



**Manual mengemaskini**  
***“EMAIL ADDRESS”***  
**Bagi pengguna *Self Service***



1. Klik "Self Service"

- Self Service
- Recruiting
- Global Payroll & Absence Mgmt
- Workforce 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

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](mailto:gems.helpdesk@psd.gov.bn)

GEMS Help Centre

Please click [here](#) or on "GEMS Help Centre" link at the top right-hand corner to get help on GEMS functionalities.

**NEW**

**Computer Based Training on Absence Request (Malay Guide):**

- [Absence Request \(Malay Guide\)](#)

Discussion Forums

No Discussions available

GEMS News

**NEW Data Bagi Pegawai dan Kakitangan Kerajaan**

Assalamualaikum / Salam Sejahtera,

Bagi pihak Pengurusan GEMS, kami ingin memperkenalkan mengenai proses *Pengesahan Data* di dalam GEMS, yang mana pegawai dan kakitangan kerajaan akan dapat mengesahkan dan memastikan data peribadi dan data perkhidmatan mereka adalah betul dan terkini.

Pada masa ini, proses ini kini boleh digunakan oleh jabatan - jabatan dibawah Jabatan Perdana Menteri, Kementerian Kewangan, Kementerian Perhubungan, Kementerian Hal Ehwal Ugama dan Kementerian Pertahanan dan akan dilancarkan kepada kementerian - kementerian dan jabatan - jabatan yang lain secara bergilir - gilir. Aktiviti - aktiviti mass briefing dan roving, yang bertujuan untuk memperkenalkan dan menerangkan mengenai proses berkenaan kepada setiap kementerian - kementerian dan jabatan - jabatan, akan dimaklumkan kemudian.

Sekiranya ada sebarang pertanyaan sila hubungi **GEMS Helpdesk**.

Quick Links

<a href="#">My E-mail</a>	<a href="#">My Calendar</a>
<a href="#">My Payslips</a>	<a href="#">My Benefits</a>
<a href="#">My Performance</a>	<a href="#">My Learning</a>
<a href="#">My Careers</a>	<a href="#">My Reports</a>
<a href="#">My Surveys</a>	<a href="#">My Time &amp; Attendance</a>
<a href="#">Team Learning</a>	<a href="#">Request Absence</a>
<a href="#">My Exam Results</a>	

My Leave Balance

**NEW**

**[Absence Balances as of 31/10/2012](#)**

If you view your Absence Balances, your leave balance of Annual Entitlement is as of **31/10/2012**. Should you noticed that the leave balance is not correct, please consult your GEMS Human Resource Specialist Absence (HRS Absence) at your Administration Section.



**Menu**

- ▼ Self Service
  - ▶ Room Booking
  - ▶ Time Reporting
  - ▶ Personal Information
  - ▶ Payroll and Compensation
  - ▶ Benefits
  - ▶ Learning and Development
  - ▶ Learning
  - ▶ Performance Management
  - ▶ Recruiting Activities
  - ▶ Attendance
  - [Verify Employee Information](#)
  - [Review Transactions](#)
- ▶ Recruiting
- ▶ Global Payroll & Absence
- Mgmt
  - ▶ Workforce 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](#)

Main Menu >

**Self Service**

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

<b>Room Booking</b> Room Booking <ul style="list-style-type: none"><li>▶ <a href="#">Make Room Booking</a></li><li>▶ <a href="#">View Room Booking</a></li><li>▶ <a href="#">View Room Information</a></li></ul>	<b>Verify Employee Information</b> Verify Employee Information	<b>Review Transactions</b> Review transactions that you submitted for approval
<b>Time Reporting</b> Report and review your time, schedules, request absences and more. <ul style="list-style-type: none"><li>▶ <a href="#">Report Time</a></li><li>▶ <a href="#">View Time</a></li></ul>	<b>Personal Information</b> Review and update your personal information. <ul style="list-style-type: none"><li>▶ <a href="#">Personal Information Summary</a></li><li>▶ <a href="#">Home and Mailing Address</a></li><li>▶ <a href="#">Phone Numbers</a></li><li>▶ <a href="#">4 More...</a></li></ul>	<b>Payroll and Compensation</b> Review your pay and compensation history. Update your direct deposit and other deduction or contribution information. <ul style="list-style-type: none"><li>▶ <a href="#">E-Payslip Summary Page</a></li></ul>
<b>Benefits</b> Review health, insurance, savings, pension or other benefits information. Review and update dependent and beneficiary personal information. <ul style="list-style-type: none"><li>▶ <a href="#">Claim/Application Request</a></li><li>▶ <a href="#">Dependent Information</a></li><li>▶ <a href="#">Benefits Information</a></li><li>▶ <a href="#">Dependents and Beneficiaries</a></li></ul>	<b>Learning and Development</b> Add or review information about profiles of skills and competencies, interest lists, training and development. <ul style="list-style-type: none"><li>▶ <a href="#">My Profile</a></li><li>▶ <a href="#">My Job Profiles</a></li></ul>	<b>Learning</b> View and maintain learning records and objectives, and browse and search the learning catalog. <ul style="list-style-type: none"><li>▶ <a href="#">BCS Exam result</a></li><li>▶ <a href="#">Submit Travel Arrangements</a></li><li>▶ <a href="#">View Travel Arrangements</a></li><li>▶ <a href="#">5 More...</a></li></ul>
<b>Performance Management</b> Access your performance and development documents, and evaluations you have done for others. <ul style="list-style-type: none"><li>▶ <a href="#">My Performance Documents</a></li><li>▶ <a href="#">Other's Performance Documents</a></li></ul>	<b>Recruiting Activities</b> Recruiting Activities <ul style="list-style-type: none"><li>▶ <a href="#">Careers</a></li><li>▶ <a href="#">Interview Evaluations</a></li><li>▶ <a href="#">Interview Calendar</a></li><li>▶ <a href="#">Interview Team Schedule</a></li></ul>	<b>Attendance</b> <ul style="list-style-type: none"><li>▶ <a href="#">On-Line Submission Page</a></li></ul>

