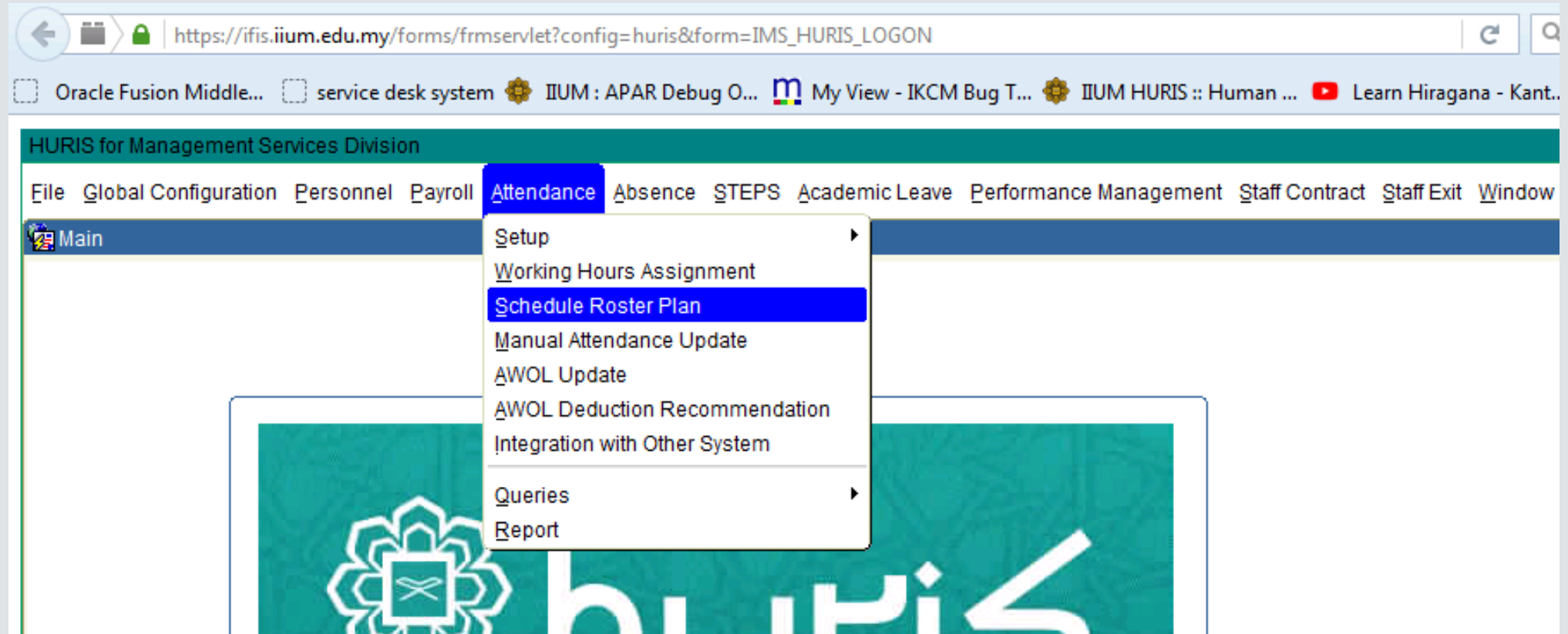


# MANUAL FOR HR LIAISON OFFICER

**Update Staff Roaster Schedule**

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Date : 1<sup>st</sup> May 2018*

# Update Staff Roaster Schedule



- Go to Attendance > Schedule Roster Plan

# Update Staff Roster Schedule

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 Middle..., service desk system, IUM : APAR Debug O..., My View - IKCM Bug T..., IUM HURIS :: Human ..., Learn Hiragana - Kant..., ERA fm - Muzik Hit Te..., and NAS-MSD. The application interface has a menu bar with Action, Edit, Query, Block, Record, Field, Help, and Window. Below the menu is a toolbar with various icons. The main content area is titled 'KARLMANZ-AWF009 - Schedule Roster Plan'. It features a search form with the following fields: Campus (empty), KCD\* (164), Department Unit (empty), Staff ID (6673), and Date On Monday\* (30-Apr-2018). A 'Search' button is highlighted with a red box. Below the search form is a 'Staff Info' section with a table showing the roster schedule for staff Roshidah Binti Abdul Wahab (Staff ID 6673). The table has columns for Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday. The schedule for Monday is R13CL, Tuesday is H, Wednesday is R13CL, Thursday is R13CL, Friday is R13CL, Saturday is H, and Sunday is H. The table row for Roshidah Binti Abdul Wahab is highlighted with a red box.

Staff Id	Staff Name	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1 6673	Roshidah Binti Abdul Wahab	R13CL	H	R13CL	R13CL	R13CL	H	H

- Key In both mandatory KCD & Date on Monday. Optionally key in Staff ID.
- Search.
- List of Staff Info will be displayed.
- Each days need to be updated with Roster Schedule.

