

MANUAL: penjanakerjaya.perkeso.gov.my



penjana
Pelan Jana Semula Ekonomi Negara

#PENJANAKERJAYA

BERSAMA MENJANA EKONOMI

MEMPERKUKUHKAN PASARAN BURUH
MALAYSIA PASCA COVID-19



Manual Penjana Kerjaya Pertubuhan Keselamatan Sosial PERKESO



penjana
Pelan Jana Semula Ekonomi Negara



MYFutureJobs
Your National Employment Social Partner

KANDUNGAN

- 1.** Pendaftaran Portal PenjanaKerjaya
- 2.** Pendaftaran Kod Majikan
- 3.** Pendaftaran Maklumat Kekosongan Jawatan
- 4.** Pendaftaran Pekerja
- 5.** Semakan Status Permohonan
- 6.** Permohonan Latihan

Pendaftaran Portal PenjanaKerjaya

Register

Log In

Alert Message kepada majikan

Info

1. Please ensure your company and newly hired employee is registered with ASSIST, if you have not kindly proceed to register here assist.perkeso.gov.my
2. Please ensure your company has registered and posted your vacancy on MYFutureJobs through www.myfuturejobs.gov.my

#PENJANAKERJAYA

BERSAMA MENJANA EKONOMI

MEMPERKUKUHKAN PASARAN BURUH
MALAYSIA PASCA COVID-19

Syarat Permohonan

1. Majikan telah **berdaftar di portal ASSIST**
2. Majikan sudah mendaftar dan mengiklankan kekosongan jawatan di **MYFutureJobs**

Manual Penjana Kerjaya Pertubuhan Keselamatan Sosial PERKESO



Penjana Sama Ekonomi Negara



MYFutureJobs
Your National Employment Services Provider

Register

Log In

Klik **Register** bagi pengguna kali pertama

#PENJANAKERJAYA

BERSAMA MENJANA EKONOMI

MEMPERKUKUHKAN PASARAN BURUH
MALAYSIA PASCA COVID-19

Pengguna akan menerima emel untuk **pengesahan pendaftaran**

PS

PENJANA KERJAYA System: <donoreply-penjanakerjaya@perkeso.gov.my>

Tue, 6/30/2020 5:17 PM

To: nelly



Hi nelly,

You have successfully registered for this PENJANA KERJAYA System. Your details are below:

Your Email: nelly@gmail.com

Name: nelly

To confirm your registration details, please click [here](#)

Thank you!

Best regards,

PENJANA KERJAYA 2020

This email is generated by a computer system. Please do not reply to this email.

Klik **here**

Dan anda akan dibawa ke **Login Page**

Create an Account!

Name

IC/Passport No: 700000141234

Phone No: 0123456789

Email Address: abc@gmail.com

Password

Repeat Password

Submit

[Already have an account? Login!](#)

Create an Account

Pengguna perlu lengkapkan:

- **Name**
- **Phone No**
- **Email**
- **Password**
- **Repeat Password**

Setelah selesai, klik **Submit**



Penjana Sama Ekonomi Negara



MYFutureJobs
Your National Employment Services Provider



Welcome Back!

Enter Email Address...

Password

Submit

Forgot Password?
Create an Account!

Login

- Masuk semula emel dan kata laluan yang telah didaftarkan
- Klik **Submit** dan sistem akan paparkan **Home**

- Bagi pengguna terlupa kata laluan, klik pada **Forget Password?**

Pengguna akan menerima e-mel untuk penukaran kata laluan.

