



**MANUAL BAGI MENGEMASKINI
“BERSARA AWAL”**

1. Klik "Workforce Administration"

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- Self Service
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- Recruiting
- Workforce Administration**
- Global Payroll & Absence Mgmt
- Workforce Development
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- Set Up HRMS
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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
My Payslips	My Benefits
My Performance	My Learning
My Careers	My Reports
My Surveys	My Time & Attendance
Team Learning	Request Absence
My Exam Results	

My Leave Balance

NEW

[Absence Balances as of 31/10/2012](#)

If you view your Absence Balances, your leave balance of Annual Entitlement is as of 31/10/2012. Should you noticed that the leave balance is not correct, please consult your GEMS Human Resource Specialist Absence (HRS Absence) at your Administration Section.

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Main Menu >

<h2>Workforce Administration</h2> <p>Hire employees, add non-employees, maintain personal and job data, administer global assignments, labor relations, absence and vacation.</p>		
<h3>Personal Information</h3> <p>Maintain information about a person regardless of Jobs.</p> <ul style="list-style-type: none">Add a PersonManage HiresModify a Person6 More...	<h3>Job Information</h3> <p>Maintain information about a person tied to a specific job record</p> <ul style="list-style-type: none">Job DataAdd Employment InstanceAdd Additional Assignment5 More...	<h3>Absence and Vacation</h3> <p>Identifies absence and vacation, including specific types of leave. Also allows working time monitoring</p> <ul style="list-style-type: none">Track Absence HistoryAbsence Reports
<h3>Self Service Transactions</h3> <p>Administer Self Service workflow transactions.</p> <ul style="list-style-type: none">Workflow InquiryApprovals and DelegationEmployee Address Changes5 More...	<h3>Workforce Reports</h3> <p>General Workforce Reporting</p> <ul style="list-style-type: none">Employee Portfolio ReportChange of Service Stats RptEstablishment Budget Rpt8 More...	

2. Klik "Job Information"

Job Information














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[My Links](#) Select One: ▼

Main Menu > [Workforce Administration](#) >

Job Information

Maintain information about a person tied to a specific job record

 Employee Exit Interview Employee Exit Interview	 Job Data Enter job information including work location and compensation details.	 Add Employment Instance Add a new employment organizational instance for a person.
 Add Additional Assignment Create an additional assignment record for a person's organizational instance.	 Move Assignmnt to another Inst Move assignment to another instance moves additional assignments associated with an Instance to another Instance.	 Demote an Instance Demotes an Instance which doesnot have additional assignments to the desired Instance.
 Current Job Maintain data about a current job.	 Pay Rate Change Create pay rate changes.	 Contract Administration Maintain contracts or other written agreements with their employees and contractors <ul style="list-style-type: none"> Update Contracts Define Contract Types Define Contract Clauses Define Contract Templates

**3. Klik
"Job Data"**



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6a. *Peringatan: (Bagi ruang **"Empl Rcd Nbr"**)

i. Empl Rcd Nbr 1 dan seterusnya adalah maklumat **"Secondary Job"** (lantikan Memangku / Penempatan / Peminjaman)

ii. Jika tidak ada **"Secondary Job"**, apabila di klik **"Search"**, **"Work Location page"** secara otomatik akan terpapar.

Job Data
Enter any information you

Find an Existing Value

EmplID:

Empl Rcd Nbr:

Name:

Last Name:

Second Name:

Alternate Character Name:

Middle Name:

Include History Correct History Case Sensitive

4. Masukkan No. Kad Pengenalan Kakitangan di ruang "EmplID"

5. Tandakan "Include History" dan "Correct History"

6. Klik "Search"

7. Klik rekod "0" untuk melihat data kakitangan

Search

Search Results

View All First 1-2 of 2 Last

EmplID	Empl Rcd Nbr	Name	Last Name	Second Name	Alternate Character Name	Middle Name
70000000	0	MD ALI BIN HUSSIN BINHUSSIN	(blank)	(blank)	(blank)	(blank)
70000004	1	MD ALI BIN HUSSIN BINHUSSIN	(blank)	(blank)	(blank)	(blank)

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Work Location | Job Information | Payroll | Salary Plan | Compensation | Job Additional Information

