MANUAL BAGI MENJANA

"ATTENDANCE RATING REPORT"

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1. *Klik* ***"Workforce Administration".***

Discussion Forums

No Discussions available

Sistem Perumahan

Maklumat Kelas Rumah
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Maklumat Rumah Sewa
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Menjana Laporan

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

APLIKASI KEHADIRAN GEMS

Assalamualaikum dan Salam Sejahtera,

Aplikasi kehadiran kini telah diperbaharui dengan penambahan "Attendance Reason" dalam paparan kehadiran GEMS. Ianya menyediakan pilihan seperti **Datang Kerja, Balik Tengahari, Urusan Rasmi, Urusan Peribadi dan Balik Kerja.**

Aplikasi ini akan digunapakai secara percubaan pada **minggu ketiga bulan September 2014**. Dipohonkan kerjasama semua pengguna untuk meneruskan penggunaan aplikasi kehadiran ini seperti biasa secara berterusan walaupun ianya dalam tempoh percubaan.

- **Punat *Punch In* dan *Punch Out***

  Ketika Punat ***Punch In*** ditekan maka *Attendance Reasons* - **Datang Kerja** sahaja yang dapat dipilih, ianya adalah bagi maksud:

  - Mula masuk bertugas sebelah pagi;
  - Kembali bertugas setelah selesai urusan rasmi / peribadi diluar pejabat; atau
  - Kembali bertugas disebelah petang.

  Ketika Punat ***Punch Out*** ditekan maka *Attendance Reasons* - **Balik Tengahari ; Urusan Rasmi ; Urusan Peribadi ; atau Balik Kerja** boleh dipilih bagi tujuan-tujuan yang berkaitan.

GEMS Help Centre

Please click **here** or on "GEMS Help Centre" link at the top right-hand corner to get help on GEMS functionalities.

Computer Based Training on Absence Request (Malay Guide):

- **Absence Request (Malay Guide)**

Quick Links

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Workforce Administration
Hire employees, add non-employees, maintain personal and job data, administer global assignments, labor relations, absence and vacation.
Reports Repository
A repository to view report that has been generated.
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
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Processes that affect multiple people
Outstanding Task Alert
Self Service Transactions
Administer Self Service workflow transactions.
Workflow Inquiry
Approvals and Delegation
Employee Address Changes
5 More...
2. Klik "Time and Attendance Reports".
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Ad Hoc AutoPunch Out (AM)
Ad Hoc AutoPunch Out (EV)
5 More...
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Employee Portfolio Report
Change of Service Stats Rpt
Establishment Budget Rpt
8 More...
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Attendance Rating Report
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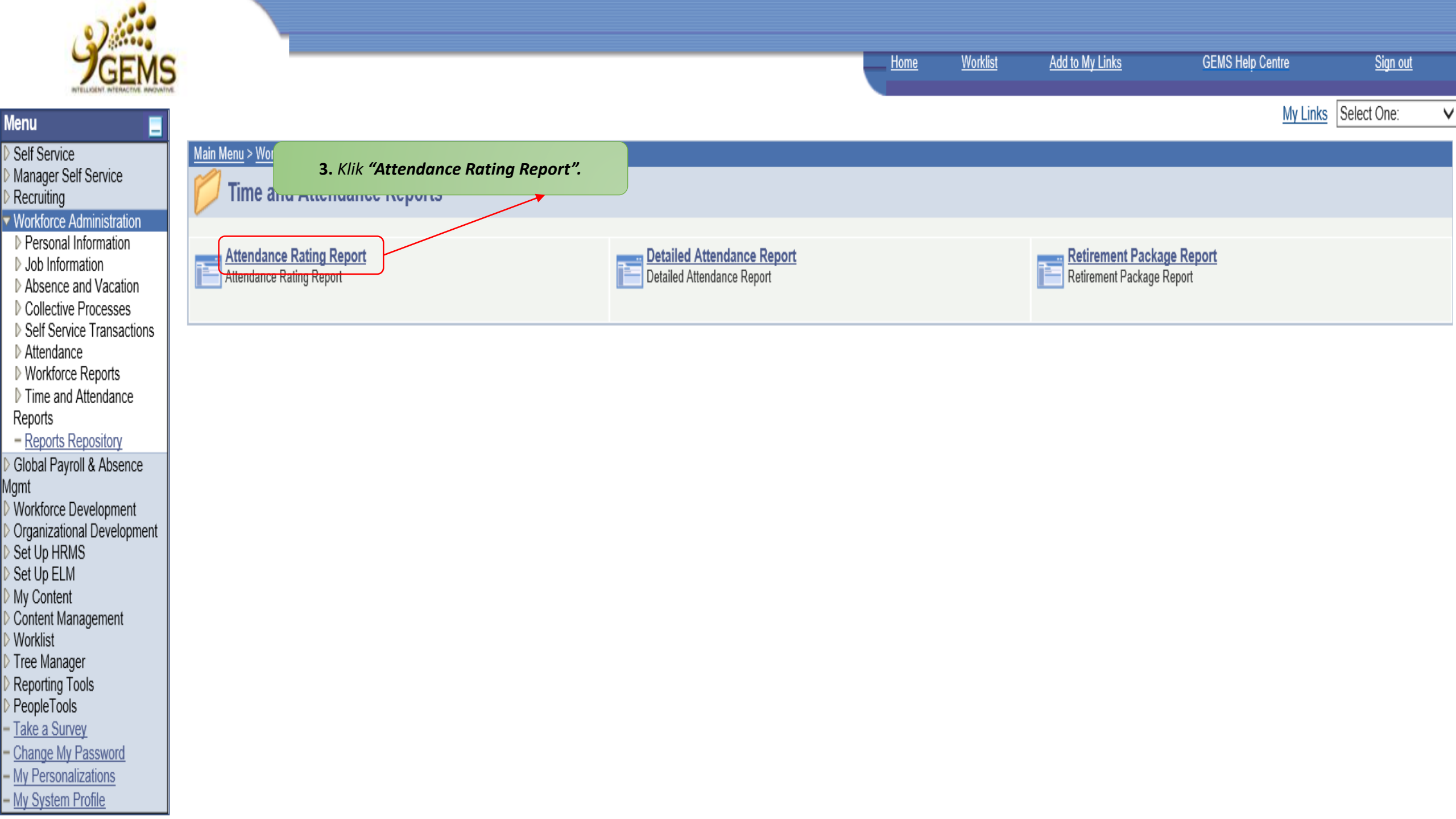
Retirement Package Report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3. Klik "Attendance Rating Report".
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Retirement Package Report

