



Self-Service Booklet

The Self-Service Booklet is a reference guide on how to use GEMS. In this booklet, you will understand

- What is required to use GEMS
- Getting Started with GEMS
- GEMS Key Features and Functionalities
- Common Pages in GEMS
- Helpful hints and tips
- Getting help from GEMS page
- Self-Service Quick Guide Index

The Self-Service Booklet is available for download at the [GEMS Help Center](#) link in GEMS.

Frequently Asked Questions

How do I know if I will be affected by GEMS?

If you work in a Brunei government department, agency or ministry that GEMS will be implemented in, you will most likely be affected by GEMS when it is rolled out into your department and/or ministry.

How GEMS will eventually affect you depends on the current role and responsibilities that you have in your department, agency or ministry.

When will GEMS be introduced to my ministry?

GEMS will be rolled out or launched in different releases. To find out the ministry/department for each release and any updates on GEMS progress, please see <http://jpa.gov.bn/gems>

Check out the [GEMS Help Center](#) for more information on GEMS functionality.



GEMS is an intelligent, interactive and innovative Human Resource Management System for the Brunei Government brought to you by BAG Networks

For more information about GEMS, please visit GEMS information website at

<http://jpa.gov.bn/gems>

Help Desk: 2382407

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Getting Started In GEMS

Government Employee
Management System

GEMS - The Future Is Here

As Brunei government civil servants you can now enjoy the complete online features that GEMS has to offer.



From searching for a job vacancy to claiming benefits online, this sophisticated Human Resource Management System gives you more control of your work life experience in the public sector.

Essential Start-Up

To begin using GEMS, there are a few things that you will need to do:

Step 1 – Get a GEMS Account

When you receive your new GEMS Account, log in and change your password. For any username/ password concern, contact GEMS Help Desk.

Step 2 – Personalize Your GEMS Account

Log in to GEMS and update your personal where necessary and save the changes.

Steps for updating your personal information are available in Quick Guide:

Module : Select **Employee Data Management**

Role : Select **Employee**

Quick Guide : Select **Update Employee Information**

(See GEMS Help Center on the next page)

Step 3 – Visit GEMS Help Centre

Get a copy of the Self-Service Booklet & Self-Service Quick Guide Index and familiarize yourself with the functionalities of GEMS that is relevant to you.

GEMS Help Centre

GEMS Help Centre is where you find a range of information on functionalities of GEMS and how to use GEMS.

Materials available include:

- Computer Based Training (CBT) – HR users can have an interactive training by accessing the CBT from the GEMS Help Center (link). Note that only selected materials are available in CBT format.
- Quick Guides – These are downloadable .PDF file providing step-by-step instructions and explanation in order to complete a GEMS transaction.
- Frequently Asked Questions (FAQ) – Where commonly asked questions are answered.

To Access GEMS Help Centre

Step 1: Login into GEMS.

Step 2: Click on GEMS Help Centre



Step 3: GEMS Help Center would load. Use the tab to access the required materials.

