



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**.

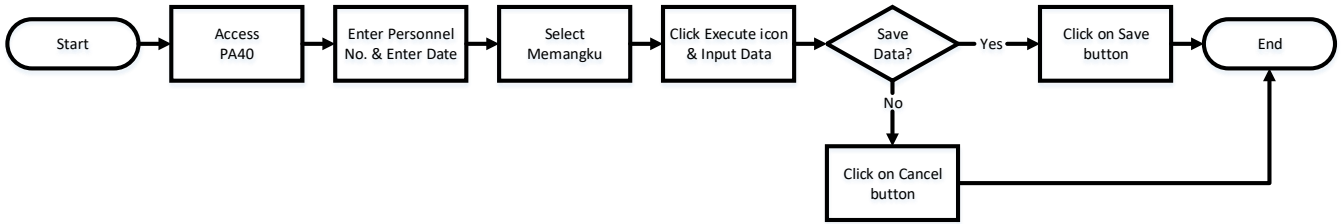


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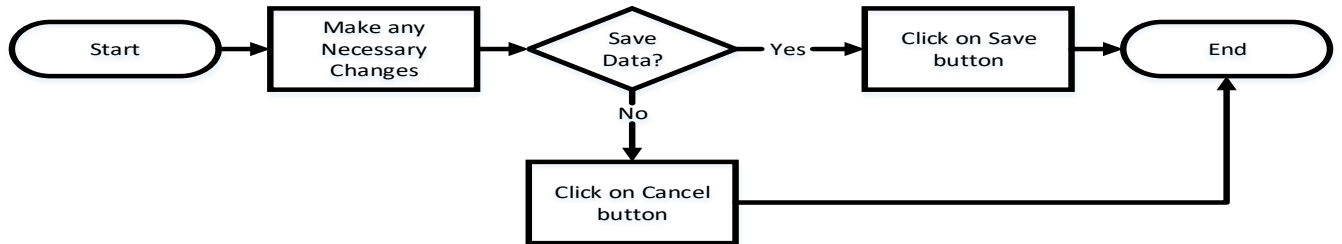
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Process Overview

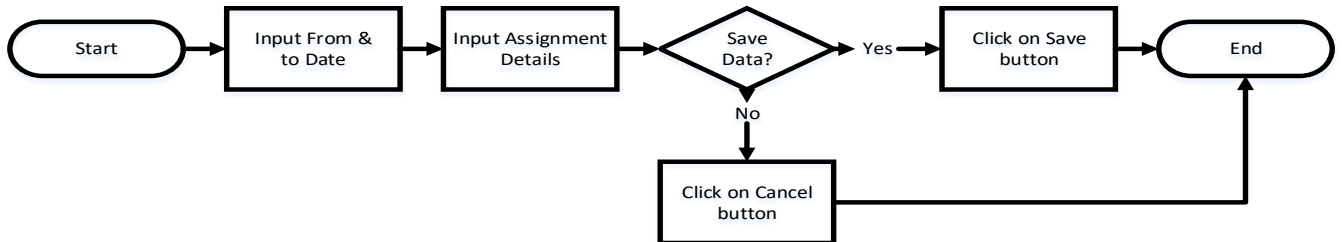
Copy Actions



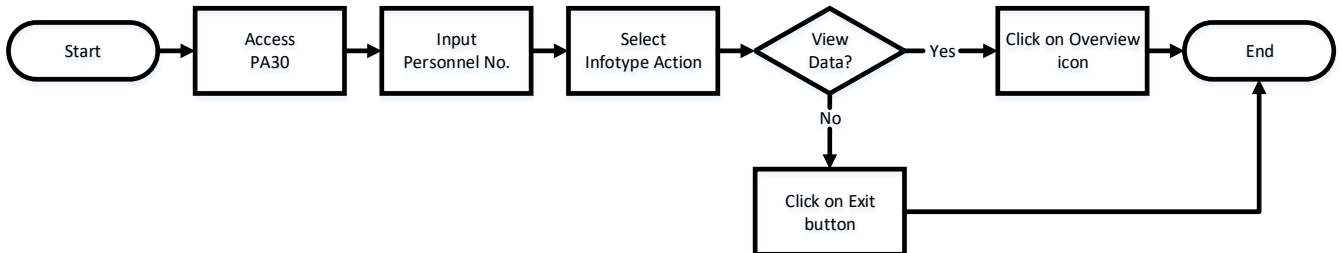
Copy Organizational Assignment



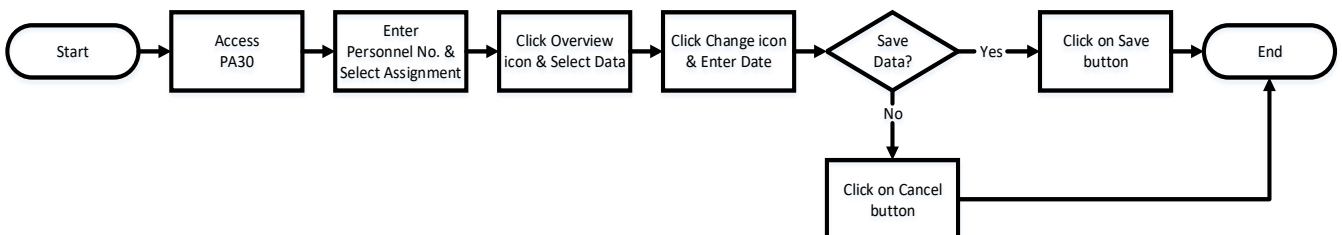
Create Assignment



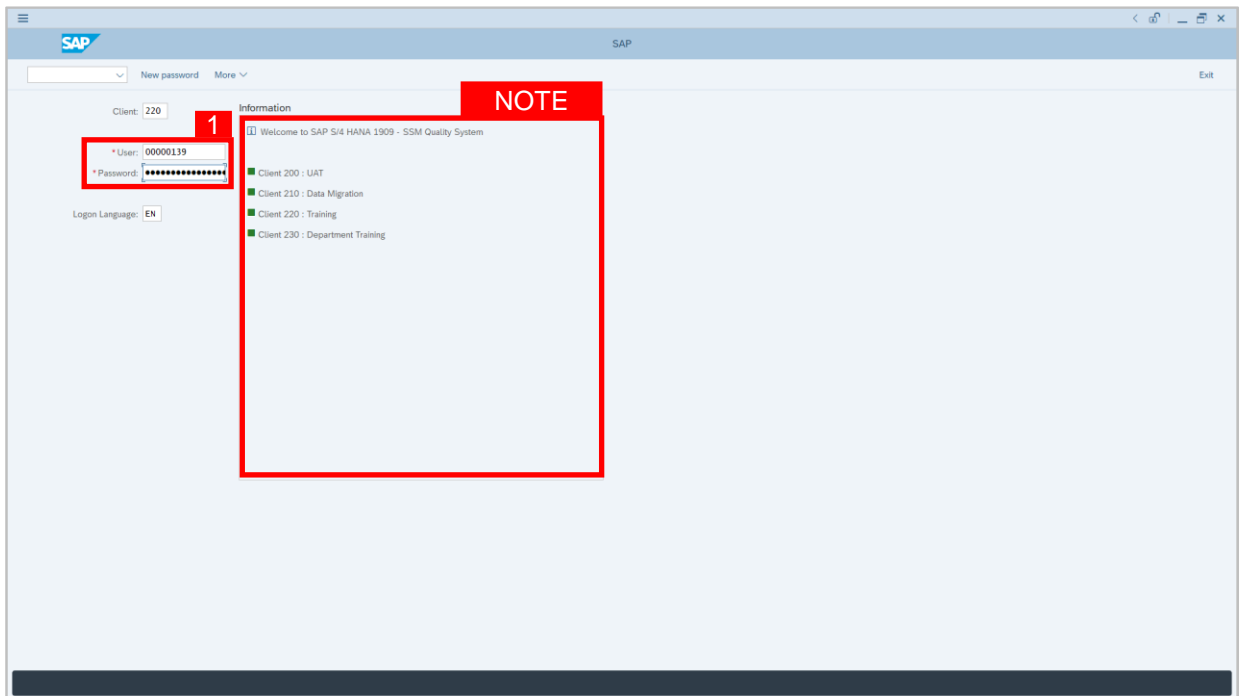
View Action Overview



Maintain Assignment Infotype in PA30



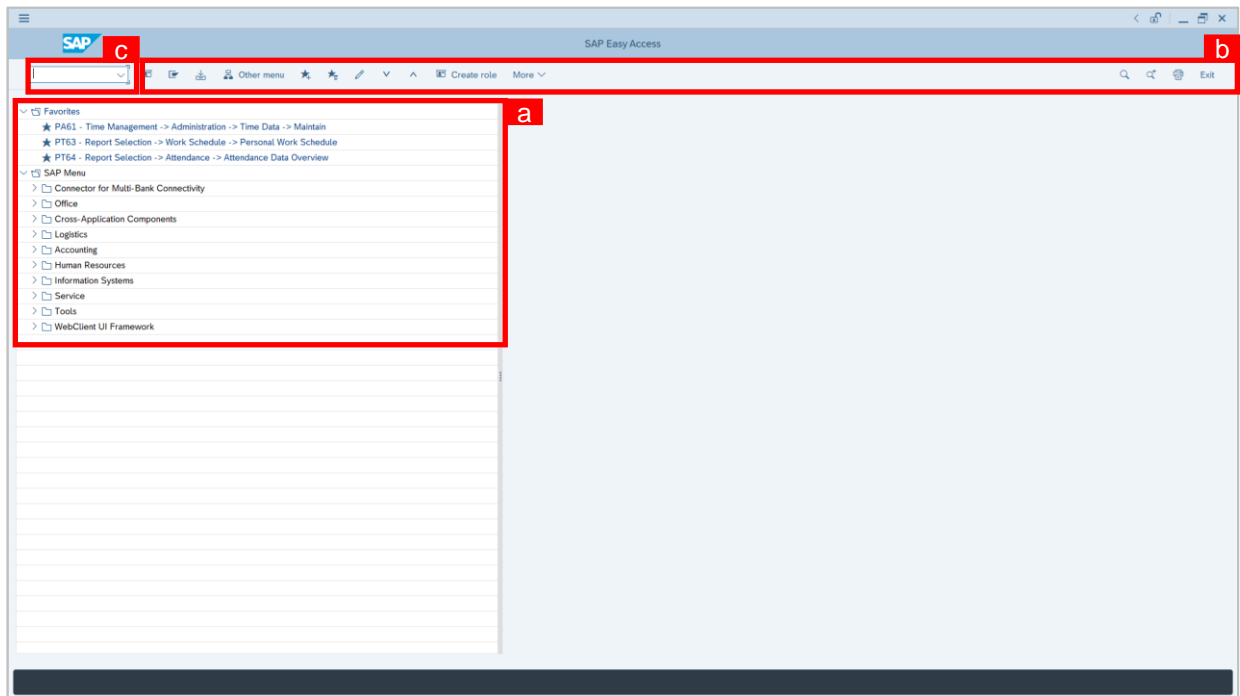
SAP GUI (Back-End) Log on	Back End User Department HR Administrator and HR Administrator (JPA)
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1. Fill in the **User** and **Password**.
2. Press **Enter** on the keyboard.
3. The home page will be displayed.

Note:

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



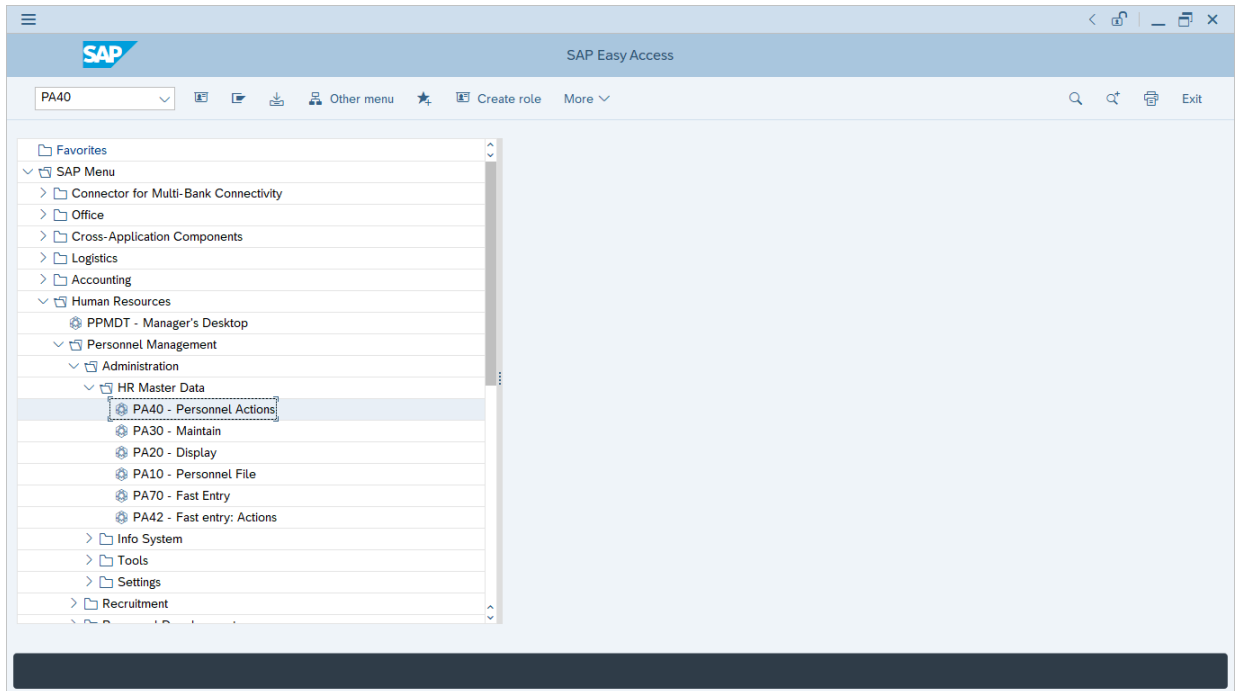
Note:

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

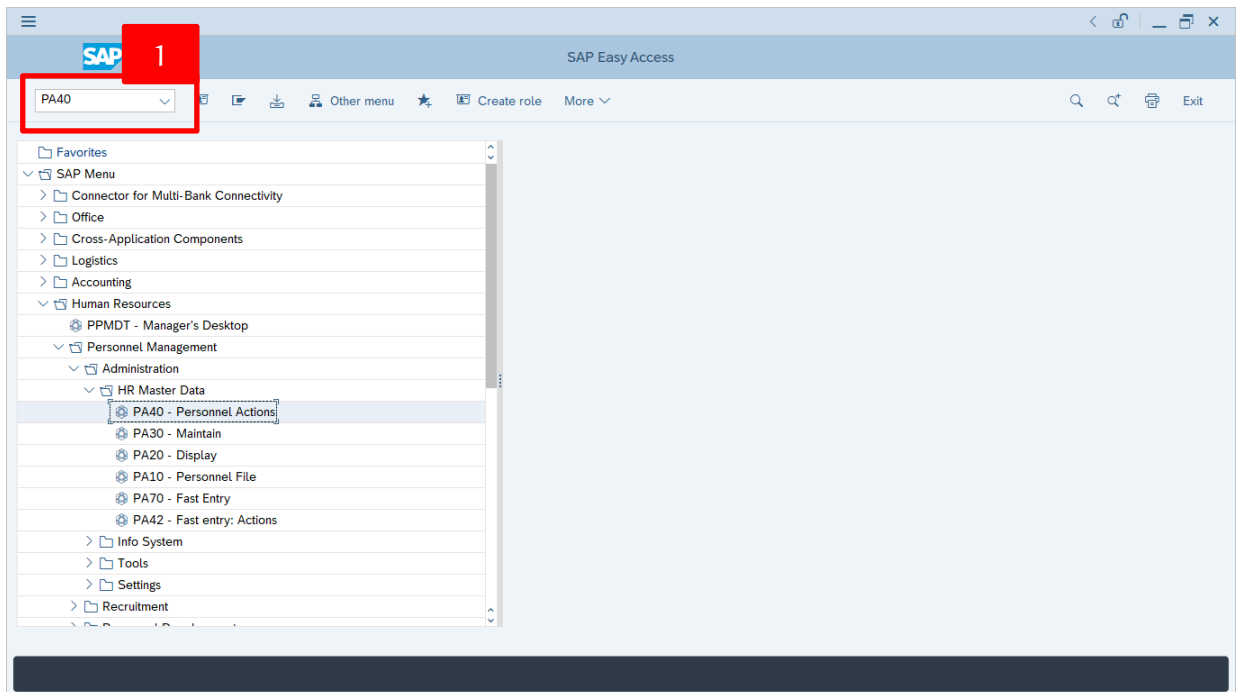
Copy Actions

Backend User

Department HR Administrator and HR Administrator (JPA)



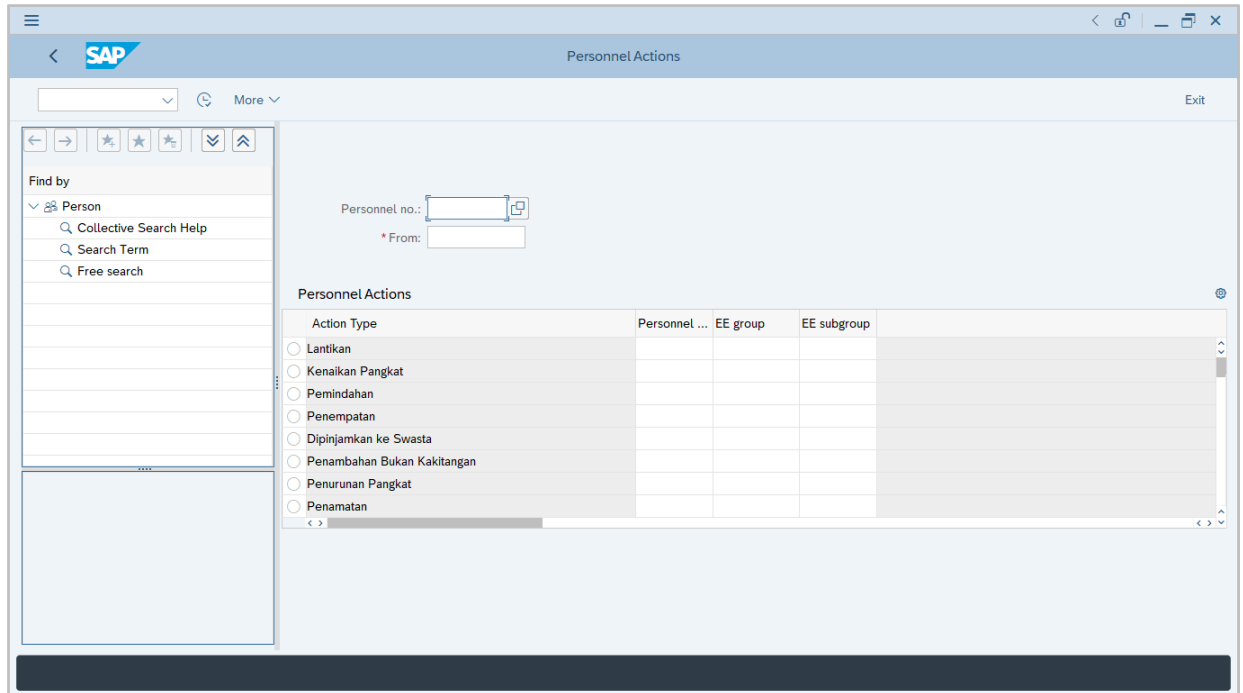
1. Navigate to **Personnel Actions** page by entering transaction code, **PA40** in the Search Bar and press **Enter** button on the keyboard.



