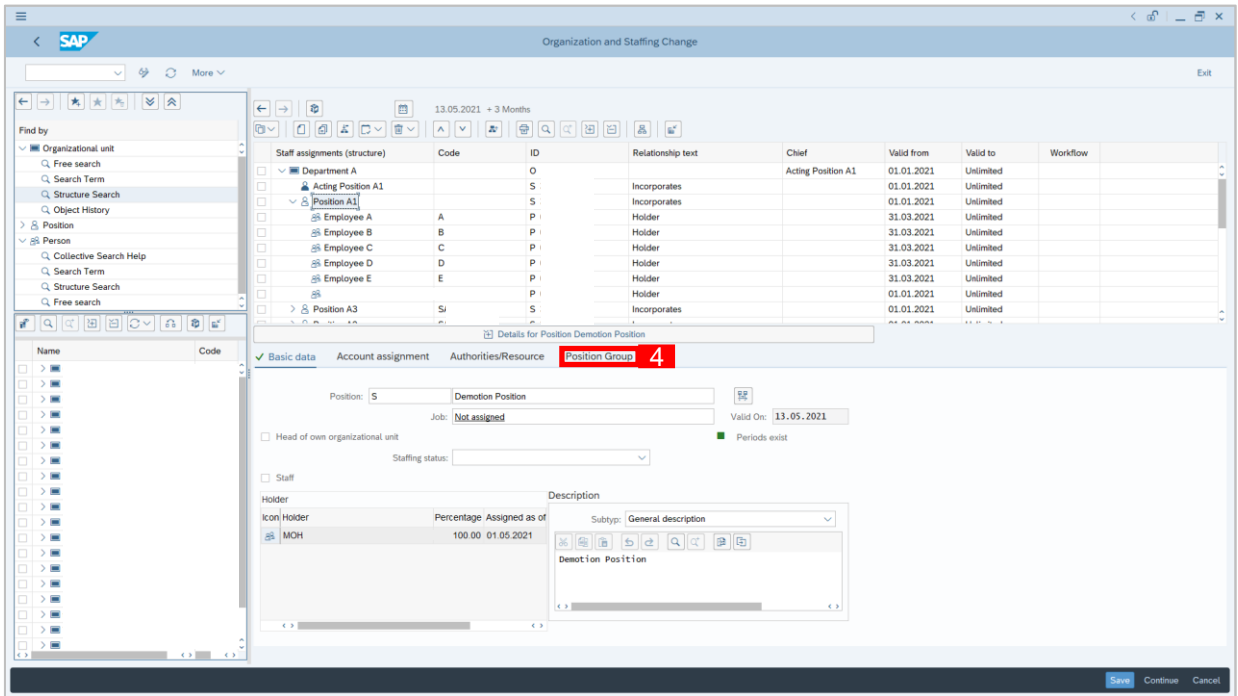




2. Under **Organizational Unit**, click on **Structure Search**.



3. Select position for **Position Group** that is to be maintained.

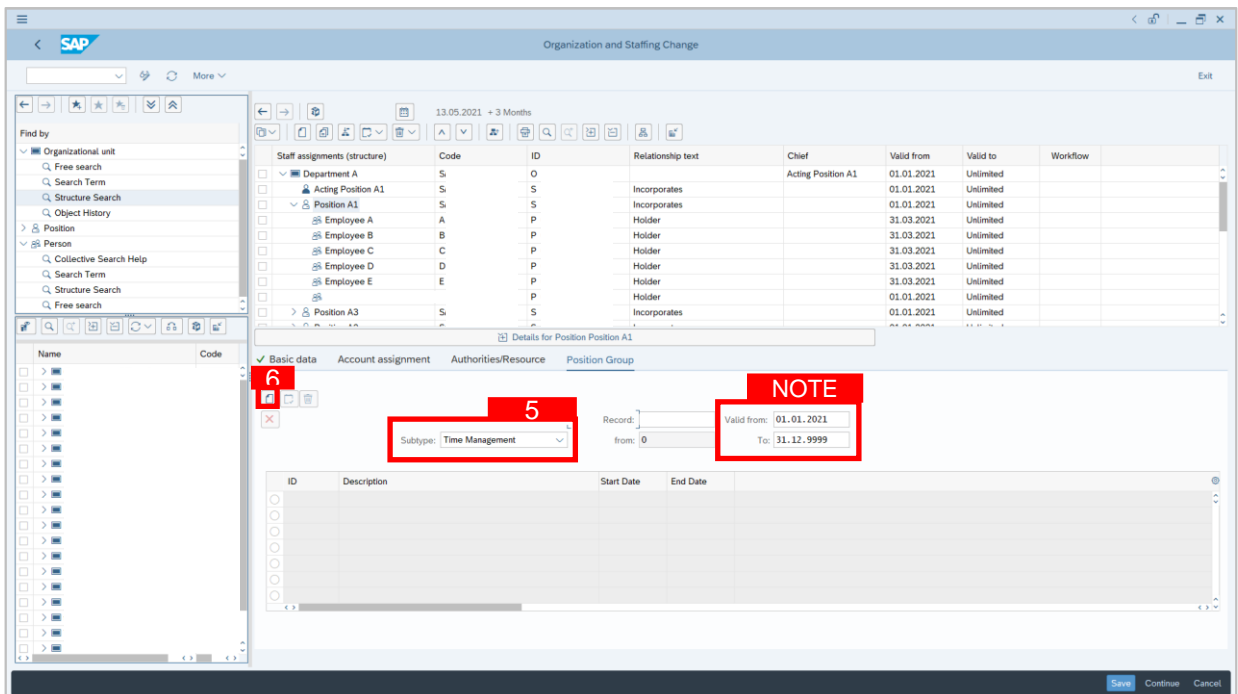


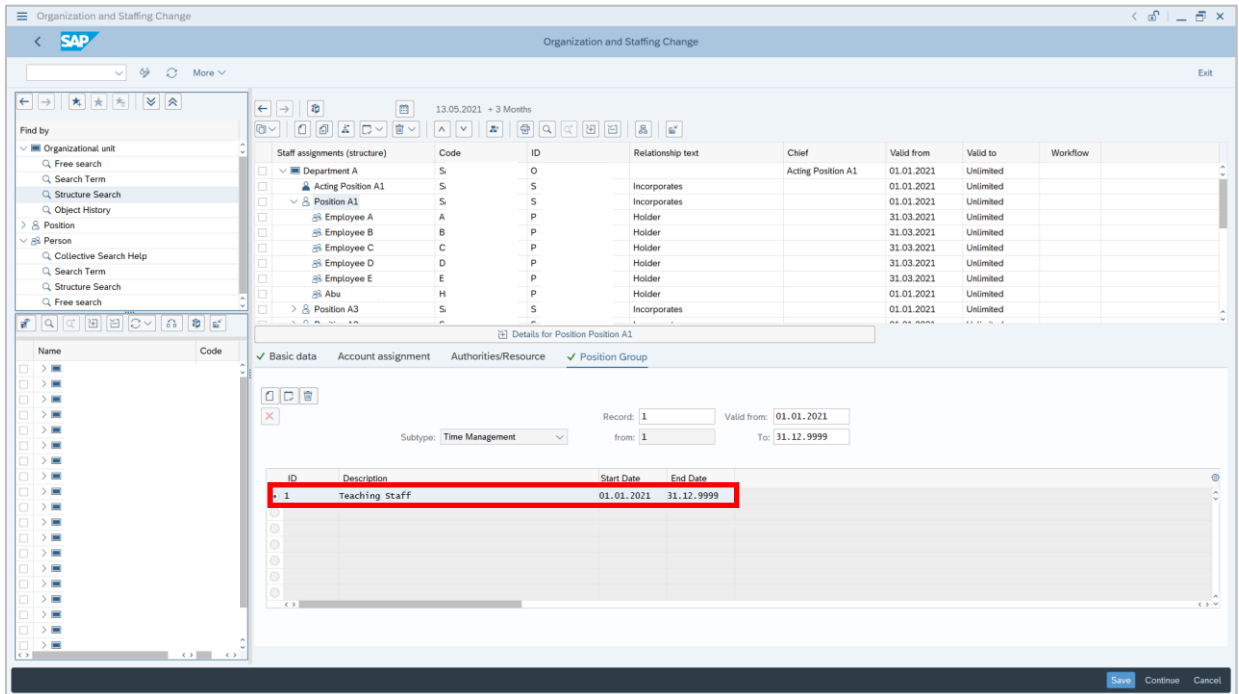
4. Select **Position Group** tab.
5. Select **Subtype 9002** and specify validity period.

Note:

- Validity period using same period as Validity Position.

6. Click  button to create Position Group according to details selected.





