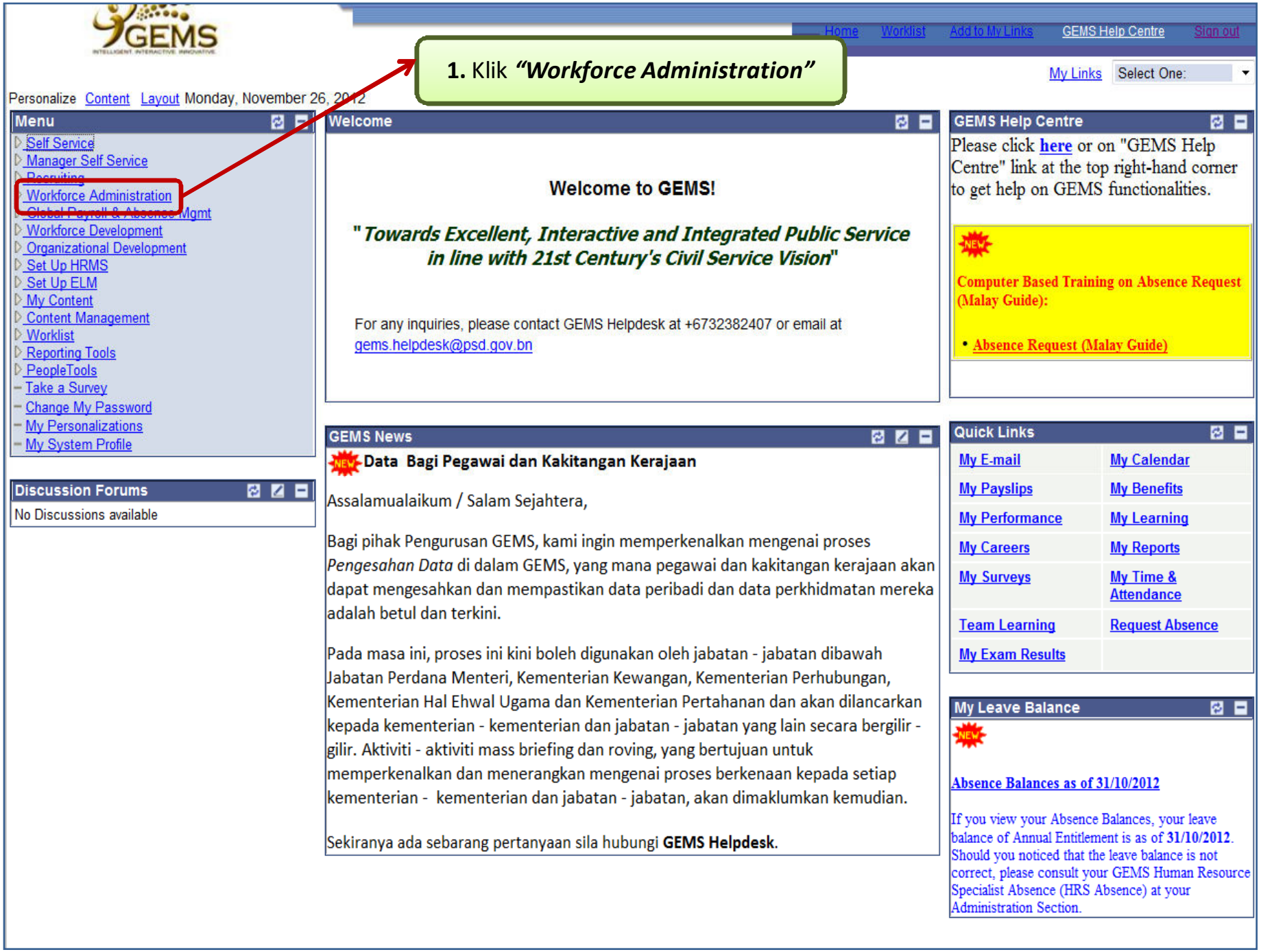
MANUAL BAGI MENGEMASKINI

"KENAIKAN GAJI TAHUNAN"

(GAJI HARI)


1. Klik "Workforce Administration"
Home
Worklist
Add to My Links
GEMS Help Centre
Sign out
My Links
Select One:
Personalize Content Layout Monday, November 26, 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
PeopleTools
Take a Survey
Change My Password
My Personalizations
My System Profile
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 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)
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
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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Home
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GEMS Help Centre
Sign out
My Links
Select One:
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Self Service
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Recruiting
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Personal Information
Job Information
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
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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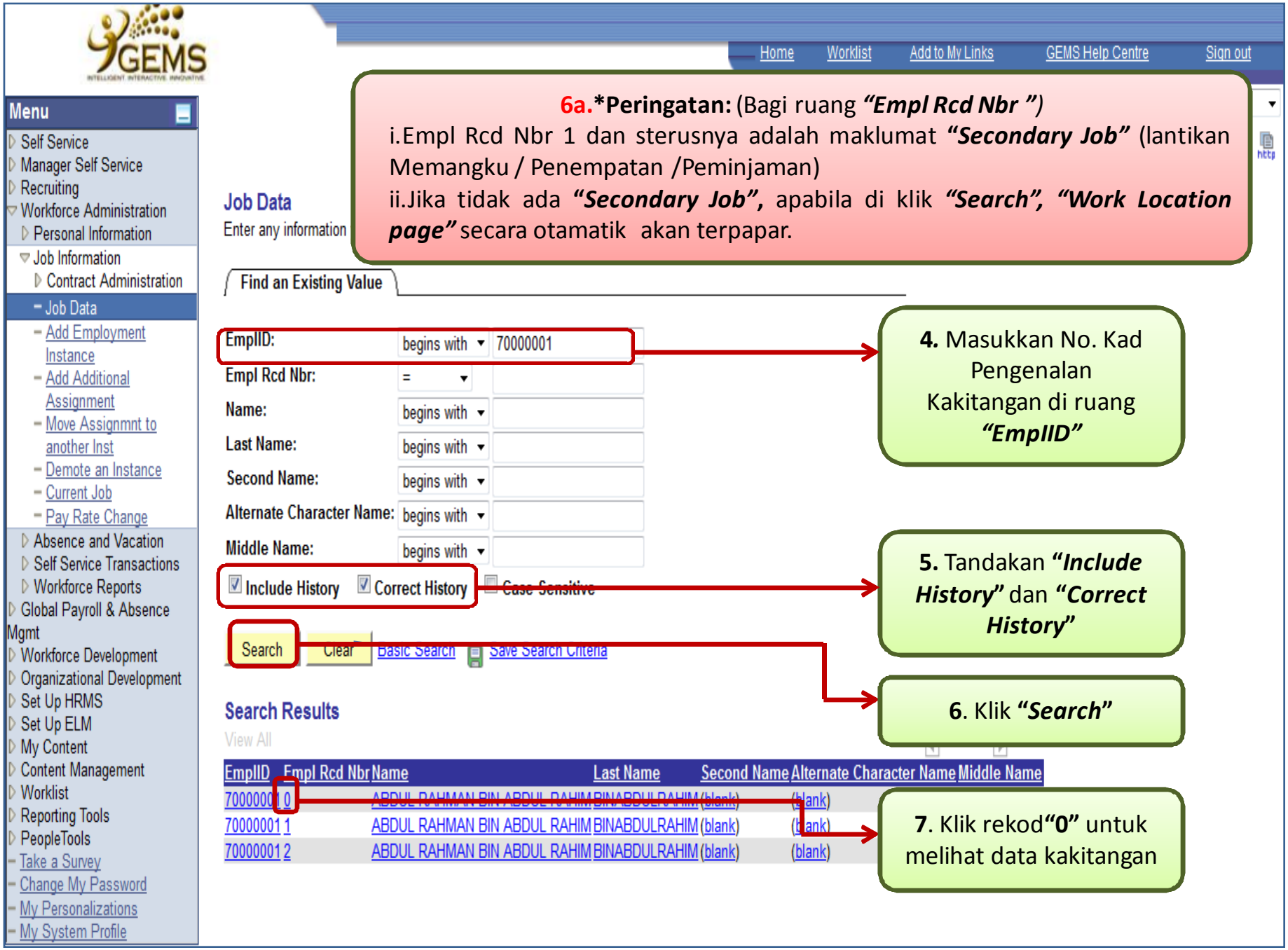
Select One:
Menu
Self Service
Manager Self Service
Recruiting
Workforce Administration
Brunei Civil Service Room Book
Personal Information
Job Information
Absence and Vacation
Self Service Transactions
Workforce Reports
Time and Attendance Reports
Benefits
Global Payroll & Absence Mgmt
Workforce Development
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"


