



SISTEM SUMBER MANUSIA

User Guide

Payroll for Back End User (SAP GUI)

Maintain Account Assignment

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**.

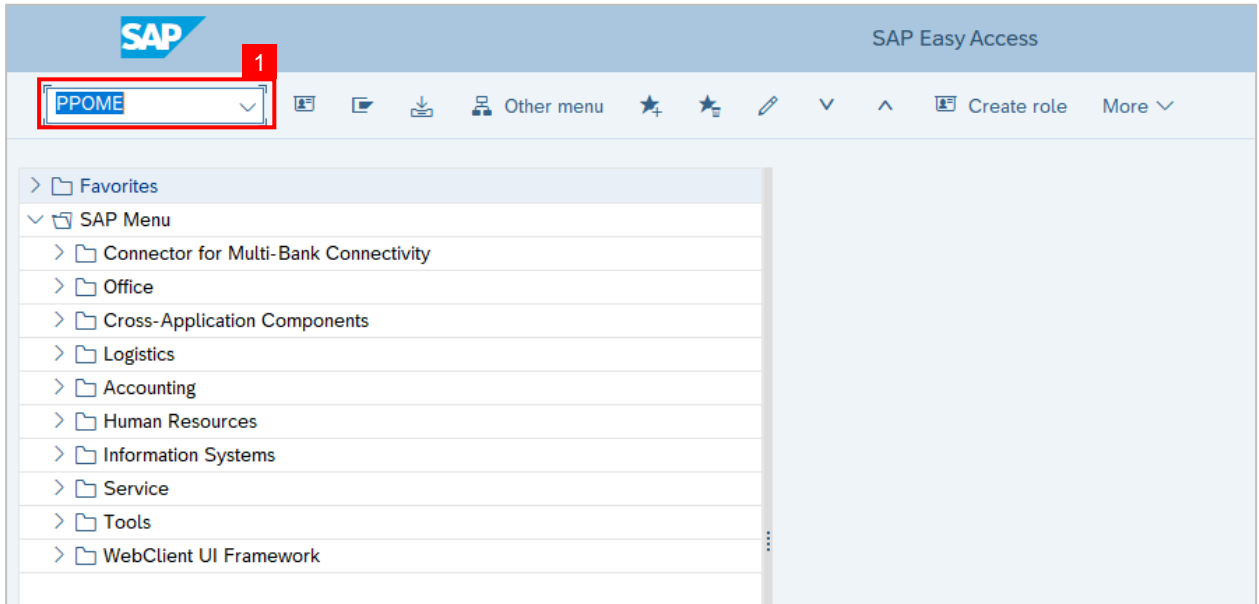


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Maintain Account Assignment	Backend User
	Payroll Department Clerk, Payroll Department Officer, Treasury Payroll Officer

