# MANUAL BAGI MENGEMASKINI *"PERTUKARAN NAMA JABATAN"*

GEMS

INTELLIGENT. INTERACTIVE. INNOVATIVE.

**1.** Klik *"Workforce Administration"*

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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 mempastikan 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**

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

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Main Menu >

📁 **Workforce Administration**

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

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
   8 More...

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## Job Information

Maintain information about a person tied to a specific job record

**3.** Klik *"Job Data"*

**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
- Update Contracts
- Define Contract Types
- Define Contract Clauses
- Define Contract Templates

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**6a.*Peringatan:** (Bagi ruang *"Empl Rcd Nbr "*)
i.Empl Rcd Nbr 1 dan sterusnya adalah maklumat *"Secondary Job"* (lantikan Memangku / Penempatan /Peminjaman)
ii.Jika tidak ada *"Secondary Job",* apabila di klik *"Search", "Work Location page"* secara otamatik akan terpapar.

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**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 ▾ | |

☑ Include History   ☑ Correct History   ☐ Case Sensitive

Search   Clear   Basic Search   Save Search Criteria

**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 | BINABDULRAHIM | (blank) | (blank) | |
| 70000001 | 1 | ABDUL RAHMAN BIN ABDUL RAHIM | BINABDULRAHIM | (blank) | (blank) | |
| 70000001 | 2 | ABDUL RAHMAN BIN ABDUL RAHIM | BINABDULRAHIM | (blank) | (blank) | |

**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

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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 ◀ 26 of 33 ▶ Last

| HR Status: | Active | **Payroll Status:** | Active | | Go To Row   ➕ ➖ |
| **\*Effective Date:** | 01/11/1992 | **Sequence:** | 0 | | **\*Job Indicator:** Primary Job ▾ |
| **\*Action:** | Pay Rate Change ▾ | **Reason:** | Step Progression ▾ | | |

History

**Last Start Date:**    27/10/1986          **Termination Date:**

**Expected Job End Date**

**Position Entry Date:**

**Position Number:**    00020142 🔍    PENOLONG PEGAWAI PERJAWATAN

Override Position Data          ☐ Position Management Record

| **Regulatory Region:** | GOBRN | Brunei Darussalam |
| **Company:** | BCS | Government of Brunei |
| **Business Unit:** | GOBRN | Government of Brunei |

**Department Entry Date:**

**Department:**    ZZ032    PERJAWATAN

**Location:**    BRNDEFAULT    Default/Inactive Location

**Establishment ID:** 🔍

Date Created:    10/04/2009

*Ini adalah contoh **Nama Jabatan lam**a perlu **di tuka**r kepada **Nama Jabatan yang baru***

| Job Data | Employment Data | Earnings Distribution | Benefits Program Participation | Appraisal Result |

Save    Return to Search    Previous in List    Next in List    Notify    Previous tab    Next tab          Update/Display    Inclu

Refresh          Cor

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

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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 ◀ 26 of 33 ▶ Last

HR Status: Active     Payroll Status: Active     Go To Row   + −

Effective Date: 01/11/1992     Sequence: 0     Job Indicator: Primary Job

Action: Transfer     ▼   Reason: Reorganization

History

Last Start Date: 27/10/1986     Termination Date:

Expected Job End Date:

Position Entry Date: 27/10/1986

Position Number: 00020142   🔍   PENOLONG PEGAWAI PERJAWATAN

Override Position Data     ☐ Position Management Record

Regulatory Region: GOBRN     Brunei Darussalam
Company: BCS     Government of Brunei
Business Unit: GOBRN     Government of Brunei     Department Entry Date: 27/10/1986
Department: ZZ032     PERJAWATAN
Location: BRNDEFAULT     Default/Inactive Location
Establishment ID: 🔍     Date Created: 10/04/2009

Job Data   Employment Data   Earnings Distribution   Benefits Program Participation   Appraisal Result

💾 Save   🔍 Return to Search   ⬆ Previous in List   ⬇ Next in List   📧 Notify   ◀ Previous tab   ▶ Next tab   📝 Update/Display
🔄 Refresh

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

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**\*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 pertukaran nama Jabatan

**10.** Klik pilihan **"Action":**Pilih **"Transfer"** Kemudian klik pilihan **"Reason":**Pilih **"Reorganization"**

**11**.Klik ikon **"Look Up"** pada **"Position Number"**

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## Look Up Position Number

| | | |
|---|---|---|
| Position Number: | begins with ▾ | |
| Position Description: | begins with ▾ | PENOLONG PEGAWAI I |
| Business Unit: | begins with ▾ | 🔍 |
| Department: | begins with ▾ | 🔍 |
| Job Code: | begins with ▾ | 🔍 |
| Position Status: | = ▾ | ▾ |
| Job Sharing Permitted | | ☐ |
| Reports To Position Number: | begins with ▾ | 🔍 |

