



SISTEM SUMBER MANUSIA

User Guide

Payroll for Back End User (SAP GUI)

Maintain Tabung Amanah Pekerja (IT 9000)

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

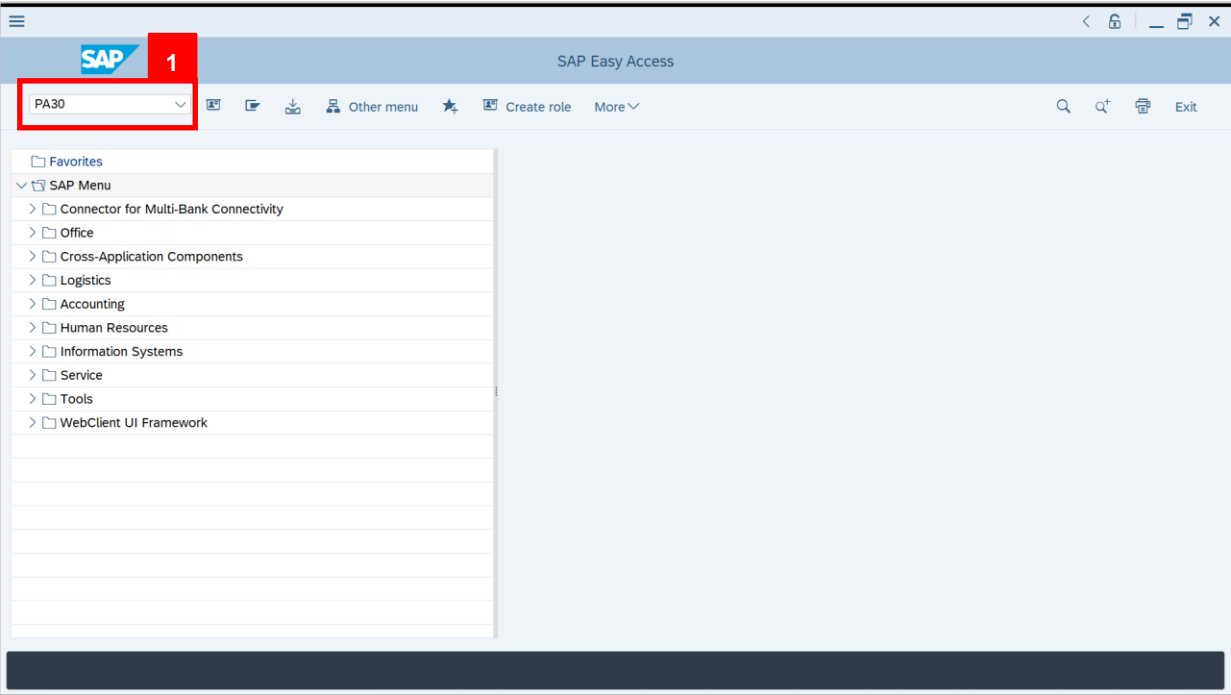
Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 238 2227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.

