

ANNUAL WORK TARGET (AWT)/ MINIMUM PERFORMANCE INDICATOR (MPI) ONLINE SUBMISSION

USER MANUAL

"Give Value with Values"

MANAGEMENT SERVICES DIVISION INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

MARCH 2024

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LIST OF ABBREVIATIONS

- APAR : Annual Performance Appraisal Report
- AWT : Annual Work Target
- KPI : Key Performance Indicator
- MPI : Minimum Performance Indicator

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CHAPTER 1: GETTING STARTED

1.1. Accessing the Staff Appraisal System.

To access the online form for Annual Work Target (AWT)/Minimum Performance Indicator (MPI), users must first log in to the system. Follow the steps below:

- 1.1.1. Open your preferred web browser.
- 1.1.2. Enter the system URL: https://hrsystem.iium.edu.my/apar-user.

The system will display the login page, depicted in Figure 1.1.



Figure 1.1: Login Page for Staff Appraisal System.

1.2. Logging In.

Once on the login page, as shown in Figure 1.2:

- 1.2.1. Click on the "CAS Login" button.
- 1.2.2. Enter your username and password, which are identical to those used for HURIS.
- 1.2.3. Click the "Login" button to proceed.

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Username:	
LOGIN	
For security reasons, please log out and exit your web browser when you are done accessing services that require authentication!	

Figure 1.2: Login Menu for Staff Appraisal System.

1.3. Dashboard Navigation.

After successful authentication:

You will be directed to the Dashboard of the Staff Appraisal System, illustrated in Figure 1.3.

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යි Home	Dashboard						
About Performance Indicator Performance Appraisal	Current Opening Performance Indicator for , 2024	Administrative and T	echnical Staff 01 I	Mar 2024 - 30 Nov 2024	ACTIVE	Performance Indicator for Administrative and Technical Staff 2024 Status : Pendin Details	Performance Appraisal Performance appraisal is currently closed. Please contact MSD for futher information
	21.00 20.90	Yearly Appra	aisal Marks			Team Submission	Progress
	20.80 20.70 20.60 20.50			Self Assessment			
	20.40 20.30 20.20 20.10			Average			Pending
	20.00 2024	2023	2022			_	_
					-		

Figure 1.3: Dashboard of Staff Appraisal System.

1.4. Ensuring Seamless Access.

These steps ensure seamless access to the Staff Appraisal System for initiating the appraisal process.

CHAPTER 2: JOB DESCRIPTION

2.1. Accessing "My Form".

Begin by clicking on "My Form" within the Performance Indicator menu, as illustrated in Figure 2.1.

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☆ Home	Dashboard						
 About Performance Indicator ^ My Form My Team 	Current Opening Performance Indicator for A 2024	dministrative and Te	chnical Staff 01 I	Mar 2024 - 30 Nov 2024	ACTIVE	Performance Indicator for Administrative and Technical Staff 2024 Status : Presing Details	Performance Appraisal Performance appraisal is currently closed. Please contact MSD for futher information
✓ Performance Appraisal ~	21.00 20.30 20.30 20.50 20.40 20.40 20.30 20.30 20.40 20.30 20.30 20.40 20.30 20.30 20.40 20.30 20.50 20.40 20.50 20.40 20.224	Yearly Appra	isal Marks	Self Assessment Average		Team Submission	Progress

Figure 2.1: "My Form" Menu.

2.2. Main Page of Performance Indicator Screen (My Form).

Upon clicking, user will be directed to the main page of the user's performance indicator online form.

	=	A 🕘
ଜ Home	Profile	
About According to the second secon	Name : Noor Syafiqah Binti Habdul Latif (10311)	
> My Form	Peaklion KCDIOM Administrative Officer Management Services Division	
> My Team	Staff Type Staff Group Administrative and Technical Staff Professional and Management (N) Grade 41 - 44	
	Immediate Supervisor Immediate Supervisor for AWT/MPLForm. (******* Kamarudin Bin Ali (2075) &	
	If the above information is incorrect, please contact MSD to rectify the form first. Any information updated may be lost during rectification process. Please confirm your supervisor's information and proceed if everything is in order.	
	Proceed	

Figure 2.2: Main page of Performance Indicator screen (My Form).

