



# **SISTEM SUMBER MANUSIA**

## **User Guide**

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

## **Maintain Additional Payment/Deduction (Infotype 0015)**

**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
<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**.

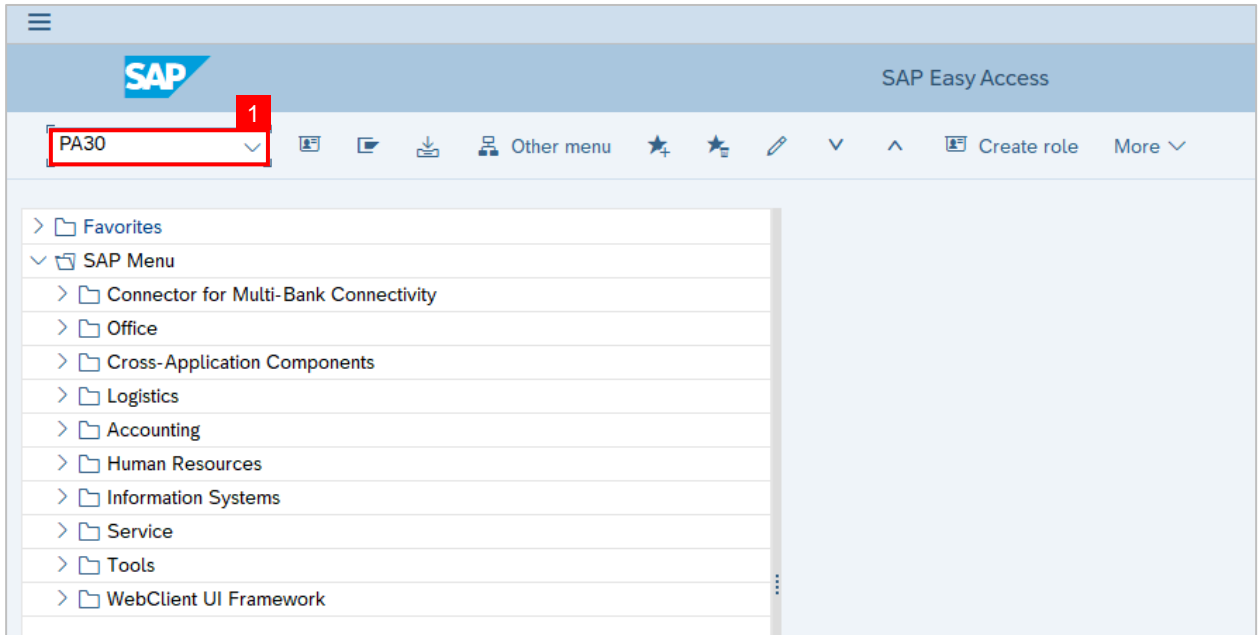
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**Create Additional Payment/ Deductions**

