



SISTEM SUMBER MANUSIA

User Guide

Integration to Immigration for Back End User (SAP GUI)

Role: System Administrator (JPA/MOFE IT)

VERSION: 1.0

INTRODUCTION

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

1. Set Up Email Address To Receive Notifications
2. Delete Email Address To Stop From Receiving Notifications
3. Generate Successful NIH Hiring Report
4. Generate Failed Match-Up 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

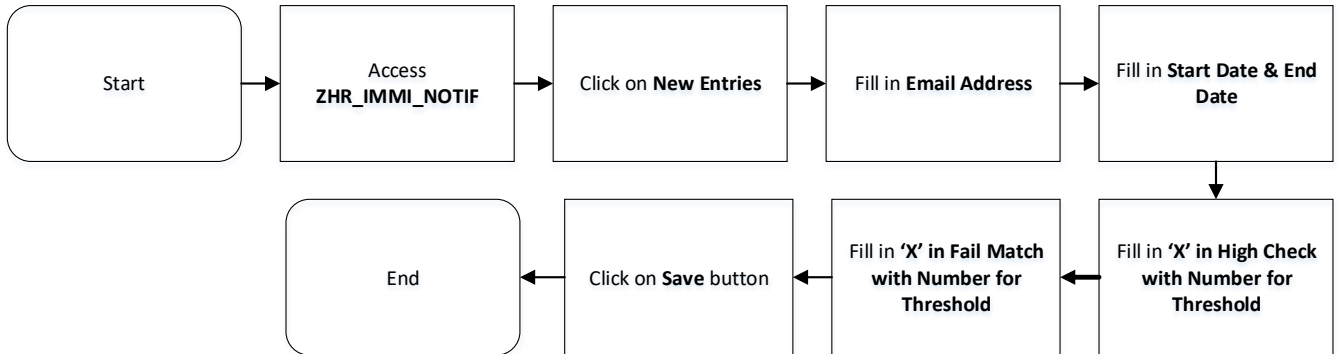
Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 238 2227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.

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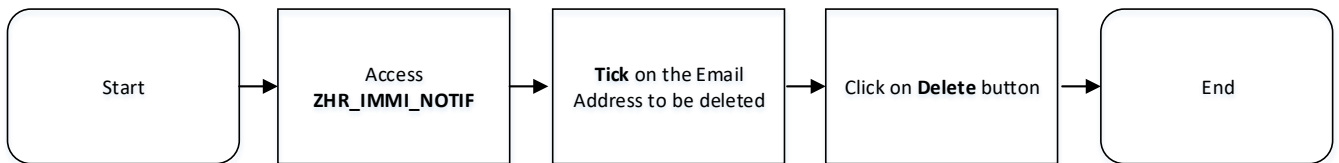
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Process Overview

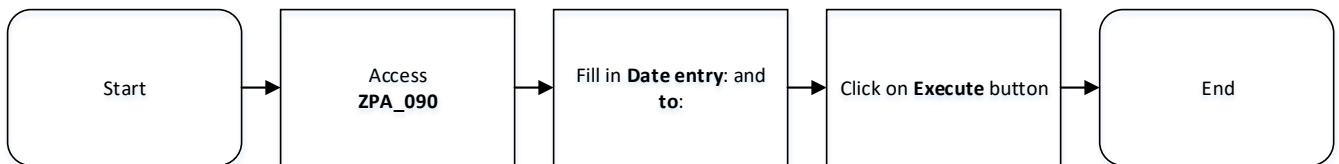
Setting Up Email Address To Receive Notifications



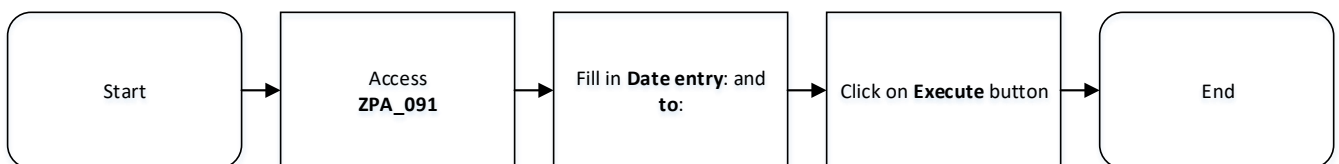
Delete Email Address To Stop From Receiving Notifications



