



MANUAL BAGI MENGEMASKINI

“BAKI CUTI”

(CUTI TAHUNAN & CUTI SAKIT SWASTA)



Personalize [Content](#) [Layout](#) Thursday, December 6, 2012

1. Klik **"Global Payroll & Absence Mgmt"**

[My Links](#) Select One: ▾

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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

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)**

Discussion Forums

No Discussions available

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.

- Quick Links**
- | | |
|---------------------------------|--|
| My E-mail | My Calendar |
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My Leave Balance



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Main Menu > **Global Payroll & Absence Mgmt** Edit "Global Payroll & Absence Mgmt" Folder

Define payee data, run absence and payroll calculations, run banking process, create reports, and send data to General Ledger, Time and Labor, North American Payroll, and Payroll Interface.

Payee Data Contains Payee Level Information, Input and Overrides for Global Payroll Processing

- [Add a POI Payee](#)
- [Review Job Information](#)
- [Review Eligibility Group AUS](#)
- [39 More...](#)

Absence and Payroll Processing Contains pages to Prepare, Process, and Review Absence and Payroll information

- [Adhoc Mandatory Lv Calculation](#)
- [Define Calendars](#)
- [Prepare Payroll](#)
- [10 More...](#)

Payslips Contains pages for Payslip processing

- [Generate Payslip](#)
- [Reprint Payslip Copy](#)
- [Regenerate Original Payslip](#)
- [34 More...](#)

Payment Processing Contains pages to Initiate and Review Bank Processing of Net Pay and Deduction disbursements

- [Run Payment Prep Process](#)
- [Run Payment Prep Process BRA](#)
- [Missing Bank Account Rpt ESP](#)
- [60 More...](#)

Time and Labor / GL Costs Contains pages to Create, Send and Review cost information for Time and Labor and General Ledger

- [Send Costs to Time and Labor](#)
- [Send Costs to GL](#)
- [Reset GL](#)
- [22 More...](#)

Taxes Contains pages for Tax Reporting

- [Payroll Tax Report AUS](#)
- [Create TFN File AUS](#)
- [BAS Information Report AUS](#)
- [55 More...](#)

Pension Contains pages to Create and Report Pension Related Data

- [BVV Transfer Disk DEU](#)
- [Pension Interface Download CHE](#)
- [Pension Interface Upload CHE](#)
- [4 More...](#)

Social Security / Insurance Contains pages to Create and Report Social Security/Insurance

- [Service Taker Transactions BRA](#)
- [Service Taker Data BRA](#)
- [SEFIP Parameters BRA](#)
- [87 More...](#)

Authority Correspondence Contains pages for various employment related Statistical Reporting

- [QTR-ABS Avq Wkly Rpt/File AUS](#)
- [QTR-ABS Empl Srvy Rpt/File AUS](#)
- [Create Super Rpt File AUS](#)
- [37 More...](#)

Termination Processing Contains pages for Termination letters, Reports and special certificates

- [Unemployment Insurance Rpt BRA](#)
- [Termination Contract Rpt BRA](#)
- [GRFC Report BRA](#)
- [28 More...](#)

Year-End Processing Contains pages to Prepare, Process and Review Year-End information

- [Collect FBT Earns AUS](#)
- [Rvw/Update Payee FBT Earns AUS](#)
- [Create Pmnt Summary Data AUS](#)
- [105 More...](#)

2. Klik "Payee Data"

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Main Menu > Global Payroll & Absence Mgmt >

3. Klik "Adjust Balances"

Payee Data
Contains Payee Level Information, Input and Overrides for Global Payroll Processing

<p>Maintain Absences Contains pages for Absence Entry and Balances</p> <ul style="list-style-type: none">Absence EventReview Absence BalancesAssign Entitlements and Takes	<p>Create Overrides Contains pages to add overrides for Supporting Elements other than Earnings, Deductions and Absences</p> <ul style="list-style-type: none">Assign Retro LimitsSupporting ElementsAssign Work Schedule	<p>Net Pay / Recipient Elections Contains pages to enter Bank Accounts, Net Pay Distribution Elections, and Individual Deduction Recipients</p> <ul style="list-style-type: none">Maintain Bank AccountsSpecify Net Pay Elections
<p>Adjust Balances Contains pages to adjust Absence and Accumulator Balances</p> <ul style="list-style-type: none">Absence Balance AdjustmentsAbsencesAccumulators		



