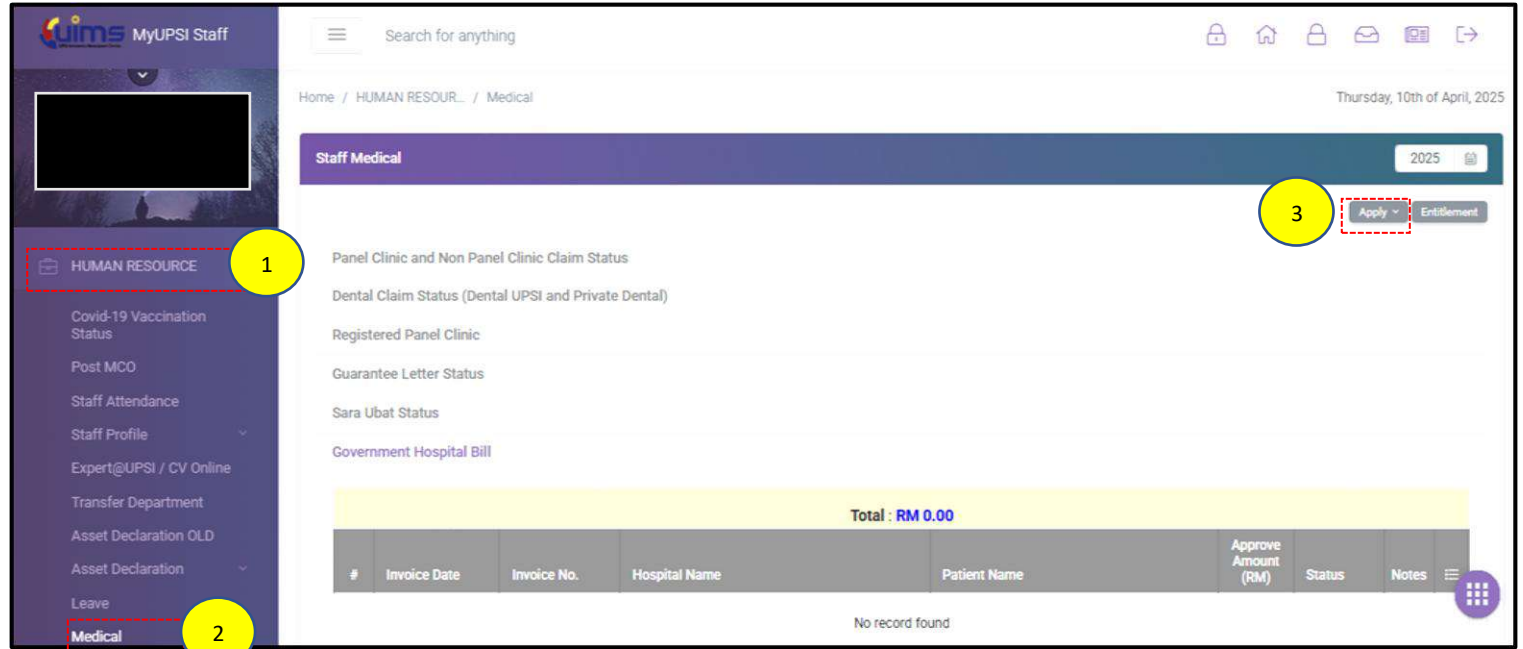
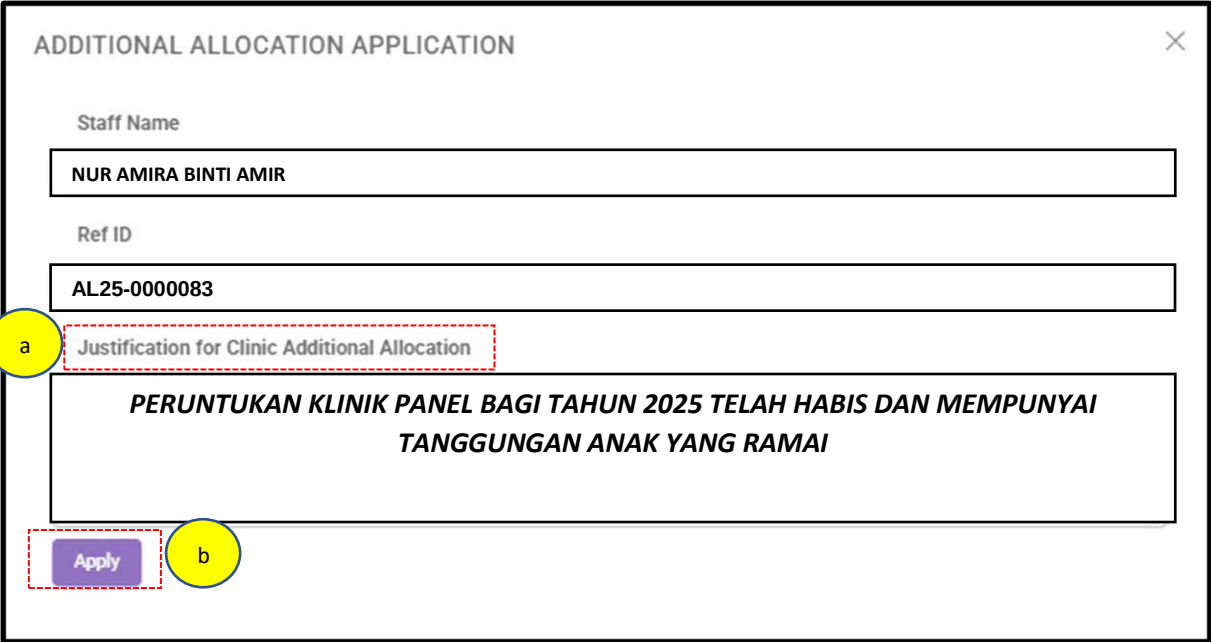


