



الجامعة الإسلامية العالمية ماليزيا  
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA  
يُونَيْتِي سَلَامٌ، أَنْتَا رِجْسٌ مَلْدُسِيَا

# MANUAL FOR HR LIAISON OFFICER

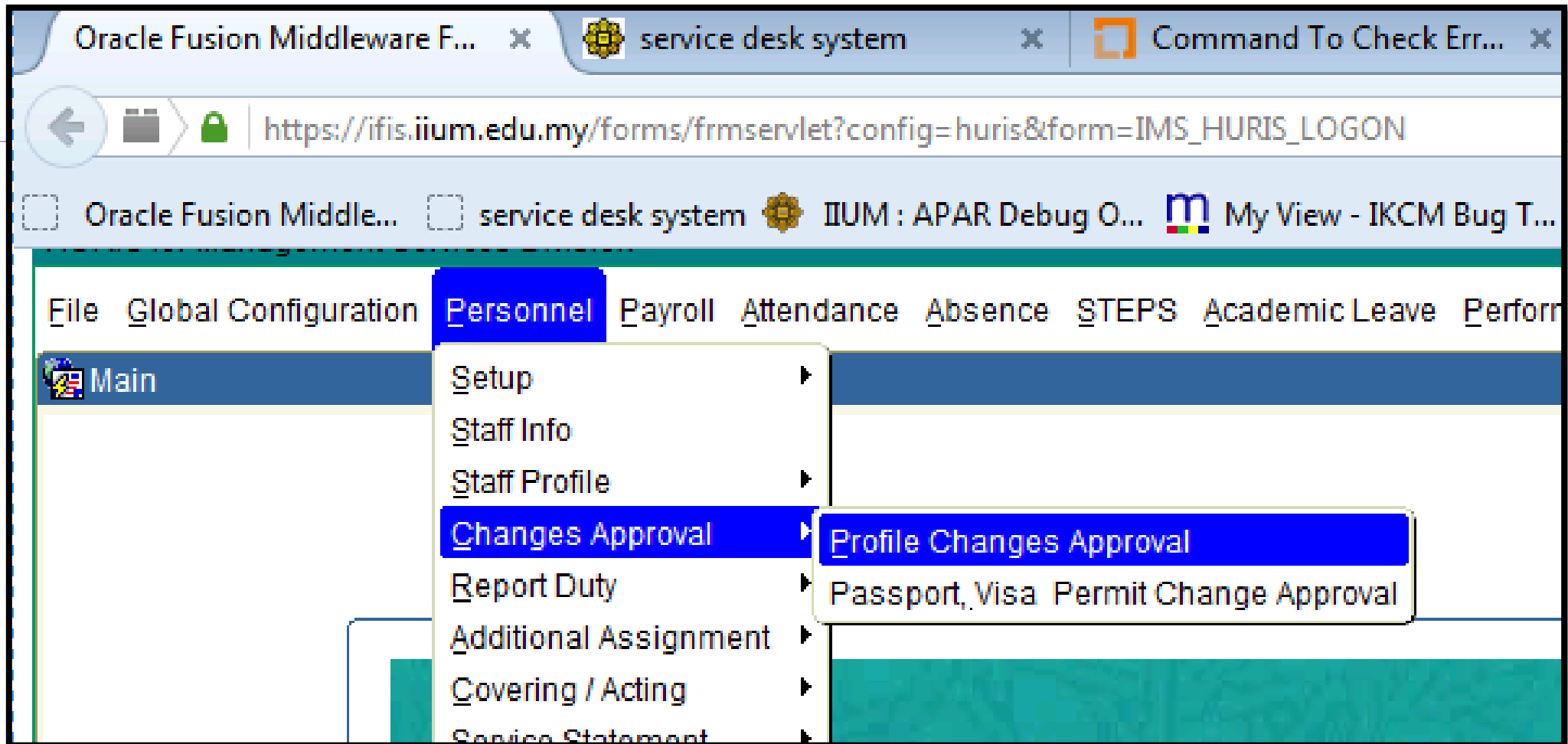
- STAFF PROFILE CHANGES APPROVAL

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

# Staff Profile Changes Approval



- Go to Personnel > Changes Approval > Profile Changes Approval

# Staff Profile Changes Approval

The screenshot shows a web application window titled "KARLIMANZ-APP122 - Approval of Profile Changes". At the top, there are two tabs: "Staff List" and "Professional Qualification". Below the tabs is a search area with a dropdown menu for "Type of Information" currently set to "ALL". Other dropdown options include "Type of Change" (AWARD), "Job Category" (CHILD), "Staff ID" (EXPERTISE), and "K/C/D" (PROFESSIONAL QUALIFICATION, QUALIFICATION, SPOUSE). To the right of the search area are "Search" and "Reset" buttons.

