



**MANUAL BAGI MEMOHON
“*CUTI TAHUNAN
DAN KELUAR NEGERI*”**

Menu

- Self Service
- Global Payroll & Absence Mgmt
- Workforce Development
- Set Up HRMS
- Set Up ELM
- My Content
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- Reporting Tools
- Take a Survey
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Discussion Forums

No Discussions available

Sistem Perumahan

- [Maklumat Kelas Rumah](#)
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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 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:

- Ø Mula masuk bertugas sebelah pagi;
- Ø Kembali bertugas setelah selesai urusan rasmi / peribadi diluar pejabat; atau
- Ø 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 top fun

***Peringatan:
Membuat permohonan cuti
boleh juga 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 31/10/2016](#)

If you view your Absence Balances, your leave balance of Annual Entitlement is as of 31/10/2016. 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 <ul style="list-style-type: none">Make Room BookingView Room BookingView Room Information	Dasar Keselamatan Data GEMS Dasar Keselamatan Data GEMS	Verify Employee Information Verify Employee Information
Induction Documents Checklist Induction document checklist of employee	Review Transactions Review transactions that you submitted for approval	Time Reporting Report and review your time, schedules, request absences and more. <ul style="list-style-type: none">Report TimeView Time
Personal Information Review and update your personal information. <ul style="list-style-type: none">Personal Information SummaryHome and Mailing AddressPhone Numbers5 More...	Payroll and Compensation Review your pay and compensation history. Update your direct deposit and other deduction or contribution information. <ul style="list-style-type: none">E-Payslip Summary Page	Benefits Review health, insurance, savings, pension or other benefits information. Review and update dependent and beneficiary personal information. <ul style="list-style-type: none">Claim/Application RequestDependent InformationBenefits InformationDependents and Beneficiaries
Learning and Development Add or review information about profiles of skills and competencies, interest lists, training and development. <ul style="list-style-type: none">My ProfileMy Job Profiles	Learning View and maintain learning records and objectives, and browse and search the learning catalog. <ul style="list-style-type: none">BCS Exam resultSubmit Travel ArrangementsView Travel Arrangements5 More...	Performance Management Access your performance and development documents, and evaluations you have done for others. <ul style="list-style-type: none">My Performance DocumentsOther's Performance Documents
Recruiting Activities Recruiting Activities <ul style="list-style-type: none">CareersInterview EvaluationsInterview CalendarInterview Team Schedule	Attendance <ul style="list-style-type: none">On-Line Submission Page	

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.
-  [Request Absence](#)

3. Klik "Report Time"

View Time

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

-  [Monthly Schedule](#)
-  [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.



Request Absence

Request an absence.

4. Klik ***"Request Absence"***

Select Job

ABDUL RAHMAN BIN ABDUL RAHIM

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

Job Title	Department	Supervisor Name	Company
<input checked="" type="radio"/> KERANI	BAHAGIAN GEMS	MD ALI BIN HUSSIN	Prime Minister's Office
<input type="radio"/> PENYELIA PEJABAT	KTANGAN PENTADBIRAN TEMBURONG		Ministry of Health

Continue

6. Klik "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.

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Request Absence

ABDUL RAHMAN BIN ABDUL RAHIM

KERANI

D.1-2-3 EB 4-5

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: 05/12/2016  [View Monthly Schedule](#)

Filter by Type:

*Absence Name:

Leave Request Approval Chain

Leave Approver

[Confirm Approver](#)

Comments

Requestor Comments:

December 2016

S	M	T	W	T	F	S
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

← Current Date →

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 **Disember**

9. Kemudian pilih tarikh permulaan cuti yang ingin dipohonkan.

Contoh : Klik pada **05** haribulan.

