



INTERNATIONAL ISLAMIC
UNIVERSITY MALAYSIA

VERSION NO : 03

REVISION NO : 00



DOCUMENT TITLE : APPLICATION FOR BENEFIT
AND ASSISTANCE OF IIUM
STAFF KHAIRAT FUND

EFFECTIVE DATE : 03/07/2017


DOCUMENT NO. : IIUM/MSD/17

PAGE : 01/06


APPLICATION FOR BENEFIT AND ASSISTANCE OF IIUM STAFF KHAIRAT FUND

Prepared By :-	Approved By :-
Signature : 	Signature : 
Name : Rohani binti Amat	Name : Dato' Abdul Rahim bin Ahmad
Position : Senior Assistant Director Employee Benefits and HR Relations Unit Management Services Division	Position : Executive Director Management Services Division
Date : 03/07/2017	Date : 03/07/2017

CONTROLLED COPY NO. :

 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION NO : 03
	REVISION NO : 00
DOCUMENT TITLE : APPLICATION FOR BENEFIT AND ASSISTANCE OF IIUM STAFF KHAIRAT FUND	EFFECTIVE DATE : 03/07/2017
DOCUMENT NO. : IIUM/MSD/17	PAGE : 02/06

1. OBJECTIVE
<p>This procedure is implemented in order to ensure the processing of application for the IIUM Staff Khairat Fund is conducted smoothly and systematically according to the specified rules and regulations</p>
2. SCOPE
<p>This procedure is implemented by the Employee Benefits and Human Resource Relations Unit, Management Services Division, IIUM as Secretariat of the Fund.</p>
3. DEFINITION/ABBREVIATION
<u>Definitions :</u>
<p>3.1 MSD : Management Services Division</p> <p>3.2 SKF : Staff Khairat Fund</p> <p>3.3 EBHRRU : Employee Benefits and Human Resource Relations Unit</p> <p>3.4 SAD : Senior Assistant Director</p> <p>3.5 AA : Administrative Assistant</p>
4. REFERENCES
<p>4.1 IIUM Staff Khairat Fund(SKF) Regulations (Revised 3rd December, 2015)</p>

 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION NO : 03
	REVISION NO : 00
DOCUMENT TITLE : APPLICATION FOR BENEFIT AND ASSISTANCE OF IIUM STAFF KHAIRAT FUND	EFFECTIVE DATE : 03/07/2017
DOCUMENT NO. : IIUM/MSD/17	PAGE : 03/06

5. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURES
5.1	Processing application form for SKF assistance
SAD/AA	5.1.1 Receive application form for SKF
5.2	Verification of staff status and documents
AA	5.2.1 Verify the applicants' status through the SKF Membership Record
AA	5.2.2 If not eligible, inform respective staff through letter/email. (Refer to IIUM SKF Regulation for members' eligibility)
5.3	Check relevant documents
AA	5.3.1 Check the applicants' supporting documents 5.3.2 Stamp all copy of customer property with "For MSD Purposes Only".
AA	5.3.2 If insufficient, request from the respective staff through telephone call, letter or email
5.4	Check eligibility amount
SAD	5.4.1 Check the eligible amount to be given based on the nature of the case as stipulated in the IIUM Staff Khairat Fund (SKF) Regulations



INTERNATIONAL ISLAMIC
UNIVERSITY MALAYSIA

VERSION NO : 03

REVISION NO : 00


DOCUMENT TITLE : APPLICATION FOR
BENEFIT AND
ASSISTANCE OF IIUM
STAFF KHAIRAT FUND

EFFECTIVE DATE : 03/07/2017

DOCUMENT NO. : IIUM/MSD/17


PAGE : 04/06

RESPONSIBILITY	DETAILED PROCEDURES
SAD	5.4.2 Recommend the application for approval
5.5	Approval of Approving Authority
SAD	5.5.1 Get approval from the approving authority of SKF
AA	5.5.2 If application is not approved, send letter to respective staff on the status
5.6	Disbursement of claim
AA	5.6.1 Key in claim in HURIS. 5.6.2 Inform respective staff through email. 5.6.3 Check status of claim in payroll record
5.7	Records of documents
AA	5.7.1 Compile all approved applications for endorsement in SKF Committee Meeting
AA	5.7.2 File all documents

 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION NO : 03
	REVISION NO : 00
DOCUMENT TITLE : APPLICATION FOR BENEFIT AND ASSISTANCE OF IUM STAFF KHAIRAT FUND	EFFECTIVE DATE : 03/07/2017
DOCUMENT NO. : IUM/MSD/17	PAGE : 05/06

6.0 QUALITY RECORDS

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	SKF applications forms and relevant documents	6 years	Filing Room, MSD	AA
2.	Record of Membership	6 years	Filing Room, MSD	AA
3.	Minutes of SKF Meeting	6 years	Filing Room, MSD	AA

 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION NO : 03
	REVISION NO : 00
DOCUMENT TITLE : APPLICATION FOR BENEFIT AND ASSISTANCE OF IUM STAFF KHAIRAT FUND	EFFECTIVE DATE : 03/07/2017
DOCUMENT NO. : IUM/MSD/17	PAGE : 06/06

7.0 FLOWCHART

APPLICATION FOR BENEFIT AND ASSISTANCE OF IUM STAFF KHAIRAT FUND

