

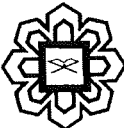
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PAYMENT OF NON-FIXED ALLOWANCES & CLAIMS

Prepared by:-	Approved by:-
Signature: 	Signature: 
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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 the non-fixed allowances & claims payment processes are carried out efficiently and managed effectively according to the specified rules and regulations.

2. SCOPE

This procedure is implemented by the PFSU, Management Services Division of IIUM for the following types of payments:

Non-fixed Allowances

- i) Academic Administrative Allowances
 - a. Deans / Directors Allowance
 - b. Deputy Deans / Directors Allowance
 - c. Head of Department Allowance
 - d. Deputy Head of Department Allowance
 - e. Finance Adviser Allowance
 - f. Course/Programme Coordinator Allowance
- ii) Transportation Allowance
- iii) Transportation Allowance in lieu of official car
- iv) Coordinator Allowance (Administrative Staff)
- v) Covering Allowance
- vi) Personal Assistance (P.A.) Allowance
- vii) Laundry Allowance
- viii) Special Task Allowance for Drivers
- ix) Bilingual Shorthand Allowance
- x) Warm Clothing Allowance
- xi) Financial Duties Incentive Payment
- xii) HR Data Management
- xiii) Principal/Fellow Utility Allowance
- xiv) Hand phone Allowance
- xv) Special Housing Incentive & Special Housing Deduction
- xvi) Mortuary Attendant (Hazard) Allowance
- xvii) Site Allowance
- xviii) Arabic Typing Allowance

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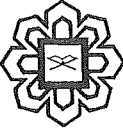
- xix) Relocation Allowance
- xx) SBU Allowances
- xxi) Ceremonial Attire
- xxii) Outstation Transfer
- xxiii) Moving to New House Allowance

Claims

- i) Overtime / Extra Working Hour
- ii) Travelling
- iii) Part Time Administration / Lecturer
- iv) Extra Teaching / Long Vacation
- v) Handphone Bills
- vi) On Call
- vii) Locum

Other type of payments to payroll creditors (deducted from staff's income)


- i) Statutory Deductions
 - a. Malaysian Courts Orders to specified personnel/organisation
 - b. PCB, CP38 & CP39 for Lembaga Hasil Dalam Negeri (LHDN)
 - c. Employment Provident Fund (EPF) Contributions
 - d. Social Security Organisation (SOCSO) Contributions
 - e. Office of the Legal Adviser (OLA)
- ii) Personal Deductions
 - a. Biro Angkasa
 - b. Tabung Haji
 - c. Takaful Malaysia Insurance
 - d. Personal Loan BIMB/BMMB
 - e. Zakat Selangor/Pahang/W. Persekutuan/Negeri Sembilan
 - f. Nursery Charges & Nursery Material Charges
 - g. House Rental (for international staff only)
 - h. Salary Advancement
 - i. Scholarship Mara/JPA/PTPTN/Yayasan Selangor
 - j. Koperasi UIAM

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3. DEFINITION/ABBREVIATION

Abbreviations:

- 3.1 K/C/D/I : Kulliyyah /Centre/Division/Institute
- 3.2 CIO : Chief Information Officer
- 3.3 HOD : Head of Department
- 3.4 ED, MSD : Executive Director, Management Services Division
- 3.5 D, MSD : Director, Management Services Division
- 3.6 ACCT : Accountant
- 3.7 SAA(ACC) : Senior Assistant Accountant
- 3.8 SAA(C/O) : Senior Administrative Assistant (Clerical / Operation)
- 3.9 AA(ACC) : Accounting Assistant
- 3.10 AA(C/O) : Administrative Assistant (Clerical / Operation)
- 3.11 HURIS : Human Resource Information System
- 3.12 PFSU : Payroll and Financial Services Unit
- 3.13 MSD : Management Services Division
- 3.14 FD : Finance Division
- 3.15 OCAP : Office of Communication Advocacy & Promotion for Change
- 3.16 NFA : Non-Fixed Allowances
- 3.17 Statutory Bodies or Legal Entities are :
 - i) Malaysian Civil/Syariah Courts
 - ii) Lembaga Hasil Dalam Negeri (LHDN)
 - iii) Employment Provident Fund (EPF)
 - iv) Social Security Organisation (SOCSO)
 - v) Office of the Legal Adviser (OLA)


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4. REFERENCE


- 4.1 Government and University policies and circulars related to payment of allowances and claims currently in force.

5. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE
<p>SAA(ACC)</p> <p>SAA(C/O)</p> <p>AA(ACC)</p> <p>AA(C/O)</p>	<p>A. ACTIVATE PAYMENT</p> <p>5.1 Stage 1 : Receive Notification or Form from K/C/D/I or staff</p> <p>5.1.1 Receive notification or form from staff or K/C/D/I requesting for payment of one or more of the salary, allowances or claims for specified staff to be paid for a specified time period.</p> <p>5.1.2 Stamp the receive date of the notification or form.</p> <p>5.1.3 Check the approved supporting documents (where applicable).</p> <p>5.1.4 Communicate with the K/C/D/I for corrective action to be taken should there be any error or incomplete information. Upon rectification of the above, proceed to the next stage.</p>

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RESPONSIBILITY	DETAILED PROCEDURE
<p>SAA(C/O) (NFA)</p> <p>ACCT</p> <p>SAA(C/O) (NFA)</p>	<p>5.2 Stage 2 : Approval of Director, MSD</p> <p>5.2.1 Prepare memo/proposal paper to the approving authority to activate new payment, (where applicable).</p> <p>5.2.2 Check the memo or proposal paper and verify the eligibility & period of payment.</p> <p>5.2.3 Forward the memo/proposal paper/form to the D,MSD for approval</p> <p>5.3 Stage 3 : Updating HURIS</p> <p>5.3.1 Key in data in KEW8 or load data on the amount and effective period in the HURIS for :</p> <ul style="list-style-type: none"> i. approved cases by D, MSD ii. appointment by Rector /CIO * iii. pre-determined eligibility based on approved circulars iv. instructed by the Statutory Bodies or Legal Entities <p>5.3.2 Key in Allowance Entry in KEW8 or load data on arrears amount and effective period in the HURIS, if any.</p> <p>5.3.3 Check documents and approve or reject the KEW8 entries.</p> <p>Note: *Authorised signatories for appointment letters</p> <ul style="list-style-type: none"> i) Academic Administrators (Rector, monitored by Administrative Officer at MSD), ii) Webmaster (CIO, monitored by Administrative Officer at OCAP) iii) Principal & Fellow (Rector, monitored by Administrative Officer at STADD)
<p>SAA(ACC)</p> <p>SAA(C/O)</p> <p>AA(ACC)</p> <p>AA(C/O)</p> <p>ACCT</p>	

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RESPONSIBILITY	DETAILED PROCEDURE
<p>SAA(C/O) (NFA)</p> <p>SAA(C/O) (NFA)</p> <p>SAA(ACC) SAA(C/O) AA(ACC) AA(C/O)</p>	<p>5.4 Stage 4 : Notification to staff</p> <p>5.4.1 Prepare & send notification letter to approved cases, signed by ACCT for the following category of non-fixed allowances:</p> <ul style="list-style-type: none"> a) Moving to new house allowance b) Outstation Transfer allowance c) Warm Clothing Allowance d) Covering duties claim <p>5.4.2 Prepare & send notification letter to disapproved cases for all types of non-fixed allowances, signed by ACCT</p> <p>5.5 Stage 5 : File Documents</p> <p>5.5.1 Submit all documents to the filing room for scanning, record & filing.</p>
<p>SAA(C/O) (NFA)</p>	<p>B. DE-ACTIVATE PAYMENT OF ALLOWANCES</p> <p>5.6 Stage 1 : Extract data, received notification or form from K/C/D/I or staff</p> <p>5.6.1 Extract data, receive notification from HOD of K/C/D/I or receive staff request for either one or more of the above allowances to be temporarily or permanently ceased to be paid to a specified staff due to the following possible reasons;</p> <ul style="list-style-type: none"> i) Not performing the assigned duties for more than 28 days continuously. ii) Cease holding the position / assigned duties. <p>5.6.2 Stamp the date of receiving the letter or form.</p>