* Required Field

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

[View Absence Balances](#)

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D.1-2-3 EB 4-5

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: 05/12/2016 

[View Monthly Schedule](#)

Filter by Type:

*Absence Name:
Accumulating Leaves
Benefit Adjusting Leaves
Exit Country Leave
Non-Accumulating Leaves

Leave Request Appro

Leave Approver

Comments

Requestor Comments:

* Required Field

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

[View Absence Balances](#)

10. Pilih "Exit Country Leave" dari senarai yang dipaparkan di ruang "Filter by Type".

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D.1-2-3 EB 4-5

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:

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

Leave Request Approver:

Leave Approver:

Comments

Requestor Comments:

* 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 Beranak / Cuti Khas Menunaikan Fardhu Haji / Cuti 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 sahaja.
- **Non-Accumulating Leaves** - untuk permohonan : Cuti Sakit daripada Klinik Kerajaan / Off-In-Lieu / Cuti Batuk Kering / Cuti Tanpa Catat.

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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ABDUL RAHMAN BIN ABDUL RAHIM

KERANI

D.1-2-3 EB 4-5

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:	<input type="text" value="05/12/2016"/>  View Monthly Schedule
Filter by Type:	<input type="text" value="Exit Country Leave"/> ▾
*Absence Name:	<input type="text" value="Annual Leave (Exit Country)"/> ▾ <input type="text" value="Exit Country Leave"/>
Leave Approver	<input type="text"/> 
<input type="button" value="Confirm Approver"/>	
Comments	
Requestor Comments:	<input type="text"/>

11. Pilih **“Annual Leave (Exit Country)”** dari senarai yang dipaparkan di ruang **“Absence Name”**.

* Required Field

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

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D.1-2-3 EB 4-5

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: 22.00 Days****

*Reason:

Duration: Days

Calculate Duration

Additional Information

*Country

Start Date

End Date

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"/>	<input type="text"/>

Leave Request Approval Chain

Leave Approver

Confirm Approver

12. Setelah memilih **“Absence Name”**, ruang tambahan seperti Tarikh Tamat (End Date), Sebab (Reason), Tempoh (Duration), Maklumat Tambahan (Additional Information), Negeri yang hendak dilawati (Country), Tarikh mula Keluar Negeri (Start Date) dan Tarikh Tamat (End Date) dan ruang Timbang Terima Tugas (Handover Document) akan dipaparkan.

Awda juga akan 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:

End Date:

Filter by Type:

*Absence Name:

*Reason:

Duration: 22.00 Days**

[View Monthly Schedule](#)

Additional Information

*Country:

Start Date:

End Date:

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 **Disember**.

15. Pilih tarikh tamat cuti awda. Contoh : **10** haribulan.

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:

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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: 22.00 Days****


*Reason:


Duration:

16. Pilih **“Exit Country Leave”** dari senarai yang dipaparkan di ruang **“Reason”**.

Additional Information

*Country: 

Start Date: 


End Date: 

Handover Document

[Customize](#) | [Find](#)  First Last

	Job Description	Status	Refer To	Comments	
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>

Leave Request Approval Chain

Leave Approver: 

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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

[View Monthly Schedule](#)

*Start Date: 

End Date: 


Filter by Type:


*Absence Name: **Current Balance: 22.00 Days****


*Reason:

Duration: Days

Additional Information

*Country: 

Start Date: 



End Date: 

17. Klik **"Calculate Duration"** untuk mengira tempoh cuti yang dipohonkan.

18. Ini adalah jumlah cuti yang dipohonkan.

19. Klik ikon ini untuk mencari Negara yang ingin dilawati.

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: 

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Look Up Country

Search by: begins with

[Look Up](#) [Cancel](#) [Advanced Lookup](#)

