



**MANUAL BAGI MENGEMASKINI  
“KENAIKAN PANGKAT”**

1. Klik "Workforce Administration"

**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

Welcome

**Welcome to GEMS!**

*"Towards Excellent, Interactive and Integrated Public Service  
in line with 21st Century's Civil Service Vision"*

For any inquiries, please contact GEMS Helpdesk at +6732382407 or email at [gems\\_helpdesk@psd.gov.bn](mailto:gems_helpdesk@psd.gov.bn)

**GEMS Help Centre**

Please click [here](#) or on "GEMS Help Centre" link at the top right-hand corner to get help on GEMS functionalities.

**Computer Based Training on Absence Request (Malay Guide):**

- [Absence Request \(Malay Guide\)](#)

**Discussion Forums**

No Discussions available

**GEMS News**

**Data Bagi Pegawai dan Kakitangan Kerajaan**

Assalamualaikum / Salam Sejahtera,

Bagi pihak Pengurusan GEMS, kami ingin memperkenalkan mengenai proses *Pengesahan Data* di dalam GEMS, yang mana pegawai dan kakitangan kerajaan akan dapat mengesahkan dan memastikan data peribadi dan data perkhidmatan mereka adalah betul dan terkini.

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

Sekiranya ada sebarang pertanyaan sila hubungi **GEMS Helpdesk**.

**Quick Links**

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

**My Leave Balance**

**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.

- 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

<b>Employee Exit Interview</b> Employee Exit Interview	<b>Job Data</b> Enter job information including work location and compensation details.	<b>Add Employment Instance</b> Add a new employment organizational instance for a person.
<b>Add Additional Assignment</b> Create an additional assignment record for a person's organizational instance.	<b>Move Assignment to another Inst</b> Move assignment to another instance moves additional assignments associated with an Instance to another Instance.	<b>Demote an Instance</b> Demotes an Instance which does not have additional assignments to the desired Instance.
<b>Current Job</b> Maintain data about a current job.	<b>Pay Rate Change</b> Create pay rate changes.	<b>Contract Administration</b> Maintain contracts or other written agreements with their employees and contractors <ul style="list-style-type: none"><li>Update Contracts</li><li>Define Contract Types</li><li>Define Contract Clauses</li><li>Define Contract Templates</li></ul>

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 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

**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
<a href="#">70000001</a>	<a href="#">0</a>	ABDUL RAHMAN BIN ABDUL RAHIM BIN ABDUL RAHIM	(blank)	(blank)		
<a href="#">70000001</a>	<a href="#">1</a>	ABDUL RAHMAN BIN ABDUL RAHIM BIN ABDUL RAHIM	(blank)	(blank)		
<a href="#">70000001</a>	<a href="#">2</a>	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 3 Last

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

Effective Date: 29/11/2012 Sequence: 0 Job Indicator: Primary Job

Action: Promotion Reason: Normal Career Progression

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: 29/11/2012

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

**\*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 pangkat

10. Klik pilihan "Action": Pilih "Promotion" kemudian klik pilih Reason: Pilih "Normal career progression"

11. Klik ikon "Look Up" pada "Position Number"

- 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

**9a. \*Peringatan:**  
Jika terdapat **"Error message"** ketika awda klik di ruang ikon kalendar setelah mengisikan tarikh, Awda Cuma perlu klik **"Ok"** sahaja

Work Location Job Information Job Labor

ABDUL RAHMAN BIN ABDUL RAHIM EMP

Work Location

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

\*Effecti

\*Action

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

Override Position Data		<input type="checkbox"/> Position Management Record	
Regulatory Region:	GOBRN	Brunei Darussalam	
Company:	SA0	Prime Minister's Office	
Business Unit:	SA01A	Prime Minister's Office	Department Entry Date: 09/10/2012
Department:	SA12700308	JABATAN PERKHIDMATAN AWAM - BAHAGIAN GEMS	
Location:	BRN0100035	Bangunan SPA	
Establishment ID:	<input type="text"/>	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