**Backend User**

Payroll Department Clerk, Payroll Department Officer, Treasury Payroll Officer

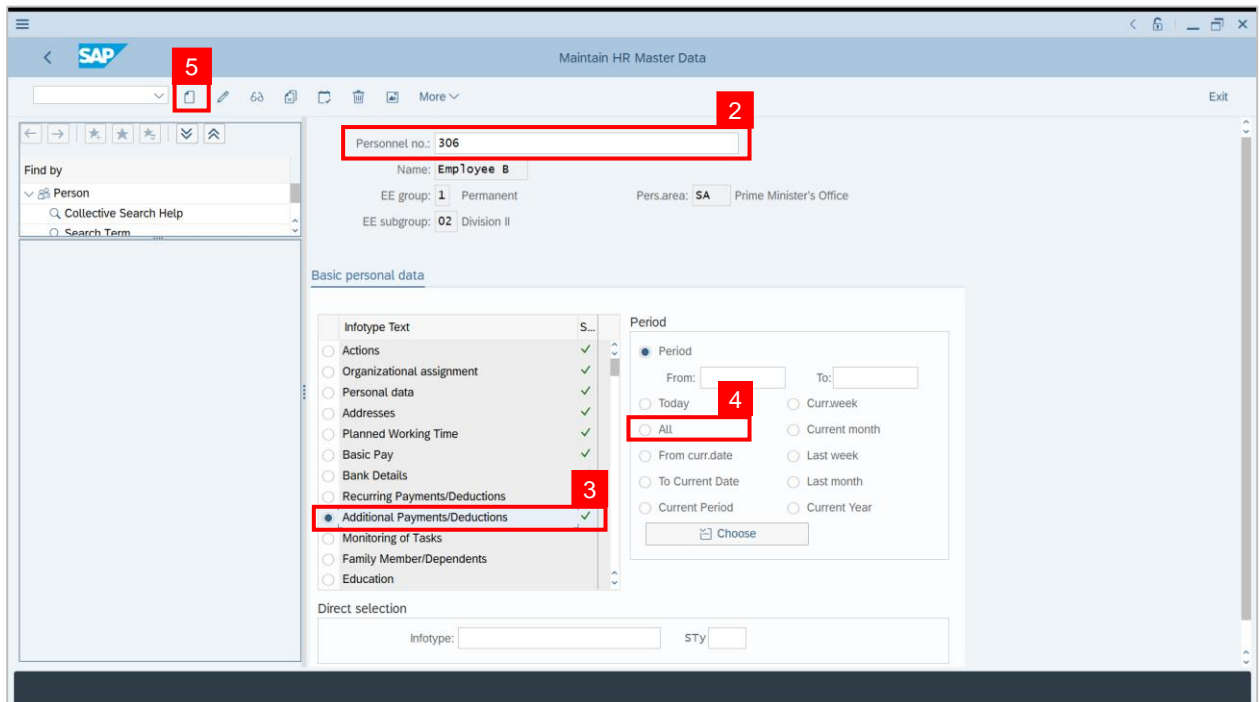


The screenshot shows the SAP Easy Access interface. In the top search bar, the transaction code 'PA30' is entered. A red box with the number '1' highlights this search bar. The left sidebar shows the SAP Menu with various folders like Favorites, Connector for Multi-Bank Connectivity, Office, Cross-Application Components, Logistics, Accounting, Human Resources, Information Systems, Service, Tools, and WebClient UI Framework.



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

**Note:**

Maintain HR Master Data page will be displayed.

