



الجامعة الإسلامية العالمية ماليزيا  
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA  
يُونَيْتِ بَرِيَّتِي اِسْلَامًا اِبْتِارًا اِبْحْسَابًا مِلِّيَّتِيَا

# MANUAL FOR HR LIAISON OFFICER

## *ATTENDANCE*

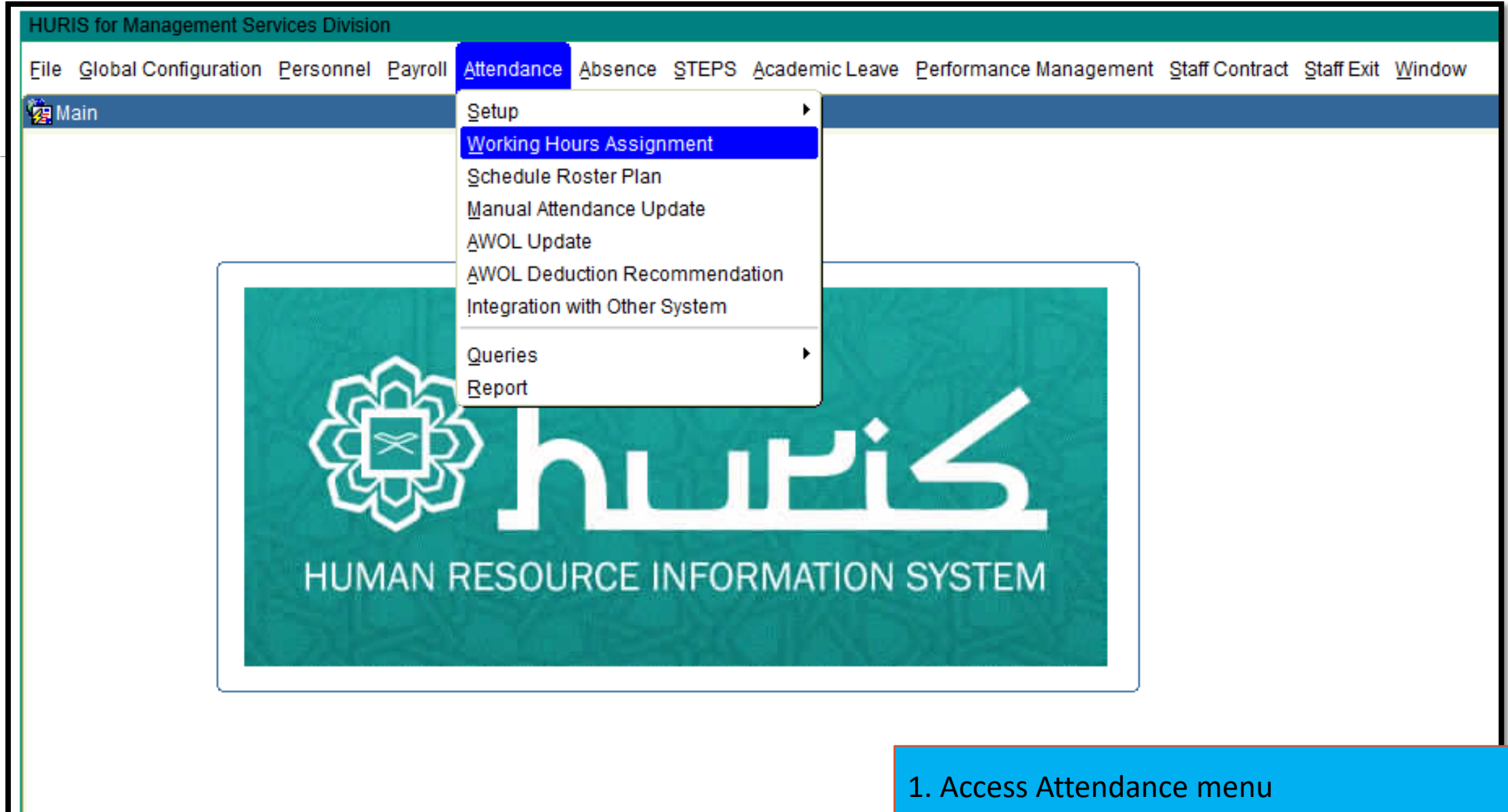
- SETUP WORKING HOUR FOR STAFF

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*Date : 1<sup>st</sup> May 2018 (Updated : 16<sup>th</sup> July 2019)*

# Setup Working Hour for Staff



1. Access Attendance menu
2. Click Working Hours Assignment menu

# Setup Working Hour for Staff

The screenshot shows the HURIS for Management Services Division interface. The top navigation bar includes 'Action', 'Edit', 'Query', 'Block', 'Record', 'Field', 'Help', and 'Window'. The main content area is titled 'DAHARYATI - AWF007 - Working Hour Assignments'. It features a search form with fields for 'Department Unit', 'Staff ID' (containing '3690'), 'Sakinah Bt Arshad Ahmad', 'Work Hour type', 'As At Date', 'Flexi Hour', and 'Job Category' (set to 'ALL'). A 'Search' button is located to the right of the search form. Below the search form, there are two tabs: 'Change Working Hour' and 'Set New Working Hour'. The 'Change Working Hour' tab is active, displaying a table of working hour assignments. The table has columns for 'Staff Id', 'Name', 'Acad?', 'KCD', 'Date From', 'Date To', 'Shift', 'Flexi Hour', and 'Select?'. The first row is highlighted in red, indicating it is selected. Below the table, there are buttons for 'Select All', 'Unselect All', 'Change Working Hour', and 'Correct Selected Working Hour'. The 'Change Working Hour' button is also highlighted in red.

