



SISTEM SUMBER MANUSIA

User Guide

Payroll for Back End User (SAP GUI)

Stop Automatic Allowances (IT 9006)

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

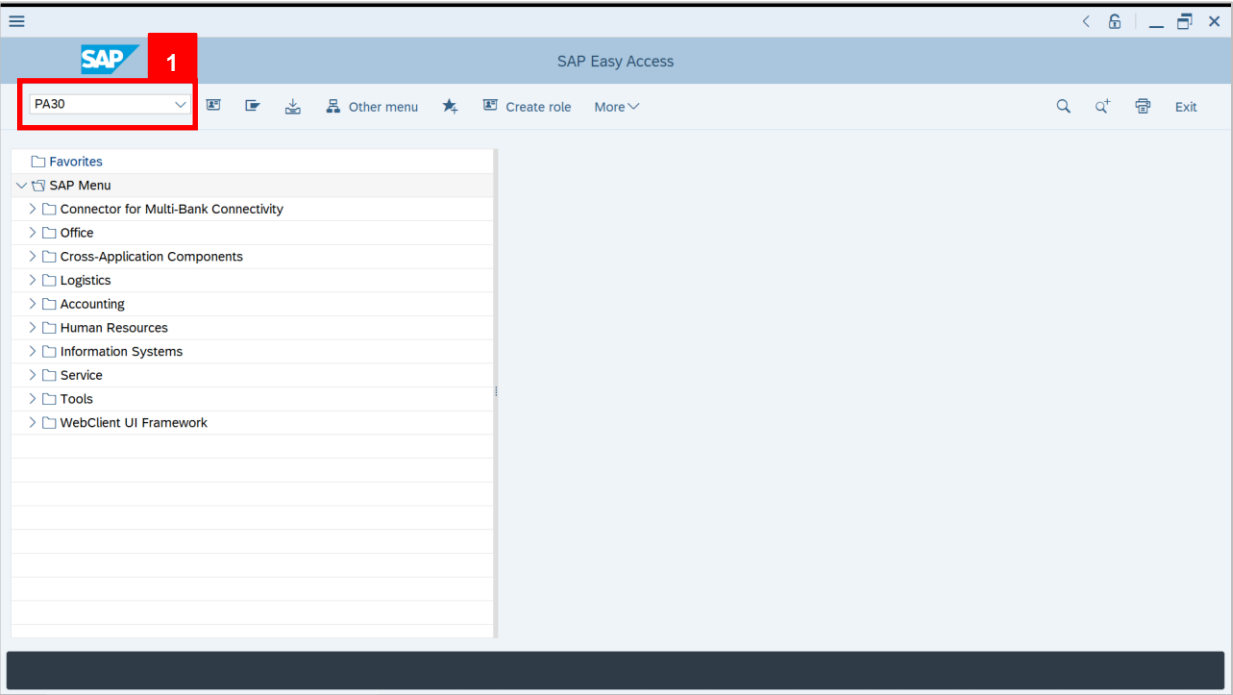
Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 238 2227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.

