



MANUAL BAGI MENGEMASKINI

"OPEN VOTE"



1. Klik **"Workforce Administration"**

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

[My Links](#) Select One: ▾

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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 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 \(Malay Guide\)](#)

Discussion Forums

No Discussions available

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.

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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](#)
- [8 More...](#)

**2. Klik
"Job Information"**













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Job Information

Maintain information about a person tied to a specific job record

<p> Job Data</p> <p>Enter job information including work location and compensation details.</p>	<p> Add Employment Instance</p> <p>Add a new employment organizational instance for a person.</p>	<p> Add Additional Assignment</p> <p>Create an additional assignment record for a person's organizational instance.</p>
<p> Move Assignment to another Inst</p> <p>Move assignment to another instance moves additional assignments associated with an Instance to another Instance.</p>	<p> Demote an Instance</p> <p>Demotes an Instance which doesnot have additional assignments to the desired Instance.</p>	<p> Current Job</p> <p>Maintain data about a current job.</p>
<p> Pay Rate Change</p> <p>Create pay rate changes.</p>	<p> Contract Administration</p> <p>Maintain contracts or other written agreements with their employees and contractors</p> <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 ▾

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

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

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

6. Klik "Search"

[Basic 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 ABDUL RAHIM	(blank)	(blank)		
70000001	1	ABDUL RAHMAN BIN ABDUL RAHIM BIN ABDUL RAHIM	(blank)	(blank)		
70000001	2	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 3 Last

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

*Effective Date: 26/11/2012 Sequence: 0 Job Indicator: Primary Job

*Action: Position Change Reason: New Position

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

Expected Job End Date Position Entry Date: 09/10/2012

Position Number: 70000001 KERNI

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: 26/12/2012

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

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 "Open Vote"

10. Klik pilihan "Action":Pilih "Position Change" kemudian klik pilihan "Reason":Pilih "New Position"

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

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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 + -

*Effectiv
*Action
Last S
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

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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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](#)

12. Masukkan **"Nama Jawatan Kenaikan Pangkat"** di dalam kotak kosong **"Position Description"**

13. Klik ikon **"Look Up"** untuk mencari **"Kod Kementerian"** didalam kotak kosong **"Business Unit"**

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 Description	Job Code	Pos Sta
00000004	TUKANG KAYU TINGKAT KHAS	(blank)	SE025	PEJABAT DAERAH TUTONG	PEJABAT DAERAH TUTONG	954010	App
00000007	PENOLONG PEMERIKSA KERETA	(blank)	SN054	JABATAN PENGANGKUTAN DARAT	JABATAN PENGANGKUTAN DARAT	359041	App
00000010	KETUA BAHAGIAN KAUNSELLING DAN KERJAYA	(blank)	SF114	KEMENTERIAN PENDIDIKAN	KEMENTERIAN PENDIDIKAN	206005	App
00000012	PEGAWAI ETNOLOGI	(blank)	SL068	JABATAN MUZIUM	JABATAN MUZIUM	192099	App
00000013	PENYAMBUT TETAMU/OPERATOR TELEFON	(blank)	SL106	KEMENTERIAN KEBUDAYAAN, BELIA DAN SUKAN	KEMENTERIAN KEBUDAYAAN, BELIA DAN SUKAN	380026	App
00000018	PENYELENGGARA STOR TINGKAT I	(blank)	SF114	KEMENTERIAN PENDIDIKAN	KEMENTERIAN PENDIDIKAN	391041	App
00000021	PEGAWAI PENTADBIR TINGKAT KHAS	(blank)	SA006002	JABATAN AUDIT	BAHAGIAN PENTADBIRAN	202016	App
00000024	PEMBERITA	(blank)	SA086	JABATAN RADIO TELEVISYEN BRUNEI	JABATAN RADIO TELEVISYEN BRUNEI	159030	App
00000037	JURUTERA PEMBINA'AN	(blank)	SK084	JABATAN KERJA RAYA	JABATAN KERJA RAYA	022020	App
		(blank)	SR104	KEMENTERIAN PERTAHANAN	KEMENTERIAN PERTAHANAN	700002	App