- 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 Position Number

Position Number: begins with

Position Description: begins with

Business Unit: begins with

Department: begins with

Job Code: begins with

Position Status: =

Job Sharing Permitted

Reports To Position Number: begins with

[Basic Lookup](#)

12. Masukkan "**Nama Jawatan Kenaikan Pangkat**" di dalam kotak kosong "**Position Description**"

13. Klik ikon "**Look Up**" untuk mencari "**Kod Kementerian**" didalam kotak kosong "**Business Unit**"

## 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 Plan	Admin Department	Department Description	Unit Description	Job Code	Pos Sta
<a href="#">00000004</a>	<a href="#">TUKANG KAYU TINGKAT KHAS</a>	(blank)	SE025	PEJABAT DAERAH TUTONG	PEJABAT DAERAH TUTONG	954010	App
<a href="#">00000007</a>	<a href="#">PENOLONG PEMERIKSA KERETA</a>	(blank)	SN054	JABATAN PENGANGKUTAN DARAT	JABATAN PENGANGKUTAN DARAT	359041	App
<a href="#">00000010</a>	<a href="#">KETUA BAHAGIAN KAUNSELLING DAN KERJAYA</a>	(blank)	SF114	KEMENTERIAN PENDIDIKAN	KEMENTERIAN PENDIDIKAN	206005	App
<a href="#">00000012</a>	<a href="#">PEGAWAI ETNOLOGI</a>	(blank)	SL068	JABATAN MUZIUM	JABATAN MUZIUM	192099	App
<a href="#">00000013</a>	<a href="#">PENYAMBUT TETAMU/OPERATOR TELEFON</a>	(blank)	SL106	KEMENTERIAN KEBUDAYAAN, BELIA DAN SUKAN	KEMENTERIAN KEBUDAYAAN, BELIA DAN SUKAN	380026	App
<a href="#">00000018</a>	<a href="#">PENYELENGGARA STOR TINGKAT I</a>	(blank)	SF114	KEMENTERIAN PENDIDIKAN	KEMENTERIAN PENDIDIKAN	391041	App
<a href="#">00000021</a>	<a href="#">PEGAWAI PENTADBIR TINGKAT KHAS</a>	(blank)	SA006002	JABATAN AUDIT	BAHAGIAN PENTADBIRAN	202016	App
<a href="#">00000024</a>	<a href="#">PEMBERITA</a>	(blank)	SA086	JABATAN RADIO TELEVISYEN BRUNEI	JABATAN RADIO TELEVISYEN BRUNEI	159030	App
<a href="#">00000037</a>	<a href="#">JURUTERA PEMBINA'AN</a>	(blank)	SK084	JABATAN KERJA RAYA	JABATAN KERJA RAYA	022020	App
<a href="#">00000041</a>	<a href="#">ANIK (KENDERAAN)</a>	(blank)	SR104	KEMENTERIAN PERTAHANAN	KEMENTERIAN PERTAHANAN	700002	App



- 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](#)

## Look Up Business Unit

Business Unit: begins with

Description: begins with

[Basic Lookup](#)

### Search Results

View All First  1-13 of 13  Last

Business Unit	Description
<a href="#">GOBRN</a>	<a href="#">Government of Brunei</a>
<a href="#">SA01A</a>	<a href="#">Prime Minister's Office</a>
<a href="#">SB01A</a>	<a href="#">Ministry of Defence</a>
<a href="#">SC01A</a>	<a href="#">Ministry of Foreign Aff &amp; Trd</a>
<a href="#">SD01A</a>	<a href="#">Ministry of Finance</a>
<a href="#">SE01A</a>	<a href="#">Ministry of Home Affairs</a>
<a href="#">SF01A</a>	<a href="#">Ministry of Education</a>
<a href="#">SH01A</a>	<a href="#">Ministry of Indus &amp; Pri Res</a>
<a href="#">SJ01A</a>	<a href="#">Ministry of Religious Affairs</a>
<a href="#">SK01A</a>	<a href="#">Ministry of Development</a>
<a href="#">SL01A</a>	<a href="#">Ministry of Cult, Yth &amp; Spts</a>
<a href="#">SM01A</a>	<a href="#">Ministry of Health</a>
<a href="#">SN01A</a>	<a href="#">Ministry of Communications</a>

