

SISTEM SUMBER MANUSIA

User Guide For JPA Approver Backend (SAP GUI)

Employee Movement (PA): EB Sekatan

VERSION: 1.0



INTRODUCTION

This user guide acts as a reference for JPA Approver (Back End User) to manage EB Sekatan module. 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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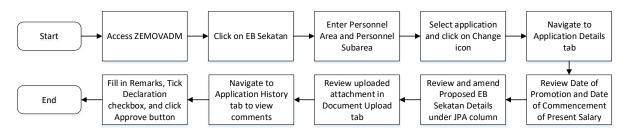
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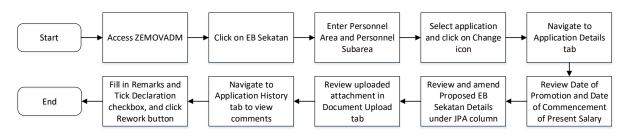


Process Overview (JPA Approver 1)

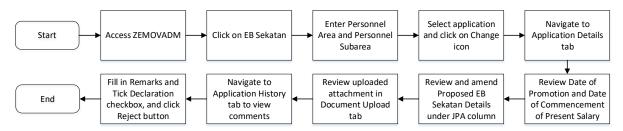
Approver-Check Application



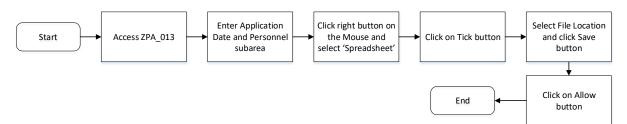
Rework Application to Department HR Administrator



Reject Application



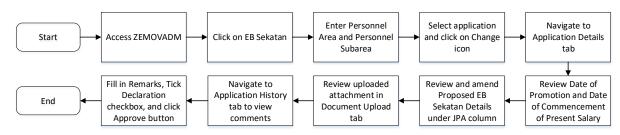
EB Sekatan Application Report



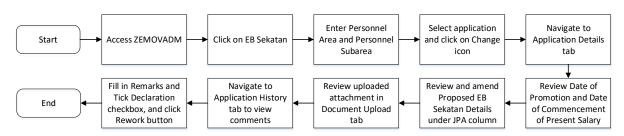


Process Overview (JPA Approver 2)

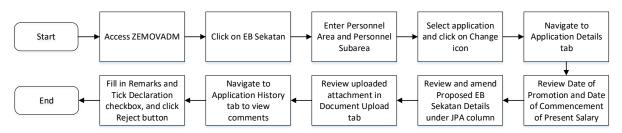
Approve Application



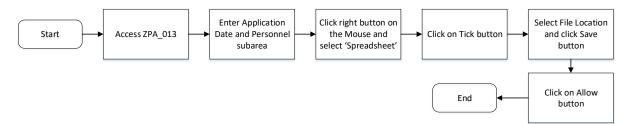
Rework Application to JPA Approver 1



Reject Application



EB Sekatan Application Report



Sistem Sumber Manusia - EB Sekatan



APPROVER-CHECK APPLICATION Backend User

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

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

ZEMOVADM Image: Connector for Multi-Bank Connectivity Conscs-Application Components Cogatiss Caccounting Cacco	nu <u>E</u> dit <u>F</u> avorites Extr <u>a</u> s S <u>y</u> stem <u>H</u> elp		< 🗠 🗌 🗖
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	WebClient UI Framework		

Note: Employee Movement Menu page will be displayed.

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	Pemindahan	
	Bintang-Bintang Kebesaran / Pingat-Pingat Kehormatan	
	Pengambilan Semula Selepas Bersara (Kontrak)	
	Penyambungan Perkhidmatan (Kontrak)	
	Pengambilan Semula Selepas Bersara (SKS)	
	Penyambungan Perkhidmatan (SKS)	
	Kenaikan Pangkat/ Memangku Substantif	
	Penyelarasan	
	Penyerapan	
	EB Sekatan	
	EB Khas	
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2. Under Application Type: Endorsers/Approvers, click on EB Sekatan.

≡ System Help	< @	_ 🗗 ×
< SAP	Employee Movement Menu	
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	Melanjutkan Tempoh Percubaan	
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	Pemindahan	
	Bintang-Bintang Kebesaran / Pingat-Pingat Kehormatan	
	Pengambilan Semula Selepas Bersara (Kontrak)	
	Penyambungan Perkhidmatan (Kontrak)	
	Pengambilan Semula Selepas Bersara (SKS)	
	Penyambungan Perkhidmatan (SKS)	
	Kenaikan Pangkat/ Memangku Substantif	
	Penyelarasan	
	Penyerapan 2	
	EB Sekatan	
	EB Khas	
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Note: The Employee Movement Application Type Selection page will be displayed.

- 3. Enter Personnel Area.
- 4. Enter Personnel Subarea (Optional).
- 5. Click on **Execute** button.

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SAP Employee Movement Application Type Selection	
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*Personnel Area 3 Personnel Subarea 4 Employee Group : Employee Subgroup : Application Status : Application ID :	
Fill out all required entry fields View details	5 Execute



Note: The Application List – Approver 1 page will be displayed.

6. Select an employee with Application Status - 'Pending Approval' and click on Radio

button.

7. Click on **Change** icon.

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Application ID :	Version : Status : Pending	Approval
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- 8. Navigate to Application Details tab.
- 9. Review and amend the following details, if required.

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10. Review and amend the **Proposed EB Sekatan Details** under **JPA** column, if required.

Note: The detail populated here is verified by Treasury Department and subject to amendment by JPA wherever necessary.

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✓ Approver-Check	Reject Rework to Admin	Rework to Verifier 2 $$ More $$ $\!$	10	
Proposed :	Department	Treasury Department	JPA	
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annual increment : Next Increment Date (if eligible) :	Dept HR Admin -	Verifier 1 -	Approver 1 -	
Updated By :	Dept Approver -	Verifier 2 -	Approver 2 -	



11. Review Reason for supporting and Job Data Notes.

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Job Data Not (Optio	es: <i>Enter text here</i> nal)					ç
						Enter

- 12. Navigate to **Document Upload** tab.
- 13. Select Attachment and click on View button to download.

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14. Select File Location.

15. Click on **Save** button.

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Save as type: png	15 Save Cancel	
		Enter

Note: The SAP GUI Security message will be displayed.

16. Click on **Allow** button.

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Application List - Approver 1	
✓ Approver-Check Reject Rework to Admin Rework to Verifier 2 More ✓	Exit
Application Details ✓ Document Upload ✓ Application History	Ĵ
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Transferring package 1 of 1	Enter



Note: The File Attachment has successfully been downloaded.

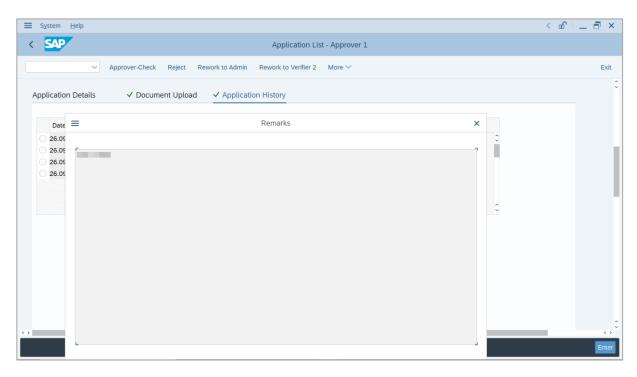
≡ System Help	< 🗠 📃 🗗 🗙
< SAP Application List - Approver 1	
✓ Approver-Check Reject Rework to Admin Rework to Verifier 2 More ✓	Exit
Application Details 🗸 Document Upload 🗸 Application History	Ŷ
Attachment #1: [Contoh Surat.png Attachment #2: Attachment #3:	
View	
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Ownload 9 KB ES2300000042-Contoh Surat.png	Enter

- 17. Navigate to Application History tab.
- 18. Click on **Remarks** button.

