



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

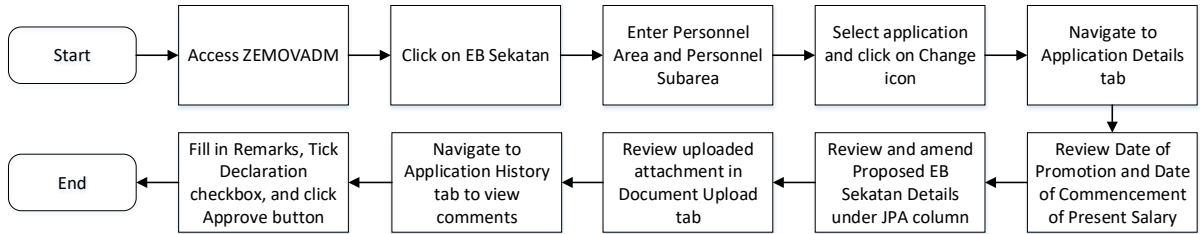
Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 238 2227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.

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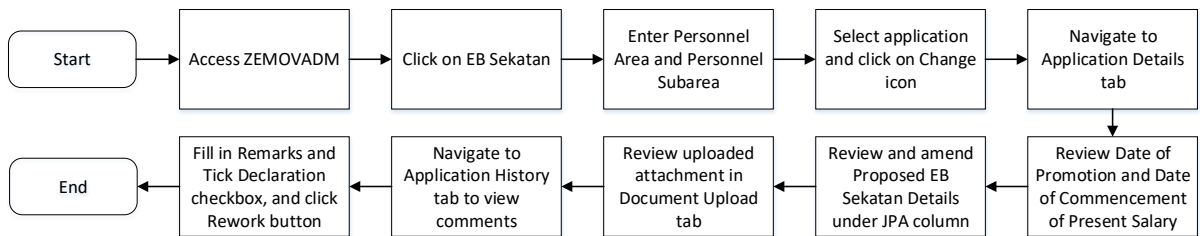
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Process Overview (JPA Approver 1)

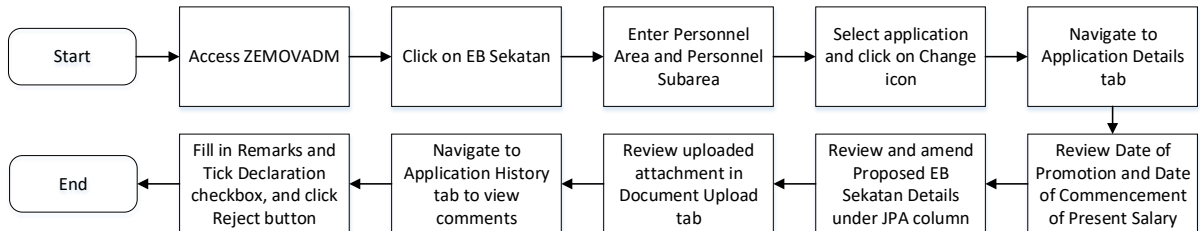
Approver-Check Application



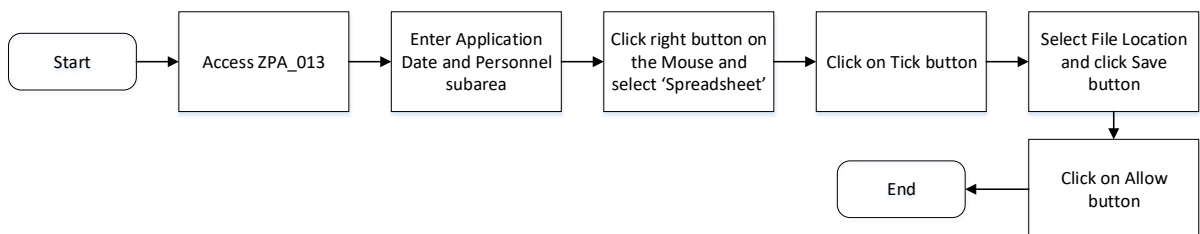
Rework Application to Department HR Administrator



Reject Application

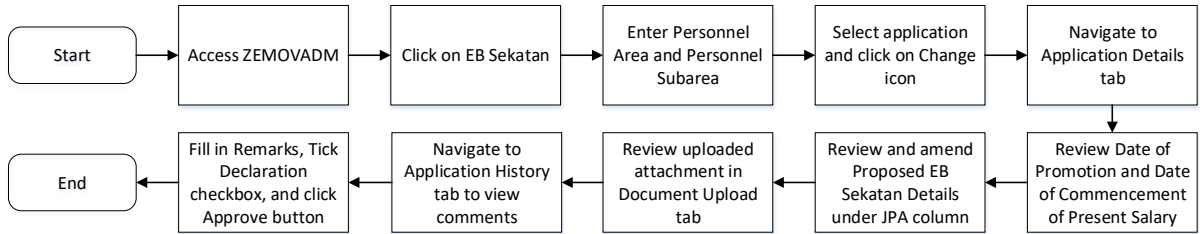


EB Sekatan Application Report

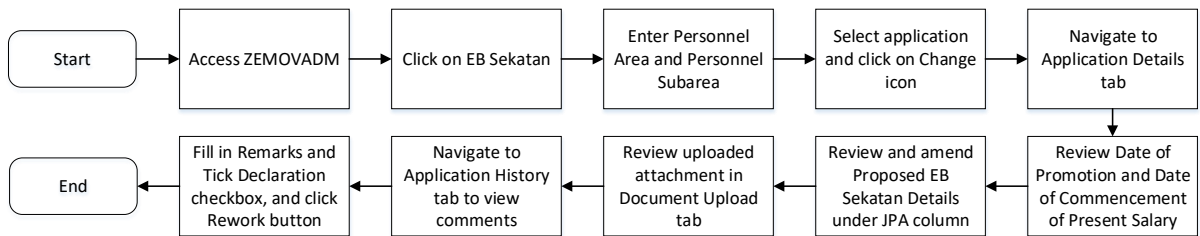


Process Overview (JPA Approver 2)

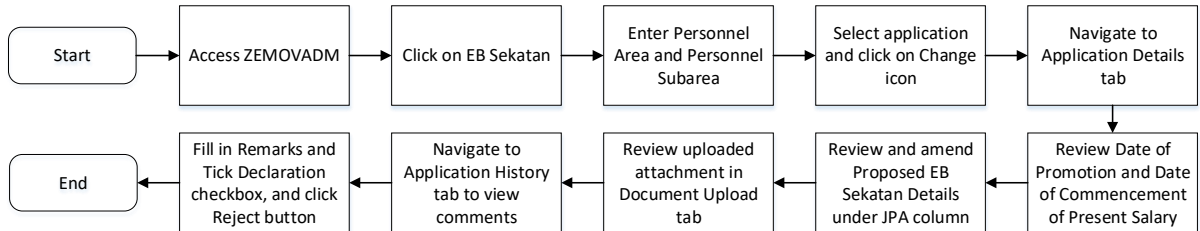
Approve Application



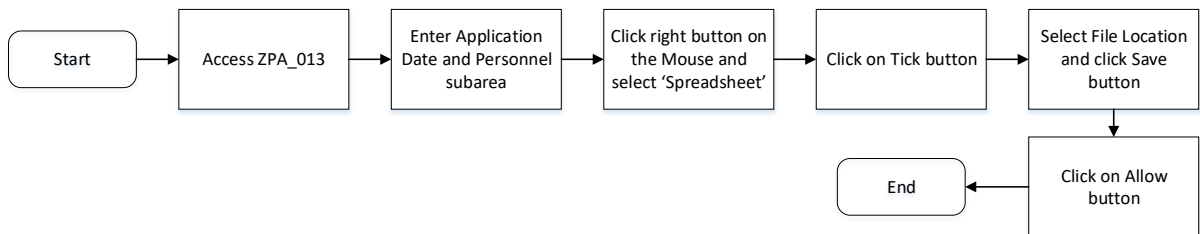
Rework Application to JPA Approver 1



Reject Application



EB Sekatan Application Report



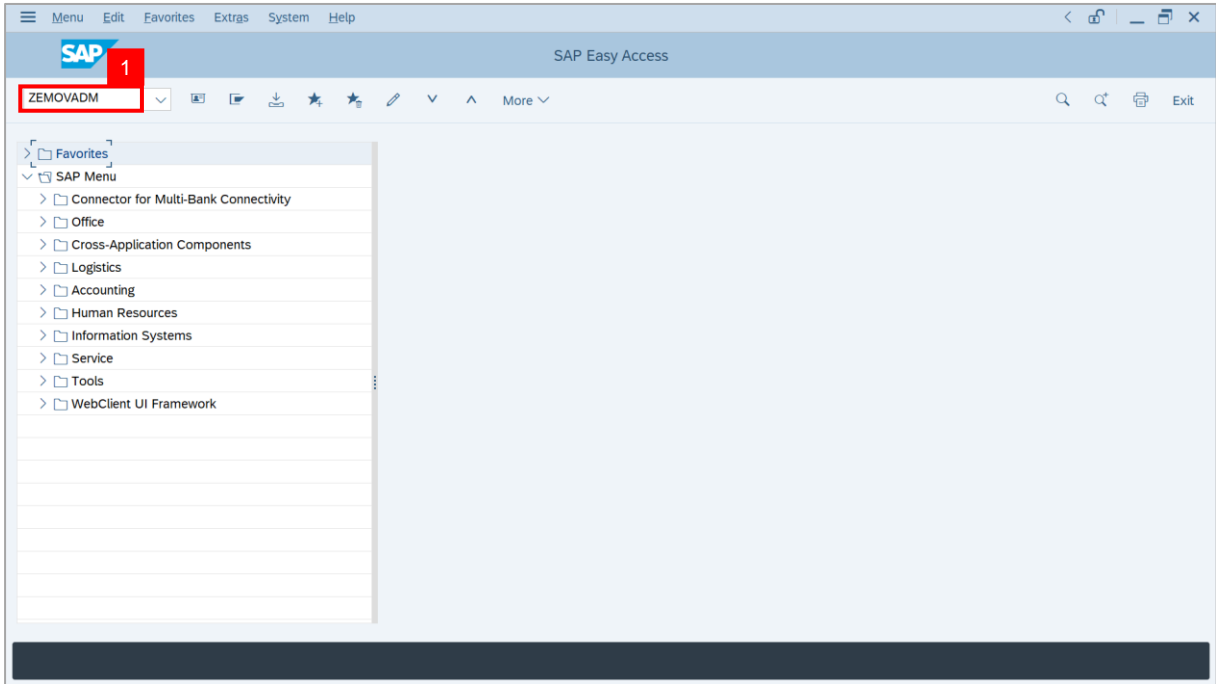
**APPROVER-CHECK
APPLICATION**

Backend User

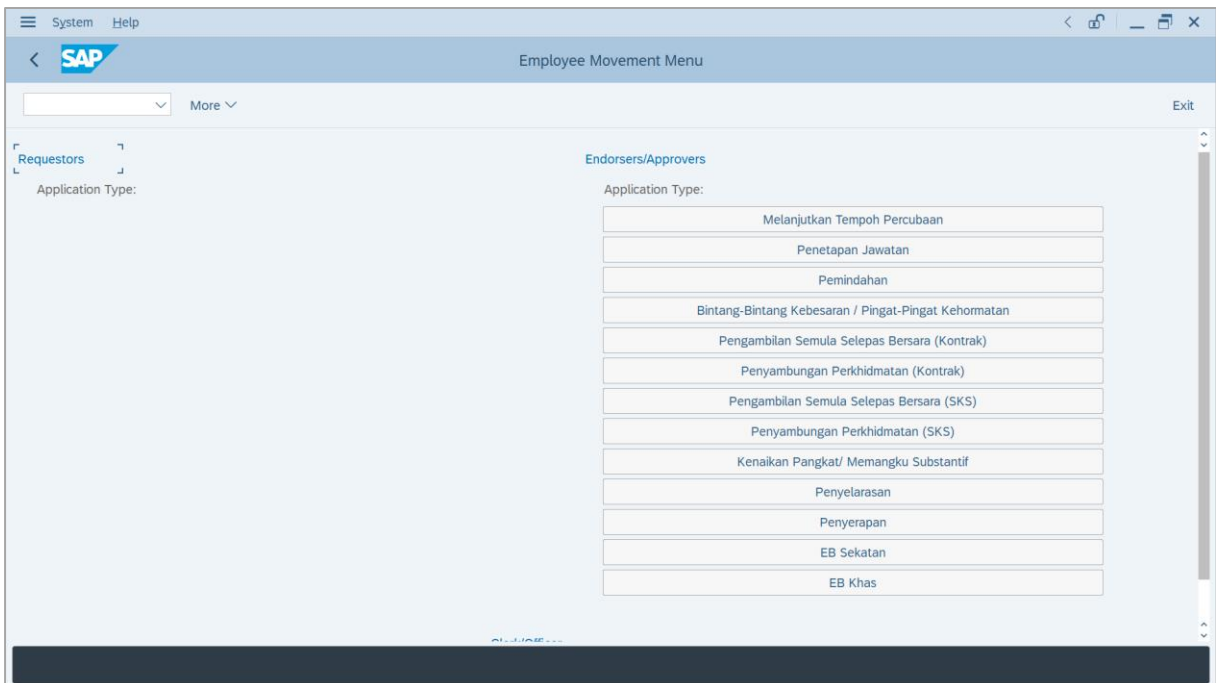
JPA Approver 1

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

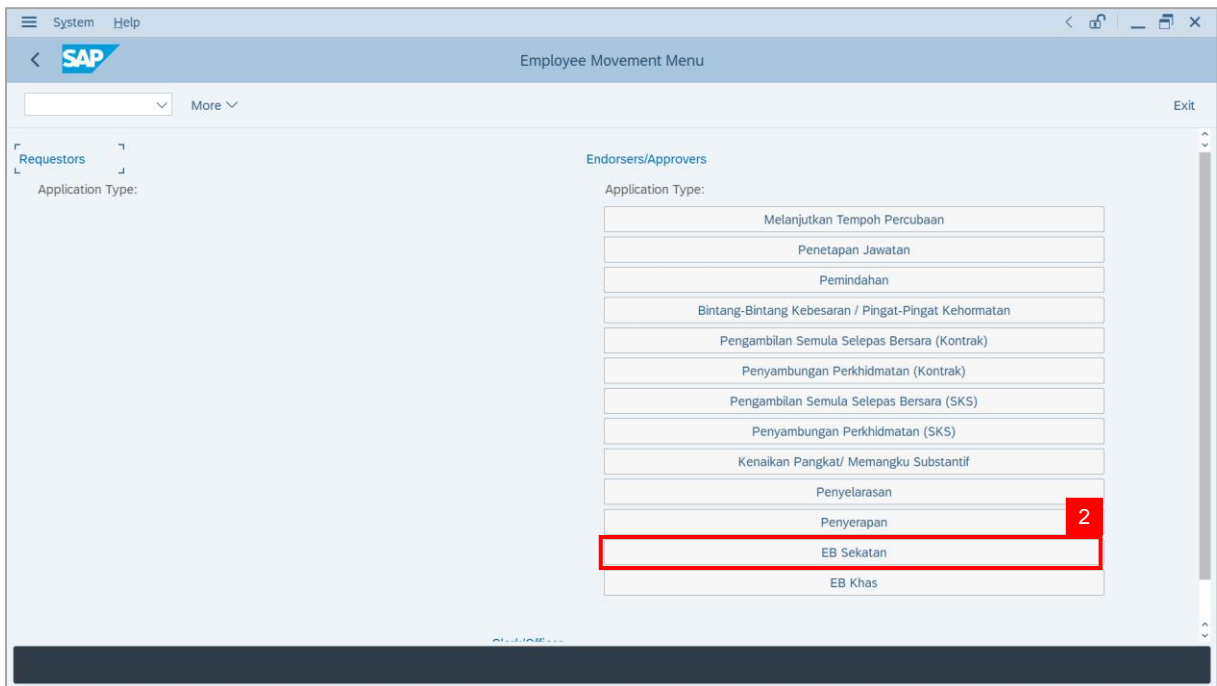
1. Enter **ZEMOVADM** in the search bar.



Note: Employee Movement Menu page will be displayed.



2. Under **Application Type: Endorsers/Approvers**, click on **EB Sekatan**.

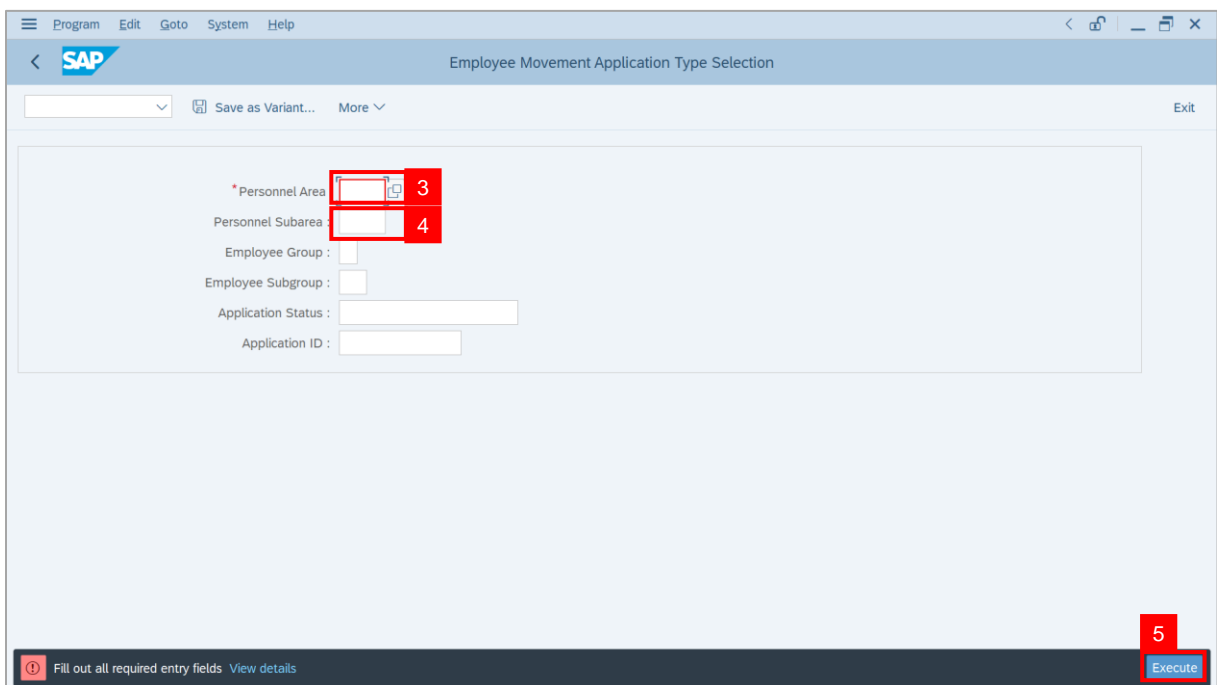


Note: The Employee Movement Application Type Selection page will be displayed.

3. Enter **Personnel Area**.

4. Enter **Personnel Subarea** (Optional).

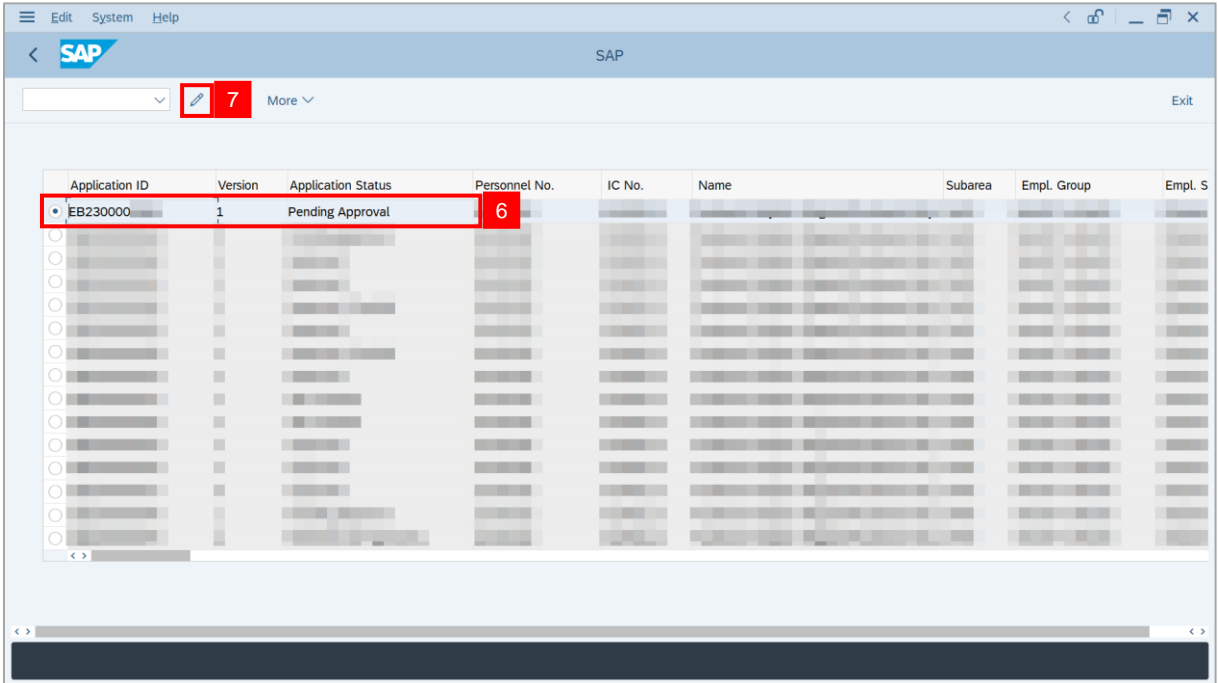
5. Click on **Execute** button.



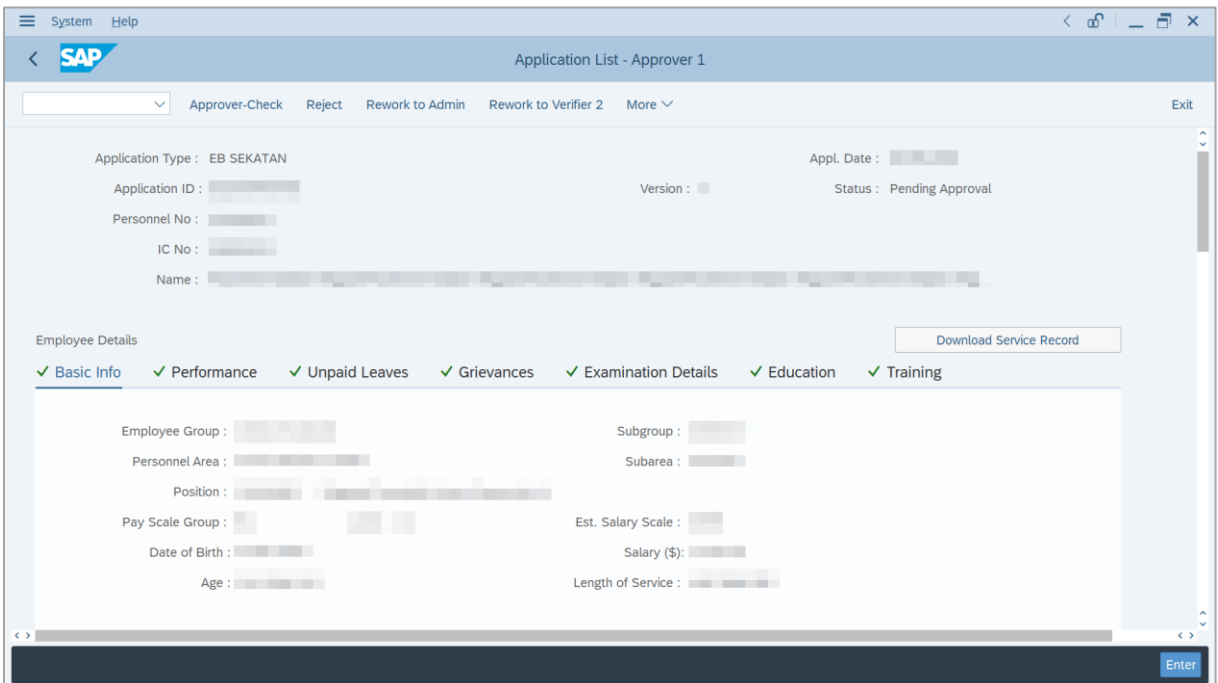
Note: The **Application List – Approver 1** page will be displayed.

6. Select an employee with **Application Status** – ‘**Pending Approval**’ and click on **Radio** button.

7. Click on **Change** icon.

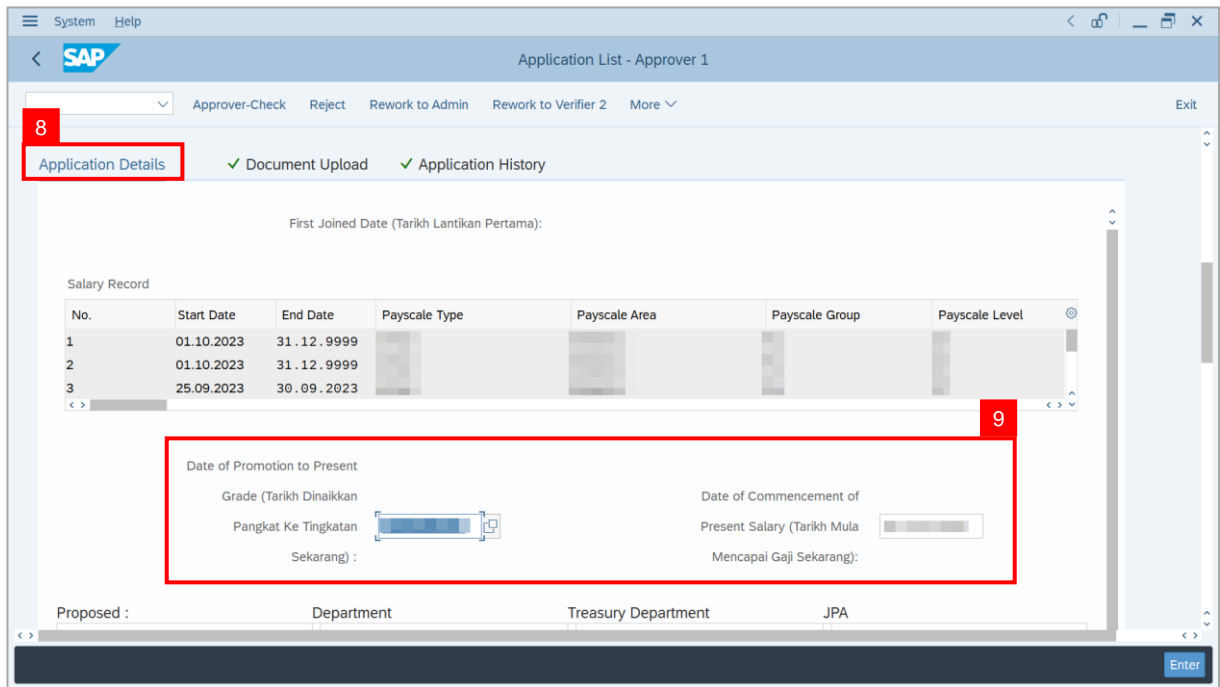


Note: The **Application List – Approver 1** page will be displayed.



8. Navigate to **Application Details** tab.

9. Review and amend the following details, if required.



Application List - Approver 1

Application Details

First Joined Date (Tarikh Lantikan Pertama):

| No. | 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 | | | | |

Date of Promotion to Present

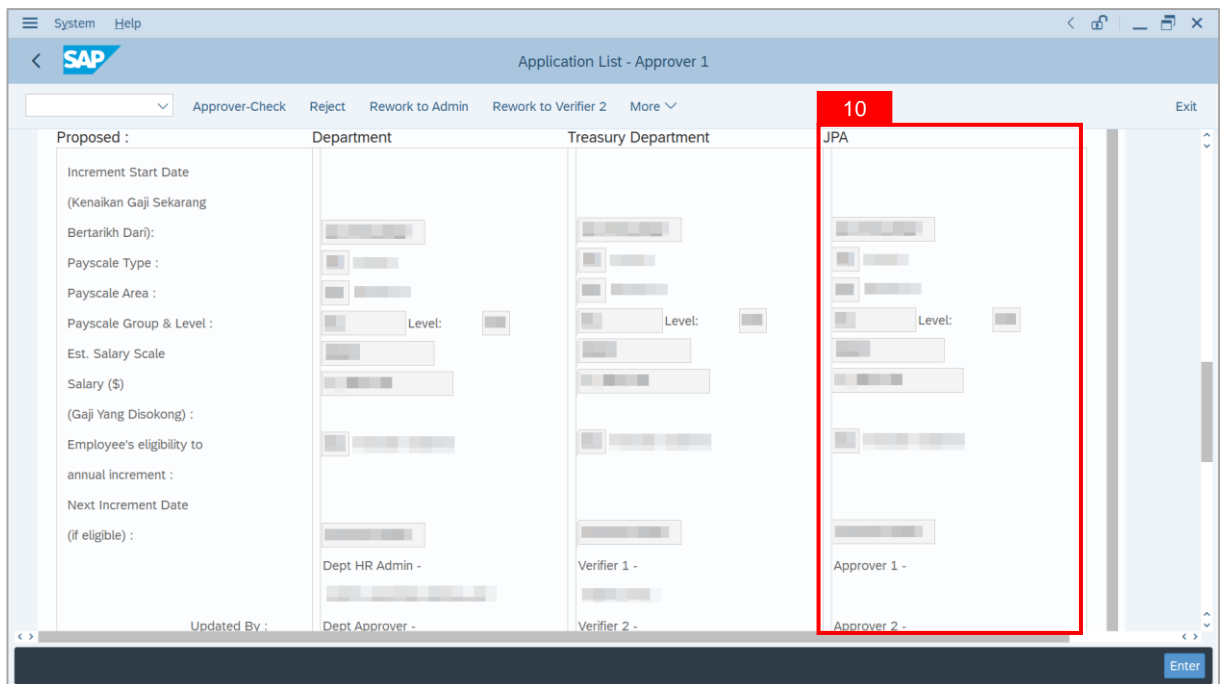
Grade (Tarikh Dinaikkan) / Pangkat Ke Tingkatan: [Slider]

Date of Commencement of Present Salary (Tarikh Mula) / Mencapai Gaji Sekarang: [Slider]

Proposed : Department Treasury Department JPA

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

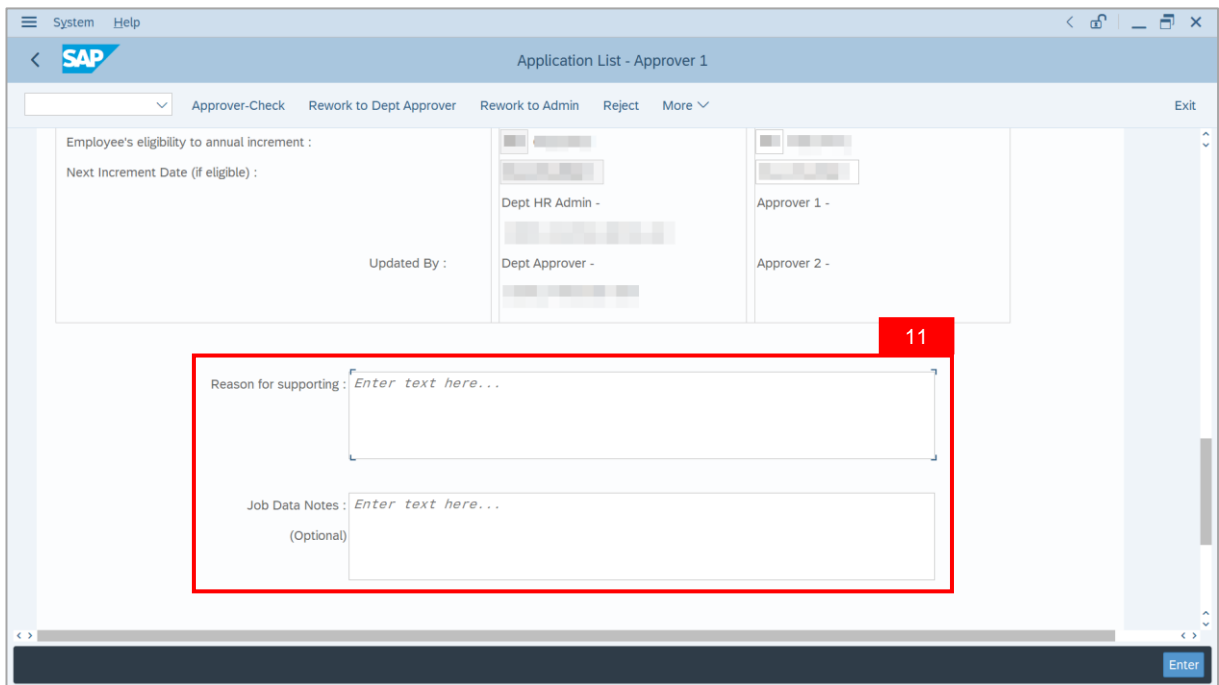
Note: The detail populated here is verified by Treasury Department and subject to amendment by JPA wherever necessary.



Application List - Approver 1

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

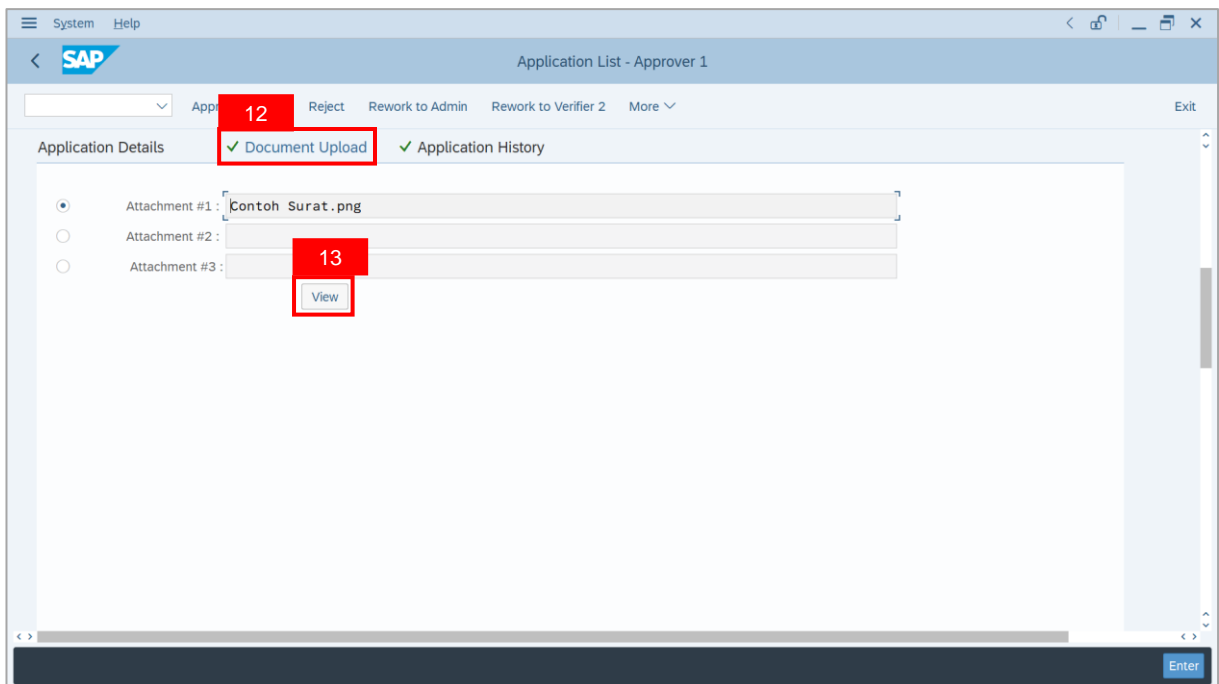
11. Review Reason for supporting and Job Data Notes.



The screenshot shows the SAP 'Application List - Approver 1' interface. The top navigation bar includes 'System', 'Help', and 'SAP'. Below the navigation bar, there are tabs for 'Approver-Check', 'Rework to Dept Approver', 'Rework to Admin', 'Reject', and 'More'. The main content area displays fields for 'Employee's eligibility to annual increment', 'Next Increment Date (if eligible)', and 'Updated By'. A red box highlights the 'Reason for supporting' and 'Job Data Notes (Optional)' text input fields, with a red '11' label next to it. The 'Reason for supporting' field contains the placeholder text 'Enter text here...'. The 'Job Data Notes' field also contains the placeholder text 'Enter text here...'. An 'Enter' button is visible at the bottom right of the form.

12. Navigate to Document Upload tab.

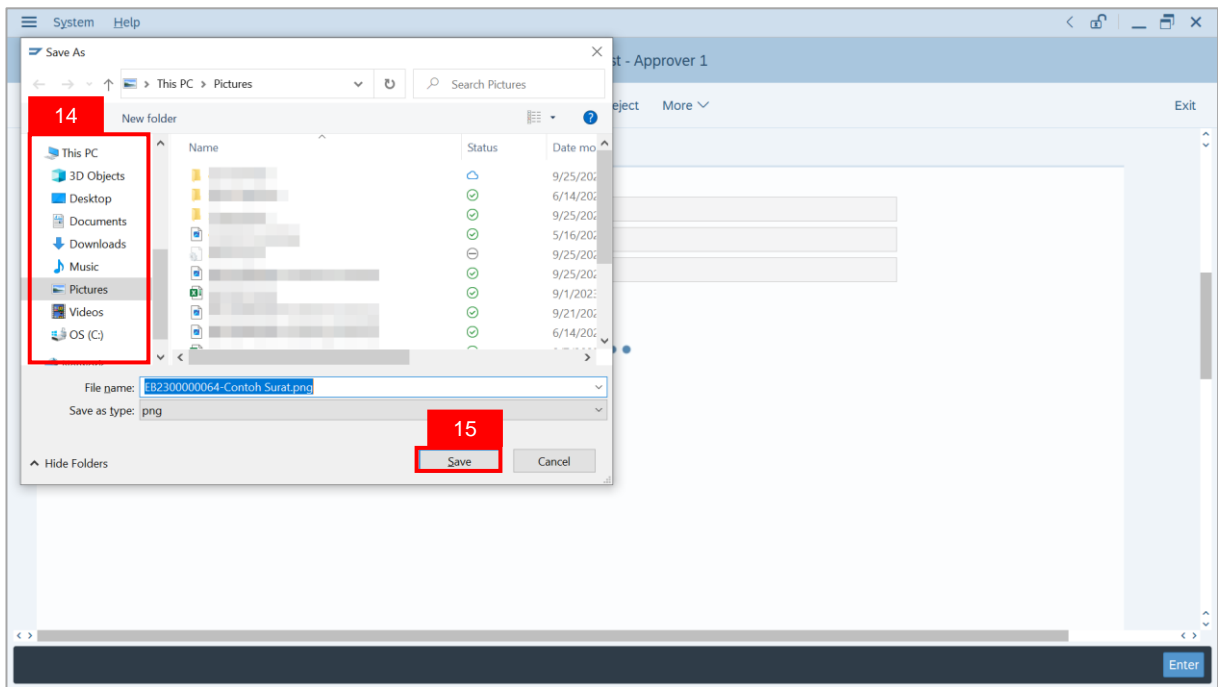
13. Select Attachment and click on View button to download.



