

KIT Staf Baharu

Universiti Sains Islam Malaysia



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Kit Staf Lapor Diri ini merupakan panduan kepada staf baharu yang melapor diri berkaitan tanggungjawab semasa melapor diri, aliran proses lapor diri dan dokumen yang perlu dilengkapkan oleh staf yang melapor diri. Kit ini juga menggariskan kemudahan asas yang layak dinikmati, tatacara proses penyambungan perkhidmatan, peletakan jawatan staf dan pelaksanaan tapisan keselamatan.

Staf baharu akan dibekalkan Buku Panduan Staf, Kod Etika Kerja dan Etika Pakaian untuk memastikan staf memperoleh informasi awal dan seterusnya memahami serta selari dengan misi, visi dan falsafah Universiti. Diharapkan kit ini dapat membantu ke arah mencapai kecemerlangan dalam penyampaian perkhidmatan di USIM.

This kit is meant for guiding new employee who reports for duty in USIM, which covers responsibilities, checklist, flow chart and necessary documents. This kit outlines the facilities that a staff is entitled to, the process to continue service, the process for staff resignation and the implementation of security screening.

New employee will be provided with Employee Guideline Handbook and Code of Conduct and Attire in order to ensure that he/she is well-informed with basic information and to later understand the university's mission, vision and philosophy. It is hoped that this kit can help towards achieving excellence in service performance in USIM.

Hak cipta terpelihara, tiada mana-mana bahagian daripada buku ini boleh diterbitkan semula, disimpan untuk pengeluaran atau ditukar kepada apa-apa bentuk dengan sebarang cara sekalipun tanpa izin bertulis daripada USIM.

Diterbitkan oleh :

Bahagian Sumber Manusia
Jabatan Pendaftar
Universiti Sains Islam Malaysia
71800 Bandar Baru Nilai,
Negeri Sembilan Darul Khusus
No. Tel : 06-798 8128 / 8126 No. Faks : 06- 798 8034
[http : //www. usim.edu.my](http://www.usim.edu.my)

KIT Staf Baharu

Universiti Sains Islam Malaysia

BAHAGIAN BAHASA MELAYU

- 04- Tanggungjawab Staf Baharu Sebelum dan Semasa Melapor Diri
- 05- Tatacara Proses Lapor Diri Staf Baharu
- 06- Kemudahan Asas Bagi Staf Baharu
- 07- Carta Alir Pengurusan Lapor Diri Staf Warganegara
- 08- Carta Alir Pengurusan Lapor Diri Staf Bukan Warganegara
- 09- Carta Alir Pengurusan Penyambungan Perkhidmatan Kontrak
- 10- Carta Alir Pengurusan Peletakan Jawatan
- 11- Proses Pendaftaran Sistem e-Vetting 2.0
- 12- Proses Permohonan Sistem e-Vetting 2.0
- 13- Senarai Sistem Maklumat Universiti (SMU) USIM

ENGLISH SECTION

- 16- Responsibilities of New Staff Reporting for Duty
- 17- Procedures To Report Duty
- 18- Basic Facilities For New Staff
- 19- Flowchart Of Staff Report Duty Management (Citizen)
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TANGGUNGJAWAB STAF BAHARU SEBELUM DAN SEMASA MELAPOR DIRI



BAHAGIAN

1 Calon perlu kemukakan kepada Bahagian Sumber Manusia (BSM) dalam tempoh 14 hari daripada tarikh surat tawaran.

- Surat pengakuan penerimaan jawatan.



BAHAGIAN

2 Wajib dibawa semasa hari melapor diri bertugas.

- Borang Pemeriksaan Kesihatan.
- Borang Akaun Sumpah.
- Surat makluman peletakan jawatan di organisasi lama (jika berkaitan).
- Sijil Gaji Akhir (jika berkaitan).