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< SAP			Application List	- Approver 1			
~	Approver-Check	Reject Rework to Admin	17	More ~			Exit
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Date	Time	User ID	Version	Application Status	Remarks		
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Note: The Remarks page will be displayed.



- 19. Enter the Remarks for employee's application.
- 20. Tick on **Declaration** checkbox.
- 21. Click on Approver-Check button.

∃ System	Help	< 🖻 🗌 🗖 🗙
< SAP	Application List - Approver 1	
	✓ Approver-Check Reject Rework to Admin Rework to Verifier 2 More ∨	Exit
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Remarks :		
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[]	Segala butir-butir keterangan yang saya turunkan dalam borang ini adalah benar. Jika saya didapati memberikan butir-butir	
	keterangan yang palsu, mengelirukan atau tidak tepat, saya mengaku bahawa saya boleh dikenakan tindakan undang-undang	
	(termasuk pendakwaan jenayah) dan jika berkenaan, saya juga boleh dikenakan tindakan tatatertib dibawah mana-mana	
	peraturan-peraturan yang berkaitan dengan kelakuan dan tatatertib pegawai-pegawai Kerajaan.	
	Jika didapati butir-butir keterangan adalah palsu, mengelirukan atau tidak tepat, Jabatan Perbendaharaan juga berhak	
	untuk menarik balik sebarang kelulusan yang diberikan berhubung dengan permohonan ini dan menuntut balik	
	pembayaran yang mungkin telah dibuat. 20	
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		Enter



Outcome: The Application has successfully been checked to JPA Approver 2.

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Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	
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Sistem Sumber Manusia - EB Sekatan



	Backend User
TO DEPARTMENT HR ADMINISTRATOR	JPA Approver 1

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

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

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> 🗀 Cross-Application Components	
> 🗀 Logistics	
> 🗀 Accounting	
> 🗀 Human Resources	
> 🗀 Information Systems	
> 🗋 Service	
> 🗀 Tools	
> 🗀 WebClient UI Framework	

Note: Employee Movement Menu page will be displayed.

Employee Movement Menu	×
Requestors Endorsers/Approvers Application Type: Application Type: Melanjutkan Tempoh Percubaan Penetapan Jawatan Penetapan Jawatan Penindahan Bintang-Bintang Kebesaran / Pingat -Pingat Kehormatan Penegambilan Semula Selepas Bersara (Kontrak) Pengambilan Semula Selepas Bersara (Kontrak) Penyambungan Perkhidmatan (Kontrak) Penyambungan Perkhidmatan (SKS) Penyambungan Perkhidmatan (SKS) Renaikan Pangkat/ Memangku Substantif Penyelarasan	
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Kenaikan Pangkat/ Memangku Substantif Penyelarasan	
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EB Khas	- 2
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2. Under Application Type: Endorsers/Approvers, click on EB Sekatan.

≡ System Help	< @	- ×
< SAP	Employee Movement Menu	
→ More →		Exit
Requestors Application Type:	Endorsers/Approvers Application Type:	¢
	Melanjutkan Tempoh Percubaan	- 1
	Penetapan Jawatan	- 1
	Pemindahan	- 1
	Bintang-Bintang Kebesaran / Pingat-Pingat Kehormatan	- 1
	Pengambilan Semula Selepas Bersara (Kontrak)	- 1
	Penyambungan Perkhidmatan (Kontrak)	- 1
	Pengambilan Semula Selepas Bersara (SKS)	- 1
	Penyambungan Perkhidmatan (SKS)	- 1
	Kenaikan Pangkat/ Memangku Substantif	- 1
	Penyelarasan	- 1
	Penyerapan 2	- 1
	EB Sekatan	- 1
	EB Khas	- 0
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Note: The Employee Movement Application Type Selection page will be displayed.

- 3. Enter Personnel Area.
- 4. Enter Personnel Subarea (Optional).
- 5. Click on **Execute** button.

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SAP Employee Movement Application Type Selection	
✓ I Save as Variant More ✓	Exit
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Personnel Subarea : 4	
Employee Group :	
Employee Subgroup :	
Application Status :	
Application ID :	
	5
① Fill out all required entry fields View details	Execute



Note: The **Application List – Approver 1** page will be displayed.

6. Select an employee with Application Status - 'Pending Approval' and click on Radio

button.

7. Click on **Change** icon.

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Note: The Application List – Approver 1 page will be displayed.

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Application ID :	Version : Status : Pending Approval	
Personnel No :		
IC No :		
Name :		
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Basic Info ✓ Performance ✓ Unpaid L	eaves 🗸 Grievances 🗸 Examination Details 🗸 Education 🗸 Training	
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- 8. Navigate to Application Details tab.
- 9. Review and amend the following details, if required.

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Salary Reco	rd						_	
No.	Start Date	End Date	Payscale Type	Payscale Area	Payscale Group	Payscale Level	٢	
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2 3	01.10.2023 25.09.2023	31.12.9999 30.09.2023	100					
3 ()	25.09.2023	30.09.2023				9	↓ ↓	
	Date of Prom	notion to Present						
	Grade	(Tarikh Dinaikkan		Date	e of Commencement of			
	Pang	gkat Ke Tingkatan		Pres	ent Salary (Tarikh Mula			
		Sekarang) :	j	Me	encapai Gaji Sekarang):			
Proposed :		Departm	ent	Treasury Department	JPA		_	0
_						_	_	< >
								Enter

10. Review and amend the **Proposed EB Sekatan Details** under **JPA** column, if required.

Note: The detail populated here is verified by Treasury Department and subject to amendment by JPA wherever necessary.

SAP		Application List - Approver 1		
✓ Approver-Check	Reject Rework to Admin	Rework to Verifier 2 $$ More $\!$	10	_
Proposed :	Department	Treasury Department	JPA	
Increment Start Date (Kenaikan Gaji Sekarang Bertarikh Dari): Payscale Type : Payscale Area : Payscale Group & Level : Est. Salary Scale Salary (\$)		Level:	Level:	
(Gaji Yang Disokong) : Employee's eligibility to annual increment : Next Increment Date			<u>11</u>	
(if eligible) :			100000000000000000000000000000000000000	
	Dept HR Admin -	Verifier 1 -	Approver 1 -	
Updated By :	Dept Approver -	Verifier 2 -	Approver 2 -	



11. Review Reason for supporting and Job Data Notes.

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< SAP		Application Lis	- Approver 1			
Approver-Check Ret	work to Dept Approver	Rework to Admin Re	ect More 🗸			Exit
Employee's eligibility to annual increment : Next Increment Date (if eligible) : Reason for supporti	Updated By : ng : <i>Enter text here</i>	Dept HR Admin - Dept Approver -		Approver 1 - Approver 2 -	-7	¢
Job Data Not (Optio	es: <i>Enter text here</i> nal)					ç
						Enter

- 12. Navigate to **Document Upload** tab.
- 13. Select Attachment and click on View button to download.

≡ System Help	< 🗠 🗆 🗕 🕹 🗙
< SAP Application List - Approver 1	
Appr 12 Reject Rework to Admin Rework to Verifier 2 More ~	Exit
Application Details 🗸 Document Upload 🗸 Application History	÷
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0	Enter



14. Select File Location.

15. Click on **Save** button.

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➡ Save As	× st - Approver 1	
$\leftarrow \rightarrow \checkmark \uparrow \blacksquare$ > This PC > Pictures \checkmark	ひ	
14 New folder	iii - 🕐 eject More 🗸	Exit
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Save as type: png	15 Save Cancel	
		Enter

Note: The SAP GUI Security message will be displayed.