The screenshot shows the SAP 'Application List - Approver 1' interface. The top navigation bar includes 'System', 'Help', and 'SAP'. Below the navigation bar, there are tabs for 'App', 'Reject', 'Rework to Admin', 'Rework to Verifier 2', and 'More'. The 'Document Upload' tab is selected and highlighted with a red box and labeled '12'. The main content area displays 'Application Details' with a list of attachments. The first attachment is 'Contoh Surat.png', which is selected with a radio button. A red box highlights the 'View' button next to this attachment, labeled '13'. The 'Application History' tab is also visible. An 'Enter' button is visible at the bottom right of the form.

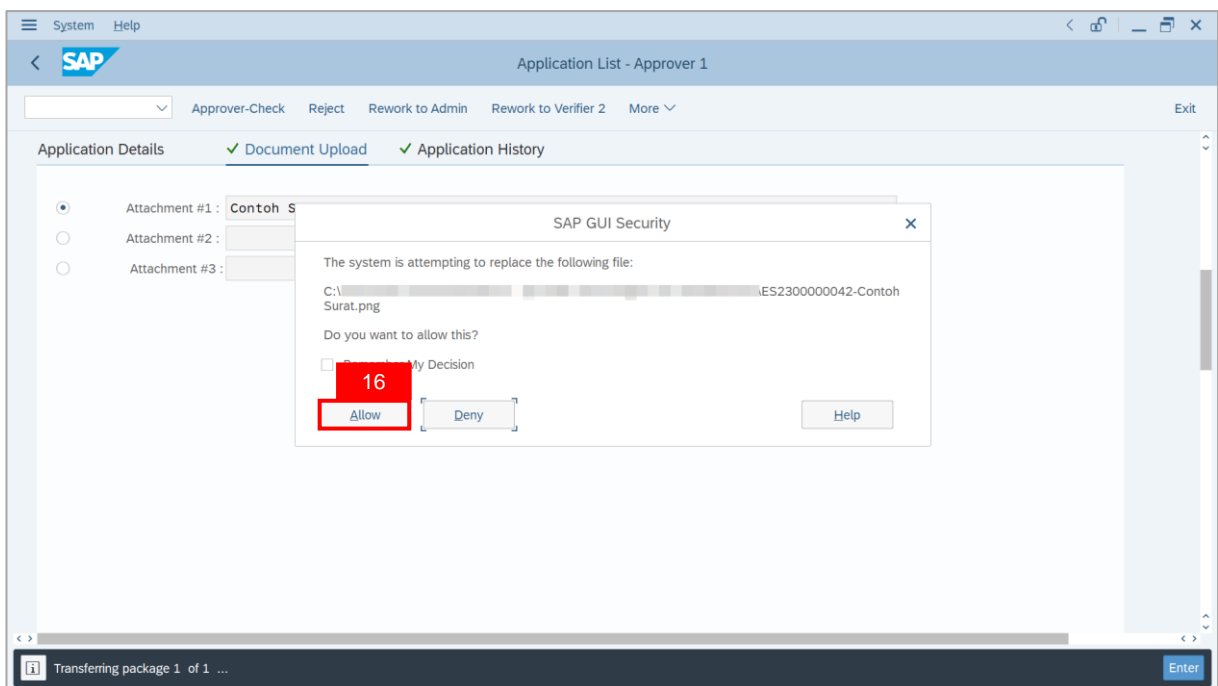
14. Select **File Location**.

15. Click on **Save** button.

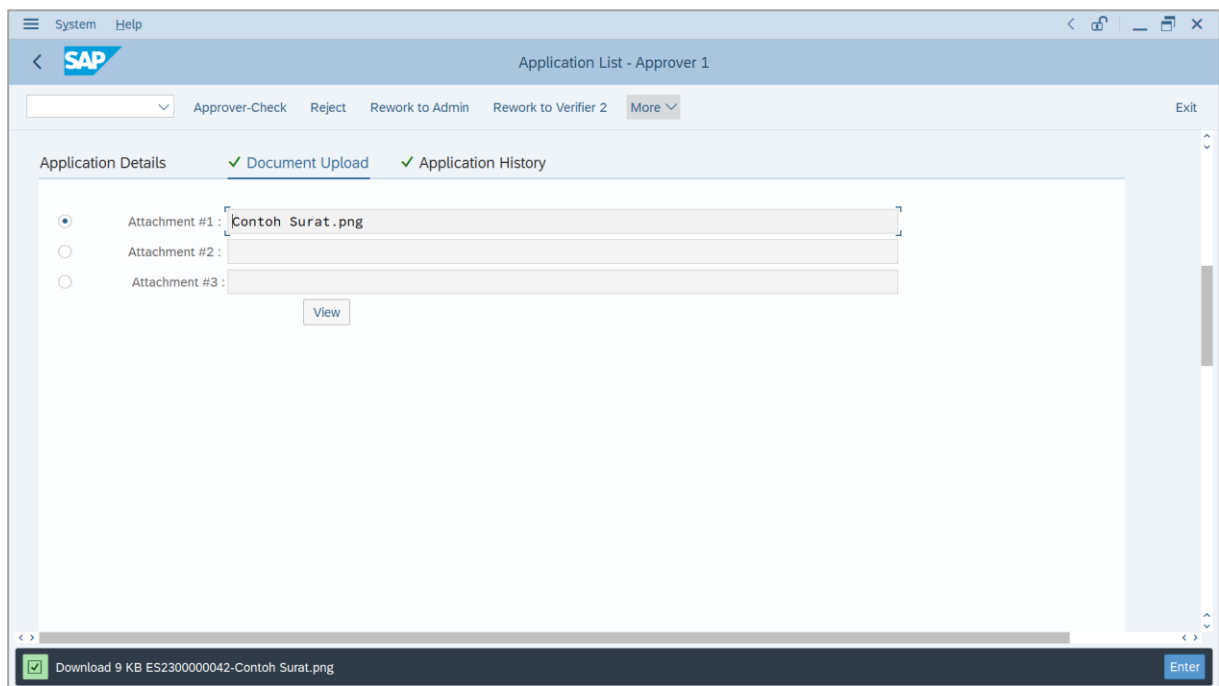


Note: The **SAP GUI Security** message will be displayed.

16. Click on **Allow** button.

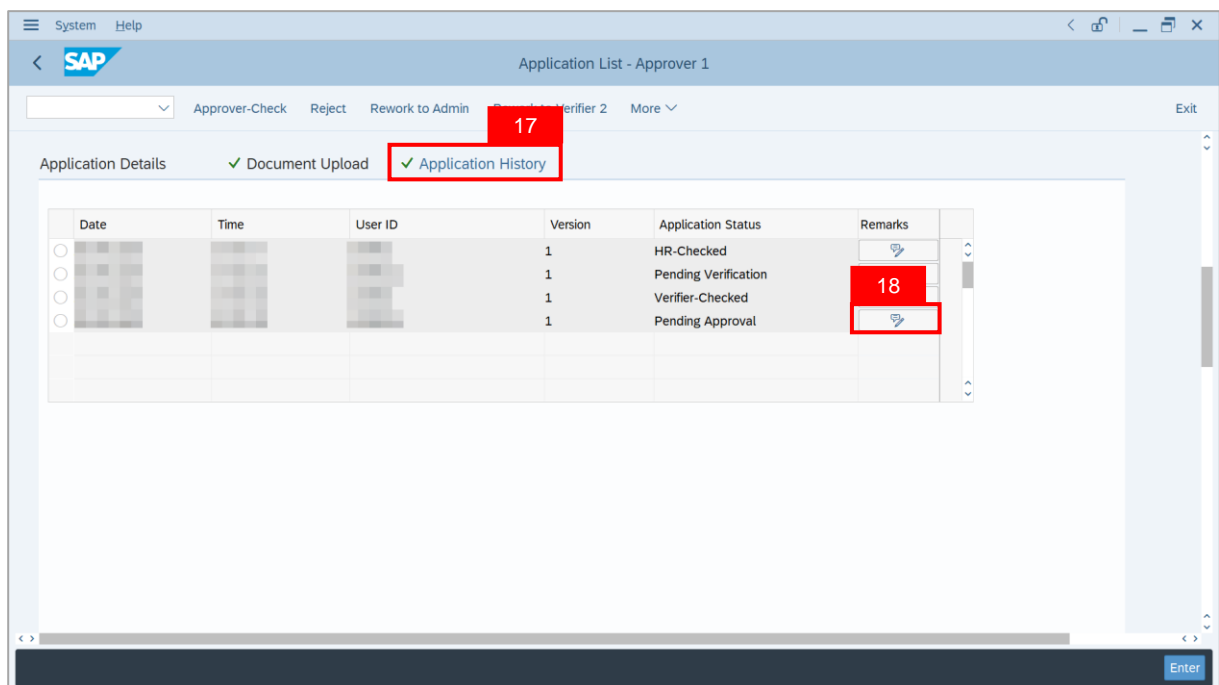


Note: The **File Attachment** has successfully been downloaded.

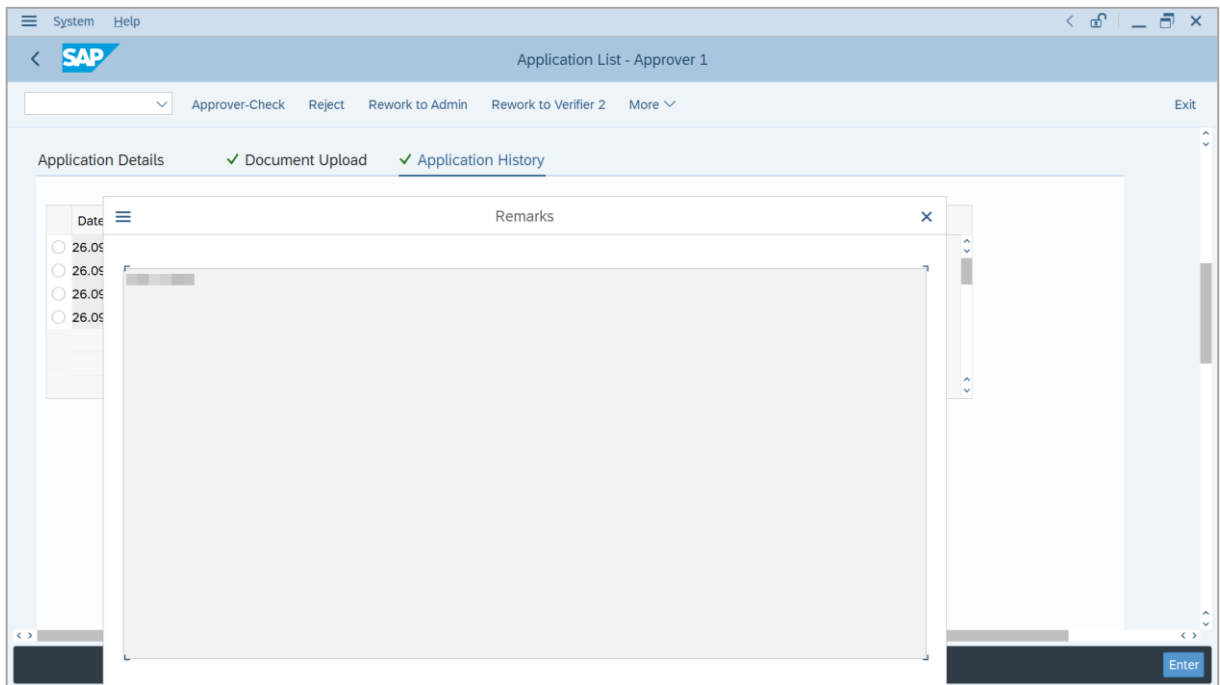


17. Navigate to **Application History** tab.

18. Click on **Remarks** button.



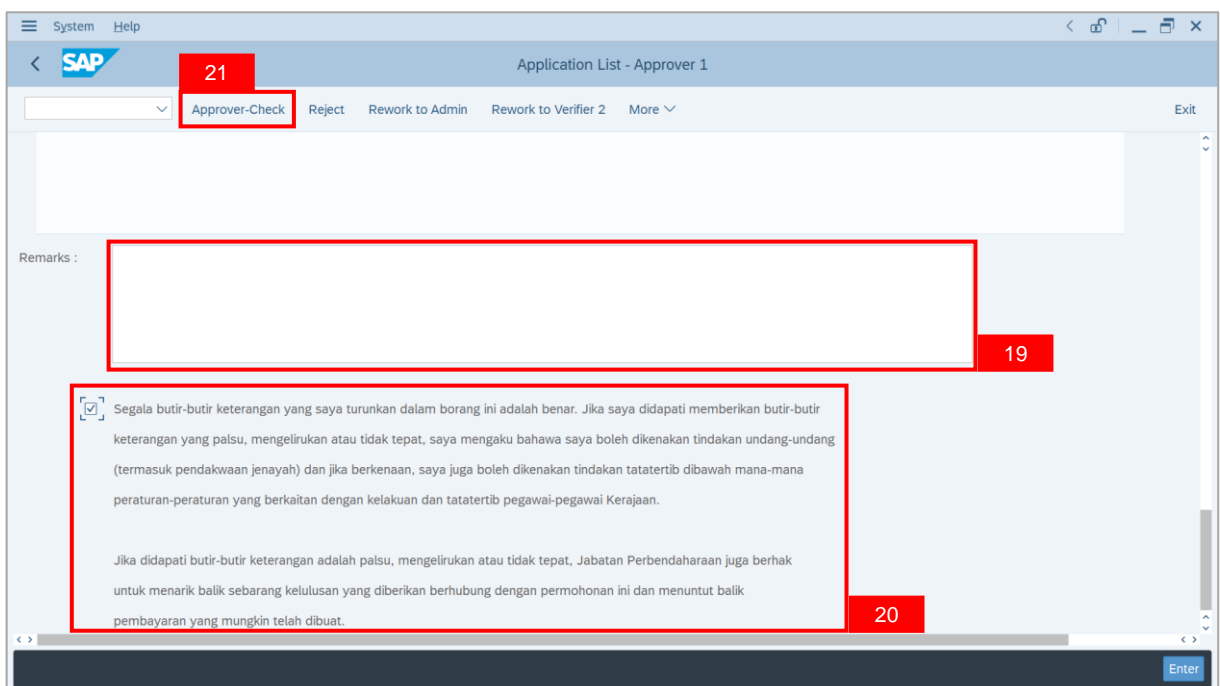
Note: The **Remarks** page will be displayed.



19. Enter the **Remarks** for employee's application.

20. Tick on **Declaration** checkbox.

21. Click on **Approver-Check** button.



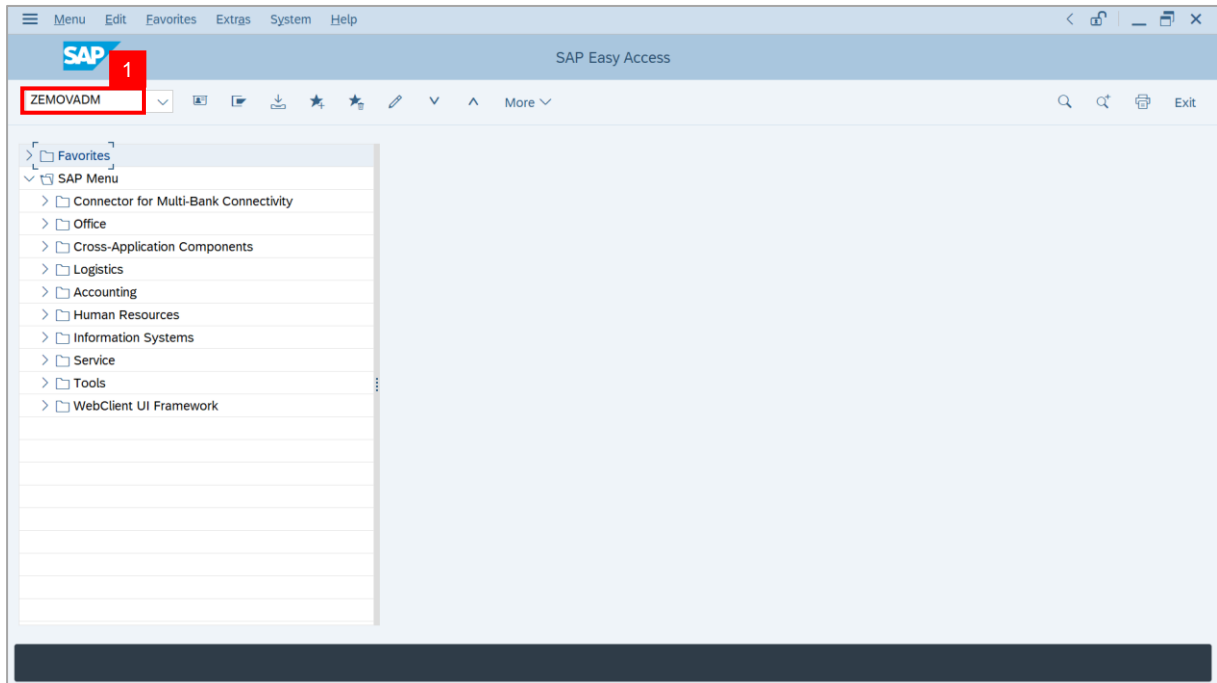
**REWORK APPLICATION
TO DEPARTMENT HR
ADMINISTRATOR**

Backend User

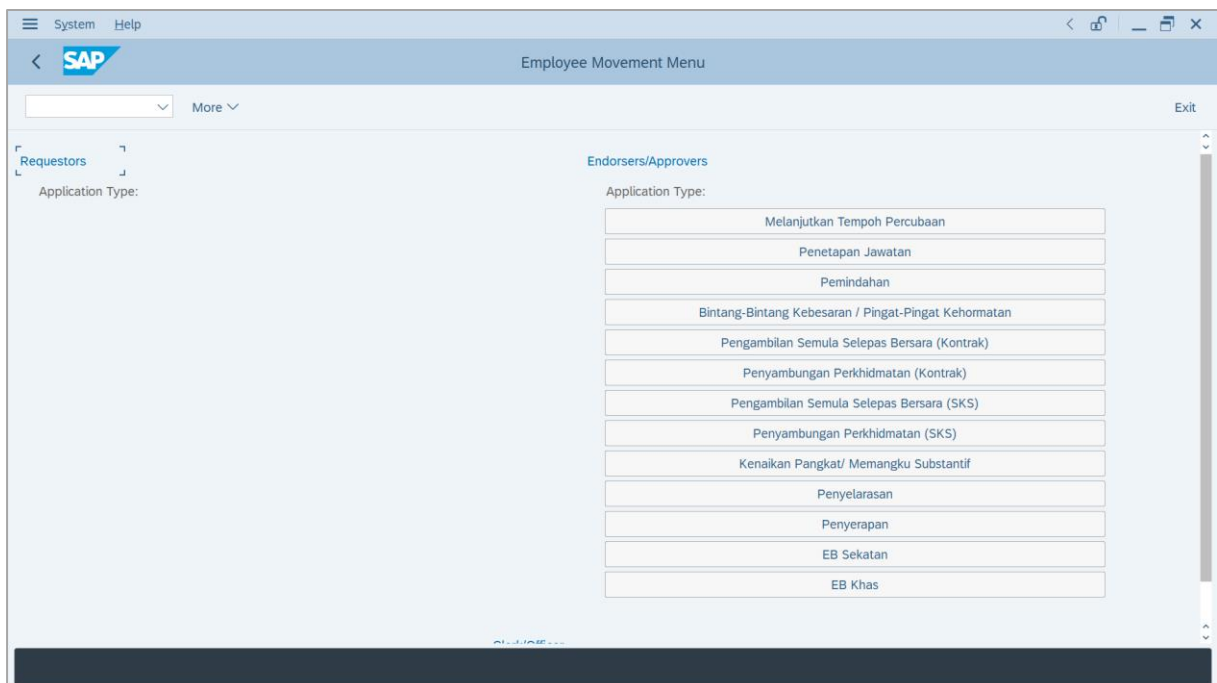
JPA Approver 1

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

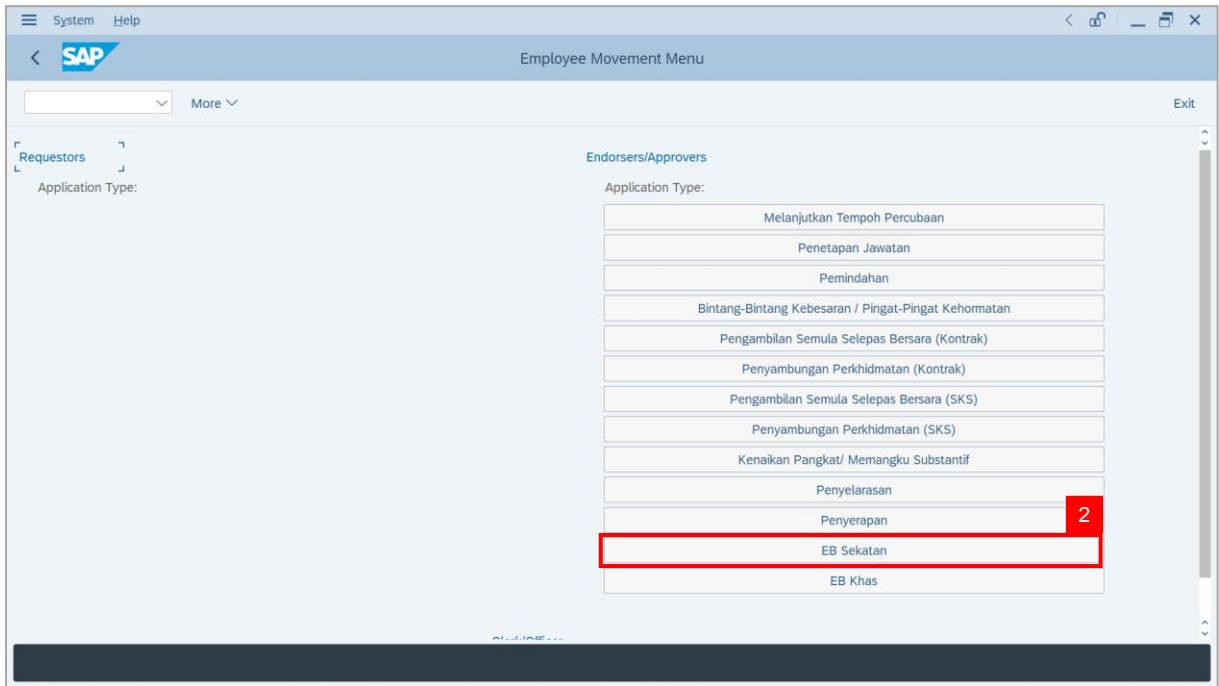
1. Enter **ZEMOVADM** in the search bar.



Note: Employee Movement Menu page will be displayed.



2. Under **Application Type: Endorsers/Approvers**, click on **EB Sekatan**.

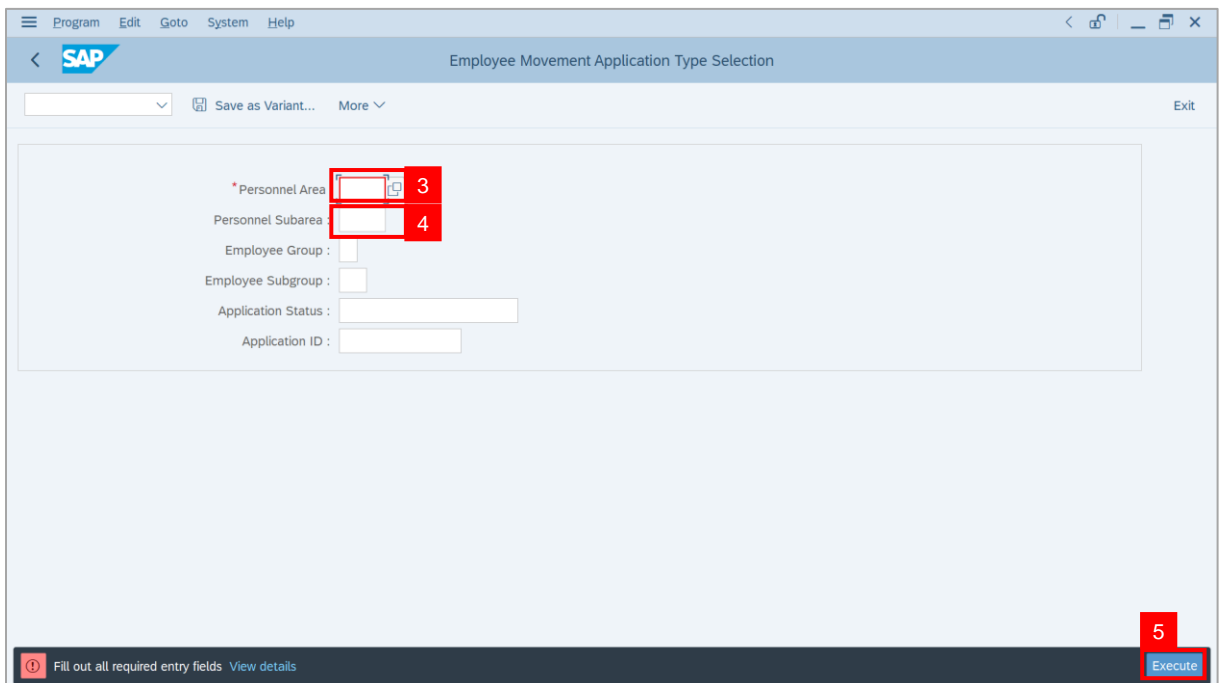


Note: The Employee Movement Application Type Selection page will be displayed.

3. Enter **Personnel Area**.

4. Enter **Personnel Subarea** (Optional).

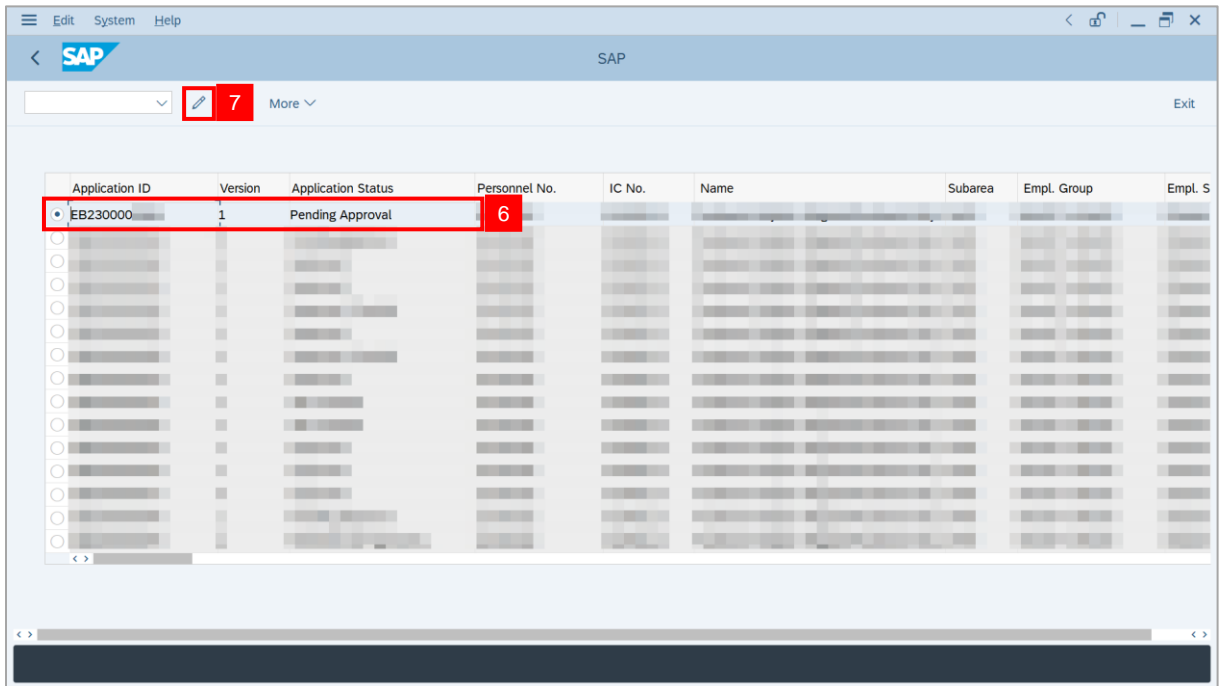
5. Click on **Execute** button.



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

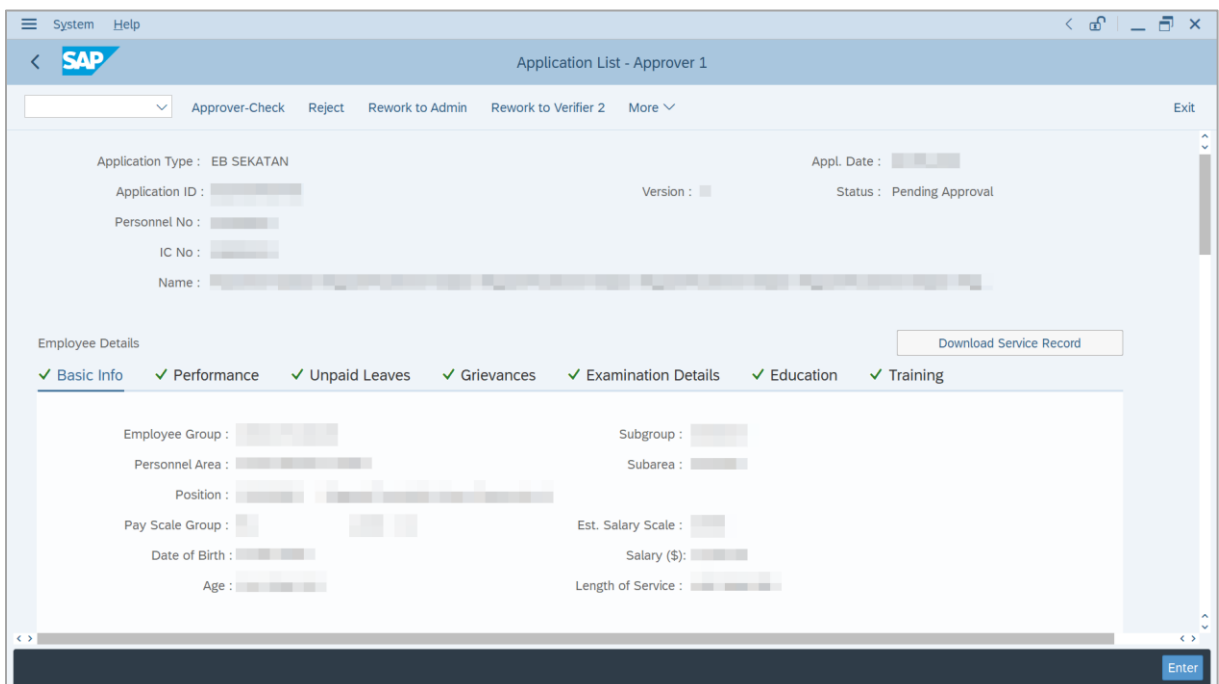
6. Select an employee with **Application Status** – ‘**Pending Approval**’ and click on **Radio** button.

7. Click on **Change** icon.



| Application ID | Version | Application Status | Personnel No. | IC No. | Name | Subarea | Empl. Group | Empl. S |
|----------------|---------|--------------------|---------------|--------|------|---------|-------------|---------|
| EB230000 | 1 | Pending Approval | | | | | | |
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Note: The **Application List – Approver 1** page will be displayed.



Application Type : EB SEKATAN Appl. Date : [] [] []

Application ID : [] Version : [] Status : Pending Approval

Personnel No. : []

IC No. : []

Name : []

Employee Details

Download Service Record

Basic Info
 Performance
 Unpaid Leaves
 Grievances
 Examination Details
 Education
 Training

Employee Group : [] Subgroup : []

Personnel Area : [] Subarea : []

Position : []

Pay Scale Group : [] Est. Salary Scale : []

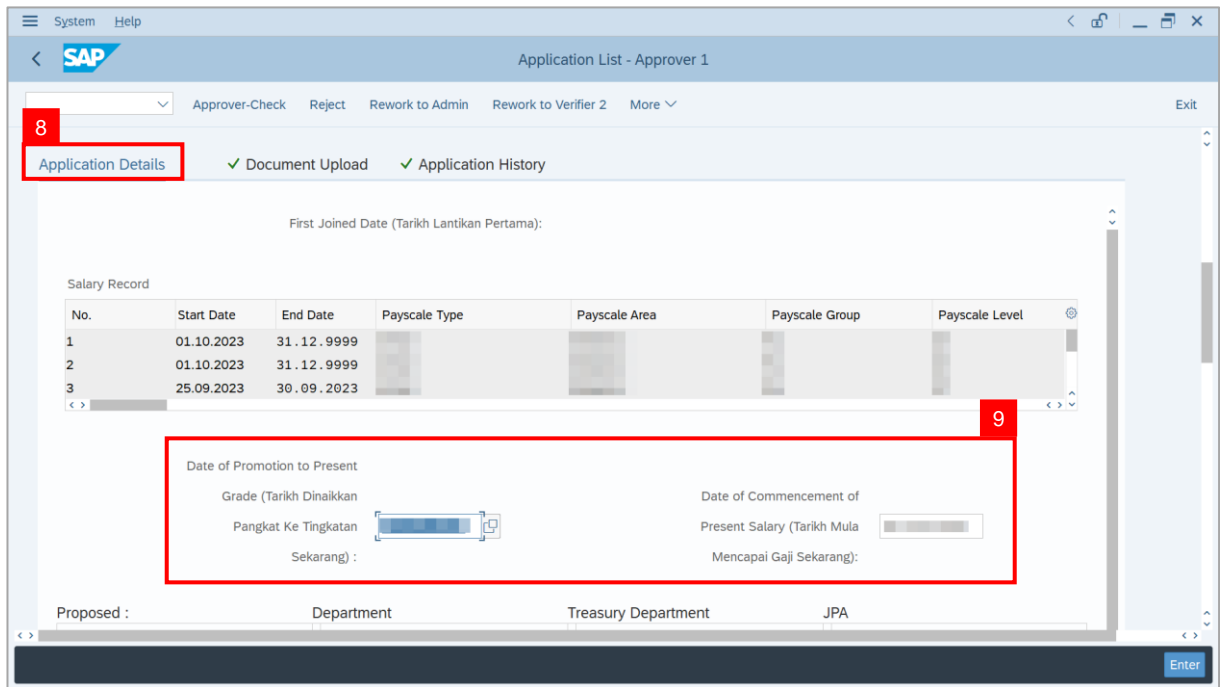
Date of Birth : [] Salary (\$) : []

Age : [] Length of Service : []

Enter

8. Navigate to **Application Details** tab.

9. Review and amend the following details, if required.



Application List - Approver 1

Application Details

First Joined Date (Tarikh Lantikan Pertama):

| No. | 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 | | | | |

Date of Promotion to Present

Grade (Tarikh Dinaikkan) :

Date of Commencement of Present Salary (Tarikh Mula) :

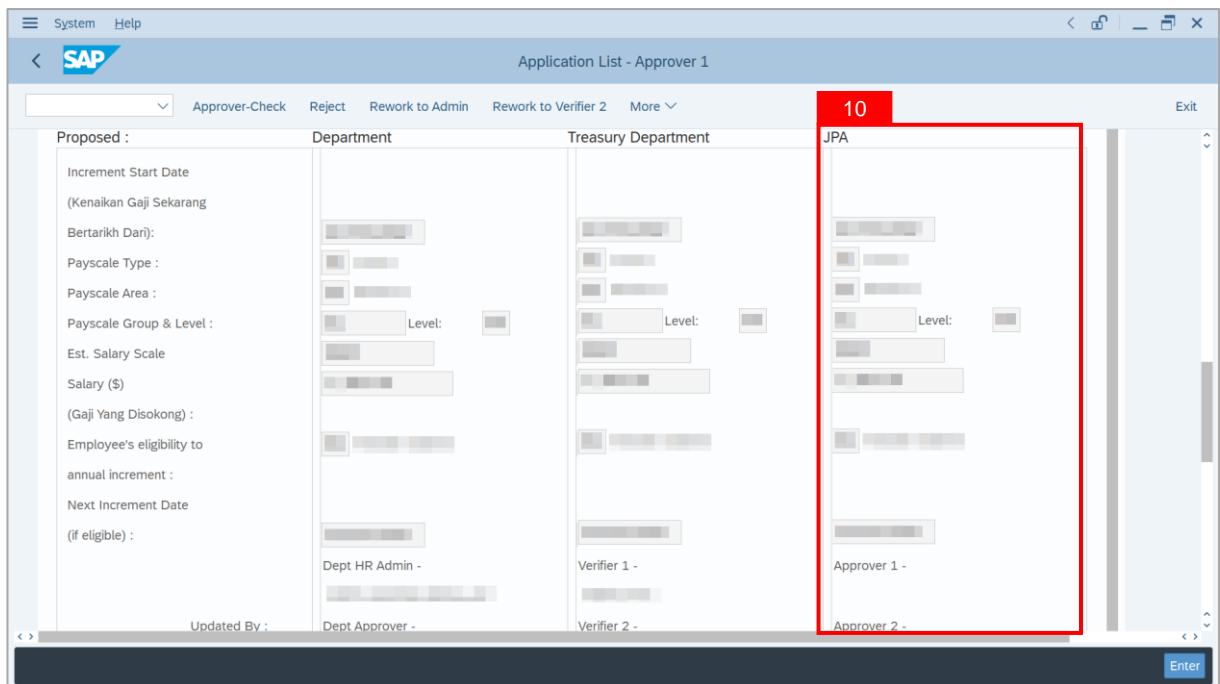
Pangkat Ke Tingkatan Sekarang :

Mencapai Gaji Sekarang :

Proposed : Department Treasury Department JPA

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.

