



MANAGEMENT SERVICES DIVISION

REQUEST FOR STATISTICS OR DATA IN HUMAN RESOURCE INFORMATION SYSTEM (HURIS)

Request is to be made only by KCDIO's highest office administrator or officer grade 48 and above

NAME : _____

STAFF NO : _____ GRADE : _____

DESIGNATION : _____ HP / EXT. NO : _____

KCDI : _____ EMAIL : _____

Justification on the need of the requested data.

KCDIO HR Planning
 KCDIO succession planning
 University research purposes
 Processing renewal of contract
 ISO Audit
 Internal Audit
 Financial Audit
 Monitoring staff on additional assignment
 Requested by Ministry of : _____ * (Please attach document.)
 Other. Please specify below : _____

Please tick if any specific data is required, otherwise we will provide the relevant data based on the justification selected above :

<input type="checkbox"/> Name	<input type="checkbox"/> e-mail	<input type="checkbox"/> Current age	<input type="checkbox"/> Professional Qualification
<input type="checkbox"/> Grade	<input type="checkbox"/> Extension no	<input type="checkbox"/> Year of service	<input type="checkbox"/> Field of expertise
<input type="checkbox"/> Position	<input type="checkbox"/> Date of joining IIUM	<input type="checkbox"/> Retirement Age	<input type="checkbox"/> Level of qualification
<input type="checkbox"/> KCDI	<input type="checkbox"/> Date on current position	<input type="checkbox"/> Retirement date	i.e Certificate / Degree / Master / Ph.D.
<input type="checkbox"/> Campus Location	<input type="checkbox"/> Contract start and end date	<input type="checkbox"/> Type of additional work assignment	
<input type="checkbox"/> Appointment status i.e. Permanent / Contract		<input type="checkbox"/> Start and end date of additional work assignment	

NOTE :

- 1 Please email this request form to huris@iium.edu.my.
- 2 Please attach the **required table format**, if any. Otherwise, the data will be released in database excel format.
- 3 The information released is only based on the currently available data in HURIS. Any discrepancies should immediately be reported to huris@iium.edu.my.
- 4 Except for central agencies, only data specific to the requesting KCDIO will be released.
- 5 Request for othan than HR data, such as request for information update and statistics, please use IIUM Service Desk System accessible at <https://servicedesk.iium.edu.my/portal.php>
- 6 Request will be processed within **5 working days** from the time of request.
- 7 We will entertain request of data or statistics for **official use within IIUM only**. Request of data for personal use will not be entertained.
- 8 The information released should be used for the specified purpose only and **not to be further released to third parties**.

.....
Signature of requestor
Date :

.....
Signature & Official Stamp of the Dean / Director
Date :

FOR OFFICE USE :

Date of request received :

Date of information released / updated :