



INTELLIGENT INTERACTIVE INNOVATIVE
SISTEM PENGURUSAN KAKITANGAN KERAJAAN

MANUAL GEMS

Pengesahan Data

ISI KANDUNGAN

- Penerangan Pengesahan Data
- Tatacara Pengesahan Data
- Istilah
- Istilah Punut

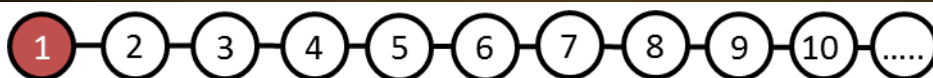


PENGESAHAN DATA

- Membolehkan pegawai dan kakitangan untuk meneliti, mengesahkan dan membetulkan jika perlu data peribadi, perkhidmatan dan baki cuti mereka melalui GEMS samada dengan menggunakan akses EG-Bandwidth, *One Government Network (OGN)* atau *Internet*.
- Membolehkan pengguna HR melihat maklumat terkini pegawai dan kakitangan dan membuat perubahan bagi mana-mana maklumat yang tidak betul di dalam GEMS setelah proses Pengesahan Data dijalankan



**PENGESAHAN DATA
PERIBADI DAN PERKHIDMATAN**



Pengesahan Data Peribadi dan Perkhidmatan



1. Klik "Self Services"

The screenshot shows the GEMS web application interface. The left-hand menu is expanded, showing the 'Self Service' link highlighted. The main content area displays a welcome message and a list of links for various services. The right-hand side contains a 'GEMS Help Centre' section and a 'Quick Links' section.

Menu

- Self Service
- Recruitment
- Global Payroll & Absence Mgmt
- Workforce 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

Welcome

Assalaamu'alaikum warrahmatullah dan salam sejahtera,

Welcome to GEMS!

"Towards Excellent, Interactive and Integrated Public Service in line with 21st Century's Civil Service Vision"

GEMS IS YOURS. We provide Security, Reliability and Conveniences to your Data and your HR needs.
GEMS is used throughout all the Ministries and Departments with effective Data Sharing.

If you encounter any problems, you must first browse at [GEMS Help Centre](#)
OR
Contact your [GEMS Trainer/](#) [GEMS Change Agent](#)

If problem persists, please contact GEMS Helpdesk at 2382407 or email at gems.helpdesk@psd.gov.bn

Warmest regards
GEMS Management

GEMS News

NEW Data Verification for Government Employees

Assalamualaikum/ Salam Sejahtera,

On behalf of GEMS Management Team, we would like to introduce GEMS Data Verification Process, where government employees are able to verify and confirm their Personal and Job data in GEMS and confirm that the information is correct and up to date.

At this moment, this process is released to all departments under Prime Minister's Office and will soon be released to other ministries. Mass briefing and roving activities to walkthrough the data verification process with every ministries and departments will be inform at a later date.

To access the quick guides for Data Verification, please click [here](#).

Should you have any enquiries, please contact 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

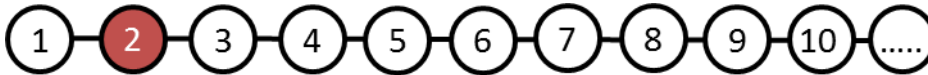
My E-mail	My Calendar
My Payslips	My Benefits
My Performance	My Learning
My Careers	My Reports
My Surveys	My Time & Attendance
Team Learning	Request Absence
My Exam Results	

My Leave Balance

NEW

Absence Balances as of 30/09/2012

If you view your Absence Balances, your leave balance of Annual Entitlement is as of 30/09/2012. Should you noticed that the leave balance is not correct, please consult your GEMS Human Resource Specialist Absence (HRS Absence) at your Administration Section.

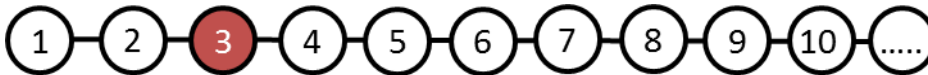


Pengesahan Data Peribadi dan Perkhidmatan



2. Klik "Verify Employee Information"

The screenshot shows the GEMS Self Service portal interface. The left sidebar contains a menu with categories like Self Service, Recruiting, and Performance Management. The main content area is titled 'Self Service' and lists various transactions. The 'Verify Employee Information' link is highlighted with a red box, and a red arrow points from a green callout box to it. The callout box contains the text '2. Klik "Verify Employee Information"'. The portal also includes a top navigation bar with links like Home, Worklist, Add to My Links, GEMS Help Centre, and Sign out.



Pengesahan Data Peribadi dan Perkhidmatan

Personal & Job Information Verification

Currently for PMO, MOF, MOFAT, MOC, MINDEF and MORA usage on

Personal Information

Official Name: ABDUL RAHMAN BIN ABDUL RAHIM
 Gender: Male
 Date of Birth: 01/11/1979
 Birth Country: Brunei Darussalam
 Citizenship: Yellow National Reg. ID Card: 70-000001
 Nationality:
 Race:
 Religion: ISLAM
 Highest Education Level: Not Indicated ☐ Change Highest Education

Annual Leave Balance: 6.00
 Medical Leave Balance: 0.00

Marital Status

Marital Status: Single As of: 01/02/2012

☒ Marital Status Verified

Phone Numbers

Phone Type	Phone Number	Extension	Preferred
Mobile	8013267		☒
Home	2384146		☐

☒ Phone Number Verified

Emergency Contacts

Customize | Find | First | 1 of 1 | Last

Name	Relationship To Employee	Primary Contact
		☐

☐ Emergency Contact Verified

Addresses

Address Type	Status	As Of	Country	Address

☐ Address Verified

Email Addresses

Email Type	Email Address	Preferred
Business	asilah.chuchu@psd.gov.bn	☒

☒ Email Address Verified

Dependent Information

National ID	Beneficiary ID	Name	Relationship to Employee	Date of Birth
01			Other	

☒ Dependent Information Verified

Current Primary Job Information

Effective Date	Ministry	Ministry Description	Department ID	Department Description	Position Number	Position Description	Employee Class	Salary Matrix	Salary Admin Plan	Monthly Salary	Next Increment Date
04/08/2012	SA01A	Prime Minister's Office	SA127	JABATAN PERKHIDMATAN AWAM	00025679	PENYELIA PEJABAT	TETAP	00003	C.1-2 EB 3	1280.00	

Primary Job Information Verification

☒ Primary Job Information Correct
☐ Primary Job Information Incorrect

Employee Comments:

1) jumlah cuti salah
 2) kenaikan gaji tahunan tidak betul

Disclaimer:
 Dengan ini saya mengaku bahawa saya telah meneliti dan membetulkan maklumat yang diperlukan dan mengesahkan bahawa maklumat tersebut adalah teratur dan terkini.
 Hereby I declare that I have checked and updated the required information and verify that the information are correct and up-to-date.

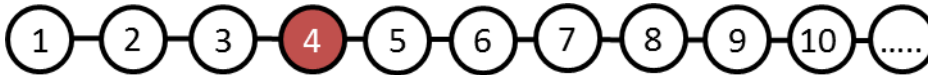
☐ Employee Verified

Save Submit to HR

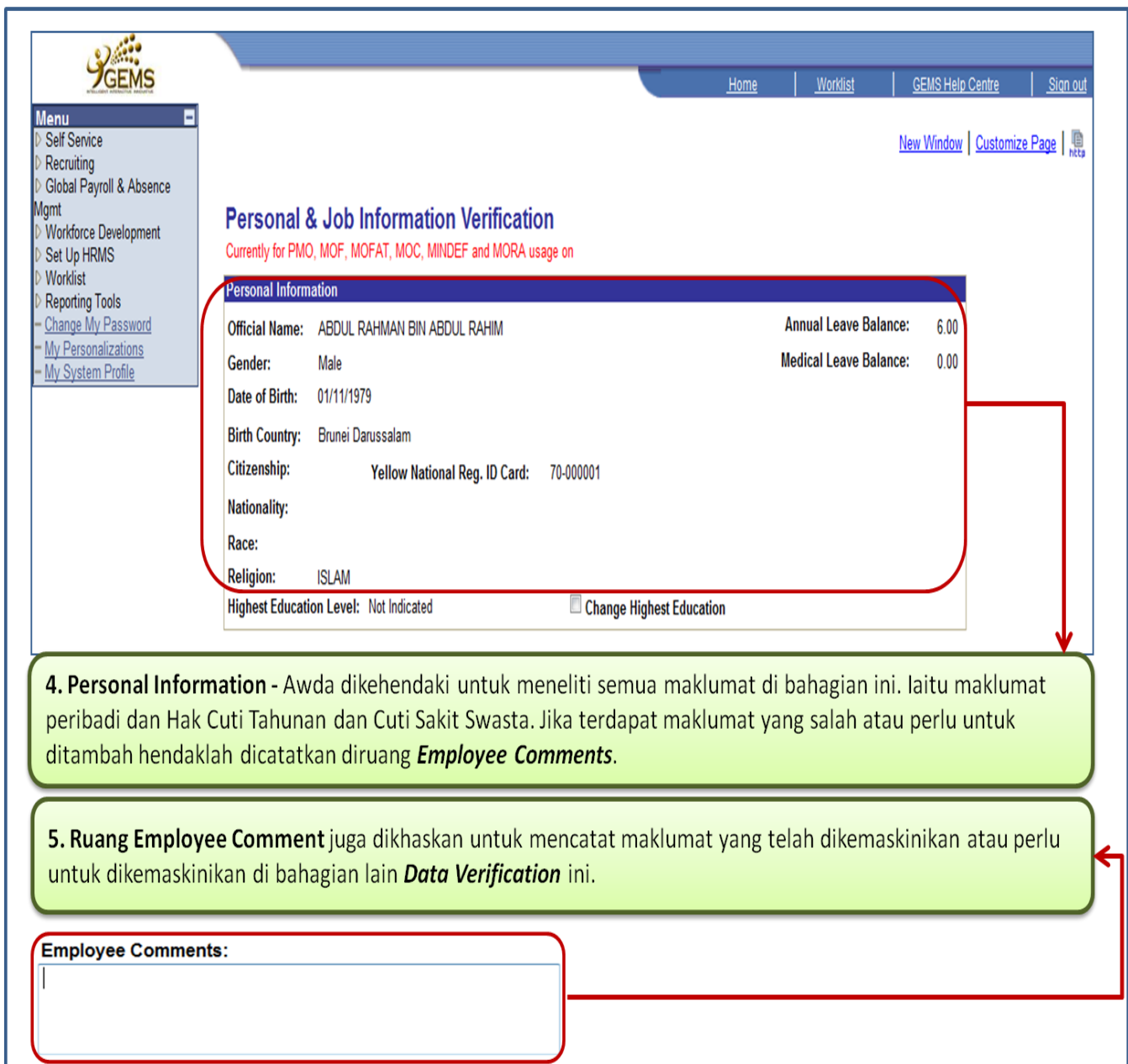
[Return to Self Service](#)

3. Ruang ini akan terpapar. Awda perlu meneliti dan kemaskini kan dengan lengkap dan betul untuk pengesahan maklumat data awda yang terkini





Pengesahan Data Peribadi dan Perkhidmatan



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- [My Personalizations](#)
- [My System Profile](#)

Personal & Job Information Verification
Currently for PMO, MOF, MOFAT, MOC, MINDEF and MORA usage on

Personal Information

Official Name:	ABDUL RAHMAN BIN ABDUL RAHIM	Annual Leave Balance:	6.00
Gender:	Male	Medical Leave Balance:	0.00
Date of Birth:	01/11/1979		
Birth Country:	Brunei Darussalam		
Citizenship:	Yellow National Reg. ID Card: 70-000001		
Nationality:			
Race:			
Religion:	ISLAM		
Highest Education Level:	Not Indicated	☐ Change Highest Education	

4. Personal Information - Awda dikehendaki untuk meneliti semua maklumat di bahagian ini. Iaitu maklumat peribadi dan Hak Cuti Tahunan dan Cuti Sakit Swasta. Jika terdapat maklumat yang salah atau perlu untuk ditambah hendaklah dicatatkan diruang **Employee Comments**.

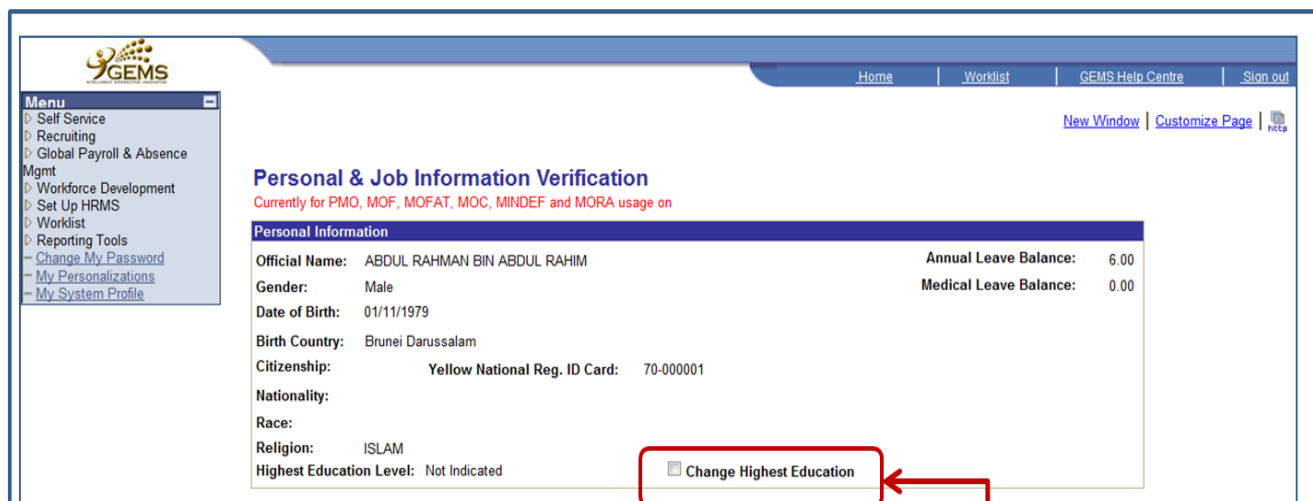
5. Ruang Employee Comment juga dikhaskan untuk mencatat maklumat yang telah dikemaskinikan atau perlu untuk dikemaskinikan di bahagian lain **Data Verification** ini.