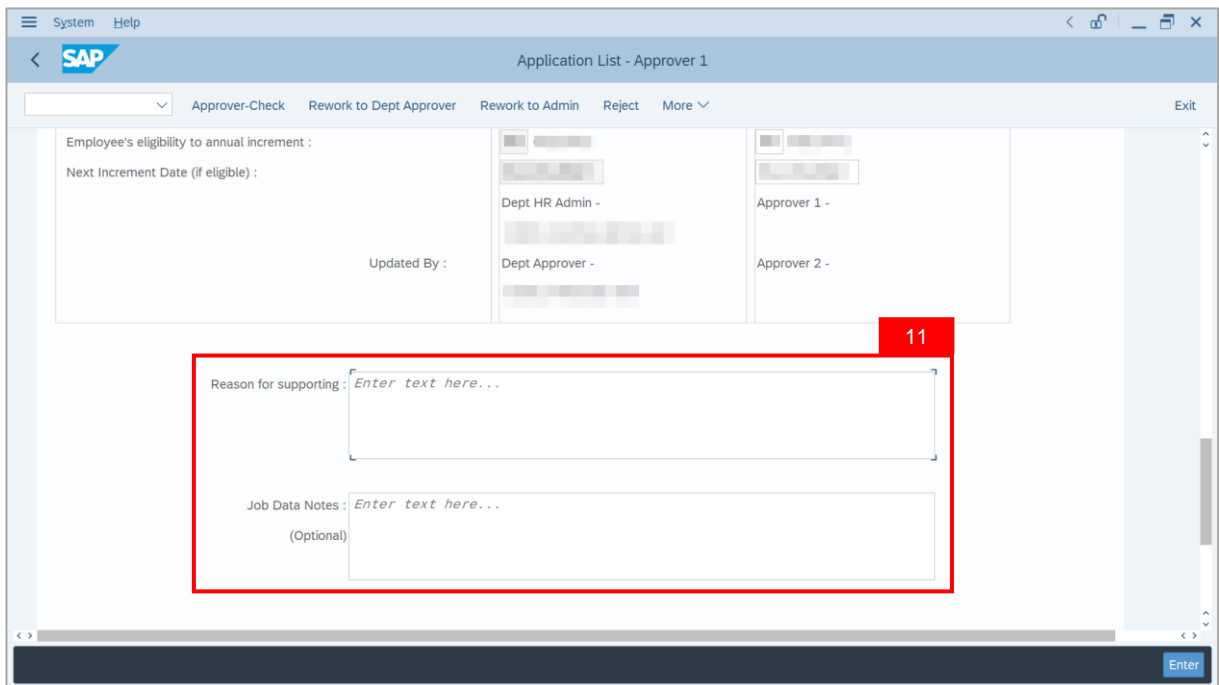


Application List - Approver 1

Proposed :

| Proposed : | Department | Treasury Department | JPA |
|---|--|--|--|
| Increment Start Date (Kenaikan Gaji Sekarang) | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Bertarikh Dari: | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Payscale Type : | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Payscale Area : | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Payscale Group & Level : | <input type="text"/> Level: <input type="text"/> | <input type="text"/> Level: <input type="text"/> | <input type="text"/> Level: <input type="text"/> |
| Est. Salary Scale | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Salary (\$) | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| (Gaji Yang Disokong) : | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Employee's eligibility to annual increment : | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Next Increment Date (if eligible) : | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Updated By : | Dept HR Admin - <input type="text"/> | Verifier 1 - <input type="text"/> | Approver 1 - <input type="text"/> |
| | Dept Approver - <input type="text"/> | Verifier 2 - <input type="text"/> | Approver 2 - <input type="text"/> |

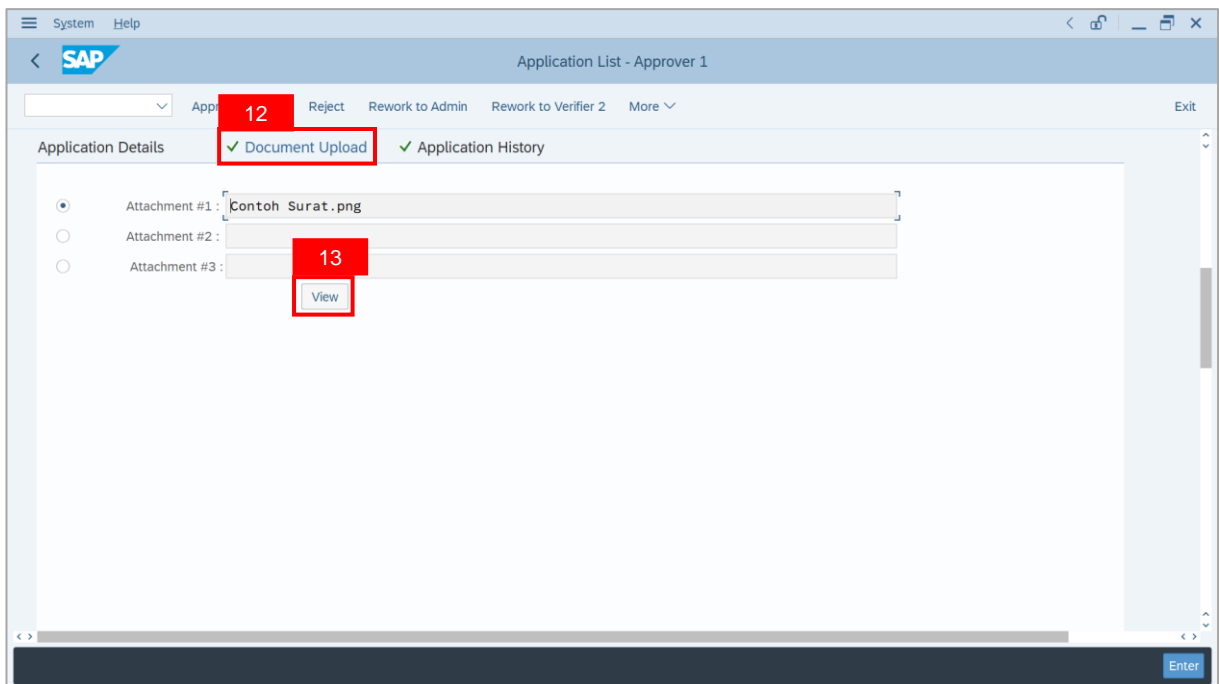
11. Review Reason for supporting and Job Data Notes.



The screenshot shows the SAP 'Application List - Approver 1' interface. The top navigation bar includes 'System', 'Help', and 'SAP'. Below the title bar, there are action buttons: 'Approver-Check', 'Rework to Dept Approver', 'Rework to Admin', 'Reject', and 'More'. The main content area displays fields for 'Employee's eligibility to annual increment', 'Next Increment Date (if eligible)', and 'Updated By'. A red box highlights the 'Reason for supporting' and 'Job Data Notes (Optional)' text input fields, with a red '11' label next to it. The 'Enter' button is visible at the bottom right.

12. Navigate to Document Upload tab.

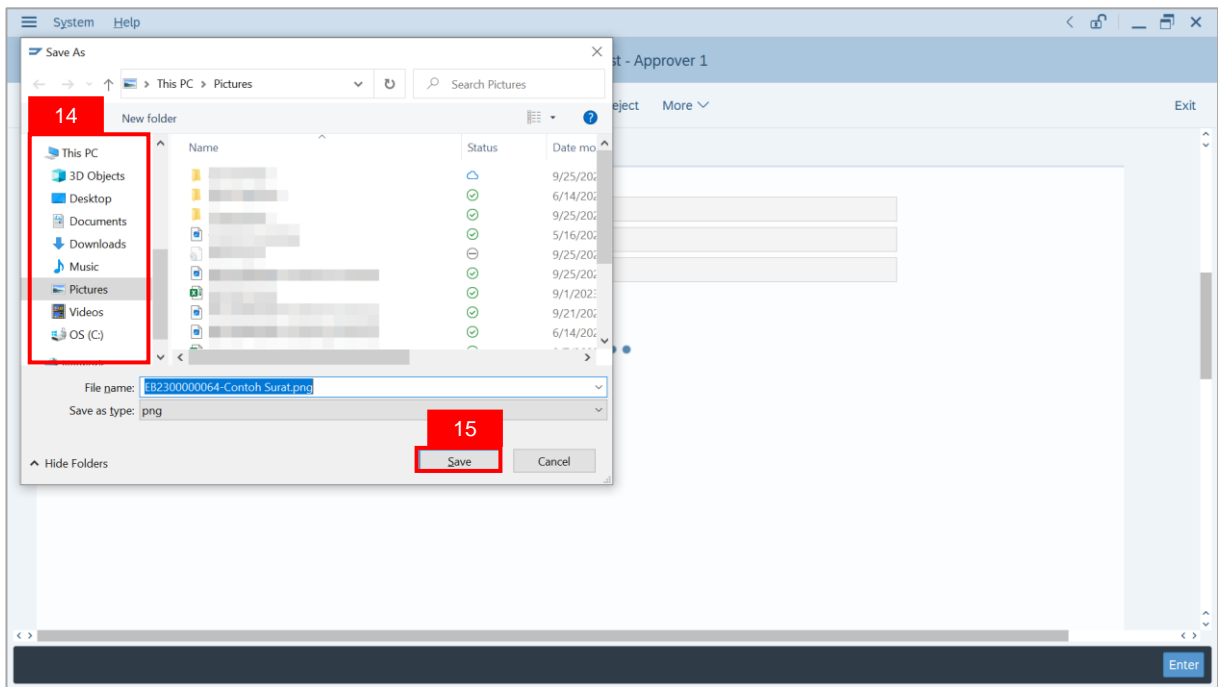
13. Select Attachment and click on View button to download.



The screenshot shows the SAP 'Application List - Approver 1' interface. The top navigation bar includes 'System', 'Help', and 'SAP'. Below the title bar, there are action buttons: 'App', 'Reject', 'Rework to Admin', 'Rework to Verifier 2', and 'More'. The 'Application Details' tab is active, showing a 'Document Upload' button (labeled '12') and an 'Application History' button. Below this, there are three attachment entries: 'Attachment #1: Contoh Surat.png', 'Attachment #2:', and 'Attachment #3:'. A red box highlights the 'View' button (labeled '13') for the first attachment. The 'Enter' button is visible at the bottom right.

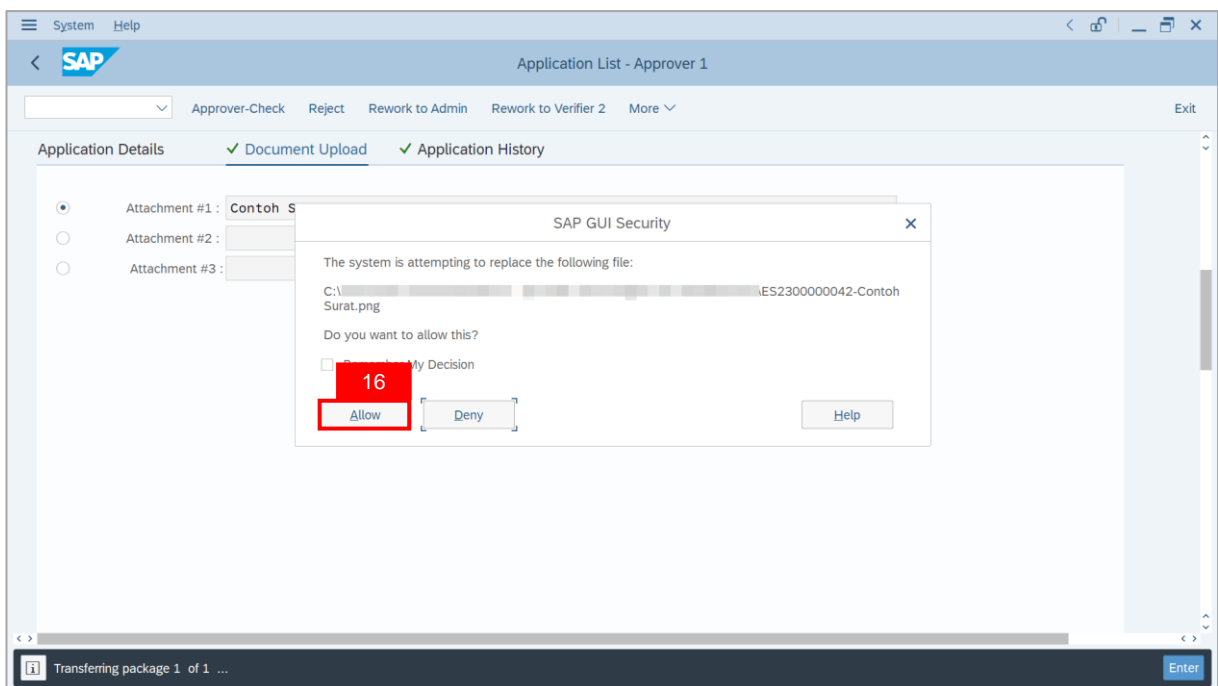
14. Select **File Location**.

15. Click on **Save** button.

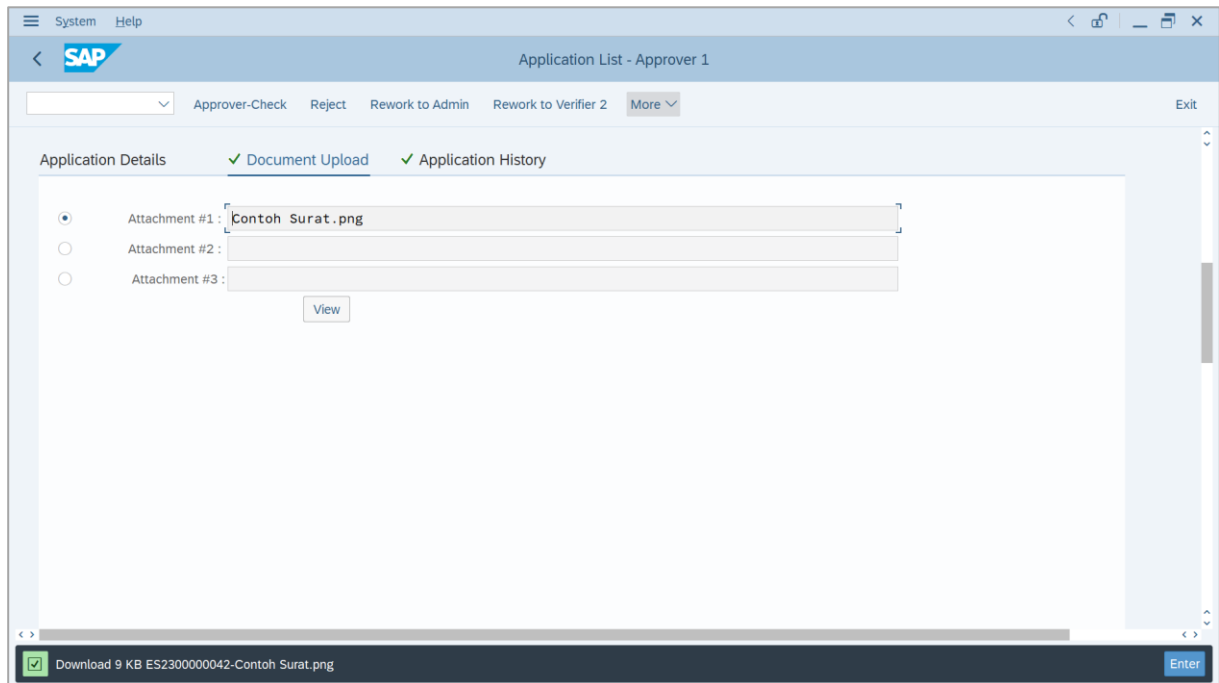


Note: The **SAP GUI Security** message will be displayed.

16. Click on **Allow** button.

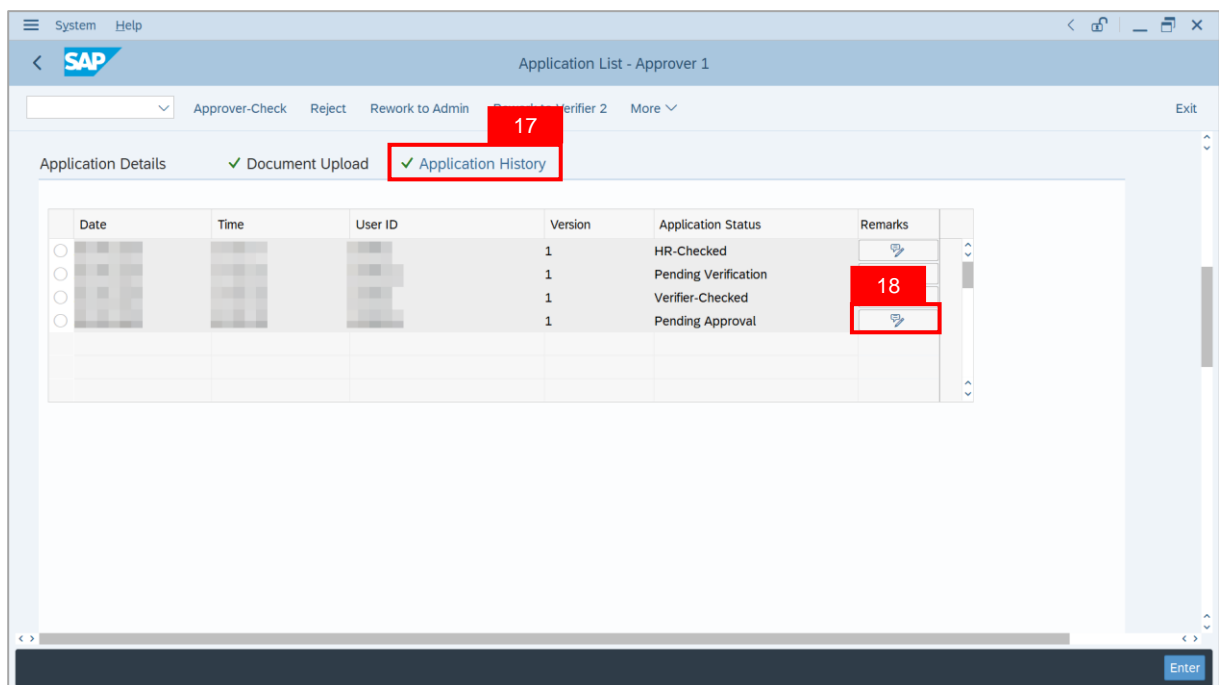


Note: The **File Attachment** has successfully been downloaded.

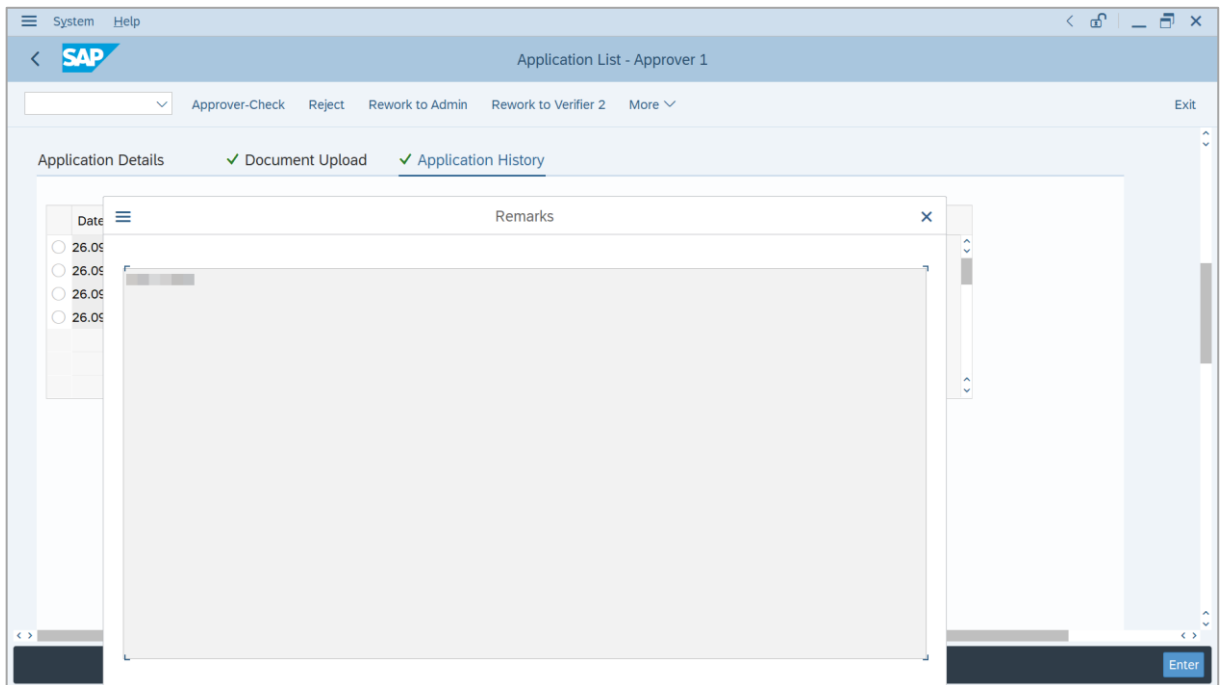


17. Navigate to **Application History** tab.

18. Click on **Remarks** button.



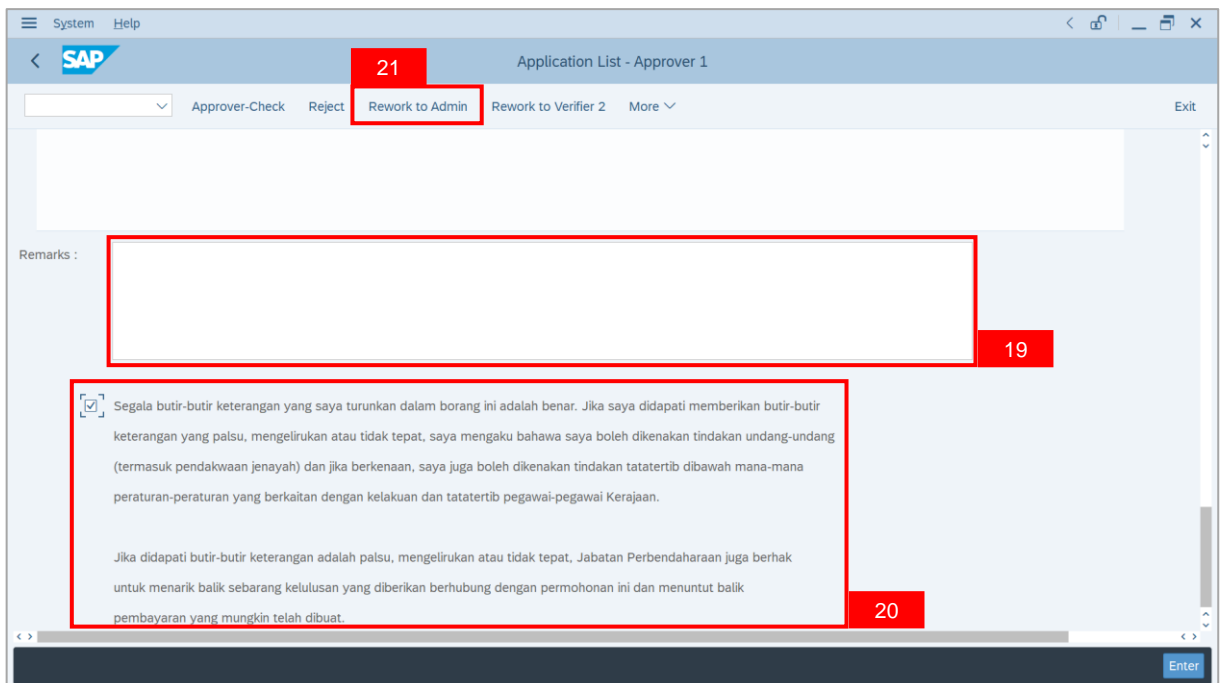
Note: The **Remarks** page will be displayed.



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.



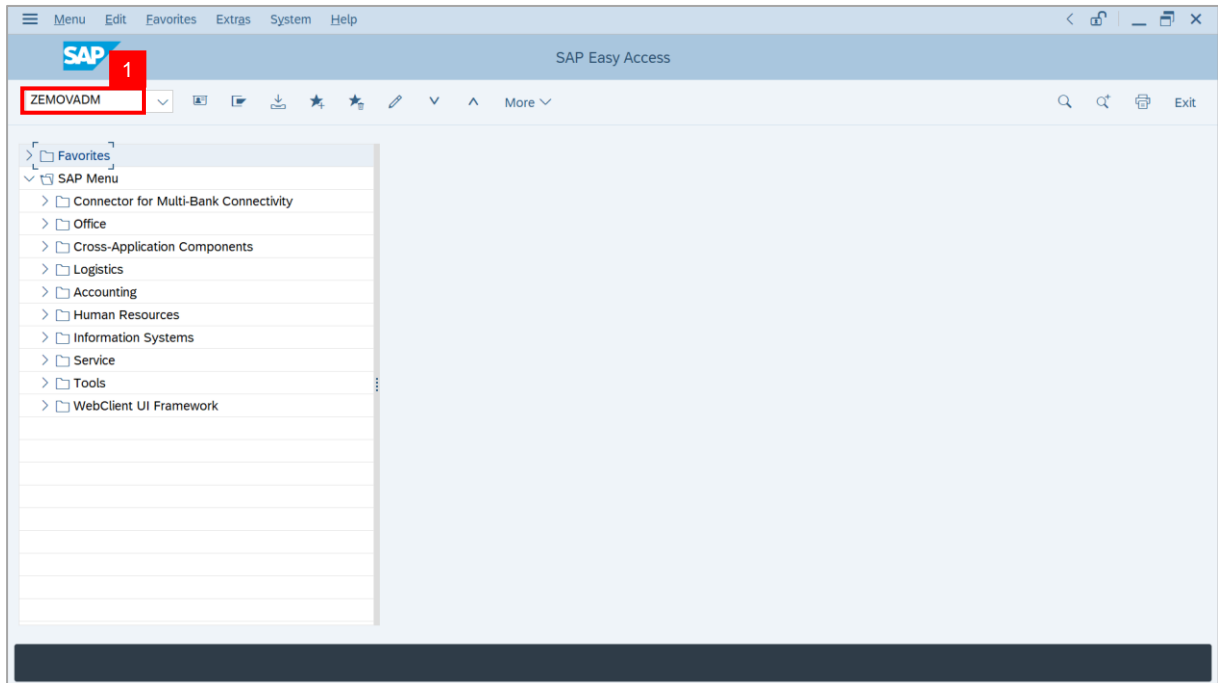
Outcome: The **Application** has successfully been reworked to **Department HR Administrator**.

| Application ID | Version | Application Status | Personnel No. | IC No. | Name | Subarea | Empl. Group | Empl. S |
|----------------|---------|--------------------|---------------|--------|------|---------|-------------|---------|
| EB230000019 | 1 | Reworked to Admin | | | | | | |
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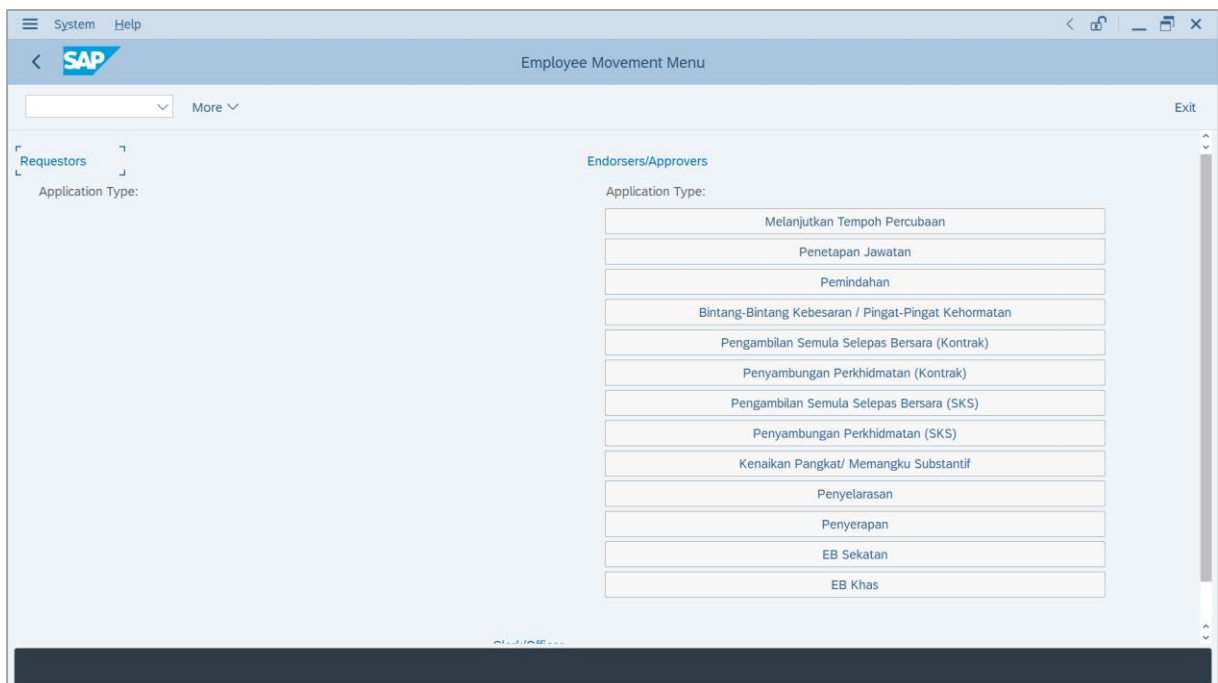
| | |
|---------------------------|---------------------|
| REJECT APPLICATION | Backend User |
| | JPA Approver 1 |

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

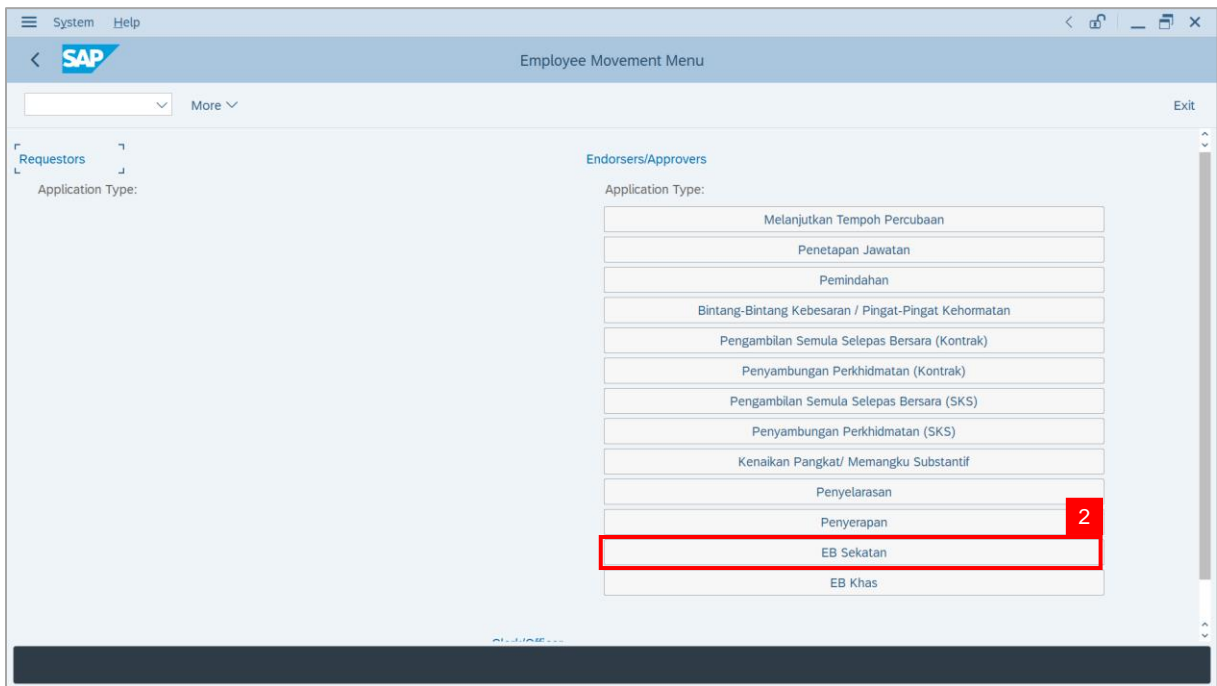
1. Enter **ZEMOVADM** in the search bar.



Note: Employee Movement Menu page will be displayed.



2. Under **Application Type: Endorsers/Approvers**, click on **EB Sekatan**.

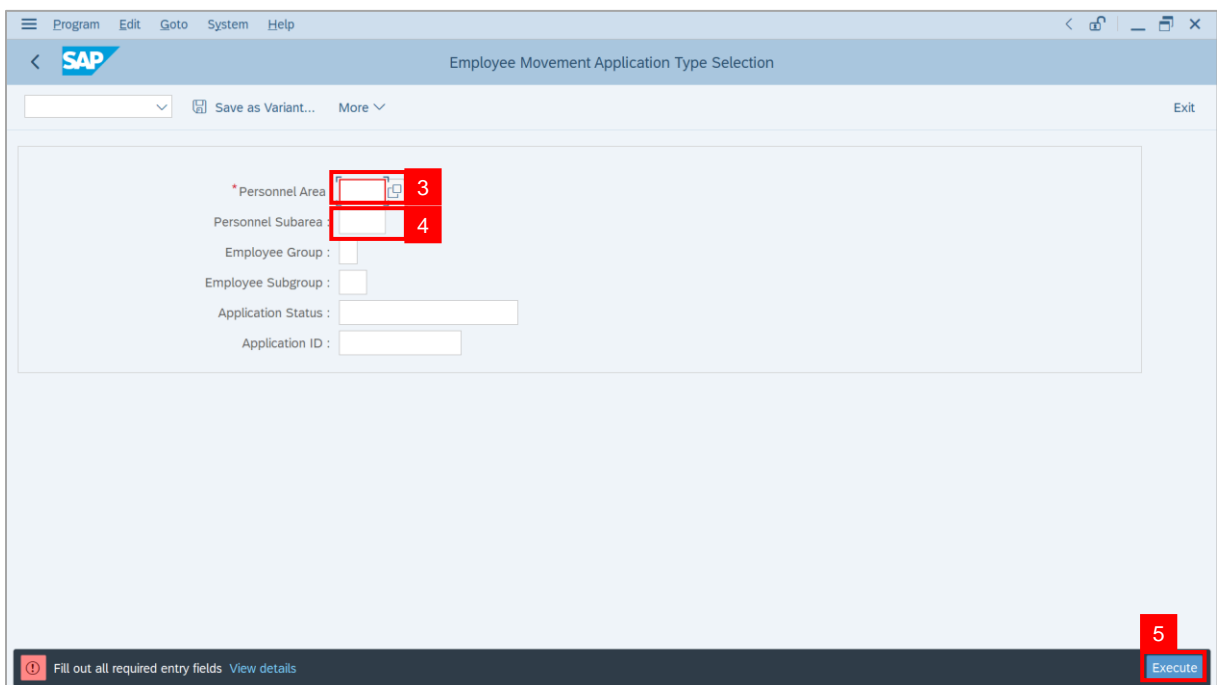


Note: The Employee Movement Application Type Selection page will be displayed.

3. Enter **Personnel Area**.

4. Enter **Personnel Subarea** (Optional).

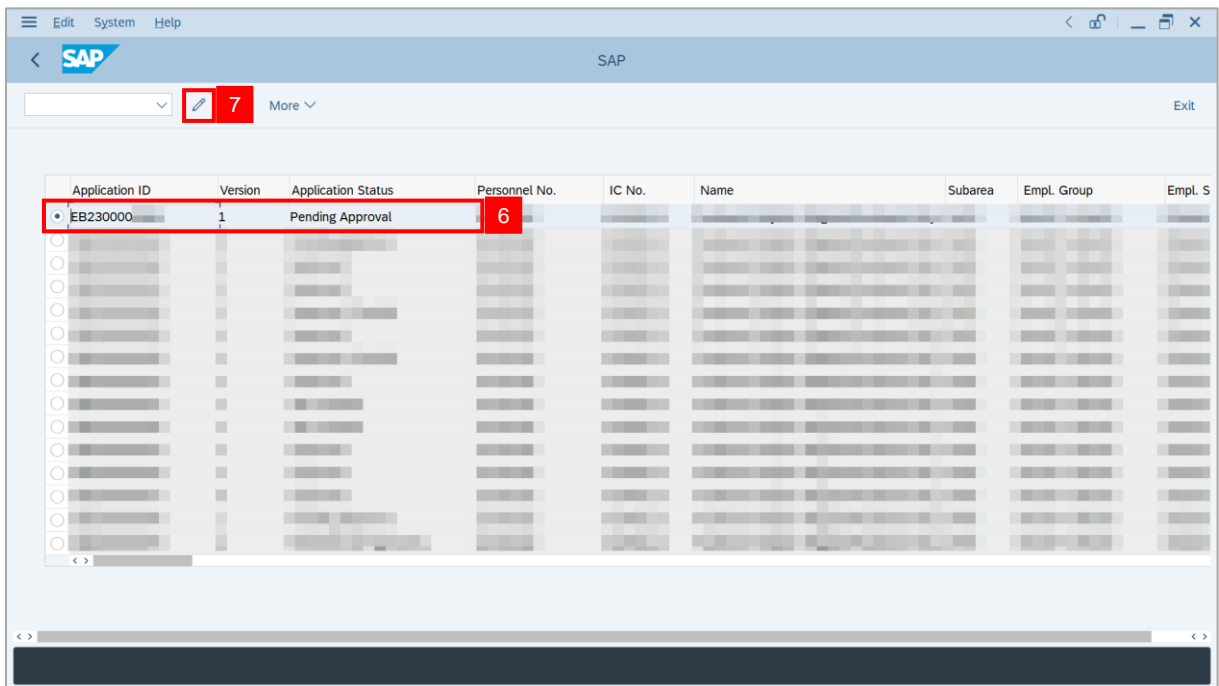
5. Click on **Execute** button.



