



**MANUAL BAGI MENGEMASKINI
*"BERPINDAH JABATAN"***

1. Klik "Workforce Administration"

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- Workforce Administration**
- Global Payroll & Absence Mgmt
- Workforce Development
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- Set Up HRMS
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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 memastikan 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 30/11/2012](#)


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[Main Menu](#) >

Workforce Administration


Hire employees, add non-employees, maintain personal and job data, administer global assignments, labor relations, absence and vacation.

 **Personal Information**
Maintain information about a person regardless of Jobs.

- [Add a Person](#)
- [Manage Hires](#)
- [Modify a Person](#)
- [6 More...](#)


 **Job Information**
Maintain information about a person tied to a specific job record

- [Job Data](#)
- [Add Employment Instance](#)
- [Add Additional Assignment](#)
- [5 More...](#)

 **Absence and Vacation**
Identifies absence and vacation, including specific types of leave. Also allows working time monitoring

- [Track Absence History](#)
- [Absence Reports](#)

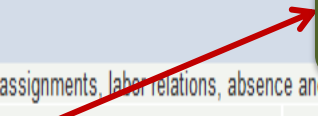
 **Self Service Transactions**
Administer Self Service workflow transactions.

- [Workflow Inquiry](#)
-  [Approvals and Delegation](#)
- [Employee Address Changes](#)
- [5 More...](#)

 **Workforce Reports**
General Workforce Reporting

- [Employee Portfolio Report](#)
- [Change of Service Stats Rpt](#)
- [Establishment Budget Rpt](#)
- [8 More...](#)

2. Klik
"Job Information"



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Main Menu > Workforce Administration >

 Job Information

Maintain information about a person tied to a s...

 Job Data

Enter job information including work location and compensation details.

**3. Klik
"Job Data"** [Add Employment Instance](#)

Add a new employment organizational instance for a person.

 [Add Additional Assignment](#)

Create an additional assignment record for a person's organizational instance.

 [Move Assignmnt to another Inst](#)

Move assignment to another instance moves additional assignments associated with an Instance to another Instance.

 [Demote an Instance](#)

Demotes an Instance which doesnot have additional assignments to the desired Instance.

 [Current Job](#)

Maintain data about a current job.

 [Pay Rate Change](#)

Create pay rate changes.

 [Contract Administration](#)

Maintain contracts or other written agreements with their employees and contractors

 [Update Contracts](#) [Define Contract Types](#) [Define Contract Clauses](#) [Define Contract Templates](#)

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Job Data

Enter any information you have

Find an Existing Value

begins with

Empl Rcd Nbr: =

Name: begins with

Last Name: begins with

Second Name: begins with

Alternate Character Name: begins with

Middle Name: begins with

Include History Correct History Case Sensitive

[Basic Search](#)

6a.*Peringatan: (Bagi ruang **"Empl Rcd Nbr"**)

i.Empl Rcd Nbr 1 dan seterusnya adalah maklumat **"Secondary Job"** (lantikan Memangku / Penempatan /Peminjaman)

ii.Jika tidak ada **"Secondary Job"**, apabila di klik **"Search"**, **"Work Location page"** secara otomatik akan terpapar.

4. Masukkan No. Kad Pengenalan Kakitangan di ruang **"EmplID"**

5. Tandakan **"Include History"** dan **"Correct History"**

6. Klik **"Search"**

Search Results

View All

EmplID	Empl Rcd Nbr	Name	Last Name	Second Name	Alternate Character Name	Middle Name
700000010		ABDUL RAHMAN BIN ABDUL RAHIM	BINABDULRAHIM	(blank)	(blank)	
700000011		ABDUL RAHMAN BIN ABDUL RAHIM	BINABDULRAHIM	(blank)	(blank)	
700000012		ABDUL RAHMAN BIN ABDUL RAHIM	BINABDULRAHIM	(blank)	(blank)	
700000013		ABDUL RAHMAN BIN ABDUL RAHIM	BINABDULRAHIM	(blank)	(blank)	
700000014		ABDUL RAHMAN BIN ABDUL RAHIM	BINABDULRAHIM	(blank)	(blank)	
700000015		ABDUL RAHMAN BIN ABDUL RAHIM	BINABDULRAHIM	(blank)	(blank)	(blank)
700000016		ABDUL RAHMAN BIN ABDUL RAHIM	BINABDULRAHIM	(blank)	(blank)	(blank)