16. Click on **Allow** button.

Ξ System Help	< 🗠 🗌 🗕 🗧 🗙
Application List - Approver 1	
✓ Approver-Check Reject Rework to Admin Rework to Verifier 2 More ✓	Exit
Application Details ✓ Document Upload ✓ Application History	Ĵ
 Attachment #1: Contob S Attachment #2: Attachment #3: The system is attempting to replace the following file: C:\Surat.png Do you want to allow this? Do you want to allow this? Do you want to allow this? Help 	
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Transferring package 1 of 1	Enter



Note: The File Attachment has successfully been downloaded.

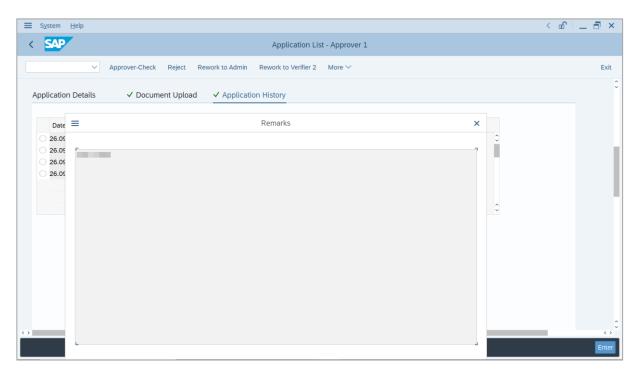
≡ System Help	< 🗠 🗌 🗕 🗸
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- 17. Navigate to Application History tab.
- 18. Click on **Remarks** button.

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< SAP			Application List	- Approver 1			
~	Approver-Check	Reject Rework to Admin	17	More ~			Exit
Application Details	✓ Docume	nt Upload 🗸 Applica	tion History				Ŷ
Date	Time	User ID	Version	Application Status	Remarks		
		8	1 1 1	HR-Checked Pending Verification Verifier-Checked	18	\$	1.1
			1	Pending Approval	5		
						v	
$\langle \rangle$							0
							Enter



Note: The Remarks page will be displayed.



19. Enter the **Remarks** for why the application is reworked to **Department HR Administrator**.

- 20. Tick on **Declaration** checkbox.
- 21. Click on Rework to Admin button.

System	Help	< 🗠	- 7
SAP	21 Application List - Approver 1		
	✓ Approver-Check Reject Rework to Admin Rework to Verifier 2 More ✓		Ex
narks :			
	19		
_			
	Segala butir-butir keterangan yang saya turunkan dalam borang ini adalah benar. Jika saya didapati memberikan butir-butir		
	keterangan yang palsu, mengelirukan atau tidak tepat, saya mengaku bahawa saya boleh dikenakan tindakan undang-undang		
	(termasuk pendakwaan jenayah) dan jika berkenaan, saya juga boleh dikenakan tindakan tatatertib dibawah mana-mana		
	peraturan-peraturan yang berkaitan dengan kelakuan dan tatatertib pegawai-pegawai Kerajaan.		
	Jika didapati butir-butir keterangan adalah palsu, mengelirukan atau tidak tepat, Jabatan Perbendaharaan juga berhak		
	untuk menarik balik sebarang kelulusan yang diberikan berhubung dengan permohonan ini dan menuntut balik		
	pembayaran yang mungkin telah dibuat. 20		
_			4





Outcome: The Application has successfully been reworked to Department HR Administrator.

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Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	
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Sistem Sumber Manusia - EB Sekatan



REJECT APPLICATION

Backend User

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

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

ZEMOVADM Image: Connector for Multi-Bank Connectivity Conscs-Application Components Cogatiss Caccounting Cacco	nu <u>E</u> dit <u>F</u> avorites Extr <u>a</u> s S <u>y</u> stem <u>H</u> elp		< 🗠 🗌 🗖
Favorites SAP Menu Connector for Multi-Bank Connectivity Office Office Logistics Logistics Accounting Human Resources Information Systems Service		SAP Easy Access	
SAP Menu Connector for Multi-Bank Connectivity Office Office Cross-Application Components Cross-Application Components <t< td=""><td>ADM 🗸 📧 🖻 📩 🗚 🌴</td><td></td><td>Q, Q* 🖶 EX</td></t<>	ADM 🗸 📧 🖻 📩 🗚 🌴		Q, Q* 🖶 EX
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> Cross-Application Components > Logistics > Accounting > Human Resources > Information Systems > Service > Tools	Connector for Multi-Bank Connectivity		
> in Logistics > in Accounting > in Human Resources > in Information Systems > in Service > in Tools	Office		
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> WebClient UI Framework	Tools		
	WebClient UI Framework		

Note: Employee Movement Menu page will be displayed.

Employee Movement Menu	×
Requestors Endorsers/Approvers Application Type: Application Type: Melanjutkan Tempoh Percubaan Penetapan Jawatan Penetapan Jawatan Penindahan Bintang-Bintang Kebesaran / Pingat -Pingat Kehormatan Penegambilan Semula Selepas Bersara (Kontrak) Pengambilan Semula Selepas Bersara (Kontrak) Penyambungan Perkhidmatan (Kontrak) Penyambungan Perkhidmatan (SKS) Penyambungan Perkhidmatan (SKS) Renaikan Pangkat/ Memangku Substantif Penyelarasan	
Requestors Endorsers/Approvers Application Type: Melanjutkan Tempoh Percubaan Penetapan Jawatan Penetapan Jawatan Bintang-Bintang Kebesaran / Pingat-Pingat Kehormatan Bintang-Bintang Kebesaran / Pingat-Pingat Kehormatan Pengambilan Semula Selepas Bersara (Kontrak) Pengambilan Semula Selepas Bersara (SKS) Pengambilan Semula Selepas Bersara (SKS) Penyambungan Perkhidmatan (Kontrak) Penyambungan Perkhidmatan (SKS) Renaikan Pangkat/ Memangku Substantif Penyelarasan Penyelarasan	Exit
Penetapan Jawatan Pemindahan Bintang-Bintang Kebesaran / Pingat-Pingat Kehormatan Bintang-Bintang Kebesaran (Yontrak) Pengambilan Semula Selepas Bersara (Kontrak) Pengambilan Semula Selepas Bersara (KKS) Pengambilan Semula Selepas Bersara (SKS) Penyambungan Perkhidmatan (SKS) Kenaikan Pangkat/ Memangku Substantif	0
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Bintang-Bintang Kebesaran / Pingat-Pingat Kehormatan Pengambilan Semula Selepas Bersara (Kontrak) Penyambungan Perkhidmatan (Kontrak) Pengambilan Semula Selepas Bersara (SKS) Penyambungan Perkhidmatan (SKS) Kenaikan Pangkat/ Memangku Substantif Penyelarasan	
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Pengambilan Semula Selepas Bersara (SKS) Penyambungan Perkhidmatan (SKS) Kenaikan Pangkat/ Memangku Substantif Penyelarasan	
Penyambungan Perkhidmatan (SKS) Kenaikan Pangkat/ Memangku Substantif Penyelarasan	
Kenaikan Pangkat/ Memangku Substantif Penyelarasan	
Penyelarasan	
Penyerapan	
EB Sekatan	
EB Khas	- 2
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2. Under Application Type: Endorsers/Approvers, click on EB Sekatan.

≡ System Help	< @	_ 🗗 ×
< SAP	Employee Movement Menu	
More Y		Exit
Requestors Application Type:	Endorsers/Approvers Application Type:	¢
	Melanjutkan Tempoh Percubaan	
	Penetapan Jawatan	
	Pemindahan	
	Bintang-Bintang Kebesaran / Pingat-Pingat Kehormatan	
	Pengambilan Semula Selepas Bersara (Kontrak)	
	Penyambungan Perkhidmatan (Kontrak)	
	Pengambilan Semula Selepas Bersara (SKS)	
	Penyambungan Perkhidmatan (SKS)	
	Kenaikan Pangkat/ Memangku Substantif	
	Penyelarasan	
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	EB Sekatan	
	EB Khas	
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Note: The Employee Movement Application Type Selection page will be displayed.

