



**MANUAL BAGI MENGEMASKINI  
“DIBUANG KERJA ATAU  
DITAMATKAN  
PERKHIDMATAN”**

**1. Klik "Workforce Administration"**[My Links](#) Select One: ▾

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**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**

**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.

**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)**

**Quick Links**

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**My Leave Balance**

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## Workforce Administration

Hire employees, add non-employees, maintain personal and job data, administer global assignments, labor relations, absence and vacation.

|   |   |   |
|---|---|---|
|  <b>Personal Information</b><br>Maintain information about a person regardless of Jobs. <ul style="list-style-type: none"><li> <a href="#">Add a Person</a></li><li> <a href="#">Manage Hires</a></li><li> <a href="#">Modify a Person</a></li><li><a href="#">6 More...</a></li></ul>                          |  <b>Job Information</b><br>Maintain information about a person tied to a specific job record. <ul style="list-style-type: none"><li> <a href="#">Job Data</a></li><li> <a href="#">Add Employment Instance</a></li><li> <a href="#">Add Additional Assignment</a></li><li><a href="#">5 More...</a></li></ul> |  <b>Absence and Vacation</b><br>Identifies absence and vacation, including specific types of leave. Also allows working time monitoring. <ul style="list-style-type: none"><li> <a href="#">Track Absence History</a></li><li> <a href="#">Absence Reports</a></li></ul> |
|  <b>Self Service Transactions</b><br>Administer Self Service workflow transactions. <ul style="list-style-type: none"><li> <a href="#">Workflow Inquiry</a></li><li> <a href="#">Approvals and Delegation</a></li><li> <a href="#">Employee Address Changes</a></li><li><a href="#">5 More...</a></li></ul> |  <b>Workforce Reports</b><br>General Workforce Reporting <ul style="list-style-type: none"><li> <a href="#">Employee Portfolio Report</a></li><li> <a href="#">Change of Service Stats Rpt</a></li><li> <a href="#">Establishment Budget Rpt</a></li><li><a href="#">8 More...</a></li></ul>              |   |

**2. Klik**  
***"Job Information"***










**Job Information**

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  - Brunei Civil Service Room Book
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Main Menu > [Workforce Administration](#) >

## Job Information

Maintain information about a person tied to a specific job record

|  |   |  |
|--|---|--|
|  <b>Employee Exit Interview</b><br>Employee Exit Interview  |  <b>Job Data</b><br>Enter job information including work location and compensation details.  |  <b>Add Employment Instance</b><br>Add a new employment organizational instance for a person.   |
|  <b>Add Additional Assignment</b><br>Create an additional assignment record for a person's organizational instance. |  <b>Move Assignment to another Inst</b><br>Move assignment to another instance moves additional assignments associated with an Instance to another Instance. |  <b>Demote an Instance</b><br>Demotes an Instance which does not have additional assignments to the desired Instance.   |
|  <b>Current Job</b><br>Maintain data about a current job.   |  <b>Pay Rate Change</b><br>Create pay rate changes.  |  <b>Contract Administration</b><br>Maintain contracts or other written agreements with their employees and contractors <ul style="list-style-type: none"><li><a href="#">Update Contracts</a></li><li><a href="#">Define Contract Types</a></li><li><a href="#">Define Contract Clauses</a></li><li><a href="#">Define Contract Templates</a></li></ul> |

3. Klik "Job Data"



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### Job Data

Enter any information

Find an Existing Value

begins with   
 Empl Rcd Nbr: =   
 Name: begins with   
 Last Name: begins with   
 Second Name: begins with   
 Alternate Character Name: begins with   
 Middle Name: begins with   
 Include History  Correct History  Case Sensitive  
  [Basic Search](#)