Staff Id	Name	Acad?	KCD	Date From	Date To	Shift	Flexi Hour	Select?
1	Sakinah Bt Arshad Ahmad	<input type="checkbox"/>	175	25-06-2017		WH3	normal plan : 8.30am - 5.30pm	<input checked="" type="checkbox"/>
2	Sakinah Bt Arshad Ahmad	<input type="checkbox"/>	175	27-05-2017	24-06-2017	RMDI	normal shift : 8am - 4pm (Rama	<input type="checkbox"/>
3	Sakinah Bt Arshad Ahmad	<input type="checkbox"/>	175	06-07-2016	26-05-2017	WH3	normal plan : 8.30am - 5.30pm	<input type="checkbox"/>
4	Sakinah Bt Arshad Ahmad	<input type="checkbox"/>	175	06-06-2016	05-07-2016	RMDI	normal shift : 8.30am - 4.30pm (	<input type="checkbox"/>
5	Sakinah Bt Arshad Ahmad	<input type="checkbox"/>	175	01-08-2014	05-06-2016	WH3	normal plan : 8.30am - 5.30pm	<input type="checkbox"/>
6	Sakinah Bt Arshad Ahmad	<input type="checkbox"/>	175	28-07-2014	31-07-2014	WH3	normal plan : 8.30am - 5.30pm	<input type="checkbox"/>
7	Sakinah Bt Arshad Ahmad	<input type="checkbox"/>	175	29-06-2014	27-07-2014	RMDI	normal shift : 8am - 4pm (Rama	<input type="checkbox"/>
8	Sakinah Bt Arshad Ahmad	<input type="checkbox"/>	175	01-01-2014	28-06-2014	NP1	normal shift : 8am - 5pm	<input type="checkbox"/>

1. Search Staff Id
2. Tick 'Select' column
3. Click Change Working Hour button

# Setup Working Hour for Staff

The screenshot shows a software interface with a table of staff and an open modal window. The table has columns for 'Staff ID' and 'Working Hour'. The modal window, titled 'Processing Work Hour', contains the following fields and controls:

- Work Hour Type \***: A dropdown menu with a red background and a 'Detail' button.
- Date From \***: A date input field with a red background and a '...' button.
- Date To**: A date input field with a '...' button.
- Flexi Hour \***: A dropdown menu with a red background.
- Type**: A dropdown menu currently showing 'WEB\_ATTENDANCE'.
- Buttons**: 'Close' and 'Set Working Hour' buttons at the bottom.

Staff ID	Working Hour
1	3690
2	3690
3	3690
4	3690
5	3690
6	3690
7	3690
8	3690

1. Key in Hour Type, Date from, Date to & Flexi Hour
2. Click Set Working Hour button

# Setup Working Hour for Staff

The screenshot displays the 'VF007 - Working Hour Assignments' window. A 'List of Work Hour' dialog box is open, showing a list of work hour codes and descriptions. The background shows a 'Set Work Hour' form with fields for 'Work Hour Type', 'Date From', and 'Flexi Hour'. A table on the right shows a list of work hour assignments with columns for 'Flexi Hour' and 'Select?'.

Code	Swht_Desc
R6CL	Roster 6 Clinic : 2pm - 9pm
R7CL	Roster 7 Clinic : 3pm - 10pm
R8CL	Roster 8 Clinic : 3.30pm - 11pm
R9CL	Roster 9 Clinic : 9pm - 7am
RMDN	normal shift : 8am - 4pm (Ramadhan)
RMDN2	normal shift : 9.00am - 5pm (Ramadhan)
RMDN3	normal shift : 8.30am - 4.30pm (Ramadhan)
RMDN5	normal shift : 7.30am - 3.30pm (Ramadhan)
ROSTER	roster plan
WA40	40 hours work week
WH1	normal plan : 7.30am - 4.30pm
WH2	normal plan : 8am - 5pm
WH3	normal plan : 8.30am - 5.30pm
WH4	normal plan : 9am - 6pm
WH5	Flexible Hour :(min 8 hour)

	Flexi Hour	Select ?
- 5.30pm	N	Normal <input checked="" type="checkbox"/>
pm (Rama	N	Normal <input type="checkbox"/>
- 5.30pm	N	Normal <input type="checkbox"/>
- 4.30pm (	N	Normal <input type="checkbox"/>
- 5.30pm	N	Normal <input type="checkbox"/>
- 5.30pm	N	Normal <input type="checkbox"/>
pm (Rama	N	Normal <input type="checkbox"/>
pm	N	Normal <input type="checkbox"/>

1. Select from 'List of Work Hour' to set 'Work Hour Type'

# Setup Working Hour for Staff

The screenshot shows a software interface for setting working hours. On the left, a 'Set Work Hour' dialog box is partially visible, with fields for 'Work Hour Type \*', 'Date From \*', and 'Flexi Hour \*'. A red box highlights the 'Flexi Hour \*' field. On the right, a 'List Of Flexi Hour' dialog box is open, displaying a table with columns for Code, Description, and Remarks. The 'Flexi' option (Code F) is selected.

Code	Description	Remarks
F	Flexi	Normally for Academician. Need to time in but no need time out and not required 8 working hours.
FH	Flexible Hour	No need to check late in but still require to check 8 working hours.
N	Normal	

1. Select from 'List of Flexi Hour' to set 'Flexi Hour'.



# SUPPORT

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