

# MANUAL FOR HR LIAISON OFFICER

Check and Update Staff Personal Details

*Prepared by : Kamarulzaman Abdullah  
HR IT Unit, MSD  
Date : 1<sup>st</sup> May 2018*

# Check and Update Staff Personal Details

The screenshot shows a web browser window with the URL [https://ifis.iium.edu.my/forms/frmservlet?config=huris&form=IMS\\_HURIS\\_LOGON](https://ifis.iium.edu.my/forms/frmservlet?config=huris&form=IMS_HURIS_LOGON). The browser tabs include "Oracle Fusion Middleware F...", "service desk system", and "Command To Check Err...". The application header shows the navigation menu with "Personnel" selected. A dropdown menu is open under "Personnel", and "Changes Approval" is selected, which has opened a sub-menu where "Profile Changes Approval" is highlighted. Other options in the sub-menu include "Passport, Visa Permit Change Approval".

- Go to Personnel > Changes Approval > Profile Changes Approval

# Check and Update Staff Personal Details

KARLIANZ-APP122 - Approval of Profile Changes

Staff List Professional Qualification

Search

Type of Information: ALL  
Type of Change: AWARD  
Job Category: CHILD  
Staff ID: EXPERTISE  
K/C/D: PROFESSIONAL QUALIFICATION  
QUALIFICATION  
SPOUSE

Search  
Reset

List of Change Application

Staff ID	Staff Name	Type of Info	Type of Change	Record Description	Reason for Change	Change Date	
1887	Mohd. Zahid Bin Baharum	CHILD	NEW	NUR DAMIA HUSNA		05-APR-2016	<a href="#">Detail</a>
2499	Zulhalipah Bt. Gembor	CHILD	NEW	MUHAMMAD SYAFIQ NAZARUDIN		08-FEB-2018	<a href="#">Detail</a>
2499	Zulhalipah Bt. Gembor	CHILD	NEW	NUR ZARIFAH BINTI NAZARUDIN		08-FEB-2018	<a href="#">Detail</a>
2558	Rizal Bin Yahya	CHILD	NEW	MUHAMMAD DARWISY MIFZAL BIN RIZAL		02-APR-2018	<a href="#">Detail</a>
2960	Parveen Kausar Bt. Yacob	CHILD	NEW	Muhammad Adam Johar		07-JAN-2016	<a href="#">Detail</a>

- Choose **Type of Information** : All
- Click **Search**.

# Check and Update Staff Personal Details

The screenshot displays the 'Approval of Profile Changes' application. The search section includes a dropdown menu for 'Type of Information' with 'ALL' selected. A 'Search' button is highlighted with a red box. Below the search section is a table titled 'List of Change Application' with the following data:

Staff ID	Staff Name	Type of Info	Type of Change	Record Description	Reason for Change	Change Date	Detail
1887	Mohd. Zahid Bin Baharum	CHILD	NEW	NUR DAMIA HUSNA		05-APR-2016	Detail
2499	Zulhalipah Bt. Gembor	CHILD	NEW	MUHAMMAD SYAFIQ NAZARUDIN		08-FEB-2018	Detail
2499	Zulhalinah Bt. Gembor	CHILD	NEW	NUR ZARIFAH BINTI NAZARI IDIN		08-FEB-2018	Detail

- Click 'Detail' to open detail information.

# Check and Update Staff Personal Details

KARLMANZ-APP122 - Approval of Profile Changes

Staff List Child Info

Name	NUR DAMIA HUSNA	NRIC	140522-10-1434		
Relationship ID	07	Adopted Child	ID Type	MYKAD	
Title		Gender	FEMALE		
Race	0100	Malay	Include in Contact List?	<input type="checkbox"/>	
Citizen	MY	Malaysian	Dependent?	<input type="checkbox"/>	
Religion	01	Islam	Heir?	<input type="checkbox"/>	
Marital Status	M	Married			
Child's IIUM Staff ID					
DOB	22-JUN-2014	Birth Cert			
Birth State	10	Selangor			
Birth Country	MY	Malaysia			
Deceased Date					
Passport No					
Jkm Oku Reg No		Disabled Status	<input type="checkbox"/>		
Max Qualification					
<u>For International Staff Only</u>					
Accompany?	<input type="checkbox"/>	From		To	

Name		NRIC			
Relationship ID		ID Type			
Title		Gender			
Race		Include in Contact List?	<input type="checkbox"/>		
Citizen		Dependent?	<input type="checkbox"/>		
Religion		Heir?	<input type="checkbox"/>		
Marital Status					
Child's IIUM Staff ID					
DOB		Birth Cert			
Birth State					
Birth Country					
Deceased Date					
Passport No					
JKM Oku Reg No		Disabled?	<input type="checkbox"/>		
Max Qualification					
<u>For International Staff Only</u>					
Accompany?	<input type="checkbox"/>	From		To	

