



# **SISTEM SUMBER MANUSIA**

## **User Guide**

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

#### **Mass Upload and Maintenance**

**VERSION: 0.1**

## 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

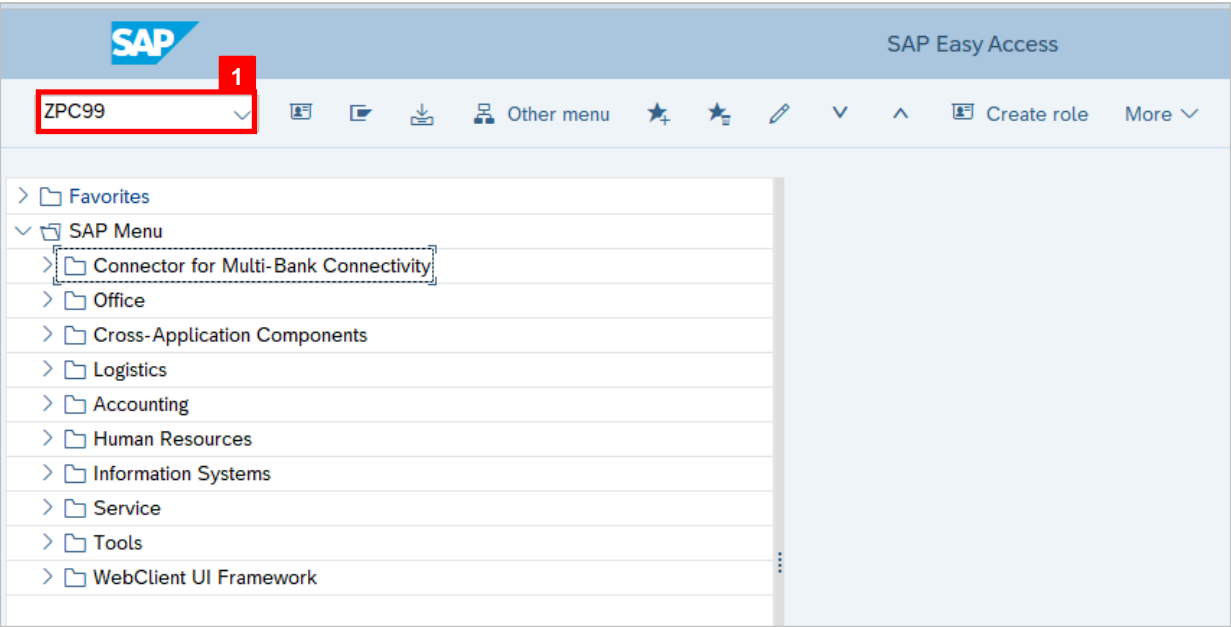
Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 238 2227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.

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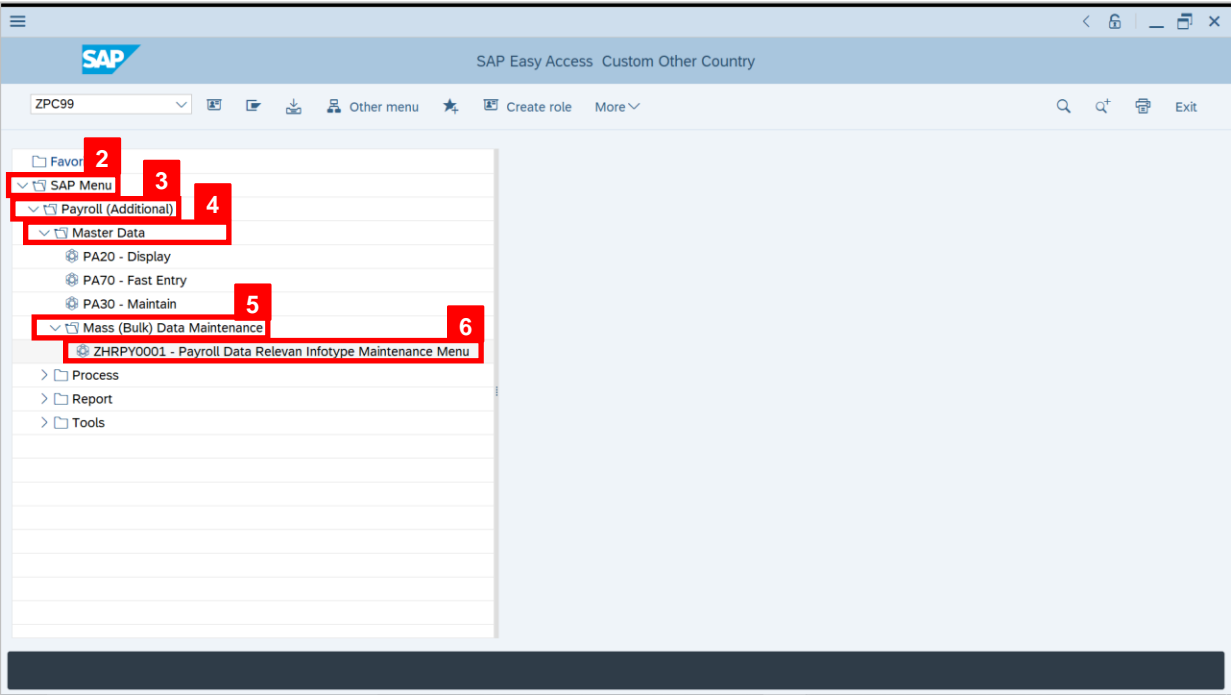
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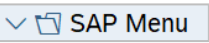
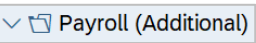
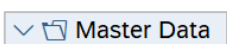
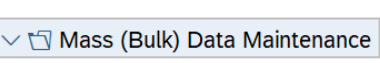



Navigate to Mass Upload and Maintenance page	Backend User
	Payroll Department Clerk, Payroll Department Officer, Treasury Payroll Officer

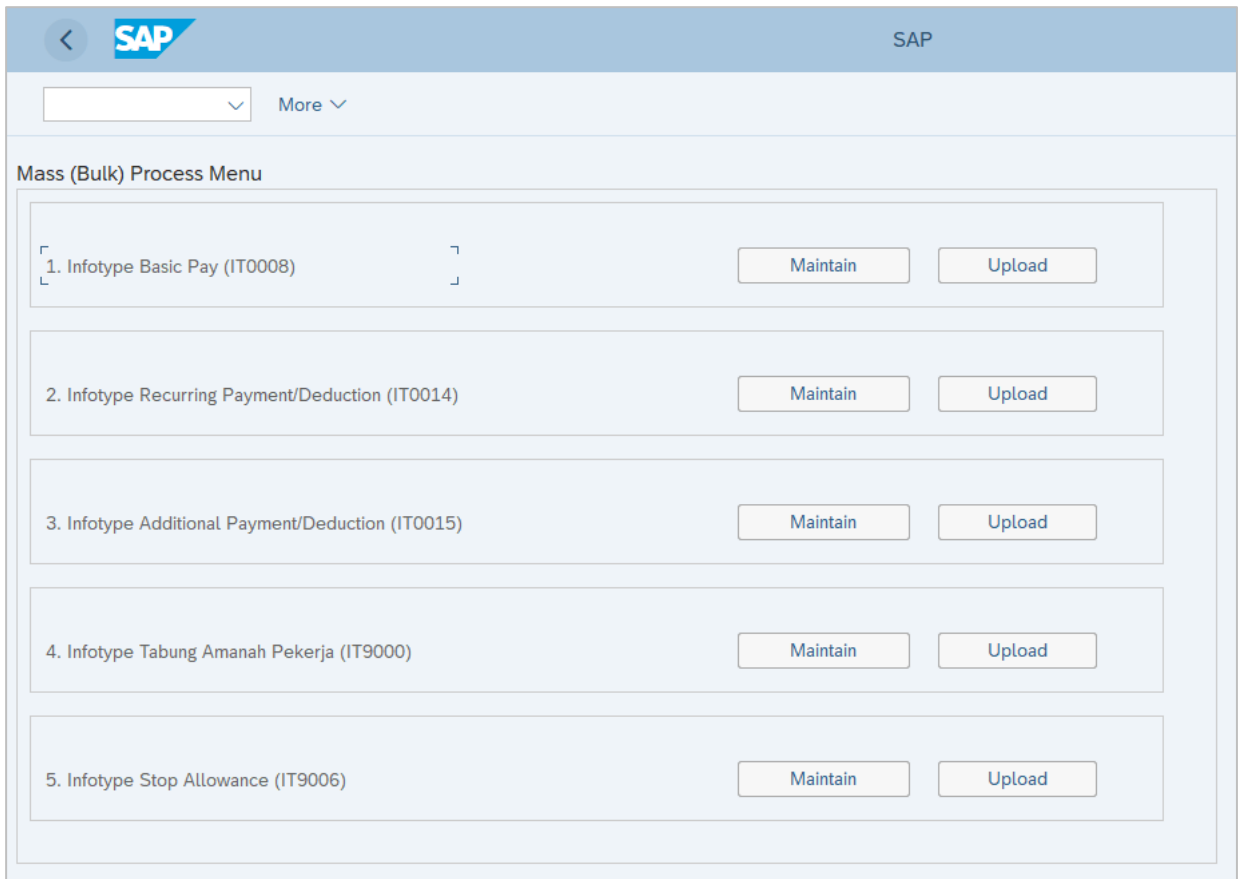


1. Enter the transaction code ZPC 99 in the search bar and click on enter on the keyboard to navigate to **Payroll (Additional)** menu.



2. Click on 
3. Click on 
4. Click on 
5. Click on 
6. Click on 

Outcome: Mass (Bulk) Process Menu will be displayed.



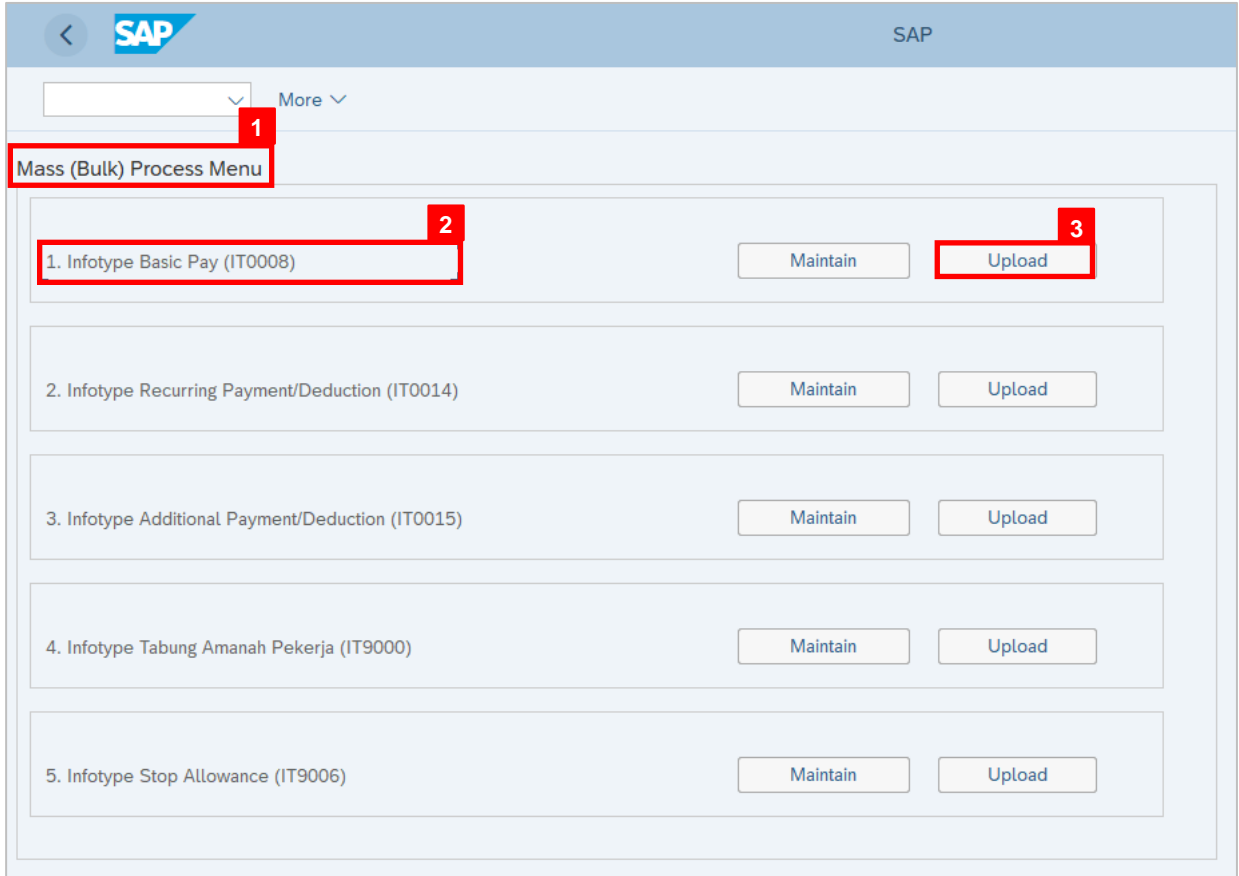
The screenshot shows the SAP interface for the 'Mass (Bulk) Process Menu'. The top bar is blue with the SAP logo and a back arrow. Below the bar, there is a search field and a 'More' dropdown. The main content area is titled 'Mass (Bulk) Process Menu' and contains a list of five infotypes, each with 'Maintain' and 'Upload' buttons.

Infotype	Maintain	Upload
1. Infotype Basic Pay (IT0008)	<button>Maintain</button>	<button>Upload</button>
2. Infotype Recurring Payment/Deduction (IT0014)	<button>Maintain</button>	<button>Upload</button>
3. Infotype Additional Payment/Deduction (IT0015)	<button>Maintain</button>	<button>Upload</button>
4. Infotype Tabung Amanah Pekerja (IT9000)	<button>Maintain</button>	<button>Upload</button>
5. Infotype Stop Allowance (IT9006)	<button>Maintain</button>	<button>Upload</button>

## Mass Upload Basic Pay

### Backend User

Payroll Department Clerk, Payroll Department Officer, Treasury Payroll Officer



The screenshot shows the SAP GUI interface for the Mass (Bulk) Process Menu. The top bar includes the SAP logo and a search field. Below the search field, there is a dropdown menu labeled 'More'. The main content area is titled 'Mass (Bulk) Process Menu'. It contains a list of infotypes, each with a 'Maintain' and an 'Upload' button. The first infotype is '1. Infotype Basic Pay (IT0008)'. The 'Upload' button for this infotype is highlighted with a red box and the number 3. The '1. Infotype Basic Pay (IT0008)' entry is highlighted with a red box and the number 2. The 'Mass (Bulk) Process Menu' title is highlighted with a red box and the number 1.

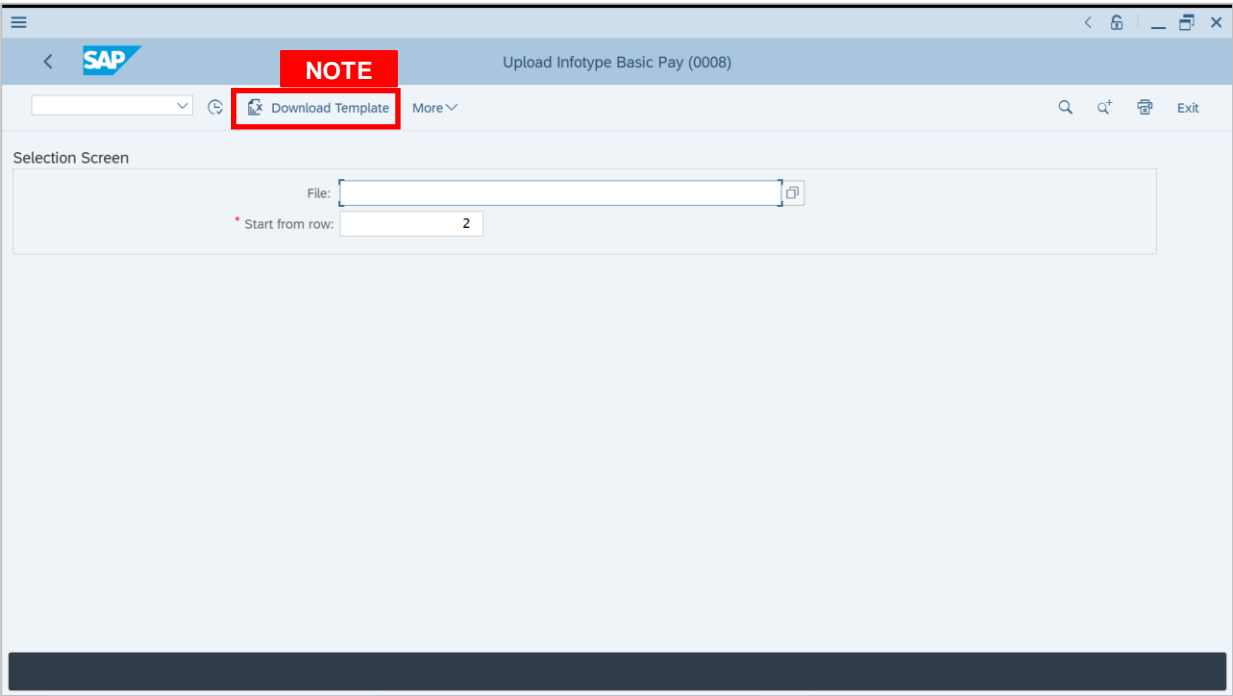
1. Navigate to Mass (Bulk) Process Menu.

2. Click on Infotype Basic Pay (IT0008).


3. Click on 

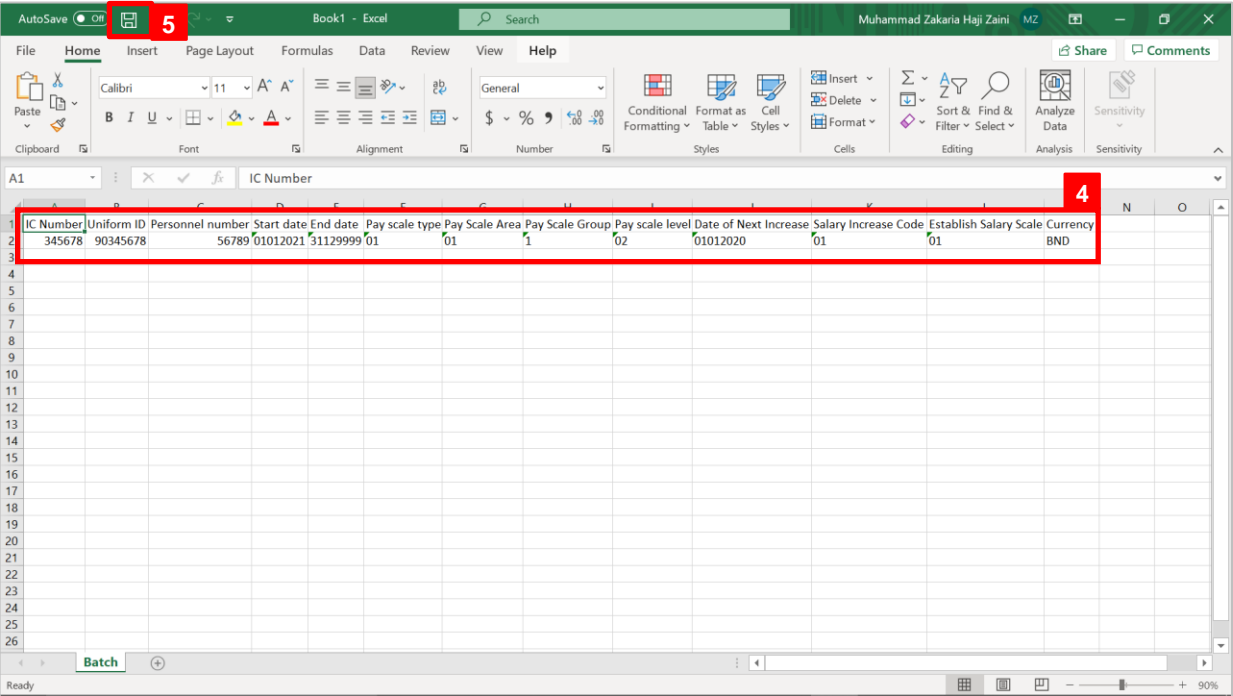
### Note:

- Upload infotype Basic Pay (IT0008) page will be displayed.
- Mass upload function is used to upload information for multiple personnel at one time.



**Note:**

- Click on  [Download Template](#) to download the template for the first time.
- The template will be downloaded to your device.



4. Fill in the required fields.

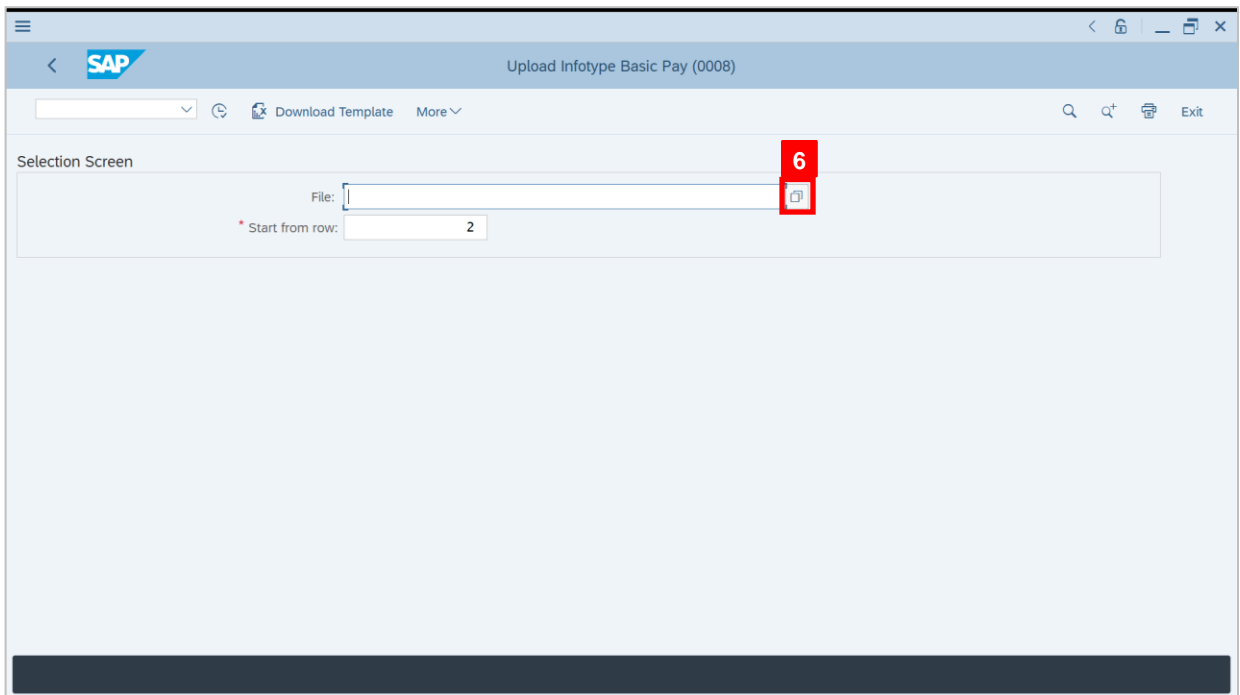
**Note:**


- User may choose to enter the employees' IC Number, Uniform ID or Personnel Number.
- Input apostrophe (') for values starting with zero, e.g., '01012021

5. Save the excel file.

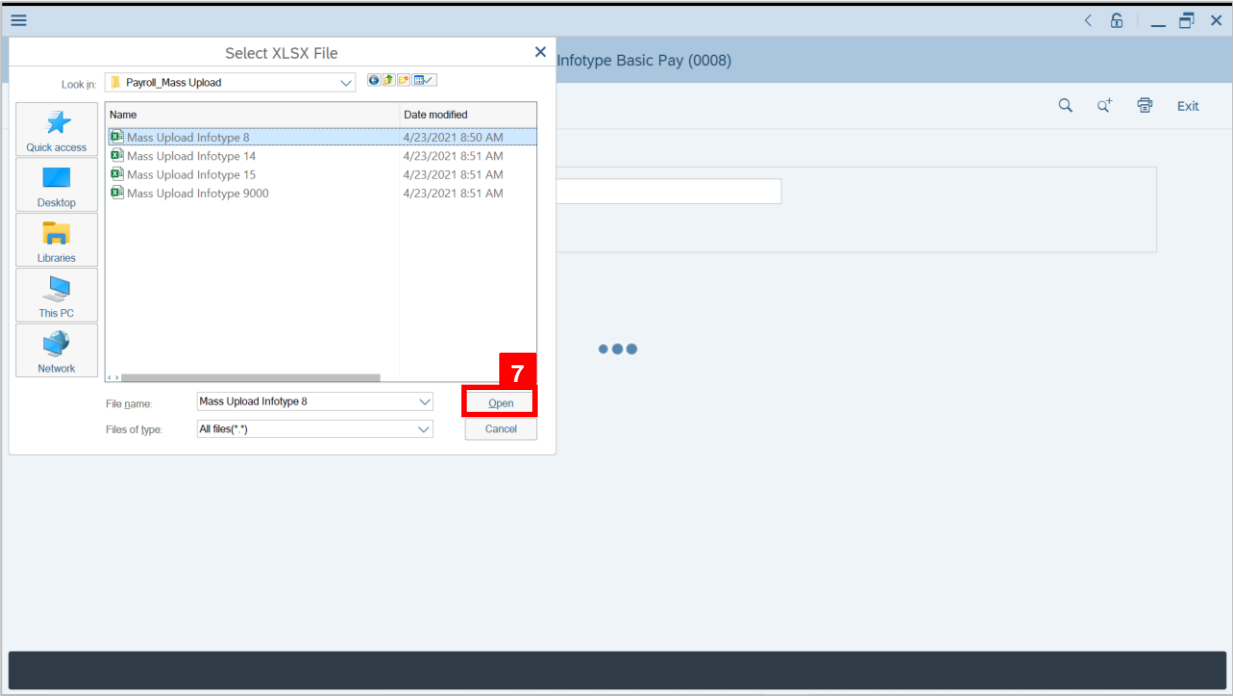
**Note:**


User is required to close the file before uploading it.