GEMS
Home
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GEMS Help Centre
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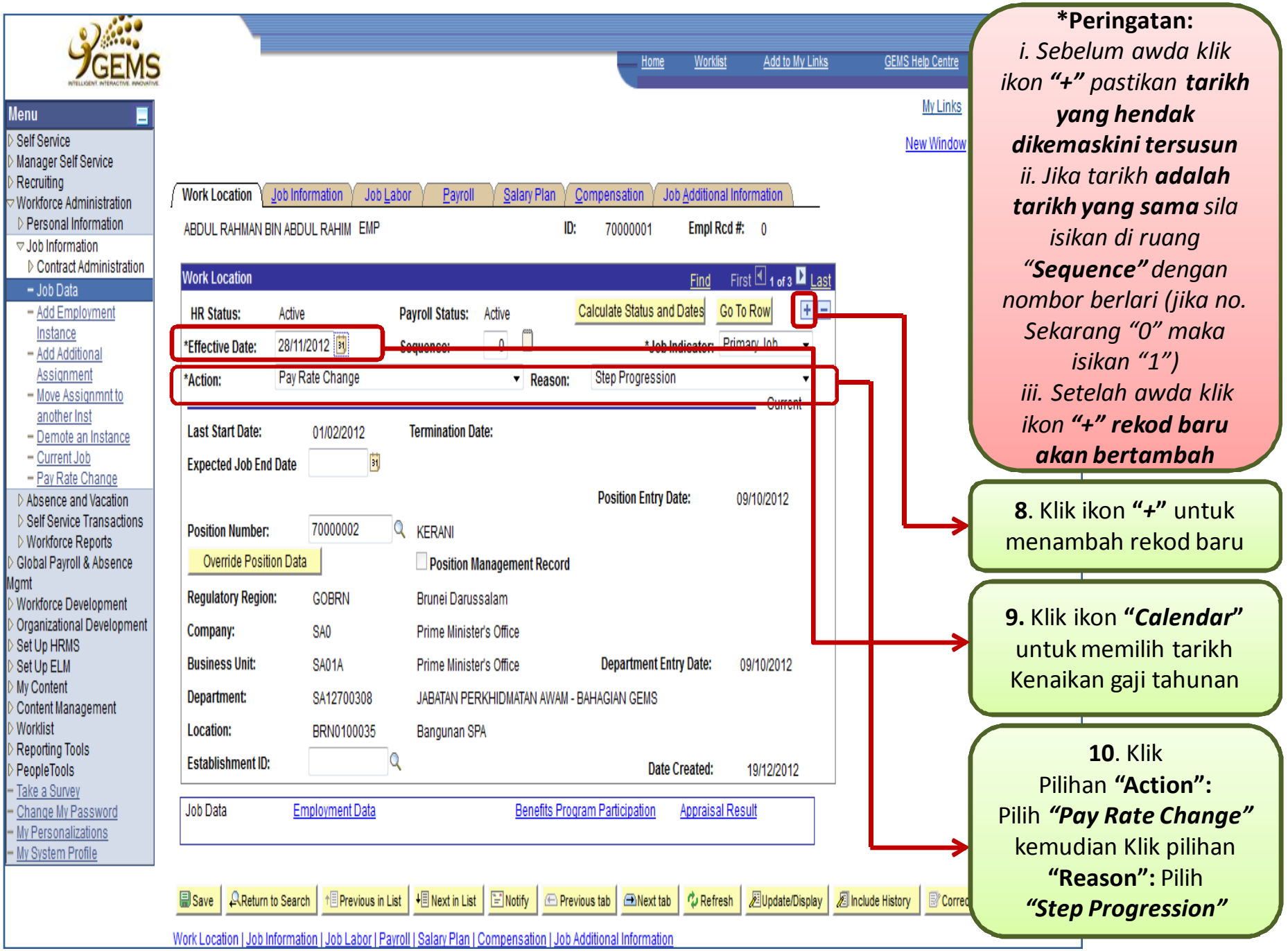
Recruiting
Workforce Administration
Personal Information
Job Information
Contract Administration
Job Data
Add Employment Instance
Add Additional Assignment
Move Assignmnt to another Inst
Demote an Instance
Current Job
Pay Rate Change
Absence and Vacation
Self Service Transactions
Workforce Reports
Global 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
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)
6a.*Peringatan: (Bagi ruang "Empl Rcd Nbr ")
i.Empl Rcd Nbr 1 dan sterusnya adalah maklumat "Secondary Job" (lantikan Memangku / Penempatan /Peminjaman)
ii.Jika tidak ada "Secondary Job", apabila di klik "Search", "Work Location page" secara otamatik akan terpapar.
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