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Main Menu > Global Payroll & Absence Mgmt > Payee Data >

4. Klik "Adjust Balance Adjustments"



Adjust Balances

Contains pages to adjust Absence and Accumulator Balances



Absence Balance Adjustments

Absence Balance Adjustments



Absences

Adjust frequency-based entitlement for a payee by calendar period.



Accumulators

Adjust period-to-date balances for a payee calendar period.

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Absence Balance Adjustments

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search by: EmplID ▾ begins with

[Advanced Search](#)

5. Masukkan No. Kad Pengenalan Pegawai / Kakitangan di ruang "EmplID"

6. Klik "Search"

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Absence Balance Adjustment

Name: ABDUL RAHMAN BIN ABDUL RAHIM **EmpID** 70000001
Position: PENYELIA PEJABAT
Department: JABATAN PERKHIDMATAN AWAM - JABATAN PERKHIDMATAN AWAM

*Balance Type:



Current Balance:

0.0000

*New Balance:

*Comment:

Save

Cancel

View History

Clear

7. Klik ikon "Look Up" untuk memilih jenis baki cuti yang hendak dikemaskini

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Look Up Balance Type

Search by: PIN Number =

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

Search Results

[View All](#) [First](#) [1-2 of 2](#) [Last](#)

PIN Number	Description
100138	Medical Leave Entitlement
100142	Annual Entitlement

8. Pilih "Code / PIN Number"

8a. *Peringatan:
PIN Number yang bagi Pegawai Kontrak atau Pegawai dan kakitangan yang Bergaji Hari adalah berlainan dari Pegawai dan Kakitangan Perkhidmatan Tetap

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 - Maintain Absences
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 - Garnishments/Court Orders
 - Payslips
 - Create Overrides
 - Net Pay / Recipient Elections
 - Terminations
 - Pension Information
 - Adjust Balances
 - Absence Balance Adjustments
 - Absences
 - Accumulators
 - Add a POI Payee
 - Review Job Information
 - Review Eligibility Group

Absence Balance Adjustment

Name: ABDUL RAHMAN BIN ABDUL RAHIM EmpID 70000001
Position: PENYELIA PEJABAT
Department: JABATAN PERKHIDMATAN AWAM - JABATAN PERKHIDMATAN AWAM

*Balance Type: Medical Leave Entitlement

Current Balance:

*New Balance:

*Comment:

9. Isikan ruang ini dengan jumlah baki cuti tahunan atau baki cuti sakit swasta yang betul / tepat


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 - Review Eligibility Group

Absence Balance Adjustment

Name: ABDUL RAHMAN BIN ABDUL RAHIM EmplID 70000001
Position: PENYELIA PEJABAT
Department: JABATAN PERKHIDMATAN A

*Balance Type: 100138
Current Balance: 28.0000
*New Balance:
*Comment:

Message from webpage

 Please fill up the comment box before saving.
The PeopleCode program executed an Error statement, which has produced this message.

OK

Save Cancel View History Clear

9a. *Peringatan:
Makluman ini akan terpapar jika ruang "New Balance" tidak diisi

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Absence Balance Adjustment

Name: ABDUL RAHMAN BIN ABDUL RAHIM EmplID 70000001

Position: PENYELIA PEJABAT

Department: JABATAN PERKHIDMATAN

*Balance Type: 100138


Current Balance: 28.0000

*New Balance: 40

*Comment:

Save Cancel View History Clear

Message from webpage

 New Balance for Medical Entitlement must not exceed more than 15 days.

The PeopleCode program executed an Error statement, which has produced this message.

OK

9b. *Peringatan:

Makluman ini akan terpapar jika jumlah yang dimasukkan melebihi hak cuti yang telah ditetapkan.

Contoh:

- i) Baki Cuti Tahunan : 108 hari
- ii) Baki Cuti Sakit Swasta : 15 hari



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 - ▶ ...