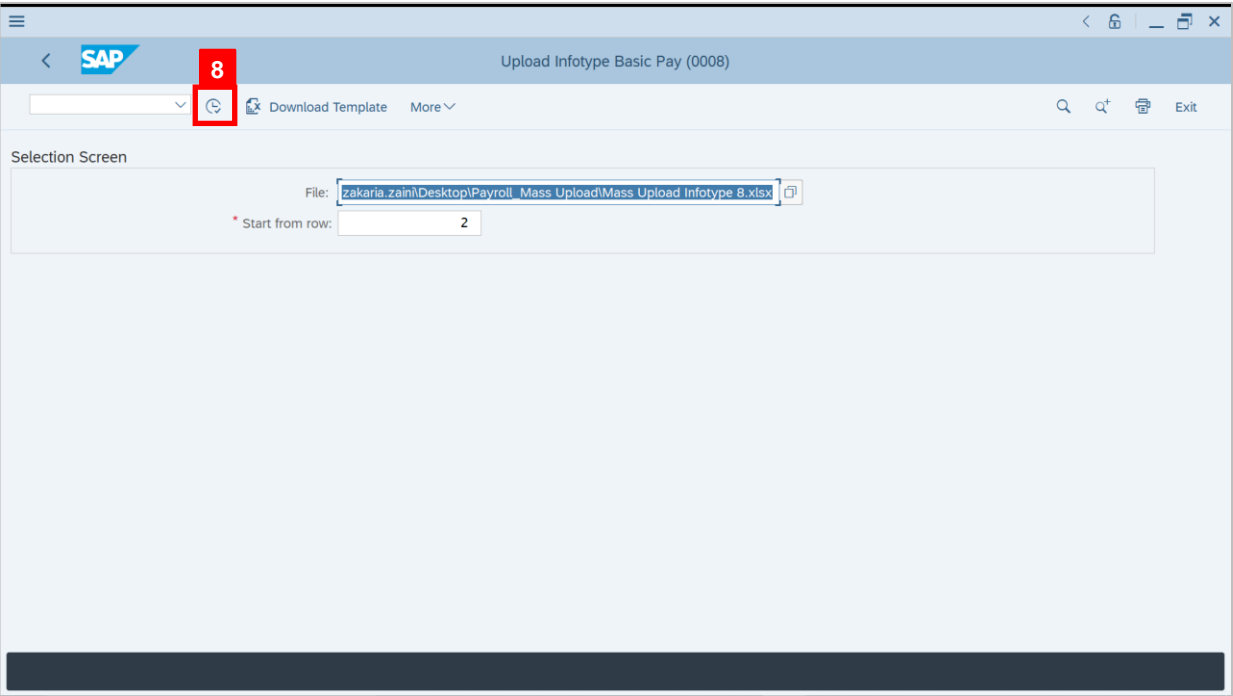



6. Click on  icon to upload the excel file.

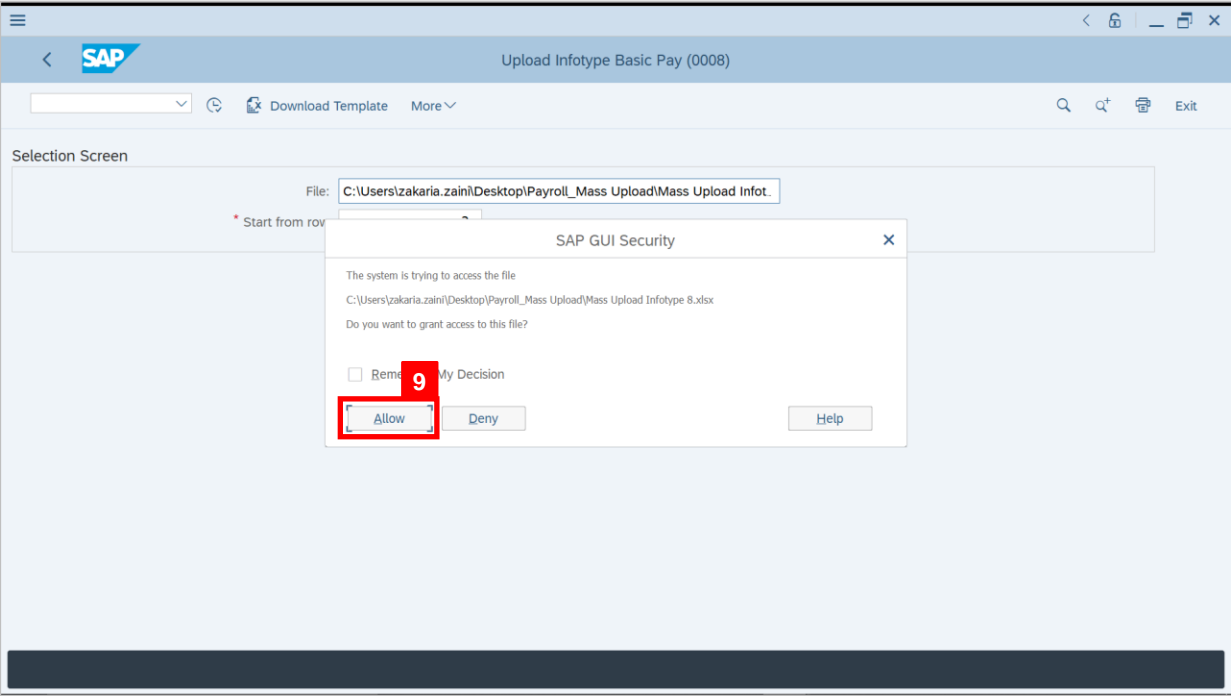




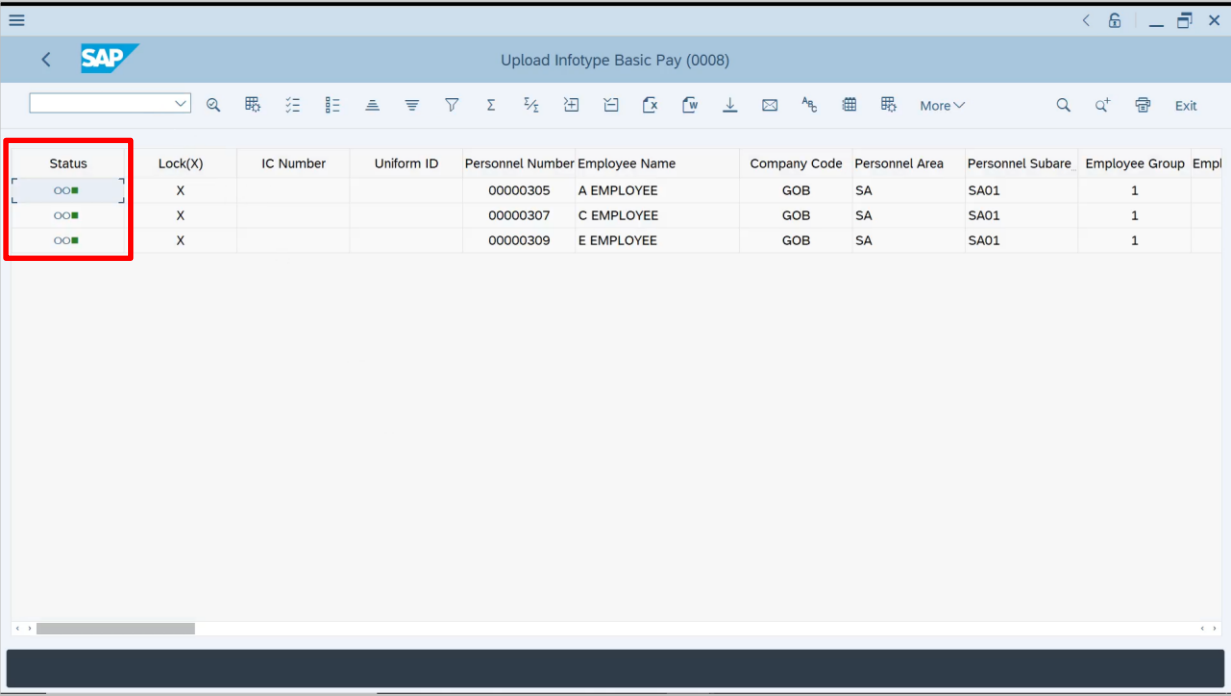
7. Select the file and click on 



8. Click on  icon to execute the file.



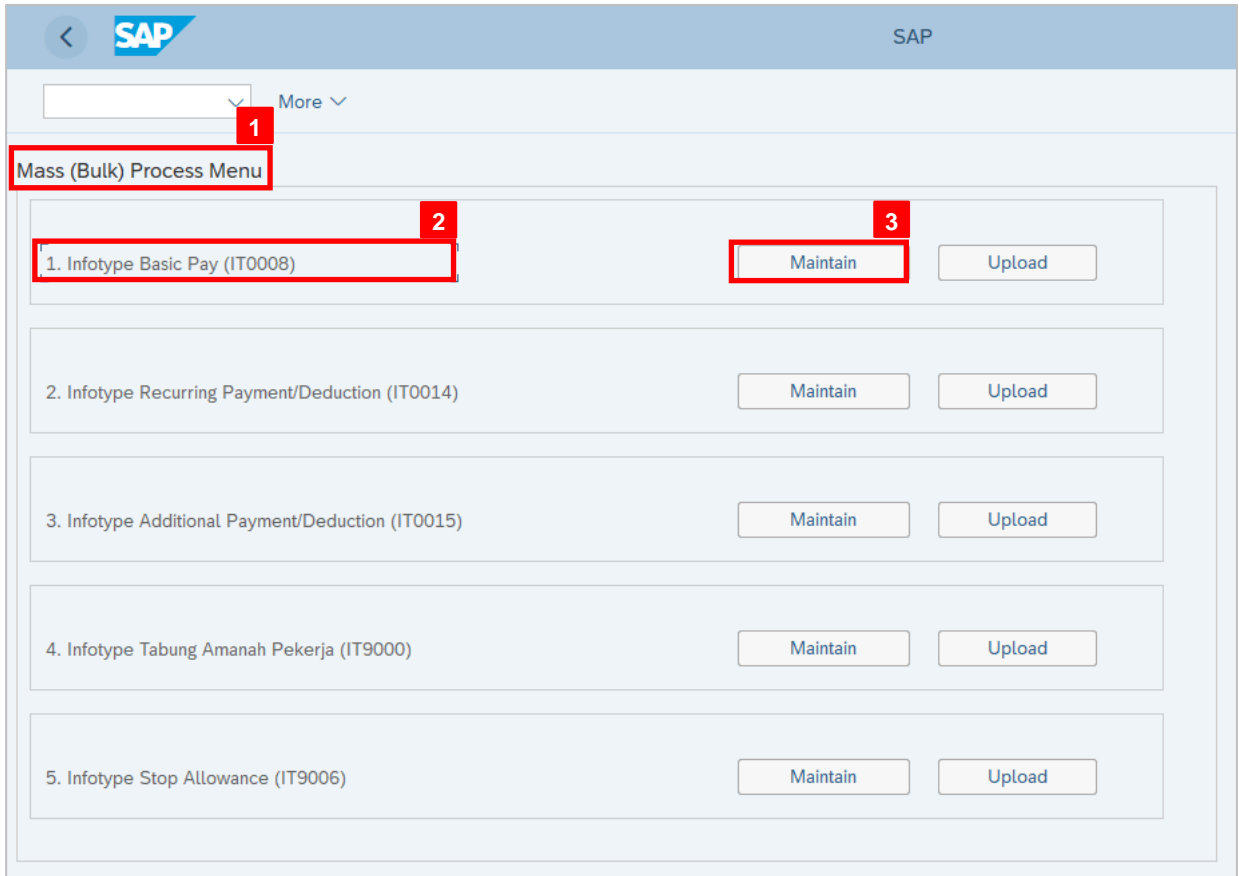
9. Click on 




Status	Lock(X)	IC Number	Uniform ID	Personnel Number	Employee Name	Company Code	Personnel Area	Personnel Subare	Employee Group	Empl
○○■	X			00000305	A EMPLOYEE	GOB	SA	SA01	1	
○○■	X			00000307	C EMPLOYEE	GOB	SA	SA01	1	
○○■	X			00000309	E EMPLOYEE	GOB	SA	SA01	1	

Outcome: Upload is successful if the status color is green.

Maintain Basic Pay	Backend User
	Payroll Department Clerk, Payroll Department Officer, Treasury Payroll Officer



The screenshot shows the SAP Mass (Bulk) Process Menu. At the top, there is a search bar with a dropdown arrow and a 'More' link. Below this, the 'Mass (Bulk) Process Menu' is displayed. It contains a list of infotypes with corresponding 'Maintain' and 'Upload' buttons. The first infotype, '1. Infotype Basic Pay (IT0008)', is highlighted with a red box. The 'Maintain' button for this infotype is also highlighted with a red box. The other infotypes listed are '2. Infotype Recurring Payment/Deduction (IT0014)', '3. Infotype Additional Payment/Deduction (IT0015)', '4. Infotype Tabung Amanah Pekerja (IT9000)', and '5. Infotype Stop Allowance (IT9006)'.

1. Navigate to Mass (Bulk) Process Menu.
2. Click on Infotype Basic Pay (IT0008).
3. Click on 

**Note:**

- Maintain infotype Basic Pay (IT0008) page will be displayed.
- Mass maintenance function is used to maintain information (approve, delete and view) multiple personnel at one time.



Outcome: Maintain infotype Basic Pay (IT0008) will be displayed.

SAP Maintain Infotype Basic Pay (IT0008)

Payroll period

\* Payroll area: GB

Current period

Other period

20 2021

Selection

Personnel Number:

Personnel area:


Personnel subarea:

Employee group:

Employee subgroup:

Payroll area:

Execute

4. Enter GB (Government of Brunei) in payroll area or click on  icon to view list of Payroll Areas.

5. Click on **Other period**.

6. Fill in the Payroll period and financial year.

**Note:** Payroll period depends on basic pay's start date.

SAP Maintain Infotype Basic Pay (IT0008)

Payroll period

\* Payroll area: GB

Current period

Other period

23 2020

Selection

Personnel Number:

Personnel area:

Personnel subarea:

Employee group:


Employee subgroup:

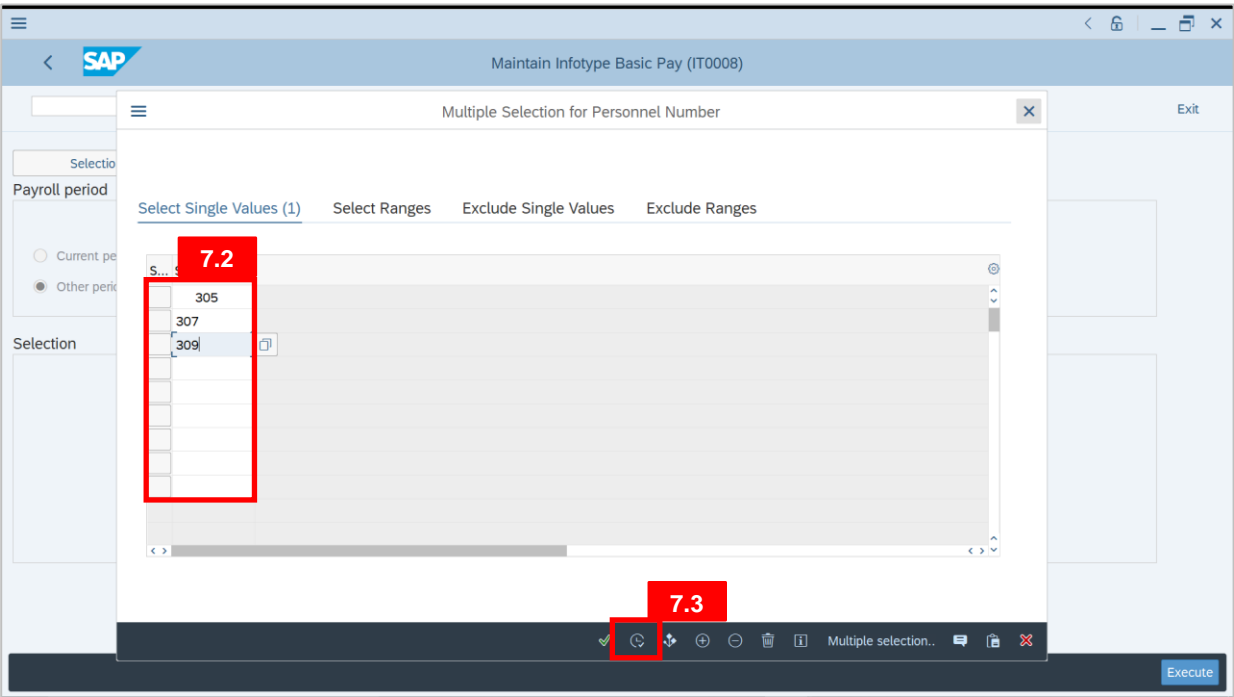
Payroll area:

Execute




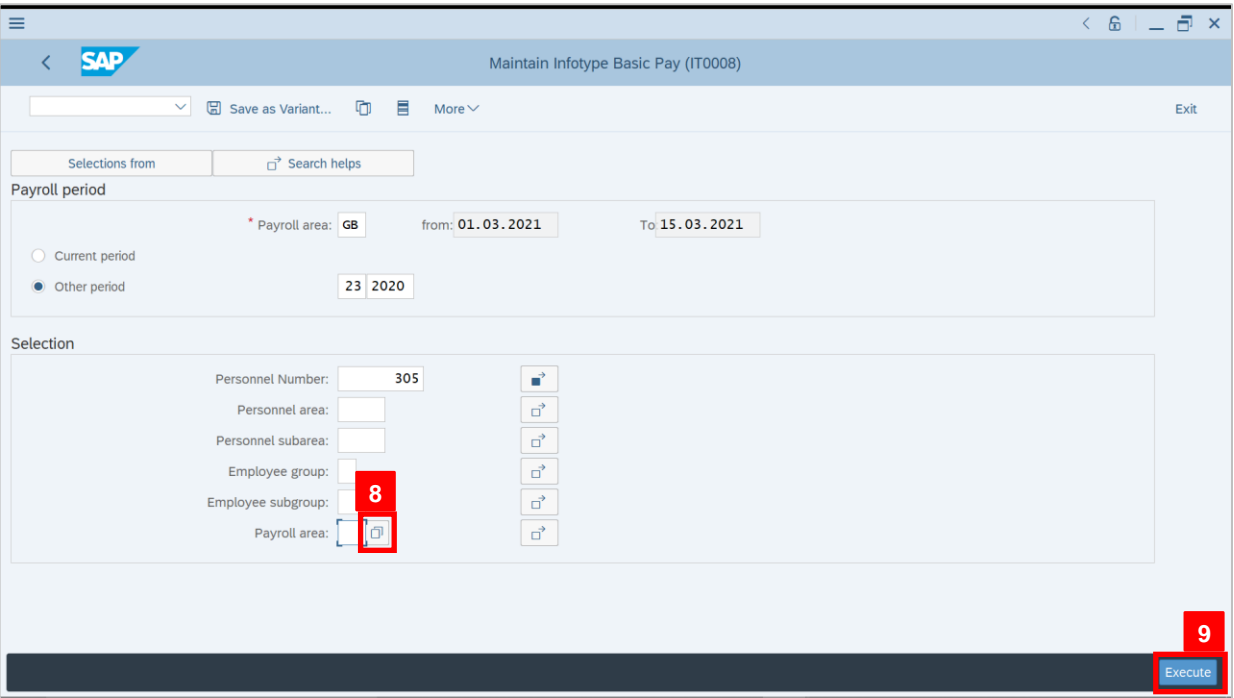
7. Fill in the **Personnel Number**.

7.1 . Click on  icon to select multiple **Personnel Number**.



7.2 Fill in the respective **Personnel Numbers**.

7.3 Click on  icon.





8. Enter GB or click on  to view list of Payroll area.

9. Click on 

11

10

Lock ind. IC Numb. Uniform ID PersNo. Lst/1stNam Start Date End Date CoCode Pers.area Subarea EE group EE subgrp Bus. Unit Program Activity Payr.area SType PS type PS Area PS

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01100011

01100011

01100013

01100013

01100015

01100015

305 A EMPLOYEE

305 A EMPLOYEE

307 C EMPLOYEE

307 C EMPLOYEE

309 E EMPLOYEE

309 E EMPLOYEE

01.03.2021

01.03.2021

01.03.2021

01.03.2021

01.03.2021

01.03.2021

31.12.9999

31.12.9999

31.12.9999

31.12.9999

31.12.9999

31.12.9999

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B2

B2

B2

10. Select employee(s) to be approved.

11. Click on  button.

12

Lock ind. IC Numb. Uniform ID PersNo. Lst/1stNam Start Date End Date CoCode Pers.area Subarea EE group EE subgrp Bus. Unit Program Activity Payr.area SType PS type PS Area PS

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01100011

01100011

01100013

01100013

01100015

01100015

305 A EMPLOYEE

305 A EMPLOYEE

307 C EMPLOYEE

307 C EMPLOYEE

309 E EMPLOYEE

309 E EMPLOYEE

01.03.2021

01.03.2021

01.03.2021

01.03.2021

01.03.2021

01.03.2021

31.12.9999

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31.12.9999

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02

B2

B2

B2

B2

B2

B2

Maintain Infotype Basic Pay (IT0008)

Unlock selected data infotype 0008 ?

