



MANUAL BAGI MENGEMASKINI
“PERMOHONAN KELUAR NEGERI”

1. Klik 'Self Service' .

Personalize [Content](#) [Layout](#) Thursday, November 29, 2012

Menu

- Self Service**
- Recruiting
- Global Payroll & Absence Mgmt
- Workforce Development
- Set Up HRMS
- Set Up ELM
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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 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 \(Malay Guide\)](#)

Discussion Forums

No Discussions available

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**.

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 >

2. Klik 'Time Reporting'.

Self Service

Self Service transactions include: browsing and searching the catalog, enrolling and viewing your learning transcript.

Room Booking Room Booking <ul style="list-style-type: none">Make Room BookingView Room BookingView 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. <ul style="list-style-type: none">Report TimeView Time	Personal Information Review and update your personal information. <ul style="list-style-type: none">Personal Information SummaryHome and Mailing AddressPhone Numbers4 More...	Payroll and Compensation Review your pay and compensation history. Update your direct deposit and other deduction or contribution information. <ul style="list-style-type: none">E-Payslip Summary Page
Benefits Review health, insurance, savings, pension or other benefits information. Review and update dependent and beneficiary personal information. <ul style="list-style-type: none">Claim/Application RequestDependent InformationBenefits InformationDependents and Beneficiaries	Learning and Development Add or review information about profiles of skills and competencies, interest lists, training and development. <ul style="list-style-type: none">My ProfileMy Job Profiles	Learning View and maintain learning records and objectives, and browse and search the learning catalog. <ul style="list-style-type: none">BCS Exam resultSubmit Travel ArrangementsView Travel Arrangements5 More...
Performance Management Access your performance and development documents, and evaluations you have done for others. <ul style="list-style-type: none">My Performance DocumentsOther's Performance Documents	Recruiting Activities Recruiting Activities <ul style="list-style-type: none">CareersInterview EvaluationsInterview CalendarInterview Team Schedule	Attendance <ul style="list-style-type: none">On-Line Submission Page



3. Klik 'Report Time'.

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Main Menu > Self Service >

Time Reporting

Report and review your time, schedules, request absences and more.

- Report Time**
Report your time and request planned overtime and absences.
 - [Request Absence](#)
- View Time**
View your schedules, forecasted, payable and comp time, exceptions and more.
 - [Monthly Schedule](#)
 - [Absence Request History](#)
 - [Absence Balances](#)



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4. Klik 'Request Absence' .

Main Menu > Self Service > Time Reporting >

 **Report Time**

Report your time and request planned overtime and absences.

 **Request Absence**
Request an absence.

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Select Job

ABDUL RAHMAN BIN ABDUL RAHIM

Currently, you hold multiple jobs - Please select the job for this transaction.

Job Title	Department	Supervisor Name	Company
<input checked="" type="radio"/> KERANI	BAHAGIAN GEMS	NUR SYAHIRAH BTE ABDULLAH SULING @SUZUJULINAWATI	Prime Minister's Office
<input type="radio"/> KERANI	BAHAGIAN UTAMA		Ministry of Finance
<input type="radio"/> KERANI	ADAT ISTIADAT NEGARA		Prime Minister's Office
<input type="radio"/> KERANI	BAHAGIAN GEMS	MD ALI BIN HUSSIN	Prime Minister's Office

Continue

Halaman ini akan terpapar sekiranya :

5.(i) Awda memegang beberapa jawatan, seperti memangku jawatan lain disamping tugas, sila pilih jawatan awda yang sebenar untuk memohon cuti.

(ii) Awda diperbantukan ke jabatan yang lain, sila pilih jawatan di jabatan dimana awda ditempatkan

6. Klik **'Continue'**.

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Request Absence

ABDUL RAHMAN BIN ABDUL RAHIM

KERANI

Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail

*Start Date: 

[View Monthly Schedule](#)

Filter by Type:

*Absence Name:

Leave Request Approval Chain

Leave Approver:

[Confirm Approver](#)

Comments

Requestor Comments:

7. Klik '**Calendar**' untuk memilih tarikh permulaan keluar negeri.

8. Apabila kalendar dipaparkan, pilih tahun dan bulan yang ingin dipohonkan.

Contoh : Klik pada tahun 2012 dan bulan December (Disember) .

9. Kemudian pilih tarikh permulaan keluar negeri yang ingin dipohonkan.

Contoh : Klik pada 01 haribulan.

* Required Field

Go To: [View Absence Request History](#)

[View Absence Balances](#)

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Request Absence

ABDUL RAHMAN BIN ABDUL RAHIM

KERANI

Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail


*Start Date: 01/12/2012  [View Monthly Schedule](#)

Filter by Type:

- Accumulating Leaves
- Benefit Adjusting Leaves
- Exit Country Leave**
- Non-Accumulating Leaves

*Absence Name:

Leave Request Approver

Leave Approver: 

Comments

Requestor Comments:

10. Pilih **'Exit Country Leave'** dari senarai yang dipaparkan di ruang **'Filter by Type'**.

* Required Field

Go To: [View Absence Request History](#)

