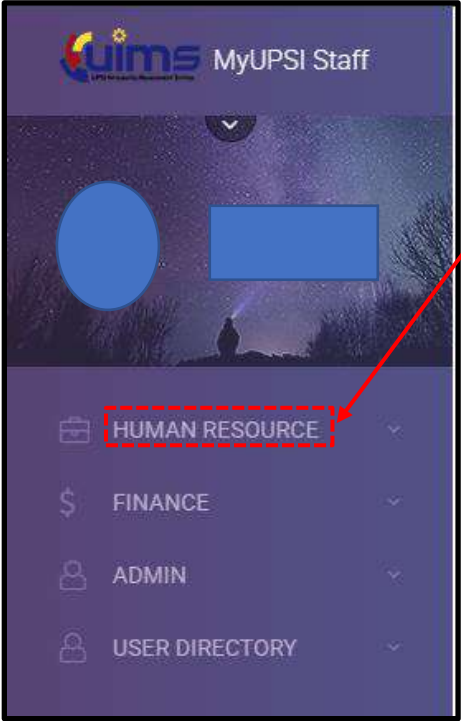
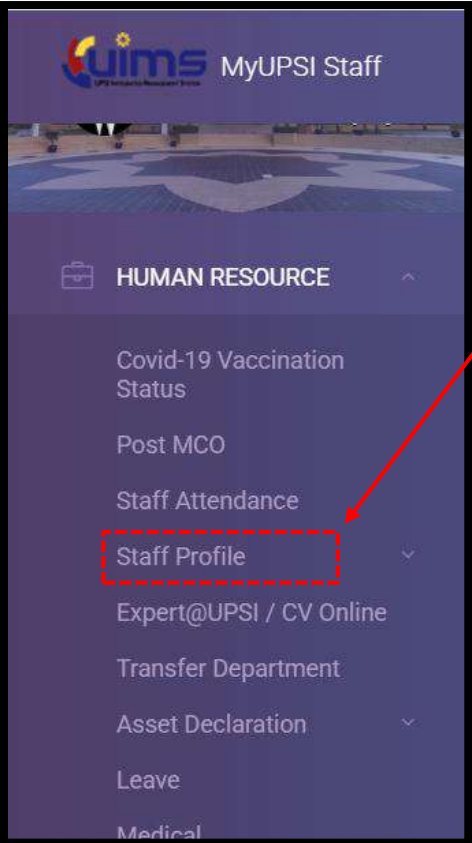


