



MANUAL BAGI MENGEMASKINI

“LANTIKAN BARU”



Personalize [Content](#) [Layout](#) Thursday, December 6, 2012

1. Klik **"Workforce Administration"**

- Menu**
- Self Service
 - Manager Self Service
 - Recruiting
 - Workforce Administration**
 - Global Payroll & Absence mgmt
 - Workforce Development
 - Organizational Development
 - Set Up HRMS
 - Set Up ELM
 - My Content
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 - Worklist
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 - Change My Password
 - My Personalizations
 - My System Profile

Discussion Forums

No Discussions available

Welcome

Welcome to GEMS!

*"Towards Excellent, Interactive and Integrated Public Service
in line with 21st Century's Civil Service Vision"*

For any inquiries, please contact GEMS Helpdesk at +6732382407 or email at gems.helpdesk@psd.gov.bn

GEMS News

NEW - Data Bagi Pegawai dan Kakitangan Kerajaan

Assalamualaikum / Salam Sejahtera,

Bagi pihak Pengurusan GEMS, kami ingin memperkenalkan mengenai proses *Pengesahan Data* di dalam GEMS, yang mana pegawai dan kakitangan kerajaan akan dapat mengesahkan dan memastikan data peribadi dan data perkhidmatan mereka adalah betul dan terkini.

Pada masa ini, proses ini kini boleh digunakan oleh jabatan - jabatan dibawah Jabatan Perdana Menteri, Kementerian Kewangan, Kementerian Perhubungan, Kementerian Hal Ehwal Ugama dan Kementerian Pertahanan dan akan dilancarkan kepada kementerian - kementerian dan jabatan - jabatan yang lain secara bergilir - gilir. Aktiviti - aktiviti mass briefing dan roving, yang bertujuan untuk memperkenalkan dan menerangkan mengenai proses berkenaan kepada setiap kementerian - kementerian dan jabatan - jabatan, akan dimaklumkan kemudian.

Sekiranya ada sebarang pertanyaan sila hubungi GEMS Helpdesk.

GEMS Help Centre

Please click [here](#) or on "GEMS Help Centre" link at the top right-hand corner to get help on GEMS functionalities.

NEW

Computer Based Training on Absence Request (Malay Guide):

- [Absence Request \(Malay Guide\)](#)

Quick Links

My E-mail	My Calendar
My Payslips	My Benefits
My Performance	My Learning
My Careers	My Reports
My Surveys	My Time & Attendance
Team Learning	Request Absence
My Exam Results	

My Leave Balance

[Home](#)[Worklist](#)[Add to My Links](#)[GEMS Help Centre](#)[Sign out](#)**Menu**

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2. Klik "Personal Information"[My Links](#)

Select One: ▼

Main Menu >

Workforce Administration

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 job record

- ▶ [Job Data](#)
- ▶ [Add Employment Instance](#)
- ▶ [Add Additional Assignment](#)
- ▶ [5 More...](#)

Absence and Vacation

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 Status Rpt](#)
- ▶ [Establishment Budget Rpt](#)
- ▶ [8 More...](#)

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[Main Menu](#) > [Workforce Administration](#) >

Personal Information

Maintain Information about a person regardless of Jobs.

Add a Person

Add a new person to the system.

Manage Hires

Manage adds, hires, rehires, and transfers from Recruiting.

Modify a Person

Modify a person's basic information, such as name and contact information.

Person Organizational Summary

View a summary of all the organizational relationships for a person.

Biographical

Maintain biographic information for a person including names, addresses, drivers licenses, bank accounts, etc.

[Add a Person](#)[Modify a Person](#)[Search by National ID](#)[Bank Accounts](#)

Organizational Relationships

Create or modify the organizational relationships that a Person can have.

[New Employment Instance](#)[Add a POI Relationship](#)[Maintain a Person's POI Reltn](#)[Person Checklist](#)

Personal Relationships

Create or modify the relationships that a person has.

[Dependent Information](#)[Emergency Contact](#)[Depend Identification Details](#)

Citizenship

Citizenship, Visa, Permits information for a Person

[Identification Data](#)

Verify Employee Info - HR

Verify Employee Information - HR

3. Klik **"Add a Person"**

[My Links](#)

Select One: ▼

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Add Person

Person ID:

[Search for Matching Persons](#)

[Add the Person](#)

4. Masukkan No Bilangan Kad Pengenalan kakitangan di ruang **"Person ID"** (MENGIKUT BIL K/P DENGAN FORMAT XXXXXXXX)

5. Klik **"Add the Person"**



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Biographical Details [Contact Information](#) [Organizational Relationships](#) [Regional Information](#)

Person ID: 70000001

Name [Find](#) | [View All](#) First 1 of 1 Last

*Effective Date: 29/12/2012

*Format Type: Brunei

Display Name:

[Add Name](#)

Biographic Information

Date of Birth: 0 Years 0 Months

Birth Country: BRN Brunei Darussalam

District:

Birth Location:

Waive Data Protection ☐

Biographical History [Find](#) | [View All](#) First 1 of 1 Last

*Effective Date: 29/12/2012

*Gender: Unknown

*Highest Education Level: Not Indicated

*Marital Status: Unknown As of:

Language Code:

Alternate ID:

☐ Full-Time Student

National ID [Customize](#) | [Find](#) | [View All](#) First 1 of 1 Last

*Country *National ID Type National ID Primary ID

BRN Yellow National Reg. ID

[Save](#) [Notify](#) [Previous tab](#) [Next tab](#) [Refresh](#) [Add](#) [Update/Display](#) [Include History](#) [Correct History](#)

[Biographical Details](#) | [Contact Information](#) | [Organizational Relationships](#) | [Regional Information](#)

6. klik "**Calendar**" untuk memilih tarikh kakitangan tersebut melapor diri.

7. Klik "**Add Name**"

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Edit Name

Brunai Name Format

First Name:	ABDUL RAHMAN
Last Name:	BIN ABDUL RAHIM

Official Name: ABDUL RAHMAN BIN ABDUL RAHIM

Note: Official name from Immigration is not available.

[Refresh Name](#) Display Name: ABDUL RAHMAN BIN ABDUL RAHIM

[OK](#) [Cancel](#) [Refresh](#)

8. Isikan nama kakitangan tersebut dengan lengkap dan betul di ruang ***"First Name"*** dan ***"Last Name"***

9. klik ***"Refresh Name"***

10. Klik ***"Ok"***

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Biographical Details [Contact Information](#) [Organizational Relationships](#) [Regional Information](#)

ABDUL RAHMAN BIN ABDUL RAHIM Person ID: 70000001

Name [Find](#) | [View All](#) First 1 of 1 Last

*Effective Date: 01/02/2012

*Format Type: Brunei

Display Name: ABDUL RAHMAN BIN ABDUL RAHIM [Edit Name](#)

Biographic Information

Date of Birth: 0 Years 0 Months

Birth Country: BRN

District:

Birth Location:

Biographical History

*Effective Date:

*Gender:

*Highest Education Level:

*Marital Status:

Language Code:

Alternate ID:

☐ Full-Time Student

National ID [Customize](#) | [Find](#) | [View All](#) First 1 of 1 Last

*Country	*National ID Type	National ID	Primary ID
BRN	Yellow National Reg. ID		☒

[Save](#)
[Notify](#)
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Biographical Details | [Contact Information](#) | [Organizational Relationships](#) | [Regional Information](#)

11. Date of Birth : Klik **"Calendar"** dan pilih tarikh kelahiran kakitangan tersebut



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ABDUL RAHMAN BIN ABDUL RAHIM Person ID: 70000001

Name [Find](#) | [View All](#) First [1 of 1](#) Last

*Effective Date: 01/02/2012 [it](#) [+](#) [-](#)
*Format Type: Brunei
Display Name: ABDUL RAHMAN BIN ABDUL RAHIM [Edit Name](#)

Biographic Information

Date of Birth: 01/11/1979 [it](#) 0 Years 0 Months
Birth Country: [it](#) Brunei Darussalam
District: [it](#)
Birth Location: [it](#) Waive Data Protection ☐

Biographical History [Find](#) | [View All](#) First [1 of 1](#) Last

*Effective Date: 01/02/2012 [it](#) [+](#) [-](#)
*Gender: Unknown
*Highest Education Level: Not Indicated
*Marital Status: Unknown As of: [it](#)
Language Code: [it](#)
Alternate ID: ☐ Full-Time Student

National ID [Customize](#) | [Find](#) | [View All](#) | [it](#) First [1 of 1](#) Last

*Country	*National ID Type	National ID	Primary ID
BRN it	Yellow National Reg. ID	it	☒ + -

[Save](#) [Notify](#) [Previous tab](#) [Next tab](#) [Refresh](#) [Add](#) [Update/Display](#) [Include History](#) [Correct History](#)

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12. Klik ikon **"Look Up"** pada ruang **"Birth Country"**

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Look Up Birth Country

Country:
 Description:

[Look Up](#)
[Clear](#)
[Cancel](#)
[Basic Lookup](#)

Search Results

[View All](#)
 First [Last](#)

Country	Description
ABW	Aruba
AFG	Afghanistan
AGO	Angola
AIA	Anguilla
ALA	Aland Islands
ALB	Albania
AND	Andorra
ANT	Netherlands Antilles
ARE	United Arab Emirates
ARG	Argentina
ARM	Armenia
ASM	American Samoa
ATA	Antarctica
ATF	French Southern Territories
ATG	Antigua and Barbuda
AUS	Australia
AUT	Austria
AZE	Azerbaijan
BDI	Burundi
BEL	Belgium
BEN	Benin
BFA	Burkina Faso
BGD	Bangladesh
BGR	Bulgaria
BHR	Bahrain
BHS	Bahamas
BIH	Bosnia and Herzegovina
BLM	Saint Barthélemy