7. Klik rekod **"0"** untuk melihat data kakitangan

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Work Location | Job Information | Payroll | Salary Plan | Compensation | Job Additional Information

ABDUL RAHMAN BIN ABDUL RAHIM EMP ID: 70000001 Empl Rcd #: 0

Work Location Find First 1 of 5 Last

HR Status: Active Payroll Status: Active Go To Row +

*Effective Date: 18/11/2013 📅 Sequence: 0 *Job Indicator: Primary Job

*Action: Transfer Reason: Transfer

Last Start Date: 01/02/2012 Termination Date: Future

Expected Job End Date 📅 Position Entry Date: 09/10/2012

Position Number: 70000002 🔍 KERANI

Override Position Data Position Management Record

Regulatory Region: GOBRN Brunei Darussalam

Company: SA0 Prime Minister's Office

Business Unit: SA01A Prime Minister's Office Department Entry Date: 09/10/2012

Department: SA12700308 JABATAN PERKHIDMATAN AWAM - BAHAGIAN GEMS

Location: BRN0100035 Bangunan SPA

Establishment ID: 🔍 Date Created: 02/01/2013

Job Data [Employment Data](#) [Benefits Program Participation](#) [Appraisal Result](#)

Save Return to Search Previous in List Next in List Notify Previous tab Next tab Refresh Update/Display

Work Location | Job Information | Payroll | Salary Plan | Compensation | Job Additional Information

***Peringatan:**

- i. Sebelum awda klik ikon "+" pastikan tarikh yang hendak dikemaskini tersusun
- ii. Jika tarikh adalah tarikh yang sama sila isikan di ruang "Sequence" dengan nombor berlari (jika no. Sekarang "0" maka isikan "1")
- iii. Setelah awda klik ikon "+" rekod baru akan bertambah

8. Klik ikon "+" untuk menambah rekod baru

9. Klik ikon "Calendar" untuk memilih tarikh berpindah Jabatan

10. Klik pilihan "Action":Pilih "Transfer" kemudian klik pilihan "Reason":Pilih "Transfer"

11. Klik ikon "Look Up"

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Work Location [Job Information](#) [Job Labor](#)
ABDUL RAHMAN BIN ABDUL RAHIM EMP

Work Location

HR Status: Active Payroll Status: Active [Calculate Status and Dates](#) [Go To Row](#) [+ -]

*Effecti
*Action: Warning -- date out of range. (15,9)
The date entered is either more than 30 days in the past or 30 days in the future. This is not normally true for this date. Either acknowledge that the date is OK, or correct the entered date.

Last S
Expect

Position

Override Position Data Position Management Record

Regulatory Region:	GOBRN	Brunei Darussalam		
Company:	SA0	Prime Minister's Office		
Business Unit:	SA01A	Prime Minister's Office	Department Entry Date:	09/10/2012
Department:	SA12700308	JABATAN PERKHIDMATAN AWAM - BAHAGIAN GEMS		
Location:	BRN0100035	Bangunan SPA		
Establishment ID:	<input type="text"/>	Date Created:	18/12/2012	

Job Data [Employment Data](#) [Benefits Program Participation](#) [Appraisal Result](#)

9a. *Peringatan:
Jika terdapat **"Error message"** ketika awda klik di ruang ikon kalendar setelah mengisikan tarikh, Awda Cuma perlu klik **"Ok"** sahaja

Warning -- date out of range. (15,9)
The date entered is either more than 30 days in the past or 30 days in the future. This is not normally true for this date. Either acknowledge that the date is OK, or correct the entered date.

OK

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My Links Select One:
New Window

Look Up Position Number

Position Number:

Position Description:

Business Unit:

Department:

Job Code:

Position Status:

Job Sharing Permitted:

Reports To Position Number:

12. Masukkan nama jawatan di dalam kotak kosong "Position Description"

13. Klik ikon "Look Up" untuk mencari "Kod Kementerian"

Look Up Clear Cancel [BasicLookup](#)

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](#)

