SISTEM SUMBER MANUSIA

User Guide

Service Extension (SKS)

for Back End User (SAP GUI)

Role: Department HR Admin

VERSION: 1.0

SSM_UG_Back_End_SAPGUI_Service Extension_SKS_Dept HR Admin_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 (SKS) module**. In this user guide, it will show the users on how to:

1. View Notification via Front-End (FIORI)
2. Create and Submit Service Extension Application
3. Edit (Rework) and Submit Service Extension Application
4. Withdraw Service Extension Application
5. Generate Application Type Report
6. Additional Information: Approve Employee's Basic Pay

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:

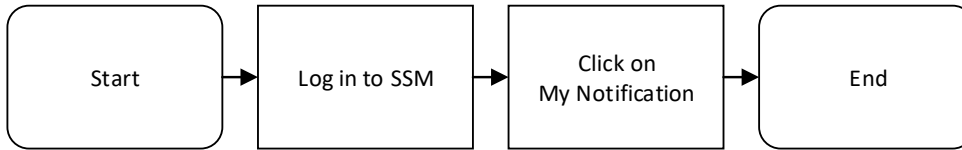| Term	Meaning
SSM	Sistem Sumber Manusia
SAP GUI	SAP Graphical User Interface/Back End
FIORI	Front End/Web Portal (www.ssm.gov.bn)
ESS	Employee Self Service
MSS	Manager Self Service

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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Process Overview

View Notification via Front-End (FIORI)
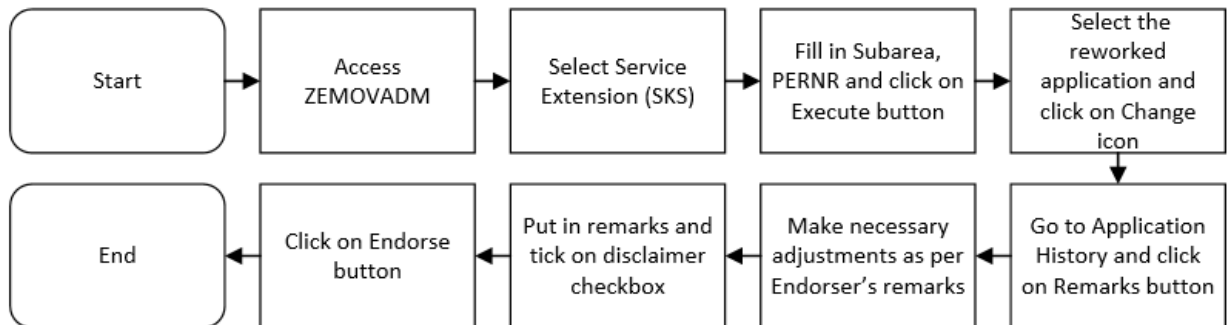
Start → Log in to SSM → Click on My Notification → End

Create and Submit Service Extension (Contract) Application

Start → Access ZEMOVADM → Select Service Extension (SKS) → Fill in Subarea, and PERNR → Click on Execute button and click on Create icon → Fill in Start date, End data of Extension and Reason of Action → Check employee's data, security vetting and supporting document → Put in remarks and tick on disclaimer checkbox → Click on Submit button → End

Edit and Submit Service Extension (SKS) Application

Start → Access ZEMOVADM → Select Service Extension (SKS) → Fill in Subarea, PERNR and click on Execute button → Select the reworked application and click on Change icon → Go to Application History and click on Remarks button → Make necessary adjustments as per Endorser's remarks → Put in remarks and tick on disclaimer checkbox → Click on Endorse button → End

Withdraw Service Extension (SKS) Application

Start → Access ZEMOVADM → Select Service Extension (SKS) → Fill in Subarea, PERNR and click on Execute button → Select the reworked application and lick on Change icon → Navigate to the disclaimer and tick on disclaimer checkbox → Click on Withdraw button → End

Generate Application Type Report

Start → Access ZPA_001 → Fill in Application Type and Application Date → Click Execute button → End
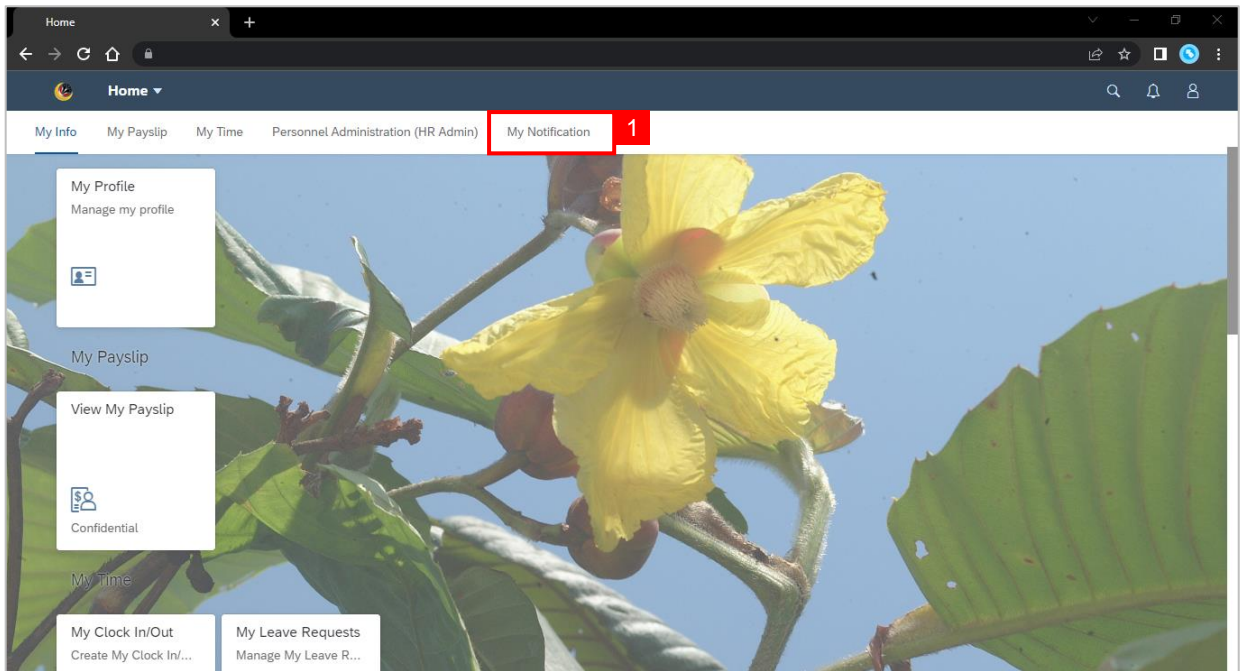
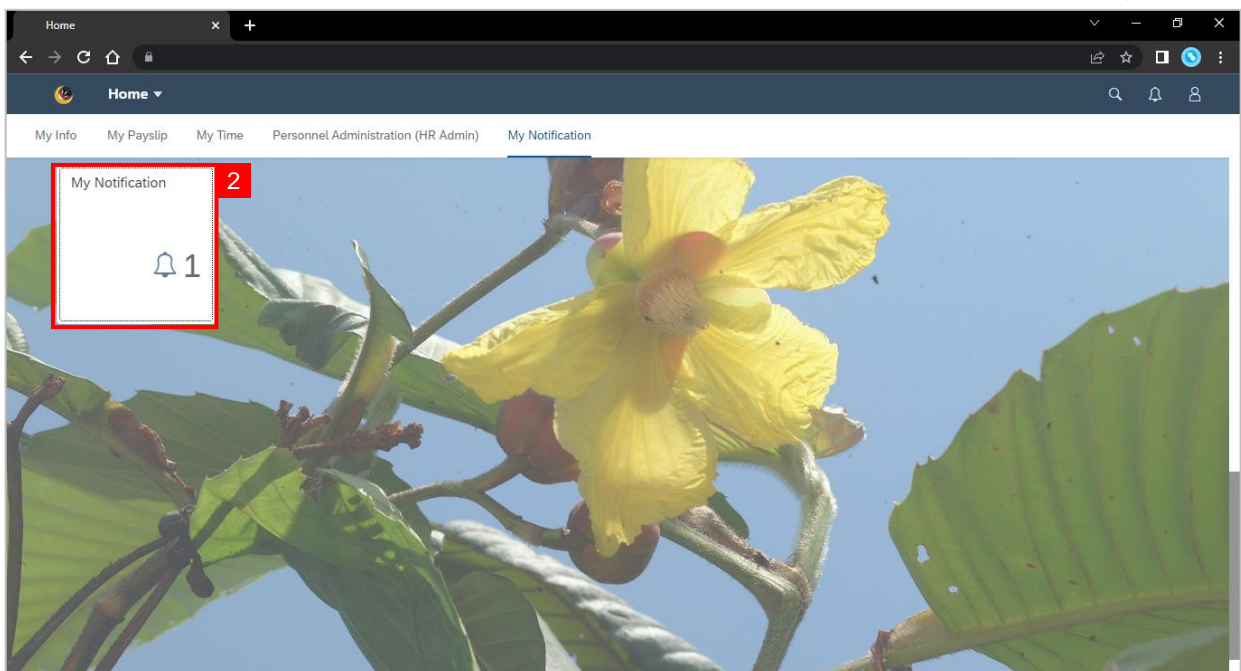| VIEW NOTIFICATION VIA FRONT END	**Front-End User**
	Department HR Administrator

Log **into SSM (Front-End)** and proceed with the following steps.

1. Navigate to **My Notification** tab and click on it.

2. Click on **My Notification** tile.

Note: The number shown on the tile indicates the total number of unread notification(s).

Outcome: My Notification page will be displayed.

3. Under **Category** column, it will be shown as: (i) *Pengambilan Semula Slps Bersara* (*SKS*) or (ii) *Penyambungan Perkhidmatan* (*SKS*)**.**

4. Under **Notification** column, the total number of application(s) will be summarised.
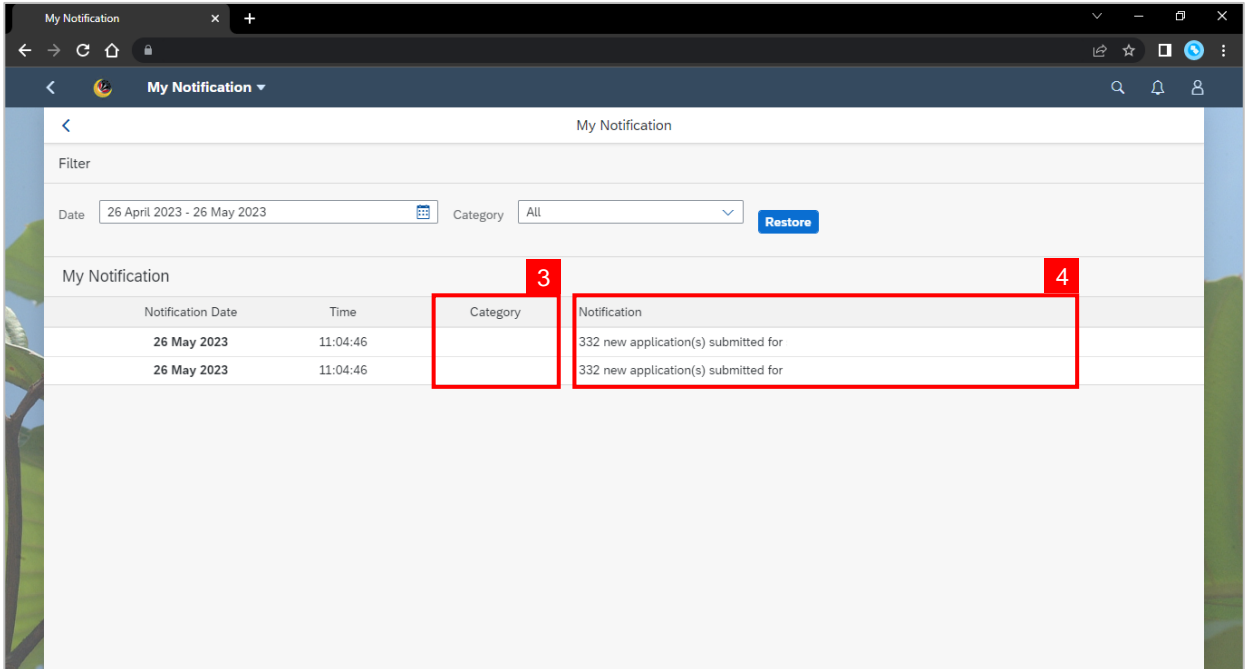
5. Users may change the **Date** to view the notifications at a specific period.

