



SISTEM SUMBER MANUSIA

User Guide

Payroll for Back End User (SAP GUI)

Arrears

VERSION: 1.0

INTRODUCTION

This user guide acts as a reference for **Payroll Department Users** (back-end user) to manage **Payroll**. 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**.

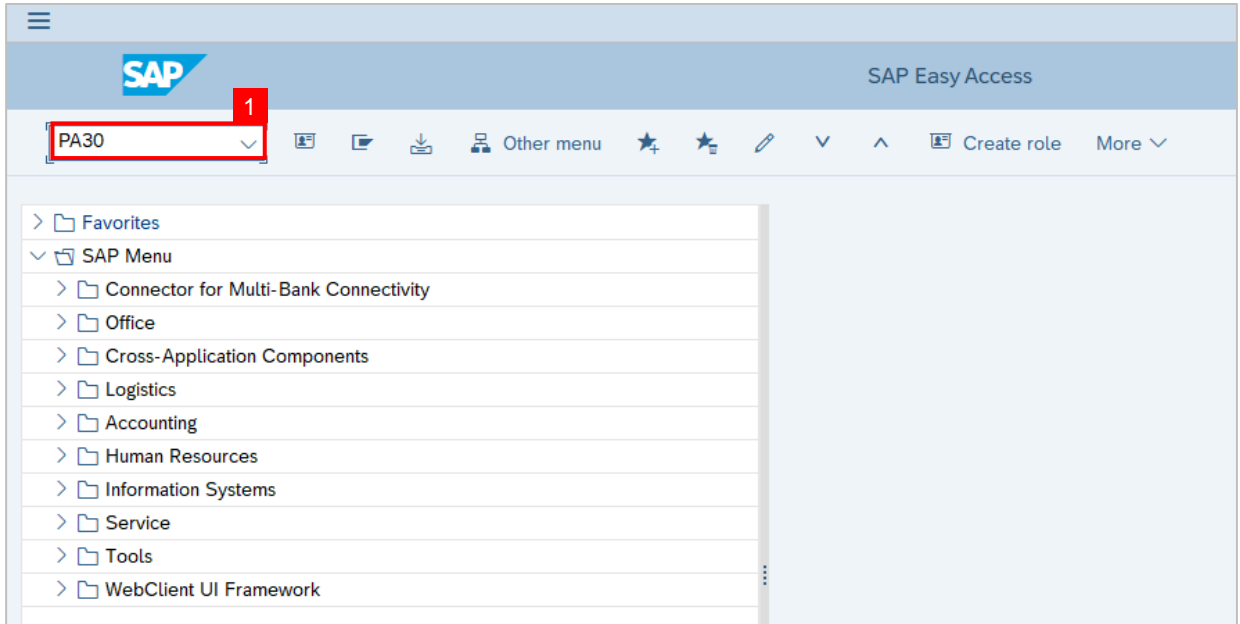
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Create Recurring Deduction (Arrears-Overpayment)

Backend User

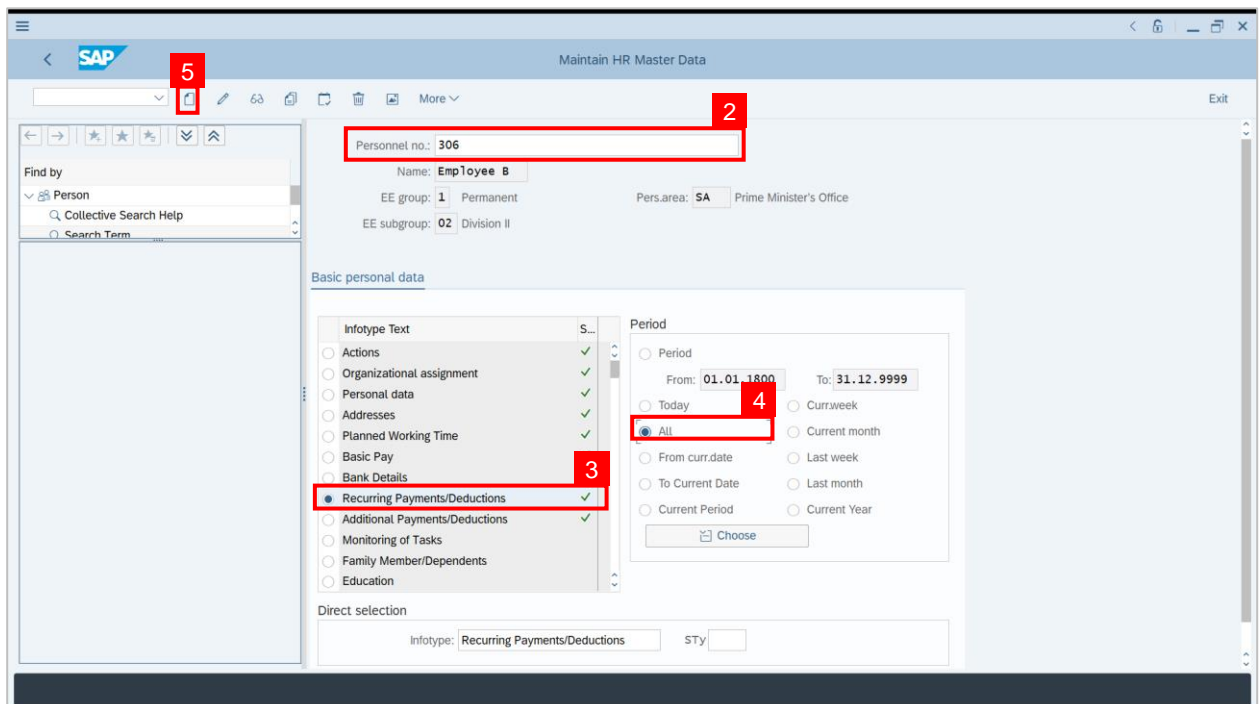
Payroll Department Clerk, Payroll Department Officer, Treasury Payroll Officer





1. Enter transaction code PA30 in the search bar and click enter on the keyboard to navigate to **Maintain HR Master Data**.

