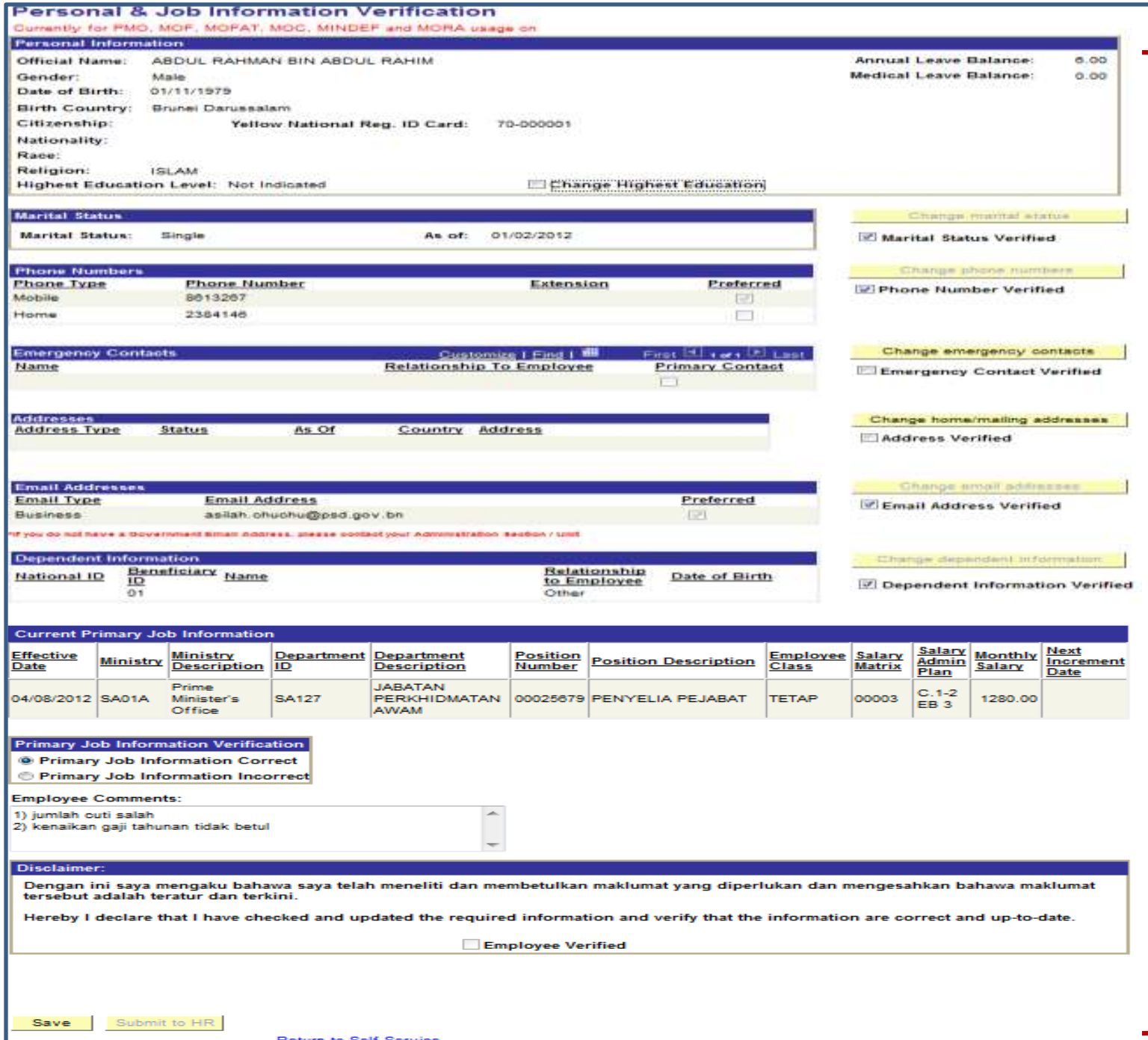
MANUAL BAGI
"PROJEK PENGESAHAN DATA"

1. Klik "Self Services "
Home
Worklist
Add to My Links
GEMS Help Centre
Sign out
My Links
Select One:
Personalize Content Layout Tuesday, October 16, 2012
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
Discussion Forums
No Discussions available
Welcome
Assalaamu'alaikum warrahmatullah dan salam sejahtera,
Welcome to GEMS!
"Towards Excellent, Interactive and Integrated Public Service in line with 21st Century's Civil Service Vision"
GEMS IS YOURS. We provide Security, Reliability and Conveniences to your Data and your HR needs.
GEMS is used throughout all the Ministries and Departments with effective Data Sharing.
If you encounter any problems, you must first browse at GEMS Help Centre
OR
Contact your GEMS Trainer/ GEMS Change Agent
If problem persists, please contact GEMS Helpdesk at 2382407 or email at gems.helpdesk@psd.gov.bn
Warmest regards
GEMS Management
GEMS News
NEW Data Verification for Government Employees
Assalamualaikum/ Salam Sejahtera,
On behalf of GEMS Management Team, we would like to introduce GEMS Data Verification Process, where government employees are able to verify and confirm their Personal and Job data in GEMS and confirm that the information is correct and up to date.
At this moment, this process is released to all departments under Prime Minister's Office and will soon be released to other ministries. Mass briefing and roving activities to walkthrough the data verification process with every ministries and departments will be inform at a later date.
To access the quick guides for Data Verification, please click here.
Should you have any enquiries, please contact 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 30/09/2012
If you view your Absence Balances, your leave balance of Annual Entitlement is as of 30/09/2012. 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
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
4 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
Benefits Information
Dependents and Beneficiaries
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
2. Klik " Verify Employee Information "



Personal & Job Information Verification

Currently for PMO, MOF, MOFAT, MOC, MINDEF and MORA usage on

Personal Information

Official Name: ABDUL RAHMAN BIN ABDUL RAHIM
Gender: Male
Date of Birth: 01/11/1979
Birth Country: Brunei Darussalam
Citizenship: Yellow National Reg. ID Card: 70-000001
Nationality:
Race:
Religion: ISLAM
Highest Education Level: Not Indicated

Annual Leave Balance: 6.00
Medical Leave Balance: 0.00

Change Highest Education

Marital Status

Marital Status: Single As of: 01/02/2012

Change marital status
Marital Status Verified

Phone Numbers

Phone Type	Phone Number	Extension	Preferred
Mobile	8613267		☑
Home	2384146		☐

Change phone numbers
Phone Number Verified

Emergency Contacts

Customize | Find | First 1 of 1 Last

Name	Relationship To Employee	Primary Contact
		☐

Change emergency contacts
Emergency Contact Verified

Addresses

Address Type	Status	As Of	Country	Address

Change home/mailing addresses
Address Verified

Email Addresses

Email Type	Email Address	Preferred
Business	asilah.chuchu@psd.gov.bn	☑

If you do not have a Government Email Address, please contact your Administration Section / Unit

Change email addresses
Email Address Verified

Dependent Information

National ID	Beneficiary ID	Name	Relationship to Employee	Date of Birth
	01		Other	

Change dependent information
Dependent Information Verified

Current Primary Job Information

Effective Date	Ministry	Ministry Description	Department ID	Department Description	Position Number	Position Description	Employee Class	Salary Matrix	Salary Admin Plan	Monthly Salary	Next Increment Date
04/08/2012	SA01A	Prime Minister's Office	SA127	JABATAN PERKHIDMATAN AWAM	00025679	PENYELIA PEJABAT	TETAP	00003	C.1-2 EB 3	1280.00	

Primary Job Information Verification

◉ Primary Job Information Correct
○ Primary Job Information Incorrect

Employee Comments:

1) jumlah cuti salah
2) kenaikan gaji tahunan tidak betul

Disclaimer:

Dengan ini saya mengaku bahawa saya telah meneliti dan membetulkan maklumat yang diperlukan dan mengesahkan bahawa maklumat tersebut adalah teratur dan terkini.

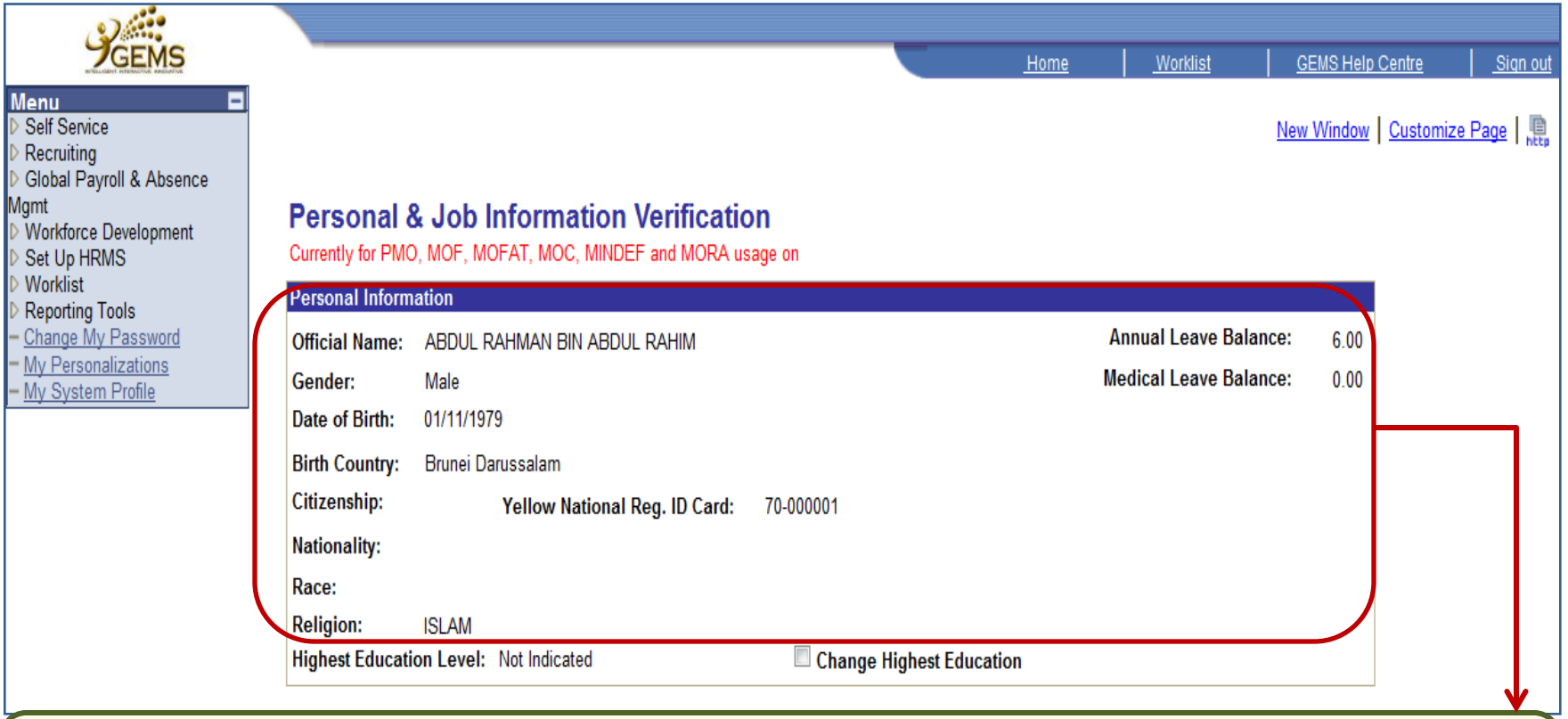
Hereby I declare that I have checked and updated the required information and verify that the information are correct and up-to-date.

☐ Employee Verified

Save | Submit to HR

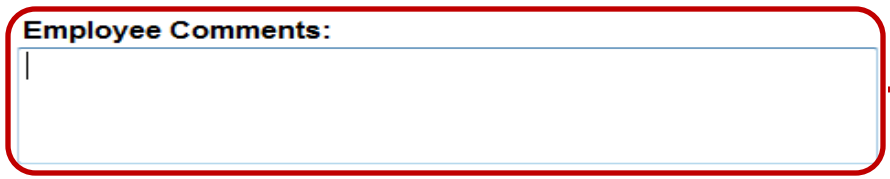
Return to Self Service

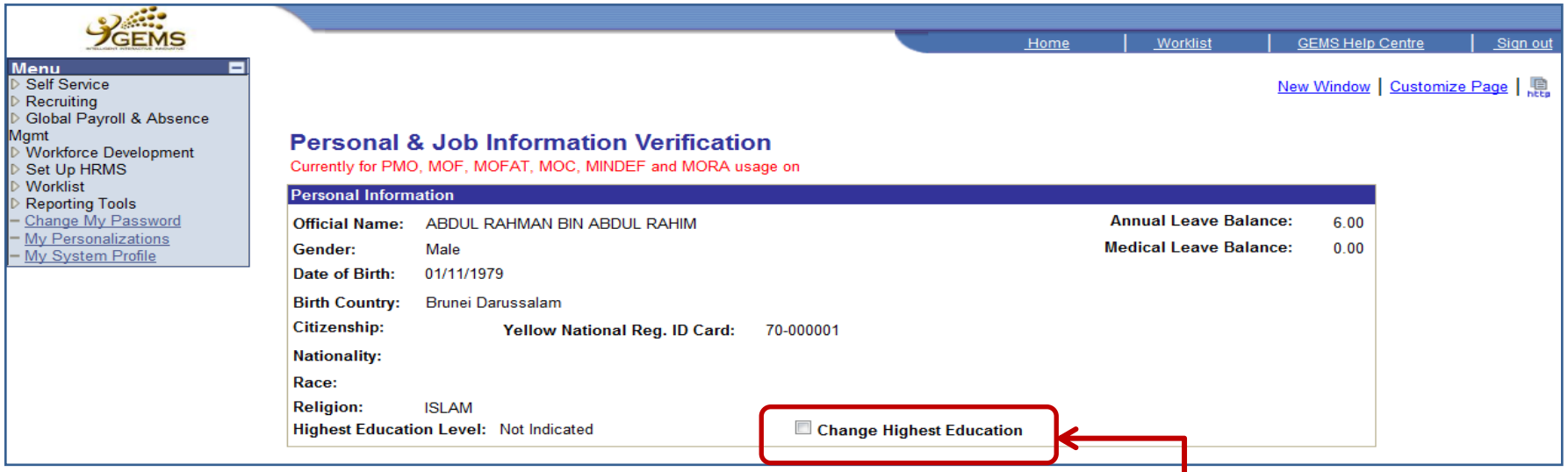
3. Ruang ini akan terpapar. Awda perlu meneliti dan kemaskini kan dengan lengkap dan betul untuk pengesahan maklumat data awda yang terkini



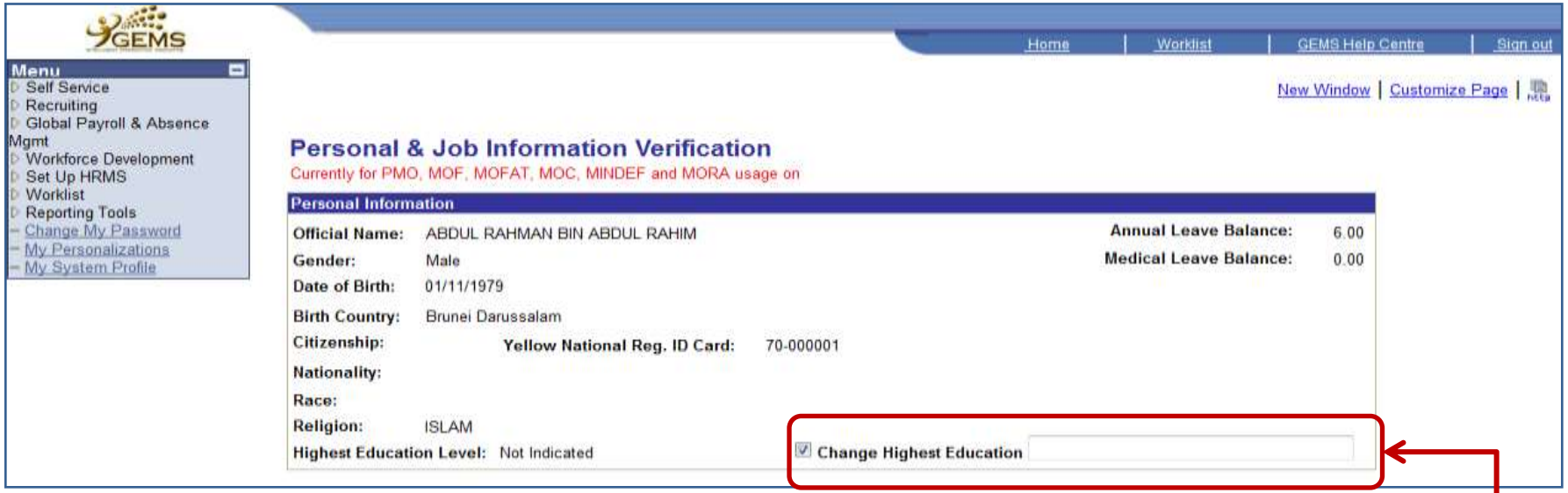
4. Personal Information - Awda dikehendaki untuk meneliti semua maklumat di bahagian ini. Iaitu maklumat peribadi dan Hak Cuti Tahunan dan Cuti Sakit Swasta. Jika terdapat maklumat yang salah atau perlu untuk ditambah hendaklah dicatatkan diruang ***Employee Comments***.

5. Ruang Employee Comment juga dikhaskan untuk mencatat maklumat yang telah dikemaskinikan atau perlu untuk dikemaskinikan di bahagian lain ***Data Verification*** ini.

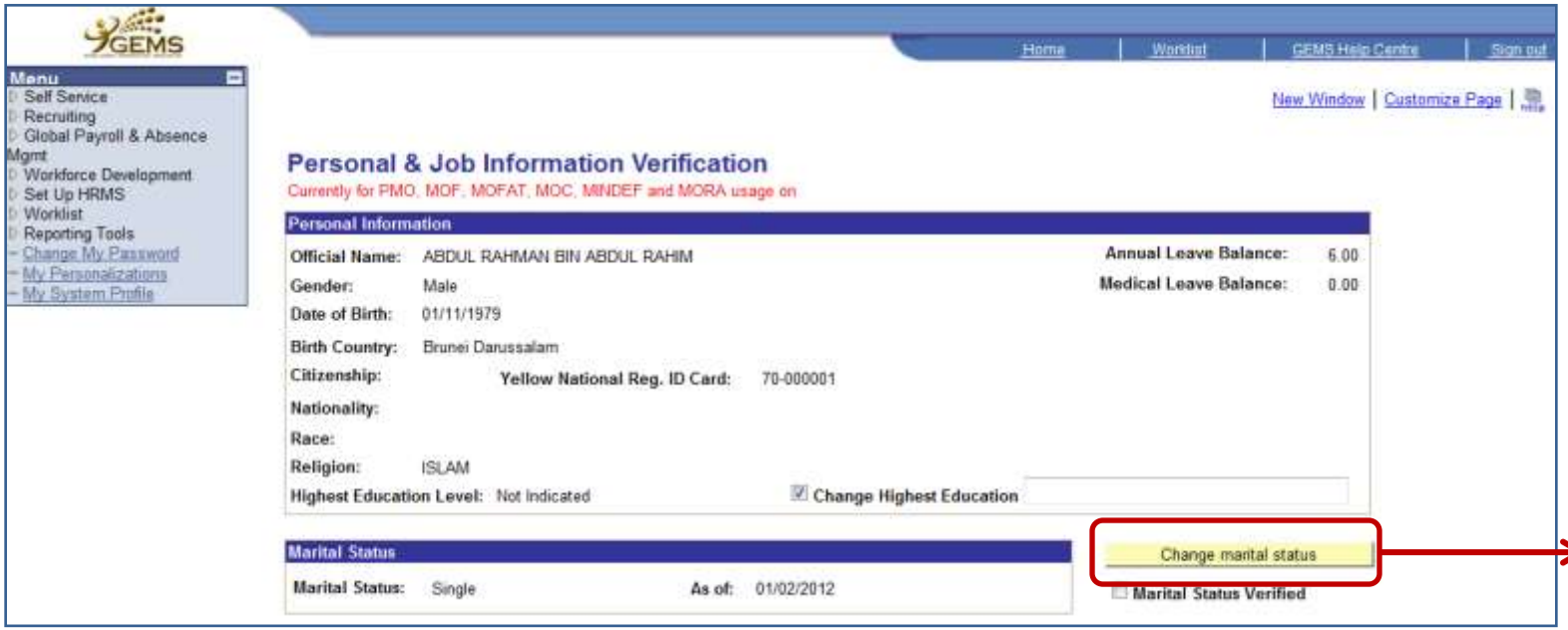




6. Jika maklumat "***Highest Education Level (Kelulusan)"*** awda tidak betul, awda perlu tandakan di petak kosong "***Change Highest Education"***

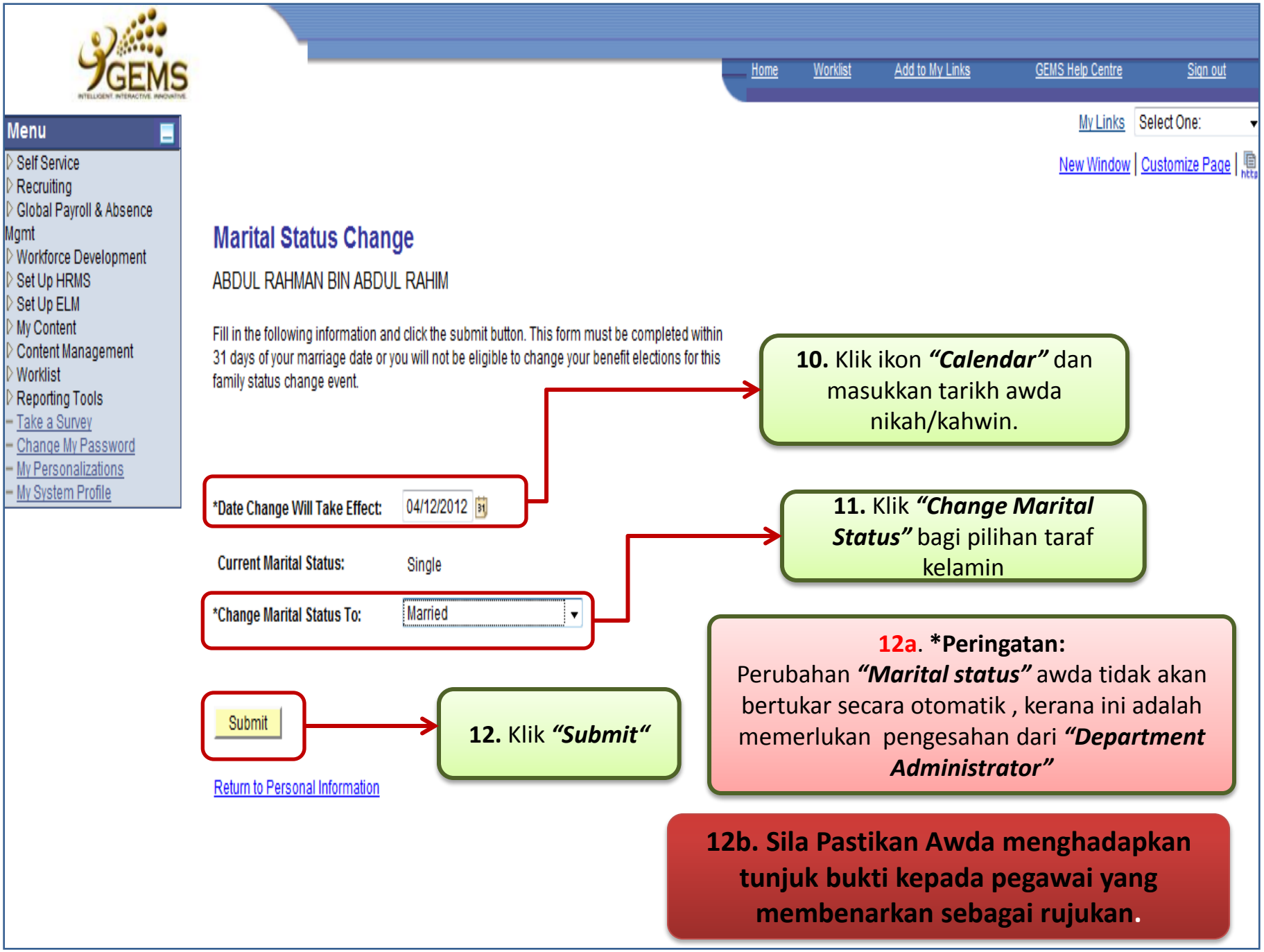


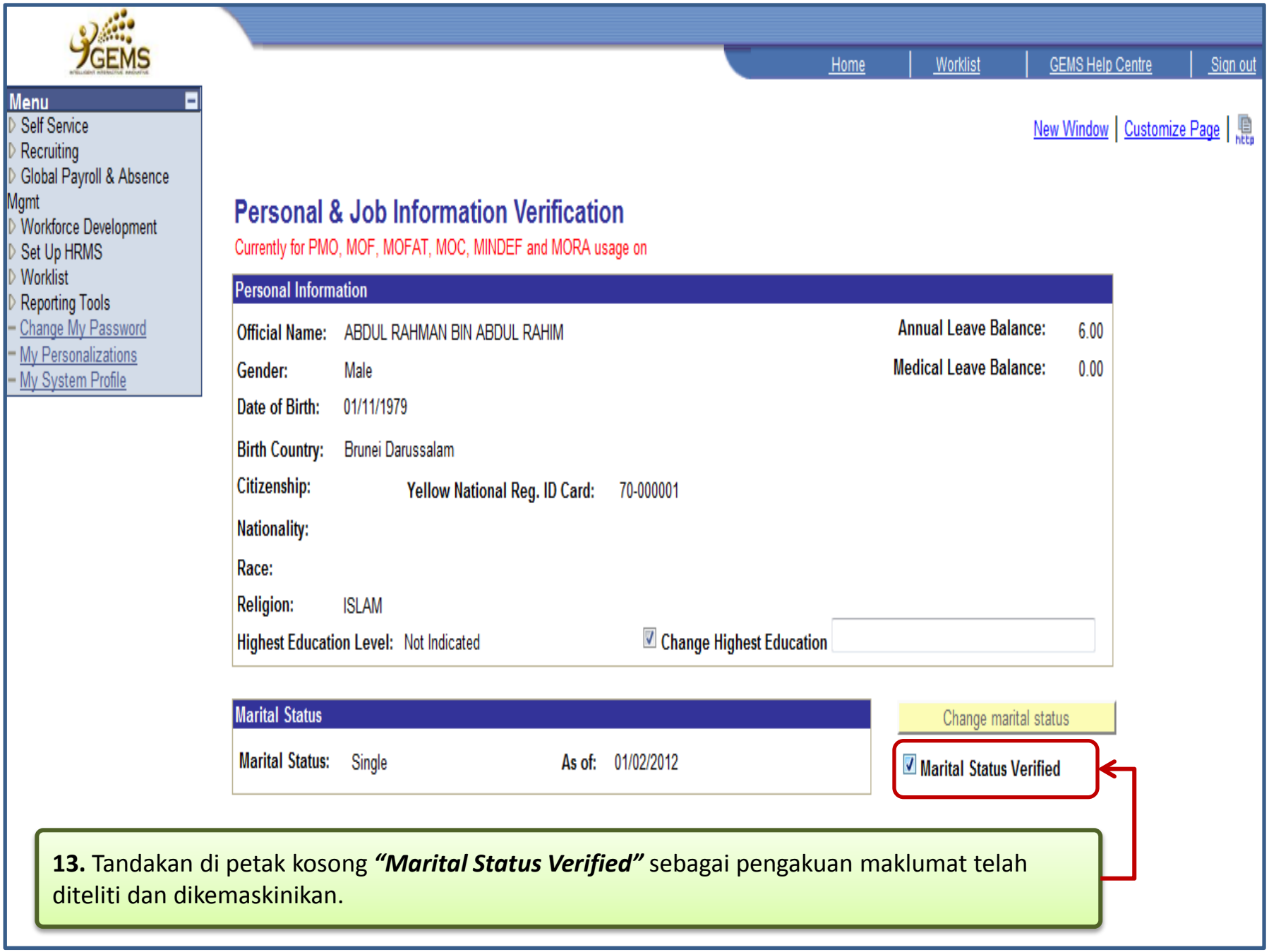
7. Masukkan kelulusan awda yang terkini di dalam kotak baru yang terpapar di ruang ***"Change Highest Education"***

