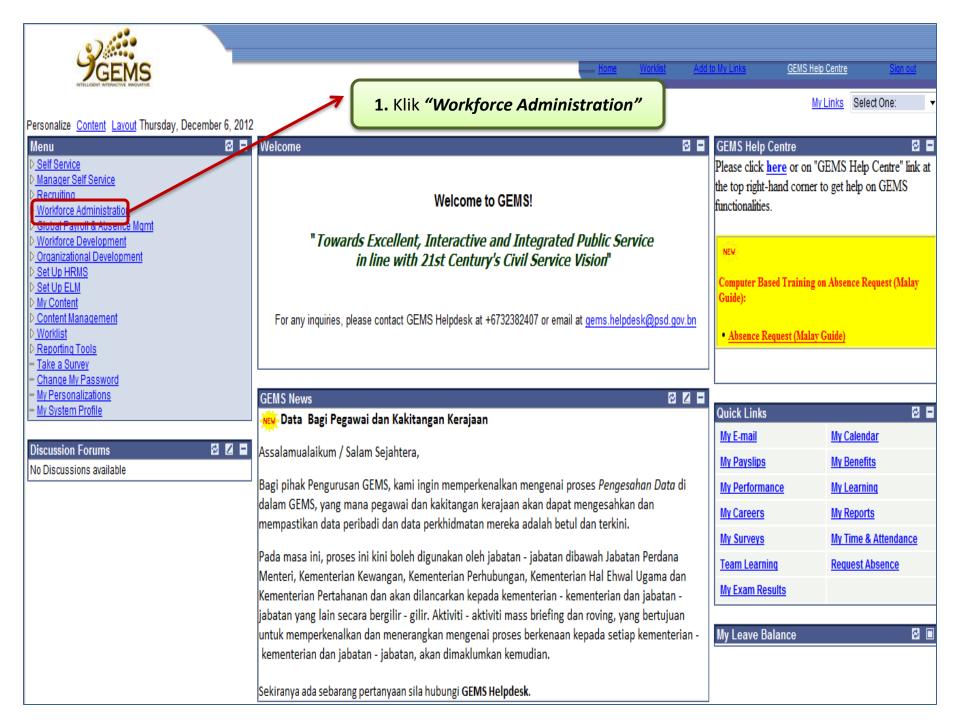


# "TAMAT KONTRAK"



My Links

Select One:



## Menu

- Self Service
- Manager Self Service
- Recruiting

#### ▼ Workforce Administration

- Personal Information
- Job Information
- Absence and Vacation
- Self Service Transactions
- Workforce Reports
- Global Payroll & Absence Mgmt
- Workforce Development
- Organizational Development
- Set Up HRMS
- Set Up ELM
- My Content
- Content Management
- Worklist
- Reporting Tools
- PeopleTools
- Take a Survey
- Change My Password
- My Personalizations
- My System Profile

## Main Menu >



# Workforce Administration

"Job Information" Hire employees, add non-employees, maintain personal and job data, administer global assignments, labor relations, absence and vacation.



## Personal Information

Maintain information about a person regardless of Jobs.

- Add a Person
- Manage Hires
- Modify a Person

6 More...

# Job Information

Maintain information about a person tied to a specific iob record

- Job Data
- Add Employment Instance
- Add Additional Assignment 5 More..

#### Absence and Vacation

2.Klik

Identifies absence and vacation, including specific types of leave. Also allows working time monitoring

- Track Absence History
- Absence Reports



## **Self Service Transactions**

Administer Self Service workflow transactions.

- Workflow Inquiry
- Approvals and Delegation
- Employee Address Changes 5 More...



