



INTELLIGENT INTERACTIVE INNOVATIVE  
SISTEM PENGURUSAN KAKITANGAN KERAJAAN

# MANUAL GEMS

Bagi Pegawai Meluluskan (Manager Self Service)

## ISI KANDUNGAN

## MUKA SURAT

Penerangan

### Hal Ehwal Cuti

- Meluluskan Permohonan Cuti 1–7

### Hal Ehwal Kehadiran

- Mengemaskini dan Meluluskan Kehadiran 8–15

Istilah

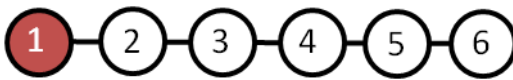


## BAGI PEGAWAI MELULUSKAN



## HAL EHWAL CUTI



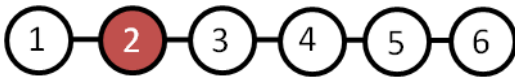


## Meluluskan Permohonan Cuti

The screenshot shows the GEMS web portal interface. At the top right, there is a navigation bar with links: Home, **Worklist**, Add to My Links, GEMS Help Centre, and Sign out. A red box highlights the 'Worklist' link, and a green box with an arrow points to it, containing the text "1. Klik 'Worklist'". Below the navigation bar, there is a "My Links" dropdown menu. The main content area is divided into several sections:
 

- Welcome:** A central message area with the text "Welcome to GEMS!" and a quote: "Towards Excellent, Interactive and Integrated Public Service in line with 21st Century's Civil Service Vision". It also provides contact information for the GEMS Helpdesk.
- GEMS News:** A section titled "Data Bagi Pegawai dan Kakitangan Kerajaan" with a sub-header "Assalamualaikum / Salam Sejahtera,". The text discusses the process of "Pengesahan Data" (Data Approval) and mentions that it will be used by various departments under the Prime Minister's Office, including the Ministry of Finance, Communications, Religious Affairs, and Defense.
- GEMS Help Centre:** A section on the right side with a yellow background, containing a link to "Computer Based Training on Absence Request (Malay Guide)" and a sub-link "Absence Request (Malay Guide)".
- Quick Links:** A section on the right side with a grid of links including My E-mail, My Calendar, My Payslips, My Benefits, My Performance, My Learning, My Careers, My Reports, My Surveys, My Time & Attendance, My Direct Reports, Team Learning, Request Absence, Team Performance, and My Exam Results.
- My Leave Balance:** A section at the bottom right with a red star icon and the text "Absence Balances as of 30/11/2012".
- Menu:** A vertical list of links on the left side, including Self Service, 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, My Personalizations, and My System Profile.
- Discussion Forums:** A section at the bottom left with the text "No Discussions available".





## Meluluskan Permohonan Cuti

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

My Links Select One: ▾

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

Worklist for 70000004: MD ALI BIN HUSSIN

[Detail View](#) Work List Filters: ▾

Worklist						First 1-7 of 7
From	Date From	Work Item	Worked By Activity	Priority	Transaction Approved	
MD ALI BIN HUSSIN	03/18/2013	Transaction Approved	Approval Workflow	3-Low	<a href="#">BCS Absence Mgmt ByPosMgmt</a> 97	Reas
MD ALI BIN HUSSIN	03/18/2013	Transaction Approved	Approval Workflow	3-Low	<a href="#">BCS Absence Mgmt ByPosMgmt</a> 97	Reas
MD ALI BIN HUSSIN	03/27/2013	Transaction Approved	Approval Workflow	3-Low	<a href="#">BCS Absence Mgmt ByPosMgmt</a> 98	Reas
ABDUL RAHMAN BIN ABDUL RAHIM	03/02/2013	Approval Routing	Approval Workflow	3-Low	<a href="#">BCS Absence Mgmt ByPosMgmt</a> 94	Reas
SITI FATIMAH BINTI KASSIM	03/21/2013	Approval Routing	Approval Workflow	3-Low	<a href="#">BCS Absence Mgmt ByPosMgmt</a> 97	Reas
ABDUL RAHMAN BIN ABDUL RAHIM	04/01/2013	Approval Routing	Approval Workflow	3-Low	<a href="#">BCS Absence Mgmt ByPosMgmt</a> 98	Reas
ABDUL RAHMAN BIN ABDUL RAHIM	04/01/2013	Approval Routing	Approval Workflow	3-Low	<a href="#">BCS Absence Mgmt ByPosMgmt</a> 98	Reas

