




Release 2A

28th January 2010

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GEMS 'Go-Live' Activities for 2A

On the 28th January 2010, there will be several activities that will be occurring in conjunction with this specific event. It is important for us to understand what key activities will be taking place during 'Go-Live' Day.

In this Edition

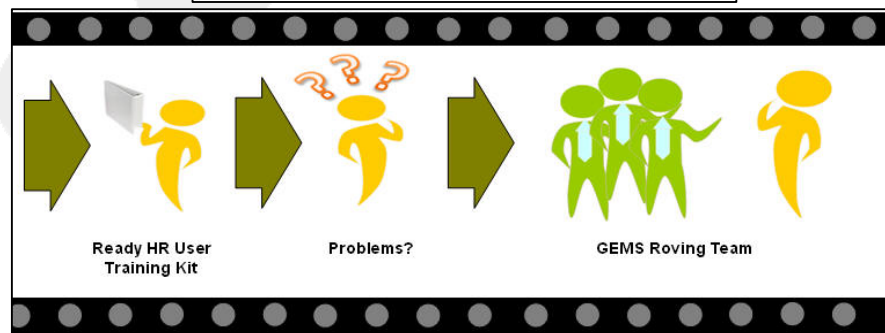
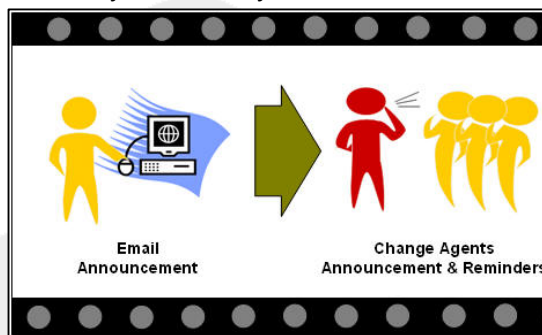
- GEMS 'Go-Live' Activities for R2A
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Check out previous editions of GEMS Connect.

<http://jpa.gov.bn/gems/EN/downloads.htm>

What Happens on 'Go-Live' Day for HR Users

- ➔ An email announcement will be sent out to us indicating that GEMS is live in our department.
- ➔ Our Change Agent will come to our office with reminders of what we need to do.
- ➔ This is the time when we ready our HR User Training Kit and begin performing an online transaction in GEMS.
- ➔ If any problems are encountered, approach our department GEMS Trainers or wait for the GEMS Roving Team to arrive.
- ➔ When the Roving Team arrives, be ready to raise any issues or concerns which they will readily address.



Get more details by going to **GEMS 'Go-Live' Activities for R2A.**
http://jpa.gov.bn/gems/EN/Features_Bank/GEMS_Go-Live_Activities_R2A.htm



GEMS Roving Team

The GEMS Roving Team made up of **BAG Network's** functional experts and our department's Change Network and Trainers will be touring through PMO (including Energy Division) and its 5 departments to communicate to HR Users that GEMS has arrived, assist them in logging into GEMS and to troubleshoot any issues that was encountered.

GEMS Roving Team - What They Do

On 'Go-Live' Day, a GEMS Roving Team is formed to ensure that we, HR Users, can access GEMS and use its online functions with confidence.

Led by our Change Champion Network Coordinator, Awang Jaini bin Haji Abdullah, the GEMS Roving Team will be made up of our department Change Network and Trainers team.

GEMS Roving Team Structure

Change Champion Network Coordinator

Awang Jaini bin Haji Abdullah

Deputy Director General of the Public Service Department



Find out when the GEMS Roving Team will be visiting our department at **GEMS Roving Team for R2A.**

(http://jpa.gov.bn/gems/EN/Features_Bank/GEMS_R2_Roving_Team_For_R2A.htm)



Preparing for 'Go-Live' Day

GEMS Release 2A will be going live in the Prime Minister's Office (including Energy Division) and its five departments on the 28th January 2010. On this day, there are a few things that we must do to ensure that we have proper access to the functionalities that GEMS has to offers us.

What We Must Do On 'Go-Live' Day

Provided below are three things that all HR Users **MUST** do on the 28th January 2010:

1. Log In to GEMS

Use the work computers in our office to log in to GEMS.