6. Users may also change the **Category** to view/filter specific category notifications.
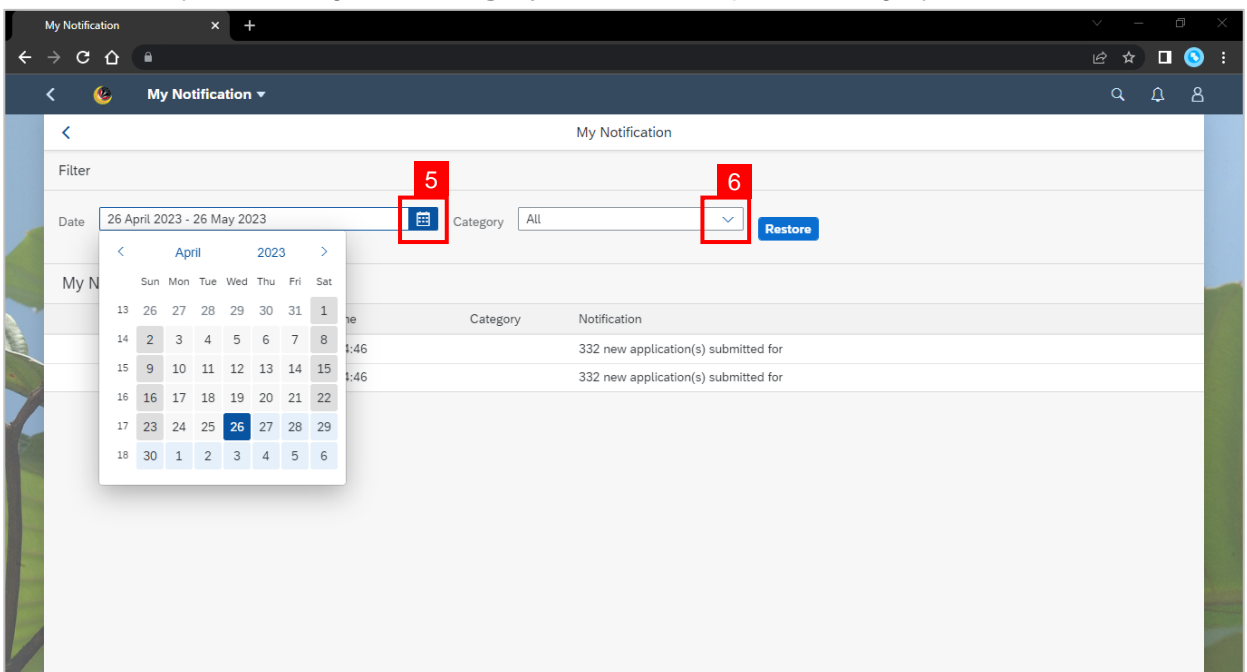
CREATE AND SUBMIT SERVICE EXTENSION APPLICATION	Back-End User
	Department HR Administrator

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

1. Enter transaction code (t-code) **ZEMOVADM** in the search bar.
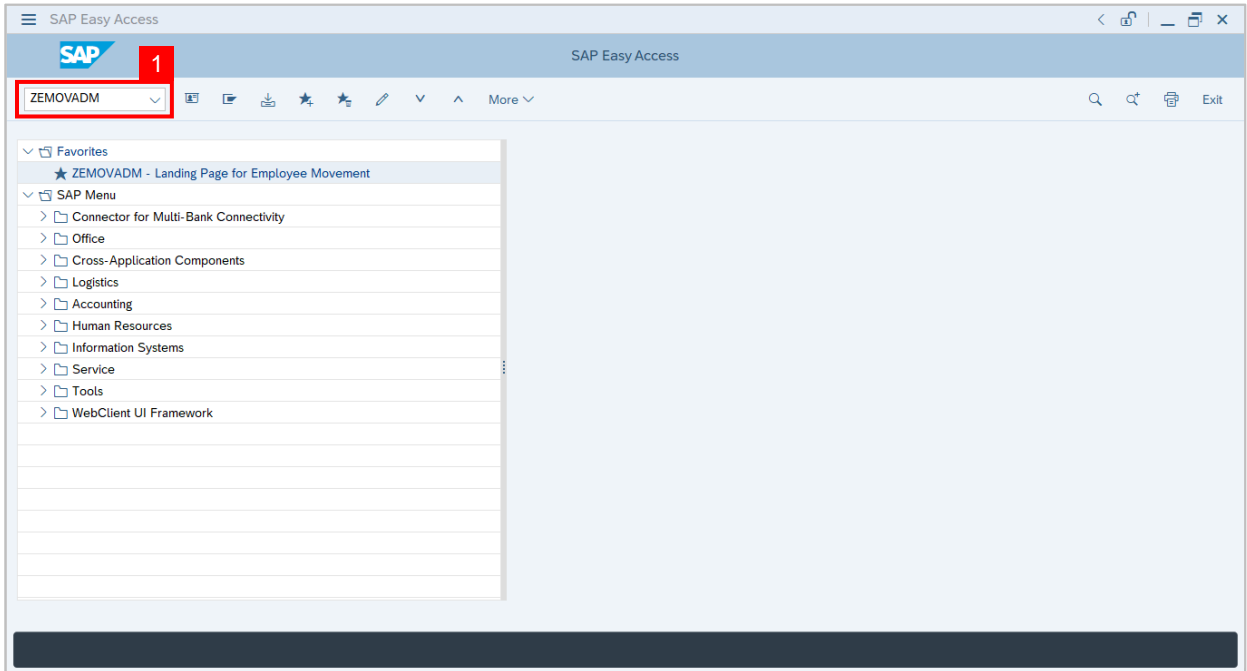
Note: Employee Movement page will be displayed.
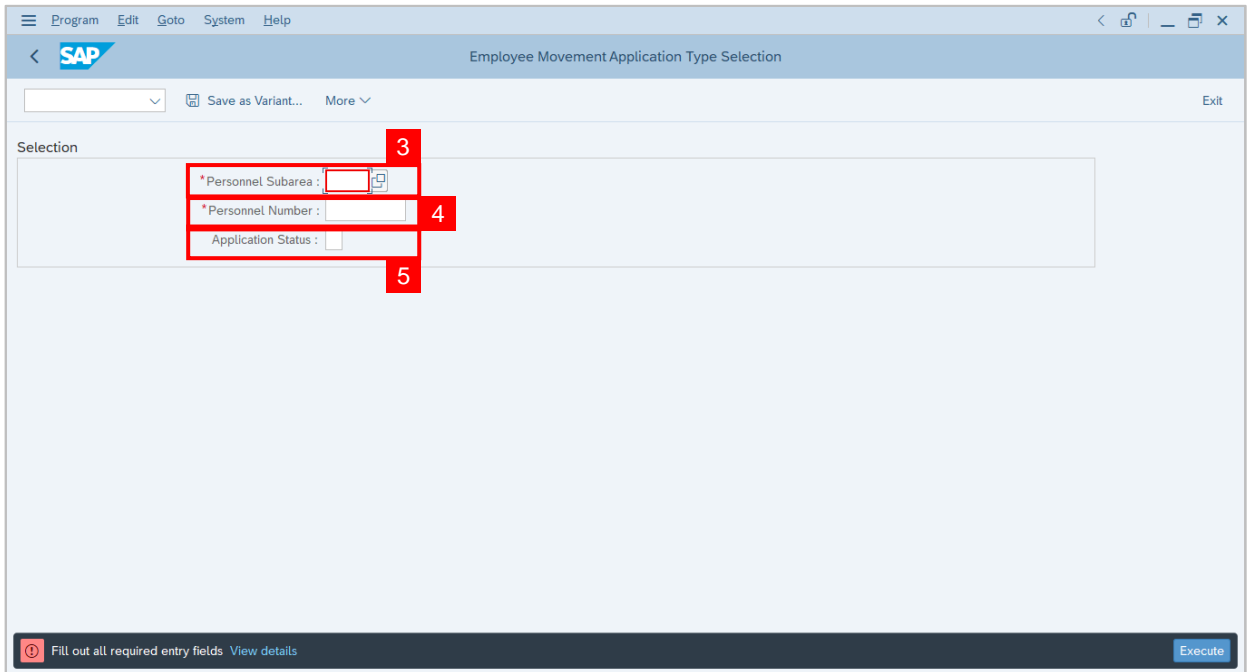
2. Click on **Penyambungan Perkhidmatan (SKS)** button.
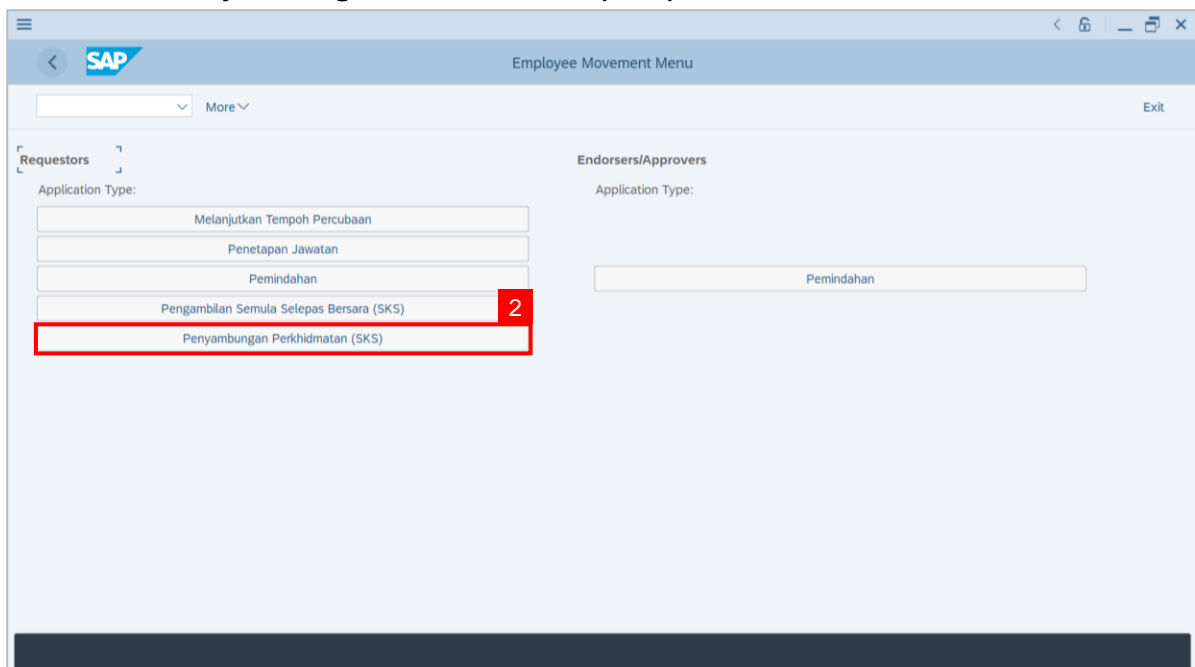
3. Fill in **Personnel Subarea.**

