GEMS

INTELLIGENT. INTERACTIVE. INNOVATIVE.

MANUAL BAGI MENGEMASKINI *"PERMOHONAN CUTI TIDAK BERGAJI"*

My Links   Select One: ▼

1. Klik *'Self Service'*.

Menu

- Self Service
- Recruiting
- Global Payroll & Absence Mgmt
- Workforce Development
- Set Up HRMS
- Set Up ELM
- My Content
- Content Management
- Worklist
- Reporting Tools
- Take a Survey
- Change My Password
- My Personalizations
- My System Profile

Welcome

Welcome to GEMS!

"Towards Excellent, Interactive and Integrated Public Service in line with 21st Century's Civil Service Vision"

For any inquiries, please contact GEMS Helpdesk at +6732382407 or email at gems.helpdesk@psd.gov.bn

GEMS Help Centre

Please click **here** or on "GEMS Help Centre" link at the top right-hand corner to get help on GEMS functionalities.

NEW

Computer Based Training on Absence Request (Malay Guide):

- **Absence Request (Malay Guide)**

Discussion Forums

No Discussions available

GEMS News

NEW **Data Bagi Pegawai dan Kakitangan Kerajaan**

Assalamualaikum / Salam Sejahtera,

Bagi pihak Pengurusan GEMS, kami ingin memperkenalkan mengenai proses *Pengesahan Data* di dalam GEMS, yang mana pegawai dan kakitangan kerajaan akan dapat mengesahkan dan mempastikan data peribadi dan data perkhidmatan mereka adalah betul dan terkini.

Pada masa ini, proses ini kini boleh digunakan oleh jabatan - jabatan dibawah Jabatan Perdana Menteri, Kementerian Kewangan, Kementerian Perhubungan, Kementerian Hal Ehwal Ugama dan Kementerian Pertahanan dan akan dilancarkan kepada kementerian - kementerian dan jabatan - jabatan yang lain secara bergilir - gilir. Aktiviti - aktiviti mass briefing dan roving, yang bertujuan untuk memperkenalkan dan menerangkan mengenai proses berkenaan kepada setiap kementerian - kementerian dan jabatan - jabatan, akan dimaklumkan kemudian.

Sekiranya ada sebarang pertanyaan sila hubungi **GEMS Helpdesk**.

Quick Links

My E-mail	My Calendar
My Payslips	My Benefits
My Performance	My Learning
My Careers	My Reports
My Surveys	My Time & Attendance
Team Learning	Request Absence
My Exam Results	

My Leave Balance

NEW

Absence Balances as of 31/10/2012

If you view your Absence Balances, your leave balance of Annual Entitlement is as of **31/10/2012**. Should you noticed that the leave balance is not correct, please consult your GEMS Human Resource Specialist Absence (HRS Absence) at your Administration Section.

Menu

- **Self Service**
  - Room Booking
  - Time Reporting
  - Personal Information
  - Payroll and Compensation
  - Benefits
  - Learning and Development
  - Learning
  - Performance Management
  - Recruiting Activities
  - Attendance
  - Verify Employee Information
  - Review Transactions
- Recruiting
- Global Payroll & Absence Mgmt
- Workforce Development
- Set Up HRMS
- Set Up ELM
- My Content
- Content Management
- Worklist
- Reporting Tools
- Take a Survey
- Change My Password
- My Personalizations
- My System Profile

My Links   Select One: ▾

2. Klik *'Time Reporting'*.

Main Menu >

📁 Self Service

Self Service transactions include: browsing and searching the catalog, enrolling and viewing your learning transcript.

Room Booking
Room Booking
- Make Room Booking
- View Room Booking
- View Room Information

Verify Employee Information
Verify Employee Information

Review Transactions
Review transactions that you submitted for approval

Time Reporting
Report and review your time, schedules, request absences and more.
- Report Time
- View Time

Personal Information
Review and update your personal information.
- Personal Information Summary
- Home and Mailing Address
- Phone Numbers
- 4 More...

Payroll and Compensation
Review your pay and compensation history. Update your direct deposit and other deduction or contribution information.
- E-Payslip Summary Page

Benefits
Review health, insurance, savings, pension or other benefits information. Review and update dependent and beneficiary personal information.
- Claim/Application Request
- Dependent Information
- Benefits Information
- Dependents and Beneficiaries

Learning and Development
Add or review information about profiles of skills and competencies, interest lists, training and development.
- My Profile
- My Job Profiles

Learning
View and maintain learning records and objectives, and browse and search the learning catalog.
- BCS Exam result
- Submit Travel Arrangements
- View Travel Arrangements
- 5 More...

Performance Management
Access your performance and development documents, and evaluations you have done for others.
- My Performance Documents
- Other's Performance Documents

Recruiting Activities
Recruiting Activities
- Careers
- Interview Evaluations
- Interview Calendar
- Interview Team Schedule

Attendance
- On-Line Submission Page

Menu

- ▼ Self Service
  - ▷ Room Booking
  - ▷ Time Reporting
  - ▷ Personal Information
  - ▷ Payroll and Compensation
  - ▷ Benefits
  - ▷ Learning and Development
  - ▷ Learning
  - ▷ Performance Management
  - ▷ Recruiting Activities
  - ▷ Attendance
  - − Verify Employee Information
  - − Review Transactions
- ▷ Recruiting
- ▷ Global Payroll & Absence Mgmt
- ▷ Workforce Development
- ▷ Set Up HRMS
- ▷ Set Up ELM
- ▷ My Content
- ▷ Content Management
- ▷ Worklist
- ▷ Reporting Tools
- − Take a Survey
- − Change My Password
- − My Personalizations
- − My System Profile

Home   Worklist   Add to My Links   GEMS Help Centre   Sign out

3. Klik '*Report Time*'.

My Links   Select One: ▼

Main Menu > Self Service >

📁 **Time Reporting**

Report and review your time, schedules, request absences and more.

📁 Report Time
Report your time and request planned overtime and absences.

　🔲 Request Absence

📁 View Time
View your schedules, forecasted, payable and comp time, exceptions and more.

　🔲 Monthly Schedule
　🔲 Absence Request History
　🔲 Absence Balances

Home   Worklist   Add to My Links   GEMS Help Centre   Sign out

4. Klik **'*Request Absence'*.**

My Links   Select One: ▼

Menu

▼ Self Service
  ▷ Room Booking
  ▷ Time Reporting
  ▷ Personal Information
  ▷ Payroll and Compensation
  ▷ Benefits
  ▷ Learning and Development
  ▷ Learning
  ▷ Performance Management
  ▷ Recruiting Activities
  ▷ Attendance
  — Verify Employee Information
  — Review Transactions

▷ Recruiting
▷ Global Payroll & Absence Mgmt
▷ Workforce Development
▷ Set Up HRMS
▷ Set Up ELM
▷ My Content
▷ Content Management
▷ Worklist
▷ Reporting Tools
— Take a Survey
— Change My Password
— My Personalizations
— My System Profile

Main Menu > Self Service > Time Reporting >

📁 **Report Time**

Report your time and request planned overtime and absences.

🖼 Request Absence
   Request an absence.

