MANUAL BAGI MENGEMASKINI *"PENEMPATAN"(ATTACHMENT)*

1. Klik "Workforce Administration"
Home
Worklist
Add to My Links
GEMS Help Centre
Sign out
My Links
Select One:
Personalize Content Layout Thursday, December 6, 2012
Menu
Self Service
Manager Self Service
Recruiting
Workforce Administration
Global Payroll & Absence Mgmt
Workforce Development
Organizational Development
Set Up HRMS
Set Up ELM
My Content
Content Management
Worklist
Reporting Tools
Take a Survey
Change My Password
My Personalizations
My System Profile
Discussion Forums
No Discussions available
Welcome
Welcome to GEMS!
"Towards Excellent, Interactive and Integrated Public Service in line with 21st Century's Civil Service Vision"
For any inquiries, please contact GEMS Helpdesk at +6732382407 or email at gems.helpdesk@psd.gov.bn
GEMS News
NEW Data Bagi Pegawai dan Kakitangan Kerajaan
Assalamualaikum / Salam Sejahtera,
Bagi pihak Pengurusan GEMS, kami ingin memperkenalkan mengenai proses Pengesahan Data di dalam GEMS, yang mana pegawai dan kakitangan kerajaan akan dapat mengesahkan dan mempastikan data peribadi dan data perkhidmatan mereka adalah betul dan terkini.
Pada masa ini, proses ini kini boleh digunakan oleh jabatan - jabatan dibawah Jabatan Perdana Menteri, Kementerian Kewangan, Kementerian Perhubungan, Kementerian Hal Ehwal Ugama dan Kementerian Pertahanan dan akan dilancarkan kepada kementerian - kementerian dan jabatan - jabatan yang lain secara bergilir - gilir. Aktiviti - aktiviti mass briefing dan roving, yang bertujuan untuk memperkenalkan dan menerangkan mengenai proses berkenaan kepada setiap kementerian - kementerian dan jabatan - jabatan, akan dimaklumkan kemudian.
Sekiranya ada sebarang pertanyaan sila hubungi GEMS Helpdesk.
GEMS Help Centre
Please click here or on "GEMS Help Centre" link at the top right-hand corner to get help on GEMS functionalities.
NEW
Computer Based Training on Absence Request (Malay Guide):
• Absence Request (Malay Guide)
Quick Links
My E-mail
My Calendar
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

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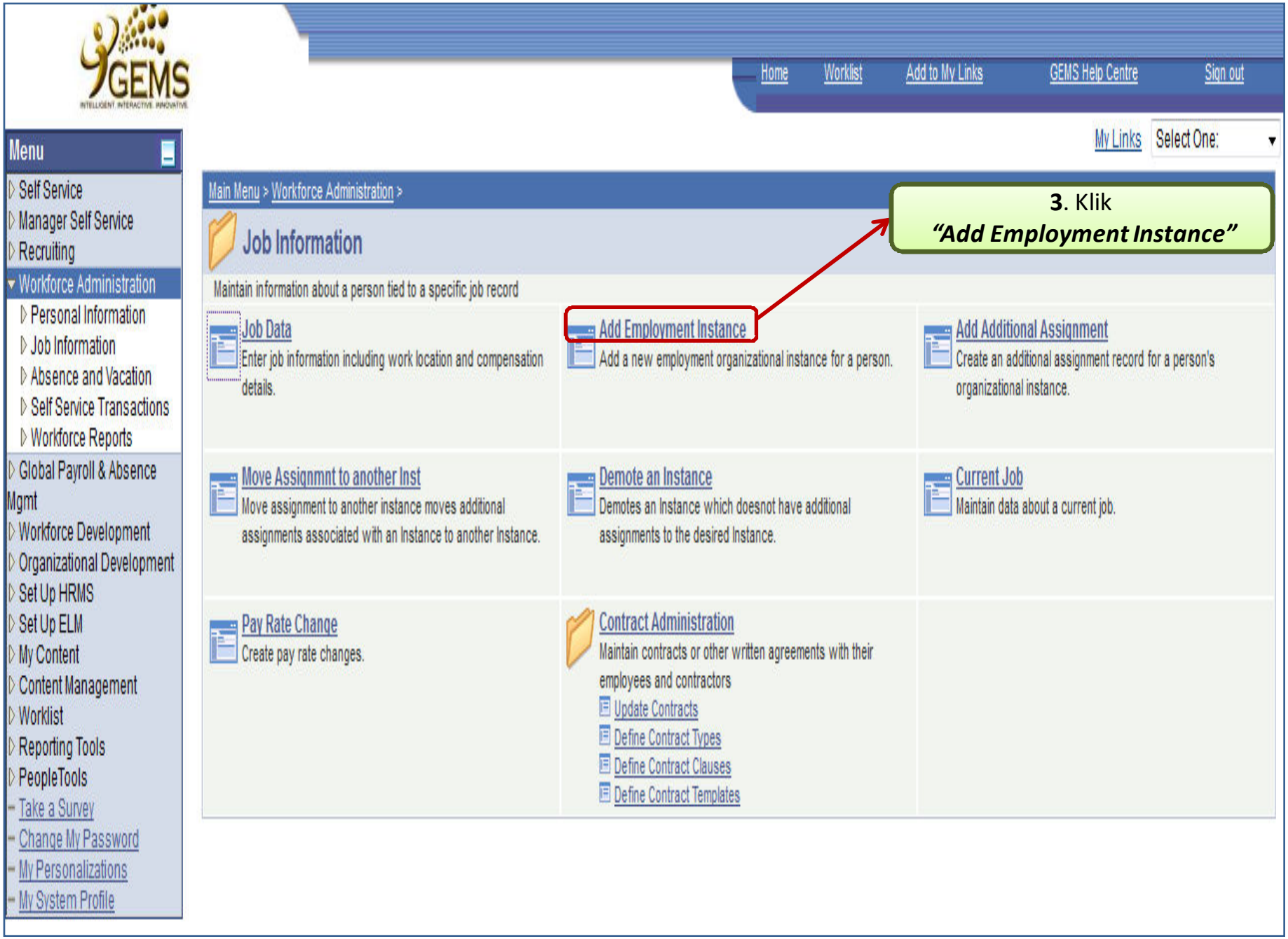
Organizational Development
Set Up HRMS
Set Up ELM
My Content
Content Management
Worklist
Reporting Tools
PeopleTools
Take a Survey
Change My Password
My Personalizations
My System Profile
Main Menu >
Workforce Administration
Hire employees, add non-employees, maintain personal and job data, administer 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"


GEMS
Home
Worklist
Add to My Links
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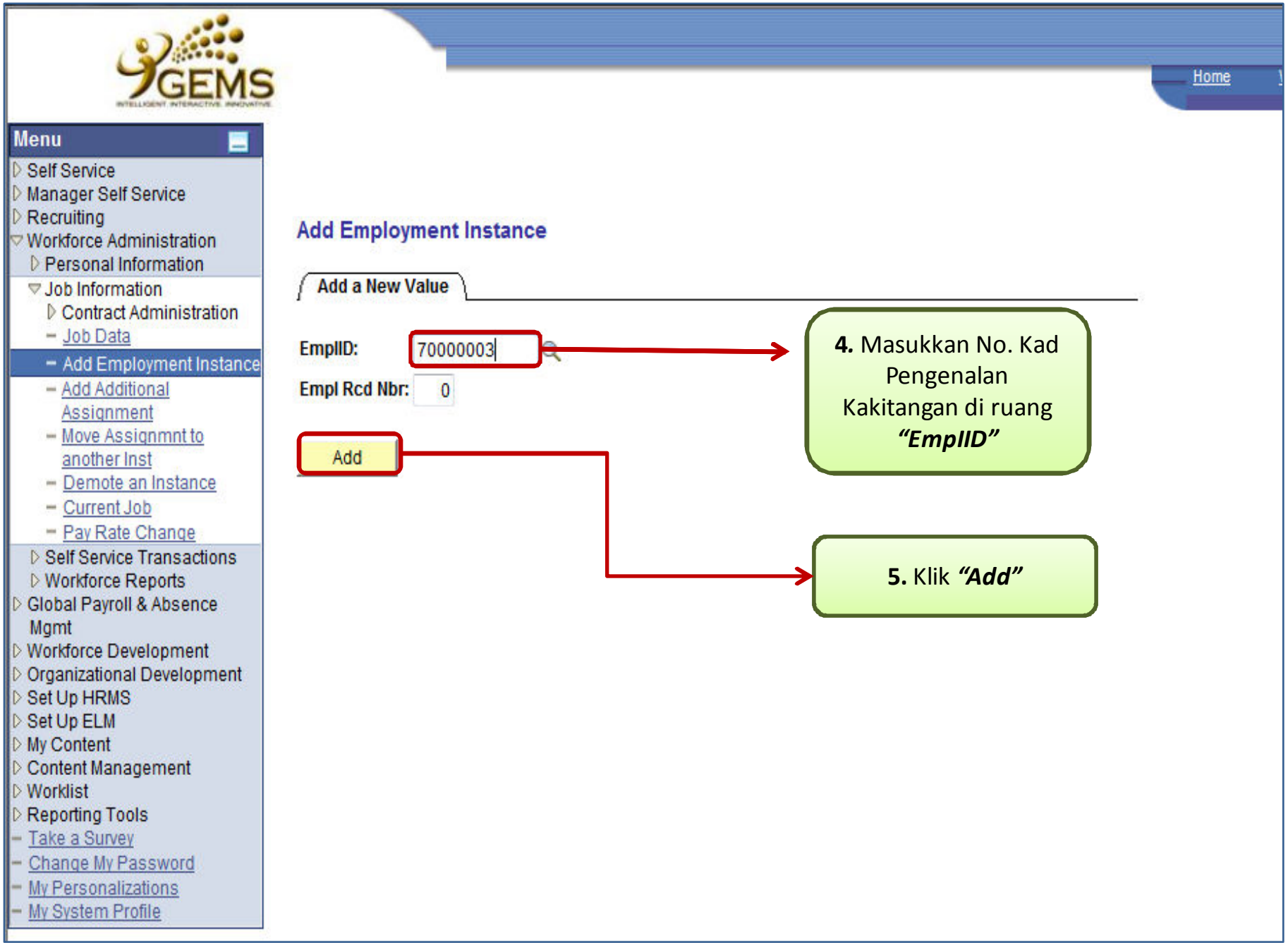
My Links
Select One:
Menu
Self Service
Manager Self Service
Recruiting
Workforce Administration
Personal Information
Job Information
Absence and Vacation
Self Service Transactions
Workforce Reports
Global Payroll & Absence Mgmt
Workforce Development
Organizational Development
Set Up HRMS
Set Up ELM
My Content
Content Management
Worklist
Reporting Tools
PeopleTools
Take a Survey
Change My Password
My Personalizations
My System Profile
Main Menu > Workforce Administration >
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 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
3. Klik
"Add Employment Instance"


