MANUAL BAGI MENGEMASKINI
"TAMAT KONTRAK"

![GEMS Logo] GEMS
INTELLIGENT. INTERACTIVE. INNOVATIVE.

1. Klik *"Workforce Administration"*

My Links   Select One: ▼

Personalize Content Layout Thursday, December 6, 2012

Menu

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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

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
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

GEMS
INTELLIGENT INTERACTIVE INNOVATIVE

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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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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.

3. Klik
"Job Data"

🖥 **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.

Job Data

Enter any information

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

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	BINABDULRAHIM	(blank)	(blank)	
70000001	1	ABDUL RAHMAN BIN ABDUL RAHIM	BINABDULRAHIM	(blank)	(blank)	
70000001	2	ABDUL RAHMAN BIN ABDUL RAHIM	BINABDULRAHIM	(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 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: End of Contract

                                                                                        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   ↓ Next in List   📧 Notify   ← Previous tab   → Next tab   ↻ Refresh   📝 Update/Display   📝 Include H

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 tamat kontrak

10. Klik pilihan "Action":Pilih "*Termination*" kemudian klik pilihan "Reason":Pilih "*End of Contract*"

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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

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

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

Positio

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:	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

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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 5 ► Last

				Go To Row
HR Status:	Inactive	**Payroll Status:**	Terminated	
***Effective Date:**	15/12/2012	Sequence:	0	*Job Indicator: Primary Job
***Action:**	Termination	**Reason:**	End of Contract	History

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

Expected Job End Date   17/12/2012

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   ⬇ 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

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

11. Klik ikon "*Note*"

My Links | Select One: ▼

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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

12. Klik *"Add a New Note"*

Home   Worklist   Add to My Links   GEMS Help Centre   Sign out

My Links   Select One:

New Window | Customize | P *Saved*

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Job Data Notepad - Selected Note

▷ Instructions

Applications

Selected Note

ID: 70000001	ABDUL RAHMAN BIN ABDUL RAHIM	**Created:** 17/12/2012 8:18AM
Empl Rcd#: 0		**Creator:** RAMIZAH BINTI HAJI SABTU
Eff Date: 2012-12-15		**Last Update:** 17/12/2012 8:21AM
Sequence: 0		**by:** 00318926

Subject: PENAMATAN KONTRAK

Note Text: MENAMATKAN PERKHIDMATANNYA SECARA BERKONTRAK MULAI DARI(TARIKH) MENURUT MEMO BILANGAN(RUJUKAN SURAT) BERTARIKH(TARIKH SURAT)

Save

Return To: Note Selection Page

Job Data Page

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

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

14. Klik **"Save"**

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

Home | Worklist | Add to My Links | GEMS Help Centre | Sign out

My Links | Select One: ▼

New Window | Customize Page | http

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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 3 ▶ Last

HR Status: Inactive   **Payroll Status:** Terminated   [Go To Row] ➕ ➖
*Effective Date: 31/12/2012 📅   **Sequence:** 0 📋   ***Job Indicator:** Primary Job ▼
*Action: Termination ▼   **Reason:** End of Contract ▼
                                                                    Future

Last Start Date: 01/02/2012   **Termination Date:**   30/12/2012
Expected Job End Date ___ 📅

Last Date Worked: 30/12/2012   ☐ **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:** 26/11/2012

Job Data   Employment Data   Benefits Program Participation   Appraisal Result

16. Klik **"Save"**

[💾 Save] [🔍 Return to Search] [📧 Notify] [⬅ Previous tab] [➡ Next tab]   [📋 Update/Display] [📋 Include History]
[🔄 Refresh]   [📋 Correct History]

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

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.

OK   Cancel

17. Klik **"OK"** (1 kali)