

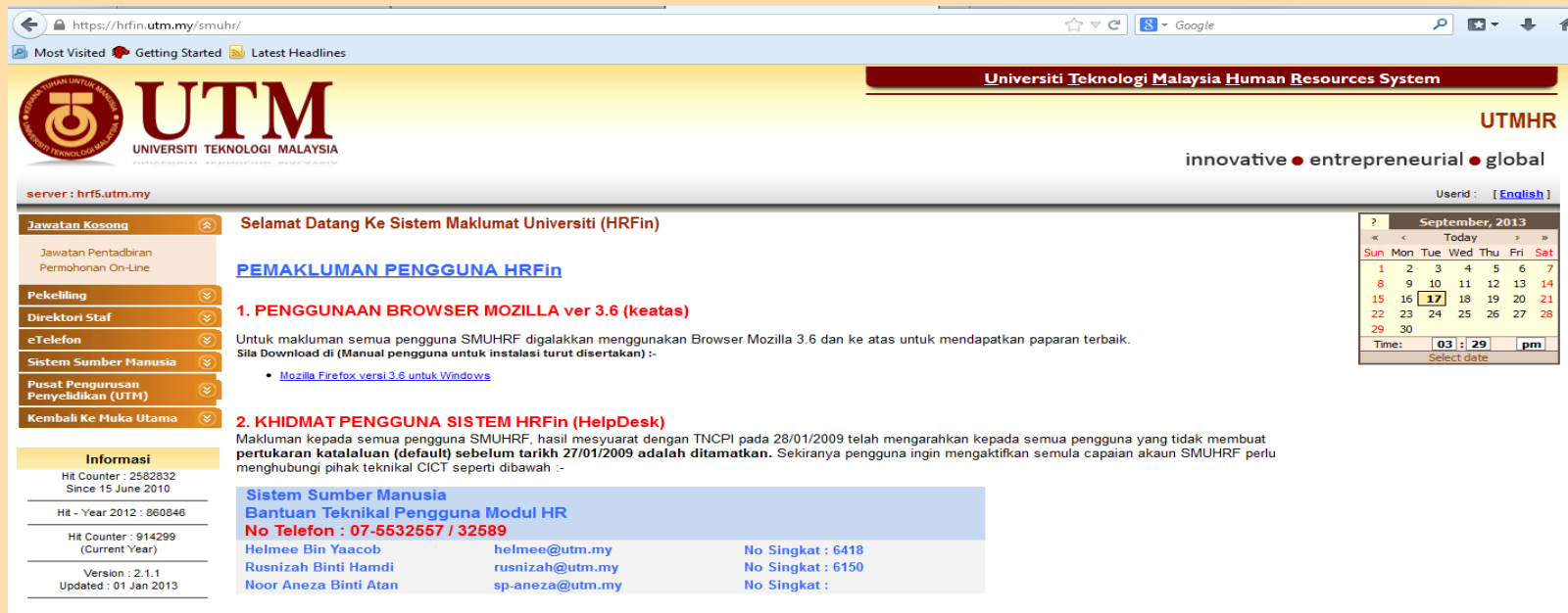
RO/ARO/RA Application Module (User Guide)

Effective 16th September 2013

RO/ARO/RA Application (User Guide)

1. Creating a New Appointment - Applicant RO/ARO/RA

A. Log on to <https://hrfin.utm.my/smuhr>



The screenshot shows the homepage of the Universiti Teknologi Malaysia Human Resources System (UTMHR). The page features the UTM logo and navigation menu on the left, a main content area with announcements, and a calendar on the right. The main content area includes a welcome message and two key announcements regarding browser requirements and HR services.

server : hrfs.utm.my Userid : [[English](#)]

Jawatan Kosong (dropdown menu):
 Jawatan Pentadbiran
 Permohonan On-Line

Pekeliling (dropdown menu)
Direktori Staf (dropdown menu)
eTelefon (dropdown menu)
Sistem Sumber Manusia (dropdown menu)
Pusat Pengurusan Penyelidikan (UTP) (dropdown menu)
Kembali Ke Muka Utama (dropdown menu)

Informasi
 Hit Counter : 2582832
 Since 15 June 2010
 Hit - Year 2012 : 860846
 Hit Counter : 914299
 (Current Year)
 Version : 2.1.1
 Updated : 01 Jan 2013

Selamat Datang Ke Sistem Maklumat Universiti (HRFin)