GEMS
Home
Menu
Self Service
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Workforce Administration
Personal Information
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Contract Administration
Job Data
Add Employment Instance
Add Additional Assignment
Move Assignmnt to another Inst
Demote an Instance
Current Job
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Set Up ELM
My Content
Content Management
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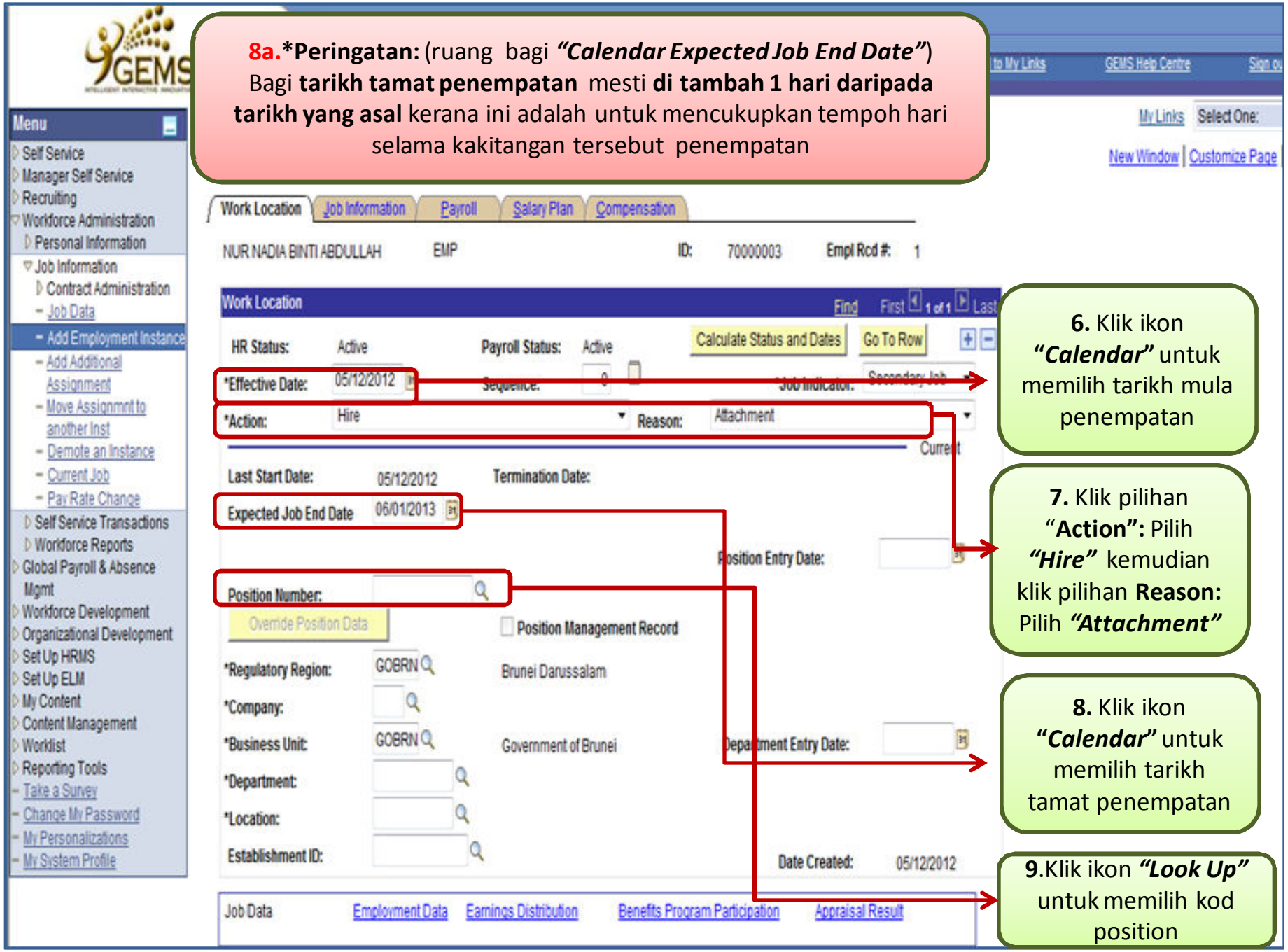
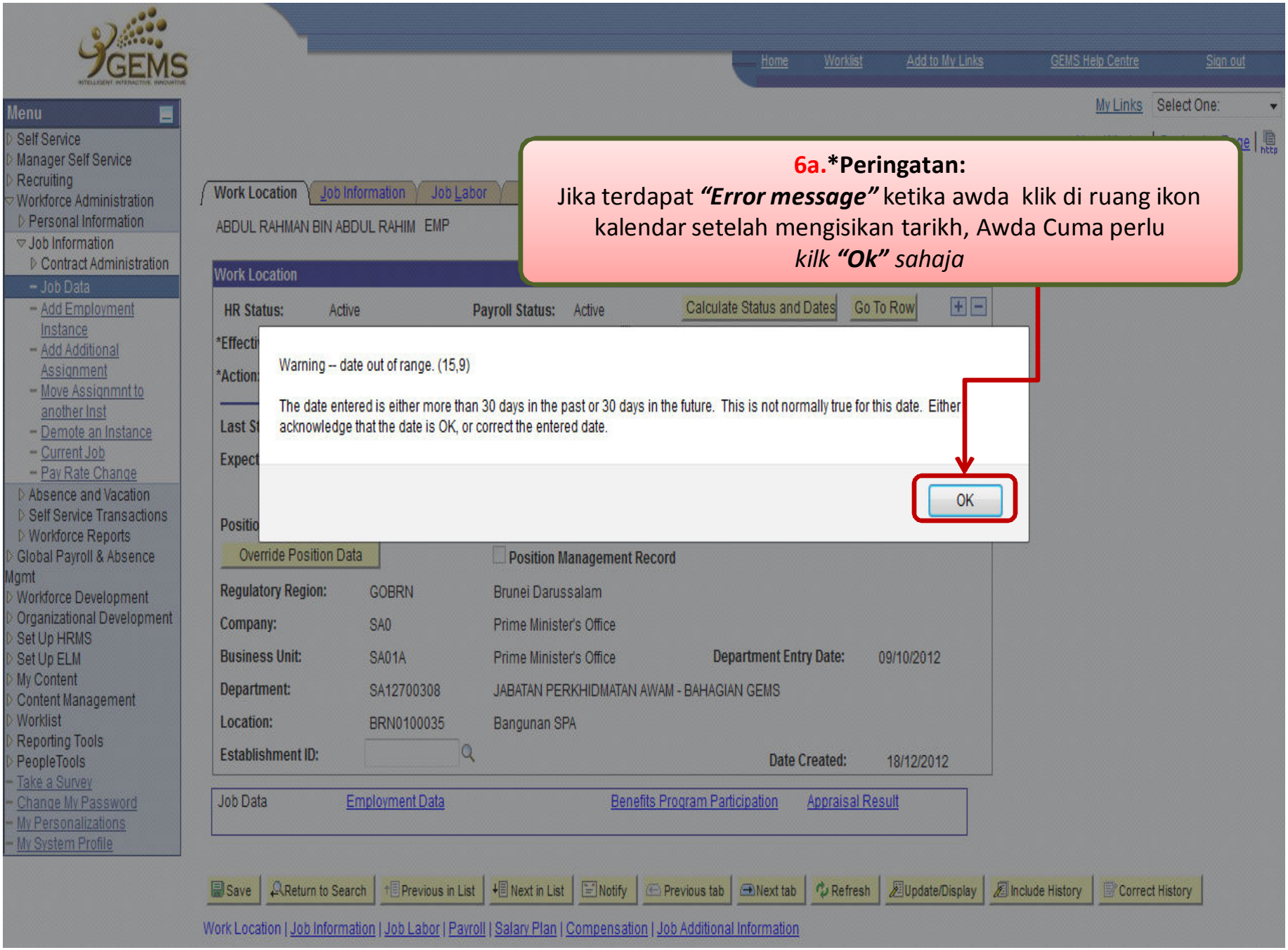
Take a Survey
Change My Password
My Personalizations
My System Profile
Add Employment Instance
Add a New Value
EmplID:
70000003
Empl Rcd Nbr:
0
Add
4. Masukkan No. Kad Pengenalan Kakitangan di ruang "EmplID"
5. Klik "Add"


8a.*Peringatan: (ruang bagi "Calendar Expected Job End Date") Bagi tarikh tamat penempatan mesti di tambah 1 hari daripada tarikh yang asal kerana ini adalah untuk mencukupkan tempoh hari selama kakitangan tersebut penempatan
6. Klik ikon "Calendar" untuk memilih tarikh mula penempatan
7. Klik pilihan "Action": Pilih "Hire" kemudian klik pilihan Reason: Pilih "Attachment"
8. Klik ikon "Calendar" untuk memilih tarikh tamat penempatan
9.Klik ikon "Look Up" untuk memilih kod position
Menu
Work Location
Job Information
Payroll
Salary Plan
Compensation
NUR NADIA BINTI ABDULLAH
EMP
ID: 70000003
Empl Rcd #: 1
Effective Date: 05/12/2012
Action: Hire
Reason: Attachment
Last Start Date: 05/12/2012
Termination Date:
Expected Job End Date 06/01/2013
Position Number:
Override Position Data
Position Management Record
Regulatory Region: GOBRN
Brunei Darussalam
Company:
Business Unit: GOBRN
Government of Brunei
Department:
Location:
Establishment ID:
Date Created: 05/12/2012
Job Data
Employment Data
Earnings Distribution
Benefits Program Participation
Appraisal Result


6a.*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
Work Location
Job Information
Job Labor
ABDUL RAHMAN BIN ABDUL RAHIM EMP
HR Status: Active
Payroll Status: Active
Calculate Status and Dates
Go To Row
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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My Links
Select One:
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Job Information
Contract Administration
Job Data
Add Employment Instance
Add Additional Assignment
Move Assignmnt to another Inst
Demote an Instance
Current Job
Pay Rate Change
Absence and Vacation
Self Service Transactions
Workforce Reports
Global Payroll & Absence Mgmt
Workforce Development
Organizational Development
Set Up HRMS
Set Up ELM
My Content
Content Management
Worklist
Reporting Tools
PeopleTools
Take a Survey
Change My Password
My Personalizations
Look Up Position Number
Position Number: begins with
Position Description: begins with KERANI
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
10. Taip nama jawatan penempatan 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
Reports To Position Number
00029122 KERANI D.1-2-3 EB 4-5 SD022001 JABATAN KASTAM DAN EKSAIS DIRAJA BAHAGIAN UTAMA 393015 Approved (blank)
00007864 KERANI SULIT (blank) SD022 JABATAN KASTAM DAN EKSAIS DIRAJA JABATAN KASTAM DAN EKSAIS DIRAJA 321023 Approved (blank)

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Add Additional Assignment
Move Assignmnt to another Inst
Demote an Instance
Current Job
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Set Up ELM
My Content
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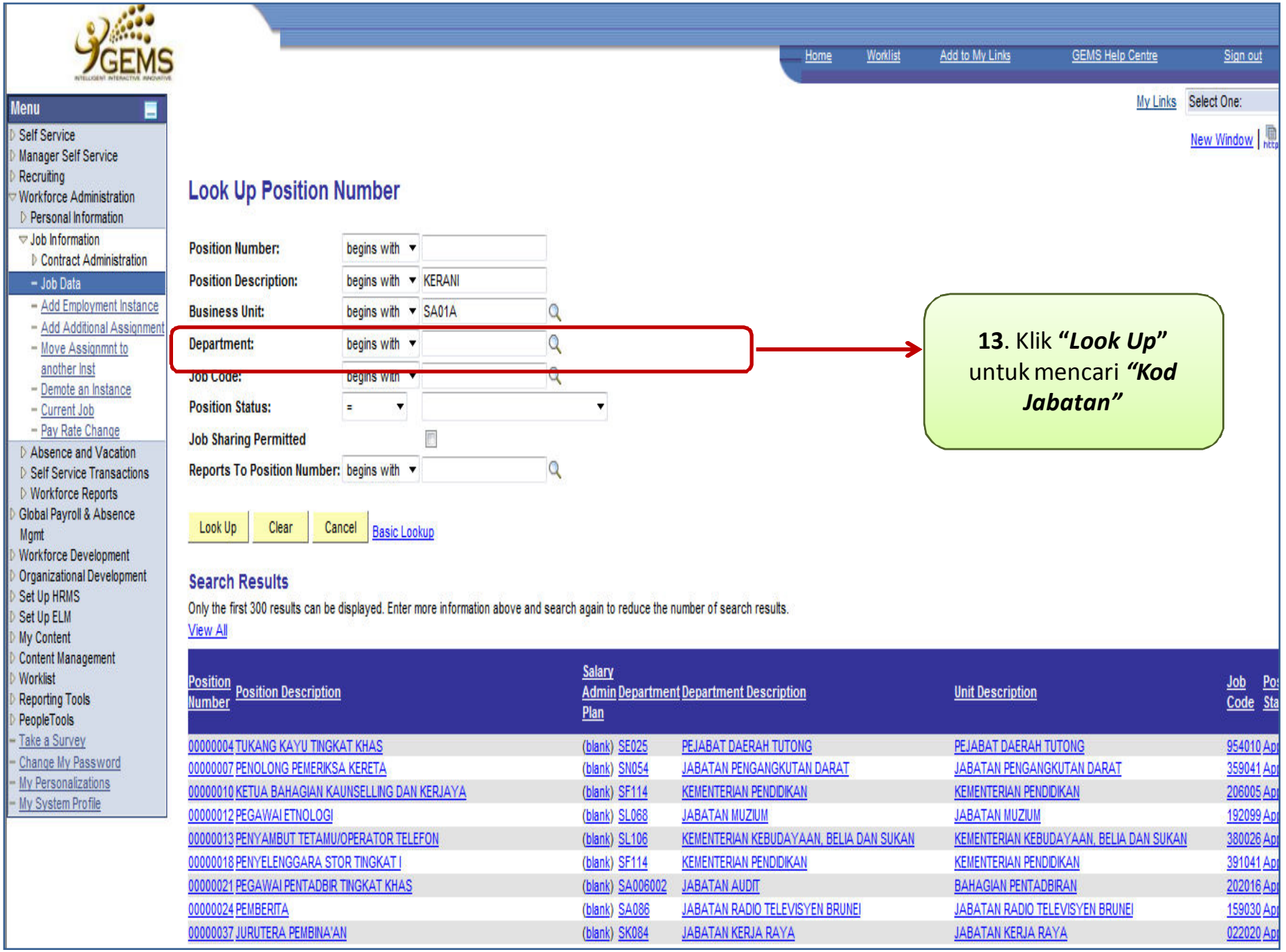
PeopleTools
Take a Survey
Change My Password
My Personalizations
My System Profile
Look Up Business Unit
Business Unit: begins with
Description: begins with
Look Up
Clear
Cancel
Basic Lookup
Search Results
View All
First
1-13 of 13
Last
Business Unit
Description
GOBRN Government of Brunei
SA01A Prime Minister's Office
SB01A Ministry of Defence
SC01A Ministry of Foreign Aff & Trd
SD01A Ministry of Finance
SE01A Ministry of Home Affairs
SF01A Ministry of Education
SH01A Ministry of Indus & Pri Res
SJ01A Ministry of Religious Affairs
SK01A Ministry of Development
SL01A Ministry of Cult, Yth & Sprts
SM01A Ministry of Health
SN01A Ministry of Communications
12. Pilih "Kod / Nama Kementerian"