The screenshot displays the SAP 'Organization and Staffing Change' interface. The main table lists staff assignments with columns for Code, ID, Relationship text, Chief, Valid from, Valid to, and Workflow. The 'Details for Position Position A1' section is active, showing a 'Position Group' tab. Below this, a table lists staff assignments for the selected position, with the first row highlighted in red:

ID	Description	Start Date	End Date
1	Teaching Staff	01.01.2021	31.12.9999

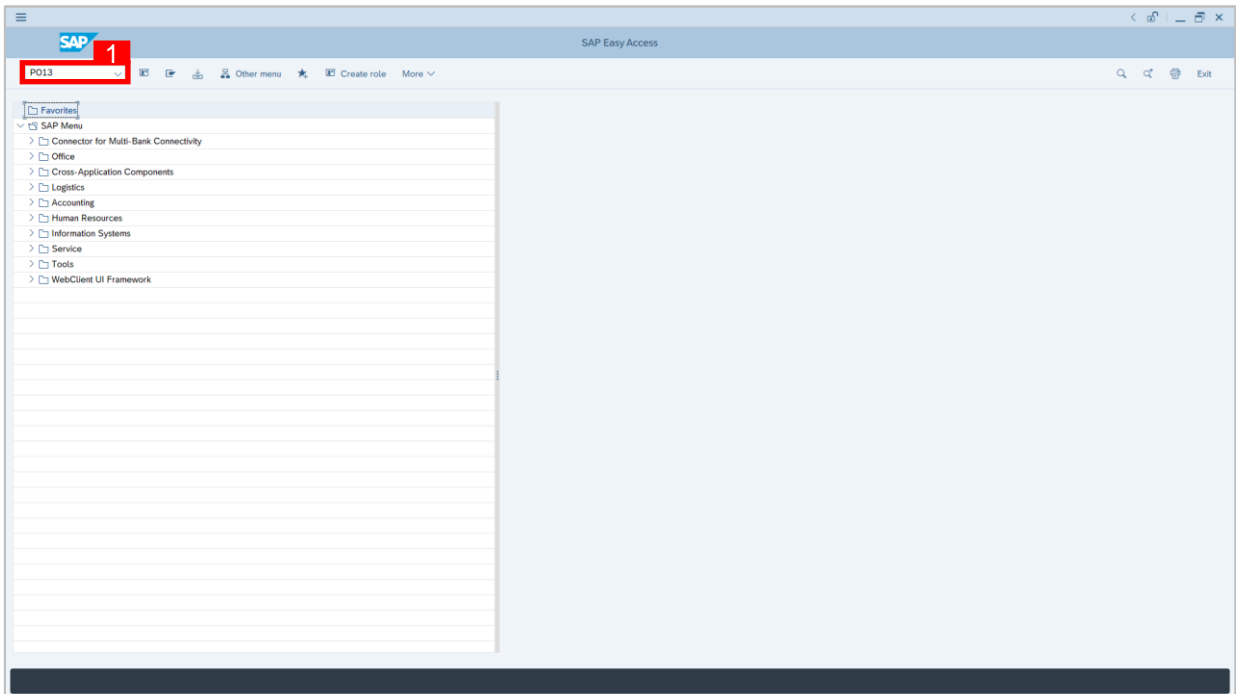
7. Select ID 1 : Teaching Staff.