Successful NIH Report



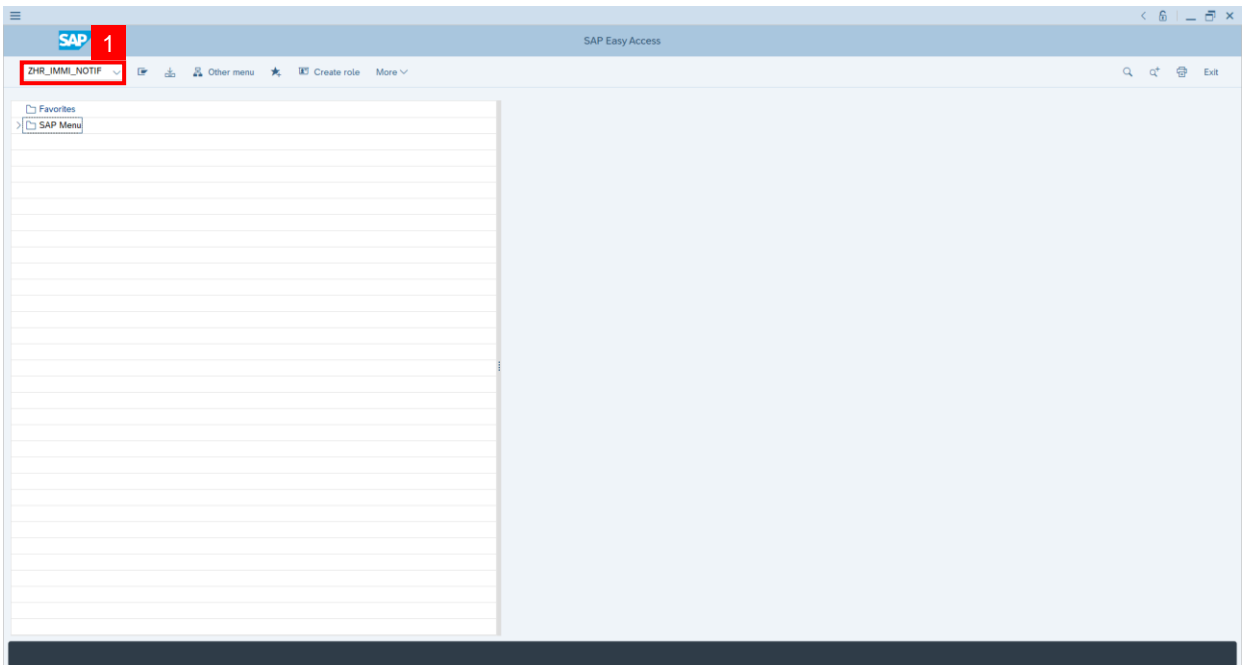
Failed Match-up Report



SETTING UP EMAIL ADDRESS TO RECEIVE NOTIFICATION	Back-End User
	System Administrator

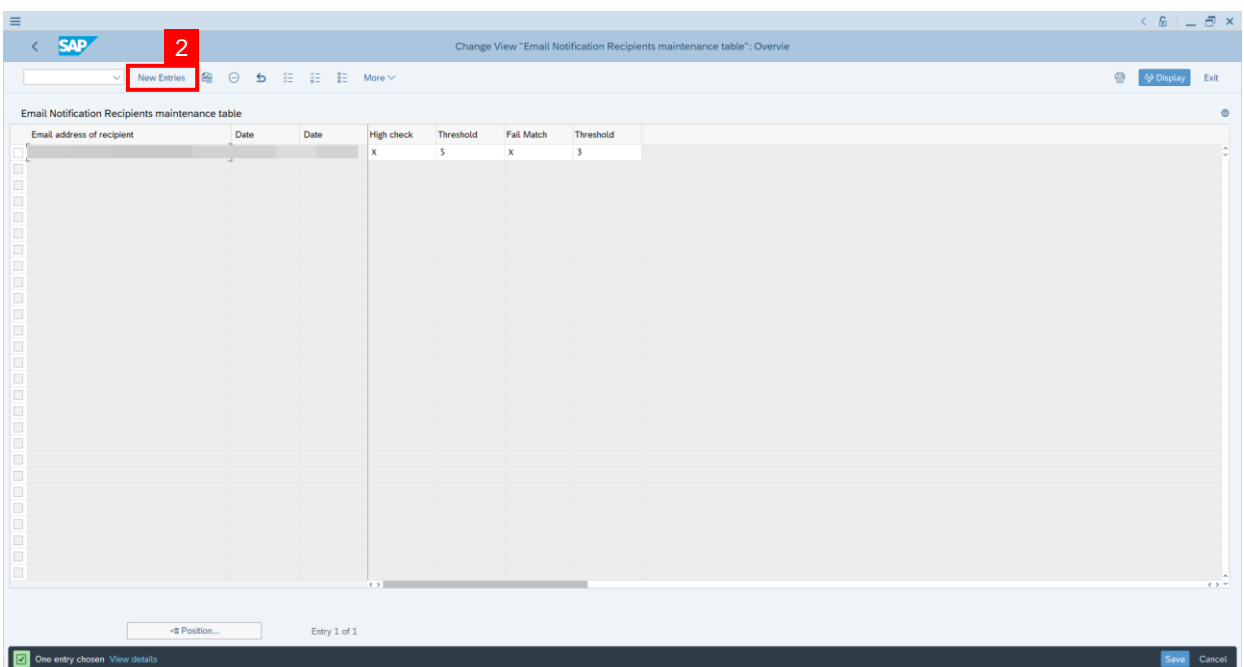
Log into **SAP GUI (Back-End)** and proceed with the following steps.