13. Masukkan nama Negeri tempat lahir di ruang **"Country"**

14. Klik **"Look Up"**

15. Klik nama Negeri yang di cari di ruang **"Country"**

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ABDUL RAHMAN BIN ABDUL RAHIM Person ID: 70000008

Name	Find View All	First	1 of 1	Last
*Effective Date: 01/02/2012				
*Format Type: Brunei				
Display Name: ABDUL RAHMAN BIN ABDUL RAHIM	Edit Name			

Biographic Information	
Date of Birth: 01/11/1979	0 Years 0 Months
Birth Country: BRN	Brunei Darussalam
District:	
Birth Location:	

Biographical History		Find View All	First	1 of 1	Last
*Effective Date: 01/02/2012					
*Gender: Unknown					
*Highest Education Level: Not Indicated					
*Marital Status: Unknown	As of:				
Language Code:					
Alternate ID:					
☐ Full-Time Student					

National ID		Customize Find View All	First	1 of 1	Last
*Country: BRN	*National ID Type: Yellow National Reg. ID	National ID:	Primary ID: ☒		

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16. Klik ikon "Look Up" pada ruang "District"



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Look Up District

Birth Country:

State:

Description:

[Basic Lookup](#)

Search Results

VIEW All First 1-4 of 4 Last

State	Description
BL	Belait
BM	Brunei Muara
TB	Temburong
TT	Tutong

17. Klik Daerah yang tersenarai di ruang **"State"** mengikut alamat yang di berikan

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ABDUL RAHMAN BIN ABDUL RAHIM

Person ID: 70000001

Name Find | View All First 1 of 1 Last

*Effective Date: 01/02/2012

*Format Type: Brunei

Display Name: ABDUL RAHMAN BIN ABDUL RAHIM Edit Name

Biographic Information

Date of Birth: 01/11/1979 33 Years 1 Months

Birth Country: BRN Brunei Darussalam

District: BM Brunei Muara

Birth Location:

Waive Data Protection

Biographical History Find | View All First 1 of 1 Last

*Effective Date: 31/12/2012

*Gender: Unknown

*Highest Education Level: Not Indicated

*Marital Status: Unknown As of:

Language Code:

Alternate ID:

☐ Full-Time Student

National ID Customize | Find | View All | First 1 of 1 Last

*Country	*National ID Type	National ID	Primary ID
BRN	Yellow National Reg. ID		☒

Save Notify Previous tab Next tab Refresh Add Update/Display Include History Correct History

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18. "Birth Location":
Isikan tempat kelahiran

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ABDUL RAHMAN BIN ABDUL RAHIM Person ID: 70000001

Name Find | View All First 1 of 1 Last

*Effective Date: 01/02/2012

*Format Type: Brunei

Display Name: ABDUL RAHMAN BIN ABDUL RAHIM Edit Name

Biographic Information

Date of Birth: 01/11/1979 33 Years 1 Months

Birth Country: BRN Brunei Darussalam

District: BM Brunei Muara

Birth Location: BRUNEI Waive Data Protection

Biographical History Find | View All First 1 of 1 Last

*Effective Date: 31/12/2012

*Gender: Unknown

*Highest Education Level: Not Indicate

*Marital Status: Unknown

Language Code:

Alternate ID:

National ID

*Country *National ID Type

BRN Yellow National Reg. ID



19. klik "Calendar" untuk memilih tarikh kakitangan tersebut melapor diri.

Save Notify Previous tab Next tab Refresh Add Update/Display Include History Correct History

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ABDUL RAHMAN BIN ABDUL RAHIM Person ID: 70000001

Name Find | View All First 1 of 1 Last

*Effective Date: 01/02/2012

*Format Type: Brunei

Display Name: ABDUL RAHMAN BIN ABDUL RAHIM [Edit Name](#)

Biographic Information

Date of Birth: 01/11/1979 33 Years 1 Months

Birth Country: BRN Brunei Darussalam

District: BM Brunei Muara

Birth Location: BRUNEI Waive Data Protection ☐

Biographical History Find | View All First 1 of 1 Last

*Effective Date: 31/12/2012

*Gender: Unknown

*Highest Education Level: Female

*Marital Status: Unknown As of:

Language Code:

Alternate ID:

☐ Full-Time Student

National ID Customize | Find | View All First 1 of 1 Last

*Country *National ID Type National ID Primary ID

BRN Yellow National Reg. ID

[Save](#) [Notify](#) [Previous tab](#) [Next tab](#) [Refresh](#) [Add](#) [Update/Display](#) [Include History](#) [Correct History](#)

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20. "Gender": Pilih jenis jantina



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Biographical Details

ABDUL RAHMAN BIN ABDUL

Name

*Effective Date: 01/02/2012

*Format Type: Brunei

Display Name: ABDUL RAHIM

Biographic Information

Date of Birth: 01/02/2012

Birth Country: BRN

District: BM

Birth Location:

Biographical History

*Effective Date:

*Gender:

*Highest Education Level:

*Marital Status:

Language Code:

Alternate ID:

- Advance Diploma/Certificate
- Advanced Subsidiary Level
- Attended Primary School only
- Attended Secondary School only
- Bachelor Degree
- Doctorate Degree
- GCE 'N' level Certificate
- Higher Diploma
- Lower Secondary Certificate
- Master Degree
- National Diploma
- Non examination certificate
- Not Indicated
- Post Doctorate Degree
- Post-graduate
- Primary Certificate
- Professional certificate
- Secondary Certificate
- Semi Professional Certificate
- Short Course Certificate
- Technical Certificate
- Unrecognised Certificates
- Upper Secondary Certificate
- Vocational/Trade Certificate
- Vocational/Trade Pre Dip/Cert

Not Indicated

Unknown

As of:

Language Code:

Alternate ID:

Full-Time Student

National ID

*Country

BRN

*National ID Type

Yellow National Reg. ID

National ID

Primary ID

Regional Information

Person ID: 70000001

All

First

1 of 1

Last

+

-

All

First

1 of 1

Last

+

-

All

First

1 of 1

Last

+

-

All

First

1 of 1

Last

+

-

Save

Notify

Previous tab

Next tab

Refresh

Add

Update/Display

Include History

Correct History

21. "Highest Education Level" :

Pilih kelulusan peringkat tertinggi.

[Home](#)[Worklist](#)[Add to My Links](#)[GEMS Help Centre](#)[My Links](#)[Select One](#)[New Window](#)[Customize F](#)**Menu**

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Biographical Details [Contact Information](#) [Organizational Relationships](#) [Regional Information](#)

ABDUL RAHMAN BIN ABDUL RAHIM

Person ID: 70000001

Name	Find View All First 1 of 1 Last
*Effective Date:	01/02/2012
*Format Type:	Brunei
Display Name:	ABDUL RAHMAN BIN ABDUL RAHIM Edit Name

Biographic Information

Date of Birth:	01/02/2012	0 Years 10 Months
Birth Country:	BRN	Brunei Darussalam
District:	BM	Brunei Muara
Birth Location:		

Waive Data Protection ☐

Biographical History	Find View All First 1 of 1 Last
*Effective Date:	01/02/2012
*Gender:	Male
*Highest Education Level:	Upper Secondary Certificate
*Marital Status:	Unknown
Language Code:	Divorced
	Married
	Single
	Unknown
	Widowed

National ID	Customize Find View All First 1 of 1 Last		
*Country	*National ID Type	National ID	Primary ID
BRN	Yellow National Reg. ID		☒

22. "Marital Status":
Pilih jenis kelamin.



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Biographical Details [Contact Information](#) [Organizational Relationships](#) [Regional Information](#)

ABDUL RAHMAN BIN ABDUL RAHIM

Person ID: 70000001

Name [Find](#) | [View All](#) First 1 of 1 Last

*Effective Date: 01/02/2012

*Format Type: Brunei

Display Name: ABDUL RAHMAN BIN ABDUL RAHIM [Edit Name](#)

Biographic Information

Date of Birth: 01/02/2012 0 Years 10 Months

Birth Country: BRN Brunei Darussalam

District: BM Brunei Muara

Birth Location: Waive Data Protection

Biographical History [Find](#) | [View All](#) First 1 of 1 Last

*Effective Date: 01/02/2012

*Gender: Male

*Highest Education Level: Upper Secondary Certificate

*Marital Status: Married As of:

Language Code:

Alternate ID: ☐ Full-Time Student

National ID [Customize](#) | [Find](#) | [View All](#) First 1 of 1

*Country	*National ID Type	National ID	Primary ID
BRN	Yellow National Reg. ID		☒

[Save](#) [Notify](#) [Previous tab](#) [Next tab](#) [Refresh](#) [Add](#) [Update/Display](#)

[Biographical Details](#) | [Contact Information](#) | [Organizational Relationships](#) | [Regional Information](#)

23. "As of": Tarikh kahwin

January 2011

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

[Current Date](#)



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Biographical Details Contact Information Organizational Relationships Regional Information

ABDUL RAHMAN BIN ABDUL RAHIM

Person ID: 70000001

Name Find View All First 1 of 1 Last

*Effective Date: 01/02/2012

*Format Type: Brunel

Display Name: ABDUL RAHMAN BIN ABDUL RAHIM Edit Name

Biographic Information

Date of Birth: 01/11/1979 33 Years 1 Months

Birth Country: BRN Brunel Darussalam

District: BM Brunel Muara

Birth Location: BRUNEI Waive Data Protection

Biographical History Find View All First 1 of 1 Last

*Effective Date: 31/12/2012

*Gender: Male

*Highest Education Level: Upper Secondary Certificate

*Marital Status: Married As of: 01/01/2011

Language Code:

Alternate ID:

National ID Customize Find View All First 1 of 1 Last

*Country *National ID Type

BRN Yellow National Reg

Save Notify Previous

Biographical Details Contact Information

- Can French
- Danish
- Dutch
- English
- French
- German
- Greek
- Int'l Eng
- Italian
- Japanese
- Korean
- Malay
- Portuguese
- SChinese
- Spanish
- Swedish
- TChinese
- Thai

Refresh Add Update/Display Include History Correct History

relationships Regional Information

24. "Language Code":
Pilih jenis bahasa.