Employee Comments:





Pengesahan Data Peribadi dan Perkhidmatan

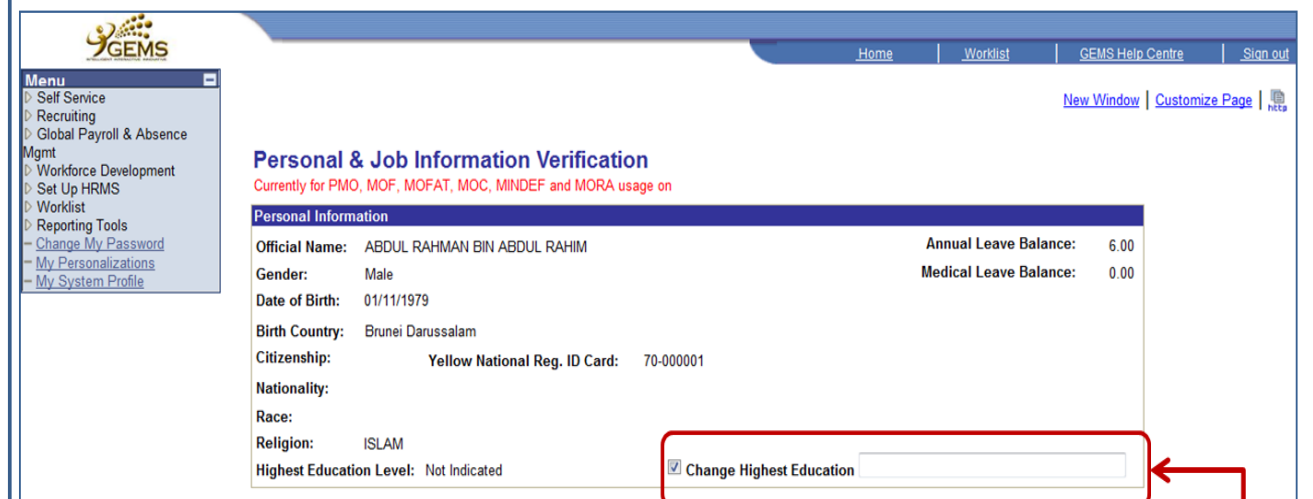


Personal & Job Information Verification
 Currently for PMO, MOF, MOFAT, MOC, MINDEF and MORA usage on

Personal Information	
Official Name:	ABDUL RAHMAN BIN ABDUL RAHIM
Gender:	Male
Date of Birth:	01/11/1979
Birth Country:	Brunei Darussalam
Citizenship:	Yellow National Reg. ID Card: 70-000001
Nationality:	
Race:	
Religion:	ISLAM
Highest Education Level:	Not Indicated
Annual Leave Balance:	6.00
Medical Leave Balance:	0.00

☐ Change Highest Education

6. Jika maklumat **"Highest Education Level (Kelulusan)"** awda tidak betul, awda perlu tandakan di petak kosong **"Change Highest Education"**



Personal & Job Information Verification
 Currently for PMO, MOF, MOFAT, MOC, MINDEF and MORA usage on

Personal Information	
Official Name:	ABDUL RAHMAN BIN ABDUL RAHIM
Gender:	Male
Date of Birth:	01/11/1979
Birth Country:	Brunei Darussalam
Citizenship:	Yellow National Reg. ID Card: 70-000001
Nationality:	
Race:	
Religion:	ISLAM
Highest Education Level:	Not Indicated
Annual Leave Balance:	6.00
Medical Leave Balance:	0.00

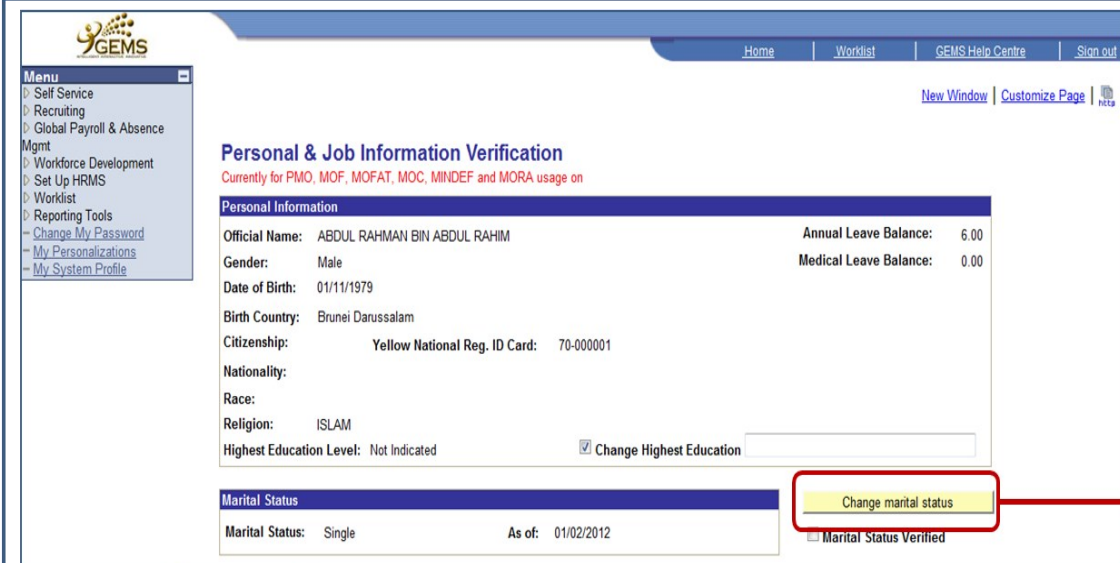
☒ Change Highest Education

7. Masukkan kelulusan awda yang terkini di dalam kotak baru yang terpapar di ruang **"Change Highest Education"**





Pengesahan Data Peribadi dan Perkhidmatan



Personal & Job Information Verification
 Currently for PMO, MOF, MOFAT, MOC, MINDEF and MORA usage on

Personal Information

Official Name:	ABDUL RAHMAN BIN ABDUL RAHIM	Annual Leave Balance:	6.00
Gender:	Male	Medical Leave Balance:	0.00
Date of Birth:	01/11/1979		
Birth Country:	Brunei Darussalam		
Citizenship:	Yellow National Reg. ID Card: 70-000001		
Nationality:			
Race:			
Religion:	ISLAM		
Highest Education Level:	Not Indicated	☒ Change Highest Education	

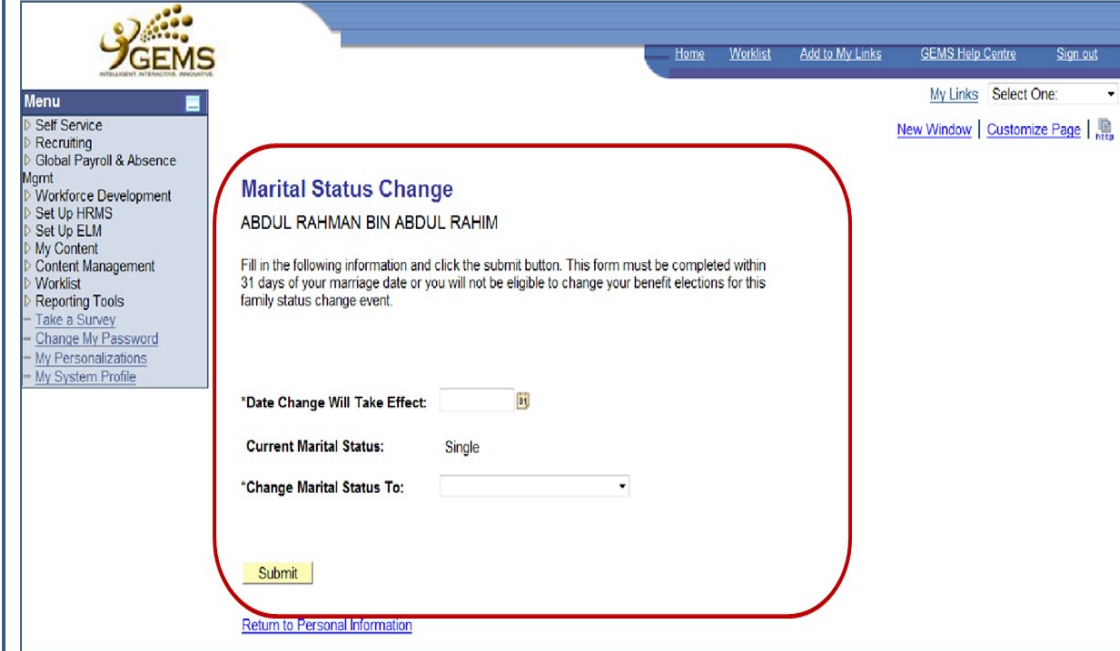
Marital Status

Marital Status: Single As of: 01/02/2012

[Change marital status](#)

☐ Marital Status Verified

8. Jika Ada perubahan bagi taraf kelamin awda, Klik **"Change marital status"**



Marital Status Change
 ABDUL RAHMAN BIN ABDUL RAHIM

Fill in the following information and click the submit button. This form must be completed within 31 days of your marriage date or you will not be eligible to change your benefit elections for this family status change event.

*Date Change Will Take Effect:

Current Marital Status: Single

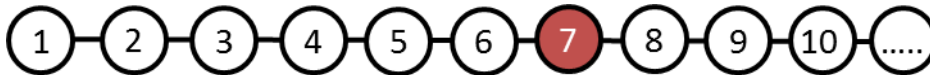
*Change Marital Status To:

[Submit](#)

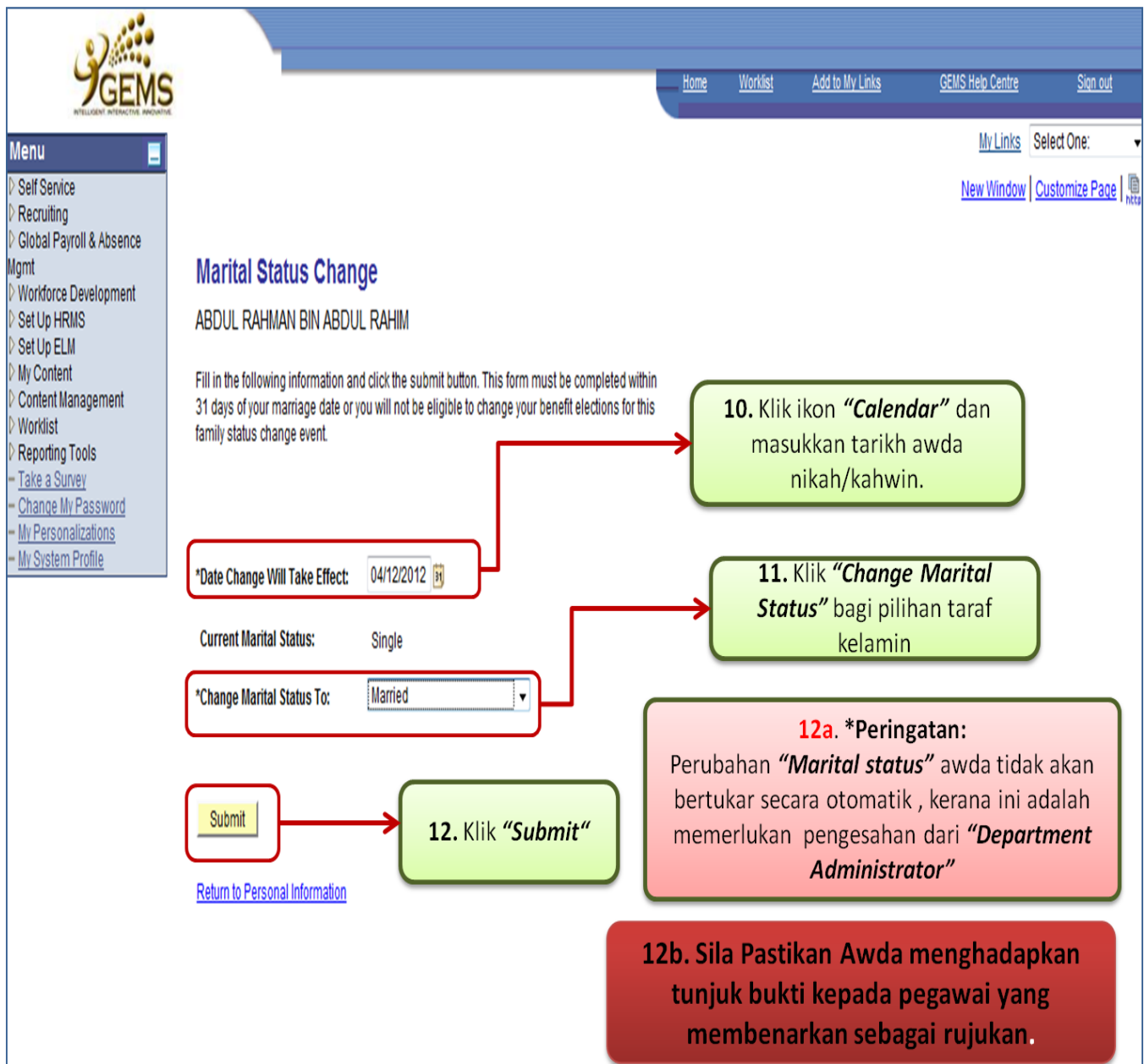
[Return to Personal Information](#)

9. Ruang baru bagi **"Marital Status Change"** akan terparap untuk awda isikan dengan lengkap dan betul.





Pengesahan Data Peribadi dan Perkhidmatan



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Marital Status Change
ABDUL RAHMAN BIN ABDUL RAHIM

Fill in the following information and click the submit button. This form must be completed within 31 days of your marriage date or you will not be eligible to change your benefit elections for this family status change event.

10. Klik ikon **"Calendar"** dan masukkan tarikh awda nikah/kahwin.

*Date Change Will Take Effect: 04/12/2012

Current Marital Status: Single

11. Klik **"Change Marital Status"** bagi pilihan taraf kelamin

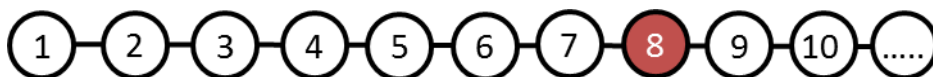
*Change Marital Status To: Married

12. Klik **"Submit"**

12a. *Peringatan:
Perubahan **"Marital status"** awda tidak akan bertukar secara automatik, kerana ini adalah memerlukan pengesahan dari **"Department Administrator"**

12b. Sila Pastikan Awda menghadapkan tunjuk bukti kepada pegawai yang membenarkan sebagai rujukan.

[Return to Personal Information](#)



Pengesahan Data Peribadi dan Perkhidmatan



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

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Personal & Job Information Verification

Currently for PMO, MOF, MOFAT, MOC, MINDEF and MORA usage on

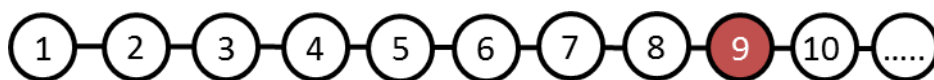
Personal Information	
Official Name: ABDUL RAHMAN BIN ABDUL RAHIM	Annual Leave Balance: 6.00
Gender: Male	Medical Leave Balance: 0.00
Date of Birth: 01/11/1979	
Birth Country: Brunei Darussalam	
Citizenship: Yellow National Reg. ID Card: 70-000001	
Nationality:	
Race:	
Religion: ISLAM	
Highest Education Level: Not Indicated	☒ Change Highest Education

Marital Status	
Marital Status: Single	As of: 01/02/2012

[Change marital status](#)
☒ Marital Status Verified

13. Tandakan di petak kosong **"Marital Status Verified"** sebagai pengakuan maklumat telah diteliti dan dikemaskinikan.





Pengesahan Data Peribadi dan Perkhidmatan



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 > [My Personalizations](#)
 > [My System Profile](#)

Official Name: ABDUL RAHMAN BIN ABDUL RAHIM
Gender: Male
Date of Birth: 01/11/1979
Birth Country: Brunei Darussalam
Citizenship: Yellow National Reg. ID Card: 70-000001
Nationality:
Race:
Religion: ISLAM
Highest Education Level: Not Indicated

Annual Leave Balance: 6.00
Medical Leave Balance: 0.00

☒ [Change Highest Education](#)

Marital Status

Marital Status: Single **As of:** 01/02/2012

[Change marital status](#)

☒ **Marital Status Verified**

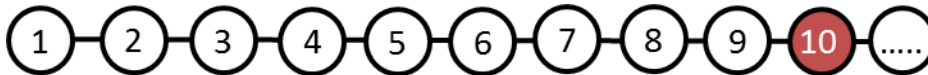
Phone Numbers

Phone Type	Phone Number	Extension	Preferred
Mobile	7123456		☒
Home	2384146		☐

[Change phone numbers](#)

☐ **Phone Number Verified**

14. Jika Ada perubahan atau tambahan bagi nombor telefon awda , Klik **"Change Phone Numbers"**



Pengesahan Data Peribadi dan Perkhidmatan


INTELLIGENT. INTERACTIVE. INNOVATIVE

[Home](#) [Worklist](#) [Add to My Links](#) [GEMS Help Centre](#) [Sign out](#)

[My Links](#) Select One: ▼

[New Window](#) | [Cust:](#) **Processing**

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- Change My Password
- My Personalizations
- My System Profile

Phone Numbers

ABDUL RAHMAN BIN ABDUL RAHIM

Enter your phone numbers below.

