



IIUM/202/4/1

22nd April 2024

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

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

Assalamualaikum Warahmatullahi Wabarakatuh

STAFF SERVICE CIRCULAR NO. 11/2024

**STANDARDISATION OF CLAIM PROCEDURES
FOR BACKDATED PAYMENT OF ALLOWANCES AND REIMBURSEMENT**

1. OBJECTIVE

The objective of this circular is to notify all Deans/Directors of the Kulliyahs / Divisions / Centres / Institutes / Offices / Mahallahs pertaining to the standardisation of claim procedures for backdated payment of allowances and reimbursement.

2. BACKGROUND

- 2.1 The University is processing a various number of claims either fixed allowances, non-fixed allowances and claims on additional responsibilities such as academic administrators' allowance, laundry allowances, shift duties allowances, covering allowance, academic incentive payment and many more.
- 2.2 The University through MSD General Circular No. 17 Year 1999 on the Procedure for Backdated Payment of Allowances had decided as follows:-
 - i) The Kulliyahs/Centres/Divisions should immediately inform the management after the staff has performed the additional duties for twenty-eight (28) consecutive days for the purpose of payment of allowances.
 - ii) The Kulliyahs/Centres/Divisions should specify the duration of duties to be paid allowances and should immediately inform the management of the staff no longer assigned to perform the additional duties relevant for payment of allowances.



- iii) Any backdated payment of allowances with valid and acceptable reason, may be approved by the University Authority up to six (6) months only so that the payment is within the budget allocated for the specific year.
- 2.3 The Staff Service Committee Meeting No. 1/2024 on 9th January 2024 has requested the procedure on the backdated payment of allowances to be revisited on the following areas:-
- i) Standardisation between the claims of allowances and reimbursement;
 - ii) Policy on backdated payment of allowances and reimbursement to ensure the consistency of implementation in particular the duration of backdated payment should not be exceeding three (3) months, i.e. similar to that of reimbursement.
- 2.4 The justifications for the standardisation of procedures for backdated payment of allowances are as follows:-
- i) The consistency of implementation to be similar to that of reimbursement policy as stated under item 6, Policy No. 4.3 of Payment Process as stated in the Manual of Financial Policies and Procedures 2019;
 - ii) The claim for payment should be within the budget allocated for the specific year;
 - iii) In line with the allowance claim for official duties stated in the Treasury Circular 1PP – WP1.4 adopted by the University; and
 - iv) The efficiency of service to be improved especially involving financial matters.

3. DECISION

- 3.1 The Staff Service Committee (SSC) Meeting No. 2/2024 held on 12th March 2024 decided as follows:-
- i) Approved the standardisation of procedures for backdated payment of allowances from six (6) months to three (3) months.
 - ii) The procedures for all the relevant claims of allowances and reimbursement (**except for overtime claim**) are to be as follows:-
 - a) The Kulliyahs/Centres/Divisions should immediately inform the management after the staff has performed the additional duties for twenty-eight (28) consecutive days for the purpose of payment of allowances.



- b) The Kulliyahs/Centres/Divisions should specify the duration of duties to be paid allowances and should immediately inform the management if the staff is no longer assigned to perform the additional duties relevant for payment of allowances or approved for any combination of leaves more than twenty-eight (28) consecutive days.
- c) Any backdated payment of allowances or reimbursement with valid and acceptable reason, may be approved by the University Authority **up to three (3) months only** ensuring the payment remains within the budget allocated for the specific year.
- d) There shall be no backdated payment of allowance and reimbursement for submission beyond the stipulated period. However, the Deans/Directors may exercise their discretion to recommend approval for backdated payment exceeding three (3) months on a case-by-case basis with strong justifications within the budget allocated for specific year.

3.2 The effective date of implementation is from **1st May 2024**.

3.3 Following the above decisions, the MSD General Circular No. 17 Year 1999 on the Procedure for Backdated Payment of Allowances is superseded.

All Deans/Directors are kindly required to disseminate this information to all relevant staff at the Kulliyahs/Centres/Divisions/Institutes/Offices/Mahallahs.

Thank you. *Wassalam.*

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ZURAIIDA HASSAN
 Executive Director
 Management Services Division
 International Islamic University Malaysia

- 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

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