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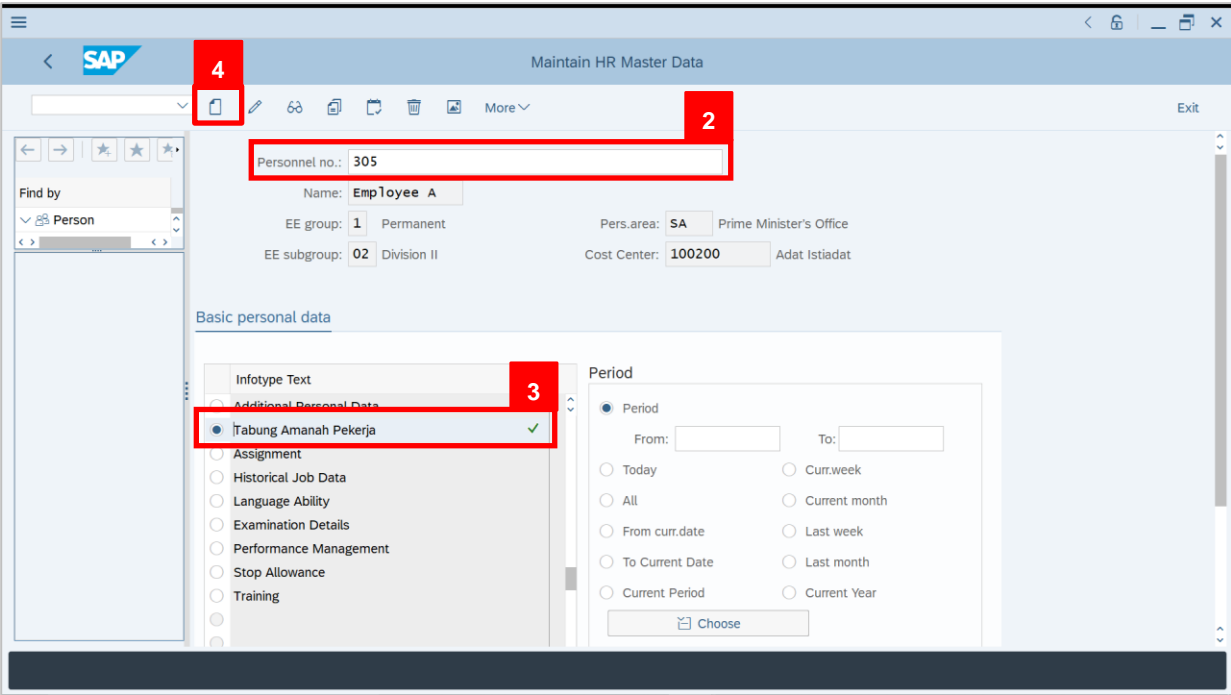
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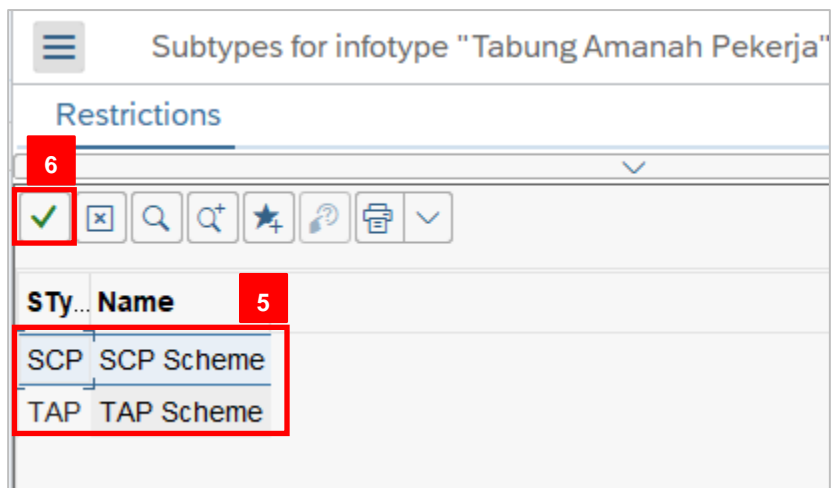
Create Tabung Amanah Pekerja	Backend User
	Payroll Department Clerk, Payroll Department Officer, Treasury Payroll Officer



1. Enter transaction code PA30 and click enter on the keyboard to navigate to Maintain HR Master Data.



2. Enter employees **Personnel Number** and click enter on the keyboard.
3. Select Infotype Tabung Amanah Pekerja or enter 9000 under Direct Selection.
4. Click  icon.



Subtypes for infotype "Tabung Amanah Pekerja"


Restrictions

6

5

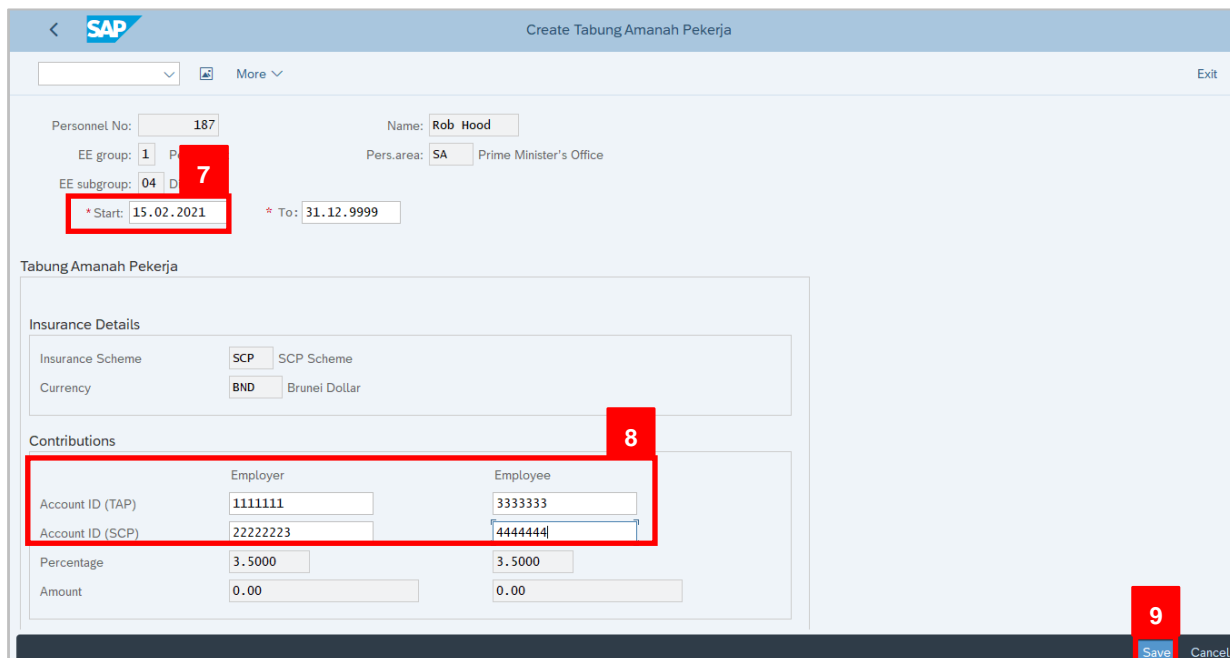
STy...	Name
SCP	SCP Scheme
TAP	TAP Scheme