**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.

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

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

6. Klik **"Search"**

### Search Results

[View All](#)

| EmplID                     | Empl Rcd Nbr | Name   | Last Name | Second Name | Alternate Character Name | Middle Name |
|----------------------------|--------------|--|-----------|-------------|--------------------------|-------------|
| <a href="#">70000001 0</a> |              | ABDUL RAHMAN BIN ABDUL RAHIM BIN ABDUL RAHIM | (blank)   | (blank)     |                          |             |
| <a href="#">70000001 1</a> |              | ABDUL RAHMAN BIN ABDUL RAHIM BIN ABDUL RAHIM | (blank)   | (blank)     |                          |             |
| <a href="#">70000001 2</a> |              | ABDUL RAHMAN BIN ABDUL RAHIM BIN ABDUL RAHIM | (blank)   | (blank)     |                          |             |

7. Klik rekod **"0"** untuk melihat data kakitangan



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

ABDUL RAHMAN BIN ABDUL RAHIM EMP ID: 70000001 Empl Rcd #: 0

|                       |                                 |                        |  |
|-----------------------|---------------------------------|------------------------|--|
| Work Location         |                                 | Find First 1 of 2 Last |  |
| HR Status:            | Inactive                        | Payroll Status:        | Terminated   |
| Effective Date:       | 27/11/2012 <input type="text"/> | Sequence:              | 0  |
| Action:               | Termination                     | Reason:                | Dismissal  |
| Last Start Date:      | 01/02/2012                      | Termination Date:      | 26/11/2012   |
| Expected Job End Date | <input type="text"/>            | Position Entry Date:   | 27/11/2012   |
| Last Date Worked:     | 26/11/2012                      | Department Entry Date: | 27/11/2012   |
| Position Number:      | 70000002                        | Position Name:         | KERANI   |
| Regulatory Region:    | GOBRN                           | Company:               | SA0 Prime Minister's Office                          |
| Business Unit:        | SA01A                           | Department:            | SA12700308 JABATAN PERKHIDMATAN AWAM - BAHAGIAN GEMS |
| Location:             | BRN0100035                      | Location Name:         | Bangunan SPA   |
| Establishment ID:     | <input type="text"/>            | Date Created:          | 09/10/2012   |

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

Save | Return to Search | Previous in List | Next in List | Notify | Previous tab | Next tab | Refresh | Update/Display | Include History | Correct

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

**\*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 di tamatkan perkhidmatan

10. Klik pilihan **"Action"**:Pilih **"Termination"** kemudian klik pilihan **"Reason"**:Pilih **"Dismissal"**

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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 + -

\*Effecti  
\*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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My Links Select One: ▾

New Window | Custom **Processing**

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

ABDUL RAHMAN BIN ABDUL RAHIM EMP ID: 70000001 Empl Rcd #: 0

**Work Location** Find First 1 of 2 Last

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

\*Effective Date: 27/11/2012 Note Sequence: 0 \*Job Indicator: Primary Job ▾

\*Action: Termination Reason: Dismissal

---

Last Start Date: 01/02/2012 Termination Date: 26/11/2012

Expected Job End Date:  Note

Last Date Worked: 26/11/2012  Override Last Date Worked Position Entry Date: 27/11/2012

Position Number: 70000002  KERANI

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: 27/11/2012

Department: SA12700308 JABATAN PERKHIDMATAN AWAM - BAHAGIAN GEMS

Location: BRN0100035 Bangunan SPA

Establishment ID:  Date Created: 09/10/2012

Job Data Employment Data Benefits Program Participation Appraisal Result

Save Return to Search Previous in List Next in List Notify Previous tab Next tab Refresh Update/Display Include History Correct History

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

**11.** Klik ikon  
"Note"



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[My Links](#) Select One: ▼

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



## Job Data Notepad

### Instructions

#### Selection Criteria

|                    |   |                              |                                       |
|--------------------|---|------------------------------|---------------------------------------|
| *ID:               | <input type="text" value="70000001"/>   | ABDUL RAHMAN BIN ABDUL RAHIM | <input type="button" value="Search"/> |
| *Empl Rcd#:        | <input type="text" value="0"/>          |                              |                                       |
| *Eff Date:         | <input type="text" value="2012-11-27"/> |                              |                                       |
| *Sequence:         | <input type="text" value="0"/>          |                              |                                       |
| Earliest Note Date | <input type="text" value=""/>           | End                          | <input type="text" value=""/>         |

