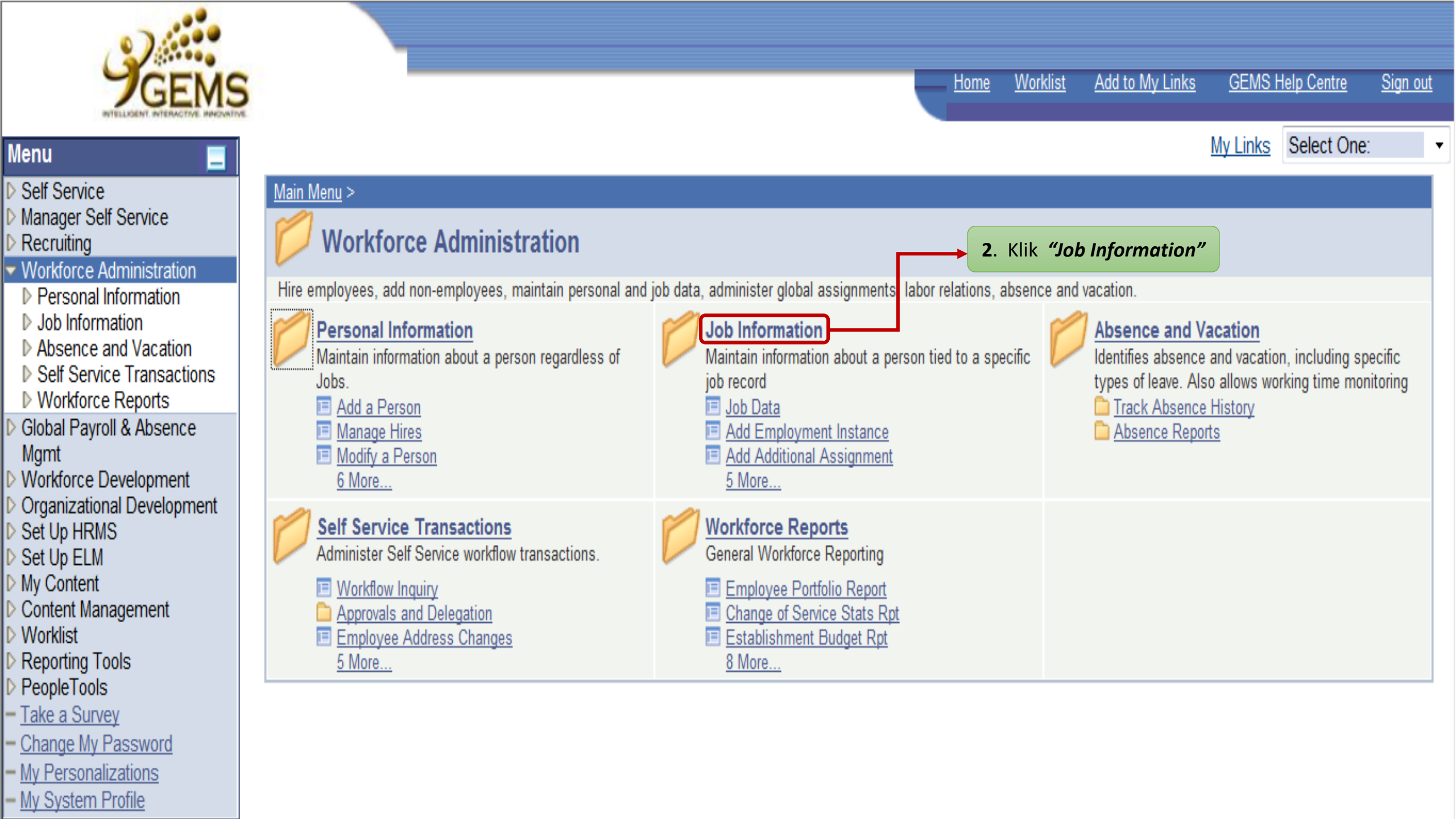
MANUAL BAGI MENGEMASKINI

"KENAIKKAN PANGKAT"

1. Klik *"Workforce Administration"*
Home
Worklist
Add to My Links
GEMS Help Centre
Sign out
My Links
Select One:
Personalize Content Layout Monday, November
Menu
Self Service
Manager Self Service
Recruiting
Workforce Administration
Global Payroll & Absence Mgmt
Workforce Development
Organizational Development
Set Up HRMS
Set Up ELM
My Content
Content Management
Worklist
Reporting Tools
PeopleTools
Take a Survey
Change My Password
My Personalizations
My System Profile
Discussion Forums
No Discussions available
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
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 mempastikan 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**.
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)
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
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.


Home
Worklist
Add to My Links
GEMS Help Centre
Sign out
My Links
Select One:
Menu
Self Service
Manager Self Service
Recruiting
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Personal Information
Job Information
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Global Payroll & Absence Mgmt
Workforce Development
Organizational Development
Set Up HRMS
Set Up ELM
My Content
Content Management
Worklist
Reporting Tools
PeopleTools
Take a Survey
Change My Password
My Personalizations
My System Profile
Main Menu >
Workforce Administration
2. Klik "Job Information"
Hire employees, add non-employees, maintain personal and job data, administer global assignments, labor relations, absence and vacation.
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
Self Service Transactions
Administer Self Service workflow transactions.
Workflow Inquiry
Approvals and Delegation
Employee Address Changes
5 More...
Workforce Reports
General Workforce Reporting
Employee Portfolio Report
Change of Service Stats Rpt
Establishment Budget Rpt
8 More...

Menu
- Self Service
- Manager Self Service
- Recruiting
- Workforce Administration
  - Brunei Civil Service Room Book
  - Personal Information
  - Job Information
  - Absence and Vacation
  - Self Service Transactions
  - Workforce Reports
  - Time and Attendance Reports
- Benefits
- Global Payroll & Absence Mgmt
- Workforce Development
- Organizational Development
- Set Up HRMS
- Set Up ELM
- My Content
- Content Management
- Worklist
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- My Personalizations
- My System Profile

Job Information

Maintain information about a person tied to a specific job record

3. Klik ***"Job Data"***

Employee Exit Interview
Employee Exit Interview

Job Data
Enter job information including work location and compensation details.

Add Employment Instance
Add a new employment organizational instance for a person.

Add Additional Assignment
Create an additional assignment record for a person's organizational instance.

Move Assignmnt to another Inst
Move assignment to another instance moves additional assignments associated with an Instance to another Instance.

Demote an Instance
Demotes an Instance which doesnot have additional assignments to the desired Instance.

Current Job
Maintain data about a current job.

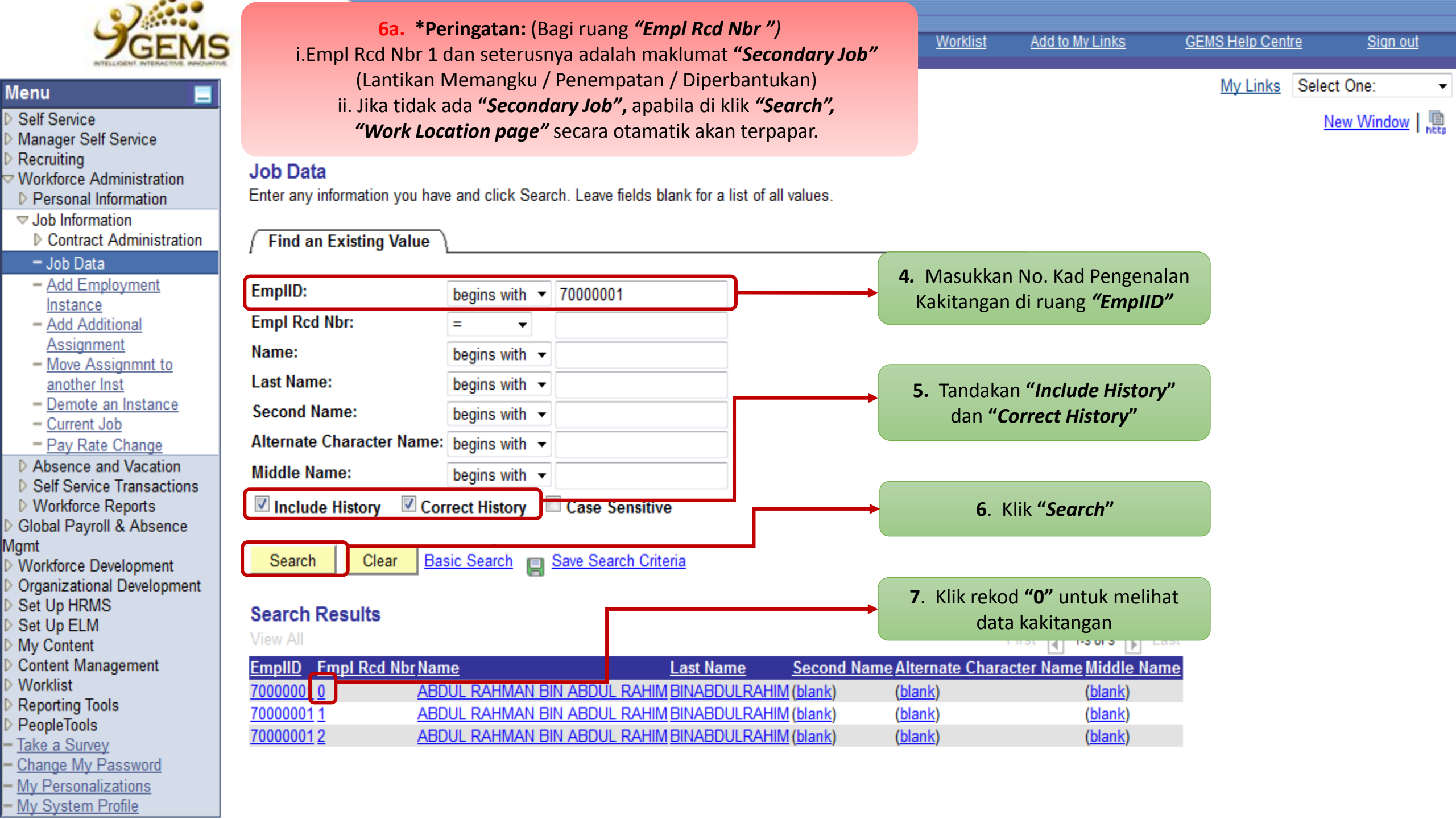
Pay Rate Change
Create pay rate changes.

Contract Administration
Maintain contracts or other written agreements with their employees and contractors
- Update Contracts
- Define Contract Types
- Define Contract Clauses
- Define Contract Templates

6a. *Peringatan: (Bagi ruang ***"Empl Rcd Nbr "**)

i.Empl Rcd Nbr 1 dan seterusnya adalah maklumat ***"Secondary Job"***
(Lantikan Memangku / Penempatan / Diperbantukan)

ii. Jika tidak ada ***"Secondary Job",*** apabila di klik ***"Search",***
"Work Location page" secara otamatik akan terpapar.



4. Masukkan No. Kad Pengenalan Kakitangan di ruang ***"EmplID"***

5. Tandakan ***"Include History"*** dan ***"Correct History"***

6. Klik ***"Search"***

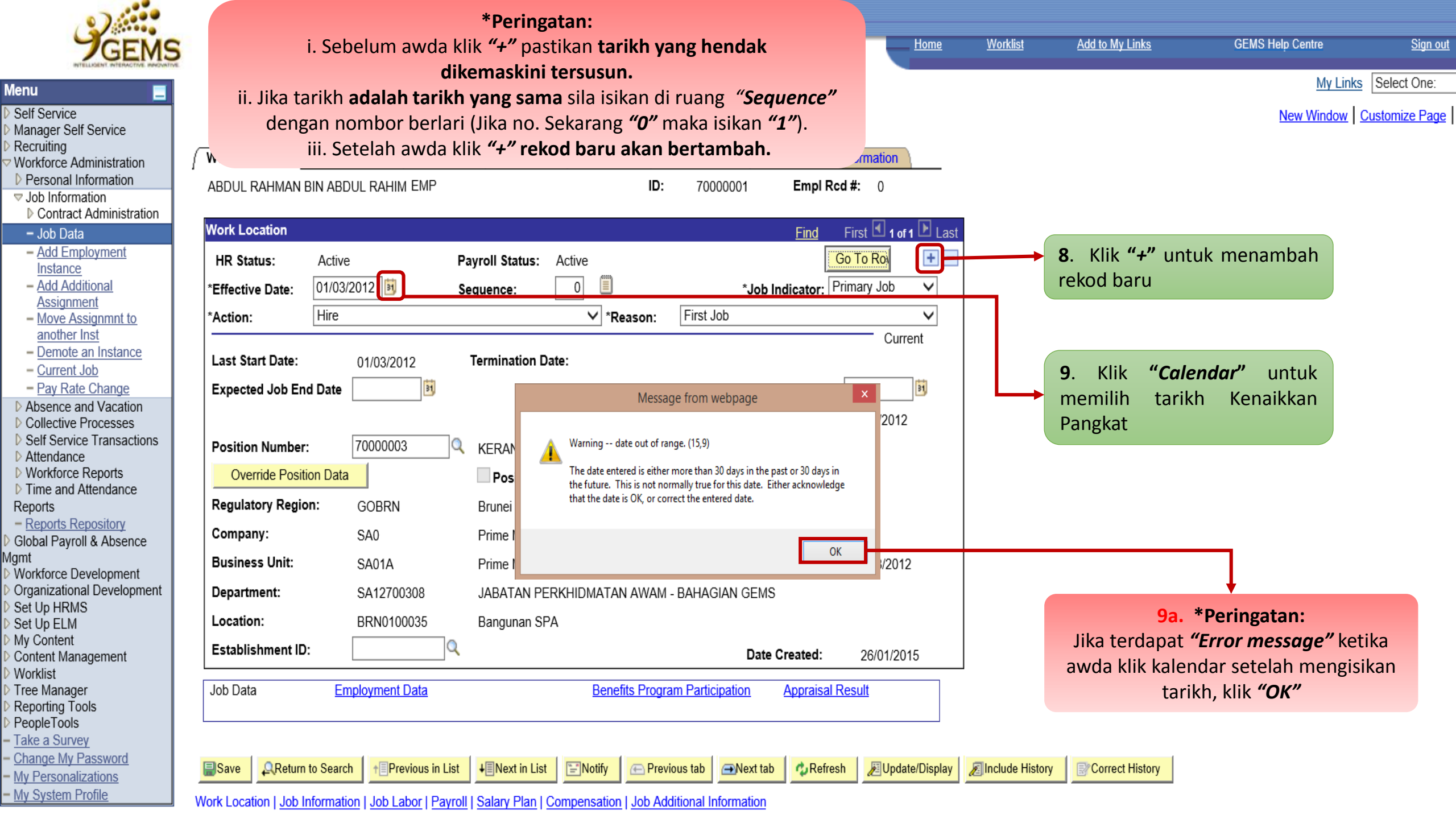
7. Klik rekod **"0"** untuk melihat data kakitangan

