



INTERNATIONAL ISLAMIC
UNIVERSITY MALAYSIA

VERSION NO: 03

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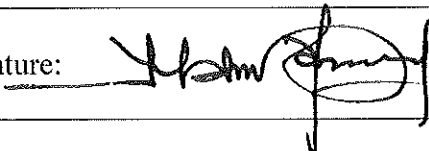
TITLE: ANNUAL SALARY INCREMENT

EFFECTIVE DATE: 01/04/2019

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ANNUAL SALARY INCREMENT

Prepared by:-	Approved by:-
Signature: 	Signature: 
Name : Mohamad Zaidy bin Darapar	Name : Dato' Abdul Rahim bin Ahmad
Position : Accountant Payroll and Financial Services Unit Management Services Division	Position : Executive Director Management Services Division
Date: 27/05/2019	Date: 27/05/2019

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1. OBJECTIVE


This procedure is prepared to ensure that all annual salary increment processes are carried out efficiently and managed effectively according to the specified rules and regulations.

2. SCOPE

This procedure is implemented by the PFSU Unit, Management Services Division of IIUM for the processing of annual salary increment.

3. ABBREVIATION/ DEFINITION

- 3.1 K/C/D/I : Kulliyah /Centre/Division/Institution
- 3.2 UMC : University Management Committee
- 3.3 DRAIL : Deputy Rector (Academic and Industrial Linkages)
- 3.4 ED, MSD : Executive Director, Management Services Division
- 3.5 D, MSD : Director, Management Services Division
- 3.6 PFSU : Payroll and Financial Services Unit
- 3.7 ACCT : Accountant
- 3.8 AA : Administrative Assistant
- 3.9 HR ITU : Human Resource Information Technology Unit, MSD
- 3.10 HURIS : Human Resource Information System
- 3.11 PMG : Professional and Management Group
- 3.12 A&T(SG) : Administrative and Technical (Support Group)
- 3.13 ASI : Annual Salary Increment
- 3.14 APAR : Annual Performance Appraisal Report
- 3.15 APR : Academic Progress Report
- 3.16 OLA : Office of the Legal Advisor
- 3.17 KRA : Key Results Area
- 3.18 CSA : Critical Service Allowance
- 3.19 EIA : English Incentive Allowance
- 3.20 RA : Regional Allowance
- 3.21 UPL : Unpaid leave


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4. REFERENCE

- 4.1 Government Service Circular No. 1 Year 2016
- 4.2 Government Service Circular No. 3 Year 2016
- 4.3 Government Circular No. 36 Year 2013
- 4.4 Government Circular No. 15 Year 2013
- 4.5 Government Circular No. 5 Year 2013
- 4.6 Government Circular No. 2 Year 2013
- 4.7 Government Circular Letter No. 1 Year 2013
- 4.8 Government Circular Letter No. 3 Year 2012
- 4.9 Government Circular Letter No. 1 Year 2012
- 4.10 Government Circular No. 15 Year 2012
- 4.11 Government Circular No. 1 Year 2012
- 4.12 Government Circular Letter No. 5 Year 2010
- 4.13 Government Circular Letter No. 4 Year 2009
- 4.14 Government Circular Letter No. 18 Year 2007
- 4.15 Government Circular Letter No. 7 Year 2007
- 4.16 Government Service Circular No. 4 Year 2002
- 4.17 Government Service Circular No. 8 Year 2000
- 4.18 Government Service Circular No. 2 Year 1996
- 4.19 Government Service Circular No. 9 Year 1991

5. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE
	5.1 Stage 1 : Identifying ASI eligibility using the HURIS ASI module
ACCT	5.1.1 Check ASI setup in HURIS then click the button process.
ACCT	5.1.2 Download the ASI data and paste into the ASI formulated template.