GEMS
INTELLIGENT INTERACTIVE MANAGEMENT

Home Worklist Add to My Links GEMS Help Centre

My Links Select One
New Window Customize F

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Biographical Details **Contact Information** Organizational Relationships Regional Information

ABDUL RAHMAN BIN ABDUL RAHIM Person ID: 70000001

Name Find | View All First 1 of 1 Last

*Effective Date: 31/12/2012
*Format Type: Brunei
Display Name: ABDUL RAHMAN BIN ABDUL RAHIM Edit Name

Biographic Information

Date of Birth: 01/11/1979 33 Years 1 Months
Birth Country: BRN Brunei Darussalam
District: BM Brunei Muara
Birth Location: BRUNE Waive Data Protection

Biographical History Find | View All First 1 of 1 Last

*Effective Date: 31/12/2012
*Gender: Male
*Highest Education Level: Upper Secondary Certificate
*Marital Status: Married As of: 01/01/2011
Language Code: Malay
Alternate ID: ☐ Full-Time Student

National ID Customize Find | View All First 1 of 1 Last

*Country: BRN *National ID Type: Yellow National Reg. ID National ID: 70-000001 Primary ID: ☒

Save Refresh Add Update/Display Include History Correct History

Biographical Details Organizational Relationships Regional Information

25. "Country" : Pilih negeri kad-pengenalan dikeluarkan.

26. "National ID Type" : Pilih jenis warna kad-pengenalan.

27. "National ID" : Masukkan nombor kad-pengenalan.

28. "Primary ID" : tandakan sahaja.

29. Klik "Contact Information"



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[Biographical Details](#) | [Contact Information](#) | [Organizational Relationships](#) | [Regional Information](#)

Person ID: 70000001

Current Addresses [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Address Type	As Of Date	Status	Address	
Home	29/12/2012	A	BRN	Add Address Detail + -

Phone Information [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

*Phone Type	Telephone	Extension	Preferred
			☐

Email Addresses [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

*Email Type	*Email Address	Preferred
		☐

[Save](#) [Notify](#) [Previous tab](#) [Next tab](#) [Refresh](#) [Add](#) [Update/Display](#) [Include History](#) [Correct History](#)

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30. klik **"Add Address Detail"**



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Address History

Address Type: Home

Address History				Find	First	1 of 1	Last
*Effective Date	Country	*Status	Address:				
29/12/2012							

[Add Address](#)

OK Cancel Refresh

31. klik **"Calendar"** untuk memilih tarikh mula tinggal dialamat berkenaan.

32. Klik ikon **"Look Up"** pada ruang **"Country"**



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Look Up Country

Country:

Description:

[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Search Results

[View All](#) First [Last](#)

Country	Description
ABW	Aruba
AFG	Afghanistan
AGO	Angola
AIA	Anguilla
ALA	Aland Islands
ALB	Albania
AND	Andorra
ANT	Netherlands Antilles
ARE	United Arab Emirates
ARG	Argentina
ARM	Armenia
ASM	American Samoa
ATA	Antarctica
ATF	French Southern Territories
ATG	Antigua and Barbuda
AUS	Australia
AUT	Austria
AZE	Azerbaijan
BDI	Burundi
BEL	Belgium
BEN	Benin
BFA	Burkina Faso
BGD	Bangladesh
BGR	Bulgaria
BHR	Bahrain
BHS	Bahamas

33. Klik Negeri dari yang tersenarai



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Address History

Address Type: Home

Address History				Find	First	1 of 1	Last
*Effective Date	Country	*Status	Address:				
31/12/2012	BRN	A	BRN				

[Update/View Address](#)

OK

Cancel

Refresh

34. Klik ***“Update / View Address”***

Menu

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- [Change My Password](#)
- [My Personalizations](#)
- [My System Profile](#)

Edit Address

Country: Brunei Darussalam

Address 1: NO: SIMPANG:

Address 2: KG

Address 3: JLN

Address 4:

City: BSB District: 

Post Code:

County:

OK Cancel

35. Masukkan alamat kakitangan tersebut

36. Isikan di ruang "City"

37. Klik ikon "Look Up" pada ruang "District"



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Look Up District

Country: BRN

State: begins with ▼

Description: begins with ▼

[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Search Results

View All First 1 of 4 Last

State	Description
BL	Belait
BM	Brunei Muara
TB	Temburong
TI	Tutong

38. Klik Daerah yang tersenarai di ruang **"State"** mengikut alamat yang di berikan



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Edit Address

Country: Brunei Darussalam

Address 1: NO: SIMPANG:

Address 2: KG

Address 3: JLN

Address 4:

City: BSB District: BM Brunei Muara

Post BB
Code:

County: BRUNEI

OK Cancel

39. Isikan di ruang
"Post Code"

40. Isikan di ruang
"Country"

41. Klik "Ok"



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Address History

Address Type: Home

Address History

Find

First

1 of 1

Last

*Effective Date

Country

*Status

Address:

29/12/2012

21

BRN

A

NO: SIMPANG:

KG

JLN

BSB

BB

BM

BRN

Add Address

[Add Address](#)

OK

Cancel

Refresh

42. Klik "Ok"



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Biographical Details Contact Information Organizational Relationships Regional Information

Person ID: 70000001

Current Addresses Customize Find View All First 1 of 1 Last

Address Type	As Of Date	Status	Address	
Home	31/12/2012	A	NO: SIMPANG KG JLN BSB BB BM BRN	Edit/View Address Detail + -

Phone Information Customize Find First 1 of 1 Last

*Phone Type	Telephone	Extension	Preferred	
	2123456		☒	+ -

Business FAX Home Main Mobile Other

*Email Address Preferred

Previous tab Next tab Refresh Add Update/Display Include History Correct

Page 1 Page 2 Biographical Details Contact Information Organizational Relationships Regional Information

43. "Phone Type" :
Pilih jenis telefon

44. "Telephone" :
Masukkan Nombor
telefon.

45. "Extension" :
Masukkan number
sambungan jika ada.

46. Tandakan
"preferred" bagi nombor
telefon yang mudah
dihubungi.

47. Klik "+" untuk
tambahan jika terdapat
nombor telefon yang
melebihi daripada satu

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Biographical Details Contact Information **Organizational Relationships** Regional Information

ABDUL RAHMAN BIN ABDUL RAHIM Person ID: 70000001

Current addresses Customize | Find | View All | First 1 of 1 Last

Address Type	As Of Date	Status	Address	
Home	29/12/2012	A	NO: SIMPANG: KG JLN BSB BB BM BRN	Edit/View Address Detail + -

Phone Information Customize | Find | First 1 of 1 Last

*Phone Type	Telephone	Extension	Preferred	
Home	2123456		☒	+ -

Email Addresses Customize | Find | First 1 of 1 Last

*Email Type	Email Address	Preferred	
Business	rahman.rahim@psd.gov.bn	☒	+ -

- Business
- Home
- Official
- Other
- Personal

48. "Email Type" : Pilih jenis email.

49. "Email Address" : Masukkan email.

50. "Preferred" : Tandakan pilihan untuk email yang digunakan

51. Jika ada email lain yang hendak dimasukkan, klik "+"

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Person ID: 70000001

Brunei

Ethnic Group

[Find](#) | [View All](#) First 1 of 1 Last

Effective Date: 31/12/2012

Regulatory GOBRN
Region:

Religion

Effective Date: 31/12/2012

*Regulatory GOBRN
Region:

Nationality

Effective Date: 31/12/2012

Regulatory GOBRN
Region:



Group:

[Find](#) | [View All](#) First 1 of 1 Last

ion:

[Find](#) | [View All](#) First 1 of 1 Last

Effective Date: 31/12/2012

Brunei Darussalam Nationality:

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[Refresh](#)

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[Correct History](#)

[Biographical Details](#) | [Contact Information](#) | [Organizational Relationships](#) | [Regional Information](#)

52. Klik ikon **"Calendar"** dan pilih tarikh

53. Klik ikon **"Look Up"** di ruang **"Ethnic Group"**

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Look Up Ethnic Group

SetID: GOBRN

Ethnic Group: begins with ▼

Description: begins with ▼ MELAYU

[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Search Results

View All First 1-21 of 21 Last

Ethnic Group	Description	Short Description
ML	MELAYU	MELAYU
TV	MELAYU (BELAIT)	MELAYU (BE
MO	MELAYU (BELAIT) (I)	MELAYU (BE
MC	MELAYU (BISAYA)	MELAYU (BI
BK	MELAYU (BISAYA) (I)	MELAYU (BI
BP	MELAYU (BISAYA/DUSUN) (I)	MELAYU (BI
MF	MELAYU (DUSUN)	MELAYU (DU
DV	MELAYU (DUSUN) (I)	MELAYU (DU
MN	MELAYU (I)	MELAYU (I)
KQ	MELAYU (KEDAYAN)	MELAYU (KE
KJ	MELAYU (KEDAYAN) (I)	MELAYU (KE
DB	MELAYU (MURUT)	MELAYU (MU
MP	MELAYU (MURUT) (I)	MELAYU (MU
BB	MELAYU (TUTONG)	MELAYU (TU
TT	MELAYU (TUTONG) (I)	MELAYU (TU
MK	MELAYU ANGKAT	MELAYU ANG
MB	MELAYU ARAB	MELAYU ARA
MT	MELAYU BELAIT	MELAYU BEL
MD	MELAYU DUSUN	MELAYU DUS
MI	MELAYU INDONESIA	MELAYU IND
MJ	MELAYU JAWA	MELAYU JAW