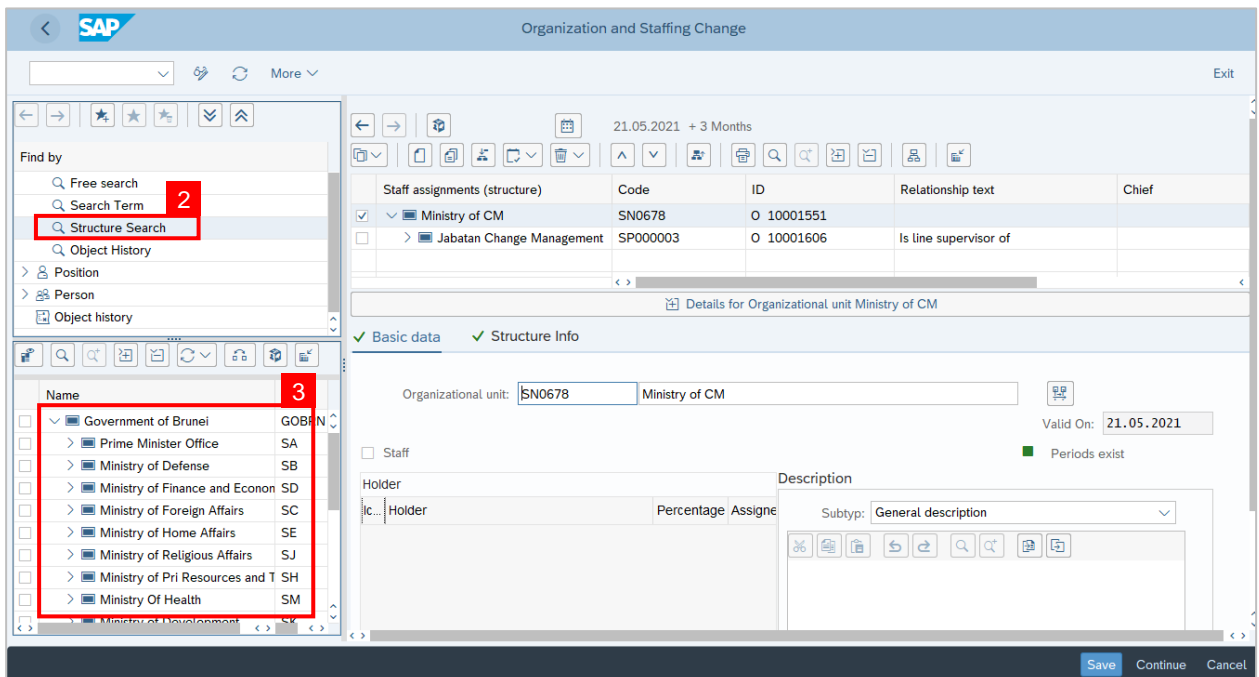
1. In the search bar, input transaction code PPOME and press enter on the keyboard.



The screenshot shows the SAP Easy Access interface. At the top, there is a search bar with the text 'PPOME' entered. A red box highlights the search bar, and a red number '1' is placed next to it. Below the search bar, there is a list of SAP Menu items, including 'Connector for Multi-Bank Connectivity', 'Office', 'Cross-Application Components', 'Logistics', 'Accounting', 'Human Resources', 'Information Systems', 'Service', 'Tools', and 'WebClient UI Framework'.

Note:

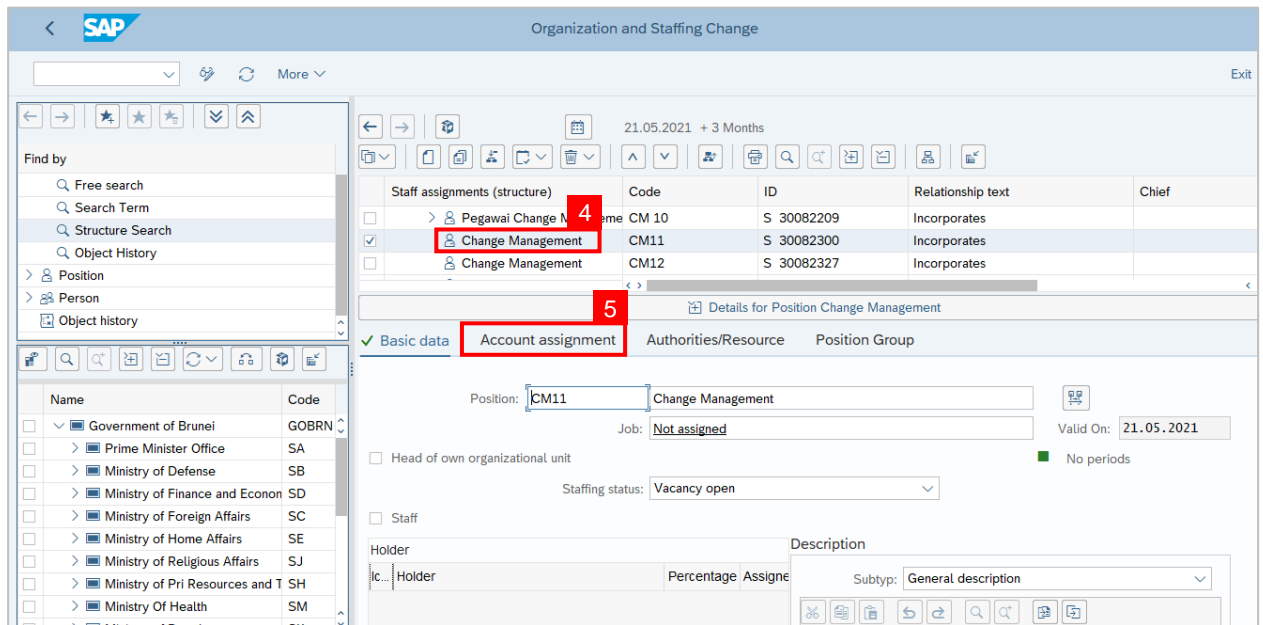
Organization and Staffing Change (PPOME) page will be displayed.



