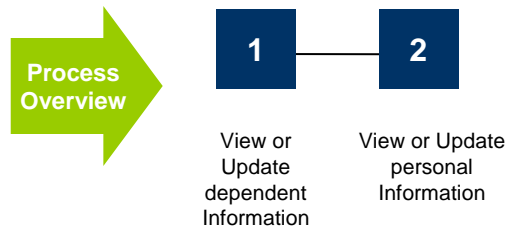


This quick guide provides a step by step guide on how to manage your Personal Information through GEMS Self Service functionalities.

GEMS Module	Update Employee Information
Relevant to	Employee
Last updated	23 October 2009
Quick Guide Code	EDM2A32E




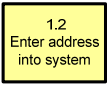
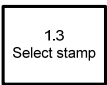


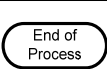
Additional Information You Need To Know

Activity	Required Inputs	Activity Explanation
1	Updated dependent information	Employees are able to update their dependent information through Employee Self Service.
2	Updated personal information	Employees are able to update their own personal information through Employee Self Service, e.g. to update phone numbers, email addresses and emergency contacts.

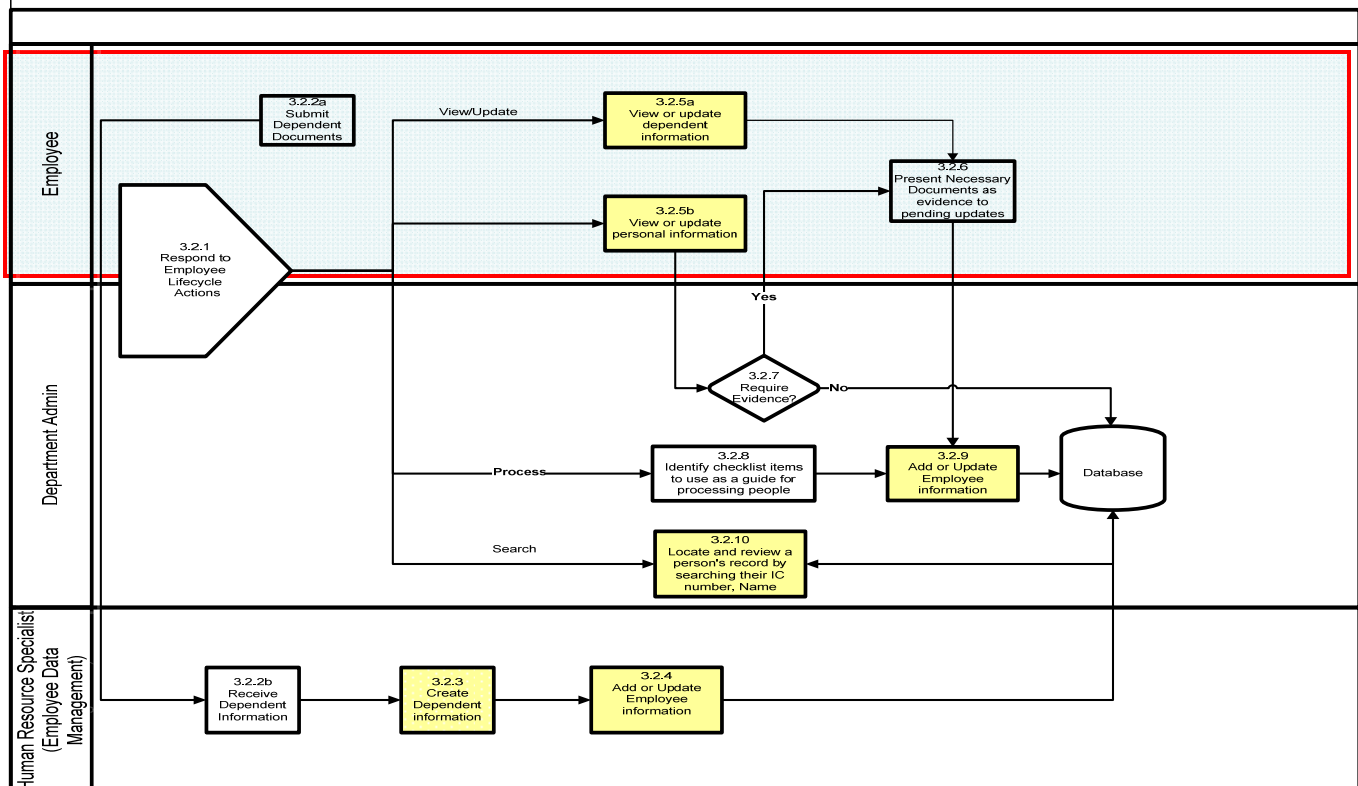
Note:

Information such as change in marital status and address requires Department Administrator's approval whereas change in name and IC number requires a HR Specialist to update this information directly in the admin page.

