



SISTEM SUMBER MANUSIA

User Guide

Payroll for Back End User (SAP GUI)

Maintain Basic Pay (IT 0008)

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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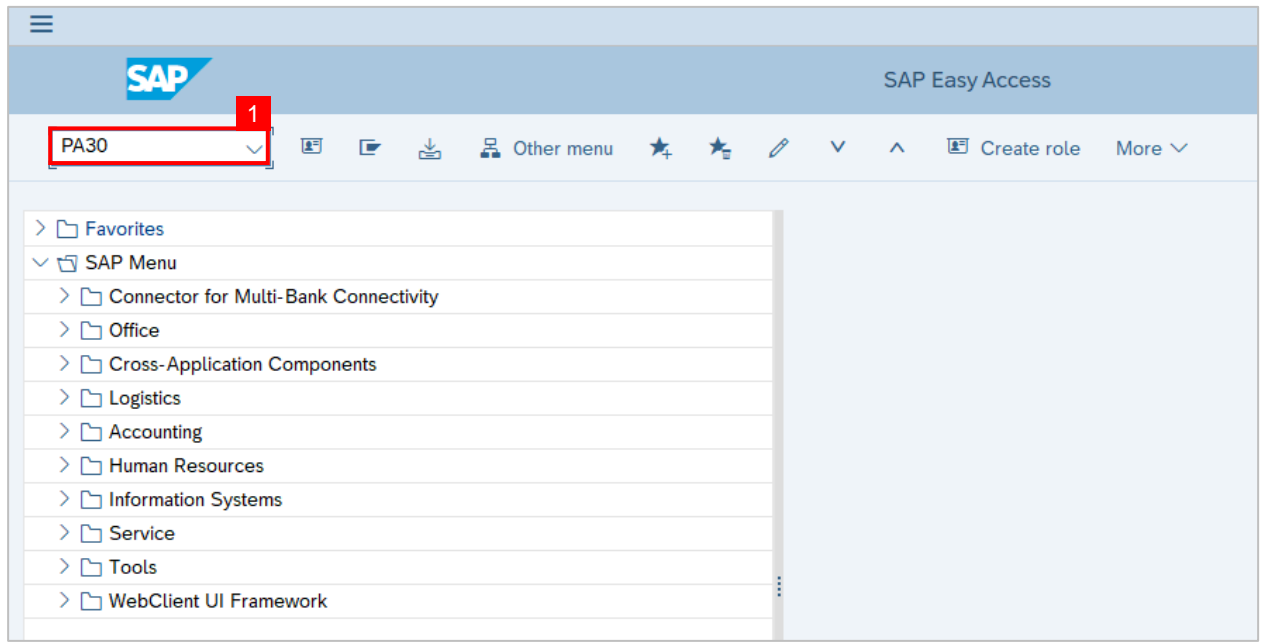
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Create Basic Pay

Backend User

Payroll Department Clerk, Payroll Department Officer, Treasury Payroll Officer

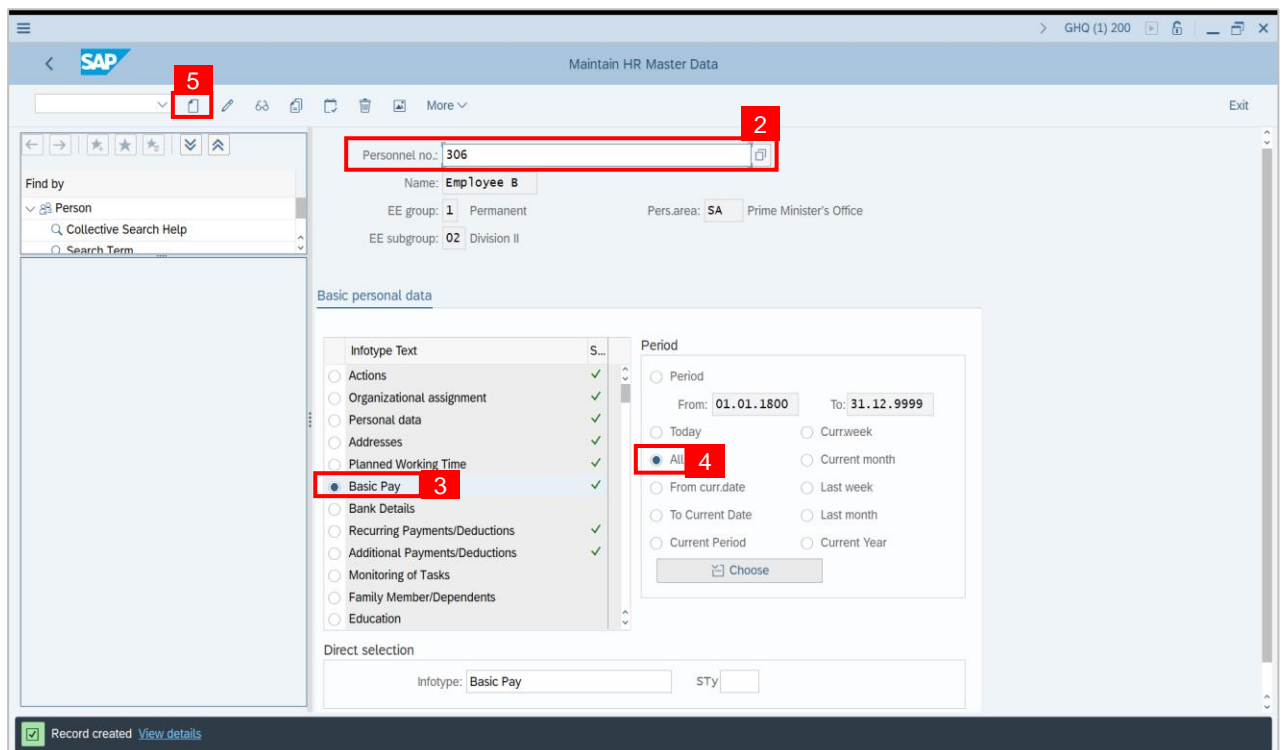
1. Enter Transaction Code PA30 in the search bar and click enter on the keyboard to navigate to Maintain HR Master Data page.



The screenshot shows the SAP Easy Access search bar at the top of the SAP GUI. The text 'PA30' is entered into the search field, which is highlighted with a red box and labeled with a red '1'. Below the search bar, the SAP Menu is visible, listing various functional areas like Favorites, Connector for Multi-Bank Connectivity, Office, Cross-Application Components, Logistics, Accounting, Human Resources, Information Systems, Service, Tools, and WebClient UI Framework.

Note:



Maintain HR Master Data page will be displayed.



The screenshot shows the 'Maintain HR Master Data' page in SAP. Several key elements are highlighted with red boxes and numbers:

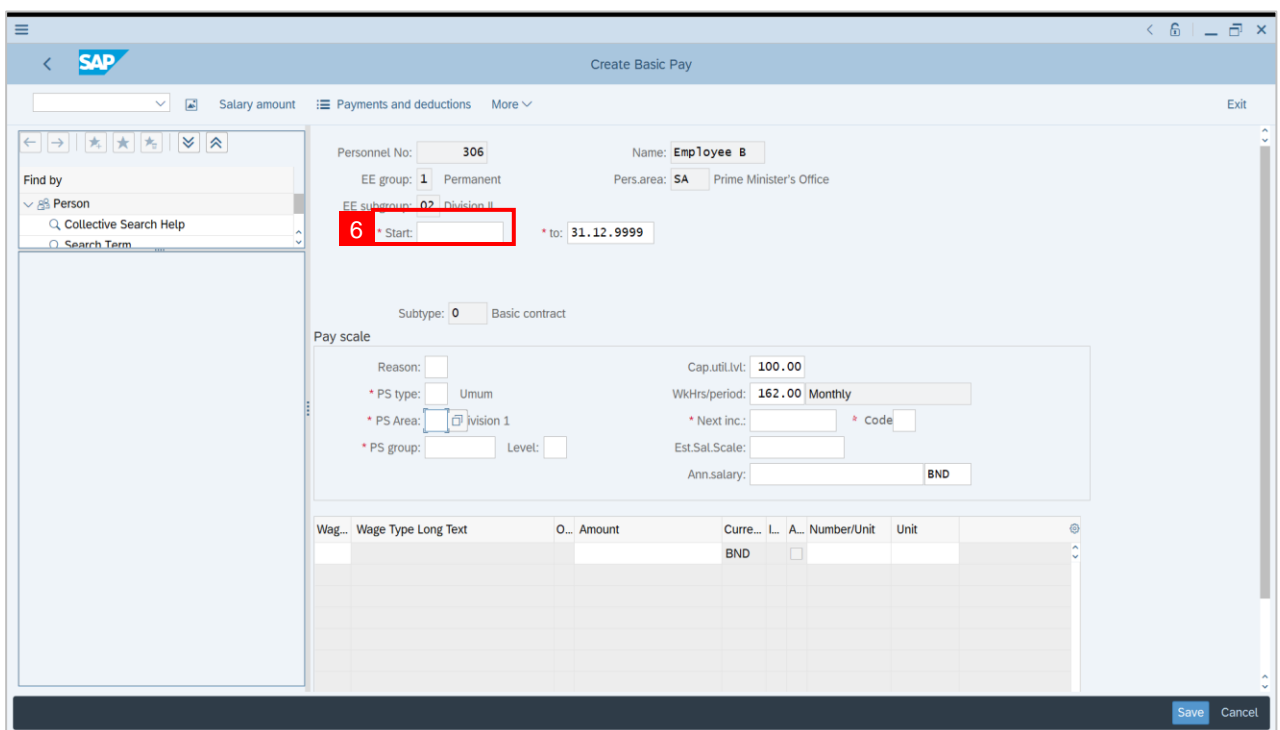
- 5**: The search bar at the top left, containing 'PA30'.
- 2**: The 'Personnel no.' field, containing '306'.
- 3**: The 'Basic Pay' infotype selected in the 'Infotype Text' list.
- 4**: The 'All' radio button selected in the 'Period' section.