Home   Worklist   Add to My Links   GEMS Help Centre   Sign out

My Links   Select One: ▼

Menu ▬

▽ Self Service
  ▷ Room Booking
  ▽ Time Reporting
    ▽ Report Time
      ▬ Request Absence
    ▷ View Time
  ▷ Personal Information
  ▷ Payroll and Compensation
  ▷ Benefits
  ▷ Learning and Development
  ▷ Learning
  ▷ Performance Management
  ▷ Recruiting Activities
  ▷ Attendance
  ▬ Verify Employee Information
  ▬ Review Transactions
▷ Recruiting
▷ Global Payroll & Absence Mgmt
▷ Workforce Development
▷ Set Up HRMS
▷ Set Up ELM
▷ My Content
▷ Content Management
▷ Worklist
▷ Reporting Tools
▬ Take a Survey
▬ Change My Password
▬ My Personalizations
▬ My System Profile

Select Job

ABDUL RAHMAN BIN ABDUL RAHIM

Currently, you hold multiple jobs - Please select the job for this transaction.

	Job Title	Department	Supervisor Name	Company
⦿	KERANI	BAHAGIAN GEMS	NUR SYAHIRAH BTE ABDULLAH SULING @SUZUJULINAWATI	Prime Minister's Office
○	KERANI	BAHAGIAN UTAMA		Ministry of Finance
○	KERANI	ADAT ISTIADAT NEGARA		Prime Minister's Office
○	KERANI	BAHAGIAN GEMS	MD ALI BIN HUSSIN	Prime Minister's Office

Continue

Halaman ini akan terpapar sekiranya :

5.(i) Awda memegang beberapa jawatan, seperti memangku jawatan lain disamping tugas, sila pilih jawatan awda yang sebenar untuk memohon cuti.

(ii) Awda diperbantukan ke jabatan yang lain, sila pilih jawatan di jabatan dimana awda ditempatkan

6. Klik *'Continue'*

Request Absence

ABDUL RAHMAN BIN ABDUL RAHIM

KERANI

Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail

*Start Date: 10/12/2012 📅   View Monthly Schedule

Filter by Type:

December ▼	2012 ▼

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

◀ Current Date ▶

*Absence Name:

Leave Request Approval Chain

Leave Approver

Confirm Approver

Comments

Requestor Comments:

* Required Field

Go To: View Absence Request History

View Absence Balances

Menu

- Self Service
  - Room Booking
  - Time Reporting
    - Report Time
      - Request Absence
      - View Time
  - Personal Information
  - Payroll and Compensation
  - Benefits
  - Learning and Development
  - Learning
  - Performance Management
  - Recruiting Activities
  - Attendance
  - Dasar Keselamatan Data GEMS
  - Verify Employee Information
  - Induction Documents Checklist
  - Review Transactions
- Recruiting
- Workforce Administration
- Global Payroll & Absence Mgmt
- Workforce Development
- Set Up HRMS
- Set Up ELM
- My Content
- Content Management
- Worklist
- Reporting Tools
- PeopleTools
- Take a Survey
- Change My Password
- My Personalizations
- My System Profile

7. Klik *'Calendar'* untuk memilih tarikh permulaan cuti

8. Apabila kalendar dipaparkan, pilih tahun dan bulan yang ingin dipohonkan.

Contoh : Klik pada tahun 2012 dan bulan December (Disember).

9. Pilih tarikh permulaan cuti awda. **Contoh :** 10 haribulan.

GEMS
INTELLIGENT. INTERACTIVE. INNOVATIVE.

My Links | Select One: ▼

Menu

▽ Self Service
  ▷ Room Booking
  ▽ Time Reporting
    ▽ Report Time
      – Request Absence
    ▷ View Time
  ▷ Personal Information
  ▷ Payroll and Compensation
  ▷ Benefits
  ▷ Learning and Development
  ▷ Learning
  ▷ Performance Management
  ▷ Recruiting Activities
  ▷ Attendance
    – Verify Employee Information
    – Review Transactions
  ▷ Recruiting
  ▷ Global Payroll & Absence Mgmt
  ▷ Workforce Development
  ▷ Set Up HRMS
  ▷ Set Up ELM
  ▷ My Content
  ▷ Content Management
  ▷ Worklist
  ▷ Reporting Tools
    – Take a Survey
    – Change My Password
    – My Personalizations
    – My System Profile

Request Absence

ABDUL RAHMAN BIN ABDUL RAHIM

KERANI

Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail

*Start Date: 10/12/2012 📅   View Monthly Schedule

Filter by Type: [▼]

*Absence Name:
        Accumulating Leaves
        Benefit Adjusting Leaves
        Exit Country Leave
        Non-Accumulating Leaves

Leave Request Appro...

Leave Approver   [   ] 🔍

        Confirm Approver

Comments

Requestor Comments: [   ]

* Required Field

Go To: View Absence Request History

          View Absence Balances

> **10.** Pilih *'Benefit Adjusting Leaves'* dari senarai yang dipaparkan di ruang *'Filter by Type'*.

Menu

Self Service
- Room Booking
- Time Reporting
  - Report Time
    - Request Absence
  - View Time
- Personal Information
- Payroll and Compensation
- Benefits
- Learning and Development
- Learning
- Performance Management
- Recruiting Activities
- Attendance
- Verify Employee Information
- Review Transactions
Recruiting
Global Payroll & Absence Mgmt
Workforce Development
Set Up HRMS
Set Up ELM
My Content
Content Management
Worklist
Reporting Tools
- Take a Survey
- Change My Password
- My Personalizations
- My System Profile

Request Absence

ABDUL RAHMAN BIN ABDUL RAHIM

KERANI

Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail

*Start Date: 10/12/2012   View Monthly Schedule

Filter by Type: ▼

*Absence Name:

Accumulating Leaves
Benefit Adjusting Leaves
Exit Country Leave
Non-Accumulating Leaves

Leave Request Approval

Leave Approver 🔍

Confirm Approver

Comments

Requestor Comments:

* Required Field

Go To: View Absence Request History

          View Absence Balances

Pengertian :

➢ **Accumulating Leaves** - untuk permohonan : Cuti Tahunan / Cuti Mandatori / Cuti Sakit (dari klinik swasta)

➢ **Benefit Adjusting Leaves** - untuk permohonan : Cuti Bersalin / Cuti Menunaikan Fardu Haji / Cuti Khas Menemani Pesakit / Cuti Khas Menemani Isteri atau Suami ke Luar Negeri / Cuti Tidak Bergaji

➢ **Exit Country Leave** - untuk permohonan : Cuti Tahunan untuk ke Luar Negeri / Permohonan ke Luar Negeri

➢ **Non-Accumulating Leaves** - untuk permohonan : Cuti Sakit daripada Klinik Kerajaan / Cuti Tanpa Catat / Off-In-Lieu / Cuti Batuk Kering

➢ Awda boleh memilih jenis cuti yang ingin dipohonkan di ruangan **'Filter by Type'**. Setiap cuti yang awda pilih akan mempunyai pelbagai nama cuti di ruangan **'Absence Name'**

Menu

My Links   Select One: ▼

Request Absence

ABDUL RAHMAN BIN ABDUL RAHIM

KERANI

Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail

*Start Date: 10/12/2012 📅   View Monthly Schedule

Filter by Type: Benefit Adjusting Leaves ▼

*Absence Name: ▼

Maternity Leave
Pilgrimage Leave
Special Lv (Accmpny Patient)
Special Lv (Accmpny Spouse)
Unpaid Leave

Leave Request Approv...

