



**MANUAL BAGI MENGEMASKINI
“CUTI TANPA GAJI”**

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Welcome

1. Klik "Workforce Administration"

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.

Computer Based Training on Absence Request (Malay Guide):

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

Discussion Forums

No Discussions available

GEMS News

APLIKASI KEHADIRAN GEMS

Assalamualaikum dan Salam Sejahtera,

Aplikasi kehadiran kini telah diperbaharui dengan penambahan "Attendance Reason" dalam paparan kehadiran GEMS. Ianya menyediakan pilihan seperti **Datang Kerja, Balik Tengahari, Urusan Rasmi, Urusan Peribadi dan Balik Kerja**.

Aplikasi ini akan digunakan secara percubaan pada **minggu ketiga bulan September 2014**. Dipohonkan kerjasama semua pengguna untuk meneruskan penggunaan aplikasi kehadiran ini seperti biasa secara berterusan walaupun ianya dalam tempoh percubaan.

- Punat Punch In dan Punch Out**

Ketika Punat **Punch In** ditekan maka *Attendance Reasons* - **Datang Kerja** sahaja yang dapat dipilih, ianya adalah bagi maksud:

- Mula masuk bertugas sebelah pagi;
- Kembali bertugas setelah selesai urusan rasmi / peribadi diluar pejabat; atau
- Kembali bertugas disebelah petang.

Ketika Punat **Punch Out** ditekan maka *Attendance Reasons* - **Balik Tengahari ; Urusan Rasmi ; Urusan Peribadi ; atau Balik Kerja** boleh dipilih bagi tujuan-tujuan yang berkaitan.

Sistem Perumahan

- [Maklumat Kelas Rumah](#)
- [Maklumat Tuan Punya Rumah](#)
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Quick Links

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My Leave Balance

Absence Balances as of 31/01/2016

If you view your Absence Balances, your leave balance of Annual Entitlement is as of 31/01/2016. Should you noticed that the leave balance is not correct, please consult your GEMS Human Resource Specialist Absence (HRS Absence) at your Administration Section.

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Workforce Administration Hire employees, add non-employees, maintain personal and job data, administer global assignments, labor relations, absence and vacation.		
Reports Repository A repository to view report that has been generated.	Personal Information Maintain information about a person regardless of Jobs. <ul style="list-style-type: none">Add a PersonManage HiresModify a Person6 More...	Job Information Maintain information about a person tied to a specific job record. <ul style="list-style-type: none">Job DataAdd Employment InstanceAdd Additional Assignment5 More...
Absence and Vacation Identifies absence and vacation, including specific types of leave. Also allows working time monitoring. <ul style="list-style-type: none">Track Absence HistoryAbsence Reports	Collective Processes Processes that affect multiple people. <ul style="list-style-type: none">Outstanding Task Alert	Self Service Transactions Administer Self Service workflow transactions. <ul style="list-style-type: none">Workflow InquiryApprovals and DelegationEmployee Address Changes5 More...
Attendance <ul style="list-style-type: none">Ad Hoc Auto Punch OutAd Hoc AutoPunch Out (AM)Ad Hoc AutoPunch Out (EV)5 More...	Workforce Reports General Workforce Reporting. <ul style="list-style-type: none">Employee Portfolio ReportChange of Service Stats RptEstablishment Budget Rpt9 More...	Time and Attendance Reports <ul style="list-style-type: none">Attendance Rating ReportDetailed Attendance ReportRetirement Package Report

2. Klik "Job Information"



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Job Information

3. Klik "Job Data"

Maintain information about a person tied to a specific job record



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 Instance

Move assignment to another instance moves additional assignments associated with an Instance to another Instance.



Demote an Instance

Demotes an Instance which doesnot have additional assignments to the desired Instance.



Current Job

Maintain data about a current job.



Pay Rate Change

Create pay rate changes.



Contract Administration

Maintain contracts or other written agreements with their employees and contractors

- [Update Contracts](#)
- [Define Contract Types](#)
- [Define Contract Clauses](#)
- [Define Contract Templates](#)

6a. Peringatan:

(Bagi ruang **"Empl Rcd Nbr"**)

- i. Empl Rcd Nbr 1 dan seterusnya adalah maklumat **"Secondary Job"** (Lantikan Memangku / Penempatan / Diperbantukan)
- ii. Jika tidak ada **"Secondary Job"** apabila di klik **"Search"**, **"Work Location page"** secara automatik akan terpapar.


