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SARAWAK INFORMATION SYSTEMS SDN BHD

Sarawak Civil Service – Government Employee Management System

System Version [1.0]

**Leave Application (Non-PANS)
[Training Manual] Version [1.0]**



State Civil Service

Government Employee Management System

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1. Introduction

Leave Application for Non PANS is a module part of the State Civil Service – Government Employee Management System. This module enables the leave application for eligible officers which require approval process from State Secretary.

Applicant shall fill in the leave application and submit. Submitted application will then go through approval process by State Secretary.

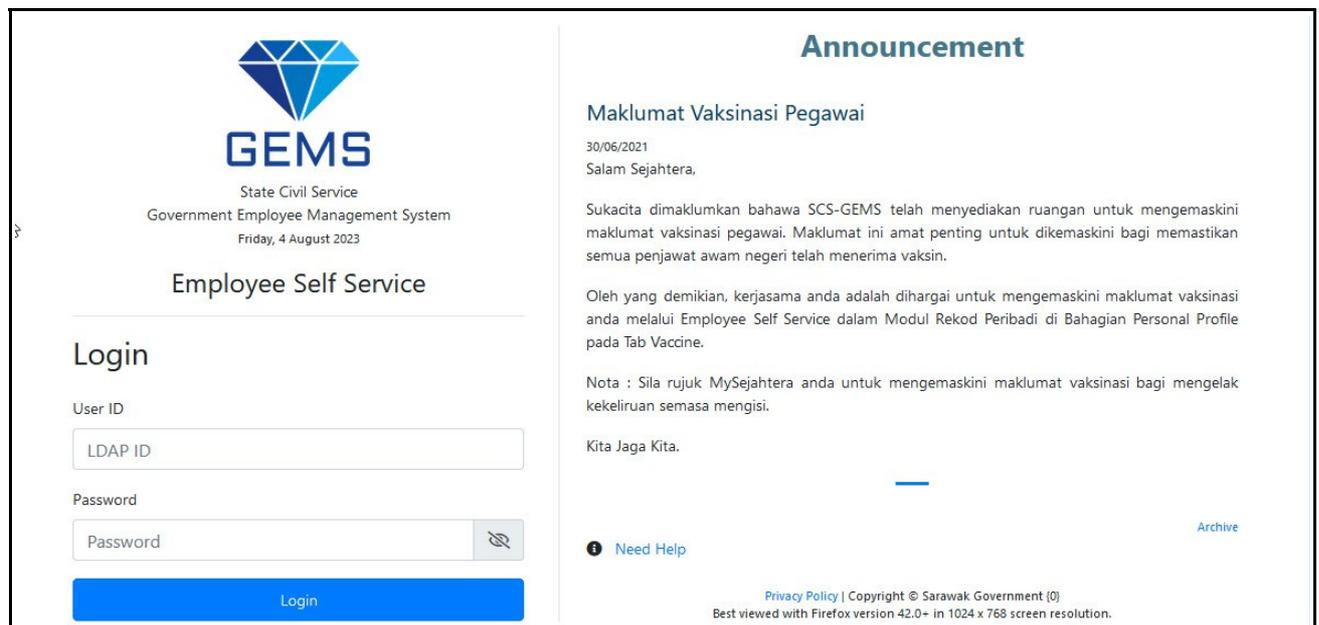
1.1. Training Objective

When you have completed this training, you will be able to:

- Apply Annual Leave Application

1.2. System Login

1. Double click the **Mozilla Firefox** icon at the desktop to open the web browser.
2. Enter the URL at the location bar to access the system.
3. Once entered, SCS-GEMS login page will be displayed.



GEMS
State Civil Service
Government Employee Management System
Friday, 4 August 2023

Employee Self Service

Login

User ID

Password

Announcement

Maklumat Vaksinasi Pegawai

30/06/2021
Salam Sejahtera,

Sukacita dimaklumkan bahawa SCS-GEMS telah menyediakan ruangan untuk mengemaskini maklumat vaksinasi pegawai. Maklumat ini amat penting untuk dikemaskini bagi memastikan semua penjawat awam negeri telah menerima vaksin.