BAHAGIAN

3 Perlu dikemukakan kepada BSM dalam tempoh 7 hari selepas melapor diri.

- Pengesahan tarikh melapor diri dan pengesahan dokumen.
- Borang maklumat pelantikan ke jawatan tetap/ kontrak.
- Surat Aku Janji.
- Akta Rahsia Rasmi.
- Etika Kerja/Pakaian di USIM.
- Borang Tempahan Blazer Rasmi USIM.
- Borang Persetujuan Pembayaran Yuran Tabung Kebajikan Kakitangan USIM.
- Borang Permohonan/Perbaharui Kad Staf/Tanda Nama.
- Borang Kemudahan Rawatan Perubatan Staf di Klinik Panel USIM.
- Borang Maklumat Diri Staf (Kegunaan Bendahari)
- Borang Pengesahan Bank (Kegunaan Bendahari)
- Borang Perisytiharan Harta
- Tapisan Keselamatan (Sistem e-Vetting 2.0)
- Kontrak Perjanjian (Bagi lantikan kontrak)
- Akaun Pegawai ke atas Penerimaan Wang Tunai sebagai Gantian Cuti Rehat Yang Tidak Dapat dihabiskan.
- Surat Akaun oleh Penjawat Awam yang terlibat dalam perolehan
- Foto -2 keping (Staf dan tanggungan)
- Salinan Kad Pengenalan/Sijil Kelahiran Staf, tanggungan dan ibu bapa
- Salinan Sijil Nikah Staf.
- Salinan Buku/ Penyata Akaun Bank dan Akaun KWSP Staf dan waris.
- Buku Perkhidmatan daripada organisasi terdahulu (jika berkaitan).

TATACARA PROSES LAPOR DIRI STAF BAHARU



KAUNTER BAHAGIAN SUMBER MANUSIA, ARAS 3, BANGUNAN CANSITORI, USIM KAMPUS NILAI

- 1 Serahan dokumen lapor diri kepada staf yang bertugas. Waktu lapor diri : 8.00 pagi – 11.30 pagi.
- 2 Terima dan kemaskini no. Pekerja (no.Per) di dalam dokumen lapor diri.
- 3 Terima salinan borang permohonan kad/ tanda nama staf [Pend.BSM.P].20].



KAUNTER JABATAN KESELAMATAN, BANGUNAN KESELAMATAN, USIM, KAMPUS NILAI

- 1 Serahan salinan borang permohonan kad/ tanda nama staf kepada staf bertugas [Pend.BSM.P].20].
- 2 Proses cetakan kad staf.
- 3 Terima kad staf.



PENEMPATAN BAHARU (MERUJUK SURAT TAWARAN)

- 1 Lapor diri kepada ketua jabatan.
- 2 Serah dokumen lapor diri yang memerlukan pengesahan ketua jabatan.
- 3 Kemukakan dokumen yang telah lengkap kepada seksyen perjawatan, bahagian sumber manusia dalam tempoh 14 hari dari tarikh lapor diri.
- 4 Pendaftaran sistem e-vetting. (Rujuk muka surat 11 dan 12)

KEMUDAHAN ASAS BAGI STAF BAHARU



BUKU RAWATAN KESIHATAN

- » Staf akan menerima Buku Rawatan Kesihatan bagi kegunaan di Klinik Panel USIM untuk diri sendiri dan tanggungan dengan melengkapkan Borang Kemudahan Rawatan Perubatan Kakitangan Di Klinik Panel USIM [PEND. BSM.Pj.21] yang diuruskan oleh Bahagian Governan dan Pentadbiran Am (BGPA), Jabatan Pendaftar, Aras 2, Bangunan Canselori, Kampus Nilai. (06-798 8138/8122)
- » Kelayakan adalah tertakluk kepada peraturan semasa yang berkuatkuasa. (Rujuk BGPA)