***Peringatan:**

i. Sebelum awda klik ***"+"*** pastikan **tarikh yang hendak dikemaskini tersusun.**

ii. Jika tarikh **adalah tarikh yang sama** sila isikan di ruang ***"Sequence"*** dengan nombor berlari (Jika no. Sekarang ***"0"*** maka isikan ***"1"***).

iii. Setelah awda klik ***"+"*** **rekod baru akan bertambah.**

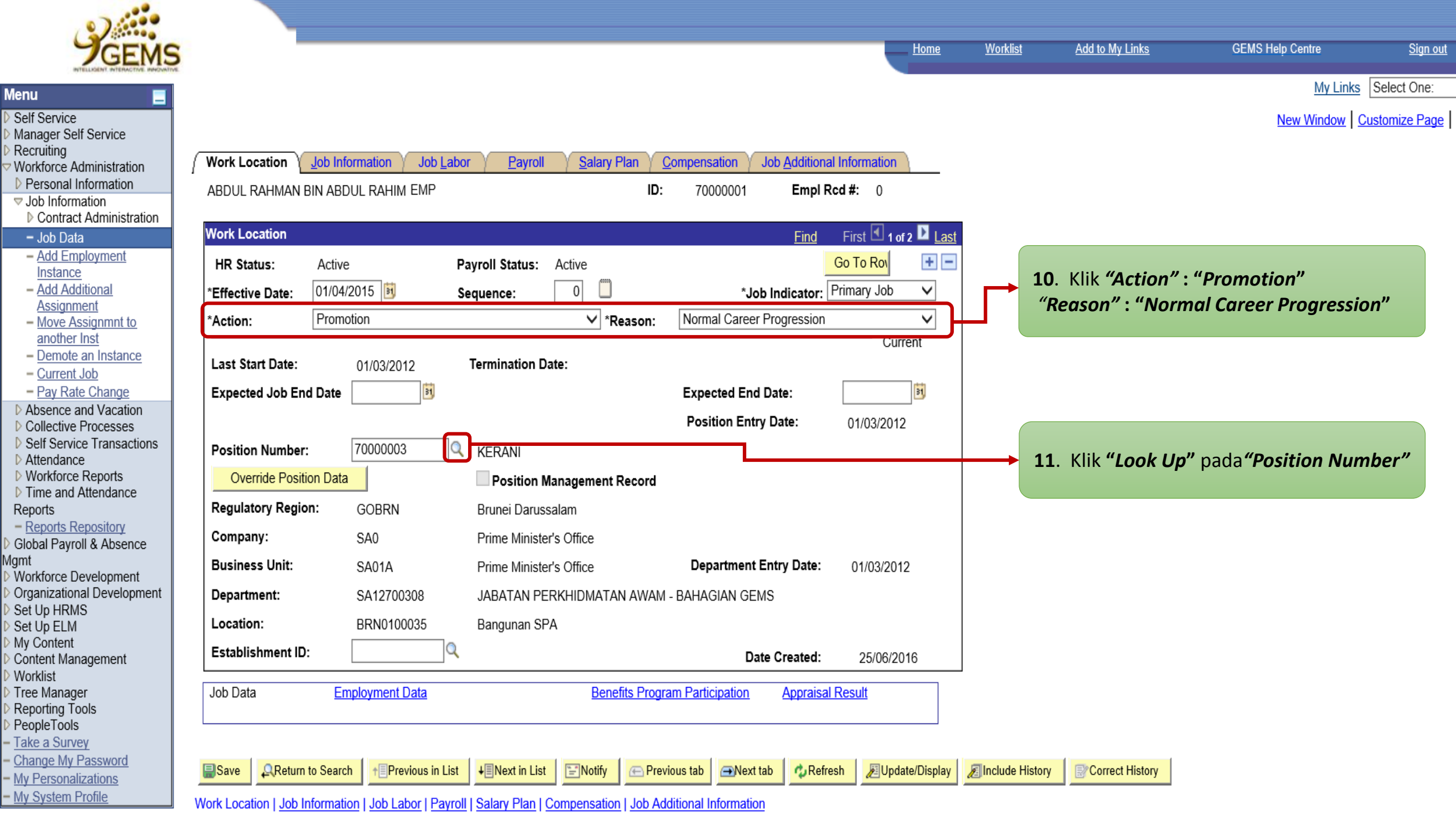


8. Klik ***"+"*** untuk menambah rekod baru

9. Klik ***"Calendar"*** untuk memilih tarikh Kenaikkan Pangkat

9a. *Peringatan:

Jika terdapat ***"Error message"*** ketika awda klik kalendar setelah mengisikan tarikh, klik ***"OK"***


Home
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My Links
Select One:
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Customize Page
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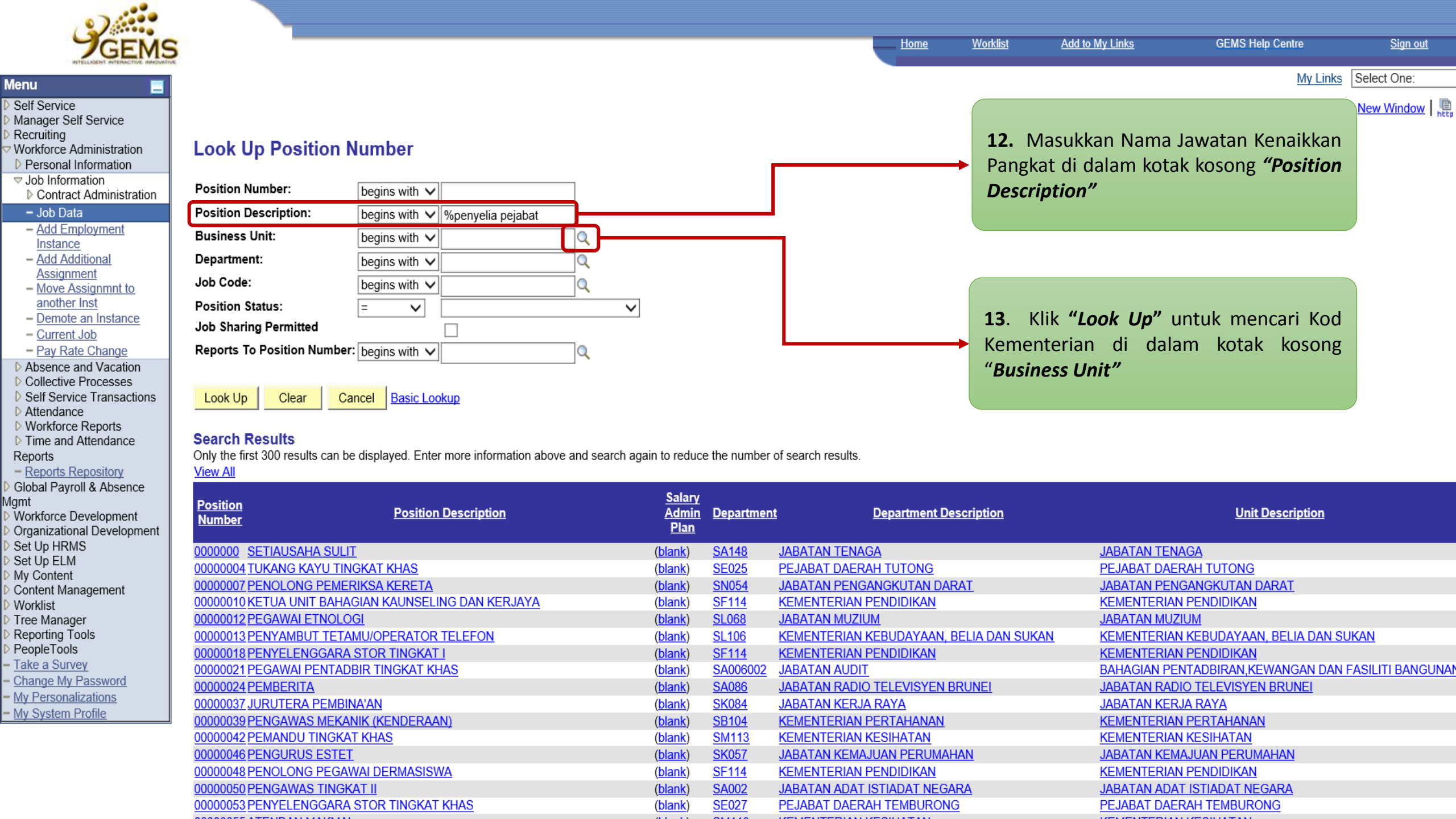
My Personalizations
My System Profile
Work Location
Job Information
Job Labor
Payroll
Salary Plan
Compensation
Job Additional Information
ABDUL RAHMAN BIN ABDUL RAHIM EMP
ID: 70000001
Empl Rcd #: 0
Work Location
Find
First 1 of 2 Last
HR Status: Active
Payroll Status: Active
Go To Row
*Effective Date: 01/04/2015
Sequence: 0
*Job Indicator: Primary Job
*Action: Promotion
*Reason: Normal Career Progression
Current
Last Start Date: 01/03/2012
Termination Date:
Expected Job End Date
Expected End Date:
Position Entry Date: 01/03/2012
Position Number: 70000003
KERANI
Override Position Data
Position Management Record
Regulatory Region: GOBRN
Brunei Darussalam
Company: SA0
Prime Minister's Office
Business Unit: SA01A
Prime Minister's Office
Department Entry Date: 01/03/2012
Department: SA12700308
JABATAN PERKHIDMATAN AWAM - BAHAGIAN GEMS
Location: BRN0100035
Bangunan SPA
Establishment ID:
Date Created: 25/06/2016
Job Data
Employment Data
Benefits Program Participation
Appraisal Result
Save
Return to Search
Previous in List
Next in List
Notify
Previous tab
Next tab
Refresh
Update/Display
Include History
Correct History
Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Job Additional Information
10. Klik "Action" : "Promotion" "Reason" : "Normal Career Progression"
11. Klik "Look Up" pada "Position Number"