 The page also displays other details like 'Name: Employee B', 'EE group: 1 Permanent', 'Pers.area: SA Prime Minister's Office', and 'EE subgroup: 02 Division II'. At the bottom, a status bar indicates 'Record created' and 'View details'.

2. Input the employee's **Personnel Number** and click enter on the keyboard.
3. Select Infotype Basic Pay or enter 0008 under Direct Selection.
4. Click the  and select Period of Basic Pay: **All**.
5. Click the  icon.

Note:

Create Basic Pay 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

6 * Start: 31.12.9999

Subtype: 0 Basic contract

Pay scale

Reason: ☐ Umum

* PS type: ☐ Division 1

* PS Area: ☐ Level: ☐

Cap.utl.Lvt: 100.00

WkHrs/period: 162.00 Monthly

* Next inc.: ☐ * Code: ☐

Est.Sal.Scale: ☐

Ann.salary: ☐ BND

Wag...	Wage Type Long Text	O...	Amount	Curre...	L...	A...	Number/Unit	Unit
				BND				

Save Cancel

6. Input the **Start Date**.

Pay Scale Type (1) page will appear:

Pay scale type (1) 18 Entries found			
Restrictions			
Country Grouping: 99			
<div> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div>			
T	Pay scale type text	PSTSta	PSTEnd
01	Umum	01.01.1990	31.12.9999
02	B. Mencegah Rasuah	01.01.1990	31.12.9999
03	B. Kawalan Narkotik	01.01.1990	31.12.9999
04	P. Guru - Guru	01.01.1990	31.12.9999
05	P. Perguruan	01.01.1990	31.12.9999
06	P. Perguruan Ugama	01.01.1990	31.12.9999
07	P. Bomba, Penjara	01.01.1990	31.12.9999
08	Universiti	01.01.1990	31.12.9999
09	P. Perubatan	01.01.1990	31.12.9999
10	P. Kelengkapan Tek	01.01.1990	31.12.9999
11	Polis Diraja Brunei	01.01.1990	31.12.9999
12	MINDEF Uniform	01.01.1990	31.12.9999
13	Unit Simpanan Gurkha	01.01.1990	31.12.9999
14	PTH	01.01.1990	31.12.9999
15	Kehakiman Negara	01.01.1990	31.12.9999
16	Skim PMKK	01.01.1990	31.12.9999
17	HMSF	01.01.1990	31.12.9999
99	Non Employee	01.01.1990	31.12.9999
18 Entries found			

8. Select Pay Scale type.

9. Click on ☒

SAP Create Basic Pay

Personnel No: 306 Name: Employee 8
EE group: 1 Permanent Pers.area: SA Prime Minister's Office
EE subgroup: 02 Division II
* Start: 01.01.2021 * to: 31.12.9999

Subtype: 0 Basic contract

Pay scale

Reason: Cap.util.lvl: 100.00
* PS type: 01 Umum WkHrs/period: 162.00 Monthly
* PS Area: Division 1 * Next inc.: * Code
* PS group: Level: Est.Sal.Scale: Ann.salary: BND

Wag...	Wage Type Long Text	O...	Amount	Curre...	L...	A...	Number/Unit	Unit
				BND				

Save Cancel

10. Input the **Pay Scale Area**. To view list of Pay Scale Area, click on



Note: Pay Scale Area (1) page will be displayed.

Pay Scale Area (1) 6 Entries found

Restrictions

Country Grouping: 99

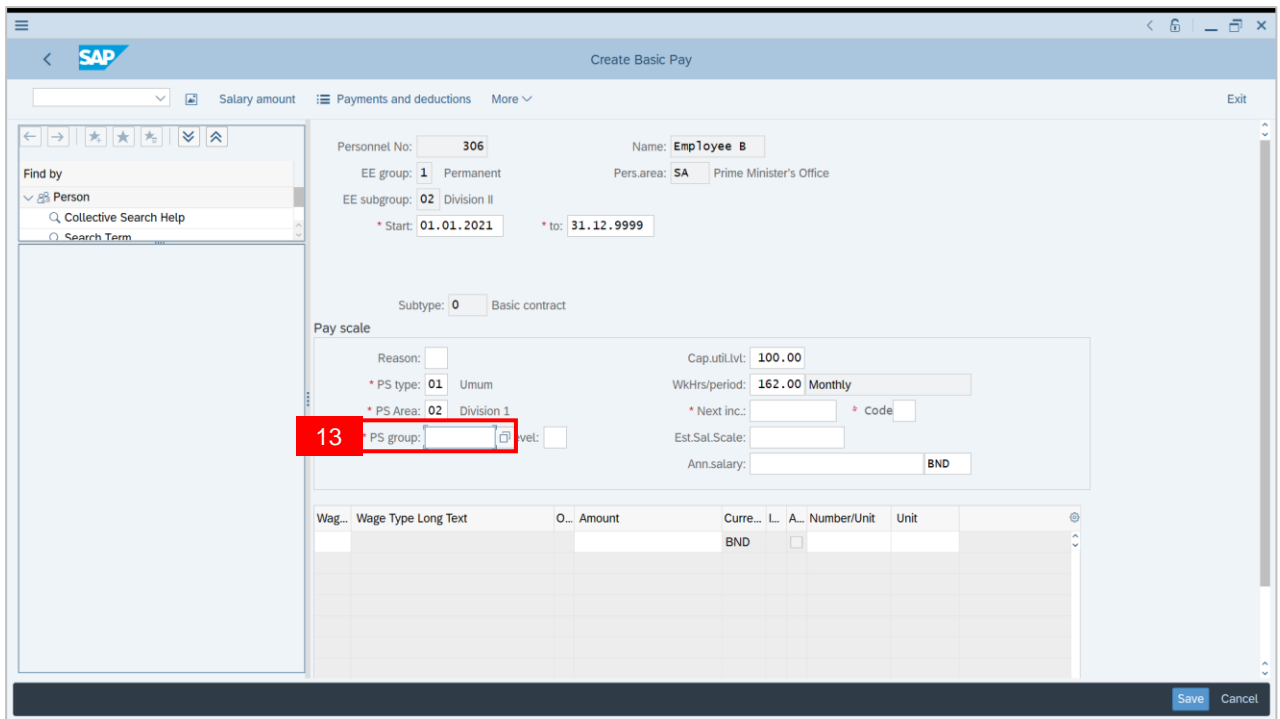
12

PS...	Pay scale area text	PSASta	PSAE
01	Division 1	01.01.1990	31.12.9999
02	Division 2	01.01.1990	31.12.9999
03	Division 3	01.01.1990	31.12.9999
04	Division 4	01.01.1990	31.12.9999
05	Division 5	01.01.1990	31.12.9999
09	Non Division	01.01.1990	31.12.9999


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11. Select Pay Scale Area.

12. Click the  icon



Personnel No: 306 Name: Employee 8
EE group: 1 Permanent Pers.area: SA Prime Minister's Office
EE subgroup: 02 Division II
* Start: 01.01.2021 * to: 31.12.9999
Subtype: 0 Basic contract
Pay scale
Reason: Cap.util.lvl: 100.00
* PS type: 01 Umum WkHrs/period: 162.00 Monthly
* PS Area: 02 Division 1 * Next inc.: * Code
13 * PS group: level: Est.Sal.Scale: Ann.salary: BND
Wag... Wage Type Long Text O... Amount Curre... L... A... Number/Unit Unit
BND

13. Input the **Pay Scale Group**. Click on  to view list of Pay Scale Group.

Note:

Pay Scale Group page will be displayed.