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Job Data

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

Find an Existing Value

EmpID:	begins with	70000001
Empl Rcd Nbr:	=	
Name:	begins with	
Last Name:	begins with	
Second Name:	begins with	
Alternate Character Name:	begins with	
Middle Name:	begins with	
<input checked="" type="checkbox"/> Include History	<input checked="" type="checkbox"/> Correct History	<input type="checkbox"/> Case Sensitive
<input type="button" value="Search"/>	<input type="button" value="Clear"/>	Basic Search  Save Search Criteria

4. Masukkan No. Kad Pengenalan Kakitangan di ruang **"EmpID"**

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

6. Klik **"Search"**

Search Results

View All

First 1-10 of 10 Last

EmpID	Empl Rcd Nbr	Name	Last Name	Second Name	Alternate Character Name	Middle Name
700000010		ABDUL RAHMAN BIN ABDUL RAHIM	BINABDULRAHIM	(blank)	(blank)	(blank)
7000000123		ABDUL RAHMAN BIN ABDUL RAHIM	BINABDULRAHIM	(blank)	(blank)	(blank)
70000001104		ABDUL RAHMAN BIN ABDUL RAHIM	BINABDULRAHIM	(blank)	(blank)	(blank)
70000001105		ABDUL RAHMAN BIN ABDUL RAHIM	BINABDULRAHIM	(blank)	(blank)	(blank)
70000001106		ABDUL RAHMAN BIN ABDUL RAHIM	BINABDULRAHIM	(blank)	(blank)	(blank)
70000001107		ABDUL RAHMAN BIN ABDUL RAHIM	BINABDULRAHIM	(blank)	(blank)	(blank)
70000001108		ABDUL RAHMAN BIN ABDUL RAHIM	BINABDULRAHIM	(blank)	(blank)	(blank)
70000001109		ABDUL RAHMAN BIN ABDUL RAHIM	BINABDULRAHIM	(blank)	(blank)	(blank)
70000001110		ABDUL RAHMAN BIN ABDUL RAHIM	BINABDULRAHIM	(blank)	(blank)	(blank)
70000001111		ABDUL RAHMAN BIN ABDUL RAHIM	BINABDULRAHIM	(blank)	(blank)	(blank)

7. Klik rekod **"0"** untuk melihat data kakitangan

Peringatan:

- i. Sebelum awda klik "+" pastikan tarikh yang hendak dikemaskinikan tersusun
- ii. Jika menggunakan tarikh yang sama sila isikan di ruang "sequence" dengan nombor berlari (Jika no. Sekarang "0" maka isikan "1")
- iii. Setelah awda klik "+" rekod baru akan bertambah

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

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

Work Location Find First 1 of 2 Last

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

*Effective Date: 02/01/2016 Sequence: 0 *Job Indicator: Primary Job

*Action: Hire *Reason: First Job

Last Start Date: 01/03/2012 Termination Date:

Expected Job End Date

Position Number: 70000003 KERANI

Override Position Data Position Man

Regulatory Region: GOBRN Brunei Darussala

Company: SA0 Prime Minister's

Business Unit: SA01A Prime Minister's

Department: SA12700308 JABATAN PERKHIDMATAN AWAM - BAHAGIAN GEMS

Location: BRN0100035 Bangunan SPA

Establishment ID: Date Created: 27/02/2016

Message from webpage

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.

8. Klik "+" untuk menambah rekod baru

9. Klik "Calendar" untuk memilih tarikh "Cuti Tidak Bergaji"

9a.*Peringatan :
Jika terdapat "Error message" setelah mengisi tarikh, klik "OK"