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Look Up Business Unit

Business Unit: begins with

Description: begins with

[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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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

Look Up Clear Cancel [Basic Lookup](#)

15. Klik ikon "Look Up" untuk mencari kod Jabatan

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 Description	Job Code	Pe
00000004	TUKANG KAYU TINGKAT KHAS	(blank)	SE025	PEJABAT DAERAH TUTONG	PEJABAT DAERAH TUTONG	954010	Ag
00000007	PENOLONG PEMERIKSA KERETA	(blank)	SN054	JABATAN PENGANGKUTAN DARAT	JABATAN PENGANGKUTAN DARAT	359041	Ag
00000010	KETUA BAHAGIAN KAUNSELLING DAN KERJAYA	(blank)	SF114	KEMENTERIAN PENDIDIKAN	KEMENTERIAN PENDIDIKAN	206005	Ag
00000012	PEGAWAI ETNOLOGI	(blank)	SL088	JABATAN MUZIUM	JABATAN MUZIUM	192099	Ag
00000013	PENYAMBUT TETAMU/OPERATOR TELEFON	(blank)	SL106	KEMENTERIAN KEBUDAYAAN, BELIA DAN SUKAN	KEMENTERIAN KEBUDAYAAN, BELIA DAN SUKAN	380026	Ag
00000018	PENYELENGGARA STOR TINGKAT I	(blank)	SF114	KEMENTERIAN PENDIDIKAN	KEMENTERIAN PENDIDIKAN	391041	Ag
00000021	PEGAWAI PENTADBIR TINGKAT KHAS	(blank)	SA006002	JABATAN AUDIT	BAHAGIAN PENTADBIRAN	202016	Ag
00000024	PEMBERITA	(blank)	SA086	JABATAN RADIO TELEVISYEN BRUNEI	JABATAN RADIO TELEVISYEN BRUNEI	159030	Ag
00000037	JURUTERA PEMBINA'AN	(blank)	SK084	JABATAN KERJA RAYA	JABATAN KERJA RAYA	022020	Ag



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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

16. Masukkan Nama Jabatan di ruang "Description"

17. Klik ikon "Look Up"

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)	

18. Pilih dan klik "Kod / Nama Jabatan"



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Look Up Position Number

Position Number: begins with ▾

Position Description: begins with ▾ KERANI SULT

Business Unit: begins with ▾ SA01A

Department: begins with ▾ SA127

Job Code: begins with ▾

Position Status: = ▾

Job Sharing Permitted

Reports To Position Number: begins with ▾

[Basic Look Up](#)

19. Klik ikon "Look Up"

20. Klik nama 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 1-9 of 9

Position Number	Position Description	Salary Admin Plan	Department	Department Description	Unit Description	Job Code	Position Status	Reports To Position Number	Reports To Description
00006134	KERANI SULT	(blank)	SA127	JABATAN PERKHIDMATAN AWAM	JABATAN PERKHIDMATAN AWAM	321023	Approved	(blank)	(blank)
00019474	KERANI SULT	C.1-2 EB 3	SA127	JABATAN PERKHIDMATAN AWAM	JABATAN PERKHIDMATAN AWAM	321023	Approved	(blank)	(blank)
00026674	KERANI SULT	C.1-2 EB 3	SA127001	JABATAN PERKHIDMATAN AWAM	PEJABAT KETUA PENGARAH	321023	Approved	00026672	TIMBALAN KETUA PENGARAH PERKHIDMATAN AWAM
00026750	KERANI SULT	(blank)	SA127002	JABATAN PERKHIDMATAN AWAM	BAHAGIAN PERKHIDMATAN KAUNSELING	321023	Approved	00026748	KETUA UNIT PERKHIDMATAN KAUNSELING
00026677	KERANI SULT	(blank)	SA127003	JABATAN PERKHIDMATAN AWAM	BAHAGIAN PEMBANGUNAN DAN PENGURUSAN	321023	Approved	00026675	PENGARAH PEMBANGUNAN DAN PENGURUSAN
00027882	KERANI SULT	C.1-2 EB 3	SA127003	JABATAN PERKHIDMATAN AWAM	BAHAGIAN PEMBANGUNAN DAN PENGURUSAN	321023	Approved	00026675	PENGARAH PEMBANGUNAN DAN PENGURUSAN
00026717	KERANI SULT	C.1-2 EB 3	SA127004	JABATAN PERKHIDMATAN AWAM	BAHAGIAN KEANGGOTAAN DAN PENTADBIRAN LATHAN	321023	Approved	00026716	PENOLONG PENGARAH
00026759	KERANI SULT	C.1-2 EB 3	SA127005	JABATAN PERKHIDMATAN AWAM	BAHAGIAN PENYELIDIKAN DAN PERANCANGAN	321023	Approved	00026757	PENGARAH PENYELIDIKAN DAN PERANCANGAN
00026777	KERANI SULT	C.1-2 EB 3	SA127006	JABATAN PERKHIDMATAN AWAM	BAHAGIAN PERKHIDMATAN PERSONEL	321023	Approved	00026775	PENGARAH PERKHIDMATAN PERSONEL