5. Select a scheme.

6. Click on 

Note:-

Create Tabung Amanah Pekerja page will be displayed.



Create Tabung Amanah Pekerja

Personnel No: 187 Name: Rob Hood

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

EE subgroup: 04 7

* Start: 15.02.2021 * To: 31.12.9999

Tabung Amanah Pekerja

Insurance Details

Insurance Scheme: SCP SCP Scheme

Currency: BND Brunei Dollar


Contributions 8

	Employer	Employee
Account ID (TAP)	1111111	3333333
Account ID (SCP)	22222223	4444444
Percentage	3.5000	3.5000
Amount	0.00	0.00

9 Save Cancel

7. Enter start date.

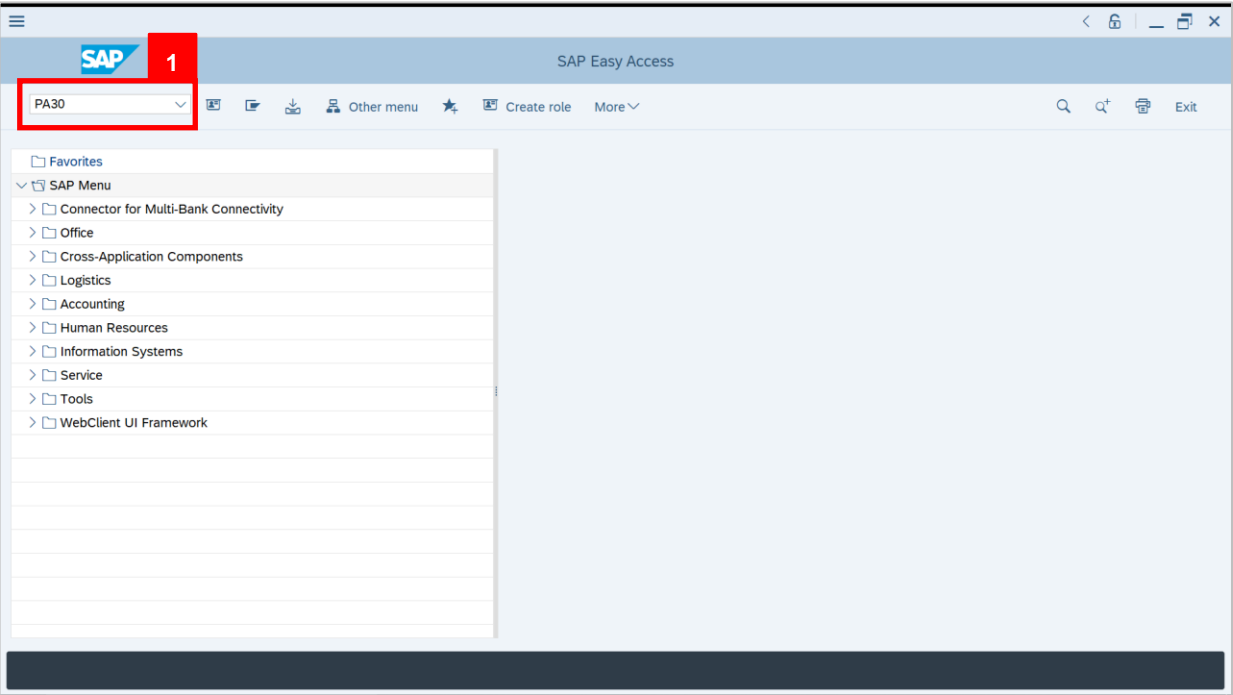
8. Fill in Employer TAP ID, Employee TAP ID, Employer SCP ID and Employee SCP ID.

