



SISTEM SUMBER MANUSIA

User Guide

Payroll for Back End User (SAP GUI)

SAP Log On

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 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

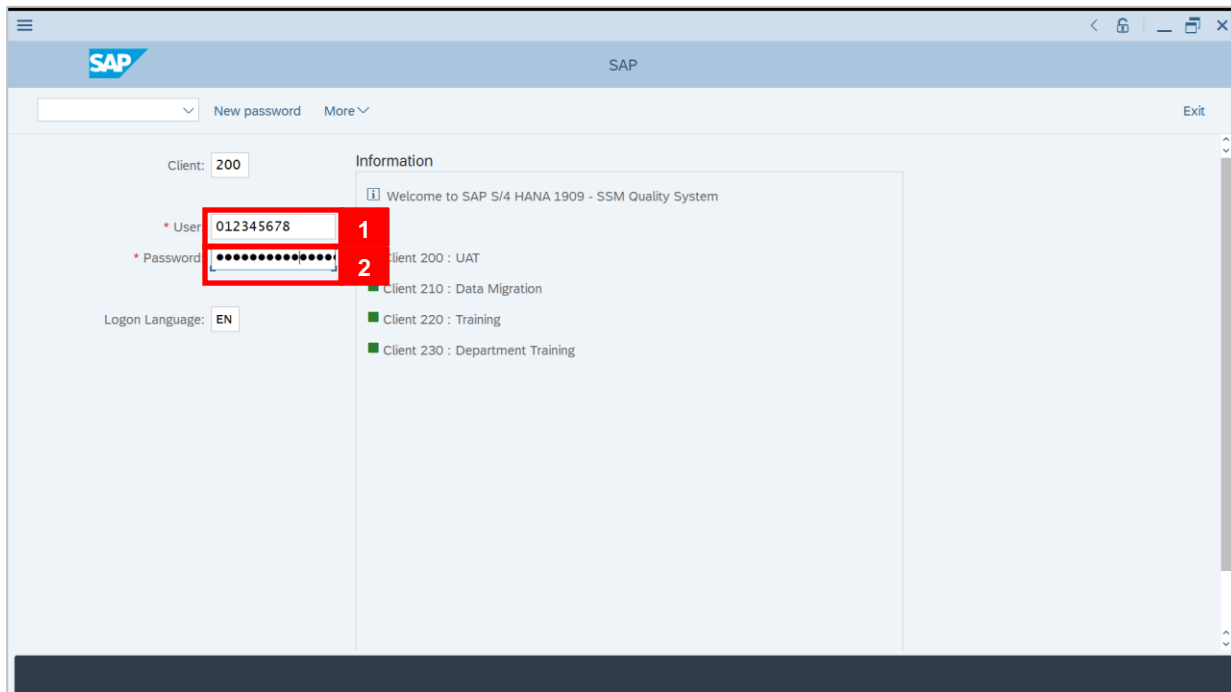
Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 238 2227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.



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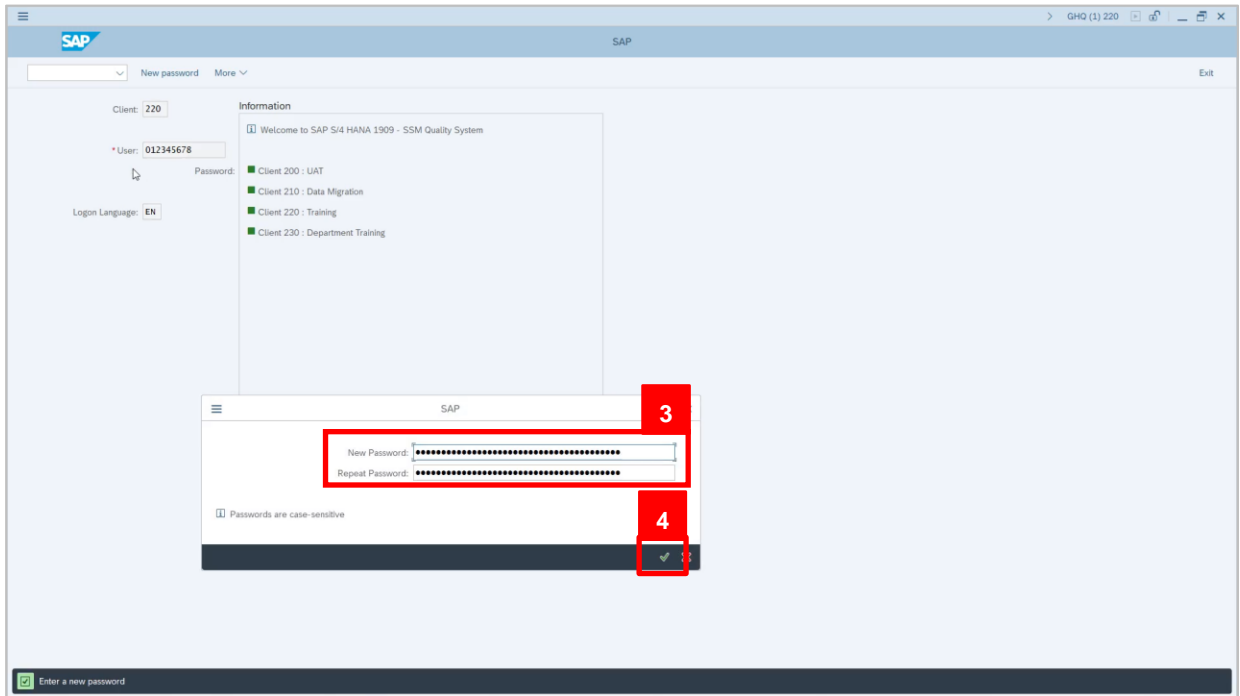
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| Log into SAP and Password Reset | Backend User |
|---------------------------------|--------------|
| - | |