Phone Type	*Telephone	Extension	Preferred	
Mobile	7123456		☒	Delete
Home	2384146		☐	Delete

Add a Phone Number

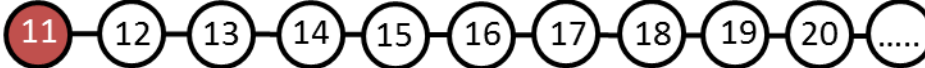
* Required Field

Save

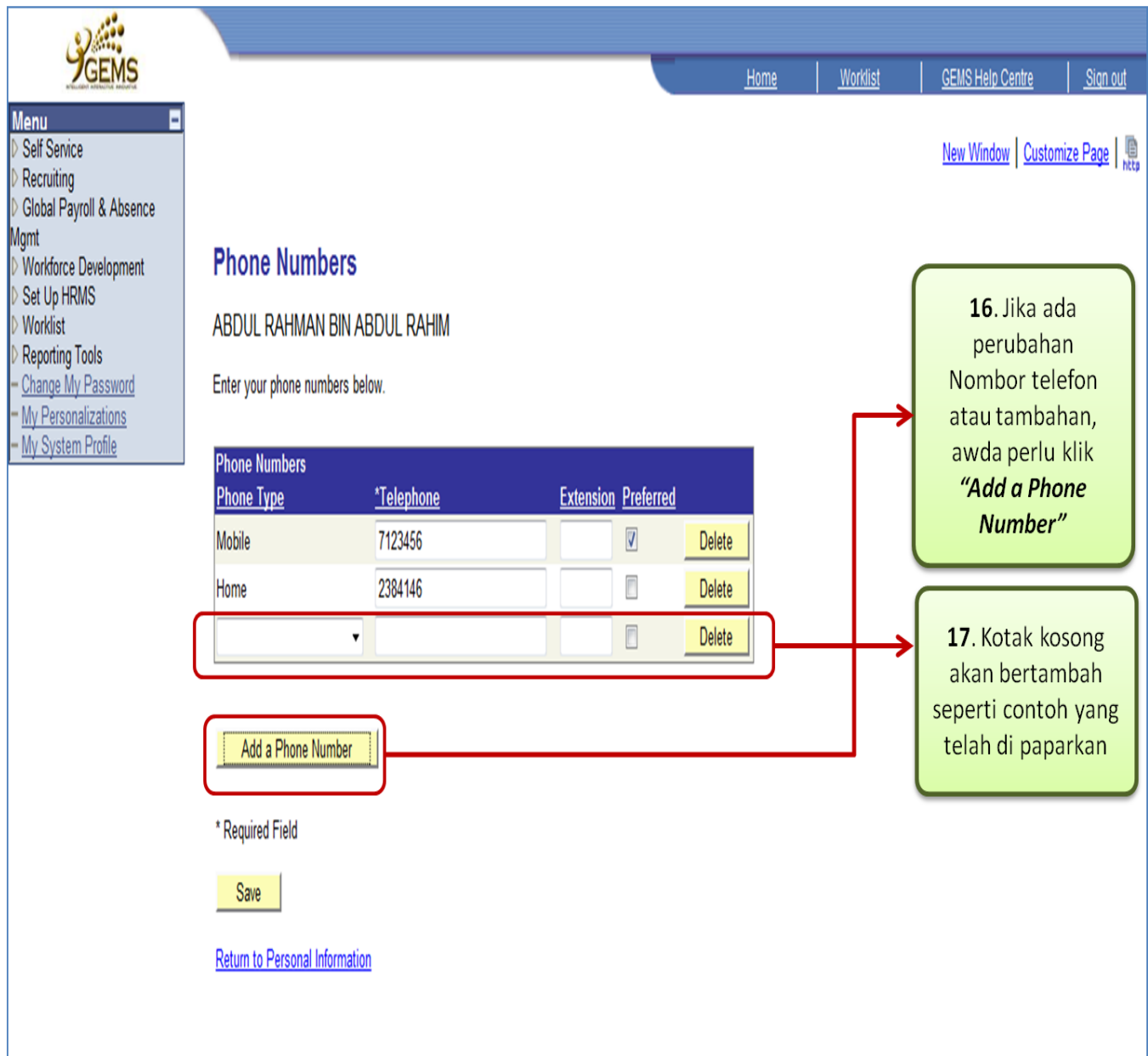
[Return to Personal Information](#)

15. Ruang baru bagi "Phone Numbers" akan terpapar untuk awda isikan dengan lengkap dan betul





Pengesahan Data Peribadi dan Perkhidmatan



The screenshot shows the 'Phone Numbers' section of the GEMS user interface. The user is identified as ABDUL RAHMAN BIN ABDUL RAHIM. The page includes a table of existing phone numbers and an 'Add a Phone Number' button. Red boxes and arrows highlight the 'Add a Phone Number' button and a new empty row in the table, with callout boxes explaining their function.

Phone Numbers

ABDUL RAHMAN BIN ABDUL RAHIM

Enter your phone numbers below.

Phone Type	*Telephone	Extension	Preferred	
Mobile	7123456		☒	Delete
Home	2384146		☐	Delete
			☐	Delete

Add a Phone Number

* Required Field

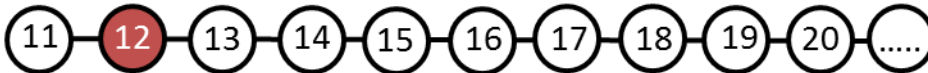
Save

[Return to Personal Information](#)

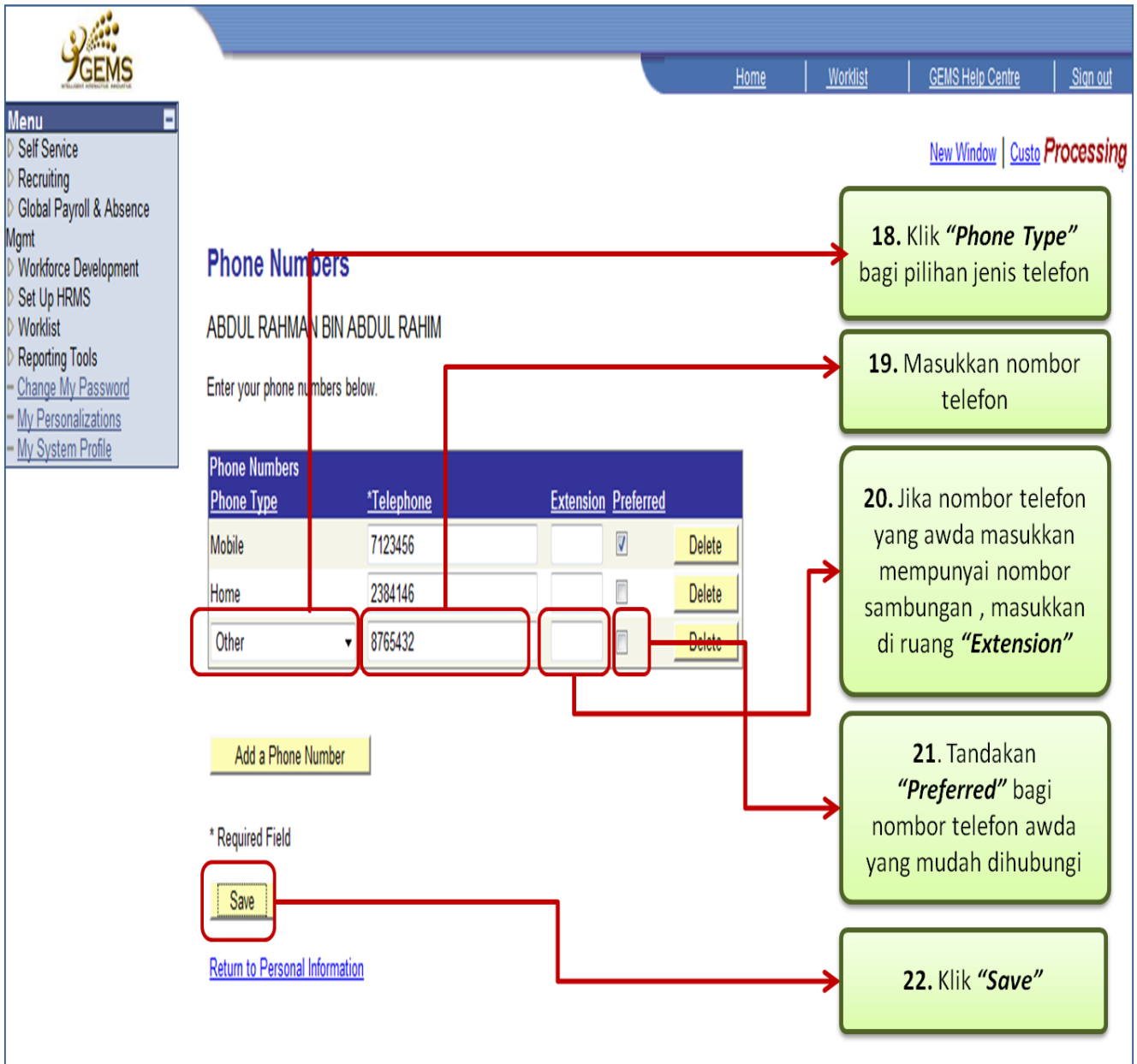
16. Jika ada perubahan Nombor telefon atau tambahan, awda perlu klik **"Add a Phone Number"**

17. Kotak kosong akan bertambah seperti contoh yang telah di paparkan





Pengesahan Data Peribadi dan Perkhidmatan



The screenshot shows the 'Phone Numbers' section of the GEMS user interface. The user's name 'ABDUL RAHMAN BIN ABDUL RAHIM' is displayed. Below the name, it says 'Enter your phone numbers below.' There is a table with columns: Phone Type, *Telephone, Extension, Preferred, and a Delete button. The table contains three rows: Mobile (7123456), Home (2384146), and Other (8765432). The 'Other' row is highlighted with a red box. Below the table is an 'Add a Phone Number' button. At the bottom, there is a '* Required Field' label, a 'Save' button (highlighted with a red box), and a 'Return to Personal Information' link. On the right side, there are five green boxes with numbered instructions: 18. Klik "Phone Type" bagi pilihan jenis telefon; 19. Masukkan nombor telefon; 20. Jika nombor telefon yang awda masukkan mempunyai nombor sambungan, masukkan di ruang "Extension"; 21. Tandakan "Preferred" bagi nombor telefon awda yang mudah dihubungi; 22. Klik "Save".

Phone Numbers

ABDUL RAHMAN BIN ABDUL RAHIM

Enter your phone numbers below.

Phone Type	*Telephone	Extension	Preferred	
Mobile	7123456		☒	Delete
Home	2384146		☐	Delete
Other	8765432		☐	Delete

Add a Phone Number

* Required Field

Save

[Return to Personal Information](#)

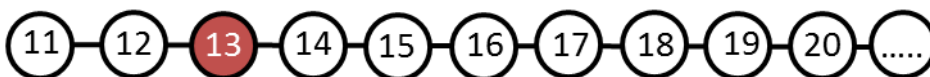
18. Klik **"Phone Type"** bagi pilihan jenis telefon

19. Masukkan nombor telefon

20. Jika nombor telefon yang awda masukkan mempunyai nombor sambungan, masukkan di ruang **"Extension"**

21. Tandakan **"Preferred"** bagi nombor telefon awda yang mudah dihubungi

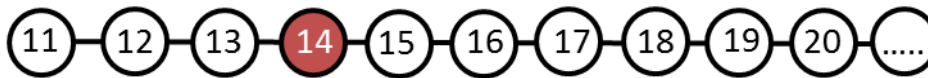
22. Klik **"Save"**



Pengesahan Data Peribadi dan Perkhidmatan



The screenshot displays the GEMS HRMS user interface. On the left is a 'Menu' sidebar with various options. The main content area shows a 'Phone Numbers' section with a 'Save Confirmation' message: '✓ The Save was successful.' Below this message, a red rectangular box highlights a yellow 'OK' button. A red arrow points from this button to a green rectangular box on the right containing the text '23. Klik "Ok"'. The top navigation bar includes links for Home, Worklist, Add to My Links, GEMS HRMS Centre, and Sign Out. A 'My Links' dropdown menu is also visible on the right.



Pengesahan Data Peribadi dan Perkhidmatan



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Worklist
GEMS Help Centre
Sign out

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Personal & Job Information Verification

Currently for PMO, MOF, MOFAT, MOC, MINDEF and MORA usage on

Personal Information

Official Name: ABDUL RAHMAN BIN ABDUL RAHIM	Annual Leave Balance: 6.00
Gender: Male	Medical Leave Balance: 0.00
Date of Birth: 01/11/1979	
Birth Country: Brunei Darussalam	
Citizenship: Yellow National Reg. ID Card: 70-000001	
Nationality:	
Race:	
Religion: ISLAM	
Highest Education Level: Not Indicated	 Change Highest Education

Marital Status

Marital Status: Single As of: 01/02/2012

Change marital status

☒ Marital Status Verified

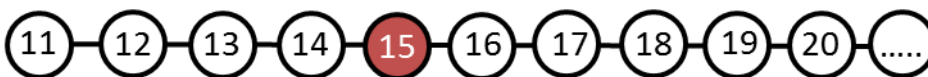
Phone Numbers

Phone Type	Phone Number	Extension	Preferred
Mobile	7123456		☒
Home	2384146		☐
Other	8765432		☐

Change phone numbers

☒ Phone Number Verified

24. Tandakan di petak kosong *"Phone Number Verified"* sebagai pengakuan maklumat telah diteliti dan dikemaskinikan.



Pengesahan Data Peribadi dan Perkhidmatan



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Marital Status		Change marital status
Marital Status:	Single	As of: 01/02/2012
		☒ Marital Status Verified

Phone Numbers				Change phone numbers
Phone Type	Phone Number	Extension	Preferred	
Mobile	7123456		☒	☒ Phone Number Verified
Home	2384146		☐	
Other	8765432		☐	

Emergency Contacts			Change emergency contacts
Name	Relationship To Employee	Primary Contact	☐ Emergency Contact Verified
Hjh Maisarah binti Hj Ishak	Mother	☒	

Addresses					Change home/mailling addresses
Address Type	Status	As Of	Country	Address	☐ Address Verified

Email Addresses			Change email addresses
Email Type	Email Address	Preferred	☐ Email Address Verified
Business	rahman.rahim@psd.gov.bn	☒	
Personal	rahman.rahim@hotmail.com	☐	

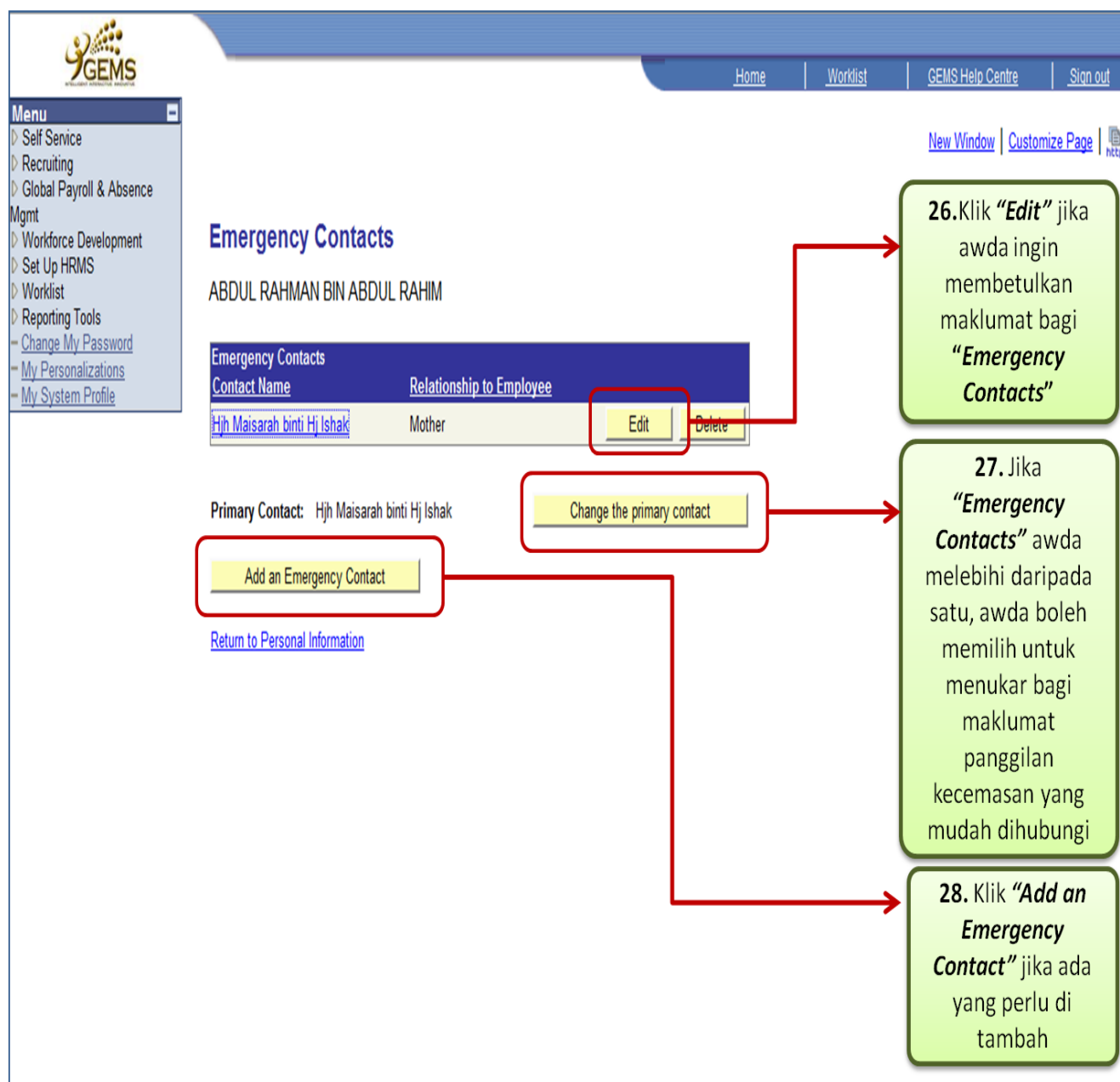
25. Jika Ada perubahan atau tambahan bagi Panggilan kecemasan awda , Klik **"Change Emergency Contacts"**

*If you do not have a Government Email Address, please contact your Administration Section / Unit





Pengesahan Data Peribadi dan Perkhidmatan



The screenshot shows the GEMS user interface for managing emergency contacts. The page title is "Emergency Contacts" for user "ABDUL RAHMAN BIN ABDUL RAHIM". A table lists emergency contacts with columns "Contact Name" and "Relationship to Employee". One contact is listed: "Hjh Maisarah binti Hj Ishak" with the relationship "Mother". The "Edit" button for this contact is highlighted with a red box and labeled 26. Below the table, the "Primary Contact" is identified as "Hjh Maisarah binti Hj Ishak". The "Add an Emergency Contact" button is highlighted with a red box and labeled 28. The "Change the primary contact" button is highlighted with a red box and labeled 27. A "Return to Personal Information" link is also visible. The right side of the page contains three green callout boxes with instructions for steps 26, 27, and 28.

