



# **SISTEM SUMBER MANUSIA**

## **User Guide**

### **Service Extension (Contract) for Back End User (SAP GUI)**

**Role: SPA Approver**

**VERSION: 1.0**

SSM\_UG\_Back\_End\_SAPGUI\_Service Extension\_Contract\_SPA\_v1.0

## INTRODUCTION

This user guide acts as a reference for Back-End User (SAP GUI) on how they can use the features for **Service Extension (Contract) module**. In this user guide, it will show the users on how to:

1. Approve Service Extension Application
2. Rework or Reject Service Extension Application
3. Generate Application Type Report

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 ( <a href="http://www.ssm.gov.bn">www.ssm.gov.bn</a> )
<b>ESS</b>	Employee Self Service
<b>MSS</b>	Manager Self Service

## FURTHER ASSISTANCE

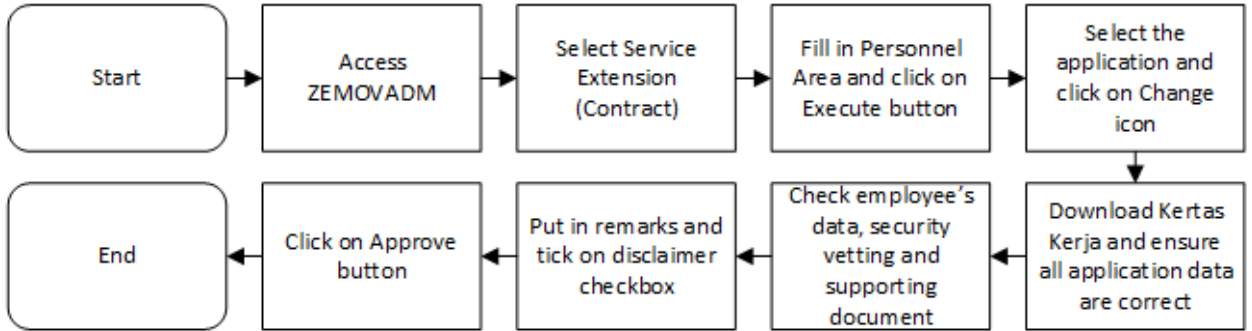
Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 238 2227** or e-mail at **[ssm.helpdesk@dynamiktechnologies.com.bn](mailto:ssm.helpdesk@dynamiktechnologies.com.bn)**.

## Table of Content

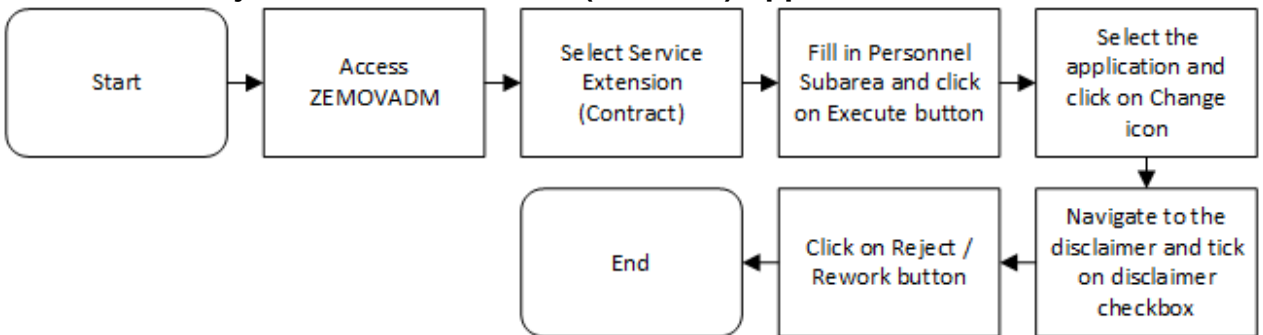
Topics	Page
Introduction	<a href="#">2</a>
Glossary	<a href="#">2</a>
Further Assistance	<a href="#">2</a>
Process Overview	<a href="#">4</a>
<b>MAINTAIN APPLICATION – Service Extension Application</b>	
Approve Service Extension Application	<a href="#">5</a>
Reject / Rework Service Extension Application	<a href="#">12</a>
<b>REPORT</b>	
Generate Application Type Report	<a href="#">15</a>

**Process Overview**

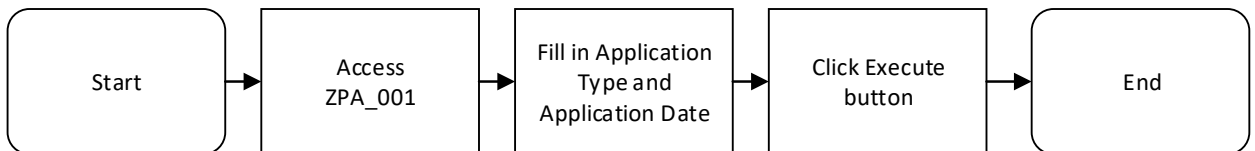
**Approve Service Extension (Contract) Application**



**Rework or Reject Service Extension (Contract) Application**



**Generate Application Type Report**



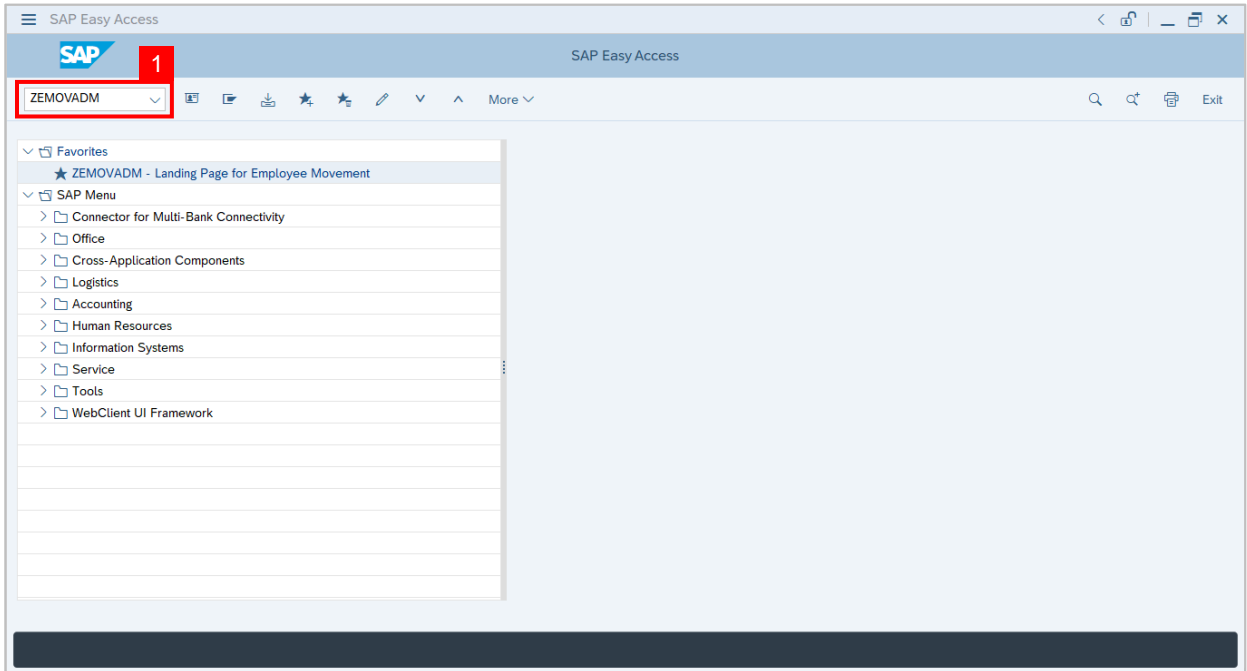
**APPROVE SERVICE  
EXTENSION APPLICATION**