The screenshot shows the SAP Log On interface. The 'Client' field is set to '200'. The 'User' field contains '012345678' and is highlighted with a red box and the number '1'. The 'Password' field contains masked characters and is highlighted with a red box and the number '2'. The 'Logon Language' is set to 'EN'. The 'Information' section on the right displays a welcome message and a list of clients: Client 200 : UAT, Client 210 : Data Migration, Client 220 : Training, and Client 230 : Department Training.


1. Enter Employee's **IC Number** in **User** box.
2. Enter the provided **Password** and click **Enter** on the keyboard.



Note:

For first time log in, the system will automatically ask to change password.

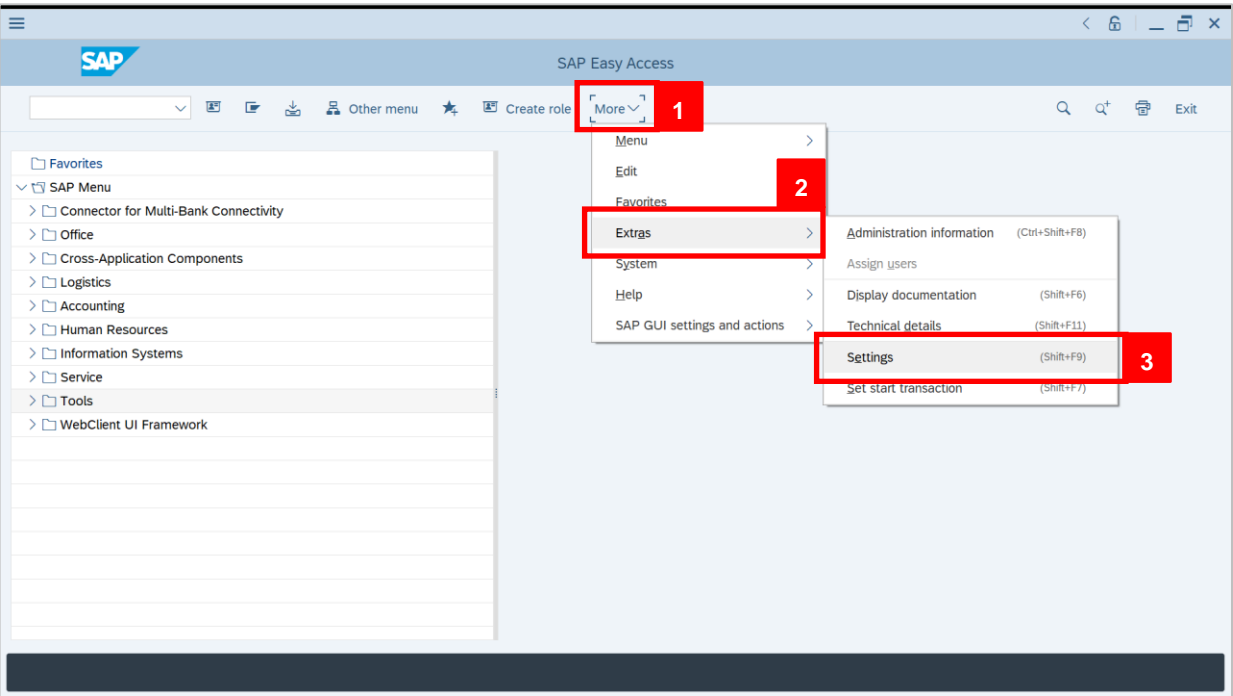
3. Enter new password

4. Click on 

Outcome: The **SAP Easy Access** page will appear after logging on.