Position Number	Position Description	Salary Admin Plan	Department	Department Description	Unit Description
00000004	TUKANG KAYU TINGKAT KHAS	(blank) SE025	PEJABAT DAERAH TUTONG		PEJABAT DAERAH TUTONG
00000007	PENOLONG PEMERIKSA KERETA	(blank) SN054	JABATAN PENGANGKUTAN DARAT		JABATAN PENGANGKUTAN DARAT
00000010	KETUA BAHAGIAN KAUNSELLING DAN KERJAYA	(blank) SF114	KEMENTERIAN PENDIDIKAN		KEMENTERIAN PENDIDIKAN
00000012	PEGAWAI ETNOLOGI	(blank) SL068	JABATAN MUZIUM		JABATAN MUZIUM
00000013	PENYAMBUT TETAMU/OPERATOR TELEFON	(blank) SL106	KEMENTERIAN KEBUDAYAAN, BELIA DAN SUKAN		KEMENTERIAN KEBUDAYAAN, BELIA DAN SUKAN
00000018	PENYELENGGARA STOR TINGKAT I	(blank) SF114	KEMENTERIAN PENDIDIKAN		KEMENTERIAN PENDIDIKAN

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Look Up Business Unit

Business Unit: begins with ▾

Description: begins with ▾

[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Search Results

View All First ▾ 1-13 of 13 ▸ Last

Business Unit	Description
GOBRN	Government of Brunei
SA01A	Prime Minister's Office
SB01A	Ministry of Defence
SC01A	Ministry of Foreign Aff & Trd
SD01A	Ministry of Finance
SE01A	Ministry of Home Affairs
SF01A	Ministry of Education
SH01A	Ministry of Indus & Pri Res
SJ01A	Ministry of Religious Affairs
SK01A	Ministry of Development
SL01A	Ministry of Cult, Yth & Spts
SM01A	Ministry of Health
SN01A	Ministry of Communications

14. Pilih "Kod / Nama Kementerian"

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My Links Select One:
New Window

Look Up Position Number

Position Number:

Position Description: KERANI

Business Unit: SD01A

Department:

Job Code:

Position Status:

Job Sharing Permitted

Reports To Position Number:

15. Klik ikon ***“Look Up”*** untuk mencari kod Jabatan

[Basic Lookup](#)

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](#)

Position Number	Position Description	Salary Admin Plan	Department	Department Description	Unit Description
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00000007	PENOLONG PEMERIKSA KERETA	(blank)	SN054	JABATAN PENGANGKUTAN DARAT	JABATAN PENGANGKUTAN DARAT
00000010	KETUA BAHAGIAN KAUNSELLING DAN KERJAYA	(blank)	SF114	KEMENTERIAN PENDIDIKAN	KEMENTERIAN PENDIDIKAN
00000012	PEGAWAI ETNOLOGI	(blank)	SL068	JABATAN MUZIUM	JABATAN MUZIUM
00000013	PENYAMBUK TETAMU/OPERATOR TELEFON	(blank)	SL106	KEMENTERIAN KEBUDAYAAN, BELIA DAN SUKAN	KEMENTERIAN KEBUDAYAAN, BELIA DAN S
00000018	PENYELENGGARA STOR TINGKAT I	(blank)	SF114	KEMENTERIAN PENDIDIKAN	KEMENTERIAN PENDIDIKAN

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My Links

[New Window](#)

Look Up Department

SetID:

Department:

Description:

Company:

Location SetID:

Location Code:

Manager ID:

Budget with Department:

16. Masukkan percentage (%) dan nama unit/Jabatan (tempat berpindah/bertukar)

[BASIC LOOKUP](#)

17. Klik "Look Up"

Search Results

[View All](#) First Last

Department	Description	Company	Location SetID	Location Code	Manager ID
SD01A	KEMENTERIAN KEWANGAN	SD0	GOBRN	BRN0100043	(blank)
SD022	KASTAM DAN EKSAIS DIRAJA	SD0	GOBRN	BRN0100008	(blank)
SD022001	BAHAGIAN UTAMA	SD0	GOBRN	BRN0100008	(blank)
SD051	AGENSI PELABURAN BRUNEI	SD0	GOBRN	BRN0100016	(blank)
SD051001	GAJI KAKITANGAN	SD0	GOBRN	BRN0100016	(blank)
SD051002	KAKITANGAN AMBILAN TEMPATAN	SD0	GOBRN	BRN0100016	(blank)
SD051003	JABATAN AKAUN DAN PENYELENGGAR	SD0	GOBRN	BRN0100016	(blank)
SD051004	INTERNAL FUND UNIT	SD0	GOBRN	BRN0100016	(blank)
SD051005	EXTERNAL FUND UNIT	SD0	GOBRN	BRN0100016	(blank)
SD051006	UNIT KAWALAN AUDIT	SD0	GOBRN	BRN0100016	(blank)
SD051007	SINGAPORE	SD0	GOBRN	BRN0100016	(blank)

