

**TATACARA PERUBAHAN KUMPULAN PEKERJA DAN SUB KUMPULAN
PEKERJA (EE GROUP & EE SUBGROUP) – SISTEM iGFMS HCM
(My Step mode DR)**

1. Masuk kod transaksi **PA40 (Personnel Actions)**. Masukkan No Gaji dan Tarikh. Pilih **Action Type – Perubahan (Aktif)** dan masukkan maklumat Personnel Area, EE Group dan EE SubGroup. Sila klik butang **EXECUTE**.

Personnel Actions

Personnel no. 18629

Name AMALINA BINTI MOHD NORDIN

EE group C Jwtn Bkn Tetap-... Pers.area D4 KSU Kem Kesihatan

EE subgroup 40 PKS/ Sambiln/ K... Cost Center 42131001 UNIT PTDBRN/K...

From 01.02.2021

Personnel Actions

Action Type	Personn...	EE group	EE subg...
Kemasukan Baru			
Perubahan (Aktif)	D4	B	30
Perubahan (Aktif)-Proses Tbhn			
Perubahan (Tidak Aktif)			
Penamatan			
Kemasukan Semula			
Kemasukan Semula-Proses Tbhn			
VADM- Assessment of Pension ER			
VADM- Start of Retirement Payt			

2. Pastikan Tarikh, Reason for Action = **10 (Perubahan Data Organisasi)** serta sila pastikan Employee Group dan Employee SubGroup adalah yang betul. Sila klik butang **SAVE** dan sentiasa tekan **ENTER** untuk ke skrin seterusnya.

Copy Actions

Execute info group Change info group

Pers.No. 18629

Personnel No 18629 Name AMALINA BINTI MOHD NORDIN

EE group C Jwtn Bkn Tetap-KBH Pers.area D4 KSU Kem Kesihatan

EE subgroup 40 PKS/ Sambiln/ Kont.. Pers. subarea 42 Kem Kesihatan

Start 01.02.2021 to 31.12.9999

Personnel action

Action Type Perubahan (Aktif)

Reason for Action 10 Perubahan Data Organisasi

Status

Customer-specific

Employment Active

Special payment Standard wage type

Organizational assignment

Personnel area D4 KSU Kem Kesihatan

Employee group B Jwtn Bkn Tetap-KBB

Employee subgroup 30 C.O.S (OS 29)

Additional actions

Start Date	Act.	Action Type	ActR	Reason for action

Save your entries

3. Pastikan Tarikh dan Payroll Area adalah **Payroll Area Daily-Rated**. Jika tiada perubahan cajline, sila klik butang **SAVE** dan sentiasa tekan **ENTER** untuk ke skin seterusnya.

Copy Organizational Assignment

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Org Structure

Personnel No	18629	Name	AMALINA BINTI MOHD NORDIN		
EE group	C	Jwtn Bkn Tetap-KBH	Pers.area	D4	KSU Kem Kesihatan
EE subgroup	40	PKS/ Sambiln/ Kont..	Pers. subarea	42	Kem Kesihatan
Start	01.02.2021	To	31.12.9999		

Enterprise structure

CoCode	FG0M	FEDERAL GOV. OF MALAYSIA	Leg.person		
Pers.area	D4	KSU Kem Kesihatan	Subarea	42	Kem Kesihatan
Cost Ctr	42131001	UNIT PTDBRN/KEW/P...	Bus. Area	1003	JANM NEGERI KELANT..
Fund	B4242	KEM. KESIHATAN			
Func. Area	42131001	UNIT PTDBRN/KEW/PGRSN			

Personnel structure

EE group	B	Jwtn Bkn Tetap-KBB	Payr.area	D3	JANM Kelantan-Daily
EE subgroup	30	C.O.S (OS 29)	Contract		

Organizational plan	Administrator
Org.key	3100342131001
PayrAdmin	D1 JANM N.Kelantan

Additional fields

WBS Element	B42030301	
Pay Center	0021	Pej Kesihatan Kota Bharu
Transfer To Bus Area		
Transfer To Pay Center		
Actual Transfer Date		

✔ Payroll Area Changed Completed

4. Masukkan Tarikh, checkbox **Contributing to EPF** bertanda serta Employee dan Employer Rate berada di butang pilihan **Statutory Rate (Jadual Ketiga KWSP)**. Sila klik butang **SAVE** dan tekan **ENTER** untuk ke skrin seterusnya.