☰
Pay Scale Group (1) 94 Entries found

T: Search help for pay scale groups/levels (T510)

Country Grouping: 99
Pay scale type: 01
Pay Scale Area: 02
ESG for CAP: 3

15

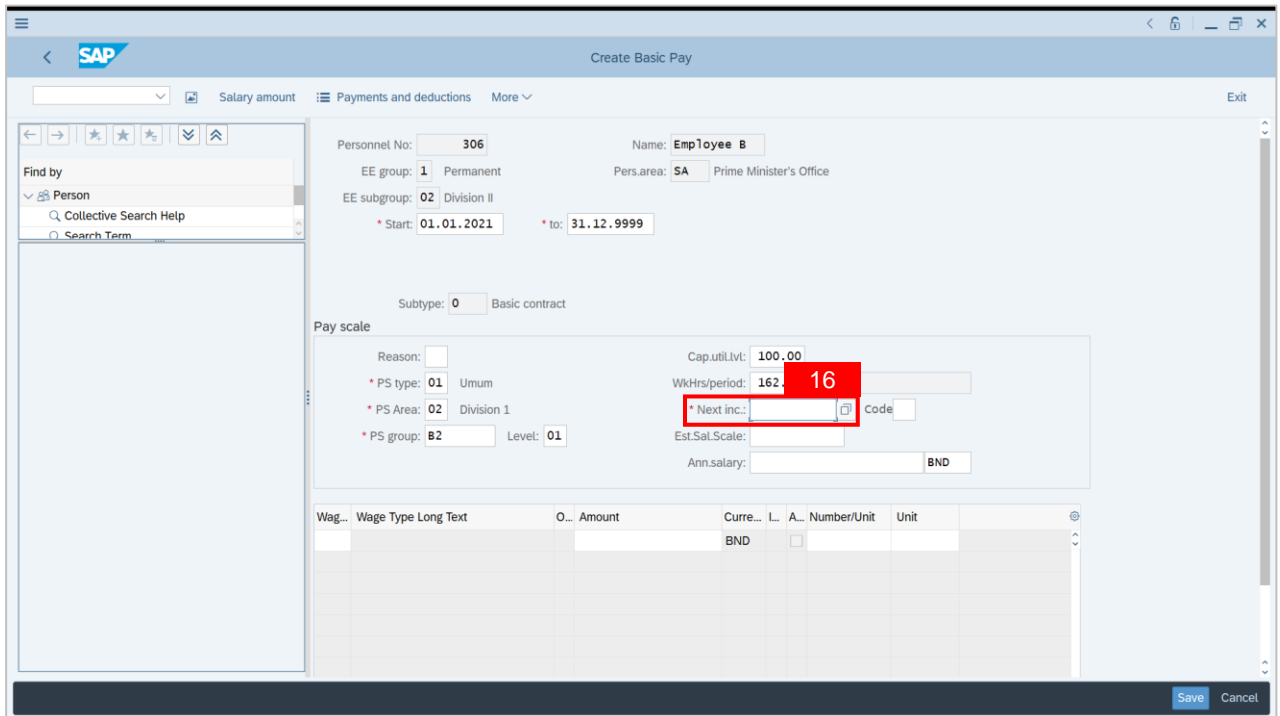
✓
✕
📄
🔍
🔍+
★
🔄
🖨
⌵
🔗

14

PS grou...	Lv	WT	Start Date	End Date	Amount	Crcy
B1	01	0001	01.01.1990	31.12.9999	1,430.00	BND
B1	02	0001	01.01.1990	31.12.9999	1,500.00	BND
B1	03	0001	01.01.1990	31.12.9999	1,570.00	BND
B1	04	0001	01.01.1990	31.12.9999	1,640.00	BND
B1	05	0001	01.01.1990	31.12.9999	1,710.00	BND
B1	06	0001	01.01.1990	31.12.9999	1,780.00	BND
B1	07	0001	01.01.1990	31.12.9999	1,850.00	BND
B1	08	0001	01.01.1990	31.12.9999	1,920.00	BND

14. Select a **Pay Scale Group** and the respective **Pay Scale Level**.

15. Click on ✓



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

Subtype: 0 Basic contract

Pay scale

Reason: Cap.utlLvl: 100.00

* PS type: 01 Umum WkHrs/period: 162 16

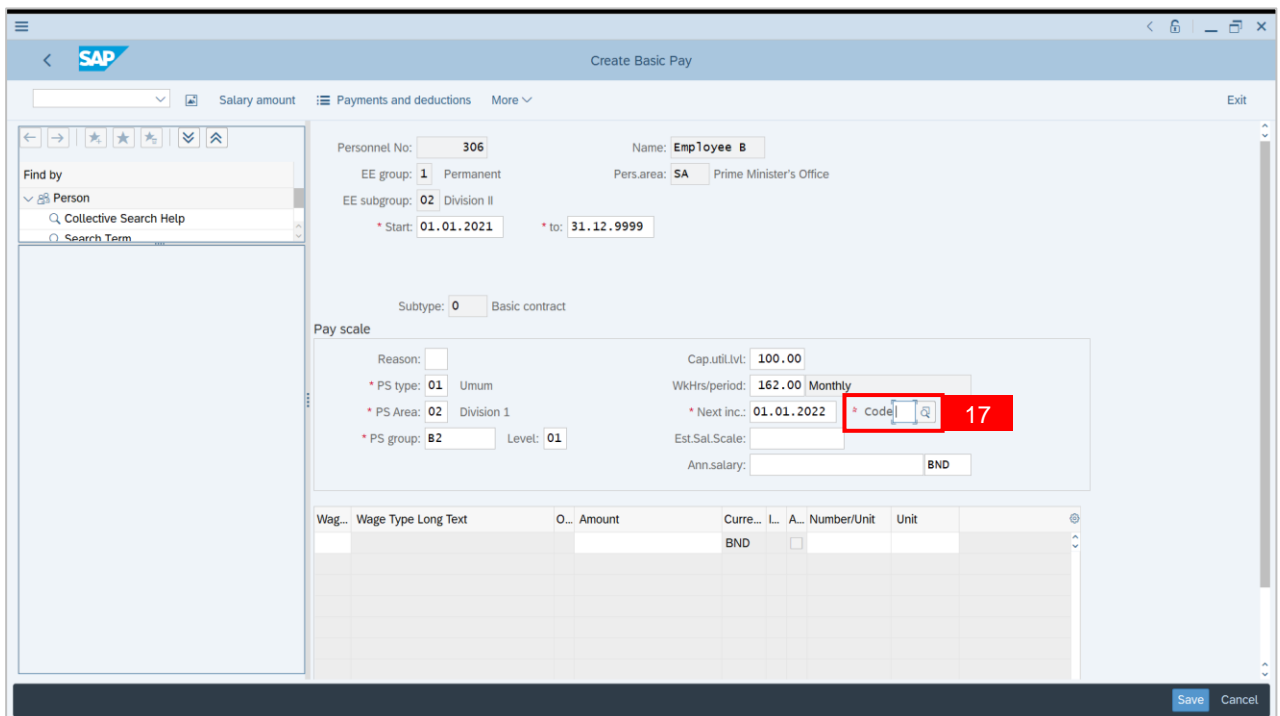
* PS Area: 02 Division 1 * Next inc.: Code

* PS group: B2 Level: 01 Est.Sal.Scale: Ann.salary: BND

Wag...	Wage Type Long Text	O...	Amount	Curre...	L...	A...	Number/Unit	Unit
				BND				

Save Cancel

16. Input the **Next Increment** date.



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

Subtype: 0 Basic contract

Pay scale

Reason: Cap.utlLvl: 100.00

* PS type: 01 Umum WkHrs/period: 162.00 Monthly

* PS Area: 02 Division 1 * Next inc.: 01.01.2022 * Code: 17

* PS group: B2 Level: 01 Est.Sal.Scale: Ann.salary: BND

Wag...	Wage Type Long Text	O...	Amount	Curre...	L...	A...	Number/Unit	Unit
				BND				

Save Cancel

17. Input the **Salary Increase Code** by clicking on



Note:

Salary Increase Code (1) page will be displayed.

