



SISTEM SUMBER MANUSIA

User Guide

Service Extension (SKS)

for Back End User (SAP GUI)

Role: SPA Approver

VERSION: 1.0

SSM_UG_Back_End_SAPGUI_Service Extension_SKS_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 (SKS) 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
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

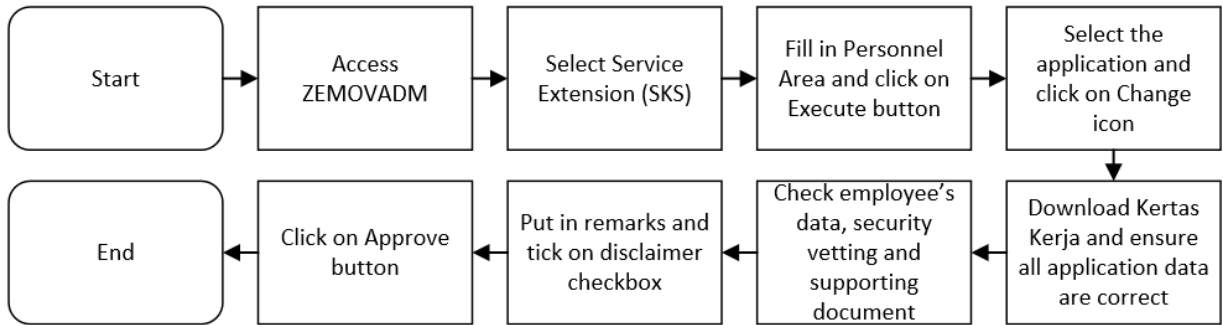
Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 238 2227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.

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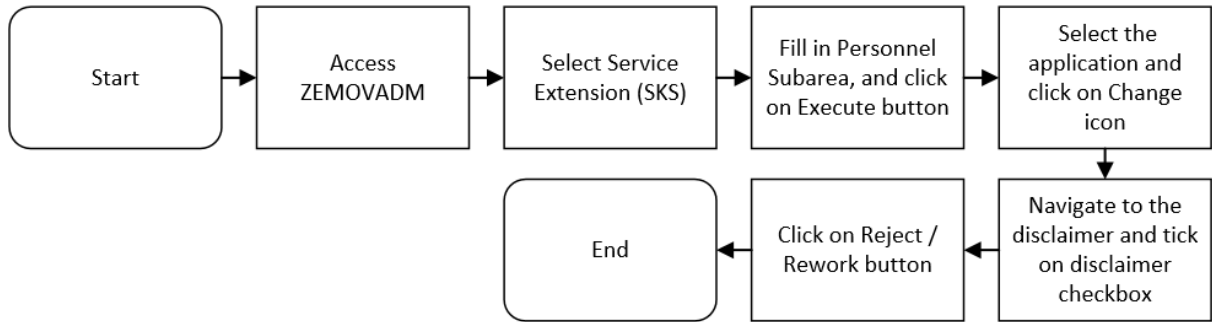
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Process Overview

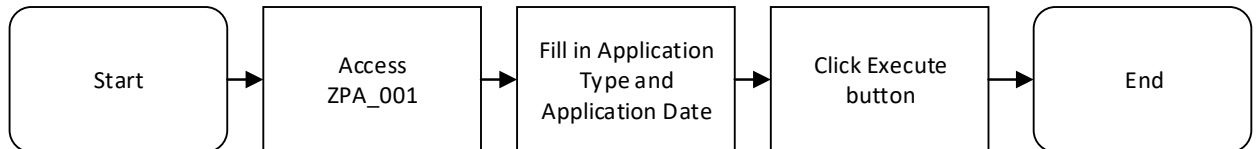
Approve Service Extension (SKS) Application



Rework or Reject Service Extension (SKS) Application



Generate Application Type Report



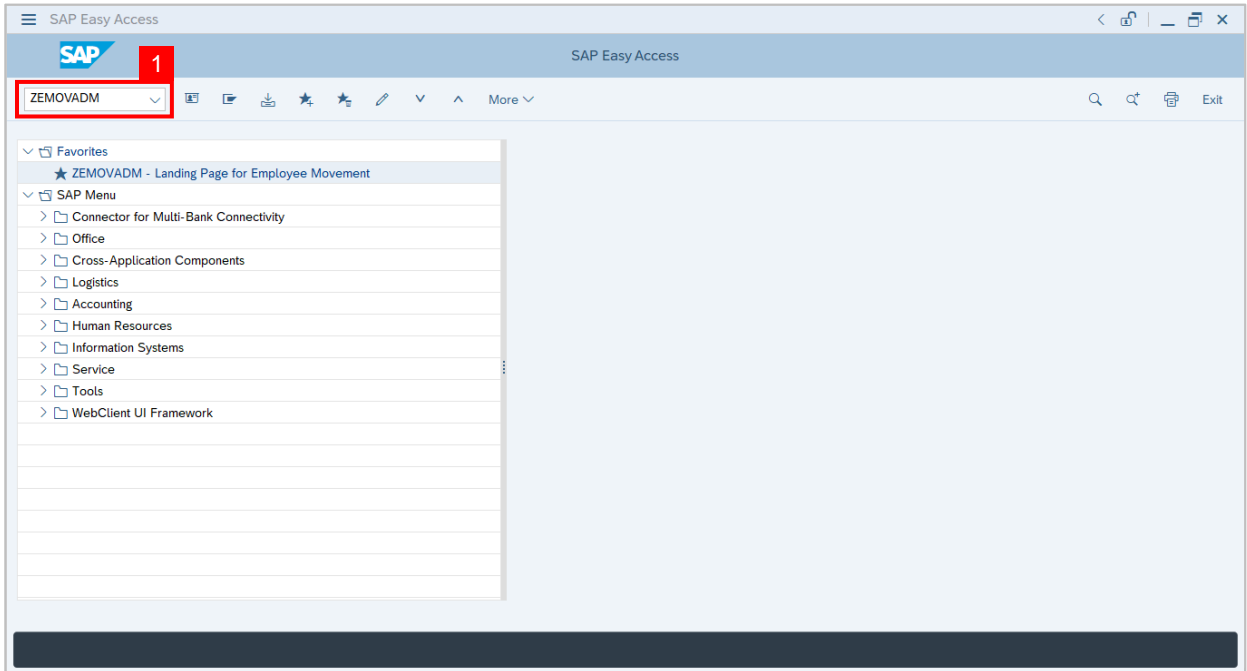
**APPROVE SERVICE
EXTENSION APPLICATION**