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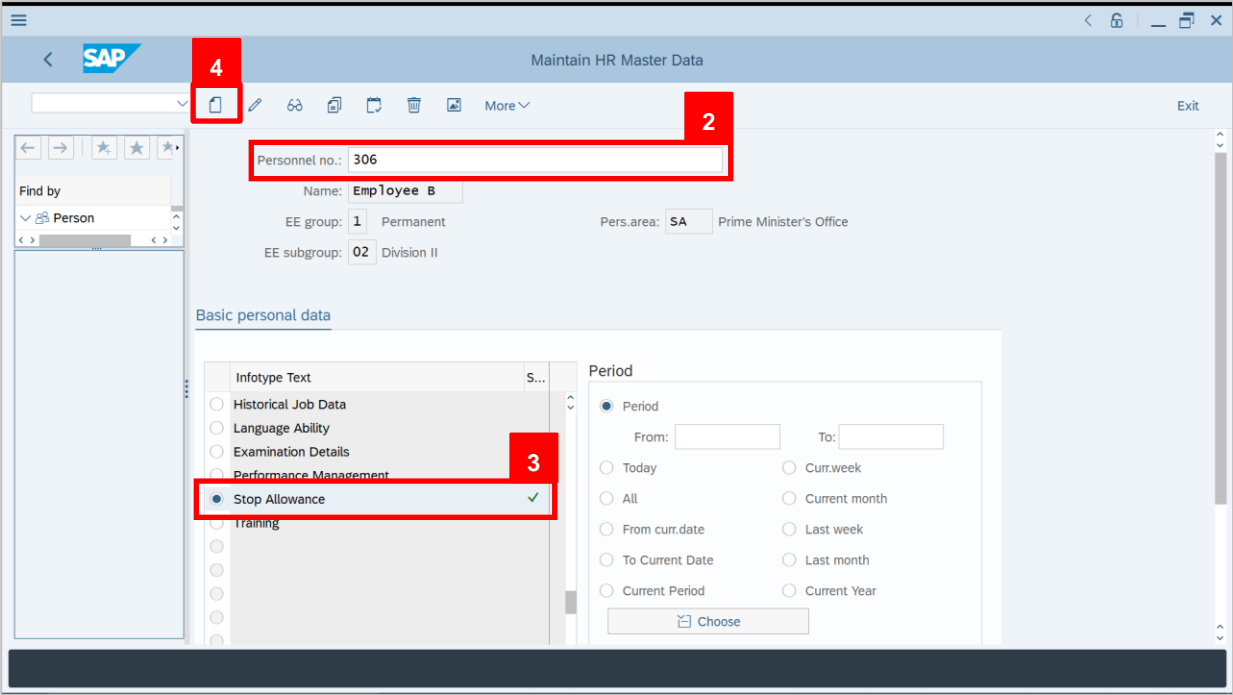
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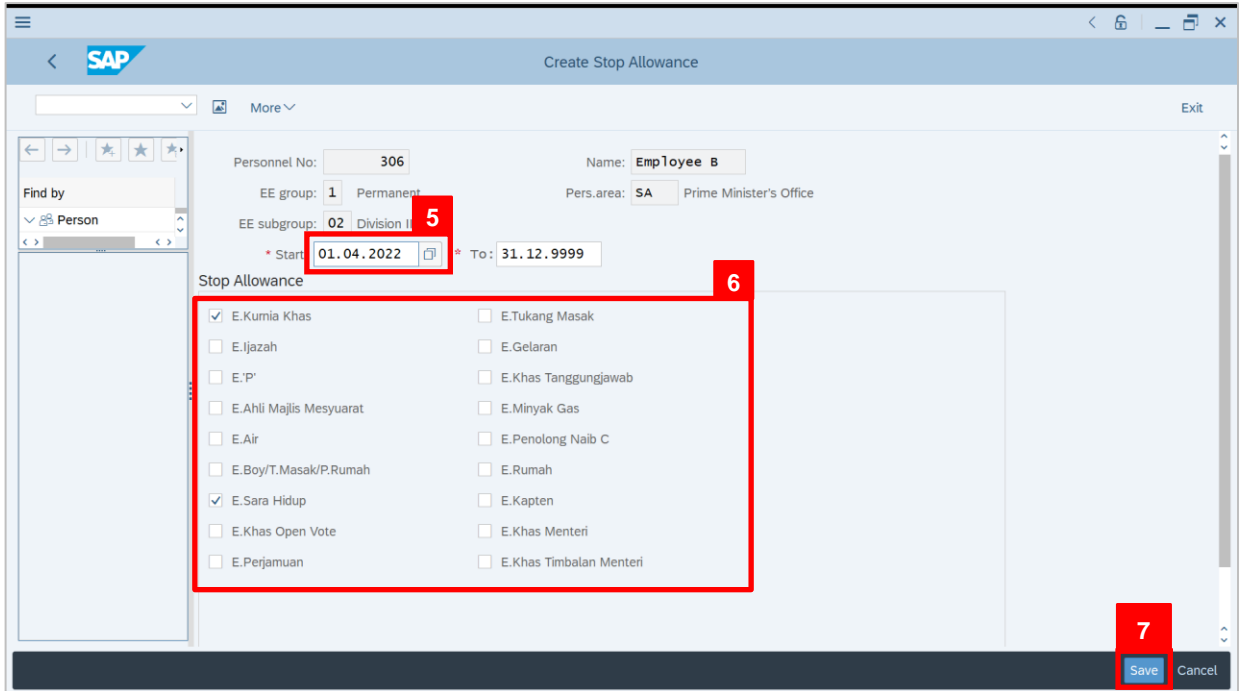
Stop Automatic Allowances for an employee	Backend User
	Payroll Department Clerk, Payroll Department Officer, Treasury Payroll Officer