Refresh

2. Pilih  
"Approval Routing" bagi senarai  
permohonan yang belum  
dibenarkan.

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

My Links Select One: ▾

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

Worklist for 70000004: MD ALI BIN HUSSIN

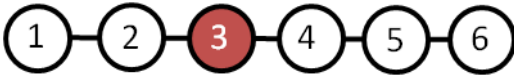
[Detail View](#) Work List Filters: ▾

Worklist						First 1-7 of 7
From	Date From	Work Item	Worked By Activity	Priority	Transaction Approved	
MD ALI BIN HUSSIN	03/18/2013	Transaction Approved	Approval Workflow	3-Low	<a href="#">BCS Absence Mgmt ByPosMgmt</a> 97	Reas
MD ALI BIN HUSSIN	03/18/2013	Transaction Approved	Approval Workflow	3-Low	<a href="#">BCS Absence Mgmt ByPosMgmt</a> 97	Reas
MD ALI BIN HUSSIN	03/27/2013	Transaction Approved	Approval Workflow	3-Low	<a href="#">BCS Absence Mgmt ByPosMgmt</a> 98	Reas
ABDUL RAHMAN BIN ABDUL RAHIM	03/02/2013	Approval Routing	Approval Workflow	3-Low	<a href="#">BCS Absence Mgmt ByPosMgmt</a> 94	Reas
SITI FATIMAH BINTI KASSIM	03/21/2013	Approval Routing	Approval Workflow	3-Low	<a href="#">BCS Absence Mgmt ByPosMgmt</a> 97	Reas
ABDUL RAHMAN BIN ABDUL RAHIM	04/01/2013	Approval Routing	Approval Workflow	3-Low	<a href="#">BCS Absence Mgmt ByPosMgmt</a> 98	Reas
ABDUL RAHMAN BIN ABDUL RAHIM	04/01/2013	Approval Routing	Approval Workflow	3-Low	<a href="#">BCS Absence Mgmt ByPosMgmt</a> 98	Reas

Refresh

2. Pilih  
"Approval Routing" bagi senarai  
permohonan yang belum  
dibenarkan.





## Meluluskan Permohonan Cuti

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

[My Links](#) | Select One: ▼  
[New Window](#) | [Customize Page](#) |

Worklist for 70000004: MD ALI BIN HUSSIN

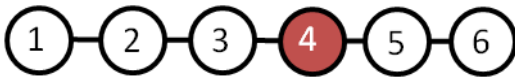
[Detail View](#) Work List Filters: Approval Routing ▼

From	Date From	Work Item	Worked By Activity	Priority	Link	
ABDUL RAHMAN BIN ABDUL RAHIM	04/01/2013	Approval Routing	Approval Workflow	3-Low	<a href="#">BCS Absence Mgmt ByPosMgmt</a> <a href="#">98</a>	Reas
ABDUL RAHMAN BIN ABDUL RAHIM	04/01/2013	Approval Routing	Approval Workflow	3-Low	<a href="#">BCS Absence Mgmt ByPosMgmt</a> <a href="#">98</a>	Reas
SITI FATIMAH BINTI KASSIM	03/21/2013	Approval Routing	Approval Workflow	3-Low	<a href="#">BCS Absence Mgmt ByPosMgmt</a> <a href="#">97</a>	Reas
ABDUL RAHMAN BIN ABDUL RAHIM	03/02/2013	Approval Routing	Approval Workflow	3-Low	<a href="#">BCS Absence Mgmt ByPosMgmt</a> <a href="#">94</a>	Reas

3. Klik  
"Bcs Absence Mgmt  
ByPosMgmt" link bagi  
pegawai yang akan  
dibenarkan cuti.

[Refresh](#)





## Meluluskan Permohonan Cuti

**Request Details**  
SITI FATIMAH BINTI KASSIM  
KERANI

Review the details for this request and either approve, deny or submit for rework. You may also enter optional comments about each approval choice.