Back-End User

SPA Approver

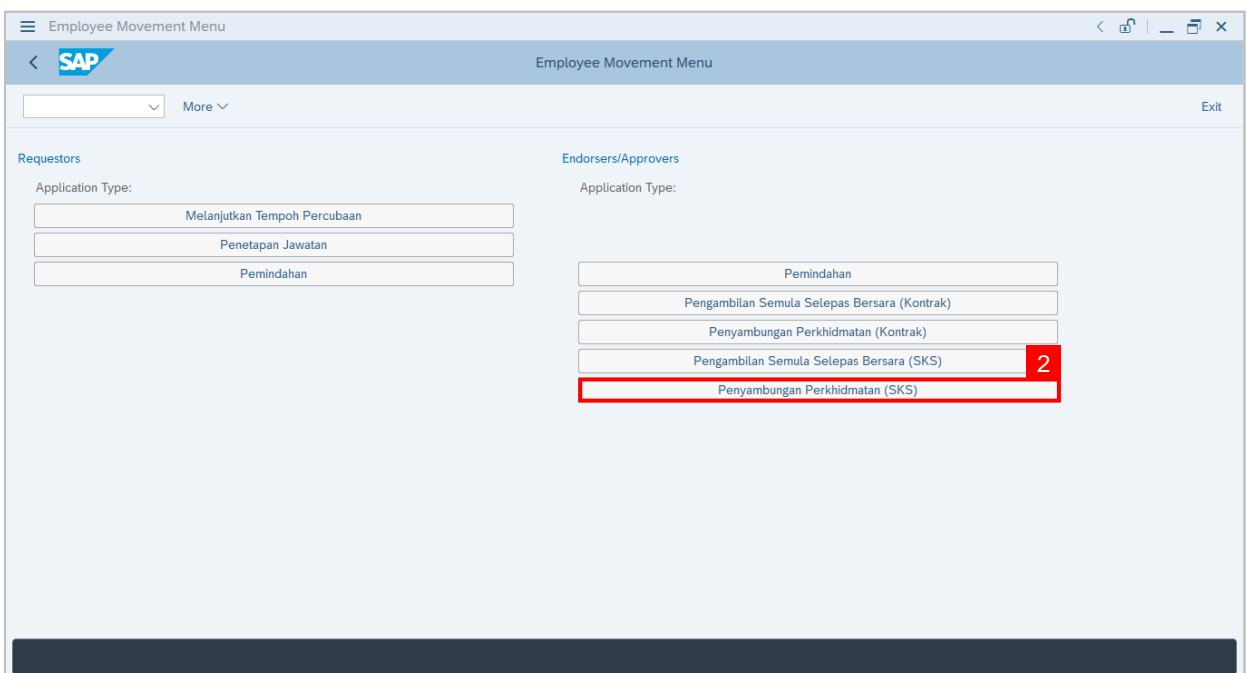
Log into **SAP GUI (Back-End)** and proceed with the following steps.

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



Note: Employee Movement page will be displayed.

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

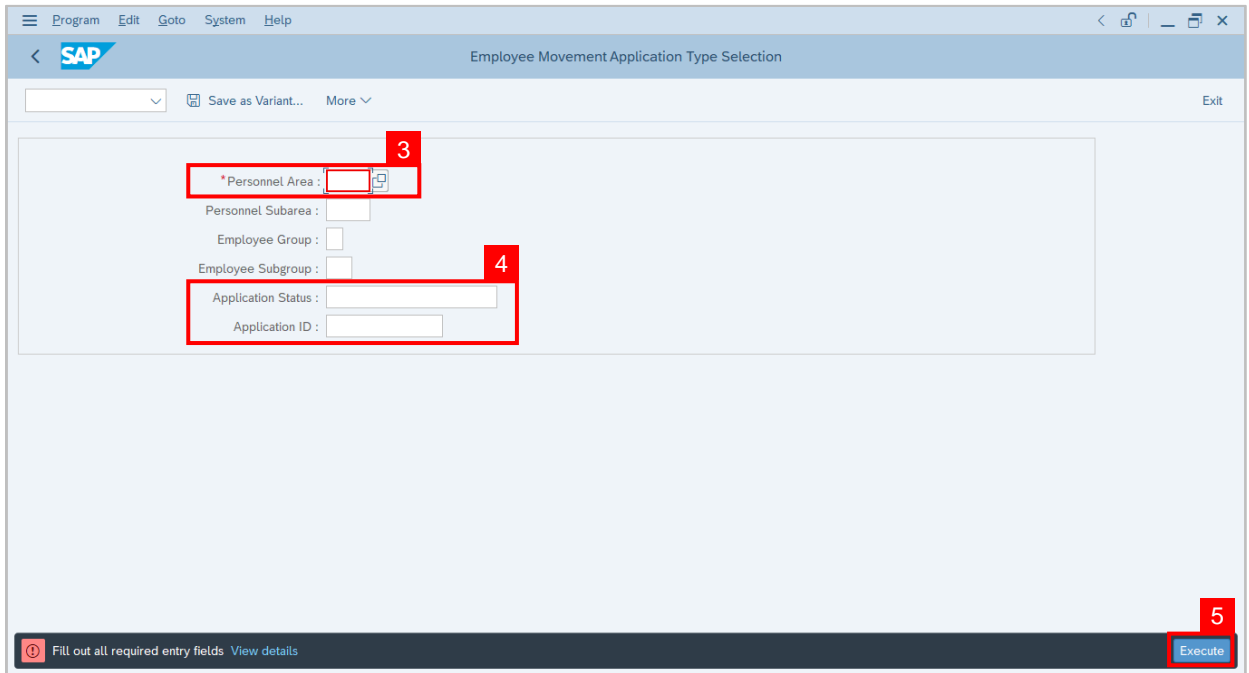


3. Fill in **Personnel Area**.

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

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

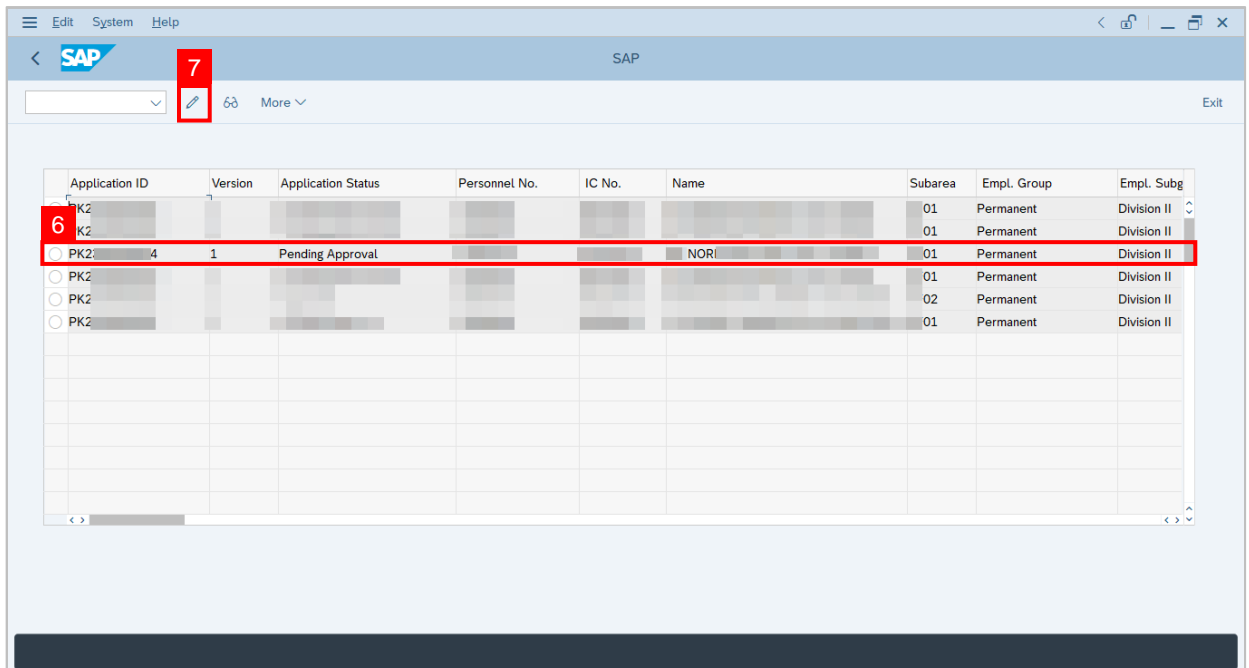
5. Click on **Execute** button.



