



**LEADING THE WAY**  
KHALIFAH • AMĀNAH • IQRA' • RAHMATAN LIL-ĀLAMĪN



AN INTERNATIONAL AWARD-WINNING INSTITUTION FOR SUSTAINABILITY

# ADMINISTRATIVE DEVELOPMENT UNIT

#BeVisibleBeBold



**LEADING THE WAY**  
KHALIFAH • AMĀNAH • IQRA' • RAHMATAN LIL-ĀLAMĪN  
**LEADING THE WORLD**



AN INTERNATIONAL AWARD-WINNING INSTITUTION FOR SUSTAINABILITY



**الجامعة الإسلامية العالمية ماليزيا**  
**INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA**  
بُودِي بُرِيئِي اِنْسَانِي اِنْبَار اِنْجِنَا بِلْدِيئِنَا  
Garden of Knowledge and Virtue

**LEADING THE WAY**  
KHALIFAH • AMĀNAH • IQRA' • RAHMATAN LIL-ĀLAMĪN

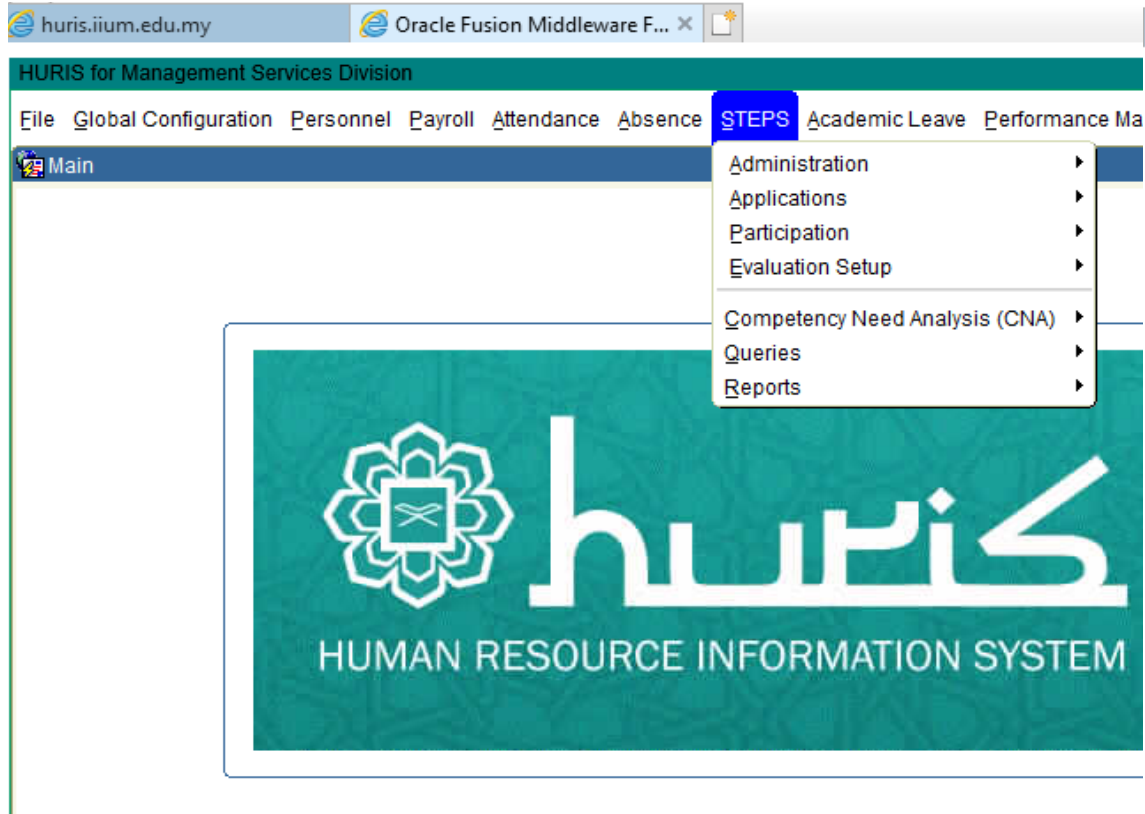




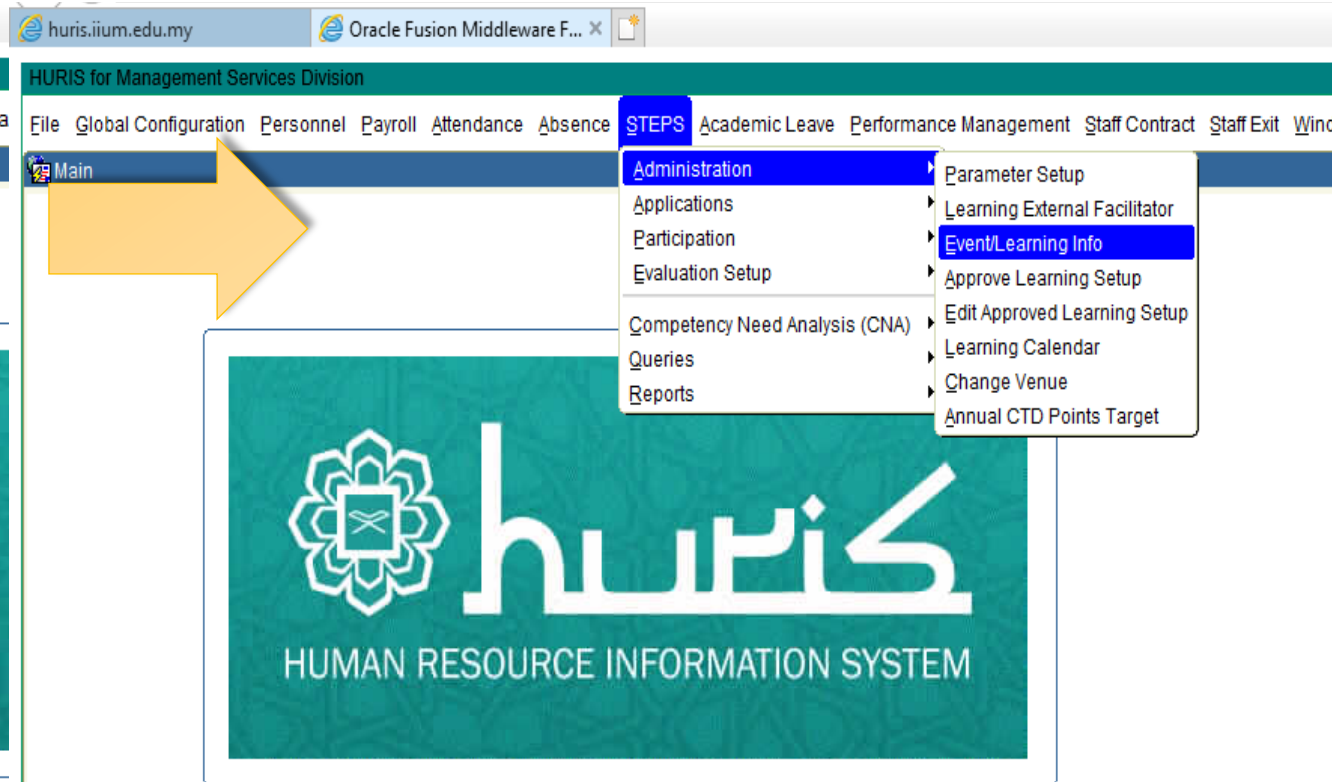
بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

# HOW TO REGISTER TRAINING / EVENT IN STEPS

# 1. Create Training / Events



huris.iium.edu.my Oracle Fusion Middleware F... x  
 HURIS for Management Services Division  
 File Global Configuration Personnel Payroll Attendance Absence **STEPS** Academic Leave Performance Ma  
 Main  
 Administration  
 Applications  
 Participation  
 Evaluation Setup  
 Competency Need Analysis (CNA)  
 Queries  
 Reports  
 كينسوا  
 HUMAN RESOURCE INFORMATION SYSTEM



huris.iium.edu.my Oracle Fusion Middleware F... x  
 HURIS for Management Services Division  
 File Global Configuration Personnel Payroll Attendance Absence **STEPS** Academic Leave Performance Management Staff Contract Staff Exit Win...  
 Main  
 Administration  
 Applications  
 Participation  
 Evaluation Setup  
 Competency Need Analysis (CNA)  
 Queries  
 Reports  
 Parameter Setup  
 Learning External Facilitator  
**Event/Learning Info**  
 Approve Learning Setup  
 Edit Approved Learning Setup  
 Learning Calendar  
 Change Venue  
 Annual CTD Points Target  
 كينسوا  
 HUMAN RESOURCE INFORMATION SYSTEM

huris.iium.edu.my Oracle Fusion Middleware F... x

HURIS for Management Services Division

Action Edit Query Block Record Field Help Window

SITIFATIE - ATF001 - Training Setup

Learning List Learning Information Evaluation Setup Organizer Detail Sponsor Detail Invite Participant Participant List