GEMS
Home
Worklist
Add to My Links
GEMS Help Centre
Sign out
My Links
Select One:
New Window
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Manager Self Service
Recruiting
Workforce Administration
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Contract Administration
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Add Employment Instance
Add Additional Assignment
Move Assignmnt to another Inst
Demote an Instance
Current Job
Pay Rate Change
Absence and Vacation
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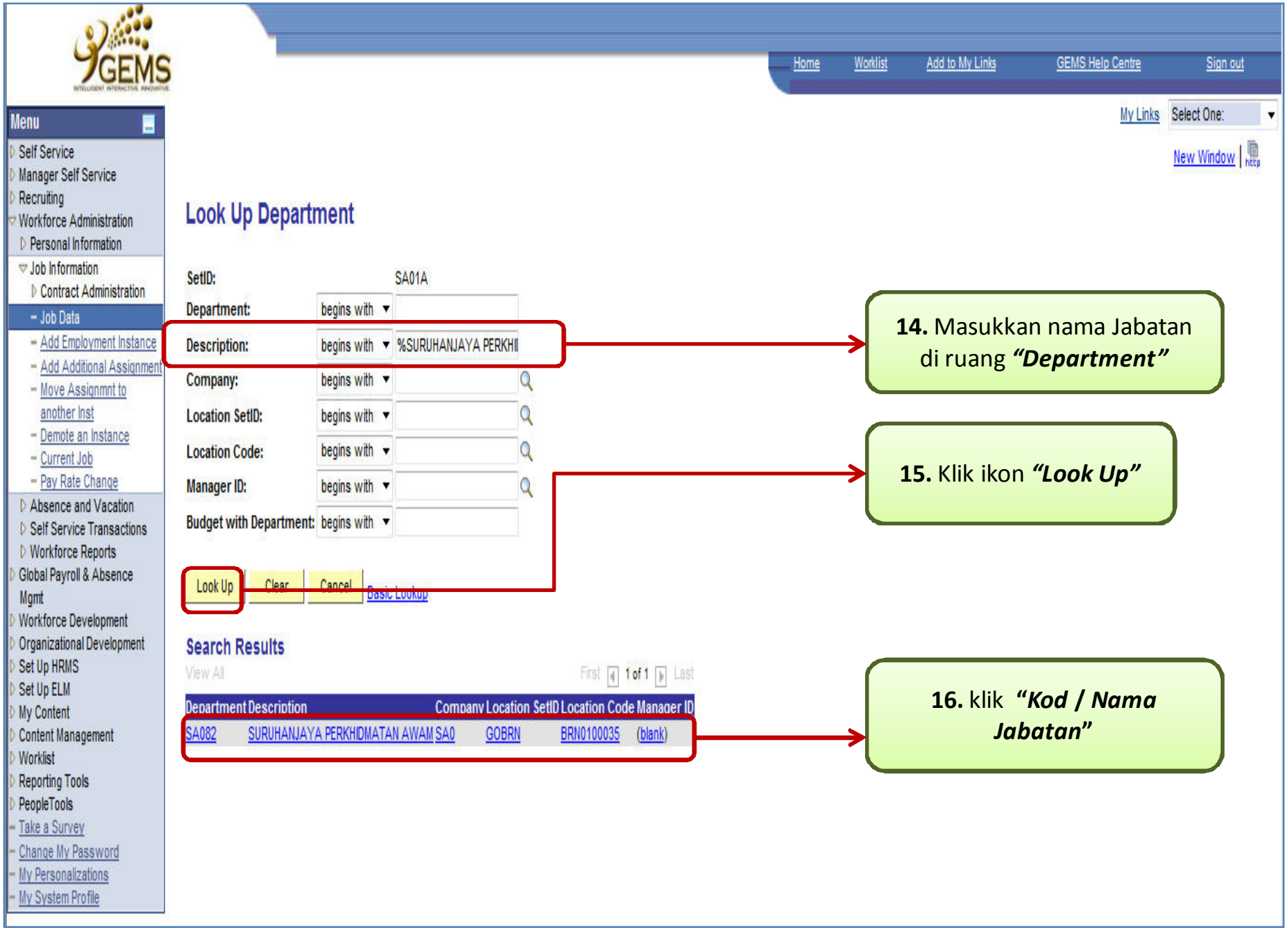
Global Payroll & Absence Mgmt
Workforce Development
Organizational Development
Set Up HRMS
Set Up ELM
My Content
Content Management
Worklist
Reporting Tools
PeopleTools
Take a Survey
Change My Password
My Personalizations
My System Profile
Look Up Position Number
Position Number: begins with
Position Description: begins with KERANI
Business Unit: begins with SA01A
Department: begins with
Job Code: begins with
Position Status: =
Job Sharing Permitted
Reports To Position Number: begins with
Look Up
Clear
Cancel
Basic Lookup
13. Klik "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
Pos Sta
00000004 TUKANG KAYU TINGKAT KHAS (blank) SE025 PEJABAT DAERAH TUTONG PEJABAT DAERAH TUTONG 954010 Apr
00000007 PENOLONG PEMERIKSA KERETA (blank) SN054 JABATAN PENGANGKUTAN DARAT JABATAN PENGANGKUTAN DARAT 359041 Apr
00000010 KETUA BAHAGIAN KAUNSELLING DAN KERJAYA (blank) SF114 KEMENTERIAN PENDIDIKAN KEMENTERIAN PENDIDIKAN 206005 Apr
00000012 PEGAWAI ETNOLOGI (blank) SL068 JABATAN MUZIUM JABATAN MUZIUM 192099 Apr
00000013 PENYAMBUT TETAMU/OPERATOR TELEFON (blank) SL106 KEMENTERIAN KEBUDAYAAN, BELIA DAN SUKAN KEMENTERIAN KEBUDAYAAN, BELIA DAN SUKAN 380026 Apr
00000018 PENYELENGGARA STOR TINGKAT I (blank) SF114 KEMENTERIAN PENDIDIKAN KEMENTERIAN PENDIDIKAN 391041 Apr
00000021 PEGAWAI PENTADBIR TINGKAT KHAS (blank) SA006002 JABATAN AUDIT BAHAGIAN PENTADBIRAN 202016 Apr
00000024 PEMBERITA (blank) SA086 JABATAN RADIO TELEVISYEN BRUNEI JABATAN RADIO TELEVISYEN BRUNEI 159030 Apr
00000037 JURUTERA PEMBINA'AN (blank) SK084 JABATAN KERJA RAYA JABATAN KERJA RAYA 022020 Apr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Pay Rate Change
Absence and Vacation
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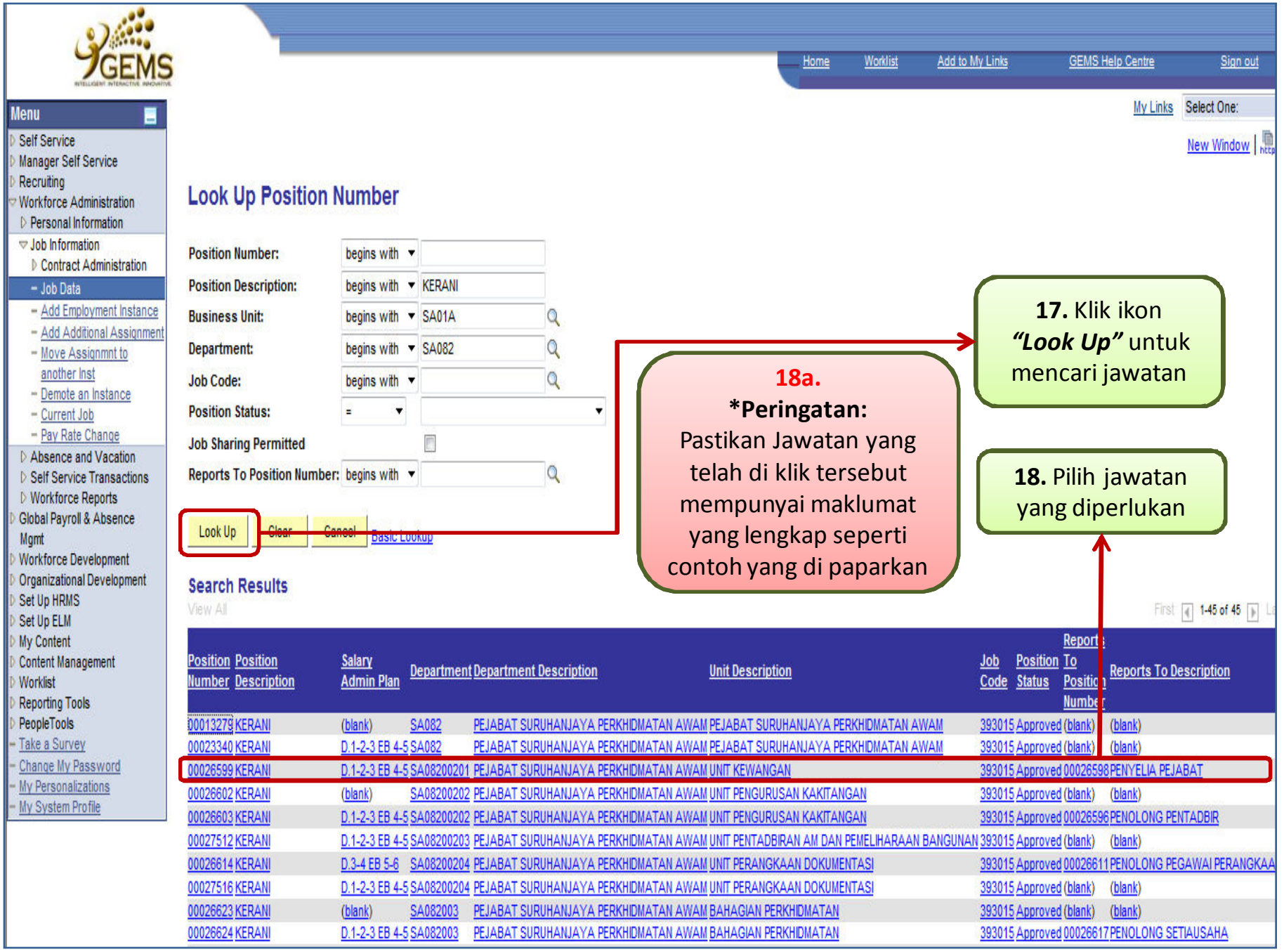
Look Up Department
SetID: SA01A
Department: begins with
Description: begins with %SURUHANJAYA PERKHI
Company: begins with
Location SetID: begins with
Location Code: begins with
Manager ID: begins with
Budget with Department: begins with
Look Up
Clear
Cancel
Basic Lookup
Search Results
View All
First 1 of 1 Last
Department Description Company Location SetID Location Code Manager ID
SA082 SURUHANJAYA PERKHIDMATAN AWAM SA0 GOBRN BRN0100035 (blank)
14. Masukkan nama Jabatan di ruang "Department"
15. Klik ikon "Look Up"
16. klik "Kod / Nama Jabatan"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Demote an Instance
Current Job
Pay Rate Change
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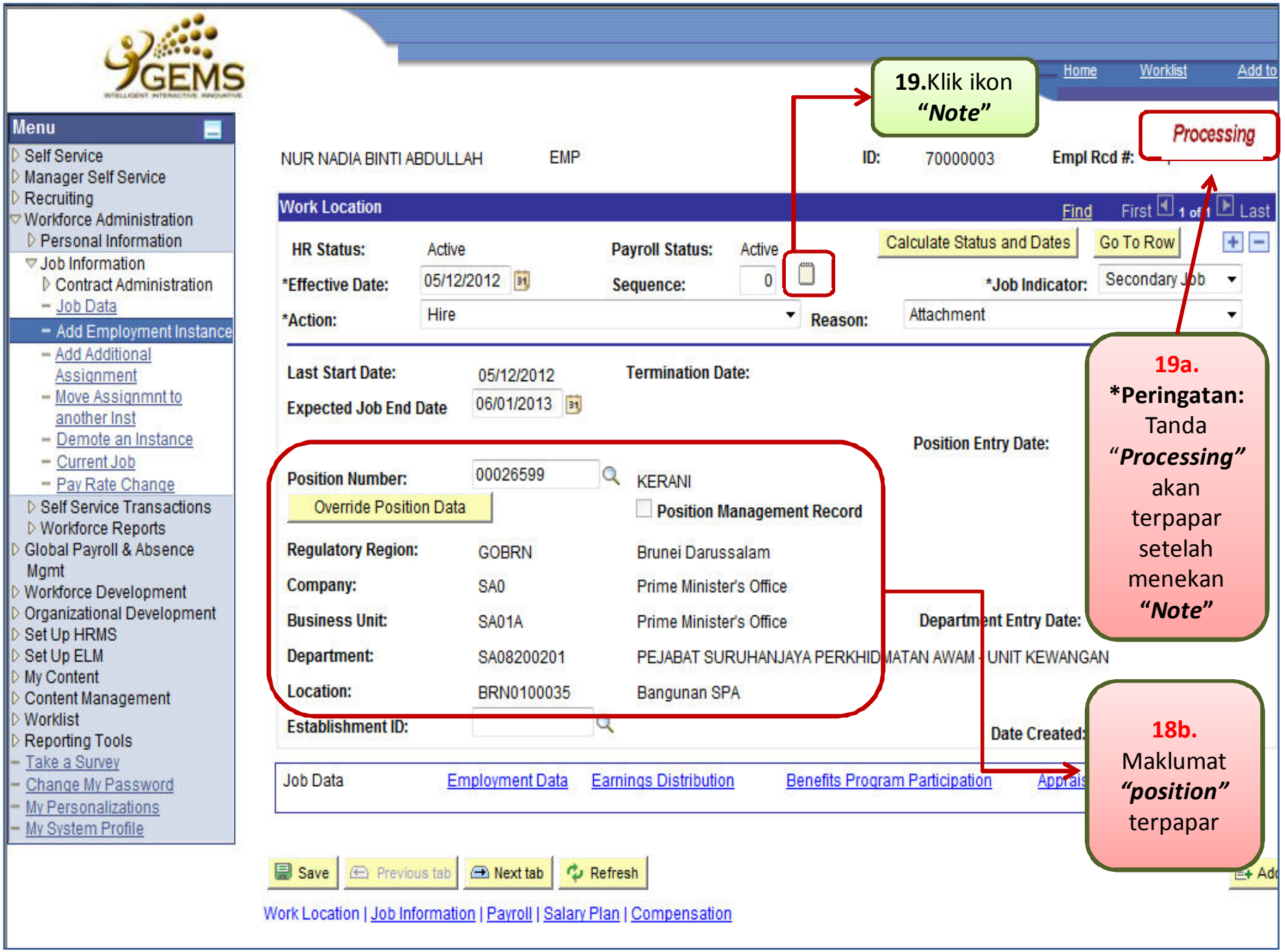
Workforce Reports
Global Payroll & Absence Mgmt
Workforce Development
Organizational Development
Set Up HRMS
Set Up ELM
My Content
Content Management
Worklist
Reporting Tools
PeopleTools
Take a Survey
Change My Password
My Personalizations
My System Profile
Look Up Position Number
Position Number: begins with
Position Description: begins with KERANI
Business Unit: begins with SA01A
Department: begins with SA082
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
18a.
*Peringatan:
Pastikan Jawatan yang telah di klik tersebut mempunyai maklumat yang lengkap seperti contoh yang di paparkan
18. Pilih jawatan yang diperlukan
Search Results
View All
First 1-45 of 45
Position Number | Position Description | Salary Admin Plan | Department | Department Description | Unit Description | Job Code | Position Status | Reports To Position Number | Reports To Description
00013279 KERANI (blank) SA082 PEJABAT SURUHANJAYA PERKHIDMATAN AWAM PEJABAT SURUHANJAYA PERKHIDMATAN AWAM 393015 Approved (blank) (blank)
00023340 KERANI D.1-2-3 EB 4-5 SA082 PEJABAT SURUHANJAYA PERKHIDMATAN AWAM PEJABAT SURUHANJAYA PERKHIDMATAN AWAM 393015 Approved (blank) (blank)
00026599 KERANI D.1-2-3 EB 4-5 SA08200201 PEJABAT SURUHANJAYA PERKHIDMATAN AWAM UNIT KEWANGAN 393015 Approved 00026598 PENYELIA PEJABAT
00026602 KERANI (blank) SA08200202 PEJABAT SURUHANJAYA PERKHIDMATAN AWAM UNIT PENGURUSAN KAKITANGAN 393015 Approved (blank) (blank)
00026603 KERANI D.1-2-3 EB 4-5 SA08200202 PEJABAT SURUHANJAYA PERKHIDMATAN AWAM UNIT PENGURUSAN KAKITANGAN 393015 Approved 00026596 PENOLONG PENTADBIR
00027512 KERANI D.1-2-3 EB 4-5 SA08200203 PEJABAT SURUHANJAYA PERKHIDMATAN AWAM UNIT PENTADBIRAN AM DAN PEMELIHARAAN BANGUNAN 393015 Approved (blank) (blank)
00026614 KERANI D.3-4 EB 5-6 SA08200204 PEJABAT SURUHANJAYA PERKHIDMATAN AWAM UNIT PERANGKAAN DOKUMENTASI 393015 Approved 00026611 PENOLONG PEGAWAI PERANGKAA
00027516 KERANI D.1-2-3 EB 4-5 SA08200204 PEJABAT SURUHANJAYA PERKHIDMATAN AWAM UNIT PERANGKAAN DOKUMENTASI 393015 Approved (blank) (blank)
00026623 KERANI (blank) SA082003 PEJABAT SURUHANJAYA PERKHIDMATAN AWAM BAHAGIAN PERKHIDMATAN 393015 Approved (blank) (blank)
00026624 KERANI D.1-2-3 EB 4-5 SA082003 PEJABAT SURUHANJAYA PERKHIDMATAN AWAM BAHAGIAN PERKHIDMATAN 393015 Approved 00026617 PENOLONG SETIAUSAHA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Home
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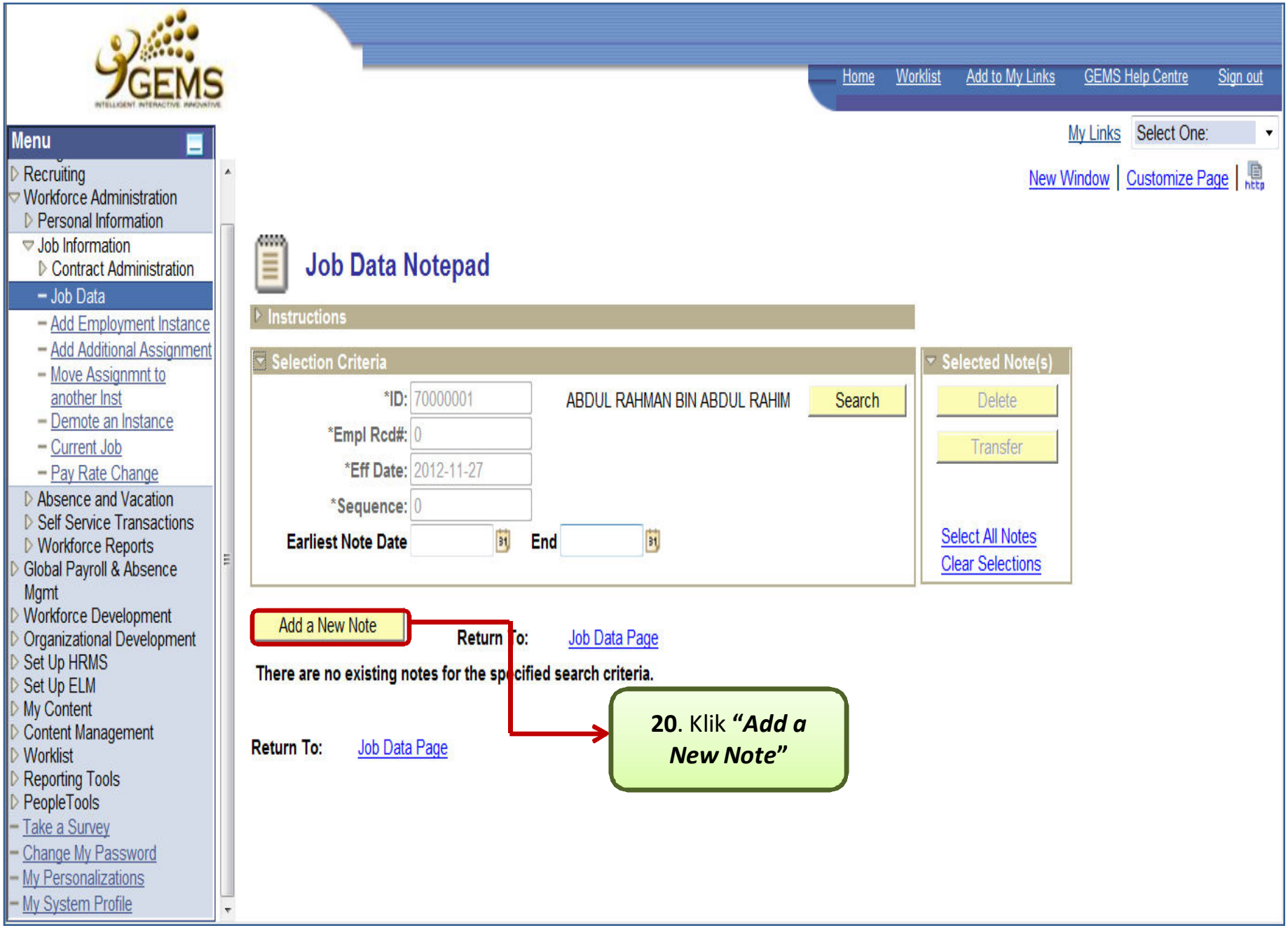
Add to
19.Klik ikon "Note"
Processing
NUR NADIA BINTI ABDULLAH
EMP
ID: 70000003
Empl Rcd #:
Work Location
Find
First 1 of 1 Last
HR Status: Active
Payroll Status: Active
Calculate Status and Dates
Go To Row
*Effective Date: 05/12/2012
Sequence: 0
*Job Indicator: Secondary Job
*Action: Hire
Reason: Attachment
Last Start Date: 05/12/2012
Termination Date:
Expected Job End Date 06/01/2013
Position Entry Date:
Position Number: 00026599
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:
Department: SA08200201 PEJABAT SURUHANJAYA PERKHIDMATAN AWAM - UNIT KEWANGAN
Location: BRN0100035 Bangunan SPA
Establishment ID:
Date Created:
Job Data
Employment Data
Earnings Distribution
Benefits Program Participation
Save
Previous tab
Next tab
Refresh
Work Location | Job Information | Payroll | Salary Plan | Compensation
19a. *Peringatan: Tanda "Processing" akan terpapar setelah menekan "Note"
18b. Maklumat "position" terpapar


