MANUAL BAGI MENGEMASKINI

"REPORTING TO"

GEMS
Home
Worklist
Add to My Links
GEMS Help Centre
Sign out
1. Klik "Workforce Administration"
My Links
Select One:
Personalize Content Layout Thursday, December 6, 2012
Menu
Self Service
Manager Self Service
Recruiting
Workforce Administration
Global Payroll & Absence Mgmt
Workforce Development
Organizational Development
Set Up HRMS
Set Up ELM
My Content
Content Management
Worklist
Reporting Tools
Take a Survey
Change My Password
My Personalizations
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
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 mempastikan 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

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Global Payroll & Absence Mgmt
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Set Up HRMS
Set Up ELM
My Content
Content Management
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Reporting Tools
PeopleTools
Take a Survey
Change My Password
My Personalizations
My System Profile
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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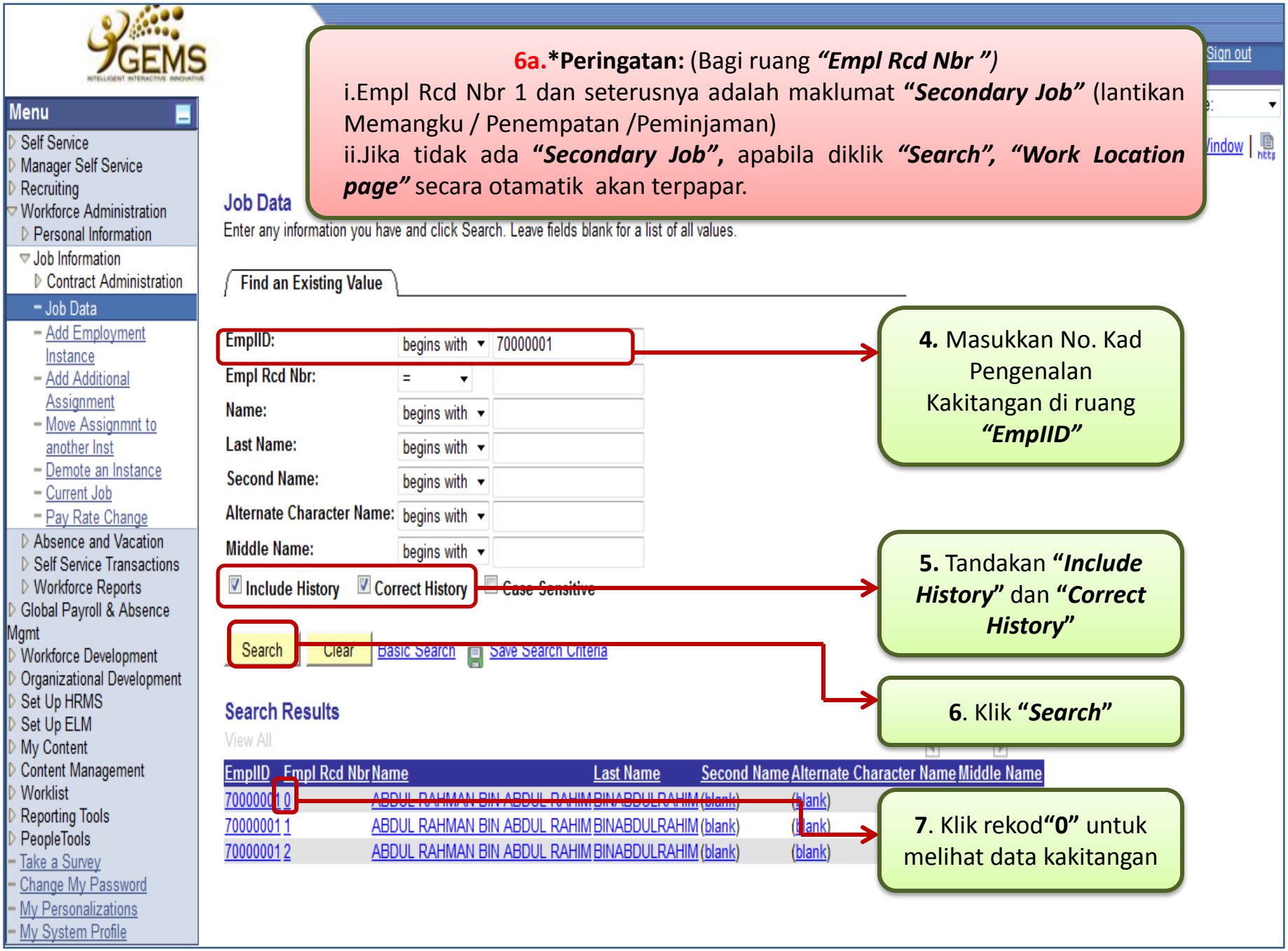
Select One:
Menu
Self Service
Manager Self Service
Recruiting
Workforce Administration
Brunei Civil Service Room Book
Personal Information
Job Information
Absence and Vacation
Self Service Transactions
Workforce Reports
Time and Attendance Reports
Benefits
Global Payroll & Absence Mgmt
Workforce Development
Organizational Development
Set Up HRMS
Set Up ELM
My Content
Content Management
Worklist
Reporting Tools
PeopleTools
Take a Survey
Change My Password
My Personalizations
My System Profile
Main Menu > Workforce Administration >
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 Assignmnt 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 doesnot 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
Update Contracts
Define Contract Types
Define Contract Clauses
Define Contract Templates
3. Klik
"Job Data"


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 diklik "Search", "Work Location page" secara otamatik akan terpapar.
Sign out
Menu
Self Service
Manager Self Service
Recruiting
Workforce Administration
Personal Information
Job Information
Contract Administration
Job Data
Add Employment Instance
Add Additional Assignment
Move Assignmnt to another Inst
Demote an Instance
Current Job
Pay Rate Change
Absence and Vacation
Self Service Transactions
Workforce Reports
Global Payroll & Absence Mgmt
Workforce Development
Organizational Development
Set Up HRMS
Set Up ELM
My Content
Content Management
Worklist
Reporting Tools
PeopleTools
Take a Survey
Change My Password
My Personalizations
My System Profile
Job Data
Enter any information you have and click Search. Leave fields blank for a list of all values.
Find an Existing Value
EmplID: begins with 70000001
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
Search
Clear
Basic Search
Save Search Criteria
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 BINABDULRAHIM (blank) (blank)
70000001 1 ABDUL RAHMAN BIN ABDUL RAHIM BINABDULRAHIM (blank) (blank)
70000001 2 ABDUL RAHMAN BIN ABDUL RAHIM BINABDULRAHIM (blank) (blank)
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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Select One:
New Window | Customize Page
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Job Information
Contract Administration
Job Data
Add Employment Instance
Add Additional Assignment
Move Assignmnt to another Inst
Demote an Instance
Current Job
Pay Rate Change
Absence and Vacation
Self Service Transactions
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Organizational Development
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Set Up ELM
My Content
Content Management
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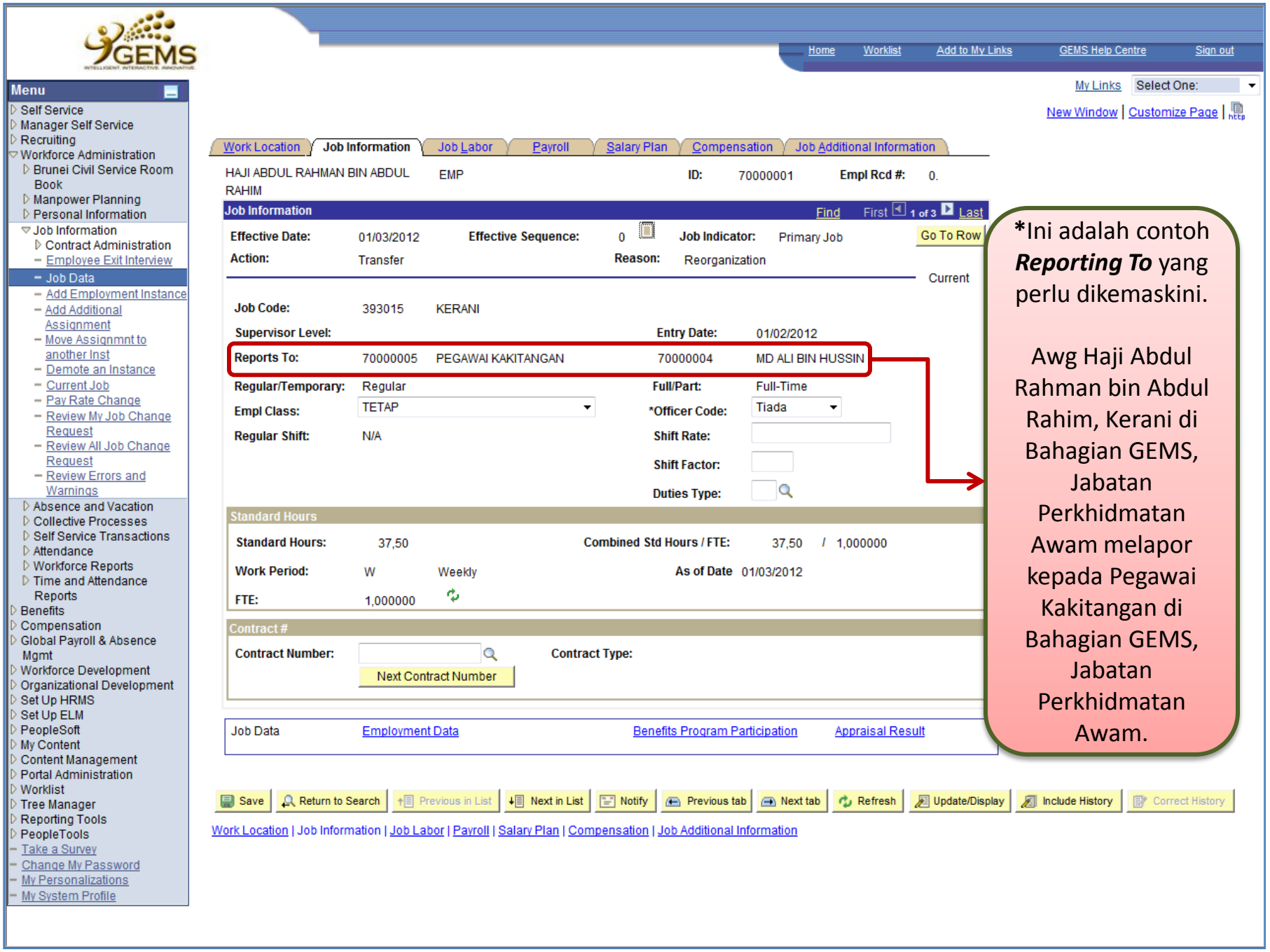
PeopleTools
Take a Survey
Change My Password
My Personalizations
My System Profile
*Klik "Job Information"
Work Location
Job Information
Job Labor
Payroll
Salary Plan
Compensation
Job Additional Information
ABDUL RAHMAN BIN ABDUL RAHIM EMP
ID: 70000001
Empl Rcd #: 0
Work Location
Find
First 1 of 3 Last
HR Status: Active
Payroll Status: Active
Go To Row
*Effective Date: 27/11/2012
Sequence: 0
*Job Indicator: Primary Job
*Action: Transfer
Reason: Reorganization
Current
Last Start Date: 01/02/2012
Termination Date:
Expected Job End Date
Position Entry Date: 09/10/2012
Position Number: 70000002
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: 09/10/2012
Department: SA12700308
JABATAN PERKHIDMATAN AWAM - BAHAGIAN GEMS
Location: BRN0100035
Bangunan SPA
Establishment ID:
Date Created: 10/12/2012
Job Data
Employment Data
Benefits Program Participation
Appraisal Result
*Ini adalah contoh unit asal yang perlu di tukar kepada unit baru
Save
Return to Search
Previous in List
Next in List
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


