



REQUEST FOR STATISTICS OR DATA IN HUMAN RESOURCE INFORMATION SYSTEM (HURIS)

Name :
Staff ID : Grade :
Designation : HP/Ext. No :
KCDIO : Email :

A. Justification on the need of the requested data

- Audit, KCDIO Succession Planning, Processing Renewal of Contract, KCDIO HR Planning, University Research Purposes, Monitoring Staff on Additional Assignment, Requested by Ministry of:, Others. Please specify:

Please choose either (B) - Standard Data or (C) – Non-standard Data, for type of requested information.

B. STANDARD DATA (Will be processed within 3 working days from the submission of complete request form)
Please tick if any standard data is required

- Name, Appointment Status, Current age, Start and end date of contract, Staff ID, Email, Year of service, Type of additional assignment (Acad-Admin), Grade, Date of joining IIUM, Retirement age, Start and end date of additional assignment, Position, Date on current position, Retirement date, Level of qualification, Campus

C. NON-STANDARD DATA (Will be processed within 5 working days from the date of submission depending on the complexity)

Provide details regarding the information being sought e.g: subject matter, type of records

Empty box for providing details regarding the information being sought.

D. Declaration by the Requestor and Supervisor

I hereby verify that:

The data or statistics are requested for official use (specific purposes) within IIUM only and not for personal use or to be further released to third parties.

Signature of requestor
Date:

Signature & official stamp of the Supervisor
Date:

..... For MSD use only

E. Confirmation from MSD

I hereby confirm the release of the requested data:

Signature of MSD officer
Date:

- NOTE: 1. Please email this request form to huris@iium.edu.my. Except for legal purposes, kindly liaise with the officer in charged for HURIS Data Management. 2. Please attach the required table format (if any). Otherwise, the data will be released in database excel format. 3. The information released is only real-time based on currently available data in HURIS. Any discrepancies should immediately be reported to huris@iium.edu.my. 4. Request for other HR data, such as request for information update and statistics, please use IIUM Service Desk system accessible at https://servicedesk.iium.edu.my/portal.php.