**Back-End User**

SPA Approver

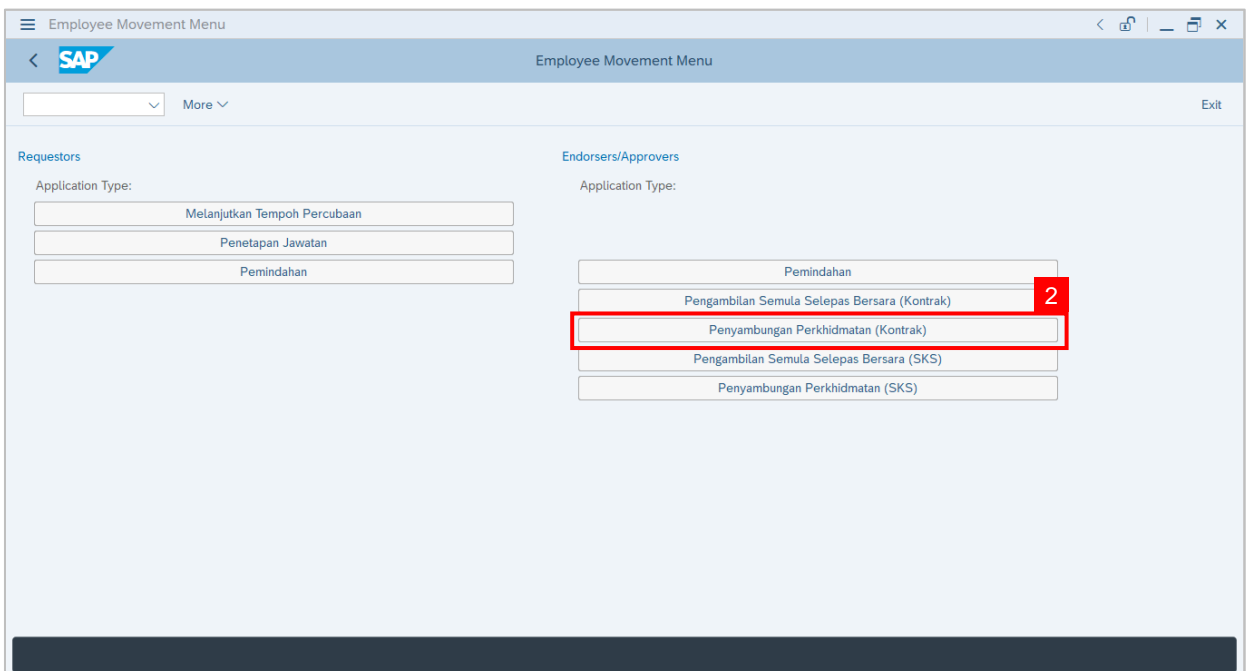
Log into **SAP GUI (Back-End)** and proceed with the following steps.

1. Enter transaction code (t-code) **ZEMOVADM** in the search bar.



**Note:** Employee Movement page will be displayed.

2. Click on **Penyambungan Perkhidmatan (Kontrak)** button.

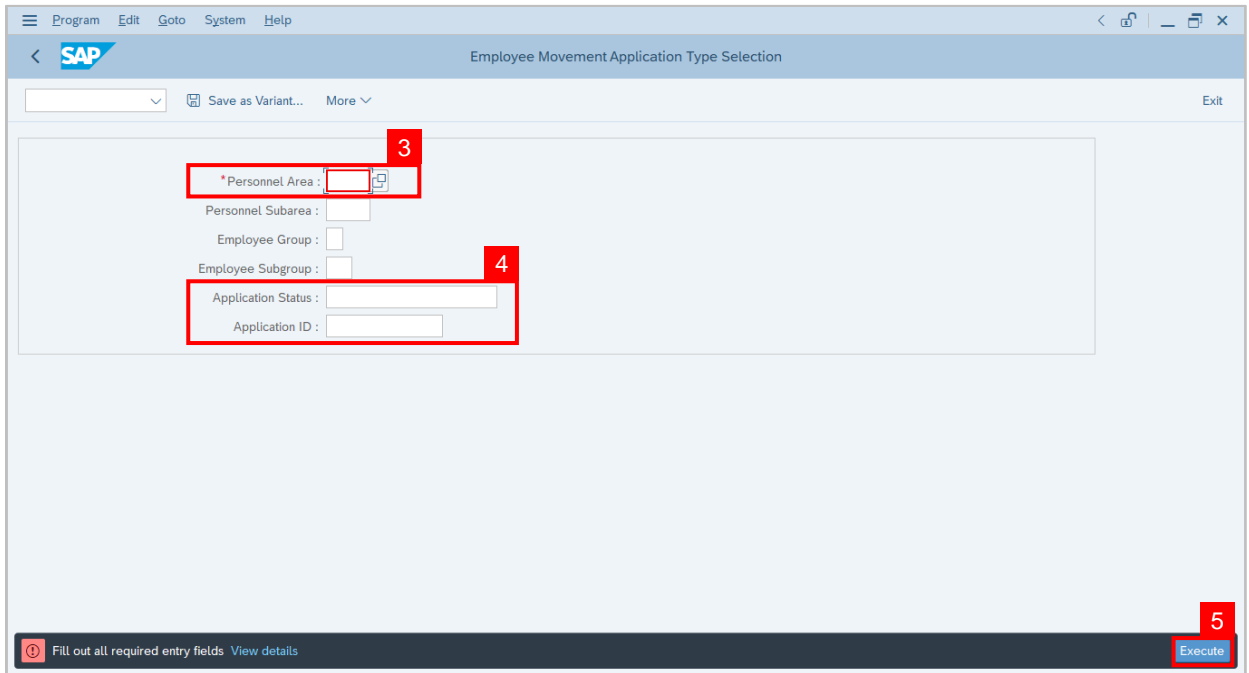


3. Fill in **Personnel Area**.

**Note:** **Personnel Subarea**, **Employee Group**, **Employee Subgroup** are optional to fill in.

4. User may filter specific **Application Status / ID** when required.

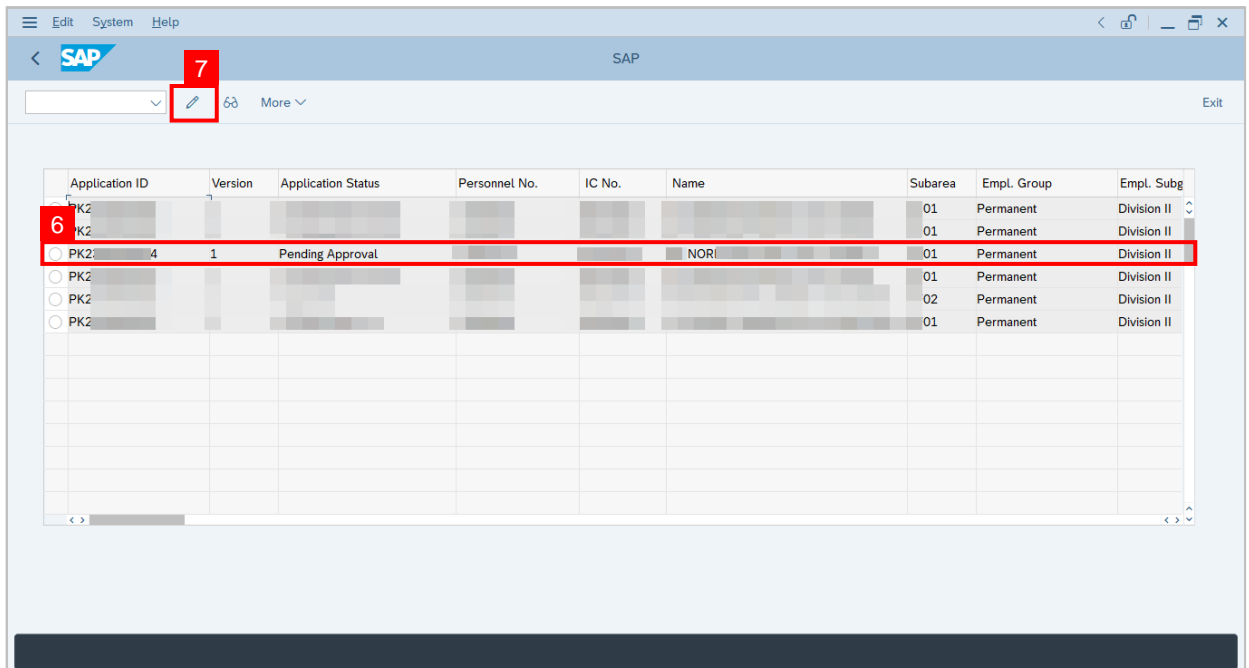
5. Click on **Execute** button.



