



**MANUAL BAGI PERMOHONAN  
CUTI SAKIT DISAHKAN SENDIRI  
(CSDS)**



1. Klik 'Self Service'.

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**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](mailto: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.

**Computer Based Training on Absence Request (Malay Guide):**

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

**Discussion Forums**

No Discussions available

**Sistem Perumahan**

- [Maklumat Kelas Rumah](#)
- [Maklumat Tuan Punya Rumah](#)
- [Maklumat Rumah Sewa](#)
- [Maklumat Penghuni](#)

**GEMS News**

**APLIKASI KEHADIRAN GEMS**

Assalamualaikum dan Salam Sejahtera,

Aplikasi kehadiran kini telah diperbaharui dengan penambahan "Attendance Reason" dalam paparan kehadiran GEMS. Ianya menyediakan pilihan seperti **Datang Kerja, Balik Tengahari, Urusan Rasmi, Urusan Peribadi dan Balik Kerja.**

Aplikasi ini akan digunakan secara percubaan pada **minggu ketiga bulan September 2014.** Dipohonkan kerjasama semua pengguna untuk meneruskan penggunaan aplikasi kehadiran ini seperti biasa secara berterusan walaupun ianya dalam tempoh percubaan.

- Punat Punch In dan Punch Out**

Ketika Punat **Punch In** ditekan maka *Attendance Reasons* - **Datang Kerja** sahaja yang dapat dipilih, ianya adalah bagi maksud:

**Quick Links**

<a href="#">My E-mail</a>	<a href="#">My Calendar</a>
<a href="#">My Payslips</a>	<a href="#">My Benefits</a>
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<a href="#">Team Learning</a>	<a href="#">Request Absence</a>
<a href="#">Team Performance</a>	<a href="#">My Exam Results</a>
<a href="#">Induction Documents Checklist</a>	

**My Leave Balance**

[Absence Balances as of 31/07/2016](#)

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Recruiting

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Main Menu >

**Self Service**

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

**Room Booking**

Room Booking

- [Make Room Booking](#)
- [View Room Booking](#)
- [View Room Information](#)

**Time Reporting**

Report and review your time, schedules, request absences and more.

- [Report Time](#)
- [View Time](#)

**Benefits**

Review health, insurance, savings, pension or other benefits information. Review and update dependent and beneficiary personal information.

- [Claim/Application Request](#)
- [Dependent Information](#)
- [Benefits Information](#)
- [Dependents and Beneficiaries](#)

**Performance Management**

Access your performance and development documents, and evaluations you have done for others.

- [My Performance Documents](#)
- [Other's Performance Documents](#)

**Verify Employee Information**

Verify Employee Information

**Personal Information**

Review and update your personal information.

- [Personal Information Summary](#)
- [Home and Mailing Address](#)
- [Phone Numbers](#)
- [4 More...](#)

**Learning and Development**

Add or review information about profiles of skills and competencies, interest lists, training and development.

- [My Profile](#)
- [My Job Profiles](#)

**Recruiting Activities**

Recruiting Activities

- [Careers](#)
- [Interview Evaluations](#)
- [Interview Calendar](#)
- [Interview Team Schedule](#)

**Review Transactions**

Review transactions that you submitted for approval

**Payroll and Compensation**

Review your pay and compensation history. Update your direct deposit and other deduction or contribution information.

- [E-Payslip Summary Page](#)

**Learning**

View and maintain learning records and objectives, and browse and search the learning catalog.

- [BCS Exam result](#)
- [Submit Travel Arrangements](#)
- [View Travel Arrangements](#)
- [5 More...](#)

**Attendance**

- [On-Line Submission Page](#)

2. Klik 'Time Reporting'.



3. Klik 'Report Time' .

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### Time Reporting

Report and review your time, schedules, request absences and more.

- Report Time**  
Report your time and request planned overtime and absences.
  - [Request Absence](#)
- View Time**  
View your schedules, forecasted, payable and comp time, exceptions and more.
  - [Monthly Schedule](#)
  - [Absence Request History](#)
  - [Absence Balances](#)



**4. Klik 'Request Absence'.**

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Main Menu > Self Service > Time Reporting >

### Report Time

Report your time and request planned overtime and absences.

- Request Absence**  
Request an absence.

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## Select Job

ABDUL RAHMAN BIN ABDUL RAHIM

Currently, you hold multiple jobs - Please select the job for this transaction.

