METHOD OF RECORDING WORK ATTENDANCE DURING POST-MCO

Recording proper attendance is an individual responsibility. Incorrect recording of attendance can have an impact on staff service. From 13 May 2020, until another date to be decided by the University, all staff must adhere to the following methods of recording their attendance whether they are working from home or working in the office:

1. Record attendance according to the selected working hours (WBB), whether working from home or working in the office.

2. The method of recording attendance is either using the UTMSmart GPS check-in or the iHadir system

3. **If you are at home at the time of work start / work end according to WBB**, record attendance / exit using **GPS check-in at UTMSmart.**

   Example 1:
   - Puan Esah chooses WBB Ramadan 7.30am - 4.00pm.
   - She is required to attend office on May 15, 2020 from 1.00 pm until the end of her duties.
   - Puan Esah has applied for office entrance through the MyUTM Portal on May 13, 2020 and has been approved by her Head of Department.
   - On May 15, 2020 before 7.30am Puan Esah will need to record her attendance using the GPS check-in method at UTMSmart as she is at home at the time.
   - Puan Esah checked-in by UTMSmart at 7.25am.
   - When Puan Esah arrives at the office at 12.45pm, Puan Esah does not need to record her attendance at the office using the iHadir system as the day's work log was already made using the GPS check-in at 7.25am.
   - However, Puan Esah had to record her presence at the office using the GPS check-in method at UTMSmart when arriving at the office at 12.45pm. (refer to the Recording Method of Work at Office during Post-MCO)
   - Puan Esah completes the work at the office at 4.40pm and records the time out (working hours) through the iHadir system and records the office exit using GPS check-in method at UTMSmart.
   - Puan Esah no longer needs to record using the UTMSmart GPS method when she arrives at her home.

- Puan Esah's working hours on May 15, 2020 in the iHadir system record time is 7.25am, departure time is 4.40pm.

4. In the event **you attend office from the start / end of working hours according to WBB**, you need to record attendance / exit using **iHadir** system.

   Example 2
   - Encik Faizal chooses WBB Ramadan 8.00am - 4.30pm.
   - He is assigned to work in the office on May 17, 2020 from 8am to 12 noon.
   - Encik Faizal applied for office entrance on May 15, 2020 and was approved by his Head of Department.
   - On May 17, 2020, Mr Faizal arrived at the office at 7.50am.
   - Encik Faizal needs to record office hours using iHadir as he was on campus at the time. He also needs to check UTMSmart GPS when he arrives at the University's main entrance to record his movement into campus.
   - Encik Faizal then returned home at 12:00 pm to resume his work from home.
   - Encik Faizal does not need to slide out using the iHadir system when leaving office and returning home.
   - However, Encik Faizal has to record his movements leaving the office using the GPS check-in method at UTMSmart (refer to the Recording Method of Work at Office during Post-MCO) at 12 noon.
   - After completing his work at home, Mr Faizal needs to record his end of work time using GPS at UTMSmart at 4.30pm from home.
   - Mr Faizal's attendance record on May 17, 2020 in iHadir is 7.50am and end of work time at 4.30pm.

5. If the staff is **working from home completely during the working hours,** the staff should record attendance using GPS Check-in through UTMSmart twice daily, at the start of work and again at the end of the working hour, according to their daily working hours.

   Example 3:
   - Puan Kiah chooses WBB Ramadan 8.00am to 4.30pm
   - On May 17, 2020, Puan Kiah is fully working from home.

- Puan Kiah needs to record attendance using GPS Check-in Work from Home (MCO) through UTMSmart before 8.00 am at the start of work, and after 4.30pm end of the working hour.

- Puan Kiah's checking-in at Work from Home (MCO) at 7.50am and again at 4.40pm, is the record of Puan Kiah's presence in the iHadir system on May 17, 2020.

6. If a staff **works in the office throughout the working hours** (Example essential services), the staff should record attendance using the iHadir system as usual at the start of work and again at the end of the working hour, according to their respective working hours.