GEMS
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Worklist
Add to My Links
GEMS Help Centre
Sign out
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Select One:
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Move Assignmnt to another Inst
Demote an Instance
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Reports Repository
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Set Up ELM
My Content
Content Management
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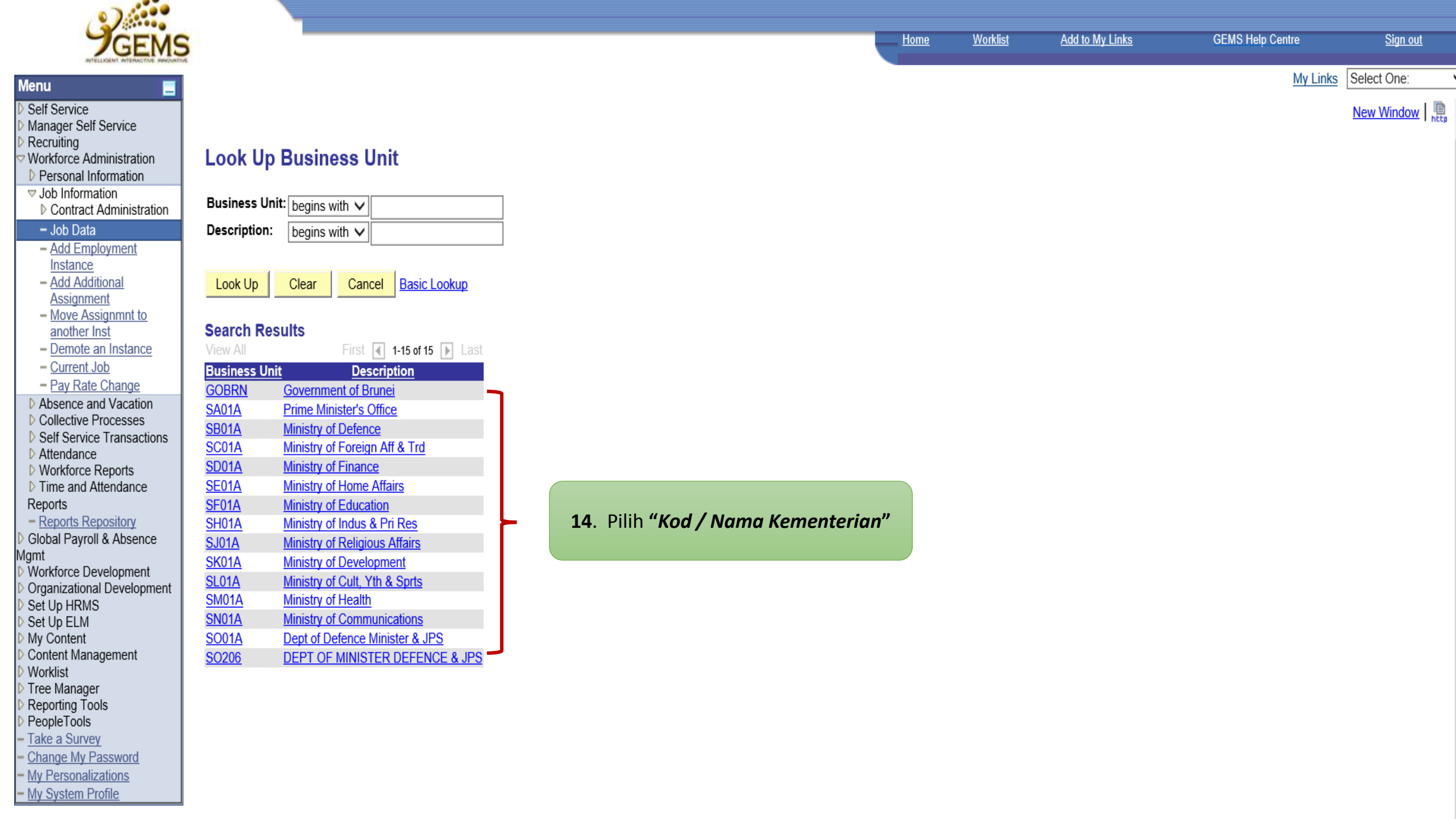
Tree Manager
Reporting Tools
PeopleTools
Take a Survey
Change My Password
My Personalizations
My System Profile
Look Up Position Number
Position Number: begins with
Position Description: begins with %penyelia pejabat
Business Unit: begins with
Department: begins with
Job Code: begins with
Position Status: =
Job Sharing Permitted
Reports To Position Number: begins with
Look Up
Clear
Cancel
Basic Lookup
12. Masukkan Nama Jawatan Kenaikkan Pangkat di dalam kotak kosong "Position Description"
13. Klik "Look Up" untuk mencari Kod Kementerian di dalam kotak kosong "Business Unit"
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
Position Number
Position Description
Salary Admin Plan
Department
Department Description
Unit Description
0000000 SETIAUSAHA SULIT (blank) SA148 JABATAN TENAGA JABATAN TENAGA
00000004 TUKANG KAYU TINGKAT KHAS (blank) SE025 PEJABAT DAERAH TUTONG PEJABAT DAERAH TUTONG
00000007 PENOLONG PEMERIKSA KERETA (blank) SN054 JABATAN PENGANGKUTAN DARAT JABATAN PENGANGKUTAN DARAT
00000010 KETUA UNIT BAHAGIAN KAUNSELING DAN KERJAYA (blank) SF114 KEMENTERIAN PENDIDIKAN KEMENTERIAN PENDIDIKAN
00000012 PEGAWAI ETNOLOGI (blank) SL068 JABATAN MUZIUM JABATAN MUZIUM
00000013 PENYAMBUT TETAMU/OPERATOR TELEFON (blank) SL106 KEMENTERIAN KEBUDAYAAN, BELIA DAN SUKAN KEMENTERIAN KEBUDAYAAN, BELIA DAN SUKAN
00000018 PENYELENGGARA STOR TINGKAT I (blank) SF114 KEMENTERIAN PENDIDIKAN KEMENTERIAN PENDIDIKAN
00000021 PEGAWAI PENTADBIR TINGKAT KHAS (blank) SA006002 JABATAN AUDIT BAHAGIAN PENTADBIRAN,KEWANGAN DAN FASILITI BANGUNAN
00000024 PEMBERITA (blank) SA086 JABATAN RADIO TELEVISYEN BRUNEI JABATAN RADIO TELEVISYEN BRUNEI
00000037 JURUTERA PEMBINA'AN (blank) SK084 JABATAN KERJA RAYA JABATAN KERJA RAYA
00000039 PENGAWAS MEKANIK (KENDERAAN) (blank) SB104 KEMENTERIAN PERTAHANAN KEMENTERIAN PERTAHANAN
00000042 PEMANDU TINGKAT KHAS (blank) SM113 KEMENTERIAN KESIHATAN KEMENTERIAN KESIHATAN
00000046 PENGURUS ESTET (blank) SK057 JABATAN KEMAJUAN PERUMAHAN JABATAN KEMAJUAN PERUMAHAN
00000048 PENOLONG PEGAWAI DERMASISWA (blank) SF114 KEMENTERIAN PENDIDIKAN KEMENTERIAN PENDIDIKAN
00000050 PENGAWAS TINGKAT II (blank) SA002 JABATAN ADAT ISTIADAT NEGARA JABATAN ADAT ISTIADAT NEGARA
00000053 PENYELENGGARA STOR TINGKAT KHAS (blank) SE027 PEJABAT DAERAH TEMBURONG PEJABAT DAERAH TEMBURONG


GEMS
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Add to My Links
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Sign out
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Select One:
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Look Up Business Unit
Business Unit: begins with
Description: begins with
Look Up
Clear
Cancel
Basic Lookup
Search Results
View All
First
1-15 of 15
Last
Business Unit
Description
GOBRN Government of Brunei
SA01A Prime Minister's Office
SB01A Ministry of Defence
SC01A Ministry of Foreign Aff & Trd
SD01A Ministry of Finance
SE01A Ministry of Home Affairs
SF01A Ministry of Education
SH01A Ministry of Indus & Pri Res
SJ01A Ministry of Religious Affairs
SK01A Ministry of Development
SL01A Ministry of Cult, Yth & Sprts
SM01A Ministry of Health
SN01A Ministry of Communications
SO01A Dept of Defence Minister & JPS
SO206 DEPT OF MINISTER DEFENCE & JPS
14. Pilih "Kod / Nama Kementerian"

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    - Add Additional Assignment
    - Move Assignmnt to another Inst
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- Reporting Tools
- PeopleTools
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Look Up Position Number

Position Number:	begins with	
Position Description:	begins with	%PENYELIA PEJABAT
Business Unit:	begins with	SA01A
Department:	begins with	
Job Code:	begins with	
Position Status:	=	
Job Sharing Permitted		
Reports To Position Number:	begins with	