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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: Active Payroll Status: Active

*Effective Date: 26/11/2012 Sequence: 0 *Job Indicator: Primary Job

*Action: Position Change Reason: New Position

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

Expected Job End Date Position Entry Date: 09/10/2012

Position Number: 70000001 KERANI

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: 26/12/2012

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

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

21a.

*Peringatan:
Tanda
"Processing"
akan
terpapar
setelah
menekan
"Note"

21. Klik ikon
"Note"

20b.

Maklumat
"position"
terpapar

Menu

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- [My System Profile](#)

[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="2012-12-31"/>		
*Sequence:	<input type="text" value="0"/>		
Earliest Note Date	<input type="text"/>	End	<input type="text"/>

▷ Selected Note(s)

<input type="button" value="Delete"/>
<input type="button" value="Transfer"/>
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"

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My Links Select One: ▾

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

Saved



Job Data Notepad - New Note

Instructions

Applications

Selected Note

ID: 70000001	ABDUL RAHMAN BIN ABDUL RAHIM	Created: 26/11/2012 2:40PM
Empl Rcd#: 0		Creator: MOHAMMAD FIRDAUS BIN JULAIHEE
Eff Date: 2012-12-31		Last Update: by:
Sequence: 0		

Subject:

Note Text:

Save

Return To: [Note Selection Page](#)

[Job Data Page](#)

24. Klik "Save"

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

24a.

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

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



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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 D: 70000001 Empl Rcd #: 0

26. Klik "Salary Plan"

Work Location Find First 1 of 1

HR Status: Active Payroll Status: Active Go To Row

*Effective Date: 26/11/2012 Sequence: 0 *Job Indicator: Primary Job

*Action: Position Change Reason: New Position

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

Expected Job End Date

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](#)

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

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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.

Job Information Find First 1 of 3 Last

Effective Date: 26/11/2012 Effective Sequence: 0 Job Indicator: Primary Job [Go To Row](#)

Action: Posn Chg Reason: New Position Current

Job Code: 393015 KERANI

Supervisor Level: Entry Date: 09/10/2012

Reports To: 00052117 PEGAWAI KAKITANGAN KANAN 00067948 DAYANGKU HAJAH ASILAH BINTI
PENGIRAN HAJI CHUCHU

Regular/Temporary: Regular Full/Part: Full-Time

Empl Class: BERGAJI HARI *Officer Code: Tiada

Regular Shift: BERGAJI HARI Shift Rate:

BULAN KESEBULAN (TIDAK BERHAD)
BULAN KESEBULAN TDDP(SKS TDDP)
BULAN KESEBULAN TDDS(SKS-TDDS)
GAJI HARI PERUNTUKAN BERULANG

Shift Factor:

Standard Hours: KONTRAK Duties Type:

LAIN LAIN

Standard Hours: OPEN VOTE - TDDP (SKS-TDDP)

Work Period: OPEN VOTE - TDDS (SKS-TDDS)

