SHARING SESSION FOR LIAISON OFFICER

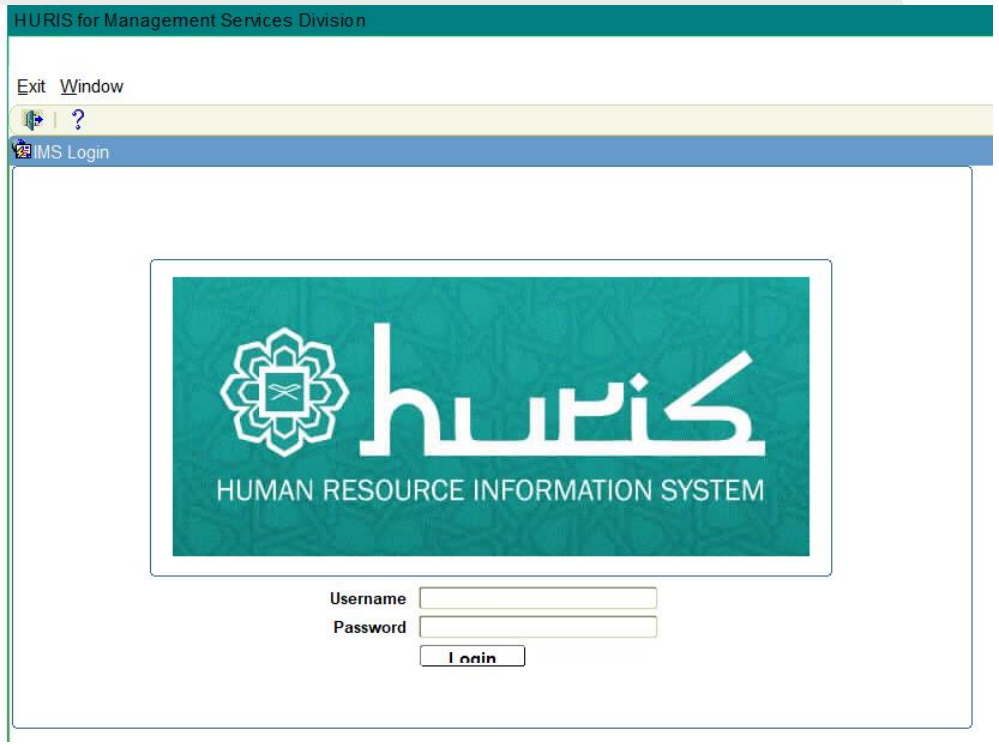
HIGHLIGHTS

5th FEBRUARY 2021

BY : MSD IT

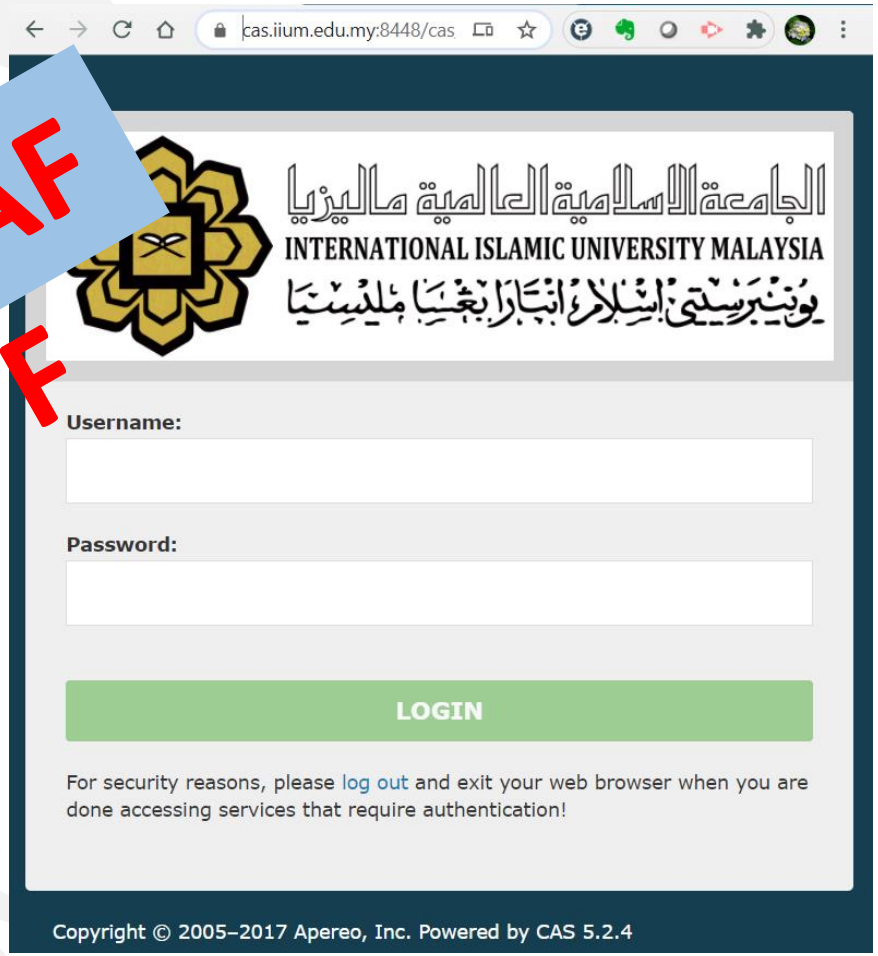
ACCESSING HURIS ADMINISTRATION SYSTEM

