SISTEM SUMBER MANUSIA

User Guide

Personnel Administration for Back End User (SAPGUI)

Memangku (Acting)

VERSION: 1.1

INTRODUCTION

This user guide acts as a reference for **Sistem Sumber Manusia (SSM) Back-End User** to manage **Personnel Administration.** All 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 are used frequently:

Term	Meaning
SSM	Sistem Sumber Manusia
SAP GUI	SAP Graphical User Interface/Back End
FIORI	Front End/Web Portal
ESS	Employee Self Service
MSS	Manager Self Service

FURTHER ASSISTANCE

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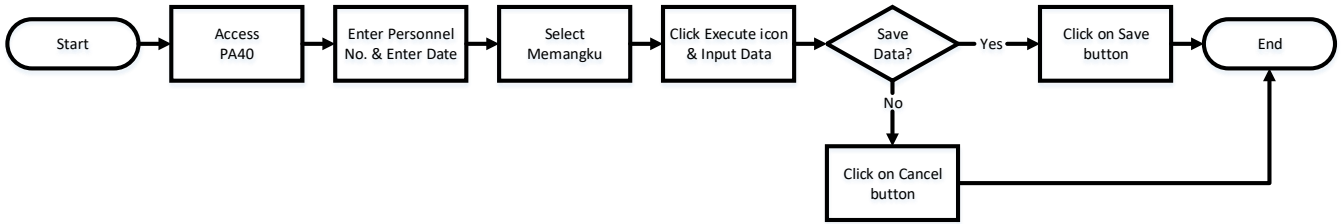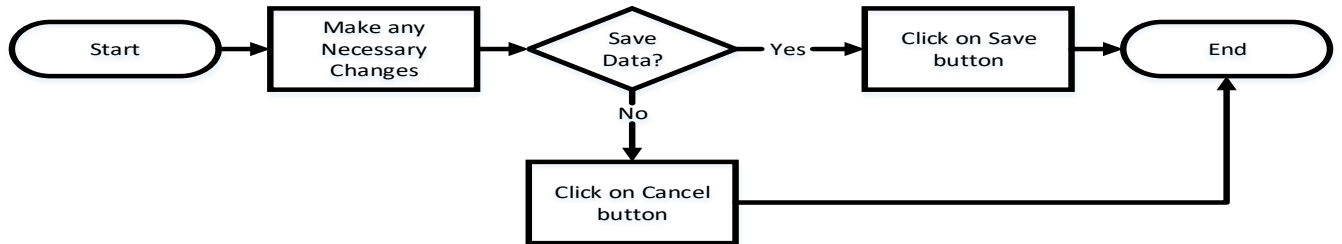
Table of Content

Process Overview

Copy Actions

```
Start → Access PA40 → Enter Personnel No. & Enter Date → Select Memangku → Click Execute icon & Input Data → Save Data? 
   Yes → Click on Save button → End
   No → Click on Cancel button → End
```

Copy Organizational Assignment

```
Start → Make any Necessary Changes → Save Data?
   Yes → Click on Save button → End
   No → Click on Cancel button → End
```

Create Assignment

```
Start → Input From & to Date → Input Assignment Details → Save Data?
   Yes → Click on Save button → End
   No → Click on Cancel button → End
```

View Action Overview

```
Start → Access PA30 → Input Personnel No. → Select Infotype Action → View Data?
   Yes → Click on Overview icon → End
   No → Click on Exit button → End
```

Maintain Assignment Infotype in PA30

```
Start → Access PA30 → Enter Personnel No. & Select Assignment → Click Overview icon & Select Data → Click Change icon & Enter Date → Save Data?
   Yes → Click on Save button → End
   No → Click on Cancel button → End
```

SAP GUI (Back-End)	Back End User
Log on	Department HR Administrator and HR Administrator (JPA)

1. Fill in the **User** and **Password.**

2. Press **Enter** on the keyboard.

3. The home page will be displayed.

Note:

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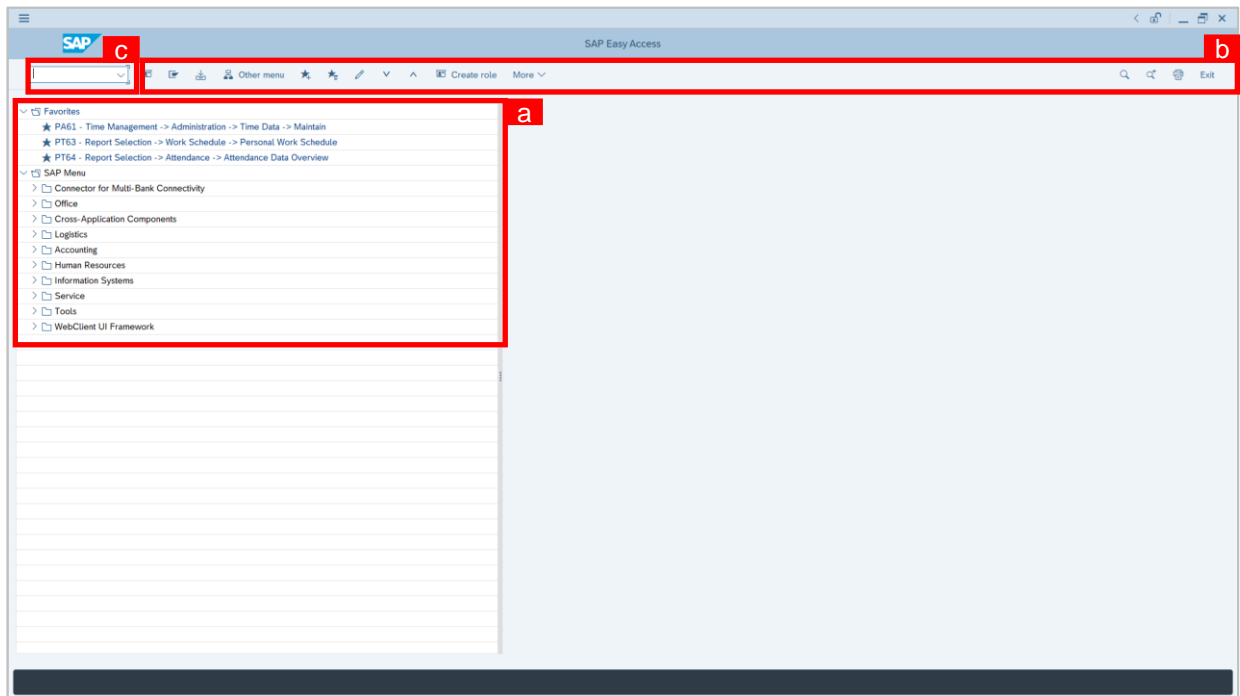
Note:

a. The home page will be displayed showing different areas in relation to the organization that could be navigated through.

b. The home page will also display shortcuts that could assist in the ease of navigation through the system.

c. A Search tool could be utilised to select a specific module of interest, contained in the system.

Copy Actions	Backend User
	Department HR Administrator and HR Administrator (JPA)
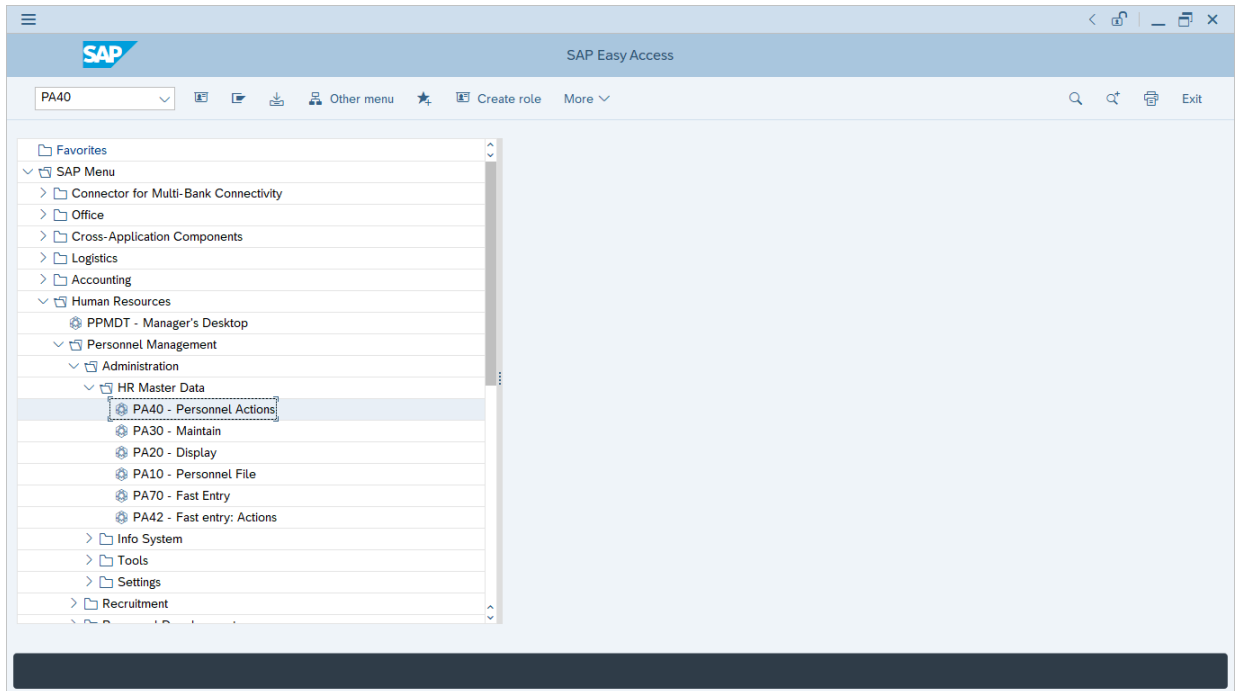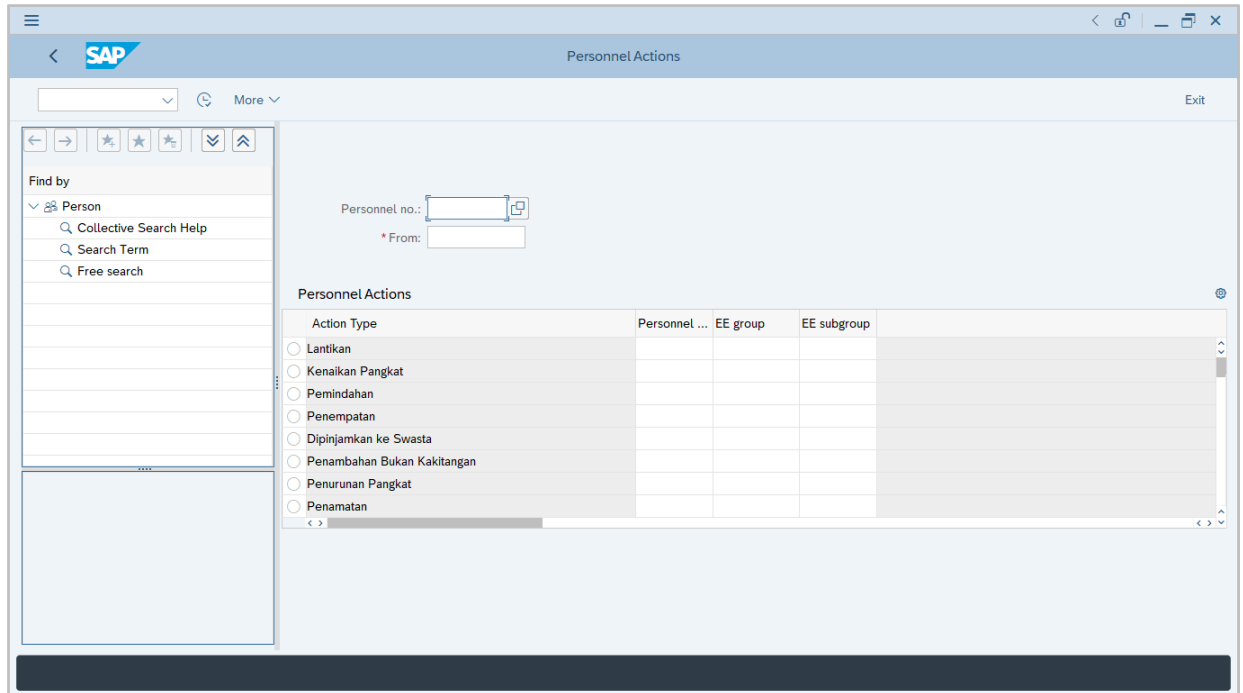
1. Navigate to **Personnel Actions** page by entering transaction code, **PA40** in the Search Bar and press **Enter** button on the keyboard.
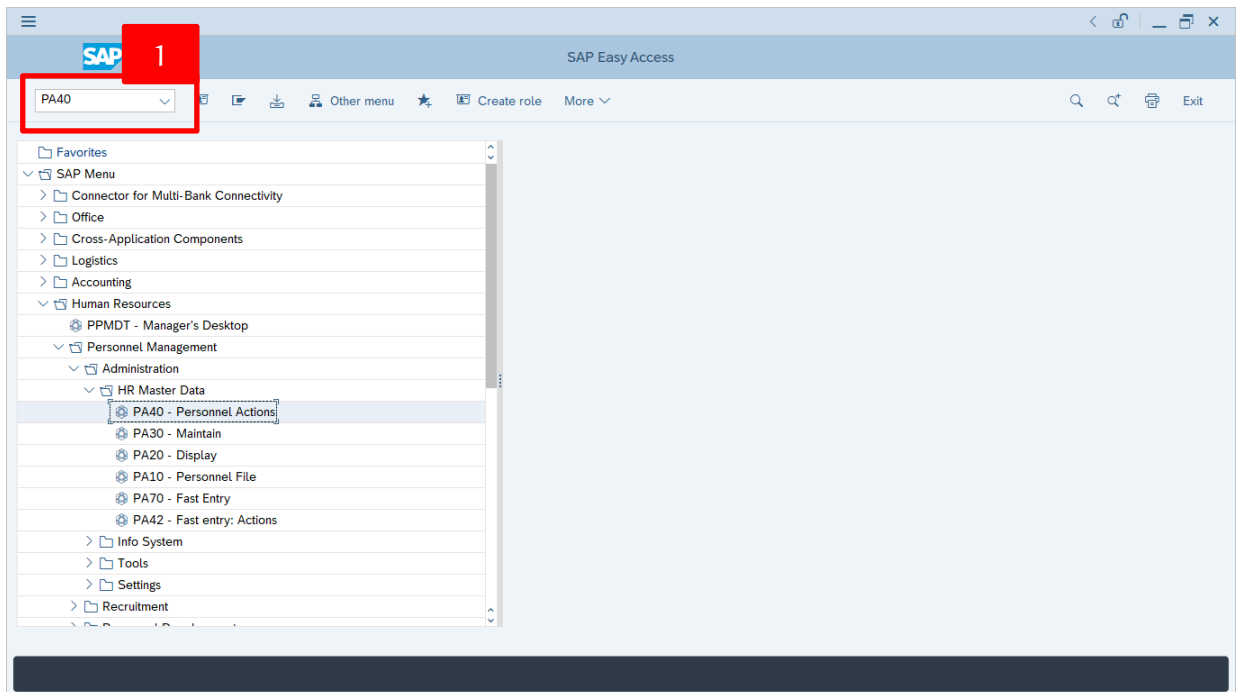
Note:

• Click on *SAP Menu > Human Resources > Personnel Management > Administration > HR Master Data > PA40 – Personnel Actions*

The **Personnel Actions (PA40)** page will be displayed.
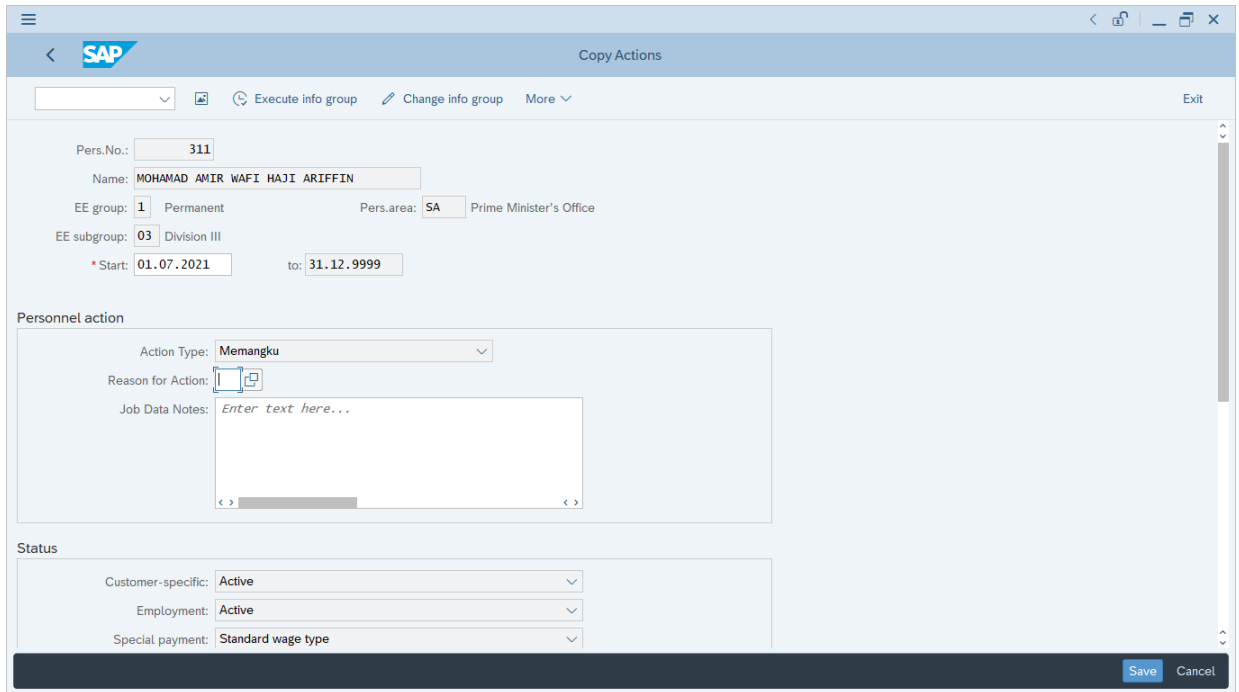
2. Enter the Personnel number and the action From date. Press **Enter** on the keyboard.
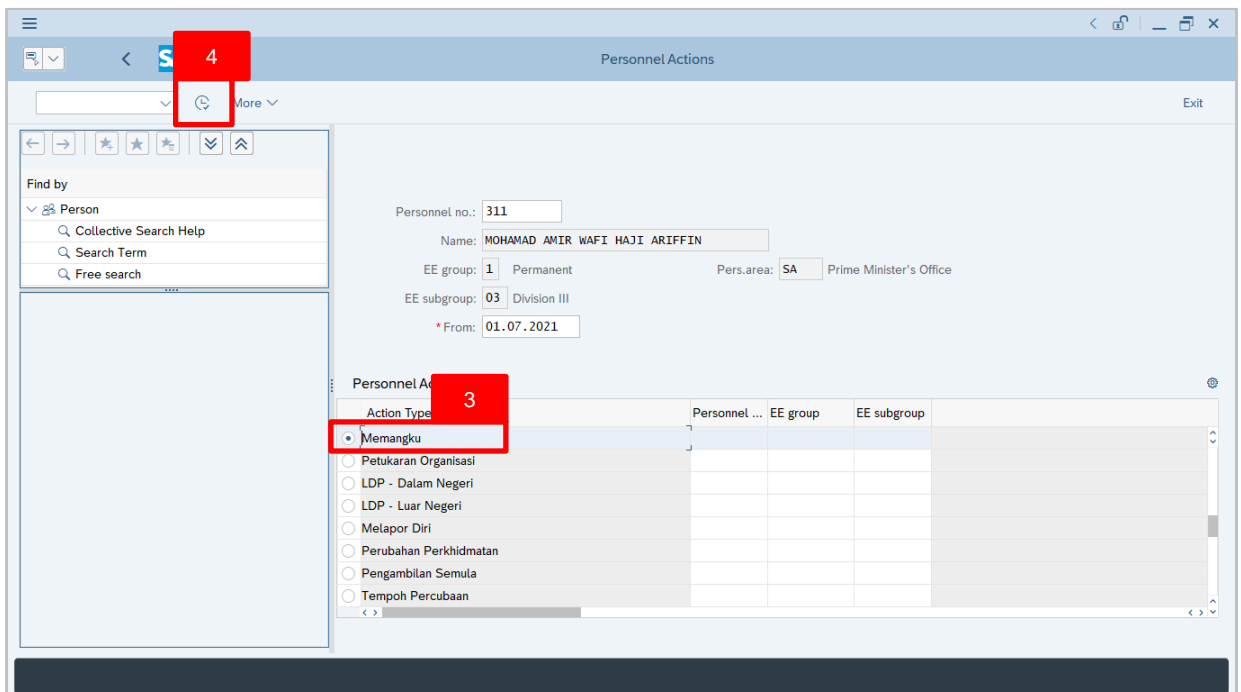
3. Under **Personnel Actions** page, click on the ⊙ and select Memangku

4. Click on 🕒 icon.

The **Copy Actions** page will be displayed.

5. Under **Personnel action** section, click on [icon] icon for Reason for Action.
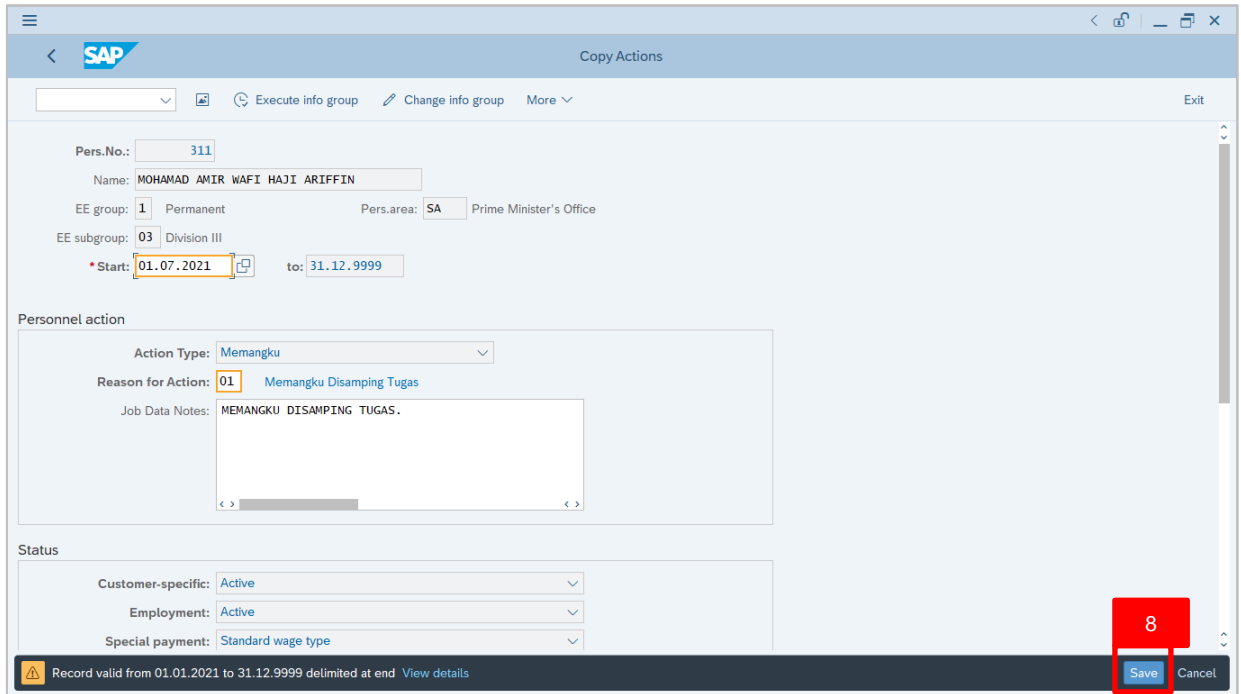
6. Select **01 Memangku Disamping Tugas.**

7. Click on [✓] icon.

Note:

- Job Data Notes are optional to fill in.

8. Press **Enter** on the keyboard and click [Save]

The **Copy Organizational Assignment** page will be displayed.

Copy Organizational Assignment	Backend User
	Department HR Administrator and HR Administrator (JPA)

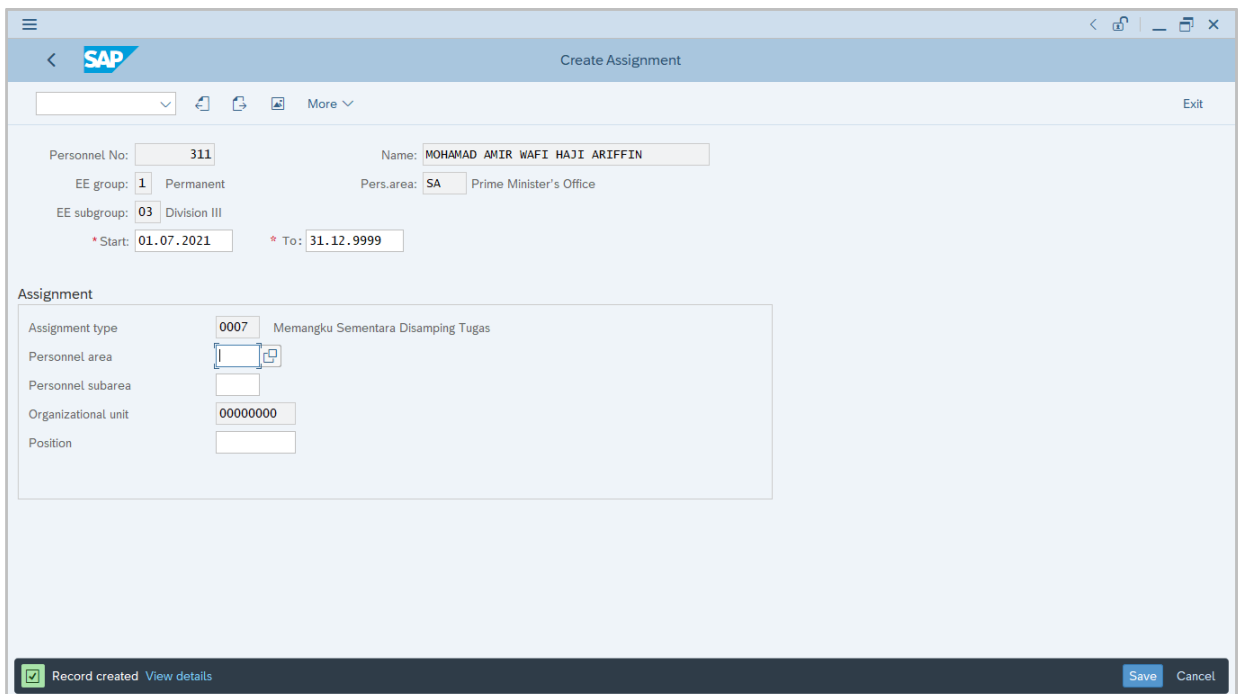1. If there are no changes in **Copy Organizational Assignment** page, press **Enter** on the keyboard and click Save

