



**Manual mengemaskini  
“*Email Address*”  
Bagi pengguna *Hrs Administration***



Personalize [Content](#) [Layout](#) Saturday, December 1, 2012

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

"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.

**NEW**

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

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

Discussion Forums

No Discussions available

GEMS News

**NEW** Data Bagi Pegawai dan Kakitangan Kerajaan

Assalamualaikum / Salam Sejahtera,

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

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

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

Quick Links

<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

**NEW**

[Absence Balances as of 31/10/2012](#)

If you view your Absence Balances, your leave balance of Annual Entitlement is as of **31/10/2012**. Should you noticed that the leave balance is not correct, please consult your GEMS Human Resource Specialist Absence (HRS Absence) at your Administration Section.

- 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 **“Personal Information”**



- 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 >

## Personal Information

Maintain information about a person regardless of Jobs.

<b>Add a Person</b> Add a new person to the system.	<b>Manage Hires</b> Manage adds, hires, rehires, and transfers from Recruiting.	<b>Modify a Person</b> Modify a person's basic information, such as name and contact information.
<b>Person Organizational Summary</b> View a summary of all the organizational relationships for a person.	<b>Biographical</b> Maintain biographic information for a person including names, addresses, drivers licenses, bank accounts, etc. <ul style="list-style-type: none"><li><a href="#">Add a Person</a></li><li><a href="#">Modify a Person</a></li><li><a href="#">Search by National ID</a></li><li><a href="#">Bank Accounts</a></li></ul>	<b>Organizational Relationships</b> Create or modify the organizational relationships that a Person can have. <ul style="list-style-type: none"><li><a href="#">New Employment Instance</a></li><li><a href="#">Add a POI Relationship</a></li><li><a href="#">Maintain a Person's POI Reltn</a></li><li><a href="#">Person Checklist</a></li></ul>
<b>Personal Relationships</b> Create or modify the relationships that a person has. <ul style="list-style-type: none"><li><a href="#">Dependent Information</a></li><li><a href="#">Emergency Contact</a></li><li><a href="#">Depdnt Identification Details</a></li></ul>	<b>Citizenship</b> Citizenship, Visa, Permits information for a Person <ul style="list-style-type: none"><li><a href="#">Identification Data</a></li></ul>	<b>Verify Employee Info - HR</b> Verify Employee Information - HR

3. Klik "Modify a Person"



### Menu

- ▷ Self Service
- ▷ Manager Self Service
- ▷ Recruiting
- ▽ Workforce Administration
  - ▽ Personal Information
    - ▷ Biographical
    - ▷ Organizational Relationships
    - ▷ Personal Relationships
    - ▷ Citizenship
    - [Add a Person](#)
    - [Manage Hires](#)
    - [Modify a Person](#)
    - [Person Organizational Summary](#)
    - [Verify Employee Info - HR](#)
  - ▷ 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](#)

## Personal Information

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

[Find an Existing Value](#) [Add a New Value](#)

EmpIID:	begins with ▾	70000001
Name:	begins with ▾	
Last Name:	begins with ▾	
Second Name:	begins with ▾	
Alternate Character Name:	begins with ▾	
Middle Name:	begins with ▾	

Include History  Correct History  Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

4. Masukkan No. Kad Pengenalan kakitangan di ruang "EmpIID"

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

6. Klik "Search"





Menu

- ▷ Self Service
- ▷ Manager Self Service
- ▷ Recruiting
- ▽ Workforce Administration
  - ▽ Personal Information
    - ▷ Biographical
    - ▷ Organizational Relationships
    - ▷ Personal Relationships
    - ▷ Citizenship
    - Add a Person
    - Manage Hires
    - Modify a Person
    - Person Organizational Summary
    - Verify Employee Info - HR
  - ▷ 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

Biographical Details

Contact Information

Regional Information

ABDUL RAHMAN BIN ABDUL RAHIM Person ID: 70000001

Name Find | View All First 1 of 1 Last

\*Effective Date: 01/02/2012

\*Format Type: Brunei

Display Name: ABDUL RAHMAN BIN ABDUL RAHIM [Edit Name](#)

Biographic Information

Date of Birth: 01/11/1979 33 Years 1 Months Date of Death:

Birth Country: BRN Brunei Darussalam

District:

Birth Location:

Waive Data Protection

Biographical History Find | View All First 1 of 1 Last

\*Effective Date: 01/02/2012

\*Gender: Male

\*Highest Education Level: Not Indicated

\*Marital Status: Single As of: 01/02/2012

Language Code:

Alternate ID:

Full-Time Student

National ID Customize | Find | View All | First 1 of 1 Last

*Country	*National ID Type	National ID	Primary ID
BRN	Yellow National Reg. ID Ca	70-000001	<input checked="" type="checkbox"/>

[Immigration/Personal Info Verify](#)

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

[Biographical Details](#) | [Contact Information](#) | [Regional Information](#)