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Request Absence

ABDUL RAHMAN BIN ABDUL RAHIM

KERANI

Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail	
*Start Date:	01/12/2012  View Monthly Schedule
Filter by Type:	Exit Country Leave ▾
*Absence Name:	<div style="border: 1px solid black; padding: 2px;"><ul style="list-style-type: none">Annual Leave (Exit Country)Exit Country Leave</div>
Leave Approver	<input type="text"/> 
Confirm Approver	
Comments	
Requestor Comments:	<input type="text"/>

11. Pilih **'Exit Country Leave'** dari senarai yang dipaparkan di ruang **'Absence Name'**.

* Required Field

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Request Absence

ABDUL RAHMAN BIN ABDUL RAHIM

KERANI

Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail	
*Start Date:	01/12/2012 <input type="text"/>  View Monthly Schedule
End Date:	<input type="text"/> 
Filter by Type:	Exit Country Leave <input type="text"/>
*Absence Name:	Exit Country Leave <input type="text"/>
*Reason:	Select Absence Reason <input type="text"/>
Duration:	<input type="text"/> Days
<input type="button" value="Calculate Duration"/>	
Additional Information	
*Country	<input type="text"/> 
Leave Request Approval Chain	
Leave Approver	<input type="text"/> 
<input type="button" value="Confirm Approver"/>	
Comments	
Requestor Comments:	<input type="text"/>

12. Setelah memilih 'Filter by Type' dan 'Absence Name', ruang tambahan seperti Tarikh Tamat (End Date), Sebab (Reason), Tempoh (Duration) dan Negara (Country) akan dipaparkan.

* Required Field

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Request Absence

ABDUL RAHMAN BIN ABDUL RAHIM
KERANI

Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail

*Start Date: 01/12/2012 [View Monthly Schedule](#)

End Date: 02/12/2012

Filter by Type:

*Absence Name:

*Reason:

Duration:

Additional Information

*Country:

Leave Request Approval Chain

Leave Approver:

Comments

Requestor:

Comments:

* Required Field

Go To: [View Absence Request History](#)

[View Absence Balances](#)

13. Klik '**Calendar**' untuk memilih tarikh tamat keluar negeri.

14. Klik dari senarai yang dipaparkan.

15. Seterusnya pilih tahun yang berkenaan.

16. Pilih tarikh tamat keluar negeri awda.

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Request Absence

ABDUL RAHMAN BIN ABDUL RAHIM

KERANI

Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail	
*Start Date:	01/12/2012 <input type="text"/>
End Date:	02/12/2012 <input type="text"/>
Filter by Type:	Exit Country Leave
*Absence Name:	Exit Country Leave
*Reason:	Select Absence Reason
Duration:	Select Absence Reason
<input type="button" value="Calculate Duration"/>	

Additional Information	
*Country	<input type="text"/>

Leave Request Approval Chain	
Leave Approver	<input type="text"/>
<input type="button" value="Confirm Approver"/>	

Comments	
Requestor Comments:	<input type="text"/>

* Required Field

Go To: [View Absence Request History](#)

17. Pilih sebab (Reason) 'Exit Country Leave' dari pilihan yang dipaparkan.

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ABDUL RAHMAN BIN ABDUL RAHIM

KERANI

Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail

*Start Date: 01/12/2012

End Date: 02/12/2012

Filter by Type: Exit Country Leave

*Absence Name: Exit Country Leave

*Reason: Exit Country Leave

Duration: 2.00 Days

[View Monthly Schedule](#)

Additional Information

*Country

Leave Request Approval Chain

Leave Approver

Comments

Requestor Comments:

18. Klik '*Calculate Duration*' untuk mengira tempoh cuti yang dipohonkan.

19. Ini contoh hari selepas mengklik '*Calculate Duration*'.

20. Klik ikon untuk memilih negara yang akan dilawati.

* Required Field

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Look Up Country

Search by: begins with

[Advanced Lookup](#)

Search Results

[View All](#) First [Last](#)

Country	Description
ABW	Aruba
AFG	Afghanistan
AGO	Angola
AIA	Anguilla
ALA	Aland Islands
ALB	Albania
AND	Andorra
ANT	Netherlands Antilles
ARE	United Arab Emirates
ARG	Argentina
ARM	Armenia
ASM	American Samoa
ATA	Antarctica
ATF	French Southern Territories
ATG	Antigua and Barbuda
AUS	Australia
AUT	Austria
AZE	Azerbaijan
BDI	Burundi
BEL	Belgium
BEN	Benin
BFA	Burkina Faso
BGD	Bangladesh
BGR	Bulgaria
BHR	Bahrain
BHS	Bahamas
BIH	Bosnia and Herzegovina
BLM	Saint Barthelemy
BLR	Belarus
BLZ	Belize
BMU	Bermuda
BOL	Bolivia
BRA	Brazil
BRB	Barbados

21. Pilih negara yang akan dilawati dari pilihan yang terpapar. Klik Negara (Country) untuk negara yang ingin dipilih.

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Look Up Country

Search by: Country begins with MYS

Look Up Cancel [Advanced Lookup](#)

Search Results

View All First 1 of 1 Last

Country	Description
MYS	Malaysia

22. Jika tidak ada negara yang akan dihijrahi itu, masukkan **MYS** ditempat '*begins with*'.

23. klik '*Look Up*' untuk meneruskan pencarian.

