



MANAGEMENT SERVICES DIVISION

IIUM/202/4/1/1

28th February 2022

All Deans / Directors
Kulliyahs / Divisions / Centres / Institutes / Offices
International Islamic University Malaysia

Dear YBhg. Dato'/Prof./Dr./Sir/Madam,

Assalamualaikum wa rahmatullahi wa barakatuh,

**SERVICE CIRCULAR LETTER NO. 4/2022
MANAGEMENT SERVICES DIVISION**

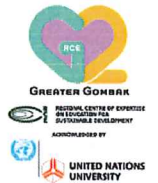
**IMPLEMENTATION OF CLOCK IN AND CLOCK OUT
ON AND OFF CAMPUS FOR ACADEMIC STAFF**

1. OBJECTIVE

The objective of this circular is to inform all Deans/Directors of the Kulliyahs / Divisions / Centres / Institutes / Offices on the implementation of clock in and clock out on and off campus for academic staff.

2. BACKGROUND

- 2.1 The Staff Service Committee (SSC) in its meeting No. 1/2014 held on 11th February 2014 had decided on the implementation of academic staff attendance whereby academic staff is required to clock in their daily attendance in the HURIS attendance system at any location **in or off campus**. The effective date was 1st July 2014. The decision had been communicated to all academic staff through MSD Service Circular No. 3/2014.
- 2.2 Following to the above decision, the University through a letter ref. IIU.202/5/24/1/1 dated 9th September 2015 decided that academic staff is required to clock in and clock out **on Campus only**. Subsequently, through a letter ref. IIU.202/5/24/1/1 dated 29th December 2015 it had been decided that the minimum working hours of academic staff will be calculated on **weekly basis for 40 hours a week** (excluding Saturday and Sunday) with effect from 1st January 2016.



2.3 Among the important purposes for recording of attendance as stated in the above circular are as follows:

- i) to ensure that annual leave utilisation and Golden Handshake is properly recorded and monitored; and
- ii) to ensure minimum level of responsiveness, presence and visibility in campus.

2.4 The implementation of CLOCK IN and CLOCK OUT is also for the documentation of injury claim that need to be submitted to Social Security Organization (SOCSCO) in the event of an accident at the workplace or on a working day, as stated below:

*“For accidents at the work place, the employer has to notify SOCSO by filling in the Accident Report (Form 34) and **submit punch cards or attendance records, medical certificate and a copy of the identity card to the SOCSO Office. If the accident occurs while commuting to and from work, these documents must be accompanied by a police report and sketch map of the route taken at the time of accident.**”*

Reference: Social Security Organisation (SOCSCO)

3. **DECISION**

The SSC through paper by circulation dated 14th February 2022 agreed on the implementation of academic staff attendance as follows:

- i) Clock in and clock out for daily attendance at any location ON or OFF Campus as stated in the MSD Service Circular No. 3/2014.
- ii) The K/C/D/I/O will be responsible in monitoring the attendance of academic staff for the attainment of the Kulliyah planned outcomes.
- iii) The implementation of academic staff attendance as stated above will take effect from **21st February 2022.**

All Deans/Directors are kindly required to disseminate this information to all relevant staff at the Kulliyah/Centre/Division/Institute/Offices.

Thank you, wassalam.



FAZIDAH HJ. BAKHTIAR
Executive Director
Management Services Division

c.c. : Rector

: Deputy Rector (Academic and Internationalisation)

- : Deputy Rector (Responsible Research and Innovation)
- : Deputy Rector (Student Development and Community Engagement)
- : Executive Director (Finance Division)
- : Executive Director (Development and Planning)
- : Campus Director, IIUM Kuantan Campus
- : Legal Adviser