



الجامعة الإسلامية العالمية ماليزيا  
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA  
يُونَيْتِرْسِيْتِيْ اِسْلَامْ اِنْتَارَا بَغْسِيَا مِلْدِسِيَا

# MANUAL FOR HR LIAISON OFFICER

## *ATTENDANCE*

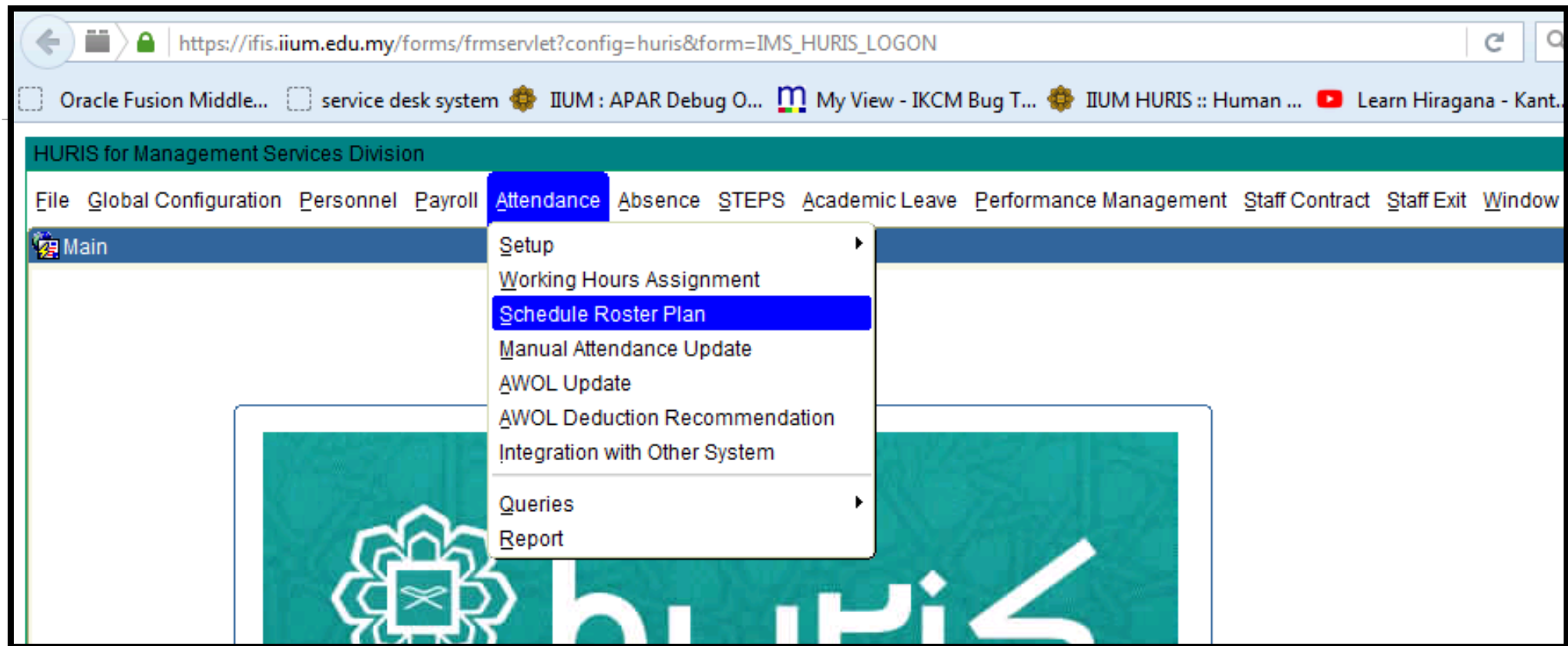
- UPDATE STAFF ROASTER SCHEDULE

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

# Update Staff Roster Schedule



- Go to Attendance > Schedule Roster Plan

# Update Staff Roster Schedule

Search

Campus

**KCD \*** 164

Department Unit

Staff ID 6673

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

Staff Info

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

The screenshot shows the 'KARLMANZ-AWF009 - Schedule Roster Plan' application. It features a search section with the following filters: Campus (empty), KCD\* (164), Department Unit (empty), Staff ID (6673), and Date On Monday\* (30-Apr-2018). A search button is located to the right of these filters.

Below the search section is the 'Staff Info' section, which contains a table with the following columns: Staff Id, Staff Name, and Monday. The first row of the table is highlighted in yellow and contains the following data: Staff Id: 6673, Staff Name: Roshidah Binti Abdul Wahab, Monday: R13CL. A red arrow points from this row to the 'Set Work Hour' dialog box.

The 'Set Work Hour' dialog box is titled 'Processing Work Hour' and contains the following fields: Staff ID (6673), Staff Name (Roshidah Binti Abdul Wahab), Date (30-APR-2018), Type (AT), Day Status\* (N), Day Type (A), Scheduled Shift (R13CL), Actual Shift (empty), and Over Time Shift (empty). The 'Day Status\*' field is highlighted with a red box. There are 'Close' and 'Save' buttons at the bottom of the dialog box.

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

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



# Update Staff Roster Schedule

KARLMANZ-AWF-009 - 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 ...

Search

Staff Info

Staff 1 6673

Find R%

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

Find OK Cancel

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) Detail

Actual Shift ... Detail

Over Time Shift ... Detail

Close Save

- 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

The screenshot displays a software interface for managing staff schedules. At the top, there is a search section with fields for Campus, KCD\* (164), Department Unit, Staff ID (6673), and Date On Monday\* (30-Apr-2018). Below this is a 'Staff Info' table with columns for Staff Id, Staff Name, and days of the week (Monday, Tuesday, Wednesday). The first row shows staff member Roshidah Binti Abdul Wahab with status 'R13CL' on Monday and 'H' on Tuesday. A red box highlights the 'H' in the Tuesday column, with an arrow pointing to the 'Processing Work Hour' dialog box.

The 'Processing Work Hour' dialog box is titled 'Set Work Hour' and contains the following fields:

- Staff ID: 6673
- Date: 01-MAY-2018
- Type: AT
- Day Status\*: H (highlighted with a red box) with a dropdown menu showing 'Restday/Day Off'
- Day Type: A (dropdown menu showing 'WORKDAY')
- Scheduled Shift: ROSTER (dropdown menu showing 'roster plan')
- Actual Shift: (empty)
- Over Time Shift: (empty)

At the bottom of the dialog box, there are 'Close' and 'Save' buttons. The 'Save' button is highlighted with a red box.

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

# SUPPORT

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## EMAIL TO

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