FTE: OPEN-VOTE SEBULAN KESEBULAN

SEBULAN KESEBULAN

Contract #: SITE STAFF GAJI BULAN

Contract Number: SITE STAFF GAJI HARI

TETAP

Type:

[Next Contract Number](#)

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

[Save](#) | [Return to Search](#) | [Notify](#) | [Previous tab](#) | [Next tab](#) | [Refresh](#) | [Update/Display](#) | [Include History](#) | [Correct History](#)

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27. Klik "Empl Class" dan pilih : "Open Vote"



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- Temporary Plan
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- Job Additional Information

ABDUL RAHMAN BIN ABDUL RAHIMEMP ID: 70000001 Empl Rcd #: 0.

Job Information Find First 1 of 3 Last

Effective Date: 03/10/2013 Effective Sequence: 0 Job Indicator: Primary Job Go To Row

Action: LOA Reason: Unpaid Leave

Job Code: 393015 KERANI

Supervisor Level: Entry Date: 09/10/2012

Reports To: 00052117 PEGAWAI KAKITANGAN KANAN 00067948 DAYANGKU HAJAH ASILAH BINTI
PENGIRAN HAJI CHUCHU

Regular/Temporary: Regular Full/Part: Full-Time

Empl Class: OPEN-VOTE *Officer Code: Tiada

Regular Shift: N/A Shift Rate: Shift Factor: Duties Type:

Standard Hours

Standard Hours: 37.50 Combined Std Hours / FTE: 99.99 / 3.000000

Work Period: W Weekly As of Date 03/10/2013

FTE: 1.000000

Contract #

Contract Number: Contract Type: Next Contract Number

28. Klik "Payroll"

- Job Data
- Employment Data
- Benefits Program Participation
- Appraisal Result



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My Links Select One: ▾

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- [Compensation](#)
- [Job Additional Information](#)

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

Payroll Information Find First 1 of 3 Last

Effective Date: 26/11/2012 Effective Sequence: 0 Job Indicator: Primary Job
 Action: Posn Chg Reason: New Position

Payroll System: Global Payroll

Global Payroll

Pay Group: BCSFEBGRP BCS FED PY GRP

Use Pay Group Eligibility Eligibility Group:

Use Pay Group Rate Type Exchange Rate Type:

Use Pay Group As Of Date Use Rate As Of:

Holiday Schedule:

- [Job Data](#)
- [Employment Data](#)
- [Benefits Program Participation](#)
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29a.
***Peringatan:**
 Ruang "Pay Group"
 ini adalah bagi
 memilih bulan
 berapa
 kakitangan
 tersebut
 bertukar ke
 Open-Vote.

29. Klik ikon
 "Look Up"



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Look Up Pay Group

Pay Group: begins with ▾

Description: begins with ▾

[Basic Lookup](#)

Search Results

View All First ◀ 1-12 of 12 ▶ Last

Pay Group	Description
BCSAPRGRP	BCS APR PY GRP
BCSAUGGRP	BCS AUG PY GRP
BCSDECGRP	BCS DEC PY GRP
BCSFEBGRP	BCS FEB PY GRP
BCSJANGRP	BCS JAN PY GRP
BCSJULGRP	BCS JUL PY GRP
BCSJUNGRP	BCS JUN PY GRP
BCSMARGRP	BCS MAR PY GRP
BCSMAYGRP	BCS MAY PY GRP
BCSNOVGRP	BCS NOV PY GRP
BCSOCTGRP	BCS OCT PY GRP
BCSSEPGRP	BCS SEP PY GRP

*Contoh:

Jika Sekiranya yang awda kemaskini adalah bagi kakitangan yang Open Vote pada **01/11/2012** maka Awda perlu memilih di ruang **"Pay Group"** pada **"BCSNOVGRP"**

30. Pilih bulan **"Pay Group"** Open Vote bagi kakitangan



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My Links Select One: [dropdown]

New Window Customize Page http

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

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

31. Klik "Salary Plan"

Payroll Information Find First 1 of 2

Effective Date: 09/10/2012 Effective Sequence: 0 Job Indicator: Primary Job Go To Row