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ACCT	<p>5.1.3 Identify the following from the data:</p> <p>a) Staff required APR/Sabbatical Report/KRA Performance Report submission. Trace APR or Sabbatical report submission status of Staff on Study Leave/Sabbatical leave for more than 6 months in the last year from the Lotus Notes / Alchemy.</p> <p>b) Staff charged with disciplinary action based on the data provided by OLA.</p>								
ACCT	<p>5.1.4 Update the disciplinary data obtained from OLA & APR/sabbatical report/KRA Performance Report submission status into the downloaded ASI template data.</p>								
ACCT	<p>5.1.5 Identify the staff whose ASI are to be processed for the period i.e. 1st Jan / 1st April / 1st July / 1st October and request assistance of HR ITU to upload data on status of ASI & ASI remarks as follows:</p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: center;"><u>Status of ASI</u></th> <th style="text-align: center;"><u>Explanation</u></th> </tr> </thead> <tbody> <tr> <td>a) Approved for ASI</td> <td>: Complete documents submission & has served for more than 6 months in previous year</td> </tr> <tr> <td>b) Ineligible for ASI</td> <td>: Due to UPL or HPL > 180 days, has served for more than 6 months in previous year but incomplete submission of documents, awaiting APR submission, pending manual APAR during secondment or pending disciplinary processing, new hire in this year, resigned, staff number starts with BC101, AT, EF or SINP.</td> </tr> <tr> <td>c) Notational ASI</td> <td>: Due to secondment / UPL follow spouse, TB leave, Cancer Leave, Leprosies Leave (a maximum of 3 times throughout the of service except for secondment) for more than 6 months in previous year (no APAR is required).</td> </tr> </tbody> </table>	<u>Status of ASI</u>	<u>Explanation</u>	a) Approved for ASI	: Complete documents submission & has served for more than 6 months in previous year	b) Ineligible for ASI	: Due to UPL or HPL > 180 days, has served for more than 6 months in previous year but incomplete submission of documents, awaiting APR submission, pending manual APAR during secondment or pending disciplinary processing, new hire in this year, resigned, staff number starts with BC101, AT, EF or SINP.	c) Notational ASI	: Due to secondment / UPL follow spouse, TB leave, Cancer Leave, Leprosies Leave (a maximum of 3 times throughout the of service except for secondment) for more than 6 months in previous year (no APAR is required).
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<p>AA</p> <p>AA</p>	<p>5.2 Stage 2 : Preparation of mass ASI Approval form</p> <p>5.2.1 Choose staff approved for ASI and click the mass 'ASI Form' button in HURIS. Check the setting and print out.</p> <p>5.2.2 Submit the mass ASI Approval Form for consideration:</p> <table border="0"> <thead> <tr> <th><u>Approving authority</u></th> <th><u>Category</u></th> </tr> </thead> <tbody> <tr> <td>i. President</td> <td>Rector</td> </tr> <tr> <td>ii. Rector</td> <td>UMC</td> </tr> <tr> <td>iii. DRAIL</td> <td>Academic</td> </tr> <tr> <td>iv. ED, MSD</td> <td>PMG</td> </tr> <tr> <td>v. D, MSD</td> <td>A&T(SG)</td> </tr> </tbody> </table>	<u>Approving authority</u>	<u>Category</u>	i. President	Rector	ii. Rector	UMC	iii. DRAIL	Academic	iv. ED, MSD	PMG	v. D, MSD	A&T(SG)
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<p>AA</p> <p>ACCT</p>	<p>5.3 Stage 3 : Mass transferring ASI approval to KEW 8 in HURIS</p> <p>5.3.1 Upon approval, identify the staff required to be processed and change the status from Approved for ASI to Transfer to KEW 8.</p> <p>5.3.2 Approve KEW 8 for ASI payment processing.</p>												
<p>AA</p> <p>AA</p>	<p>5.4 Stage 4 : Re-processing ASI for rejected KEW 8</p> <p>5.4.1 Repeat process 5.1 & identify if there is any transaction which has been rejected by ASI system during KEW 8 processing (i.e. by looking at ASI status, KEW 8 transfer date and KEW 8 remark), after the whole above processes are completed.</p> <p>5.4.2 Check whether the case is valid for rejection or need to be reprocessed (i.e. ASI is eligible when change of salary that occurs in this year was actually meant to be effective in the previous year. Please refer to change of salary advice in Alchemy or Lotus notes. Print out the documents)</p>												

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AA	5.4.3 If the staff is eligible for ASI for the year, manually change the basic salary and CSA/EIA/RA in KEW 8 entry.
	5.4.4 Key in the salary adjustment, if any.
ACCT	5.4.5 Check the supporting documents and approve or reject KEW 8 for ASI payment processing.
	5.5 Stage 5 : Processing ASI on Notational basis
AA	5.5.1 Check whether the case is valid for ASI to be processed on notational basis (Please refer to IIUM approval letter for secondment, UPL follow spouse, TB leave, Cancer Leave, Leprosies Leave in Alchemy or Lotus notes based on documents).
AA	5.5.2 Ensure staff on secondment submit the manual APAR of the specific organisation to be eligible for ASI.
	5.5.3 Change the ASI module to Approved for ASI with remarks Notational basis, if the staff is eligible for ASI,
AA	5.5.4 Print out the individual ASI approval form for verification.
	5.5.5 Manually change the basic salary and CSA/EIA/RA in KEW 8 entry.
ACCT	5.5.6 Check the supporting documents and approve or reject KEW 8 for ASI payment processing.
	5.6 Stage 6 : ASI Not-approved
AA	5.6.1 Prepare the Individual ASI form for non-approval of ASI by the respective approving authority.
	5.7 Stage 7 : Notification to Staff (ASI Approved, ASI Not-approved or ASI Approved on Notational Basis)

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AA	<p>5.7.1 Prepare the ASI notification letter and check the following :</p> <p>a) the setting of the letter and the staffs' details.</p> <p>b) the salary changes against the ASI data processed.</p> <p>5.7.2 Send the letter signed by D,MSD to the affected staff.</p>
AA	<p>5.8 Stage 8 : File documents</p> <p>5.8.1 Submit all documents to the filing room for scanning, record & filing.</p>
	END OF PROCESS

6. QUALITY RECORDS

QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1. Mass ASI form 2. Individual ASI Form 3. Notification letter	7 years after staff ceased employment	Personal File / MSD Filing Cabinet	AA
	6 Years	General File / MSD Filing Cabinet	AA

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7. FLOW CHART

