# METHODS OF RECORDING LOCATION OF STAFF PRESENCE IN THE OFFICE / CAMPUS DURING POST MCO

1. Staff who have been approved to attend the office should record their presence at the office / campus using the UTMSmart application

2. **Recording of presence can only be made using the UTMSmart application.**

3. Login to UTMSmart when you get to the office / location of work.

4. Click on the Staff Movement menu
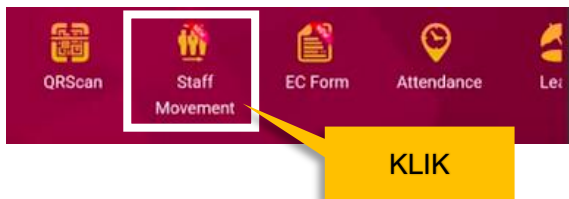
5. Staff who have been approved for admission to the campus through MyUTM will receive a list of MCO's Official Duty Approval Records through UTMSmart as follows:

WFH (MCO): Click here to **record daily work attendance** using the GPS Check-in from home and the system will **automatically record attendance at iHadir**

Click here once you enter the Main Entrance to **record presence at the office / campus** as per the approval in the MyUTM portal.

6. This approval record must be displayed through UTMSmart for review by the Security Division upon entering the campus. Staff who do not have a formal record of approval during the MCO period will not be allowed on campus.

7. Click on the approval record on days arrival/working at the office (not Work From Home - MCO). The following view will be displayed on UTMSmart. **This display is for recording movement to the office only**. This view is different from the check-in of presence via UTMSmart GPS
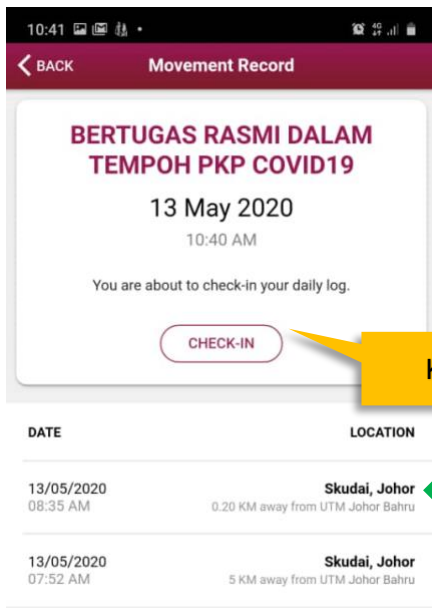
Click here to **record your presence at the office / campus**. Once upon arrival at the office and again when leaving the office

Record date and time in office / campus

8. Click on the Check-in button when you get to campus, and again when you leave the campus upon completion of your work at the office.

9. Staff shifting to several locations while on campus, for example staff from the Office of Asset and Development who carry out maintenance work at the Faculty of Science, will need to check in from each location for the purpose of recording the day's movement.

10. **Records of movement to office / campus is created to prove the presence of staff at the office /on campus and as reference for contact detection in case of COVID19 infection. Therefore, it is important that this record of movement is made accurately.**

11. This record is not intended to record attendance. Attendance at the office according to their daily working hours still needs to be recorded using the Post-MCO attendance method.