1. Via Website
2. Via Desktop Client



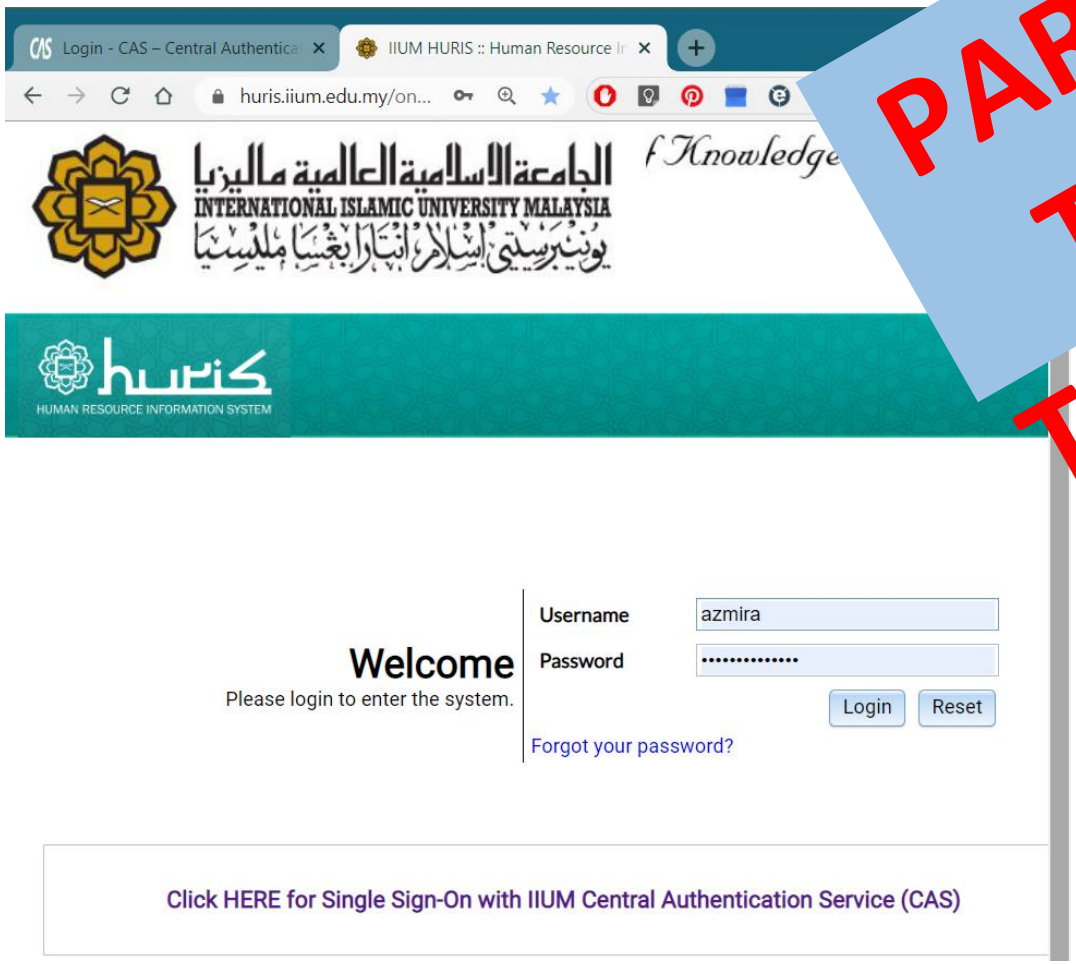
ACCESSING HURIS ONLINE SYSTEM

STAF F



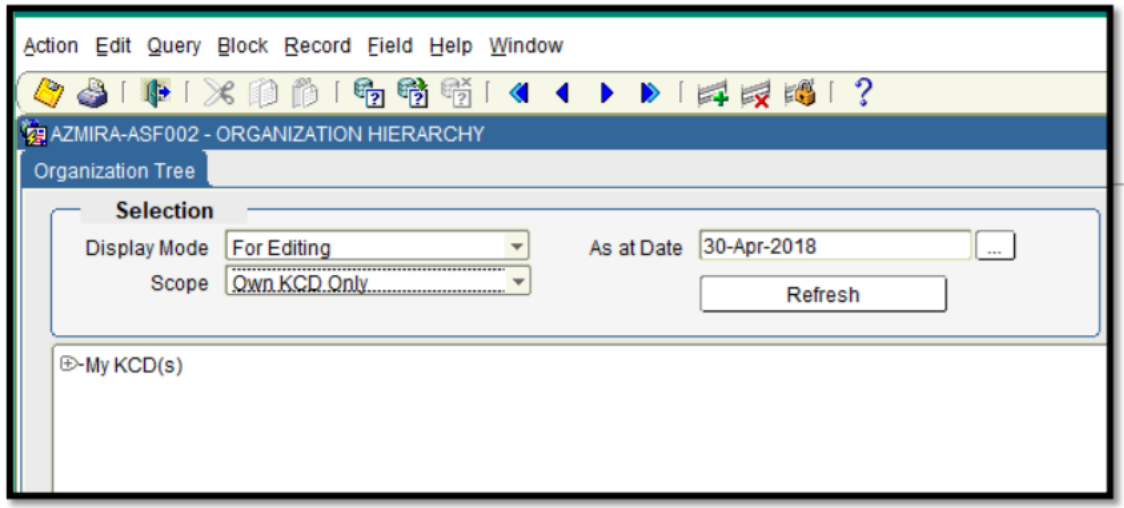