Note:

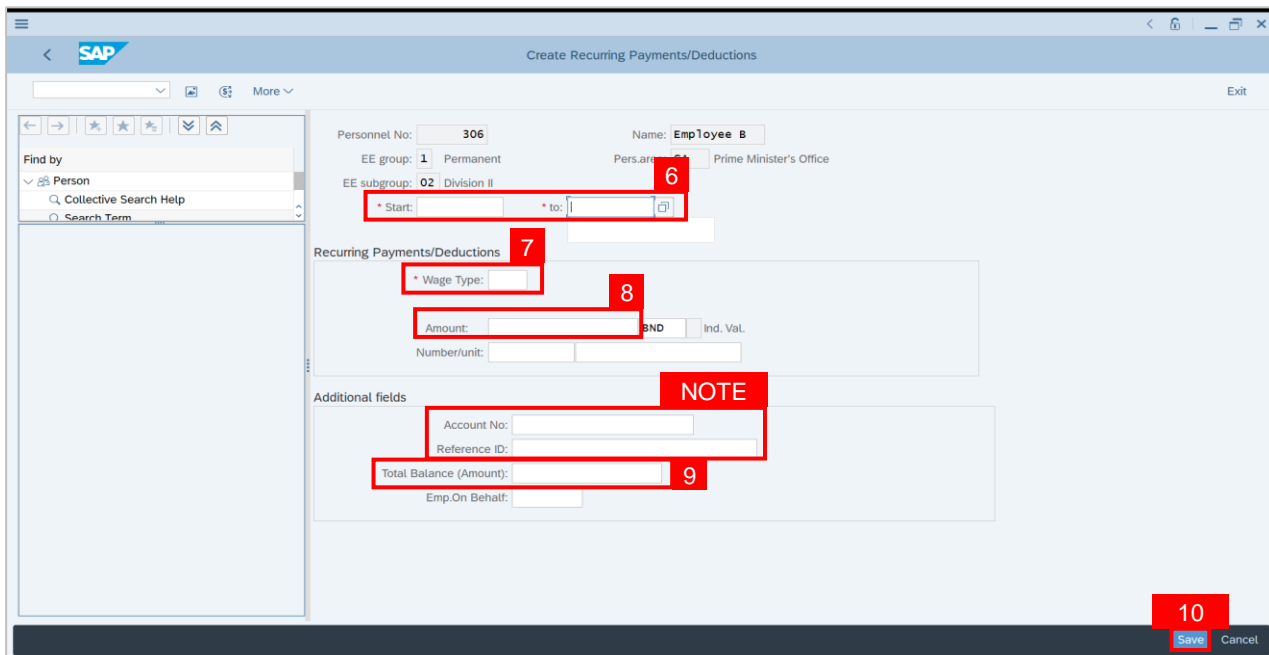
Maintain HR Master Data page will be displayed.




2. Input the employee's **Personnel Number** and click enter on the keyboard.
3. Select **Recurring Payments/Deductions** under Infotype text or enter 0014 under Direct Selection if employee wants to pay back the amount monthly.
4. Click  and select Period: **All**.
5. Click on  icon.

Note:

Create Recurring Payment/Deductions page will be displayed.



6. Input the **Start** and **End date**
7. Input Wage Type or click  for list of Wage Types.


Note:

- Arrears Overpayment Wage Type starts with Prefix 1 (E.g., Arrears Overpaid Bonus : 1041).
8. Input the amount to be paid monthly.


9. Input the Total Balance (Amount) that needs to be paid back.

Note:

Account No and Reference ID may be used for loan reference purposes.

10. Click on 

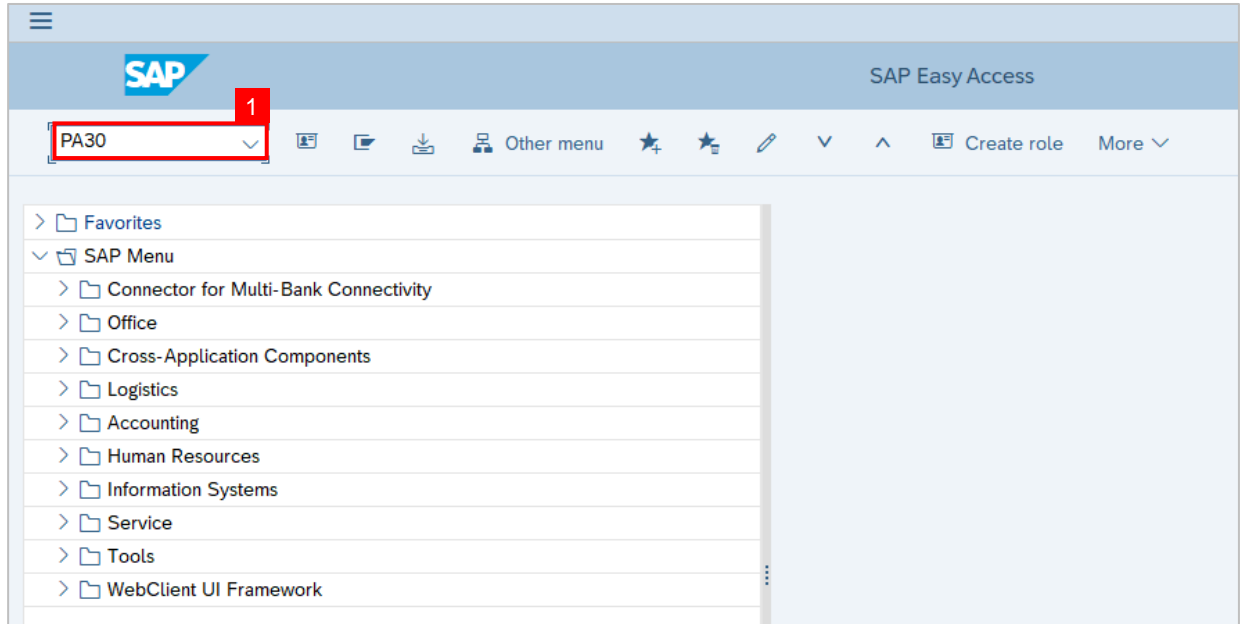
Outcome:

- Record will be created with Lock icon. Payroll Officer needs to unlock (Approve) the record.
- Click on  to view list of records.