The **Subtypes for Infotype "Assignment" (1)** will appear.
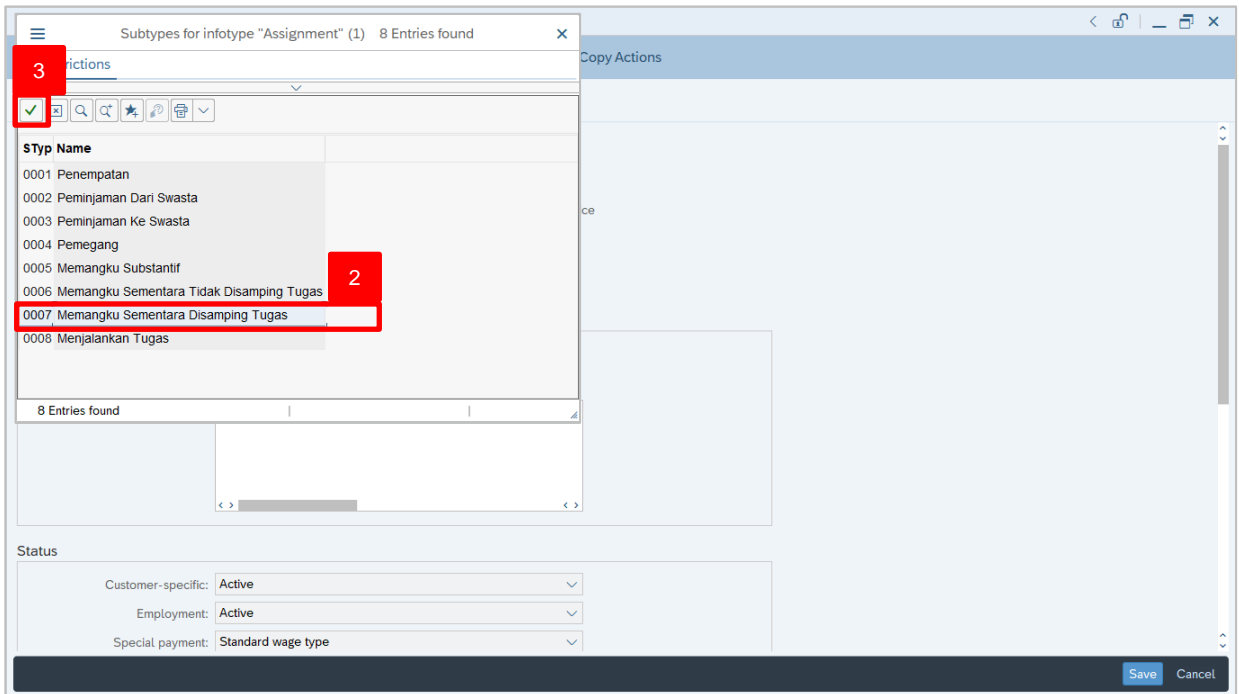
2. Select the Assignment subtype.
3. Click on ✓ icon.
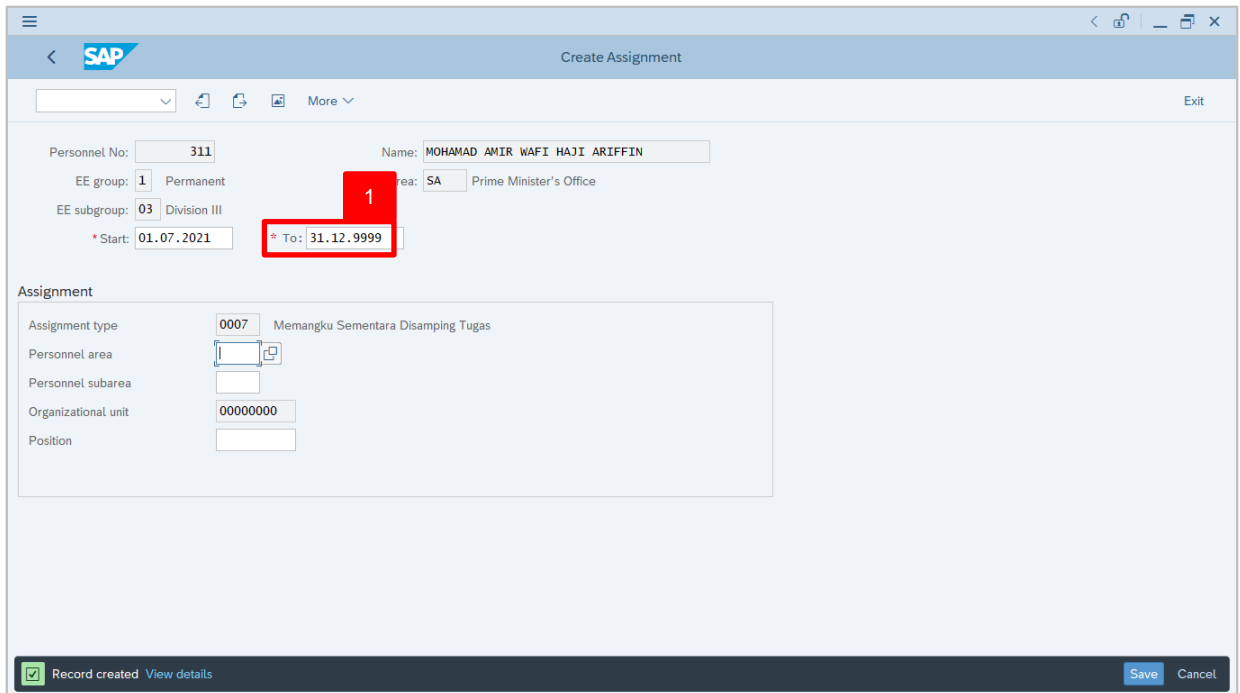
The **Create Assignment** page will be displayed.

Create Assignment	Backend User
	Department HR Administrator and HR Administrator (JPA)

Note: Create **Assignment** page is to enter the employee designated position / department / ministry information.
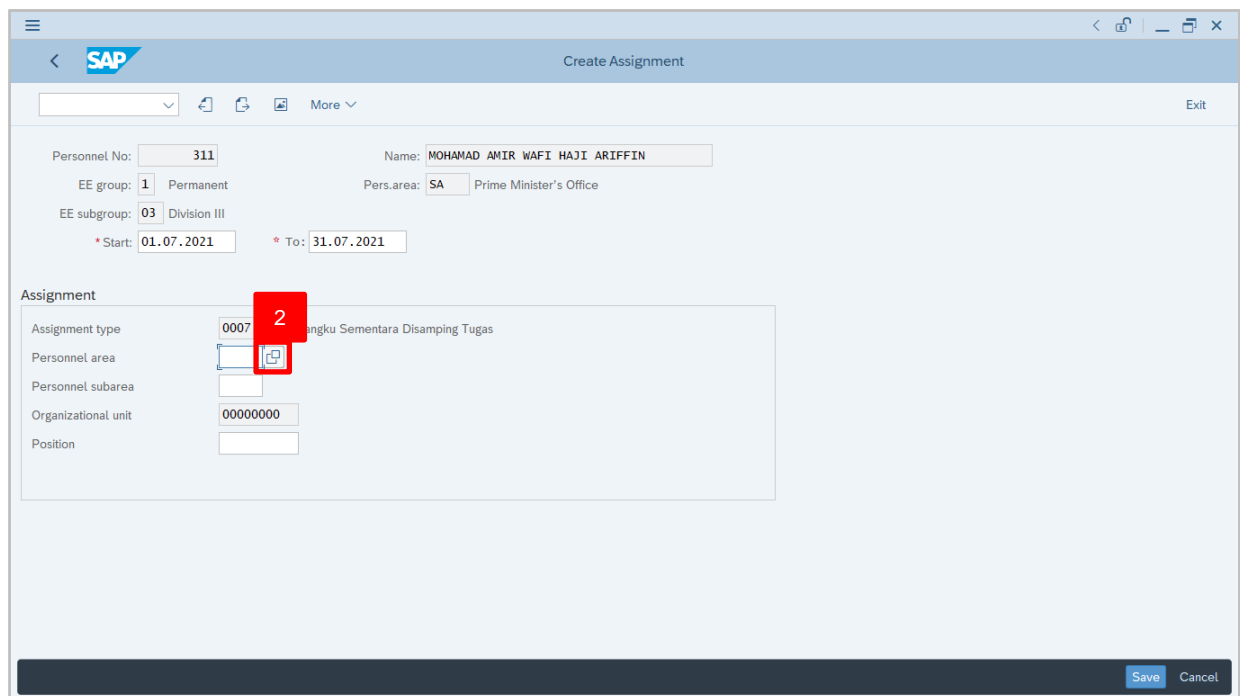

1. Enter the assignment end date.

Note:

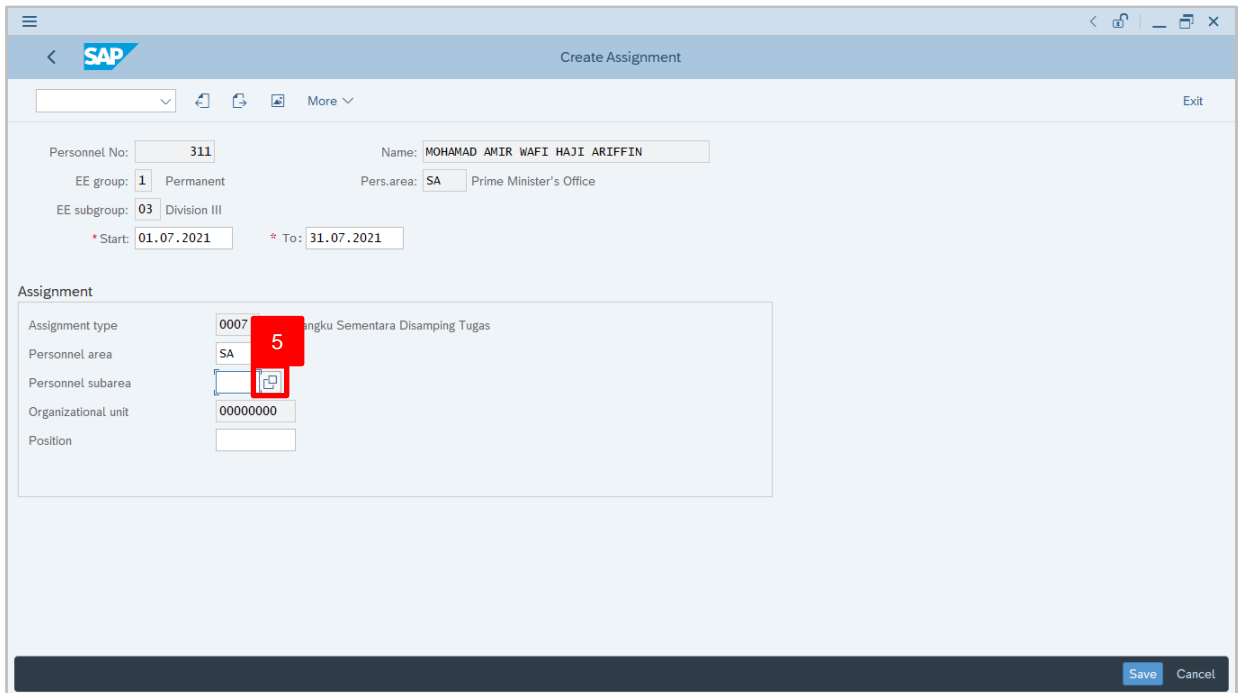- User may edit the assignment end date via Assignment Infotype in **Maintain HR Master (PA30)** page.