https://huris.iium.edu.my/online/login

PAR T TIME

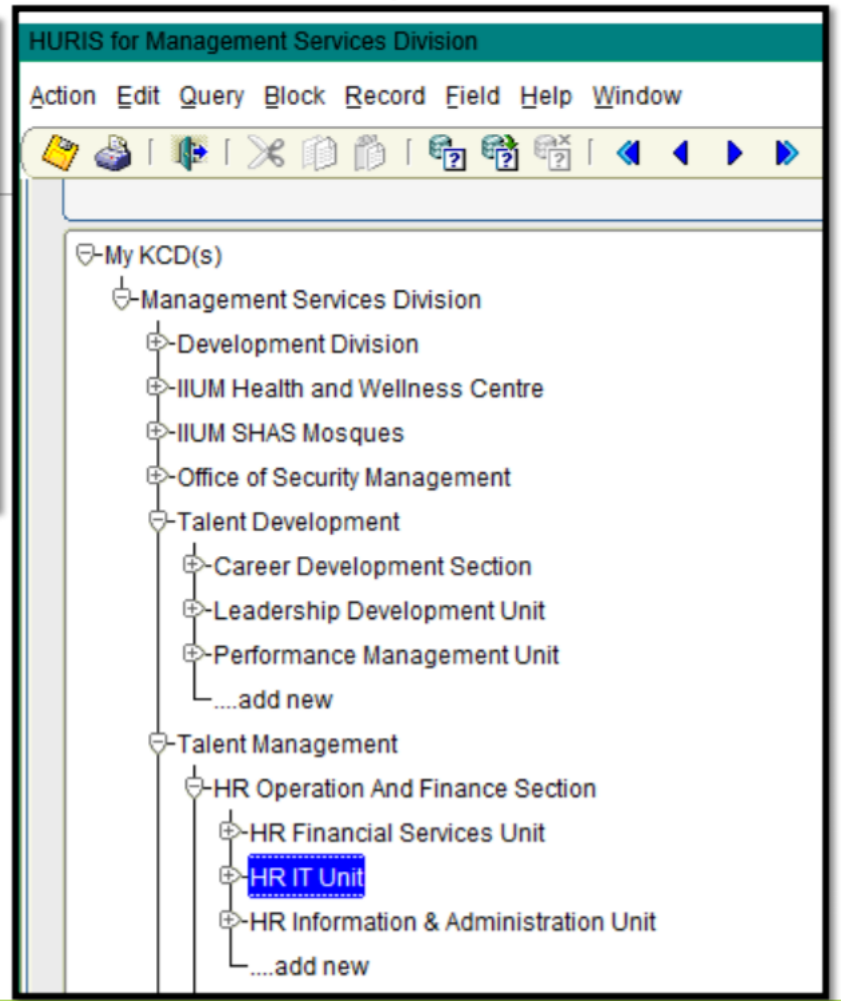


https://huris.iium.edu.my/online/login

SETUP KCDIO HIEARACHY (UNIT, DEPARTMENT OR SECTION)