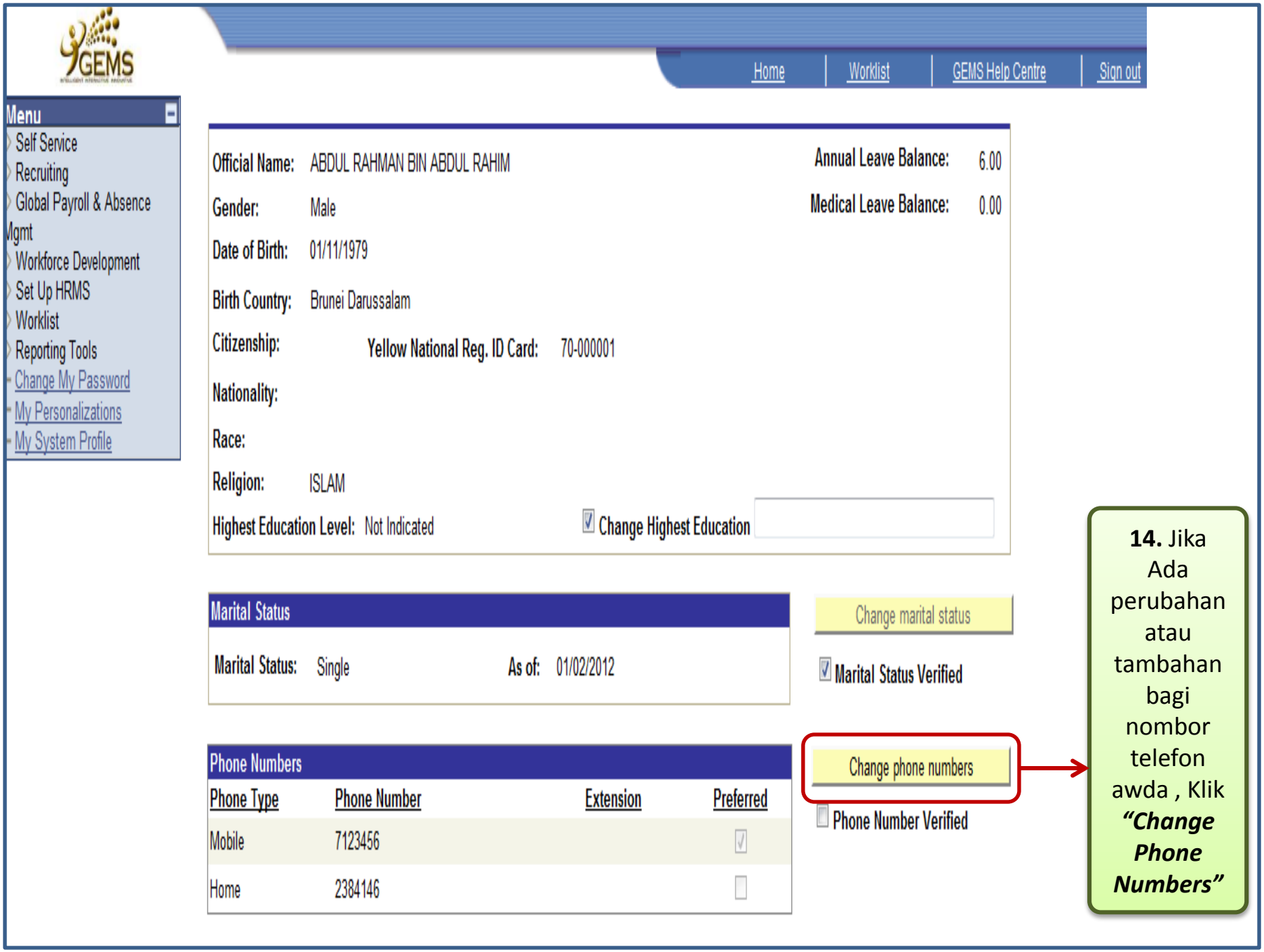


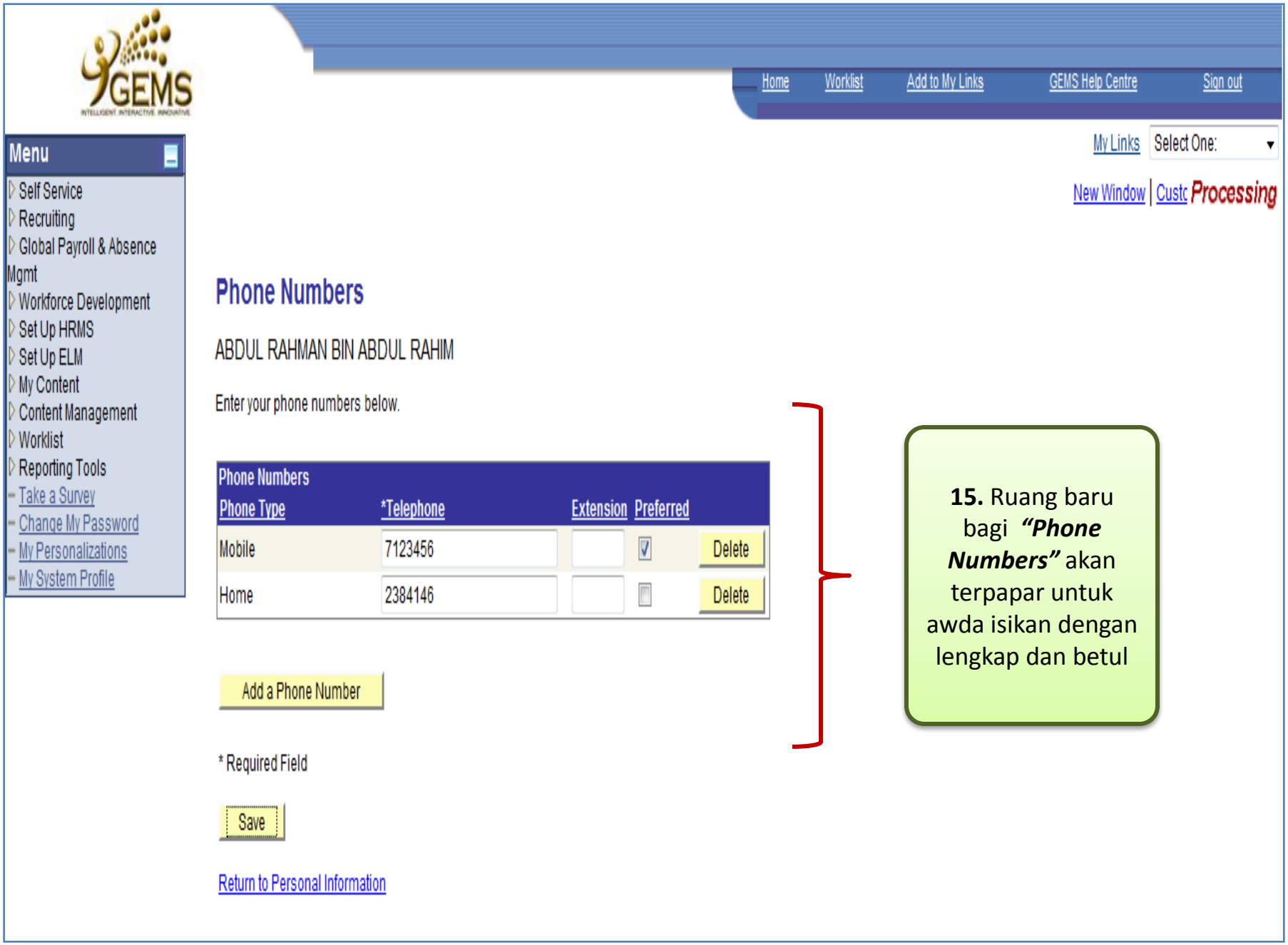
8. Jika Ada perubahan bagi taraf kelamin awda , Klik ***"Change marital status"***

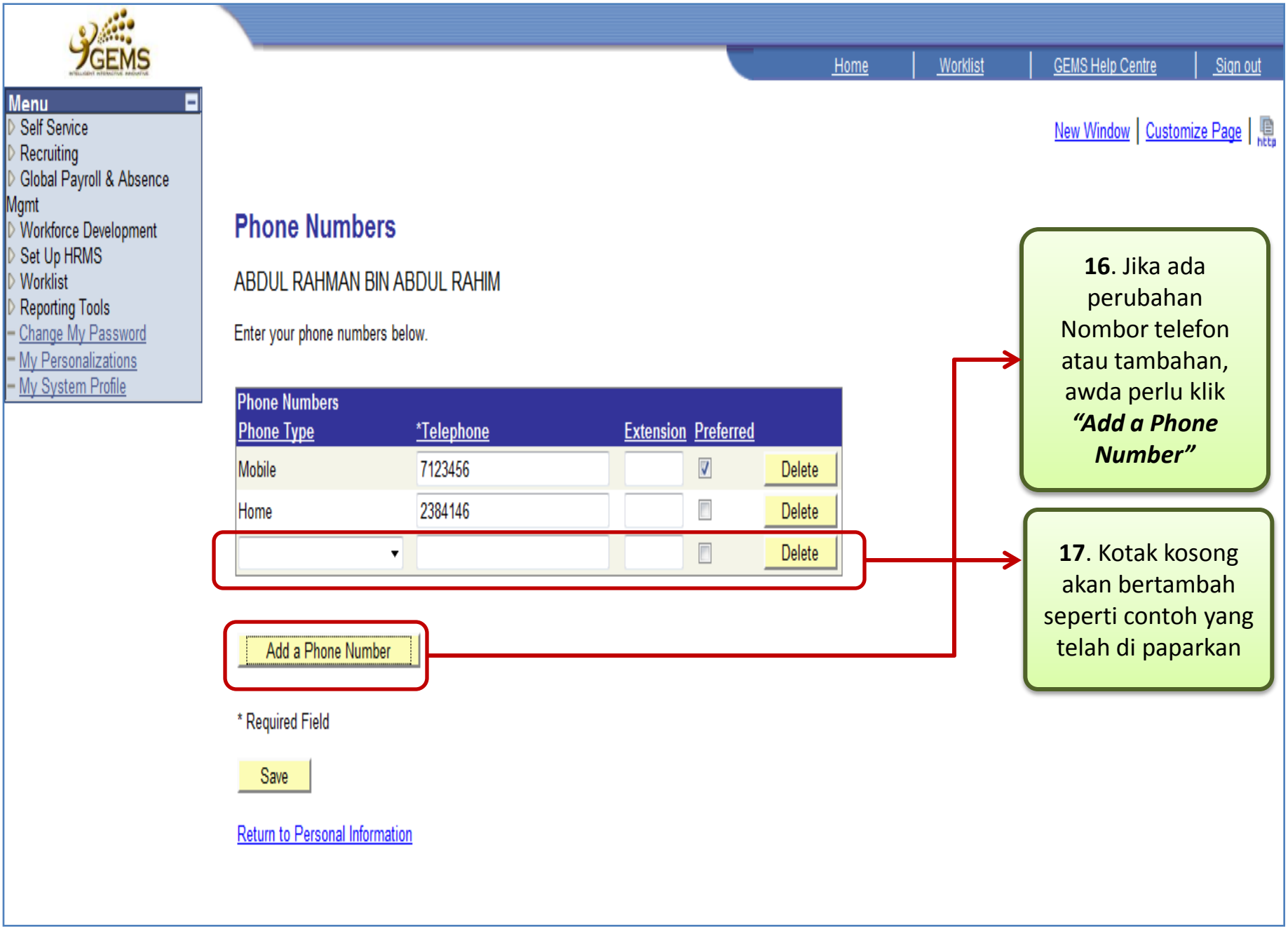
9. Ruang baru bagi ***"Marital Status Change"*** akan terpapar untuk awda isikan dengan lengkap dan betul.

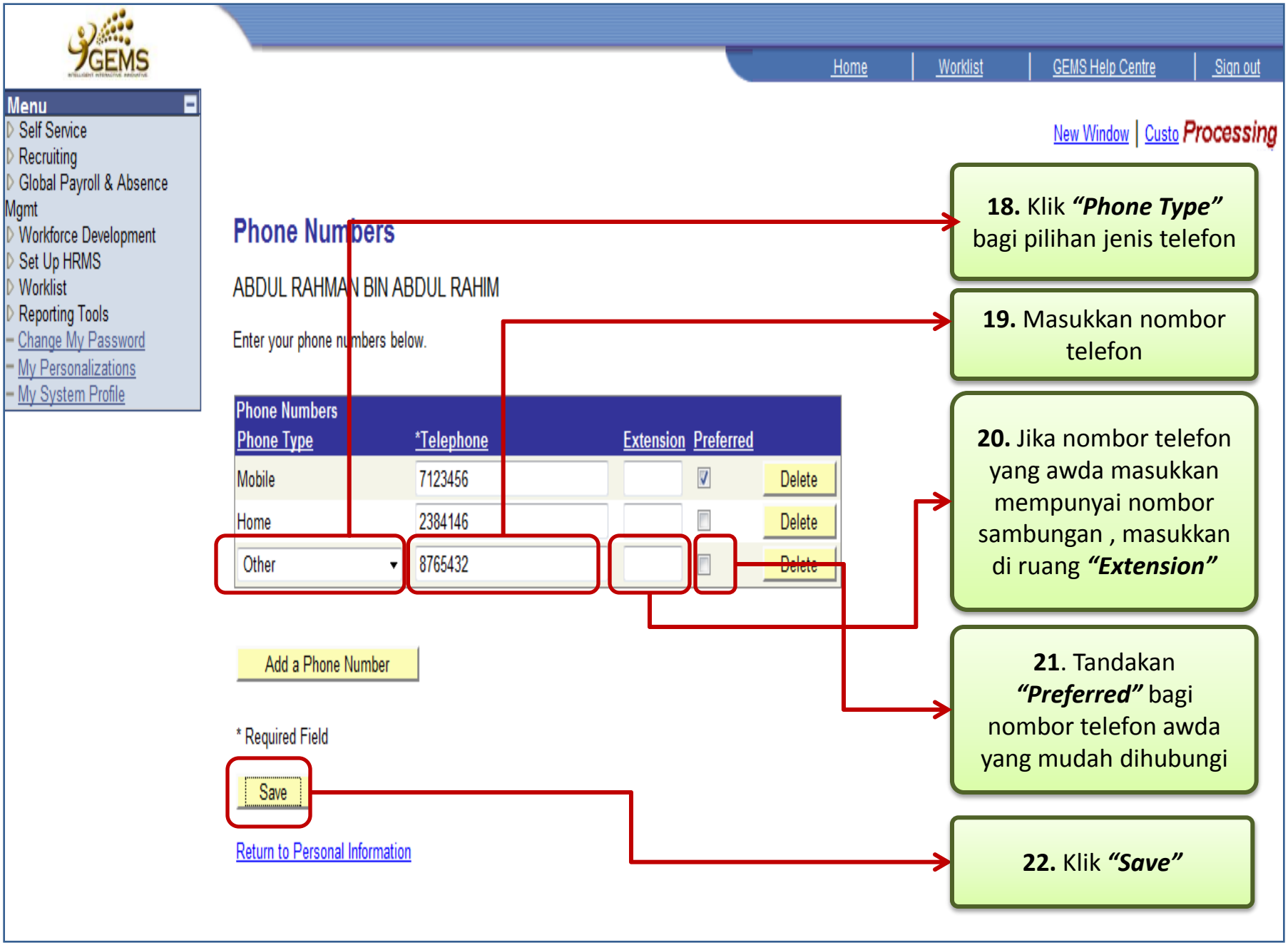

Home
Worklist
Add to My Links
GEMS Help Centre
Sign out
My Links
Select One:
New Window
Customize Page
Menu
Self Service
Recruiting
Global Payroll & Absence Mgmt
Workforce Development
Set Up HRMS
Set Up ELM
My Content
Content Management
Worklist
Reporting Tools
Take a Survey
Change My Password
My Personalizations
My System Profile
Marital Status Change
ABDUL RAHMAN BIN ABDUL RAHIM
Fill in the following information and click the submit button. This form must be completed within 31 days of your marriage date or you will not be eligible to change your benefit elections for this family status change event.
*Date Change Will Take Effect:
04/12/2012
Current Marital Status:
Single
*Change Marital Status To:
Married
Submit
Return to Personal Information
10. Klik ikon "Calendar" dan masukkan tarikh awda nikah/kahwin.
11. Klik "Change Marital Status" bagi pilihan taraf kelamin
12. Klik "Submit"
12a. *Peringatan:
Perubahan "Marital status" awda tidak akan bertukar secara otomatik , kerana ini adalah memerlukan pengesahan dari "Department Administrator"
12b. Sila Pastikan Awda menghadapkan tunjuk bukti kepada pegawai yang membenarkan sebagai rujukan.

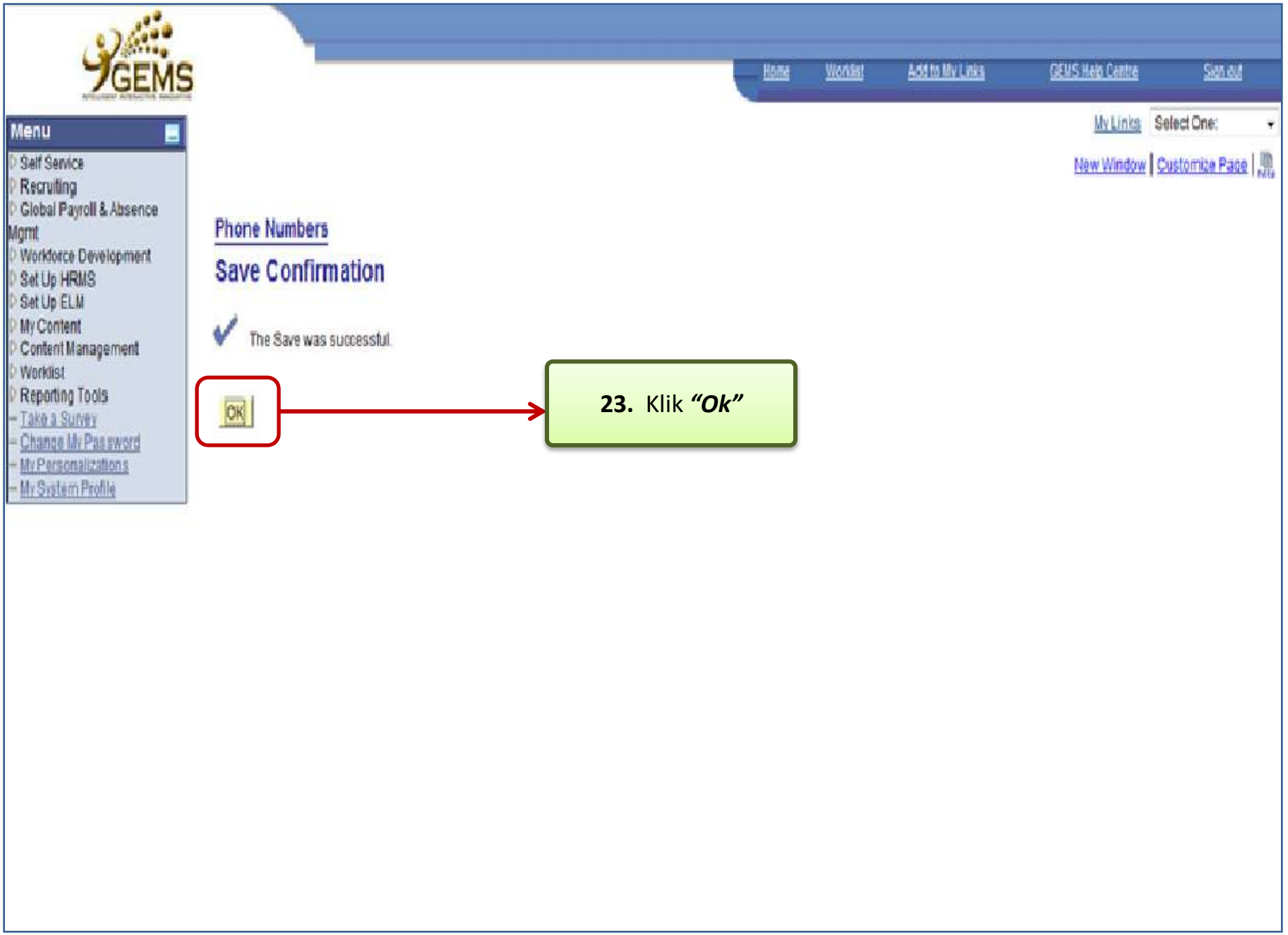

GEMS
Home
Worklist
GEMS Help Centre
Sign out
Menu
Self Service
Recruiting
Global Payroll & Absence Mgmt
Workforce Development
Set Up HRMS
Worklist
Reporting Tools
Change My Password
My Personalizations
My System Profile
New Window
Customize Page
Personal & Job Information Verification
Currently for PMO, MOF, MOFAT, MOC, MINDEF and MORA usage on
Personal Information
Official Name: ABDUL RAHMAN BIN ABDUL RAHIM
Annual Leave Balance: 6.00
Gender: Male
Medical Leave Balance: 0.00
Date of Birth: 01/11/1979
Birth Country: Brunei Darussalam
Citizenship:
Yellow National Reg. ID Card: 70-000001
Nationality:
Race:
Religion: ISLAM
Highest Education Level: Not Indicated
Change Highest Education
Marital Status
Marital Status: Single
As of: 01/02/2012
Change marital status
Marital Status Verified
13. Tandakan di petak kosong "Marital Status Verified" sebagai pengakuan maklumat telah diteliti dan dikemaskinikan.

