

## TATACARA PERUBAHAN KUMPULAN PEKERJA DAN SUB KUMPULAN PEKERJA (EE GROUP & EE SUBGROUP) – SISTEM iGFMS HCM (MyStep 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

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

## TATACARA PERUBAHAN KUMPULAN PEKERJA DAN SUB KUMPULAN PEKERJA (EE GROUP & EE SUBGROUP) – SISTEM iGFMS HCM (MyStep mode DR)

- 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

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

## TATACARA PERUBAHAN KUMPULAN PEKERJA DAN SUB KUMPULAN PEKERJA (EE GROUP & EE SUBGROUP) – SISTEM iGFMAS HCM (MyStep mode DR)

- 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

← → ▲ ▼ 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		

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**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			

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**Personnel structure**

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

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<b>Organizational plan</b>	<b>Administrator</b>
Org.key	3100342131001
PayrAdmin	D1
	JANM N.Kelantan

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**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

## TATACARA PERUBAHAN KUMPULAN PEKERJA DAN SUB KUMPULAN PEKERJA (EE GROUP & EE SUBGROUP) – SISTEM iGFMS HCM (MyStep mode DR)

- 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**

Statutory rate  
 Company rate  
 Personal rate  
Percentage: 9.00  
Amount: [ ] [ ]

**Employer**

Statutory rate  
 Company rate  
 Personal rate  
Percentage: 13.00  
Amount: [ ] [ ]

**Employer Information**

Refno: 002375095 Payee name: EPF - IBU PEJABAT

Save your entries

## TATACARA PERUBAHAN KUMPULAN PEKERJA DAN SUB KUMPULAN PEKERJA (EE GROUP & EE SUBGROUP) – SISTEM iGFMAS HCM (MyStep mode DR)

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

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**Employee Information**

Tax Type - Malaysia	01	Schedular Tax Deduction	Employee Category
Income tax number		<input checked="" type="checkbox"/> Contributing to tax	
Income tax office	01	JANM	
Type of Pension			

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**Family Information**

<input type="checkbox"/> Married Number of dependents <input style="width: 50px;" type="text"/>	<input type="checkbox"/> Spouse relief <input type="checkbox"/> Disabled Spouse <input type="checkbox"/> Disabled Individual
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**Employer Information**

ER Tax Reference No.	Payee name
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**Optional Deductions**

Medical expense for parents	<input style="width: 80px;" type="text"/>	Personal computer allowance	<input style="width: 60px;" type="text" value="0.00"/>
Equipments for disability	<input style="width: 80px;" type="text"/>	Deposit in SSPN	<input style="width: 60px;" type="text"/>
Self disability	<input style="width: 60px;" type="text" value="0.00"/>	Sports contribution	<input style="width: 60px;" type="text"/>
Spouse disability	<input style="width: 60px;" type="text" value="0.00"/>	Alimony to wife	<input style="width: 60px;" type="text"/>
Education fee for self	<input style="width: 80px;" type="text"/>	Life insurance	<input style="width: 60px;" type="text"/>

Record created

## TATACARA PERUBAHAN KUMPULAN PEKERJA DAN SUB KUMPULAN PEKERJA (EE GROUP & EE SUBGROUP) – SISTEM iGFMS HCM (MyStep mode DR)

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			
<b>Perubahan (Aktif)</b>	<b>D4</b>	<b>B</b>	<b>30</b>
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

## TATACARA PERUBAHAN KUMPULAN PEKERJA DAN SUB KUMPULAN PEKERJA (EE GROUP & EE SUBGROUP) – SISTEM iGFMS HCM (MyStep mode DR)

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

**Maintain HR Master Data**

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...

Basic personal data Pay Data **Statutory Data**

Infotype Text	S..
Employees Provident Fund	✓
Schedular Deduction Tax	✓
Addl. tax deduction	
<b>Employees' Social Security</b>	
BIK(TAX) Infotype for Malaysia	

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 [ ]

### 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.

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

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**

SOCISO Number   Old IC Number  Exempt from Employment Insurance

First time contributor(Age > 55)

Status

**Employer Information**

Employer SOCISO Reference Number  Payee name



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

The screenshot shows the SAP 'Maintain HR Master Data' interface. 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	S...
Basic Pay	✓
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

**TATACARA PERUBAHAN KUMPULAN PEKERJA DAN SUB KUMPULAN PEKERJA  
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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

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Personnel No  Name

EE group  Jwth Bkn Tetap-KBB Pers.area  KSU Kem Kesihatan

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

Start  to

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Subtype  Basic contract

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Pay scale

Reason	<input type="text" value="99"/> Lain-Lain	Cap.util.M	<input type="text" value="100.00"/>
PS type	<input type="text" value="90"/> Tanpa Skala	WkHrs/period	<input type="text" value="160.00"/> Monthly
PS Area	<input type="text" value="90"/> Tanpa Skala		
PS group	<input type="text" value="TIADASKL"/> Level <input type="text"/>	Ann.salary	<input type="text" value="24,000.00"/> RM

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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"/>		

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IV  -   RM  Payroll Simulation

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Additional fields

Increment Month

✔ Save your entries

11. SELESAI.