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Check out previous editions of GEMS Connect.

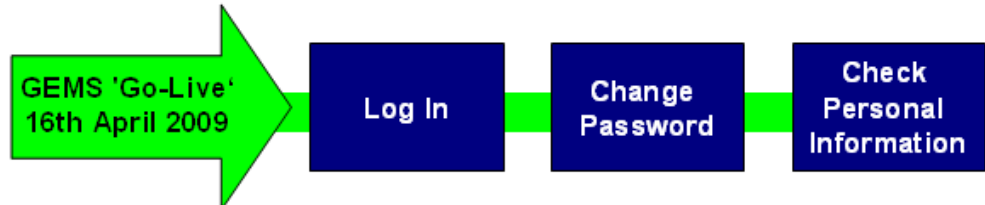
<http://jpa.gov.bn/gems/EN/downloads.htm>

16th April 2009

GEMS Has Arrived – What Should HR Users Do?

The first release of GEMS has arrived and is now available in PMO (including Energy Division) and its five departments. All HR Users and Self Service Users working in any of the departments involved in the first pilot release may now have the opportunity to use GEMS in their actual workplace. Before we start using GEMS, we need to ensure that our individual GEMS account is secured and that our employment records are accurate.

Below are 3 simple steps on what we should do in GEMS:



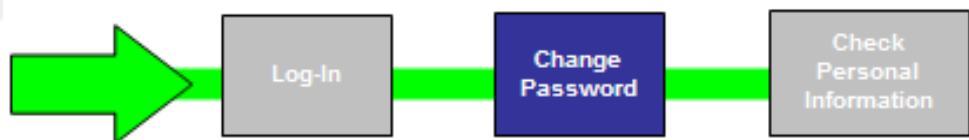
*Note: If you are facing any difficulties using GEMS, please call the GEMS Help Desk at **238 2407** or email to gems.helpdesk@psd.gov.bn

Step 1 : Log-In to GEMS



As HR Users, when we receive our UserID and Password, we should log into GEMS when it goes live on the 16th April 2009. If there was not any UserID and Password provided, contact a local Change Agent or Trainer to find out how to obtain one. Take note that Self Service Users will receive their UserID and Password at the upcoming GEMS Road Show in May.

Step 2 : Change Password

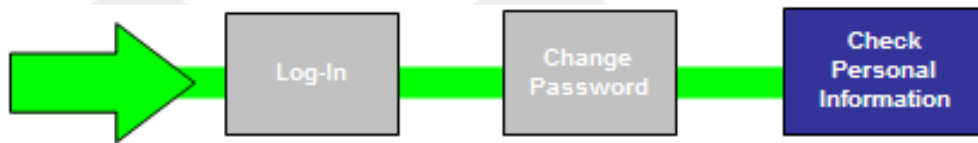


Secure the GEMS account by changing the password to something personal that only we, as an individual only know about. Always remember that the GEMS password must be at least 8 characters or longer before it can be saved into the system.



What Should HR Users Do – Contd.

Step 3 : Check Personal Information



The Personal Information Summary page allows us to update our name, address, phone numbers, emergency contacts, email address and marital status and ethnic group. Ensure to check that all personal details are correct and accurate and update them accordingly.

More details on how to perform the above 3 steps, go to [GEMS Has Arrived. What should HR Users Do?](http://jpa.gov.bn/gems/EN/Features_Bank/GEMS_Has_Arrived-R1.htm) (http://jpa.gov.bn/gems/EN/Features_Bank/GEMS_Has_Arrived-R1.htm)

GEMS Self Service Road Show for R1 (Release 1)

The road show provides all Self Service Users with the opportunity to know more about GEMS, the Self Service feature available in R1 (Release 1), and to collect dedicated UserIDs and Passwords for new GEMS account that was created for us. Depending on the number of Self Service Users speculated for each R1 departments, the GEMS Road Show will be held between 1 to 2 days for each different site.

The touring is scheduled to begin 2 weeks after 'Go-Live' Day (16th April 2009) and below are some of the exciting things that we, the Self Service Users will benefit from visiting the GEMS Road Show booth:

Introduction on GEMS and Its Benefits



The road show will have informative banners that will allow us to communicate to everyone on what GEMS is all about, the benefits that we will reap from it and how the system is implemented across PMO (including Energy Division) and its five departments in Brunei Darussalam. Spend a few minutes going through our banners and grab one of our pamphlets or ask one of our helpful representatives to take you on a quick tour of GEMS.