***Peringatan:**

*i. Sebelum awda klik ikon **"+"** pastikan **tarikh yang hendak dikemaskini tersusun***

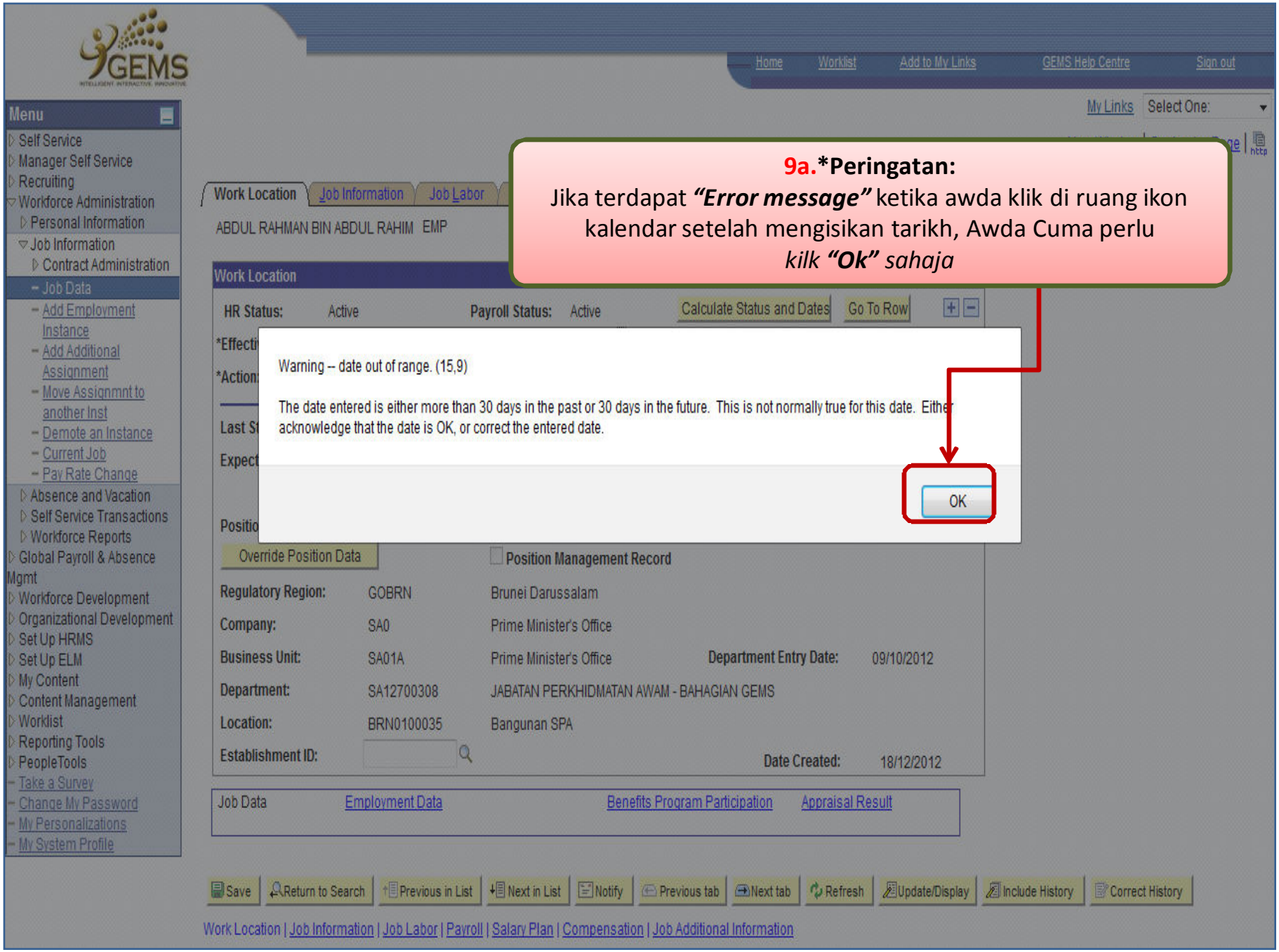
*ii. Jika tarikh **adalah tarikh yang sama** sila isikan di ruang **"Sequence"** dengan nombor berlari (jika no. Sekarang "0" maka isikan "1")*