Yes

No

Cancel



12. Click on

SAP

Maintain Infotype Basic Pay (IT0008)

▼

Delete

Lock

Unlock

More▼

Search

Print

Exit

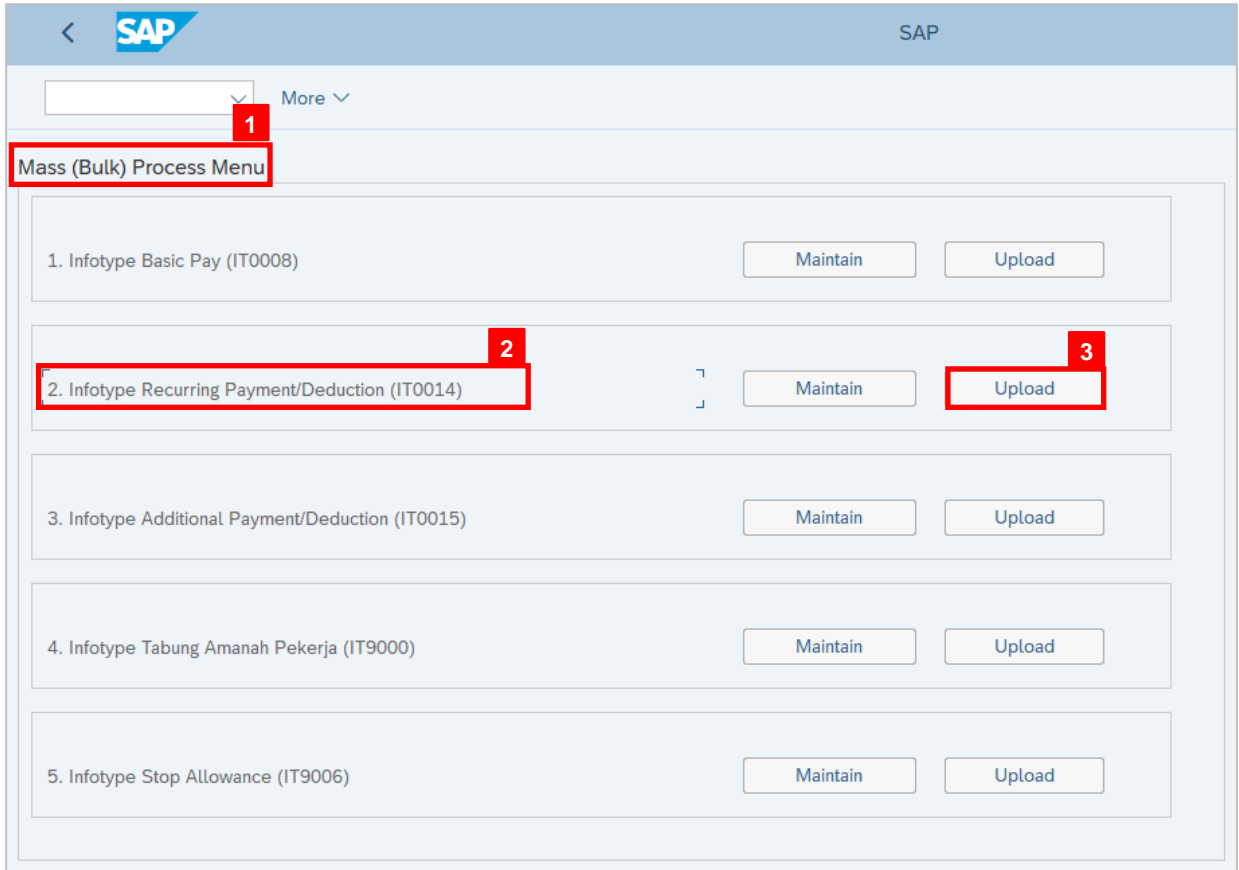
	Lock	i	IC	Nu	Unifo	Pers	Lst/1	Start	-	CoCo	Pers	Subar	EE	gr	EE	su	Bus	Progr	Actvi	Payr	S	Type	PS	ty	PS	Ar	PS	gr	PS	le	Next	i	Sal	In	Est	S	Curre	WT	Amo
<input checked="" type="checkbox"/>	✓	ooo		0110		305	A	EM	01.0	31.1	GOB	SA	SA01	1	02	SA02	0010	0010		GB	0	01	02	B2	20	01.0	1	01	BND	0001	4,24								
<input checked="" type="checkbox"/>	✓	ooo		0110		305	A	EM	01.0	31.1	GOB	SA	SA01	1	02	SA02	0010	0010		GB	0	01	02	B2	20	01.0	1	01	BND	0001	4,24								
<input checked="" type="checkbox"/>	✓	ooo		0110		307	C	EM	01.0	31.1	GOB	SA	SA01	1	02					GB	0	01	02	B2	20	01.0	1	01	BND	0001	4,24								
<input checked="" type="checkbox"/>	✓	ooo		0110		307	C	EM	01.0	31.1	GOB	SA	SA01	1	02					GB	0	01	02	B2	20	01.0	1	01	BND	0001	4,24								
<input checked="" type="checkbox"/>	✓	ooo		0110		309	E	EM	01.0	31.1	GOB	SA	SA01	1	02					GB	0	01	02	B2	20	01.0	1	01	BND	0001	4,24								
<input checked="" type="checkbox"/>	✓	ooo		0110		309	E	EM	01.0	31.1	GOB	SA	SA01	1	02					GB	0	01	02	B2	20	01.0	1	01	BND	0001	4,24								

Outcome: Data will be unlocked when status color changes to green.

## Mass Upload Recurring Payments/ Deductions

### Backend User

Payroll Department Clerk, Payroll Department Officer, Treasury  
Payroll Officer



SAP

More ▾

1

Mass (Bulk) Process Menu

1. Infotype Basic Pay (IT0008) Maintain Upload

2

2. Infotype Recurring Payment/Deduction (IT0014) Maintain Upload 3

3. Infotype Additional Payment/Deduction (IT0015) Maintain Upload

4. Infotype Tabung Amanah Pekerja (IT9000) Maintain Upload

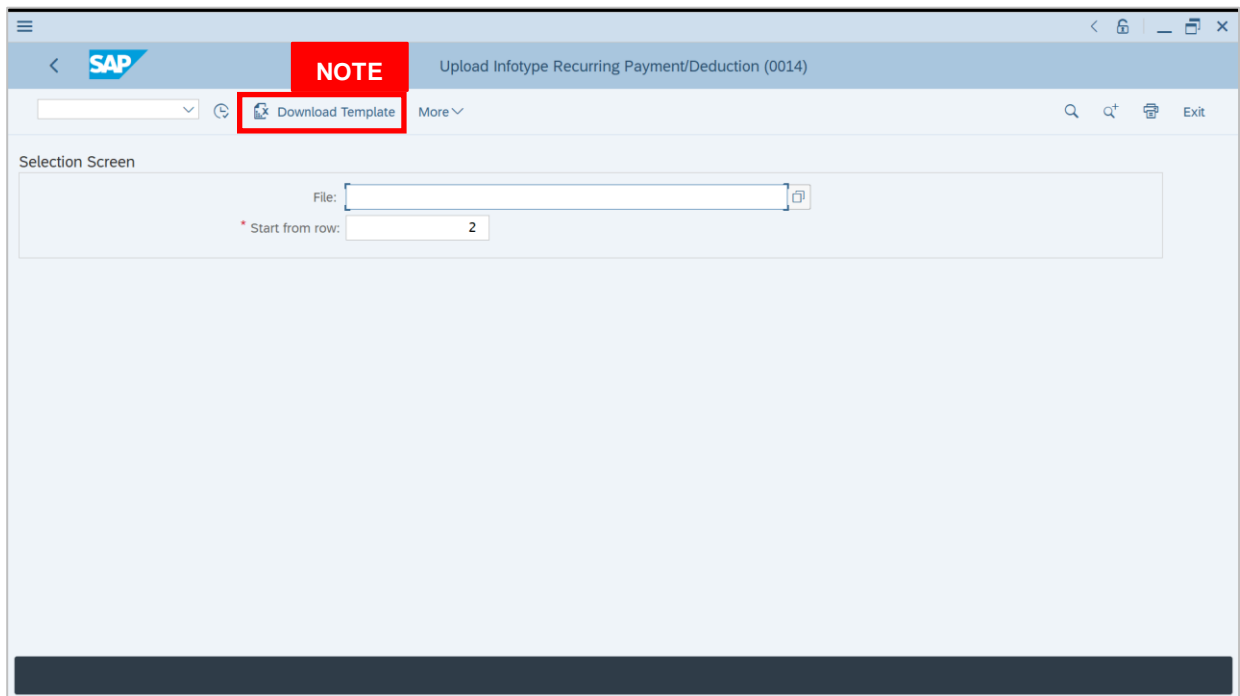
5. Infotype Stop Allowance (IT9006) Maintain Upload

1. Navigate to Mass (Bulk) Process Menu.
2. Click on Infotype Recurring Payments/Deductions (IT0014)
3. Click on


### Note:

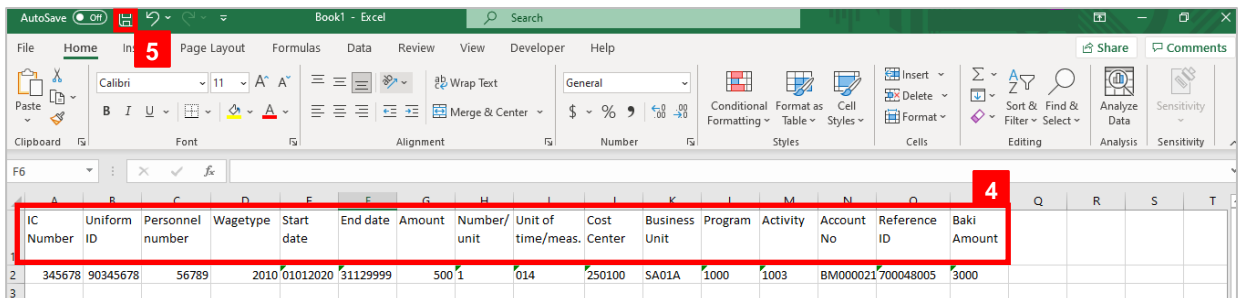
- Upload Infotype Recurring Payments/Deductions (IT0014) page will be displayed.
- Mass upload function is used to upload information for multiple personnel at one time.





## Note:

- Click on  [Download Template](#) to download the template for the first time.
- The template will be downloaded to your device.



## 4. Fill in the required fields.

## Note:

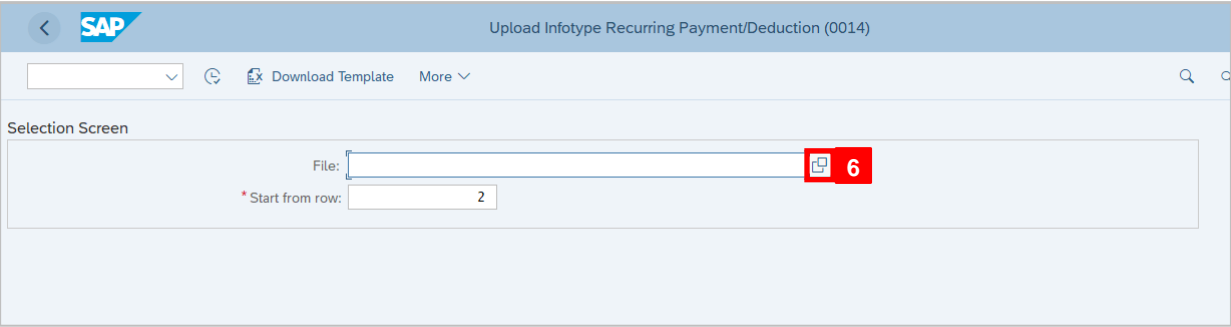
- User may choose to enter the employees' IC Number, Uniform ID or Personnel Number.
- Baki Amount should only be filled in for overpayment (Wage Type code 1xxxx).
- Input apostrophe (') for values starting with zero, e.g., '01012021


## 5. Save the excel file.

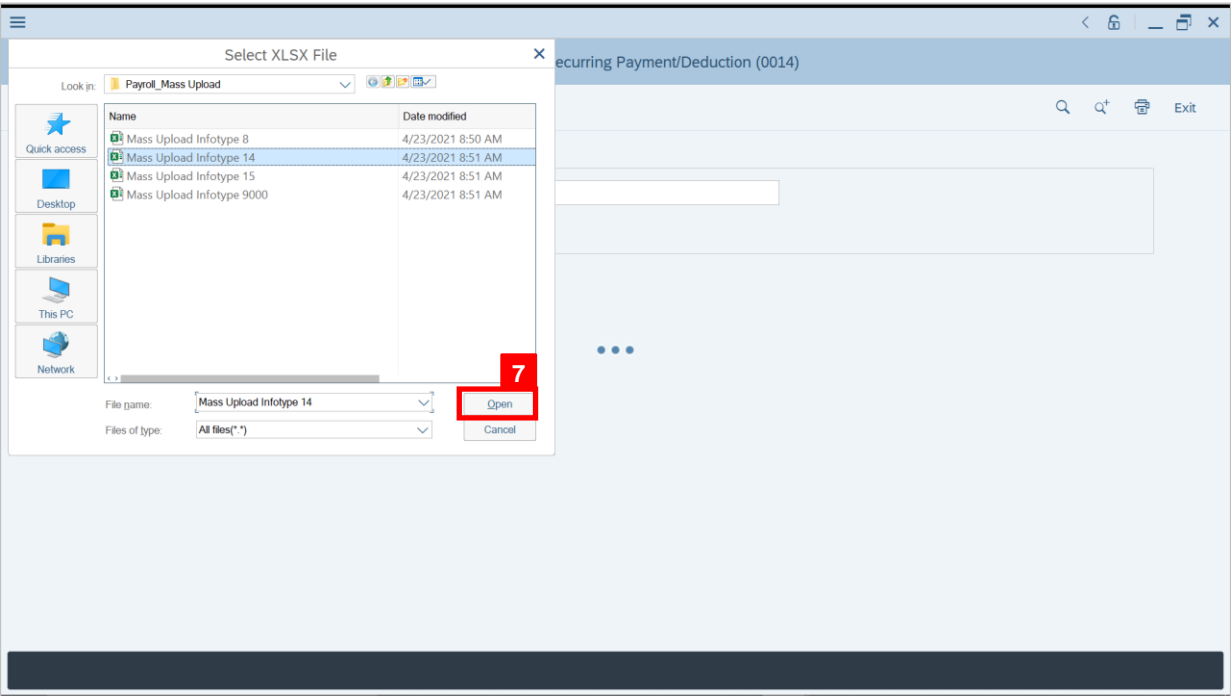


**Note:**

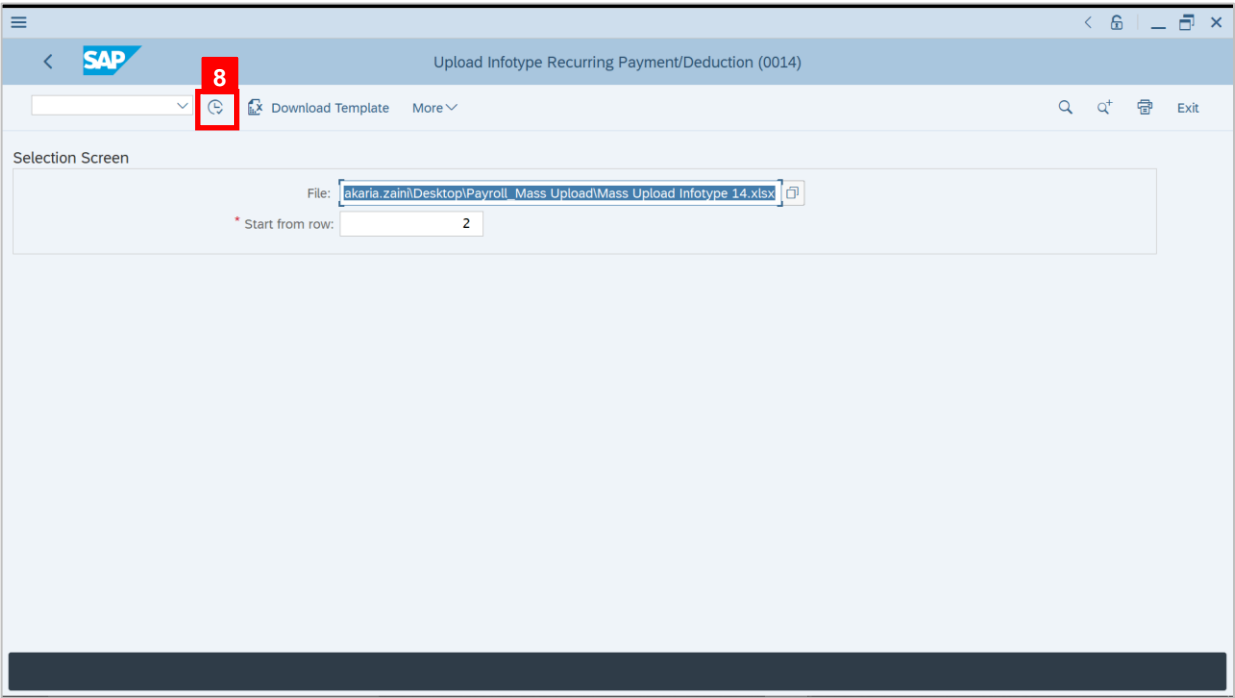
User is required to close the file before uploading it.




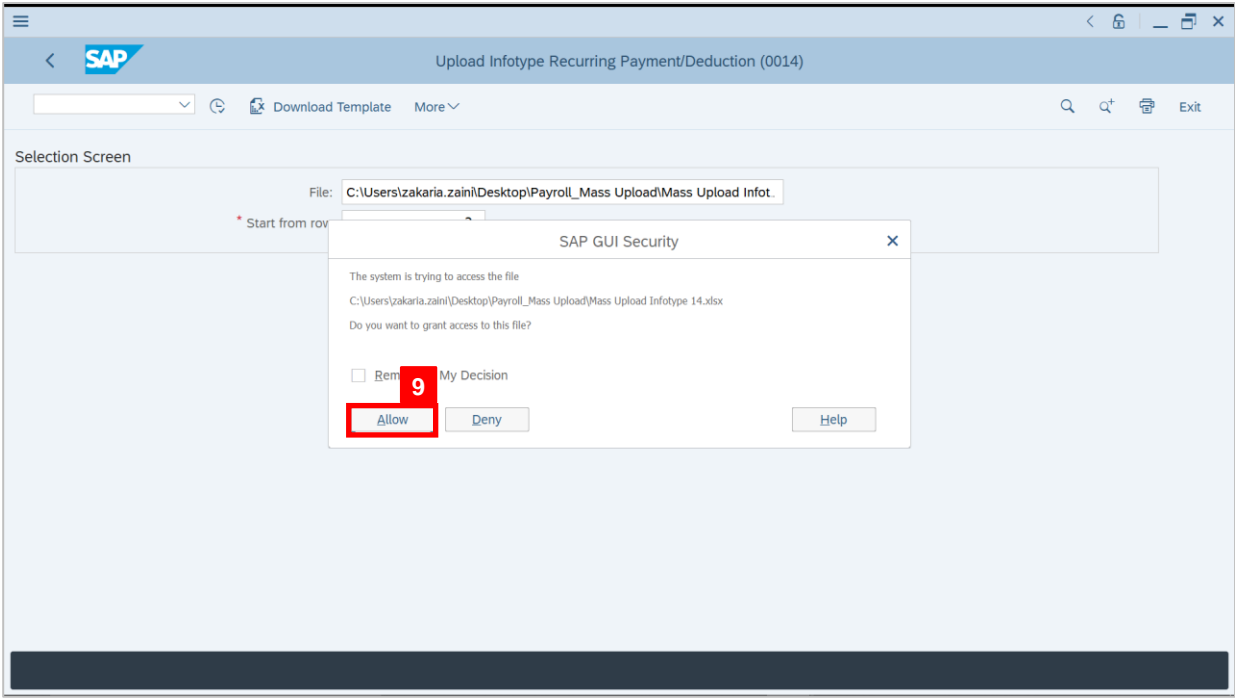
6. Click on  to upload excel file.



7. Select the file and click



8. Click on  to execute the file.



9. Click on 



SAP

Upload Infotype Recurring Payment/Deduction (0014)

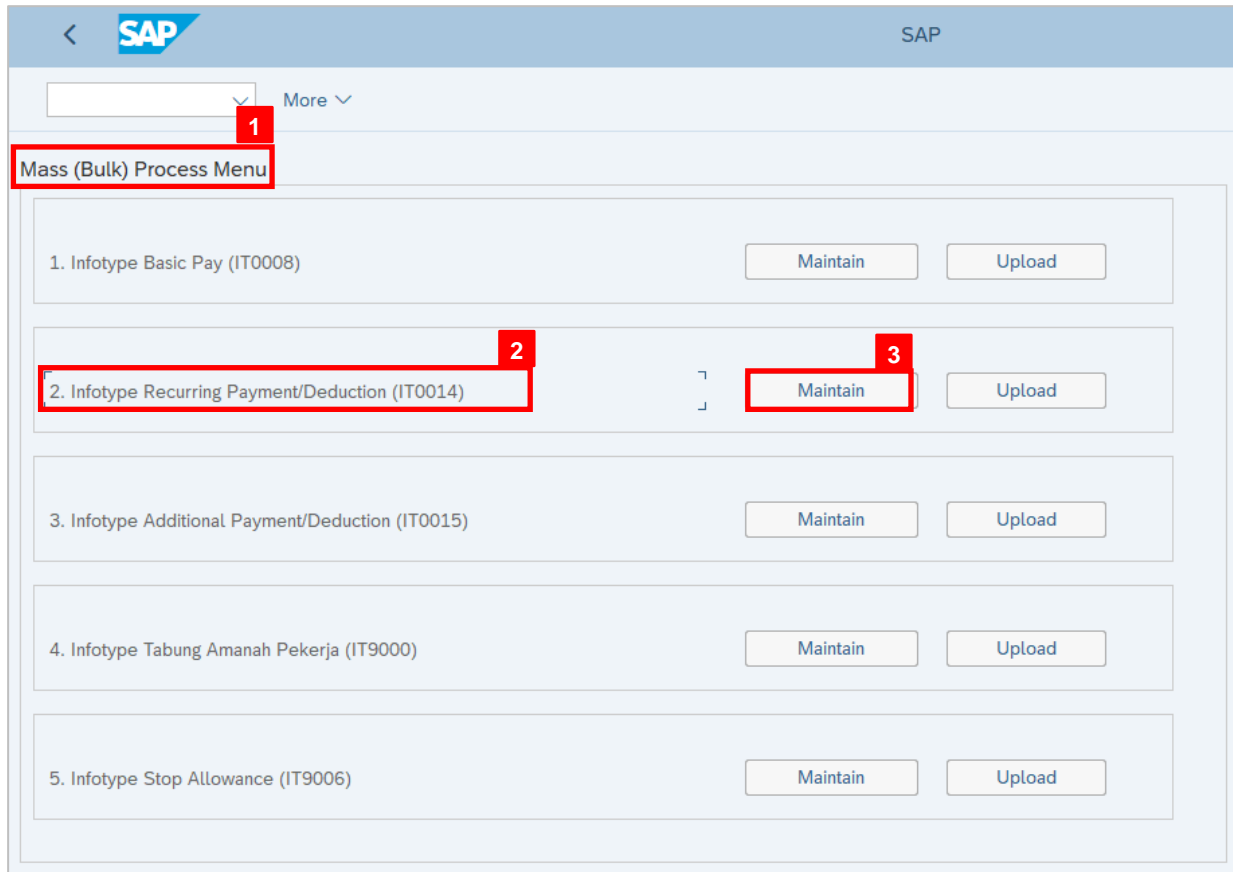
Status	Lock(X)	IC Number	Uniform ID	Personnel Number	Employee Name	Company Code	Personnel Area	Personnel Subare	Employee Group	Empl
OO■	X			00000305	A EMPLOYEE	GOB	SA	SA01	1	
OO■	X			00000307	C EMPLOYEE	GOB	SA	SA01	1	
OO■	X			00000309	E EMPLOYEE	GOB	SA	SA01	1	

Outcome: Upload is successful if the status color is green.