- 3. Enter Personnel Area.
- 4. Enter Personnel Subarea (Optional).
- 5. Click on **Execute** button.

≡ Program Edit Goto System Help	< 🗠 🗌 — 🗗 🗙
SAP Employee Movement Application Type Selection	
✓ 🔄 Save as Variant More ✓	Exit
*Personnel Area	
Personnel Subarea : 4	
Employee Group :	
Employee Subgroup :	
Application Status :	
Application ID :	
	5
Fill out all required entry fields View details	Execute



Note: The Application List – Approver 1 page will be displayed.

6. Select an employee with Application Status - 'Pending Approval' and click on Radio

button.

7. Click on **Change** icon.

	<i>I</i> 7	More 🗸						
Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	E
• EB230000	1	Pending Approval	6					
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Note: The Application List – Approver 1 page will be displayed.

System Help		< 🗠 🗌 🗕 🖻
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Application Type : EB SEKATAN	Appl. Date :	
Application ID :	Version : Status : Pending	Approval
Personnel No :		
IC No :		
Name :		
mployee Details		Download Service Record
mployee Details ✓ Basic Info ✓ Performance ✓ Unpaid Leaves		
✓ Basic Info ✓ Performance ✓ Unpaid Leaves	Grievances ✓ Examination Details ✓ Education ✓ Training	
Basic Info ✓ Performance ✓ Unpaid Leaves	; ✓ Grievances ✓ Examination Details ✓ Education ✓ Training Subgroup :	
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Basic Info ✓ Performance ✓ Unpaid Leaves Employee Group : Personnel Area : Position :	; ✓ Grievances ✓ Examination Details ✓ Education ✓ Training Subgroup : Subarea :	
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Basic Info ✓ Performance ✓ Unpaid Leaves Employee Group : Personnel Area : Position : Pay Scale Group : Date of Birth :	s ✓ Grievances ✓ Examination Details ✓ Education ✓ Training Subgroup : Subarea : Est. Salary Scale : Salary (\$):	



- 8. Navigate to Application Details tab.
- 9. Review and amend the following details, if required.

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Salary Record	Start Date	End Date	Payscale Type	Payscale Area	Payscale Group	Payscale Level	0	
1 2 3	01.10.2023 01.10.2023 25.09.2023	31.12.9999 31.12.9999 30.09.2023	8	100	3	1	Ľ.	
$\langle \rangle$					_	9		
		otion to Present (Tarikh Dinaikkan		Dat	e of Commencement of			
		kat Ke Tingkatan Sekarang) :		Pres	sent Salary (Tarikh Mula encapai Gaji Sekarang):			
Proposed :		Departm	ent	Treasury Department	JPA			0
								Enter

10. Review and amend the **Proposed EB Sekatan Details** under **JPA** column, if required.

Note: The detail populated here is verified by Treasury Department and subject to amendment by JPA wherever necessary.

SAP		Annelling the Annen of		
SAP		Application List - Approver 1		
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Increment Start Date (Kenaikan Gaji Sekarang Bertarikh Dari): Payscale Type : Payscale Area : Payscale Group & Level : Est. Salary Scale Salary (\$) (Gaji Yang Disokong) :				
Employee's eligibility to annual increment : Next Increment Date			M	
(if eligible) :				
	Dept HR Admin -	Verifier 1 -	Approver 1 -	
Updated By :	Dept Approver -	Verifier 2 -	Approver 2 -	



11. Review Reason for supporting and Job Data Notes.

≡ System <u>H</u> elp					< 🗗	_ 🗗 ×
< SAP		Application Lis	- Approver 1			
Approver-Check Ret	work to Dept Approver	Rework to Admin Re	ect More 🗸			Exit
Employee's eligibility to annual increment : Next Increment Date (if eligible) : Reason for supporti	Updated By : ng : <i>Enter text here</i>	Dept HR Admin - Dept Approver -		Approver 1 - Approver 2 -	-7	¢
Job Data Not (Optio	es: <i>Enter text here</i> nal)					ç
						Enter

- 12. Navigate to **Document Upload** tab.
- 13. Select Attachment and click on View button to download.

≡ System Help	< 📽 💷 🗗 🗙
Application List - Approver 1	
\sim App App Reject Rework to Admin Rework to Verifier 2 More \sim	Exit
Application Details 🗸 Document Upload 🗸 Application History	÷
Attachment #1: Contoh Surat.png Attachment #2: Attachment #3: I3 View	
•	Enter



14. Select File Location.

15. Click on **Save** button.

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→ Save As	× st - Approver 1	
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14 New folder	i≣ - 1 eject More ∽	Exit
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Documents	9/25/202	
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F Pictures	Ø 9/1/202:	
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🤩 OS (C:)	<i>⊙</i> 6/14/20.	
v <	· · · · · · · · · · · · · · · · · · ·	
File name: EB230000064-Contoh Surat.p	ng ~	
Save as type: png	15	
	15	
▲ Hide Folders	<u>Save</u> Cancel	
	li.	
$\langle \rangle$		0
		Enter

Note: The SAP GUI Security message will be displayed.

16. Click on **Allow** button.

Ξ System Help	< 🗠 🗌 🗕 🗧 🗙
Application List - Approver 1	
✓ Approver-Check Reject Rework to Admin Rework to Verifier 2 More ✓	Exit
Application Details ✓ Document Upload ✓ Application History	Ĵ
 Attachment #1: Contob S Attachment #2: Attachment #3: The system is attempting to replace the following file: C:\Surat.png Do you want to allow this? Do you want to allow this? Do you want to allow this? Help 	
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Transferring package 1 of 1	Enter



Note: The File Attachment has successfully been downloaded.

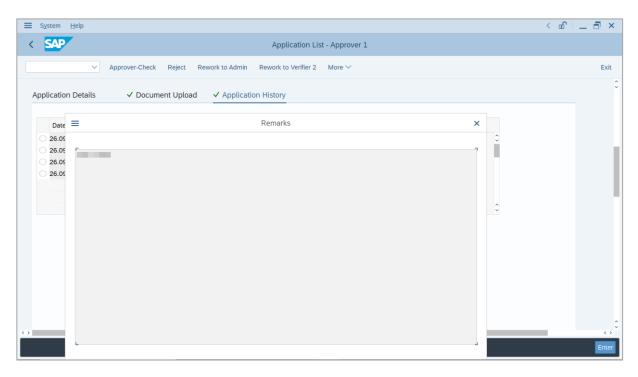
≡ System Help	< 📽 📃 🖻 🗙
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Application Details	\$
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Attachment #3 : View	
Download 9 KB ES2300000042-Contoh Surat.png	Enter

- 17. Navigate to Application History tab.
- 18. Click on **Remarks** button.

≡ System <u>H</u> elp						< 📽 💷 🗗 ×
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~	Approver-Check	Reject Rework to Admin	17	More ~		Exit
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Date	Time	User ID	Version	Application Status	Remarks	
			1 1 1	HR-Checked Pending Verification Verifier-Checked		
			1	Pending Approval	9	
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						Enter



Note: The Remarks page will be displayed.



- 19. Enter the **Remarks** for why the application is rejected.
- 20. Tick on **Declaration** checkbox.
- 21. Click on **Reject** button.