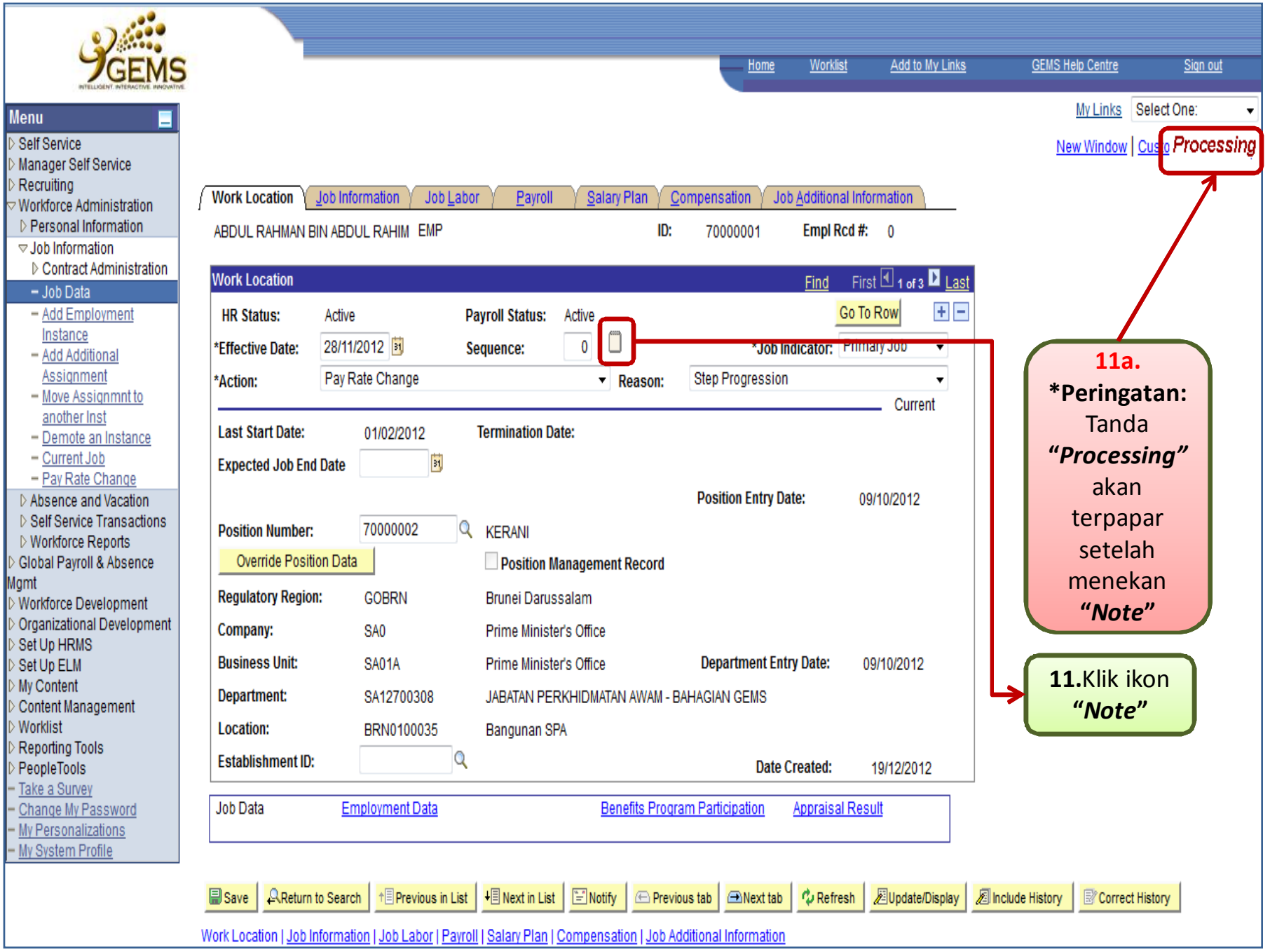
*iii. Setelah awda klik ikon **"+" rekod baru akan bertambah***

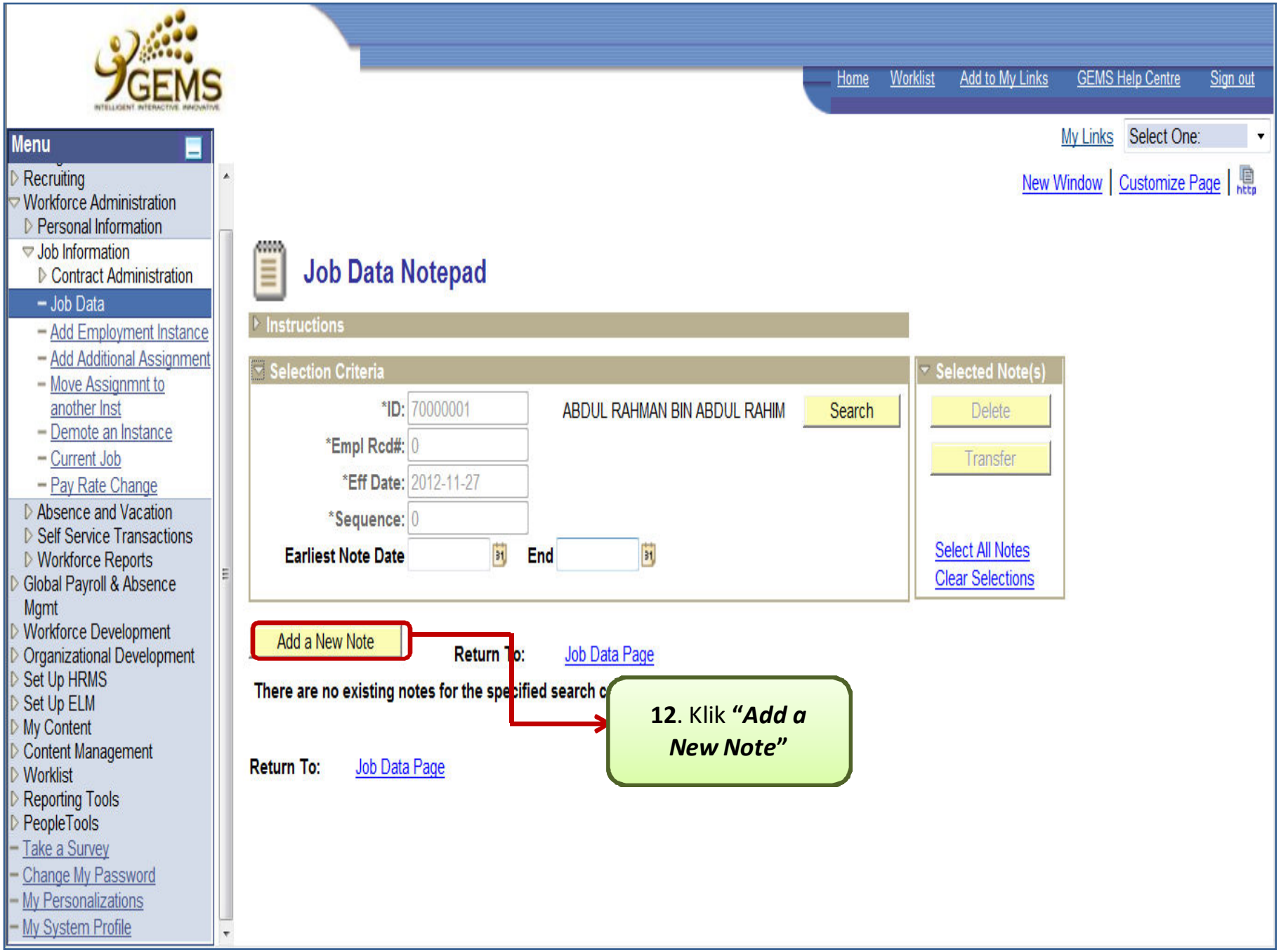
8. Klik ikon **"+"** untuk menambah rekod baru