- Select Display/Mode : For Editing
- Expend list of Section/Unit under KCDs
- Use 'add new' to add new section/unit
- Double click section/unit name to open section/unit details



SETUP KCDIO HIEARACHY (UNIT, DEPARTMENT OR SECTION)

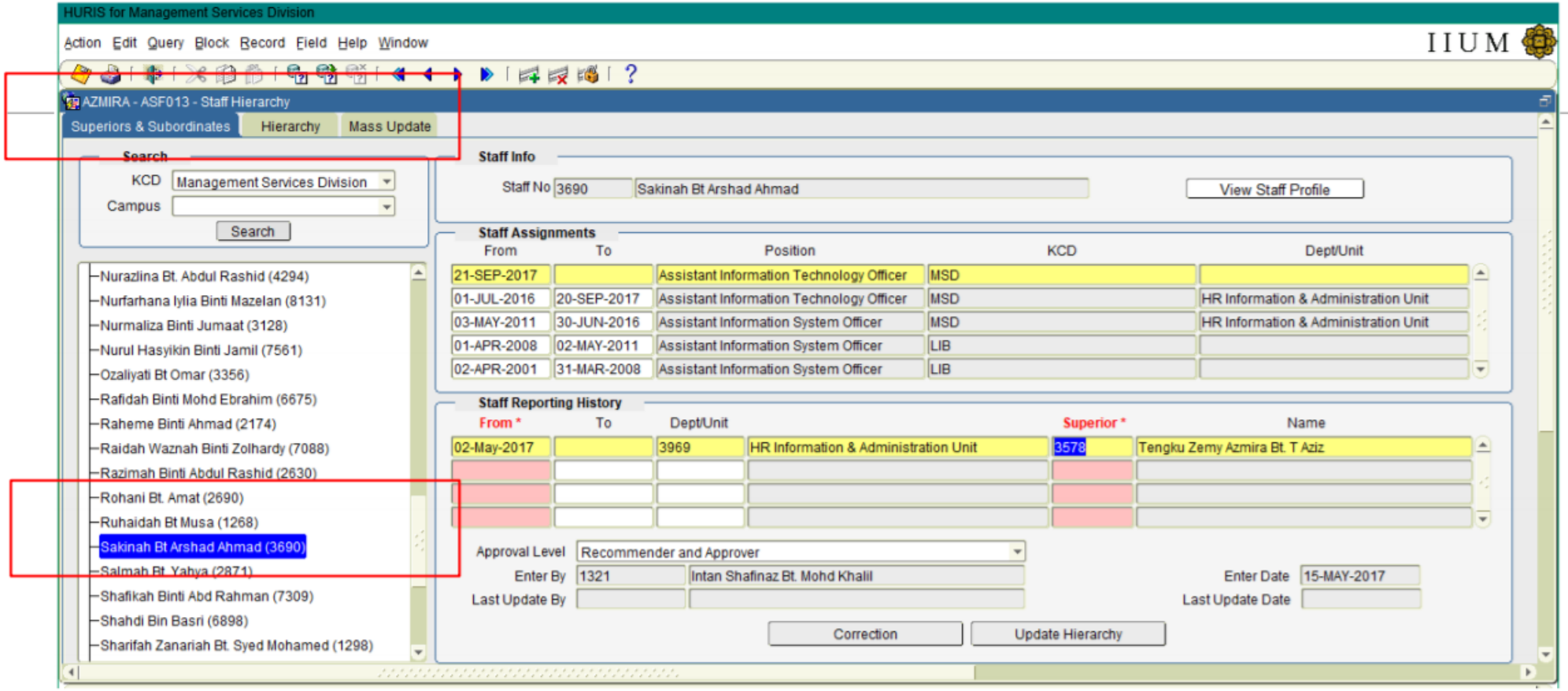
Impact of not updating

Staff profile :

1. IIUM Website

2. Relevant systems that are using staff data Analytics

SETUP STAFF HIERARCHY (SUPERVISOR)

