



**MANUAL BAGI MENGEMASKINI
“MENAMATKAN PERKHIDMATAN”**

1. Klik **"Workforce Administration"**

[My Links](#) Select One: ▼

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

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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

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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Workforce Administration


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

 **Personal Information**
Maintain information about a person regardless of Jobs.

-  [Add a Person](#)
-  [Manage Hires](#)
-  [Modify a Person](#)
- [6 More...](#)




 **Job Information**
Maintain information about a person tied to a specific job record

-  [Job Data](#)
-  [Add Employment Instance](#)
-  [Add Additional Assignment](#)
- [5 More...](#)




 **Absence and Vacation**
Identifies absence and vacation, including specific types of leave. Also allows working time monitoring

-  [Track Absence History](#)
-  [Absence Reports](#)

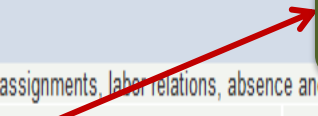
 **Self Service Transactions**
Administer Self Service workflow transactions.

-  [Workflow Inquiry](#)
-  [Approvals and Delegation](#)
-  [Employee Address Changes](#)
- [5 More...](#)

 **Workforce Reports**
General Workforce Reporting

-  [Employee Portfolio Report](#)
-  [Change of Service Stats Rpt](#)
-  [Establishment Budget Rpt](#)
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2. Klik
"Job Information"
















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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 have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmplID:	begins with	▼	70000001
Empl Rcd Nbr:	=	▼	
Name:	begins with	▼	
Last Name:	begins with	▼	
Second Name:	begins with	▼	
Alternate Character Name:	begins with	▼	
Middle Name:	begins with	▼	
<input checked="" type="checkbox"/> Include History		<input checked="" type="checkbox"/> Correct History	<input type="checkbox"/> Case Sensitive

[Basic Search](#)

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
70000001 0		ABDUL RAHMAN BIN ABDUL RAHIM BIN ABDULRAHIM	(blank)	(blank)		
70000001 1		ABDUL RAHMAN BIN ABDUL RAHIM BIN ABDULRAHIM	(blank)	(blank)		
70000001 2		ABDUL RAHMAN BIN ABDUL RAHIM BIN ABDULRAHIM	(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: 7000001 Empl Rcd #: 0

Work Location Find First 1 of 4 Last

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

*Effective Date: 15/12/2012 [Calendar] Sequence: 0 *Job Indicator: Primary Job

*Action: Termination Reason: Resignation

Last Start Date: 01/02/2012 Termination Date: 14/12/2012

Expected Job End Date 17/12/2012 [Calendar]

Last Date Worked: 14/12/2012 Override Last Date Worked Position Entry Date: 09/10/2012

Position Number: 7000002 KERANI Position Management Record

Override Position Data

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: 15/12/2012

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 Hist

***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 menamatkan perkhidmatan

10. Klik pilihan “**Action**”:Pilih “**Termination**” kemudian klik pilihan “**Reason**”:Pilih “**Resignation**”

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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
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

Position
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](#)

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

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

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 3 Last

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

*Effective Date: 15/12/2012 📅 Sequence: 0 📅 *Job Indicator: Primary Job ▼

*Action: Termination Reason: Resignation Current

Last Start Date: 01/02/2012 Termination Date: 14/12/2012

Expected Job End Date 📅

Last Date Worked: 14/12/2012 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: 15/12/2012

Job Data Employment Data Benefits Program Participation Appraisal Result

- Save
- Return to Search
- Previous in List
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- Notify
- Previous tab
- Next tab
- Refresh
- Update/Display
- Include History
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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="2012-12-15"/>		
*Sequence:	<input type="text" value="0"/>		
Earliest Note Date	<input type="text"/>	End	<input type="text"/>

▽ 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: 15/12/2012 8:04AM
Empl Rcd#: 0		Creator: RAMIZAH BINTI HAJI SABTU
Eff Date: 2012-12-15		Last Update: by:
Sequence: 0		

Subject: MENAMATKAN PERKHIDMATAN

Note Text: MENAMATKAN PERKHIDMATAN DENGAN KERAJAAN MULAI (TARIKH MENAMATKAN PERKHIDMATAN) 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

14. Klik **"Save"**

Return To: [Note Selection Page](#)

[Job Data Page](#)

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

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ABDUL RAHMAN BIN ABDUL RAHIM EMP ID: 7000001 Empl Rcd #: 0

Work Location		Find	First	1 of 3	Last
HR Status:	Inactive	Payroll Status:	Terminated	Go To Row + -	
*Effective Date:	15/12/2012	Sequence:	0	*Job Indicator:	Primary Job ▼
*Action:	Termination ▼	Reason:	Resignation ▼	Current	
Last Start Date:	01/02/2012	Termination Date:	14/12/2012		
Expected Job End Date	<input type="text" value=""/>				
Last Date Worked:	14/12/2012	<input type="checkbox"/> Override Last Date Worked	Position Entry Date:	09/10/2012	
Position Number:	70000002	KERANI			
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:	15/12/2012		

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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](#) **Save**

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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: 15/12/2012 Sequence: 0 *Job Indicator: Primary Job

*Action: Termination Reason: Resignation Current

Last Start Date: 01/02/2012 Termination Date: 14/12/2012

Expected Job End Date

Last Date Worked: 14/12/2012 Override Last Date Worked Position Entry Date: 09/10/2012

Position Number: 70000002 KERANI Position Management Record

Override Position Data

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: 15/12/2012

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

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

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

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