



SISTEM SUMBER MANUSIA

User Guide

Payroll for Back End User (SAP GUI)

Maintain Bank Details (IT0009)

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**.

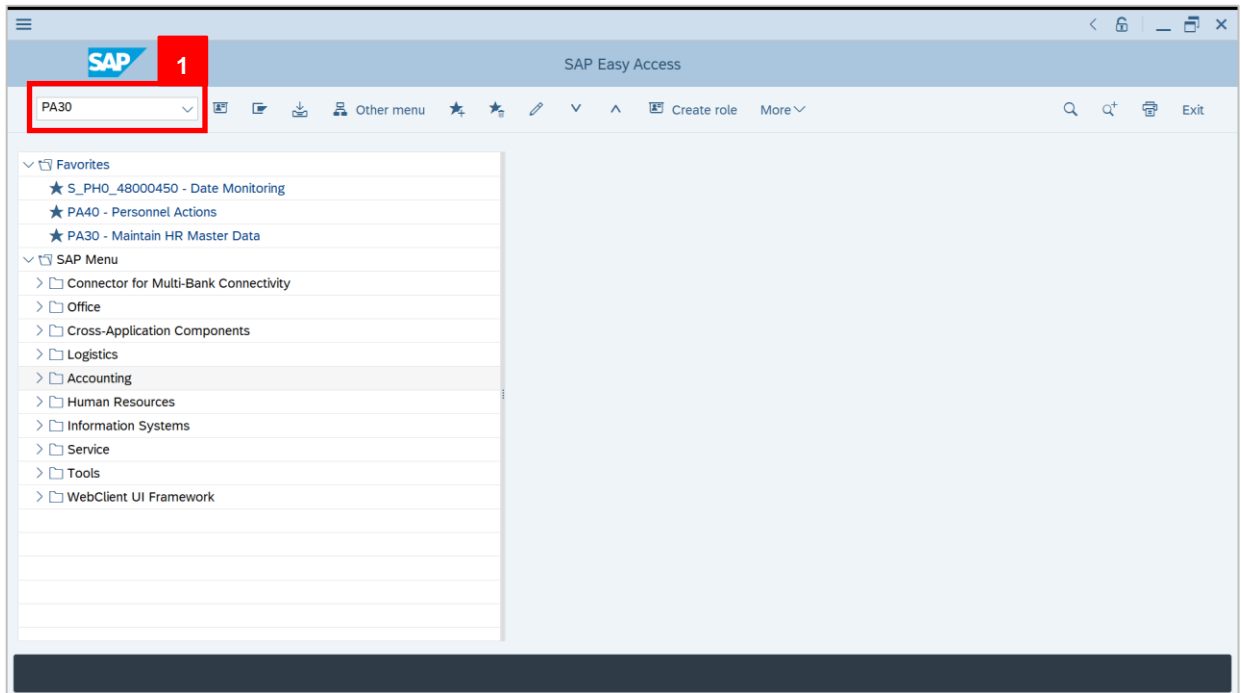
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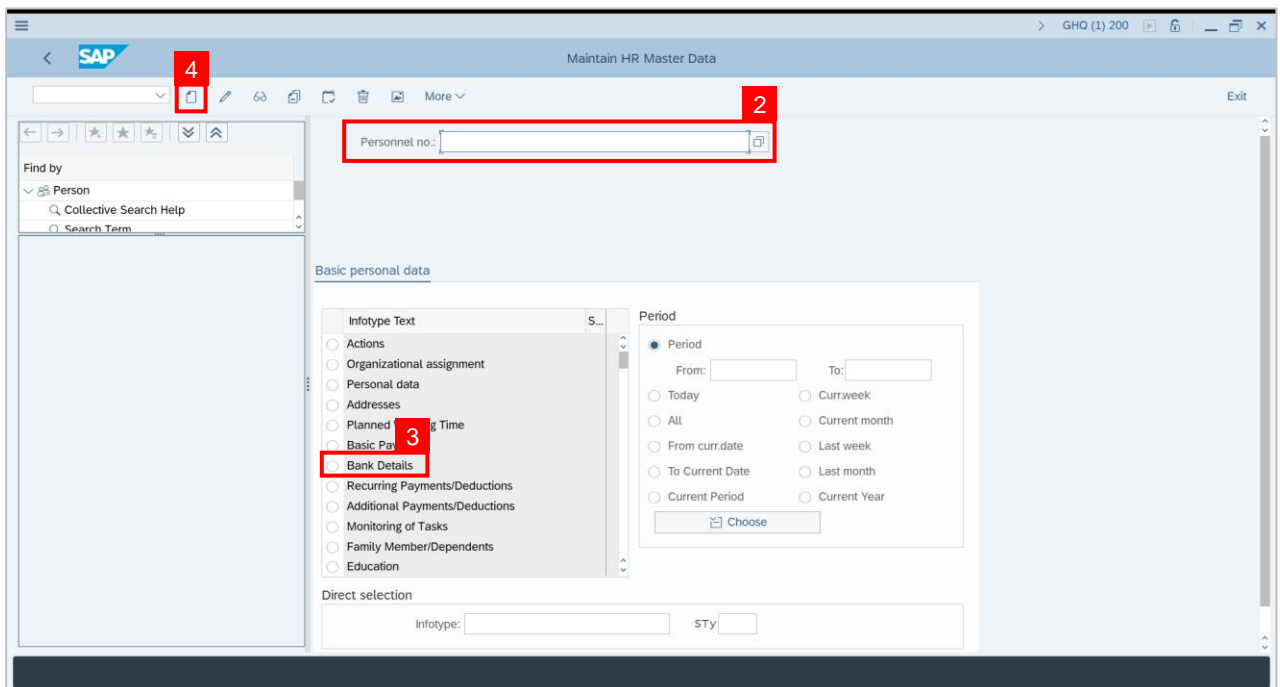
Create Bank Details

