



**MANUAL BAGI MENGEMASKINI**  
***“PERMOHONAN CUTI MENEMANI***  
***SUAMI”***

1. Klik 'Self Service' .

**Menu**

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- Recruiting
- Global Payroll & Absence Mgmt
- Workforce Development
- Set Up HRMS
- Set Up ELM
- My Content
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- Reporting Tools
- Take a Survey
- Change My Password
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- My System Profile

**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](mailto: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**

<a href="#">My E-mail</a>	<a href="#">My Calendar</a>
<a href="#">My Payslips</a>	<a href="#">My Benefits</a>
<a href="#">My Performance</a>	<a href="#">My Learning</a>
<a href="#">My Careers</a>	<a href="#">My Reports</a>
<a href="#">My Surveys</a>	<a href="#">My Time &amp; Attendance</a>
<a href="#">Team Learning</a>	<a href="#">Request Absence</a>
<a href="#">My Exam Results</a>	

**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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**2. Klik 'Time Reporting' .**

Main Menu >

## Self Service

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

<b>Room Booking</b> Room Booking <ul style="list-style-type: none"><li><a href="#">Make Room Booking</a></li><li><a href="#">View Room Booking</a></li><li><a href="#">View Room Information</a></li></ul>	<b>Verify Employee Information</b> Verify Employee Information	<b>Review Transactions</b> Review transactions that you submitted for approval
<b>Time Reporting</b> Report and review your time, schedules, request absences and more. <ul style="list-style-type: none"><li><a href="#">Report Time</a></li><li><a href="#">View Time</a></li></ul>	<b>Personal Information</b> Review and update your personal information. <ul style="list-style-type: none"><li><a href="#">Personal Information Summary</a></li><li><a href="#">Home and Mailing Address</a></li><li><a href="#">Phone Numbers</a></li><li><a href="#">4 More...</a></li></ul>	<b>Payroll and Compensation</b> Review your pay and compensation history. Update your direct deposit and other deduction or contribution information. <ul style="list-style-type: none"><li><a href="#">E-Payslip Summary Page</a></li></ul>
<b>Benefits</b> Review health, insurance, savings, pension or other benefits information. Review and update dependent and beneficiary personal information. <ul style="list-style-type: none"><li><a href="#">Claim/Application Request</a></li><li><a href="#">Dependent Information</a></li><li><a href="#">Benefits Information</a></li><li><a href="#">Dependents and Beneficiaries</a></li></ul>	<b>Learning and Development</b> Add or review information about profiles of skills and competencies, interest lists, training and development. <ul style="list-style-type: none"><li><a href="#">My Profile</a></li><li><a href="#">My Job Profiles</a></li></ul>	<b>Learning</b> View and maintain learning records and objectives, and browse and search the learning catalog. <ul style="list-style-type: none"><li><a href="#">BCS Exam result</a></li><li><a href="#">Submit Travel Arrangements</a></li><li><a href="#">View Travel Arrangements</a></li><li><a href="#">5 More...</a></li></ul>
<b>Performance Management</b> Access your performance and development documents, and evaluations you have done for others. <ul style="list-style-type: none"><li><a href="#">My Performance Documents</a></li><li><a href="#">Other's Performance Documents</a></li></ul>	<b>Recruiting Activities</b> Recruiting Activities <ul style="list-style-type: none"><li><a href="#">Careers</a></li><li><a href="#">Interview Evaluations</a></li><li><a href="#">Interview Calendar</a></li><li><a href="#">Interview Team Schedule</a></li></ul>	<b>Attendance</b> <ul style="list-style-type: none"><li><a href="#">On-Line Submission Page</a></li></ul>



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*'.

[My Links](#) Select One: ▼

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 memegang jawatan lain disamping tugas, sila pilih jawatan awda yang sebenar untuk memohon cuti.

**(ii)** Awda diperbantukan ke jawatan 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: 09/12/2012 [View Monthly Schedule](#)

Filter by Type:

\* Absence Name:

**Leave Request Approval Chain**

Leave Approver:

**Comments**

Requestor Comments:

\* Required Field

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

[View Absence Balances](#)

7. Klik **'Calendar'** untuk memilih tarikh permulaan cuti.

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 cuti yang ingin dipohonkan.

