



الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
يُونَيْتِي اِسْلَامِي اِنْتَارَا بَحْسَا مِلْدَسِيَا

MANUAL FOR HR LIAISON OFFICER

ATTENDANCE

- UPDATE STAFF ABSENCE DETAILS

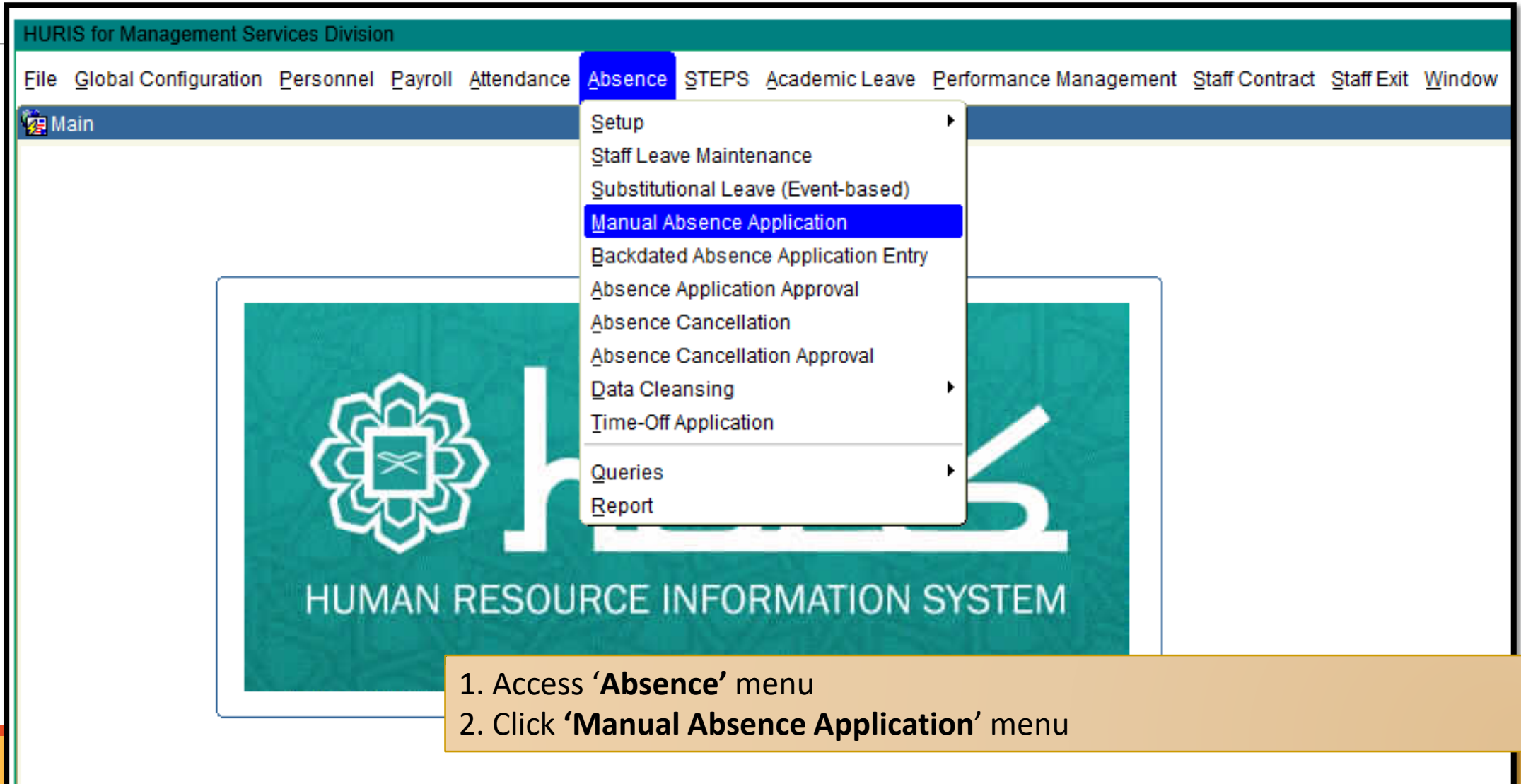
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HR IT Unit, MSD

Date : 1st May 2018 (Updated 16th July 2019)

Update Staff Absence Details

Case 1 : Manual add new absence record for future absence



The screenshot displays the HURIS for Management Services Division interface. The menu bar includes: File, Global Configuration, Personnel, Payroll, Attendance, Absence, STEPS, Academic Leave, Performance Management, Staff Contract, Staff Exit, and Window. The 'Absence' menu is expanded, showing options: Setup, Staff Leave Maintenance, Substitutional Leave (Event-based), Manual Absence Application (highlighted), Backdated Absence Application Entry, Absence Application Approval, Absence Cancellation, Absence Cancellation Approval, Data Cleansing, Time-Off Application, Queries, and Report. The background features the HURIS logo and the text 'HUMAN RESOURCE INFORMATION SYSTEM'.