Home
Worklist
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My Links
Select One:
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Self Service
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Recruiting
Workforce Administration
Brunei Civil Service Room Book
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Contract Administration
Employee Exit Interview
Job Data
Add Employment Instance
Add Additional Assignment
Move Assignmnt to another Inst
Demote an Instance
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Review My Job Change Request
Review All Job Change Request
Review Errors and Warnings
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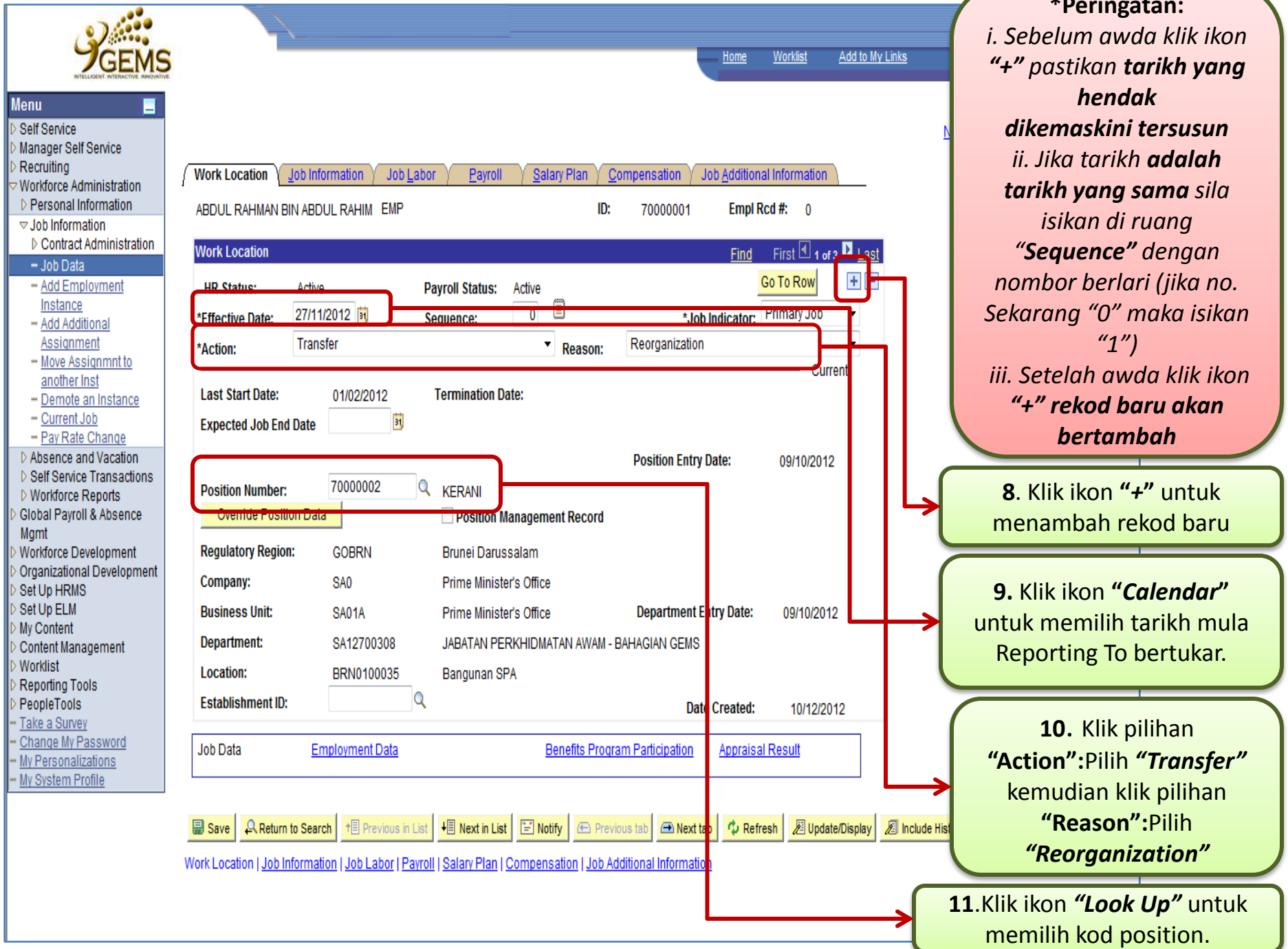
Job Information
Job Labor
Payroll
Salary Plan
Compensation
Job Additional Information
HAJI ABDUL RAHMAN BIN ABDUL RAHIM
EMP
ID: 70000001
Empl Rcd #: 0.
Job Information
Find
First 1 of 3 Last
Effective Date: 01/03/2012
Effective Sequence: 0
Job Indicator: Primary Job
Go To Row
Action: Transfer
Reason: Reorganization
Current
Job Code: 393015 KERANI
Supervisor Level:
Entry Date: 01/02/2012
Reports To: 70000005 PEGAWAI KAKITANGAN 70000004 MD ALI BIN HUSSIN
Regular/Temporary: Regular
Full/Part: Full-Time
Empl Class: TETAP
*Officer Code: Tiada
Regular Shift: N/A
Shift Rate:
Shift Factor:
Duties Type:
Standard Hours
Standard Hours: 37,50
Combined Std Hours / FTE: 37,50 / 1,000000
Work Period: W Weekly
As of Date 01/03/2012
FTE: 1,000000
Contract #
Contract Number:
Contract Type:
Next Contract Number
Job Data
Employment Data
Benefits Program Participation
Appraisal Result
Save
Return to Search
Previous in List
Next in List
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
*Ini adalah contoh ***Reporting To*** yang perlu dikemaskini.
Awg Haji Abdul Rahman bin Abdul Rahim, Kerani di Bahagian GEMS, Jabatan Perkhidmatan Awam melapor kepada Pegawai Kakitangan di Bahagian GEMS, Jabatan Perkhidmatan Awam.



***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")*

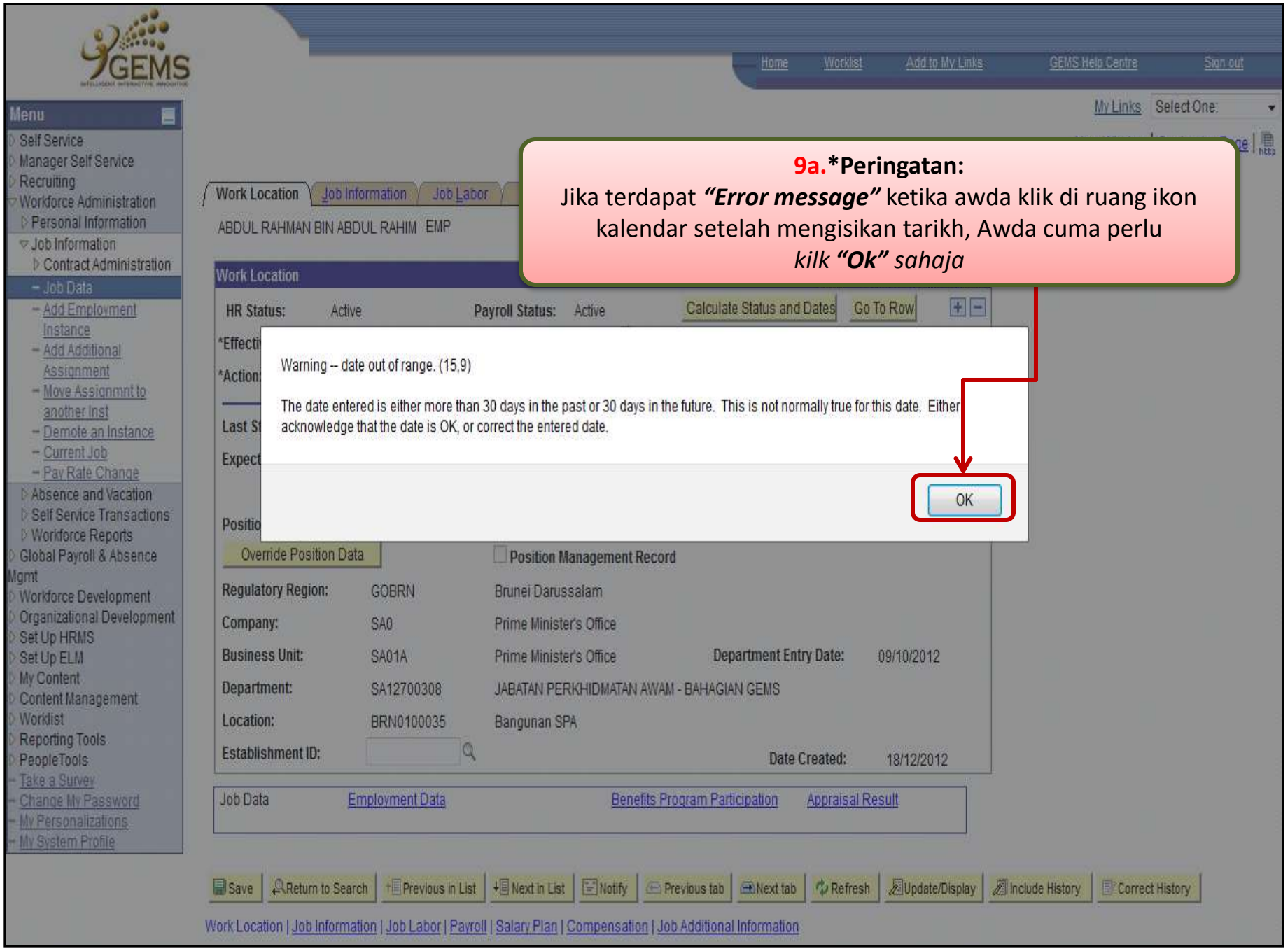
*iii. Setelah awda klik ikon **"+" rekod baru akan bertambah***

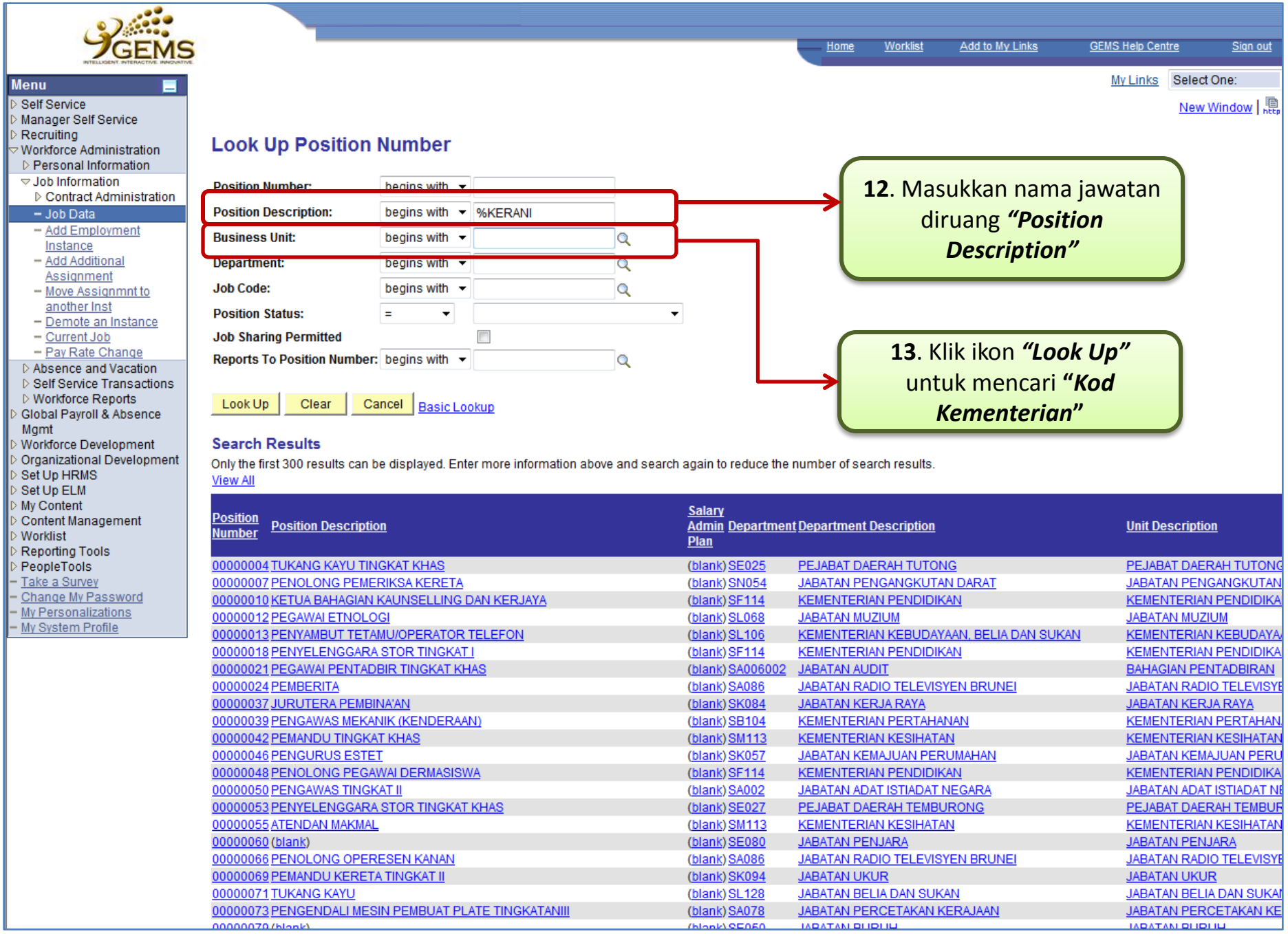
8. Klik ikon **"+"** untuk menambah rekod baru

