



## **GUIDELINE FOR CAMPUS ENTRY/EXIT POST MOVEMENT CONTROL ORDER (UPDATED 15 MAY 2020)**

This guideline describes the improvement of the campus entry/exit procedure for work that cannot be done from home, in line with the enforcement of the Post-MCO Working Guide announced through Circular No. 31/2020 - Notice on the Use of the Post-Movement Control Order (MCO) Working Guide for Staff at University of Technology Malaysia dated 12 May 2020. This guideline is effective 13 May 2020 and is applicable until the expiry of the Movement Control Order or until another date notified by the University.

This guide should be read in conjunction with the Post-MCO Working Guideline. Effective 13 May 2020, all attendance at the campus, all attendance into campus, whether on the directive of the Head of Department Head or on the request of staff, must be made by filling out the **staff movement** application form through **MyUTM Portal**.

**For the University's general services**, applications must be **endorsed by a verification officer Grade 41 and above** and **further approval by the Head of PTJ** or any other officer nominated by the Head of PTJ. For **essential services**, applications need to be endorsed / supported by a designated verification officer and then approved by the designated University Management Officer according to the type of service required.

Application for a campus entrance must observe to the following:

- a) Applications must be made **at least three days before** the date of entry to the campus.
- b) Application is allowed for a **maximum of five days** in one application. Staff are **not allowed to apply for a long period of time at once** in one application.
- c) Staff are allowed to be on campus according to the schedule of work rotation assigned by the Head of PTJ or in accordance with the attendance instructions issued by the Head of PTJ only. Attendance at the campus for personal purposes is not allowed at any time.
- d) The date of entry into campus must **not exceed 30 days** from the date of application.

Please refer to the appendix for the campus application process through the MyUTM Portal. Campus entry approval letters can be printed directly from the portal and can be used as a reference when required by the relevant authorities. Staff are also reminded to bring their staff ID at all times.

With the implementation of this new guide for campus entrance and exit, the previous one issued on 9th April 2020 is hereby **CANCELED**.

For any inquiries, please contact:

<b>UTM JOHOR BAHRU</b>	<b>UTM JOHOR BAHRU</b>	<b>UTM KUALA LUMPUR</b>	<b>UTM PAGOH</b>
<b>PUAN NOR AZIZAH ISMAIL</b> <a href="mailto:norazizah@utm.my">norazizah@utm.my</a> Tel No: 019-7071217	<b>PUAN NOERWATI DOLHAJI</b> <a href="mailto:noerwati@utm.my">noerwati@utm.my</a> Tel No: 013-652 6767	<b>EN. MOHD. NAJIB BIN MASROOM</b> <a href="mailto:mohdnajib.kl@utm.my">mohdnajib.kl@utm.my</a> Tel No: 012-634 8914	<b>EN. MOHD. FARID BIN RAHMAT</b> <a href="mailto:mfracmat@utm.my">mfracmat@utm.my</a> Tel No: 014-950 1833

By the order of:

**THE REGISTRAR  
UNIVERSITI TEKNOLOGI MALAYSIA**

**Date Updated: 15 May 2020**

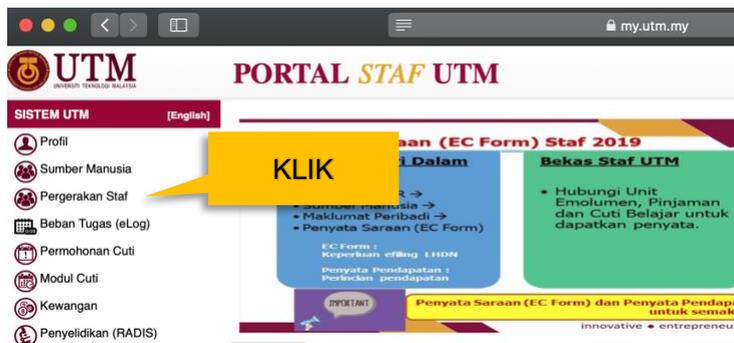
## APPLICATION PROCESSES TO ATTEND OFFICE POST-MCO