9. Click on 

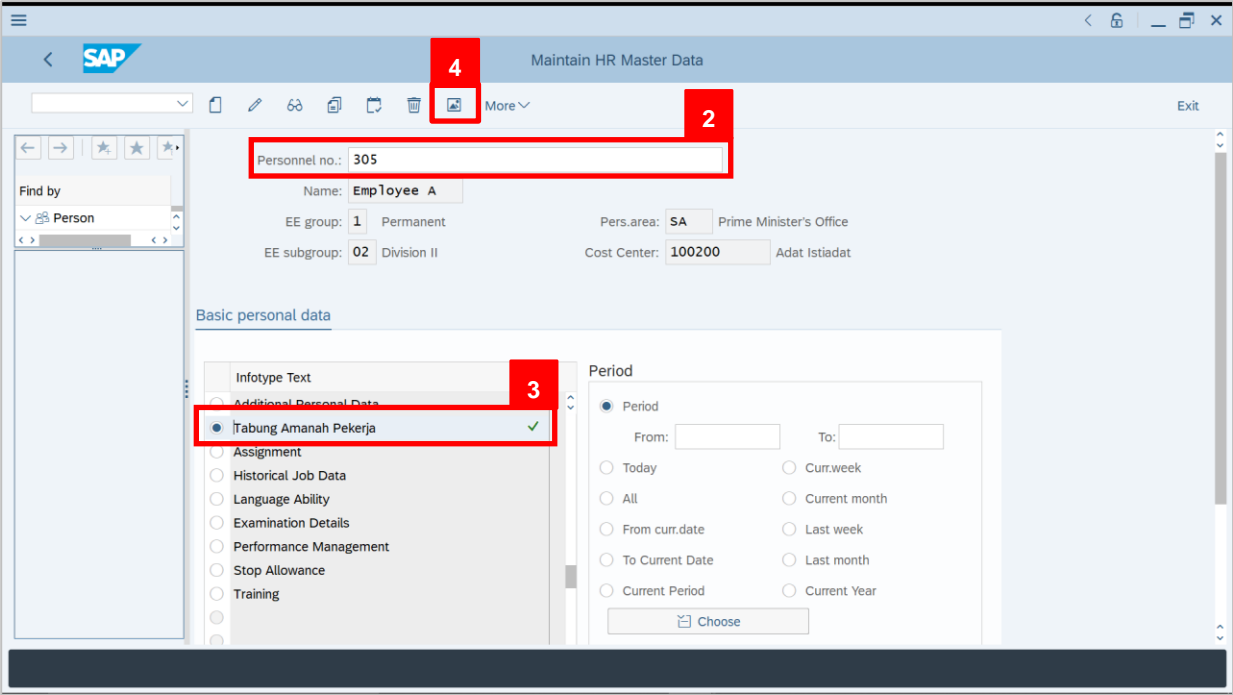
Outcome: Record will be created.




Unlock Tabung Amanah Pekerja	Backend User
	Payroll Department Officer, Treasury Payroll Officer



1. Enter transaction code PA30 and click enter on the keyboard to navigate to Maintain HR Master Data.





- 2. Enter employees **Personnel Number** and click enter on the keyboard.
- 3. Select Infotype Tabung Amanah Pekerja or enter 9000 under Direct Selection.
- 4. Click  icon.

SAP List Tabung Amanah Pekerja

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


Choose: 01.01.1800 To: 31.12.9999 STy:

Employer Lower Limit	No	ER %	EE %	ER Contribution Amt	EE Contribution Amt	CR	CR
0.00	0	5.0000	5.0000	0.00	0.00		

Entry: 1 of: 1

- 5. Select Tabung Amanah Pekerja's (TAP) information to be unlocked.

Note:

 icon indicates the Tabung Amanah Pekerja (TAP) information is locked.

- 6. Click on  icon to Unlock.

SAP Unlock Tabung Amanah Pekerja

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: 01.02.2021 To: 31.12.9999 Chngd: 04.06.2021 DYNAMIK27

Tabung Amanah Pekerja

Insurance Details

Insurance Scheme: TAP TAP Scheme

Currency: BND Brunei Dollar

Contributions

	Employer	Employee
Account ID (TAP)		
Account ID (SCP)		
Percentage	5.0000	5.0000

Save your entries

Save Cancel

Save



Outcome: The selected Tabung Amanah Pekerja (TAP) information is now unlocked.