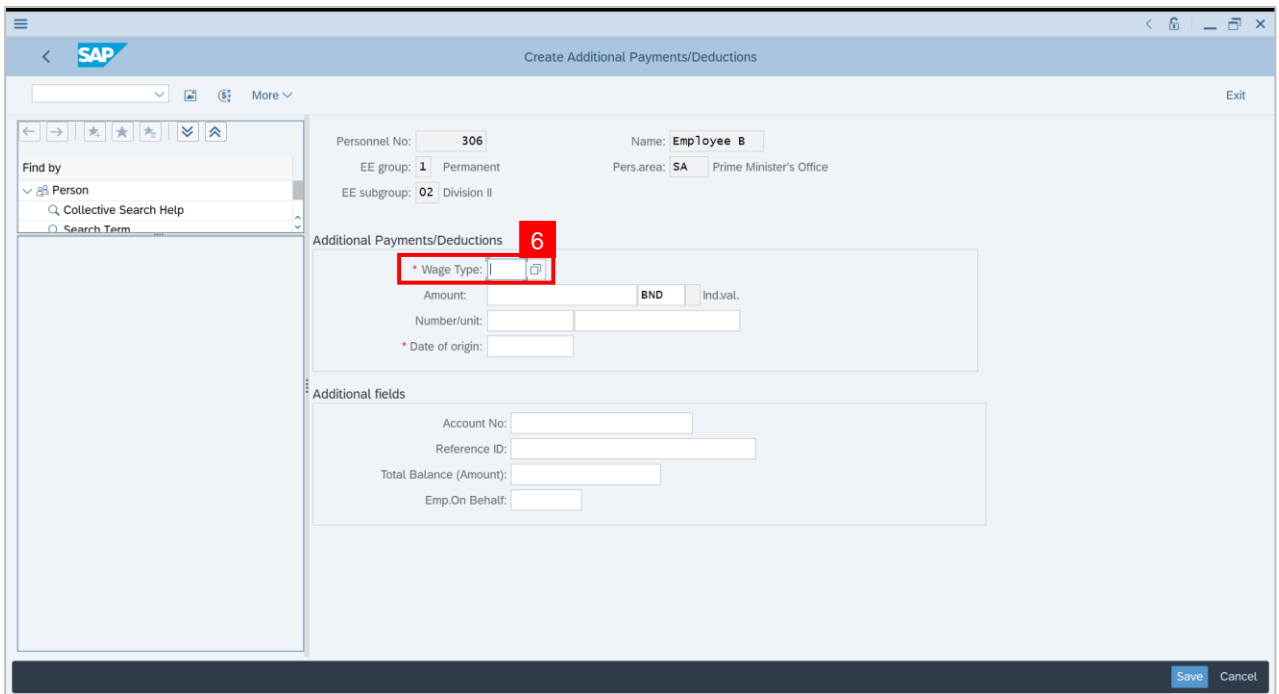



The screenshot shows the 'Maintain HR Master Data' page in SAP. The 'Personnel no.' field is set to '306'. The 'Name' is 'Employee B'. The 'EE group' is '1' (Permanent) and the 'Pers.area' is 'SA' (Prime Minister's Office). The 'EE subgroup' is '02' (Division II). The 'Basic personal data' section is expanded, showing a list of infotypes. The 'Additional Payments/Deductions' infotype is selected, highlighted with a red box and the number '3'. The 'Period' section is also expanded, showing options for 'All', 'Today', 'Curr.week', 'Current month', 'Last week', 'Last month', 'Current Period', and 'Current Year'. The 'All' option is selected, highlighted with a red box and the number '4'. The 'Direct selection' section is at the bottom, with 'Infotype' and 'Sty' fields.

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

**Note:**

**Create Additional Payment/Deduction** page will be displayed.



6. Input the **Wage Type**. Click on  to view list of Wage Types.

