



**MANUAL BAGI PERMOHONAN
*"CUTI MANDATORI"***

menu

- Self Service
- Manager Self Service
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Discussion Forums

No Discussions available

Sistem Perumahan

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1. Klik "Self Service"

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 digunakan 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.
- **Ruang Comment**

Bagi yang memilih **Urusan Rasmi dan Urusan Peribadi** maka *Ruang Comment* menjadi **mandatori**. Jika ruang tidak diisikan maka ianya akan menghalang dari melakukan *Save*.

Untuk maklumat lanjut mengenai perkara ini bolehlah menghubungi **Meja Bantu (Helpdesk) GEMS**;

Emel : gems_helpdesk@psd.gov.bn

Telefon : 238 2407

***Peringatan:**
Permohonan cuti boleh dibuat melalui "Quick Links" dengan menekan punat "Request Absence"

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	Induction Documents Checklist

My Leave Balance

[Absence Balances as of 30/09/2016](#)

If you view your Absence Balances, your leave balance of Annual Entitlement is as of 30/09/2016. Should you noticed that the leave balance is not correct, please consult your GEMS Human Resource Specialist Absence (HRS Absence) at your Administration Section.

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Main Menu >

Self Service

Self Service transactions include: browsing and searching the catalog, enrolling and viewing your learning transcript.

Room Booking

Room Booking

- Make Room Booking
- View Room Booking
- View Room Information

Induction Documents Checklist

Induction document checklist of employee

Personal Information

Review and update your personal information.

- Personal Information Summary
- Home and Mailing Address
- Phone Numbers
- 5 More...

Learning and Development

Add or review information about profiles of skills and competencies, interest lists, training and development.

- My Profile
- My Job Profiles

Recruiting Activities

Recruiting Activities

- Careers
- Interview Evaluations
- Interview Calendar
- Interview Team Schedule

Dasar Keselamatan Data GEMS

Dasar Keselamatan Data GEMS

Review Transactions

Review transactions that you submitted for approval

Payroll and Compensation

Review your pay and compensation history. Update your direct deposit and other deduction or contribution information.

- E-Payslip Summary Page

Learning

View and maintain learning records and objectives, and browse and search the learning catalog.

- BCS Exam result
- Submit Travel Arrangements
- View Travel Arrangements
- 5 More...

Attendance

- On-Line Submission Page

Verify Employee Information

Verify Employee Information

Time Reporting

Report and review your time, schedules, request absences and more.

- Report Time
- View Time

Benefits

Review health, insurance, savings, pension or other benefits information. Review and update dependent and beneficiary personal information.

- Claim/Application Request
- Dependent Information
- Benefits Information
- Dependents and Beneficiaries

Performance

Review health, insurance, savings, pension or other benefits information.

Access your performance and development documents, and evaluations you have done for others.

- My Performance Documents
- Other's Performance Documents

2. Klik "Time Reporting"



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Main Menu > Self Service >

Time Reporting

Report and review your time, schedules, request absences and more.

Report Time

Report your time and request planned overtime and absences.

- [Mass Time](#)
- [Overtime Requests](#)
- [Web Clock](#)
- [Request Absence](#)

3. Klik "Report Time"

View Time

View your schedules, forecasted, payable and comp time, exceptions and more.

- [Time and Labor Launch Pad](#)
- [Monthly Schedule](#)
- [Compensatory Time](#)
- [Payable Time Summary](#)
- [Payable Time Detail](#)
- [Absence Request History](#)
- [Absence Balances](#)

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Main Menu > Self Service > Time Reporting >



Report Time

Report your time and request planned overtime and absences.



Mass Time

Report your time using a template type format.



Overtime Requests

View or add your overtime requests.



Web Clock

Report a single punch and associated time and task details.



Request Absence

Request an absence.

4. Klik *"Request Absence"*

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Select Job

MD ALI BIN HUSSIN

Currently, you hold multiple jobs - Please select the job for this transaction.