4. Fill in **Personnel Number.**
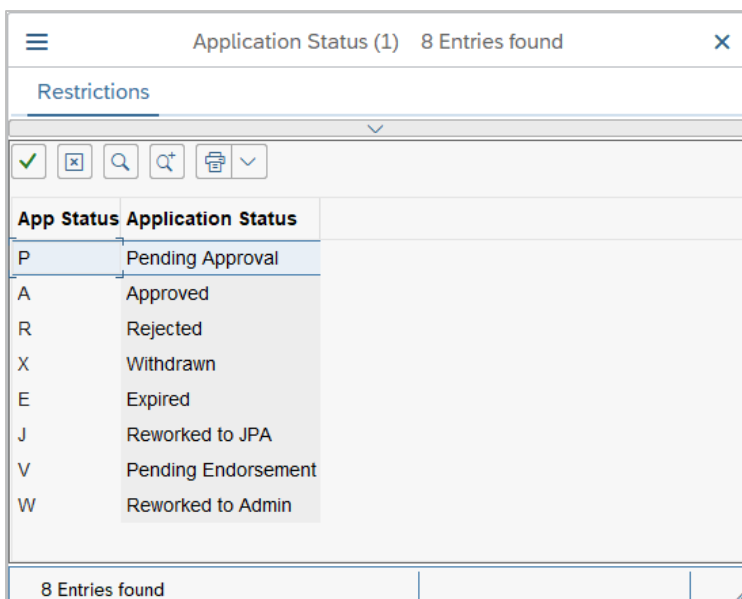
5. User may filter specific **Application Status** when required.

Note: Application Status pop-up window will be displayed.

User may select any of the eight (8) Application Status. E.g. To display application(s) with

Pending Approval status only, user should select Pending Approval.

To see **all statuses**, user **should leave the field blank.**

App Status	Application Status
P	Pending Approval
A	Approved
R	Rejected
X	Withdrawn
E	Expired
J	Reworked to JPA
V	Pending Endorsement
W	Reworked to Admin

6. Proceed to click **Execute** button.
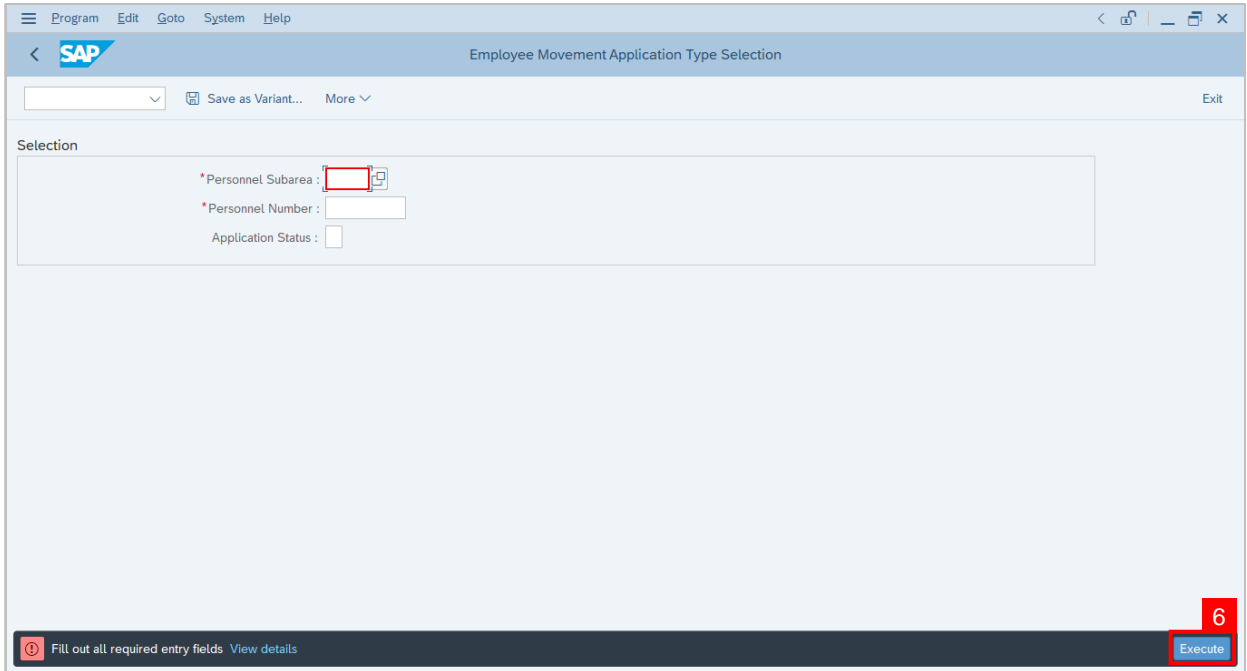
Note: Application List – Requestor page will be displayed.

For first time users, the page will be blank as no application has been submitted yet.

7. Click on **create** icon to create the application.
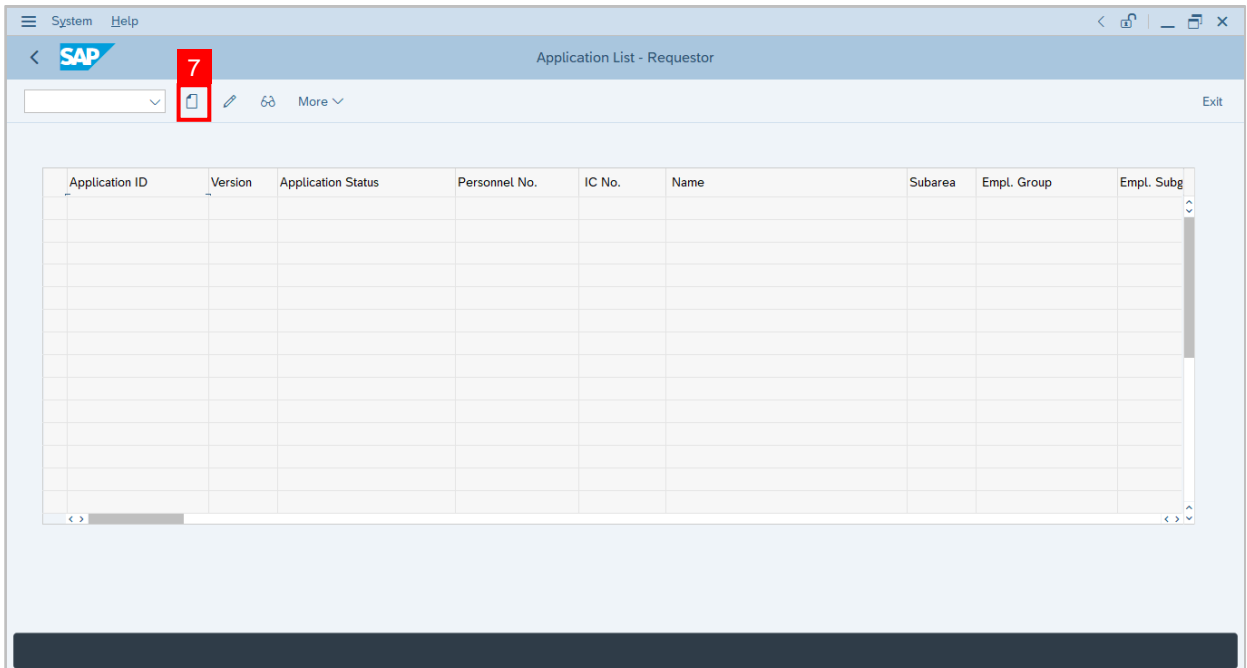
Note: Application List – Requestor page will be displayed.

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

9. User must **check the details** from **each tab**, ensure that the data is updated and correct.

Note: If any of the data is incorrect, it can be updated by Department HR Admin via PA30.

The green tick icon represent that there is information stored.
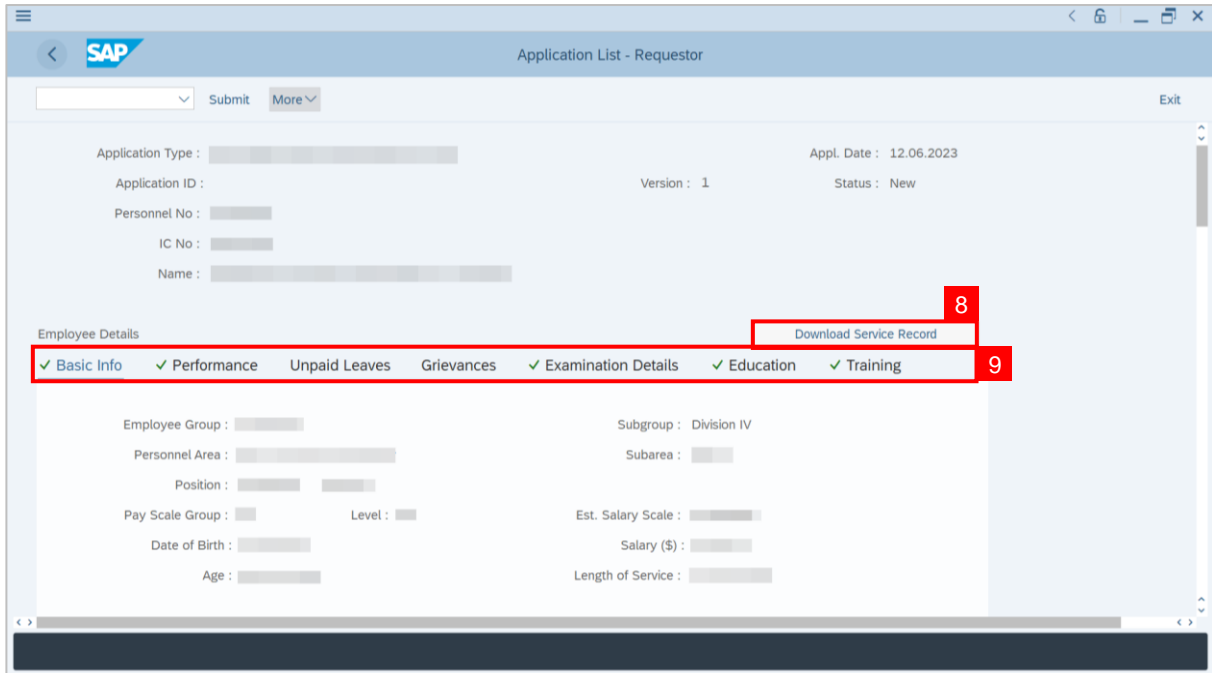
10. Navigate to **Application Detail** and ensure that all information is correct.