## Mass Maintain Recurring Payments/ Deductions

### Backend User

Payroll Department Officer, Treasury Payroll Officer




The screenshot shows the SAP Mass (Bulk) Process Menu. At the top, there is a search bar with a dropdown arrow and a 'More' link. Below this, the menu is titled 'Mass (Bulk) Process Menu'. The menu contains five items, each with a 'Maintain' and 'Upload' button. The items are:

- 1. Infotype Basic Pay (IT0008)
- 2. Infotype Recurring Payment/Deduction (IT0014)
- 3. Infotype Additional Payment/Deduction (IT0015)
- 4. Infotype Tabung Amanah Pekerja (IT9000)
- 5. Infotype Stop Allowance (IT9006)

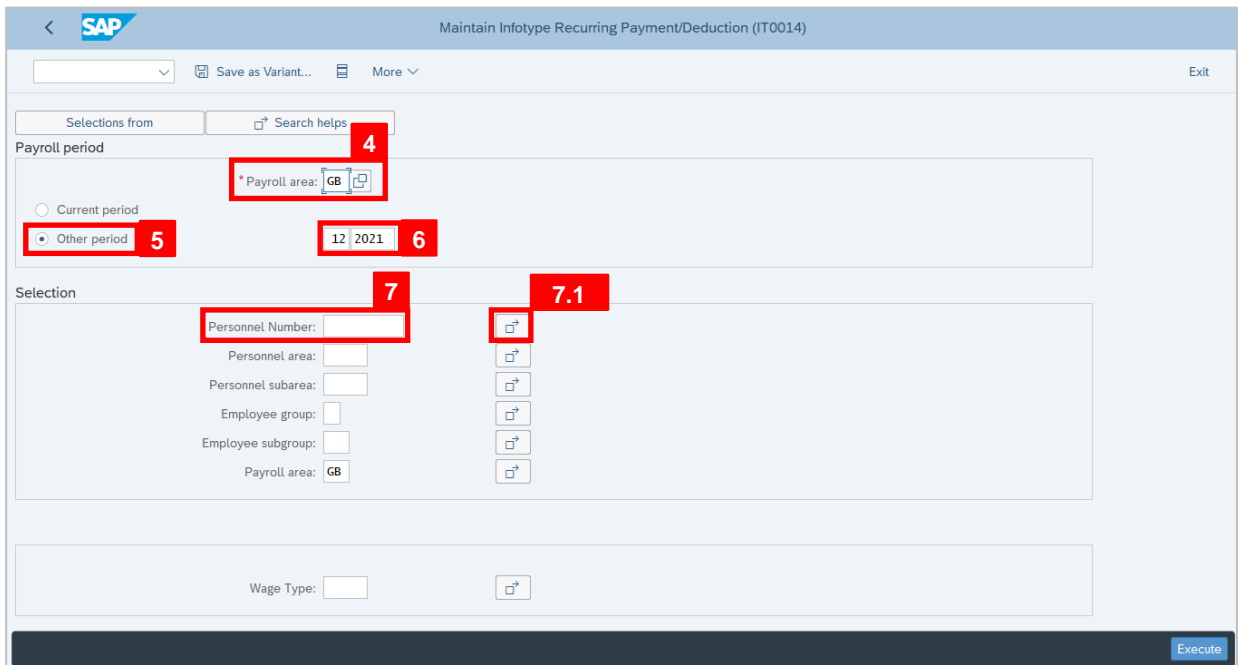
Red boxes and numbers highlight the following steps:

1. The 'Mass (Bulk) Process Menu' title.
2. The 'Infotype Recurring Payment/Deduction (IT0014)' item.
3. The 'Maintain' button for the 'Infotype Recurring Payment/Deduction (IT0014)' item.


1. Navigate to Mass (Bulk) Process Menu.
2. Click on Infotype Recurring Payments/Deductions (IT0014)
3. Click on 

### Note:

- Maintain Infotype Recurring Payments/Deductions (IT0014) page will be displayed.
- Mass maintenance function is used to maintain information (approve, delete and view) multiple personnel at one time.



The screenshot shows the SAP 'Maintain Infotype Recurring Payment/Deduction (IT0014)' screen. The interface includes a top bar with the SAP logo and navigation options. Below this, there are sections for 'Payroll period' and 'Selection'. In the 'Payroll period' section, the 'Payroll area' is set to 'GB' (labeled 4), and the 'Other period' radio button is selected (labeled 5). The payroll period is set to '12' and the financial year to '2021' (labeled 6). In the 'Selection' section, the 'Personnel Number' field is empty (labeled 7), and the 'Personnel area' is set to 'GB' (labeled 7.1). The 'Wage Type' field is also empty. The 'Execute' button is visible at the bottom right.

4. Enter GB (Government of Brunei) in Payroll area or click on  to view list of Payroll areas.


5. Select **Other period**.

6. Enter the payroll period and financial year.

**Note:**

Payroll period depends on the Recurring Payment/Deduction's start date.

7. Enter the employee's personnel number.

7.1 Click on  to enter multiple employee's personnel numbers.



Maintain Infotype Recurring Payment/Deduction (IT0014)

Multiple Selection for Personnel Number

Select Single Values   Select Ranges   Exclude Single Values   Exclude Ranges


S... Sing 7.2

111  
121311

7.3

Multiple selection..

7.2 Fill in the respective **Personnel Numbers**.

7.3 Click on  icon.

SAP Maintain Infotype Recurring Payment/Deduction (IT0014)

Save as Variant... More

Exit

Selections from Search helps

Payroll period

\* Payroll area: GB

☐ Current period

☒ Other period 12 2021

Selection

Personnel Number: 100

Personnel area:

Personnel subarea:

Employee group:


Employee subgroup: 8

Payroll area: GB

Wage Type:

9

Execute

8. Enter GB(Government of Brunei) in the Payroll area or click on  to view list of payroll areas.

9. Click on **Execute**



SAP

Maintain Infotype Recurring Payment/Deduction (IT0014)

10

Delete

Stop

Lock

Unlock

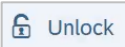
11

Search

Print

Exit

	Lock ind.	IC Numb	Uniform ID	PersNo.	Lst/1stNam	Start Date	End Date	Object ID	Record no.	WT	Long text	CoCode	Pers.area	Subarea	EE group	EE subgrp	Bus. Unit	Program /
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	001	01100011		305 A EMPLOYEE	01.02.2021	31.12.9999				0853 P. DANA DPMM GOB	SA	SA01	1	02	SA02A	001000 (	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	001	01100013		307 C EMPLOYEE	01.02.2021	31.12.9999				0853 P. DANA DPMM GOB	SA	SA01	1	02			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	X	01100013		307 C EMPLOYEE	01.02.2021	31.12.9999				0853 P. DANA DPMM GOB	SA	SA01	1	02			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	001	01100015		309 E EMPLOYEE	01.02.2021	31.12.9999				0853 P. DANA DPMM GOB	SA	SA01	1	02			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	X	01100015		309 E EMPLOYEE	01.02.2021	31.12.9999				0853 P. DANA DPMM GOB	SA	SA01	1	02			

10. Select Recurring Payment/Deductions to be approved.
11. Click on  button to unlock (approve) the information.

SAP

Maintain Infotype Recurring Payment/Deduction (IT0014)

Delete

Stop

Lock

Unlock

More

Search

Print

Exit

	Lock ind.	IC Numb	Uniform ID	PersNo.	Lst/1stNam	Start Date	End Date	Object ID	Record no.	WT	Long text	CoCode	Pers.area	Subarea	EE group	EE subgrp	Bus. Unit	Program /
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	001	01100011		305 A EMPLOYEE	01.02.2021	31.12.9999				0853 P. DANA DPMM GOB	SA	SA01	1	02	SA02A	001000 (	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	001	01100013		307 C EMPLOYEE	01.02.2021	31.12.9999				0853 P. DANA DPMM GOB	SA	SA01	1	02			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	X	01100013		307 C EMPLOYEE	01.02.2021	31.12.9999				0853 P. DANA DPMM GOB	SA	SA01	1	02			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	001	01100015		309 E EMPLOYEE	01.02.2021	31.12.9999				0853 P. DANA DPMM GOB	SA	SA01	1	02			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	X	01100015		309 E EMPLOYEE	01.02.2021	31.12.9999				0853 P. DANA DPMM GOB	SA	SA01	1	02			

Maintain Infotype Recurring Payment/Deduction (IT0014)

Unlock selected data infotype 0014 ?

12

Yes

No

Cancel

12. Click on 





SAP

Maintain Infotype Recurring Payment/Deduction (IT0014)

Delete

Stop

Lock

Unlock

More

Search

Print

Exit

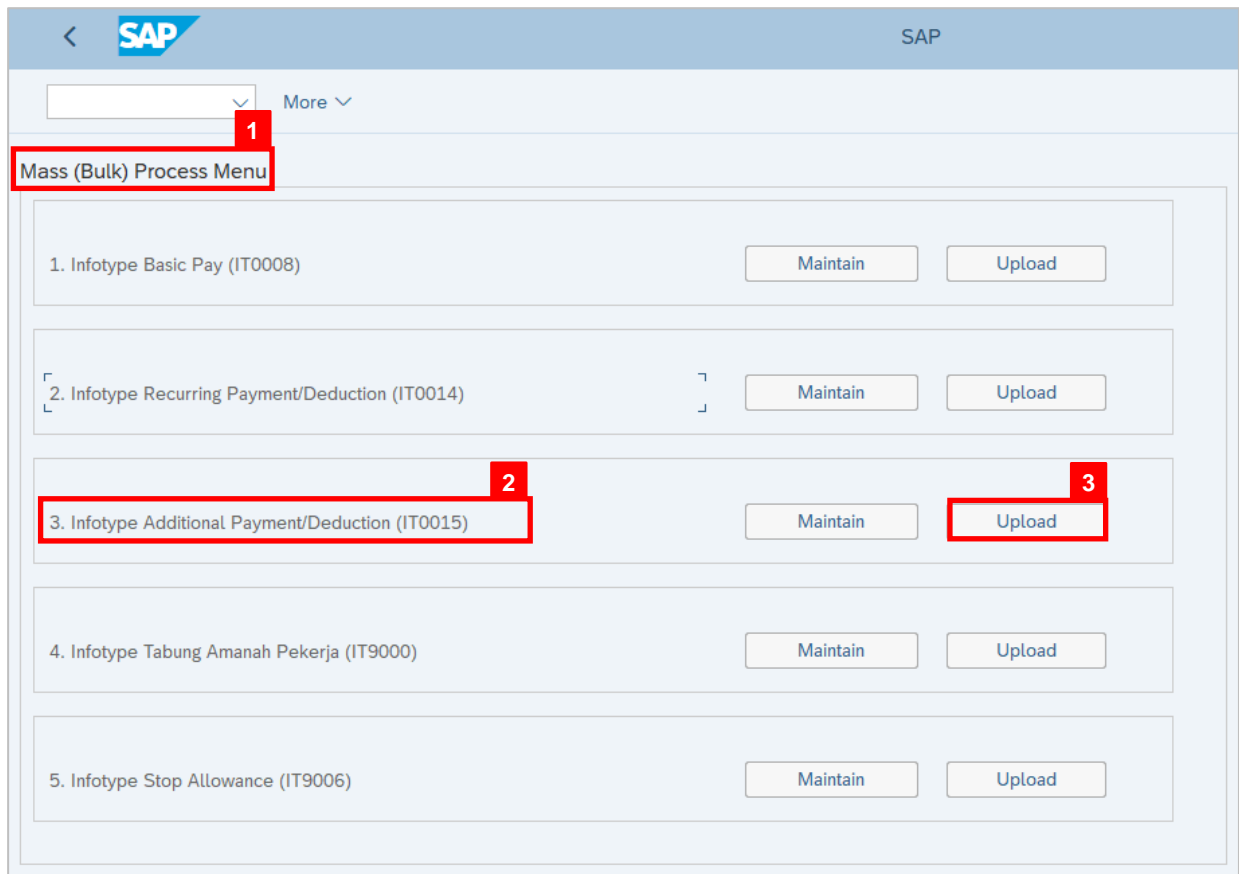
	Loc	IC	Unif	Per	Lst/	Start	Obj	Rec	WT	Lon	Co	Per	Sub	EE	EE	Bus	Pro	Acti	Pay	Op	i	Am	Cur	Nu	Unit	IVal	1st	1st	Inte	Nex	Assi	Ban	Mo	Acc	Ref	Am	Per
<input checked="" type="checkbox"/>	000	01		305	A	E	01		31			08	P	GO	SA	SA	1	02	SA	00	00	GB	A	10	BN	1.00	014			0							0.00
<input checked="" type="checkbox"/>	000	01		307	C	E	01		31			08	P	GO	SA	SA	1	02				GB	A	10	BN	1.00	014			0							0.00
<input checked="" type="checkbox"/>	000	01		307	C	E	01		31			08	P	GO	SA	SA	1	02				GB	A	10	BN	1.00	014			0							0.00
<input checked="" type="checkbox"/>	000	01		309	E	E	01		31			08	P	GO	SA	SA	1	02				GB	A	10	BN	1.00	014			0							0.00
<input checked="" type="checkbox"/>	000	01		309	E	E	01		31			08	P	GO	SA	SA	1	02				GB	A	10	BN	1.00	014			0							0.00

Outcome: Data will be unlocked when status color changes to green.

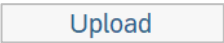
## Mass Upload Additional Payment/Deduction

### Backend User

Payroll Department Clerk, Payroll Department Officer, Treasury  
Payroll Officer

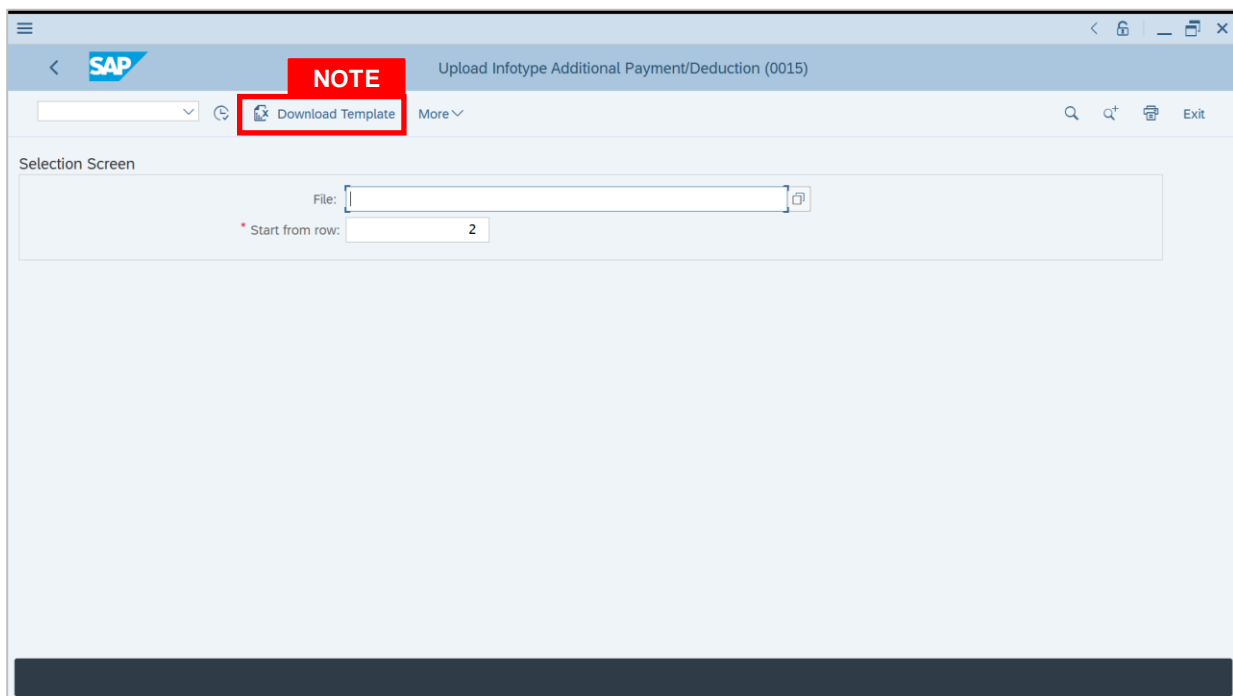


The screenshot shows the SAP Mass (Bulk) Process Menu. At the top, there is a search bar with a dropdown arrow and a 'More' link. Below this, the menu is titled 'Mass (Bulk) Process Menu'. It contains five items, each with a 'Maintain' and an 'Upload' button. The items are: 1. Infotype Basic Pay (IT0008), 2. Infotype Recurring Payment/Deduction (IT0014), 3. Infotype Additional Payment/Deduction (IT0015), 4. Infotype Tabung Amanah Pekerja (IT9000), and 5. Infotype Stop Allowance (IT9006). Red boxes and numbers highlight the following steps: 1. The 'Mass (Bulk) Process Menu' title. 2. The '3. Infotype Additional Payment/Deduction (IT0015)' item. 3. The 'Upload' button for item 3.

1. Navigate to Mass (Bulk) Process Menu.
2. Click on Infotype Additional Payment/Deduction (IT0015)
3. Click on 

### Note:

- Upload Infotype Additional Payment/Deduction (IT0015) page will be displayed.
- Mass upload function is used to upload information for multiple personnel at one time.



**NOTE**

Upload Infotype Additional Payment/Deduction (0015)

Download Template

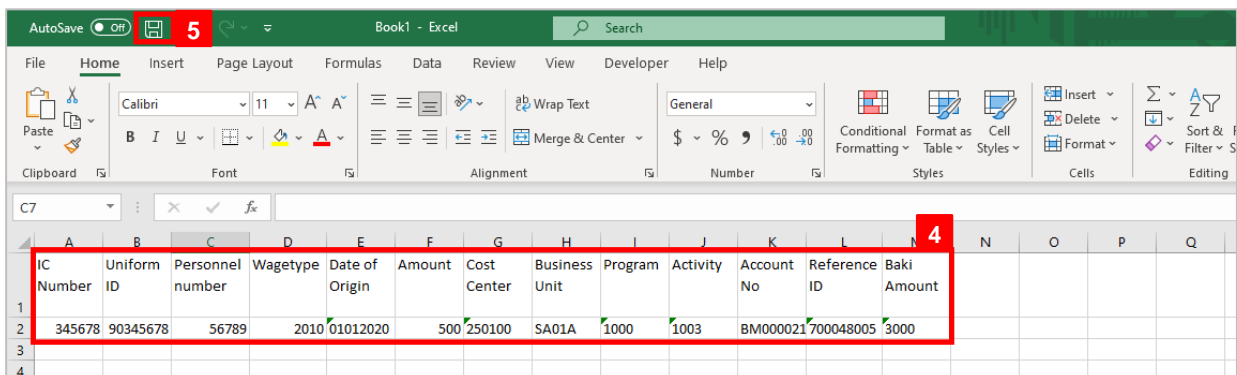
Selection Screen

File:

\* Start from row:

## Note:

- Click on [Download Template](#) to download the template for the first time.
- The template will be downloaded to your device.



IC Number	Uniform ID	Personnel number	Wagetype	Date of Origin	Amount	Cost Center	Business Unit	Program	Activity	Account No	Reference ID	Baki Amount
345678	90345678	56789	2010	01012020	500	250100	SA01A	1000	1003	BM000021	700048005	3000

4. Fill in the required fields.

## Note:

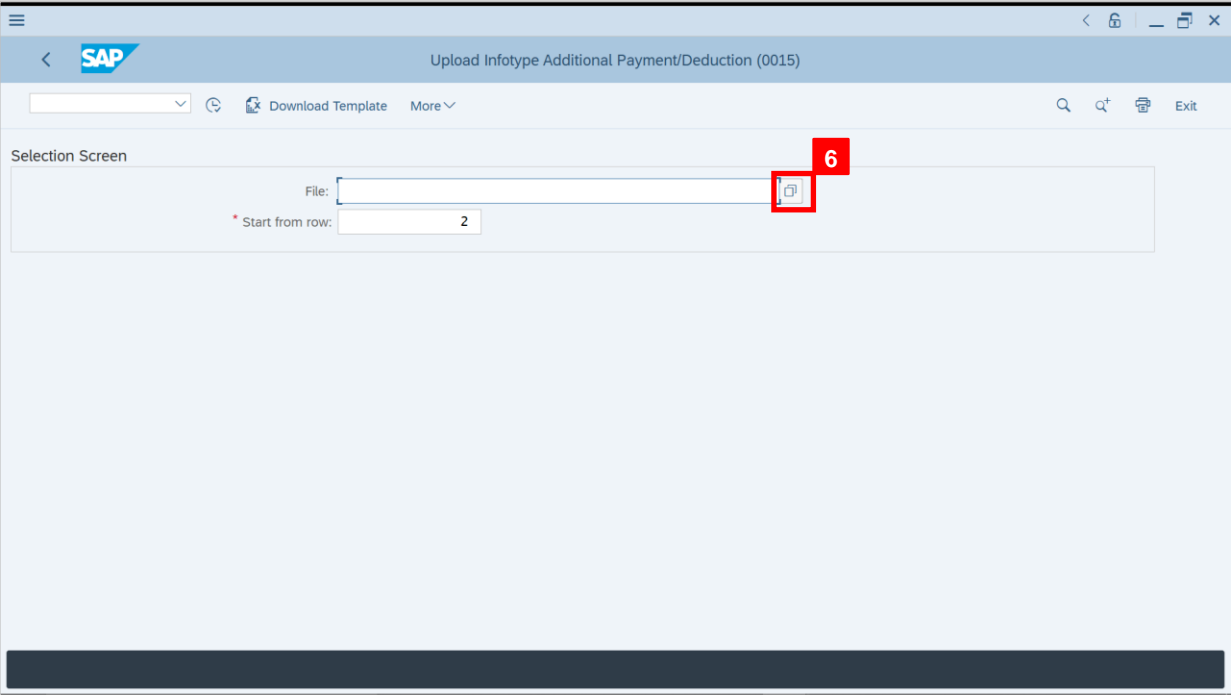
- User may choose to enter the employees' IC Number, Uniform ID or Personnel Number.
- Baki Amount should only be filled in for overpayment (Wage Type code 1xxxx).
- Input apostrophe (') for values starting with zero, e.g., '01012021

