



SISTEM SUMBER MANUSIA

User Guide

Payroll for Front End User (SAP GUI)

View Report

VERSION: 0.1

INTRODUCTION

This user guide acts as a reference for **Payroll Department Users** (front-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**.

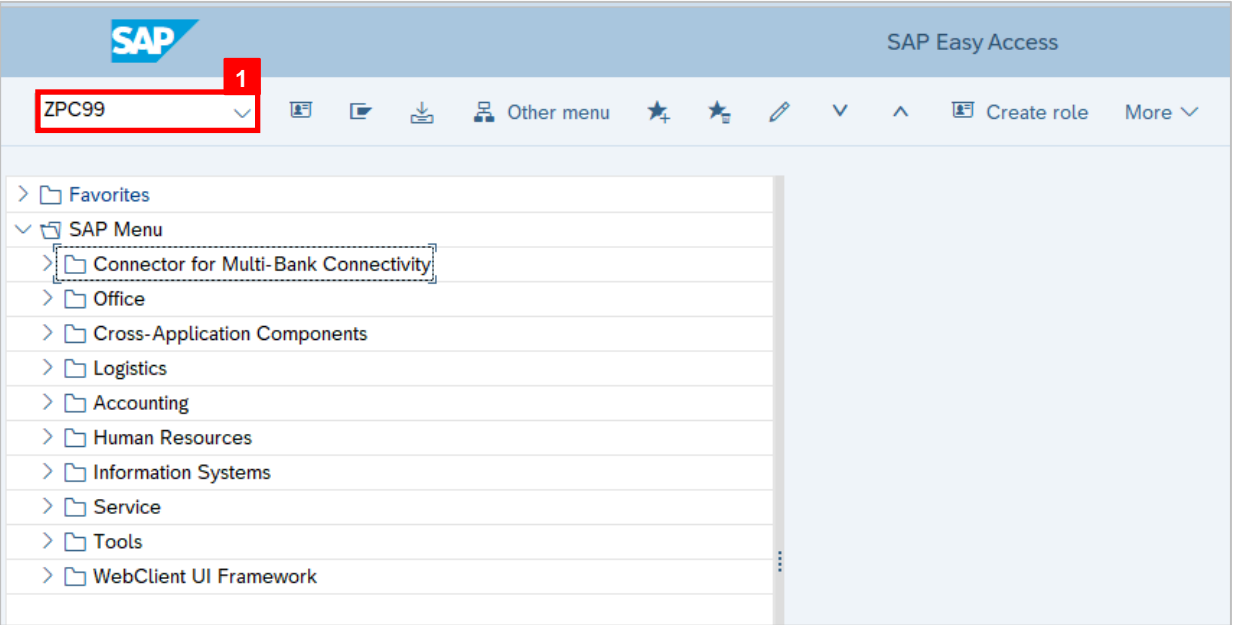


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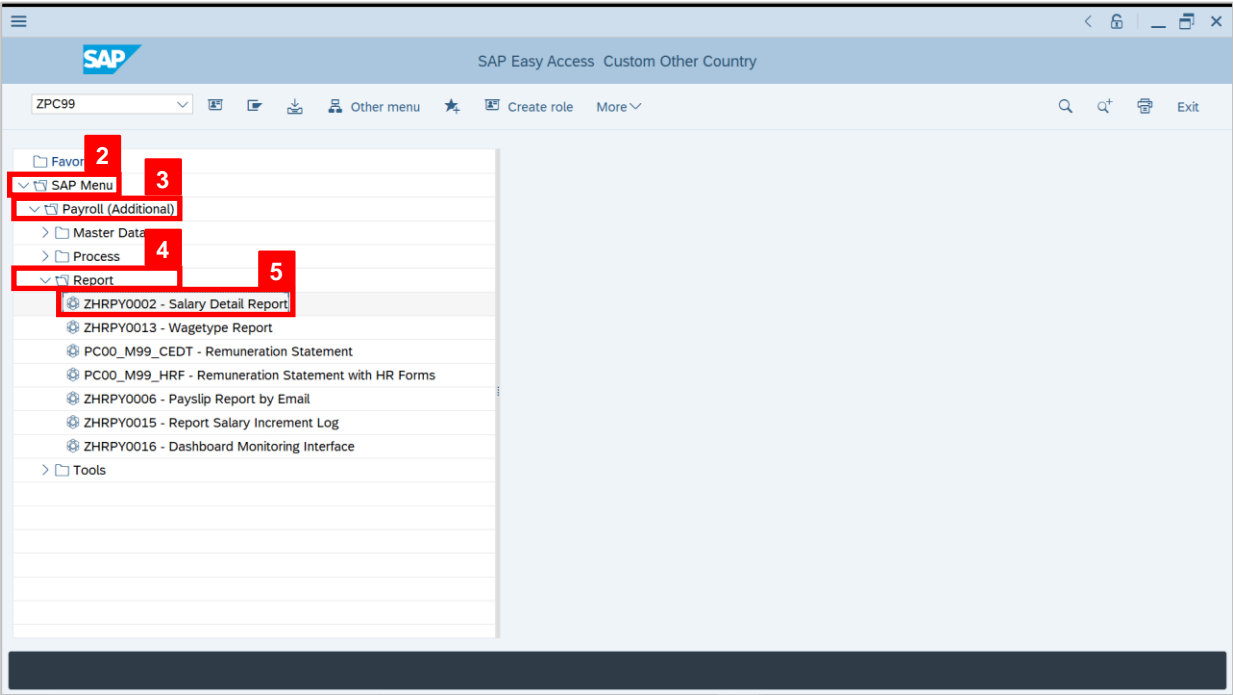
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