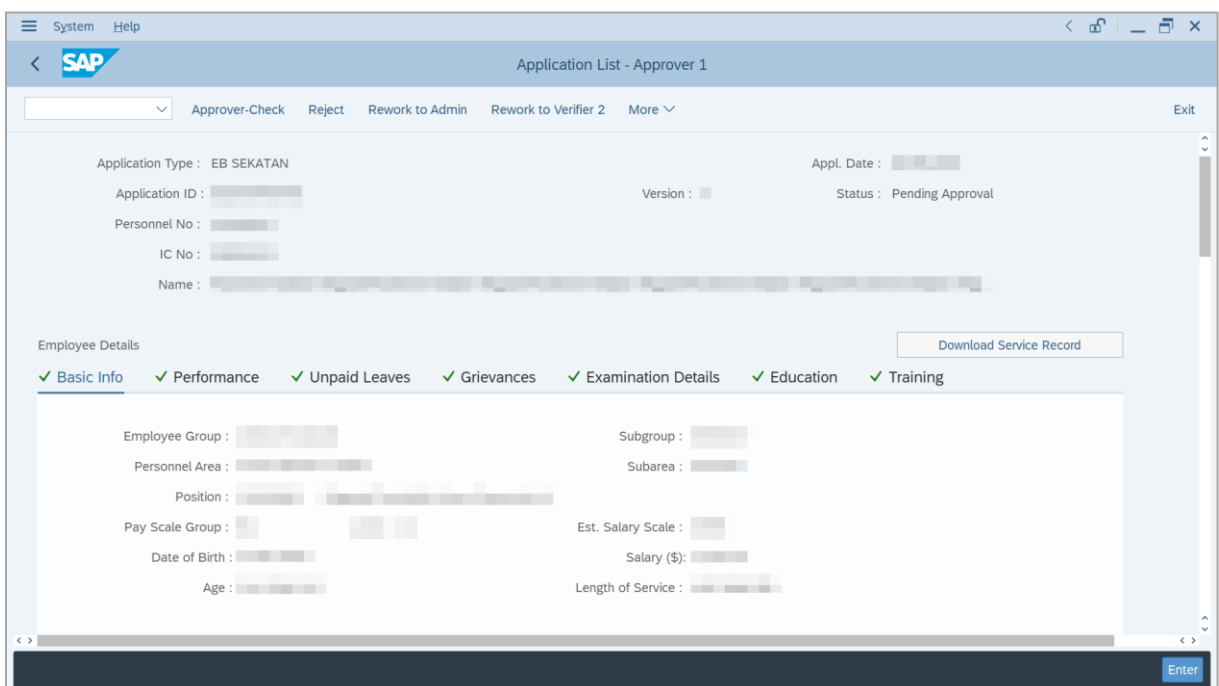
Note: The **Application List – Approver 1** page will be displayed.

6. Select an employee with **Application Status** – ‘**Pending Approval**’ and click on **Radio** button.

7. Click on **Change** icon.

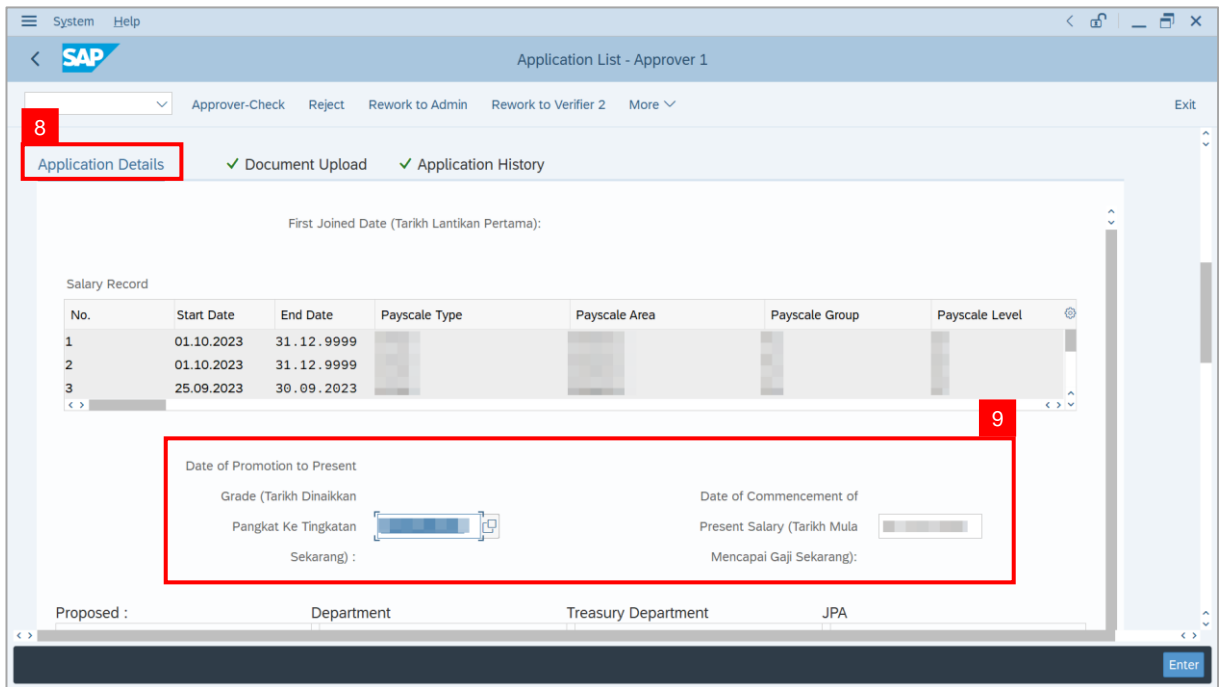


Note: The **Application List – Approver 1** page will be displayed.



8. Navigate to **Application Details** tab.

9. Review and amend the following details, if required.



Application List - Approver 1

Application Details

First Joined Date (Tarikh Lantikan Pertama):

| No. | 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 | | | | |

Date of Promotion to Present

Grade (Tarikh Dinaikkan) :

Pangkat Ke Tingkatan :

Sekarang :

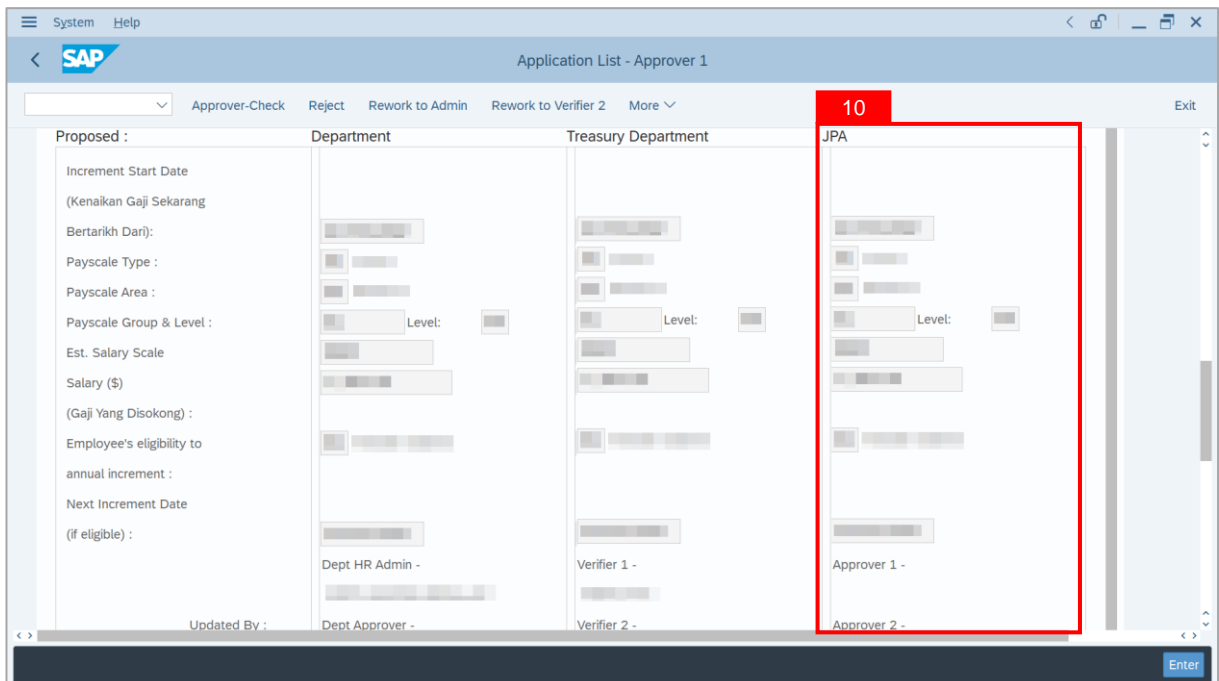
Date of Commencement of Present Salary (Tarikh Mula) :

Mencapai Gaji Sekarang :

Proposed : Department Treasury Department JPA

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.



Application List - Approver 1

Proposed : Department Treasury Department JPA

Increment Start Date (Kenaikan Gaji Sekarang)

Bertarikh Dari:

Payscale Type :

Payscale Area :

Payscale Group & Level :

Est. Salary Scale

Salary (\$)

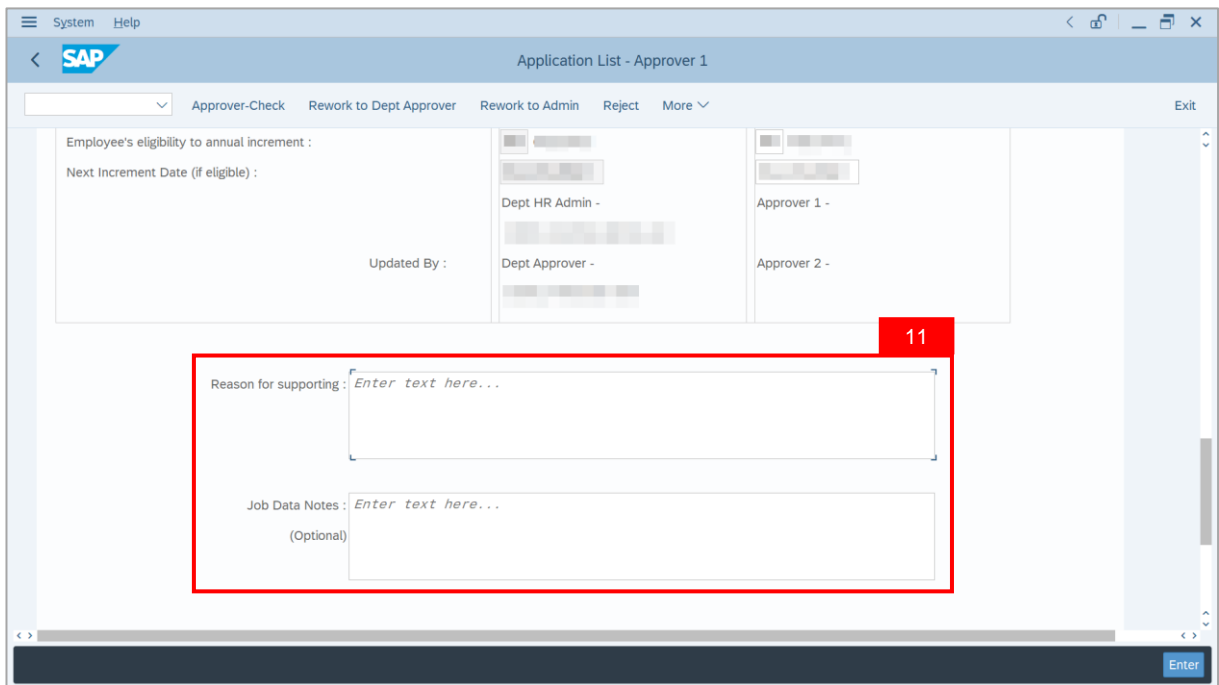
(Gaji Yang Disokong) :

Employee's eligibility to annual increment :

Next Increment Date (if eligible) :

Updated By : Dept Approver - Verifier 2 - Approver 1 - Approver 2 -

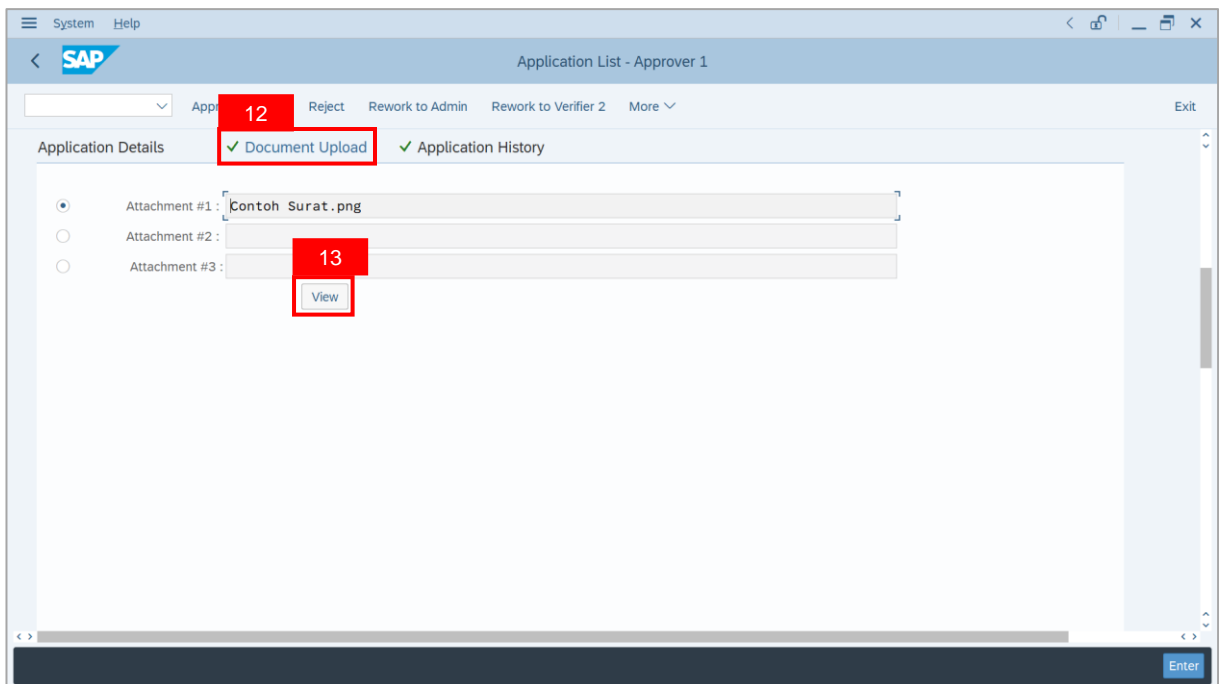
11. Review Reason for supporting and Job Data Notes.



The screenshot shows the SAP 'Application List - Approver 1' interface. The top navigation bar includes 'System', 'Help', and 'SAP'. Below the title bar, there are action buttons: 'Approver-Check', 'Rework to Dept Approver', 'Rework to Admin', 'Reject', and 'More'. The main content area displays employee details and approval information. A red box highlights the 'Reason for supporting' and 'Job Data Notes' fields, with a red '11' label next to it. The 'Reason for supporting' field contains the placeholder text 'Enter text here...'. The 'Job Data Notes' field is labeled '(Optional)' and also contains the placeholder text 'Enter text here...'. An 'Enter' button is visible at the bottom right of the form.

12. Navigate to Document Upload tab.

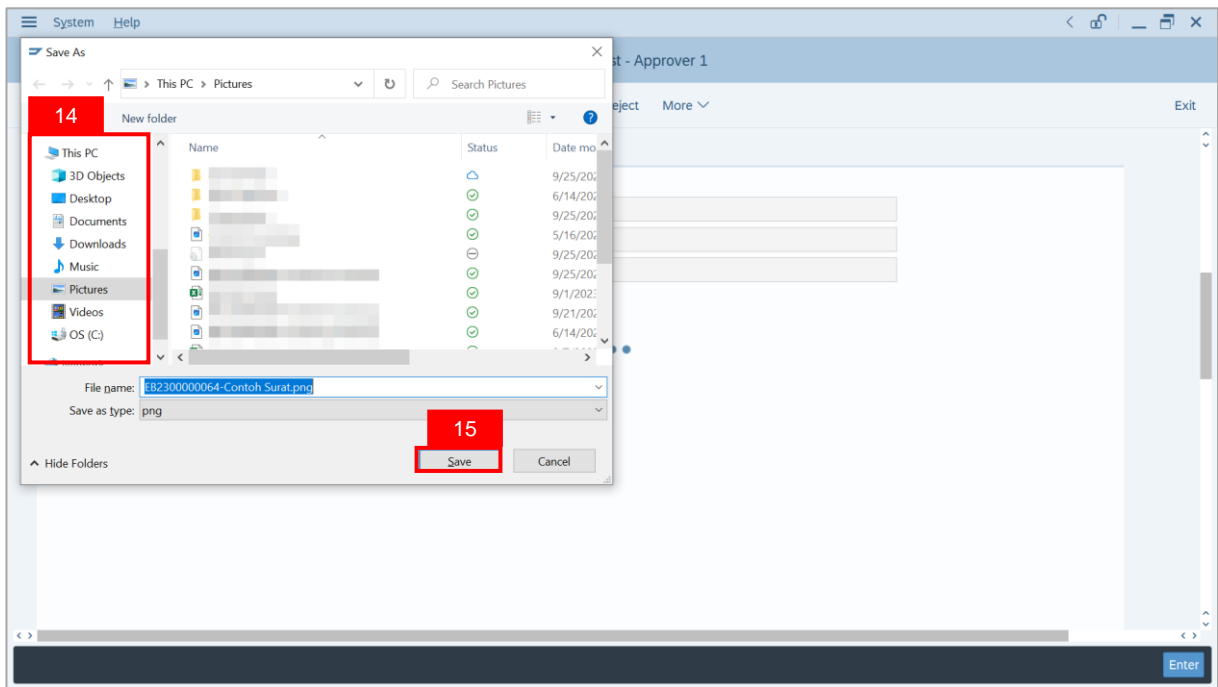
13. Select Attachment and click on View button to download.



The screenshot shows the SAP 'Application List - Approver 1' interface. The top navigation bar includes 'System', 'Help', and 'SAP'. Below the title bar, there are action buttons: 'App', 'Reject', 'Rework to Admin', 'Rework to Verifier 2', and 'More'. The main content area displays 'Application Details' with two tabs: 'Document Upload' (checked) and 'Application History'. A red box highlights the 'Document Upload' tab with a red '12' label. Below the tabs, there are three attachment entries: 'Attachment #1: Contoh Surat.png', 'Attachment #2:', and 'Attachment #3:'. A red box highlights the 'View' button under the first attachment, with a red '13' label next to it. An 'Enter' button is visible at the bottom right of the form.

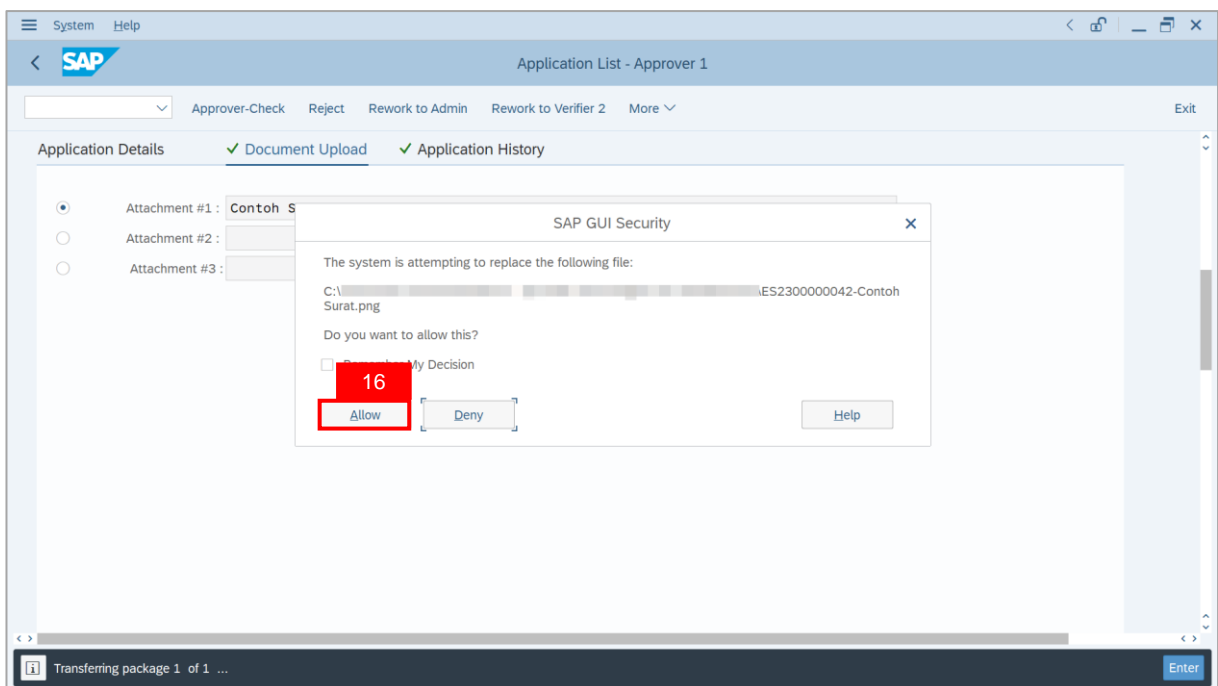
14. Select **File Location**.

15. Click on **Save** button.

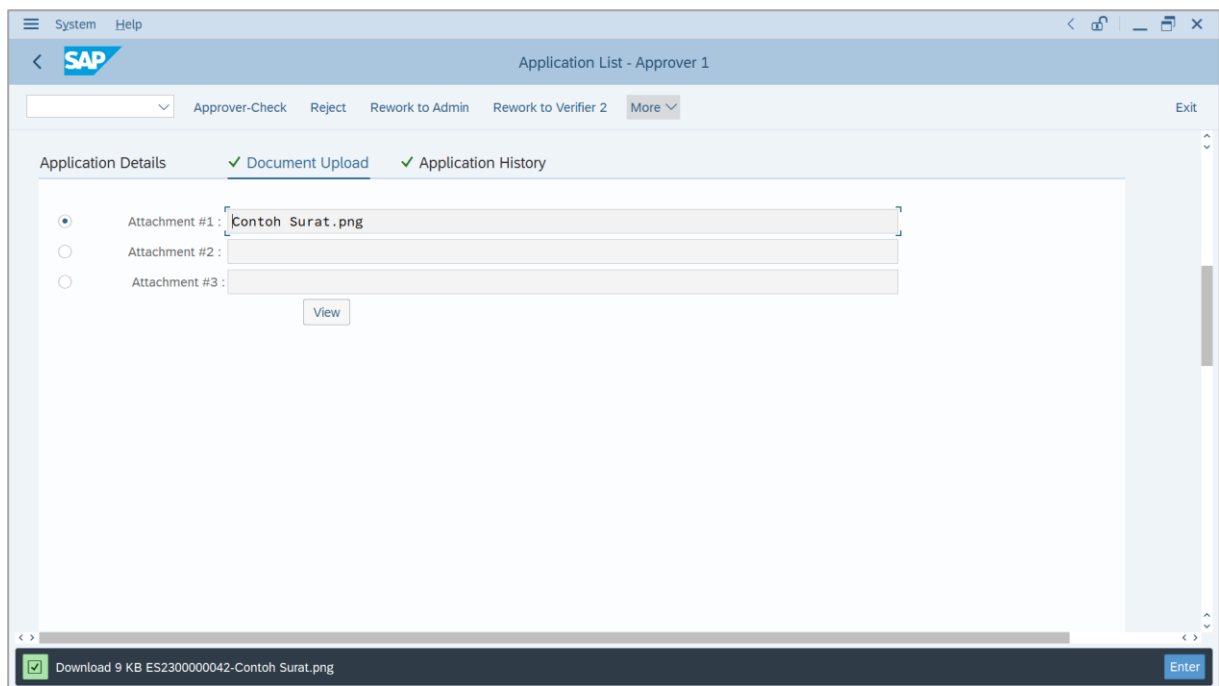


Note: The **SAP GUI Security** message will be displayed.

16. Click on **Allow** button.

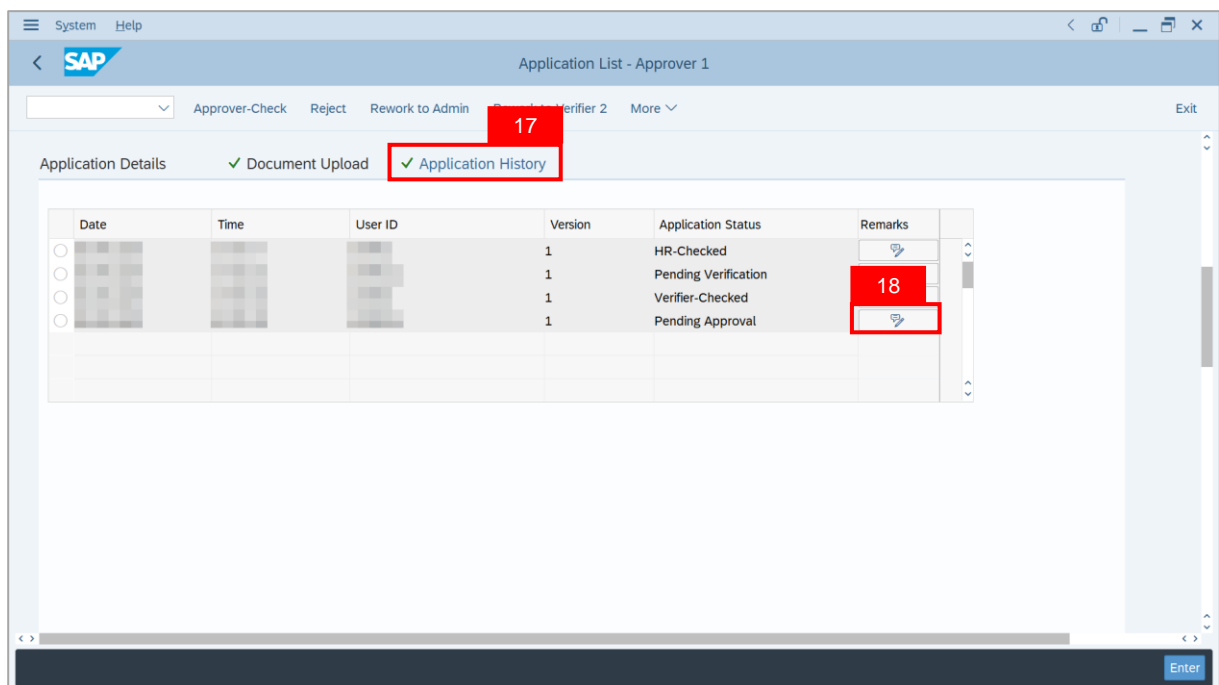


Note: The **File Attachment** has successfully been downloaded.

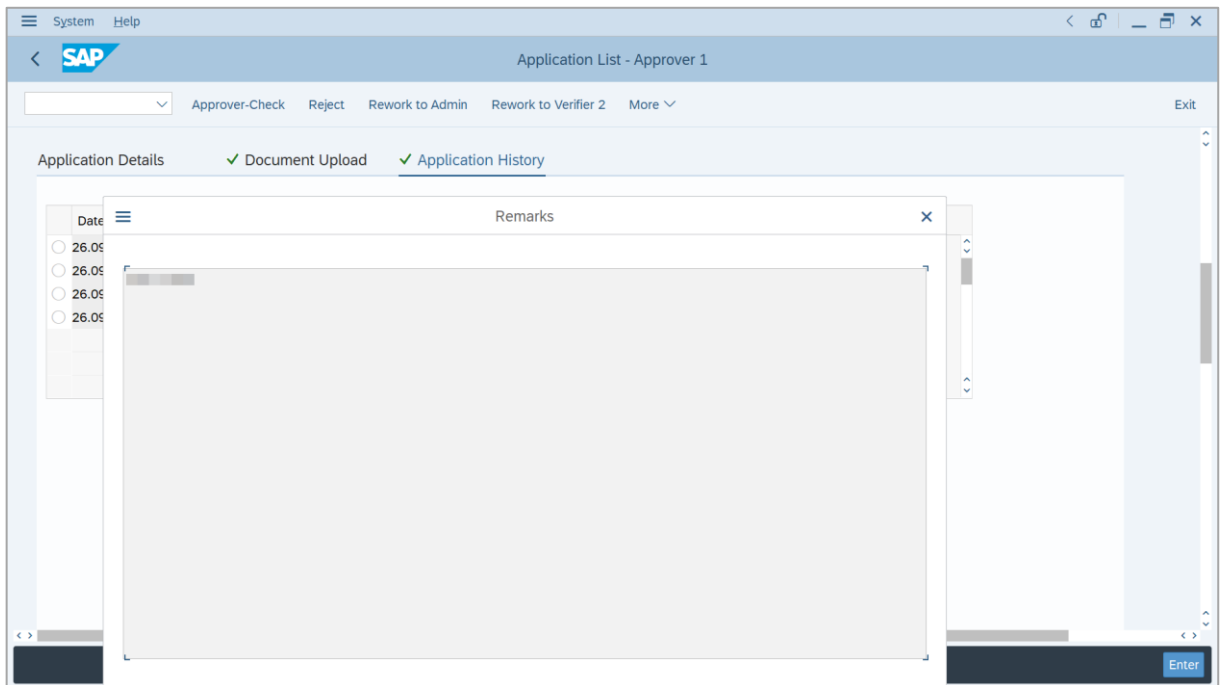


17. Navigate to **Application History** tab.

18. Click on **Remarks** button.



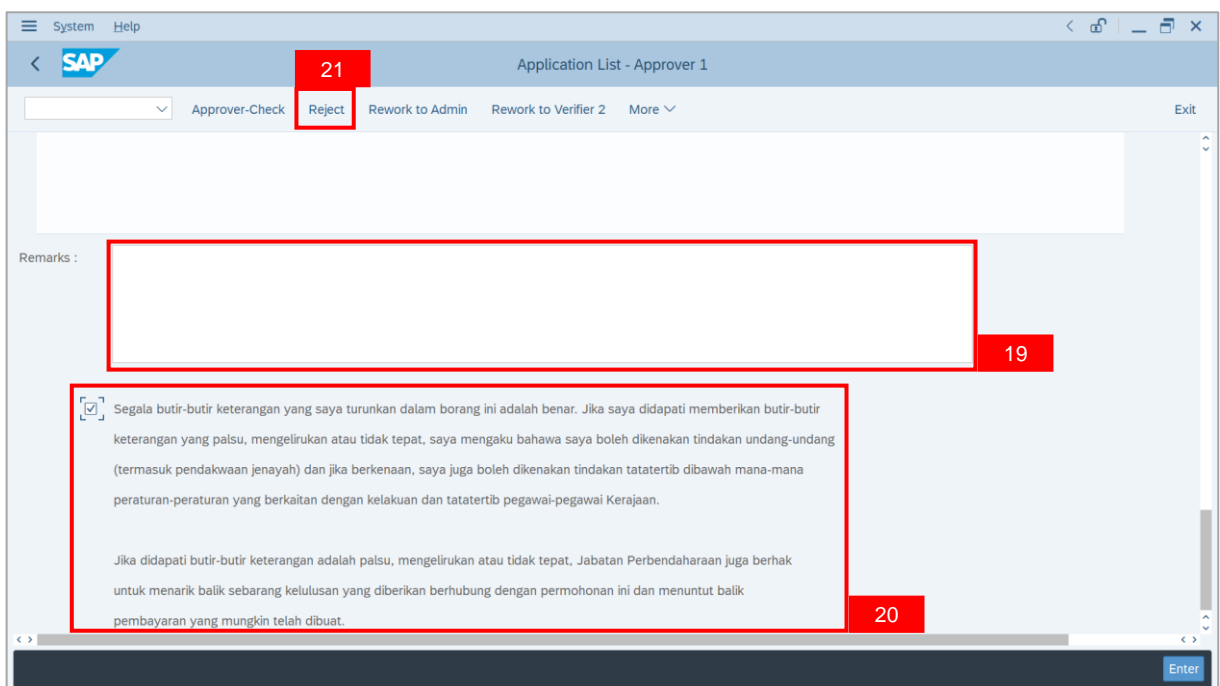
Note: The **Remarks** page will be displayed.



19. Enter the **Remarks** for why the application is rejected.

20. Tick on **Declaration** checkbox.

21. Click on **Reject** button.



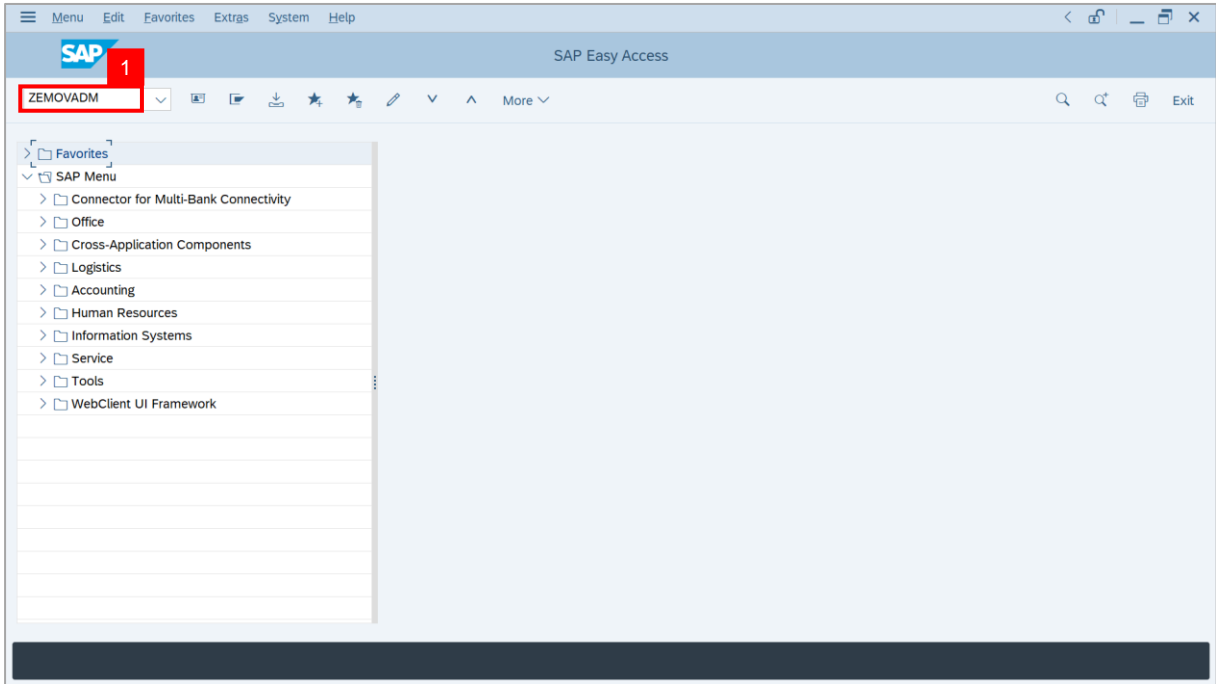
APPROVE APPLICATION

Backend User

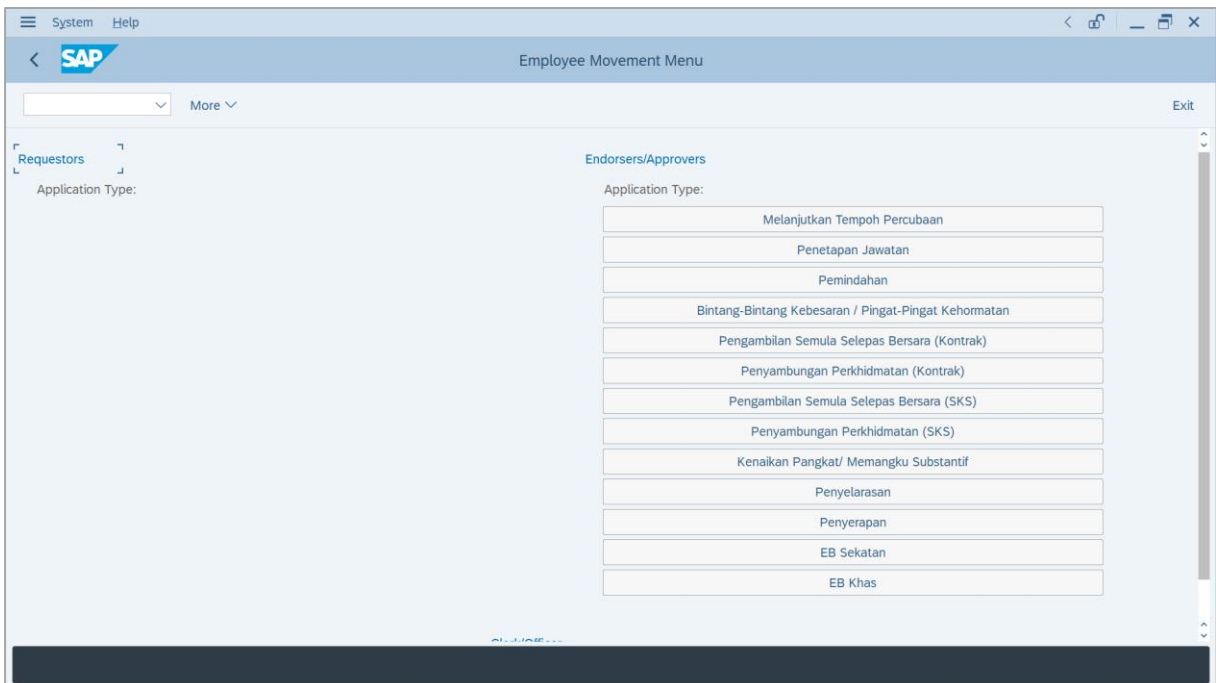
JPA Approver 2

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

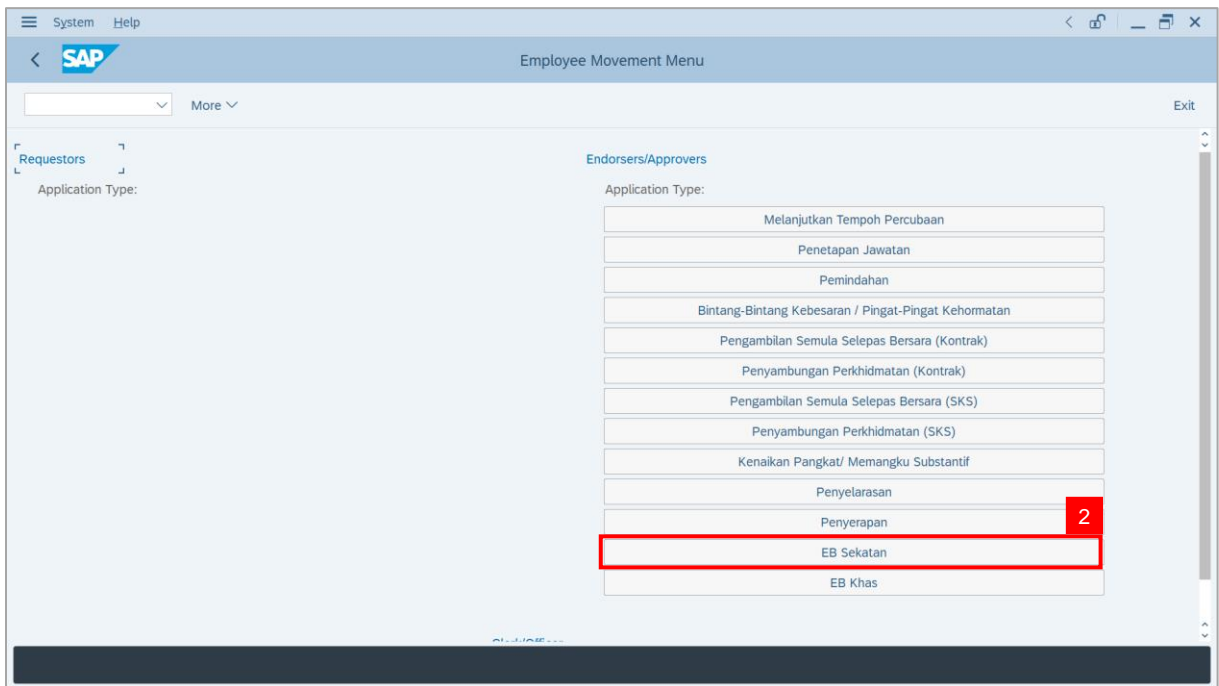
1. Enter **ZEMOVADM** in the search bar.



