



**BORANG PERMOHONAN AKSES SISTEM DAN
PENETAPAN KATA LALUAN
SYSTEM AUTHORIZATION & RESET PASSWORD
APPLICATION FORM**

Bahagian Sumber Manusia/Human Resource Division
Pejabat Pendaftar/Registrar's Office
Universiti Pendidikan Sultan Idris
No Telefon/Telephone No : 05- 450 6934, 6365
No Fax/Fax No : 05- 459 5488

JSM/ IT - 1

- Sila simpan sesalanan borang permohonan ini untuk tujuan semakan / Please keep a copy of this form for any clarification
- Sila semak permohonan selepas tempoh tiga (3) hari bekerja / Please check your application after three (3) working days

A. MAKLUMAT PEMOHON / APPLICANT'S PARTICULARS

Nama / Name : _____ No staf / Staff No : _____
 PTj / Responsibility Centre : _____ No. Bilik / Room No : _____
 Jawatan / Designation : _____ No. Tel / Tel. No : _____
 E-mel / Email : _____ Tarikh / Date : _____

B. PENYATAAN PERMOHONAN/ DESCRIPTION OF APPLICATION

Jenis Permohonan/ Type of Application : Kebenaran Akses sistem MYHRIS/ MYHRIS System Autorization Penetapan katalaluan/ Reset Password

Kebenaran Akses sistem MYHRIS/ MYHRIS System Autorization

Tandakan pada kotak berkaitan / Tick appropriate box :

	MODULE	ROLE		MODULE	ROLE	
		Officer	Admin		Officer	Admin
HUMAN RESOURCE	RECRUITMENT			TRAINING		
	Manpower Planning			Training application		
	Recruitment			Training need analysis		
	Transfer PTJ			Study leave application		
	PAYROLL			Sabbatical leave		
	Salary setup			CPD		
	Kew8 Application			POS		
	GCR and Carry forward Application			Attachment		
	STAFF ATTENDANCE			STAFF MEDICAL		
	Attendance setup			Panel Clinic		
	Reports			Guarantee letter Issuance		
	STAFF PROFILE			Special Medical Treatment		
	Staff profile			Non panel clinics and dental		
	CV Online			Panel Clinic Claim		
	Staff digital service book			PERFORMANCE EVALUATION		
	Separation management			Confirmation management		
	Staff housing loan			Increment management		
	Staff covering/ Acting Position			Promotion management		
	STAFF LEAVE			Assessment management		

	MODUL	ROLE			MODULE	ROLE		
		Officer	Admin	HOD		Officer	Admin	HOD
PTJ	Staff Profile Query				Covering Acting Position			
	Staff Attendance				Leave			
	Manpower Planning				Training			
	Staff Hierrachy				Performance Evaluation			
	Staff Profile Maintenance				Separation			
	Transfer PTJ							

C. PENGESAHAN PEMOHON/ CONFIRMATION OF APPLICANT

Nama Pemohon/
Name of Applicant: _____

Diluluskan oleh: (Ketua /Timb. Ketua Pusat Tanggungjawab)
Approved by: (Head /Deputy head of Department)

Tandatangan / Signature : _____

Nama : _____

Tandatangan / Signature : _____

D. UNTUK KEGUNAAN UNIT TEKNOLOGI MAKLUMAT SAHAJA / FOR USE OF INFORMATION TECHNOLOGY UNIT ONLY

Status Tindakan / Action Status

Selesai / Completed

Dalam Tindakan / In Progress

Ditolak / Rejected

Ulasan/ Comment : _____

Nama Pegawai/
Name of Officer : _____

Tandatangan / Signature : _____

Tarikh Tugas diberi / Date of Assignment of Task : ____/____/20____

Tarikh Tugas Selesai / Date of Completion of Task : ____/____/20____

D. PENGESAHAN PERKHIDMATAN / CONFIRMATION OF SERVICE

I – Pemohon /Applicant

II – Pengesahan Pegawai Unit IT / Confirmation by Unit IT Officer

Nama / Name : _____

Nama / Name : _____

Tarikh / Date : _____

Tarikh / Date : _____

Tandatangan / Signature : _____

Tandatangan / Signature : _____