**12.** Taip n*ama jawatan* di dalam kotak kosong *"Position Description"*

**13.** Klik ikon *"Look Up"* untuk mencari "*Kod Kementerian*"

Look Up   Clear   Cancel  Basic Lookup

### Search Results

Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.
View All

| Position Number | Position Description | Salary Admin Plan | Department | Department Description | Unit |
|---|---|---|---|---|---|
| 00000004 | TUKANG KAYU TINGKAT KHAS | (blank) | SE025 | PEJABAT DAERAH TUTONG | PEJA |
| 00000007 | PENOLONG PEMERIKSA KERETA | (blank) | SN054 | JABATAN PENGANGKUTAN DARAT | JABA |
| 00000010 | KETUA BAHAGIAN KAUNSELLING DAN KERJAYA | (blank) | SF114 | KEMENTERIAN PENDIDIKAN | KEM |
| 00000012 | PEGAWAI ETNOLOGI | (blank) | SL068 | JABATAN MUZIUM | JABA |
| 00000013 | PENYAMBUT TETAMU/OPERATOR TELEFON | (blank) | SL106 | KEMENTERIAN KEBUDAYAAN, BELIA DAN SUKAN | KEM |
| 00000018 | PENYELENGGARA STOR TINGKAT I | (blank) | SF114 | KEMENTERIAN PENDIDIKAN | KEM |

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## Look Up Business Unit

**Business Unit:** begins with ▼ [                    ]

**Description:** begins with ▼ [                    ]

[ Look Up ]   [ Clear ]   [ Cancel ]   Basic Lookup

### Search Results

View All    First ◄ 1-13 of 13 ► Last

| Business Unit | Description |
|---|---|
| GOBRN | Government of Brunei |
| SA01A | Prime Minister's Office |
| SB01A | Ministry of Defence |
| SC01A | Ministry of Foreign Aff & Trd |
| SD01A | Ministry of Finance |
| SE01A | Ministry of Home Affairs |
| SF01A | Ministry of Education |
| SH01A | Ministry of Indus & Pri Res |
| SJ01A | Ministry of Religious Affairs |
| SK01A | Ministry of Development |
| SL01A | Ministry of Cult, Yth & Sprts |
| SM01A | Ministry of Health |
| SN01A | Ministry of Communications |

**14**.Pilih *"Kod / Nama Kementerian"*

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## Look Up Position Number

| | | |
|---|---|---|
| **Position Number:** | begins with ▾ | |
| **Position Description:** | begins with ▾ | PENOLONG PEGAWAI I |
| **Business Unit:** | begins with ▾ | SA01A 🔍 |
| **Department:** | begins with ▾ | 🔍 |
| **Job Code:** | begins with ▾ | 🔍 |
| **Position Status:** | = ▾ | ▾ |
| **Job Sharing Permitted** | | ☐ |
| **Reports To Position Number:** | begins with ▾ | 🔍 |

[ Look Up ]  [ Clear ]  [ Cancel ]  Basic Lookup

**15**. Klik ikon *"Look Up"* untuk mencari *"Kod Jabatan"* yang *baru*

### Search Results

Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.
View All

| Position Number | Position Description | Salary Admin Plan | Department | Department Description | Unit D |
|---|---|---|---|---|---|
| 00000004 | TUKANG KAYU TINGKAT KHAS | (blank) | SE025 | PEJABAT DAERAH TUTONG | PEJA |
| 00000007 | PENOLONG PEMERIKSA KERETA | (blank) | SN054 | JABATAN PENGANGKUTAN DARAT | JABA |
| 00000010 | KETUA BAHAGIAN KAUNSELLING DAN KERJAYA | (blank) | SF114 | KEMENTERIAN PENDIDIKAN | KEM |
| 00000012 | PEGAWAI ETNOLOGI | (blank) | SL068 | JABATAN MUZIUM | JABA |
| 00000013 | PENYAMBUT TETAMU/OPERATOR TELEFON | (blank) | SL106 | KEMENTERIAN KEBUDAYAAN, BELIA DAN SUKAN | KEM |
| 00000018 | PENYELENGGARA STOR TINGKAT I | (blank) | SF114 | KEMENTERIAN PENDIDIKAN | KEM |

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## Look Up Department

SetID:                    SA01A

Department:        begins with  ▼  [                    ]