9. Klik ikon **"Calendar"** untuk memilih tarikh mula Reporting To bertukar.

10. Klik pilihan **"Action"**:Pilih ***"Transfer"*** kemudian klik pilihan **"Reason"**:Pilih ***"Reorganization"***

11. Klik ikon ***"Look Up"*** untuk memilih kod position.


9a.*Peringatan:
Jika terdapat *"Error message"* ketika awda klik di ruang ikon kalendar setelah mengisikan tarikh, Awda cuma perlu *kilk "Ok" sahaja*
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
Work Location
Job Information
Job Labor
ABDUL RAHMAN BIN ABDUL RAHIM EMP
HR Status: Active
Payroll Status: Active
Calculate Status and Dates
Go To Row
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:
Date Created: 18/12/2012
Job Data
Employment Data
Benefits Program Participation
Appraisal Result
Save
Return to Search
Previous in List
Next in List
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


GEMS
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Select One:
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My Content
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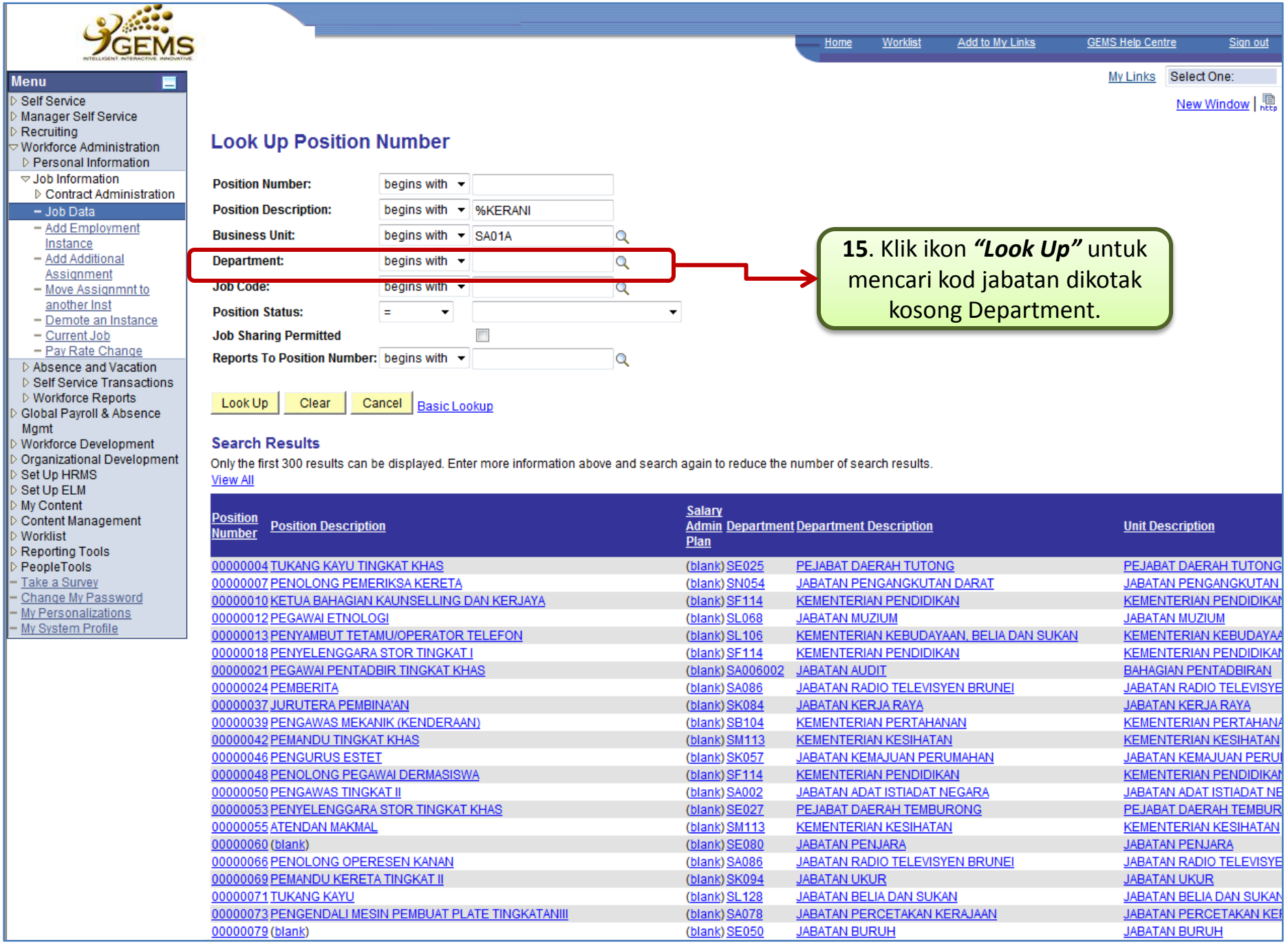
Look Up Position Number
Position Number: begins with
Position Description: begins with %KERANI
Business Unit: begins with
Department: begins with
Job Code: begins with
Position Status: =
Job Sharing Permitted
Reports To Position Number: begins with
Look Up
Clear
Cancel
Basic Lookup
12. Masukkan nama jawatan diruang "Position Description"
13. Klik ikon "Look Up" untuk mencari "Kod Kementerian"
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
Position Number
Position Description
Salary Admin Plan
Department
Department Description
Unit Description
00000004 TUKANG KAYU TINGKAT KHAS (blank) SE025 PEJABAT DAERAH TUTONG PEJABAT DAERAH TUTONG
00000007 PENOLONG PEMERIKSA KERETA (blank) SN054 JABATAN PENGANGKUTAN DARAT JABATAN PENGANGKUTAN
00000010 KETUA BAHAGIAN KAUNSELLING DAN KERJAYA (blank) SF114 KEMENTERIAN PENDIDIKAN KEMENTERIAN PENDIDIKA
00000012 PEGAWAI ETNOLOGI (blank) SL068 JABATAN MUZIUM JABATAN MUZIUM
00000013 PENYAMBUT TETAMU/OPERATOR TELEFON (blank) SL106 KEMENTERIAN KEBUDAYAAN, BELIA DAN SUKAN KEMENTERIAN KEBUDAYA
00000018 PENYELENGGARA STOR TINGKAT I (blank) SF114 KEMENTERIAN PENDIDIKAN KEMENTERIAN PENDIDIKA
00000021 PEGAWAI PENTADBIR TINGKAT KHAS (blank) SA006002 JABATAN AUDIT BAHAGIAN PENTADBIRAN
00000024 PEMBERITA (blank) SA086 JABATAN RADIO TELEVISYEN BRUNEI JABATAN RADIO TELEVISYE
00000037 JURUTERA PEMBINA'AN (blank) SK084 JABATAN KERJA RAYA JABATAN KERJA RAYA
00000039 PENGAWAS MEKANIK (KENDERAAN) (blank) SB104 KEMENTERIAN PERTAHANAN KEMENTERIAN PERTAHAN
00000042 PEMANDU TINGKAT KHAS (blank) SM113 KEMENTERIAN KESIHATAN KEMENTERIAN KESIHATAN
00000046 PENGURUS ESTET (blank) SK057 JABATAN KEMAJUAN PERUMAHAN JABATAN KEMAJUAN PERU
00000048 PENOLONG PEGAWAI DERMASISWA (blank) SF114 KEMENTERIAN PENDIDIKAN KEMENTERIAN PENDIDIKA
00000050 PENGAWAS TINGKAT II (blank) SA002 JABATAN ADAT ISTIADAT NEGARA JABATAN ADAT ISTIADAT NE
00000053 PENYELENGGARA STOR TINGKAT KHAS (blank) SE027 PEJABAT DAERAH TEMBURONG PEJABAT DAERAH TEMBUR
00000055 ATENDAN MAKMAL (blank) SM113 KEMENTERIAN KESIHATAN KEMENTERIAN KESIHATAN
00000060 (blank) (blank) SE080 JABATAN PENJARA JABATAN PENJARA
00000066 PENOLONG OPERESEN KANAN (blank) SA086 JABATAN RADIO TELEVISYEN BRUNEI JABATAN RADIO TELEVISYE
00000069 PEMANDU KERETA TINGKAT II (blank) SK094 JABATAN UKUR JABATAN UKUR
00000071 TUKANG KAYU (blank) SL128 JABATAN BELIA DAN SUKAN JABATAN BELIA DAN SUKAN
00000073 PENGENDALI MESIN PEMBUAT PLATE TINGKATANIII (blank) SA078 JABATAN PERCETAKAN KERAJAAN JABATAN PERCETAKAN KE