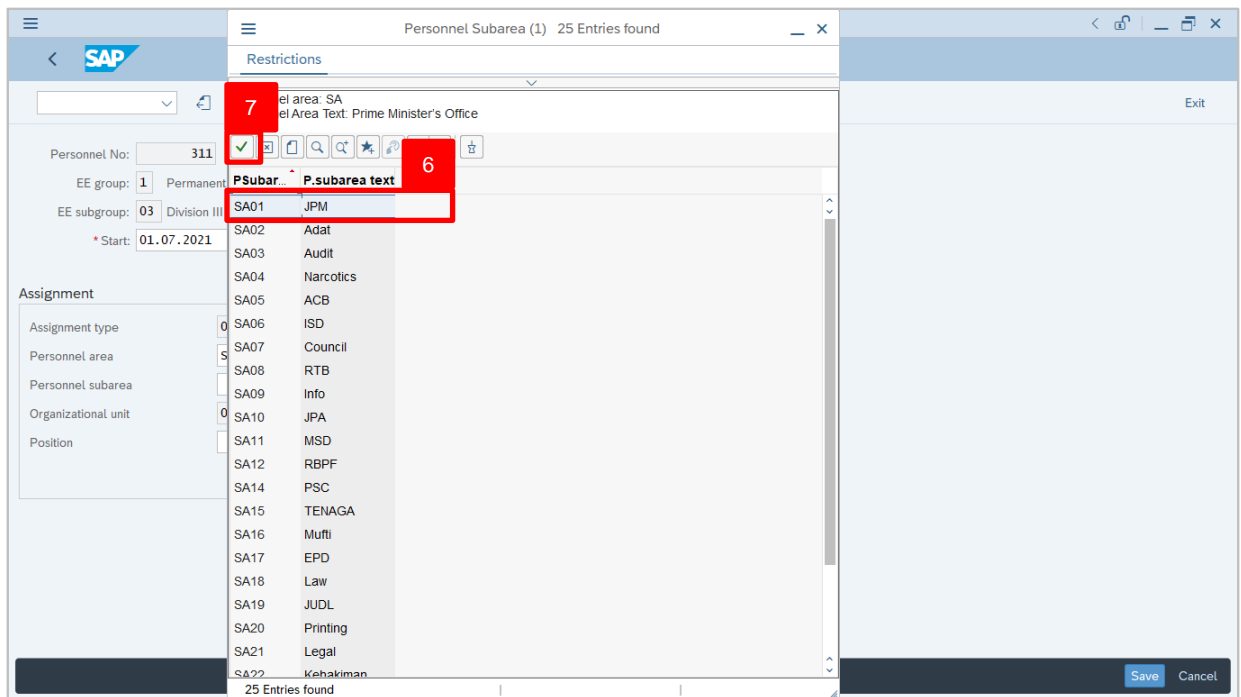2. Under **Assignment** section, click on ⧉ icon for Personnel Area.
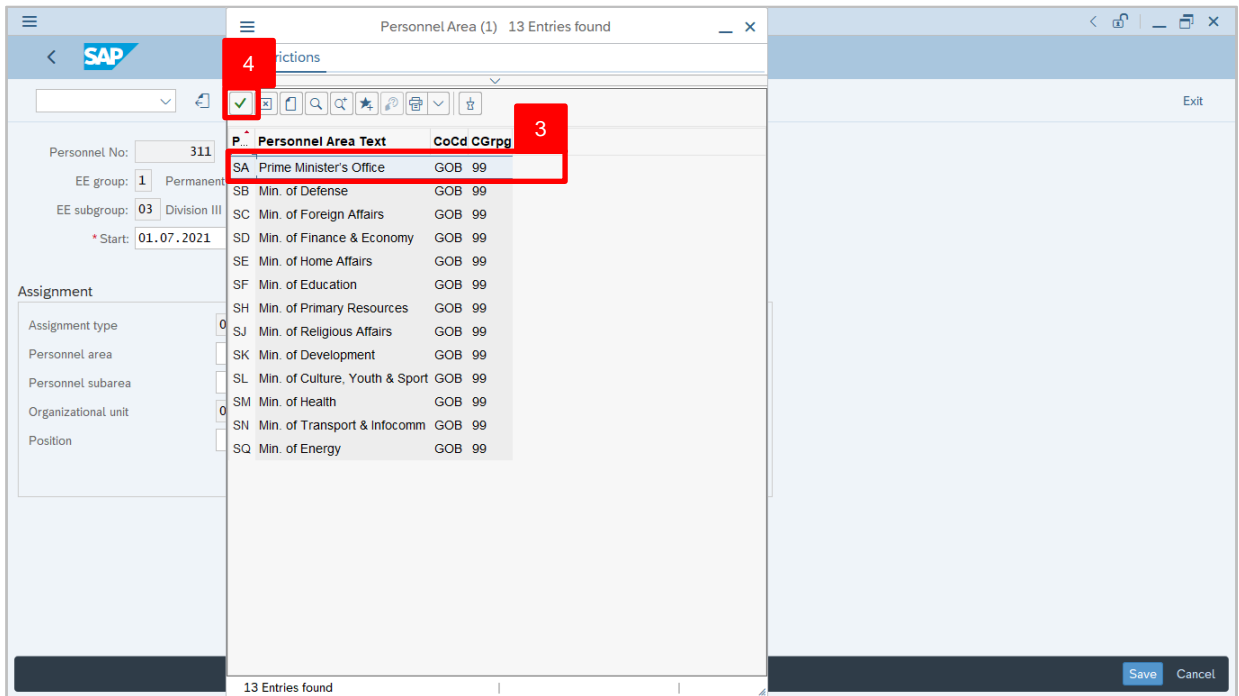
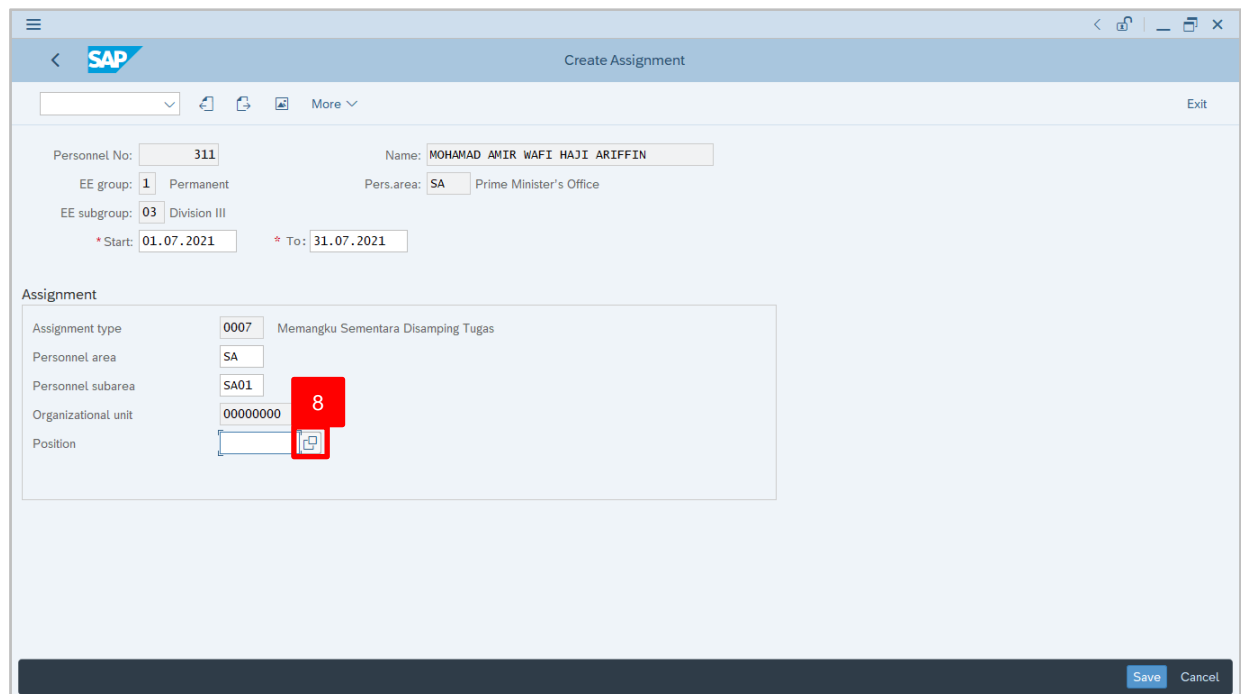3. Select the Personnel Area.

4. Click on ✓ icon.

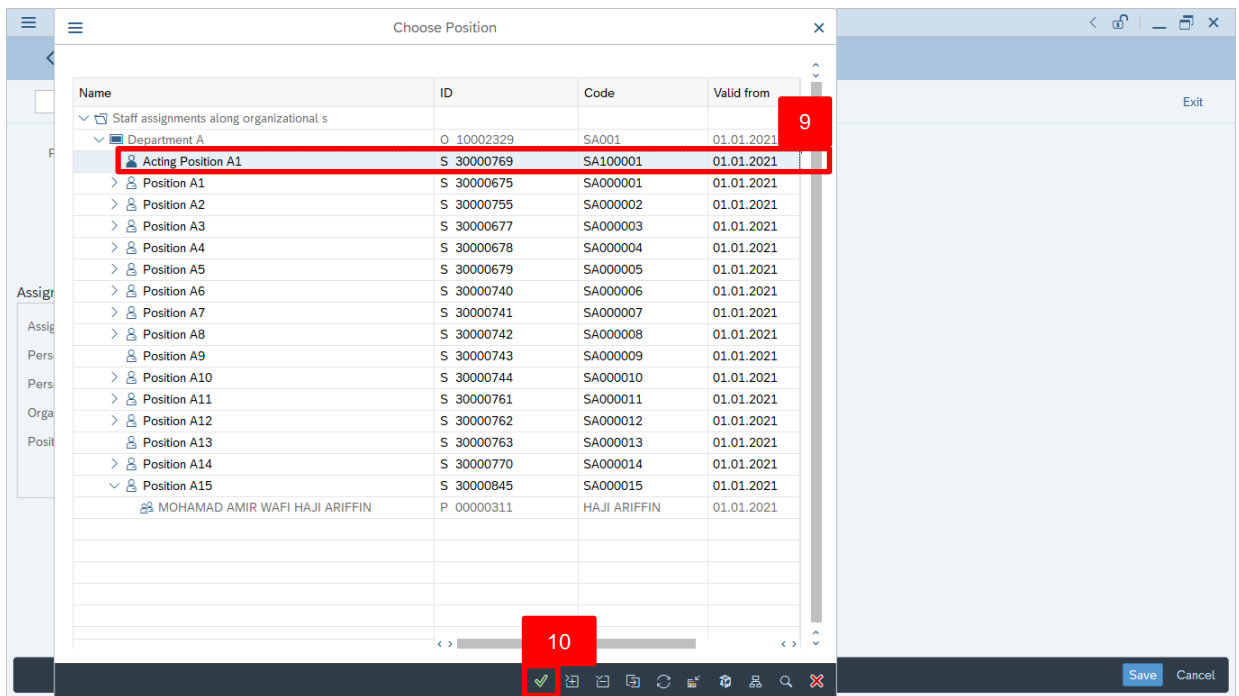5. Under **Assignment** section, click on ⧉ icon for Personnel Subarea.

6. Select the Personnel Subarea.

7. Click on ✓ icon.

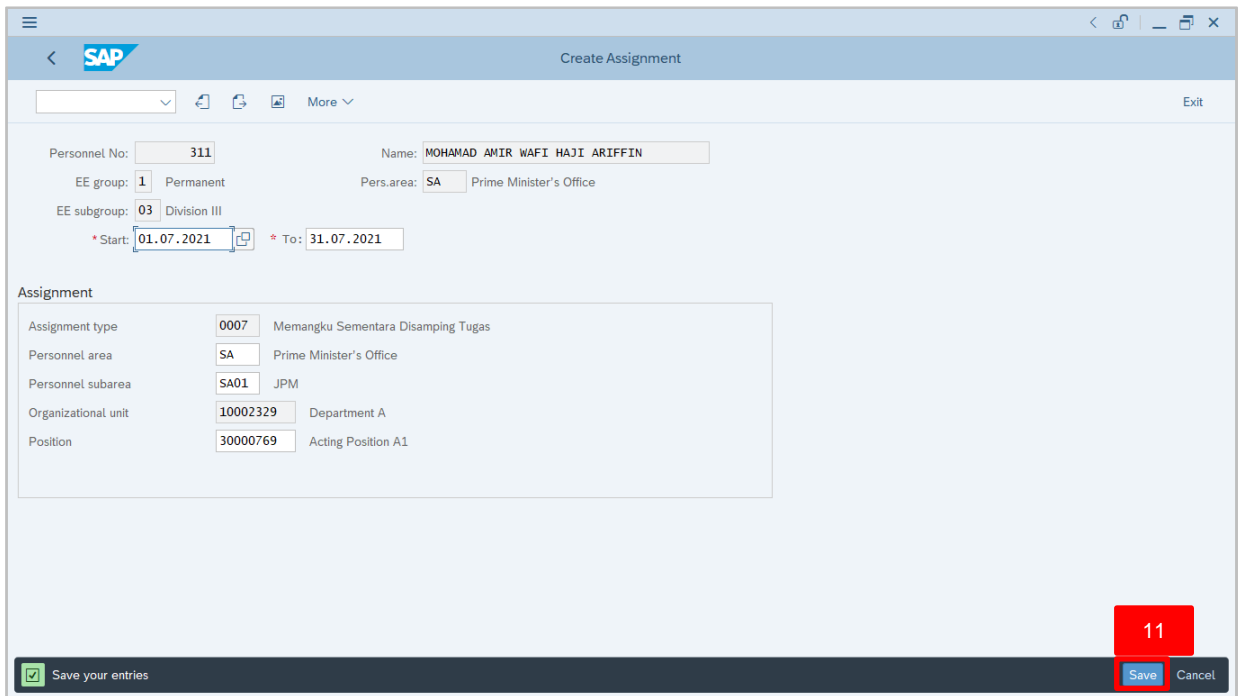8. Under **Assignment** section, click on 🔲 icon for Position.

9. Select the Position for *Memangku* (Acting).

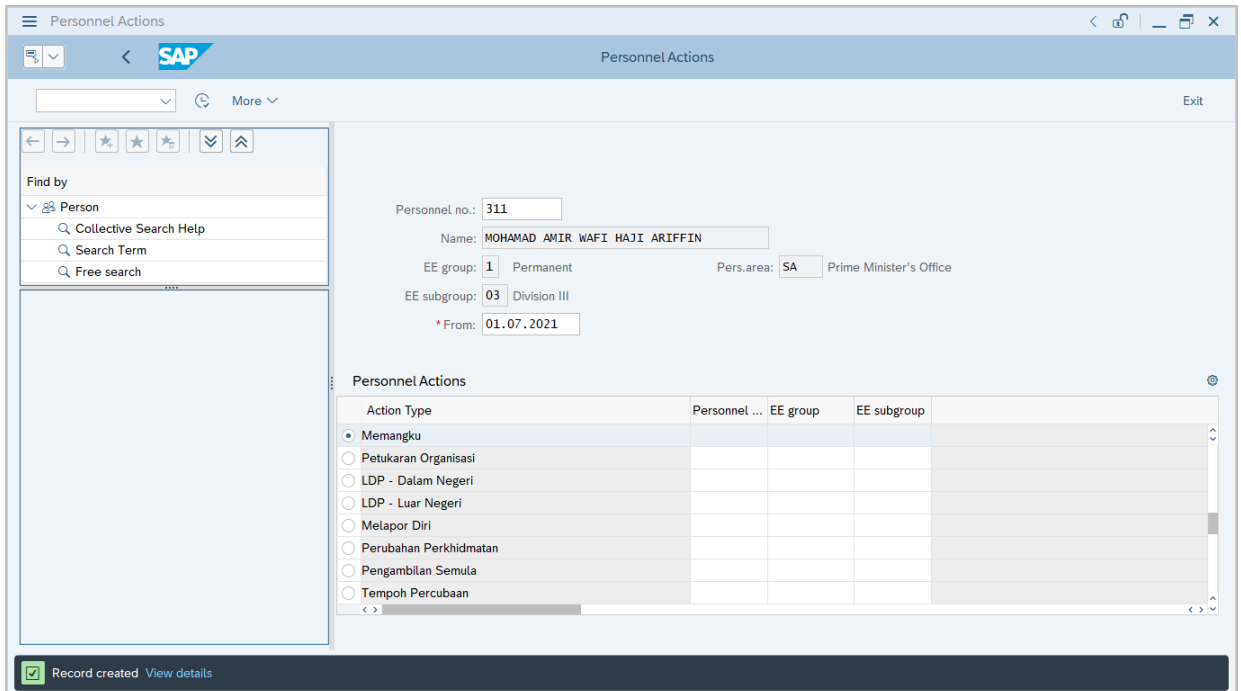10. Click on ✅ icon.