Search Results

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

Country	Description
ABW	Aruba
AFG	Afghanistan
AGO	Angola
AIA	Anguilla
ALA	Aland Islands
ALB	Albania
AND	Andorra
ANT	Netherlands Antilles
ARE	United Arab Emirates
ARG	Argentina
ARM	Armenia
ASM	American Samoa
ATA	Antarctica
ATF	French Southern Territories
ATG	Antigua and Barbuda
AUS	Australia
AUT	Austria
AZE	Azerbaijan
BDI	Burundi
BEL	Belgium
BEN	Benin
BFA	Burkina Faso
BGD	Bangladesh
BGR	Bulgaria
BHR	Bahrain
BHS	Bahamas
BIH	Bosnia and Herzegovina
BLM	Saint Barthelemy
BLR	Belarus
BLZ	Belize
BMU	Bermuda
BOL	Bolivia
BRA	Brazil
BRB	Barbados

20. Pilih Negara yang hendak dilawati dari senarai yang dipaparkan

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Look Up Country

Search by: Country ▾ begins with

[Advanced Lookup](#)

Search Results

View All First ◀ 1 of 1 ▶ Last

Country	Description
MYS	Malaysia

***Peringatan:**
Contoh jika melawati hanya satu (1) Negara sahaja

21a. Jika Negara yang hendak dilawati tidak tersenarai, sila taip *abbreviation* Negara tersebut di ruang "***begins with***".
Contoh: Taip **MYS** untuk Malaysia

21b. Klik nama Negara sepertimana yang dipaparkan.

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Look Up Country

Search by: Country ▾ begins with

[Look Up](#) [Cancel](#) [Advanced Lookup](#)

Search Results

[View All](#) [First](#) 1 of 1 [Last](#)

Country	Description
OTH	Other

***Peringatan:**
Contoh jika melawati melebihi daripada satu (1) Negara

21c. Taip **"OTH"** di ruang **"begins with"**

21d. Klik **"OTH"** sepertimana yang dipaparkan.

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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: 22.00 Days****

*Reason:

Duration: Days

Additional Information

*Country: Other

Start Date:

End Date:

Handover Document

Job Description	Status
1	

Leave Request Approval Chain

Leave Approver:

December 2016

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

[Current Date](#)

22. Klik **"Calendar"** untuk memilih tarikh bermula permohonan Keluar Negeri

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

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

24. Kemudian pilih tarikh permulaan keluar negeri yang ingin dipohonkan.

Contoh : Klik pada **04** haribulan.

- Menu
- Self Service
 - Room Booking
 - Time Reporting
 - Report Time
 - Request Absence**
 - View Time
 - Personal Information
 - Payroll and Compensation
 - Benefits
 - Learning and Development
 - Learning
 - Performance Management
 - Recruiting Activities
 - Attendance
 - Dasar Keselamatan Data GEMS
 - Verify Employee Information
 - Induction Documents Checklist
 - Review Transactions
 - Global Payroll & Absence Mgmt
 - Workforce Development
 - Set Up HRMS
 - Set Up ELM
 - My Content
 - Content Management
 - Reporting Tools
 - Take a Survey
 - Change My Password
 - My Personalizations
 - My System Profile

Request Absence


ABDUL RAHMAN BIN ABDUL RAHIM


KERANI

D.1-2-3 EB 4-5

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: 22.00 Days****


*Reason:

Duration: Days

Additional Information

*Country:  Other

Start Date: 

End Date: 

25. Klik **'Calendar'** untuk memilih tarikh tamat cuti.

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

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

27. Pilih tarikh tamat cuti awda. Contoh : **11** haribulan.

Handover Document

Job Description	Status
1	

Leave Request Approval Chain

Leave Approver:

December 2016

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- Menu**
- Self Service
 - Room Booking
 - Time Reporting
 - Report Time
 - Request Absence**
 - View Time
 - Personal Information
 - Payroll and Compensation
 - Benefits
 - Learning and Development
 - Learning
 - Performance Management
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 - Attendance
 - Dasar Keselamatan Data GEMS
 - Verify Employee Information
 - Induction Documents Checklist
 - Review Transactions
 - Global Payroll & Absence Mgmt
 - Workforce Development
 - Set Up HRMS
 - Set Up ELM
 - My Content
 - Content Management
 - Reporting Tools
 - Take a Survey
 - Change My Password
 - My Personalizations
 - My System Profile