**14. Pilih "Kod / Nama Kementerian"**

- 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 Position Number

Position Number: begins with

Position Description: begins with

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](#)

15. Klik ikon "Look Up" untuk mencari kod Jabatan

## 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	Job Code	Pe
00000004	TUKANG KAYU TINGKAT KHAS	(blank)	SE025	PEJABAT DAERAH TUTONG	PEJABAT DAERAH TUTONG	954010	Ag
00000007	PENOLONG PEMERIKSA KERETA	(blank)	SN054	JABATAN PENGANGKUTAN DARAT	JABATAN PENGANGKUTAN DARAT	359041	Ag
00000010	KETUA BAHAGIAN KAUNSELLING DAN KERJAYA	(blank)	SF114	KEMENTERIAN PENDIDIKAN	KEMENTERIAN PENDIDIKAN	206005	Ag
00000012	PEGAWAI ETNOLOGI	(blank)	SL088	JABATAN MUZIUM	JABATAN MUZIUM	192099	Ag
00000013	PENYAMBUT TETAMU/OPERATOR TELEFON	(blank)	SL106	KEMENTERIAN KEBUDAYAAN, BELIA DAN SUKAN	KEMENTERIAN KEBUDAYAAN, BELIA DAN SUKAN	380026	Ag
00000018	PENYELENGGARA STOR TINGKAT I	(blank)	SF114	KEMENTERIAN PENDIDIKAN	KEMENTERIAN PENDIDIKAN	391041	Ag
00000021	PEGAWAI PENTADBIR TINGKAT KHAS	(blank)	SA006002	JABATAN AUDIT	BAHAGIAN PENTADBIRAN	202016	Ag
00000024	PEMBERITA	(blank)	SA086	JABATAN RADIO TELEVISYEN BRUNEI	JABATAN RADIO TELEVISYEN BRUNEI	159030	Ag
00000037	JURUTERA PEMBINA'AN	(blank)	SK084	JABATAN KERJA RAYA	JABATAN KERJA RAYA	022020	Ag



- 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 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

16. Masukkan Nama Jabatan di ruang "Description"

17. Klik ikon "Look Up"

### 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)	

18. Pilih dan klik "Kod / Nama Jabatan"



- 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 Position Number

Position Number: begins with ▾

Position Description: begins with ▾ KERANI SULT

Business Unit: begins with ▾ SA01A

Department: begins with ▾ SA127

Job Code: begins with ▾

Position Status: = ▾

Job Sharing Permitted

Reports To Position Number: begins with ▾

[Basic Look Up](#)

19. Klik ikon "Look Up"

20. Klik nama jawatan yang diperlukan

**20a.**  
**\*Peringatan:**  
Pastikan Jawatan yang telah di klik tersebut mempunyai maklumat yang lengkap seperti contoh yang di paparkan