Absence Detail	
Start Date:	29/03/2013
End Date:	29/03/2013
Absence Name:	Exit Country Leave
Reason:	Exit Country Leave
Duration:	1.00 Days

Additional Information	
Country	MYS Malaysia

Workflow	
Status:	Submitted

**Comments**

Requestor Comments: Memohon untuk kebenaran keluar negeri - Miri, Sarawak pada hari Jumaat 29/3/13

Approver Comments:

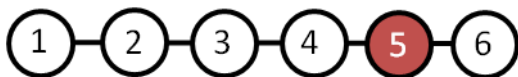
**4. Pastikan maklumat yang perlu dilengkapkan**

**5. Catatkan maklumat kebenaran dalam ruangan Approver Comment.**

**6. Klik "Approve" untuk membenarkan**



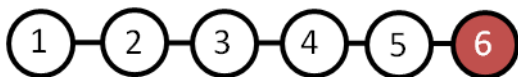




## Meluluskan Permohonan Cuti

The screenshot displays the GEMS user interface. On the left is a navigation menu with categories like Self Service, 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, and Content Management. The 'Worklist' section is expanded, showing 'Worklist Details', 'Reporting Tools', and 'PeopleTools'. The main content area shows an 'Approval Confirmation' dialog with a checkmark icon and the question 'Are you sure you want to Approve this Absence Request?'. Below the question are two buttons: 'Yes' (highlighted with a red box) and 'No'. A red arrow points from the 'Yes' button to a green callout box with the text '7. Klik "Yes" untuk pengesahan'. The top navigation bar includes links for Home, Worklist, Add to My Links, GEMS Help Centre, and Sign out, along with a 'My Links' dropdown menu.



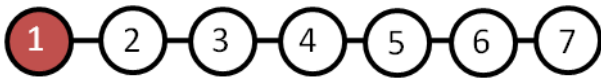


## Meluluskan Permohonan Cuti

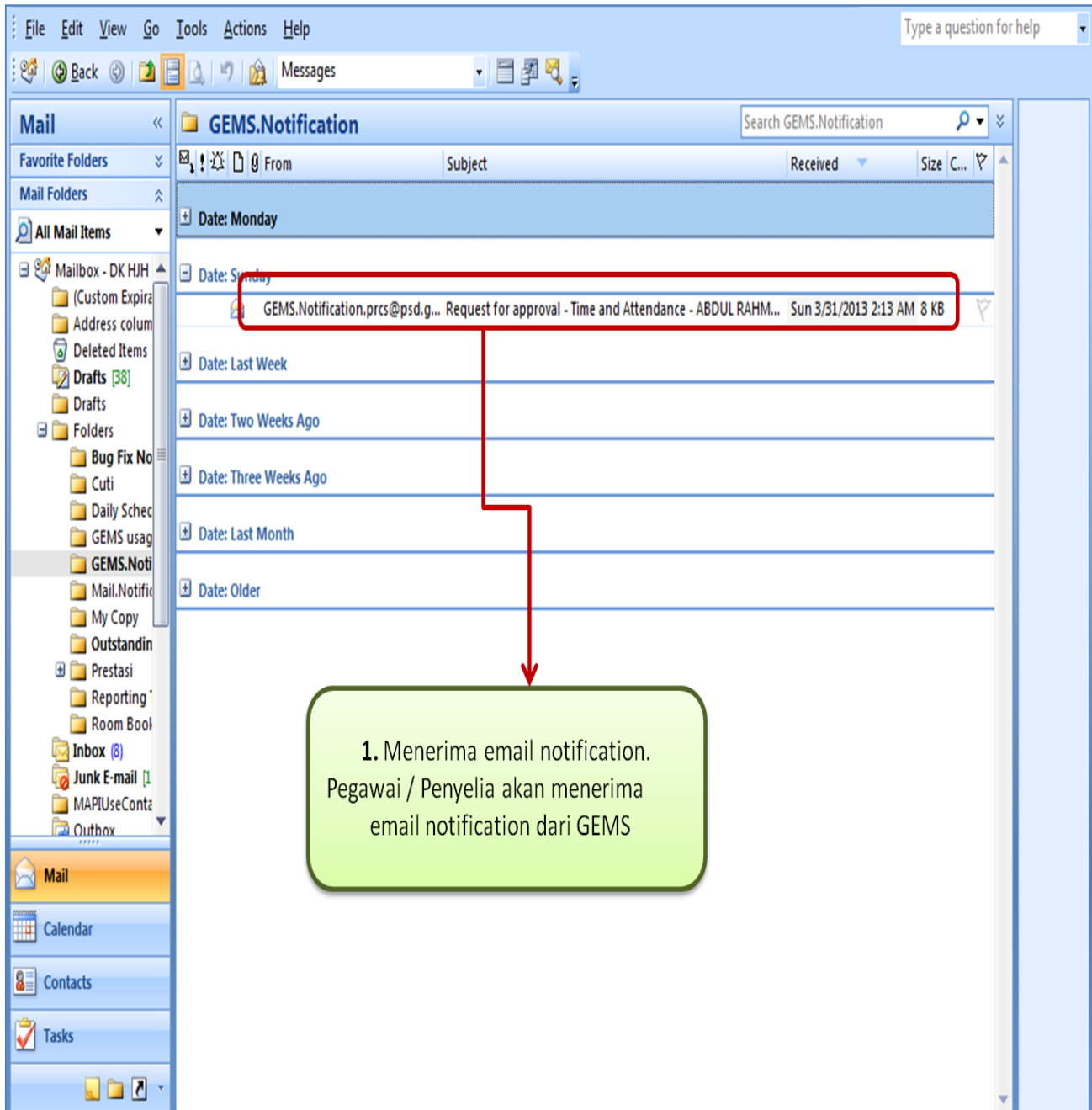
The screenshot displays the GEMS user interface. At the top left is the GEMS logo. A navigation bar at the top right contains links for Home, Worklist, Add to My Links, GEMS Help Centre, and Sign out. Below the navigation bar is a 'My Links' section with a 'Select One' dropdown menu. On the left side, there is a 'Menu' sidebar with various options like Self Service, 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, and Content Management. The main content area shows a confirmation message: 'Approve Confirmation' followed by a checkmark icon and the text 'The Absence Request was successfully approved.' Below this message is a yellow 'OK' button. A red rectangular box highlights the 'OK' button, and a red arrow points from this box to a green rounded rectangular box on the right containing the text '8. Klik "Ok"'. The bottom of the page features a decorative flourish.