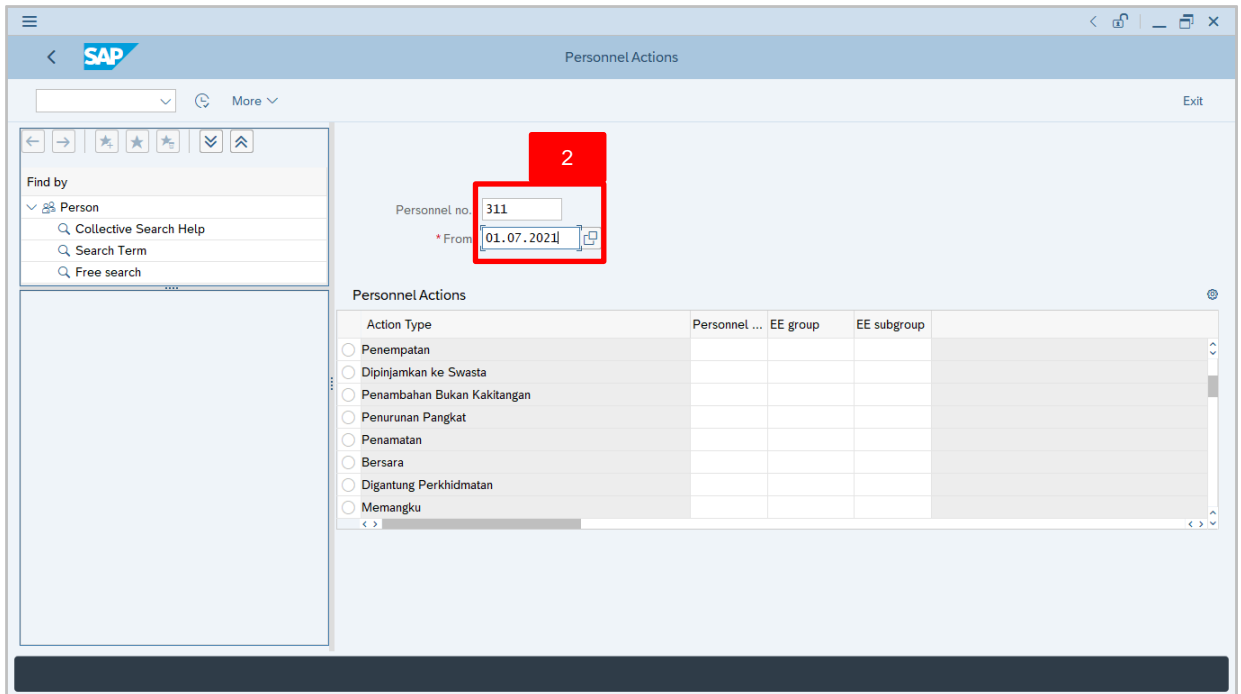
Note:

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

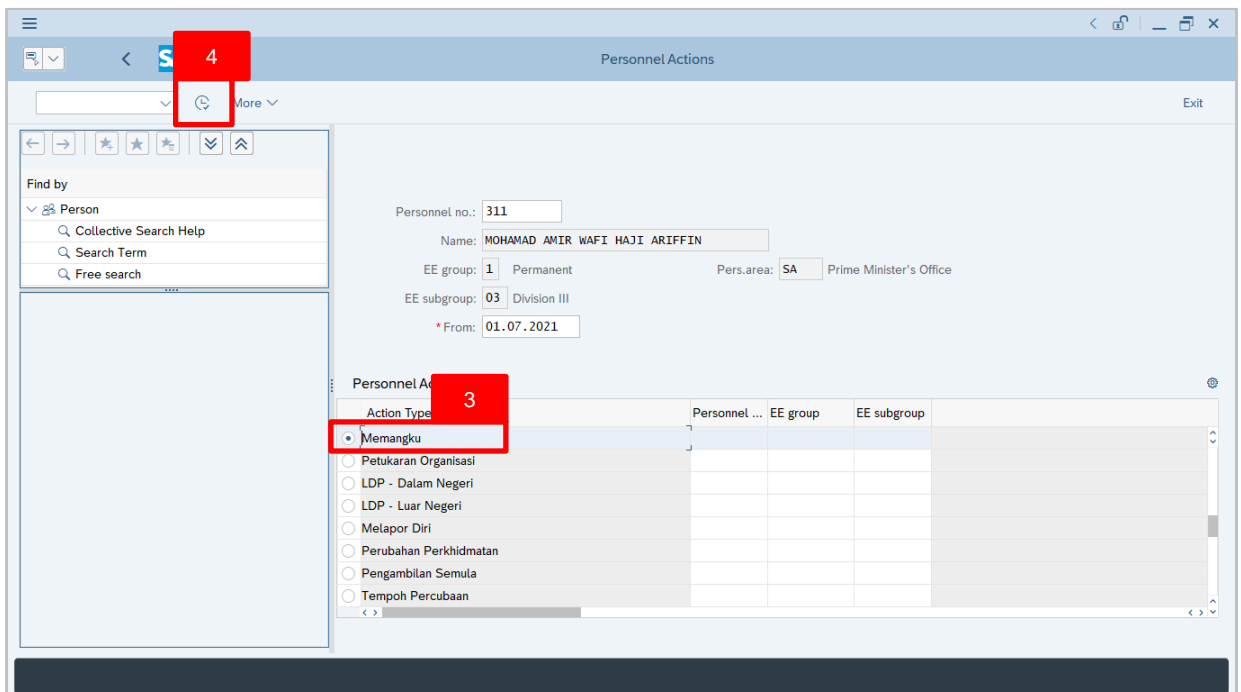
The **Personnel Actions (PA40)** page will be displayed.




Action Type	Personnel ...	EE group	EE subgroup
<input type="radio"/> Lantikan			
<input type="radio"/> Kenaikan Pangkat			
<input type="radio"/> Pemindahan			
<input type="radio"/> Penempatan			
<input type="radio"/> Dipinjamkan ke Swasta			
<input type="radio"/> Penambahan Bukan Kakitangan			
<input type="radio"/> Penurunan Pangkat			
<input type="radio"/> Penamatan			

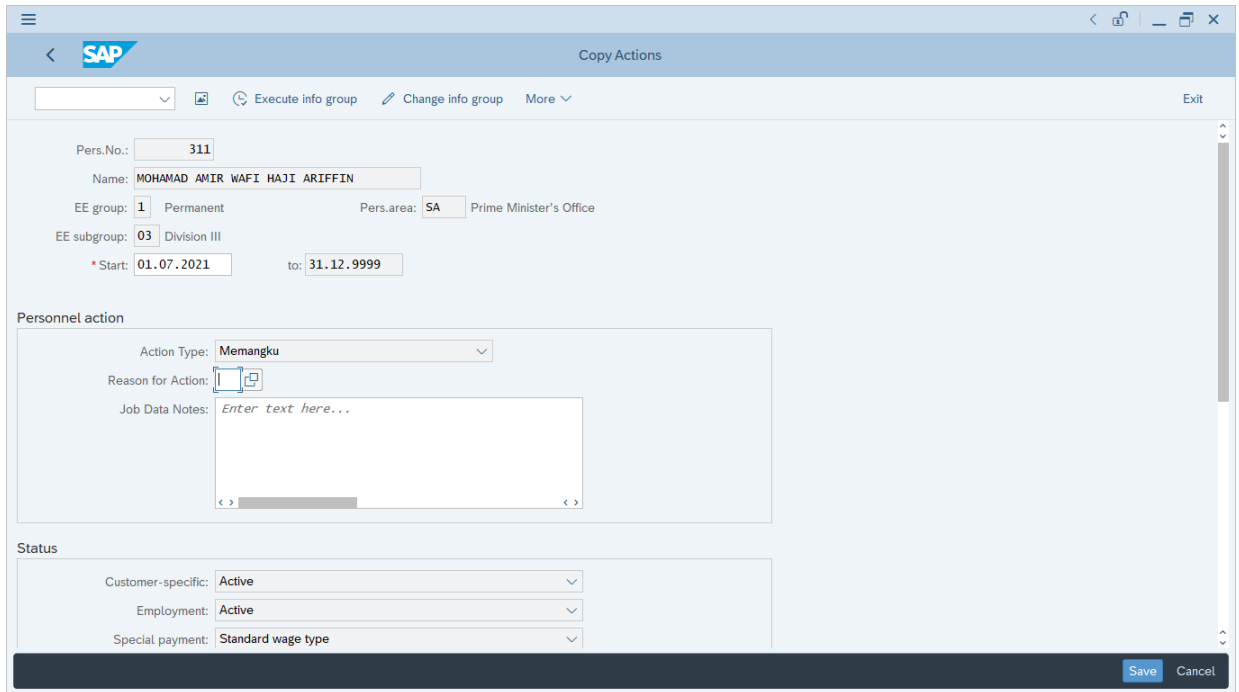


2. Enter the Personnel number and the action From date. Press **Enter** on the keyboard.



3. Under **Personnel Actions** page, click on the and select **Memangku**
4. Click on  icon.

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



The screenshot shows the SAP 'Copy Actions' interface. At the top, there is a navigation bar with the SAP logo and the title 'Copy Actions'. Below this, there are several input fields and buttons for user selection and group management. The main form is divided into three sections: 'Personnel action' and 'Status'. The 'Personnel action' section includes a dropdown for 'Action Type' (set to 'Memangku'), a 'Reason for Action' field with a copy icon, and a 'Job Data Notes' text area. The 'Status' section contains three dropdown menus for 'Customer-specific', 'Employment', and 'Special payment', all currently set to 'Active'. At the bottom right, there are 'Save' and 'Cancel' buttons.

Pers.No.: 311
Name: MOHAMAD AMIR WAFI HAJI ARIFFIN
EE group: 1 Permanent Pers.area: SA Prime Minister's Office
EE subgroup: 03 Division III
* Start: 01.07.2021 to: 31.12.9999

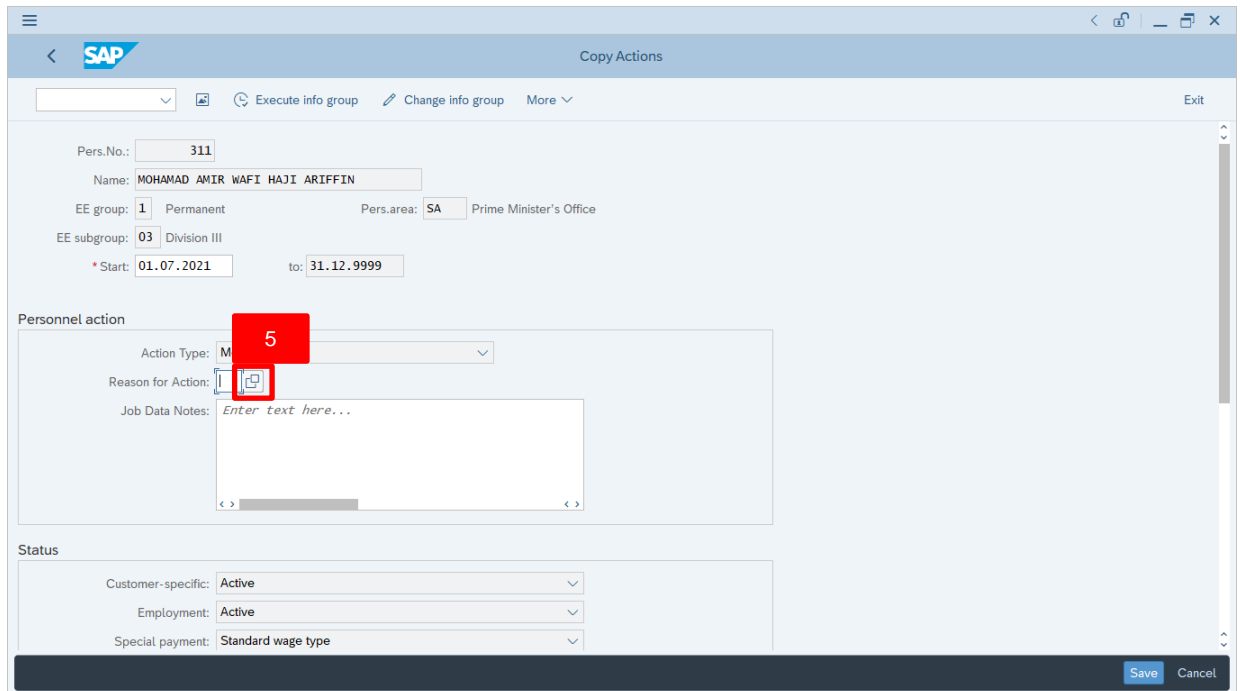
Personnel action


Action Type: Memangku
Reason for Action: [Copy icon]
Job Data Notes: Enter text here...

