



**MANUAL BAGI MENGEMASKINI
“PENETAPAN JAWATAN”**

1. Klik **"Workforce Administration"**

[My Links](#) Select One: ▾

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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 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

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Workforce Administration

2. Klik
“Job Information”

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










 <u>Personal Information</u> Maintain information about a person regardless of Jobs. <ul style="list-style-type: none"> Add a Person Manage Hires Modify a Person6 More...	 <u>Job Information</u> Maintain information about a person tied to a specific job record <ul style="list-style-type: none"> Job Data Add Employment Instance Add Additional Assignment5 More...	 <u>Absence and Vacation</u> Identifies absence and vacation, including specific types of leave. Also allows working time monitoring <ul style="list-style-type: none"> Track Absence History Absence Reports
 <u>Self Service Transactions</u> Administer Self Service workflow transactions. <ul style="list-style-type: none"> Workflow Inquiry Approvals and Delegation Employee Address Changes5 More...	 <u>Workforce Reports</u> General Workforce Reporting <ul style="list-style-type: none"> Employee Portfolio Report Change of Service Stats Rpt Establishment Budget Rpt8 More...	

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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"

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Job Data
Enter any information

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.

Find an Existing Value

EmplID:

Empl Rcd Nbr:

Name:

Last Name:

Second Name:

Alternate Character Name:

Middle Name:

Include History Correct History Case Sensitive

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

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

6. Klik **"Search"**

[Basic Search](#)

Search Results
View All

EmplID	Empl Rcd Nbr	Name	Last Name	Second Name	Alternate Character Name	Middle Name
<u>70000001</u>	<u>0</u>	<u>ABDUL RAHMAN BIN ABDUL RAHIM</u>	<u>BINABDULRAHIM</u>	<u>(blank)</u>	<u>(blank)</u>	<u>(blank)</u>

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

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

*Action: Completion of Probation Reason: Probation Completed

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 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

Refresh

Update/Display

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

***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 Penetapan jawatan

10. Klik pilihan "Action": pilih "Completion of Probation" kemudian klik pilihan "Reason": Pilih "Probation Completed"

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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 + -

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 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 kikk **"Ok"** sahaja

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My Links Select One: ▾

New Window | Custom **Processing**

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: 0 *Job Indicator: Primary Job

*Action: Completion of Probation Reason: Probation Completed

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

Expected Job End Date

Position Number: 70000002 KERANI Position Entry Date: 09/10/2012

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"

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[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="2012-11-27"/>		
*Sequence:	<input type="text" value="0"/>		
Earliest Note Date	<input type="text" value=""/>	End	<input type="text" value=""/>

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"

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My Links Select One: ▾

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Saved

Job Data Notepad - New Note

Instructions

Applications

Selected Note

ID: 70000001	ABDUL RAHMAN BIN ABDUL RAHIM	Created: 05/12/2012 10:22AM
Empl Rcd#: 0		Creator: RAMIZAH BINTI HAJI SABTU
Eff Date: 2013-12-05		Last Update: by:
Sequence: 0		

Subject: DITETAPKAN DALAM JAWATAN

Note Text: DITETAPKAN DALAM JAWATANNYA SEBAGAI (JAWATAN) PADA (TARIKH PENETAPAN) MENURUT SURAT/MEMO BILANGAN (RUJUKAN) BERTARIKH (TARIKH)

Save

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" terpapar setelah menekan "Save"

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

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[My Links](#) Select One: ▾

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

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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:	0	*Job Indicator: Primary Job ▾	
*Action:	Completion of Probation ▾	Reason:	Probation Completed ▾	Current	
Last Start Date:	01/02/2012	Termination Date:			
Expected Job End Date		Position Entry Date:	09/10/2012		
Position Number:	70000002	KERANI			
<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:	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"

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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.



17. Klik "OK" (1 kali)

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My Links Select One:

New Window | Customize P **Saved**

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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: 0 *Job Indicator: Primary Job

*Action: Completion of Probation Reason: Probation Completed

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

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

Job Data Employment Data Benefits Program Participation Appraisal Result

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