Search

Title   
From  To   
Status  Internal/External  Search

Learning List

| Learning ID | Learning Group | Learning Name | Enter Date | Start Date | Status |      |
|-------------|----------------|---------------|------------|------------|--------|------|
|             |                |               |            |            |        | Detl |
|             |                |               |            |            |        | Detl |
|             |                |               |            |            |        | Detl |
|             |                |               |            |            |        | Detl |
|             |                |               |            |            |        | Detl |
|             |                |               |            |            |        | Detl |
|             |                |               |            |            |        | Detl |
|             |                |               |            |            |        | Detl |
|             |                |               |            |            |        | Detl |
|             |                |               |            |            |        | Detl |
|             |                |               |            |            |        | Detl |
|             |                |               |            |            |        | Detl |
|             |                |               |            |            |        | Detl |
|             |                |               |            |            |        | Detl |
|             |                |               |            |            |        | Detl |
|             |                |               |            |            |        | Detl |
|             |                |               |            |            |        | Detl |
|             |                |               |            |            |        | Detl |
|             |                |               |            |            |        | Detl |
|             |                |               |            |            |        | Detl |
|             |                |               |            |            |        | Detl |
|             |                |               |            |            |        | Detl |
|             |                |               |            |            |        | Detl |

Message

Query caused no records to be retrieved.

OK

Record: 1/1 | <OSC>

**! Important notes:**  
**Invariant column. Please contact MSD for any corrections required.**



Enter once

huris.iium.edu.my Oracle Fusion Middleware F...

HURIS for Management Services Division

Action Edit Query Block Record Field Help Window

SITIFATIE - ATF004 - Training Setup

Learning List **Learning Information** Agenda List Agenda/Session Info Evaluation Setup Organizer Detail Sponsor Detail Invite Participant Participant List

**Learning Detail Information**

Learning ID  NOTIFY Training/Event \* TRAINING

Internal/External \* INTERNAL Internal Type \*

Competency \* ... Level ...

Service Group ... Activities \* ...

Branch \* ... KCD \* Management Services Division

Program

Class/Event Title \*

Program Overview

Venue

State  Country \*

Date From \*  Date To  Start Time 08:00 End Time 17:00

**Total Hours \***  CTD Point !  Max. Participants  Tot. Approved 0

Advertisement URL  Substitutional Leave?  YES.. No of Days

Participant Fees(RM)  Income (RM) \*  Open for online application?  Closing Date

Budget Approval Date  Bdgt Type  Approved Budget Amount  .00

Status ENTRY Islamization?  dfsdfsdf Private/Public Event \* PRIVATE

Enter By  Enter Date

Last Update By  Last Update Date

**Learning Completion Criteria \***

Evaluation Compulsory? No Attendance Type NONE Print Certificate? No



3. \*\* SAVE

HURIS for Management Services Division

Action Edit Query Block Record Field Help Window

IIUM

DHARMA - ATF001 - Training Setup

Learning List Learning Information Agenda List Agenda/Session Info Evaluation Setup Organizer Detail Sponsor Detail Invite Participant Participant List

**Learning Detail Information**

Learning ID  NOTIFY Training/Event **TRAINING** **By default**

Internal/External \* INTERNAL Internal Type INTERNAL CENTER

Competency \* Self Esteem Level UNIVERSITY

Service Group  Activities \* COURSE

Branch \* IIUM Gombak Campus KCD \* Management Services Division

Program LPBSEPDT Personal Development

Class/Event Title DEVELOPING ENERGETIC & EXCEPTIONAL PERFORMANCE

Program Overview

Venue Multipurpose Room, IIUM Library Gombak

State Selangor Country \* Malaysia

Date From \* 07-OCT-2015 Date To 08-OCT-2015 Start Time 08:00 End Time 17:00

Total Hours \* 12 CTD Point 12 Max. Participants  Tot. Approved 0

Advertisement URL  Substitutional Leave?  YES, No of Days

Participant Fees(RM)  Income (RM)  Open for online application?  Close Date

Budget Approval Date  Bdgt Type  Approved Budget Amount

Status ENTRY Islamization?  **Private/Public Event\* PRIVATE** **By default**

Enter By  Enter Date

Last Update By  Last Update Date

**Learning Completion Criteria \***

Evaluation Compulsory? No Attendance Type **ONE-TIME** Print Certificate? No

**Facilitator/ Learning Provider Info**

| Type                 | Facilitator/ Learning Provider | Relevant Competency  | Competency Area      | Level                |
|----------------------|--------------------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/>           | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/>           | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/>           | <input type="text"/> | <input type="text"/> | <input type="text"/> |

EVENT type - won't capture in the APAR system

1. Fill all the required part [blue box area]

2. Attendance type [one time]

# 2. Add Participants [participants list] and change the status to approve status

HURIS for Management Services Division

Action Edit Query Block Record Field Help Window

DHARMA - ATF001 - Training Setup

Learning List Learning Information Agenda List Agenda/Session Info Evaluation Setup Organizer Detail Sponsor Detail Invite Participant Participant List

Learning Information

Learning ID: 2015-020618 DEVELOPING ENERGETIC & EXCEPTIONAL PERFORMANCE

Participant List

| Participant ID | Participant Name               | Emel Address          | Role        | Status  | Assign By | Assign Date |
|----------------|--------------------------------|-----------------------|-------------|---------|-----------|-------------|
| 1242           | AHMAD NIZAM B. AMRAN           | ahnizam@iium.edu.my   | PARTICIPANT | APPROVE | 4679      | 09-OCT-2015 |
| 6929           | ASMADI BIN ABDUL RASHID        | asmadi@iium.edu.my    | PARTICIPANT | APPROVE | 4679      | 09-OCT-2015 |
| 6015           | AZIMAH NUR BINTI YAHYA         | azimahnur@iium.edu.my | PARTICIPANT | APPROVE | 4679      | 09-OCT-2015 |
| 7450           | AHMAD SYAHEER BIN ABD GHAFAR   | syahaer@iium.edu.my   | PARTICIPANT | APPROVE | 4679      | 09-OCT-2015 |
| 7426           | AUNI BINTI ALIAS               | a_auni@iium.edu.my    | PARTICIPANT | APPROVE | 4679      | 09-OCT-2015 |
| 2403           | ENGKU NORULIZATI BT. ENGU AZIZ | nuruliza@iium.edu.my  | PARTICIPANT | APPROVE | 4679      | 09-OCT-2015 |
| 6899           | ESHMIR EDIKA BIN ABDUL MAULUD  | eshmir@iium.edu.my    | PARTICIPANT | APPROVE | 4679      | 09-OCT-2015 |
| 2047           | FARAHWATI BT. RASHIDI          | farah@iium.edu.my     | PARTICIPANT | APPROVE | 4679      | 09-OCT-2015 |
| 4315           | FAZILAH BT. ZAHADI             | zfazilah@iium.edu.my  | PARTICIPANT | APPROVE | 4679      | 09-OCT-2015 |
| 6364           | IZURIA KADZRINA BINTI MANSOR   | kadzrina@iium.edu.my  | PARTICIPANT | APPROVE | 4679      | 09-OCT-2015 |
| 5073           | JOHAN B. HAJI IBRAHIM          | johan@iium.edu.my     | PARTICIPANT | APPROVE | 4679      | 09-OCT-2015 |
| 703            | JUNAIDAH BINTI HASSAN          | idah@iium.edu.my      | PARTICIPANT | APPROVE | 4679      | 09-OCT-2015 |
| 6872           | KAMARULZAMAN BIN ABDULLAH      | karlmanz@iium.edu.my  | PARTICIPANT | APPROVE | 4679      | 09-OCT-2015 |
| 3963           | LATIFAH BT. SAID               | slatifah@iium.edu.my  | PARTICIPANT | APPROVE | 4679      | 09-OCT-2015 |
| 5850           | MD TAHIR BIN BAHARI            | tahir@iium.edu.my     | PARTICIPANT | APPROVE | 4679      | 09-OCT-2015 |
| 2678           | MOHD. HAIRULNIZAM BIN MASRI    | hnizam@iium.edu.my    | PARTICIPANT | APPROVE | 4679      | 09-OCT-2015 |

