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Check out previous editions of GEMS Connect.

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

HR User Mass Briefing for R1 – 28th March 2009

The mass briefing event is intended for all prospective HR Users in PMO (including Energy Division) and its five departments for R1 (Release 1). In this event we have the opportunity to see our local Change Agent in action as she/he will help us to

- understand about the positive changes that GEMS will bring,
- know the implications it will have in our working environment
- know how to prepare for the training program that we will be attending soon.

Invitations are open to all HR Users in PMO (including Energy Division) and its five departments (PSD, PSC, AUDIT, MSD, IPA). Find out more about this special event on the web at

“HR User Mass Briefing for R1 (Release 1)”

http://jpa.gov.bn/gems/EN/Features_Bank/Mass_Briefing_R1.htm

The GEMS Experience – Be a Part of It

Prior to the day that GEMS will 'Go-Live', several activities will be occurring to us and the environment that we work in. It can sometimes be difficult to keep track of all the activities that need to be done where and when.

Events such as mass briefings, training workshops or road shows will occur in our department or ministry.

It can be difficult to understand and remember everything that will be presented in those events therefore it is encouraged that we use the **P.L.A.N** method whenever we attend a GEMS event.

Prepare yourself for the event.

Listen carefully

Ask questions

Note useful and important information

Find more useful tips on how to enhance our GEMS experience on the web at

“The GEMS Experience – Be a Part of It”

http://jpa.gov.bn/gems/EN/Features_Bank/The_GEMS_Experience.htm



Getting Skilled with GEMS

As HR Users, there are different roles that we play in GEMS. Each role consists of specific skill sets that we need to obtain in order to operate GEMS effectively. A training program will be provided to us before 'Go-Live' day to ensure our readiness in applying GEMS into the work that we do everyday.

Types of Roles and Skill Sets Trained in R1

The type of skills that we will be trained on depends on the roles that we have in GEMS. Some roles are specific only to HR Users in PSD and PSC therefore a separate training session will be provided accordingly.

Below are some examples on the type of roles and skills that will be trained in R1 (Release 1).

Departments	Roles to be Trained	Some examples of the Skills Acquired
PSD	Human Resource Specialist for Compensation Management	<ul style="list-style-type: none"> • Defining compensation and/or salary plans for employees • Creating groups of employees for a department's compensation plans • Identifying list of employees that are eligible for a compensation plan
PSC	Human Resource Approval Authority	<ul style="list-style-type: none"> • Approving various HR related requests such as <ul style="list-style-type: none"> ○ promotions ○ job transfers ○ acting positions ○ probation and confirmation ○ extension of employment service
All Departments (Including PSD and PSC)	Human Resource Specialist for Employee Data Management	<ul style="list-style-type: none"> • Update, maintain and track employee data and job information from hiring to retiring • Providing newly recruited employees with information on how to access GEMS • Create, update and maintain the staff directory of a department



Getting Skilled with GEMS (Contd.)

The Training Program

The training program is made up of a series of role-specific courses to allow us to focus on the roles that we will be having in GEMS. Facilitated with interactive computers, the training workshop will be conducted with a learn-by-doing method thus providing us with a hands-on experience of GEMS in a safe training environment.

Some examples of the facilities that will be provided in the training workshop are illustrated below:



HR User Training Kit

The HR User Training Kit is a folder that HR Users can use as a single-point of reference during and after training. Some of the useful materials that the folder will contain are:

- GEMS Training Program and Schedules
- GEMS Training Materials
- Quick Guides on GEMS transactions
- GEMS Go-Live Support Information

Tip! The HR User Training Kit will be provided at the HR User Mass Briefing event so be sure to attend!

Computers for Training

A computer will be dedicated to each HR User where GEMS electronic transactions can be trained and practiced in a safe environment. Under the close guidance of skilled trainers we, as HR Users will be able to understand the type of online transactions available in GEMS and get lots of exercise to familiarize ourselves with the system.

Tip! Call on your trainers should you face any difficulties in performing a particular GEMS transaction.

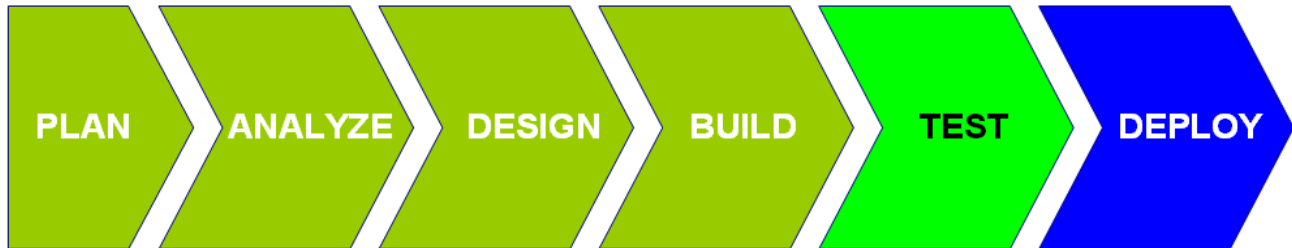


Find out more about the training program and schedules on the web at **“Getting Skilled with GEMS”** (http://jpa.gov.bn/gems/EN/Features_Bank/Getting_Skilled_With_GEMS.htm)

Visit the GEMS Information website at <http://www.jpa.gov.bn/gems>



Where is GEMS Now?



At this point in time, the GEMS team has entered the **TEST** stage where all components of the system are thoroughly tested against the configuration of the default settings. This ensures that all applications are working according to the design requirements as a whole. Additionally, all HR Users for R1 (Release 1) have been identified and mapped to specific roles in GEMS. The GEMS team will soon be providing HR Users with mass briefings and training workshops to enable them to use GEMS on 'Go-Live' day. Find out more of the project progress for **February to March 2009**. (<http://jpa.gov.bn/gems/EN/progress.htm>)

GEMS Latest FAQs

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.