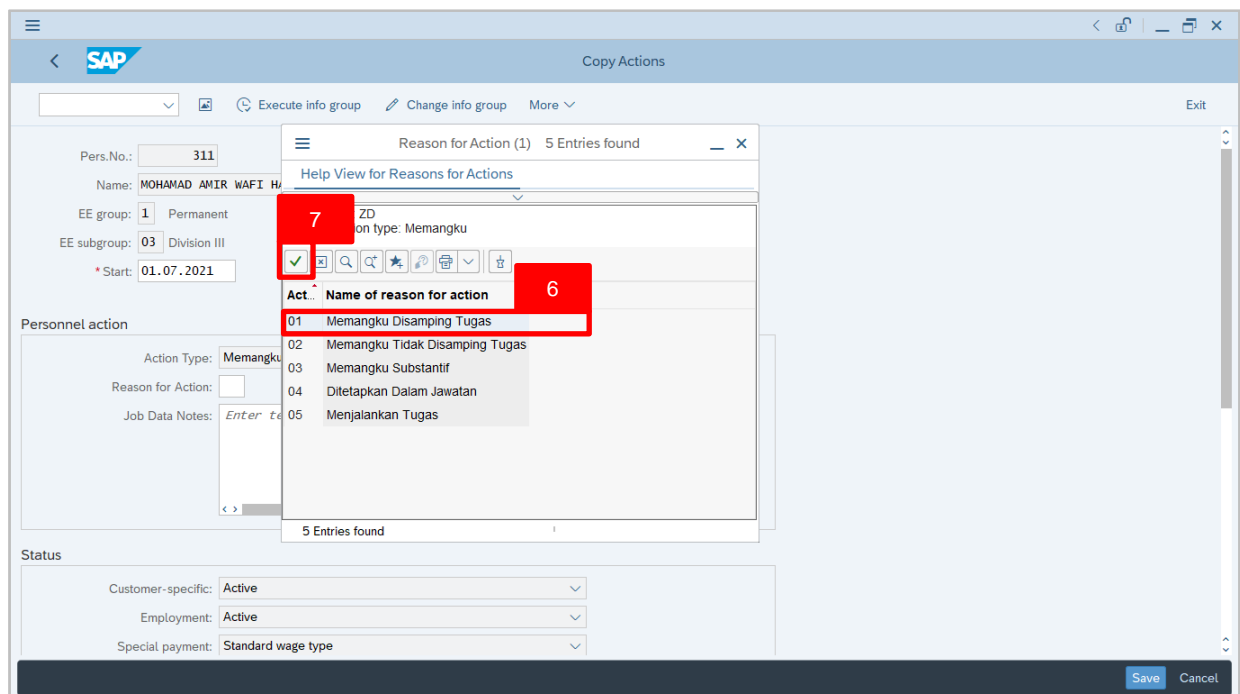
Status

Customer-specific: Active
Employment: Active
Special payment: Standard wage type

Save Cancel



5. Under **Personnel action** section, click on  icon for Reason for Action.




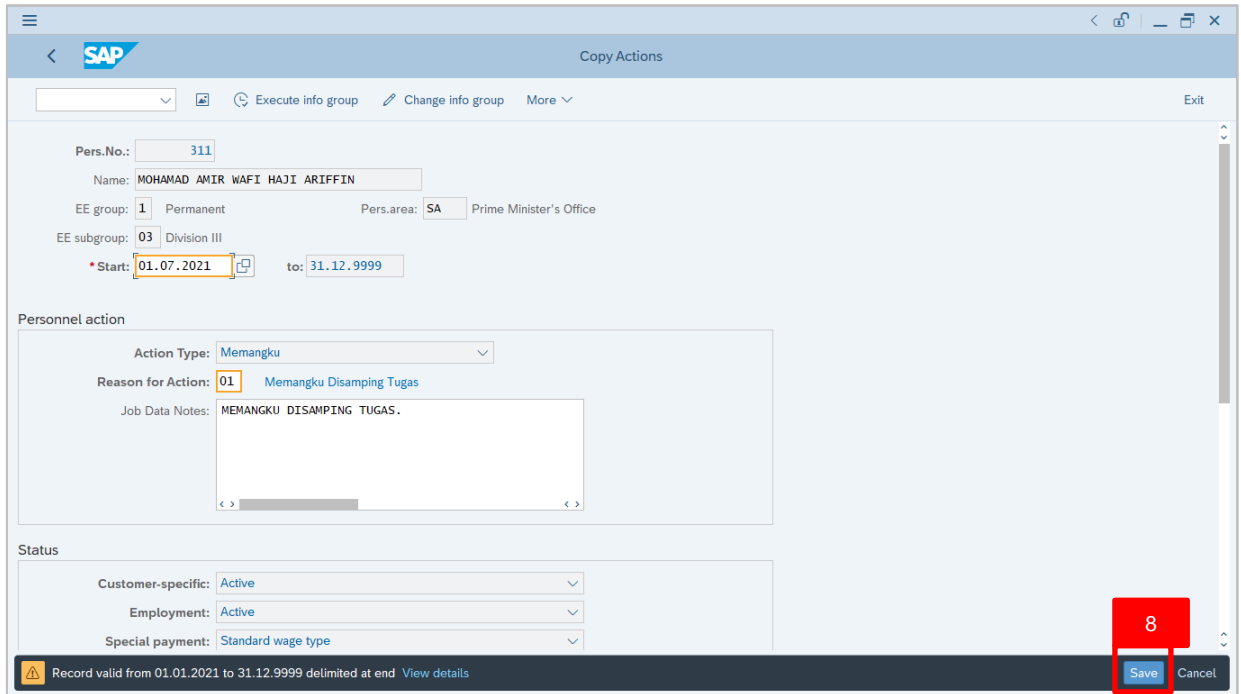
6. Select **01 Memangku Disamping Tugas**.

7. Click on  icon.

Note:

- Job Data Notes are optional to fill in.

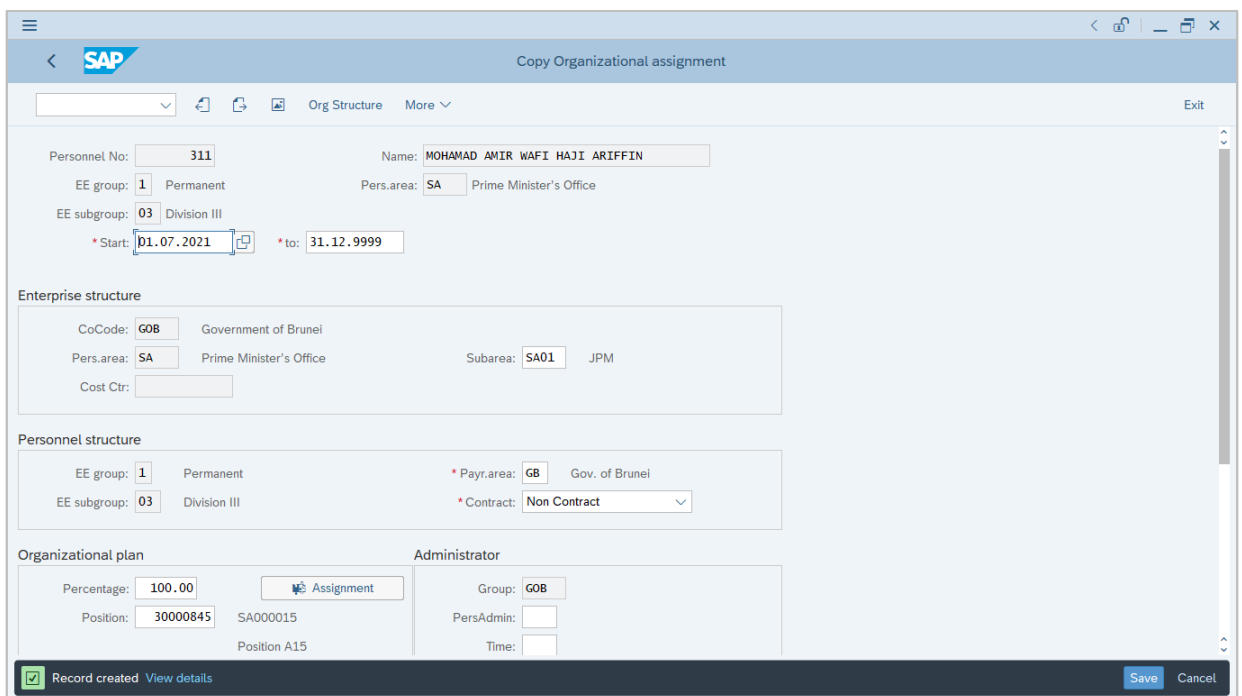
8. Press **Enter** on the keyboard and click 



The screenshot shows the SAP 'Copy Actions' dialog box. The 'Personnel action' section is highlighted with a red box containing the number '8'. The 'Save' button at the bottom right is also highlighted with a red box. The dialog box contains the following information:

- Pers.No.: 311
- Name: MOHAMAD AMIR WAFI HAJI ARIFFIN
- EE group: 1 Permanent
- Pers.area: SA Prime Minister's Office
- EE subgroup: 03 Division III
- Start: 01.07.2021 to: 31.12.9999
- Personnel action: Action Type: Memangku, Reason for Action: 01 Memangku Disamping Tugas, Job Data Notes: MEMANGKU DISAMPING TUGAS.
- Status: Customer-specific: Active, Employment: Active, Special payment: Standard wage type
- Record valid from 01.01.2021 to 31.12.9999 delimited at end

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



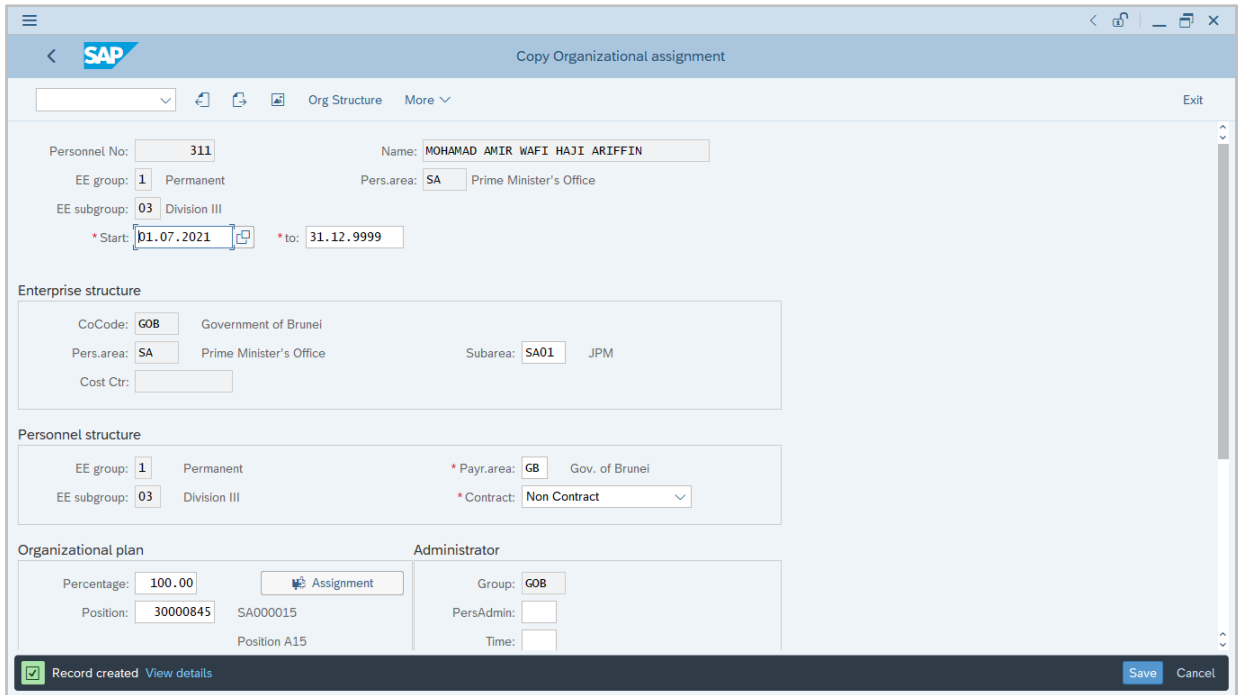
The screenshot shows the SAP 'Copy Organizational assignment' dialog box. The dialog box contains the following information:

- Personnel No.: 311
- Name: MOHAMAD AMIR WAFI HAJI ARIFFIN
- EE group: 1 Permanent
- Pers.area: SA Prime Minister's Office
- EE subgroup: 03 Division III
- Start: 01.07.2021 to: 31.12.9999
- Enterprise structure: CoCode: GOB Government of Brunei, Pers.area: SA Prime Minister's Office, Subarea: SA01 JPM, Cost Ctr:
- Personnel structure: EE group: 1 Permanent, EE subgroup: 03 Division III, Payr.area: GB Gov. of Brunei, Contract: Non Contract
- Organizational plan: Percentage: 100.00, Position: 30000845 SA000015, Position A15
- Administrator: Group: GOB, PersAdmin: , Time:
- Record created

Copy Organizational Assignment

Backend User

Department HR Administrator and HR Administrator (JPA)

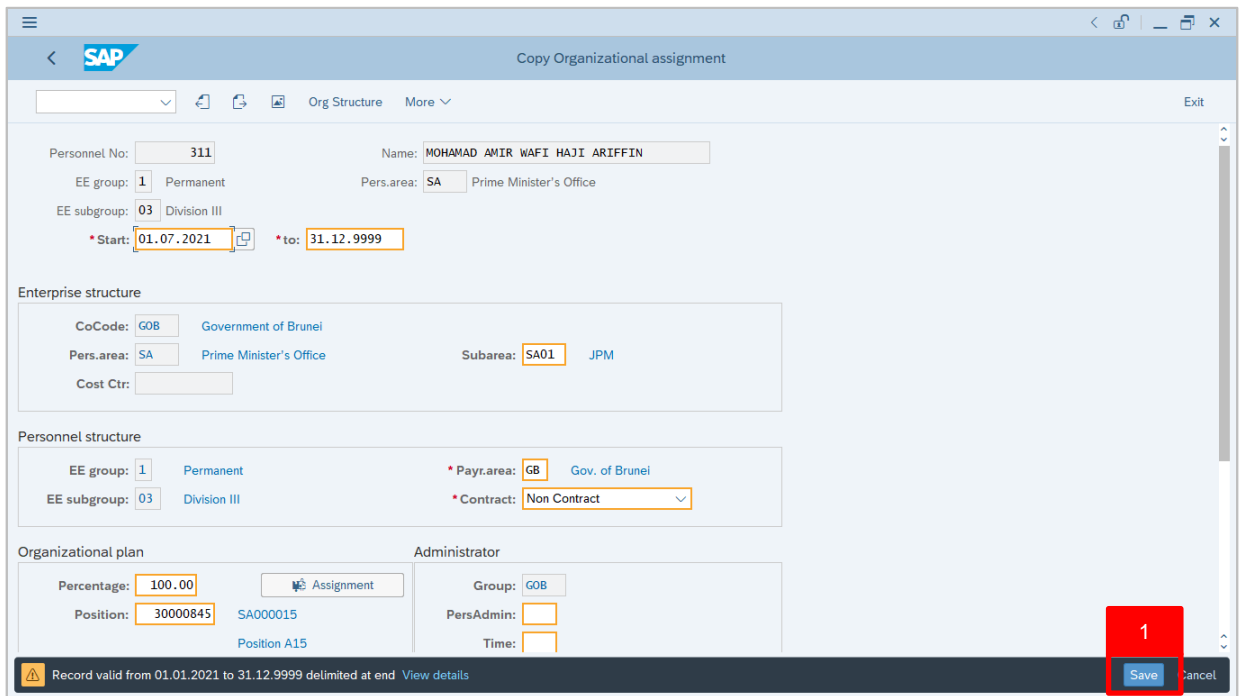


The screenshot shows the SAP 'Copy Organizational assignment' screen. The data entered is as follows:

- Personnel No: 311
- Name: MOHAMAD AMIR WAFI HAJI ARIFFIN
- EE group: 1 Permanent
- Pers.area: SA Prime Minister's Office
- EE subgroup: 03 Division III
- * Start: 01.07.2021
- * to: 31.12.9999
- Enterprise structure: CoCode: GOB Government of Brunei; Pers.area: SA Prime Minister's Office; Subarea: SA01 JPM
- Personnel structure: EE group: 1 Permanent; EE subgroup: 03 Division III; * Payr.area: GB Gov. of Brunei; * Contract: Non Contract
- Organizational plan: Percentage: 100.00; Position: 30000845 SA000015; Administrator: Group: GOB; PersAdmin: ; Time: ; Position A15

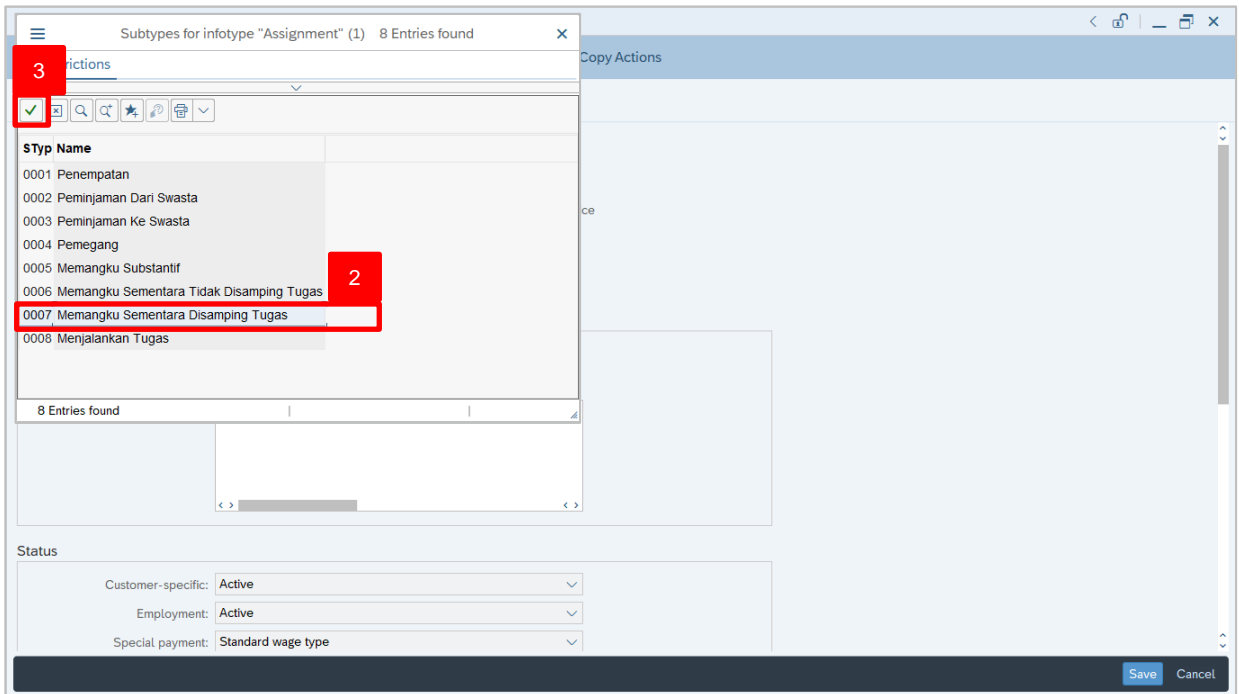
At the bottom, a status bar indicates 'Record created' and a 'Save' button is visible.