Backend User


Department Payroll Clerk, Department Payroll Officer, Treasury Payroll Officer



1. Input **PA30** in the search bar to navigate to **Maintain HR Master Data**.

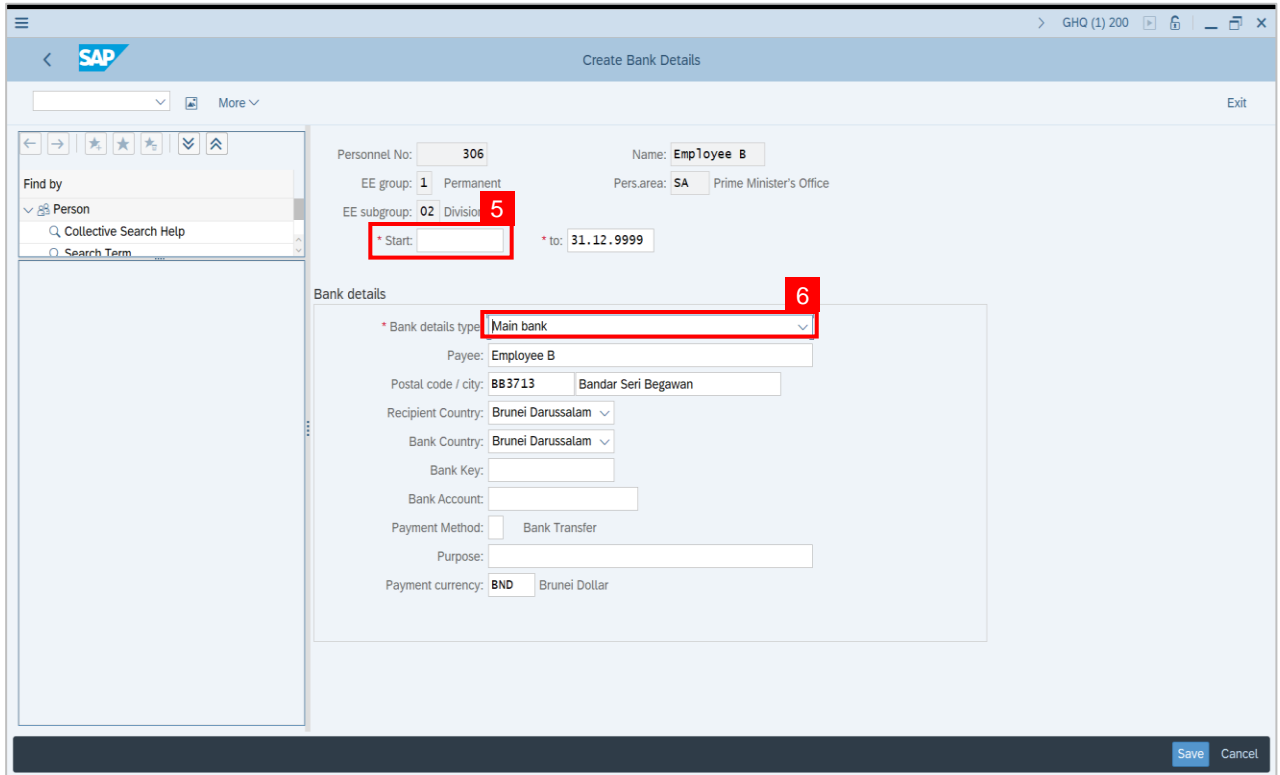


2. Input the employee's **Personnel Number** and click enter on the keyboard.

3. Click the  button and select **Bank Details**.

4. Click the  button.

Note:
Create Bank Details page will appear.