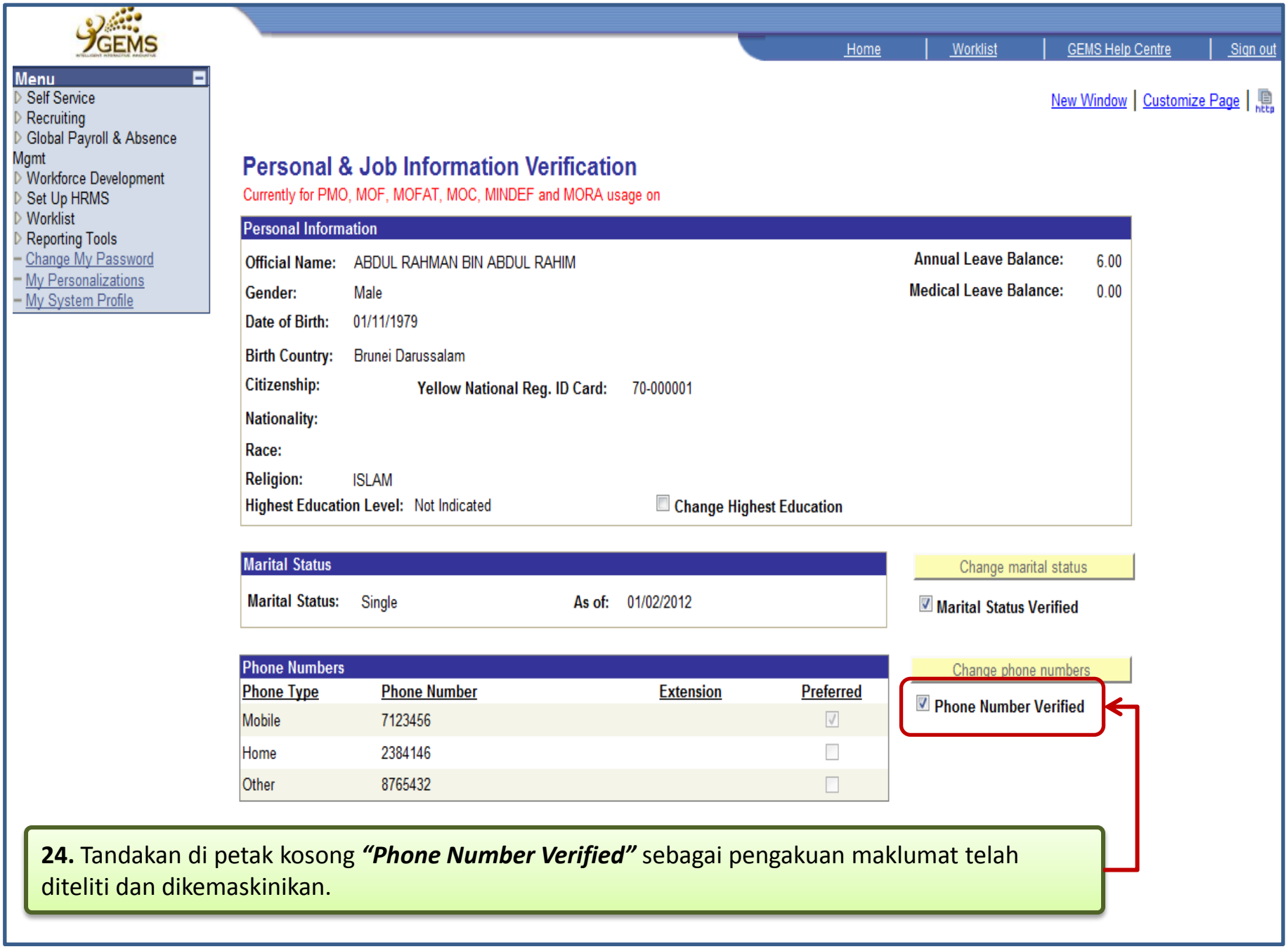

GEMS
Home
Worklist
GEMS Help Centre
Sign out
Menu
Self Service
Recruiting
Global Payroll & Absence Mgmt
Workforce Development
Set Up HRMS
Worklist
Reporting Tools
Change My Password
My Personalizations
My System Profile
Official Name: ABDUL RAHMAN BIN ABDUL RAHIM
Annual Leave Balance: 6.00
Gender: Male
Medical Leave Balance: 0.00
Date of Birth: 01/11/1979
Birth Country: Brunei Darussalam
Citizenship: Yellow National Reg. ID Card: 70-000001
Nationality:
Race:
Religion: ISLAM
Highest Education Level: Not Indicated
Change Highest Education
Marital Status
Marital Status: Single
As of: 01/02/2012
Change marital status
Marital Status Verified
Phone Numbers
Phone Type
Phone Number
Extension
Preferred
Mobile
7123456
Home
2384146
Change phone numbers
Phone Number Verified
14. Jika Ada perubahan atau tambahan bagi nombor telefon awda , Klik "Change Phone Numbers"


GEMS
Home
Worklist
Add to My Links
GEMS Help Centre
Sign out
My Links
Select One:
New Window
Custc Processing
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
Phone Numbers
ABDUL RAHMAN BIN ABDUL RAHIM
Enter your phone numbers below.
Phone Numbers
Phone Type
*Telephone
Extension
Preferred
Mobile
7123456
Delete
Home
2384146
Delete
Add a Phone Number
* Required Field
Save
Return to Personal Information
15. Ruang baru bagi "Phone Numbers" akan terpapar untuk awda isikan dengan lengkap dan betul

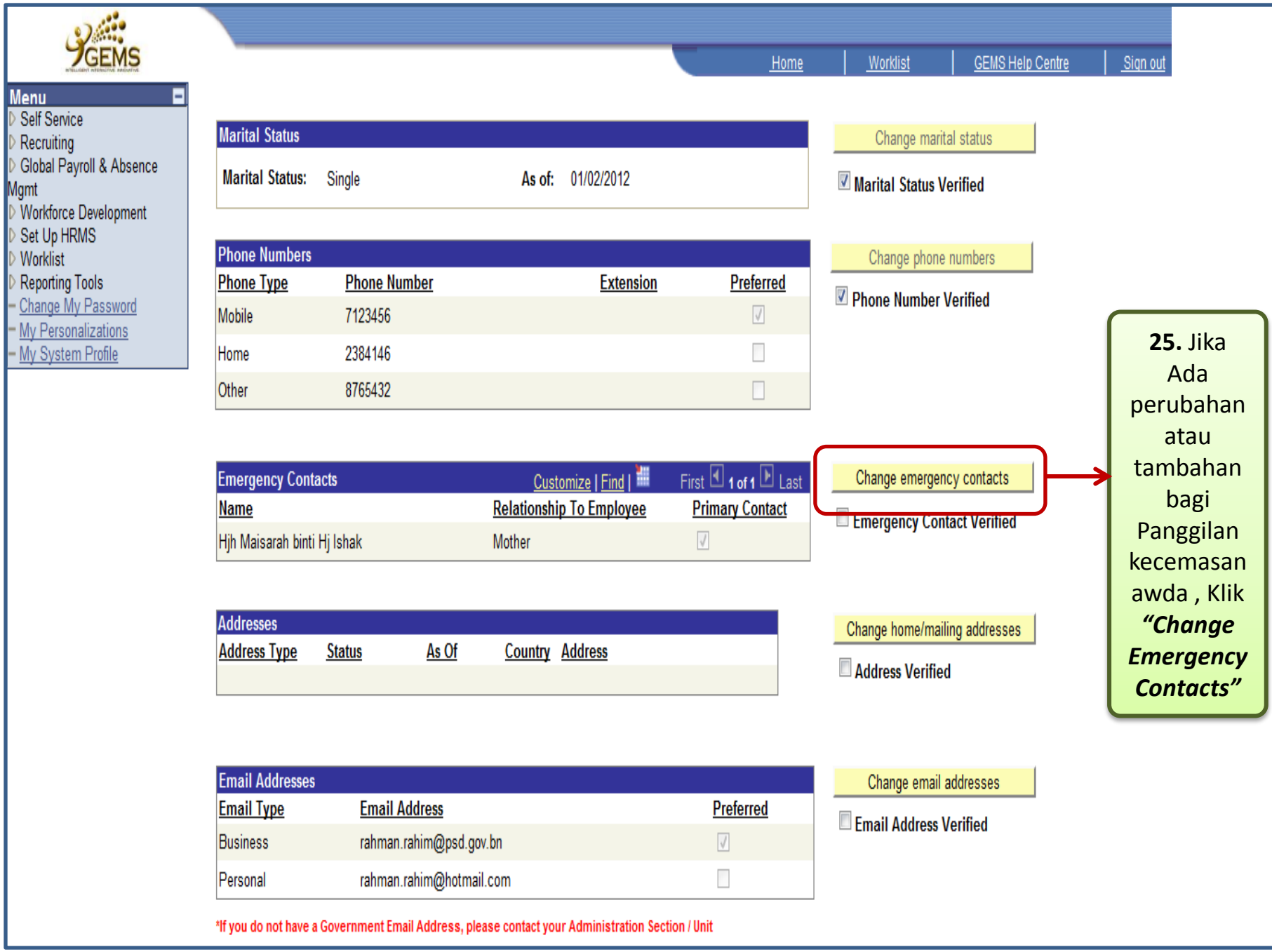

GEMS
Home
Worklist
GEMS Help Centre
Sign out
Menu
Self Service
Recruiting
Global Payroll & Absence Mgmt
Workforce Development
Set Up HRMS
Worklist
Reporting Tools
Change My Password
My Personalizations
My System Profile
New Window
Customize Page
Phone Numbers
ABDUL RAHMAN BIN ABDUL RAHIM
Enter your phone numbers below.
Phone Numbers
Phone Type
*Telephone
Extension
Preferred
Mobile
7123456
Delete
Home
2384146
Delete
Delete
Add a Phone Number
* Required Field
Save
Return to Personal Information
16. Jika ada perubahan Nombor telefon atau tambahan, awda perlu klik "Add a Phone Number"
17. Kotak kosong akan bertambah seperti contoh yang telah di paparkan

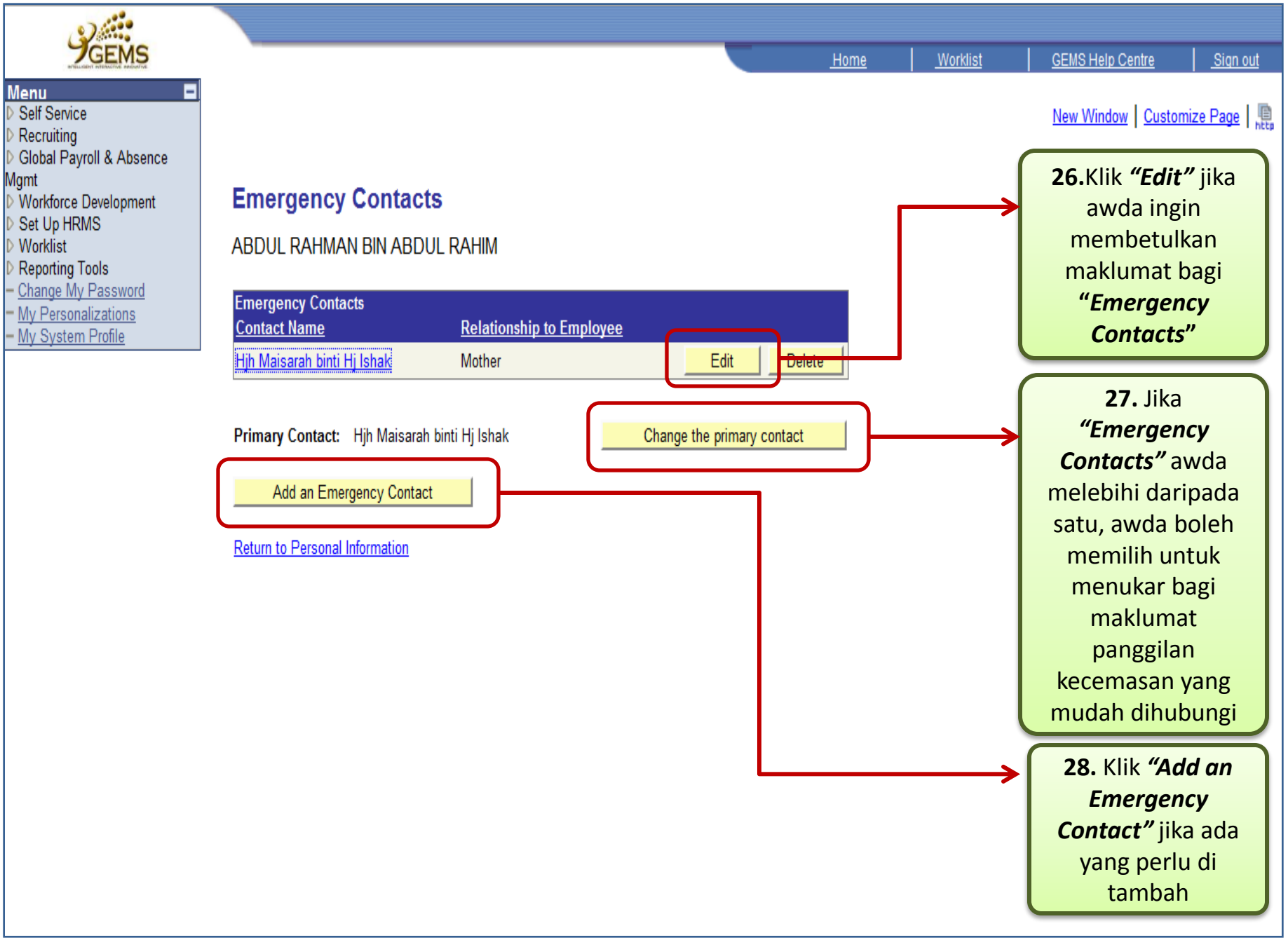

GEMS
Home
Worklist
GEMS Help Centre
Sign out
Menu
Self Service
Recruiting
Global Payroll & Absence Mgmt
Workforce Development
Set Up HRMS
Worklist
Reporting Tools
Change My Password
My Personalizations
My System Profile
New Window
Custo
Processing
Phone Numbers
ABDUL RAHMAN BIN ABDUL RAHIM
Enter your phone numbers below.
Phone Numbers
Phone Type
*Telephone
Extension
Preferred
Mobile
7123456
Delete
Home
2384146
Delete
Other
8765432
Delete
Add a Phone Number
* Required Field
Save
Return to Personal Information
18. Klik "Phone Type" bagi pilihan jenis telefon
19. Masukkan nombor telefon
20. Jika nombor telefon yang awda masukkan mempunyai nombor sambungan , masukkan di ruang "Extension"
21. Tandakan "Preferred" bagi nombor telefon awda yang mudah dihubungi
22. Klik "Save"

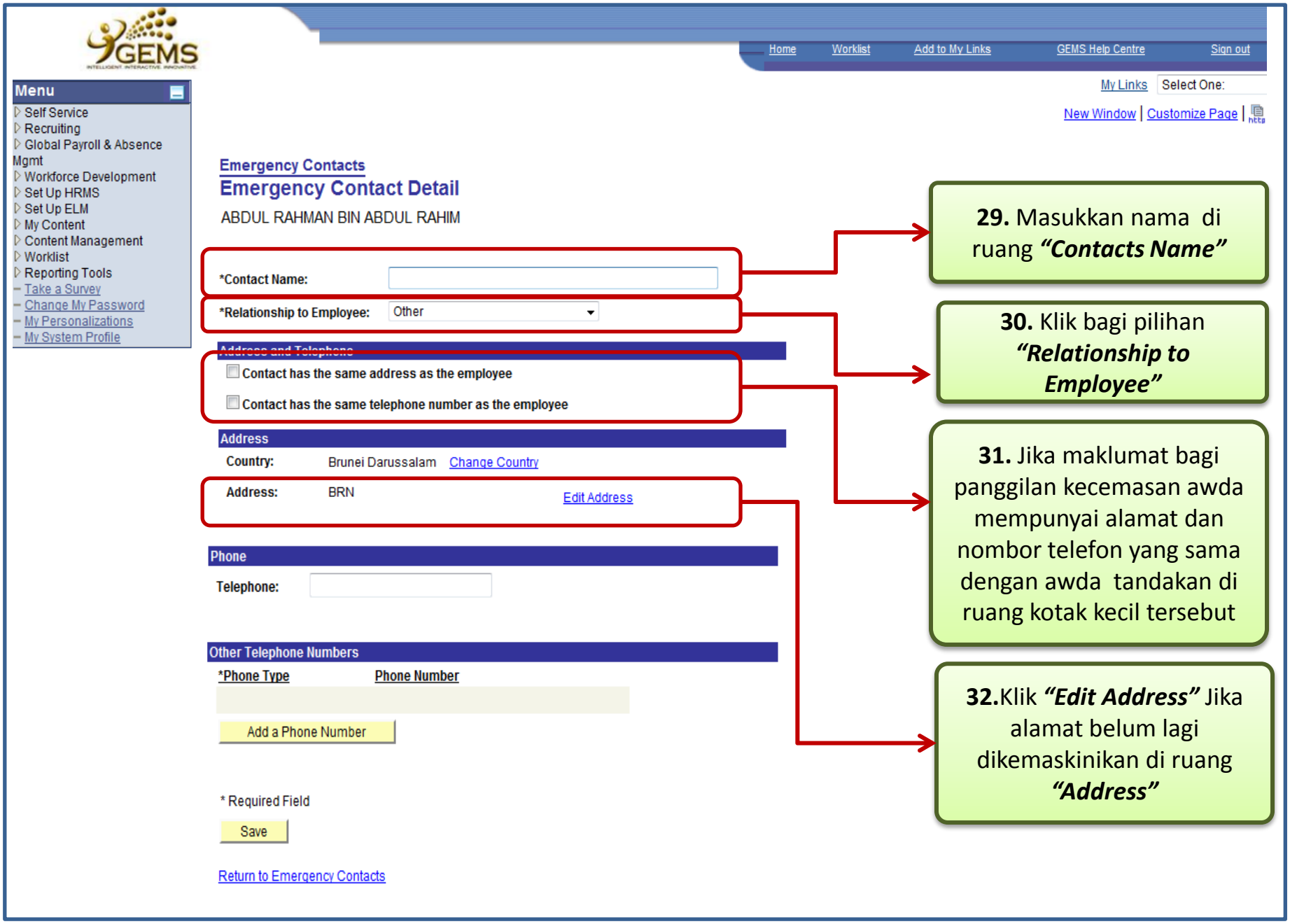

Home
Worklist
Add to My Links
GEMS Help Centre
Sign out
My Links
Select One:
New Window
Customize Page
Menu
Self Service
Recruiting
Global Payroll & Absence Mgmt
Workforce Development
Set Up HRMS
Set Up ELM
My Content
Content Management
Worklist
Reporting Tools
Take a Survey
Change My Password
My Personalizations
My System Profile
Phone Numbers
Save Confirmation
The Save was successful.
OK
23. Klik "Ok"

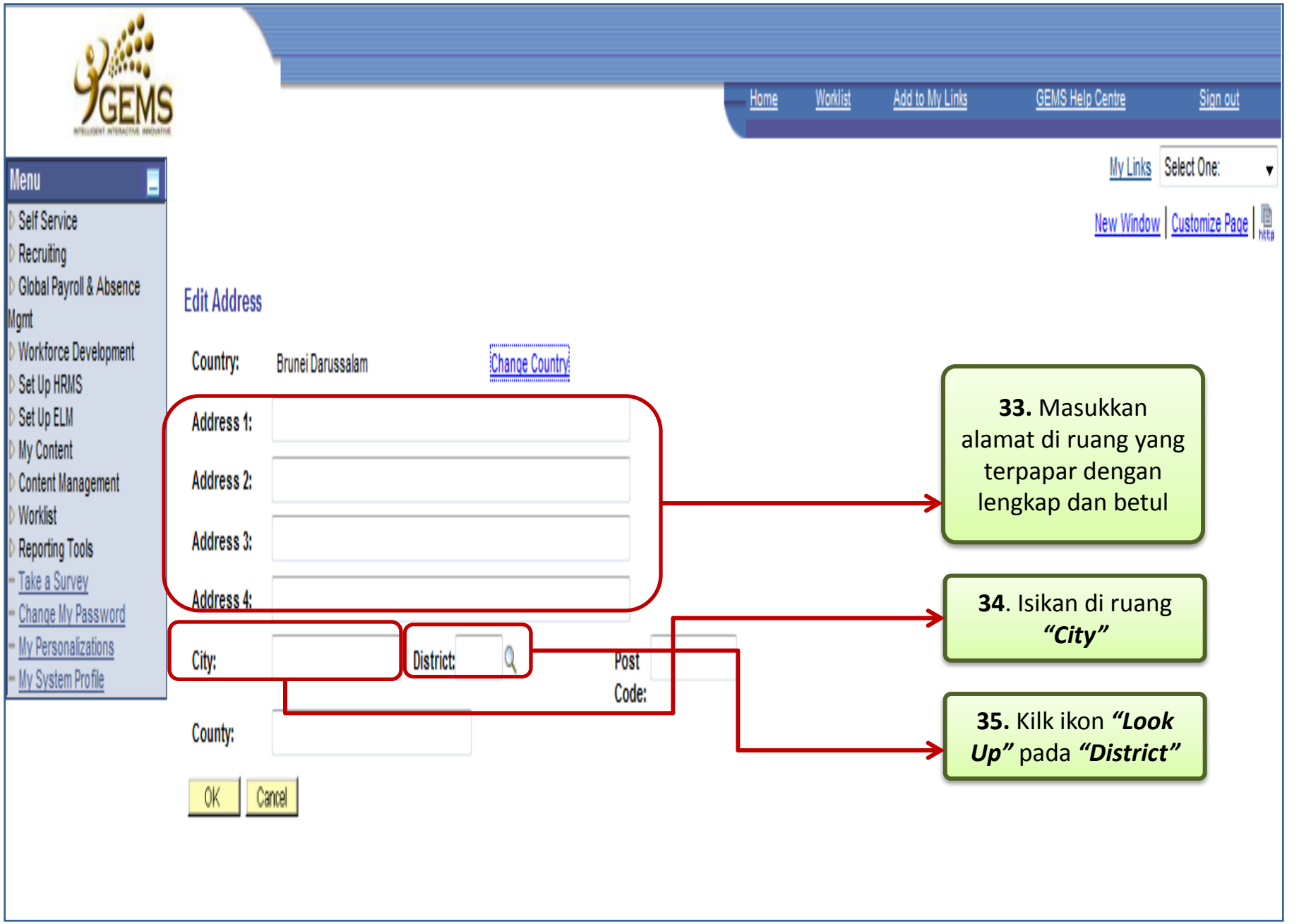


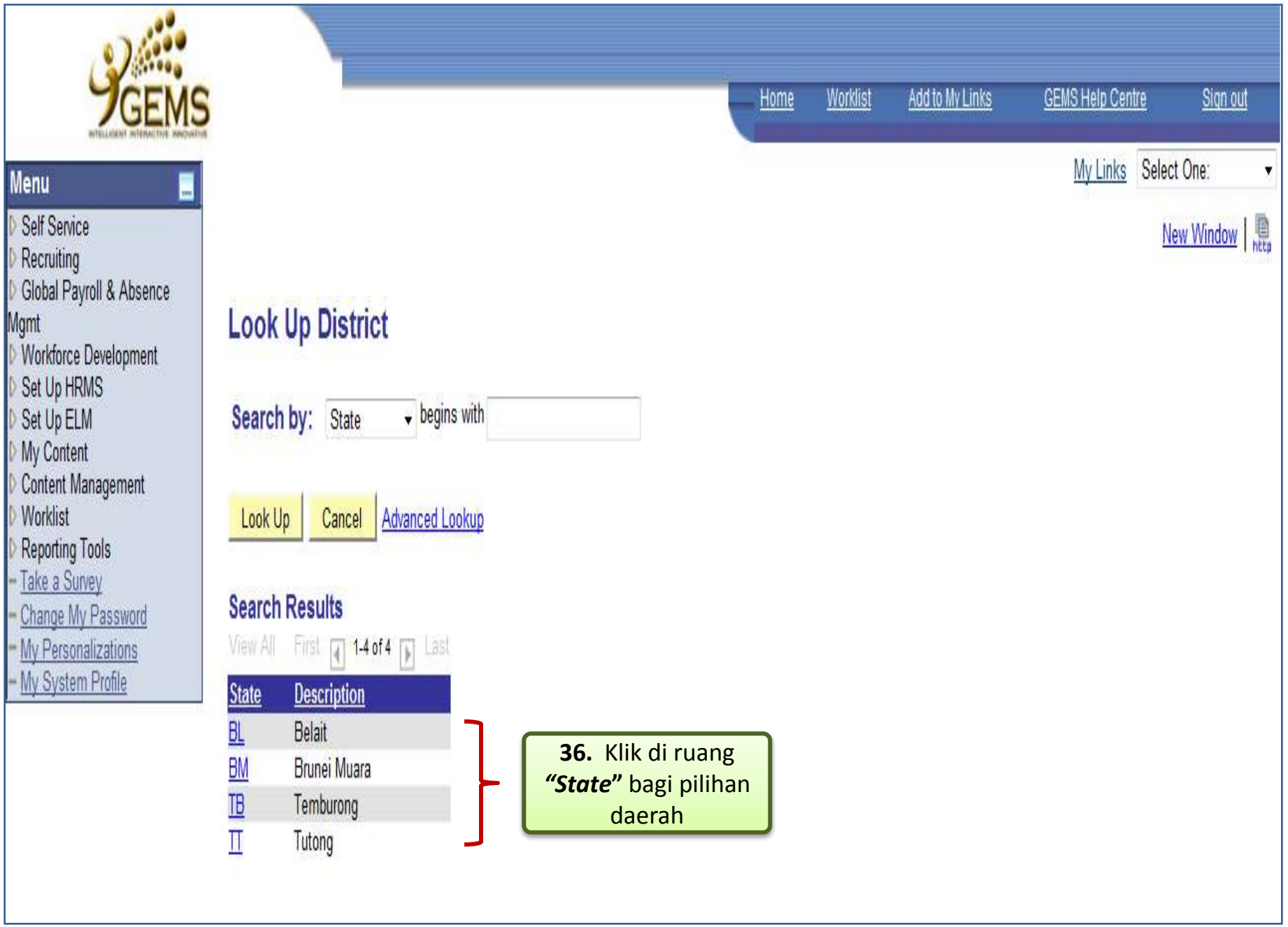
24. Tandakan di petak kosong ***"Phone Number Verified"*** sebagai pengakuan maklumat telah diteliti dan dikemaskinikan.


