



MANUAL BAGI MENGEMASKINI
“PERUBAHAN TANGGAGAJI KHAS
BATANG TUBUH” (KBT)



1. Klik **"Workforce Administration"**

Personalize [Content](#) [Layout](#) Thursday, December 6, 2012

[My Links](#) Select One: ▾

- 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 memastikan data peribadi dan data perkhidmatan mereka adalah betul dan terkini.

Pada masa ini, proses ini kini boleh digunakan oleh jabatan - jabatan dibawah Jabatan Perdana Menteri, Kementerian Kewangan, Kementerian Perhubungan, Kementerian Hal Ehwal Ugama dan Kementerian Pertahanan dan akan dilancarkan kepada kementerian - kementerian dan jabatan - jabatan yang lain secara bergilir - gilir. Aktiviti - aktiviti mass briefing dan roving, yang bertujuan untuk memperkenalkan dan menerangkan mengenai proses berkenaan kepada setiap kementerian - kementerian dan jabatan - jabatan, akan dimaklumkan kemudian.

Sekiranya ada sebarang pertanyaan sila hubungi GEMS Helpdesk.

- Quick Links**
- | | |
|---------------------------------|--|
| My E-mail | My Calendar |
| My Payslips | My Benefits |
| My Performance | My Learning |
| My Careers | My Reports |
| My Surveys | My Time & Attendance |
| Team Learning | Request Absence |
| My Exam Results | |

My Leave Balance

Menu

- ▷ Self Service
- ▷ Manager Self Service
- ▷ Recruiting
- ▼ Workforce Administration
 - ▷ 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"**



- 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 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"



Menu

- ▷ Self Service
- ▷ Manager Self Service
- ▷ Recruiting
- ▽ Workforce Administration
 - ▷ Personal Information
- ▽ Job Information
 - ▷ Contract Administration
- Job Data
 - Add Employment Instance
 - Add Additional Assignment
 - Move Assignmmt 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

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 you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmplID: begins with ▾

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

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

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

6. Klik "Search"

[Basic 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

- Menu**
- ▷ Self Service
 - ▷ Manager Self Service
 - ▷ Recruiting
 - ▽ Workforce Administration
 - ▷ Personal Information
 - ▽ Job Information
 - ▷ Contract Administration
 - Job Data
 - Add Employment Instance
 - Add Additional Assignment
 - Move Assignment 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 4 Last

HR Status: Active Payroll Status: Active Go To Row +

*Effective Date: 01/01/2013 Calendar Sequence: 0 Job Indicator: Primary Job

*Action: Promotion Reason: Salary Grade Advance

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

Expected Job End Date Calendar Position Entry Date: 06/12/2012

Position Number: 00052315 PEGAWAI KAKITANGAN
 Position Management Record

Regulatory Region: GOBRN Brunei Darussalam

Company: SA0 Prime Minister's Office

Business Unit: SA01A Prime Minister's Office Department Entry Date: 06/12/2012

Department: SA12700301 JABATAN PERKHIDMATAN AWAM - UNIT PENTADBIRAN DAN KEWANGAN

Location: BRN0100035 Bangunan SPA

Establishment ID: Search Date Created: 06/12/2012

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

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

***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 ke atas batang tubuh(KBT)

10. Klik pilihan "Action": pilih "Promotion" kemudian Klik pilihan "Reason": Pilih "Salary Grade Advance"

- Menu
- Self Service
- Manager Self Service
- Recruiting
- Workforce Administration
 - Personal Information
 - Job Information
 - Contract Administration
 - Job Data
 - Add Employment Instance
 - Add Additional Assignment
 - Move Assignment 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

ABDUL RAHMAN BIN ABDUL RAHIM EMP

Work Location

HR Status: Active Payroll Status: Active Calculate Status and Dates Go To Row + -

*Effectiv
*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: 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](#)

9a. *Peringatan:

Jika terdapat "**Error message**" ketika awda klik di ruang ikon kalendar setelah mengisikan tarikh, Awda Cuma perlu klik "**Ok**" sahaja



- Menu
- ▷ Self Service
- ▷ Manager Self Service
- ▷ Recruiting
- ▽ Workforce Administration
 - ▷ Personal Information
 - ▽ Job Information
 - ▷ Contract Administration
 - Job Data
 - Add Employment Instance
 - Add Additional Assignment
 - Move Assignment 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 4 Last