| | |
|------------------------------|--------------|
| Display SAP Transaction Code | Backend User |
| | - |



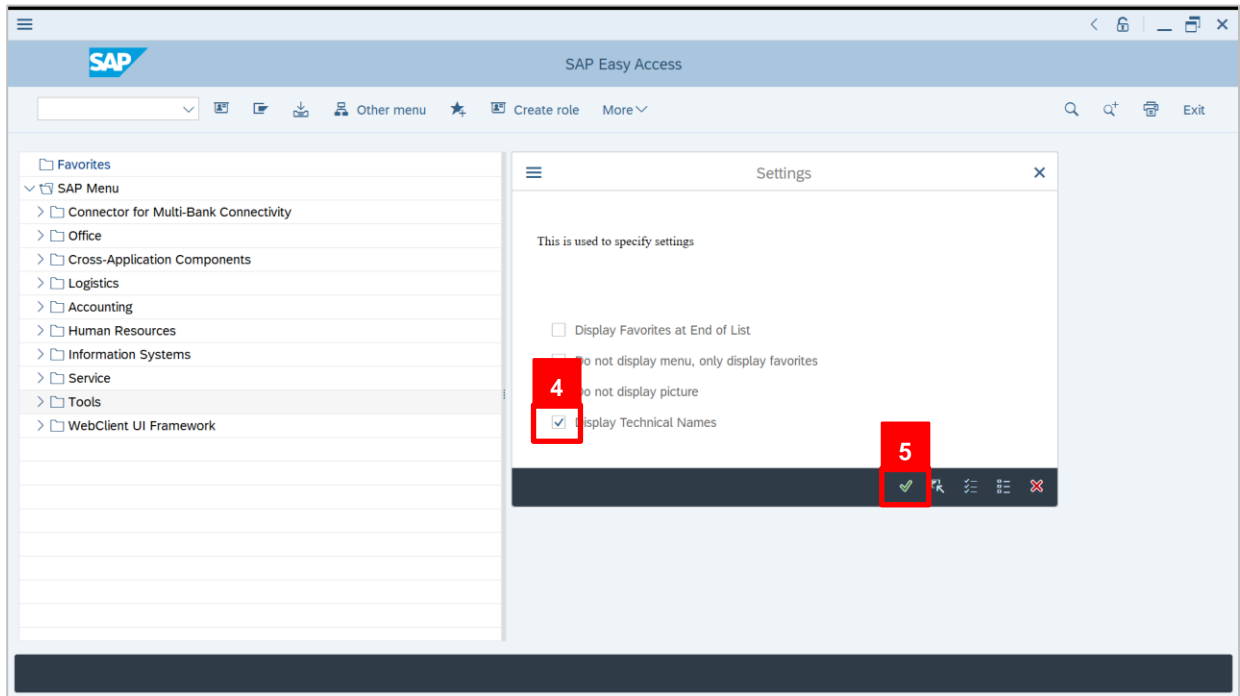
Note:
By default, SAP does not show transaction's code.