    Example 4:

    - Encik Salleh chooses WBB Ramadan 8.00am to 4.30pm

    - On May 17, 2020, Encik Salleh is directed to work entirely from the office for necessary services.

    - Encik Salleh applied for office entrance on May 15, 2020 and was approved by the Head of Department

    - Encik Salleh needs to record attendance using the iHadir system before 8.00am for start of working hour, and after 4.30pm at the end of the working hour

    - Encik Salleh's record of attendance through iHadir at 7.50am and again at the end at 4.40pm, is the record of Encik Salleh's presence in the iHadir system on May 17, 2020.

7. Academic staff only need to record attendance either through UTMSmart (if at home) or iHadir (if in office) once a day.

8. Academic administrators directed by the Head of PTJ must make an application for campus entry through the MyUTM Portal, record regular work attendance and record incoming and outgoing campus activities.

9. All staff are responsible for their attendance records.

10. During the working hours, the staff is responsible for performing their duties as assigned and reporting on the regular work progress with the supervisory staff.

METHODS OF RECORDING ATTENDANCE USING UTMSMART

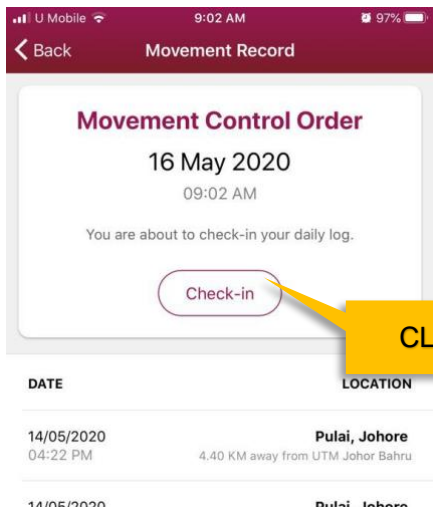1. Login to UTMSmart

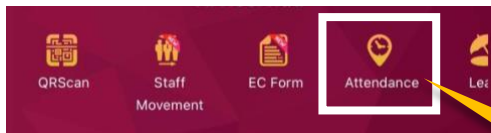2. Click on the Staff Movement menu
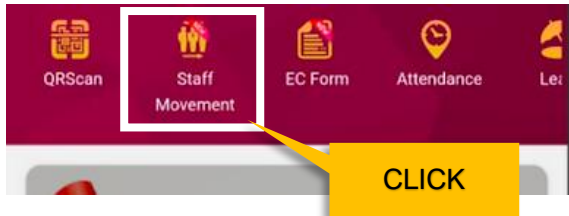
3. Click on Work From Home (MCO)
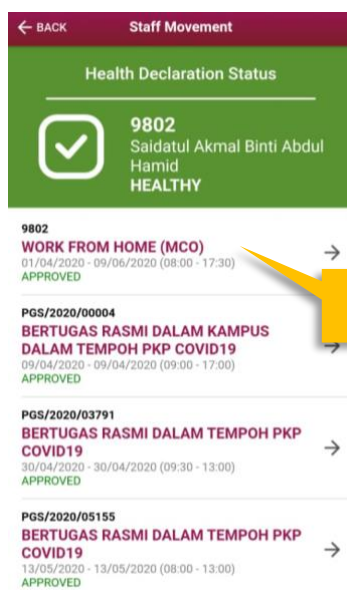
WFH (MCO): Click here to **record daily work attendance** using the GPS Check-in from home

4. Click Check-in to record work attendance

CLICK

WFH (MCO): Click here to record your attendance

5. To view Records of Attendance, click the menu Attendance at UTMSmart

CLICK

6. The daily attendance record will appear as follows:

WFH (MCO): Record of Attendance

7. Incorrectly recording of attendance will result in a false attendance record in SMIS and may further impact services such as impairing the scores for staff performance, impairing service confirmation and others.