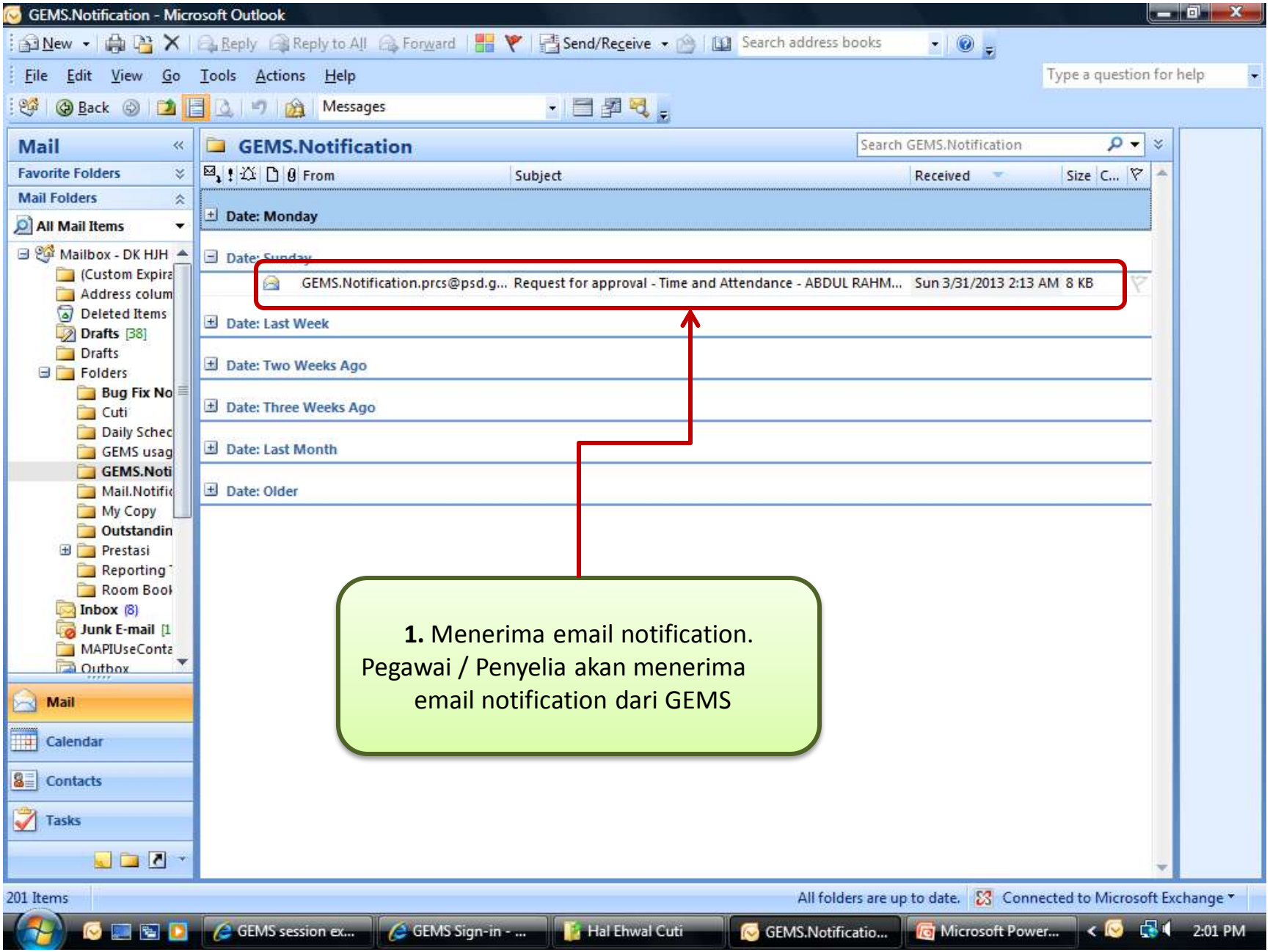
GEMS

INTELLIGENT. INTERACTIVE. INNOVATIVE.