14. Pilih ***"Kod / Nama Kementerian"*** (yang tersenarai)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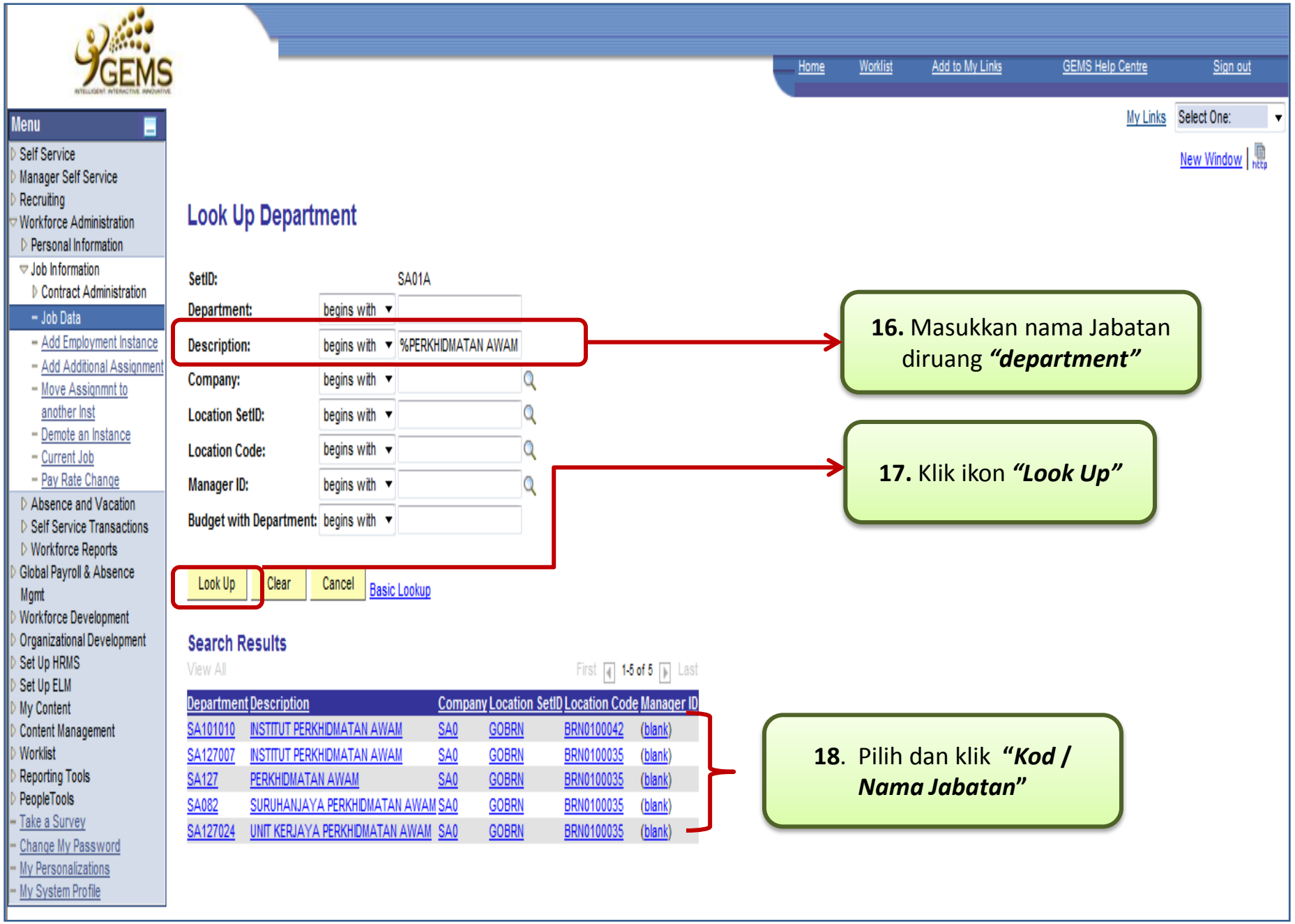
Change My Password
My Personalizations
My System Profile
Look Up Position Number
Position Number: begins with
Position Description: begins with %KERANI
Business Unit: begins with SA01A
Department: begins with
Job Code: begins with
Position Status: =
Job Sharing Permitted
Reports To Position Number: begins with
Look Up
Clear
Cancel
Basic Lookup
15. Klik ikon "Look Up" untuk mencari kod jabatan dikotak kosong Department.
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
Position Number
Position Description
Salary Admin Plan
Department
Department Description
Unit Description
00000004 TUKANG KAYU TINGKAT KHAS (blank) SE025 PEJABAT DAERAH TUTONG PEJABAT DAERAH TUTONG
00000007 PENOLONG PEMERIKSA KERETA (blank) SN054 JABATAN PENGANGKUTAN DARAT JABATAN PENGANGKUTAN
00000010 KETUA BAHAGIAN KAUNSELLING DAN KERJAYA (blank) SF114 KEMENTERIAN PENDIDIKAN KEMENTERIAN PENDIDIKAN
00000012 PEGAWAI ETNOLOGI (blank) SL068 JABATAN MUZIUM JABATAN MUZIUM
00000013 PENYAMBUT TETAMU/OPERATOR TELEFON (blank) SL106 KEMENTERIAN KEBUDAYAAN, BELIA DAN SUKAN KEMENTERIAN KEBUDAYAA
00000018 PENYELENGGARA STOR TINGKAT I (blank) SF114 KEMENTERIAN PENDIDIKAN KEMENTERIAN PENDIDIKAN
00000021 PEGAWAI PENTADBIR TINGKAT KHAS (blank) SA006002 JABATAN AUDIT BAHAGIAN PENTADBIRAN
00000024 PEMBERITA (blank) SA086 JABATAN RADIO TELEVISYEN BRUNEI JABATAN RADIO TELEVISYE
00000037 JURUTERA PEMBINA'AN (blank) SK084 JABATAN KERJA RAYA JABATAN KERJA RAYA
00000039 PENGAWAS MEKANIK (KENDERAAN) (blank) SB104 KEMENTERIAN PERTAHANAN KEMENTERIAN PERTAHANA
00000042 PEMANDU TINGKAT KHAS (blank) SM113 KEMENTERIAN KESIHATAN KEMENTERIAN KESIHATAN
00000046 PENGURUS ESTET (blank) SK057 JABATAN KEMAJUAN PERUMAHAN JABATAN KEMAJUAN PERU
00000048 PENOLONG PEGAWAI DERMASISWA (blank) SF114 KEMENTERIAN PENDIDIKAN KEMENTERIAN PENDIDIKAN
00000050 PENGAWAS TINGKAT II (blank) SA002 JABATAN ADAT ISTIADAT NEGARA JABATAN ADAT ISTIADAT NE
00000053 PENYELENGGARA STOR TINGKAT KHAS (blank) SE027 PEJABAT DAERAH TEMBURONG PEJABAT DAERAH TEMBUR
00000055 ATENDAN MAKMAL (blank) SM113 KEMENTERIAN KESIHATAN KEMENTERIAN KESIHATAN
00000060 (blank) (blank) SE080 JABATAN PENJARA JABATAN PENJARA
00000066 PENOLONG OPERESEN KANAN (blank) SA086 JABATAN RADIO TELEVISYEN BRUNEI JABATAN RADIO TELEVISYE
00000069 PEMANDU KERETA TINGKAT II (blank) SK094 JABATAN UKUR JABATAN UKUR
00000071 TUKANG KAYU (blank) SL128 JABATAN BELIA DAN SUKAN JABATAN BELIA DAN SUKAN
00000073 PENGENDALI MESIN PEMBUAT PLATE TINGKATANIII (blank) SA078 JABATAN PERCETAKAN KERAJAAN JABATAN PERCETAKAN KE
00000079 (blank) (blank) SE050 JABATAN BURUH JABATAN BURUH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Add Additional Assignment
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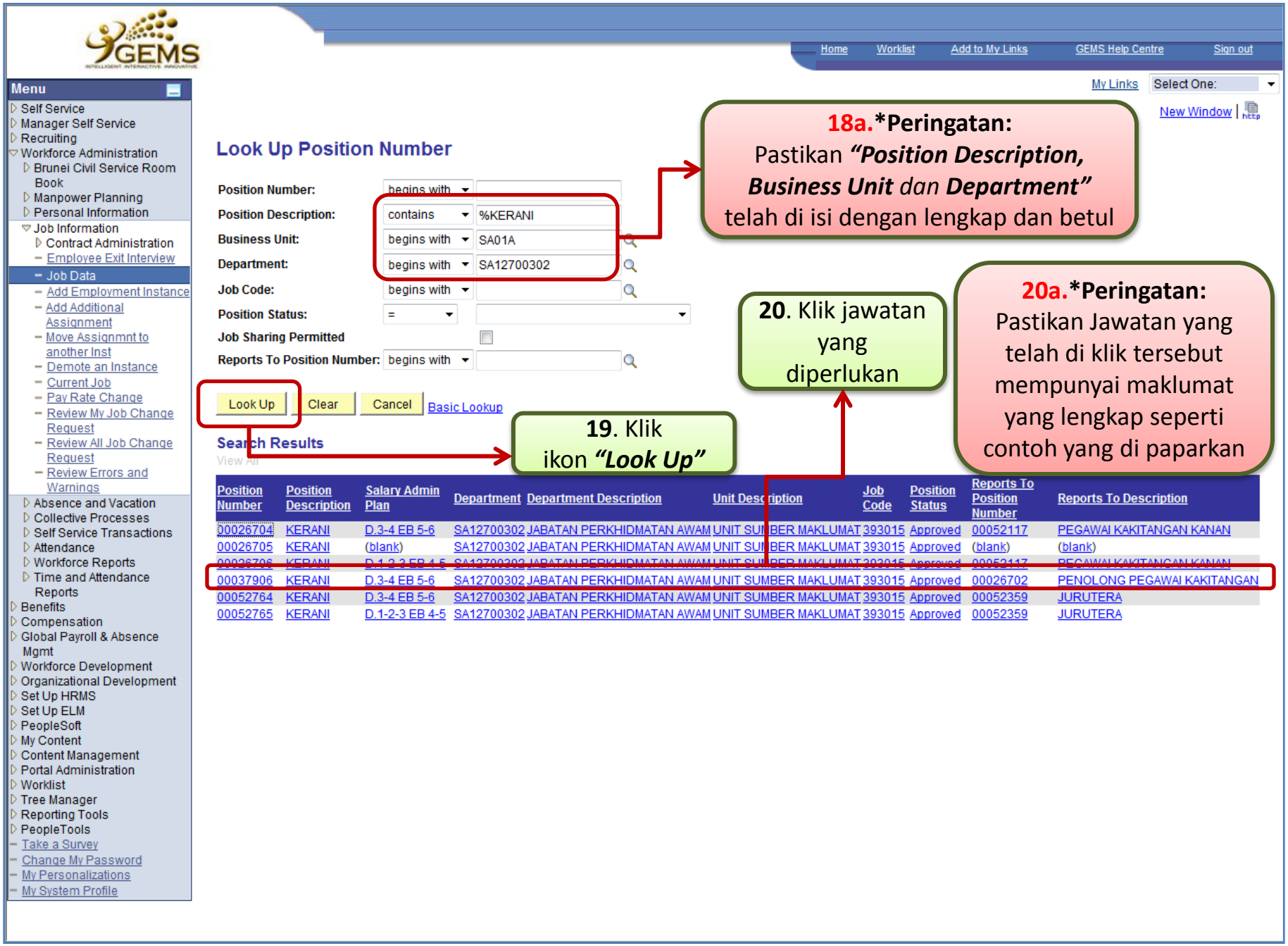
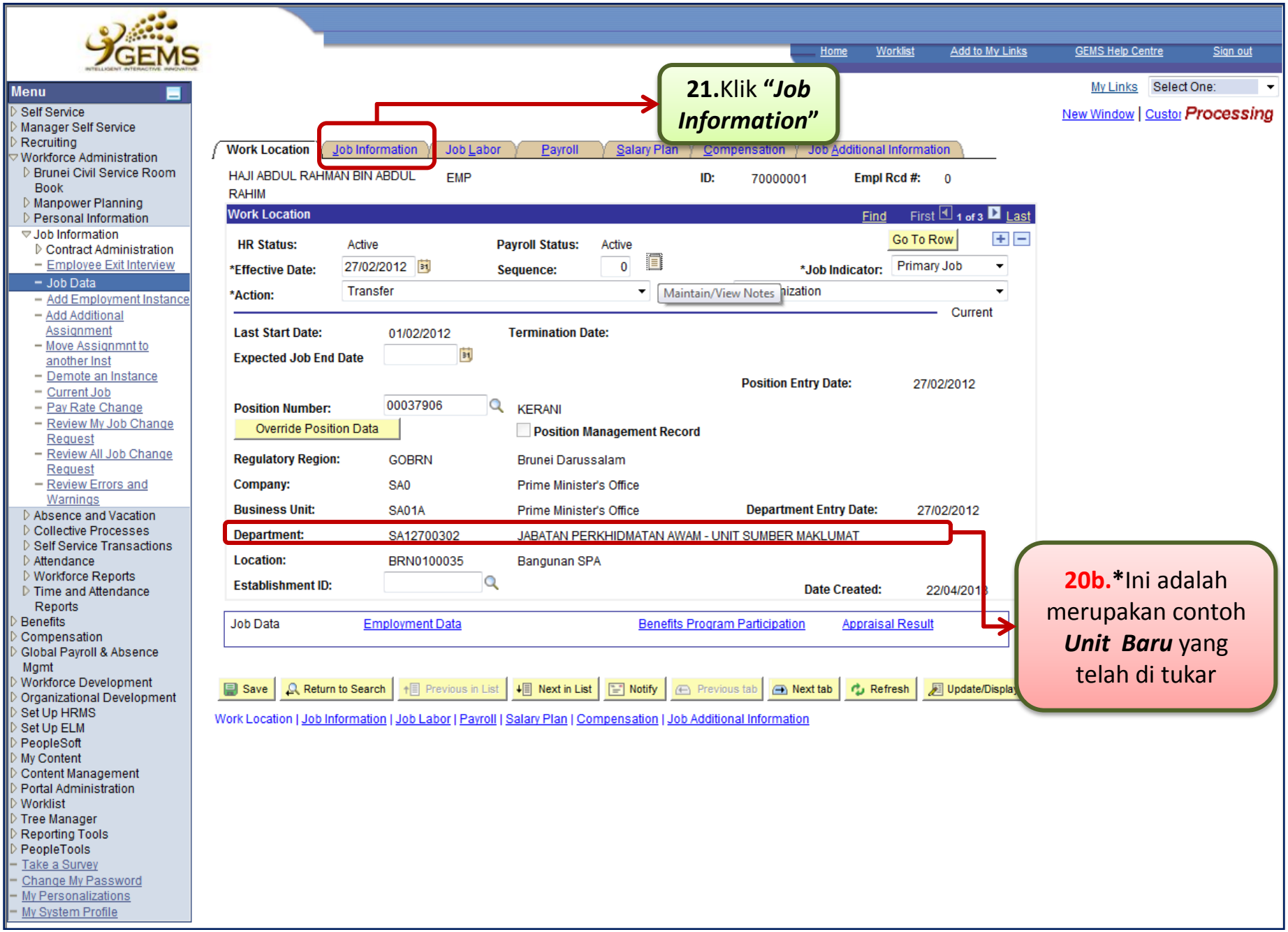
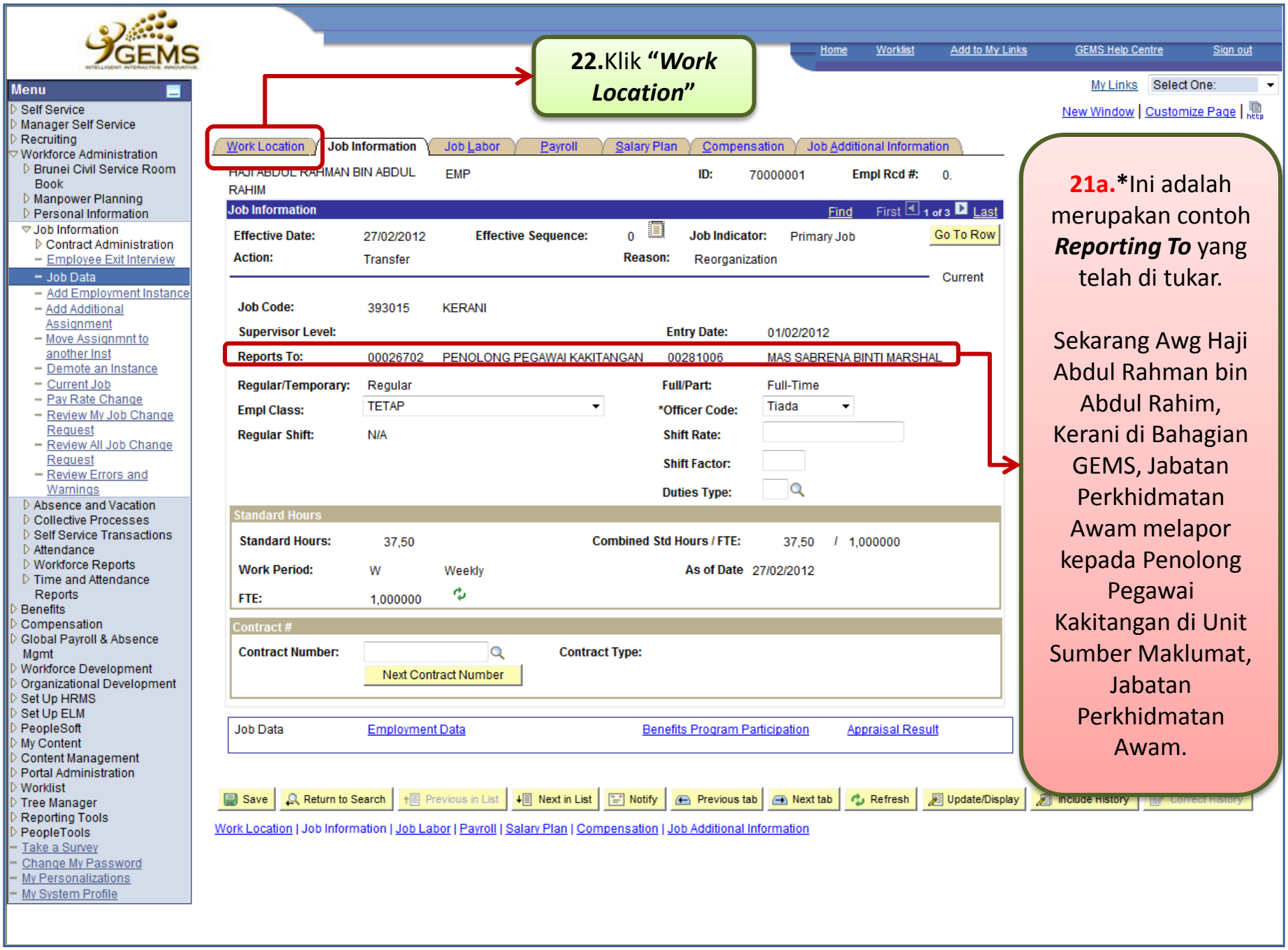
My Personalizations
My System Profile
Look Up Department
SetID: SA01A
Department: begins with
Description: begins with %PERKHIDMATAN AWAM
Company: begins with
Location SetID: begins with
Location Code: begins with
Manager ID: begins with
Budget with Department: begins with
Look Up
Clear
Cancel
Basic Lookup
Search Results
View All
First 1-5 of 5 Last
Department Description Company Location SetID Location Code Manager ID
SA101010 INSTITUT PERKHIDMATAN AWAM SA0 GOBRN BRN0100042 (blank)
SA127007 INSTITUT PERKHIDMATAN AWAM SA0 GOBRN BRN0100035 (blank)
SA127 PERKHIDMATAN AWAM SA0 GOBRN BRN0100035 (blank)
SA082 SURUHANJAYA PERKHIDMATAN AWAM SA0 GOBRN BRN0100035 (blank)
SA127024 UNIT KERJAYA PERKHIDMATAN AWAM SA0 GOBRN BRN0100035 (blank)
16. Masukkan nama Jabatan diruang "department"
17. Klik ikon "Look Up"
18. Pilih dan klik "Kod / Nama Jabatan"


