



**MANUAL BAGI MENGEMASKINI
*“LATIHAN DALAM PERKHIDMATAN”***

(DALAM NEGERI)

1. Klik "Workforce Administration"

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- Self Service
- Manager Self Service
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- Set Up HRMS
- Set Up ELM
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Discussion Forums

No Discussions available

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 News

NEW Data Bagi Pegawai dan Kakitangan Kerajaan

Assalamualaikum / Salam Sejahtera,

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

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

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

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.



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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.

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...

Self Service Transactions

Administer Self Service workflow transactions.

- Workflow Inquiry
- Employee Address Changes
- Marital Status Changes
- 4 More...

Workforce Reports

General Workforce Reporting

- Employee Portfolio Report
- Change of Service Stats Rpt
- Establishment Budget Rpt
- 8 More...

**2. Klik
"Job Information"**

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Job Information

Maintain information about a person tied to a specific job record

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 Assignment 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 does not 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 <ul style="list-style-type: none">Update ContractsDefine Contract TypesDefine Contract ClausesDefine Contract Templates

3. Klik
"Job Data"



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Job Data

Enter any information

Find an Existing Value

begins with
 Empl Rcd Nbr: =
 Name: begins with
 Last Name: begins with
 Second Name: begins with
 Alternate Character Name: begins with
 Middle Name: begins with
 Include History Correct History Case Sensitive
 [Basic Search](#)

Search Results

View All

EmplID	Empl Rcd Nbr	Name	Last Name	Second Name	Alternate Character Name	Middle Name
70000001 0		ABDUL RAHMAN BIN ABDUL RAHIM BIN ABDUL RAHIM	(blank)	(blank)		
70000001 1		ABDUL RAHMAN BIN ABDUL RAHIM BIN ABDUL RAHIM	(blank)	(blank)		
70000001 2		ABDUL RAHMAN BIN ABDUL RAHIM BIN ABDUL RAHIM	(blank)	(blank)		

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

i.Empl Rcd Nbr 1 dan seterusnya adalah maklumat "Secondary Job" (lantikan Memangku / Penempatan /Peminjaman)

ii.Jika tidak ada "Secondary Job", apabila di klik "Search", "Work Location page" secara otomatik 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



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10a.
***Peringatan:**
Bagi Kakitangan yang latihan dalam perkhidmatan di luar negeri sila klik ikon **"Reason"**: pilih **"Skim Latihan Dalam Perkhidmatan Penuh"**

SITI FATIMAH BINTI KASSIM EMP ID: 70000002 Empl Rcd #: 0

Work Location Find First 1 of 2 Last

HR Status: Active Payroll Status: Leave With Pay Go To Row +

*Effective Date: 02/01/2013 Sequence: 0 Job Indicator: Primary Job

*Action: Study Leave Reason: Skim Cuti Bergaji Dlm Negeri

Last Start Date: 01/03/2012 Termination Date: Future

Expected Job End Date Expected Return Date:

Last Date Worked: 01/01/2013 Override Last Date Worked 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: 05/12/2012

Job Data Employment Data Benefits Program Participation Appraisal Result

***Peringatan:**
i. Sebelum awda klik ikon **"+"** 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 ikon **"+"** rekod baru akan bertambah

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

9. Klik ikon **"Calendar"** untuk memilih tarikh memulakan LDP

10. Klik pilihan **"Action"**: Pilih **"Study Leave"** kemudian klik pilihan **"Reason"**: Pilih **"Skim Cuti Bergaji Dalam Negeri"**

- Save
- Return to Search
- Notify
- Previous tab
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- Refresh
- Update/Display
- Include History
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Work Location Job Information Job Labor

ABDUL RAHMAN BIN ABDUL RAHIM EMP

Work Location

HR Status: Active Payroll Status: Active Calculate Status and Dates Go To Row [+ -]

*Effective
*Action
Last S
Expect

Warning -- date out of range. (15,9)

The date entered is either more than 30 days in the past or 30 days in the future. This is not normally true for this date. Either acknowledge that the date is OK, or correct the entered date.

OK

Position

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:	09/10/2012
Department:	SA12700308	JABATAN PERKHIDMATAN AWAM - BAHAGIAN GEMS		
Location:	BRN0100035	Bangunan SPA		
Establishment ID:	<input type="text"/>	Date Created:	18/12/2012	

Job Data [Employment Data](#) [Benefits Program Participation](#) [Appraisal Result](#)

9a. *Peringatan:
Jika terdapat **"Error message"** ketika awda klik di ruang ikon kalendar setelah mengisikan tarikh, Awda Cuma perlu kilk **"Ok"** sahaja



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My Links Select One:

New Window | Custom **Processing**

Work Location Job Information Job Labor Payroll Salary Plan Compensation Job Additional Information

