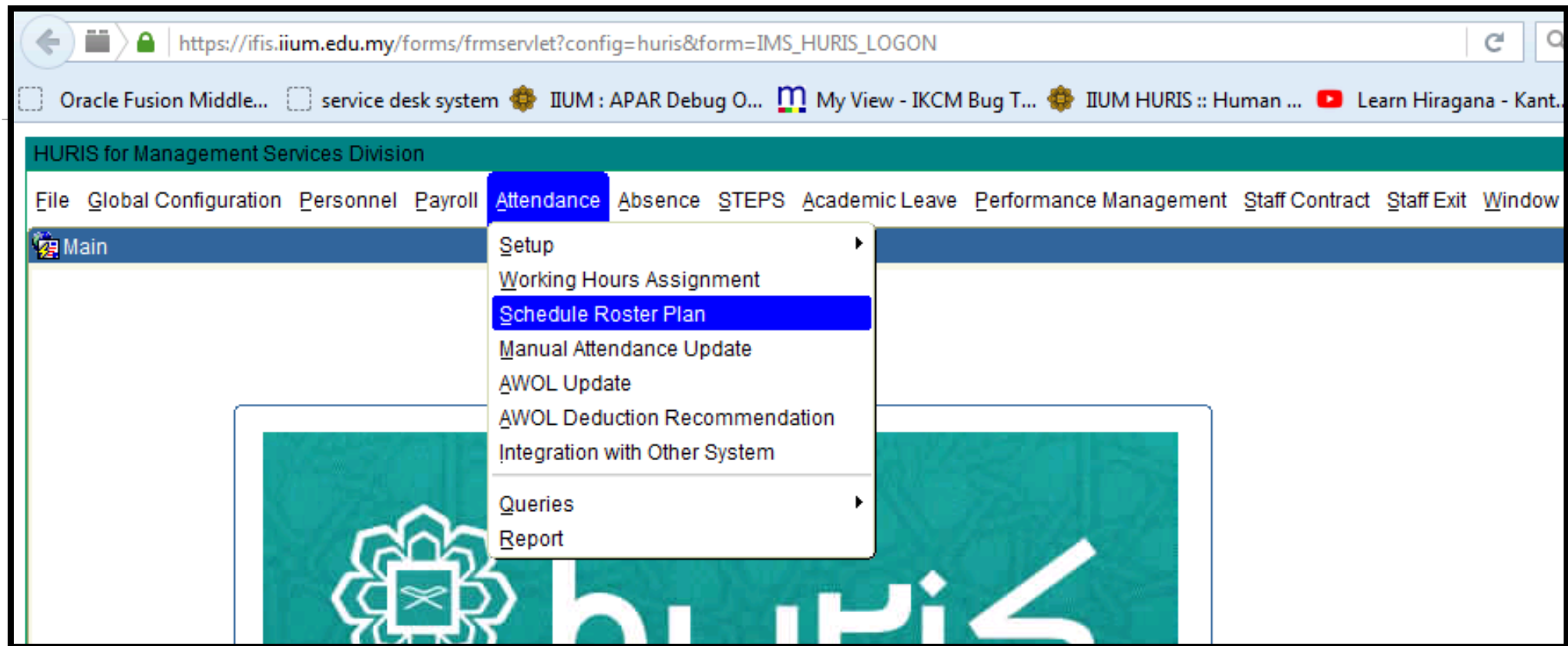# MANUAL FOR HR LIAISON OFFICER

ATTENDANCE

- UPDATE STAFF ROASTER SCHEDULE

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

Update Staff Roaster Schedule

- Go to Attendance > Schedule Roster Plan

Update Staff Roaster Schedule

- 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.

Update Staff Roaster Schedule

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

Update Staff Roaster Schedule

- Key in
  - ✓ Day Status
  - ✓ Day Type
  - ✓ Scheduled Shift

Update Staff Roaster Schedule

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

Update Staff Roaster Schedule

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

SUPPORT

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