### Workforce Reports

General Workforce Reporting

- Employee Portfolio Report
- Change of Service Stats Rpt
- Establishment Budget Rpt

8 More...









- Self Service
- Manager Self Service
- Recruiting

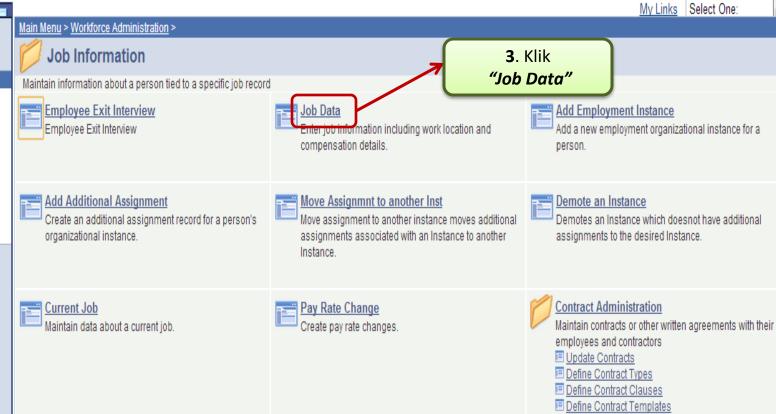
#### ▼ Workforce Administration

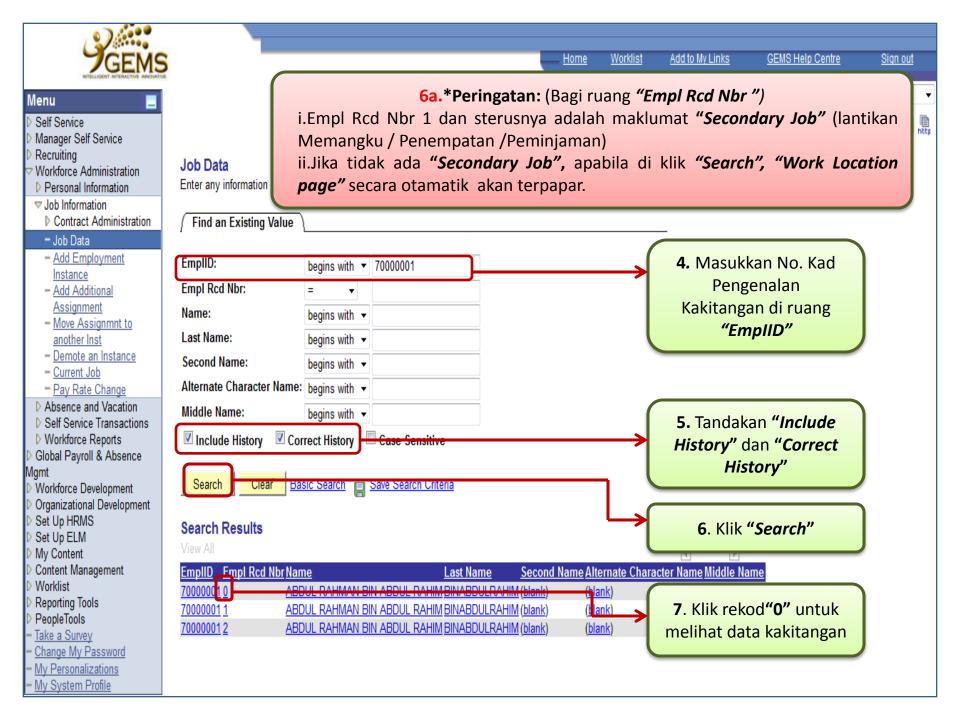
- D Brunei Civil Service Room Book
- D Personal Information

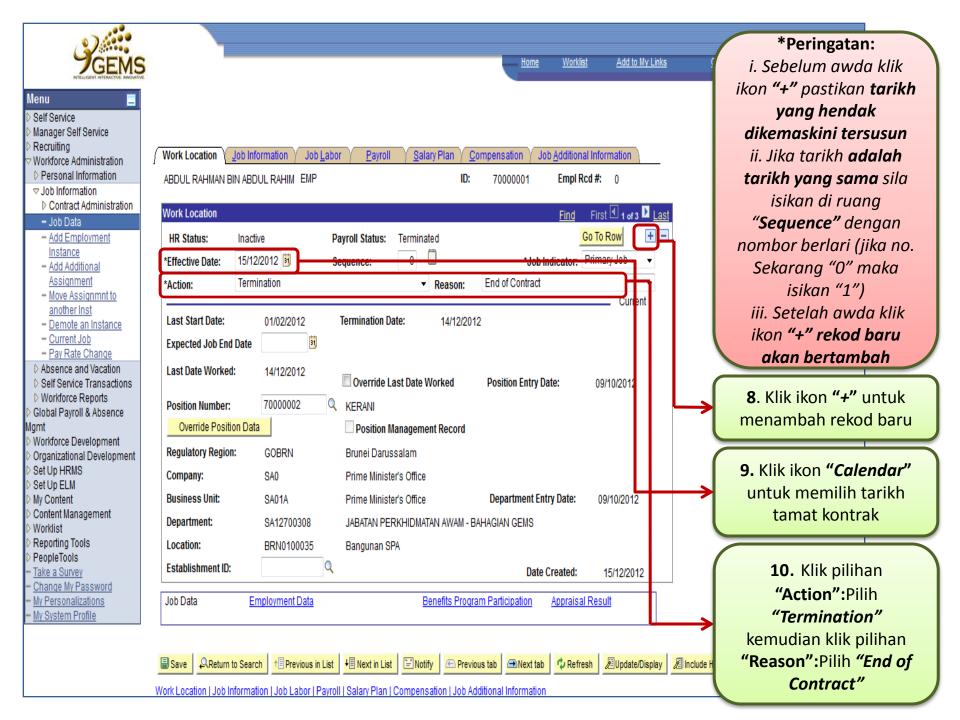
- ▶ Self Service Transactions
- Reports
- Benefits
- Global Payroll & Absence