2. Klik **"Personal Information"**



Menu

- Self Service
  - Room Booking
  - Time Reporting
  - Personal Information
  - Payroll and Compensation
  - Benefits
  - Learning and Development
  - Learning
  - Performance Management
  - Recruiting Activities
  - Attendance
    - [Verify Employee Information](#)
    - [Review Transactions](#)
- Recruiting
- Global Payroll & Absence Mgmt
- Workforce 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](#)

Main Menu > Self Service >

### Personal Information

Review and update your personal information.

[Personal Information Summary](#)  
Review a summary of your personal information.

[Home and Mailing Address](#)  
Review and update your home and mailing addresses.

[Phone Numbers](#)  
Add or update phone numbers, or specify your primary phone number.

[Email Addresses](#)  
Add or update your email addresses.

[Emergency Contacts](#)  
Add or update your emergency contact information.

[Learning Preferences](#)  
Select learning preferences such as default search mode, language, and delivery method.

[Marital Status](#)  
Update your marital status.

[Employee Job History](#)  
Employee Job History

3. Klik "Email Addresses"

- Menu
- Self Service
  - Room Booking
  - Time Reporting
- Personal Information
  - Personal Information Summary
  - Home and Mailing Address
  - Phone Numbers
  - Email Addresses**
  - Emergency Contacts
  - Learning Preferences
  - Marital Status
  - Employee Job History
- Payroll and Compensation
- Benefits
- Learning and Development
- Learning
- Performance Management
- Recruiting Activities
- Attendance
  - Verify Employee Information
  - Review Transactions
- Recruiting
- Global Payroll & Absence Mgmt
- Workforce 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

## Email Addresses

ABDUL RAHMAN BIN ABDUL RAHIM

Email Type	Email Address	Preferred

[Add an Email Address](#)

\* Required Field

[Save](#)

[Return to Personal Information](#)

4. Klik  
***"Add an Email Address"***

- Menu
- Self Service
  - Room Booking
  - Time Reporting
- Personal Information
  - Personal Information
    - Summary
  - Home and Mailing
    - Address
    - Phone Numbers
  - Email Addresses
  - Emergency Contacts
  - Learning Preferences
  - Marital Status
  - Employee Job History
- Payroll and Compensation
- Benefits
- Learning and Development
  - Learning
- Performance Management
- Recruiting Activities
- Attendance
  - Verify Employee Information
  - Review Transactions
- Recruiting
- Global Payroll & Absence Mgmt
- Workforce 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

## Email Addresses

ABDUL RAHMAN BIN ABDUL RAHIM

Email Type	Email Address	Preferred	Delete
Home		<input type="checkbox"/>	
Official		<input type="checkbox"/>	
Other		<input type="checkbox"/>	
Personal		<input type="checkbox"/>	

\* Required Field

[Return to Personal Information](#)

5. Klik **"Email Type"**  
(Bagi emel kerajaan sila pilih **"Official"**)

6. Masukkan emel kerajaan ke dalam ruang **"Email Address"**

7. Tandakan **"Preferred"**

8. Klik **"Save"**

- Menu
- Self Service
  - Room Booking
  - Time Reporting
- Personal Information
  - Personal Information Summary
  - Home and Mailing Address
  - Phone Numbers
  - Email Addresses**
  - Emergency Contacts
  - Learning Preferences
  - Marital Status
- Payroll and Compensation
- Benefits
- Learning and Development
  - Learning
- Performance Management
- Recruiting Activities
  - Attendance
  - Verify Employee Information
  - Review Transactions
- Recruiting
- Global Payroll & Absence Mgmt
- Workforce 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   
[New Window](#) | [Custom](#) **Processing**