5. Save the excel file.

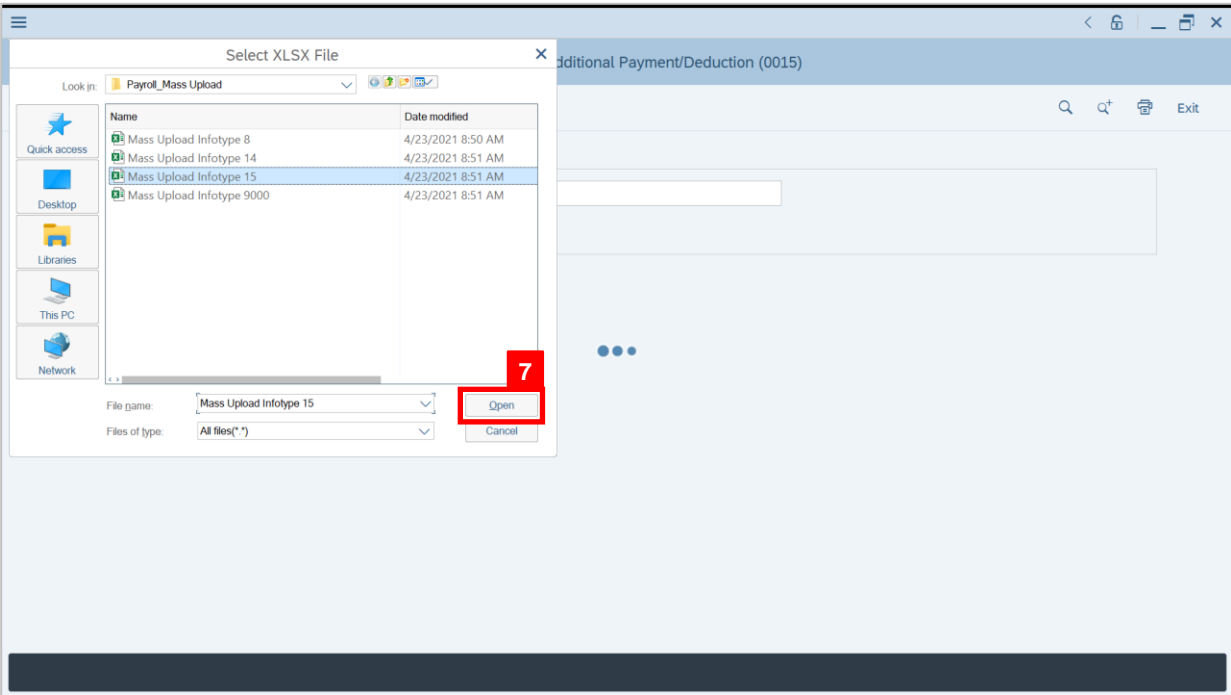


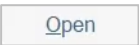
**Note:**

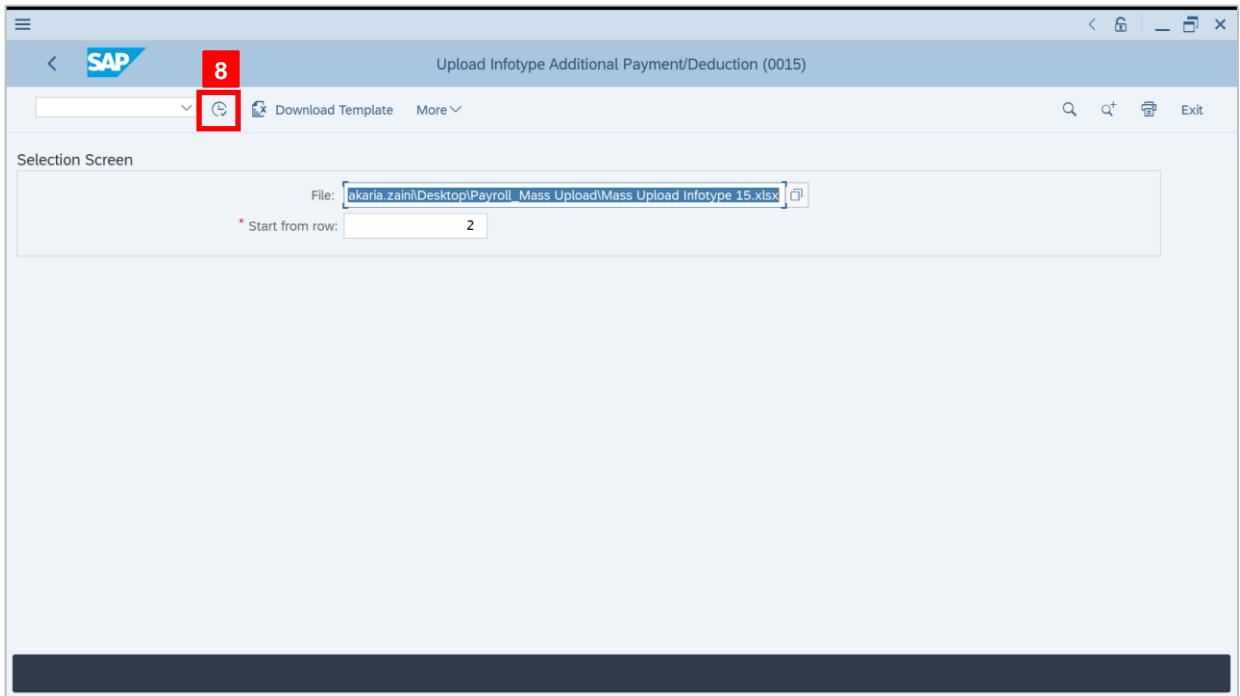
User is required to close the file before uploading it.




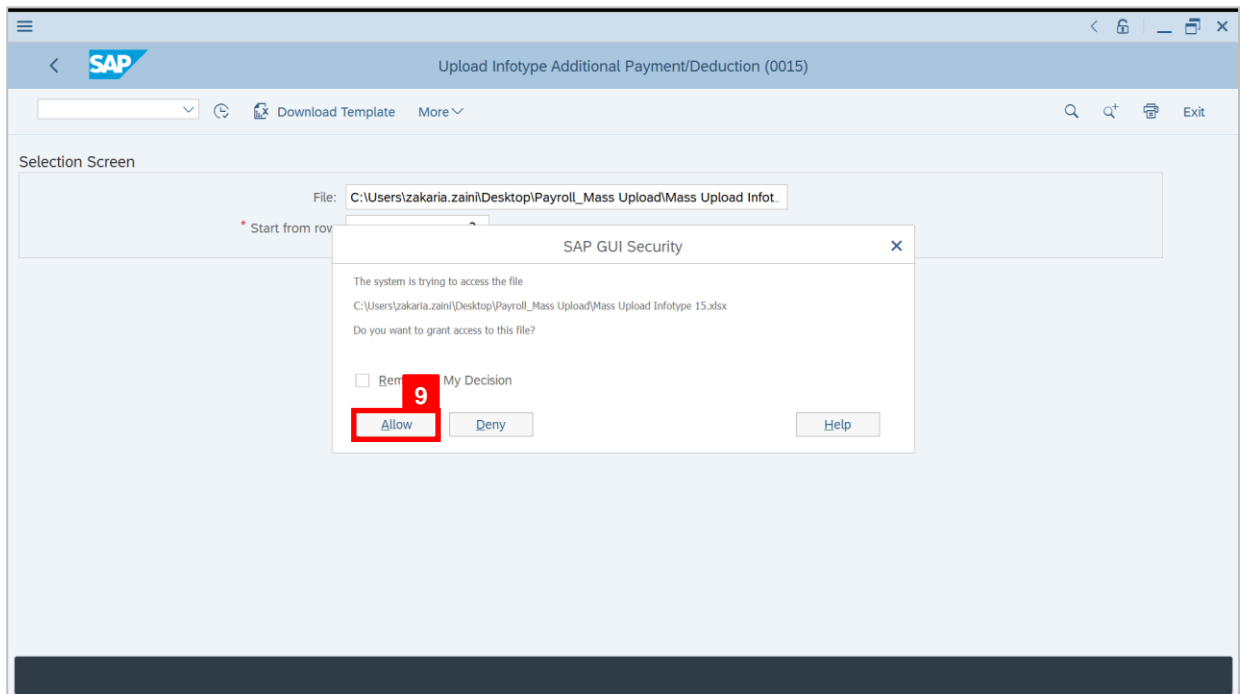
6. Click on  to upload the file.



7. Select the file and click 



8. Click on  to execute the file.



9. Click on 



SAP

Upload Infotype Additional Payment/Deduction (0015)

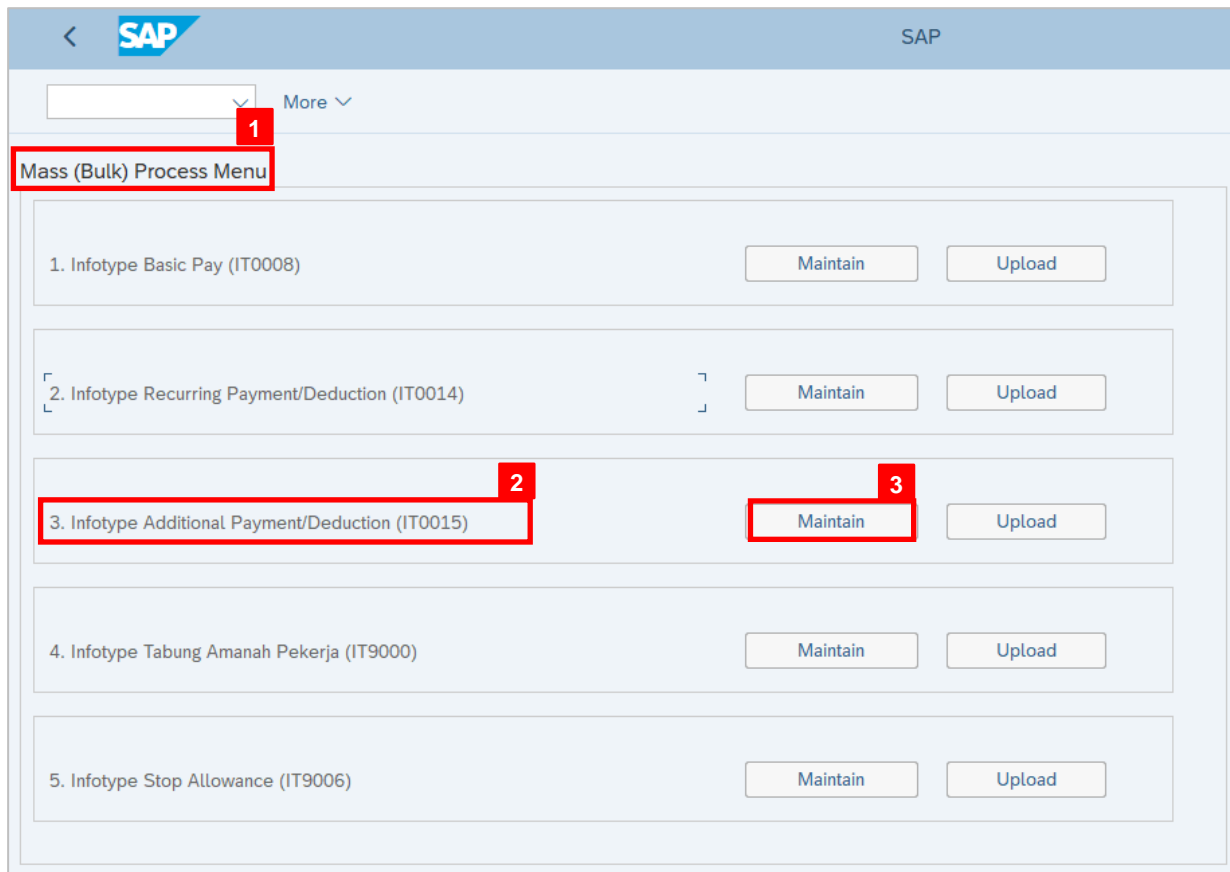
Status	Lock(X)	IC Number	Uniform ID	NIK / Employee ID	Employee Name	Company Code	Personnel Area	Personnel Subare	Employee Group	Empl
OO	X			00000305	A EMPLOYEE	GOB	SA	SA01	1	
OO	X			00000307	C EMPLOYEE	GOB	SA	SA01	1	
OO	X			00000309	E EMPLOYEE	GOB	SA	SA01	1	

Outcome: Upload is successful if the status color is green.


**Mass Maintain  
Additional Payments/  
Deductions**

**Backend User**

Payroll Department Officer, Treasury Payroll Officer

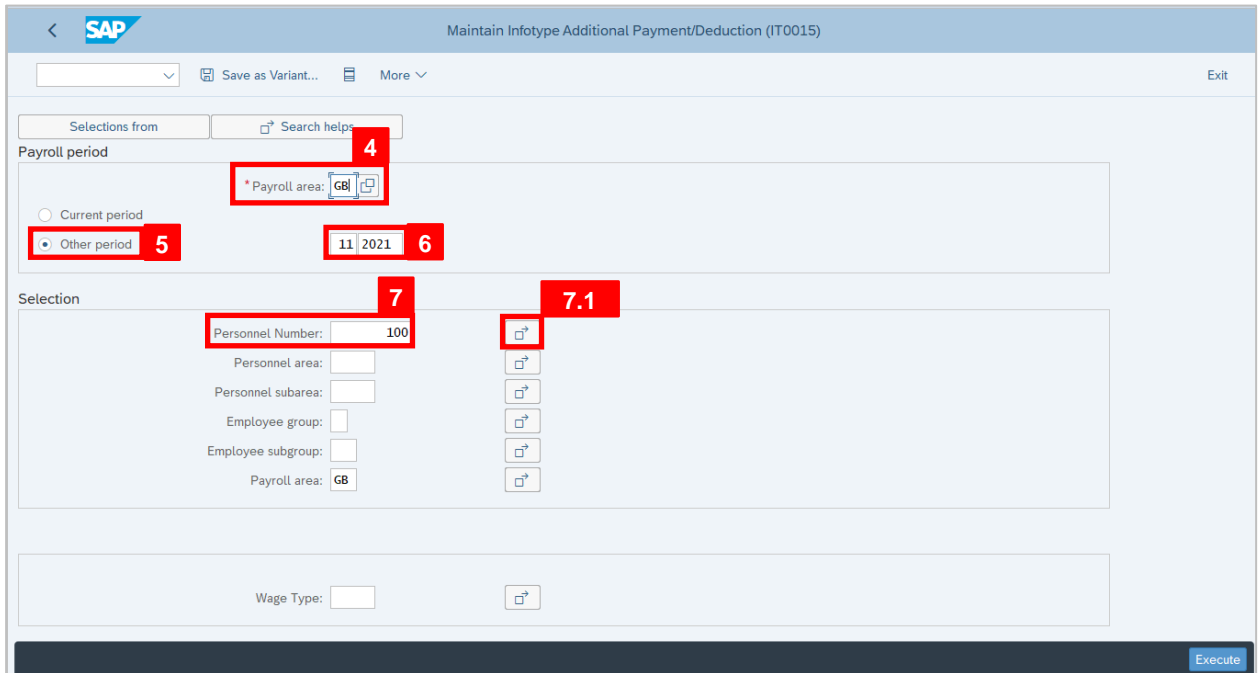


The screenshot shows the SAP Mass (Bulk) Process Menu. At the top, there is a search bar with a dropdown arrow and a 'More' link. Below this, the menu is titled 'Mass (Bulk) Process Menu'. It contains a list of five infotypes, each with 'Maintain' and 'Upload' buttons. The first infotype is '1. Infotype Basic Pay (IT0008)'. The second is '2. Infotype Recurring Payment/Deduction (IT0014)'. The third is '3. Infotype Additional Payment/Deduction (IT0015)', which is highlighted with a red box. The fourth is '4. Infotype Tabung Amanah Pekerja (IT9000)'. The fifth is '5. Infotype Stop Allowance (IT9006)'. Red numbers 1, 2, and 3 are placed above the search bar, the third infotype, and the 'Maintain' button for the third infotype, respectively.


1. Navigate to Mass (Bulk) Process Menu.
2. Click on Infotype Additional Payments/Deductions (IT0015).
3. Click on 

**Note:**

- Maintain Infotype Additional Payments/Deductions (IT0015) page will be displayed.
- Mass maintenance function is used to maintain information (approve, delete and view) multiple personnel at one time.



The screenshot shows the SAP 'Maintain Infotype Additional Payment/Deduction (IT0015)' screen. The interface includes a top bar with the SAP logo and a title bar. Below the title bar, there are buttons for 'Save as Variant...', 'More', and 'Exit'. The main area is divided into sections: 'Payroll period' and 'Selection'. In the 'Payroll period' section, there are radio buttons for 'Current period' and 'Other period'. The 'Other period' option is selected. Below this, there are fields for 'Payroll area' (containing 'GB') and '11 2021'. In the 'Selection' section, there are fields for 'Personnel Number' (containing '100'), 'Personnel area', 'Personnel subarea', 'Employee group', 'Employee subgroup', and 'Payroll area' (containing 'GB'). To the right of these fields are several selection buttons. A red box labeled '4' highlights the 'Payroll area' field. A red box labeled '5' highlights the 'Other period' radio button. A red box labeled '6' highlights the '11 2021' field. A red box labeled '7' highlights the 'Personnel Number' field. A red box labeled '7.1' highlights one of the selection buttons. At the bottom right, there is an 'Execute' button.

4. Enter GB (Government of Brunei) in Payroll area or click on  to view list of Payroll areas.

5. Select **Other period**.

6. Enter the payroll period and financial year.

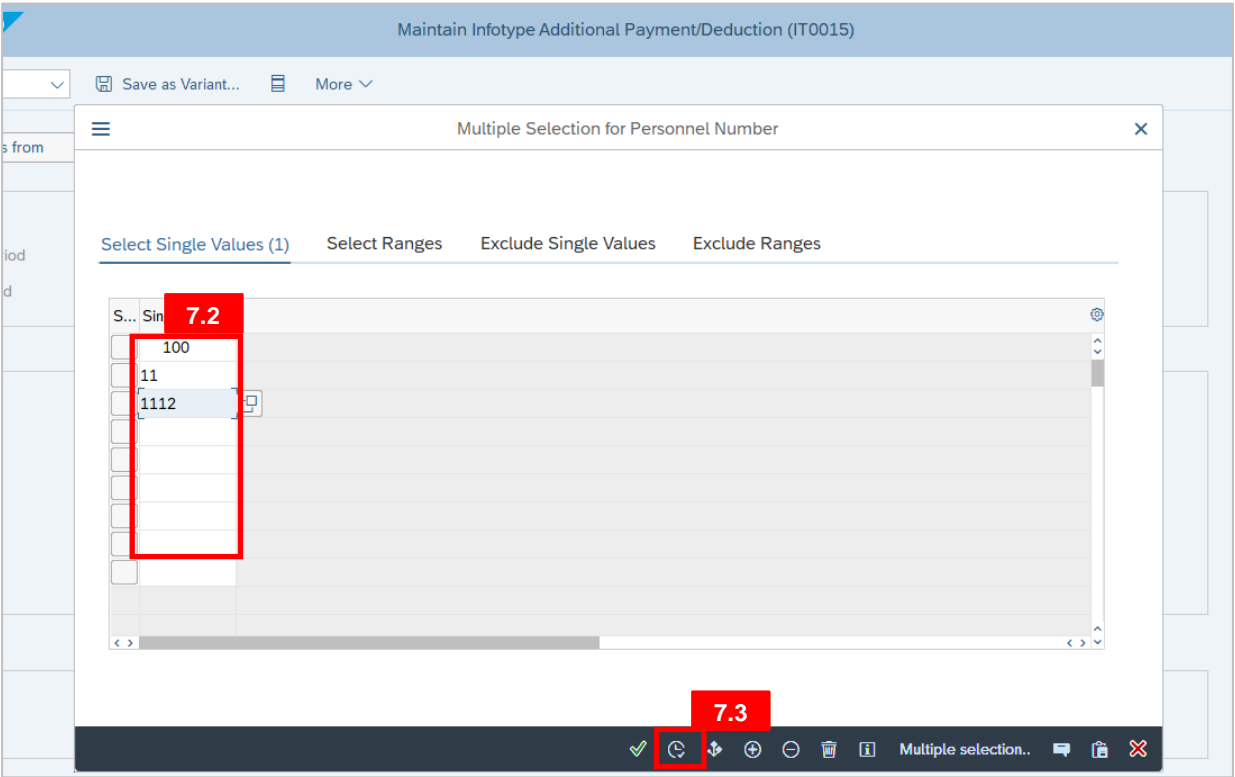
**Note:**

Payroll period depends on the Recurring Payment/Deduction's start date.


7. Enter the employee's personnel number.

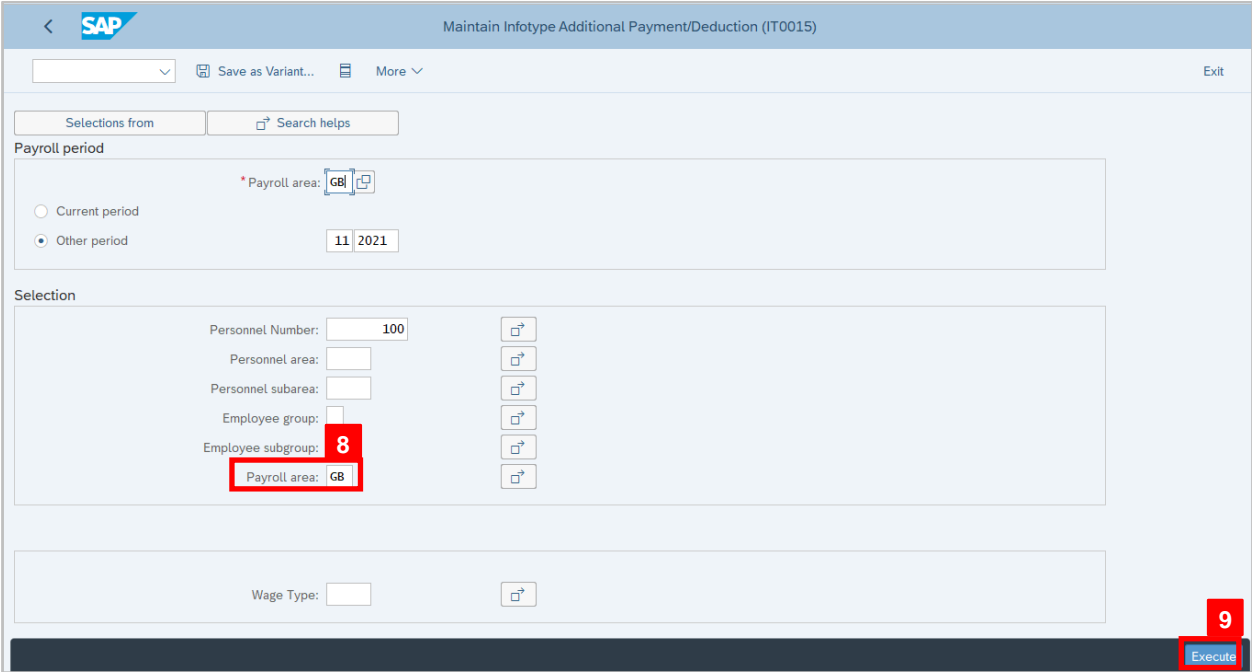
7.1 Click on  to enter multiple employee's personnel numbers.