Home
Worklist
Add to My Links
GEMS Help Centre
Sign out
My Links
Select One:
New Window
Menu
Self Service
Manager Self Service
Recruiting
Workforce Administration
Brunei Civil Service Room Book
Manpower Planning
Personal Information
Job Information
Contract Administration
Employee Exit Interview
Job Data
Add Employment Instance
Add Additional Assignment
Move Assignmnt to another Inst
Demote an Instance
Current Job
Pay Rate Change
Review My Job Change Request
Review All Job Change Request
Review Errors and Warnings
Absence and Vacation
Collective Processes
Self Service Transactions
Attendance
Workforce Reports
Time and Attendance Reports
Benefits
Compensation
Global Payroll & Absence Mgmt
Workforce Development
Organizational Development
Set Up HRMS
Set Up ELM
PeopleSoft
My Content
Content Management
Portal Administration
Worklist
Tree Manager
Reporting Tools
PeopleTools
Take a Survey
Change My Password
My Personalizations
My System Profile
Look Up Position Number
Position Number: begins with
Position Description: contains %KERANI
Business Unit: begins with SA01A
Department: begins with SA12700302
Job Code: begins with
Position Status: =
Job Sharing Permitted
Reports To Position Number: begins with
Look Up
Clear
Cancel
Basic Lookup
Search Results
View All
18a.*Peringatan:
Pastikan "Position Description, Business Unit dan Department"
telah di isi dengan lengkap dan betul
19. Klik ikon "Look Up"
20. Klik jawatan yang diperlukan
20a.*Peringatan:
Pastikan Jawatan yang telah di klik tersebut mempunyai maklumat yang lengkap seperti contoh yang di paparkan
Position Number
Position Description
Salary Admin Plan
Department
Department Description
Unit Description
Job Code
Position Status
Reports To Position Number
Reports To Description
00026704 KERANI D.3-4 EB 5-6 SA12700302 JABATAN PERKHIDMATAN AWAM UNIT SUMBER MAKLUMAT 393015 Approved 00052117 PEGAWAI KAKITANGAN KANAN
00026705 KERANI (blank) SA12700302 JABATAN PERKHIDMATAN AWAM UNIT SUMBER MAKLUMAT 393015 Approved (blank) (blank)
00037906 KERANI D.3-4 EB 5-6 SA12700302 JABATAN PERKHIDMATAN AWAM UNIT SUMBER MAKLUMAT 393015 Approved 00026702 PENOLONG PEGAWAI KAKITANGAN
00052764 KERANI D.3-4 EB 5-6 SA12700302 JABATAN PERKHIDMATAN AWAM UNIT SUMBER MAKLUMAT 393015 Approved 00052359 JURUTERA
00052765 KERANI D.1-2-3 EB 4-5 SA12700302 JABATAN PERKHIDMATAN AWAM UNIT SUMBER MAKLUMAT 393015 Approved 00052359 JURUTERA


21.Klik "Job Information"
Home
Worklist
Add to My Links
GEMS Help Centre
Sign out
My Links
Select One:
New Window
Custor
Processing
Menu
Self Service
Manager Self Service
Recruiting
Workforce Administration
Brunei Civil Service Room Book
Manpower Planning
Personal Information
Job Information
Contract Administration
Employee Exit Interview
Job Data
Add Employment Instance
Add Additional Assignment
Move Assignmnt to another Inst
Demote an Instance
Current Job
Pay Rate Change
Review My Job Change Request
Review All Job Change Request
Review Errors and Warnings
Absence and Vacation
Collective Processes
Self Service Transactions
Attendance
Workforce Reports
Time and Attendance Reports
Benefits
Compensation
Global Payroll & Absence Mgmt
Workforce Development
Organizational Development
Set Up HRMS
Set Up ELM
PeopleSoft
My Content
Content Management
Portal Administration
Worklist
Tree Manager
Reporting Tools
PeopleTools
Take a Survey
Change My Password
My Personalizations
My System Profile
Work Location
Job Information
Job Labor
Payroll
Salary Plan
Compensation
Job Additional Information
HAJI ABDUL RAHMAN BIN ABDUL RAHIM
EMP
ID: 70000001
Empl Rcd #: 0
Work Location
Find
First 1 of 3 Last
HR Status: Active
Payroll Status: Active
Go To Row
*Effective Date: 27/02/2012
Sequence: 0
*Job Indicator: Primary Job
*Action: Transfer
Maintain/View Notes
Current
Last Start Date: 01/02/2012
Termination Date:
Expected Job End Date
Position Entry Date: 27/02/2012
Position Number: 00037906
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: 27/02/2012
Department: SA12700302
JABATAN PERKHIDMATAN AWAM - UNIT SUMBER MAKLUMAT
Location: BRN0100035
Bangunan SPA
Establishment ID:
Date Created: 22/04/2013
Job Data
Employment Data
Benefits Program Participation
Appraisal Result
Save
Return to Search
Previous in List
Next in List
Notify
Previous tab
Next tab
Refresh
Update/Display
Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Job Additional Information
20b.*Ini adalah merupakan contoh Unit Baru yang telah di tukar