Job Title	Department	Supervisor Name	Company
<input checked="" type="radio"/> PEGAWAI KAKITANGAN	BAHAGIAN GEMS		Prime Minister's Office
<input type="radio"/> PENOLONG PENGARAH	JABATAN ASIA TIMUR	DAYANG HAJAH MARDIANA BINTI HAJI OMAR	Ministry of Foreign Aff & Trd

Continue

Halaman ini akan terpapar sekiranya :

5.(i) Awda memegang beberapa jawatan, seperti memangku jawatan lain disamping tugas, sila pilih jawatan awda yang sebenar untuk memohon cuti.

(ii) Jika awda diperbantukan ke Jabatan yang lain, sila pilih jawatan di Jabatan mana awda ditempatkan

6. Klik ***“Continue”***

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Request Absence

MD ALI BIN HUSSIN

PEGAWAI KAKITANGAN

B.2 EB 3

Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting your request. If Leave application is 'Annual Leave with Exit Country', please select 'Exit Country' under Filter by Type.

Absence Detail

*Start Date: [View Monthly Schedule](#)

Filter by Type:

*Absence Name:

Leave Request Approval Chain

Leave Approver:

[Confirm Approver](#)

Comments

Requestor Comments:

7. Klik **“Calendar”** untuk memilih tarikh permulaan cuti

8. Apabila kalendar dipaparkan, pilih tahun dan bulan yang ingin dipohonkan.

Contoh : Klik pada tahun **2016** dan bulan **Mac**

9. Kemudian pilih tarikh permulaan cuti yang ingin dipohonkan.

Contoh : Klik pada **01** haribulan.

* Required Field

Go To: [View Absence Request History](#)
[View Absence Balances](#)

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Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting your request. If Leave application is 'Annual Leave with Exit Country', please select 'Exit Country' under Filter by Type.

Absence Detail


*Start Date:  [View Monthly Schedule](#)

Filter by Type:

Accumulating Leaves
 Benefit Adjusting Leaves
 Exit Country Leave
 Non-Accumulating Leaves

*Absence Name:

Leave Request Appro

Leave Approver 

Comments

Requestor Comments:

10. Pilih **“Accumulating Leaves”** dari senarai yang dipaparkan di ruang **“Filter by Type”**.

* Required Field

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PEGAWAI KAKITANGAN

B.2 EB 3

Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting your request. If Leave application is 'Annual Leave with Exit Country', please select 'Exit Country' under Filter by Type.

Absence Detail	
*Start Date:	01/03/2016 <input type="text"/> View Monthly Schedule
Filter by Type:	<div style="border: 1px solid black; padding: 2px;"> <div style="background-color: #2e5496; color: white; padding: 2px;">Accumulating Leaves</div> <div style="padding: 2px;">Benefit Adjusting Leaves</div> <div style="padding: 2px;">Exit Country Leave</div> <div style="padding: 2px;">Non-Accumulating Leaves</div> </div>
*Absence Name:	<input type="text"/>
Leave Request Approval Chain	
Leave Approver	<input type="text"/> <input type="button" value="Search"/>
<input type="button" value="Confirm Approver"/>	
Comments	
Requestor Comments:	<input type="text"/>

* Required Field

Go To: [View Absence Request History](#)

[View Absence Balances](#)

Pengertian :

- **Accumulating Leaves** - untuk permohonan : Cuti Tahunan / Cuti Mandatori / Cuti Sakit (dari klinik swasta), Cuti Sakit Disahkan sendiri (CSDS)
- **Benefit Adjusting Leaves** - untuk permohonan : Cuti Bersalin / Cuti Khas Menunaikan Fardhu Haji / Cuti Khas Menemani Pesakit / Cuti Khas Menemani Suami atau Isteri bertugas di luar Negeri / Cuti Tidak Bergaji
- **Exit Country Leave** - untuk permohonan : Cuti Tahunan seterusnya ke Luar Negeri / Permohonan ke Luar Negeri
- **Non-Accumulating Leaves** - untuk permohonan : Cuti Sakit daripada Klinik Kerajaan / Off-In-Lieu / Cuti Batuk Kering / Cuti Tanpa Catatan

Awda boleh memilih jenis cuti yang ingin dipohonkan di ruangan **"Filter by Type"**. Setiap cuti yang awda pilih akan mempunyai pelbagai nama cuti di ruangan **"Absence Name"**

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PEGAWAI KAKITANGAN

B.2 EB 3

Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting your request. If Leave application is 'Annual Leave with Exit Country', please select 'Exit Country' under Filter by Type.