15. Klik ***"Look Up"*** untuk mencari kod Jabatan

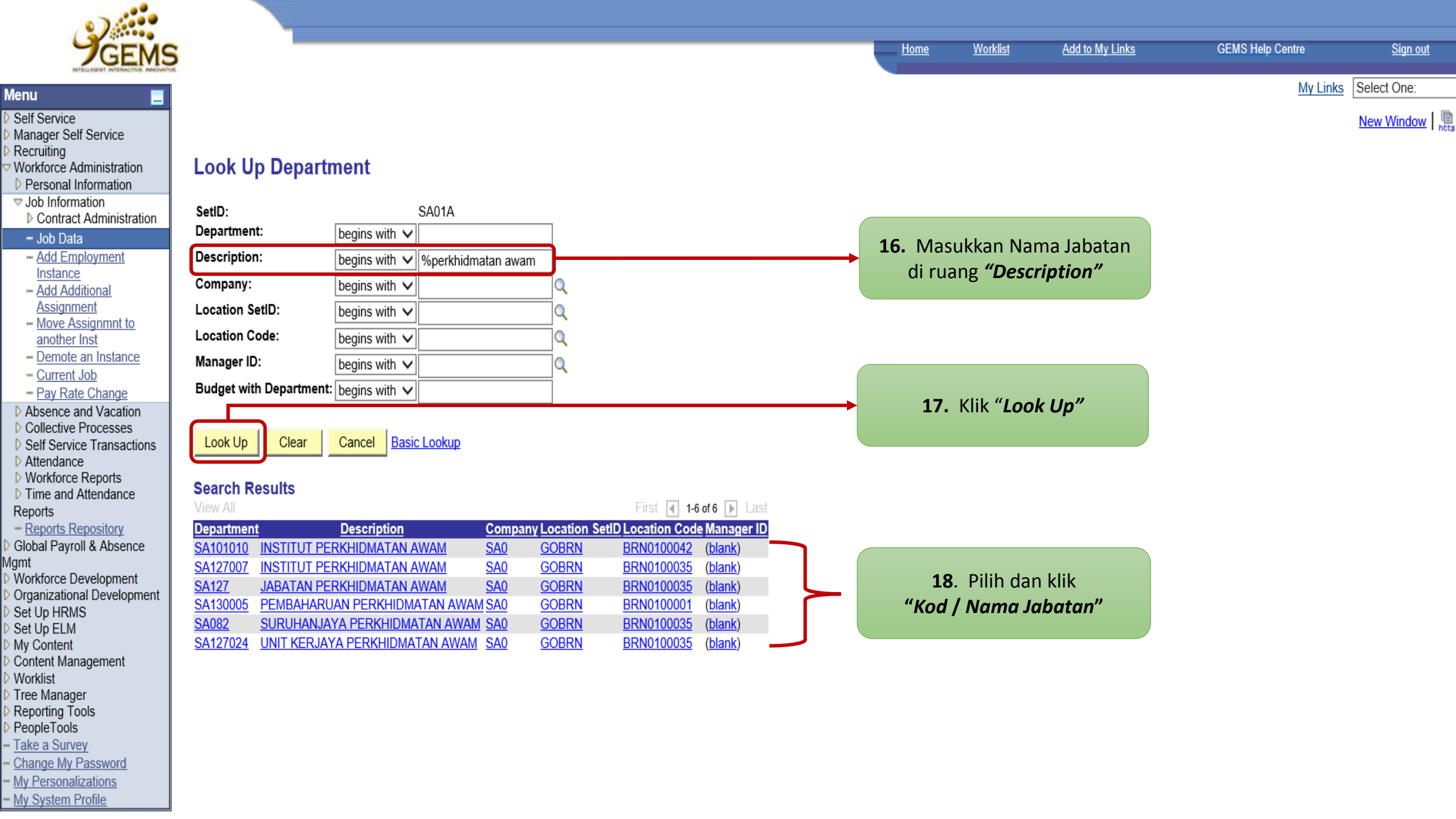
Look Up | Clear | Cancel | Basic Lookup

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

Position Number	Position Description	Salary Admin Plan	Department	Department Description	Unit Description
0000000	SETIAUSAHA SULIT	(blank)	SA148	JABATAN TENAGA	JABATAN TENAGA
00000004	TUKANG KAYU TINGKAT KHAS	(blank)	SE025	PEJABAT DAERAH TUTONG	PEJABAT DAERAH TUTONG
00000007	PENOLONG PEMERIKSA KERETA	(blank)	SN054	JABATAN PENGANGKUTAN DARAT	JABATAN PENGANGKUTAN DARAT
00000010	KETUA UNIT BAHAGIAN KAUNSELING DAN KERJAYA	(blank)	SF114	KEMENTERIAN PENDIDIKAN	KEMENTERIAN PENDIDIKAN
00000012	PEGAWAI ETNOLOGI	(blank)	SL068	JABATAN MUZIUM	JABATAN MUZIUM
00000013	PENYAMBUT TETAMU/OPERATOR TELEFON	(blank)	SL106	KEMENTERIAN KEBUDAYAAN, BELIA DAN SUKAN	KEMENTERIAN KEBUDAYAAN, BELIA DAN SUKAN
00000018	PENYELENGGARA STOR TINGKAT I	(blank)	SF114	KEMENTERIAN PENDIDIKAN	KEMENTERIAN PENDIDIKAN
00000021	PEGAWAI PENTADBIR TINGKAT KHAS	(blank)	SA006002	JABATAN AUDIT	BAHAGIAN PENTADBIRAN,KEWANGAN DAN FASILITI BANGUNAN
00000024	PEMBERITA	(blank)	SA086	JABATAN RADIO TELEVISYEN BRUNEI	JABATAN RADIO TELEVISYEN BRUNEI
00000037	JURUTERA PEMBINA'AN	(blank)	SK084	JABATAN KERJA RAYA	JABATAN KERJA RAYA
00000039	PENGAWAS MEKANIK (KENDERAAN)	(blank)	SB104	KEMENTERIAN PERTAHANAN	KEMENTERIAN PERTAHANAN
00000042	PEMANDU TINGKAT KHAS	(blank)	SM113	KEMENTERIAN KESIHATAN	KEMENTERIAN KESIHATAN
00000046	PENGURUS ESTET	(blank)	SK057	JABATAN KEMAJUAN PERUMAHAN	JABATAN KEMAJUAN PERUMAHAN
00000048	PENOLONG PEGAWAI DERMASISWA	(blank)	SF114	KEMENTERIAN PENDIDIKAN	KEMENTERIAN PENDIDIKAN
00000050	PENGAWAS TINGKAT II	(blank)	SA002	JABATAN ADAT ISTIADAT NEGARA	JABATAN ADAT ISTIADAT NEGARA
00000053	PENYELENGGARA STOR TINGKAT KHAS	(blank)	SE027	PEJABAT DAERAH TEMBURONG	PEJABAT DAERAH TEMBURONG
00000055	ATENDAN MAKMAL	(blank)	SM113	KEMENTERIAN KESIHATAN	KEMENTERIAN KESIHATAN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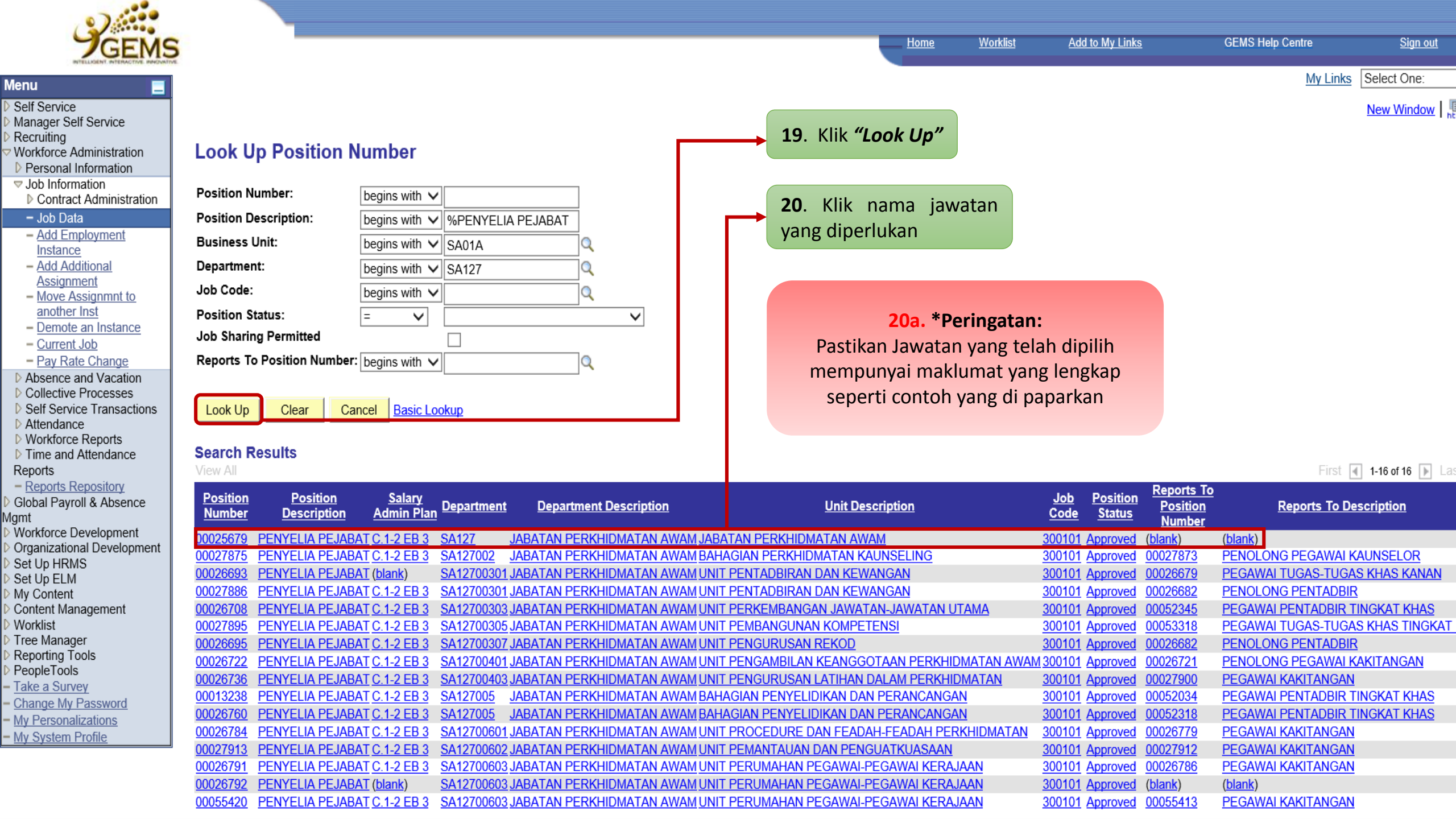
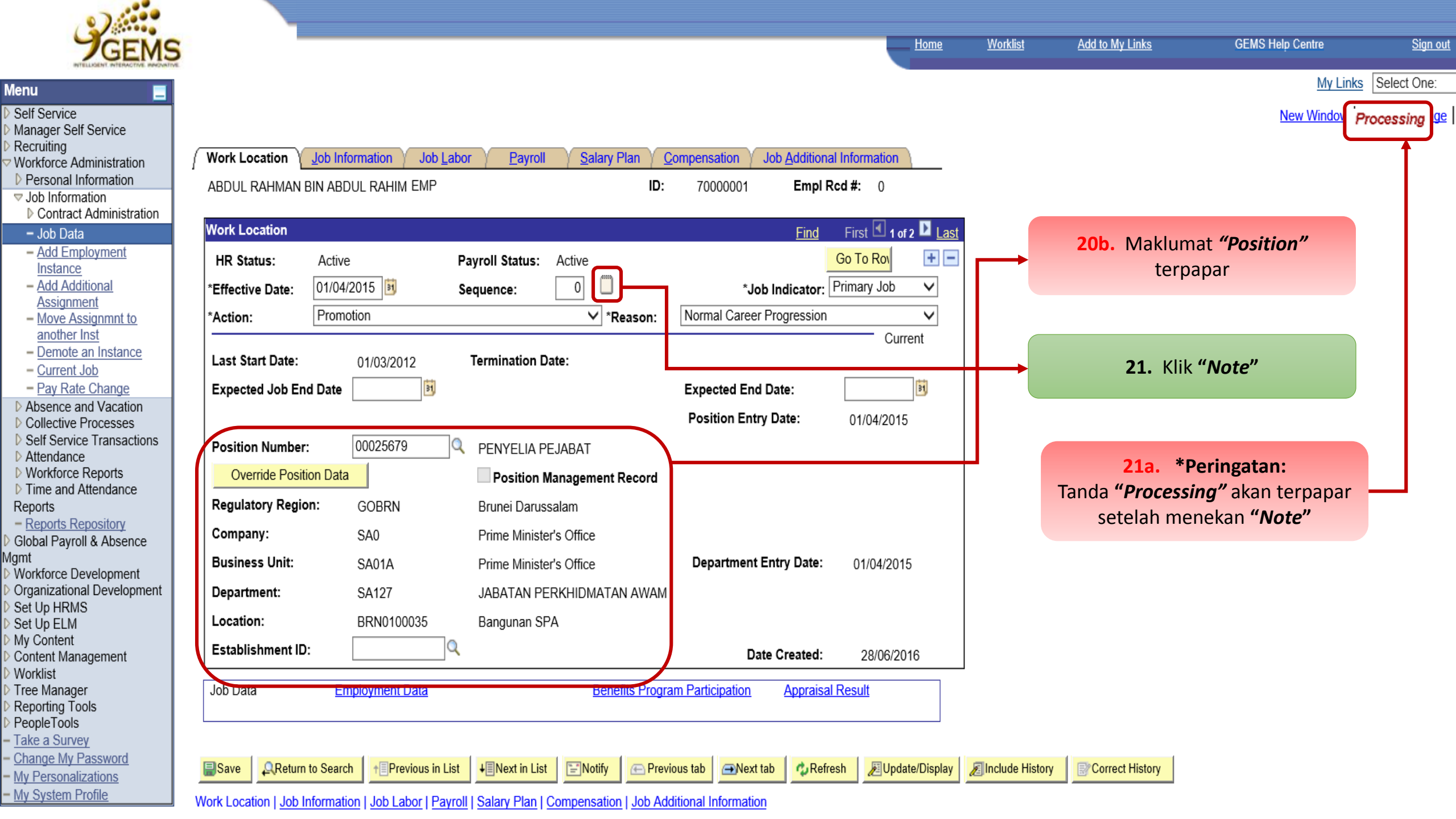
Look Up Department
SetID: SA01A
Department: begins with
Description: begins with %perkhidmatan awam
Company: begins with
Location SetID: begins with
Location Code: begins with
Manager ID: begins with
Budget with Department: begins with
Look Up
Clear
Cancel
Basic Lookup
16. Masukkan Nama Jabatan di ruang "Description"
17. Klik "Look Up"
Search Results
View All
First 1-6 of 6 Last
Department Description Company Location SetID Location Code Manager ID
SA101010 INSTITUT PERKHIDMATAN AWAM SA0 GOBRN BRN0100042 (blank)
SA127007 INSTITUT PERKHIDMATAN AWAM SA0 GOBRN BRN0100035 (blank)
SA127 JABATAN PERKHIDMATAN AWAM SA0 GOBRN BRN0100035 (blank)
SA130005 PEMBAHARUAN PERKHIDMATAN AWAM SA0 GOBRN BRN0100001 (blank)
SA082 SURUHANJAYA PERKHIDMATAN AWAM SA0 GOBRN BRN0100035 (blank)
SA127024 UNIT KERJAYA PERKHIDMATAN AWAM SA0 GOBRN BRN0100035 (blank)
18. Pilih dan klik "Kod / Nama Jabatan"



Position Number	Position Description	Salary Admin Plan	Department	Department Description	Unit Description	Job Code	Position Status	Reports To Position Number	Reports To Description
00025679	PENYELIA PEJABAT	C.1-2 EB 3	SA127	JABATAN PERKHIDMATAN AWAM	JABATAN PERKHIDMATAN AWAM	300101	Approved	(blank)	(blank)
00027875	PENYELIA PEJABAT	C.1-2 EB 3	SA127002	JABATAN PERKHIDMATAN AWAM	BAHAGIAN PERKHIDMATAN KAUNSELING	300101	Approved	00027873	PENOLONG PEGAWAI KAUNSELOR
00026693	PENYELIA PEJABAT	(blank)	SA12700301	JABATAN PERKHIDMATAN AWAM	UNIT PENTADBIRAN DAN KEWANGAN	300101	Approved	00026679	PEGAWAI TUGAS-TUGAS KHAS KANAN
00027886	PENYELIA PEJABAT	C.1-2 EB 3	SA12700301	JABATAN PERKHIDMATAN AWAM	UNIT PENTADBIRAN DAN KEWANGAN	300101	Approved	00026682	PENOLONG PENTADBIR
00026708	PENYELIA PEJABAT	C.1-2 EB 3	SA12700303	JABATAN PERKHIDMATAN AWAM	UNIT PERKEMBANGAN JAWATAN-JAWATAN UTAMA	300101	Approved	00052345	PEGAWAI PENTADBIR TINGKAT KHAS
00027895	PENYELIA PEJABAT	C.1-2 EB 3	SA12700305	JABATAN PERKHIDMATAN AWAM	UNIT PEMBANGUNAN KOMPETENSI	300101	Approved	00053318	PEGAWAI TUGAS-TUGAS KHAS TINGKAT
00026695	PENYELIA PEJABAT	C.1-2 EB 3	SA12700307	JABATAN PERKHIDMATAN AWAM	UNIT PENGURUSAN REKOD	300101	Approved	00026682	PENOLONG PENTADBIR
00026722	PENYELIA PEJABAT	C.1-2 EB 3	SA12700401	JABATAN PERKHIDMATAN AWAM	UNIT PENGAMBILAN KEANGGOTAAN PERKHIDMATAN AWAM	300101	Approved	00026721	PENOLONG PEGAWAI KAKITANGAN
00026736	PENYELIA PEJABAT	C.1-2 EB 3	SA12700403	JABATAN PERKHIDMATAN AWAM	UNIT PENGURUSAN LATIHAN DALAM PERKHIDMATAN	300101	Approved	00027900	PEGAWAI KAKITANGAN
00013238	PENYELIA PEJABAT	C.1-2 EB 3	SA127005	JABATAN PERKHIDMATAN AWAM	BAHAGIAN PENYELIDIKAN DAN PERANCANGAN	300101	Approved	00052034	PEGAWAI PENTADBIR TINGKAT KHAS
00026760	PENYELIA PEJABAT	C.1-2 EB 3	SA127005	JABATAN PERKHIDMATAN AWAM	BAHAGIAN PENYELIDIKAN DAN PERANCANGAN	300101	Approved	00052318	PEGAWAI PENTADBIR TINGKAT KHAS
00026784	PENYELIA PEJABAT	C.1-2 EB 3	SA12700601	JABATAN PERKHIDMATAN AWAM	UNIT PROCEDURE DAN FEADAH-FEADAH PERKHIDMATAN	300101	Approved	00026779	PEGAWAI KAKITANGAN
00027913	PENYELIA PEJABAT	C.1-2 EB 3	SA12700602	JABATAN PERKHIDMATAN AWAM	UNIT PEMANTAUAN DAN PENGUATKUASAAN	300101	Approved	00027912	PEGAWAI KAKITANGAN
00026791	PENYELIA PEJABAT	C.1-2 EB 3	SA12700603	JABATAN PERKHIDMATAN AWAM	UNIT PERUMAHAN PEGAWAI-PEGAWAI KERAJAAN	300101	Approved	00026786	PEGAWAI KAKITANGAN
00026792	PENYELIA PEJABAT	(blank)	SA12700603	JABATAN PERKHIDMATAN AWAM	UNIT PERUMAHAN PEGAWAI-PEGAWAI KERAJAAN	300101	Approved	(blank)	(blank)
00055420	PENYELIA PEJABAT	C.1-2 EB 3	SA12700603	JABATAN PERKHIDMATAN AWAM	UNIT PERUMAHAN PEGAWAI-PEGAWAI KERAJAAN	300101	Approved	00055413	PEGAWAI KAKITANGAN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Job Information
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Job Additional Information
ABDUL RAHMAN BIN ABDUL RAHIM EMP
ID: 70000001
Empl Rcd #: 0
Work Location
Find
First 1 of 2 Last
HR Status: Active
Payroll Status: Active
Go To Row
*Effective Date: 01/04/2015
Sequence: 0
*Job Indicator: Primary Job
*Action: Promotion
*Reason: Normal Career Progression
Current
Last Start Date: 01/03/2012
Termination Date:
Expected Job End Date
Expected End Date:
Position Entry Date: 01/04/2015
Position Number: 00025679
PENYELIA PEJABAT
Override Position Data
Position Management Record
Regulatory Region: GOBRN
Brunei Darussalam
Company: SA0
Prime Minister's Office
Business Unit: SA01A
Prime Minister's Office
Department: SA127
JABATAN PERKHIDMATAN AWAM
Location: BRN0100035
Bangunan SPA
Establishment ID:
Department Entry Date: 01/04/2015
Date Created: 28/06/2016
Job Data
Employment Data
Benefits Program Participation
Appraisal Result
Save
Return to Search
Previous in List
Next in List
Notify
Previous tab
Next tab
Refresh
Update/Display
Include History
Correct History
Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Job Additional Information
20b. Maklumat "Position" terpapar
21. Klik "Note"
21a. *Peringatan:
Tanda "Processing" akan terpapar setelah menekan "Note"

