



**MANUAL BAGI MENGEMASKINI
“PERUBAHAN MAKLUMAT
PERIBADI”**

1. Klik "Self Services"

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
- Content Management
- Worklist
- Reporting Tools
- PeopleTools
- Take a Survey
- 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

NEW

[Absence Balances as of 31/10/2012](#)

If you view your Absence Balances, your leave balance of Annual Entitlement is as of 31/10/2012. Should you noticed that the leave balance is not correct, please consult your GEMS Human Resource Specialist Absence (HRS Absence) at your Administration Section.

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2. Klik "Personal Information"

Main Menu >

Self Service

Self Service transactions include: browsing and searching the catalog, enrolling and viewing your learning transcripts.

Room Booking Room Booking <ul style="list-style-type: none">Make Room BookingView Room BookingView Room Information	Verify Employee Information Verify Employee Information	Review Transactions Review transactions that you submitted for approval
Time Reporting Report and review your time, schedules, request absences and more. <ul style="list-style-type: none">Report TimeView Time	Personal Information Review and update your personal information. <ul style="list-style-type: none">Personal Information SummaryHome and Mailing AddressPhone Numbers4 More...	Payroll and Compensation Review your pay and compensation history. Update your direct deposit and other deduction or contribution information. <ul style="list-style-type: none">E-Payslip Summary Page
Benefits Review health, insurance, savings, pension or other benefits information. Review and update dependent and beneficiary personal information. <ul style="list-style-type: none">Claim/Application RequestDependent InformationBenefits InformationDependents and Beneficiaries	Learning and Development Add or review information about profiles of skills and competencies, interest lists, training and development. <ul style="list-style-type: none">My ProfileMy Job Profiles	Learning View and maintain learning records and objectives, and browse and search the learning catalog. <ul style="list-style-type: none">BCS Exam resultSubmit Travel ArrangementsView Travel Arrangements5 More...
Performance Management Access your performance and development documents, and evaluations you have done for others. <ul style="list-style-type: none">My Performance DocumentsOther's Performance Documents	Recruiting Activities Recruiting Activities <ul style="list-style-type: none">CareersInterview EvaluationsInterview CalendarInterview Team Schedule	Attendance <ul style="list-style-type: none">On-Line Submission Page



3. Klik "Personal Information Summary"

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 - [My System Profile](#)

Main Menu > Self Service >

Personal Information

Review and update your personal information.

Personal Information Summary Review a summary of your personal information.	Home and Mailing Address Review and update your home and mailing addresses.	Phone Numbers Add or update phone numbers, or specify your primary phone number.
Email Addresses Add or update your email addresses.	Emergency Contacts Add or update your emergency contact information.	Learning Preferences Select learning preferences such as default search mode, language, and delivery method.
Marital Status Update your marital status.		



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Personal Information

MD ALI BIN HUSSIN

Name

Official Name MD ALI BIN HUSSIN

Job Information

Department BAHAGIAN GEMS

Job Title PEGAWAI KAKITANGAN

Position Title PEGAWAI KAKITANGAN

Addresses

Address Type	Status	As Of	Country	Address
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Change home/mailling addresses

Phone Numbers

Phone Type	Phone Number	Extension	Preferred
			<input type="checkbox"/>

Change phone numbers

Emergency Contacts

Name	Relationship to Employee
------	--------------------------

Change emergency contacts

Email Addresses

Email Type	Email Address	Preferred
Official	sarbanon.jubir@psd.gov.bn	<input checked="" type="checkbox"/>

Change email addresses

Marital Status

4. Ruang maklumat peribadi awda ini akan terpapar untuk awda kemaskinikan



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Personal Information

MD ALI BIN HUSSIN

Name

Official Name MD ALI BIN HUSSIN

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Address Type	Status	As Of	Country	Address
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Change home/mailing addresses

Phone Numbers

Phone Type	Phone Number	Extension	Preferred
			<input type="checkbox"/>

Change phone numbers

Emergency Contacts

Name	Relationship to Employee
------	--------------------------

Change emergency contacts

Email Addresses

Email Type	Email Address	Preferred
Official	sarbanon.jubir@psd.gov.bn	<input checked="" type="checkbox"/>

Change email addresses

Marital Status

5. Jika ada perubahan bagi alamat awda, klik **"Change home/mailing addresses"**

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Home and Mailing Address

MD ALI BIN HUSSIN

Addresses
No addresses have been added.