Absence Detail

*Start Date: [View Monthly Schedule](#)

Filter by Type:

*Absence Name:

Leave Request Approver

Leave Approver:

Comments

Requestor Comments:

11. Pilih **"Mandatory Leave"** dari senarai yang dipaparkan di ruang **"Absence Name"**.

* Required Field

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Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting your request. If Leave application is 'Annual Leave with Exit Country', please select 'Exit Country' under Filter by Type.

Absence Detail

* Start Date: [View Monthly Schedule](#)

End Date:

Filter by Type:

* Absence Name: Current Balance: 45.00 Days**

Duration: Days

Calculate Duration

Handover Document

Job Description	Status	Refer To	Comments
1	<input type="text"/>	<input type="text"/>	<input type="text"/>

Leave Request Approval Chain

Leave Approver

Confirm Approver

Comments

Requestor Comments:

* Required Field

**Disclaimer: The current balance does not reflect absences that have not been processed.

Submit

Go To: [View Absence Request History](#)

[View Absence Balances](#)

12. Setelah memilih **“Absence Name”** dan **‘Absence Name’**, ruang tambahan seperti Tarikh Tamat (End Date), Tempoh (Duration) dan Timbang Terima Tugas (Handover Document) akan dipaparkan.

Awda juga dapat melihat baki Cuti Tahunan awda.

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Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting your request. If Leave application is 'Annual Leave with Exit Country', please select 'Exit Country' under Filter by Type.

Absence Detail

*Start Date: 01/03/2016 [View Monthly Schedule](#)

End Date:

Filter by Type: Accumulating

*Absence Name: Mandatory Leave 45.00 Days**

Duration:

Handover Document

Job Description	Status
1	

Leave Request Approval Chain

Leave Approver

Comments

Requestor Comments:

13. Klik **"Calendar"** untuk memilih tarikh tamat cuti.

14. Apabila Kalendar dipaparkan, pilih tahun dan bulan yang ingin dipohonkan.

Contoh : Klik pada tahun **2016** dan bulan **Mac**.

15. Pilih tarikh tamat cuti awda. Contoh : **14** haribulan.

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Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting your request. If Leave application is 'Annual Leave with Exit Country', please select 'Exit Country' under Filter by Type.

Absence Detail

*Start Date: [View Monthly Schedule](#)

End Date:

Filter by Type:

*Absence Name: Current Balance: 41.50 Days**

Duration: Days

Handover Document Customize | Find | First 1 of 1 Last

Job Description	Status	Refer To	Comments
1	<input type="text"/>	<input type="text"/>	<input type="text"/>

Leave Request Approval Chain

Leave Approver

Comments

Requestor Comments:

16. Klik **“Calculate Duration”** untuk mengira tempoh cuti yang dipohonkan

17. Ini adalah jumlah cuti yang awda pohonkan

* Required Field

**Disclaimer: The current balance does not reflect absences that have not been processed.

Go To: [View Absence Request History](#)

[View Absence Balance](#)

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Absence Detail

*Start Date: [View Monthly Schedule](#)

End Date:

Filter by Type: ▼

*Absence Name: ▼ Current Balance: 45.00 Days**

Duration: Days

Handover Document			
Job Description	Status	Refer To	Comments
1			

Leave Request Approval Chain

Leave Approver

Comments

Requestor Comments:

* Required Field

**Disclaimer: The current balance does not reflect absences that have not been processed.

Go To: [View Absence Request History](#)

[View Absence Balances](#)

20. Bahagian ini adalah *Optional* untuk diisikan. Sekiranya terdapat penyerahan timbang terima tugas kepada pegawai yang diaturkan untuk memangku, sila isikan ruangan "**Handover Document**".