Request Absence

ABDUL RAHMAN BIN ABDUL RAHIM

KERANI

D.1-2-3 EB 4-5

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:	<input type="text" value="05/12/2016"/> View Monthly Schedule
End Date:	<input type="text" value="10/12/2016"/>
Filter by Type:	<input type="text" value="Exit Country Leave"/>
*Absence Name:	<input type="text" value="Annual Leave (Exit Country)"/> Current Balance: 22.00 Days**
*Reason:	<input type="text" value="Exit Country Leave"/>
Duration:	<input type="text"/> Days
<input type="button" value="Calculate Duration"/>	
Additional Information	
*Country:	<input type="text" value="OTH"/> Other
Start Date:	<input type="text" value="04/12/2016"/>
End Date:	<input type="text" value="11/12/2016"/>

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

Leave Request Approval Chain

Leave Approver

28. 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) tugas yang akan diserahkan, sila klik ikon [+].

- Menu
- Self Service
 - Room Booking
 - Time Reporting
 - Report Time
 - Request Absence**
 - View Time
 - Personal Information
 - Payroll and Compensation
 - Benefits
 - Learning and Development
 - Learning
 - Performance Management
 - Recruiting Activities
 - Attendance
 - Dasar Keselamatan Data GEMS
 - Verify Employee Information
 - Induction Documents Checklist
 - Review Transactions
 - Global Payroll & Absence Mgmt
 - Workforce Development
 - Set Up HRMS
 - Set Up ELM
 - My Content
 - Content Management
 - Reporting Tools
 - Take a Survey
 - Change My Password
 - My Personalizations
 - My System Profile

Request Absence


ABDUL RAHMAN BIN ABDUL RAHIM


KERANI

D.1-2-3 EB 4-5

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: 22.00 Days****


*Reason:

Duration: Days

Additional Information

*Country:  Other

Start Date: 

End Date: 

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 

29. Sila masukkan bilangan kad pengenalan Pegawai yang membenarkan di ruang "Leave Approver" dan klik "Confirm Approver".

30. Jika bilangan kad pengenalan Pegawai yang membenarkan tidak diketahui, sila klik ikon ini untuk memilih pegawai yang akan membenarkan cuti awda.

Menu

- Self Service
 - Room Booking
 - Time Reporting
 - Report Time
 - Request Absence
 - View Time
 - Personal Information
 - Payroll and Compensation
 - Benefits
 - Learning and Development
 - Learning
 - Performance Management
 - Recruiting Activities
 - Attendance
 - Dasar Keselamatan Data GEMS
 - Verify Employee Information
 - Induction Documents Checklist
 - Review Transactions
 - Global Payroll & Absence Mgmt
 - Workforce Development
 - Set Up HRMS
 - Set Up ELM
 - My Content
 - Content Management
 - Reporting Tools
 - Take a Survey
 - Change My Password
 - My Personalizations
 - My System Profile

Look Up Leave Approver

Search by: begins with

[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	Department	Lo
SA127003		BA		
SA053		JA		
SA101		JA		
SA101010		INS		
SA005001		BA		
SA08600501		SE		
SA101		JA		
SA101		JA		
SA131009		BA		
SA131009		BA		
SA131		JA		
SA053		JA		
SA002		JA		
SA05300202		BA		
SA002		JA		
SA137		JA		
SA135		JA		
SA086		JA		
SA002		JA		
SA131		JA		
SA082		PE		
SA137		JA		
SA101		JA		
SA002		JA		
SA131009		BA		
SA002		JA		
SA13500301		UN		
SA131009		BA		
SA101010		INS		
SA086		JAB		
SA086		JABA		
SA130		JABATA		