**Unlock Recurring
Deduction (Arrears-
Overpayment)**

Backend User

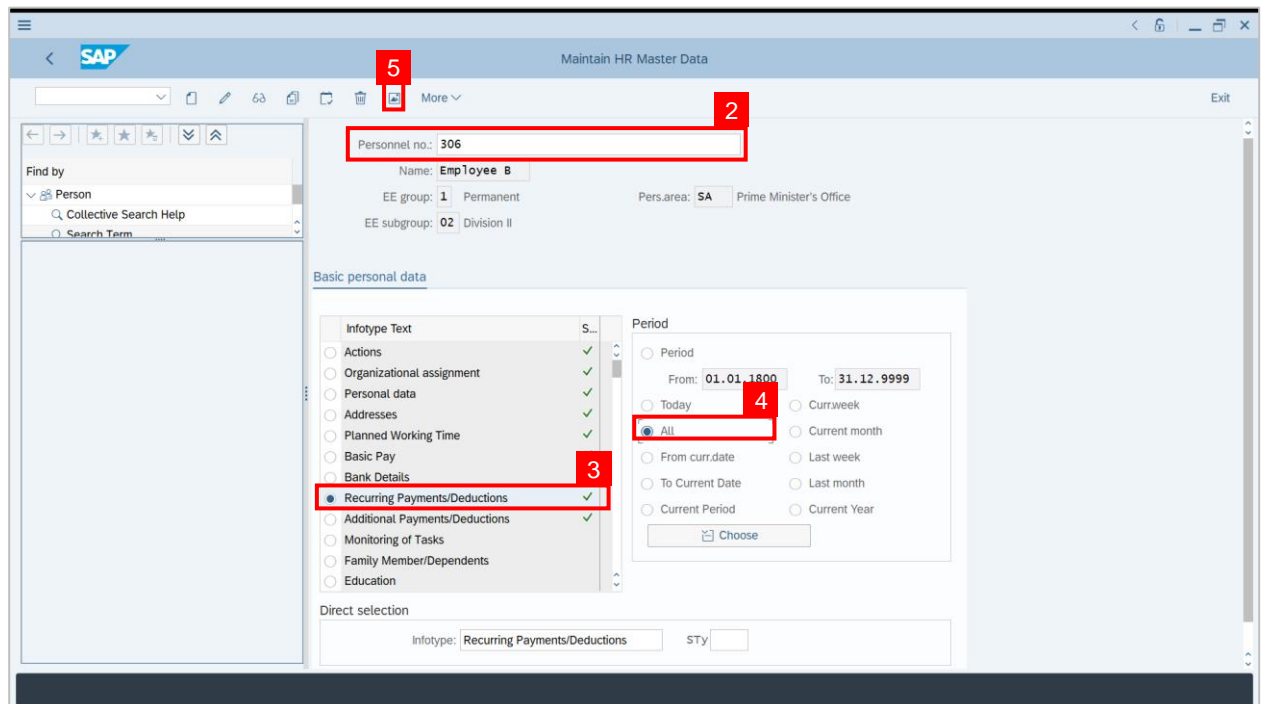
Payroll Department Officer, Treasury Payroll Officer





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Note:

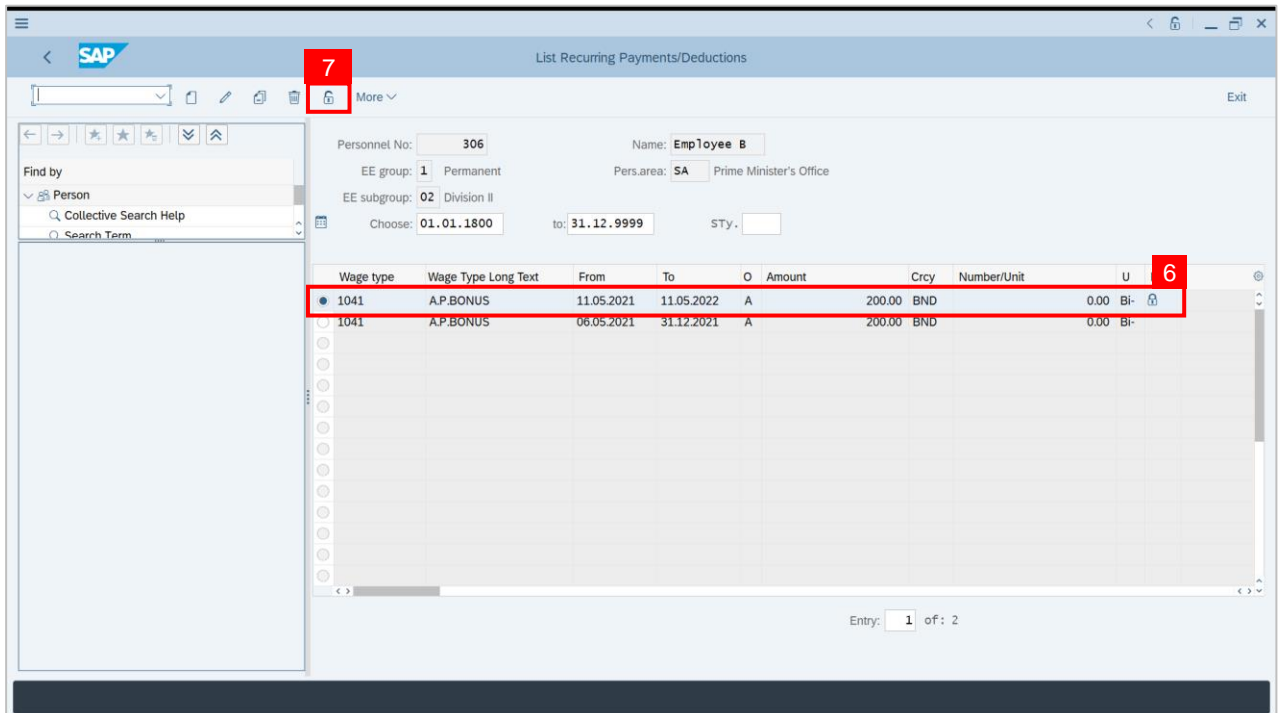
Maintain HR Master Data page will be displayed.



2. Input the employee's **Personnel Number** and click enter on the keyboard.
3. Select **Recurring Payments/Deductions** under Infotype text or enter 0014 under Direct Selection.
4. Click  and select Period: **All**.
5. Click the  icon.

Note:

List of Recurring Payments/Deductions page will be displayed.