Contoh Handover Document:

- **Job Description** : Menyediakan struktur organisasi
- **Status** : Progress
- **Refer To** : Penyelia Pejabat
- **Comments** : Mendapatkan senarai terkini pegawai dan kakitangan

Nota:

Jika sekiranya terdapat lebih dari satu (1) tugasan yang akan diserahkan, sila klik ikon [+].

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Absence Detail

*Start Date: [View Monthly Schedule](#)

End Date:

Filter by Type:

*Absence Name: **Current Balance: 41.50 Days****

Duration: Days

Handover Document [Customize](#) | [Find](#) | [First](#) 1 of 1 [Last](#)

Job Description	Status	Refer To	Comments
1			

Leave Request Approval Chain

Leave Approver SYAMIMI BINTI ABU HASRAH

Comments

Requestor Comments:

19. Sila masukkan Bilangan Kad Pengenalan Pegawai yang membenarkan di ruang 'Leave Approver' dan klik 'Confirm Approver'.

20. Jika Bilangan Kad Pengenalan Pegawai yang membenarkan tidak diketahui, sila klik ikon ini untuk memilih Pegawai yang akan membenarkan cuti awda.

* Required Field

**Disclaimer: The current balance does not reflect absences that have not been processed.

Go To: [View Absence Request History](#)

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Worklist	
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PeopleTools	
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My Personalizations	
My System Profile	

Look Up Leave Approver

Search by:

[Advanced 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](#)

EmplID	Empl Rcd Nbr	Official Name	Departm
			SA12700
			SA053
			SA101
			SA10101
			SA00500
			SA08600
			SA101
			SA101
			SA13100
			SA13100
			SA131
			SA053
			SA002
			SA05300
			SA002
			SA137
			SA135
			SA086
			SA002
			SA131
			SA082
			SA137
			SA101
			SA002
			SA13100
			SA002
			SA13500
			SA13100
			SA10101
			SA086
			SA086
			SA130
			SA130
			SA148003

21. Ini adalah halaman *'Look up Leave Approver'* di mana awda memilih ketua / pegawai kanan yang membenarkan cuti awda.

22. Terdapat dua (2) cara untuk mencari ketua / pegawai kanan yang membenarkan cuti awda :

(a) Tatacara yang pertama ialah melalui EmplID :

- i. Sila isikan nombor kad pengenalan pegawai tersebut di dalam ruang disebelah kanan *'begins with'*.
- ii. Klik *'Look up'* untuk meneruskan pencarian.
- iii. Daripada senarai nama pegawai yang terpapar, sila klik nombor kad pengenalan ketua / pegawai yang membenarkan cuti awda.

(Pastikan awda memilih nombor rekod pekerja (Empl Rcd Nbr - 0) yang berkaitan)

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Look Up Leave Approver

Search by:

Department

[Advanced Lookup](#)

22. (b) Tatacara kedua adalah melalui Jabatan (*Department*) :

- Sila isikan kod Jabatan di dalam ruang di sebelah kanan '*begins with*'
- Klik "*Look up*" untuk meneruskan pencarian.

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Look Up Department

Search by: Department begins with

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](#)