Pendaftaran Kod Majikan

Pendaftaran Kod Majikan

Klik **Employer List**

PENJANA KERJAYA
MALAYSIA
(HIRING INCENTIVE)

Employer List

+ Vacancy

Training

Admin

Log Out

Employer

Please ensure your company and newly hired employee is registered with ASSIST, if you have not kindly proceed to register here

Add New Employer

No Record Found

• Untuk mendaftar syarikat,

Klik **Add New Employer**

Add New Employer

Add a new employer under your responsibility

Employer Detail

Employer Code

Employer Code

Search

• Masukkan **Kod Assist** dan klik **Search**

Sistem akan paparkan **Nama Syarikat** yang dipadankan dengan **Kod Assist** tersebut

Manual Penjana Kerja Pertubuhan Keselamatan Sosial PERKESO



Sistem **Auto-Populate Data** syarikat dari **ASSIST**

Add New Employer

Add a new employer under your responsibility

Employer Detail

Employer Code

Employer Code

Search

Employer Code

85200038621M

Employer Name

ZULFAHMY & CO

Location

KUALA LUMPUR, WILAYAH PERSEKUTUAN KUALA LUMPUR

Industry*

INDUSTRY

Activity of Industry*

Activity of Industry

Total Workforce*

Total Workforce

No. of Local Worker*

No. of Local Worker

No. of Foreign Worker*

No. of Foreign Worker

BRN*

AP 1443

• BRN sistem auto populate dari data yang sedia ada

Person Incharge*

Person Incharge

Tel No*

Tel No

Email*

Email

Bank Name*

Bank Name

Bank Account No*

Bank Account No

Type Of Bank Account

Type Of Bank Account

New IC Number

New IC Number

User perlu melengkapkan:

- **Industry**
- **Activity of Industry**
- **Total Workforce**
- **No. of Local Worker**
- **No. of Foreign Worker**
- **BRN**
- **Person In Charge**
- **Tel No**
- **Emel**
- **Bank Name**
- **Bank Account No**
- **Type of Bank Account**

Manual Penjana Kerja Pertubuhan Keselamatan Sosial PERKESO



Supporting Document

BRN Document*

Choose File

No file chosen

** Attachment of the BRN Number of Companies Registered in the Bank, please [download it here](#)
Maximum size is 2mb
Only PDF/JPEG/JPG/PNG files can be uploaded

Copy of Bank Statement*

Choose File

No file chosen

Maximum size is 2mb
Only PDF/JPEG/JPG/PNG files can be uploaded

☐ I hereby confirm that the BRN and account number provided above is the same as the company's bank statement account.

Submit

Pengguna perlu memuatnaik:

- **BRN Document**
- **Copy of Bank Statement**

Klik **download it here** untuk memuat turun Borang BRN

Klik **Submit** setelah semua maklumat lengkap

Sistem akan memaparkan syarikat yang telah didaftar.

Klik **Add New Employer** untuk menambah syarikat, sekiranya terdapat lebih dari satu syarikat.

Klik **View** untuk melihat maklumat syarikat yang telah didaftarkan

PENJANA KERJAYA
MALAYSIA
(HIRING INCENTIVE)

Employer List

+ Vacancy

Training

Admin

Log Out

Employer

Please ensure your company and newly hired employee is registered with ASSIST, if you have not kindly proceed to register here

Add New Employer

No	Employer Name	Employer Code	BRN	Location	
1	PERTUBUHAN KESELAMATAN SOSIAL (PERKESO)	A36000041/4K	BBP'M022D0002	KUALA LUMPUR WILAYAH PERSEKUTUAN KUALA LUMPUR	ViewDelete

Manual Penjana Kerjaya Pertubuhan Keselamatan Sosial PERKESO



penjana
Pelan Jana Semula Ekonomi Negara



MYFutureJobs
Your National Employment Services Provider

Pendaftaran Maklumat Kekosongan Jawatan

Pendaftaran Maklumat Kekosongan Jawatan

PENJANA KERJAJA MALAYSIA
(HIRING INCENTIVE)

Klik **Vacancy**

+ Vacancy

Training

Admin

Vacancy

Please ensure your company has registered and posted your vacancy on MYFutureJobs through www.myfuturejobs.gov.my

