



# SHARING SESSION FOR LIAISON OFFICER

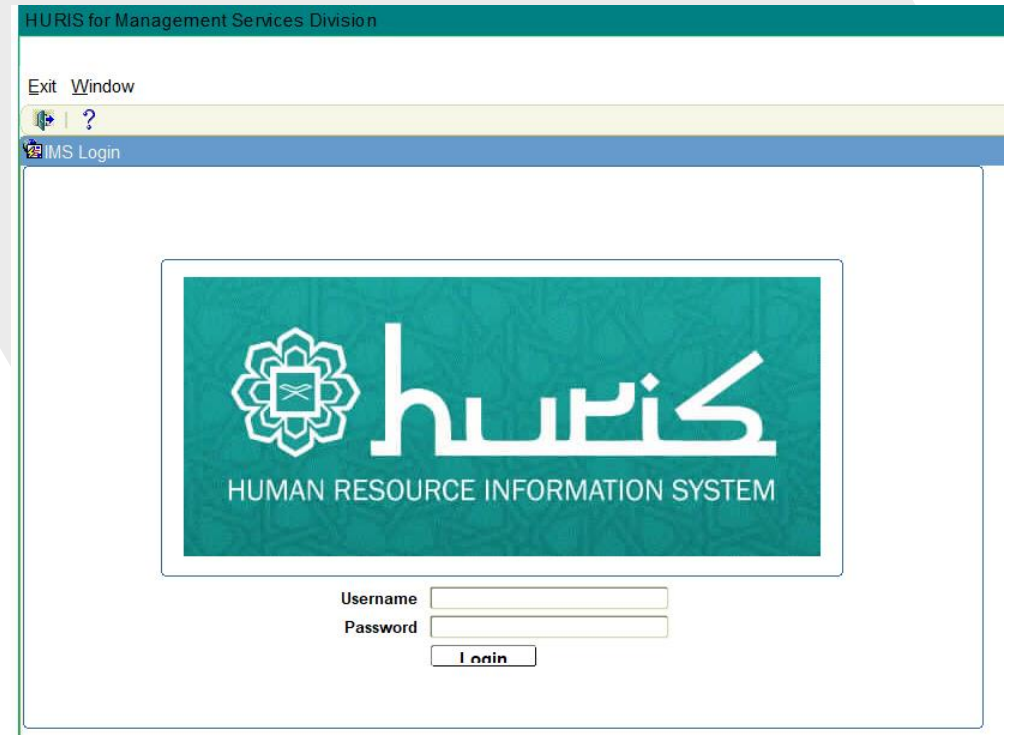
## HIGHLIGHTS

5<sup>th</sup> FEBRUARY 2021

BY : MSD IT

# ACCESSING HURIS ADMINISTRATION SYSTEM

1. [Via Website](#)
2. [Via Desktop Client](#)



# ACCESSING HURIS ONLINE SYSTEM

STAFF

cas.iium.edu.my:8448/cas

الجامعة الإسلامية العالمية ماليزيا  
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA  
يُونَيْتِي اِسْلَامًا اِنْتَارَا بَعْجِنَا مِلْدِسِنَا

Username:

Password:

**LOGIN**

For security reasons, please [log out](#) and exit your web browser when you are done accessing services that require authentication!

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

Login - CAS - Central Authentication Service | IUM HURIS :: Human Resource Information System

huris.iium.edu.my/online/login

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Knowledge

كنسره  
HUMAN RESOURCE INFORMATION SYSTEM

**Welcome**  
Please login to enter the system.

Username:   
Password:

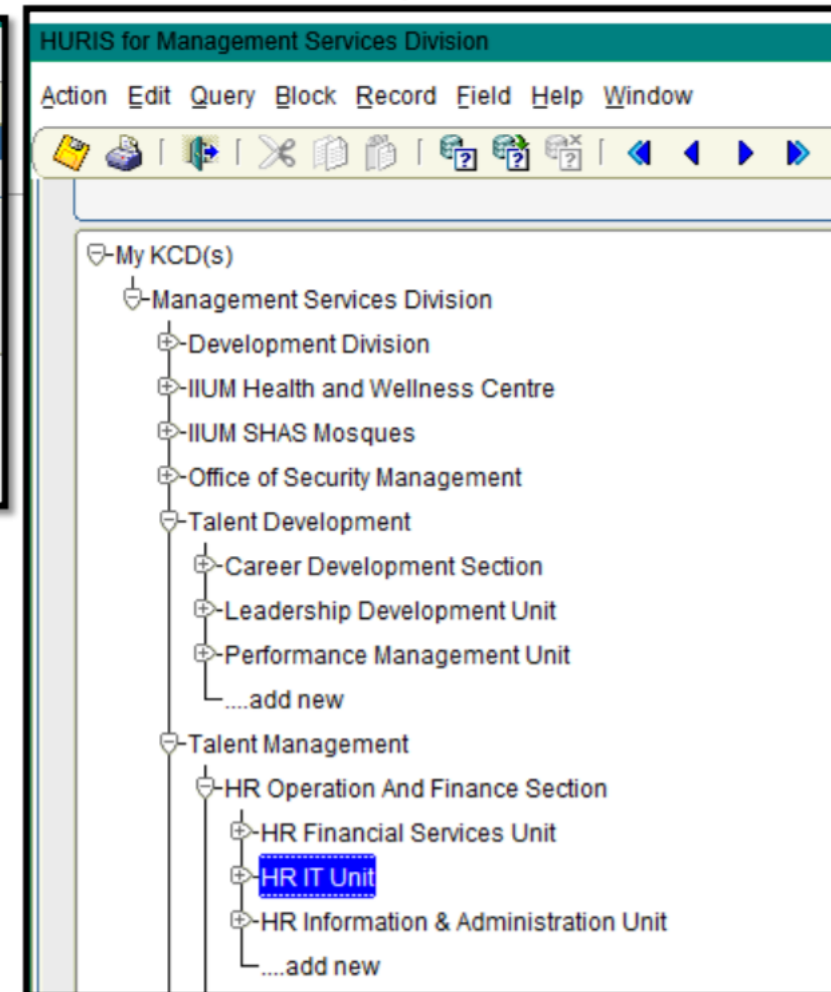
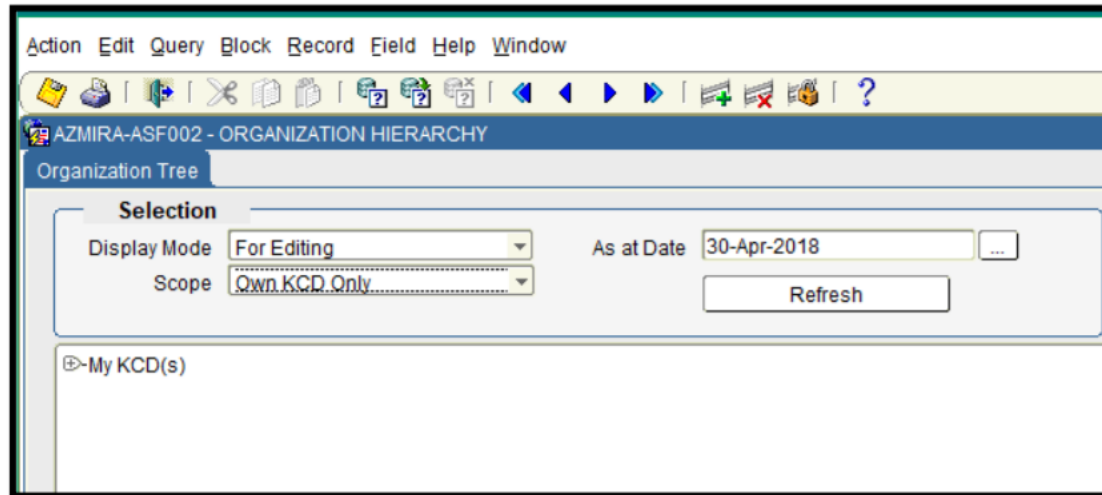
[Forgot your password?](#)

[Click HERE for Single Sign-On with IUM Central Authentication Service \(CAS\)](#)

PART 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)

WHY IIUM? PROGRAMMES EXPLORE

Events Publications Research

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Deputy Rector

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**All KCDIO**

- ACADEMIC MANAGEMENT AND ADMISSIONS DIVISION
  - ACADEMIC MANAGEMENT AND ADMISSIONS DIVISION
- AHMAD IBRAHIM KULLIYAH OF LAWS
  - AHMAD IBRAHIM KULLIYAH OF LAWS
  - DEPARTMENT OF ISLAMIC LAW (AIKOL)
  - DEPARTMENT OF CIVIL LAW (AIKOL)
  - DEPARTMENT OF LEGAL PRACTISE LAW (AIKOL)
  - INTERNATIONAL WAQF RESEARCH CENTER
  - ACADEMIC AFFAIRS
  - STUDENT AFFAIRS
- ALUMNI RELATIONS DIVISION
  - ALUMNI RELATIONS DIVISION
- CENTER FOR MUSLIM WORLD AFFAIRS
  - CENTER FOR MUSLIM WORLD AFFAIRS
- CENTRAL RESEARCH & ANIMAL FACILITY MANAGEMENT
  - CENTRAL RESEARCH & ANIMAL FACILITY MANAGEMENT
- CENTRE FOR ARTS AND CULTURAL SUSTAINABLE DEVELOPMENT

