



**Manual bagi mengemaskini
“BERSARA”**

1. Klik **"Workforce Administration"**

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- Workforce Administration**
- Global Payroll & Absence Mgmt
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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


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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...](#)




 **Absence and Vacation**
Identifies absence and vacation, including specific types of leave. Also allows working time monitoring

-  [Track Absence History](#)
-  [Absence Reports](#)

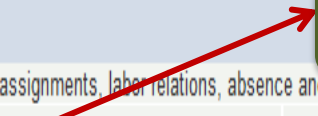
 **Self Service Transactions**
Administer Self Service workflow transactions.

-  [Workflow Inquiry](#)
-  [Approvals and Delegation](#)
-  [Employee Address Changes](#)
- [5 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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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.

Job Data
Enter any information

Find an Existing Value

begins with ▾ 70000001
 = ▾
 begins with ▾
 begins with ▾
 begins with ▾
 begins with ▾
 begins with ▾

Include History
 Correct History
 Case Sensitive

 [Basic Search](#)

4. Masukkan No. Kad Pengenalan Kakitangan di ruang "EmplID"

5. Tandakan "Include History" dan "Correct History"

6. Klik "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)		

7. Klik rekod "0" untuk melihat data kakitangan

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

ABDUL RAHMAN BIN ABDUL RAHIM EMP ID: 70000001 Empl Rcd #: 0

Work Location Find First 1 of 3 Last

HR Status: Inactive Payroll Status: Retired Go To Row **+**

*Effective Date: 31/12/2012 **Calendar** Sequence: *Job Indicator: Primary Job

*Action: Retirement Reason: Mandatory Retirement

Last Start Date: 01/02/2012 Termination Date: 30/12/2012

Expected Job End Date

Last Date Worked: 30/12/2012 Override Last Date Worked Position Entry Date: 09/10/2012

Position Number: 70000002 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: 09/10/2012

Department: SA12700308 JABATAN PERKHIDMATAN AWAM - BAHAGIAN GEMS

Location: BRN0100035 Bangunan SPA

Establishment ID: Date Created: 26/11/2012

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 bersara

10. Klik pilihan “**Action**”:Pilih “**Retirement**” kemudian klik pilihan “**Reason**”:Pilih “**Mandatory Retirement**”

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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 + -

*Effecti
*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](#)

ABDUL RAHMAN BIN ABDUL RAHIM EMP

ID: 70000001

Empl Rcd #: 0

Work Location Find First 1 of 3 Last

HR Status:	Inactive	Payroll Status:	Retired	Go To Row	+ -
*Effective Date:	31/12/2012	Sequence:	0	*Job Indicator:	Primary Job
*Action:	Retirement	Reason:	Mandatory Retirement		

Future

Last Start Date:	01/02/2012	Termination Date:	30/12/2012
Expected Job End Date			
Last Date Worked:	30/12/2012	<input type="checkbox"/> Override Last Date Worked	Position Entry Date: 09/10/2012
Position Number:	70000002	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: 09/10/2012
Department:	SA12700308	JABATAN PERKHIDMATAN AWAM - BAHAGIAN GEMS	
Location:	BRN0100035	Bangunan SPA	
Establishment ID:		Date Created: 18/12/2012	

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[Work Location](#) | [Job Information](#) | [Job Labor](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#) | [Job Additional Information](#)

11a.

***Peringatan:**
Tanda
"Processing"
akan
terpapar
setelah
menekan
"Note"

11. Klik ikon
"Note"

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[My Links](#) Select One: ▼

[New Window](#) | [Customize Page](#) | 



Job Data Notepad

Instructions

Selection Criteria

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

Selected Note(s)

[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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[My Links](#) Select One: ▾

[New Window](#) [Customize](#) **Save**



Job Data Notepad - Selected Note

Instructions

Applications

Selected Note

ID: 70000001	ABDUL RAHMAN BIN ABDUL RAHIM	Created: 18/12/2012 11:16AM
Empl Rcd#: 0		Creator: RAMIZAH BINTI HAJI SABTU
Eff Date: 2012-12-18		Last Update: by:
Sequence: 0		

Subject: BERSARA WAJIB

Note Text: BERSARA DARIPADA PERKHIDMATANNYA DENGAN KERAJAAN MULAI DARI(TARIKH) MENURUT MEMO BILANGAN (RUJUKAN SURAT) BERTARIKH (TARIKH SURAT)

Save

14. Klik "Save"

Return To: [Note Selection Page](#)

[Job Data Page](#)

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

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

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

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[New Window](#) | [Customize Page](#) |

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ABDUL RAHMAN BIN ABDUL RAHIM EMP ID: 70000001 Empl Rcd #: 0

Work Location Find First 1 of 3 Last

HR Status:	Inactive	Payroll Status:	Retired	Go To Row + -
*Effective Date:	31/12/2012	Sequence:	0	*Job Indicator: Primary Job ▾
*Action:	Retirement ▾	Reason:	Mandatory Retirement ▾	Future
Last Start Date:	01/02/2012	Termination Date:	30/12/2012	
Expected Job End Date	<input type="text" value=""/>			
Last Date Worked:	30/12/2012	<input type="checkbox"/> Override Last Date Worked	Position Entry Date:	09/10/2012
Position Number:	70000002	KERANI		
Override Position Data		<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:	09/10/2012
Department:	SA12700308	JABATAN PERKHIDMATAN AWAM - BAHAGIAN GEMS		
Location:	BRN0100035	Bangunan SPA		
Establishment ID:	<input type="text" value=""/>	Date Created:	26/11/2012	

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

16. Klik "Save"

Return to Search

Notify

Previous tab

Next tab

Update/Display

Include History

Refresh

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 | **Save**

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

ABDUL RAHMAN BIN ABDUL RAHIM EMP ID: 70000001 Empl Rcd #: 0

Work Location Find First 1 of 3 Last

HR Status: Inactive Payroll Status: Retired Go To Row + -

*Effective Date: 31/12/2012 Sequence: 0 *Job Indicator: Primary Job

*Action: Retirement Reason: Mandatory Retirement

Last Start Date: 01/02/2012 Termination Date: 30/12/2012

Expected Job End Date

Last Date Worked: 30/12/2012 Override Last Date Worked Position Entry Date: 09/10/2012

Position Number: 70000002 KERANI Position Management Record

Override Position Data

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: Date Created: 26/11/2012

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 Update/Display Include History Refresh Correct History