Job Title	Department	Supervisor Name	Company
<input checked="" type="radio"/> KERANI	BAHAGIAN GEMS	NUR SYAHIRAH BTE ABDULLAH SULING @SUZUJULINAWATI	Prime Minister's Office
<input type="radio"/> KERANI	BAHAGIAN UTAMA		Ministry of Finance
<input type="radio"/> KERANI	ADAT ISTIADAT NEGARA		Prime Minister's Office
<input type="radio"/> KERANI	BAHAGIAN GEMS	MD ALI BIN HUSSIN	Prime Minister's Office

Continue

Halaman ini akan terpapar sekiranya :

**5. (i)** Awda memegang beberapa jawatan, seperti memangku jawatan lain disamping tugas, sila pilih jawatan awda yang sebenar untuk memohon cuti.

**(ii)** Awda diperbantukan ke jabatan yang lain, sila pilih jawatan di jabatan dimana awda ditempatkan

**6. Klik 'Continue'**

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## Request Absence

ABDUL RAHMAN BIN ABDUL RAHIM

KERANI

D.1-2-3 EB 4-5

Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting your request. If Leave application is 'Annual Leave with Exit Country', please select 'Exit Country' under Filter by Type.

### Absence Detail

\*Start Date: 27/08/2016

[View Monthly Schedule](#)

Filter by Type:

\*Absence Name:

Leave Approver

Confirm Approver

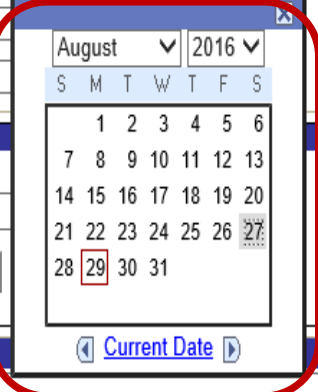
### Comments

Requestor Comments:

\* Required Field

Go To: [View Absence Request History](#)

[View Absence Balances](#)



7. Klik 'Calendar'

8. Apabila kalendar dipaparkan, pilih tarikh cuti CSDS yang telah diambil.

**\*Peringatan:**

Permohonan CSDS hendaklah dipohonkan sebaik-baik sahaja kembali bertugas.

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## Request Absence

ABDUL RAHMAN BIN ABDUL RAHIM

KERANI

D.1-2-3 EB 4-5

Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting your request. If Leave application is 'Annual Leave with Exit Country', please select 'Exit Country' under Filter by Type.

### Absence Detail

\*Start Date:  

[View Monthly Schedule](#)

Filter by Type:

- Accumulating Leaves**
- Benefit Adjusting Leaves
- Exit Country Leave
- Non-Accumulating Leaves

\*Absence Name:

### Leave Request Appro

Leave Approver  

### Comments

Requestor Comments:

\* Required Field

Go To: [View Absence Request History](#)

[View Absence Balances](#)

9. Pilih 'Accumulating Leaves' dari senarai yang dipaparkan di ruang 'Filter by Type'.



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## Request Absence

ABDUL RAHMAN BIN ABDUL RAHIM  
KERANI

D.1-2-3 EB 4-5

Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting your request. If Leave application is 'Annual Leave with Exit Country', please select 'Exit Country' under Filter by Type.

### Absence Detail

\*Start Date:   [View Monthly Schedule](#)

Filter by Type:  ▾

\*Absence Name:

### Leave Request Appro

Leave Approver

### Comments

Requestor Comments:

\* Required Field

Go To: [View Absence Request History](#)

[View Absence Balances](#)

10. Pilih '**Self-Cert Med Lv**' dari senarai yang dipaparkan di ruang '**Absence Name**'

#### \*Peringatan

Bagi Pegawai dalam Perkhidmatan Kontrak, pilihan adalah '**Self-Cert Med Lv (Contract)**'

Bagi Pegawai / Kakitangan Bergaji Hari, pilihan adalah '**Self-Cert Med Lv (Daily)**'

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## Request Absence

ABDUL RAHMAN BIN ABDUL RAHIM

KERANI

D.1-2-3 EB 4-5

Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting your request. If Leave application is 'Annual Leave with Exit Country', please select 'Exit Country' under Filter by Type.

### Absence Detail

\*Start Date:

[View Monthly Schedule](#)

End Date:

Filter by Type:

\*Absence Name:

Duration:

46.00 Days\*\*

### Handover Document

Job Description	Status
1 <input type="text"/>	<input type="text"/>

### Leave Request Approval Chain

Leave Approver

### Comments

Requestor Comments:

11. Klik 'Calendar'

12. Apabila kalendar dipaparkan, pilih tarikh tamat cuti CSDS yang diambil.

\*Peringatan

Cuti CSDS tidak boleh diambil melebihi dua hari berturut-turut termasuk Cuti Am, Awam dan Cuti Khas.

