



الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
يُونَيْتِي سَلَامٌ أَنْبَارًا بَخْسًا مِلْسِيًا
Garden of Knowledge and Virtue

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



Management Services Division
“Give Value with Values”

INTERNATIONAL MULTI-AWARD WINNING INSTITUTION FOR SUSTAINABILITY

Knowledge Sharing on HURIS for Liaison Officer

20th March 2025 / Thursday

Agenda

- 1 What is HURIS?
- 2 Who is Liaison Officer?
- 3 Data and Records Management:
 - a) Update staff’s supervisor.
 - b) Approval/ verification of personal details.
 - c) Attendance
 - i) Working hours.
 - ii) Time-Amendment.
 - iii) Time-off.
 - iv) Absence Without Leave (AWOL).
- 4 Assessment Management.

Our Team: HRADRMU

(HR Assessment & Data Records Management Unit - [MSD Org Chart](#))



**Nurul Faten Shahida
Binti Mat Zahani**

Senior Administrative
Assistant



**Noor Syafiqah
Binti Habdul Latif**
Assistant Director



**Nurul Fuzaina Binti
Sazali**

Senior Administrative
Assistant

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WHAT IS HURIS?

The Human Resource Information System (HURIS) is the HR management system used at International Islamic University Malaysia (IIUM).

It serves as a centralised platform for maintaining staff employment records, tracking service history from the initial appointment to the exit phase.



WHO IS LIAISON OFFICER?

Responsibility

The HURIS Liaison Officer serves as the primary point of contact between IIUM’s Human Resource Information System (HURIS) users and the system administrators. Their responsibilities typically include:

- 1** User Support – Assisting staff with HURIS-related inquiries and system usage.
- 2** Data Accuracy – Ensuring staff records are correct and up to date.
- 3** Communication – Relaying system updates and important announcements.
- 4** Issue Reporting – Identifying and reporting system errors for resolution.
- 5** Training – Guiding staff on HURIS processes and best practices.
- 6** Confidentiality – Ensuring HR data is handled securely and in line with university policies.

WHO IS LIAISON OFFICER (LO)?

Accessibility

1 Attendance & Leave Module
(Verifier: [HRADRMU](#) & [EBHRU](#))

2 STEPS Module
(Verifier: [TDU](#))

3 Part Time Module
(Verifier: [PFSU](#))

4 [Access Request Form](#)
(PIC: [IT](#))

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DATA & RECORDS MANAGEMENT

UPDATE STAFF'S SUPERVISOR

01

For newly hired and newly transferred staff.

02

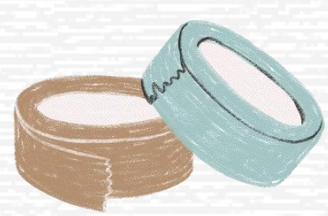
When adding a new record, ensure the previous record is end-dated first.

03

For Academic Administrators, update the supervisor for both positions accordingly.

04

Avoid duplicate entries with the same start or end date.



APPROVAL/ VERIFICATION OF PERSONAL DETAILS

- 1** LO is responsible for approving and verifying updates made by KCDIOM staff in [HURIS Online](#).
- 2** Weekly auto-notification will be sent to huris_liaison@iium.edu.my to inform the LO of pending approvals.
- 3** Relevant items for approval/verification include:
 - a) My Profile - Family, Area of Expertise and Passport, Visa & Work Permit.
 - b) Additional Merit - Awards & Recognition.
- 4** Supporting documents must be submitted by staff to the LO for every approval or verification.

ATTENDANCE

1 Academic Staff

Required to fulfill a minimum of 40 working hours per week, excluding rest days.

(Reference: [MSD Service Circular No. 4/ 2022](#)).

2 Administrative & Technical Staff

Staff have flexible working hours excluding shift duty (must complete 9 hours/ day including lunch hour):

- Clock-in: Between 7:30 AM – 9:00 AM
- Clock-out: Between 4:30 PM – 6:00 PM

(Reference: [MSD Service Circular No. 14/2022](#))

ATTENDANCE (Additional)

3 Pregnant Women Officer

Staff who wish to apply must submit an [application form](#) to LO, allowed to leave one (1) hour earlier.

(Reference: [MSD Service Circular No.3/ 2018](#), [MSD Service Circular No. 5/ 2019](#), [MSD Service Circular No. 14/2022](#)).

4 Ramadan Month

Staff have flexible working hours excluding shift duty (must complete 8 hours/ day without lunch break):

- Clock-in: Between 7:30 AM – 9:00 AM
- Clock-out: Between 3:30 PM – 5:00 PM

(Reference: [MSD Service Circular No. 14/2022](#))

WORKING HOURS SETUP

01

Academic
Type:WH2, **Flexi Hour:** Flexi

02

Administrative & Technical
Type:WH8, **Flexi Hour:** Flexible Hour

03

Ramadan
Type:RMDN5, **Flexi Hour:** Flexible Hour

TIME AMENDMENT

If a staff forgets to time out the previous day, they must submit a time amendment request during their next time-in.

If there is no record of time-in and time-out, provided they were present at work. This does not apply in cases of AWOL.

Staff may apply for amendments within five (5) working days; beyond this period, LO can assist.

Every request requires approval from the supervisor.

Disclaimer: It is the staff's responsibility to ensure they time in and time out daily to record their attendance. Failure to do so may result in the absence being recorded as AWOL.

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TIME-OFF

1

Staff may take up to 2 hours off during office hours at the discretion of the HoD (immediate supervisor) to handle personal matters.

2

The 2-hour time-off must be compensated on the same day to complete the required 9 working hours.

3

If time-off exceeds 2 hours, staff must apply for annual leave for that day.

