



**MANUAL BAGI MENGEMASKINI
“PERTUKARAN NAMA
JAWATAN”**

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.

 <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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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	▼	

Include History
 Correct History
 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: 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 Number:	00020142	Position Entry Date:			
Override Position Data		PENOLONG PEGAWAI PERJAWATAN			
		<input type="checkbox"/> Position Management Record			
Regulatory Region:	GOBRN	Brunei Darussalam			
Company:	BCS	Government of Brunei			
Business Unit:	GOBRN	Government of Brunei			
Department:	ZZ032	PERJAWATAN			
Location:	BRNDEFAULT	Default/Inactive Location			
Establishment ID:		Department Entry Date:		Date Created: 10/04/2009	

***Ini adalah contoh Nama Jawatan lama perlu di tukar kepada Nama Jawatan yang baru**

Job Data Employment Data Earnings Distribution Benefits Program Participation Appraisal Result

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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: 01/05/1993 + Sequence: 0 + Job Indicator: Primary Job

*Action: Position Change Reason: Title Change

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

Expected Job End Date: + Position Entry Date: 27/10/1986

Position Number: 00020142 + PENOLONG PEGAWAI PERJAWATAN

+ 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: 0/04/2009

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/Dis

Refresh

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 pertukaran nama Jawatan

10. Klik pilihan **“Action”**:Pilih **“Position Change”**
Kemudian klik pilihan **“Reason”**:Pilih **“Title Change”**

11. Klik ikon **“Look Up”** pada **“Position Number”**

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Look Up Position Number

Position Number:

Position Description:

Business Unit:

Department:

Job Code:

Position Status:

Job Sharing Permitted:

Reports To Position Number:

[Basic Lookup](#)

12. Taip nama jawatan baru di dalam kotak kosong "Position Description"

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

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 Plan	Admin 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		KEMI
00000012	PEGAWAI ETNOLOGI	(blank) SL068	JABATAN MUZIUM		JABA
00000013	PENYAMBUT TETAMU/OPERATOR TELEFON	(blank) SL106	KEMENTERIAN KEBUDAYAAN, BELIA DAN SUKAN		KEMI
00000018	PENYELENGGARA STOR TINGKAT I	(blank) SF114	KEMENTERIAN PENDIDIKAN		KEMI

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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 & Spts
SM01A	Ministry of Health
SN01A	Ministry of Communications

14. Pilih "Kod / Nama Kementerian"

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[My Links](#) Select One:
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Look Up Position Number

Position Number:
 Position Description:
 Business Unit:
Department:
 Job Code:
 Position Status:
 Job Sharing Permitted:
 Reports To Position Number:

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

[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		KEME
00000012	PEGAWAI ETNOLOGI	(blank) SL068	JABATAN MUZIUM		JABA
00000013	PENYAMBUT TETAMU/OPERATOR TELEFON	(blank) SL106	KEMENTERIAN KEBUDAYAAN, BELIA DAN SUKAN		KEME
00000018	PENYELENGGARA STOR TINGKAT I	(blank) SF114	KEMENTERIAN PENDIDIKAN		KEME

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Look Up Department

SetID: SA01A

Department: begins with

Description: begins with

Company: begins with

Location SetID: begins with

Location Code: begins with

Manager ID: begins with

Budget with Department: begins with

[Basic Lookup](#)

16. Masukkan nama Jabatan diruang **"Department"**

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

Search Results

View All

First 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)	

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

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Look Up Position Number

Position Number: begins with

Position Description: begins with

Business Unit: begins with

Department: begins with

Job Code: begins with

Position Status: =

Job Sharing Permitted:

Reports To Position Number: begins with

[Basic Lookup](#)

19. Klik ikon "Look Up"

20. Klik jawatan yang diperlukan

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 Description	Job Code
00000453	PENOLONG PEGAWAI KAKITANGAN (blank)		SA127	JABATAN PERKHIDMATAN AWAM	JABATAN PERKHIDMATAN AWAM	194017
00020595	PENOLONG PEGAWAI KAKITANGAN C.3-4 EB 5 SA127		SA127	JABATAN PERKHIDMATAN AWAM	JABATAN PERKHIDMATAN AWAM	194017
00026714	PENOLONG PEGAWAI KAKITANGAN C.3-4 EB 5 SA12700304		SA12700304	JABATAN PERKHIDMATAN AWAM	UNIT PENGURUSAN KUALITI	194017
00026741	PENOLONG PEGAWAI KAKITANGAN C.3-4 EB 5 SA12700401		SA12700401	JABATAN PERKHIDMATAN AWAM	UNIT PENGAMBILAN KEANGGOTAAN PERKHIDMATAN AWAM	194017
00026721	PENOLONG PEGAWAI KAKITANGAN C.3-4 EB 5 SA12700403		SA12700403	JABATAN PERKHIDMATAN AWAM	UNIT PENGURUSAN LATIHAN DALAM PERKHIDMATAN	194017
00026735	PENOLONG PEGAWAI KAKITANGAN C.3-4 EB 5 SA12700404		SA12700404	JABATAN PERKHIDMATAN AWAM	UNIT KONTRAK	194017
00026702	PENOLONG PEGAWAI KAKITANGAN C.3-4 EB 5 SA12700601		SA12700601	JABATAN PERKHIDMATAN AWAM	UNIT PROSEDURE DAN SEADAL SEADAL PERKHIDMATAN	194017

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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

Processing

Work Location Find First 25 of 33 Last

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

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

*Action: Position Change Reason: Title Change

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

Expected Job End Date

Position Number: 00020595 **PENOLONG PEGAWAI KAKITANGAN** Position Entry Date: 01/05/1993

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:

Job Data Employment Data Earnings Distribution Benefits Program Participation Apprais

21. Klik ikon "Note"

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

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

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

Refresh

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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"/>	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](#)

22. Klik "Add a New Note"

Menu

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- Take a Survey
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[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 2:48PM
Empl Rcd#: 0		Creator: RAMIZAH BINTI HAJI SABTU
Eff Date: 2012-12-06		Last Update: by:
Sequence: 0		

Subject: PERUBAHAN NAMA JAWATAN

Note Text: NAMA JAWATAN (JAWATAN LAMA) DIUBAH KEPADA (JAWATAN BARU) MULAI (TARIKH MULA) MENURUT 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
kandungan
surat/memo
berkenaan

24. Klik "Save"

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

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- ▷ Self Service
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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	25 of 33	Last
HR Status:	Active	Payroll Status:	Active	Go To Row	+ -
*Effective Date:	01/05/1993	Sequence:	0	*Job Indicator:	Primary Job
*Action:	Position Change	Reason:	Title Change	History	
Last Start Date:	27/10/1986	Termination Date:			
Expected Job End Date		Position Entry Date:	01/05/1993		
Position Number:	00020595	PENOLONG 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:	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"

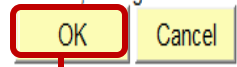
Save Return to Search Previous in List Next in List Notify Previous tab Next tab Refresh

Update/Display Include Correct

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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.



27. Klik "OK" (3 kali)

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- Self Service
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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 25 of 33 Last

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

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

*Action: Position Change Reason: Title Change

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

Expected Job End Date

Position Number: 00020595 PENOLONG 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: 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

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

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

Saved

27a.

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

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