Note: Employee Movement Menu page will be displayed.



2. Under **Endorsers/Approvers**, click on **EB Sekatan**.

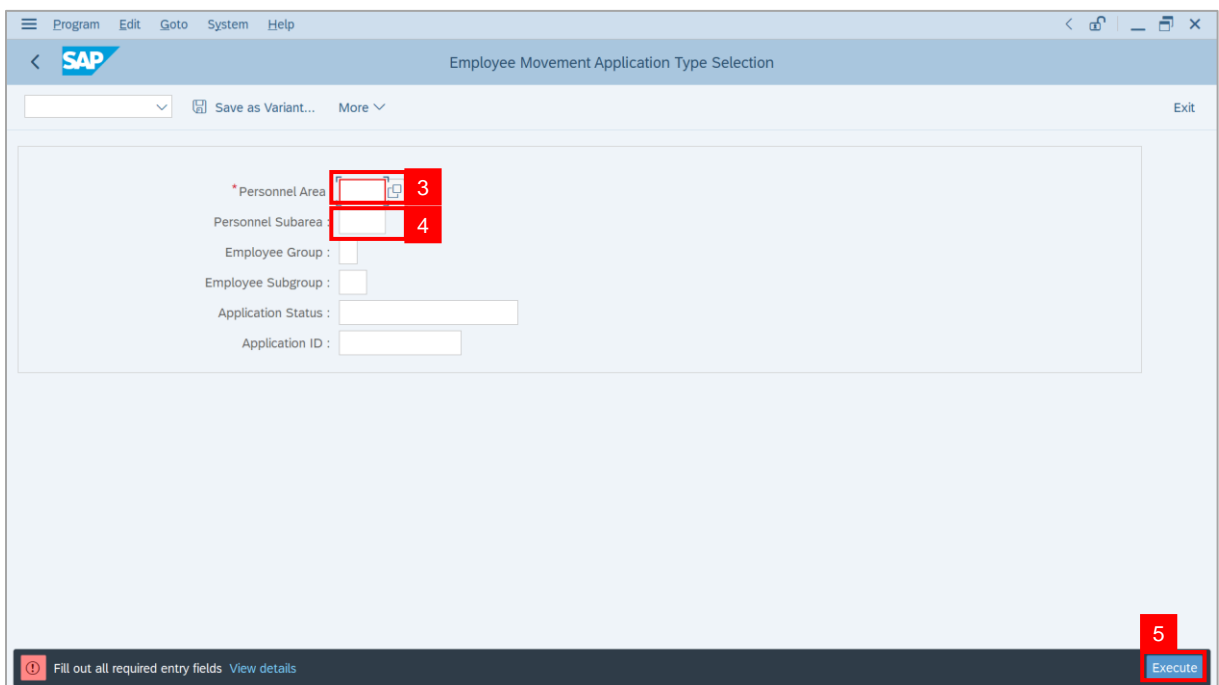


Note: The Employee Movement Application Type Selection page will be displayed.

3. Enter **Personnel Area**.

4. Enter **Personnel Subarea** (Optional).

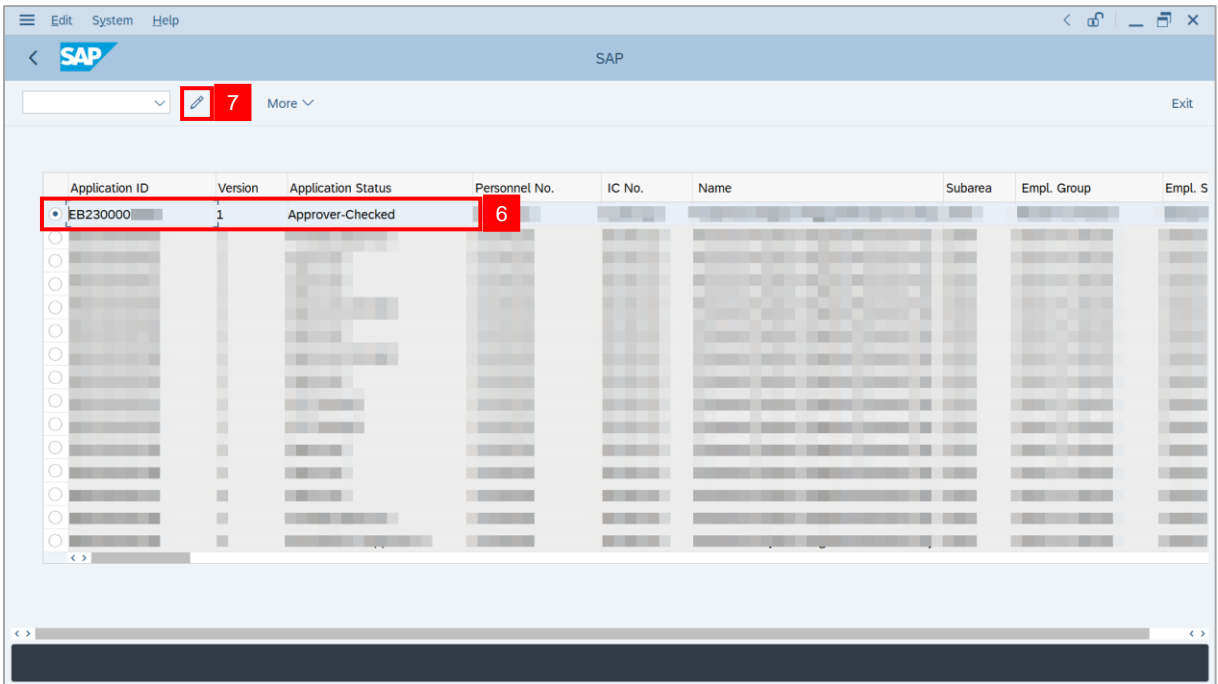
5. Click on **Execute** button.



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

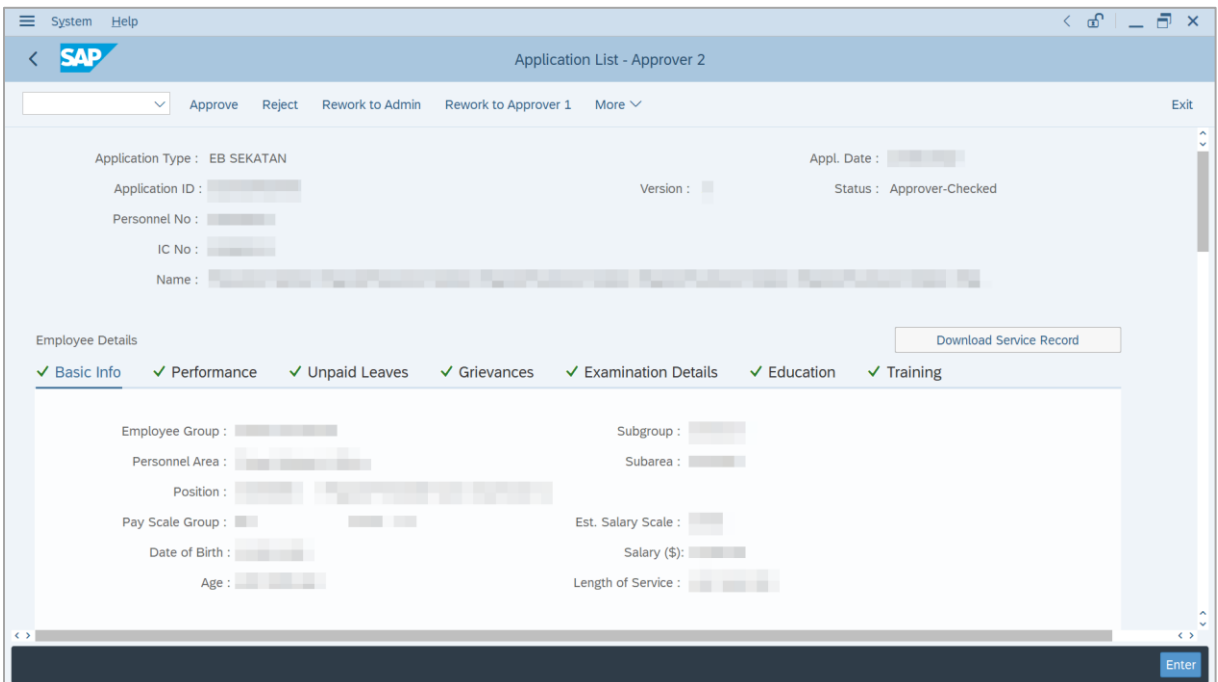
6. Select an employee with **Application Status – ‘Approver-Checked’** and click on **Radio** button.

7. Click on **Change** icon.



The screenshot shows the SAP 'Application List - Approver 1' interface. At the top, there is a search bar with a dropdown menu and a 'More' button. Below this is a table with columns: Application ID, Version, Application Status, Personnel No., IC No., Name, Subarea, Empl. Group, and Empl. S. The first row is highlighted with a red box, showing 'EB230000' in the Application ID column, '1' in the Version column, 'Approver-Checked' in the Application Status column, and a red box with the number '6' over the Personnel No. column. To the left of the table, there is a vertical list of radio buttons, with the first one selected. At the top of the table, there is a 'Change' icon (a pencil) and a red box with the number '7' over it.

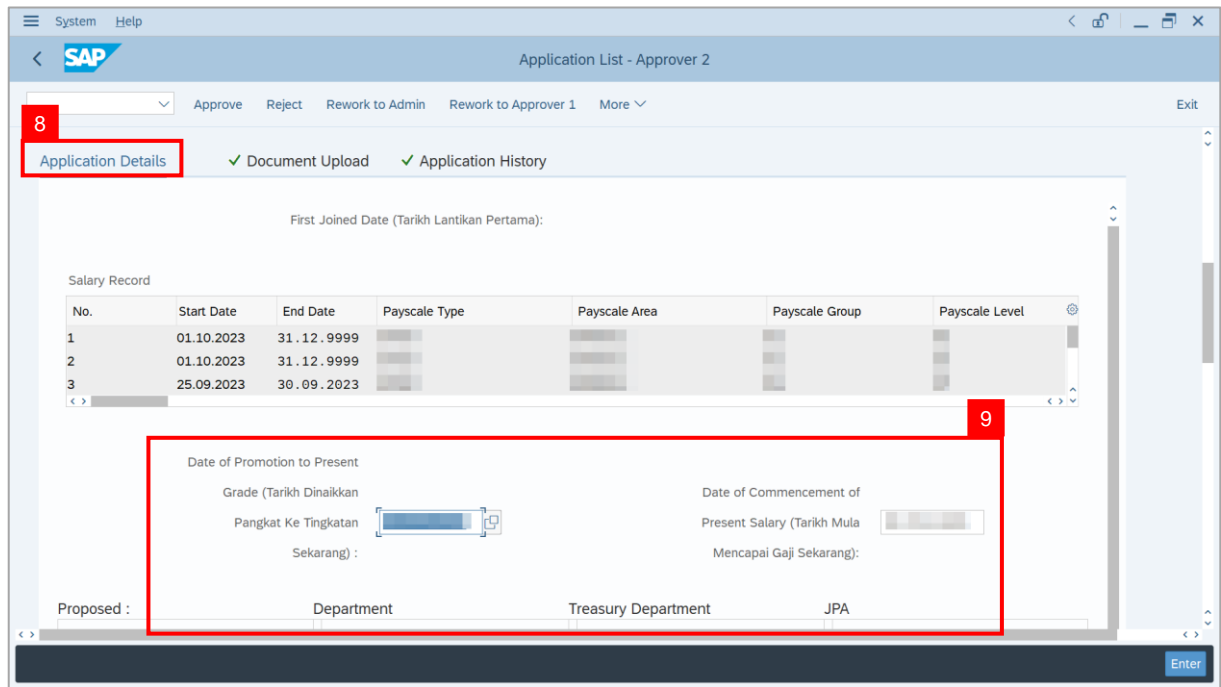
Note: The **Application List – Approver 2** page will be displayed.



The screenshot shows the SAP 'Application List - Approver 2' interface. At the top, there is a search bar and a 'More' button. Below this are several buttons: 'Approve', 'Reject', 'Rework to Admin', 'Rework to Approver 1', and 'More'. The main area displays application details for 'EB SEKATAN'. Fields include: Application Type: EB SEKATAN, Appl. Date: [redacted], Application ID: [redacted], Version: [redacted], Status: Approver-Checked, Personnel No.: [redacted], IC No.: [redacted], and Name: [redacted]. Below this is the 'Employee Details' section, which includes a 'Download Service Record' button and several tabs: 'Basic Info', 'Performance', 'Unpaid Leaves', 'Grievances', 'Examination Details', 'Education', and 'Training'. The 'Basic Info' tab is selected, showing fields for: Employee Group, Subgroup, Personnel Area, Subarea, Position, Pay Scale Group, Est. Salary Scale, Date of Birth, Salary (\$), Age, and Length of Service. At the bottom right, there is an 'Enter' button.

8. Navigate to **Application Details** tab.

9. Review and amend the following details, if required.



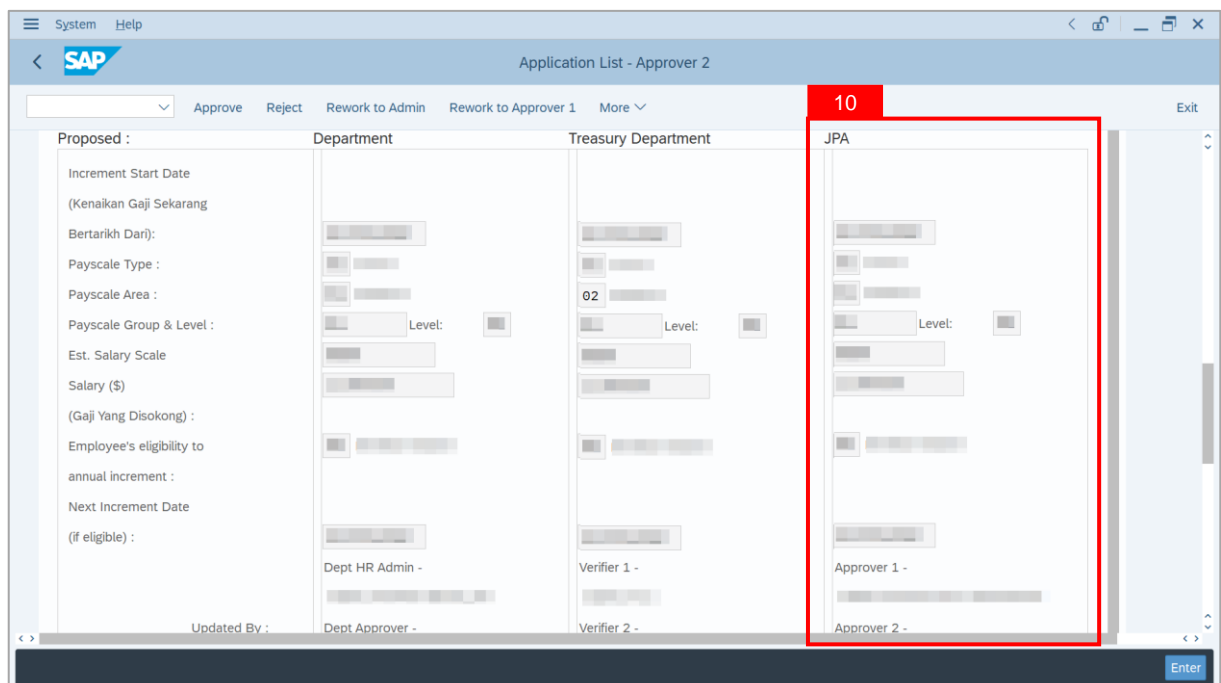
The screenshot shows the SAP 'Application List - Approver 2' interface. The 'Application Details' tab is selected and highlighted with a red box labeled '8'. Below the tab, there are options for 'Document Upload' and 'Application History'. A section titled 'First Joined Date (Tarikh Lantikan Pertama):' is visible. Below that is a 'Salary Record' table with the following data:

| No. | 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 | | | | |

Below the table, a section titled 'Date of Promotion to Present' is highlighted with a red box labeled '9'. It contains fields for 'Grade (Tarikh Dinaikkan)', 'Pangkat Ke Tingkatan', 'Sekarang', 'Date of Commencement of Present Salary (Tarikh Mula)', and 'Mencapai Gaji Sekarang'. At the bottom, the 'Proposed' section shows 'Department: Treasury Department' and 'JPA'.

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

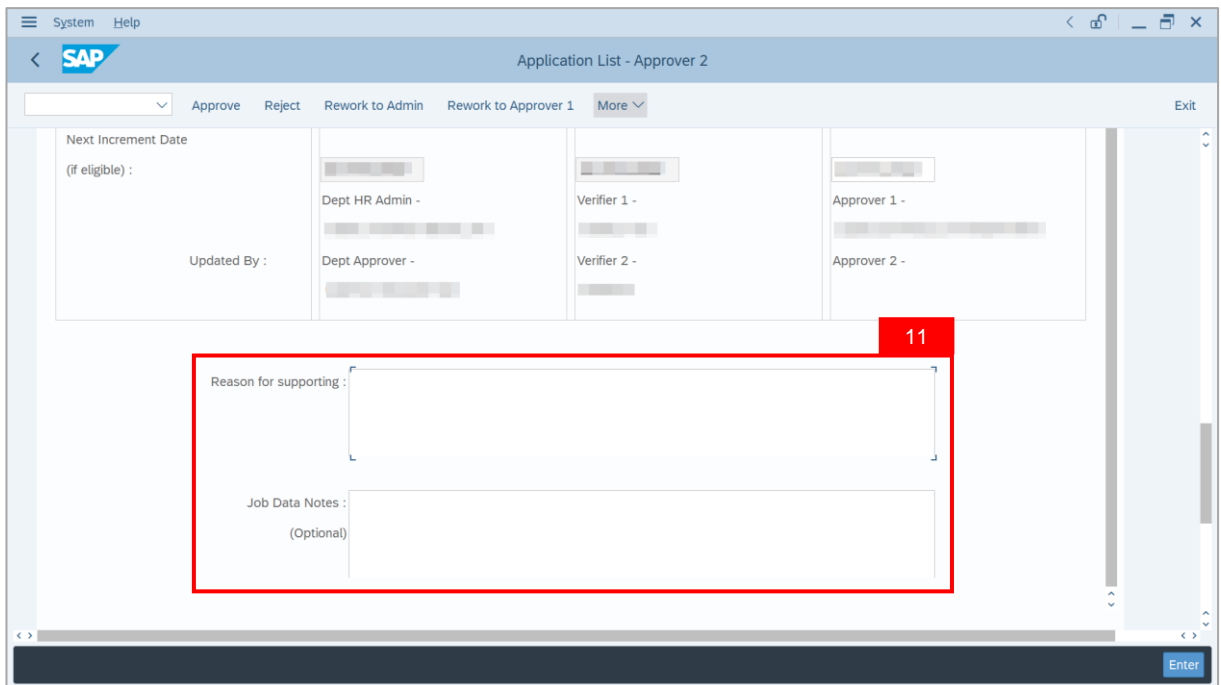
Note: The detail populated here is checked by **JPA Approver 1**.



The screenshot shows the 'Proposed' section of the SAP 'Application List - Approver 2' interface. The 'JPA' column is highlighted with a red box labeled '10'. The 'Proposed' section is divided into three columns: 'Department', 'Treasury Department', and 'JPA'. The 'JPA' column contains the following details:

- 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 (if eligible) :
- Dept HR Admin -
- Verifier 1 -
- Verifier 2 -
- Updated By : Dept Approver -
- Verifier 1 -
- Verifier 2 -
- Approver 1 -
- Approver 2 -

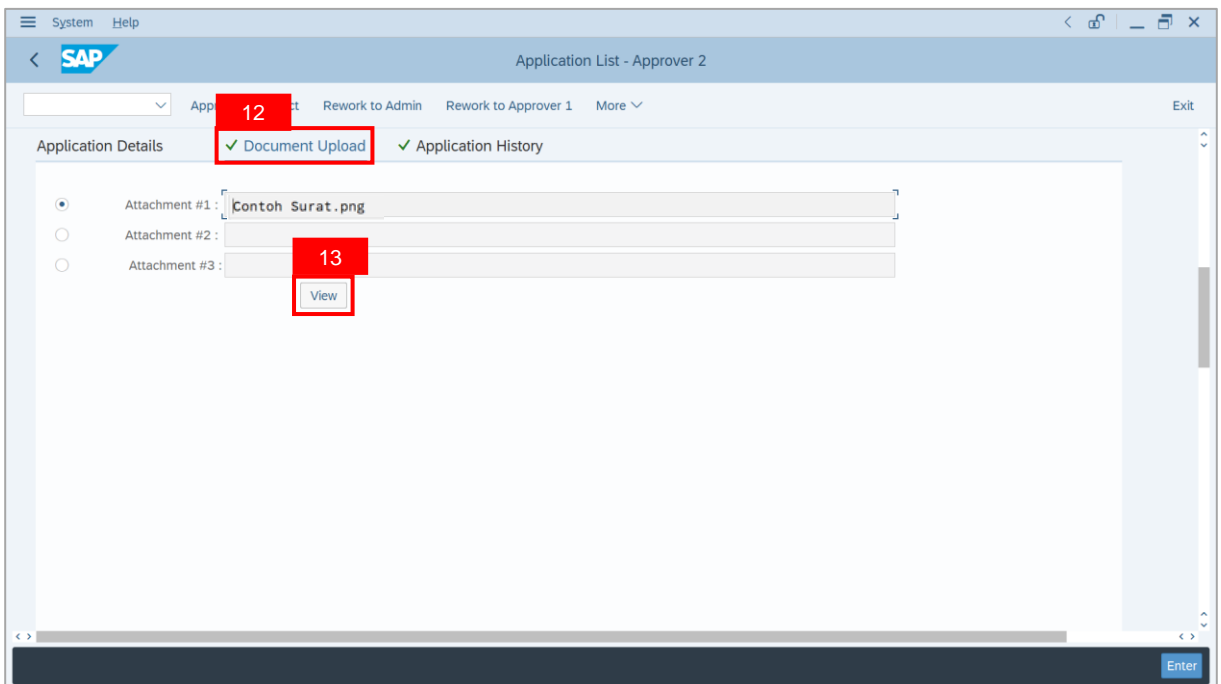
11. Review Reason for supporting and Job Data Notes.



The screenshot shows the SAP 'Application List - Approver 2' interface. At the top, there are navigation buttons: 'Approve', 'Reject', 'Rework to Admin', 'Rework to Approver 1', and 'More'. Below these are fields for 'Next Increment Date (if eligible)', 'Updated By', 'Dept HR Admin', 'Verifier 1', 'Approver 1', 'Dept Approver', 'Verifier 2', and 'Approver 2'. A red box highlights the 'Reason for supporting' and 'Job Data Notes (Optional)' fields, with a red '11' label next to it. An 'Enter' button is visible at the bottom right.

12. Navigate to Document Upload tab.

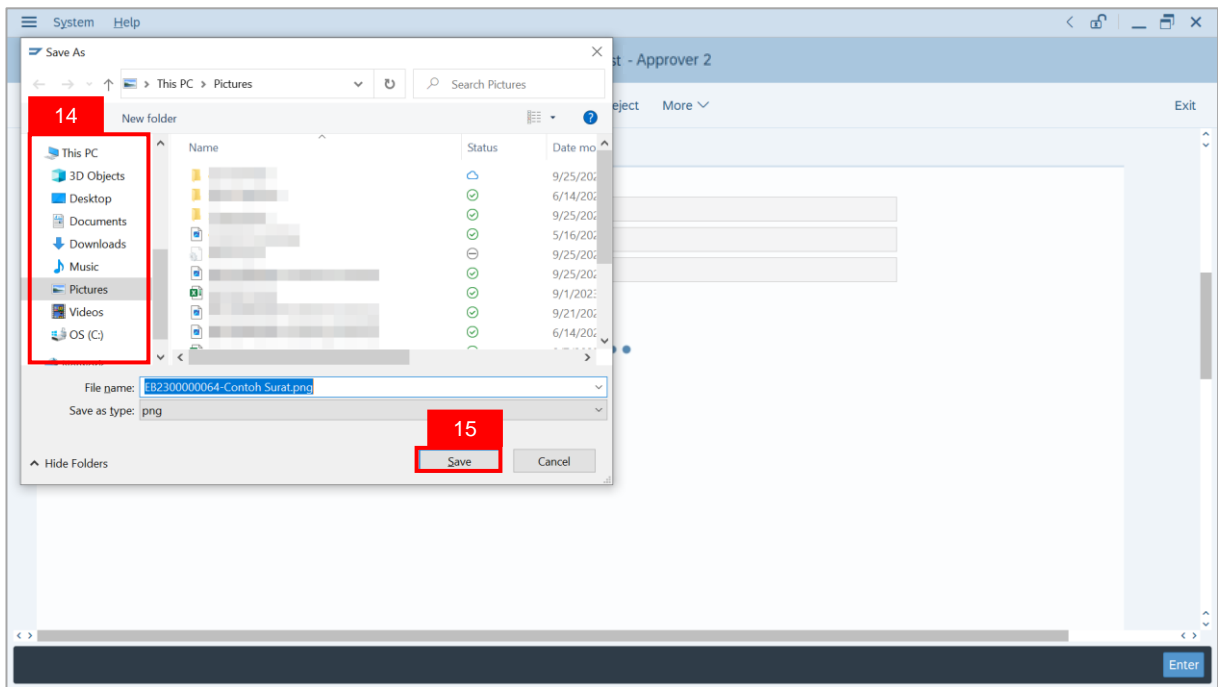
13. Select Attachment and click on View button to download.



The screenshot shows the same SAP 'Application List - Approver 2' interface. The 'Document Upload' tab is selected and highlighted with a red box and labeled '12'. Below the tab, there are three attachment entries: 'Attachment #1: Contoh Surat.png', 'Attachment #2:', and 'Attachment #3:'. A red box highlights the 'View' button under the first attachment, labeled '13'. An 'Enter' button is visible at the bottom right.

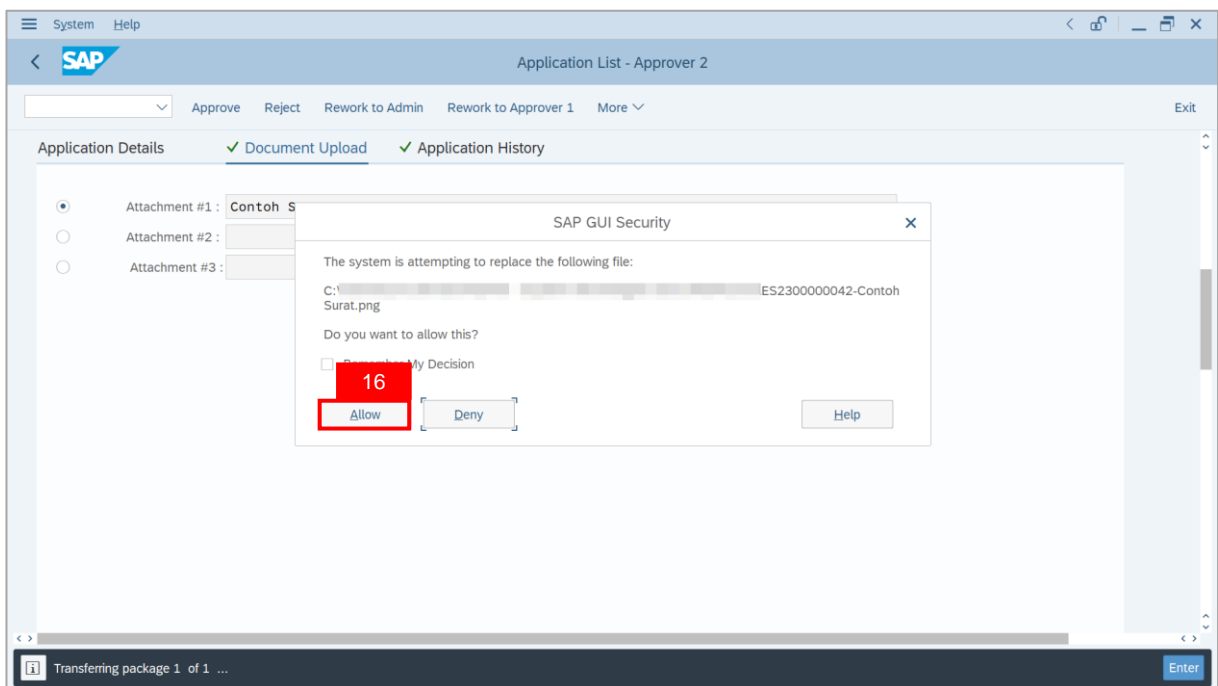
14. Select **File Location**.

15. Click on **Save** button.

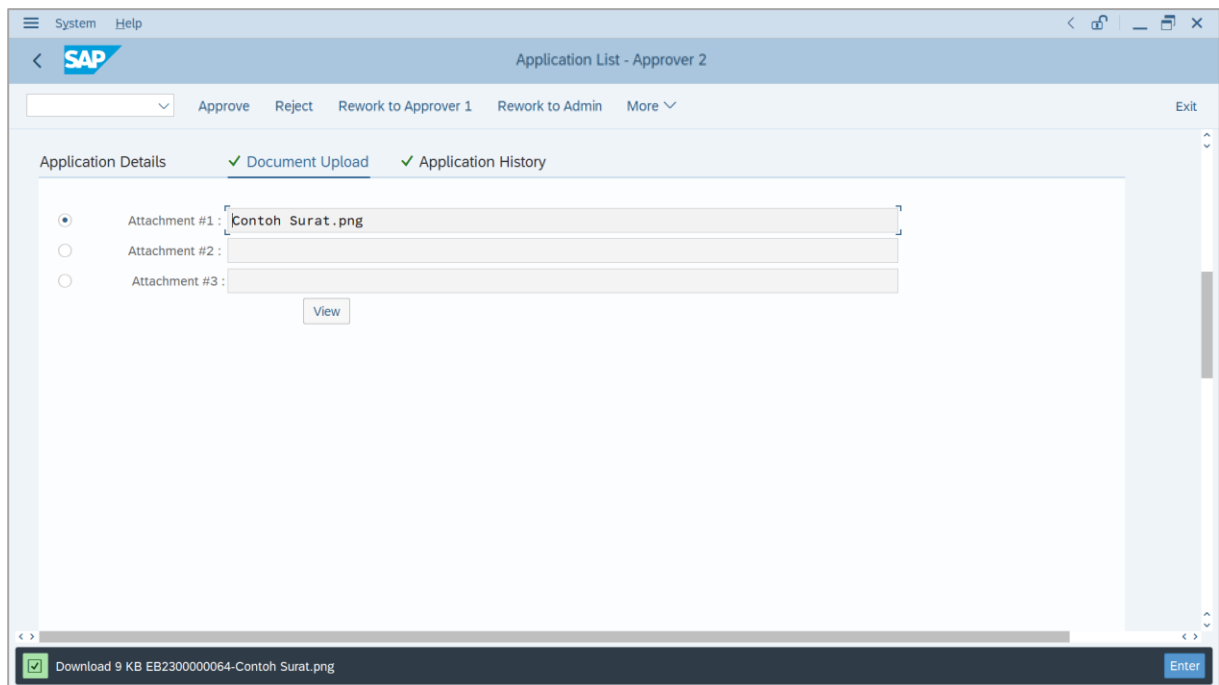


Note: The **SAP GUI Security** message will be displayed.

16. Click on **Allow** button.

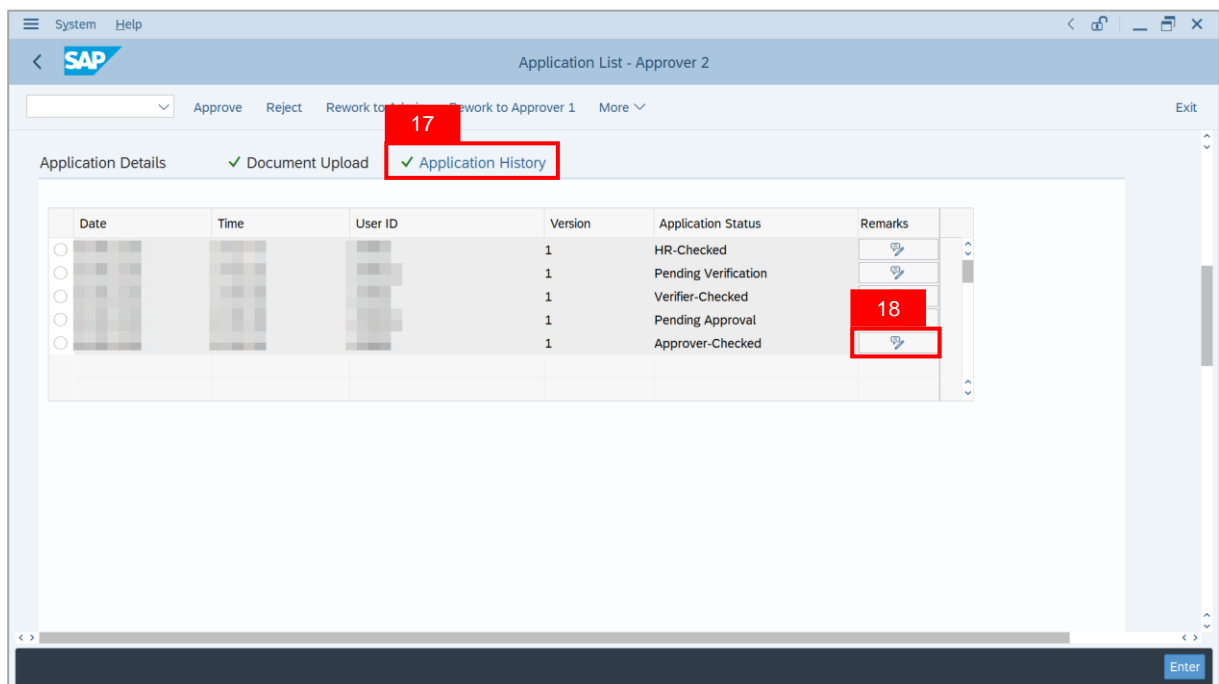


Note: The **File Attachment** has successfully been downloaded.