11. Navigate to **Security Vetting** tab and click on it.
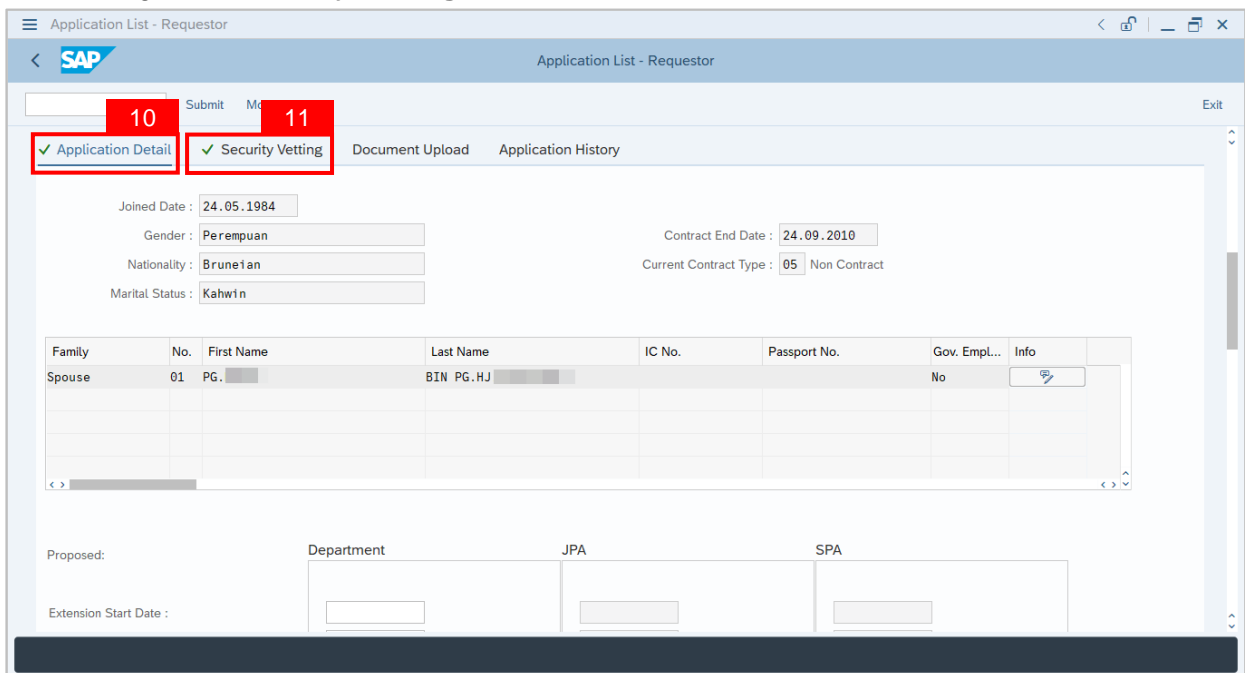
Note: Security Vetting tab will be displayed.

(i) **Extension Start Date** and **End Date** at **Application Detail** for **Department** must be filled

in before clicking on **Security Vetting** tab.
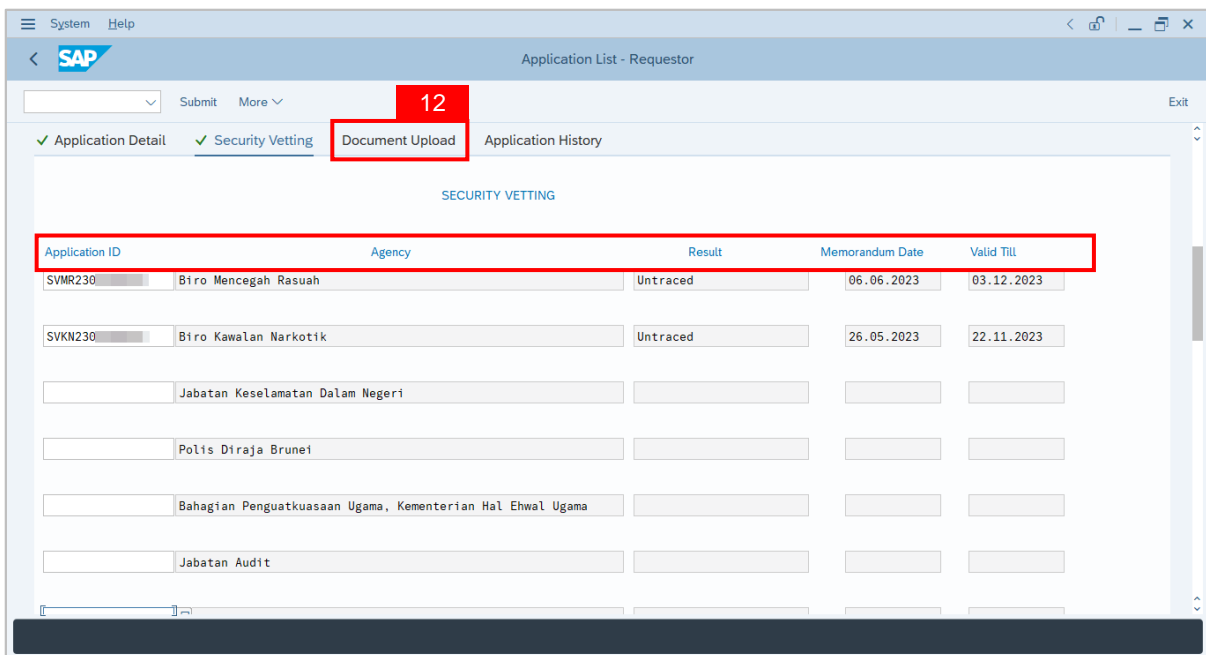
(ii) All eight (8) Security Vetting agencies name will be displayed.

(iii) Only the **latest application result** will be shown along with the **Application ID,**

Memorandum Date and **Valid To** date.

(iv) **Department Security Vetting Requestor role** may request Security Vetting application

to any of the eight agencies when required via **ZVETREQUEST.**

(v) **Department Security Vetting Requestor role** may view the result with attachment (if

any) via **ZVETDISPLAY.**

12. To upload any attachment, navigate to **Document Upload** tab.
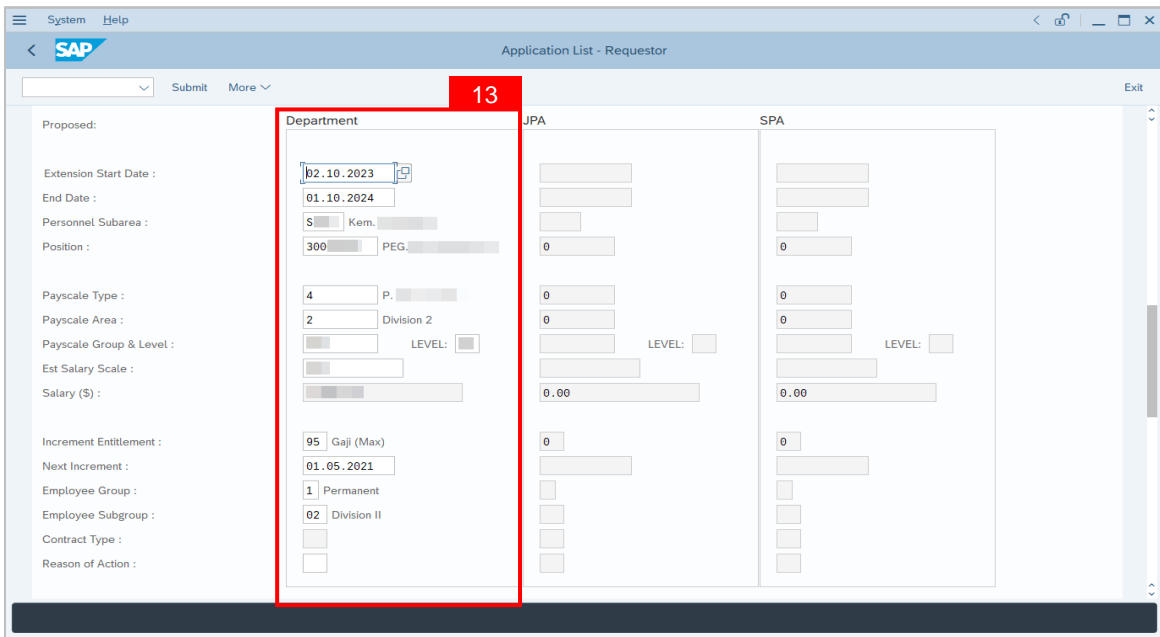
Navigate to **Application Detail,** under **Department column** and proceed with the next step.

13. Fill in any **Proposed Details** under the Department column**.**

Note: The employee existing SSM data will be pulled and auto-fill the fields under

Department column.