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Detailed Attendance Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

4. *Klik* ***"Add a New Value".***

Search by: Run Control ID begins with

Case Sensitive

Search | Advanced Search

Find an Existing Value | Add a New Value

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Detailed Attendance Report

Find an Existing Value | **Add a New Value**

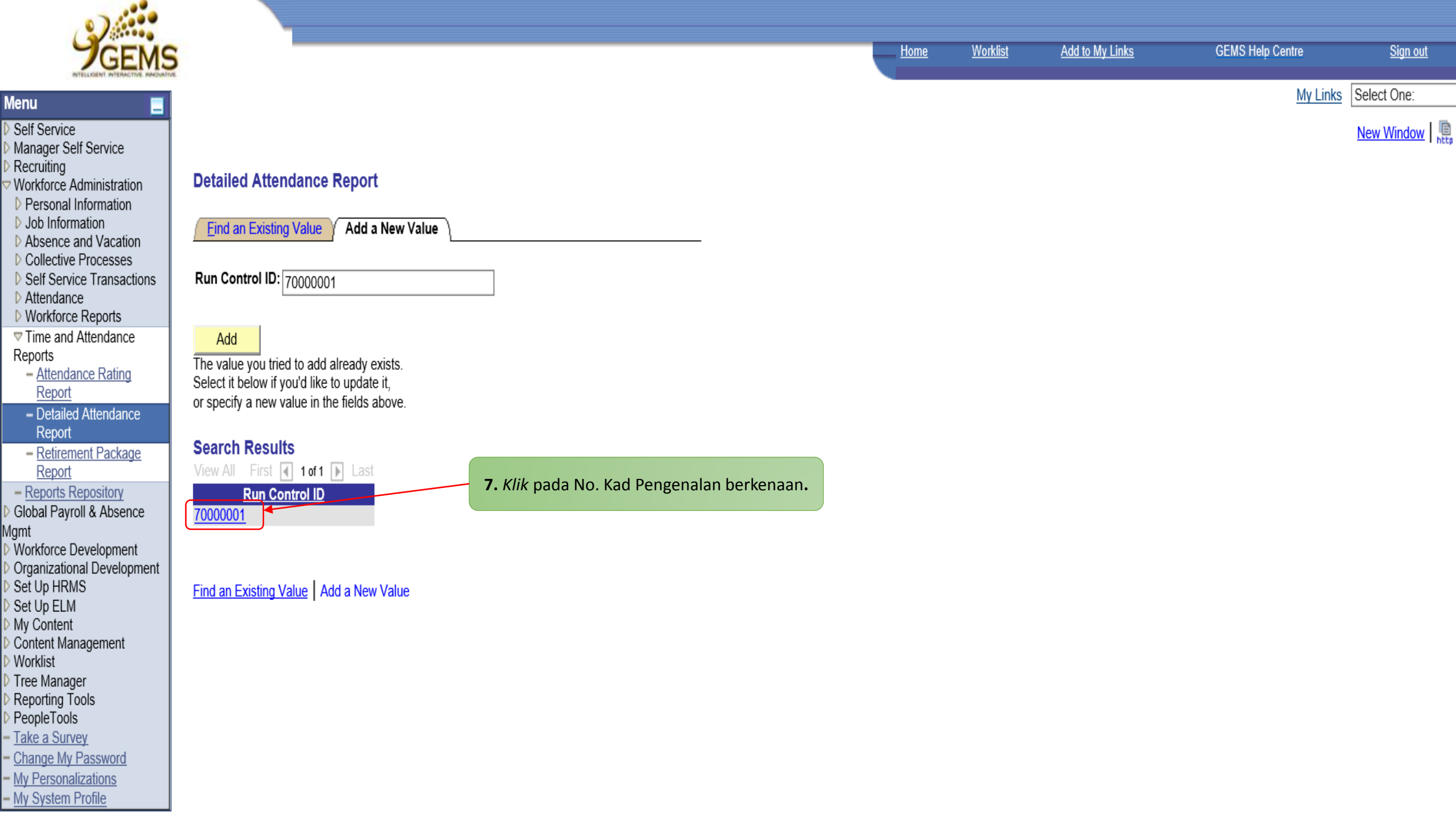
Run Control ID: 70000001

5. Taip No.Kad Pengenalan Pegawai / Kakitangan pada ruang ***"Run Control ID"*.**

Add

6. *Klik* ***"Add".***

Find an Existing Value | Add a New Value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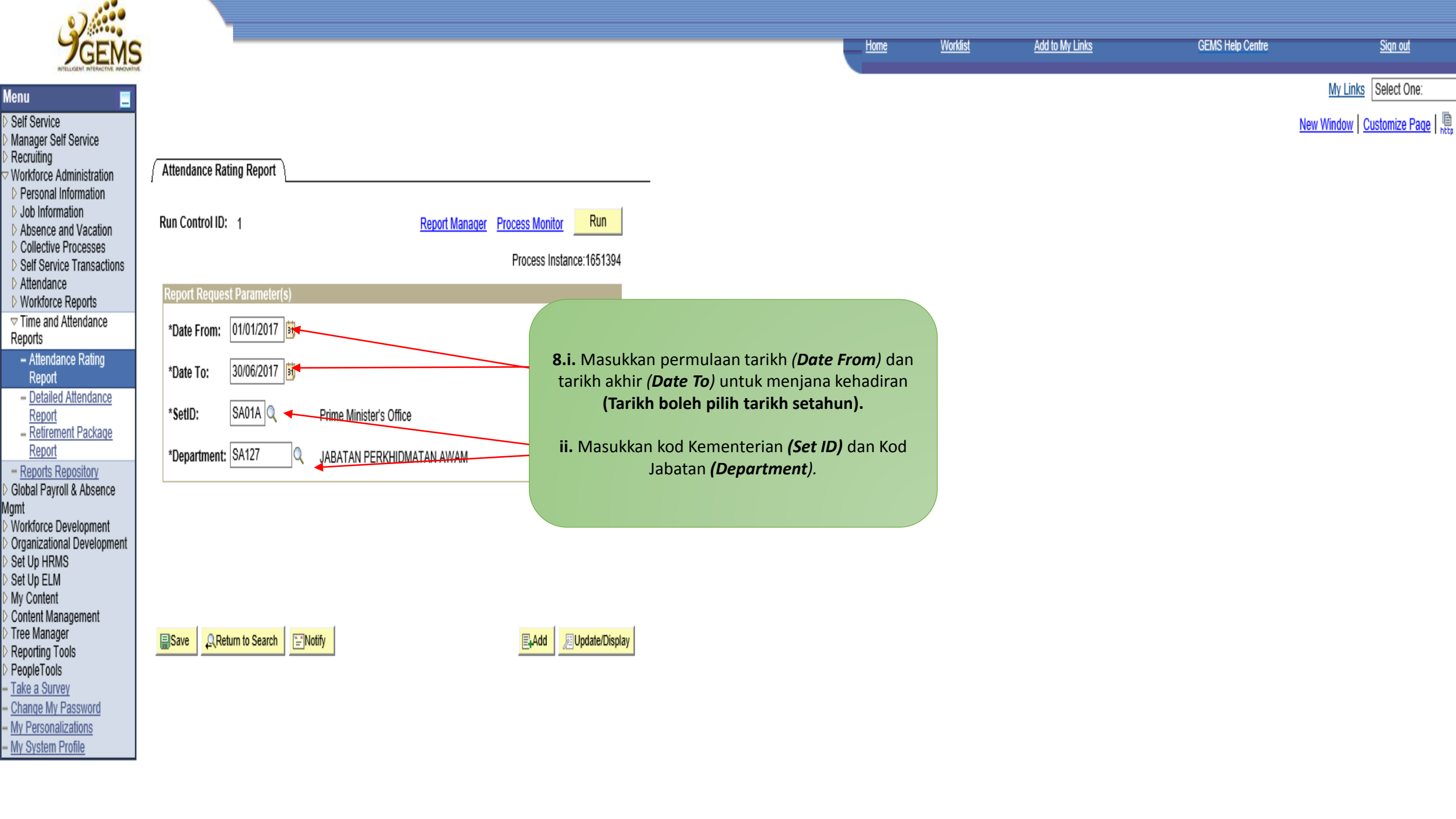