GEMS
Home
Worklist
GEMS Help Centre
Sign out
Menu
Self Service
Recruiting
Global Payroll & Absence Mgmt
Workforce Development
Set Up HRMS
Worklist
Reporting Tools
Change My Password
My Personalizations
My System Profile
Marital Status
Marital Status: Single
As of: 01/02/2012
Change marital status
Marital Status Verified
Phone Numbers
Phone Type
Phone Number
Extension
Preferred
Mobile 7123456
Home 2384146
Other 8765432
Change phone numbers
Phone Number Verified
Emergency Contacts
Customize | Find | First 1 of 1 Last
Name
Relationship To Employee
Primary Contact
Hjh Maisarah binti Hj Ishak
Mother
Change emergency contacts
Emergency Contact Verified
Addresses
Address Type
Status
As Of
Country
Address
Change home/mailing addresses
Address Verified
Email Addresses
Email Type
Email Address
Preferred
Business rahman.rahim@psd.gov.bn
Personal rahman.rahim@hotmail.com
Change email addresses
Email Address Verified
*If you do not have a Government Email Address, please contact your Administration Section / Unit
25. Jika Ada perubahan atau tambahan bagi Panggilan kecemasan awda , Klik "Change Emergency Contacts"

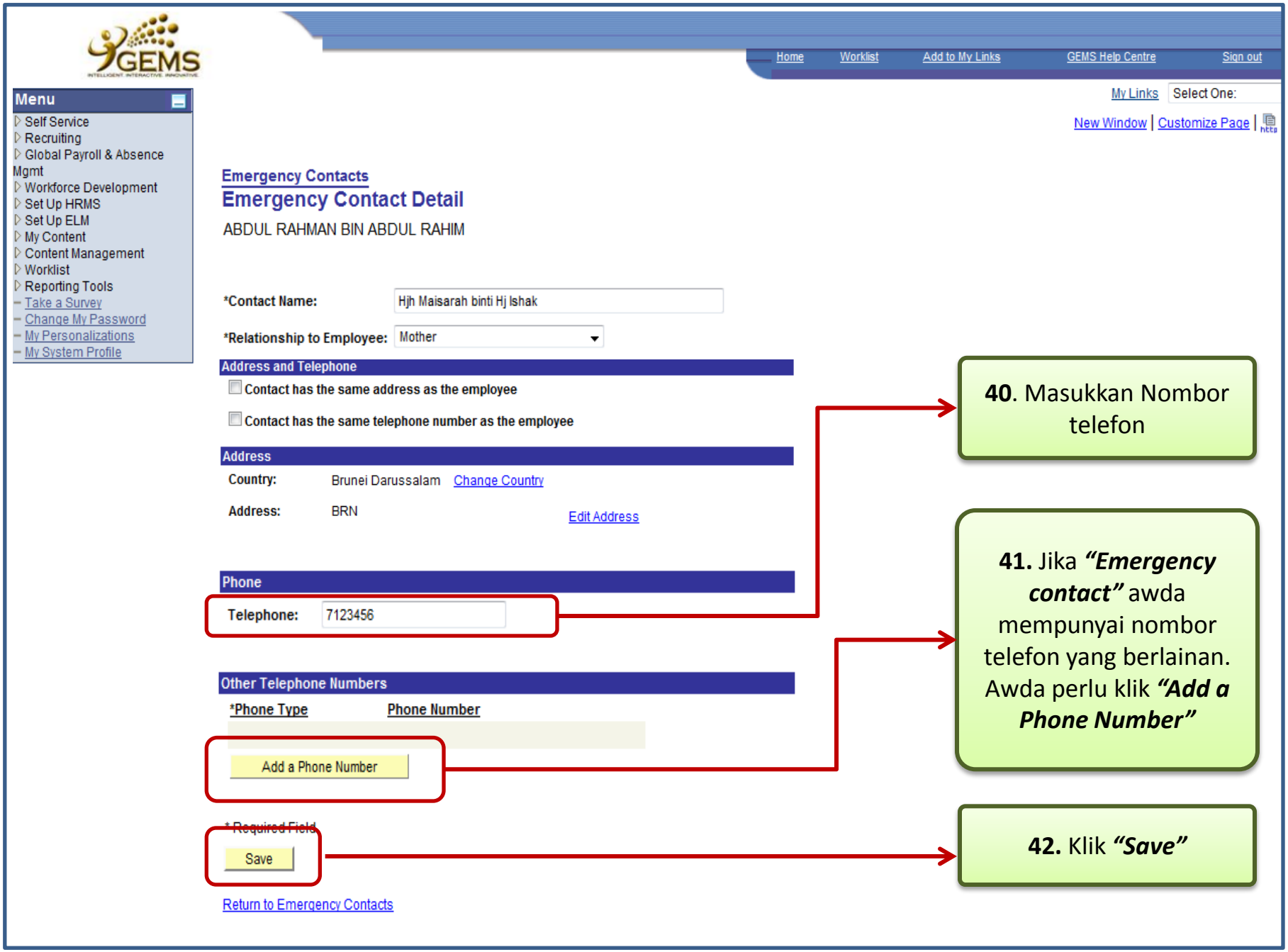

GEMS
Home
Worklist
GEMS Help Centre
Sign out
Menu
Self Service
Recruiting
Global Payroll & Absence Mgmt
Workforce Development
Set Up HRMS
Worklist
Reporting Tools
Change My Password
My Personalizations
My System Profile
New Window
Customize Page
Emergency Contacts
ABDUL RAHMAN BIN ABDUL RAHIM
Emergency Contacts
Contact Name
Relationship to Employee
Hjh Maisarah binti Hj Ishak
Mother
Edit
Delete
Primary Contact: Hjh Maisarah binti Hj Ishak
Change the primary contact
Add an Emergency Contact
Return to Personal Information
26.Klik "Edit" jika awda ingin membetulkan maklumat bagi "Emergency Contacts"
27. Jika "Emergency Contacts" awda melebihi daripada satu, awda boleh memilih untuk menukar bagi maklumat panggilan kecemasan yang mudah dihubungi
28. Klik "Add an Emergency Contact" jika ada yang perlu di tambah

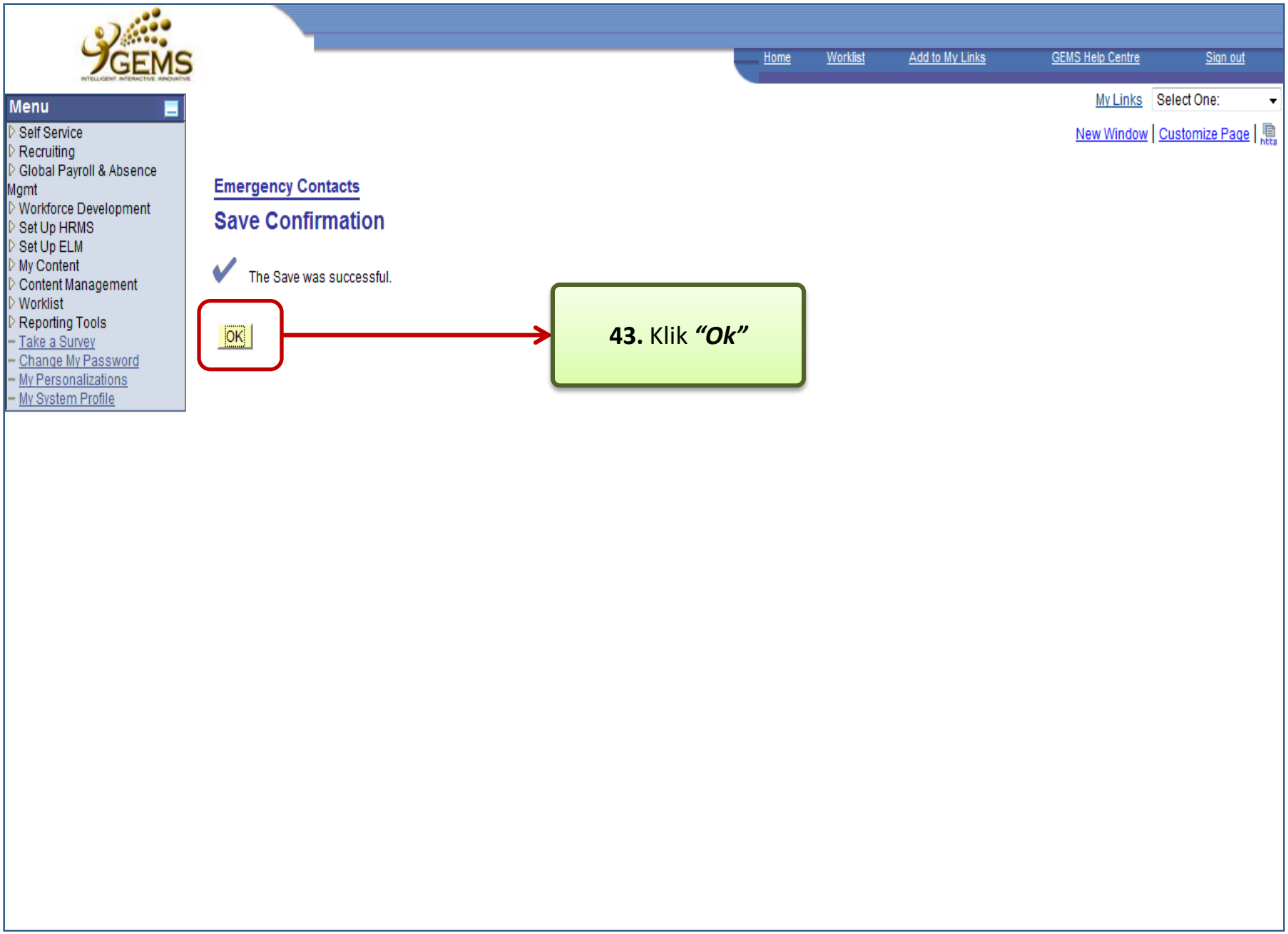

GEMS
Home
Worklist
Add to My Links
GEMS Help Centre
Sign out
My Links
Select One:
New Window | Customize Page
Menu
Self Service
Recruiting
Global Payroll & Absence Mgmt
Workforce Development
Set Up HRMS
Set Up ELM
My Content
Content Management
Worklist
Reporting Tools
Take a Survey
Change My Password
My Personalizations
My System Profile
Emergency Contacts
Emergency Contact Detail
ABDUL RAHMAN BIN ABDUL RAHIM
*Contact Name:
*Relationship to Employee:
Other
Address and Telephone
Contact has the same address as the employee
Contact has the same telephone number as the employee
Address
Country:
Brunei Darussalam
Change Country
Address:
BRN
Edit Address
Phone
Telephone:
Other Telephone Numbers
*Phone Type
Phone Number
Add a Phone Number
* Required Field
Save
Return to Emergency Contacts
29. Masukkan nama di ruang "Contacts Name"
30. Klik bagi pilihan "Relationship to Employee"
31. Jika maklumat bagi panggilan kecemasan awda mempunyai alamat dan nombor telefon yang sama dengan awda tandakan di ruang kotak kecil tersebut
32.Klik "Edit Address" Jika alamat belum lagi dikemaskinikan di ruang "Address"

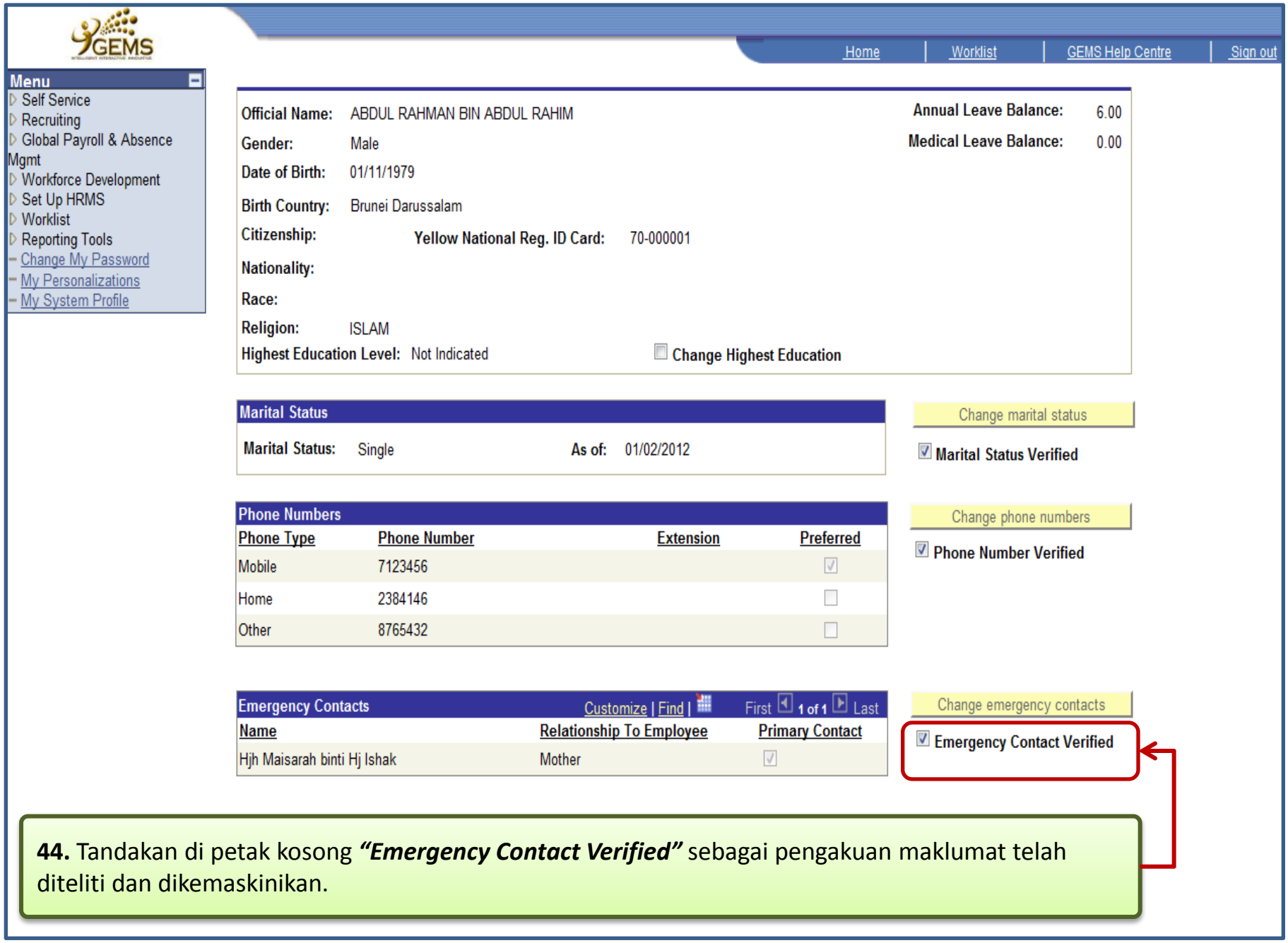

Home
Worklist
Add to My Links
GEMS Help Centre
Sign out
My Links
Select One:
New Window
Customize Page
Menu
Self Service
Recruiting
Global Payroll & Absence Mgmt
Workforce Development
Set Up HRMS
Set Up ELM
My Content
Content Management
Worklist
Reporting Tools
Take a Survey
Change My Password
My Personalizations
My System Profile
Edit Address
Country:
Brunei Darussalam
Change Country
Address 1:
Address 2:
Address 3:
Address 4:
City:
District:
Post Code:
County:
OK
Cancel
33. Masukkan alamat di ruang yang terpapar dengan lengkap dan betul
34. Isikan di ruang "City"
35. Kilk ikon "Look Up" pada "District"


GEMS
Home
Worklist
Add to My Links
GEMS Help Centre
Sign out
My Links
Select One:
New Window
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
Look Up District
Search by: State begins with
Look Up
Cancel
Advanced Lookup
Search Results
View All First 1-4 of 4 Last
State
Description
BL Belait
BM Brunei Muara
TB Temburong
TT Tutong
36. Klik di ruang "State" bagi pilihan daerah

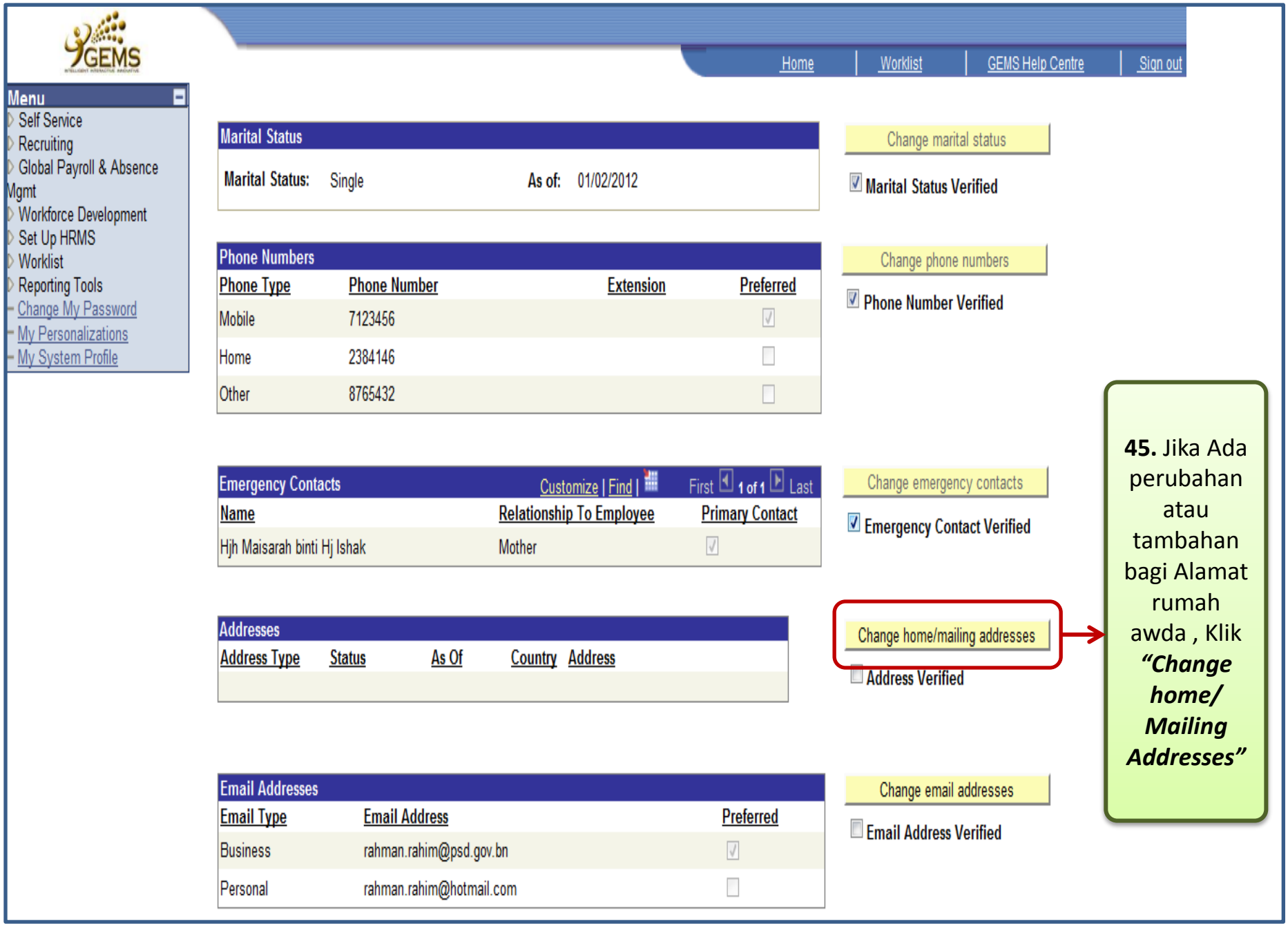
Home
Worklist
Add to My Links
GEMS Help Centre
Sign out
My Links
Select One:
New Window
Custo
Processing
Menu
Self Service
Recruiting
Global Payroll & Absence Mgmt
Workforce Development
Set Up HRMS
Set Up ELM
My Content
Content Management
Worklist
Reporting Tools
Take a Survey
Change My Password
My Personalizations
My System Profile
Edit Address
Country:
Brunei Darussalam
Change Country
Address 1:
No 123, Sp 45, Jln Tungku Link Gadong,
Address 2:
Kg Rimba
Address 3:
Address 4:
City:
District: BM
Brunei Muara
Post Code:
BE1410
County:
OK
Cancel
37. Masukkan "Post Code"
38. Masukkan nama negeri di ruang "Country"
39. Klik "Ok"


GEMS
Home
Worklist
Add to My Links
GEMS Help Centre
Sign out
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
My Links
Select One:
New Window | Customize Page
Emergency Contacts
Emergency Contact Detail
ABDUL RAHMAN BIN ABDUL RAHIM
*Contact Name:
Hjh Maisarah binti Hj Ishak
*Relationship to Employee:
Mother
Address and Telephone
Contact has the same address as the employee
Contact has the same telephone number as the employee
Address
Country:
Brunei Darussalam
Change Country
Address:
BRN
Edit Address
Phone
Telephone:
7123456
Other Telephone Numbers
*Phone Type
Phone Number
Add a Phone Number
* Required Field
Save
Return to Emergency Contacts
40. Masukkan Nombor telefon
41. Jika "Emergency contact" awda mempunyai nombor telefon yang berlainan. Awda perlu klik "Add a Phone Number"
42. Klik "Save"

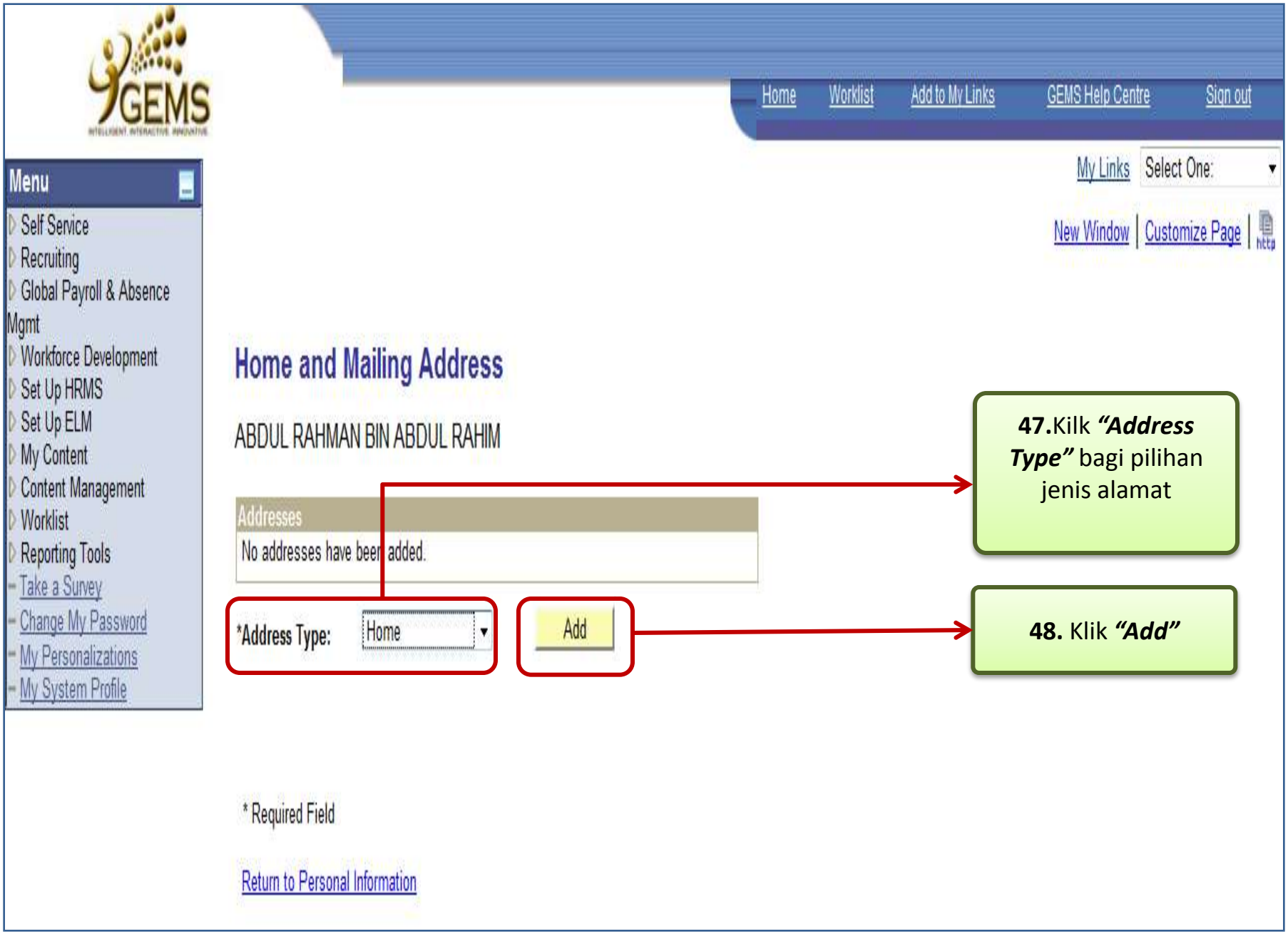

Home
Worklist
Add to My Links
GEMS Help Centre
Sign out
My Links
Select One:
New Window
Customize Page
Menu
Self Service
Recruiting
Global Payroll & Absence Mgmt
Workforce Development
Set Up HRMS
Set Up ELM
My Content
Content Management
Worklist
Reporting Tools
Take a Survey
Change My Password
My Personalizations
My System Profile
Emergency Contacts
Save Confirmation
The Save was successful.
OK
43. Klik "Ok"