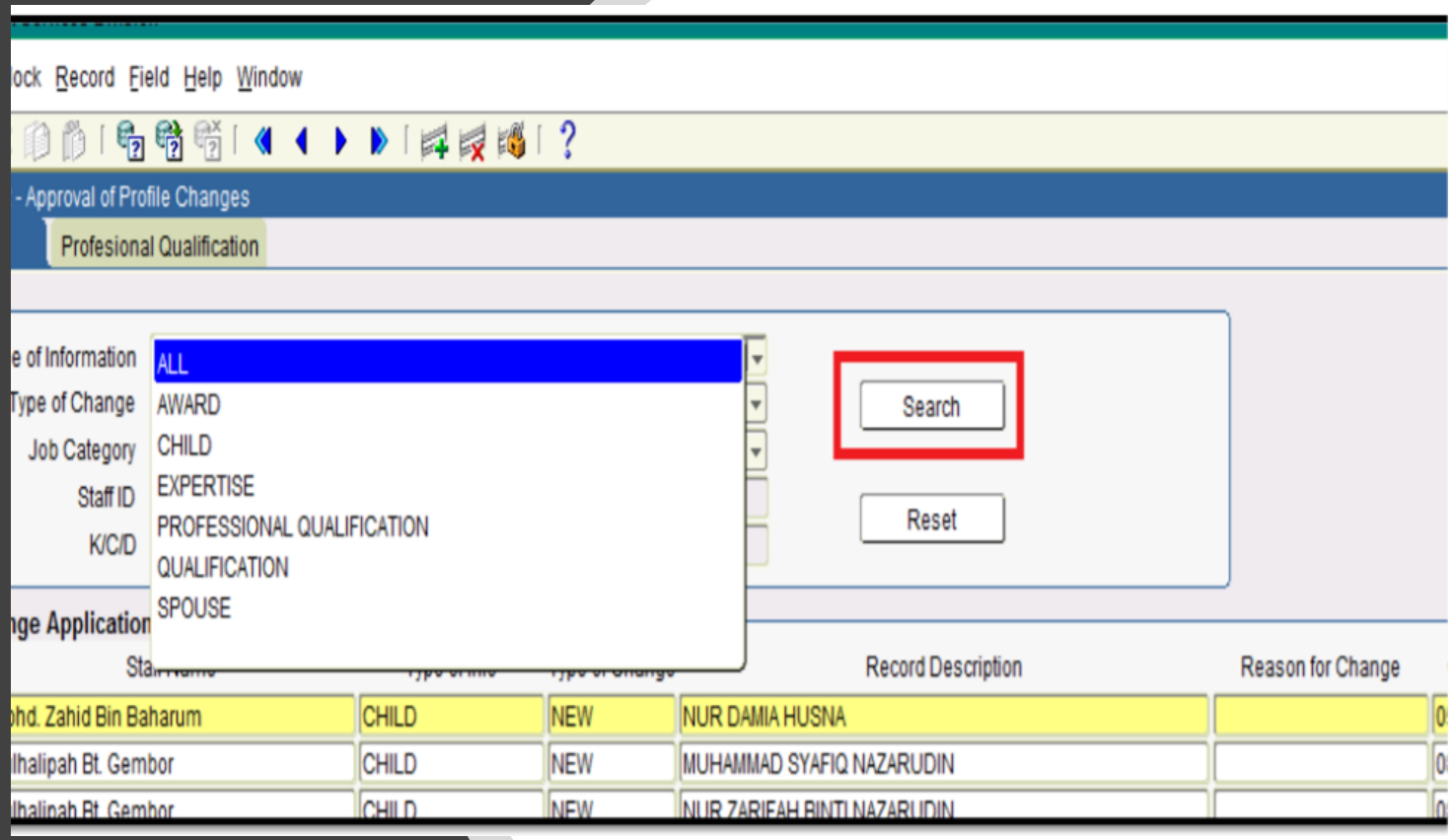


- Access Sub Menu – Superior & Subordinates
- Select KCD
- Select staff name to display Hierarchy information

STAFF PROFILE CHANGES APPROVAL

Profile Approval for :

- CHILD
- SPOUSE



Staff apply through HURIS Online → Evidence to be emailed to LO → Liaison to check the evidence & approve

STAFF PROFILE CHANGES APPROVAL

COMMON MISTAKE

- Duplicate record. To check the record is already available before approval.
- Data Error – wrong IC, wrong name, wrong date
- Approval without evidence.

