



**MANUAL BAGI MENJANA
“DETAILED ATTENDANCE REPORT”**

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- Self Service
- Manager Self Service
- Recruiting
- Workforce Administration**
- Global Payroll & Absence Mgmt
- Workforce Development
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- Set Up HRMS
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1. Klik "Workforce Administration"

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 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 \(Malay Guide\)](#)

Discussion Forums

No Discussions available

Sistem Perumahan

- [Maklumat Kelas Rumah](#)
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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.

Quick Links

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Main Menu >

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.



Absence and Vacation

Identifies absence and vacation, including specific types of leave. Also allows working time monitoring

- ▶ [Track Absence History](#)
- ▶ [Absence Reports](#)



Attendance

- ▶ [Ad Hoc Auto Punch Out](#)
- ▶ [Ad Hoc AutoPunch Out \(AM\)](#)
- ▶ [Ad Hoc AutoPunch Out \(EV\)](#)
- ▶ [5 More...](#)



Personal Information

Maintain information about a person regardless of Jobs.

- ▶ [Add a Person](#)
- ▶ [Manage Hires](#)
- ▶ [Modify a Person](#)
- ▶ [6 More...](#)



Collective Processes

Processes that affect multiple people

- ▶ [Outstanding Task Alert](#)



Workforce Reports

General Workforce Reporting

- ▶ [Employee Portfolio Report](#)
- ▶ [Change of Service Stats Rpt](#)
- ▶ [Establishment Budget Rpt](#)
- ▶ [8 More...](#)



Job Information

Maintain information about a person tied to a specific job record

- ▶ [Job Data](#)
- ▶ [Add Employment Instance](#)
- ▶ [Add Additional Assignment](#)
- ▶ [5 More...](#)



Self Service Transactions

Administer Self Service workflow transactions.

- ▶ [Workflow Inquiry](#)
- ▶ [Approvals and Delegation](#)
- ▶ [Employee Address Changes](#)
- ▶ [5 More...](#)



Time and Attendance Reports

- ▶ [Attendance Rating Report](#)
- ▶ [Detailed Attendance Report](#)
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2. Klik " Time and Attendance Reports "



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[Main Menu](#) > [Workforce Administration](#)**Time and Attendance Reports****3. Klik "Detailed Attendance Report"**[Attendance Rating Report](#)
Attendance Rating Report[Detailed Attendance 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:

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

6. Klik **"Add"**

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Detailed Attendance Report

[Find an Existing Value](#)[Add a New Value](#)Run Control ID: [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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Detailed Attendance Report


Run Control ID: 70000001


[Report Manager](#) [Process Monitor](#)

Report Request Parameter(s)

*Date From: 

*Date To: 

*SetID:  Prime Minister's Office

*Department:  BAHAGIAN GEMS

8.i. Masukkan permulaan tarikh (**Date From**) dan tarikh akhir (**Date To**) untuk menjana laporan kehadiran.

ii. Masukkan kod Kementerian (**Set ID**) dan Kod Jabatan (**Department**)

Employee ID

EmpID	Official Name
1 <input type="text" value=""/> 	

9. Klik "Look Up"

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Look Up EmplID

Search by: begins with

[Advanced Lookup](#)

Search Results

View All First 1-10 of 10 Last

EmplID	Name
00122854	NORINE BINTI HAJI DURAHMAN
70000001	ABDUL RAHMAN BIN ABDUL RAHIM
70000002	SITI FATIMAH BINTI KASSIM.
70000003	NUR NADIA BINTI ABDULLAH
70000004	MD ALI BIN HUSSIN
70000011	PEN1 TEST
70000012	PEN2 TEST
70000013	PEN3 TEST
70000014	PEN4 TEST
70000015	PEN 5 TEST

10. Pilih nama Pegawai / Kakitangan untuk di jana kedatangan harian


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Detailed Attendance Report


Run Control ID: 70000001





[Report Manager](#) [Process Monitor](#)**Run****11. Klik "Run"****Report Request Parameter(s)**


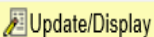
*Date From: 01/07/2015 

*Date To: 31/07/2015 

*SetID: SA01A  Prime Minister's Office

*Department: SA12700308  BAHAGIAN GEMS

Employee ID		Customize Find View All 		First	1 of 1	Last
EmplID	Official Name					
1 70000001 	ABDUL RAHMAN BIN ABDUL RAHIM					 