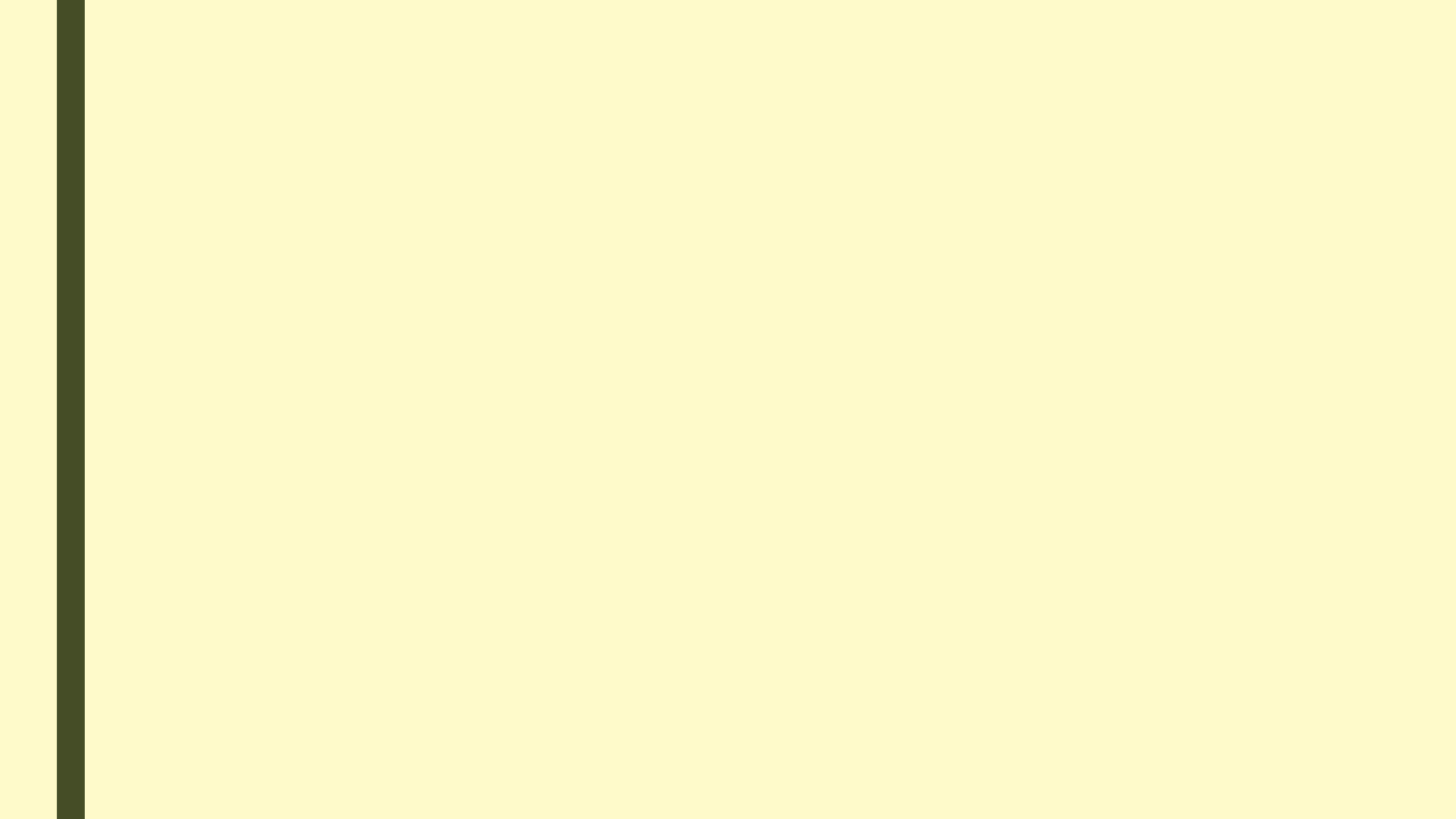
- Check on Updated Data.
- Check with uploaded attachment or Hard copy

# Check and Update Staff Personal Details

KARLIMANZ-APP122 - Approval of Profile Changes

<b>Office Address</b> Address1 <input type="text"/> Address2 <input type="text"/> Address3 <input type="text"/> Postcode <input type="text"/> City <input type="text"/> State <input type="text"/> Country MY Malaysia	<b>Office Address</b> Address1 <input type="text"/> Address2 <input type="text"/> Address3 <input type="text"/> Postcode <input type="text"/> City <input type="text"/> State <input type="text"/> Country <input type="text"/>
<b>Phones</b> Email Addr <input type="text"/> Home No <input type="text"/> Contact No <input type="text"/> Office No <input type="text"/>	<b>Phones</b> Contact No <input type="text"/> Home No <input type="text"/> Office No <input type="text"/> Email Addr <input type="text"/>
Change Reason <input type="text"/> Enter By 1887 <input type="text"/> Enter Date 05-APR-2016 Update By <input type="text"/> Update Date <input type="text"/> Record Ref SCC1887-160405153239 Child Ref # <input type="text"/> Reject Reason <input type="text"/> <input type="button" value="View Attachment"/> <input type="button" value="Approve"/> <input type="button" value="Reject"/>	Child Ref # <input type="text"/> Enter By <input type="text"/> Enter Date <input type="text"/> Update By <input type="text"/> Update Date <input type="text"/> <input type="button" value="Update"/>

- Scroll Down at the bottom of the page.
- Click Button Approve if the detail is correct or Reject if the detail is not correct.
- After Approve, the detail will be displayed on the right side.
- Click button Update to do correction.



# FOR SUPPORT

## EMAIL TO

Functional Team  
Performance Management Unit  
*[msd\\_performance@iium.edu.my](mailto:msd_performance@iium.edu.my)*

Technical Matters  
IT Unit  
*[msd\\_it@iium.edu.my](mailto:msd_it@iium.edu.my)*