24. Pilih negara yang akan dilawati dari pilihan yang terpapar. Klik Negara (Country) untuk negara yang ingin dipilih.

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ABDUL RAHMAN BIN ABDUL RAHIM

KERANI

Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail	
*Start Date:	<input type="text" value="01/12/2012"/> <input type="button" value="BT"/> View Monthly Schedule
End Date:	<input type="text" value="02/12/2012"/> <input type="button" value="BT"/>
Filter by Type:	<input type="text" value="Exit Country Leave"/>
*Absence Name:	<input type="text" value="Exit Country Leave"/>
*Reason:	<input type="text" value="Exit Country Leave"/>
Duration:	<input type="text" value="2.00"/> Days
<input type="button" value="Calculate Duration"/>	

Additional Information	
*Country	<input type="text" value="MYS"/> <input type="button" value="Search"/> Malaysia

Leave Request Approval Chain	
Leave Approver	<input type="text"/> <input type="button" value="Search"/>
<input type="button" value="Confirm Approver"/>	

Comments	
Requestor Comments:	<input type="text"/>

* Required Field

Go To: [View Absence Request History](#)

25. Ini adalah halaman 'Look up Leave Approver' di mana awda memilih ketua / pegawai kanan yang membenarkan cuti awda.

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Look Up Leave Approver

Search by: begins with

Look Up [Advanced Lookup](#)

Search Results

Only the first 300 results can be displayed. Enter more information above and search again to reduce the

[View All](#)

EmplID	Empl Rcd Nbr	Official Name	Department
00014782	2	DAYANG NOREZAN BINTI HAJI HAMBALI	SA101
00014782	0	DAYANG NOREZAN BINTI HAJI HAMBALI	SA101
00019275	0	HAJI MOSLEH BIN HAJI OSMAN	SA086
00023409	0	DATO HAJI ABDUL WAHAB JUNED	SA101
00023409	3	DATO HAJI ABDUL WAHAB JUNED	SA101
00025239	0	DATO PADUKA EUSOFF A GAKI BIN HAJI ISMAIL	SA101
00032223	0	YANG AMAT MULIA PENGIRAN SERI WIJAYA PENGIRAN HAJI	SA002
00038796	0	JAMELAHTON BT HJ.ABD.HAMID	SA086
00039815	0	AMBOK @ HAMRAN BIN LUAR	SA086
00040449	0	AWANG ABD. AMIN BIN HAJI HASHIM	SA135
00040449	13	AWANG ABD. AMIN BIN HAJI HASHIM	SA135
00040449	12	AWANG ABD. AMIN BIN HAJI HASHIM	SA086
00041305	0	PENGIRAN YAHYA BIN PENGIRAN HAJI MOHAMAD	SA002
00041550	0	AWANG HAJI ABDULLAH BIN ABD. RAHMAN	SA00500
00042141	0	HAJI MAHADI BIN HAJI IBRAHIM	SA00600
00042556	0	YDM PEHIN ORANG KAYA PADUKA SERI UTAMA DATO PADUKA	SA13700
00042636	0	HAJI DURAJID BIN MATUSIN	SA101
00043540	0	YANG DIMULIAKAN PEHIN SIRAJA KHATIB DATO PADUKA SE	SA137
00043584	0	NORSIAH BINTI MOKSIN	SA086
00043911	0	DATO PADUKA AHMAD BUKHARI BIN PEHIN SIRAJA KHATIB	SA13100
00044391	0	DK HAJAH LAUYAH BINTI PLW PG HJ YUSSOF	SA00500
00044471	0	PEHIN YASMIN HJ UMAR	SA101
00045252	0	LINDA AINI ASMARAWATI BINTI ABDULLAH @ HARINDAR KAUR	SA10101
00045384	0	AWANG HAJI MOHD.TALIP BIN HAJI KARIM	SA13100
00046207	0	DATIN PADUKA DAYANG HAJAH HAYATI BINTI PEHIN ORANG	SA137
00046621	83	SHARIFAH FATMAH BINTI SHAIKH AHMAD (ALIAS) FATMAH BINTI AHMAD	SA10101
00046941	0	AWANG OSMAN BIN IBRAHIM	SA030
00047040	0	ABDULLAH BIN HAJI KIPLI	SA086
00047211	45	HAJI ABDUL GHANI BIN HAJI METUSSIN	SA130
00047211	46	HAJI ABDUL GHANI BIN HAJI METUSSIN	SA130

26. Terdapat dua (2) cara untuk mencari ketua / pegawai kanan yang membenarkan cuti awda (Leave Approver) :

a. Sekiranya awda memilih untuk mencari menggunakan nombor pekerja (EmplID) :

i. Sila isikan nombor kad pengenalan pegawai tersebut di dalam ruang disebelah kanan '*begins with*'.

ii. Klik '*Look up*' untuk meneruskan pencarian.

iii. Daripada senarai nama pegawai yang terpapar, sila klik nombor kad pengenalan ketua / pegawai yang membenarkan cuti awda.