1. Click

More ▾
2. Click

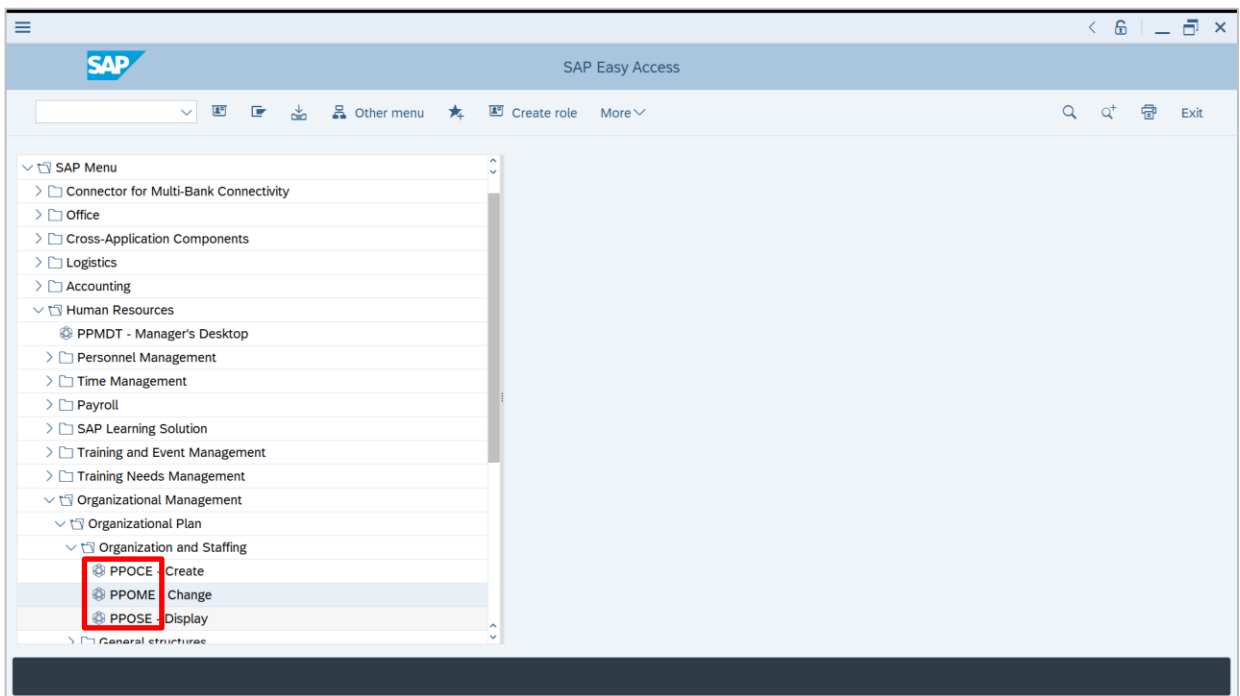
Extras >
3. Select

Settings (Shift+F9)



4. Tick ☒ Display Technical Names.

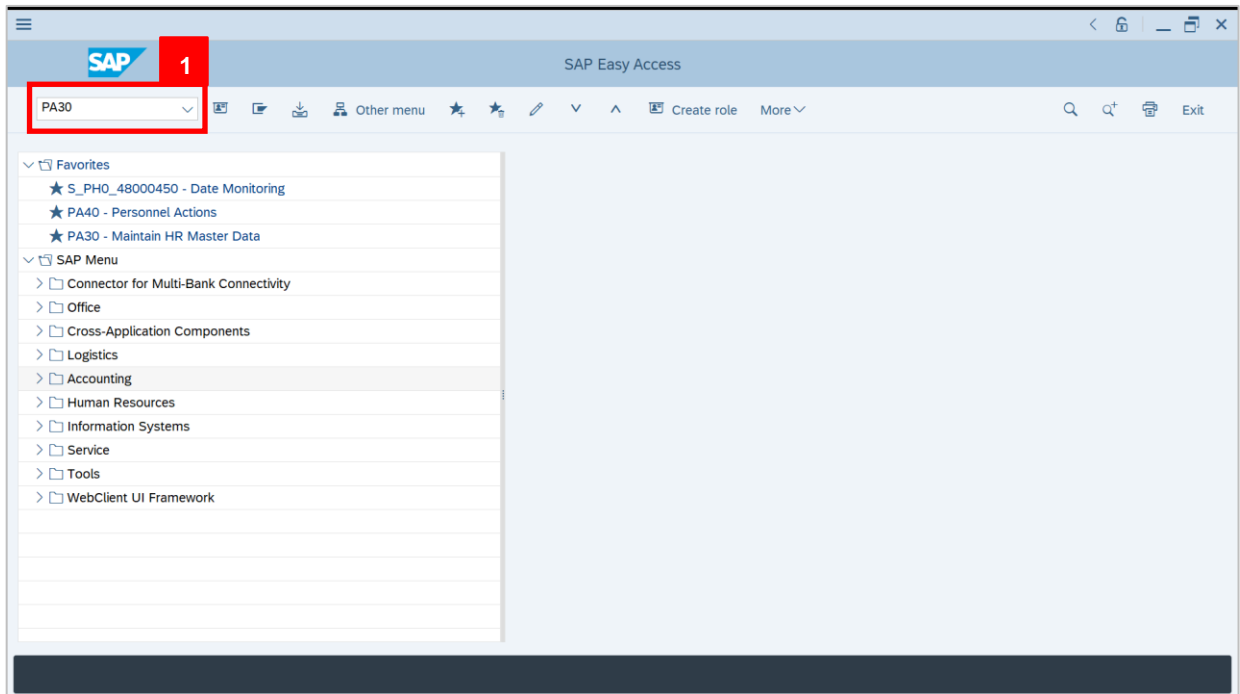
5. Click on ☒



Outcome: Transaction codes will be enabled.

**Navigate to HR
Master Data via
Transaction Code**

Backend User



1. In the search bar, input transaction code **PA30** and press enter on the keyboard.

Note:

- Transaction code is used to quickly access **HR Master Data** from SAP menu screen, otherwise navigation to **HR Master Data** is as follows:

SAP Menu>Human Resources > Personnel Management > Administration > HR Master Data > Maintain