22.Klik "Work Location"
Home
Worklist
Add to My Links
GEMS Help Centre
Sign out
My Links
Select One:
New Window | Customize Page
Menu
Self Service
Manager Self Service
Recruiting
Workforce Administration
Brunei Civil Service Room Book
Manpower Planning
Personal Information
Job Information
Contract Administration
Employee Exit Interview
Job Data
Add Employment Instance
Add Additional Assignment
Move Assignmnt to another Inst
Demote an Instance
Current Job
Pay Rate Change
Review My Job Change Request
Review All Job Change Request
Review Errors and Warnings
Absence and Vacation
Collective Processes
Self Service Transactions
Attendance
Workforce Reports
Time and Attendance Reports
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Compensation
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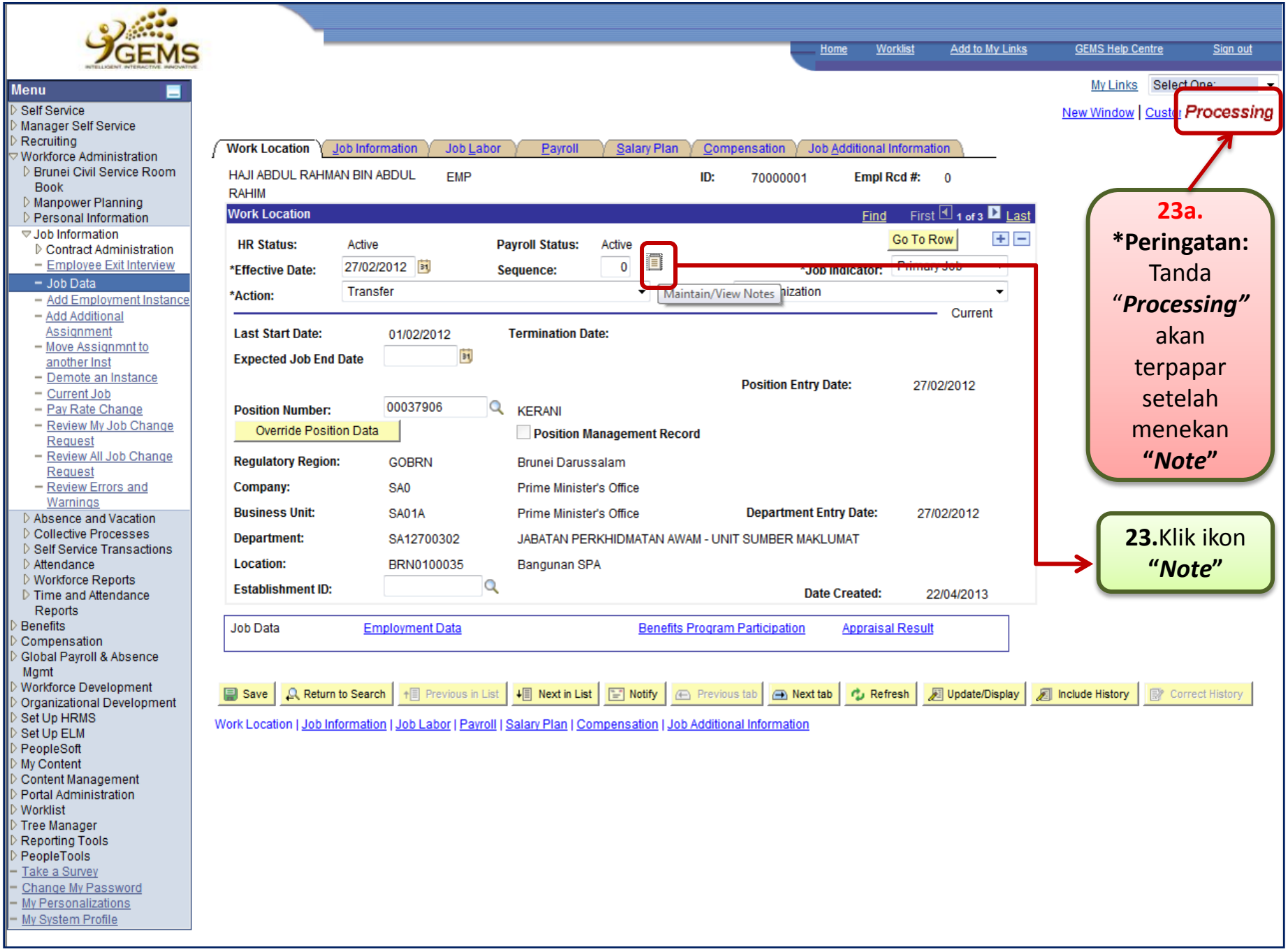
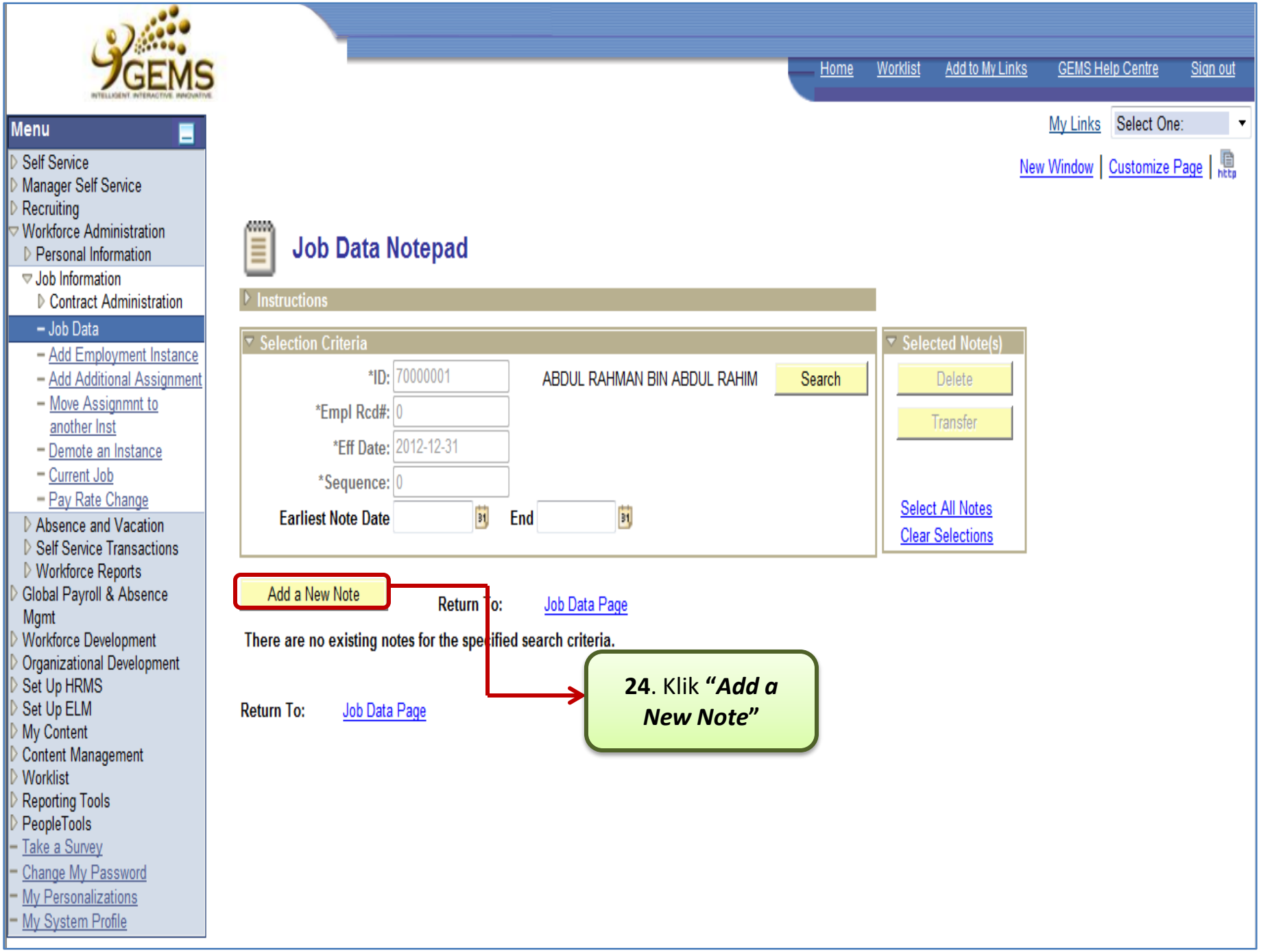
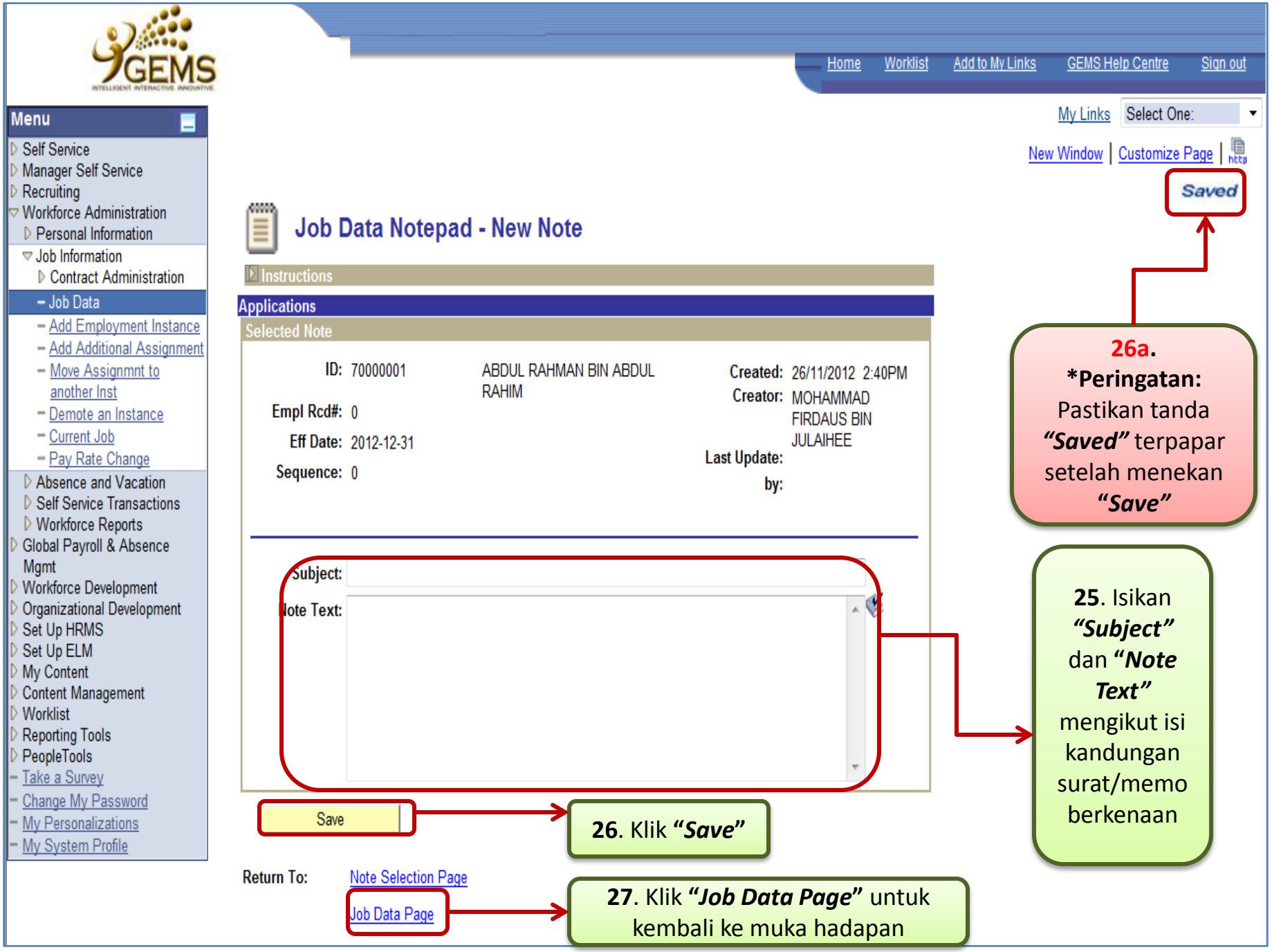
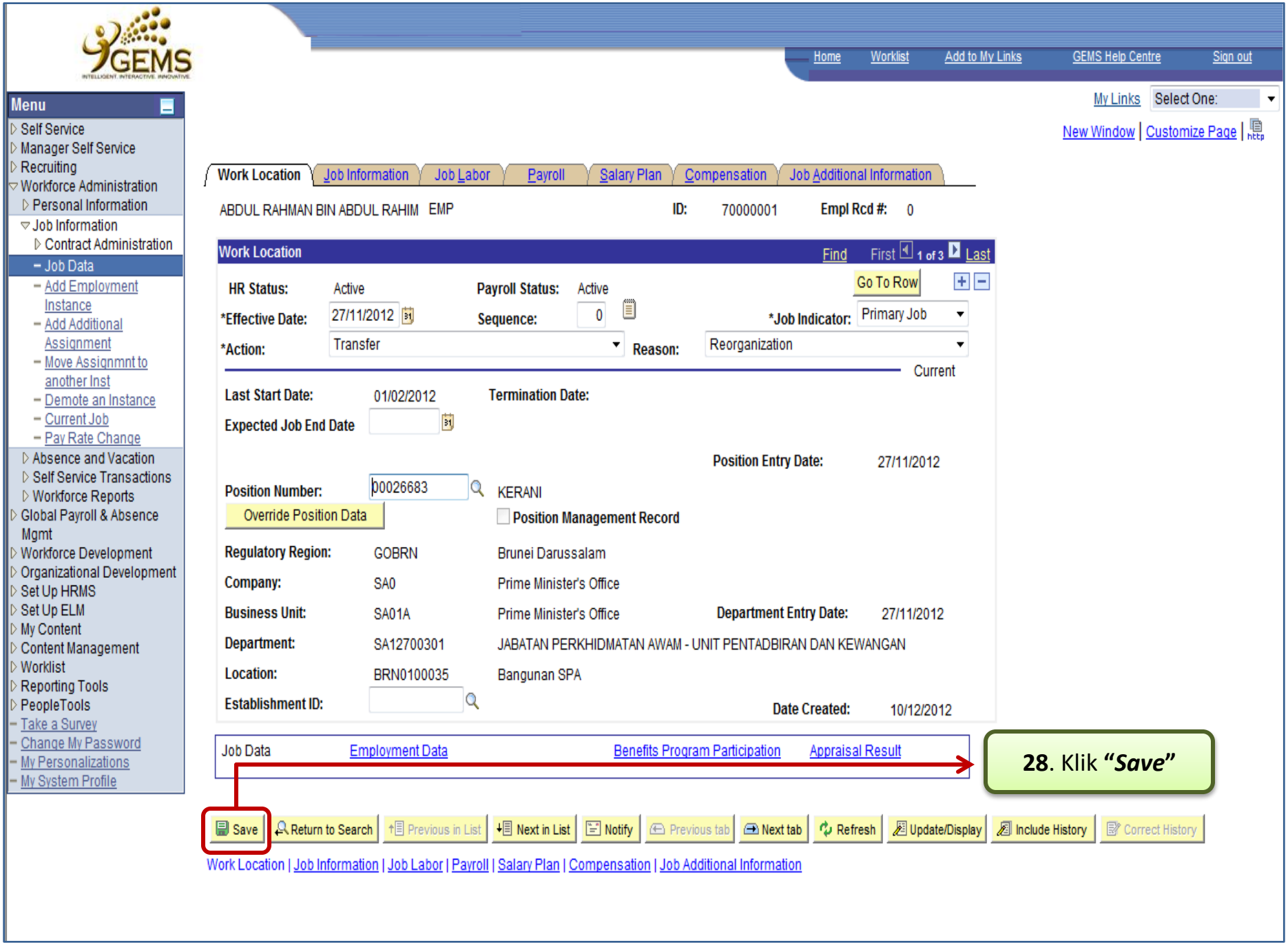
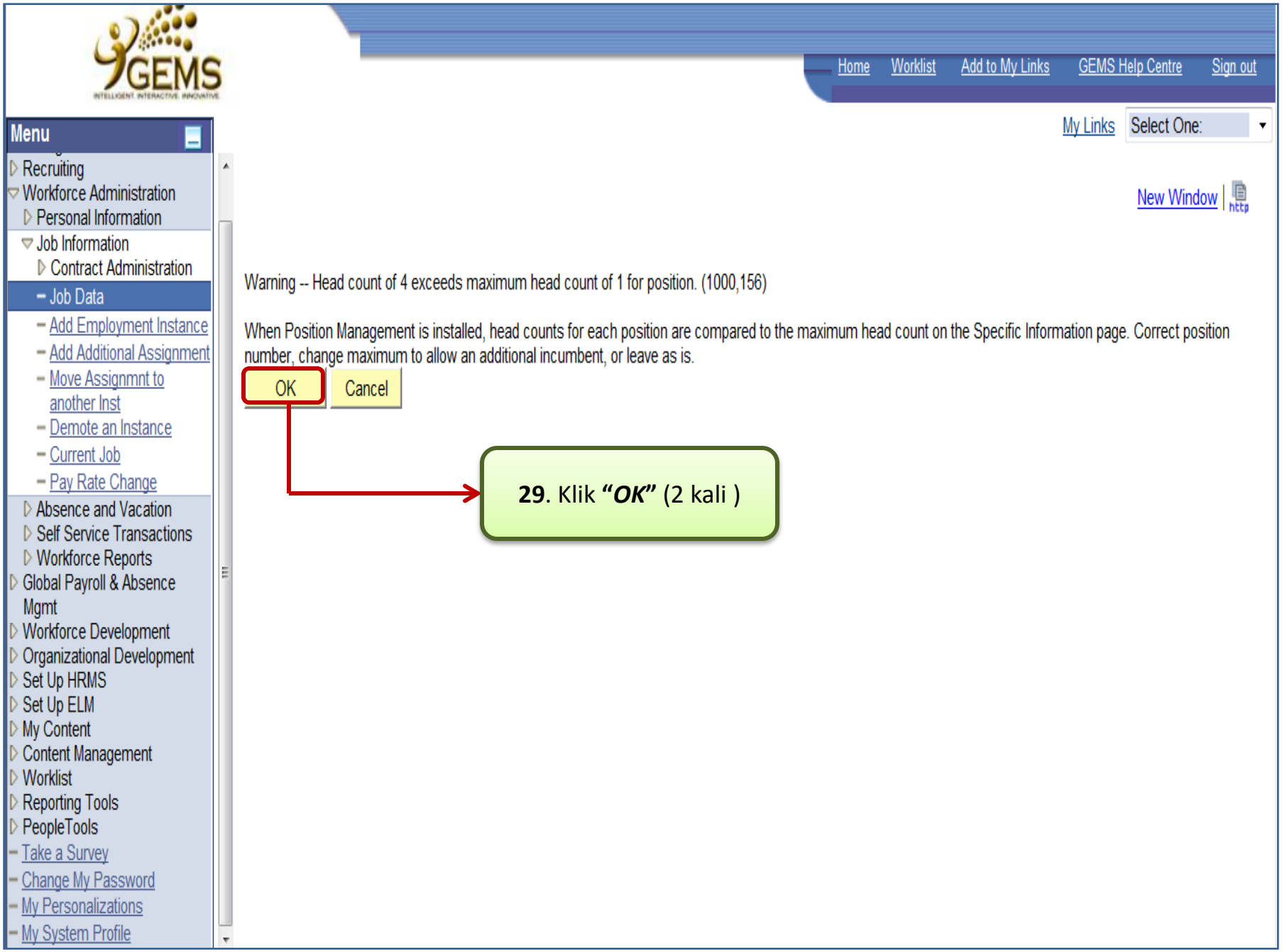
Workforce Development
Organizational Development
Set Up HRMS
Set Up ELM
PeopleSoft
My Content
Content Management
Portal Administration
Worklist
Tree Manager
Reporting Tools
PeopleTools
Take a Survey
Change My Password
My Personalizations
My System Profile