Leave Approver

Confirm Approver

Comments

Requestor Comments:

* Required Field

Go To: View Absence Request History

View Absence Balances

11. Pilih *'Unpaid Leave'* dari senarai yang dipaparkan di ruang *'Absence Name'*.

Menu

My Links   Select One: ▼

Request Absence

ABDUL RAHMAN BIN ABDUL RAHIM

KERANI

Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail

*Start Date:	10/12/2012 📅	View Monthly Schedule
End Date:	📅	
Filter by Type:	Benefit Adjusting Leaves ▼	
*Absence Name:	Unpaid Leave ▼	
Duration:		Days

Calculate Duration

Handover Document   Customize | Find | 🔲   First ◀ 1 of 1 ▶ Last

	Job Description	Status	Refer To	Comments	
1		▼			➕ ➖

Leave Request Approval Chain

Leave Approver [   ] 🔍

Confirm Approver

Comments

Requestor Comments: [   ] ✏️

* Required Field

Submit

Go To: View Absence Request History

View Absence Balances

12. Setelah memilih *'Filter by Type'* dan *'Absence Name',* ruang tambahan seperti Tarikh Tamat (End Date), Tempoh (Duration) dan Timbang Terima Tugas (Handover Document) akan dipaparkan.

Menu

- Self Service
  - ▷ Room Booking
  - ▽ Time Reporting
    - ▽ Report Time
      - – Request Absence
  - ▷ View Time
  - ▷ Personal Information
  - ▷ Payroll and Compensation
  - ▷ Benefits
  - ▷ Learning and Development
  - ▷ Learning
  - ▷ Performance Management
  - ▷ Recruiting Activities
  - ▷ Attendance
  - – Dasar Keselamatan Data GEMS
  - – Verify Employee Information
  - – Induction Documents Checklist
  - – Review Transactions
- ▷ Recruiting
- ▷ Workforce Administration
- ▷ Global Payroll & Absence Mgmt
- ▷ Workforce Development
- ▷ Set Up HRMS
- ▷ Set Up ELM
- ▷ My Content
- ▷ Content Management
- ▷ Worklist
- ▷ Reporting Tools
- ▷ PeopleTools
- – Take a Survey
- – Change My Password
- – My Personalizations
- – My System Profile

Request Absence

ABDUL RAHMAN BIN ABDUL RAHIM

KERANI

Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail

*Start Date: 10/12/2012 [H]   View Monthly Schedule

End Date: [   ]

Filter by Type: Benefit Ac...

| December ▼ | 2012 ▼ |

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

◁ Current Date ▷

*Absence Name: Unpaid Le...

Duration: [   ]

Calculate Duration

Handover Document   First ◁ 1 of 1 ▷ Last

Job Description	Status
1	

[+] [–]

Leave Request Approval Chain

Leave Approver [   ] 🔍

Confirm Approver

Comments

Requestor Comments: [   ] ✎

* Required Field

Submit

Go To: View Absence Request History

View Absence Balances

13. Klik *'Calendar'* untuk memilih tarikh tamat cuti.

14. Apabila kalendar dipaparkan, pilih tahun dan bulan yang ingin dipohonkan.

Contoh : Klik pada tahun 2012 dan bulan December (Disember).

15. Pilih tarikh tamat cuti awda.

Contoh : 12 haribulan.

My Links   Select One: ▼

Request Absence

ABDUL RAHMAN BIN ABDUL RAHIM

KERANI

Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail

*Start Date: 10/12/2012 📅   View Monthly Schedule

End Date: 12/12/2012 📅

Filter by Type: Benefit Adjusting Leaves ▼

*Absence Name: Unpaid Leave ▼

Duration: 3.00   Days

Calculate Duration

16. Klik *'Calculate Duration'* untuk mengira tempoh cuti yang dipohonkan

17. Ini adalah jumlah cuti yang awda pohonkan.

Handover Document   Customize | Find | 🔠   First ◀ 1 of 1 ▶ Last

Job Description	Status	Refer To	Comments		
1	▼			➕	➖

Leave Request Approval Chain

Leave Approver   [   ] 🔍

Confirm Approver

Comments

Requestor Comments: [   ]

* Required Field

Submit

Go To: View Absence Request History

View Absence Balances

Request Absence

ABDUL RAHMAN BIN ABDUL RAHIM

KERANI

Enter Start Date and Absence Name. Then complete the rest of the required fields

before submitting or save for later your request.

Absence Detail

*Start Date: 10/12/2012

End Date: 12/12/2012

Filter by Type: Benefit Adjusting Leaves

*Absence Name: Unpaid Leave

Duration: 3.00 Days

View Monthly Schedule

Calculate Duration

Handover Document   Customize | Find | First 1 of 1 Last

Job Description	Status	Refer To	Comments	
1				+ −

Leave Request Approval Chain

Leave Approver [ ] 🔍

Confirm Approver

Comments
Requestor Comments: [ ]

* Required Field

Submit

18. Bahagian ini adalah pilihan. Sekiranya terdapat penyerahan timbang terima tugas kepada pegawai yang diaturkan untuk memangku, sila isikan ruangan *'Handover Document'*.

Contoh Handover Document:

- **Job Description** : Menyediakan struktur organisasi

- **Status** : Progress

- **Refer To** : Penyelia Pejabat

- **Comments** : Mendapatkan senarai terkini pegawai kakitangan

Nota:

Jika sekiranya terdapat lebih dari satu atau beberapa tugas yang akan diserahkan, sila klik ikon [+].

Menu

- Self Service
  - ▷ Room Booking
  - ▽ Time Reporting
    - ▽ Report Time
      - – Request Absence
    - ▷ View Time
  - ▷ Personal Information
  - ▷ Payroll and Compensation
  - ▷ Benefits
  - ▷ Learning and Development
  - ▷ Learning
  - ▷ Performance Management
  - ▷ Recruiting Activities
  - ▷ Attendance
  - – Verify Employee Information
  - – Review Transactions
- Recruiting
- Global Payroll & Absence Mgmt
- Workforce Development
- Set Up HRMS
- Set Up ELM
- My Content
- Content Management
- Worklist
- Reporting Tools
- Take a Survey
- Change My Password
- My Personalizations
- My System Profile

My Links   Select One:

Request Absence

ABDUL RAHMAN BIN ABDUL RAHIM

KERANI

Enter Start Date and Absence Name. Then complete the rest of the required fields

before submitting or save for later your request.

Absence Detail

*Start Date:	10/12/2012
End Date:	12/12/2012
Filter by Type:	Benefit Adjusting Leaves
*Absence Name:	Unpaid Leave
Duration:	3.00 Days

View Monthly Schedule

Calculate Duration

Handover Document   Customize | Find | First ◁ 1 of 1 ▷ Last

Job Description	Status	Refer To	Comments		
1				➕	➖

Leave Request Approval Chain

Leave Approver [____] 🔍

Confirm Approver

Comments

Requestor Comments: [____]

* Required Field

Submit

19. Sila masukkan bilangan kad pengenalan pegawai yang membenarkan di ruang *'Leave Approver'* dan klik *'Confirm Approver'*.