54. Masukkan nama Bangsa di ruang "Description"

55. Pilih "Ethnic Group" yang diperlukan

- Menu**
- Self Service
 - Manager Self Service
 - Recruiting
 - Workforce Administration
 - Personal Information
 - Biographical
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 - Personal Relationships
 - Citizenship
 - Add a Person
 - Manage Hires
 - Modify a Person
 - Person Organizational Summary
 - Verify Employee Info - HR
 - Job Information
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 - Self Service Transactions
 - Workforce Reports
 - Global Payroll & Absence Mgmt
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 - Set Up HRMS
 - Set Up ELM
 - My Content
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 - PeopleTools
 - Take a Survey
 - Change My Password
 - My Personalizations
 - My System Profile

[Contact Information](#)
[Organizational Relationships](#)
[Regional Information](#)

Person ID: 70000001

Brunei

Ethnic Group [Find](#) | [View All](#) First 1 of 1 Last

Effective Date: 01/02/2012 
 Regulatory GOBRN Brunei Darussalam Ethnic Group: ML MELAYU

Religion [Find](#) | [View All](#) First 1 of 1 Last

Effective Date: 31/12/2012 
 *Regulatory GOBRN
 Region: 

Nationality [Find](#) | [View All](#) First 1 of 1 Last

Effective Date: 31/12/2012
 Regulatory GOBRN
 Region: 

[Save](#) [Notify](#) [Print](#) [Add](#) [Update/Display](#) [Include History](#)
[Refresh](#) [Current Date](#) [Correct History](#)

[Biographical Details](#)
[Contact Information](#)
[Organizational Relationships](#)
[Regional Information](#)

56. Klik ikon **"Calendar"** dan pilih tarikh

57. Klik ikon **"Look Up"** di ruang **"Religion"**



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 - Modify a Person
 - Person Organizational Summary
 - Verify Employee Info - HR
- Job Information
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- Self Service Transactions
- Workforce Reports
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- Set Up ELM
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[My Links](#) Select One: ▼

[New Window](#)

Look Up Religion

SetID: GOBRN
Religion: begins with ▼
Description: begins with ▼

[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Search Results

[View All](#) First [1-15 of 15](#) [Last](#)

Religion	Description	Short Description
AT	ATHEIS	ATHEIS
BD	BUDDHA	BUDDHA
BH	BAHAI	BAHAI
CT	CATHOLIC	CATHOLIC
HD	HINDU	HINDU
IS	ISLAM	ISLAM
JE	JEWS	JEWS
KR	KRISTIAN	KRISTIAN
LL	LAIN-LAIN	LAIN-LAIN
NS	NASRANI	NASRANI
SK	SIKH	SIKH
TA	TIDAK ADA	TIDAK ADA
TD	TIDAK DINYATAKAN	TIDAK DINY
TO	TAOIST	TAOIST
TT	TAK TAHU	TAK TAHU

58. Pilih kod **Religion** yang diperlukan



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 - Modify a Person
 - Person Organizational Summary
 - Verify Employee Info - HR
- 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

[Contact Information](#) [Organizational Relationships](#) [Regional Information](#)

Person ID: 70000001

Brunei

Ethnic Group

[Find](#) | [View All](#) First [1 of 1](#) Last

Effective Date: 01/02/2012

Regulatory GOBRN

Brunei Darussalam

Ethnic Group: ML MELAYU

Religion

[Find](#) | [View All](#) First [1 of 1](#) Last

Effective Date: 01/02/2012

*Regulatory GOBRN

Brunei Darussalam

Religion: IS ISLAM

Nationality

[Find](#) | [View All](#) First [1 of 1](#) Last

Effective Date: 31/12/2012

Regulatory GOBRN

Region:

Nationality:

December 2012						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

[Current Date](#)

59. Klik ikon **"Calendar"** dan pilih tarikh

60. Klik ikon **"Look Up"** di ruang **"Nationality"**

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Look Up Nationality

Nationality: begins with

[Look Up](#)
[Clear](#)
[Cancel](#)
[Basic Lookup](#)

Search Results

[View All](#)
 First 1-100 of 244 [Last](#)

Nationality	Description
AD	ANDORRA
AE	UNITED ARAB EMIRATES
AF	AFGHANISTAN
AG	ANTIGUA
AL	ALBANIA
AN	NETHERLANDS ANTILLES
AO	ANGOLA
AQ	ANTARTICA
AR	ARGENTINA
AS	SAMOA, AMERICAN
AT	AUSTRIA
AU	AUSTRALIA
AZ	AZERBAIJAN
BA	BOSNIA HEZERGOVINA
BB	BARBADOS
BD	BANGLADESH
BE	BELGIUM
BF	BURKINO FASO
BG	BULGARIA
BH	BAHRAIN
BI	BURUNDI
BJ	BENIN
BM	BERMUDA
BN	BRUNEI DARUSSALAM
BO	BOLIVIA
BR	BRAZIL
BS	BAHAMAS
BT	BHUTAN
BU	MYANMAR

61. Pilih kod
 "Nationality" yang
 diperlukan.



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[Contact Information](#) [Organizational Relationships](#) [Regional Information](#)

Person ID: 70000001

62. Klik **"Organizational Relationships"**

Brunei

Ethnic Group [Find](#) | [View All](#) First [1 of 1](#) [Last](#)

Effective Date: 01/02/2012
Regulatory: GOBRN Brunei Darussalam Ethnic Group: ML MELAYU
Region:

Religion [Find](#) | [View All](#) First [1 of 1](#) [Last](#)

Effective Date: 01/02/2012
*Regulatory: GOBRN Brunei Darussalam Religion: IS ISLAM
Region:

Nationality [Find](#) | [View All](#) First [1 of 1](#) [Last](#)

Effective Date: 01/02/2012
Regulatory: GOBRN Brunei Darussalam Nationality: BN BRUNEI DARUSSALAM
Region:

[Save](#) [Notify](#) [Previous tab](#) [Next tab](#) [Add](#) [Update/Display](#) [Include History](#)
[Refresh](#) [Correct History](#)

[Biographical Details](#) | [Contact Information](#) | [Organizational Relationships](#) | [Regional Information](#)

[Home](#)[Worklist](#)[Add to My Links](#)[GEMS Help Centre](#)[My Links](#)[Select One](#)[New Window](#)[Customize P](#)**Menu**[Self Service](#)[Manager Self Service](#)[Recruiting](#)[Workforce Administration](#)[Personal Information](#)[Biographical](#)[Organizational](#)[Relationships](#)[Personal Relationships](#)[Citizenship](#)[Add a Person](#)[Manage Hires](#)[Modify a Person](#)[Person Organizational](#)[Summary](#)[Verify Employee Info -](#)[HR](#)[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](#)[Biographical Details](#)[Contact Information](#)[Organizational Relationships](#)[Regional Information](#)

Person ID: 70000001

Choose Org Relationship to Add

☒ Employee

Add the Relationship

☐ Contingent Worker

Empl Rcd Nbr: 0

☐ Person of Interest

Checklist Code:

[Go to Person Checklist.](#)

Save

Notify

Previous tab

Next tab

Refresh

Add

Update/Display

Include History

Correct History

[Biographical Details](#) | [Contact Information](#) | [Organizational Relationships](#) | [Regional Information](#)

63. Tandakan
"Employee".

64. Klik "Add the
Relationship"

63a.

***Peringatan:**

Setelah awda klik "Add
the Relationship"
secara otomatis akan
terus masuk ke ruang
"Job Data Page"



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- My System Profile

Work Location: Job Information Payroll Salary Plan Compensation

ABDUL RAHMAN BIN ABDUL RAHIM EMP ID: 70000001 Empl Rcd #: 0

Work Location Find First 1 of 1 Last

HR Status: Active Payroll Status: Active Calculate Status and Dates Go To Row + -

*Effective Date: 01/02/2012 Sequence: 0 Job Secondary Job Indicator:

*Action: Hire Reason: First Job

Last Start Date: 31/12/2012 Termination Date:

Expected Job End Date Position Entry Date:

Position Number: Override Position Data Position Management Record

*Regulatory Region: GOBRN Brunei Darussalam

*Company:

*Business Unit: GOBRN Government of Brunei Department Entry Date: 01/02/2012

*Department:

*Location:

Establishment ID: Date Created: 31/12/2012

Job Data Employment Data Earnings Distribution Benefits Program Participation Appraisal Result

65. Klik ikon **"Calendar"** untuk memilih tarikh melapor diri

66. Klik pilihan **"Action"**:Pilih **"Hire"** kemudian klik pilihan **"Reason"**:Pilih **"First Job"**

67. Klik ikon **"Look Up"** pada **"position Number"**

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 - My Personalizations
 - My System Profile

Look Up Position Number

Position Number: begins with

Position Description: begins with %KERANI

Business Unit: begins with

Department: begins with

Job Code: begins with

Position Status: =

Job Sharing Permitted ☐

Reports To Position Number: begins with

[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Search Results

Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.

