



الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
يُونَيْتِي سَلَامٌ، أَنْتَارَا بَحْسَا مَلْدُسِيَا

MANUAL FOR HR LIAISON OFFICER

ABSENCE

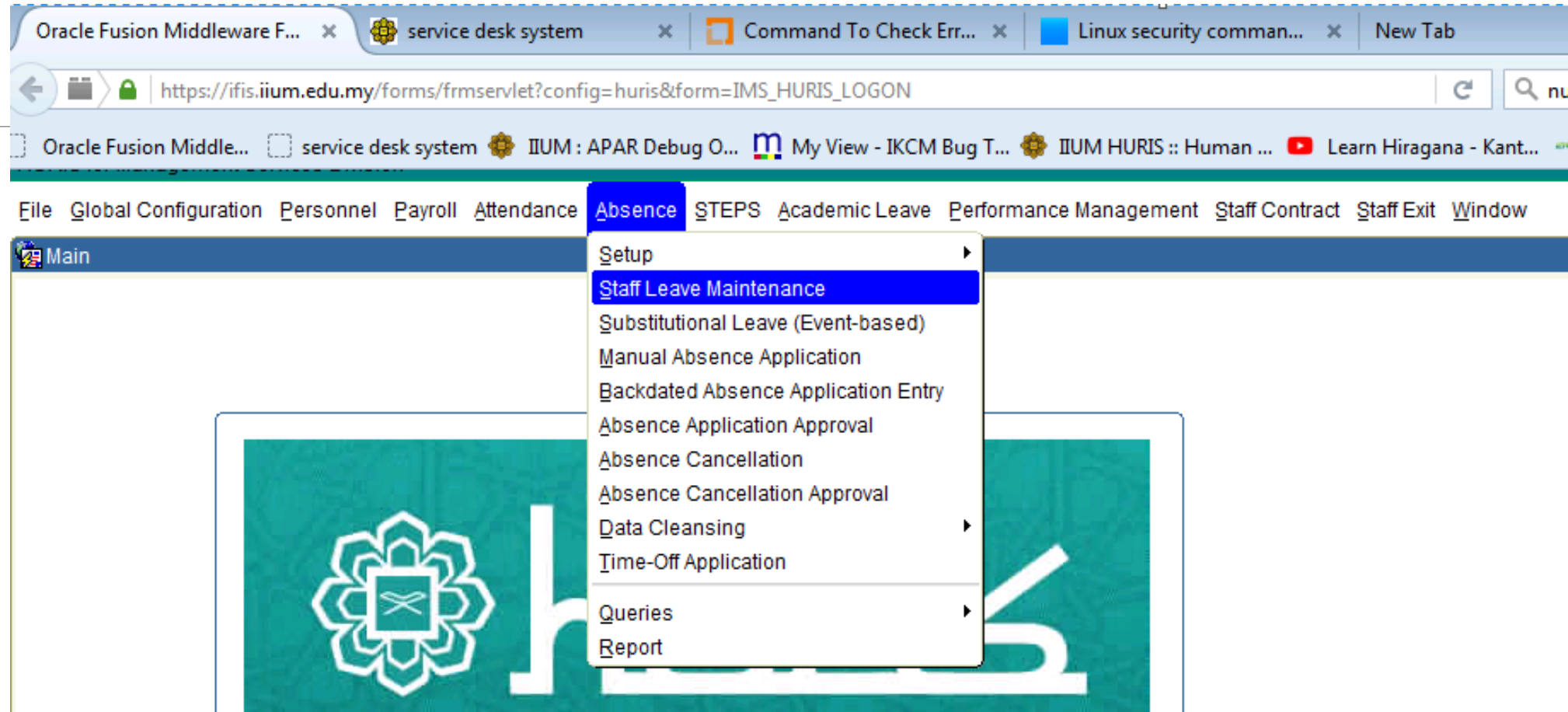
- UPDATE STAFF LEAVE CARRY FORWARD

Prepared by : Kamarulzaman Abdullah

HR IT Unit, MSD

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

Update Staff Leave Carry Forward



- Go to Absence > Staff Leave Maintenance

Update Staff Leave Carry Forward

KARLIMANZ - ALF001 - Staff Leave Maintenance

Overall List of Staff Individual

Search

Staff ID Prefix

Personnel Type ...

KCD ...