Emergency Contacts

ABDUL RAHMAN BIN ABDUL RAHIM

Contact Name	Relationship to Employee
Hjh Maisarah binti Hj Ishak	Mother

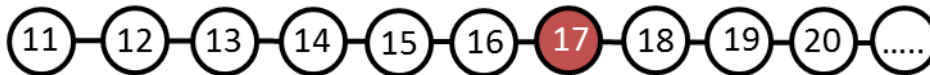
Primary Contact: Hjh Maisarah binti Hj Ishak

[Return to Personal Information](#)

26. Klik **"Edit"** jika awda ingin membetulkan maklumat bagi **"Emergency Contacts"**

27. Jika **"Emergency Contacts"** awda melebihi daripada satu, awda boleh memilih untuk menukar bagi maklumat panggilan kecemasan yang mudah dihubungi

28. Klik **"Add an Emergency Contact"** jika ada yang perlu di tambah



Pengesahan Data Peribadi dan Perkhidmatan

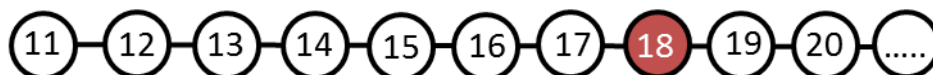


The screenshot shows the 'Emergency Contact Detail' form for 'ABDUL RAHMAN BIN ABDUL RAHIM'. The form includes fields for contact name, relationship, address, and phone numbers. Red boxes highlight specific areas, and red arrows point to numbered callouts:

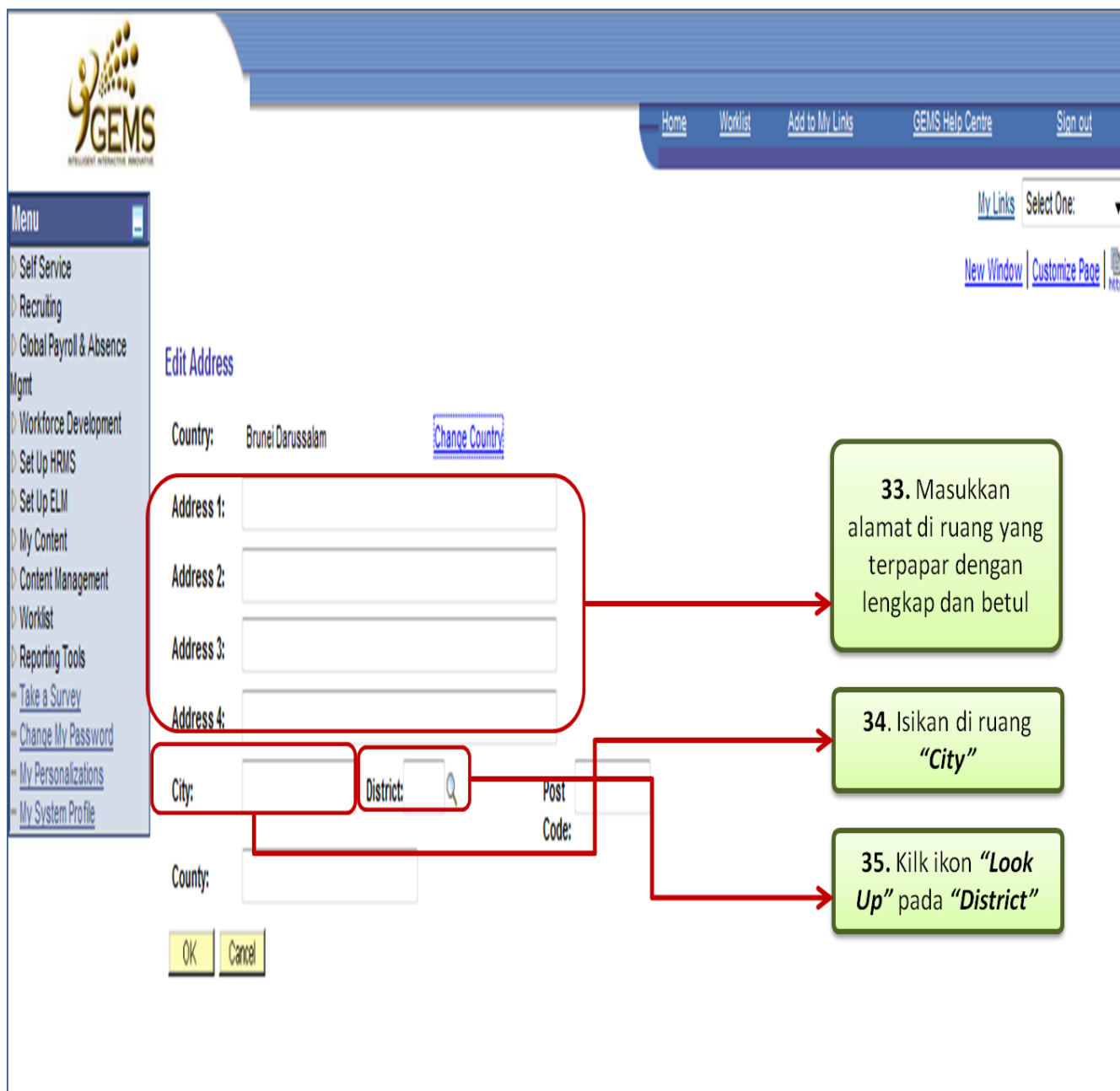
- 29.** Masukkan nama di ruang **"Contacts Name"** (points to the *Contact Name field).
- 30.** Klik bagi pilihan **"Relationship to Employee"** (points to the Relationship to Employee dropdown).
- 31.** Jika maklumat bagi panggilan kecemasan awda mempunyai alamat dan nombor telefon yang sama dengan awda tandakan di ruang kotak kecil tersebut (points to the checkboxes for same address/phone).
- 32.** Klik **"Edit Address"** Jika alamat belum lagi dikemaskinikan di ruang **"Address"** (points to the Edit Address link).

The form also includes a 'Save' button and a 'Return to Emergency Contacts' link.





Pengesahan Data Peribadi dan Perkhidmatan



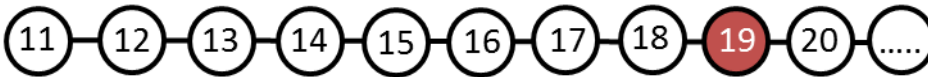
The screenshot shows the 'Edit Address' form in the GEMS system. The form includes fields for Country, Address 1 through 4, City, District, and Post Code. A 'Change Country' link is next to the Country field. The form is part of a larger interface with a menu on the left and navigation links at the top.

33. Masukkan alamat di ruang yang terpapar dengan lengkap dan betul

34. Isikan di ruang "City"

35. Klik ikon "Look Up" pada "District"





Pengesahan Data Peribadi dan Perkhidmatan

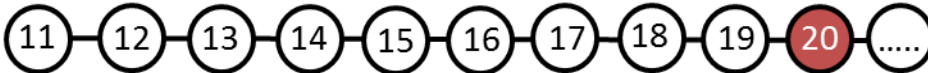


The screenshot displays the GEMS system interface. On the left is a 'Menu' sidebar with options like Self Service, Recruiting, Global Payroll & Absence, Mgmt, Workforce Development, Set Up HRMS, Set Up ELM, My Content, Content Management, Worklist, Reporting Tools, Take a Survey, Change My Password, My Personalizations, and My System Profile. The top navigation bar includes links for Home, Worklist, Add to My Links, GEMS Help Centre, and Sign out. A 'My Links' section with a 'Select One' dropdown and a 'New Window' button is also present.

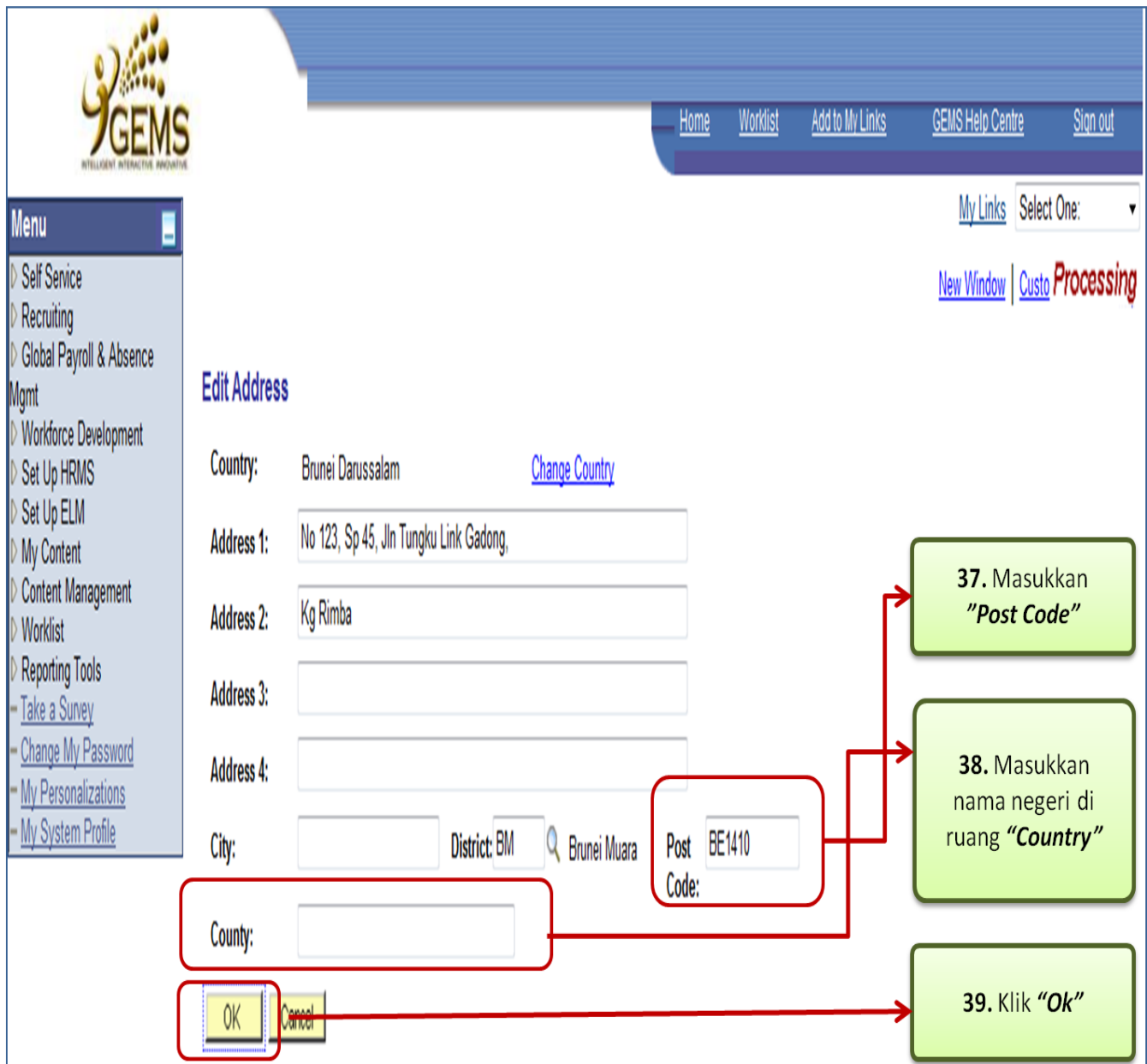
The main content area is titled 'Look Up District'. It features a search form with a 'Search by:' label, a 'State' dropdown menu, and a 'begins with' text input field. Below the search form are buttons for 'Look Up', 'Cancel', and a link for 'Advanced Lookup'.

The 'Search Results' section shows a table with two columns: 'State' and 'Description'. The table contains four entries: BL (Belait), BM (Brunei Muara), TB (Temburong), and TI (Tutong). A red bracket highlights the 'State' column, and a green callout box with the text '36. Klik di ruang "State" bagi pilihan daerah' points to it.

State	Description
BL	Belait
BM	Brunei Muara
TB	Temburong
TI	Tutong



Pengesahan Data Peribadi dan Perkhidmatan

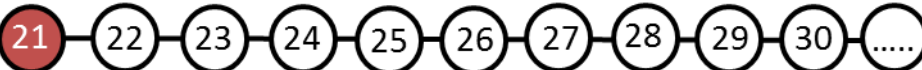


The screenshot shows the 'Edit Address' page in the GEMS system. The page includes a menu on the left, a top navigation bar, and a main content area with address fields. Three numbered steps are highlighted with red boxes and arrows:

- 37. Masukkan "Post Code"**: Points to the 'Post Code' field, which contains 'BE1410'.
- 38. Masukkan nama negeri di ruang "Country"**: Points to the 'Country' field, which is currently empty.
- 39. Klik "Ok"**: Points to the 'OK' button at the bottom left of the form.

The form fields are as follows:

- Country: Brunei Darussalam (with a [Change Country](#) link)
- Address 1: No 123, Sp 45, Jln Tungku Link Gadong,
- Address 2: Kg Rimba
- Address 3: (empty)
- Address 4: (empty)
- City: (empty) District: BM Brunei Muara
- Post Code: BE1410
- County: (empty)
- Buttons: OK, Cancel



Pengesahan Data Peribadi dan Perkhidmatan

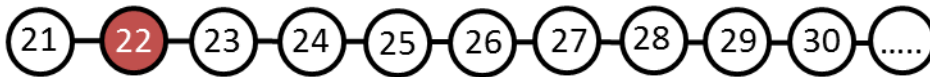


The screenshot shows the 'Emergency Contact Detail' form for 'ABDUL RAHMAN BIN ABDUL RAHIM'. The form includes sections for 'Address and Telephone', 'Address', 'Phone', and 'Other Telephone Numbers'. Red boxes and arrows highlight specific steps:

- 40. Masukkan Nombor telefon**: Points to the 'Telephone' field in the 'Phone' section, which contains the number '7123456'.
- 41. Jika "Emergency contact" awda mempunyai nombor telefon yang berlainan. Awda perlu klik "Add a Phone Number"**: Points to the 'Add a Phone Number' button in the 'Other Telephone Numbers' section.
- 42. Klik "Save"**: Points to the 'Save' button at the bottom of the form.

Additional form details include:

- Contact Name**: Hjh Maisarah binti Hj Ishak
- Relationship to Employee**: Mother
- Address and Telephone**: ☐ Contact has the same address as the employee; ☐ Contact has the same telephone number as the employee
- Address**: Country: Brunei Darussalam; Address: BRN
- Phone**: Telephone: 7123456
- Other Telephone Numbers**: Table with columns 'Phone Type' and 'Phone Number'.
- *Required Field**: Indicated next to the 'Save' button.



Pengesahan Data Peribadi dan Perkhidmatan



The screenshot displays the GEMS user interface. On the left is a 'Menu' sidebar with various options. The top navigation bar includes links like 'Home', 'Worklist', and 'Add to My Links'. The main content area shows a confirmation message under the heading 'Emergency Contacts'.

