



# **SISTEM SUMBER MANUSIA**

## **User Guide**

### **Payroll for Front End User (SAP GUI)**

#### **Generate Pay Slip**

**VERSION: 1.0**

## INTRODUCTION

This user guide acts as a reference for **Payroll Department Users** (front-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
<b>SSM</b>	Sistem Sumber Manusia
<b>SAP GUI</b>	SAP Graphical User Interface/Back End
<b>FIORI</b>	Front End/Web Portal
<b>ESS</b>	Employee Self Service
<b>MSS</b>	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**.

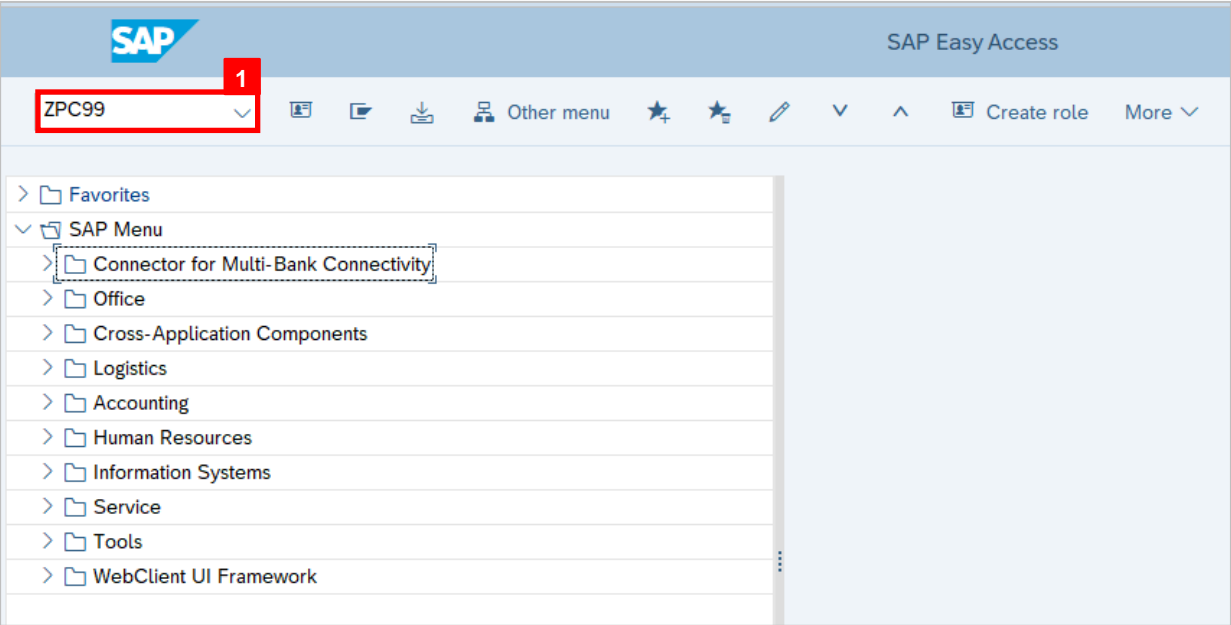


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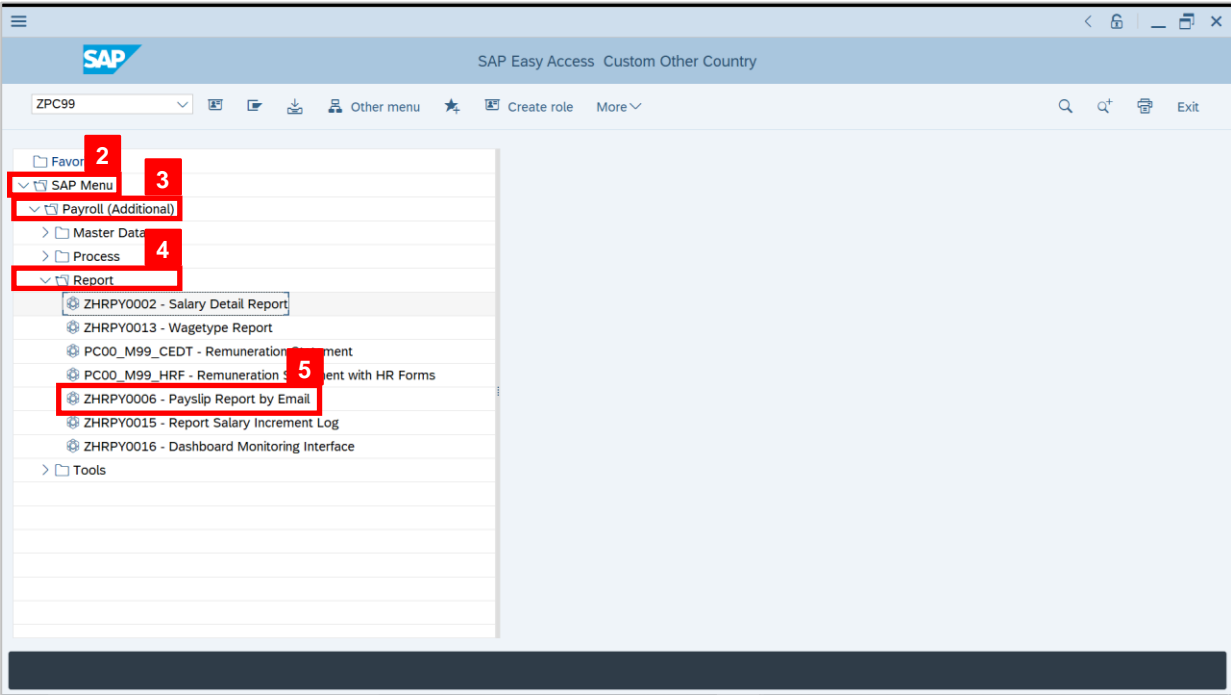
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



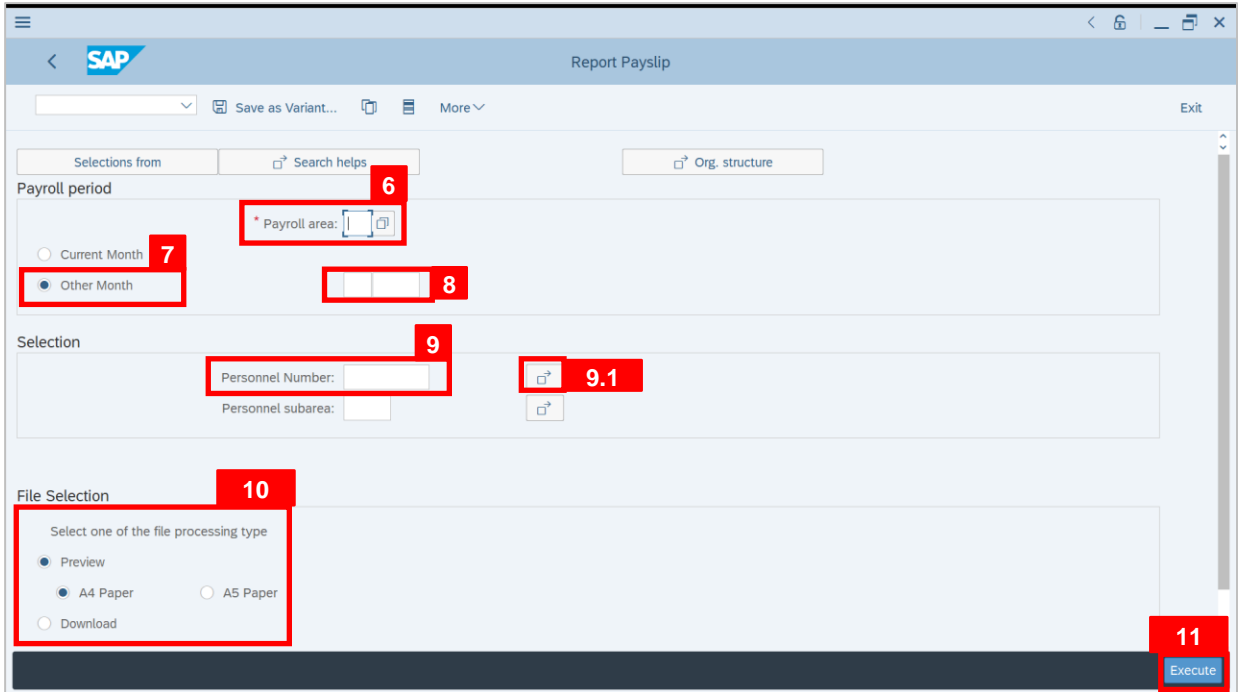
View Pay slip for employees	Backend User
	Payroll Department Clerk, Payroll Department Officer, Treasury Payroll Officer