 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
<input checked="" type="checkbox"/>	Detailed Attendance Report	RPT129BT	PSJob	Web	PDF	Distribution

12. i. *Type : "Web"**ii. *Format : "PDF"**

OK

Cancel

13. Klik "Ok"

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Detailed Attendance Report

Run Control ID: 70000001

[Report Manager](#)

[Process Monitor](#)

Run

14. Klik "Process Monitor"

Process Instance:1034431

Report Request Parameter(s)

*Date From:

*Date To:

*SetID: Prime Minister's Office

*Department: BAHAGIAN GEMS

Employee ID		Customize Find View All	First 1 of 1 Last
EmpIID	Official Name		
1 <input type="text" value="70000001"/>	ABDUL RAHMAN BIN ABDUL RAHIM		

Save Notify

Add Update/Display

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Process List[Server List](#)**View Process Request For**

User ID: Type: Last: Days

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Process List[Customize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1034431		PSJob	RPT129BT	00305616	31/08/2015 3:07:23PM BNT	Success	Posted	Details

15.i. Klik **“Refresh”** berkali-kali sehingga perkataan **“Processing”** bertukar menjadi **“Success”**.

ii. Setelah Run Status bertukar kepada **“Success”**, Klik **“RPT129BT”** pada **“Process Name”**.

[Go back to Detailed Attendance Report](#)[Process List](#) | [Server List](#)

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Process Detail**Process Name:** RPT129BT[Refresh](#)**Main Job Instance:** 1034431

Left | Right

 [1034431 - RPT129BT Success](#) [1034432 - BCS_RPT_129 Success](#) [1034433 - RPT129 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](#)
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17. Klik "View Log / Trace"

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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:**

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

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

[Return](#)

Report ID: RPT-129
Operator ID: 00305616
Run Control ID: 70000001

Government Employee Management System
Detailed Attendance Report

Page Number: Page 1 of 2
Run Date: 31/08/2015
Run Time: 03:08:39 PM

Date From: 01/07/2015
Date To: 31/07/2015
SetID: SA01A
Department ID: SA12700308

Prime Minister's Office
BAHAGIAN GEMS

<u>Employee ID</u>	<u>Entered By</u>	<u>Date</u>	<u>Holiday</u>	<u>In/Out</u>	<u>Time</u>	<u>Statement</u>	<u>Comment</u>	<u>Duration</u>	<u>Total Work Hour</u>	<u>Approver</u>
70000001	ABDUL RAHMAN BIN ABDUL RAHIM	07/01/2015	N	IN	7:45:00 AM	Datang Kerja	LUPA PUNCH IN. JAM HADIR 7.45 AM.	3.0333		SHIYANHANA BINTI AWANG HAIM
70000001	ABDUL RAHMAN BIN ABDUL RAHIM	07/01/2015	N	OUT	10:47:19 AM	Balik Tengahari		0		SHIYANHANA BINTI AWANG HAIM
70000001	ABDUL RAHMAN BIN ABDUL RAHIM	07/01/2015	N	IN	10:47:20 AM	Datang Kerja		0.0000	3.0333	SHIYANHANA BINTI AWANG HAIM
70000001	ABDUL RAHMAN BIN ABDUL RAHIM	07/08/2015	N	IN	7:55:00 AM	Datang Kerja	CONNECTION ERROR TADI PAGI. DATANG PADA PUKUL 7.55PAGI.	0.0000	0.0000	AWANGKU MUHAMMAD FIKRI
70000001	ABDUL RAHMAN BIN ABDUL RAHIM	07/16/2015	N	IN	7:30:00 AM	Datang Kerja	datang kerja jam 730AM. system down	1.6333		ABDUL RAHMAN BIN ABDUL RAHIM
70000001	ABDUL RAHMAN BIN ABDUL RAHIM	07/16/2015	N	OUT	9:08:55 AM	Balik Tengahari		0		ABDUL RAHMAN BIN ABDUL RAHIM
70000001	ABDUL RAHMAN BIN ABDUL RAHIM	07/16/2015	N	IN	9:09:08 AM	Datang Kerja	tidak balik	0.0000		ABDUL RAHMAN BIN ABDUL RAHIM
70000001	ABDUL RAHMAN BIN ABDUL RAHIM	07/16/2015	N	OUT	9:09:25 AM	Balik Kerja		0	1.6333	ABDUL RAHMAN BIN ABDUL RAHIM

Contoh maklumat "Detailed Attendance Report"