



**MANUAL BAGI MENGEMASKINI**

***“PERTUKARAN DALAM JABATAN”***

**( UNIT KE UNIT LAIN )**

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](mailto: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**

<a href="#">My E-mail</a>	<a href="#">My Calendar</a>
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**My Leave Balance**

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## Workforce Administration

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

**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](#)
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## Job Information

Maintain information about a person tied to a specific job record

 <b>Employee Exit Interview</b> Employee Exit Interview	 <b>Job Data</b> Enter job information including work location and compensation details.	 <b>Add Employment Instance</b> Add a new employment organizational instance for a person.
 <b>Add Additional Assignment</b> Create an additional assignment record for a person's organizational instance.	 <b>Move Assignment to another Inst</b> Move assignment to another instance moves additional assignments associated with an Instance to another Instance.	 <b>Demote an Instance</b> Demotes an Instance which does not have additional assignments to the desired Instance.
 <b>Current Job</b> Maintain data about a current job.	 <b>Pay Rate Change</b> Create pay rate changes.	 <b>Contract Administration</b> Maintain contracts or other written agreements with their employees and contractors <ul style="list-style-type: none"><li><a href="#">Update Contracts</a></li><li><a href="#">Define Contract Types</a></li><li><a href="#">Define Contract Clauses</a></li><li><a href="#">Define Contract Templates</a></li></ul>

3. Klik  
"Job Data"

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**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.

### 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	▼	
<input checked="" type="checkbox"/> Include History		<input checked="" type="checkbox"/> Correct History	<input type="checkbox"/> Case Sensitive

[Basic Search](#)

**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
<a href="#">70000001 0</a>		ABDUL RAHMAN BIN ABDUL RAHIM BIN ABDULRAHIM	(blank)	(blank)		
<a href="#">70000001 1</a>		ABDUL RAHMAN BIN ABDUL RAHIM BIN ABDULRAHIM	(blank)	(blank)		
<a href="#">70000001 2</a>		ABDUL RAHMAN BIN ABDUL RAHIM BIN ABDULRAHIM	(blank)	(blank)		

**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: 70000001 Empl Rcd #: 0

Work Location		Find		First	1 of 3	Last
HR Status:	Active	Payroll Status:	Active	Go To Row <input type="text"/> <input type="button" value="+"/> <input type="button" value="-"/>		
*Effective Date:	27/11/2012 <input type="text"/>	Sequence:	0 <input type="text"/>	*Job Indicator:	Primary Job ▾	
*Action:	Transfer ▾	Reason:	Reorganization ▾			
Current						
Last Start Date:	01/02/2012	Termination Date:				
Expected Job End Date	<input type="text"/>	Position Entry Date:	09/10/2012			
Position Number:	70000002 <input type="text"/>	KERANI				
<input type="button" value="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		
<b>Department:</b>	<b>SA12700308</b>	<b>JABATAN PERKHIDMATAN AWAM - BAHAGIAN GEMS</b>				
Location:	BRN0100035	Bangunan SPA				
Establishment ID:	<input type="text"/>	Date Created:	10/12/2012			

**\*Ini adalah contoh *unit asal* yang perlu *di tukar* kepada *unit baru***

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

-

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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: 27/11/2012 Sequence: 0 \*Job Indicator: Primary Job

\*Action: Transfer Reason: Reorganization

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: 10/12/2012

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 Hist

Work Location | Job Information | Job Labor | 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 bertukar unit dalam Jabatan

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

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  
Last S  
Expect

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](#)

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



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## Look Up Position Number

Position Number:

Position Description:

Business Unit:

Department:

Job Code:

Position Status:

Job Sharing Permitted:

Reports To Position Number:

[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
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	PENYAMBUT 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
00000021	PEGAWAI PENTADBIR TINGKAT KHAS	(blank) SA006002	JABATAN AUDIT	JABATAN AUDIT	BAHAGIAN PENTADBIRAN
00000024	PEMBERITA	(blank) SA086	JABATAN RADIO TELEVISYEN BRUNEI	JABATAN RADIO TELEVISYEN BRUNEI	JABATAN RADIO TELEVISYEN BRUNEI
00000037	JURUTERA PEMBINA'AN	(blank) SK084	JABATAN KERJA RAYA	JABATAN KERJA RAYA	JABATAN KERJA RAYA
00000039	PENGAWAS MEKANIK (KENDERAAN)	(blank) SB104	KEMENTERIAN PERTAHANAN	KEMENTERIAN PERTAHANAN	KEMENTERIAN PERTAHANAN
00000042	PEMANDU TINGKAT KHAS	(blank) SM113	KEMENTERIAN KESIHATAN	KEMENTERIAN KESIHATAN	KEMENTERIAN KESIHATAN
00000046	PENGURUS ESTET	(blank) SK057	JABATAN KEMAJUAN PERUMAHAN	JABATAN KEMAJUAN PERUMAHAN	JABATAN KEMAJUAN PERUMAHAN
00000048	PENOLONG PEGAWAI DERMASISWA	(blank) SF114	KEMENTERIAN PENDIDIKAN	KEMENTERIAN PENDIDIKAN	KEMENTERIAN PENDIDIKAN
00000050	PENGAWAS TINGKAT II	(blank) SA002	JABATAN ADAT ISTIADAT NEGARA	JABATAN ADAT ISTIADAT NEGARA	JABATAN ADAT ISTIADAT NEGARA
00000053	PENYELENGGARA STOR TINGKAT KHAS	(blank) SE027	PEJABAT DAERAH TEMBURONG	PEJABAT DAERAH TEMBURONG	PEJABAT DAERAH TEMBURONG
00000055	ATENDAN MAKMAL	(blank) SM113	KEMENTERIAN KESIHATAN	KEMENTERIAN KESIHATAN	KEMENTERIAN KESIHATAN
00000060	(blank)	(blank) SE080	JABATAN PENJARA	JABATAN PENJARA	JABATAN PENJARA
00000066	PENOLONG OPERESEN KANAN	(blank) SA086	JABATAN RADIO TELEVISYEN BRUNEI	JABATAN RADIO TELEVISYEN BRUNEI	JABATAN RADIO TELEVISYEN BRUNEI
00000069	PEMANDU KERETA TINGKAT II	(blank) SK094	JABATAN UKUR	JABATAN UKUR	JABATAN UKUR
00000071	TUKANG KAYU	(blank) SL128	JABATAN BELIA DAN SUKAN	JABATAN BELIA DAN SUKAN	JABATAN BELIA DAN SUKAN
00000073	PENGENDALI MESIN PEMBUAT PLATE TINGKATANIII	(blank) SA078	JABATAN PERCETAKAN KERAJAAN	JABATAN PERCETAKAN KERAJAAN	JABATAN PERCETAKAN KERAJAAN
00000079	(blank)	(blank) SF050	JABATAN RUMAH	JABATAN RUMAH	JABATAN RUMAH

12. Masukkan nama jawatan diruang "Position Description"

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

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## Look Up Business Unit

Business Unit: begins with ▼ Description: begins with ▼ [Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

### Search Results

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

**14. Pilih "Kod / Nama Kementerian"  
(yang tersenarai)**


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## 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  

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### Search Results

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[View All](#)

