



**MANUAL BAGI MENGEMASKINI
“MAKLUMAT KEHADIRAN”
(HRS Attendance)**

Personalize [Content](#) [Layout](#) Tuesday, April 2, 2013

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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

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
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Team Learning	Request Absence
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Discussion Forums

People / Department Search

Error getting content

1. Klik "Workforce Administration"

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Main Menu >

Workforce Administration

[Edit "Workforce Administration" Folder](#)

Hire employees, add non-employees, maintain personal and job data, administer global assignments, labor relations, absence and vacation.

 [Brunei Civil Service Room Book](#)
Brunei Civil Service Room Book
[View Room Booking](#)

 [Manpower Planning](#)
Manpower Planning
[Interview Module Setup](#)
[Interview Information](#)


 [Sample PeopleCode Program](#)
Sample PeopleCode Program

 [Personal Information](#)
Maintain information about a person regardless of Jobs.
[Add a Person](#)
[Manage Hires](#)
[Modify a Person](#)
[14 More...](#)

 [Job Information](#)
Maintain information about a person tied to a specific job record
[Employee Exit Interview](#)
[Job Data](#)
[Add Employment Instance](#)
[34 More...](#)


 [Global Assignments](#)
Track assignment data; Maintain assignee qualifications, educational allowances and other education related information.
[Track Assignment](#)
[Assignee Qualifications](#)
[Educational Allowances](#)


 [Labor Administration](#)
Administer workforce agreements, layoffs, recalls and disciplinary actions.
[Union Workforce Mgmt Center](#)
[Reports](#)
[Record Disciplinary Actions](#)
[5 More...](#)

 [Absence and Vacation](#)
Identifies absence and vacation, including specific types of leave. Also allows working time monitoring
[Track Absence History](#)
[Create Vacation Schedule](#)
[Absence Reports](#)
[3 More...](#)

 [Leave Administration USF](#)
US Federal Leave Administration
[Manage Leave Information](#)
[Reports](#)

 [Flexible Service EG](#)
Maintain flexible service rules; Calculate and print employee service data.
[Define Service Rules](#)
[Flexible Service](#)
[Service History](#)
[7 More...](#)

 [Collective Processes](#)
Processes that affect multiple people
[Outstanding Task Alert](#)
[Refresh Compensation](#)
[Process Automated Actions USF](#)
[12 More...](#)

 [Self Service Transactions](#)
Administer Self Service workflow transactions.
[Workflow Inquiry](#)
[Approvals and Delegation](#)
[Workflow Inquiry \(USF\)](#)
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 [Template-Based Hire](#)
Template-Based Hire Transaction

 [Attendance](#)









 [Workforce Reports](#)
General Workforce Reporting

2. Klik "Attendance"

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- ▶ Benefits

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Attendance [Edit "Attendance" Folder](#)

 Ad Hoc Auto Punch Out Ad Hoc Auto Punch Out	 Ad Hoc AutoPunch Out (AM) Ad Hoc AutoPunch Out (AM)	 Ad Hoc AutoPunch Out (EV) Ad Hoc AutoPunch Out (EV)
 Ad Hoc AutoPunch Out (PM) Ad Hoc AutoPunch Out (PM)	 Online Attendance CRT Online Attendance and Calculation Status	 Online Attendance TLH Online Attendance Training, Leave and Holiday
 Online Submission Page Online Submission Page	 Assign Work Schedule Assign a time reporter's permanent work schedule.	

3. Klik "Online Submission Page"

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[My Links](#) Select One: ▾

[New Window](#) | 

Online Submission Page

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

EmpID:	begins with ▾	<input type="text"/>	<input type="button" value="🔍"/>
SetID:	begins with ▾	<input type="text"/>	<input type="button" value="🔍"/>
Department:	begins with ▾	<input type="text"/>	<input type="button" value="🔍"/>
Date Under Report:	= ▾	<input type="text"/>	<input type="button" value="📅"/>
Approval Status:	= ▾	<input type="text"/>	<input type="button" value="▾"/>
Late:	begins with ▾	<input type="text"/>	

4. Masukkan Bil K/P dalam ruang *EmpID*

5. Masukkan tarikh dalam ruang *Date Under Report*

6. Klik "Search"

[Basic Search](#)  [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

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HR Online Time and Attendance

Name: MD ALI BIN HUSSIN Employee ID: 70000004
 Department: SA12700308 Date: 02/04/2013

Time Entered	Enter By	Comments	Absence From	Absence To
7:45:00AM	MD ALI BIN HUSSIN	hadir 7.45am (mesyuarat luar)		
12:15:00 PM	MD ALI BIN HUSSIN	rehat tengahari 12:15		
1:30:00PM	MD ALI BIN HUSSIN	hadir bertugas 1:30pm		
4:10:53PM	MD ALI BIN HUSSIN			

Submission Time Approval

Approval Status

Normal Workday Absence

Workoff Day Training

Holiday Others

Leave

Last Update Date/Time: 03/04/13 10:48:17AM
 Last Updated By: DAYANGKU HAJAH ASILAH BINTI PENGIRAN HAJI CHUCHU

Total Hours Clocked: 7.1888 Late

Flag Field: Normal Workday

Approved Override Approval Status

Comments: Dibetulkan

Save

Return to Search

7. Masukkan maklumat kehadiran seperti yang dinyatakan dalam ruang "Comments"

Atau

7a. Jika Pegawai diberikan cuti setelah memasukkan maklumat kehadiran, maklumat kehadiran hendaklah di 'delete' dan click "Save"

8. Pilih "Override Approval Status"

9. Pilih "Normal Workday"

10. Pilih "Approved"

11. Masukkan keterangan diruang "Comments".

12. Click "Save".