*Address Type:
 Home
 Mail

Add

* Required Field

[Return to Personal Information](#)

6. Klik "Address Type"

7. Klik "Add"

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Add Mailing 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:  (example: 31/01/2000)

8. Masukkan alamat diruang yang terpapar dengan lengkap dan betul

9. Isikan diruang "City"

10. Klik ikon "Look Up" pada "District"

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Look Up District

Search by: State ▾ begins with

[Look Up](#) [Cancel](#) [Advanced Lookup](#)

Search Results

[View All](#) [First](#) 1-4 of 4 [Last](#)

State	Description
BL	Belait
BM	Brunei Muara
TB	Temburong
TI	Tutong



11. Klik diruang "State" bagi pilihan daerah

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Add Home Address

Country: Brunei Darussalam [Change Country](#)

Address 1: NO: SPG:

Address 2: KG:

Address 3: JLN:

Address 4:

City: BSB District: BM Brunei Muara Post: BB Code:

County: BRUNEI DARUSSALAM

Date Change Will Take Effect:
On this date: 08/01/2013 (example: 31/01/2000)

12. Masukkan pos kod

13. Masukkan nama negeri diruang "Country"

14. Klik "Save"

14a. Sila Pastikan Awda menghadapi tunjuk bukti kepada pegawai yang membenarkan sebagai rujukan.

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Home and Mailing Address

MD ALI BIN HUSSIN

Address Type	Status	As Of	Country	Address
Home	Submitted for Approval	08/01/2013	BRN	NO: 1 SPG: 123 KG. JLN BSB BB1234 BM BRN

*Address Type:

* Required Field

[Return to Personal Information](#)

15. Alamat yang telah awda kemaskinikan tersebut akan terpapar untuk pengesahan

16. Klik ***“Return to Personal Information”***



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Personal Information

MD ALI BIN HUSSIN

Name

Official Name MD ALI BIN HUSSIN

Job Information

Department BAHAGIAN GEMS

Job Title PEGAWAI KAKITANGAN

Position Title PEGAWAI KAKITANGAN

Addresses

Address Type	Status	As Of	Country	Address
Home	Submitted for Approval	08/01/2013	BRN	NO: 1 SPG: 123 KG. JLN BSB BB1234 BM BRN

[Change home/mailling addresses](#)

Phone Numbers

Phone Type	Phone Number	Extension	Preferred
			<input type="checkbox"/>

[Change phone numbers](#)

Emergency Contacts

Name	Relationship to Employee

[Change emergency contacts](#)

17. Klik **"Change Phone Numbers"**

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Phone Numbers

MD ALI BIN HUSSIN

Enter your phone numbers below.

Phone Type	*Telephone	Extension	Preferred

Add a Phone Number

* Required Field

Save

[Return to Personal Information](#)

18. Klik "Add a Phone Number"

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Phone Numbers

MD ALI BIN HUSSIN

Enter your phone numbers below.

Phone Type	Telephone	Extension	Preferred	Delete
Business				
FAX				
Home				
Main				
Mobile				
Other				
Pager 1				
Pager 2				
Telex				

19. Klik **"Phone Type"** bagi pilihan jenis telefon

20. Masukkan nombor telefon

21. Jika nombor telefon yang awda masukkan mempunyai nombor sambungan, masukkan diruang **"Extension"**

22. Tandakan **"Preferred"** bagi nombor telefon awda yang mudah dihubungi

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Phone Numbers

MD ALI BIN HUSSIN

Enter your phone numbers below.

*Phone Type	*Telephone	Extension	Preferred	
Home ▾	2123456		<input checked="" type="checkbox"/>	Delete

Add a Phone Number

* Required Field

Save

[Return to Personal Information](#)

23. Ini adalah merupakan contoh setelah mengisi di ruang **“Phone Numbers”**

24. Klik **“Save”**

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Phone Numbers

Save Confirmation

✓ The Save was successful.



25. Klik "Ok"

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Phone Numbers

MD ALI BIN HUSSIN

Enter your phone numbers below.