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Look Up Department

SetID: SD01A

Department: begins with ▾

Description: begins with ▾ %PERBENDAHARAAN

Company: begins with ▾ 🔍

Location SetID: begins with ▾ 🔍

Location Code: begins with ▾ 🔍

Manager ID: begins with ▾ 🔍

Budget with Department: begins with ▾

[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)


Search Results

View All First ◀ 1-2 of 2 ▶ Last





Department	Description	Company	Location SetID	Location Code	Manager ID
SD097019	PEM CWTGAN PERBENDAHARAAN & P.SD0	GOBRN	BRN0100016	(blank)	
SD097	PERBENDAHARAAN	SD0	GOBRN	BRN0100016	(blank)

18. Pilih dan klik
"Kod / Nama unit/
Jabatan" (tempat
berpindah yang
tersenarai)

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[My Links](#) | Select One:
[New Window](#) 

Look Up Position Number

Position Number: begins with
Position Description: begins with
Business Unit: begins with 
Department: begins with 
Job Code: begins with 
Position Status: =
Job Sharing Permitted:
Reports To Position Number: begins with 

[Basic Lookup](#)

19. Klik "Look Up"

Search Results

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[View All](#)

Position Number	Position Description	Salary Admin Plan	Department	Department Description	Unit Description
00000004	TUKANG KAYU TINGKAT KHAS	(blank) SE025	PEJABAT DAERAH TUTONG	PEJABAT DAERAH TUTONG	PEJABAT DAERAH TUTONG
00000007	PENOLONG PEMERIKSA KERETA	(blank) SN054	JABATAN PENGANGKUTAN DARAT	JABATAN PENGANGKUTAN DARAT	JABATAN PENGANGKUTAN DARAT
00000010	KETUA BAHAGIAN KAUNSELLING DAN KERJAYA	(blank) SF114	KEMENTERIAN PENDIDIKAN	KEMENTERIAN PENDIDIKAN	KEMENTERIAN PENDIDIKAN
00000012	PEGAWAI ETNOLOGI	(blank) SL068	JABATAN MUZIUM	JABATAN MUZIUM	JABATAN MUZIUM
00000013	PENYAMBU TETAMU/OPERATOR TELEFON	(blank) SL106	KEMENTERIAN KEBUDAYAAN, BELIA DAN SUKAN	KEMENTERIAN KEBUDAYAAN, BELIA DAN SUKAN	KEMENTERIAN KEBUDAYAAN, BELIA DAN SUKAN
00000018	PENYELENGGARA STOR TINGKAT I	(blank) SF114	KEMENTERIAN PENDIDIKAN	KEMENTERIAN PENDIDIKAN	KEMENTERIAN PENDIDIKAN

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My Links Select One:

[New Window](#)

Look Up Position Number

Position Number: begins with

Position Description: begins with

Business Unit: begins with

Department: begins with

Job Code: begins with

Position Status: =

Job Sharing Permitted:

Reports To Position Number: begins with

[Basic Lookup](#)

Search Results

[View All](#)

Position Number	Position Description	Salary Admin Plan	Department	Department Description	Unit Description	Job Code	Position Status	Reports To Position Number	Reports To
00009475	KERANI	(blank)	SD097	JABATAN PERBENDAHARAAN	JABATAN PERBENDAHARAAN	393015	Approved	(blank)	(blank)
00025520	KERANI	D.1-2-3 EB 4-5	SD097	JABATAN PERBENDAHARAAN	JABATAN PERBENDAHARAAN	393015	Approved	(blank)	(blank)
00029143	KERANI	D.1-2-3 EB 4-5	SD097002	JABATAN PERBENDAHARAAN	UNIT AUDIT	393015	Approved	00029138	PEGAWAI K
00029159	KERANI	D.1-2-3 EB 4-5	SD09700301	JABATAN PERBENDAHARAAN	UNIT PENTADBIRAN	393015	Approved	(blank)	(blank)
00029179	KERANI	D.1-2-3 EB 4-5	SD09700305	JABATAN PERBENDAHARAAN	UNIT FAILING	393015	Approved	00038574	PEGAWAI K
00029184	KERANI	D.1-2-3 EB 4-5	SD09700306	JABATAN PERBENDAHARAAN	UNIT PENILAIAN PERKHIDMATAN	393015	Approved	(blank)	(blank)
00038588	KERANI	C.1-2 EB 3	SD09700308	JABATAN PERBENDAHARAAN	UNIT PENTADBIRAN PEJABAT DAN PEJABAT KAKITANGAN	393015	Approved	00038569	TIMBALAN J