(Pastikan awda memilih nombor rekod pekerja (Empl Rcd Nbr) yang berkaitan)



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Look Up Leave Approver

Search by: EmpID begins with

[Advanced 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](#)

First 1-100 of 300 Last

EmplID	Empl Rcd Nbr	Official Name	Department	Long Description
000088990		PENGIRAN TAJUDDIN BIN PENGIRAN MD. DAUD	SA053	JABATAN MAJLIS-MAJLIS MESYUARAT NEGARA
000147822		DAYANG NOREZAN BINTI HAJI HAMBALI	SA101	JABATAN PERDANA MENTERI
000147820		DAYANG NOREZAN BINTI HAJI HAMBALI	SA101	JABATAN PERDANA MENTERI
000192750		HAJI MOSLEH BIN HAJI OSMAN	SA086	JABATAN RADIO TELEVISYEN BRUNEI
000234090		DATO HAJI ABDUL WAHAB JUNED	SA101	JABATAN PERDANA MENTERI
000234093		DATO HAJI ABDUL WAHAB JUNED	SA101	JABATAN PERDANA MENTERI
000252390		DATO PADUKA EUSOFF A GAKI BIN HAJI ISMAIL	SA101	JABATAN PERDANA MENTERI
000303880		AWANG HAJI ADANAN BIN HAJI MANGGONG	SA053	JABATAN MAJLIS-MAJLIS MESYUARAT NEGARA
000321510		HAJI OMAR BIN TUNJANG @HJ MUNAP	SA05300202	BAHAGIAN LAPORAN DAN ARKIB
000322230		YANG AMAT MULIA PENGIRAN SERI WIJAYA PENGIRAN HAJI	SA002	JABATAN ADAT ISTIADAT NEGARA
000387980		JAMELAHTON BT HJ.ABD.HAMID	SA086	JABATAN RADIO TELEVISYEN BRUNEI
000398150		AMBOK @ HAMRAN BIN LUAR	SA086	JABATAN RADIO TELEVISYEN BRUNEI
000404490		AWANG ABD. AMIN BIN HAJI HASHIM	SA135	JABATAN PERANCANGAN DAN KEMAJUAN EKONOMI
0004044912		AWANG ABD. AMIN BIN HAJI HASHIM	SA086	JABATAN RADIO TELEVISYEN BRUNEI
0004044913		AWANG ABD. AMIN BIN HAJI HASHIM	SA135	JABATAN PERANCANGAN DAN KEMAJUAN EKONOMI
000413050		PENGIRAN YAHYA BIN PENGIRAN HAJI MOHAMAD	SA002	JABATAN ADAT ISTIADAT NEGARA
000415500		AWANG HAJI ABDULLAH BIN ABD. RAHMAN	SA005001	BAHAGIAN IBU PEJABAT & CAWANGAN PEJABAT KUALA BELAIT
000421410		HAJI MAHADI BIN HAJI IBRAHIM	SA006001	JURUAUDIT AGUNG
000425580		YDM PEHIN ORANG KAYA PADUKA SERI UTAMA DATO PADUKA	SA13700301	MAHKAMAH RAYUAN
000426380		HAJI DURAJID BIN MATUSIN	SA101	JABATAN PERDANA MENTERI
000435400		YANG DIMULIAKAN PEHIN SIRAJA KHATIB DATO PADUKA SE	SA137	JABATAN KEHAKIMAN NEGARA
000435840		NORSIAH BINTI MOKSIN	SA086	JABATAN RADIO TELEVISYEN BRUNEI
000439110		DATO PADUKA AHMAD BUKHARI BIN PEHIN SIRAJA KHATIB	SA131009	BAHAGIAN UTAMA
000443240		DAYANG SAMSAH BINTI HAJI MISIR	SA053	JABATAN MAJLIS-MAJLIS MESYUARAT NEGARA
000443910		DK HAJAH LAUYAH BINTI PLW PG HJ YUSSOF	SA005001	BAHAGIAN IBU PEJABAT & CAWANGAN PEJABAT KUALA BELAIT
000444710		PEHIN YASMIN HJ UMAR	SA101	JABATAN PERDANA MENTERI
000452520		LINDA AINI ASMARAWATI BINTI ABDULLAH @ HARINDAR KAUR	SA101010	INSTITUT PERKHIDMATAN AWAM
000453840		AWANG HAJI MOHD.TALIP BIN HAJI KARIM	SA131009	BAHAGIAN UTAMA
000462070		DATIN PADUKA DAYANG HAJAH HAYATI BINTI PEHIN ORANG	SA137	JABATAN KEHAKIMAN NEGARA

***Peringatan:**
Ini adalah merupakan contoh yang kedua bagi pilihan untuk mencari Nombor kad Pengenalan **"Approver"** dengan cara klik di bahagian **"Search by"** dan memilih **"department"**

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Look Up Leave Approver

Search by: Department

[Advanced Lookup](#)

26(b.)

Sekiranya awda memilih untuk mencari menggunakan jabatan (Department) :

i. Sila isikan kod jabatan di dalam ruang di sebelah kanan '**begins with**'.

ii. Klik '**Look up**' untuk meneruskan pencarian.