#### **Vigmt**

- Workforce Development
- Organizational Development
- Set Up HRMS
- Set Up ELM
- My Content
- Content Management
- Worklist
- Reporting Tools
- PeopleTools
- Take a Survey
- Change My Password
- My Personalizations
- My System Profile



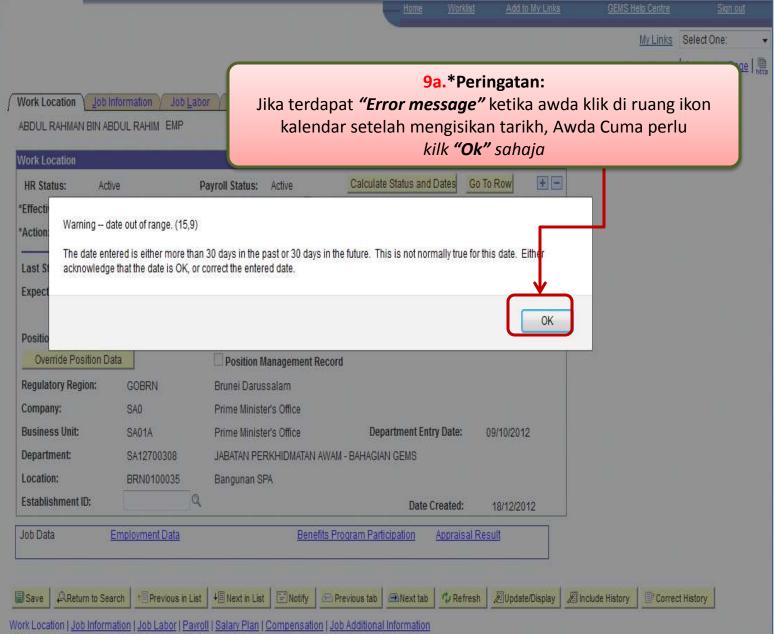






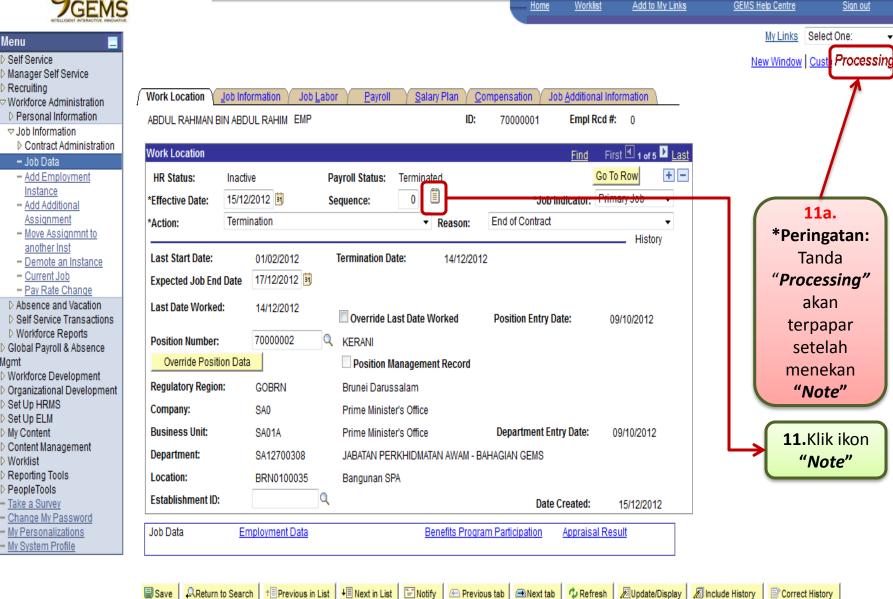






Worklist

Add to My Links GEMS Help Centre



Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Job Additional Information



<u>Home</u> <u>Worklist</u> <u>Add to My Links</u> <u>GEMS Help Centre</u> <u>Sign out</u>

My Links Select One:

New Window | Customize Page | International Page |

TIONIC PLANTS PLANTS OF THE POSITION OF THE PO



Add a New Note

# Job Data Notepad

#### **▶** Instructions Selection Criteria ▼ Selected Note(s) \*ID: 70000001 ABDUL RAHMAN BIN ABDUL RAHIM Delete Search \*Empl Rcd#: 0 Transfer \*Eff Date: 2012-11-27 \*Sequence: 0 31 Select All Notes 31 **Earliest Note Date** End Clear Selections

Add a New IV	Return	Γ <b>ο</b> : <u>Job Da</u>	<u>ita Page</u>