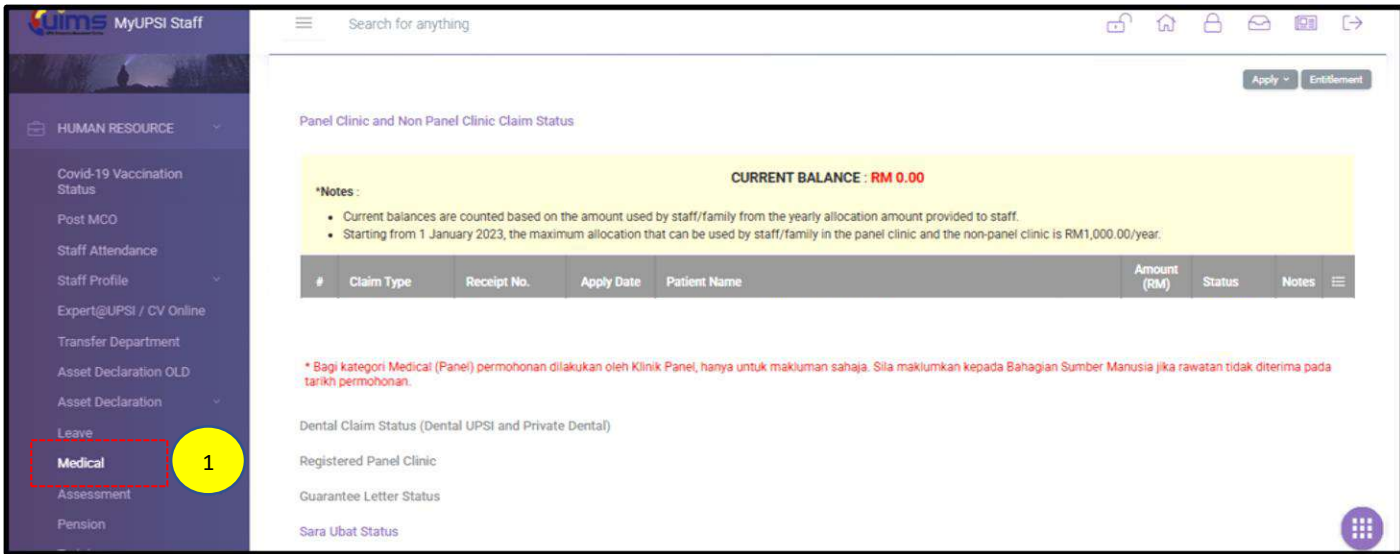
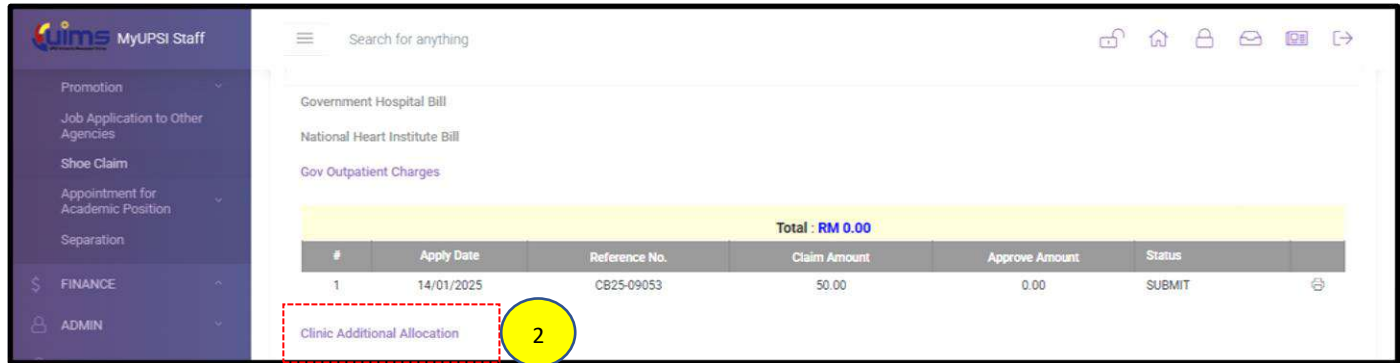
TATACARA PERMOHONAN PENAMBAHAN PERUNTUKAN KLINIK

