

الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
يُونَيْتِي إِسْلَامًا، إِنْتَارَ إِخْسَابًا مِلِّيْسِيَا

MANUAL FOR HR LIAISON OFFICER

ATTENDANCE

- UPDATING ATTENDANCE AFTER SYSTEM ERROR/SCHEDULED DOWNTIME

Prepared by : Tengku Zemy Azmira T Aziz

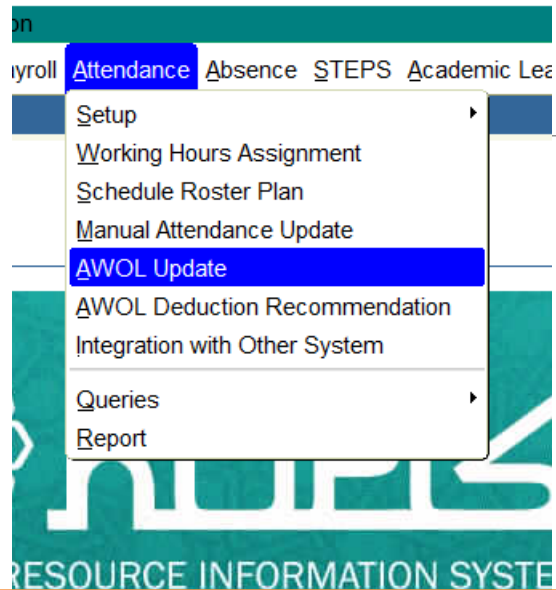
HR IT Unit, MSD

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

RESPONSIBILITIES

- ❖ MSD IT will be responsible to inform all liaison officer in case there is any scheduled interruptions to the server i.e. electricity shutdown during the weekends that will affect staff who works during the interruptions.
- ❖ Liaison in charge will be responsible to check staff attendance record after the interruptions.
- ❖ Liaison in charge will be responsible to update the absence for staff to avoid AWOL status.
- ❖ There are 2 ways to update absence for AWOL :
 - Backdated Absence Application Entry
 - Manual Absence Application Entry

CHECK AWOL LISTING



HURIS for Management Services Division

Action Edit Query Block Record Field Help Window

AZMIRA-AWF008 - AWOL Update

Search

KCD 3845 Kulliyah of Languages and Management

Staff ID

Date From * 28-Oct-2018 To * 28-Oct-2018 Search

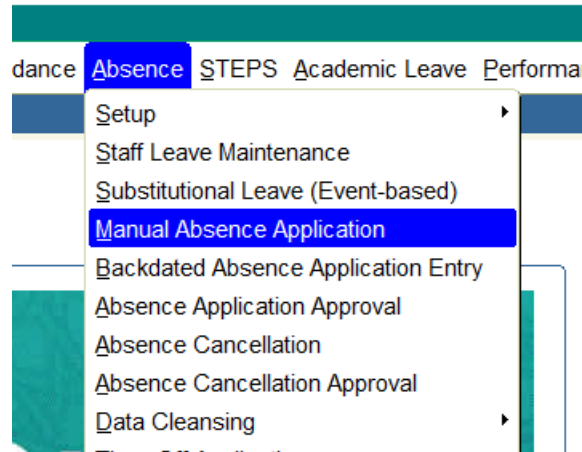
AWOL Info

No.	Date	Staff ID	KCD	Day Type	Type	Workhour Type	
1	28-Oct-201	SUN 1179	Salih Mahgoub Moha 3845	KLM	A WORKD AT Attendance	NP7 normal plan: \$	UInd
2	28-Oct-201	SUN 2341	Nonglaksana Kama 3845	KLM	A WORKD AT Attendance	NP7 normal plan: \$	UInd
3	28-Oct-201	SUN 237	Muhamad Razak Bir 3845	KLM	A WORKD AT Attendance	NP7 normal plan: \$	UInd
4	28-Oct-201	SUN 2483	Zurahani Binti Abdul 3845	KLM	A WORKD AT Attendance	NP7 normal plan: \$	UInd
5	28-Oct-201	SUN 3543	Nor Zainiyah Norita E 3845	KLM	A WORKD AT Attendance	NP7 normal plan: \$	UInd
6	28-Oct-201	SUN 3974	Erdawaty Bt. Abdulla 3845	KLM	A WORKD AT Attendance	NP8 normal plan: \$	UInd
7	28-Oct-201	SUN 4117	Lilisuriani Binti Abdu 3845	KLM	A WORKD AT Attendance	NP7 normal plan: \$	UInd
8	28-Oct-201	SUN 419	Nurairhan Bt. Mat Da 3845	KLM	A WORKD AT Attendance	NP7 normal plan: \$	UInd
9	28-Oct-201	SUN 4335	Aminuddin Bin Mat F 3845	KLM	A WORKD AT Attendance	NP8 normal plan: \$	UInd
10	28-Oct-201	SUN 4824	Mohd Azrul Azlen Bi 3845	KLM	A WORKD AT Attendance	NP7 normal plan: \$	UInd
11	28-Oct-201	SUN 4926	Shahrul Nizam Bin M 3845	KLM	A WORKD AT Attendance	NP7 normal plan: \$	UInd
12	28-Oct-201	SUN 5279	Rafidah Bt. Sahar 3845	KLM	A WORKD AT Attendance	NP7 normal plan: \$	UInd
13	28-Oct-201	SUN 619	Rossitah Ab. Rahma 3845	KLM	A WORKD AT Attendance	NP7 normal plan: \$	UInd
14	28-Oct-201	SUN 6345	Shazlina Binti Shafe 3845	KLM	A WORKD AT Attendance	NP8 normal plan: \$	UInd