Department	Description	Short Description	Manager ID
SA001	UNIT PETROLEUM	UNIT PETRO	(blank)
SA001001	GAJI KAKITANGAN	GAJI KAKIT	(blank)
SA00100101	SEKRETARIAT	SEKRETARIA	(blank)
SA001002	BHG KORPORAT	BHG KORPOR	(blank)
SA00100201	UNIT UNDANG-UNDANG	UNIT UNDA	(blank)
SA00100202	SEKRETARIAT	SEKRETARIA	(blank)
SA00100203	TEK.MAKLUMAT & PENGURUSAN	TEK.MAKLUM	(blank)
SA00100204	UNIT HAL EHWAL DALAM (KSI)	UNIT HAL E	(blank)
SA00100205	UNIT HAL EHWAL DALAM (KSE)	UNIT HAL E	(blank)
SA001003	BHG AUDIT	BHG AUDIT	(blank)
SA001004	BHG KOMERSIAL	BHG KOMERS	(blank)
SA00100401	UNIT PERDAGANGAN	UNIT PERDA	(blank)
SA00100402	UNIT PENGANGKUTAN	UNIT PENGA	(blank)
SA00100403	UNIT TENDER DAN KONTRAK	UNIT TENDE	(blank)
SA001005	BHG EKSPLORASI	BHG EKSPLOR	(blank)
SA00100501	UNIT KAWASAN KONSESI	UNIT KAWAS	(blank)
SA00100502	UNIT KAWASAN USAHASAMA/TERBUKA	KAWASAN US	(blank)
SA001006	BAHAGIAN PEMAJUAN	BAHAGIAN P	(blank)
SA00100601	UNIT SUB-SURFACE (DSS)	UNIT SUB-S	(blank)
SA00100602	UNIT KEJURUTERAN (DEE)	UNIT KEJUR	(blank)
SA00100603	PENGELUARAN & OPERASI (DPO)	PENGELUARA	(blank)
SA00100604	UNIT KAWASAN KONSESI (BAHAGIAN	UNIT KAWAS	(blank)
SA00100605	UNIT KAWASAN USAHASAMA/TERBUKA	UNIT KAWAS	(blank)
SA00100606	UNIT PEMROSESAN	UNIT PEMPR	(blank)
SA001007	PERANCANGAN STRATEJIK	PERANCANGA	(blank)
SA00100701	UNIT PENYELIDIKAN	UNIT PENYE	(blank)
SA00100702	UNIT INDUSTRI HILIRAN	UNIT INDUS	(blank)
SA00100703	UNIT KEWANGAN	UNIT KEWAN	(blank)
SA001008	BAHAGIAN STRATEGI DAN KEWANGAN	BAHAGIAN S	(blank)
SA00100801	UNIT PENELIDIKAN	UNIT PENEL	(blank)
SA00100802	UNIT INDUSTRI HILIRAN	UNIT INDUS	(blank)
SA00100803	UNIT KEWANGAN	UNIT KEWAN	(blank)
SA001009	BHG TENAGA MANUSIA	BHG TENAGA	(blank)
SA00100901	UNIT KEMAJUAN	UNIT KEMAJ	(blank)
SA00100902	UNIT KAKITANGAN	UNIT KAKIT	(blank)
SA001010	PENTADBIRAN DAN KEWANGAN	PENTADBIRA	(blank)
SA00101001	BAHAGIAN PENTADBIRAN	BAHAGIAN P	(blank)
SA00101002	BAHAGIAN UNDANG-UNDANG	BAHAGIAN U	(blank)
SA00101003	BHG PEMAJUAN TENAGA MANUSIA	BAHAGIAN P	(blank)
SA00101004	BAHAGIAN TEKNOLOGI MAKLUMAT	BAHAGIAN T	(blank)
SA001011	PENTADBIRAN / PERKHIDMATAN	PENTADBIRA	(blank)
SA00101101	BAHAGIAN PENTADBIRAN	BAHAGIAN P	(blank)
SA00101102	BAHAGIAN UNDANG-UNDANG	BAHAGIAN U	(blank)

22. (b)

iii. Daripada senarai Pegawai yang terpapar, sila klik kod Jabatan Ketua / Pegawai yang membenarkan cuti awda.

iv. Jika Kod Jabatan tidak diketahui, sila klik '**Advanced Look up**'.