[View All](#)

Position Number	Position Description	Salary Admin Plan	Department	Department Description	Unit Description
00000004	TUKANG KAYU TINGKAT KHAS	(blank) SE025	PEJABAT DAERAH TUTONG		PEJABAT DAERAH TUTONG
00000007	PENOLONG PEMERIKSA KERETA	(blank) SN054	JABATAN PENGANGKUTAN DARAT		JABATAN PENGANGKUTAN
00000010	KETUA BAHAGIAN KAUNSELLING DAN KERJAYA	(blank) SF114	KEMENTERIAN PENDIDIKAN		KEMENTERIAN PENDIDIKAN
00000012	PEGAWAI ETNOLOGI	(blank) SL068	JABATAN MUZIUM		JABATAN MUZIUM
00000013	PENYAMBUT TETAMU/OPERATOR TELEFON	(blank) SL106	KEMENTERIAN KEBUDAYAAN, BELIA DAN SUKAN		KEMENTERIAN KEBUDAYAAN
00000018	PENYELENGGARA STOR TINGKAT I	(blank) SF114	KEMENTERIAN PENDIDIKAN		KEMENTERIAN PENDIDIKAN
00000021	PEGAWAI PENTADBIR TINGKAT KHAS	(blank) SA006002	JABATAN AUDIT		BAHAGIAN PENTADBIRAN
00000024	PEMBERITA	(blank) SA086	JABATAN RADIO TELEVISYEN BRUNEI		JABATAN RADIO TELEVISYEN
00000037	JURUTERA PEMBINAAN	(blank) SK084	JABATAN KERJA RAYA		JABATAN KERJA RAYA
00000039	PENGAWAS MEKANIK (KENDERAAN)	(blank) SB104	KEMENTERIAN PERTAHANAN		KEMENTERIAN PERTAHANAN
00000042	PEMANDU TINGKAT KHAS	(blank) SM113	KEMENTERIAN KESIHATAN		KEMENTERIAN KESIHATAN
00000046	PENGURUS ESTET	(blank) SK057	JABATAN KEMAJUAN PERUMAHAN		JABATAN KEMAJUAN PERUMAHAN
00000048	PENOLONG PEGAWAI DERMASISWA	(blank) SF114	KEMENTERIAN PENDIDIKAN		KEMENTERIAN PENDIDIKAN
00000050	PENGAWAS TINGKAT II	(blank) SA002	JABATAN ADAT ISTIADAT NEGARA		JABATAN ADAT ISTIADAT NEGARA
00000053	PENYELENGGARA STOR TINGKAT KHAS	(blank) SE027	PEJABAT DAERAH TEMBURONG		PEJABAT DAERAH TEMBURONG
00000055	ATENDAN MAKMAL	(blank) SM113	KEMENTERIAN KESIHATAN		KEMENTERIAN KESIHATAN
00000060	(blank)	(blank) SE080	JABATAN PENJARA		JABATAN PENJARA
00000066	PENOLONG OPERESAN KANAN	(blank) SA086	JABATAN RADIO TELEVISYEN BRUNEI		JABATAN RADIO TELEVISYEN
00000069	PEMANDU KERETA TINGKAT II	(blank) SK094	JABATAN UKUR		JABATAN UKUR
00000071	TUKANG KAYU	(blank) SL128	JABATAN BELIA DAN SUKAN		JABATAN BELIA DAN SUKAN
00000073	PENGENDALI MESIN PEMBUAT PLATE TINGKATAN III	(blank) SA078	JABATAN PERCETAKAN KERAJAAN		JABATAN PERCETAKAN KERAJAAN
00000079	(blank)	(blank) SE060	JABATAN RUMAH		JABATAN RUMAH

68. Masukkan nama jawatan di dalam kotak kosong **"Position Description"**

69. Klik ikon **"Look Up"** untuk mencari **"Kod Kementerian"**



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 - [Current Job](#)
 - [Pay Rate Change](#)
- ▷ 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](#)

Look Up Business Unit

Business Unit: begins with

Description: begins with

Look Up

Clear

Cancel

[Basic Lookup](#)

Search Results

View All First 1-13 of 13 Last

Business UnitDescription	
GOBRN	Government of Brunei
SA01A	Prime Minister's Office
SB01A	Ministry of Defence
SC01A	Ministry of Foreign Aff & Trd
SD01A	Ministry of Finance
SE01A	Ministry of Home Affairs
SF01A	Ministry of Education
SH01A	Ministry of Indus & Pri Res
SJ01A	Ministry of Religious Affairs
SK01A	Ministry of Development
SL01A	Ministry of Cult, Yth & Sprts
SM01A	Ministry of Health
SN01A	Ministry of Communications

70. Pilih "Kod / Nama Kementerian"

- Menu**
- ▷ Self Service
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 - ▷ Self Service Transactions
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 - ▷ Set Up ELM
 - ▷ My Content
 - ▷ Content Management
 - ▷ Worklist
 - ▷ Reporting Tools
 - ▷ PeopleTools
 - Take a Survey
 - Change My Password
 - My Personalizations
 - My System Profile

Look Up Position Number

Position Number: begins with
 Position Description: begins with %KERANI
 Business Unit: begins with SA01A
 Department: begins with 
 Job Code: begins with 
 Position Status: =
 Job Sharing Permitted: ☐
 Reports To Position Number: begins with 

[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Search Results

Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.

[View All](#)

Position Number	Position Description	Salary Admin	Department	Department Description	Unit Description
00000004	TUKANG KAYU TINGKAT KHAS	(blank)	SE025	PEJABAT DAERAH TUTONG	PEJABAT DAERAH TUTONG
00000007	PENOLONG PEMERIKSA KERETA	(blank)	SN054	JABATAN PENGANGKUTAN DARAT	JABATAN PENGANGKUTAN
00000010	KETUA BAHAGIAN KAUNSELLING DAN KERJAYA	(blank)	SF114	KEMENTERIAN PENDIDIKAN	KEMENTERIAN PENDIDIKAN
00000012	PEGAWAI ETNOLOGI	(blank)	SL068	JABATAN MUZIUM	JABATAN MUZIUM
00000013	PENYAMBUT TETAMU/OPERATOR TELEFON	(blank)	SL106	KEMENTERIAN KEBUDAYAAN, BELIA DAN SUKAN	KEMENTERIAN KEBUDAYAAN
00000018	PENYELENGGARA STOR TINGKAT I	(blank)	SF114	KEMENTERIAN PENDIDIKAN	KEMENTERIAN PENDIDIKAN
00000021	PEGAWAI PENTADBIR TINGKAT KHAS	(blank)	SA006002	JABATAN AUDIT	BAHAGIAN PENTADBIRAN
00000024	PEMBERITA	(blank)	SA086	JABATAN RADIO TELEVISYEN BRUNEI	JABATAN RADIO TELEVISYEN
00000037	JURUTERA PEMBINAAN	(blank)	SK084	JABATAN KERJA RAYA	JABATAN KERJA RAYA
00000039	PENGAWAS MEKANIK (KENDERAAN)	(blank)	SB104	KEMENTERIAN PERTAHANAN	KEMENTERIAN PERTAHANAN
00000042	PEMANDU TINGKAT KHAS	(blank)	SM113	KEMENTERIAN KESIHATAN	KEMENTERIAN KESIHATAN
00000046	PENGURUS ESTET	(blank)	SK057	JABATAN KEMAJUAN PERUMAHAN	JABATAN KEMAJUAN PERUMAHAN
00000048	PENOLONG PEGAWAI DERMASISWA	(blank)	SF114	KEMENTERIAN PENDIDIKAN	KEMENTERIAN PENDIDIKAN
00000050	PENGAWAS TINGKAT II	(blank)	SA002	JABATAN ADAT ISTIADAT NEGARA	JABATAN ADAT ISTIADAT NE
00000053	PENYELENGGARA STOR TINGKAT KHAS	(blank)	SE027	PEJABAT DAERAH TEMBURONG	PEJABAT DAERAH TEMBUR
00000055	ATENDAN MAKMAL	(blank)	SM113	KEMENTERIAN KESIHATAN	KEMENTERIAN KESIHATAN
00000060	(blank)	(blank)	SE080	JABATAN PENJARA	JABATAN PENJARA
00000066	PENOLONG OPERESAN KANAN	(blank)	SA086	JABATAN RADIO TELEVISYEN BRUNEI	JABATAN RADIO TELEVISYEN
00000069	PEMANDU KERETA TINGKAT II	(blank)	SK094	JABATAN UKUR	JABATAN UKUR
00000071	TUKANG KAYU	(blank)	SL128	JABATAN BELIA DAN SUKAN	JABATAN BELIA DAN SUKAN
00000073	PENGENDALI MESIN PEMBUAT PLATE TINGKATAN III	(blank)	SA078	JABATAN PERCETAKAN KERAJAAN	JABATAN PERCETAKAN KE
00000079	(blank)	(blank)	SE050	JABATAN BURUH	JABATAN BURUH

71. Klik ikon “Look Up” untuk mencari kod Jabatan



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Look Up Department

SetID: SA01A

Department: begins with ▼

Description: begins with ▼ %PERKHIDMATAN AWAM

Company: begins with ▼

Location SetID: begins with ▼

Location Code: begins with ▼

Manager ID: begins with ▼

Budget with Department: begins with ▼

Look Up Clear Cancel [Basic Lookup](#)