KEMUDAHAN ICT

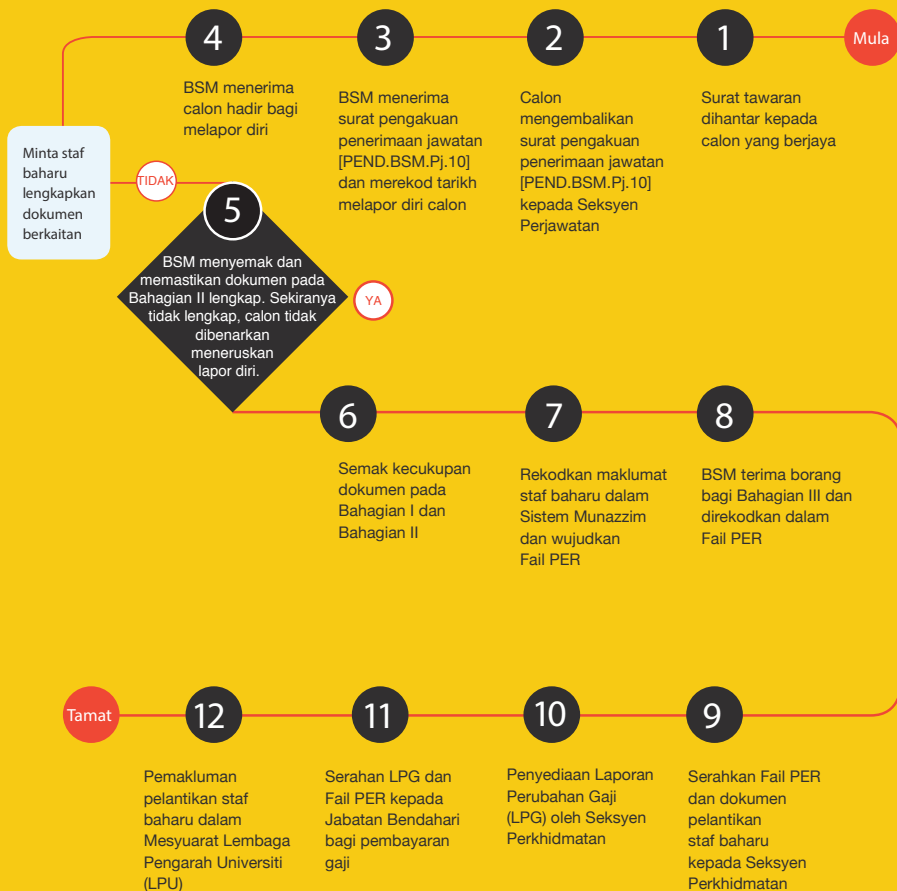
- » Staf layak menerima perkakasan komputer merujuk skop tugas bagi jawatan yang disandang.
- » Staf akan menerima Emel rasmi daripada Unit Rangkaian & Keselamatan ICT, GOAL-ITQAN. (06-798 6045)
- » Staf perlu merekod kehadiran masuk/keluar pejabat menggunakan Sistem MyAkrab pada Terminal/Kiosk yang dibenarkan. (06-798 8125)