2.1 Insert Record [+]  
/ Remove Record [x] to add/remove participants.

2.2 Approve Reject Select All Unselect All

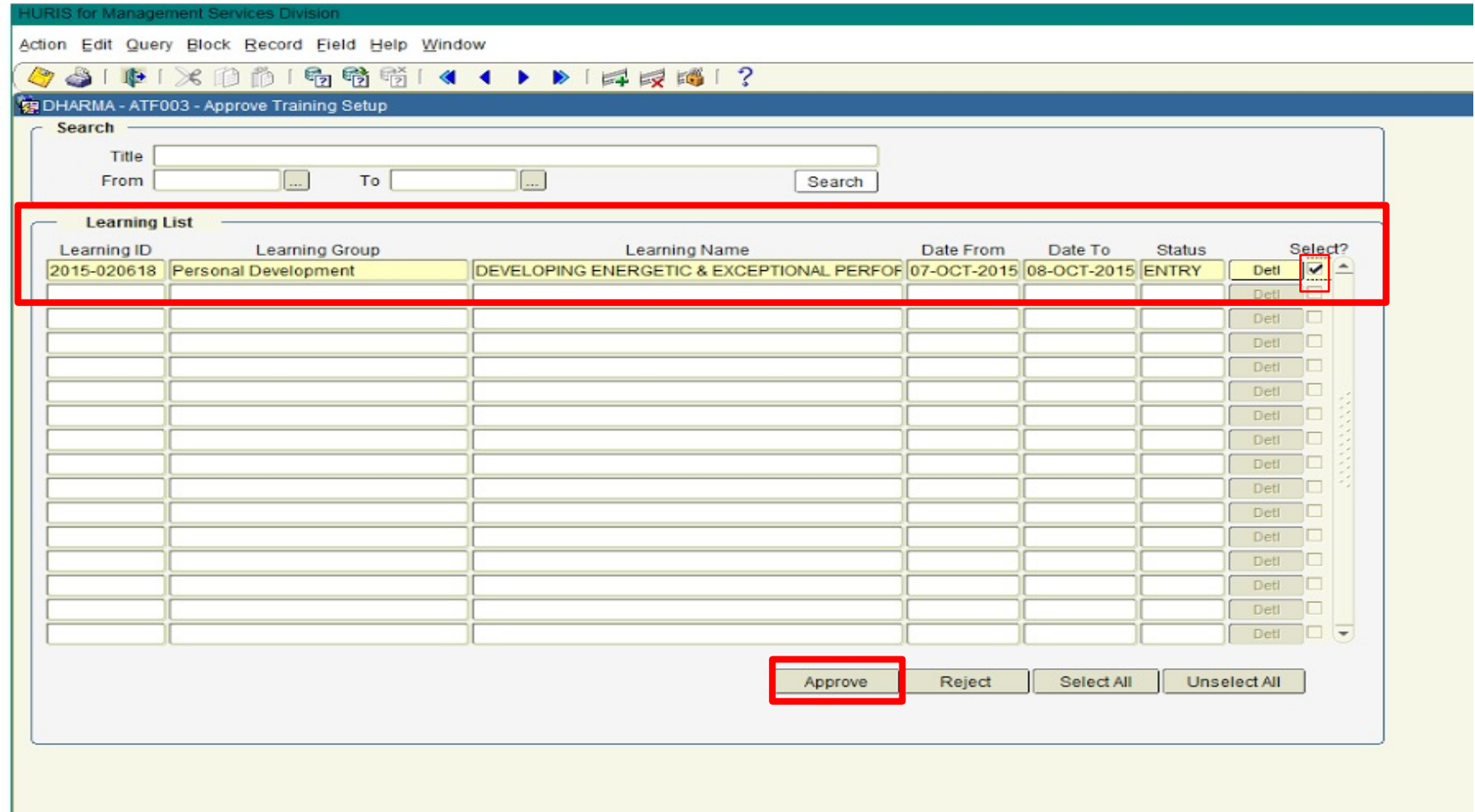
### 3. Approve training /events

The screenshot shows a web browser window with the URL [https://ifis.iium.edu.my/forms/frmservlet?config=huris&form=IMS\\_HURIS\\_LOGON](https://ifis.iium.edu.my/forms/frmservlet?config=huris&form=IMS_HURIS_LOGON). The browser tabs include 'huris.iium.edu.my' and 'Oracle Fusion Middleware F...'. The application title is 'HURIS for Management Services Division'. The main menu includes 'File', 'Global Configuration', 'Personnel', 'Payroll', 'Attendance', 'Absence', 'STEPS', 'Academic Leave', 'Performance Management', 'Staff Contract', 'Staff Exit', and 'Window'. The 'STEPS' menu is expanded, showing options: 'Administration', 'Applications', 'Participation', 'Evaluation Setup', 'Competency Need Analysis (CNA)', 'Queries', and 'Reports'. The 'Administration' sub-menu is further expanded, listing: 'Parameter Setup', 'Learning External Facilitator', 'Event/Learning Info', 'Approve Learning Setup' (highlighted), 'Edit Approved Learning Setup', 'Learning Calendar', 'Change Venue', and 'Annual CTD Points Target'. The main content area displays the HURIS logo and the text 'HUMAN RESOURCE INFORMATION SYSTEM'.



# 3.1

## Saved training/event will appear accordingly



HURIS for Management Services Division

Action Edit Query Block Record Field Help Window

DHARMA - ATF003 - Approve Training Setup

Search

Title

From  To  Search

| Learning ID | Learning Group       | Learning Name                            | Date From   | Date To     | Status | Select?                             |
|-------------|----------------------|--|-------------|-------------|--------|-------------------------------------|
| 2015-020618 | Personal Development | DEVELOPING ENERGETIC & EXCEPTIONAL PERFO | 07-OCT-2015 | 08-OCT-2015 | ENTRY  | <input checked="" type="checkbox"/> |
|             |                      |  |             |             |        | <input type="checkbox"/>            |
|             |                      |  |             |             |        | <input type="checkbox"/>            |
|             |                      |  |             |             |        | <input type="checkbox"/>            |
|             |                      |  |             |             |        | <input type="checkbox"/>            |
|             |                      |  |             |             |        | <input type="checkbox"/>            |
|             |                      |  |             |             |        | <input type="checkbox"/>            |
|             |                      |  |             |             |        | <input type="checkbox"/>            |
|             |                      |  |             |             |        | <input type="checkbox"/>            |
|             |                      |  |             |             |        | <input type="checkbox"/>            |
|             |                      |  |             |             |        | <input type="checkbox"/>            |
|             |                      |  |             |             |        | <input type="checkbox"/>            |
|             |                      |  |             |             |        | <input type="checkbox"/>            |
|             |                      |  |             |             |        | <input type="checkbox"/>            |
|             |                      |  |             |             |        | <input type="checkbox"/>            |
|             |                      |  |             |             |        | <input type="checkbox"/>            |
|             |                      |  |             |             |        | <input type="checkbox"/>            |
|             |                      |  |             |             |        | <input type="checkbox"/>            |
|             |                      |  |             |             |        | <input type="checkbox"/>            |
|             |                      |  |             |             |        | <input type="checkbox"/>            |
|             |                      |  |             |             |        | <input type="checkbox"/>            |

Approve Reject Select All Unselect All

## 4. Update the attendance [manual entry]

huris.iium.edu.my Oracle Fusion Middleware F... x

HURIS for Management Services Division

File Global Configuration Personnel Payroll Attendance Absence STEPS Academic Leave Performance Management Staff Contract Staff Exit Window

Main

Administration

Applications

Participation

Evaluation Setup

Competency Need Analysis (CNA)

Queries

Reports

Attendance Check-In

Enter Learning Attendance

Staff Learning Completion Info

Notification To Supervisor

Step 1.

كنيسة  
HUMAN RESOURCE INFORMATION SYSTEM

# - Search either Title **or** From To date

SITIFATIE - ATF008 - Enter Training Attendance

Search

Title  From  ... To  ...