Description:        begins with  ▼  [%PERKHIDMATAN AWAM]

Company:            begins with  ▼  [          ] 🔍

Location SetID:    begins with  ▼  [          ] 🔍

Location Code:     begins with  ▼  [          ] 🔍

Manager ID:         begins with  ▼  [          ] 🔍

Budget with Department:  begins with  ▼  [          ]

[ Look Up ]  [ Clear ]  [ Cancel ]  Basic Lookup

### Search Results

View All                                      First ◀ 1-5 of 5 ▶ Last

| Department | Description | Company | Location SetID | Location Code | Manager ID |
|-----------|-------------|---------|----------------|---------------|------------|
| SA101010 | INSTITUT PERKHIDMATAN AWAM | SA0 | GOBRN | BRN0100042 | (blank) |
| SA127007 | INSTITUT PERKHIDMATAN AWAM | SA0 | GOBRN | BRN0100035 | (blank) |
| SA127 | PERKHIDMATAN AWAM | SA0 | GOBRN | BRN0100035 | (blank) |
| SA082 | SURUHANJAYA PERKHIDMATAN AWAM | SA0 | GOBRN | BRN0100035 | (blank) |
| SA127024 | UNIT KERJAYA PERKHIDMATAN AWAM | SA0 | GOBRN | BRN0100035 | (blank) |

**16.** Masukkan nama Jabatan di ruang *"Department"*

**17.** Klik ikon *"Look Up"*

**18.** Pilih dan klik *"Kod / Nama Jabatan"*

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## Look Up Position Number

| Position Number: | begins with ▼ | |
| Position Description: | begins with ▼ | PENOLONG PEGAWAI I |
| Business Unit: | begins with ▼ | SA01A |
| Department: | begins with ▼ | SA127 |
| Job Code: | begins with ▼ | |
| Position Status: | = ▼ | Plan ▼ |
| Job Sharing Permitted | ☐ | |
| Reports To Position Number: | begins with ▼ | |

**20**. Klik jawatan yang diperlukan

Look Up    Clear    Cancel    Basic Lookup

**19**. Klik ikon *"Look Up"*

**20a.**
**\*Peringatan:**
Pastikan Jawatan yang telah di klik tersebut mempunyai maklumat yang lengkap seperti contoh yang di paparkan

### Search Results
View All

| Position Number | Position Description | Salary Admin Plan | Department | Department Description | Unit | Job Code |
|---|---|---|---|---|---|---|
| 00006453 | PENOLONG PEGAWAI KAKITANGAN | (blank) | SA127 | JABATAN PERKHIDMATAN AWAM | JABATAN PERKHIDMATAN AWAM | 194017 |
| 00020595 | PENOLONG PEGAWAI KAKITANGAN | C.3-4 EB 5 | SA127 | JABATAN PERKHIDMATAN AWAM | JABATAN PERKHIDMATAN AWAM | 194017 |
| 00026714 | PENOLONG PEGAWAI KAKITANGAN | C.3-4 EB 5 | SA12700304 | JABATAN PERKHIDMATAN AWAM | UNIT PENGURUSAN KUALITI | 194017 |
| 00026741 | PENOLONG PEGAWAI KAKITANGAN | C.3-4 EB 5 | SA12700401 | JABATAN PERKHIDMATAN AWAM | UNIT PENGAMBILAN KEANGGOTAAN PERKHIDMATAN AWAM | 194017 |
| 00026721 | PENOLONG PEGAWAI KAKITANGAN | C.3-4 EB 5 | SA12700403 | JABATAN PERKHIDMATAN AWAM | UNIT PENGURUSAN LATIHAN DALAM PERKHIDMATAN | 194017 |
| 00026735 | PENOLONG PEGAWAI KAKITANGAN | C.3-4 EB 5 | SA12700404 | JABATAN PERKHIDMATAN AWAM | UNIT KONTRAK | 194017 |
| 00026793 | PENOLONG PEGAWAI KAKITANGAN | C.3-4 EB 5 | SA12700601 | JABATAN PERKHIDMATAN AWAM | UNIT PROSEDURE DAN FAEDAH FAEDAH PERKHIDMATAN | 194017 |

**20b** *Ini adalah merupakan contoh *Nama Jabatan Baru* yang telah di tukar

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- Global Payroll & Absence Mgmt
- Workforce Development
- Organizational Development
- Set Up HRMS
- Set Up ELM
- My Content
- Content Management
- Worklist
- Reporting Tools
- PeopleTools
- Take a Survey
- Change My Password
- My Personalizations
- My System Profile