Important:

- As a HR User, we would have received our User ID and Password in the **GEMS Training Workshop for Release 1**.
- As a Self Service employee, our User ID and Password would have been distributed during the **Road Show** held in our department or ministry in Release 1.
- Any GEMS Users who does not have their User ID and Password should contact the **GEMS Help Desk at 2382407**.

2. Check & Update Personal Information

Once we have gained access into GEMS, we should check that the personal information about us is accurate and up-to-date.



Tip:

A quick guide on how to update personal information is available for our reference on the GEMS Information Website. Download the quick guide named "**Update Employee Information**". (A copy of the quick guide is available in the **Project Download** link)

3. Begin Work in GEMS

On 'Go-Live' Day, we can begin using the skills that was attained during our **GEMS Training Workshop** and transition our manual HR work processes into the new system.



Note:

You can find a range of information on GEMS functionalities and how to use GEMS by going to the **GEMS Help Center**.

Find out how to prepare for GEMS 'Go-Live' Day by going to **Preparing For 'Go-Live' Day** (http://jpa.gov.bn/gems/EN/Features_Bank/GEMS_R2_Preparing_For_Go-Live_R2A.htm)



GEMS Online Services for the Self Service User

On the **8th February 2010**, GEMS Self Service functions will be made available for all Self Service Users. Self Service functions are online transactions that users can make or request without going through their respective HR User.

In this article we as HR Users will understand:

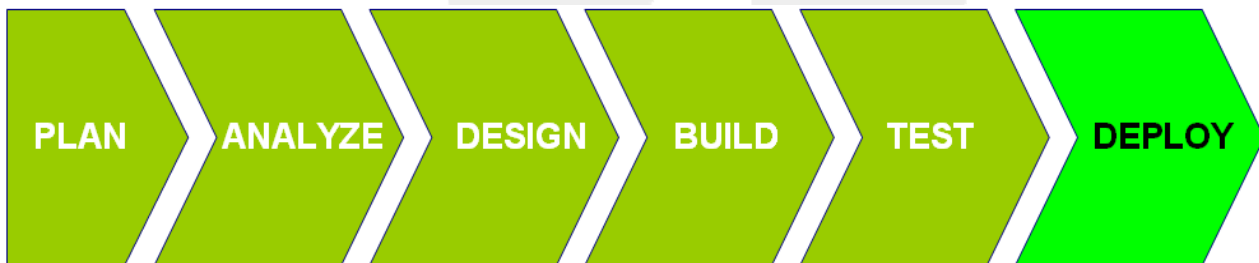
- the common types of Self Services available online
- what we can do whenever we encounter a problem in GEMS
- what the Self-Service Booklet is and how it can help us

Learn more about the Self Service functions that GEMS offers at [GEMS Online Services for the Self Service User](http://jpa.gov.bn/gems/EN/Features_Bank/GEMS_Online_Services_For_SSUsers_R2A.htm)

(http://jpa.gov.bn/gems/EN/Features_Bank/GEMS_Online_Services_For_SSUsers_R2A.htm)

Where is GEMS Now?

Project Progress for Release 2



This month, the GEMS team is in full swing of the **DEPLOY** phase. In this phase, the web-based system is being enabled in all R2A (Release 2A) sites where all HR Users and Self Services Users working in the Prime Minister's Office (including Energy Division) and its five departments will be able to access all online functionalities of GEMS.

On 'Go-Live' Day (28th January 2010), the entire **Change Network** and **Trainer** members will join forces with the **GEMS Roving** Team to tour around all GEMS enabled sites ensuring that HR Users will be able to access and use GEMS smoothly.

Find out what the GEMS Team has been doing in the past by going to [Project Progress](http://jpa.gov.bn/gems/EN/progress.htm) (<http://jpa.gov.bn/gems/EN/progress.htm>)

Do you have any questions about GEMS? Do you have any suggestions about the GEMS?

Email them to gems@psd.gov.bn. Your questions will be answered, published in the next edition of GEMS Connect and made available in the website.