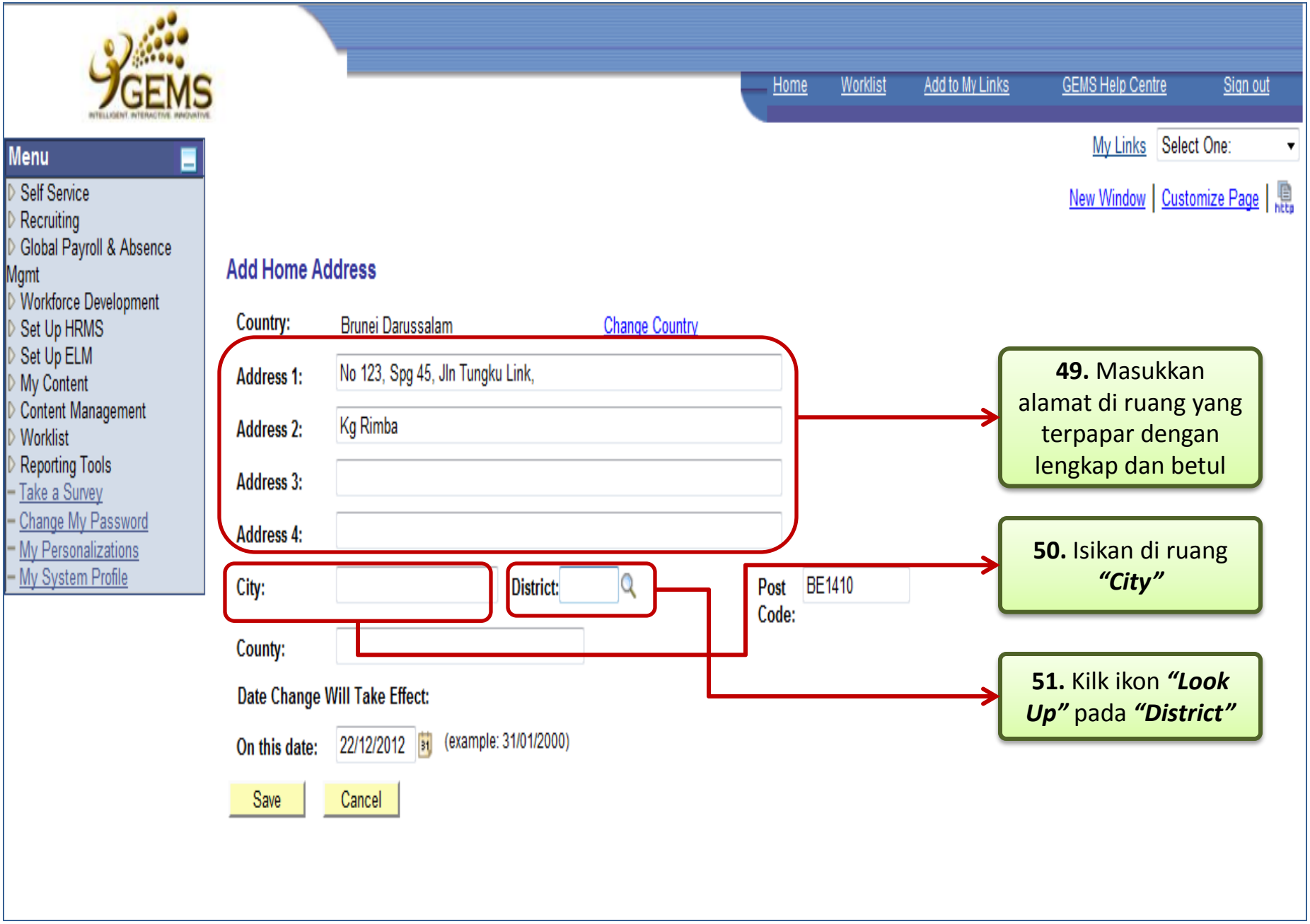


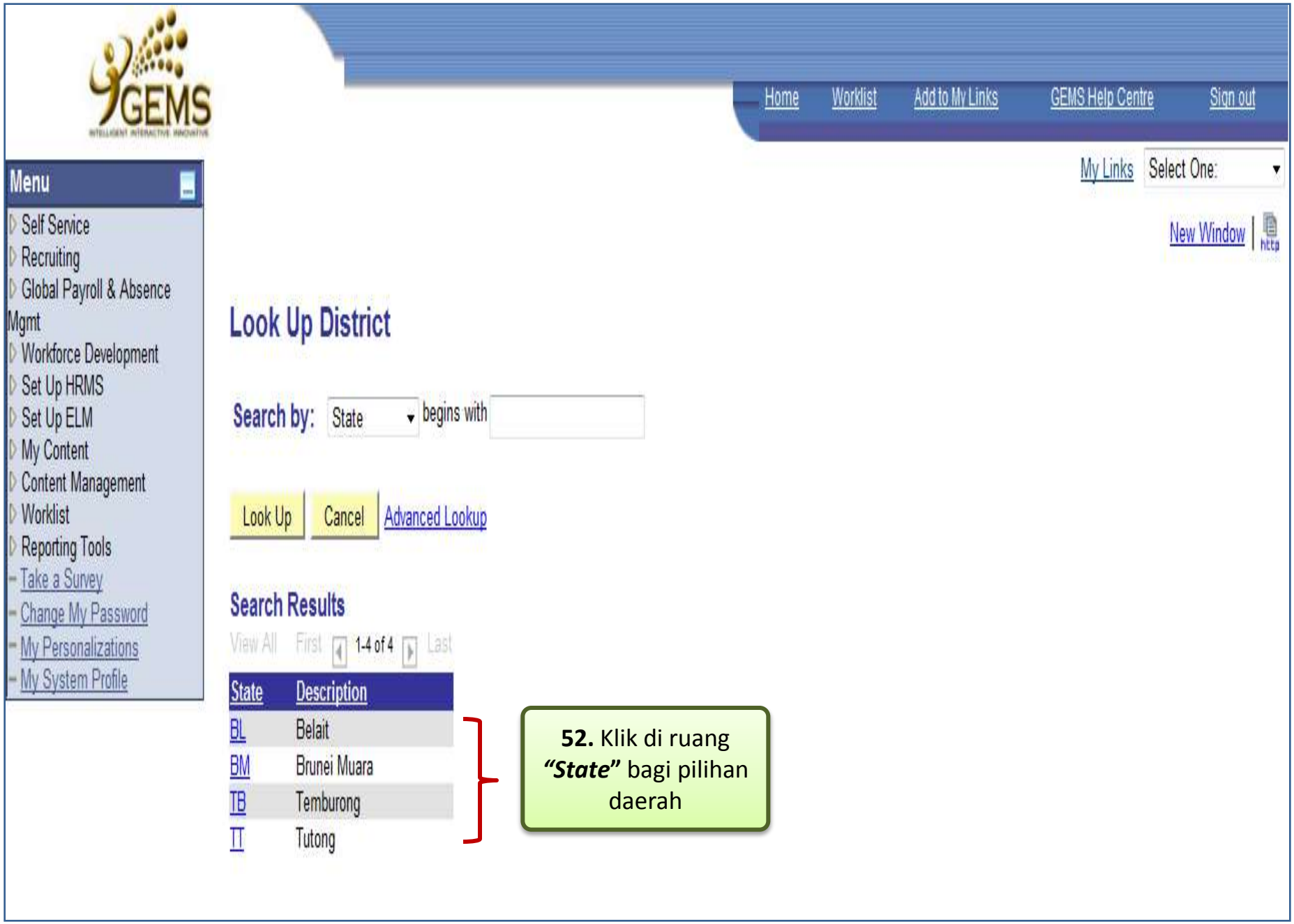
44. Tandakan di petak kosong ***"Emergency Contact Verified"*** sebagai pengakuan maklumat telah diteliti dan dikemaskinikan.

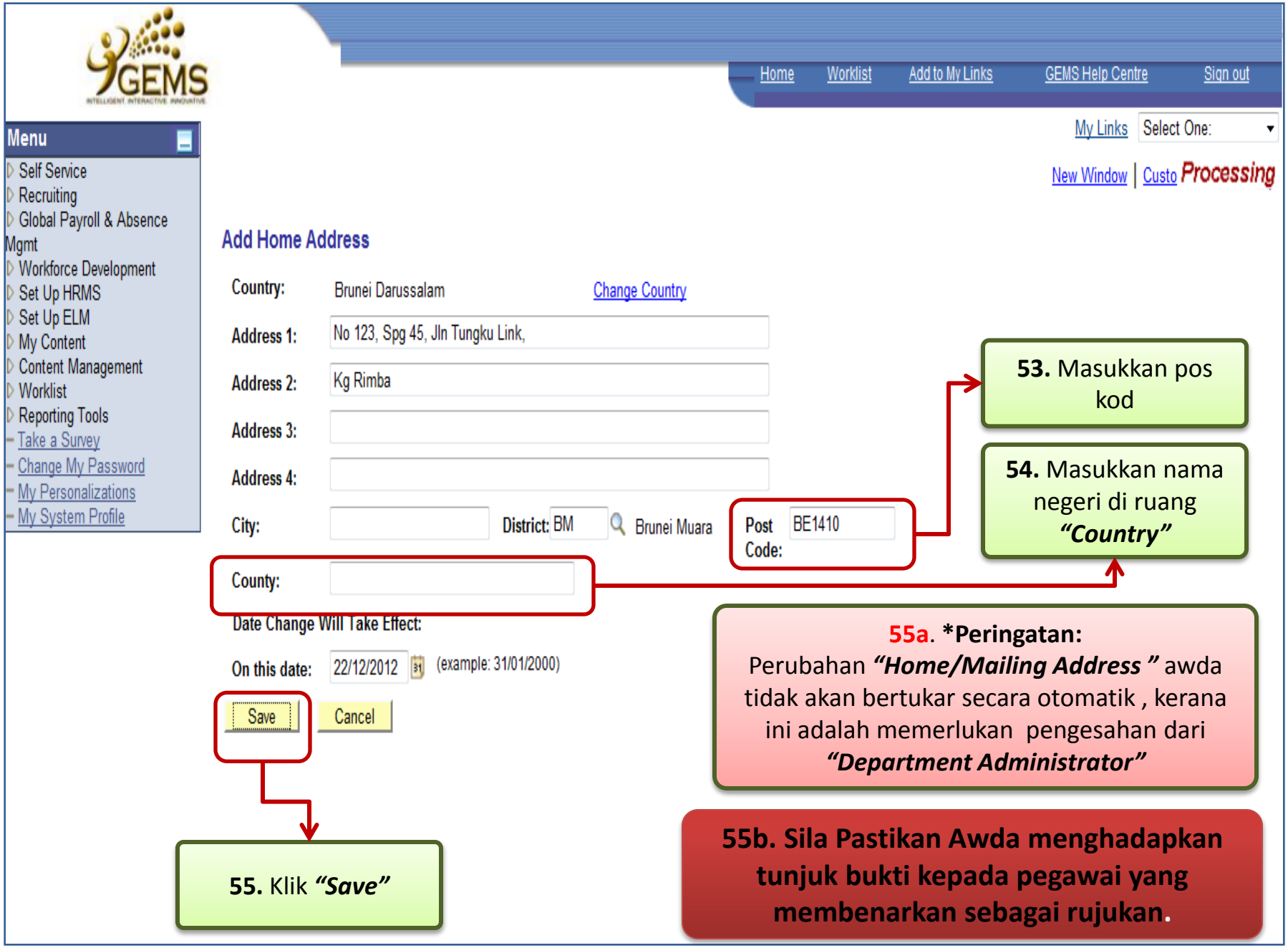

GEMS
Home
Worklist
GEMS Help Centre
Sign out
Menu
Self Service
Recruiting
Global Payroll & Absence Mgmt
Workforce Development
Set Up HRMS
Worklist
Reporting Tools
Change My Password
My Personalizations
My System Profile
Marital Status
Marital Status: Single
As of: 01/02/2012
Change marital status
Marital Status Verified
Phone Numbers
Phone Type | Phone Number | Extension | Preferred
Mobile 7123456
Home 2384146
Other 8765432
Change phone numbers
Phone Number Verified
Emergency Contacts
Customize | Find | First 1 of 1 Last
Name | Relationship To Employee | Primary Contact
Hjh Maisarah binti Hj Ishak Mother
Change emergency contacts
Emergency Contact Verified
Addresses
Address Type | Status | As Of | Country | Address
Change home/mailing addresses
Address Verified
Email Addresses
Email Type | Email Address | Preferred
Business rahman.rahim@psd.gov.bn
Personal rahman.rahim@hotmail.com
Change email addresses
Email Address Verified
45. Jika Ada perubahan atau tambahan bagi Alamat rumah awda , Klik "Change home/ Mailing Addresses"

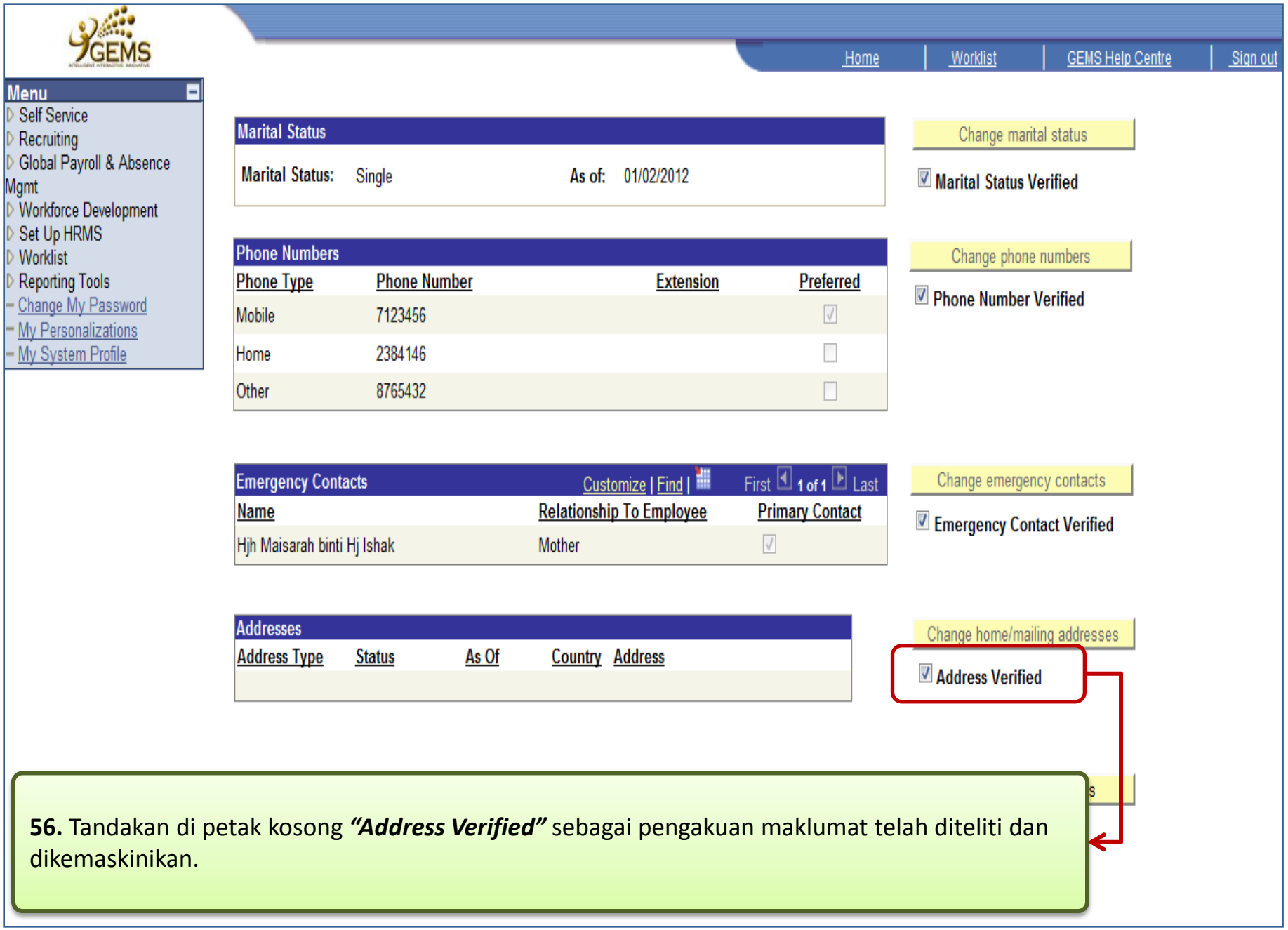
GEMS
Home
Worklist
Add to My Links
GEMS Help Centre
Sign out
My Links
Select One:
New Window
Customize Page
Menu
Self Service
Recruiting
Global Payroll & Absence Mgmt
Workforce Development
Set Up HRMS
Set Up ELM
My Content
Content Management
Worklist
Reporting Tools
Take a Survey
Change My Password
My Personalizations
My System Profile
Home and Mailing Address
ABDUL RAHMAN BIN ABDUL RAHIM
Addresses
No addresses have been added.
*Address Type:
Add
46. Ruang ini akan terpapar untuk awda isikan
* Required Field
Return to Personal Information


Home
Worklist
Add to My Links
GEMS Help Centre
Sign out
My Links
Select One:
New Window
Customize Page
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
Home and Mailing Address
ABDUL RAHMAN BIN ABDUL RAHIM
Addresses
No addresses have been added.
*Address Type:
Home
Add
* Required Field
Return to Personal Information
47.Kilk "Address Type" bagi pilihan jenis alamat
48. Klik "Add"

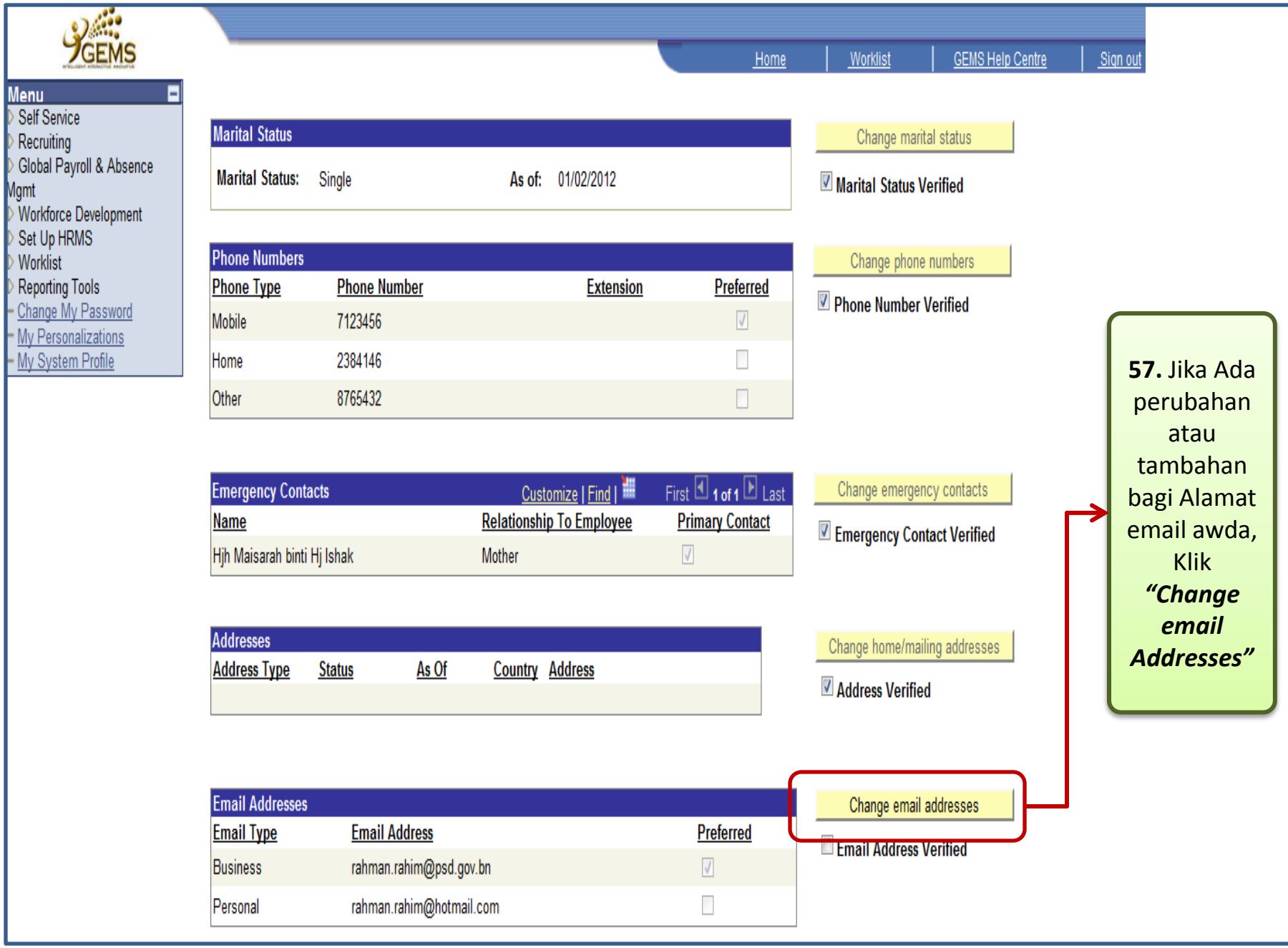

GEMS
Home
Worklist
Add to My Links
GEMS Help Centre
Sign out
Menu
Self Service
Recruiting
Global Payroll & Absence Mgmt
Workforce Development
Set Up HRMS
Set Up ELM
My Content
Content Management
Worklist
Reporting Tools
Take a Survey
Change My Password
My Personalizations
My System Profile
My Links
Select One:
New Window
Customize Page
Add Home Address
Country:
Brunei Darussalam
Change Country
Address 1:
No 123, Spg 45, Jln Tungku Link,
Address 2:
Kg Rimba
Address 3:
Address 4:
City:
District:
Post Code:
BE1410
County:
Date Change Will Take Effect:
On this date:
22/12/2012
(example: 31/01/2000)
Save
Cancel
49. Masukkan alamat di ruang yang terpapar dengan lengkap dan betul
50. Isikan di ruang "City"
51. Kilk ikon "Look Up" pada "District"

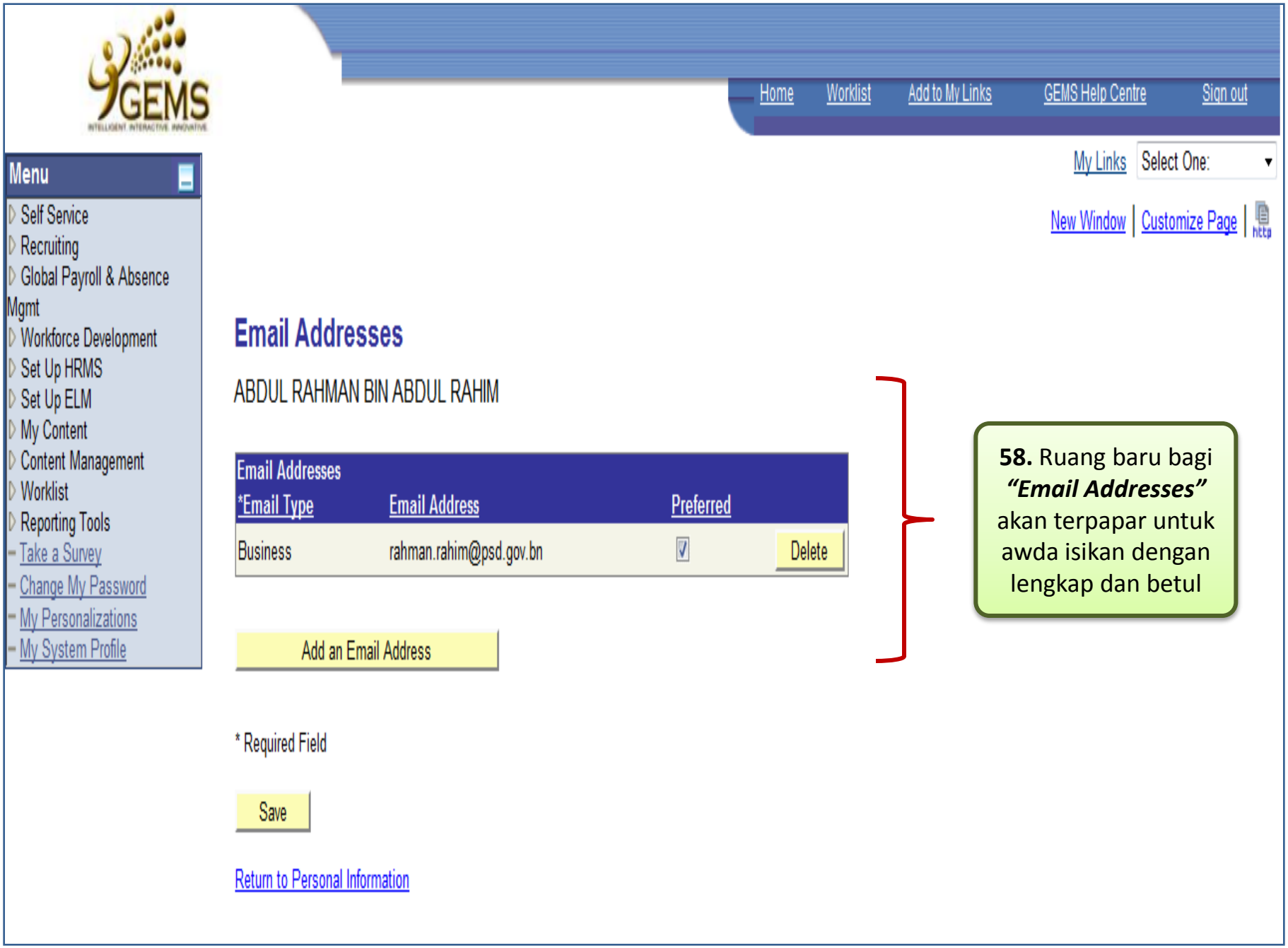

GEMS
Home
Worklist
Add to My Links
GEMS Help Centre
Sign out
My Links
Select One:
New Window
Menu
Self Service
Recruiting
Global Payroll & Absence Mgmt
Workforce Development
Set Up HRMS
Set Up ELM
My Content
Content Management
Worklist
Reporting Tools
Take a Survey
Change My Password
My Personalizations
My System Profile
Look Up District
Search by: State begins with
Look Up
Cancel
Advanced Lookup
Search Results
View All First 1-4 of 4 Last
State
Description
BL Belait
BM Brunei Muara
TB Temburong
TT Tutong
52. Klik di ruang "State" bagi pilihan daerah