Add New Vacancy Untuk mendaftar kekosongan jawatan
Klik **Add New Vacancy**

Employer Name	Employer Code	No of Vacancy	Occupation
---------------	---------------	---------------	------------

PENJANA KERJAJA MALAYSIA
(HIRING INCENTIVE)

Employer List

+ Vacancy

Training

Admin

Log Out

Add New Vacancy

Vacancy Details

Employer Name*

Employer Code

Vacancy Link (URL)*

Vacancy Start Date*

Vacancy End Date*

Occupation*

*requires if the vacancy has already been registered in other job portals other than MYFutureJobs

Source of Job Portal

No. of Vacancies*

Submit

Pengguna boleh memilih nama syarikat yang telah didaftarkan (**Please Select**)

Vacancy Link – adalah kekosongan jawatan yang telah diiklankan di **Portal MYFutureJobs**

Source of Job Portal dipilih oleh majikan (1 portal yang paling kerap majikan digunakan)

Pengguna melengkap maklumat kekosongan jawatan:

- **Vacancy Link**
- **Vacancy Start Date**
- **Vacancy End Date**
- **Occupation**
- **Source of Job Portal**
- **No. of vacancies**

Klik **Submit**

Manual Penjana Kerja Pertubuhan Keselamatan Sosial PERKESO



Vacancy List

Adv ID	Occupation	No of Vacancy	Start Date	End Date	Employer Code	
2	Sales	30	2020-06-15	2020-07-11	A 4K	View

Back To Vacancy

Detail of Vacancy

Advertisement ID 2

Vacancy Link (URL) <https://caseworkers.eisjobs.perkeso.gov.my/counselor/employers/vacancies?jobId=3a4bfe130c7e49d88d9bba488f55b1e>

Vacancy Start Date 2020-06-15

Vacancy End Date 2020-07-11

Occupation Sales

Source of Job Portal MYFutureJobs

No. of Vacancies 30

Back To Vacancy List

Sistem papar **kekosongan jawatan** yang telah berdaftar

Klik **View** untuk melihat **Details of Vacancy**

Klik **Back to Vacancy List** untuk ke **Vacancy List**

Manual Penjana Kerja Pertubuhan Keselamatan Sosial PERKESO



Pendaftaran Pekerja

Pendaftaran Pekerja yang digajikan

PENJANA KERJAYA MALAYSIA
(EMPLOYMENT ASSISTANCE)

Go to: Employer List
Klik Vacancy
Vacancy
Training Programs
Log Out

Vacancy

Please ensure your company has registered and posted your vacancy on MYFutureJobs through www.myfuturejobs.gov.my

Add New Vacancy

Employer Name	Employer Code	No of Vacancy	Occupation	Start Date	End Date	Klik Add New Employee
ACCORDIA GLOBAL SDN BHD	A3100047136V	25	Customer Services Officer	2020-06-16	2020-07-10	Add New Employee Delete

pian.huhu@gmail.com

Vacancy List

Adv ID	Occupation	No of Vacancy	Start Date	End Date	Employer Code	Klik Add Employee
36	Customer Services Officer	25	2020-06-16	2020-07-10	A3100047136V	Add Employee

Back To Vacancy

Manual Penjana Kerjaya Pertubuhan Keselamatan Sosial PERKESO



Occupation: Customer Services Officer Source of Job Portal: MYFutureJobs

No. of Vacancies: 25

Add New Employee

Ic No *

IC No

Search

- Masukkan No Kad Pengenalan Pekerja dan klik **Search**

Sila pastikan maklumat pekerja telah didaftarkan di Portal ASSIST.