Action: Data Chg Reason: Data Change

Payroll System: Global Payroll

Global Payroll

Pay Group: BCSDECGRP BCS DEC PY GRP

Use Pay Group Eligibility Eligibility Group: [input]

Use Pay Group Rate Type Exchange Rate Type: [input]

Use Pay Group As Of Date Use Rate As Of: [dropdown]

Holiday Schedule: [input]

Job Data Employment Data Benefits Program Participation Appraisal Result

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



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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

Salary Plan Find First 1 of 3 Last

Effective Date:	26/11/2012	Effective Sequence:	0	Job Indicator:	Primary Job	Go To Row
Action:	Posn Chg	Reason:	New Position			
Salary Administration	0309	Grade:		Grade Entry Date	09/10/2012	
Plan:		Step:		Step Entry Date	09/10/2012	
Includes Wage Progression Rule	<input type="checkbox"/>					

32. Klik "Look Up" Pada "Salary Administration Plan" untuk mencari Tanggajaji

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[Save](#) [Return to Search](#) [Notify](#) [Previous tab](#) [Next tab](#) [Update/Display](#) [Include History](#)
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Look Up Salary Administration Plan

SetID:

Salary Administration Plan: begins with

Description: begins with

Look Up Clear Cancel Basic Lookup

33. Masukkan tanggagaji kakitangan seperti contoh yang di berikan

34. Klik ikon "Look up" untuk mencari Tangga gaji

Search Results

0225	D.(B)3-4-5	BND	(blank)
0226	D.(B)3-4-5-6	BND	(blank)
0227	D.(B)5	BND	(blank)
0228	D.(B)5-6	BND	(blank)
0167	D.1	BND	(blank)
0168	D.1 - 2	BND	(blank)
0172	D.1-2 EB 3	BND	(blank)
0176	D.1 EB 2	BND	(blank)
0177	D.1 EB 2-3	BND	(blank)
0173	D.1-2 EB 3-4	BND	(blank)
0174	D.1-2 EB 3-4-5	BND	(blank)
0169	D.1-2-3 EB 4	BND	(blank)
0170	D.1-2-3 EB 4-5	BND	(blank)
0171	D.1-2-3 EB 4-5-6	BND	(blank)
0178	D.2	BND	(blank)
0183	D.2 EB 3	BND	(blank)
0184	D.2 EB 3-4	BND	(blank)
0185	D.2 EB 3-4-5	BND	(blank)
0179	D.2-3	BND	(blank)
0181	D.2-3 EB 4	BND	(blank)
0182	D.2-3 EB 4-5	BND	(blank)
0186	D.3	BND	(blank)
0192	D.3 EB 4	BND	(blank)
0193	D.3 EB 4-5	BND	(blank)
0187	D.3-4	BND	(blank)
0190	D.3-4 EB 5	BND	(blank)
0191	D.3-4 EB 5-6	BND	(blank)
0188	D.3-4-5	BND	(blank)
0189	D.3-4-5 EB 6	BND	(blank)
0194	D.4	BND	(blank)
0197	D.4 EB 5	BND	(blank)
0198	D.4 EB 5-6	BND	(blank)
0195	D.4-5	BND	(blank)
0196	D.4-5 EB 6	BND	(blank)
0199	D.5	BND	(blank)
0200	D.5 EB 6	BND	(blank)
0201	D.6	BND	(blank)
0175	D12EB34(MAX.560)	BND	(blank)
0180	D2-3-4 EB 5	BND	(blank)
0229	DIVISION 1 - A	BND	(blank)
0230	DIVISION 1 - B	BND	(blank)
0231	DIVISION 1 - C	BND	(blank)
0232	DIVISION 1 - D	BND	(blank)

35. Pilih tanggagaji yang terpapar

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[My Links](#) Select One: ▼

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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

Salary Plan

Effective Date: 26/11/2012 Effective Sequence: 0 Job Indicator: Primary Job
Action: Posn Chg Reason: New Position
Salary Administration: 0172 Grade: Grade Entry Date: 09/10/2012
Plan: Includes Wage Progression Rule Step: Step Entry Date: 09/10/2012