PEMAKLUMAN PENGGUNA HRFin

1. PENGGUNAAN BROWSER MOZILLA ver 3.6 (keatas)

Untuk makluman semua pengguna SMUHRF digalakkan menggunakan Browser Mozilla 3.6 dan ke atas untuk mendapatkan paparan terbaik.
 Sila Download di ([Manual pengguna untuk instalasi turut disertakan](#)) :-

- [Mozilla Firefox versi 3.6 untuk Windows](#)

2. KHIDMAT PENGGUNA SISTEM HRFin (HelpDesk)

Makluman kepada semua pengguna SMUHRF, hasil mesyuarat dengan TNCPJ pada 28/01/2009 telah mengarahkan kepada semua pengguna yang tidak membuat **pertukaran katalaluan (default) sebelum tarikh 27/01/2009 adalah ditamatkan**. Sekiranya pengguna ingin mengaktifkan semula capaian akaun SMUHRF perlu menghubungi pihak teknikal CICT seperti dibawah :-

**Sistem Sumber Manusia
 Bantuan Teknikal Pengguna Modul HR
 No Telefon : 07-5532557 / 32589**

Helmee Bin Yaacob	helvee@utm.my	No Singkat : 6418
Rusnizah Binti Hamdi	rusnizah@utm.my	No Singkat : 6150
Noor Aneza Binti Atan	sp-aneza@utm.my	No Singkat :

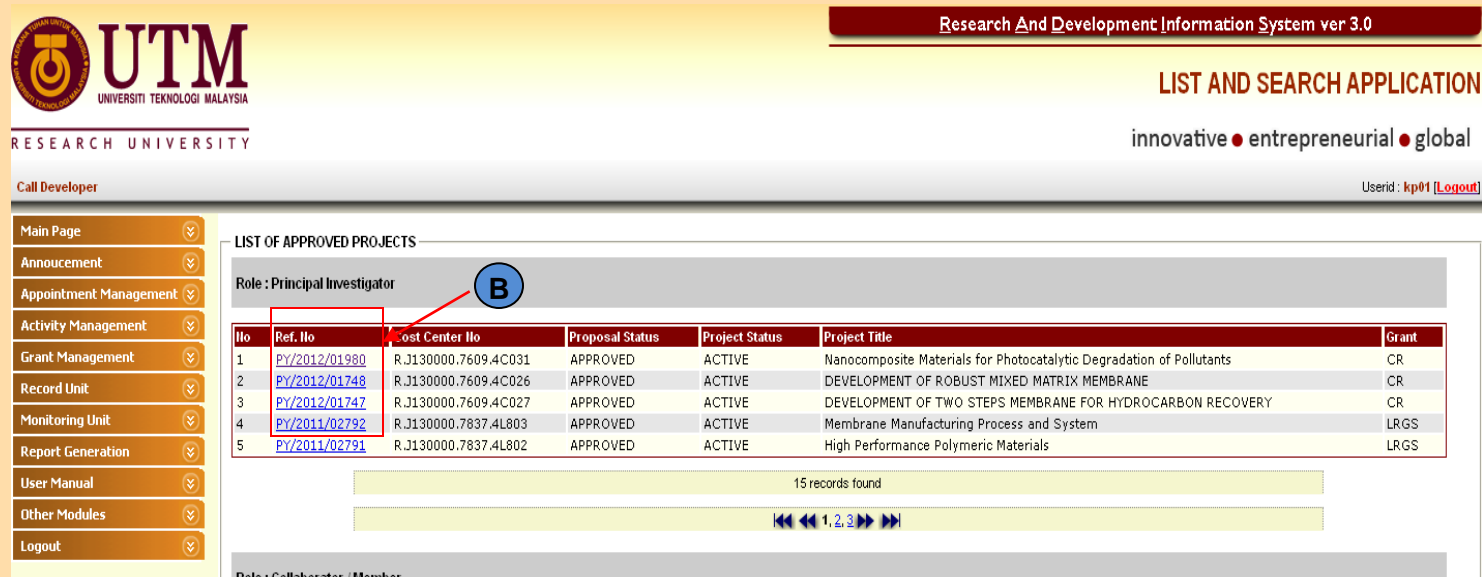
Calendar: September, 2013
 Sun Mon Tue Wed Thu Fri Sat
 1 2 3 4 5 6 7
 8 9 10 11 12 13 14
 15 16 17 18 19 20 21
 22 23 24 25 26 27 28
 29 30
 Time: 03 : 29 pm
 Select date

RO/ARO/RA Application (User Guide)

2. Creating a New Appointment – Project Leader

B. Login to RADIS 3.0 (<https://radis.utm.my/rmc>).

Click one of the hyperlinks of Ref. No under the list of approved projects.