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 Stop Allowances or enter 9006 under Direct Selection.
4. Click  icon.



Personnel No: 306 Name: Employee B

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


EE subgroup: 02 Division I

* Start: 01.04.2022 * To: 31.12.9999

Stop Allowance

<input checked="" type="checkbox"/> E.Kumia Khas	<input type="checkbox"/> E.Tukang Masak
<input type="checkbox"/> E.Ijazah	<input type="checkbox"/> E.Gelaran
<input type="checkbox"/> E:P	<input type="checkbox"/> E.Khas Tanggungjawab
<input type="checkbox"/> E.Ahli Majlis Mesyuarat	<input type="checkbox"/> E.Minyak Gas
<input type="checkbox"/> E.Air	<input type="checkbox"/> E.Penolong Naib C
<input type="checkbox"/> E.Boy/T.Masak/P.Rumah	<input type="checkbox"/> E.Rumah
<input checked="" type="checkbox"/> E.Sara Hidup	<input type="checkbox"/> E.Kapten
<input type="checkbox"/> E.Khas Open Vote	<input type="checkbox"/> E.Khas Menteri
<input type="checkbox"/> E.Perjamuan	<input type="checkbox"/> E.Khas Timbalan Menteri

Save Cancel

5. Fill in the start date for the automatic allowances to be stopped.
6. Under **Stop Allowance**, select the automatic allowances to be stopped.
7. Click 

Outcome: Allowance will be stopped.

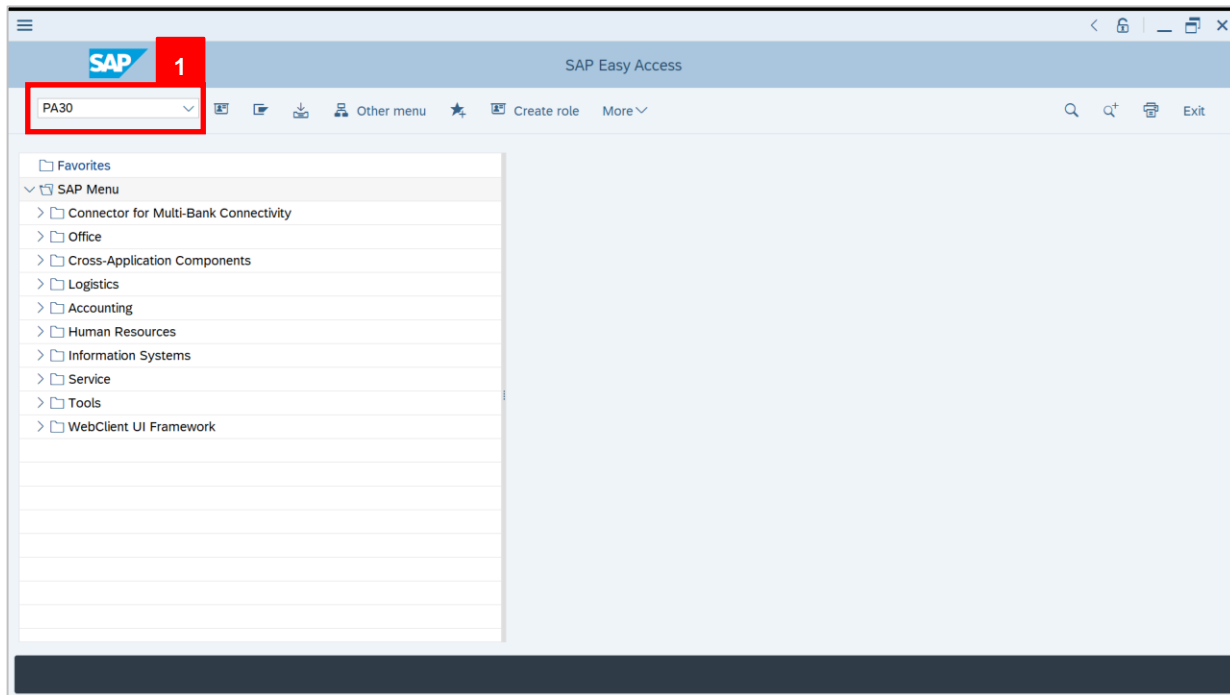
Note:

Click  icon to view stopped allowance.

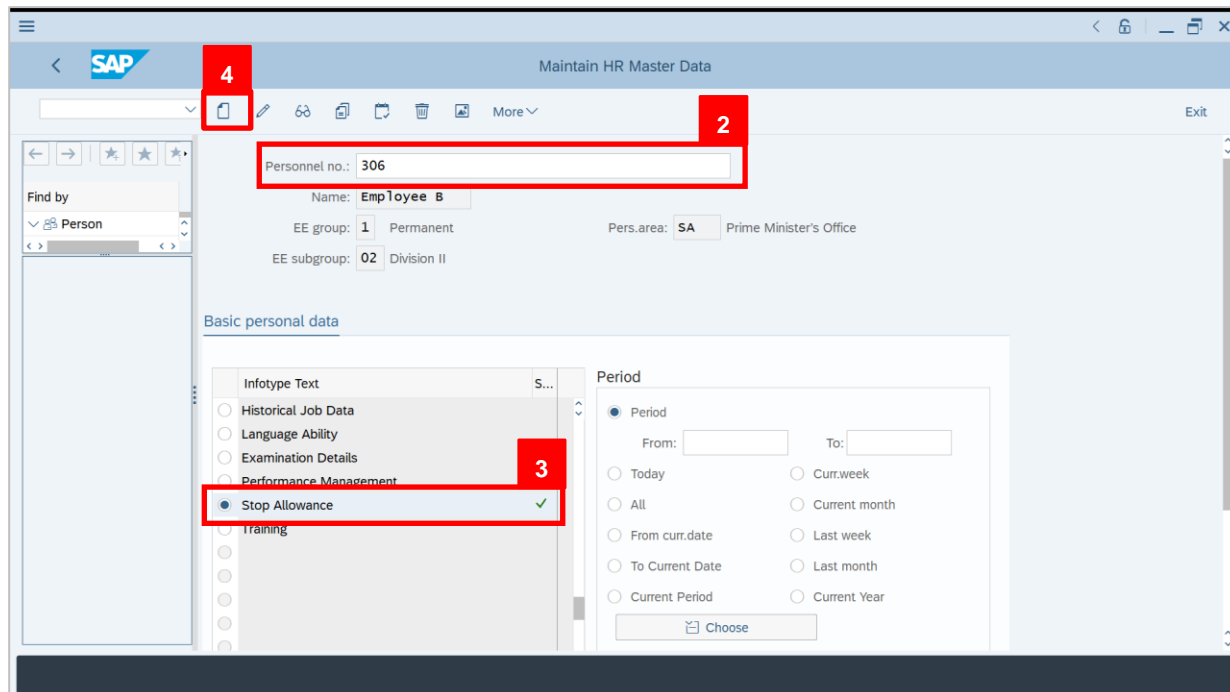
Restart Automatic Allowances


Backend User

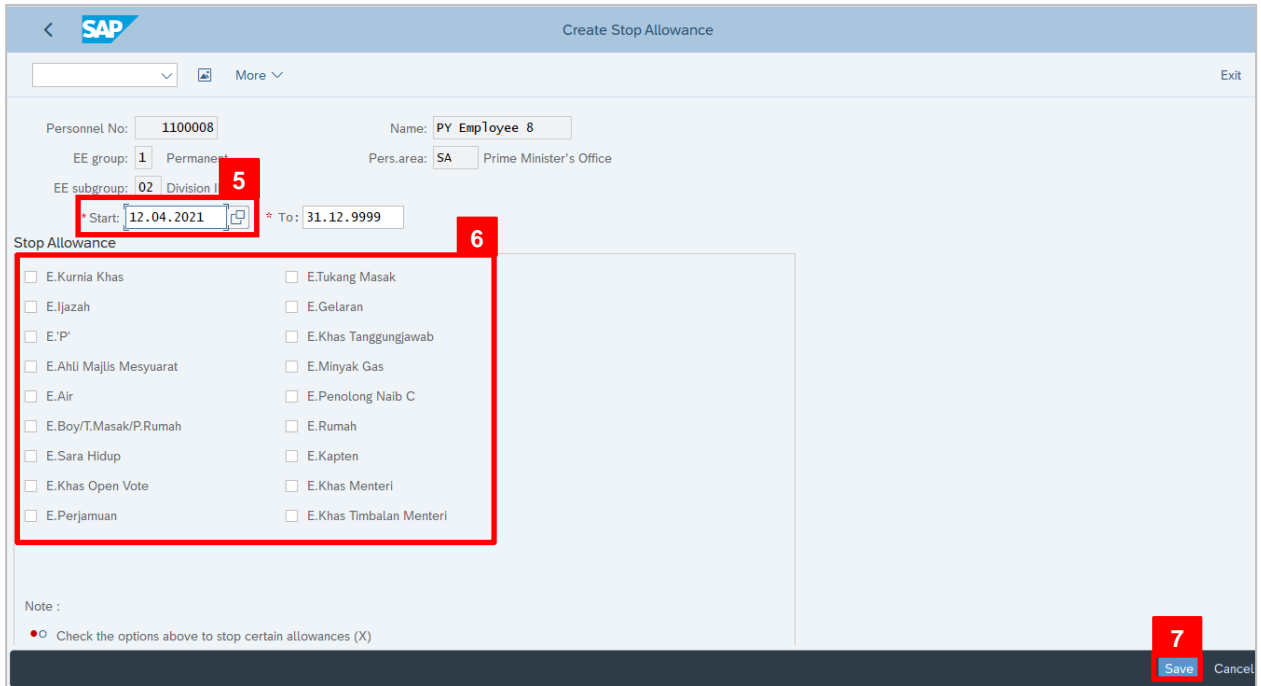
Payroll Department Clerk, Payroll Department Officer, Treasury Payroll Officer



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 Stop Allowances or enter 9006 under Direct Selection.
4. Click  icon.