7.2 Fill in the respective **Personnel Numbers**.

7.3 Click on  icon.



8. Enter GB(Government of Brunei) in the Payroll area or click on  to view list of payroll areas.

9. Click on **Execute**



SAP

Maintain Infotype Additional Payment/Deduction (IT0015)

11


Unlock

More

10

	Lock ind.	IC/Uniform	Uniform ID	PersNo.	Lst/1stNam	Start Date	End Date	Object ID	Record no.	WT	Long text	CoCode	Pers.area	Subarea	EE group	EE subgrp	Bus. Unit	Program
<input checked="" type="checkbox"/>			01100011	305	A EMPLOYEE	01.03.2021	01.03.2021				2081 A.E.LEBIH MASA GOB	SA	SA01	1	02	SA02A	001000	
<input checked="" type="checkbox"/>	X		01100011	305	A EMPLOYEE	01.03.2021	01.03.2021				2081 A.E.LEBIH MASA GOB	SA	SA01	1	02	SA02A	001000	
<input checked="" type="checkbox"/>			01100013	307	C EMPLOYEE	01.03.2021	01.03.2021				2081 A.E.LEBIH MASA GOB	SA	SA01	1	02			
<input checked="" type="checkbox"/>	X		01100013	307	C EMPLOYEE	01.03.2021	01.03.2021				2081 A.E.LEBIH MASA GOB	SA	SA01	1	02			
<input checked="" type="checkbox"/>			01100015	309	E EMPLOYEE	01.03.2021	01.03.2021				2081 A.E.LEBIH MASA GOB	SA	SA01	1	02			
<input checked="" type="checkbox"/>	X		01100015	309	E EMPLOYEE	01.03.2021	01.03.2021				2081 A.E.LEBIH MASA GOB	SA	SA01	1	02			

10. Select Additonal Payment/Deductions to be approved.

11. Click on  button to unlock (approve) the information.

SAP

Maintain Infotype Additional Payment/Deduction (IT0015)

Unlock

More

	Lock ind.	IC/Uniform	Uniform ID	PersNo.	Lst/1stNam	Start Date	End Date	Object ID	Record no.	WT	Long text	CoCode	Pers.area	Subarea	EE group	EE subgrp	Bus. Unit	Program
<input checked="" type="checkbox"/>			01100011	305	A EMPLOYEE	01.03.2021	01.03.2021				2081 A.E.LEBIH MASA GOB	SA	SA01	1	02	SA02A	001000	
<input checked="" type="checkbox"/>	X		01100011	305	A EMPLOYEE	01.03.2021	01.03.2021				2081 A.E.LEBIH MASA GOB	SA	SA01	1	02	SA02A	001000	
<input checked="" type="checkbox"/>			01100013	307	C EMPLOYEE	01.03.2021	01.03.2021				2081 A.E.LEBIH MASA GOB	SA	SA01	1	02			
<input checked="" type="checkbox"/>	X		01100013	307	C EMPLOYEE	01.03.2021	01.03.2021				2081 A.E.LEBIH MASA GOB	SA	SA01	1	02			
<input checked="" type="checkbox"/>			01100015	309	E EMPLOYEE	01.03.2021	01.03.2021				2081 A.E.LEBIH MASA GOB	SA	SA01	1	02			
<input checked="" type="checkbox"/>	X		01100015	309	E EMPLOYEE	01.03.2021	01.03.2021				2081 A.E.LEBIH MASA GOB	SA	SA01	1	02			

Maintain Infotype Additional Payment/Deduction (IT0015)

Unlock selected data infotype 0015 ?

12

Yes

No

Cancel

12. Click on 



SAP

Maintain Infotype Additional Payment/Deduction (IT0015)

Delete

Lock

Unlock

More

Search

Print

Exit

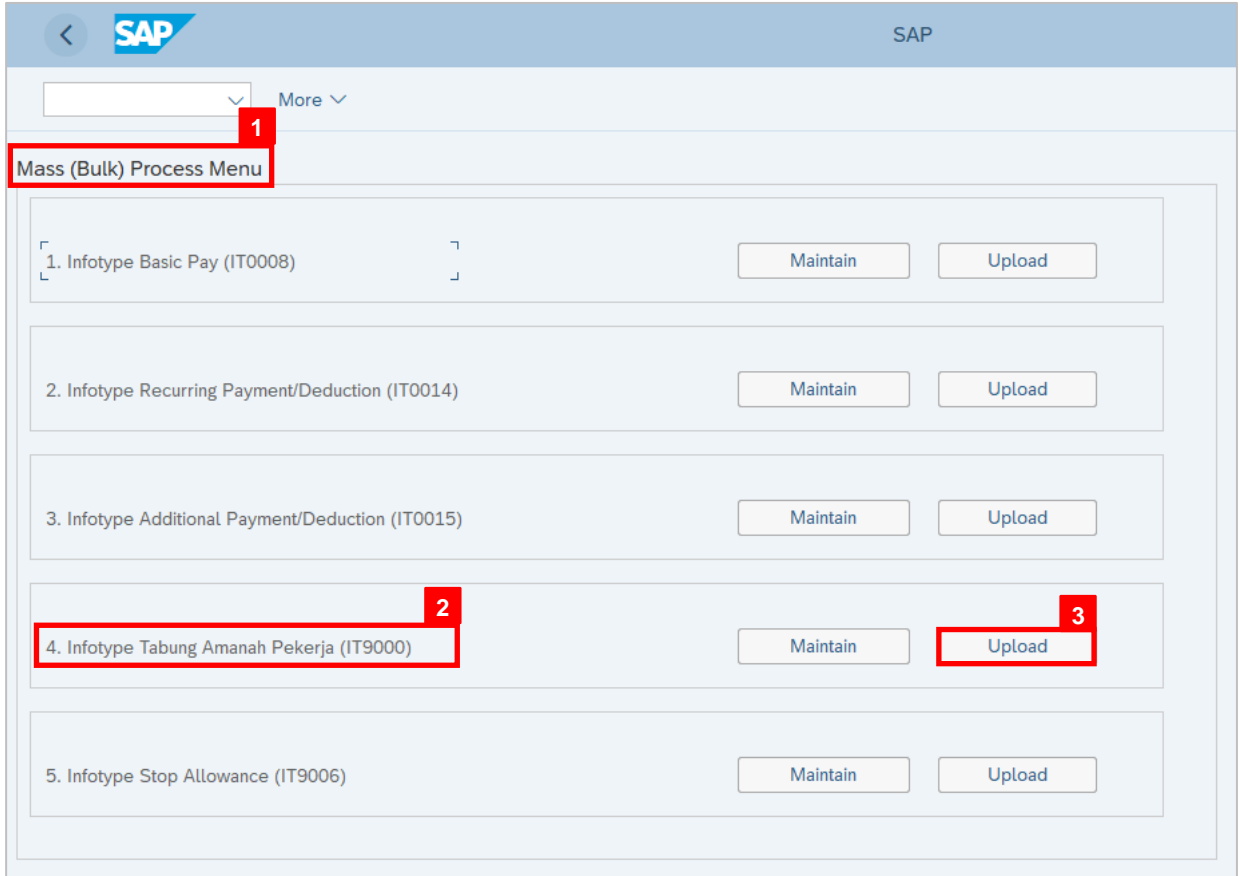
	Lock	IC/U	Unifo	Pers	Lst/1	Start	-	Obje	Reco	WT	Long	CoC	Pers	Suba	EE gr	EE s	Bus	Prog	Acti	Payr	Op.in	Amo	Curr	Num	Unit	IVal	Assig	Date	Payr	P
<input checked="" type="checkbox"/>		011		305	A	E	01.0	01.0		2081	A.E.	GOB	SA	SA01	1	02	SA0	001	001	GB		300	BND	0.00	015			01.0		
<input checked="" type="checkbox"/>		011		305	A	E	01.0	01.0		2081	A.E.	GOB	SA	SA01	1	02	SA0	001	001	GB		300	BND	0.00	015			01.0		
<input checked="" type="checkbox"/>		011		307	C	E	01.0	01.0		2081	A.E.	GOB	SA	SA01	1	02				GB		300	BND	0.00	015			01.0		
<input checked="" type="checkbox"/>		011		307	C	E	01.0	01.0		2081	A.E.	GOB	SA	SA01	1	02				GB		300	BND	0.00	015			01.0		
<input checked="" type="checkbox"/>		011		309	E	E	01.0	01.0		2081	A.E.	GOB	SA	SA01	1	02				GB		300	BND	0.00	015			01.0		
<input checked="" type="checkbox"/>		011		309	E	E	01.0	01.0		2081	A.E.	GOB	SA	SA01	1	02				GB		300	BND	0.00	015			01.0		

Outcome: Data will be unlocked when status color changes to green.

## Mass Upload Tabung Amanah Pekerja

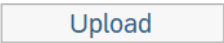
### Backend User

Payroll Department Clerk, Payroll Department Officer, Treasury Payroll Officer



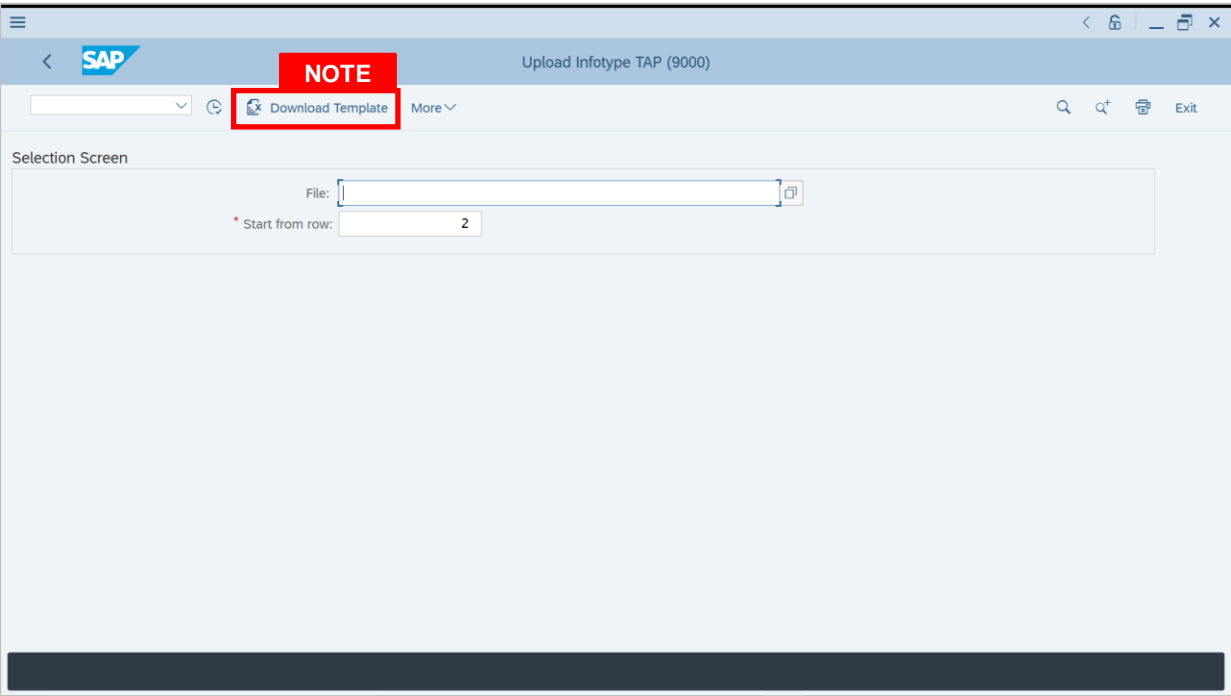
The screenshot shows the SAP Mass (Bulk) Process Menu. At the top, there is a search bar with a dropdown arrow and a 'More' dropdown. Below this, the menu is titled 'Mass (Bulk) Process Menu'. It contains a list of infotypes with 'Maintain' and 'Upload' buttons for each. The infotypes are: 1. Infotype Basic Pay (IT0008), 2. Infotype Recurring Payment/Deduction (IT0014), 3. Infotype Additional Payment/Deduction (IT0015), 4. Infotype Tabung Amanah Pekerja (IT9000), and 5. Infotype Stop Allowance (IT9006). Red boxes and numbers highlight the navigation steps: 1 points to the 'Mass (Bulk) Process Menu' title, 2 points to the '4. Infotype Tabung Amanah Pekerja (IT9000)' entry, and 3 points to the 'Upload' button for this entry.

Infotype	Maintain	Upload
1. Infotype Basic Pay (IT0008)	Yes	Yes
2. Infotype Recurring Payment/Deduction (IT0014)	Yes	Yes
3. Infotype Additional Payment/Deduction (IT0015)	Yes	Yes
4. Infotype Tabung Amanah Pekerja (IT9000)	Yes	Yes
5. Infotype Stop Allowance (IT9006)	Yes	Yes


1. Navigate to Mass (Bulk) Process Menu.
2. Click on Infotype Tabung Amanah Pekerja (IT9006).
3. Click on 

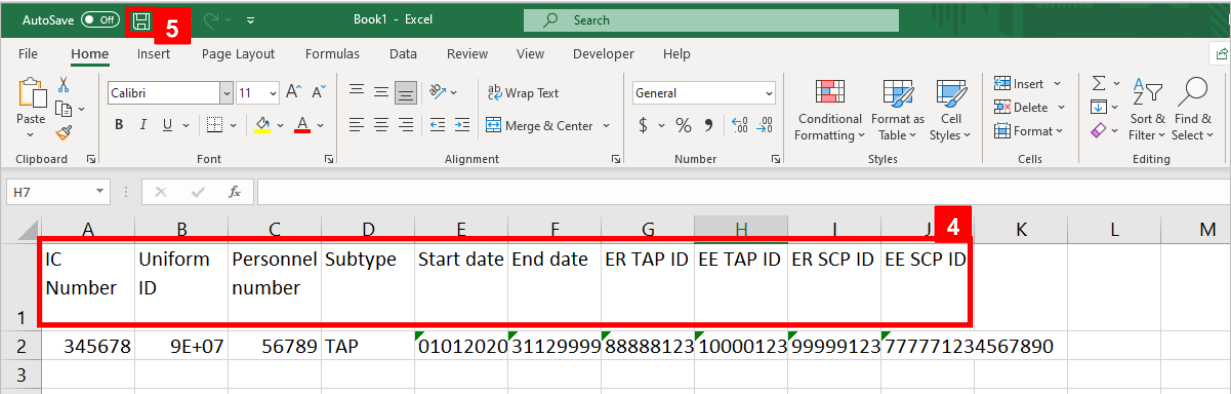
### Note:

- Upload Infotype Tabung Amanah Pekerja (IT9006) page will be displayed.
- Mass upload function is used to upload information for multiple personnel at one time.



**Note:**

- Click on  **Download Template** to download the template for the first time.
- The template will be downloaded to your device.



4. Fill in the required fields.

**Note:**

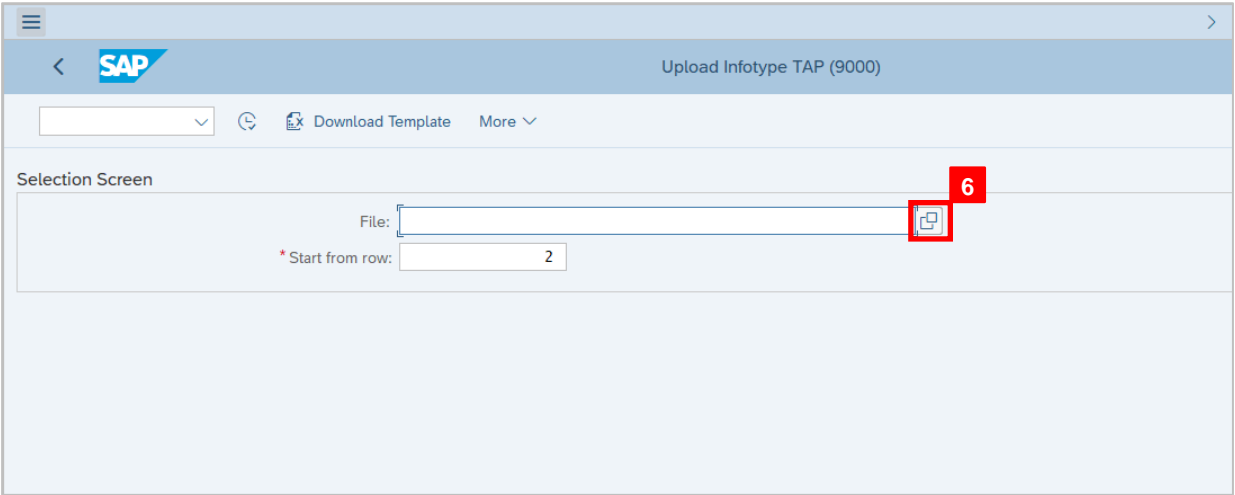
- User may choose to enter the employees' IC Number, Uniform ID or Personnel Number.
- Input apostrophe (') for values starting with zero, e.g., '01012021.
- ER is referring to Employer and EE is referring to Employee.

5. Save the excel file.

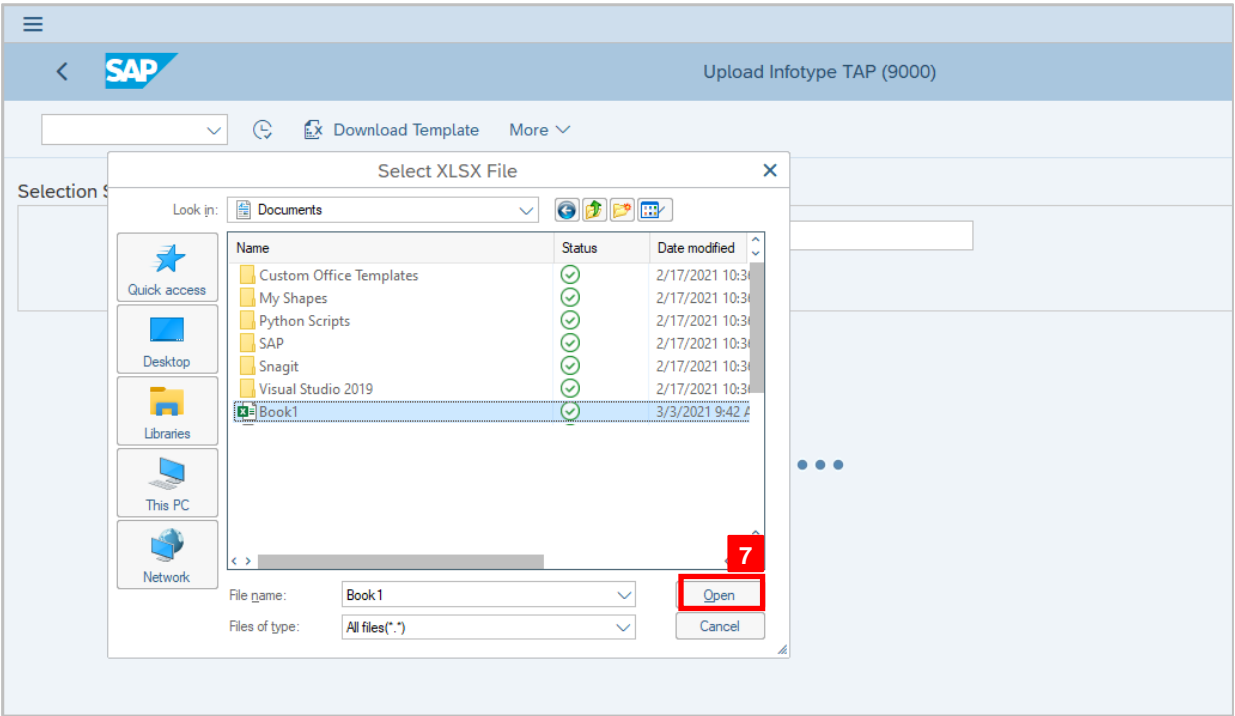


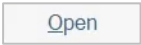
**Note:**

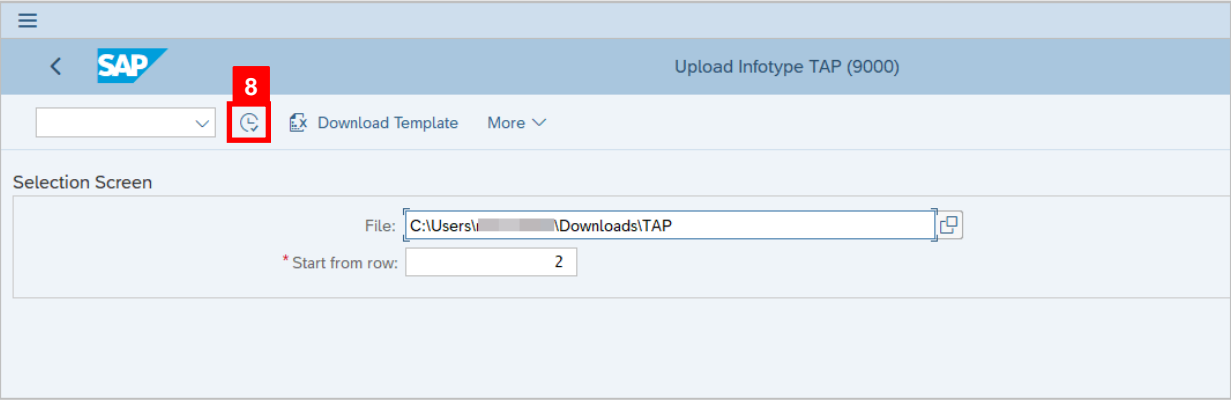
User is required to close the file before uploading it.




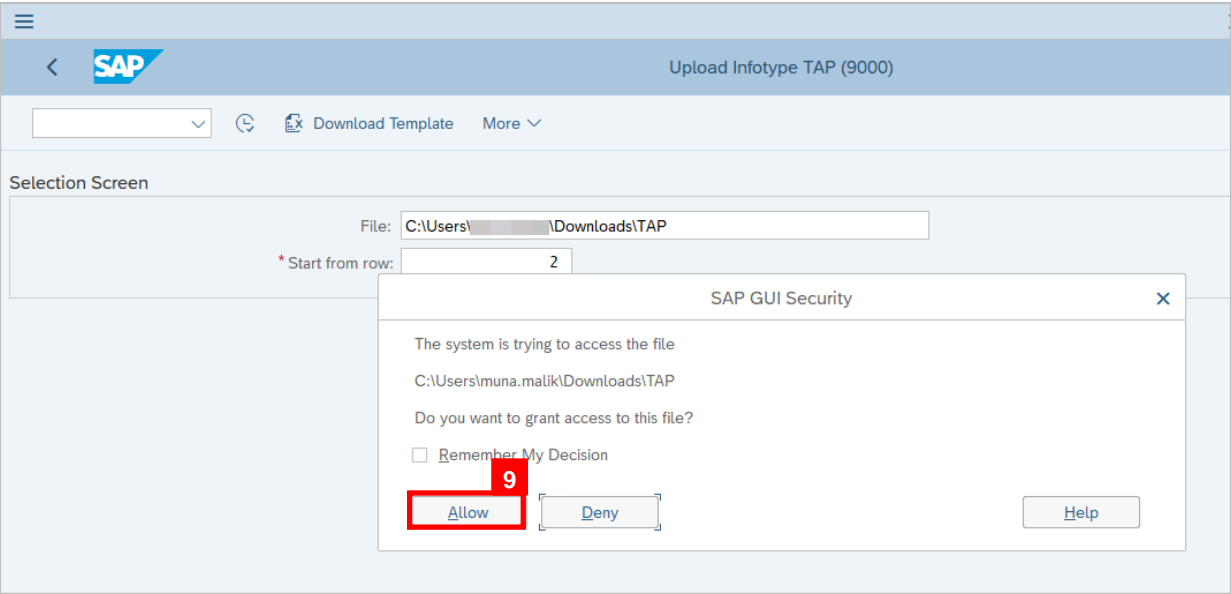
6. Click on  to upload the file.