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.



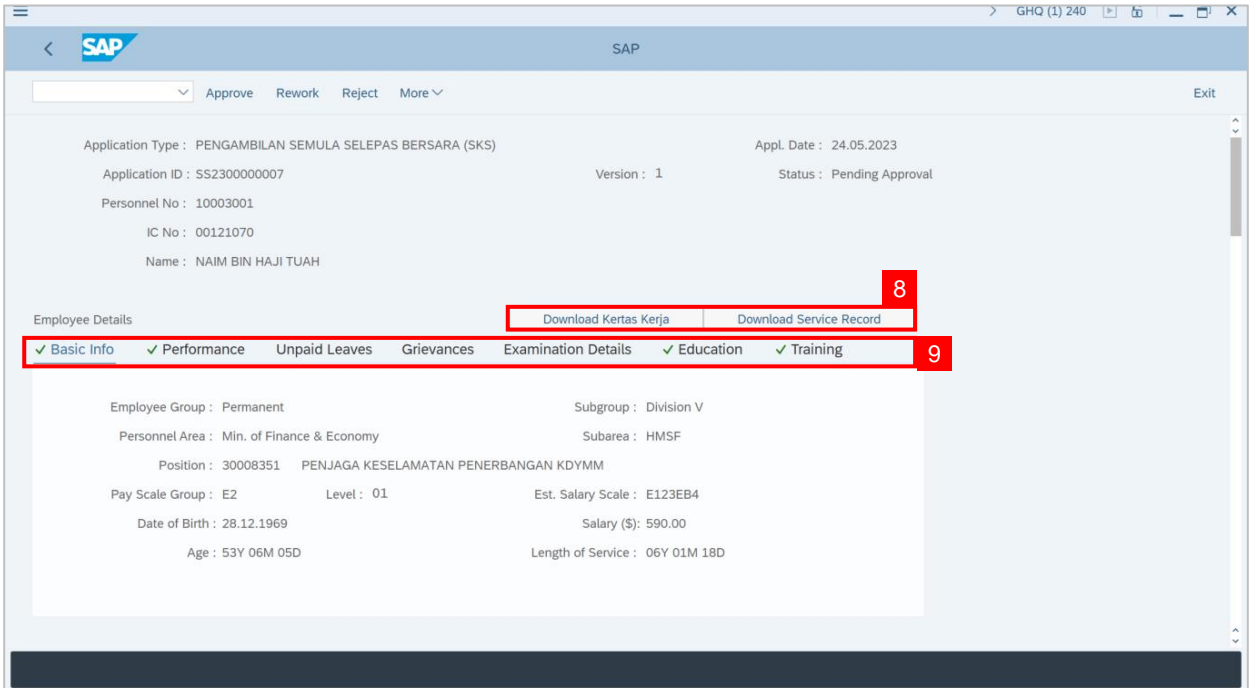
Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. Subg
PK2						01	Permanent	Division II
PK2						01	Permanent	Division II
<input checked="" type="radio"/> PK2	4	Pending Approval			NOR	01	Permanent	Division II
<input type="radio"/> PK2						01	Permanent	Division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

Note: Rehire after Retirement (SKS) Application page will be displayed.

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

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

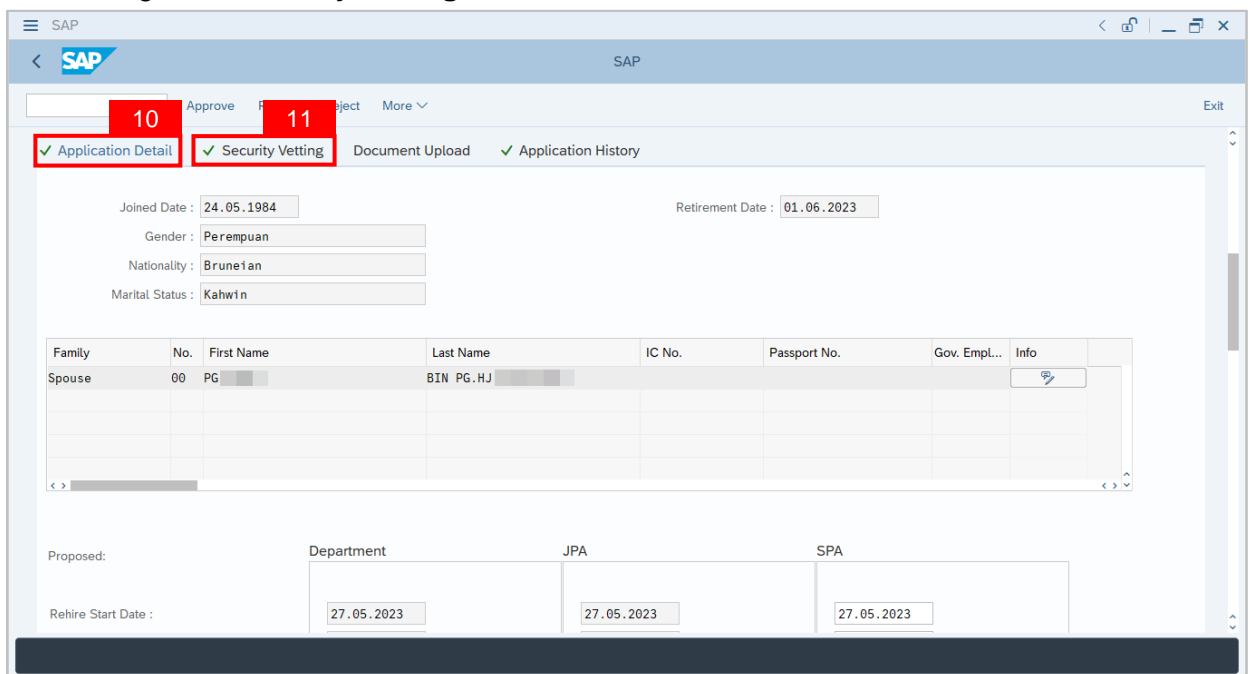
9. User can **check the employee details** from **each tab**.



The screenshot shows the SAP application details page. At the top, there are buttons for 'Approve', 'Rework', 'Reject', and 'More'. The application type is 'PENGAMBILAN SEMULA SELEPAS BERSARA (SKS)' with an application ID of 'SS230000007'. The status is 'Pending Approval'. The employee's name is 'NAIM BIN HAJI TUAH'. Below this, there are two tabs: 'Download Kertas Kerja' and 'Download Service Record', with a red box and the number '8' highlighting the 'Download Service Record' tab. Below the tabs is a horizontal menu with several options: 'Basic Info', 'Performance', 'Unpaid Leaves', 'Grievances', 'Examination Details', 'Education', and 'Training'. A red box and the number '9' highlight the 'Basic Info' tab. The main content area displays employee details such as 'Employee Group: Permanent', 'Subgroup: Division V', 'Personnel Area: Min. of Finance & Economy', 'Subarea: HMSF', 'Position: 30008351 PENJAGA KESELAMATAN PENERBANGAN KDYMM', 'Pay Scale Group: E2', 'Level: 01', 'Est. Salary Scale: E123EB4', 'Date of Birth: 28.12.1969', 'Salary (\$): 590.00', 'Age: 53Y 06M 05D', and 'Length of Service: 06Y 01M 18D'.

