



**MANUAL BAGI MENGEMASKINI
“MEMANGKU”**



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.

- Quick Links**
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My Leave Balance

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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](#)
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**2. Klik
"Job Information"**

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Job Information


Maintain information about a person tied to a specific job record

 [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 Assignment 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](#)

3. Klik
"Add Employment Instance"

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Add Employment Instance

Add a New Value

EmplID:

Empl Rcd Nbr:

Main Content

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

5. Klik "Add"



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8a.*Peringatan: (ruang bagi *“Calendar Expected Job End Date”*)
Bagi tarikh tamat memangku mesti di tambah 1 hari daripada tarikh yang asal kerana ini adalah untuk mencukupkan tempoh hari selama kakitangan tersebut memangku

Work Location Job Information Payroll Salary Plan Compensation

ABDUL RAHMAN BIN ABDUL RAHIM EMP ID: 70000001 Empl Rcd #: 2

Work Location Find First 1 of 1 Last

HR Status: Active Payroll Status: Active Calculate Status and Dates Go To Row

*Effective Date: 01/04/2013 Sequence: 0 Job Indicator: Secondary Job

*Action: Hire Reason: Temporary Acting

Last Start Date: 06/12/2012 Termination Date:

Expected Job End Date: 16/04/2013

Position Number: Position Entry Date:

Override Position Data Position Management Record

*Regulatory Region: GOBRM Brunei Darussalam

*Company:

*Business Unit: GOBRM Government of Brunei Department Entry Date: 01/04/2013

*Department:

*Location:

Establishment ID: Date Created: 06/12/2012

Job Data Employment Data Earnings Distribution Benefits Program Participation Appraisal Result

6. Klik ikon *“Calendar”* untuk memilih tarikh memangku

7. Klik pilihan *“Action”*: Pilih *“Hire”* kemudian klik pilihan *“Reason”*: Pilih *“Temporary Acting”*

8. Klik ikon *“Calendar”* untuk memilih tarikh tamat memangku

9. Klik ikon *“Look Up”* atau masukkan *“Position Number”* yang telah awda ketahui

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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 + -

*Effective
*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 klik "**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](#)

10. Masukkan *nama jawatan memangku* di dalam petak kosong "**Position Description**"

11. Klik ikon "**Look Up**" pada "**Business Unit**" untuk mencari kod kementerian

Search Results

View All First 1-4 of 4

Position Number	Position Description	Salary Admin Plan	Department	Department Description	Unit Description	Job Code	Position Status	To Position Des Number	Reports
00029122	KERANI	D.1-2-3 EB 4-5 SD022001	JABATAN KASTAM DAN EKSAIS DIRAJA	BAHAGIAN UTAMA		393015	Approved	(blank)	(bla
00007864	KERANI SULIT	(blank)	SD022	JABATAN KASTAM DAN EKSAIS DIRAJA	JABATAN KASTAM DAN EKSAIS DIRAJA	321023	Approved	(blank)	(bla



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Look Up Business Unit

Business Unit: begins with ▾

Description: begins with ▾

[Look Up](#) [Clear](#) [Cancel](#) [BasicLookup](#)

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 & Sports
SM01A	Ministry of Health
SN01A	Ministry of Communications

12. 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 

13. Klik ikon **"Look Up"** untuk mencari kod jabatan

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 Description	Job Code	Position Status
00000004	TUKANG KAYU TINGKAT KHAS	(blank)	SE025	PEJABAT DAERAH TUTONG	PEJABAT DAERAH TUTONG	954010	Ad
00000007	PENOLONG PEMERIKSA KERETA	(blank)	SN054	JABATAN PENGANGKUTAN DARAT	JABATAN PENGANGKUTAN DARAT	359041	Ad
00000010	KETUA BAHAGIAN KAUNSELLING DAN KERJAYA	(blank)	SF114	KEMENTERIAN PENDIDIKAN	KEMENTERIAN PENDIDIKAN	206005	Ad
00000012	PEGAWAI ETNOLOGI	(blank)	SL068	JABATAN MUZIUM	JABATAN MUZIUM	192099	Ad
00000013	PENYAMBUT TETAPAN/OPERATOR TEL FEOAN	(blank)	SI 106	KEMENTERIAN KEBUDAYAAN, BELIA DAN SUKAN	KEMENTERIAN KEBUDAYAAN, BELIA DAN SUKAN	380026	Ad