Note:

- If the position entered is from another unit, department or ministry, the leave application and approval process will be based on the position.

- Under Organisational Management (OM) module, the selected position is linked to the personnel only within the duration (Start and To dates) entered in Assignment Infotype.

- Once the assignment (Acting) duration ends, the position and leave process is no longer linked to the personnel.

11. Press **Enter** on the keyboard and click Save

Outcome: Record is created.

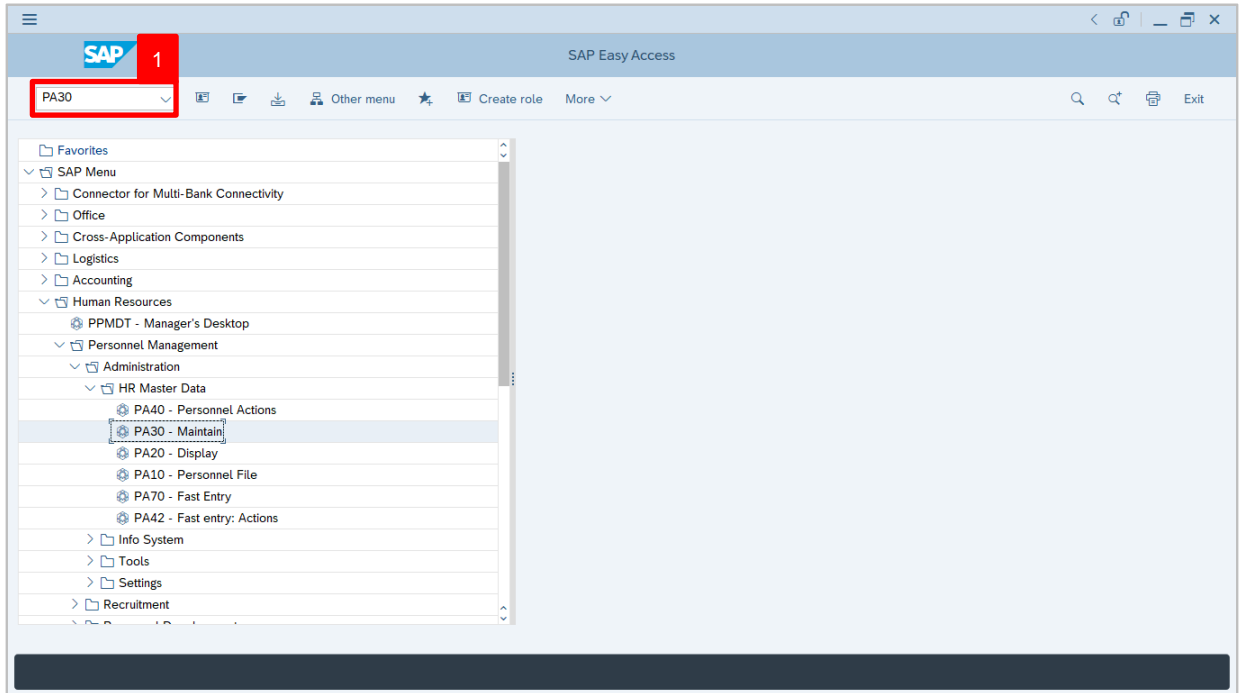The **Personnel Actions (PA40)** page will be displayed.

Sistem Sumber Manusia – Personnel Administration
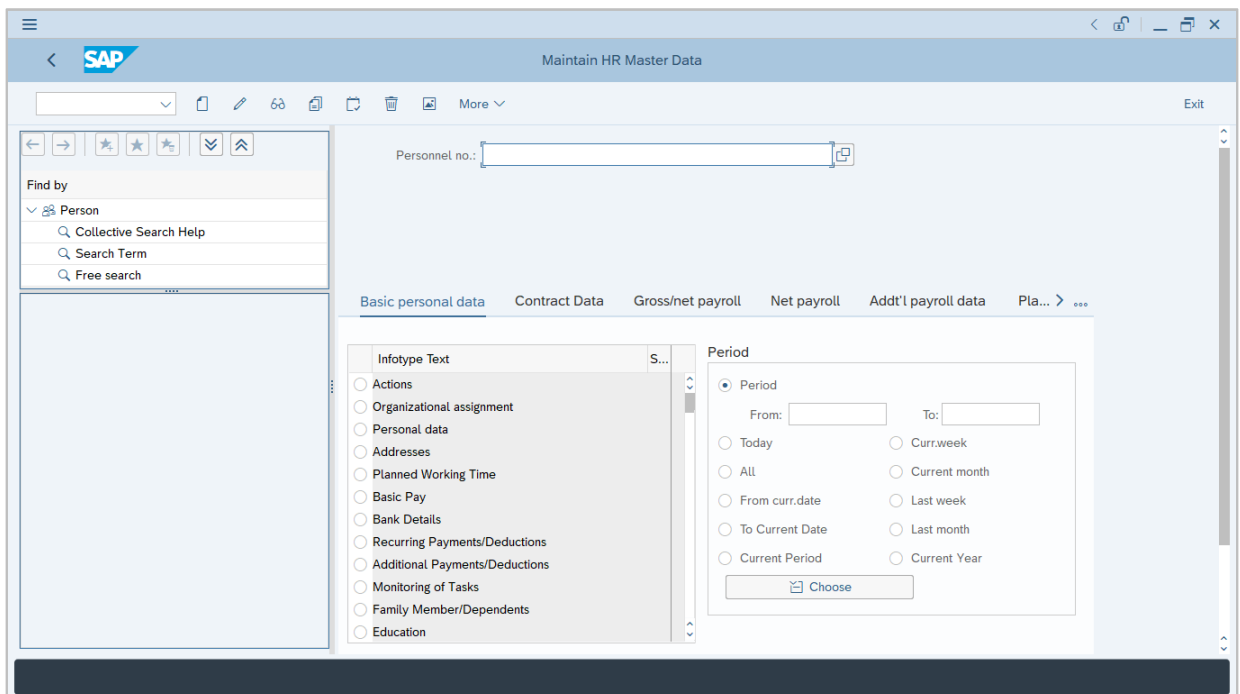
| View Action Overview	Back End User
	Department HR Administrator and HR Administrator (JPA)

1. Navigate to **Maintain HR Master Data** page by entering transaction code, **PA30** in the Search Bar and press **Enter** button on the keyboard.

The **Maintain HR Master Data (PA30)** page will be displayed.

Note:

- Click on *SAP Menu > Human Resources > Personnel Management > Administration > HR Master Data > PA30 – Maintain*

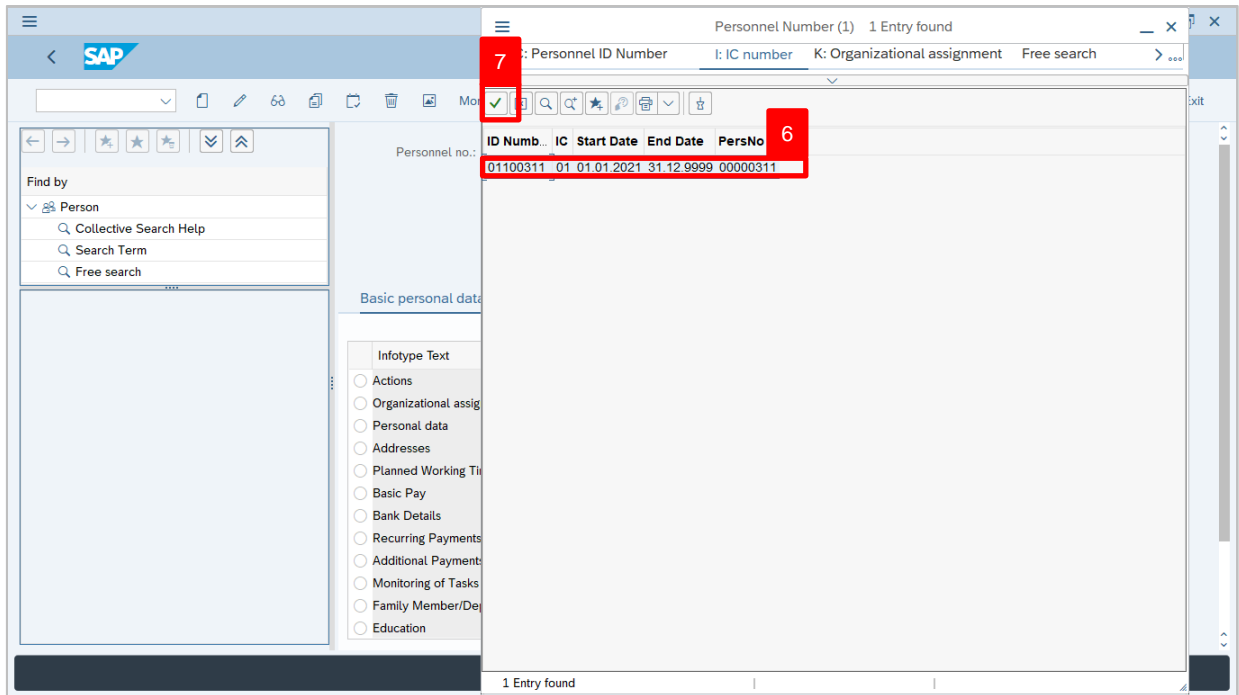- User may search for the personnel using their IC number via the Lookup icon.
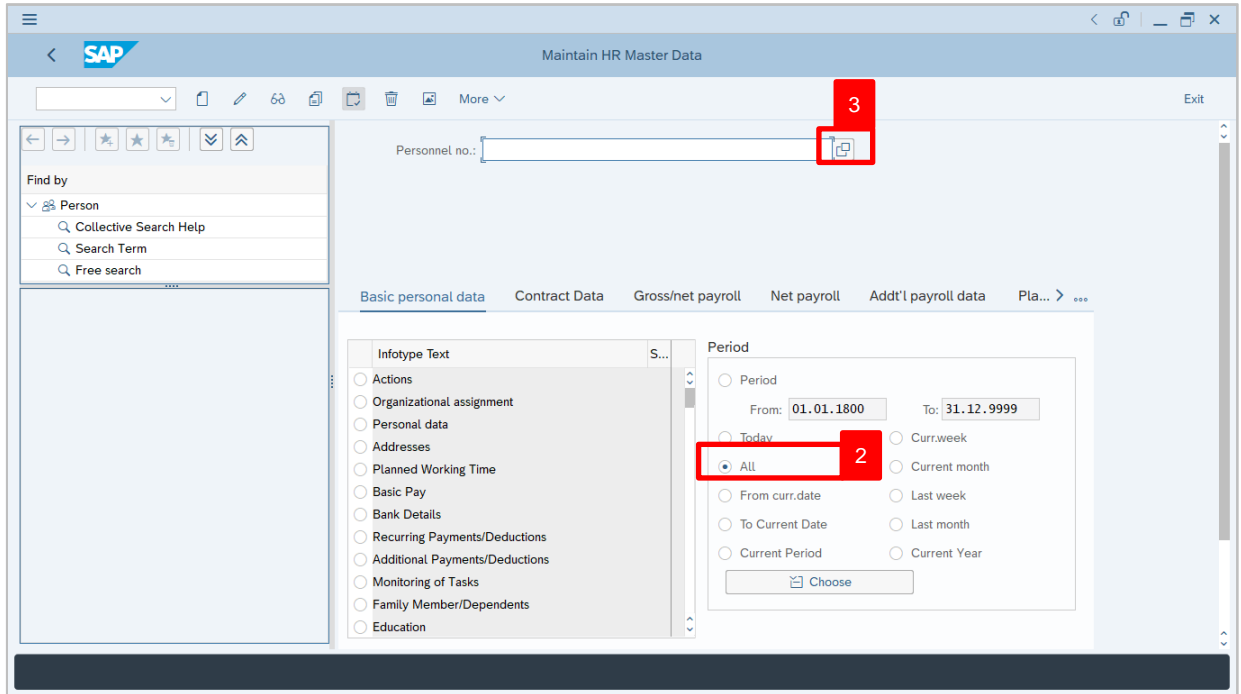
2. Under **Period** section, click on and select All