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 - Set Up ELM
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Look Up Department

Search by: Department begins with

Look Up Cancel **Advanced Lookup**

Search Results

View All First 1-51 of 51 Last

Department	Description	Short Description	Manager
SA127	PERKHIDMATAN AWAM	PERKHIDMAT	(blank)
SA127001	PEJABAT KETUA PENGARAH	PEJABAT KE	(blank)
SA127002	BHG PERKHIDMATAN KAUNSELING	UNIT PERKH	(blank)
SA127003	BHG PEMBANGUNAN DAN PENGURUSAN	BHG PEMBAN	(blank)
SA12700301	UNIT PENTADBIRAN DAN KEWANGAN	UNIT PENTA	(blank)
SA12700302	UNIT SUMBER MAKLUMAT	UNIT SUMBE	(blank)
SA12700303	PERKEMBANGAN JAWATAN UTAMA	PERKEMBANG	(blank)
SA12700304	UNIT PENGURUSAN KUALITI	UNIT PENGU	(blank)
SA12700305	PENYELARASAN DAN PEPERIKSAAN	PENYELARAS	(blank)
SA12700306	PENYELARASAN, PEPERIKSAAN	PENYELARAS	(blank)
SA12700307	UNIT PENGURUSAN REKOD	UNIT PENGU	(blank)
SA12700308	BAHAGIAN GEMS	BAHAGIAN G	(blank)
SA127004	KEANGGOTAAN&PENTADBIRAN LTIHAN	KEANGGOTAA	(blank)
SA12700401	UNIT PENGAMBILAN	UNIT PENGA	(blank)
SA12700402	UNIT PROGRAM KEMAJUAN KERJAYA	UNIT PROGR	(blank)
SA12700403	LATIHAN DALAM PERKHIDMATAN	LATIHAN DA	(blank)
SA12700404	UNIT KONTRAK	UNIT KONTR	(blank)
SA127005	PENYELIDIKAN DAN PERANCANGAN	PENYELIDIK	(blank)
SA12700501	UNIT TANGGAGAJI & PERKHIDMATAN	UNIT TANGG	(blank)
SA12700502	UNIT PEMBANGUNAN ORGANISASI	UNIT PEMBA	(blank)
SA12700503	UNIT PENYELIDIKAN DASAR	UNIT PENYE	(blank)
SA12700507	SUB UNIT SKIM PERKHIDMATAN DAN	SUB UNIT S	(blank)
SA12700508	UNIT AUDIT TENAGA MANUSIA	UNIT AUDIT	(blank)
SA12700509	SUB UNIT PENSTRUKTURAN ORGANIS	SUB UNIT P	(blank)
SA127006	BHG PERKHIDMATAN PERSONEL	BHG PERKHI	(blank)
SA12700601	FEADAH-FEADAH PERKHIDMATAN	FEADAH-FEA	(blank)
SA12700602	PEMANTAUAN DAN PENGUATKUASAAN	PEMANTAUAN	(blank)
SA12700603	UNIT PERUMAHAN PEGAWAI2 KJAAN	PERUMAHAN	(blank)
SA12700604	UNIT KAUNSELING, PEMANTAUAN DA	UNIT KAUNS	(blank)
SA127007	INSTITUT PERKHIDMATAN AWAM	INSTITUT P	(blank)
SA127008	BAHAGIAN PENYELIDIKAN	BAHAGIAN P	(blank)
SA127009	BAHAGAIN PERKHIDMATAN	BAHAGAIN P	(blank)
SA127010	UNIT PEMASARAN	UNIT PEMAS	(blank)
SA127011	UNIT PENERBITAN	UNIT PENER	(blank)
SA127012	UNIT PERHUBUNGAN AWAM	UNIT PERHU	(blank)
SA127013	UNIT MEDIA	UNIT MEDIA	(blank)
SA127014	BAHAGIAN LATIHAN DAN PERKEMBAN	BAHAGIAN L	(blank)
SA127015	UNIT SUMBER TENAGA MANUSIA	UNIT SUMBE	(blank)

26(b.)

iii. Daripada senarai pegawai yang terpapar, sila klik kod jabatan ketua / pegawai yang membenarkan cuti awda.

iv. Jika kod jabatan tidak diketahui, sila klik 'Advanced Look up'.

(Pastikan awda memilih kod jabatan yang berkaitan)