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    - Demote an Instance
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- Content Management
- Worklist
- Tree Manager
- Reporting Tools
- PeopleTools
- Take a Survey
- Change My Password
- My Personalizations
- My System Profile

Job Data Notepad

Instructions

Selection Criteria

*ID: 70000001 ABDUL RAHMAN BIN ABDUL RAHIM — Search

*Empl Rcd#: 0

*Eff Date: 2015-04-01

*Sequence: 0

Earliest Note Date: End

Selected Note(s)

Delete

Transfer

Select All Notes

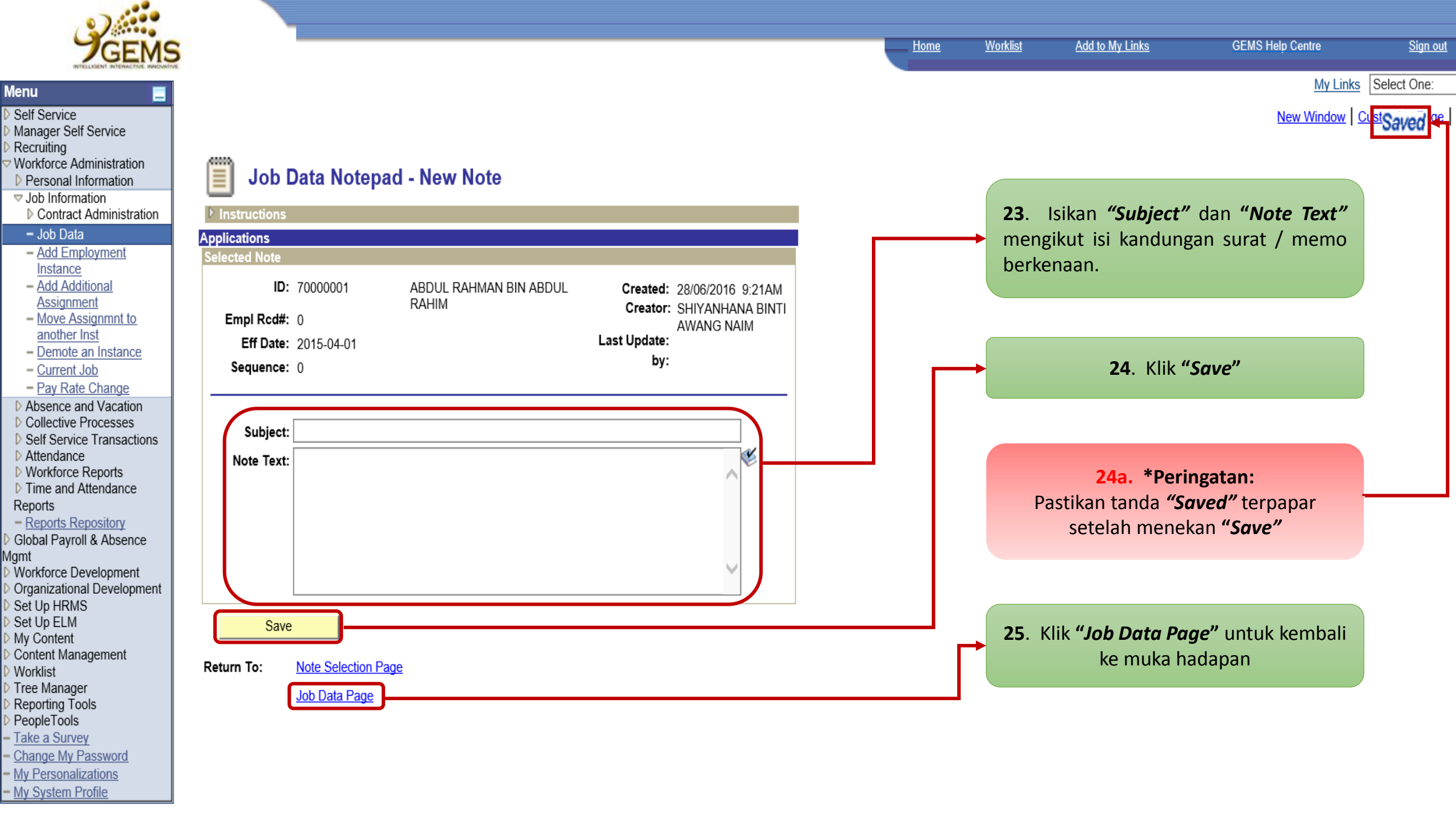
Clear Selections

Add a New Note — Return To: Job Data Page

22. Klik ***"Add a New Note"***

There are no existing notes for the specified search criteria.