GEMS
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My Links
Select One:
New Window
Customize Page
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Recruiting
Workforce Administration
Personal Information
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Contract Administration
Job Data
Add Employment Instance
Add Additional Assignment
Move Assignmnt to another Inst
Demote an Instance
Current Job
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Absence and Vacation
Self Service Transactions
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Set Up HRMS
Set Up ELM
My Content
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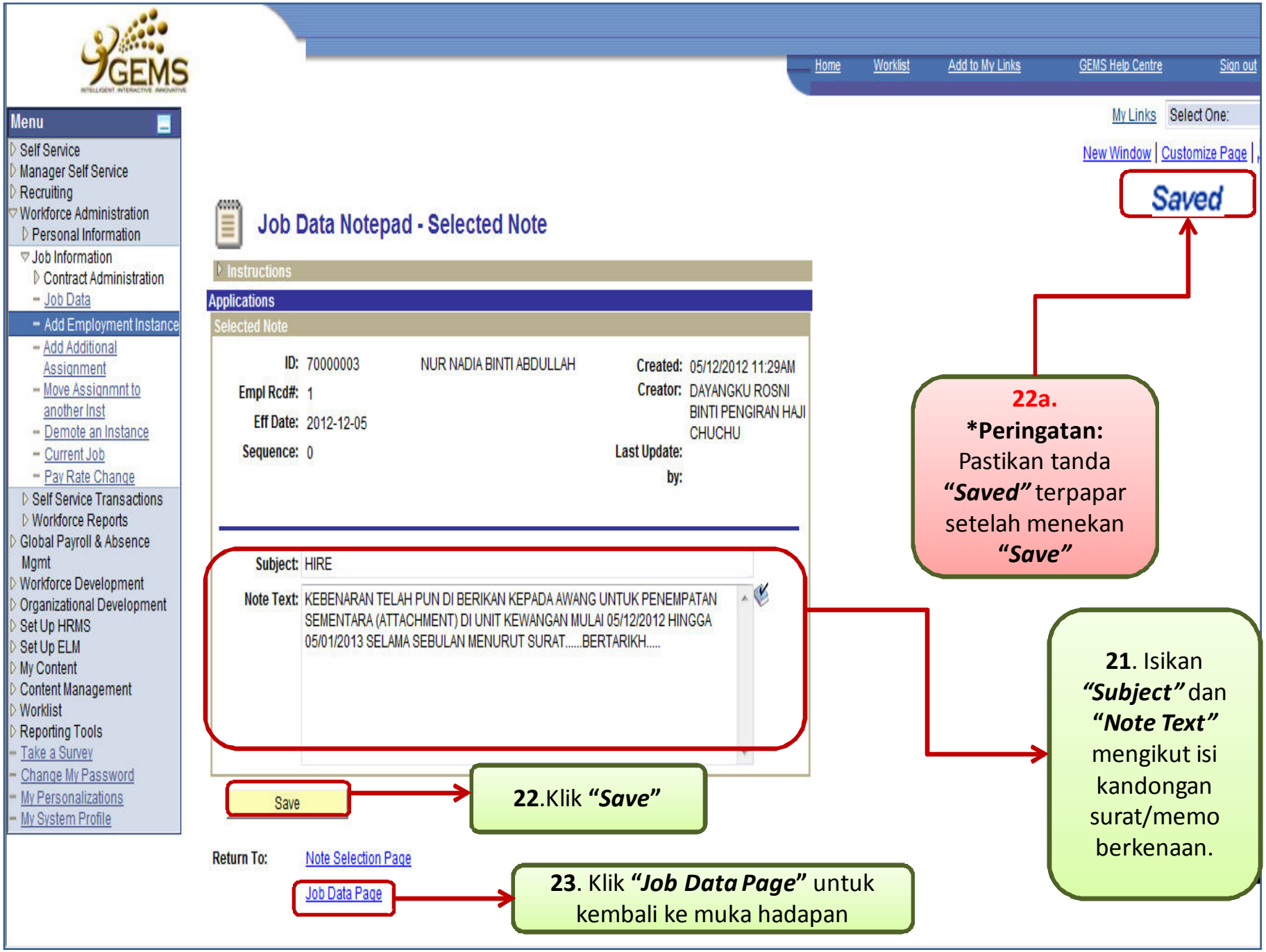
Reporting Tools
PeopleTools
Take a Survey
Change My Password
My Personalizations
My System Profile
Job Data Notepad
Instructions
Selection Criteria
*ID: 70000001
ABDUL RAHMAN BIN ABDUL RAHIM
Search
*Empl Rcd#: 0
*Eff Date: 2012-11-27
*Sequence: 0
Earliest Note Date
End
Selected Note(s)
Delete
Transfer
Select All Notes
Clear Selections
Add a New Note
Return To: Job Data Page
There are no existing notes for the specified search criteria.
Return To: Job Data Page
20. Klik "Add a New Note"