MD ALI BIN HUSSIN EMP ID: 70000004 Empl Rcd #: 0

Work Location Find First 1 of 1 Last

HR Status: Inactive Payroll Status: Retired Go To Row +

*Effective Date: 31/12/2012 Sequence: 0 Job Indicator: Primary Job

*Action: Retirement Reason: Early Retirement

Current

Last Start Date: 01/03/2012 Termination Date: 30/12/2012

Expected Job End Date

Last Date Worked: 30/12/2012 Override Last Date Worked Position Entry Date: 31/12/2012

Position Number: 70000005 PEGAWAI KAKITANGAN

Override Position Data Position Management Record

Regulatory Region: GOBRN Brunei Darussalam

Company: SA0 Prime Minister's Office

Business Unit: SA01A Prime Minister's Office Department Entry Date: 31/12/2012

Department: SA12700308 JABATAN PERKHIDMATAN AWAM - BAHAGIAN GEMS

Location: BRN0100035 Bangunan SPA

Establishment ID: Date Created: 28/11/2012

Job Data Employment Data Benefits Program Participation Appraisal Result

***Peringatan:**

i. Sebelum awda klik ikon “+” pastikan **tarikh yang hendak dikemaskini tersusun**

ii. Jika tarikh **adalah tarikh yang sama** sila isikan di ruang “**Sequence**” dengan nombor berlari (jika no. Sekarang “0” maka isikan “1”)

iii. Setelah awda klik ikon “+” rekod baru akan bertambah

8. Klik ikon “+” untuk menambah rekod baru

9. Klik ikon “**Calendar**” untuk memilih tarikh bersara awal

10. Klik pilihan “**Action**”:Pilih “**Retirement**” kemudian klik pilihan “**Reason**”:Pilih “**Early Retirement**”

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Work Location Job Information Job Labor

ABDUL RAHMAN BIN ABDUL RAHIM EMP

Work Location

HR Status: Active Payroll Status: Active Calculate Status and Dates Go To Row + -

*Effectiv
*Action
Last St
Expect

Warning -- date out of range. (15,9)
The date entered is either more than 30 days in the past or 30 days in the future. This is not normally true for this date. Either acknowledge that the date is OK, or correct the entered date.

OK

Override Position Data Position Management Record

Regulatory Region:	GOBRN	Brunei Darussalam		
Company:	SA0	Prime Minister's Office		
Business Unit:	SA01A	Prime Minister's Office	Department Entry Date:	09/10/2012
Department:	SA12700308	JABATAN PERKHIDMATAN AWAM - BAHAGIAN GEMS		
Location:	BRN0100035	Bangunan SPA		
Establishment ID:	<input type="text"/>	Date Created:	18/12/2012	

Job Data [Employment Data](#) [Benefits Program Participation](#) [Appraisal Result](#)

9a. *Peringatan:
Jika terdapat **"Error message"** ketika awda klik di ruang ikon kalendar setelah mengisikan tarikh, Awda Cuma perlu kilk **"Ok"** sahaja

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Work Location | Job Information | Payroll | Salary Plan | Compensation | Job Additional Information

MD ALI BIN HUSSIN EMP ID: 70000004 Empl Rcd #: 0

Work Location Find First 1 of 1 Last

HR Status: Inactive Payroll Status: Retired Go To Row + -

*Effective Date: 31/12/2012 Sequence: 0 *Job Indicator: Primary Job

*Action: Retirement Reason: Early Retirement

Last Start Date: 01/03/2012 Termination Date: 30/12/2012

Expected Job End Date

Last Date Worked: 30/12/2012 Override Last Date Worked Position Entry Date: 31/12/2012

Position Number: 70000005 PEGAWAI KAKITANGAN

Override Position Data Position Management Record

Regulatory Region: GOBRN Brunei Darussalam

Company: SA0 Prime Minister's Office

Business Unit: SA01A Prime Minister's Office Department Entry Date: 31/12/2012

Department: SA12700308 JABATAN PERKHIDMATAN AWAM - BAHAGIAN GEMS

Location: BRN0100035 Bangunan SPA

Establishment ID: Date Created: 28/11/2012

Job Data | [Employment Data](#) | [Benefits Program Participation](#) | [Appraisal Result](#)

Processing

11a.
*Peringatan:
Tanda
"Processing"
akan
terpapar
setelah
menekan
"Note"

11. Klik ikon
"Note"

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My Links

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



Job Data Notepad

Instructions

Selection Criteria

*ID:

MD ALI BIN HUSSIN

*Empl Rcd#:

*Eff Date:

*Sequence:

Earliest Note Date



End



Selected Note(s)

[Select All Notes](#)

[Clear Selections](#)

Return To: [Job Data Page](#)

There are no existing notes for the specified search criteria.