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



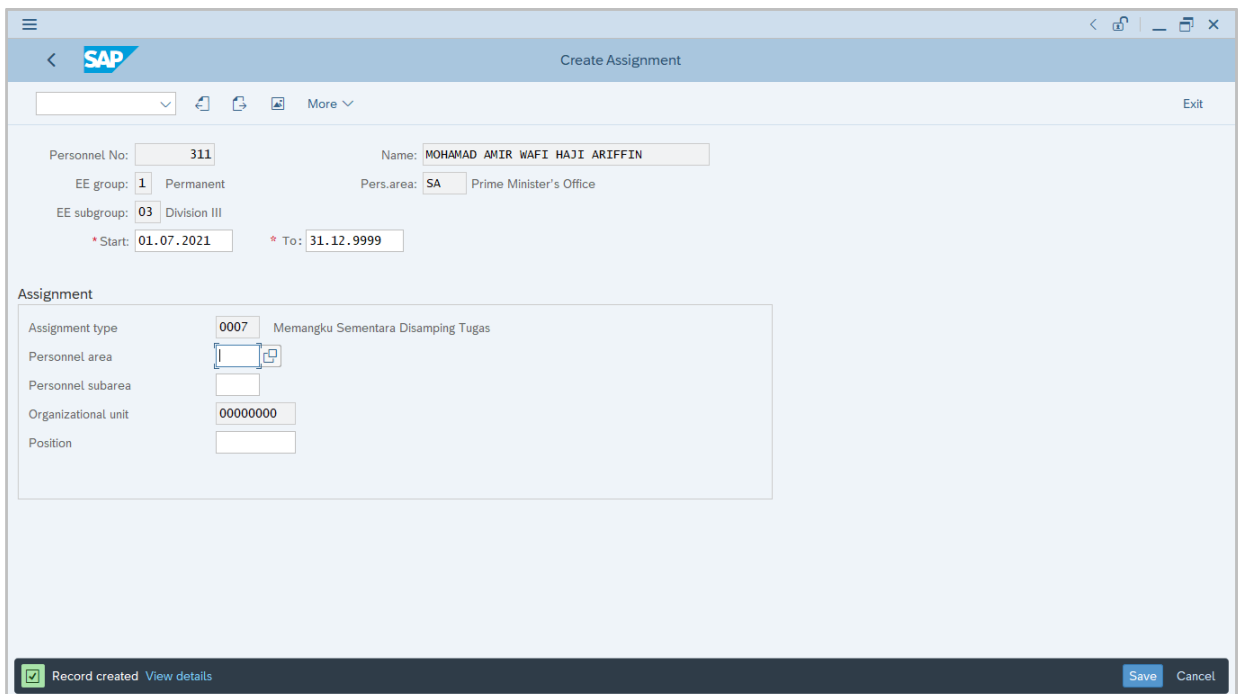
This screenshot is identical to the previous one, but with a red box containing the number '1' highlighting the 'Save' button in the bottom right corner. The status bar now shows 'Record valid from 01.01.2021 to 31.12.9999 delimited at end'.

The Subtypes for Infotype “Assignment” (1) will appear.



2. Select the Assignment subtype.
3. Click on  icon.

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

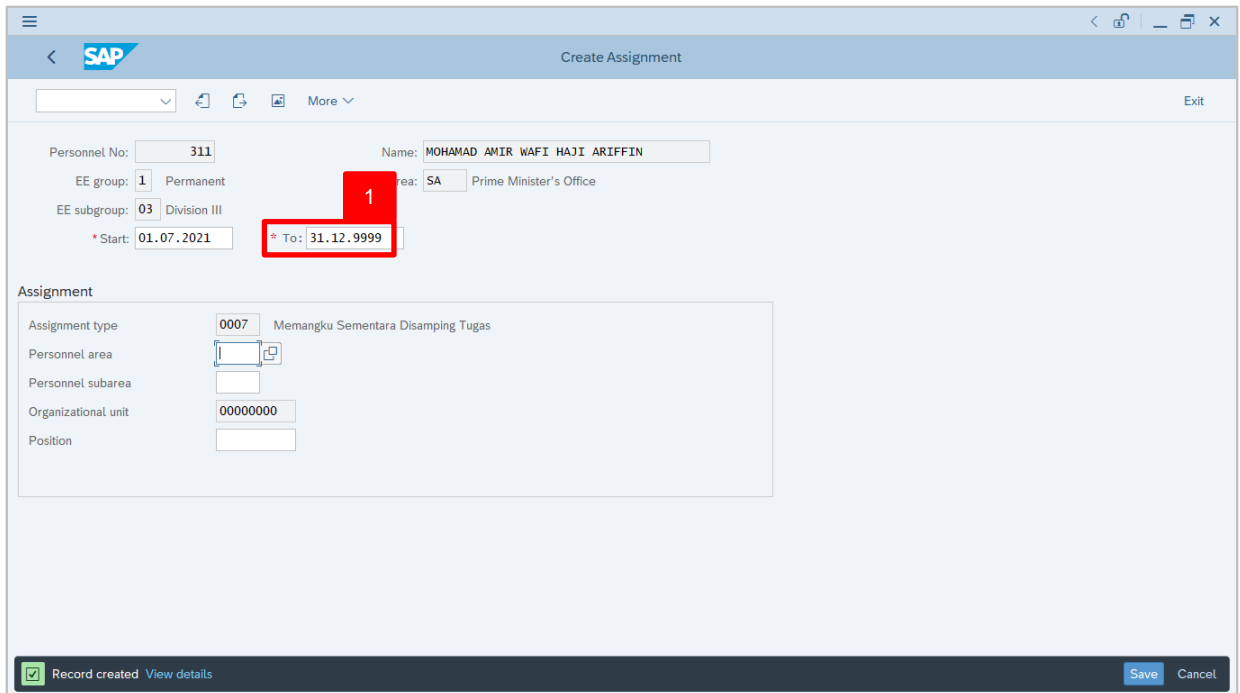


Create Assignment

Backend User

Department HR Administrator and HR Administrator (JPA)

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

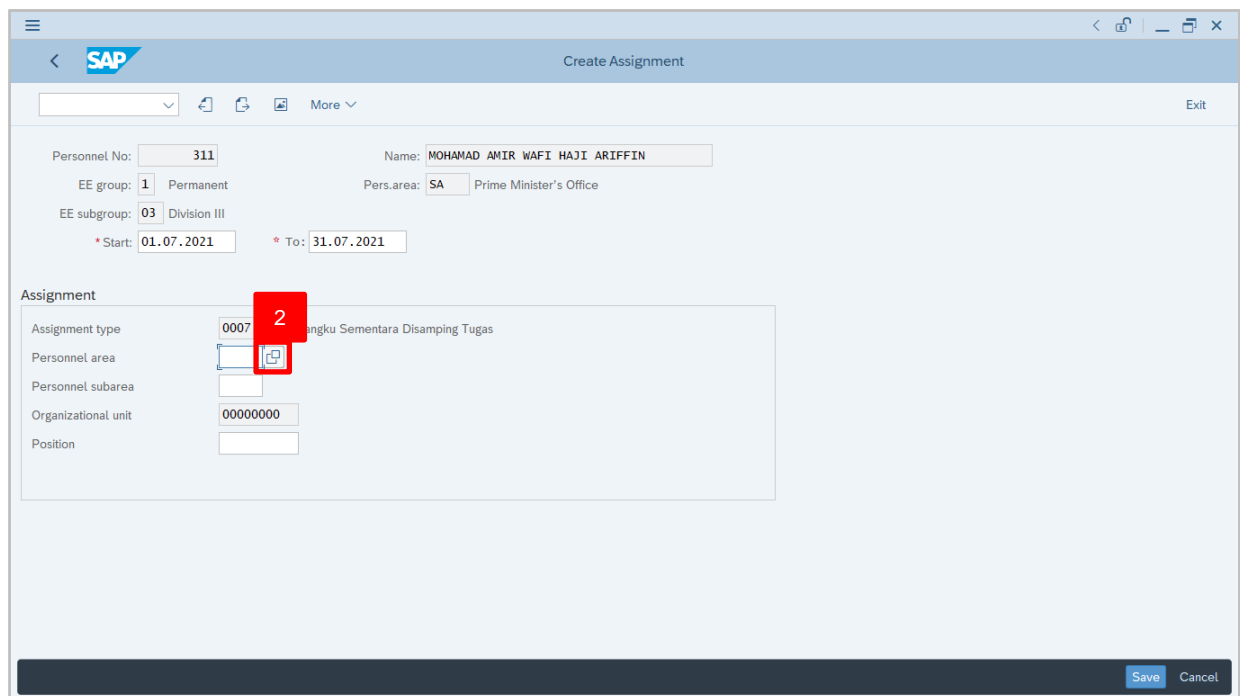


The screenshot shows the SAP 'Create Assignment' interface. The 'Personnel No.' is 311 and the 'Name' is MOHAMAD AMIR WAFI HAJI ARIFFIN. The 'EE group' is 1 (Permanent) and the 'EE subgroup' is 03 (Division III). The 'Start' date is 01.07.2021. The 'To' date field is highlighted with a red box and contains the value 31.12.9999, with a red '1' next to it. The 'Assignment' section shows 'Assignment type' 0007 (Memangku Sementara Disamping Tugas), 'Personnel area' (empty), 'Personnel subarea' (empty), 'Organizational unit' 00000000, and 'Position' (empty). At the bottom, there is a 'Record created' message and 'Save' and 'Cancel' buttons.

1. Enter the assignment end date.

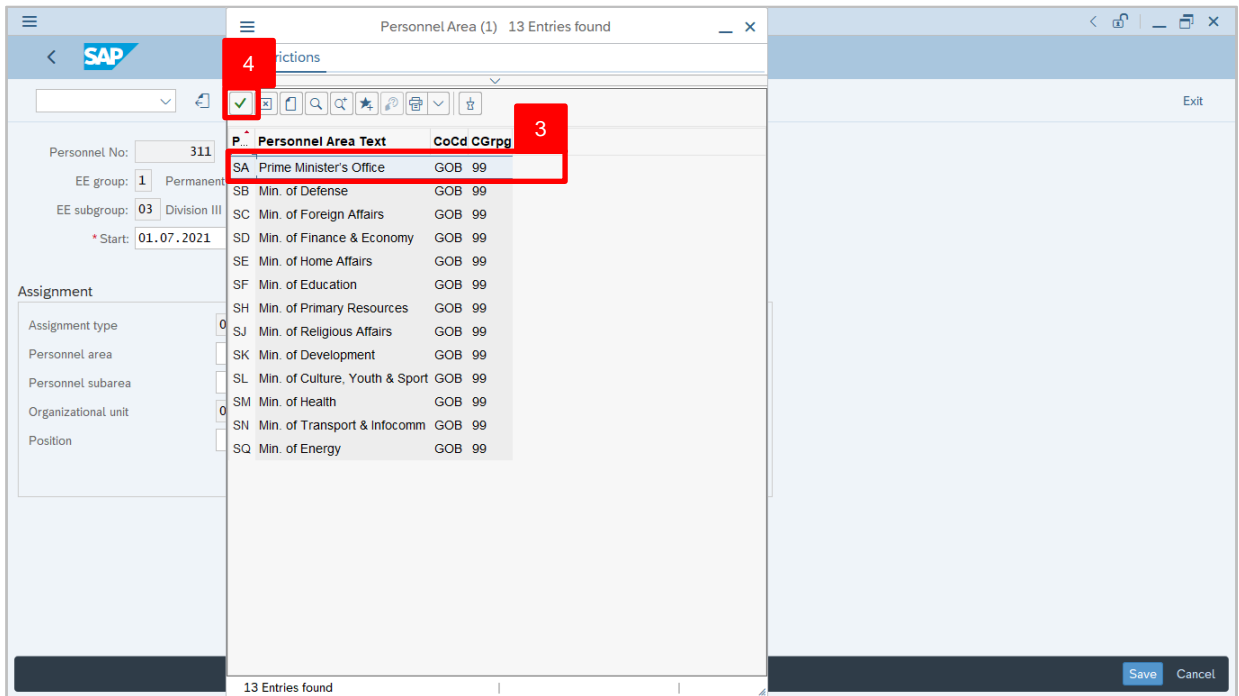
Note:

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




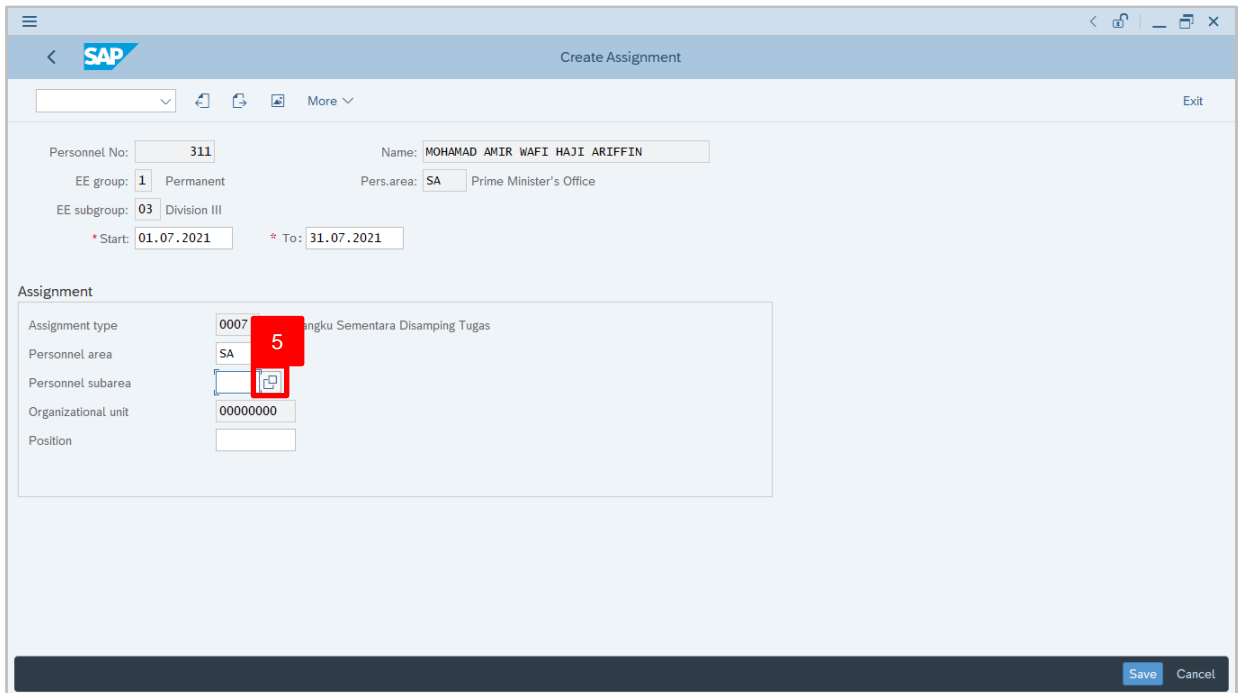
The screenshot shows the same SAP 'Create Assignment' interface as above, but with the 'To' date field highlighted with a red box and containing the value 31.07.2021, with a red '2' next to it. The 'Assignment' section remains the same. At the bottom, there is a 'Record created' message and 'Save' and 'Cancel' buttons.