2.3. Confirming Immediate Supervisor.

Next, select the "Immediate Supervisor" by searching their name or staff ID, as demonstrated in Figure 2.3 (a).

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ଲି Home	Profile		
About	Name : Noor Syafiqah Binti Habdul Latif (10311)		
Performance Indicator My Form	Position Administrative Officer	KCDIOM Management Services Division	
> My Team	Performance Indicator Form		
Appraisal	Staff Type Administrative and Technical Staff	Staff Group Professional and Management (N) Grade 41 - 44	
_	Immediate Supervisor Immediate Supervisor for AWT/MPI Form (Feeding		
	This action will affect all supervisor's information in AWT/MPI details.		
	Bearch by Name or ID		
L	If the above informa Any informat Please confirm your	tion where, please contact MSD to rectify the form first. to be lost during rectification process. superior that is a superior of the superi	

Figure 2.3 (a): Search for "Immediate Supervisor".

Click "Confirm Supervisor" and then "Proceed" to advance to the AWT/MPI online form, as depicted in Figure 2.3 (b).

	=	٩
Ġ Home	Profile	
About Performance Indicator ^	Name : Noor Syafigah Binti Habdul Latif (10311)	
> My Form	Position KCDIOM Administrative Officer Management Services Division	
> My Team Performance Appraisal V	Staff Type Staff Group Administrative and Technical Staff Professional and Management (N) Grade 41 - 44	_
	Immediate Supervisor Immediate Supervisor for AWT/MPI Form (reader) Kamarrudin Bin Ali (2075) Confirm Supervisor	
	bowe information is incorrect, please contact MSD to rectify the form first. Any information updated may be lost during rectification process. Please confirm your supervisor's information and proceed if everything is in order.	
	Proceed	

Figure 2.3 (b): Confirmation of Immediate Supervisor and Proceed.

If a change in the immediate supervisor is needed, click "Here to Change Supervisor" on the main page. Refer to Figure 2.3 (c) for guidance.

المحالية العالية عالية المحالية	=		A 🔕
슈 Home ① About	Performance Indicator for Administ 01 March 2024 until 30 November 2024 Current Role : Professional and Management (IV) Grade 41 - 44	trative and Technical Staff 2024	
My Form	Annual Work target (AWT)/Minimum Performance Indicator (MPI)		
> My Team	Name : Noor Syafiqah Binti Habdul Latif (10311)		
Appraisal	Due Date 30 November 2024 Review Type Initial	KCDIOM Management Services Division Position Administrative Officer	
	Immediate Supervisor Kamarrudin Bin Ali (2075) (Click Here To Change Supervisor)	Were Supervisor's Annual Work Target	
	Submission Date N/A	Status Pending	
	Jeb Description Annual Work target (AWT)/Minimum Performan	ice Indicator (MPI)	
	JOB DESCRIPTION		
	Duty		Copy previous JD
	Type in Duty Here	444 	
	NO DUTY 1		0

Figure 2.3 (c): Job Description Screen Interface.

2.4. Constructing Job Description.

Navigate to and select "Job Description." Inside the "Duty" box, input duty lists and click "Add," as shown in Figure 2.4 (a).

JOB DESCRIPTION	
Duty Management of Appraisal Assessment: Add Add Add Add Add Add Add Add Add Ad	Copy previous JD
NO DUTY 1	0

Figure 2.4 (a): Adding Job Description to the System.

To add subsequent duty lists, follow the same process demonstrated in Figure 2.4 (b).