Copy Employees Provident Fund

Personnel No: 18629 Name: AMALINA BINTI MOHD NORDIN

EE group: B Jwtn Bkn Tetap-KBB Pers.area: D4 KSU Kem Kesihatan

EE subgroup: 30 C.O.S (OS 29) Pers. subarea: 42 Kem Kesihatan

Start: 01.02.2021 to 31.12.9999

Employee Information

EPF Number: 21875595 Contributing to EPF

Contribution

Evaluation Date: 05.02.2021 Self Contributor

Employee	Employer
<input checked="" type="radio"/> Statutory rate	<input checked="" type="radio"/> Statutory rate
<input type="radio"/> Company rate	<input type="radio"/> Company rate
<input type="radio"/> Personal rate	<input type="radio"/> Personal rate
Percentage: 9.00	Percentage: 13.00
Amount: [] []	Amount: [] []

Employer Information

Refno: 002375095 Payee name: EPF - IBU PEJABAT

Save your entries

5. Masukkan Tarikh serta sila klik butang **SAVE** dan tekan **ENTER**.

Copy Schedular Deduction Tax

Personnel No 18629 Name AMALINA BINTI MOHD NORDIN

EE group B Jwtn Bkn Tetap-KBB Pers.area D4 KSU Kem Kesihatan

EE subgroup 30 C.O.S (OS 29) Pers.subarea 42 Kem Kesihatan

Start 01.02.2021 to 31.12.9999

Employee Information

Tax Type - Malaysia 01 Schedular Tax Deduction Employee Category

Income tax number Contributing to tax

Income tax office 01 JANM

Type of Pension

Family Information

Married Spouse relief

Number of dependents Disabled Spouse

Disabled Individual

Employer Information

ER Tax Reference No. Payee name

Optional Deductions

Medical expense for parents	<input type="text"/>	Personal computer allowance	0.00
Equipments for disability	<input type="text"/>	Deposit in SSPN	<input type="text"/>
Self disability	0.00	Sports contribution	<input type="text"/>
Spouse disability	0.00	Alimony to wife	<input type="text"/>
Education fee for self	<input type="text"/>	Life insurance	<input type="text"/>

Record created

SAP

6. Sistem akan kembali ke skrin **PA40 (Personnel Actions)** dengan paparan mesej “**Record Created**”.

Personnel Actions

Personnel no.