**Contoh :** Klik pada 09 haribulan.




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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:	09/12/2012 
Filter by Type:	<input type="text" value="Benefit Adjusting Leaves"/>
*Absence Name:	<ul style="list-style-type: none"><li>Accumulating Leaves</li><li><b>Benefit Adjusting Leaves</b></li><li>Exit Country Leave</li><li>Non-Accumulating Leaves</li></ul>
Leave Request Approver	
Leave Approver	<input type="text"/>
<input type="button" value="Confirm Approver"/>	
Comments	
Requestor Comments:	<input type="text"/>

10. Pilih **'Benefit Adjusting Leaves'** dari senarai yang dipaparkan di ruang **'Filter by Type'**.

\* 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:  [View Monthly Schedule](#)

Filter by Type:

\*Absence Name: 
 Accumulating Leaves  
 Benefit Adjusting Leaves  
 Exit Country Leave  
 Non-Accumulating Leaves

Leave Request Approver:

Leave Approver:

**Comments**

Requestor Comments:

\* Required Field

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

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### Pengertian :

- **Accumulating Leaves** - untuk permohonan : Cuti Tahunan / Cuti Mandatori / Cuti Sakit (dari klinik swasta)
- **Benefit Adjusting Leaves** - untuk permohonan : Cuti Bersalin / Cuti Menunaikan Fardu Haji / Cuti Khas Menemani Pesakit / Cuti Khas Menemani Isteri atau Suami ke Luar Negeri / Cuti Tidak Bergaji
- **Exit Country Leave** - untuk permohonan : Cuti Tahunan untuk ke Luar Negeri / Permohonan ke Luar Negeri
- **Non-Accumulating Leaves** - untuk permohonan : Cuti Sakit daripada Klinik Kerajaan / Cuti Tanpa Catat / Off-In-Lieu / Cuti Batuk Kering

Awda boleh memilih jenis cuti yang ingin dipohonkan di ruangan **“Filter by Type”** . Setiap cuti yang awda pilih akan mempunyai pelbagai nama cuti di ruangan **“Absence Name”**

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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.

<b>Absence Detail</b>	
*Start Date:	09/12/2012 <input type="text"/> <a href="#">View Monthly Schedule</a>
Filter by Type:	Benefit Adjusting Leaves ▼
*Absence Name:	<input type="text"/>
Leave Request Approv	Maternity Leave Pilgrimage Leave Special Lv (Accmpny Patient) <b>Special Lv (Accmpny Spouse)</b> Unpaid Leave
Leave Approver	<input type="text"/>
<input type="button" value="Confirm Approver"/>	
<b>Comments</b>	
Requestor Comments:	<input type="text"/>

\* Required Field

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

[View Absence Balances](#)

11. Pilih '**Special LV (Accmpny Spouse)**' dari senarai yang dipaparkan di ruang '**Absence Name**'.

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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="09/12/2012"/>	<input type="button" value="B1"/>	<a href="#">View Monthly Schedule</a>
End Date:	<input type="text"/>	<input type="button" value="B1"/>	
Filter by Type:	Benefit Adjusting Leaves ▾		
*Absence Name:	Special Lv (Accompany Spou) ▾		
Duration:	<input type="text"/>	Days	
<input type="button" value="Calculate Duration"/>			
Handover Document			
Customize   Find   <input type="button" value="First"/> 1 of 1 <input type="button" value="Last"/>			
Job Description	Status	Refer To	Comments
1	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="+"/> <input type="button" value="-"/>			
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"/>			

12. Setelah memilih **'Filter by Type'** dan **'Absence Name'**, ruang tambahan seperti Tarikh Tamat (End Date), Tempoh (Duration) dan Timbang Terima Tugas (Handover Document) 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:  [View Monthly Schedule](#)

**End Date:**

Filter by Type:

\*Absence Name:

Duration:

**Handover Document**

Job Description	Status
1	

**Leave Request Approval Chain**

Leave Approver:

**Comments**

Requestor Comments:

**13.** Klik *'Calendar'* untuk memilih tarikh tamat cuti.

**14.** Apabila kalender dipaparkan, pilih tahun dan bulan yang ingin dipohonkan.

**Contoh :** Klik pada tahun 2013 dan bulan January.

**15.** Pilih tarikh tamat cuti awda. **Contoh :** 7 haribulan.

\* 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: 09/12/2012  [View Monthly Schedule](#)

End Date: 07/01/2013

Filter by Type: Benefit Adjusting Leaves ▾

\*Absence Name: Special Lv (Accompany Spouse)

Duration: 30.00 Days

**Calculate Duration**

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

17. Ini adalah jumlah cuti yang awda pohonkan.

**Handover Document** [Customize](#) | [Find](#) | [First](#) | 1 of 1 | [Last](#)

Job Description	Status	Refer To	Comments
1			

**Leave Request Approval Chain**

Leave Approver: 00304130  DAYANGKU AMIE WARDINA PENGIRAN MD. YUSOF

**Confirm Approver**

**Comments**

Requestor Comments:

\* Required Field

**Submit**

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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: 09/12/2012  [View Monthly Schedule](#)

End Date: 07/01/2013

Filter by Type: Benefit Adjusting Leaves

\*Absence Name: Special Lv (Accompny Spo

Duration: 30.00 Days

**Handover Document** [Customize](#) | [Find](#) | [First](#) | [1 of 1](#) | [Last](#)

Job Description	Status	Refer To	Comments
1	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Leave Request Approval Chain**

Leave Approver

**Comments**

Requestor Comments:

\* Required Field

18. Bahagian ini adalah pilihan. Sekiranya terdapat penyerahan timbang terima tugas kepada pegawai yang diatitkan untuk memangu, sila isikan ruangan **'Handover Document'**.

### Contoh Handover Document:

- **Job Description** : Menyediakan struktur organisasi
- **Status** : Progress
- **Refer To** : Penyelia Pejabat
- **Comments** : Mendapatkan senarai terkini pegawai kakitangan

### **Nota:**

-Jika sekiranya terdapat lebih dari satu atau beberapa tugas yang akan diserahkan, sila klik ikon [+].

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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: 09/12/2012  [View Monthly Schedule](#)

End Date: 07/01/2013

Filter by Type: Benefit Adjusting Leaves

\*Absence Name: Special Lv (Accompny Spo

Duration: 30.00 Days

Handover Document [Customize](#) | [Find](#) | [First](#) | [1 of 1](#) | [Last](#)

Job Description	Status	Refer To	Comments
1			

### Leave Request Approval Chain

Leave Approver

**Comments**

Requestor Comments:

\* Required Field

19. Sila masukkan bilangan kad pengenalan pegawai yang membenarkan di ruang **'Leave Approver'** dan klik **'Confirm Approver'**.

20. Jika bilangan kad pengenalan pegawai yang membenarkan tidak diketahui, sila klik ikon ini untuk memilih pegawai yang akan membenarkan cuti awda.





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## Look Up Leave Approver

Search by:  begins with

[Advanced Lookup](#)

### Search Results

Only the first 300 results can be displayed. Enter more information above and search again to [View All](#)

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

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

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

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

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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  - Manager Self Service
  - Recruiting
    - Workforce Administration
  - Benefits
  - Compensation
  - Global Payroll & Absence Mgmt
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  - Organizational Development
  - Enterprise Learning
  - Set Up HRMS
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### Look Up Leave Approver

Search by:  begins with

### 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](#)

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

**22(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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## Look Up Department

Search by: Department begins with

Look Up Cancel **Advanced Lookup**

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Department	Description	Short Description	Manager ID
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)

22(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

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Department	EmplID	Empl Rcd Nbr	Official Name	
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		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

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

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



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## Look Up Leave Approver

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

25. 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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    - Attendance
      - Verify Employee Information
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  - Workforce Development
  - Set Up HRMS
  - Set Up ELM
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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: 09/12/2012  [View Monthly Schedule](#)

End Date: 07/01/2013

Filter by Type: Benefit Adjusting Leaves ▾

\*Absence Name: Special Lv (Accmpny Spoi ▾

Duration: 30.00 Days

**Handover Document** Customize | Find | First 1 of 1 Last

Job Description	Status	Refer To	Comments
1			

**Leave Request Approval Chain**

Leave Approver: 00304130 DAYANGKU AMIE WARDINA PENGIRAN MD. YUSOF

**Comments**

Requestor Comments:

\* Required Field

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

26. Klik 'Confirm Approver'.

27. Isi ruangan komen (Comment).

28. Klik 'Submit' untuk menghantar permohonan cuti awda.



**Menu**

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## Submit Confirmation

✓ The Absence Request was successfully submitted.



**29.** Klik '**OK**' untuk mengesahkan permohonan cuti awda.

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## Request Details

ABDUL RAHMAN BIN ABDUL RAHIM

KERANI

View Request Status and Approval Details

### Details

Start Date : 09/12/2012  
End Date : 07/01/2013  
Absence Name: Special Lv ( Accmpny Spouse ) Current Balance : 25.00 Days “  
Duration : 30.00 Days

### Handover Document

Customize | Find | First 1 of 1 Last

Job Description	Status	Refer To	Comments
1			

### 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](#)

30.

i. Status menunjukkan permohonan cuti awda telah dihadapkan.

ii. Awda akan menerima status permohonan awda melalui emel.