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Look Up Department


SetID: SA01A


Department: begins with ▾

Description: begins with ▾ %UNIT PETROLEUM

Company: begins with ▾ 

Location SetID: begins with ▾ 

Location Code: begins with ▾ 

Manager ID: begins with ▾ 

Budget with Department: begins with ▾

[Basic Lookup](#)

14. Masukkan kod Jabatan di ruang **"Department"**

15. Klik ikon **"Look Up"**

Search Results

View All First ◀ 1 of 1 ▶ Last

Department	Description	Company	Location SetID	Location Code	Manager ID
SA001	UNIT PETROLEUM SA0	GOBRN	BRN0100001	(blank)	

16. 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

Look Up Clear Cancel Basic Lookup

17. Klik ikon "Look Up" untuk mencari jawatan

18. Klik jawatan yang diperlukan

18a. *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	Position Status	Reports To Position Number	Reports To Description
00026883	KERANI	D.1-2-3 EB 4-5	SA001010	UNIT PETROLEUM	BAHAGIAN PENTADBIRAN DAN KEWANGAN	393015	Approved	(blank)	(blank)
00038059	KERANI	D.1-2-3 EB 4-5	SA00101001	UNIT PETROLEUM	BAHAGIAN PENTADBIRAN	393015	Approved	00038051	PEGAWAI PENTADBIR TINGKAT KHAS
00038057	KERANI SULIT	C.1-2 EB 3	SA00101001	UNIT PETROLEUM	BAHAGIAN PENTADBIRAN	321023	Approved	00038052	PENGARAH UNIT PETROLEUM

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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 #: 2

Work Location Find First 2 of 2 Last

HR Status: Active Payroll Status: Active
*Effective Date: 01/04/2013 Sequence: 0 *Job Indicator: Secondary Job
*Action: Hire Reason: Temporary Acting

Last Start Date: 01/04/2013 Termination Date:
Expected Job End Date: 16/04/2013
Position Entry Date: 01/04/2013

Position Number: 00026883 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: 01/04/2013
Department: SA001010 UNIT PETROLEUM - BAHAGIAN PENTADBIRAN DAN KEWANGAN
Location: BRN0100001 Bgn Bahirah, Jln Menteri Besar
Establishment ID: Date Created: 06/12/2012

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 Refresh Update/Display Include History Correct History

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

19. Klik ikon "Note"

19a. *Peringatan: Tanda "Processing" akan terpapar setelah menekan "Note"

18b. Maklumat "position" terpapar

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Job Data Notepad

Instructions

Selection Criteria

*ID:	70000001	ABDUL RAHMAN BIN ABDUL RAHIM	<input type="button" value="Search"/>
*Empl Rcd#:	0		
*Eff Date:	2012-11-27		
*Sequence:	0		
Earliest Note Date	<input type="text" value=""/>	End	<input type="text" value=""/>

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](#)

20. Klik "Add a New Note"

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My Links Select One: ▾

[New Window](#) | [Customize P...](#) **Save**

Job Data Notepad - Selected Note

Instructions

Applications

Selected Note

ID: 70000001	ABDUL RAHMAN BIN ABDUL RAHIM	Created: 06/12/2012 4:21PM
Empl Rcd#: 2		Creator: DAYANGKU ROSNI BINTI PENGIRAN HAJI CHUCHU
Eff Date: 2013-04-01		Last Update: by:
Sequence: 0		

Subject: MEMANGKU

Note Text: MEMANGKU SEMENTARA JAWATAN.....MULAI.....HINGGA.....DENGAN DI BAYAR ELAUN MEMANGKU MENURUT SURAT BILANGAN.....BERTARIKH.....

