




**MANUAL BAGI MENGEMASKINI**

***“CUTI NAIK HAJI”***



1. Klik **"Workforce Administration"**

**Menu**

- Self Service
- Manager Self Service
- Recruiting
- Workforce Administration**
- Global Payroll & Absence Mgmt
- Workforce Development
- Organizational Development
- Set Up HRMS
- Set Up ELM
- My Content
- Content Management
- Worklist
- Reporting Tools
- Take a Survey
- Change My Password
- My Personalizations
- My System Profile

**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>
<a href="#">My Payslips</a>	<a href="#">My Benefits</a>
<a href="#">My Performance</a>	<a href="#">My Learning</a>
<a href="#">My Careers</a>	<a href="#">My Reports</a>
<a href="#">My Surveys</a>	<a href="#">My Time &amp; Attendance</a>
<a href="#">Team Learning</a>	<a href="#">Request Absence</a>
<a href="#">My Exam Results</a>	

**My Leave Balance**

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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.

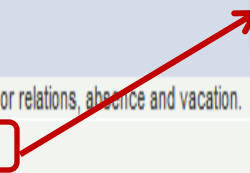
-  [Workflow Inquiry](#)
-  [Approvals and Delegation](#)
-  [Employee Address Changes](#)
- [5 More...](#)

 **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

 <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 doesnot 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 sterusnya 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

Find an Existing Value

EmplID:

Empl Rcd Nbr:

Name:

Last Name:

Second Name:

Alternate Character Name:

Middle Name:

Include History  Correct History  Case Sensitive

[Basic Search](#)

**Search Results**

View All

First 1-2 of 2

EmplID	Empl Rcd Nbr	Name	Last Name	Second Name	Alternate Character Name	Middle Name
<a href="#">7000000</a>	<a href="#">0</a>	NUR NADIA BINTI ABDULLAH BINTI ABDULLAH	(blank)	(blank)	(blank)	(blank)
<a href="#">70000003</a>	<a href="#">1</a>	NUR NADIA BINTI ABDULLAH BINTI ABDULLAH	(blank)	(blank)	(blank)	(blank)

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

NUR NADIA BINTI ABDULLAH EMP ID: 70000003 Empl Rcd #: 0

Work Location Find First 1 of 1 Last

HR Status: Active Payroll Status: Leave With Pay Go To Row [ + ]

\*Effective Date: 01/03/2012 [Calendar] Sequence: 0 \*Job Indicator: Primary Job

\*Action: Paid Leave of Absence Reason: Pilgrimage Leave

Last Start Date: 01/03/2012 Termination Date:

Expected Job End Date [Calendar] Expected Return Date: [Calendar]

Position Number: 70000004 KERANI Position Entry Date: 01/03/2012

Regulatory Region: GOBRN Brunei Darussalam

Company: SA0 Prime Minister's Office

Business Unit: SA01A Prime Minister's Office Department Entry Date: 01/03/2012

Department: SA12700308 JABATAN PERKHIDMATAN AWAM - BAHAGIAN GEMS

Location: BRN0100035 Bangunan SPA

Establishment ID: [Search] Date Created: 28/11/2012

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:**

- 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 cuti naik haji

10. Klik pilihan "Action":Pilih "Paid Leave of Absence" kemudian klik pilihan "Reason":Pilih "Pilgrimage Leave"



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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  
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

9a. \*Peringatan:

Jika terdapat "**Error message**" ketika awda klik di ruang ikon kalendar setelah mengisikan tarikh, Awda Cuma perlu klik "**Ok**" sahaja

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](#)

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: **Processing**

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

NUR NADIA BINTI ABDULLAH EMP ID: 70000003 Empl Rcd #: 0

**Work Location** Find First 1 of 1 Last

HR Status: Active Payroll Status: Leave With Pay Go To Row + -

\*Effective Date: 01/03/2012 Sequence: 0 \*Job Indicator: Primary Job

\*Action: Paid Leave of Absence Reason: Pilgrimage Leave

Last Start Date: 01/03/2012 Termination Date: Current

Expected Job End Date Expected Return Date: Position Entry Date: 01/03/2012

Position Number: 70000004 KERANI  Position Management Record

Regulatory Region: GOBRN Brunei Darussalam

Company: SA0 Prime Minister's Office

Business Unit: SA01A Prime Minister's Office Department Entry Date: 01/03/2012

Department: SA12700308 JABATAN PERKHIDMATAN AWAM - BAHAGIAN GEMS

Location: BRN0100035 Bangunan SPA

Establishment ID: Date Created: 28/11/2012

**11a.**  
\*Peringata:  
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 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: 70000003