9. Klik ikon **"Calendar"** untuk memilih tarikh Kenaikan gaji tahunan

10. Klik Pilihan **"Action"**: Pilih ***"Pay Rate Change"*** kemudian Klik pilihan **"Reason"**: Pilih ***"Step Progression"***


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
Home
Worklist
Add to My Links
GEMS Help Centre
Sign out
My Links
Select One:
New Window
Processing
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
HR Status: Active
Payroll Status: Active
Go To Row
*Effective Date: 28/11/2012
Sequence: 0
*Job Indicator: Primary Job
*Action: Pay Rate Change
Reason: Step Progression
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: 19/12/2012
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
11a. *Peringatan: Tanda "Processing" akan terpapar setelah menekan "Note"
11. Klik ikon "Note"


GEMS
Home
Worklist
Add to My Links
GEMS Help Centre
Sign out
My Links
Select One:
New Window
Customize Page
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
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Global Payroll & Absence Mgmt
Workforce Development
Organizational Development
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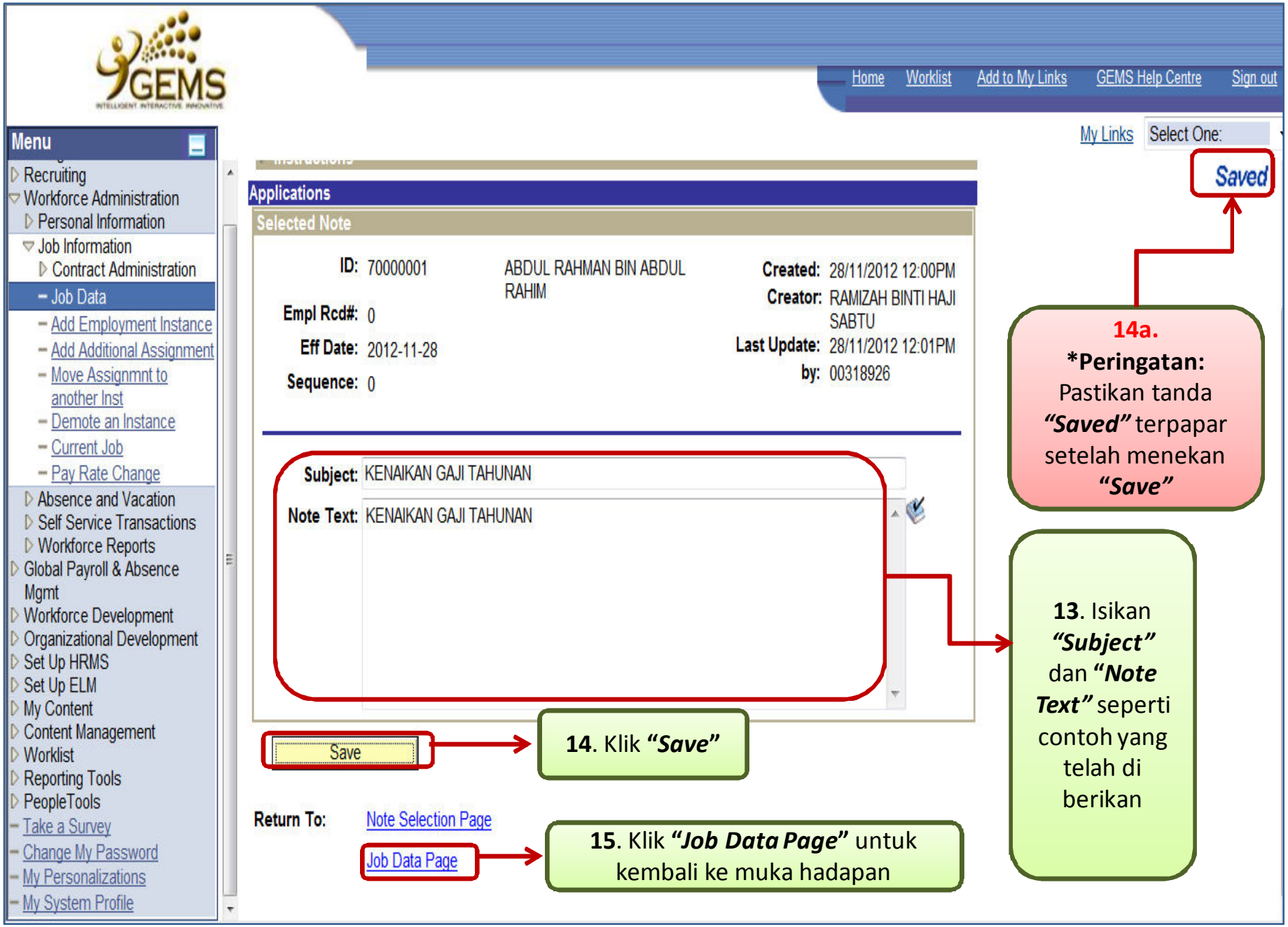
Set Up ELM
My Content
Content Management
Worklist
Reporting Tools
PeopleTools
Take a Survey
Change My Password
My Personalizations
My System Profile
Job Data Notepad
Instructions
Selection Criteria
*ID: 70000001
ABDUL RAHMAN BIN ABDUL RAHIM
Search
*Empl Rcd#: 0
*Eff Date: 2012-11-27
*Sequence: 0
Earliest 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 c
Return To:
Job Data Page
12. Klik "Add a New Note"