8. Click **Save** button.

MAINTAIN POSITION

Time Administrator

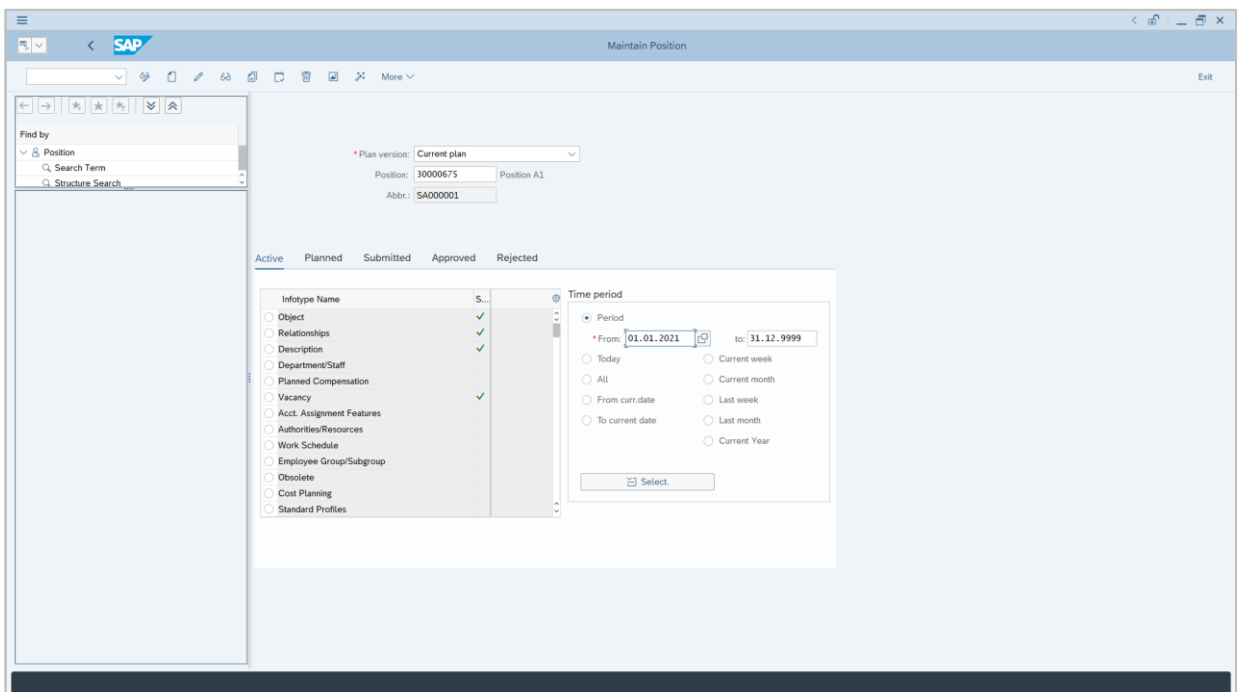
SAP GUI

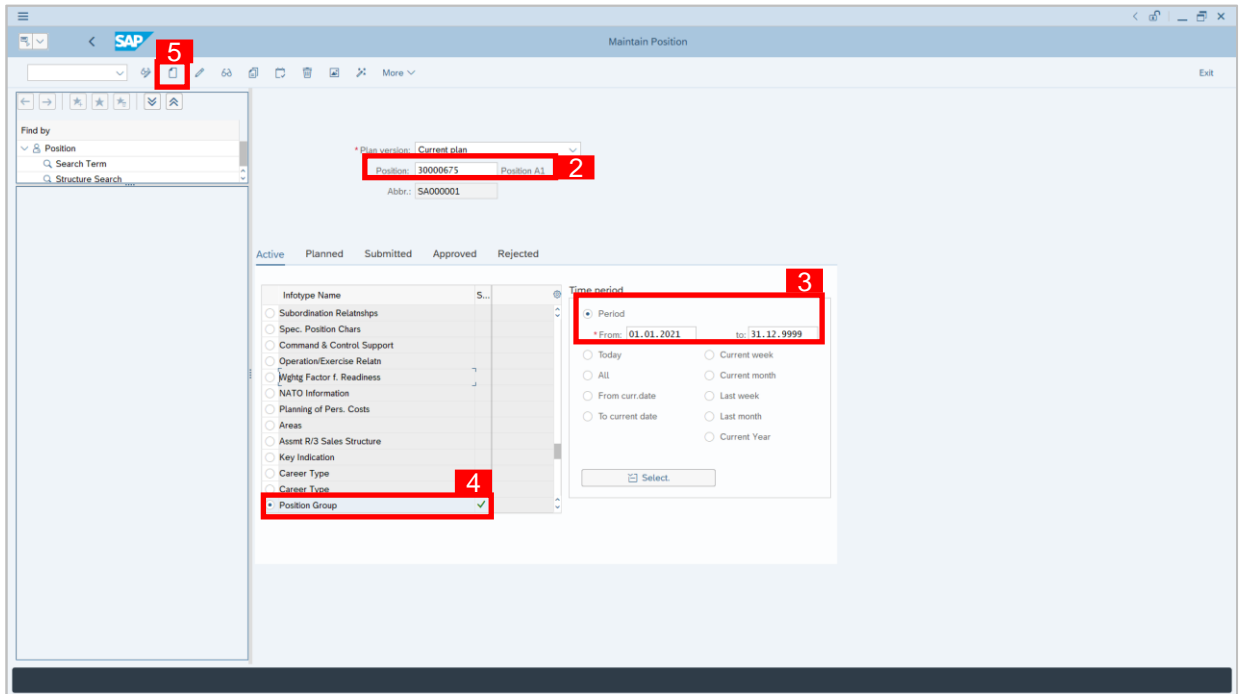



1. On the **Search** bar, input transaction code **P013** and press enter on the keyboard.

Note:

- Transaction code **PPOME** is to access Maintain Position page.
- Maintain Position Page will be displayed.

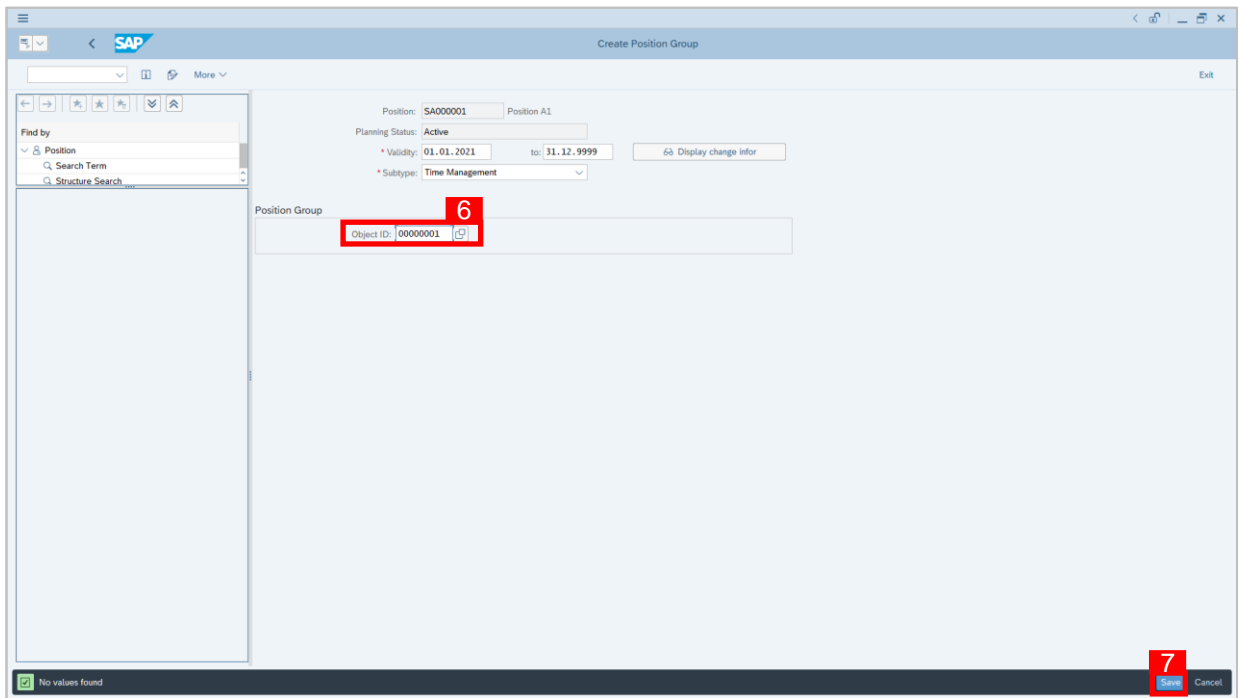





2. Input **Position ID**.
3. Specify **Validity Period**.
4. Select **Position Group** infotype.
5. Click  button to maintain position according to the specified details.

Note:

- Position group selected must be position group that is wanted to be maintained.
- Validity period usually the same period as the validity of the position itself.