Add a New Value
Run Control ID: 70000001
Add
The value you tried to add already exists.
Select it below if you'd like to update it,
or specify a new value in the fields above.
Search Results
View All First 1 of 1 Last
Run Control ID
70000001
7. Klik pada No. Kad Pengenalan berkenaan.
Find an Existing Value | Add a New Value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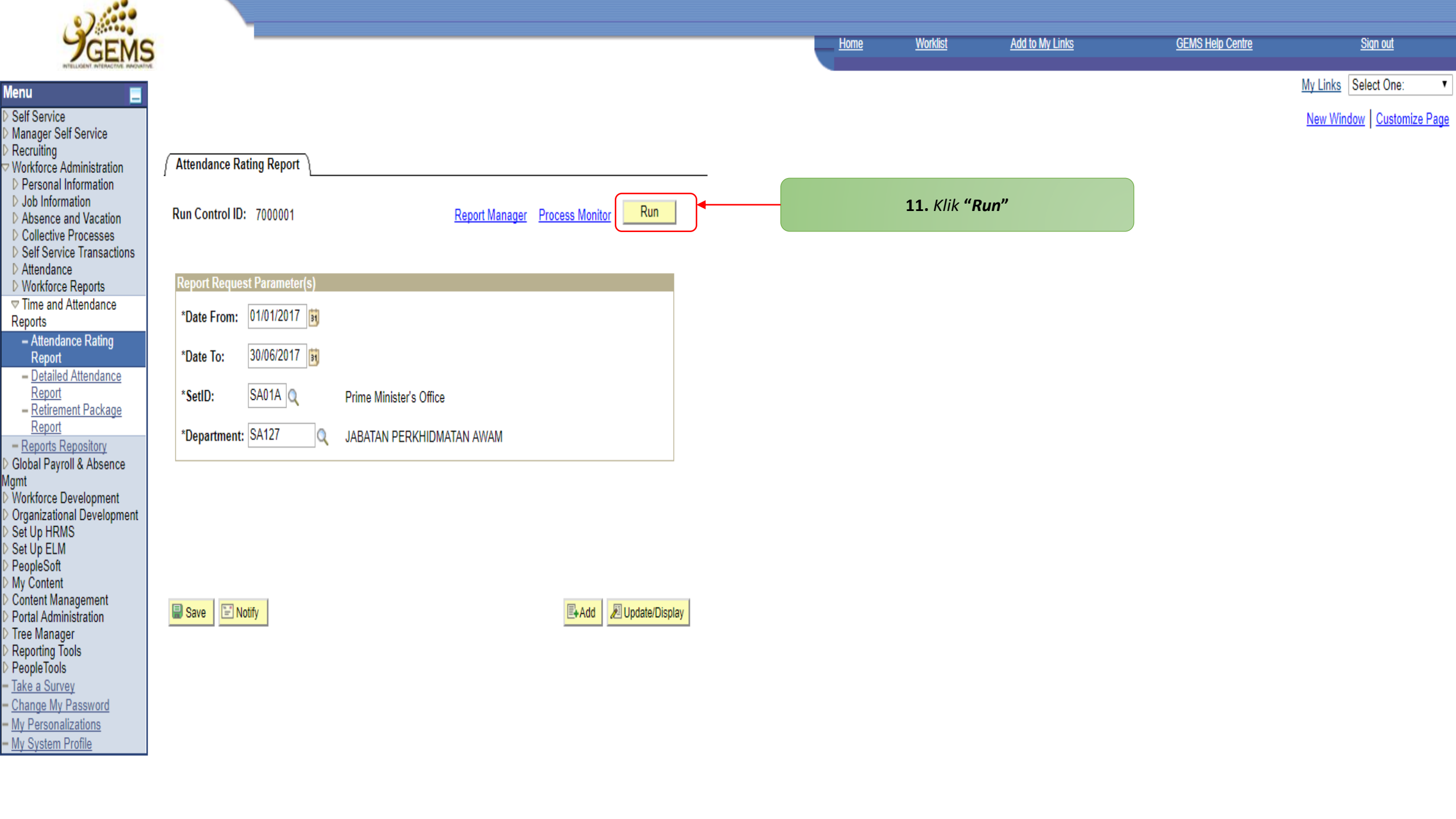
Run Control ID: 1
Report Manager
Process Monitor
Run
Process Instance:1651394
Report Request Parameter(s)
*Date From: 01/01/2017
*Date To: 30/06/2017
*SetID: SA01A
Prime Minister's Office
