



SISTEM SUMBER MANUSIA

User Guide

Payroll for Back End User (SAP GUI)

Maintain Recurring Payments/Deductions (IT 0014)

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**.

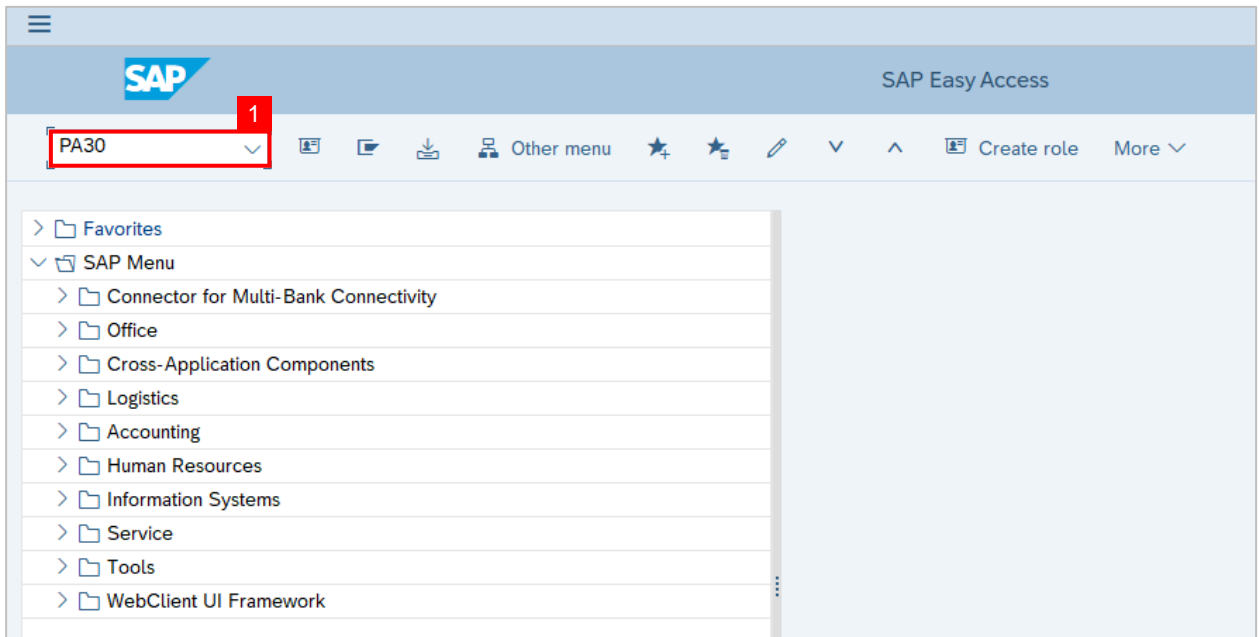
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Create Recurring Payments/Deduction

Backend User

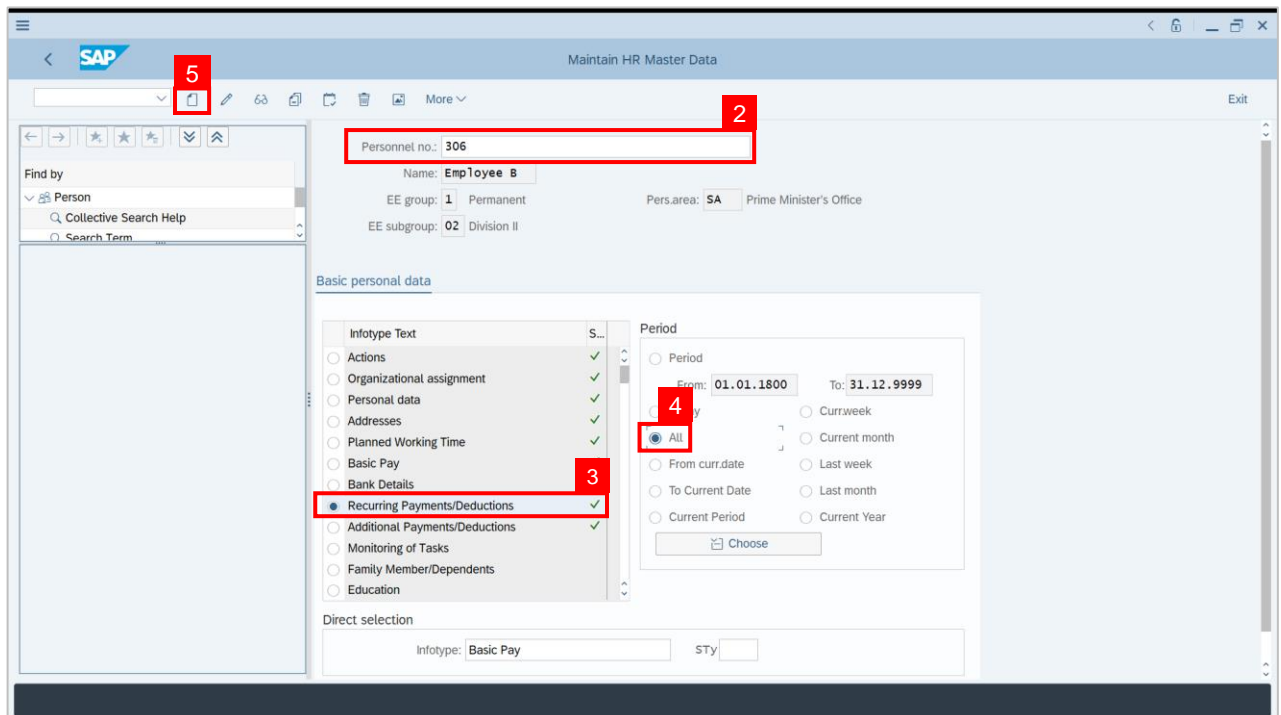
Payroll Department Clerk, Payroll Department Officer, Treasury Payroll Officer