Oleh yang demikian, kerjasama anda adalah dihargai untuk mengemaskini maklumat vaksinasi anda melalui Employee Self Service dalam Modul Rekod Peribadi di Bahagian Personal Profile pada Tab Vaccine.

Nota : Sila rujuk MySejahtera anda untuk mengemaskini maklumat vaksinasi bagi mengelak kekeliruan semasa mengisi.

Kita Jaga Kita.

[Need Help](#) [Archive](#)

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Best viewed with Firefox version 42.0+ in 1024 x 768 screen resolution.

Figure : 1

1.3. ESS: Leave Application (Non-PANS)

This module provide access for individual **Applicant** to apply annual leave application.

1.3.1. ESS Leave Application

This module covers Non-PANS annual applications via **ESS**. This applies to:

1. Navigate to **ESS**. Click on **LEAVE** module to proceed to next screen.

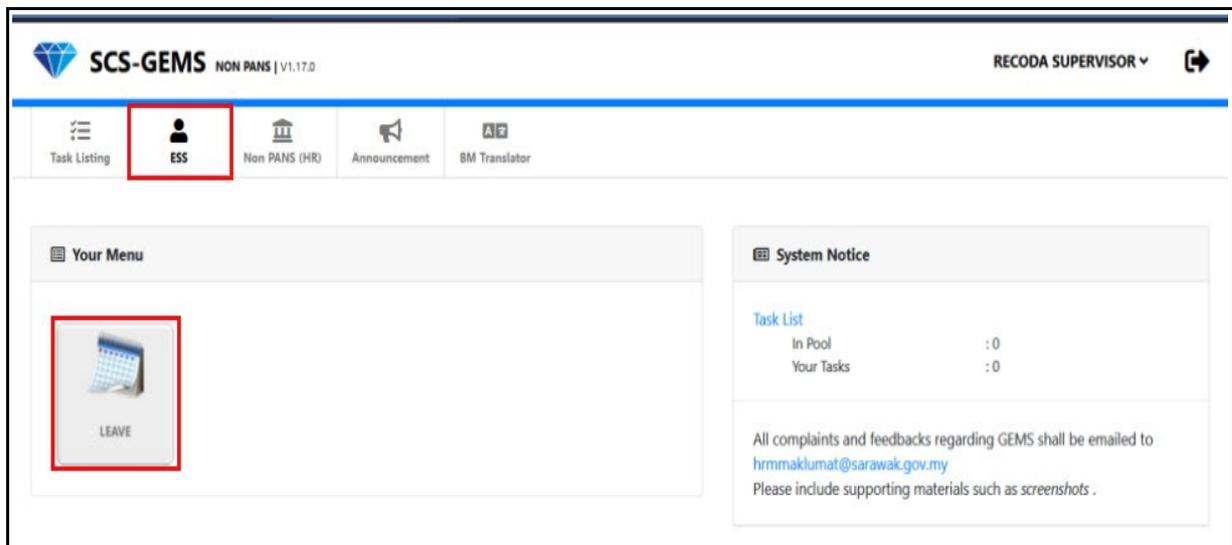


Figure : 2

2. Click **Apply Leave** to apply leave.

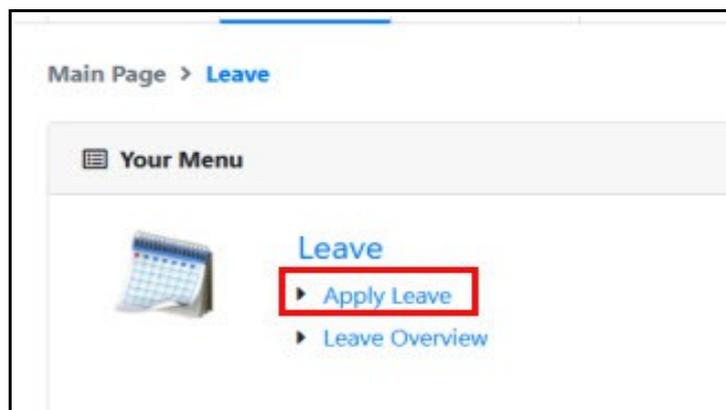


Figure : 3

- Application screen will be displayed. Leave Type defaulted to **Annual**. Click on the arrow button to proceed to next screen.

