

# SISTEM SUMBER MANUSIA

# **User Guide**

# Integration to Immigration

### for Back End User (SAP GUI)

### **Role: System Administrator (JPA/MOFE IT)**

VERSION: 1.0

SSM\_UG\_Back\_End\_SAPGUI\_Integration to Immigration\_System Administrator\_v1.0



#### 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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#### **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.

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Note: Change View "Email Notification Recipients maintenance table": Overview page will

be displayed.

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

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Email Notification Recipients maintenance	table							۲
Email address of recipient	Date	Date	High check	Threshold	Fail Match	Threshold		
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One entry chosen View details							Save	Cancel
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- 3. Fill in Email Address which will be receiving notifications.
- 4. Date of when the email address will be starting to receive notifications.
- 5. Date of when the email address will stop receiving email notifications.
- 6. High Check: Fill in 'X' if required for email to receive notifications when Dept HR Admin

hired more than number of Y times in a day (Threshold).

7. Fail Match: Fill in 'X' if required for email to receive notifications when Dept HR Admin incorrectly match IC Number/Birth Date during hiring for more than number of Y times in a day (Threshold).

8. Once completed, click on **Save** button.

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Email Notification Recipients mainten				۲
Email address of recipient 3 Date 4	Date 5 High check	Threshold Fail Match Threshold		
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				Save Cancel

Outcome: Email address set will start to receive notification accordingly.



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.

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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.

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il Notification Recipients maintenance ta	ble							(	0
hail address of recipient	Date	Date	High check	Threshold	Fail Match	Threshold			
×	04.10.2023	04.11.2023	x	5	x	3		1	0
	25.09.2023	04.10.2023	x	5	x	3			
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Outcome: Email address have successfully been deleted & will stop receiving notifications.

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Email address of recipient Date	Date High	check Threshold	Fail Match	Threshold		w.	
25.09.202	23 04.10.2023 X	5	x	3		0	
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Number of deleted entries: 1					2	ave 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.

SAP 1   Image: SAP Easy Access   Image: SAP Easy Access	Exit
29A_000   100   100   100   100   100   Create role   More>   Q	Exit
C SAP Menu	
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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.



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<	SAP	HCM - Report NIH	
	✓ I Save as Variant More ✓		Exit
	* Date etry: 0 to: 0		
			3
			Execute

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.

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< 54	7			HCM - Report	NIH					
				March					0.0	the sea
	~ ~ ~ =			More ~					~ 1	By Exit
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.	м	0
26.09.2023	11:13:20				01	26.11.		26.11.	м	
26.09.2023	11:13:36				01	22.03.		22.03.	м	
26.09.2023	11:13:55				01	31.05.		31.05.	F	
26.09.2023	11:14:48				01	13.02.		13.02.	м	
26.09.2023	11:17:28				01	13.02.		13.02.	М	
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.	м	
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.	М	
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.	М	
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	
										0
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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.

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ZPA_091 🗸 画 E 法 品 Other menu 🛪 夫 タ V A 画 Create role More V	୍ର୍ ଦ୍ୟ 🗟 Exit
> C Favorites	
C SAP Menu	

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.



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< SAP	NIH INRS fail-check report	
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Personnel Subarea:		
		3
		Execute

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.

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K SAP NIH INRS fail-check report										
	<ul><li>&lt; Q ii</li></ul>	7 5	& @ ± ⊠	🏾 👔 More 🗸					Q, 🗇 Exit	
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		