### Search Results

View All 1-9 of 9

Position Number	Position Description	Salary Admin Plan	Department	Department Description	Unit Description	Job Code	Position Status	Reports To Position Number	Reports To Description
<a href="#">00006134</a>	<a href="#">KERANI SULT</a>	(blank)	SA127	JABATAN PERKHIDMATAN AWAM	JABATAN PERKHIDMATAN AWAM	321023	Approved	(blank)	(blank)
<a href="#">00019474</a>	<a href="#">KERANI SULT</a>	C.1-2 EB 3	SA127	JABATAN PERKHIDMATAN AWAM	JABATAN PERKHIDMATAN AWAM	321023	Approved	(blank)	(blank)
<a href="#">00026674</a>	<a href="#">KERANI SULT</a>	C.1-2 EB 3	SA127001	JABATAN PERKHIDMATAN AWAM	PEJABAT KETUA PENGARAH	321023	Approved	00026672	TIMBALAN KETUA PENGARAH PERKHIDMATAN AWAM
<a href="#">00026750</a>	<a href="#">KERANI SULT</a>	(blank)	SA127002	JABATAN PERKHIDMATAN AWAM	BAHAGIAN PERKHIDMATAN KAUNSELING	321023	Approved	00026748	KETUA UNIT PERKHIDMATAN KAUNSELING
<a href="#">00026677</a>	<a href="#">KERANI SULT</a>	(blank)	SA127003	JABATAN PERKHIDMATAN AWAM	BAHAGIAN PEMBANGUNAN DAN PENGURUSAN	321023	Approved	00026675	PENGARAH PEMBANGUNAN DAN PENGURUSAN
<a href="#">00027882</a>	<a href="#">KERANI SULT</a>	C.1-2 EB 3	SA127003	JABATAN PERKHIDMATAN AWAM	BAHAGIAN PEMBANGUNAN DAN PENGURUSAN	321023	Approved	00026675	PENGARAH PEMBANGUNAN DAN PENGURUSAN
<a href="#">00026717</a>	<a href="#">KERANI SULT</a>	C.1-2 EB 3	SA127004	JABATAN PERKHIDMATAN AWAM	BAHAGIAN KEANGGOTAAN DAN PENTADBIRAN LATHAN	321023	Approved	00026716	PENOLONG PENGARAH
<a href="#">00026759</a>	<a href="#">KERANI SULT</a>	C.1-2 EB 3	SA127005	JABATAN PERKHIDMATAN AWAM	BAHAGIAN PENYELIDIKAN DAN PERANCANGAN	321023	Approved	00026757	PENGARAH PENYELIDIKAN DAN PERANCANGAN
<a href="#">00026777</a>	<a href="#">KERANI SULT</a>	C.1-2 EB 3	SA127006	JABATAN PERKHIDMATAN AWAM	BAHAGIAN PERKHIDMATAN PERSONEL	321023	Approved	00026775	PENGARAH PERKHIDMATAN PERSONEL

- 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: 7000001 Empl Rcd #: 0

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:  \*Job Indicator: Primary Job  
\*Action: Promotion Reason: Normal Career Progression

Last Start Date: 01/02/2012 Termination Date:  
Expected Job End Date  
Position Entry Date: 28/11/2012

Position Number: 00026674 KERANI SULIT  
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: 28/11/2012  
Department: SA127001 JABATAN PERKHIDMATAN AWAM - PEJABAT KETUA PENGARAH  
Location: BRN0100035 Bangunan SPA  
Establishment ID: Date Created: 07/01/2013

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

Processing

21a.  
\*Peringatan:  
Tanda  
"Processing"  
akan  
terpapar  
setelah  
menekan  
"Note"

21. Klik ikon  
"Note"

20b.  
Maklumat  
"position"  
terpapar

### 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:  ABDUL RAHMAN BIN ABDUL RAHIM

\*Empl Rcd#:

\*Eff Date:

\*Sequence:

Earliest Note Date   End  

#### Selected Note(s)

[Select All Notes](#)

[Clear Selections](#)

Return To: [Job Data Page](#)

There are no existing notes for the specified search criteria.

