



الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
يُونَيْتِيسِي اسْلَام، اِنْتَارَا بَغْسِيَا مِلْدِسِيَا

MANUAL FOR HR LIAISON OFFICER

ABSENCE

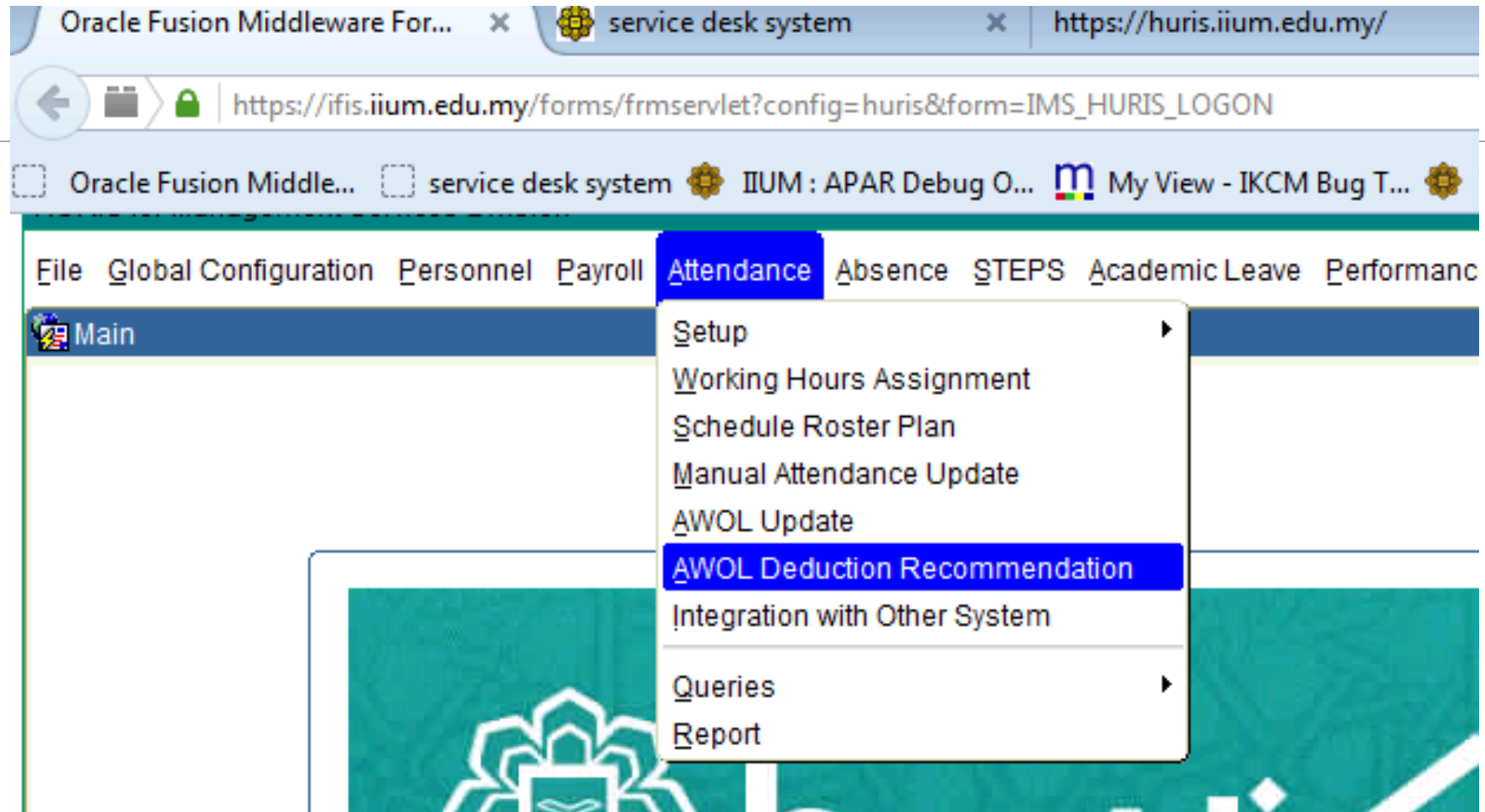
- RECOMMENDER FOR STAFF AWOL SALARY DEDUCTION