GEMS
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Add to My Links
GEMS Help Centre
Sign out
My Links
Select One:
New Window
Customize Page
Saved
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Self Service
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Contract Administration
Job Data
Add Employment Instance
Add Additional Assignment
Move Assignmnt to another Inst
Demote an Instance
Current Job
Pay Rate Change
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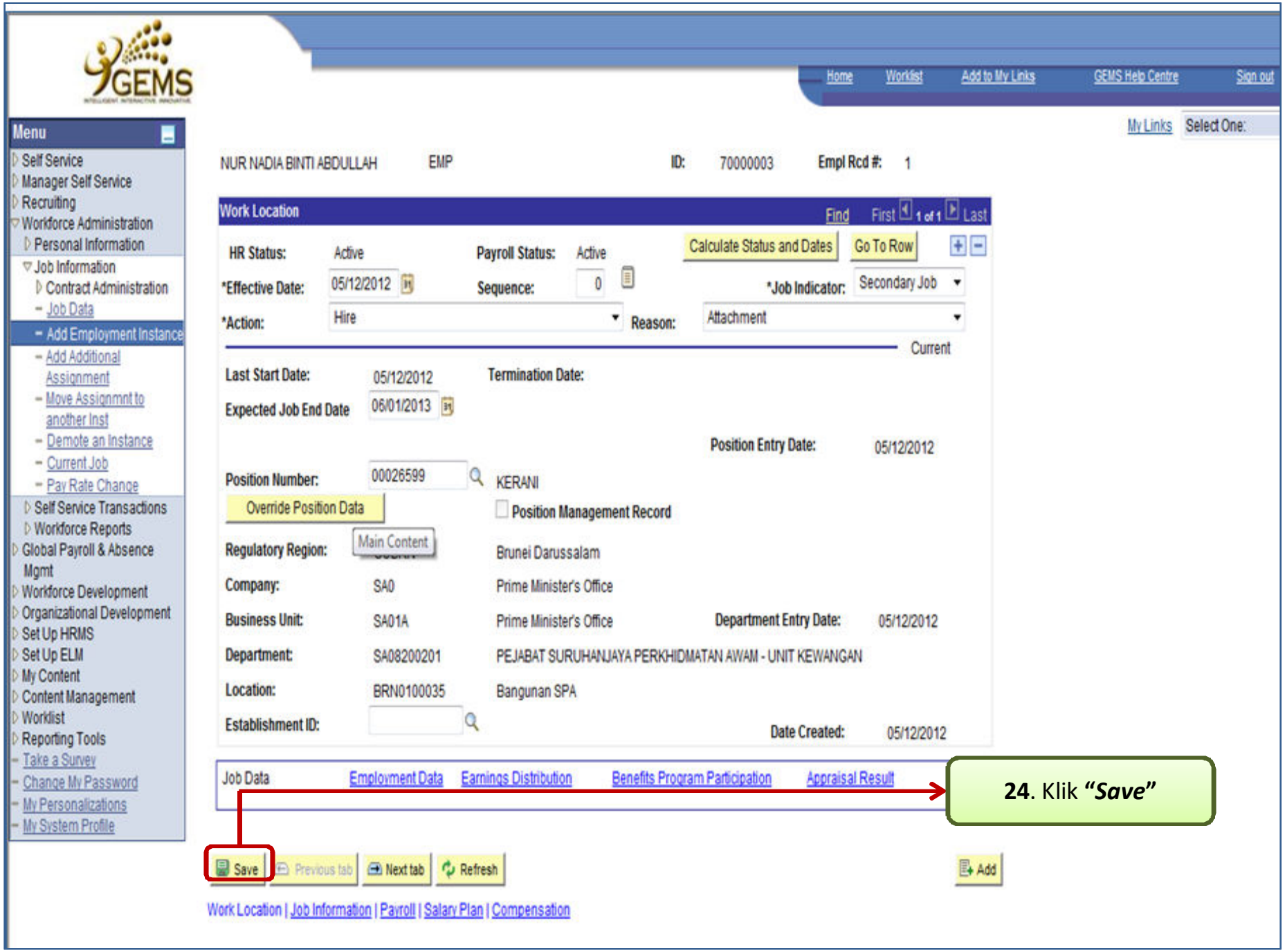
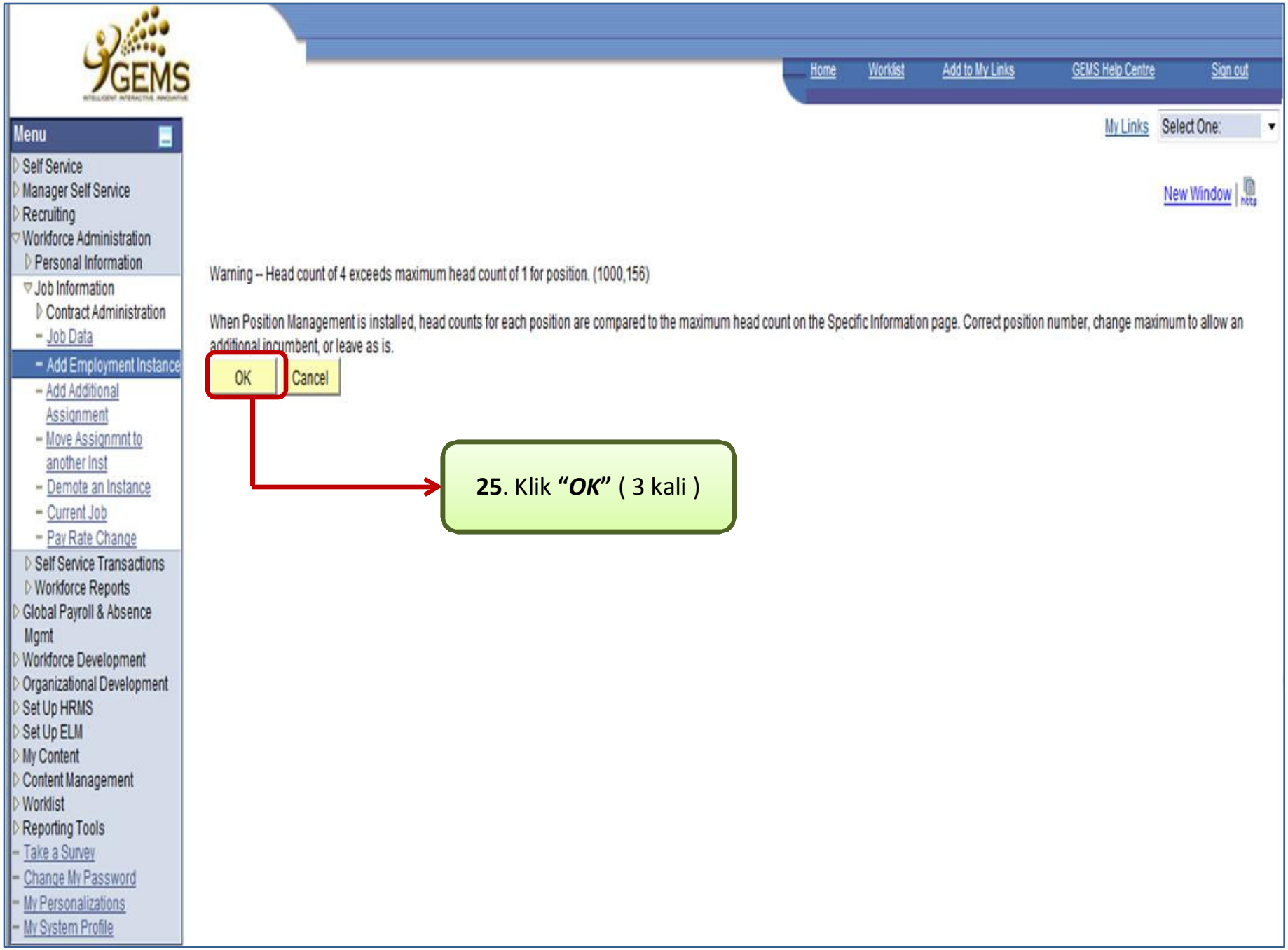
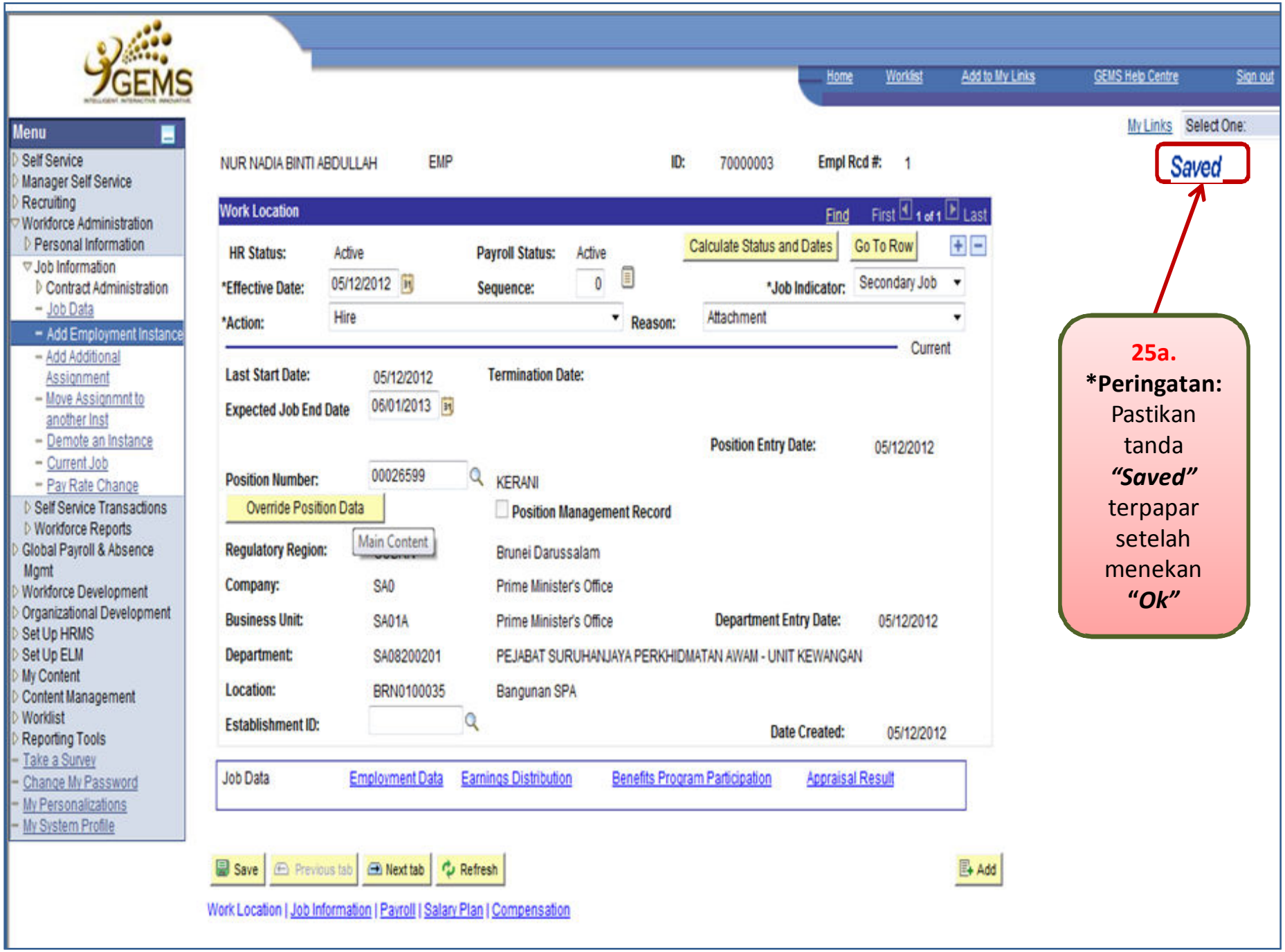
Workforce Development
Organizational Development
Set Up HRMS
Set Up ELM
My Content
Content Management
Worklist
Reporting Tools
Take a Survey
Change My Password
My Personalizations
My System Profile
Job Data Notepad - Selected Note
Instructions
Applications
Selected Note
ID: 70000003
NUR NADIA BINTI ABDULLAH
Created: 05/12/2012 11:29AM
Empl Rcd#: 1
Creator: DAYANGKU ROSNI BINTI PENGIRAN HAJI CHUCHU
Eff Date: 2012-12-05
Sequence: 0
Last Update:
by:
Subject: HIRE
Note Text: KEBENARAN TELAH PUN DI BERIKAN KEPADA AWANG UNTUK PENEMPATAN SEMENTARA (ATTACHMENT) DI UNIT KEWANGAN MULAI 05/12/2012 HINGGA 05/01/2013 SELAMA SEBULAN MENURUT SURAT.....BERTARIKH.....
Save
Return To:
Note Selection Page
Job Data Page
22a. *Peringatan: Pastikan tanda "Saved" terpapar setelah menekan "Save"
21. Isikan "Subject" dan "Note Text" mengikut isi kandongan surat/memo berkenaan.
22.Klik "Save"
23. Klik "Job Data Page" untuk kembali ke muka hadapan