Return To: Job Data Page


Home
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Add to My Links
GEMS Help Centre
Sign out
My Links
Select One:
New Window
Saved
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Workforce Administration
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Move Assignmnt to another Inst
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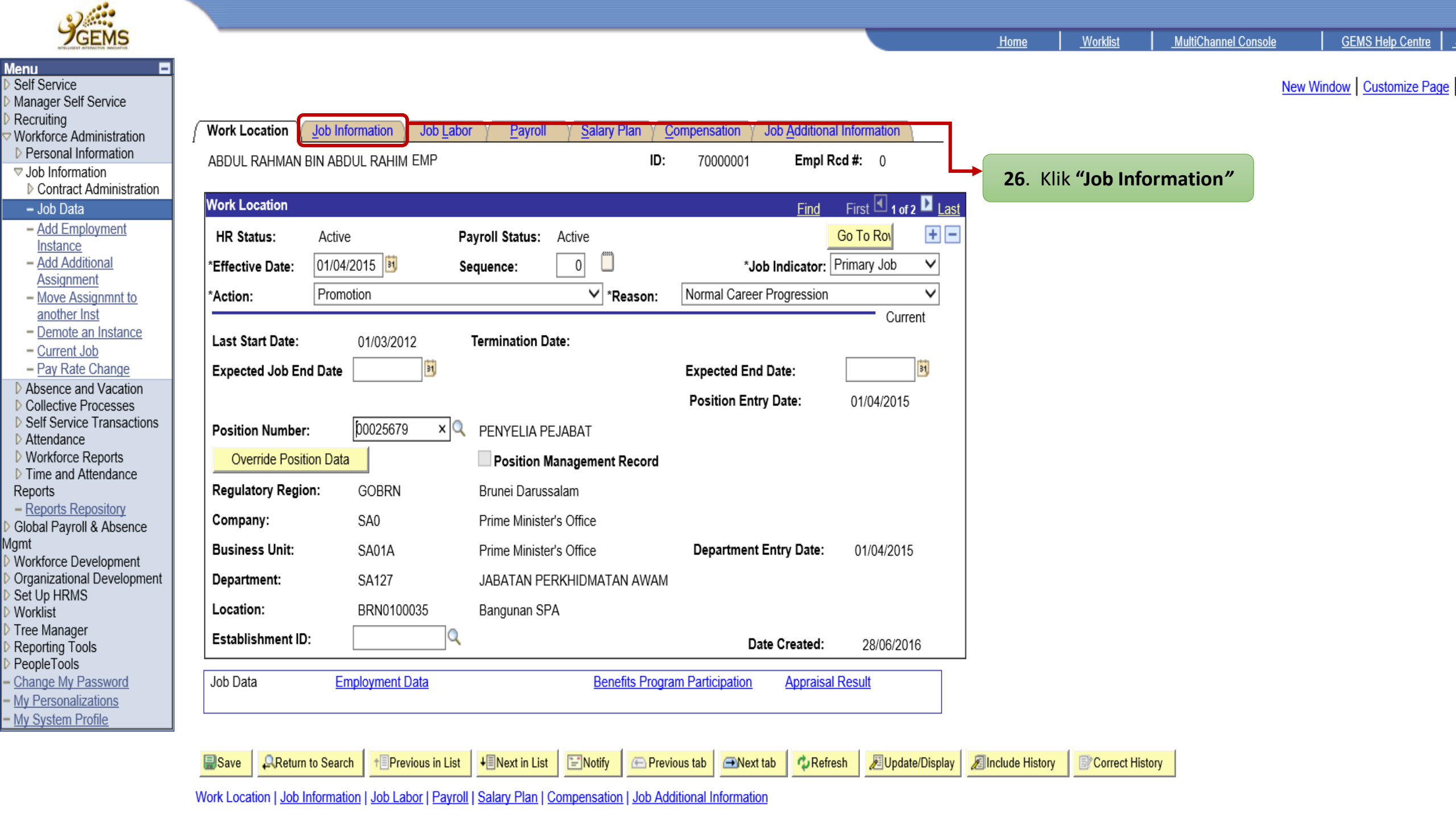
Organizational Development
Set Up HRMS
Set Up ELM
My Content
Content Management
Worklist
Tree Manager
Reporting Tools
PeopleTools
Take a Survey
Change My Password
My Personalizations
My System Profile
Job Data Notepad - New Note
Instructions
Applications
Selected Note
ID: 70000001
ABDUL RAHMAN BIN ABDUL RAHIM
Empl Rcd#: 0
Eff Date: 2015-04-01
Sequence: 0
Created: 28/06/2016 9:21AM
Creator: SHIYANHANA BINTI AWANG NAIM
Last Update by:
Subject:
Note Text:
Save
Return To:
Note Selection Page
Job Data Page
23. Isikan "Subject" dan "Note Text" mengikut isi kandungan surat / memo berkenaan.
24. Klik "Save"
24a. *Peringatan:
Pastikan tanda "Saved" terpapar setelah menekan "Save"
25. Klik "Job Data Page" untuk kembali ke muka hadapan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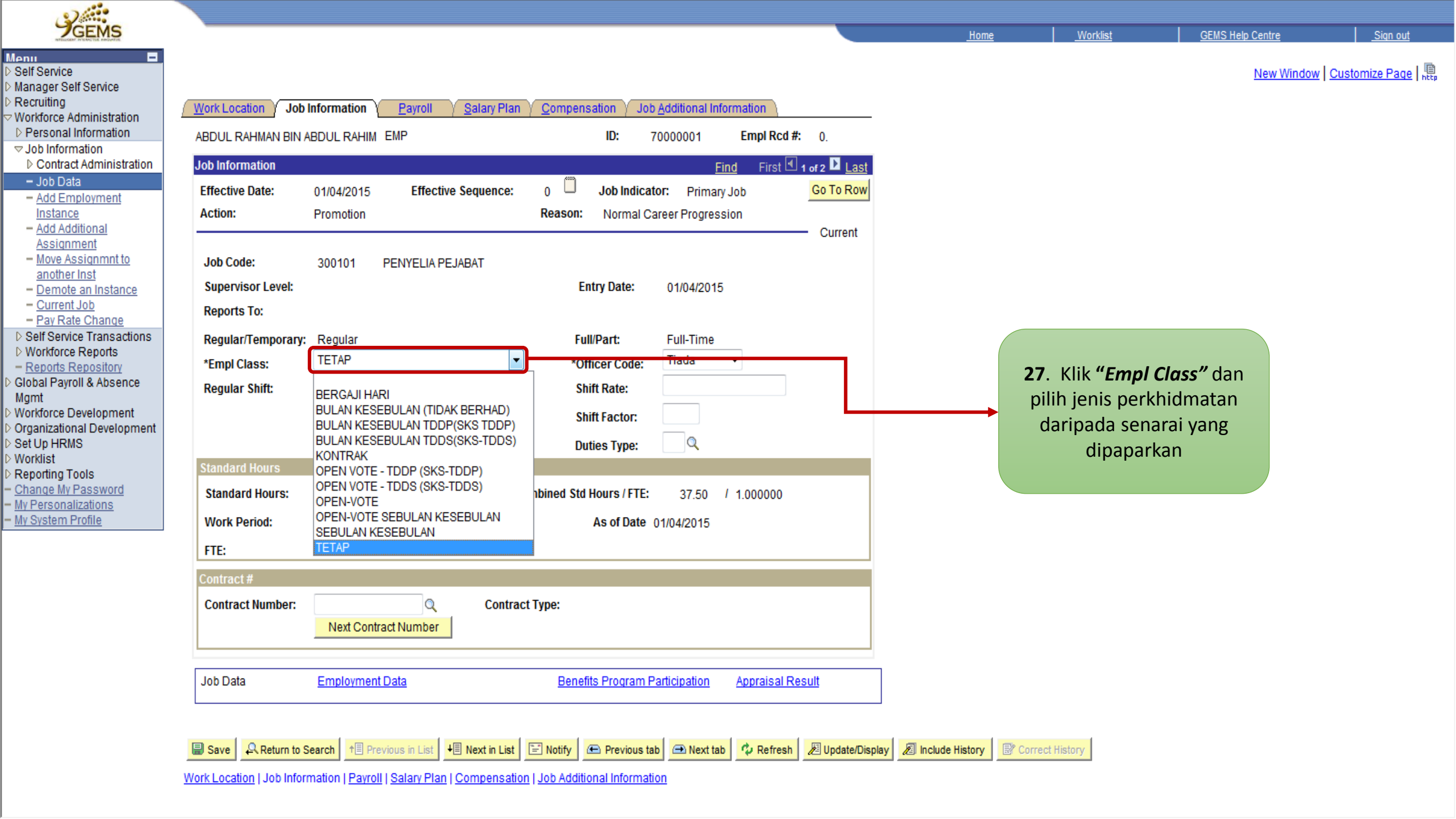
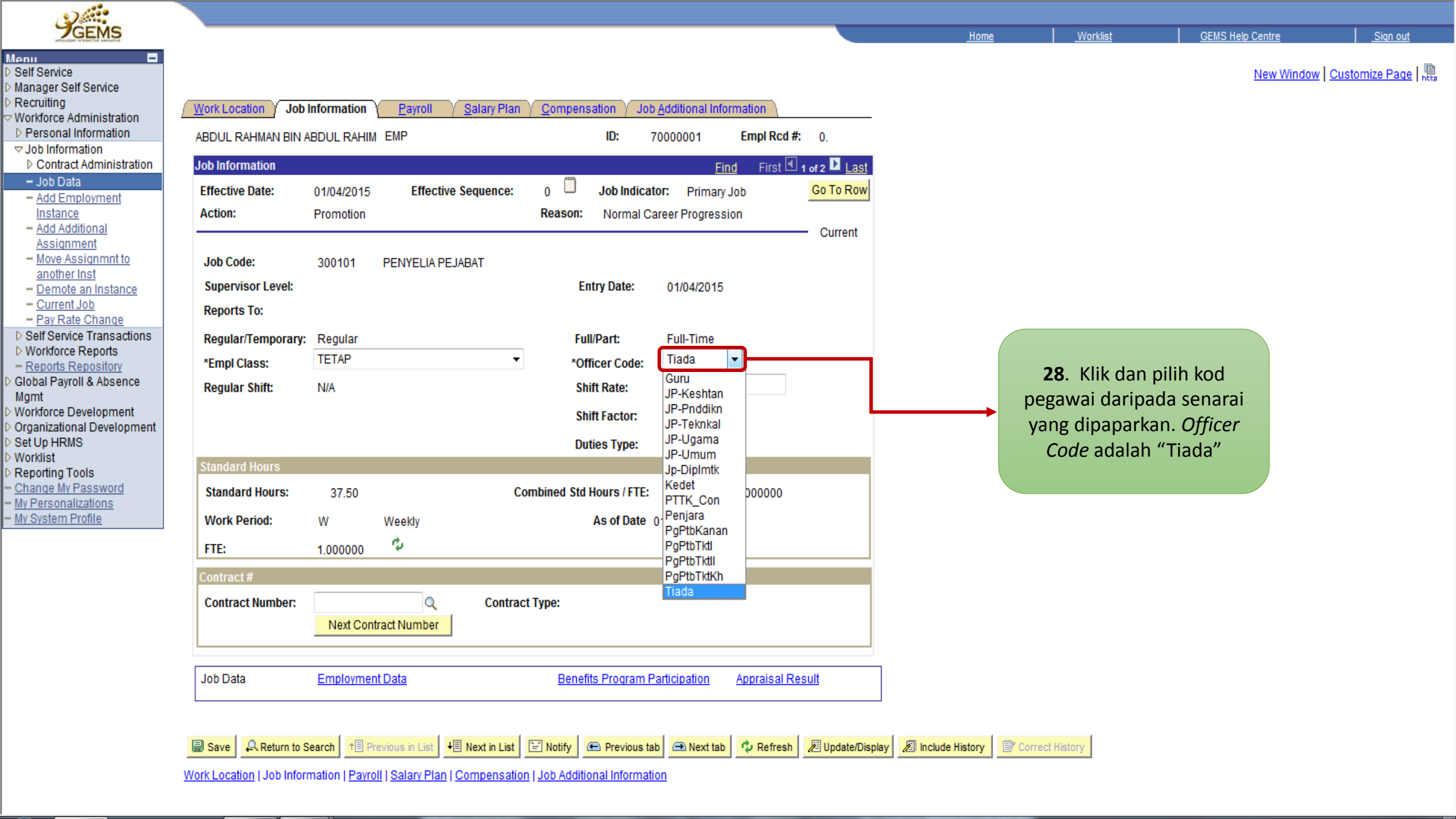
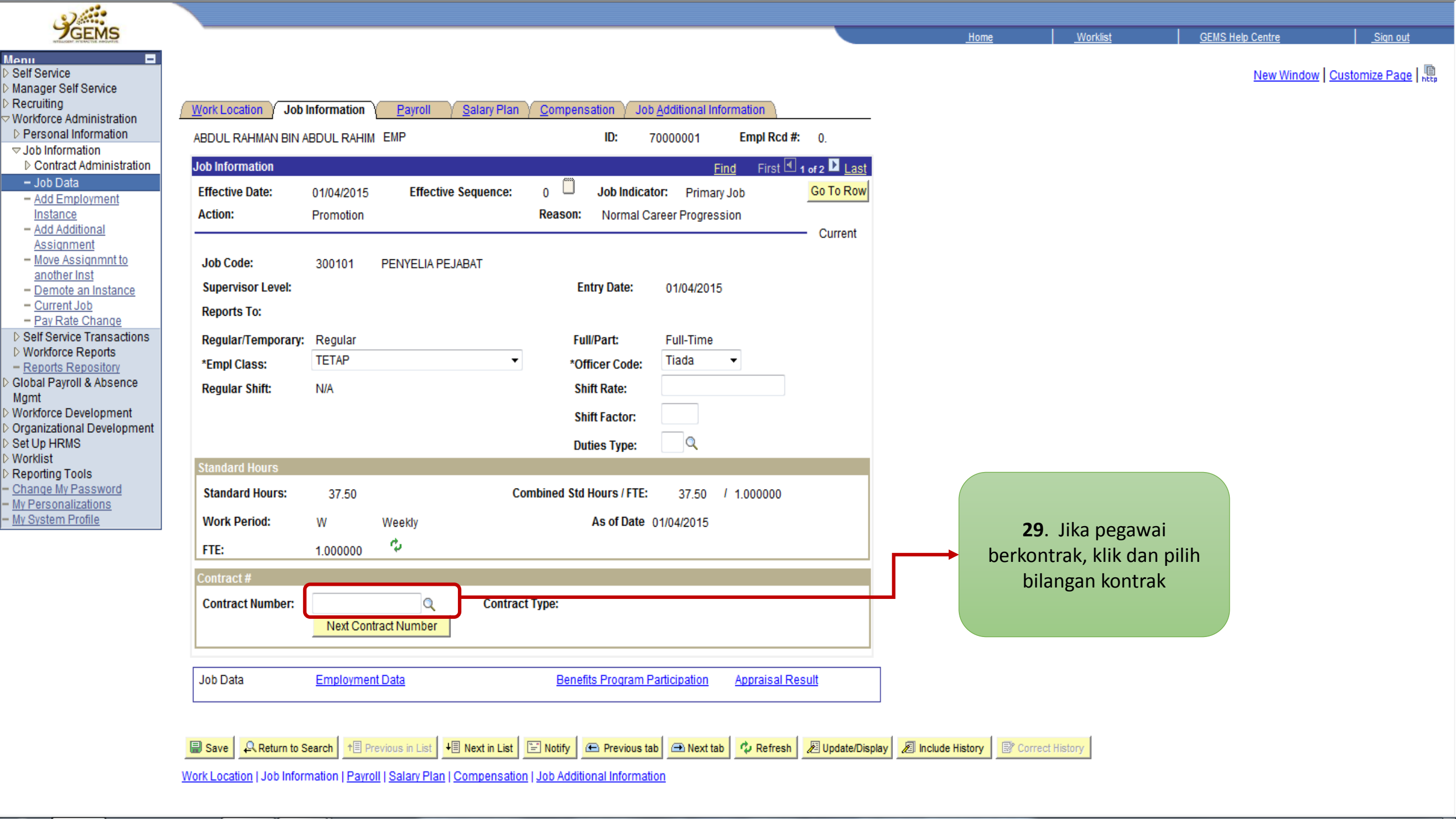
Payroll
Salary Plan
Compensation
Job Additional Information
ABDUL RAHMAN BIN ABDUL RAHIM EMP
ID: 70000001
Empl Rcd #: 0
26. Klik "Job Information"
Work Location
Find
First 1 of 2 Last
HR Status: Active
Payroll Status: Active
Go To Row
*Effective Date: 01/04/2015
Sequence: 0
*Job Indicator: Primary Job
*Action: Promotion
*Reason: Normal Career Progression
Current
Last Start Date: 01/03/2012
Termination Date:
Expected Job End Date
Expected End Date:
Position Entry Date: 01/04/2015
Position Number: 00025679
PENYELIA PEJABAT
Override Position Data
Position Management Record
Regulatory Region: GOBRN
Brunei Darussalam
Company: SA0
Prime Minister's Office
Business Unit: SA01A
Prime Minister's Office
Department Entry Date: 01/04/2015
Department: SA127
JABATAN PERKHIDMATAN AWAM
Location: BRN0100035
Bangunan SPA
Establishment ID:
Date Created: 28/06/2016
Job Data
Employment Data
Benefits Program Participation
Appraisal Result
Save
Return to Search
Previous in List
Next in List
Notify
Previous tab
Next tab
Refresh
Update/Display
Include History
Correct History
Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Job Additional Information