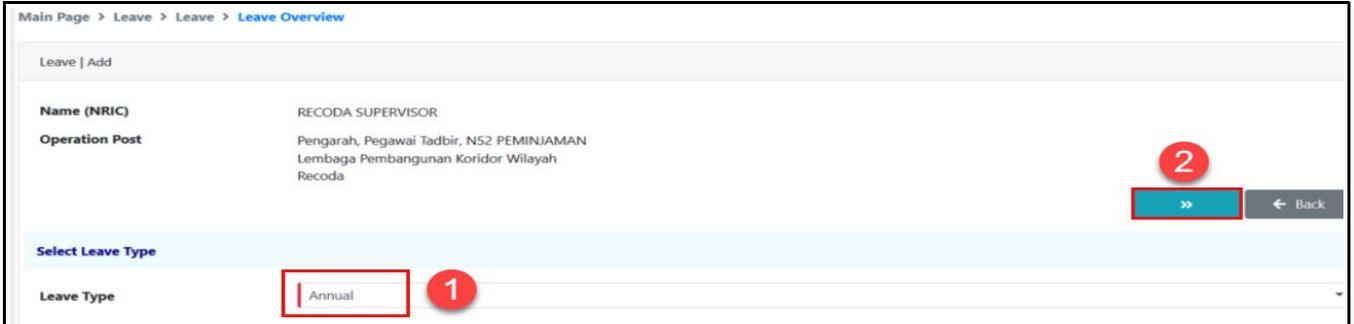


Figure : 4

Item	Description
1	Leave Type defaulted to Annual
2	Click arrow button to proceed to next screen

Notes:

Leave Applications available only for Annual Leave

- Fill in leave details, duration and click **Calculate** button.



Figure : 5

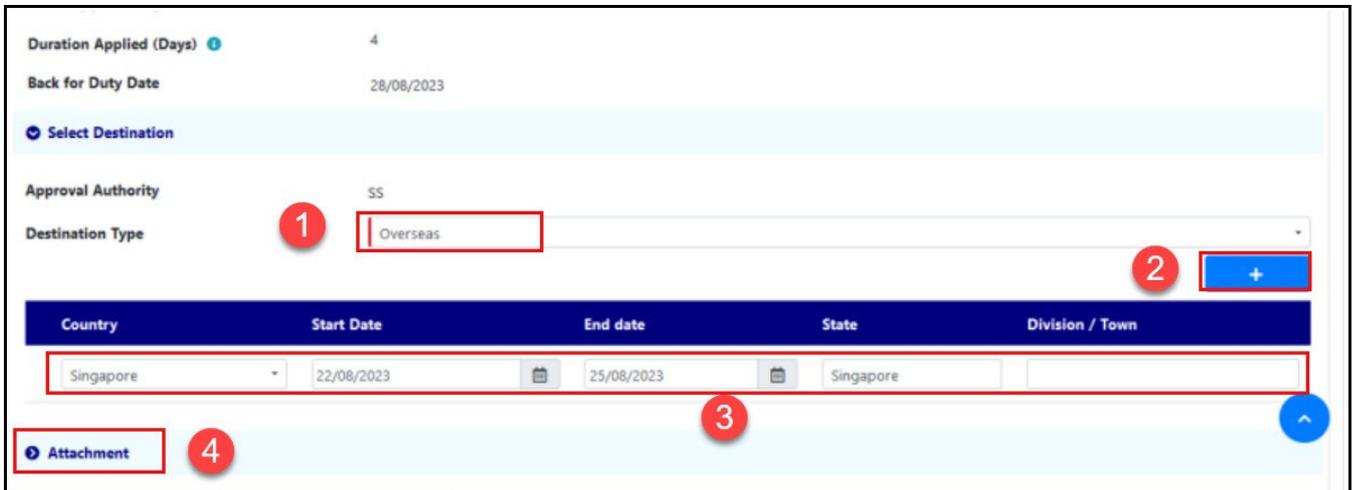
Item	Description
1	Enter Ref No. and Remark
2	Select date from and until
3	Click Calculate button