There are no ex	xisting notes for the sp	cified search o	riteria.
Return To:	Job Data Page	L	12. Klik "Add a New Note"

Menu

- ▶ Recruiting
- ▼ Workforce Administration
- ▶ Personal Information
- - ▶ Contract Administration
- Job Data
- Add Employment Instance
- Add Additional Assignment
- Move Assignment to another Inst
- Demote an Instance
- Current Job
- Pay Rate Change
- ▶ Absence and Vacation
- ▶ Self Service Transactions
- ▶ Workforce Reports

- Organizational Development
- D Set Up HRMS
- D Set Up ELM
- My Content
- D Content Management
- ▶ Worklist
- ▶ Reporting Tools
- ▶ PeopleTools
- Take a Survey
- Change My Password
- My Personalizations
- My System Profile



<u>Home</u> Worklist Add to My Links

Menu

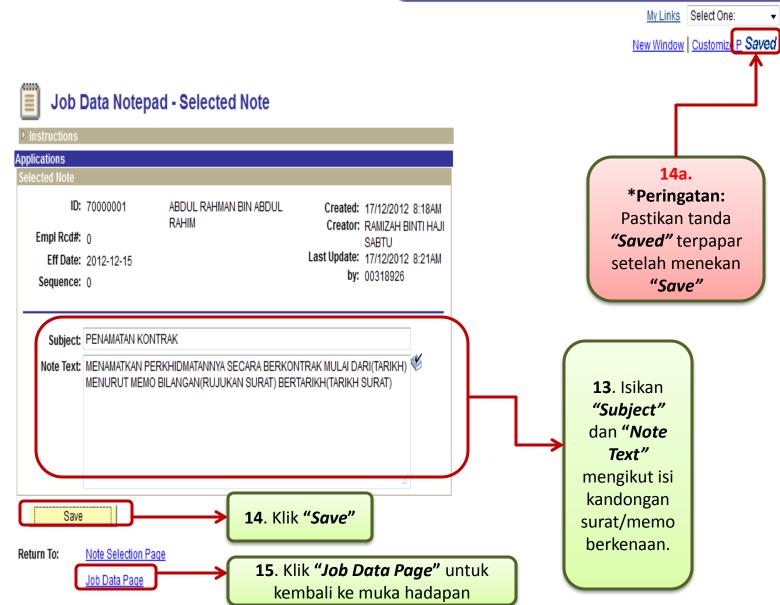
- Self Service
- Manager Self Service
- Recruiting
- ∀ Workforce Administration
- D Personal Information
- □ Job Information
- Contract Administration
   ■

#### - Job Data

- Add Employment Instance
- Add Additional Assignment
- Move Assignment to another Inst
- Demote an Instance
- Current Job
- Pay Rate Change
- D Absence and Vacation

