



**MANUAL BAGI MENGEMASKINI
“KENAIKAN EB KHAS”**



1. Klik "Workforce Administration"

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

[My Links](#) Select One: ▾

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- Workforce Administration**
- Global Payroll & Absence Mgmt
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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 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)

Discussion Forums

No Discussions available

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.

- Quick Links
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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](#)

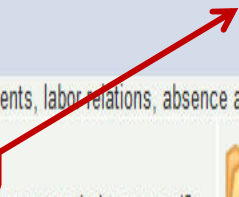
Self Service Transactions
Administer Self Service workflow transactions.

- [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"**





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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"



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Job Data

Enter any information

Find an Existing Value

begins with
 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](#)

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

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.

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

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

6. Klik "Search"

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"/>	
*Effective Date:	04/12/2012 <input type="text"/>	Sequence:	0 <input type="text"/>	Job Indicator:	Primary Job
*Action:	Pay Rate Change	Reason:	EB Special Increment		
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	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:	09/10/2012	
Department:	SA12700308	JABATAN PERKHIDMATAN AWAM - BAHAGIAN GEMS			
Location:	BRN0100035	Bangunan SPA			
Establishment ID:	<input type="text"/>	Date Created:	19/12/2012		

Job Data Employment Data Benefits Program Participation Appraisal Result

***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 Kenaikan Eb Khas

10. Klik pilihan "**Action**": pilih "**Pay Rate Change**" kemudian Klik pilihan "**Reason**": Pilih "**EB Special Increment**"

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

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

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:	<input type="text"/>	Date Created:	18/12/2012

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My Links Select One: Processing

New Window | Custom

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:	04/12/2012	Sequence:	0	*Job Indicator:	Primary Job
*Action:	Pay Rate Change	Reason:	EB Special Increment		
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 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

11a.

*Peringatan:
Tanda
"Processing"
akan
terpapar
setelah
menekan
"Note"

11. Klik ikon
"Note"

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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: ▾

[New Window](#) [Customize](#) [P: Saved](#)



Job Data Notepad - Selected Note

Instructions

Applications

Selected Note

ID: 70000001	ABDUL RAHMAN BIN ABDUL RAHIM	Created: 05/12/2012 7:54AM
Empl Rcd#: 0		Creator: RAMIZAH BINTI HAJI SABTU
Eff Date: 2012-12-04		Last Update: 05/12/2012 7:56AM
Sequence: 0		by: 00318926

Subject: EB KHAS

Note Text: DI BENARKAN MULAI.....DENGAN SEBANYAKSEBULAN DAN KENAIKAN GAJI TAHUNAN SETERUSNYA PADA.....MENURUT BILANGAN.....BERTARIKH.....

Save

14. Klik "Save"

Return To: [Note Selection Page](#)

[Job Data Page](#)

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

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

16. Klik "Salary Plan"

Work Location Find First 1 of 3 Last

HR Status:	Active	Payroll Status:	Active	Go To Row	+ -
*Effective Date:	04/12/2012	Sequence:	0	*Job Indicator:	Primary Job ▾
*Action:	Pay Rate Change ▾	Reason:	EB Special Increment ▾	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	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:	09/10/2012	
Department:	SA12700308	JABATAN PERKHIDMATAN AWAM - BAHAGIAN GEMS			
Location:	BRN0100035	Bangunan SPA			
Establishment ID:	<input type="text"/>	Date Created:	05/12/2012		

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
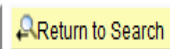

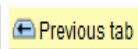

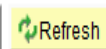
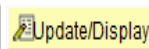
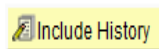
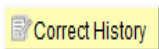
[Work Location](#) | [Job Information](#) | [Job Labor](#) | [Payroll](#) | **Salary Plan** | [Compensation](#) | [Job Additional Information](#)

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

Salary Plan		Find	First	1 of 3	Last
Effective Date:	04/12/2012	Effective Sequence:	0	Job Indicator:	Primary Job
Action:	Pay Rt Chg	Reason:	EB Special Increment		
Go To Row					
Current					
Salary Administration Plan:	0170	Grade:	02	Grade Entry Date:	04/12/2012
Includes Wage Progression Rule	<input type="checkbox"/>	Step:	11	Step Entry Date:	04/12/2012