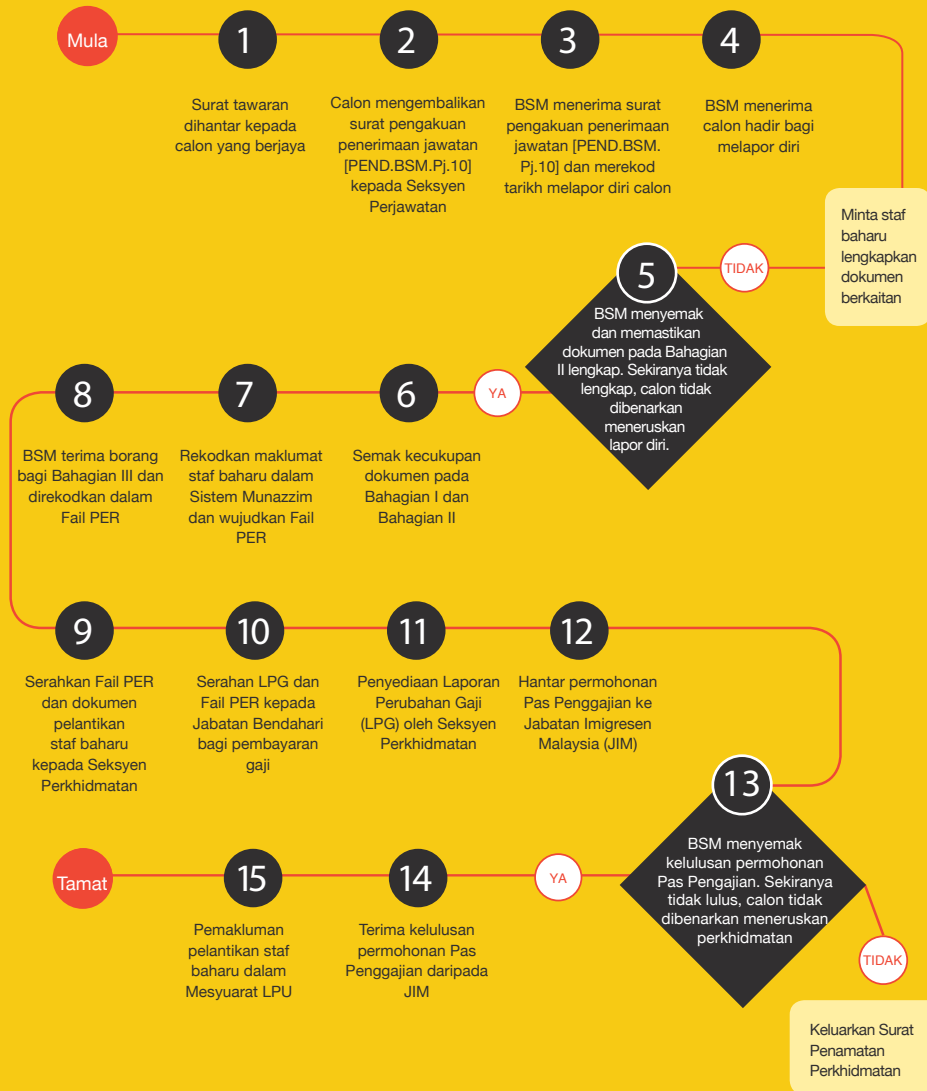
PANDUAN / KOD ETIKA KAKITANGAN

- » Staf akan dibekalkan dengan :-
- » Buku Kod Etika Kerja
- » Buku Panduan Staf
- » Etika Pakaian Di USIM
- » Serahan akan dilakukan semasa proses melapor diri bertugas. (06-798 8113/8114/8125)

CARTA ALIR PENGURUSAN LAPOR DIRI STAF WARGANEGARA



CARTA ALIR PENGURUSAN LAPOR DIRI STAF BUKAN WARGANEGARA



CARTA ALIR PENGURUSAN PENYAMBUNGAN PERKHIDMATAN KONTRAK



CARTA ALIR PENGURUSAN PELETAKAN JAWATAN



PROSES PENDAFTARAN SISTEM E-VETTING 2.0

- 1** Akses internet dengan menggunakan Mozilla. Masukkan alamat pautan (URL) <https://evetting.cgso.gov.my/cgso> pada pelayar web dan skrin Log Masuk akan dipaparkan.
- 2** Klik butang pautan Daftar untuk mendaftar akaun pengguna baru.
- 3** Sila pilih Jenis Pendaftaran "Pemohon Individu".
- 4** Sila pilih Jenis ID
- 5** Sila Masukkan ID Pengguna, Nama, Emel dan Masukkan Imej "CAPTCHA" dalam medan yang disediakan (Pastikan Nama dan ID Pengguna seperti di Kad Pengenalan Baru atau Pasport).
- 6** Klik butang Daftar untuk menghantar borang permohonan dan meneruskan proses daftar. Mesej "Pendaftaran Pengguna berjaya dihantar. Sila semak emel anda." akan dipaparkan.
- 7** Pemohon boleh menyemak emel pendaftaran sama ada pendaftaran Berjaya atau Gagal.
- 8** Jika berjaya pemohon boleh Log Masuk ke Sistem e-Vetting dan membuat permohonan baru. Jika gagal, sila buat pendaftaran semula.

PROSES PERMOHONAN SISTEM e-VETTING 2.0

1

Akses internet dengan menggunakan Mozilla. Masukkan alamat pautan (URL) <https://evetting.cgso.gov.my/cgso> pada pelayar web dan skrin Log Masuk adan dipaparkan.

2

Sila pilih Jenis Pendaftaran "Pemohon Individu"

3

Masukkan ID Pengguna dan Kata Laluan (Seperti yang diterima melalui emel) ke dalam medan yang disediakan.

4

- Klik butang Log Masuk dan seterusnya melengkapkan meklumat yang diperlukan.
- Pilihan Permohonan Baru - Jenis - Lantikan Baru Berkanun

PENTING:

Staf yang baharu melaporkan diri **DIWAJIBKAN** untuk melengkapkan Tapisan Keselamatan dengan menggunakan SISTEM e-VETTING 2.0 dalam tempoh **14 hari dari tarikh melapor diri**

SENARAI SISTEM MAKLUMAT UNIVERSITI (SMU) USIM

Puan Siti Noor Izyani Zalilah Sulaiman (P) Tel : 06-798 8038 / 8048 / 8193	HRMIS 2.0 Sistem Pengurusan Maklumat Sumber Manusia
Encik Amirul Falanee Hasnan (T) Tel : 06-798 6043 / 6078	iSTAFF Staff Portal
Cik Rohimah Abdul Rahman (P) Tel : 06-798 8128 / 8125	myAKRAB My Automated Kiosk:Readable, Accessible, Biometric
Puan Norazlina Abu Zahar (P) Tel : 06-798 8152 / 8153	myTRAMS Training Management System
Puan Norrifilzah Shaari (P) Tel : 06-798 8108 / 8115 / 8037	E-SEKATA Sistem Sasaran Kerja Tahunan
Encik Muhammad Fadzwan Zakaria (P) Tel : 06-798 8112 / 8115 / 8037	ePRESTASI Sistem Penilaian Prestasi Tahunan Staf
Puan Yussavialina Hamdan (T) Tel : 06-798 6063	MYOT Sistem Tuntutan Kerja Lebih Masa