2. Under **Assignment** section, click on  icon for Personnel Area.

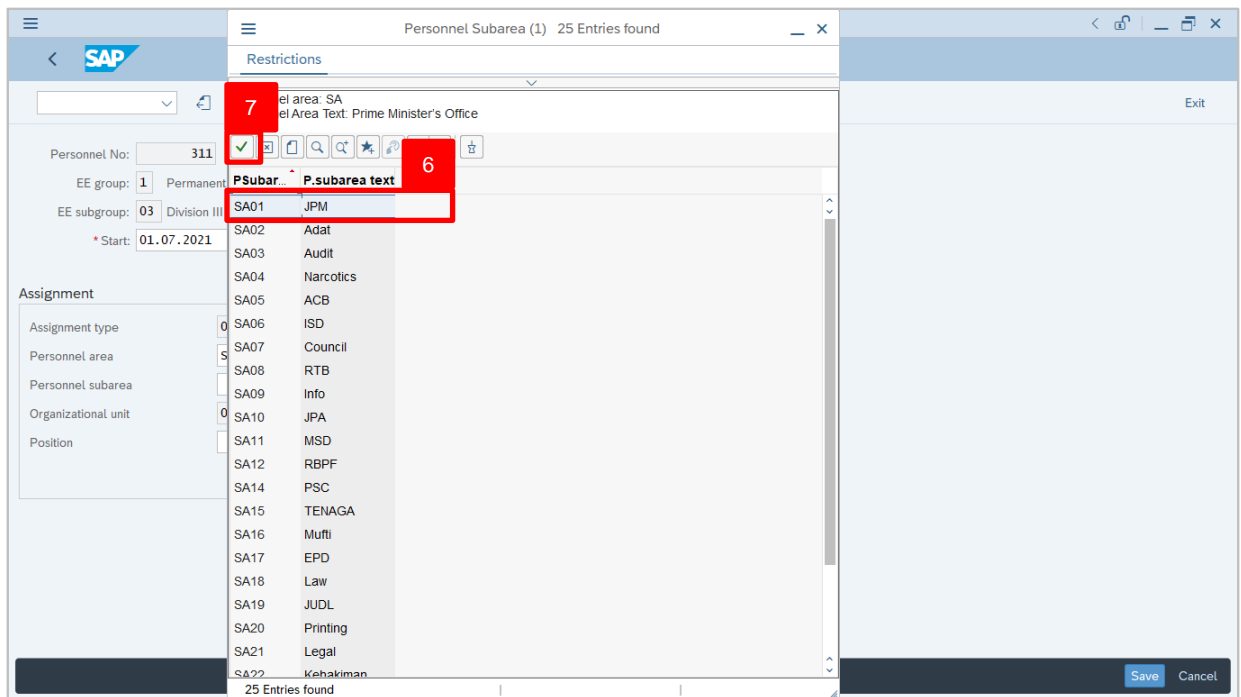


3. Select the Personnel Area.


4. Click on  icon.

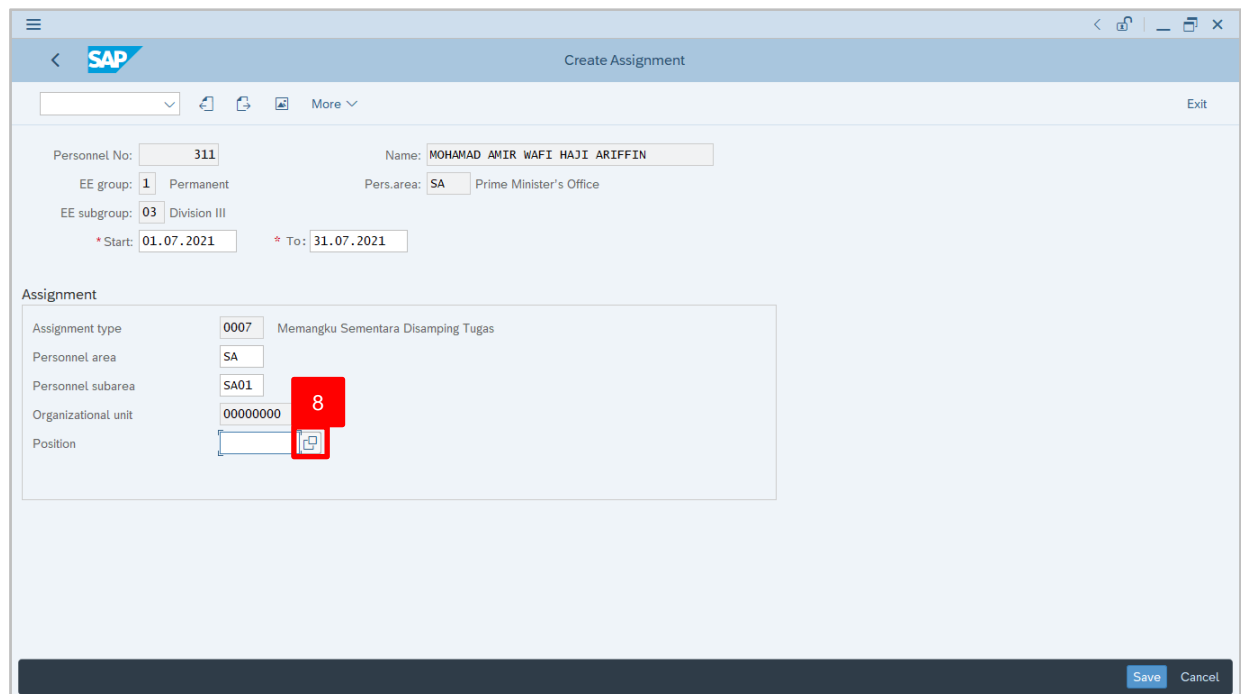



5. Under **Assignment** section, click on  icon for Personnel Subarea.

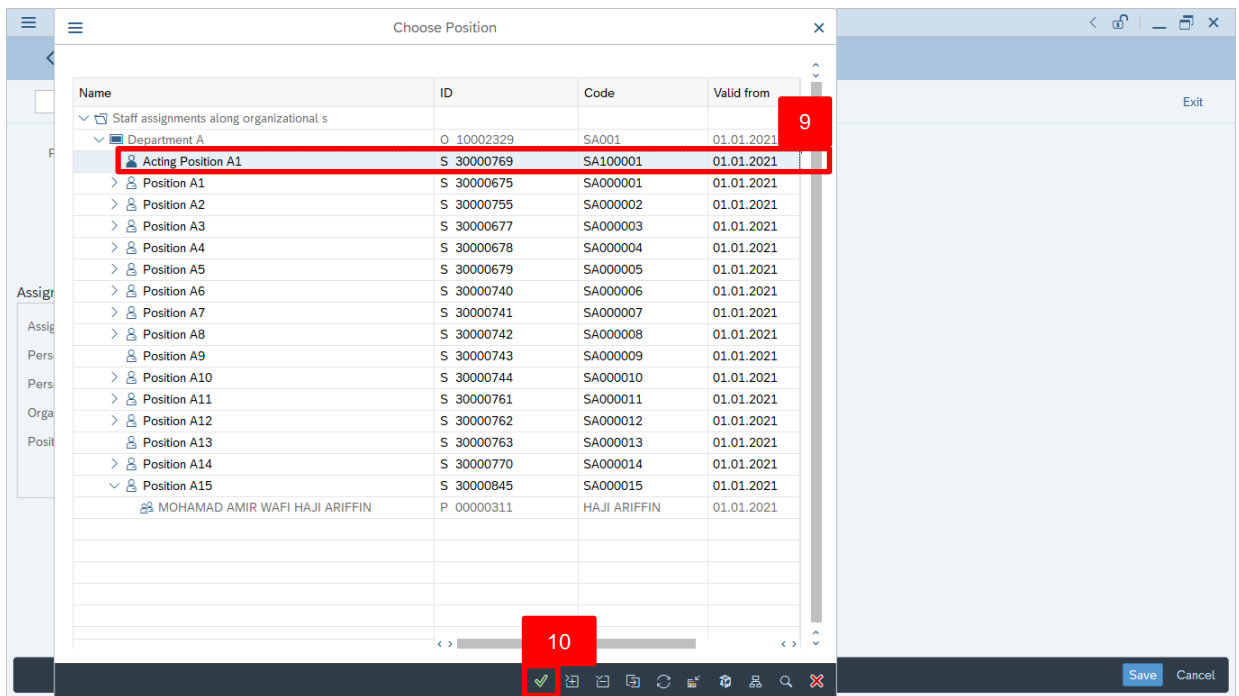


6. Select the Personnel Subarea.


7. Click on  icon.



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

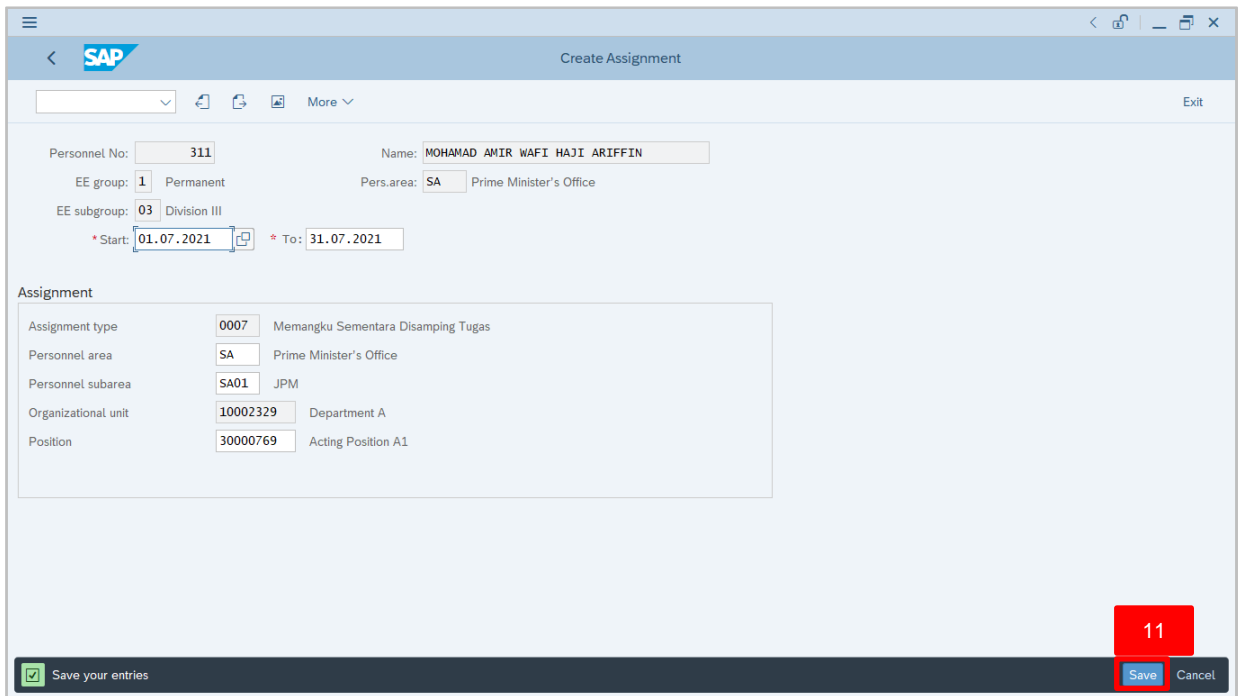


9. Select the Position for *Memangku* (Acting).

10. Click on  icon.

Note:

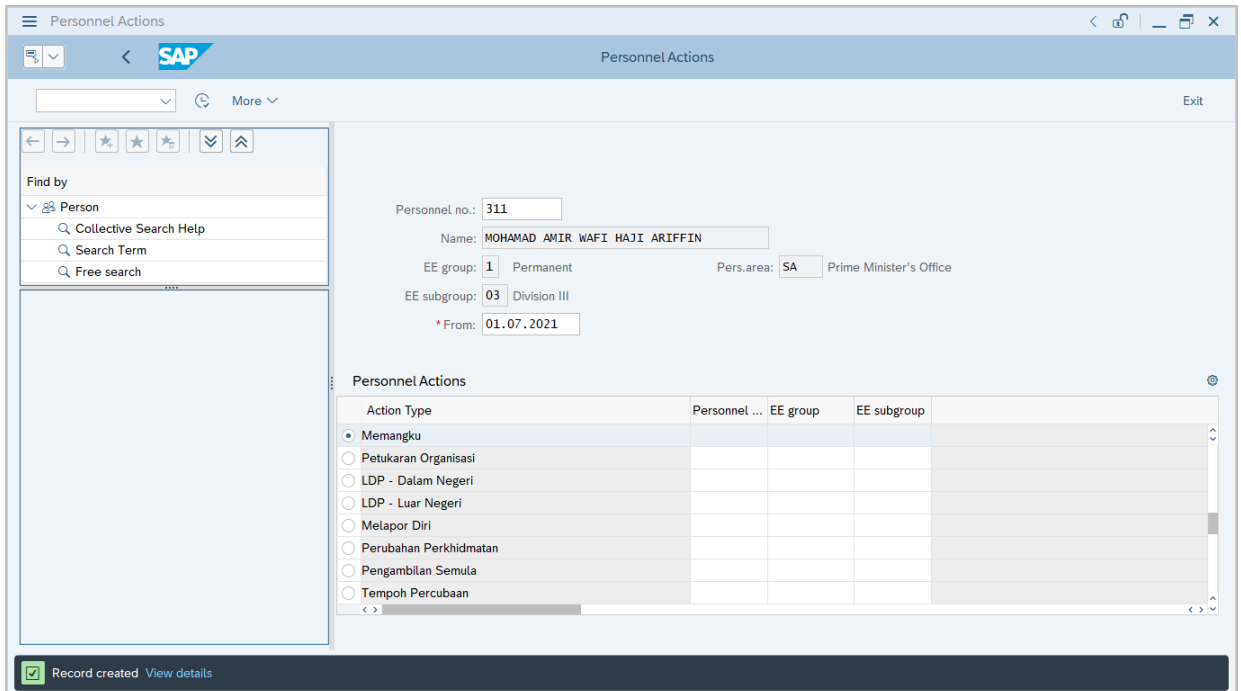
- If the position entered is from another unit, department or ministry, the leave application and approval process will be based on the position.
- Under Organisational Management (OM) module, the selected position is linked to the personnel only within the duration (Start and To dates) entered in Assignment 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 

Outcome: Record is created.

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

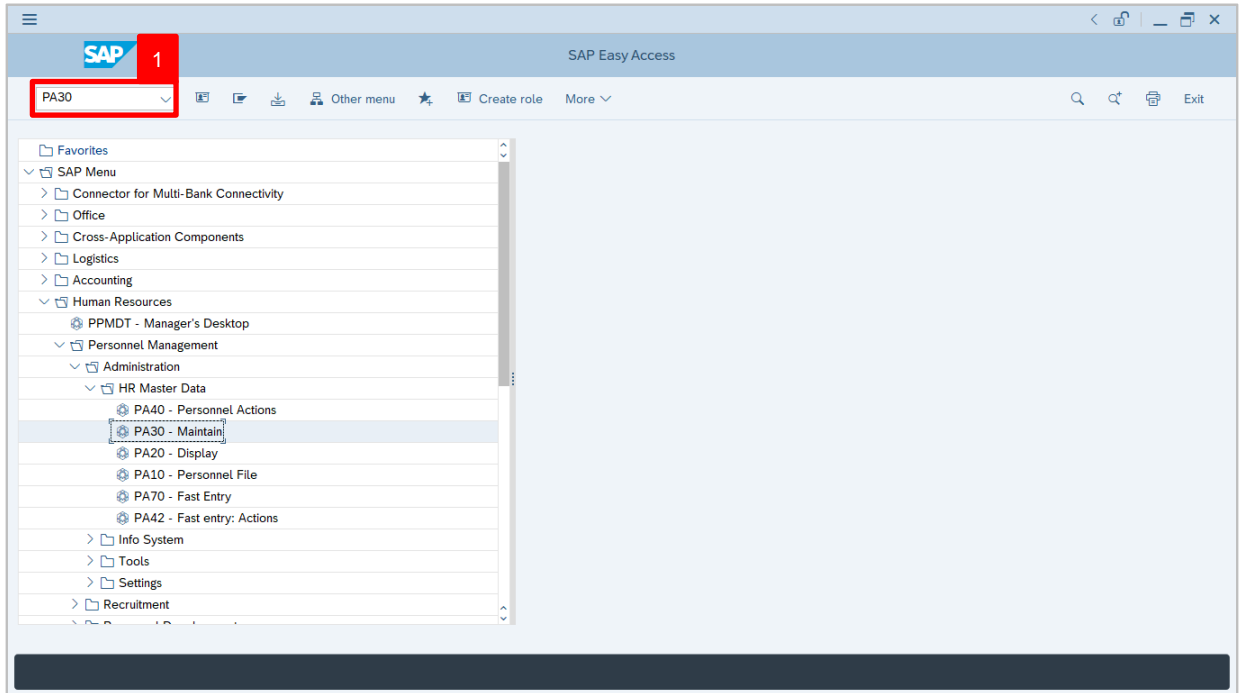


Action Type	Personnel ...	EE group	EE subgroup
<input checked="" type="radio"/> Memangku			
<input type="radio"/> Petukaran Organisasi			
<input type="radio"/> LDP - Dalam Negeri			
<input type="radio"/> LDP - Luar Negeri			
<input type="radio"/> Melapor Diri			
<input type="radio"/> Perubahan Perkhidmatan			
<input type="radio"/> Pengambilan Semula			
<input type="radio"/> Tempoh Percubaan			

View Action Overview

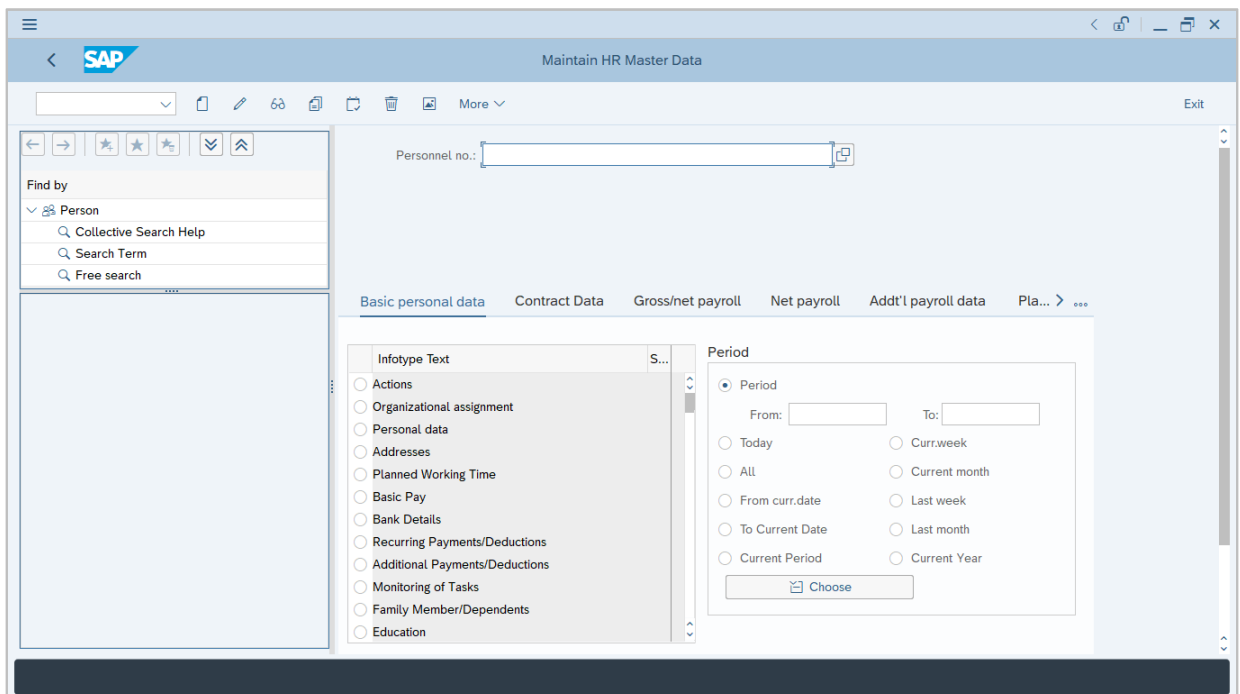
Back End User

Department HR Administrator and HR Administrator (JPA)