Notes:

Leave Applied, Duration Applied and Back for Duty Date shall be calculated

Leave Applied (Days)	4
Duration Applied (Days) ⓘ	4
Back for Duty Date	28/08/2023

5. Update Destination details and upload attachment if applicable.



The screenshot shows the 'Select Destination' section of the application. It includes fields for 'Approval Authority' (SS) and 'Destination Type' (Overseas). Below these is a table with columns for Country, Start Date, End date, State, and Division / Town. A red box highlights the 'Overseas' destination type (1), a blue '+' button to add a new row (2), a row with 'Singapore' as the country, '22/08/2023' as the start date, and '25/08/2023' as the end date (3), and an 'Attachment' button (4). A blue arrow button is also visible at the bottom right.

Item	Description
1	Select Destination Type
2	Click + to add new row for destination
3	Enter destination details and start/end date
4	Click Attachment section and upload attachment (if applicable)

6. Click **Submit** button.

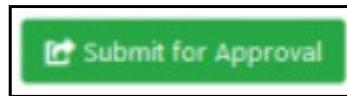


Figure : 6

7. Click **OK** to confirm submission.

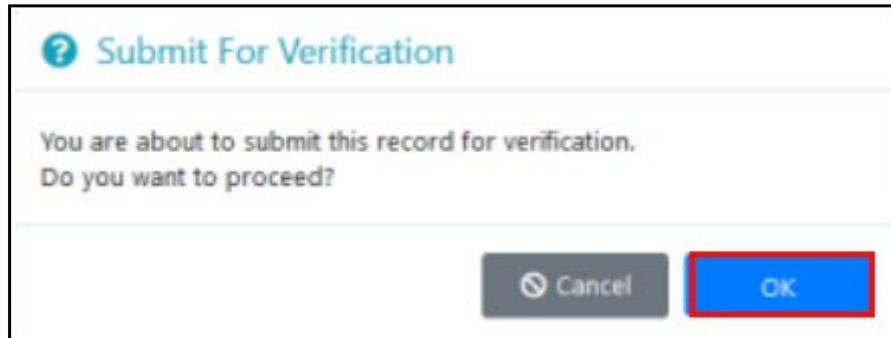


Figure : 7

8. Message indicate submission is done successfully will be displayed.



Figure : 8

Notes:

Submitted leave application pending for State Secretary Task List for Approval

1.3.2. ESS Leave Overview

This section covers Non-PANS officer to view leave application status.