Name

EE group Jwtn Bkn Tetap-... Pers.area KSU Kem Kesihatan

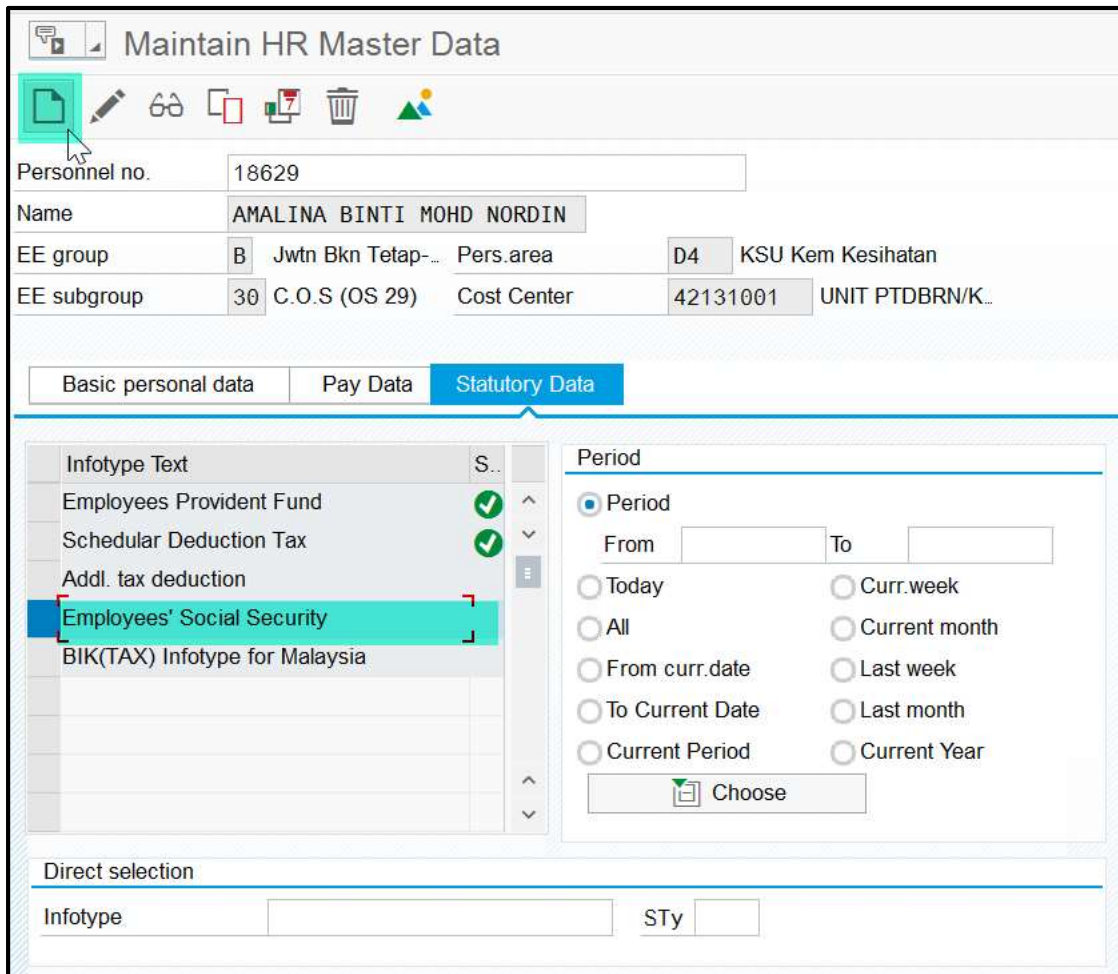
EE subgroup C.O.S (OS 29) Cost Center UNIT PTDBRN/K.

From

Action Type	Personn...	EE group	EE subg...
Kemasukan Baru			
Perubahan (Aktif)	D4	B	30
Perubahan (Aktif)-Proses Tbhn			
Perubahan (Tidak Aktif)			
Penamatan			
Kemasukan Semula			
Kemasukan Semula-Proses Tbhn			
VADM- Assessment of Pension ER			
VADM- Start of Retirement Payt			

Record created

7. Masuk kod transaksi **PA30 (Maintain HR Master Data)**. Pilih **Infotype Infotype Employee's Social Security (0197)** dan sila klik butang **CREATE**.



The screenshot shows the SAP 'Maintain HR Master Data' interface. At the top, the title is 'Maintain HR Master Data'. Below the title is a toolbar with icons for file operations, editing, and deleting. The main data entry area contains the following fields:

Personnel no.	18629				
Name	AMALINA BINTI MOHD NORDIN				
EE group	B	Jwtn Bkn Tetap-...	Pers.area	D4	KSU Kem Kesihatan
EE subgroup	30	C.O.S (OS 29)	Cost Center	42131001	UNIT PTDBRN/K...

Below the data entry area are three tabs: 'Basic personal data', 'Pay Data', and 'Statutory Data'. The 'Statutory Data' tab is active. It contains a list of infotypes on the left and a 'Period' selection area on the right.

Infotype Text	S..	Period
Employees Provident Fund	✓	<input checked="" type="radio"/> Period
Schedular Deduction Tax	✓	From <input type="text"/> To <input type="text"/>
Add. tax deduction		<input type="radio"/> Today <input type="radio"/> Curr.week
Employees' Social Security		<input type="radio"/> All <input type="radio"/> Current month
BIK(TAX) Infotype for Malaysia		<input type="radio"/> From curr.date <input type="radio"/> Last week
		<input type="radio"/> To Current Date <input type="radio"/> Last month
		<input type="radio"/> Current Period <input type="radio"/> Current Year

At the bottom of the 'Statutory Data' tab is a 'Direct selection' section with the following fields:

Infotype	<input type="text"/>	STy	<input type="text"/>
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Nota:

Sila pastikan No. Majikan SOCSO diwujudkan terlebih dahulu untuk Pay Center terlibat sebelum mewujudkan IT0197 ini. Borang SG10 yang lengkap dan betul hendaklah dihantar ke BPTM untuk kemaskini konfigurasi No. Majikan SOCSO.