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Look Up Leave Approver

Search by: Department begins with SA127

Look Up Cancel Advanced Lookup

Search Results

View All

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SA127	00049155 0		AWANG HJ BUSTAMAM BIN HAJI ABANG	
SA127	00067709 0		MOHAMMAD SUNADI BIN HAJI BUNTAR	
SA127	00286534 6		HAJI MUHAMMAD NURUL AZRIN BIN AWANG HAJI GANI	
SA127001	00056211 0		JAINI BIN HAJI ABDULLAH	PEJABAT KETUA PENGARAH
SA127001	00056211 96		JAINI BIN HAJI ABDULLAH	PEJABAT KETUA PENGARAH
SA127001	00303929 0		ZATUL MAHARAH BINTI OSMAN	PEJABAT KETUA PENGARAH
SA127001	01030222 0		MOHAMAD KHAIRUL SHAHRUL HAJI DUAHIM	PEJABAT KETUA PENGARAH
SA127002	00049155 9		AWANG HJ BUSTAMAM BIN HAJI ABANG	BAHAGIAN PERKHIDMATAN KAUNSELING
SA127002	00255771 0		DR. MOHAMMAD ADI ZAKY BIN HAJI MATASIM	BAHAGIAN PERKHIDMATAN KAUNSELING
SA127002	00289391 0		HAJI MUHAMAD HAIRUL RIZAL BIN A. HAJI ZAINI	BAHAGIAN PERKHIDMATAN KAUNSELING
SA127002	00291676 0		NORSUZILAWATI BINTI ABDUL RAHMAN	BAHAGIAN PERKHIDMATAN KAUNSELING
SA127002	00294252 0		HAJI AMIR SHUKRI BIN HAJI ZAWAWI	BAHAGIAN PERKHIDMATAN KAUNSELING
SA127003	00049155 0		AWANG HJ BUSTAMAM BIN HAJI ABANG	BAHAGIAN PEMBANGUNAN DAN PENGURUSAN
SA127003	00063615 7		AWANG HAJI MOHD. FADZIL BIN HAJI MD. SALLEH	BAHAGIAN PEMBANGUNAN DAN PENGURUSAN
SA127003	00124776 0		RIDZUAN BIN HAJI AHMAD	BAHAGIAN PEMBANGUNAN DAN PENGURUSAN
SA127003	00252981 24		DAYANG HAJAH SITI MARDYNAH BINTI AWANG HAJI IBRAHIM	BAHAGIAN PEMBANGUNAN DAN PENGURUSAN
SA12700301	00059505 0		HAJI MD. RUSLAN BIN HAJI SULAIMAN	UNIT PENTADBIRAN DAN KEWANGAN
SA12700301	00064487 0		SEDI'AH BINTI HAJI MOHIDIN	UNIT PENTADBIRAN DAN KEWANGAN
SA12700301	00067014 0		ALIAKHBAR BIN HAJI SIMBA	UNIT PENTADBIRAN DAN KEWANGAN
SA12700301	00071266 0		ALIAHMAD BIN AWANG ACHEE	UNIT PENTADBIRAN DAN KEWANGAN
SA12700301	00071266 19		ALIAHMAD BIN AWANG ACHEE	UNIT PENTADBIRAN DAN KEWANGAN
SA12700301	00308237 0		DAYANG RAIHANIAIDAH BINTI HAJI SABAN	UNIT PENTADBIRAN DAN KEWANGAN
SA12700302	00291997 0		SUZUJULINAWATI BINTI SULING	UNIT SUMBER MAKLUMAT
SA12700302	00291997 0		NUR SYAHIRAH BINTI ABDULLAH SULING @ SUZUJULINAWATI BINTI SULING	UNIT SUMBER MAKLUMAT
SA12700303	00123666 0		PENGIRAN MOHD KHIRUDDIN BIN PENGIRAN HAJI YUSOFF	UNIT PERKEMBANGAN JAWATAN-JAWATAN UTAMA
SA12700303	00250219 0		HAJI JAMALI BIN HAJI TUAH	UNIT PERKEMBANGAN JAWATAN-JAWATAN UTAMA
SA12700303	00262157 0		MOHAMMAD SOFIAN BIN BASRI	UNIT PERKEMBANGAN JAWATAN-JAWATAN UTAMA
SA12700304	00058072 0		MOHAMMAD MURAT BIN HAJI PAJAN	UNIT PENGURUSAN KUALITI
SA12700304	00063615 0		AWANG HAJI MOHD. FADZIL BIN HAJI MD. SALLEH	UNIT PENGURUSAN KUALITI
SA12700304	00112233 0		DAYANGKU SITI ROKIAH BINTI PENGIRAN DATO PADUKA HAJI JALUDIN/PE	UNIT PENGURUSAN KUALITI
SA12700304	00112233 0		PENGIRAN SITI ROKIAH BINTI PENGIRAN DATO PADUKA HAJI JALUDIN/PE	UNIT PENGURUSAN KUALITI
SA12700304	00124993 0		KARTINI BINTI HAJI ABIDIN	UNIT PENGURUSAN KUALITI
SA12700304	00281359 0		BAHTIAR BIN HAJI ABU BAKAR	UNIT PENGURUSAN KUALITI
SA12700305	00258322 0		ROSIMAH BINTI HAJI OMAR	UNIT PENYELARASAN DAN PEPERIKSAAN
SA12700305	00315151 0		AWANG MOHAMAD YUSSRI BIN RAMLI	UNIT PENYELARASAN DAN PEPERIKSAAN
SA12700307	00259048 0		AWANG HAJI ABDUL SHAHRI BIN HAJI MOHD. SAID	UNIT PENGURUSAN REKOD
SA12700308	00067948 0		DAYANGKU HAJAH ASILAH BINTI PENGIRAN HAJI CHUCHU	BAHAGIAN GEMS
SA12700308	00259413 17		HAJAH HEMIDAH BINTI HAJI MOHD. HASSAN	BAHAGIAN GEMS
SA12700308	00281330 1		DK ZURAI DAH BINT I PG HJ IBRAHIM	BAHAGIAN GEMS

