

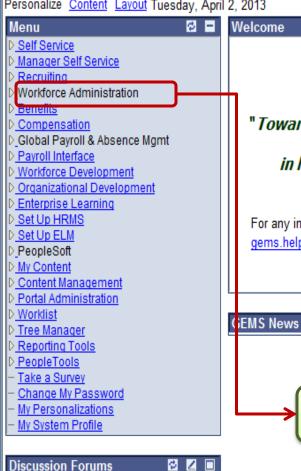
MANUAL BAGI MENGEMASKINI "MAKLUMAT KEHADIRAN" (HRS Attendance)



GEMS Help Centre

My Links Select One:

Personalize Content Layout Tuesday, April 2, 2013



People / Department Search ■ X

Error getting content

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 Help Centre

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

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Computer Based Training on Absence Request (Malay Guide):

· Absence Request (Malay Guide)

1. Klik " Workforce Administration"



Edit "Workforce Administration" Folder

Select One:



Menu

- Self Service
- Manager Self Service
- Recruiting

▼ Workforce Administration

- ▶ Brunei Civil Service Room Book
- ▶ Manpower Planning
- ▶ Personal Information

- ▶ Labor Administration
- ▶ Absence and Vacation
- ▶ Leave Administration USF
- ▶ Flexible Service EG.
- Collective Processes
- ▶ Self Service Transactions
- D Template-Based Hire
- Attendance
- ▶ Time and Attendance Reports
- Sample PeopleCode Program
- Benefits
- Compensation
- Global Payroll & Absence Mamt
- Payroll Interface
- Organizational Development
- Enterprise Learning
- Set Up HRMS
- Set Up ELM
- PeopleSoft





Workforce Administration

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



Brunei Civil Service Room Book

Brunei Civil Service Room Book

■ View Room Booking



Manpower Planning

Manpower Planning

- Interview Module Setup
- Interview Information



sample PeopleCode Program

Sample PeopleCode Program



Personal Information

Maintain information about a person regardless of Jobs.

- Add a Person
- Manage Hires
- Modify a Person 14 More...



Job Information

Maintain information about a person tied to a specific job record

- Employee Exit Interview
- Job Data
- Add Employment Instance 34 More...



Global Assignments

My Links

Track assignment data; Maintain assignee qualifications, educational allowances and other education related information.

Track Assignment

Reports

Assignee Qualifications

Leave Administration USF US Federal Leave Administration

Manage Leave Information

Educational Allowances



Labor Administration

Administer workforce agreements, layoffs, recalls and disciplinary actions.

Maintain flexible service rules; Calculate and

- table Union Workforce Mgmt Center
- Reports
- Record Disciplinary Actions 5 More...

Flexible Service EG

■ Define Service Rules

Template-Based Hire

Template-Based Hire Transaction

Flexible Service

■ Service History

7 More...

print employee service data.



Absence and Vacation

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

- Track Absence History
- Absence Reports

- Create Vacation Schedule

3 More...

2. Klik "Attendance"

Collective Processes Processes that affect multiple people

- Outstanding Task Alert
- Refresh Compensation
- Process Automated Actions USF



- 12 More...



- Workflow Inquiry
- Approvals and Delegation
- Workflow Inquiry (USF) 7 More...



Workforce Reports General Workforce Reporting

Attendance







Menu

D Self Service

▶ Recruiting

Book

Workforce Administration
 Brunei Civil Service Room

▷ Manpower Planning
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D Global Assignments

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 ▶ Absence and Vacation

D Collective Processes

D Template-Based Hire

▼ Attendance

(AM)

(EV)

(PM)

Reports

Program

D Repetits

- Sample PeopleCode

▶ Leave Administration USF
 ▶ Flexible Service EG

▷ Self Service Transactions

Ad Hoc Auto Punch Out
 Ad Hoc AutoPunch Out

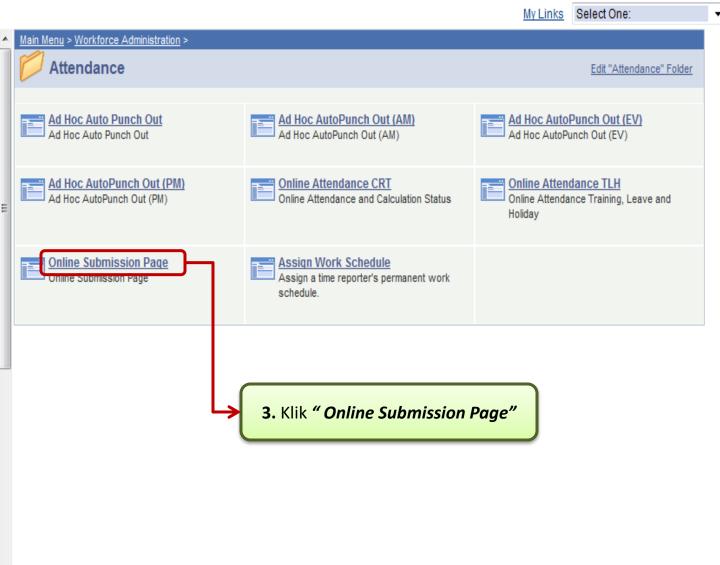
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- Ad Hoc AutoPunch Out

- Online Attendance CRT
- Online Attendance TLH
- Online Submission Page
- Assign Work Schedule

▷ Workforce Reports
▷ Time and Attendance

Home Worklist Add to My Links GEMS Help Centre Sign out





- Sample PeopleCode

Program.

Add to My Links GEMS Help Centre Sign out Worklist Select One: My Links Menu New Window | 1 Self Service D Manager Self Service Recruiting Online Submission Page Workforce Administration
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 Output
 Description
 Outp Enter any information you have and click Search. Leave fields blank for a list of all values. D Brunei Civil Service Room Book D Manpower Planning Find an Existing Value Add a New Value Dersonal Information begins with EmplID: D Global Assignments 4. Masukkan Bil K/P D Labor Administration SetID: begins with ▼ dalam ruang EmpID D Absence and Vacation D Leave Administration USF Department: begins with ▼ ▶ Flexible Service EG Date Under Report: = 5. Masukkan tarikh D Collective Processes Self Service Transactions dalam ruang Date Approval Status: D Template-Based Hire **Under Report** begins with ▼ Late: - Ad Hoc Auto Punch Out - Ad Hoc AutoPunch Out Search Clear 6. Klik "Search" (AM) - Ad Hoc AutoPunch Out (EV) Find an Existing Value | Add a New Value - Ad Hoc AutoPunch Out (PM) - Online Attendance CRT - Online Attendance TLH - Online Submission Page - Assign Work Schedule D Workforce Reports D Time and Attendance Reports

