



(Company No. 101067-P)

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## INFORMATION KIT Checklist for new hire

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### Notice of Appointment & Letter of Undertaking

Staff need to complete the form and must be signed by the Dean/ Director of your department. Kindly submit to MSD once completed.

2



### Staff Number & Profile

The MSD will generate your staff number and profile in HURIS. Memorize your staff number as your personal identification.

3



### Staff Email

Create email through MyIIUM Portal at [http://my.iium.edu.my/apps/reg\\_staff\\_email.php](http://my.iium.edu.my/apps/reg_staff_email.php)

4



### STAFF Khairat Fund

You are encouraged to enroll in Staff Khairat Fund with minimum contribution of RM2.00/month

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### Staff Card & Vehicle Sticker

Fill in Staff Card Application form and Vehicle Sticker form at Office of Security Management. Activate your Staff Card for office access.

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### WIFI Access & Desktop Computer/Notebook

Get WIFI access from ICT Services Help Desk counter at Information Technology Division (ITD). Staff need to fill in Desktop Computer/Notebook Request Form and submit to ITD. Kindly call them ITD Service Desk telephone (ext. 6666) for further information.

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### Staff Handbook

The staff handbook provides information on important aspects of the University as reference points for the University staff. Visit: <http://www.iium.edu.my/division/msd/hr-references>

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### Asset Declaration

All staff are required to make Asset Declaration upon joining the service of the University. Visit: <http://staffservice.iium.edu.my/adm/login.htm>

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### APAR Online

Please be aware of the IIUM email announcement on submission of **Ihsan Indicators (IIs)** and **Annual Performance Appraisal Report (APAR)**. Visit: <http://staffservice.iium.edu.my/apar/logon.jsp>

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### HURIS ONLINE

Access to HURIS Online at <https://huris.iium.edu.my/online/login> for: **Attendance**, **Leave** application, **Update CV and qualification**, **Update personal details**, **Training** application, **Download Payslip/Yearly Income Statement/EA form** and many more!