7. Select the file and click 



8. Click on  to execute the file.



9. Click on 



SAP

Upload Infotype TAP (9000)

Status	Lock(X)	IC Number	Uniform ID	Personnel Number	Employee Name	Company Code	Personnel Area	Personnel Subare	Employee Group	Empl
OO	X			00000305	A EMPLOYEE	GOB	SA	SA01	1	
OO	X			00000307	C EMPLOYEE	GOB	SA	SA01	1	
OO	X			00000309	E EMPLOYEE	GOB	SA	SA01	1	

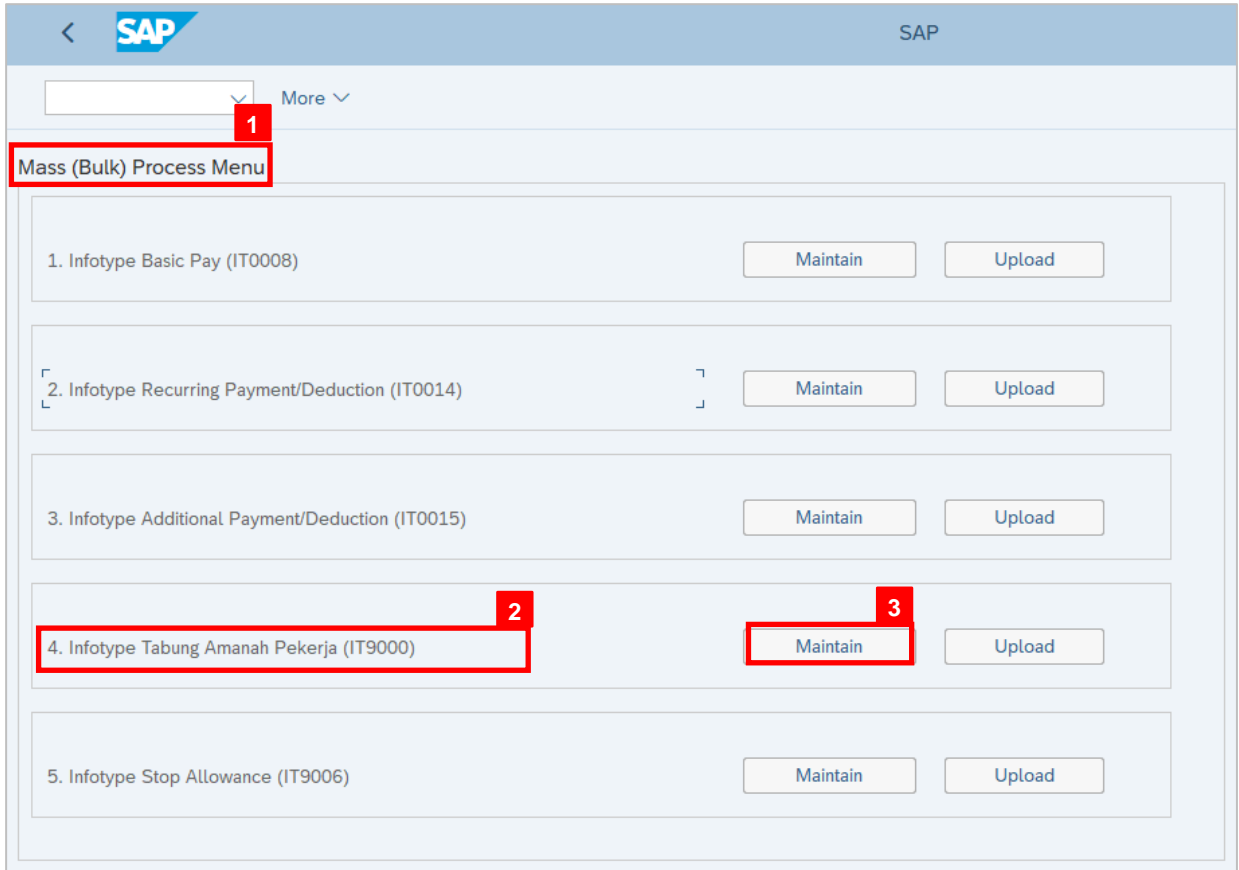
Outcome: Upload is successful if the status color is green.




**Mass Maintain  
Tabung Amanah  
Pekerja**

**Backend User**

Payroll Department Officer, Treasury Payroll Officer

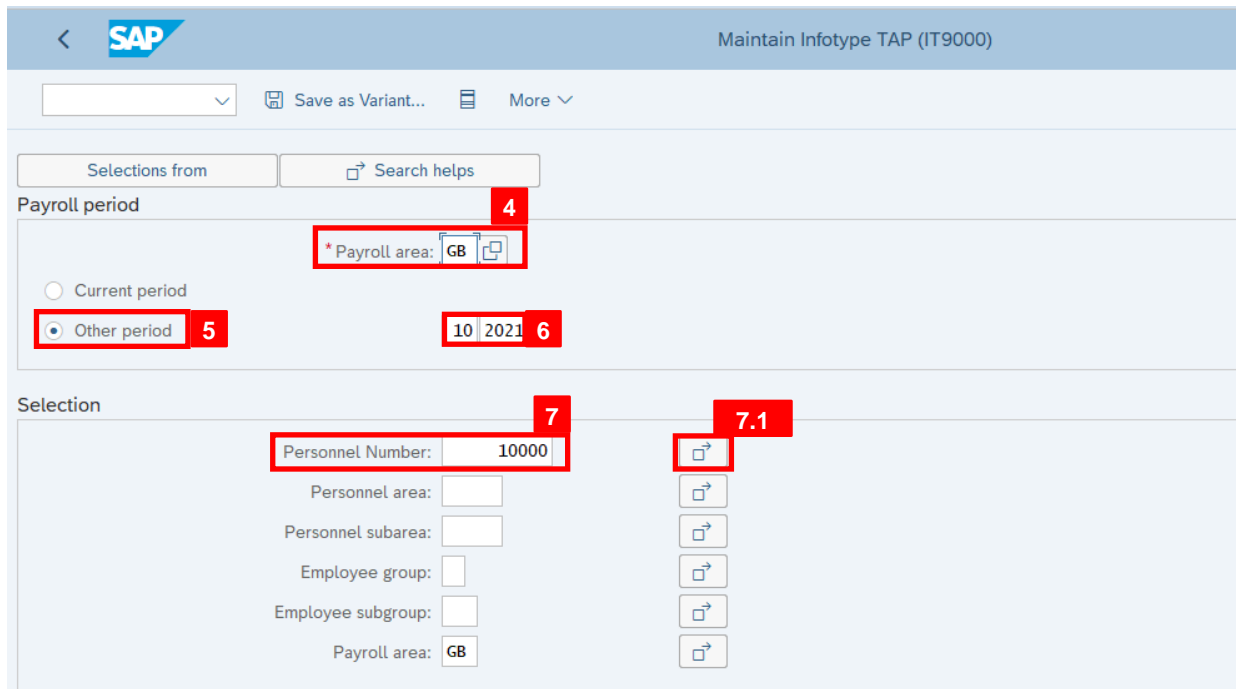


The screenshot shows the SAP Mass (Bulk) Process Menu. At the top, there is a search bar with a dropdown arrow and a 'More' link. Below this, the menu is titled 'Mass (Bulk) Process Menu'. It contains five items, each with a 'Maintain' and 'Upload' button. The items are: 1. Infotype Basic Pay (IT0008), 2. Infotype Recurring Payment/Deduction (IT0014), 3. Infotype Additional Payment/Deduction (IT0015), 4. Infotype Tabung Amanah Pekerja (IT9000), and 5. Infotype Stop Allowance (IT9006). Red boxes and numbers highlight the following steps: 1. The 'Mass (Bulk) Process Menu' title. 2. The '4. Infotype Tabung Amanah Pekerja (IT9000)' item. 3. The 'Maintain' button for item 4.


1. Navigate to Mass (Bulk) Process Menu.
2. Click on Infotype Tabung Amanah Pekerja (IT9000)
3. Click on 

**Note:**

- Maintain Infotype Tabung Amanah Pekerja (IT9000) page will be displayed.
- Mass maintenance function is used to maintain information (approve, delete and view) multiple personnel at one time.



The screenshot shows the SAP 'Maintain Infotype TAP (IT9000)' screen. The interface includes a top bar with the SAP logo and a title bar. Below the title bar, there are buttons for 'Save as Variant...' and 'More'. The main area is divided into sections: 'Payroll period' and 'Selection'. In the 'Payroll period' section, there is a 'Payroll area' field with 'GB' entered, a 'Current period' radio button, and an 'Other period' radio button which is selected. The 'Other period' section has a date field showing '10/2021'. In the 'Selection' section, there is a 'Personnel Number' field with '10000' entered, and a list of other fields: 'Personnel area', 'Personnel subarea', 'Employee group', 'Employee subgroup', and 'Payroll area' (which also has 'GB' entered). To the right of these fields are several icons, including a magnifying glass icon and a list icon.

4. Enter GB (Government of Brunei) in Payroll area or click on  to view list of Payroll areas.


5. Select **Other period**.

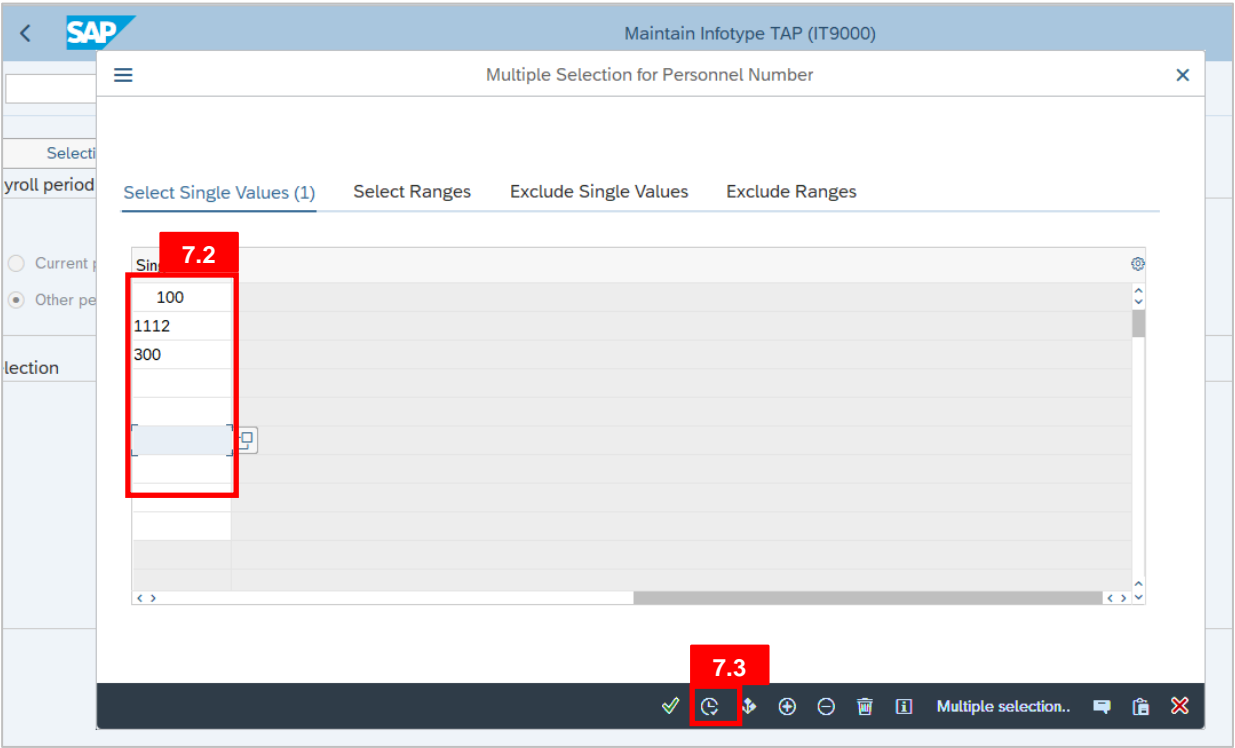
6. Enter the payroll period and financial year.

**Note:**

Payroll period depends on the Tabung Amanah Pekerja's start date.

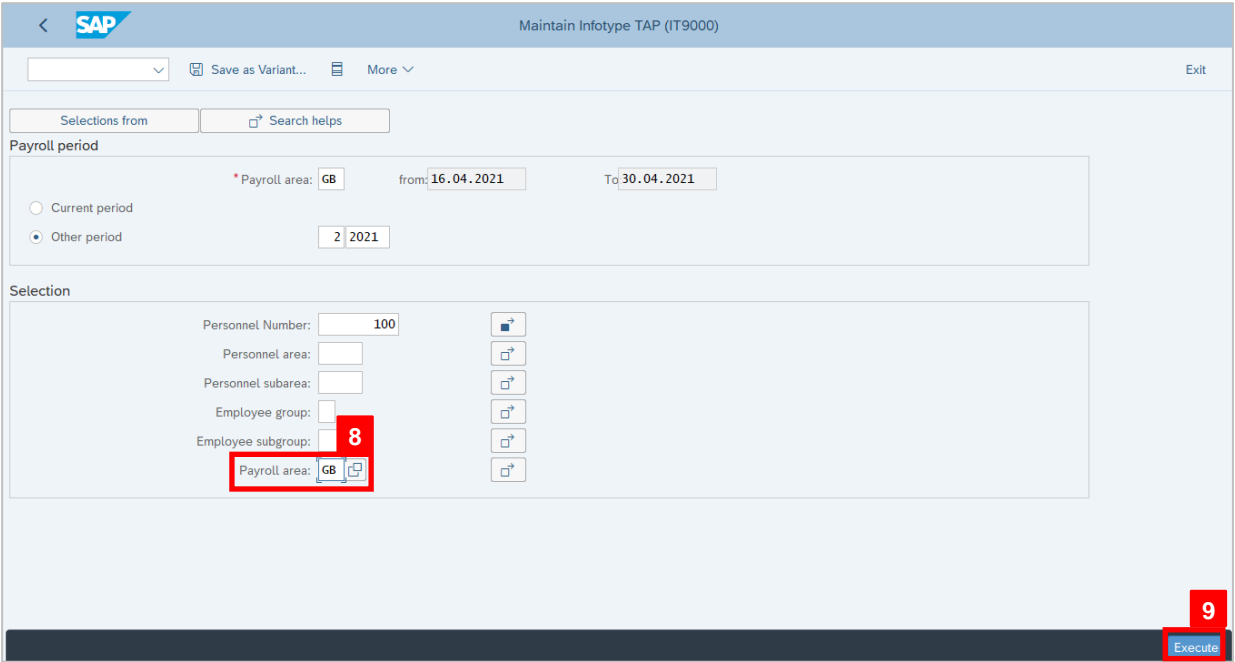
7. Enter the employee's personnel number.


7.1 Click on  to enter multiple employee's personnel numbers.



7.2 Fill in the respective **Personnel Numbers**.

7.3 Click on  icon.



8. Enter GB(Government of Brunei) in the Payroll area or click on  to view list of payroll areas.

9. Click on 



SAP Maintain Infotype TAP (IT9000)

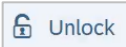
11

10

Unlock

Lock ind.	IC Numb.	Uniform ID	PersNo.	Lst/1stNam	Priv.	Ins.	Start Date	End Date	CoCode	Pers.area	Subarea	EE group	EE subgrp	Bus. Unit	Program	Activity	Payr.area	ER	Acc.	ID
<input checked="" type="checkbox"/>	001X	01100011	305	A	EMPLOYEE	TAP	01.02.2021	31.12.9999	GOB	SA	SA01	1	02	SA02A	001000	001001	GB	999999	123456789	
<input checked="" type="checkbox"/>	001X	01100013	307	C	EMPLOYEE	TAP	01.02.2021	31.12.9999	GOB	SA	SA01	1	02				GB	999999	123456789	
<input checked="" type="checkbox"/>	001X	01100015	309	E	EMPLOYEE	TAP	01.02.2021	31.12.9999	GOB	SA	SA01	1	02				GB	999999	123456789	

10. Select Tabung Amanah Pekerja to be approved.

11. Click on  button to unlock (approve) the information.

SAP Maintain Infotype TAP (IT9000)

Unlock

Lock ind.	IC Numb.	Uniform ID	PersNo.	Lst/1stNam	Priv.	Ins.	Start Date	End Date	CoCode	Pers.area	Subarea	EE group	EE subgrp	Bus. Unit	Program	Activity	Payr.area	ER	Acc.	ID
<input checked="" type="checkbox"/>	001X	01100011	305	A	EMPLOYEE	TAP	01.02.2021	31.12.9999	GOB	SA	SA01	1	02	SA02A	001000	001001	GB	999999	123456789	
<input checked="" type="checkbox"/>	001X	01100013	307	C	EMPLOYEE	TAP	01.02.2021	31.12.9999	GOB	SA	SA01	1	02				GB	999999	123456789	
<input checked="" type="checkbox"/>	001X	01100015	309	E	EMPLOYEE	TAP	01.02.2021	31.12.9999	GOB	SA	SA01	1	02				GB	999999	123456789	

Maintain Infotype TAP (IT9000)

Unlock selected data infotype 9000 ?

12

Yes No Cancel

12. Click on 



SAP

Maintain Infotype TAP (IT9000)

Delete

Stop

Lock

Unlock

More

Search

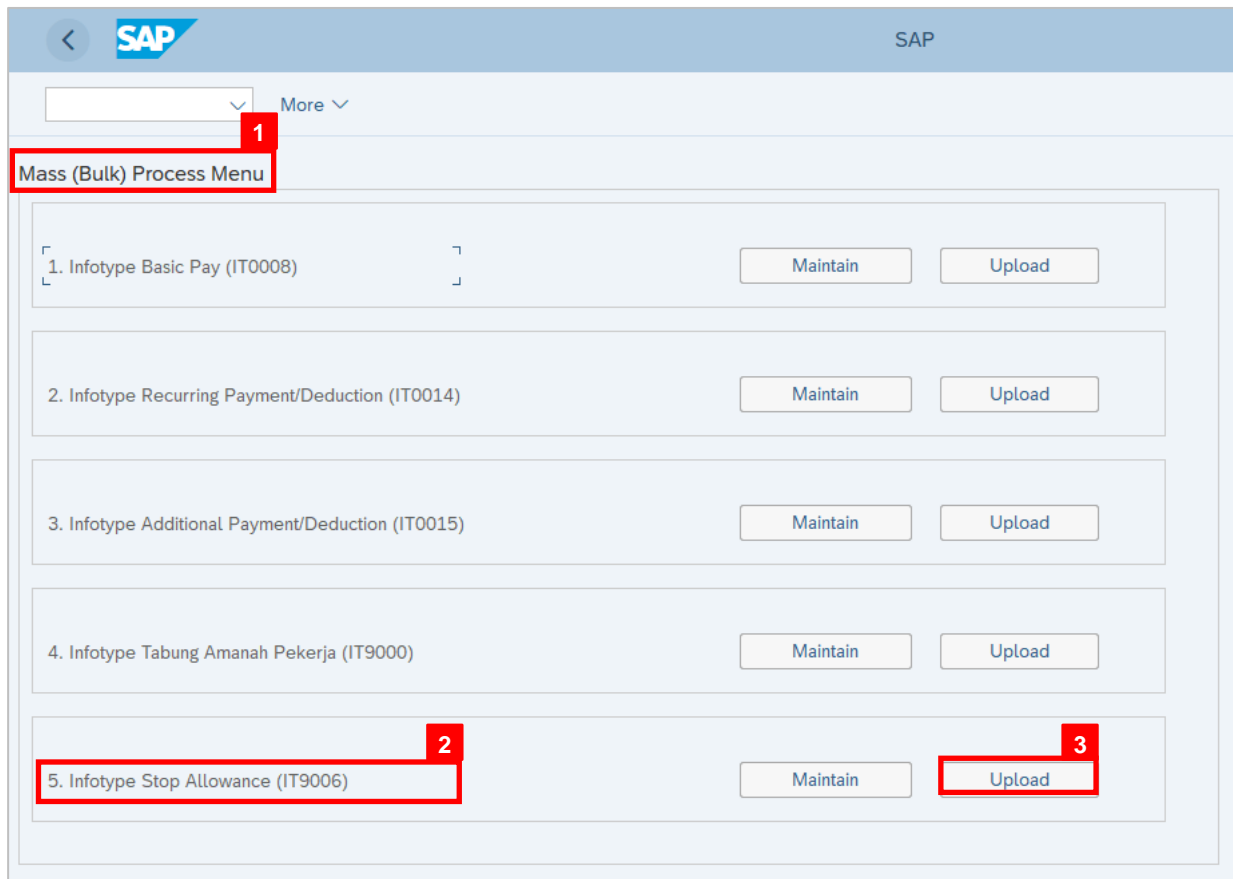
Print

Exit

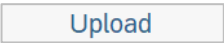
	Loc	IC	Unj	Per	Lst	Pri	Sta	-	Co	Per	Su	EE	EE	Bu	Pro	Act	Pa	ER	EE	Co	Cur	EE	EE	ER	ER	No	ER	Em	ER	EE	Cal	Cal	Cal	ER	EE	Unit	Us	Dat	Ti	Pro
<input checked="" type="checkbox"/>	01		305	A	E	TAP	01	31	GO	SA	SA	1	02	SA	00	00	GB	99	77	BN	0.0	0.0	0.0	0.0	5.0	5.0	0.0	0.0			90	09	09	014	DY	06	13	ZR		
<input checked="" type="checkbox"/>	01		307	C		TAP	01	31	GO	SA	SA	1	02				GB	99	77	BN	0.0	0.0	0.0	0.0	5.0	5.0	0.0	0.0			90	09	09	014	DY	06	13	ZR		
<input checked="" type="checkbox"/>	01		309	E	E	TAP	01	31	GO	SA	SA	1	02				GB	99	77	BN	0.0	0.0	0.0	0.0	5.0	5.0	0.0	0.0			90	09	09	014	DY	06	13	ZR		

Outcome: Data will be unlocked when status color changes to green.

<b>Mass Upload Stop Allowance</b>	<b>Backend User</b>
	Payroll Department Clerk, Payroll Department Officer, Treasury Payroll Officer



The screenshot shows the SAP Mass (Bulk) Process Menu. The menu is titled "Mass (Bulk) Process Menu" and contains a list of infotypes. The first infotype is "1. Infotype Basic Pay (IT0008)". The second infotype is "2. Infotype Recurring Payment/Deduction (IT0014)". The third infotype is "3. Infotype Additional Payment/Deduction (IT0015)". The fourth infotype is "4. Infotype Tabung Amanah Pekerja (IT9000)". The fifth infotype is "5. Infotype Stop Allowance (IT9006)". The "Upload" button for the fifth infotype is highlighted with a red box and a red number 3. The "Mass (Bulk) Process Menu" title is highlighted with a red box and a red number 1. The "5. Infotype Stop Allowance (IT9006)" text is highlighted with a red box and a red number 2.

1. Navigate to Mass (Bulk) Process Menu.
2. Click on Infotype Stop Allowance (IT9006).
3. Click on 

## Note:

- Upload Infotype Stop Allowance (IT9006) page will be displayed.
- Mass upload function is used to upload information for multiple personnel at one time.

<

**SAP**

**NOTE**

Upload Infotype Stop Allowance (9006)

Download Template

More

Selection Screen

File:

\* Start from row:

**Note:**

- Click on **Download Template** to download the template for the first time.
- The template will be downloaded to your device.

AutoSave 5

Book1 - Excel

File Home Insert Page Layout Formulas Data Review View Developer Help

Clipboard Font Alignment Number Styles Cells Editing Analysis

E6

IC Number	Uniform ID	Personnel number	Start date	End date	E.Kurnia Khas	B.Pengambilan Semula	E.Ijazah	E. 'P'	E. Ahli Majlis Mesyuarat	E.Air	E.Boy/T. Masak/P. Rumah	E.Sara Hidup	E.Khas Open Vote	E.Perjamuan	E.Tukang Masak	E.Gelaran	E.Jururiring	E. Pengandang	E. Kh Tanj jaw
345678	90345678	56789	01012020	31129999	X	X		X		X									

4

4. Fill in the required fields. Place 'X' to stop the allowance.

**Note:**

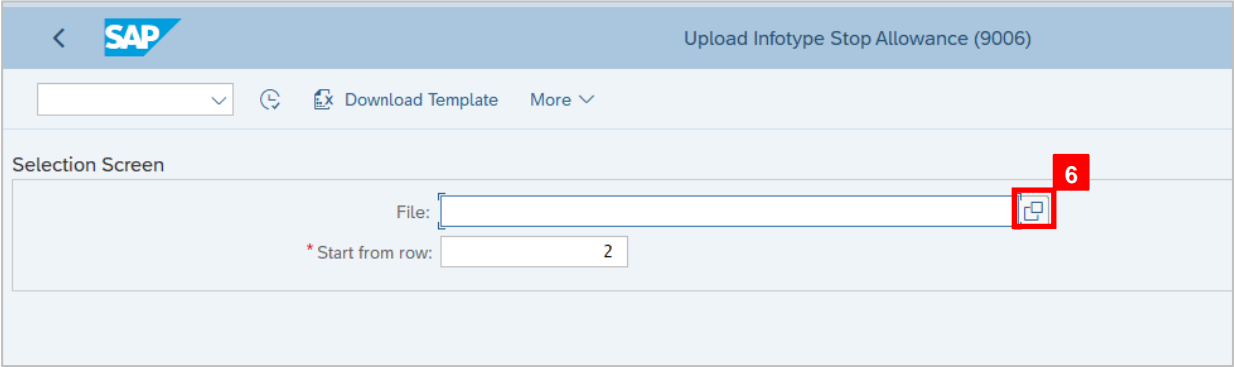
- User may choose to enter the employees' IC Number, Uniform ID or Personnel Number.
- Input apostrophe (') for values starting with zero, e.g., '01012021.