All data within this timeframe (From **01.01.1800** to **31.12.9999**) will be available.
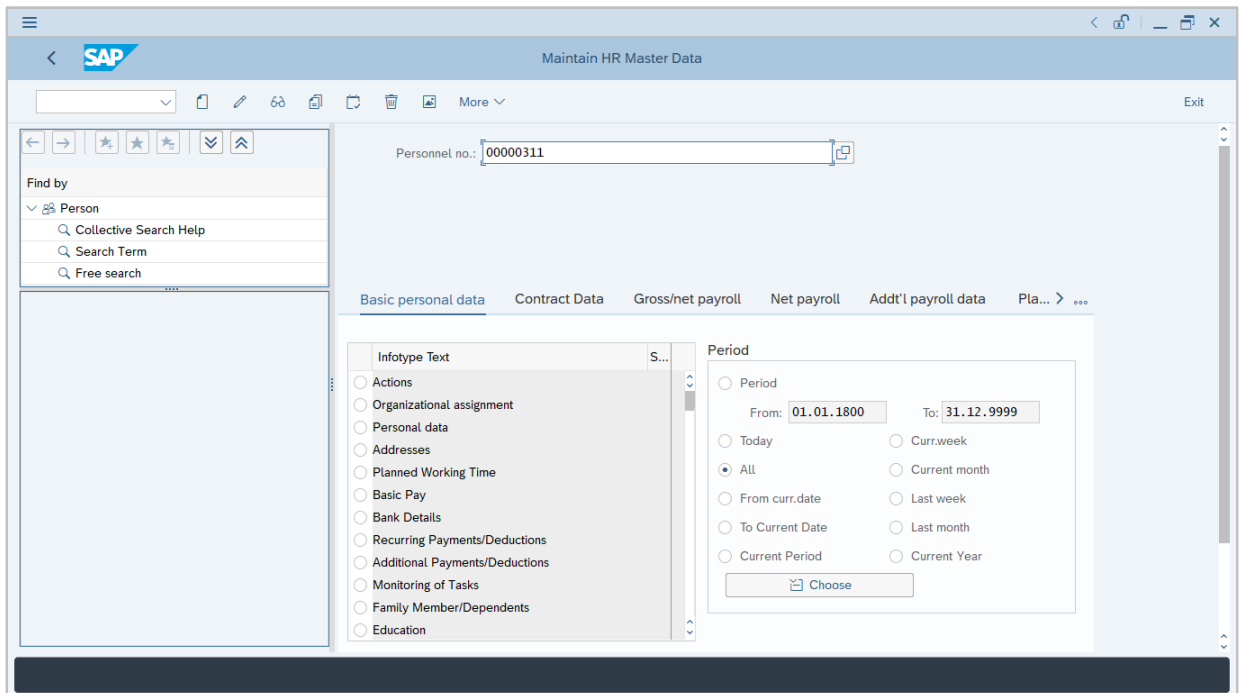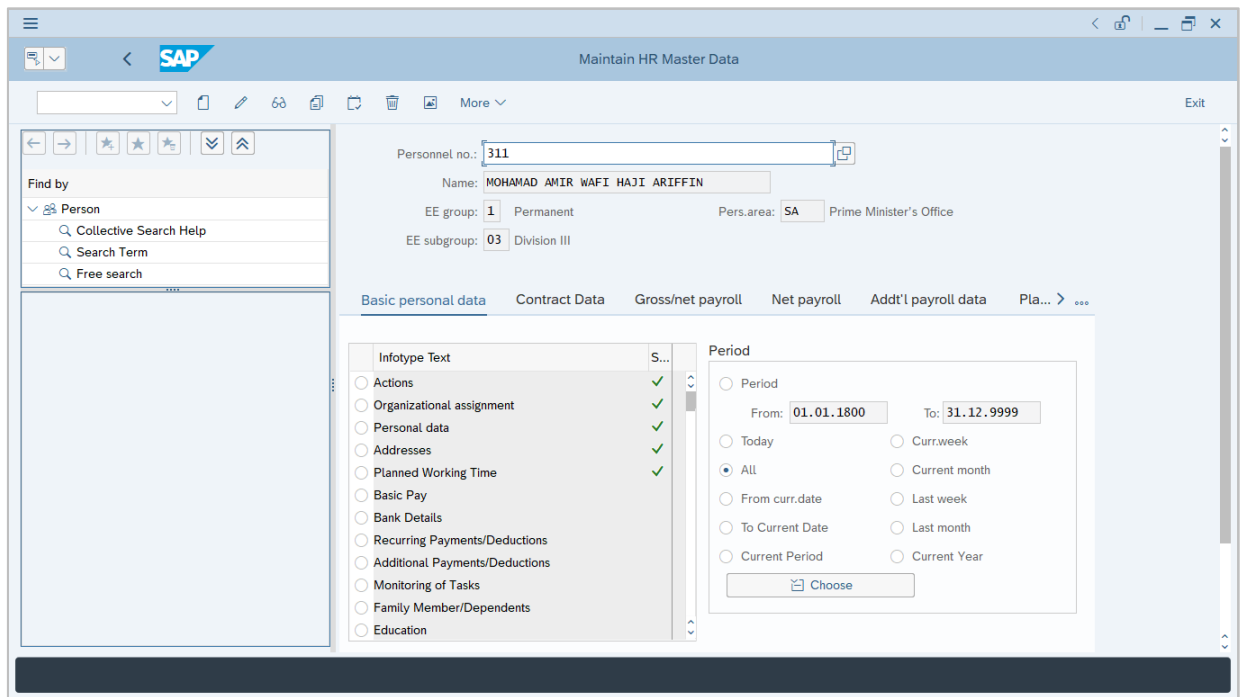
3. Click on icon for Personnel No.
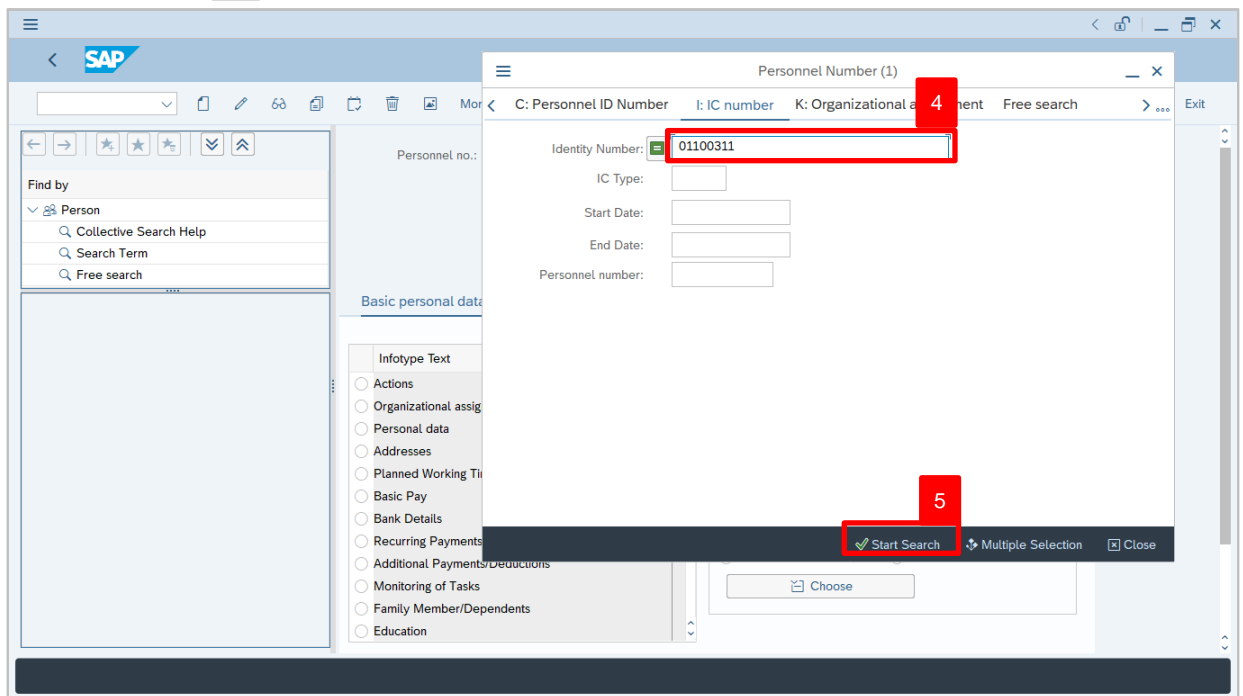
4. Enter the personnel IC Number.

5. Click on ✓ icon.
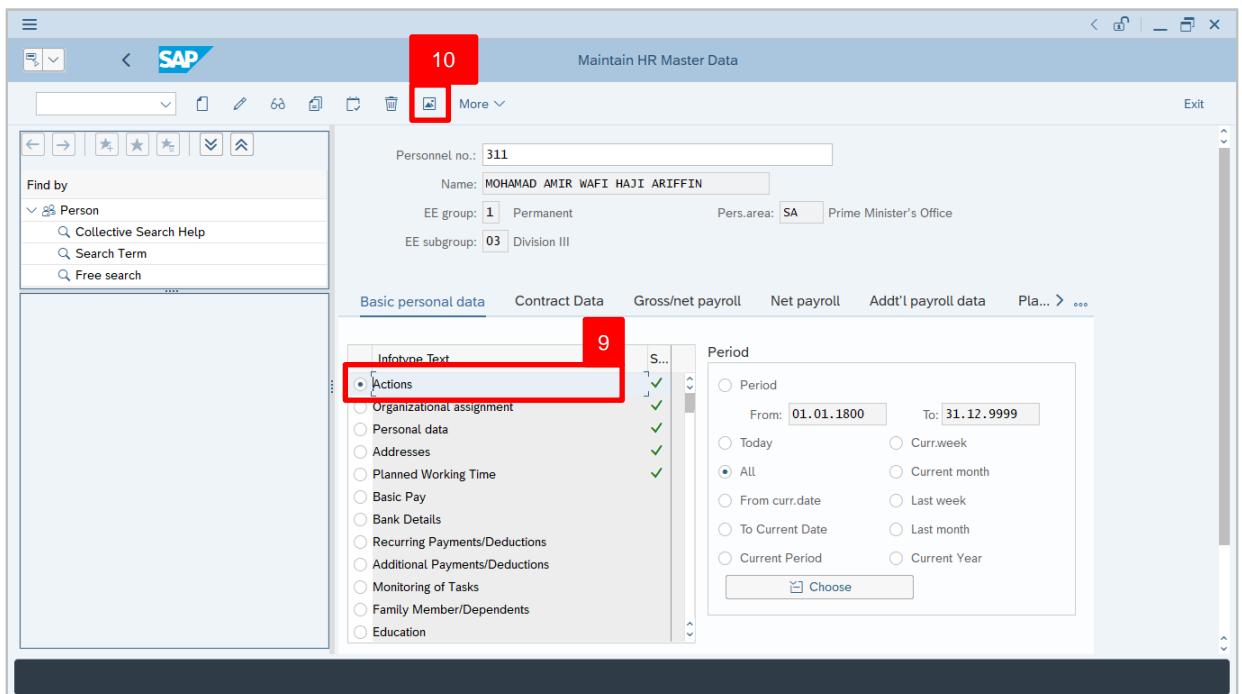

6. Select the searched personnel.

7. Click on ✓ icon.
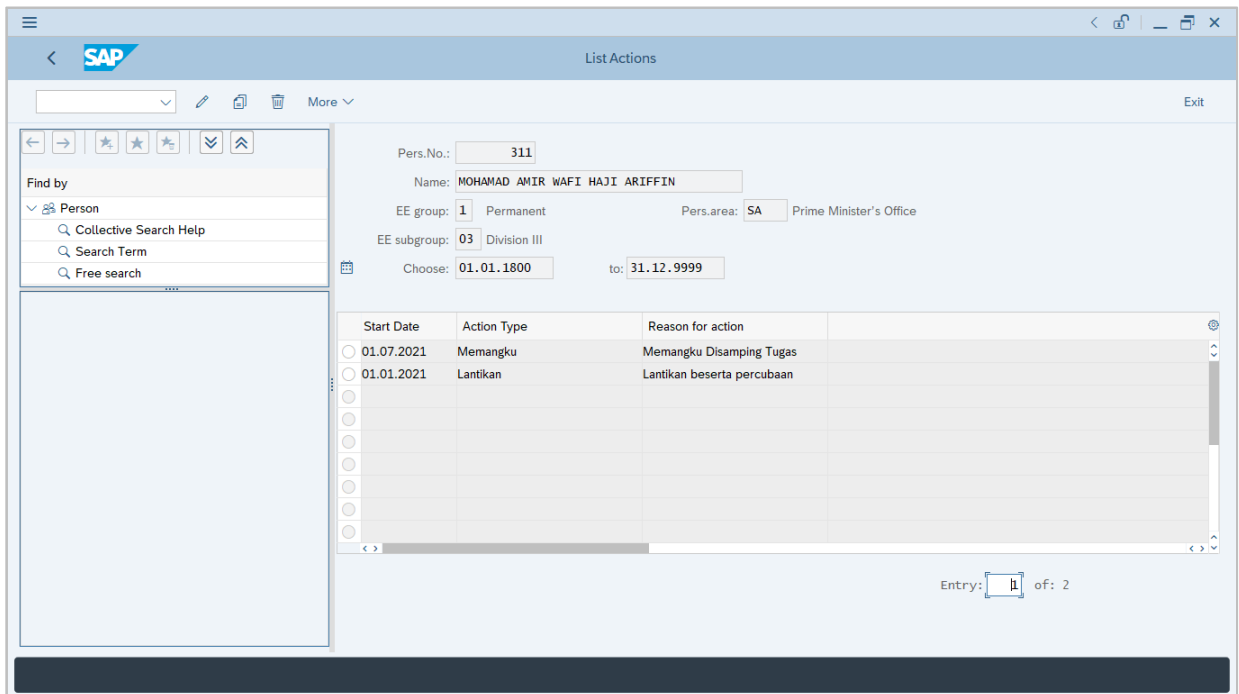

8. Press **Enter** button on the keyboard.

Sistem Sumber Manusia – Personnel Administration

Note:

- The personnel information will be displayed.

9. Under **Basic personal data**, click on ⊙ and select **Actions**

10. Click on 🖼 icon.

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

User can view the personnel actions in this page.

