



**MANUAL BAGI MENGEMASKINI
“*CUTI BERANAK*”**

1. Klik "Workforce Administration"

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- Manager Self Service
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- My System Profile

Discussion Forums

No Discussions available

Welcome

Welcome to GEMS!

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

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

GEMS 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.

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)**

Quick Links

My E-mail	My Calendar
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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](#)
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 **Workforce Reports**

General Workforce Reporting

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2. Klik "Job Information"














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 **Job Information**

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 Inst Move assignment to another instance moves additional assignments associated with an Instance to another Instance.	 Demote an Instance Demotes an Instance which doesnot have additional assignments to the desired Instance.	 Current Job Maintain data about a current job.
 Pay Rate Change Create pay rate changes.	 Contract Administration Maintain contracts or other written agreements with their employees and contractors <ul style="list-style-type: none"> Update Contracts Define Contract Types Define Contract Clauses Define Contract Templates	

**3. Klik
"Job Data"**

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Job Data

Enter any information you

Find an Existing Value

EmpID:

Empl Rcd Nbr:

Name:

Last Name:

Second Name:

Alternate Character Name:

Middle Name:

Include History Correct History Case Sensitive

[Basic Search](#)

Search Results

View All

First 1-2 of 2

EmplID	Empl Rcd Nbr	Name	Last Name	Second Name	Alternate Character Name	Middle Name
70000000 0		NUR NADIA BINTI ABDULLAH BINTI ABDULLAH	(blank)	(blank)	(blank)	(blank)
70000003 1		NUR NADIA BINTI ABDULLAH BINTI ABDULLAH	(blank)	(blank)	(blank)	(blank)

6a.*Peringatan: (Bagi ruang "Empl Rcd Nbr")

i.Empl Rcd Nbr 1 dan sterusnya adalah maklumat "Secondary Job" (lantikan Memangku / Penempatan /Peminjaman)

ii.Jika tidak ada "Secondary Job", apabila di klik "Search", "Work Location page" secara otomatik akan terpapar.

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

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

6. Klik "Search"

7. Klik rekod "0" untuk melihat data kakitangan

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

NUR NADIA BINTI ABDULLAH EMP ID: 70000003 Empl Rcd #: 0

Work Location Find First 1 of 1 Last

HR Status: Active Payroll Status: Leave With Pay Go To Row +

*Effective Date: 01/03/2012 Sequence: 0 *Job Indicator: Primary Job

*Action: Paid Leave of Absence Reason: Maternity/Paternity

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

Expected Job End Date Expected Return Date:

Position Number: 70000004 Position Entry Date: 01/03/2012

Override Position Data

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: 28/11/2012

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 His

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 cuti beranak

10. Klik pilihan "**Action**":Pilih "**Paid Leave of Absence**" kemudian klik pilihan "**Reason**":Pilih "**Maternity / paternity**"

10a. Klik ikon "**Calendar**" untuk memilih tarikh tamat bercuti + 1 hari

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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

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

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:	<input type="text"/>	Date Created:	18/12/2012	

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

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My Links Select One: ▾

New Window | Custom **Processing**

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

NUR NADIA BINTI ABDULLAH EMP ID: 70000003 Empl Rcd #: 0

Work Location Find First 1 of 1 Last

HR Status: Active Payroll Status: Leave with Pay

*Effective Date: 01/03/2012 Sequence: 0 *Job Indicator: Primary Job

*Action: Paid Leave of Absence Reason: Maternity/Paternity

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

Expected Job End Date: Expected Return Date:

Position Entry Date: 01/03/2012

Position Number: 70000004 KERANI

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: 28/11/2012

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

11. Klik ikon
"Note"

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

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My Links

[New Window](#) | [Customize Page](#) | 



Job Data Notepad

Instructions

Selection Criteria

*ID: 70000003

NUR NADIA BINTI ABDULLAH

*Empl Rcd#: 0

*Eff Date: 2012-03-01

*Sequence: 0

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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My Links Select One:

[New Window](#) | [Customize Page](#) | 

Job Data Notepad - New Note

Instructions

Applications

Selected Note

ID: 70000003	NUR NADIA BINTI ABDULLAH	Created: 03/01/2013 9:11AM
Empl Rcd#: 0		Creator: MOHAMMAD FIRDAUS BIN JULAHEE
Eff Date: 2012-03-01		Last Update: by:
Sequence: 0		

Subject:

Note Text:

Save

Return To: [Note Selection Page](#)

[Job Data Page](#)

14. Klik "Save"

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

14a.

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

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

Saved

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My Links Select One: ▾

[New Window](#) | [Customize Page](#) |

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

NUR NADIA BINTI ABDULLAH EMP ID: 70000003 Empl Rcd #: 0

Work Location		Find	First	1 of 1	Last
HR Status:	Active	Payroll Status:	Leave With Pay	Go To Row + -	
*Effective Date:	01/03/2012	Sequence:	0	*Job Indicator:	Primary Job
*Action:	Paid Leave of Absence	Reason:	Maternity/Paternity	Current	
Last Start Date:	01/03/2012	Termination Date:			
Expected Job End Date		Expected Return Date:			
Position Number:	70000004	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:		Date Created:	28/11/2012		

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

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 -- Head count of 4 exceeds maximum head count of 1 for position. (1000,156)

When Position Management is installed, head counts for each position are compared to the maximum head count on the Specific Information page. Correct position number, change maximum to allow an additional incumbent, or leave as is.