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

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



The screenshot shows the SAP application detail page. At the top, there are buttons for 'Approve', 'Rework', 'Reject', and 'More'. The 'Application Detail' tab is selected, with a red box and the number '10' highlighting it. The 'Security Vetting' tab is also visible, with a red box and the number '11' highlighting it. The main content area displays application details such as 'Joined Date: 24.05.1984', 'Retirement Date: 01.06.2023', 'Gender: Perempuan', 'Nationality: Bruneian', and 'Marital Status: Kahwin'. Below this is a table with columns for 'Family', 'No.', 'First Name', 'Last Name', 'IC No.', 'Passport No.', 'Gov. Empl...', and 'Info'. The table contains one row for a spouse with 'No.' 00 and 'Last Name' BIN PG.HJ. At the bottom, there are fields for 'Proposed: Department' (JPA), 'SPA', and 'Rehire Start Date' (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.

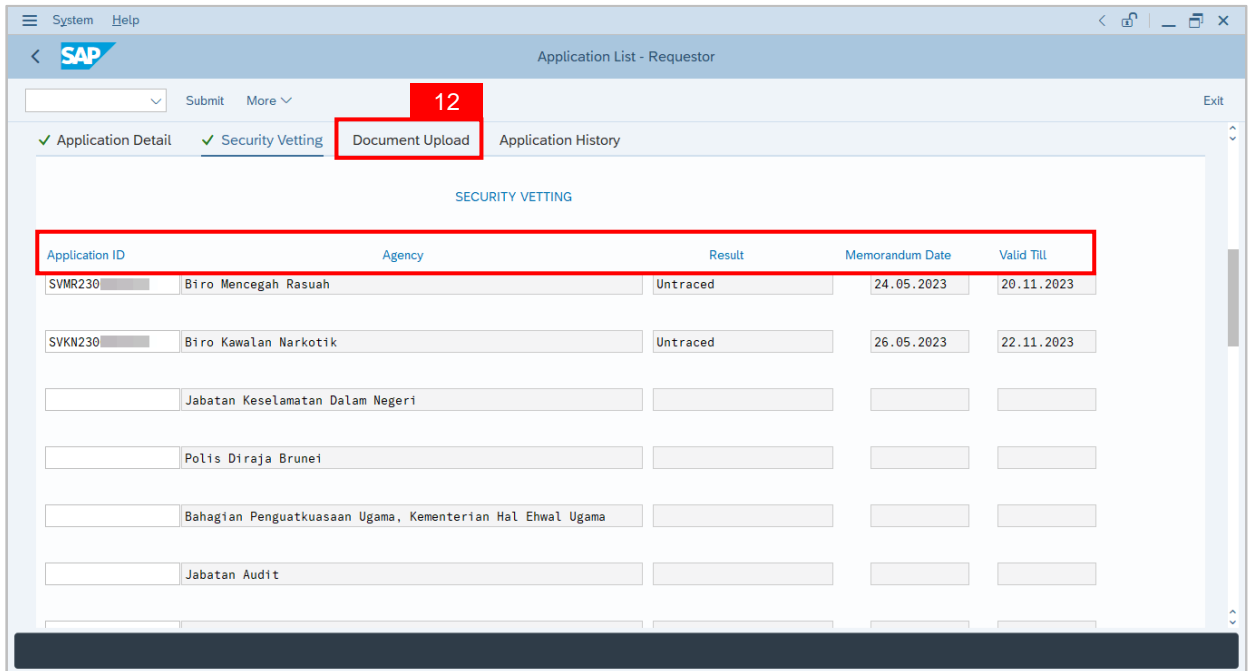
(iii) **JPA Security Vetting Requestor** role may request Security Vetting application to any of the eight agencies when required via **ZVETREQUEST**.

(iv) **JPA 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**.

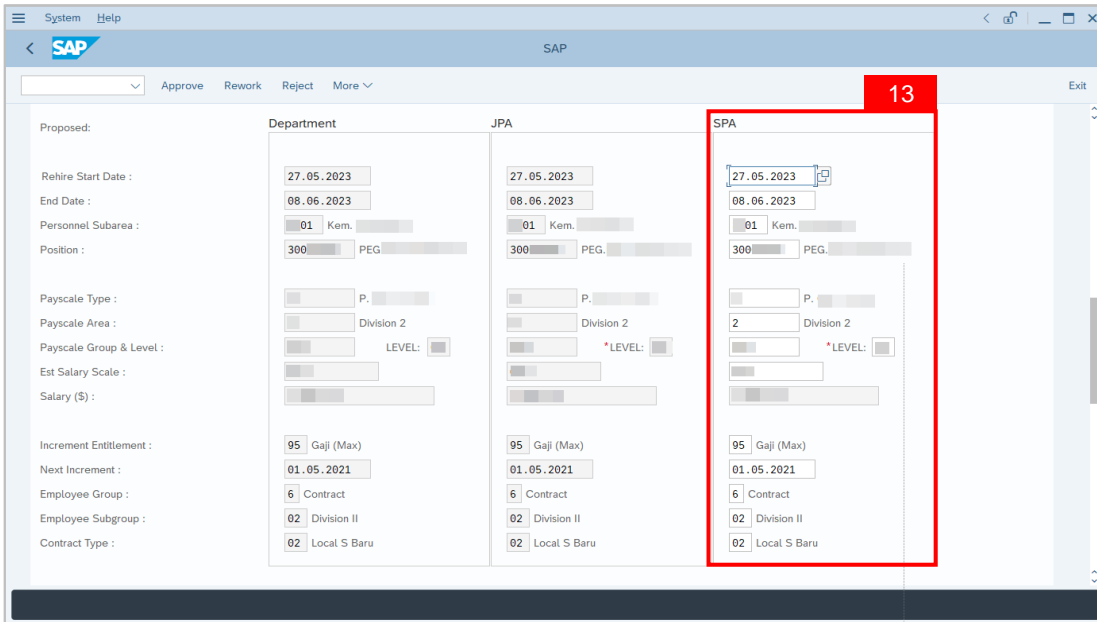


The screenshot shows the SAP 'Application List - Requestor' interface. The 'Document Upload' tab is highlighted with a red box and the number '12'. Below the tabs, a table titled 'SECURITY VETTING' displays application details. The table has columns for Application ID, Agency, Result, Memorandum Date, and Valid Till. Two rows are visible, both with 'Untraced' results.

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.



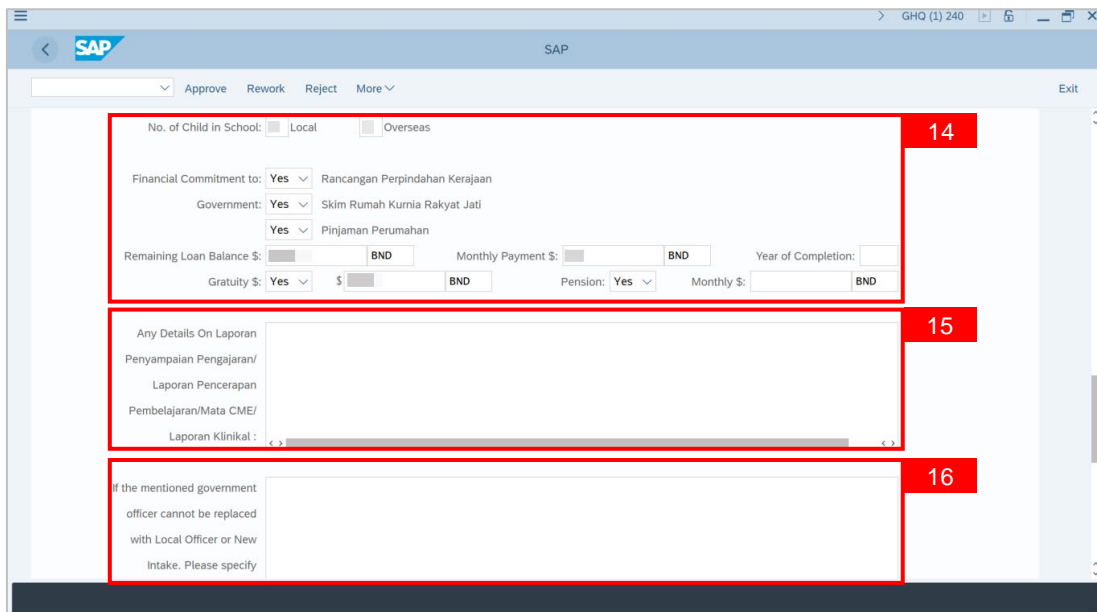
The screenshot shows the SAP Application Detail form with three columns: Department, JPA, and SPA. A red box highlights the SPA column, and a red label '13' is placed above it. The SPA column contains the following data:

Field	Value
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	2 Division 2
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 **Pension Commitment details** to check for the details.

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

16. Fill in **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 Pension Commitment details form. Three red boxes highlight specific fields, and red labels '14', '15', and '16' are placed to the right of each box.

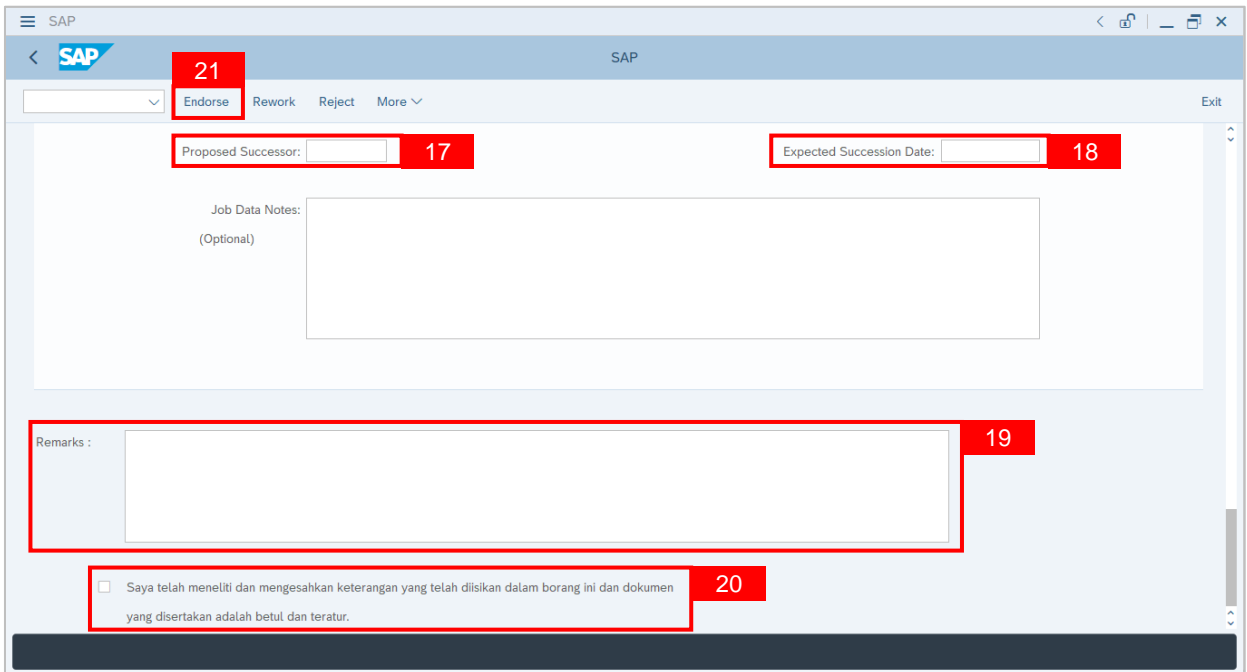
Box 14: Pension Commitment details including:

- No. of Child in School: Local Overseas
- Financial Commitment to: Yes Rancangan Perpindahan Kerajaan
- Government: Yes Skim Rumah Kumia Rakyat Jati
- Yes Pinjaman Perumahan
- Remaining Loan Balance \$: BND Monthly Payment \$: BND Year of Completion:
- Gratuity \$: Yes \$ BND Pension: Yes Monthly \$: BND

Box 15: Any Details On Laporan Penyampaian Pengajaran / Laporan Pencerapan Pembelajaran / Mata CME / Laporan Klinikal

Box 16: If the mentioned government officer cannot be replaced with Local Officer or New Intake. Please specify

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



The screenshot shows the SAP Service Extension (SKS) application form. The form is titled "SAP" and has a navigation bar with "Endorse", "Rework", "Reject", and "More" buttons. The "Endorse" button is highlighted with a red box and the number 21. Below the navigation bar, there are two input fields: "Proposed Successor:" (17) and "Expected Succession Date:" (18). Below these fields is a "Job Data Notes:" (Optional) text area. Below the text area is a "Remarks:" text area (19). At the bottom of the form, there is a checkbox (20) with the text: "Saya telah meneliti dan mengesahkan keterangan yang telah diisikan dalam borang ini dan dokumen yang disertakan adalah betul dan teratur."

Note: Application List – Requestor will be displayed.

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

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



Menu: Edit System Help | SAP | Search: [] More | Exit

Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. Subg
PK2-22	23	24				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

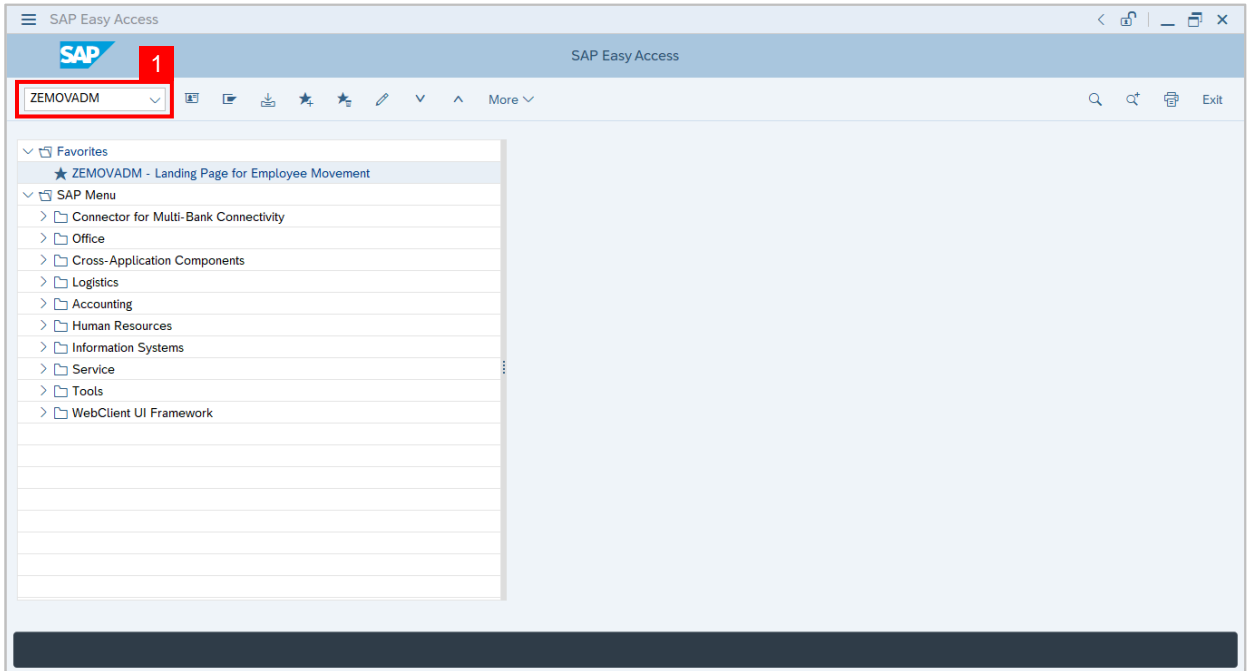
**REWORK / REJECT
SERVICE EXTENSION
APPLICATION**