*Department: SA127
JABATAN PERKHIDMATAN AWAM
Save
Return to Search
Notify
Add
Update/Display
8.i. Masukkan permulaan tarikh (Date From) dan tarikh akhir (Date To) untuk menjana kehadiran (Tarikh boleh pilih tarikh setahun).
ii. Masukkan kod Kementerian (Set ID) dan Kod Jabatan (Department).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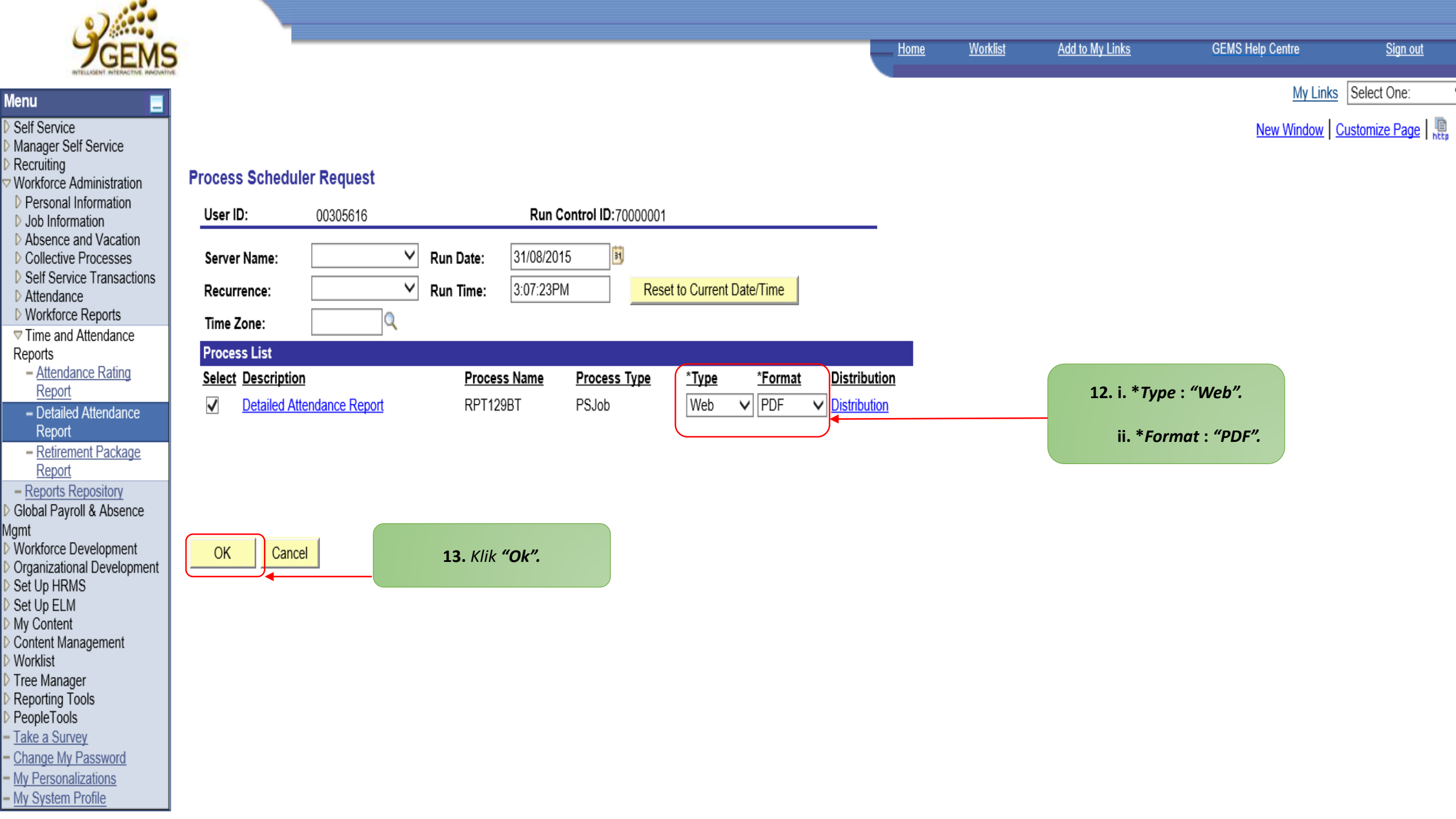
Run Control ID: 7000001
Report Manager
Process Monitor
Run
11. Klik "Run"
Report Request Parameter(s)
*Date From: 01/01/2017
*Date To: 30/06/2017
*SetID: SA01A
Prime Minister's Office
*Department: SA127
JABATAN PERKHIDMATAN AWAM
Save
Notify
Add