*Impact of not updating  
Staff profile :*

- 1. IIUM Website*
- 2. Relevant systems  
that are using staff  
data Analytics*

# SETUP STAFF HIERARCHY (SUPERVISOR)

The screenshot displays the HURIS for Management Services Division interface. The title bar shows 'AZMIRA - ASF013 - Staff Hierarchy'. The menu bar includes 'Action', 'Edit', 'Query', 'Block', 'Record', 'Field', 'Help', and 'Window'. The toolbar contains various icons for navigation and actions. The main window is divided into several sections:

- Search:** Includes dropdowns for 'KCD' (Management Services Division) and 'Campus', with a 'Search' button.
- Staff Info:** Displays 'Staff No' 3690 and 'Sakinah Bt Arshad Ahmad', with a 'View Staff Profile' button.
- Staff Assignments:** A table showing assignments with columns for 'From', 'To', 'Position', 'KCD', and 'Dept/Unit'.

From	To	Position	KCD	Dept/Unit
21-SEP-2017		Assistant Information Technology Officer	MSD	
01-JUL-2016	20-SEP-2017	Assistant Information Technology Officer	MSD	HR Information & Administration Unit
03-MAY-2011	30-JUN-2016	Assistant Information System Officer	MSD	HR Information & Administration Unit
01-APR-2008	02-MAY-2011	Assistant Information System Officer	LIB	
02-APR-2001	31-MAR-2008	Assistant Information System Officer	LIB	
- Staff Reporting History:** A table showing reporting history with columns for 'From \*', 'To', 'Dept/Unit', 'Superior \*', and 'Name'.

From *	To	Dept/Unit	Superior *	Name	
02-May-2017		3969	HR Information & Administration Unit	3578	Tengku Zemy Azmira Bt. T Aziz
- Approval Level:** A dropdown menu set to 'Recommender and Approver'.
- Enter By:** 1321, Intan Shafinaz Bt. Mohd Khalil
- Last Update By:** (empty)
- Enter Date:** 15-MAY-2017
- Last Update Date:** (empty)
- Buttons:** 'Correction' and 'Update Hierarchy'.

Red boxes highlight the 'Superiors & Subordinates' menu item and the staff list on the left, where 'Sakinah Bt Arshad Ahmad (3690)' is selected.

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

# STAFF PROFILE CHANGES APPROVAL

Profile Approval  
for :

- CHILD
- SPOUSE

The screenshot shows a software application window titled "Approval of Profile Changes". The window has a menu bar with "Lock", "Record", "Field", "Help", and "Window". Below the menu bar is a toolbar with various icons. The main area of the window is divided into several sections. On the left, there is a list of filters for the search: "Type of Information" (set to ALL), "Type of Change" (AWARD), "Job Category" (CHILD), "Staff ID" (EXPERTISE), "K/C/D" (PROFESSIONAL QUALIFICATION), and "Change Application" (SPOUSE). To the right of these filters are two buttons: "Search" (highlighted with a red box) and "Reset". Below the filters is a table with columns for "Staff Name", "Type of Info", "Type of Change", "Record Description", and "Reason for Change". The table contains three rows of data:

Staff Name	Type of Info	Type of Change	Record Description	Reason for Change
Abd. Zahid Bin Baharum	CHILD	NEW	NUR DAMIA HUSNA	
Alhalipah Bt. Gembor	CHILD	NEW	MUHAMMAD SYAFIQ NAZARUDIN	
Alhalipah Bt. Gembor	CHILD	NEW	NUR ZARIFAH BINTI NAZARUDIN	