17. Klik "OK" (2 kali)

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NUR NADIA BINTI ABDULLAH EMP ID: 70000003 Empl Rcd #: 0

Work Location Find First 1 of 1 Last

HR Status: Active Payroll Status: Leave With Pay Go To Row [+ -]

*Effective Date: 01/03/2012 Sequence: 0 *Job Indicator: Primary Job

*Action: Paid Leave of Absence Reason: Maternity/Paternity

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

Expected Job End Date: Expected Return Date:

Position Entry Date: 01/03/2012

Position Number: 70000004 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: 01/03/2012

Department: SA12700308 JABATAN PERKHIDMATAN AWAM - BAHAGIAN GEMS

Location: BRN0100035 Bangunan SPA

Establishment ID: Date Created: 28/11/2012

Saved

17a.

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

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



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SELEPAS CUTI BERANAK”**



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2. Klik
"Job Information"













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 - ▶ Job Information
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Main Menu > [Workforce Administration](#) >

 **Job Information**

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 Inst Move assignment to another instance moves additional assignments associated with an Instance to another Instance.	 Demote an Instance Demotes an Instance which doesnot have additional assignments to the desired Instance.	 Current Job Maintain data about a current job.
 Pay Rate Change Create pay rate changes.	 Contract Administration Maintain contracts or other written agreements with their employees and contractors <ul style="list-style-type: none"> Update Contracts Define Contract Types Define Contract Clauses Define Contract Templates	

**3. Klik
"Job Data"**

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Job Data

Enter any information you

Find an Existing Value

EmpIID:

Empl Rcd Nbr: =

Name:

Last Name:

Second Name:

Alternate Character Name:

Middle Name:

Include History Correct History Case Sensitive

[Basic Search](#)

Search Results

View All

First 1-2 of 2

EmplID	Empl Rcd Nbr	Name	Last Name	Second Name	Alternate Character Name	Middle Name
70000000 0		NUR NADIA BINTI ABDULLAH BINTI ABDULLAH	(blank)	(blank)	(blank)	(blank)
70000003 1		NUR NADIA BINTI ABDULLAH BINTI ABDULLAH	(blank)	(blank)	(blank)	(blank)

6a.*Peringatan: (Bagi ruang "Empl Rcd Nbr")

i.Empl Rcd Nbr 1 dan sterusnya adalah maklumat "Secondary Job" (lantikan Memangku / Penempatan /Peminjaman)

ii.Jika tidak ada "Secondary Job", apabila di klik "Search", "Work Location page" secara otomatik akan terpapar.

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

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

6. Klik "Search"

7. Klik rekod "0" untuk melihat data kakitangan

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[My Links](#) Select One: ▾

[New Window](#) | [Customize Page](#) | 












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

NUR NADIA BINTI ABDULLAH EMP ID: 70000003 Empl Rcd #: 0

Work Location Find First 1 of 1 Last

HR Status:	Active	Payroll Status:	Active	Go To Row	
*Effective Date:	01/03/2012	Sequence:	0	*Job Indicator:	Primary Job
*Action:	Return from Leave	Reason:	Return from Maternity Leave		
Current					
Last Start Date:	01/03/2012	Termination Date:			
Expected Job End Date		Position Entry Date:	01/03/2012		
Position Number:	70000004	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:	28/11/2012		

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](#)

8. Klik ikon "+" untuk menambah rekod baru bagi aktifkan data kakitangan tersebut

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

NUR NADIA BINTI ABDULLAH EMP ID: 70000003 Empl Rcd #: 0

Work Location

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

*Effective Date: 16/06/2012 Sequence: 0 *Job Indicator: Primary Job

*Action: Return from Leave Reason: Return from Maternity Leave

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

Expected Job End Date:

Position Number: 70000003 KERANI Position Entry Date: 01/03/2012

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: 01/03/2012

Department: SA12700308 JABATAN PERKHIDMATAN AWAM - BAHAGIAN GEMS

Location: BRN0100035 Bangunan SPA

Establishment ID: Date Created: 10/10/2013

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

9. Klik ikon "Calendar" untuk memilih tarikh berakhir cuti beranak + 1 hari

10. Klik pilihan "Action": Pilih "Return from leave" kemudian klik pilihan "Reason": Pilih "Return from Maternity Leave"

11. Klik "Save"

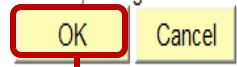
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[My Links](#) Select One: ▾

[New Window](#) | 

Warning -- Head count of 4 exceeds maximum head count of 1 for position. (1000,156)

When Position Management is installed, head counts for each position are compared to the maximum head count on the Specific Information page. Correct position number, change maximum to allow an additional incumbent, or leave as is.



12. Klik "OK" (2 kali)

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

NUR NADIA BINTI ABDULLAH EMP ID: 70000003 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: 16/06/2012 Sequence: 0 *Job Indicator: Primary Job

*Action: Return from Leave Reason: Return from Maternity Leave

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

Expected Job End Date

Position Number: 70000003 KERANI Position Entry Date: 01/03/2012

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: 01/03/2012

Department: SA12700308 JABATAN PERKHIDMATAN AWAM - BAHAGIAN GEMS

Location: BRN0100035 Bangunan SPA

Establishment ID: Date Created: 10/10/2013

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

Saved

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

13. Klik **"Return to Search"** untuk kembali ke job data