(P)-PEGAWAI PENYELARAS

(T)-TEKNIKAL

SENARAI SISTEM MAKLUMAT UNIVERSITI (SMU) USIM

Puan Yussavialina Hamdan (T)
Tel : 06-798 6063

AMV@USIM
Portal Kewangan

Encik Mohamad Faiz Taip (P)
Tel : 06-798 6251

GOALS
Global Open Access Learning
System

Puan Noorazera Azizan (T)
Tel : 06-798 6049

eNILAI
Penilaian Kursus dan
Pengajaran Secara Online

Encik Alfaiz Md Salleh (P)
Tel : 06-798 8059

eACADEMIC SYSTEM
UNIVERSITI SAINS ISLAM MALAYSIA

Puan Noorazera Azizan (T)
Tel : 06-798 6049

**eHADIR LECTURES AND
STUDENTS' ACTIVITES
ATTENDANCE SYSTEM**

(P)-PEGAWAI PENYELARAS
(T)-TEKNIKAL

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RESPONSIBILITIES OF NEW STAFF REPORTING FOR DUTY



PART

1 Candidate should produce to Human Resource Division (HRD) within 14 days after the date of the offer letter.

- Letter of Acceptance to the post offered



PART

2 Compulsory to bring on when reporting for duty

- Medical Check-up Form.
- Oath Declaration Form.
- Resignation Approval Letter From Previous Organization (If Related)
- Final Salary Pay Slip(if Related).



PART

3 To present to BSM within 7 days after report duty.

- Confirmation Of Report Duty Date And Document Verification.
- Information Form To Permanent/ Contract Appointment.
- Letter Of Undertaking.
- Act Of Secrecy.
- Work/ Dress Ethics In USIM.
- Official USIM Blazer Order Form.
- Agreement To Contribute To USIM Staff Welfare Fund.
- Application Form To Apply/ Renew Staff Card/ Nametag.
- Form To Receive Medical Treatment At Panel Clinics For USIM Staff.
- Staff Personal Information Form (For Bursar Use)
- Bank Verification Form (For Bursar Use)
- Wealth Declaration Form
- Security Screening (E-vetting 2.0 System)
- Contract Of Agreement (For Appointment By Contract)
- Officer's Declaration Of Cash Acceptance In Substitute To Unfinished Annual Leave
- Acknowledgement Letter By Public Servant Involved In Acquisition
- Photographs -2 Sets (Staff And Family Members)
- Copies Of, Staff, Dependents And Parents' Identity Card/ Birth Certificate
- Copy Of Staff's Marriage Certificate.
- Copies Of Bank Book/ Account And EPF Accounts Of Staff And Dependents.
- Book Of Service From Previous Organization (If Related) aaa

PROCEDURES TO REPORT DUTY



HUMAN RESOURCE COUNTER, LEVEL 3, CHANCELLERY BUILDING, CANSELORI, USIM , NILAI CAMPUS

- 1 Presents report duty documents to the staff on duty. Time to report for duty: 8.00 am – 11.30 am.
- 2 Accepts and update staff id no (no.Per) in the report duty document.
- 3 Accepts copies of application form for staff card and name tag [Pend.BSM.Pj].20].



SECURITY DEPARTMENT COUNTER, SECURITY BUILDING, USIM, NILAI MAIN CAMPUS

- 1 Submits copy of application form for staff card/ nametag to staff on duty (Pend.BSM.Pj].20].
- 2 Processes staffcard printing.
- 3 Staff receives staffcard.



NEW PLACEMENT (REFER TO OFFER LETTER)

- 1 Report duty to head of department/ administration officer.
- 2 Submit reporting for duty documents that require verification from.
- 3 Submit completed documents to recruitment section, human resource division within 14 days after date of reporting for duty.
- 4 Registration of e-vetting system. (Refer to flowchart on page 23 and 24)

BASIC FACILITIES FOR NEW STAFF



MEDICAL TREATMENT BOOK

- » Staff will receive a medical treatment book to be used at USIM's panel clinics for the staff and dependents upon completing Staff Medical Facilities at USIM's panel clinics form [PEND.BSM.Pj:21] which will be administered by the Governance and General Administration Division, Registrar Department, Level 2, Chancellery Building, Nilai Campus (06-798 8138/8122)
- » Eligibility applies to current rules enforced.