Salary Increase Code (1) 7 Entries fou... X

19

✓

From	To	Short Descript.
00	00	Kenaikan Ditahan
91	00	Kenaikan Mencapai Gaji Maksima (EB)
92	00	Tidak Ada Kenaikan Mengikuti Sukatan Gaji
93	00	Khas Kepada Batang Tubuh (Personal to Holder)
95	00	Gaji (Max)
96	00	Accelerated Increment (AI)
01	35	Kenaikan Tahunan

18

18. Select **Salary Increase Code**.

19. Click on 

< SAP Create Basic Pay

Salary amount Payments and deductions More v Exit

Personnel No: 1100008 Name: PY Employee 8

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

EE subgroup: 02 Division II

* Start: 01.05.2021 * to: 31.12.9999

Subtype: 0 Basic contract

Pay scale

Reason: Cap.util.lvl: WkHrs/period: * PS type: 01 Umum * Next Inc.: 0105.2022 * Code 01


* PS Area: 02 Division 1 Est.Sal.Scale: Ann.salary: BND

* PS group: 81 Level: 07

Wag...	Wage Type Long Text	O...	Amount	Curre...	I...	A...	Number/Unit	Unit
				BND				

20

Save Cancel

20. Click on 

Outcome: Basic Pay will be created.

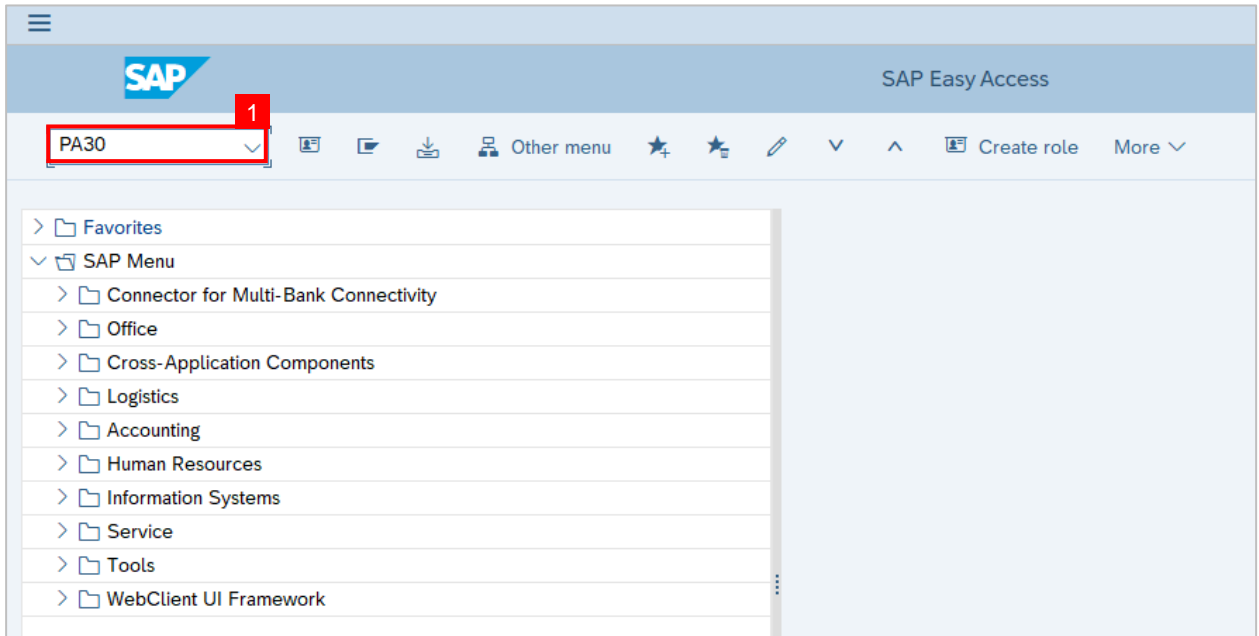
Note: Lock icon will appear next to the created basic pay.

Unlock Basic Pay

Backend User

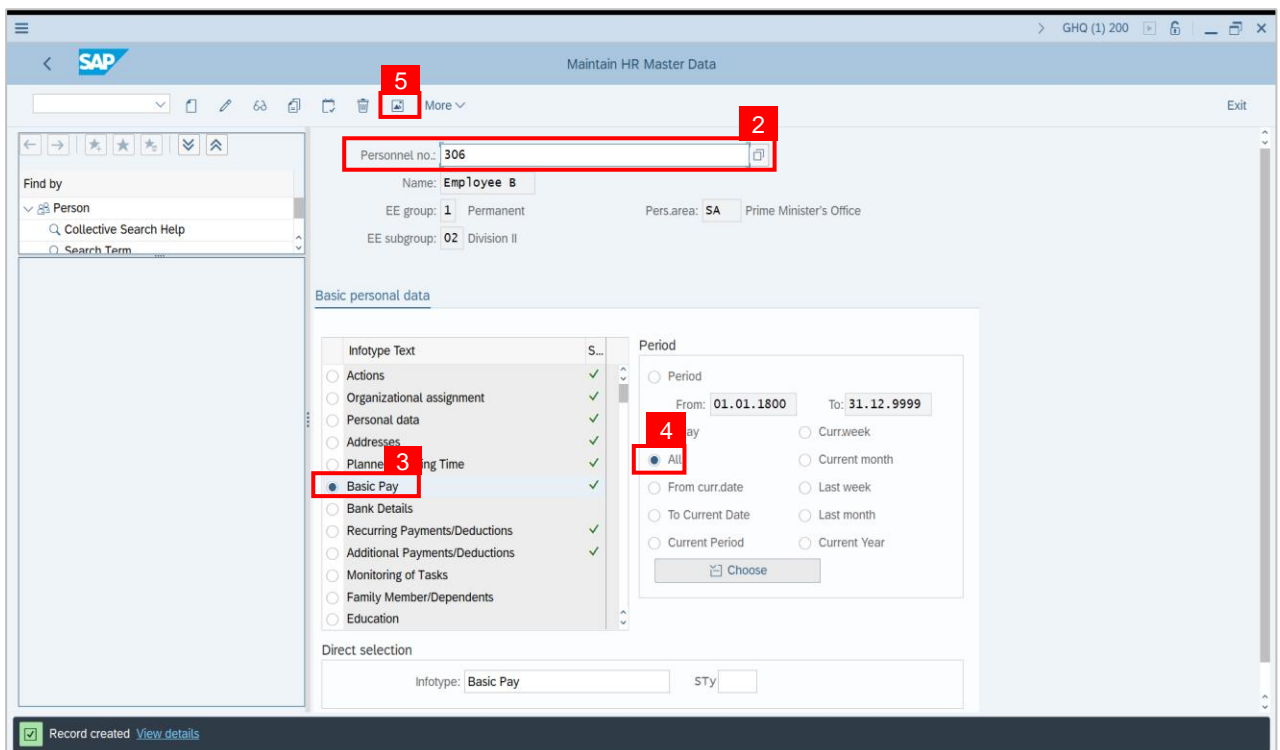
Payroll Department Officer, Treasury Payroll Officer

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

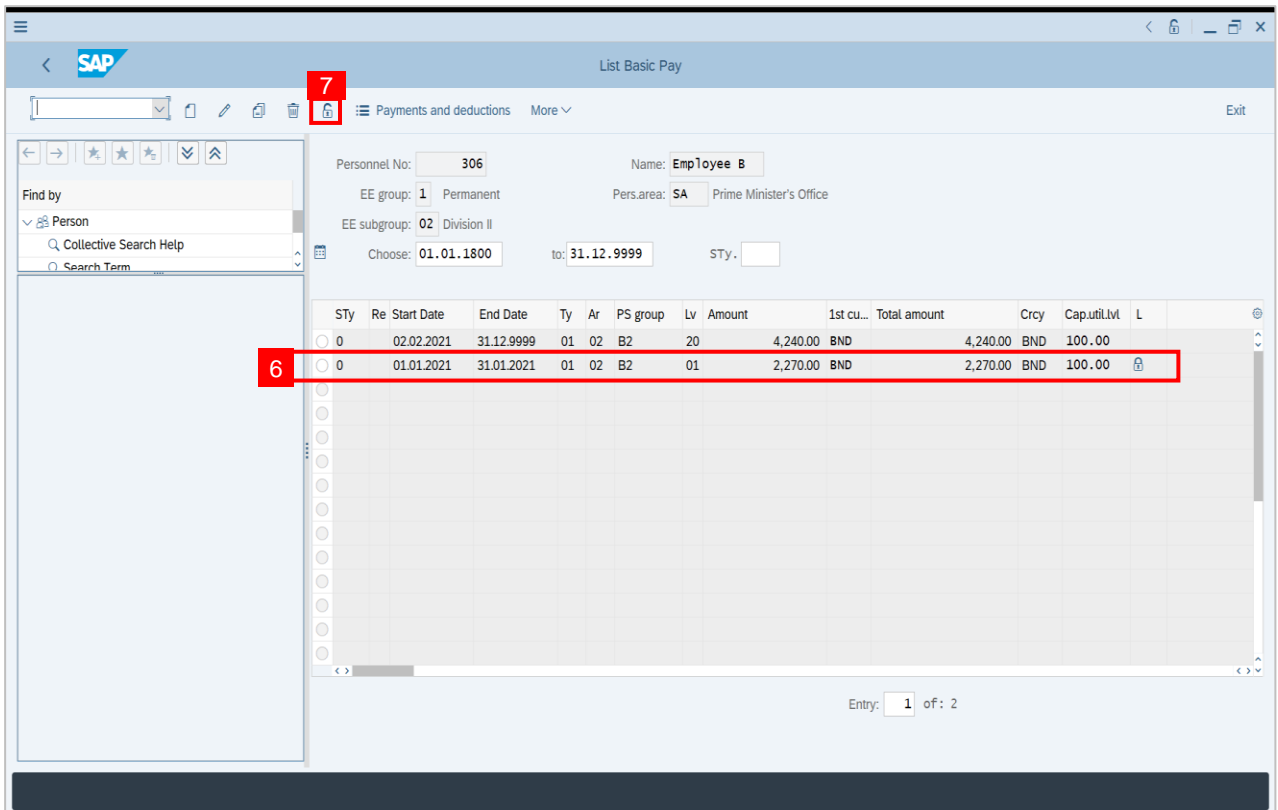
3. Select Infotype Basic Pay or enter 0008 under Direct Selection.