Process Flow Legends

No.	Process Symbol	Definition
1		This indicates the start of the whole process.
2		This box illustrates that the process is done within GEMS.
3		This box shows the manual activity that will be carried out external to the system.
4		The process illustrated within this box will also be performed in GEMS. However, this process is connected to another HR procedure which is external to the current activity. The activity may be covered in a different Quick Guide.
5		This is called the Decision box where the HR role needs to make a decision between various options and there may be a possibility of more than one outcome.
6		This indicates the end of the whole process.

3.2 Update Employee Information



1. View or Update Dependent Information

1 — 2

Self-Service > Benefits > Dependent Information

Dependent/Beneficiary Personal Information

Employee ID 00044444 IN HAJI HASSAN,HAJI IBRAHIM B

Current Dependent Information				
Name	Relationship to Employee	Date of Birth	Marital Status	Marital Status Date
1 SITI AISAH HAJI MD. JAAFAR	Spouse	03/04/1959	Unknown	

[Add Dependent Info](#)

1.1 Click on the dependent's link to access it.

1.2 You will be navigated to the **Dependent/Beneficiary Personal Information** where you are able to view details of the dependent.

Dependent/Beneficiary Personal Information

EmpID 00044444 IN HAJI HASSAN,HAJI IBRAHIM B

Dependent/Beneficiary ID 01

Personal Information

Date change will take effect 15/10/2009

Last Name JI MD. JAAFAR

First Name SITI AISAH HA

Gender Female

Date of Birth 03/04/1959

Birth Country BRN

Relationship to Employee Spouse

Status Information

Marital Status Unknown Marital Status Date

Student No Student Status Date

Date of Death

Occupation

Same Address as Employee

Address

Country: BRN Brunei Darussalam

Address: NO.47, JALAN ISTANA DARUSSALAM, NEGARA BRUNEI DARUSSALAM. [Edit Address](#)

- BRN

Same Phone as Employee

Contact Phone

Phone:






National ID

Country	National ID Type	Description	National ID	Primary ID
1	BRN			<input type="checkbox"/>

[Edit](#) 1.3

1.3 Click on the **Edit** button to change the dependent's details.

1. View or Update Dependent Information

- 1.4 Enter your dependent's **Last Name** and **First Name** in the fields provided.
- 1.5 Select the **Gender** of the dependent.
- 1.6 Enter the **Date of Birth** or click the calendar  button to select the values.
- 1.7 Enter the dependent's **Birth Country** or click the  to select a value.
- 1.8 Select the options for **Relationship to Employee**.
- 1.9 Select the available options for **Marital Status**.
- 1.10 Select the available options for **Student**.
- 1.11 Enter the **Marital Status Date** or click the  to select a value.
- 1.12 Enter the **Student Status Date** or click the  to select a value.
- 1.13 Enter the **Date of Death** or click the  to select a value.
- 1.14 Enter the **Occupation** of the dependent.


Dependent/Beneficiary Personal Information

EmpID 00044444 IN HAJI HASSAN,HAJI IBRAHIM B

Transaction ID NEXT Approval Status New

Dependent/Beneficiary ID 01


Personal Information


*Date change will take effect 15/10/2009  1.4

*Last Name JI MD. JAAFAR 1.5

*First Name SITI AISAH HA 1.6


*Gender Female 1.7


*Date of Birth 03/04/1959  1.8


Birth Country BRN  1.9

*Relationship to Employee Spouse 1.10

Status Information

Marital Status Unknown 1.11 Marital Status Date  1.12


Student No 1.13 Student Status Date  1.14

Date of Death  1.15

Occupation 1.16

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 	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>



2. View or Update Personal Information

2.3 You will be taken to the **Home and Mailing Address** page.

2.4 Click the **Edit** button to change your home address.

2.5 Enter your new address into the fields on the **Edit Home Address** page. Do not forget to specify when the change will take effect.