≡ System <u>H</u> elp		< 🗠 🗌 🗕 🗧 🗙
< SAP	21 Application List - Approver 1	
	✓ Approver-Check Reject Rework to Admin Rework to Verifier 2 More ✓	Exit
		Ŷ
Remarks :		
	19	
[☑] Segala b	butir-butir keterangan yang saya turunkan dalam borang ini adalah benar. Jika saya didapati memberikan butir-butir	
keterang	gan yang palsu, mengelirukan atau tidak tepat, saya mengaku bahawa saya boleh dikenakan tindakan undang-undang	
(terması	uk pendakwaan jenayah) dan jika berkenaan, saya juga boleh dikenakan tindakan tatatertib dibawah mana-mana	
peratura	an-peraturan yang berkaitan dengan kelakuan dan tatatertib pegawai-pegawai Kerajaan.	
Jika dida	apati butir-butir keterangan adalah palsu, mengelirukan atau tidak tepat, Jabatan Perbendaharaan juga berhak	
untuk m	nenarik balik sebarang kelulusan yang diberikan berhubung dengan permohonan ini dan menuntut balik	
	yaran yang mungkin telah dibuat. 20	0
\sim		$\langle \rangle$
		Enter



Outcome: The Application has successfully been rejected.

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~	00 1	more ~						
Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	6
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EB230000	1	Rejected						1
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Sistem Sumber Manusia - EB Sekatan



Backend User APPROVE APPLICATION

JPA Approver 2

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

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

☰ Menu Edit Eavorites Extras System Help	< @ _ = = = :
SAP 1 SAP Easy Access	
ZEMOVADM 🤍 📧 💽 📩 🛧 🌴 🖉 V \land More V	්, අ් ඕ Exi
[] Favorites]	
SAP Menu	
> 🗋 Connector for Multi-Bank Connectivity	
> 🗋 Office	
> 🗋 Cross-Application Components	
> 🗀 Logistics	
> 🗀 Accounting	
> 🗀 Human Resources	
> 🗀 Information Systems	
> 🗅 Service	
> 🗅 Tools	
> 🗋 WebClient UI Framework	

Note: Employee Movement Menu page will be displayed.

≡ System Help		< 📽 💶 🖻 ×
< SAP	Employee Movement Menu	
More ~		Exit
Requestors Application Type:	Endorsers/Approvers Application Type:	0
	Melanjutkan Tempoh Percubaan	
	Penetapan Jawatan	
	Pemindahan	
	Bintang-Bintang Kebesaran / Pingat-Pingat Kehormatan	
	Pengambilan Semula Selepas Bersara (Kontrak)	
	Penyambungan Perkhidmatan (Kontrak)	
	Pengambilan Semula Selepas Bersara (SKS)	
	Penyambungan Perkhidmatan (SKS)	
	Kenaikan Pangkat/ Memangku Substantif	
	Penyelarasan	
	Penyerapan	
	EB Sekatan	
	EB Khas	
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2. Under Endorsers/Approvers, click on EB Sekatan.

≡ System Help	< @ _ = > ×
< SAP	Employee Movement Menu
✓ More ✓	Exit
Requestors Application Type:	Endorsers/Approvers
	Melanjutkan Tempoh Percubaan
	Penetapan Jawatan
	Pemindahan
	Bintang-Bintang Kebesaran / Pingat-Pingat Kehormatan
	Pengambilan Semula Selepas Bersara (Kontrak)
	Penyambungan Perkhidmatan (Kontrak)
	Pengambilan Semula Selepas Bersara (SKS)
	Penyambungan Perkhidmatan (SKS)
	Kenaikan Pangkat/ Memangku Substantif
	Penyelarasan
	Penyerapan 2
	EB Sekatan
	EB Khas
	105

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

- 3. Enter Personnel Area.
- 4. Enter Personnel Subarea (Optional).
- 5. Click on **Execute** button.

😑 Program Edit <u>G</u> oto System <u>H</u> elp	< 🗠 🗌 🗕 🗧 🗙
C SAP Employee Movement Application Type Selection	
Save as Variant More 🗸	Exit
* Personnel Area Personnel Subarea Employee Group Employee Subgroup Application Status	
① Fill out all required entry fields View details	5 Execute



Note: The Application List – Approver 1 page will be displayed.

6. Select an employee with Application Status - 'Approver-Checked' and click on Radio

button.

7. Click on **Change** icon.

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Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	E
• EB230000	1	Approver-Checked	6					
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Note: The Application List – Approver 2 page will be displayed.

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< SAP	Application List - Approver 2	
Approve Reject Rework to Admin	Rework to Approver 1 More \vee	Exit
Application Type : EB SEKATAN Application ID : Personnel No :	Appl. Date : Version : Status : Approver-Checked	
IC No : Name :	the frequencies frequencies frequencies for	
Employee Details ✓ Basic Info ✓ Performance ✓ Unpaid Leaves	✓ Grievances ✓ Examination Details ✓ Education ✓ Training	
Employee Group :	Subgroup :	
Personnel Area :	Subarea :	
Position :		
Pay Scale Group :	Est. Salary Scale :	
Date of Birth :	Salary (\$):	
Age :	Length of Service :	
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		Enter



- 8. Navigate to Application Details tab.
- 9. Review and amend the following details, if required.

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8		✓ Approve	Reject Rework	to Admin Rework to Appro	over 1 More 🗸				Exit
	Application Detai	ils 🗸 D	ocument Upload	✓ Application History	/				¢
			First Joined D	ate (Tarikh Lantikan Pertama):				Ĵ	
	Salary Record	Start Date	End Date	Payscale Type	Payscale Area	Payscale Group	Payscale Level	٥	
	1	01.10.2023	31.12.9999						
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	3	25.09.2023	30.09.2023					<> ²	
	_						9		
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		Pang	gkat Ke Tingkatan		Pre	esent Salary (Tarikh Mula			
			Sekarang) :		Ν	Mencapai Gaji Sekarang):			
	Proposed :		Departm	ent	Treasury Department	JPA			
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10. Review and amend the Proposed EB Sekatan Details under JPA column, if required.

Note: The detail populated here is checked by JPA Approver 1.

SAP	Ар	plication List - Approver 2		
✓ Approve Reje	ct Rework to Admin Rework to App	rover 1 More \checkmark	10	
Proposed :	Department	Treasury Department	JPA	
Increment Start Date (Kenaikan Gaji Sekarang Bertarikh Dari): Payscale Type : Payscale Area : Payscale Group & Level : Est. Salary Scale Salary (\$) (Gaji Yang Disokong) :		02 Level:		
Employee's eligibility to annual increment : Next Increment Date (if eligible) :	Dept HR Admin -	Verifier 1 -	Approver 1 -	
Updated By :	Dept Approver -	Verifier 2 -	Approver 2 -	



11. Review Reason for supporting and Job Data Notes.

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	\sim	Approve Reject	Rework to Admin	Rework to Approver 1	More \checkmark			Exit
	Next Increment Date (if eligible) :	Updated By : Reason for suppo Job Data N (Op	rting :		Verifier 1 - Verifier 2 -	Approver 1 - Approver 2 - 11		•
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								Enter

- 12. Navigate to **Document Upload** tab.
- 13. Select Attachment and click on View button to download.

≡ System Help	< 🗠 🗆 🗖 🗙
Application List - Approver 2	
App 12 t Rework to Admin Rework to Approver 1 More ~	Exit
Application Details 🗸 Document Upload 🗸 Application History	0
 Attachment #1: [contoh Surat.png Attachment #2: Attachment #3: 13 View 	
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	Enter



14. Select File Location.

15. Click on **Save** button.

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$\leftarrow \rightarrow \checkmark \uparrow$ \blacksquare > This PC > Pictures	✓ ບັ Search Pictures		
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Note: The SAP GUI Security message will be displayed.

16. Click on **Allow** button.

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< SAP Application List - Approver 2	
\checkmark Approve Reject Rework to Admin Rework to Approver 1 More \checkmark	Exit
Application Details V Document Upload V Application History	÷
Attachment #1: Contoh S SAP GUI Security	×
Attachment #3 : The system is attempting to replace the following file: C: ES230000042-Contoh Surat.png Do you want to allow this? 16 Allow Deny Help	
Transferring package 1 of 1	Enter



Note: The File Attachment has successfully been downloaded.