GEMS
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
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Global Payroll & Absence Mgmt
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Organizational Development
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Set Up ELM
My Content
Content Management
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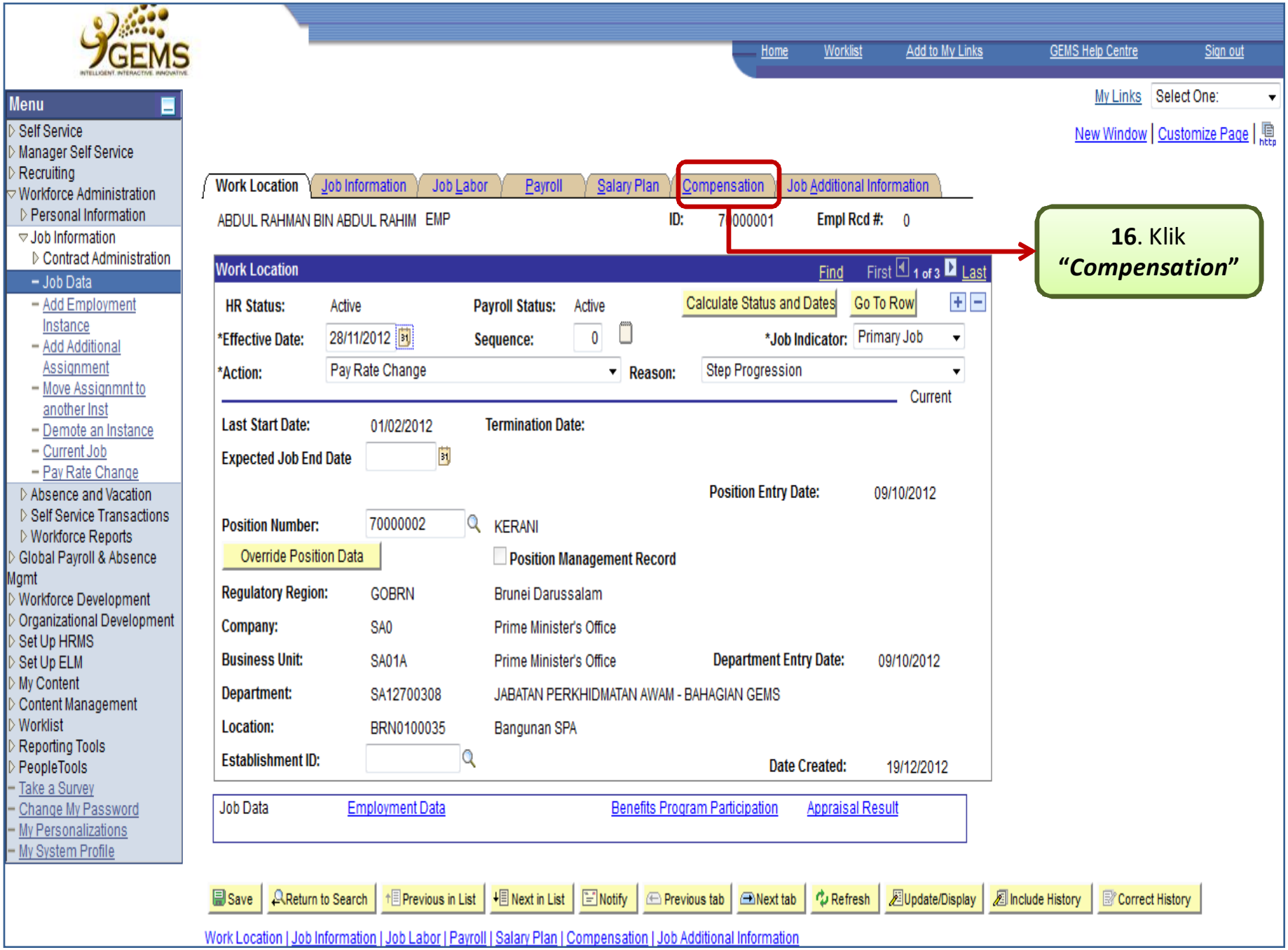
Reporting Tools
PeopleTools
Take a Survey
Change My Password
My Personalizations
My System Profile
Applications
Selected Note
ID: 70000001
ABDUL RAHMAN BIN ABDUL RAHIM
Empl Rcd#: 0
Eff Date: 2012-11-28
Sequence: 0
Created: 28/11/2012 12:00PM
Creator: RAMIZAH BINTI HAJI SABTU
Last Update: 28/11/2012 12:01PM
by: 00318926
Subject: KENAIKAN GAJI TAHUNAN
Note Text: KENAIKAN GAJI TAHUNAN
Saved
14a. *Peringatan: Pastikan tanda "Saved" terpapar setelah menekan "Save"
13. Isikan "Subject" dan "Note Text" seperti contoh yang telah di berikan
Save
14. Klik "Save"
Return To:
Note Selection Page
Job Data Page
15. Klik "Job Data Page" untuk kembali ke muka hadapan


