

MANUAL FOR HR LIAISON OFFICER

ATTENDANCE

• UPDATE STAFF ROASTER SCHEDULE

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

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Go to Attendance > Schedule Roster Plan

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- Key In both mandatory KCD & Date on Monday. Optionally key in Staff ID.
- Search.
- List of Staff Info will be displayed.
- Each days need to be updated with Roster Schedule.

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- Click on column Monday for example.
- Screen Set Work Hour will be displayed

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- Please choose scheduled shift wisely by checking on the Description. Clinic or Security.
- Click **Save**.
- Monday Working Hour will be updated with roster schedule

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- Click on Next Day, Tuesday for example.
- If Day Status is Restday/Day Off, choose H
- Click **Save**.

SUPPORT

EMAIL TO

Functional Support

Performance Management Unit msd_performance@iium.edu.my

Technical Support IT Unit msd_it@iium.edu.my