SAP Create Bank Details

Personnel No: 306 Name: Employee B

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

EE subgroup: 02 Division

* Start: * to: 31.12.9999

Bank details

* Bank details type: Main bank

Payee: Employee B

Postal code / city: BB3713 Bandar Seri Begawan

Recipient Country: Brunei Darussalam

Bank Country: Brunei Darussalam

Bank Key:

Bank Account:

Payment Method: Bank Transfer

Purpose:

Payment currency: BND Brunei Dollar

Save Cancel


5. Input the **Start Date**

6. Select **Main Bank** under Bank details type.

Create Bank Details


Personnel No: 306 Name: Employee B
 EE group: 1 Permanent Pers.area: SA Prime Minister's Office
 EE subgroup: 02 Division II
 * Start: 01.01.1800 * to: 31.12.9999

Bank details

* Bank details type: Main bank
 Payee: Employee B
 Postal code / city: BB3713 Bandar Seri Begawan
 Recipient Country: Brunei Darussalam
 Bank Country: Brunei Darussalam
 Bank Key: 
 Bank Account:
 Payment Method: T Bank Transfer
 Purpose:
 Payment currency: BND Brunei Dollar

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Save Cancel

7. Click on  icon to select Bank Key.



Note:

Find Bank page will be displayed.

Find bank

* Bank Country: BN 
 Bank Key:
 Bank name:
 City:
 Bank number:
 SWIFT/BIC:
 Bank Branch:
 Street/House:
☐ Also Search International Versions of Addresses
 Restrict number: 500

8

8. Click on  icon.

Note:

Select a Bank page will be displayed.

Select a Bank (1) 6 Entries found

Restrictions

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Ctrl	Bank Key	Name of bank	Street and House Number	City	Bank Branch	SL
BN	BBB	Baiduri Bank Brunei	145 Jalan Pemancha. PO Box 222	BBB	BSB	
BN	BIBD	Bank Islam Brunei Darussalam		BIBD	BSB	
BN	MAY	Maybank		MAY	BSB	
BN	RHB	RHB Bank Berhad		RHB	BSB	
BN	SCB	Standard Chartered Bank		SCB	BSB	
BN	TAIB	Tabung Amanah Islam Brunei		TAIB	BSB	