4. Click the  and select Period of Basic Pay: All.

5. Click the  icon.


Note:


List Basic Pay page will be displayed.



The screenshot shows the SAP 'List Basic Pay' interface. The top bar includes the SAP logo and the title 'List Basic Pay'. Below the top bar, there are search and navigation icons. The main area displays employee data for 'Employee B' (Personnel No: 306, EE group: 1 Permanent, EE subgroup: 02 Division II, Pers.area: SA Prime Minister's Office). The 'Choose' field shows the date range '01.01.1800' to '31.12.9999'. A table below shows the list of basic pay transactions. The first row is highlighted with a red box and labeled '6'. The second row is also highlighted with a red box and labeled '7'. The table has columns for STy, Re, Start Date, End Date, Ty, Ar, PS group, Lv, Amount, 1st cu..., Total amount, Crcy, Cap.util.lvl, and L. The first row shows a transaction for 01.01.2021 to 31.01.2021 with an amount of 2,270.00 BND. The second row shows a transaction for 02.02.2021 to 31.12.9999 with an amount of 4,240.00 BND. The bottom right corner shows 'Entry: 1 of: 2'.

STy	Re	Start Date	End Date	Ty	Ar	PS group	Lv	Amount	1st cu...	Total amount	Crcy	Cap.util.lvl	L
0		01.01.2021	31.01.2021	01	02	B2	01	2,270.00	BND	2,270.00	BND	100.00	
0		02.02.2021	31.12.9999	01	02	B2	20	4,240.00	BND	4,240.00	BND	100.00	

6. Select the **Basic Pay** transaction to be **unlock** by clicking the  icon

7. Click the  icon

Note:

Unlock Basic Pay page will be displayed.



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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

Start: 01.01.2021 to: 31.01.2021

Chng: 29.04.2021 DYNAMIK28

Subtype: 0 Basic contract

Pay scale

Reason:

Cap.util.lvt: 100.00

PS type: 01 Umum

WkHrs/period: 162.00 Monthly

PS Area: 02 Division 2

Next inc.: 01.01.2022 Code 1

PS group: B2 Level: 01

Est.Sal.Scale:

Ann.salary: 27,240.00 BND

Wag_	Wage Type Long Text	O_	Amount	Curre...	L_	A_	Number/Unit	Unit
0001	GAJI		2,270.00	BND	I	✓	0.00	Bi-Month

Enter data for correction period for payroll area GB View details

8

Save Cancel

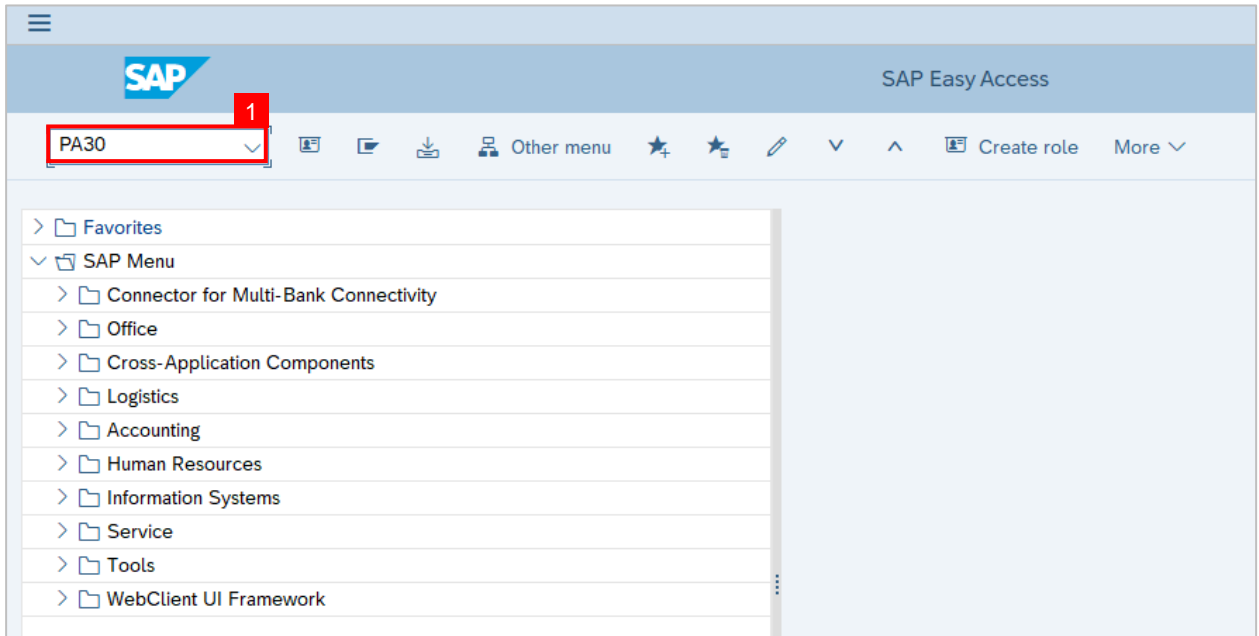
8. Click the **Save** button

Copy Basic Pay

Backend User

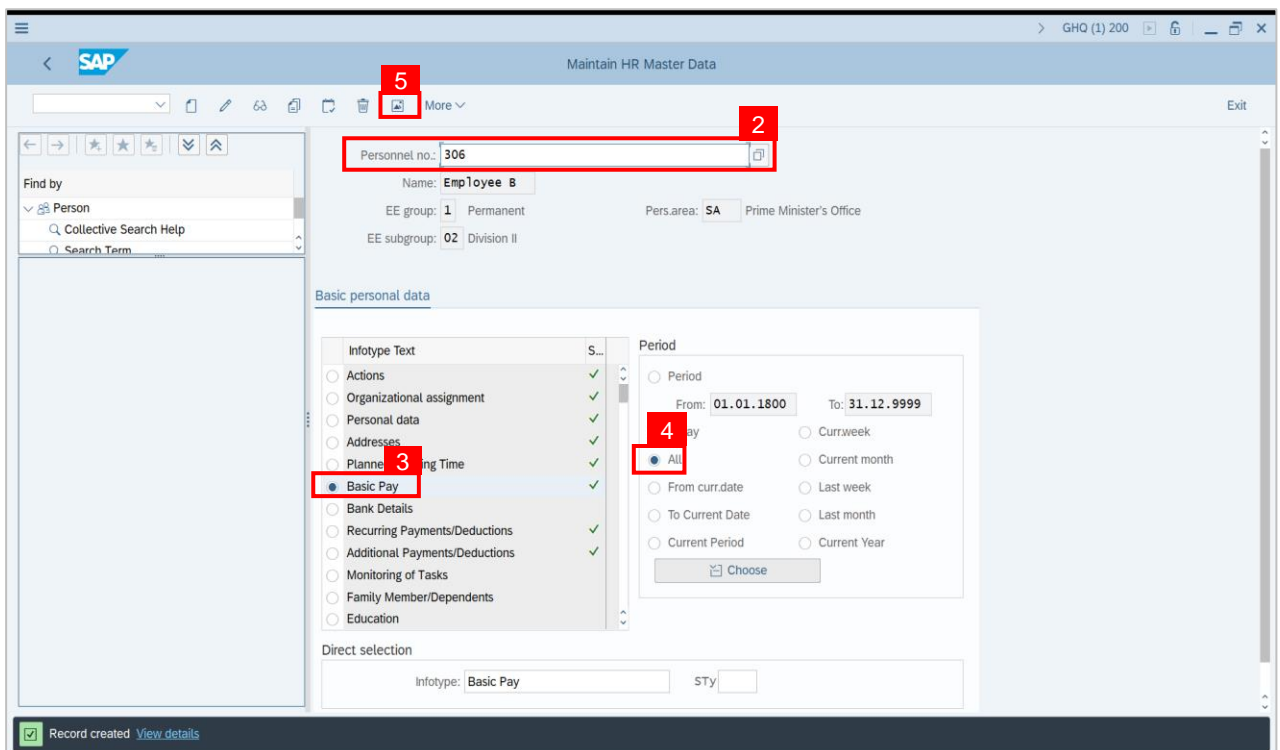
Department Payroll Clerk, Payroll Department Officer, Treasury Payroll Officer