 Management of HR Data: Prepare statistical data as requested by KCDIOM. Update medical eligibility data for staff's spouses and children. Monitor HR data updates in the system, ensuring accuracy and integrity of HURIS data to support the MyMOHES rating process. Assist staff in updating their curviculum vitae (CV) in the system, including processing, preparation and dissemination of announcements regarding CV updition. Collaborate with the MSD IT unit to develop an HR Dashboard for efficient data visualisation. Management of IIUM Records and Filling: Oversee the management system and facilitate the creation of new file classifications, coordinating with the National Archives of Malaysia and ITD as nece Support IDMS/ Record and Filling Management Training sessions. Monitor IDMS access for Record Liaison Officers (RLO), Assistant Record Liaison Officers and relevant users. Preparation of Data and Evidence for MYRA, SETARA, and Outcome-Based Budgeting (OBB): Gather and organise relevant data and evidence required for institutional assessments such as MYRA, SETARA, and Outcome-Based Budgeting. 	1	 Management of Appraisal Assessment: Administer the Performance Assessment Management process efficiently. Collaborate with the MSD IT unit to enhance the AWT/ MPI/ II/ APAR system and address any issues requiring IT intervention. Generate sessions for AWT/ MPI/ II/ APAR in the IMS system, with special attention to selected staff. Process, assist, and prepare reports and analyses for AWT/ MPI/ II/ APAR post-session closure, promptly emailing them to relevant KCDIOM upon request. Prepare statistical data as requested by KCDIOM. Conduct informative sessions on AWT/ MPI/ II/ APAR as needed.
 Management of IIUM Records and Filling: Oversee the management system and facilitate the creation of new file classifications, coordinating with the National Archives of Malaysia and ITD as nece Support IDMS/ Record and Filing Management Training sessions. Monitor IDMS access for Record Liaison Officers (RLO), Assistant Record Liaison Officers and relevant users. Preparation of Data and Evidence for MYRA, SETARA, and Outcome-Based Budgeting (OBB): Gather and organise relevant data and evidence required for institutional assessments such as MYRA, SETARA, and Outcome-Based Budgeting. 	2	 Management of HR Data: Prepare statistical data as requested by KCDIOM. Update medical eligibility data for staff's spouses and children. Monitor HR data updates in the system, ensuring accuracy and integrity of HURIS data to support the MyMOHES rating process. Assist staff in updating their curriculum vitae (CV) in the system, including processing, preparation and dissemination of announcements regarding CV updates for all Collaborate with the MSD IT unit to develop an HR Dashboard for efficient data visualisation.
 Preparation of Data and Evidence for MYRA, SETARA, and Outcome-Based Budgeting (OBB): Gather and organise relevant data and evidence required for institutional assessments such as MYRA, SETARA, and Outcome-Based Budgeting. 	3	 Management of IIUM Records and Filling: Oversee the management system and facilitate the creation of new file classifications, coordinating with the National Archives of Malaysia and ITD as necessary. Support IDMS/ Record and Filing Management Training sessions. Monitor IDMS access for Record Liaison Officers (RLO), Assistant Record Liaison Officers and relevant users.
	4	Preparation of Data and Evidence for MYRA, SETARA, and Outcome-Based Budgeting (OBB): Gather and organise relevant data and evidence required for institutional assessments such as MYRA, SETARA, and Outcome-Based Budgeting.

Figure 2.4 (b): Newly Added Duty List.

For editing or deleting any duty list, utilise the "Pencil" icon for editing or the "Bin" icon for deletion, as indicated in Figure 2.4 (c).



Figure 2.4 (c): Editing or Deleting Exercise for Duty List.

CHAPTER 3: ONLINE SUBMISSION OF ANNUAL WORK TARGET (AWT)/ MINIMUM PERFORMANCE INDICATOR (MPI)

3.1. Accessing "My Form".

Begin by clicking on "Annual Work Target (AWT)/Minimum Performance Indicator (MPI)" and then select "Add New AWT/MPI," as illustrated in Figure 3.1.

	=	▲ <u>@</u>
命 Home ③ About	30 November 2024 Review Type Initial	Management Services Division Position Administrative Officer
Performance Indicator Performance Appraisal	Immediate Supervisor Kamarrudin Bin Ali (2075) (Click Here To Change Supervisor)	View Supervisor's Annual Work Target
	Submission Date	Status Profile
	Job Description Annual Work target (AWT)/Minimum Performance Ind	Cator (MP) Cator (MP) Cator (MV7/MP) of AW1/MP1 is Total Weightage must be 100%
	No AV	VT/MPI Added yet

Figure 3.1: "Annual Work Target (AWT)/ Minimum Performance Indicator (MPI)" Screen Interface

3.2. Choosing the Function of AWT/MPI.

Select the relevant "Function" from the list. Search for the relevant function and sub-function, as demonstrated in Figure 3.2.