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

32. 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 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)

Menu

- Self Service
 - Room Booking
 - Time Reporting
 - Report Time
 - Request Absence**
 - View Time
 - Personal Information
 - Payroll and Compensation
 - Benefits
 - Learning and Development
 - Learning
 - Performance Management
 - Recruiting Activities
 - Attendance
 - [Dasar Keselamatan Data GEMS](#)
 - [Verify Employee Information](#)
 - [Induction Documents Checklist](#)
 - [Review Transactions](#)
 - Global Payroll & Absence Mgmt
 - Workforce Development
 - Set Up HRMS
 - Set Up ELM
 - My Content
 - Content Management
 - Reporting Tools
 - [Take a Survey](#)
 - [Change My Password](#)
 - [My Personalizations](#)
 - [My System Profile](#)

Look Up Leave Approver

Search by: Department ▼ begins with

[Advanced Lookup](#)

32. (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.

- Menu**
- Self Service
 - Room Booking
 - Time Reporting
 - Report Time
 - Mass Time
 - Overtime Requests
 - Web Clock
 - Request Absence
 - View Time
 - Personal Information
 - Payroll and Compensation
 - Benefits
 - Learning and Development
 - Learning
 - Performance Management
 - Recruiting Activities
 - Attendance
 - Dasar Keselamatan Data GEMS
 - Verify Employee Information
 - Induction Documents Checklist
 - Review Transactions
 - Workflow User Preferences
 - Manager Self Service
 - Recruiting
 - Workforce Administration
 - Benefits
 - Compensation
 - Global Payroll & Absence Mgmt
 - Payroll Interface
 - Workforce Development
 - Organizational Development
 - Enterprise Learning
 - Set Up HRMS
 - Set Up ELM
 - My Content
 - Content Management
 - Reporting Tools
 - PeopleTools
 - Take a Survey
 - Change My Password
 - My Personalizations
 - My System Profile

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.

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)

32. (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 Lookup”***.

(Pastikan awda memilih kod Jabatan yang berkaitan)

Menu

- Self Service
 - Room Booking
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 - View Time
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 - Learning
 - Performance Management
 - Recruiting Activities
 - Attendance
 - Dasar Keselamatan Data GEMS
 - Verify Employee Information
 - Induction Documents Checklist
 - Review Transactions
 - Global Payroll & Absence Mgmt
 - Workforce Development
 - Set Up HRMS
 - Set Up ELM
 - My Content
 - Content Management
 - Reporting Tools
 - Take a Survey
 - Change My Password
 - My Personalizations
 - My System Profile

Look Up Leave Approver

Search by: Department begins with SA127

Look Up

Cancel

[Advanced Lookup](#)

Search Results

[View All](#)

First 1-100 of 132 Last

Department	EmplID	Empl Rcd Nbr	Official Name	Long Description
SA127				JABATAN PERKHIDMATAN AWAM
SA127				JABATAN PERKHIDMATAN AWAM
SA127				JABATAN PERKHIDMATAN AWAM
SA127				JABATAN PERKHIDMATAN AWAM
SA127				JABATAN PERKHIDMATAN AWAM
SA127				JABATAN PERKHIDMATAN AWAM
SA127				JABATAN PERKHIDMATAN AWAM
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SA127				JABATAN PERKHIDMATAN AWAM
SA127				JABATAN PERKHIDMATAN AWAM
SA127				JABATAN PERKHIDMATAN AWAM
SA127				JABATAN PERKHIDMATAN AWAM
SA127				JABATAN PERKHIDMATAN AWAM
SA127001				PEJABAT KETUA PENGARAH
SA127001				PEJABAT KETUA PENGARAH
SA127001				PEJABAT KETUA PENGARAH
SA127001				PEJABAT KETUA PENGARAH
SA127001				PEJABAT KETUA PENGARAH
SA127001				PEJABAT KETUA PENGARAH
SA127001				PEJABAT KETUA PENGARAH
SA127001				PEJABAT KETUA PENGARAH
SA127001				PEJABAT KETUA PENGARAH
SA127001				PEJABAT KETUA PENGARAH
SA127001				PEJABAT KETUA PENGARAH
SA127001				PEJABAT KETUA PENGARAH
SA127001				PEJABAT KETUA PENGARAH
SA127001				PEJABAT KETUA PENGARAH
SA127002				BAHAGIAN PERKHIDMATAN KAUNSELING
SA127002				BAHAGIAN PERKHIDMATAN KAUNSELING
SA127002				BAHAGIAN PERKHIDMATAN KAUNSELING
SA127002				BAHAGIAN PERKHIDMATAN KAUNSELING
SA127003				BAHAGIAN PEMBANGUNAN DAN PENGURUSAN
SA127003				BAHAGIAN PEMBANGUNAN DAN PENGURUSAN