- Global Payroll & Absence

- Workforce Development
- Organizational Development
- Set Up HRMS
- Set Up ELM
- My Content
- Content Management
- Worklist
- Reporting Tools
- PeopleTools
- Take a Survey
- Change My Password
- My Personalizations
- My System Profile



GEMS Help Centre

Sign out

Worklist



New Window | Customize Page | |

My Links Select One:



Organizational Development

Set Up HRMS Set Up ELM My Content Content Management

Worklist
Reporting Tools
PeopleTools
Take a Survey
Change My Password
My Personalizations
My System Profile

Work Location J	ob Information / Jo	ob <u>L</u> abor <u>P</u> ayroll	Salary Plan C	compensation V Job Ac	dditional Informa	ation	
ABDUL RAHMAN BIN		MP	ID		Empl Rcd #		
	ADDOLIVATIIVI L		10	. 7000001	•		
Work Location					<u>Find</u> Fi	irst 🖪 1 of 3 🕨 Last	
HR Status:	Inactive	Payroll Status:	Terminated		Go T	To Row + -	
*Effective Date:	31/12/2012	Sequence:	0	*Job In	ndicator: Prin	nary Job ▼	
*Action:	Termination	•	▼ Reason:	End of Contract		▼	
						Future	
Last Start Date:	01/02/2012	Termination [	Date: 30/12/20	)12			
Expected Job End	Date	31					
Last Date Worked:	30/12/2012	Override l	Last Date Worked	Position Entry Da	nte: (	09/10/2012	
Position Number:	7000002	Q KERANI					
Override Positio	n Data		Management Record				
Regulatory Region	: GOBRN	Brunei Darus	salam				
Company:	SA0	Prime Minist	er's Office				
Business Unit:	SA01A	Prime Minist	er's Office	Department Entr	ry Date:	09/10/2012	
Department:	SA12700308	JABATAN PE	ERKHIDMATAN AWAM	- BAHAGIAN GEMS			
Location:	BRN0100035	Bangunan SF	PA				
Establishment ID:		Q		Date (	Created:	26/11/2012	
Job <del>Data</del>	Етпріоутнент Data	!	Deneilis Progr	am Farticipation	Appraisai Re	<b>16</b> . Klil	k "Save"
Save Return	to Search Notify	Previous tab	Next tab	]	∕ Update/Disp	lnclude Histo	

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Job Additional Information



Home Worklist Add to My Links GEMS Help Centre Sign out

My Links Select One:

New Window | 🚇

Menu 📃

- Manager Self Service
- ▶ Recruiting
- ─ Workforce Administration
- ▶ Personal Information
- ▶ Contract Administration
- Job Data
- Add Employment Instance
- Add Additional Assignment
- Move Assignment to another Inst
- Demote an Instance
- Current Job
- Pay Rate Change
- ▶ Absence and Vacation
   ▶ Self Service Transactions
- ▶ Workforce Reports
- D Global Payroll & Absence

#### Mgmt

- Workforce Development
- Dorganizational Development
- D Set Up HRMS
- D Set Up ELM
- My Content
- D Content Management
- ▶ Reporting Tools
- ▶ PeopleTools
- Take a Survey
- Change My Password
- My Personalizations
- My System Profile

Warning -- The employee's HR primary job (as determined by the Job Indicator) has been terminated. (1000,606)

An employee should have exactly 1 HR primary job. The current HR primary job has been terminated and therefore it could be updated to be a secondary job.





GEM
Menu
D Self Service
Manager Self Service
Recruiting
Workforce Administration     Personal Information
▶ Contract Administration
– Job Data
<ul> <li>Add Employment</li> </ul>
<u>Instance</u>
<ul> <li>Add Additional</li> </ul>
<u>Assignment</u>
<ul> <li>Move Assignment to another Inst</li> </ul>
- Demote an Instance
- Current Job
Pay Rate Change
▶ Absence and Vacation
▶ Self Service Transactions
D Workforce Reports
D Global Payroll & Absence
Mgmt  Norkforce Development
D Organizational Development
D Set Up HRMS
N. CA.U ELM

- Set Up ELM
- My Content
- Content Management
- Worklist
- Reporting Tools
- PeopleTools
- Take a Survey
- Change My Password
- My Personalizations
- My System Profile

