

الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
يُونَيْتِيسِيْتِيْ اِسْلَامِيْ اِنْتَارْ اَبْحَسِيَا مِلَيْسِيَا

MANUAL FOR HR LIAISON OFFICER

ATTENDANCE

- UPDATE STAFF ATTENDANCE RECORD

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INTRODUCTION

- ❖ This function requires when staff would like to do time amendment changes to their record.
- ❖ Staff can do time amendment to their attendance in HURIS ONLINE in case they forgot to punch in/punch out or accidentally punch out. Staff can do the amendment for problematic records in 7 days through HURIS ONLINE.
- ❖ After 7 days, staff will need to get help from Liaison Officer to do amendment to their attendance records through HURIS ADMIN module.

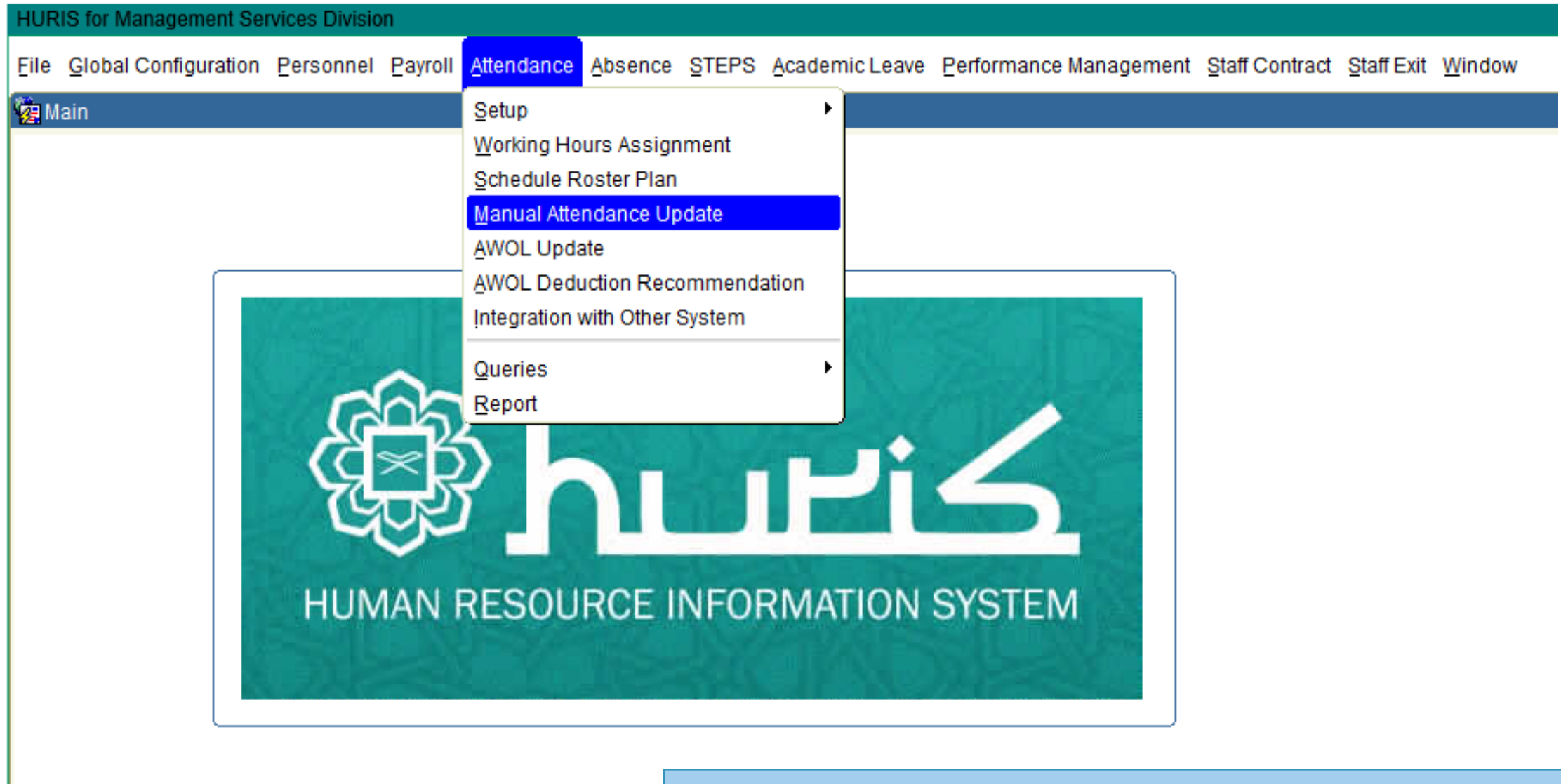
UPDATE ATTENDANCE USING HURIS ADMIN BY LIAISON

The screenshot shows the HURIS Admin interface. At the top left is the HURIS logo with the text 'HUMAN RESOURCE INFORMATION SYSTEM'. Below the logo is a navigation menu with the following items: Home, My Profile, Apply, Claim, Recommend, Verify, Approve, Cancel, Records, Assess, and Logout. Below the navigation menu, a welcome message reads: 'Welcome Tengku Zemy Azmira Bt. T Aziz (3578)'. Below the welcome message is the heading 'Apply for Attendance Amendments'. Under this heading are two tabs: '7-Days Attendance' (which is selected) and 'Application Status'. Below the tabs is a table with the following data:

Date	Time In	Time Out	Day Status
10-Jul-2019	08:13	17:34	Normal Working Day
11-Jul-2019	08:03	17:34	Normal Working Day
12-Jul-2019	08:10	17:38	Normal Working Day
15-Jul-2019	08:05	17:34	Normal Working Day
16-Jul-2019	08:24	17:35	Normal Working Day

1. Amendment can be done by staff in 7 days through HURIS Online.
2. Open module Apply > Absence > Apply for Attendance Amendments.
3. After 7 days, amendment need to be done through HURIS Admin by Liaison Officer.
4. Amendments requires approval from supervisor

UPDATE ATTENDANCE USING HURIS ADMIN BY LIAISON



1. Access Attendance menu
2. Click Manual Attendance Update submenu

UPDATE ATTENDANCE USING HURIS ADMIN BY LIAISON

Case 1 : Update Time In / Time Out

HURIS for Management Services Division

Action Edit Query Block Record Field Help Window

AZMIRA - AWF001 - Manual Attendance Update

Search

Staff ID 3690 Sakinah Bt Arshad Ahmad

Date From 01-Apr-2018 To Search

Attendance Info

Date	Day Type	Type	Day Status	Workhour Type		Actual Time (Format : hh24:mi:ss)		Status				
				Schedule	Actual	From	To					
07-May-2018	A	AT	Absent	WH3	normal plan : 8.30am - 5.30p			H	Leave	Detail		
30-Apr-2018	A	AT	Absent	WH3	normal plan : 8.30am - 5.30p			H	Leave	Detail		
27-Apr-2018	A	AT	Normal Working Day	WH3	normal plan : 8.30am - 5.30p			08:10:00	17:39:00	P	Present	Detail
26-Apr-2018	A	AT	Normal Working Day	WH3	normal plan : 8.30am - 5.30p			08:11:00	17:33:00	P	Present	Detail
25-Apr-2018	A	AT	Normal Working Day	WH3	normal plan : 8.30am - 5.30p			08:14:00	17:52:00	P	Present	Detail
24-Apr-2018	A	AT	Normal Working Day	WH3	normal plan : 8.30am - 5.30p			08:17:00	17:33:00	P	Present	Detail
23-Apr-2018	A	AT	Normal Working Day	WH3	normal plan : 8.30am - 5.30p			08:20:00	17:41:00	P	Present	Detail
20-Apr-2018	A	AT	Absent	WH3	normal plan : 8.30am - 5.30p					H	Leave	Detail

Update Time In / Time Out Add New Attendance Reprocess Attendance Status

* just for highlighted row

1. Key in Staff Id , Date from & Date to and Search
2. Select record to edit
3. Click Update Time In / Time Out button

UPDATE ATTENDANCE USING HURIS ADMIN BY LIAISON

Case 1 : Update Time In / Time Out

HURIS for Management Services Division

Action Edit Query Block Record Field Help Window

AZMIRA - AWF001 - Manual Attendance Update

Staff ID 3690 Sakinah Bt Arshad Ahmad

Date 27-Apr-2018 Day FRIDAY

Work Hour Type normal plan : 8.30am - 5.30pm

Attendance Type Attendance Attendance Status Present

Day Status Normal Working Day Academic?

Time In **New Attendance Record**
Update Time In
Update Time In and Time Out
Update Time Out

Time Out 27-Apr-2018 17:39

Update Attendance

Change Type *

Time In Information

Time

Remark

Time Out Information

Date Time

Remark

Submit Back

** Note
Time Format : hh24:mi

1. Update 'Change Type' at the form

UPDATE ATTENDANCE USING HURIS ADMIN BY LIAISON

Case 1 : Update Time In / Time Out

HURIS for Management Services Division

Action Edit Query Block Record Field Help Window

AZMIRA - AWF001 - Manual Attendance Update

Staff ID Sakinah Bt Arshad Ahmad

Date Day

Work Hour Type

Attendance Type Attendance Status

Day Status Academic?

Time In Time Out

Update Attendance

Change Type *

Time In Information

Time

Remark

Time Out Information

Date Time

Remark

1. Key in new :
 - 'Time In' information
 - Key n Remark
2. Time format is 24 hours i.e : 21:30:11
3. Click 'Submit';

UPDATE ATTENDANCE USING HURIS ADMIN BY LIAISON

Case 2 : Add new attendance record

HURIS for Management Services Division

Action Edit Query Block Record Field Help Window

AZMIRA - AWF001 - Manual Attendance Update

Staff ID: 3690 Sakinah Bt Arshad Ahmad

Date: 27-Apr-2018 Day: FRIDAY

Work Hour Type: normal plan : 8.30am - 5.30pm

Attendance Type: Attendance Attendance Status: Present

Day Status: Normal Working Day Academic?

Time In: 27-Apr-2018 08:10 Time Out: 27-Apr-2018 17:39

Update Attendance

Change Type * Update Time In

Time In Information

Time

Remark

Time Out Information

Date Time

Remark

Submit Back

1. Key in new :
 - 'Time In' information
 - Key n Remark
2. Time format is 24 hours i.e : 21:30:11
3. Click 'Submit';

SUPPORT

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