**Note:** Application List – Approver page will be displayed.

6. Select the correct **Application ID / Personnel Number** by clicking on the **radio button**.

7. Click on **change** icon to **approve** the application.



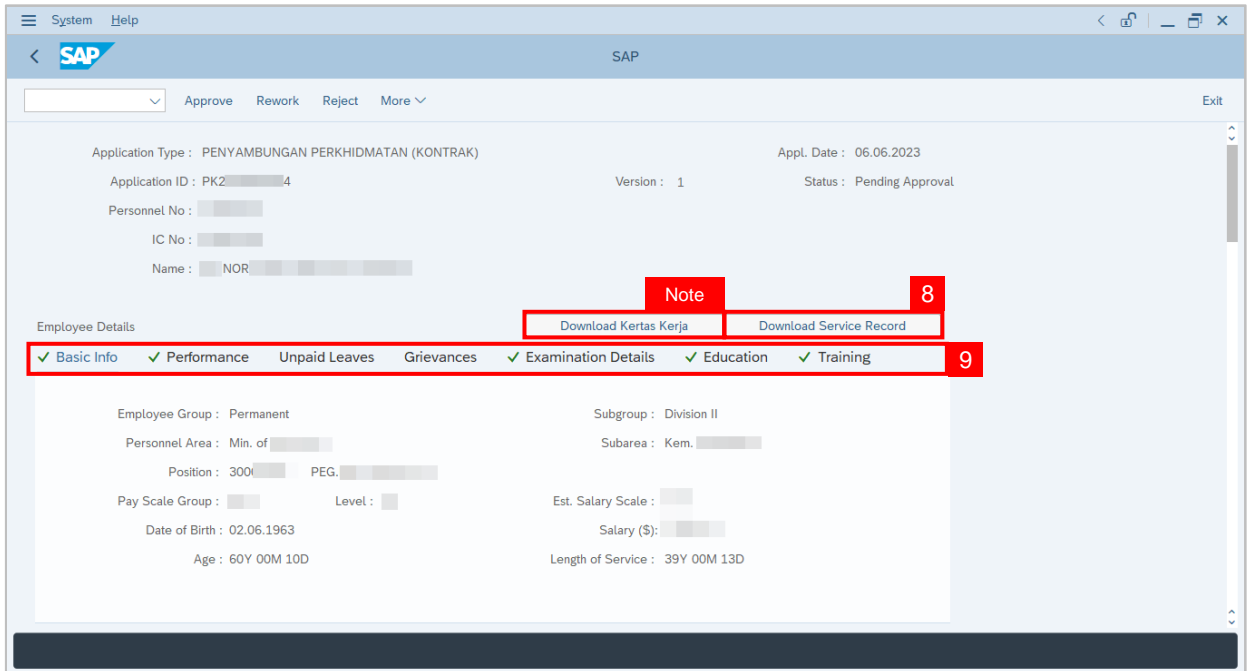
Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. Subg
PK2						01	Permanent	Division II
PK2						01	Permanent	Division II
<input checked="" type="radio"/> PK2	4	1			NOR	01	Permanent	Division II
<input type="radio"/> PK2						01	Permanent	Division II
<input type="radio"/> PK2						02	Permanent	Division II
<input type="radio"/> PK2						01	Permanent	Division II

**Note:** Service Extension (Contract) Application page will be displayed.

8. User can download **Service Record**.

**Note:** SPA may download **Kertas Kerja** generated by the system, if required.

9. User can **check the employee details** from **each tab**.



Application Type : PENYAMBUNGAN PERKHIDMATAN (KONTRAK)      Appl. Date : 06.06.2023  
 Application ID : PK2-4      Version : 1      Status : Pending Approval  
 Personnel No :  
 IC No :  
 Name : NOR

Employee Details

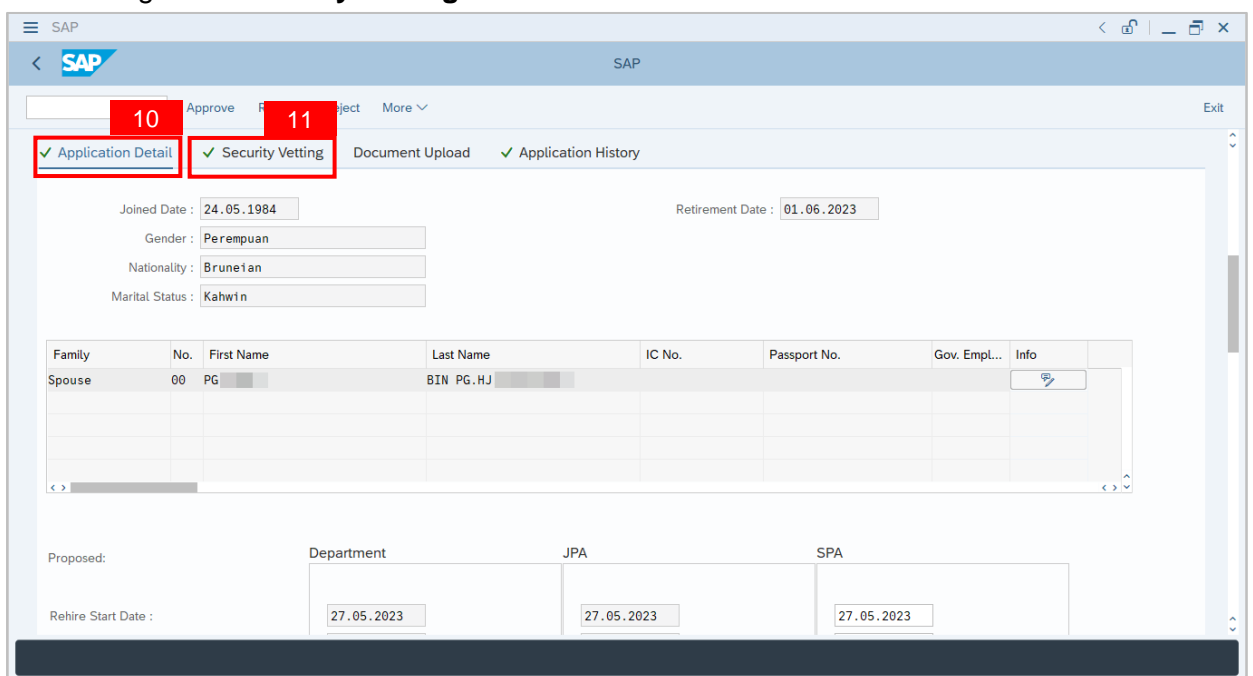
Download Kertas Kerja      Download Service Record

Basic Info    Performance    Unpaid Leaves    Grievances    Examination Details    Education    Training

Employee Group : Permanent      Subgroup : Division II  
 Personnel Area : Min. of      Subarea : Kem.  
 Position : 3000 PEG.  
 Pay Scale Group :      Level :      Est. Salary Scale :  
 Date of Birth : 02.06.1963      Salary (\$) :  
 Age : 60Y 00M 10D      Length of Service : 39Y 00M 13D

10. Navigate to **Application Detail** and ensure that all information is correct.

11. Navigate to **Security Vetting** tab and click on it.



Application Detail    Security Vetting    Document Upload    Application History

Joined Date : 24.05.1984      Retirement Date : 01.06.2023  
 Gender : Perempuan  
 Nationality : Bruneian  
 Marital Status : Kahwin

Family	No.	First Name	Last Name	IC No.	Passport No.	Gov. Empl...	Info
Spouse	00	PG	BIN PG.HJ				

Proposed:      Department      JPA      SPA

Rehire Start Date :      27.05.2023      27.05.2023      27.05.2023

**Note:** Security Vetting tab will be displayed.

(i) All eight (8) Security Vetting agencies name will be displayed.

(ii) Only the **latest application result** will be shown along with the **Application ID**, **Memorandum Date** and **Valid To** date.