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



Note: Change View “Email Notification Recipients maintenance table”: Overview page will be displayed.

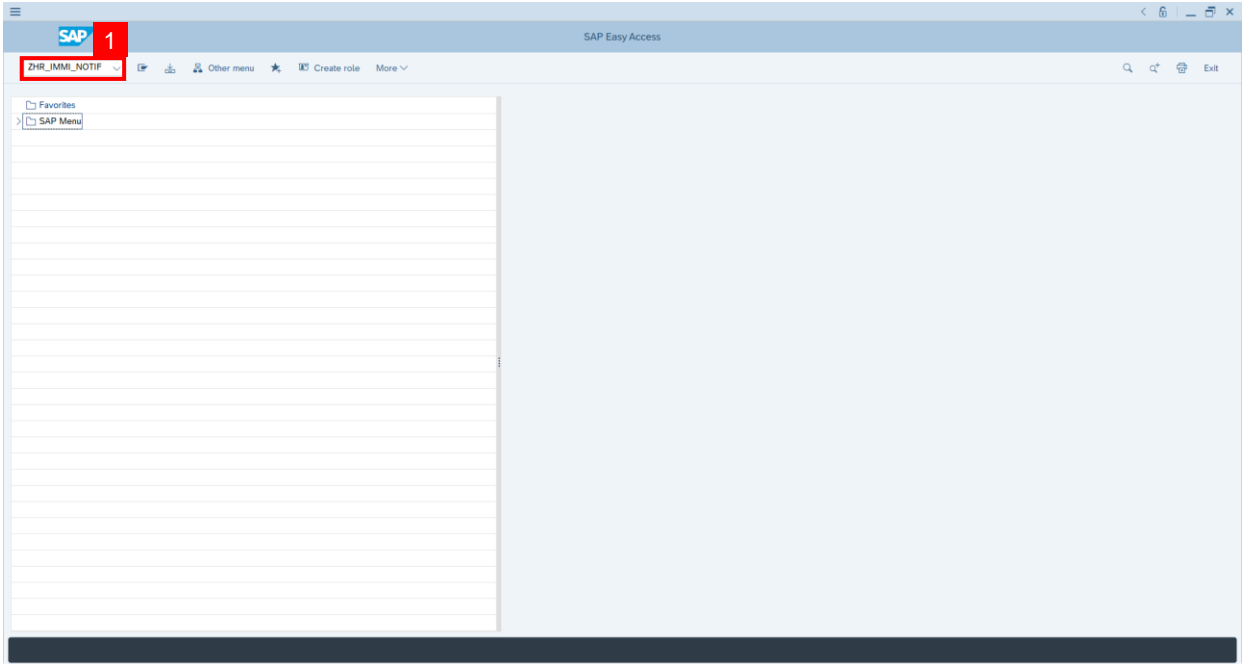
2. To add new Email Address, click on **New Entries** button.



DELETE EMAIL ADDRESS TO STOP FROM RECEIVING NOTIFICATION	Back-End User
	System Administrator

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

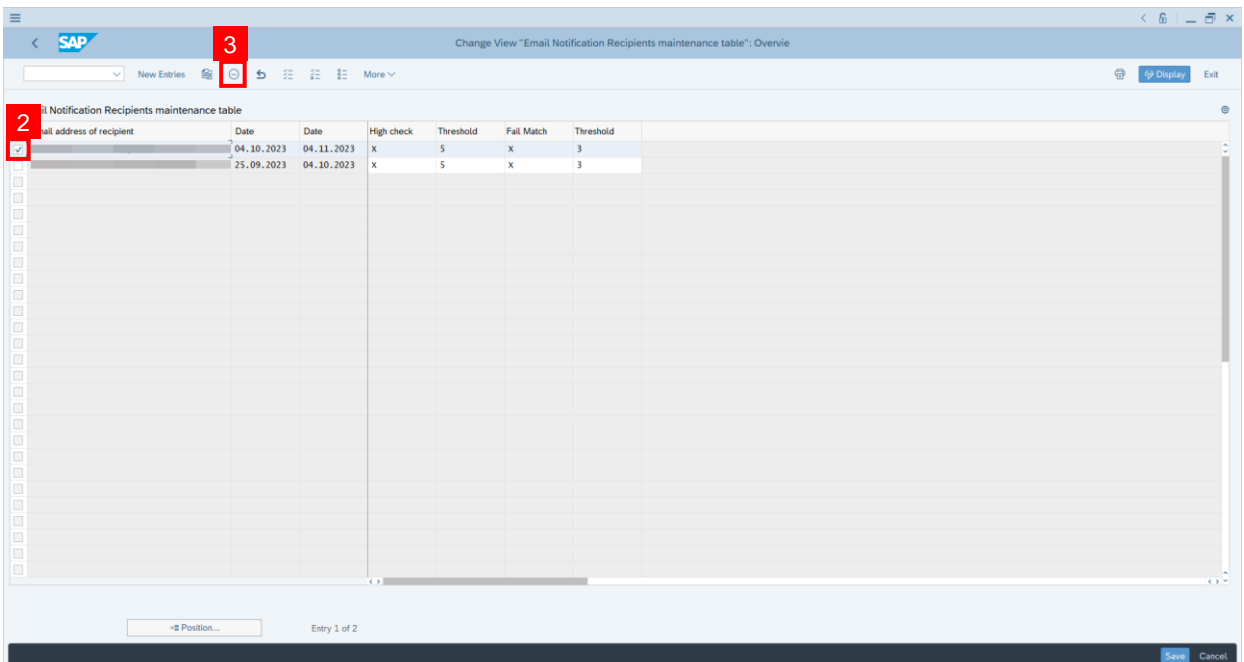
1. Enter transaction code (t-code) **ZHR_IMMI_NOTIF** in the search bar.