GEMS 'Go-Live' Information

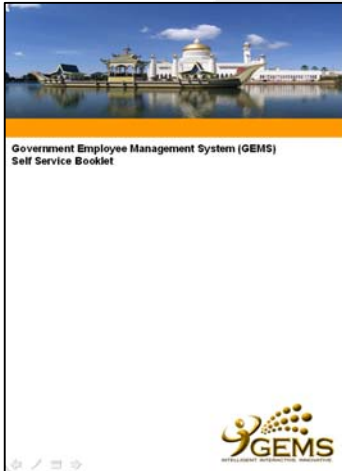
Visit the GEMS Road Show where they will provide us with important information like what needs to be done now that GEMS has arrived, the various support that we have when encountering difficulties in using GEMS and most importantly, to grab the UserID and Password for our newly created GEMS Account.



GEMS Self Service Road Show for R1 – Contd.

Getting Started with GEMS (Self Service Feature)

As Self Service Users, helpful representatives will be around to tell us how to get started with GEMS and direct us to the reception area where we can collect two important items:



A letter that consist of a UserID and Password for our newly created GEMS account



A Self Service Booklet that contains useful information about GEMS.

GEMS Support Network

In any case that we do encounter any difficulties when logging into GEMS, the road show will provide us with handy information on where to look for support. Find out more by visiting the GEMS Self Service Road Show.

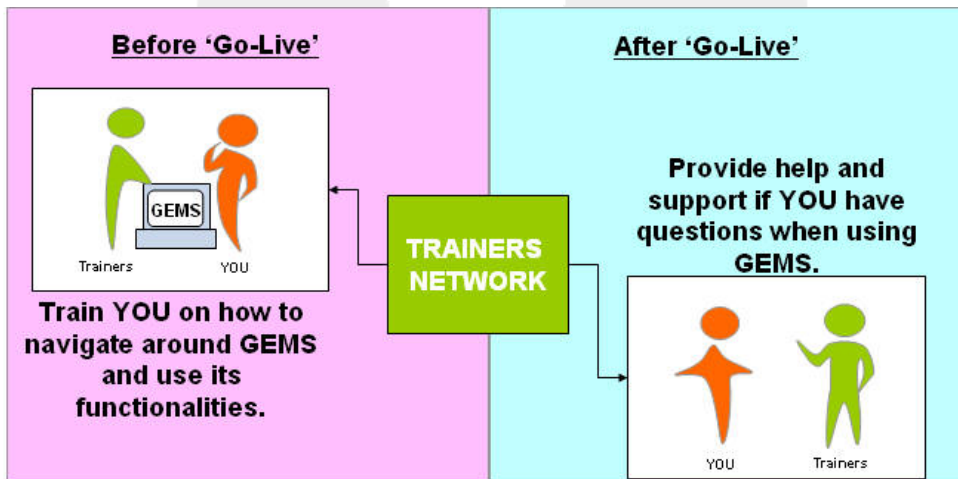
TIP: Keep an ear out for special announcements made by local Change Agents about the Road Show and REMEMBER TO BRING YOUR IC!

Find out when the GEMS Road Show will be coming to your department by going to **GEMS Self Service Road Show for R1** (http://jpa.gov.bn/gems/EN/Features_Bank/GEMS_Road_Show-R1.htm)



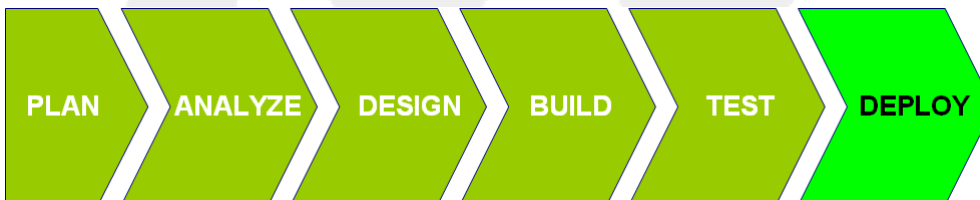
GEMS Trainers Network – Enabling Us With GEMS

In each department or ministry, we have local GEMS Trainers that has been appointed and trained to enable and support us in using GEMS. Prior to GEMS 'Go-Live' Day, they **ENABLE** us by conducting training workshops on how to use GEMS in a virtual and safe environment. After the 'Go-Live' period, they provide us with **SUPPORT** as local subject matter experts that will assist to address any questions that we may have while using GEMS.



Find out who your Local Trainers are by going to **GEMS Trainers Network – Enabling Us With GEMS** (http://jpa.gov.bn/gems/EN/Features_Bank/GEMS_Trainers_Network.htm)

Where is GEMS Now?



Having completed all 5 stages of the project life-cycle, the GEMS Implementation Team is now geared to **DEPLOY** this web-based application to all R1 (Release 1) sites. GEMS will be made available to all HR Users and Self-Service Users working in PMO (including Energy Division) and its five PMO departments. On Go-Live Day (16th April 2009), local Change Agents will be announcing the arrival of GEMS in their respective department or ministry while GEMS Trainers are available to address any difficulties that a user might have with the system. Find out more of the project progress for **March to April 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.