Campus

Job Status Staff Status

Staff List

Staff ID	Staff Name	Position	K/C/D	Campus	
3690	Sakinah Bt Arshad Ahmad	Assistant Information Technology Officer	MSD	IIUM Gombak Ca	<input type="button" value="Details"/>
					<input type="button" value="Details"/>
					<input type="button" value="Details"/>

- Perform a search by Staff id.
- Click **Search** button
- Click Details button.

Update Staff Leave Carry Forward

KARLMANZ - ALF001 - Staff Leave Maintenance

Overall | List of Staff | Individual

Staff Info

Staff ID: 3690 | Sakinah Bt Arshad Ahmad

Join Date: 02-APR-2001 | Exit Date:

Gender: F | Years of Service: 17.09

[View Staff Profile](#)

[View Contract Info](#)

Annual Leave Eligibilities

Year*	From*	To*	Job Status	Grade	Leave Group	DOPS	Years in Present Appt as at 31 Dec	Carry Fwd From Prev	Eligible	Taken	Balance	GHS	Carry Forward	Eligible for carry forward?			
2009	01-Jan-2009	31-Dec-2009	Permanent (Full-time)	F29	21 - 30	01-Apr-2001	8.75							<input type="checkbox"/>	Recalculate	Cancel GHS	Details
2010	13-Nov-2010	31-Dec-2010	Permanent (Full-time)	F29	21 - 30	01-Apr-2001	9.75	0	3	5	-2			<input type="checkbox"/>	Recalculate	Cancel GHS	Details
2011	01-Jan-2011	31-Dec-2011	Permanent (Full-time)	F29	21 - 30	01-Apr-2001	10.75							<input type="checkbox"/>	Recalculate	Cancel GHS	Details
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2014	01-Jan-2014	31-Dec-2014	Permanent (Full-time)	F29	21 - 30	01-Apr-2001	13.75	0	30	27	3	0	0	<input type="checkbox"/>	Recalculate	Cancel GHS	Details
2015	28-Jul-2015	31-Dec-2015	Permanent (Full-time)	F29	21 - 30	01-Apr-2001	14.75	0	13	12	1	0	1	<input checked="" type="checkbox"/>	Recalculate	Cancel GHS	Details
2016	01-Jan-2016	31-Dec-2016	Permanent (Full-time)	FA29	21 - 30	01-Apr-2001	15.75	1	30	30	1	0	1	<input checked="" type="checkbox"/>	Recalculate	Cancel GHS	Details
2017	01-Jan-2017	31-Dec-2017	Permanent (Full-time)	FA32	31 - 54	01-Apr-2001	16.75	1	35	30	6	0	0	<input checked="" type="checkbox"/>	Recalculate	Cancel GHS	Details
2018	01-Jan-2018	31-Dec-2018	Permanent (Full-time)	FA32	31 - 54	01-Apr-2001	17.75	0	35	16	19	0	0	<input checked="" type="checkbox"/>	Recalculate	Cancel GHS	Details

Total Golden Handshake Days: 0

- Check previous year Balance Leave.
- In this example, year 2017, balance have 6.

Update Staff Leave Carry Forward

IIUM

Action Edit Query Block Record Field Help Window

KARLMANZ - ALF001 - Staff Leave Maintenance

Overall List of Staff Individual

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Staff ID: 3690 Sakinah Bt Arshad Ahmad View Staff Profile

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- Key in total balance into Carry Forward field in 2017. This action will carry forward the balance to year 2018
- Save using an icon on top of the page.



Update Staff Leave Carry Forward

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Staff ID: 3690 Sakinah Bt Arshad Ahmad [View Staff Profile](#)

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Gender: F Years of Service: 17.09

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Total Golden Handshake Days: 0

- Go to record 2018.
- Click **Recalculate** button



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Total Golden Handshake Days: 0

User Confirmation

 Are you sure you want to recalculate eligibility and balance?

OK Cancel

- Click **OK** to recalculate.



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2018	01-Jan-2018	31-Dec-2018	Permanent (Full-time)	FA32	31 - 54	01-Apr-2001	17.75	6	35	16	25	0	0	<input checked="" type="checkbox"/>	Recalculate	Cancel GHS	Details

Total Golden Handshake Days: 0

- After recalculate process, total balance from 2017 will be updated in 2018 record as **Carry Fwd From Previous**.

SUPPORT

EMAIL TO

Functional Support

Performance Management Unit
msd_performance@iium.edu.my

Technical Support

IT Unit
msd_it@iium.edu.my