## HAL EHWAL KEHADIRAN



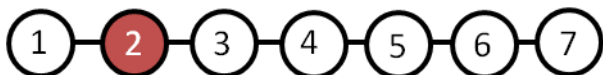


## Mengemaskini dan Meluluskan Kehadiran



1. Menerima email notification.  
Pegawai / Penyelia akan menerima  
email notification dari GEMS





## Mengemaskini dan Meluluskan Kehadiran

Extra line breaks in this message were removed.

From: GEMS.Notification.prcs@psd.gov.bn Sent: Sun 3/31/2013 2:13 AM  
To: Dk Hj Asilah Binti Pg Hj Chuchu  
Cc:  
Subject: Request for approval - Time and Attendance - ABDUL RAHMAN BIN ABDUL RAHIM, 70000001

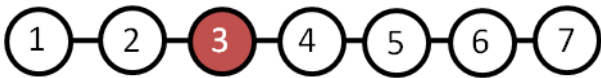
The following request(s) has been submitted. This request(s) requires your approval before it will be processed.

Transaction Name = Time and Attendance Submission Employee Name = ABDUL RAHMAN BIN ABDUL RAHIM Employee ID = 70000001  
Submitted Time for the following date(s) = 2012-09-17

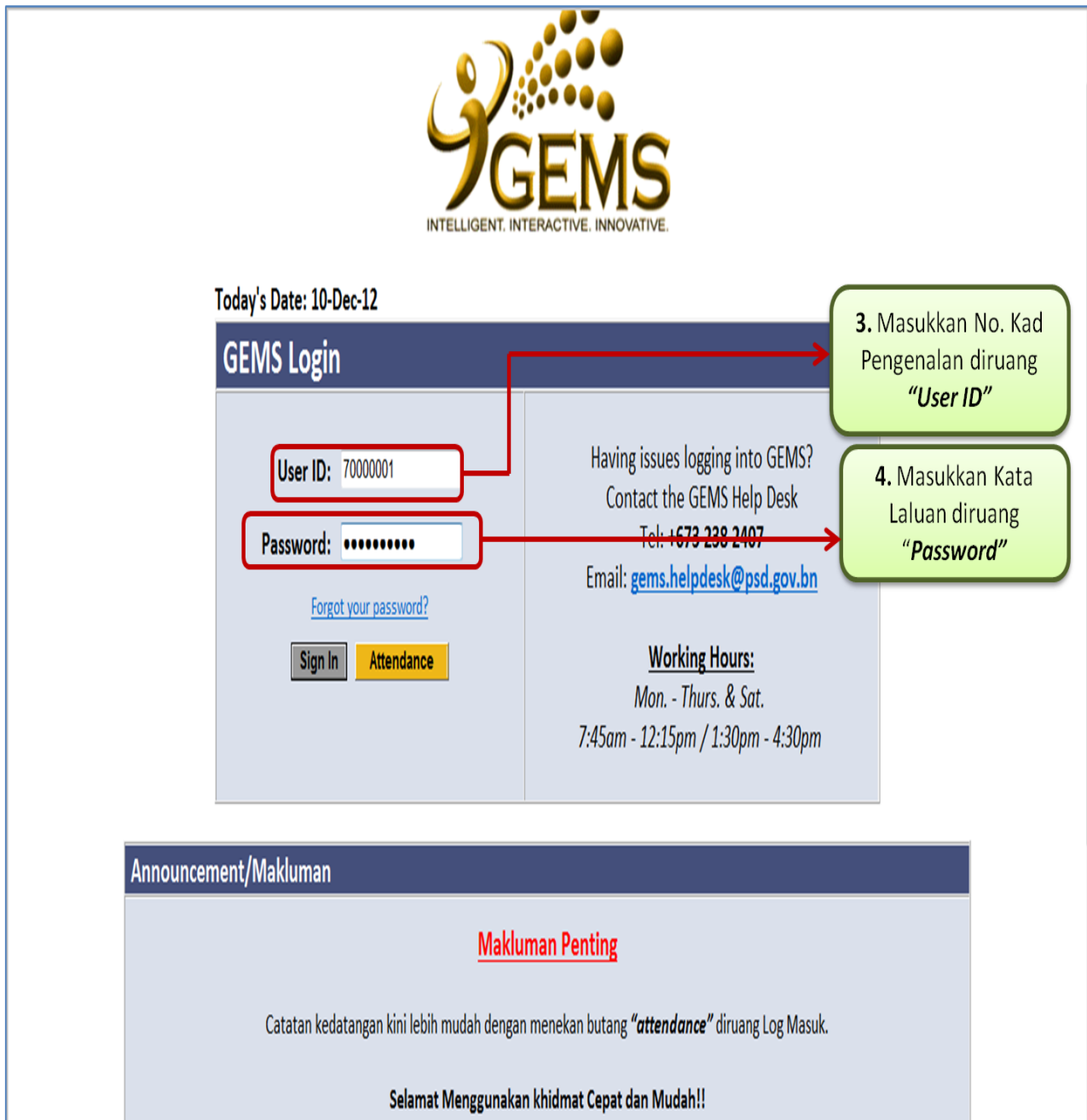
This communication was sent via Oracle Workflow Technology. Please do not reply to this email.

**2. Contoh isi kandungan email**  
Ini adalah contoh isi kandungan email notification yang mencatatkan nama, bil k/p dan tarikh maklumat kehadiran yang perlu untuk diluluskan.





## Mengemaskini dan Meluluskan Kehadiran



Today's Date: 10-Dec-12

### GEMS Login

User ID: 70000001

Password: ●●●●●●●●

[Forgot your password?](#)

Having issues logging into GEMS?  