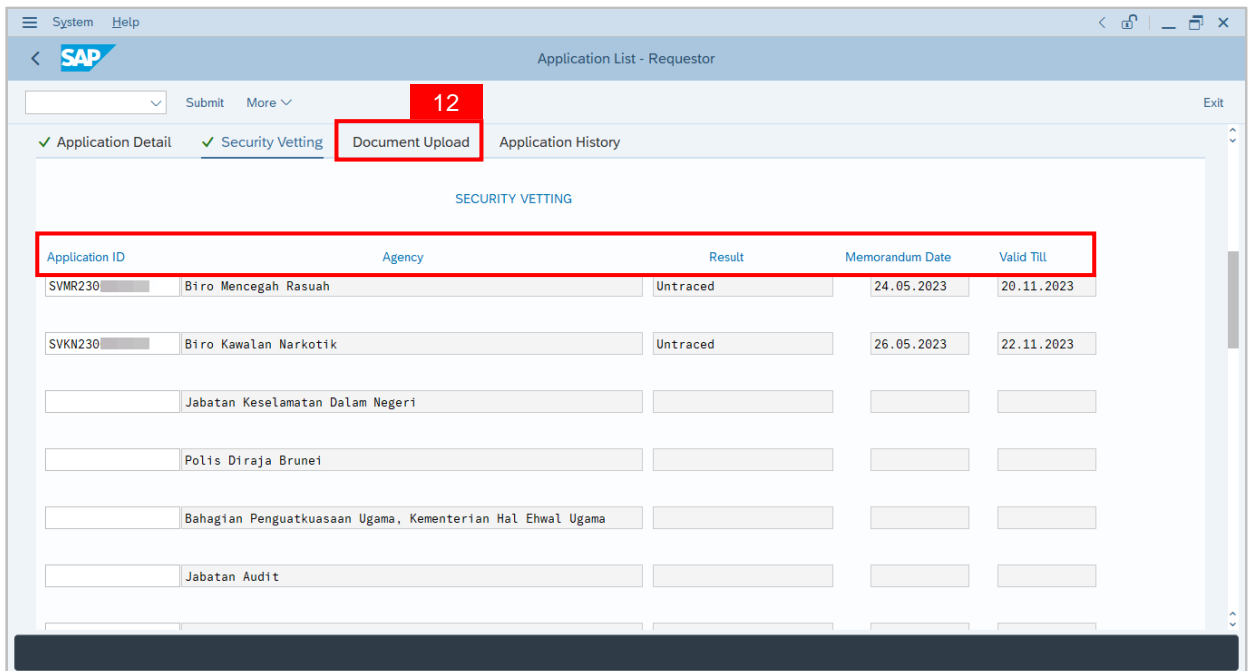
(iii) **SPA Security Vetting Requestor role** may request Security Vetting application to any of the eight agencies when required via ZVETREQUEST.

(iv) **SPA Security Vetting role** may view the result with attachment (if any) via ZVETDISPLAY.

(v) **SPA** may request the Security Vetting role and refer to Security Vetting User Guide for more information.

12. To upload any attachment, navigate to **JPA/SPA Document Upload** tab.

**Note: JPA/SPA Document Upload tab will not be accessible to Department HR Admin.**



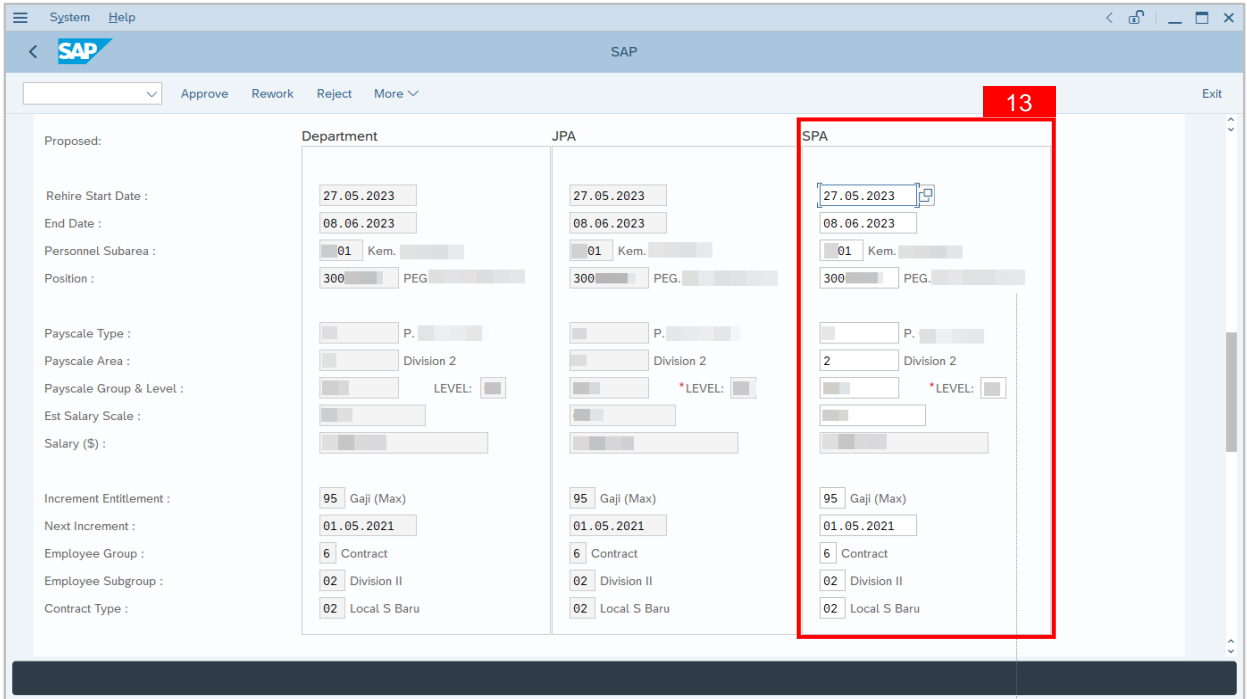
The screenshot shows the SAP 'Application List - Requestor' interface. The 'Document Upload' tab is highlighted with a red box and the number '12'. Below the tabs, the 'SECURITY VETTING' section contains a table with the following data:

Application ID	Agency	Result	Memorandum Date	Valid Till
SVMR230	Biro Mencegah Rasuah	Untraced	24.05.2023	20.11.2023
SVKN230	Biro Kawalan Narkotik	Untraced	26.05.2023	22.11.2023
	Jabatan Keselamatan Dalam Negeri			
	Polis Diraja Brunei			
	Bahagian Penguatkuasaan Ugama, Kementerian Hal Ehwal Ugama			
	Jabatan Audit			



Navigate to **Application Detail**, under **SPA** column and proceed with the next step.

13. User may change the **proposed details** by **JPA**, if necessary.

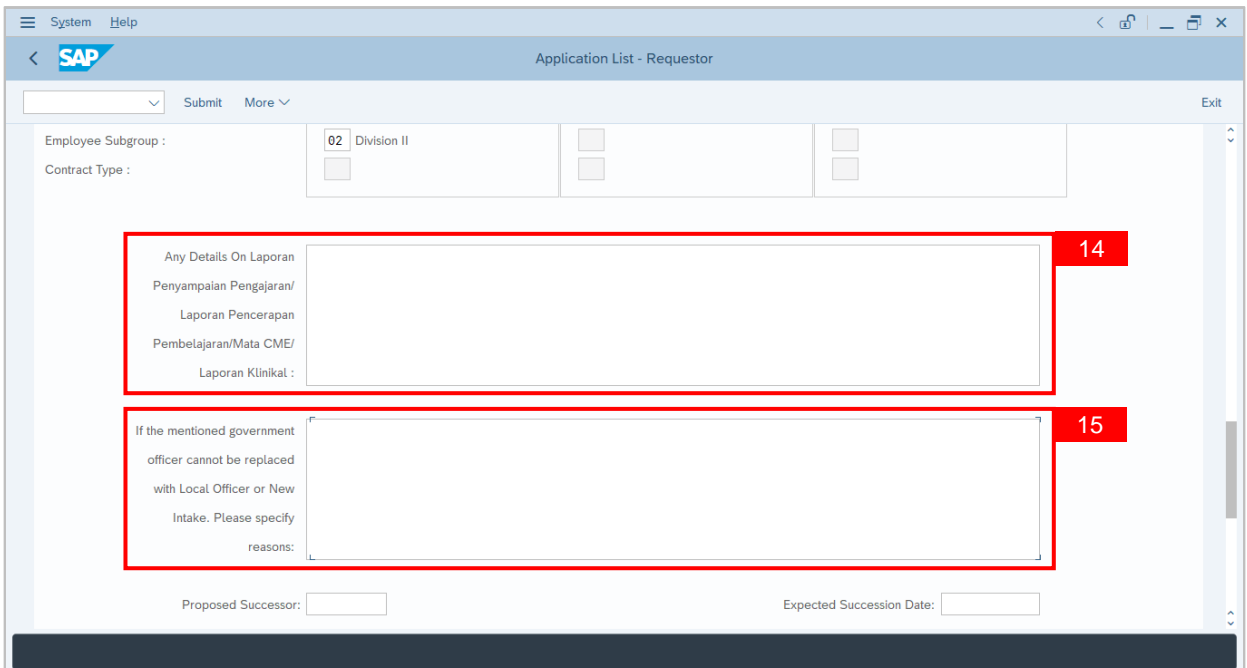


The screenshot shows the SAP Application Detail form for the SPA column. The SPA column is highlighted with a red box and labeled '13'. The form is divided into three columns: Department, JPA, and SPA. The SPA column contains the following fields:

- Rehire Start Date: 27.05.2023
- End Date: 08.06.2023
- Personnel Subarea: 01 Kem.
- Position: 300 PEG.
- Payscale Type: P.
- Payscale Area: Division 2
- Payscale Group & Level: LEVEL:
- Est Salary Scale:
- Salary (\$):
- Increment Entitlement: 95 Gaji (Max)
- Next Increment: 01.05.2021
- Employee Group: 6 Contract
- Employee Subgroup: 02 Division II
- Contract Type: 02 Local S Baru

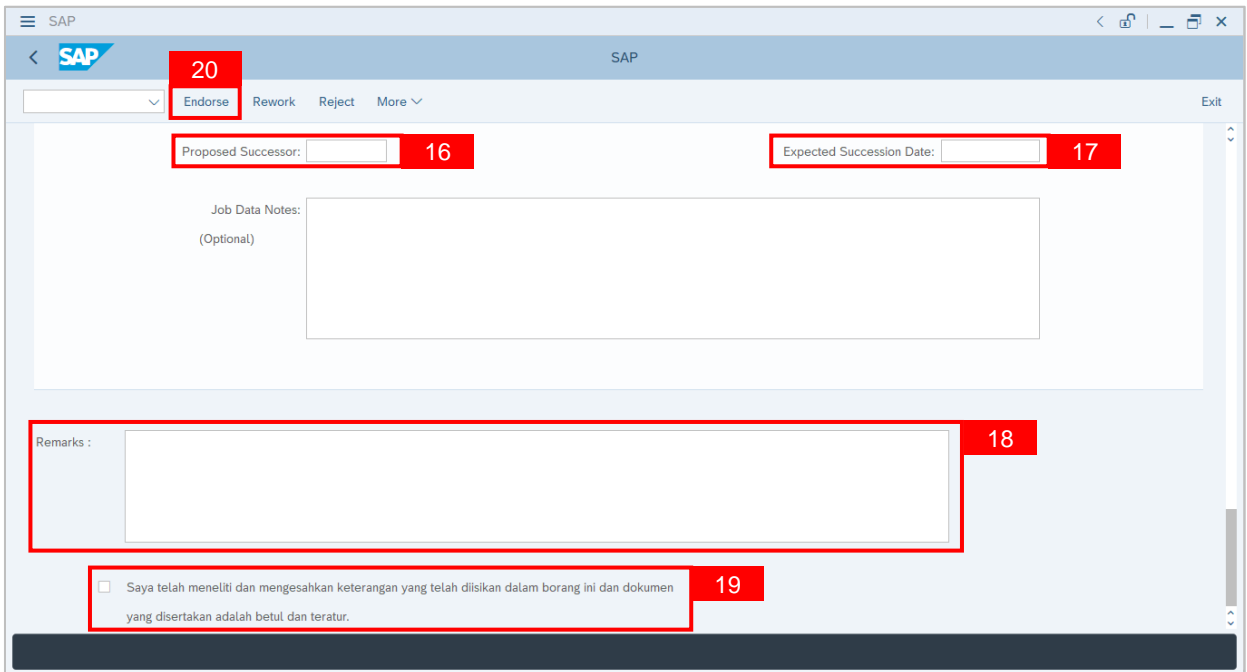
14. Navigate to **Any Details On Laporan Penyampaian Pengajaran / Laporan Pencerapan Pembelajaran / Mata CME / Laporan Klinikal** field to check for any remarks.

15. Navigate to **If the mentioned government officer cannot be replaced with Local Officer or New Intake. Please specify reasons** field to check for any remarks.



The screenshot shows the SAP Application List - Requestor form. Two text input fields are highlighted with red boxes and labeled '14' and '15'. Field 14 is for 'Any Details On Laporan Penyampaian Pengajaran/ Laporan Pencerapan Pembelajaran/Mata CME/ Laporan Klinikal'. Field 15 is for 'If the mentioned government officer cannot be replaced with Local Officer or New Intake. Please specify reasons:'. The form also includes fields for Employee Subgroup (02 Division II) and Contract Type.

16. Verify to ensure the **Proposed Successor** user ID fits the criteria required for this position.
17. Verify the **Expected Succession Date** and user may change it, if needed.
18. Fill in **Remarks**, if any. It will appear at **Application History** for **Approver** and **Department HR Administrator** to view.
19. **Click on the checkbox** to agree with the disclaimer.
20. Click on **Approve** button to Approve the application for **Service Extension (Contract)**.



The screenshot shows the SAP application form for Service Extension (Contract). The form is displayed in a browser window with the SAP logo and navigation icons. The main content area contains several fields and buttons:

- Buttons:** Endorse (highlighted with a red box and the number 20), Rework, Reject, and More (dropdown).
- Fields:** Proposed Successor (input field, highlighted with a red box and the number 16), Expected Succession Date (input field, highlighted with a red box and the number 17).
- Text Area:** Job Data Notes: (Optional) (empty text area).
- Text Area:** Remarks: (empty text area, highlighted with a red box and the number 18).
- Checkbox:**  Saya telah meneliti dan mengesahkan keterangan yang telah diisikan dalam borang ini dan dokumen yang disertakan adalah betul dan teratur. (highlighted with a red box and the number 19).

**Note:** Application List – Requestor will be displayed.

21. The **Application ID** will remain the same.
22. The **Version** number will be 1 (Version 1).
23. The **Application Status** will show as **Approved**.

**Outcome:** Service Extension (Contract) Application has been successfully approved.

Menu: Edit System Help

SAP

Exit

Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. Subg
PK2-21	22	23				01	Permanent	Division II
PK2-4	1	Approved			NORI	01	Permanent	Division II
PK2						01	Permanent	Division II
PK2						02	Permanent	Division II
PK2						01	Permanent	Division II

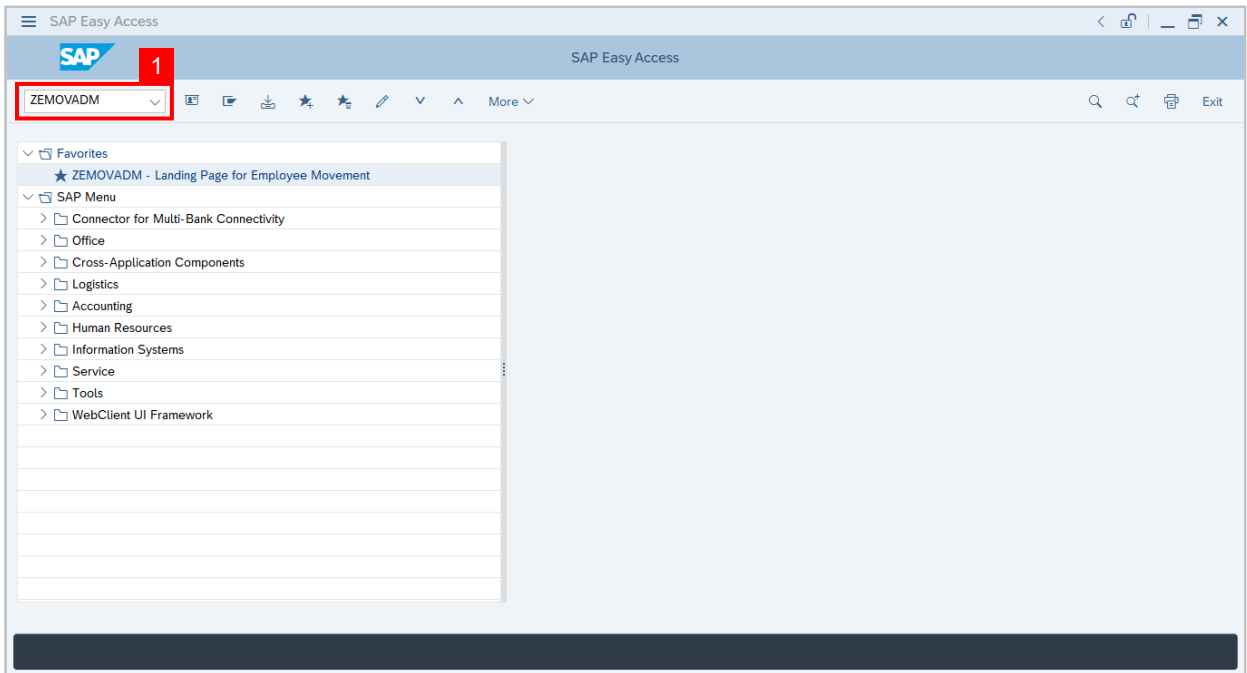
**REWORK / REJECT  
SERVICE EXTENSION  
APPLICATION**