Research And Development Information System ver 3.0

LIST AND SEARCH APPLICATION

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Call Developer Userid : kp01 [Logout]

Main Page
Announcement
Appointment Management
Activity Management
Grant Management
Record Unit
Monitoring Unit
Report Generation
User Manual
Other Modules
Logout

LIST OF APPROVED PROJECTS

Role : Principal Investigator **B**

No	Ref. No	Host Center No	Proposal Status	Project Status	Project Title	Grant
1	PY/2012/01980	R.J130000.7609.4C031	APPROVED	ACTIVE	Nanocomposite Materials for Photocatalytic Degradation of Pollutants	CR
2	PY/2012/01748	R.J130000.7609.4C026	APPROVED	ACTIVE	DEVELOPMENT OF ROBUST MIXED MATRIX MEMBRANE	CR
3	PY/2012/01747	R.J130000.7609.4C027	APPROVED	ACTIVE	DEVELOPMENT OF TWO STEPS MEMBRANE FOR HYDROCARBON RECOVERY	CR
4	PY/2011/02792	R.J130000.7837.4L803	APPROVED	ACTIVE	Membrane Manufacturing Process and System	LRGS
5	PY/2011/02791	R.J130000.7837.4L802	APPROVED	ACTIVE	High Performance Polymeric Materials	LRGS

15 records found

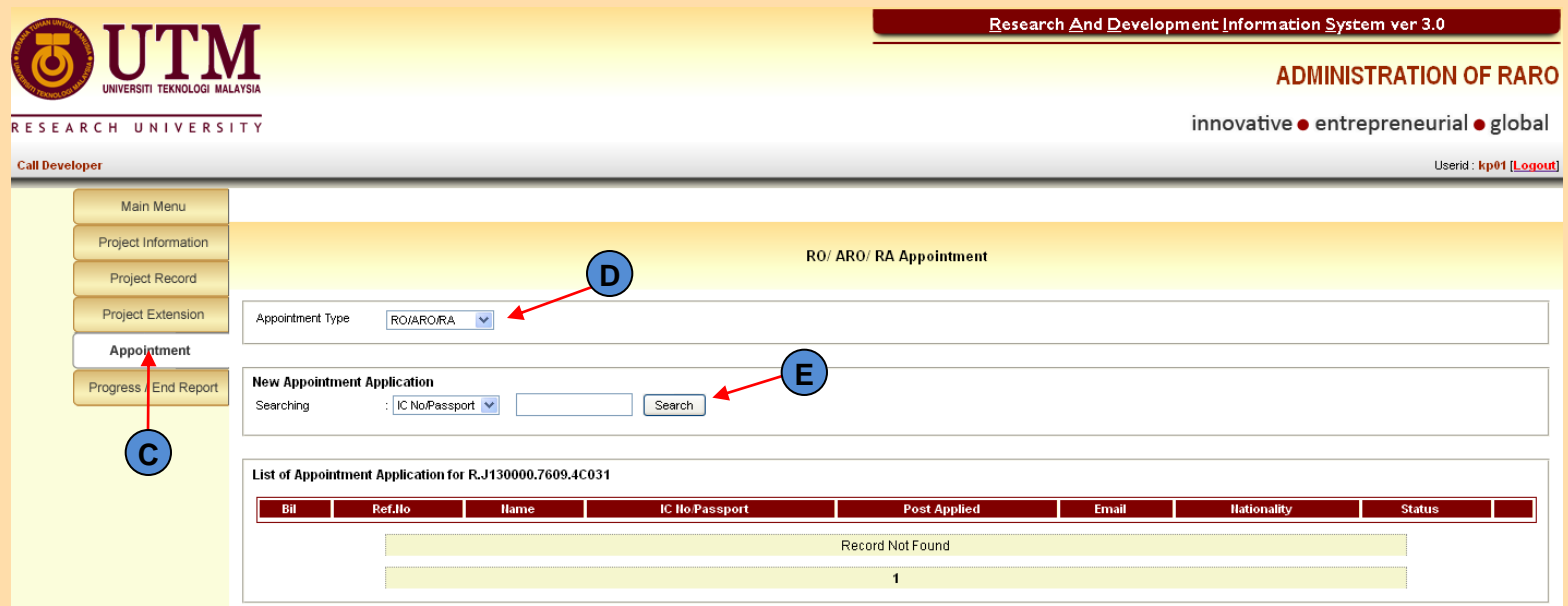
1, 2, 3

Role : Collaborator / Member

RO/ARO/RA Application (User Guide)

2. Creating a New Appointment (cont..)

- C. Click **'Appointment'** menu.
- D. Choose Appointment Type **'RO/ARO/RA'**.
- E. Choose searching by **New IC/Passport** and insert new ic or passport number. Click button **'Search'**.