GEMS
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
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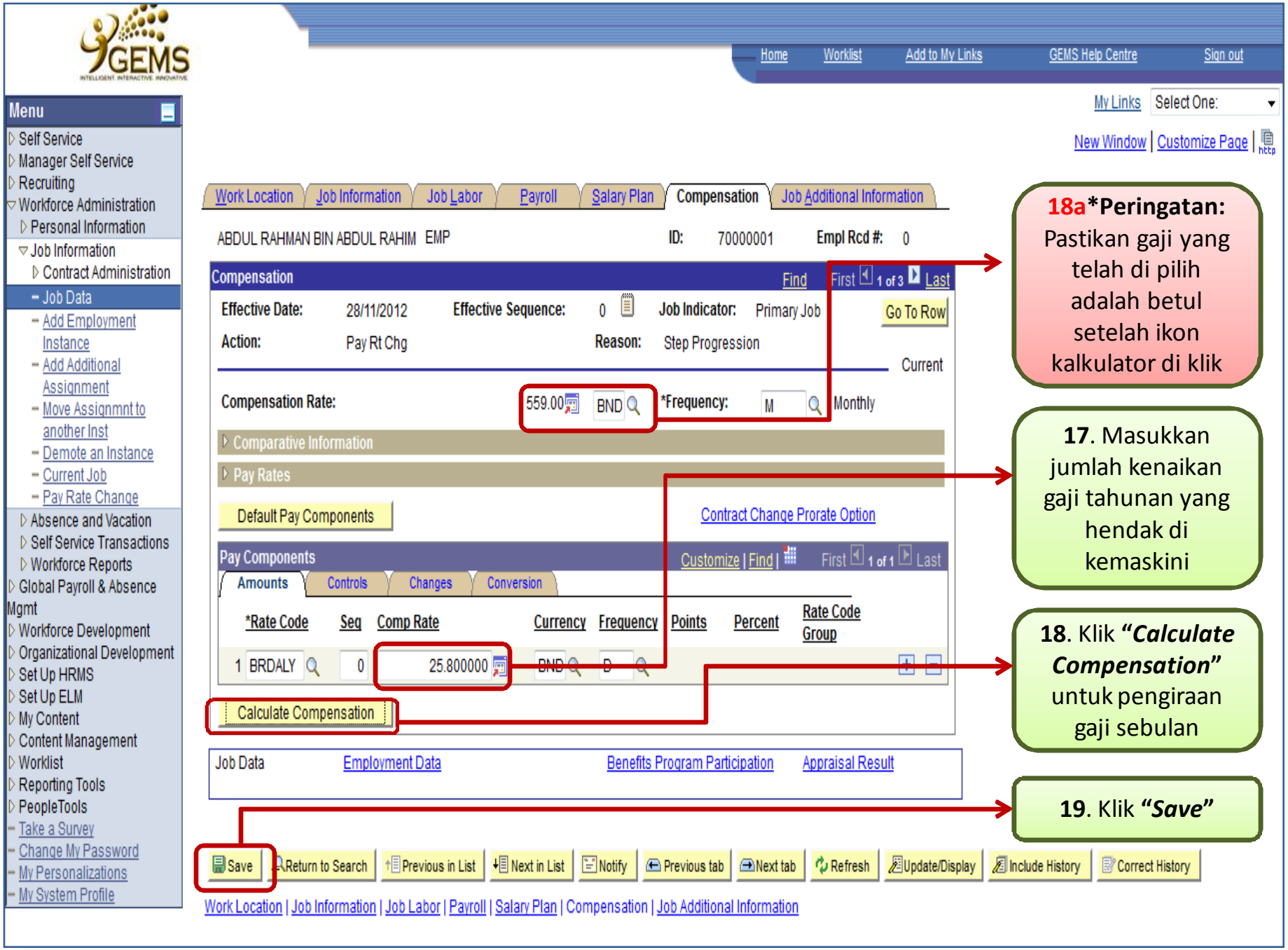
Organizational Development
Set Up HRMS
Set Up ELM
My Content
Content Management
Worklist
Reporting Tools
PeopleTools
Take a Survey
Change My Password
My Personalizations
My System Profile
Work Location
Job Information
Job Labor
Payroll
Salary Plan
Compensation
Job Additional Information
ABDUL RAHMAN BIN ABDUL RAHIM EMP
ID: 7 000001
Empl Rcd #: 0
16. Klik "Compensation"
Work Location
Find
First 1 of 3 Last
HR Status: Active
Payroll Status: Active
Calculate Status and Dates
Go To Row
*Effective Date: 28/11/2012
Sequence: 0
*Job Indicator: Primary Job
*Action: Pay Rate Change
Reason: Step Progression
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: 19/12/2012
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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Sign out
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Select One:
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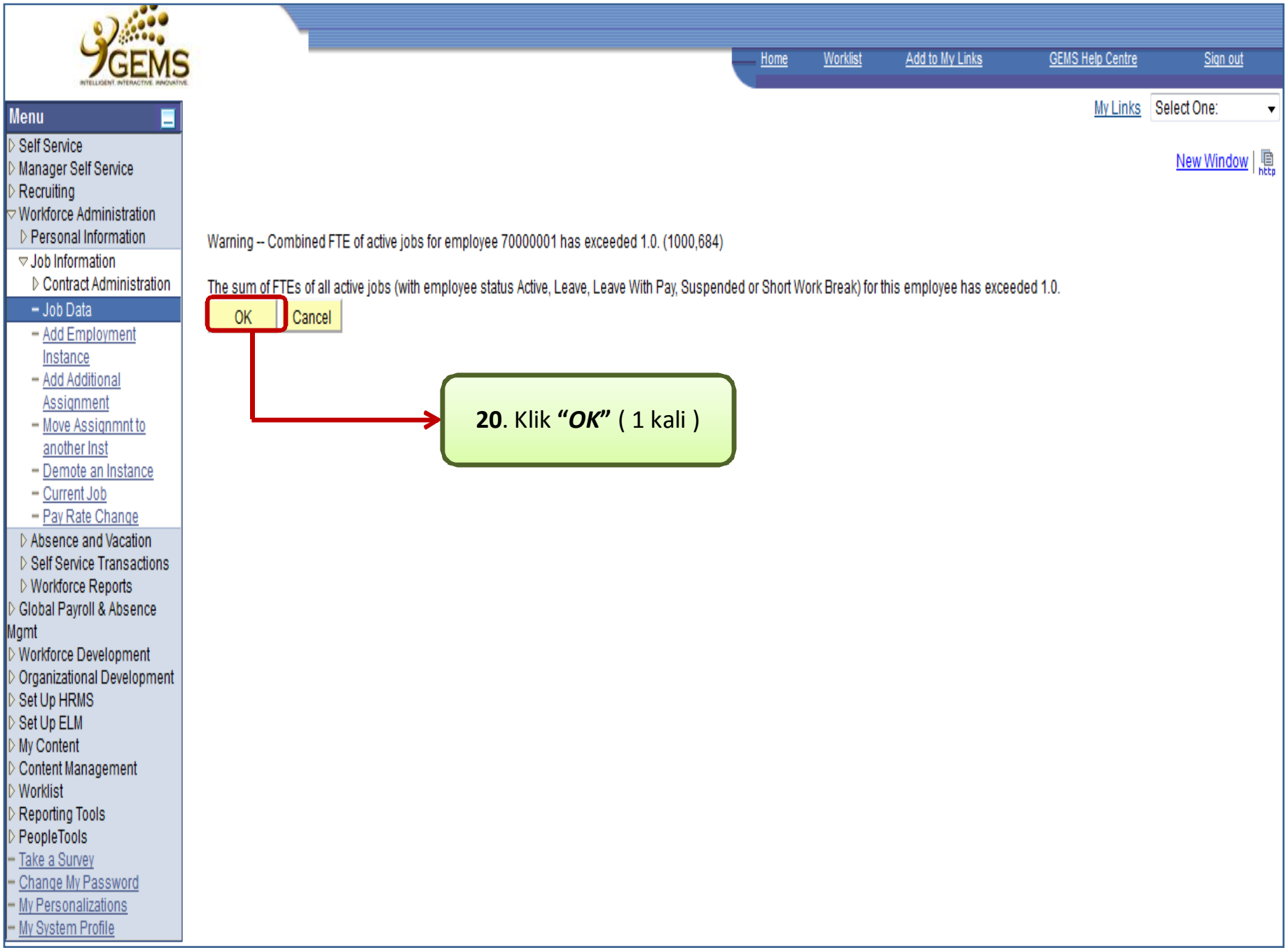
Compensation
Job Additional Information
ABDUL RAHMAN BIN ABDUL RAHIM EMP
ID: 70000001
Empl Rcd #: 0
Compensation
Find
First 1 of 3 Last
Effective Date: 28/11/2012
Effective Sequence: 0
Job Indicator: Primary Job
Go To Row
Action: Pay Rt Chg
Reason: Step Progression
Current
Compensation Rate: 559.00 BND
*Frequency: M Monthly
Comparative Information
Pay Rates
Default Pay Components
Contract Change Prorate Option
Pay Components
Customize | Find |
First 1 of 1 Last
Amounts
Controls
Changes
Conversion
*Rate Code
Seq
Comp Rate
Currency
Frequency
Points
Percent
Rate Code Group
1 BRDALY 0 25.800000 BND D
Calculate Compensation
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
18a*Peringatan: Pastikan gaji yang telah di pilih adalah betul setelah ikon kalkulator di klik
17. Masukkan jumlah kenaikan gaji tahunan yang hendak di kemaskini
