MANUAL BAGI MENGEMASKINI
"DIPERBANTUKAN"

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Main Menu >

📁 **Workforce Administration**

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

> **2**. Klik
> *"Job Information"*

📁 **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...

Menu

My Links   Select One: ▼

Main Menu > Workforce Administration >

Job Information

Maintain information about a person tied to a specific job record

3. Klik
"Add Employment Instance"

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

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Add Employment Instance

Add a New Value

EmplID: 70000001   🔍

Empl Rcd Nbr: 0

Add

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

5. Klik *"Add"*

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My Links Select One:

New Window | Customize Page |

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

ABDUL RAHMAN BIN ABDUL RAHIM   EMP   ID: 70000001   Empl Rcd #: 2

Work Location   Find   First ◄ 1 of 1 ► Last

HR Status: Active   Payroll Status: Active   [Calculate Status and Dates] [Go To Row] ⊞ ⊟

*Effective Date: 06/12/2012 🗓   Sequence: 0   *Job Indicator: Secondary Job ▾

*Action: Hire   ▾   Reason: ▾

Last Start Date: 06/12/2012   Termination Date: Current

Expected Job End Date   🗓

                                                      Position Entry Date: 🗓

Position Number: 🔍

[Override Position Data]   ☐ Position Management Record

*Regulatory Region: GOBRN 🔍   Brunei Darussalam

*Company: 🔍

*Business Unit: GOBRN 🔍   Government of Brunei   Department Entry Date: 🗓

*Department: 🔍

*Location: 🔍

6. Klik ikon *"Calendar"* untu memilih tarikh diperbantukan

7. Klik pilihan "**Action**": Pilih *"Hire"* kemudian klik pilihan "**Reason**": Pilih *"Secondment"*

8. Klik ikon *"Calendar"* untuk memilih tarikh tamat diperbantukan + 1 hari

9. Klik ikon *"Look Up"* pada *"Position Number"*

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Work Location | Job Information | Job Labor |

ABDUL RAHMAN BIN ABDUL RAHIM   EMP

Work Location

6a.*Peringatan:
Jika terdapat *"Error message"* ketika awda klik di ruang ikon kalendar setelah mengisikan tarikh, Awda Cuma perlu *kilk "Ok"* sahaja

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 St

Expect

Positio   OK

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:**   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

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

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Look Up Position Number

Position Number: begins with ▾ [   ]

Position Description: begins with ▾ [KERANI]

Business Unit: begins with ▾ [   ] 🔍

Department: begins with ▾ [   ] 🔍

Job Code: begins with ▾ [   ] 🔍

Position Status: = ▾ [▾]

Job Sharing Permitted ☐

Reports To Position Number: begins with ▾ [   ] 🔍

[Look Up]   [Clear]   [Cancel]   Basic Lookup

> **10.** Masuk kan *nama jawatan diperbantukan* di dalam petak kosong *"Position Description"*

> **11.** Klik ikon *"Look Up"* pada *"Business Unit"* untuk mencari kod kementerian

Search Results

View All

First ◀ 1-4 of 4

Position Number	Position Description	Salary Admin Plan	Department	Department Description	Unit Description	Job Code	Position Status	Reports To Position Des Number	Re
00029122	KERANI	D.1-2-3 EB 4-5	SD022001	JABATAN KASTAM DAN EKSAIS DIRAJA	BAHAGIAN UTAMA	393015	Approved	(blank)	(bla
00007864	KERANI SULIT	(blank)	SD022	JABATAN KASTAM DAN EKSAIS DIRAJA	JABATAN KASTAM DAN EKSAIS DIRAJA	321023	Approved	(blank)	(bla

My Links   Select One: ▼

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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 & Sprts
SM01A	Ministry of Health
SN01A	Ministry of Communications

12. Pilih **"Kod / Nama Kementerian"** (Tempat diperbantukan yang tersenarai)

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Look Up Position Number

Position Number:	begins with ▾	
Position Description:	begins with ▾	KERANI
Business Unit:	begins with ▾	SD01A 🔍
Department:	begins with ▾	🔍
Job Code:	begins with ▾	🔍
Position Status:	= ▾	▾
Job Sharing Permitted	☐	
Reports To Position Number:	begins with ▾	🔍

Look Up   Clear   Cancel   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
00000004	TUKANG KAYU TINGKAT KHAS	(blank)	SE025	PEJABAT DAERAH TUTONG

13. Klik ikon **"*Look Up*"** untuk mencari **"*kod Jabatan*"**

![GEMS logo] GEMS
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My Links   Select One:

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Look Up Department

SetID:		SD01A
Department:	begins with ▾	
Description:	begins with ▾	%KASTAM DAN EKSAIS I
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