Job Data Employment Data Benefits Program Participation Appraisal Result

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

Work Location		Find	First	1 of 2	Last
HR Status:	Active	Payroll Status:	Leave of Absence	Go To Row <input type="button" value="+"/> <input type="button" value="-"/>	
*Effective Date:	02/01/2016 <input type="button" value="31"/>	Sequence:	0 <input type="button" value="31"/>	*Job Indicator:	Primary Job <input type="button" value="v"/>
*Action:	Leave of Absence <input type="button" value="v"/>	*Reason:	Unpaid Leave <input type="button" value="v"/>	Current	
Last Start Date:	01/03/2012	Termination Date:			
Expected Job End Date	<input type="text" value=""/> <input type="button" value="31"/>	Expected End Date:	07/01/2016 <input type="button" value="31"/>		
Last Date Worked:	01/01/2016	<input type="checkbox"/> Override Last Date Worked	Position Entry Date:	01/03/2012	
Position Number:	70000003 <input type="button" value="31"/>	KERANI			
<input type="button" value="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:	01/03/2012	
Department:	SA12700308	JABATAN PERKHIDMATAN AWAM - BAHAGIAN GEMS			
Location:	BRN0100035	Bangunan SPA			
Establishment ID:	<input type="text" value=""/> <input type="button" value="31"/>	Date Created:	27/02/2016		

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

-
-
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-

**10. Klik "Action": "Leave of Absence"
"Reason": "Unpaid Leave"**

**11. Klik "Calendar" untuk memilih tarikh
tamat Cuti Tidak Bergaji**

11a. *Peringatan:
**Tarikh tamat Cuti Tidak Bergaji mesti di
tambah satu (1) hari daripada tarikh yang
asal bagi mencukupkan tempoh hari
pengambilan Cuti Tidak Bergaji**

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My Links Select One:
[New Window](#) **Processing**

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

Work Location		Find	First	1 of 2	Last
HR Status:	Active	Payroll Status:	Leave of Absence	Go To Row	+ -
*Effective Date:	02/01/2016	Sequence:	0	*Job Indicator:	Primary Job
*Action:	Leave of Absence	*Reason:	Unpaid Leave	Current	
Last Start Date:	01/03/2012	Termination Date:			
Expected Job End Date		Expected End Date:	07/01/2016		
Last Date Worked:	01/01/2016	<input type="checkbox"/> Override Last Date Worked	Position Entry Date:	01/03/2012	
Position Number:	70000003	KERANI			
<input type="checkbox"/> 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:	01/03/2012	
Department:	SA12700308	JABATAN PERKHIDMATAN AWAM - BAHAGIAN GEMS			
Location:	BRN0100035	Bangunan SPA			
Establishment ID:		Date Created:	27/02/2016		

11. Klik "Note"

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

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

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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](#)**12. Klik "Add a New Note"**

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Job Data Notepad - New Note

Instructions**Applications****Selected Note**

ID: 70000001	ABDUL RAHMAN BIN ABDUL RAHIM	Created: 27/02/2016 11:53AM
Empl Rcd#: 0		Creator: SHIYANHANA BINTI AWANG NAIM
Eff Date: 2016-01-02		Last Update: by:
Sequence: 0		

Subject: Note Text: **Save**Return To: [Note Selection Page](#)[Job Data Page](#)[My Links](#) Select One:[New Window](#) | [Current Page](#) | [http](#)**Save**

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

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

14. Klik **"Save"**

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

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

Work Location		Find	First	1 of 2	Last
HR Status:	Active	Payroll Status:	Leave of Absence	Go To Row	+ -
*Effective Date:	02/01/2016	Sequence:	0	*Job Indicator:	Primary Job
*Action:	Leave of Absence	*Reason:	Unpaid Leave	Current	
Last Start Date:	01/03/2012	Termination Date:			
Expected Job End Date		Expected End Date:	07/01/2016		
Last Date Worked:	01/01/2016	<input type="checkbox"/> Override Last Date Worked	Position Entry Date:	01/03/2012	
Position Number:	70000003	KERANI	<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:	01/03/2012	
Department:	SA12700308	JABATAN PERKHIDMATAN AWAM - BAHAGIAN GEMS			
Location:	BRN0100035	Bangunan SPA			
Establishment ID:		Date Created:	27/02/2016		

Job Data Employment Data Benefits Program Participation Appraisal Res

16. Klik "Save"

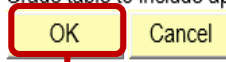
Save
 Return to Search
 Previous in List
 Next in List
 Notify
 Previous tab
 Next tab
 Refresh
 Update/Display
 Include History
 Correct History

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Warning -- Grade is invalid for salary plan or salary ranges are missing on job row 2016-01-02. (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.