18. Klik "Calculate Compensation" untuk pengiraan gaji sebulan
19. Klik "Save"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Set Up ELM
My Content
Content Management
Worklist
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PeopleTools
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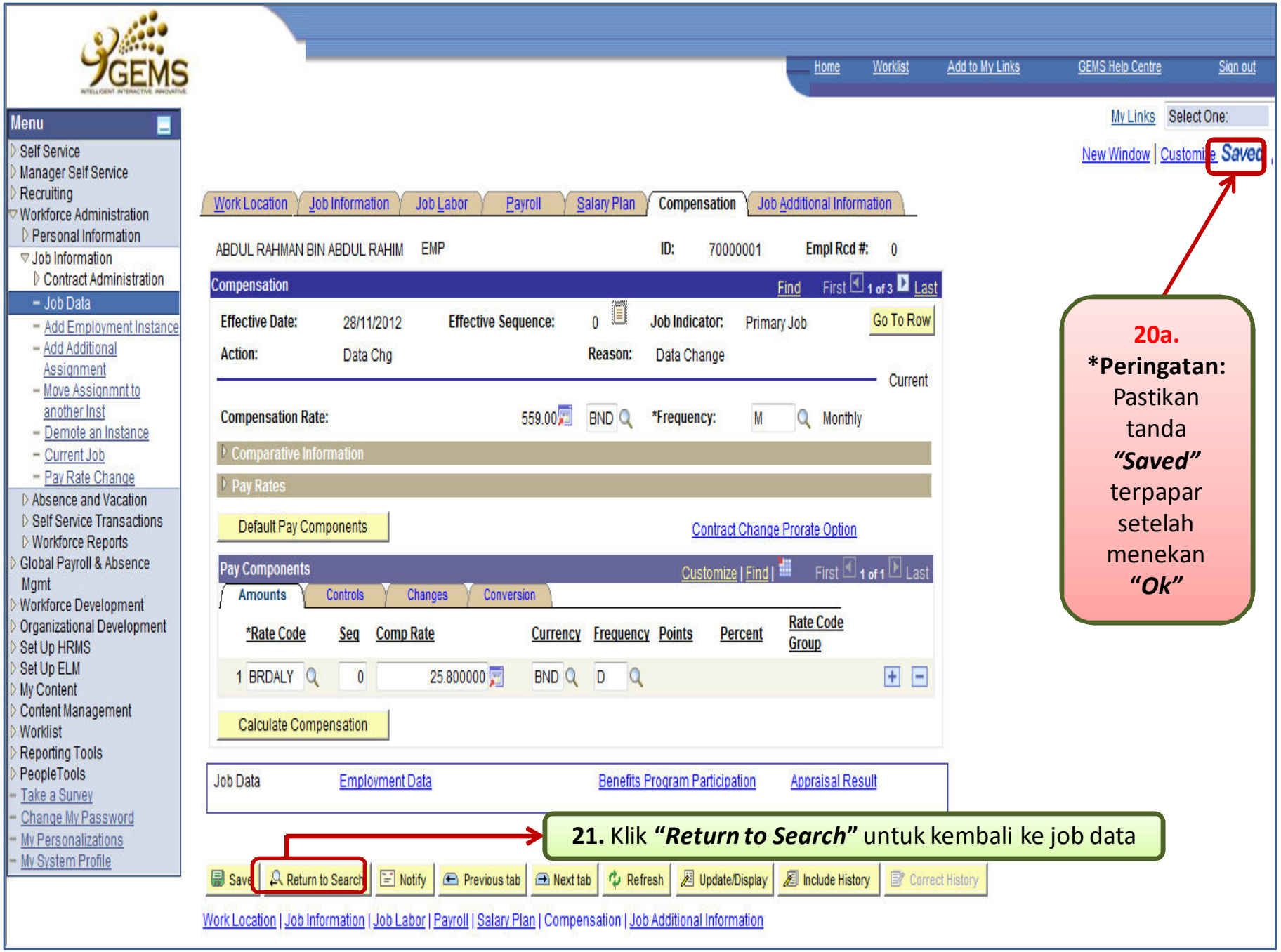
My Personalizations
My System Profile
My Links
Select One:
New Window
Warning -- Combined FTE of active jobs for employee 70000001 has exceeded 1.0. (1000,684)
The sum of FTEs of all active jobs (with employee status Active, Leave, Leave With Pay, Suspended or Short Work Break) for this employee has exceeded 1.0.
OK
Cancel
20. Klik "OK" (1 kali)


Home
Worklist
Add to My Links
GEMS Help Centre
Sign out
My Links
Select One:
New Window | Customize
Saved
Menu
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Manager Self Service
Recruiting
Workforce Administration
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Contract Administration
Job Data
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Add Additional Assignment
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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
Compensation
Find
First 1 of 3 Last
Effective Date: 28/11/2012
Effective Sequence: 0
Job Indicator: Primary Job
Go To Row
Action: Data Chg
Reason: Data Change
Current
Compensation Rate: 559.00 BND
*Frequency: M Monthly
Comparative Information
Pay Rates
Default Pay Components
Contract Change Prorate Option
Pay Components
Customize | Find |
First 1 of 1 Last
Amounts
Controls
Changes
Conversion
*Rate Code
Seq
Comp Rate
Currency
Frequency
Points
Percent
Rate Code Group
1 BRDALY 0 25.800000 BND D
Calculate Compensation
Job Data
Employment Data
Benefits Program Participation
Appraisal Result
Save
Return to Search
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
20a.
*Peringatan:
Pastikan tanda
"Saved"
terpapar setelah menekan
"Ok"
21. Klik "Return to Search" untuk kembali ke job data