22a.*Peringatan:
Pastikan tanda **"Saved"** terpapar setelah menekan **"Save"**

21. Isikan **"Subject"** dan **"Note Text"** mengikut isi kandungan surat/memo berikan

Save

22. Klik **"Save"**

Return To: [Note Selection Page](#)

[Job Data Page](#)

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

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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 #: 2

Work Location		Find	First	2 of 2	Last
HR Status:	Active	Payroll Status:	Active	Go To Row <input type="button" value="+"/> <input type="button" value="-"/>	
*Effective Date:	01/04/2013	Sequence:	0	*Job Indicator:	Secondary Job
*Action:	Hire	Reason:	Temporary Acting	Future	
Last Start Date:	01/04/2013	Termination Date:			
Expected Job End Date:	16/04/2013	Position Entry Date:	01/04/2013		
Position Number:	00026883	KERANI			
<input type="button" value="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:	01/04/2013	
Department:	SA001010	UNIT PETROLEUM - BAHAGIAN PENTADBIRAN DAN KEWANGAN			
Location:	BRN0100001	Bgn Baharah, Jln Menteri Besar			
Establishment ID:		Date Created:	06/12/2012		

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

24. Klik "Save"

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

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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.



25. Klik "OK" (3 kali)

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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 #: 2

Work Location Find First 2 of 2 Last

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

*Effective Date: 01/04/2013 Sequence: 0 *Job Indicator: Secondary Job ▾

*Action: Hire Reason: Temporary Acting Future

Last Start Date: 01/04/2013 Termination Date:

Expected Job End Date 16/04/2013 Position Entry Date: 01/04/2013

Position Number: 00026883 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: 01/04/2013

Department: SA001010 UNIT PETROLEUM - BAHAGIAN PENTADBIRAN DAN KEWANGAN

Location: BRN0100001 Bgn Bahirah, Jln Menteri Besar

Establishment ID: Date Created: 06/12/2012

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 Refresh Update/Display Include History Correct History

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

25a.
***Peringatan:**
 Pastikan tanda "Saved" terpapar setelah menekan "Ok"



**MANUAL BAGI MENGEMASKINI
“*TAMAT TEMPOH
MEMANGKU*”**

1. Klik "Job Data"

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

ABDUL RAHMAN BIN ABDUL RAHIM EMP ID: 7000001 Empl Rcd #: 2

Work Location		Find	First	1 of 1	Last
HR Status:	Active	Payroll Status:	Active	Go To Row	
*Effective Date:	01/04/2013	Sequence:	0	*Job Indicator:	Secondary Job
*Action:	Hire	Reason:	Temporary Acting	Future	
Last Start Date:	01/04/2013	Termination Date:			
Expected Job End Date	16/04/2013	Position Entry Date:	01/04/2013		
Position Number:	00026883	KERANI			
Override Position Data		<input type="checkbox"/> Position Management Record			
Regulatory Region:	GOBRN	Brunei Darussalam			
Company:	SA0	Prime Minister's Office			
Business Unit:	SA01A	Prime Minister's Office	Department Entry Date:	01/04/2013	
Department:	SA001010	UNIT PETROLEUM - BAHAGIAN PENTADBIRAN DAN KEWANGAN			
Location:	BRN010001	Bgn Bahirah, Jln Menteri Besar			
Establishment ID:		Date Created:	06/12/2012		

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

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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 [Basic Search](#)

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

3. Tandakan "Include History" dan "Correct History"

4. Klik "Search"

5. Pilih "Empl Rcd Nbr" berkenaan untuk menamatkan tempoh memangku

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

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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 #: 2