17. Klik "OK"

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

Work Location		Find	First	1 of 2	Last
HR Status:	Active	Payroll Status:	Leave of Absence	Go To Row	+ -
*Effective Date:	02/01/2016	Sequence:	0	*Job Indicator:	Primary Job
*Action:	Leave of Absence	*Reason:	Unpaid Leave	Current	
Last Start Date:	01/03/2012	Termination Date:			
Expected Job End Date		Expected End Date:	07/01/2016		
Last Date Worked:	01/01/2016	<input type="checkbox"/> Override Last Date Worked	Position Entry Date:	01/03/2012	
Position Number:	70000003	KERANI	<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:	01/03/2012	
Department:	SA12700308	JABATAN PERKHIDMATAN AWAM - BAHAGIAN GEMS			
Location:	BRN0100035	Bangunan SPA			
Establishment ID:		Date Created:	27/02/2016		

Job Data Employment Data Benefits Program Participation Appraisal Result

18. 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

My Links Select One:
New Window | **Saved**

17a. *Peringatan:
Pastikan tanda "Saved" terpapar
setelah menekan "OK"



**MANUAL BAGI MENGEMASKINI
“MENAMATKAN CUTI TANPA GAJI”**

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Discussion Forums

No Discussions available

Sistem Perumahan

- [Maklumat Kelas Rumah](#)
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- [Maklumat Penghuni](#)
- [Menjana Laporan](#)

Welcome

1. Klik "Workforce Administration"

Welcome to GEMS!

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

For any inquiries, please contact GEMS Helpdesk at +6732382407 or email at gems.helpdesk@psd.gov.bn

GEMS News

APLIKASI KEHADIRAN GEMS

Assalamualaikum dan Salam Sejahtera,

Aplikasi kehadiran kini telah diperbaharui dengan penambahan "Attendance Reason" dalam paparan kehadiran GEMS. Ianya menyediakan pilihan seperti **Datang Kerja, Balik Tengahari, Urusan Rasmi, Urusan Peribadi dan Balik Kerja.**

Aplikasi ini akan digunakan secara percubaan pada **minggu ketiga bulan September 2014.** Dipohonkan kerjasama semua pengguna untuk meneruskan penggunaan aplikasi kehadiran ini seperti biasa secara berterusan walaupun ianya dalam tempoh percubaan.

- Punat *Punch In* dan *Punch Out***

Ketika Punat ***Punch In*** ditekan maka *Attendance Reasons* - **Datang Kerja** sahaja yang dapat dipilih, ianya adalah bagi maksud:

- Mula masuk bertugas sebelah pagi;
- Kembali bertugas setelah selesai urusan rasmi / peribadi diluar pejabat; atau
- Kembali bertugas disebelah petang.

Ketika Punat ***Punch Out*** ditekan maka *Attendance Reasons* - **Balik Tengahari ; Urusan Rasmi ; Urusan Peribadi ; atau Balik Kerja** boleh dipilih bagi tujuan-tujuan yang berkaitan.

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 \(Malay Guide\)](#)

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	Induction Documents Checklist

My Leave Balance

[Absence Balances as of 31/01/2016](#)

If you view your Absence Balances, your leave balance of Annual Entitlement is as of 31/01/2016. Should you noticed that the leave balance is not correct, please consult your GEMS Human Resource Specialist Absence (HRS Absence) at your Administration Section.

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Main Menu >

Workforce Administration Hire employees, add non-employees, maintain personal and job data, administer global assignments, labor relations, absence and vacation.		
Reports Repository A repository to view report that has been generated.	Personal Information Maintain information about a person regardless of Jobs. <ul style="list-style-type: none">Add a PersonManage HModify a Person6 More...	Job Information Maintain information about a person tied to a specific job record. <ul style="list-style-type: none">Job DataAdd Employment InstanceAdd Additional Assignment5 More...
Absence and Vacation Identifies absence and vacation, including specific types of leave. Also allows working time monitoring. <ul style="list-style-type: none">Track Absence HistoryAbsence Reports	Collective Processes Processes that affect multiple people. <ul style="list-style-type: none">Outstanding Task Alert	Self Service Transactions Administer Self Service workflow transactions. <ul style="list-style-type: none">Workflow InquiryApprovals and DelegationEmployee Address Changes5 More...
Attendance <ul style="list-style-type: none">Ad Hoc Auto Punch OutAd Hoc AutoPunch Out (AM)Ad Hoc AutoPunch Out (EV)5 More...	Workforce Reports General Workforce Reporting. <ul style="list-style-type: none">Employee Portfolio ReportChange of Service Stats RptEstablishment Budget Rpt9 More...	Time and Attendance Reports <ul style="list-style-type: none">Attendance Rating ReportDetailed Attendance ReportRetirement Package Report