72. Masukkan nama Jabatan di ruang **"Department"**

73. Klik ikon **"Look Up"**

Search Results

[View All](#)

First 1-5 of 5 Last

Department	Description	Company	Location	SetID	Location Code	Manager ID
SA101010	INSTITUT PERKHIDMATAN AWAM	SA0	GOBRN	BRN0100042	(blank)	
SA127007	INSTITUT PERKHIDMATAN AWAM	SA0	GOBRN	BRN0100035	(blank)	
SA127	PERKHIDMATAN AWAM	SA0	GOBRN	BRN0100035	(blank)	
SA082	SURUHANJAYA PERKHIDMATAN AWAM	SA0	GOBRN	BRN0100035	(blank)	
SA127024	UNIT KERJAYA PERKHIDMATAN AWAM	SA0	GOBRN	BRN0100035	(blank)	

74. Pilih dan klik **"Kod / Nama Jabatan"**



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Look Up Position Number

Position Number: begins with

Position Description: begins with

Business Unit: begins with

Department: begins with

Job Code: begins with

Position Status: =

Job Sharing Permitted ☐

Reports To Position Number: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View All

Position Number	Position Description	Salary Admin Plan	Department	Department Description	Unit Description	Job Code	Position Status	Reports To Position Number
00011590	KERANI	(blank)	SA127	JABATAN PERKHIDMATAN AWAM	JABATAN PERKHIDMATAN AWAM	393015	Approved	(blank)
00026754	KERANI	(blank)	SA127002	JABATAN PERKHIDMATAN AWAM	BAHAGIAN PERKHIDMATAN KAUNSELING	393015	Approved	(blank)
00026755	KERANI	D.1-2-3 EB 4-5	SA127002	JABATAN PERKHIDMATAN AWAM	BAHAGIAN PERKHIDMATAN KAUNSELING	393015	Approved	00026748
00026683	KERANI	D.1-2-3 EB 4-5	SA12700301	JABATAN PERKHIDMATAN AWAM	UNIT PENTADBIRAN DAN KEWANGAN	393015	Approved	00026682
00026684	KERANI	(blank)	SA12700301	JABATAN PERKHIDMATAN AWAM	UNIT PENTADBIRAN DAN KEWANGAN	393015	Approved	(blank)
00037905	KERANI	D.1-2-3 EB 4-5	SA12700301	JABATAN PERKHIDMATAN AWAM	UNIT PENTADBIRAN DAN KEWANGAN	393015	Approved	00027886
00026704	KERANI	D.3-4 EB 5-6	SA12700302	JABATAN PERKHIDMATAN AWAM	UNIT SUMBER MAKLUMAT	393015	Approved	00052117
00026705	KERANI	(blank)	SA12700302	JABATAN PERKHIDMATAN AWAM	UNIT SUMBER MAKLUMAT	393015	Approved	(blank)
00026706	KERANI	D.1-2-3 EB 4-5	SA12700302	JABATAN PERKHIDMATAN AWAM	UNIT SUMBER MAKLUMAT	393015	Approved	00052117
00037906	KERANI	D.3-4 EB 5-6	SA12700302	JABATAN PERKHIDMATAN AWAM	UNIT SUMBER MAKLUMAT	393015	Approved	00026702
00052312	KERANI	D.1-2-3 EB 4-5	SA12700303	JABATAN PERKHIDMATAN AWAM	UNIT PERKEMBANGAN JAWATAN-JAWATAN UTAMA	393015	Approved	00014189
00026709	KERANI	D.1-2-3 EB 4-5	SA12700304	JABATAN PERKHIDMATAN AWAM	UNIT PENGURUSAN KUALITI	393015	Approved	00027895
00026696	KERANI	D.1-2-3 EB 4-5	SA12700307	JABATAN PERKHIDMATAN AWAM	UNIT PENGURUSAN REKOD	393015	Approved	00026695
00026697	KERANI	(blank)	SA12700307	JABATAN PERKHIDMATAN AWAM	UNIT PENGURUSAN REKOD	393015	Approved	(blank)
00027896	KERANI	D.1-2-3 EB 4-5	SA127004	JABATAN PERKHIDMATAN AWAM	BAHAGIAN KEANGGOTAAN DAN PENTADBIRAN LATIHAN	393015	Approved	(blank)
00026743	KERANI	D.1-2-3 EB 4-5	SA12700401	JABATAN PERKHIDMATAN AWAM	UNIT PENGAMBILAN KEANGGOTAAN PERKHIDMATAN AWAM	393015	Approved	00026742
00026745	KERANI	(blank)	SA12700401	JABATAN PERKHIDMATAN AWAM	UNIT PENGAMBILAN KEANGGOTAAN PERKHIDMATAN AWAM	393015	Approved	(blank)
00052321	KERANI	(blank)	SA12700401	JABATAN PERKHIDMATAN AWAM	UNIT PENGAMBILAN KEANGGOTAAN PERKHIDMATAN AWAM	393015	Approved	00026741
00052323	KERANI	(blank)	SA12700401	JABATAN PERKHIDMATAN AWAM	UNIT PENGAMBILAN KEANGGOTAAN PERKHIDMATAN AWAM	393015	Approved	00026740
00026731	KERANI	(blank)	SA12700402	JABATAN PERKHIDMATAN AWAM	UNIT PROGRAM PENGANTIAN DAN KEMAJUAN KERJAYA	393015	Approved	(blank)
00026732	KERANI	D.1-2-3 EB 4-5	SA12700402	JABATAN PERKHIDMATAN AWAM	UNIT PROGRAM PENGANTIAN DAN KEMAJUAN KERJAYA	393015	Approved	00026730
00026724	KERANI	(blank)	SA12700403	JABATAN PERKHIDMATAN AWAM	UNIT PENGURUSAN LATIHAN DALAM PERKHIDMATAN	393015	Approved	(blank)
00026725	KERANI	D.1-2-3 EB 4-5	SA12700403	JABATAN PERKHIDMATAN AWAM	UNIT PENGURUSAN LATIHAN DALAM PERKHIDMATAN	393015	Approved	00026722

75. Klik ikon "Look Up" untuk mencari jawatan

76a.
***Peringatan:**
Pastikan Jawatan yang telah di klik tersebut mempunyai maklumat yang lengkap seperti contoh yang di paparkan

76. Klik jawatan yang diperlukan.



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Work Location Job Information Payroll Salary Plan Compensation

ABDUL RAHMAN BIN ABDUL

EMP

ID: 70000001

Empl Rod

#:

0

RAHIM

Work Location

Find

First

1 of 1

Last

HR Status: Active

Payroll Status: Active

Calculate Status and Dates

Go To Row

*Effective Date: 01/02/2012

Sequence: 0

*Job

Secondary Job

Indicator:

*Action: Hire

Reason: First Job

Current

Last Start Date: 31/12/2012

Termination Date:

Expected Job End Date

Position Entry Date: 01/02/2012

Position Number: 00011590

KERANI

Override Position Data

☐ Position Management Record

Regulatory Region: GOBRN

Brunei Darussalam

Company: SA0

Prime Minister's Office

Business Unit: SA01A

Prime Minister's Office

Department: SA127

JABATAN PERKHIDMATAN AWAM

Location: BRN0100035

Bangunan SPA

Establishment ID:

Date Created:

31/12/2012

Job Data

Employment Data

Earnings Distribution

Benefits Program Participation

Appraisal Result

Save

Previous tab

Next tab

Refresh

Add

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

Processing

77a.

*Peringatan:
Tanda
"Processing"
akan
terpapar
setelah
menekan
"Note"

77. Klik ikon
"Note"

76b.

Maklumat
"position"
terpapar

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 - ▷ Set Up ELM
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 - ▷ PeopleTools
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 - [Change My Password](#)
 - [My Personalizations](#)
 - [My System Profile](#)



Job Data Notepad

Instructions

Selection Criteria

*ID: ABDUL RAHMAN BIN ABDUL RAHIM

*Empl Rcd#:

*Eff Date:

*Sequence:

Earliest Note Date  End 

Selected Note(s)

[Select All Notes](#)

[Clear Selections](#)

Return To: [Job Data Page](#)

There are no existing notes for the specified search criteria.

Return To: [Job Data Page](#)

78. Klik "Add a New Note"

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 - Current Job
 - Pay Rate Change
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- ▶ Self Service Transactions
- ▶ Workforce Reports
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- ▶ PeopleTools
- Take a Survey
- Change My Password
- My Personalizations
- My System Profile



Job Data Notepad - New Note

Instructions

Applications

Selected Note

ID: 70000001	ABDUL RAHMAN BIN ABDUL RAHIM	Created: 08/12/2012 10:39AM
Empl Rcd#: 0		Creator: MOHAMMAD FIRDAUS BIN JULAIHEE
Eff Date: 2012-02-01		Last Update: by:
Sequence: 0		

Subject:

Note Text:

Save

Return To: [Note Selection Page](#)

[Job Data Page](#)

Saved

80a.