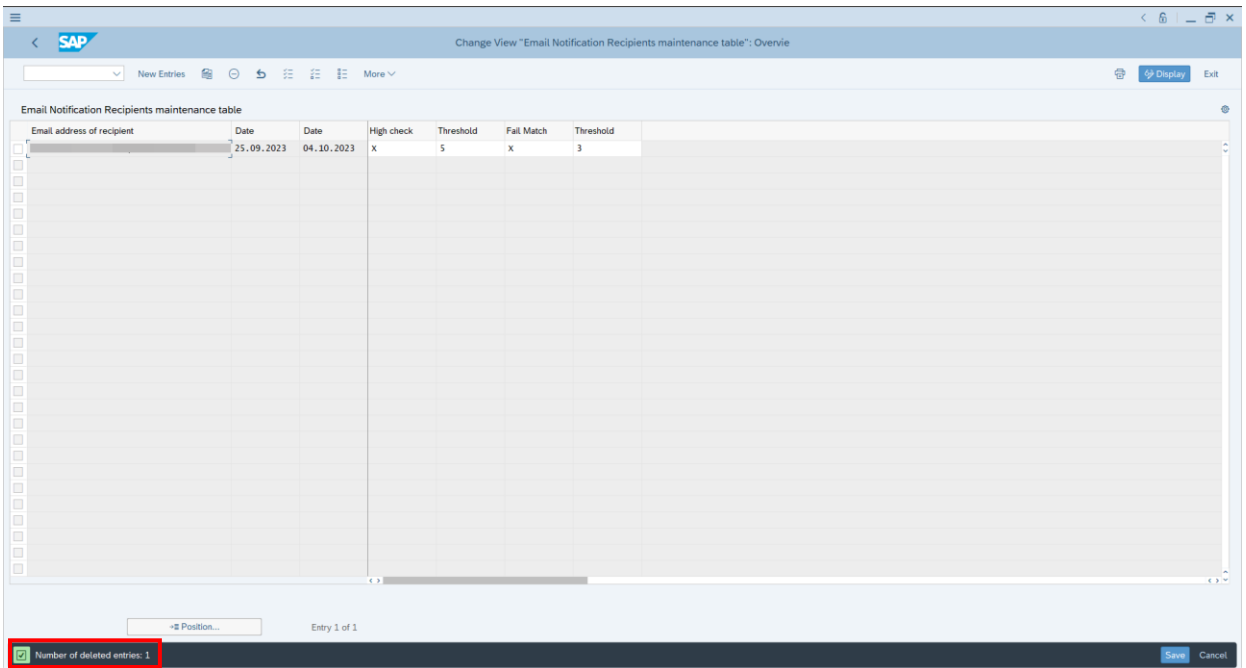
Note: Change View “Email Notification Recipients maintenance table”: Overview page will be displayed.

2. Tick on the Email Address to be deleted.

3. Click on **Delete** button.



Outcome: Email address have successfully been deleted & will stop receiving notifications.



The screenshot shows the SAP 'Email Notification Recipients maintenance table' in 'Change View' mode. The table contains one entry with the following data:

Email address of recipient	Date	Date	High check	Threshold	Fail Match	Threshold
	25.09.2023	04.10.2023	X	5	X	3

At the bottom of the screen, a status bar indicates 'Number of deleted entries: 1' (highlighted with a red box), 'Entry 1 of 1', and buttons for 'Save' and 'Cancel'.