Return To: [Job Data Page](#)

12. Klik "Add a New Note"

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My Links Select One: ▾

[New Window](#) | [Customize Pa](#) **Save**

Job Data Notepad - New Note

Instructions

Applications

Selected Note

ID: 70000004	MD ALI BIN HUSSIN	Created: 02/01/2013 2:36PM
Empl Rcd#: 0		Creator: DAYANGKU ROSNI
Eff Date: 2012-12-31		BINTI PENGIRAN
Sequence: 0		HAJI CHUCHU
		Last Update: 02/01/2013 2:35PM
		by: 00264102

Subject:

Note Text:

Save

14. Klik "Save"

Return To: [Note Selection Page](#)

[Job Data Page](#)

15. Klik "Job Data Page" untuk kembali ke muka hadapan

14a.
***Peringatan:**
Pastikan tanda "Save" ter papar setelah menekan "Save"

13. Isikan "Subject" dan "Note Text" mengikut isi kandungan surat/memo berkenaan.

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Work Location | [Job Information](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#) | [Job Additional Information](#)

MD ALI BIN HUSSIN EMP ID: 70000004 Empl Rcd #: 0

Work Location		Find	First	1 of 1	Last
HR Status:	Inactive	Payroll Status:	Retired	Go To Row <input type="button" value="+"/> <input type="button" value="-"/>	
*Effective Date:	<input type="text" value="31/12/2012"/>	Sequence:	<input type="text" value="0"/>	*Job Indicator:	Primary Job
*Action:	Retirement	Reason:	Early Retirement	Current	
Last Start Date:	01/03/2012	Termination Date:	30/12/2012		
Expected Job End Date	<input type="text"/>				
Last Date Worked:	30/12/2012	<input type="checkbox"/> Override Last Date Worked	Position Entry Date:	31/12/2012	
Position Number:	<input type="text" value="70000005"/>	PEGAWAI KAKITANGAN	<input type="checkbox"/> Position Management Record		
<input type="button" value="Override Position Data"/>					
Regulatory Region:	GOBRN	Brunei Darussalam			
Company:	SA0	Prime Minister's Office			
Business Unit:	SA01A	Prime Minister's Office	Department Entry Date:	31/12/2012	
Department:	SA12700308	JABATAN PERKHIDMATAN AWAM - BAHAGIAN GEMS			
Location:	BRN0100035	Bangunan SPA			
Establishment ID:	<input type="text"/>	Date Created:	28/11/2012		

Job Data | [Employment Data](#) | [Benefits Program Participation](#) | [Appraisal Result](#)

16. Klik "Save"

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Warning -- The employee's HR primary job (as determined by the Job Indicator) has been terminated. (1000,606)

An employee should have exactly 1 HR primary job. The current HR primary job has been terminated and therefore it could be updated to be a secondary job.



17. Klik "OK" (1 kali)

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Work Location | Job Information | Payroll | Salary Plan | Compensation | Job Additional Information

MD ALI BIN HUSSIN EMP ID: 70000004 Empl Rcd #: 0

Saved

Work Location		Find	First	1 of 1	Last
HR Status:	Inactive	Payroll Status:	Retired	Go To Row + -	
*Effective Date:	31/12/2012	Sequence:	0	*Job Indicator: Primary Job ▼	
*Action:	Retirement ▼	Reason:	Early Retirement ▼	Current	
Last Start Date:	01/03/2012	Termination Date:	30/12/2012		
Expected Job End Date	<input type="text" value=""/>				
Last Date Worked:	30/12/2012	<input type="checkbox"/> Override Last Date Worked	Position Entry Date:	31/12/2012	
Position Number:	70000005	PEGAWAI KAKITANGAN			
Override Position Data		<input type="checkbox"/> Position Management Record			
Regulatory Region:	GOBRN	Brunei Darussalam			
Company:	SA0	Prime Minister's Office			
Business Unit:	SA01A	Prime Minister's Office	Department Entry Date:	31/12/2012	
Department:	SA12700308 JABATAN PERKHIDMATAN AWAM - BAHAGIAN GEMS				
Location:	BRN0100035 Bangunan SPA				
Establishment ID:	<input type="text" value=""/>	Date Created:	28/11/2012		

17a.

*Peringatan:
Pastikan tanda
"Saved"
terpapar
setelah
menekan
"Ok"

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18. Klik "Return to Search" untuk kembali ke job data

-
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-
-
-
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-