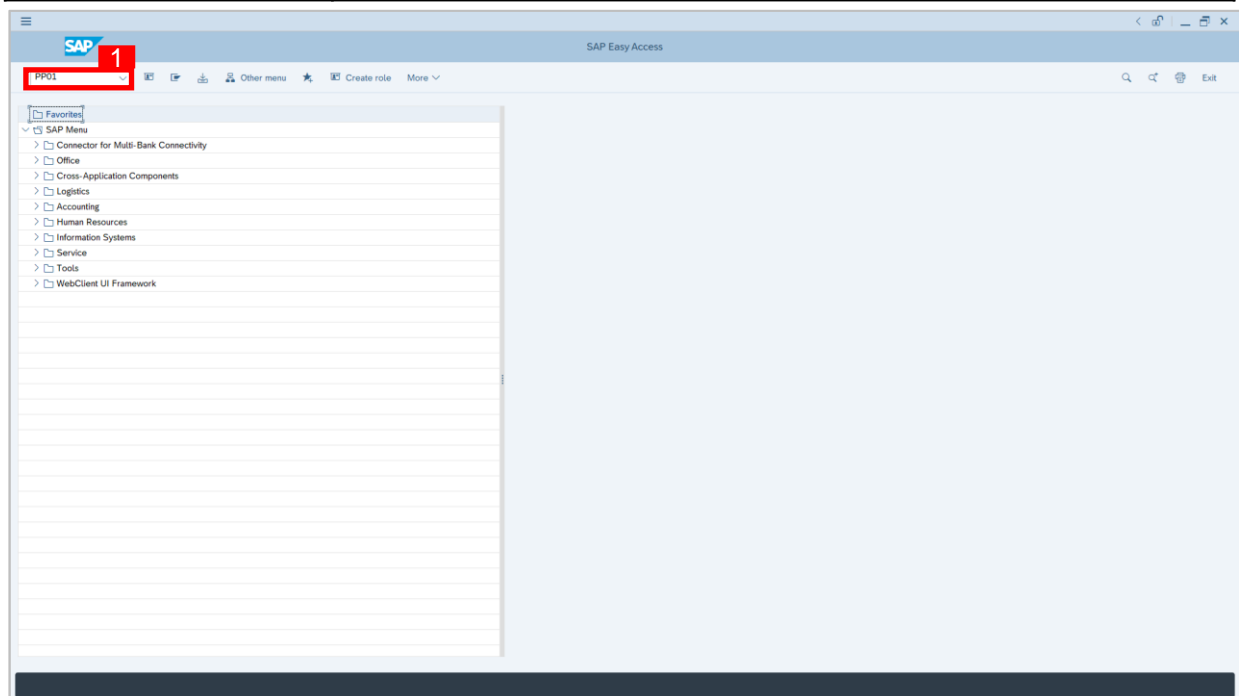



6. Input ID 1: **Teaching Staff**.

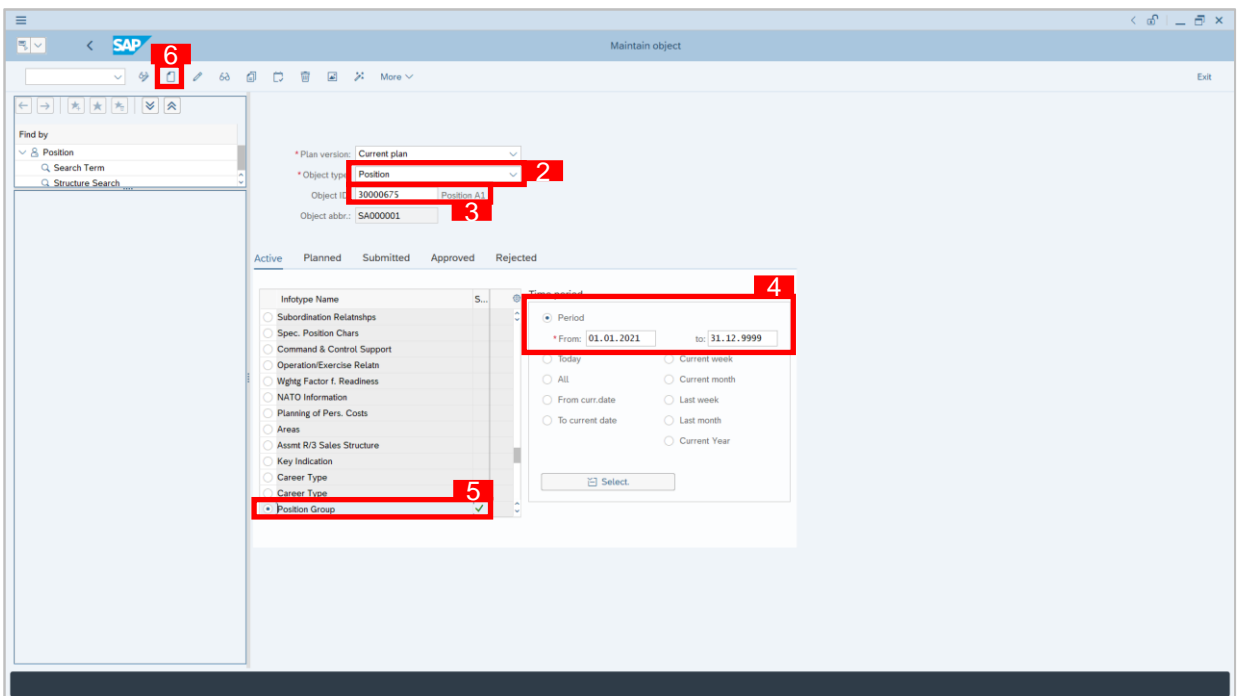
7. Click  button.