1. Navigate to **ESS**. Click on **LEAVE** to proceed to next screen.

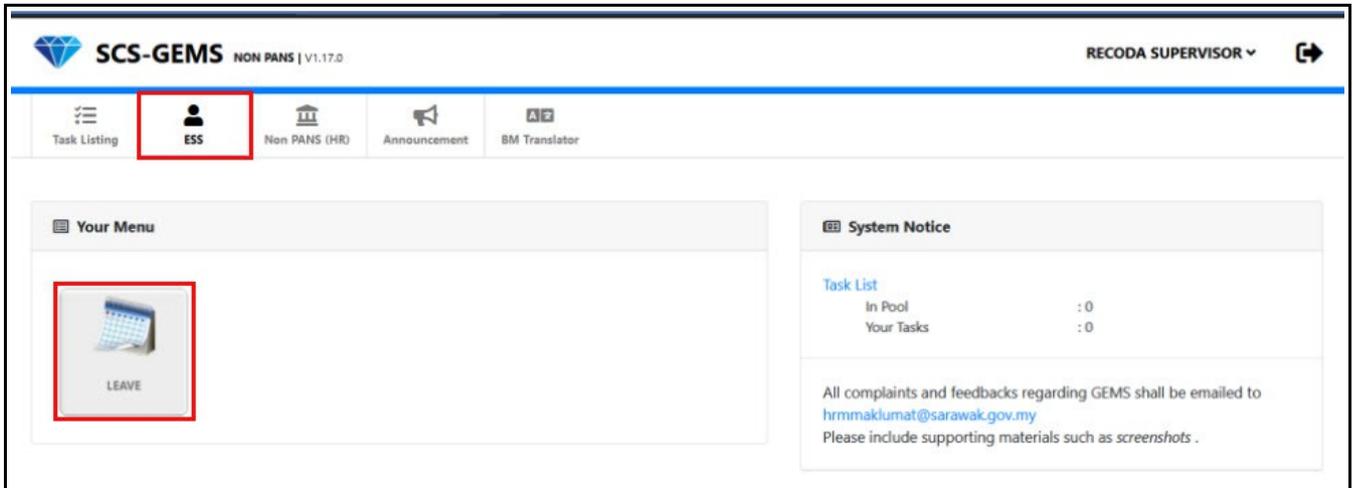


Figure : 9

2. Click **Leave Overview**.

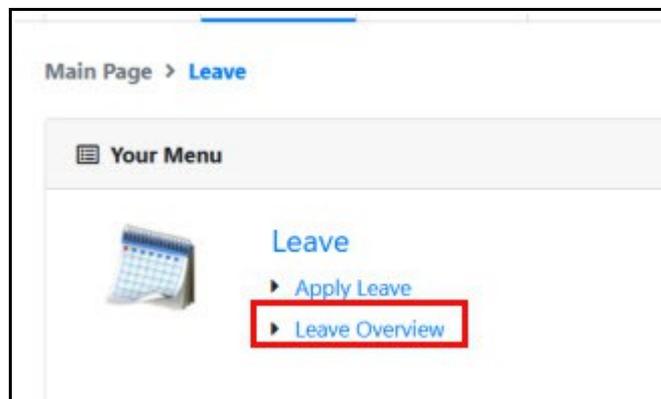
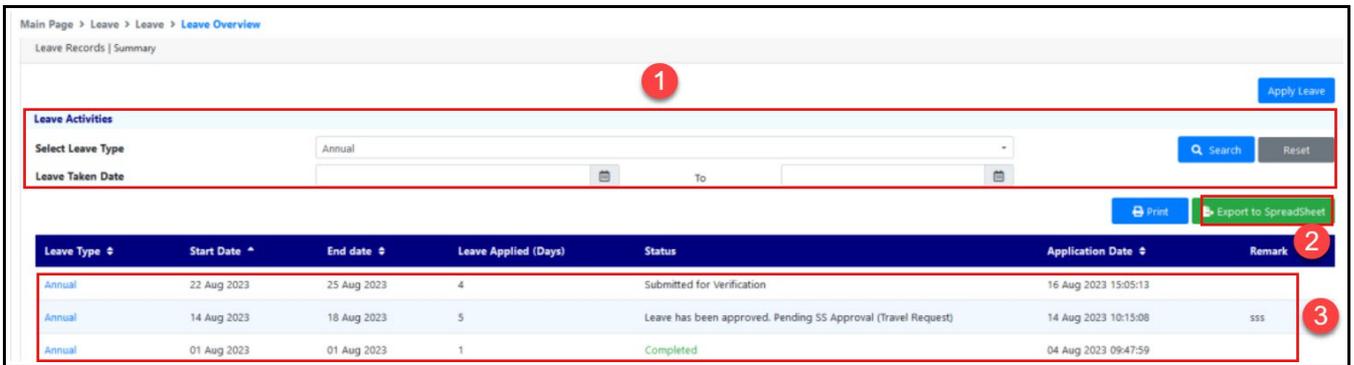


Figure : 10

3. List of leave application will be displayed.



The screenshot shows the 'Leave Overview' page with the following elements:

- 1**: Search filters including 'Select Leave Type' (set to Annual) and 'Leave Taken Date' range.
- 2**: 'Export to Spreadsheet' button.
- 3**: Table of leave applications.