View Salary Detail Report	Backend User
	Payroll Department Clerk, Payroll Department Officer, Treasury Payroll Officer



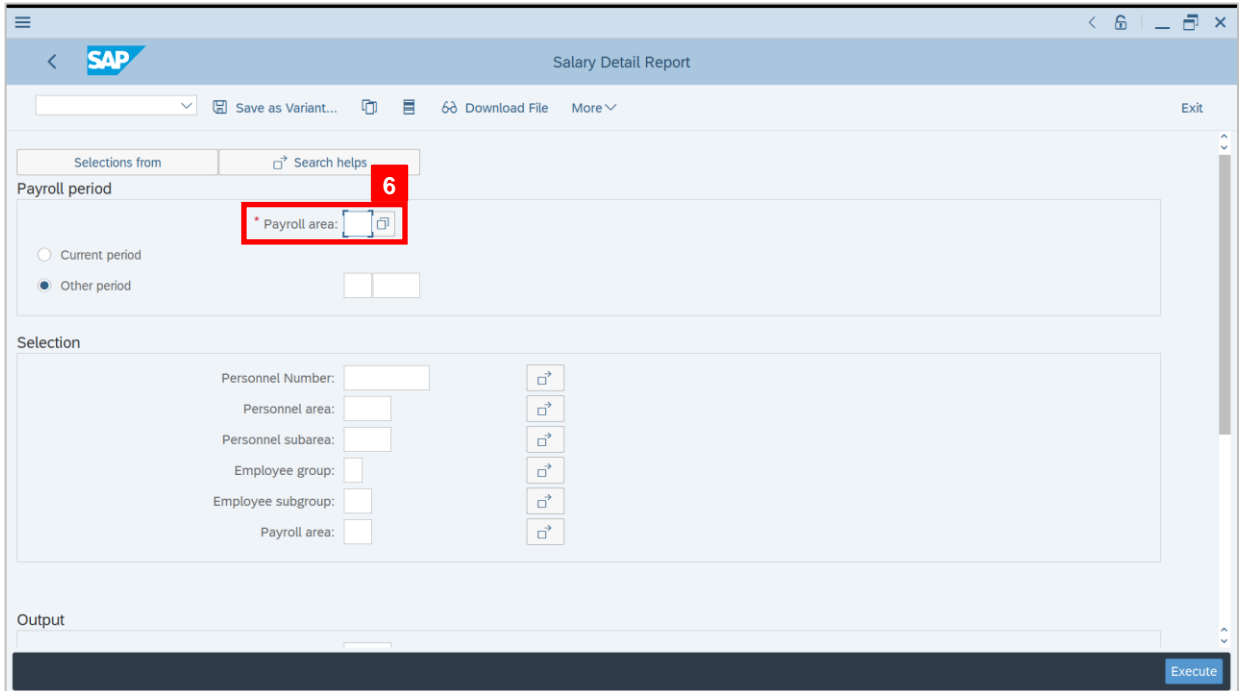
1. Input transaction code, **ZPC99** in the search bar and click enter on the keyboard to navigate to **Payroll Menu**.



2. Click on  SAP Menu
3. Click on  Payroll (Additional)
4. Click on  Report
5. Click on  ZHRPY0002 - Salary Detail Report

Note:

Salary Detail Report page will be displayed.



The screenshot shows the SAP Salary Detail Report interface. The top bar includes the SAP logo and the title 'Salary Detail Report'. Below the title bar, there are navigation icons and a search bar. The main content area is divided into sections: 'Payroll period', 'Selection', and 'Output'. In the 'Payroll period' section, there is a red box around the 'Payroll area' field, and a red number '6' is placed next to it. The 'Selection' section contains several input fields for personnel and employee data, each with a selection icon to its right. The 'Output' section at the bottom has an 'Execute' button.