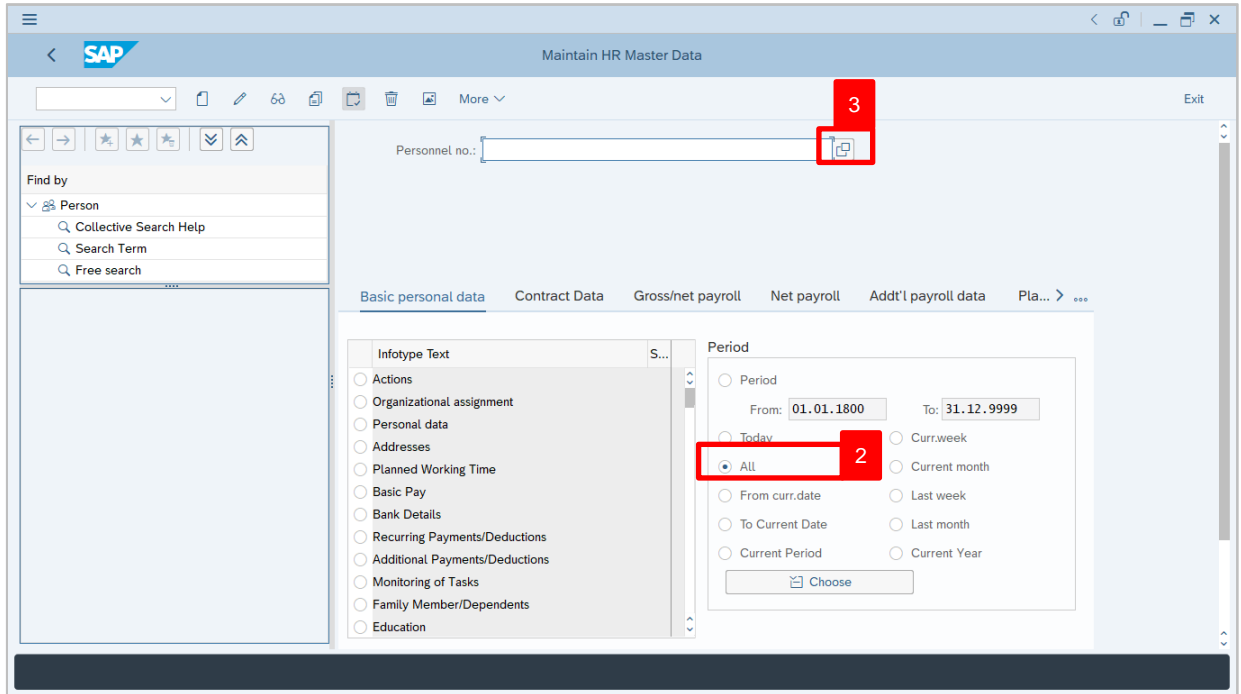
1. Navigate to **Maintain HR Master Data** page by entering transaction code, **PA30** in the Search Bar and press **Enter** button on the keyboard.

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



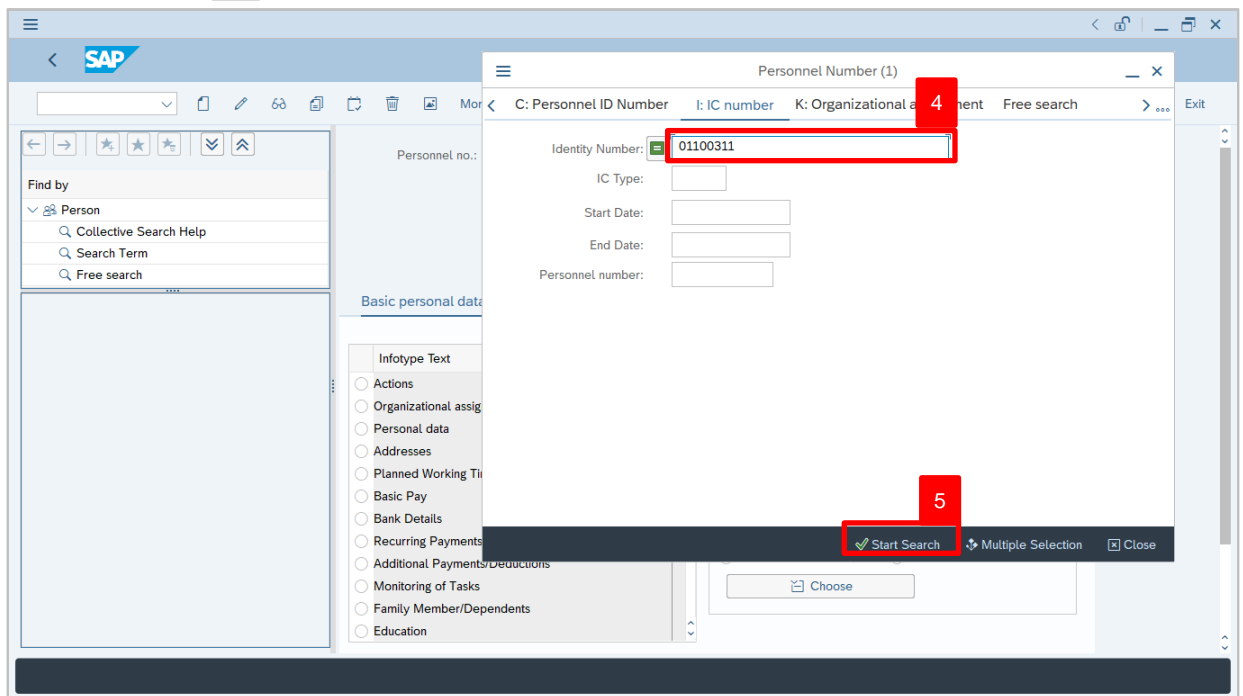
Note:


- 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.

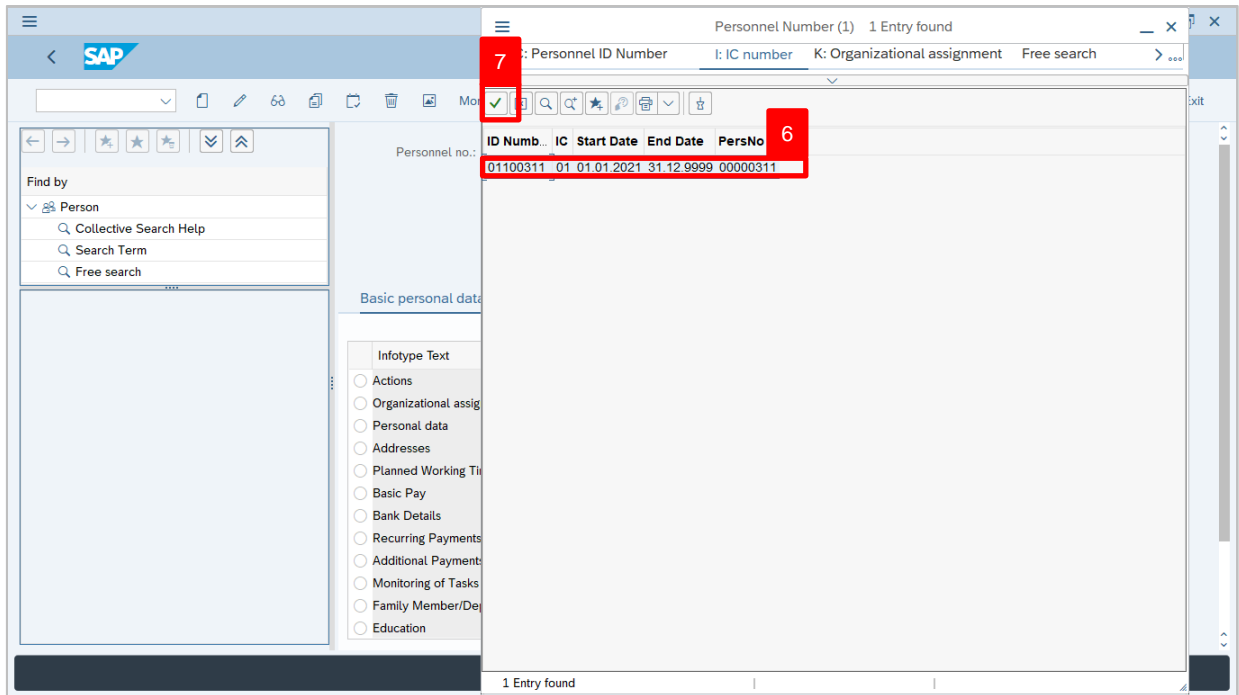



2. Under **Period** section, click on and select **All**
 All data within this timeframe (From **01.01.1800** to **31.12.9999**) will be available.

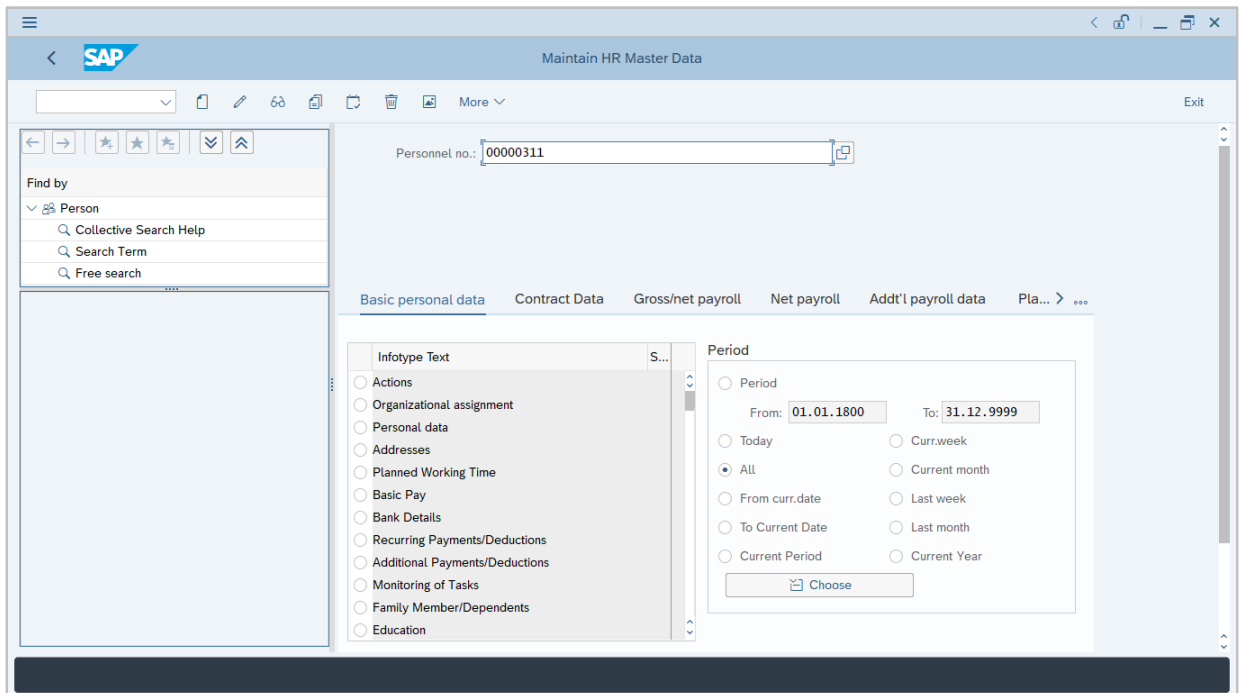
3. Click on  icon for Personnel No.



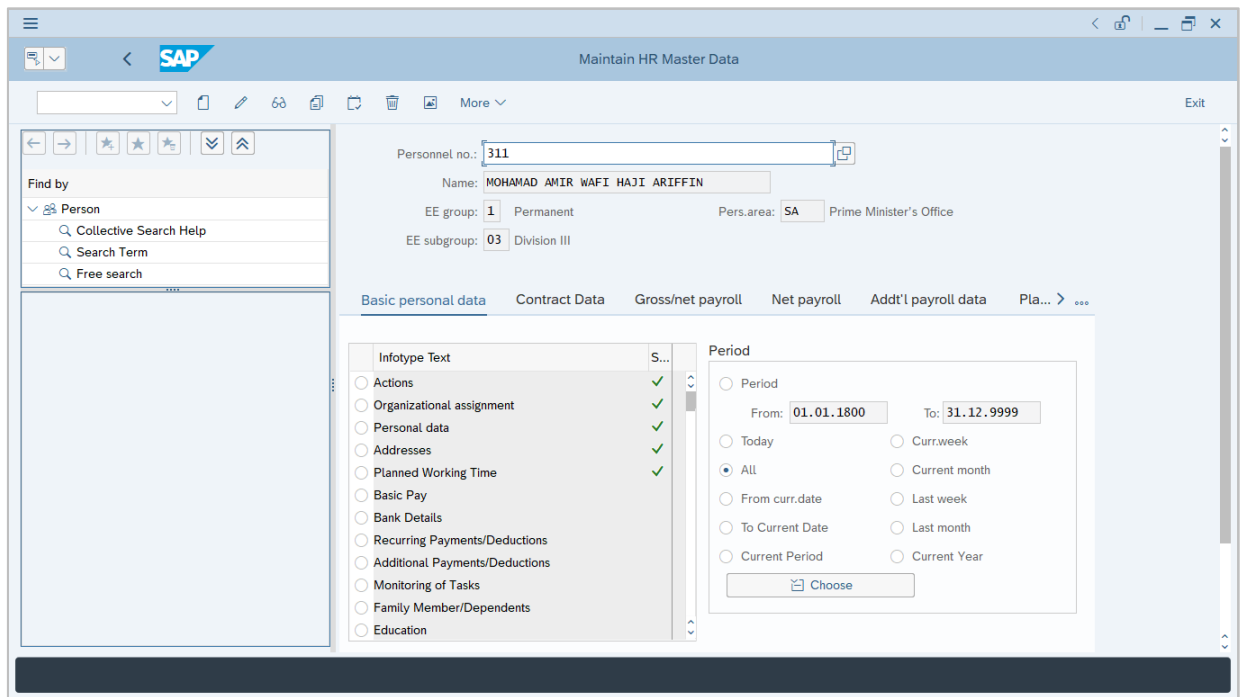
4. Enter the personnel IC Number.
5. Click on  icon.



6. Select the searched personnel.
7. Click on  icon.

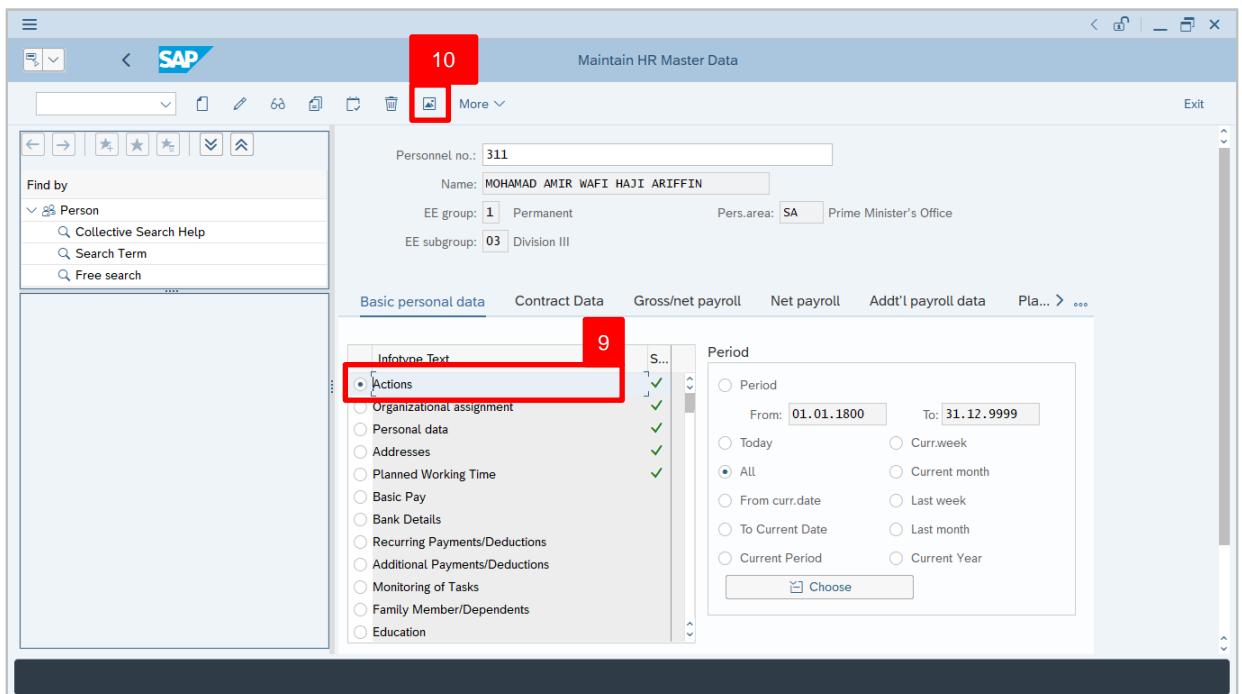



8. Press **Enter** button on the keyboard.




Note:

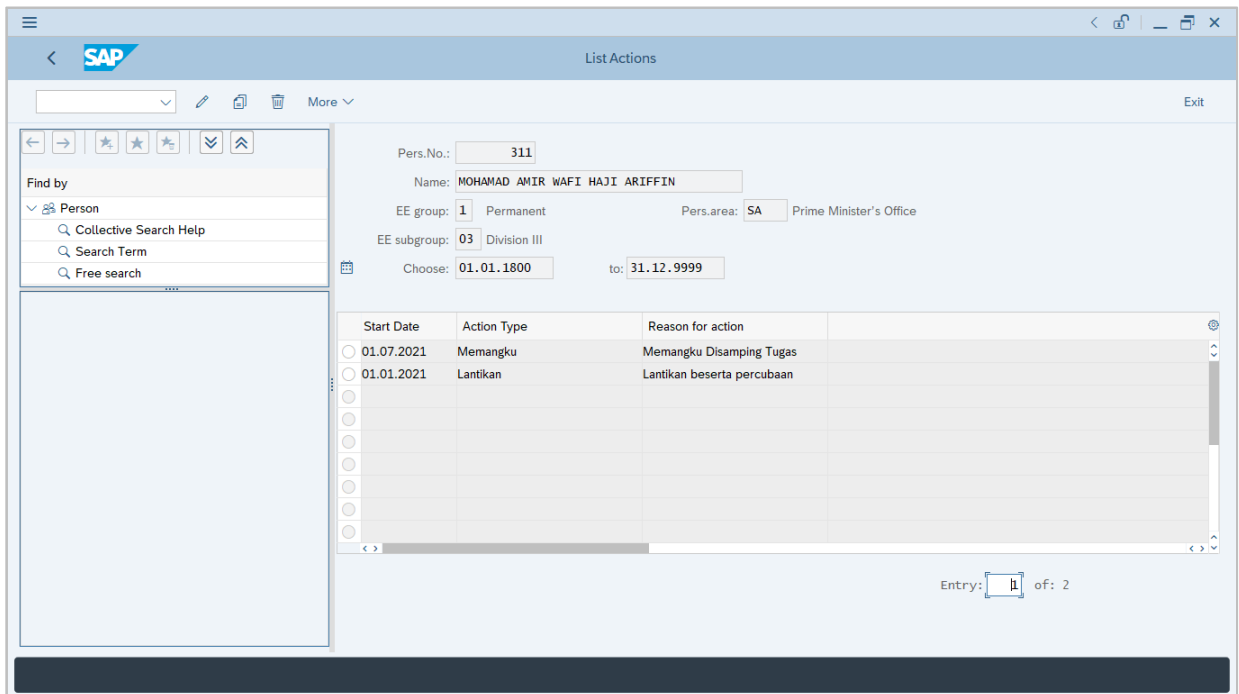
- The personnel information will be displayed.