9. Choose the bank.

10. Click on .

Create Bank Details

Personnel No: 306 Name: Employee B

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

EE subgroup: 02 Division II

* Start: 01.01.2021 * to: 31.12.9999

Bank details

* Bank details type: Main bank

Payee: Employee B

Postal code / city: BB3713 Bandar Seri Begawan

Recipient Country: Brunei Darussalam

Bank Country: Brunei Darussalam

Bank Key: BBB Baiduri Bank Brunei

Bank Account: 0987654321 11

12 Payment Method: T Bank Transfer

Purpose: Salary Payment 13

Payment currency: BND Brunei Dollar

14 Save Cancel

11. Fill in **Bank Account** details.

12. Enter **Payment Method**.

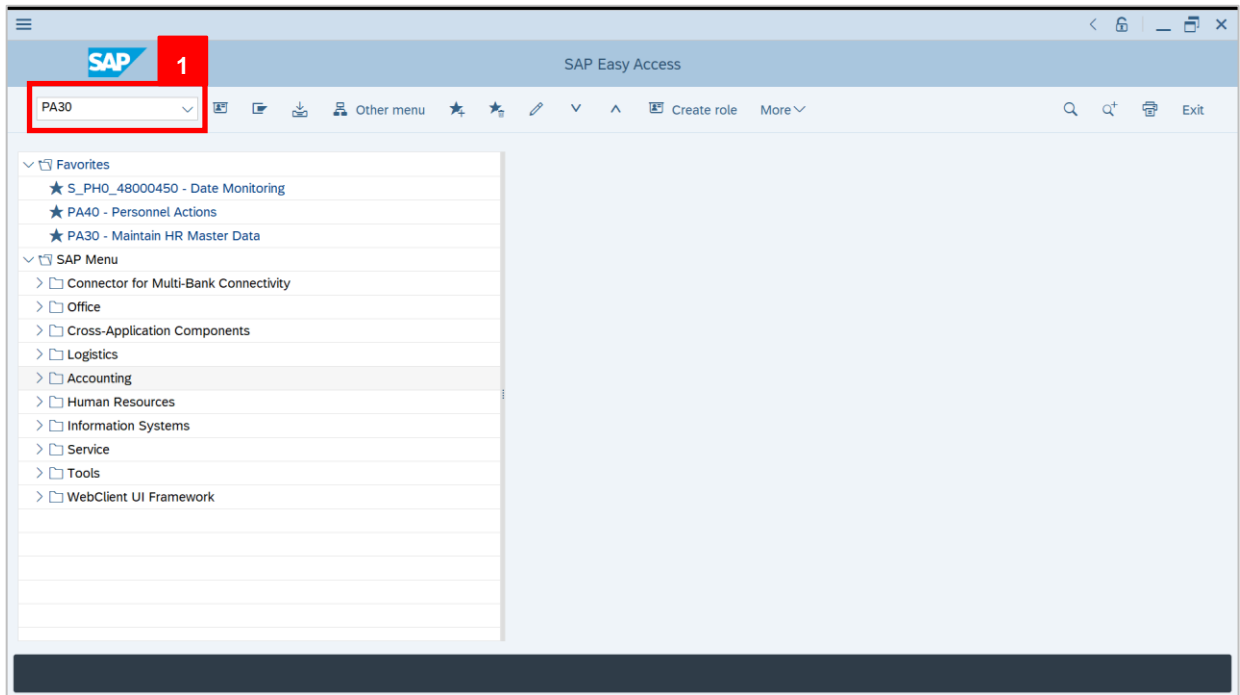
13. Fill in Purpose.