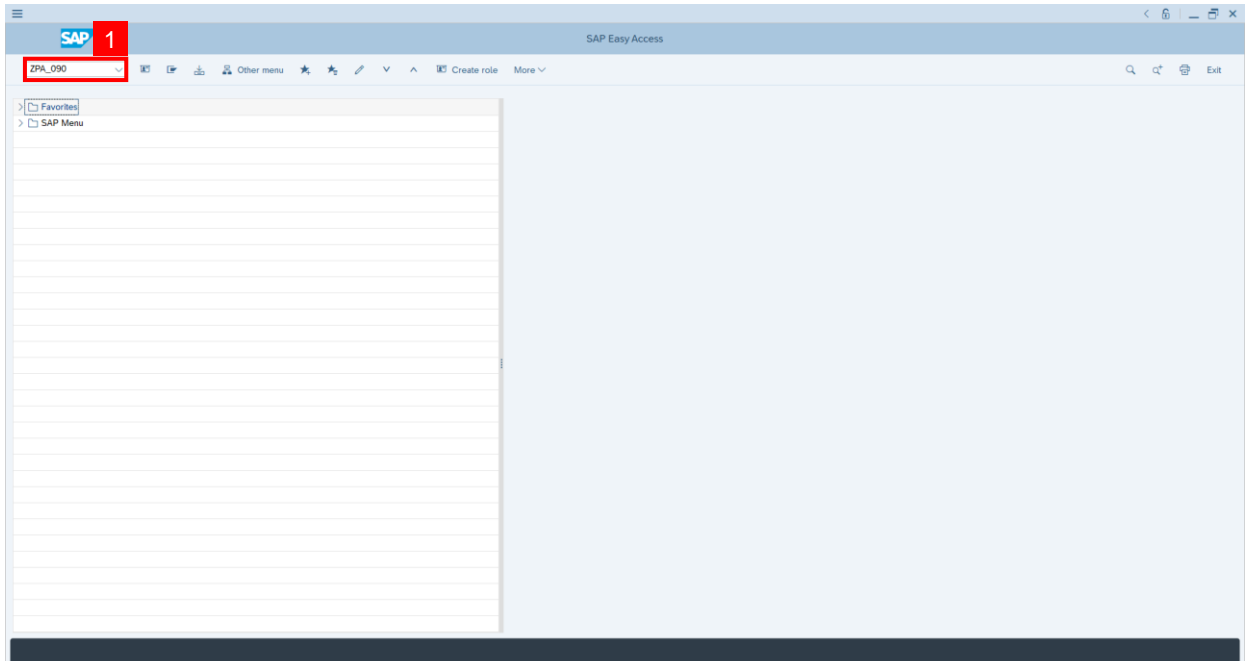
SUCCESSFUL NIH REPORT

Back-End User

System Administrator

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

1. Enter transaction code (t-code) **ZPA_090** in the search bar.

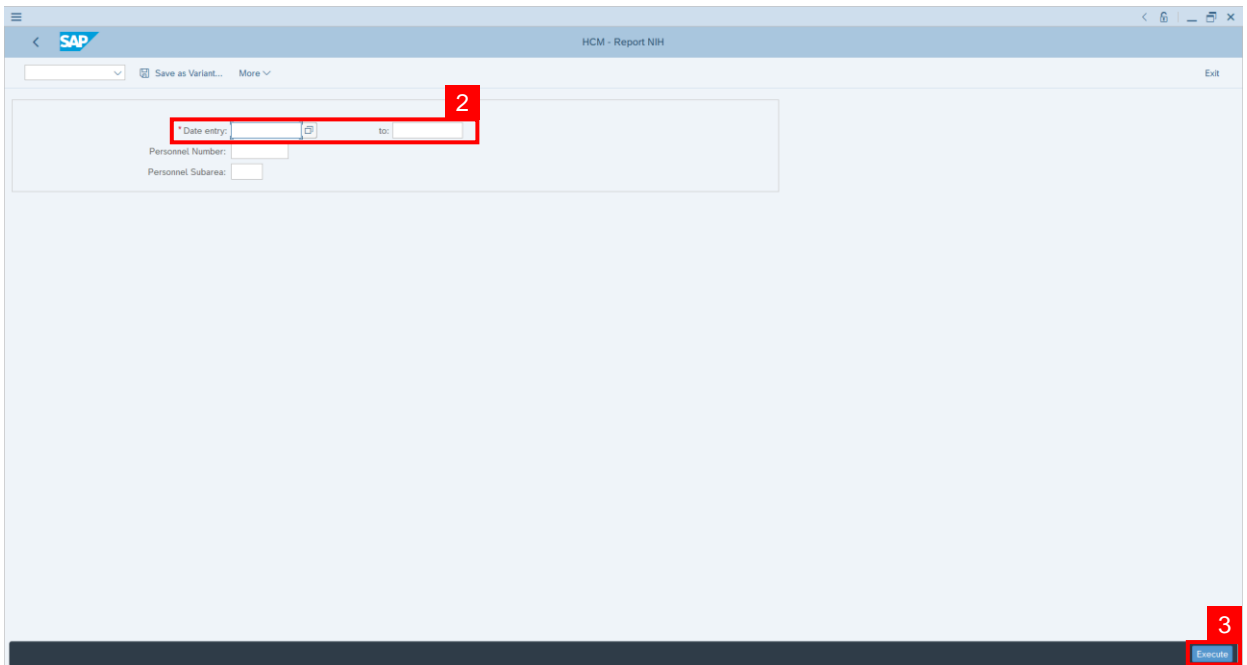


Note: HCM – Report NIH page will be displayed.