#### 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](#) | **Save**

## Job Data Notepad - Selected Note

Instructions

Applications

Selected Note

|                      |                              |                                   |
|----------------------|------------------------------|-----------------------------------|
| ID: 70000001         | ABDUL RAHMAN BIN ABDUL RAHIM | Created: 18/12/2012 11:16AM       |
| Empl Rcd#: 0         |                              | Creator: RAMIZAH BINTI HAJI SABTU |
| Eff Date: 2012-12-18 |                              | Last Update: 18/12/2012 2:42PM    |
| Sequence: 0          |                              | by: 00318926                      |

Subject: DIBERHENTIKAN DARI PERKHIDMATAN

Note Text: DIBERHENTIKAN/DI BUANG/DI TAMATKAN DARIPADA PERKHIDMATAN DENGAN KERAJAAN MULAI (TARIKH DIBERHENTIKAN) MENURUT SURAT/MEMO BILANGAN (RUJUKAN) BERTARIKH (TARIKH)

**14a.**  
**\*Peringatan:**  
Pastikan tanda **"Saved"** terpapar setelah menekan **"Save"**

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

**Save** Previous Next >

Return To: [Note Selection Page](#)  
[Job Data Page](#)

**14.** Klik **"Save"**

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

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My Links Select One: ▾

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

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

ABDUL RAHMAN BIN ABDUL RAHIM EMP ID: 70000001 Empl Rcd #: 0

| Work Location   |                               | Find  | First                  | 1 of 3  | Last          |
|---|-------------------------------|---|------------------------|---|---------------|
| HR Status:  | Inactive                      | Payroll Status:                                     | Terminated             | Go To Row <input type="button" value="+"/> <input type="button" value="-"/> |               |
| *Effective Date:                                      | 27/11/2012                    | Sequence:   | 0                      | *Job Indicator:   | Primary Job ▾ |
| *Action:  | Termination ▾                 | Reason:   | Dismissal ▾            | Current   |               |
| Last Start Date:                                      | 01/02/2012                    | Termination Date:                                   | 26/11/2012             |   |               |
| Expected Job End Date                                 | <input type="text" value=""/> |   |                        |   |               |
| Last Date Worked:                                     | 26/11/2012                    | <input type="checkbox"/> Override Last Date Worked  | Position Entry Date:   | 09/10/2012  |               |
| Position Number:                                      | 70000002                      | KERANI  |                        |   |               |
| <input type="button" value="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: | 09/10/2012  |               |
| Department:   | SA12700308                    | JABATAN PERKHIDMATAN AWAM - BAHAGIAN GEMS           |                        |   |               |
| Location:   | BRN0100035                    | Bangunan SPA  |                        |   |               |
| Establishment ID:                                     | <input type="text" value=""/> | Date Created:                                       | 18/12/2012             |   |               |

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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My Links Select One: ▾

New Window | Customize Page | **Save**

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

ABDUL RAHMAN BIN ABDUL RAHIM EMP ID: 70000001 Empl Rcd #: 0

Work Location Find First 1 of 3 Last

HR Status: Inactive Payroll Status: Terminated Go To Row  
\*Effective Date: 27/11/2012 Sequence: 0 \*Job Indicator: Primary Job  
\*Action: Termination Reason: Dismissal

Last Start Date: 01/02/2012 Termination Date: 26/11/2012

Expected Job End Date

Last Date Worked: 26/11/2012  Override Last Date Worked Position Entry Date: 09/10/2012

Position Number: 70000002 KERANI  
 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: Date Created: 28/11/2012

Job Data Employment Data Benefits Program Participation Appraisal Result

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

Save Return to Search Notify Previous tab Next tab Update/Display Include History Refresh Correct History

17a.  
\*Peringatan:  
Pastikan tanda "Saved" terpapar setelah menekan "Ok"