Identification No. *

90

Name *

ARIANA

Date Of Birth *

1988/03/01

Age *

31

Maklumat pekerja akan Auto-Populate dari Portal ASSIST

Email *

No Phone *

Masukkan **Alamat Emel** dan **No Telefon Pekerja**, dan Klik **Save**

Save

Manual Penjana Kerjaya Pertubuhan Keselamatan Sosial PERKESO



Employment Start Date *

dd/mm/yyyy

Age based on Employment Date

Salary (RM) *

0.00

Apperentice *

Yes

No

Category *

Below 40

40 and Above

OKU

OKU Card No

Mobility Assistant *

None

Within Peninsular

To Or From Sabah/Sarawak

I hereby this employee are previously unemployed or not under any employment at the point of hiring.

Save and Next

Reset

- Masukkan maklumat pekerja seperti:
 1. Employment Start Date
 2. Salary
 3. Apperentice (Yes/No)
 4. Category:
 - Sistem akan menentukan kategori kelayakan umur pekerja
 - Jika pekerja merupakan golongan OKU, nombor Kad OKU perlu disertakan
 5. Mobility Assistance
- Tandakan ruang pengisytiharan
- Jika terdapat sebarang pembetulan, sila klik **Reset** dan mengisi semula atau klik **Save and Next**

Manual Penjana Kerjaya Pertubuhan Keselamatan Sosial PERKESO



Employee List

New IC Number	Employee Name	Salary	Hire Date	Category
	MOHD SHOPIAN BIN HARUN	0.00	2020-06-15 00:00:00	OKU,MOBILITY ASSISTANT
	NURNELLISA AIKHA BINTI ABDUL GHANI	5000.00	2020-06-15 00:00:00	HIRE MALAYSIA 40 AND ABOVE

Next

- Sistem akan memaparkan senarai pekerja yang telah didaftarkan.
- Klik **Next** jika tiada penambahan nama pekerja.
- Masukkan No Kad Pengenalan pekerja jika masih ada penambahan nama pekerja di ruangan **Add New Employee**

Add New Employee

Ic No *

IC No

Search

Identification No. *

Name *

Date Of Birth *

Age *

0

Email *

No Phone *

Save

Incentive List

Incentive	Total (RM)
OKU	1000.00
APPRENTICE	600.00
MOBILITY ASSISTANT	1000.00
HIRE MALAYSIA 40 AND ABOVE	1000.00
TOTAL	3600.00

****Kindly confirm your Bank Account Informations is correct in Employer Informations Details**

☐ I hereby confirm that the account number provided above is the same as the company's bank statement account. We are fully responsible if there were any mistakes and delays due to the wrong bank account information given.

☐ I shall be responsible to update the resignation date in the hiring incentive should there be any resignation of employees listed under the hiring incentive.

☐ I hereby agree to the terms and conditions of the hiring incentive and shall abide by them. Should there be falsification of information, I understand that there could be legal implications.

Submit

Sistem akan memaparkan jumlah keseluruhan insentif yang akan diterima mengikut kategori yang tertera.

Sila baca dan tanda semua ruangan pengisytihara untuk **Submit** permohonan.

Manual Penjana Kerjaya Pertubuhan Keselamatan Sosial PERKESO



Employee List

New IC Number	Employee Name	Salary	Hire Date	Category	Actions
	NURNELLISA AIKHA BINTI ABDUL GHANI	1200.00	2020-07-01 00:00:00	HIRE MALAYSIA BELOW 40	Delete

Next

Bagi sebarang pembetulan terhadap maklumat pekerja, klik **Delete** dan isi semula maklumat pekerja di **Add New Employee**

Kaedah ini boleh digunakan selagi nama pekerja tersebut tidak diluluskan lagi oleh Pegawai Penyemak

Sistem akan memaparkan jumlah keseluruhan insentif yang akan diterima mengikut kategori yang tertera.

Incentive	Total (RM)
OKU	1000.00
APPRENTICE	600.00
MOBILITY ASSISTANT	1000.00
HIRE MALAYSIA 40 AND ABOVE	1000.00
TOTAL	3600.00

****Kindly confirm your Bank Account Informations is correct in Employer Informations Details**

☐ I hereby confirm that the account number provided above is the same as the company's bank statement account. We are fully responsible if there were any mistakes and delays due to the wrong bank account information given.