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## Request Absence


ABDUL RAHMAN BIN ABDUL RAHIM


KERANI


D.1-2-3 EB 4-5


Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting your request. If Leave application is 'Annual Leave with Exit Country', please select 'Exit Country' under Filter by Type.

### Absence Detail

\*Start Date:   [View Monthly Schedule](#)

End Date:  

Filter by Type:  

\*Absence Name:   Current Balance: 46.00 Days\*\*

Duration:  Days

13. Klik 'Calculate Duration' Untuk mengira tempoh CSDS yang telah dipohonkan

14. Ini adalah jumlah cuti CSDS yang telah awda pohonkan.

Handover Document				Customize	Find	First	1 of 1	Last
Job Description	Status	Refer To	Comments					
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>			

Leave Request Approval Chain

Leave Approver  

Comments

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ABDUL RAHMAN BIN ABDUL RAHIM

KERANI

D.1-2-3 EB 4-5

Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting your request. If Leave application is 'Annual Leave with Exit Country', please select 'Exit Country' under Filter by Type.

### Absence Detail

\*Start Date:   [View Monthly Schedule](#)

End Date:

Filter by Type:

\*Absence Name:   Current Balance: 46.00 Days\*\*

Duration:  Days

### Handover Document

Customize | Find |  First  1 of 1  Last

Job Description	Status	Refer To	Comments
1 <input type="text"/>	<input type="button" value="v"/>	<input type="text"/>	<input type="text"/>

### Leave Request Approval Chain

Leave Approver

15. Sila masukkan bilangan kad pengenalan Pegawai yang membenarkan di ruang 'Leave Approver'

### Comments

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ABDUL RAHMAN BIN ABDUL RAHIM

KERANI

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Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting your request. If Leave application is 'Annual Leave with Exit Country', please select 'Exit Country' under Filter by Type.

### Absence Detail

\*Start Date:  [View Monthly Schedule](#)

End Date:

Filter by Type:

\*Absence Name:  Current Balance: 46.00 Days\*\*

Duration:  Days

### Handover Document

Job Description	Status	Refer To	Comments
1			

### Leave Request Approval Chain

Leave Approver  MD ALI BIN HUSSIN

### Comments

Requestor Comments:

\*\*Disclaimer: The current balance does not reflect absences that have not been processed.

Go To: [View Absence Request History](#)

[View Absence Balances](#)

16. Klik **'Confirm Approver'**. Nama pegawai yang membenarkan akan terapar

17. Sila isikan komen permohonan CSDS awda di ruangan **'Requestor Comment'** seperti ayat dibawah:

“Dipohonkan CSDS kerana sakit (jenis sakit) selama (jumlah) hari mulai (tarikh mula) hingga (tarikh tamat). Kebenaran awal telah diberikan melalui (rujukan bagi kebenaran awal) bertarikh (tarikh perhubungan kebenaran awal).”

18. Klik **'Submit'** untuk menghantar permohonan cuti CSDS awda.

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## Submit Confirmation

✓ The Absence Request was successfully submitted.



**19.** Klik **'OK'** untuk mengesahkan permohonan cuti awda.

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## Request Details

ABDUL RAHMAN BIN ABDUL RAHIM

KERANI

D.1-2-3 EB 4-5

View Request Status and Approval Details

Details	
Start Date:	27/08/2018
End Date:	27/08/2018
Absence Name:	Self-Cert Med Lv <span style="float: right;">Current Balance: 48.00 Days**</span>
Duration:	1.00 Days

Handover Document			
Customize   Find   First 1 of 1 Last			
Job Description	Status	Refer To	Comments
1			


Workflow	
Status:	Submitted

### BCS Absence\_Mgmt\_ByPosMgmt

**Absence Management: Pending**

BCS Absence\_Mgmt\_ByPosMgmt

**Pending**

 **MD ALL BIN HUSSIN**  
Leave Request Approver

Disclaimer: The current balance does not reflect absences that have not been processed.

- Go To: [Request Absence](#)  
[View Absence Request History](#)  
[View Absence Balances](#)

- 20.
- i. Status menunjukkan permohonan cuti CSDS awda telah dihadapkan.
  - ii. Awda akan menerima status permohonan awda melalui emel.