HR Status: Active Payroll Status: Active
*Effective Date: 01/01/2013 Sequence: 0 *Job Indicator: Primary Job
*Action: Promotion Reason: Salary Grade Advance

Last Start Date: 01/02/2012 Termination Date: Future
Expected Job End Date Position Entry Date: 06/12/2012

Position Number: 00052315 PEGAWAI KAKITANGAN
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: 06/12/2012
Department: SA12700301 JABATAN PERKHIDMATAN AWAM - UNIT PENTADBIRAN DAN KEWANGAN

Location: BRN0100035 Bangunan SPA
Establishment ID: Date Created: 06/12/2012

Job Data Employment Data Benefits Program Participation Appraisal Result

11a.
***Peringatan:**
Tanda
"Processing"
akan
terpapar
setelah
menekan
"Note"

11. Klik ikon
"Note"

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](#)



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"/>	End	<input type="text"/>

▷ Selected Note(s)

<input type="button" value="Delete"/>
<input type="button" value="Transfer"/>
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"

- Menu**
- ▷ Self Service
 - ▷ Manager Self Service
 - ▷ Recruiting
 - ▽ Workforce Administration
 - ▷ Personal Information
 - ▽ Job Information
 - ▷ Contract Administration
 - Job Data
 - Add Employment Instance
 - Add Additional Assignment
 - Move Assignment 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 Notepad - New Note

Instructions

Applications

Selected Note

ID: 70000001 ABDUL RAHMAN BIN ABDUL RAHIM Created: 06/12/2012 4:16PM
Empl Rcd#: 0 Creator: MOHAMMAD FIRDAUS BIN JULAIHEE
Eff Date: 2013-01-01 Last Update: by:

Subject:

Note Text:

Save

Return To: [Note Selection Page](#)

[Job Data Page](#)

Saved

14a.

***Peringatan:**
Pastikan tanda **"Saved"** terpapar setelah menekan **"Save"**

14. Klik **"Save"**

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

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

- Menu
- ▷ Self Service
- ▷ Manager Self Service
- ▷ Recruiting
- ▽ Workforce Administration
 - ▷ Personal Information
 - ▽ Job Information
 - ▷ Contract Administration
 - Job Data
 - Add Employment Instance
 - Add Additional Assignment
 - Move Assignment 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 4 Last

HR Status: Active Payroll Status: Active + -
*Effective Date: 01/01/2013 Sequence: 0 *Job Indicator: Primary Job
*Action: Promotion Reason: Salary Grade Advance

Last Start Date: 01/02/2012 Termination Date:
Expected Job End Date

Position Number: 00052315 PEGAWAI KAKITANGAN
 Position Management Record

Regulatory Region: GOBRN Brunei Darussalam
Company: SA0 Prime Minister's Office
Business Unit: SA01A Prime Minister's Office Department Entry Date: 06/12/2012
Department: SA12700301 JABATAN PERKHIDMATAN AWAM - UNIT PENTADBIRAN DAN KEWANGAN
Location: BRN0100035 Bangunan SPA
Establishment ID: Date Created: 06/12/2012

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

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

16. Klik "Salary Plan"

- Menu
- ▷ Self Service
- ▷ Manager Self Service
- ▷ Recruiting
- ▽ Workforce Administration
 - ▷ Personal Information
 - ▽ Job Information
 - ▷ Contract Administration
 - Job Data
 - [Add Employment Instance](#)
 - [Add Additional Assignment](#)
 - [Move Assignment 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

Salary Plan Find First 1 of 4 Last

Effective Date: 01/01/2013 Effective Sequence: 0 Job Indicator: Primary Job [Go To Row](#)

Action: Promotion Reason: Salary Grade Advance Future

Salary Administration Grade: Grade Entry Date

Plan: Step: Step Entry Date

Includes Wage Progression Rule

[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](#)

17. Klik
"Look Up" pada
"Salary Administration
Plan" untuk mencari
Tangga gaji

- Menu
- Self Service
- Manager Self Service
- Recruiting
- Workforce Administration
 - Personal Information
 - Job Information
 - Contract Administration
 - Job Data
 - Add Employment Instance
 - Add Additional Assignment
 - Move Assignment 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

Look Up Salary Administration Plan

SetID: GOBRN

Salary Administration Plan: begins with

Description: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View All First 1-44 of 44 Last