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☐ I hereby agree to the terms and conditions of the hiring incentive and shall abide by them. Should there be falsification of information, I understand that there could be legal implications.

Sila baca dan tanda semua ruangan pengisytihara untuk **Submit** permohonan.

Submit

Bagi majikan yang menggajikan pekerja lebih daripada 20 orang pekerja, fungsi muatnaik Excel akan disediakan mulai 17hb Julai.

Semakan Status Permohonan

Semakan Status Permohonan

Penjana Kerjaya Malaysia

(HIRING INCENTIVE)

Employer List

Vacancy

Training Programs

Log Out

plan.huhu@gmail.com

Application Status

Application Status for Hiring Incentive

No	Employer Code	Employer Name	Occupation	
1	A3100047136V	ACCORDIA GLOBAL SDN BHD	Customer Services Officer	View Status
2	A3100047136V	ACCORDIA GLOBAL SDN BHD	Technician	View Status
3	A3100060361K	SIX DEGREE CONSULTING SDN BHD	Operator	View Status
4	A3100032642P	SCOMI KMC SDN. BHD.	Operator	View Status
5	A3100032642P	SCOMI KMC SDN. BHD.	Operator	View Status

Klik View Status untuk menyemak status permohonan.

Status permohonan yang dipaparkan adalah berdasarkan maklumat jawatan kosong yang telah didaftarkan.

Status adalah seperti yang berikut:

- Submitted - Permohonan telah dihantar
- Processing - Tindakan semakan sedang diambil
- Approved - Permohonan telah diluluskan
- Query - Memerlukan maklumbalas majikan
- Successful Payment - Pembayaran telah berjaya
- Bank Reject - Pembayaran ditolak oleh Bank

Permohonan Latihan

Permohonan latihan bagi pekerja

PENJANA KERJAYA
MALAYSIA
(HIRING INCENTIVE)

Employer List

Vacancy

Klik **Application** di
ruangan **Training
Programs**

Application

List

Log Out

plan.huhu@gmail.com

Application of Training Programs

New Application

Klik **New Application**

Show 10 entries

Search:

No. ↑↓	ID No. ↑↓	Employee Name ↑↓	Training Code & Title ↑↓	Training Programme ↑↓	Status ↑↓	↑↓
1		MOHD SAZUAN BIN ABDUL HADI	HIT163 - PROFESSIONAL CERTIFICATE IN SOCIAL MEDIA MARKETING	MEKANIKAL	Draft	Submit
2		ANDREAS CHARLES AKOBIAREK	HIT163 - PROFESSIONAL CERTIFICATE IN SOCIAL MEDIA MARKETING	MEKANIKAL	Draft	Submit

Manual Penjana Kerjaya Pertubuhan Keselamatan Sosial PERKESO

Employer List

Vacancy

Training Programs

Application

List

List of Training Programs

Please select a Training Program to send employees for training.

List of Training Programs

Senarai Program boleh dilihat
dengan klik **-Programme-**

Programme

- PROGRAMME -

Search

Training

Selection of Training Programs for Employees under the Hiring Incentive shall commence on 1st July 2020.

List of Training Programs

Programme

- PROGRAMME -

- PROGRAMME -

AGROTEKNOLOGI

AUTOMOTIF

ELEKTRIK

PESYEN DAN PAKAIAN

HOSPITALITI & HOTEL

ICT

KEJURUTERAAN

KEUSAHAWANAN

KIMPALAN

KULINARI

KURSUS BAHASA

LOGISTICS

MANUFACTURING

MEDICAL OR HEALTHCARE

MEKANIKAL

MEKATRONIK

OCCUPATIONAL SAFETY PROGRAMMES

Search

Pilih satu dari **Senarai Program**

Klik **Search**

Manual Penjana Kerjaya Pertubuhan Keselamatan Sosial PERKESO

Training

Selection of Training Programs for Employees under the Hiring Incentive shall commence on 1st July 2020