Below the search area is a table titled "List of Change Application". The table has the following columns: Staff ID, Staff Name, Job Category, Type of Change, Record Description, Reason for Change, Change Date, and a "Detail" button. The data rows are as follows:

Staff ID	Staff Name	Job Category	Type of Change	Record Description	Reason for Change	Change Date	Detail
1887	Mohd. Zahid Bin Baharum	CHILD	NEW	NUR DAMIA HUSNA		05-APR-2016	Detail
2499	Zulhalipah Bt. Gembor	CHILD	NEW	MUHAMMAD SYAFIQ NAZARUDIN		08-FEB-2018	Detail
2499	Zulhalipah Bt. Gembor	CHILD	NEW	NUR ZARIFAH BINTI NAZARUDIN		08-FEB-2018	Detail
2558	Rizal Bin Yahya	CHILD	NEW	MUHAMMAD DARWISY MIFZAL BIN RIZAL		02-APR-2018	Detail
2960	Parveen Kausar Bt. Yacob	CHILD	NEW	Muhammad Adam Johar		07-JAN-2016	Detail
2964	Amir Bin Othman	CHILD	NEW	MUHAMMAD AMIR BIN OTHMAN		09-MAR-2016	Detail

- Choose **Type of Information** : All
- Click **Search**.

# Staff Profile Changes Approval

Search

Type of Information: ALL  
Type of Change: AWARD  
Job Category: CHILD  
Staff ID: EXPERTISE  
K/C/D: PROFESSIONAL QUALIFICATION, QUALIFICATION, SPOUSE

Search  
Reset

Staff ID	Staff Name	Type of Info	Type of Change	Record Description	Reason for Change	Change Date	Detail
1887	Mohd. Zahid Bin Baharum	CHILD	NEW	NUR DAMIA HUSNA		05-APR-2016	Detail
2499	Zulhalipah Bt. Gembor	CHILD	NEW	MUHAMMAD SYAFIQ NAZARUDIN		08-FEB-2018	Detail
2499	Zulhalipah Bt. Gembor	CHILD	NEW	NUR ZARIFAH BINTI NAZARUDIN		08-FEB-2018	Detail

- Click 'Detail' to open detail information.

# Staff Profile Changes Approval

KARLMANZ-APP 122 - Approval of Profile Changes

Staff List Child Info

Name	NUR DAMIA HUSNA	NRIC	140522-10-1434		
Relationship ID	07	Adopted Child	ID Type	MYKAD	
Title		Gender	FEMALE		
Race	0100	Malay	Include in Contact List?	<input type="checkbox"/>	
Citizen	MY	Malaysian	Dependent?	<input type="checkbox"/>	
Religion	01	Islam	Heir?	<input type="checkbox"/>	
Marital Status	M	Married			
Child's IIUM Staff ID					
DOB	22-JUN-2014	Birth Cert			
Birth State	10	Selangor			
Birth Country	MY	Malaysia			
Deceased Date					
Passport No					
Jkm Oku Reg No		Disabled Status	<input type="checkbox"/>		
Max Qualification					
<u>For International Staff Only</u>					
Accompany?	<input type="checkbox"/>	From		To	

Name		NRIC			
Relationship ID			ID Type		
Title		Gender			
Race		Include in Contact List?	<input type="checkbox"/>		
Citizen		Dependent?	<input type="checkbox"/>		
Religion		Heir?	<input type="checkbox"/>		
Marital Status					
Child's IIUM Staff ID					
DOB		Birth Cert			
Birth State					
Birth Country					
Deceased Date					
Passport No					
JKM Oku Reg No		Disabled?	<input type="checkbox"/>		
Max Qualification					
<u>For International Staff Only</u>					
Accompany?	<input type="checkbox"/>	From		To	

- Check on Updated Data.
- Check with uploaded attachment or Hard copy

# Staff Profile Changes Approval

KARLIMANZ-RFF 122 - Approval of Profile Changes

**Office Address**

Address1

Address2

Address3

Postcode  City

State

Country MY Malaysia

**Phones**

Email Addr

Home No

Contact No

Office No

**Change Reason**

Change Reason

Enter By 1887  Enter Date 05-APR-2016

Update By  Update Date

Record Ref SCC1887-160405153239 Child Ref #

Reject Reason

[View Attachment](#)

**Office Address**

Address1

Address2

Address3

Postcode  City

State

Country

**Phones**

Contact No

Home No

Office No

Email Addr

**Child Ref #**

Child Ref #

Enter By  Enter Date

Update By  Update Date

- Scroll Down at the bottom of the page.
- Click Button Approve if the detail is correct or Reject if the detail is not correct.
- After Approve, the detail will be displayed on the right side.
- Click button Update to do correction.

# SUPPORT

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## EMAIL TO

### Functional Support

MSD

[huris@iium.edu.my](mailto:huris@iium.edu.my)

### Technical Support

IT Unit

[msd\\_it@iium.edu.my](mailto:msd_it@iium.edu.my)