Personnel No: 1100008 **Name:** PY Employee 8

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

EE subgroup: 02 Division I

*** Start:** 12.04.2021 *** To:** 31.12.9999

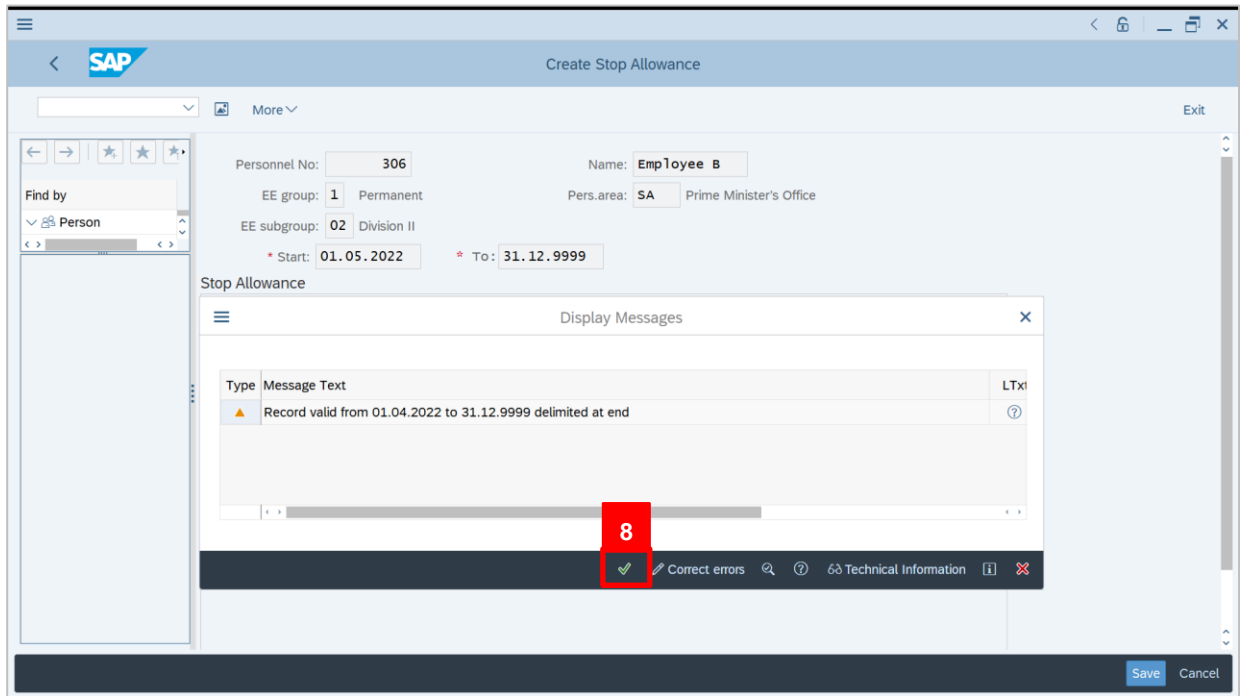
Stop Allowance


<input type="checkbox"/> E.Kurnia Khas	<input type="checkbox"/> E.Tukang Masak
<input type="checkbox"/> E.Ijazah	<input type="checkbox"/> E.Gelaran
<input type="checkbox"/> E.'P'	<input type="checkbox"/> E.Khas Tanggungjawab
<input type="checkbox"/> E.Ahli Majlis Mesyuarat	<input type="checkbox"/> E.Minyak Gas
<input type="checkbox"/> E.Air	<input type="checkbox"/> E.Penolong Naib C
<input type="checkbox"/> E.Boy/T.Masak/P.Rumah	<input type="checkbox"/> E.Rumah
<input type="checkbox"/> E.Sara Hidup	<input type="checkbox"/> E.Kapten
<input type="checkbox"/> E.Khas Open Vote	<input type="checkbox"/> E.Khas Menteri
<input type="checkbox"/> E.Perjamuan	<input type="checkbox"/> E.Khas Timbalan Menteri

Note :
• Check the options above to stop certain allowances (X)

Save Cancel

5. Enter date when the stopped automatic allowances will be restarted.
6. Under **Stop Allowance**, do not select any automatic allowances.
7. Click **Save**



8. Click on 

Outcome: Previous stopped allowance will be delimited. Employee will receive their automatic allowance.

Note:

Click  icon to view stopped allowance.