The screenshot shows the SAP 'Organization and Staffing Change' page. On the left, there is a 'Find by' section with a search bar and a list of search criteria. 'Structure Search' is selected, and a red box highlights it with a red number '2'. Below this, there is a list of organizational units. 'Ministry of CM' is selected, and a red box highlights it with a red number '3'. The main area of the page shows a table of staff assignments for the 'Ministry of CM'. The table has columns for 'Staff assignments (structure)', 'Code', 'ID', 'Relationship text', and 'Chief'. The data shows two entries: one for 'Ministry of CM' with code 'SN0678' and ID 'O 10001551', and another for 'Jabatan Change Management' with code 'SP000003' and ID 'O 10001606'. Below the table, there is a section for 'Details for Organizational unit Ministry of CM' with tabs for 'Basic data' and 'Structure Info'. The 'Basic data' tab is active, showing the 'Organizational unit' as 'SN0678' and 'Ministry of CM'. There is also a 'Valid On' date field set to '21.05.2021'.

2. Click on Structure Search.

3. Double click on specified Ministry/Department.



Staff assignments (structure)	Code	ID	Relationship text	Chief
Pegawai Change Management	CM10	S 30082209	Incorporates	
Change Management	CM11	S 30082300	Incorporates	
Change Management	CM12	S 30082327	Incorporates	

Details for Position Change Management

Basic data | **Account assignment** | Authorities/Resource | Position Group

Position: CM11 Change Management

Job: Not assigned

Valid On: 21.05.2021

Head of own organizational unit: ☐

Staffing status: Vacancy open

Staff: ☐

Holder: Holder

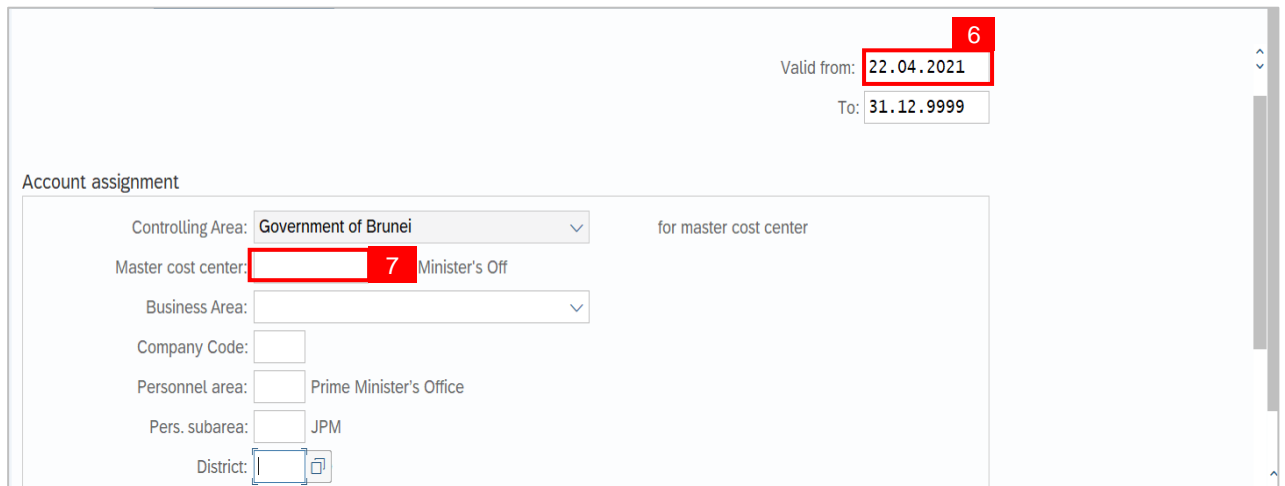
Description: Subtyp: General description

4. Double click on a position.

5. Click on the **Account assignment** tab.

Note:

Account Assignment tab will be displayed.