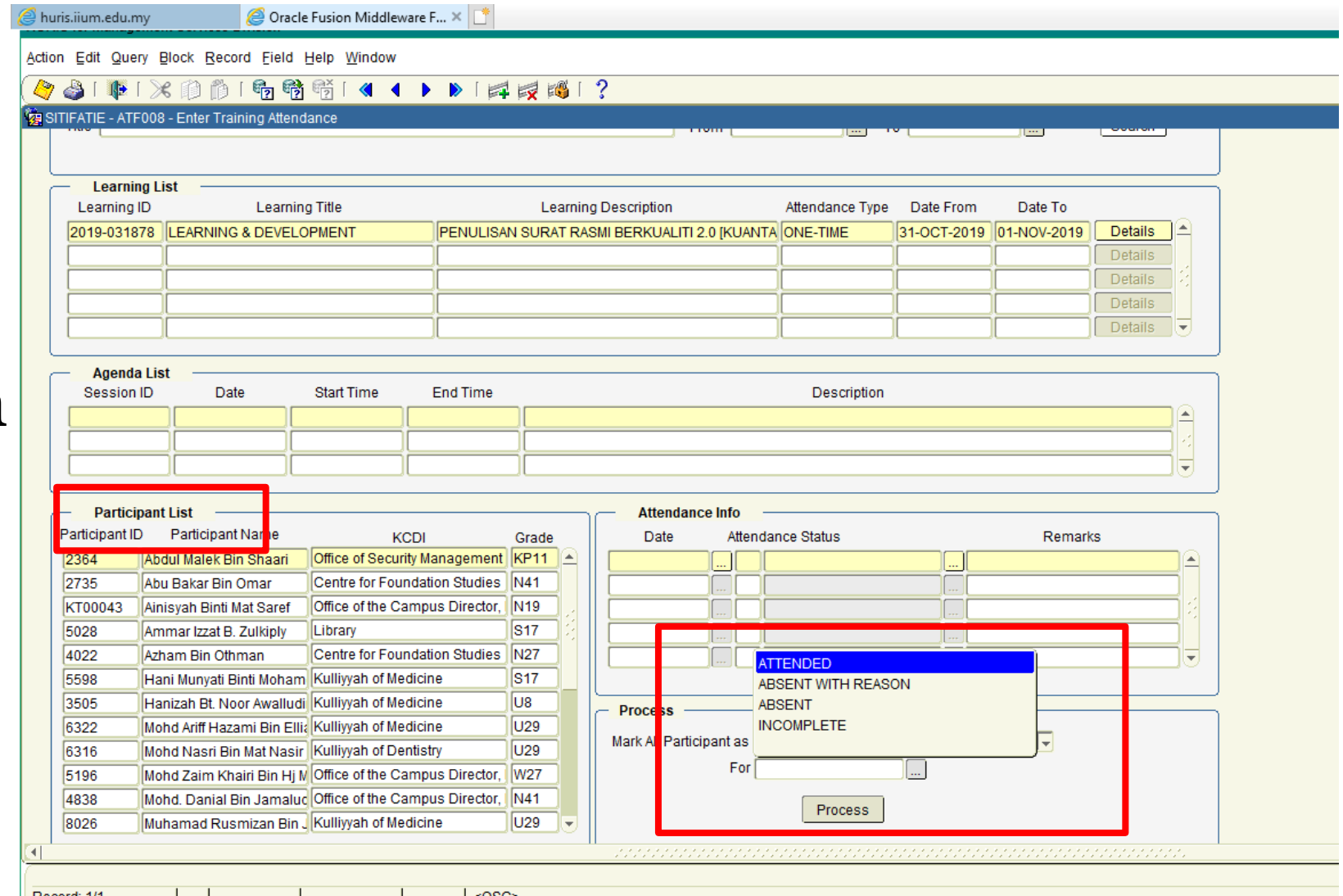
Learning List

| Learning ID | Learning Title                    | Learning Description                             | Attendance Type | Date From   | Date To     |                         |
|-------------|-----------------------------------|--|-----------------|-------------|-------------|-------------------------|
| 2019-031561 | Competition                       | NATIONAL RESERACH & INNOVATION COMPETITION       | bicara          | 22-JUN-2011 | 25-JUN-2011 | <a href="#">Details</a> |
| 26856       | GCP Workshop                      | GCP Workshop 2011                                | ONE-TIME        | 16-DEC-2011 | 18-DEC-2011 | <a href="#">Details</a> |
| 2016-021284 | Technical Expertise               | KURSUS ANALISIS KUANTITATIF SIRI 1 / 2012        | ODR             | 06-MAY-2012 | 23-MAY-2012 | <a href="#">Details</a> |
| 2016-021246 | Network                           | HANDS-ON NETWORK FORENSICS & SECURITY PO         | ONE-TIME        | 07-NOV-2012 | 08-NOV-2012 | <a href="#">Details</a> |
| 48138       | Basic Teaching Methodology Course | (CPD) Basic Teaching Methodology Course (1/2013) | DAILY           | 28-JAN-2013 | 01-FEB-2013 | <a href="#">Details</a> |

# 4.1 Update the attendance

[attended/absent with reason/absent /incomplete]

Click **process**.



Action Edit Query Block Record Field Help Window  
 Oracle Fusion Middleware F...  
 SITIFATIE - ATF008 - Enter Training Attendance

**Learning List**

| Learning ID | Learning Title         | Learning Description                         | Attendance Type | Date From   | Date To     | Details |
|-------------|------------------------|--|-----------------|-------------|-------------|---------|
| 2019-031878 | LEARNING & DEVELOPMENT | PENULISAN SURAT RASMI BERKUALITI 2.0 [KUANTA | ONE-TIME        | 31-OCT-2019 | 01-NOV-2019 | Details |
|             |                        |  |                 |             |             | Details |
|             |                        |  |                 |             |             | Details |
|             |                        |  |                 |             |             | Details |
|             |                        |  |                 |             |             | Details |

**Agenda List**

| Session ID | Date | Start Time | End Time | Description |
|------------|------|------------|----------|-------------|
|            |      |            |          |             |
|            |      |            |          |             |
|            |      |            |          |             |

**Participant List**

| Participant ID | Participant Name           | KCDI                           | Grade |
|----------------|----------------------------|--------------------------------|-------|
| 2364           | Abdul Malek Bin Shaari     | Office of Security Management  | KP11  |
| 2735           | Abu Bakar Bin Omar         | Centre for Foundation Studies  | N41   |
| KT00043        | Ainisyah Binti Mat Saref   | Office of the Campus Director, | N19   |
| 5028           | Ammar Izzat B. Zulkipli    | Library                        | S17   |
| 4022           | Azham Bin Othman           | Centre for Foundation Studies  | N27   |
| 5598           | Hani Munyati Binti Moham   | Kulliyah of Medicine           | S17   |
| 3505           | Hanizah Bt. Noor Awalludi  | Kulliyah of Medicine           | U8    |
| 6322           | Mohd Ariff Hazami Bin Elli | Kulliyah of Medicine           | U29   |
| 6316           | Mohd Nasri Bin Mat Nasir   | Kulliyah of Dentistry          | U29   |
| 5196           | Mohd Zaim Khairi Bin Hj M  | Office of the Campus Director, | W27   |
| 4838           | Mohd. Danial Bin Jamaluc   | Office of the Campus Director, | N41   |
| 8026           | Muhamad Rusmizan Bin       | Kulliyah of Medicine           | U29   |

**Attendance Info**

| Date | Attendance Status | Remarks |
|------|-------------------|---------|
|      |                   |         |
|      |                   |         |
|      |                   |         |
|      |                   |         |
|      |                   |         |

**Process**

Mark All Participant as [dropdown menu]

For [input field]

Process

# 4.1.1 Update the attendance.

Result appears accordingly.