### APPLICATION PROCESS

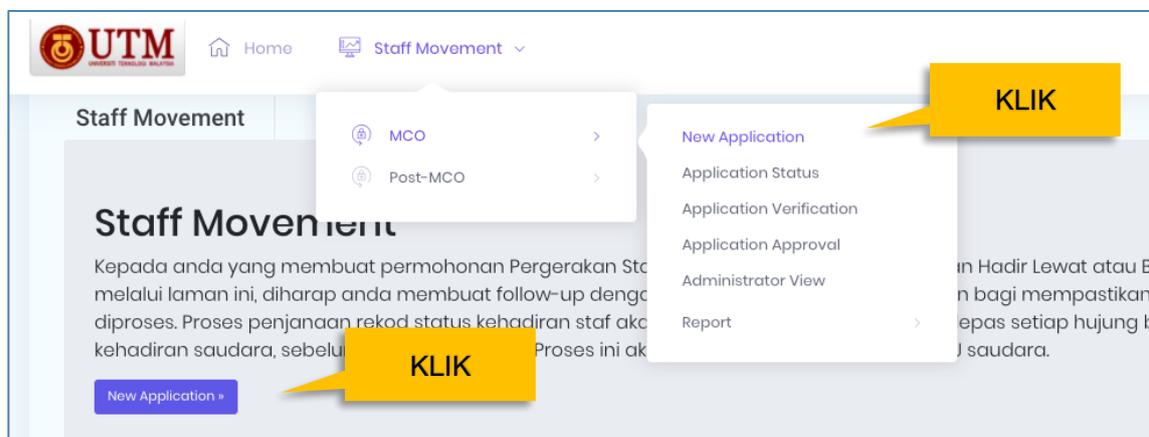
1. Login to [my.utm.my](http://my.utm.my). Enter ID



2. Select the Menu **Staff Movement (Pergerakan Staf)**



3. Choose the Menu SMIS > Staff Movement (Pergerakan Staf) > New Application (Permohonan Baru)



4. Fill in / Choose the information needed:

- Date Start/ End
- Time Start/ End
- Purpose Code (Rujuk Perkara 5)
- Essential Services (bagi pemilihan Perkhidmatan Perlu di Purpose Code) (Rujuk Perkara 7)
- Purpose Description (bergantung kepada pilihan pada Purpose Code)
- Purpose Location
- Note
- Verify By (Choose Verifying Officer, determined by the choice of Purpose Code.)  
**Verification Officer Grade 41 and above only**

The screenshot shows a web form with the following fields and values:

- Reference No:** PGS/2020/-
- Status:** DRAFT
- Date Start/End\*:** 15/05/2020 To 15/05/2020
- Time Start/End\*:** 23:19 To 23:19
- Purpose Code\*:** -- Sila Pilih --
- Estimated Distance\*:** 4.4
- Purpose Description\*:** (empty text area)
- Purpose Location\*:** (empty text area)
- Note\*:** (empty text area)
- Verify By\*:** -- Sila Pilih --

At the bottom of the form, there are two buttons: "Save" and "Back".

- Press the Save button > A pop-up will appear to confirm whether the applicant would like to keep a record of the application > Choose Yes



- Please note, **applications for overlapping dates are not allowed**. Staff will need to cancel previous applications for that date in order to submit a new application for the same date. The cancellation process can only be done by the applicant in the "Draft or Submit" status only. If you need a change of status please consult the Registrar's Secretariat.