Return To: [Job Data Page](#)

**22. 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 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](#) | **Save**

**Job Data Notepad - Selected Note**

▷ Instructions

**Applications**

Selected Note

ID: 70000001	ABDUL RAHMAN BIN ABDUL RAHIM	Created: 29/11/2012 11:13AM
Empl Rcd#: 0		Creator: RAMIZAH BINTI HAJI SABTU
Eff Date: 2012-11-29		Last Update: 29/11/2012 11:14AM
Sequence: 0		by: 00318926

Subject: NAIK PANGKAT

Note Text: DINAIKKAN PANGKAT BAGI MENGISI JAWATAN KOSONG SEBAGAI.....  
DI JABATAN-JABATAN KERAJAAN

Save

Return To: [Note Selection Page](#)

[Job Data Page](#)

24. Klik "Save"

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

24a.

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

23. 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: 0000001 Empl Rcd #: 0

Work Location Find First 1 of 1 Last

HR Status: Active Payroll Status: Active Go To Row + -  
\*Effective Date: 01/02/2012 Sequence: 0 \*Job Indicator: Primary Job  
\*Action: Hire Reason: First Job

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

Position Number: 00011590 KERANI Position Entry Date: 01/02/2012

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: 01/02/2012  
Department: SA127 JABATAN PERKHIDMATAN AWAM  
Location: BRN0100035 Bangunan SPA  
Establishment ID: Date Created: 31/07/2012

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](#)

26. Klik "Job 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 Payroll Salary Plan Compensation

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

Job Information Find First 1 of 1 Last

Effective Date: 01/02/2012 Effective Sequence: 0 Job Indicator: Secondary Job  
 Action: Hire Reason: First Job

Job Code: 393015 KERANI

Supervisor Level: Entry Date: 01/02/2012

Reports To: 00052117 PEGAWAI KAKITANGAN KANAN 00067948 DAYANGKU HAJAH ASILAH BINTI

Regular/Temporary: Regular Full/Part: Full-Time

Empl Class: \*Officer Code: Tiada

Regular Shift: BERGAJI HARI Shift Rate:

BULAN KESEBULAN (TIDAK BERHAD) Shift Factor:

BULAN KESEBULAN TDDP(SKS TDDP)

BULAN KESEBULAN TDDS(SKS-TDDS)

GAJI HARI PERUNTUKAN BERULANG

KONTRAK bined Std Hours / FTE: 75.00 / 2.000000

LAIN LAIN As of Date 01/02/2012

Work Period: OPEN VOTE - TDDP (SKS-TDDP)

OPEN VOTE - TDDS (SKS-TDDS)

FTE: OPEN-VOTE

OPEN-VOTE SEBULAN KESEBULAN

Contract # SEBULAN KESEBULAN

Contract Number: TETAP type:

Next Contract Number

Job Data Employment Data Earnings Distribution Benefits Program Participation Appraisal Result

Save Previous tab Next tab Refresh

Add

**26a. "Empl Class" :**  
 klik dan pilih Jenis perkhidmatan

**Contoh :**

1. Bergaji Hari
2. Secara Kontrak
3. Bulan Ke Sebulan
4. Tetap

- 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 Payroll Salary Plan Compensation

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

Job Information Find First 1 of 1 Last

Effective Date: 01/02/2012 Effective Sequence: 0 Job Indicator: Secondary Job  
Action: Hire Reason: First Job

Current

Job Code: 393015 KERANI  
Supervisor Level: Entry Date: 01/02/2012  
Reports To: 00052117 PEGAWAI KAKITANGAN KANAN 00067948 DAYANGKU HAJAH ASILAH BINTI PENGIRAN HAJI CHUCHU  
Regular/Temporary: Regular Full/Part: Full Time  
Empl Class: TETAP \*Officer Code: Tiada  
Regular Shift: N/A Shift Rate: Shift Factor:

Standard Hours  
Standard Hours: 37.50 Combined Std Hours / FTE: 75.00 / 2.000000  
Work Period: W Weekly As of Date 01/02/2012  
FTE: 1.000000

Contract #  
Contract Number: Contract Type:  
Next Contract Number

Job Data Employment Data Earnings Distribution Benefits Program Participation Appraisal Result