HURIS for Management Services Division

Action Edit Query Block Record Field Help Window

DHARMA - ATF008 - Enter Training Attendance

Search

Title  From 07-Oct-2015 To 08-Oct-2015 Search

**Learning List**

| Learning ID | Learning Title       | Learning Description                     | Attendance Type | Date From   | Date To     | Details |
|-------------|----------------------|--|-----------------|-------------|-------------|---------|
| 2015-020618 | Personal Development | DEVELOPING ENERGETIC & EXCEPTIONAL PERFO | ONE-TIME        | 07-OCT-2015 | 08-OCT-2015 | Details |
|             |                      |  |                 |             |             | Details |
|             |                      |  |                 |             |             | Details |
|             |                      |  |                 |             |             | Details |
|             |                      |  |                 |             |             | Details |

**Agenda List**

| Session ID | Date | Start Time | End Time | Description |
|------------|------|------------|----------|-------------|
|            |      |            |          |             |
|            |      |            |          |             |
|            |      |            |          |             |

**Participant List**

| Participant ID | Participant Name       | KCDI                            | Grade |
|----------------|------------------------|---------------------------------|-------|
| 703            | JUNAIDAH BINTI HASSAN  | Centre for Foundation Studies   | N17   |
| 6872           | KAMARULZAMAN BIN ABC   | Management Services Division    | F29   |
| 3963           | LATIFAH BT. SAID       | Residential and Service Depar   | N17   |
| 5850           | MD TAHIR BIN BAHARI    | Facilities, Food and Services D | N17   |
| 2678           | MOHD. HAIRULNIZAM BIN  | Library                         | S17   |
| 1244           | MOHD. KAMIL BIN ABDUL  | Library                         | S17   |
| 6805           | MUHAMAD AHNAF BIN IBF  | Library                         | S17   |
| 4300           | NOOR HILDAWATI BT. AB  | Kulliyah of Economics and Ma    | N17   |
| 4933           | NOORSHAMRIZA BT. ABD   | Kulliyah of Nursing             | N17   |
| 5048           | NOR HAFIZANA BT MAT JI | Kulliyah of Architecture and Er | C17   |
| 4991           | NOR RIMIE BT. ZAKERYA  | Kulliyah of Engineering         | J17   |
| 6794           | NOR SHAKILAH BINTI ABI | Residential and Service Depar   | N17   |

**Attendance Info**

| Date        | Attendance Status | Remarks |
|-------------|-------------------|---------|
| 07-OCT-2015 | 1 ATTENDED        |         |
| 08-OCT-2015 | 1 ATTENDED        |         |
|             |                   |         |
|             |                   |         |

**Process**

Mark All Participant as ATTENDED

For

Process

Step 2.

- Administration
- Applications
- Participation**
  - Attendance Check-In
  - Enter Learning Attendance
  - Staff Learning Completion Info**
  - Notification To Supervisor
- Evaluation Setup
- Competency Need Analysis (CNA)
- Queries
- Reports



4.2 To ensure the “complete” status and CTD Point to be awarded to the selected participants

## 4.2.1 Select all the participants and click process

HURIS for Management Services Division

Action Edit Query Block Record Field Help Window

IIUM

DHARMA - ATF009 - Staff Training Completion Info

Search

Title

From 07-OCT-2015 To 08-OCT-2015 Search

Learning List

| Learning ID | Learning Title       | Learning Description                      | Date From   | Date To     | Details |
|-------------|----------------------|---|-------------|-------------|---------|
| 2015-020618 | Personal Development | DEVELOPING ENERGETIC & EXCEPTIONAL PERFOR | 07-OCT-2015 | 08-OCT-2015 | Details |
|             |                      |   |             |             | Details |
|             |                      |   |             |             | Details |
|             |                      |   |             |             | Details |
|             |                      |   |             |             | Details |

Participant List

| Participant ID | Participant Name          | KCDI                          | Grade | Role | Completion Info | Process   |         |
|----------------|---------------------------|-------------------------------|-------|------|-----------------|---|---------|
| 1242           | AHMAD NIZAM B. AMRAN      | Kulliyah of Information and C | W27   | 1    | PARTICIPANT     | Attendance = Passed.Evaluation = Not Applicable Evaluation... ✓ | Process |
| 1244           | MOHD. KAMIL BIN ABDUL HAM | Library                       | S17   | 1    | PARTICIPANT     | Attendance = Passed.Evaluation = Not Applicable Evaluation... ✓ | Process |
| 2047           | FARAHWATI BT. RASHIDI     | Research Management Centri    | N22   | 1    | PARTICIPANT     | Attendance = Passed.Evaluation = Not Applicable Evaluation... ✓ | Process |
| 2403           | ENGKU NORULIZATI BT. ENG  | Library                       | S22   | 1    | PARTICIPANT     | Attendance = Passed.Evaluation = Not Applicable Evaluation... ✓ | Process |
| 2678           | MOHD. HAIRULNIZAM BIN MA  | Library                       | S17   | 1    | PARTICIPANT     | Attendance = Passed.Evaluation = Not Applicable Evaluation... ✓ | Process |
| 2760           | NORSALIHAN BT. MAAROF     | Management Services Divisic   | N17   | 1    | PARTICIPANT     | Attendance = Passed.Evaluation = Not Applicable Evaluation... ✓ | Process |
| 3676           | SUHAILY BT OMAR           | Information Technology Divisi | F29   | 1    | PARTICIPANT     | Attendance = Passed.Evaluation = Not Applicable Evaluation... ✓ | Process |
| 3690           | SAKINAH BT ARSHAD AHMAD   | Management Services Divisic   | F29   | 1    | PARTICIPANT     | Attendance = Passed.Evaluation = Not Applicable Evaluation... ✓ | Process |
| 3963           | LATIFAH BT. SAID          | Residential and Service Depo  | N17   | 1    | PARTICIPANT     | Attendance = Passed.Evaluation = Not Applicable Evaluation... ✓ | Process |
| 3981           | SAFURA BT. ABD. RAHMAN    | Office of the Campus Director | N27   | 1    | PARTICIPANT     | Attendance = Passed.Evaluation = Not Applicable Evaluation... ✓ | Process |
| 4300           | NOOR HILDAWATI BT. ABDUL  | Kulliyah of Economics and M   | N17   | 1    | PARTICIPANT     | Attendance = Passed.Evaluation = Not Applicable Evaluation... ✓ | Process |
| 4315           | FAZILAH BT. ZAIHADI       | Centre for Foundation Studies | N17   | 1    | PARTICIPANT     | Attendance = Passed.Evaluation = Not Applicable Evaluation... ✓ | Process |

\*\* completion info must be appearing "Passed Evaluation"

Select All Unselect All Process



## 4.2.2 Screen after process

HURIS for Management Services Division

Action Edit Query Block Record Field Help Window

IIUM

DHARMA - ATF009 - Staff Training Completion Info

Search

Title

From 07-OCT-2015 To 08-OCT-2015 Search

**Learning List**

| Learning ID | Learning Title       | Learning Description                      | Date From   | Date To     |         |
|-------------|----------------------|---|-------------|-------------|---------|
| 2015-020618 | Personal Development | DEVELOPING ENERGETIC & EXCEPTIONAL PERFOR | 07-OCT-2015 | 08-OCT-2015 | Details |
|             |                      |   |             |             | Details |
|             |                      |   |             |             | Details |
|             |                      |   |             |             | Details |
|             |                      |   |             |             | Details |

**Participant List**

| Participant ID | Participant Name | KCDI | Grade | Role | Completion Info | Complete?                           |
|----------------|------------------|------|-------|------|-----------------|-------------------------------------|
|                |                  |      |       |      |                 | Evaluat... <input type="checkbox"/> |
|                |                  |      |       |      |                 | Evaluat... <input type="checkbox"/> |
|                |                  |      |       |      |                 | Evaluat... <input type="checkbox"/> |
|                |                  |      |       |      |                 | Evaluat... <input type="checkbox"/> |
|                |                  |      |       |      |                 | Evaluat... <input type="checkbox"/> |
|                |                  |      |       |      |                 | Evaluat... <input type="checkbox"/> |
|                |                  |      |       |      |                 | Evaluat... <input type="checkbox"/> |
|                |                  |      |       |      |                 | Evaluat... <input type="checkbox"/> |
|                |                  |      |       |      |                 | Evaluat... <input type="checkbox"/> |
|                |                  |      |       |      |                 | Evaluat... <input type="checkbox"/> |
|                |                  |      |       |      |                 | Evaluat... <input type="checkbox"/> |
|                |                  |      |       |      |                 | Evaluat... <input type="checkbox"/> |
|                |                  |      |       |      |                 | Evaluat... <input type="checkbox"/> |
|                |                  |      |       |      |                 | Evaluat... <input type="checkbox"/> |
|                |                  |      |       |      |                 | Evaluat... <input type="checkbox"/> |
|                |                  |      |       |      |                 | Evaluat... <input type="checkbox"/> |