Sistem Sumber Manusia – Personnel Administration

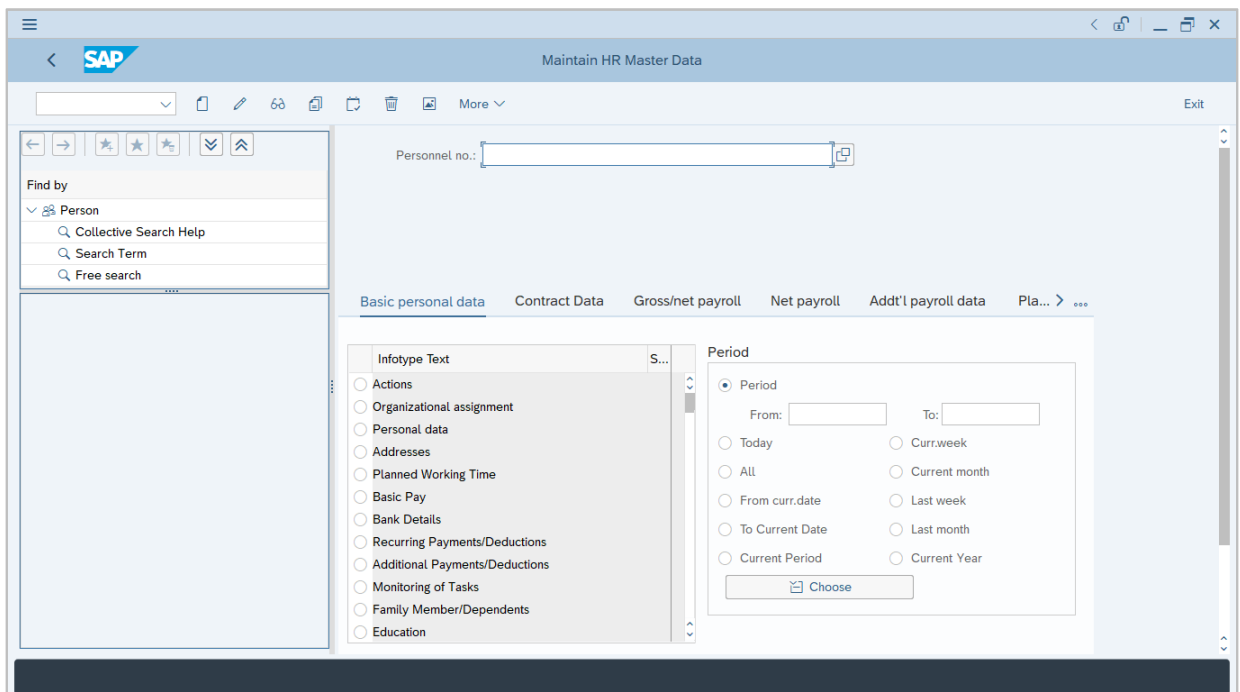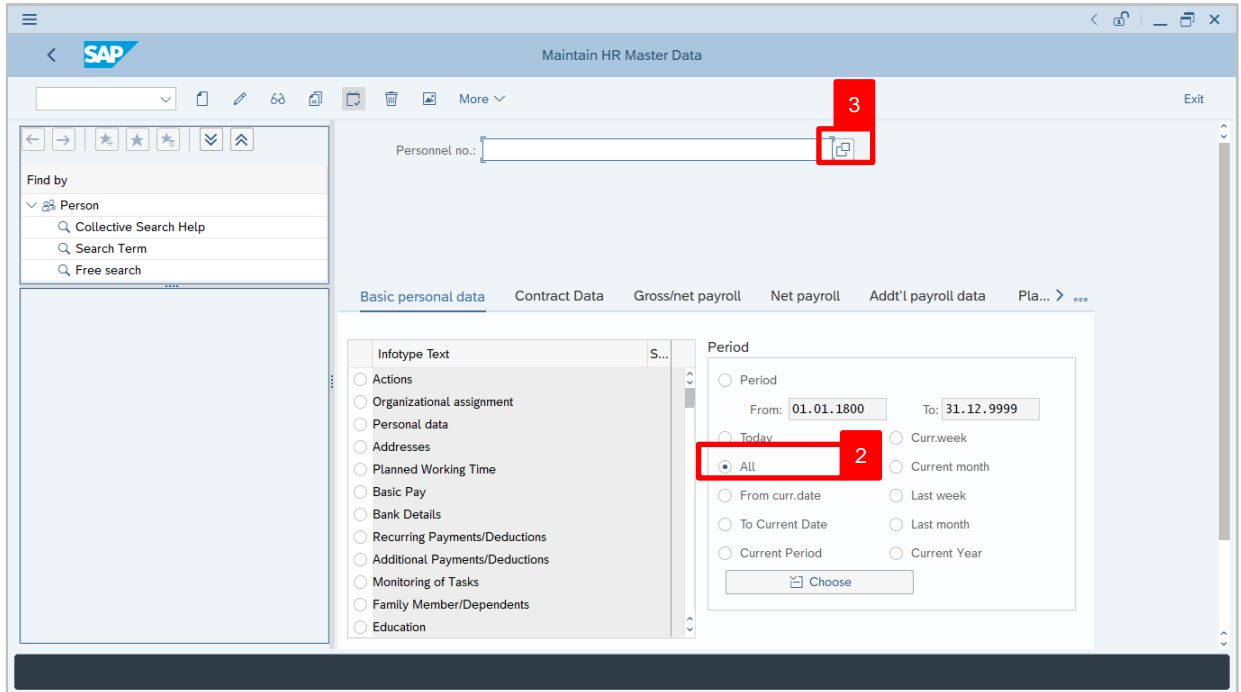| Maintain Assignment Infotype in PA30	Back End User
	Department HR Administrator and HR Administrator (JPA)

1. Navigate to **Maintain HR Master Data** page by entering transaction code, **PA30** in the Search Bar and press **Enter** button on the keyboard.

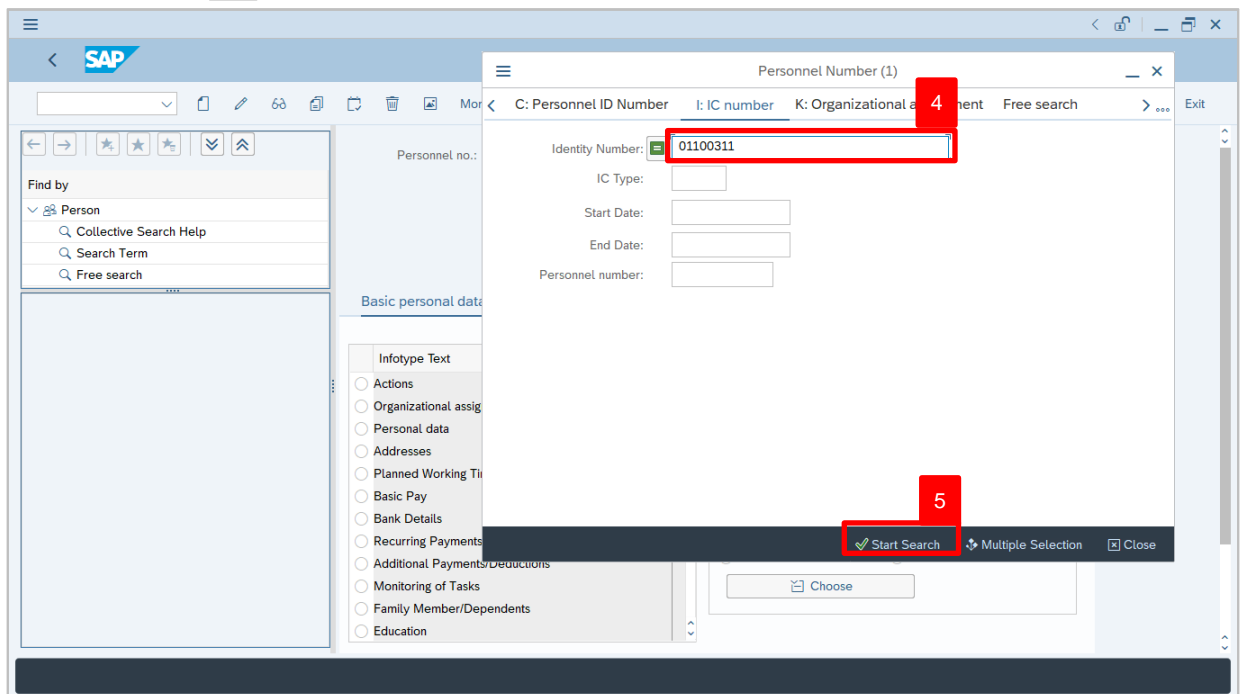The **Maintain HR Master Data (PA30)** page will be displayed.

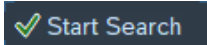# Sistem Sumber Manusia – Personnel Administration

Note:

- Click on *SAP Menu > Human Resources > Personnel Management > Administration > HR Master Data > PA30 – Maintain*

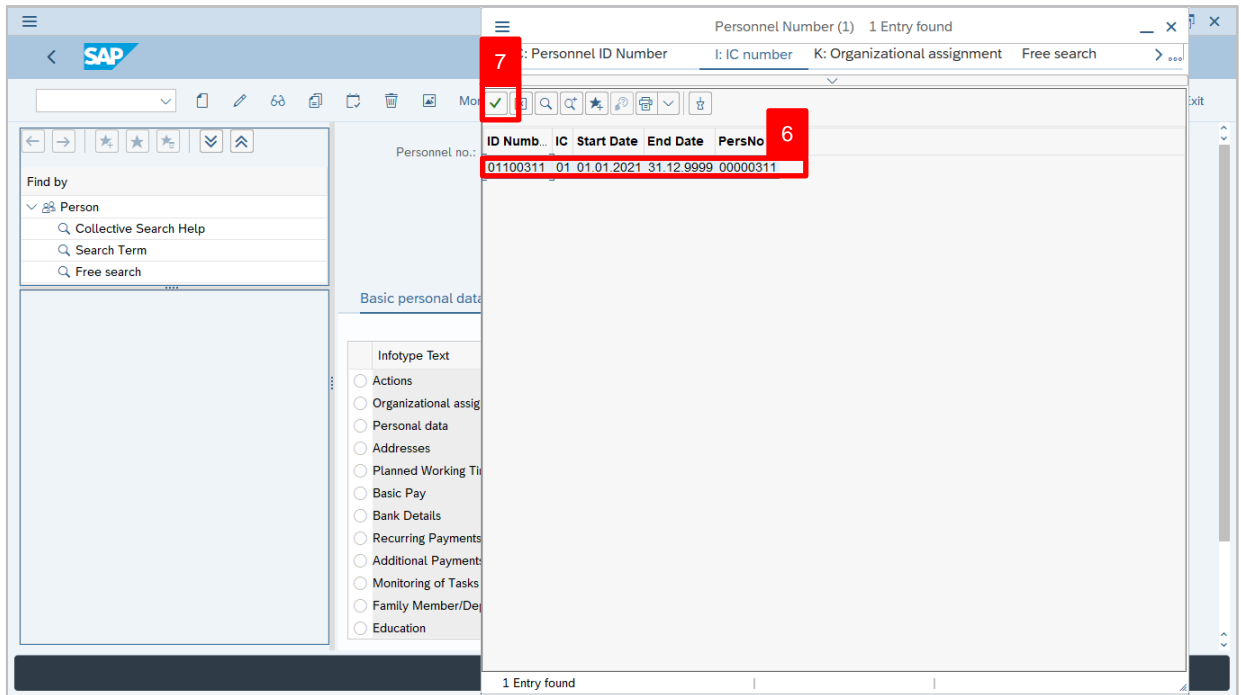- User may search for the personnel using their IC number via the Lookup icon.

2. Under **Period** section, click on ⊙ and select All

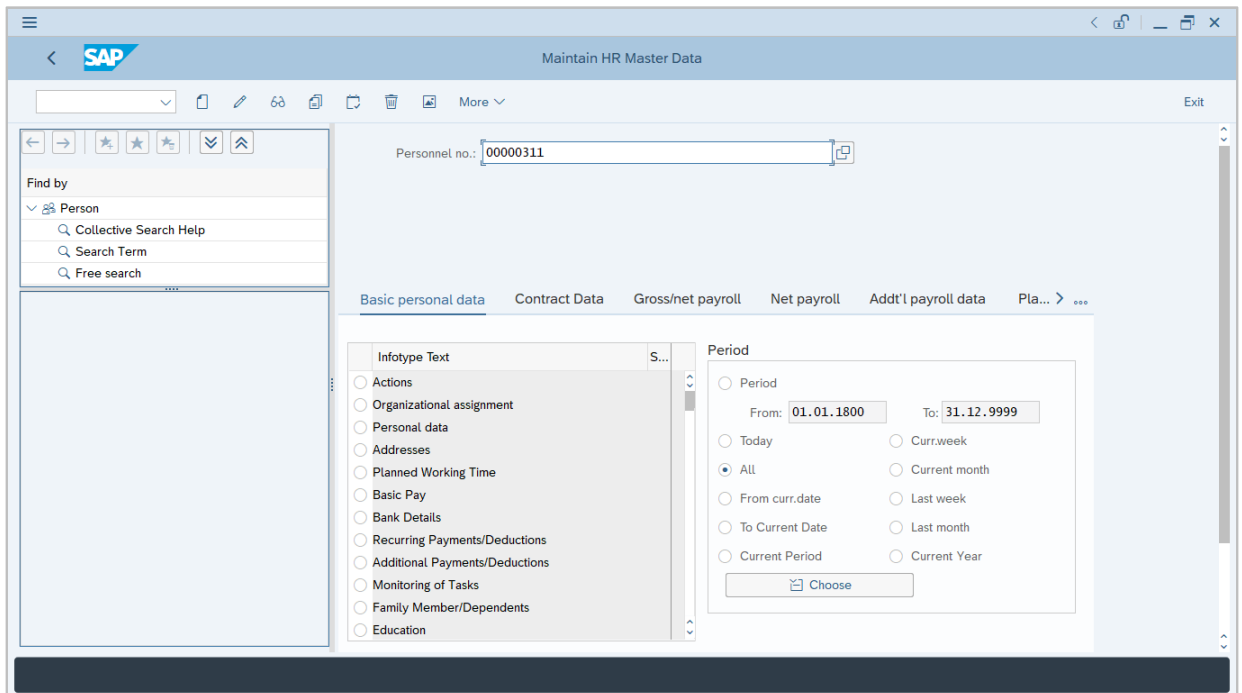All data within this timeframe (From **01.01.1800** to **31.12.9999**) will be available.