	A (B)
Add New Annual Work Target (AWT) Add New Annual Work Target (AWT) Add New Manual	

Figure 3.2: Selection of "Function".

3.3. Choosing the Sub-Function of AWT/MPI.

Under the selected "Function," choose the corresponding "Sub-Function." Relevant options will appear based on the selected Function, as shown in Figure 3.3.

	all November 20	Add New Annual Work Target (A'	WT)	×	+ 🕘
About Performance Indicator	Review Type Initial	Please select a function relevant to your woo Human Resources Please select a relevant sub function	rk		
Appraisal V	Immediate Sup Kamarrudin Bin (Click Here To (Type in your Sub Function HR Data and Records Organisational Development		Add	
	Submission Date	Governance Structure Development Administration Board of Governors Employee Relations	Status (Teading)		
	Job Descr p	Performance Management Training and Development Integrity Recruitment and Selection	Performance Indicator (MPI)		
			No AWT/MPI Added yet		

Figure 3.3: Selection of "Sub-Function".

3.4. Proposing the AWT/ MPI.

Click on "Propose" to propose the AWT/MPI under the selected sub-function, as depicted in Figure 3.4 (a).

الدينا المالية المالية المرا	=	Add New Assured West Target (AWT)		* 🧶
பி Home	30 November	Add New Annual Work Target (AWT)	×	
(i) About	Review Type Initial	Please select a function relevant to your work Human Resources		
Performance Indicator v Performance v Appraisal v	Immediate Su Kamarrudin Bi	Please select a relevant sub function HR Data and Records		
	Submission D	Select relevant Annual Work Target (AW)	Submit	
	Job De	No results found		

Figure 3.4 (a): Proposal of new AWT/MPI under selected sub-function.

Once confirmed, click "Submit" to submit the proposed AWT/MPI, as specified in Figure 3.4 (b).



Figure 3.4 (b): Submission of the Proposed AWT/MPI.

3.5. Inserting Target and Weightage for AWT/ MPI.

Insert the target and weightage, then click "Save," as demonstrated in Figure 3.5.

Job Description Annual Wo	k target (AWT)/Minimum Performa	nce Indicator (MPI)		1
	Minimum t	Add New AWT/MPI Number of AWT/MPI is 5 Total Weightage must b	e 100%	
Item		Target	Weightage	Remarks
% of completion of Phase 1 Pending & Su Kamarru	2 development for the HR Dashboa pervisor din Bin Ali (2075)	Target 70% Completion	20 %	View D
			Tota	Percentage 20.00%
			Total pe	rcentage required is 100%
			e Print	Required at least 5 AWT

Figure 3.5: Setting the Target and Weightage.

Continue adding relevant functions, sub-functions, and AWT/MPI. A minimum of 5 AWT/MPI submissions is required.

3.6. Submission of Complete AWT/ MPI.

Once at least 5 required AWT/MPI entries are completed/added, ensure that the total weightage adds up to 100%, and then proceed to click "Submit," following the instructions depicted in Figure 3.6 (a).



Figure 3.6 (a): Submission of completed AWT/MPI.

Upon confirmation, click "Submit" to finalize the submission of AWT/MPI, as illustrated in Figure 3.6 (b).



Figure 3.6 (b): Confirmation of AWT/MPI Submission.

3.7. AWT/ MPI Submission Status and Completion.

The status of submission of AWT/ MPI will change from "Pending" to "Submitted" once user submitted the online form. The AWT/ MPI is considered completed once the status of the AWT/ MPI is APPROVED.

CHAPTER 4: APPROVAL OF ANNUAL WORK TARGET (AWT)/ MINIMUM PERFORMANCE INDICATOR (MPI) BY IMMEDIATE SUPERVISOR

4.1. Notification and Accessing.

Please follow the same steps outlined in Chapter 1.

Upon submission of AWT/MPI by a subordinate, the immediate supervisor will receive an email notification prompting them to approve the submission.