20. Jika bilangan kad pengenalan pegawai yang membenarkan tidak diketahui, sila klik ikon ini untuk memilih pegawai yang akan membenarkan cuti awda.

GEMS
INTELLIGENT. INTERACTIVE. INNOVATIVE.

Look Up Leave Approver

Search by: EmplID ∨ begins with [ ]

[Look Up] [Cancel] **Advanced Lookup**

Search Results

Only the first 300 results can be displayed. Enter more information above and search again to reduce...

View All

EmplID	Empl Rcd Nbr	Official Name	Depa
00014782	2	DAYANG NOREZAN BINTI HAJI HAMBALI	SA10
00014782	0	DAYANG NOREZAN BINTI HAJI HAMBALI	SA10
00019275	0	HAJI MOSLEH BIN HAJI OSMAN	SA08
00023409	0	DATO HAJI ABDUL WAHAB JUNED	SA10
00023409	3	DATO HAJI ABDUL WAHAB JUNED	SA10
00025239	0	DATO PADUKA EUSSOFF A GAKI BIN HAJI ISMAIL	SA10
00032223	0	YANG AMAT MULIA PENGIRAN SERI WIJAYA PENGIRAN HAJI	SA0
00038796	0	JAMELAHTON BT HJ.ABD.HAMID	SA08
00039815	0	AMBOK @ HAMRAN BIN LUAR	SA08
00040449	0	AWANG ABD. AMIN BIN HAJI HASHIM	SA13
00040449	13	AWANG ABD. AMIN BIN HAJI HASHIM	SA13
00040449	12	AWANG ABD. AMIN BIN HAJI HASHIM	SA08
00041305	0	PENGIRAN YAHYA BIN PENGIRAN HAJI MOHAMAD	SA00
00041550	0	AWANG HAJI ABDULLAH BIN ABD. RAHMAN	SA00
00042141	0	HAJI MAHADI BIN HAJI IBRAHIM	SA00
00042556	0	YDM PEHIN ORANG KAYA PADUKA SERI UTAMA DATO PADUKA	SA13
00042636	0	HAJI DURAJID BIN MATUSIN	SA10
00043540	0	YANG DIMULIAKAN PEHIN SIRAJA KHATIB DATO PADUKA SE	SA13
00043584	0	NORSIAH BINTI MOKSIN	SA08
00043911	0	DATO PADUKA AHMAD BUKHARI BIN PEHIN SIRAJA KHATIB	SA13
00044391	0	DK HAJAH LAUYAH BINTI PLW PG HJ YUSSOF	SA00
00044471	0	PEHIN YASMIN HJ UMAR	SA10
00045252	0	LINDA AINI ASMARAWATI BINTI ABDULLAH @ HARINDAR KAUR	SA10
00045384	0	AWANG HAJI MOHD.TALIP BIN HAJI KARIM	SA13
00046207	0	DATIN PADUKA DAYANG HAJAH HAYATI BINTI PEHIN ORANG	SA13
00046621	83	SHARIFAH FATMAH BINTI SHAIKH AHMAD (ALIAS) FATMAH BINTI AHMAD	SA10
00046941	0	AWANG OSMAN BIN IBRAHIM	SA03
00047040	0	ABDULLAH BIN HAJI KIPLI	SA08
00047211	45	HAJI ABDUL GHANI BIN HAJI METUSSIN	SA130
00047211	46	HAJI ABDUL GHANI BIN HAJI METUSSIN	SA130

21. Ini adalah halaman *'Look up Leave Approver'* di mana awda memilih ketua / pegawai kanan yang membenarkan cuti awda.

22. Terdapat dua (2) cara untuk mencari ketua / pegawai kanan yang membenarkan cuti awda (Leave Approver) :

a. Sekiranya awda memilih untuk mencari menggunakan nombor pekerja (EmpID) :

i. Sila isikan nombor kad pengenalan pegawai tersebut di dalam ruang disebelah kanan *'begins with'*.

ii. Klik *'Look up'* untuk meneruskan pencarian.

iii. Daripada senarai nama pegawai yang terpapar, sila klik nombor kad pengenalan ketua / pegawai yang membenarkan cuti awda.

(Pastikan awda memilih nombor rekod pekerja (Empl Rcd Nbr) yang berkaitan)

Menu

- Self Service
  - ▷ Room Booking
  - ▽ Time Reporting
    - ▽ Report Time
      - – Mass Time
      - – Overtime Requests
      - – Web Clock
    - – Request Absence
  - ▷ View Time
  - ▷ Personal Information
  - ▷ Payroll and Compensation
  - ▷ Benefits
  - ▷ Learning and Development
  - ▷ Learning
  - ▷ Performance Management
  - ▷ Recruiting Activities
  - ▷ Attendance
  - – Verify Employee Information
  - – Review Transactions
  - – Workflow User Preferences
- ▷ Manager Self Service
- ▷ Recruiting
- ▷ Workforce Administration
- ▷ Benefits
- ▷ Compensation
- ▷ Global Payroll & Absence Mgmt
- ▷ Payroll Interface
- ▷ Workforce Development
- ▷ Organizational Development
- ▷ Enterprise Learning
- ▷ Set Up HRMS
- ▷ Set Up ELM
- ▷ My Content
- ▷ Content Management
- ▷ Worklist
- ▷ Reporting Tools
- ▷ PeopleTools
- – Take a Survey
- – Change My Password
- – My Personalizations
- – My System Profile

Look Up Leave Approver

Search by: EmplID ▾ begins with _____

Department
EmplID

Look Up   Cancel   Advanced Lookup

Peringatan:
Ini adalah merupakan contoh yang kedua bagi pilihan untuk mencari Nombor kad Pengenalan *"Approver"* dengan cara klik di bahagian *"Search by"* dan memilih *"department"*

Search Results

Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.