Save Previous tab Next tab Refresh Add

**26b. Officer Code.**  
Klik dan pilih kategori kod pegawai.  
Officer code bagi jawatan umum adalah "Tiada"

- 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 Payroll Salary Plan Compensation

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

Job Information Find First 1 of 1 Last

Effective Date: 01/02/2012 Effective Sequence: 0 Job Indicator: Secondary Job  
Action: Hire Reason: First Job

Job Code: 393015 KERANI  
Supervisor Level: Entry Date: 01/02/2012  
Reports To: 00052117 PEGAWAI KAKITANGAN KANAN 00067948 DAYANGKU HAJAH ASILAH BINTI PENGIRAN HAJI CHUCHU  
Regular/Temporary: Regular Full/Part: Full-Time  
Empl Class: TETAP \*Officer Code: Tiada  
Regular Shift: N/A Shift Rate: Shift Factor:

Standard Hours  
Standard Hours: 37.50 Combined Std Hours / FTE: 75.00 / 2.000000  
Work Period: W Weekly As of Date 01/02/2012  
FTE: 1.000000

Contract #  
Contract Number:  Contract Type:  
Next Contractor Number

Job Data Employment Data Earnings Distribution Benefits Program Participation Appraisal Result

Save Previous tab Next tab Refresh Add

**26c. Kontrak Number.**

Jika kakitangan pegawai berkontrak, klik dan pilih bilangan kontrak.

- 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 3 Last

HR Status: Active Payroll Status: Active Go To Row

\*Effective Date: 29/11/2012 Sequence: 0 \*Job Indicator: Primary Job

\*Action: Promotion Reason: Normal Career Progression

Last Start Date: 29/11/2012 Termination Date:

Expected Job End Date

Position Number: 00026674 KERANI SULT

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: 29/11/2012

Department: SA127001 JABATAN PERKHIDMATAN AWAM - PEJABAT KETUA PENGARAH

Location: BRN0100035 Bangunan SPA

Establishment ID: Date Created: 07/01/2013

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

27. Klik  
"Payroll"



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

Payroll Information Find First 1 of 3 Last

Effective Date: 29/11/2012 Effective Sequence: 0 Job Indicator: Primary Job Go To Row  
Action: Data Chg Reason: Data Change  
Current

Payroll System: Global Payroll

Global Payroll

Pay Group: **BCSFEBGRP** BCS FEB PY GRP

Use Pay Group Eligibility Eligibility Group:

Use Pay Group Rate Type Exchange Rate Type:

Use Pay Group As Of Date Use Rate As Of:

Holiday Schedule:

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](#)

**27a.**  
**\*Peringatan:**  
(ruang ini hanya perlu di tukar bagi **division IV** yang naik pangkat ke **Division III**).  
Bagi kakitangan yang **asalnya division III ke atas**, ruang ini tidak perlu di tukar)

**28.** Klik ikon "Look Up" pada "Pay Group"

**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](#)

## Look Up Pay Group

Pay Group:

Description:

[Basic Lookup](#)

### Search Results

View All  1-12 of 12

Pay Group	Description
<a href="#">BCSAPRGRP</a>	<a href="#">BCS APR PY GRP</a>
<a href="#">BCSAUGGRP</a>	<a href="#">BCS AUG PY GRP</a>
<a href="#">BCSDECGRP</a>	<a href="#">BCS DEC PY GRP</a>
<a href="#">BCSFEBGRP</a>	<a href="#">BCS FEB PY GRP</a>
<a href="#">BCSJANGRP</a>	<a href="#">BCS JAN PY GRP</a>
<a href="#">BCSJULGRP</a>	<a href="#">BCS JUL PY GRP</a>
<a href="#">BCSJUNGRP</a>	<a href="#">BCS JUN PY GRP</a>
<a href="#">BCSMARGRP</a>	<a href="#">BCS MAR PY GRP</a>
<a href="#">BCSMAYGRP</a>	<a href="#">BCS MAY PY GRP</a>
<a href="#">BCSNOVGRP</a>	<a href="#">BCS NOV PY GRP</a>
<a href="#">BCSOCTGRP</a>	<a href="#">BCS OCT PY GRP</a>
<a href="#">BCSSEPGRP</a>	<a href="#">BCS SEP PY GRP</a>