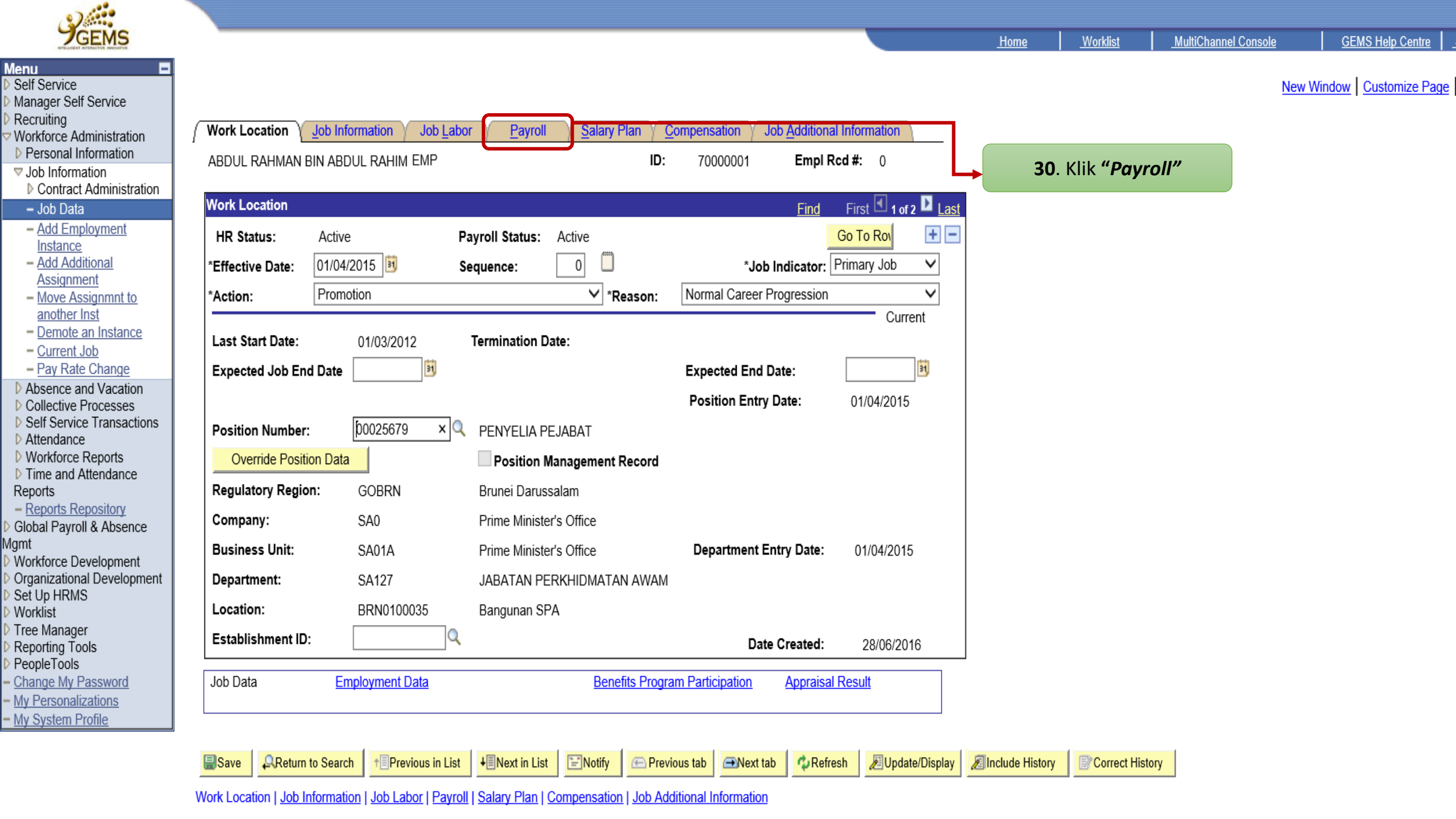
27. Klik ***"Empl Class"*** dan pilih jenis perkhidmatan daripada senarai yang dipaparkan



28. Klik dan pilih kod pegawai daripada senarai yang dipaparkan. *Officer Code* adalah “Tiada”



29. Jika pegawai berkontrak, klik dan pilih bilangan kontrak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Job Additional Information
ABDUL RAHMAN BIN ABDUL RAHIM EMP
ID: 70000001
Empl Rcd #: 0
30. Klik "Payroll"
Work Location
Find
First 1 of 2 Last
HR Status: Active
Payroll Status: Active
Go To Row
*Effective Date: 01/04/2015
Sequence: 0
*Job Indicator: Primary Job
*Action: Promotion
*Reason: Normal Career Progression
Current
Last Start Date: 01/03/2012
Termination Date:
Expected Job End Date
Expected End Date:
Position Entry Date: 01/04/2015
Position Number: 00025679
PENYELIA PEJABAT
Override Position Data
Position Management Record
Regulatory Region: GOBRN Brunei Darussalam
Company: SA0 Prime Minister's Office
Business Unit: SA01A Prime Minister's Office
Department Entry Date: 01/04/2015
Department: SA127 JABATAN PERKHIDMATAN AWAM
Location: BRN0100035 Bangunan SPA
Establishment ID:
Date Created: 28/06/2016
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Employment Data
Benefits Program Participation
Appraisal Result
Save
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Next in List
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Next tab
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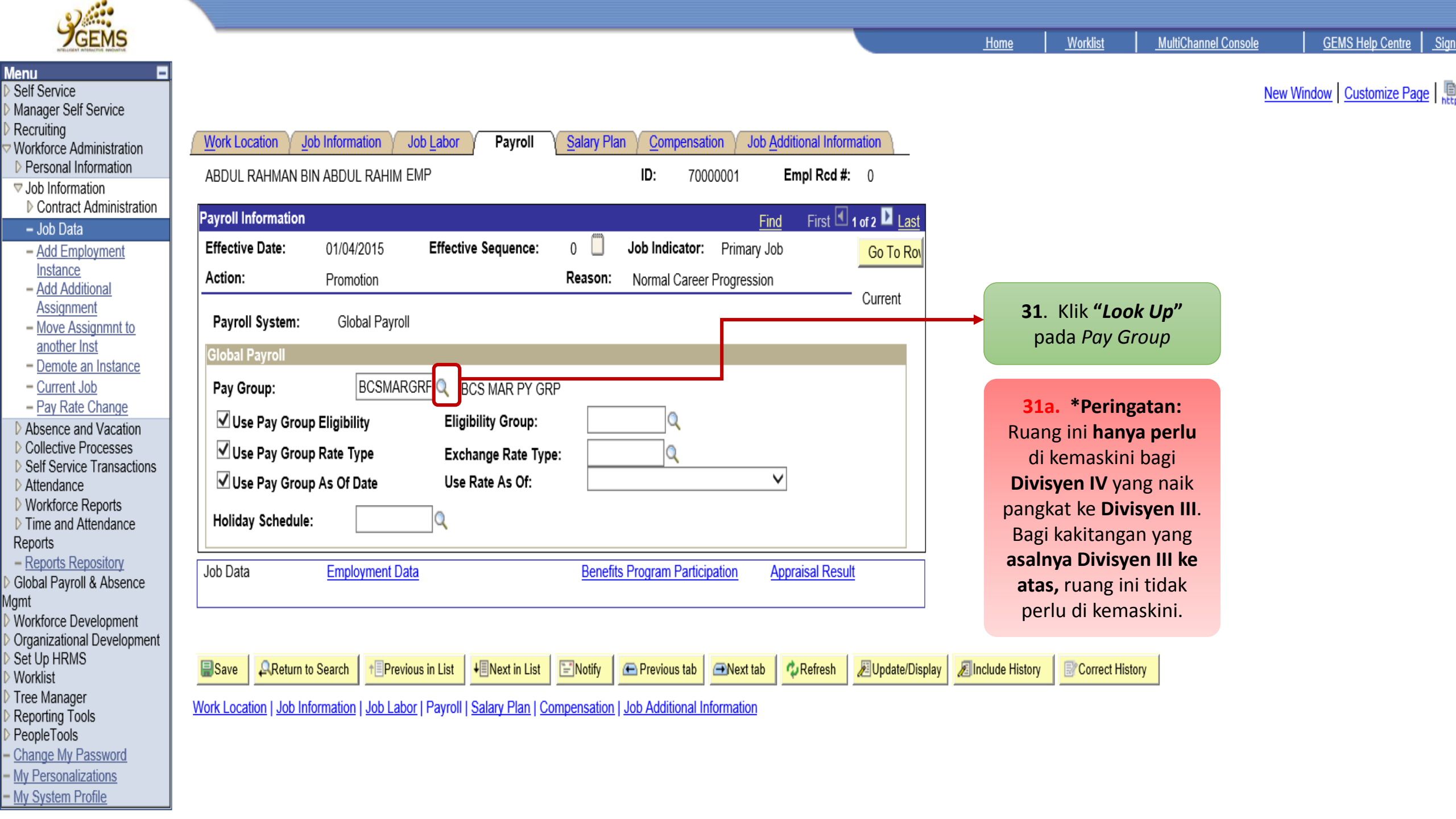
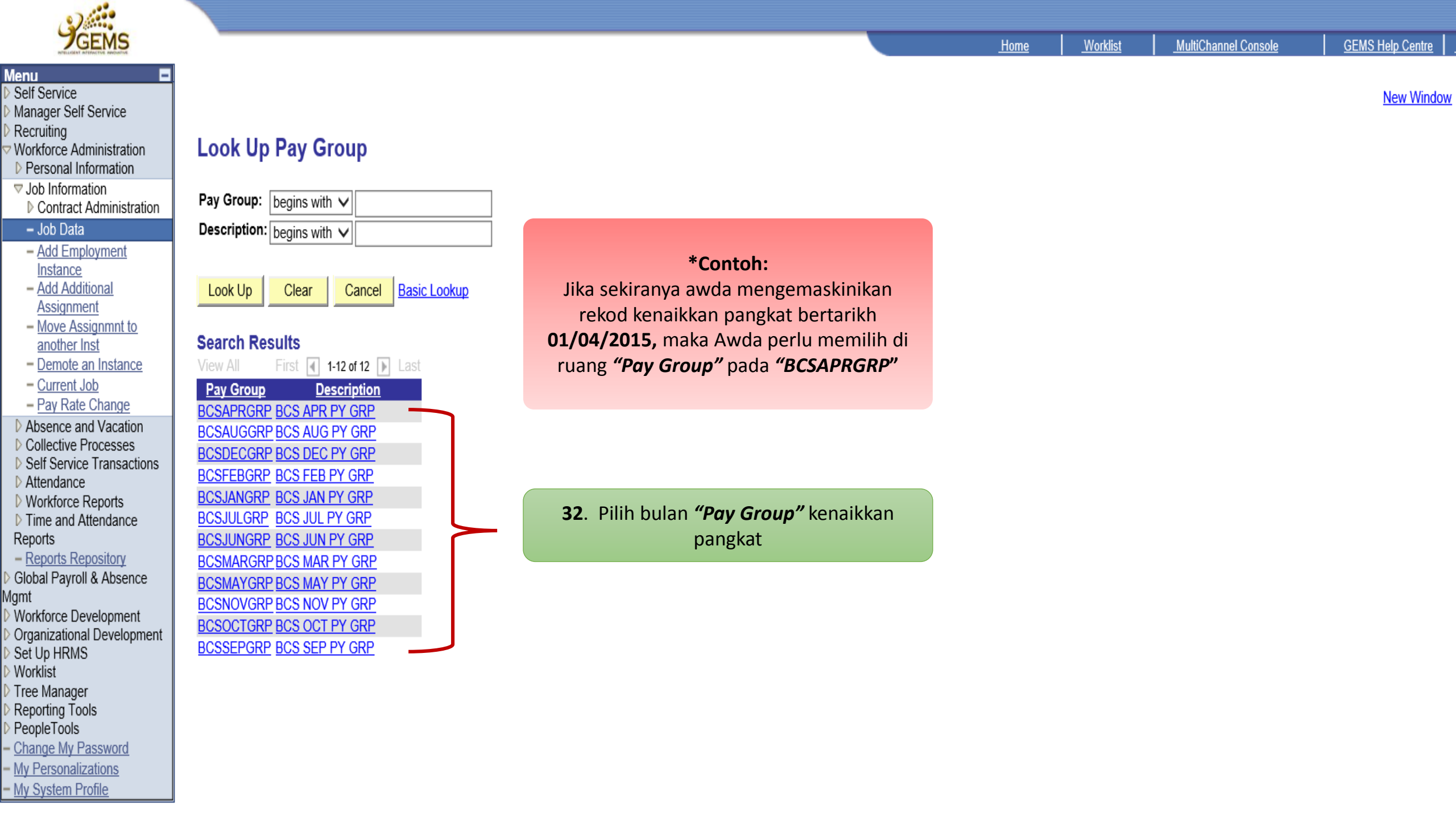
Correct History
Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Job Additional Information