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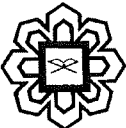
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RESPONSIBILITY	DETAILED PROCEDURE
<p>SAA(ACC)</p> <p>SAA(C/O)</p> <p>AA(ACC)</p> <p>AA(C/O)</p> <p>ACCT</p>	<p>5.7 Stage 2 : Updating HURIS</p> <p>5.7.1 Key-in Current Payroll entry in KEW8 the effective period to stop the payment in the HURIS.</p> <p>5.7.2 Calculate the overpayment amount to be recovered and inform the respective staff accordingly if the deduction instruction is not given by KCDI.</p> <p>5.7.3 Key-in the Deduction entry in KEW8 or data load the amount to be recovered and effective period in the HURIS, if any.</p> <p>5.7.4 Check documents and approve or reject the KEW8 entries.</p>
<p>SAA(ACC)</p> <p>SAA(C/O)</p> <p>AA(ACC)</p> <p>AA(C/O)</p>	<p>5.8 File Documents</p> <p>5.8.1 Submit all documents to the filing room for scanning, record & filing.</p>

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6. QUALITY RECORDS


Payment of Non-fixed Allowances & Claims

QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1. Appointment letter <ul style="list-style-type: none"> Academic Administrative Allowance Webmaster Allowance Principal/Fellow Utility Allowance Mortuary Attendant (Hazard) Allowance 	7 years		
2. Form to activate payment <ul style="list-style-type: none"> Laundry Allowance Special Task Allowance for Driver 	7 years		
3. Notification letter/Extract of Minutes of SSC from Service Unit <ul style="list-style-type: none"> Bilingual Shorthand Allowance Site Allowance 	7 years		
4. Form to activate payment & Transfer Order by Unit in charge of employment for change of KCDI/transfer order by KCDI due to internal reshuffling <ul style="list-style-type: none"> Outstation Transfer Allowance 	Forever	Personal File MSD Filing Cabinet	SAA(C/O) (NFA)
5. Form to activate payment, appointment letter & special approval from the Rector (for officer outside scope specified in the circular) <ul style="list-style-type: none"> Handphone Allowance 	7 years		
6. Form to activate payment, appointment letter, duty list & 28 days leave statement <ul style="list-style-type: none"> PA Allowance Covering Allowance 	7 years		

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7. Form to activate payment, appointment letter, duty list, 28 days leave statement & verification from Finance Division. <ul style="list-style-type: none"> Financial Duties Incentives 	7 years	Personal File MSD Filing Cabinet	SAA(C/O) (NFA)
8. Form to activate payment & confirmation letter from FD on Financing Facilities Provided by the University <ul style="list-style-type: none"> Moving to New House Allowance 	Forever		
9. Form to activate payment, appointment letter, Organizational Chart & 28 days leave statement <ul style="list-style-type: none"> Coordinator Allowance (Administrative Staff) 	7 years		
10. Form to activate payment & Rector's approval for the overseas travelling <ul style="list-style-type: none"> Warm Clothing Allowance 	7 Years		

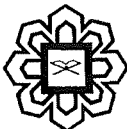
Payment of financial claims

QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1. Claim Form <ul style="list-style-type: none"> Overtime Claim Part Time Claim Extra Teaching/Long Vacation Claim 	7 years	General File MSD Filing Cabinet	SAA(ACC)
2. Claim Form & original bills / receipt <ul style="list-style-type: none"> Travelling Claim Handphone bill claim Ceremonial Attire 			AA(ACC)