ICT FACILITIES

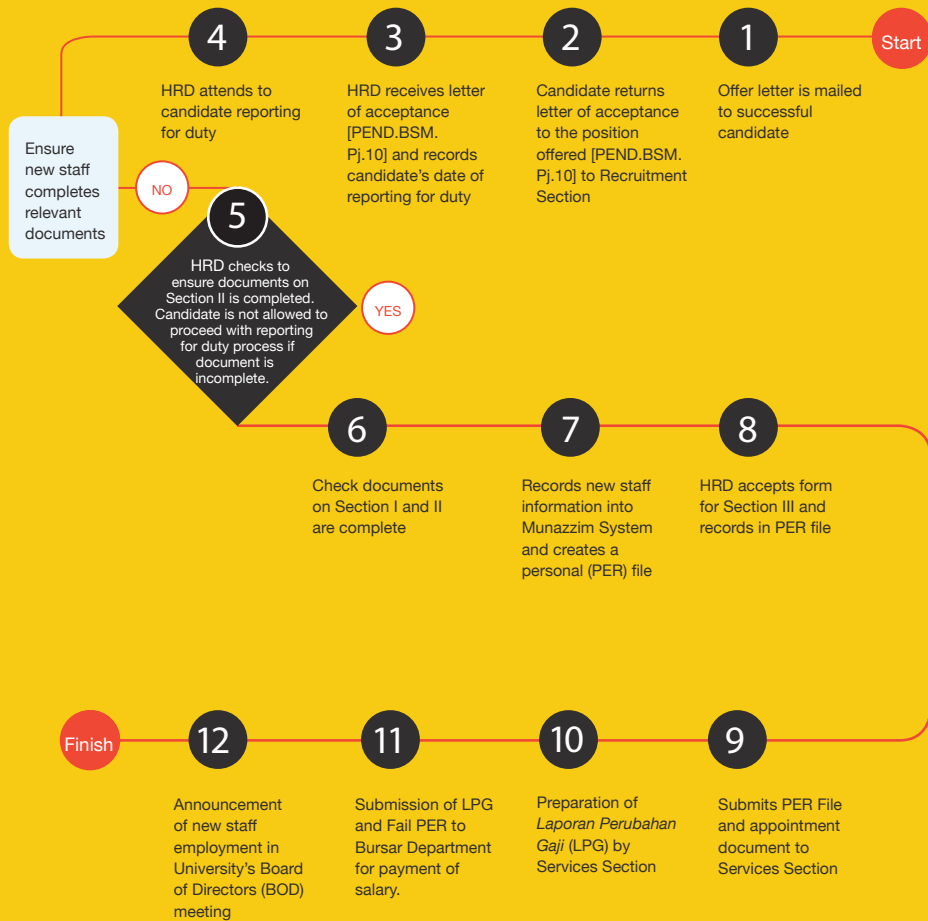
- » Staff is entitled to receive computer hardware as referred to the job scope of the position shouldered.
- » Staff will receive an official email account from Network & Security Unit, ICT, GOAL-ITQAN. (06-798 6045)
- » Staff must record attendance going in/out of the office through MyAkrab System at permitted Terminal/Kiosk. (06-798 8125)