Work Location
Job Information
Job Labor
Payroll
Salary Plan
Compensation
Job Additional Information
HAJI ABDUL RAHMAN BIN ABDUL RAHIM
EMP
ID: 70000001
Empl Rcd #: 0.
Job Information
Find
First 1 of 3 Last
Effective Date: 27/02/2012
Effective Sequence: 0
Job Indicator: Primary Job
Go To Row
Action: Transfer
Reason: Reorganization
Current
Job Code: 393015 KERANI
Supervisor Level:
Entry Date: 01/02/2012
Reports To: 00026702 PENOLONG PEGAWAI KAKITANGAN 00281006 MAS SABRENA BINTI MARSHAL
Regular/Temporary: Regular
Full/Part: Full-Time
Empl Class: TETAP
*Officer Code: Tiada
Regular Shift: N/A
Shift Rate:
Shift Factor:
Duties Type:
Standard Hours
Standard Hours: 37,50
Combined Std Hours / FTE: 37,50 / 1,000000
Work Period: W Weekly
As of Date 27/02/2012
FTE: 1,000000
Contract #
Contract Number:
Contract Type:
Next Contract Number
Job Data
Employment Data
Benefits Program Participation
Appraisal Result
Save
Return to Search
Previous in List
Next in List
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
21a.*Ini adalah merupakan contoh Reporting To yang telah di tukar.
Sekarang Awg Haji Abdul Rahman bin Abdul Rahim, Kerani di Bahagian GEMS, Jabatan Perkhidmatan Awam melapor kepada Penolong Pegawai Kakitangan di Unit Sumber Maklumat, Jabatan Perkhidmatan Awam.