# Update Staff Roster Schedule

KARLMANZ-AWF009 - Schedule Roster Plan

**Search**

Campus

**KCD \*** 164  IIUM Health and Wellness Centre

Department Unit

Staff ID 6673  Roshidah Binti Abdul Wahab

**Date On Monday \*** 30-Apr-2018

**Staff Info**

	Staff Id	Staff Name	Monday
1	6673	Roshidah Binti Abdul Wahab	R13CL

**Processing Work Hour**

**Set Work Hour**

Staff ID 6673 Roshidah Binti Abdul Wahab

Date 30-APR-2018

Type AT

**Day Status \*** N  Normal Working Day

Day Type A  WORKDAY

Scheduled Shift R13CL  Roster 13 Clinic : 8am - 5pm (Gambang)

Actual Shift

Over Time Shift

- Click on column Monday for example.
- Screen **Set Work Hour** will be displayed

# Update Staff Roaster Schedule

KARLMANZ-AWF009 - Schedule Roster Plan

**Search**

Campus  ...  
**KCD\*** 164 ... IIUM Health and Wellness Centre  
Department Unit  ...  
Staff ID 6673 ... Roshidah Binti Abdul Wahab  
**Date On Monday\*** 30-Apr-2018 ...

**Staff Info**

	Staff Id	Staff Name	Monday
1	6673	Roshidah Binti Abdul Wahab	R13CL H

**Processing Work Hour**

**Set Work Hour**

Staff ID 6673 Roshidah Binti Abdul Wahab  
Date 30-APR-2018  
Type AT  
**Day Status\*** N Normal Working Day  
Day Type  WORKDAY  
Scheduled Shift R13CL Roster 13 Clinic: 8am - 5p  
Actual Shift   
Over Time Shift

**List Of Day Type**

Find%

Ct_Id	Ct_Desc
E	OFF DAY (OCCASIONAL HOLIDAY)
D	OFF DAY (SATURDAY)
C	PUBLIC HOLIDAY
S	PUBLIC HOLIDAY (STATE)
B	REST DAY (SUNDAY)
A	WORKDAY

- Key in
  - ✓ Day Status
  - ✓ Day Type
  - ✓ Scheduled Shift

# Update Staff Roster Schedule

The screenshot displays a software interface for updating a staff roster schedule. The main window shows search criteria for Campus (KCD 164), Department Unit (IIUM Health and Wellness Centre), Staff ID (6673, Roshidah Binti Abdul Wahab), and Date On Monday (30-Apr-2018). A 'List Of Roster Work Hour' dialog box is open, showing a list of shifts with 'R13CL Roster 13 Clinic : 8am - 5pm (Gambang)' selected. A 'Processing Work Hour' dialog box is also open, showing the selected shift details and a 'Save' button highlighted with a red box.

Code	Description
R10CL	Roster 10 Clinic : 4pm - 11pm
R11CL	Roster 11 Clinic : 8am - 5pm (Gombak)
R12CL	Roster 12 Clinic : 8am - 5pm (PJ)
R13CL	Roster 13 Clinic : 8am - 5pm (Gambang)
R14CL	Roster 14 Clinic : 8am - 4pm (Gombak)
R15CL	Roster 15 Clinic : 8am - 4pm (PJ)

Field	Value
Staff ID	6673 Roshidah Binti Abdul Wahab
Date	30-APR-2018
Type	AT
Day Status *	N Normal Working Day
Day Type	A WORKDAY
Scheduled Shift	R13CL Roster 13 Clinic : 8am - 5pm (Gambang) Detail
Actual Shift	Detail
Over Time Shift	Detail

- Please choose scheduled shift wisely by checking on the Description. Clinic or Security.
- Click **Save**.
- Monday Working Hour will be updated with roster schedule

# Update Staff Roster Schedule

KARLIMANZ-AWF009 - Schedule Roster Plan

**Search**

Campus

**KCD \*** 164  IIUM Health and Wellness Centre

Department Unit

Staff ID 6673  Roshidah Binti Abdul Wahab

**Date On Monday \*** 30-Apr-2018

**Staff Info**

	Staff Id	Staff Name	Monday	Tuesday	Wednesday
1	6673	Roshidah Binti Abdul Wahab	R13CL	H	R13

**Processing Work Hour**

**Set Work Hour**

Staff ID 6673  Roshidah Binti Abdul Wahab

Date 01-MAY-2018

Type AT

**Day Status \*** H  Restday/Day Off

Day Type A  WORKDAY

Scheduled Shift ROSTER  roster plan

Actual Shift

Over Time Shift

- Click on Next Day, Tuesday for example.
- If Day Status is Restday/Day Off, choose H
- Click **Save**.