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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	PENYAMBUT 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
00000021	PEGAWAI PENTADBIR TINGKAT KHAS	(blank) SA006002	JABATAN AUDIT	JABATAN AUDIT	BAHAGIAN PENTADBIRAN
00000024	PEMBERITA	(blank) SA086	JABATAN RADIO TELEVISYEN BRUNEI	JABATAN RADIO TELEVISYEN BRUNEI	JABATAN RADIO TELEVISYEN BRUNEI
00000037	JURUTERA PEMBINA'AN	(blank) SK084	JABATAN KERJA RAYA	JABATAN KERJA RAYA	JABATAN KERJA RAYA
00000039	PENGAWAS MEKANIK (KENDERAAN)	(blank) SB104	KEMENTERIAN PERTAHANAN	KEMENTERIAN PERTAHANAN	KEMENTERIAN PERTAHANAN
00000042	PEMANDU TINGKAT KHAS	(blank) SM113	KEMENTERIAN KESIHATAN	KEMENTERIAN KESIHATAN	KEMENTERIAN KESIHATAN
00000046	PENGURUS ESTET	(blank) SK057	JABATAN KEMAJUAN PERUMAHAN	JABATAN KEMAJUAN PERUMAHAN	JABATAN KEMAJUAN PERUMAHAN
00000048	PENOLONG PEGAWAI DERMASISWA	(blank) SF114	KEMENTERIAN PENDIDIKAN	KEMENTERIAN PENDIDIKAN	KEMENTERIAN PENDIDIKAN
00000050	PENGAWAS TINGKAT II	(blank) SA002	JABATAN ADAT ISTIADAT NEGARA	JABATAN ADAT ISTIADAT NEGARA	JABATAN ADAT ISTIADAT NEGARA
00000053	PENYELENGGARA STOR TINGKAT KHAS	(blank) SE027	PEJABAT DAERAH TEMBURONG	PEJABAT DAERAH TEMBURONG	PEJABAT DAERAH TEMBURONG
00000055	ATENDAN MAKMAL	(blank) SM113	KEMENTERIAN KESIHATAN	KEMENTERIAN KESIHATAN	KEMENTERIAN KESIHATAN
00000060	(blank)	(blank) SE080	JABATAN PENJARA	JABATAN PENJARA	JABATAN PENJARA
00000066	PENOLONG OPERESEN KANAN	(blank) SA086	JABATAN RADIO TELEVISYEN BRUNEI	JABATAN RADIO TELEVISYEN BRUNEI	JABATAN RADIO TELEVISYEN BRUNEI
00000069	PEMANDU KERETA TINGKAT II	(blank) SK094	JABATAN UKUR	JABATAN UKUR	JABATAN UKUR
00000071	TUKANG KAYU	(blank) SL128	JABATAN BELIA DAN SUKAN	JABATAN BELIA DAN SUKAN	JABATAN BELIA DAN SUKAN
00000073	PENGENDALI MESIN PEMBUAT PLATE TINGKATAN III	(blank) SA078	JABATAN PERCETAKAN KERAJAAN	JABATAN PERCETAKAN KERAJAAN	JABATAN PERCETAKAN KERAJAAN
00000079	(blank)	(blank) SE050	JABATAN BURUH	JABATAN BURUH	JABATAN BURUH

15. Klik ikon "Look Up" untuk mencari kod jabatan dikotak kosong Department.


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    - Add Additional Assignment
    - Move Assignment to another Inst
    - Demote an Instance
    - Current Job
    - Pay Rate Change
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  - Self Service Transactions
  - Workforce Reports
- Global Payroll & Absence Mgmt
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- Organizational Development
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- Reporting Tools
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## Look Up Department


SetID: SA01A


Department: begins with ▾

Description: begins with ▾ %PERKHIDMATAN AWAM

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](#)

16. Masukkan nama Jabatan diruang "department"

17. Klik ikon "Look Up"

## Search Results

View All First 1-5 of 5 Last

Department	Description	Company	Location	SetID	Location Code	Manager ID
<a href="#">SA101010</a>	<a href="#">INSTITUT PERKHIDMATAN AWAM</a>	<a href="#">SA0</a>	<a href="#">GOBRN</a>	<a href="#">BRN0100042</a>	<a href="#">(blank)</a>	
<a href="#">SA127007</a>	<a href="#">INSTITUT PERKHIDMATAN AWAM</a>	<a href="#">SA0</a>	<a href="#">GOBRN</a>	<a href="#">BRN0100035</a>	<a href="#">(blank)</a>	
<a href="#">SA127</a>	<a href="#">PERKHIDMATAN AWAM</a>	<a href="#">SA0</a>	<a href="#">GOBRN</a>	<a href="#">BRN0100035</a>	<a href="#">(blank)</a>	
<a href="#">SA082</a>	<a href="#">SURUHANJAYA PERKHIDMATAN AWAM</a>	<a href="#">SA0</a>	<a href="#">GOBRN</a>	<a href="#">BRN0100035</a>	<a href="#">(blank)</a>	
<a href="#">SA127024</a>	<a href="#">UNIT KERJAYA PERKHIDMATAN AWAM</a>	<a href="#">SA0</a>	<a href="#">GOBRN</a>	<a href="#">BRN0100035</a>	<a href="#">(blank)</a>	

18. Pilih dan klik "Kod / Nama Jabatan"

- Menu**
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### 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

**18a. \*Peringatan:**  
Pastikan **“Position Description, Business Unit dan Department”** telah di isi dengan lengkap dan betul