View All   First ◁ 1-100 of 300 ▷ Last

EmplID	Empl Rcd Nbr	Official Name	Department	Long Description
000066990	0	PENGIRAN TAJUDDIN BIN PENGIRAN MD. DAUD	SA053	JABATAN MAJLIS-MAJLIS MESYUARAT NEGARA
000147822	2	DAYANG NOREZAN BINTI HAJI HAMBALI	SA101	JABATAN PERDANA MENTERI
000147820	0	DAYANG NOREZAN BINTI HAJI HAMBALI	SA101	JABATAN PERDANA MENTERI
000192750	0	HAJI MOSLEH BIN HAJI OSMAN	SA086	JABATAN RADIO TELEVISYEN BRUNEI
000234090	0	DATO HAJI ABDUL WAHAB JUNED	SA101	JABATAN PERDANA MENTERI
000234093	3	DATO HAJI ABDUL WAHAB JUNED	SA101	JABATAN PERDANA MENTERI
000252390	0	DATO PADUKA EUSSOFF A GAKI BIN HAJI ISMAIL	SA101	JABATAN PERDANA MENTERI
000303860	0	AWANG HAJI ADANAN BIN HAJI MANGGONG	SA053	JABATAN MAJLIS-MAJLIS MESYUARAT NEGARA
000321510	0	HAJI OMAR BIN TUNJANG @HJ MUNAP	SA05300202	BAHAGIAN LAPORAN DAN ARKIB
000322230	0	YANG AMAT MULIA PENGIRAN SERI WIJAYA PENGIRAN HAJI	SA002	JABATAN ADAT ISTIADAT NEGARA
000387960	0	JAMELAHTON BT HJ.ABD.HAMID	SA086	JABATAN RADIO TELEVISYEN BRUNEI
000398150	0	AMBOK @ HAMRAN BIN LUAR	SA086	JABATAN RADIO TELEVISYEN BRUNEI
000404490	0	AWANG ABD. AMIN BIN HAJI HASHIM	SA135	JABATAN PERANCANGAN DAN KEMAJUAN EKONOMI
000404491	12	AWANG ABD. AMIN BIN HAJI HASHIM	SA086	JABATAN RADIO TELEVISYEN BRUNEI
000404491	13	AWANG ABD. AMIN BIN HAJI HASHIM	SA135	JABATAN PERANCANGAN DAN KEMAJUAN EKONOMI
000413050	0	PENGIRAN YAHYA BIN PENGIRAN HAJI MOHAMAD	SA002	JABATAN ADAT ISTIADAT NEGARA
000415500	0	AWANG HAJI ABDULLAH BIN ABD. RAHMAN	SA005001	BAHAGIAN IBU PEJABAT & CAWANGAN PEJABAT KUALA BELAIT
000421410	0	HAJI MAHADI BIN HAJI IBRAHIM	SA006001	JURUAUDIT AGUNG
000425560	0	YDM PEHIN ORANG KAYA PADUKA SERI UTAMA DATO PADUKA	SA13700301	MAHKAMAH RAYUAN
000426360	0	HAJI DURAJID BIN MATUSIN	SA101	JABATAN PERDANA MENTERI
000435400	0	YANG DIMULIAKAN PEHIN SIRAJA KHATIB DATO PADUKA SE	SA137	JABATAN KEHAKIMAN NEGARA
000435840	0	NORSIAH BINTI MOKSIN	SA086	JABATAN RADIO TELEVISYEN BRUNEI
000439110	0	DATO PADUKA AHMAD BUKHARI BIN PEHIN SIRAJA KHATIB	SA131009	BAHAGIAN UTAMA
000443240	0	DAYANG SAMSAH BINTI HAJI MISIR	SA053	JABATAN MAJLIS-MAJLIS MESYUARAT NEGARA
000443910	0	DK HAJAH LAUYAH BINTI PLW PG HJ YUSSOF	SA005001	BAHAGIAN IBU PEJABAT & CAWANGAN PEJABAT KUALA BELAIT
000444710	0	PEHIN YASMIN HJ UMAR	SA101	JABATAN PERDANA MENTERI
000452520	0	LINDA AINI ASMARAWATI BINTI ABDULLAH @ HARINDAR KAUR	SA101010	INSTITUT PERKHIDMATAN AWAM
000453840	0	AWANG HAJI MOHD.TALIP BIN HAJI KARIM	SA131009	BAHAGIAN UTAMA
000462070	0	DATIN PADUKA DAYANG HAJAH HAYATI BINTI PEHIN ORANG	SA137	JABATAN KEHAKIMAN NEGARA

GEMS
INTELLIGENT. INTERACTIVE. INNOVATIVE.

Menu

- ▽ Self Service
  - ▷ Room Booking
  - ▽ Time Reporting
    - ▽ Report Time
      - – Request Absence
      - ▷ View Time
  - ▷ Personal Information
  - ▷ Payroll and Compensation
  - ▷ Benefits
  - ▷ Learning and Development
  - ▷ Learning
  - ▷ Performance Management
  - ▷ Recruiting Activities
  - ▷ Attendance
    - – Verify Employee Information
    - – Review Transactions
- ▷ Recruiting
- ▷ Global Payroll & Absence Mgmt
- ▷ Workforce Development
- ▷ Set Up HRMS
- ▷ Set Up ELM
- ▷ My Content
- ▷ Content Management
- ▷ Worklist
- ▷ Reporting Tools
  - – Take a Survey
  - – Change My Password
  - – My Personalizations
  - – My System Profile

My Links   Select One: ▼

Look Up Leave Approver

Search by: Department ▼ begins with [   ] 🔍

[Look Up] [Cancel] Advanced Lookup

23(b.) Sekiranya awda memilih untuk mencari menggunakan jabatan (Department) :

i. Sila isikan kod jabatan di dalam ruang di sebelah kanan **'begins with'**.

ii. Klik **'Look up'** untuk meneruskan pencarian.

Menu

- ▽ Self Service
  - ▷ Room Booking
  - ▽ Time Reporting
    - ▽ Report Time
      - − Request Absence
      - ▷ View Time
  - ▷ Personal Information
  - ▷ Payroll and Compensation
  - ▷ Benefits
  - ▷ Learning and Development
  - ▷ Learning
  - ▷ Performance Management
  - ▷ Recruiting Activities
  - ▷ Attendance
  - − Verify Employee Information
  - − Review Transactions
- ▷ Recruiting
- ▷ Global Payroll & Absence Mgmt
- ▷ Workforce Development
- ▷ Set Up HRMS
- ▷ Set Up ELM
- ▷ My Content
- ▷ Content Management
- ▷ Worklist
- ▷ Reporting Tools
- − Take a Survey
- − Change My Password
- − My Personalizations
- − My System Profile

Look Up Department

Search by: Department ▾ begins with [ ]