Select All Unselect All Process



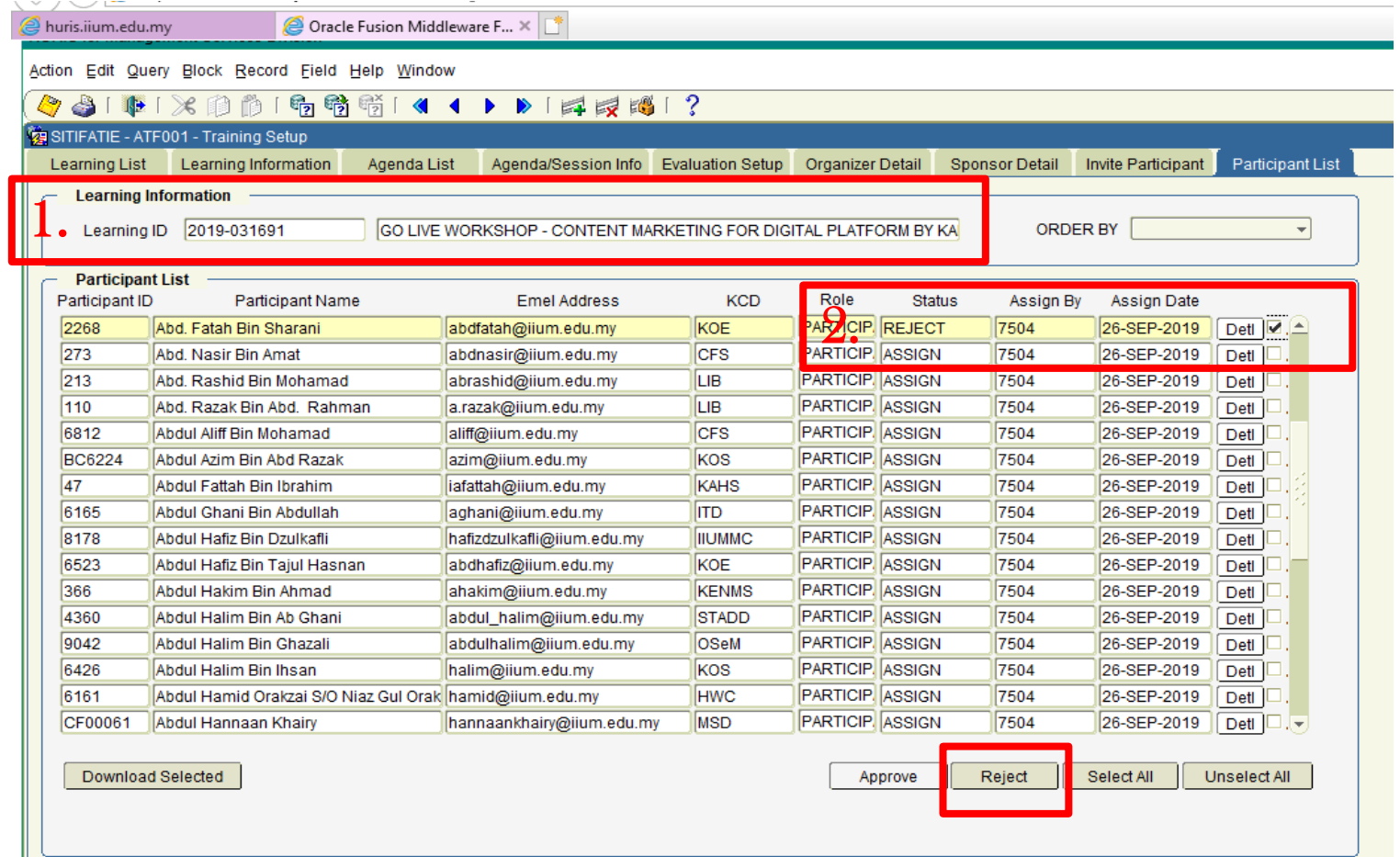
## 5. To reject approved participants.

### Learning Information

> Participants List >

Tick and Reject.

Status appears.



Action Edit Query Block Record Field Help Window  
 SITIFATIE - ATF001 - Training Setup  
 Learning List Learning Information Agenda List Agenda/Session Info Evaluation Setup Organizer Detail Sponsor Detail Invite Participant Participant List

1. Learning Information  
 Learning ID: 2019-031691 GO LIVE WORKSHOP - CONTENT MARKETING FOR DIGITAL PLATFORM BY KA ORDER BY

Participant List  
 Participant ID Participant Name Emel Address KCD Role Status Assign By Assign Date

| Participant ID | Participant Name                      | Emel Address               | KCD   | Role     | Status | Assign By | Assign Date | Detl |                                     |
|----------------|---------------------------------------|----------------------------|-------|----------|--------|-----------|-------------|------|-------------------------------------|
| 2268           | Abd. Fatah Bin Sharani                | abdfatah@iium.edu.my       | KOE   | PARTICIP | REJECT | 7504      | 26-SEP-2019 | Detl | <input checked="" type="checkbox"/> |
| 273            | Abd. Nasir Bin Amat                   | abdnasir@iium.edu.my       | CFS   | PARTICIP | ASSIGN | 7504      | 26-SEP-2019 | Detl | <input type="checkbox"/>            |
| 213            | Abd. Rashid Bin Mohamad               | abrashid@iium.edu.my       | LIB   | PARTICIP | ASSIGN | 7504      | 26-SEP-2019 | Detl | <input type="checkbox"/>            |
| 110            | Abd. Razak Bin Abd. Rahman            | a.razak@iium.edu.my        | LIB   | PARTICIP | ASSIGN | 7504      | 26-SEP-2019 | Detl | <input type="checkbox"/>            |
| 6812           | Abdul Aliff Bin Mohamad               | aliff@iium.edu.my          | CFS   | PARTICIP | ASSIGN | 7504      | 26-SEP-2019 | Detl | <input type="checkbox"/>            |
| BC6224         | Abdul Azim Bin Abd Razak              | azim@iium.edu.my           | KOS   | PARTICIP | ASSIGN | 7504      | 26-SEP-2019 | Detl | <input type="checkbox"/>            |
| 47             | Abdul Fattah Bin Ibrahim              | iafatah@iium.edu.my        | KAHS  | PARTICIP | ASSIGN | 7504      | 26-SEP-2019 | Detl | <input type="checkbox"/>            |
| 6165           | Abdul Ghani Bin Abdullah              | aghani@iium.edu.my         | ITD   | PARTICIP | ASSIGN | 7504      | 26-SEP-2019 | Detl | <input type="checkbox"/>            |
| 8178           | Abdul Hafiz Bin Dzulkafli             | hafizdzulkafli@iium.edu.my | IUMMC | PARTICIP | ASSIGN | 7504      | 26-SEP-2019 | Detl | <input type="checkbox"/>            |
| 6523           | Abdul Hafiz Bin Tajul Hasnan          | abdhafiz@iium.edu.my       | KOE   | PARTICIP | ASSIGN | 7504      | 26-SEP-2019 | Detl | <input type="checkbox"/>            |
| 366            | Abdul Hakim Bin Ahmad                 | ahakim@iium.edu.my         | KENMS | PARTICIP | ASSIGN | 7504      | 26-SEP-2019 | Detl | <input type="checkbox"/>            |
| 4360           | Abdul Halim Bin Ab Ghani              | abdulhalim@iium.edu.my     | STADD | PARTICIP | ASSIGN | 7504      | 26-SEP-2019 | Detl | <input type="checkbox"/>            |
| 9042           | Abdul Halim Bin Ghazali               | abdulhalim@iium.edu.my     | OSeM  | PARTICIP | ASSIGN | 7504      | 26-SEP-2019 | Detl | <input type="checkbox"/>            |
| 6426           | Abdul Halim Bin Ihsan                 | halim@iium.edu.my          | KOS   | PARTICIP | ASSIGN | 7504      | 26-SEP-2019 | Detl | <input type="checkbox"/>            |
| 6161           | Abdul Hamid Orakzai S/O Niaz Gul Orak | hamid@iium.edu.my          | HWC   | PARTICIP | ASSIGN | 7504      | 26-SEP-2019 | Detl | <input type="checkbox"/>            |
| CF00061        | Abdul Hannaan Khairy                  | hannaankhairy@iium.edu.my  | MSD   | PARTICIP | ASSIGN | 7504      | 26-SEP-2019 | Detl | <input type="checkbox"/>            |