Personnel No: 306 Name: Employee B


EE group: 1 Permanent Pers.area: SA Prime Minister's Office

EE subgroup: 02 Division II

Choose: 01.01.1800 to: 31.12.9999 STY:

Wage type	Wage Type Long Text	From	To	O	Amount	Crcy	Number/Unit	U
1041	A.P.BONUS	11.05.2021	11.05.2022	A	200.00	BND	0.00	Bi-
1041	A.P.BONUS	06.05.2021	31.12.2021	A	200.00	BND	0.00	Bi-

Entry: 1 of: 2

6. Select on **Recurring Deduction** to be unlocked.
7. Click the  icon.

Note:

Unlock Recurring Payments/Deductions page will be displayed.

SAP

Unlock Recurring Payments/Deductions

Personnel No: 306 Name: Employee 8

EE group: 1 Permanent Pers.area: SA Prime Minister's Office

EE subgroup: 02 Division II

Start: 11.05.2021 to: 11.05.2022 Chng 11.05.2021 DYNAMIK28

Recurring Payments/Deductions

Wage Type: 1041 A.P.BONUS

Amount: A 200.00 BND Ind. Val.

Number/unit: 0.00 Bi-Month

Additional fields

Account No:

Reference ID:

Total Balance (Amount): 1,000.00

Emp.On Behalf: 0

Record valid from 06.05.2021 to 31.12.2021 delimited at end View details

8 Save Cancel

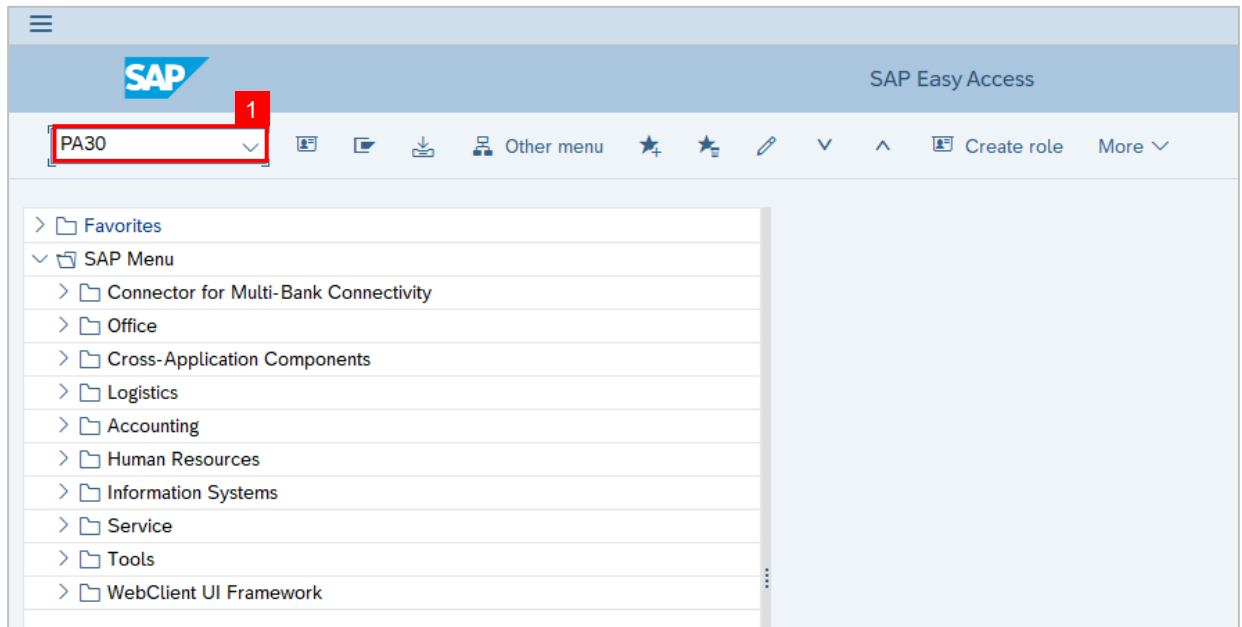
8. Click on **Save**

Outcome: Record will be unlocked (approved).

Create Additional Deduction (Arrears-Overpayment)

Backend User

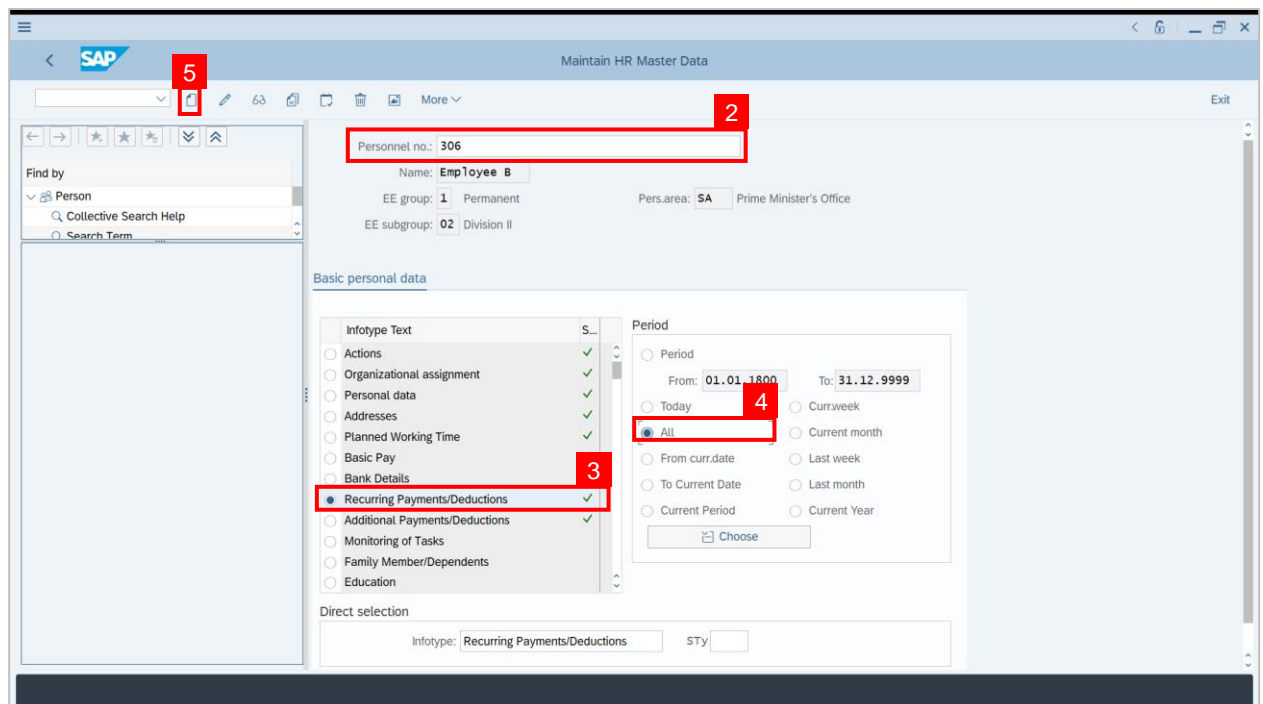
Payroll Department Clerk, Payroll Department Officer, Treasury Payroll Officer





1. Enter transaction code PA30 in the search bar and click enter on the keyboard to navigate to **Maintain HR Master Data**.