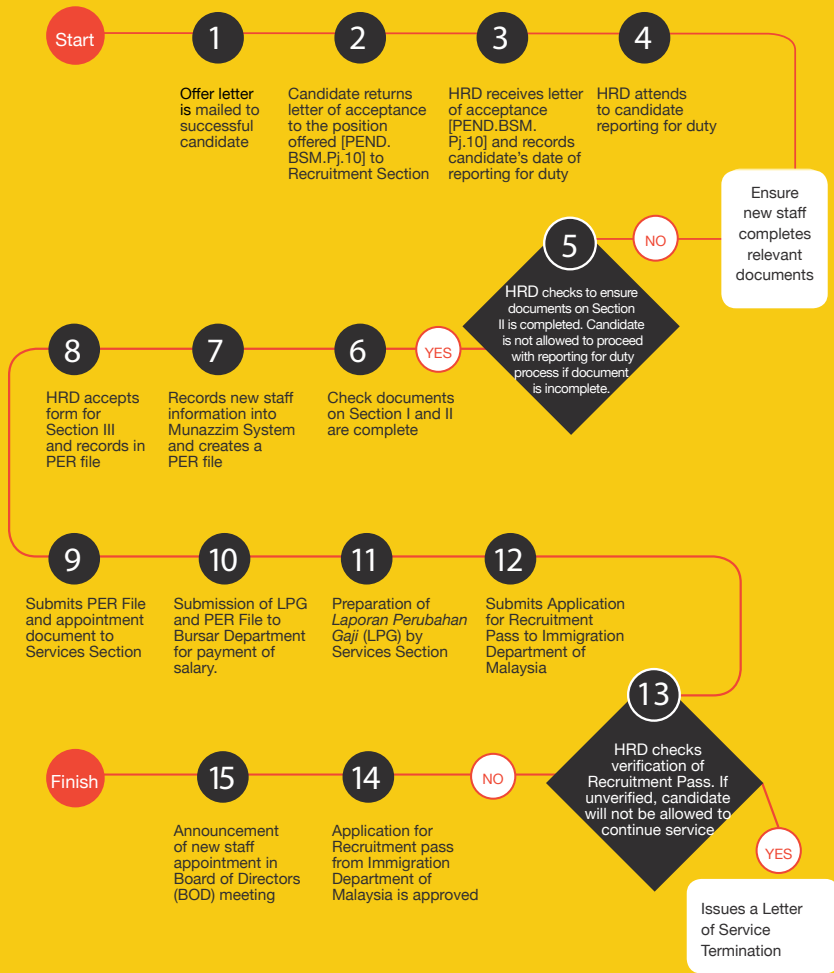
GUIDELINE / EMPLOYEE CODE OF ETHICS

- » Staff will be provided with :-
Book on Work Code of Ethics
- » Employee Guidebook
- » Dress Ethics in USIM
- » Items will be handed over when reporting for duty. (06-798 8113/8114/8125)

FLOWCHART OF STAFF REPORT DUTY MANAGEMENT (CITIZEN)



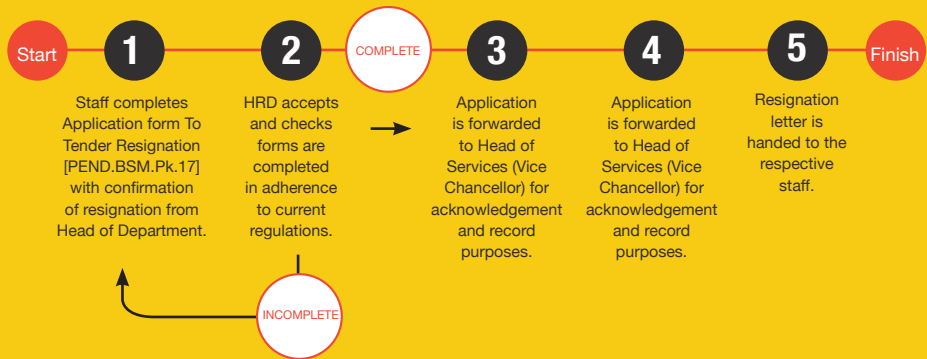
FLOWCHART OF STAFF REPORT DUTY MANAGEMENT (NON CITIZEN)



FLOWCHART OF CONTRACT RENEWAL MANAGEMENT



FLOWCHART OF RESIGNATION MANAGEMENT



E-VETTING 2.0 SYSTEM REGISTRATION PROCESS

- 1** Internet Access using Mozilla. Enter the weblink address (URL) <https://evetting.cgso.gov.my/cgso> in the web browser and Login screen is displayed.
- 2** Click on sign up button to register new user account
- 3** Select Type of Registration "Pemohon Individu" (Individual Applicant).
- 4** Select Type of ID
- 5** Insert User ID, Name, E-mail address and "CAPTCHA" image in the space provided (Ensure Name and User ID as registered in the current Identity Card or Passport).
- 6** Click Register button to submit application form and to proceed registration. A message "Your Registration is successful. Please check your email" will be displayed once registration is completed.
- 7** Applicant can check if the registration is successful or failed via email.
- 8** If successful, applicant can log into the e-Vetting System and create new application. If failed, please re-register.

E-VETTING 2.0 SYSTEM APPLICATION PROCESS

- 1** **Internet Access using Mozilla.** Enter the weblink address (URL) <https://evetting.cgso.gov.my/cgso> in web browser and Login screen is displayed.
- 2** Select Type of Registration “**Pemohon Individu**” (**Individual Applicant**),”
- 3** Insert User ID and password(as received via email) into the spaces provided
- 4**
 - Click Login button and proceed to complete the information needed.
 - Select New Application- Type – New Statutory Appointment

IMPORTANT:

Newly appointed staff reporting for duty **MUST** complete the Security Screening procedure using e-VETTING 2.0 system within **14 day of date to report duty.**