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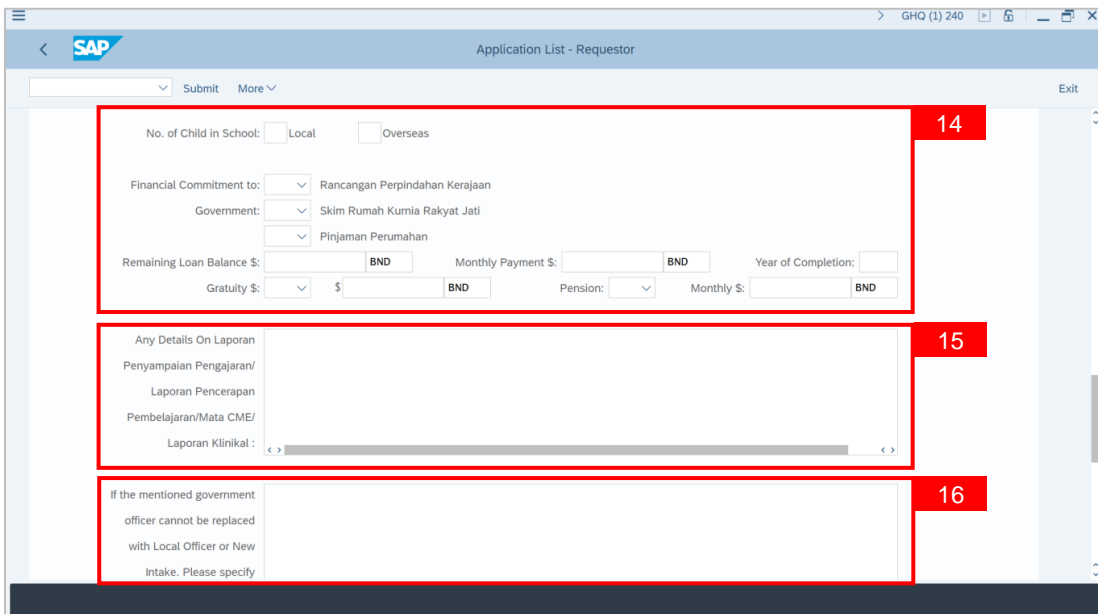
Note: Department HR Administrator may adjust the details under Department column except for the greyed-out fields.
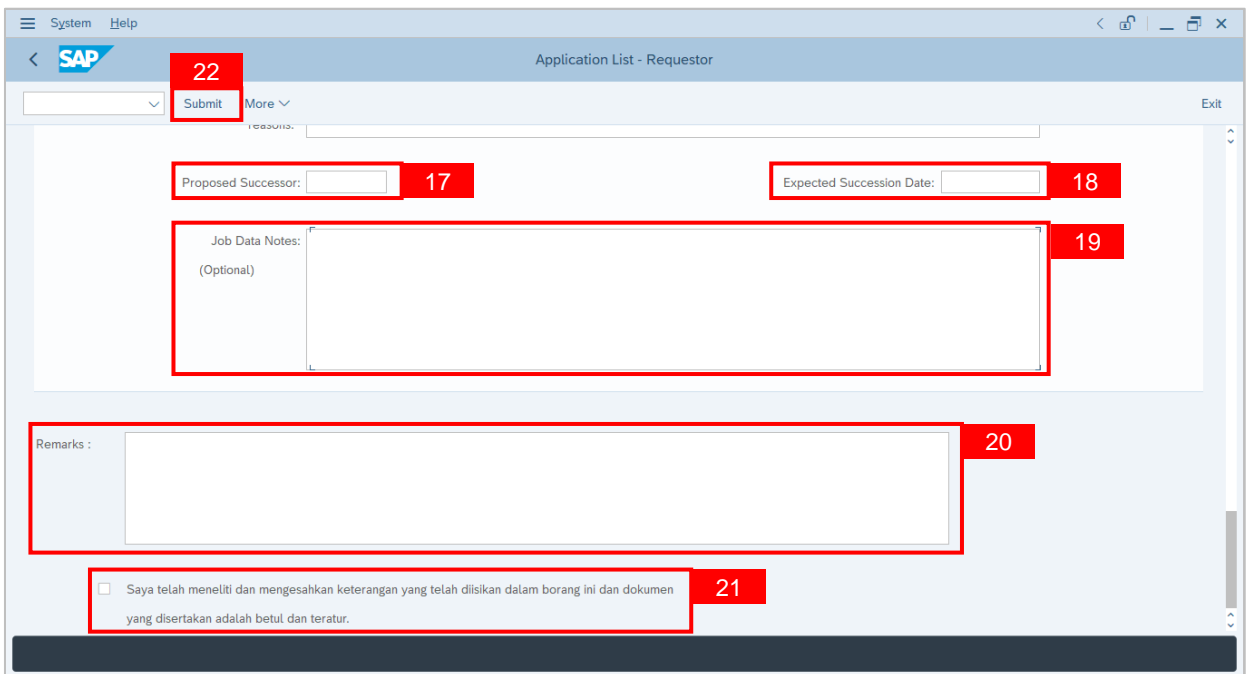
14. Navigate to **Pension Commitment details** and fill out any necessary information.

15. Navigate to **Any Details On Laporan Penyampaian Pengajaran / Laporan Pencerapan Pembelajaran / Mata CME / Laporan Klinikal** and fill in the remarks (if any).

16. Fill in **If the mentioned government officer cannot be replaced with Local Officer or New Intake. Please specify reasons** if any.

17. Fill in the **Proposed Successor IC number** (6 digits without '-'), if any.

18. Fill in the **Expected Succession Date**, if any.

19. Fill in **Job Data Notes**, if any. It will appear at the employee's job data in PA30.

20. Fill in **Remarks**, if any. It will appear at **Application History** for **Endorser** and

Approver to view.

21. **Click on the checkbox** to agree with the disclaimer.

22. Click on **Submit** button to submit the application for **Service Extension (SKS).**

Note: Application List – Requestor will be displayed.

23. The **Application ID** will be auto-generated.

24. The **Version** number will be 1 (Version 1).

25. The **Application Status** will show as **Pending Endorsement**.

Outcome: Service Extension (SKS) Application has been successfully submitted for

endorsement.

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Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. Subg
○ PK2⬜⬜⬜03	1	Pending Endorsement	10⬜⬜⬜	00⬜⬜⬜	⬜ NOR⬜⬜ ⬜⬜⬜	⬜01	Permanent	Division II

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EDIT AND SUBMIT SERVICE EXTENSION APPLICATION	Back-End User
	Department HR Administrator

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 **Service Extension (SKS)** button.

3. Fill in **Personnel Subarea.**

4. **Personnel Number.**

5. Proceed to click **Execute** button.

Note: Application List – Requestor page will be displayed.
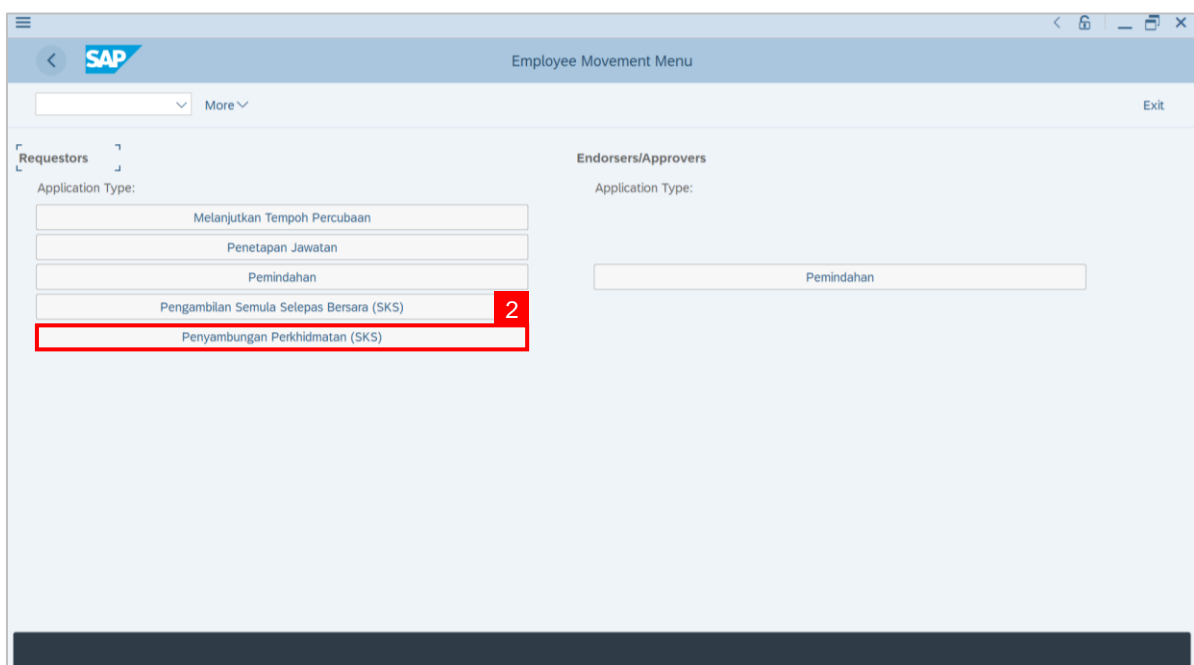
6. Click on the **radio button** to select application (Application Status: Reworked to Admin).

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

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

9. User must **check the details** from **each tab**, ensure that the data is updated and correct.

Note: If any of the data is incorrect, it can be updated by Department HR Admin via PA30.

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

11. Navigate to **Application History** tab and click on it.

Note: Application History tab will be displayed.
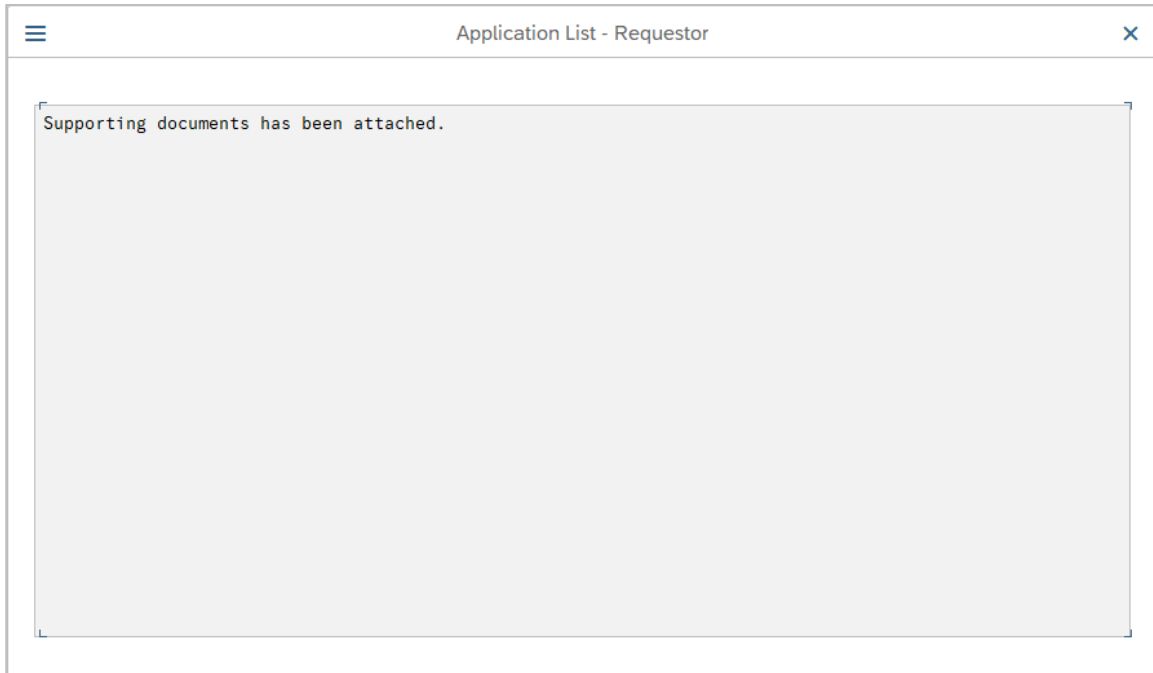
12. Click on **remarks** button to view the remarks from JPA Endorser what needs to be reworked on.