Prepared by : Kamarulzaman Abdullah

HR IT Unit, MSD

Date : 1st May 2018 (Updated 16th July 2019)

Recommender for staff AWOL salary deduction



- Go to Attendance > AWOL Deduction Recommendation

Recommender for staff AWOL salary deduction

AWOL Processing Info

Process AWOL before

Search

Staff ID

Campus

Date From To

List of AWOL Processed

Staff ID	Name	KCD	Grade	Start Date	Day	End Date	Day	Num of Day	Accrual Balance	Pending Absence Approval	Long Absence Remarks	Reason
2355	Hasnida Bt. Hj. Ahmad Taib	Management Services Division	N22	23-Feb-2018	Fri	23-Feb-2018	Fri	1	2	N		
3128	Nurmaliza Binti Jumaat	Management Services Division	F48	30-Mar-2018	Fri	30-Mar-2018	Fri	1		N	until 01-May-2018	
6898	Shahdi Bin Basri	Management Services Division	H11	18-Jan-2018	Thu	18-Jan-2018	Thu	1	10	N		
6898	Shahdi Bin Basri	Management Services Division	H11	01-Feb-2018	Thu	01-Feb-2018	Thu	1	11	N		

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

Recommender for staff AWOL salary deduction

AWOL Processing Info

Process AWOL before

Search

Staff ID ...

KCD ...

Campus ...

Date From ... To ...

List of AWOL Processed

Staff ID	Name	KCD	Grade	Start Date	Day	End Date	Day	Num of Day	Accrual Balance	Pending Absence Approval	Long Absence Remarks	<input type="checkbox"/>	Reason
2355	Hasnida Bt. Hj. Ahmad Taib	Management Services Division	N22	23-Feb-2018	Fri	23-Feb-2018	Fri	1	2	N		<input type="checkbox"/>	
3128	Nurmaliza Binti Jumaat	Management Services Division	F48	30-Mar-2018	Fri	30-Mar-2018	Fri	1		N	until 01-May-2018	<input type="checkbox"/>	
6898	Shahdi Bin Basri	Management Services Division	H11	18-Jan-2018	Thu	18-Jan-2018	Thu	1	10	N		<input type="checkbox"/>	
6898	Shahdi Bin Basri	Management Services Division	H11	01-Feb-2018	Thu	01-Feb-2018	Thu	1	11	N		<input type="checkbox"/>	
												<input type="checkbox"/>	
												<input type="checkbox"/>	
												<input type="checkbox"/>	
												<input type="checkbox"/>	
												<input type="checkbox"/>	
												<input type="checkbox"/>	
												<input type="checkbox"/>	
												<input type="checkbox"/>	

View for Current Record

- 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

KARLIMANZ - ATFO8 T - AWOL Processing (KCD)

AWOL Processing Info

Process AWOL before

Search

Staff ID ...

KCD ...

Campus ...

Date From To

List of AWOL Processed

Staff ID	Name	KCD	Grade	Day	Num of Day	Accrual Balance	Pending Absence Approval	Long Absence Remarks	Reason
2355	Hasnida Bt. Hj. Ahmad Taib	Management Services Division	N22		1	2	N		<input type="checkbox"/>
3128	Nurmaliza Binti Jumaat	Management Services Division	F48		1		N	until 01-May-2018	<input checked="" type="checkbox"/>
6898	Shahdi Bin Basri	Management Services Division	H11	u	1	10	N		<input type="checkbox"/>
6898	Shahdi Bin Basri	Management Services Division	H11	u	1	11	N		<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>

Confirm Process

Are you sure to proceed ?

- 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