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

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

**Processing**

**Work Location**                                                                 Find    First ◄ 24 of 33 ► Last

| HR Status: | Active | | Payroll Status: | Active | | | Go To Row | + − |

**21a.**
***Peringatan:*** Tanda "*Processing*" akan terpapar setelah menekan "*Note*"

*Effective Date: 01/05/1993    Sequence:    0        *Job Indicator: Primary Job

*Action:    Transfer                    ▼  Reason:   Reorganization

History

Last Start Date:   27/10/1986      Termination Date:

Expected Job End Date

Position Entry Date:        01/05/1993

Position Number:    00004933    PENOLONG PEGAWAI PERJAWATAN

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:   01/05/1993

Department:    SA127    JABATAN PERKHIDMATAN AWAM

Location:    BRN0100035        Bangunan SPA

Establishment ID:                         Date Created:   10/04/2009

**21.** Klik ikon "*Note*"

| Job Data | Employment Data | Earnings Distribution | Benefits Program Participation | Appraisal Result |

🖫 Save   🔍 Return to Search   ↑ Previous in List   ↓ Next in List   📧 Notify   ← Previous tab   → Next tab        Update/Display    Include

🔄 Refresh                                                                          Correct

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

My Links     Select One:  ▾

New Window | Customize Page | http

**Menu** ▬
▷ Recruiting
▽ Workforce Administration
 ▷ Personal Information
 ▽ Job Information
  ▷ Contract Administration
  – Job Data
   – Add Employment Instance
   – Add Additional Assignment
   – Move Assignmnt to another Inst
   – Demote an Instance
   – Current Job
   – Pay Rate Change
 ▷ Absence and Vacation
 ▷ Self Service Transactions
 ▷ Workforce Reports
▷ Global Payroll & Absence Mgmt
▷ Workforce Development
▷ Organizational Development
▷ Set Up HRMS
▷ Set Up ELM
▷ My Content
▷ Content Management
▷ Worklist
▷ Reporting Tools
▷ PeopleTools
– Take a Survey
– Change My Password
– My Personalizations
– My System Profile

## Job Data Notepad

▷ Instructions

☑ Selection Criteria
*ID: 70000001     ABDUL RAHMAN BIN ABDUL RAHIM   Search
*Empl Rcd#: 0
*Eff Date: 2012-11-27
*Sequence: 0
Earliest Note Date [ ] End [ ]

▽ Selected Note(s)
Delete
Transfer
Select All Notes
Clear Selections

Add a New Note     Return To:   Job Data Page

There are no existing notes for the specified search criteria.

Return To:   Job Data Page

**22**. Klik *"Add a New Note"*

- Self Service
- Manager Self Service
- Recruiting
- Workforce Administration
  - Personal Information
  - Job Information
    - Contract Administration
    - Job Data
      - Add Employment Instance
      - Add Additional Assignment
      - Move Assignmnt to another Inst
      - Demote an Instance
      - Current Job
      - Pay Rate Change
  - Absence and Vacation
  - Self Service Transactions
  - Workforce Reports
- Global Payroll & Absence Mgmt
- Workforce Development
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- Set Up HRMS
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- My Content
- Content Management
- Worklist
- Reporting Tools
- PeopleTools
- Take a Survey
- Change My Password
- My Personalizations
- My System Profile

Home    Worklist    Add to My Links    GEMS Help Centre    Sign out

My Links    Select One:

New Window | Customize P: **Saved**

## Job Data Notepad - Selected Note

▷ Instructions

**Applications**

**Selected Note**

ID: 70000001    ABDUL RAHMAN BIN ABDUL RAHIM    Created: 06/12/2012 3:06PM
Empl Rcd#: 0    Creator: RAMIZAH BINTI HAJI SABTU
Eff Date: 2012-12-06    Last Update: 06/12/2012 3:06PM
Sequence: 0    by: 00318926

Subject: PERUBAHAN NAMA JABATAN

Note Text: NAMA JABATAN (NAMA JABATAN LAMA) DIUBAH KEPADA (NAMA JABATAN BARU) MULAI (TARIKH MUAL) MENURUT SURAT KELILING / SURAT/MEMO BILANGAN (RUJUKAN) BERTARIKH (TARIKH)