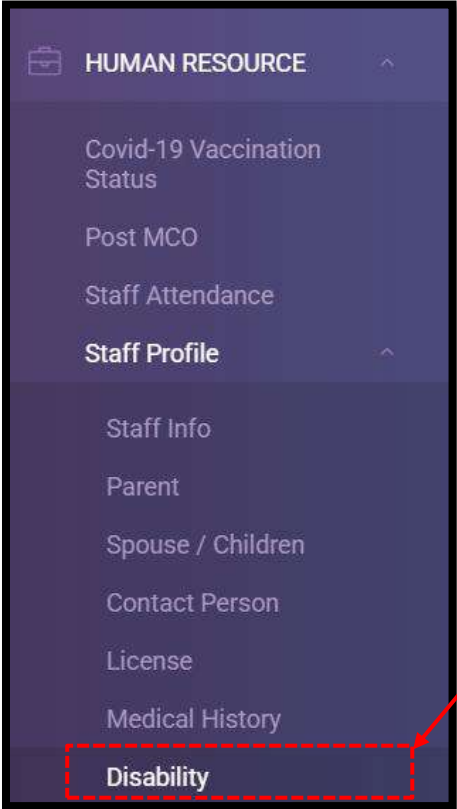


**BAHAGIAN
SUMBER
MANUSIA**

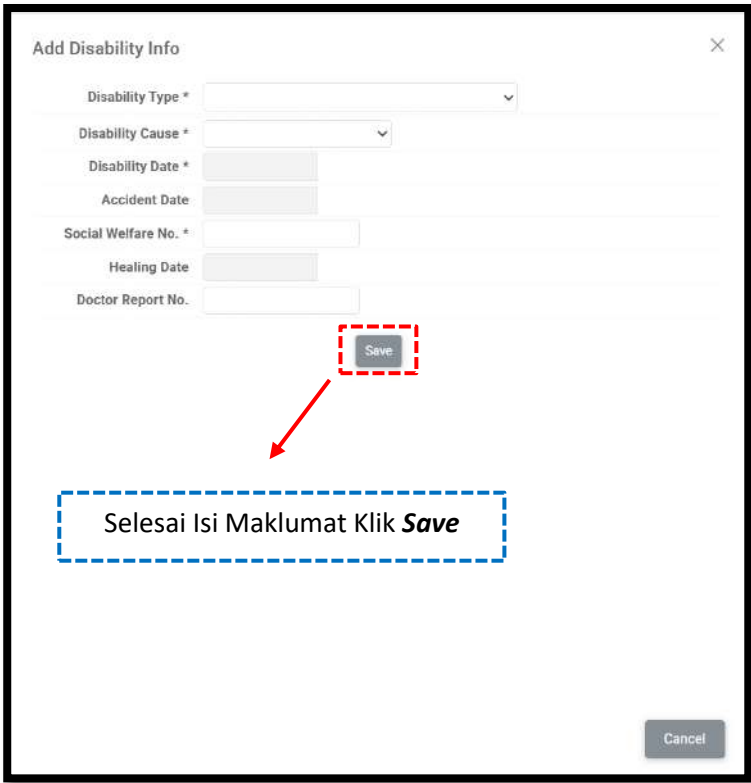
TATACARA PENGEMASKINIAN MAKLUMAT *DISABILITY INFO* MELALUI SISTEM MYUPSI PORTAL

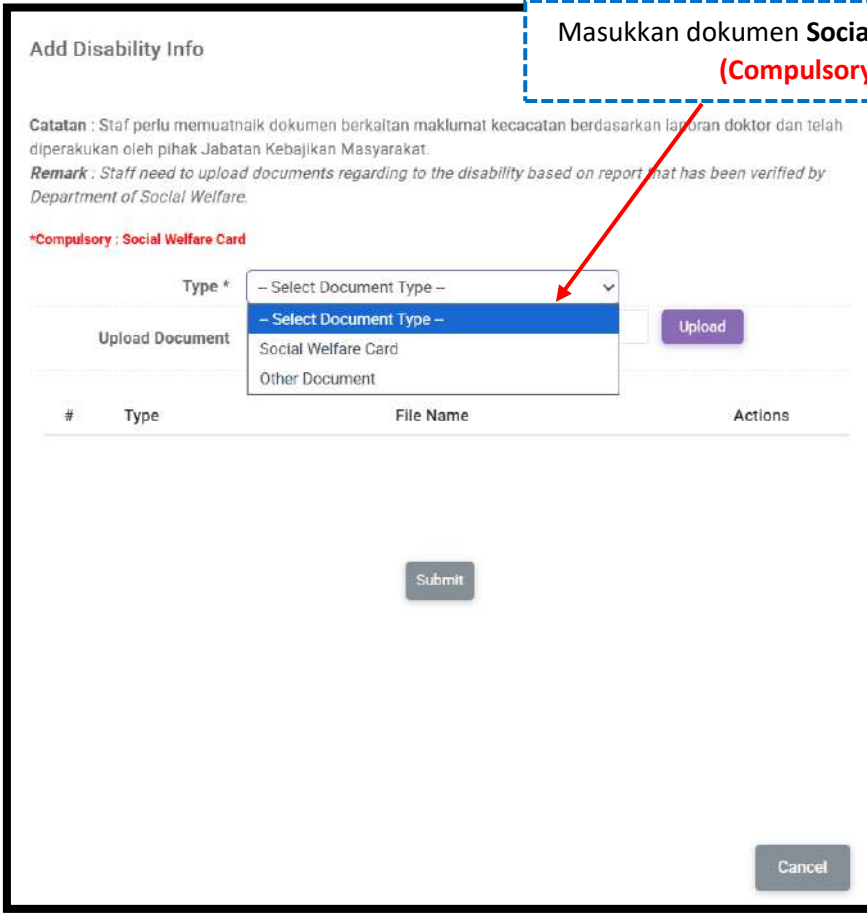
BIL	BUTIRAN	KETERANGAN
1.	<i>MyUPSI Portal> Human Resource</i> Klik "HUMAN RESOURCE"	 Klik "HUMAN RESOURCE"

