



**MANUAL BAGI MENGEMASKINI
“KENAIKAN GAJI TAHUNAN”
(GAJI BULAN)**

1. Klik "Workforce Administration"

Personalize [Content](#) [Layout](#) Monday, November 26, 2012

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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

My E-mail	My Calendar
My Payslips	My Benefits
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My Exam Results	

My Leave Balance

NEW

[Absence Balances as of 31/10/2012](#)

If you view your Absence Balances, your leave balance of Annual Entitlement is as of 31/10/2012. Should you noticed that the leave balance is not correct, please consult your GEMS Human Resource Specialist Absence (HRS Absence) at your Administration Section.

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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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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

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

[Basic Search](#)

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 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 "EmplID"

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 Calculate Status and Dates Go To Row + -

*Effective Date: 28/11/2012 Sequence: 0 *Job Indicator: Primary Job

*Action: Pay Rate Change Reason: Step Progression

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: 19/12/2012

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

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 Kenaikan gaji tahunan

10. Klik Pilihan "**Action**": Pilih "**Pay Rate Change**" kemudian Klik pilihan "**Reason**": Pilih "**Step Progression**"



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My Links Select One:
 New Window | **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: 28/11/2012 Sequence: 0 *Job Indicator: Primary Job

*Action: Pay Rate Change Reason: Step Progression

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: 19/12/2012

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

11. Klik ikon
"Note"

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
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- Include History
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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

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: 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

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

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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)

<input type="button" value="Delete"/>
<input type="button" value="Transfer"/>
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:

Saved

Applications

Selected Note

ID: 70000001	ABDUL RAHMAN BIN ABDUL RAHIM	Created: 28/11/2012 12:00PM
Empl Rcd#: 0		Creator: RAMIZAH BINTI HAJI SABTU
Eff Date: 2012-11-28		Last Update: 28/11/2012 12:01PM
Sequence: 0		by: 00318926

Subject: KENAIKAN GAJI TAHUNAN

Note Text: KENAIKAN GAJI TAHUNAN

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" seperti contoh yang di berikan

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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 Calculate Status and Dates Go To Row + -

*Effective Date: 28/11/2012 Sequence: 0 *Job Indicator: Primary Job

*Action: Pay Rate Change Reason: Step Progression

Current

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

Expected Job End Date

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: 19/12/2012

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

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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: 28/11/2012 **Effective Sequence:** 0 **Job Indicator:** Primary Job
Action: Pay Rt Chg **Reason:** Step Progression

Salary Administration 0170 **Grade:** 01 **Grade Entry Date** 28/11/2012
Plan:
Includes Wage Progression Rule **Step:** **Step Entry Date**

17. Klik ikon "Look Up" pada "Step" untuk mencari jumlah kenaikan gaji

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Step Description.

begins with

Look Up

Clear

Cancel

[Basic Lookup](#)

Search Results

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Step	Step Description
1	530
2	550
3	570
4	590
5	610
6	630
7	650
8	675
9	700
10	730
11	760
12	790
13	820
14	900
15	945
16	990
17	1035
18	1080
19	1125

18a. Jika step gaji tidak terpapar, sila klik cancel untuk memilih *Grade* seterusnya.

18. Pilih "*Step*" gaji yang tersenarai untuk mengemaskini kenaikan gaji tahunan Pegawai / 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: 28/11/2012 Effective Sequence: 0 Job Indicator: Primary Job

Action: Pay Rt Chg Reason: Step Progression

Salary Administration 0170 Grade: Grade Entry Date 09/10/2012

Plan: Includes Wage Progression Rule Step: Step Entry Date 09/10/2012

19. Klik ikon "Look Up" Pada "Grade" untuk mencari gred gaji

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- Save
- Return to Search
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```
javascript: submitAction_win0(document.win0, '#ICPanel6');
```



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Look Up Grade

SetID: GOBRN

Salary Administration Plan: 0170

Salary Grade: begins with

Description: begins with

[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

20. Gred gaji akan terpapar dan perlu di pilih jika kenaikan gaji di dalam "Step" tidak tersenarai

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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](#)


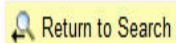


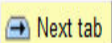
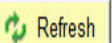


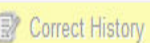
Effective Date: 28/11/2012 Effective Sequence: 0 Job Indicator: Primary Job

Action: Pay Rt Chg Reason: Step Progression

Salary Administration 0170 Grade: 01 Grade Entry Date 28/11/2012

Plan: Includes Wage Progression Rule Step: Step Entry Date

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

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21. Klik ikon "Look Up" pada "Step" untuk mencari jumlah kenaikan gaji

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Step Description.

begins with

Look Up

Clear

Cancel

[Basic Lookup](#)

Search Results

View All First 1-19 of 19 Last

Step	Step Description
1	530
2	550
3	570
4	590
5	610
6	630
7	650
8	675
9	700
10	730
11	760
12	790
13	820
14	900
15	945
16	990
17	1035
18	1080
19	1125

22. Pilih "Step" gaji yang tersenarai untuk mengemaskini kenaikan gaji tahunan Pegawai / Kakitangan

22a. Jika step gaji tidak terpapar juga, sila ulang step 19 dan 20.



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

Salary Plan Find First 1 of 3 Last

Effective Date: 28/11/2012 **Effective Sequence:** 0 **Job Indicator:** Primary Job [Go To Row](#)

Action: Pay Rt Chg **Reason:** Step Progression

Salary Administration 0170 **Grade:** 01 **Grade Entry Date** 28/11/2012

Plan: **Step:** 19 **Step Entry Date** 28/11/2012

Includes Wage Progression Rule

[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](#)

23. Klik "Compensation"

22b. *Peringatan: Pastikan "Grade" dan "Step" sudah diisi dengan lengkap

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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

Compensation [Find](#) First 1 of 1 Last

Effective Date: 28/11/2012 Effective Sequence: 0 Job Indicator: Primary Job [Go To Row](#)
Action: Pay Rt Chg Reason: Step Progression
Compensation Rate: 1,125.00 BND *Frequency: M Monthly

23a. *Peringatan:
Pastikan gaji yang telah dipilih adalah betul

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	1,125.000000	BND	M			

[Calculate Compensation](#)

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

24. Klik "Save"

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

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Warning -- Grade is invalid for salary plan or salary ranges are missing on job row 2012-11-28. (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.



25. Klik "OK" (3 kali)

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

Compensation Find First 1 of 3 Last

Effective Date: 28/11/2012 Effective Sequence: 0 Job Indicator: Primary Job **Go To Row**

Action: Pay Rt Chg Reason: Step Progression

Current

Compensation Rate: 1,125.00 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	1,125.000000	BND	M			

1 BRMNTH 0 1,125.000000 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](#)

My Links Select One:
[New Window](#) | [Customize](#) **Saved**

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

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