Update/Display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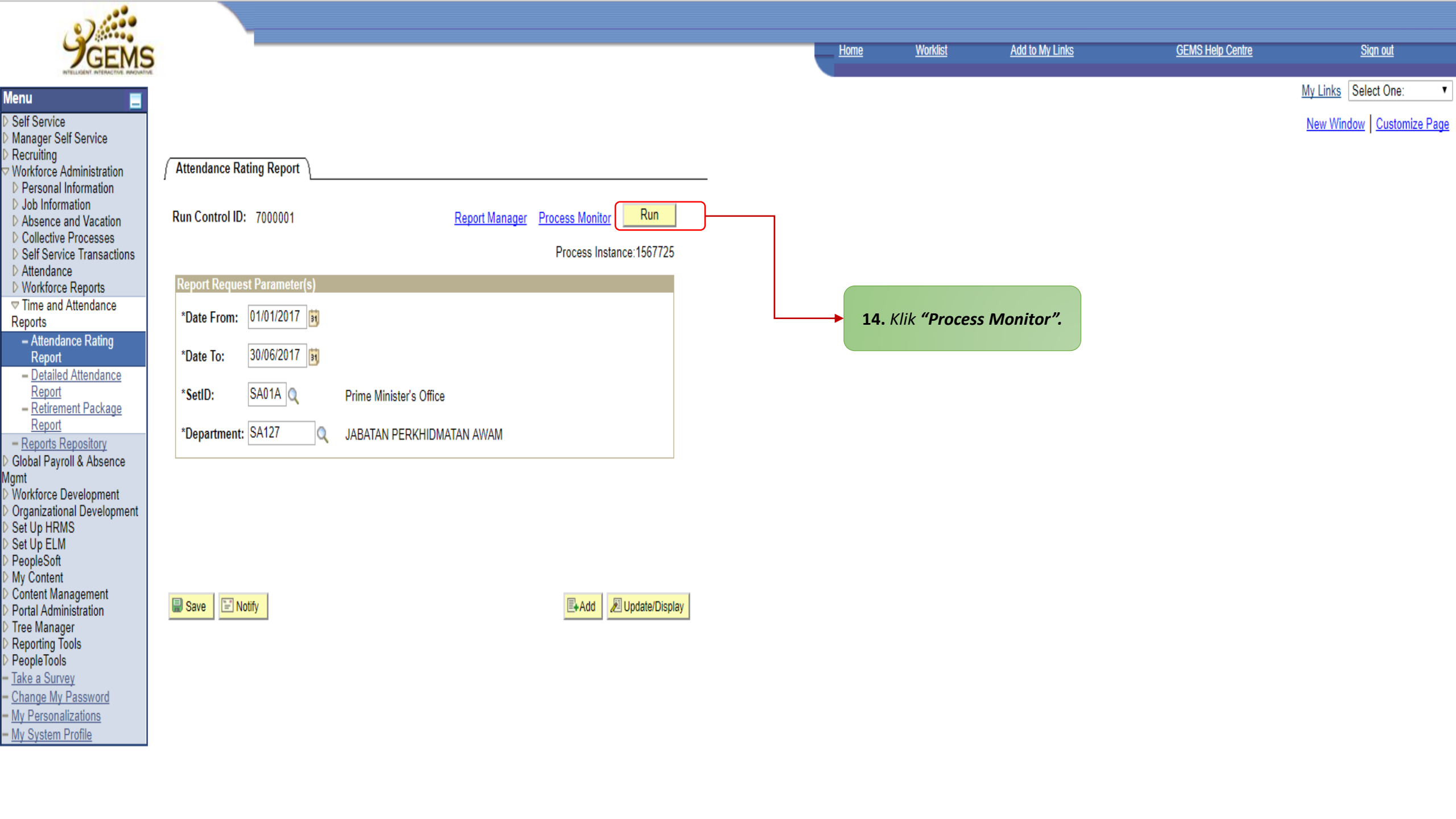
Process Scheduler Request
User ID: 00305616
Run Control ID:70000001
Server Name:
Run Date: 31/08/2015
Recurrence:
Run Time: 3:07:23PM
Reset to Current Date/Time
Time Zone:
Process List
Select
Description
Process Name
Process Type
*Type
*Format
Distribution
Detailed Attendance Report
RPT129BT
PSJob
Web
PDF
Distribution
12. i. *Type : "Web".
ii. *Format : "PDF".
OK
Cancel
13. Klik "Ok".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Run Control ID: 7000001
Report Manager
Process Monitor
Run
Process Instance:1567725
Report Request Parameter(s)
*Date From: 01/01/2017
*Date To: 30/06/2017