**Back-End User**

SPA Approver

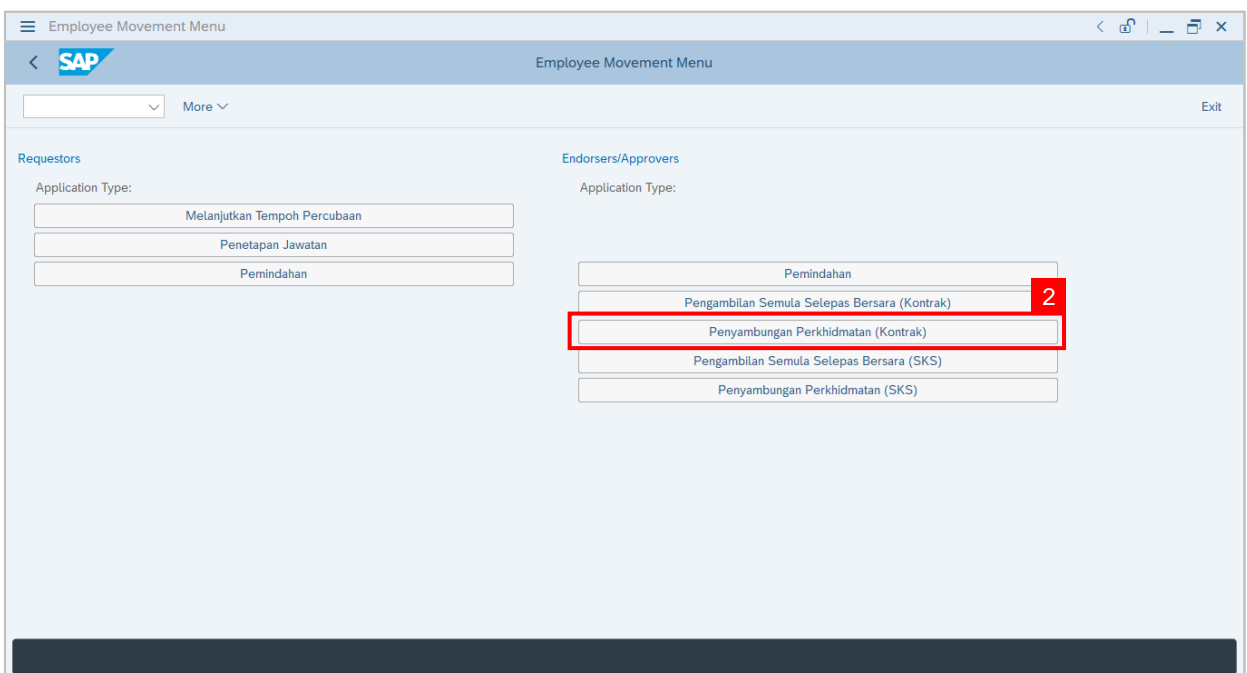
Log into **SAP GUI (Back-End)** and proceed with the following steps.

1. Enter transaction code (t-code) **ZEMOVADM** in the search bar.



**Note:** Employee Movement page will be displayed.

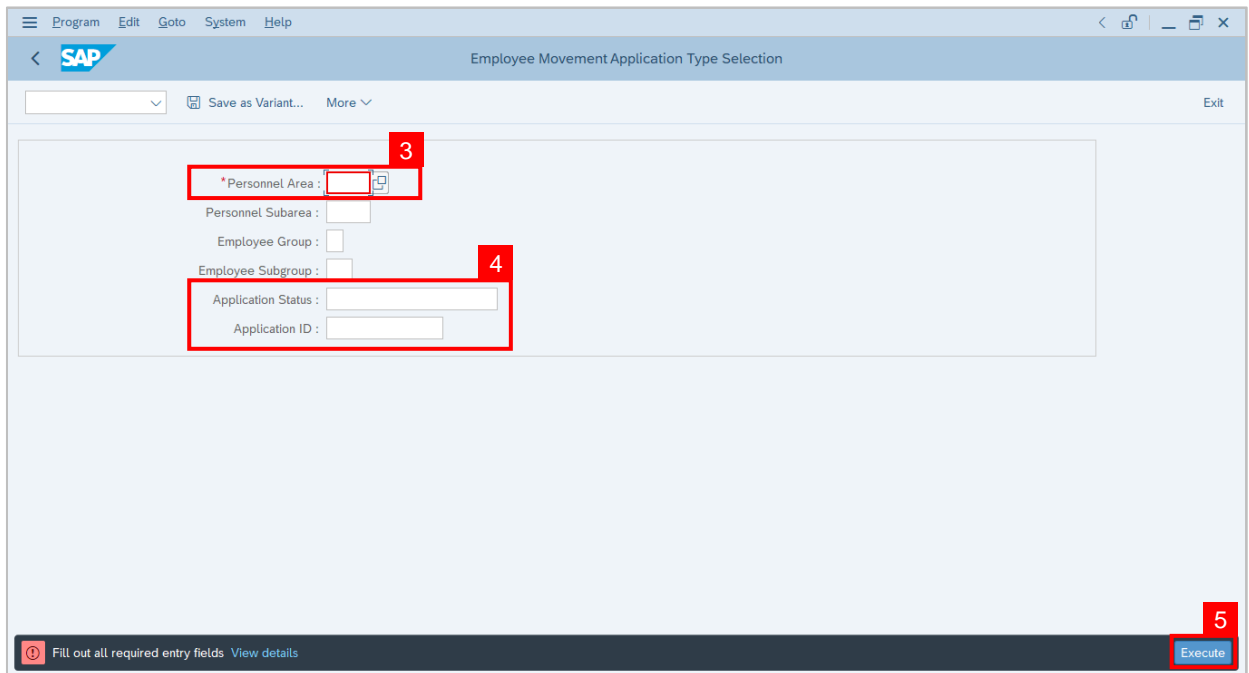
2. Click on **Penyambungan Perkhidmatan (Kontrak)** button.




3. Fill in **Personnel Area**.

4. User may filter specific **Application Status / ID** when required.

5. Click on **Execute** button.



Employee Movement Application Type Selection

\*Personnel Area :   **3**

Personnel Subarea :

Employee Group :

Employee Subgroup :

Application Status :  **4**

Application ID :

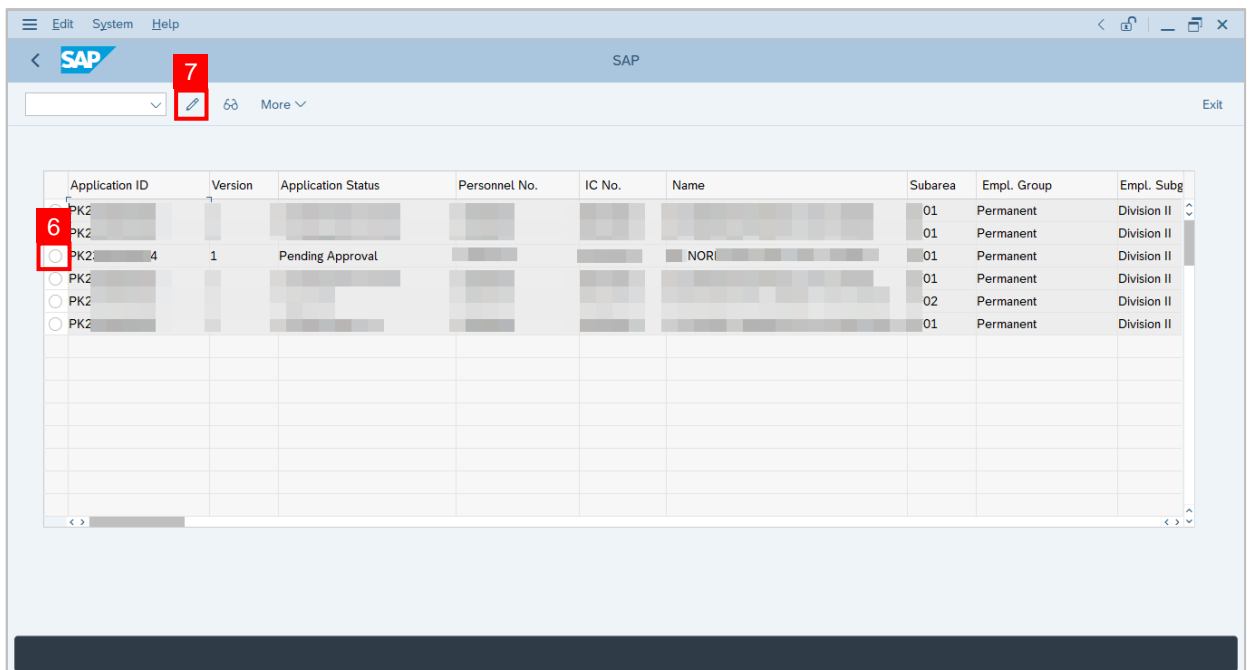
**5** Execute

Fill out all required entry fields [View details](#)