14. Masukkan nama Jabatan di ruang *"Department"*

15. Klik ikon *"Look Up"*

Search Results

View All   First ◀ 1 of 1 ▶ Last

Department	Description	Company	Location SetID	Location Code	Manager ID
SD022	KASTAM DAN EKSAIS DIRAJA	SD0	GOBRN	BRN0100008	(blank)

16. klik *"Kod / Nama Jabatan"*

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Position Number: begins with ▾

Position Description: begins with ▾ KERANI

Business Unit: begins with ▾ SD01A 🔍

Department: begins with ▾ SD022 🔍

Job Code: begins with ▾ 🔍

Position Status: = ▾ ▾

Job Sharing Permitted ☐

Reports To Position Number: begins with ▾ 🔍

[Look Up] [Clear] [Cancel]   Basic Lookup

18. Klik jawatan yang diperlukan

18a.
*Peringatan:
Pastikan Jawatan yang telah di klik tersebut mempunyai maklumat yang lengkap seperti contoh yang di paparkan

17. Klik ikon *"Look Up"*

Search Results

View All   of 4

Position Number	Position Description	Salary Admin Plan	Department	Department Description	Unit Description	Job Code	Position Status	Reports To Position Number	Re...
00029122	KERANI	D.1-2-3 EB 4-5	SD022001	JABATAN KASTAM DAN EKSAIS DIRAJA	BAHAGIAN UTAMA	393015	Approved	(blank)	(bla
00007864	KERANI SULIT	(blank)	SD022	JABATAN KASTAM DAN EKSAIS DIRAJA	JABATAN KASTAM DAN EKSAIS DIRAJA	321023	Approved	(blank)	(bla
00019151	KERANI SULIT	C.1-2 EB 3	SD022	JABATAN KASTAM DAN EKSAIS DIRAJA	JABATAN KASTAM DAN EKSAIS DIRAJA	321023	Approved	(blank)	(bla
00029117	KERANI SULIT	C.1-2 EB 3	SD022001	JABATAN KASTAM DAN EKSAIS DIRAJA	BAHAGIAN UTAMA	321023	Approved	(blank)	(bla

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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 #:   2

Work Location

Find   First ◄ 2 of 2 ► Last

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

*Effective Date: 05/12/2012 📅   **Sequence:**   0   📝   *** Job Indicator:** Secondary Job ▼

*Action: Hire   ▼   **Reason:**   Secondment   ▼

Current

Last Start Date: 01/04/2013   **Termination Date:**

Expected Job End Date   06/03/2013 📅

Position Entry Date: 05/12/2012

Position Number: 00029122 🔍   KERANI

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:**   05/12/2012

Department: SD022001   JABATAN KASTAM DAN EKSAIS DIRAJA - BAHAGIAN UTAMA

Location: BRN0100008   Bgn Kastam & Eksais Diraja

Establishment ID: 🔍   **Date Created:**   06/12/2012

Job Data   Employment Data   Earnings Distribution   Benefits Program Participation   Appraisal Result

19a.
*Peringatan:
Tanda
"*Processing*"
akan
terpapar
setelah
menekan
"*Note*"

19. Klik ikon
"*Note*"

💾 Save   🔍 Return to Search   ⬆ Previous in List   ⬇ Next in List   📧 Notify   ⬅ Previous tab   ➡ Next tab   🔄 Refresh   📄 Update/Display   📄 Include History   📝 Correct History

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My Links   Select One: ▾

New Window | Customize Page

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

20. Klik **"Add a New Note"**

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My Links | Select One:

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Saved

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Job Data Notepad - Selected Note

> Instructions

Applications

Selected Note

ID: 70000001   ABDUL RAHMAN BIN ABDUL RAHIM

Empl Rcd#: 1

Eff Date: 2012-12-05

Sequence: 0

Created: 05/12/2012 8:38AM

Creator: DAYANGKU ROSNI BINTI PENGIRAN HAJI CHUCHU

Last Update:

by:

Subject: HIRE

Note Text: SURUHANJAYA PERKHIDMATAN AWAM MELANTIK AWANG UNTUK DI PERBANTUKAN DI JABATAN INI SEBAGAI KERANI (DI BAHAGIAN KEWANGAN) MULAI 05/12/2012 HINGGA 05/03/2013 MENURUT SURAT BILANGAN ....BERTARIKH.......