Phone Type	*Telephone	Extension	Preferred	
Home	2123456		<input checked="" type="checkbox"/>	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	Delete

Add a Phone Number

* Required Field

Save

[Return to Personal Information](#)

26a.
***Peringatan:**
Kotak kosong akan bertambah seperti contoh yang telah di paparkan

26. Jika ada perubahan Nombor telefon atau tambahan, awda perlu klik **"Add a Phone Number"**



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Personal Information

MD ALI BIN HUSSIN

Name

Official Name MD ALI BIN HUSSIN

Job Information

Department BAHAGIAN GEMS

Job Title PEGAWAI KAKITANGAN

Position Title PEGAWAI KAKITANGAN

Addresses

Address Type	Status	As Of	Country	Address
Home	Submitted for Approval	08/01/2013	BRN	NO: 1 K/1 JLN BSB BB1234 BN BRN

Change home/mailing addresses

Phone Numbers

Phone Type	Phone Number	Extension	Preferred
Home	2123456		<input type="checkbox"/>

Change phone numbers

Emergency Contacts

Name	Relationship to Employee
------	--------------------------

Change emergency contacts

27. Klik "Change emergency contacts"

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Emergency Contacts

MD ALI BIN HUSSIN

Emergency Contacts

Contact Name	Relationship to Employee
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[Add an Emergency Contact](#)

[Return to Personal Information](#)

28. Klik "Add an Emergency Contact"

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Emergency Contacts

Emergency Contact Detail

MD ALI BIN HUSSIN

*Contact Name: NAZURA BIN ABDULLAH

*Relationship to Employee: Other

- Adopted / Foster Mother
- Adopted Daughter
- Adopted Father
- Adopted Son
- Daughter
- ExSpouse
- Father
- Mother
- Other
- Son
- Spouse
- Step Daughter
- Step Father
- Step Mother
- Step Son

29. Masukkan nama di ruang "Contacts Name"

30. Klik bagi pilihan "Relationship to Employee"

Phone

Telephone:

Other Telephone Numbers

*Phone Type	Phone Number

Add a Phone Number

* Required Field
Save

[Return to Emergency Contacts](#)

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Emergency Contacts

Emergency Contact Detail

MD ALI BIN HUSSIN

*Contact Name: NAZURA BIN ABDULLAH

*Relationship to Employee: Spouse

Address and Telephone

Contact has the same address as the employee

Contact has the same telephone number as the employee

Phone Type: Home

Address

Country: Brunei Darussalam

Address: BRN [Edit Address](#)

Employee's Phone

Phone: 2123456

Other Telephone Numbers

*Phone Type	Phone Number

Add a Phone Number

* Required Field

Save

31. Jika maklumat bagi panggilan kecemasan awda mempunyai alamat yang sama dengan awda tandakan di ruang kotak kecil tersebut

32. Jika maklumat bagi panggilan kecemasan awda mempunyai nombor telefon yang sama dengan awda tandakan di ruang kotak kecil tersebut

31a.
***Peringatan:**
Secara otomatis di ruang "**Employee's Phone**" terpapar

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Add Home Address

Country: Brunei Darussalam [Change Country](#)

Address 1: NO: SPG:

Address 2: KG.

Address 3: JLN

Address 4:

City: BSB District: 

Post Code:

County:

Date Change Will Take Effect:
On this date: 08/01/2013  (example: 31/01/2000)

33. Masukkan alamat diruang yang terpapar dengan lengkap dan betul

34. Isikan diruang **“City”**

35. Klik ikon **“Look Up”** pada **“District”**

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Look Up District

Search by: State ▾ begins with

[Look Up](#) [Cancel](#) [Advanced Lookup](#)

Search Results

[View All](#) [First](#) 1-4 of 4 [Last](#)

State	Description
BL	Belait
BM	Brunei Muara
TB	Temburong
TI	Tutong

36. Klik di ruang
"State" bagi pilihan daerah



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- ▷ Reporting Tools

Add Home Address

Country: Brunei Darussalam [Change Country](#)

Address 1: NO: SPG:

Address 2: KG.