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

Note:

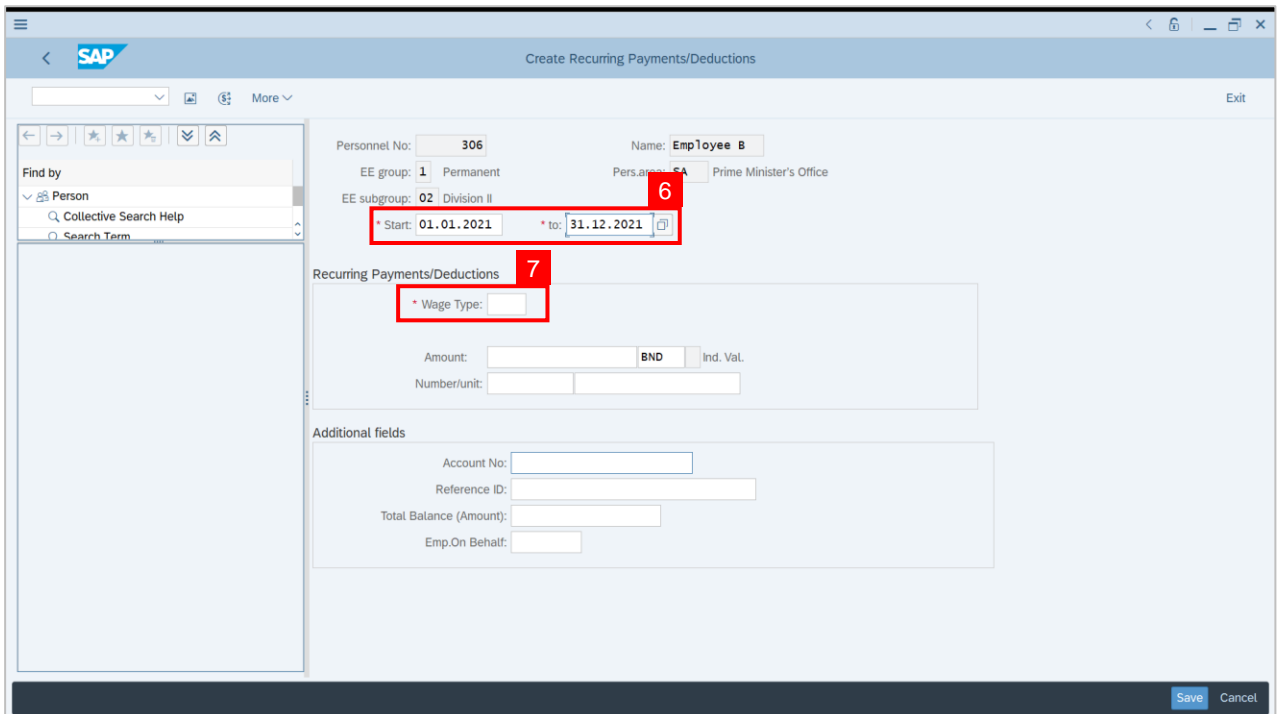
Maintain HR Master Data page will be displayed.




2. Input the employee's **Personnel Number** and click enter on the keyboard.
3. Select **Recurring Payments/Deductions** under Infotype Text or input 0014 under Direct Selection.
4. Click  and select Period: **All**.
5. Click the  icon.

Note:

Create Recurring Payment/Deduction page will be displayed.



7. 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 "Recurring Payments/Deductions" (1) 11...

