MANUAL BAGI MENGEMASKINI
"DALAM TEMPOH PERCUBAAN"

GEMS
INTELLIGENT. INTERACTIVE. INNOVATIVE.

1. *Klik "Workforce Administration"*

My Links   Select One:

Personalize Content Layout Thursday, December 6, 2012

Menu

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- **Workforce Administration**
- ▷ Global Payroll & Absence Mgmt
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Discussion Forums

No Discussions available

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 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.**

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)**

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

My Links | Select One: ▼

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Main Menu >

📁 Workforce Administration

2. Klik *"Job Information"*

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...

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My Links   Select One: ▼

Main Menu > Workforce Administration >

📁 **Job Information**

Maintain information about a person tied to a specific job record

Employee Exit Interview
Employee Exit Interview

Job Data
Enter job information including work location and compensation details.

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

3. Klik
"Job Data"

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6a.*Peringatan: (Bagi ruang *"Empl Rcd Nbr "*)
i.Empl Rcd Nbr 1 dan sterusnya adalah maklumat *"Secondary Job"* (lantikan Memangku / Penempatan /Peminjaman)
ii.Jika tidak ada *"Secondary Job",* apabila di klik *"Search", "Work Location page"* secara otamatik akan terpapar.

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Job Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmplID:	begins with ▼	70000001
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

Search　Clear　Basic Search　💾 Save Search Criteria

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

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

6. Klik *"Search"*

Search Results

View All　　　　　　First ◄ 1 of 1 ► Last

EmplID	Empl Rcd Nbr	Name	Last Name	Second Name	Alternate Character Name	Middle Name
70000001	0	ABDUL RAHMAN BIN ABDUL RAHIM	BIN ABDULRAHIM	(blank)	(blank)	(blank)

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

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My Links   Select One:

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

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

Work Location   Find   First ◁ 1 of 3 ▷ Last

HR Status: Active   Payroll Status: Active   Go To Row   [+] [–]
*Effective Date: 05/12/2012 📅 Sequence: 1 📋   *Job Indicator: Primary Job ▾
*Action: Probation ▾   Reason: On Probation
                                                              Current

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

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: 05/12/2012

Job Data   Employment Data   Benefits Program Participation   Appraisal Result

💾 Save   🔍 Return to Search   ↑ Previous in List   ↓ Next in List   📧 Notify   ⬅ Previous tab   ➡ Next tab   📝 Update/Display   📄 Include His   📝 Correct His

🔄 Refresh

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

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*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 dalam percubaan

10. Klik pilihan "**Action**": pilih "**Probation**" kemudian klik pilihan "**Reason**": Pilih "**On Probation**"

My Links   Select One: ▼

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

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

Processing

Work Location   Find   First ◀ 1 of 3 ▶ Last

HR Status: Active   **Payroll Status:**   Active   Go To Row   ➕ ➖

*Effective Date: 05/12/2012 📅   Sequence: 1   ▢   *Job Indicator: Primary Job ▼

*Action: Probation   ▼   Reason: On Probation   ▼

                                                                        Current

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

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:**   05/12/2012

| Job Data | Employment Data | | Benefits Program Participation | Appraisal Result |

11a.
*Peringatan: Tanda *"Processing"* akan terpapar setelah menekan *"Note"*

11. Klik ikon *"Note"*

💾 Save   🔍 Return to Search   ↑≣ Previous in List   ↓≣ Next in List   ✎ Notify   ⬅ Previous tab   ➡ Next tab   📋 Update/Display   📋 Include History

🔄 Refresh   📋 Correct History

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

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Home   Worklist   Add to My Links   GEMS Help Centre   Sign out

My Links   Select One: ▼

New Window | Customize Page | http

Job Data Notepad

▷ Instructions

Selection Criteria

*ID: 70000001   ABDUL RAHMAN BIN ABDUL RAHIM   [Search]
*Empl Rcd#: 0
*Eff Date: 2012-11-27
*Sequence: 0
Earliest Note Date [____] 📅   End [____] 📅

Selected Note(s)
[Delete]
[Transfer]

Select All Notes
Clear Selections

[Add a New Note]   Return To: Job Data Page

There are no existing notes for the specified search criteria.

Return To: Job Data Page

12. Klik *"Add a New Note"*

GEMS

My Links | Select One: ▾

New Window | Customize Page | http

Saved

📝 **Job Data Notepad - New Note**

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▷ Instructions

Applications

Selected Note

ID: 70000001   ABDUL RAHMAN BIN ABDUL RAHIM

Created: 05/12/2012 10:22AM
Creator: RAMIZAH BINTI HAJI SABTU

Empl Rcd#: 0

Eff Date: 2013-12-05

Last Update:

Sequence: 0

by:

Subject:

Note Text:

Save

Return To: Note Selection Page

Job Data Page

14a.
*Peringatan: Pastikan tanda **"Saved"** terpapar setelah menekan **"Save"**

13. Isikan **"Subject"** dan **"Note Text"** mengikut isi kandongan surat/memo berkenaan

14. Klik **"Save"**

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

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Home | Worklist | Add to My Links | GEMS Help Centre | Sign out

My Links | Select One:

New Window | Customize Page | http

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

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

Work Location   Find   First ◄ 1 of 3 ► Last

| **HR Status:** | Active | **Payroll Status:** | Active | Go To Row | + − |

*Effective Date: 05/12/2012   Sequence: 1   *Job Indicator: Primary Job

*Action: Probation   Reason: On Probation

Current

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

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:**   05/12/2012

| Job Data | Employment Data | Benefits Program Participation | Appraisal Result |

16. Klik **"Save"**

🖫 Save   🔍 Return to Search   ↑ Previous in List   ↓ Next in List   Notify   ← Previous tab   → Next tab   Update/Display   Include History

🔄 Refresh   Correct History

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

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INTELLIGENT INTERACTIVE INNOVATIVE

My Links   Select One: ▼

New Window | 🖶

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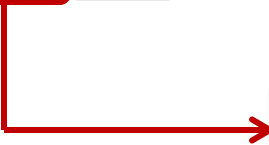▬ Take a Survey
▬ Change My Password
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Warning -- Combined FTE of active jobs for employee 70000001 has exceeded 1.0. (1000,684)

The sum of FTEs of all active jobs (with employee status Active, Leave, Leave With Pay, Suspended or Short Work Break) for this employee has exceeded 1.0.

OK   Cancel

17. Klik **"OK"** (1 kali)

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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: 70000001   Empl Rcd #:   0

Work Location   Find   First ◀ 1 of 3 ▶ Last

HR Status:	Active	**Payroll Status:**	Active	Go To Row	➕ ➖
*Effective Date:	05/12/2012 📅	Sequence:	1		***Job Indicator:** Primary Job
*Action:	Probation		Reason:	On Probation	
					Current

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

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:**   05/12/2012

| Job Data | Employment Data | | Benefits Program Participation | Appraisal Result |

17a.
*Peringatan:
Pastikan tanda **"Saved"** terpapar setelah menekan **"Ok"**

18. Klik **"Return to Search"** untuk kembali ke job data

🖫 Save   🔍 Return to Search   ↑📋 Previous in List   ↓📋 Next in List   📄 Notify   ⬅ Previous tab   ➡ Next tab   📋 Update/Display   📋 Include History

🔄 Refresh   📋 Correct History

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