*SetID: SA01A
Prime Minister's Office
*Department: SA127
JABATAN PERKHIDMATAN AWAM
Save
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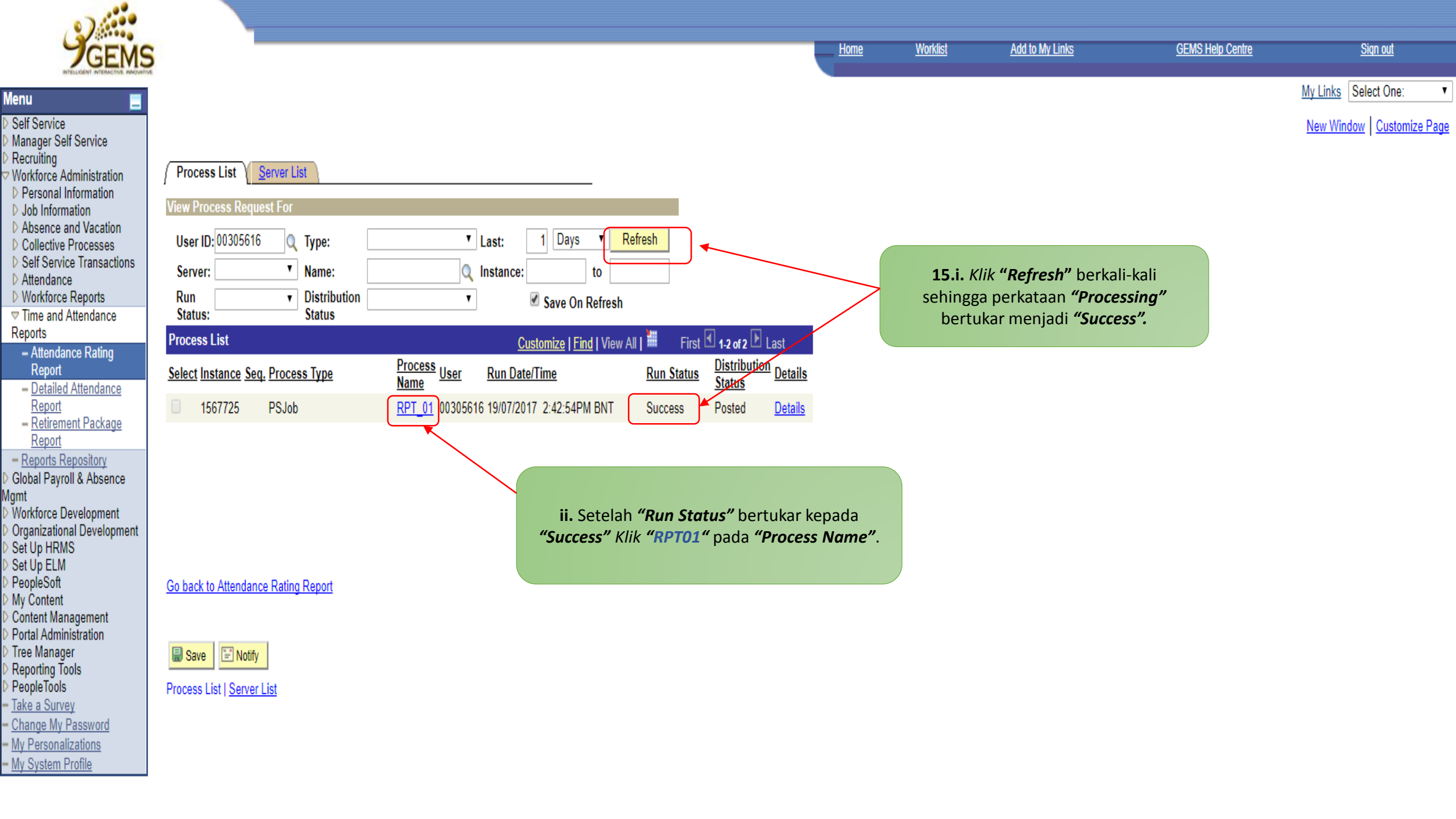
Add
Update/Display
14. Klik "Process Monitor".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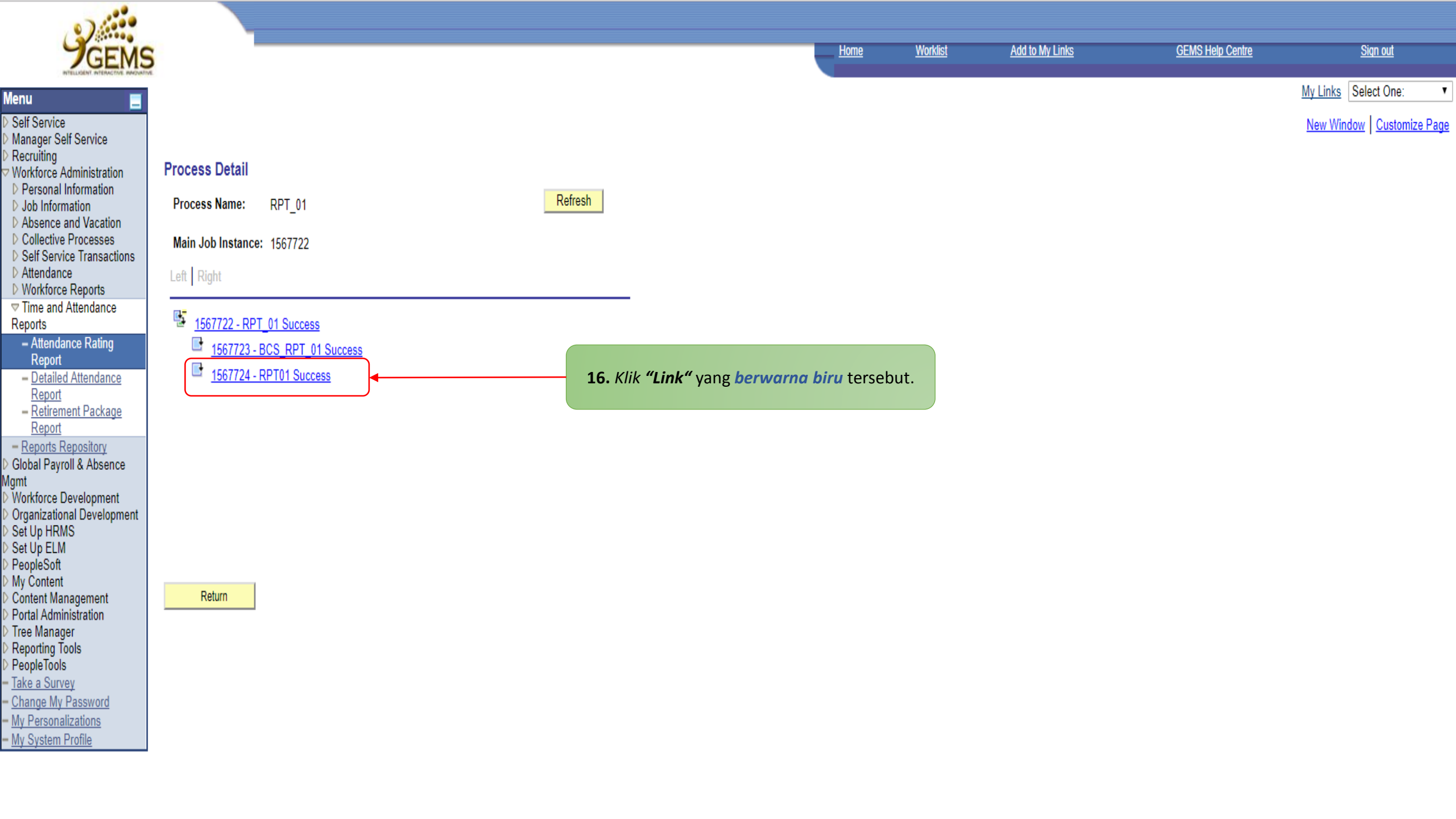
Process List
Server List
View Process Request For
User ID: 00305616
Type:
Last: 1 Days
Refresh
Server:
Name:
Instance: to
Run Status:
Distribution Status
Save On Refresh
Process List
Customize | Find | View All | First 1-2 of 2 Last
Select Instance Seq. Process Type Process Name User Run Date/Time Run Status Distribution Status Details
1567725 PSJob RPT_01 00305616 19/07/2017 2:42:54PM BNT Success Posted Details
15.i. Klik "Refresh" berkali-kali sehingga perkataan "Processing" bertukar menjadi "Success".
ii. Setelah "Run Status" bertukar kepada "Success" Klik "RPT01" pada "Process Name".
Go back to Attendance Rating Report
Save
Notify
Process List | Server List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Process Detail
Process Name: RPT_01
Refresh
Main Job Instance: 1567722
Left | Right
1567722 - RPT_01 Success
1567723 - BCS_RPT_01 Success
1567724 - RPT01 Success
16. Klik "Link" yang berwarna biru tersebut.
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Process Detail