**20. Klik jawatan yang diperlukan**

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

**Look Up** Clear Cancel Basic Lookup

**19. Klik ikon “Look Up”**

#### Search Results

Position Number	Position Description	Salary Admin Plan	Department	Department Description	Unit Description	Job Code	Position Status	Reports To Position Number
00011590	KERANI	(blank)	SA127	JABATAN PERKHIDMATAN AWAM	JABATAN PERKHIDMATAN AWAM	393015	Approved	(blank)
00026754	KERANI	(blank)	SA127002	JABATAN PERKHIDMATAN AWAM	BAHAGIAN PERKHIDMATAN KAUNSELING	393015	Approved	(blank)
00026755	KERANI	D.1-2-3 EB 4-5	SA127002	JABATAN PERKHIDMATAN AWAM	BAHAGIAN PERKHIDMATAN KAUNSELING	393015	Approved	00026748
00026683	KERANI	D.1-2-3 EB 4-5	SA12700301	JABATAN PERKHIDMATAN AWAM	UNIT PENTADBIRAN DAN KEWANGAN	393015	Approved	00026682
00026684	KERANI	(blank)	SA12700301	JABATAN PERKHIDMATAN AWAM	UNIT PENTADBIRAN DAN KEWANGAN	393015	Approved	(blank)
00037905	KERANI	D.1-2-3 EB 4-5	SA12700301	JABATAN PERKHIDMATAN AWAM	UNIT PENTADBIRAN DAN KEWANGAN	393015	Approved	00027886
00026704	KERANI	D.3-4 EB 5-6	SA12700302	JABATAN PERKHIDMATAN AWAM	UNIT SUMBER MAKLUMAT	393015	Approved	00052117
00026705	KERANI	(blank)	SA12700302	JABATAN PERKHIDMATAN AWAM	UNIT SUMBER MAKLUMAT	393015	Approved	(blank)
00026706	KERANI	D.1-2-3 EB 4-5	SA12700302	JABATAN PERKHIDMATAN AWAM	UNIT SUMBER MAKLUMAT	393015	Approved	00052117
00037906	KERANI	D.3-4 EB 5-6	SA12700302	JABATAN PERKHIDMATAN AWAM	UNIT SUMBER MAKLUMAT	393015	Approved	00026702
00052312	KERANI	D.1-2-3 EB 4-5	SA12700303	JABATAN PERKHIDMATAN AWAM	UNIT PERKEMBANGAN JAWATAN-JAWATAN UTAMA	393015	Approved	00014189
00026709	KERANI	D.1-2-3 EB 4-5	SA12700304	JABATAN PERKHIDMATAN AWAM	UNIT PENGURUSAN KUALITI	393015	Approved	00027895
00026696	KERANI	D.1-2-3 EB 4-5	SA12700307	JABATAN PERKHIDMATAN AWAM	UNIT PENGURUSAN REKOD	393015	Approved	00026695
00026697	KERANI	(blank)	SA12700307	JABATAN PERKHIDMATAN AWAM	UNIT PENGURUSAN REKOD	393015	Approved	(blank)
00027896	KERANI	D.1-2-3 EB 4-5	SA127004	JABATAN PERKHIDMATAN AWAM	BAHAGIAN KEANGGOTAAN DAN PENTADBIRAN LATIHAN	393015	Approved	(blank)
00026743	KERANI	D.1-2-3 EB 4-5	SA12700401	JABATAN PERKHIDMATAN AWAM	UNIT PENGAMBILAN KEANGGOTAAN PERKHIDMATAN AWAM	393015	Approved	00026742
00026745	KERANI	(blank)	SA12700401	JABATAN PERKHIDMATAN AWAM	UNIT PENGAMBILAN KEANGGOTAAN PERKHIDMATAN AWAM	393015	Approved	(blank)
00052321	KERANI	(blank)	SA12700401	JABATAN PERKHIDMATAN AWAM	UNIT PENGAMBILAN KEANGGOTAAN PERKHIDMATAN AWAM	393015	Approved	00026741
00052323	KERANI	(blank)	SA12700401	JABATAN PERKHIDMATAN AWAM	UNIT PENGAMBILAN KEANGGOTAAN PERKHIDMATAN AWAM	393015	Approved	00026740
00026731	KERANI	(blank)	SA12700402	JABATAN PERKHIDMATAN AWAM	UNIT PROGRAM PENGANTIAN DAN KEMAJUAN KERJAYA	393015	Approved	(blank)
00026732	KERANI	D.1-2-3 EB 4-5	SA12700402	JABATAN PERKHIDMATAN AWAM	UNIT PROGRAM PENGANTIAN DAN KEMAJUAN KERJAYA	393015	Approved	00026730
00026724	KERANI	(blank)	SA12700403	JABATAN PERKHIDMATAN AWAM	UNIT PENGURUSAN LATIHAN DALAM PERKHIDMATAN	393015	Approved	(blank)
00026725	KERANI	D.1-2-3 EB 4-5	SA12700403	JABATAN PERKHIDMATAN AWAM	UNIT PENGURUSAN LATIHAN DALAM PERKHIDMATAN	393015	Approved	00026722