## Email Addresses

ABDUL RAHMAN BIN ABDUL RAHIM

*Email Type	*Email Address	Preferred	
Official	rahman.rahim@psd.gov.bn	<input checked="" type="checkbox"/>	Delete

Add an Email Address

\* Required Field

Save

[Return to Personal Information](#)

**\*Peringatan:**  
Pastikan emel diisi dengan lengkap dan teratur dalam ruang **"Email Address"** seperti contoh yang di paparkan

**8a.**  
**\*Peringatan:**  
: Status **"Processing"** ini akan terpapar setelah menekan **"Save"** dan tunggu sehingga status bertukar menjadi **"Saved"**

- Menu**
- Self Service
    - Room Booking
    - Time Reporting
  - Personal Information
    - Personal Information Summary
    - Home and Mailing Address
    - Phone Numbers
    - Email Addresses**
    - Emergency Contacts
    - Learning Preferences
    - Marital Status
  - Payroll and Compensation
  - Benefits
  - Learning and Development
  - Learning
  - Performance Management
  - Recruiting Activities
  - Attendance
  - Verify Employee Information
  - Review Transactions
  - Recruiting
  - Global Payroll & Absence
  - Mgmt
    - Workforce 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

### Email Addresses

## Save Confirmation

✓ The Save was successful.



9. Klik "Ok"



- Menu**
- Self Service
    - Room Booking
    - Time Reporting
  - Personal Information
    - Personal Information Summary
    - Home and Mailing Address
    - Phone Numbers
    - Email Addresses**
    - Emergency Contacts
    - Learning Preferences
    - Marital Status
    - Employee Job History
  - Payroll and Compensation
  - Benefits
  - Learning and Development
    - Learning
    - Performance Management
  - Recruiting Activities
  - Attendance
    - Verify Employee Information
    - Review Transactions
  - Recruiting
  - Global Payroll & Absence Mgmt
    - Workforce 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](#) | [Customize Page](#) | 

**\*Peringatan:**  
Email yang telah dimasukkan boleh disahkan melalui line **"My System Profile"**

## Email Addresses

ABDUL RAHMAN BIN ABDUL RAHIM

Email Addresses		
*Email Type	*Email Address	Preferred
Official	<input type="text" value="rahman.rahim@psd.gov.bn"/>	<input checked="" type="checkbox"/>
		<a href="#">Delete</a>

[Add an Email Address](#)

\* Required Field

[Save](#)

[Return to Personal Information](#)

**Menu**

- Self Service
  - Room Booking
  - Time Reporting
  - Personal Information
  - Payroll and Compensation
  - Benefits
  - Learning and Development
  - Learning
  - Performance Management
  - Recruiting Activities
  - Attendance
    - [Verify Employee Information](#)
    - [Review Transactions](#)
- Recruiting
- Global Payroll & Absence Mgmt
  - Workforce 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](#)

**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](#)

**Verify Employee Information**

Verify Employee Information

**Review Transactions**

Review transactions that you submitted for approval

**Time Reporting**

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

- [Report Time](#)
- [View Time](#)

**Personal Information**

Review and update your personal information.

- [Personal Information Summary](#)
- [Home and Mailing Address](#)
- [Phone Numbers](#)
- [5 More...](#)

**Payroll and Compensation**

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

- [E-Payslip Summary Page](#)

**Benefits**

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

- [Claim/Application Request](#)
- [Dependent Information](#)

**Learning and Development**

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

- [My Profile](#)
- [My Job Profiles](#)

**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...](#)

**Performance Management**

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

- [My Performance Documents](#)
- [Other's Performance Documents](#)

**Recruiting Activities**

Recruiting Activities

- [Careers](#)
- [Interview Evaluations](#)
- [Interview Calendar](#)
- [Interview Team Schedule](#)

**Attendance**

- [On-Line Submission Page](#)

10. Klik "My System Profile"

- Menu
- ▷ Self Service
  - ▷ Recruiting
  - ▷ Global Payroll & Absence
  - Mgmt
    - ▷ Workforce 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**

## General Profile Information

ABDUL RAHMAN BIN ABDUL RAHIM

### Password

[Change password](#)

[Change or set up forgotten password help](#)

### Personalizations

My preferred language for PIA web pages is: English

My preferred language for reports and email is: English ▾

Currency Code: BND 🔍

Default Mobile Page:  🔍

### Alternate User

If you will be temporarily unavailable, you can select an alternate user to receive your routings.

Alternate User ID:  🔍

From Date:  📅 (example:12/31/2000)

To Date:  📅 (example:12/31/2000)

### Workflow Attributes

Email User  Worklist User

### Miscellaneous User Links

Email		
Primary Email Account	Email Type	Email Address
<input checked="" type="checkbox"/>	Business	rahman.rahim@psd.gov.bn

### \*Peringatan:

Pastikan alamat emel yang telah di kemaskini tersimpan seperti di dalam ruang yang terpapar