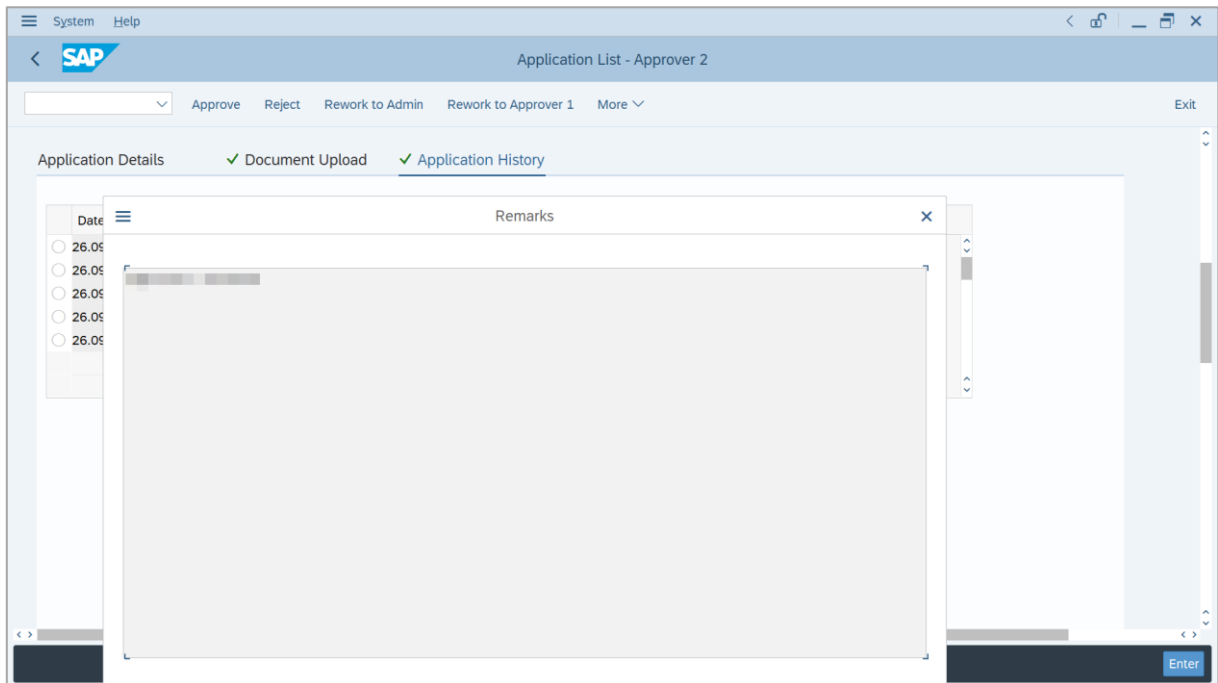


17. Navigate to **Application History** tab.

18. Click on **Remarks** button.



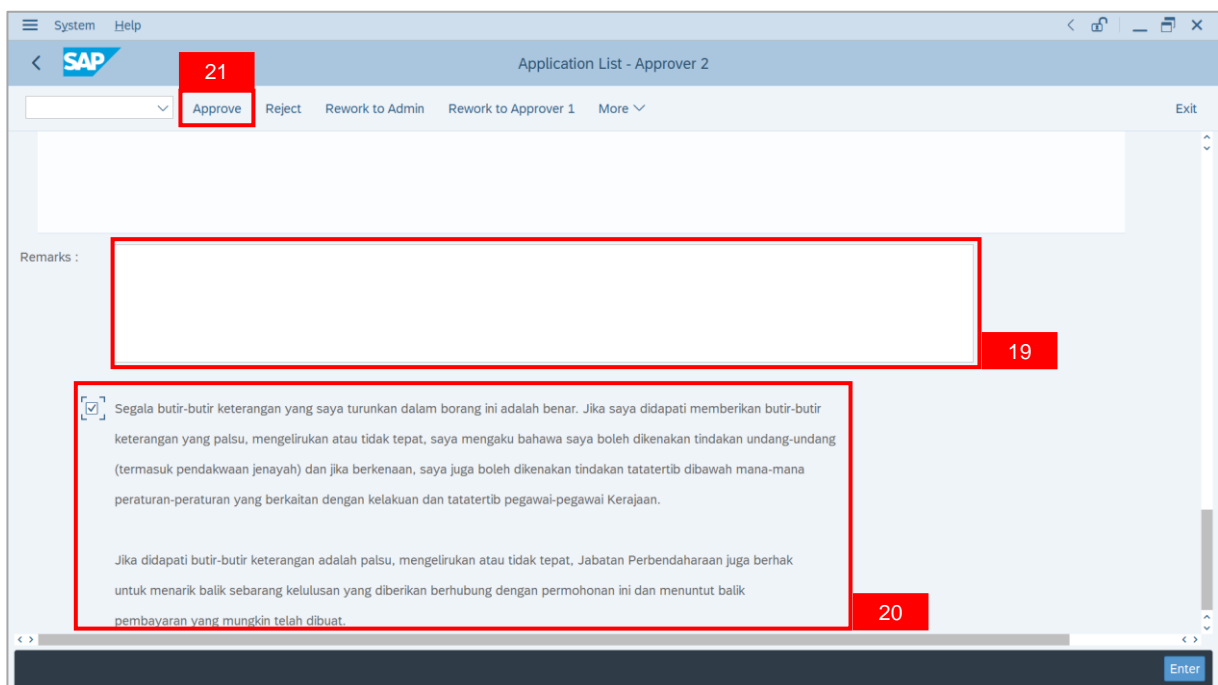
Note: The **Remarks** page will be displayed.



19. Enter the **Remarks** for employee's application.

20. Tick on **Declaration** checkbox.

21. Click on **Approve** button.



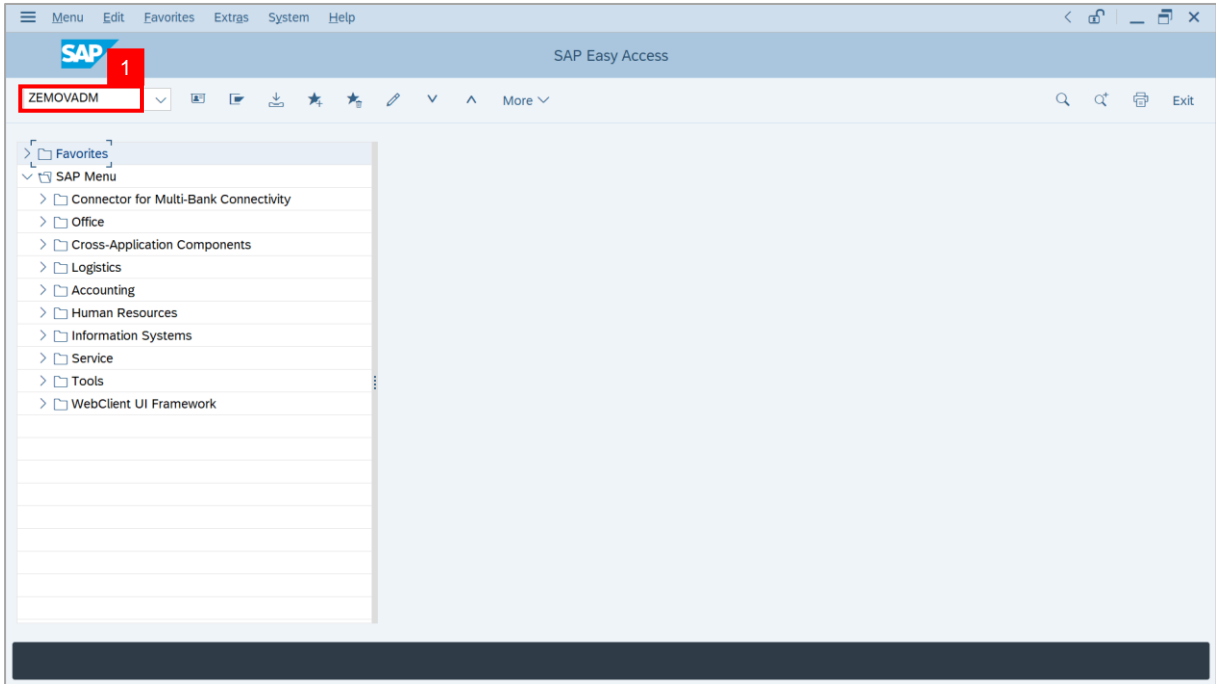
**REWORK APPLICATION
TO JPA APPROVER 1**

Backend User

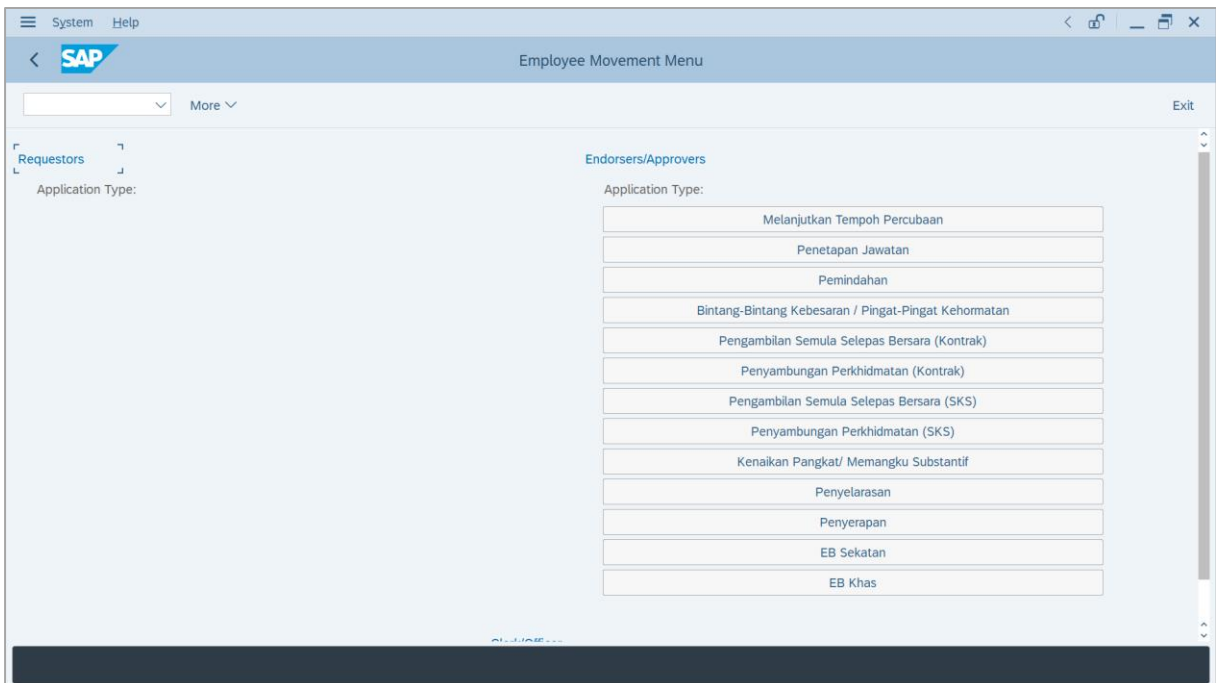
JPA Approver 2

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

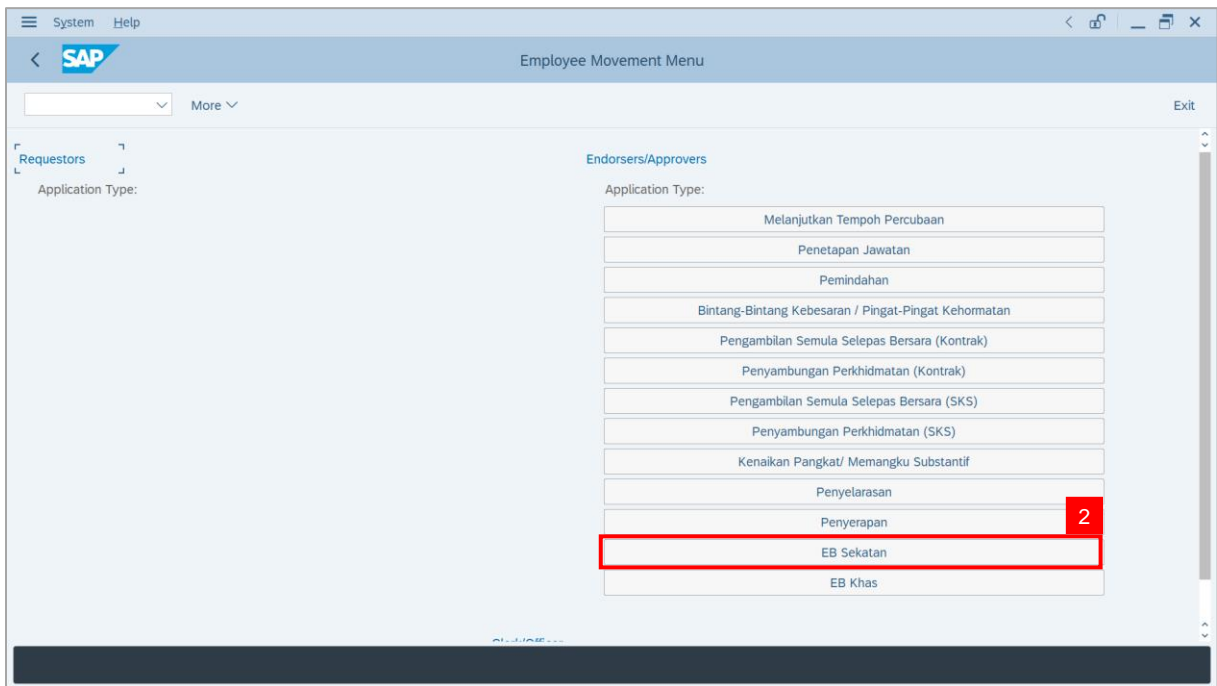
1. Enter **ZEMOVADM** in the search bar.



Note: Employee Movement Menu page will be displayed.



2. Under **Endorsers/Approvers**, click on **EB Sekatan**.

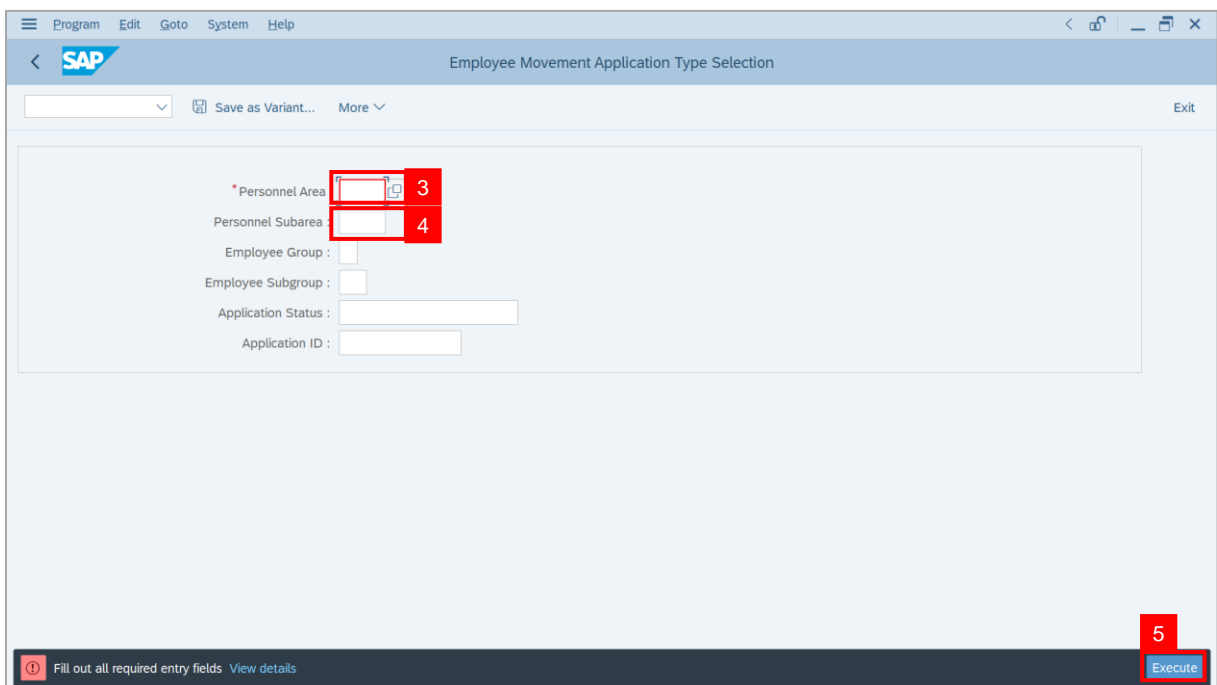


Note: The Employee Movement Application Type Selection page will be displayed.

3. Enter **Personnel Area**.

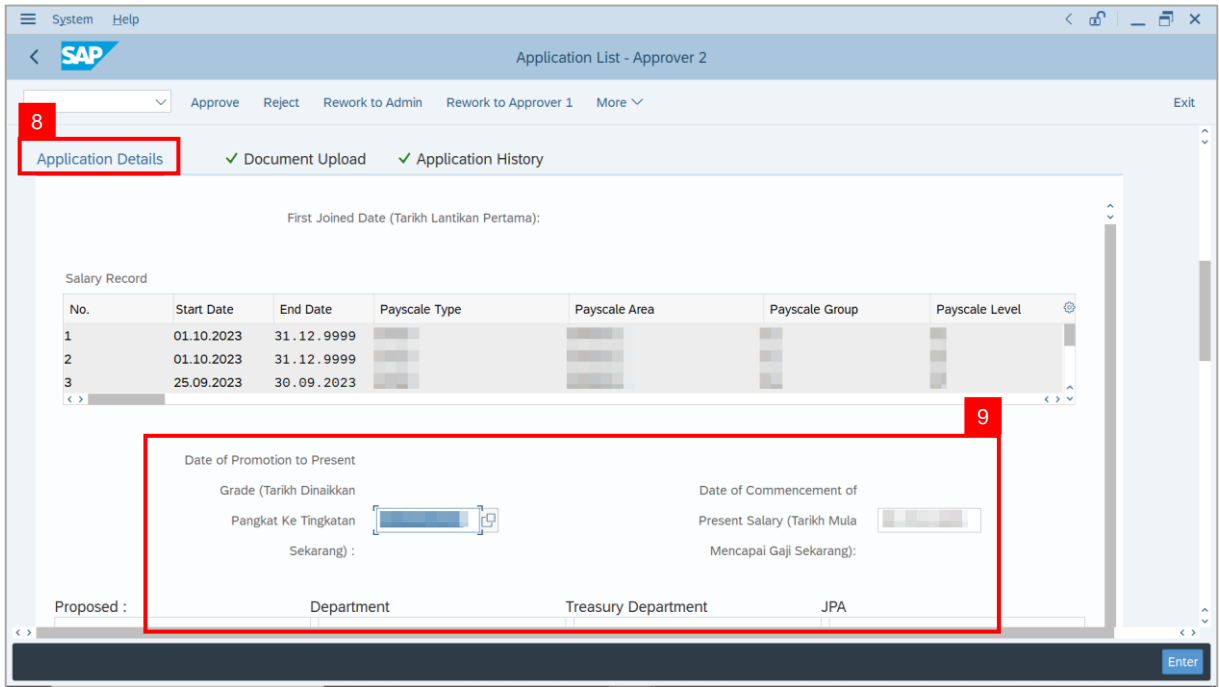
4. Enter **Personnel Subarea** (Optional).

5. Click on **Execute** button.



8. Navigate to **Application Details** tab.

9. Review and amend the following details, if required.



Application List - Approver 2

Application Details

First Joined Date (Tarikh Lantikan Pertama):

Salary Record

| No. | 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 | | | | |

Date of Promotion to Present

Grade (Tarikh Dinaikkan) :

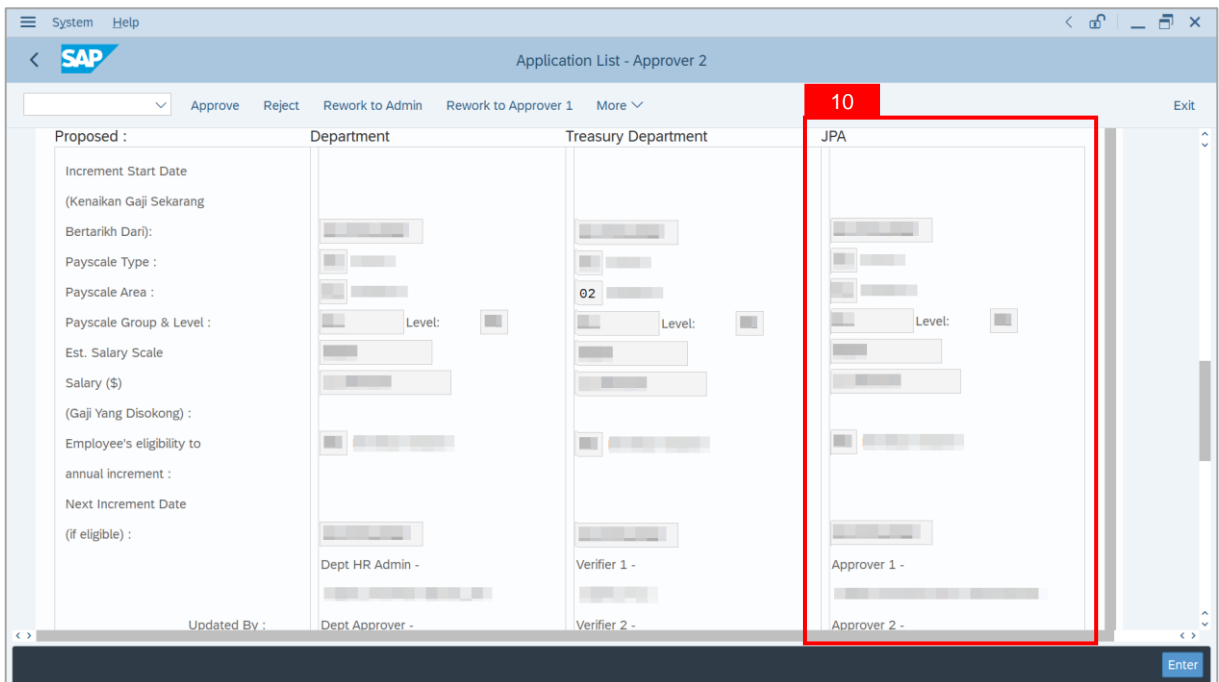
Pangkat Ke Tingkatan Sekarang :

Date of Commencement of Present Salary (Tarikh Mula Mencapai Gaji Sekarang) :

Proposed : Department Treasury Department JPA

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**.

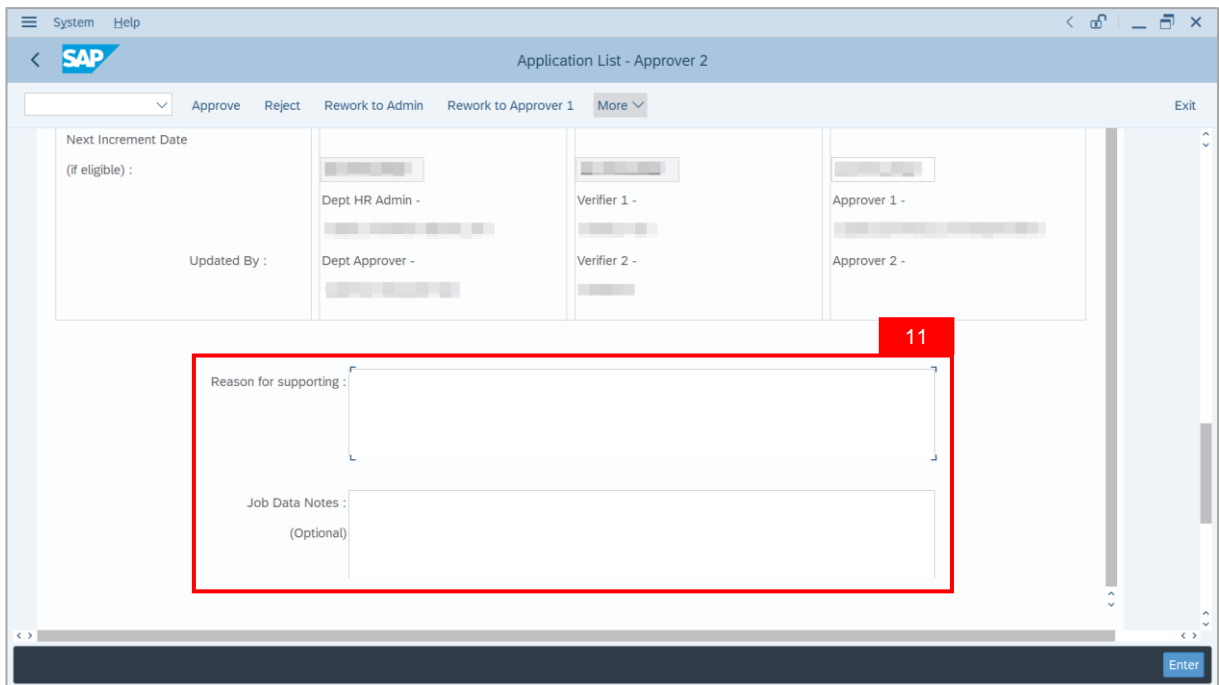


Application List - Approver 2

Proposed :

| | Department | Treasury Department | JPA |
|---|--|--|--|
| Increment Start Date (Kenaikan Gaji Sekarang) | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Bertarikh Dari: | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Payscale Type : | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Payscale Area : | <input type="text"/> | 02 | <input type="text"/> |
| Payscale Group & Level : | <input type="text"/> Level: <input type="text"/> | <input type="text"/> Level: <input type="text"/> | <input type="text"/> Level: <input type="text"/> |
| Est. Salary Scale | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Salary (\$) | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| (Gaji Yang Disokong) : | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Employee's eligibility to annual increment : | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Next Increment Date (if eligible) : | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Dept HR Admin - | <input type="text"/> | Verifier 1 - | Approver 1 - |
| Updated By : | Dept Approver - | Verifier 2 - | Approver 2 - |

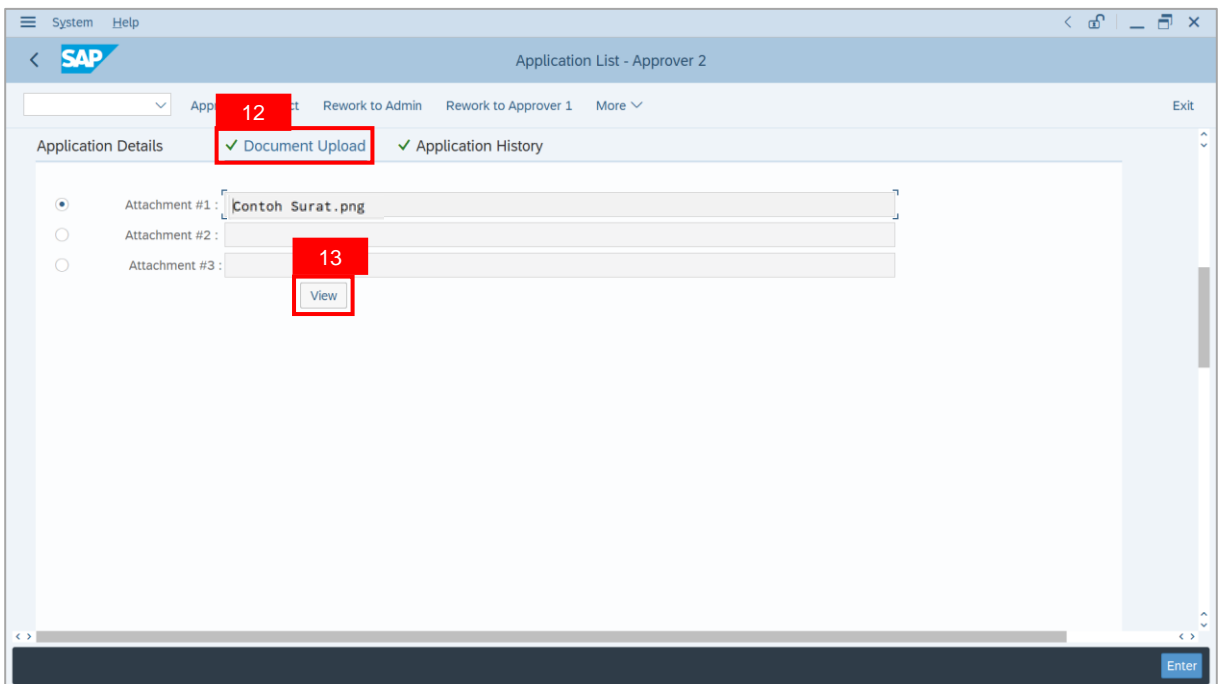
11. Review Reason for supporting and Job Data Notes.



The screenshot shows the SAP 'Application List - Approver 2' interface. At the top, there are navigation buttons: 'Approve', 'Reject', 'Rework to Admin', 'Rework to Approver 1', and 'More'. Below these are fields for 'Next Increment Date (if eligible)', 'Updated By', 'Dept HR Admin', 'Dept Approver', 'Verifier 1', 'Verifier 2', 'Approver 1', and 'Approver 2'. A red box highlights the 'Reason for supporting' and 'Job Data Notes (Optional)' fields, with a red '11' label next to it. An 'Enter' button is visible at the bottom right.

12. Navigate to Document Upload tab.

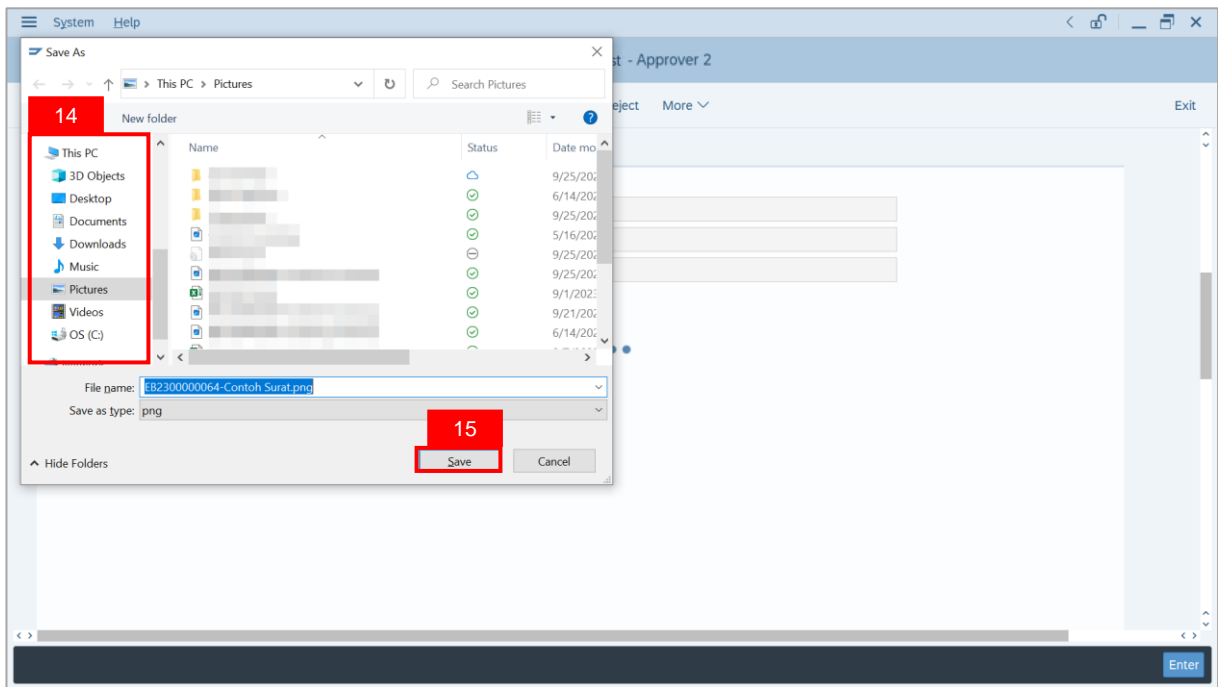
13. Select Attachment and click on View button to download.



The screenshot shows the same SAP 'Application List - Approver 2' interface. The 'Document Upload' tab is selected and highlighted with a red box and labeled '12'. Below the tabs, there are three attachment fields: 'Attachment #1' (containing 'Contoh Surat.png'), 'Attachment #2', and 'Attachment #3'. A red box highlights the 'View' button under the first attachment, with a red '13' label next to it. An 'Enter' button is visible at the bottom right.

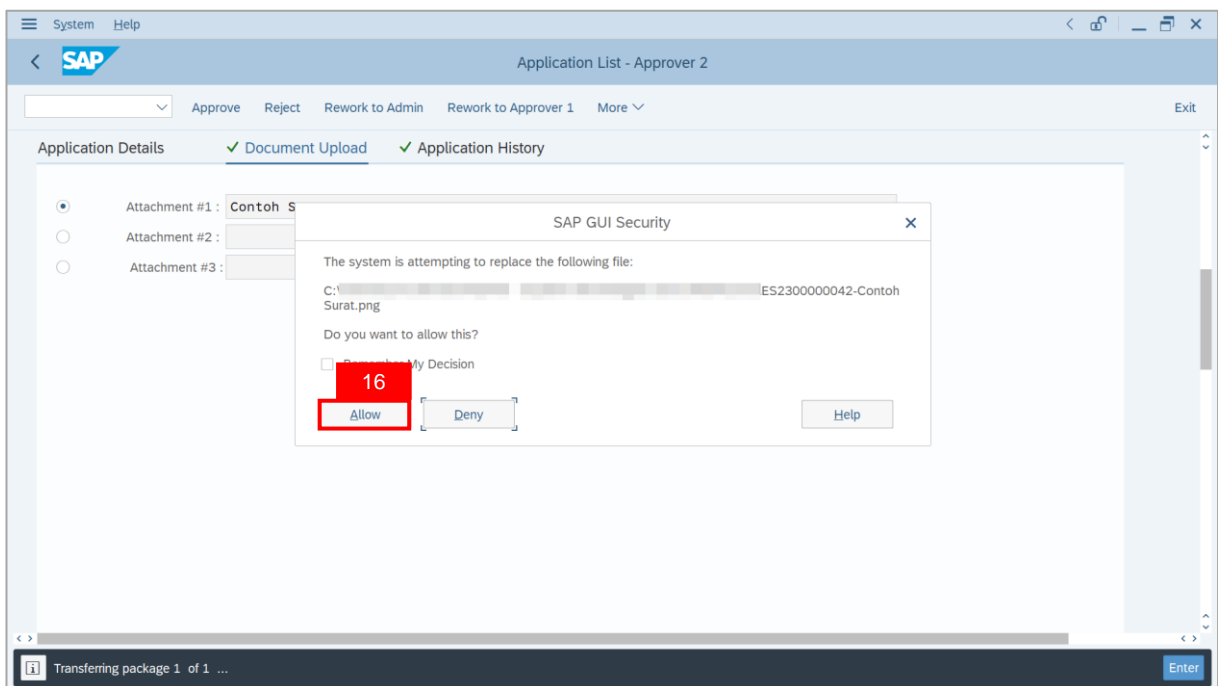
14. Select **File Location**.

15. Click on **Save** button.

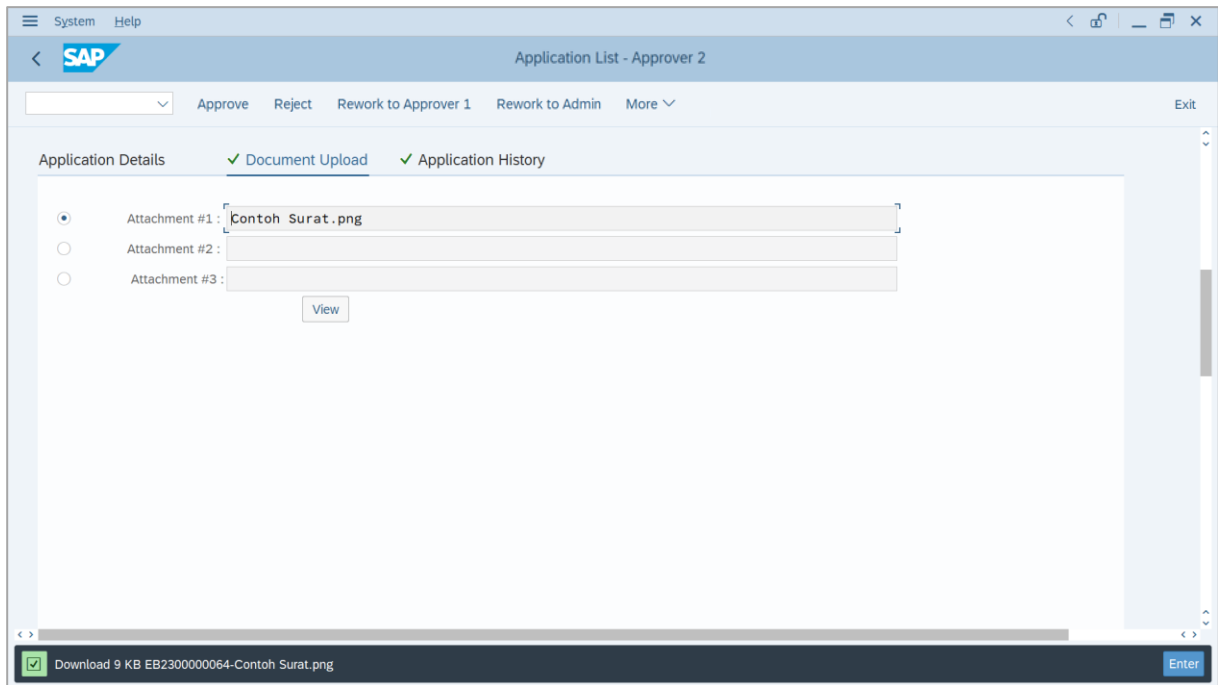


Note: The **SAP GUI Security** message will be displayed.

16. Click on **Allow** button.

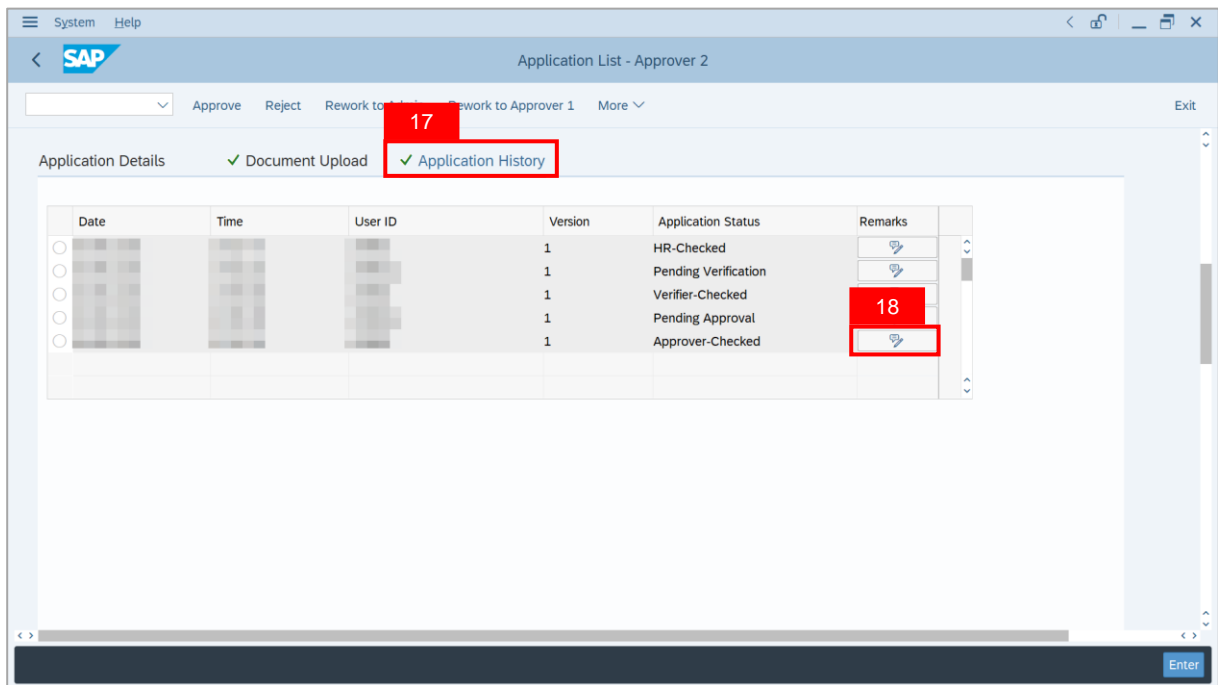


Note: The **File Attachment** has successfully been downloaded.