Leave Type	Start Date	End date	Leave Applied (Days)	Status	Application Date	Remark
Annual	22 Aug 2023	25 Aug 2023	4	Submitted for Verification	16 Aug 2023 15:05:13	
Annual	14 Aug 2023	18 Aug 2023	5	Leave has been approved. Pending SS Approval (Travel Request)	14 Aug 2023 10:15:08	sss
Annual	01 Aug 2023	01 Aug 2023	1	Completed	04 Aug 2023 09:47:59	

Figure : 11

Item	Description
1	Search criteria
2	Click Export to Spreadsheet to export leave application list to spreadsheet
3	List of leave applications

Notes:

*Submitted leave applications will be with status **Pending Approval by SS***

Leave Type	Start Date	End date	Leave Applied (Days)	Status	Application Date	Remark
Annual	22 Aug 2023	25 Aug 2023	4	Pending Approval by SS	16 Aug 2023 15:05:13	
Annual	14 Aug 2023	18 Aug 2023	5	Leave has been approved. Pending SS Approval (Travel Request)	14 Aug 2023 10:15:08	sss
Annual	01 Aug 2023	01 Aug 2023	1	Completed	04 Aug 2023 09:47:59	
Annual	01 Aug 2023	04 Aug 2023	4	Cancelled	01 Aug 2023 14:00:55	

1.4. State Secretary: Leave Approval

This module provide access for State Secretary to approve or reject leave applications submitted.

1. At Task List, click on **Leave** box and **Leave** tab.

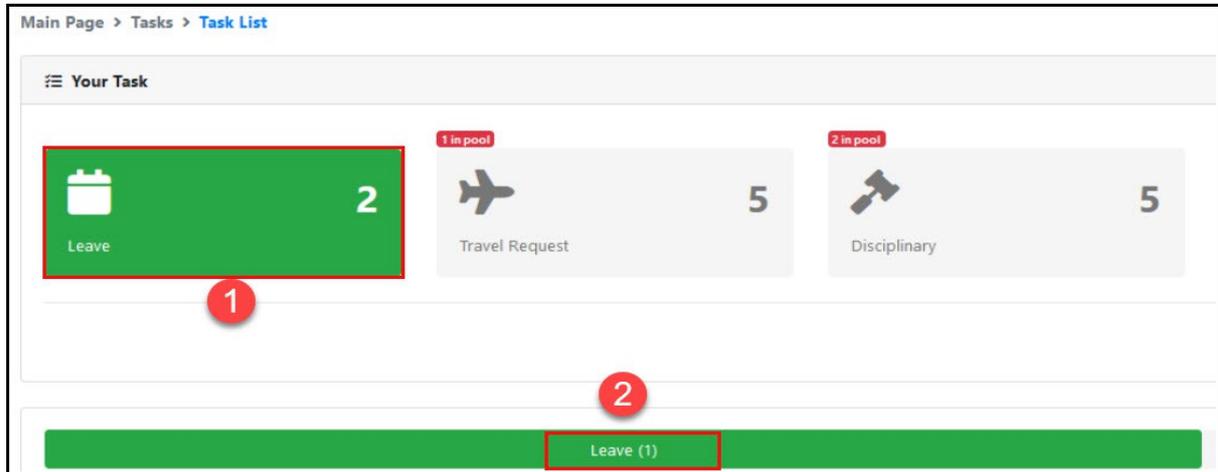


Figure : 12

2. Click on radio button to approve / reject travel request and leave application. Then click **Save and Complete Task**.