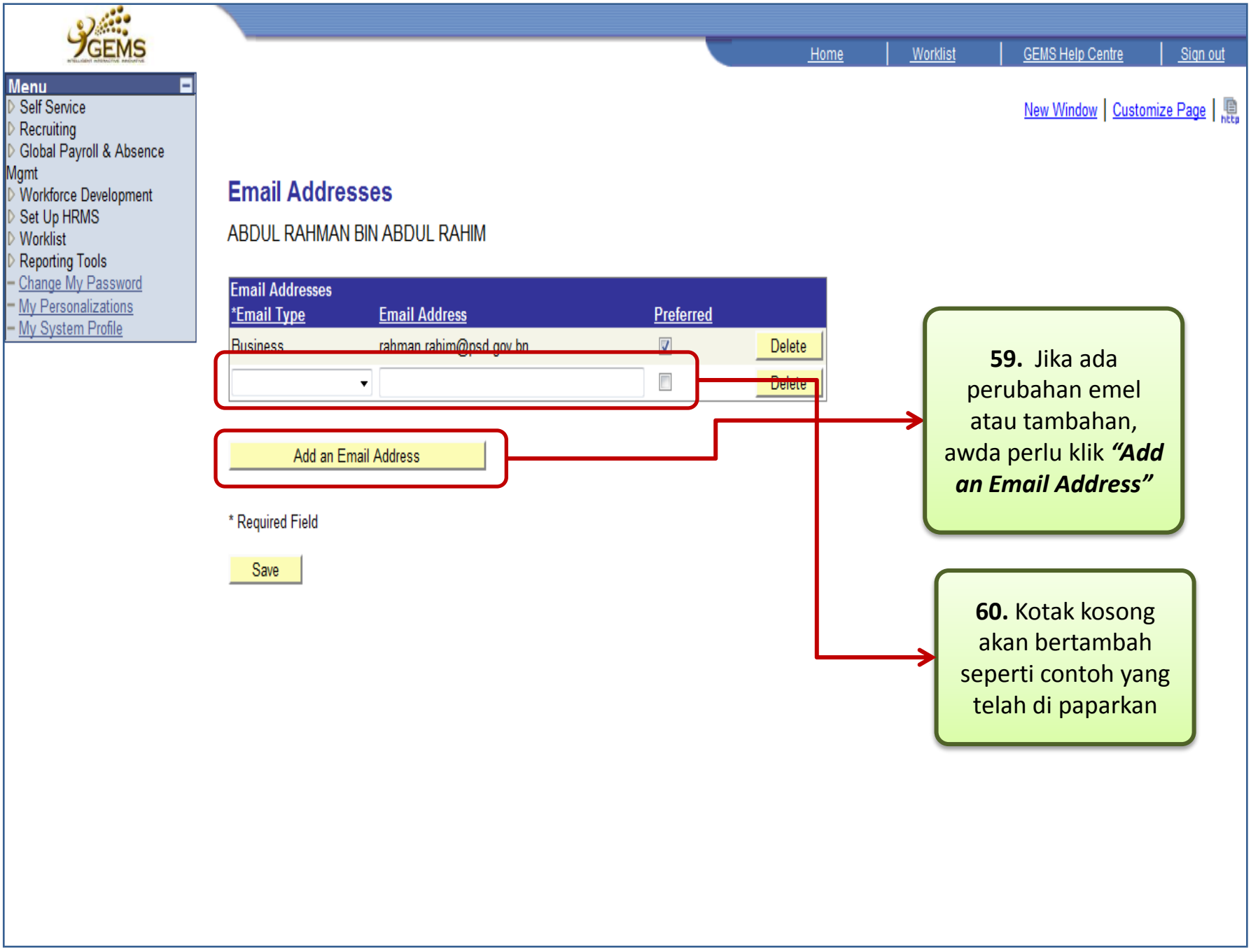

Home
Worklist
Add to My Links
GEMS Help Centre
Sign out
My Links
Select One:
New Window
Custo
Processing
Menu
Self Service
Recruiting
Global Payroll & Absence Mgmt
Workforce Development
Set Up HRMS
Set Up ELM
My Content
Content Management
Worklist
Reporting Tools
Take a Survey
Change My Password
My Personalizations
My System Profile
Add Home Address
Country:
Brunei Darussalam
Change Country
Address 1:
No 123, Spg 45, Jln Tungku Link,
Address 2:
Kg Rimba
Address 3:
Address 4:
City:
District:
BM
Brunei Muara
Post Code:
BE1410
County:
Date Change Will Take Effect:
On this date:
22/12/2012
(example: 31/01/2000)
Save
Cancel
53. Masukkan pos kod
54. Masukkan nama negeri di ruang "Country"
55a. *Peringatan:
Perubahan "Home/Mailing Address " awda tidak akan bertukar secara otomatik , kerana ini adalah memerlukan pengesahan dari "Department Administrator"
55b. Sila Pastikan Awda menghadapkan tunjuk bukti kepada pegawai yang membenarkan sebagai rujukan.
55. Klik "Save"

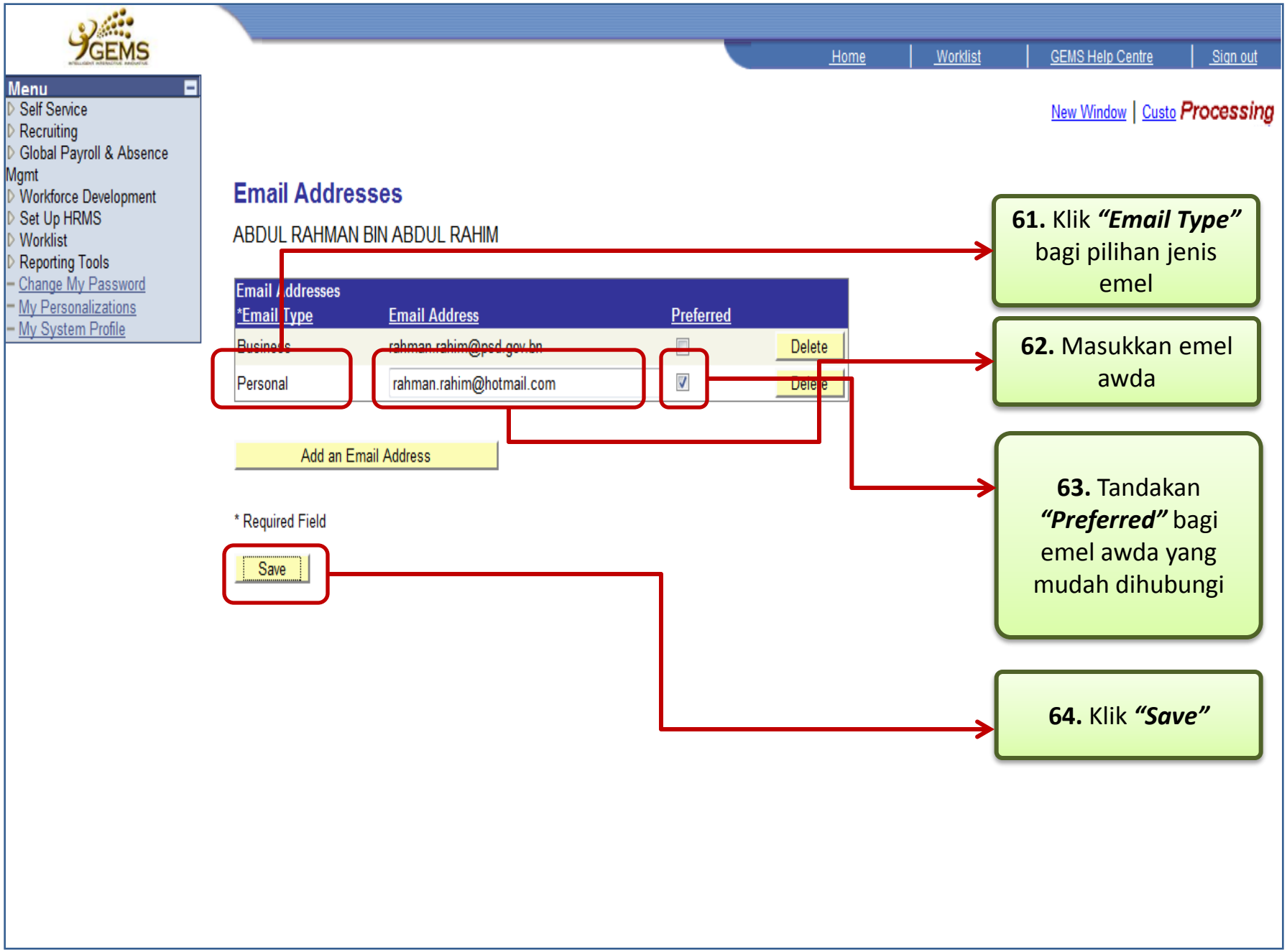


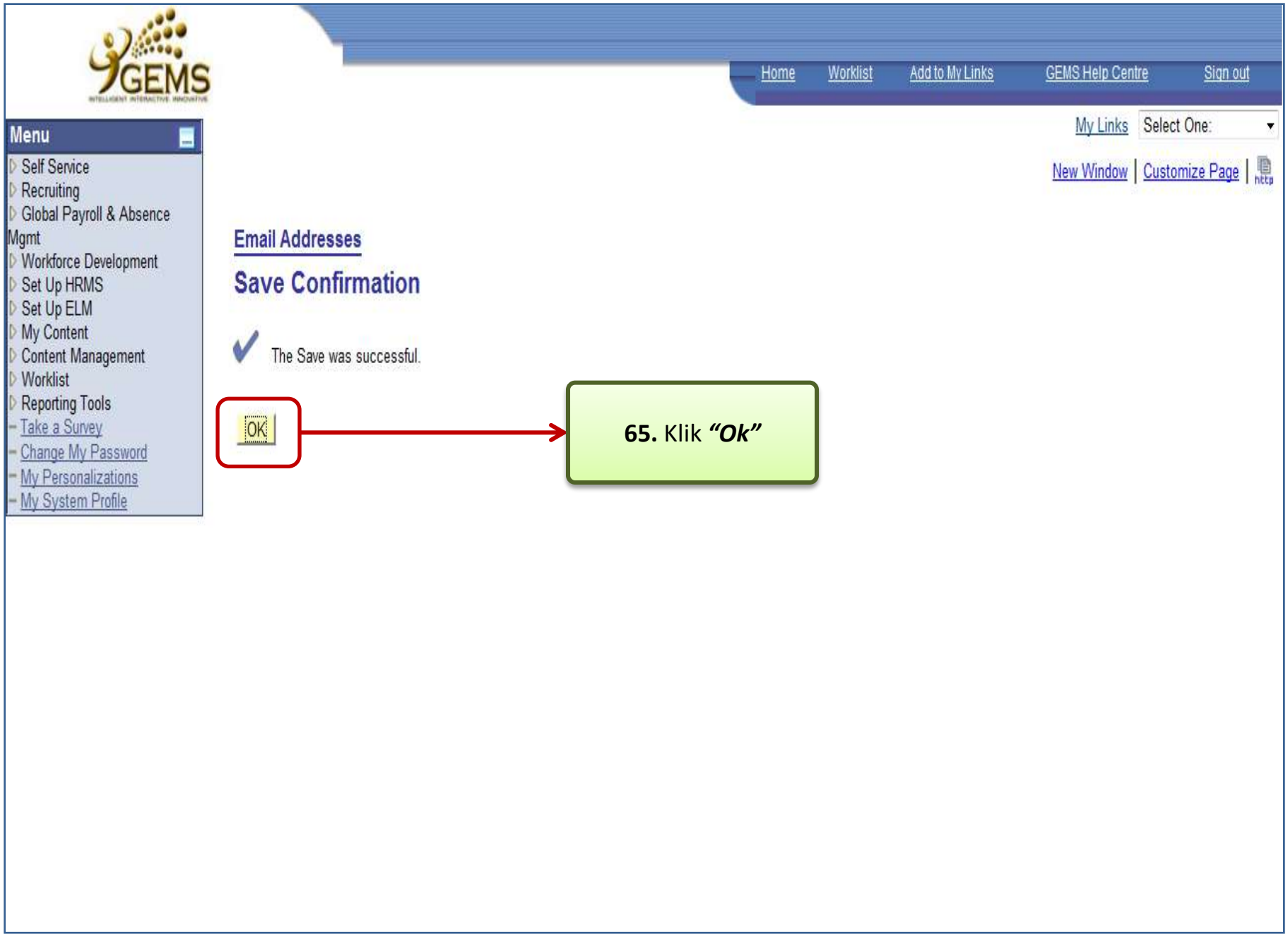
56. Tandakan di petak kosong ***"Address Verified"*** sebagai pengakuan maklumat telah diteliti dan dikemaskinikan.

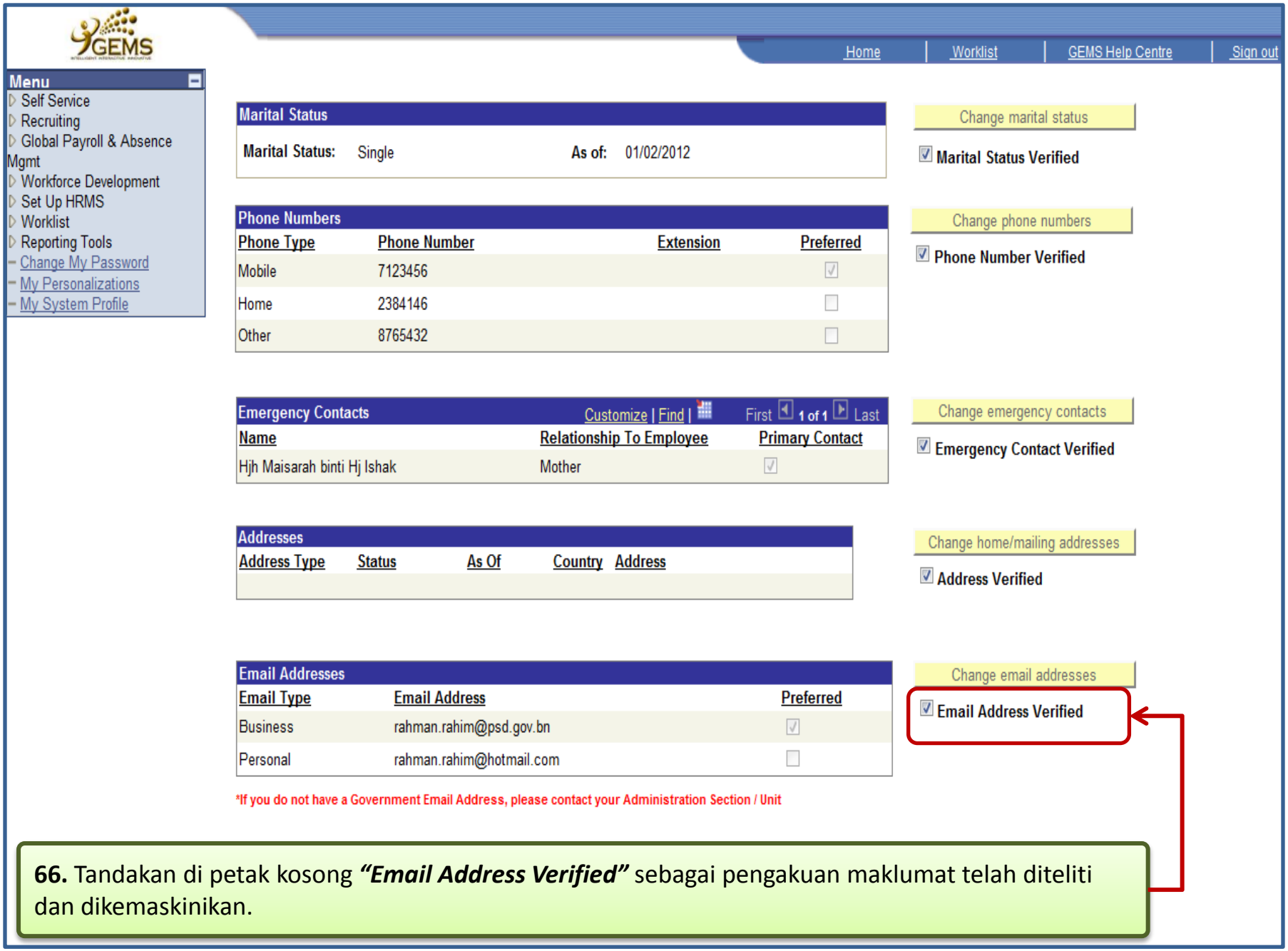

GEMS
Home
Worklist
GEMS Help Centre
Sign out
Menu
Self Service
Recruiting
Global Payroll & Absence Mgmt
Workforce Development
Set Up HRMS
Worklist
Reporting Tools
Change My Password
My Personalizations
My System Profile
Marital Status
Marital Status: Single
As of: 01/02/2012
Change marital status
Marital Status Verified
Phone Numbers
Phone Type | Phone Number | Extension | Preferred
Mobile 7123456
Home 2384146
Other 8765432
Change phone numbers
Phone Number Verified
Emergency Contacts
Customize | Find | First 1 of 1 Last
Name | Relationship To Employee | Primary Contact
Hjh Maisarah binti Hj Ishak | Mother
Change emergency contacts
Emergency Contact Verified
Addresses
Address Type | Status | As Of | Country | Address
Change home/mailing addresses
Address Verified
Email Addresses
Email Type | Email Address | Preferred
Business rahman.rahim@psd.gov.bn
Personal rahman.rahim@hotmail.com
Change email addresses
Email Address Verified
57. Jika Ada perubahan atau tambahan bagi Alamat email awda, Klik "Change email Addresses"


GEMS
Home
Worklist
Add to My Links
GEMS Help Centre
Sign out
My Links
Select One:
New Window
Customize Page
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
Email Addresses
ABDUL RAHMAN BIN ABDUL RAHIM
Email Addresses
*Email Type
Email Address
Preferred
Business
rahman.rahim@psd.gov.bn
Delete
Add an Email Address
* Required Field
Save
Return to Personal Information
58. Ruang baru bagi "Email Addresses" akan terpapar untuk awda isikan dengan lengkap dan betul

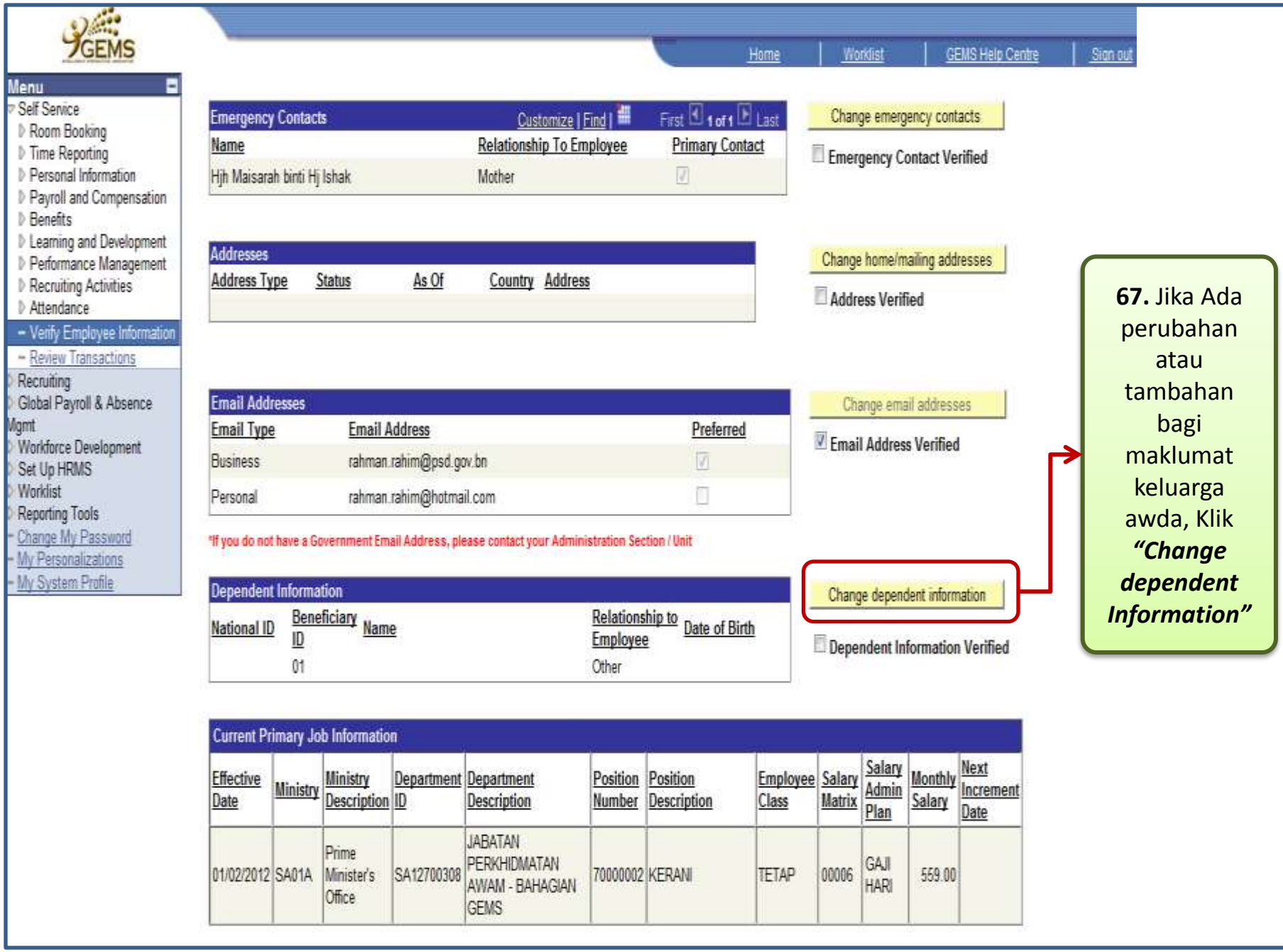

GEMS
Home
Worklist
GEMS Help Centre
Sign out
Menu
Self Service
Recruiting
Global Payroll & Absence Mgmt
Workforce Development
Set Up HRMS
Worklist
Reporting Tools
Change My Password
My Personalizations
My System Profile
New Window
Customize Page
Email Addresses
ABDUL RAHMAN BIN ABDUL RAHIM
Email Addresses
*Email Type
Email Address
Preferred
Business
rahman.rahim@psd.gov.bn
Delete
Delete
Add an Email Address
* Required Field
Save
59. Jika ada perubahan emel atau tambahan, awda perlu klik "Add an Email Address"
60. Kotak kosong akan bertambah seperti contoh yang telah di paparkan

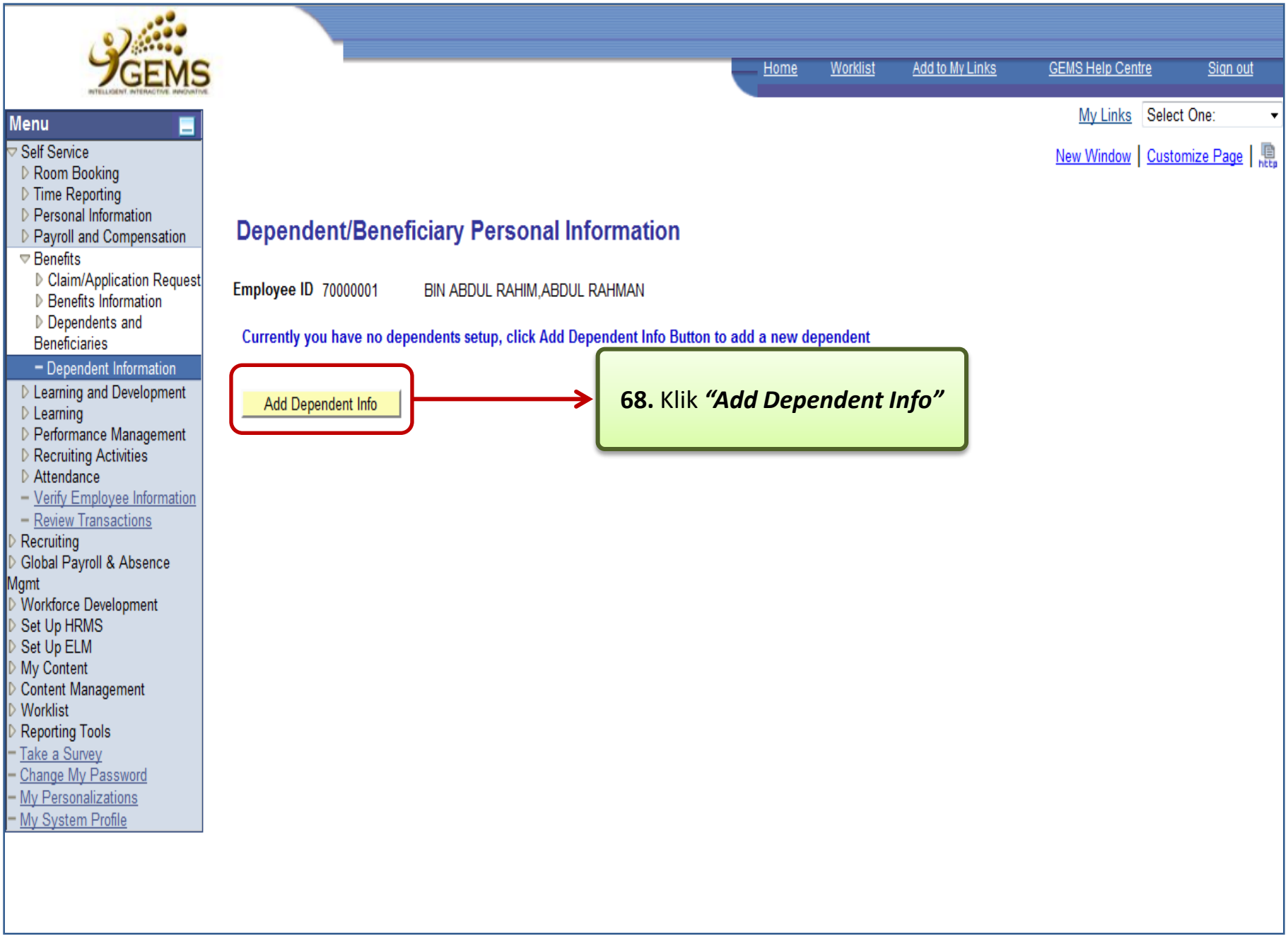

GEMS
Home
Worklist
GEMS Help Centre
Sign out
Menu
Self Service
Recruiting
Global Payroll & Absence Mgmt
Workforce Development
Set Up HRMS
Worklist
Reporting Tools
Change My Password
My Personalizations
My System Profile
New Window
Custo
Processing
Email Addresses
ABDUL RAHMAN BIN ABDUL RAHIM
Email Addresses
*Email Type
Email Address
Preferred
Business
rahman.rahim@psd.gov.bn
Delete
Personal
rahman.rahim@hotmail.com
Delete
Add an Email Address
* Required Field
Save
61. Klik "Email Type" bagi pilihan jenis emel
62. Masukkan emel awda
63. Tandakan "Preferred" bagi emel awda yang mudah dihubungi
64. Klik "Save"

