



HURIS USER GUIDE MANUAL

for

Part Time Online Claim (Non-Academic) (Guidelines for Part-Time Staff)

Welcome
Please login to enter the system.

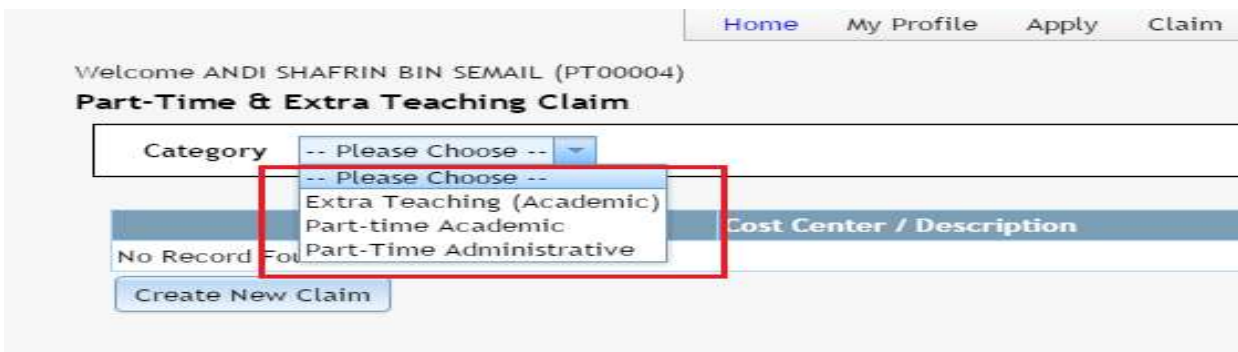
Username	<input type="text"/>
Password	<input type="password"/>
	<input type="button" value="Login"/> <input type="button" value="Reset"/>

- Url : <https://huris.iium.edu.my/online/login>
- Login using Username PT Staff No
- Your Password is either your IC/Passport/Staff No.
- If cannot Login, please email to msd_it@iium.edu.my

1. In The Home page: Go to Claim > Part Time



2. Below screen will appear.



3. Choose 'Part Time Administrative' and 'Create New Claim'.



4. Pop-up Window will appear. Choose 'Claim Month' & 'Cost Centre'.



5. This setup can only be changed by the officer in charge in MSD.

Daily 6 36.00

Process 2 Process 1

Add A Row Extract from Attendance

Date	Attendance Status	Claim			Quantity	Rate	Total (RM)	
		Time Start	Time End	Hours				
No Record Found.								
To start adding data, please click "Add A Row" button Or, you can also click "Extract from Attendance" button to import data from your attendance records.								
Total					0		0.00	

Save Submit

6. Process 1: Extract from Attendance

- Staff time in and time out will appear as illustrated below.
- Only 6 hours is allowed per day.

Date	Attendance Status	Claim			Quantity	Rate	Total (RM)	#
		Time Start	Time End	Hours				
01/12/2015	Present	09:00	14:00	5	5	6.00	30.00	Delete
02/12/2015	Present	09:30	15:00	5.5	5.5	6.00	33.00	Delete
03/12/2015	Present	09:30	16:00	6.5	6	6.00	36.00	Delete

7. Process 2: Add a Row

- Staff can add new attendance row if the attendance system does not capture time in or out that day.
- Staff also can add attendance row if working more than 6 hours as illustrated below (for Special case only)

04/12/2015	Present	09:45	13:00	3.25	3.25	6.00	19.50	Delete
04/12/2015	Present	14:00	18:00	4	4	6.00	24.00	Delete
07/12/2015	Present	09:45	14:00	4.25	4.25	6.00	25.50	Delete
Total					28		168	

Save Submit

8. Maximum total hours per month is 134.
9. Click 'Save' button.
10. Once submitted, no changes are allowed.
11. Click 'Submit' button if the claim is ready.

Claim Summary

Claim Month : 2015/12	Total Quantity : 28 Hour(s)
Claim Type : Part-Time Administrative	Total Amount : RM168.00
Cost Centre : Management Services Division	

Are you sure you want to submit this claim? Confirm Back

12. Before Submit, please ensure you have supervisor & verifier claim in the KCDIO.
13. If no supervisor, please contact your LO in respective KCDIO.

The deadline of submission of claim is before 3rd day of the month.