Salary Administration Plan	Description	Currency Code	Company
0100	B(A)	BND	(blank)
0105	B(B)	BND	(blank)
0106	B(C)	BND	(blank)
0107	B(D)	BND	(blank)
0108	B(E)	BND	(blank)
0094	B.1	BND	(blank)
0095	B.1 EB 2	BND	(blank)
0096	B.2	BND	(blank)
0097	B.2 - 3	BND	(blank)
0098	B.2 EB 3	BND	(blank)
0099	B.3	BND	(blank)
0102	BAS GRADE (1)	BND	(blank)
0103	BAS GRADE (2)	BND	(blank)
0104	BAS SPECIAL	BND	(blank)
0101	BAS(C)	BND	(blank)
0109	BIDAN PELAJAR	BND	(blank)
0112	BKN 1-2 EB 3	BND	(blank)
0111	BKN 12 EB 13	BND	(blank)
0113	BKN 13	BND	(blank)
0114	BKN 3-4-5 EB 6	BND	(blank)
0115	BKN 7-8 EB 9	BND	(blank)
0117	BKN 9 EB 10	BND	(blank)
0116	BKN 9-10 EB 11	BND	(blank)
0110	BKN12	BND	(blank)
0124	BMR 1.A	BND	(blank)
0125	BMR 1.B	BND	(blank)
0118	BMR 10	BND	(blank)
0119	BMR 11	BND	(blank)
0120	BMR 12	BND	(blank)
0121	BMR 13	BND	(blank)
0122	BMR 14	BND	(blank)
0123	BMR 15	BND	(blank)
0126	BMR 2	BND	(blank)
0127	BMR 3	BND	(blank)

18. Masukkan tanggagaji kakitangan seperti contoh yang di berikan

19. Klik ikon "Look up" untuk mencari Tanggagaji

20. Pilih tanggagaji yang terpapar

- Menu
- ▷ Self Service
- ▷ Manager Self Service
- ▷ Recruiting
- ▽ Workforce Administration
 - ▷ Personal Information
 - ▽ Job Information
 - ▷ Contract Administration
 - Job Data
 - [Add Employment Instance](#)
 - [Add Additional Assignment](#)
 - [Move Assignment 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

Salary Plan		Find	First	1 of 4	Last	
Effective Date:	01/01/2013	Effective Sequence:	0	Job Indicator:	Primary Job	Go To Row
Action:	Promotion	Reason:	Salary Grade Advance			Future
Salary Administration Plan:	<input type="text" value="p096"/>	Grade:	<input type="text"/>	Grade Entry Date:	<input type="text"/>	<input type="text"/>
Includes Wage Progression Rule:	<input type="checkbox"/>	Step:	<input type="text"/>	Step Entry Date:	<input type="text"/>	<input type="text"/>

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

21. Klik ikon "Look Up" Pada "Grade" untuk mencari gred gaji

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](#)

- Menu
- ▷ Self Service
- ▷ Manager Self Service
- ▷ Recruiting
- ▽ Workforce Administration
 - ▷ Personal Information
 - ▽ Job Information
 - ▷ Contract Administration
 - Job Data
 - [Add Employment Instance](#)
 - [Add Additional Assignment](#)
 - [Move Assignment 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](#)

Look Up Grade

SetID: GOBRN
Salary Administration Plan: 0096
Salary Grade: begins with ▾
Description: begins with ▾

[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Search Results

View All First ◀ 1-3 of 3 ▶ Last

Salary Grade Description	
01	B.2- Non EB
02	B.2- EB K
03	B.2- KBT

22. . Pilih **“Salary Grade”** untuk untuk mengemaskini gred gaji

Menu


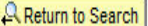
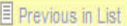
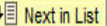

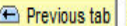


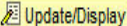
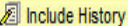

- ▷ Self Service
 - ▷ Manager Self Service
 - ▷ Recruiting
 - ▽ Workforce Administration
 - ▷ Personal Information
 - ▽ Job Information
 - ▷ Contract Administration
 - Job Data
 - [Add Employment Instance](#)
 - [Add Additional Assignment](#)
 - [Move Assignment to another Inst](#)
 - [Demote an Instance](#)
 - [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

Salary Plan		Find	First	1 of 4	Last
Effective Date:	01/01/2013	Effective Sequence:	0	Job Indicator:	Primary Job
Action:	Promotion	Reason:	Salary Grade Advance	Go To Row	
Future					
Salary Administration Plan:	0096	Grade:	03	Grade Entry Date:	01/01/2013
Includes Wage Progression Rule	<input type="checkbox"/>	Step:	<input type="text"/>	Step Entry Date:	<input type="text"/>

