

# HURIS USER GUIDE MANUAL

*for*

## STAFF SEPARATION

*Prepared For:*



**INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA**

*Prepared By:*



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**Figure 2-APF138-3: Separation Process – Activate Record tab**

### 3 Activate Record tab

- i. Fill in activate new separation record
  - Staff ID : Click on LOV button to select *Staff ID*
  - *Resignation Type* : Select from dropdown list
  - *Reason* : Select from dropdown list
  - *Last Day As IIUM's Staff* : Click on LOV button to select
  - *Month to start salary suspension* : Click on LOV button to select
- ii. Upload File
  - Filename : Click on *Browse* button to select
- iii. Activate separation
  - Should save info and display message: "Process completed. Please check Kew8 info"
- iv. View Kew8 Entry
  - Should navigate to "*Salary Movement Entry*" screen.

#### 2.1.4 Clearance Process by KCD

This screen allows user to update standard clearance item or manage additional clearance item by KCD. This screen can be accessed by selecting **Staff Exit >> Clearance Process >> By KCD** from the main menu.

**Search**

Staff ID:  Prefix:

KCD:

Campus: All Campus

Job Status:  Job Category: ALL

Staff Status:  Resignation Type:

**Staff List**

Staff ID	Name	Position	KCD	Resignation Type	Details
6913	MAISARAH BINTI MOHAMAD	Nurse	IIUM Health and Wellness Centre	Resignation	Details
3818	KHAIRULANNUAR BIN MAT TAHIR	Information System Officer	Information Technology Division	Resignation	Details
2331	WOOK BT MOHAMAD	Administrative Assistant(Cl	IIUM Health and Wellness Centre	Deceased	Details
7355	ABDUL RAHIM BIN MD ISA	Security Guard	Office of Security Management	Resignation	Details
4541	MOHD FARISALHARISI BIN MOHD YAZ	Assistant Information Syste	Information Technology Division	Resignation	Details
3356	OZALIYATI BT OMAR	Administrative Officer	Management Services Division	Optional Retirement	Details
3690	SAKINAH BT ARSHAD AHMAD	Assistant Information Syste	Management Services Division	Resignation	Details
297	ZALEHA BT KAMARUDDIN	Rector	Office of the Rector	Compulsory Retirement	Details
BC6150	AHMED MOHAMED SEID AHMED OSM	Lecturer	Centre for Strategic Continuing Education	Shortening of Contract	Details
6250	ABDUL RAHMAN BIN AHMAD DAHLAN	Senior Academic Fellow	Kulliyah of Information and Communicati	Shortening of Contract	Details
248	IBRAHIM B. ISMAIL	Associate Professor	Ahmad Ibrahim Kulliyah of Laws	Compulsory Retirement	Details

No of Staff: 14

**Figure 2-APF139-1: Clearance Process By KCD – Staff List tab**

To begin, place cursor on Staff List tab as shown in **Figure 2-APF139-1**.

### 1 Staff List tab

#### Search Info

- i. Select *Staff ID/IC Number/Name* from dropdown list
- ii. Click on LOV button to select *KCD*
- iii. Select *Campus* from dropdown list
- iv. Select *Job Status* from dropdown list
- v. Select *Staff Status* from dropdown list
- vi. Select *Job Category* from dropdown list
- vii. Select *Resignation Type* from dropdown list
- viii. Click on “Search” button
- ix. System will display staff list.
- x. Click on *detail* button to go to detail tab as displayed in **Figure-APF139-2**.

**Staff Info**

Staff ID	6913	MAISARAH BINTI MOHAMAD
KCD	164	IIUM Health and Wellness Centre
Position	3000000230	Nurse
Job Status	IIUM_FTP	Permanent (Full-time)
Resignation Type	Resignation	Apply Date: 18-Aug-2016
Reason	Resigned	Last Day as IIUM's Staff: 02-Sep-2016
Notice Period	16 Day(s)	Estimated Last Working Date: 19-Aug-2016

**KCD Clearance Info**

KCD	Name
108	Office of Security Management
157	Information Technology Division
164	IIUM Health and Wellness Centre
175	Management Services Division

Note: Please click button Submit Clearance below if all clearance items has been updated

**Standard Clearance Item**

Description	Feedback Remark	Status	Recover Amount (RM)
Exit Survey Form			
Staff Card			

Update By:  Update Date:

**Additional Clearance Item**

Clearance Item *	Remark	Status	Recover Amount (RM)

Enter By:  Enter Date:   
 Update By:  Update Date:

Buttons: Delete, Select All, Unselect All

**Submit Clearance**

Figure 2-APF139-2: Clearance Process By KCD – Detail tab

2 Detail tab

- i. Update standard clearance item
  - *Feedback remark*: Enter remark.
  - *Status*: Select from dropdown list
  - *Recovery Amount (RM)*: Enter amount
  
- ii. Insert/Update Additional Clearance Item
  - *Clearance Item*: Enter clearance item.
  - *Remark*: Enter remark
  - *Status*: Select from dropdown list
  - *Recovery Amount (RM)*: Enter amount
  - Select record.
  - Click on *Delete* button.

**Figure 2-APF139-3: Clearance Process By KCD – Additional Info tab**

**3 Additional tab**

- i. View HURIS related info
  - Compulsory Deduction
  - Contractual Bond
  - Unsettled AWOL
  
- ii. View IFIS related info
  - Outstanding Financing
  - Outstanding Advancement
  - No of Assets
  - Computer Allowance

**2.1.5 Clearance Process By MSD**

This screen allows user to allow KCD update standard clearance item or manage additional clearance item. This screen can be accessed by selecting **Staff Exit >> Clearance >> By MSD** from the main menu.