

**QUESTIONS & ANSWERS  
INFORMATION TECHNOLOGY UNIT  
HUMAN RESOURCE DIVISION**

**Q: What are the roles of Information System Unit?**

A: Information System Unit is responsible to provide computerized information system to support the needs of management and administration in the Human Resource Division. The unit also acts as a catalyst in efforts to increase administrative professionalism with the introduction of ICT concept work culture in the Human Resource Division.

**Q: What are the main job scopes of this unit?**

- Development of Human Resource & Management System (MYHRIS)
- Management of University Multiple Purposes Card (UMPC)
- Management of website of Responsibility Centres
- HRMIS management
- MyMOHES Management
- Preparation of EIS Report

**Q: What are the modules that are involved in Human Resource & Management System (MYHRIS)?**

A: Human Resource & Management System (MYHRIS) is used in managing the process of daily work in Human Resource Division to replace manual method. The implementation of modules in IMS System is developed gradually. Modules under Human Resource & Management System (MYHRIS) that has been developed and being developed are:

MODULES	STATUS
Staffs Module	Completed
Staff Profile Module	Completed
Medical Module	Completed
Leave Management Module	Completed
Training Module (Analysis on Training Need/SLAB/SLAKK/SPU SLAI/seminars Sabbatical Leave/Conferences)	Completed
Staff Attendance Module	Completed
Payroll Module	Completed
Staff Payment Module	In Progress
Vehicle Booking/ Driver's movement schedule/ Information of Vehicle (Travelling Management) Module	In Progress
Staff Disciplinary Module	In Progress
Campus Security Module (Security Record Management) / OSHA	In Progress
Circular & Filing Management	In Progress
Complaint Management	In Progress
Meeting Management	In Progress
EIS Information Management Module (managing data application, reports or statistics received from the authorities or other agencies such	In Progress

as JPA and KPT based on the requested format.)	
Performance Evaluation Module – Confirmation Module	Completed but not yet implemented.
Performance Evaluation Module – Assessment Management	Completed
Performance Evaluation Module – Increment Management	Completed
Performance Evaluation Module – Promotion Management	In Progress
Performance Evaluation Module – PTK Management	Completed
CV Online Module	Completed
Academic Staffs Field of Experts Module	Completed

**Q: What is the function of MyUPSI Portal?**

A: It can be used by all the UPSI staffs to allow fast and transparent information sharing.

**Q: How a job application is conducted?**

A: Job application procedure in UPSI is conducted fully online.

**Q: Is any system manual guide provided if there is any change in the system?**

A: Manual guide is provided for ease of use the user using the online application provided by HRD. It can be accessed on the Human Resource Division website at <http://bsm.upsi.edu.my>