Research And Development Information System ver 3.0

ADMINISTRATION OF RARO
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Call Developer Userid : kp01 [Logout](#)

Main Menu
Project Information
Project Record
Project Extension
Appointment
Progress / End Report

RO/ ARO/ RA Appointment

Appointment Type: RO/ARO/RA (D)

New Appointment Application
Searching: IC No/Passport [] Search (E)

List of Appointment Application for R.J130000.7609.4C031


Bil	Ref.No	Name	IC No/Passport	Post Applied	Email	Nationality	Status
Record Not Found							
1							

RO/ARO/RA Application (User Guide)

2. Creating a New Appointment (cont..)

RO/ ARO/ RA Appointment

Appointment Type: RO/ARO/RA



Ref No :
Name :
IC No/Passport :
Date of Birth :
Citizenship :
Gender :
Telephone No. :
Address :

Status :
Religion :
Email :
Age :
Race :
Marital Status :
Name Spouse/Parents/Guardians :

ISLAM
rifazalstmal@yahoo.com
2794-8-80
MALAY PENINSULA
SINGLE
FATHER - ISMAIL BIN DOL MOTHER - ZAITON BINTI HASSAN

Address

Office Address
N15, MAMPAI, OMBEK
JABATAN NEJARA/PENTERAAN BIKROSES
FASULTI NEJARA/PENTERAAN NAMA
81310 MERISING
Telephone No. : 07-5535804
Ext. No. :
HandPhone No. : 013-7065389

Mailing Address
LOT 1258
JALAN MAKAM
KAMPUNG SRI LALANG
06600 MERISING
Telephone No. : 013-7065389
Ext. No. :
HandPhone No. : 013-7065389

Family

ID	Name	IC No/Passport	Date of Birth	Relationship
1	ISMAIL BIN DOL	520521060163	21/03/1952	FATHER
2	ZAITON BINTI HASSAN	076627016864	27/66/1957	MOTHER

Education

High Education List

ID	Institute	Year	Education Level	Majoring	Education Field	CPA	Minor
1	UNIVERSITI TEKNOLOGI MALAYSIA	2010	MASTERS	BIOLOGI MOLEKUL		4	BIOLOGI MOLEKUL DAN BIOTEKNOLOGI
2	UNIVERSITI TEKNOLOGI MALAYSIA	2007	FIRST DEGREE	BIOTEKNOLOGI			BIOLOGI MOLEKUL DAN BIOTEKNOLOGI

School Education List

ID	School Name	Start Year	End Year	Education Level	Education Field
1	MAKTAB RENDAH SAINS MARA KUANTAN	2001	2002	SPM	SURVEYING AND MAPPING SCIENCES
2	SEKOLAH BERBANGSAH KEBANGSAAN LINDU HUSIN	1998	2000	PMR	SURVEYING AND MAPPING SCIENCES
3	SEKOLAH BERBANGSAAN BANGKAR BENDAU	1992	1997	UPSR	

Outdoor And External Activities Information

Outdoor Activities (Sports)

ID	Club	Description	Position
1	BOLING		ABSENT - PASS
2	BOLA BASKET		CLAMANT INFORMATION
3	TAKU OH		CLAMANT INFORMATION

External Activities (Association/ Unaffiliated Bodies/ Events/ Seminars)

ID	Description	Position	Level/Stage
1	KELAB KHIDMAT KOMUNITI		
2	KADET REMAJA SEKOLAH		

Skills

ID	Skill	Level of Skill	Year of Experience
1	Mahir dalam labing biotek molekular dan kejuruteraan genetik seperti memproses plasmid pDNA bagi menghasilkan celi-celi penamabahbiak sesuatu protein/enzim. Terlibat dengan laluan ke atas sel bakterial sebagai pusat penghasilan protein/enzim.	TOP	TOP
2	Mahir menggunakan Microsoft Office seperti Excel, Word, Power point dan publisher. Mahir menggunakan aplikasi Windows 7/ Vista/XP	TOP	TOP
3	Mahir mengurus hal berkaitan penyediaan seperti pembaikan barang dan peralatan, merelod perabotan, memuat perkhidmatan projek penyediaan dan menyediakan laporan berkaitan projek penyediaan.	MD	MD

Work Experience

List of Employment History

ID	Employment History	Organization Info
Record Not Found		
1		

Attachment

Upload

Please select option: ▼

File Name: Browse... No file selected. Upload

F. On the **Personal Information Tab**, researcher can see information about the candidate and upload related documents (in PDF format only).