NUR NADIA BINTI ABDULLAH

\*Empl Rcd#: 0

\*Eff Date: 2012-03-01

\*Sequence: 0

Earliest Note Date



End

**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 Page](#) | 

**Saved**

## Job Data Notepad - New Note

### Instructions

### Applications

#### Selected Note

ID: 70000003	NUR NADIA BINTI ABDULLAH	Created: 03/01/2013 9:11AM
Empl Rcd#: 0		Creator: MOHAMMAD FIRDAUS BIN JULAHEE
Eff Date: 2012-03-01		Last Update: by:
Sequence: 0		

Subject:

Note Text:

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](#) |

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

NUR NADIA BINTI ABDULLAH EMP ID: 70000003 Empl Rcd #: 0

Work Location		Find	First	1 of 1	Last
HR Status:	Active	Payroll Status:	Leave With Pay		<b>Go To Row</b> <span style="border: 1px solid gray; padding: 2px;">+</span> <span style="border: 1px solid gray; padding: 2px;">-</span>
*Effective Date:	<input type="text" value="01/03/2012"/>	Sequence:	<input type="text" value="0"/>	*Job Indicator:	<span style="border: 1px solid gray; padding: 2px;">Primary Job</span> ▼
*Action:	<span style="border: 1px solid gray; padding: 2px;">Paid Leave of Absence</span> ▼	Reason:	<span style="border: 1px solid gray; padding: 2px;">Pilgrimage Leave</span> ▼		
Current					
Last Start Date:	<input type="text" value="01/03/2012"/>	Termination Date:			
Expected Job End Date	<input type="text" value=""/>	Expected Return Date:	<input type="text" value=""/>		
Position Number:	<input type="text" value="70000004"/>	KERANI			
<b>Override Position Data</b>		<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:	<input type="text" value="01/03/2012"/>	
Department:	SA12700308	JABATAN PERKHIDMATAN AWAM - BAHAGIAN GEMS			
Location:	BRN0100035	Bangunan SPA			
Establishment ID:	<input type="text" value=""/>	Date Created:	<input type="text" value="28/11/2012"/>		

Job Data Employment Data | Benefits Program Participation | Appraisal Result

**16. Klik "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](#) | 

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.



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

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

NUR NADIA BINTI ABDULLAH EMP ID: 70000003 Empl Rcd #: 0

**Saved**

**Work Location** Find First 1 of 1 Last

HR Status: Active Payroll Status: Leave With Pay Go To Row + -

\*Effective Date: 01/03/2012 Sequence: 0 \*Job Indicator: Primary Job

\*Action: Paid Leave of Absence Reason: Pilgrimage Leave

Current

Last Start Date: 01/03/2012 Termination Date:

Expected Job End Date Expected Return Date:

Position Entry Date: 01/03/2012

Position Number: 70000004 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: 01/03/2012

Department: SA12700308 JABATAN PERKHIDMATAN AWAM - BAHAGIAN GEMS

Location: BRN0100035 Bangunan SPA

Establishment ID: Date Created: 28/11/2012

**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
- Refresh
- Update/Display
- Include History
- Correct History

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





**MANUAL BAGI MENGEMASKINI  
“AKTIFKAN SEMULA DATA  
SELEPAS CUTI NAIK HAJI”**

1. Klik **"Workforce Administration"**

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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>
<a href="#">My Payslips</a>	<a href="#">My Benefits</a>
<a href="#">My Performance</a>	<a href="#">My Learning</a>
<a href="#">My Careers</a>	<a href="#">My Reports</a>
<a href="#">My Surveys</a>	<a href="#">My Time &amp; Attendance</a>
<a href="#">Team Learning</a>	<a href="#">Request Absence</a>
<a href="#">My Exam Results</a>	