2. Klik "Job Information"



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Main Menu > [Workforce Administration](#) >



Job Information

3. Klik "Job Data"

Maintain information about a person tied to a specific job record



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 Instance

Move assignment to another instance moves additional assignments associated with an Instance to another Instance.



Demote an Instance

Demotes an Instance which doesnot have additional assignments to the desired Instance.



Current Job

Maintain data about a current job.



Pay Rate Change

Create pay rate changes.



Contract Administration

Maintain contracts or other written agreements with their employees and contractors

- ▶ [Update Contracts](#)
- ▶ [Define Contract Types](#)
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6a. Peringatan:
(Bagi ruang **"Empl Rcd Nbr"**)

i. Empl Rcd Nbr 1 dan seterusnya adalah maklumat **"Secondary Job"** (Lantikan Memangku / Penempatan / Diperbantukan)

ii. Jika tidak ada **"Secondary Job"** apabila di klik **"Search"**, **"Work Location page"** secara automatik 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

EmpID:	begins with	70000001
Empl Rcd Nbr:	=	
Name:	begins with	
Last Name:	begins with	
Second Name:	begins with	
Alternate Character Name:	begins with	
Middle Name:	begins with	

4. Masukkan No. Kad Pengenalan Kakitangan di ruang **"EmpID"**

Include History
 Correct History
 Case Sensitive

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

[Basic Search](#)

6. Klik **"Search"**

Search Results

View All

EmpID	Empl Rcd Nbr	Name	Last Name	Second Name	Alternate Character Name	Middle Name
700000010	0	ABDUL RAHMAN BIN ABDUL RAHIM	BINABDULRAHIM	(blank)	(blank)	(blank)
7000000123	23	ABDUL RAHMAN BIN ABDUL RAHIM	BINABDULRAHIM	(blank)	(blank)	(blank)
70000001104	104	ABDUL RAHMAN BIN ABDUL RAHIM	BINABDULRAHIM	(blank)	(blank)	
70000001105	105	ABDUL RAHMAN BIN ABDUL RAHIM	BINABDULRAHIM	(blank)	(blank)	
70000001106	106	ABDUL RAHMAN BIN ABDUL RAHIM	BINABDULRAHIM	(blank)	(blank)	
70000001107	107	ABDUL RAHMAN BIN ABDUL RAHIM	BINABDULRAHIM	(blank)	(blank)	(blank)
70000001108	108	ABDUL RAHMAN BIN ABDUL RAHIM	BINABDULRAHIM	(blank)	(blank)	(blank)
70000001109	109	ABDUL RAHMAN BIN ABDUL RAHIM	BINABDULRAHIM	(blank)	(blank)	(blank)
70000001110	110	ABDUL RAHMAN BIN ABDUL RAHIM	BINABDULRAHIM	(blank)	(blank)	(blank)
70000001111	111	ABDUL RAHMAN BIN ABDUL RAHIM	BINABDULRAHIM	(blank)	(blank)	(blank)

7. Klik rekod **"0"** untuk melihat data kakitangan

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

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

Work Location		Find	First	1 of 3	Last
HR Status:	Active	Payroll Status:	Leave of Absence	Go To Row +	
*Effective Date:	05/03/2016	Sequence:	0	*Job Indicator: Primary Job	
*Action:	Leave of Absence	*Reason: Unpaid Leave		Current	
Last Start Date:	01/03/2012	Termination Date:			
Expected Job End Date		Expected End Date:			
Last Date Worked:	01/01/2016	<input type="checkbox"/>	Override Last Date Worked	Position Entry Date: 01/03/2012	
Position Number:	70000003	KERANI			
Override Position Data		<input type="checkbox"/> Position Management Record			
Regulatory Region:	GOBRN	Brunei Darussalam			
Company:	SA0	Prime Minister's Office			
Business Unit:	SA01A	Prime Minister's Office		Department Entry Date: 01/03/2012	
Department:	SA12700308	JABATAN PERKHIDMATAN AWAM - BAHAGIAN GEMS			
Location:	BRN0100035	Bangunan SPA			
Establishment ID:		Date Created:		05/03/2016	