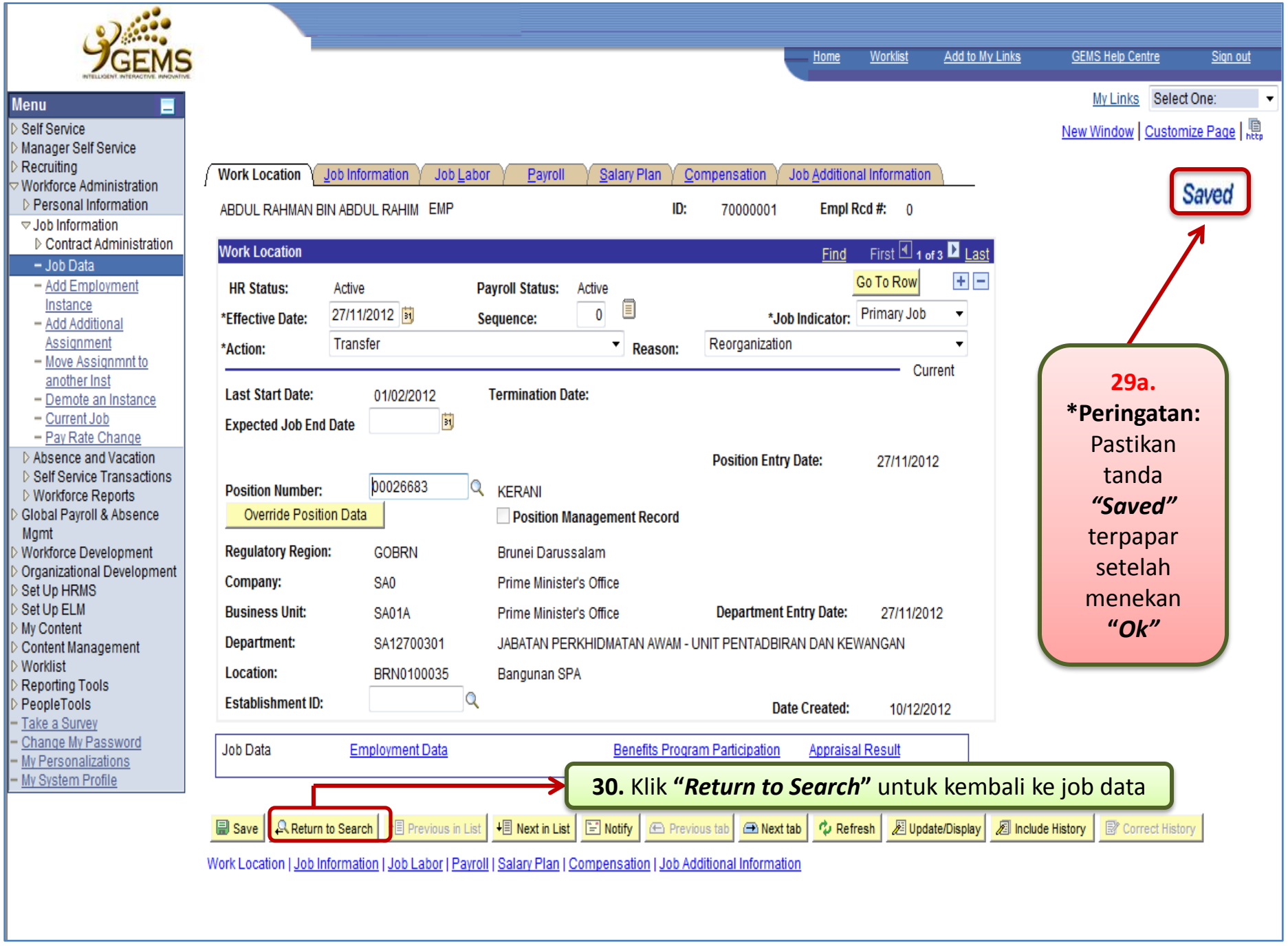

Home
Worklist
Add to My Links
GEMS Help Centre
Sign out
My Links
Select One:
New Window | Custo
Processing
Menu
Self Service
Manager Self Service
Recruiting
Workforce Administration
Brunei Civil Service Room Book
Manpower Planning
Personal Information
Job Information
Contract Administration
Employee Exit Interview
Job Data
Add Employment Instance
Add Additional Assignment
Move Assignmnt to another Inst
Demote an Instance
Current Job
Pay Rate Change
Review My Job Change Request
Review All Job Change Request
Review Errors and Warnings
Absence and Vacation
Collective Processes
Self Service Transactions
Attendance
Workforce Reports
Time and Attendance Reports
Benefits
Compensation
Global Payroll & Absence Mgmt
Workforce Development
Organizational Development
Set Up HRMS
Set Up ELM
PeopleSoft
My Content
Content Management
Portal Administration
Worklist
Tree Manager
Reporting Tools
PeopleTools
Take a Survey
Change My Password
My Personalizations
My System Profile
Work Location
Job Information
Job Labor
Payroll
Salary Plan
Compensation
Job Additional Information
HAJI ABDUL RAHMAN BIN ABDUL RAHIM
EMP
ID: 70000001
Empl Rcd #: 0
Work Location
Find
First 1 of 3 Last
HR Status: Active
Payroll Status: Active
Go To Row
*Effective Date: 27/02/2012
Sequence: 0
*Job Indicator:
*Action: Transfer
Maintain/View Notes
Current
Last Start Date: 01/02/2012
Termination Date:
Expected Job End Date
Position Entry Date: 27/02/2012
Position Number: 00037906
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: 27/02/2012
Department: SA12700302
JABATAN PERKHIDMATAN AWAM - UNIT SUMBER MAKLUMAT
Location: BRN0100035
Bangunan SPA
Establishment ID:
Date Created: 22/04/2013
Job Data
Employment Data
Benefits Program Participation
Appraisal Result
Save
Return to Search
Previous in List
Next in List
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
23a. *Peringatan: Tanda "Processing" akan terpapar setelah menekan "Note"
23.Klik ikon "Note"


Home
Worklist
Add to My Links
GEMS Help Centre
Sign out
Menu
Self Service
Manager Self Service
Recruiting
Workforce Administration
Personal Information
Job Information
Contract Administration
Job Data
Add Employment Instance
Add Additional Assignment
Move Assignmnt to another Inst
Demote an Instance
Current Job
Pay Rate Change
Absence and Vacation
Self Service Transactions
Workforce Reports
Global Payroll & Absence Mgmt
Workforce Development
Organizational Development
Set Up HRMS
Set Up ELM
My Content
Content Management
Worklist
Reporting Tools
PeopleTools
Take a Survey
Change My Password
My Personalizations
My System Profile
My Links
Select One:
New Window
Customize Page
Job Data Notepad
Instructions
Selection Criteria
*ID: 70000001
ABDUL RAHMAN BIN ABDUL RAHIM
Search
*Empl Rcd#: 0
*Eff Date: 2012-12-31
*Sequence: 0
Earliest Note Date
End
Selected Note(s)
Delete
Transfer
Select All Notes
Clear Selections
Add a New Note
Return To:
Job Data Page
There are no existing notes for the specified search criteria.
Return To:
Job Data Page
24. Klik "Add a New Note"


GEMS
Home
Worklist
Add to My Links
GEMS Help Centre
Sign out
Menu
Self Service
Manager Self Service
Recruiting
Workforce Administration
Personal Information
Job Information
Contract Administration
Job Data
Add Employment Instance
Add Additional Assignment
Move Assignmnt to another Inst
Demote an Instance
Current Job
Pay Rate Change
Absence and Vacation
Self Service Transactions
Workforce Reports
Global Payroll & Absence Mgmt
Workforce Development
Organizational Development
Set Up HRMS
Set Up ELM
My Content
Content Management
Worklist
Reporting Tools
PeopleTools
Take a Survey
Change My Password
My Personalizations
My System Profile
My Links
Select One:
New Window
Customize Page
Saved
Job Data Notepad - New Note
Instructions
Applications
Selected Note
ID: 70000001
ABDUL RAHMAN BIN ABDUL RAHIM
Empl Rcd#: 0
Eff Date: 2012-12-31
Sequence: 0
Created: 26/11/2012 2:40PM
Creator: MOHAMMAD FIRDAUS BIN JULAIHEE
Last Update: by:
Subject:
Note Text:
Save
Return To:
Note Selection Page
Job Data Page
26a. *Peringatan: Pastikan tanda "Saved" terpapar setelah menekan "Save"
25. Isikan "Subject" dan "Note Text" mengikut isi kandungan surat/memo berkenaan
26. Klik "Save"
27. Klik "Job Data Page" untuk kembali ke muka hadapan


Home
Worklist
Add to My Links
GEMS Help Centre
Sign out
My Links
Select One:
New Window | Customize Page
Menu
Self Service
Manager Self Service
Recruiting
Workforce Administration
Personal Information
Job Information
Contract Administration
Job Data
Add Employment Instance
Add Additional Assignment
Move Assignmnt to another Inst
Demote an Instance
Current Job
Pay Rate Change
Absence and Vacation
Self Service Transactions
Workforce Reports
Global Payroll & Absence Mgmt
Workforce Development
Organizational Development
Set Up HRMS
Set Up ELM
My Content
Content Management
Worklist
Reporting Tools
PeopleTools
Take a Survey
Change My Password
My Personalizations
My System Profile
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
Go To Row
HR Status: Active
Payroll Status: Active
*Effective Date: 27/11/2012
Sequence: 0
*Job Indicator: Primary Job
*Action: Transfer
Reason: Reorganization
Current
Last Start Date: 01/02/2012
Termination Date:
Expected Job End Date
Position Entry Date: 27/11/2012
Position Number: 00026683
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: 27/11/2012
Department: SA12700301 JABATAN PERKHIDMATAN AWAM - UNIT PENTADBIRAN DAN KEWANGAN
Location: BRN0100035 Bangunan SPA
Establishment ID:
Date Created: 10/12/2012
Job Data
Employment Data
Benefits Program Participation
Appraisal Result
28. Klik "Save"
Save
Return to Search
Previous in List
Next in List
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


Home
Worklist
Add to My Links
GEMS Help Centre
Sign out
My Links
Select One:
Menu
Recruiting
Workforce Administration
Personal Information
Job Information
Contract Administration
Job Data
Add Employment Instance
Add Additional Assignment
Move Assignmnt to another Inst
Demote an Instance
Current Job
Pay Rate Change
Absence and Vacation
Self Service Transactions
Workforce Reports
Global Payroll & Absence Mgmt
Workforce Development
Organizational Development
Set Up HRMS
Set Up ELM
My Content
Content Management
Worklist
Reporting Tools
PeopleTools
Take a Survey
Change My Password
My Personalizations
My System Profile
New Window
Warning -- Head count of 4 exceeds maximum head count of 1 for position. (1000,156)
When Position Management is installed, head counts for each position are compared to the maximum head count on the Specific Information page. Correct position number, change maximum to allow an additional incumbent, or leave as is.
OK
Cancel
29. Klik "OK" (2 kali)


Home
Worklist
Add to My Links
GEMS Help Centre
Sign out
My Links
Select One:
New Window | Customize Page
Menu
Self Service
Manager Self Service
Recruiting
Workforce Administration
Personal Information
Job Information
Contract Administration
Job Data
Add Employment Instance
Add Additional Assignment
Move Assignmnt to another Inst
Demote an Instance
Current Job
Pay Rate Change
Absence and Vacation
Self Service Transactions
Workforce Reports
Global Payroll & Absence Mgmt
Workforce Development
Organizational Development
Set Up HRMS
Set Up ELM
My Content
Content Management
Worklist
Reporting Tools
PeopleTools
Take a Survey
Change My Password
My Personalizations
My System Profile
Work Location
Job Information
Job Labor
Payroll
Salary Plan
Compensation
Job Additional Information
ABDUL RAHMAN BIN ABDUL RAHIM EMP
ID: 70000001
Empl Rcd #: 0
Saved
Work Location
Find
First 1 of 3 Last
Go To Row
HR Status: Active
Payroll Status: Active
*Effective Date: 27/11/2012
Sequence: 0
*Job Indicator: Primary Job
*Action: Transfer
Reason: Reorganization
Current
Last Start Date: 01/02/2012
Termination Date:
Expected Job End Date
Position Entry Date: 27/11/2012
Position Number: 00026683
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: 27/11/2012
Department: SA12700301 JABATAN PERKHIDMATAN AWAM - UNIT PENTADBIRAN DAN KEWANGAN
Location: BRN0100035 Bangunan SPA
Establishment ID:
Date Created: 10/12/2012
Job Data
Employment Data
Benefits Program Participation
Appraisal Result
29a.
*Peringatan:
Pastikan tanda "Saved" terpapar setelah menekan "Ok"
30. Klik "Return to Search" untuk kembali ke job data
Save
Return to Search
Previous in List
Next in List
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