**Note:**

- List of Wage Type will be displayed.
- Wage Types ranged between 0001-0499 are Payments (allowances).
- Wage Types ranged between 0500-0999 are Deductions.

Wage Types for Infotype "Additional Payments/Deductions"

Restrictions

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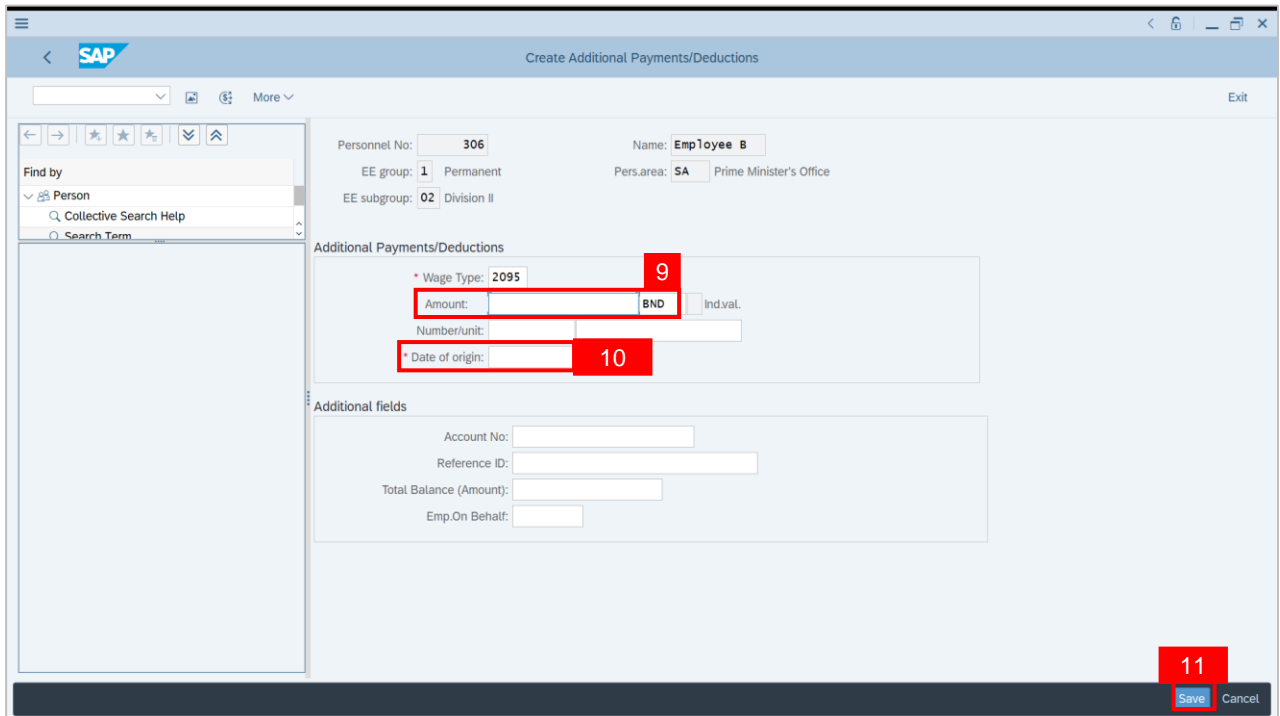
WT	Wage Type Long Text	Start Date	End Date
0242	E. KETUA	01.01.1992	31.12.9999
0243	E. KHAS	01.01.1992	31.12.9999
0244	E. KHAS SEBERANG LAUT	01.01.1992	31.12.9999
0245	E. LAMPU	01.01.1992	31.12.9999
0246	E. LATIHAN	01.01.1992	31.12.9999
0247	E. PEMANDU	01.01.1992	31.12.9999
0248	E. T/J-PEL.REN-E.TMB.PDFT	01.01.1992	31.12.9999
0249	E. MENCUCI PAKAIAN	01.01.1992	31.12.9999
0250	E. MENGAJAR	01.01.1992	31.12.9999
0251	E. MENGAJAR MENENGAH	01.01.1992	31.12.9999
0252	E. MENGAJAR RENDAH	01.01.1992	31.12.9999
0253	E. MENGAJAR TINGGI	01.01.1992	31.12.9999
0254	E. MENGAJAR-JBT SEKOLAH2	01.01.1992	31.12.9999