***Peringatan:**
Pastikan tanda **"Saved"** terpapar setelah menekan **"Save"**

79. Isikan **"Subject"** dan **"Note Text"** mengikut isi kandungan surat/memo berkenaan

80. Klik **"Save"**

81. Klik **"Job Data Page"** untuk kembali ke muka hadapan

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My Links Select One: ▼

[New Window](#) [Customize Page](#) 

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

ABDUL RAHMAN BIN ABDUL RAHIM EMP

ID: 0000001

Empl Rcd #: 0

Work Location

Find First 1 of 1 Last

HR Status: Active

Payroll Status: Active

Go To Row + -

*Effective Date: 01/02/2012

Sequence: 0

*Job Indicator: Primary Job

*Action: Hire

Reason: First Job

Current

Last Start Date: 01/02/2012

Termination Date:

Expected Job End Date

Position Entry Date: 01/02/2012

Position Number: 00011590

KERANI

Override Position Data

☐ Position Management Record

Regulatory Region: GOBRN

Brunei Darussalam

Company: SA0

Prime Minister's Office

Business Unit: SA01A

Prime Minister's Office

Department Entry Date: 01/02/2012

Department: SA127

JABATAN PERKHIDMATAN AWAM

Location: BRN0100035

Bangunan SPA

Establishment ID:

Date Created: 31/07/2012

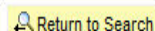
Job Data

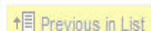
[Employment Data](#)

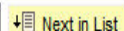
[Benefits Program Participation](#)

[Appraisal Result](#)

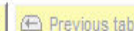
 Save

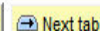
 Return to Search

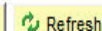
 Previous in List

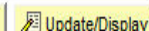
 Next in List

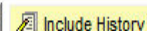
 Notify

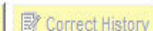
 Previous tab

 Next tab

 Refresh

 Update/Display

 Include History

 Correct History

[Work Location](#) | [Job Information](#) | [Job Labor](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#) | [Job Additional Information](#)

82. Klik "Job Information"

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Work Location Job Information Payroll Salary Plan Compensation

ABDUL RAHMAN BIN ABDUL RAHIM EMP ID: 70000001 Empl Rcd #: 0

Job Information Find First 1 of 1 Last

Effective Date: 01/02/2012 Effective Sequence: 0 Job Indicator: Secondary Job Go To Row

Action: Hire Reason: First Job

Job Code: 393015 KERANI

Supervisor Level: Entry Date: 01/02/2012

Reports To: 00052117 PEGAWAI KAKITANGAN KANAN 00067948 DAYANGKU HAJAH ASILAH BINTI PENGIRAN HAJI CHUCHU

Regular/Temporary: Regular Full/Part: Full-Time

Empl Class: *Officer Code: Tiada

Regular Shift: BERGAJI HARI

Shift Rate: Shift Factor:

Standard Hours: 75.00 / 2.000000

Work Period: As of Date 01/02/2012

FTE: 1.000000

Contract #

Contract Number: TETAP type:

Next Contract Number

Job Data Employment Data Earnings Distribution Benefits Program Participation Appraisal Result

83." Empl Class" : klik dan pilih Jenis perkhidmatan

Contoh :

1. Bergaji Hari
2. Secara Kontrak
3. Bulan Ke Sebulan
4. Tetap



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My Links Select One:

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ABDUL RAHMAN BIN ABDUL RAHIM EMP ID: 70000001 Empl Rcd #: 0

Job Information Find First 1 of 1 Last

Effective Date: 01/02/2012 Effective Sequence: 0 Job Indicator: Secondary Job Go To Row
Action: Hire Reason: First Job

Current

Job Code: 393015 KERANI
Supervisor Level: Entry Date: 01/02/2012
Reports To: 00052117 PEGAWAI KAKITANGAN KANAN 00067948 DAYANGKU HAJAH ASILAH BINTI PENGIRAN HAJI CHUCHU
Regular/Temporary: Regular Full/Part: Full Time
Empl Class: TETAP *Officer Code: Tiada
Regular Shift: N/A Shift Rate: Shift Factor:

Standard Hours

Standard Hours: 37.50 Combined Std Hours / FTE: 75.00 / 2.000000
Work Period: W Weekly As of Date 01/02/2012
FTE: 1.000000

Contract #

Contract Number: Contract Type:
Next Contract Number

Job Data [Employment Data](#) [Earnings Distribution](#) [Benefits Program Participation](#) [Appraisal Result](#)

Save Previous tab Next tab Refresh

Add

[Work Location](#) [Job Information](#) [Payroll](#) [Salary Plan](#) [Compensation](#)

83a. Officer Code.

Klik dan pilih kategori kod pegawai.

Officer code bagi jawatan umum adalah "Tiada"



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[My Links](#) Select One:

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ABDUL RAHMAN BIN ABDUL RAHIM EMP ID: 70000001 Empl Rcd #: 0

Job Information Find First 1 of 1 Last

Effective Date: 01/02/2012 Effective Sequence: 0 Job Indicator: Secondary Job Go To Row
Action: Hire Reason: First Job

Current

Job Code: 393015 KERANI
Supervisor Level: Entry Date: 01/02/2012
Reports To: 00052117 PEGAWAI KAKITANGAN KANAN 00067948 DAYANGKU HAJAH ASILAH BINTI PENGIRAN HAJI CHUCHU
Regular/Temporary: Regular Full/Part: Full-Time
Empl Class: TETAP *Officer Code: Tiada
Regular Shift: N/A Shift Rate:
Shift Factor:

Standard Hours

Standard Hours: 37.50 Combined Std Hours / FTE: 75.00 / 2.000000
Work Period: W Weekly As of Date 01/02/2012
FTE: 1.000000

Contract #

Contract Number: Contract Type:

Next Contract Number

[Job Data](#) [Employment Data](#) [Earnings Distribution](#) [Benefits Program Participation](#) [Appraisal Result](#)

[Save](#) [Previous tab](#) [Next tab](#) [Refresh](#)

[Add](#)

[Work Location](#) [Job Information](#) [Payroll](#) [Salary Plan](#) [Compensation](#)

83b. Contract Number. Jika kakitangan pegawai berkontrak, klik dan pilih bilangan kontrak.



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[My Links](#) Select One:

[New Window](#) [Customize Page](#) [Help](#)

[Work Location](#) [Job Information](#) [Payroll](#) [Salary Plan](#) [Compensation](#)

ABDUL RAHMAN BIN ABDUL RAHIM EMP ID: 70000001 Empl Rcd #: 0

Job Information Find First 1 of 1 Last

Effective Date: 01/02/2012 Effective Sequence: 0 Job Indicator: Secondary Job Go To Row
Action: Hire Reason: First Job

Current

Job Code: 393015 KERANI
Supervisor Level: Entry Date: 01/02/2012
Reports To: 00052117 PEGAWAI KAKITANGAN KANAN 00067948 DAYANGKU HAJAH ASILAH BINTI PENGIRAN HAJI CHUCHU
Regular/Temporary: Regular Full/Part: Full-Time
Empl Class: TETAP *Officer Code: Tiada
Regular Shift: N/A Shift Rate:
Shift Factor:

Standard Hours

Standard Hours: 37.50 Combined Std Hours / FTE: 75.00 / 2.000000
Work Period: W Weekly As of Date 01/02/2012
FTE: 1.000000

Contract #

Contract Number: Next Contract Number
Contract Type:

[Job Data](#) [Employment Data](#) [Earnings Distribution](#) [Benefits Program Participation](#) [Appraisal Result](#)

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[Add](#)

[Work Location](#) [Job Information](#) [Payroll](#) [Salary Plan](#) [Compensation](#)

84. klik "Payroll"



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[Work Location](#) [Job Information](#) [Job Labor](#) [Payroll](#) [Salary Plan](#) [Compensation](#) [Job Additional Information](#)

ABDUL RAHMAN BIN ABDUL RAHIM EMP ID: 70000001 Empl Rcd #: 0

Payroll Information Find First 1 of 1 Last

Effective Date: 01/02/2012 Effective Sequence: 0 Job Indicator: Primary Job [Go To Row](#)

Action: Hire Reason: First Job

*Payroll System: Global Payroll

Global Payroll

Pay Group: BCS FEB PY GRP

☒ Use Pay Group Eligibility Eligibility Group:

☒ Use Pay Group Rate Type Exchange Rate Type:

☒ Use Pay Group As Of Date Use Rate As Of:

Holiday Schedule:

[Job Data](#) [Employment Data](#) [Benefits Program Participation](#) [Appraisal Result](#)

85. "Payroll System":
Klik dan pilih "**Global Payroll**"

86. "Pay Group": klik ikon dan pilih bulan kakitangan tersebut melapor



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- ▶ Set Up ELM
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Look Up Pay Group

Pay Group: begins with ▼

Description: begins with ▼

[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Search Results

View All First 1-12 of 12 Last

Pay Group	Description
BCSAPRGRP	BCS APR PY GRP
BCSAUGGRP	BCS AUG PY GRP
BCSDECGRP	BCS DEC PY GRP
BCSFEBGRP	BCS FEB PY GRP
BCSJANGRP	BCS JAN PY GRP
BCSJULGRP	BCS JUL PY GRP
BCSJUNGRP	BCS JUN PY GRP
BCSMARGRP	BCS MAR PY GRP
BCSMAYGRP	BCS MAY PY GRP
BCSNOVGRP	BCS NOV PY GRP
BCSOCTGRP	BCS OCT PY GRP
BCSSEPGRP	BCS SEP PY GRP

*Contoh:

Jika Sekiranya yang awda kemaskini adalah bagi kakitangan yang melapor pada **01/02/2012** maka Awda perlu memilih di ruang **"Pay Group"** pada **"BCSFEBGRP"**

87. Pilih bulan **"Pay Group"** kakitangan tersebut melapor



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[Work Location](#) | [Job Information](#) | [Job Labor](#) | Payroll | **[Salary Plan](#)** | [Compensation](#) | [Job Additional Information](#)

ABDUL RAHMAN BIN ABDUL RAHIM EMP

ID: 70000001

Empl Rcd #: 0

Payroll Information

[Find](#) [First](#) [1 of 1](#) [Last](#)