Menu

- Self Service
- Recruiting
- Global Payroll & Absence
- Mgmt
- Workforce 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

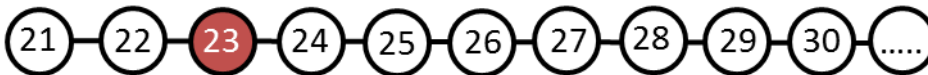
Emergency Contacts

Save Confirmation

✓ The Save was successful.

43. Klik "Ok"





Pengesahan Data Peribadi dan Perkhidmatan



[Home](#) | [Worklist](#) | [GEMS Help Centre](#) | [Sign out](#)

Menu

- ▷ Self Service
- ▷ Recruiting
- ▷ Global Payroll & Absence
- Mgmt
- ▷ Workforce Development
- ▷ Set Up HRMS
- ▷ Worklist
- ▷ Reporting Tools
- ▷ [Change My Password](#)
- ▷ [My Personalizations](#)
- ▷ [My System Profile](#)

Official Name: ABDUL RAHMAN BIN ABDUL RAHIM		Annual Leave Balance: 6.00
Gender: Male		Medical Leave Balance: 0.00
Date of Birth: 01/11/1979		
Birth Country: Brunei Darussalam		
Citizenship:	Yellow National Reg. ID Card: 70-000001	
Nationality:		
Race:		
Religion: ISLAM		
Highest Education Level: Not Indicated		Change Highest Education

Marital Status	
Marital Status: Single	As of: 01/02/2012

[Change marital status](#)
☒ Marital Status Verified

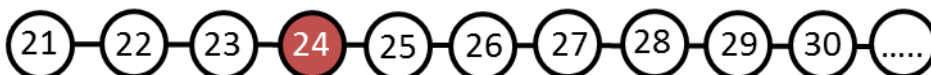
Phone Numbers			
Phone Type	Phone Number	Extension	Preferred
Mobile	7123456		☒
Home	2384146		☐
Other	8765432		☐

[Change phone numbers](#)
☒ Phone Number Verified

Emergency Contacts		
Customize Find First 1 of 1 Last		
Name	Relationship To Employee	Primary Contact
Hjh Maisarah binti Hj Ishak	Mother	☒

[Change emergency contacts](#)
☒ Emergency Contact Verified

44. Tandakan di petak kosong **“Emergency Contact Verified”** sebagai pengakuan maklumat telah diteliti dan dikemaskinikan.



Pengesahan Data Peribadi dan Perkhidmatan



[Home](#) | [Worklist](#) | [GEMS Help Centre](#) | [Sign out](#)

Menu

- Self Service
- Recruiting
- Global Payroll & Absence Mgmt
- Workforce Development
- Set Up HRMS
- Worklist
- Reporting Tools
- [Change My Password](#)
- [My Personalizations](#)
- [My System Profile](#)

Marital Status		Change marital status
Marital Status:	Single	As of: 01/02/2012
		☒ Marital Status Verified

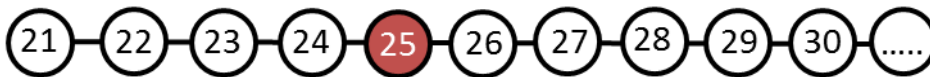
Phone Numbers				Change phone numbers
Phone Type	Phone Number	Extension	Preferred	
Mobile	7123456		☒	☒ Phone Number Verified
Home	2384146		☐	
Other	8765432		☐	

Emergency Contacts			Change emergency contacts
Name	Relationship To Employee	Primary Contact	
Hjh Maisarah binti Hj Ishak	Mother	☒	☒ Emergency Contact Verified

Addresses					Change home/mailling addresses
Address Type	Status	As Of	Country	Address	
					☐ Address Verified

Email Addresses			Change email addresses
Email Type	Email Address	Preferred	
Business	rahman.rahim@psd.gov.bn	☒	☐ Email Address Verified
Personal	rahman.rahim@hotmail.com	☐	

45. Jika Ada perubahan atau tambahan bagi Alamat rumah awda , Klik **"Change home/ Mailing Addresses"**



Pengesahan Data Peribadi dan Perkhidmatan



Menu

- Self Service
- Recruiting
- Global Payroll & Absence Mgmt
- Workforce 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

[Home](#) [Worklist](#) [Add to My Links](#) [GEMS Help Centre](#) [Sign out](#)

[My Links](#) Select One: ▼

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

Home and Mailing Address

ABDUL RAHMAN BIN ABDUL RAHIM

Addresses

No addresses have been added.

*Address Type:

* Required Field

[Return to Personal Information](#)

46. Ruang ini akan terpapar untuk awda isikan





Pengesahan Data Peribadi dan Perkhidmatan



Menu

- Self Service
- Recruiting
- Global Payroll & Absence Mgmt
- Workforce 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

Home and Mailing Address

ABDUL RAHMAN BIN ABDUL RAHIM

Addresses

No addresses have been added.

*Address Type:

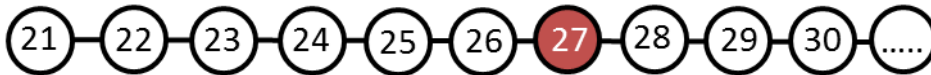
Add

* Required Field

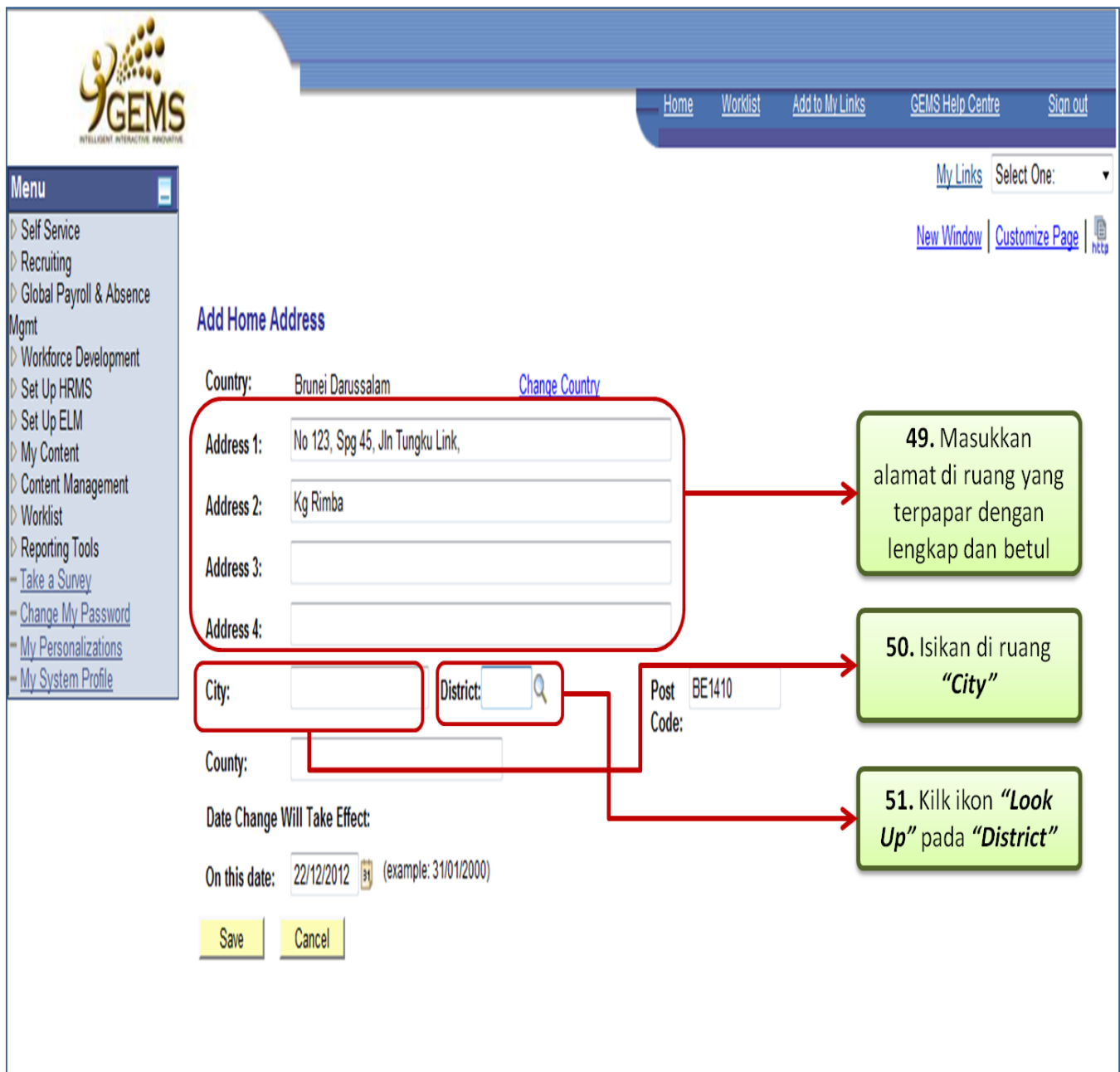
[Return to Personal Information](#)

47. Klik "Address Type" bagi pilihan jenis alamat

48. Klik "Add"



Pengesahan Data Peribadi dan Perkhidmatan

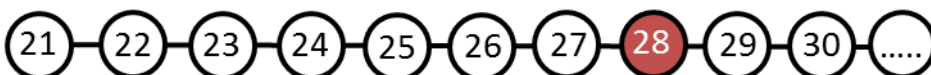


The screenshot shows the 'Add Home Address' form in the GEMS system. The form includes fields for Country, Address 1-4, City, District, Post Code, and a date field. A sidebar menu on the left lists various system functions. Three numbered callouts are present:

- 49.** Masukkan alamat di ruang yang terpapar dengan lengkap dan betul (Enter address in the space displayed completely and correctly).
- 50.** Isikan di ruang "City" (Fill in the "City" space).
- 51.** Klik ikon "Look Up" pada "District" (Click the "Look Up" icon on "District").

The form fields are as follows:

- Country: Brunei Darussalam (with a [Change Country](#) link)
- Address 1: No 123, Spg 45, Jln Tungku Link,
- Address 2: Kg Rimba
- Address 3: (empty)
- Address 4: (empty)
- City: (empty)
- District: (empty, with a magnifying glass icon)
- Post Code: BE1410
- County: (empty)
- Date Change Will Take Effect: On this date: 22/12/2012 (example: 31/01/2000)
- Buttons: Save, Cancel



Pengesahan Data Peribadi dan Perkhidmatan

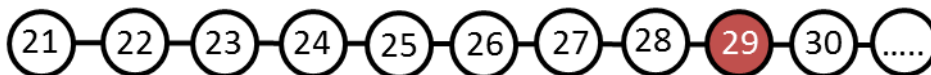


The screenshot displays the GEMS system interface. On the left is a 'Menu' sidebar with options like Self Service, Recruiting, Global Payroll & Absence Mgmt, Workforce Development, Set Up HRMS, Set Up ELM, My Content, Content Management, Worklist, Reporting Tools, Take a Survey, Change My Password, My Personalizations, and My System Profile. The top navigation bar includes links for Home, Worklist, Add to My Links, GEMS Help Centre, and Sign out. A 'My Links' section with a 'Select One' dropdown and a 'New Window' button are also visible.

The main content area is titled 'Look Up District'. It features a search form with 'Search by:' and a dropdown menu set to 'State', followed by a text input field for 'begins with'. Below the search form are buttons for 'Look Up', 'Cancel', and a link for 'Advanced Lookup'.

The 'Search Results' section shows a table with 4 results. A red bracket highlights the 'State' column, and a green callout box points to it with the instruction: '52. Klik di ruang "State" bagi pilihan daerah'.

State	Description
BL	Belait
BM	Brunei Muara
TB	Temburong
TI	Tutong



Pengesahan Data Peribadi dan Perkhidmatan



Menu

- Self Service
- Recruiting
- Global Payroll & Absence Mgmt
- Workforce 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

Add Home Address

Country: Brunei Darussalam [Change Country](#)

Address 1: No 123, Spg 45, Jln Tungku Link,

Address 2: Kg Rimba

Address 3:

Address 4:

City: District: BM Brunei Muara Post Code: BE1410

County:

Date Change Will Take Effect: On this date: 22/12/2012 (example: 31/01/2000)

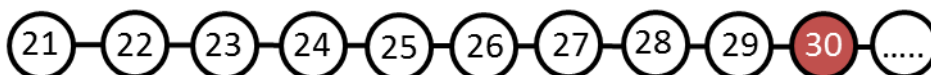
53. Masukkan pos kod

54. Masukkan nama negeri di ruang "Country"

55a. *Peringatan:
Perubahan "Home/Mailing Address" awda tidak akan bertukar secara automatik, kerana ini adalah memerlukan pengesahan dari "Department Administrator"

55b. Sila Pastikan Awda menghadapi tunjuk bukti kepada pegawai yang membenarkan sebagai rujukan.

55. Klik "Save"



Pengesahan Data Peribadi dan Perkhidmatan



[Home](#) | [Worklist](#) | [GEMS Help Centre](#) | [Sign out](#)

Menu
 ▶ Self Service
 ▶ Recruiting
 ▶ Global Payroll & Absence Mgmt
 ▶ Workforce Development
 ▶ Set Up HRMS
 ▶ Worklist
 ▶ Reporting Tools
 ▶ [Change My Password](#)
 ▶ [My Personalizations](#)
 ▶ [My System Profile](#)

Marital Status		Change marital status
Marital Status:	Single	As of: 01/02/2012
		☒ Marital Status Verified

Phone Numbers				Change phone numbers
Phone Type	Phone Number	Extension	Preferred	
Mobile	7123456		☒	☒ Phone Number Verified
Home	2384146		☐	
Other	8765432		☐	

Emergency Contacts			Change emergency contacts
Customize Find First 1 of 1 Last			
Name	Relationship To Employee	Primary Contact	
Hjh Maisarah binti Hj Ishak	Mother	☒	☒ Emergency Contact Verified

Addresses					Change home/mailling addresses
Address Type	Status	As Of	Country	Address	
					☒ Address Verified

56. Tandakan di petak kosong **"Address Verified"** sebagai pengakuan maklumat telah diteliti dan dikemaskinikan.



31

32

33

34

35

36

37

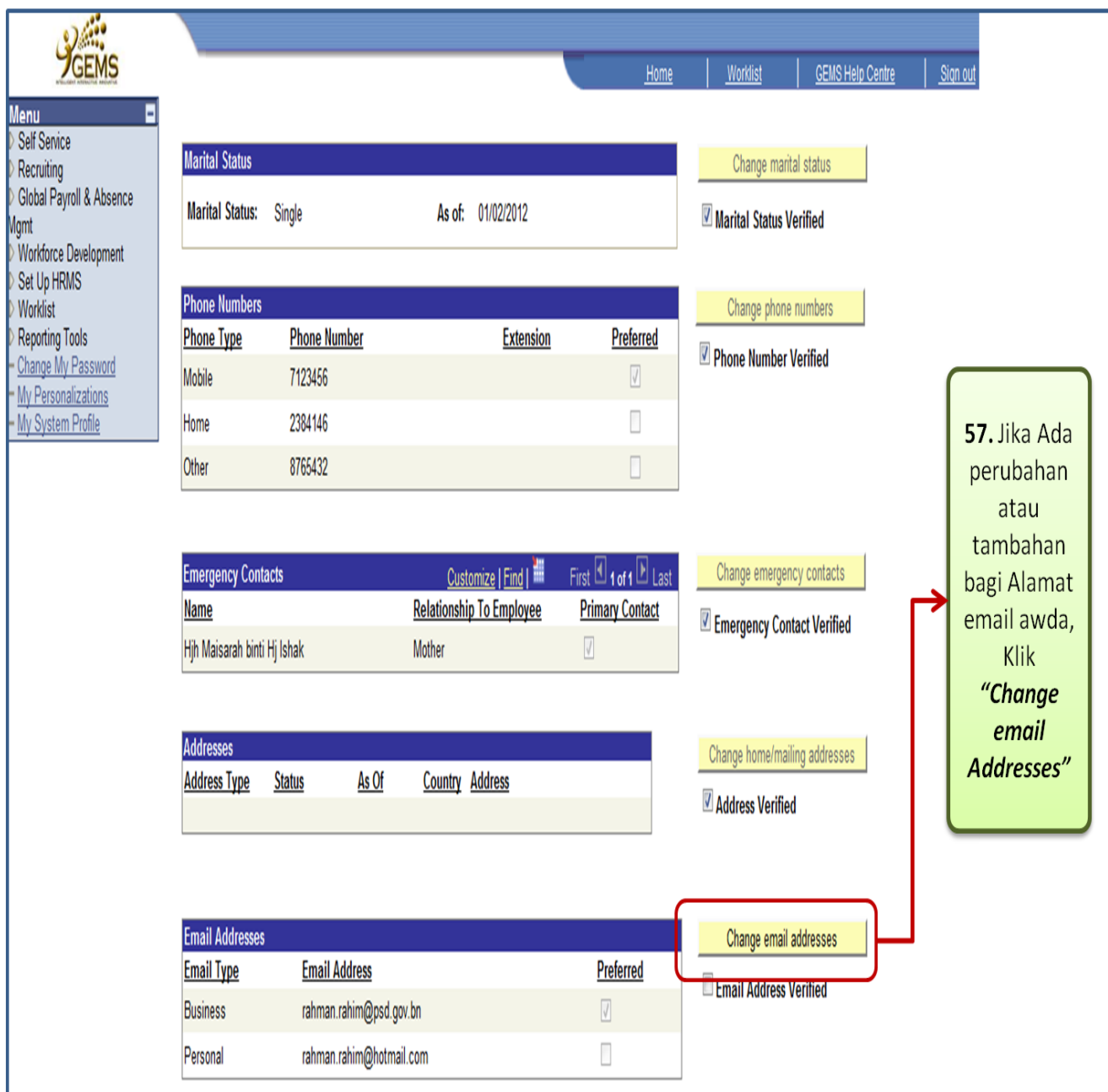
38

39

40

.....