Look Up   Cancel   **Advanced Lookup**

Search Results

View All   First ◀ 1-51 of 51 ▶ Last

Department	Description	Short Description	Manager
SA127	PERKHIDMATAN AWAM	PERKHIDMAT	(blank)
SA127001	PEJABAT KETUA PENGARAH	PEJABAT KE	(blank)
SA127002	BHG PERKHIDMATAN KAUNSELING	UNIT PERKH	(blank)
SA127003	BHG PEMBANGUNAN DAN PENGURUSAN	BHG PEMBAN	(blank)
SA12700301	UNIT PENTADBIRAN DAN KEWANGAN	UNIT PENTA	(blank)
SA12700302	UNIT SUMBER MAKLUMAT	UNIT SUMBE	(blank)
SA12700303	PERKEMBANGAN JAWATAN UTAMA	PERKEMBANG	(blank)
SA12700304	UNIT PENGURUSAN KUALITI	UNIT PENGU	(blank)
SA12700305	PENYELARASAN DAN PEPERIKSAAN	PENYELARAS	(blank)
SA12700306	PENYELARASAN, PEPERIKSAAN	PENYELARAS	(blank)
SA12700307	UNIT PENGURUSAN REKOD	UNIT PENGU	(blank)
SA12700308	BAHAGIAN GEMS	BAHAGIAN G	(blank)
SA127004	KEANGGOTAAN&PENTADBIRAN LTIHAN	KEANGGOTAA	(blank)
SA12700401	UNIT PENGAMBILAN	UNIT PENGA	(blank)
SA12700402	UNIT PROGRAM KEMAJUAN KERJAYA	UNIT PROGR	(blank)
SA12700403	LATIHAN DALAM PERKHIDMATAN	LATIHAN DA	(blank)
SA12700404	UNIT KONTRAK	UNIT KONTR	(blank)
SA127005	PENYELIDIKAN DAN PERANCANGAN	PENYELIDIK	(blank)
SA12700501	UNIT TANGGAGAJI & PERKHIDMATAN	UNIT TANGG	(blank)
SA12700502	UNIT PEMBANGUNAN ORGANISASI	UNIT PEMBA	(blank)
SA12700503	UNIT PENYELIDIKAN DASAR	UNIT PENYE	(blank)
SA12700507	SUB UNIT SKIM PERKHIDMATAN DAN	SUB UNIT S	(blank)
SA12700508	UNIT AUDIT TENAGA MANUSIA	UNIT AUDIT	(blank)
SA12700509	SUB UNIT PENSTRUKTURAN ORGANIS	SUB UNIT P	(blank)
SA127006	BHG PERKHIDMATAN PERSONEL	BHG PERKHI	(blank)
SA12700601	FEADAH-FEADAH PERKHIDMATAN	FEADAH-FEA	(blank)
SA12700602	PEMANTAUAN DAN PENGUATKUASAAN	PEMANTAUAN	(blank)
SA12700603	UNIT PERUMAHAN PEGAWAI2 K'JAAN	PERUMAHAN	(blank)
SA12700604	UNIT KAUNSELING, PEMANTAUAN DA	UNIT KAUNS	(blank)
SA127007	INSTITUT PERKHIDMATAN AWAM	INSTITUT P	(blank)
SA127008	BAHAGIAN PENYELIDIKAN	BAHAGIAN P	(blank)
SA127009	BAHAGAIN PERKHIDMATAN	BAHAGAIN P	(blank)
SA127010	UNIT PEMASARAN	UNIT PEMAS	(blank)
SA127011	UNIT PENERBITAN	UNIT PENER	(blank)
SA127012	UNIT PERHUBUNGAN AWAM	UNIT PERHU	(blank)
SA127013	UNIT MEDIA	UNIT MEDIA	(blank)
SA127014	BAHAGIAN LATIHAN DAN PERKEMBAN	BAHAGIAN L	(blank)
SA127015	UNIT SUMBER TENAGA MANUSIA	UNIT SUMBE	(blank)

23(b.)

iii. Daripada senarai pegawai yang terpapar, sila klik kod jabatan ketua / pegawai yang membenarkan cuti awda.

iv. Jika kod jabatan tidak diketahui, sila klik **'Advanced Look up'.**

(Pastikan awda memilih kod jabatan yang berkaitan)

GEMS
INTELLIGENT. INTERACTIVE. INNOVATIVE.

My Links   Select One:

Menu

- ▽ Self Service
  - ▷ Room Booking
  - ▽ Time Reporting
    - ▽ Report Time
      - − Request Absence
      - ▷ View Time
  - ▷ Personal Information
  - ▷ Payroll and Compensation
  - ▷ Benefits
  - ▷ Learning and Development
  - ▷ Learning
  - ▷ Performance Management
  - ▷ Recruiting Activities
  - ▷ Attendance
    - − Verify Employee Information
    - − Review Transactions
- ▷ Recruiting
- ▷ Global Payroll & Absence Mgmt
- ▷ Workforce Development
- ▷ Set Up HRMS
- ▷ Set Up ELM
- ▷ My Content
- ▷ Content Management
- ▷ Worklist
- ▷ Reporting Tools
- − Take a Survey
- − Change My Password
- − My Personalizations
- − My System Profile

Look Up Leave Approver

Search by: Department   begins with   SA127   🔍

Look Up   Cancel   Advanced Lookup

24. Sila isikan kod jabatan di dalam ruang di sebelah kanan *'begins with'*.

Search Results

View All

25. Klik *'Lookup'* untuk meneruskan pencarian.

Department	EmplID	Empl Rcd Nbr	Official Name	
SA127	00049155	0	AWANG HJ BUSTAMAM BIN HAJI ABANG	
SA127	00067709	0	MOHAMMAD SUNADI BIN HAJI BUNTAR	
SA127	00286534	6	HAJI MUHAMMAD NURUL AZRIN BIN AWANG HAJI GANI	
SA127001	00056211	0	JAINI BIN HAJI ABDULLAH	
SA127001	00056211	96	JAINI BIN HAJI ABDULLAH	PEJABAT KETUA PENGARAH
SA127001	00303929	0	ZATUL MAHARAH BINTI OSMAN	PEJABAT KETUA PENGARAH
SA127001	01030222	0	MOHAMAD KHAIRUL SHAHRUL HAJI DUAHIM	PEJABAT KETUA PENGARAH
SA127002	00049155	9	AWANG HJ BUSTAMAM BIN HAJI ABANG	BAHAGIAN PERKHIDMATAN KAUNSELING
SA127002	00255771	0	DR MOHAMMAD ADI ZAKY BIN HAJI MATASIM	BAHAGIAN PERKHIDMATAN KAUNSELING
SA127002	00289391	0	HAJI MUHAMAD HAIRUL RIZAL BIN A. HAJI ZAINI	BAHAGIAN PERKHIDMATAN KAUNSELING
SA127002	00291676	0	NORSUZILAWATI BINTI ABDUL RAHMAN	BAHAGIAN PERKHIDMATAN KAUNSELING
SA127002	00294252	0	HAJI AMIR SHUKRI BIN HAJI ZAWAWI	BAHAGIAN PERKHIDMATAN KAUNSELING
SA127003	00049155	0	AWANG HJ BUSTAMAM BIN HAJI ABANG	BAHAGIAN PEMBANGUNAN DAN PENGURUSAN
SA127003	00063615	7	AWANG HAJI MOHD. FADZIL BIN HAJI MD. SALLEH	BAHAGIAN PEMBANGUNAN DAN PENGURUSAN
SA127003	00124776	0	RIDZUAN BIN HAJI AHMAD	BAHAGIAN PEMBANGUNAN DAN PENGURUSAN
SA127003	00252981	24	DAYANG HAJAH SITI MARDYNAH BINTI AWANG HAJI IBRAHIM	BAHAGIAN PEMBANGUNAN DAN PENGURUSAN
SA12700301	00059505	0	HAJI MD. RUSLAN BIN HAJI SULAIMAN	UNIT PENTADBIRAN DAN KEWANGAN
SA12700301	00064487	0	SEDIA'AH BINTI HAJI MOHIDIN	UNIT PENTADBIRAN DAN KEWANGAN
SA12700301	00067014	0	ALIAKHBAR BIN HAJI SIMBA	UNIT PENTADBIRAN DAN KEWANGAN
SA12700301	00071266	0	ALIAHMAD BIN AWANG ACHEE	UNIT PENTADBIRAN DAN KEWANGAN
SA12700301	00071266	19	ALIAHMAD BIN AWANG ACHEE	UNIT PENTADBIRAN DAN KEWANGAN
SA12700301	00308237	0	DAYANG RAIHANIAIDAH BINTI HAJI SABAN	UNIT PENTADBIRAN DAN KEWANGAN
SA12700302	00291997	0	SUZUJULINAWATI BINTI SULING	UNIT SUMBER MAKLUMAT
SA12700302	00291997	0	NUR SYAHIRAH BINTI ABDULLAH SULING @ SUZUJULINAWATI BINTI SULING	UNIT SUMBER MAKLUMAT
SA12700303	00123666	0	PENGIRAN MOHD KHIRUDDIN BIN PENGIRAN HAJI YUSOFF	UNIT PERKEMBANGAN JAWATAN-JAWATAN UTAMA
SA12700303	00250219	0	HAJI JAMALI BIN HAJI TUAH	UNIT PERKEMBANGAN JAWATAN-JAWATAN UTAMA
SA12700303	00262157	0	MOHAMMAD SOFIAN BIN BASRI	UNIT PERKEMBANGAN JAWATAN-JAWATAN UTAMA
SA12700304	00058072	0	MOHAMMAD MURAT BIN HAJI PAIJAN	UNIT PENGURUSAN KUALITI
SA12700304	00063615	0	AWANG HAJI MOHD. FADZIL BIN HAJI MD. SALLEH	UNIT PENGURUSAN KUALITI
SA12700304	00112233	0	DAYANGKU SITI ROKIAH BINTI PENGIRAN DATO PADUKA HAJI JALUDIN/PE	UNIT PENGURUSAN KUALITI
SA12700304	00112233	0	PENGIRAN SITI ROKIAH BINTI PENGIRAN DATO PADUKA HAJI JALUDIN/PE	UNIT PENGURUSAN KUALITI
SA12700304	00124993	0	KARTINI BINTI HAJI ABIDIN	UNIT PENGURUSAN KUALITI
SA12700304	00281359	0	BAHTIAR BIN HAJI ABU BAKAR	UNIT PENGURUSAN KUALITI
SA12700305	00258322	0	ROSIMAH BINTI HAJI OMAR	UNIT PENYELARASAN DAN PEPERIKSAAN
SA12700305	00315151	0	AWANG MOHAMAD YUSSRI BIN RAMLI	UNIT PENYELARASAN DAN PEPERIKSAAN
SA12700307	00259048	0	AWANG HAJI ABDUL SHAHRI BIN HAJI MOHD. SAID	UNIT PENGURUSAN REKOD
SA12700308	00079481	0	DAYANGKU HAJAH ASILAH BINTI PENGIRAN HAJI CHUCHU	BAHAGIAN GEMS
SA12700308	00259413	17	HAJAH HEMIDAH BINTI HAJI MOHD. HASSAN	BAHAGIAN GEMS
SA12700308	00281330	1	DK ZURAIDAH BINTI I PG HJ IBRAHIM	BAHAGIAN GEMS