27. Sila isikan kod jabatan di dalam ruang di sebelah kanan '*begins with*'.

28. Klik '*Look up*' untuk meneruskan pencarian.



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Look Up Leave Approver

Search by: Department begins with SA127

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Department	EmplID	Empl Rcd Nbr	Official Name	Long Description
SA127	00049155 0		AWANG HJ BUSTAMAM BIN HAJI ABANG	JABATAN PERKHIDMATAN AWAM
SA127	00067709 0		MOHAMMAD SUNADI BIN HAJI BUNTAR	JABATAN PERKHIDMATAN AWAM
SA127	00286534 6		HAJI MUHAMMAD NURUL AZRIN BIN AWANG HAJI GANI	JABATAN PERKHIDMATAN AWAM
SA127001	00056211 0		JAINI BIN HAJI ABDULLAH	PEJABAT KETUA PENGARAH
SA127001	00056211 96		JAINI BIN HAJI ABDULLAH	PEJABAT KETUA PENGARAH
SA127001	00303929 0		ZATUL MAHARAH BINTI OSMAN	PEJABAT KETUA PENGARAH
SA127001	01030222 0		MOHAMAD KHAIRUL SHAHRUL HAJI DUAHIM	PEJABAT KETUA PENGARAH
SA127002	00049155 9		AWANG HJ BUSTAMAM BIN HAJI ABANG	BAHAGIAN PERKHIDMATAN KAUNSELING
SA127002	00255771 0		DR MOHAMMAD ADI ZAKY BIN HAJI MATASIM	BAHAGIAN PERKHIDMATAN KAUNSELING
SA127002	00289391 0		HAJI MUHAMAD HAIRUL RIZAL BIN A. HAJI ZAINI	BAHAGIAN PERKHIDMATAN KAUNSELING
SA127002	00291676 0		NORSUZILAWATI BINTI ABDUL RAHMAN	BAHAGIAN PERKHIDMATAN KAUNSELING
SA127002	00294252 0		HAJI AMIR SHUKRI BIN HAJI ZAWAWI	BAHAGIAN PERKHIDMATAN KAUNSELING
SA127003	00049155 0		AWANG HJ BUSTAMAM BIN HAJI ABANG	BAHAGIAN PEMBANGUNAN DAN PENGURUSAN
SA127003	00063615 7		AWANG HAJI MOHD. FADZIL BIN HAJI MD. SALLEH	BAHAGIAN PEMBANGUNAN DAN PENGURUSAN
SA127003	00124776 0		RIDZUAN BIN HAJI AHMAD	BAHAGIAN PEMBANGUNAN DAN PENGURUSAN
SA127003	00252981 24		DAYANG HAJAH SITI MARDYNAH BINTI AWANG HAJI IBRAHIM	BAHAGIAN PEMBANGUNAN DAN PENGURUSAN
SA12700301	00059505 0		HAJI MD. RUSLAN BIN HAJI SULAIMAN	UNIT PENTADBIRAN DAN KEWANGAN
SA12700301	00064487 0		SEDIA'AH BINTI HAJI MOHIDIN	UNIT PENTADBIRAN DAN KEWANGAN
SA12700301	00067014 0		ALIAKHBAR BIN HAJI SIMBA	UNIT PENTADBIRAN DAN KEWANGAN
SA12700301	00071266 0		ALIAHMAD BIN AWANG ACHEE	UNIT PENTADBIRAN DAN KEWANGAN
SA12700301	00071266 19		ALIAHMAD BIN AWANG ACHEE	UNIT PENTADBIRAN DAN KEWANGAN
SA12700301	00308237 0		DAYANG RAIHANIAIDAH BINTI HAJI SABAN	UNIT PENTADBIRAN DAN KEWANGAN
SA12700302	00291997 0		SUZUJULINAWATI BINTI SULING	UNIT SUMBER MAKLUMAT
SA12700302	00291997 0		NUR SYAHIRAH BINTI ABDULLAH SULING @ SUZUJULINAWATI BINTI SULING	UNIT SUMBER MAKLUMAT
SA12700303	00123666 0		PENGIRAN MOHD KHIRUDDIN BIN PENGIRAN HAJI YUSOFF	UNIT PERKEMBANGAN JAWATAN-JAWATAN UTAMA
SA12700303	00250219 0		HAJI JAMALI BIN HAJI TUAH	UNIT PERKEMBANGAN JAWATAN-JAWATAN UTAMA
SA12700303	00262157 0		MOHAMMAD SOFIAN BIN BASRI	UNIT PERKEMBANGAN JAWATAN-JAWATAN UTAMA
SA12700304	00058072 0		MOHAMMAD MURAT BIN HAJI PAJAN	UNIT PENGURUSAN KUALITI
SA12700304	00063615 0		AWANG HAJI MOHD. FADZIL BIN HAJI MD. SALLEH	UNIT PENGURUSAN KUALITI
SA12700304	00112233 0		DAYANGKU SITI ROKIAH BINTI PENGIRAN DATO PADUKA HAJI JALUDIN/PE	UNIT PENGURUSAN KUALITI
SA12700304	00112233 0		PENGIRAN SITI ROKIAH BINTI PENGIRAN DATO PADUKA HAJI JALUDIN/PE	UNIT PENGURUSAN KUALITI
SA12700304	00124993 0		KARTINI BINTI HAJI ABIDIN	UNIT PENGURUSAN KUALITI
SA12700304	00281359 0		BAHTIAR BIN HAJI ABU BAKAR	UNIT PENGURUSAN KUALITI
SA12700305	00258322 0		ROSIMAH BINTI HAJI OMAR	UNIT PENYELARASAN DAN PEPERIKSAAN
SA12700305	00315151 0		AWANG MOHAMAD YUSSRI BIN RAMLI	UNIT PENYELARASAN DAN PEPERIKSAAN
SA12700307	00259048 0		AWANG HAJI ABDUL SHAHRI BIN HAJI MOHD. SAID	UNIT PENGURUSAN REKOD
SA12700308	00067948 0		DAYANGKU HAJAH ASILAH BINTI PENGIRAN HAJI CHUCHU	BAHAGIAN GEMS
SA12700308	00259413 17		HAJAH HEMIDAH BINTI HAJI MOHD. HASSAN	BAHAGIAN GEMS
SA12700308	00281330 1		DK ZURAIDAH BINTI PG HJ IBRAHIM	BAHAGIAN GEMS