17. Klik ikon "Look Up" untuk mencari **gred gaji EB Khas**

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

 Save |  Return to Search |  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 Grade

SetID: GOBRN
Salary Administration Plan: 0170
Salary Grade: begins with
Description: begins with

[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Search Results

View All First ◀ 1-4 of 4 ▶ Last

Salary Grade Description	
01	D.1-2-3 EB 4-5- Non EB
02	D.1-2-3 EB 4-5 - EB 1
03	D.1-2-3 EB 4-5 - EB K
04	D.1-2-3 EB 4-5 - KBT

**18. Klik
"Salary Grade 03"
Seperti contoh
(D.1-2-3 EB 4-5-EB K)
terpapar yang telah di
berikan untuk kenaikan
EB Khas**



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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

Salary Plan		Find	First	1 of 3	Last
Effective Date:	04/12/2012	Effective Sequence:	0	Job Indicator:	Primary Job
Action:	Pay Rt Chg	Reason:	EB Special Increment	Go To Row	
Current					
Salary Administration Plan:	0170	Grade:	03	Grade Entry Date	04/12/2012
Includes Wage Progression Rule	<input type="checkbox"/>	Step:		Step Entry Date	

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

[Save](#) | [Return to Search](#) | [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](#)

19. Klik ikon "Look Up" pada "Step" untuk mencari jumlah kenaikan EB Khas

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Look Up Step

SetID: GOBRN
Salary Administration Plan: 0170
Salary Grade: 03
Step: =
Step Description: begins with

[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Search Results

View All First ◀ 1-5 of 5 ▶ Last

Step	Step Description
1	1665
2	1705
3	1745
4	1785
5	1825

20. Pilih "Step" gaji yang tersenarai untuk mengemaskini *kenaikan EB Khas* kakitangan

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

Salary Plan		Find	First	1 of 3	Last
Effective Date:	04/12/2012	Effective Sequence:	0	Job Indicator:	Primary Job
Action:	Pay Rt Chg	Reason:	EB Special Increment		
Salary Administration Plan:	0170	Grade:	03	Grade Entry Date:	04/12/2012
Includes Wage Progression Rule	<input type="checkbox"/>	Step:	1	Step Entry Date:	04/12/2012

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

21. Klik "Compensation"

20a*Peringatan: Pastikan "Grade" dan "Step" sudah diisi dengan lengkap

[Save](#) | [Return to Search](#) | [Notify](#) | [Previous tab](#) | [Next tab](#) | [Refresh](#) | [Update/Display](#) | [Include History](#) | [Correct History](#)

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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

Compensation Find First 1 of 3 Last

Effective Date: 04/12/2012 Effective Sequence: 0 Job Indicator: Primary Job Go To Row
Action: Pay Rt Chg Reason: EB Special Increment

Compensation Rate: 1,665.00 BND Frequency: M Monthly

Comparative Information
Pay Rates

Default Pay Components Contract Change Prorate Option

Pay Components Customize Find First 1 of 1 Last

*Rate Code	Seq	Comp Rate	Currency	Frequency	Points	Percent	Rate Code Group
1 BRMNTH	0	1,665.000000	BND	M			

Calculate Compensation

Job Data Employment Data Benefits Program Participation Appraisal Result

Save Return to Search 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

21a*Peringatan:
Pastikan gaji yang telah di pilih adalah betul

22. Klik "Save"

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Warning -- Grade is invalid for salary plan or salary ranges are missing on job row 2012-12-04. (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.



23. Klik "OK" (3 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

Compensation Find First 1 of 3 Last

Effective Date: 05/12/2012 Effective Sequence: 0 Job Indicator: Primary Job Go To Row
Action: Data Chg Reason: Data Change

Compensation Rate: 1,665.00 BND *Frequency: M Monthly

Comparative Information

Pay Rates

Default Pay Components

Contract Change Prorate Option

Pay Components Customize Find First 1 of 1 Last

Amounts Controls Changes Conversion

*Rate Code	Seq	Comp Rate	Currency	Frequency	Points	Percent	Rate Code Group
1 BRMNTH	0	1,665.000000	BND	M			

Calculate Compensation

Job Data Employment Data Benefits Program Participation Appraisal Result

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

Save Return to Search 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

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