الجامعة الاسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
يونيۏرسيتي إسلام انتارابڠسا مليسيا
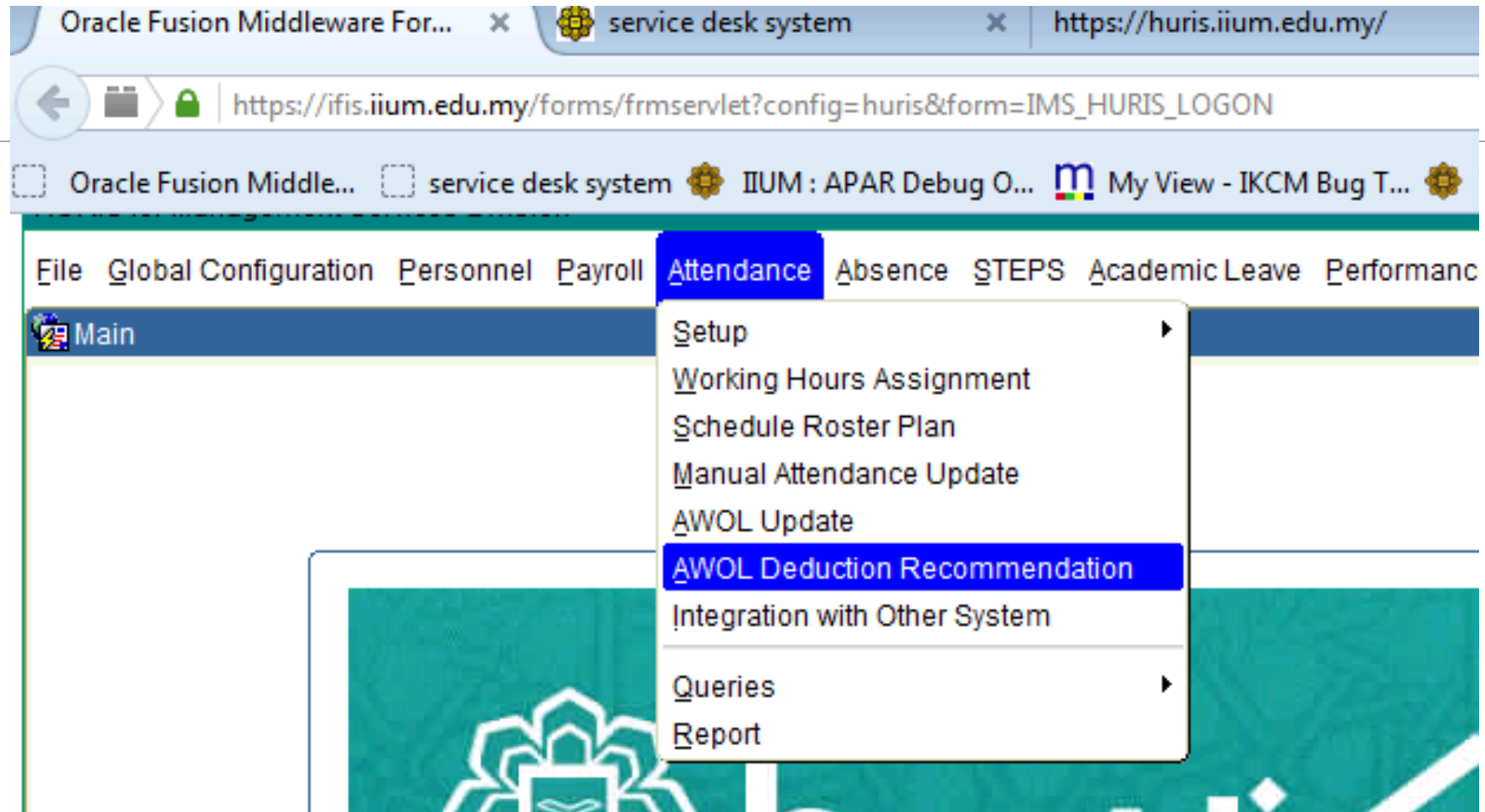
MANUAL FOR HR LIAISON OFFICER

ABSENCE

- RECOMMENDER FOR STAFF AWOL SALARY DEDUCTION

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HR IT Unit, MSD
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Recommender for staff AWOL salary deduction

Go to Attendance > AWOL Deduction Recommendation

Recommender for staff AWOL salary deduction

- Choose KCD.
- Start Process
- After that, all List of Staff with AWOL will be displayed.

Recommender for staff AWOL salary deduction

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

Recommender for staff AWOL salary deduction

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

SUPPORT

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