7. Klik "Contact Information"

Menu

- ▶ Self Service
- ▶ Manager Self Service
- ▶ Recruiting
- ▼ Workforce Administration
  - ▼ Personal Information
    - ▶ Biographical
    - ▶ Organizational
    - Relationships
      - ▶ Personal Relationships
      - ▶ Citizenship
      - [Add a Person](#)
      - [Manage Hires](#)
    - [Modify a Person](#)
    - [Person Organizational Summary](#)
    - [Verify Employee Info - HR](#)
  - ▶ 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](#)

[Biographical Details](#) [Contact Information](#) [Regional Information](#)

ABDUL RAHMAN BIN ABDUL RAHIM Person ID: 70000001

Current Addresses			
<a href="#">Customize</a>   <a href="#">Find</a>   <a href="#">View All</a>   <a href="#">First</a>   1 of 1   <a href="#">Last</a>			
*Address Type	As Of Date	Status	Address
	03/12/2012	A	

Phone Information			
<a href="#">Customize</a>   <a href="#">Find</a>   <a href="#">View All</a>   <a href="#">First</a>   1-2 of 2   <a href="#">Last</a>			
*Phone Type	Telephone	Extension	Preferred
Mobile	7123456		<input checked="" type="checkbox"/>
Home	2384146		<input type="checkbox"/>

Email Addresses		
<a href="#">Customize</a>   <a href="#">Find</a>   <a href="#">View All</a>   <a href="#">First</a>   1 of 1   <a href="#">Last</a>		
*Email Type	*Email Address	Preferred
		<input type="checkbox"/>

[Notify](#) [Previous tab](#) [Next tab](#) [Refresh](#) [Add](#) [Update/Display](#) [Include History](#) [Correct History](#)

8. Klik **"Email Type"**  
(Bagi emel kerajaan  
sila pilih **"Official"**)

9. Masukkan emel  
kerajaan kakitangan

10. Tandakan  
**"Preferred"**

- Menu
- Self Service
- Manager Self Service
- Recruiting
- Workforce Administration
  - Personal Information
    - Biographical
    - Organizational Relationships
    - Personal Relationships
    - Citizenship
      - Add a Person
      - Manage Hires
  - Modify a Person
    - Person Organizational Summary
    - Verify Employee Info - HR
- 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

[My Links](#) Select One: ▾

[New Window](#) [Customize](#) **Save**

[Biographical Details](#) [Contact Information](#) [Regional Information](#)

ABDUL RAHMAN BIN ABDUL RAHIM Person ID: 70000001

Current Addresses [Customize](#) [Find](#) [View All](#) First 1 of 1 Last

*Address Type	As Of Date	Status	Address	
	12/12/2012	A		<a href="#">Edit/View</a> <a href="#">Address Detail</a> + -

Phone Information [Customize](#) [Find](#) First 1-2 of 2 Last

*Phone Type	Telephone	Extension	Preferred	
Mobile	7123456		<input checked="" type="checkbox"/>	+ -
Home	2384146		<input type="checkbox"/>	+ -

Email Addresses [Customize](#) [Find](#) First 1 of 1 Last

*Email Type	*Email Address	Preferred	
Business	rahman.rahim@psd.gov.bn	<input checked="" type="checkbox"/>	+ -

**Save** [Return to Search](#) **Notify** [Previous tab](#) [Next tab](#) [Refresh](#) [Add](#) [Update/Display](#) [Include History](#) [Correct History](#)

[Biographical Details](#) | [Contact Information](#) | [Regional Information](#)

**11a.**  
**\*Peringatan:**  
Pastikan tanda **"Saved"**  
terpapar setelah  
menekan **"Save"**

**\*Peringatan:** Pastikan  
emel di isi dengan  
lengkap dan teratur  
dalam ruang  
**"Email Address"** seperti  
contoh yang di paparkan

**11. Klik "Save"**

**12. Klik "Notify"** jika perlu  
untuk memaklumkan perkara  
ini kepada pegawai berkenaan.



- Menu
- Self Service
- Manager Self Service
- Recruiting
- Workforce Administration
  - Personal Information
    - Biographical
    - Organizational Relationships
    - Personal Relationships
    - Citizenship
      - [Add a Person](#)
      - [Manage Hires](#)
      - [Modify a Person](#)**
        - [Person Organizational Summary](#)
        - [Verify Employee Info - HR](#)
    - 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](#)

## Send Notification

Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator.  
Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send.

### Notification Details

[Lookup Recipient](#)

[Delivery Options](#)

To:

CC:

BCC:

Priority:

Subject:

Template Text:

Message:

Click OK to send this notification and exit this page. Click Cancel to exit this page without sending a notification.

Click Apply to send this notification and remain on this page.