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



Note:

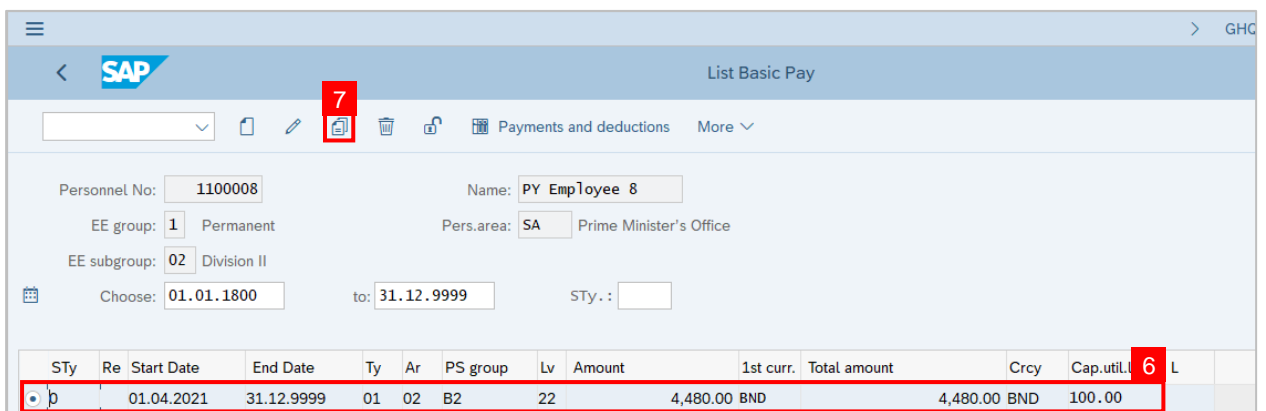
Maintain HR Master Data page will be displayed.



2. Input the employee's **Personnel Number** and click enter on the keyboard.
3. Select Infotype Basic Pay or enter 0008 under Direct Selection.
4. Click the  and select Period of Basic Pay: **All**.
5. Click the  icon.



Note:

List Basic Pay page will be displayed.



The screenshot shows the SAP 'List Basic Pay' interface. At the top, there's a navigation bar with the SAP logo and a menu icon. Below it, a search bar contains the text 'List Basic Pay'. A red box labeled '7' highlights the 'Copy' icon in the toolbar. The main area displays employee details: Personnel No: 1100008, Name: PY Employee 8, EE group: 1 Permanent, Pers.area: SA Prime Minister's Office, EE subgroup: 02 Division II. Below this, a date range is set from 01.01.1800 to 31.12.9999. A table at the bottom shows the list of basic pay entries. A red box labeled '6' highlights the first entry in the table.

STy	Re	Start Date	End Date	Ty	Ar	PS group	Lv	Amount	1st curr.	Total amount	Crcy	Cap.util.	
• p		01.04.2021	31.12.9999	01	02	B2	22	4,480.00 BND		4,480.00 BND		100.00	L

6. Select **Basic Pay** transaction to be copied by clicking the  icon.
7. Click the  icon.

Note:

Copy Basic Pay page will be displayed.

8
Save

Save

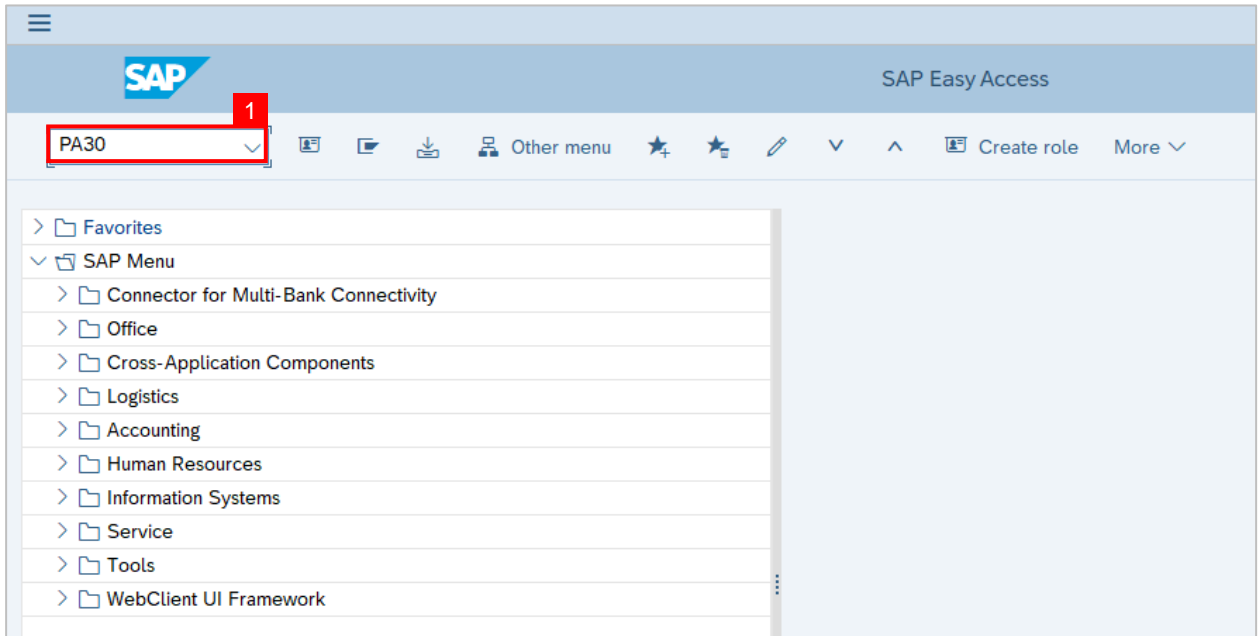
Note: Lock icon will appear next to the copied basic pay.

Edit Basic Pay

Backend User

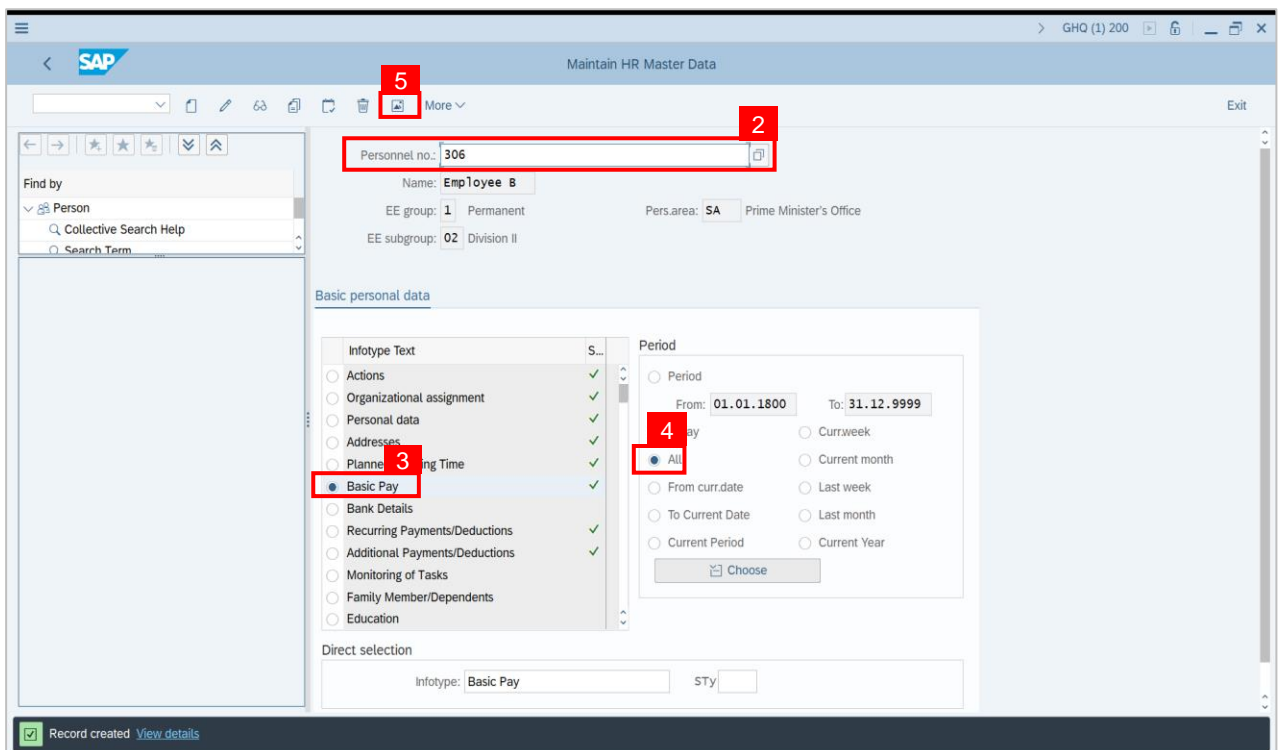
Department Payroll Clerk, Payroll Department Officer, Treasury Payroll Officer