✕

Restrictions

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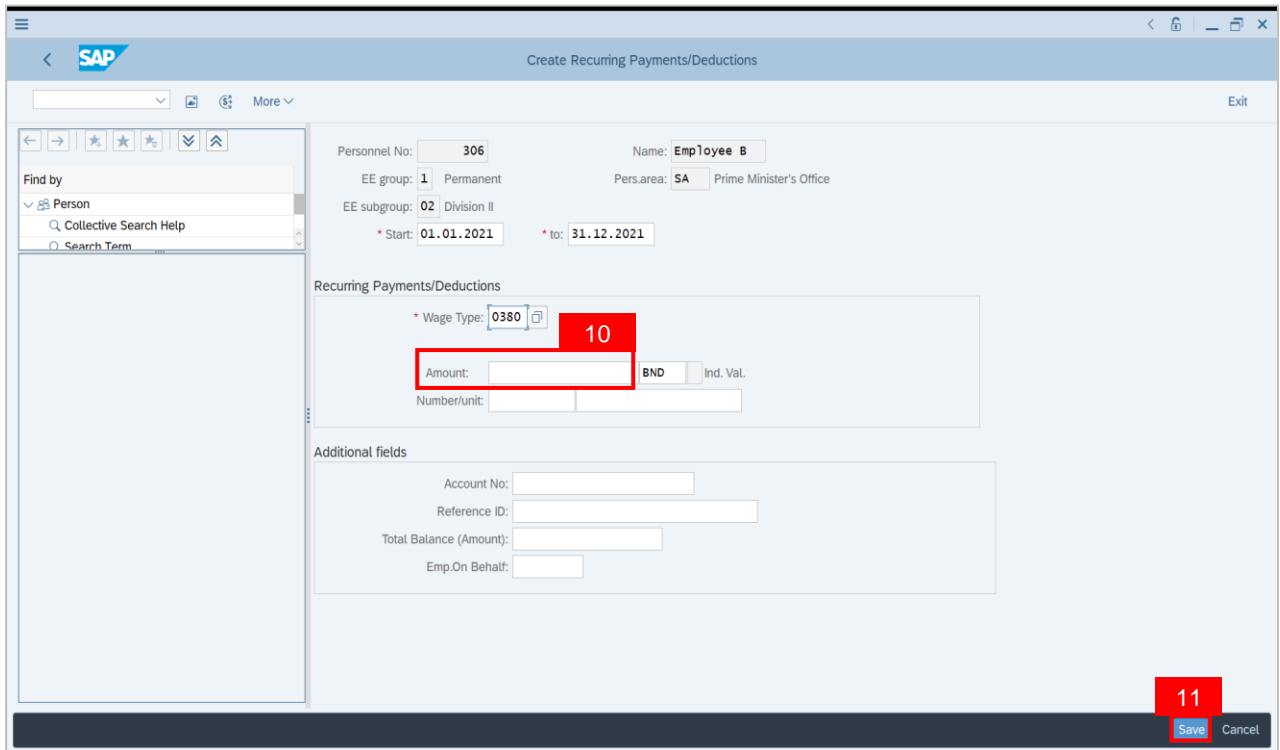
8

WT	Wage Type Long Text	Start Date	End Date
0370	E. KHAS	01.01.1992	31.12.9999
0371	E. KHAS OPEN VOTE	01.01.1992	31.12.9999
0372	E. RSIKO KSLMTN/T. PELURU	01.01.1992	31.12.9999
0373	E. PLJRN JIS ANAK PERTAMA	01.01.1992	31.12.9999
0374	E. PLJRN JIS ANAK KEDUA	01.01.1992	31.12.9999
0375	E. PLJRN JIS ANAK KETIGA	01.01.1992	31.12.9999
0376	E. PLJRN JIS ANAK KEEMPAT	01.01.1992	31.12.9999
0377	A.E. PELAJARAN JIS	01.01.1992	31.12.9999
0378	E. RUMAH	01.01.1992	31.12.9999
0379	E. BULANN SEPANJANG HAY...	01.01.1992	31.12.9999
0380	E. BULANAN G.O. DAN F.R.	01.01.1992	31.12.9999
0383	B. BLK BAYARAN TELEFON	01.01.1992	31.12.9999
0384	E. PLJRN SBPP ANAK PRTAMA	01.01.1992	31.12.9999
0385	E. PLJRN SBPP ANAK KEDUA	01.01.1992	31.12.9999
0386	E. PLJRN SBPP ANAK KETIGA	01.01.1992	31.12.9999

1154 Entries found

8. Select a Wage Type


9. Click on



10. Input the Amount.

11. Click 

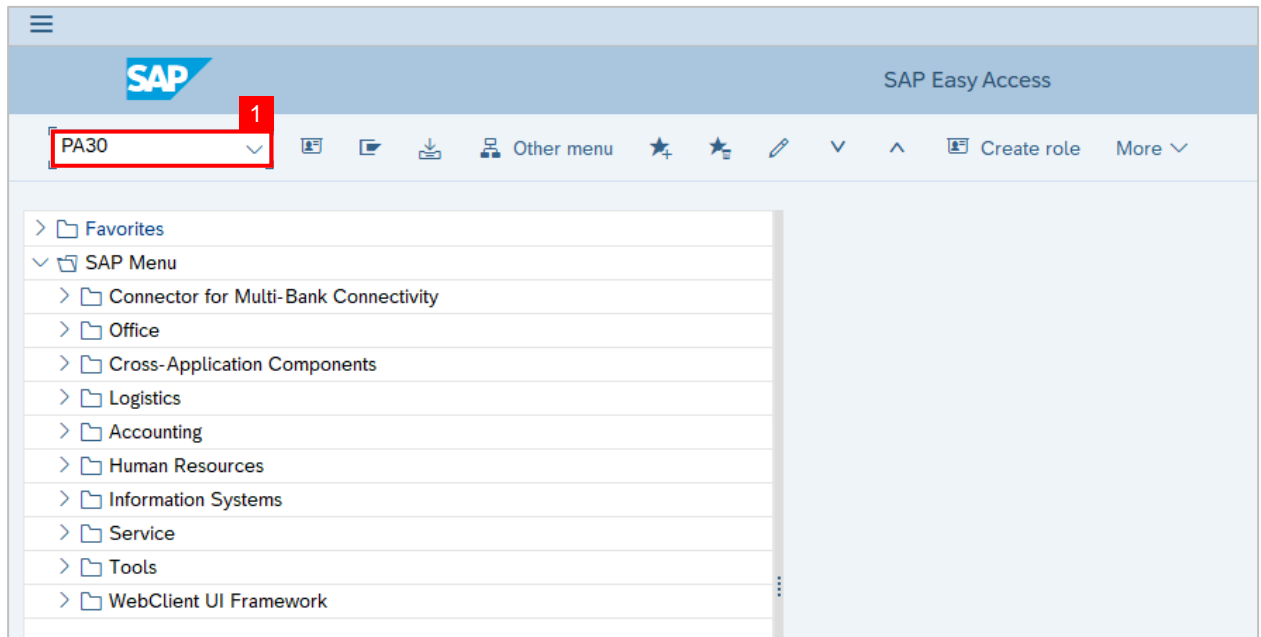
Outcome:

- 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 

Create Recurring Payments/Deduction (Copy)

Backend User

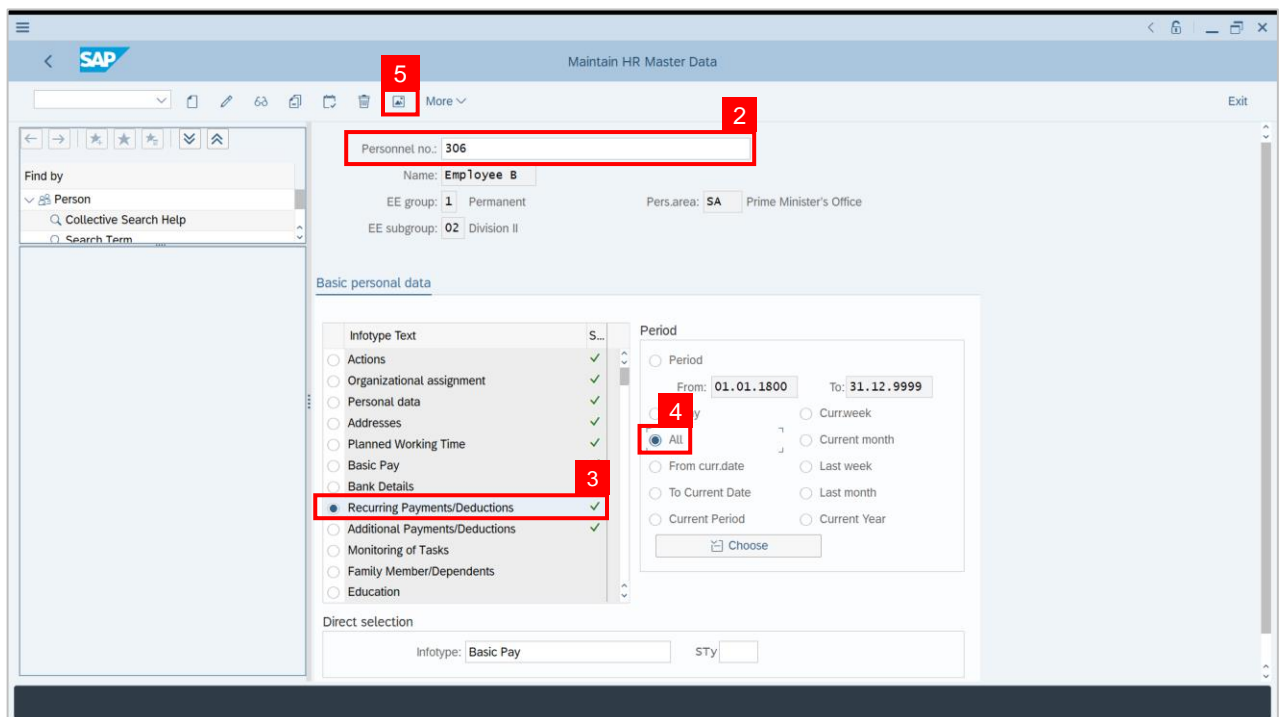
Payroll Department Clerk, Payroll Department Officer, Treasury Payroll Officer





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

Note:

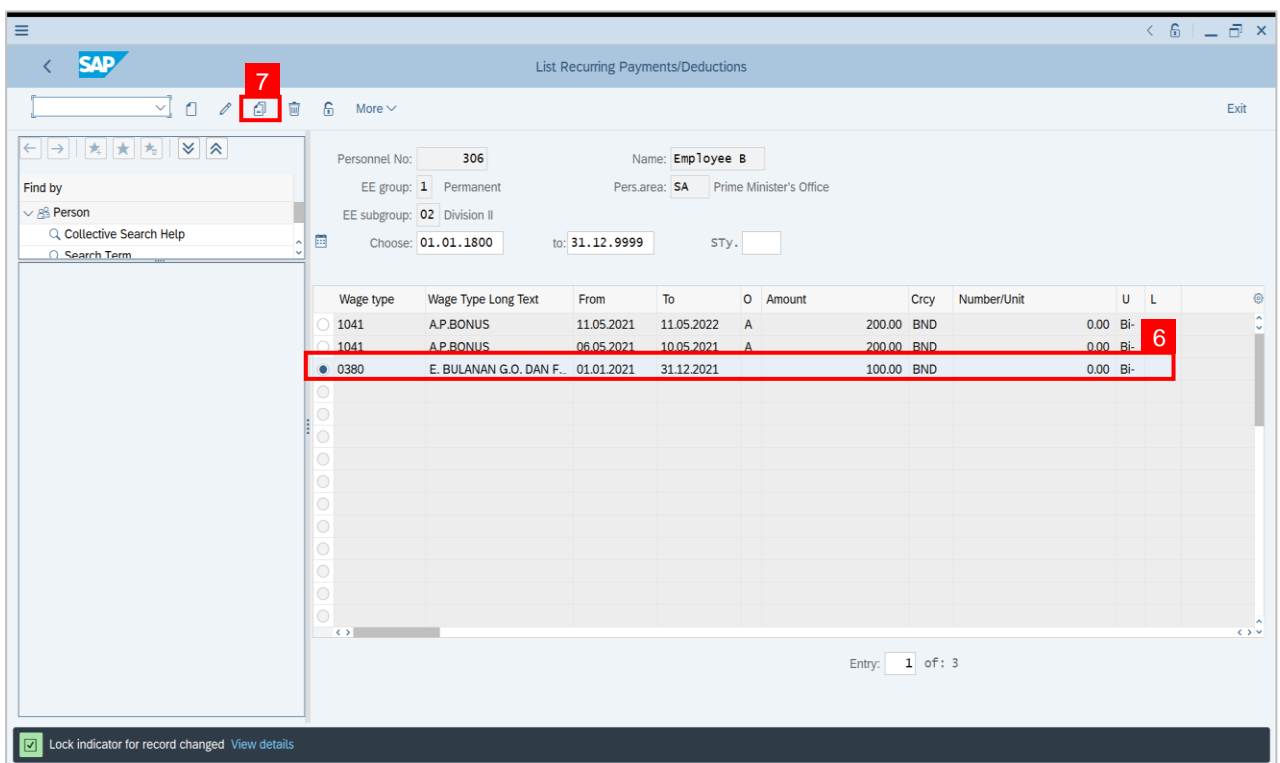
Maintain HR Master Data page will be displayed.



2. Input the employee's **Personnel Number** and click enter on the keyboard.
3. Select **Recurring Payments/Deductions** under Infotype Text or input 0014 under Direct Selection.
4. Click  and select Period: **All**.
5. Click on 

Note:


List Recurring Payment/Deductions page will be displayed.



The screenshot shows the SAP 'List Recurring Payments/Deductions' interface. A red box labeled '7' highlights the 'Print' icon in the top toolbar. Below the search criteria, a table lists recurring payments. A red box labeled '6' highlights the first row of the table, which is selected. The table has columns: Wage type, Wage Type Long Text, From, To, O, Amount, CrCY, Number/Unit, U, L, and a selection column.

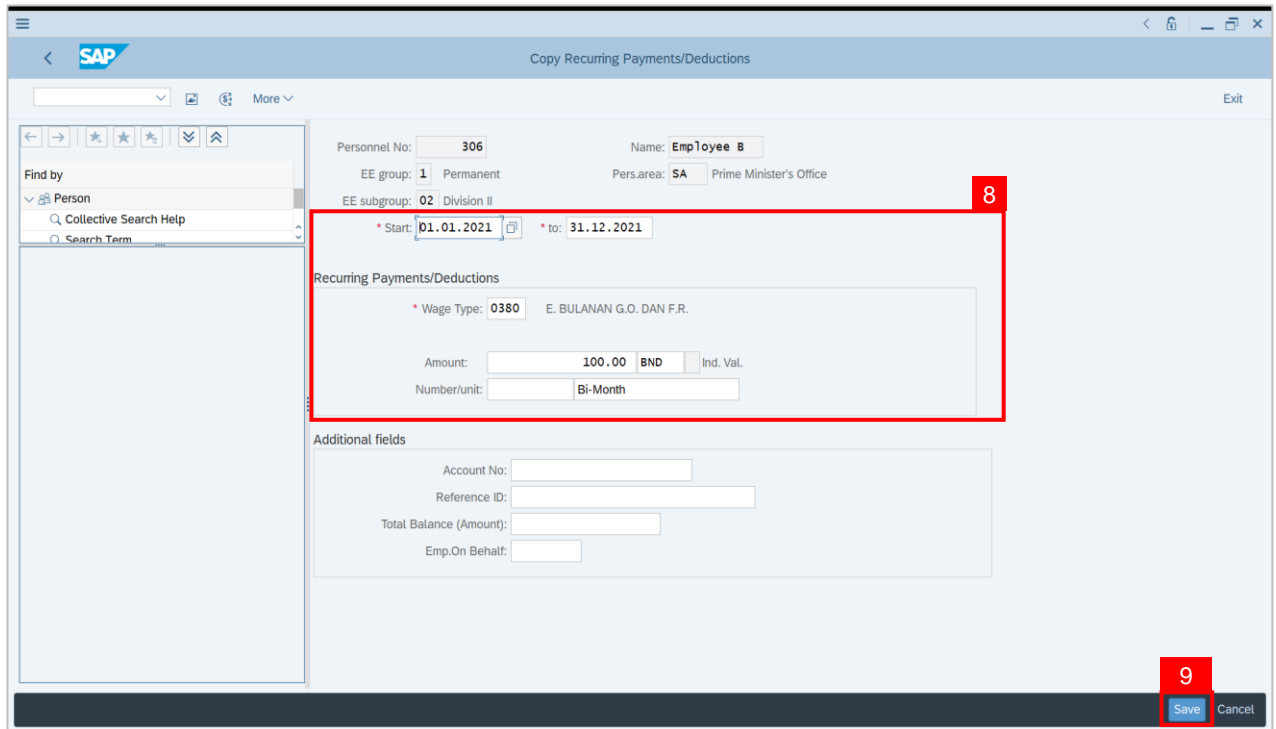
Wage type	Wage Type Long Text	From	To	O	Amount	CrCY	Number/Unit	U	L	
<input type="radio"/> 1041	A.P.BONUS	11.05.2021	11.05.2022	A	200.00	BND		0.00	Bi-	
<input type="radio"/> 1041	A.P.BONUS	06.05.2021	10.05.2021	A	200.00	BND		0.00	Bi-	
<input checked="" type="radio"/> 0380	E. BULANAN G.O. DAN F.	01.01.2021	31.12.2021		100.00	BND		0.00	Bi-	