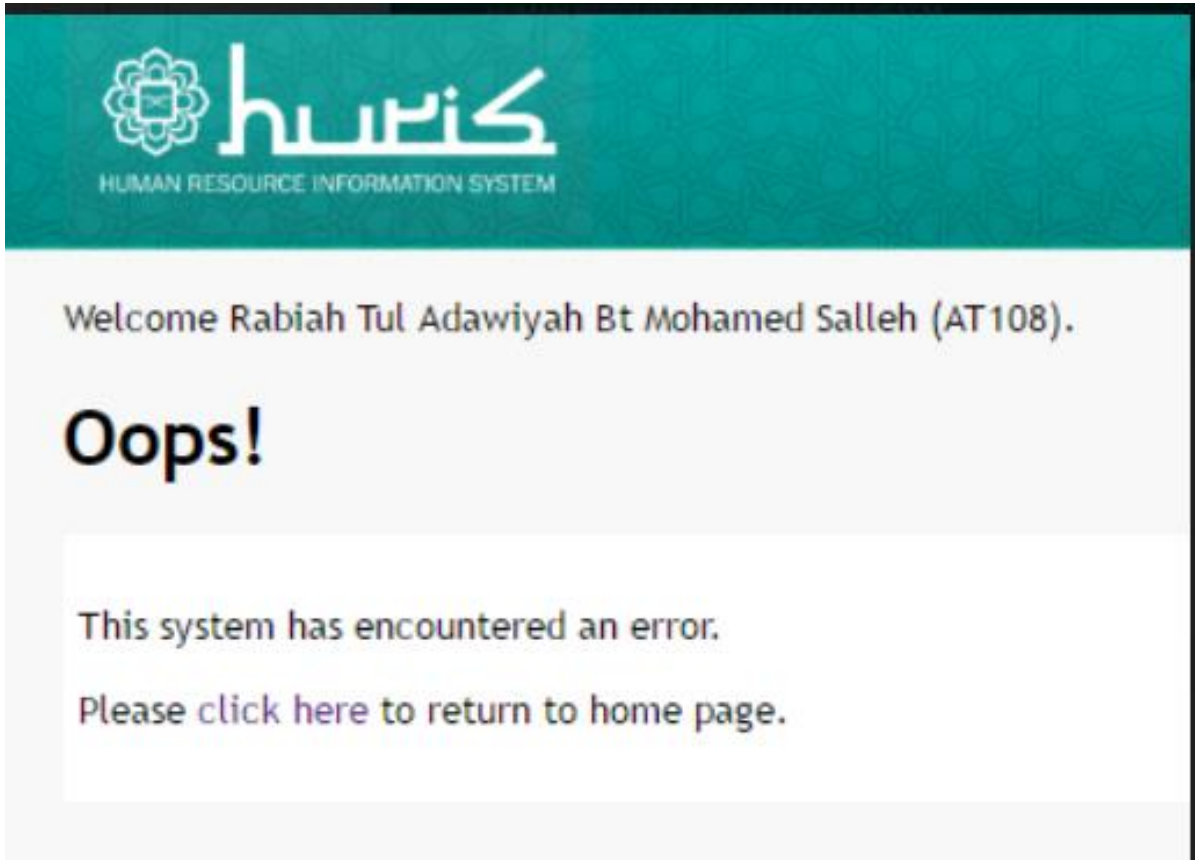
IMPACT

- Eligibility for IHWC clinic system.
- PMCARE
- MyMOHES data submission

Staff apply through HURIS Online → Evidence to be emailed to LO → Liaison to check the evidence & approve

COMMON ERRORS

SETUP WORKING HOUR FOR STAFF



ACTION : ERROR ENCOUNTERED AFTER CLICK TIME IN

REASON : NO WORKING HOURS SET UP

https://www.iium.edu.my/media/43165/Manual%20for%20Liaison%20-%20Set%20the%20working%20hour%20for%20staff.pdf