**\*Contoh:**

Jika Sekiranya yang awda kemaskini adalah bagi kakitangan yang kenaikan pangkat pada **01/11/2012** maka Awda perlu memilih di ruang **"Pay Group"** pada **"BCSNOVGRP"**

**29.** Pilih bulan **"Pay Group"** kenaikan pangkat bagi 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](#)

[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

**Payroll Information** Find First 1 of 3 Last

Effective Date: 29/11/2012 Effective Sequence: 0 Job Indicator: Primary Job [Go To Row](#)  
Action: Promotion Reason: Normal Career Progression  
Current

Payroll System: Global Payroll

**Global Payroll**

Pay Group:  BCS NOV PY GRP  
 Use Pay Group Eligibility Eligibility Group:   
 Use Pay Group Rate Type Exchange Rate Type:   
 Use Pay Group As Of Date Use Rate As Of:   
Holiday Schedule:

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](#)

**30. 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 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 3	Last
Effective Date:	29/11/2012	Effective Sequence:	0	Job Indicator:	Primary Job
Action:	Data Chg	Reason:	Data Change	<a href="#">Go To Row</a>	
Current					
Salary Administration Plan:	0170	Grade:		Grade Entry Date:	09/10/2012
Includes Wage Progression Rule	<input type="checkbox"/>	Step:		Step Entry Date:	09/10/2012

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](#)

**31. Klik "Look Up" pada Salary Administration untuk mencari Tanggagaji**



### 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

[Basic Lookup](#)

32. Masukkan tanggagaji kakitangan seperti contoh yang di berikan

33. Klik ikon "Look up" untuk mencari Tanggagaji

### Search Results

View All First  Last

Salary Administration Plan	Description	Currency Code	Company
<a href="#">0138</a>	<a href="#">C.1</a>	<a href="#">BND</a>	<a href="#">(blank)</a>
<a href="#">0143</a>	<a href="#">C.1 EB 2</a>	<a href="#">BND</a>	<a href="#">(blank)</a>
<a href="#">0139</a>	<a href="#">C.1-2</a>	<a href="#">BND</a>	<a href="#">(blank)</a>
<a href="#">0141</a>	<a href="#">C.1-2 EB 3</a>	<a href="#">BND</a>	<a href="#">(blank)</a>
<a href="#">0142</a>	<a href="#">C.1-2 EB 3-4</a>	<a href="#">BND</a>	<a href="#">(blank)</a>
<a href="#">0140</a>	<a href="#">C.1-2-3 EB 4</a>	<a href="#">BND</a>	<a href="#">(blank)</a>
<a href="#">0144</a>	<a href="#">C.1EB2(MAX.810)</a>	<a href="#">BND</a>	<a href="#">(blank)</a>

34. 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 3 Last

Effective Date:	29/11/2012	Effective Sequence:	0	Job Indicator:	Primary Job	<a href="#">Go To Row</a>
Action:	Promotion	Reason:	Normal Career Progression			
Salary Administration	0141	Grade:		Grade Entry Date		Current
Plan:		Step:		Step Entry Date		

[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](#)

35. Klik ikon  
"Look Up"  
Pada  
"Grade"  
untuk  
mencari 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

## Look Up Grade

SetID: GOBRN  
Salary Administration Plan: 0141  
Salary Grade: begins with ▾   
Description: begins with ▾

[Basic Lookup](#)