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

34. Klik **'Look Up'** untuk meneruskan pencarian.

- Menu
- Self Service
 - Room Booking
 - Time Reporting
 - Report Time
 - Request Absence
 - View Time
 - Personal Information
 - Payroll and Compensation
 - Benefits
 - Learning and Development
 - Learning
 - Performance Management
 - Recruiting Activities
 - Attendance
 - Dasar Keselamatan Data GEMS
 - Verify Employee Information
 - Induction Documents Checklist
 - Review Transactions
 - Global Payroll & Absence Mgmt
 - Workforce Development
 - Set Up HRMS
 - Set Up ELM
 - My Content
 - Content Management
 - Reporting Tools
 - Take a Survey
 - Change My Password
 - My Personalizations
 - My System Profile

Look Up Leave Approver

Search by: Department ▾ begins with SA

[Advanced Lookup](#)

Search Results

[View All](#)

First 1-100 of 132 Last

Department	EmplID	Empl Rcd Nbr	Official Name	Long Description
SA127				JABATAN PERKHIDMATAN AWAM
SA127				JABATAN PERKHIDMATAN AWAM
SA127				JABATAN PERKHIDMATAN AWAM
SA127				JABATAN PERKHIDMATAN AWAM
SA127				JABATAN PERKHIDMATAN AWAM
SA127				JABATAN PERKHIDMATAN AWAM
SA127				JABATAN PERKHIDMATAN AWAM
SA127				JABATAN PERKHIDMATAN AWAM
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SA127				JABATAN PERKHIDMATAN AWAM
SA127				JABATAN PERKHIDMATAN AWAM
SA127				JABATAN PERKHIDMATAN AWAM
SA127				JABATAN PERKHIDMATAN AWAM
SA127				JABATAN PERKHIDMATAN AWAM
SA127001				PEJABAT KETUA PENGARAH
SA127001				PEJABAT KETUA PENGARAH
SA127001				PEJABAT KETUA PENGARAH
SA127001				PEJABAT KETUA PENGARAH
SA127001				PEJABAT KETUA PENGARAH
SA127001				PEJABAT KETUA PENGARAH
SA127001				PEJABAT KETUA PENGARAH
SA127001				PEJABAT KETUA PENGARAH
SA127001				PEJABAT KETUA PENGARAH
SA127001				PEJABAT KETUA PENGARAH
SA127001				PEJABAT KETUA PENGARAH
SA127001				PEJABAT KETUA PENGARAH
SA127001				PEJABAT KETUA PENGARAH
SA127001				PEJABAT KETUA PENGARAH
SA127002				BAHAGIAN PERKHIDMATAN KAUNSELING
SA127002				BAHAGIAN PERKHIDMATAN KAUNSELING
SA127002				BAHAGIAN PERKHIDMATAN KAUNSELING
SA127002				BAHAGIAN PERKHIDMATAN KAUNSELING
SA127003				BAHAGIAN PEMBANGUNAN DAN PENGURUSAN