6. Enter Payroll area or click on  to view list of Payroll area.



SAP Salary Detail Report

Payroll period

Current period

Other period

Payroll area: GB Gov. of Brunei

Selection

Personnel Number:

Personnel area:

Personnel subarea:

Employee group:

Employee subgroup:

Payroll area:

Output

2 Entries found

Execute

7. Select **GB (Gov. of Brunei)**

8. Click on

SAP Salary Detail Report

Payroll period

Current period

Other period

Payroll area: GB

19 2020

Selection

Personnel Number:

Personnel area:

Personnel subarea:

Employee group:

Employee subgroup:

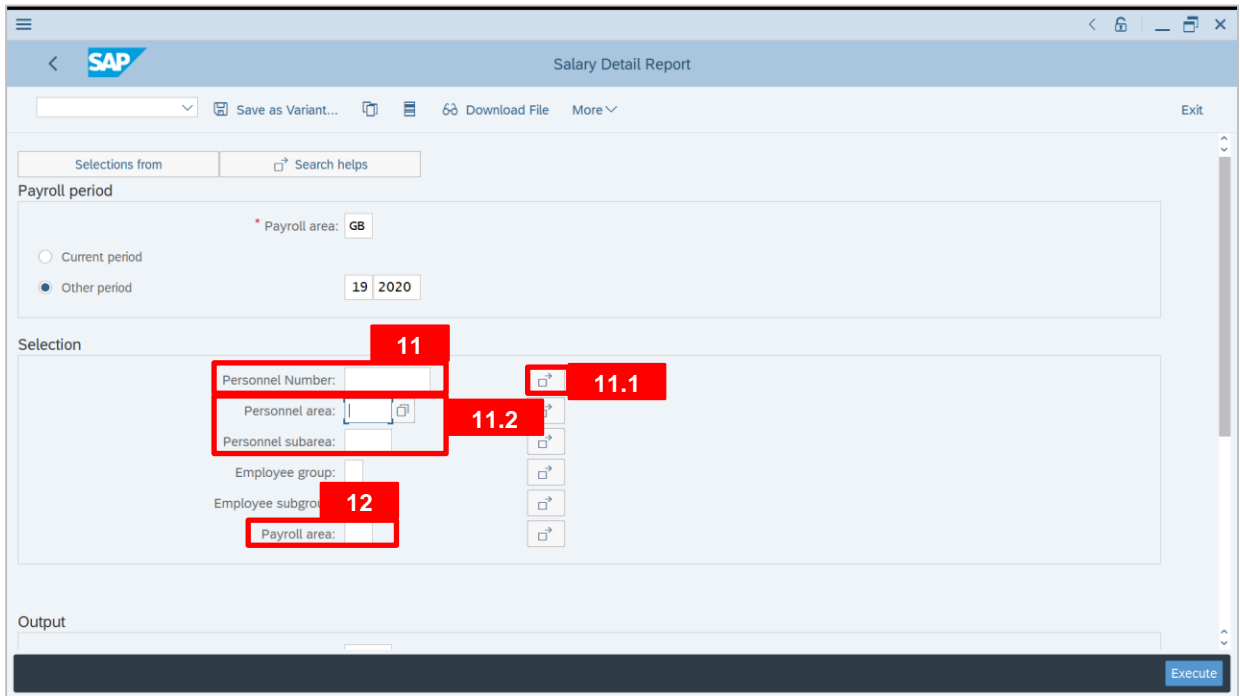
Payroll area:

Output


Execute


9. Select **Other Period.**


10. Input Payroll period and Financial year.



11. Enter employee's personnel number.

11.1 To enter more than one employee, click on 

11.2 To generate report for the whole department, enter Personnel area and Personnel subarea or click on  to view list of Personnel area and Personnel subarea.


12. Enter Payroll area or click on  to view list of Payroll area.



SAP Salary Detail Report

Employee subgroup: Payroll area: GB

Output

Module ID: 

ALV Variant Name:

Report

☒ Monthly Cycle ☐ Payroll Cycle

Interface ☐

Off-Cycle Payroll

Off-Cycle Payroll

Execute

13. Enter Module ID or click on  to view list of Module ID (reports).

SAP Salary Detail Report

Employee subgroup: Payroll area:

Module ID (1) 14 Entries found

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Module ID	Description
1000	SALARY DETAIL REPORT
1001	ALLOWANCE REPORT
1002	DEDUCTION REPORT
1003	POTONGAN & BAKI REPORT
1004	SUMMARY SALARY REPORT
9991	DANA MASJID REPORT
9992	SLU PAYMENT REPORT
9993	TAP JOURNAL (CONFIGURATION)
9994	SCP JOURNAL (CONFIGURATION)
9995	ELECTRICAL DEDUCTION REPORT
9996	MLU PAYMENT REPORT
9997	MASTER PAYMENT & DEDUCTION
9998	HOUSING SCHEME TRANSACTIONS
9999	PAYSLIP (CONFIGURATION)

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Execute

14. Select **Module ID**.

15. Click on 

16. Click on **Execute**

Outcome: Salary Detail Report will be generated.