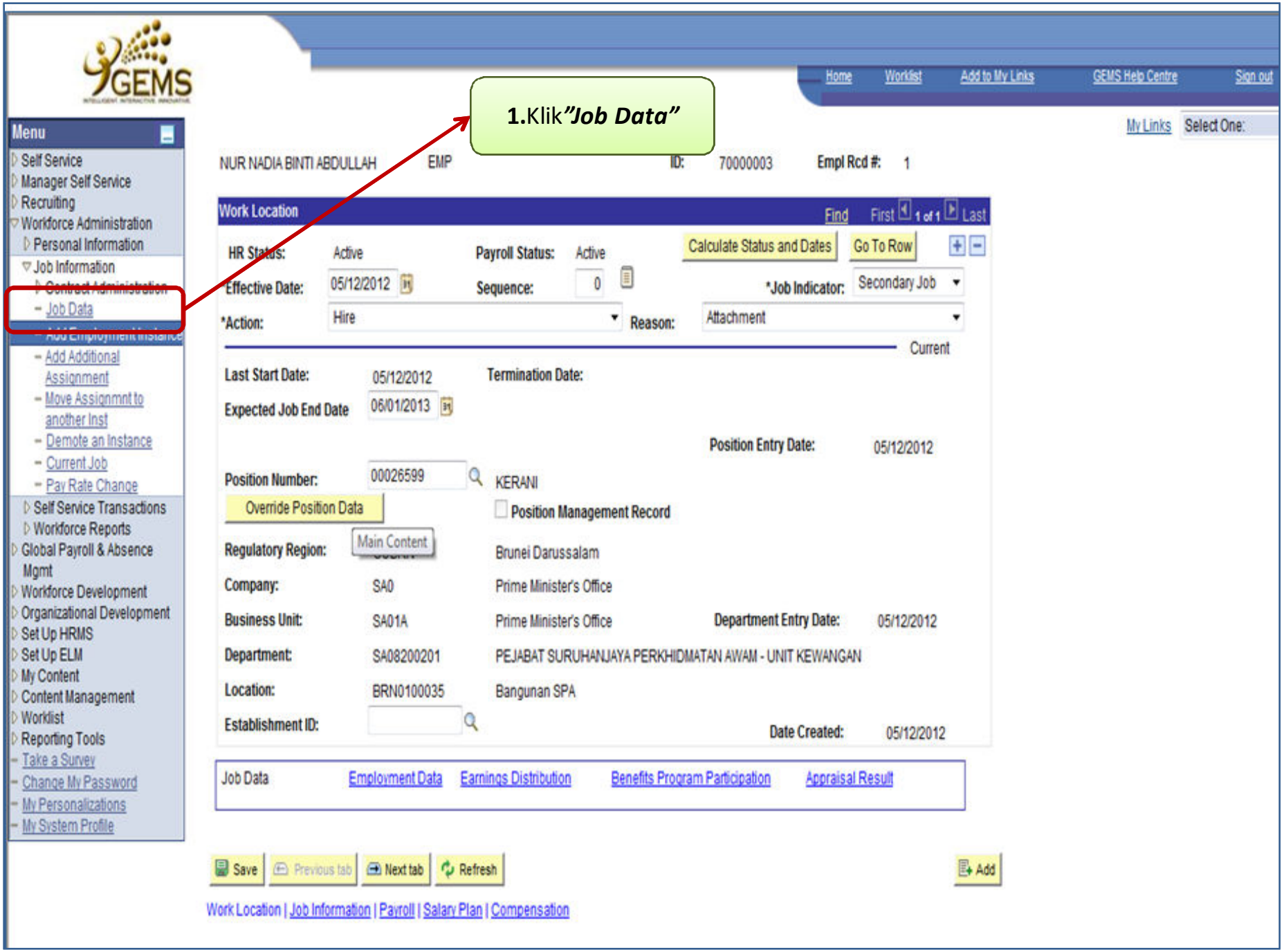

GEMS
Home
Worklist
Add to My Links
GEMS Help Centre
Sign out
My Links
Select One:
Menu
Self Service
Manager Self Service
Recruiting
Workforce Administration
Personal Information
Job Information
Contract Administration
Job Data
Add Employment Instance
Add Additional Assignment
Move Assignmnt to another Inst
Demote an Instance
Current Job
Pay Rate Change
Self Service Transactions
Workforce Reports
Global Payroll & Absence Mgmt
Workforce Development
Organizational Development
Set Up HRMS
Set Up ELM
My Content
Content Management
Worklist
Reporting Tools
Take a Survey
Change My Password
My Personalizations
My System Profile
NUR NADIA BINTI ABDULLAH
EMP
ID:
70000003
Empl Rcd #:
1
Work Location
Find
First
1 of 1
Last
HR Status:
Active
Payroll Status:
Active
Calculate Status and Dates
Go To Row
*Effective Date:
05/12/2012
Sequence:
0
*Job Indicator:
Secondary Job
*Action:
Hire
Reason:
Attachment
Current
Last Start Date:
05/12/2012
Termination Date:
Expected Job End Date
06/01/2013
Position Entry Date:
05/12/2012
Position Number:
00026599
KERANI
Override Position Data
Position Management Record
Regulatory Region:
Main Content
Brunei Darussalam
Company:
SA0
Prime Minister's Office
Business Unit:
SA01A
Prime Minister's Office
Department Entry Date:
05/12/2012
Department:
SA08200201
PEJABAT SURUHANJAYA PERKHIDMATAN AWAM - UNIT KEWANGAN
Location:
BRN0100035
Bangunan SPA
Establishment ID:
Date Created:
05/12/2012
Job Data
Employment Data
Earnings Distribution
Benefits Program Participation
Appraisal Result
Save
Previous tab
Next tab
Refresh
Add
Work Location | Job Information | Payroll | Salary Plan | Compensation
24. Klik "Save"

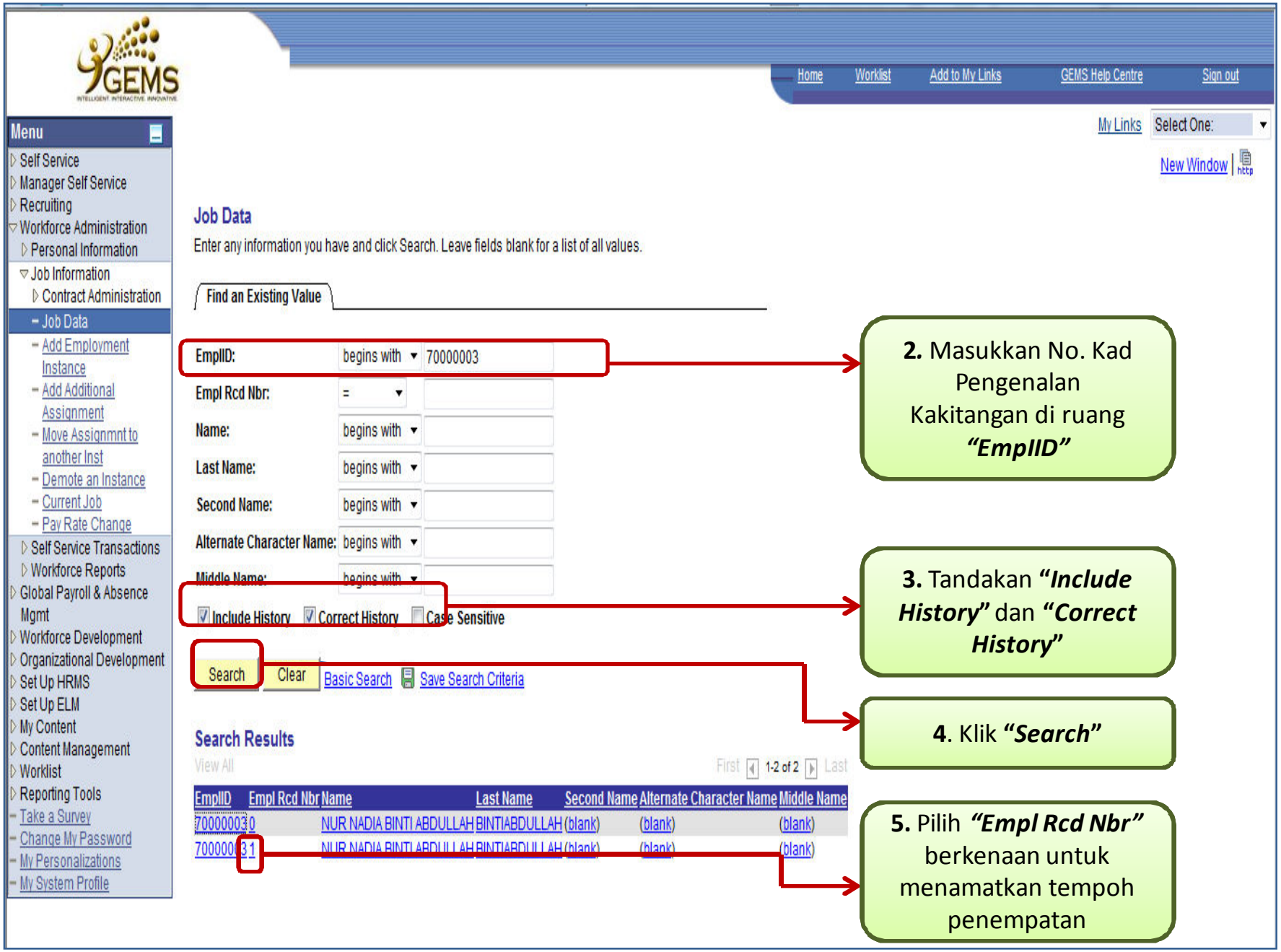

GEMS
Home
Worklist
Add to My Links
GEMS Help Centre
Sign out
Menu
Self Service
Manager Self Service
Recruiting
Workforce Administration
Personal Information
Job Information
Contract Administration
Job Data
Add Employment Instance
Add Additional Assignment
Move Assignmnt to another Inst
Demote an Instance
Current Job
Pay Rate Change
Self Service Transactions
Workforce Reports
Global Payroll & Absence Mgmt
Workforce Development
Organizational Development
Set Up HRMS
Set Up ELM
My Content
Content Management
Worklist
Reporting Tools
Take a Survey
Change My Password
My Personalizations
My System Profile
My Links
Select One:
New Window
Warning -- Head count of 4 exceeds maximum head count of 1 for position. (1000,156)
When Position Management is installed, head counts for each position are compared to the maximum head count on the Specific Information page. Correct position number, change maximum to allow an additional incumbent, or leave as is.
OK
Cancel
25. Klik "OK" (3 kali)