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Application List - Approver 2	
\sim Approve Reject Rework to Approver 1 Rework to Admin More \sim	Exit
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Attachment #1: [Contoh Surat.png Attachment #2:]	
Attachment #3 :	
C Download 9 KB EB230000064-Contoh Surat.png	Enter

- 17. Navigate to **Application History** tab.
- 18. Click on Remarks button.

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< SAP			Application List	- Approver 2		
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Date	Time	User ID	Version	Application Status	Remarks	
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Note: The Remarks page will be displayed.

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- 19. Enter the **Remarks** for employee's application.
- 20. Tick on **Declaration** checkbox.
- 21. Click on Approve button.

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Application List - Approver 2	
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Remarks :	
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	19
🔄 Segala butir-butir keterangan yang saya turunkan dalam borang ini adalah benar. Jika saya didapati memberikan butir-butir	
keterangan yang palsu, mengelirukan atau tidak tepat, saya mengaku bahawa saya boleh dikenakan tindakan undang-undang	
(termasuk pendakwaan jenayah) dan jika berkenaan, saya juga boleh dikenakan tindakan tatatertib dibawah mana-mana	
peraturan-peraturan yang berkaitan dengan kelakuan dan tatatertib pegawai-pegawai Kerajaan.	
Jika didapati butir-butir keterangan adalah palsu, mengelirukan atau tidak tepat, Jabatan Perbendaharaan juga berhak	
untuk menarik balik sebarang kelulusan yang diberikan berhubung dengan permohonan ini dan menuntut balik	
pembayaran yang mungkin telah dibuat.	0
	$\langle \rangle$
	Enter





Outcome: The Application has successfully been approved.

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Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	
EB230000]	Approved						
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Sistem Sumber Manusia - EB Sekatan



REWORK APPLICATION

Backend User

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

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

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SAP Easy Access	
EMOVADM 🗸 📧 🖻 📩 🗚 🎢 🖉 V 🔺 More V	с, с* 骨 в
C Favorites	
SAP Menu	
> 🗀 Connector for Multi-Bank Connectivity	
> 🗅 Office	
> 🗀 Cross-Application Components	
> 🗀 Logistics	
> 🗀 Accounting	
> 🗀 Human Resources	
> 🗀 Information Systems	
> 🗋 Service	
> 🗀 Tools	
> 🗀 WebClient UI Framework	

Note: Employee Movement Menu page will be displayed.

Employee Movement Menu	×
Requestors Endorsers/Approvers Application Type: Application Type: Melanjutkan Tempoh Percubaan Penetapan Jawatan Penetapan Jawatan Penindahan Bintang-Bintang Kebesaran / Pingat -Pingat Kehormatan Penegambilan Semula Selepas Bersara (Kontrak) Pengambilan Semula Selepas Bersara (Kontrak) Penyambungan Perkhidmatan (Kontrak) Penyambungan Perkhidmatan (SKS) Penyambungan Perkhidmatan (SKS) Renaikan Pangkat/ Memangku Substantif Penyelarasan	
Requestors Endorsers/Approvers Application Type: Melanjutkan Tempoh Percubaan Penetapan Jawatan Penetapan Jawatan Bintang-Bintang Kebesaran / Pingat-Pingat Kehormatan Bintang-Bintang Kebesaran / Pingat-Pingat Kehormatan Pengambilan Semula Selepas Bersara (Kontrak) Pengambilan Semula Selepas Bersara (SKS) Pengambilan Semula Selepas Bersara (SKS) Penyambungan Perkhidmatan (Kontrak) Penyambungan Perkhidmatan (SKS) Renaikan Pangkat/ Memangku Substantif Penyelarasan Penyelarasan	Exit
Penetapan Jawatan Pemindahan Bintang-Bintang Kebesaran / Pingat-Pingat Kehormatan Bintang-Bintang Kebesaran (Yontrak) Pengambilan Semula Selepas Bersara (Kontrak) Pengambilan Semula Selepas Bersara (KKS) Pengambilan Semula Selepas Bersara (SKS) Penyambungan Perkhidmatan (SKS) Kenaikan Pangkat/ Memangku Substantif	0
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Kenaikan Pangkat/ Memangku Substantif Penyelarasan	
Penyelarasan	
Penyerapan	
EB Sekatan	
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2. Under Endorsers/Approvers, click on EB Sekatan.

≡ System Help	< 🗗 🗌 🗧
K SAP Employ	ee Movement Menu
✓ More ✓	Exit
Requestors Application Type:	Endorsers/Approvers
	Melanjutkan Tempoh Percubaan
	Penetapan Jawatan
	Pemindahan
	Bintang-Bintang Kebesaran / Pingat-Pingat Kehormatan
	Pengambilan Semula Selepas Bersara (Kontrak)
	Penyambungan Perkhidmatan (Kontrak)
	Pengambilan Semula Selepas Bersara (SKS)
	Penyambungan Perkhidmatan (SKS)
	Kenaikan Pangkat/ Memangku Substantif
	Penyelarasan
	Penyerapan 2
	EB Sekatan
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AL-10AE	•

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

- 3. Enter Personnel Area.
- 4. Enter Personnel Subarea (Optional).
- 5. Click on **Execute** button.

≡ Program Edit <u>G</u> oto System Help	< 🗠 🗆 🗕 🗸
SAP Employee Movement Application Type Selection	
✓ 🔄 Save as Variant More ✓	Exit
*Personnel Area 3 Personnel Subarea 4 Employee Group : Employee Subgroup : Application Status : Application ID :	
0 Fill out all required entry fields View details	5 Execute



Note: The Application List – Approver 1 page will be displayed.

6. Select an employee with Application Status - 'Approver-Checked' and click on Radio

button.

7. Click on **Change** icon.

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Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	E
• EB230000	1	Approver-Checked	6					
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Note: The Application List – Approver 2 page will be displayed.

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< SAP	Application List - Approver 2	
✓ Approve Reject Rework to Admin	Rework to Approver 1 More ~	Exit
Application Type : EB SEKATAN	Appl. Date :	\$
Application ID :	Version : Status : Approver-Checked	
Personnel No :		
IC No :		
Name :	the function of the function of the function of the	
Employee Details	Download Service R	ecord
✓ Basic Info ✓ Performance ✓ Unpaid Leaves	✓ Grievances ✓ Examination Details ✓ Education ✓ Training	
Employee Group :	Subgroup :	
Personnel Area :	Subarea :	
Position :		
Pay Scale Group :	Est. Salary Scale :	
Date of Birth :	Salary (\$):	
Age :	Length of Service :	
		0
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		Enter



- 8. Navigate to Application Details tab.
- 9. Review and amend the following details, if required.

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8		✓ Approve	Reject Rework	to Admin Rework to Appro	over 1 More \checkmark				Exit
	Application Detai	ils 🗸 Do	ocument Upload	✓ Application History	,				¢
			First Joined D	ate (Tarikh Lantikan Pertama):				Ĵ	
	Salary Record	Start Date	End Date	Payscale Type	Payscale Area	Payscale Group	Payscale Level		
	1	01.10.2023	31.12.9999						
	2	01.10.2023	31.12.9999						
	3	25.09.2023	30.09.2023						
							9		
		Date of Pron	notion to Present						
		Grade	(Tarikh Dinaikkan		Da	te of Commencement of			
		Pang	gkat Ke Tingkatan		Pre	esent Salary (Tarikh Mula			
			Sekarang) :		Ν	/lencapai Gaji Sekarang):			
	Proposed :		Departm	ent	Treasury Department	JPA			
\bigcirc						î			
									Enter

10. Review and amend the Proposed EB Sekatan Details under JPA column, if required.

Note: The detail populated here is checked by JPA Approver 1.