F

RO/ARO/RA Application (User Guide)


2. Creating a New Appointment (cont..)

G. On the **Personnel Information Tab**, fill the required informations and then click the **'Save'** button.

H. After click the **'Save'** button, the screen will be refreshed and display emolumen information based on position and basic salary given.

RO/ ARO/ RA Appointment

Appointment Type : RO/ARO/RA

	Ref.No : Name : NOOR FAIZAH BINTI ISMAIL IC No/Passport : 851224235008 Date of Birth : 24/12/1985 Citizenship : MALAYSIA Gender : FEMALE Telephone No. : 013-7065389/013-7065389 Address : LOT 1258 JALAN MAKAM KAMPUNG SRI LALANG 08800 MERSING	Status : Religion : ISLAM Email : nfaizahismail@yahoo.com Age : 27thn 8 bln Race : MALAY PENINSULA Marital Status : SINGLE Name Spouse/Parents/Guardians : FATHER - ISMAIL BIN DOL MOTHER - ZAITON BINTI HASSAN
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Back | Personal Information | Personnel Information

Personnel Information

*Cost Center : R/J130000.7609.4C031	Research Alliance : J091300 - MATERIAL AND MANUFACTURING	
Project Leader Name : KETUA PROJEK 01		
Type Of Appointment :	Grade : QA41A	
*Type Of Position : QA41A - PEGAWAI PENYELIDIK (QA41)	*Salary Level : P4 - 2,145.88 - 6,871.56	Rate of Salary Increases : RM 225
Salary Scheme : SSM2012		
*Basic Salary : 2145.88		
Based on the selected Cost Center, Start Date and End Date Appointment are valid from (01/12/2012) until (30/11/2015)		
*Start Date : 27/08/2013	*End Date : 26/08/2014	
Duration : 1 years		
*Justification : new appointment		
Staff Allocation		
*Faculty/ Department : J21 - FAKULTI ALAM BINA	Unit : J210100 - PEJABAT DEKAN	
*Division : J2101 - PEJABAT DEKAN		
Payment Method : Credit to Bank		
Bank : CIMB	*Bank Account No. : 12377643321890	
*KWSP No. : 27761998		



RO/ARO/RA Application (User Guide)

2. Creating a New Appointment (cont..)

Emolument Information

K

View Emolument

Bil	Description	Salary Code	Amount (RM)
1	GAJI POKOK	001	2,146.00
2	ELAUN KHIDMAT AWAM	002	300.00
3	IMBUHAN TETAP PERUMAHAN	003	250.00
4	BANTUAN SARA HIDUP (COLA)	005	250.00
Total(RM)			2,946.00

KWSP/SOCSO

Bil	Description	Salary Code	Amount (RM)
1	KWSP (MAJIKAN)	401	281.00
2	P. E. R. K. E. S. O (CARUMAN MAJIKAN)	403	37.65
Total(RM)			318.65

Total Estimated Cost : (RM) 39,175.80

Determination of the Authorized Clerks

Approver Name : L

Position :

No.	Roles of Officer	Staff ID	Name	Position
1	PEMOHON	6136	KETUA PROJEK 01	PROFESOR (VK05)

M

Hereby I declare this expenditure was the actual amount for the purpose mentioned and was according to Treasury Circular No 3.2003 and General Order Section B and Treasury Circular No 3.2005.
I also declared that I am not having any kind of personal interest and relative relationship with applicant. Besides, I would like to release any responsibility for the officer who approves the payment to me. Therefore, if this payment was found against any enforced rules and regulations, I understood that I might be charged for university disciplinary action.
I agree to be fully responsible for the salary of RO/ARO/RA appointed if there is insufficient amount from V11000 allocation of the grant to cover the salary.

N

J *Please click 'Update' button if any changes have been made.

- I. After click the **'Save'** button, additional information will be displayed.
- J. Click **'Update'** if any change(s) has made.
- K. Click **'Add New'** emolument if needed.
- L. Choose authorized clerk.
- M. Tick declaration box before submitting.
- N. Click **'Submit'** button application.

Thank You.