



MANUAL BAGI MENGEMASKINIKAN

“MAKLUMAT TANGGUNGAN”

Bagi Pengguna Self Service



GEMS Login

User ID:

Password:

[Forgot your password?](#)

Sign In

Attendance

Masukkan No. Kad Pengenalan
diruang "User ID" dan Masukkan Kata
Laluan diruang "password"

Mengalami masalah log masuk ke GEMS?

Sila hubungi GEMS Helpdesk

Tel: **+673 238 2407**

E-mel: gems.helpdesk@psd.gov.bn

Waktu bekerja:

Isnin - Khamis & Sabtu
7:45 pagi - 12:15 tgh hari
1:30 ptg - 4.:30 ptg

Personalize [Content](#) [Layout](#) Saturday, January 24, 2015

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
- ▷ Tree Manager
- ▷ Reporting Tools
- ▷ PeopleTools
- Take a Survey
- Change My Password
- My Personalizations
- My System Profile

Discussion Forums

Sistem Perumahan

Klik "Self Service"

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

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:

- > Mula masuk bertugas sebelah pagi;
- > Kembali bertugas setelah selesai urusan rasmi / peribadi diluar pejabat; atau
- > Kembali bertugas disebelah petang.

Ketika Punat **Punch Out** ditekan maka *Attendance Reasons* - **Balik Tengahari ; Urusan Rasmi ; Urusan Peribadi ; atau Balik Kerja** boleh dipilih bagi tujuan-tujuan yang berkaitan.

- **Ruang Comment**

Bagi yang memilih **Urusan Rasmi dan Urusan Peribadi** maka **Ruang Comment** menjadi **mandatori**. Jika ruang tidak diisikan maka ianya akan menghalang dari melakukan **Save**.

Untuk maklumat lanjut mengenai perkara ini bolehlah menghubungi Meja Bantu (Helpdesk) GEMS;

Emel : gems.helpdesk@psd.gov.bn

Telefon : 238 2407

Main Menu >

Self Service

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

Room Booking Room Booking <ul style="list-style-type: none">Make Room BookingView Room BookingView Room Information	Dasar Keselamatan Data GEMS Dasar Keselamatan Data GEMS	Verify Employee Information Verify Employee Information
Induction Documents Checklist Induction document checklist of employee	Review Transactions Review transactions that you submitted for approval	Time Reporting Report and review your time, schedules, requests <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 Numbers5 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-Payroll Summary Page	Benefits Review health, insurance, savings, pension or 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. <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	

Klik **"Benefits"**

Menu

Self Service

- Room Booking
- Time Reporting
- Personal Information
- Payroll and Compensation
- Benefits
- Learning and Development
- Learning
- Performance Management
- Recruiting Activities
- Attendance
- Dasar Keselamatan Data GEMS
- Verify Employee Information
- Induction Documents Checklist
- Review Transactions

Manager Self Service

- Recruiting
- Workforce Administration
- Global Payroll & Absence

Mgmt

- Workforce Development
- Organizational Development
- Set Up HRMS
- Set Up ELM
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- Content Management
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- My Personalizations
- My System Profile

Main Menu > Self Service >

Benefits

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

Claim/Application Request

- Request Claim/Application
- View Claim/Application Request

Dependents and Beneficiaries

Review and update dependent and beneficiary personal information.

- Dependent/Beneficiary Coverage

Dependent Information

Dependent Information

Benefits Information




Review health, insurance, savings, pension or other benefits information.

Klik **"Dependent Information"**




Dependent/Beneficiary Personal Information

Employee ID 70000001

BIN ABDUL RAHIM,ABDUL RAHMAN

Current Dependent Information					Customize Find View All 	First  1 of 1  Last
Name	Relationship to Employee	Date of Birth	Marital Status	Marital Status Date		
1 ABDUL HALID BIN ABDUL RAHMAN	Son	25/12/1990	Single	26/08/2013		

Add Dependent Info

Dependent Info Transactions					Customize Find View All 	First  1-2 of 2  Last
Transaction ID	Name	Relationship to Employee	Date of Birth	Approval Status		
1 00000007093	ABDUL RAHMAN, ABDUL FAIZ	Son	31/12/2002	Submitted		
2 00000007129	Abdul Rahman, Faizah	Daughter	01/01/2013	Submitted		

Klik "Add Dependent Info"

Ruang halaman ini akan terpapar selepas menekan "Add Dependant Info"

Dependent/Beneficiary Personal Information

EmpID 70000001 ABDUL RAHMAN BIN ABDUL RAHIM

Personal Information

*Date change will take effect: 26/01/2015

*Last Name:

*First Name:

*Gender:

*Date of Birth:

Birth Country:

*Relationship to Employee:

Status Information

*Marital Status:

Marital Status Date:

Student:

Student Status Date:

Date of Death:

Occupation:

Same Address as Employee

Address

Country: Brunei Darussalam

Address: [Edit Address](#)

Same Phone as Employee

Contact Phone

Phone:

National ID [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

*Country	*National ID Type	Description	National ID	Primary ID
1 BRN	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Dependent/Beneficiary Personal Information

EmplID 70000001 ABDUL RAHMAN BIN ABDUL RAHIM

Transaction ID NEXT Approval Status New

Dependent/Beneficiary ID 01

Personal Information

*Date change will take effect: 24/01/2015

*Last Name: BIN ABDUL RAHMAN

*First Name: ABDUL HALID

*Gender: Male

*Date of Birth: 25/12/1990

Birth Country: BRN

*Relationship to Employee: Son

Status Information

*Marital Status: Single Marital Status Date: 26/08/2013

Student: No Student Status Date:

Date of Death:

Occupation:

Same Address as Employee

Address

Country: BRN Brunei Darussalam

Address: NO: SPG: [Edit Address](#)

KG
JLN
SSB
BB
BM
BRN

Same Phone as Employee

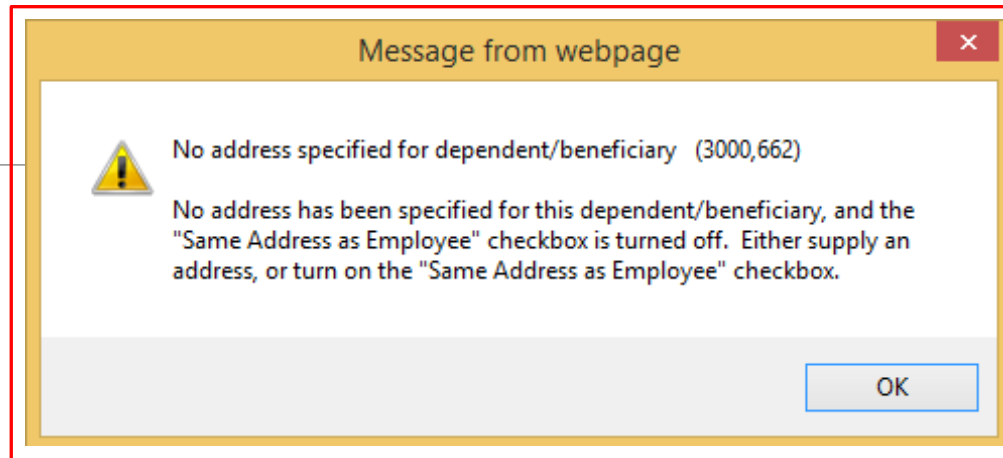
Contact Phone

Phone: 8123456

National ID		Customize Find View All First 1 of 1 Last		
*Country	*National ID Type	Description	National ID	Primary ID
1 BRN	IC-Y	Yellow National Reg. ID Card	01-123456	<input checked="" type="checkbox"/>

Submit

Sesudah mengemaskinikan atau menambah data ini, klik **“Submit”**



Nota*

Ruang kotak di atas tersebut akan terpapar jika sekiranya di ruang *Address* (alamat tempat tinggal/persuratan tidak diisikan) tidak diisikan ataupun *checkbox* tidak terpilih.

Dependent/Beneficiary Personal Information

EmplID 7000001 ABDUL RAHMAN BIN ABOLU RAHIM

Transaction ID NEXT Approval Status New

Dependent/Beneficiary ID 01

Personal Information

*Date change will take effect: 24/01/2015

*Last Name: BIN ABDUL RAHMAN

*First Name: ABDUL HALID

*Gender: Male

*Date of Birth: 25/12/1990

Birth Country: BRN

*Relationship to Employee: Son

Status Information

*Marital Status: Single Marital Status Date: 26/08/2013

Student: No Student Status Date:

Date of Death:

Occupation:

Same Address as Employee

Address

Country: BRN Brunei Darussalam

Address: NO: SPG: [Edit Address](#)

KG
JLN
BSB
BB
BM
BRN

Klik "**Edit Address**" untuk mengemaskini alamat tempat tinggal yang terkini bagi orang yang ditanggung

Same Phone as Employee

Contact Phone

Phone: 8123456

National ID					
*Country	*National ID Type	Description	National ID	Primary ID	
1 BRN	IC-Y	Yellow National Reg. ID Card	01-123456	<input checked="" type="checkbox"/>	+ -

Isikan alamat
tempat
tinggal
tanggungan
awda diruang
ini

Edit Address


Country: Brunei Darussalam [Change Country](#)

*Address 1:

Address 2:

Address 3:

Address 4:

*City: District:  Post Code:

County:

Edit Address

Country: Brunei Darussalam [Change Country](#)

*Address 1:

Address 2:

Address 3:

Address 4:

*City: District: Post Code:

County:

Klik "OK" selepas mengisikan alamat diruang tersebut

Dependent/Beneficiary Personal Information

EmpID 70000001 ABDUL RAHMAN BIN ABDUL RAHIM

Personal Information

*Date change will take effect: 24/01/2015 [BT](#)

*Last Name: BIN ABDUL RAHMAN

*First Name: ABDUL HALID

*Gender: Male

*Date of Birth: 25/12/1990 [BT](#)

Birth Country: BRN

*Relationship to Employee: Son

Status Information

*Marital Status: Single Marital Status Date: 26/08/2013 [BT](#)

Student: No Student Status Date: [BT](#)

Date of Death: [BT](#)

Occupation:

Same Address as Employee

Address

Country: BRN Brunei Darussalam

Address: NO. 1
SPG. 234-56 [Edit Address](#)
KG. SETIA A
JLN. JALAN
BANDAR SERI BEGAWAN
BA1000
BM
BRN

Same Phone as Employee

Contact Phone

Phone: 8123456

National ID		Customize Find View All		First 1 of 1	Last
*Country	*National ID Type	Description	National ID	Primary ID	
1 BRN <input type="text"/>	IC-Y <input type="text"/>	Yellow National Reg. ID Card	01-123456	<input checked="" type="checkbox"/>	<input type="text"/>

Klik "Submit"

Submit