Contact the GEMS Help Desk  
Tel: **1673 238 2407**  
Email: [gems.helpdesk@psd.gov.bn](mailto:gems.helpdesk@psd.gov.bn)

**Working Hours:**  
Mon. - Thurs. & Sat.  
7:45am - 12:15pm / 1:30pm - 4:30pm

**3. Masukkan No. Kad Pengenalan diruang "User ID"**

**4. Masukkan Kata Laluan diruang "Password"**

### Announcement/Makluman

**Makluman Penting**

Catatan kedatangan kini lebih mudah dengan menekan butang "attendance" diruang Log Masuk.

Selamat Menggunakan khidmat Cepat dan Mudah!!

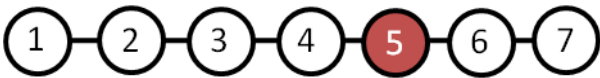




## Mengemaskini dan Meluluskan Kehadiran

The screenshot displays the GEMS web application interface. On the left, a vertical menu lists various services, with 'Manager Self Service' highlighted in a red box. A green callout box with a red arrow points to this menu item, containing the instruction: "5. Klik 'Manager Self Service'". The main content area, titled 'Manager Self Service', features a grid of management options, each with a folder icon and a brief description. These options include 'Employee Awards Report', 'Review Transactions', 'Time Management', 'Job and Personal Information', 'Compensation and Stock', 'Benefits', 'Team Learning', 'Performance Management', and 'Organization Management'. Each option lists specific sub-tasks or reports available under that category.