Pengesahan Data Peribadi dan Perkhidmatan



Menu

- Self Service
- Recruiting
- Global Payroll & Absence Mgmt
- Workforce Development
- Set Up HRMS
- Worklist
- Reporting Tools
- Change My Password
- My Personalizations
- My System Profile

Marital Status

Marital Status: Single As of: 01/02/2012

Change marital status

☒ Marital Status Verified

Phone Numbers

Phone Type	Phone Number	Extension	Preferred
Mobile	7123456		☒
Home	2384146		☐
Other	8765432		☐

Change phone numbers

☒ Phone Number Verified

Emergency Contacts

Customize | Find | First | 1 of 1 | Last

Name	Relationship To Employee	Primary Contact
Hjh Maisarah binti Hj Ishak	Mother	☒

Change emergency contacts

☒ Emergency Contact Verified

Addresses

Address Type	Status	As Of	Country	Address

Change home/mailling addresses

☒ Address Verified

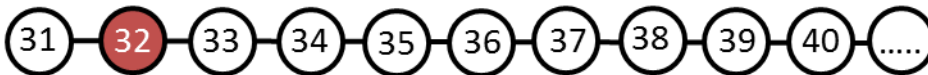
Email Addresses

Email Type	Email Address	Preferred
Business	rahman.rahim@psd.gov.bn	☒
Personal	rahman.rahim@hotmail.com	☐

Change email addresses

☐ Email Address Verified

57. Jika Ada perubahan atau tambahan bagi Alamat email awda, Klik "Change email Addresses"



Pengesahan Data Peribadi dan Perkhidmatan



Email Addresses

ABDUL RAHMAN BIN ABDUL RAHIM

*Email Type	Email Address	Preferred
Business	rahman.rahim@psd.gov.bn	☒

[Delete](#)

[Add an Email Address](#)

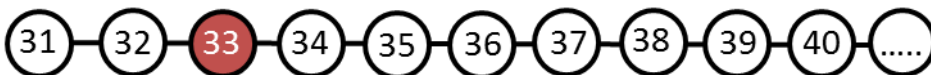
* Required Field

[Save](#)

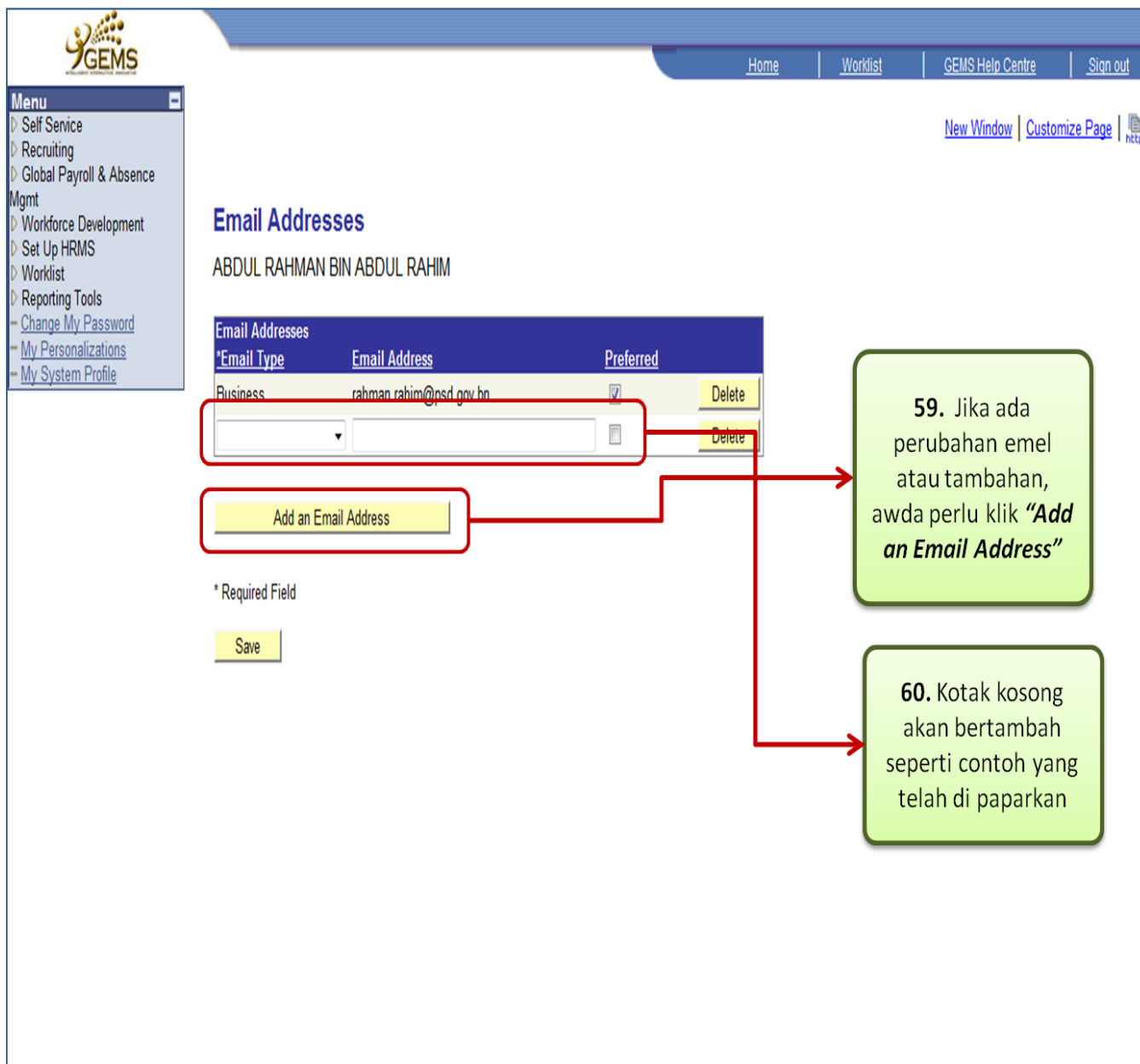
[Return to Personal Information](#)

58. Ruang baru bagi "Email Addresses" akan terpapar untuk awda isikan dengan lengkap dan betul





Pengesahan Data Peribadi dan Perkhidmatan



Email Addresses

ABDUL RAHMAN BIN ABDUL RAHIM

*Email Type	Email Address	Preferred	
Business	rahman.rahim@nsd.gov.bn	☒	Delete
		☐	Delete

Add an Email Address

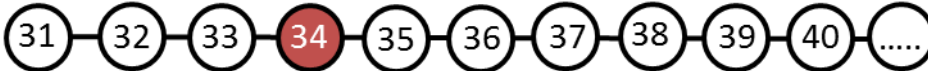
* Required Field

Save

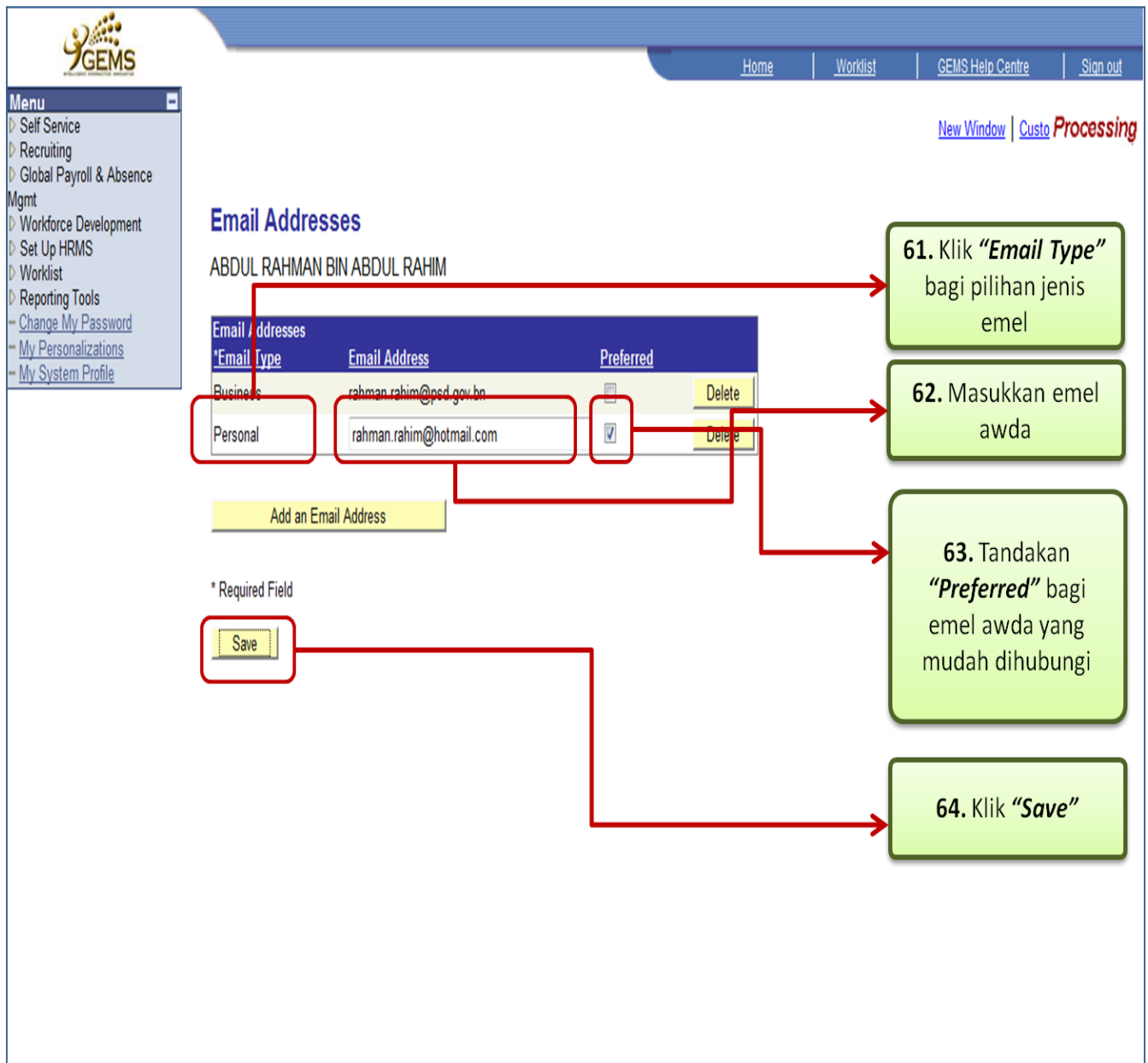
59. Jika ada perubahan emel atau tambahan, awda perlu klik **"Add an Email Address"**

60. Kotak kosong akan bertambah seperti contoh yang telah di paparkan





Pengesahan Data Peribadi dan Perkhidmatan



The screenshot shows the 'Email Addresses' page for user ABDUL RAHMAN BIN ABDUL RAHIM. The page includes a menu on the left, a top navigation bar, and a table of email addresses. Red boxes and arrows highlight specific elements corresponding to instructions 61 through 64.

61. Klik "Email Type" bagi pilihan jenis emel

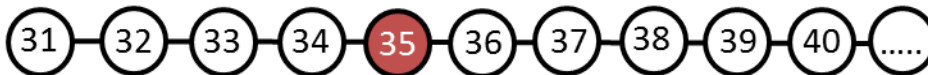
62. Masukkan emel awda

63. Tandakan "Preferred" bagi emel awda yang mudah dihubungi

64. Klik "Save"

Email Type	Email Address	Preferred	Delete
Business	rahman.rahim@psd.gov.bn	☐	Delete
Personal	rahman.rahim@hotmail.com	☒	Delete

Buttons: Add an Email Address, Save



Pengesahan Data Peribadi dan Perkhidmatan



The screenshot displays the GEMS user interface. On the left is a 'Menu' sidebar with options like Self Service, Recruiting, Global Payroll & Absence Mgmt, Workforce Development, Set Up HRMS, Set Up ELM, My Content, Content Management, Worklist, Reporting Tools, and several links including 'Take a Survey', 'Change My Password', 'My Personalizations', and 'My System Profile'. The top navigation bar includes links for Home, Worklist, Add to My Links, GEMS Help Centre, and Sign out. The main content area is titled 'Email Addresses' and shows a 'Save Confirmation' message with a green checkmark and the text 'The Save was successful.' Below this message is a yellow 'OK' button. A red arrow points from the 'OK' button to a green box containing the text '65. Klik "Ok"'. On the right side of the interface, there are links for 'My Links', 'New Window', 'Customize Page', and a 'http' icon.