1. Access '**Absence**' menu
2. Click '**Manual Absence Application**' menu

Update Staff Absence Details

The screenshot displays the HURIS for Management Services Division interface. The main window is titled 'AZMIRA-ALF004 - Manual Absence Application Entry'. The 'Manual Absence Application' form includes the following sections:

- Absence / Leave Info:** Fields for Staff ID (3690), Staff Name (Sakinah Bt Arshad Ahmad), Leave Type, Leave Reason, Date From, To, and Number of Days. There is also an 'Entitlement' button.
- Reason:** A text area for providing the reason for absence.
- Address While On Leave:** A text area for the address during absence.
- Contact Number While On Leave:** A text field for contact information.
- Sick Leave Info:** Fields for MC Type, Issuer, and Clinic / Hospital Name.
- Replacer Info:** Fields for Replacer Name and Position.

A 'List of Leave Type' dialog box is open, showing a table of leave codes and descriptions:

Leave Code	Description
61	Annual Leave
201	Cuti Khas Tugas Perubatan
FPI	Forgot to Punch In
70	Full Pay Extended Sick Leave
77	Funeral Leave
GPH	Gazetted Public Holiday (For roster staff only)
83	Golden Handshake
62	Hajj Leave
66	Half Pay - Look After Sick Close Relative
222	Half Pay Leave - Discipline
223	Half Pay Leave - Study Leave
224	Leave Due to Natural Disaster

The dialog box has a search field labeled 'Find%' and buttons for 'Find', 'OK', and 'Cancel'. The 'Annual Leave' entry (code 61) is currently selected.

Select 'List of Leave Type'

Update Staff Absence Details

HURIS for Management Services Division

International Islamic Universit... x https://huris.iium.edu.my/ x Oracle Fusion Middleware For... x +