**13. Klik "Look Up Recipient"**

- Menu
- Self Service
- Manager Self Service
- Recruiting
- Workforce Administration
  - Personal Information
    - Biographical
    - Organizational Relationships
    - Personal Relationships
    - Citizenship
    - Add a Person
    - Manage Hires
    - Modify a Person
    - Person Organizational Summary
    - Verify Employee Info - HR
  - 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




## Send Notification

### Lookup Address

Recipient Search

Name:

Search Results [Customize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

To	cc	bcc	Recipient	Email Address	User ID
					

Recipient List

To:

CC:

BCC:

14. Masukkan nama di ruang "Name"

15. Klik "Search"



- Menu
- Self Service
- Manager Self Service
- Recruiting
- Workforce Administration
  - Personal Information
    - Biographical
    - Organizational Relationships
    - Personal Relationships
    - Citizenship
    - Add a Person
    - Manage Hires
    - Modify a Person
    - Person Organizational Summary
    - Verify Employee Info - HR
  - 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

### Send Notification

### Lookup Address

Recipient Search

Name:

Search Results [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1-26 of 26 | [Last](#)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BIN PENGIRAN HAJI CHUCHU,AWANGKU ABDUL KAHAR	00263319
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BIN PENGIRAN HAJI CHUCHU,PENGIRAN HAJI MARSIDI	00063284
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PENGIRAN HAJI CHUCHU,PENGIRAN,DAYANGKU SHAHRANE BI	pcu_dor@hotmail.com 00278209
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BINTI PENGIRAN HAJI CHUCHU,DAYANGKU HAJAH FAZILHAY	00283761
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BIN PENGIRAN HAJI CHUCHU,PENGIRAN JALUDIN	00071721
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PENGIRAN HAJI CHUCHU,PENGIRAN KAMARULZAMAN BIN	00066282
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BINTI PENGIRAN HAJI CHUCHU, .DAYANGKU NORAINI	noraini.chuchu@ubd.edu.bn 00073341
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BIN PENGIRAN HAJI CHUCHU,PENGIRAN HAJI DULAMIT	DULAMIT.CHUCHU@MFA.GOV.BN 00117702
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PENGIRAN HAJI CHUCHU @DAYANGKU SHAHRIMAH BINTI	shahrimah.chuchu@pwd.gov.bn 00126162
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PENGIRAN HAJI CHUCHU,DAYANGKU HAJAH ASILAH BINTI	asilah.chuchu@psd.gov.bn 00067948
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BINTI PENGIRAN HAJI CHUCHU,PENGIRAN HAJAH MASUNAH	hjh.masunah.chuchu@mindef.gov.bn 00057346
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BINTI PENGIRAN HAJI CHUCHU,DAYANGKU HAJAH NOORLIA	NOORLIA.CHUCHU@survey.gov.bn 00043838

Recipient List

To:

CC:

BCC:

16. Tandakan di petak kosong untuk memilih semada "To", "CC" atau "BCC".

17. Klik "OK"

- Menu
- Self Service
- Manager Self Service
- Recruiting
- Workforce Administration
  - Personal Information
    - Biographical
    - Organizational Relationships
    - Personal Relationships
    - Citizenship
    - [Add a Person](#)
    - [Manage Hires](#)
    - [Modify a Person](#)
    - [Person Organizational Summary](#)
    - [Verify Employee Info - HR](#)
  - 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](#)

## Send Notification

Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator.

Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send.

### Notification Details

[Lookup Recipient](#) [Delivery Options](#)

To: PENGIRAN HAJI CHUCHU, DAYANGKU HAJAH ASILAH BINTI/00087948

CC:

BCC:

Priority:

Subject: <Enter Subject here>

Template: Workflow Notification

Text: Priority: %NotificationPriority

Date Sent: 2012/01/09

Message:

Click OK to send this notification and exit this page. Click Cancel to exit this page without sending a notification.

Click Apply to send this notification and remain on this page.

OK

Cancel

Apply

18. Isikan tajuk email di ruang "Subject"

19. Isikan nota di ruang "Message"

20. Klik "Ok"

21. Klik "Apply"



**Manual Memastikan  
“*Email Address*”  
Telah dikemaskinikan  
(Disahkan oleh pengguna)**

- Menu
- ▷ Self Service
  - ▷ Recruiting
  - ▷ Global Payroll & Absence
  - Mgmt
    - ▷ Workforce Development
    - ▷ Set Up HRMS
    - ▷ Set Up ELM
    - ▷ My Content
    - ▷ Content Management
    - ▷ Worklist
    - ▷ Reporting Tools
    - Take a Survey
    - Change My Password
    - My Personalizations
    - My System Profile

## General Profile Information

ABDUL RAHMAN BIN ABDUL RAHIM

### Password


[Change password](#)


[Change or set up forgotten password help](#)

### Personalizations

My preferred language for PIA web pages is: English

My preferred language for reports and email is: English ▾

Currency Code: BND 

Default Mobile Page:  

### Alternate User

If you will be temporarily unavailable, you can select an alternate user to receive your routings.

Alternate User ID:  

From Date:   (example:12/31/2000)

To Date:   (example:12/31/2000)

### Workflow Attributes

Email User  Worklist User

### Miscellaneous User Links

Email		
Primary Email Account	Email Type	Email Address
<input checked="" type="checkbox"/>	Business	rahman.rahim@psd.gov.bn

### \*NOTA:

Pengguna akan menerima dan login ke GEMS. Pilih **My System Profile**

### \*Peringatan:

Pastikan alamat emel yang telah di kemaskini tersimpan seperti di dalam ruang yang terpapar