



Kemaskini Gred Jawatan SSPA

The screenshot shows the JAS system interface. The top navigation bar includes 'Tugasan', 'Laporan', 'JSM', 'Pengurusan Capaian', and 'Janaan Background'. The 'Pengurusan Capaian' menu is highlighted. On the left sidebar, 'Pengurusan Permohonan' is selected. The main content area shows the 'PENGURUSAN PERMOHONAN' section with a 'Jana' button. Below this is a list of 'JENIS PERMOHONAN' with radio buttons. The 'J02 - KEMASKINI MAKLUMAT' option is selected. Red arrows and numbers 1 through 4 indicate the sequence of actions: 1. Click on the 'Pengurusan Capaian' menu, 2. Click on the 'Pengurusan Permohonan' menu, 3. Click on the 'J02 - KEMASKINI MAKLUMAT' radio button, and 4. Click on the 'Jana' button.

1. Klik pada Modul **Pengurusan Capaian**.
2. Klik pada menu **Pengurusan Permohonan**.
3. Pilih **J02 - Kemaskini Maklumat**.
4. Klik butang **Jana**.



5. Klik pada tettingkap kecil pada maklumat **Gred Jawatan**.

The screenshot shows the 'Gred Jawatan' field with the value 'FA6'. A small icon button is circled in red, indicating it should be clicked. A red arrow and the number 5 point to this button.

6. Taip maklumat Gred Jawatan pada ruangan **Job Grade**. Sebagai contoh, **taip W*** untuk paparkan keseluruhan maklumat Gred Jawatan W.

The screenshot shows the 'All Values: Building (number or code)' search results window. The 'Job Grade' field is circled in red and contains the text 'W*'. Below the search criteria, there is a table of results. A red arrow and the number 7 point to the 'Start Search' button. A red arrow and the number 8 point to the 'OK' button at the bottom right of the window.

Job Grade	Had Kuasa Dibenarkan
W1	20K
W10	TANPAHAD
W12	TANPAHAD
W13	TANPAHAD
W14	TANPAHAD
W19	20K
W19KUP	20K
W19TBK1	20K
W19TBK2	20K

7. Kemudian klik butang **Start Search** untuk paparkan maklumat Gred Jawatan.
8. Kemudian klik butang **Ok**.