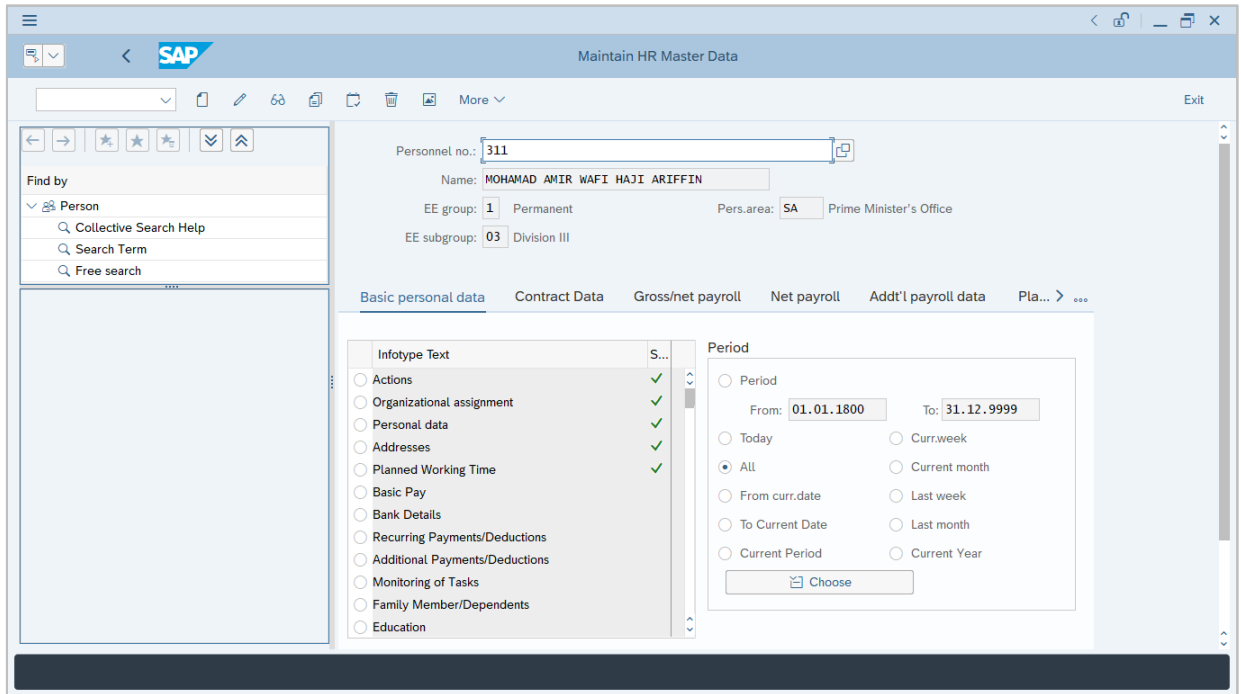3. Click on 🖳 icon for Personnel No.

4. Enter the personnel IC Number.

5. Click on ✅ Start Search
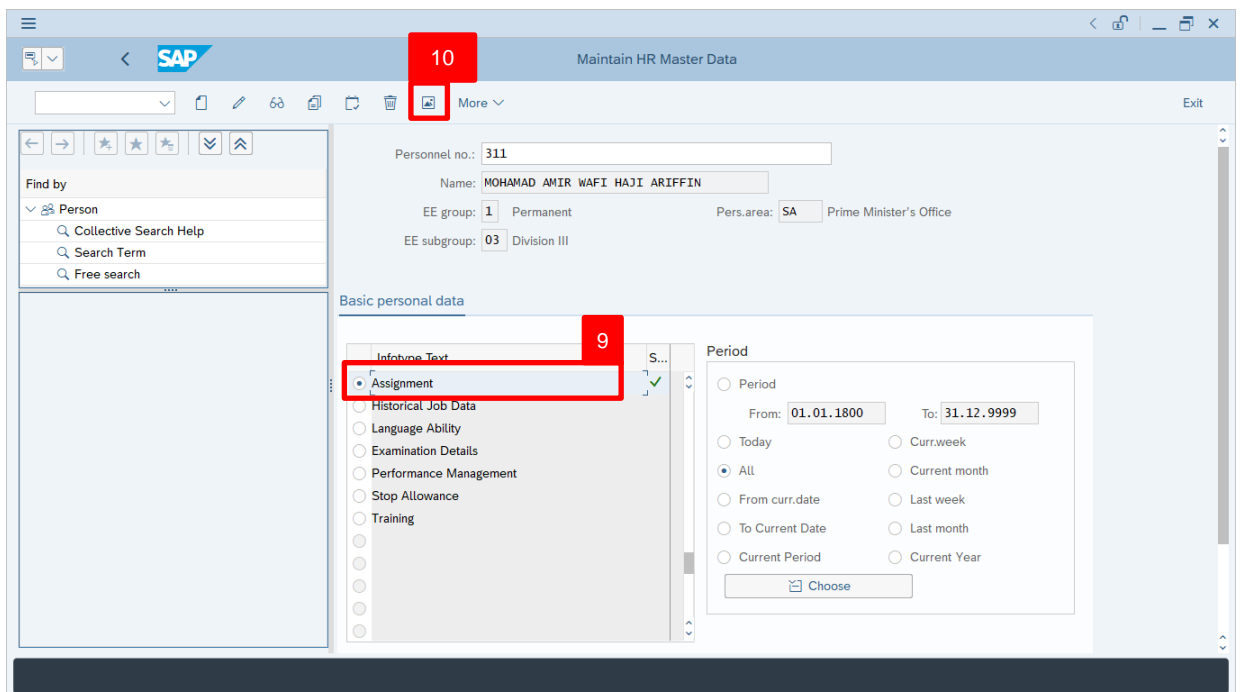

6. Select the searched personnel.

7. Click on ✅ icon.

8. Press **Enter** button on the keyboard.

# Sistem Sumber Manusia – Personnel Administration
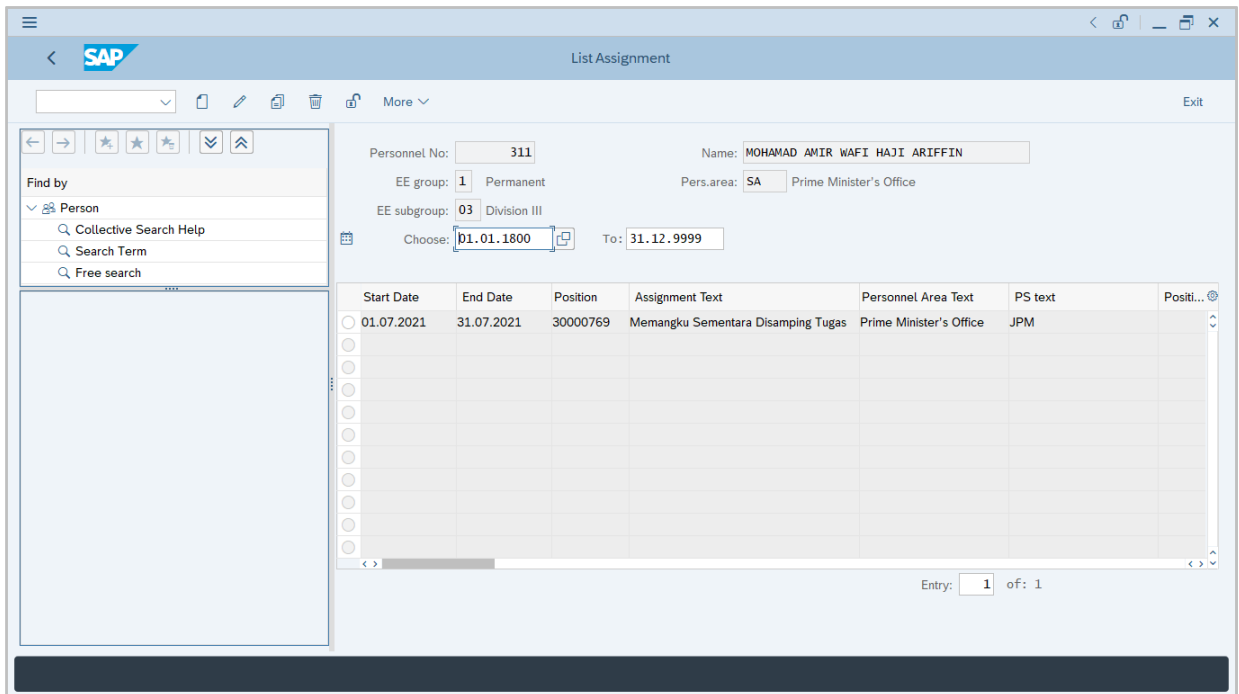

Note:

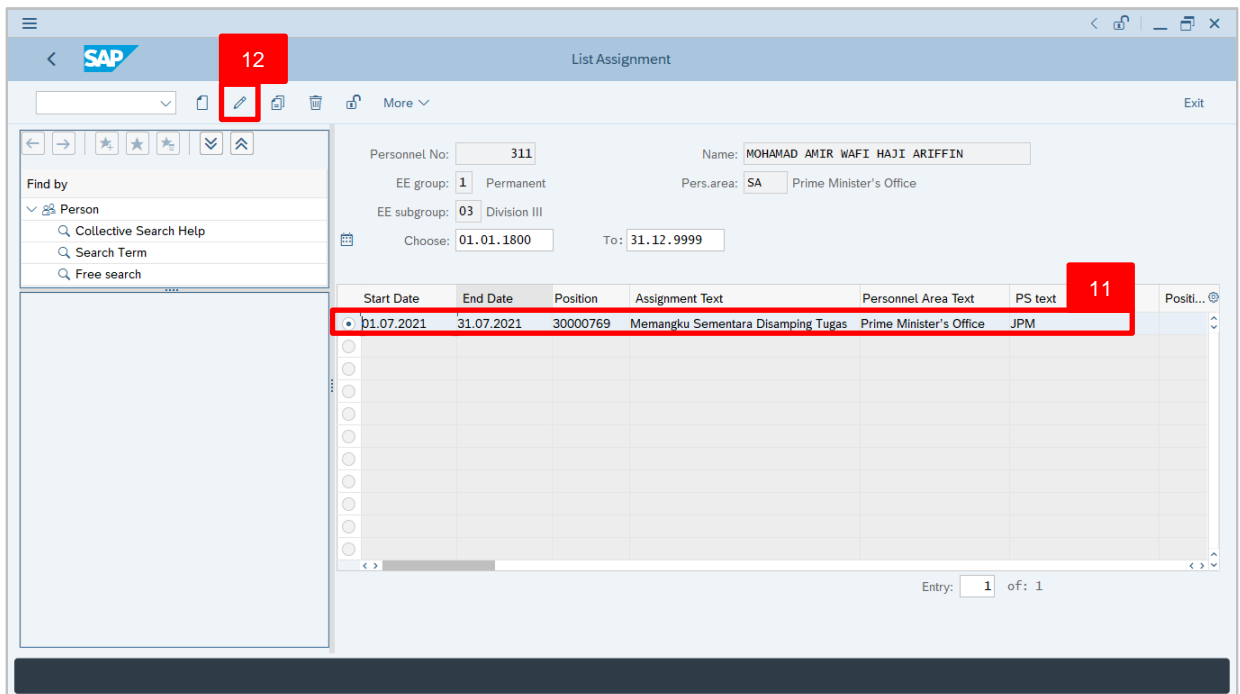- The personnel information will be displayed.

9. Under **Basic personal data** section, click on ⦿ and select Assignment

10. Click on 🖼 icon.

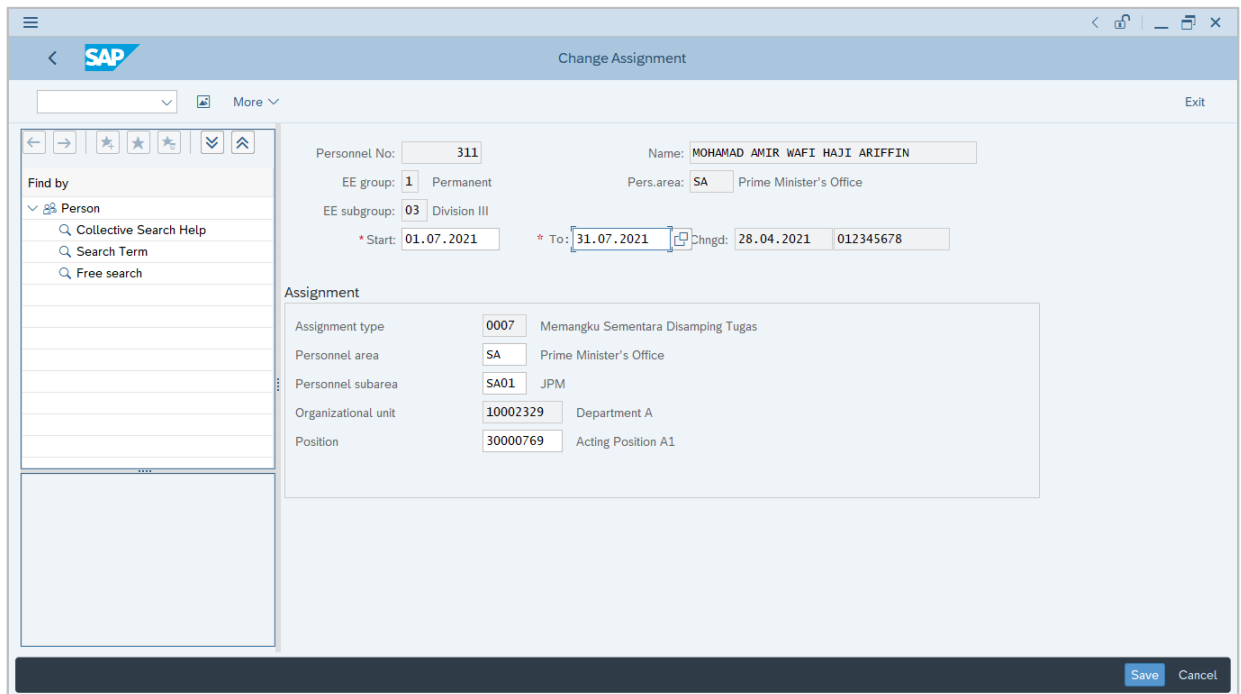The **List Assignment** page will be displayed.

User can view the personnel assignment in this page.

11. Select assignment by clicking on

12. Click on icon

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The **Change Assignment** page will be displayed.

User can edit the personnel assignment details in this page.