



**MANUAL BAGI MELULUSKAN  
“*PERMOHONAN CUTI*”  
(Melalui Worklist)**

1. Klik "Worklist"

[My Links](#)

Select One: ▾

Personalize [Content](#) [Layout](#) Thursday, January 17, 2013

**Menu**

- 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
- 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](mailto:gems.helpdesk@psd.gov.bn)

**GEMS News**

 **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.

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

- Absence Request (Malay Guide)

**Quick Links**

<a href="#">My E-mail</a>	<a href="#">My Calendar</a>
<a href="#">My Payslips</a>	<a href="#">My Benefits</a>
<a href="#">My Performance</a>	<a href="#">My Learning</a>
<a href="#">My Careers</a>	<a href="#">My Reports</a>
<a href="#">My Surveys</a>	<a href="#">My Time &amp; Attendance</a>
<a href="#">My Direct Reports</a>	<a href="#">Team Learning</a>
<a href="#">Request Absence</a>	<a href="#">Team Performance</a>
<a href="#">My Exam Results</a>	

**My Leave Balance**



[Absence Balances as of 30/11/2012](#)

- Menu**
- ▷ 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
    - Worklist
    - [Worklist Details](#)
  - ▷ Reporting Tools
  - ▷ PeopleTools
    - [Take a Survey](#)
    - [Change My Password](#)
    - [My Personalizations](#)
    - [My System Profile](#)

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, 97</a>	<a href="#">Reas</a>
MD ALI BIN HUSSIN	03/18/2013	Transaction Approved	Approval Workflow	3-Low	<a href="#">BCS Absence Mgmt ByPosMgmt, 97</a>	<a href="#">Reas</a>
MD ALI BIN HUSSIN	03/27/2013	Transaction Approved	Approval Workflow	3-Low	<a href="#">BCS Absence Mgmt ByPosMgmt, 98</a>	<a href="#">Reas</a>
ABDUL RAHMAN BIN ABDUL RAHIM	03/02/2013	Approval Routing	Approval Workflow	3-Low	<a href="#">BCS Absence Mgmt ByPosMgmt, 94</a>	<a href="#">Reas</a>
SITI FATIMAH BINTI KASSIM	03/21/2013	Approval Routing	Approval Workflow	3-Low	<a href="#">BCS Absence Mgmt ByPosMgmt, 97</a>	<a href="#">Reas</a>
ABDUL RAHMAN BIN ABDUL RAHIM	04/01/2013	Approval Routing	Approval Workflow	3-Low	<a href="#">BCS Absence Mgmt ByPosMgmt, 98</a>	<a href="#">Reas</a>
ABDUL RAHMAN BIN ABDUL RAHIM	04/01/2013	Approval Routing	Approval Workflow	3-Low	<a href="#">BCS Absence Mgmt ByPosMgmt, 98</a>	<a href="#">Reas</a>

 Refresh

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

- Menu
- ▷ 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
  - Worklist
  - [Worklist Details](#)
- ▷ Reporting Tools
- ▷ PeopleTools
  - [Take a Survey](#)
  - [Change My Password](#)
  - [My Personalizations](#)
  - [My System Profile](#)

[My Links](#) Select One: ▼

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

## Worklist for 70000004: MD ALI BIN HUSSIN

[Detail View](#)

Work List Filters:

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_98</a>	Reas
ABDUL RAHMAN BIN ABDUL RAHIM	04/01/2013	Approval Routing	Approval Workflow	3-Low	<a href="#">BCS Absence Mgmt ByPosMgmt_98</a>	Reas
SITI FATIMAH BINTI KASSIM	03/21/2013	Approval Routing	Approval Workflow	3-Low	<a href="#">BCS Absence Mgmt ByPosMgmt_97</a>	Reas
ABDUL RAHMAN BIN ABDUL RAHIM	03/02/2013	Approval Routing	Approval Workflow	3-Low	<a href="#">BCS Absence Mgmt ByPosMgmt_94</a>	Reas

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

 Refresh

Menu

- 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
  - Worklist
  - Worklist Details
- Reporting Tools
- PeopleTools
  - Take a Survey
  - Change My Password
  - My Personalizations
  - My System Profile

[My Links](#)

## 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 dilengkapi

5. Catatkan maklumat kebenaran dalam ruangan Approver Comment.

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

Approve

Deny

**Menu**

- ▷ 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
- Worklist
- [Worklist Details](#)
- ▷ Reporting Tools
- ▷ PeopleTools
- [Take a Survey](#)
- [Change My Password](#)
- [My Personalizations](#)
- [My System Profile](#)

## Approval Confirmation

✓ Are you sure you want to Approve this Absence Request?

**7. Klik "Yes" untuk pengesahan**

**Menu**

- ▷ 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
  - Worklist
  - [Worklist Details](#)
- ▷ Reporting Tools
- ▷ PeopleTools
  - [Take a Survey](#)
  - [Change My Password](#)
  - [My Personalizations](#)
  - [My System Profile](#)

## Approve Confirmation

✓ The Absence Request was successfully approved.



OK



8. Klik "Ok"