29. Daripada senarai pegawai yang terpapar, sila klik kod jabatan ketua / pegawai yang membenarkan cuti awda.
(Pastikan awda memilih nombor rekod pekerja (Empl Rcd Nbr) yang berkaitan)



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Request Absence

ABDUL RAHMAN BIN ABDUL RAHIM

KERANI

Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail	
*Start Date:	<input type="text" value="01/12/2012"/> <input type="button" value="📅"/> View Monthly Schedule
End Date:	<input type="text" value="02/12/2012"/> <input type="button" value="📅"/>
Filter by Type:	<input type="text" value="Exit Country Leave"/>
*Absence Name:	<input type="text" value="Exit Country Leave"/>
*Reason:	<input type="text" value="Exit Country Leave"/>
Duration:	<input type="text" value="2.00"/> Days
<input type="button" value="Calculate Duration"/>	

Additional Information	
*Country	<input type="text" value="MYS"/> <input type="button" value="🔍"/> Malaysia

Leave Request Approval Chain	
Leave Approver	<input type="text" value="00304130"/> <input type="button" value="🔍"/> DAYANGKU AMIE WARDINA PENGIRAN MD. YUSOF
<input type="button" value="Confirm Approver"/>	

30. Klik 'Confirm Approver'.

Comments
Requestor Comments: <input type="text"/>

* Required Field

Go To: [View Absence Request History](#)

Menu



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Request Absence


ABDUL RAHMAN BIN ABDUL RAHIM

KERANI

Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail	
*Start Date:	01/12/2012 <input type="text"/>  View Monthly Schedule
End Date:	02/12/2012 <input type="text"/> 
Filter by Type:	Exit Country Leave <input type="text"/>
*Absence Name:	Exit Country Leave <input type="text"/>
*Reason:	Exit Country Leave <input type="text"/>
Duration:	2.00 Days
<input type="button" value="Calculate Duration"/>	

Additional Information	
*Country	MYS <input type="text"/>  Malaysia

Leave Request Approval Chain	
Leave Approver	00304130 <input type="text"/>  DAYANGKU AMIE WARDINA PENGIRAN MD. YUSOF
<input type="button" value="Confirm Approver"/>	

Comments	
Requestor Comments:	<input type="text"/>

* Required Field

Go To: [View Absence Request History](#)

31. Isi ruangan komen (Comment)

Contohnya :

Awda memohon kebenaran keluar negeri selepas waktu bekerja pada hari Sabtu, 01 Disember 2012 sehingga hari Ahad, 02 Disember 2012)

(Contoh komen : Sukacita memohon kebenaran keluar negeri ke Malaysia bermula pada hari Sabtu, 01 Disember 2012 selepas waktu bekerja jam 4.30 petang sehingga hari Ahad, 02 Disember 2012).

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Request Absence

ABDUL RAHMAN BIN ABDUL RAHIM

KERANI

Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail	
*Start Date:	<input type="text" value="01/12/2012"/> <input type="button" value="31"/> View Monthly Schedule
End Date:	<input type="text" value="02/12/2012"/> <input type="button" value="31"/>
Filter by Type:	<input type="text" value="Exit Country Leave"/>
*Absence Name:	<input type="text" value="Exit Country Leave"/>
*Reason:	<input type="text" value="Exit Country Leave"/>
Duration:	<input type="text" value="2.00"/> Days
<input type="button" value="Calculate Duration"/>	

Additional Information	
*Country	<input type="text" value="MYS"/> <input type="button" value="M"/> Malaysia

Leave Request Approval Chain	
Leave Approver	<input type="text" value="00304130"/> <input type="button" value="M"/> DAYANGKU AMIE WARDINA PENGIRAN MD. YUSOF
<input type="button" value="Confirm Approver"/>	

Comments	
Requestor Comments:	<input type="text"/>

* Required Field

Go To: [View Absence Request History](#)

32. Klik '**Submit**' untuk menghantar permohonan keluar negeri awda.

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Submit Confirmation

✓ The Absence Request was successfully submitted.



33. Klik '**OK**' untuk mengesahkan permohonan keluar negeri awda.

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Request Details

ABDUL RAHMAN BIN ABDUL RAHIM
KERANI


View Request Status and Approval Details

Details	
Start Date:	01/12/2012
End Date:	02/12/2012
Absence Name:	Exit Country Leave
Reason:	Exit Country Leave
Duration:	2.00 Days

Additional Information	
Country	MYS Malaysia

Workflow	
Status:	Submitted

BCS Absence_Mgmt_ByPosMgmt

Absence Management: Pending	
BCS Absence_Mgmt_ByPosMgmt	
Pending	
	DAYANGKU AMIE WARDINA PENGIRAN MD. YUSOF Leave Request Approver

Disclaimer: The current balance does not reflect absences that have not been processed.

- Go To: [Request Absence](#)
[View Absence Request History](#)
[View Absence Balances](#)

34.

i. Status menunjukkan permohonan cuti awda telah dihadapkan.

ii. Awda akan menerima status permohonan awda melalui emel.