8. Klik "+" untuk menambah rekod baru bagi menamatkan rekod cuti tidak bergaji

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

Work Location		Find	First	1 of 3	Last
HR Status:	Active	Payroll Status:	Active	Go To Row [+ -]	
*Effective Date:	<input type="text" value="07/01/2016"/>	Sequence:	<input type="text" value="0"/>	*Job Indicator:	Primary Job
*Action:	<input type="text" value="Return from Leave"/>	*Reason:	<input type="text" value="Return from Unpaid Leave"/>		
Current					
Last Start Date:	01/03/2012	Termination Date:			
Expected Job End Date	<input type="text"/>	Expected End Date:	<input type="text"/>		
Position Number:	<input type="text" value="70000003"/>	KERANI	Position Entry Date:	01/03/2012	
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:	01/03/2012	
Department:	SA12700308	JABATAN PERKHIDMATAN AWAM - BAHAGIAN GEMS			
Location:	BRN0100035	Bangunan SPA			
Establishment ID:	<input type="text"/>	Date Created:	05/03/2016		

9. Klik **"Calendar"** untuk memilih tarikh tamat Cuti Tidak Bergaji

9a.*Peringatan: Tarikh tamat Cuti Tidak Bergaji hendaklah di tambah satu (1) hari daripada tarikh yang asal bagi mencukupkan tempoh hari pengambilan Cuti Tidak Bergaji

10. Klik **"Action": "Return from leave"** **"Reason": "Return from Unpaid Leave"**

11. Klik **"Save"**

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Save
 Return to Search
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 Next in List
 Notify
 Previous tab
 Next tab
 Refresh
 Update/Display
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Work Location **Job Information** Job Labor Payroll Salary Plan Compensation Job Additional Information

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

Work Location Find First 1 of 2 Last

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

*Effective Date: 02/01/2016 Sequence: 0 *Job Indicator: Primary Job

*Action: Hire *Reason: First Job

Last Start Date: 01/03/2012 Termination Date:

Expected Job End Date

Position Number: 70000003 KERANI

Override Position Data Position Man

Regulatory Region: GOBRN Brunei Darussala

Company: SA0 Prime Minister's

Business Unit: SA01A Prime Minister's

Department: SA12700308 JABATAN PERKHIDMATAN AWAM - BAHAGIAN GEMS

Location: BRN0100035 Bangunan SPA

Establishment ID: Date Created: 27/02/2016

Message from webpage

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

9a.*Peringatan :
 Jika terdapat "Error message" setelah mengisi tarikh, Awda cuma perlu klik "OK"

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

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Warning -- Grade is invalid for salary plan or salary ranges are missing on job row 2016-01-07. (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.



12. Klik "OK"

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

Work Location		Find	First	1 of 3	Last
HR Status:	Active	Payroll Status:	Active	Go To Row + -	
*Effective Date:	07/01/2016	Sequence:	0	*Job Indicator: Primary Job	
*Action:	Return from Leave	*Reason:	Return from Unpaid Leave	Current	
Last Start Date:	01/03/2012	Termination Date:			
Expected Job End Date	<input type="text"/>	Expected End Date:	<input type="text"/>		
Position Number:	70000003	KERANI	Position Entry Date:	01/03/2012	
<input type="checkbox"/> 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:	01/03/2012	
Department:	SA12700308	JABATAN PERKHIDMATAN AWAM - BAHAGIAN GEMS			
Location:	BRN0100035	Bangunan SPA			
Establishment ID:	<input type="text"/>	Date Created:	05/03/2016		

Job Data | Employment Data | Benefits Program Participation | Appraisal Result

13. Klik "Return to Search" untuk kembali ke "Job Data"

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

12a. *Peringatan:
Pastikan tanda **"Saved"** terpapar setelah menekan **"OK"**