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

10. Click on  icon.

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



The screenshot shows the SAP List Actions page for personnel administration. The page title is "List Actions". The main content area displays the following information:

- Pers.No.: 311
- Name: MOHAMAD AMIR WAFI HAJI ARIFFIN
- EE group: 1 Permanent
- Pers.area: SA Prime Minister's Office
- EE subgroup: 03 Division III
- Choose: 01.01.1800 to: 31.12.9999

A table displays the personnel actions:

Start Date	Action Type	Reason for action
<input type="radio"/> 01.07.2021	Memangku	Memangku Disamping Tugas
<input type="radio"/> 01.01.2021	Lantikan	Lantikan beserta percubaan
<input type="radio"/>		
<input type="radio"/>		
<input type="radio"/>		
<input type="radio"/>		
<input type="radio"/>		

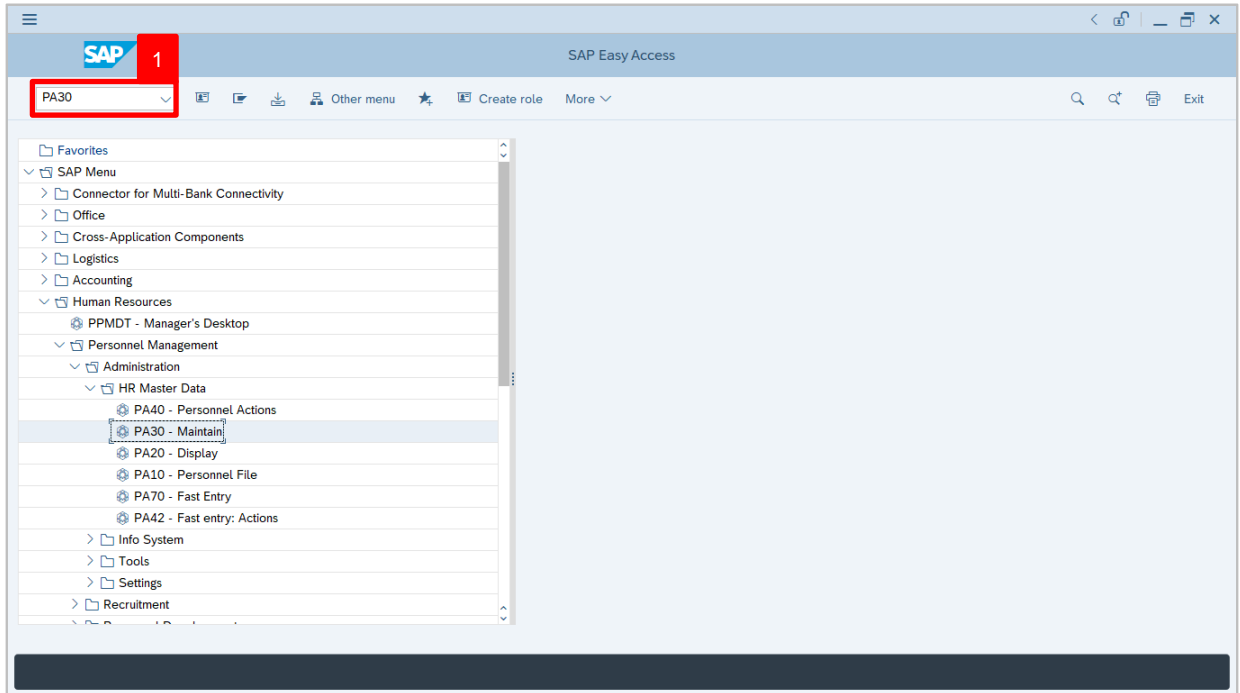
At the bottom right, it shows "Entry: 1 of: 2".

User can view the personnel actions in this page.

**Maintain Assignment
Infotype in PA30**

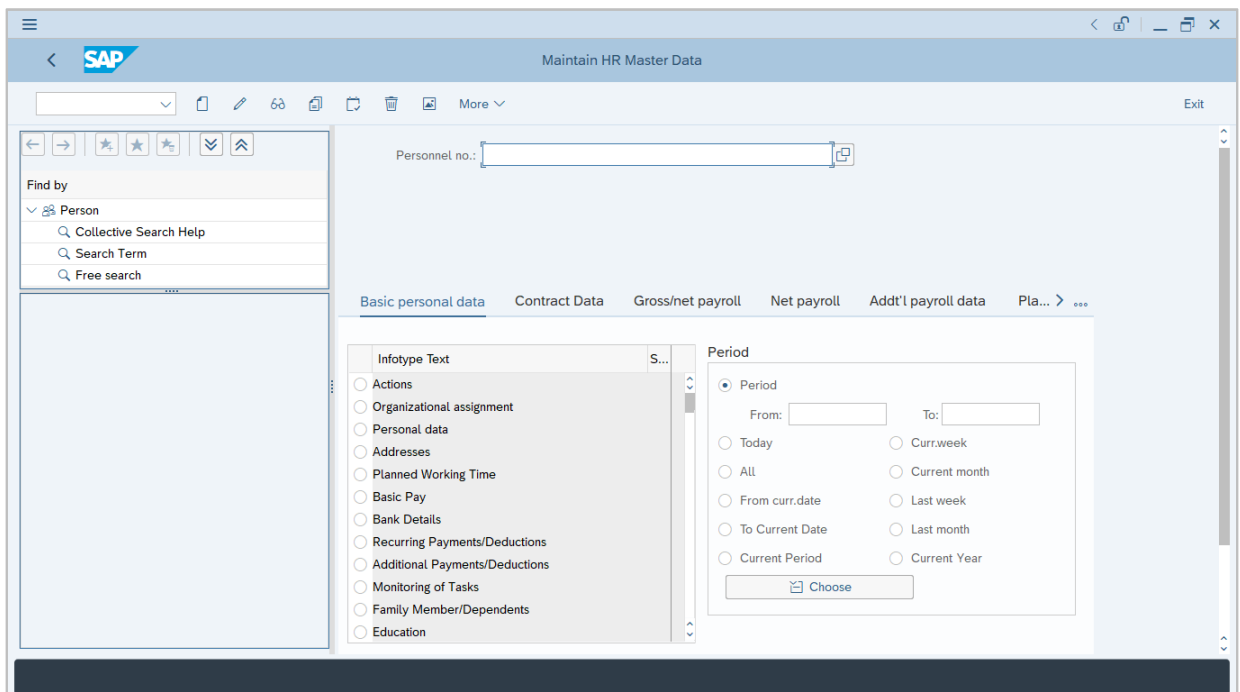
Back End User

Department HR Administrator and HR Administrator (JPA)



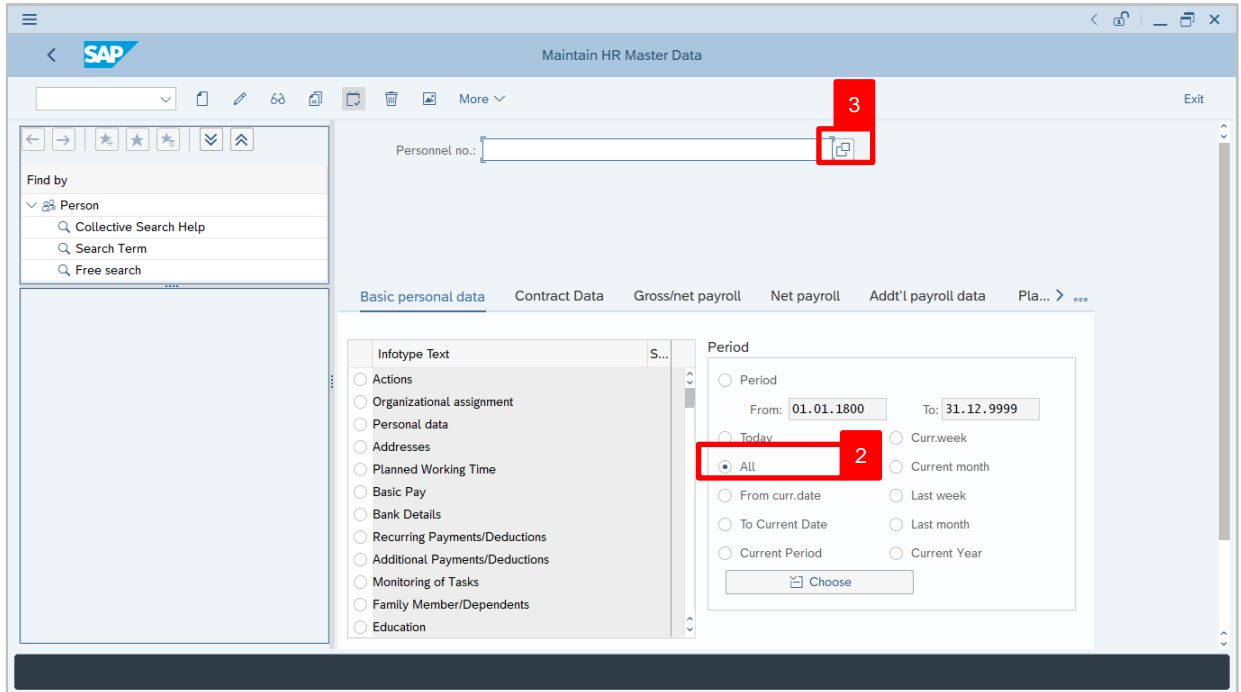
1. Navigate to **Maintain HR Master Data** page by entering transaction code, **PA30** in the Search Bar and press **Enter** button on the keyboard.

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



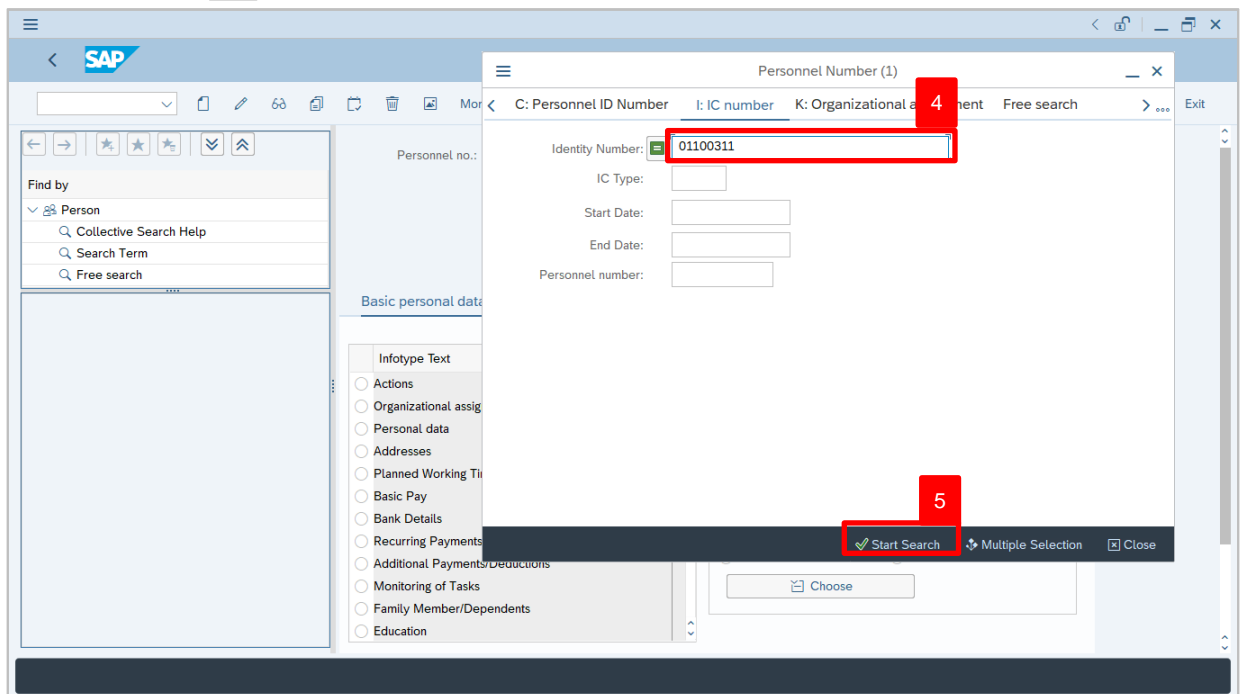
Note:

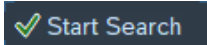
- Click on **SAP Menu > Human Resources > Personnel Management > Administration > HR Master Data > PA30 – Maintain**
- User may search for the personnel using their IC number via the Lookup icon.

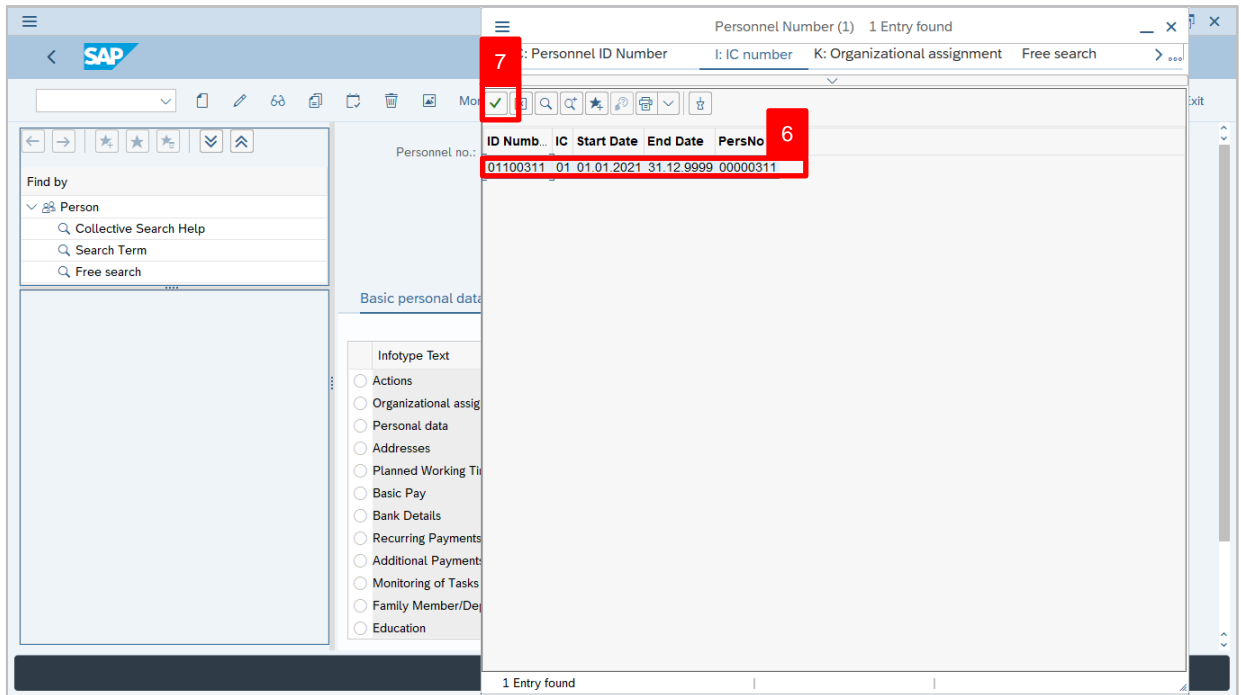



2. Under **Period** section, click on and select **All**
 All data within this timeframe (From **01.01.1800** to **31.12.9999**) will be available.