Process

Instance: 1034433 **Type:** Crystal

Name: RPT129 **Description:** Detailed Attendance Report

Run Status: Success **Distribution Status:** Posted

Run

Run Control ID: 70000001

Location: Server

Server: PSNT

Recurrence:

Update Process

- Hold Request
- Queue Request
- Cancel Request
- Delete Request
- Restart Request

Date/Time

Request Created On: 31/08/2015 3:08:02PM BNT

Run Anytime After: 31/08/2015 3:07:23PM BNT

Began Process At: 31/08/2015 3:08:39PM BNT

Ended Process At: 31/08/2015 3:08:50PM BNT

Actions

Parameters Transfer

Message Log

Batch Timings

View Log/Trace

17. *Klik* ***"View Log / Trace".***

OK Cancel

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View Log/Trace

Report

Report ID: 694805 Process Instance: 1567724 Message Log

Name: RPT01 Process Type: Crystal

Run Status: Success

Attendance Rating Report

Distribution Details

Distribution Node: HRQA Expiration Date: 26/07/2017

File List

Name	File Size (bytes)	Datetime Created
CRW_RPT01_1567724.log	0	19/07/2017 2:37:09.000000PM BNT
RPT01_1567724.PDF	40,454	19/07/2017 2:37:09.000000PM BNT
pssqltrace.trc	490	19/07/2017 2:37:09.000000PM BNT

Distribute To

Distribution ID Type	*Distribution ID
User	00305616

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18. *Klik* ***"Link"*** yang ***berwarna biru*** tersebut.

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View Log/Trace

Report

Report ID: 364318 **Process Instance:** 1034433 Message Log

Name: RPT129 **Process Type:** Crystal

Run Status: Success

Detailed Attendance Report

Distribution Details

Distribution Node: HRPROD **Expiration Date:** 07/09/2015

File List

Name	File Size (bytes)	Datetime Created
CRW_RPT129_1034433.log	0	31/08/2015 3:08:50.000000PM BNT
RPT129_1034433.PDF	40,129	31/08/2015 3:08:50.000000PM BNT
pssqltrace.trc	494	31/08/2015 3:08:50.000000PM BNT

Distribute To

Distribution ID Type	*Distribution ID
User	00305616

Return

18. *Klik* ***"Link"*** yang ***berwarna biru*** tersebut.

Contoh makluman *"Attendance Rating Report"*.

Report ID: RPT-01
Operator ID: 00305616
Run Control ID: 70000001

Government Employee Management System
Attendance Rating Report

Page Number: Page 1 of 2
Run Date: 19/07/2017
Run Time: 02:36:55 PM

Date From: 02/01/2017
Date To: 19/06/2017
Set ID: SA01A Prime Minister's Office
Department ID: SA127 JABATAN PERKHIDMATAN AWAM

Employee IC Number	Employee Name	Job Title	Total No. Of Workdays	Days Achieved Standard Work Hours	Days Under Standard Work Hours	Percentage	Rating
[redacted]	[redacted]	PEGAWAI PENTADBIR KANAN	113	0	113	0%	Tidak Memuaskan
		SETIAUSAHA SULIT	114	0	114	0%	Tidak Memuaskan
		PEGAWAI KEWANGAN	114	0	114	0%	Tidak Memuaskan
		PENGURUS KELAB	114	0	114	0%	Tidak Memuaskan
		PENYELIA PEJABAT	75	1	74	1%	Tidak Memuaskan
		PEGAWAI IMIGRESEN	114	0	114	0%	Tidak Memuaskan
		PEGAWAI KAKITANGAN	113	30	83	27%	Tidak Memuaskan
		KERANI	75	0	75	0%	Tidak Memuaskan