Work Location Find First 1 of 1 Last

HR Status:	Active	Payroll Status:	Active	Go To Row	
*Effective Date:	01/04/2013	Sequence:	0	*Job Indicator:	Secondary Job
*Action:	Hire	Reason:	Temporary Acting		
Future					
Last Start Date:	01/04/2013	Termination Date:			
Expected Job End Date	16/04/2013				
Position Number:	00026883	KERANI	Position Entry Date:	01/04/2013	
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:	01/04/2013	
Department:	SA001010	UNIT PETROLEUM - BAHAGIAN PENTADBIRAN DAN KEWANGAN			
Location:	BRN0100001	Bgn Bahirah, Jln Menteri Besar			
Establishment ID:			Date Created:	06/12/2012	

6. Klik ikon "+" untuk menambah rekod baru bagi menamatkan memangku

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

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7a. *Peringatan:
Tarikh diruang **"Effective date"** hendaklah sama dengan tarikh diruang **"Expected Job End Date"**

7. Klik ikon "Calendar" untuk memilih tarikh tamat memangku

8. Klik pilihan "Action": Pilih "Termination" kemudian klik pilihan "Reason": Pilih "End of Acting"

9. Klik "Save"

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

ABDUL RAHMAN BIN ABDUL RAHIM EMP ID: 70000001 Empl Rcd #: 2

HR Status:	Inactive	Payroll Status:	Terminated	Go To Row	+ -
Effective Date:	16/04/2013	Sequence:	0	*Job Indicator:	Secondary Job
Action:	Termination	Reason:	End of Acting		


Last Start Date: 01/04/2013 Termination Date: 15/04/2013
Expected Job End Date: 16/04/2013
Last Date Worked: 15/04/2013
Position Number: 00026883 KERANI
Regulatory Region: GOBRN Brunei Darussalam
Company: SA0 Prime Minister's Office
Business Unit: SA01A Prime Minister's Office Department Entry Date: 01/04/2013
Department: SA001010 UNIT PETROLEUM - BAHAGIAN PENTADBIRAN DAN KEWANGAN
Location: BRN0100001 Bgn Bahirah, Jln Menteri Besar
Establishment ID: Date Created: 10/12/2012

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

- Save
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- Refresh
- Update/Display
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- Correct History

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[My Links](#) Select One: ▼

[New Window](#) 

Warning -- Grade is invalid for salary plan or salary ranges are missing on job row 2013-04-16. (1020,5)

When salary plan and salary grade are assigned default values, it is possible to generate an invalid combination for an employee. If the salary grade table entry is not found, or no ranges have been entered, this warning will be produced.

Check the employee's salary plan and grade and change grade to a valid entry on the salary grade table using an F4 prompt. If the entry you have chosen is valid on F4, but no range data is present on the table, you may want to update the Salary Grade table to include appropriate salary ranges.

10. Klik "OK" (2 kali)

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My Links Select One:

New Window Customize P **Save**

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

ABDUL RAHMAN BIN ABDUL RAHIM EMP ID: 70000001 Empl Rcd #: 2

Work Location Find First 1 of 2 Last

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

*Effective Date: 16/04/2013 Sequence: 0 *Job Indicator: Secondary Job

*Action: Termination Reason: End of Acting Future

Last Start Date: 01/04/2013 Termination Date: 15/04/2013

Expected Job End Date: 16/04/2013

Last Date Worked: 15/04/2013 Override Last Date Worked Position Entry Date: 01/04/2013

Position Number: 00026883 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: 01/04/2013

Department: SA001010 UNIT PETROLEUM - BAHAGIAN PENTADBIRAN DAN KEWANGAN

Location: BRN0100001 Bgn Bahirah, Jln Menteri Besar

Establishment ID: Date Created: 19/12/2012

Job Data Employment Data Earnings Distribution Benefits Program Participation Appraisal Result

10a.
***Peringatan:**
Pastikan tanda
"Saved"
terpapar
setelah
menekan
"Ok"

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

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