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



Note:

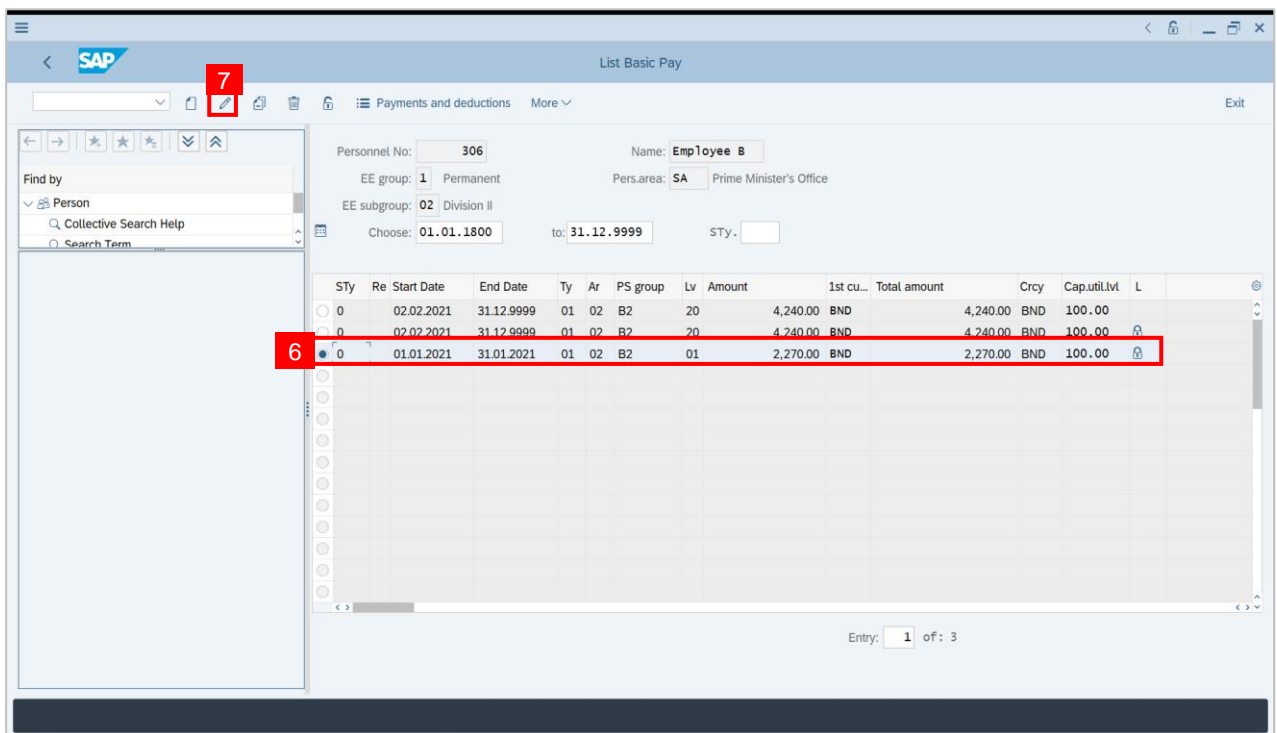
Maintain HR Master Data page will be displayed.



2. Input the employee's **Personnel Number** and click enter on the keyboard.
3. Select Infotype Basic Pay or enter 0008 under Direct Selection.
4. Click the  and select Period of Basic Pay: **All**
5. Click the  button



Note:

List Basic Pay page will be displayed.



The screenshot shows the SAP 'List Basic Pay' screen. The top bar includes the SAP logo and the title 'List Basic Pay'. Below the title bar, there are search and navigation icons. A red box labeled '7' highlights the 'Edit' icon (a pencil). The main area contains a search form with the following fields: 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), and STy. Below the search form is a table with columns: STy, Re, Start Date, End Date, Ty, Ar, PS group, Lv, Amount, 1st cu..., Total amount, Crcy, Cap.util/Lvl, and L. A red box labeled '6' highlights the first row of the table, which has the following values: STy: 0, Re: 0, Start Date: 02.02.2021, End Date: 31.12.9999, Ty: 01, Ar: 02, PS group: B2, Lv: 20, Amount: 4,240.00, 1st cu...: BND, Total amount: 4,240.00, Crcy: BND, Cap.util/Lvl: 100.00, and L: 100.00. The bottom of the screen shows 'Entry: 1 of: 3'.

STy	Re	Start Date	End Date	Ty	Ar	PS group	Lv	Amount	1st cu...	Total amount	Crcy	Cap.util/Lvl	L
0	0	02.02.2021	31.12.9999	01	02	B2	20	4,240.00	BND	4,240.00	BND	100.00	100.00
0	0	01.01.2021	31.01.2021	01	02	B2	01	2,270.00	BND	2,270.00	BND	100.00	100.00

6. Select **Basic Pay** transaction to be **edited** by clicking the  icon.
7. Click the  icon.

SAP Change Basic Pay

Salary amount Payments and deductions More ▾ Exit

Find by
 ▾ Person
 Q Collective Search Help
 O Search Term

Personnel No: 306 Name: Employee 8
 EE group: 1 Permanent Pers.area: SA Prime Minister's Office
 EE subgroup: 02 Division II
 * Start: 01.01.2021 * to: 31.01.2021 Chng: 06.05.2021 DYNAMIK28 🔒

Subtype: 0 Basic contract

Pay scale

Reason: Cap.util.Lvl: 100.00
 * PS type: 01 Umum WkHrs/period: 162.00 Monthly
 * PS Area: 02 Division 2 * Next inc.: 01.01.2022 * Code 1
 * PS group: B2 Level: 01 Est.Sal.Scale:
 Ann.salary: 27,240.00 BND

Wag...	Wage Type Long Text	O...	Amount	Curre...	L...	A...	Number/Unit	Unit
0001	GAJI		2,270.00	BND	I	✓		Bi-Month

8
 Save Cancel

Note:

Edit any changes to be made.

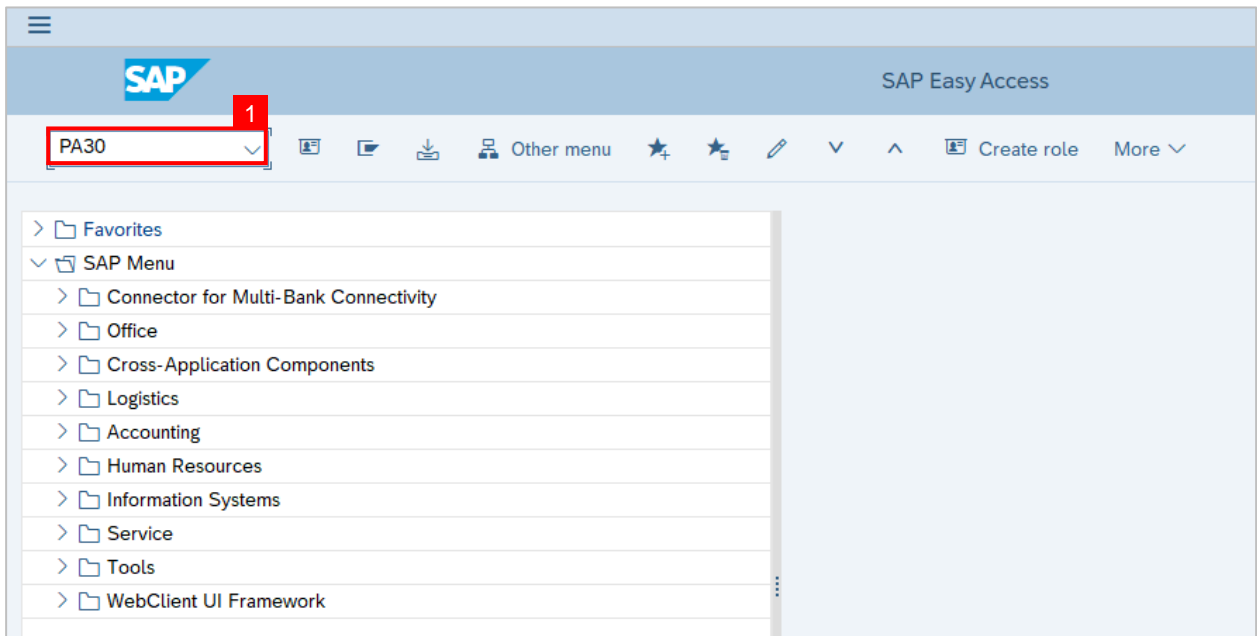
8. Click on **Save**

Note:

Lock icon will appear after any changes are made.