5. Save the excel file.

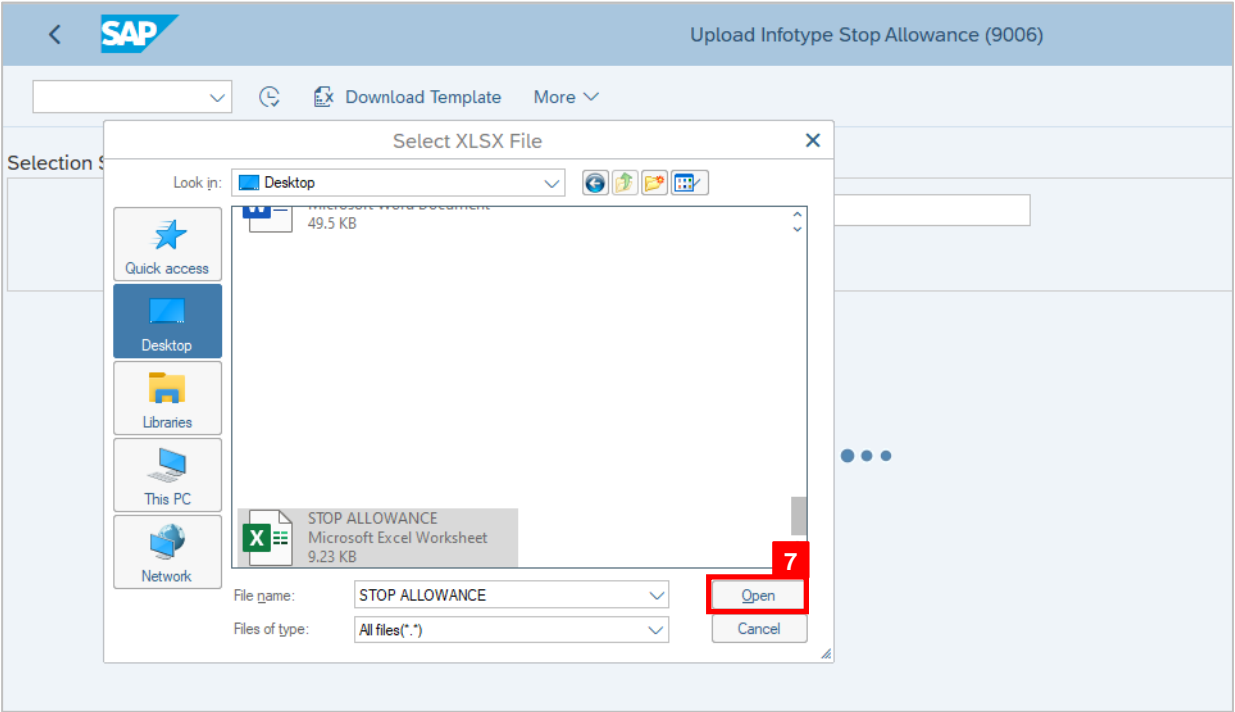


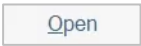
**Note:**

User is required to close the file before uploading it.

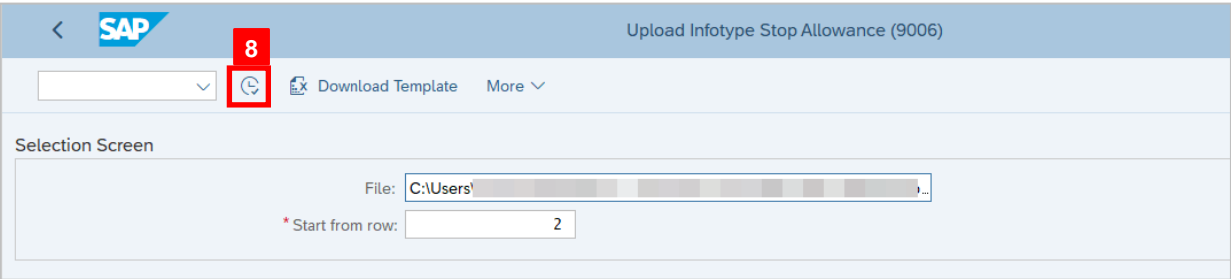



6. Click on  to upload the file.

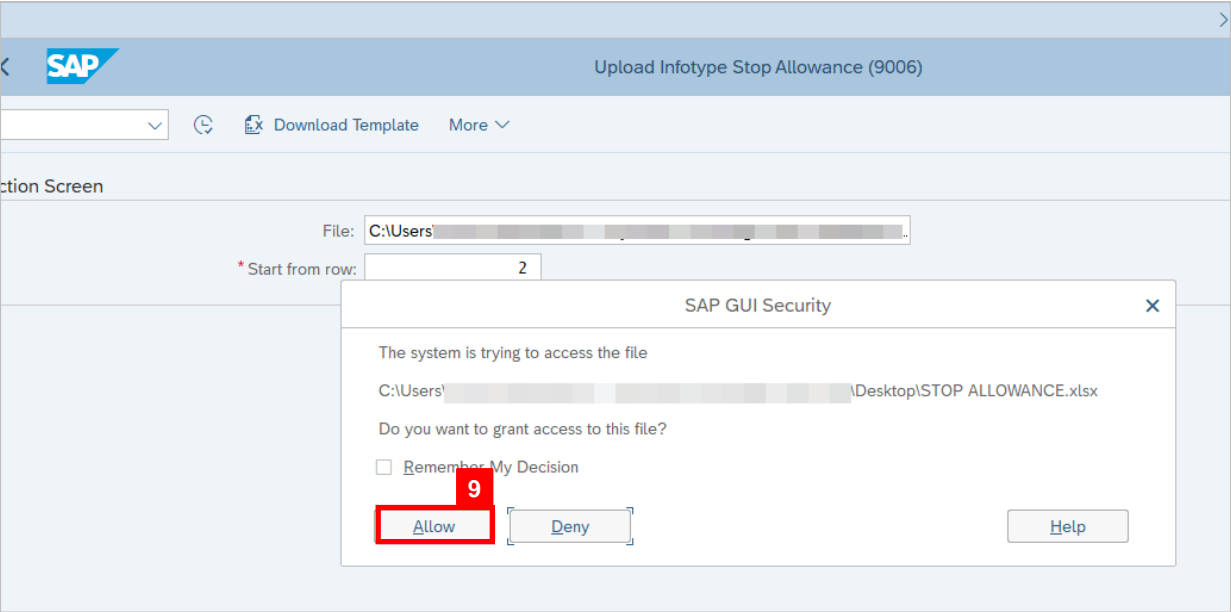


7. Select the file and click 

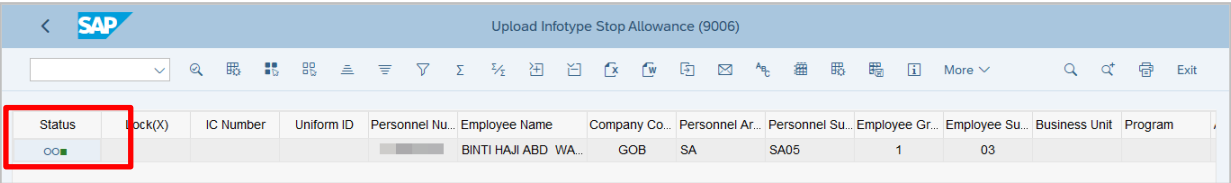




8. Click on  to execute the file.



9. Click on 

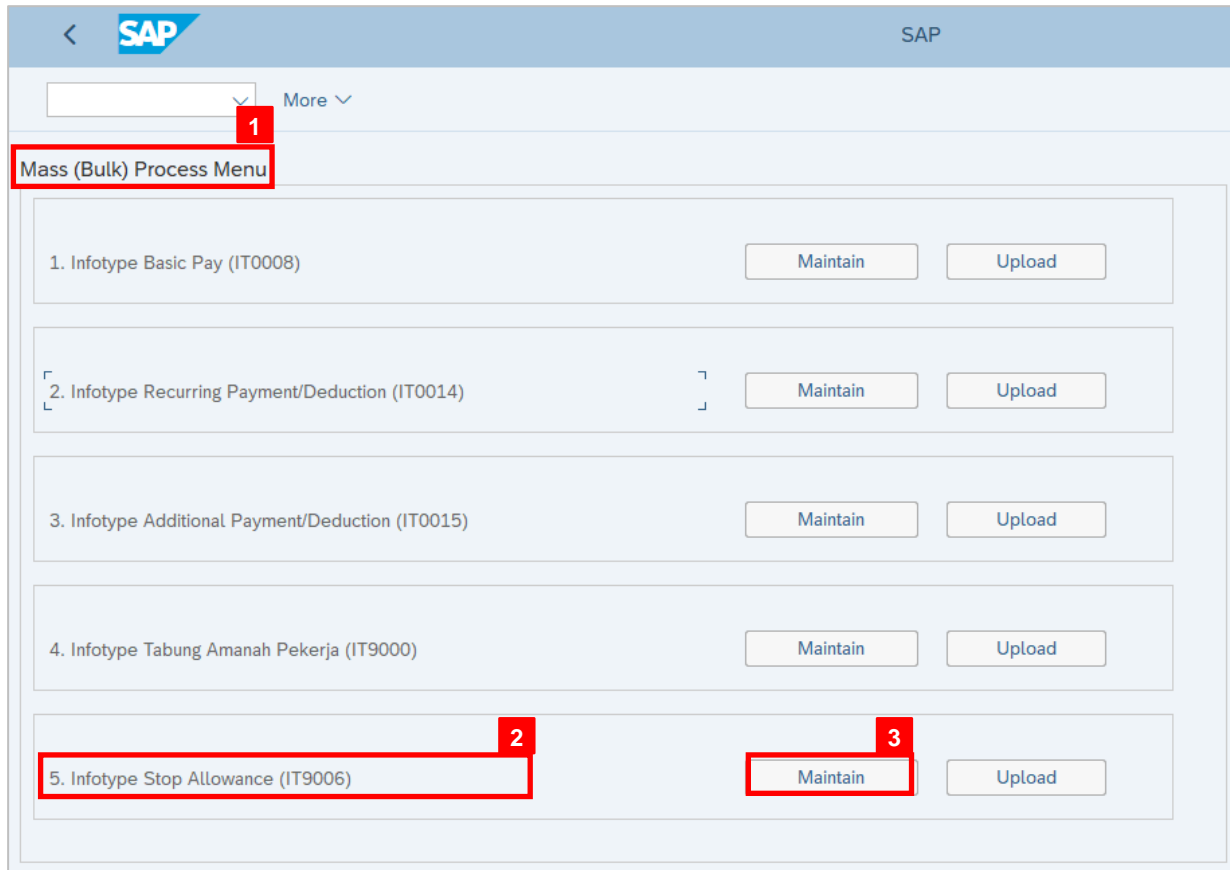


Outcome: Upload is successful if the status color is green.

## Mass Maintain Stop Allowance

### Backend User

Payroll Department Officer, Treasury Payroll Officer



The screenshot shows the SAP Mass (Bulk) Process Menu. At the top, there is a search bar with a dropdown arrow and a 'More' link. Below this, the menu is titled 'Mass (Bulk) Process Menu'. It contains a list of infotypes with corresponding 'Maintain' and 'Upload' buttons. The infotypes are: 1. Infotype Basic Pay (IT0008), 2. Infotype Recurring Payment/Deduction (IT0014), 3. Infotype Additional Payment/Deduction (IT0015), 4. Infotype Tabung Amanah Pekerja (IT9000), and 5. Infotype Stop Allowance (IT9006). The 'Maintain' button for IT9006 is highlighted with a red box and a red '3' in the top right corner. The 'Infotype Stop Allowance (IT9006)' text is highlighted with a red box and a red '2' in the top right corner. The 'Mass (Bulk) Process Menu' title is highlighted with a red box and a red '1' in the top right corner.

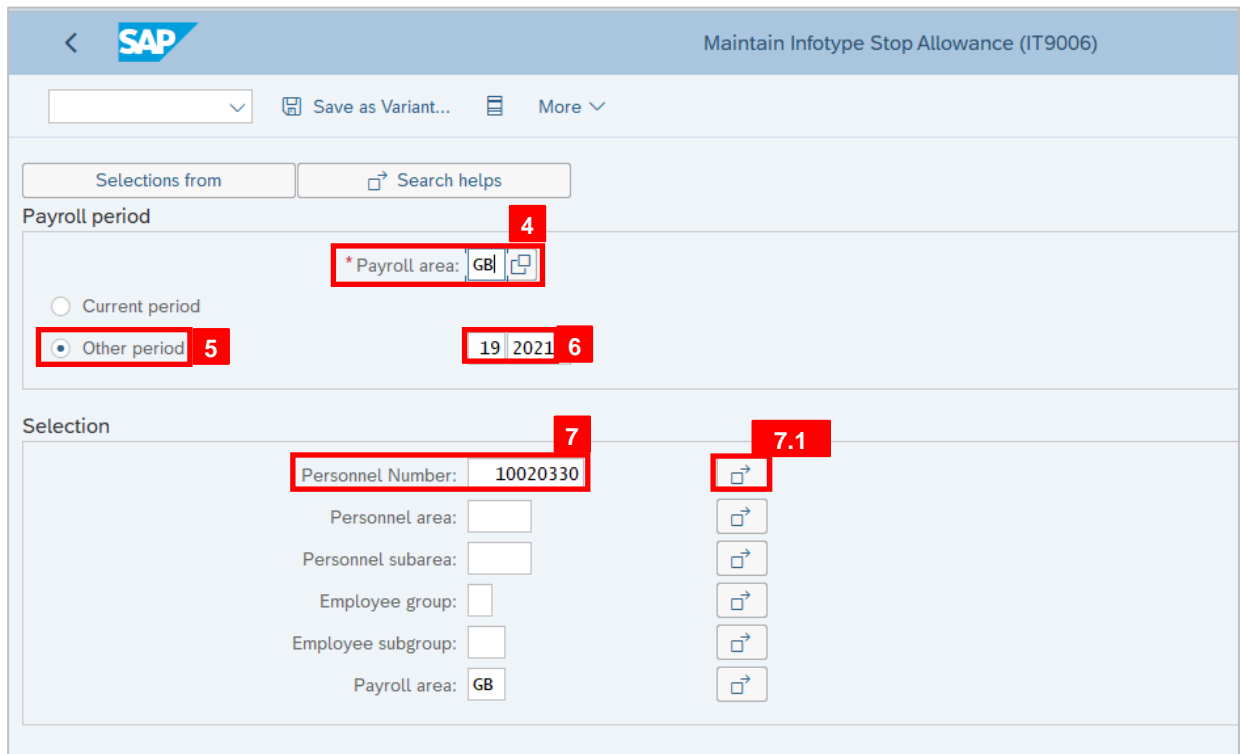
Infotype	Maintain	Upload
1. Infotype Basic Pay (IT0008)	Maintain	Upload
2. Infotype Recurring Payment/Deduction (IT0014)	Maintain	Upload
3. Infotype Additional Payment/Deduction (IT0015)	Maintain	Upload
4. Infotype Tabung Amanah Pekerja (IT9000)	Maintain	Upload
5. Infotype Stop Allowance (IT9006)	Maintain	Upload

1. Navigate to Mass (Bulk) Process Menu.
2. Click on Infotype Stop Allowance (IT9006)


3. Click on 

### Note:

- Maintain Infotype Stop Allowance (IT9006) page will be displayed.
- Mass maintenance function is used to maintain information (approve, delete and view) multiple personnel at one time.



The screenshot shows the SAP 'Maintain Infotype Stop Allowance (IT9006)' screen. The interface includes a top bar with the SAP logo and a title bar. Below the title bar, there are buttons for 'Save as Variant...' and 'More'. The main area is divided into sections: 'Payroll period' and 'Selection'. In the 'Payroll period' section, there is a 'Payroll area' field with 'GB' entered, a 'Current period' radio button, and an 'Other period' radio button which is selected. The 'Other period' section has fields for '19' and '2021'. In the 'Selection' section, there is a 'Personnel Number' field with '10020330' entered, and a list of other fields: 'Personnel area', 'Personnel subarea', 'Employee group', 'Employee subgroup', and 'Payroll area' (with 'GB' entered). To the right of these fields are several icons for selection and search. Red boxes and numbers (4, 5, 6, 7, 7.1) highlight specific fields and actions: 4 points to the 'Payroll area' field, 5 points to the 'Other period' radio button, 6 points to the '2021' year field, 7 points to the 'Personnel Number' field, and 7.1 points to the selection icon next to the 'Personnel Number' field.

4. Enter GB (Government of Brunei) in Payroll area or click on  to view list of Payroll areas.

5. Select **Other period**.

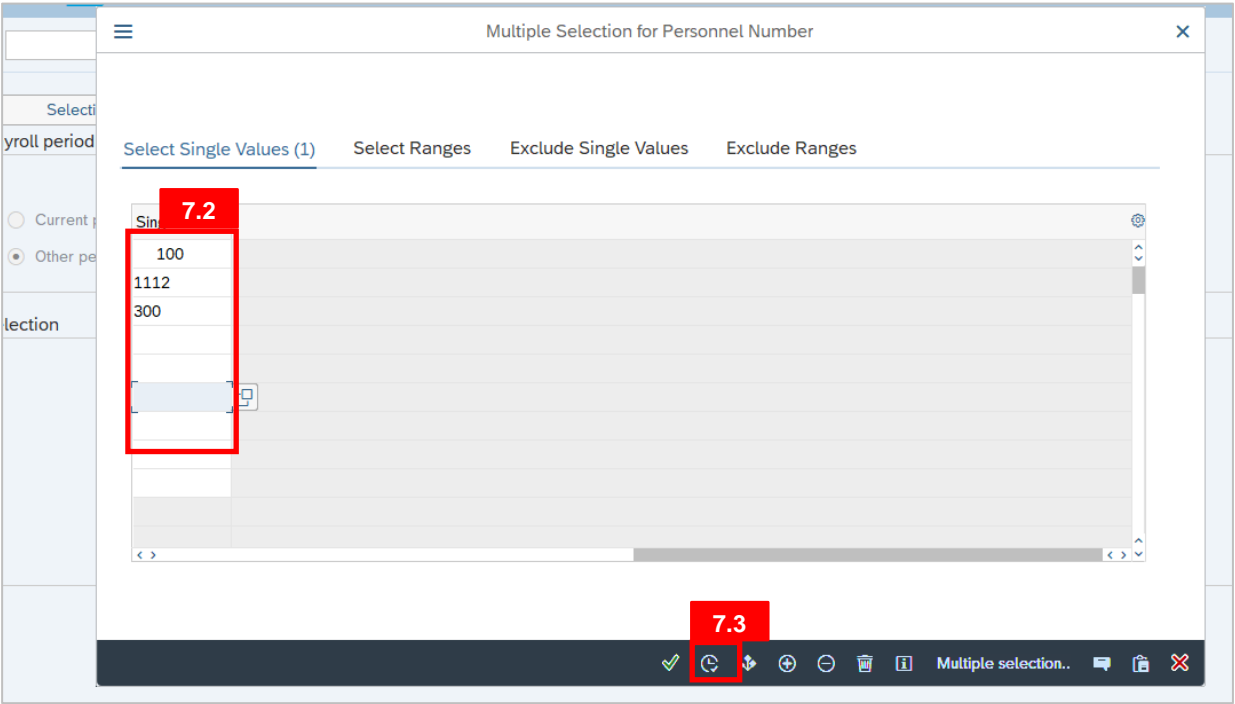
6. Enter the payroll period and financial year.

## **Note:**


Payroll period depends on the Stop Allowance's start date.

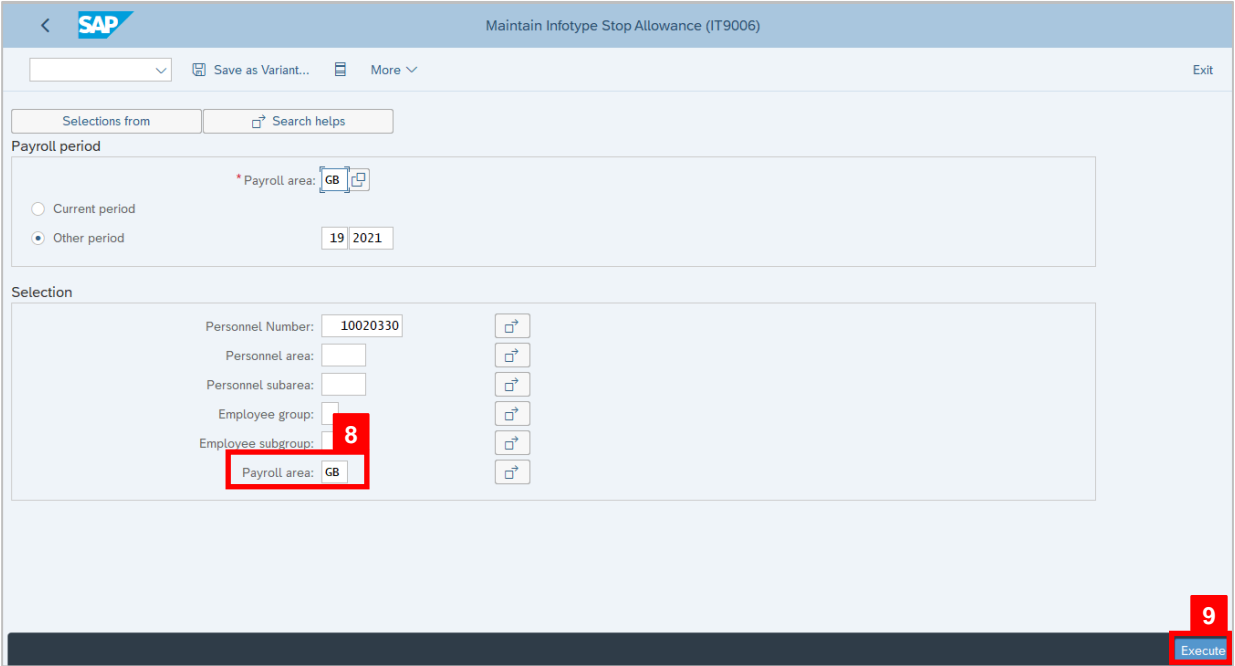
7. Enter the employee's personnel number.


7.1 Click on  to enter multiple employee's personnel numbers.



7.2 Fill in the respective **Personnel Numbers**.

7.3 Click on  icon.



8. Enter GB(Government of Brunei) in the Payroll area or click on  to view list of payroll areas.

9. Click on 



SAP

Maintain Infotype Stop Allowance (IT9006)

Delete

Lock

Unlock

More

Search

Exit

	Lock ind.	IC Number	Uniform ID	PersNo.	Last name	First name	Start Date	End Date	CoCode	Pers.area	Subarea	EE group	EE subgrp	Bus. Unit	Program	Activity	Payr.area	E.K	K
<input type="checkbox"/>	000	00076408			BINTI	HAJI ABD	01.01.2022	31.12.9999	GOB	SA	SA05	1	03				GB		X

**Note:**

Maintain Infotype Stop Allowance (IT9006) will be displayed.