Note: Application List – Requestor remarks pop-up window will be displayed.
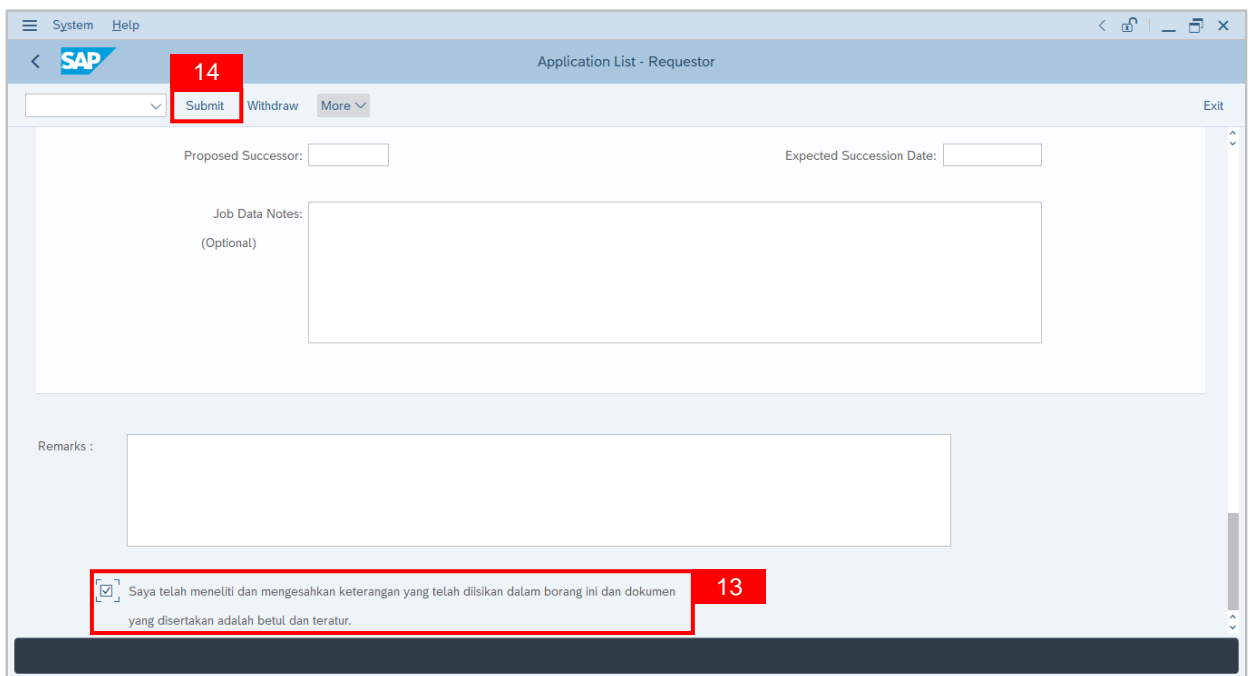
Navigate to **Application Detail,** under **Department column** and proceed with the adjustments required.

Note: Department HR Administrator can only adjust the details under Department column except for the greyed-out fields.

Once all the adjustments have been made, proceed with the next step:

13. **Click on the checkbox** to agree with the disclaimer.

14. Click on **Submit** button to submit the application for **Service Extension (SKS).**

Note: Application List – Requestor will be displayed.

15. The **Application ID** will remain the same.

16. The **Version** number will be 2 (Version 2).

17. The **Application Status** will show as **Pending Endorsement**.

Outcome: Service Extension (SKS) Application has been successfully reworked and submitted for endorsement.
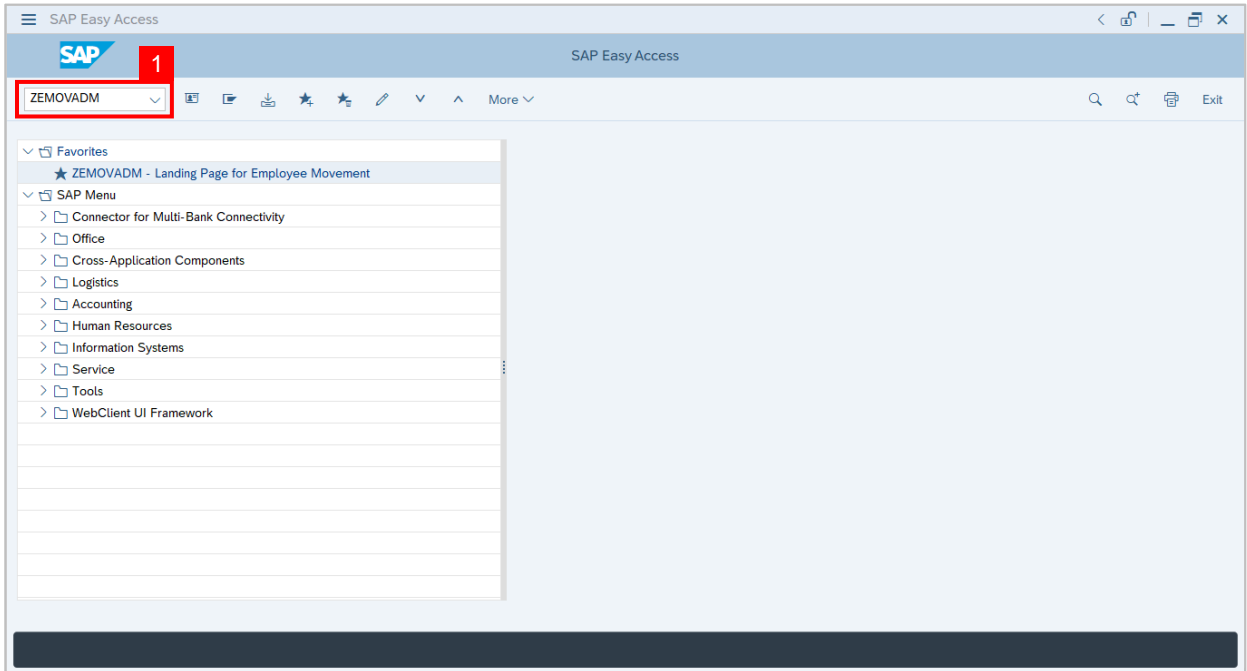
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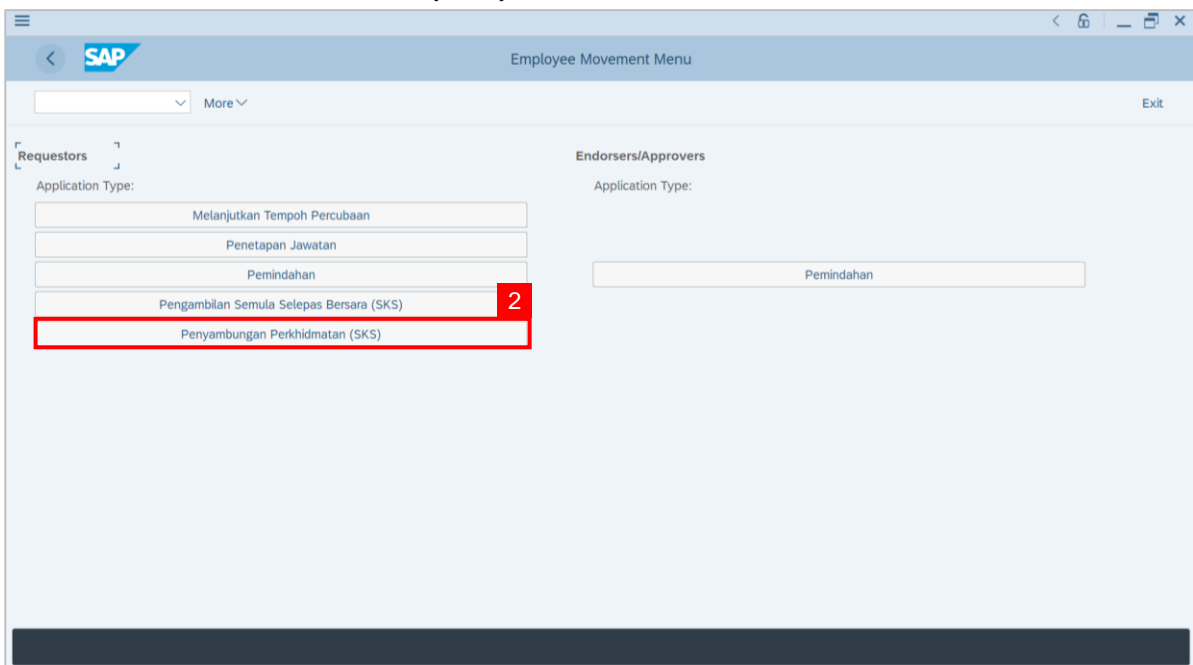| WITHDRAW SERVICE EXTENSION APPLICATION	**Back-End User**
	Department HR Administrator

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

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

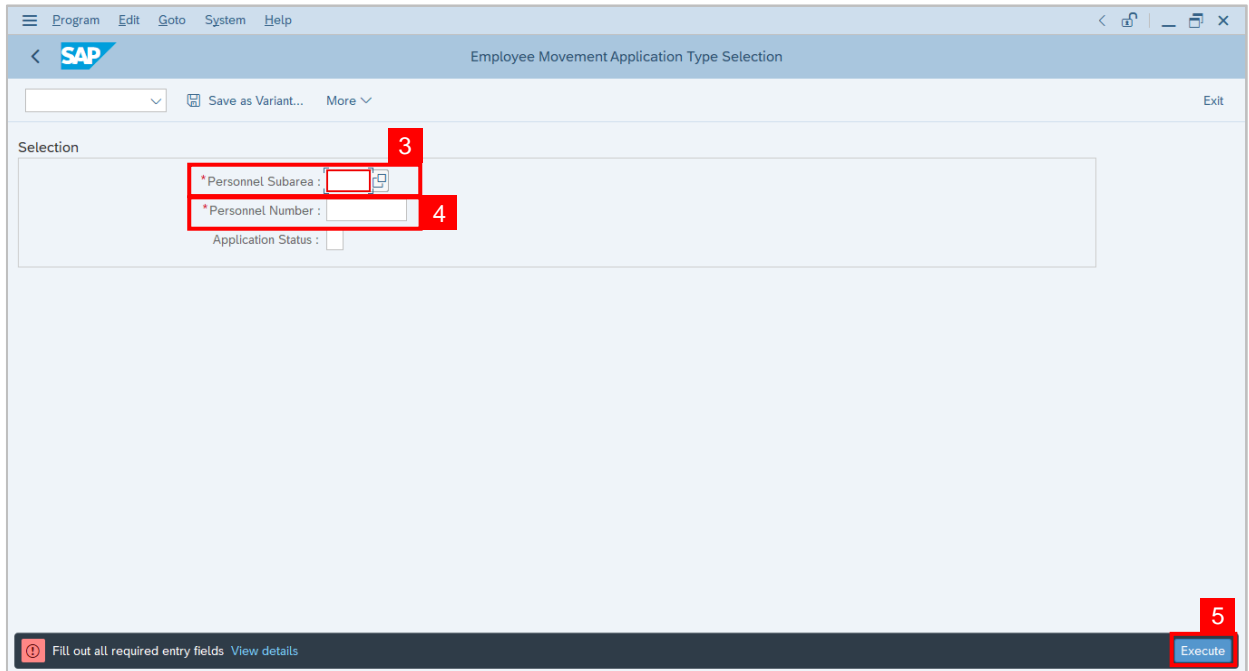**Note:** Employee Movement page will be displayed.