MANUAL BAGI MELULUSKAN *"MAKLUMAT KEHADIRAN BEKERJA"* (Melalui Manager Self Service)



1. Menerima email notification. Pegawai / Penyelia akan menerima email notification dari GEMS

Request for approval - Time and Attendance - ABDUL RAHMAN BIN ABDUL RAHIM, 70000001 - Message (HTML)

Extra line breaks in this message were removed.

From: GEMS.Notification.prcs@psd.gov.bn
Sent: Sun 3/31/2013 2:13 AM
To: Dk Hjh Asilah Binti Pg Hj Chuchu
Cc:
Subject: Request for approval - Time and Attendance - ABDUL RAHMAN BIN ABDUL RAHIM, 70000001

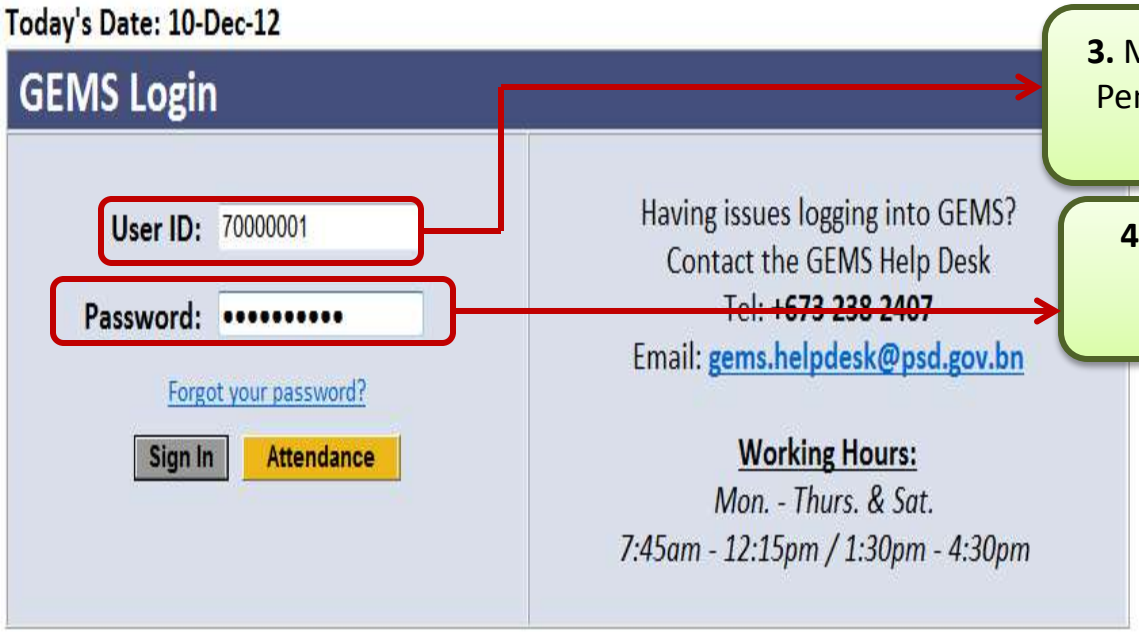
The following request(s) has been submitted. This request(s) requires your approval before it will be processed.

Transaction Name = Time and Attendance Submission Employee Name = ABDUL RAHMAN BIN ABDUL RAHIM Employee ID = 70000001
Submitted Time for the following date(s) = 2012-09-17

This communication was sent via Oracle Workflow Technology. Please do not reply to this email.

2. Contoh isi kandongan email

Ini adalah contoh isi kandongan email notification yang mencatatkan nama, bil k/p dan tarikh maklumat kehadiran yang perlu untuk diluluskan.



3. Masukkan No. Kad Pengenalan diruang ***"User ID"***

4. Masukkan Kata Laluan diruang ***"Password"***

Base Navigation Page - Windows Internet Explorer

https://www.gems.gov.bn:4430/psp/paprod/EMPLOYEE/EMPL/s/WEBLIB_PT

Public Service Department [BN]

Base Navigation Page

GEMS

Home | Worklist | Add to My Links | GEMS Help Centre | Sign out

My Links | Select One:

Menu

- Self Service
- Manager Self Service
  - Time Management
  - Job and Personal Information
  - Compensation and Stock
  - Benefits
  - Team Learning
  - Performance Management
  - Organization Management
  - Attendance
  - Employee Awards Report
  - Review Transactions
  - Direct Reports
- Recruiting
- Workforce Administration
- Benefits
- Compensation
- Global Payroll & Absence Mgmt
- Payroll Interface
- Workforce Development
- Organizational Development
- Enterprise Learning
- Set Up HRMS
- Set Up ELM
- PeopleSoft
- My Content
- Content Management
- Portal Administration
- Worklist
- Tree Manager
- Reporting Tools
- PeopleTools
- Take a Survey
- Change My Password

Main Menu >

Manager Self Service

Edit "Manager Self Service" Folder

Self Service transactions include: browsing and searching the catalog, enrolling employees, creating supplemental learning and reviewing an employee's learning transcript.

Employee Awards Report
Employee Awards Report

Review Transactions
Review transactions that you have submitted

Time Management
Manage schedules, view and approve reported and payable time, absence and overtime requests, exceptions, and more.
- Room Booking
- Manage Schedules
- Approve Time and Exceptions
- 2 More...

Job and Personal Information
Manage job and personal information for your employees.
- Employee Award Submission
- Employee Award Approval
- View Employee Personal Info
- 16 More...

Compensation and Stock
Manage salaries for your workforce, either by individual or by group. Review the compensation history and total compensation picture for your direct reports, as well as review their stock option history and vesting status of shares.
- Request Ad Hoc Salary Change
- Approve Ad Hoc Salary Change
- Final Apprvl Ad Hoc Salary Chg
- 8 More...

Benefits
Benefits
- Approve Claim/Application
- Approve Dependent Info Change
- Claim/Application Rqst Mgr
- 4 More...

Team Learning
View and maintain team learning records and objectives, and browse and search the learning catalog.
- Team Members
- Browse Catalog
- Certification Status
- 2 More...

Performance Management
Plan, evaluate and manage performance and development for your workforce.
- Performance Documents
- Approve Documents
- Team Learning
- 2 More...

Organization Management
Organization Management
- Department Budget Proposal
- View Budget Proposal
- Approve Budget Proposal
- 3 More...

Attendance
- Manager Time Approval Page

Direct Reports
Hidden - Direct Reports

5. Klik ***" Manager Self Service"***

Base Navigation ... | GEMS.Notificati... | Request for appr... | Hal Ehwal Cuti | Microsoft Power... | 11:40 AM

Base Navigation Page - Windows Internet Explorer

https://www.gems.gov.bn:4430/psp/paprod/EMPLOYEE/EMPL/s/WEBLIB_PT

Public Service Department [BN]

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Main Menu > Manager Self Service >

Attendance

Edit "Attendance" Folder

Manager Time Approval Page
Manager Time Approval Page

7. Klik ***" Manager Time Approval Page"***

6. Klik ***" Attendance"***

Main Content

Base Navigation ... | GEMS.Notificati... | Request for appr... | Hal Ehwal Cuti | Microsoft Power... | 11:40 AM

Manager Time Approval Page - Windows Internet Explorer

https://www.gems.gov.bn:4430/psp/paprod/EMPLOYEE/HRMS/c/BCS_MENU

Manager Time Approval Page

Home | Worklist | Add to My Links | GEMS Help Centre | Sign out

My Links | Select One:

New Window

Menu

- Self Service
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- Tree Manager

Manager Time Approval Page

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

EmplID:	begins with	70000001
SetID:	begins with	
Department:	begins with	
Date Under Report:	=	17/09/2012
Approval Status:	=	
Late		

Search | Clear | Basic Search | Save Search Criteria

No matching values were found.