**My Leave Balance**

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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

 <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 doesnot 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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### Job Data

Enter any information you

Find an Existing Value

EmpID:

Empl Rcd Nbr:

Name:

Last Name:

Second Name:

Alternate Character Name:

Middle Name:

Include History  Correct History  Case Sensitive

[Basic Search](#)

### Search Results

View All

First 1-2 of 2

EmplID	Empl Rcd Nbr	Name	Last Name	Second Name	Alternate Character Name	Middle Name
<a href="#">7000000</a> 0		NUR NADIA BINTI ABDULLAH BINTI ABDULLAH		(blank)	(blank)	(blank)
<a href="#">70000003</a> 1		NUR NADIA BINTI ABDULLAH BINTI ABDULLAH		(blank)	(blank)	(blank)

**6a.\*Peringatan:** (Bagi ruang "Empl Rcd Nbr")

i.Empl Rcd Nbr 1 dan sterusnya 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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My Links Select One:

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

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

NUR NADIA BINTI ABDULLAH EMP ID: 70000003 Empl Rcd #: 0

Work Location		Find	First	1 of 1	Last
HR Status:	Active	Payroll Status:	Leave With Pay		
*Effective Date:	01/03/2012	Sequence:	0	*Job Indicator:	Primary Job
*Action:	Paid Leave of Absence	Reason:	Pilgrimage Leave		
Current					
Last Start Date:	01/03/2012	Termination Date:			
Expected Job End Date:		Expected Return Date:			
Position Number:	70000004	KERANI	Position Entry Date:	01/03/2012	
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:	01/03/2012	
Department:	SA12700308	JABATAN PERKHIDMATAN AWAM - BAHAGIAN GEMS			
Location:	BRN0100035	Bangunan SPA			
Establishment ID:		Date Created:	28/11/2012		



8. Klik ikon “+” untuk menambah rekod baru bagi aktifkan data kakitangan tersebut

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

NUR NADIA BINTI ABDULLAH EMP ID: 70000003 Empl Rcd #: 0

Work Location Find First 1 of 2 Last

HR Status: Active Payroll Status: Active Calculate Status and Date: Go To Row

\*Effective Date: 04/04/2012 Sequence: 0 \*Job Indicator: Primary Job

\*Action: Return from Leave Reason: Return from Pilgrimage Leave

Last Start Date: 01/03/2012 Termination Date:

Expected Job End Date Position Entry Date: 01/03/2012

Position Number: 70000003 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: 01/03/2012

Department: SA12700308 JABATAN PERKHIDMATAN AWAM - BAHAGIAN GEMS

Location: BRN0100035 Bangunan SPA

Establishment ID: Date Created: 10/10/2013

9. Klik ikon "Calendar" untuk memilih tarikh berakhir cuti naik haji + 1 hari.

10. Klik pilihan "Action": Pilih "Return from leave" kemudian klik pilihan "Reason": Pilih "Return from Pilgrimage Leave"

11. Klik "Save"

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

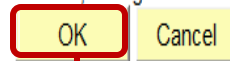
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[My Links](#) Select One: ▾

[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.



12. Klik "OK" (2 kali)

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Work Location Job Information Job Labor Payroll Salary Plan Compensation Job Additional Information  
NUR NADIA BINTI ABDULLAH EMP ID: 70000003 Empl Rcd #: 0

**Saved**

Work Location Find First 1 of 2 Last

HR Status: Active Payroll Status: Active Calculate Status and Date: Go To Row + -

\*Effective Date: 04/04/2012 Sequence: 0 \*Job Indicator: Primary Job

\*Action: Return from Leave Reason: Return from Pilgrimage Leave

Last Start Date: 01/03/2012 Termination Date:

Expected Job End Date: Position Entry Date: 01/03/2012

Position Number: 70000003 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: 01/03/2012

Department: SA12700308 JABATAN PERKHIDMATAN AWAM - BAHAGIAN GEMS

Location: BRN0100035 Bangunan SPA

Establishment ID: Date Created: 10/10/2013

**12a.**  
**\*Peringatan:**  
Pastikan tanda **"Saved"** terpapar setelah menekan **"Ok"**

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

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