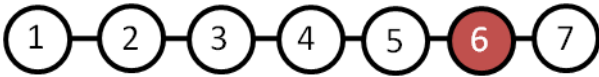


## Mengemaskini dan Meluluskan Kehadiran

The screenshot displays the GEMS HRMS interface. On the left is a 'Menu' sidebar with categories like 'Self Service', 'Manager Self Service', and 'Attendance'. The 'Attendance' menu item is highlighted with a red box. A red line connects this box to a green callout box containing the text '6. Klik "Attendance"'. Another red line connects the 'Attendance' folder in the main content area to a second green callout box containing the text '7. Klik "Manager Time Approval Page"'. The main content area shows the 'Attendance' folder expanded, with the 'Manager Time Approval Page' sub-item highlighted by a red box. At the top right of the interface, there are navigation links: Home, Worklist, Add to My Links, GEMS Help Centre, and Sign out. A 'My Links' dropdown menu is also visible, currently showing 'Select One'. At the bottom right of the main content area, there is a 'Main Content' button.







## Mengemaskini dan Meluluskan Kehadiran

**Manager Time Approval Page**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Add a New Value**

EmplID: begins with

SetID: begins with

Department: begins with

Date Under Report: =

Approval Status: =

Late

**Search** Clear Basic Search Save Search Criteria

No matching values were found

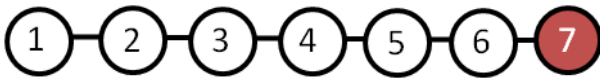
Find an Existing Value | Add a New Value

**8. Masukkan Bil K/P dalam ruang EmplID**

**9. Masukkan tarikh dalam ruang Date Under Report**

**10. Klik "Search"**





## Mengemaskini dan Meluluskan Kehadiran

**Manager Time Approval Page**

Name: ABDUL RAHMAN BIN ABDUL RAHM Employee ID: 70000001  
 Department: SA12700301 Date: 17/09/2012

Time Entered	Enter By	Comments	Absence From	Absence To
8:02:00AM	ABDUL RAHMAN BIN ABDUL RAHM	hadir jam 8:02 am		

**Submission Time Approval**

Approval Status:  Normal Workday  Absence  Workoff Day  Training  Holiday  Others  Leave

Last Update Date/Time: 20/09/12 9:56:28AM Last Updated By: SALMAH BINTIHAJI AWANG DAMIT

Total Hours Clocked: 0  Late

Flag Field

Comments

Approve Save for Later

11. Masukkan maklumat kehadiran seperti yang dinyatakan diruang Comments
- Atau**
- 11a. Jika Pegawai diberikan cuti setelah memasukkan maklumat kehadiran, maklumat kehadiran hendaklah di "delete" dan click "Save".
12. Tandakan petak "Override Approval Status"
13. Tandakan petak yang berkenaan pada ruang "Approval Status"
14. Masukkan keterangan diruang Comments.
15. Click "Approve"



## ISTILAH/KETERANGAN

<i>Approval Routing</i>	Menyenaraikan permohonan yang belum dibenarkan
<i>Approval Status</i>	Status kebenaran kehadiran
<i>Attendance</i>	Kehadiran
<i>Comment</i>	Ruang Catatan
<i>Date Under Report</i>	Tarikh yang hendak dikemaskinikan
<i>EmplID</i>	Nombor Kad Pengenalan kakitangan yang hendak dikemaskinikan
<i>Manager Self Service</i>	Pegawai yang meluluskan
<i>Manager Time Approval Page</i>	Untuk mengemaskini kehadiran
<i>Override Approval Status</i>	Bagi mengubah status kebenaran kehadiran
<i>Password</i>	Kata Laluan
<i>User ID</i>	No. Kad Pengenalan awda
<i>Worklist</i>	Tempat meluluskan permohonan-permohonan



## ISTILAH BAGI PUNAT (BUTTON)

*Approve*

Membernarkan

*Deny*

Tidak membenarkan

*No*

Tidak

*OK*

Selesai

*Search*

Pencarian

*Yes*

Ya





## **Manual - manual GEMS :**

- ✓ **Bagi Pengguna GEMS (Self Service)**
- ✓ **Bagi Pengguna HR (Human Resource)**
  - Lantikan dan Pertukaran
  - Penamatan Perkhidmatan
  - Hal Ehwal Perkhidmatan
  - Hal Ehwal Cuti dan Kehadiran
  - Hal Ehwal Peribadi dan Tanggungan
  - Hal Ehwal Kelulusan, Pingat dan Lantikan Jawatankuasa (profile)
- ✓ **Bagi Pegawai Meluluskan**
- ✓ **Pengesahan Data**
- ✓ **Prestasi**