Save

< Previous   Next >

Return To: Note Selection Page

Job Data Page

22a.
*Peringatan: Pastikan tanda *"Saved"* terpapar setelah menekan *"Save"*

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

22. Klik **"Save"**

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

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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 #:   2

Work Location   Find   First ◀ 2 of 2 ▶ Last

HR Status: Active   **Payroll Status:**   Active   Go To Row   ⊞ ⊟

*Effective Date: 05/12/2012 📅   Sequence: 0 📋   *Job Indicator: Secondary Job ▼

*Action: Hire ▼   Reason: Secondment ▼

                                                      Current

Last Start Date: 05/12/2012   **Termination Date:**

Expected Job End Date   06/03/2013 📅

                                    Position Entry Date: 05/12/2012

Position Number: 00029122 🔍   KERANI

  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:**   05/12/2012

Department: SD022001   JABATAN KASTAM DAN EKSAIS DIRAJA - BAHAGIAN UTAMA

Location: BRN0100008   Bgn Kastam & Eksais Diraja

Establishment ID: 🔍   **Date Created:**   06/12/2012

Job Data   Employment Data   Earnings Distribution   Benefits Program Participation   Appraisal Result

24. Klik **"*Save*"**

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

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

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My Links   Select One: ▼

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Warning -- Grade is invalid for salary plan or salary ranges are missing on job row 2013-04-16. (1020,5)

When salary plan and salary grade are assigned default values, it is possible to generate an invalid combination for an employee. If the salary grade table entry is not found, or no ranges have been entered, this warning will be produced.

Check the employee's salary plan and grade and change grade to a valid entry on the salary grade table using an F4 prompt. If the entry you have chosen is valid on F4, but no range data is present on the table, you may want to update the Salary Grade table to include appropriate salary ranges.

OK   Cancel

25. Klik **"*OK*"** (3 kali)

Home   Worklist   Add to My Links   GEMS Help Centre   Sign out

My Links   Select One: ▼

New Window | Customize P *Saved*

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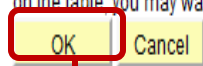| Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Job Additional Information |

ABDUL RAHMAN BIN ABDUL RAHIM EMP   ID: 70000001   Empl Rcd #:   1

Work Location   Find   First ◀ 2 of 2 ▶ Last

HR Status: Active   **Payroll Status:** Active   Go To Row   ➕ ➖
*Effective Date: 05/12/2012 📅   Sequence: 0 📋   *Job Indicator: Secondary Job ▼
*Action: Hire ▼   Reason: Secondment ▼
                                                          Current

Last Start Date: 05/12/2012   **Termination Date:**
Expected Job End Date 06/03/2013 📅

                                      Position Entry Date: 05/12/2012

Position Number: 00029122 🔍 KERANI
  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:** 05/12/2012
Department: SD022001   JABATAN KASTAM DAN EKSAIS DIRAJA - BAHAGIAN UTAMA
Location: BRN0100008   Bgn Kastam & Eksais Diraja
Establishment ID: 🔍   **Date Created:** 06/12/2012

Job Data   Employment Data   Earnings Distribution   Benefits Program Participation   Appraisal Result

**25a.
*Peringatan:** Pastikan tanda *"Saved"* terpapar setelah menekan *"Ok"*

🖫 Save   🔍 Return to Search   ↑ Previous in List   ↓ Next in List   📧 Notify   ⬅ Previous tab   ➡ Next tab   ↻ Refresh   Update/Display   Include History   Correct History

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

MANUAL BAGI MENGEMASKINI
"TAMAT TEMPOH DIPERBANTUKAN"

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1. Klik *"Job Data"*

My Links | Select One:
New Window | Customize Page |

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

ABDUL RAHMAN BIN ABDUL RAHIM EMP   ID: 70000001   Empl Rcd #: 3

Work Location   Find   First ◀ 1 of 1 ▶ Last

HR Status: Active   **Payroll Status:**   Active   [Calculate Status and Dates] [Go To Row]   ➕ ➖
*Effective Date: 05/12/2012   **Sequence:**   0   ***Job Indicator:** Secondary Job ▾
*Action: Hire ▾   **Reason:**   Secondment ▾
                                                                                              Current

Last Start Date: 08/12/2012   **Termination Date:**
Expected Job End Date 06/03/2013
                                                                        Position Entry Date: 05/12/2012

Position Number: 00011590 🔍 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:**   05/12/2012
Department: SA127   JABATAN PERKHIDMATAN AWAM
Location: BRN0100035   Bangunan SPA
Establishment ID: 🔍   **Date Created:**   08/12/2012

Job Data   Employment Data   Earnings Distribution   Benefits Program Participation   Appraisal Result

[💾 Save] [⬅ Previous tab] [➡ Next tab] [🔄 Refresh]   [📄 Add]

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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

Search Results

View All

EmplID	Empl Rcd Nbr	Name	Last Name	Second Name	Alternate Character Name	Middle Name
70000001	0	ABDUL RAHMAN BIN ABDUL RAHIM	BINABDULRAHIM	(blank)	(blank)	
70000001	1	ABDUL RAHMAN BIN ABDUL RAHIM	BINABDULRAHIM	(blank)	(blank)	
70000001	2	ABDUL RAHMAN BIN ABDUL RAHIM	BINABDULRAHIM	(blank)	(blank)	

