

## HURIS USER GUIDE MANUAL for

**Part Time Online Claim (Non-Academic)** 

(Guidelines for Recommend)



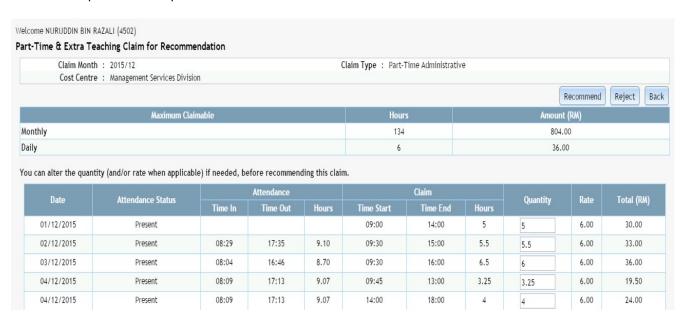
• Url: https://huris.iium.edu.my/online/login

## The deadline of supervisor to recommend the claim is before 4<sup>th</sup> day of the month.

1. Recommendation by Supervisor.



2. Supervisor is responsible to check the claim.



- 3. Click 'Recommend' button to recommend the claim.
- 4. Supervisor can alter the quantity (and/or rate when applicable) if needed, before recommending this claim.
- 5. Click 'Reject' button to reject the whole claim. Remark is required. It will go back to the staff again.
- 6. Once the claim is recommended, it will be verified by the officer in charge appointed by the KCDIO and will be approved by MSD.