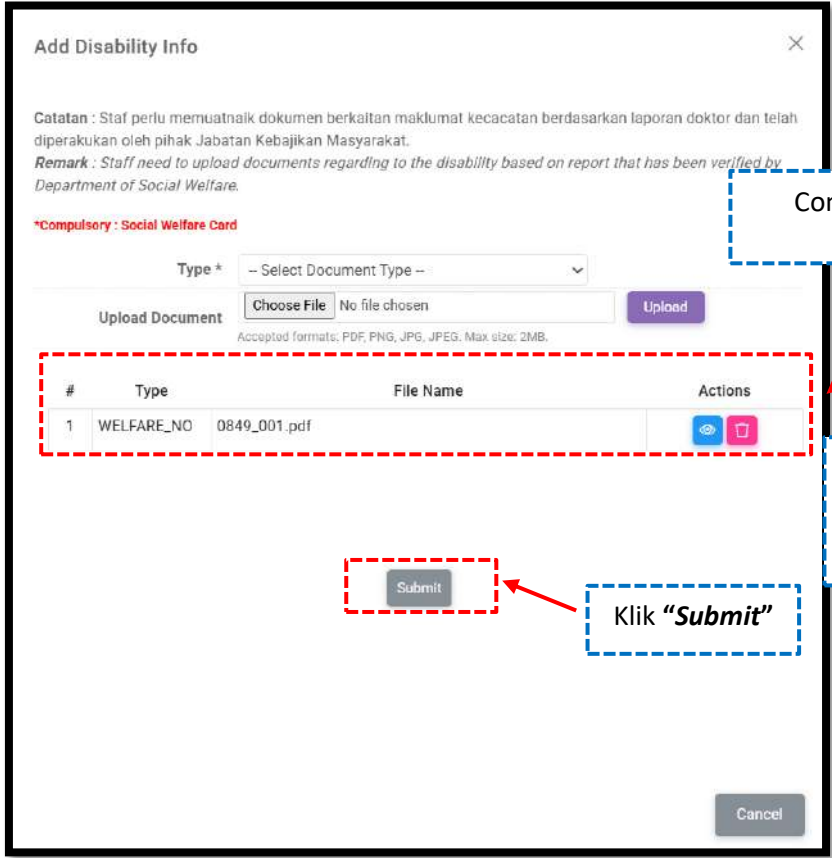
BIL	BUTIRAN	KETERANGAN
2.	<i>MyUPSI Portal> Human Resource>Staff Profile</i> Klik <i>“Staff Profile”</i>	 The screenshot shows the 'MyUPSI Staff' interface. Under the 'HUMAN RESOURCE' section, the 'Staff Profile' option is highlighted with a red dashed box. A red arrow points from a blue dashed box containing the text 'Klik “Staff Profile”' to the highlighted 'Staff Profile' option.