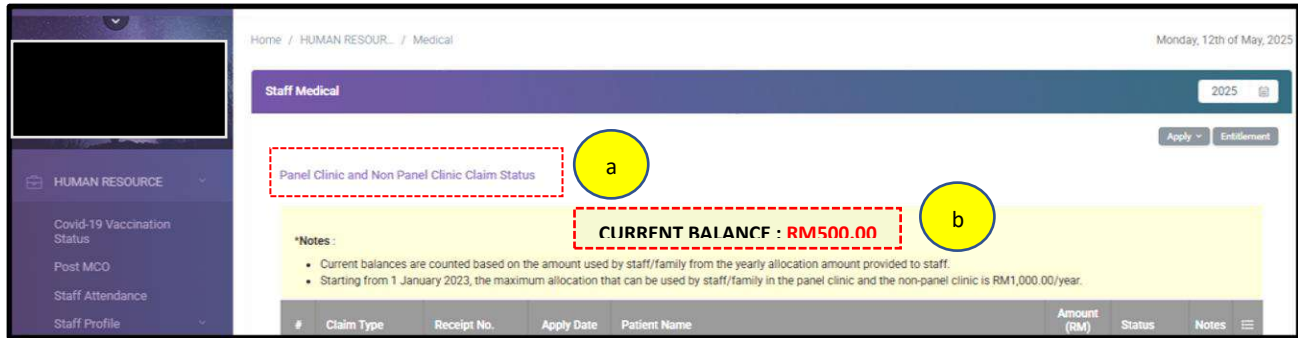
1) PERMOHONAN STAF

Bil	Perkara	Catatan
1.	Menu bagi permohonan penambahan peruntukan klinik pada butang Apply , hanya akan wujud apabila staf telah menggunakan keseluruhan peruntukan klinik (Current Balance: RM0.00)	Home / HUMAN RESOUR... / Medical Friday, 11th of April, 2025 Staff Medical 2025 Apply Entitlement Panel Clinic and Non Panel Clinic Claim Status *Notes : CURRENT BALANCE : RM 0.00 - Current balances are counted based on the amount used by staff/family from the yearly allocation amount provided to staff. - Starting from 1 January 2023, the maximum allocation that can be used by staff/family in the panel clinic and the non-panel clinic is RM1,000.00/year. # Claim Type Receipt No. Apply Date Patient Name Amount (RM) Status Notes