**Note:** Application List – Requestor page will be displayed.

6. Click on the **radio button** to select application to be **reworked / rejected**.

7. Click on **change** icon to rework / reject the application.



	Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. Subg
<input type="radio"/>	PK2						01	Permanent	Division II
<input type="radio"/>	PK2						01	Permanent	Division II
<input checked="" type="radio"/>	PK2-4	1	Pending Approval			NOR	01	Permanent	Division II
<input type="radio"/>	PK2						01	Permanent	Division II
<input type="radio"/>	PK2						02	Permanent	Division II
<input type="radio"/>	PK2						01	Permanent	Division II



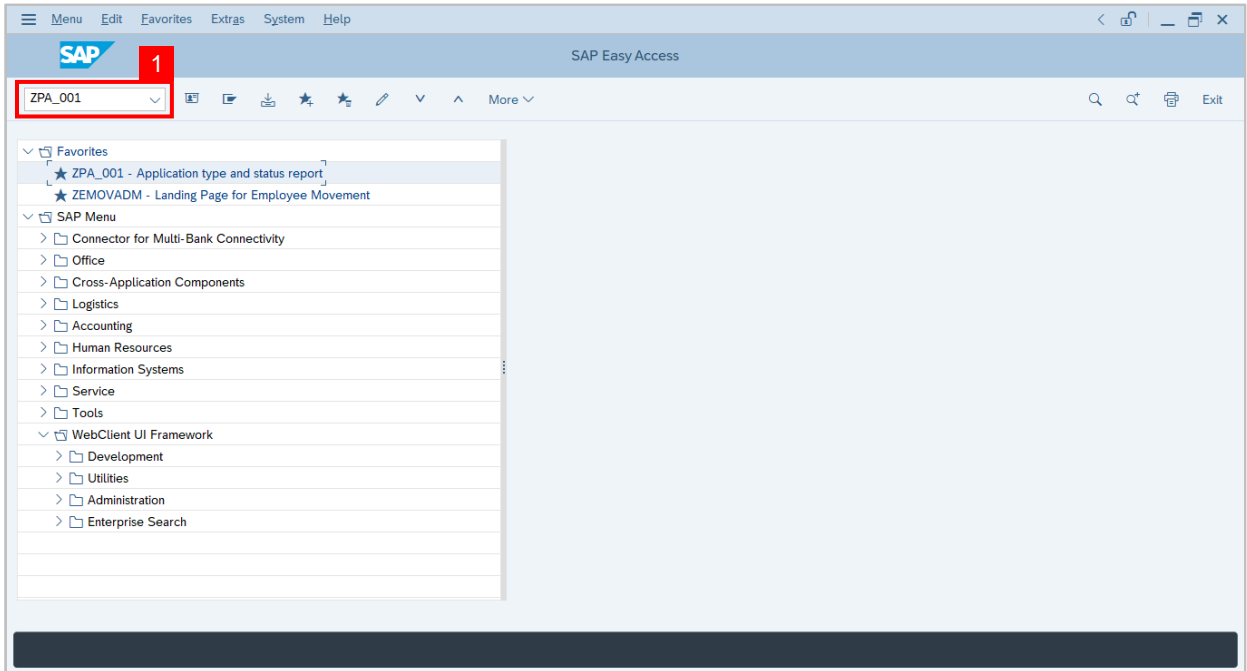
**GENERATE APPLICATION  
TYPE REPORT**

**Back-End User**

SPA Approver

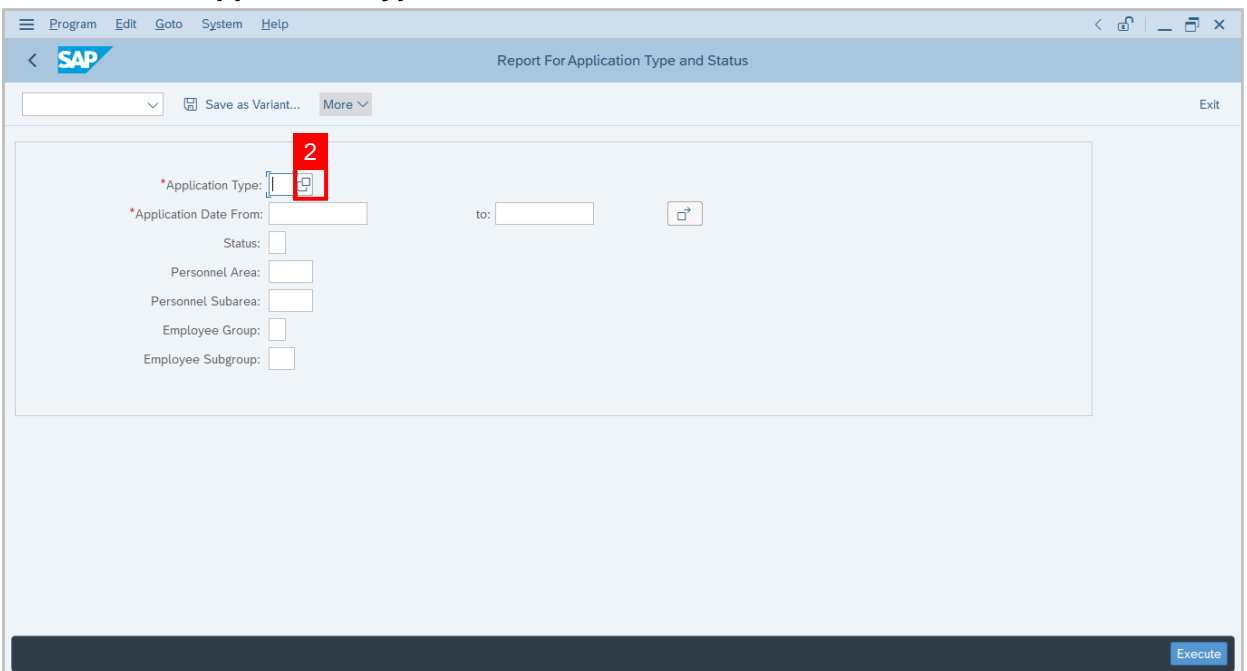
Log into **SAP GUI (Back-End)** and proceed with the following steps.

1. Enter transaction code (t-code) **ZPA\_001** in the search bar.



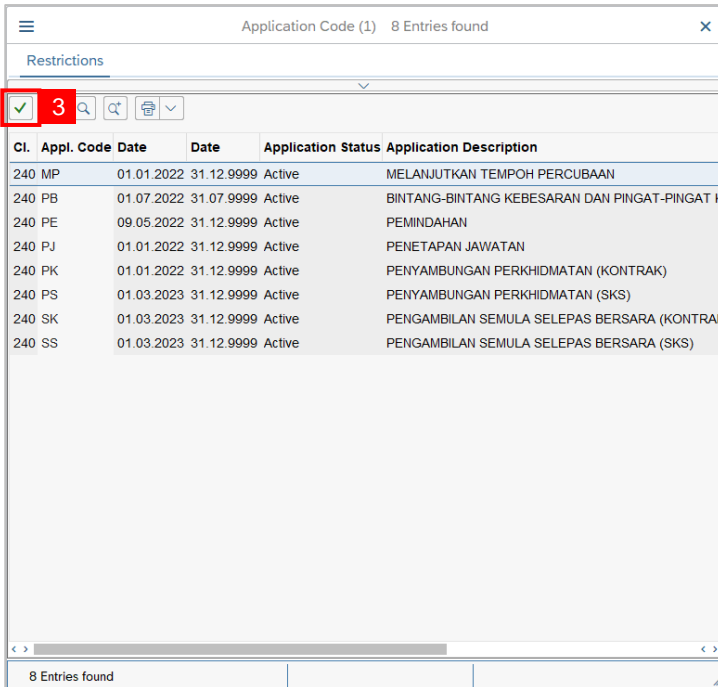
**Note:** Employee Movement page will be displayed.