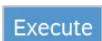
1. Input transaction code, **ZPC 99** in the search bar and click enter on the keyboard to navigate to **Payroll Menu**.



2. Click on  SAP Menu
3. Click on  Payroll (Additional)
4. Click on  Report
5. Click on ZHRPY0006 - Payslip Report by Email



The screenshot shows the SAP 'Report Payslip' interface. The title bar indicates 'Report Payslip'. The main area contains several sections: 'Payroll period' with 'Current Month' and 'Other Month' radio buttons; 'Selection' with 'Personnel Number' and 'Personnel subarea' input fields; and 'File Selection' with 'Preview', 'A4 Paper', 'A5 Paper', and 'Download' radio buttons. A red box highlights the 'Other Month' option. A red box highlights the 'Payroll area' input field. A red box highlights the 'Personnel Number' input field. A red box highlights the 'File Selection' section. A red box highlights the 'Execute' button at the bottom right. Red numbers 6 through 11 are placed over the interface to indicate the sequence of steps: 6 is over the 'Payroll area' input field; 7 is over the 'Other Month' radio button; 8 is over the month/year input fields; 9 is over the 'Personnel Number' input field; 9.1 is over the 'Personnel Number' input field; 10 is over the 'File Selection' section; and 11 is over the 'Execute' button.

6. Enter Payroll area or click on  to view list of payroll area.
7. Select Other Month.
8. Enter Month and Year.
9. Enter Personnel Number.
- 9.1. Click on  icon to enter multiple Personnel Number.
10. Select file processing type.
11. Click on 



SAP

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More

KERAJAAN KEBAWAH DULI YANG MAHA MULIA DAN YANG DI-PERTUAN

NOMBOR KAKITANGAN :

NOMBOR KAD PENGENALAN :

NAMA :

KEMENTERIAN :

JABATAN :

LOKASI :

CARA PEMBAYARAN : BANK TRANSFER

BANK : SCB

NOMBOR AKAUN :

TARIKH PEMBAYARAN PERTAMA : 15/03/2021

BAYARAN	
BUTIRAN	JUMLAH
GAJI	\$24,679.00
E. KURNIA KHAS	\$1,650.00
E. MEMANGKU	\$50.00
E. AKADEMIK	\$1,335.48
E. SARA HIDUP	\$220.00
JUMLAH ELAUN	\$27,934.48

PEMBAYARAN GAJI PERTAMA : \$18,167.17

POTONGAN			
BUTIRAN	JUMLAH	BAKI	PINJAMAN
B/B GAJI & ELAUN2 T/LEPAS	\$5,267.31		
A. T.A.P.	\$668.00		
P. T.A.P. EE	\$1,382.00		
A.P.BONUS	\$2,450.00		
JUMLAH POTONGAN	\$9,767.31		

BAYARAN	
BUTIRAN	JUMLAH
JUMLAH ELAUN	

PEMBAYARAN GAJI KEDUA :

POTONGAN			
BUTIRAN	JUMLAH	BAKI	PINJAMAN
JUMLAH POTONGAN			

JUMLAH PEMBAYARAN GAJI : \$18,167.17

Outcome: Pay Slip will be generated.