Note:

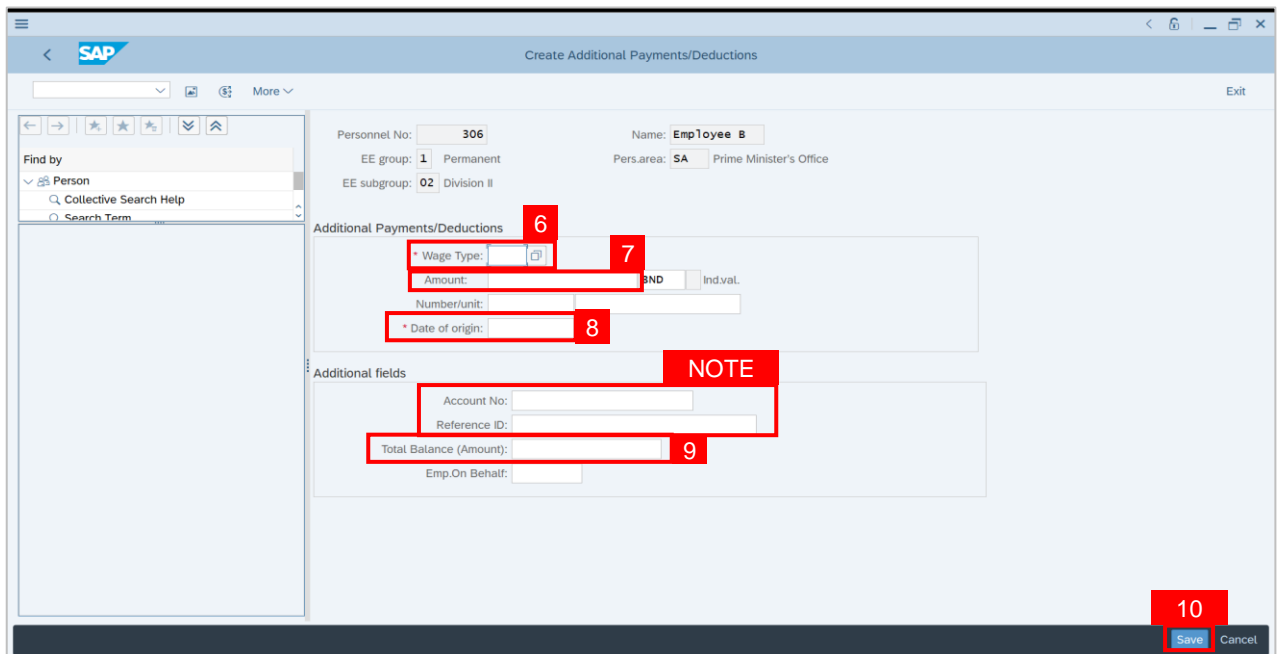
Maintain HR Master Data page will be displayed.



2. Input the employee's **Personnel Number** and click enter on the keyboard.
3. Select **Additional Payments/Deductions** under Infotype text or enter 0015 under Direct Selection if employee wants to payback amount in lumpsum.
4. Click  and select Period: **All**.
5. Click on  icon.

Note:

Create Additional Payment/Deductions page will be displayed.



6. Input Wage Type or click  for list of Wage Types.

Note:

- Arrears Underpayment Wage Type starts with Prefix 2 (E.g., Arrears Underpaid Bonus : 2041).
- Arrears Overpayment Wage Type starts with Prefix 1 (E.g., Arrears Overpaid Bonus : 1041).

7. Input lumpsum Amount to be paid.

8. Input Date of Origin (Transaction date).


Note:

Account No and Reference ID may be used for loan reference purposes.

9. Input the Total Balance (Amount) that needs to be paid back.

10. Click 

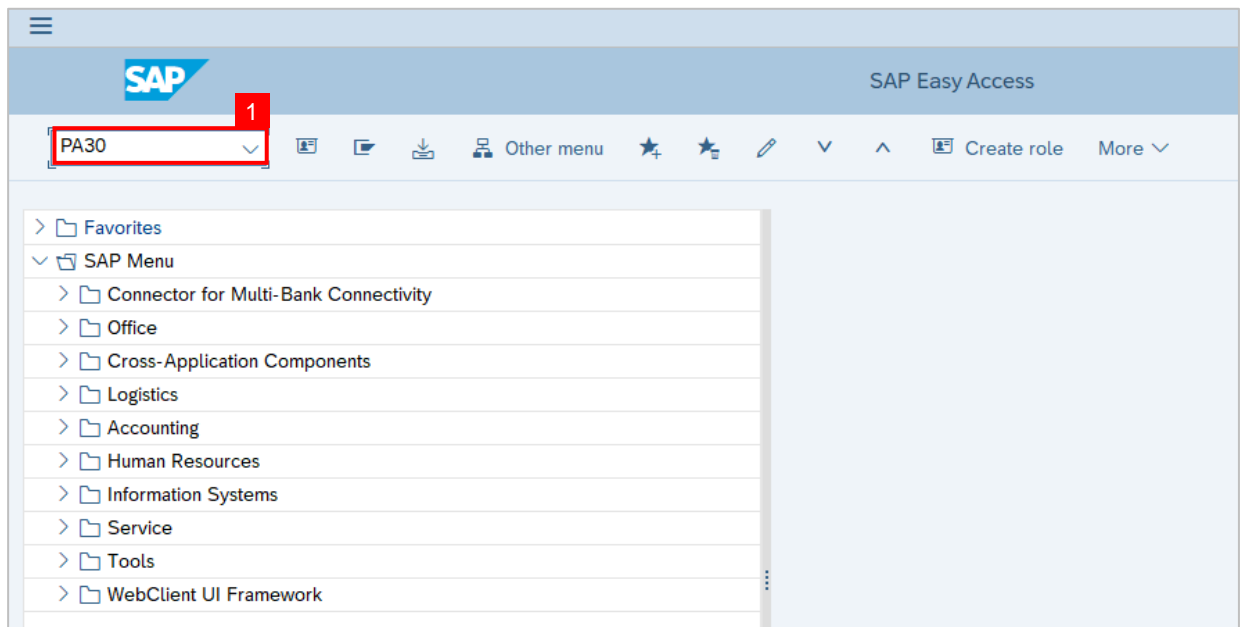
Outcome:

- Record will be created with Lock icon. Payroll Officer needs to unlock (Approve) the record.
- Click  to view list of records.