4

Time-off is allowed only once a month.

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Attendance is considered Absent Without Leave (AWOL) under the following conditions:

ABSENCE WITHOUT LEAVE (AWOL)

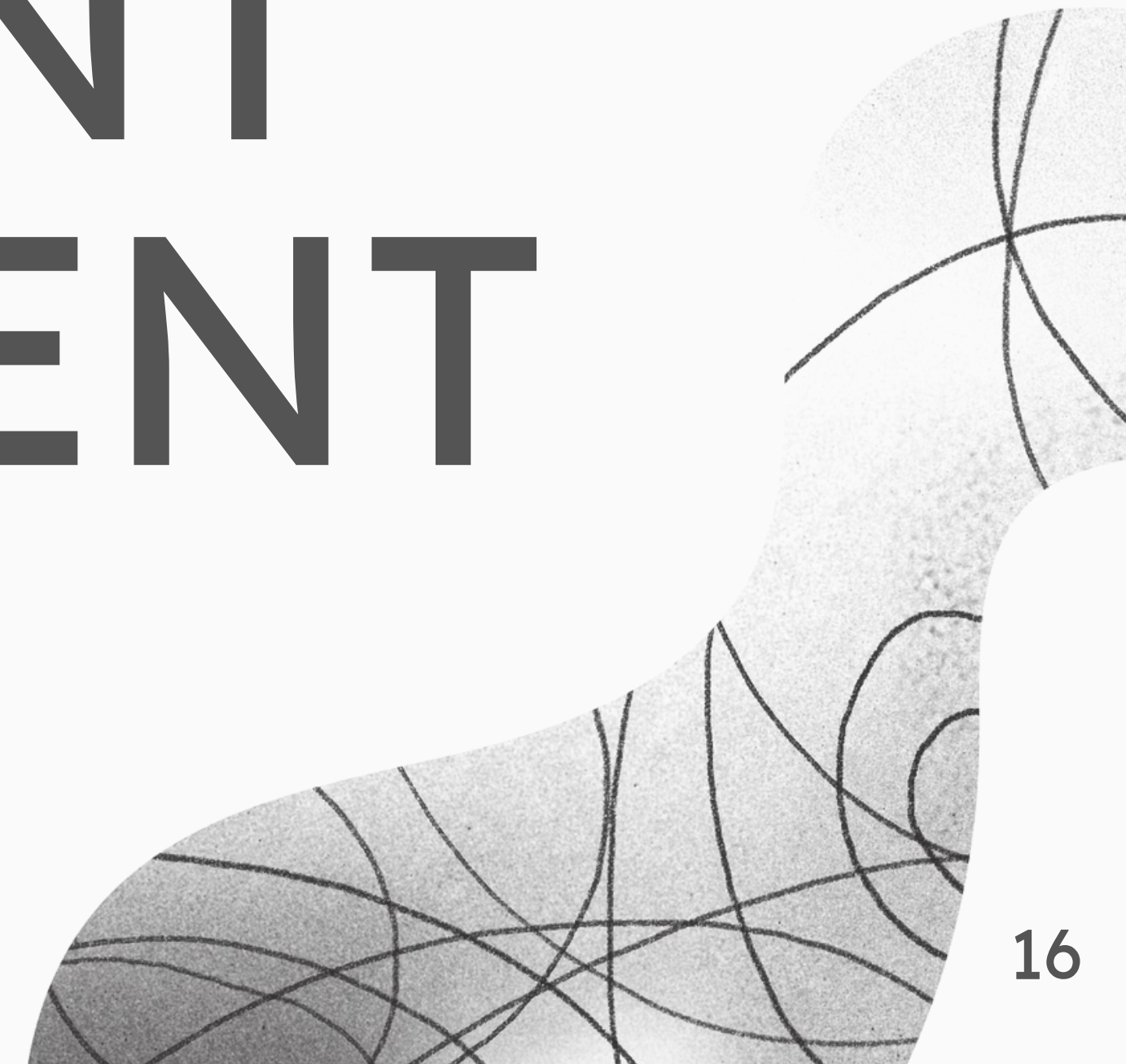
Disclaimer: It is the staff’s responsibility to clear their AWOL. A notification of AWOL will pop up on the main page of HURIS Login as a reminder for staff.

([Manual to Salary Deduction](#)
(Reference: [MSD Services Circular No.](#)

- 01 No time-in and no time-out recorded.
- 02 Failure to update attendance records (apply leave, time-amendment) for any absence.
- 03 Leave application submitted but not yet approved by the immediate supervisor.
- 04 Taking leave without sufficient leave balance on the given date.
- 05 AWOL may result in salary deductions and disciplinary action.

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ASSESSMENT MANAGEMENT



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Roles & Responsibility⁺



- 1 Assist in communicating any updates or announcements regarding the staff appraisal process to KCDIOM staff.
- 2 Remind staff to complete and submit their appraisal forms before the deadline, even after an official email notification has been sent.
- 3 Track and oversee the submission status of staff appraisal forms to ensure compliance.
- 4 Will be granted access to the Liaison Officer Module in the Staff Appraisal System to support MSD during the appraisal session opening.

بِعَزَائِكُمْ وَاللَّهُ خَيْرٌ

Thank You

“Whoever is conscious of Allah, He will make a way out for him. And He provides for him from (sources) he never could imagine. And whoever puts his trust in Allah, sufficient is (Allah) for him. For Allah will surely accomplish his purpose. Verily, for all things has Allah appointed a due proportion”
(Quran 65:2-3)



MARCH 2025
MANAGEMENT SERVICES DIVISION (MSD)
“GIVE VALUE WITH VALUES”