## Search Results

[View All](#) First  1-4 of 4  Last

Salary Grade	Description
<a href="#">01</a>	<a href="#">C.1-2 EB 3- Non EB</a>
<a href="#">02</a>	<a href="#">C.1-2 EB 3 - EB 1</a>
<a href="#">03</a>	<a href="#">C.1-2 EB 3 - EB K</a>
<a href="#">04</a>	<a href="#">C.1-2 EB 3 - KBT</a>

36. Pilih "Salary Grade" 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

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

Salary Plan		Find	First	1 of 3	Last	
Effective Date:	29/11/2012	Effective Sequence:	0	Job Indicator:	Primary Job	Go To Row
Action:	Promotion	Reason:	Normal Career Progression			Current
Salary Administration	0141	Grade:	01	Grade Entry Date	01/02/2012	
Plan:		Step:		Step Entry Date		
Includes Wage Progression Rule	<input type="checkbox"/>					

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

- 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](#)

- 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: 0141  
Salary Grade: 01  
Step: = ▾   
Step Description: begins with ▾

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

## Search Results

[View All](#) First  1-12 of 12

Step	Step Description
<a href="#">1</a>	<a href="#">1280</a>
<a href="#">2</a>	<a href="#">1340</a>
<a href="#">3</a>	<a href="#">1400</a>
<a href="#">4</a>	<a href="#">1450</a>
<a href="#">5</a>	<a href="#">1510</a>
<a href="#">6</a>	<a href="#">1570</a>
<a href="#">7</a>	<a href="#">1630</a>
<a href="#">8</a>	<a href="#">1690</a>
<a href="#">9</a>	<a href="#">1750</a>
<a href="#">10</a>	<a href="#">1810</a>
<a href="#">11</a>	<a href="#">1870</a>
<a href="#">12</a>	<a href="#">1930</a>

**38.** 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 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 3	Last
Effective Date:	29/11/2012	Effective Sequence:	0	Job Indicator:	Primary Job
Action:	Promotion	Reason:	Normal Career Progression		
Salary Administration	0141	Grade:	01	Grade Entry Date	01/02/2012
Plan:		Step:	1	Step Entry Date	01/02/2012
Includes Wage Progression Rule	<input type="checkbox"/>				

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

39. Klik  
"Compensation"

38a \*Peringatan:  
Pastikan Petak ini  
sudah di isikan  
dengan lengkap

[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
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      - 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 Red #: 0

**Compensation** Find First 1 of 3 Last

Effective Date: 29/11/2012 Effective Sequence: 0 Job Indicator: Primary Job  
Action: Promotion Reason: Normal Career Progression

Compensation Rate: 1,280.00 BND #Frequency: M Monthly

Comparative Information

Pay Rates

Default Pay Components [Contract Change Prorate Option](#)

**Pay Components** Customize Find First 1 of 1 Last

*Rate Code	Seq	Comp Rate	Currency	Frequency	Points	Percent	Rate Code Group
1 BRMNTH	0	1,280.000000	BND	M			


Calculate Compensation

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

**39a\*Peringatan:**  
Pastikan gaji yang telah di pilih adalah betul

- Save**
- Return to Search
- Previous in List
- Next in List
- Notify
- Previous tab
- Next tab
- Refresh
- Update/Display
- Include History
- Correct History

**40. 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 2012-11-29. (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.



**41. Klik "OK" (4 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
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- 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 Red #: 0

**Compensation** Find First 1 of 3 Last

Effective Date: 29/11/2012 Effective Sequence: 0 Job Indicator: Primary Job Go To Row

Action: Promotion Reason: Normal Career Progression

Current

Compensation Rate: 1,280.00 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	1,280.000000	BND	M			

Calculate Compensation

Saved

**41a.**  
**\*Peringatan:**  
Pastikan tanda "Saved" terpapar setelah menekan "Ok"

42. Klik "Return to Search" untuk kembali ke job data

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