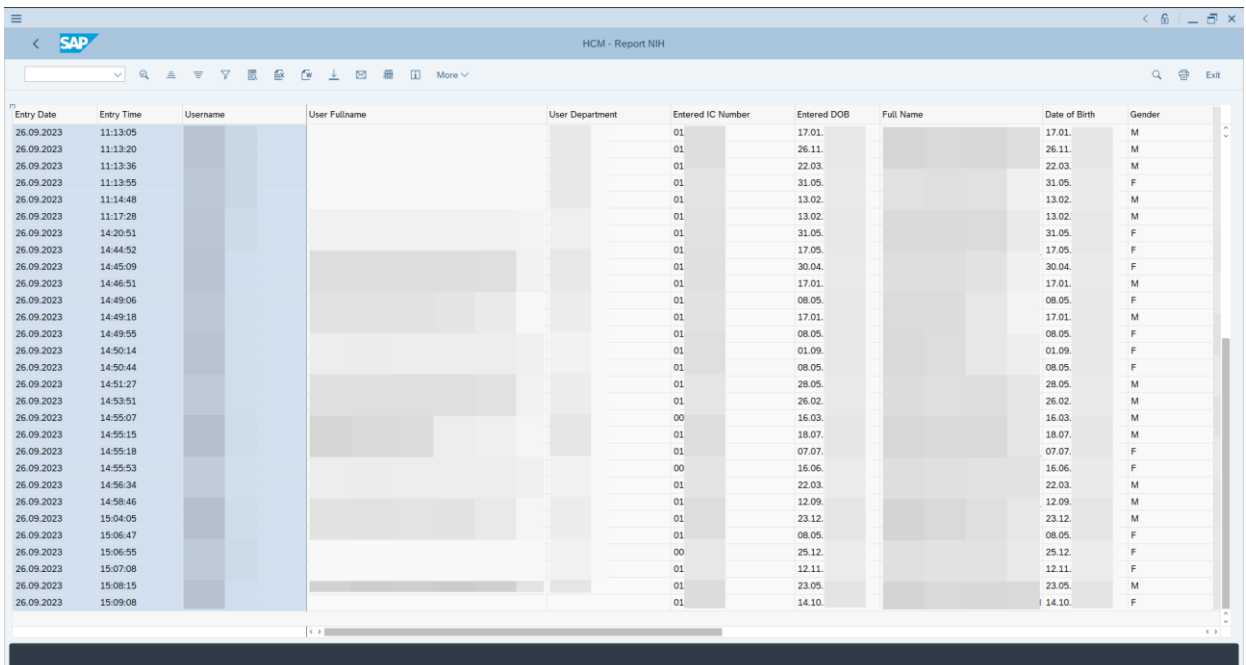
2. Fill in **Date entry:** and **to:**.

Note: System Administrator may filter result by filling in Personnel Number and/or Subarea.

3. Click on **Execute** button.



Outcome: HCM – Report NIH is generated. This report shows all successful auto-populated information from NIH based on IC Number and Birth date entered by Dept HR Administrator.



Entry Date	Entry Time	Username	User Fullname	User Department	Entered IC Number	Entered DOB	Full Name	Date of Birth	Gender
26.09.2023	11:13:05				01	17.01.		17.01.	M
26.09.2023	11:13:20				01	26.11.		26.11.	M
26.09.2023	11:13:36				01	22.03.		22.03.	M
26.09.2023	11:13:55				01	31.05.		31.05.	F
26.09.2023	11:14:48				01	13.02.		13.02.	M
26.09.2023	11:17:28				01	13.02.		13.02.	M
26.09.2023	14:20:51				01	31.05.		31.05.	F
26.09.2023	14:44:52				01	17.05.		17.05.	F
26.09.2023	14:45:09				01	30.04.		30.04.	F
26.09.2023	14:46:51				01	17.01.		17.01.	M
26.09.2023	14:49:06				01	08.05.		08.05.	F
26.09.2023	14:49:18				01	17.01.		17.01.	M
26.09.2023	14:49:55				01	08.05.		08.05.	F
26.09.2023	14:50:14				01	01.09.		01.09.	F
26.09.2023	14:50:44				01	08.05.		08.05.	F
26.09.2023	14:51:27				01	28.05.		28.05.	M
26.09.2023	14:53:51				01	26.02.		26.02.	M
26.09.2023	14:55:07				00	16.03.		16.03.	M
26.09.2023	14:55:15				01	18.07.		18.07.	M
26.09.2023	14:55:18				01	07.07.		07.07.	F
26.09.2023	14:55:53				00	16.06.		16.06.	F
26.09.2023	14:56:34				01	22.03.		22.03.	M
26.09.2023	14:58:46				01	12.09.		12.09.	M
26.09.2023	15:04:05				01	23.12.		23.12.	M
26.09.2023	15:06:47				01	08.05.		08.05.	F
26.09.2023	15:06:55				00	25.12.		25.12.	F
26.09.2023	15:07:08				01	12.11.		12.11.	F
26.09.2023	15:08:15				01	23.05.		23.05.	M
26.09.2023	15:09:08				01	14.10.		14.10.	F