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

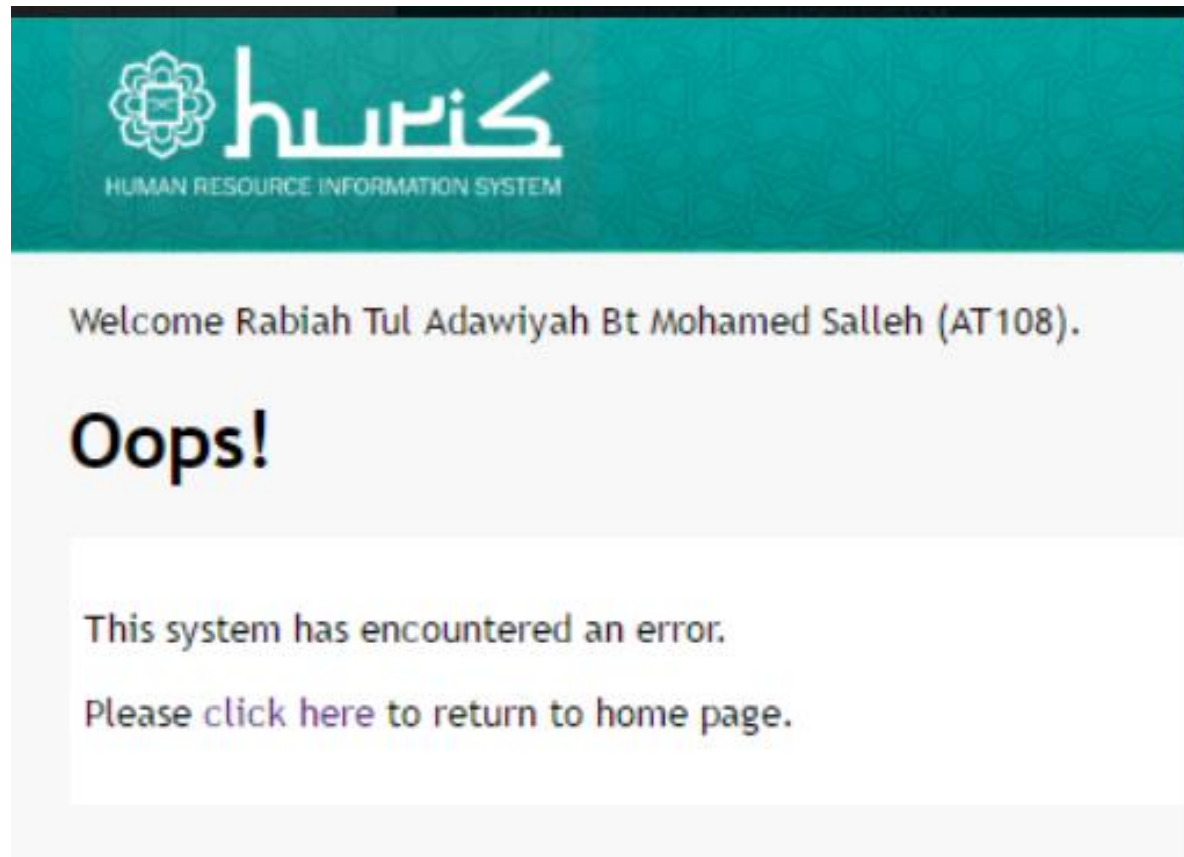




An abstract network diagram with glowing nodes and lines on a dark background. The nodes are represented by small circles, some of which are highlighted with a white glow. The lines connecting the nodes are thin and colorful, ranging from light blue to purple. The overall aesthetic is futuristic and digital.

# COMMON ERRORS

# SETUP WORKING HOUR FOR STAFF



**ACTION :**



**ERROR  
ENCOUNTERED  
AFTER CLICK TIME  
IN**



**REASON :**



**NO WORKING  
HOURS SET UP**

# 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

The screenshot shows the HURIS (Human Resource Information System) interface. At the top, the URL is [huris.iium.edu.my/online/lea](http://huris.iium.edu.my/online/lea). The user is logged in as Ahmad Zuhdi Bin Suradin (7143). The system displays a red error message: "Total leave day is 0". Below this, the "Apply Absence" form is visible, with the following fields:

- \*Absence/Leave Type : - Select -
- \*Date From : [Empty]
- \*Date To : [Empty]
- Contact Address : [Empty]
- Contact No : [Empty]
- Reason : [Empty]
- Replacement By : [Empty] [Search]
- \* Replacer is compulsory for Admin Staff.
- Supervisor : -

At the bottom of the form, there are "Apply" and "Back" buttons.



# 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

Home My Profile Apply Claim Recommend Verify Approve Cancel Records Assess

in Sarif (9656).

Detect more than 1 supervisor

Apply Absence

\*Absence/Leave Type :

\*Date From :

\*Date To :

Contact Address :

Contact No :

Reason :

Replacement By :

\* Replacer is compulsory for Admin Staff.

Supervisor : -

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Staff Assignments			
From	To	Position	
03-FEB-2020		Medical Officer	IIUMMC

Staff Reporting History			
From *	To	Dept/Unit	
03-Feb-2020		4164	Surgery Department
03-Feb-2020		4164	Surgery Department

Approval Level

# TECHNICAL SUPPORT

Email to :

[msd\\_it@iium.edu.my](mailto:msd_it@iium.edu.my)



ZEMY



SAKINAH



KAMARUL



RAMAH



IDA



IQBAL