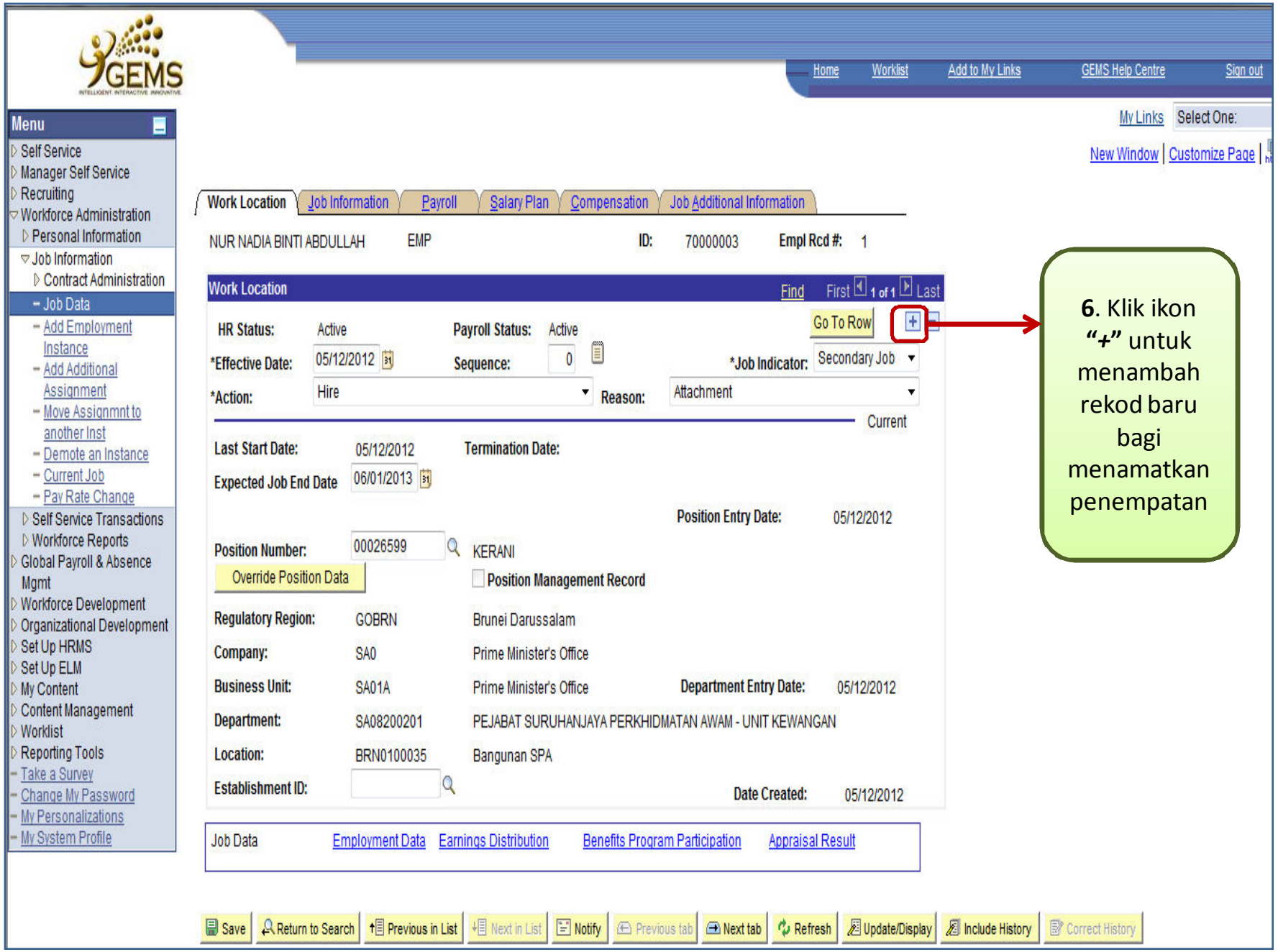


25a.
Peringatan:** Pastikan tanda ***"Saved" terpapar setelah menekan ***"Ok"***

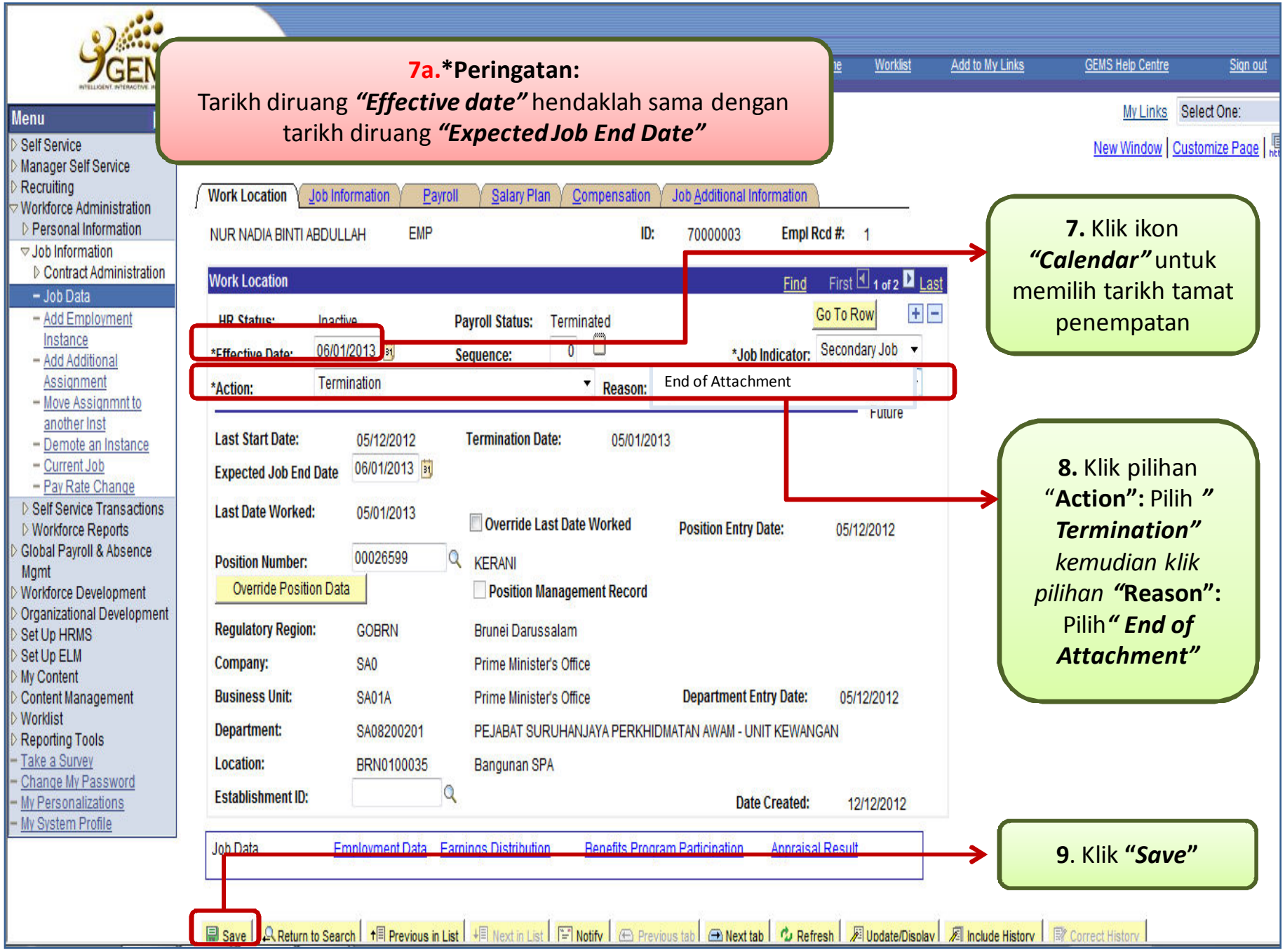
MANUAL BAGI MENGEMASKINI *"TAMAT TEMPOH PENEMPATAN"*