(Pastikan awda memilih kod Jabatan yang berkaitan)

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LOOK UP Leave Approver

Search by: Department

[Advanced Lookup](#)

23. Sila isikan kod Jabatan di dalam ruang di sebelah kanan 'begins with'.

24. Klik 'Look Up' untuk meneruskan pencarian.

Search Results

[View All](#)

First 101-131 of 131 Last

Department	EmplID	Empl Rcd Nbr	Official Name	Long Description
SA12700508				UNIT AUDIT TENAGA MANUSIA
SA12700508				UNIT AUDIT TENAGA MANUSIA
SA12700508				UNIT AUDIT TENAGA MANUSIA
SA12700508				UNIT AUDIT TENAGA MANUSIA
SA12700509				UNIT PENSTRUKTURAN ORGANIS
SA12700509				UNIT PENSTRUKTURAN ORGANIS
SA127006				BAHAGIAN PERKHIDMATAN PERSONEL
SA127006				BAHAGIAN PERKHIDMATAN PERSONEL
SA127006				BAHAGIAN PERKHIDMATAN PERSONEL
SA12700601				UNIT PROCEDURE DAN FEADAH-FEADAH PERKHIDMATAN
SA12700601				UNIT PROCEDURE DAN FEADAH-FEADAH PERKHIDMATAN
SA12700601				UNIT PROCEDURE DAN FEADAH-FEADAH PERKHIDMATAN
SA12700601				UNIT PROCEDURE DAN FEADAH-FEADAH PERKHIDMATAN
SA12700601				UNIT PROCEDURE DAN FEADAH-FEADAH PERKHIDMATAN
SA12700602				UNIT PEMANTAUAN DAN PENGUATKUASAAN
SA12700602				UNIT PEMANTAUAN DAN PENGUATKUASAAN
SA12700603				UNIT PERUMAHAN PEGAWAI-PEGAWAI KERAJAAN
SA12700603				UNIT PERUMAHAN PEGAWAI-PEGAWAI KERAJAAN
SA12700603				UNIT PERUMAHAN PEGAWAI-PEGAWAI KERAJAAN
SA12700603				UNIT PERUMAHAN PEGAWAI-PEGAWAI KERAJAAN
SA12700603				UNIT PERUMAHAN PEGAWAI-PEGAWAI KERAJAAN
SA12700603				UNIT PERUMAHAN PEGAWAI-PEGAWAI KERAJAAN
SA12700603				UNIT PERUMAHAN PEGAWAI-PEGAWAI KERAJAAN
SA12702901				UNIT PENGURUSAN PERUBAHAN DAN PERKHIDMATAN PENTADBIRAN
SA12702901				UNIT PENGURUSAN PERUBAHAN DAN PERKHIDMATAN PENTADBIRAN
SA12702902				UNIT PENGURUSAN SISTEM DAN APLIKASI
SA12702902				UNIT PENGURUSAN SISTEM DAN APLIKASI
SA12702902				UNIT PENGURUSAN SISTEM DAN APLIKASI
SA12702902				UNIT PENGURUSAN SISTEM DAN APLIKASI
SA12702902				UNIT PENGURUSAN SISTEM DAN APLIKASI
SA12702902				UNIT PENGURUSAN SISTEM DAN APLIKASI
SA12702903				UNIT SOKONGAN DAN PEMELIHARAAN
SA12702903				UNIT SOKONGAN DAN PEMELIHARAAN
SA12702903				UNIT SOKONGAN DAN PEMELIHARAAN

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LOOK UP Leave Approver

Search by: Department begins with

Look Up Cancel [Advanced Lookup](#)

25. Daripada senarai pegawai yang terpapar, sila klik kod Ketua Jabatan / pegawai yang membenarkan cuti awda.

(Pastikan awda memilih nombor rekod pekerja (Empl Rcd Nbr - 0) yang berkaitan)