4.2. Accessing "My Team".

Navigate to the "My Team" section within the Performance Indicator menu to access the AWT/MPI submissions by subordinates, depicted in Figure 4.2.

Bandon of Ancested per and Verse	=						÷ 💄
命 Home	Dashboard						
 About Performance Indicator ^ My Form My Team 	Current Opening Performance Indicator for Ac 2024	Iministrative and Tec	hnical Staff 01 M	lar 2024 - 30 Nov 2024	ACTIVE	Performance Indicator for Administrative and Technical Staff 2024 Stafus : Cending Details	Performance Appraisal Performance appraisal is currently closed. Please contact MSD for futher information
Appraisal	21 00 20 90 20 80 20 70 20 70 20 20 20 70 20 20 20 20 20 20 20 20 20 20 20 20 20	early Apprai	sal Marks	Self Assessment Average		Team Submission	Progress Submitted to Supervisor

Figure 4.2: "My Team" Menu.

4.3. Main Page of Performance Indicator Screen (My Team).

Upon accessing "My Team", users will land on the main page displaying the subordinate's performance indicators. The supervisor can toggle the view by clicking the Elicon, as illustrated in Figure 4.3 (a).

		۵
යි Home	My Team	
(i) About	YEAR Select Assessment Yea V	
Performance Indicator ^		
> My Form		
> My Team		
Appraisal V		
	Administrative Nurul Fuzaina Binti	
	Sazal (1011) fuzina, sazaliĝilum, edu m	
	Status: (BUBMITTED)	
	View	

Figure 4.3 (a): Main page of Performance Indicator screen (My Team).

If the status indicates "SUBMITTED," it means the subordinate has submitted their AWT/MPI. Click "View" to access the online form, as shown in Figure 4.3 (b).

	=
命 Home	My Team
() About	YEAR Select Assessment Yea V
E Performance Indicator ^	Q 88
> My Form	Nurul Fuzaina Binti Sazali (10110) Administrative fuzaina_sazali@ilum.edu.my
> My Team	Status: (DURMITTED)
Appraisal V	

Figure 4.3 (b): Optional screen view for accessing the subordinate's online form.

4.4. Accessing the online form of AWT/ MPI of the Subordinate.

Clicking "View" enables the supervisor to see the list of AWT/MPI submitted by the subordinate, depicted in Figure 4.4 (a).

Inter: Review Type De Dir 20 konner 2024 Antimitation Assistant (Clerical/Operation) Review Type Mathiest Supervise (Clerical/Operation) Management Service Division Mathiest Supervise (Clerical/Operation) Nore Supplicipabilities (Second (Clerical/Operation)) Nore Supplicipabilities (Second (Clerical/Operation)) Nore Supervise (Second Second Sec	Administra	tive Determine					
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Next Number Allow Particle Assistant (Clerical/Operation) KECOM Administrative Assistant (Clerical/Operation) Kecome Nord Systepath Birds Habdul Later (10311) Overall Supervisor Remarks Nord Systepath Birds Habdul Later (10311) Sature Nord Systepath Birds Habdul Later (10311) Sature Nord Systepath Birds Habdul Later (10311) Target Weightage Remarks given @ Actions Nord Systepath Birds Habdul Later (10311) Nord Systepath Birds Habdul Later (10311) Nord Systepath Birds Habdul Later (10311) Nord Reserved Approx Actions Nord Systepath Birds Habdul Later (10311) Nord Reserved Approx Actions Nord Systepath Birds Habdul Later (10311) Nord Reserved Approx Actions Nord Systepath Birds Habdul Later (10311) Nord Reserved Approx Actions Nord Systepath Birds Habdul Later (10311) Nord Reserved Approx Actions Nord Systepath Birds Habdul Later (10311) Nord Reserved Approx Actions Nord Systepath Birds Habdul Later (10311) Nord Reserved Approx Actions Nord Systepath Birds Habdul Later (10311) Nord Reserved Approx Actions		Due Date	nber 2024	Review Type			
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Instructional late dispervisor Overall Supportions Remarks Not Styling all lites Haddad Latef (10311) N/L Solinisation Date Status 17 March 20241 Status Image: Styling all lites Haddad Latef (10311) Status Not requests for data preparation & evidences compliation are submitted as per request Target Weightage Remarks Actions 1 Status Status Status Status Status Status Actions 2 Status Status Status Status Status Actions 2 Status Status Status Status Status Actions 3 Status Status		Position Administ	rative Assistant(Clerical/Operation)	KCDIOM Management Se	rvices Division		
Inter-dist Superviser Overall Superviser Remarks Nord Systelight Bird Haddal Latif (10311) N/A Sobemission Date Saturs 17 March 2024 Saturs Image: State Stat							
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			Nore Systems Renti Habdul Latif (10311)				Contraction of the local division of the loc