Back-End User

SPA Approver

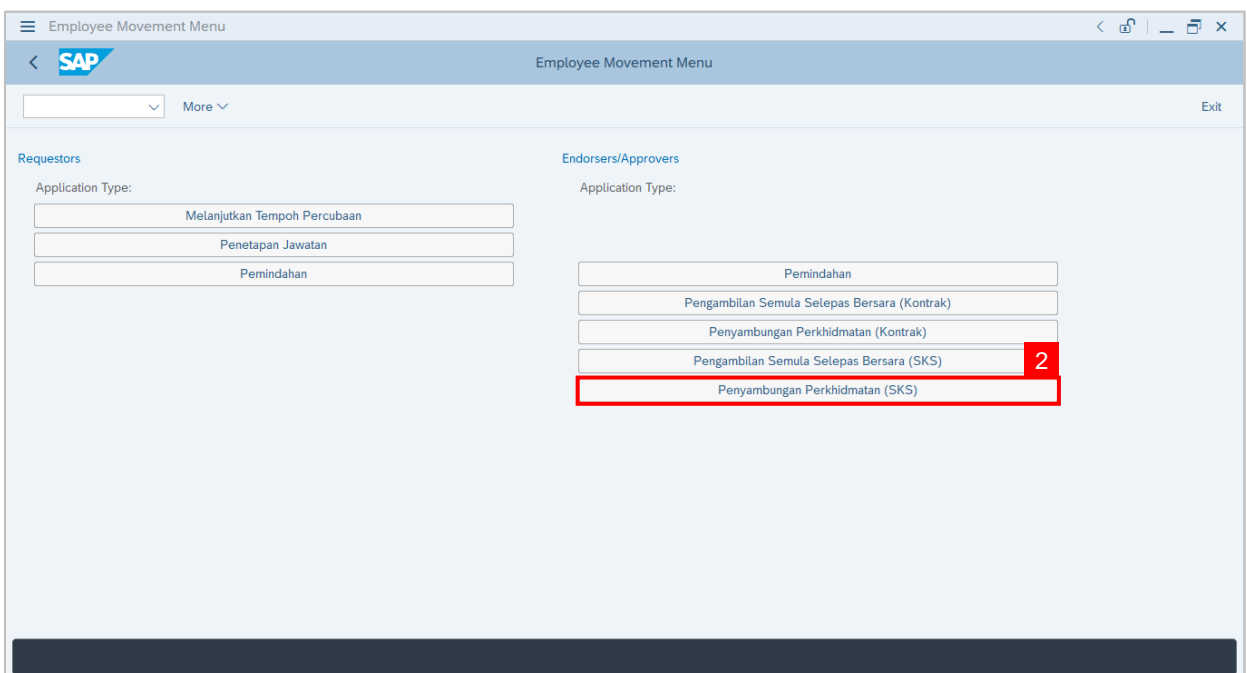
Log into **SAP GUI (Back-End)** and proceed with the following steps.

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



Note: Employee Movement page will be displayed.

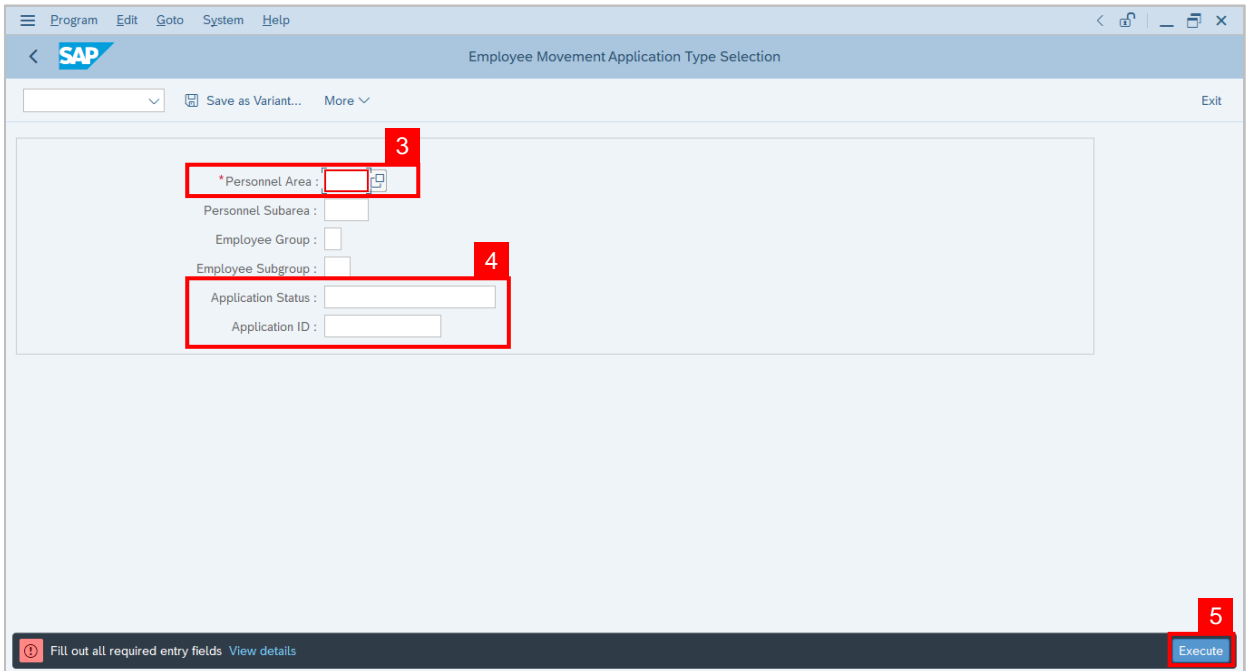
2. Click on **Penyambungan Perkhidmatan (SKS)** button.