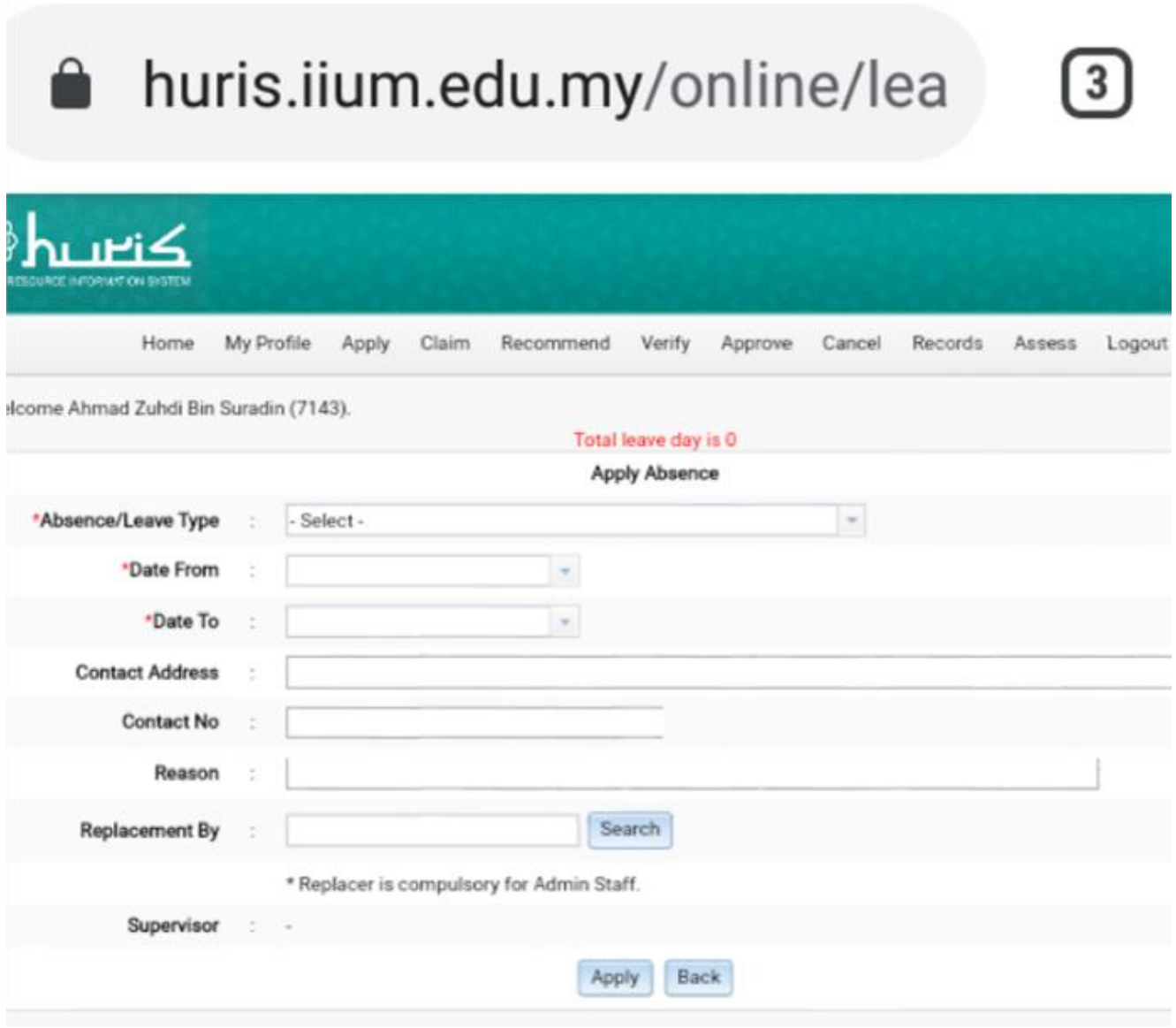
ABSENT TOTAL LEAVE DAY IS 0

Error :