2.6 Click on the **Save** button.

2.3

Home and Mailing Address

Betty Locherty

Addresses				
Address Type	Status	As Of	Country	Address
Home	Current	12/01/2008	BRN	Simpang 555-55 Kampong Manggis
Mailing	Current	04/07/1979	USA	643 Robinson St Buffalo, NY 74940

2.4 Edit



2.5

Edit Home Address

Country: Brunei Darussalam [Change Country](#)

Address 1:

Address 2:

Address 3:

Address 4:

City: District: Post Code:

County:

Date Change Will Take Effect:

On this date: **2.5** (sample: 31/01/2000)

2.6



HINT: Click on the Calendar icon to bring up a pop-up calendar that you can use to choose a date.

2. View or Update Personal Information

2.7 You will be navigated back to the **Home and Mailing Address** page.

Home and Mailing Address

HAJI IBRAHIM B IN HAJI HASSAN

Addresses				
Address Type	Status	As Of	Country	Address
Home	Current	15/04/2009	BRN	NO 15 JALAN ISTANA DARUSSALAM KAMPONG SUMBILING BSB BRN Edit
Mailing	Current	10/04/2009	BRN	JABATAN PERKHIDMATAN AWAM JABATAN PERDANA MENTERI JABATAN PERKHIDMATAN AWAM BSB BRN Edit

[Return to Personal Information](#) 2.8

2.8 Click on the **Return to Personal Information** link.

Personal Information

HAJI IBRAHIM B IN HAJI HASSAN

Name

Official Name HAJI IBRAHIM BIN HAJI HASSAN

Job Information

Department PEJABAT KETUA PENGARAH

Job Title KETUA PENGARAH PERKHIDMATAN AWAM


Position Title KETUA PENGARAH PERKHIDMATAN AW

Addresses

Address Type	Status	As Of	Country	Address
Home	Current	15/04/2009	BRN	NO 15 JALAN ISTANA DARUSSALAM KAMPONG SUMBILING BSB BRN
Mailing	Current	10/04/2009	BRN	JABATAN PERKHIDMATAN AWAM JABATAN PERDANA MENTERI JABATAN PERKHIDMATAN AWAM BSB BRN
Home	Submitted for Approval	15/10/2009	BRN	Simpang 555-55 Kampong Manggis BSB BRN

2.9 The changes made to the Home address will be **Submitted for Approval**. Note the status of the new home address.



HINT: Click on the Calendar icon  to bring up a pop-up calendar that you can use to choose a date.

2. View or Update Personal Information

2.10 Click on the **Change Phone Numbers** button in the Personal Information page.

Phone Numbers			
Phone Type	Phone Number	Extension	Preferred
Home	555/123-4567		<input type="checkbox"/>
Main	555/123-4567		<input checked="" type="checkbox"/>

2.10 Change phone numbers

2.11 You will be taken to the **Phone Numbers** page.

2.11 Change phone numbers ↓

Phone Numbers
Betty Locherty
Enter your phone numbers below.

Phone Numbers				
Phone Type	*Telephone	Extension	Preferred	
Home	555/123-4567		<input type="checkbox"/>	Delete
Main	555/123-4567		<input checked="" type="checkbox"/>	Delete

Add a Phone Number **2.14**

* Required Field

Save **2.16**

[Return to Personal Information](#)

2.12 Enter the new phone number to edit the existing one.

2.13 Click on the corresponding **Delete** button to delete a phone number.

2.14 Click on the **Add a Phone Number** button to add a phone number and enter the details of the new number.

2.15 Select the phone type and insert the new phone number you want to add.

↓

Phone Numbers
Betty Locherty
Enter your phone numbers below.


Phone Numbers				
Phone Type	*Telephone	Extension	Preferred	
Home	555/123-4567		<input type="checkbox"/>	Delete
Main	555/123-4567		<input checked="" type="checkbox"/>	Delete
			<input type="checkbox"/>	Delete

Mobile **2.15**

Business
Campus
Dormitory
FAX
Home
Mobile
Pager 1
Pager 2
Telex

2.16 Click the **Save** button when you are done.



HINT: Click on the Calendar icon  to bring up a pop-up calendar that you can use to choose a date.