https://ifis.iium.edu.my/forms/frmservlet?config=huris&form=IMS_HURIS_LOGON

Search

IIUM

IDAHAARYATI-ALF004 - Manual Absence Application Entry

Absence / Leave Info

Staff ID * 3690 Sakinah Bt Arshad Ahmad

Leave Type * 61 Annual Leave Entitlement

Leave Reason

Date From * 30-Apr-2018 To * 30-Apr-2018 Number of Days

Reason

Address While On Leave

Contact Number While On Leave

Sick Leave Info

MC Type *

Issuer *

Clinic / Hospital Name *

Replacer Info

Replacer Name

Position

KCD

Supervisor Info

Supervisor 3578 Tengku Zemy Azmira Bt. T Aziz

Attachment Info

Attachment Browse

Save

1. Key in:

- Staff Id
- Leave Type,
- Date from & Date To
- Reason

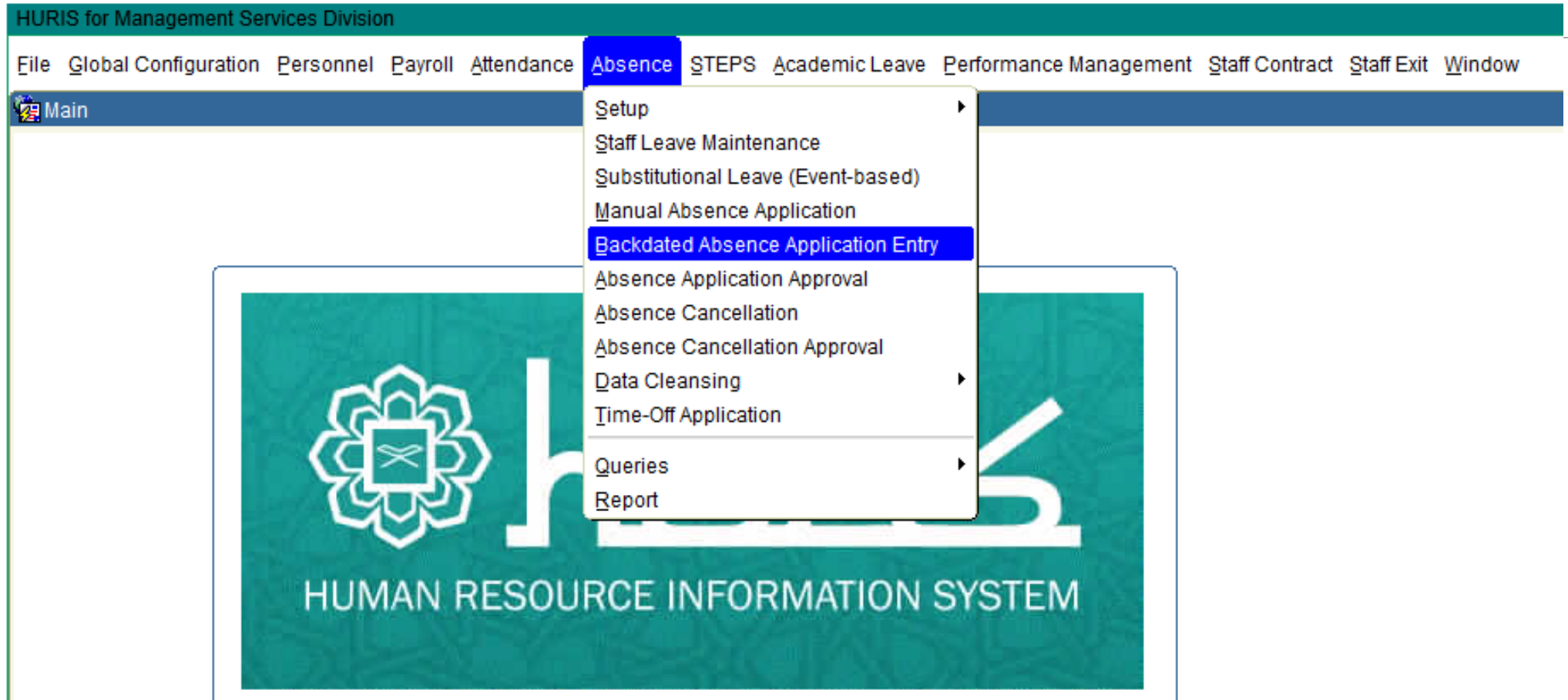
2. If the Leave Type is Sick Leave, please key in

- MC Type
- Issuer
- Clinic/Hospital Name

3. Click **SAVE** button

Update Staff Absence Details

Case 2 : Manual add backdated absence record



HURIS for Management Services Division

File Global Configuration Personnel Payroll Attendance **Absence** STEPS Academic Leave Performance Management Staff Contract Staff Exit Window

Main

- Setup
- Staff Leave Maintenance
- Substitutional Leave (Event-based)
- Manual Absence Application
- Backdated Absence Application Entry**
- Absence Application Approval
- Absence Cancellation
- Absence Cancellation Approval
- Data Cleansing
- Time-Off Application
- Queries
- Report

HUMAN RESOURCE INFORMATION SYSTEM

1. Access '**Absence**' menu
2. Click '**Backdated Absence Application Entry**' menu

Update Staff Absence Details

HURIS for Management Services Division

Action Edit Query Block Record Field Help Window

AZMIRA - ALF002 - Backdated Absence Application Entry

Absence/Leave Application

Staff ID * 3578 Tengku Zemy Azmira Bt. T Aziz

Leave Type * 61 Annual Leave

Entitlement

1

1-May-2018

Leave Info

Annual Leave

Annual Entitlement / Max Time 35

Taken 15

Annual Balance / Balance Time 34

Balance as to date 11

Calculate Accrual

Check Date 01-MAR-2018

Calculate

Current Entitlement 5

Close

Approved By *

Date *

Remark

1. Click on **Entitlement** button to check the availability of leave for the date selected.

Update Staff Absence Details

HURIS for Management Services Division

Action Edit Query Block Record Field Help Window

IIUM

IDAHARYATI - ALF002 - Backdated Absence Application Entry

Absence/Leave Application

Staff ID * 3690 Sakinah Bt Arshad Ahmad

Leave Type * AWOL AWOL-Salary Deduction Entitlement

From * 03-Apr-2018 To * 03-Apr-2018 Number of Days

Replacer Name

Position

KCD

Status APPROVE Application Date 30-Apr-2018

Approval Leave Info

Recommended By

Date

Remark

Verified By

Date

Remark

Approved By *

Date *

Remark

Save

1. Key in:

- Staff Id
- Leave Type
- Date from & Date To
- Remark
- Approved by
- Date

2. Click **SAVE** button

SUPPORT

EMAIL TO

Functional Support

Performance Management Unit
msd_performance@iium.edu.my

Technical Support

IT Unit
msd_it@iium.edu.my