SITI FATIMAH BINTI KASSIM EMP ID: 70000002 Empl Rcd #: 0

Work Location Find First 1 of 3 Last

HR Status: Active Payroll Status: Leave with Pay Go To Row + -

*Effective Date: 02/01/2013 Sequence: 0 *Job Indicator: Primary Job

*Action: Study Leave Reason: Skim Cuti Bergaji Dlm Negeri

Last Start Date: 01/03/2012 Termination Date: Future

Expected Job End Date Expected Return Date:

Last Date Worked: 01/01/2013 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: 19/12/2012

Job Data Employment Data Benefits Program Participation Appraisal Result

- Save
- Return to Search
- Notify
- Previous tab
- Next tab
- Refresh
- Update/Display
- Include History
- Correct History

11a.
***Peringatan:**
Tanda
"Processing"
akan
terpapar
setelah
menekan
"Note"

11. Klik ikon
"Note"

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Job Data Notepad

Instructions

Selection Criteria	
*ID: 70000001	ABDUL RAHMAN BIN ABDUL RAHIM
*Empl Rcd#: 0	
*Eff Date: 2012-11-27	
*Sequence: 0	
Earliest Note Date <input type="text"/>	End <input type="text"/>

Selected Note(s)
<input type="button" value="Delete"/>
<input type="button" value="Transfer"/>
Select All Notes
Clear Selections

Return To: [Job Data Page](#)

There are no existing notes for the specified search criteria.

Return To: [Job Data Page](#)

12. Klik "Add a New Note"



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Job Data Notepad - Selected Note

Instructions

Applications

Selected Note

ID: 70000002	SITI FATIMAH BINTI KASSIM	Created: 05/12/2012 10:30AM
Empl Rcd#: 0		Creator: DAYANGKU ROSNI BINTI PENGIRAN HAJI CHUCHU
Eff Date: 2013-01-02		Last Update: by:
Sequence: 0		

Subject: STUDY LEAVE

Note Text: KEBENARAN ADALAH DI BERIKAN UNTUK MENGIKUTI KURSUS DI DALAM PERKHIDMATAN DARI.....HINGGA.....SEPERTIMANA SURAT.....BERTARIKH.....

KURSUS YANG TELAH DI BENARKAN IALAH BACHELOR OF BUSINESS DI UNIVERSITI BRUNEI DARUSSALAM SELAMA 4 TAHUN.

Saved

14a.
***Peringatan:**
Pastikan tanda **"Saved"** terpapar setelah menekan **"Save"**

13. Isikan **"Subject"** dan **"Note Text"** mengikut isi kandungan surat/memo berkenaan

Save

14. Klik **"Save"**

Return To: [Note Selection Page](#)

[Job Data Page](#)

15. Klik **"Job Data Page"** untuk kembali ke muka hadapan



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Work Location Job Information Job Labor Payroll Salary Plan Compensation Job Additional Information

SITI FATIMAH BINTI KASSIM EMP ID: 70000002 Empl Rcd #: 0

Work Location Find First 1 of 2 Last

HR Status:	Active	Payroll Status:	Leave With Pay	Go To Row	+ -
*Effective Date:	02/01/2013	Sequence:	0	*Job Indicator:	Primary Job
*Action:	Study Leave	Reason:	Skim Cuti Bergaji Dlm Negeri		Future
Last Start Date:	01/03/2012	Termination Date:			
Expected Job End Date:		Expected Return Date:			
Last Date Worked:	01/01/2013	<input type="checkbox"/> Override Last Date Worked	Position Entry Date:	01/03/2012	
Position Number:	70000003	KERANI	<input type="checkbox"/> 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:	05/12/2012		

Job Data Employment Data Benefits Program Participation Appraisal Result

16. Klik "Save"

- Save
- Return to Search
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- Update/Display
- Include History
- Correct History



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Warning -- The employee's HR primary job (as determined by the Job Indicator) has been terminated. (1000,606)

An employee should have exactly 1 HR primary job. The current HR primary job has been terminated and therefore it could be updated to be a secondary job.

17. Klik "OK" (1 kali)

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My Links Select One: ▾

New Window | Customize Page | help

Work Location Job Information Job Labor Payroll Salary Plan Compensation Job Additional Information

SITI FATIMAH BINTI KASSIM EMP ID: 70000002 Empl Rcd #: 0

Work Location Find First 1 of 2 Last

HR Status: Active Payroll Status: Leave With Pay Go To Row + -

*Effective Date: 02/01/2013 Sequence: 0 *Job Indicator: Primary Job

*Action: Study Leave Reason: Skim Cuti Bergaji Dlm Negeri

Last Start Date: 01/03/2012 Termination Date:

Expected Job End Date Expected Return Date:

Last Date Worked: 01/01/2013 Override Last Date Worked Position Entry Date: 01/03/2012

Position Number: 70000003 KERANI 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: 05/12/2012

Saved

17a.
*Peringatan:
Pastikan
tanda
"Saved"
terpapar
setelah
menekan
"Ok"

Job Data Employment Data Benefits Program Participation Appraisal Result

18. Klik "Return to Search" untuk kembali ke job data

Save Return to Search 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