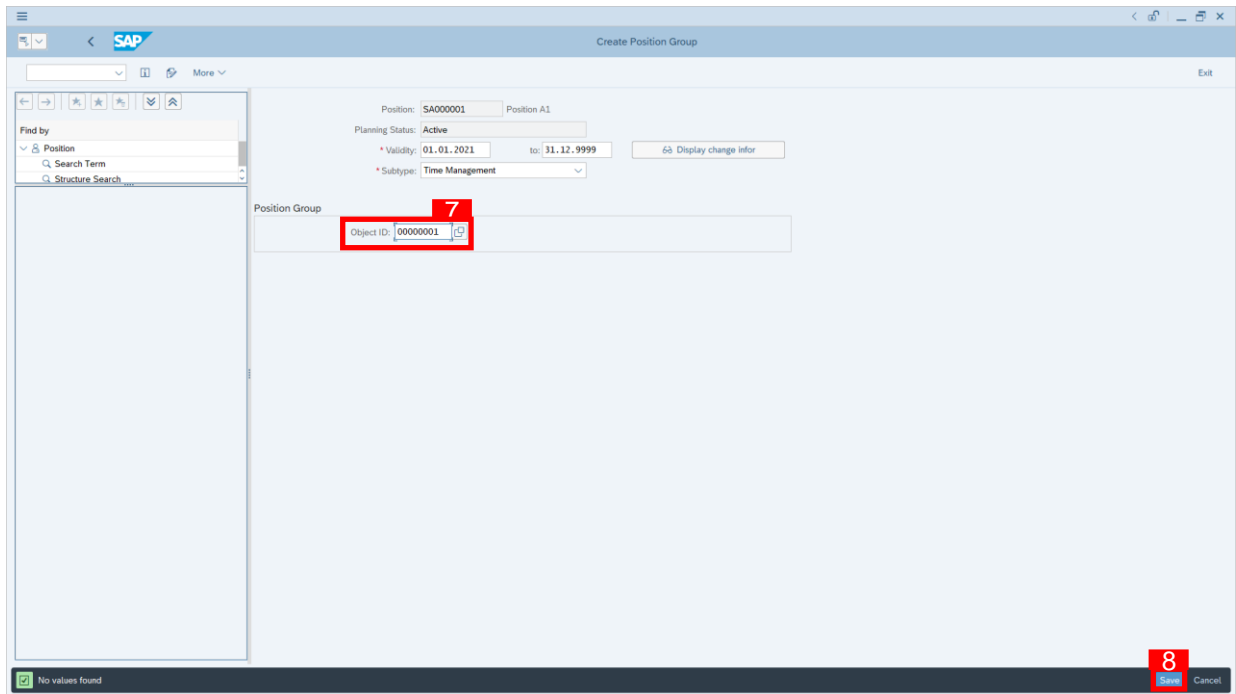
MAINTAIN OBJECT

Employee



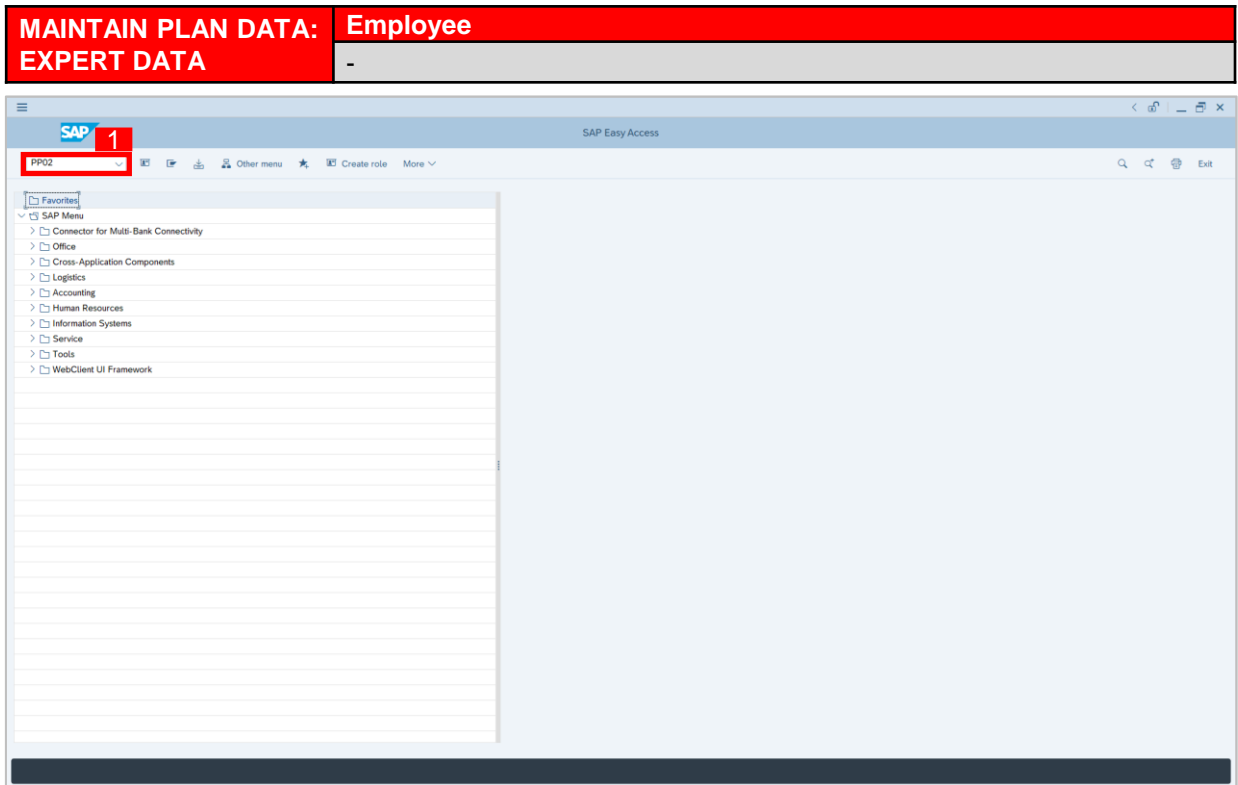
1. On the **Search** bar, input transaction code **PP01** and press enter on the keyboard.
2. Select **Object Type**.
3. Select **Object ID**.
4. Specify **Validity Period**.
5. Select **Position Group** infotype.
6. Click  button to maintain position according to the specified details.