Valid from: 22.04.2021

To: 31.12.9999

Account assignment

Controlling Area: Government of Brunei for master cost center

Master cost center: Minister's Off

Business Area:

Company Code:

Personnel area: Prime Minister's Office


Pers. subarea: JPM

District:

6. Fill in the **Valid from:** date.

7. Enter Master Cost Centre.

Note:

To find list of cost centres, click on 

Note:

Mater Cost Centre page will be displayed.

Master Cost Center (1)

Restrictions

Cost Center:

Controlling Area: M... 1000

Company Code:

Cost Center Category:

Person Responsible:

User Responsible:

Cost Ctr Short Text:

Language Key: M... EN

Maximum No. of Hits: 500

Start Search

Multiple Selection

Close

8. Click on **Start Search** button and the page below will appear:

Master Cost Center (1) 224 Entries found

Restrictions

10

9

Cost C...

CO...

CoCd

CCTC

Person Responsible

User Resp.

Short Text

Language

Valid From

100101	1000	GOB	L	Admin			EN	01.01.2019
100104	1000	GOB	L	Admin			EN	01.01.2019
100200	1000	GOB	L	Admin			EN	01.01.2019
100300	1000	GOB	L	Admin			EN	01.01.2019
100400	1000	GOB	L	Admin			EN	01.01.2019
100500	1000	GOB	L	Admin			EN	01.01.2019
100600	1000	GOB	L	Admin			EN	01.01.2019
100601	1000	GOB	L	Admin			EN	01.01.2019
100602	1000	GOB	L	Admin			EN	01.01.2019
100603	1000	GOB	L	Admin			EN	01.01.2019
100700	1000	GOB	L	Admin			EN	01.01.2019
100800	1000	GOB	L	Admin			EN	01.01.2019

9. Choose a Cost Center

10. Click the  icon.

✓ Basic data ✓ Account assignment Authorities/Resource Position Group

Account assignment

Controlling Area: **Government of Brunei** for master cost center

Master cost center: **100101** Prime Minister's Off

Business Area:

Company Code:

Personnel area: **11**

Pers. subarea:

District:

Branch:

11. Fill in **Personnel area** or click on  to view list of personnel areas.

Personnel area (1) 13 Entries found


Restrictions

13

12

PA	Personnel Area Text	Start Date	End Date	CGrpg	CoCd
SA	Prime Minister's Office	01.01.1900	31.12.9999	99	GOB
SB	Min. of Defense	01.01.1900	31.12.9999	99	GOB
SC	Min. of Foreign Affairs	01.01.1900	31.12.9999	99	GOB
SD	Min. of Finance & Economy	01.01.1900	31.12.9999	99	GOB
SE	Min. of Home Affairs	01.01.1900	31.12.9999	99	GOB
SF	Min. of Education	01.01.1900	31.12.9999	99	GOB
SH	Min. of Primary Resources	01.01.1900	31.12.9999	99	GOB
SJ	Min. of Religious Affairs	01.01.1900	31.12.9999	99	GOB
SK	Min. of Development	01.01.1900	31.12.9999	99	GOB
SL	Min. of Culture, Youth & Sport	01.01.1900	31.12.9999	99	GOB
SM	Min. of Health	01.01.1900	31.12.9999	99	GOB
SN	Min. of Transport & Infocomm	01.01.1900	31.12.9999	99	GOB
SQ	Min. of Energy	01.01.1900	31.12.9999	99	GOB

12. Select Personnel Area.

13. Click on 



✓ Basic data

✓ Account assignment

Authorities/Resource

Position Group

Account assignment

Controlling Area: Government of Brunei

for master cost center

Master cost center: 100101 Prime Minister's Off

Business Area:

Company Code:

Personnel area: SA

Pers. subarea: 14

District:

Branch:

14. Fill in **Personnel subarea** or click on  to view list of personnel subareas.

Personnel subarea (1) 25 Entries found

Restrictions

16

15

PA	Subarea	P.subarea text	Start Date	End Date	CGrpg	CoCd
SA	SA01	JPM	01.01.1900	31.12.9999	99	
SA	SA02	Adat	01.01.1900	31.12.9999	99	
SA	SA03	Audit	01.01.1900	31.12.9999	99	
SA	SA04	Narcotics	01.01.1900	31.12.9999	99	
SA	SA05	ACB	01.01.1900	31.12.9999	99	
SA	SA06	ISD	01.01.1900	31.12.9999	99	
SA	SA07	Council	01.01.1900	31.12.9999	99	
SA	SA08	RTB	01.01.1900	31.12.9999	99	
SA	SA09	Info	01.01.1900	31.12.9999	99	
SA	SA10	JPA	01.01.1900	31.12.9999	99	
SA	SA11	MSD	01.01.1900	31.12.9999	99	
SA	SA12	RBPF	01.01.1900	31.12.9999	99	
SA	SA14	PSC	01.01.1900	31.12.9999	99	
SA	SA15	TENAGA	01.01.1900	31.03.2021	99	
SA	SA16	Mufti	01.01.1900	31.12.9999	99	

15. Choose one of the Personnel Subarea.

16. Click the  icon.



✓ Basic data

✓ Account assignment

Authorities/Resource

Position Group

Account assignment

Controlling Area: Government of Brunei

for master cost center

Master cost center: 100101

Prime Minister's Off

Business Area:

Company Code:

Personnel area: SA

Pers. subarea: SA01

District:

17

Branch:

17. Fill in the **District** by clicking on

☰

District (1) 1 Entry found

Restrictions

19

✓

✕

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🔍

★

🔍

🖨

⌵

🔍

Distri...	Branch	Branch Descript
1	0001	J PERDANA MENTERI

18. Choose the District.

19. Click on



Company Code:


Personnel area: **SA** Prime Minister's Office

Pers. subarea: **SA01** JPM

District: **1** HQ

Branch: **0001** J PERDANA MENTERI

Additional Fields

Business Unit:  **20**

Program:


Activity:

20. Fill in the **Business Unit** by clicking on 

Business Unit (1) 16 Entries found

Restrictions

Center: 100101



Bus. Un	Program	Program Description	Activit
SA01A	001000	Pengurusan Dan Pentadbiran	001001
SA01A	001000	Pengurusan Dan Pentadbiran	001002
SA01A	001000	Pengurusan Dan Pentadbiran	001003
SA01A	001000	Pengurusan Dan Pentadbiran	001004
SA01A	002000	Pemodenan Perkhidmatan Awam	002001
SA01A	002000	Pemodenan Perkhidmatan Awam	002002
SA01A	003000	Perlindungan Kebajikan, Penguatkuasaan dan Undang-Undang	003001
SA01A	003000	Perlindungan Kebajikan, Penguatkuasaan dan Undang-Undang	003002
SA01A	004000	Antarabangsa, Ekonomi dan Hal Ehwal Kewangan	004001
SA01A	005000	Pembelaran dan Perkembangan	005001
SA01A	005000	Pembelaran dan Perkembangan	005002
SA01A	006000	MANPOWER AND EMPLOYMENT COUNCIL	006001
SA01A	006000	MANPOWER AND EMPLOYMENT COUNCIL	006002
SA01A	006000	MANPOWER AND EMPLOYMENT COUNCIL	006003
SA01A	006000	MANPOWER AND EMPLOYMENT COUNCIL	006004
SA01A	007000	BALAI KHAZANAH ISLAM DAN GALERI SULTAN HAJI HASSANAL BOLKIAH	007001

16 Entries found

21. Choose the Business Unit

22. Click the  icon



✓ Basic data

✓ Account assignment

Authorities/Resource

Position Group

Company Code:

Personnel area:

SA

Prime Minister's Office

Pers. subarea:

SA01

JPM

District:

1

HQ

Branch:

0001

J PERDANA MENTERI

Additional Fields

Business Unit:

SA01A

The Ministers Office

Program:

001000

Pengurusan Dan Pentadbiran

Activity:

001001

Emolumen Pengurusan Atasan

23

Save

Continue

Cancel

23. Click the

Save

 icon