Address 3: JLN

Address 4:

City: BSB District: BM Brunei Muara Post BB Code:

County: BRUNEI DARUSSALAM

Date Change Will Take Effect:
On this date: 08/01/2013 (example: 31/01/2000)

Save Cancel

37. Masukkan pos kod

38. Masukkan nama negeri diruang "Country"

39. Klik "Save"

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Emergency Contacts

Emergency Contact Detail

MD ALI BIN HUSSIN

*Contact Name: NAZURA BIN ABDULLAH

*Relationship to Employee: Spouse

Address and Telephone

Contact has the same address as the employee

Contact has the same telephone number as the employee

Phone Type: Home

Address

Country: Brunei Darussalam

Address: BRN [Edit Address](#)

Employee's Phone

Phone: 2123456

Other Telephone Numbers

*Phone Type	Phone Number

[Add a Phone Number](#)

* Required Field

[Save](#)

40. Klik "Add a Phone Number"

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Emergency Contacts

Emergency Contact Detail

MD ALI BIN HUSSIN

*Contact Name: NAZURA BIN ABDULLAH

*Relationship to Employee: Spouse

Address and Telephone

Contact has the same address as the employee

Contact has the same telephone number as the employee

Phone type: Home

Address: [Redacted]

Country: Brunei Darussalam

Address: BRN [Edit Address](#)

Employee's Phone

Phone: 2123456

Other Telephone Numbers

*Phone Type	Phone Number	Delete
Business		
FAX		
Home		
Main		
Mobile		
Other		
Pager 1		

41. Klik "Phone Type" bagi pilihan jenis telefon

42. Masukkan nombor telefon



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Emergency Contacts

Emergency Contact Detail

MD ALI BIN HUSSIN

*Contact Name: NAZURA BIN ABOLLAH

*Relationship to Employee: Spouse

Address and Telephone

Contact has the same address as the employee

Contact has the same telephone number as the employee

Phone Type: Home

Address

Country: Brunei Darussalam

Address: BRN

[Edit Address](#)

Employee's Phone

Phone: 2123456

Other Telephone Numbers

*Phone Type	Phone Number	
Mobile	8123456	Delete

Add a Phone Number

* Required Field

Save

43. Nombor telefon yang telah awda kemaskinikan tersebut terpapar

44. Klik "Save"

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Emergency Contacts

Save Confirmation

✓ The Save was successful.



45. Klik "Ok"

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Emergency Contacts

MD ALI BIN HUSSIN

Emergency Contacts	
Contact Name	Relationship to Employee
NAZURA BIN ABDULLAH	Spouse

Primary Contact: NAZURA BIN ABDULLAH

[Change the primary contact](#)

[Add an Emergency Contact](#)

[Return to Personal Information](#)

46. Jika ada tambahan **“Emergency Contact”** , awda perlu klik **“Add an Emergency Contact”**

47. Klik **“Ok”**

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[Change phone numbers](#)

Emergency Contacts		
Name	Relationship to Employee	Primary Contact
NAZURA BIN ABDULLAH	Spouse	<input checked="" type="checkbox"/>

[Change emergency contacts](#)

Email Addresses		
Email Type	Email Address	Preferred
Other	ali.hussin@psd.gov.bn	<input checked="" type="checkbox"/>

[Change email addresses](#)

Marital Status		
Marital Status:	Married	As of: 01/03/2012

[Change marital status](#)

Employee Information	
Gender:	Male
Date of Birth:	01/10/1982
Birth Country:	Brunei Darussalam
District:	Brunei Muara
Military Status:	
Original Start Date:	01/03/2012
Highest Education Level:	Bachelor Degree

Contact the Human Resources department if any of your Employee Information is incorrect.

48. Klik "Change Email Addresses"

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Email Addresses

MD ALI BIN HUSSIN

Email Addresses		
*Email Type	*Email Address	Preferred

[Add an Email Address](#)

* Required Field

[Save](#)

[Return to Personal Information](#)

49. Klik "Add an email Address"

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Email Addresses

MD ALI BIN HUSSIN

Email Type	Email Address	Preferred	
Home		<input type="checkbox"/>	Delete
Official		<input type="checkbox"/>	
Other		<input type="checkbox"/>	
Personal		<input type="checkbox"/>	

* Required Field

Save

[Return to Personal Information](#)

50. Klik "**Email Type**" bagi pilihan jenis emel

51. Masukkan emel kerajaan awda

52. Tandakan "**Preferred**" bagi emel awda yang mudah dihubungi

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Email Addresses

MD ALI BIN HUSSIN

*Email Type	*Email Address	Preferred
Official	ali.hussin@psd.gov.bn	<input checked="" type="checkbox"/>

[Add an Email Address](#)

* Required Field
[Save](#)

[Return to Personal Information](#)

52a. Ini adalah merupakan contoh setelah mengisikan di ruang **"Email Addresses"**

53. Klik **"Save"**

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Emergency Contacts

Save Confirmation

✓ The Save was successful.