7. Select ID 1: **Teaching Staff**.

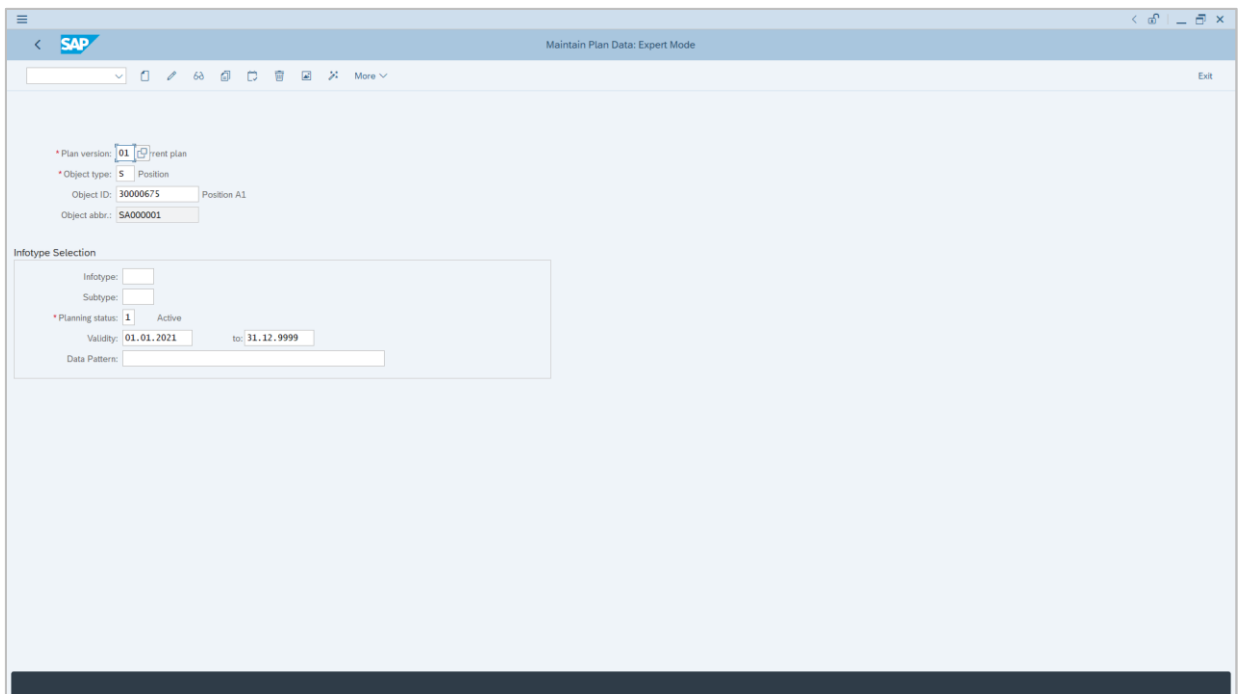
8. Click  button.