[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](#)

23. Klik ikon "Look Up" pada "Step" untuk mencari jumlah gaji

- Menu
- ▷ Self Service
- ▷ Manager Self Service
- ▷ Recruiting
- ▽ Workforce Administration
 - ▷ Personal Information
- ▽ Job Information
 - ▷ Contract Administration
 - Job Data
 - [Add Employment Instance](#)
 - [Add Additional Assignment](#)
 - [Move Assignment 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](#)

Look Up Step

SetID: GOBRN
Salary Administration Plan: 0096
Salary Grade: 03
Step: =
Step Description: begins with

[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Search Results

View All First 1-2 of 2 Last

Step	Step Description
4480	
4600	

24. Pilih "Step" gaji yang tersenarai untuk mengemaskini jumlah gaji kakitangan tersebut

- 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](#)


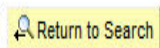
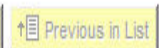
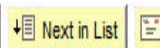
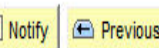
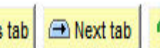

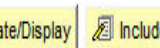
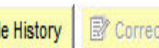


ABDUL RAHMAN BIN ABDUL RAHIM EMP ID: 70000001 Empl Rcd #: 0

Salary Plan		Find	First	1 of 4	Last
Effective Date:	26/12/2012	Effective Sequence:	0	Job Indicator:	Primary Job
Action:	Posn Chg	Reason:	New Position	Go To Row	
Salary Administration	0096	Grade:	03	Grade Entry Date	26/12/2012
Plan:		Step:	1	Step Entry Date	26/12/2012
Includes Wage Progression Rule	<input type="checkbox"/>	Current			

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

25. Klik
"Compensation"

24a.
*Peringatan:
Pastikan "Grade"
dan "Step" sudah
diisi dengan
lengkap

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

- Menu
- ▷ Self Service
- ▷ Manager Self Service
- ▷ Recruiting
- ▷ Workforce Administration
- ▷ Personal Information
- ▷ Job Information
 - ▷ Contract Administration
 - Job Data
 - Add Employment Instance
 - Add Additional Assignment
 - Move Assignment 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

Compensation Find First 1 of 4 Last

Effective Date: 01/01/2013 Effective Sequence: 0 Job Indicator: Primary Job Go To Row

Action: Promotion Reason: Salary Grade Advance

Compensation Rate: 4,480.00 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 BRMNTH	0	4,480.000000	BND	M			
----------	---	--------------	-----	---	--	--	--

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](#)

25a.
***Peringatan:**
Pastikan gaji yang telah di pilih adalah betul

26. Klik "Save"



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](#)

Warning -- Grade is invalid for salary plan or salary ranges are missing on job row 2012-10-09. (1020,5)

When salary plan and salary grade are assigned default values, it is possible to generate an invalid combination for an employee. If the salary grade table entry is not found, or no ranges have been entered, this warning will be produced.

Check the employee's salary plan and grade and change grade to a valid entry on the salary grade table using an F4 prompt. If the entry you have chosen is valid on F4, but no range data is present on the table, you may want to update the Salary Grade table to include appropriate salary ranges.



27. Klik "OK" (3 kali)

- Menu
- Self Service
- Manager Self Service
- Recruiting
- Workforce Administration
 - Personal Information
 - Job Information
 - Contract Administration
 - Job Data
 - Add Employment Instance
 - Add Additional Assignment
 - Move Assignment 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](#) 

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 4 Last

HR Status: Active Payroll Status: Active **Go To Row** + -

*Effective Date: 01/01/2013 Sequence: 0 *Job Indicator: Primary Job

*Action: Promotion Reason: Salary Grade Advance

Last Start Date: 01/02/2012 Termination Date: Future

Expected Job End Date Position Entry Date: 06/12/2012

Position Number: 00052315 PEGAWAI KAKITANGAN
 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: 06/12/2012

Department: SA12700301 JABATAN PERKHIDMATAN AWAM - UNIT PENTADBIRAN DAN KEWANGAN

Location: BRN0100035 Bangunan SPA

Establishment ID: Date Created: 06/12/2012

27a.
***Peringatan:**
Pastikan tanda
"Saved"
terpapar setelah
menekan
"Ok"

Job Data Employment Data Benefits Program Participation Appraisal Result

28. 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](#)