Menu

Look Up Leave Approver

Search by: Department ▾ begins with SA127

[Look Up] [Cancel] Advanced Lookup

> **26.** Daripada senarai pegawai yang terpapar, sila klik kod jabatan ketua / pegawai yang membenarkan cuti awda.
>
> **(Pastikan awda memilih nombor rekod pekerja (Empl Rcd Nbr) yang berkaitan)**

Search Results

View All

First ◄ 1-35 of 35 ► Last

Department	EmplID	Empl Rcd Nbr	Official Name	Long Description
SA127	00049155	0	AWANG HJ BUSTAMAM BIN HAJI ABANG	JABATAN PERKHIDMATAN AWAM
SA127	00067709	0	MOHAMMAD SUNADI BIN HAJI BUNTAR	JABATAN PERKHIDMATAN AWAM
SA127	00286534	6	HAJI MUHAMMAD NURUL AZRIN BIN AWANG HAJI GANI	JABATAN PERKHIDMATAN AWAM
SA127001	00056211	0	JAINI BIN HAJI ABDULLAH	PEJABAT KETUA PENGARAH
SA127001	00056211	96	JAINI BIN HAJI ABDULLAH	PEJABAT KETUA PENGARAH
SA127001	00303929	0	ZATUL MAHARAH BINTI OSMAN	PEJABAT KETUA PENGARAH
SA127001	01030222	0	MOHAMAD KHAIRUL SHAHRUL HAJI DUAHIM	PEJABAT KETUA PENGARAH
SA127002	00049155	9	AWANG HJ BUSTAMAM BIN HAJI ABANG	BAHAGIAN PERKHIDMATAN KAUNSELING
SA127002	00255771	0	DR MOHAMMAD ADI ZAKY BIN HAJI MATASIM	BAHAGIAN PERKHIDMATAN KAUNSELING
SA127002	00289391	0	HAJI MUHAMAD HAIRUL RIZAL BIN A. HAJI ZAINI	BAHAGIAN PERKHIDMATAN KAUNSELING
SA127002	00291676	0	NORSUZILAWATI BINTI ABDUL RAHMAN	BAHAGIAN PERKHIDMATAN KAUNSELING
SA127002	00294252	0	HAJI AMIR SHUKRI BIN HAJI ZAWAWI	BAHAGIAN PERKHIDMATAN KAUNSELING
SA127003	00049155	0	AWANG HJ BUSTAMAM BIN HAJI ABANG	BAHAGIAN PEMBANGUNAN DAN PENGURUSAN
SA127003	00063615	7	AWANG HAJI MOHD. FADZIL BIN HAJI MD. SALLEH	BAHAGIAN PEMBANGUNAN DAN PENGURUSAN
SA127003	00124776	0	RIDZUAN BIN HAJI AHMAD	BAHAGIAN PEMBANGUNAN DAN PENGURUSAN
SA127003	00252981	24	DAYANG HAJAH SITI MARDYNAH BINTI AWANG HAJI IBRAHIM	BAHAGIAN PEMBANGUNAN DAN PENGURUSAN
SA12700301	00059505	0	HAJI MD. RUSLAN BIN HAJI SULAIMAN	UNIT PENTADBIRAN DAN KEWANGAN
SA12700301	00064487	0	SEDIA'AH BINTI HAJI MOHIDIN	UNIT PENTADBIRAN DAN KEWANGAN
SA12700301	00067014	0	ALIAKHBAR BIN HAJI SIMBA	UNIT PENTADBIRAN DAN KEWANGAN
SA12700301	00071266	0	ALIAHMAD BIN AWANG ACHEE	UNIT PENTADBIRAN DAN KEWANGAN
SA12700301	00071266	19	ALIAHMAD BIN AWANG ACHEE	UNIT PENTADBIRAN DAN KEWANGAN
SA12700301	00308237	0	DAYANG RAIHANIAIDAH BINTI HAJI SABAN	UNIT PENTADBIRAN DAN KEWANGAN
SA12700302	00291997	0	SUZUJULINAWATI BINTI SULING	UNIT SUMBER MAKLUMAT
SA12700302	00291997	0	NUR SYAHIRAH BINTI ABDULLAH SULING @ SUZUJULINAWATI BINTI SULING	UNIT SUMBER MAKLUMAT
SA12700303	00123666	0	PENGIRAN MOHD KHIRUDDIN BIN PENGIRAN HAJI YUSOFF	UNIT PERKEMBANGAN JAWATAN-JAWATAN UTAMA
SA12700303	00250219	0	HAJI JAMALI BIN HAJI TUAH	UNIT PERKEMBANGAN JAWATAN-JAWATAN UTAMA
SA12700303	00262157	0	MOHAMMAD SOFIAN BIN BASRI	UNIT PERKEMBANGAN JAWATAN-JAWATAN UTAMA
SA12700304	00058072	0	MOHAMMAD MURAT BIN HAJI PAIJAN	UNIT PENGURUSAN KUALITI
SA12700304	00063615	0	AWANG HAJI MOHD. FADZIL BIN HAJI MD. SALLEH	UNIT PENGURUSAN KUALITI
SA12700304	00112233	0	DAYANGKU SITI ROKIAH BINTI PENGIRAN DATO PADUKA HAJI JALUDIN/PE	UNIT PENGURUSAN KUALITI
SA12700304	00112233	0	PENGIRAN SITI ROKIAH BINTI PENGIRAN DATO PADUKA HAJI JALUDIN/PE	UNIT PENGURUSAN KUALITI
SA12700304	00124993	0	KARTINI BINTI HAJI ABIDIN	UNIT PENGURUSAN KUALITI
SA12700304	00281359	0	BAHTIAR BIN HAJI ABU BAKAR	UNIT PENGURUSAN KUALITI
SA12700305	00258322	0	ROSIMAH BINTI HAJI OMAR	UNIT PENYELARASAN DAN PEPERIKSAAN
SA12700305	00315151	0	AWANG MOHAMAD YUSSRI BIN RAMLI	UNIT PENYELARASAN DAN PEPERIKSAAN
SA12700307	00259048	0	AWANG HAJI ABDUL SHAHRI BIN HAJI MOHD. SAID	UNIT PENGURUSAN REKOD
SA12700308	00079948	0	DAYANGKU HAJAH ASILAH BINTI PENGIRAN HAJI CHUCHU	BAHAGIAN GEMS
SA12700308	00259413	17	HAJAH HEMIDAH BINTI HAJI MOHD. HASSAN	BAHAGIAN GEMS
SA12700308	00281330	1	DK ZURAIDAH BINTI PG HJ IBRAHIM	BAHAGIAN GEMS