20. Klik jawatan yang diperlukan

20a.
*Peringatan:
Pastikan Jawatan yang telah di klik tersebut mempunyai maklumat yang lengkap seperti contoh yang di paparkan

- Menu**
- ▷ Self Service
 - ▷ Manager Self Service
 - ▷ Recruiting
 - ▽ Workforce Administration
 - ▷ Personal Information
 - ▽ Job Information
 - ▷ Contract Administration
 - Job Data
 - Add Employment Instance
 - Add Additional Assignment
 - Move Assignment to another Inst
 - Demote an Instance
 - Current Job
 - Pay Rate Change
 - ▷ Self Service Transactions
 - ▷ Workforce Reports
 - ▷ Global Payroll & Absence Mgmt
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Work Location Job Information Payroll Salary Plan Compensation Job Additional Information

ABDUL RAHMAN BIN ABDUL RAHIM EMP ID: 70000001 Empl Rcd #: 0

Work Location Find First 1 of 5 Last

HR Status: Active Payroll Status: Active Note Go To Row + -

*Effective Date: 18/11/2013 Sequence: 0 *Job Indicator: Primary Job

*Action: Transfer Reason: Transfer

Last Start Date: 01/02/2012 Termination Date:

Expected Job End Date

Position Number: 00029143 KERANI Position Entry Date: 18/11/2013

Override Position Data Position Management Record

Regulatory Region: GOBRN Brunei Darussalam

Company: SD0 Ministry of Finance

Business Unit: SD01A Ministry of Finance Department Entry Date: 18/11/2013

Department: SD097002 JABATAN PERBENDAHARAAN - UNIT AUDIT

Location: BRN0100016 Bgn Kementerian Kewangan

Establishment ID: Date Created: 03/01/2013

Job Data Employment Data Benefits Program Participation Appraisal Result

My Links Select One:

New Window Customize Page Processing

21a.
*Peringatan:
Tanda
"Processing"
akan
terpapar
setelah
menekan
"Note"

21. Klik ikon
"Note"

20b.
Maklumat
"position"
terpapar

Menu

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 - [Add Additional Assignment](#)
 - [Move Assignment to another Inst](#)
 - [Demote an Instance](#)
 - [Current Job](#)
 - [Pay Rate Change](#)
- ▷ Self Service Transactions
- ▷ Workforce Reports
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- ▷ Set Up HRMS
- ▷ Set Up ELM
- ▷ My Content
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- ▷ Reporting Tools
 - [Take a Survey](#)
 - [Change My Password](#)
 - [My Personalizations](#)
 - [My System Profile](#)

[My Links](#) | Select One: ▾

[New Window](#) | [Customize Page](#) | 



Job Data Notepad

Instructions

Selection Criteria

*ID:	<input type="text" value="70000001"/>	ABDUL RAHMAN BIN ABDUL RAHIM	<input type="button" value="Search"/>
*Empl Rcd#:	<input type="text" value="0"/>		
*Eff Date:	<input type="text" value="2013-11-18"/>		
*Sequence:	<input type="text" value="0"/>		
Earliest Note Date	<input type="text"/>	End	<input type="text"/>

Selected Note(s)

-
-
- [Select All Notes](#)
- [Clear Selections](#)

Return To: [Job Data Page](#)

There are no existing notes for the specified search criteria.

Return To: [Job Data Page](#)

22. Klik "Add a New Note"

Menu

- ▷ Self Service
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- ▽ Workforce Administration
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 - Move Assignmnt to another Inst
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 - Current Job
 - Pay Rate Change
- ▷ Self Service Transactions
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- ▷ Global Payroll & Absence Mgmt
- ▷ Workforce Development
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- ▷ Set Up HRMS
- ▷ Set Up ELM
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- My System Profile



Job Data Notepad - Selected Note

▷ Instructions

Applications

Selected Note

ID: 70000001	ABDUL RAHMAN BIN ABDUL RAHIM	Created: 03/01/2013 11:08AM
Empl Rcd#: 0		Creator: NORINIE BINTI HAJI DURAHMAN
Eff Date: 2013-11-18		Updated: by:
Sequence: 0		

Subject: BERTUKAR JABATAN

Note Text: DITUKAR KE JABATANPADA.....MENURUT SURAT/MEMO BILANGAN.....BERTARIKH.....