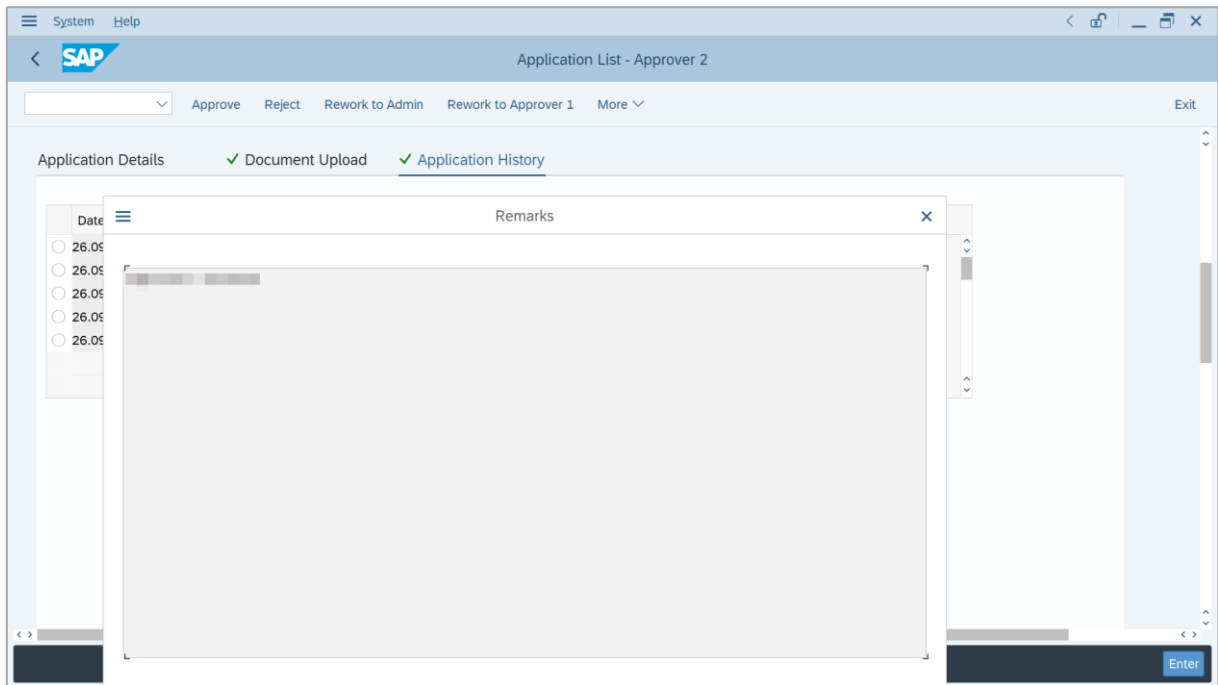


17. Navigate to **Application History** tab.

18. Click on **Remarks** button.



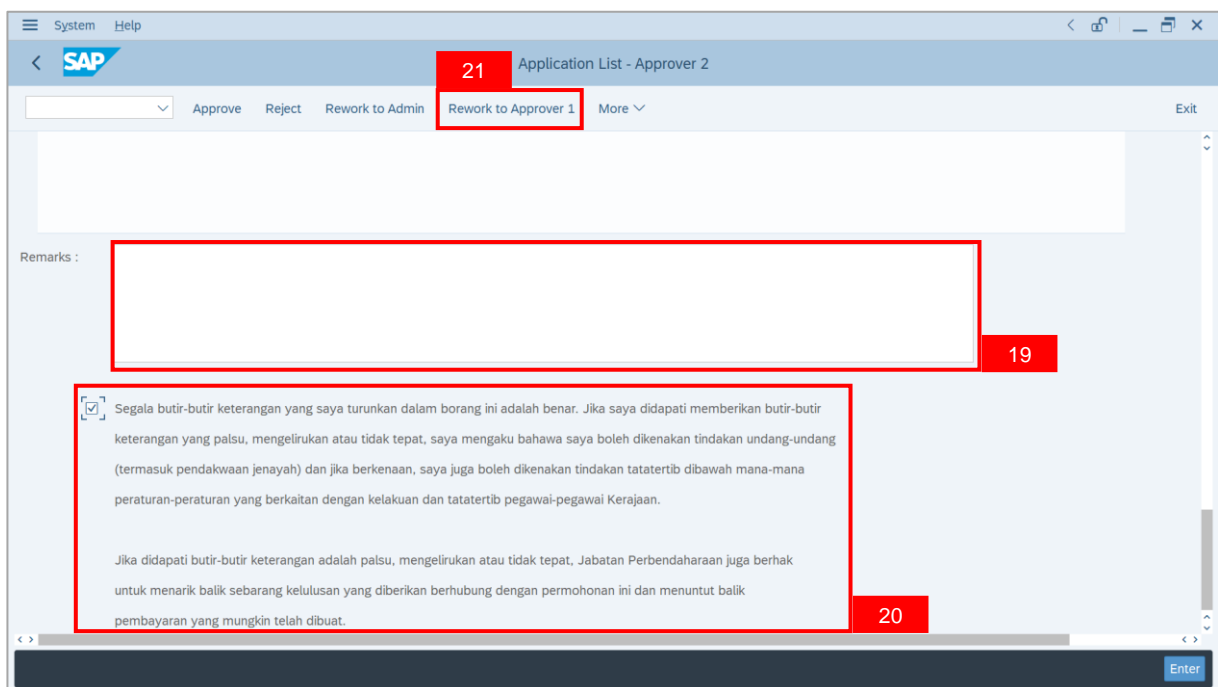
Note: The **Remarks** page will be displayed.



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.



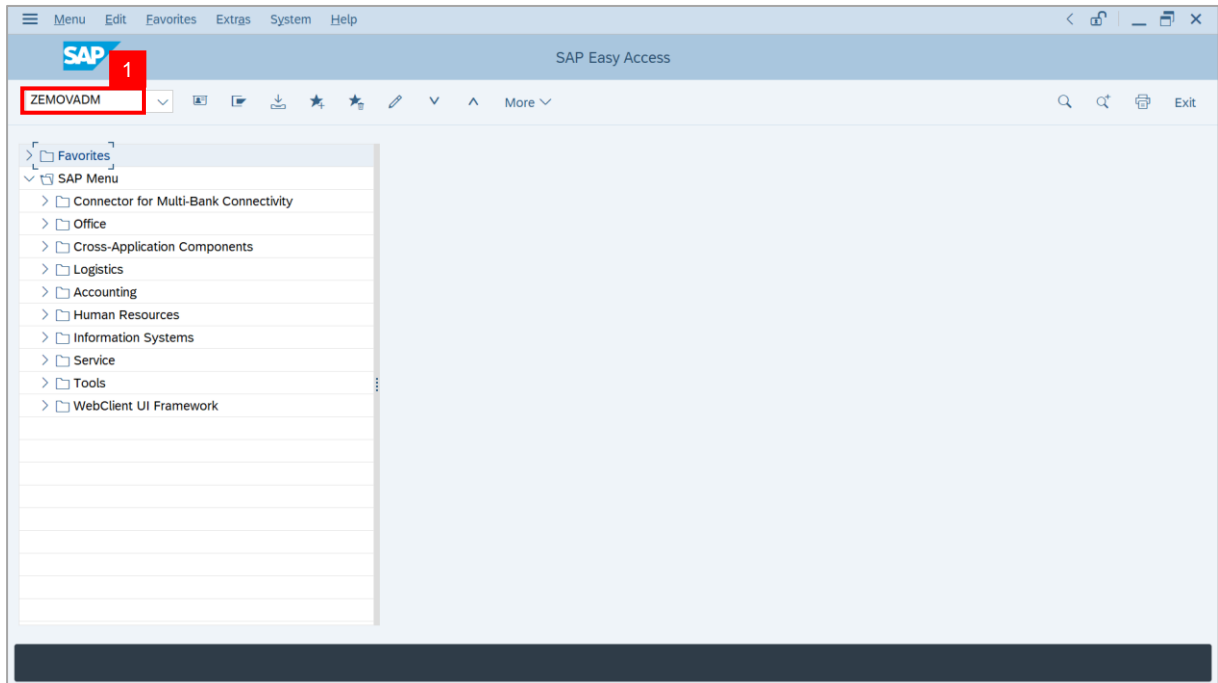
REJECT APPLICATION

Backend User

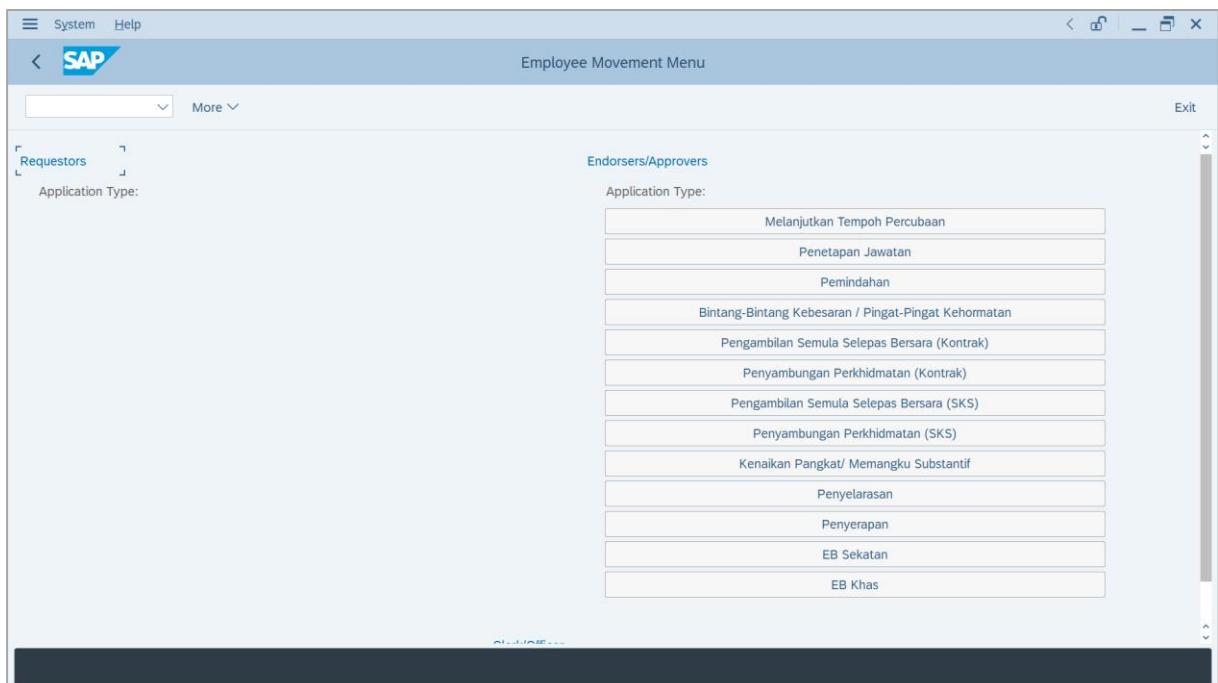
JPA Approver 2

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

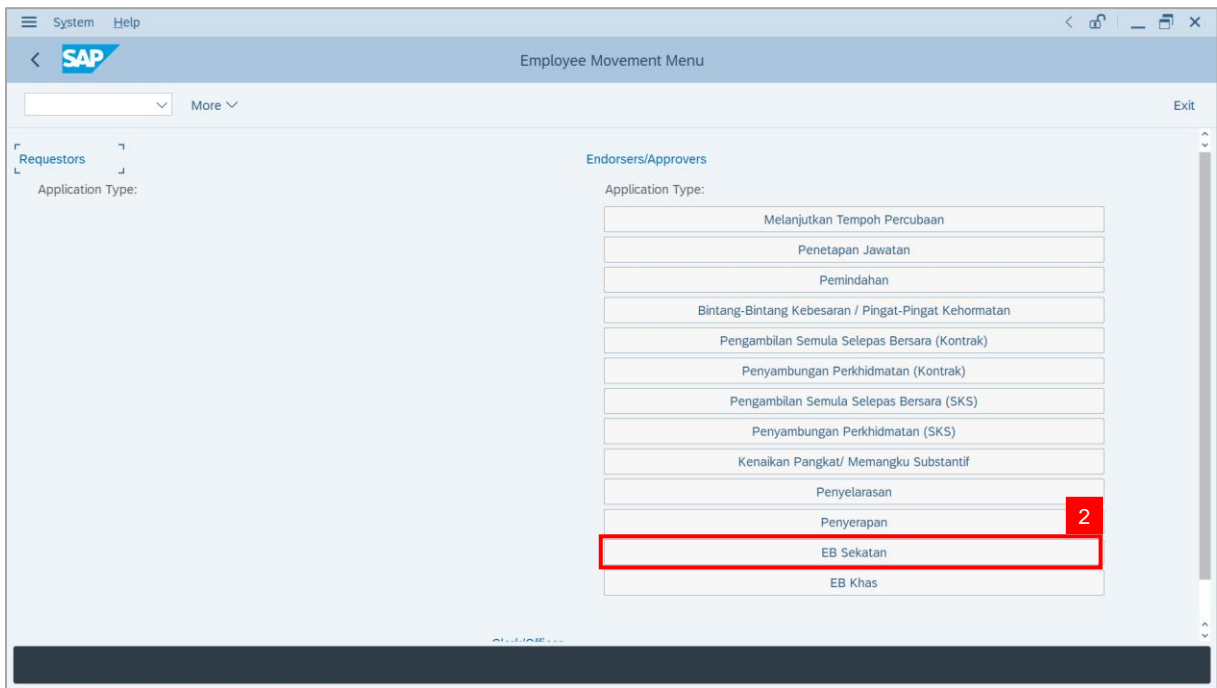
1. Enter **ZEMOVADM** in the search bar.



Note: Employee Movement Menu page will be displayed.



2. Under **Endorsers/Approvers**, click on **EB Sekatan**.

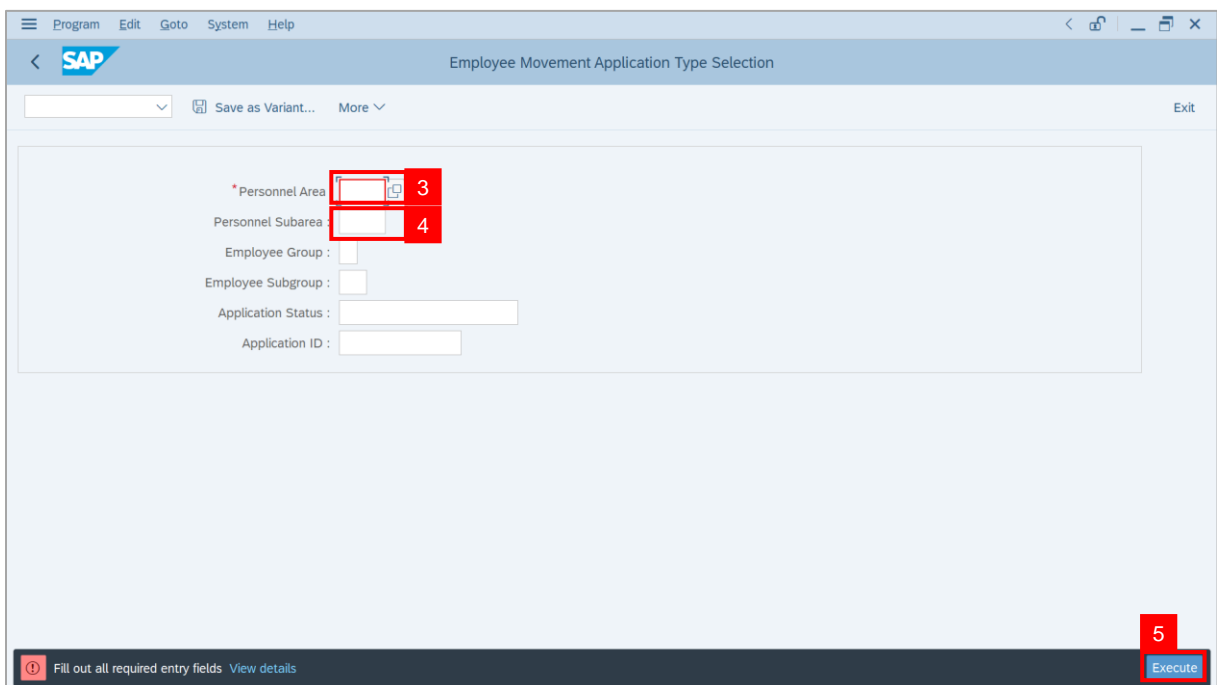


Note: The Employee Movement Application Type Selection page will be displayed.

3. Enter **Personnel Area**.

4. Enter **Personnel Subarea** (Optional).

5. Click on **Execute** button.



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.

| Application ID | Version | Application Status | Personnel No. | IC No. | Name | Subarea | Empl. Group | Empl. S |
|----------------|---------|--------------------|---------------|--------|------|---------|-------------|---------|
| EB230000 | 1 | Approver-Checked | | | | | | |

Note: The **Application List – Approver 2** page will be displayed.

Application Type : EB SEKATAN Appl. Date : [redacted]

Application ID : [redacted] Version : [redacted] Status : Approver-Checked

Personnel No : [redacted]

IC No : [redacted]

Name : [redacted]

Employee Details

Download Service Record

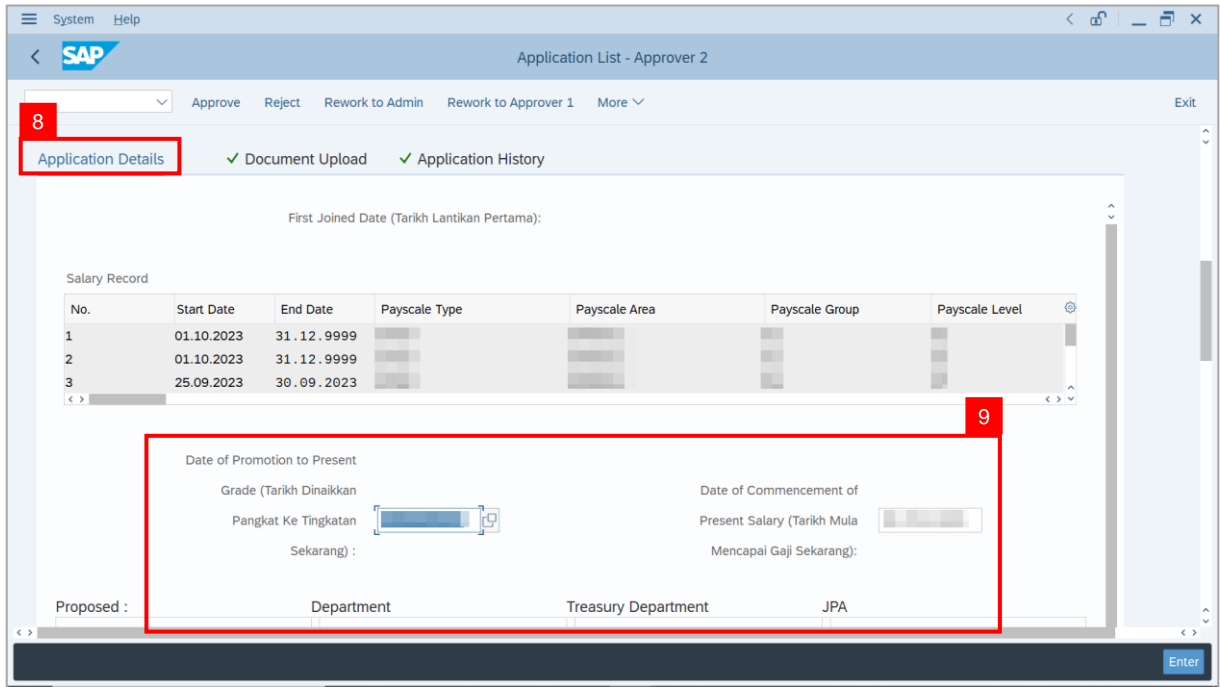
Basic Info
 Performance
 Unpaid Leaves
 Grievances
 Examination Details
 Education
 Training

Employee Group : [redacted] Subgroup : [redacted]
 Personnel Area : [redacted] Subarea : [redacted]
 Position : [redacted]
 Pay Scale Group : [redacted] Est. Salary Scale : [redacted]
 Date of Birth : [redacted] Salary (\$) : [redacted]
 Age : [redacted] Length of Service : [redacted]

Enter

8. Navigate to **Application Details** tab.

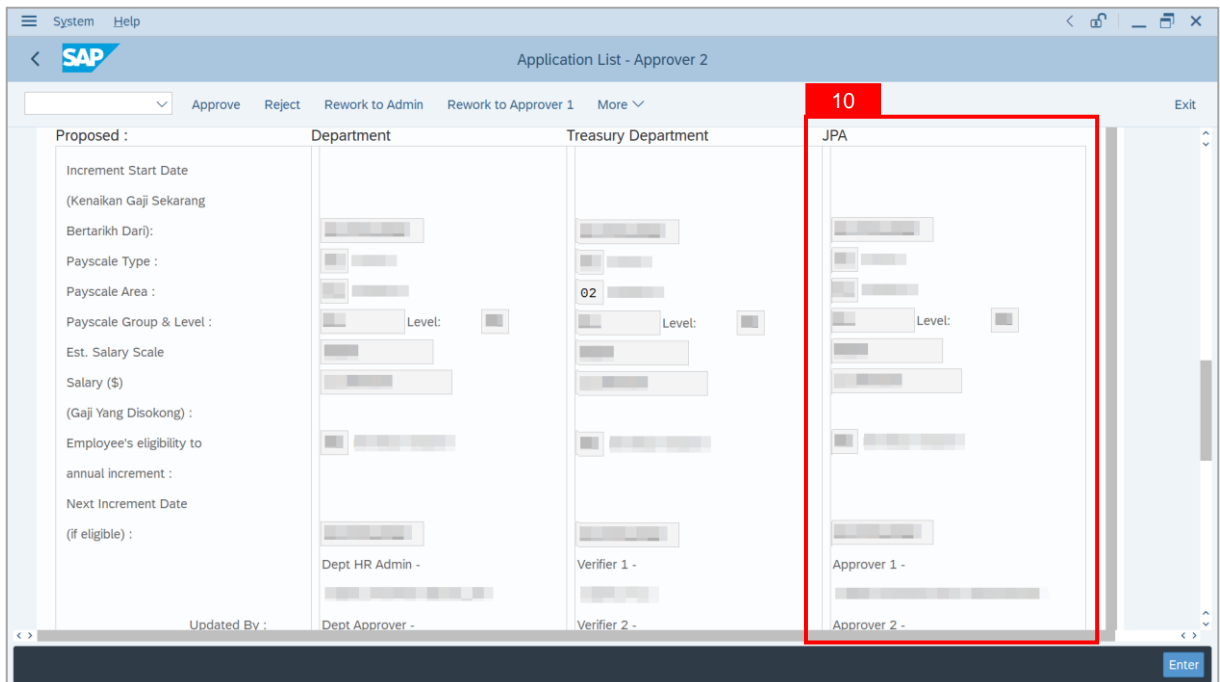
9. Review and amend the following details, if required.



The screenshot shows the SAP 'Application List - Approver 2' interface. The 'Application Details' tab is selected and highlighted with a red box labeled '8'. Below the tab, there are options for 'Document Upload' and 'Application History'. A section titled 'Date of Promotion to Present' is highlighted with a red box labeled '9'. This section includes fields for 'Grade (Tarikh Dinaikkan)', 'Pangkat Ke Tingkatan', 'Date of Commencement of Present Salary (Tarikh Mula)', and 'Mencapai Gaji Sekarang'. Below this, the 'Proposed' section shows 'Department' as 'Treasury Department' and 'JPA' as 'JPA'.

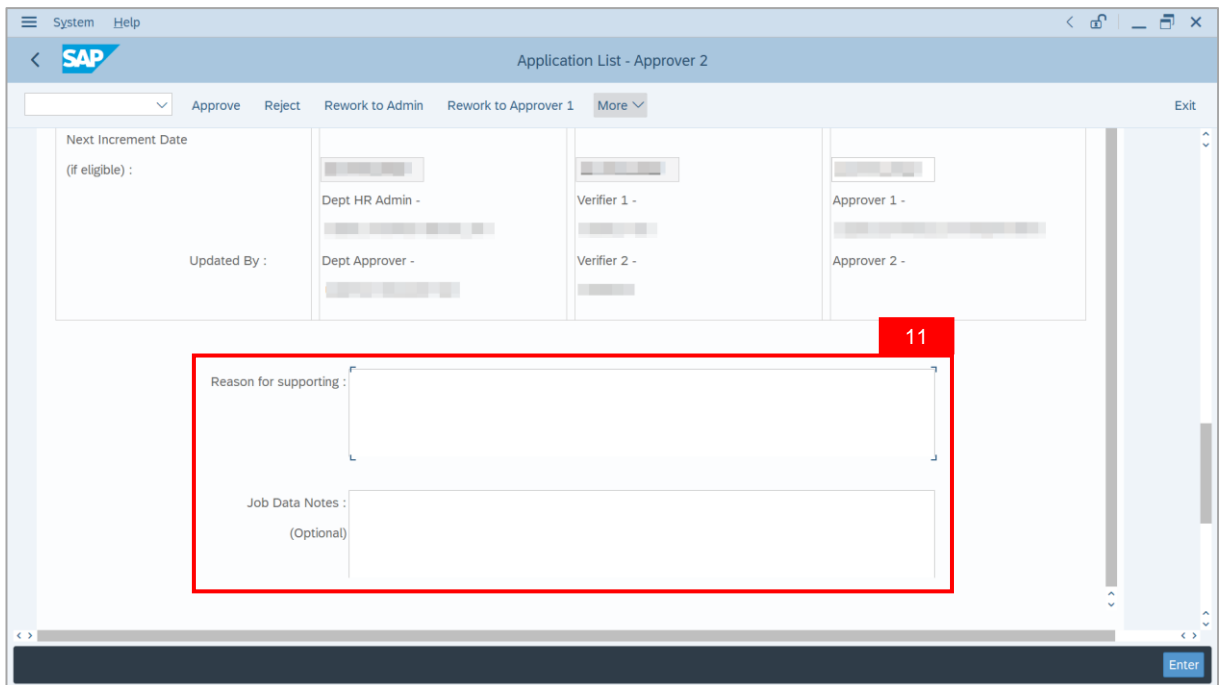
10. Review and amend the **Proposed EB Sekatan Details** under **JPA** column, if required.

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



The screenshot shows the 'Proposed' section of the SAP application details. It is divided into four columns: 'Department', 'Treasury Department', and 'JPA'. The 'JPA' column is highlighted with a red box labeled '10'. This column contains various fields for salary and promotion details, including 'Increment Start Date', 'Payscale Type', 'Payscale Area', 'Payscale Group & Level', 'Est. Salary Scale', 'Salary (\$)', 'Employee's eligibility to annual increment', and 'Next Increment Date'. At the bottom, there are fields for 'Dept HR Admin', 'Verifier 1', 'Approver 1', and 'Approver 2'.

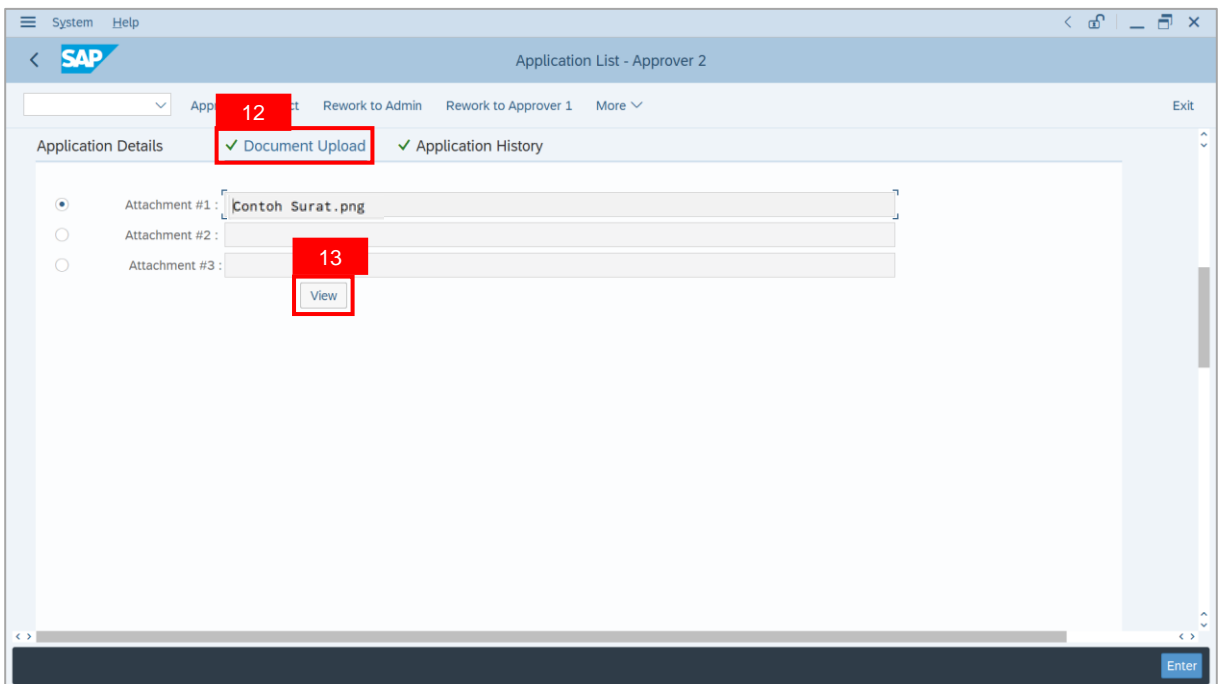
11. Review Reason for supporting and Job Data Notes.



The screenshot shows the SAP 'Application List - Approver 2' interface. At the top, there are navigation buttons: 'Approve', 'Reject', 'Rework to Admin', 'Rework to Approver 1', and 'More'. Below these are fields for 'Next Increment Date (if eligible)', 'Updated By', 'Dept HR Admin', 'Verifier 1', 'Approver 1', 'Dept Approver', 'Verifier 2', and 'Approver 2'. A red box highlights the 'Reason for supporting' and 'Job Data Notes (Optional)' fields, with a red '11' label next to it. An 'Enter' button is visible at the bottom right.

12. Navigate to Document Upload tab.

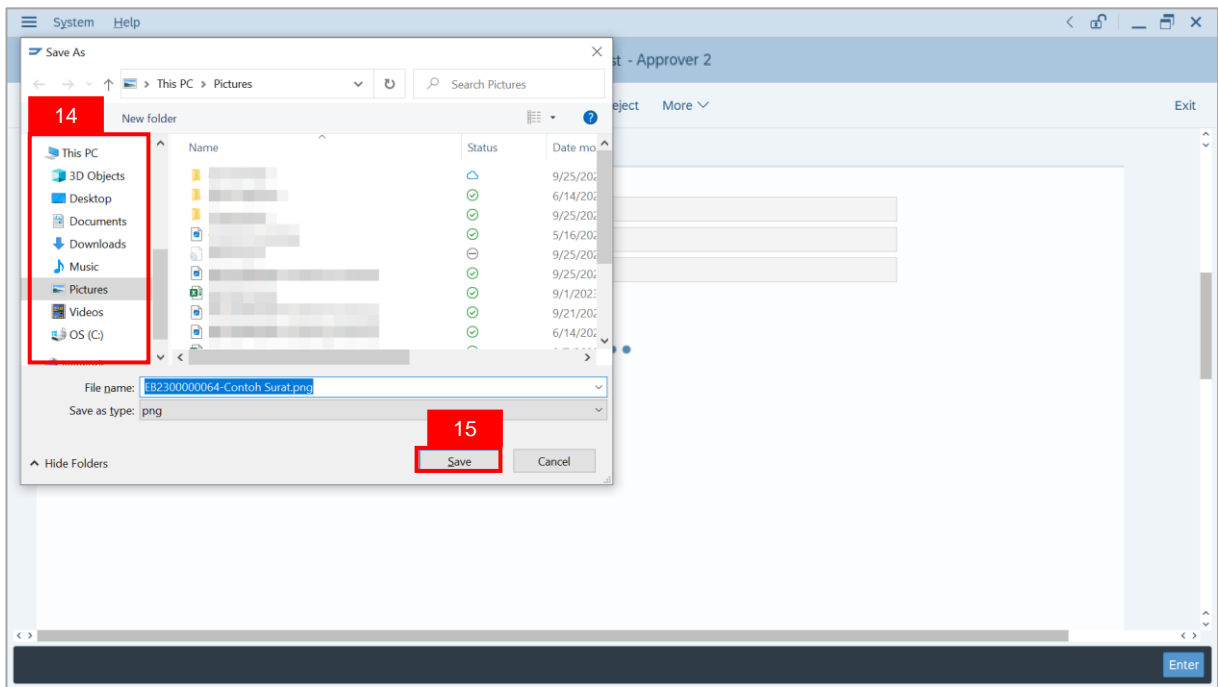
13. Select Attachment and click on View button to download.



The screenshot shows the same SAP 'Application List - Approver 2' interface. The 'Document Upload' tab is selected and highlighted with a red box and labeled '12'. Below the tabs, there are three attachment fields: 'Attachment #1' (containing 'Contoh Surat.png'), 'Attachment #2', and 'Attachment #3'. A red box highlights the 'View' button under the first attachment, with a red '13' label next to it. An 'Enter' button is visible at the bottom right.

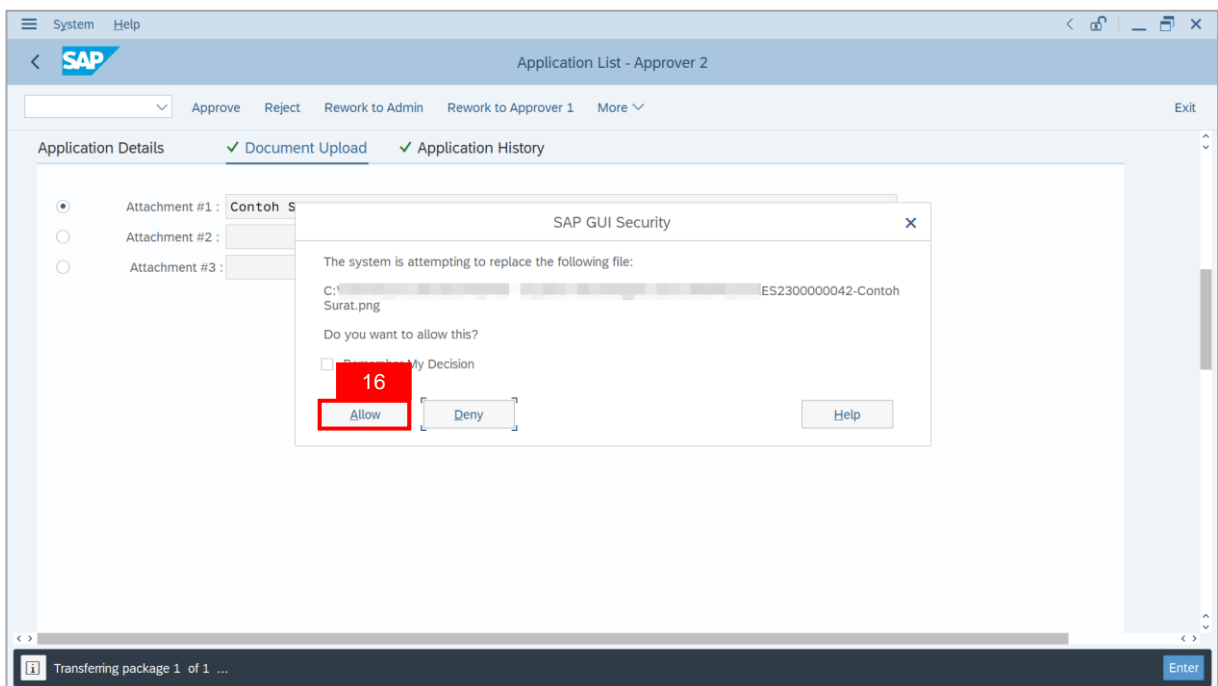
14. Select **File Location**.