Download Selected Approve **Reject** Select All Unselect All

## 6. To generate CTD report

huris.iium.edu.my Oracle Fusion Middleware F... x

HURIS for Management Services Division

File Global Configuration Personnel Payroll Attendance Absence STEPS Academic Leave Performance Management Staff Contract Staff Exit Window

Main

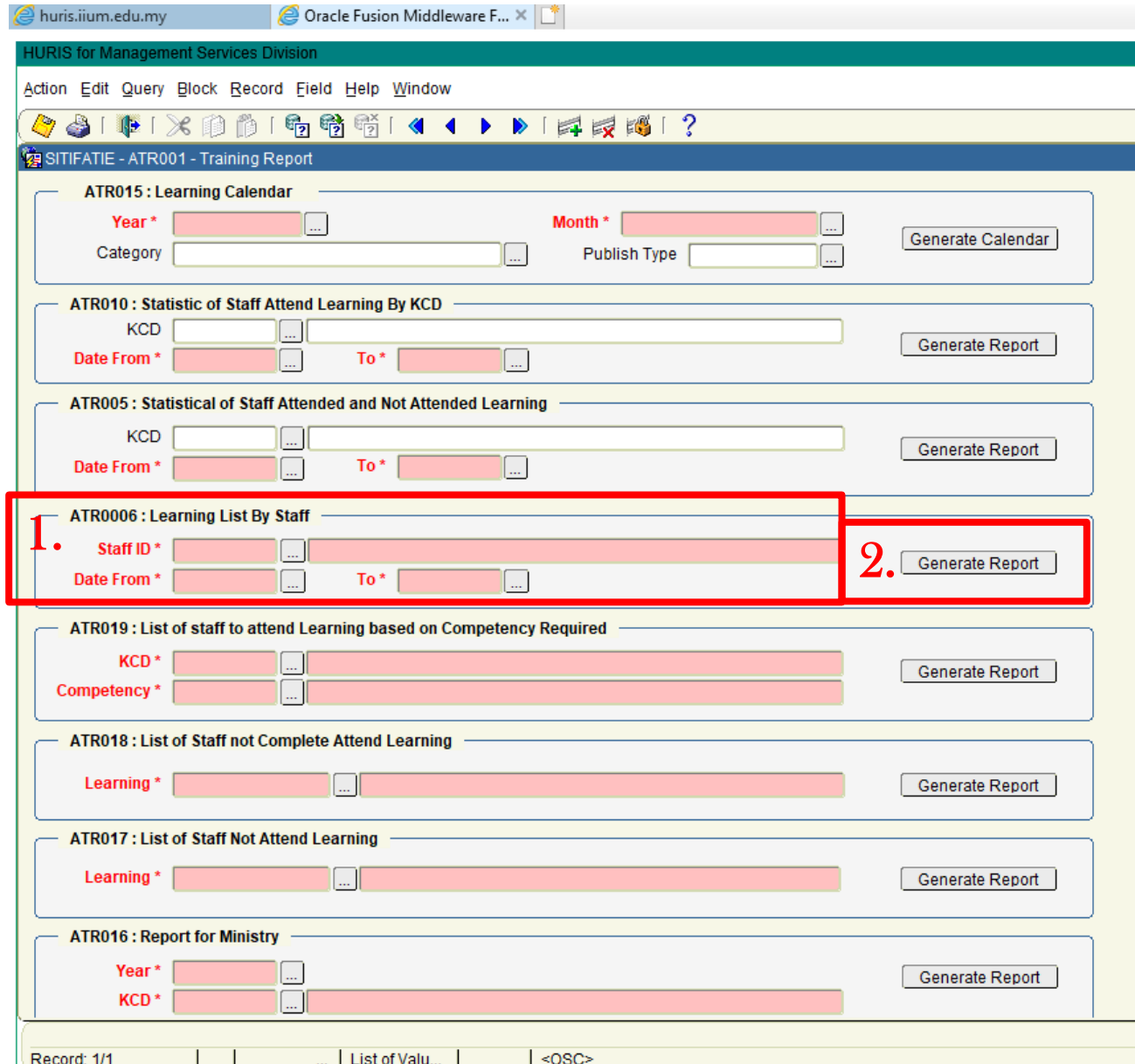
Administration  
Applications  
Participation  
Evaluation Setup  
Competency Need Analysis (CNA)  
Queries  
Reports

Report  
Learning Facilitator Evaluation Report  
Staff and CTD Point

كينساح  
HUMAN RESOURCE INFORMATION SYSTEM



# 6.1 Report can be sorted and downloaded by Staff No individually



huris.iium.edu.my Oracle Fusion Middleware F...  
 HURIS for Management Services Division  
 Action Edit Query Block Record Field Help Window  
 SITIFATIE - ATR001 - Training Report  
 ATR015 : Learning Calendar  
 Year \* Month \*  
 Category Publish Type Generate Calendar  
 ATR010 : Statistic of Staff Attend Learning By KCD  
 KCD Date From \* To \* Generate Report  
 ATR005 : Statistical of Staff Attended and Not Attended Learning  
 KCD Date From \* To \* Generate Report  
**1.** ATR0006 : Learning List By Staff  
 Staff ID \* Date From \* To \* **2.** Generate Report  
 ATR019 : List of staff to attend Learning based on Competency Required  
 KCD \* Competency \* Generate Report  
 ATR018 : List of Staff not Complete Attend Learning  
 Learning \* Generate Report  
 ATR017 : List of Staff Not Attend Learning  
 Learning \* Generate Report  
 ATR016 : Report for Ministry  
 Year \* KCD \* Generate Report  
 Record: 1/1 List of Valu... <OSC>

**Full report generated by MSD.  
 Please email to us;  
[msd\\_admindev@iium.edu.my/](mailto:msd_admindev@iium.edu.my)  
[sitifatie@iium.edu.my](mailto:sitifatie@iium.edu.my) for  
 further information.**



# STEPS USER MANUAL DONE



# IMPORTANT INFORMATION

Dear All Participants,

Assalamu'alaikum wrt. wbt.

We are constantly looking for ways to improve the quality of our services. To measure the level of satisfaction of our staff, we would really appreciate if you could take just a few minutes to participate in our satisfaction training/programme survey.

Thank you very much for your attention and support.

- \* It is compulsory for all participants to complete the evaluation forms.
- \* CTD points will only be awarded to those who have completed the evaluation form.
- \* The evaluation form shall be completed within 24 hours.
- \* Your cooperation is highly appreciated

Your email address (xxx@iium.edu.my) will be recorded when you submit this form. Not you? [Switch account](#)

\* Required

NAME \*

Your answer

STAFF NUMBER \*

Your answer

K/C/D/I/O \*

Choose

1. HOW WOULD YOU RATE THE SERVICE PROVIDED? TICK WHERE APPROPRIATE \*

Poor Fair Satisfactory Very good Excellent

|                             |                       |                       |                       |                       |                       |
|-----------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Delivery of Training        | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Quality of Service/Training | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

**example**

**Microsoft  
Evaluation  
Form**

  
SEJAHTERA/QALB BASED  
LEADERSHIP TRAINING FOR  
TRAINER  
MAIN HALL MANSARA  
8 NOVEMBER 2019  
FRIDAY  
AFTERNOON SESSION




**LEADING THE WAY**  
KHALIFAH - AMĀNAH - IQRA' - RAHMATAN LIL-ĀLAMĪN

**QR CODE**  
[via link or QR]  
Attendance  
Morning &  
Afternoon or by  
session according to  
Training/Program




# ATTENDING IIUM INTERNAL TRAINING






**LEADING THE WAY**  
KHALIFAH · AMĀNAH · IQRA' · RAHMATAN LIL-ĀLAMĪN



**TIPS OF THE MONTH**



**1. HURIS LEAVE [Training or Annual Camp]**  
To be applied and approved by supervisor before attending any training course.


**2. SELECTED PARTICIPANTS**  
Confirmation email will be sent to selected participants prior to training programme.



**3. ATTENDANCE**  
Training attendees have to scan the i-attend QR code for each session respectively.

**4. ABSENCE DURING TRAINING PROGRAMME**  
Should staff need to step out during the training, official email is to be sent to MSD with copy to HOD.