Search Results

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Department	EmplID	Empl Rcd Nbr	Official Name	Long Description
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SA12700508				UNIT AUDIT TENAGA MANUSIA
SA12700508				UNIT AUDIT TENAGA MANUSIA
SA12700508				UNIT AUDIT TENAGA MANUSIA
SA12700509				UNIT PENSTRUKTURAN ORGANIS
SA12700509				UNIT PENSTRUKTURAN ORGANIS
SA127006				BAHAGIAN PERKHIDMATAN PERSONEL
SA127006				BAHAGIAN PERKHIDMATAN PERSONEL
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SA12700601				UNIT PROCEDURE DAN FEADAH-FEADAH PERKHIDMATAN
SA12700601				UNIT PROCEDURE DAN FEADAH-FEADAH PERKHIDMATAN
SA12700601				UNIT PROCEDURE DAN FEADAH-FEADAH PERKHIDMATAN
SA12700602				UNIT PEMANTAUAN DAN PENGUATKUASAAN
SA12700602				UNIT PEMANTAUAN DAN PENGUATKUASAAN
SA12700603				UNIT PERUMAHAN PEGAWAI-PEGAWAI KERAJAAN
SA12700603				UNIT PERUMAHAN PEGAWAI-PEGAWAI KERAJAAN
SA12700603				UNIT PERUMAHAN PEGAWAI-PEGAWAI KERAJAAN
SA12700603				UNIT PERUMAHAN PEGAWAI-PEGAWAI KERAJAAN
SA12700603				UNIT PERUMAHAN PEGAWAI-PEGAWAI KERAJAAN
SA12700603				UNIT PERUMAHAN PEGAWAI-PEGAWAI KERAJAAN
SA12702901				UNIT PENGURUSAN PERUBAHAN DAN PERKHIDMATAN PENTADBIRAN
SA12702901				UNIT PENGURUSAN PERUBAHAN DAN PERKHIDMATAN PENTADBIRAN
SA12702902				UNIT PENGURUSAN SISTEM DAN APLIKASI
SA12702902				UNIT PENGURUSAN SISTEM DAN APLIKASI
SA12702902				UNIT PENGURUSAN SISTEM DAN APLIKASI
SA12702902				UNIT PENGURUSAN SISTEM DAN APLIKASI
SA12702902				UNIT PENGURUSAN SISTEM DAN APLIKASI
SA12702903				UNIT SOKONGAN DAN PEMELIHARAAN
SA12702903				UNIT SOKONGAN DAN PEMELIHARAAN
SA12702903				UNIT SOKONGAN DAN PEMELIHARAAN

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Request Absence

MD ALI BIN HUSSIN

PEGAWAI KAKITANGAN

B.2 EB 3

Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting your request. If Leave application is 'Annual Leave with Exit

Country', please select 'Exit Country' under Filter by Type.

Absence Detail

*Start Date: [View Monthly Schedule](#)

End Date:

Filter by Type: ▼

*Absence Name: ▼ Current Balance: 45.00 Days**

Duration: Days

26. Klik **"Confirm Approver"**.

Handover Document [Customize](#) | [Find](#) | 1 of 1

Job Description	Status	Refer To	Comments
1			

27. Isi ruangan komen (**Comment**).

Leave Request Approval Chain

Leave Approver SYAMIMI BINTI ABU HASRAH

(Contoh : Sukacita memohon kebenaran cuti Mandatori bermula pada 01 hingga 14 Mac 2016)

Comments

Requestor Comments:

* Required Field

**Disclaimer: The current balance does not reflect absences that have not been p

28. Klik **"Submit"**

Go To: [View Absence Request History](#)

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Submit Confirmation

✓ The Absence Request was successfully submitted.



29. Klik **“OK”** untuk mengesahkan permohonan cuti awda.

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Request Details

MD ALI BIN HUSSIN
 PEGAWAI KAKITANGAN
 B.2 EB 3
 View Request Status and Approval Details

Details	
Start Date:	01/03/2016
End Date:	14/03/2016
Absence Name:	Mandatory Leave Current Balance: 45.00 Days**
Duration:	14.00 Days

Handover Document			
Job Description	Status	Refer To	Comments
1			

Workflow	
Status:	Submitted

BCS Absence_Mgmt_ByPosMgmt

▼ **Absence Management: Pending**

BCS Absence_Mgmt_ByPosMgmt

Pending

[DAYANG SYAMIMI BINTI ABU HASRAH](#)
 Leave Request Approver

**Disclaimer: The current balance does not reflect absences that have not been processed.

Go To: [Request Absence](#)
[View Absence Request History](#)

30. (i) Status menunjukkan permohonan cuti awda telah dihadapkan.

(ii) Awda akan menerima status permohonan awda melalui emel.