Create Additional Deduction (Arrears-Underpayment)

Backend User

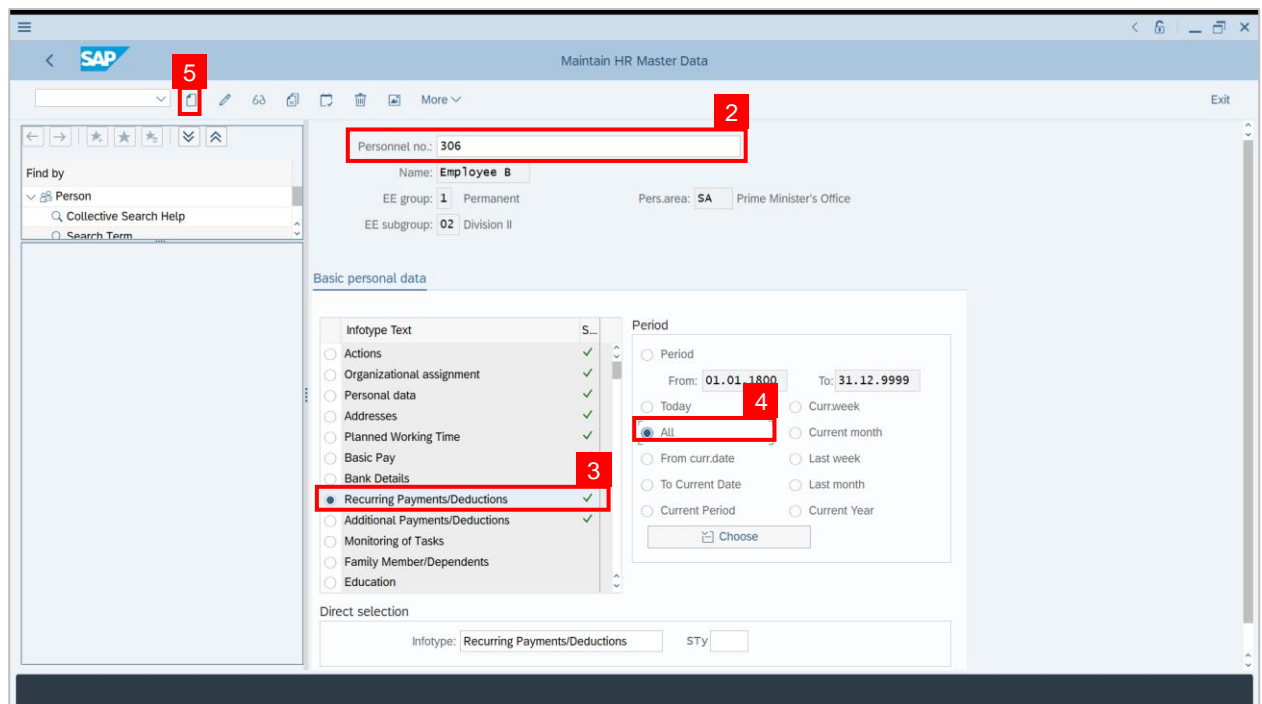
Payroll Department Clerk, Payroll Department Officer, Treasury Payroll Officer





1. Enter transaction code PA30 in the search bar and click enter on the keyboard to navigate to **Maintain HR Master Data**.

Note:

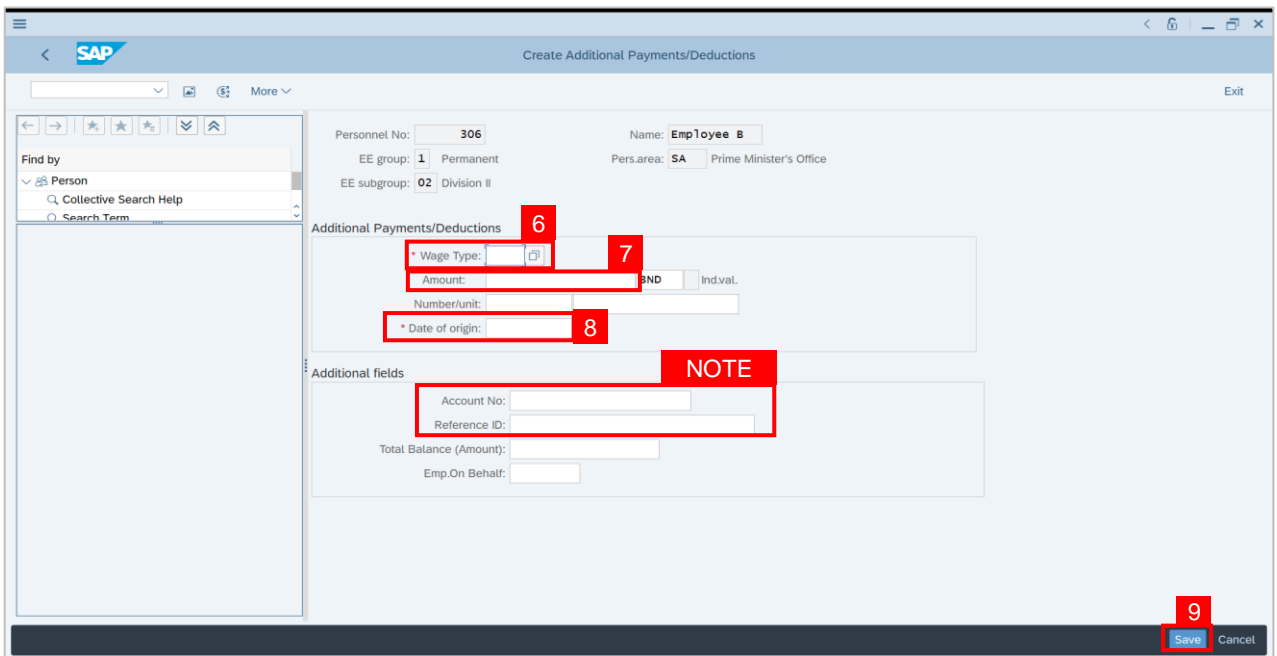
Maintain HR Master Data page will be displayed.