ADMINISTRATIVE DEVELOPMENT UNIT

+603 6421 5556 (Gombak)  
+603 6421 1300 (Damansara)

 [msd\\_admindev.edu.my](mailto:msd_admindev.edu.my)

 IUM MSD Competency Development  
 Management Services Division

“Sesiapa yang melepaskan satu kesusahan seorang mukmin, pasti Allah akan melepaskan daripadanya satu kesusahan pada hari kiamat. Sesiapa yang menjadikan urusan orang lain mudah, pasti Allah akan memudahkan urusannya di dunia dan di akhirat.” (Hadis riwayat Muslim)

Review of CTD Grading Format  
(As discussed on 7<sup>th</sup> August 2014)

Appendix B

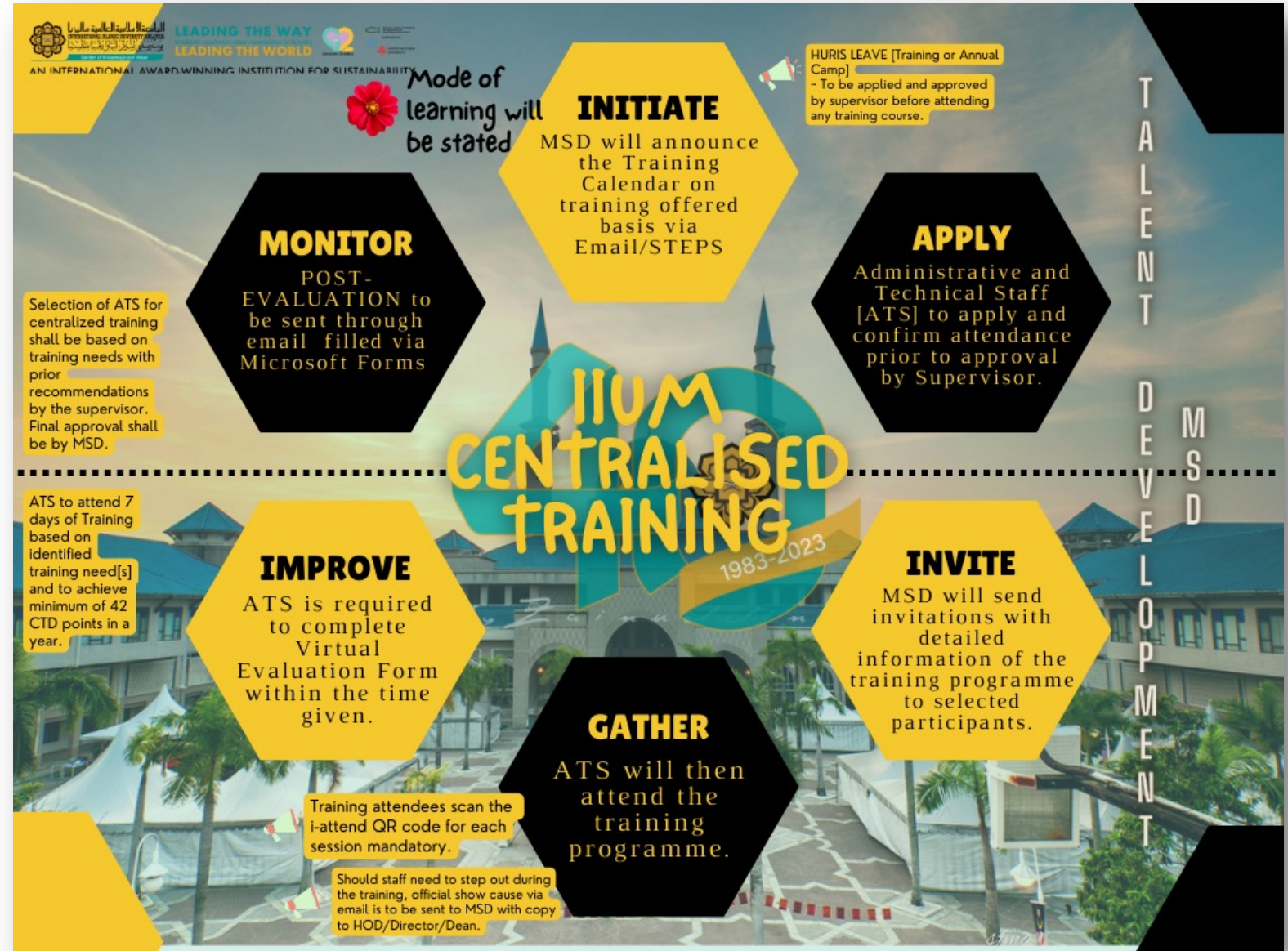
| No. | CTD Type | Description  | Weightage  |
|-----|----------|--|--|
| 1.  | By Event | *Mid/Long Term Courses, e.g:-<br>- Executive Management Programme<br>- Bridging Programme<br>- Attachment<br>- Professional/ Specialised courses (request for CTD points is necessary) | Maximum 42 points  |
|     |          | *Mid-term – more than 2 weeks<br>Long-term – more than 1 month   |  |
|     |          | Compulsory Courses/programme<br>- Ibadah Camp<br>- Induction/Orientation<br>- Al Liqa' Al Shahri<br>- Dynamic Programme  | 5 points per event/session<br>2 points per event/session<br>2 points per event/session<br>2 points per event/session |
|     |          | Periodic Courses organized by IFLA<br>- Arabic, Mandarin, English, KUTAQ   | 0.5 x total credit hours/contact hours (with certificate)  |
|     |          | Periodic Spiritual Courses organized by SHAH's Mosque  | 5 points after completion (with certificate)   |
| 2.  | By Hour  | Short Term Courses<br>- Centralised Training<br>- External Training<br>- Courses/programme organized by K/C/D/I/Os   | 1 hour = 1 point<br>(Maximum 6 points per day)   |
|     |          | *Islamic Enhancement (Spiritual Talk)<br>- Tazkirah, Usrah, Ramadhan Programme, Spiritual Enhancement Programme (SEP).   | 1 hour = 1 point   |
|     |          | *Participating as a Guest Speaker in Course/Seminar/Conference/Workshop  | 1 hour = 2 points (local)<br>1 hour = 4 points (oversea)   |
|     |          | * Attending Conference/ Seminar/ Colloquium/ Knowledge Sharing Session /Forum /Workshop/ Talks/Public Lecture/Intellectual Discourse/ Dialogue   | 1 hour = 1 point<br>(Maximum 6 points perday)  |

\*Additional/ revised CTD points.

**Note:** Staff members who participated in the above training programmes/activities would be automatically awarded the CTD points as specified. Staff may request for CTD points for other related training programmes/activities, if applicable.



# PROCESS FLOW OF MSD CENTRALIZED TRAINING



**PIC : Sr. Siti Fatimah Mohd Amin**  
sitifatie@iium.edu.my  
Ext 3971  
msd\_admindev@iium.edu.my





Join "Liaison Officers STEPS " WhatsApp group



AN INTERNATIONAL AWARD-WINNING INSTITUTION FOR SUSTAINABILITY

## OUR TEAM



|                            |      |
|----------------------------|------|
| Mdm. Nurul Atira Hamdani   | 5789 |
| Sr. Zainiah Md Sood        | 3974 |
| Sr. Siti Fatimah Mohd Amin | 3971 |
| Br. Mohd Marzuki Yasak     | 2413 |



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- msd\_admindev@iium.edu.my





# Technical Support IT Unit [msd\\_it@iium.edu.my](mailto:msd_it@iium.edu.my)



## TALENT DEVELOPMENT MANAGEMENT SERVICES DIVISION



**NUR KHAMSIAH  
AHMAD**  
DEPUTY DIRECTOR



**NURUL ATIRA  
HAMDANI**

ASSISTANT  
DIRECTOR [natira@iium.edu.my](mailto:natira@iium.edu.my)



**JUAINI ZANA  
MOHAMED**

ASSISTANT  
DIRECTOR [jzana@iium.edu.my](mailto:jzana@iium.edu.my)



**ZAINIAH MD  
SOOD**

SEN. ADMIN ASST.  
[zainiah@iium.edu.my](mailto:zainiah@iium.edu.my)



**SITI FATIMAH  
MOHD AMIN**

ADMIN ASST.  
[sitifatie@iium.edu.my](mailto:sitifatie@iium.edu.my)



**MOHD MARZUKI  
YESAK**

ADMIN ASST.  
[myzuki@iium.edu.my](mailto:myzuki@iium.edu.my)



Thank  
you 

May Allah s.w.t ease our work and helps us to  
serve better to the University.

آمِينَ يَا رَبَّ الْعَالَمِينَ