



**MANUAL BAGI MENGEMASKINI
“DI GANTUNG KERJA”**

1. Klik **"Workforce Administration"**

[My Links](#) Select One: ▼

Personalize [Content](#) [Layout](#) Thursday, December 6, 2012

Menu

- Self Service
- Manager Self Service
- Recruiting
- Workforce Administration**
- Global Payroll & Absence Mgmt
- Workforce Development
- Organizational 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

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 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.

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


Menu

- ▷ Self Service
- ▷ Manager Self Service
- ▷ Recruiting
- ▼ **Workforce Administration**
 - ▷ Personal Information
 - ▷ Job Information
 - ▷ 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](#)

[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](#)

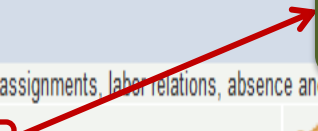
 **Self Service Transactions**
Administer Self Service workflow transactions.

-  [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"












- Menu
- Self Service
- Manager Self Service
- Recruiting
- Workforce Administration**
 - Brunei Civil Service Room Book
 - Personal Information
 - Job Information
 - Absence and Vacation
 - Self Service Transactions
 - Workforce Reports
 - Time and Attendance Reports
- Benefits
- 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](#)

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 Assignment 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 does not 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 <ul style="list-style-type: none">Update ContractsDefine Contract TypesDefine Contract ClausesDefine Contract Templates

3. Klik
"Job Data"

- Menu**
- ▷ Self Service
 - ▷ Manager Self Service
 - ▷ Recruiting
 - ▽ Workforce Administration
 - ▷ Personal Information
 - ▽ Job Information
 - ▷ Contract Administration
 - Job Data
 - 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

Job Data

Enter any information you have

Find an Existing Value

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](#)

Search Results

View All First 1-2 of 2 Last

EmplID	Empl Rcd Nbr	Name	Last Name	Second Name	Alternate Character Name	Middle Name
7000000	0	MD ALI BIN HUSSIN BINHUSSIN	(blank)	(blank)	(blank)	(blank)
70000004	1	MD ALI BIN HUSSIN BINHUSSIN	(blank)	(blank)	(blank)	(blank)

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 otomatik akan terpapar.

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

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

6. Klik "Search"

7. Klik rekod "0" untuk melihat data kakitangan

- 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
 - Workforce Development
 - Organizational 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

Work Location Job Information Payroll Salary Plan Compensation Job Additional Information

MD ALI BIN HUSSIN EMP ID: 70000004 Empl Rcd #: 0

Work Location Find First 1 of 2 Last

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

*Effective Date: 05/12/2012 [Calendar] Sequence: 0 Job Indicator: Primary Job

*Action: Suspension Reason: Disciplinary Action

Last Start Date: 01/03/2012 Termination Date:

Expected Job End Date [Calendar] Expected Return Date: [Calendar]

Last Date Worked: 04/12/2012 Override Last Date Worked Position Entry Date: 01/03/2012

Position Number: 70000005 PEGAWAI KAKITANGAN Position Management Record

Override Position Data

Regulatory Region: GOBRN Brunei Darussalam

Company: SA0 Prime Minister's Office

Business Unit: SA01A Prime Minister's Office Department Entry Date: 01/03/2012

Department: SA12700308 JABATAN PERKHIDMATAN AWAM - BAHAGIAN GEMS

Location: BRN0100035 Bangunan SPA

Establishment ID: [Search] Date Created: 05/12/2012

Job Data Employment Data Benefits Program Participation Appraisal Result

***Peringatan:**

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

8. Klik ikon "+" untuk menambah rekod baru

9. Klik ikon "**Calendar**" untuk memilih tarikh di gantung kerja

10. Klik pilihan "**Action**":Pilih "**Suspension**" kemudian klik pilihan "**Reason**":Pilih "**Disciplinary Action**"

- 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
 - 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

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.