List of Training Programs

Programme

ICT

Search

Show

10

entries

Search:

Code	Provider	Title	State	Programme	
HIT10	POLITEKNIK	MICROSOFT OFFICE SPEACIALIST (EXCEL) 2016	PERAK	ICT	View
HIT11	POLITEKNIK	MICROSOFT OFFICE SPEACIALIST (POWER POINT) 2016	PERAK	ICT	View
HIT160	BAC EDUCATION SDN BHD	CERTIFIED FULL STACK DEVELOPER	SELANGOR	ICT	View
HIT161	BAC EDUCATION SDN BHD	PROFESSIONAL DATA SCIENCE & ANALYTICS	SELANGOR	ICT	View
HIT162	BAC EDUCATION SDN BHD	PROFESSIONAL CERTIFICATE IN GRAPHIC DESIGN	SELANGOR	ICT	View

Sistem paparkan Senarai Program yang dipilih

Fungsi carian kata kunci **[Search]**

Klik **View** untuk melihat **Details of Training**

Manual Penjana Kerjaya Pertubuhan Keselamatan Sosial PERKESO



Code Program HIT187

Provider	GENIUS FUTURE EDUCATIONAL CENTRE SDN BHD	Title	INTERPERSONAL & SELLING SKILLS IN HOSPITALITY
Description	Mempelajari asas kemahiran interpersonal dan jualan		
Town	KLANG	State	SELANGOR
Skill	Soft skills	Programme	HOSPITALITI & HOTEL
Duration (Day/s)	5	Minimum of Qualification	SPM
Mode	KELAS	Language	BAHASA MELAYU / BAHASA INGGERIS
Certificate	YA	Level of Certificate	SIJIL KEHADIRAN
Minimum Number of Participants	1	Website	http://kolejgenius.edu.my/college/page-about-us.php

Sistem papir maklumat kursus latihan

Klik **Back** untuk ke menu **Training**

Send Employee to Join Training Program HIT187

Identification No.

Identification No.

Search

Masukkan No Kad Pengenalan pekerja untuk mendaftarkan ke program latihan. Klik **Search**.

Hanya senarai pekerja yang telah diluluskan akan dipaparkan.

Back

Manual Penjana Kerjaya Pertubuhan Keselamatan Sosial PERKESO



Identification No.

Identification No.

Search

No.	ID No.	Name	Employer Code	Employer Name	Status Training	
1		MOHD SAZUAN BIN ABDUL HADI	A3100060361K	SIX DEGREE CONSULTING SDN BHD		Add

Klik **Add** untuk memohon kursus bagi pekerja tersebut.

Hanya satu (1) permohonan kursus sahaja bagi setiap pekerja

Back

Employer List

Vacancy

Training Programs

Application

List

Log Out

Application of Training Programs

New Application

Show 10 entries

Search:

No.	ID No.	Employee Name	Training Code & Title	Training Programme	Status
1		MOHD SAZUAN BIN ABDUL HADI	HIT163 - BAJU KURUNG MODEN DAN KAIN KEMBANG PAYUNG	FESYEN DAN PAKAIAN	Approved
2		ANDREAS CHARLES AKOBIAREK	HIT163 - BAJU KURUNG MODEN DAN KAIN KEMBANG PAYUNG	FESYEN DAN PAKAIAN	Rejected

Status permohonan latihan akan dipaparkan di skrin utama **Application**

Selepas permohonan diluluskan oleh Pegawai, Guarantee Letter akan dihantar kepada Penyedia Latihan dan pihak Majikan melalui emel yang telah didaftarkan.

Invois akan dihantar oleh Penyedia Latihan kepada PERKESO dan dibayar oleh PERKESO secara terus kepada pihak Penyedia Latihan.