2. Input the employee's **Personnel Number** and click enter on the keyboard.
3. Select **Additional Payments/Deductions** under Infotype text or enter 0015 under Direct Selection.
4. Click  and select Period: **All**.
5. Click on  icon.

Note:

Create Additional Payment/Deductions page will be displayed.



6. Input Wage Type or click  for list of Wage Types.

Note:

- Arrears Underpayment Wage Type starts with Prefix 2 (E.g., Arrears Underpaid Bonus : 2041).
- Arrears Overpayment Wage Type starts with Prefix 1 (E.g., Arrears Overpaid Bonus : 1041).

7. Input Amount to be paid.

8. Input Date of Origin (Transaction date).


Note:

Account No and Reference ID may be used for loan reference purposes.

9. Click



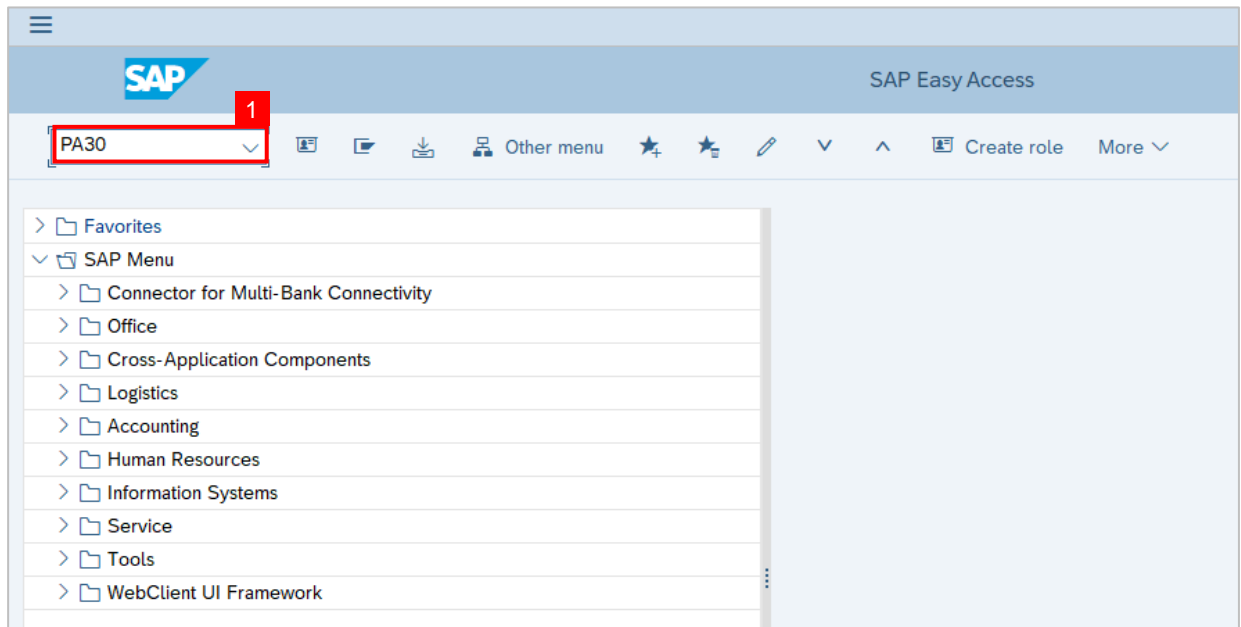
Outcome:

- Record will be created with Lock icon. Payroll Officer needs to unlock (Approve) the record.
- Click  to view list of records.

Unlock Additional Deduction (Arrears-Overpayment/Underpayment)

Backend User

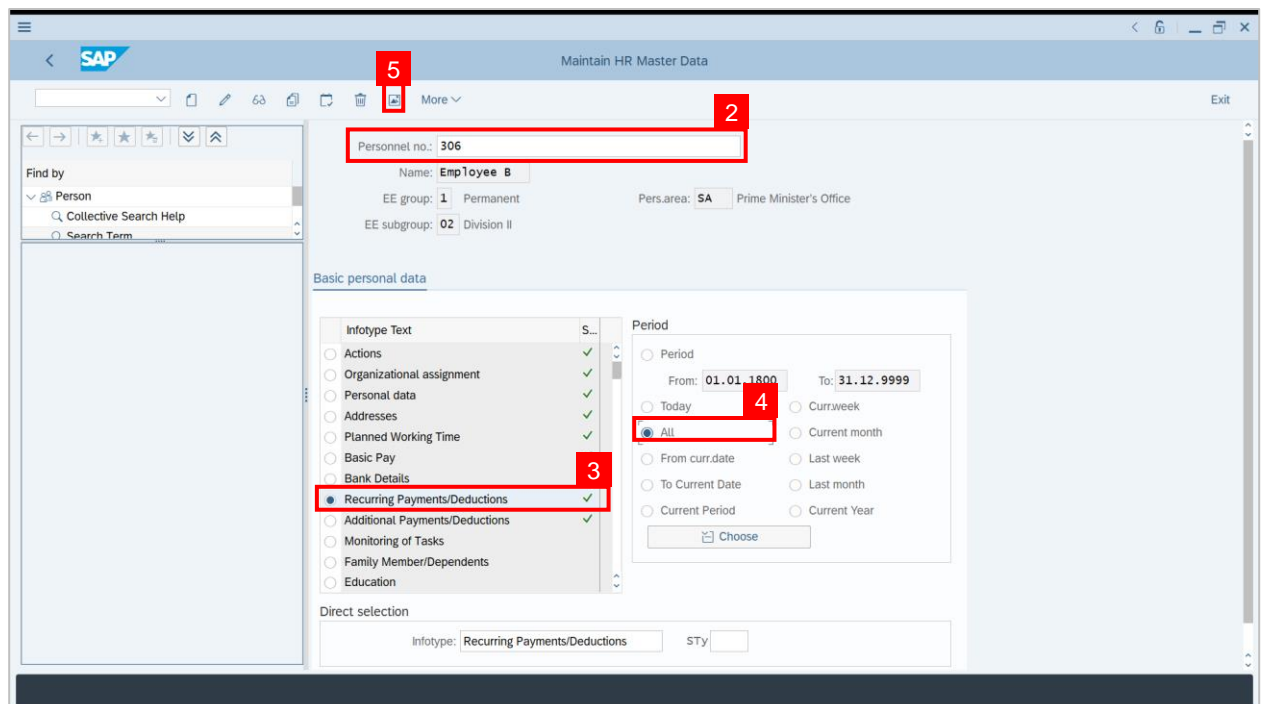
Payroll Department Officer, Treasury Payroll Officer