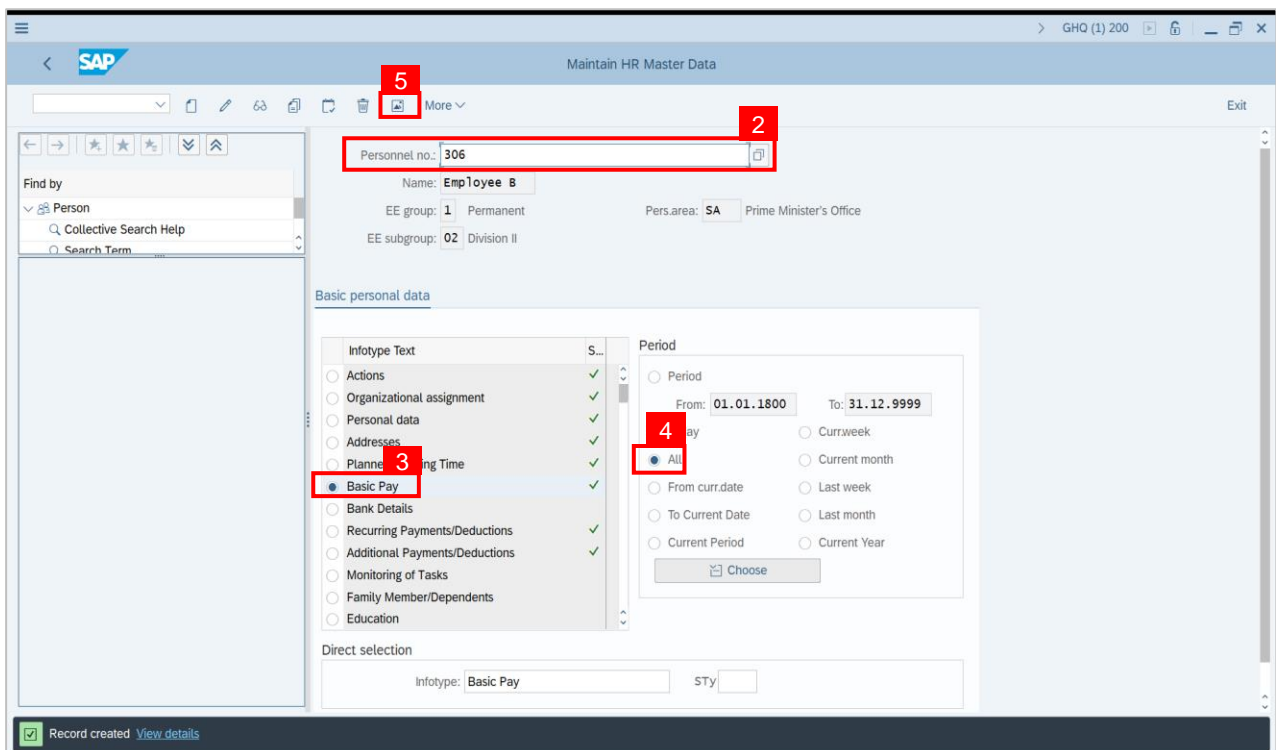
Delimit Basic Pay	Backend User
	Payroll Department Officer, Treasury Payroll Officer



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



Note:

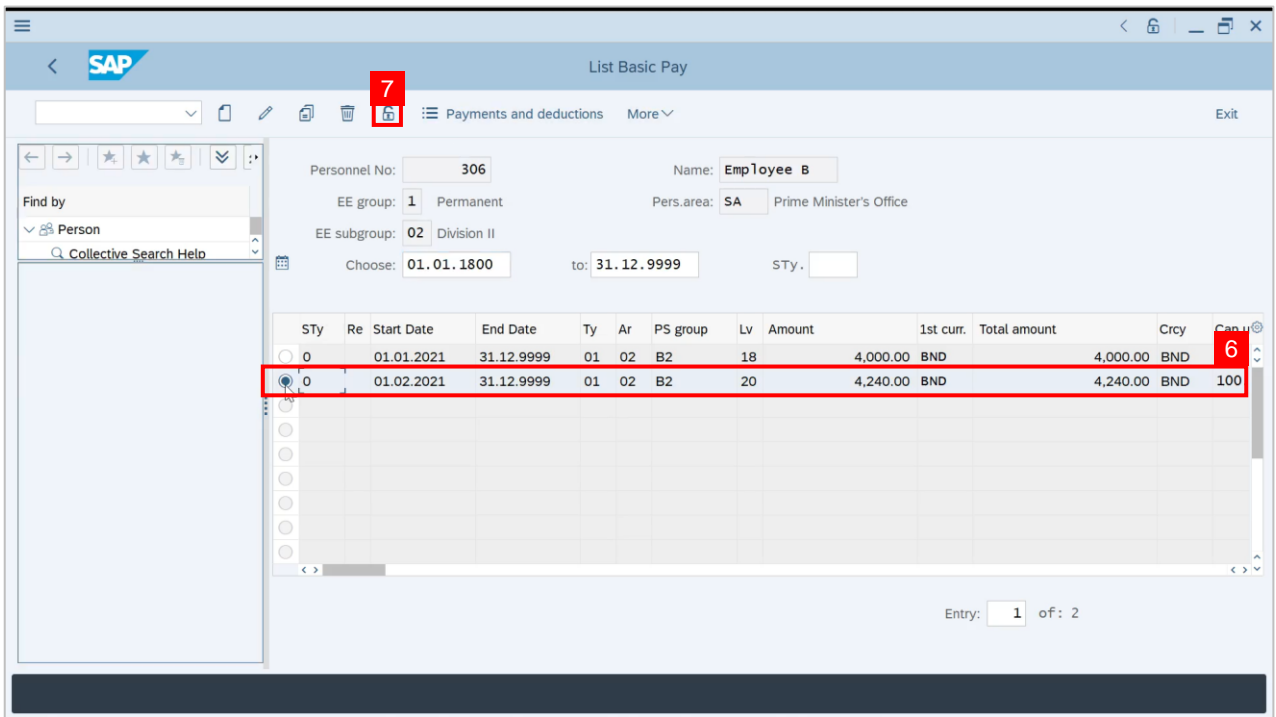
Maintain HR Master Data page will be displayed.



2. Input the employee's **Personnel Number** and click enter on the keyboard.
3. Select Infotype Basic Pay or enter 0008 under Direct Selection.
4. Click the  and select Period of Basic Pay: **All**.
5. Click the  icon.

Note:

List of Basic Pay page will be displayed.





The screenshot shows the SAP 'List Basic Pay' interface. The top bar includes the SAP logo and the title 'List Basic Pay'. Below the title bar, there are navigation icons and a search bar. The main area contains a form with the following fields:

- 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:

Below the form is a table with the following columns: STy, Re, Start Date, End Date, Ty, Ar, PS group, Lv, Amount, 1st curr., Total amount, Crcy, and Can u. The table contains two rows of data:

STy	Re	Start Date	End Date	Ty	Ar	PS group	Lv	Amount	1st curr.	Total amount	Crcy	Can u
0		01.01.2021	31.12.9999	01	02	B2	18	4,000.00	BND	4,000.00	BND	
0		01.02.2021	31.12.9999	01	02	B2	20	4,240.00	BND	4,240.00	BND	100

The bottom of the screen shows 'Entry: 1 of: 2'.

6. Select **Basic Pay** transaction to be **delimited** by clicking the  icon.
7. Click the  icon.

Note:

Unlock Basic Pay page will be displayed.

8
Save

Save

Outcome: Existing Salary will be delimited