2. Click on **Service Extension (SKS)** button.

3. Fill in **Personnel Subarea.**
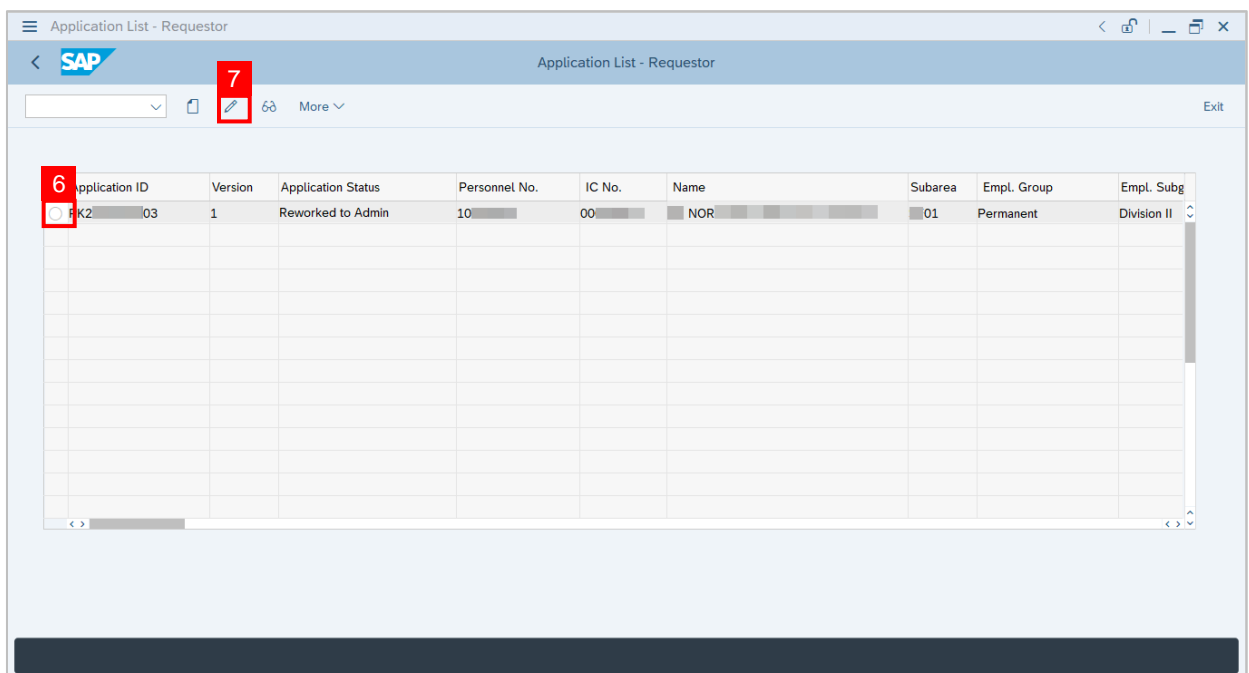
4. **Personnel Number.**

5. Proceed to click **Execute** button.

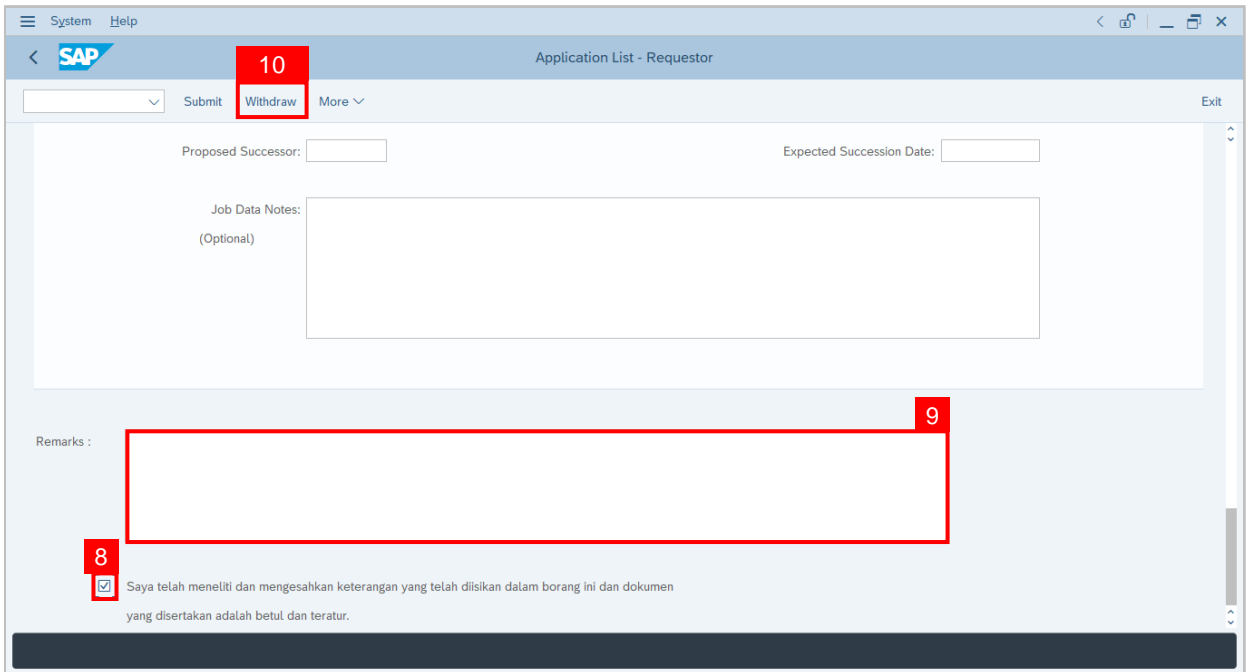**Note:** Application List – Requestor page will be displayed.

6. Click on the **radio button** to select application to be **withdrawn**.

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

8. Navigate to the bottom of the page and **click on the disclaimer checkbox.**

9. Fill in **Remarks** inside the box.

10. Click on **Withdraw** button.

Note: Application List – Requestor page will be displayed.

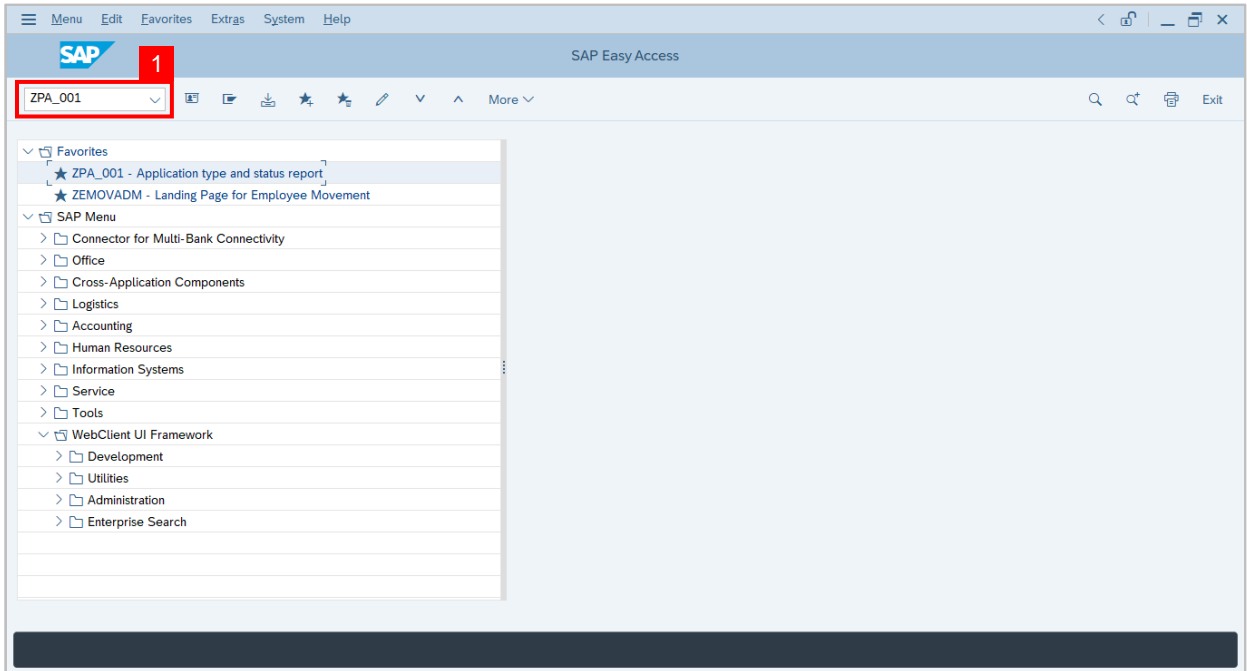**Outcome: The application has been withdrawn**.

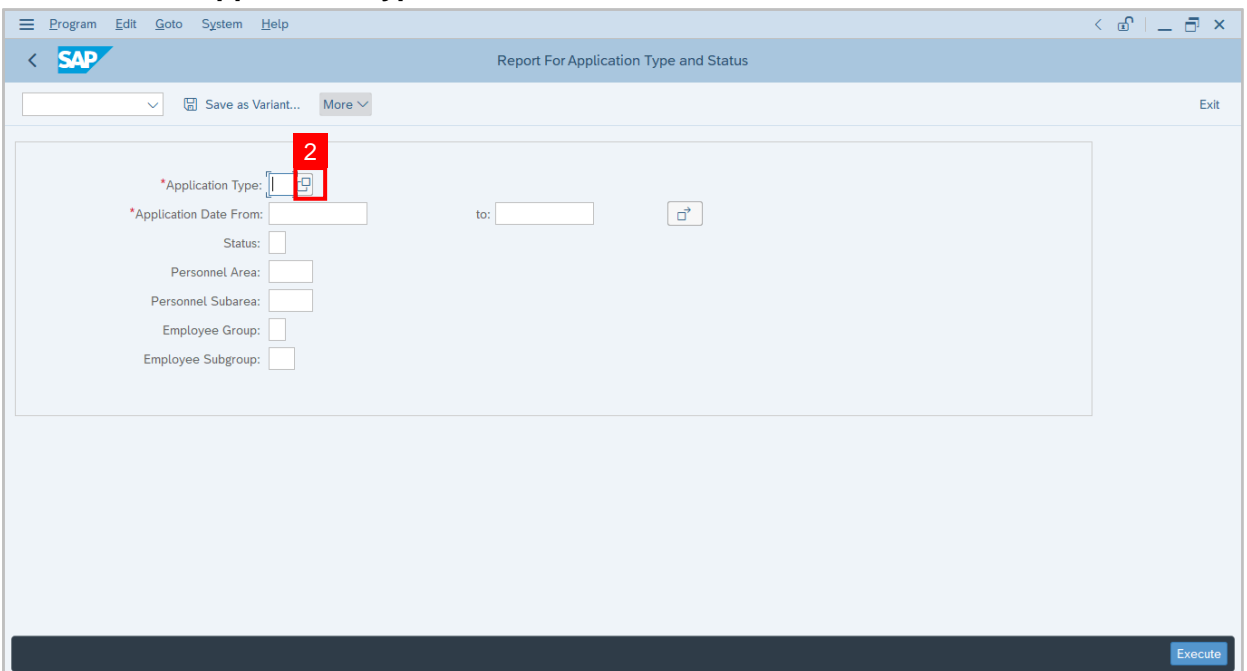| GENERATE APPLICATION TYPE REPORT	**Back-End User**
	Department HR Administrator