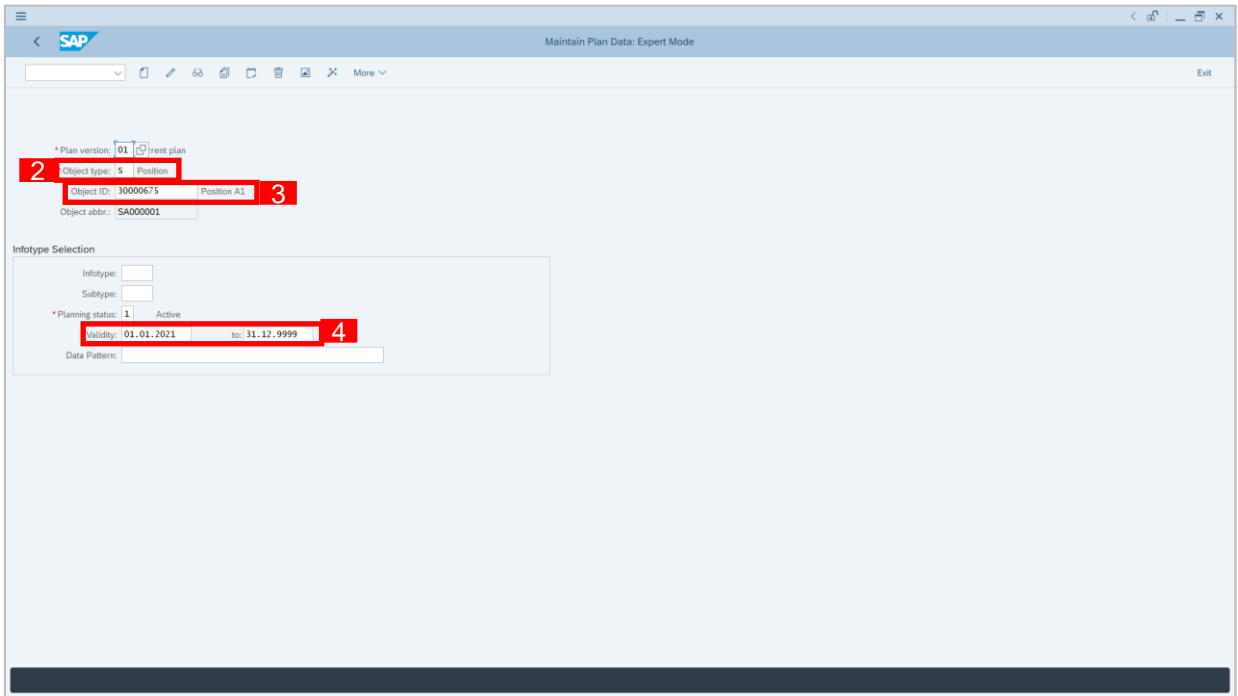



1. On the **Search** bar, input transaction code **PP02** and press enter on the keyboard.

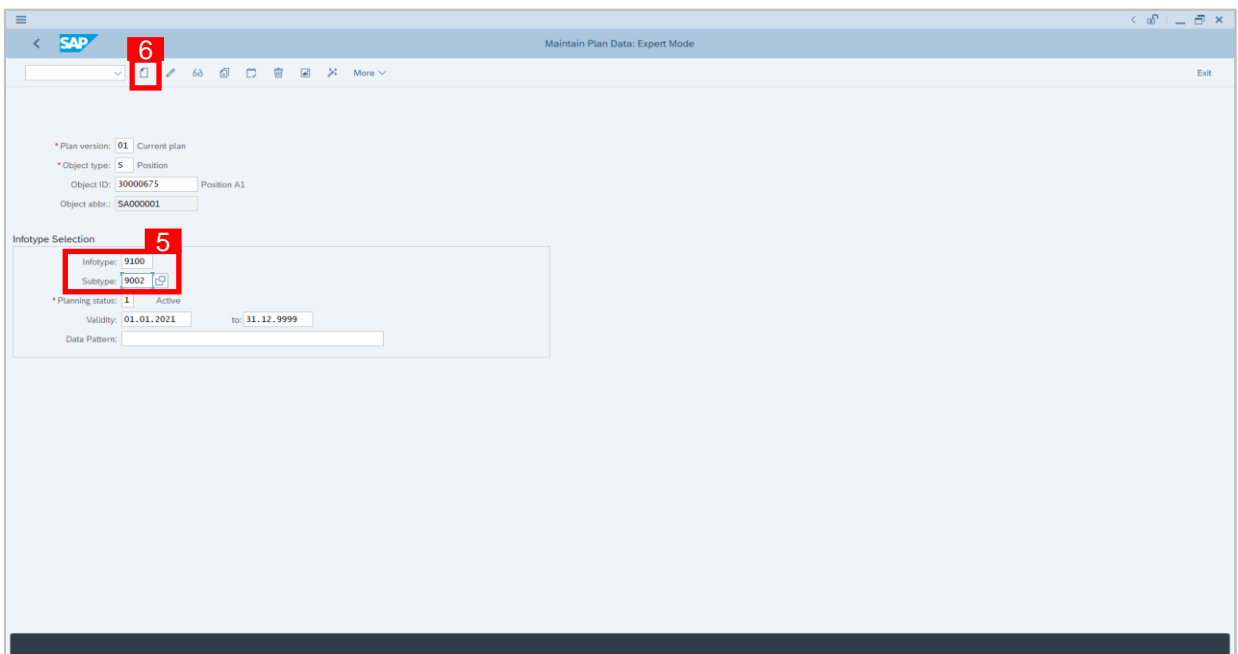
Note:

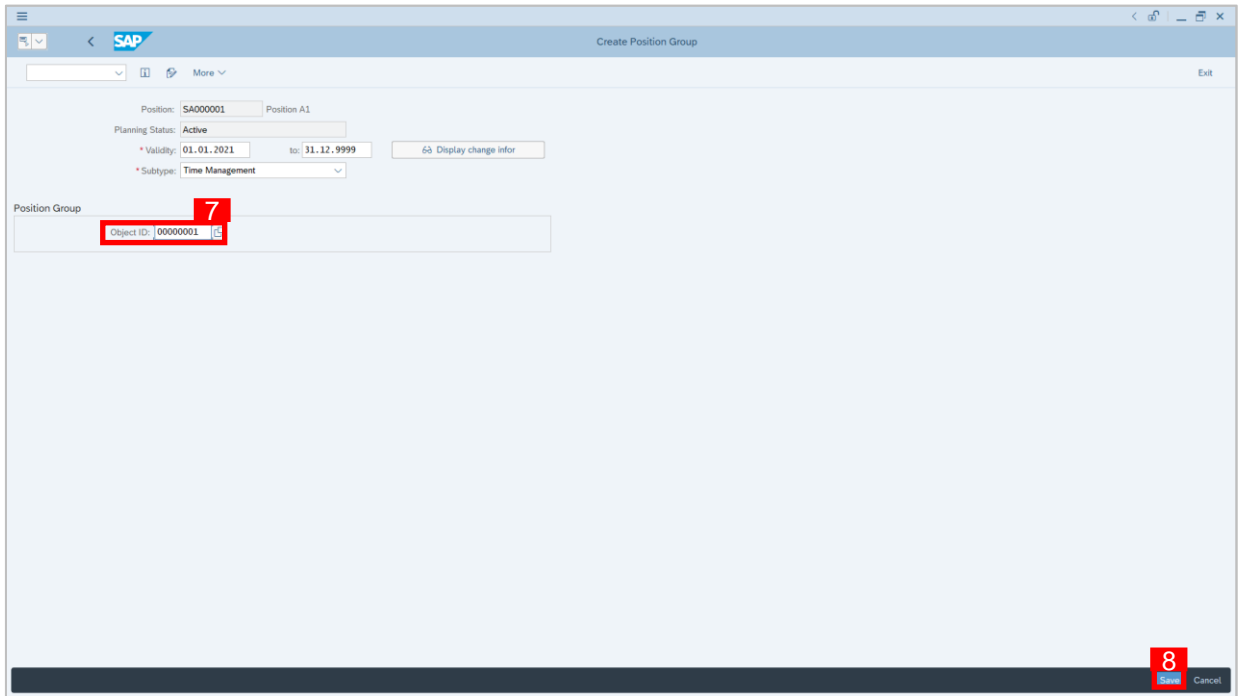
- Transaction code **PP02** is to access Organization and Staffing Change.
- Maintain Plan Data: Expert Mode page will be displayed.





2. Select **Object Type**.
3. Select **Object ID**.
4. Specify Validity Period.
5. Select infotype 9100 and subtype 9002.
6. Click  button to maintain position according to the specified details.





The screenshot shows the SAP 'Create Position Group' form. The form includes the following fields and controls:

- Position: SA000001 Position A1
- Planning Status: Active
- * Validity: 01.01.2021 to 31.12.9999 (with a 'Display change info' button)
- * Subtype: Time Management
- Position Group: Object ID: 00000001 (highlighted with a red box and a red '7' above it)
- Bottom right: Save (highlighted with a red box and a red '8' above it) and Cancel buttons.

7. Select **Object ID**.

8. Click  button.