Entry: 1 of: 3

6. Select on Recurring Payments/Deductions to be copied.
7. Click on  icon

Note:

- Copy Recurring Payments/Deductions page will be displayed.



Copy Recurring Payments/Deductions

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: 31.12.2021

Recurring Payments/Deductions

* Wage Type: 0380 E. BULANAN G.O. DAN F.R.

Amount: 100.00 BND Ind. Val.

Number/unit: Bi-Month

Additional fields

Account No:

Reference ID:

Total Balance (Amount):


Emp.On Behalf:

Save Cancel

8. Make any changes to the copied recurring payment/deduction.

9. Click 

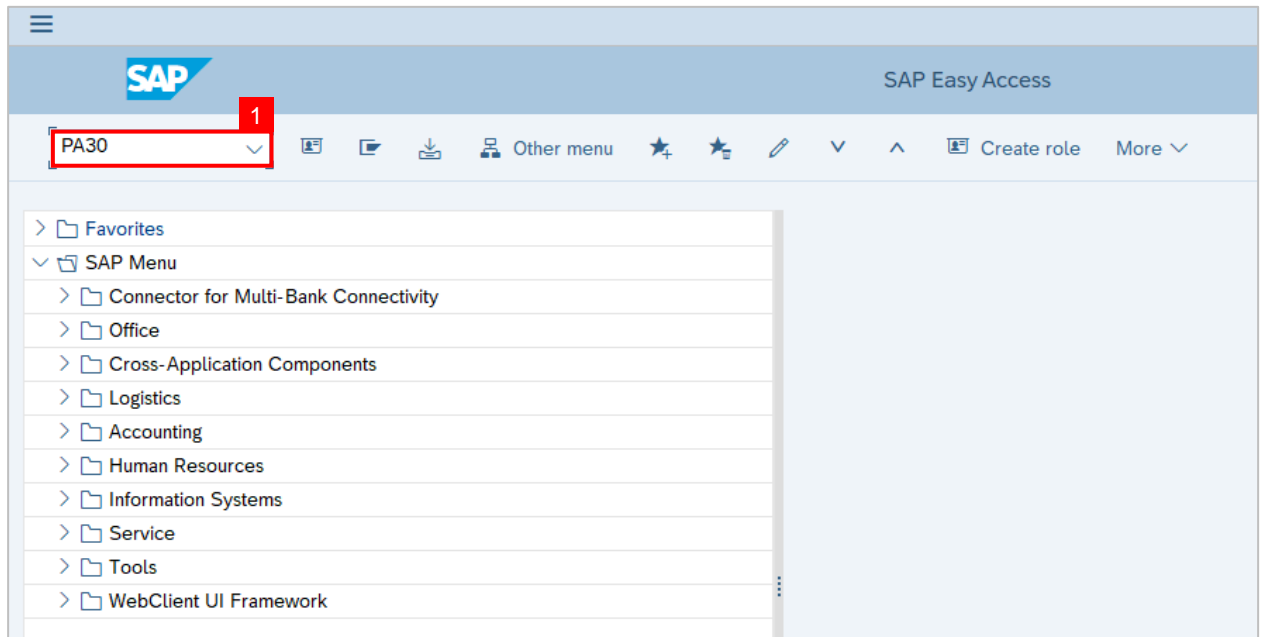
Outcome:

- Record will be created with lock icon. Payroll officer will need to unlock (approve) the record.
- Any record that has been edited will require approval from Payroll Officer.
- To view list of payment and deductions, click on 