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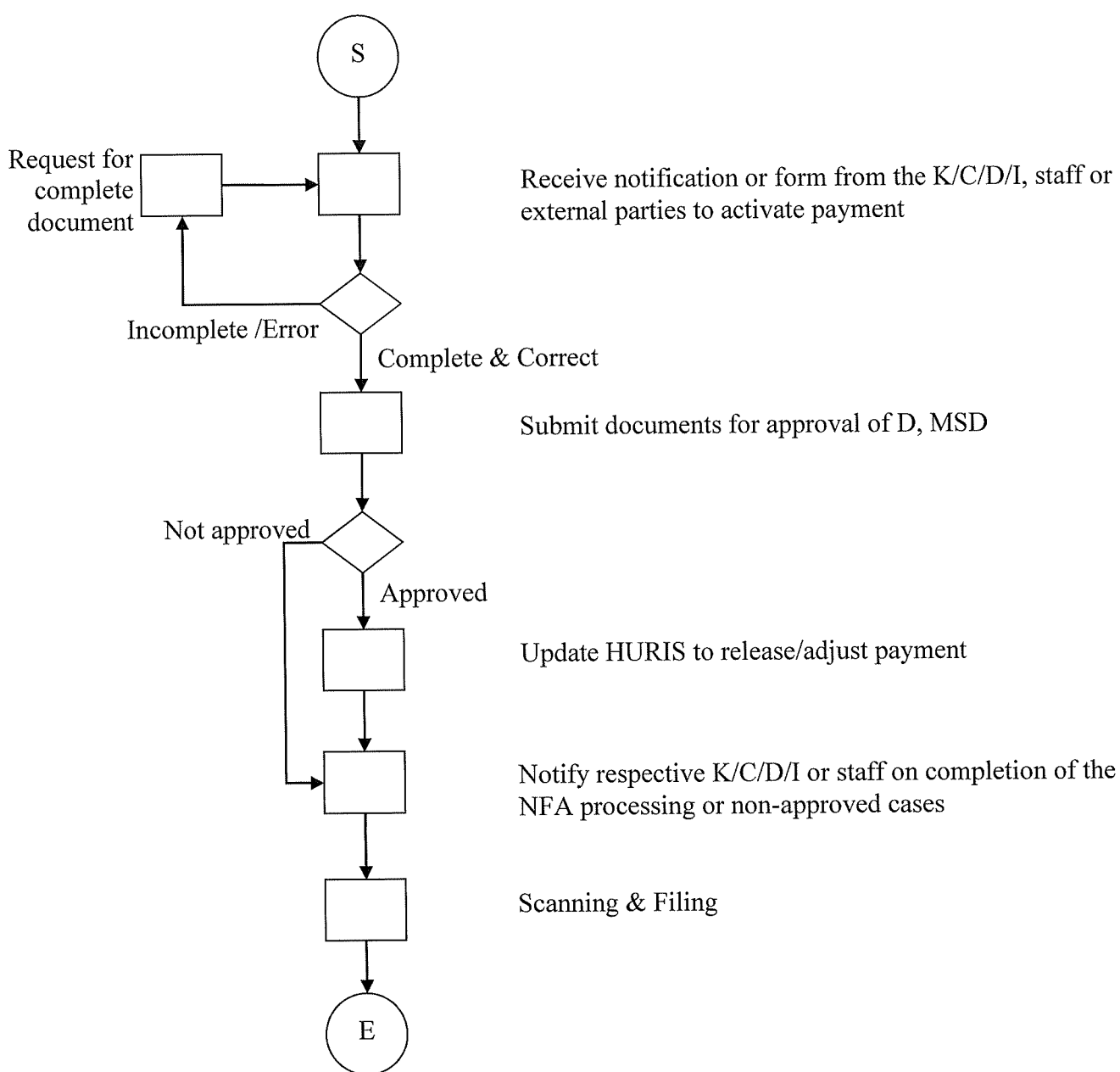
Other payments (subject to respective cases)


QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1. Malaysian Court Order 2. CP38/CP39 Form from LHDN 3. Punishment letter from Office of Legal Adviser 4. House Rental Agreement 5. Salary Advancement Approval from FD 6. Salary Deduction Request <ul style="list-style-type: none"> • Tabung Haji • Zakat Contribution to Pusat Zakat Selangor/ Pahang/ W. Persekutuan/ Negeri Sembilan only • Scholarship Mara/JPA/PTPTN/Yayasan Selangor • IIUM Educare • BIRO Angkasa • BIMB/ BMMB • Takaful Malaysia Insurance • Koperasi UIAM 	7 years	Personal File MSD Filing Cabinet General File MSD Filing Cabinet	SAA(ACC) AA(ACC)

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7. FLOW CHART

ACTIVATION OF PAYMENT



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DE-ACTIVATION OF PAYMENT