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 : **4**

Application Status :

Application ID :

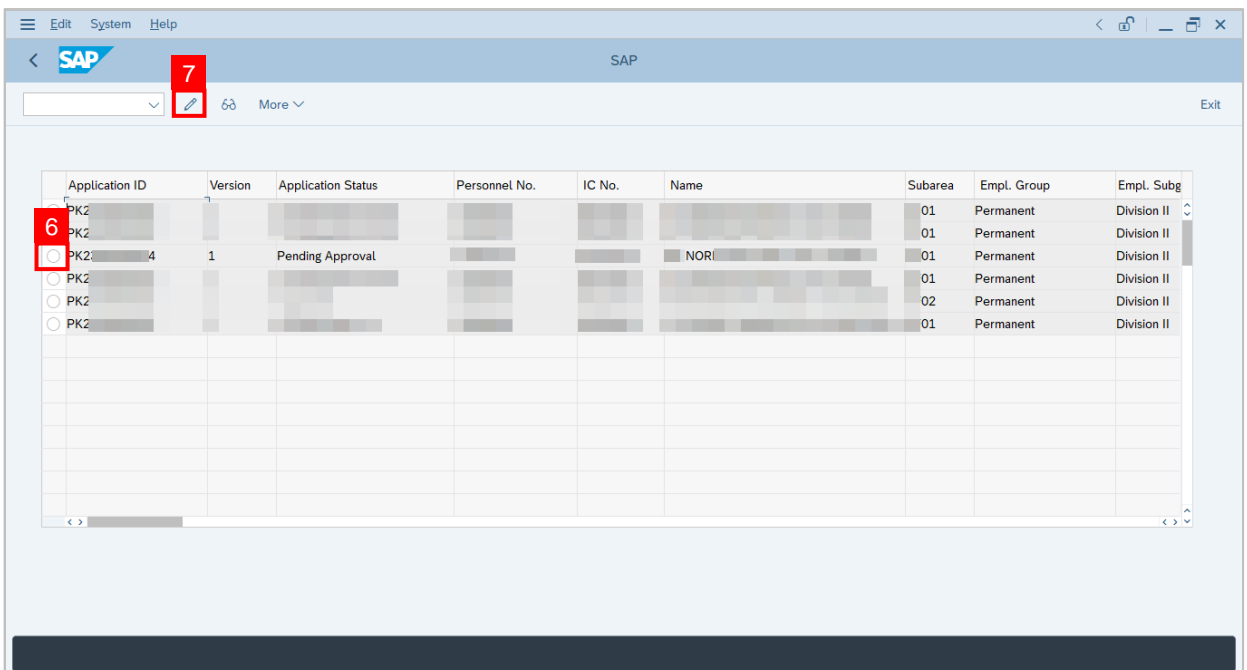
5 Execute

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.



SAP

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

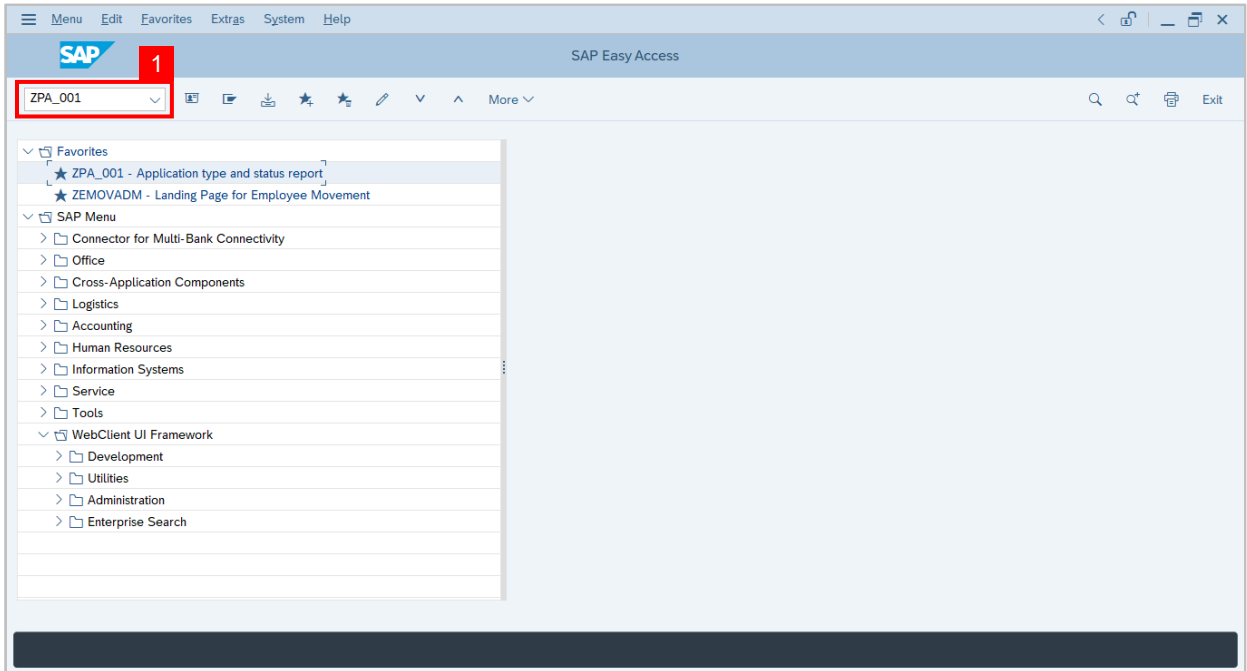
**GENERATE APPLICATION
TYPE REPORT**

Back-End User

SPA Approver

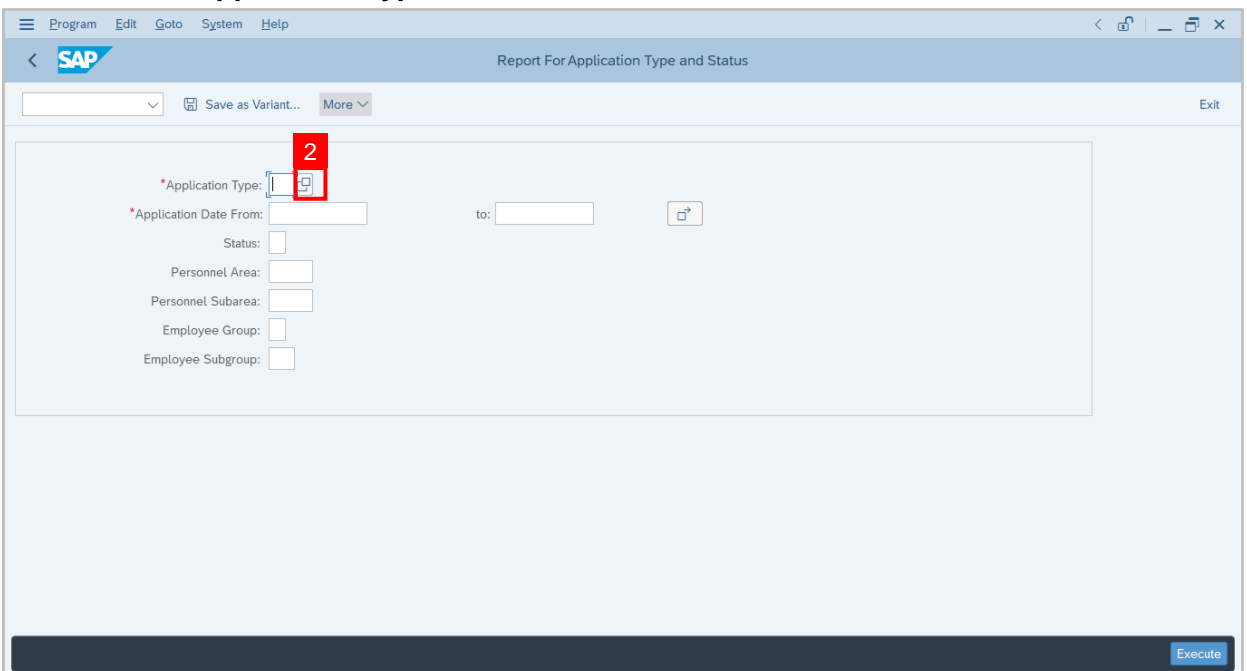
Log into **SAP GUI (Back-End)** and proceed with the following steps.