Effective Date: 01/02/2012 Effective Sequence: 0 Job Indicator: Primary Job [Go To Row](#)
Action: Hire Reason: First Job

Current

*Payroll System: [Global Payroll](#)

Global Payroll

Pay Group: [BCSFEBGRP](#) BCS FEB PY GRP

☒ Use Pay Group Eligibility Eligibility Group:

☒ Use Pay Group Rate Type Exchange Rate Type:

☒ Use Pay Group As Of Date Use Rate As Of:

Holiday Schedule:

[Job Data](#) | [Employment Data](#) | [Benefits Program Participation](#) | [Appraisal Result](#)

Save | Return to Search | Previous in List | Next in List | Notify | Previous tab | Next tab | Refresh | Update/Display | Include History | Correct History

[Work Location](#) | [Job Information](#) | [Job Labor](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#) | [Job Additional Information](#)

**88. Klik
“Salary Plan”**

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 - Add Additional Assignment
 - Move Assignment to another Inst
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 - ▷ 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
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ABDUL RAHMAN BIN ABDUL RAHIM EMP ID: 70000001 Empl Rcd #: 0

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

Salary Plan Find First 1 of 1 Last

Effective Date: 01/02/2012 Effective Sequence: 0 Job Indicator: Primary Job Go To Row

Action: Hire Reason: First Job

Salary Administration Plan: Grade: Grade Entry Date:

Includes Wage Progression Rule ☐ Step: Step Entry Date:

Job Data Employment Data Benefits Program Participation Appraisal Result

89. . Klik
“Look Up”
Pada
“Salary
Administration
Plan”
untuk mencari
Tangga gaji

Save Return to Search Previous in List Next in List Notify Previous tab Next tab Refresh Update/Display Include History Correct History

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

***Peringatan:**

Jika bagi kakitangan bergaji hari (**dibayar melalui peruntukan berulang-ulang**), di ruang **“Salary Administration Plan”**, masukkan kod bergaji hari, iaitu **“ 0309 ”**
Dan
Di ruang **“Grade”** dan **“Step”** tidak perlu awda isikan

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Look Up Salary Administration Plan

SetID: GOBRN

Salary Administration Plan: begins with

Description: begins with D

Look Up Clear Cancel Basic Lookup

Search Results

View All First 1-73 of 73 Last

Salary Administration Plan	Description	Currency Code	Company
0202	D.(A)1	BND	(blank)
0208	D.(A)1-(TO)-7	BND	(blank)
0209	D.(A)1-(TO)-8	BND	(blank)
0203	D.(A)1-2	BND	(blank)
0204	D.(A)1-2-3	BND	(blank)
0205	D.(A)1-2-3-4	BND	(blank)
0206	D.(A)1-2-3-4-5	BND	(blank)
0207	D.(A)1-2-3-4-5-6	BND	(blank)
0214	D.(A)2-(TO)-8	BND	(blank)
0210	D.(A)2-3	BND	(blank)
0211	D.(A)2-3-4	BND	(blank)
0212	D.(A)2-3-4-5	BND	(blank)
0213	D.(A)2-3-4-5-6	BND	(blank)
0215	D.(A)3-4-5-6	BND	(blank)
0216	D.(A)3-4-5-6-7	BND	(blank)
0217	D.(A)5-6-7	BND	(blank)
0218	D.(A)6-7-8	BND	(blank)
0219	D.(B)1-2-3-4-5	BND	(blank)
0220	D.(B)1-2-3-4-5-6	BND	(blank)
0221	D.(B)1-2-3-5	BND	(blank)
0222	D.(B)2-3-4-5	BND	(blank)
0223	D.(B)2-3-4-5-6	BND	(blank)
0224	D.(B)3-4	BND	(blank)
0225	D.(B)3-4-5	BND	(blank)
0226	D.(B)3-4-5-6	BND	(blank)
0227	D.(B)5	BND	(blank)
0228	D.(B)5-6	BND	(blank)
0167	D.1	BND	(blank)
0168	D.1 - 2	BND	(blank)
0172	D.1 - 2 EB 3	BND	(blank)
0176	D.1 EB 2	BND	(blank)
0177	D.1 EB 2-3	BND	(blank)
0173	D.1-2 EB 3-4	BND	(blank)
0174	D.1-2 EB 3-4-5	BND	(blank)

90. Masukkan tangga gaji yang diperlukan.

91. Klik ikon **"Look up"** untuk mencari Tangga gaji

92. Pilih tangga gaji yang terpapar

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My Links

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 [Job Additional Information](#)

ABDUL RAHMAN BIN ABDUL RAHIM EMP

ID: 70000001

Empl Rcd #: 0

Salary Plan				Find	First	1 of 1	Last
Effective Date:	01/02/2012	Effective Sequence:	0	Job Indicator:	Primary Job		
Action:	Hire	Reason:	First Job				
Current							
Salary Administration	0173	Grade:		Grade Entry Date			
Plan:		Step:		Step Entry Date			
Includes Wage Progression Rule	☐						

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93. Klik ikon
 "Look Up"
 Pada "Grade" untuk
 mencari gred gaji

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Look Up Grade

SetID: GOBRN
 Salary Administration Plan: 0173
 Salary Grade: begins with ▼
 Description: begins with ▼

[Look Up](#)
[Clear](#)
[Cancel](#)
[Basic Lookup](#)

Search Results

[View All](#)
[First](#)
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 [Last](#)

Salary Grade	Description
01	D.1-2 EB 3-4 - Non EB
02	D.1-2 EB 3-4 - EB 1
03	D.1-2 EB 3-4 - EB K
04	D.1-2 EB 3-4 - KBT

94. Pilih
"Salary Grade 01"
 bagi gaji permulaan
 kakitangan tersebut
 berkhidmat

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ABDUL RAHMAN BIN ABDUL RAHIM EMP

ID: 70000001

Empl Rcd #: 0

Salary Plan					
Find First 1 of 1 Last					
Effective Date:	01/02/2012	Effective Sequence:	0	Job Indicator:	Primary Job
Action:	Hire	Reason:	First Job	Go To Row	
Current					
Salary Administration	0173	Grade:	p1	Grade Entry Date	01/02/2012
Plan:		Step:		Step Entry Date	
Includes Wage Progression Rule ☐					

[Job Data](#)
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95. Klik ikon **“Look Up”** pada **“Step”** untuk mencari jumlah gaji

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Look Up Step

SetID: GOBRN
 Salary Administration Plan: 0173
 Salary Grade: 01
 Step: =
 Step Description: begins with

[Look Up](#)
[Clear](#)
[Cancel](#)
[Basic Lookup](#)

Search Results

View All
 First ◀ 1-13 of 13 ▶ Last

Step	Step Description
1	530
2	550
3	570
4	590
5	610
6	630
7	650
8	675
9	700
10	730
11	760
12	790
13	820

96. Pilih **"Step"** gaji yang tersenarai untuk mengemaskini jumlah gaji permulaan kakitangan tersebut.

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ABDUL RAHMAN BIN ABDUL RAHIM EMP

ID: 70000001

Empl Rcd: 0

Salary Plan

Find First 1 of 1 Last

Effective Date: 01/02/2012

Effective Sequence: 0

Job Indicator: Primary Job

Go To Row

Action: Hire

Reason: First Job

Current

Salary Administration 0173

Grade: 01

Grade Entry Date 01/02/2012

Plan:

Includes Wage Progression Rule ☐

Step: 2

Step Entry Date 01/02/2012

Job Data

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**97. Klik
"Compensation"**

96a*Peringatan:
Pastikan Petak ini
sudah di isikan
dengan lengkap



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ABDUL RAHMAN BIN ABDUL RAHIM EMP

ID: 70000001

Empl Rcd #: 0

Compensation Find First 1 of 1 Last

Effective Date: 01/02/2012

Effective Sequence: 0

Job Indicator: Primary Job

Go To Row

Action: Hire

Reason: First Job

Current

Compensation Rate:

550.00

BND

Frequency:

M

Monthly

Comparative Information

Pay Rates

Default Pay Components

[Contract Change Prorate Option](#)

Pay Components Customize Find First 1 of 1 Last

Amounts

Controls

Changes

Conversion

*Rate Code	Seq	Comp Rate	Currency	Frequency	Points	Percent	Rate Code Group
------------	-----	-----------	----------	-----------	--------	---------	-----------------

1 BRMNTH

0

550.000000

BND

M

Calculate Compensation

Job Data

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Save

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97a.

***Peringatan:**
Pastikan gaji yang telah di pilih adalah betul

98. Klik "Save"



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My Links [Select One:](#)

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ABDUL RAHMAN BIN ABDUL RAHIM EMP

ID: 70000001

Empl Rcd #: 0

Compensation

[Find](#) First 1 of 1 Last

Effective Date: 01/02/2012 Effective Sequence: 0 Job Indicator: Primary Job [Go To Row](#)

Action: Hire Reason: First Job

Current

Compensation Rate: 550.00 BND *Frequency: M Monthly

Comparative Information

Pay Rates

Default Pay Components

[Contract Change Prorate Option](#)

Pay Components

[Customize](#) [Find](#) First 1 of 1 Last

Amounts		Controls		Changes		Conversion	
*Rate Code	Seq	Comp Rate	Currency	Frequency	Points	Percent	Rate Code Group
1 BRMNTH	0	550.000000	BND	M			

Calculate Compensation

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Saved

98a.

***Peringatan:**
Pastikan
tanda
“**Saved**”
terpapar
setelah
menekan
“**Save**”

99. Klik “Return to Search”