2. Select the **Application Type**.



**Note:** Application Code (1) pop-up window will be displayed.

3. Select any of the required application type and click on the **copy / green tick icon**.



Application Code (1) 8 Entries found

Restrictions

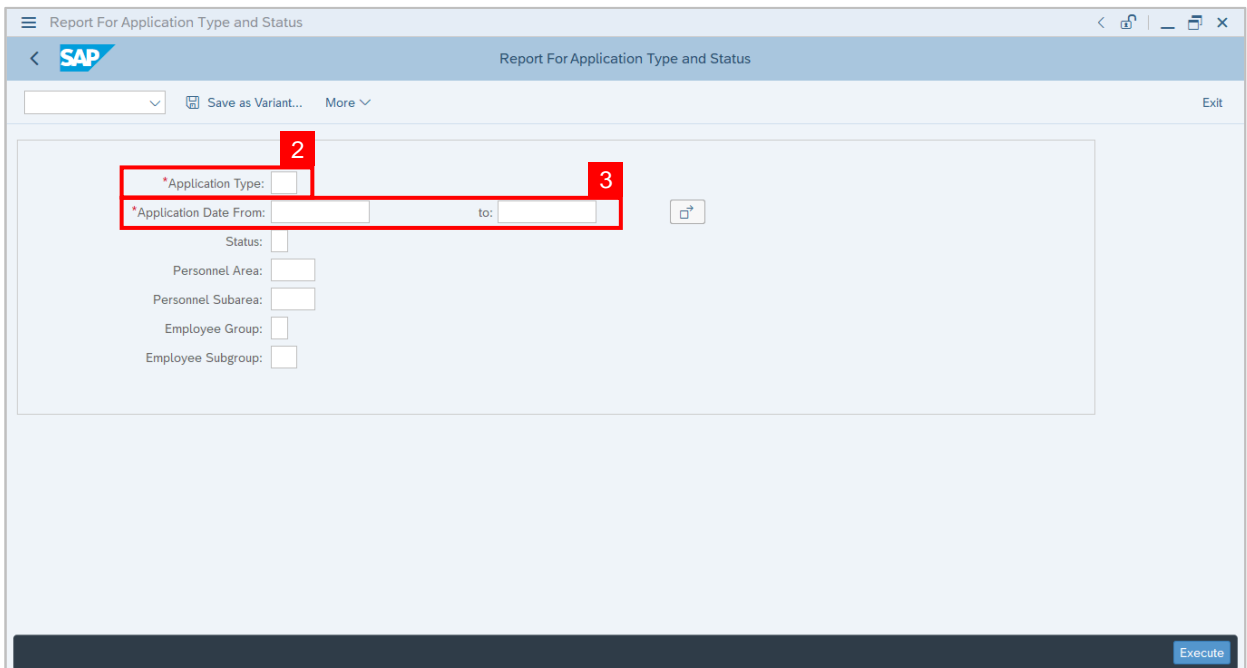
Cl.	Appl. Code	Date	Date	Application Status	Application Description
240	MP	01.01.2022	31.12.9999	Active	MELANJUTKAN TEMPOH PERCUBAAN
240	PB	01.07.2022	31.07.9999	Active	BINTANG-BINTANG KEBESARAN DAN PINGAT-PINGAT K
240	PE	09.05.2022	31.12.9999	Active	PEMINDAHAN
240	PJ	01.01.2022	31.12.9999	Active	PENETAPAN JAWATAN
240	PK	01.01.2022	31.12.9999	Active	PENYAMBUNGAN PERKHIDMATAN (KONTRAK)
240	PS	01.03.2023	31.12.9999	Active	PENYAMBUNGAN PERKHIDMATAN (SKS)
240	SK	01.03.2023	31.12.9999	Active	PENGAMBILAN SEMULA SELEPAS BERSARA (KONTRAK
240	SS	01.03.2023	31.12.9999	Active	PENGAMBILAN SEMULA SELEPAS BERSARA (SKS)

8 Entries found

4. Fill in **Application Date From:** and **to:**

**Note:** The Application Date has a **restriction of 1 year period**.

5. Click on **Execute** button.



Report For Application Type and Status

SAP Report For Application Type and Status

Save as Variant... More

Exit

\*Application Type:  **2**

\*Application Date From:  to:  **3**

Status:

Personnel Area:

Personnel Subarea:

Employee Group:

Employee Subgroup:

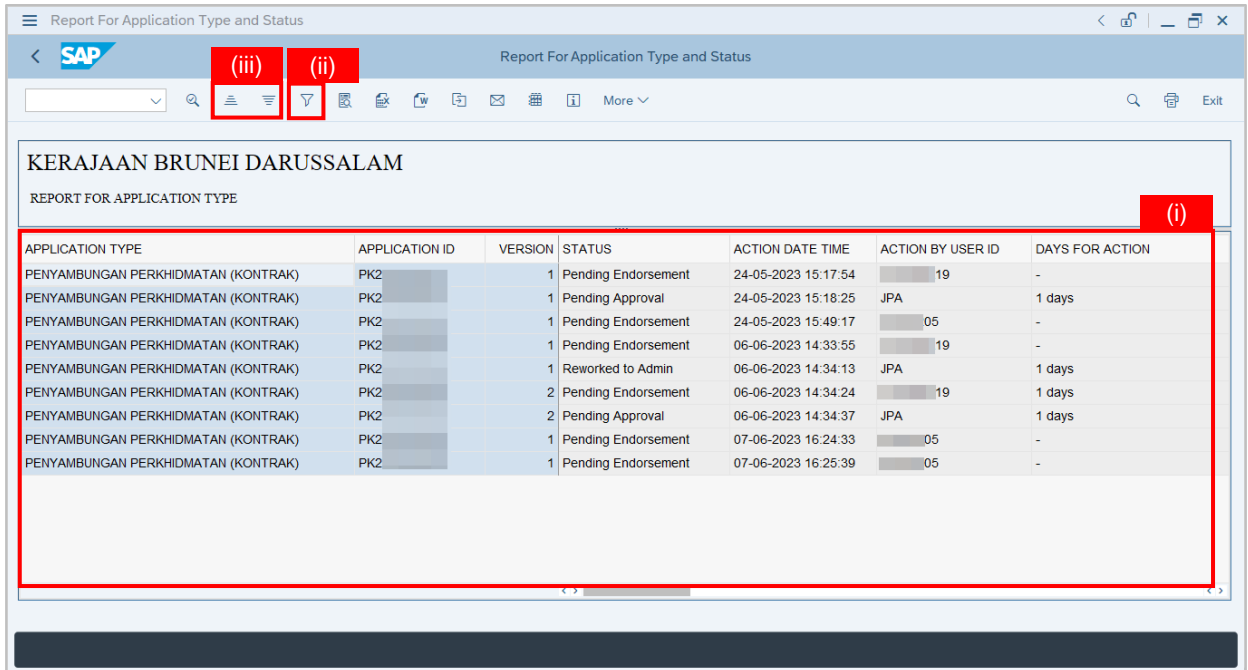
Execute



**Outcome: Report For Application Type and Status is generated.**

**Note:**

- (i) To download the report, right click anywhere on the report and click **Spreadsheet...**
- (ii) To set a filter on the report, user may click on the Filter icon.
- (iii) To sort the order of the report, user may click on either **Sort in ascending order** or **Sort in descending order** icon.



KERAJAAN BRUNEI DARUSSALAM  
REPORT FOR APPLICATION TYPE

APPLICATION TYPE	APPLICATION ID	VERSION	STATUS	ACTION DATE TIME	ACTION BY USER ID	DAYS FOR ACTION
PENYAMBUNGAN PERKHIDMATAN (KONTRAK)	PK2		1 Pending Endorsement	24-05-2023 15:17:54	19	-
PENYAMBUNGAN PERKHIDMATAN (KONTRAK)	PK2		1 Pending Approval	24-05-2023 15:18:25	JPA	1 days
PENYAMBUNGAN PERKHIDMATAN (KONTRAK)	PK2		1 Pending Endorsement	24-05-2023 15:49:17	05	-
PENYAMBUNGAN PERKHIDMATAN (KONTRAK)	PK2		1 Pending Endorsement	06-06-2023 14:33:55	19	-
PENYAMBUNGAN PERKHIDMATAN (KONTRAK)	PK2		1 Reworked to Admin	06-06-2023 14:34:13	JPA	1 days
PENYAMBUNGAN PERKHIDMATAN (KONTRAK)	PK2		2 Pending Endorsement	06-06-2023 14:34:24	19	1 days
PENYAMBUNGAN PERKHIDMATAN (KONTRAK)	PK2		2 Pending Approval	06-06-2023 14:34:37	JPA	1 days
PENYAMBUNGAN PERKHIDMATAN (KONTRAK)	PK2		1 Pending Endorsement	07-06-2023 16:24:33	05	-
PENYAMBUNGAN PERKHIDMATAN (KONTRAK)	PK2		1 Pending Endorsement	07-06-2023 16:25:39	05	-