Bil	Perkara	Catatan
2.	Klik Menu - Human Resource - Medical - Apply - Additional Allocation	 The screenshot shows the MyUPSI Staff portal interface. On the left sidebar, the 'HUMAN RESOURCE' menu is highlighted with a red dashed box and a yellow circle with the number 1. Below it, the 'Medical' menu item is highlighted with a red dashed box and a yellow circle with the number 2. On the right side of the page, the 'Apply' button is highlighted with a red dashed box and a yellow circle with the number 3. The page displays various medical claim status options and a table for medical claims.  The screenshot shows the MyUPSI Staff portal interface with the 'Additional Allocation' option highlighted with a red dashed box and a yellow circle with the number 4. The 'Apply' button is also highlighted with a red dashed box and a yellow circle with the number 4. The page displays various medical claim status options and a table for medical claims.

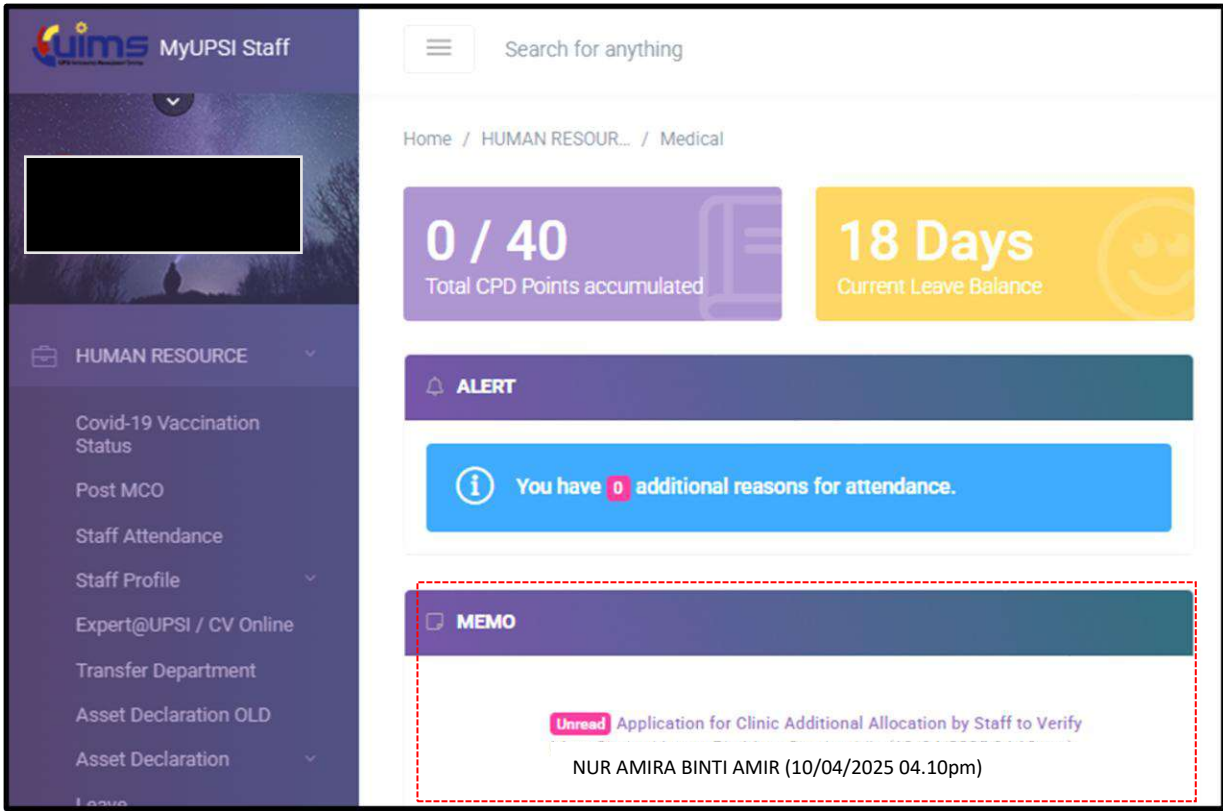
Bil	Perkara	Catatan
3.	Apabila <i>Button Additional Allocation</i> ditekan, paparan ini akan keluar : a) Staf hendaklah memasukkan justifikasi penambaham peruntukan klinik b) Tekan “Apply”	