Save

Return To: [Note Selection Page](#)

[Job Data Page](#)

24a.*Peringatan:
Pastikan tanda **"Save"** terpapar setelah menekan **"Save"**

23. Isikan **"Subject"** dan **"Note Text"** mengikut isi kandungan surat/memo berkenaan

24. Klik **"Save"**

25. Klik **"Job Data Page"** untuk kembali ke muka hadapan

- Menu**
- ▷ Self Service
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 - Demote an Instance
 - Current Job
 - Pay Rate Change
 - ▷ Self Service Transactions
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 - ▷ Set Up HRMS
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Work Location Job Information Payroll Salary Plan Compensation Job Additional Information

ABDUL RAHMAN BIN ABDUL RAHIM EMP ID: 70000001 Empl Rcd #: 0

Work Location Find First 1 of 5 Last

HR Status: Active Payroll Status: Active Go To Row + -

*Effective Date: 18/11/2013 31 Sequence: 0 *Job Indicator: Primary Job

*Action: Transfer Reason: Transfer Future

Last Start Date: 01/02/2012 Termination Date:

Expected Job End Date 31

Position Number: 00029143 31 KERANI Position Management Record

Regulatory Region: GOBRN Brunei Darussalam

Company: SD0 Ministry of Finance

Business Unit: SD01A Ministry of Finance Department Entry Date: 18/11/2013

Department: SD097002 JABATAN PERBENDAHARAAN - UNIT AUDIT

Location: BRN0100016 Bgn Kementerian Kewangan

Establishment ID: 31 Date Created: 03/01/2013

Job Data Employment Data Benefits Program Participation Appraisal Result

26. Klik "Save"

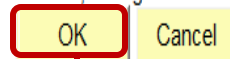
- Menu**
- ▷ Recruiting
 - ▽ Workforce Administration
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 - [Add Employment Instance](#)
 - [Add Additional Assignment](#)
 - [Move Assignmnt to another Inst](#)
 - [Demote an Instance](#)
 - [Current Job](#)
 - [Pay Rate Change](#)
 - ▷ Absence and Vacation
 - ▷ Self Service Transactions
 - ▷ Workforce Reports
 - ▷ Global Payroll & Absence Mgmt
 - ▷ Workforce Development
 - ▷ Organizational 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](#)

[My Links](#) Select One: ▾

[New Window](#) | 

Warning -- Head count of 4 exceeds maximum head count of 1 for position. (1000,156)

When Position Management is installed, head counts for each position are compared to the maximum head count on the Specific Information page. Correct position number, change maximum to allow an additional incumbent, or leave as is.



27. Klik "OK" (2 kali)

- Menu
- Self Service
- Manager Self Service
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- Workforce Reports
- Global Payroll & Absence Mgmt
- Workforce Development
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- Set Up ELM
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 - My Personalizations
 - My System Profile

[My Links](#) Select One:
[New Window](#) | [Customize P](#) **Saved**

Work Location | [Job Information](#) | [Job Labor](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#) | [Job Additional Information](#)

ABDUL RAHMAN BIN ABDUL RAHIM EMP ID: 7000001 Empl Rcd #: 0

Work Location		Find	First	1 of 3	Last
HR Status:	Active	Payroll Status:	Active	Go To Row + -	
*Effective Date:	27/11/2012	Sequence:	0	*Job Indicator:	Primary Job
*Action:	Transfer	Reason:	Transfer	Current	
Last Start Date:	01/02/2012	Termination Date:			
Expected Job End Date:		Position Entry Date:	09/10/2012		
Position Number:	7000002	KERANI			
Override Position Data	<input type="checkbox"/>	Position Management Record			
Regulatory Region:	GOBRN	Brunei Darussalam			
Company:	SA0	Prime Minister's Office			
Business Unit:	SA01A	Prime Minister's Office	Department Entry Date:	09/10/2012	
Department:	SA12700308	JABATAN PERKHIDMATAN AWAM - BAHAGIAN GEMS			
Location:	BRN0100035	Bangunan SPA			
Establishment ID:		Date Created:	20/12/2012		

Job Data | [Employment Data](#) | [Benefits Program Participation](#) | [Appraisal Result](#)

28. Klik "Return to Search" untuk kembali ke job data

Save | **Return to Search** | Notify | Previous tab | Next tab | Refresh | Update/Display | Include History | Correct History

27a.
***Peringatan:**
Pastikan tanda **"Saved"** terpapar setelah menekan **"Ok"**