14. Click 

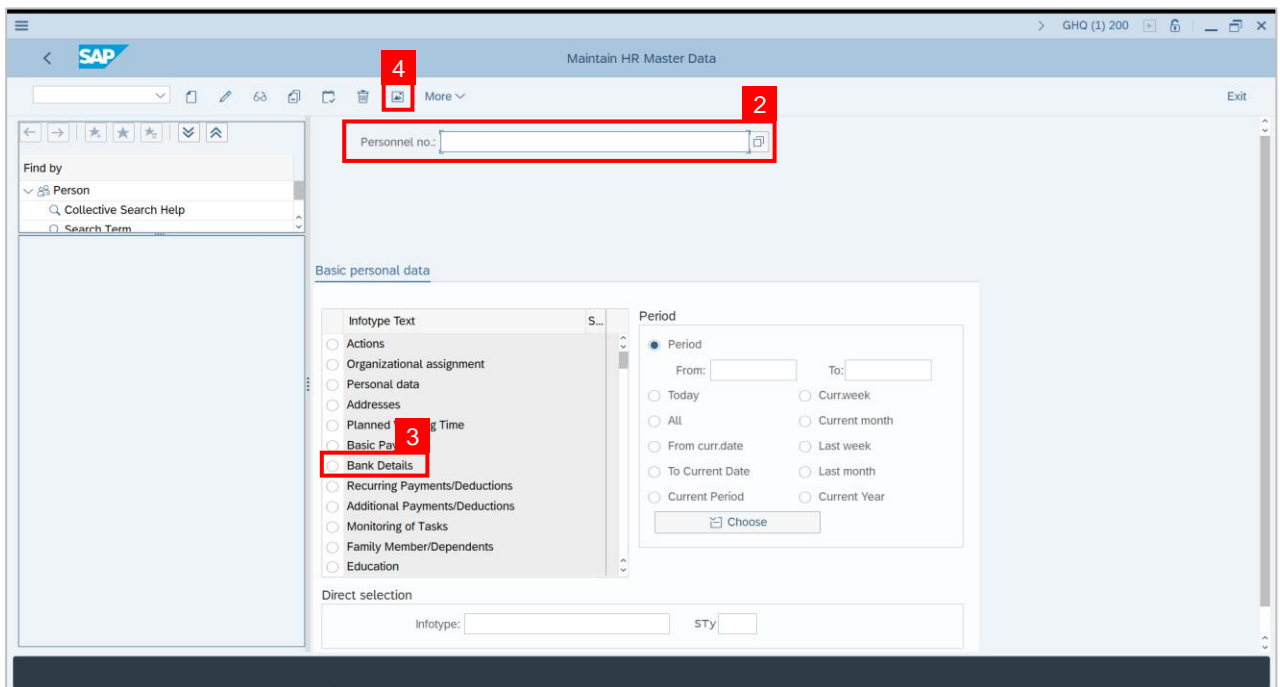
Edit Bank Details

Backend User


Department Payroll Clerk, Department Payroll Officer, Treasury Payroll Officer




1. Input **PA30** in the search bar to navigate to **Maintain HR Master Data**.



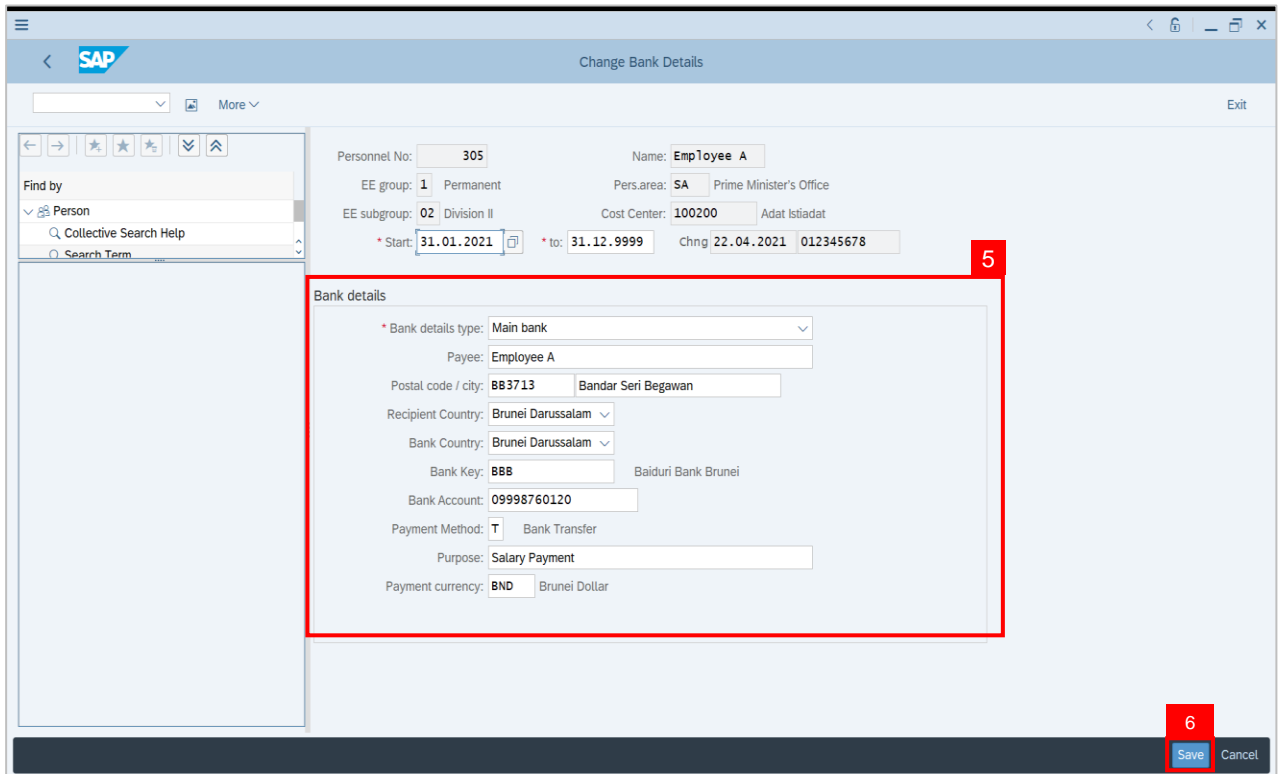
2. Input the employee's **Personnel Number** and click enter on the keyboard.

3. Click the  button and select **Bank Details**.

4. Click the  button.

Note:

Change Bank Details page will be displayed.



Change Bank Details

Personnel No: 305 Name: Employee A

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

EE subgroup: 02 Division II Cost Center: 100200 Adat Istiadat

* Start: 31.01.2021 * to: 31.12.9999 Chng: 22.04.2021 012345678

Bank details

* Bank details type: Main bank

Payee: Employee A

Postal code / city: BB3713 Bandar Seri Begawan

Recipient Country: Brunei Darussalam

Bank Country: Brunei Darussalam

Bank Key: BBB Baiduri Bank Brunei

Bank Account: 09998760120

Payment Method: T Bank Transfer

Purpose: Salary Payment

Payment currency: BND Brunei Dollar

Save Cancel

5. Edit any changes to be made.

6. Click on **Save**

Outcome: **Changes on Bank Details** will be made.