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

1. Enter transaction code (t-code) **ZPA_001** in the search bar.

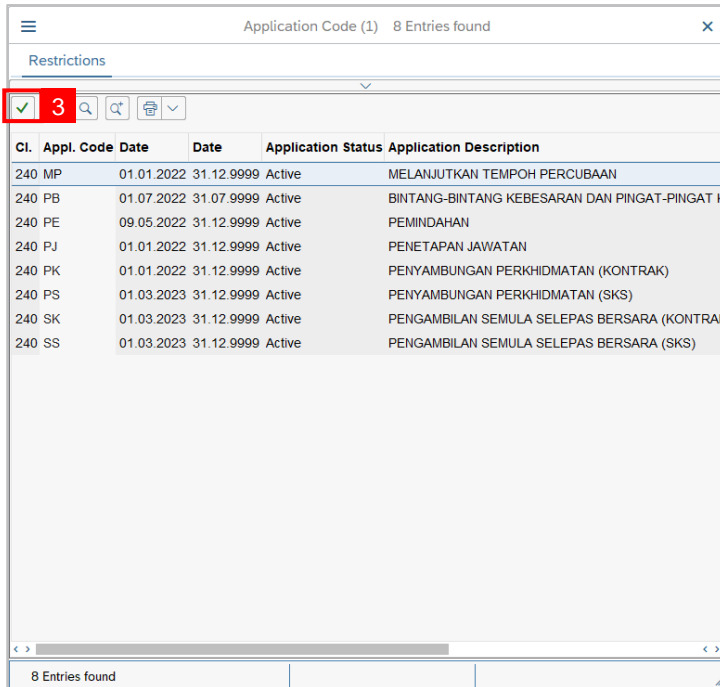**Note:** Employee Movement page will be displayed.

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.**

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)

Application Code (1)   8 Entries found

Restrictions

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

Report For Application Type and Status

Save as Variant...   More

Exit

*Application Type:

*Application Date From: to:

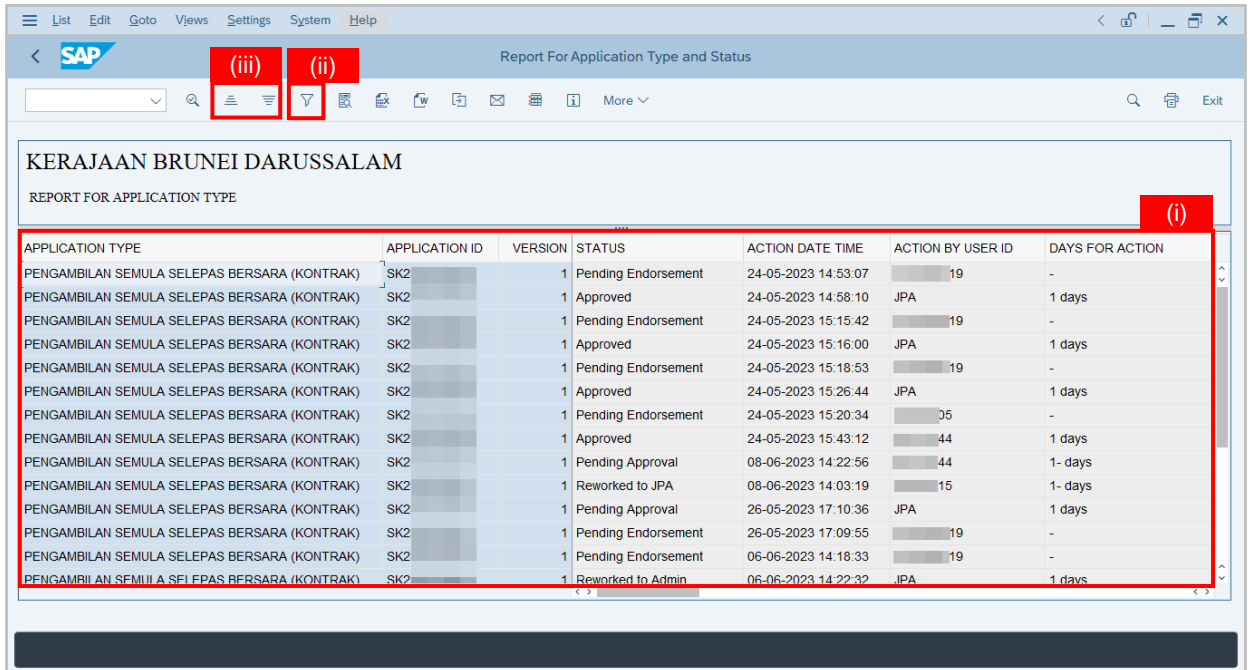Status:

Personnel Area:

Personnel Subarea:

Employee Group:

Employee Subgroup:

Execute

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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**.**

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ADDITIONAL INFORMATION: APPROVE EMPLOYEE'S BASIC PAY	**Back-End User**
	Department Payroll Officer

Once approved by SPA, the employee's **basic pay record will be locked** in **PA30.**

Basic pay record can only be **unlocked / approved** by **Department Payroll Officer.**

To unlock / approve the **basic pay record**, **Department Payroll Officer** can follow the steps

in **Payroll User Guide** available in **JPA Intra Website: Maintain Basic Pay (IT0008).**

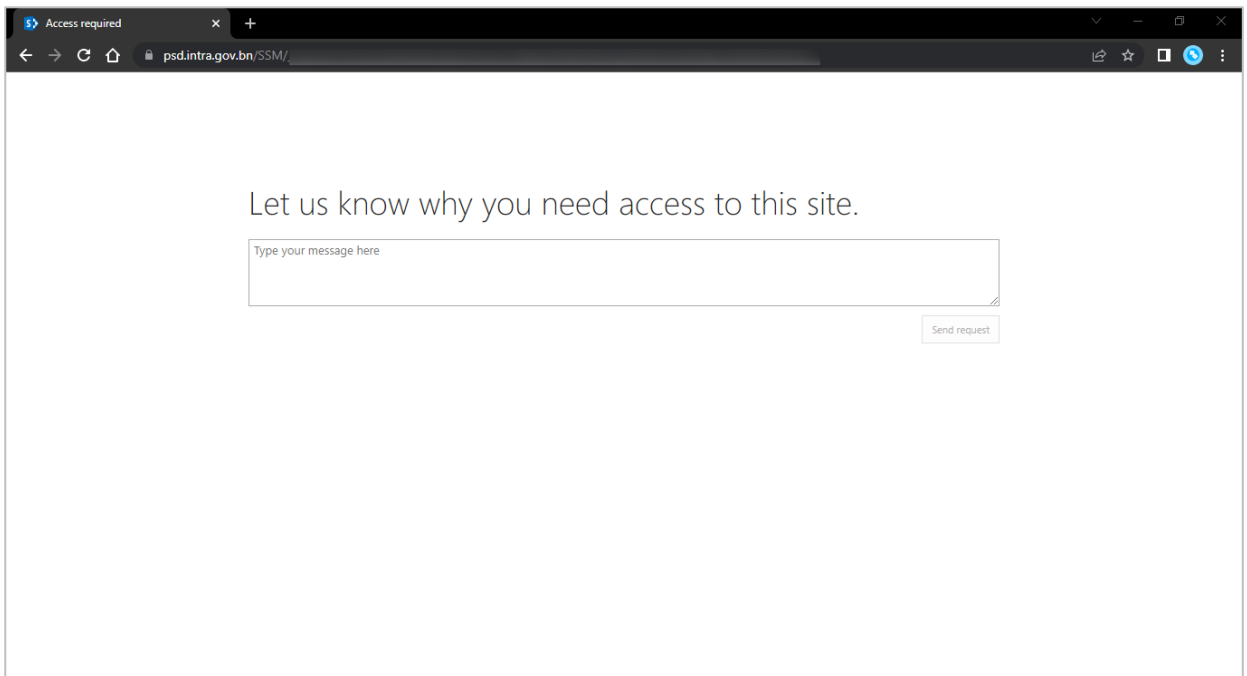To visit **JPA Intra Website,** click on this link: https://psd.intra.gov.bn/ssm/

Note: A Sign in pop-up window will be displayed.

1. Enter **Username**.

2. Enter **Password.**

3. Click on **Sign In** button.
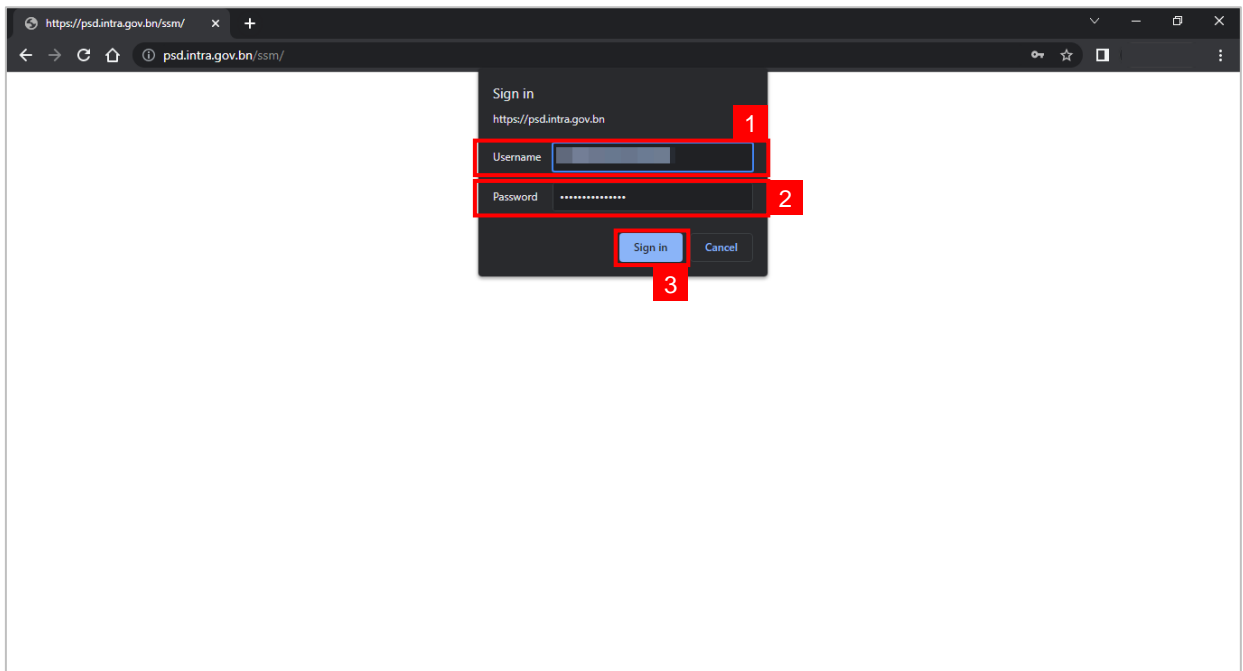
Note: JPA Intra Website page will be displayed.

If user does not have access to the website, an **Access required** page will be displayed.

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Note: If the Payroll Officer, Payroll Clerk and Finance Officer is **unable to access** the website, please contact **JPA Helpdesk** via email at ssm.info@psd.gov.bn to request for access.