Home   Worklist   Add to My Links   GEMS Help Centre   Sign out

My Links   Select One: ▾

Menu ▬

▽ Self Service
　▷ Room Booking
　▽ Time Reporting
　　▽ Report Time
　　　▬ Request Absence
　　▷ View Time
　▷ Personal Information
　▷ Payroll and Compensation
　▷ Benefits
　▷ Learning and Development
　▷ Learning
　▷ Performance Management
　▷ Recruiting Activities
　▷ Attendance
　　▬ Verify Employee Information
　　▬ Review Transactions
▷ Recruiting
▷ Global Payroll & Absence Mgmt
▷ Workforce Development
▷ Set Up HRMS
▷ Set Up ELM
▷ My Content
▷ Content Management
▷ Worklist
▷ Reporting Tools
　▬ Take a Survey
　▬ Change My Password
　▬ My Personalizations
　▬ My System Profile

Request Absence

ABDUL RAHMAN BIN ABDUL RAHIM

KERANI

Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail

*Start Date: 10/12/2012 📅   View Monthly Schedule

End Date: 12/12/2012 📅

Filter by Type: Benefit Adjusting Leaves ▾

*Absence Name: Unpaid Leave ▾

Duration: 3.00   Days

[Calculate Duration]

Handover Document   Customize | Find | 🔢   First ◀ 1 of 1 ▶ Last

Job Description	Status	Refer To	Comments		
1	▾			➕	➖

Leave Request Approval Chain

Leave Approver   00304130 🔍   DAYANGKU AMIE WARDINA PENGIRAN MD. YUSOF

[Confirm Approver]

Comments

Requestor Comments: [   ] ✎

* Required Field

[Submit]

Go To: View Absence Request History

View Absence Balances

27. Klik *'Confirm Approver'* ini.

28. Isi ruangan komen (Comment).

29. Klik *'Submit'* untuk menghantar permohonan cuti awda.

GEMS
INTELLIGENT. INTERACTIVE. INNOVATIVE.

Menu

- Self Service
  - ▷ Room Booking
  - ▽ Time Reporting
    - ▽ Report Time
      - — Request Absence
      - ▷ View Time
  - ▷ Personal Information
  - ▷ Payroll and Compensation
  - ▷ Benefits
  - ▷ Learning and Development
  - ▷ Learning
  - ▷ Performance Management
  - ▷ Recruiting Activities
  - ▷ Attendance
  - — Verify Employee Information
  - — Review Transactions
- ▷ Recruiting
- ▷ Global Payroll & Absence Mgmt
- ▷ Workforce Development
- ▷ Set Up HRMS
- ▷ Set Up ELM
- ▷ My Content
- ▷ Content Management
- ▷ Worklist
- ▷ Reporting Tools
- — Take a Survey
- — Change My Password
- — My Personalizations
- — My System Profile

My Links   Select One: ▼

Saved

Submit Confirmation

✔ The Absence Request was successfully submitted.

[OK]

> **30.** Klik **'OK'** untuk mengesahkan permohonan cuti awda.

My Links   Select One:

Menu

- ▽ Self Service
  - ▷ Room Booking
  - ▽ Time Reporting
    - ▽ Report Time
      - − Request Absence
    - ▷ View Time
  - ▷ Personal Information
  - ▷ Payroll and Compensation
  - ▷ Benefits
  - ▷ Learning and Development
  - ▷ Learning
  - ▷ Performance Management
  - ▷ Recruiting Activities
  - ▷ Attendance
  - − Verify Employee Information
  - − Review Transactions
- ▷ Recruiting
- ▷ Global Payroll & Absence Mgmt
- ▷ Workforce Development
- ▷ Set Up HRMS
- ▷ Set Up ELM
- ▷ My Content
- ▷ Content Management
- ▷ Worklist
- ▷ Reporting Tools
- − Take a Survey
- − Change My Password
- − My Personalizations
- − My System Profile

Request Details

ABDUL RAHMAN BIN ABDUL RAHIM

KERANI

View Request Status and Approval Details

Details

Start Date :   10/12/2012

End Date :   12/12/2012

Absence Name :   Unpaid Leave   Current Balance :   0.00 Days

Duration :   3.00   Days

Handover Document   Customize | Find | First ◀ 1 of 1 ▶ Last

Job Description	Status	Refer To	Comments
1			

Workflow

Status: Submitted

BCS Absence_Mgmt_ByPosMgmt

▽ **Absence Management:Pending**

BCS Absence_Mgmt_ByPosMgmt

Pending

DAYANGKU AMIE WARDINA PENGIRAN MD. YUSOF
Leave Request Approver

Disclaimer: The current balance does not reflect absences that have not been processed.

Go To: Request Absence

View Absence Request History

View Absence Balances

31.

i.Status menunjukkan permohonan cuti awda telah dihadapkan.

ii.Awda akan menerima status permohonan awda melalui emel.