1391 Entries found

7. Select a **Wage Type**.

8. Click on





Personnel No: 306 Name: Employee B

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

EE subgroup: 02 Division II

Additional Payments/Deductions

\* Wage Type: 2095

Amount: BND Ind.val.

Number/unit:

\* Date of origin: 10

Additional fields

Account No:

Reference ID:

Total Balance (Amount):

Emp.On Behalf:


Save Cancel

9. Input the **Amount**.

10. Input the **Date of Origin** (Transaction date).

11. Click on **Save**

Outcome:

- Record will be created with lock icon. Payroll officer will need to unlock (approve) the record.
- To view list of payment and deductions, click on 

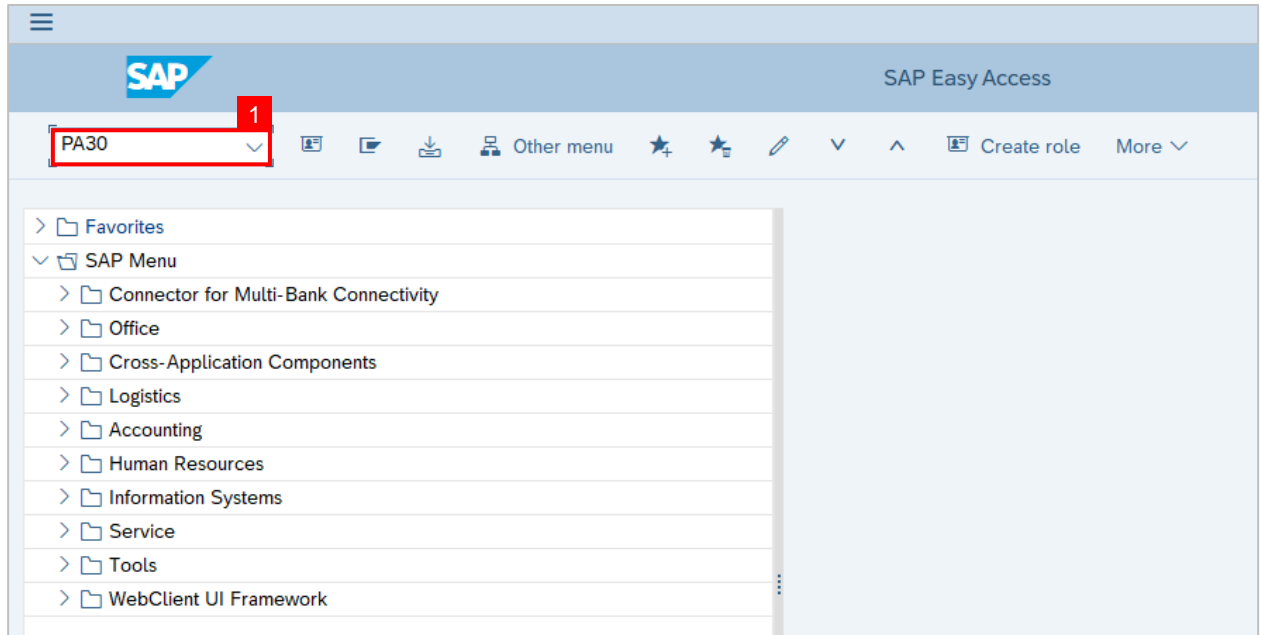
**Note:**

Payment/Deduction will be processed during payout.

**Unlock Additional  
Payment/Deduction**

**Backend User**

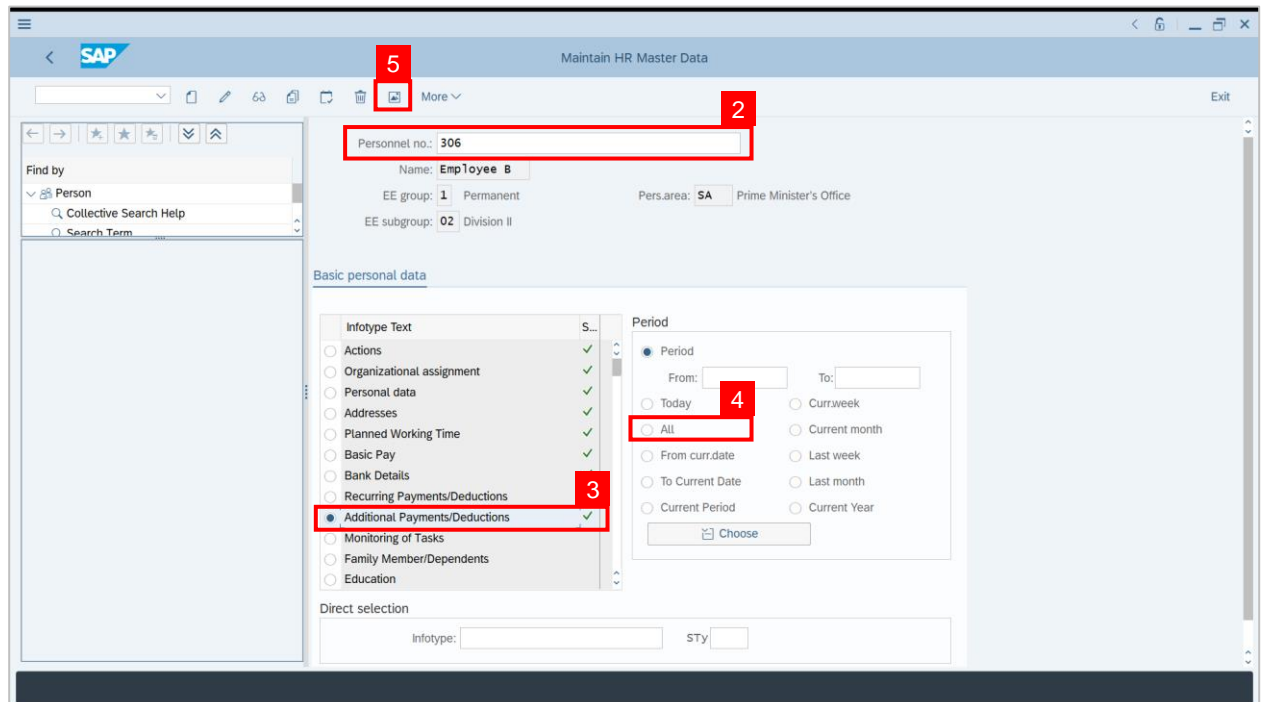
Payroll Department Officer, Treasury Payroll Officer





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

**Note:**

Maintain HR Master Data page will be displayed.