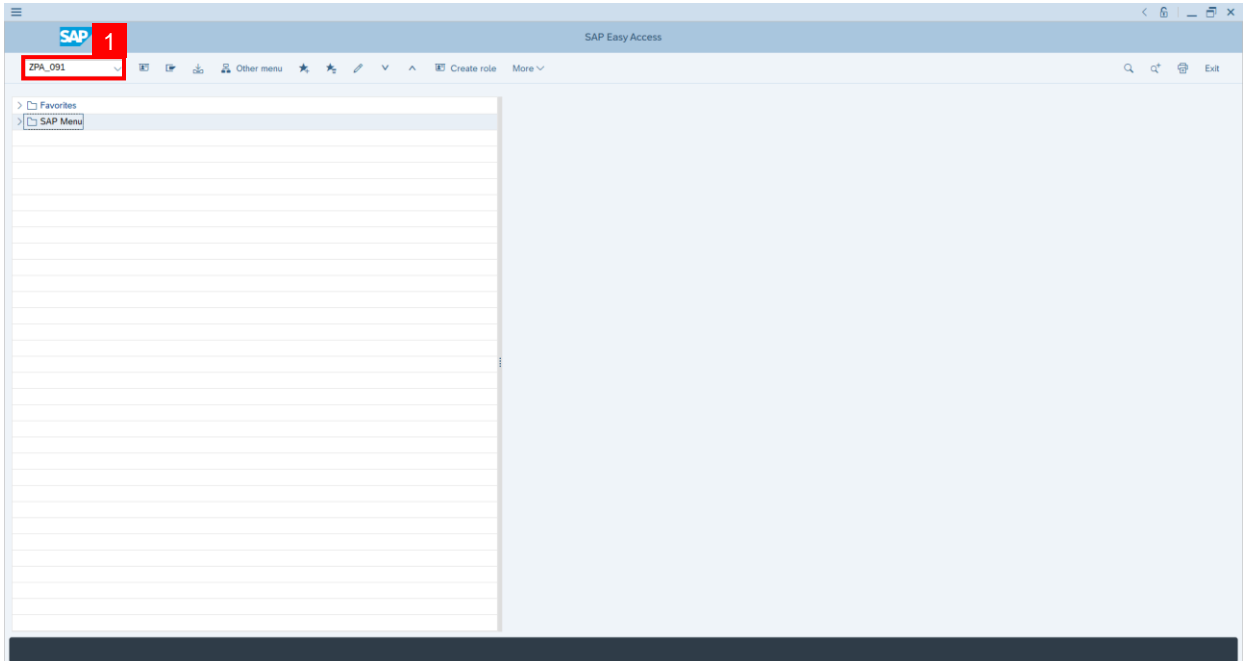
FAILED MATCH-UP REPORT

Back-End User

System Administrator

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

1. Enter transaction code (t-code) **ZPA_091** in the search bar.

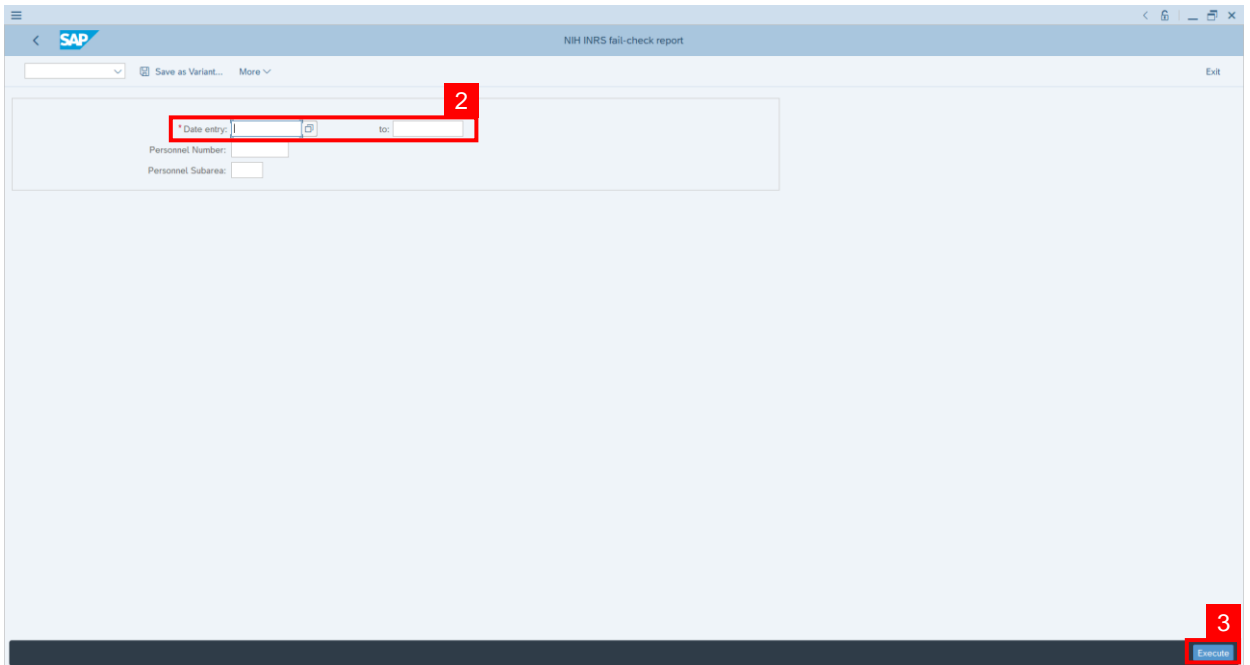


Note: NIH INRS fail-check Report page will be displayed.

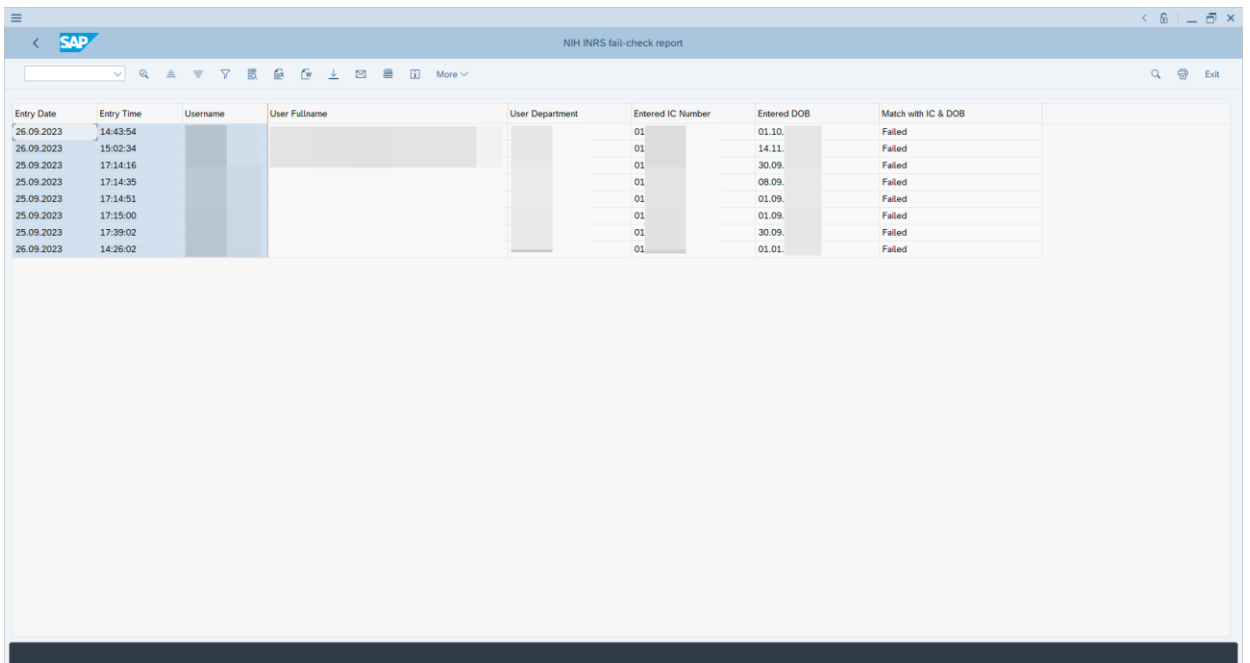
2. Fill in **Date entry:** and **to:**.

Note: System Administrator may filter result by filling in Personnel Number and/or Subarea.

3. Click on **Execute** button.



Outcome: NIH INRS fail-check Report is generated. This report shows all fail match of Date of Birth and IC Number entered by HR Administrator.



The screenshot shows the SAP interface for the 'NIH INRS fail-check report' table. The table has the following columns: Entry Date, Entry Time, Username, User Fullname, User Department, Entered IC Number, Entered DOB, and Match with IC & DOB. The data shows multiple rows of failed matches.

Entry Date	Entry Time	Username	User Fullname	User Department	Entered IC Number	Entered DOB	Match with IC & DOB
26.09.2023	14:43:54				01	01.10.	Failed
26.09.2023	15:02:34				01	14.11.	Failed
25.09.2023	17:14:16				01	30.09.	Failed
25.09.2023	17:14:35				01	08.09.	Failed
25.09.2023	17:14:51				01	01.09.	Failed
25.09.2023	17:15:00				01	01.09.	Failed
25.09.2023	17:39:02				01	30.09.	Failed
26.09.2023	14:26:02				01	01.01.	Failed