≡ System <u>H</u> elp			< d	s 💷 🗗 🗙
< SAP	Applic	ation List - Approver 2		
✓ Approve Reject	Rework to Admin Rework to Approve	r 1 More ∨	10	Exit
Proposed :	Department	Treasury Department	JPA	
Increment Start Date				
(Kenaikan Gaji Sekarang				
Bertarikh Dari):			1. TO. 10.	
Payscale Type :			H	
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Salary (\$)			and the second sec	
(Gaji Yang Disokong) :				
Employee's eligibility to			ML	
annual increment :				
Next Increment Date				
(if eligible) :				
	Dept HR Admin -	Verifier 1 -	Approver 1 -	
Updated By :	Dept Approver -	Verifier 2 -	Approver 2 -	
				Enter



11. Review Reason for supporting and Job Data Notes.

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<	SAP			Applicatio	on List - Approver 2			
	\sim	Approve Reject	Rework to Admin	Rework to Approver 1	More \checkmark			Exit
	Next Increment Date (if eligible) :	Updated By : Reason for suppo Job Data N (Op	rting :		Verifier 1 - Verifier 2 -	Approver 1 - Approver 2 - 11		•
$\langle \rangle$							÷	¢
								Enter

- 12. Navigate to **Document Upload** tab.
- 13. Select Attachment and click on View button to download.

≡ System Help	< 🗠 🗆 🗕 🗸
Application List - Approver 2	
App 12 t Rework to Admin Rework to Approver 1 More ~	Exit
Application Details 🗸 Document Upload 🗸 Application History	Ŷ
 Attachment #1: [bontoh Surat.png] Attachment #2: Attachment #3: 13 View 	
0	0
	Enter



14. Select File Location.

15. Click on **Save** button.

System Help		< 🗠 🗆 🗖 🗙
☞ Save As	× st - Approver 2	
\leftarrow \rightarrow \checkmark \uparrow \blacksquare > This PC > Pictures \checkmark	ひ <i>P</i> Search Pictures	
14 New folder	eject More V	Exit
SThis PC	Status Date mo ^	0
3D Objects		
Desktop		
Documents	9/25/207	
Downloads	☑ 5/16/202	
Music	 → 9/25/202 → 9/25/202 → 9/25/202 	
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Note: The SAP GUI Security message will be displayed.

16. Click on **Allow** button.

≡ System Help		< 🖸 🗌 🚽
< SAP	Application List - Approver 2	
✓ Approve Reject Rework to Admin	Rework to Approver 1 More \checkmark	Exit
Application Details ✓ Document Upload ✓ A	pplication History	Ŷ
C:1 Surat.png Do you want to al	SAP GUI Security empting to replace the following file: ES2300000042-Conto Ilow this? Decision Help	x oh
Transferring package 1 of 1		Enter



Note: The File Attachment has successfully been downloaded.

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Application List - Approver 2	
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Application Details Document Upload Application History 	\$
Attachment #1: Contoh Surat.png Attachment #2:	
Attachment #3 :	
	, c
Download 9 KB EB2300000064-Contoh Surat.png	Enter

- 17. Navigate to **Application History** tab.
- 18. Click on Remarks button.

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< SAP			Application List	- Approver 2		
×	Approve Reject	Rework to the Rework	vork to Approver 1 Mor	e 🗸		Exit
Application Details	✓ Docume	17	tion History			:
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Note: The Remarks page will be displayed.

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pplication Details	✓ Document Upload ✓ Application History	
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- 19. Enter the **Remarks** for why the application is reworked to **JPA Approver 1**.
- 20. Tick on **Declaration** checkbox.
- 21. Click on **Rework to Approver 1** button.

E System Help	< 📽 📃 🖻 🗙
Application List - Approver 2	
Approve Reject Rework to Admin Rework to Approver 1 More ~	Exit
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Remarks :	
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[
[🗹] Segala butir-butir keterangan yang saya turunkan dalam borang ini adalah benar. Jika saya didapati memberikan butir-butir	
keterangan yang palsu, mengelirukan atau tidak tepat, saya mengaku bahawa saya boleh dikenakan tindakan undang-undang	
(termasuk pendakwaan jenayah) dan jika berkenaan, saya juga boleh dikenakan tindakan tatatertib dibawah mana-mana	
peraturan-peraturan yang berkaitan dengan kelakuan dan tatatertib pegawai-pegawai Kerajaan.	
Jika didapati butir-butir keterangan adalah palsu, mengelirukan atau tidak tepat, Jabatan Perbendaharaan juga berhak	
untuk menarik balik sebarang kelulusan yang diberikan berhubung dengan permohonan ini dan menuntut balik	
pembayaran yang mungkin telah dibuat.	
	\sim
	Enter



Outcome: The Application has successfully been reworked to JPA Approver 1.

	l 63 I	More 🗸						
Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	
EB230000	1	Reworked to Approver 1			And the second second			
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Sistem Sumber Manusia - EB Sekatan



REJECT APPLICATION

Backend User JPA Approver 2

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

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

ZEMOVADM Image: Connector for Multi-Bank Connectivity Conscs-Application Components Cogatiss Caccounting Cacco	nu <u>E</u> dit <u>F</u> avorites Extr <u>a</u> s S <u>y</u> stem <u>H</u> elp		< 🗠 🗌 🗖
Favorites SAP Menu Connector for Multi-Bank Connectivity Office Office Logistics Logistics Accounting Human Resources Information Systems Service		SAP Easy Access	
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SAP Menu Connector for Multi-Bank Connectivity Office Office Corsos-Application Components Corsos-Application Components Costruct Costruct Information Systems Service Tools	vorites		
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> Cross-Application Components > Logistics > Accounting > Human Resources > Information Systems > Service > Tools	Connector for Multi-Bank Connectivity		
> in Logistics > in Accounting > in Human Resources > in Information Systems > in Service > in Tools	Office		
> Accounting > Human Resources > Information Systems > Service > Tools	Cross-Application Components		
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> information Systems > in Service > in Tools	Accounting		
> D: Service > D: Tools	Human Resources		
> 🗋 Tools	Information Systems		
	Service		
> WebClient UI Framework	Tools		
	WebClient UI Framework		

Note: Employee Movement Menu page will be displayed.

≡ System Help		< 🗠 🗕 🚽 ×
< SAP	Employee Movement Menu	
More ~		Exit
Requestors Application Type:	Endorsers/Approvers Application Type:	0
	Melanjutkan Tempoh Percubaan	
	Penetapan Jawatan	
	Pemindahan	
	Bintang-Bintang Kebesaran / Pingat-Pingat Kehormatan	
	Pengambilan Semula Selepas Bersara (Kontrak)	
	Penyambungan Perkhidmatan (Kontrak)	
	Pengambilan Semula Selepas Bersara (SKS)	
	Penyambungan Perkhidmatan (SKS)	
	Kenaikan Pangkat/ Memangku Substantif	
	Penyelarasan	
	Penyerapan	
	EB Sekatan	
	EB Khas	
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2. Under Endorsers/Approvers, click on EB Sekatan.

≡ System Help	< 🖻 🗌 🗁 ×
< SAP	Employee Movement Menu
✓ More ✓	Exit
Requestors Application Type:	Endorsers/Approvers
	Melanjutkan Tempoh Percubaan
	Penetapan Jawatan
	Pemindahan
	Bintang-Bintang Kebesaran / Pingat-Pingat Kehormatan
	Pengambilan Semula Selepas Bersara (Kontrak)
	Penyambungan Perkhidmatan (Kontrak)
	Pengambilan Semula Selepas Bersara (SKS)
	Penyambungan Perkhidmatan (SKS)
	Kenaikan Pangkat/ Memangku Substantif
	Penyelarasan
	Penyerapan 2
	EB Sekatan
	EB Khas
	105

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

- 3. Enter Personnel Area.
- 4. Enter Personnel Subarea (Optional).
- 5. Click on **Execute** button.