8. Masukkan Tarikh serta sila tekan **ENTER** dan klik butang **SAVE**. Sistem akan memaparkan mesej "Record Created".

Create Employees' Social Security

Personnel No	18629	Name	AMALINA BINTI MOHD NORDIN	
EE group	B	Jwtn Bkn Tetap-KBB	Pers.area	D4 KSU Kem Kesihatan
EE subgroup	30	C.O.S (OS 29)	Pers. subarea	42 Kem Kesihatan
Start	01.02.2021	to	31.12.9999	

Employee Information

SOCSSO Number Old IC Number Exempt from Employment Insurance

First time contributor(Age > 55)

Status

Employer Information

Employer SOCSSO Reference Number Payee name

Save your entries

9. Masuk kod transaksi **PA30 (Maintain HR Master Data)**. Pilih **Basic Pay (0008)** dan sila klik butang **CREATE**.

The screenshot displays the SAP 'Maintain HR Master Data' interface. At the top, the title bar reads 'Maintain HR Master Data'. Below the title bar is a toolbar with icons for document, edit, undo, redo, delete, and help. The main data area contains the following fields:

Personnel no.	18629				
Name	AMALINA BINTI MOHD NORDIN				
EE group	B	Jwtn Bkn Tetap...	Pers.area	D4	KSU Kem Kesihatan
EE subgroup	30	C.O.S (OS 29)	Cost Center	42131001	UNIT PTDBRN/K...

Below the data area are three tabs: 'Basic personal data', 'Pay Data' (selected), and 'Statutory Data'. The 'Pay Data' tab is active, showing a list of infotypes on the left and a 'Period' selection panel on the right.

Infotype List:

- Infotype Text
- Basic Pay** (highlighted in green)
- Bank Details
- Recurring Allowance
- One Time Payment/Deduction
- Recurring Deduction
- Penerima Saraan
- Additional Off-Cycle Payments
- Employee Remuneration Info
- Payment Voucher Details

Period Selection Panel:

Period

Period

From To

Today Curr.week

All Current month

From curr.date Last week

To Current Date Last month


Current Period Current Year

Direct selection:

Infotype STy

10. Pastikan **Tarikh**, maklumat di Pay scale , Wagetype = **0001 (Gaji Pokok)** beserta amaun lengkap diisi. Sentiasa tekan **ENTER** dan klik butang **SAVE**. Sistem akan memaparkan mesej **“Record Created”**.

Create Basic Pay

Salary amount  Payments and deductions

Personnel No: 18629 Name: AMALINA BINTI MOHD NORDIN

EE group: B Jwtn Bkn Tetap-KBB Pers.area: D4 KSU Kem Kesihatan

EE subgroup: 30 C.O.S (OS 29) Pers. subarea: 42 Kem Kesihatan

Start: 01.02.2021 to 31.12.9999

Subtype: 0 Basic contract

Pay scale


Reason: 99 Lain-Lain Cap.util.M: 100.00

PS type: 90 Tanpa Skala WkHrs/period: 160.00 Monthly

PS Area: 90 Tanpa Skala


PS group: TIADASKL Level: Ann.salary: 24,000.00 RM

W...	Wage Type Long Text	O.	Amount	Curr...	I...	A..	Number/Unit	Unit
0001	Gaji Pokok		2,000.00	RM	<input checked="" type="checkbox"/>			
				RM	<input type="checkbox"/>			
				RM	<input type="checkbox"/>			
				RM	<input type="checkbox"/>			
				RM	<input type="checkbox"/>			
				RM	<input type="checkbox"/>			
				RM	<input type="checkbox"/>			

IV 01.02.2021 - 31.12.9999 2,000.00 RM  Payroll Simulation

Additional fields

Increment Month:

 Save your entries

11. SELESAI.