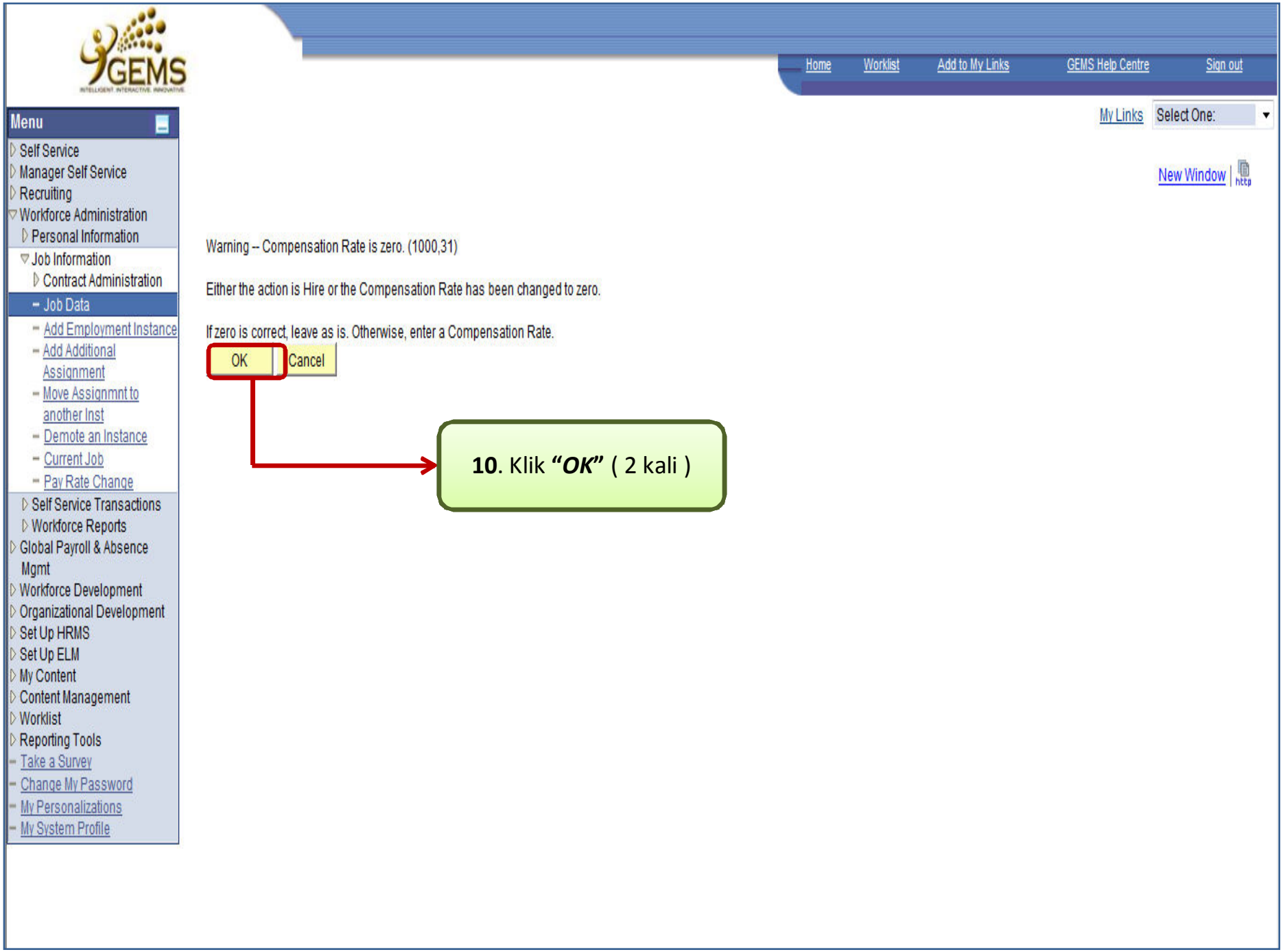

1.Klik"Job Data"
Home
Worklist
Add to My Links
GEMS Help Centre
Sign out
My Links
Select One:
Menu
Self Service
Manager Self Service
Recruiting
Workforce Administration
Personal Information
Job Information
Job Data
Add Additional Assignment
Move Assignmnt to another Inst
Demote an Instance
Current Job
Pay Rate Change
Self Service Transactions
Workforce Reports
Global Payroll & Absence Mgmt
Workforce Development
Organizational Development
Set Up HRMS
Set Up ELM
My Content
Content Management
Worklist
Reporting Tools
Take a Survey
Change My Password
My Personalizations
My System Profile
NUR NADIA BINTI ABDULLAH
EMP
ID:
70000003
Empl Rcd #:
1
Work Location
Find
First
1 of 1
Last
HR Status:
Active
Payroll Status:
Active
Calculate Status and Dates
Go To Row
Effective Date:
05/12/2012
Sequence:
0
*Job Indicator:
Secondary Job
*Action:
Hire
Reason:
Attachment
Current
Last Start Date:
05/12/2012
Termination Date:
Expected Job End Date
06/01/2013
Position Entry Date:
05/12/2012
Position Number:
00026599
KERANI
Override Position Data
Position Management Record
Regulatory Region:
Main Content
Brunei Darussalam
Company:
SA0
Prime Minister's Office
Business Unit:
SA01A
Prime Minister's Office
Department Entry Date:
05/12/2012
Department:
SA08200201
PEJABAT SURUHANJAYA PERKHIDMATAN AWAM - UNIT KEWANGAN
Location:
BRN0100035
Bangunan SPA
Establishment ID:
Date Created:
05/12/2012
Job Data
Employment Data
Earnings Distribution
Benefits Program Participation
Appraisal Result
Save
Previous tab
Next tab
Refresh
Add
Work Location | Job Information | Payroll | Salary Plan | Compensation

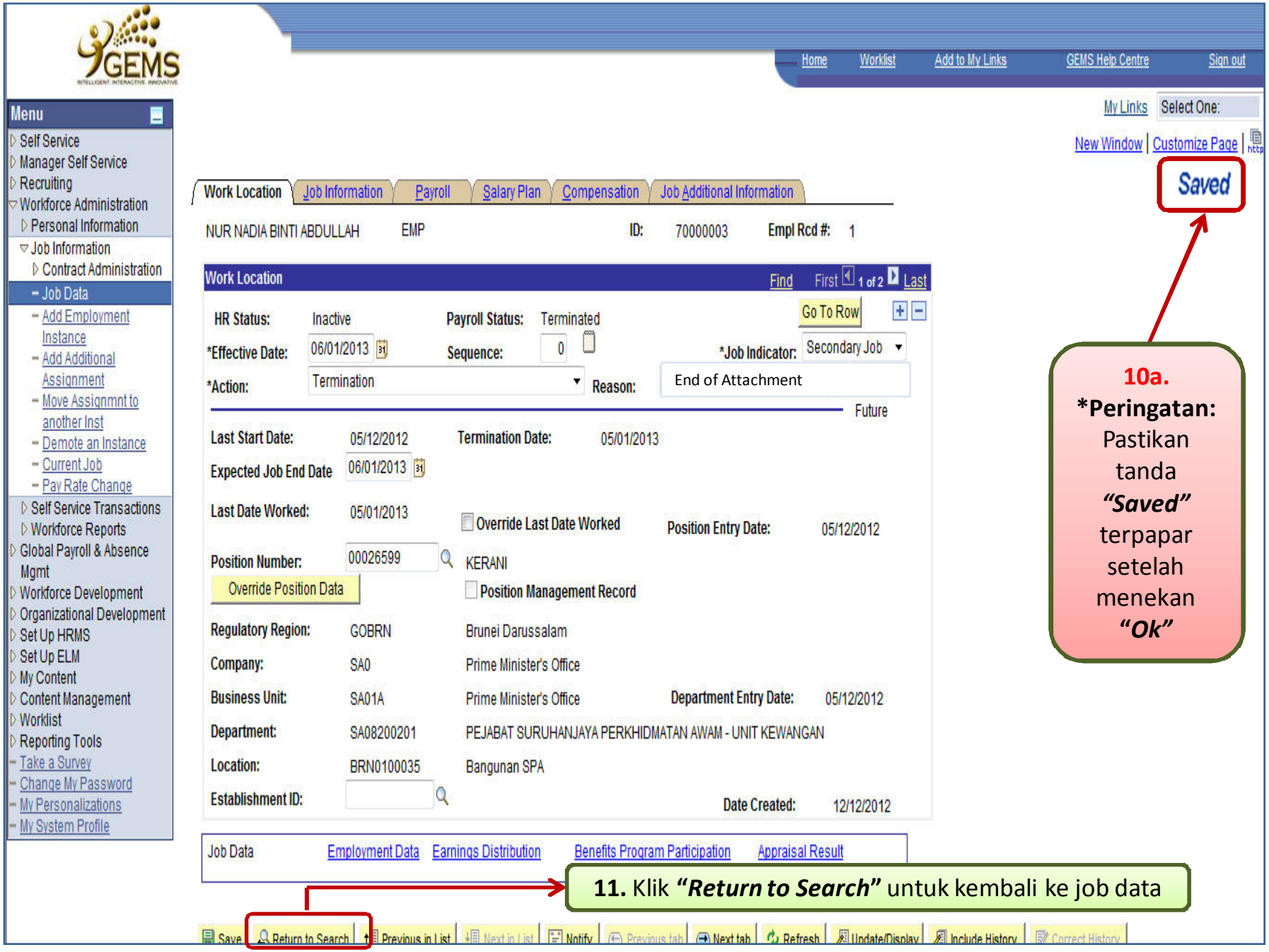

GEMS
Home
Worklist
Add to My Links
GEMS Help Centre
Sign out
My Links
Select One:
New Window
Menu
Self Service
Manager Self Service
Recruiting
Workforce Administration
Personal Information
Job Information
Contract Administration
Job Data
Add Employment Instance
Add Additional Assignment
Move Assignmnt to another Inst
Demote an Instance
Current Job
Pay Rate Change
Self Service Transactions
Workforce Reports
Global Payroll & Absence Mgmt
Workforce Development
Organizational Development
Set Up HRMS
Set Up ELM
My Content
Content Management
Worklist
Reporting Tools
Take a Survey
Change My Password
My Personalizations
My System Profile
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 70000003
Empl Rcd Nbr: =
Name: begins with
Last Name: begins with
Second Name: begins with
Alternate Character Name: begins with
Middle Name: begins with
Include History
Correct History
Case Sensitive
Search
Clear
Basic Search
Save Search Criteria
Search Results
View All
First 1-2 of 2 Last
EmplID
Empl Rcd Nbr
Name
Last Name
Second Name
Alternate Character Name
Middle Name
70000003 0 NUR NADIA BINTI ABDULLAH BINTIABDULLAH (blank) (blank) (blank)
70000003 1 NUR NADIA BINTI ABDULLAH BINTIABDULLAH (blank) (blank) (blank)
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 penempatan



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


7a.*Peringatan:
Tarikh diruang "Effective date" hendaklah sama dengan tarikh diruang "Expected Job End Date"
7. Klik ikon "Calendar" untuk memilih tarikh tamat penempatan
8. Klik pilihan "Action": Pilih " Termination" kemudian klik pilihan "Reason": Pilih " End of Attachment"
9. Klik "Save"
Menu
Self Service
Manager Self Service
Recruiting
Workforce Administration
Personal Information
Job Information
Contract Administration
Job Data
Add Employment Instance
Add Additional Assignment
Move Assignmnt to another Inst
Demote an Instance
Current Job
Pay Rate Change
Self Service Transactions
Workforce Reports
Global Payroll & Absence Mgmt
Workforce Development
Organizational Development
Set Up HRMS
Set Up ELM
My Content
Content Management
Worklist
Reporting Tools
Take a Survey
Change My Password
My Personalizations
My System Profile
Worklist
Add to My Links
GEMS Help Centre
Sign out
My Links
Select One:
New Window
Customize Page
Work Location
Job Information
Payroll
Salary Plan
Compensation
Job Additional Information
NUR NADIA BINTI ABDULLAH
EMP
ID:
70000003
Empl Rcd #:
1
Work Location
Find
First
1 of 2
Last
Go To Row
HR Status:
Inactive
Payroll Status:
Terminated
*Effective Date:
06/01/2013
Sequence:
0
*Job Indicator:
Secondary Job
*Action:
Termination
Reason:
End of Attachment
Future
Last Start Date:
05/12/2012
Termination Date:
05/01/2013
Expected Job End Date
06/01/2013
Last Date Worked:
05/01/2013
Override Last Date Worked
Position Entry Date:
05/12/2012
Position Number:
00026599
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:
05/12/2012
Department:
SA08200201
PEJABAT SURUHANJAYA PERKHIDMATAN AWAM - UNIT KEWANGAN
Location:
BRN0100035
Bangunan SPA
Establishment ID:
Date Created:
12/12/2012
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


GEMS
Home
Worklist
Add to My Links
GEMS Help Centre
Sign out
My Links
Select One:
New Window
Menu
Self Service
Manager Self Service
Recruiting
Workforce Administration
Personal Information
Job Information
Contract Administration
Job Data
Add Employment Instance
Add Additional Assignment
Move Assignmnt to another Inst
Demote an Instance
Current Job
Pay Rate Change
Self Service Transactions
Workforce Reports
Global Payroll & Absence Mgmt
Workforce Development
Organizational Development
Set Up HRMS
Set Up ELM
My Content
Content Management
Worklist
Reporting Tools
Take a Survey
Change My Password
My Personalizations
My System Profile
Warning -- Compensation Rate is zero. (1000,31)
Either the action is Hire or the Compensation Rate has been changed to zero.
If zero is correct, leave as is. Otherwise, enter a Compensation Rate.
OK
Cancel
10. Klik "OK" (2 kali)


GEMS
Home
Worklist
Add to My Links
GEMS Help Centre
Sign out
My Links
Select One:
New Window
Customize Page
Menu
Self Service
Manager Self Service
Recruiting
Workforce Administration
Personal Information
Job Information
Contract Administration
Job Data
Add Employment Instance
Add Additional Assignment
Move Assignmnt to another Inst
Demote an Instance
Current Job
Pay Rate Change
Self Service Transactions
Workforce Reports
Global Payroll & Absence Mgmt
Workforce Development
Organizational Development
Set Up HRMS
Set Up ELM
My Content
Content Management
Worklist
Reporting Tools
Take a Survey
Change My Password
My Personalizations
My System Profile
Work Location
Job Information
Payroll
Salary Plan
Compensation
Job Additional Information
NUR NADIA BINTI ABDULLAH
EMP
ID:
70000003
Empl Rcd #:
1
Work Location
Find
First
1 of 2
Last
HR Status:
Inactive
Payroll Status:
Terminated
Go To Row
*Effective Date:
06/01/2013
Sequence:
0
*Job Indicator:
Secondary Job
*Action:
Termination
Reason:
End of Attachment
Future
Last Start Date:
05/12/2012
Termination Date:
05/01/2013
Expected Job End Date
06/01/2013
Last Date Worked:
05/01/2013
Override Last Date Worked
Position Entry Date:
05/12/2012
Position Number:
00026599
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:
05/12/2012
Department:
SA08200201
PEJABAT SURUHANJAYA PERKHIDMATAN AWAM - UNIT KEWANGAN
Location:
BRN0100035
Bangunan SPA
Establishment ID:
Date Created:
12/12/2012
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
Saved
10a.
*Peringatan:
Pastikan tanda
"Saved"
terpapar setelah menekan
"Ok"
11. Klik "Return to Search" untuk kembali ke job data