Unlock Recurring Payments/Deduction

Backend User

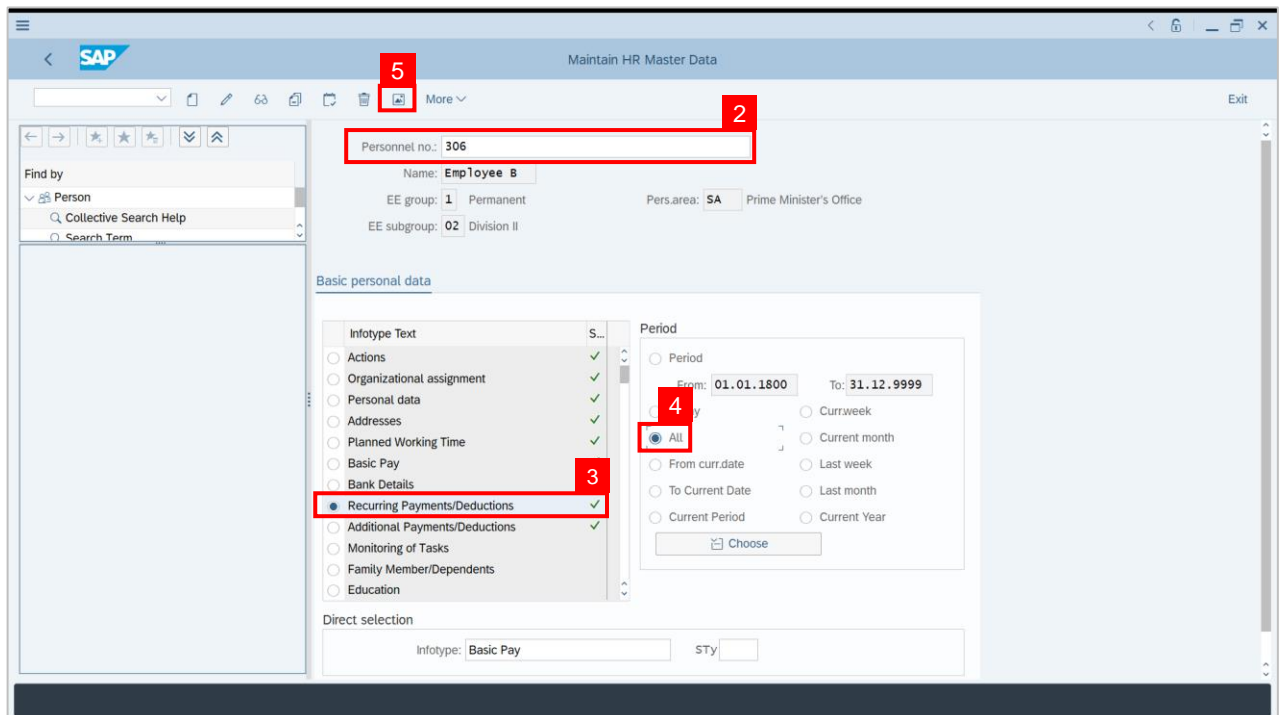
Payroll Department Officer, Treasury Payroll Officer





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

Note:

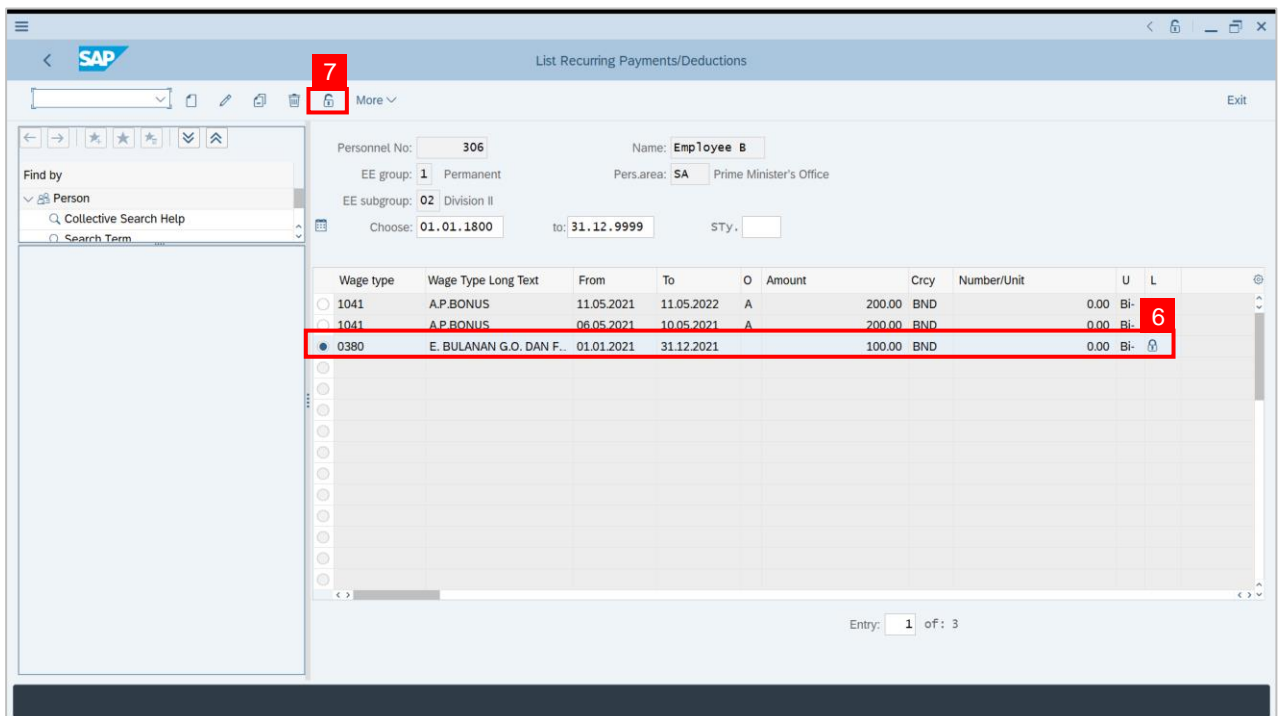
Maintain HR Master Data page will be displayed.