1. Enter transaction code PA30 in the search bar and click enter on the keyboard to navigate to **Maintain HR Master Data**.

Note:

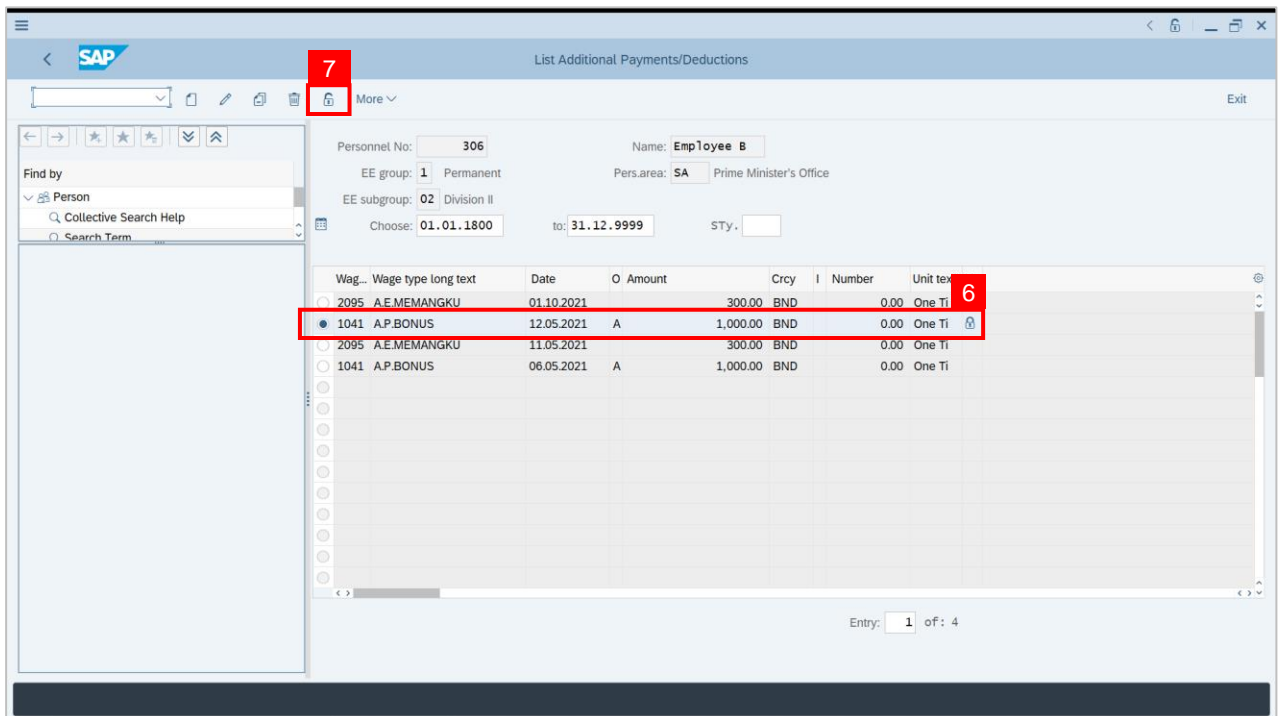
Maintain HR Master Data page will be displayed.



2. Input the employee's **Personnel Number** and click enter on the keyboard.
3. Select **Additional Payments/Deductions** under Infotype text or enter 0015 under Direct Selection.
4. Click  and select Period: **All**.
5. Click on  icon.

Note:

List of Additional Payments/Deductions page will be displayed.



The screenshot shows the SAP 'List Additional Payments/Deductions' screen. The top bar includes the SAP logo and the title 'List Additional Payments/Deductions'. Below the title bar, there are search and filter options. The main area displays a table of payments and deductions for a specific employee.

Search and Filter Options:

- Find by: Person
- Collective Search Help
- Search Term

Employee Information:

- Personnel No: 306
- Name: Employee 8
- EE group: 1 Permanent
- Pers.area: SA Prime Minister's Office
- EE subgroup: 02 Division II
- Choose: 01.01.1800 to: 31.12.9999
- STy:

Wag...	Wage type long text	Date	O Amount	Crcy	I Number	Unit text
2095	A.E.MEMANGKU	01.10.2021	300.00	BND	0.00	One Ti
1041	A.P.BONUS	12.05.2021	1,000.00	BND	0.00	One Ti
2095	A.E.MEMANGKU	11.05.2021	300.00	BND	0.00	One Ti
1041	A.P.BONUS	06.05.2021	1,000.00	BND	0.00	One Ti

Entry: 1 of: 4

6. Select the **Additional Deduction** to be unlocked.

7. Click on  icon

Note:

Unlock Additional Payments/Deductions page will be displayed.



Find by

Person

Collective Search Help

Search Term

Personnel No: 306

Name: Employee 8

EE group: 1 Permanent

Pers.area: SA Prime Minister's Office

EE subgroup: 02 Division II

Chng 11.05.2021 DYNAMIK28

Additional Payments/Deductions

Wage Type: 1041 A.P.BONUS

Amount: A 1,000.00 BND Ind.val.

Number/unit: 0.00 One Time

Date of origin: 12.05.2021

Additional fields

Account No:

Reference ID:

Total Balance (Amount): 1,000.00

Emp.On Behalf: 0

Save your entries

8

Save

Cancel

8. Click on

Save

Outcome: Record will be unlocked (approved).