54. Klik "Ok"



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Email Addresses

MD ALI BIN HUSSIN

*Email Type	*Email Address	Preferred	
Official	ali.hussin@psd.gov.bn	<input checked="" type="checkbox"/>	Delete

Add an Email Address

* Required Field

Save

[Return to Personal Information](#)

55. Klik "Return to Personal Information"

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Emergency Contacts		
Name	Relationship to Employee	Primary Contact
NAZURA BIN ABDULLAH	Spouse	<input checked="" type="checkbox"/>

[Change emergency contacts](#)

Email Addresses		
Email Type	Email Address	Preferred
Official	ali.hussin@psd.gov.bn	<input checked="" type="checkbox"/>

[Change email addresses](#)

Marital Status

Marital Status: Married As of: 01/03/2012

[Change marital status](#)

Employee Information	
Gender:	Male
Date of Birth:	01/10/1982
Birth Country:	Brunei Darussalam
District:	Brunei Muara
Military Status:	
Original Start Date:	01/03/2012
Highest Education Level:	Bachelor Degree

Contact the Human Resources department if any of your Employee Information is incorrect.

56. Klik ***“Change Marital Status”*** jika ada perubahan taraf kelamin awda

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Marital Status Change

MD ALI BIN HUSSIN

Fill in the following information and click the submit button. This form must be completed within 31 days of your marriage date or you will not be eligible to change your benefit elections for this family status change event.

*Date Change Will Take Effect: 

Current Marital Status: Married

*Change Marital Status To:

- Divorced
- Married
- Single
- Unknown
- Widowed

[Return to Personal Information](#)

57. Klik ikon **“Calendar”** dan masukkan tarikh awda nikah/kahwin.

58. Klik **“Change Marital Status”** bagi pilihan taraf kelamin

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Marital Status Change

MD ALI BIN HUSSIN

Fill in the following information and click the submit button. This form must be completed within 31 days of your marriage date or you will not be eligible to change your benefit elections for this family status change event.

*Date Change Will Take Effect: 

Current Marital Status:

*Change Marital Status To:

[Return to Personal Information](#)

59. Ini adalah merupakan contoh setelah mengisikan di ruang ***"Email Addresses"***

60. Klik ***"Submit"***

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Request Marital Status Change Submit Confirmation

✓ The Submit was successful.



61. Klik "Ok"

**57a. Sila Pastikan Awda
menghadapkan tunjuk bukti
kepada pegawai yang
membenarkan sebagai rujukan.**

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Marital Status Change

MD ALI BIN HUSSIN

This information was submitted.

*Date Change Will Take Effect: 01/01/2011

Current Marital Status:

*Change Marital Status To: Married

[Return to Personal Information](#)

62. Klik "Return to Personal Information"



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- Payroll and Compensation
 - Benefits
- Learning and Development
 - Learning
- Performance Management
- Recruiting Activities
- Attendance
 - Verify Employee Information
 - Review Transactions
 - Workflow User Preferences
- Manager Self Service
 - Recruiting
 - Workforce Administration
 - Benefits
 - Compensation
 - Global Payroll & Absence Mgmt
 - Payroll Interface
 - Workforce Development
 - Organizational Development
 - Enterprise Learning
 - Set Up HRMS
 - Set Up ELM
 - My Content
 - Content Management
 - Worklist
 - Reporting Tools
 - PeopleTools
 - Take a Survey
 - Change My Password

Personal Information

MD ALI BIN HUSSIN

Name

Official Name MD ALI BIN HUSSIN

Job Information

Department BAHAGIAN GEMS

Job Title PEGAWAI KAKITANGAN

Position Title PEGAWAI KAKITANGAN

Addresses

Address Type	Status	As Of	Country	Address
Home	Submitted for Approval	08/01/2013	BRN	NO: 1 SPG: 123 KG. JLN BSB BB1234 BM BRN

[Change home/mailling addresses](#)

Phone Numbers

Phone Type	Phone Number	Extension	Preferred
Home	2123456		<input checked="" type="checkbox"/>

[Change phone numbers](#)

Emergency Contacts

Name	Relationship to Employee	Primary Contact
NAZURA BIN ABDULLAH	Spouse	<input checked="" type="checkbox"/>

63. Klik "Home" untuk kembali ke muka hadapan