Absence Balance Adjustment

Name: ABDUL RAHMAN BIN ABDUL RAHIM **EmplID** 70000001
Position: PENYELIA PEJABAT
Department: JABATAN PERKHIDMATAN AWAM - JABATAN PERKHIDMATAN AWAM

***Balance Type:** Medical Leave Entitlement

Current Balance:

***New Balance:**

***Comment:**

10. Isikan ruang "Comment"

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 - Review Dependent Data BRA
 - Define Payee Parameters BRA
 - Maintain Payee-Union Data BRA
 - Define Family Allow Data CHE
 - Define EO Payment CHE
 - Define EO Payment Ovrdr CHE
 - Review Multiple Contracts CHE
 - Review MC Exceptions CHE
 - Add General Remarks DEU
 - Define Payee Data DEU
 - Assign Share Schemes GBR
 - Share Save Holidays GBR
 - Specify Housing Quarters HKG
 - Define PT EE Main Employer HKG

Absence Balance Adjustment

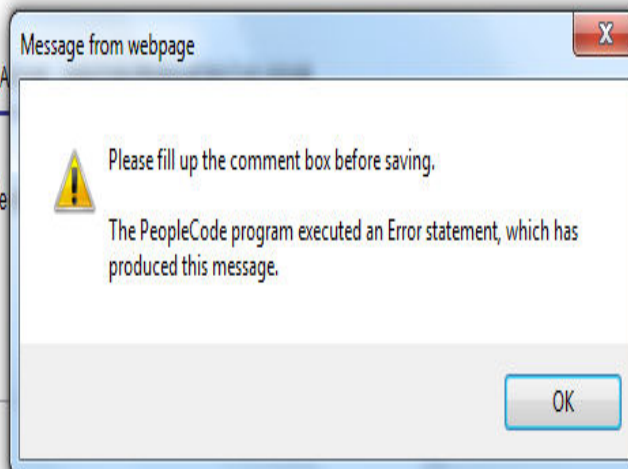
Name: ABDUL RAHMAN BIN ABDUL RAHIM EmplID 70000001
Position: PENYELIA PEJABAT
Department: JABATAN PERKHIDMATAN A

*Balance Type: 100138

Current Balance: 28.0000

*New Balance: 15.0000

*Comment:



Save Cancel View History Clear

10a. *Peringatan:
Makluman ini akan terpapar jika ruang "Comment" tidak diisi



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Absence Balance Adjustment

Name: ABDUL RAHMAN BIN ABDUL RAHIM EmpID 70000001
Position: PENYELIA PEJABAT
Department: JABATAN PERKHIDMATAN AWAM - JABATAN PERKHIDMATAN AWAM

*Balance Type: 100138 Medical Leave Entitlement

Current Balance: 28.0000

*New Balance: 15.0000

*Comment: New adjustment balance

11. Klik "Save"

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Absence Balance Adjustment

Name: ABDUL RAHMAN BIN ABDUL RAHIM EmpID 70000001
Position: PENYELIA PEJABAT
Department: JABATAN PERKHIDMATAN AWAM - JABATAN PERKHIDMATAN AWAM

*Balance Type: 100138 Medical Leave Entitlement

Current Balance: 28.0000

*New Balance: 15.0000

*Comment: New adjustment balance

Save Cancel **View History** Clear

12. Klik **“View History”** untuk melihat sejarah pengemaskinian baki cuti



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12a.*Attention: (For "View History" button)

i.The Adjusted Balance History shows according to the selected Balance Type
 ii.The history shows for all leave type if there is no selected Balance Type

Department: JABATAN PERKHIDMATAN AWAM - JABATAN PERKHIDMATAN AWAM

*Balance Type: Medical Leave Entitlement

Current Balance:

*New Balance:

*Comment:

Adjusted Balance History						
Customize Find View All First 1 of 1 Last						
	Balance Type	Description	Previous Balance	New Balance	Comment	Updated By
1	100138	Medical Leave Entitlement	28.0000	15.0000	New adjustment balance	24/12/14 2:11:38PM