BIL	BUTIRAN	KETERANGAN
3.	<i>MyUPSI Portal > Human Resource > Staff Profile > Disability</i> Klik <i>“Disability”</i>	 The screenshot shows a mobile application interface for 'HUMAN RESOURCE'. The menu items are: Covid-19 Vaccination Status, Post MCO, Staff Attendance, Staff Profile (expanded), Staff Info, Parent, Spouse / Children, Contact Person, License, Medical History, and Disability. The 'Disability' option at the bottom is highlighted with a red dashed box. A red arrow points from this box to a blue dashed box containing the text 'Klik “Disability”'.

BIL	BUTIRAN	KETERANGAN																																
4.	<i>MyUPSI Portal > Human Resource > Staff Profile > Disability > Add Disability Info</i> Klik <i>Add Disability Info</i>	Klik <i>Add Disability Info</i> Home / HUMAN RESOU... / Staff Profile / undefined Monday, 1th of December, 2025 Disability Info Add Disability Info <table><tr><th>#</th><th>Disability Type</th><th>Disability Cause</th><th>Disability Date</th><th>Accident Date</th><th>Social Welfare No</th><th>Healing Date</th><th>Doctor Report No.</th><th>Status</th><th>Action</th></tr><tr><td colspan="10">No record found</td></tr></table> Status Reference Guide <table><tr><th>Status</th><th>Description</th></tr><tr><td>ENTRY</td><td>The data update by the staff is incomplete or has not been fully entered into the MyUPSI Portal.</td></tr><tr><td>APPLY</td><td>The staff has successfully completed and submitted the data update application through the MyUPSI Portal.</td></tr><tr><td>RECOMMEND</td><td>The data update application has been reviewed and verified by the Staff Welfare Unit.</td></tr><tr><td>APPROVE</td><td>The Assistant Registrar of the Staff Welfare Unit has endorsed and approved the submitted data update.</td></tr><tr><td>REJECT</td><td>The data update application has been rejected due to incomplete information or failure to meet the required criteria.</td></tr></table>	#	Disability Type	Disability Cause	Disability Date	Accident Date	Social Welfare No	Healing Date	Doctor Report No.	Status	Action	No record found										Status	Description	ENTRY	The data update by the staff is incomplete or has not been fully entered into the MyUPSI Portal.	APPLY	The staff has successfully completed and submitted the data update application through the MyUPSI Portal.	RECOMMEND	The data update application has been reviewed and verified by the Staff Welfare Unit.	APPROVE	The Assistant Registrar of the Staff Welfare Unit has endorsed and approved the submitted data update.	REJECT	The data update application has been rejected due to incomplete information or failure to meet the required criteria.
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BIL	BUTIRAN	KETERANGAN
5.	<i>MyUPSI Portal > Human Resource > Staff Profile > Disability > Add Disability Info > Save</i> 1. Disability Type (Compulsory) 2. Disability Cause (Compulsory) 3. Disability Date (Compulsory) 4. Social Welfare No (Compulsory)	Isi Maklumat dengan Lengkap  Selesai Isi Maklumat Klik Save

BIL	BUTIRAN	KETERANGAN
6.	MyUPSI Portal > Human Resource > Staff Profile > Disability > Add Disability Info > Save > Type - Pilih Social Welfare Card dan muat naik Kad OKU Staf (Compulsory) - Sekiranya terdapat dokumen-dokumen lain berkaitan dengan kecacatan tersebut, staf boleh pilih "Other Document" dan muat naik dokumen tersebut	 Masukkan dokumen Social Welfare Card (Compulsory)

BIL	BUTIRAN	KETERANGAN
7.	Setelah semua dokumen telah lengkap dimuatnaik, klik "Submit" untuk hantar permohonan	 The screenshot shows the 'Add Disability Info' form. It includes a 'Type' dropdown menu, a 'Choose File' button, and an 'Upload' button. Below these is a table listing uploaded documents. A red dashed box highlights the table, and a blue dashed box highlights the 'Submit' button. Annotations with arrows point to these elements. Contoh paparan "Upload Document" Staf boleh melihat dokumen yang telah dimuat naik. Klik "Submit"