36. Klik ikon "Look Up" Pada "Grade" untuk mencari gred gaji

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

[Save](#) [Return to Search](#) [Notify](#) [Previous tab](#) [Next tab](#) [Update/Display](#) [Include History](#)
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[My Links](#) Select One: ▾

[New Window](#) | 

Look Up Grade

SetID: GOBRN
Salary Administration Plan: 0172
Salary Grade: begins with ▾
Description: begins with ▾

[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Search Results

View All First ◀ 1-4 of 4 ▶ Last

Salary Grade	Description
01	D.1-2 EB 3- Non EB
02	D.1-2 EB 3 - EB 1
03	D.1-2 EB 3 - EB K
04	D.1-2 EB 3 - KBT

37. Pilih **“Salary Grade”** untuk untuk mengemaskini gred gaji

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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

Salary Plan		Find	First	1 of 3	Last
Effective Date:	26/11/2012	Effective Sequence:	0	Job Indicator:	Primary Job
Action:	Posn Chg	Reason:	New Position		
Salary Administration	0172	Grade:	01	Grade Entry Date	26/11/2012
Plan:		Step:		Step Entry Date	
Includes Wage Progression Rule	<input type="checkbox"/>				

38. Klik ikon "Look Up" pada "Step" untuk mencari jumlah gaji

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

[Save](#) | [Return to Search](#) | [Notify](#) | [Previous tab](#) | [Next tab](#)

[Refresh](#)

[Update/Display](#) | [Include History](#)

[Correct History](#)

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 - [My System Profile](#)

[My Links](#) Select One: ▾

[New Window](#) | 

Look Up Step

SetID: GOBRN
Salary Administration Plan: 0172
Salary Grade: 01
Step: =
Step Description: begins with

[Basic Lookup](#)

Search Results

[View All](#) [First](#) [Last](#)

Step	Step Description
1	530
2	550
3	570
4	590
5	610
6	630
7	650
8	675
9	700
10	730
11	760
12	790
13	820

39. Pilih "Step" gaji yang tersenarai untuk mengemaskini jumlah gaji kakitangan tersebut

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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


Salary Plan Find First 1 of 3



Effective Date: 26/11/2012 Effective Sequence: 0 Job Indicator: Primary Job
Action: Posn Chg Reason: New Position


Salary Administration 0172 Grade: 01 Grade Entry Date 26/11/2012
Plan: Includes Wage Progression Rule Step: 1 Step Entry Date 26/11/2012

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

 Save  Return to Search  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](#)

40. Klik "Compensation"

39a. *Peringatan:
Pastikan Petak ini sudah di isikan dengan lengkap

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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

Compensation

Effective Date: 26/11/2012 Effective Sequence: 0 Job Indicator: Primary Job
Action: Posn Chg Reason: New Position
Compensation Rate: 530.00 Frequency: Monthly

40a.
***Peringatan:**
Pastikan gaji yang telah di pilih adalah betul

Comparative Information

Pay Rates

Default Pay Components

Contract Change Prorate Option

Pay Components

*Rate Code	Seq	Comp Rate	Currency	Frequency	Points	Percent	Rate Code Group
1 BRMNTH	0	530.000000	BND	M			

Calculate Compensation

Job Data Employment Data Benefits Program Participation Appraisal Result

41. Klik "Save"

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

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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.

42. Klik "OK" (2 kali)



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

Compensation Find First 1 of 3 Last

Effective Date: 26/11/2012 Effective Sequence: 0 Job Indicator: Primary Job
Action: Posn Chg Reason: New Position

Compensation Rate: 530.00 BND *Frequency: M Monthly

Comparative Information
Pay Rates
Default Pay Components Contract Change Prorate Option

Pay Components Customize Find First 1 of 1 Last

*Rate Code	Seq	Comp Rate	Currency	Frequency	Points	Percent	Rate Code Group
1 BRMNTH	0	530.000000	BND	M			

Calculate Compensation

Job Data Employment Data Benefits Program Participation Appraisal Result

Saved

42a.
***Peringatan:**
Pastikan tanda "Saved" terparap setelah menekan "Ok"

43. 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