35. Daripada senarai Pegawai yang ter papar, sila klik kod Jabatan ketua / Pegawai yang membenarkan cuti awda.

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

- Menu
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 - Induction Documents Checklist
 - Review Transactions
- Global Payroll & Absence Mgmt
 - Workforce Development
 - Set Up HRMS
 - Set Up ELM
 - My Content
 - Content Management
 - Reporting Tools
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ABDUL RAHMAN BIN ABDUL RAHIM

KERANI

D.1-2-3 EB 4-5

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: 22.00 Days**

*Reason:

Duration: Days

Additional Information

*Country: Other

Start Date:

End Date:

Handover Document Customize | Find | First 1 of 1 Last

Job Description	Status	Refer To	Comments
1			

Leave Request Approval Chain

Leave Approver: MD ALI BIN HUSSIN

Comments

Requestor Comments: MEMOHON KEBENARAN CUTI TAHUNAN BERMULA PADA 05 HINGGA 10 DISEMBER 2016 DAN SETERUSNYA KELUAR

36. Klik "Confirm Approver"

37. Isi ruangan komen (Comment).

Contoh : Memohon kebenaran cuti tahunan bermula pada 05 hingga 10 Disember 2016 dan seterusnya keluar negeri mulai hari Ahad, 04 Disember hingga hari Ahad, 11 Disember 2016 ke Negara-Negara Asean.

* Required Field

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

38. Klik "Submit"

Menu

- Self Service
 - Room Booking
 - Time Reporting
 - Report Time
 - Request Absence
 - View Time
 - Personal Information
 - Payroll and Compensation
 - Benefits
 - Learning and Development
 - Learning
 - Performance Management
 - Recruiting Activities
 - Attendance
 - Dasar Keselamatan Data GEMS
 - Verify Employee Information
 - Induction Documents Checklist
 - Review Transactions
 - Global Payroll & Absence Mgmt
- Workforce Development
- Set Up HRMS
- Set Up ELM
- My Content
- Content Management
- Reporting Tools
 - Take a Survey
 - Change My Password
 - My Personalizations
 - My System Profile

Submit Confirmation

✓ The Absence Request was successfully submitted.

OK

39. Klik 'OK' untuk mengesahkan permohonan cuti awda.

- Menu
- Self Service
 - Room Booking
 - Time Reporting
 - Report Time
 - Request Absence**
 - View Time
 - Personal Information
 - Payroll and Compensation
 - Benefits
 - Learning and Development
 - Learning
 - Performance Management
 - Recruiting Activities
 - Attendance
 - Dasar Keselamatan Data GEMS
 - Verify Employee Information
 - Induction Documents Checklist
 - Review Transactions
- Global Payroll & Absence Mgmt
 - Workforce Development
 - Set Up HRMS
 - Set Up ELM
 - My Content
 - Content Management
 - Reporting Tools
 - Take a Survey
 - Change My Password
 - My Personalizations
 - My System Profile

Request Details

ABDUL RAHMAN BIN ABDUL RAHIM

KERANI

D.1-2-3 EB 4-5

View Request Status and Approval Details

Details	
Start Date:	05/12/2016
End Date:	10/12/2016
Absence Name:	Annual Leave (Exit Country) Current Balance: 22.00 Days**
Reason:	Exit Country Leave
Duration:	6.00 Days

Additional Information		
Country	OTH	Other
Start Date	04/12/2016	
End Date	11/12/2016	

Handover Document			
Job Description	Status	Refer To	Comments
1			

Workflow	
Status:	Submitted

BCS Absence_Mgmt_ByPosMgmt

▼ **Absence Management: Pending**

BCS Absence_Mgmt_ByPosMgmt

Pending

MD ALI BIN HUSSIN
Leave Request Approver

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

Go To: [Request Absence](#)

[View Absence Request History](#)

[View Absence Balances](#)

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

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