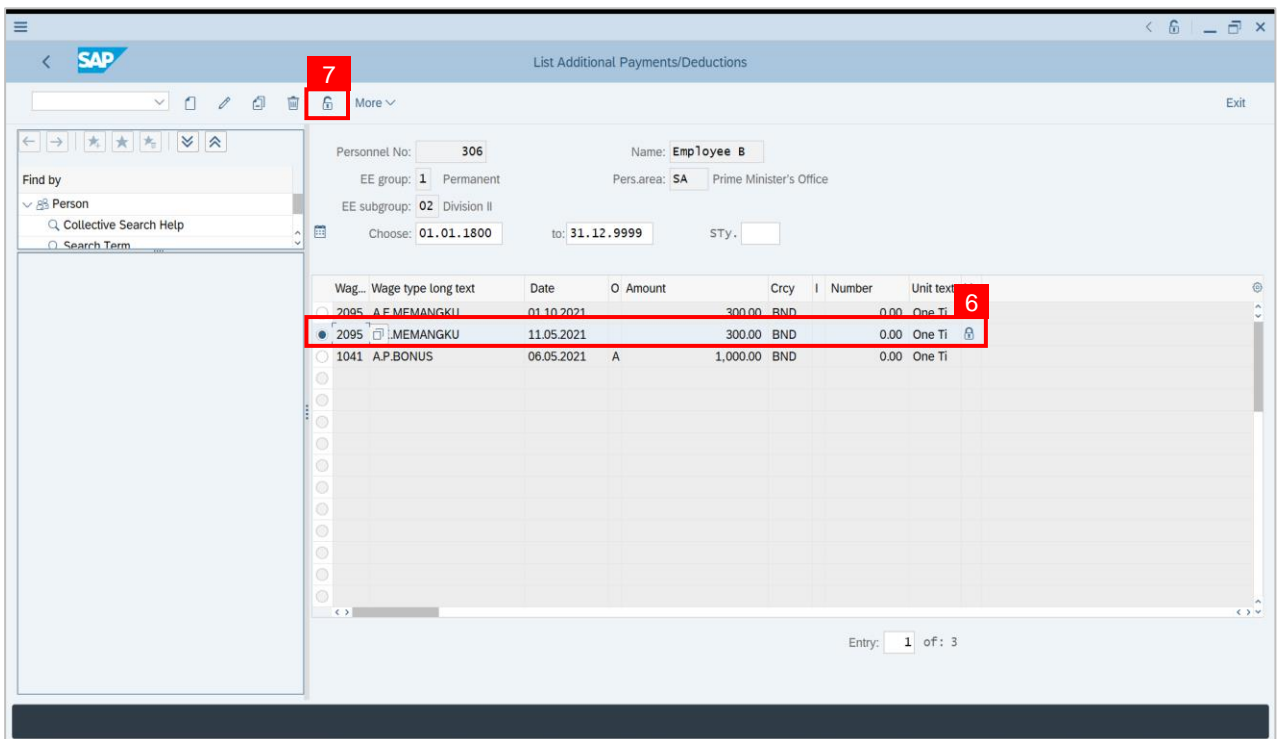




2. Input the **Personnel Number** and click enter on the keyboard.
3. Select **Additional Payments/Deductions** under Infotype Text or input 0015 under Direct Selection.
4. Click  and select Period: **All**.
5. Click  icon.

## Note:

List of Additional Payments/Deductions page will be displayed.




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

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.

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
2095	A.E.MEMANGKU	11.05.2021		300.00	BND		0.00	One Ti
1041	A.P.BONUS	06.05.2021	A	1,000.00	BND		0.00	One Ti

Entry: 1 of: 3

6. Select on **Additional Payments** to be unlocked.
7. Click on  icon.

## Note:

Unlock Additional Payments/Deductions page will be displayed.

SAP

Unlock Additional Payments/Deductions

Personnel No: 306 Name: Employee B  
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: 2095 A.E.MEMANGKU  
Amount: 300.00 BND Ind.val.  
Number/unit: 0.00 One Time  
Date of origin: 11.05.2021

Additional fields

Account No:  
Reference ID:  
Total Balance (Amount): 0.00  
Emp.On Behalf: 0

Save your entries

8 Save Cancel

8. Click on **Save**

Outcome: Record has been unlocked (approved).