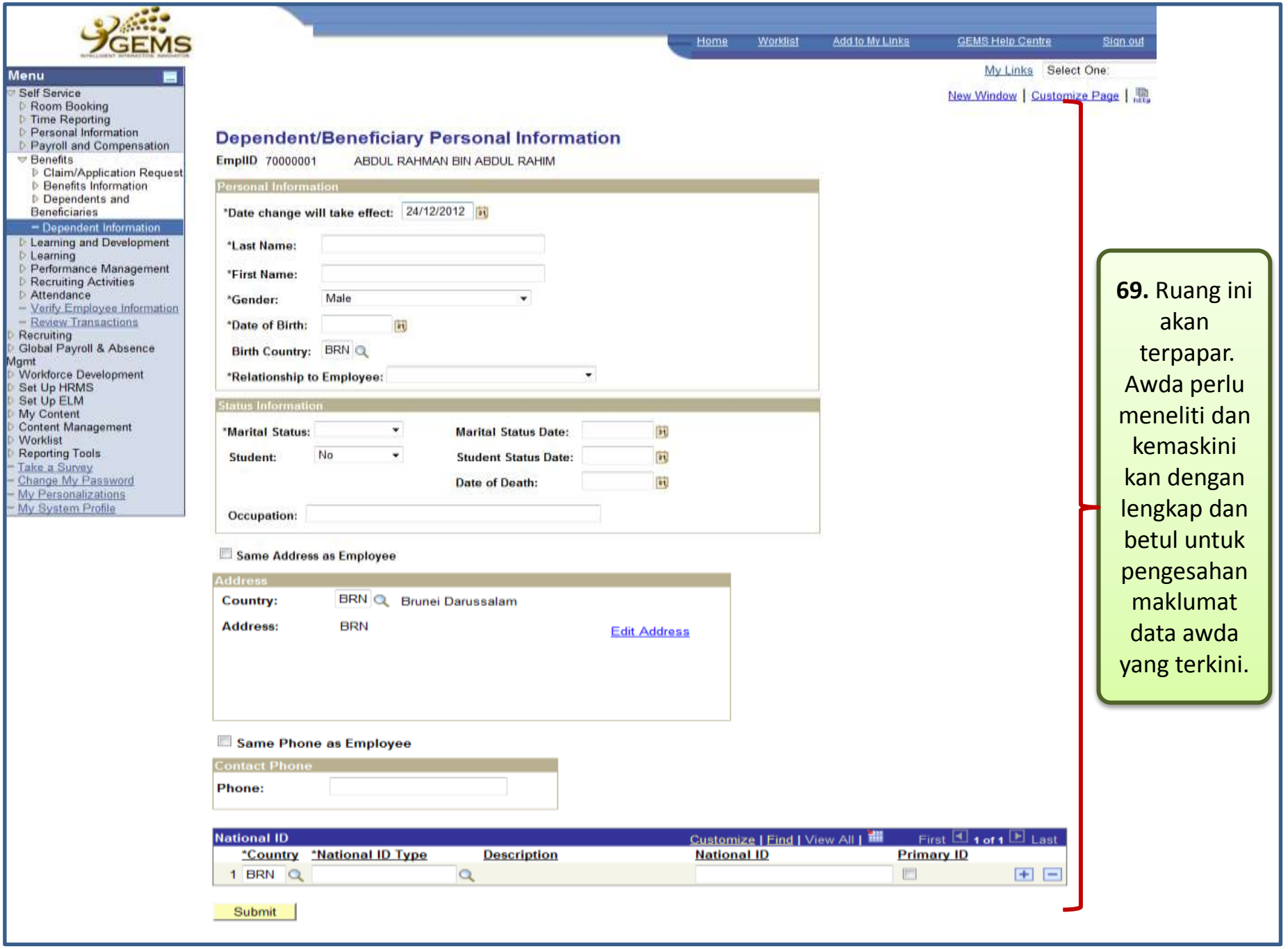

Home
Worklist
Add to My Links
GEMS Help Centre
Sign out
My Links
Select One:
New Window
Customize Page
Menu
Self Service
Recruiting
Global Payroll & Absence Mgmt
Workforce Development
Set Up HRMS
Set Up ELM
My Content
Content Management
Worklist
Reporting Tools
Take a Survey
Change My Password
My Personalizations
My System Profile
Email Addresses
Save Confirmation
The Save was successful.
OK
65. Klik "Ok"



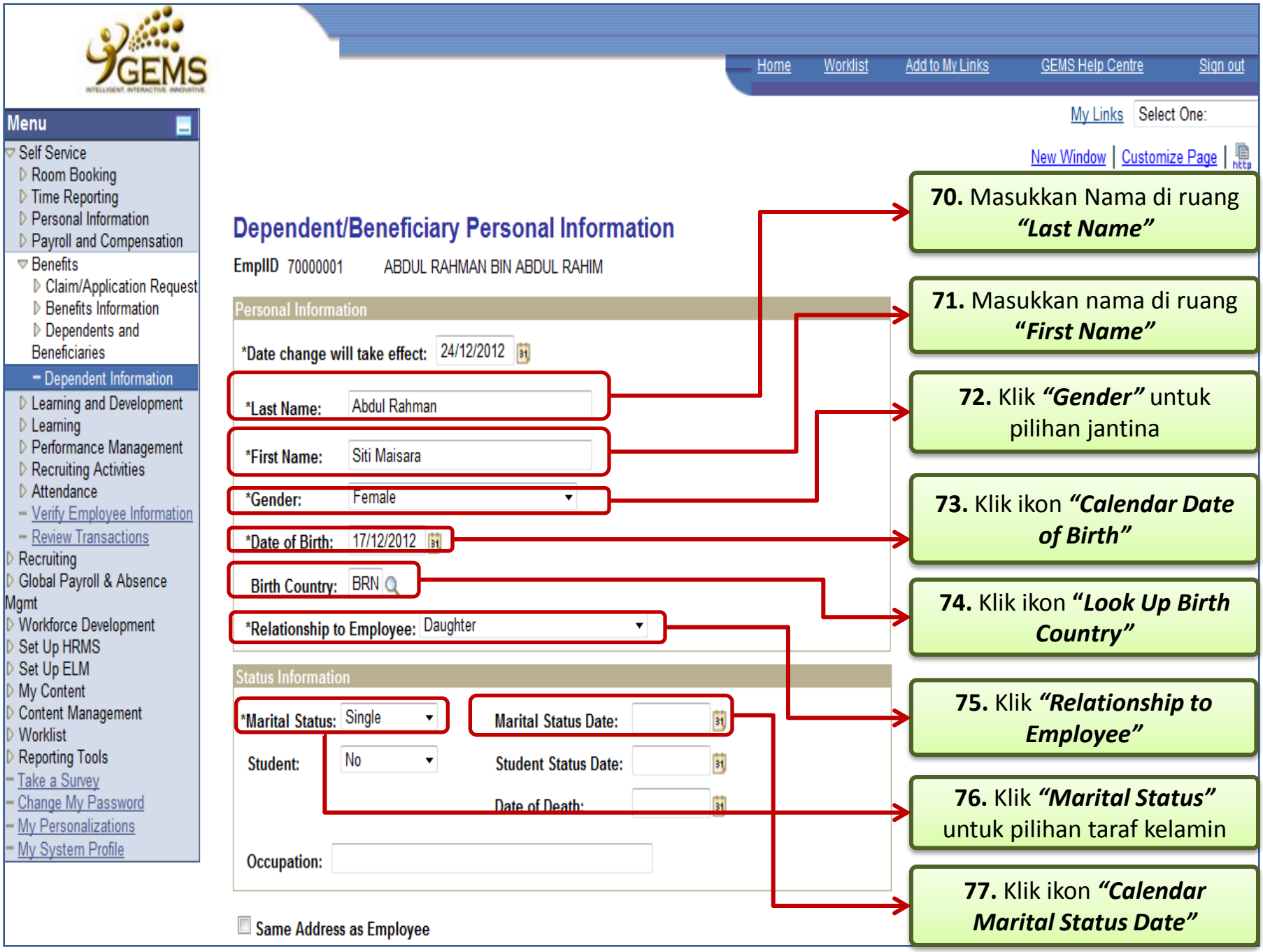
66. Tandakan di petak kosong ***"Email Address Verified"*** sebagai pengakuan maklumat telah diteliti dan dikemaskinikan.

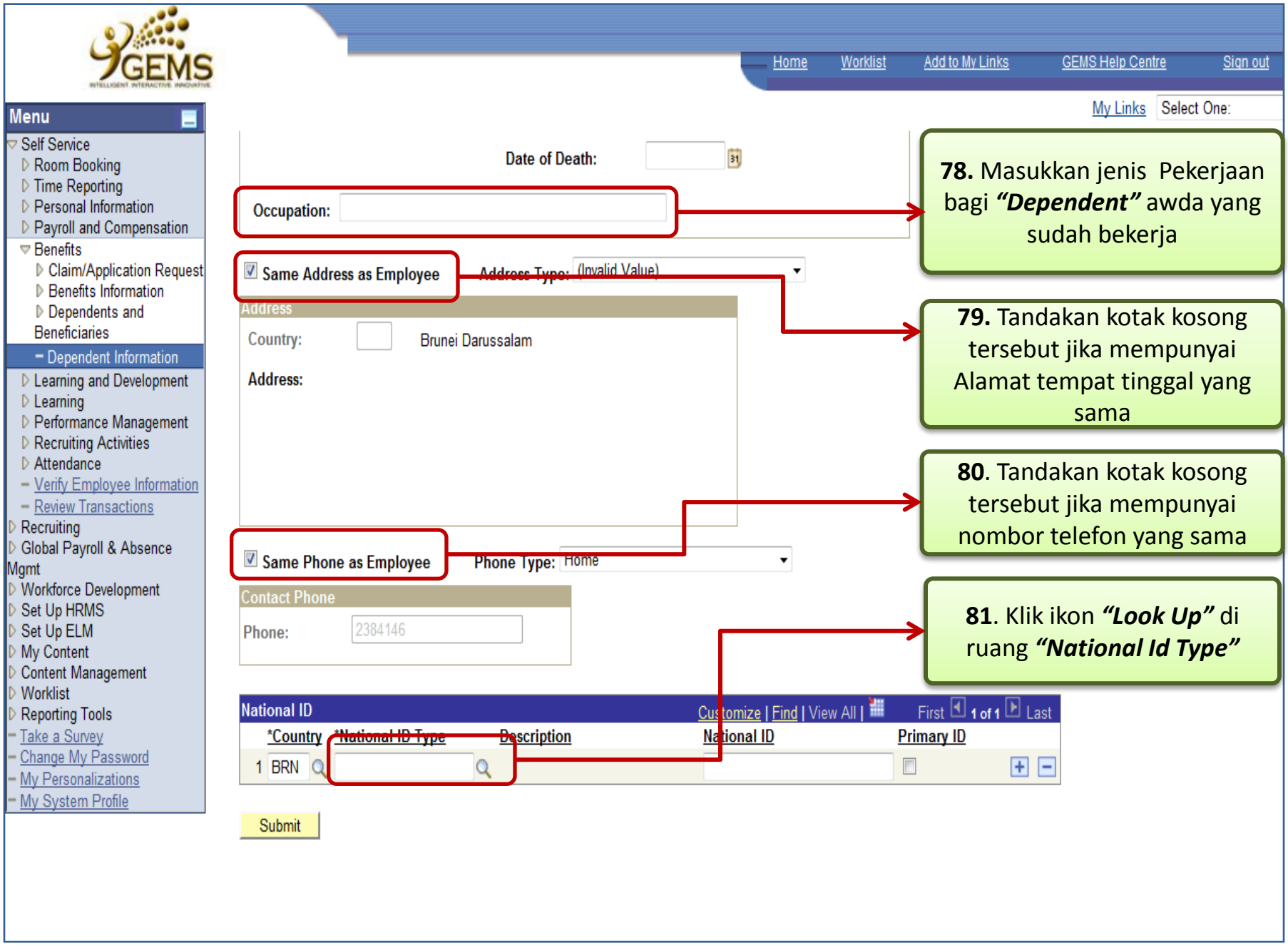

GEMS
Home
Worklist
GEMS Help Centre
Sign out
Menu
Self Service
Room Booking
Time Reporting
Personal Information
Payroll and Compensation
Benefits
Learning and Development
Performance Management
Recruiting Activities
Attendance
Verify Employee Information
Review Transactions
Recruiting
Global Payroll & Absence Mgmt
Workforce Development
Set Up HRMS
Worklist
Reporting Tools
Change My Password
My Personalizations
My System Profile
Emergency Contacts
Customize | Find | First 1 of 1 Last
Name
Relationship To Employee
Primary Contact
Hjh Maisarah binti Hj Ishak
Mother
Change emergency contacts
Emergency Contact Verified
Addresses
Address Type
Status
As Of
Country
Address
Change home/mailing addresses
Address Verified
Email Addresses
Email Type
Email Address
Preferred
Business
rahman.rahim@psd.gov.bn
Personal
rahman.rahim@hotmail.com
Change email addresses
Email Address Verified
*If you do not have a Government Email Address, please contact your Administration Section / Unit
Dependent Information
National ID
Beneficiary ID
Name
Relationship to Employee
Date of Birth
01
Other
Change dependent information
Dependent Information Verified
67. Jika Ada perubahan atau tambahan bagi maklumat keluarga awda, Klik "Change dependent Information"
Current Primary Job Information
Effective Date
Ministry
Ministry Description
Department ID
Department Description
Position Number
Position Description
Employee Class
Salary Matrix
Salary Admin Plan
Monthly Salary
Next Increment Date
01/02/2012
SA01A
Prime Minister's Office
SA12700308
JABATAN PERKHIDMATAN AWAM - BAHAGIAN GEMS
70000002
KERANI
TETAP
00006
GAJI HARI
559.00

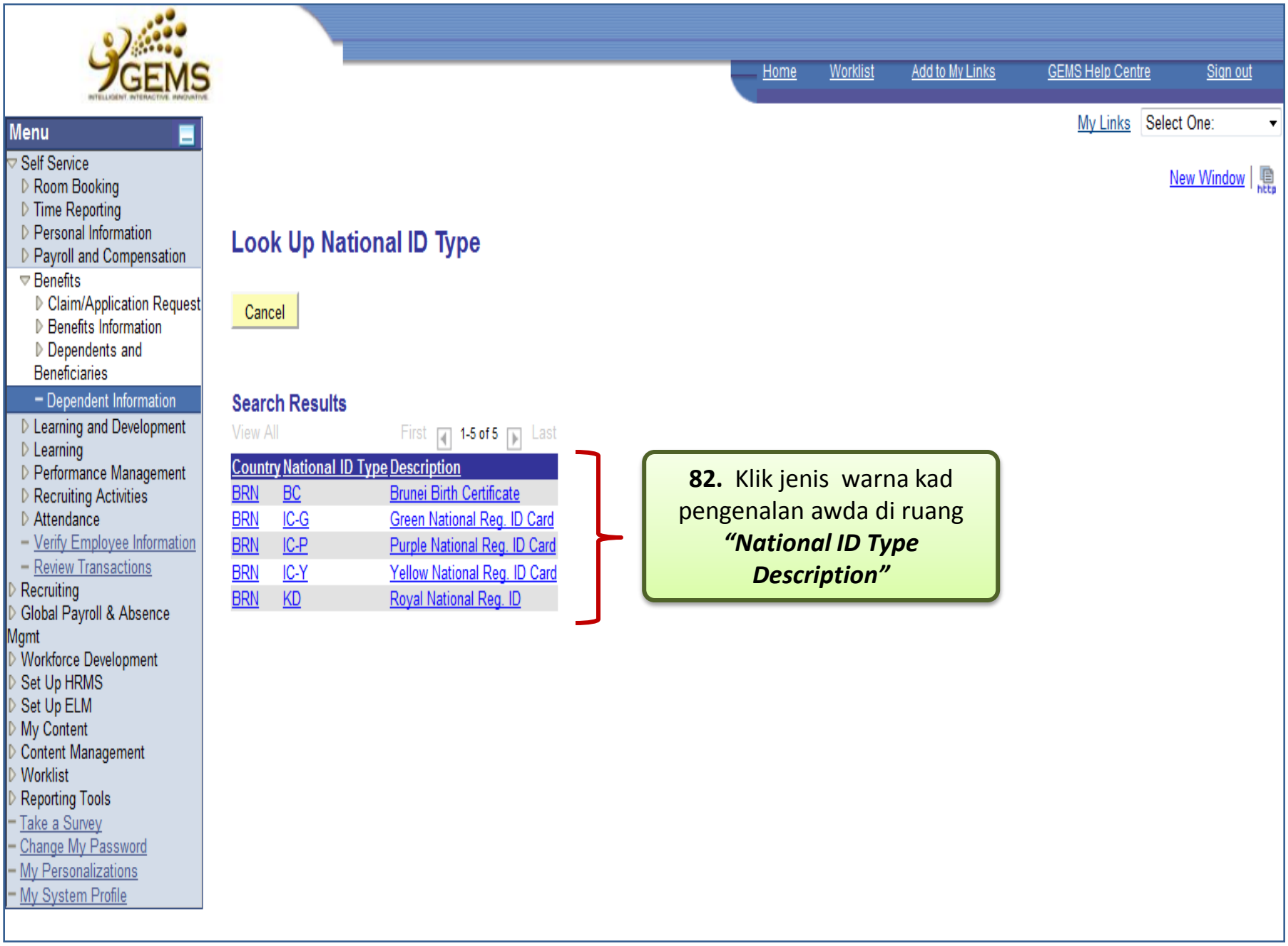

Home
Worklist
Add to My Links
GEMS Help Centre
Sign out
My Links
Select One:
New Window
Customize Page
Menu
Self Service
Room Booking
Time Reporting
Personal Information
Payroll and Compensation
Benefits
Claim/Application Request
Benefits Information
Dependents and Beneficiaries
Dependent Information
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
Dependent/Beneficiary Personal Information
Employee ID 70000001 BIN ABDUL RAHIM,ABDUL RAHMAN
Currently you have no dependents setup, click Add Dependent Info Button to add a new dependent
Add Dependent Info
68. Klik "Add Dependent Info"

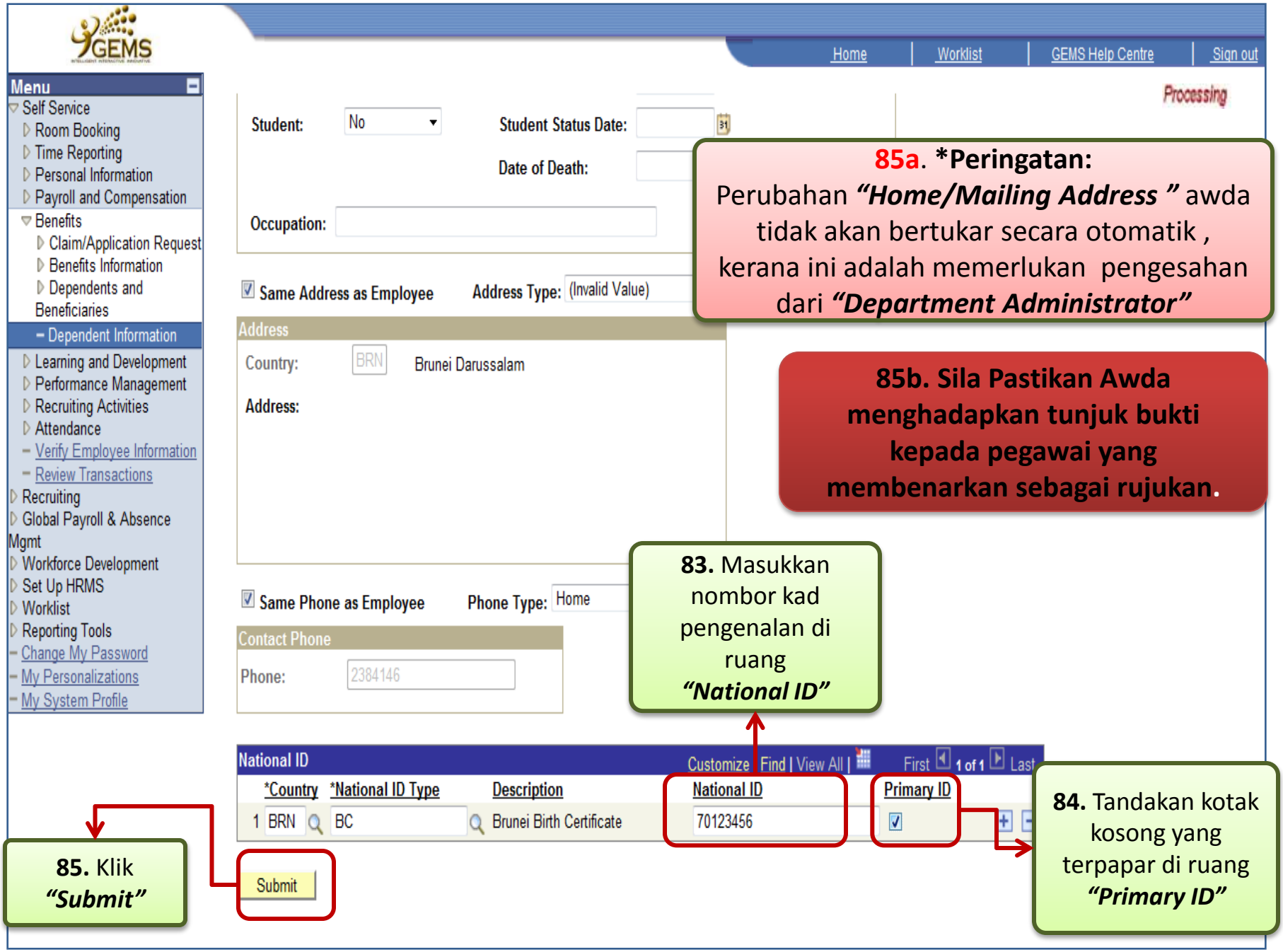


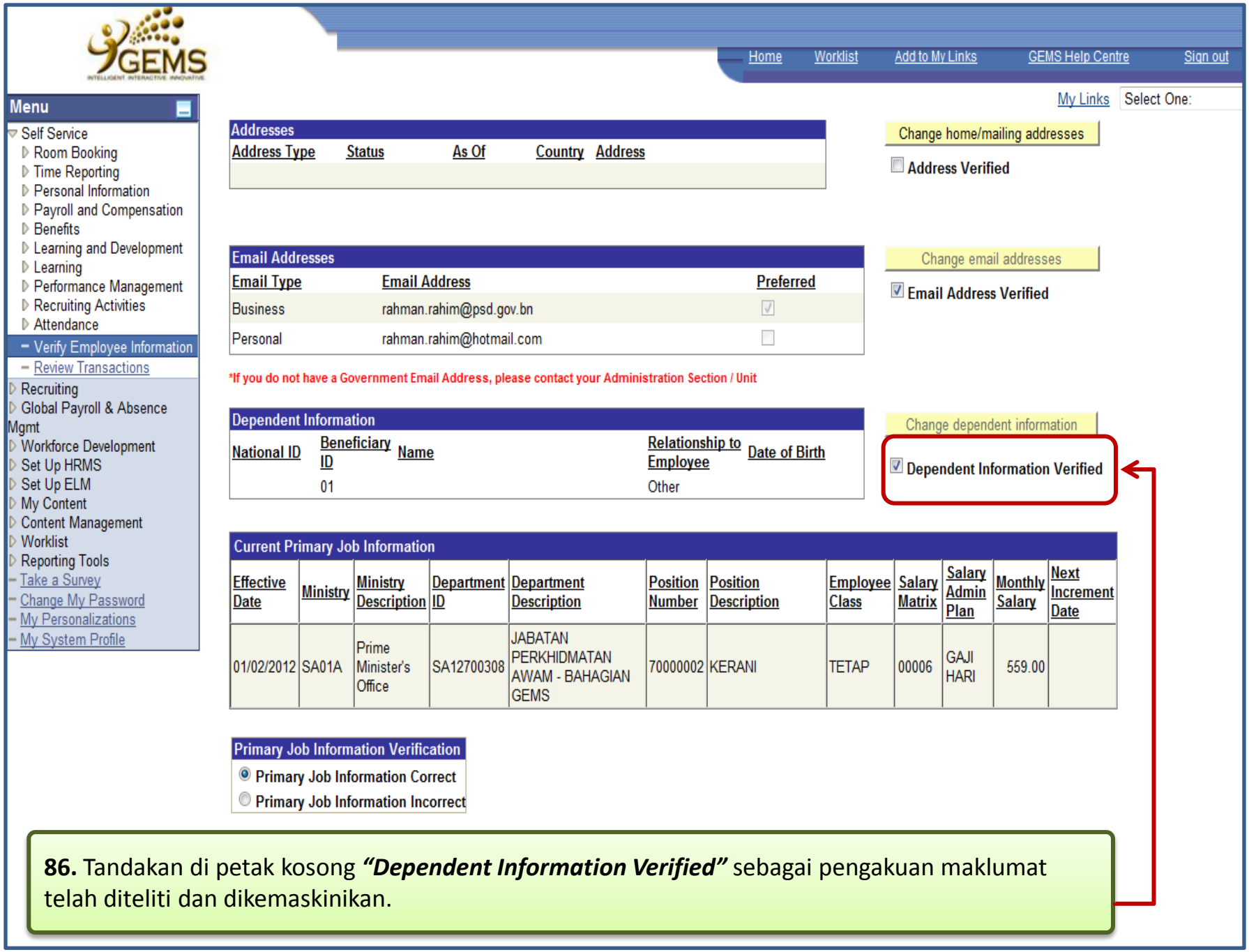
69. Ruang ini akan terpapar. Awda perlu meneliti dan kemaskini kan dengan lengkap dan betul untuk pengesahan maklumat data awda yang terkini.