Pengesahan Data Peribadi dan Perkhidmatan



[Home](#) | [Worklist](#) | [GEMS Help Centre](#) | [Sign out](#)

Menu
 Self Service
 Recruiting
 Global Payroll & Absence Mgmt
 Workforce Development
 Set Up HRMS
 Worklist
 Reporting Tools
[Change My Password](#)
[My Personalizations](#)
[My System Profile](#)

Marital Status			
Marital Status:	Single	As of:	01/02/2012

[Change marital status](#)
☒ Marital Status Verified

Menu
 Self Service
 Recruiting
 Global Payroll & Absence Mgmt
 Workforce Development
 Set Up HRMS
 Worklist
 Reporting Tools
[Change My Password](#)
[My Personalizations](#)
[My System Profile](#)

Phone Numbers			
Phone Type	Phone Number	Extension	Preferred
Mobile	7123456		☒
Home	2384146		☐
Other	8765432		☐

[Change phone numbers](#)
☒ Phone Number Verified

Menu
 Self Service
 Recruiting
 Global Payroll & Absence Mgmt
 Workforce Development
 Set Up HRMS
 Worklist
 Reporting Tools
[Change My Password](#)
[My Personalizations](#)
[My System Profile](#)

Emergency Contacts		
Name	Relationship To Employee	Primary Contact
Hjh Maisarah binti Hj Ishak	Mother	☒

[Change emergency contacts](#)
☒ Emergency Contact Verified

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Addresses				
Address Type	Status	As Of	Country	Address

[Change home/mailling addresses](#)
☒ Address Verified

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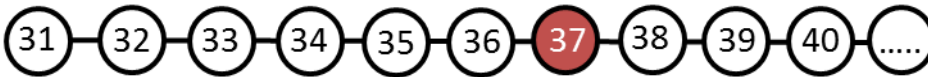
Email Addresses		
Email Type	Email Address	Preferred
Business	rahman.rahim@psd.gov.bn	☒
Personal	rahman.rahim@hotmail.com	☐

[Change email addresses](#)
☒ Email Address Verified

*If you do not have a Government Email Address, please contact your Administration Section / Unit

66. Tandakan di petak kosong **"Email Address Verified"** sebagai pengakuan maklumat telah diteliti dan dikemaskinikan.





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Emergency Contacts Customize Find First 1 of 1 Last

Name	Relationship To Employee	Primary Contact
Hjh Maisarah binti Hj Ishak	Mother	☒

[Change emergency contacts](#)
☐ Emergency Contact Verified

Addresses

Address Type	Status	As Of	Country	Address

[Change home/mailling addresses](#)
☐ Address Verified

Email Addresses

Email Type	Email Address	Preferred
Business	rahman.rahim@psd.gov.bn	☒
Personal	rahman.rahim@hotmail.com	☐

[Change email addresses](#)
☒ Email Address Verified

*If you do not have a Government Email Address, please contact your Administration Section / Unit

Dependent Information

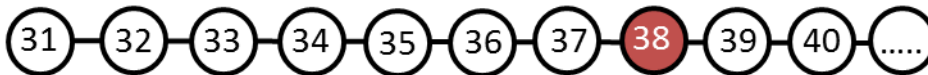
National ID	Beneficiary ID	Name	Relationship to Employee	Date of Birth
01			Other	

[Change dependent information](#)
☐ Dependent Information Verified

Current Primary Job Information

Effective Date	Ministry	Ministry Description	Department ID	Department Description	Position Number	Position Description	Employee Class	Salary Matrix	Salary Admin Plan	Monthly Salary	Next Increment Date
01/02/2012	SA01A	Prime Minister's Office	SA12700308	JABATAN PERKHIDMATAN AWAM - BAHAGIAN GEMS	70000002	KERANI	TETAP	00006	GAJI HARI	559.00	

67. Jika Ada perubahan atau tambahan bagi maklumat keluarga awda, Klik **"Change dependent Information"**



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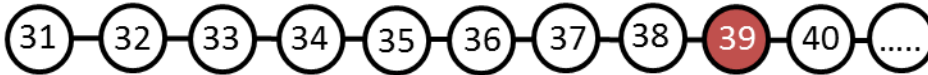
Dependent/Beneficiary Personal Information

Employee ID 70000001 BIN ABDUL RAHIM, ABDUL RAHMAN

Currently you have no dependents setup, click Add Dependent Info Button to add a new dependent

Add Dependent Info → 68. Klik "Add Dependent Info"





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[My Links](#)
[Select One:](#)

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


Dependent/Beneficiary Personal Information

EmplID 70000001 ABDUL RAHMAN BIN ABDUL RAHIM

Personal Information

*Date change will take effect: 24/12/2012

*Last Name:

*First Name:

*Gender: Male

*Date of Birth:

Birth Country: BRN

*Relationship to Employee:

Status Information

*Marital Status: Marital Status Date:

Student: No Student Status Date:

Date of Death:

Occupation:

☐ Same Address as Employee

Address

Country: BRN Brunei Darussalam

Address: BRN [Edit Address](#)

☐ Same Phone as Employee

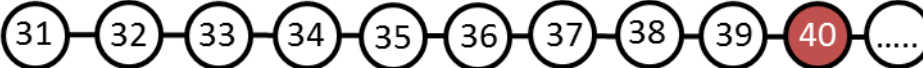
Contact Phone

Phone:

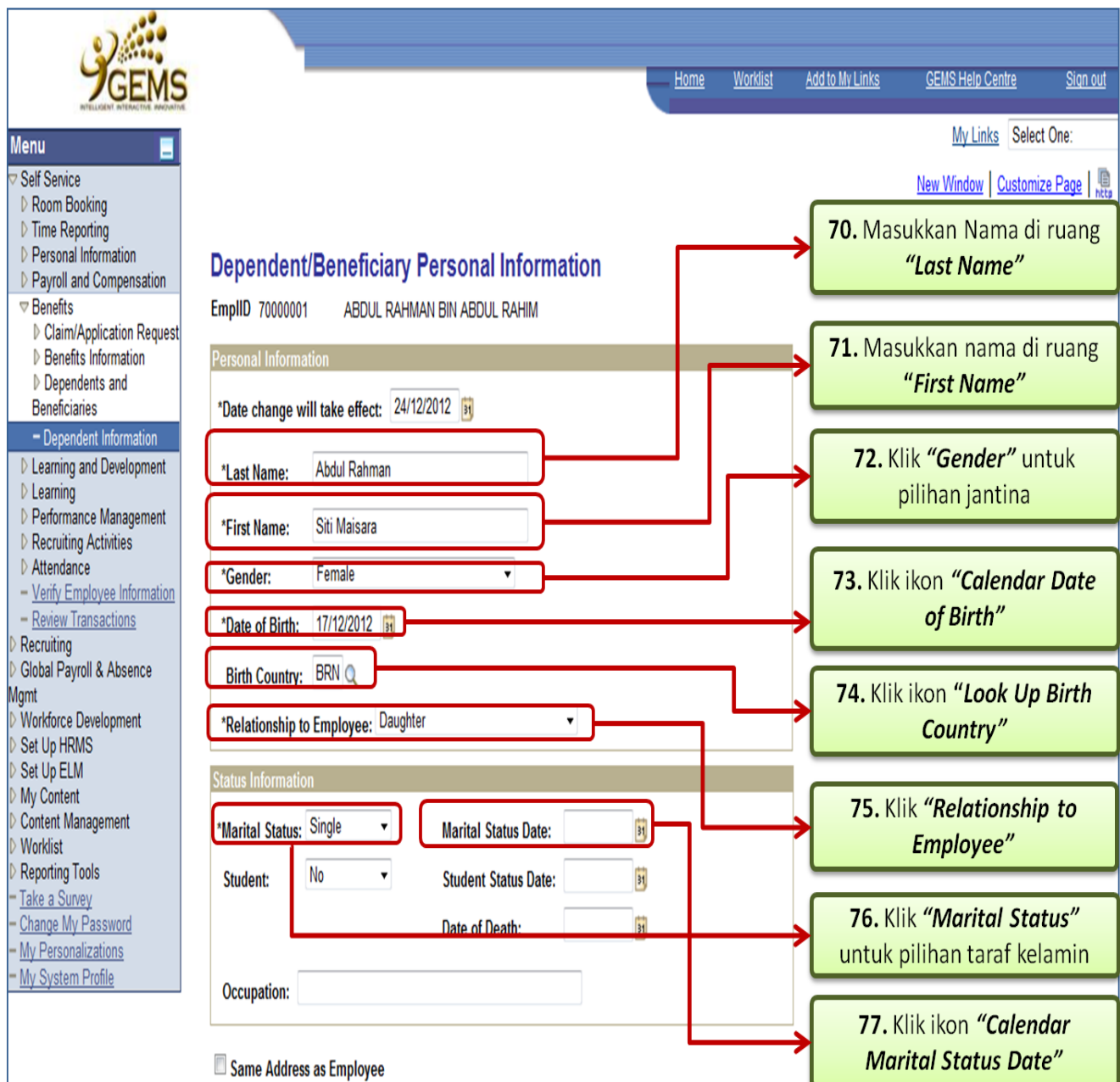
National ID		Customize Find View All		First 1 of 1	Last
*Country	*National ID Type	Description	National ID	Primary ID	
1	BRN			☐	+ -

69. Ruang ini akan terpapar. Awda perlu meneliti dan kemaskini dengan lengkap dan betul untuk pengesahan maklumat data awda yang terkini.





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Dependent/Beneficiary Personal Information

EmpID 70000001 ABDUL RAHMAN BIN ABDUL RAHIM

Personal Information

*Date change will take effect: 24/12/2012

*Last Name: Abdul Rahman

*First Name: Siti Maisara

*Gender: Female

*Date of Birth: 17/12/2012

Birth Country: BRN

*Relationship to Employee: Daughter

Status Information

*Marital Status: Single

Marital Status Date:

Student: No

Student Status Date:

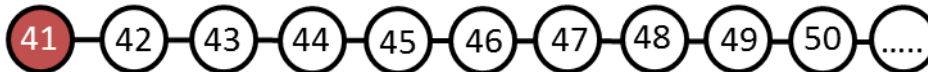
Date of Death:

Occupation:

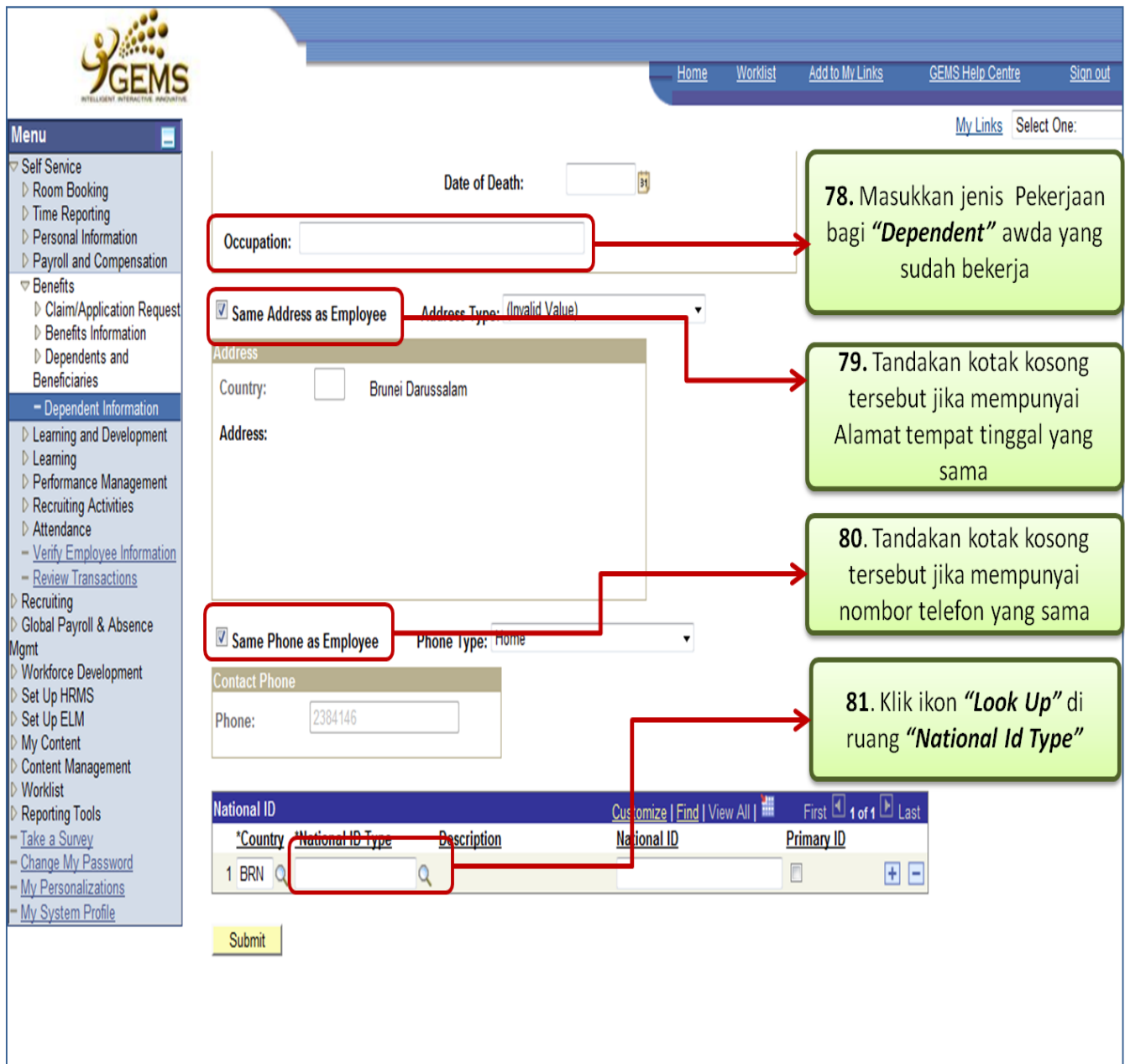
☐ Same Address as Employee

Callout Boxes:

- 70. Masukkan Nama di ruang "Last Name"
- 71. Masukkan nama di ruang "First Name"
- 72. Klik "Gender" untuk pilihan jantina
- 73. Klik ikon "Calendar Date of Birth"
- 74. Klik ikon "Look Up Birth Country"
- 75. Klik "Relationship to Employee"
- 76. Klik "Marital Status" untuk pilihan taraf kelamin
- 77. Klik ikon "Calendar Marital Status Date"



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Form Fields and Instructions:

- Occupation:** [Text Field] → 78. Masukkan jenis Pekerjaan bagi "Dependent" awda yang sudah bekerja
- ☒ **Same Address as Employee** → 79. Tandakan kotak kosong tersebut jika mempunyai Alamat tempat tinggal yang sama
- ☒ **Same Phone as Employee** → 80. Tandakan kotak kosong tersebut jika mempunyai nombor telefon yang sama
- National ID Type:** [Text Field] → 81. Klik ikon "Look Up" di ruang "National Id Type"

Form Details:

Date of Death: [Text Field]

Address Type: (Invalid Value)

Country: [Text Field] Brunei Darussalam

Address: [Text Field]

Phone type: Home

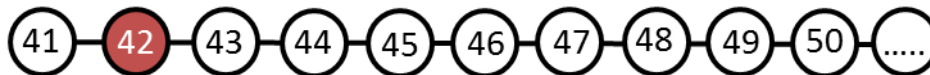
Contact Phone

Phone: [Text Field] 2384146

National ID Table:

*Country	*National ID Type	Description	National ID	Primary ID
1 BRN	[Text Field]			

Submit



Pengesahan Data Peribadi dan Perkhidmatan



The screenshot shows the GEMS web application interface. On the left is a 'Menu' sidebar with various options. The main content area is titled 'Look Up National ID Type' and includes a 'Cancel' button. Below this is a 'Search Results' section showing a table of results. A red bracket highlights the 'National ID Type' column, and a green box contains instruction 82.

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Look Up National ID Type

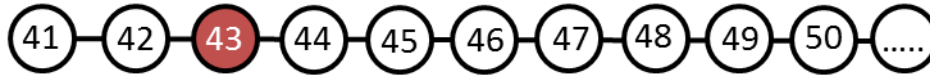
Cancel

Search Results

View All First 1-5 of 5 Last

Country	National ID Type	Description
BRN	BC	Brunei Birth Certificate
BRN	IC-G	Green National Reg. ID Card
BRN	IC-P	Purple National Reg. ID Card
BRN	IC-Y	Yellow National Reg. ID Card
BRN	KD	Royal National Reg. ID

82. Klik jenis warna kad pengenalan awda di ruang "National ID Type Description"



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Processing

Student: No Student Status Date: 31 Date of Death:

Occupation:

☒ Same Address as Employee Address Type: (Invalid Value)

Address

Country: BRN Brunei Darussalam

Address:

☒ Same Phone as Employee Phone Type: Home

Contact Phone

Phone: 2384146

85a. *Peringatan:
Perubahan "**Home/Mailing Address**" awda tidak akan bertukar secara automatik , kerana ini adalah memerlukan pengesahan dari "**Department Administrator**"

85b. Sila Pastikan Awda
menghadapkan tunjuk bukti kepada pegawai yang membenarkan sebagai rujukan.

83. Masukkan
nombor kad pengenalan di ruang "**National ID**"

84. Tandakan kotak
kosong yang terpapar di ruang "**Primary ID**"

85. Klik
"**Submit**"

*Country	*National ID Type	Description	National ID	Primary ID
1 BRN	BC	Brunei Birth Certificate	70123456	☒

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[My Links](#) | Select One:

Addresses

Address Type	Status	As Of	Country	Address

Email Addresses

Email Type	Email Address	Preferred
Business	rahman.rahim@psd.gov.bn	☒
Personal	rahman.rahim@hotmail.com	☐

*If you do not have a Government Email Address, please contact your Administration Section / Unit

Dependent Information

National ID	Beneficiary ID	Name	Relationship to Employee	Date of Birth

Current Primary Job Information

Effective Date	Ministry	Ministry Description	Department ID	Department Description	Position Number	Position Description	Employee Class	Salary Matrix	Salary Admin Plan	Monthly Salary	Next Increment Date
01/02/2012	SA01A	Prime Minister's Office	SA12700308	JABATAN PERKHIDMATAN AWAM - BAHAGIAN GEMS	70000002	KERANI	TETAP	00006	GAJI HARI	559.00	

Primary Job Information Verification

☒ Primary Job Information Correct
☐ Primary Job Information Incorrect

Change home/mailling addresses

☐ Address Verified

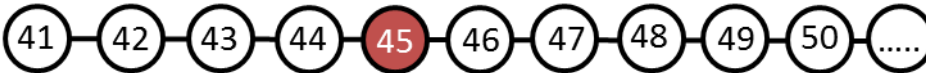
Change email addresses

☒ Email Address Verified

Change dependent information

☒ Dependent Information Verified

86. Tandakan di petak kosong **"Dependent Information Verified"** sebagai pengakuan maklumat telah diteliti dan dikemaskinikan.



