

MANUAL FOR HR LIAISON OFFICER

ABSENCE

RECOMMENDER FOR STAFF AWOL SALARY DEDUCTION

Prepared by : Kamarulzaman Abdullah HR IT Unit, MSD Date : 1st May 2018 (Updated 16th July 2019)

🖉 Oracle Fusion Middleware For 🗙 🥵 serv	rice desk system 🛛 🗙	https://huris.iium.edu.my/
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	AWOL Deduction Recommended Integration with Other System	m
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- Choose KCD.
- Start Process
- After that, all List of Staff with AWOL will be displayed.

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View for Current	Record View Attendance	View Absence				Download Lis	st		Re	ecomm	end Clear All		Select All	Reject		

- Tick checkbox at the end of the selected record for each staff.
- Key in **Reason** for recommendation
- Click **Recommend** or **Reject** the AWOL.

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- Click OK or Cancel.
- If OK, the recommendation will be forwarded to PMU, MSD for approver.

SUPPORT

EMAIL TO

Functional Support

Performance Management Unit msd_performance@iium.edu.my

Technical Support IT Unit msd_it@iium.edu.my