GEMS
Home
Worklist
Add to My Links
GEMS Help Centre
Sign out
My Links
Select One:
New Window
Customize Page
Menu
Self Service
Room Booking
Time Reporting
Personal Information
Payroll and Compensation
Benefits
Claim/Application Request
Benefits Information
Dependents and Beneficiaries
Dependent Information
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
Dependent/Beneficiary Personal Information
EmplID 70000001 ABDUL RAHMAN BIN ABDUL RAHIM
Personal Information
*Date change will take effect: 24/12/2012
*Last Name: Abdul Rahman
*First Name: Siti Maisara
*Gender: Female
*Date of Birth: 17/12/2012
Birth Country: BRN
*Relationship to Employee: Daughter
Status Information
*Marital Status: Single
Marital Status Date:
Student: No
Student Status Date:
Date of Death:
Occupation:
Same Address as Employee
70. Masukkan Nama di ruang "Last Name"
71. Masukkan nama di ruang "First Name"
72. Klik "Gender" untuk pilihan jantina
73. Klik ikon "Calendar Date of Birth"
74. Klik ikon "Look Up Birth Country"
75. Klik "Relationship to Employee"
76. Klik "Marital Status" untuk pilihan taraf kelamin
77. Klik ikon "Calendar Marital Status Date"

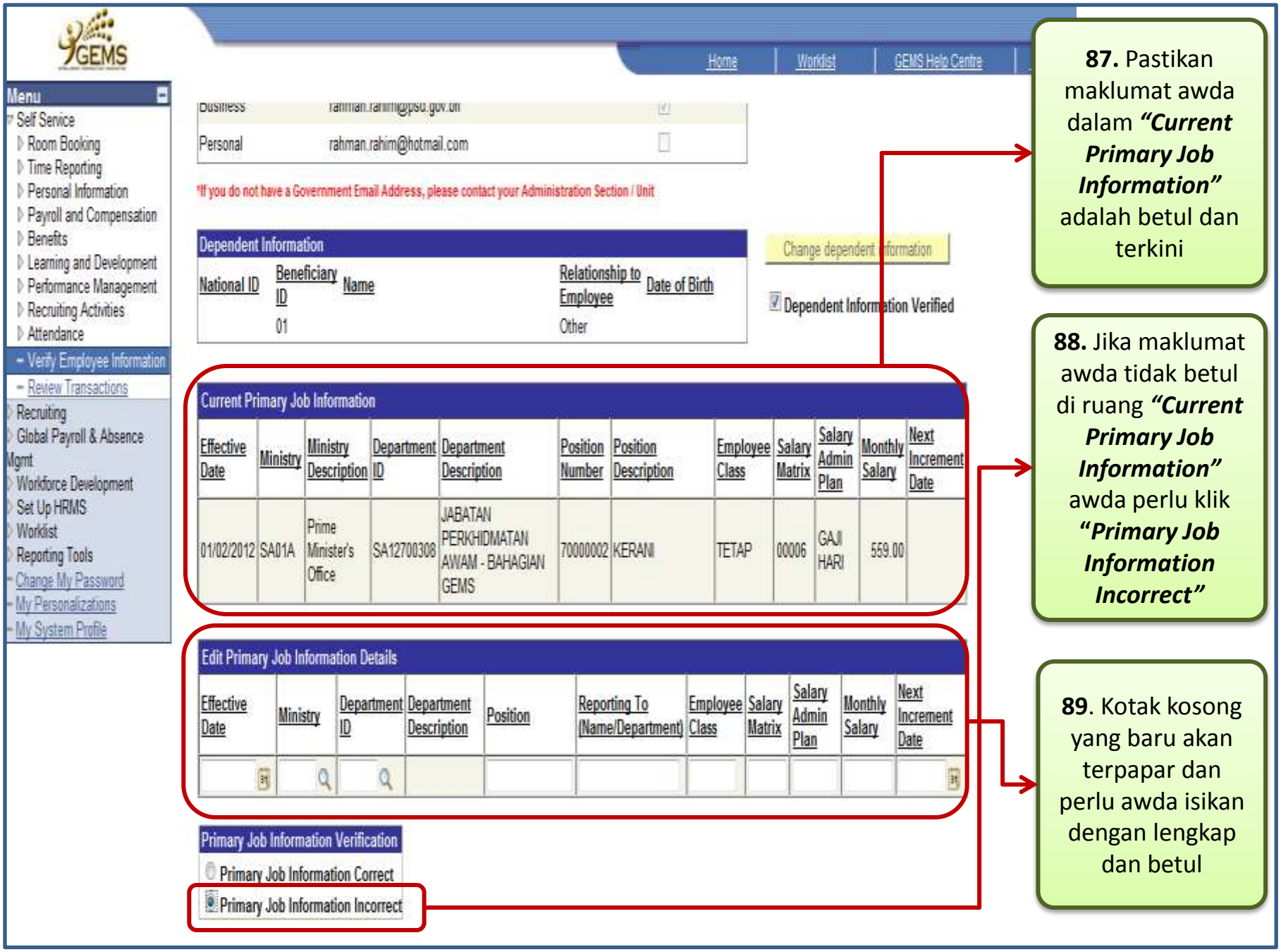

GEMS
Home
Worklist
Add to My Links
GEMS Help Centre
Sign out
My Links
Select One:
Menu
Self Service
Room Booking
Time Reporting
Personal Information
Payroll and Compensation
Benefits
Claim/Application Request
Benefits Information
Dependents and Beneficiaries
Dependent Information
Learning and Development
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
Date of Death:
Occupation:
Same Address as Employee
Address Type: (Invalid Value)
Address
Country: Brunei Darussalam
Address:
Same Phone as Employee
Phone Type: Home
Contact Phone
Phone: 2384146
National ID
Customize | Find | View All | First 1 of 1 Last
*Country
*National ID Type
Description
National ID
Primary ID
1 BRN
Submit
78. Masukkan jenis Pekerjaan bagi "Dependent" awda yang sudah bekerja
79. Tandakan kotak kosong tersebut jika mempunyai Alamat tempat tinggal yang sama
80. Tandakan kotak kosong tersebut jika mempunyai nombor telefon yang sama
81. Klik ikon "Look Up" di ruang "National Id Type"


GEMS
Home
Worklist
Add to My Links
GEMS Help Centre
Sign out
My Links
Select One:
New Window
Menu
Self Service
Room Booking
Time Reporting
Personal Information
Payroll and Compensation
Benefits
Claim/Application Request
Benefits Information
Dependents and Beneficiaries
Dependent Information
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
Look Up National ID Type
Cancel
Search Results
View All
First
1-5 of 5
Last
Country
National ID Type
Description
BRN BC Brunei Birth Certificate
BRN IC-G Green National Reg. ID Card
BRN IC-P Purple National Reg. ID Card
BRN IC-Y Yellow National Reg. ID Card
BRN KD Royal National Reg. ID
82. Klik jenis warna kad pengenalan awda di ruang "National ID Type Description"


GEMS
Home
Worklist
GEMS Help Centre
Sign out
Menu
Self Service
Room Booking
Time Reporting
Personal Information
Payroll and Compensation
Benefits
Claim/Application Request
Benefits Information
Dependents and Beneficiaries
Dependent Information
Learning and Development
Performance Management
Recruiting Activities
Attendance
Verify Employee Information
Review Transactions
Recruiting
Global Payroll & Absence Mgmt
Workforce Development
Set Up HRMS
Worklist
Reporting Tools
Change My Password
My Personalizations
My System Profile
Processing
Student: No
Student Status Date:
Date of Death:
Occupation:
Same Address as Employee
Address Type: (Invalid Value)
Address
Country: BRN Brunei Darussalam
Address:
Same Phone as Employee
Phone Type: Home
Contact Phone
Phone: 2384146
85a. *Peringatan:
Perubahan "Home/Mailing Address " awda tidak akan bertukar secara otomatik , kerana ini adalah memerlukan pengesahan dari "Department Administrator"
85b. Sila Pastikan Awda menghadapkan tunjuk bukti kepada pegawai yang membenarkan sebagai rujukan.
83. Masukkan nombor kad pengenalan di ruang "National ID"
National ID
Customize | Find | View All | First 1 of 1 Last
*Country
*National ID Type
Description
National ID
Primary ID
1 BRN BC Brunei Birth Certificate 70123456
84. Tandakan kotak kosong yang terpapar di ruang "Primary ID"
85. Klik "Submit"
Submit



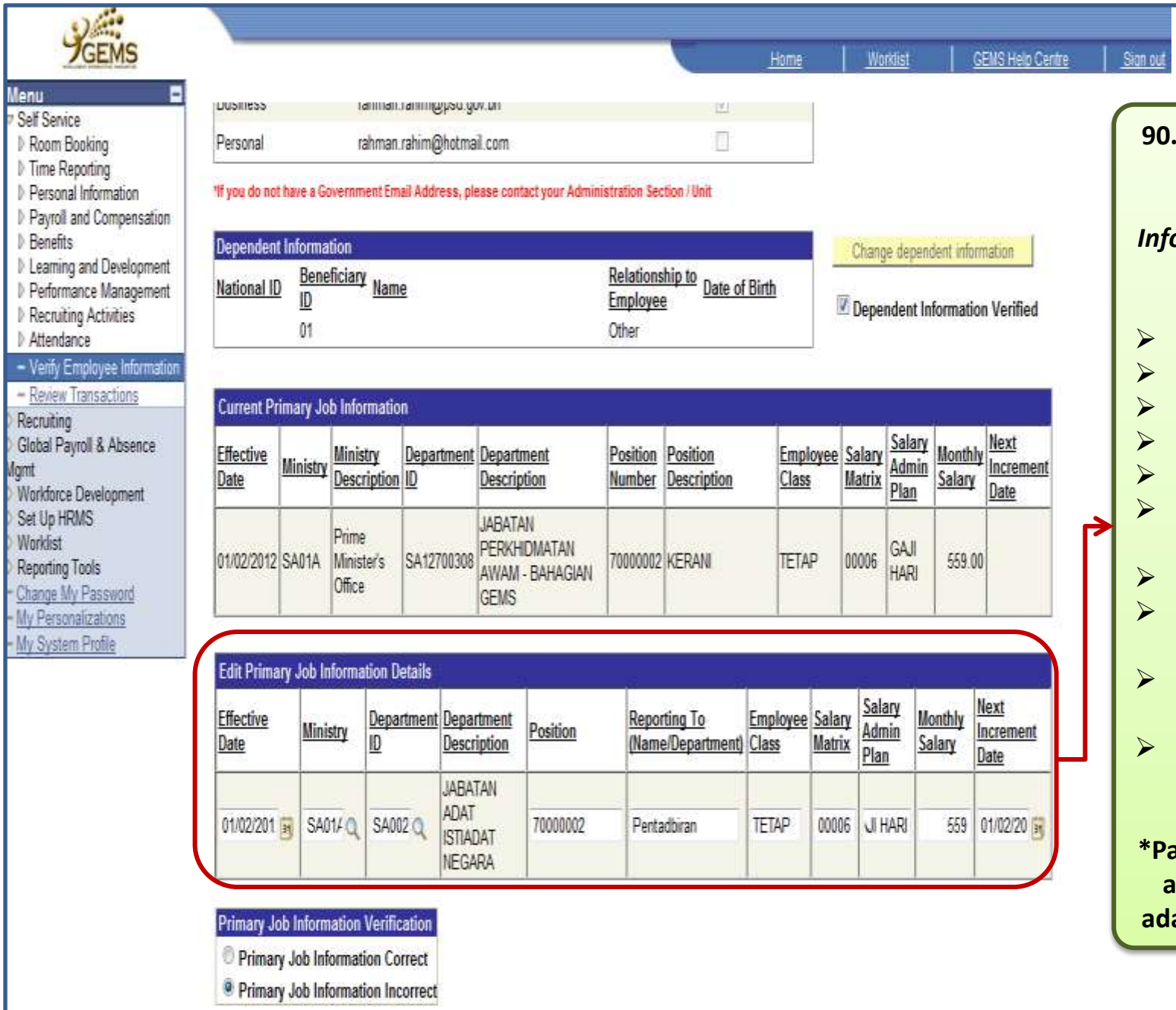
86. Tandakan di petak kosong ***"Dependent Information Verified"*** sebagai pengakuan maklumat telah diteliti dan dikemaskinikan.



87. Pastikan maklumat awda dalam ***"Current Primary Job Information"*** adalah betul dan terkini

88. Jika maklumat awda tidak betul di ruang ***"Current Primary Job Information"*** awda perlu klik ***"Primary Job Information Incorrect"***

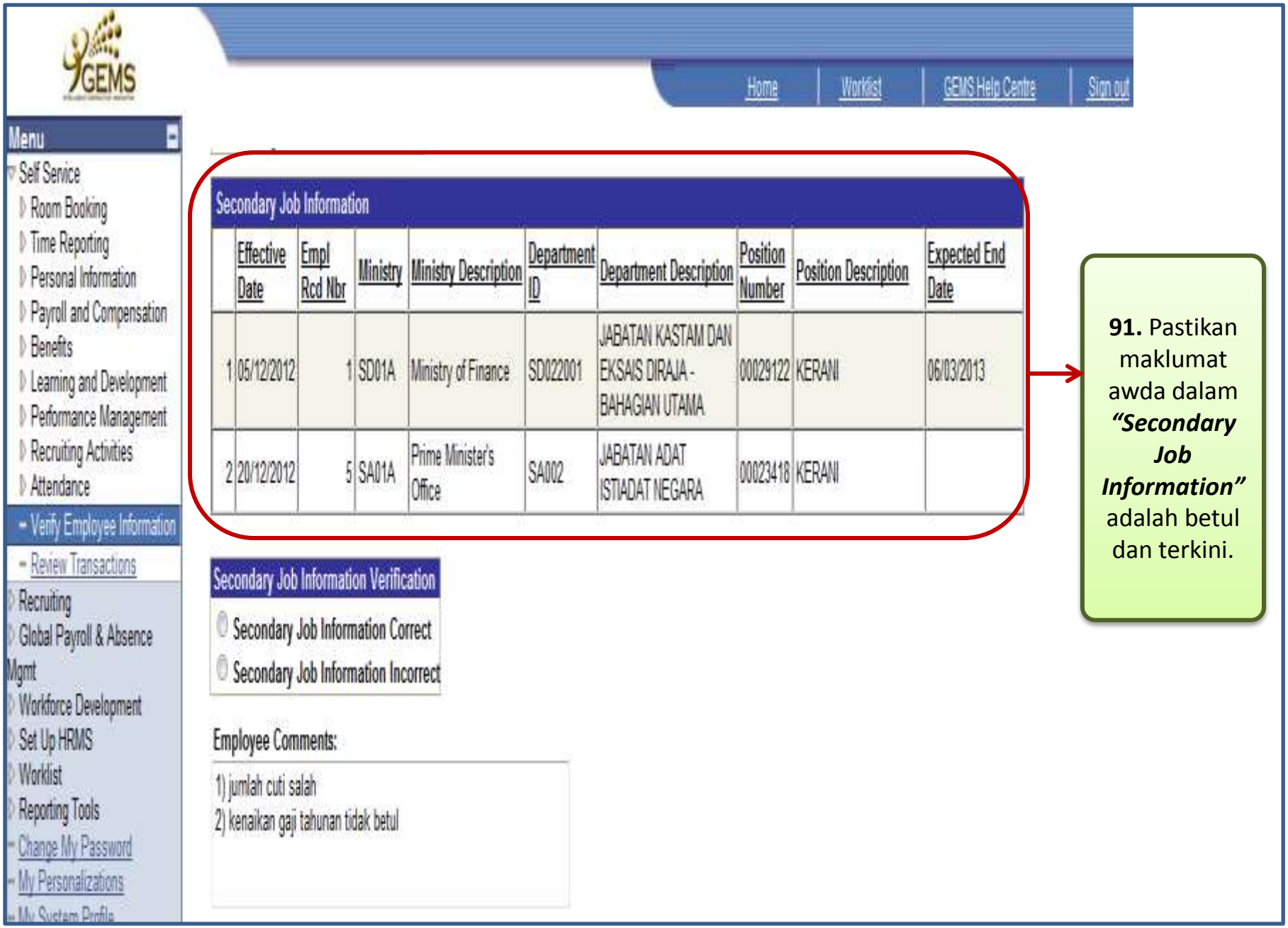
89. Kotak kosong yang baru akan terpapar dan perlu awda isikan dengan lengkap dan betul



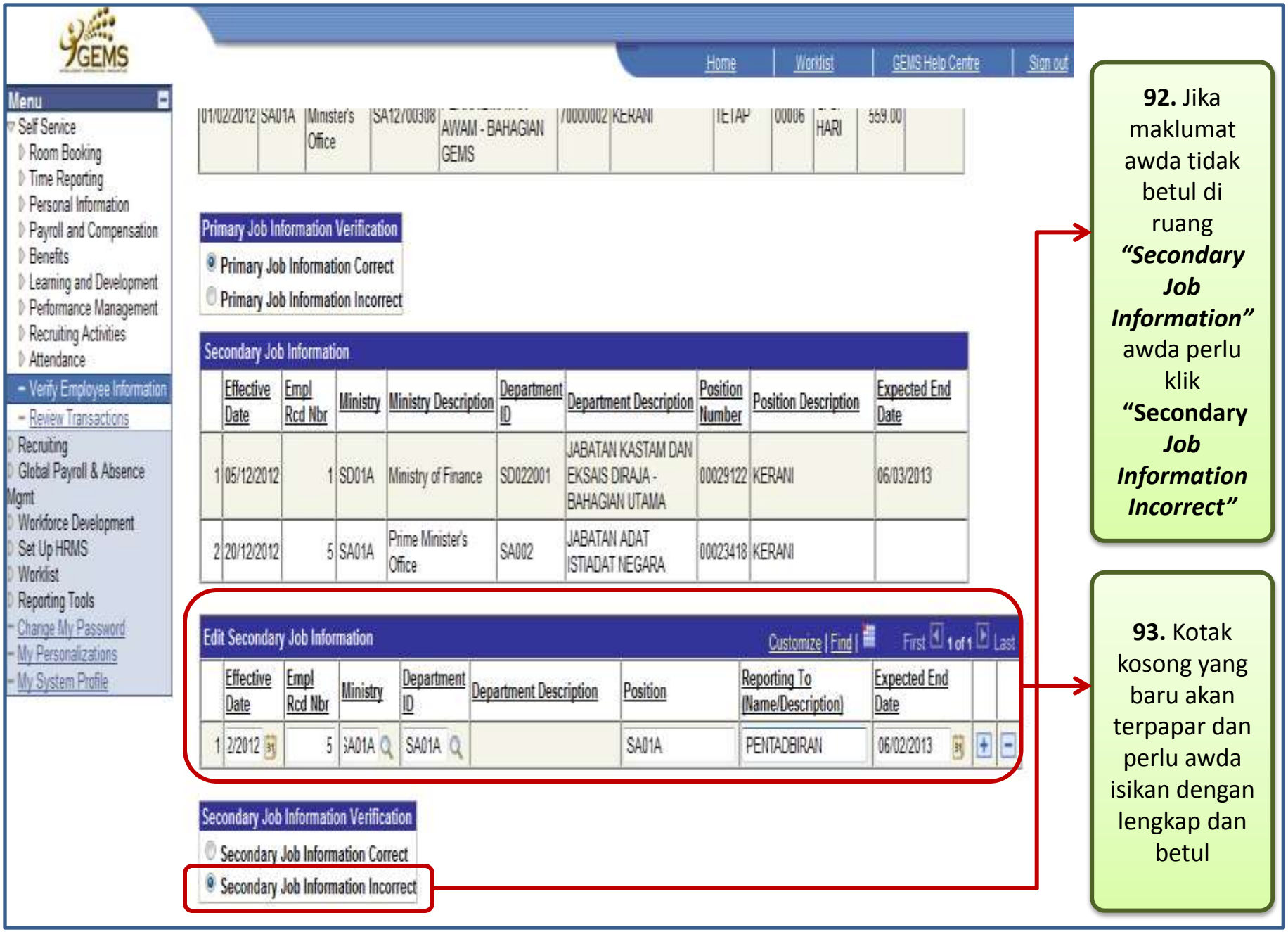
90. Yang perlu awda isikan di ruang ***"Primary Job Information Details"*** ialah:-

- ***"Effective Date"***
- ***"Ministry"***
- ***"Department ID"***
- ***"Position"***
- ***"Reporting to"***
- ***"Employee Class"***
- ***"Salary Matrix"***
- ***"Salary Admin Plan"***
- ***"Monthly Salary"***
- ***"Next Increment Date"***

***Pastikan maklumat awda masukkan adalah yang terkini.**

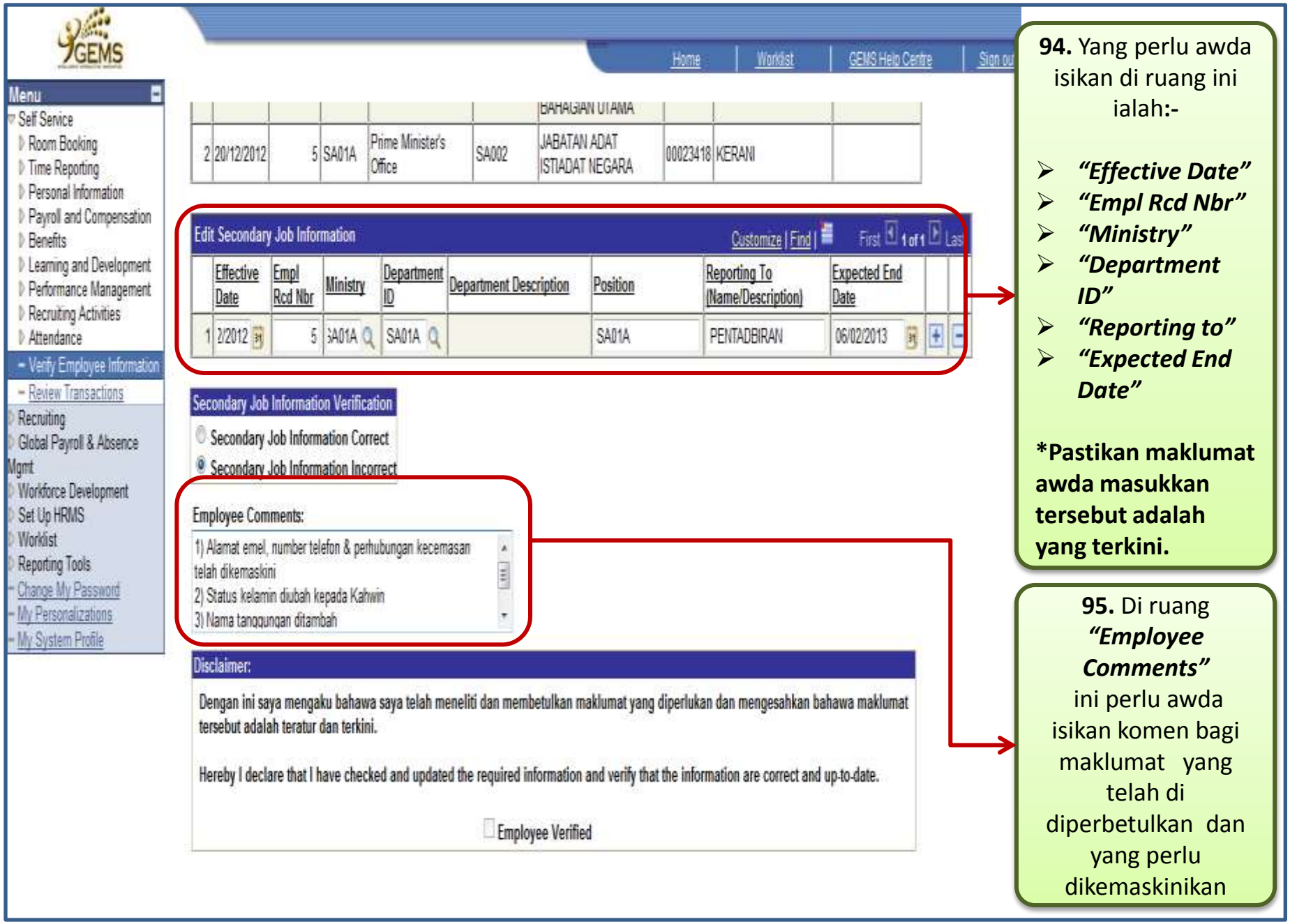


91. Pastikan maklumat awda dalam ***"Secondary Job Information"*** adalah betul dan terkini.



92. Jika maklumat awda tidak betul di ruang ***"Secondary Job Information"*** awda perlu klik **"Secondary *Job Information Incorrect"***

93. Kotak kosong yang baru akan terpapar dan perlu awda isikan dengan lengkap dan betul



94. Yang perlu awda isikan di ruang ini ialah:-

- ***"Effective Date"***
- ***"Empl Rcd Nbr"***
- ***"Ministry"***
- ***"Department ID"***
- ***"Reporting to"***
- ***"Expected End Date"***

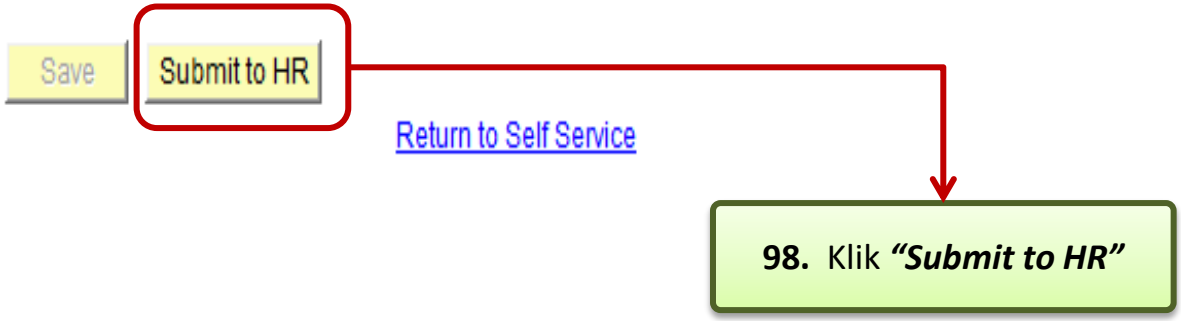
***Pastikan maklumat awda masukkan tersebut adalah yang terkini.**

95. Di ruang ***"Employee Comments"*** ini perlu awda isikan komen bagi maklumat yang telah di diperbetulkan dan yang perlu dikemaskinikan

Return to Self Service

96. Klik ***"Save"*** setelah selesai mengemaskinikan

97. Tandakan ***"Employee Verified"*** di kotak kosong yang tepapar sebagai pengakuan yang semua maklumat telah diteliti dan dikemaskinikan.

98a. ***Peringatan:***

Untuk Pengesahan data ini Cuma sekali sahaja yang perlu dikemaskinikan, jika awda ada sebarang pertukaran atau maklumat baru (maklumat alamat rumah , email, status kahwin, telefon dan keluarga), awda bolehlah mengemaskini maklumat tersebut melalui kemudhan yang ada di "Self Service". Bagi maklumat lain, hendaklah dimaklumkan kepada bahagian Pentadbiran bagi pengemaskiniannya..