



الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
يُونَيْتِي سَلَامٌ، أَنْتَارَا بَحْسًا مَلِيْسِيَا

MANUAL FOR HR LIAISON OFFICER

ATTENDANCE

- UPDATE STAFF SUBSTITUTIONAL LEAVE RECORD

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

Browser tabs: Oracle Fusion Middle..., service desk system, IUM : APAR Debug O..., My View - IKCM Bug T..., IUM HURIS :: Human ..., Learn Hiragana - Kant..

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

- Go to Absence > Substitutional Leave (Event-based)

Update staff substitutional leave record

Create new event

KARLMANZ-ALF034 - Substitutional Leave (Event-based)

Search

Organizer ... Management Services Division

Event ...

Date From ... To ... Search

Add New Event

Event Info

Event	Organizer	Duty Start Date	Duty End Date
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- Select Organizer
- Add New Event

Update staff substitutional leave record

The screenshot shows a software application window titled "New Event Info". The window is divided into three main sections:

- Event Info:** Contains fields for "Event *" (Preparing Masterlist 2017), "Organizer *" (175 Management Services Division), "Duty Start Date *" (07-Jan-2018), "Duty End Date *" (28-Feb-2018), and "Event Duration" (53).
- Substitutional Leave Info:** Contains fields for "No. Of Sub. Leave Day *" (empty), "Start Date Sub. Leave *" (01-MAR-2018), "Expiry Duration (Month)" (6), and "Expiry Date *" (12-SEP-2018).
- List of Staff:** A table with columns: Staff ID *, Staff Name, KCD, and No. Of Days. The table has 10 rows, with the first row highlighted in yellow.

At the bottom of the window, there are "Save" and "Close" buttons.

- Fill in all information about the event in the Event Info
- Add staff at **List of Staff**
- Click **Save** button

Update staff substitutional leave record

Update substitutional leave if the event already created

AZMIRA-ALF034 - Substitutional Leave (Event-based)

Search

Organizer ... Management Services Division

Event ...

Date From ... To ...

Event Info

Event	Organizer	Duty Start Date	Duty End Date	
back up lotus 2017	175	04-Oct-2017	25-Oct-2017	<input type="button" value="Detail"/> ▲
Back-up Lotus and Alchemy	175	02-Feb-2018	25-Feb-2018	<input type="button" value="Detail"/>
Filing Project	175	10-Feb-2018	02-Apr-2018	<input type="button" value="Detail"/>
Data Cleansing	175	29-Jul-2017	04-Nov-2017	<input type="button" value="Detail"/>
Special Induction Course for IIUMMC Staff Kuantar	175	09-Dec-2017	10-Dec-2017	<input type="button" value="Detail"/>
Back up Lotus	175	01-Nov-2017	29-Dec-2017	<input type="button" value="Detail"/>
Filing Project	175	13-Jan-2018	13-Jan-2018	<input type="button" value="Detail"/>
INDUCTION COURSE (KUANTAN)	175	27-Jan-2018	28-Jan-2018	<input type="button" value="Detail"/>
Backup Alchemy/Lotus	175	04-Mar-2018	31-Mar-2018	<input type="button" value="Detail"/>
Preparing Masterlist 2017	175	07-Jan-2018	28-Feb-2018	<input type="button" value="Detail"/>
Backup Lotus 2017	175	06-Dec-2017	27-Dec-2017	<input type="button" value="Detail"/>
Data Cleansing 2018	175	30-Nov-2017	12-Feb-2018	<input type="button" value="Detail"/>
Backup Lotus 2018	175	03-Jan-2018	31-Jan-2018	<input type="button" value="Detail"/>
Finalising Budget calculation 2018/financial matte	175	15-Mar-2018	17-Apr-2018	<input type="button" value="Detail"/> ▼

No of Event

- Search if the event already exists.
- Select the event.
- Click button Detail

Update staff substitutional leave record

KARLMANZ-ALF034 - Substitutional Leave (Event-based)

Event

Organizer

Duty Start Date Duty End Date

List Of Staff

Staff ID	Staff Name	KCD	No Of. Days	Expiry Date
7268	Mohd Aiman Bin Osman	175	3	30-Nov-2016

- Click **Add Staff** to enter new staff leave

SUPPORT

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