Figure 4.4 (a): The AWT/ MPI Online Form of the Subordinate.

When reviewing the listed AWT/MPI of a subordinate, the supervisor must click either the "Approve" or "Reject" button for each entry. Upon approval, the status will transition to "Approved," and the "Approve" button will become inactive. Conversely, rejecting an AWT/MPI will change its status to "Rejected," triggering the appearance of a remark box for the supervisor to justify the rejection. Please ensure to click the \checkmark icon after entering remarks.

Furthermore, supervisors are encouraged to provide remarks for any AWT/MPI, irrespective of approval or rejection. If no remarks are provided for either action, a notification stating "No remarks given" will be displayed. Please refer to Figure 4.4 (b) for an illustration.

	Item	Target	Weightage	Remarks	Actions
	% of requests for data preparation & evidences compilation are submitted as per request 22 Supervisor Noor Syafigah Binti Habdul Latif (10311)	100% a) Malaysian Research Assessment (MyRA) b) SETARA c) Outcome Based Budgeting (0BB) d) MyMOHES e) HRMIS	30	Remarks Please amend the target	Approve Reject
2	% of data update / information/ statistics requests are entertain within stipulated time period 2 Supervisor Noor Syafiqah Binti Habdul Latif (10311)	100%	15	No remarks given 唐	Approve Reject

Figure 4.4 (b): Illustration of Approving or Rejecting Exercise of AWT/ MPI by the Supervisor.

4.5. Approving or Rejecting the Subordinate's AWT/ MPI.

After approving or rejecting, click "Save" to preserve changes, as depicted in Figure 4.5 (a).



Figure 4.5 (a): To Save Any Changes of Approving, Rejecting or Remarks for the Subordinate's AWT/ MPI.

Upon confirmation, submit the assessment by clicking "Submit." A pop-up will prompt for overall remarks, as shown in Figure 4.5 (b). Once remarks are entered, click "Submit" again to complete the assessment.



Figure 4.5 (b): Confirmation of the Assessment of AWT/ MPI by the Supervisor.

4.6. Re-Pending AWT/ MPI

Supervisors have the authority to re-pend the AWT/MPI of their subordinates subsequent to approval, but only if there are any revisions or re-reviews required for job descriptions or AWT/MPI. To initiate this process, the supervisor must follow these steps:

- 4.6.1. Navigate to the appropriate interface and locate the relevant form.
- 4.6.2. Select the "Re-Pending" button.
- 4.6.3. Confirm the action by clicking "Confirm."

This action returns the form back to the subordinate, prompting them to revise and resubmit as necessary. Refer to Figures 4.6 (a) and 4.6 (b) for visual guidance.



Figure 4.6 (a): To Re-Pending the Approved AWT/ MPI.

			۲
ம் Home	NOTE: This action will return the form back to the subordinate for resubmission.		
(i) About	Confirm Cancel		
Performance Indicator	New Classification of Files	N/A	
> My Form	Noor Syafiqah Binti Habdul Latif (10311)		
> My Team	HR Data and Records		
Appraisal	Number of training conducted on IDMS, Record and Filing Management as per request		
	6 Approved 2: Supervisor 2 sessions 10 No remarks given	N/A	
	Noor Syafiqah Binti Habdul Latif		

Figure 4.6 (b): To confirm the Re-pending of Approved AWT/ MPI.

4.7. Submission Constraint.

If any AWT/MPI remains unapproved, regardless of whether it has been submitted by the subordinate or is still pending submission, the appraisal cannot be submitted.