HURIS USER GUIDE MANUAL
for
Part Time Online Claim (Non-Academic)

(Guidelines for Verifier)

- Url : https://huris.iium.edu.my/

The deadline for verifier to verify the claim is before 4ᵗʰ day of the month

Please fill in the form and submit to msd_it@iium.edu.my to appoint verifier. Kindly refer to the link below:

http://www.iium.edu.my/division/msd/downloadable-forms-3

Click **IT Service/Request** and choose form **Request/Revoke Access to Database/System**

Guide to Verify

1. Please Go to huris.iium.edu.my in Internet Explorer.
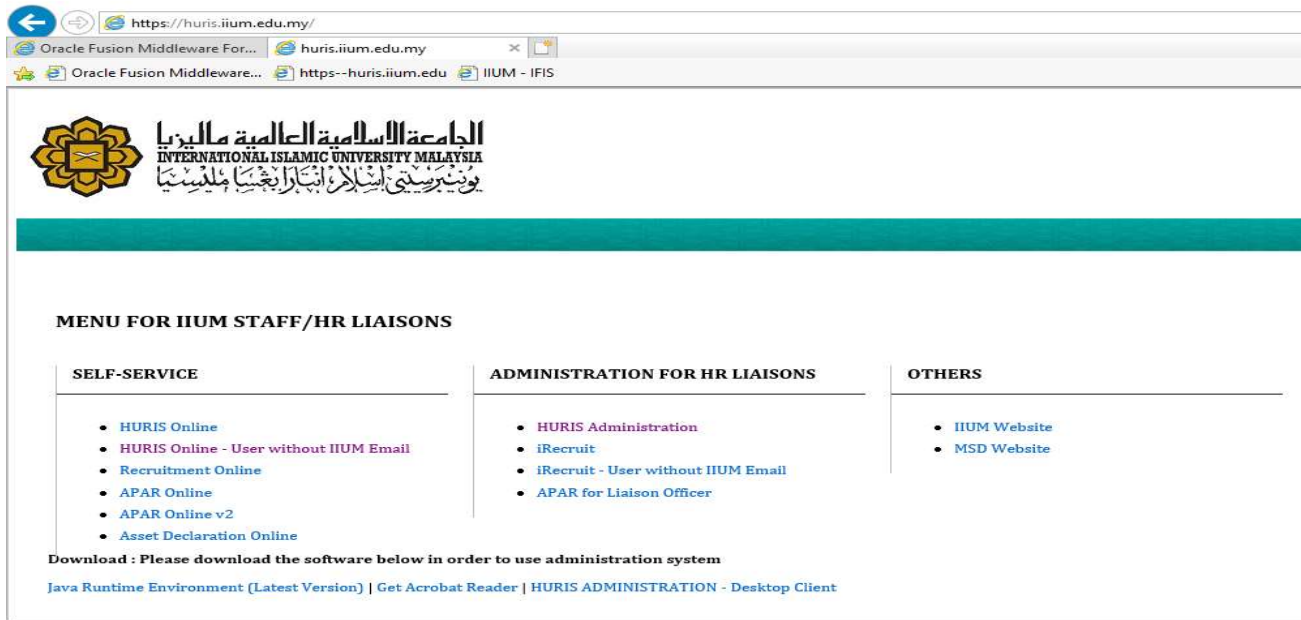
2. Click on HURIS Administration Login using Email Username and Password. *(Install Java Runtime Environment (Latest Version)).*
3. Please find the user manual for install Java at https://www.iium.edu.my/division/msd/manuals and click Java Update :: Manual Access HURIS Administration via Desktop Client.

4. Please go to **Payroll > Claim > Part Time (Administrative) > Verify Application**

5. Then Search your KCD. Click on Detail Button to check the claim.

Search

KCD	4065	... Office of International Affairs
Staff ID		...
KCD Charged		...
Claim Month	Feb-2019	...

Claim Type [...]

Search
Reset

Claim List

Claim Month	Staff ID	Name	Claim Type		KCD Charged	Total Hours	Total Claim (RM)		
Feb-2019			PTN	Part-Time Administrativ	4065 Office of International Affairs	134	804.00	Details	☐
Feb-2019			PTN	Part-Time Administrativ	4065 Office of International Affairs	134	804.00	Details	☐
Feb-2019			PTN	Part-Time Administrativ	4065 Office of International Affairs	129.72	778.32	Details	☐
Feb-2019			PTN	Part-Time Administrativ	4065 Office of International Affairs	134	804.00	Details	☐
Feb-2019			PTN	Part-Time Administrativ	4065 Office of International Affairs	134	804.00	Details	☐
Feb-2019			PTN	Part-Time Administrativ	4065 Office of International Affairs	87.68	526.08	Details	☐
Feb-2019			PTN	Part-Time Administrativ	4065 Office of International Affairs	134	804.00	Details	☐
Feb-2019			PTN	Part-Time Administrativ	4065 Office of International Affairs	128.2	769.20	Details	☐
								Details	☐
								Details	☐
								Details	☐

No of Staff [8]

Select All | Unselect All | Verify

6. Tick on Checkbox and click button Verify.