Save

Return To:    Note Selection Page

Job Data Page

**24a.**
**\*Peringatan:** Pastikan tanda *"Saved"* terpapar setelah menekan *"Save"*

**23.** Isikan *"Subject"* dan *"Note Text"* mengikut isi kandongan surat/memo berkenaan.

**24.** Klik *"Save"*

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

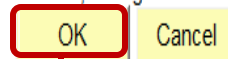**Menu**

- Self Service
- Manager Self Service
- Recruiting
- ▽ Workforce Administration
  - ▷ Personal Information
  - ▽ Job Information
    - ▷ Contract Administration
    - − Job Data
      - − Add Employment Instance
      - − Add Additional Assignment
      - − Move Assignmnt to another Inst
      - − Demote an Instance
      - − Current Job
      - − Pay Rate Change
  - ▷ Absence and Vacation
  - ▷ Self Service Transactions
  - ▷ Workforce Reports
- Global Payroll & Absence Mgmt
- Workforce Development
- Organizational Development
- Set Up HRMS
- Set Up ELM
- My Content
- Content Management
- Worklist
- Reporting Tools
- PeopleTools
- − Take a Survey
- − Change My Password
- − My Personalizations
- − My System Profile

**My Links** | Select One:

New Window | Customize F

| 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 ◄ 24 of 33 ► Last

| **HR Status:** | Active | **Payroll Status:** | Active | | Go To Row | + − |

**\*Effective Date:** 01/05/1993      **Sequence:**  1      **\*Job Indicator:** Primary Job

**\*Action:** Transfer          **Reason:** Reorganization

History

**Last Start Date:** 27/10/1986      **Termination Date:**

**Expected Job End Date**

**Position Entry Date:** 01/05/1993

**Position Number:** 00004933    PENOLONG PEGAWAI PERJAWATAN

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:** 01/05/1993

**Department:** SA127      JABATAN PERKHIDMATAN AWAM

**Location:** BRN0100035      Bangunan SPA

**Establishment ID:**                                      **Date Created:** 10/04/2009

Job Data    Employment Data    Earnings Distribution    Benefits Program Participation    Appraisal Result

**26**. Klik **"Save"**

🖫 Save    🔍 Return to Search    ⬆ Previous in List    ⬇ Next in List    ☰ Notify    ⬅ Previous tab    ➡ Next tab        Update/Display    Include

🔄 Refresh                                                                                                                                  Correct

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

**Menu**

My Links   Select One:  ▼

New Window

Warning -- Head count of 4 exceeds maximum head count of 1 for position. (1000,156)

When Position Management is installed, head counts for each position are compared to the maximum head count on the Specific Information page. Correct position number, change maximum to allow an additional incumbent, or leave as is.

OK   Cancel

**27**. Klik **"OK"** (3 kali )

**GEMS**
INTELLIGENT · INTERACTIVE · INNOVATIVE

My Links   Select One:

New Window | Customize F

**Menu**

- Self Service
- Manager Self Service
- Recruiting
- Workforce Administration
  - Personal Information
  - Job Information
    - Contract Administration
    - **– Job Data**
    - – Add Employment Instance
    - – Add Additional Assignment
    - – Move Assignmnt to another Inst
    - – Demote an Instance
    - – Current Job
    - – Pay Rate Change
  - Absence and Vacation
  - Self Service Transactions
  - Workforce Reports
- Global Payroll & Absence Mgmt
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- Organizational Development
- Set Up HRMS
- Set Up ELM
- My Content
- Content Management
- Worklist
- Reporting Tools
- PeopleTools
- Take a Survey
- Change My Password
- My Personalizations
- My System Profile

**Saved**

| 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 ◀ 24 of 33 ▶ Last

| | | | |
|---|---|---|---|
| **HR Status:** | Active | **Payroll Status:** Active | Go To Row |
| **\*Effective Date:** | 01/05/1993 | **Sequence:** 1 | **\*Job Indicator:** Primary Job |
| **\*Action:** | Transfer ▼ | **Reason:** | Reorganization |

History

**27a.**
**\*Peringatan:**
Pastikan tanda *"Saved"* terpapar setelah menekan *"Ok"*

**Last Start Date:**   27/10/1986    **Termination Date:**

**Expected Job End Date**

**Position Entry Date:**   01/05/1993

**Position Number:**   00004933   PENOLONG PEGAWAI PERJAWATAN

   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:**   01/05/1993

**Department:**   SA127    JABATAN PERKHIDMATAN AWAM

**Location:**   BRN0100035    Bangunan SPA

**Establishment ID:**      **Date Created:**   10/04/2009

| Job Data | Employment Data | Earnings Distribution | Benefits Program Participation | Appraisal Result |

**28.** Klik **"*Return to Search*"** untuk kembali ke job data

| 🖫 Save | 🔍 Return to Search | ⬆ Previous in List | ⬇ Next in List | 🗐 Notify | ⬅ Previous tab | ➡ Next tab | | Update/Display | Include |
| 🔄 Refresh | | | | | | | | Correct |

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