OK

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](#)

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

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

- 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
 - ▷ Workforce Development
 - ▷ Organizational 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

MD ALI BIN HUSSIN EMP ID: 70000004 Empl Rcd #: 0

My Links Select One:

Processing

Work Location		Find	First	1 of 2	Last
HR Status:	Active	Payroll Status:	Suspended	Go To Row + -	
*Effective Date:	05/12/2012	Sequence:	0	Job Indicator: Primary Job	
*Action:	Suspension	Reason:	Disciplinary Action	Current	
Last Start Date:	01/03/2012	Termination Date:			
Expected Job End Date		Expected Return Date:			
Last Date Worked:	04/12/2012	<input type="checkbox"/> Override Last Date Worked	Position Entry Date:	01/03/2012	
Position Number:	70000005	PEGAWAI KAKITANGAN			
<input type="checkbox"/> 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:	01/03/2012	
Department:	SA12700308	JABATAN PERKHIDMATAN AWAM - BAHAGIAN GEMS			
Location:	BRN0100035	Bangunan SPA			
Establishment ID:		Date Created:	05/12/2012		

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

11. Klik ikon **"Note"**

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

-

- 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
- Workforce Development
- Organizational 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: ▾

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



Job Data Notepad

Instructions



Selection Criteria

*ID: MD ALI BIN HUSSIN

*Empl Rcd#:

*Eff Date:

*Sequence:

Earliest Note Date  End 

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](#)

12. Klik "Add a New Note"

- 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
- Workforce Development
- Organizational 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: ▾

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

Saved

Job Data Notepad - Selected Note

Instructions

Applications

Selected Note

ID: 70000004	MD ALI BIN HUSSIN	Created: 05/12/2012 2:07PM
Empl Rcd#: 0		Creator: DAYANGKU ROSNI BINTI PENGIRAN HAJI CHUCHU
Eff Date: 2012-12-05		Last Update: by:
Sequence: 0		

Subject: SUSPENSION

Note Text: DI AMBIL TINDAKAN DISIPLIN MULAI 5/12/2012 ATAS SEBAB.....MENGIKUT KANDUNGAN SURATBERTARIKH.....

Save Previous Next >

Return To: [Note Selection Page](#)

[Job Data Page](#)

14. Klik "Save"

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

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

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

- 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
- Workforce Development
- Organizational 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:

MD ALI BIN HUSSIN EMP ID: 70000004 Empl Rcd #: 0

Work Location		Find	First	1 of 2	Last
HR Status:	Active	Payroll Status:	Suspended	Go To Row + -	
*Effective Date:	05/12/2012	Sequence:	0	*Job Indicator:	Primary Job
*Action:	Suspension	Reason:	Disciplinary Action	Current	
Last Start Date:	01/03/2012	Termination Date:			
Expected Job End Date		Expected Return Date:			
Last Date Worked:	04/12/2012	<input type="checkbox"/> Override Last Date Worked	Position Entry Date:	01/03/2012	
Position Number:	70000005	PEGAWAI KAKITANGAN			
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:	01/03/2012	
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 | Notify | Previous tab | Next tab | Refresh | Update/Display | Include History | Correct History

Menu

- ▷ Self Service
- ▷ Manager Self Service
- ▷ Recruiting
- ▽ Workforce Administration
 - ▷ Personal Information
 - ▽ Job Information
 - ▷ Contract Administration
 - Job Data
 - [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](#)

Warning -- The employee's HR primary job (as determined by the Job Indicator) has been terminated. (1000,606)

An employee should have exactly 1 HR primary job. The current HR primary job has been terminated and therefore it could be updated to be a secondary job.



17. Klik "OK" (1 kali)

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
- Workforce Development
- Organizational 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

MD ALI BIN HUSSIN EMP ID: 70000004 Empl Rcd #: 0

My Links Select One:

Saved

Work Location Find First 1 of 2 Last

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

*Effective Date: 05/12/2012 Sequence: 0 *Job Indicator: Primary Job

*Action: Suspension Reason: Disciplinary Action

Current

Last Start Date: 01/03/2012 Termination Date:

Expected Job End Date Expected Return Date:

Last Date Worked: 04/12/2012 Override Last Date Worked Position Entry Date: 01/03/2012

Position Number: 70000005 PEGAWAI KAKITANGAN

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: 01/03/2012

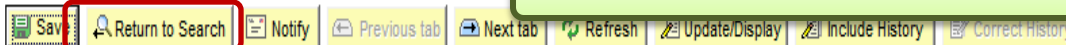
Department: SA12700308 JABATAN PERKHIDMATAN AWAM - BAHAGIAN GEMS

Location: BRN0100035 Bangunan SPA

Establishment ID: Date Created: 05/12/2012

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

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



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