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



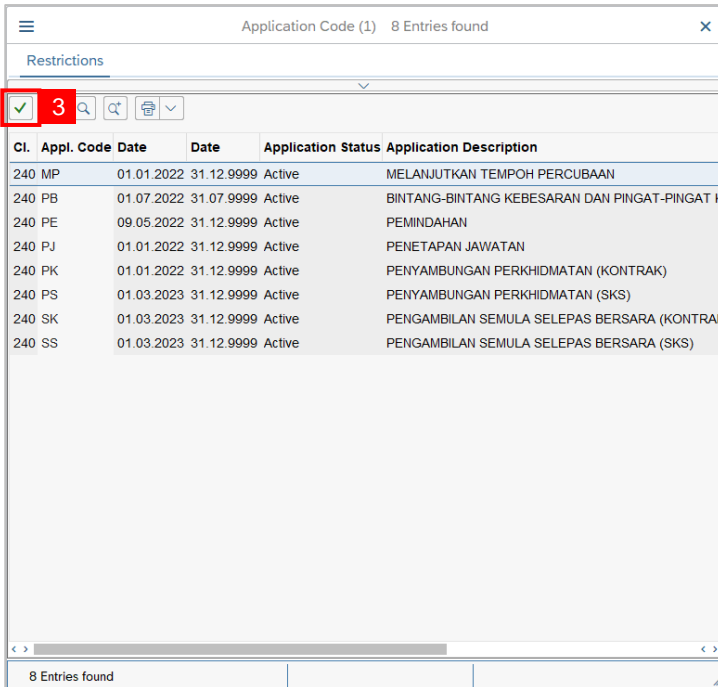
Note: Employee Movement page will be displayed.

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

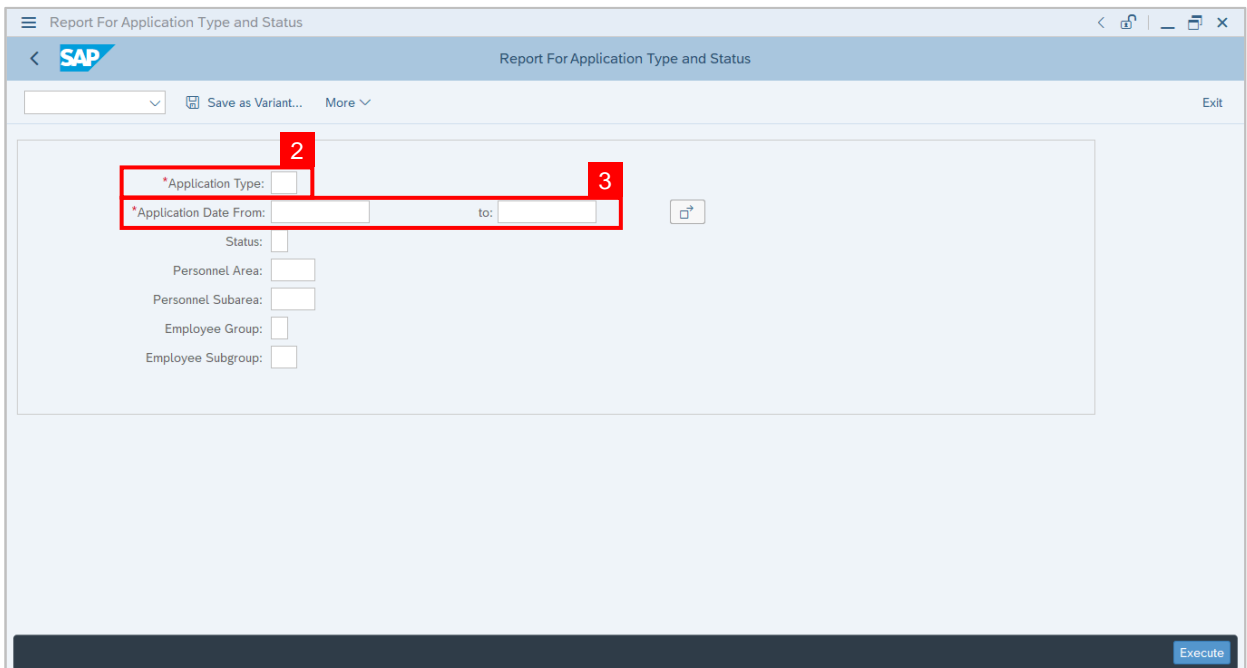
Cl.	Appl. Code	Date	Date	Application Status	Application Description
240	MP	01.01.2022	31.12.9999	Active	MELANJUTKAN TEMPOH PERCUBAAN
240	PB	01.07.2022	31.07.9999	Active	BINTANG-BINTANG KEBESARAN DAN PINGAT-PINGAT K
240	PE	09.05.2022	31.12.9999	Active	PEMINDAHAN
240	PJ	01.01.2022	31.12.9999	Active	PENETAPAN 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:

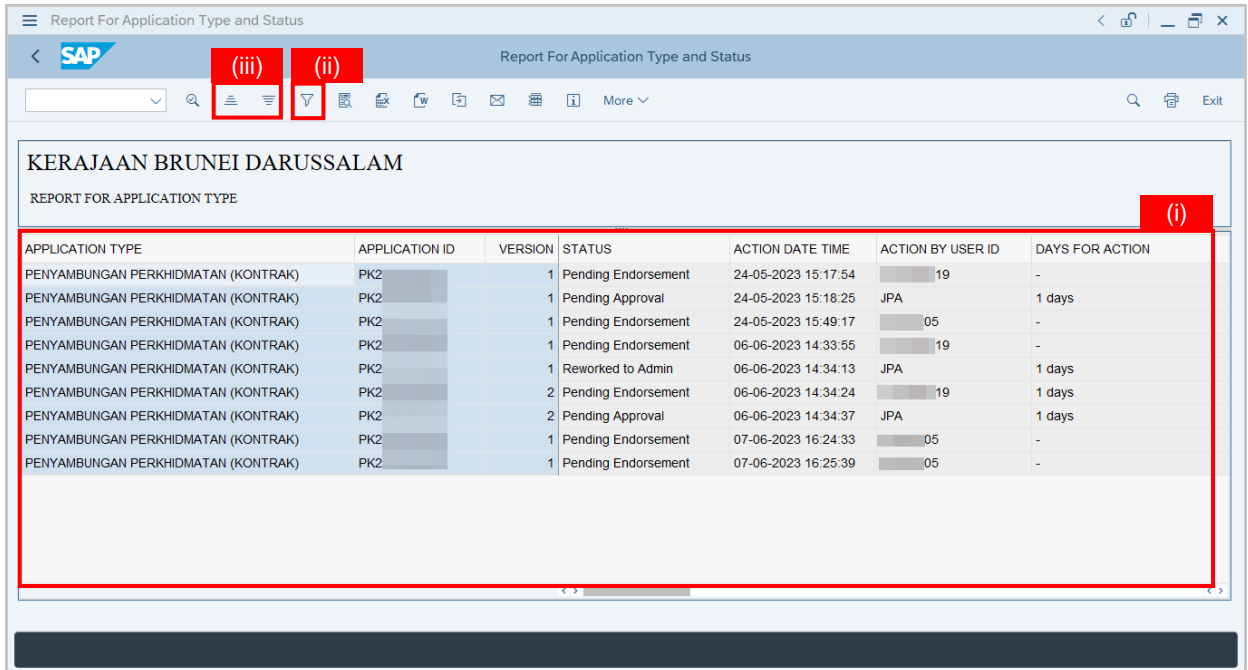
Employee Subgroup:

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	-