MANUAL FOR HR LIAISON OFFICER

ATTENDANCE

- UPDATE STAFF SUBSTITUTIONAL LEAVE RECORD

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

- Go to Absence > Substitutional Leave (Event-based)

Update staff substitutional leave record

Create new event

- Select Organizer
- Add New Event

Update staff substitutional leave record

- Fill in all information about the event in the Event Info
- Add staff at **List of Staff**
- Click **Save** button

Update staff substitutional leave record

Update substitutional leave if the event already created

AZMIRA-ALF034 - Substitutional Leave (Event-based)

Search

Organizer	175 ...	Management Services Division
Event	...	Add New Event
Date From	02-Apr-2018 ...	To ... Search

Event Info

Event	Organizer		Duty Start Date	Duty End Date	
back up lotus 2017	175		04-Oct-2017	25-Oct-2017	Detail
Back-up Lotus and Alchemy	175		02-Feb-2018	25-Feb-2018	Detail
Filing Project	175		10-Feb-2018	02-Apr-2018	Detail
Data Cleansing	175		29-Jul-2017	04-Nov-2017	Detail
Special Induction Course for IIUMMC Staff Kuantar	175		09-Dec-2017	10-Dec-2017	Detail
Back up Lotus	175		01-Nov-2017	29-Dec-2017	Detail
Filing Project	175		13-Jan-2018	13-Jan-2018	Detail
INDUCTION COURSE (KUANTAN)	175		27-Jan-2018	28-Jan-2018	Detail
Backup Alchemy/Lotus	175		04-Mar-2018	31-Mar-2018	Detail
Preparing Masterlist 2017	175		07-Jan-2018	28-Feb-2018	Detail
Backup Lotus 2017	175		06-Dec-2017	27-Dec-2017	Detail
Data Cleansing 2018	175		30-Nov-2017	12-Feb-2018	Detail
Backup Lotus 2018	175		03-Jan-2018	31-Jan-2018	Detail
Finalising Budget calculation 2018/financial matte	175		15-Mar-2018	17-Apr-2018	Detail

No of Event 85

- Search if the event already exists.
- Select the event.
- Click button Detail

Update staff substitutional leave record

- Click **Add Staff** to enter new staff leave

SUPPORT

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