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

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

4. Klik *"Search"*

5. Klik rekod berkenaan untuk menamatkan tempoh diperbantukan

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My Links   Select One: ▼

New Window | Customize Page | 🗒

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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 #:   2

Work Location   Find   First ◀ 2 of 3 ▶ Last

HR Status:	Active	**Payroll Status:**	Active

Go To Row   ➕ ➖

*Effective Date: 05/12/2012 📅   **Sequence:** 0 🗒   ***Job Indicator:** Secondary Job ▼

*Action: Hire ▼   **Reason:** Secondment ▼

Current

Last Start Date: 05/12/2012   **Termination Date:**

Expected Job End Date 06/03/2013 📅

Position Entry Date: 05/12/2012

Position Number: 00029122 🔍 KERANI

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:** 05/12/2012

Department: SD022001   JABATAN KASTAM DAN EKSAIS DIRAJA - BAHAGIAN UTAMA

Location: BRN0100008   Bgn Kastam & Eksais Diraja

Establishment ID: 🔍   **Date Created:** 06/12/2012

| Job Data | Employment Data | Earnings Distribution | 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

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

6. Klik ikon **"+"** untuk menambah rekod baru bagi menamatkan diperbantukan

My Links | Select One: ▼

New Window | Customize Page | http

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- – Take a Survey
- – Change My Password
- – My Personalizations
- – My System Profile

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

ABDUL RAHMAN BIN ABDUL RAHIM EMP   ID: 70000001   Empl Rcd #: 1

Work Location   Find   First ◀ 1 of 2 ▶ Last

HR Status: Inactive   **Payroll Status:** Terminated   Go To Row   ➕ ➖

*Effective Date: 06/03/2013 📅   Sequence: 0 🗒   *Job Indicator: Secondary Job ▼

*Action: Termination ▼   Reason: End of Secondment ▼

Future

Last Start Date: 05/12/2012   **Termination Date:** 05/03/2013

Expected Job End Date 06/03/2013 📅

Last Date Worked: 05/03/2013   ☐ Override Last Date Worked   **Position Entry Date:** 05/12/2012

Position Number: 00029122 🔍 KERANI

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:** 06/03/2013

Department: SD022001   JABATAN KASTAM DAN EKSAIS DIRAJA - BAHAGIAN UTAMA

Location: BRN0100008   Bgn Kastam & Eksais Diraja

Establishment ID: 🔍   **Date Created:** 06/12/2012

Job Data   Employment Data   Earnings Distribution   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

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

7. Klik ikon *"Calendar"* untuk memilih tarikh tamat diperbantukan + 1 hari

8. Klik pilihan "**Action**":Pilih *"Termination"* kemudian klik pilihan "**Reason**":Pilih *"End of "Secondment"*

9. Klik *"Save"*

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My Links   Select One: ▾

New Window | http

Menu ▣

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Warning -- Compensation Rate is zero. (1000,31)

Either the action is Hire or the Compensation Rate has been changed to zero.

If zero is correct, leave as is. Otherwise, enter a Compensation Rate.

OK   Cancel

10. Klik **"*OK*"** (2 kali)

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My Links | Select One: ▼

New Window | Customize P *Saved*

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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 #: 1

Work Location   Find   First ◀ 1 of 2 ▶ Last

HR Status: Inactive   **Payroll Status:** Terminated   [Go To Row] [+] [−]
*Effective Date: 06/03/2013 📅   **Sequence:** 0 📋   ***Job Indicator:** Secondary Job ▼
*Action: Termination ▼   **Reason:** End of Secondment ▼
                                                                        Future

Last Start Date: 05/12/2012   **Termination Date:**   05/03/2013
Expected Job End Date 06/03/2013 📅

Last Date Worked: 05/03/2013   ☐ Override Last Date Worked   **Position Entry Date:**   05/12/2012

Position Number: 00029122 🔍 KERANI
[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:**   06/03/2013
Department: SD022001   JABATAN KASTAM DAN EKSAIS DIRAJA - BAHAGIAN UTAMA
Location: BRN0100008   Bgn Kastam & Eksais Diraja
Establishment ID: 🔍   **Date Created:**   06/12/2012

Job Data   Employment Data   Earnings Distribution   Benefits Program Participation   Appraisal Result

10a.
*Peringatan: Pastikan tanda *"Saved"* terpapar setelah menekan *"Ok"*

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

[💾 Save] [🔍 Return to Search] [⬆ Previous in List] [⬇ Next in List] [📧 Notify] [⬅ Previous tab] [➡ Next tab] [🔄 Refresh] [📄 Update/Display] [📄 Include History] [📄 Correct History]

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