15. Click on **Save** button.

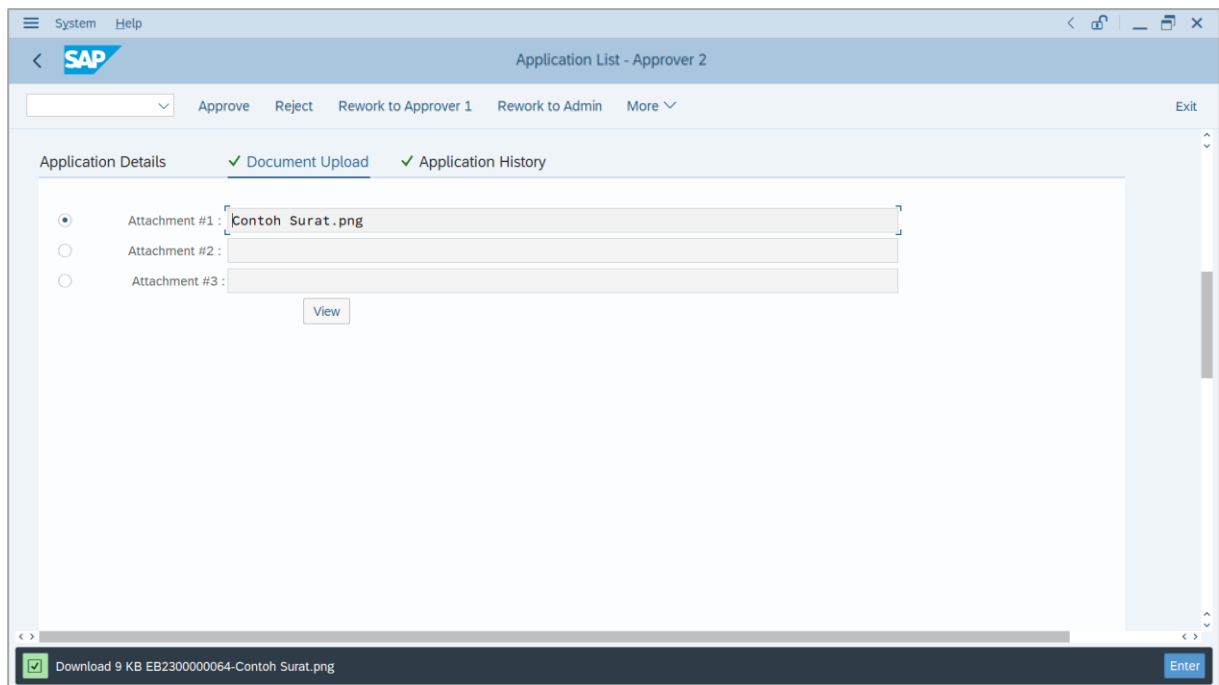


Note: The **SAP GUI Security** message will be displayed.

16. Click on **Allow** button.

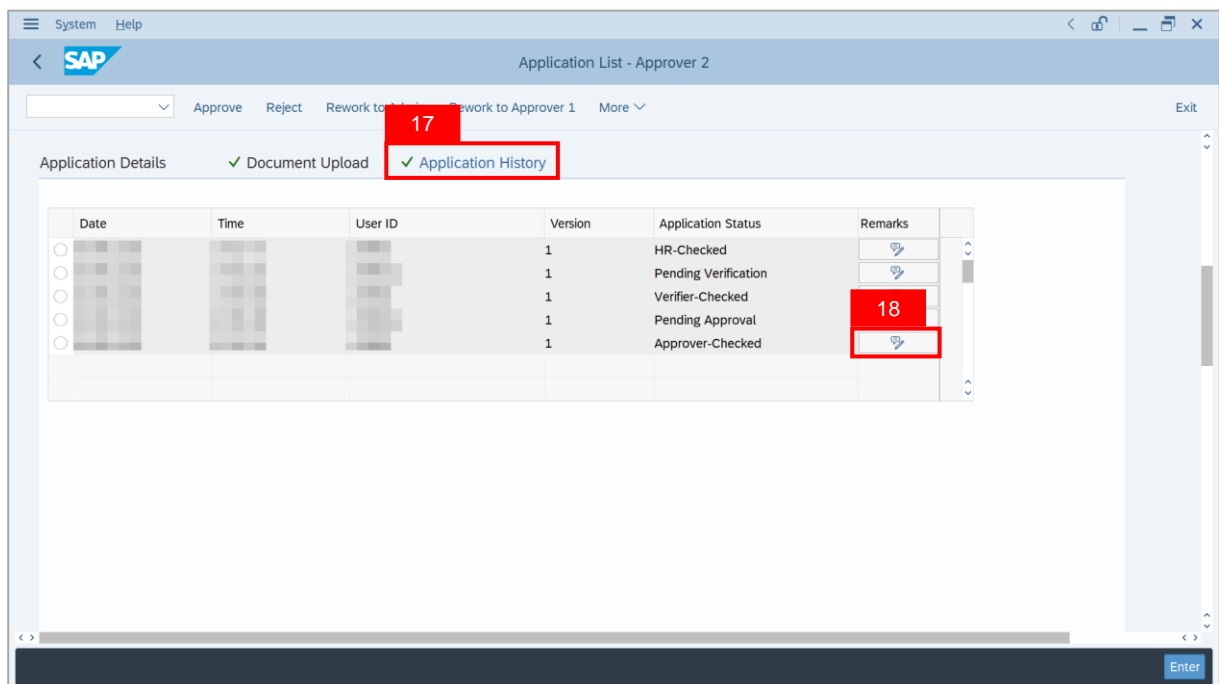


Note: The **File Attachment** has successfully been downloaded.

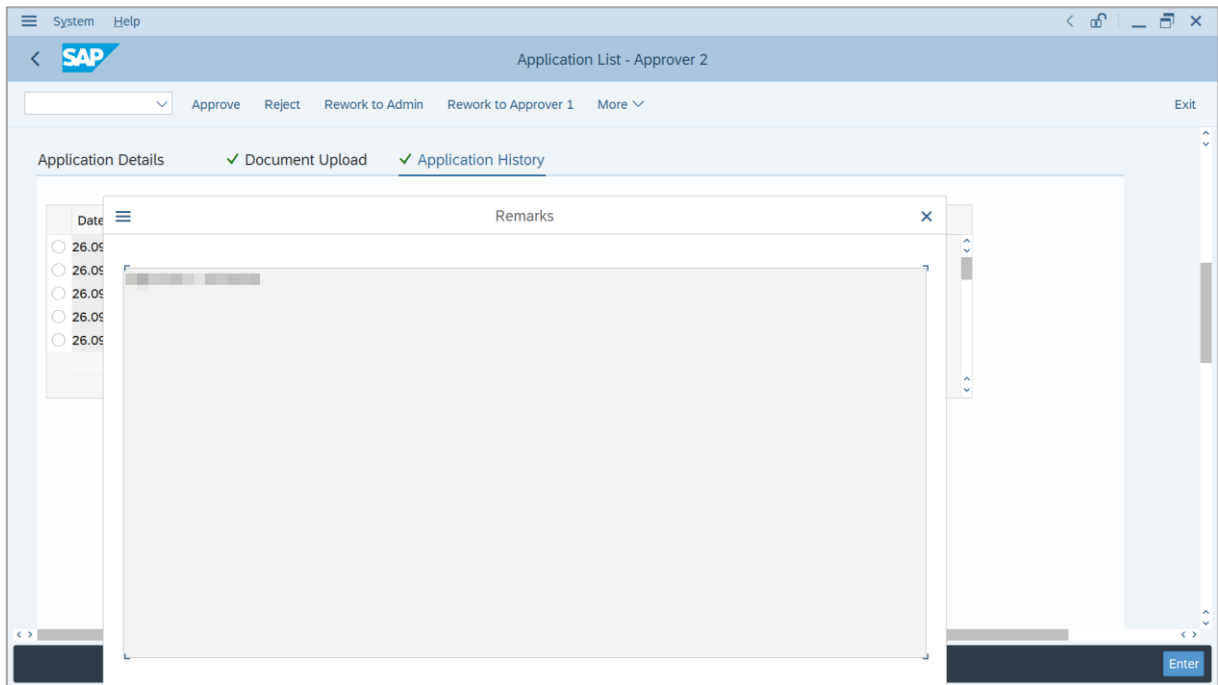


17. Navigate to **Application History** tab.

18. Click on **Remarks** button.



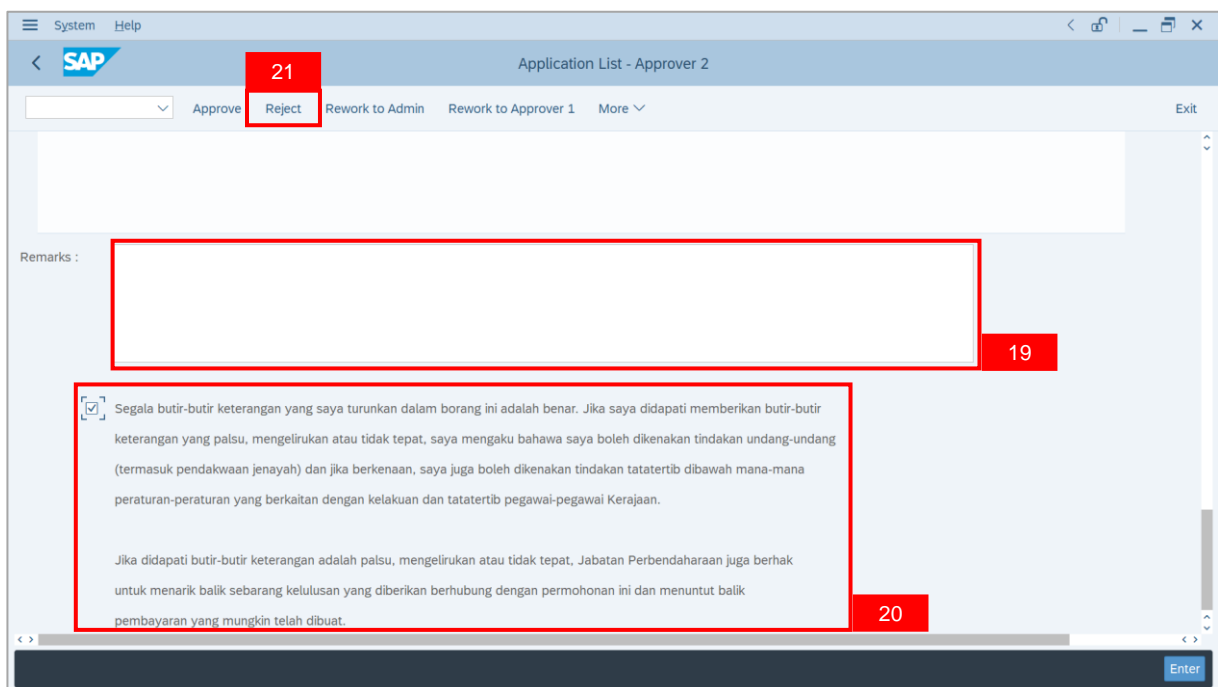
Note: The **Remarks** page will be displayed.



19. Enter the **Remarks** for why the application is rejected.

20. Tick on **Declaration** checkbox.

21. Click on **Reject** button.



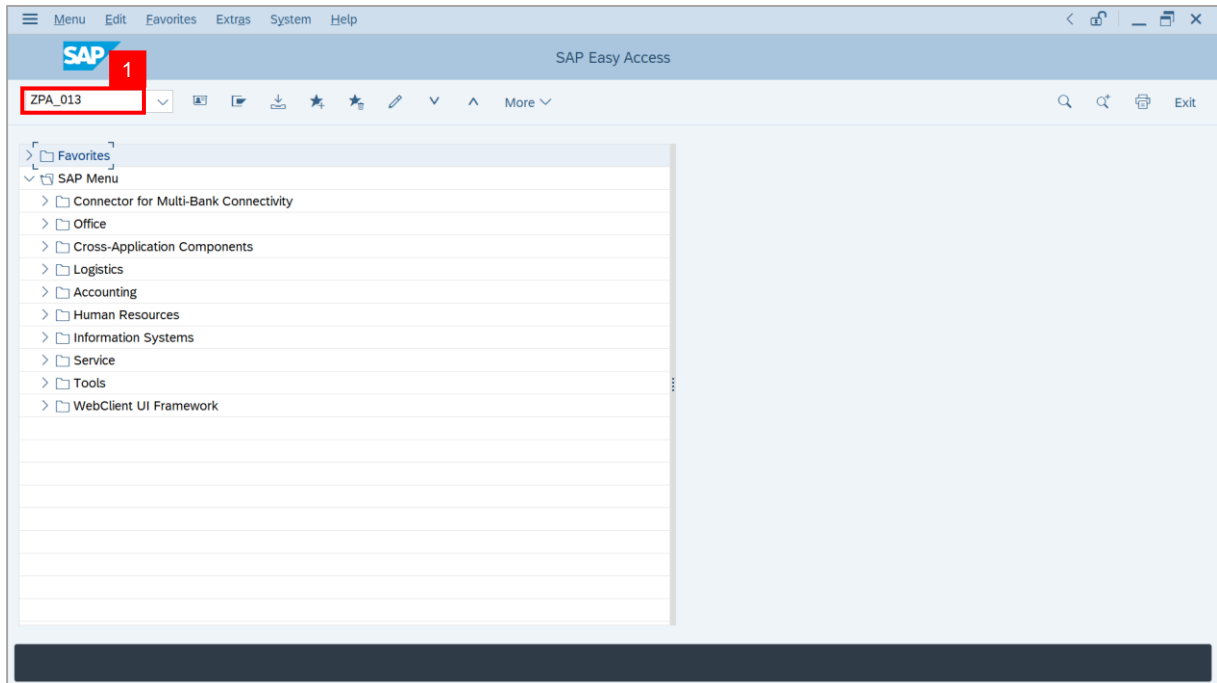
**EB SEKATAN
APPLICATION REPORT**

Backend User

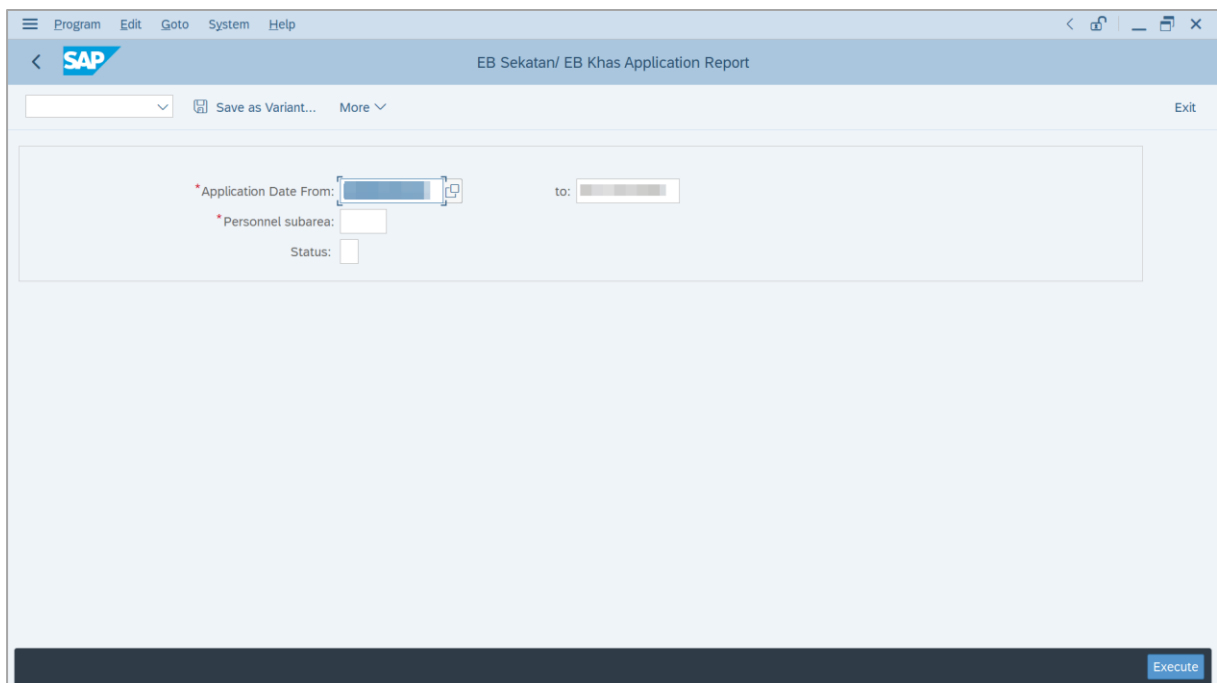
JPA Approver 1 & 2

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

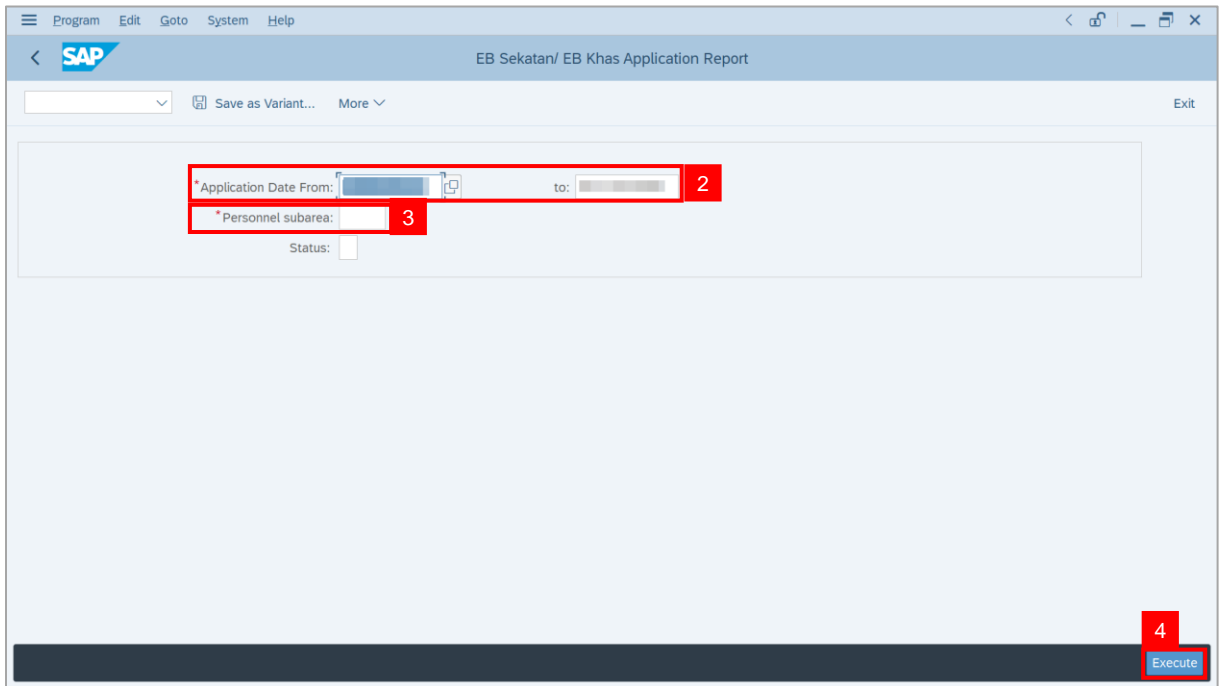
1. Enter **ZPA_013** in the search bar.



Note: The **EB Sekatan / EB Khas Application Report** page will be displayed.



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



SAP EB Sekatan/ EB Khas Application Report

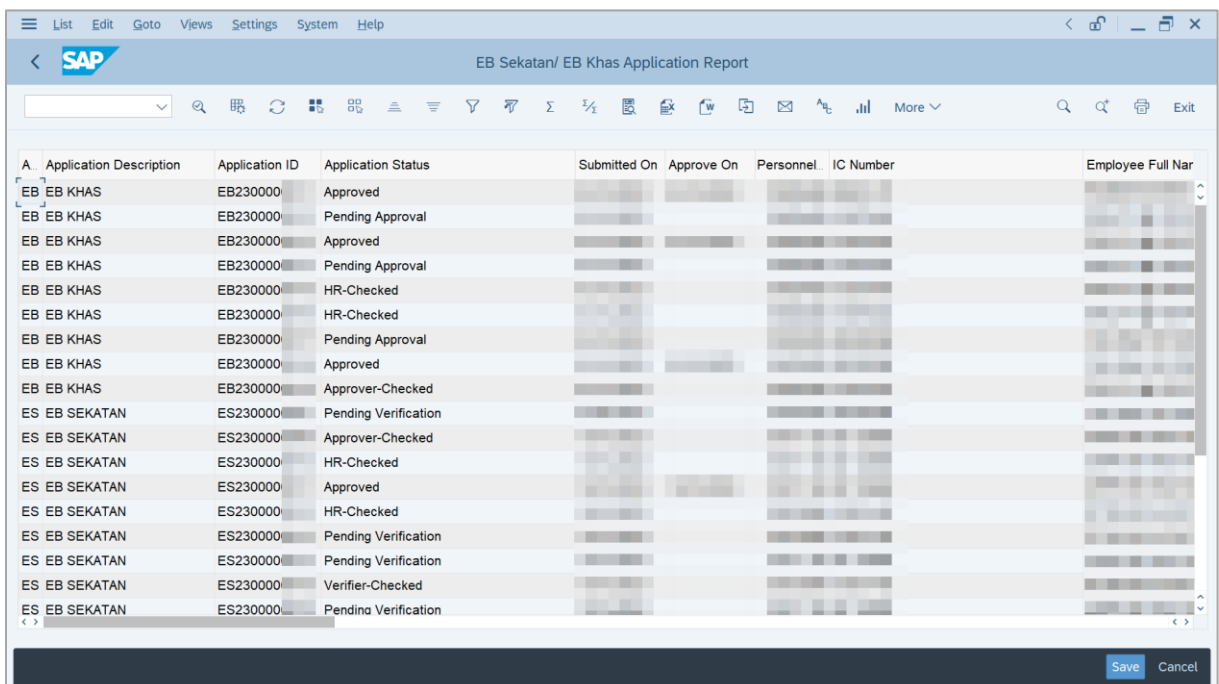
*Application Date From: to: 2

*Personnel subarea: 3

Status:

Execute 4

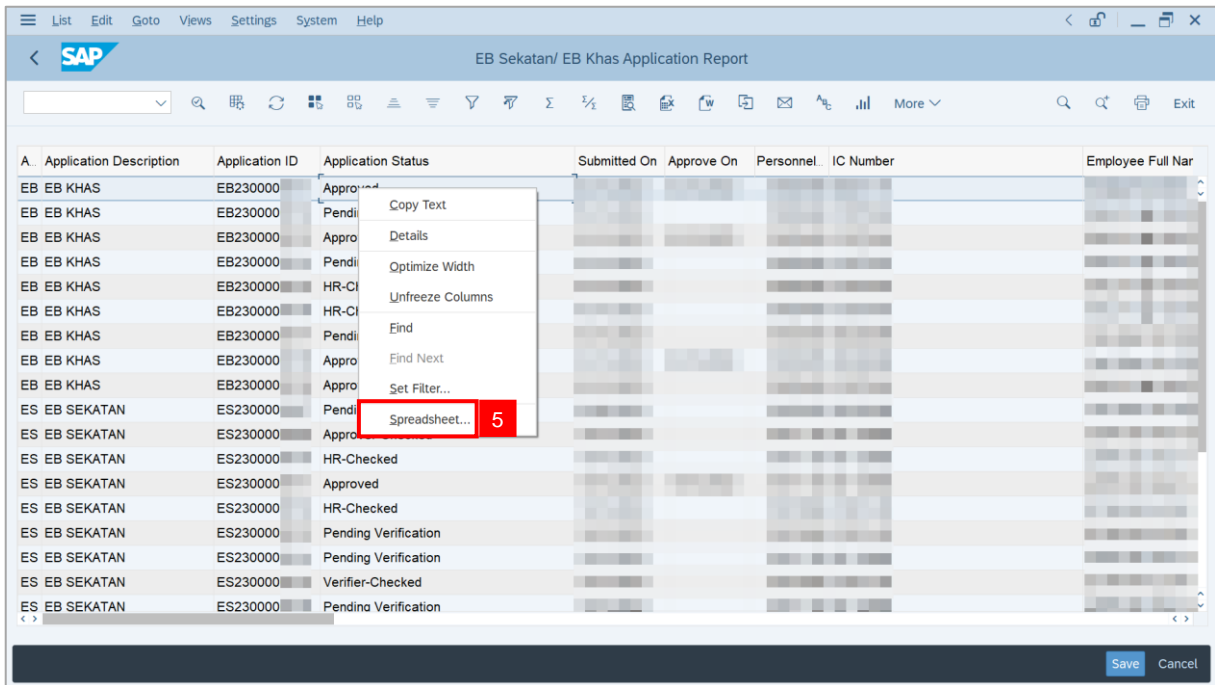
Note: The **EB Sekatan / EB Khas Application Report** page will be displayed.



| A. | Application Description | Application ID | Application Status | Submitted On | Approve On | Personnel | IC Number | Employee Full Nar |
|----|-------------------------|----------------|----------------------|--------------|------------|-----------|-----------|-------------------|
| EB | EB KHAS | EB230000 | Approved | | | | | |
| EB | EB KHAS | EB230000 | Pending Approval | | | | | |
| EB | EB KHAS | EB230000 | Approved | | | | | |
| EB | EB KHAS | EB230000 | Pending Approval | | | | | |
| EB | EB KHAS | EB230000 | HR-Checked | | | | | |
| EB | EB KHAS | EB230000 | HR-Checked | | | | | |
| EB | EB KHAS | EB230000 | Pending Approval | | | | | |
| EB | EB KHAS | EB230000 | Approved | | | | | |
| EB | EB KHAS | EB230000 | Approver-Checked | | | | | |
| ES | EB SEKATAN | ES230000 | Pending Verification | | | | | |
| ES | EB SEKATAN | ES230000 | Approver-Checked | | | | | |
| ES | EB SEKATAN | ES230000 | HR-Checked | | | | | |
| ES | EB SEKATAN | ES230000 | Approved | | | | | |
| ES | EB SEKATAN | ES230000 | HR-Checked | | | | | |
| ES | EB SEKATAN | ES230000 | Pending Verification | | | | | |
| ES | EB SEKATAN | ES230000 | Pending Verification | | | | | |
| ES | EB SEKATAN | ES230000 | Verifier-Checked | | | | | |
| ES | EB SEKATAN | ES230000 | Pending Verification | | | | | |

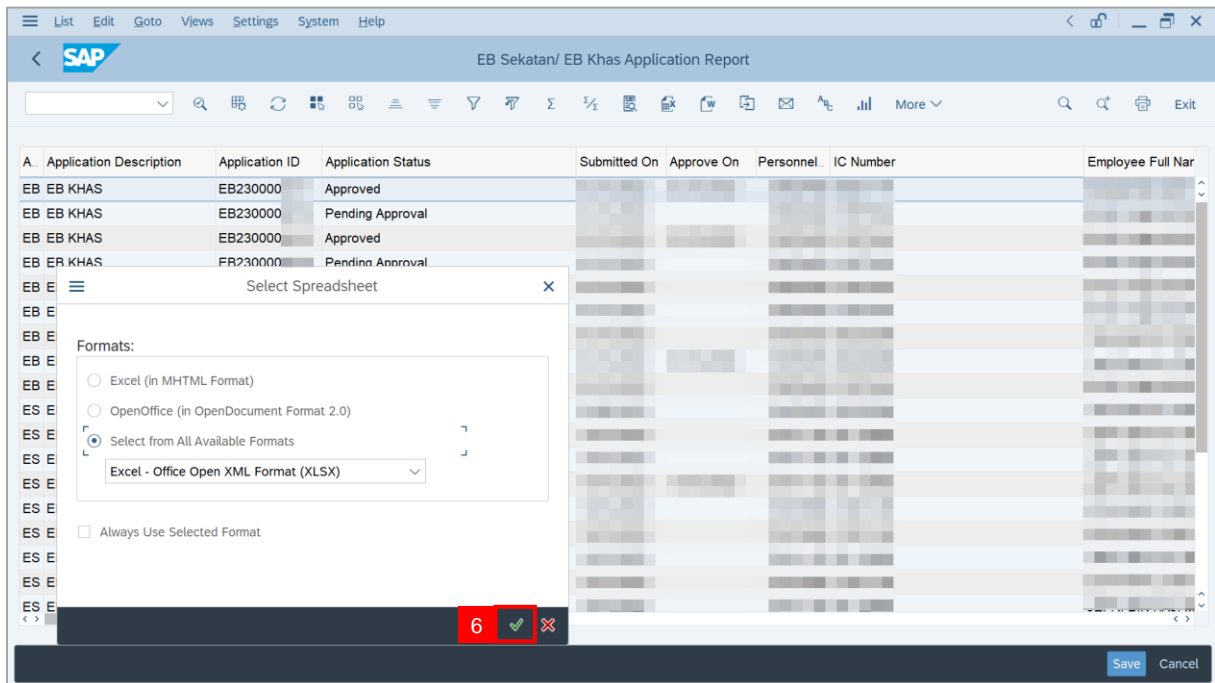
Save Cancel

5. Click the right button on the **Mouse** and select '**Spreadsheet**'.



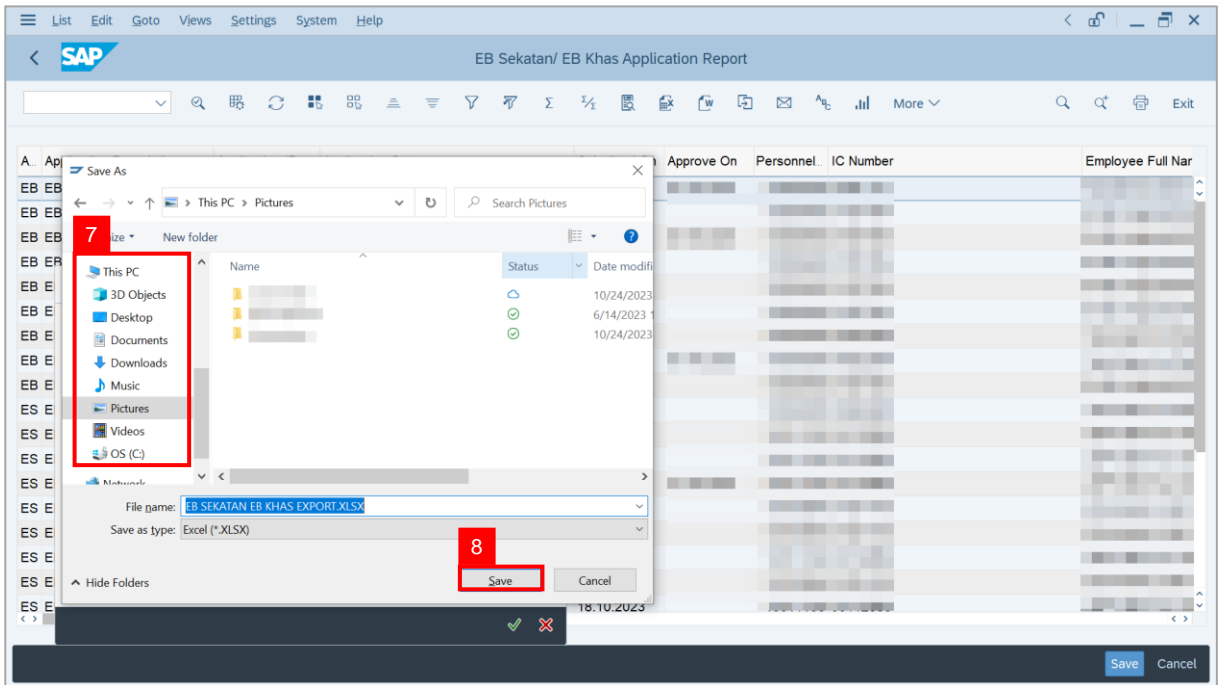
Note: The **Select Spreadsheet** message will be displayed.

6. Click on **Tick** button.



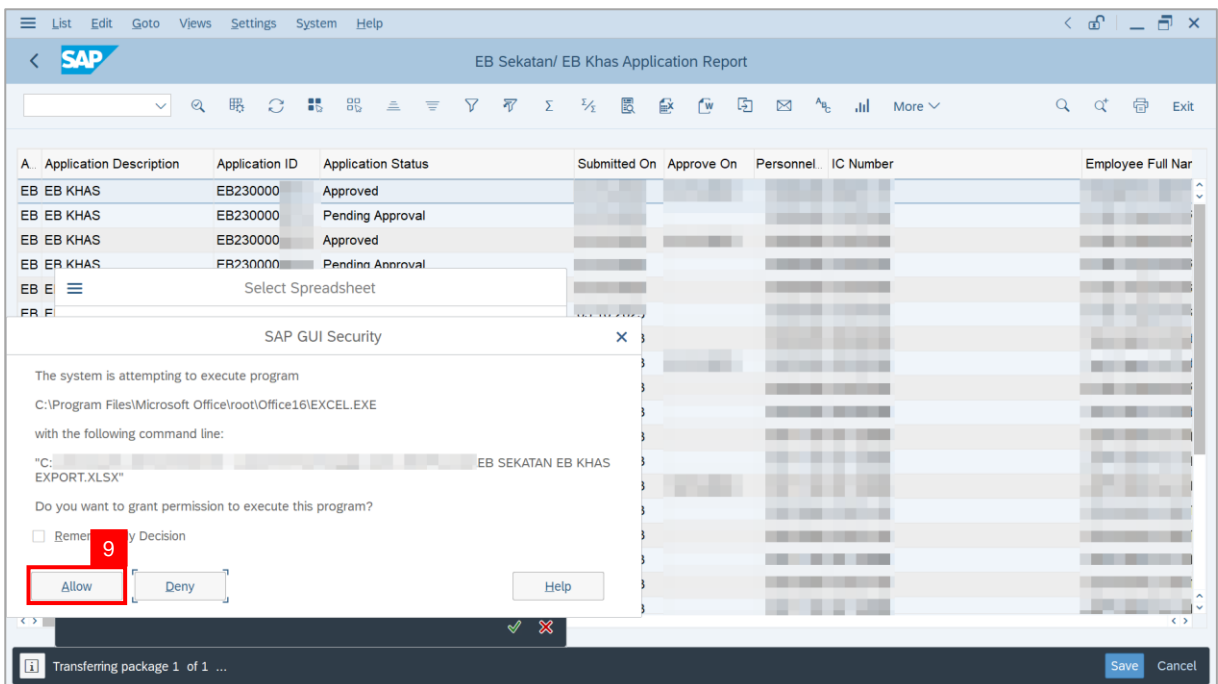
7. Select **File Location**.

8. Click on **Save** button.

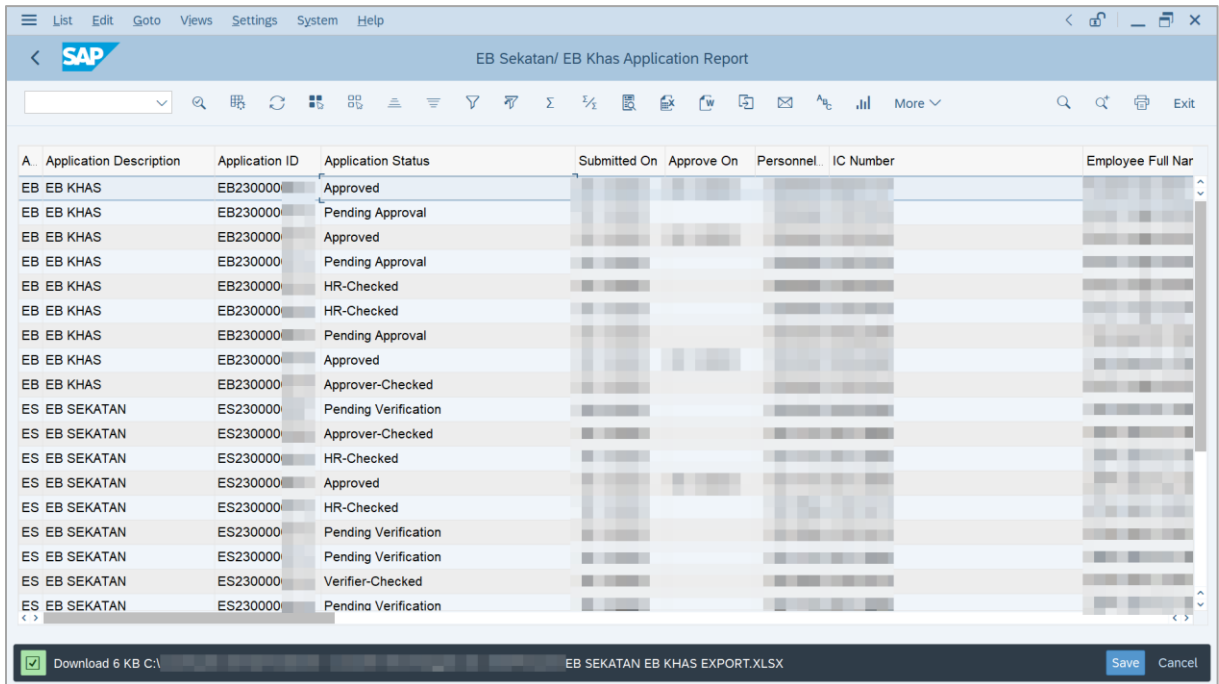


Note: The **SAP GUI Security** page will be displayed.

9. Click on **Allow** icon.



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



| A. Application Description | Application ID | Application Status | Submitted On | Approve On | Personnel | IC Number | Employee Full Nar |
|----------------------------|----------------|----------------------|--------------|------------|-----------|-----------|-------------------|
| EB EB KHAS | EB230000 | Approved | | | | | |
| EB EB KHAS | EB230000 | Pending Approval | | | | | |
| EB EB KHAS | EB230000 | Approved | | | | | |
| EB EB KHAS | EB230000 | Pending Approval | | | | | |
| EB EB KHAS | EB230000 | HR-Checked | | | | | |
| EB EB KHAS | EB230000 | HR-Checked | | | | | |
| EB EB KHAS | EB230000 | Pending Approval | | | | | |
| EB EB KHAS | EB230000 | Approved | | | | | |
| EB EB KHAS | EB230000 | Approver-Checked | | | | | |
| ES EB SEKATAN | ES230000 | Pending Verification | | | | | |
| ES EB SEKATAN | ES230000 | Approver-Checked | | | | | |
| ES EB SEKATAN | ES230000 | HR-Checked | | | | | |
| ES EB SEKATAN | ES230000 | Approved | | | | | |
| ES EB SEKATAN | ES230000 | HR-Checked | | | | | |
| ES EB SEKATAN | ES230000 | Pending Verification | | | | | |
| ES EB SEKATAN | ES230000 | Pending Verification | | | | | |
| ES EB SEKATAN | ES230000 | Verifier-Checked | | | | | |
| ES EB SEKATAN | ES230000 | Pending Verification | | | | | |

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