2. Input the employee's **Personnel Number** and click enter on the keyboard.
3. Select **Recurring Payments/Deductions** under Infotype Text or input 0014 under Direct Selection.
4. Click  and select Period: **All**.
5. Click on  icon.

Note:

List Recurring Payment/Deductions page will be displayed.




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

Search criteria:

- Personnel No: 306
- Name: Employee 8
- 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:

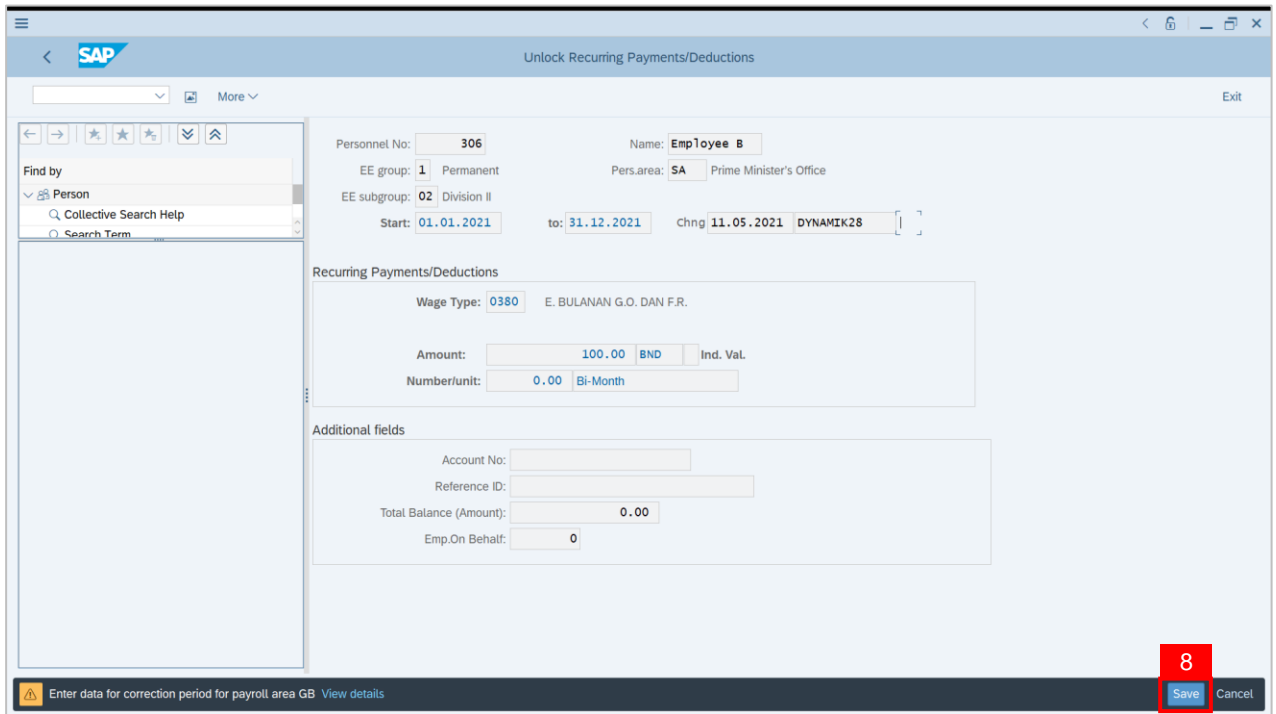
Wage type	Wage Type Long Text	From	To	O	Amount	Crcy	Number/Unit	U	L
1041	A.P.BONUS	11.05.2021	11.05.2022	A	200.00	BND		0.00	Bi-
1041	A.P.BONUS	06.05.2021	10.05.2021	A	200.00	BND		0.00	Bi-
0380	E. BULANAN G.O. DAN F...	01.01.2021	31.12.2021		100.00	BND		0.00	Bi-

Entry: 1 of 3

6. Select on Recurring Payments/Deductions to be unlocked.
7. Click on  icon

Note:

Unlock Recurring Payments/Deductions page will be displayed.



The screenshot shows the SAP GUI interface for 'Unlock Recurring Payments/Deductions'. The top bar includes the SAP logo and the title 'Unlock Recurring Payments/Deductions'. The left sidebar contains a 'Find by' dropdown menu with options like 'Person', 'Collective Search Help', and 'Search Term'. The main area displays the following data:

Field	Value
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	31.12.2021
Chng	11.05.2021 DYNAMIK28

Recurring Payments/Deductions

Field	Value
Wage Type	0380 E. BULANAN G.O. DAN F.R.
Amount	100.00 BND Ind. Val.
Number/unit	0.00 Bi-Month

Additional fields

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

At the bottom right, there is a red box with the number '8' and a blue 'Save' button. A status bar at the bottom left shows a warning icon and the text 'Enter data for correction period for payroll area GB View details'.

8. Click on **Save**

Outcome:

- Record has been unlocked (approved).