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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: 27/11/2012 📅 Sequence: 0 \*Job Indicator: Primary Job

\*Action: Transfer Reason: Reorganization

---

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

Expected Job End Date 📅 Position Entry Date: 27/11/2012

Position Number: 00026683 🔍 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: 27/11/2012

Department: SA12700301 JABATAN PERKHIDMATAN AWAM - UNIT PENTADBIRAN DAN KEWANGAN

Location: BRN0100035 🔍 Bangunan SPA

Establishment ID: 🔍 Date Created: 10/12/2012

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

My Links Select One:   
 New Window | Cust **Processing**

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

**21.** Klik ikon  
"Note"

**20b.** \*Ini adalah  
merupakan contoh  
**Unit Baru** yang  
telah di tukar

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: ▼

[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="2012-12-31"/>		
*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"**

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        - [Move Assignmnt to another Inst](#)
        - [Demote an Instance](#)
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        - [Pay Rate Change](#)
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  - Self Service Transactions
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My Links

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



## Job Data Notepad - New Note

### Instructions

### Applications

#### Selected Note

ID: 70000001	ABDUL RAHMAN BIN ABDUL RAHIM	Created: 26/11/2012 2:40PM
Empl Rcd#: 0		Creator: MOHAMMAD FIRDAUS BIN JULAIHEE
Eff Date: 2012-12-31		Last Update: by:
Sequence: 0		

Subject:

Note Text:

Save

**24. Klik "Save"**

Return To: [Note Selection Page](#)

[Job Data Page](#)

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

**Saved**

**24a.**

**\*Peringatan:**  
Pastikan tanda **"Saved"** terpapar setelah menekan **"Save"**

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



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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 <span>+</span> <span>-</span>		
*Effective Date:	27/11/2012	Sequence:	0	*Job Indicator:	Primary Job ▾	
*Action:	Transfer ▾	Reason:	Reorganization ▾	Current		
Last Start Date:	01/02/2012	Termination Date:				
Expected Job End Date	<input type="text"/>	Position Entry Date:	27/11/2012			
Position Number:	<input type="text" value="00026683"/>	KERANI				
<a href="#">Override Position Data</a>	<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:	27/11/2012		
Department:	SA12700301	JABATAN PERKHIDMATAN AWAM - UNIT PENTADBIRAN DAN KEWANGAN				
Location:	BRN0100035	Bangunan SPA				
Establishment ID:	<input type="text"/>	Date Created:	10/12/2012			

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

**26. Klik "Save"**

- 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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- [Take a Survey](#)
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- [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 )

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My Links Select One: ▾

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

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

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

Saved

Work Location		Find	First	1 of 3	Last
HR Status:	Active	Payroll Status:	Active	Go To Row <span style="float: right;">+ -</span>	
*Effective Date:	27/11/2012	Sequence:	0	*Job Indicator:	Primary Job ▾
*Action:	Transfer ▾	Reason:	Reorganization ▾		
Current					
Last Start Date:	01/02/2012	Termination Date:		Position Entry Date:	27/11/2012
Expected Job End Date	<input type="text"/>				
Position Number:	<input type="text" value="00026683"/>	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:	27/11/2012	
Department:	SA12700301	JABATAN PERKHIDMATAN AWAM - UNIT PENTADBIRAN DAN KEWANGAN			
Location:	BRN0100035	Bangunan SPA			
Establishment ID:	<input type="text"/>	Date Created:	10/12/2012		

**27a.**

**\*Peringatan:**  
Pastikan tanda **"Saved"** terpapar setelah menekan **"Save"**

Job Data Employment Data Benefits Program Participation Appraisal Result

**28. 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](#)