31. Klik ***"Look Up"*** pada *Pay Group*

31a. ***Peringatan:** Ruang ini **hanya perlu** di kemaskini bagi **Divisyen IV** yang naik pangkat ke **Divisyen III**. Bagi kakitangan yang **asalnya Divisyen III ke atas,** ruang ini tidak perlu di kemaskini.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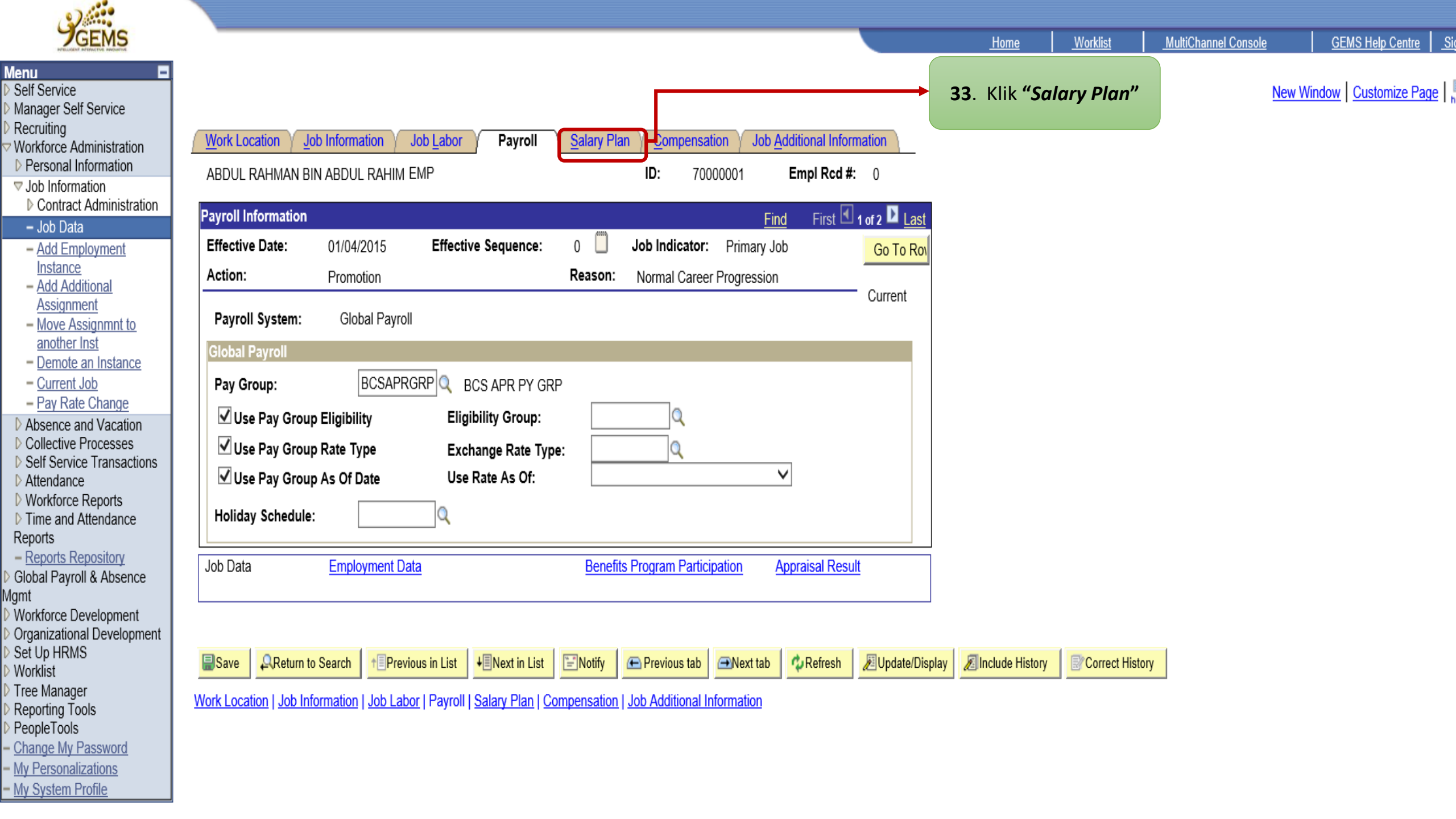
Look Up Pay Group
Pay Group: begins with
Description: begins with
Look Up
Clear
Cancel
Basic Lookup
Search Results
View All
First
1-12 of 12
Last
Pay Group
Description
BCSAPRGRP BCS APR PY GRP
BCSAUGGRP BCS AUG PY GRP
BCSDECGRP BCS DEC PY GRP
BCSFEBGRP BCS FEB PY GRP
BCSJANGRP BCS JAN PY GRP
BCSJULGRP BCS JUL PY GRP
BCSJUNGRP BCS JUN PY GRP
BCSMARGRP BCS MAR PY GRP
BCSMAYGRP BCS MAY PY GRP
BCSNOVGRP BCS NOV PY GRP
BCSOCTGRP BCS OCT PY GRP
BCSSEPGRP BCS SEP PY GRP
*Contoh:
Jika sekiranya awda mengemaskinikan rekod kenaikkan pangkat bertarikh 01/04/2015, maka Awda perlu memilih di ruang "Pay Group" pada "BCSAPRGRP"
32. Pilih bulan "Pay Group" kenaikkan pangkat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33. Klik "Salary Plan"
New Window
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Job Labor
Payroll
Salary Plan
Compensation
Job Additional Information
ABDUL RAHMAN BIN ABDUL RAHIM EMP
ID: 70000001
Empl Rcd #: 0
Payroll Information
Find
First 1 of 2 Last
Effective Date: 01/04/2015
Effective Sequence: 0
Job Indicator: Primary Job
Go To Row
Action: Promotion
Reason: Normal Career Progression
Current
Payroll System: Global Payroll
Global Payroll
Pay Group: BCSAPRGRP
BCS APR PY GRP
Use Pay Group Eligibility
Eligibility Group:
Use Pay Group Rate Type
Exchange Rate Type:
Use Pay Group As Of Date
Use Rate As Of:
Holiday Schedule:
Job Data
Employment Data
Benefits Program Participation
Appraisal Result
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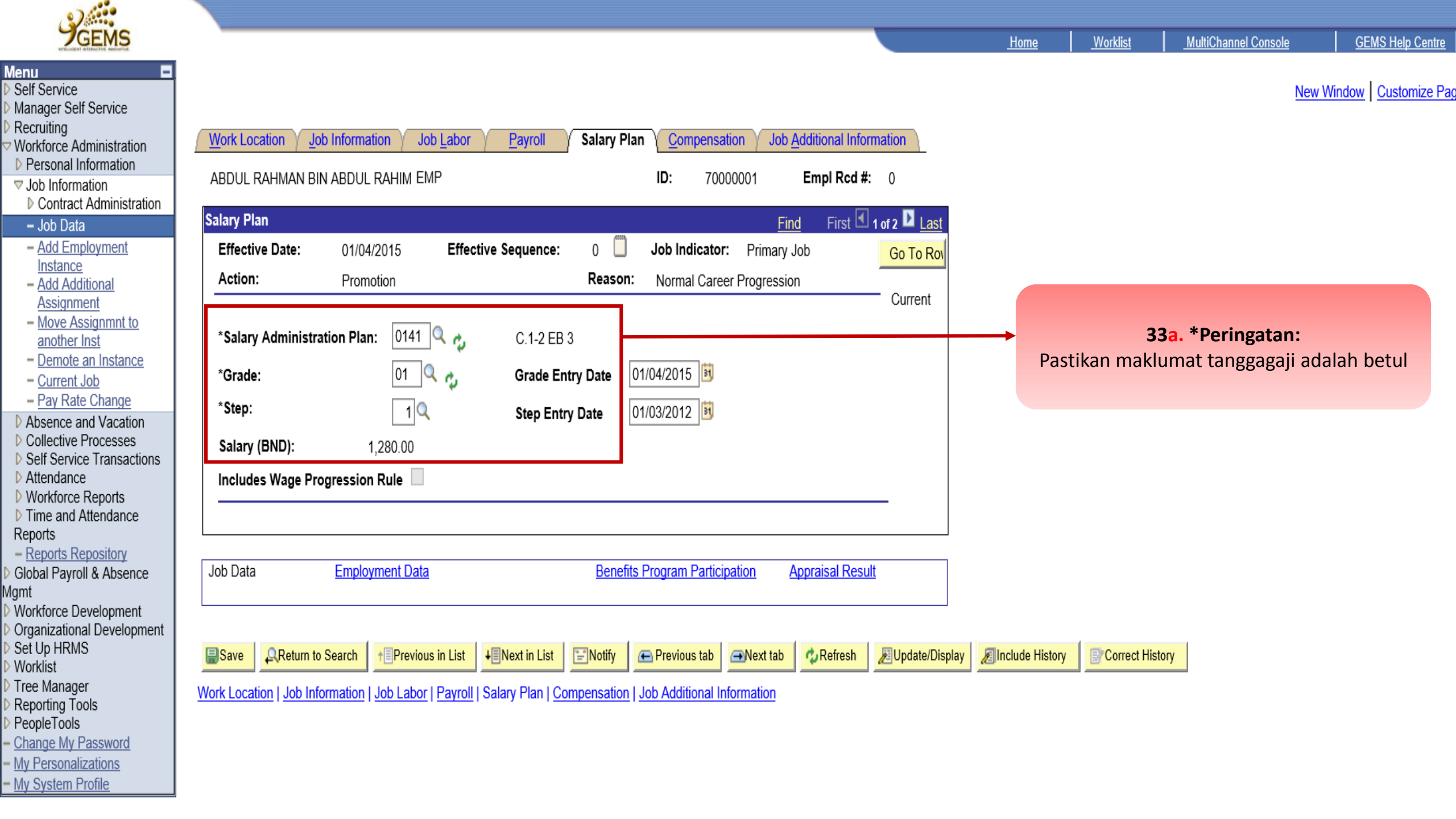

33a. *Peringatan:
Pastikan maklumat tanggagaji adalah betul

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New Window

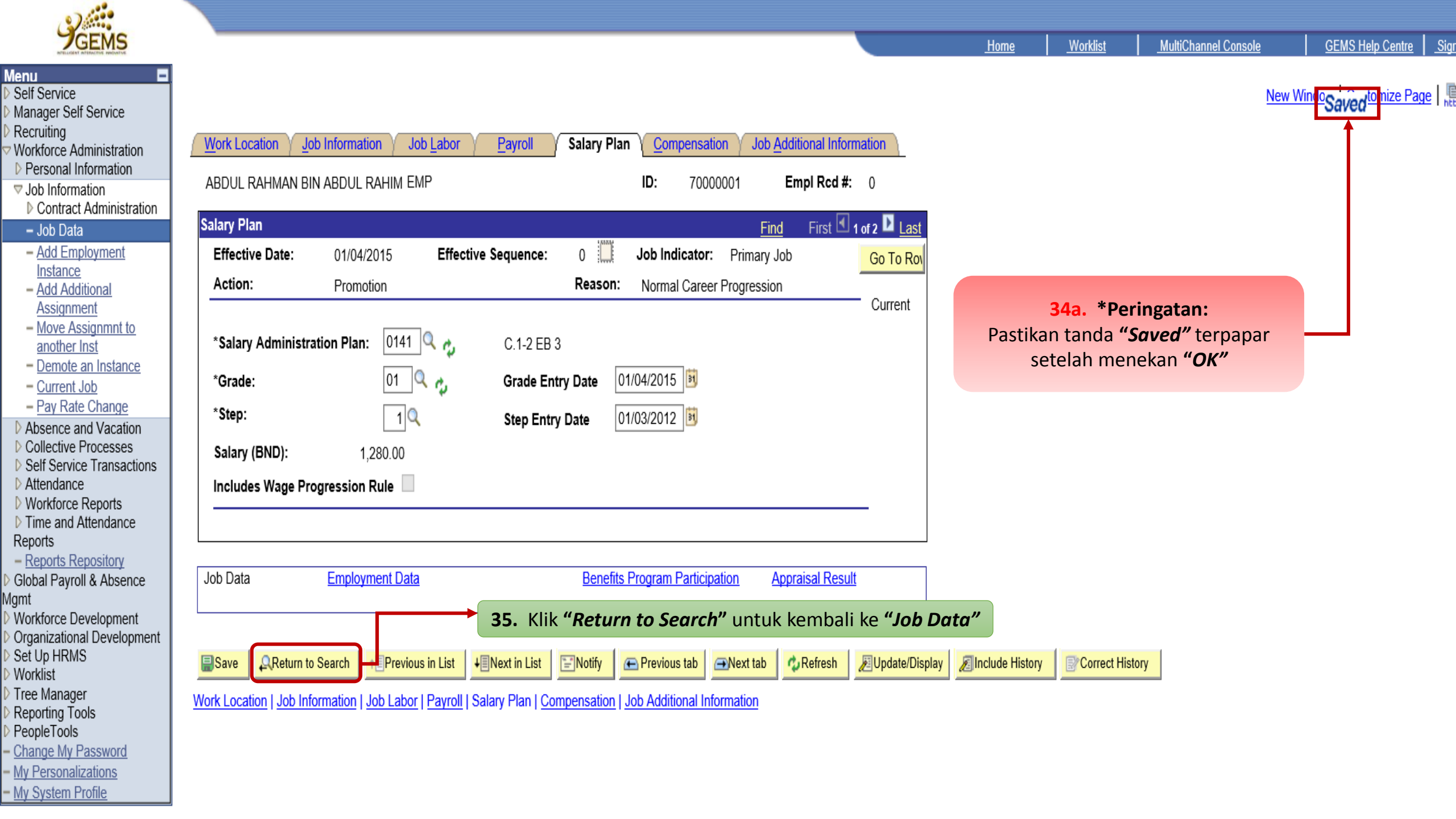
Warning -- Grade is invalid for salary plan or salary ranges are missing on job row 2015-04-01. (1020,5)

When salary plan and salary grade are assigned default values, it is possible to generate an invalid combination for an employee. If the salary grade table entry is not found, or no ranges have been entered, this warning will be produced.

Check the employee's salary plan and grade and change grade to a valid entry on the salary grade table using an F4 prompt. If the entry you have chosen is valid on F4, but no range data is present on the table, you may want to update the Salary Grade table to include appropriate salary ranges.

OK Cancel

34. Klik ***"OK"***



34a. *Peringatan:
Pastikan tanda ***"Saved"*** terpapar setelah menekan ***"OK"***

35. Klik ***"Return to Search"*** untuk kembali ke ***"Job Data"***