Bil	Perkara	Catatan
4.	Staf boleh membuat semakan permohonan di bahagian “Clinic Additional Allocation” 1. <i>Medical</i> 2. <i>Clinic Additional Allocation</i> 3. Staf hendaklah memastikan Ketua Pjt mengesahkan tuntutan selepas permohonan status “apply”	 

Bil	Perkara	Catatan
		
5.	Setelah permohonan staf diluluskan oleh Bahagian Sumber Manusia : a) Peruntukan tersebut akan ditambah terus pada peruntukan klinik staf b) Jumlah baki terkini klinik staf c) Status di "Clinic Additional Allocation" akan bertukar kepada approve	 

Bil	Perkara	Catatan
6.	Definisi Status	APPLY – Staf telah menghantar permohonan penambahan peruntukan klinik VERIFY HOD – Permohonan telah disokong oleh Ketua Pusat Tanggungjawab VERIFY HR – Permohonan telah diperakukan oleh Penolong Pendaftar, Unit Kebajikan Staf, Bahagian Sumber Manusia APPROVED – Permohonan telah diluluskan oleh Ketua Timbalan Pendaftar, Bahagian Sumber Manusia

2) PENGESAHAN KETUA JABATAN

Bil	Perkara	Catatan
1.	My UPSI Portal Ketua PTj > Menu > Klik pada memo bertajuk Application Allocation by Staff to Verify . Klik pautan Verify	 The screenshot displays the MyUPSIS Staff portal interface. On the left is a dark sidebar menu with the 'HUMAN RESOURCE' section expanded, listing various options. The main content area on the right shows a top navigation bar with a search function, a breadcrumb trail (Home / HUMAN RESOUR... / Medical), and two summary cards: '0 / 40 Total CPD Points accumulated' and '18 Days Current Leave Balance'. Below these is an 'ALERT' section with a message about attendance. At the bottom, a 'MEMO' section contains an 'Unread' notification for an 'Application for Clinic Additional Allocation by Staff to Verify' from NUR AMIRA BINTI AMIR, dated 10/04/2025 at 04.10pm. This memo entry is enclosed in a red dashed rectangular box.

Bil	Perkara	Catatan														
2.	Klik pada kotak Action dan Klik butang Verify	Application for Clinic Additional Allocation by Staff to Verify NUR AMIRA BINTI AMIR (10/04/2025 04.10pm) Please take note that your staff have apply for clinic additional allocation : - Staff ID : K0000 Name : Nur Amira Binti Amir Apply Date : 10/04/2025 Justification : Peruntukan klinik panel bagi tahun 2025 telah habis dan mempunyai tanggungan anak yang ramai Click here to proceed : Verify --System Generated Memo-- Close VERIFICATION CLINIC ADDITIONAL ALLOCATION <table><tr><th>#</th><th>Name</th><th>Apply Date</th><th>Reference No.</th><th>Justification</th><th>Reject Remark</th><th>Action</th></tr><tr><td>1</td><td>NUR AMIRA BINTI AMIR</td><td>10/04/2025</td><td>AL25-0000084</td><td>PERUNTUKAN KLINIK PANEL BAGI TAHUN 2025 TELAH HABIS DAN MEMPUNYAI TANGGUNGAN ANAK YANG RAMAI</td><td></td><td>☒</td></tr></table>	#	Name	Apply Date	Reference No.	Justification	Reject Remark	Action	1	NUR AMIRA BINTI AMIR	10/04/2025	AL25-0000084	PERUNTUKAN KLINIK PANEL BAGI TAHUN 2025 TELAH HABIS DAN MEMPUNYAI TANGGUNGAN ANAK YANG RAMAI		☒
#	Name	Apply Date	Reference No.	Justification	Reject Remark	Action										
1	NUR AMIRA BINTI AMIR	10/04/2025	AL25-0000084	PERUNTUKAN KLINIK PANEL BAGI TAHUN 2025 TELAH HABIS DAN MEMPUNYAI TANGGUNGAN ANAK YANG RAMAI		☒										