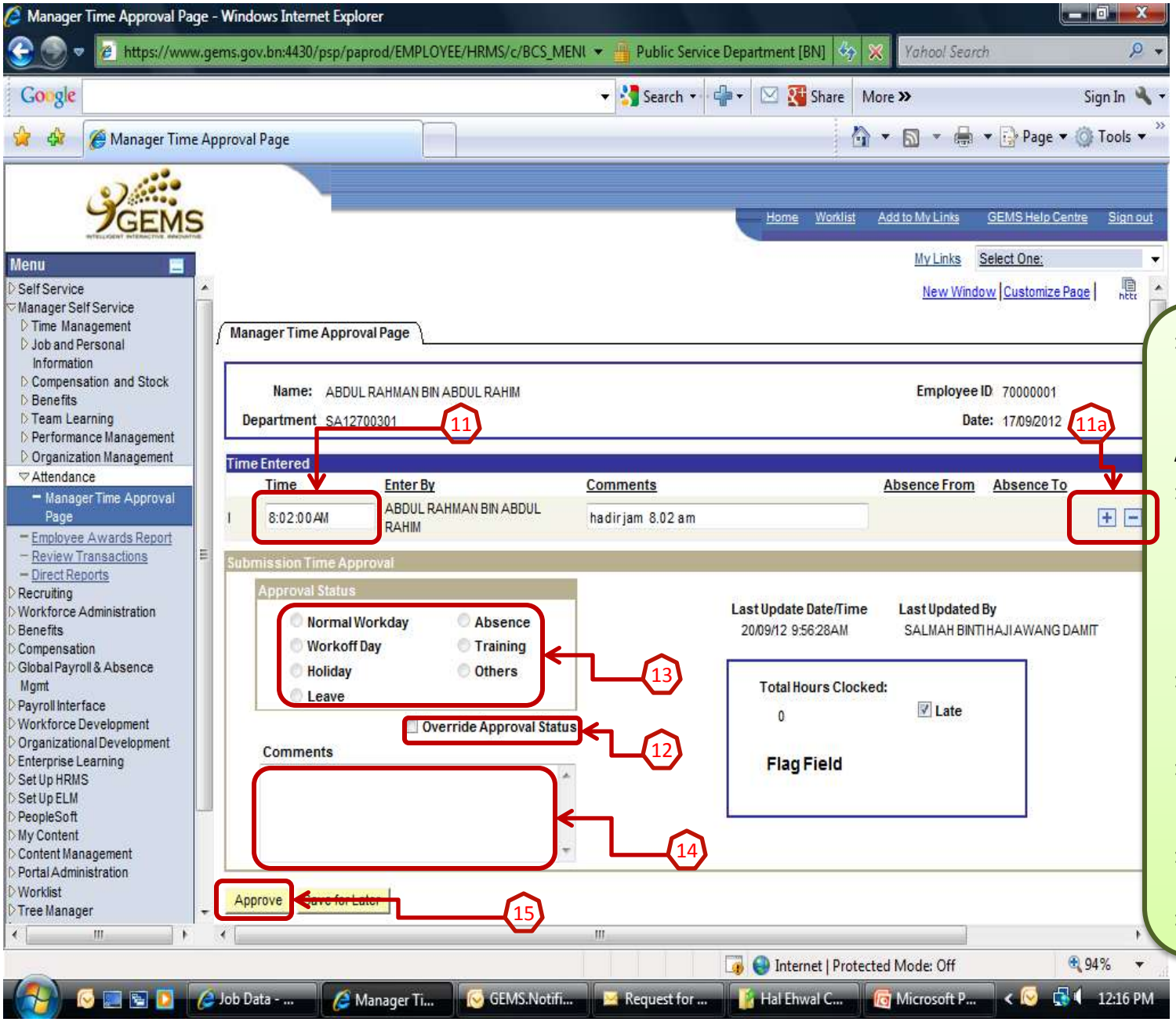
Find an Existing Value | Add a New Value

8. Masukkan Bil K/P dalam ruang ***EmpID***

9. Masukkan tarikh dalam ruang ***Date Under Report***

10. Klik ***" Search"***

Manager Time A... | GEMS.Notificati... | Request for appr... | Hal Ehwal Cuti | Microsoft Power... | 11:43 AM



11. Masukkan maklumat kehadiran seperti yang dinyatakan diruang Comments

Atau

11a. Jika Pegawai diberikan cuti setelah memasukkan maklumat kehadiran, maklumat kehadiran hendaklah di'***delete***' dan click ***Save***.

12. Tandakan petak *OverrideApproval Status*

13. Tandakan petal yang berkenaan pada ruang *Approved Status*

14. Masukkan keterangan diruang Comments.

15. Click **Approve**