1. Open module Attendance > AWOL Update
2. Key in KCD and date system down.
3. Search
4. Press button UPDATE to apply for Backdated Absence Application

UPDATE

OPTION 1 : MANUAL ABSENCE APPLICATION ENTRY



1. Open module **Absence > Manual Absence Application**

2. Key in relevant information.

❖ **Leave Type** : System Error

❖ **Leave Reason** : Server Down

3. Supervisor information will be automatically displayed.

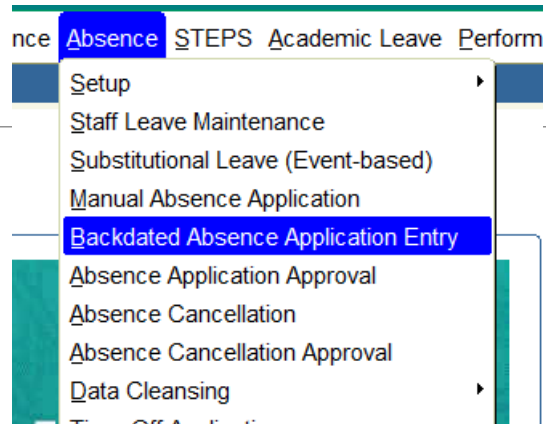
4. Supervisor will needs to approve the absence through HURIS Online

A screenshot of the HURIS for Management Services Division 'Manual Absence Application Entry' form. The form is titled 'Manual Absence Application' and contains several sections:

- Absence / Leave Info**:
 - Staff ID * 6345 (with a dropdown arrow)
 - Leave Type * SYS E (with a dropdown arrow)
 - Leave Reason SD (with a dropdown arrow)
 - Date From * 28-Oct-2018 (with a dropdown arrow)
 - To * 28-Oct-2018 (with a dropdown arrow)
 - Number of Days (with a text input field)
 - Reason (with a dropdown arrow)
 - Address While On Leave (with a dropdown arrow)
 - Contact Number While On Leave (with a text input field)
- Sick Leave Info**:
 - MC Type * (with a dropdown arrow)
 - Issuer * (with a dropdown arrow)
 - Clinic / Hospital Name * (with a text input field)
- Replacer Info**:
 - Replacer Name (with a text input field)
 - Position (with a text input field)
 - KCD (with a text input field)
- Supervisor Info**:
 - Supervisor 881 (with a dropdown arrow)
 - Salmah Binti Ahmad (with a text input field)
- Attachment Info**:
 - Attachment (with a text input field and a 'Browse' button)

At the bottom of the form is a 'Save' button.

OPTION 2 : BACKDATED ABSENCE APPLICATION ENTRY



1. Open module **Absence > Backdated Absence Application Entry**

2. Key in relevant information.

❖ Leave Type : System Error

3. Need to select the supervisor who authorized the absence.

4. Absence will be automatically approved.

A screenshot of the HURIS for Management Services Division software interface. The window title is 'AZMIRA - ALF002 - Backdated Absence Application Entry'. The form is titled 'Absence/Leave Application' and contains the following fields:

- Staff ID * 6345 (with a dropdown arrow) and Shazlina Binti Shafei (with a dropdown arrow)
- Leave Type * SYS E (with a dropdown arrow) and System Error (with a dropdown arrow) and Entitlement (with a dropdown arrow)
- From * 28-Oct-2018 (with a dropdown arrow) and To * 28-Oct-2018 (with a dropdown arrow) and Number of Days (with a dropdown arrow)
- Replacer Name (with a dropdown arrow)
- Position (with a dropdown arrow)
- KCD (with a dropdown arrow)
- Status APPROVE (with a dropdown arrow)
- Application Date 02-Nov-2018 (with a dropdown arrow)

Below the main form, there are two tabs: 'Approval' and 'Leave Info'. The 'Approval' tab is active and contains the following fields:

- Recommended By (with a dropdown arrow) and Date (with a dropdown arrow)
- Remark (with a dropdown arrow)
- Verified By (with a dropdown arrow) and Date (with a dropdown arrow)
- Remark (with a dropdown arrow)
- Approved By * (with a dropdown arrow) and Date * (with a dropdown arrow)
- Remark (with a dropdown arrow)

At the bottom right of the form, there is a 'Save' button.

SUPPORT

EMAIL TO

Functional Support

Performance Management Unit
msd_performance@iium.edu.my

Technical Support

IT Unit
msd_it@iium.edu.my