≡ Program Edit <u>G</u> oto System Help	< 🗠 🗆 🗕 🗸
SAP Employee Movement Application Type Selection	
✓ 🔄 Save as Variant More ✓	Exit
*Personnel Area 3 Personnel Subarea 4 Employee Group : Employee Subgroup : Application Status : Application ID :	
0 Fill out all required entry fields View details	5 Execute



Note: The Application List – Approver 1 page will be displayed.

6. Select an employee with Application Status - 'Approver-Checked' and click on Radio

button.

7. Click on **Change** icon.

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Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	E
• EB230000	1	Approver-Checked	6					
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Note: The Application List – Approver 2 page will be displayed.

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Approve Reject Rework to Admin	Rework to Approver 1 More \vee	Exit
Application Type : EB SEKATAN Application ID : Personnel No : IC No :	Appl. Date : Version : Status : Approver-Checked	
Name :	the fractional state of the fraction of the	
Employee Details ✓ Basic Info ✓ Performance ✓ Unpaid Leaves	✓ Grievances ✓ Examination Details ✓ Education ✓ Training	
Employee Group :	Subgroup :	
Personnel Area :	Subarea :	
Position :		
Pay Scale Group :	Est. Salary Scale :	
Date of Birth :	Salary (\$):	
Age :	Length of Service :	
		0
		Enter



- 8. Navigate to Application Details tab.
- 9. Review and amend the following details, if required.

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	Application Detai	ils 🗸 Do	ocument Upload	✓ Application History	,				¢
			First Joined D	ate (Tarikh Lantikan Pertama):				Ĵ	
	Salary Record	Start Date	End Date	Payscale Type	Payscale Area	Payscale Group	Payscale Level		
	1	01.10.2023	31.12.9999						
	2	01.10.2023	31.12.9999						
	3	25.09.2023	30.09.2023						
							9		
		Date of Pron	notion to Present						
		Grade	(Tarikh Dinaikkan		Da	te of Commencement of			
		Pang	gkat Ke Tingkatan		Pre	esent Salary (Tarikh Mula			
			Sekarang) :		Ν	/lencapai Gaji Sekarang):			
	Proposed :		Departm	ent	Treasury Department	JPA			
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									Enter

10. Review and amend the Proposed EB Sekatan Details under JPA column, if required.

Note: The detail populated here is checked by JPA Approver 1.

SAP	Ар	olication List - Approver 2		
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Proposed :	Department	Treasury Department	JPA	
Increment Start Date (Kenaikan Gaji Sekarang Bertarikh Dari): Payscale Type : Payscale Area : Payscale Group & Level : Est. Salary Scale Salary (\$) (Gaji Yang Disokong) :		02 Level:	Levet:	
Employee's eligibility to annual increment : Next Increment Date (if eligible) :				
(ii eigible).	Dept HR Admin -	Verifier 1 -	Approver 1 -	
Updated By :	Dept Approver -	Verifier 2 -	Approver 2 -	



11. Review Reason for supporting and Job Data Notes.

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	Next Increment Date (if eligible) :	Updated By : Reason for suppo Job Data N (Op	rting :		Verifier 1 - Verifier 2 -	Approver 1 - Approver 2 - 11		•
$\langle \rangle$							÷	¢
								Enter

- 12. Navigate to **Document Upload** tab.
- 13. Select Attachment and click on View button to download.

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Application List - Approver 2	
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Application Details 🗸 Document Upload 🗸 Application History	~
 Attachment #1: [bontoh Surat.png] Attachment #2: Attachment #3: 13 	
	0
	Enter



14. Select File Location.

15. Click on **Save** button.

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Documents	9/25/202	
Downloads		
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▲ Hide Folders	Save Cancel	
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Note: The SAP GUI Security message will be displayed.

16. Click on **Allow** button.

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\checkmark Approve Reject Rework to Admin Rework to Approver 1 More \checkmark	Exit
Application Details V Document Upload V Application History	÷
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Attachment #3 : The system is attempting to replace the following file: C: ES230000042-Contoh Surat.png Do you want to allow this? 16 Allow Deny Help	
Transferring package 1 of 1	Enter



Note: The File Attachment has successfully been downloaded.

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Application List - Approver 2	
\sim Approve Reject Rework to Approver 1 Rework to Admin More \sim	Exit
Application Details 🖌 Document Upload 🗸 Application History	0
Attachment #1: [Contoh Surat.png Attachment #2:]	
Attachment #3 :	
C Download 9 KB EB230000064-Contoh Surat.png	Enter

- 17. Navigate to **Application History** tab.
- 18. Click on **Remarks** button.

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Date	Time	User ID	Version	Application Status	Remarks		
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			1	Verifier-Checked			
			1	Pending Approval	18		
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Note: The Remarks page will be displayed.

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- 19. Enter the **Remarks** for why the application is rejected.
- 20. Tick on **Declaration** checkbox.
- 21. Click on **Reject** button.

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Application List - Approver 2	
→ Approve Reject Rework to Admin Rework to Approver 1 More →	Exit
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Remarks :	
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[🗹] Segala butir-butir keterangan yang saya turunkan dalam borang ini adalah benar. Jika saya didapati memberikan butir-butir	
keterangan yang palsu, mengelirukan atau tidak tepat, saya mengaku bahawa saya boleh dikenakan tindakan undang-undang	
(termasuk pendakwaan jenayah) dan jika berkenaan, saya juga boleh dikenakan tindakan tatatertib dibawah mana-mana	
peraturan-peraturan yang berkaitan dengan kelakuan dan tatatertib pegawai-pegawai Kerajaan.	
Jika didapati butir-butir keterangan adalah palsu, mengelirukan atau tidak tepat, Jabatan Perbendaharaan juga berhak	
untuk menarik balik sebarang kelulusan yang diberikan berhubung dengan permohonan ini dan menuntut balik	
pembayaran yang mungkin telah dibuat.	0
	\leftrightarrow
	Enter



Outcome: The Application has successfully been rejected.

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Sistem Sumber Manusia - EB Sekatan



EB SEKATAN APPLICATION REPORT Backend User JPA Approver 1 & 2

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

1. Enter **ZPA_013** in the search bar.

SAP Easy Access	≡ Menu Edit Eavorites Extr <u>a</u> s System <u>H</u> elp
Favorites Gamma Connectivity Connector for Multi-Bank Connectivity Office Office Cross-Application Components Logistics Logistics Accounting Human Resources Information Systems Service Tools 	SAP Easy Access
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Connector for Multi-Bank Connectivity Connector for Multi-Bank Connector for Multi-Bank Connectivity	V 13 SAP Menu
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>	> Accounting
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> D WebClient UI Framework	
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Note: The EB Sekatan / EB Khas Application Report page will be displayed.

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SAP EB Sekatan/ EB Khas Application Report	
✓ 💮 Save as Variant More ✓	Exit
*Application Date From: Personnel subarea: Status:	
	Execute



- 2. Enter Application Date From and To.
- 3. Enter Personnel subarea.
- 4. Click on **Execute** button.

≡ Program Edit Goto System Help	< 🗠 🗌 🗕 🖶 🗙
EB Sekatan/ EB Khas Application Report	
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*Application Date From: to: 2 *Personnel subarea: 3 Status:	
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Note: The EB Sekatan / EB Khas Application Report page will be displayed.

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EB EB KHAS	EB230000	Pending Approval					
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5. Click the right button on the Mouse and select 'Spreadsheet'.

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				Save Cancel

Note: The Select Spreadsheet message will be displayed.

6. Click on **Tick** button.

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- 7. Select File Location.
- 8. Click on **Save** button.

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Note: The SAP GUI Security page will be displayed.

9. Click on **Allow** icon.

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i Transferring package	1 of 1					Save Cancel



Outcome: The EB Sekatan / EB Khas Application Report has successfully been

downloaded.

< SAP		EB Sel	atan/ EB Khas Application Report	
~ @	. B C	6 80 ± 7 7	Σ ½ 🗒 😰 🕼 🖻 🖂 №III More Υ	Q, Q* 🖶 Exit
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