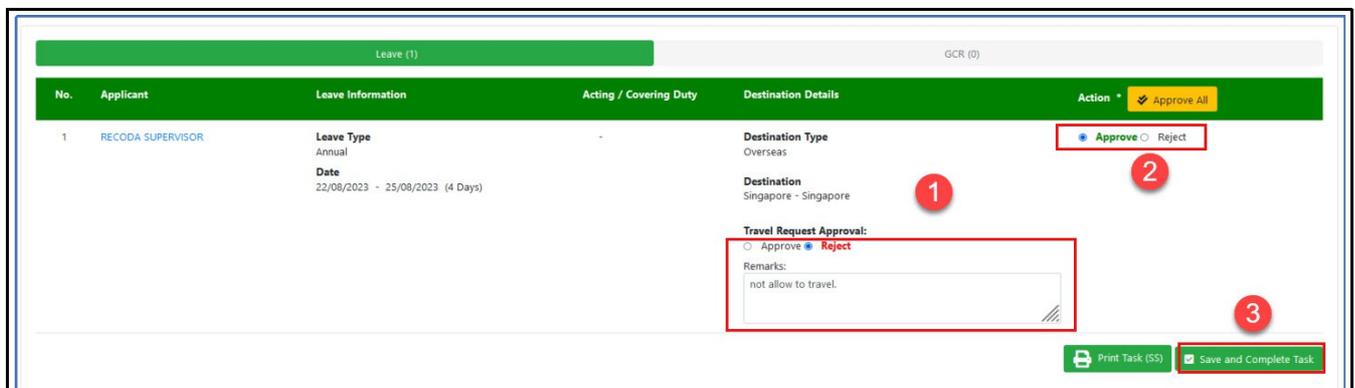


Figure : 13

Notes:

State Secretary can either:

- i. approve/reject both Travel Request and Leave application at the task,*
 - ii. reject the Travel Request but approve the Leave application*
 - iii. If Leave application rejected, Travel Request shall be automatically rejected*
- Rejection remark is required to be filled in for rejected application*

3. Click **OK** to confirm action.

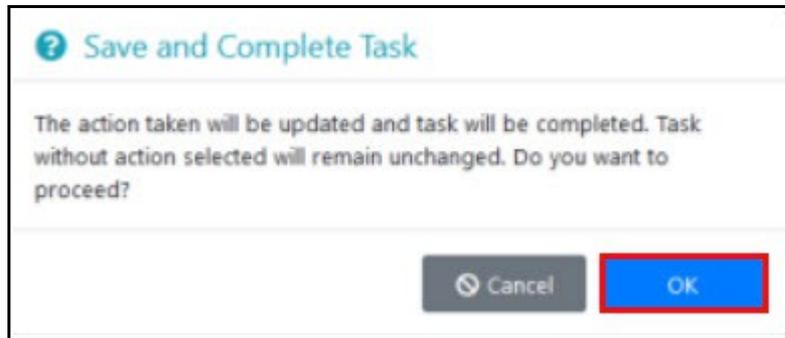
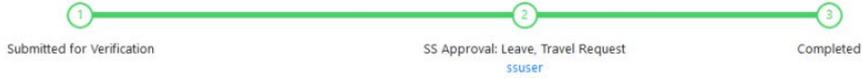


Figure : 14

1.5. Approved Leave Application

This section display the view of approved leave application.

Main Page > Leave > Leave > [Leave Overview](#)



Leave	
Status	Completed
Name (NRIC)	RECODA SUPERVISOR
Operation Post	Pengarah, Pegawai Tadbir, N52 PEMINJAMAN Lembaga Pembangunan Koridor Wilayah Recoda
Cancel Leave ← Back	
Leave Information [Approved] on 16/08/2023	
Leave Type	Annual
Date	22/08/2023 until 25/08/2023
Ref No.	Remark

Figure : 15