•Total leave is 0 on selected date

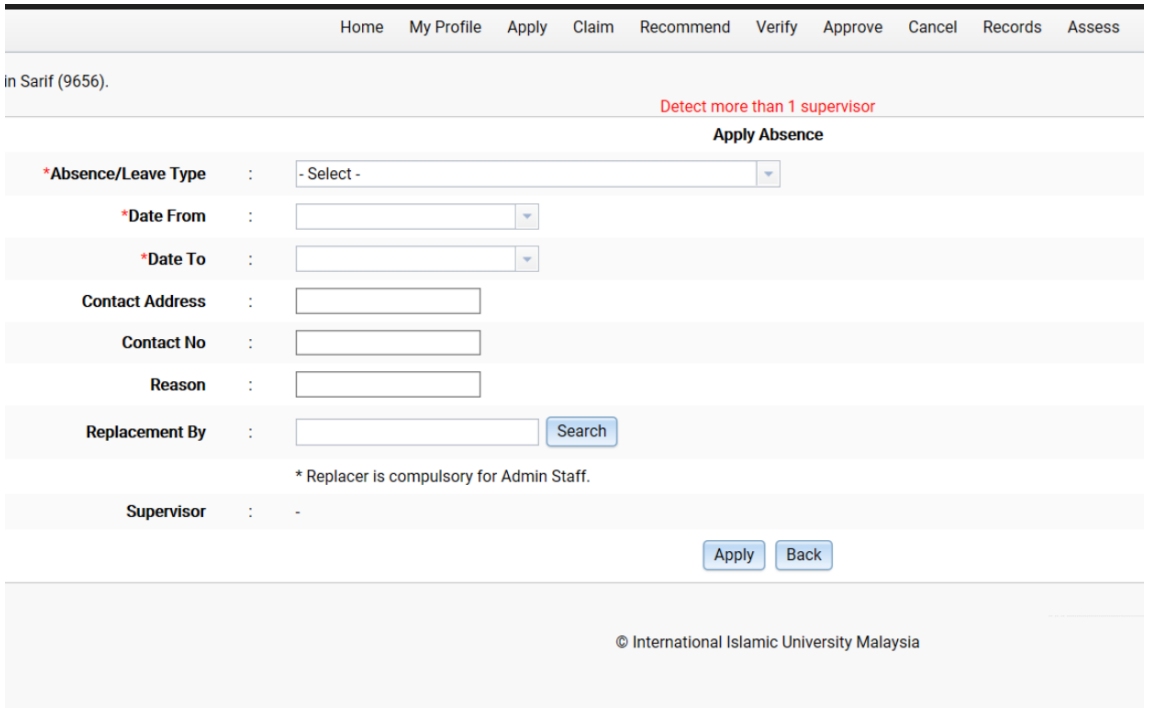
Reason :

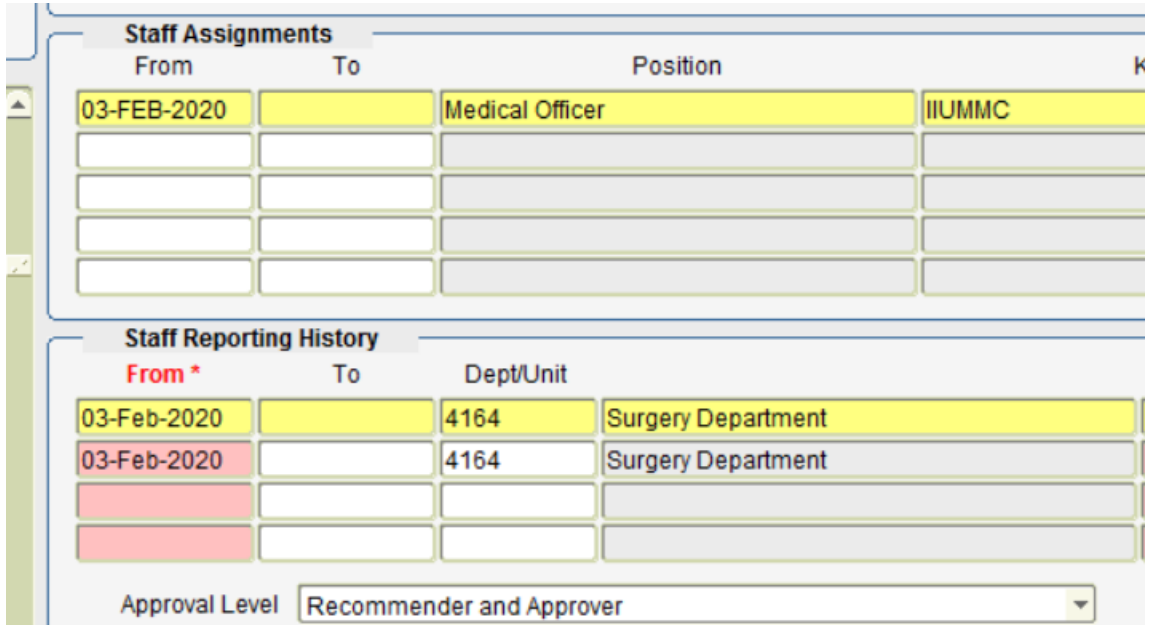
- Selected date is public holiday/weekend/rest day
- No Roster setup
- No carry forward



DETECT MORE THAN 1 SUPERVISOR

- Staff transferred. The previous KCDIO LO must set and end date at the Staff Reporting History.
- The new KCDIO's LO must set the new supervisor.
- If both setup are open, the error will be displayed.
- email : msd_performance@iium.edu.my





TECHNICAL SUPPORT

Email to :

msd_it@iium.edu.my

ZEMY

SAKINAH

KAMARUL

RAMAH

IDA

IQBAL