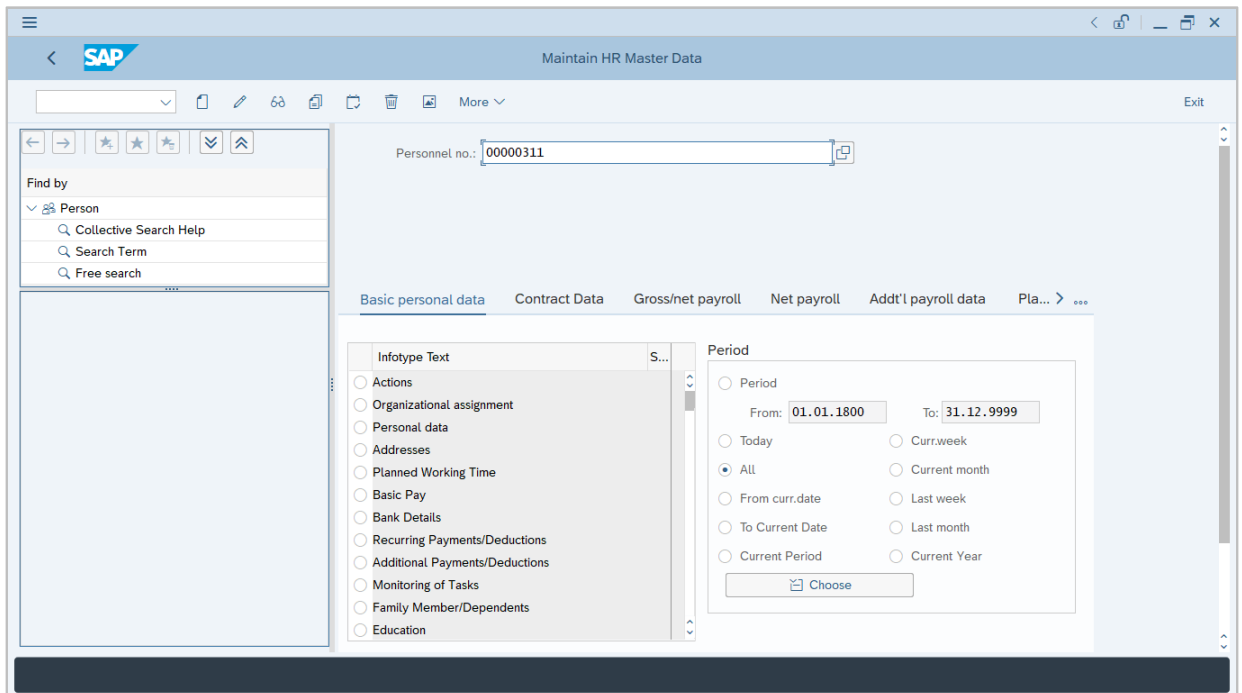
3. Click on  icon for Personnel No.



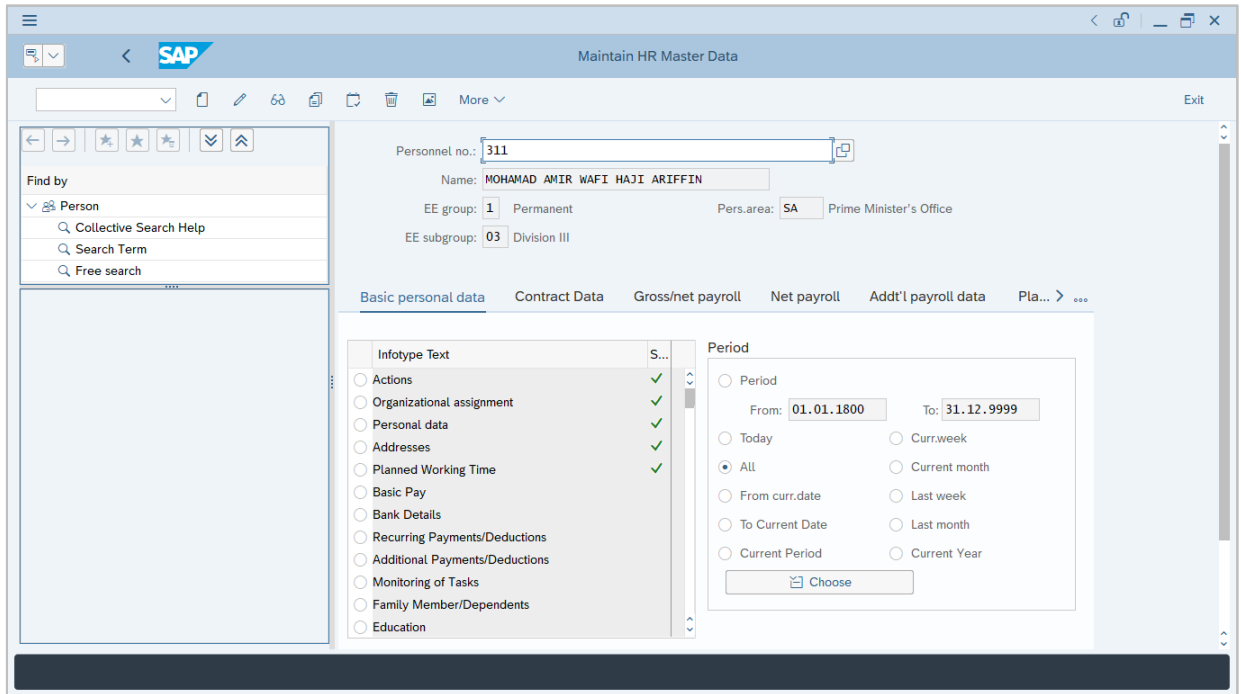
4. Enter the personnel IC Number.
5. Click on 



6. Select the searched personnel.
7. Click on  icon.

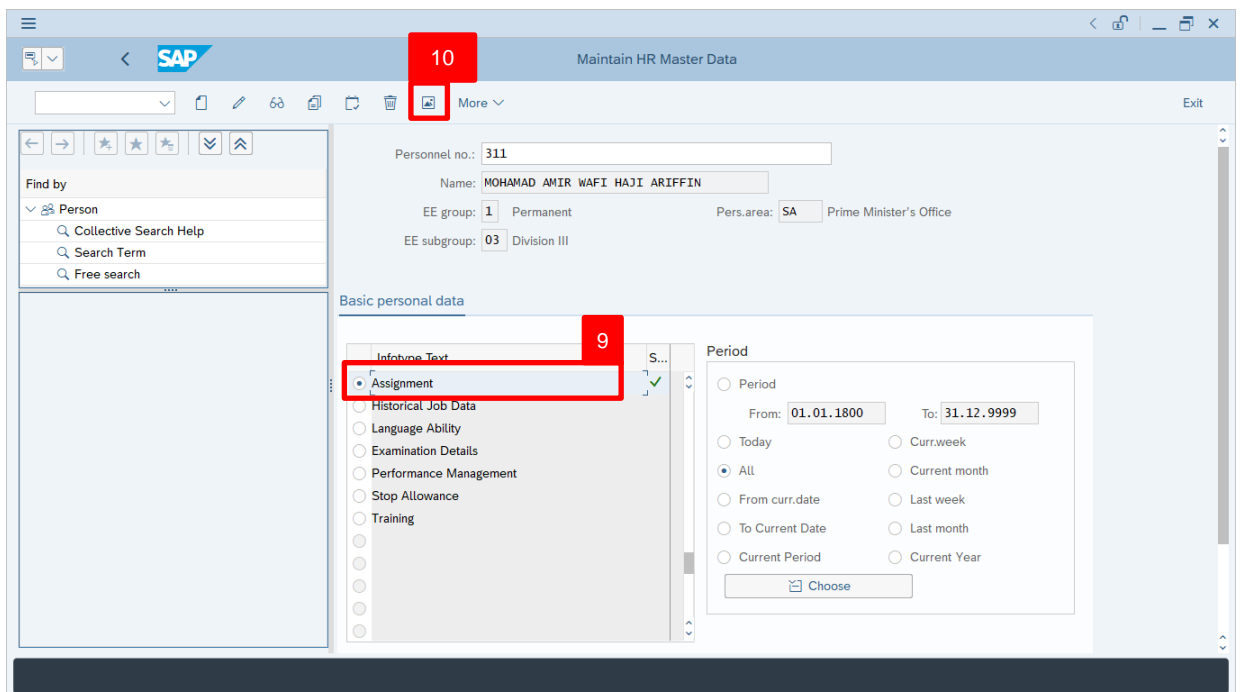


8. Press **Enter** button on the keyboard.




Note:

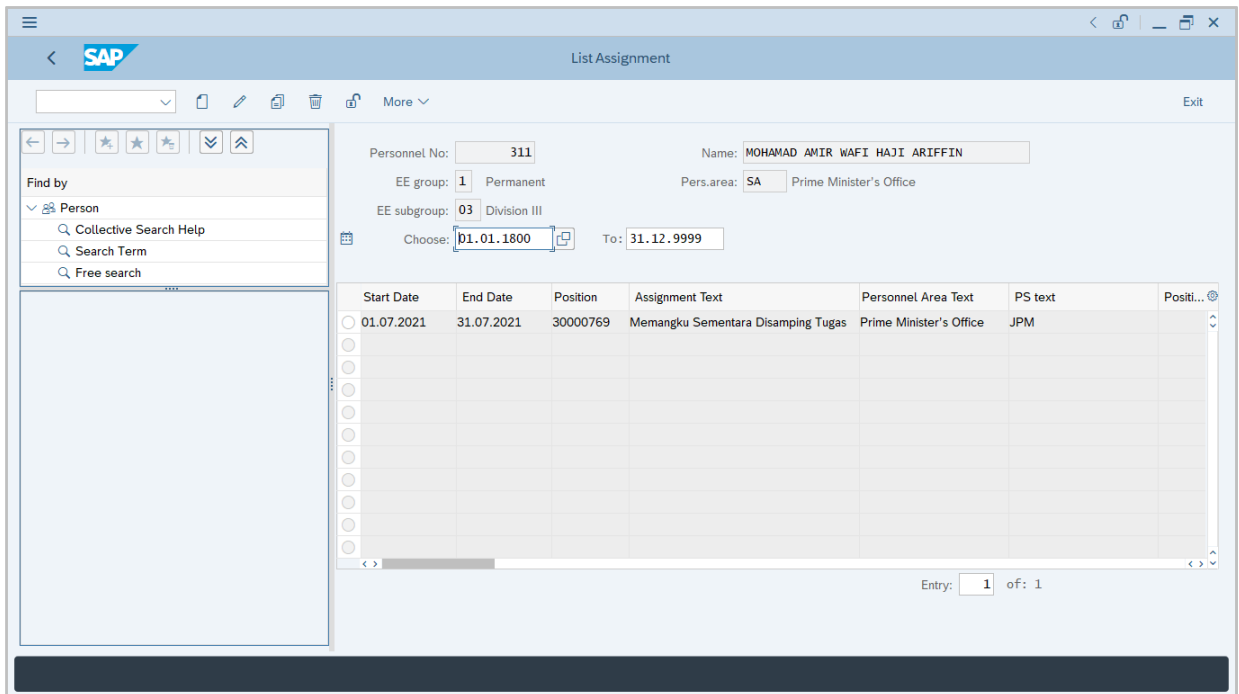
- The personnel information will be displayed.



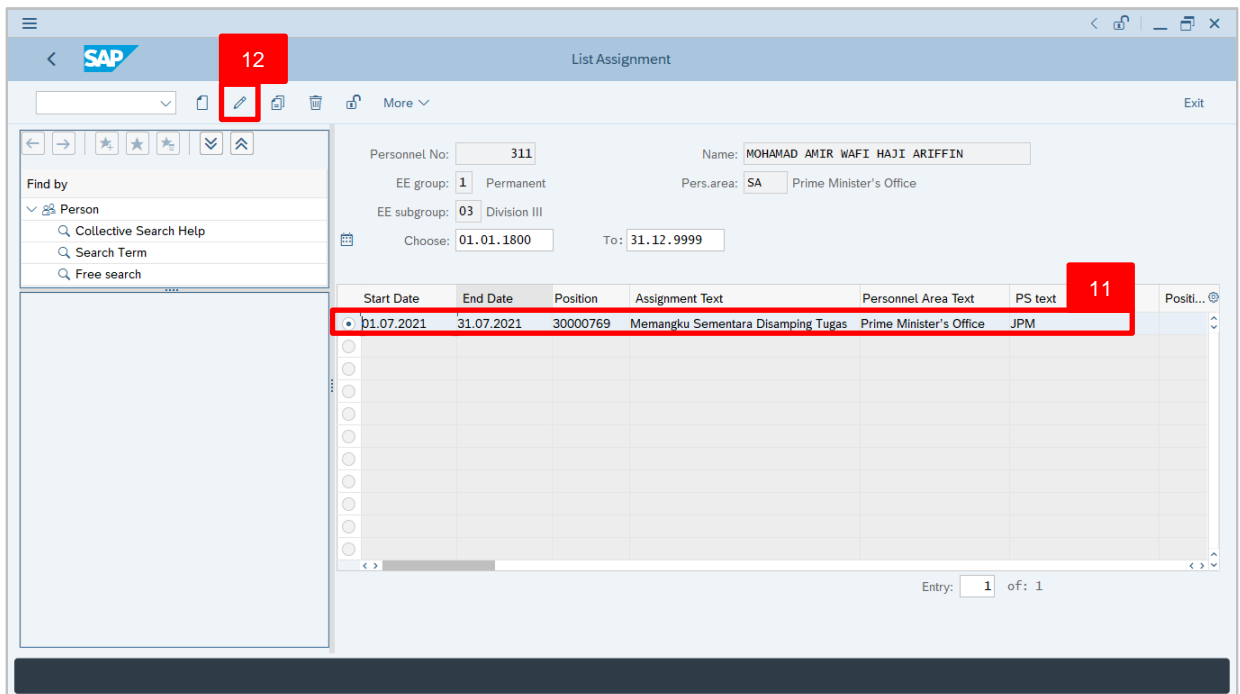
9. Under **Basic personal data** section, click on  and select **Assignment**

10. Click on  icon.


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



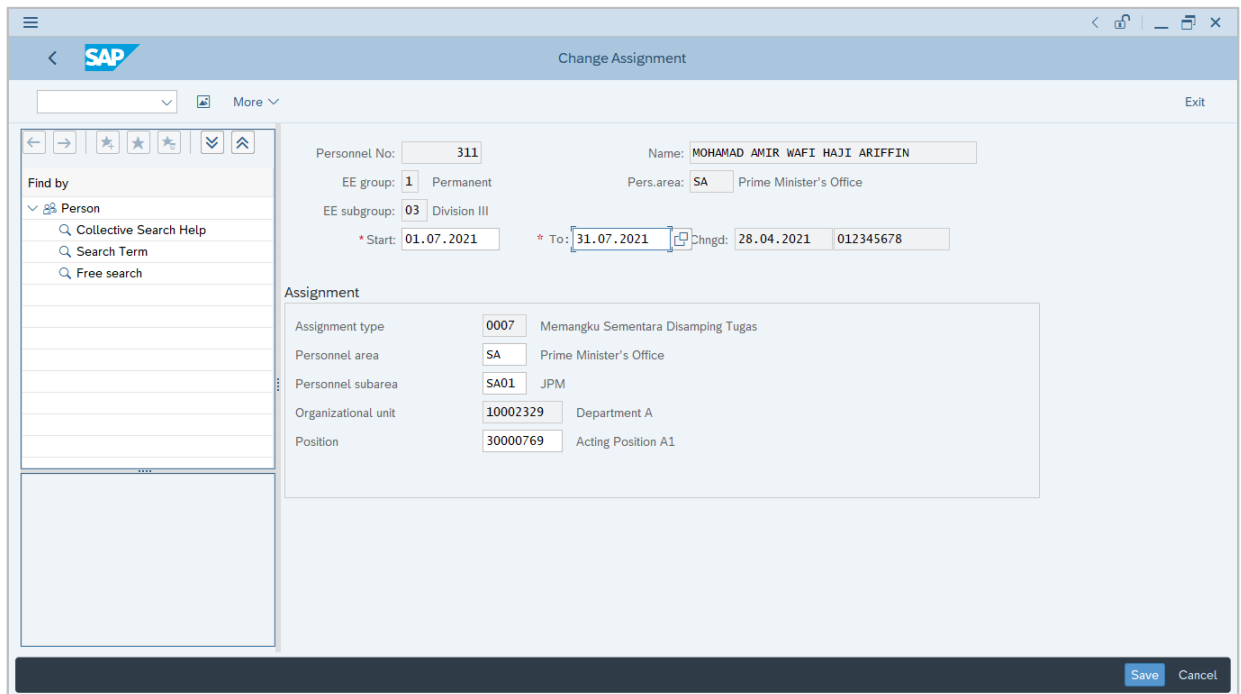
User can view the personnel assignment in this page.



11. Select assignment by clicking on 

12. Click on  icon

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



The screenshot shows the SAP Change Assignment interface. The main area contains the following fields:

Personnel No:	311	Name:	MOHAMAD AMIR WAFI HAJI ARIFFIN
EE group:	1 Permanent	Pers.area:	SA Prime Minister's Office
EE subgroup:	03 Division III		
* Start:	01.07.2021	* To:	31.07.2021
		Chngd:	28.04.2021 012345678

The Assignment section includes:

Assignment type	0007	Memangku Sementara Disamping Tugas
Personnel area	SA	Prime Minister's Office
Personnel subarea	SA01	JPM
Organizational unit	10002329	Department A
Position	30000769	Acting Position A1

At the bottom right, there are 'Save' and 'Cancel' buttons.

User can edit the personnel assignment details in this page.