LIST OF SYSTEMS APPLIED

<p>Puan Siti Noor Izyani Zalilah Sulaiman (P) Tel : 06-798 8038 / 8048 / 8193</p>	<p>HRMIS 2.0 Sistem Pengurusan Maklumat Sumber Manusia</p>
<p>Encik Amirul Falanee Hasnan (T) Tel : 06-798 6043 / 6078</p>	<p>iSTAFF Staff Portal</p>
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<p>Puan Yussavialina Hamdan (T) Tel : 06-798 6063</p>	<p>MYOT Sistem Tuntutan Kerja Lebih Masa</p>

(P)-PERSON IN CHARGE

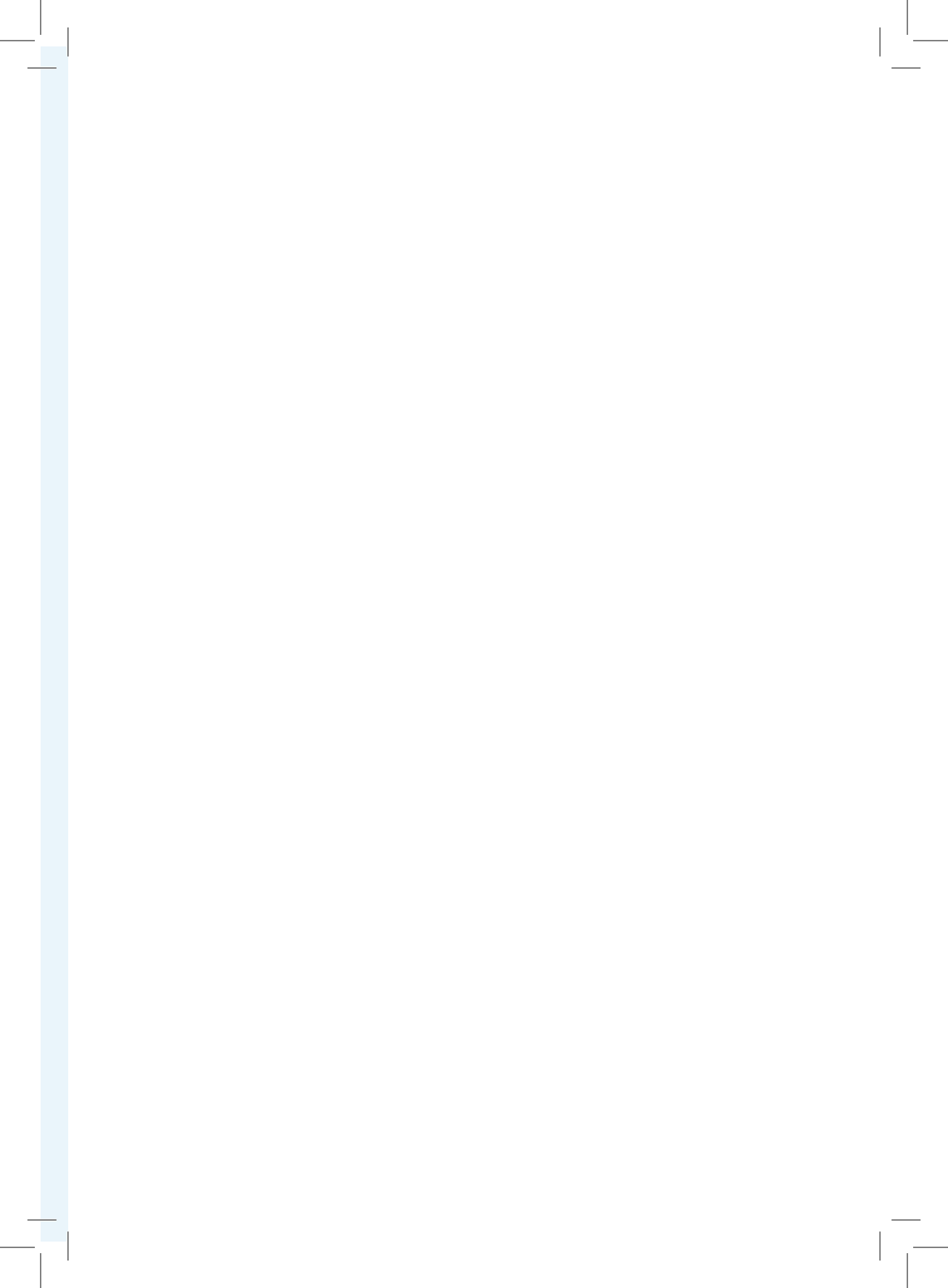
(T)-TECHNICAL

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Puan Yussavialina Hamdan (T) Tel : 06-798 6063	AMV@USIM Portal Kewangan
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(P)-PERSON IN CHARGE

(T)-TECHNICAL



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