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Business: ✓

Personal: ✗

*If you do not have a Government Email Address, please contact your Administration Section / Unit

Dependent Information

National ID	Beneficiary ID	Name	Relationship to Employee	Date of Birth
01			Other	

[Change dependent information](#)

☒ Dependent Information Verified

Current Primary Job Information

Effective Date	Ministry	Ministry Description	Department ID	Department Description	Position Number	Position Description	Employee Class	Salary Matrix	Salary Admin Plan	Monthly Salary	Next Increment Date
01/02/2012	SA01A	Prime Minister's Office	SA12700308	JABATAN PERKHIDMATAN AWAM - BAHAGIAN GEMS	70000002	KERANI	TETAP	00006	GAJI HARI	559.00	

Edit Primary Job Information Details

Effective Date	Ministry	Department ID	Department Description	Position	Reporting To (Name/Department)	Employee Class	Salary Matrix	Salary Admin Plan	Monthly Salary	Next Increment Date

Primary Job Information Verification

☐ Primary Job Information Correct

☒ Primary Job Information Incorrect

87. Pastikan maklumat awda dalam **"Current Primary Job Information"** adalah betul dan terkini

88. Jika maklumat awda tidak betul di ruang **"Current Primary Job Information"** awda perlu klik **"Primary Job Information Incorrect"**

89. Kotak kosong yang baru akan terpapar dan perlu awda isikan dengan lengkap dan betul





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Business rahman.rahim@jpsu.gov.bn
 Personal rahman.rahim@hotmail.com

*If you do not have a Government Email Address, please contact your Administration Section / Unit

Dependent Information

National ID	Beneficiary Name	Relationship to Employee	Date of Birth
01		Other	

[Change dependent information](#)
☒ Dependent Information Verified

Current Primary Job Information

Effective Date	Ministry	Ministry Description	Department ID	Department Description	Position Number	Position Description	Employee Class	Salary Matrix	Salary Admin Plan	Monthly Salary	Next Increment Date
01/02/2012	SA01A	Prime Minister's Office	SA12700308	JABATAN PERKHIDMATAN AWAM - BAHAGIAN GEMS	70000002	KERANI	TETAP	00006	GAJI HARI	559.00	

Edit Primary Job Information Details

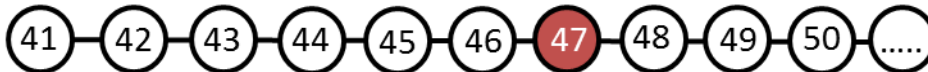
Effective Date	Ministry	Department ID	Department Description	Position	Reporting To (Name/Department)	Employee Class	Salary Matrix	Salary Admin Plan	Monthly Salary	Next Increment Date
01/02/2012	SA01A	SA002	JABATAN ADAT ISTIADAT NEGARA	70000002	Pentadbiran	TETAP	00006	JL HARI	559	01/02/20

Primary Job Information Verification
☐ Primary Job Information Correct
☒ Primary Job Information Incorrect

90. Yang perlu awda isikan di ruang **"Primary Job Information Details"** ialah:-

- "Effective Date"
- "Ministry"
- "Department ID"
- "Position"
- "Reporting to"
- "Employee Class"
- "Salary Matrix"
- "Salary Admin Plan"
- "Monthly Salary"
- "Next Increment Date"

*Pastikan maklumat awda masukkan adalah yang terkini.



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Secondary Job Information

Effective Date	Empl Rcd Nbr	Ministry	Ministry Description	Department ID	Department Description	Position Number	Position Description	Expected End Date
1/05/12/2012	1	SD01A	Ministry of Finance	SD022001	JABATAN KASTAM DAN EKSASIS DIRAJA - BAHAGIAN UTAMA	00029122	KERANI	06/03/2013
2/20/12/2012	5	SA01A	Prime Minister's Office	SA002	JABATAN ADAT ISTIADAT NEGARA	00023418	KERANI	

Secondary Job Information Verification

☐ Secondary Job Information Correct

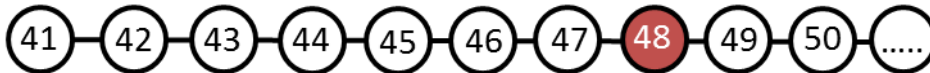
☐ Secondary Job Information Incorrect

Employee Comments:

1) jumlah cuti salah

2) kenaikan gaji tahunan tidak betul

91. Pastikan maklumat awda dalam **"Secondary Job Information"** adalah betul dan terkini.



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01/02/2012	SA01A	Minister's Office	SA12/00308	AWAM - BAHAGIAN GEMS	70000002	KERANI	1E1AP	00006	HARI	559.00
------------	-------	-------------------	------------	----------------------	----------	--------	-------	-------	------	--------

Primary Job Information Verification
☒ Primary Job Information Correct
☐ Primary Job Information Incorrect

Secondary Job Information								
Effective Date	Empl Rcd Nbr	Ministry	Ministry Description	Department ID	Department Description	Position Number	Position Description	Expected End Date
1 05/12/2012	1	SD01A	Ministry of Finance	SD022001	JABATAN KASTAM DAN EKSAS DIRAJA - BAHAGIAN UTAMA	00029122	KERANI	06/03/2013
2 20/12/2012	5	SA01A	Prime Minister's Office	SA002	JABATAN ADAT ISTIADAT NEGARA	00023418	KERANI	

Edit Secondary Job Information
Customize | Find | First 1 of 1 Last

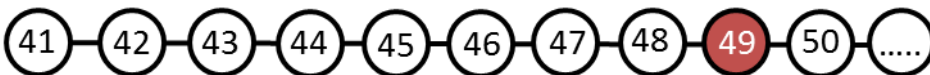
Effective Date	Empl Rcd Nbr	Ministry	Department ID	Department Description	Position	Reporting To (Name/Description)	Expected End Date
1 2/2012	5	SA01A	SA01A		SA01A	PENTADBIRAN	06/02/2013

Secondary Job Information Verification
☐ Secondary Job Information Correct
☒ Secondary Job Information Incorrect

92. Jika maklumat awda tidak betul di ruang **"Secondary Job Information"** awda perlu klik **"Secondary Job Information Incorrect"**

93. Kotak kosong yang baru akan terpapar dan perlu awda isikan dengan lengkap dan betul





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BAHAGIAN UTAMA							
2/20/12/2012	5 SA01A	Prime Minister's Office	SA002	JABATAN ADAT ISTIADAT NEGARA	00023418	KERANI	

Edit Secondary Job Information Customize | Find | First 1 of 1 | Last

Effective Date	Empl Rcd Nbr	Ministry	Department ID	Department Description	Position	Reporting To (Name/Description)	Expected End Date
1/2/2012	5	SA01A	SA01A		SA01A	PENTADBIRAN	06/02/2013

Secondary Job Information Verification

☐ Secondary Job Information Correct
☒ Secondary Job Information Incorrect

Employee Comments:

1) Alamat emel, number telefon & perhubungan kecemasan telah dikemaskini

2) Status kelamin diubah kepada Kahwin

3) Nama tanqungan ditambah

Disclaimer:

Dengan ini saya mengaku bahawa saya telah meneliti dan membetulkan maklumat yang diperlukan dan mengesahkan bahawa maklumat tersebut adalah teratur dan terkini.

Hereby I declare that I have checked and updated the required information and verify that the information are correct and up-to-date.

☐ Employee Verified

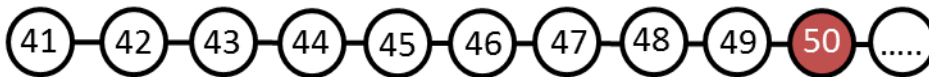
94. Yang perlu awda isikan di ruang ini ialah:-

- *“Effective Date”*
- *“Empl Rcd Nbr”*
- *“Ministry”*
- *“Department ID”*
- *“Reporting to”*
- *“Expected End Date”*

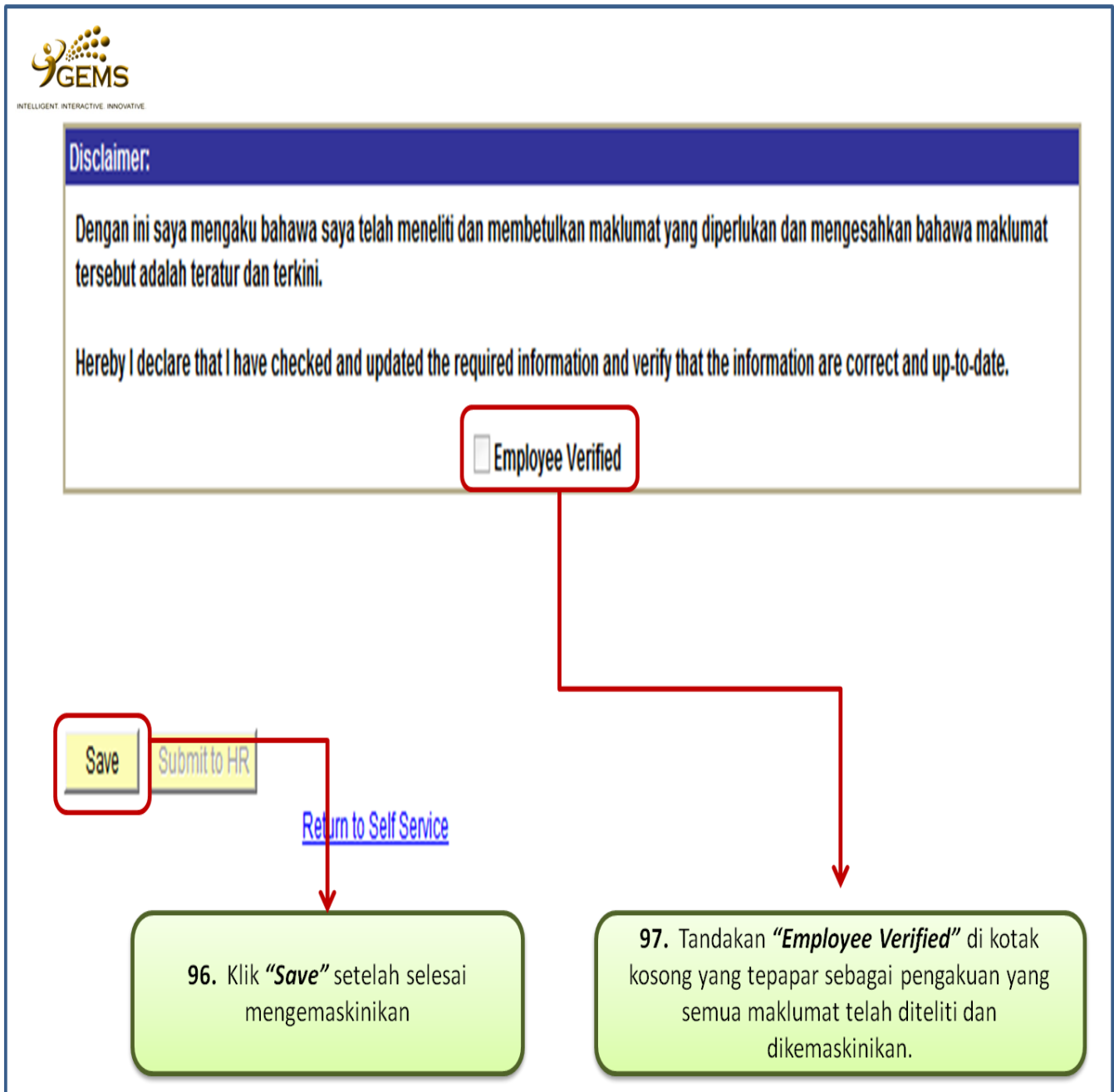
***Pastikan maklumat awda masukkan tersebut adalah yang terkini.**

95. Di ruang *“Employee Comments”* ini perlu awda isikan komen bagi maklumat yang telah di diperbetulkan dan yang perlu dikemaskinikan





Pengesahan Data Peribadi dan Perkhidmatan




INTELLIGENT. INTERACTIVE. INNOVATIVE

Disclaimer:

Dengan ini saya mengaku bahawa saya telah meneliti dan membetulkan maklumat yang diperlukan dan mengesahkan bahawa maklumat tersebut adalah teratur dan terkini.

Hereby I declare that I have checked and updated the required information and verify that the information are correct and up-to-date.

☐ Employee Verified

Buttons:   [Return to Self Service](#)

96. Klik **"Save"** setelah selesai mengemaskinikan

97. Tandakan **"Employee Verified"** di kotak kosong yang tepapar sebagai pengakuan yang semua maklumat telah diteliti dan dikemaskinikan.



Pengesahan Data Peribadi dan Perkhidmatan



98a.*Peringatan:

Untuk Pengesahan data ini Cuma sekali sahaja yang perlu dikemaskinikan, jika awda ada sebarang pertukaran atau maklumat baru (maklumat alamat rumah , email, status kahwin, telefon dan keluarga), awda bolehlah mengemaskini maklumat tersebut melalui kemudhan yang ada di "Self Service". Bagi maklumat lain, hendaklah dimaklumkan kepada bahagian Pentadbiran bagi pengemaskiniannya..

Disclaimer:

Dengan ini saya mengaku bahawa saya telah meneliti dan membetulkan maklumat yang diperlukan dan mengesahkan bahawa maklumat tersebut adalah teratur dan terkini.

Hereby I declare that I have checked and updated the required information and verify that the information are correct and up-to-date.

☒ Employee Verified



ISTILAH/KETERANGAN

<i>Current Primary Job Information</i>	Maklumat jawatan sekarang
<i>Department Description</i>	Nama jabatan
<i>Department ID</i>	Kod jabatan
<i>Effective Date</i>	Tarikh berkuat kuasa
<i>Employee Class</i>	Jenis perkhidmatan
<i>Employee Comments</i>	Ruang Catatan
<i>Employee Verified</i>	Pengguna mengesahkan semua maklumat adalah betul
<i>Expected End Date</i>	Tarikh dijangka berakhir
<i>HR (Human Resource)</i>	Pegawai yang mempunyai peranan HR
<i>Ministry Description</i>	Nama kementerian
<i>Ministry ID</i>	Kod kementerian
<i>Monthly Salary</i>	Gaji bulanan
<i>Next Increment Date</i>	Tarikh kenaikan gaji akan datang
<i>Personal & Information System</i>	Maklumat peribadi
<i>Position Description</i>	Nama jawatan
<i>Position Number</i>	Kod jawatan
<i>Reporting To</i>	Melapor kepada
<i>Salary Admin. Plan</i>	Tanggagaji
<i>Secondary Job Information</i>	Maklumat memangku/diperbantukan/penempatan
<i>Self Service</i>	Pengguna
<i>Verify Employee Information</i>	Mengesahkan maklumat kakitangan



ISTILAH BAGI PUNAT (BUTTON)

<i>Add</i>	Tambahan
<i>Change Dependent Information</i>	Mengemaskini maklumat tanggungan
<i>Change Emergency Contact</i>	Mengemaskini perhubungan kecemasan
<i>Change Highest Education</i>	Mengemaskini pendidikan tertinggi
<i>Change Home/Mailing Address</i>	Mengemaskini alamat rumah dan persuratan
<i>Change Marital Status</i>	Mengemaskini taraf kelaminan
<i>Change Phone Numbers</i>	Mengemaskini nombor telefon
<i>Delete</i>	Membuang
<i>Look Up (District)</i>	Mencari Daerah
<i>Save</i>	Telah selesai mengemaskini
<i>Submit to HR</i>	Dihantar untuk tindakan pihak HR



Manual - manual GEMS :

- ✓ **Bagi Pengguna GEMS (Self Service)**
- ✓ **Bagi Pengguna HR (Human Resource)**
 - Lantikan dan Pertukaran
 - Penamatan Perkhidmatan
 - Hal Ehwal Perkhidmatan
 - Hal Ehwal Cuti dan Kehadiran
 - Hal Ehwal Peribadi dan Tanggungan
 - Hal Ehwal Kelulusan, Pingat dan Lantikan Jawatankuasa (profile)
- ✓ **Bagi Pegawai Meluluskan**
- ✓ **Pengesahan Data**
- ✓ **Prestasi**

**Hak Cipta
Bahagian GEMS
Jabatan Pkhidmatan Awam
Jabatan Perdana Menteri**

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