5. For the Purpose Code, applicants can only choose either University / Department Special Assignment or Essential Service

**Purpose Code\***

✓ -- Sila Pilih --  
TUGASAN KHAS UNIVERSITI / JABATAN  
PERKHIDMATAN PERLU (ESSENTIAL SERVICE)

6. For the application of the category "LX - University Special Assignments / Department " (other than essential services) a list of verification officer is taken from the Approving Officer for leave application. Please make sure the Verification Officer is a supervisor of Grade 41 and above only. The next process is that the Verification Officer will determine the appropriate Approving Officer either the Head of PTJ or any other officer nominated by the Head of PTJ. Please state clearly the reason for coming to campus for the purpose of getting the approval of the Approving Officer.
7. For Essential Services the applicant should only select the type of service from the options listed below. The applicant is directed to attend office, aside from work rotation schedule assigned by the department.

✓ -- Sila Pilih --  
PERKHIDMATAN KESIHATAN/FARMASI/PUSAT DIALISIS  
PERKHIDMATAN KESELAMATAN  
PERKHIDMATAN KEWANGAN  
PERKHIDMATAN POS/KURIER  
PERKHIDMATAN PENYIARAN DAN PENERANGAN  
PERKHIDMATAN ELEKTRIK/TENAGA/AIR DAN PEMBERSIHAN  
PERKHIDMATAN TELEKOMUNIKASI, PUSAT DATA DAN PUSAT PANGGILAN (CALL CENTER)  
PERKHIDMATAN PENYELENGGARAAN DAN OPERASI PENGANGKUTAN YANG MENGGUNAKAN KENDERAAN UNIVERSITI  
PERKHIDMATAN PERUNCITAN DALAM KAMPUS  
PERKHIDMATAN PENYEDIAAN/PEMBEKALAN MAKANAN PELAJAR WARGANEGARA  
PERKHIDMATAN PENYEDIAAN/PEMBEKALAN MAKANAN PELAJAR ANTARABANGSA  
PERKHIDMATAN PEMBEKALAN MAKANAN ASET HIDUP UNIVERSITI  
PENYELENGGARAAN ALATAN/BAHAN DAN PENYEDIAAN PERKHIDMATAN PENYELIDIKAN YANG KRITIKAL (ISU COVID-19)

8. The list of verifying officer for each type of essential service is fixed and cannot be changed. Applicants need to select from the existing list only.

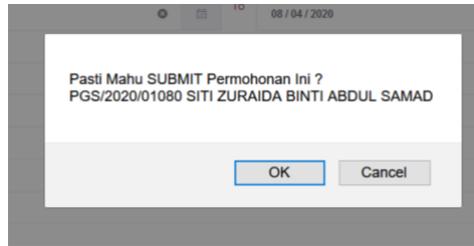
**Purpose Description\***  
BERTUGAS RASMI DALAM TEMPOH PKP COVID19

**Purpose Location\***  
UTM Digital Kuala Lumpur

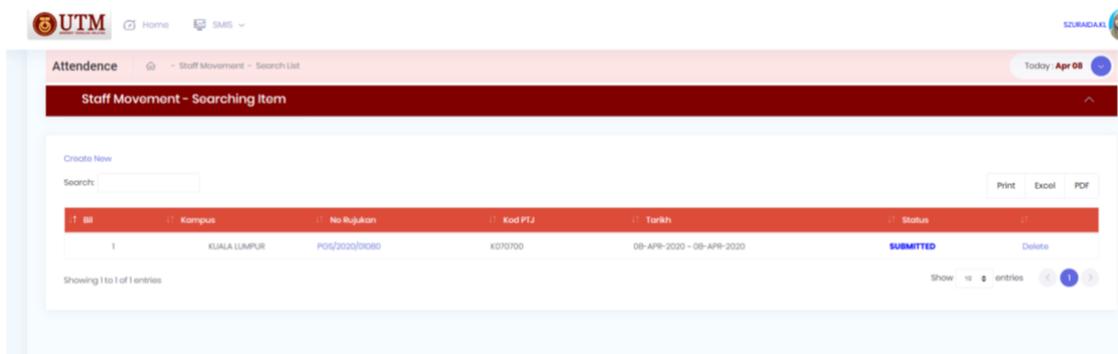
**Note\***  
testing

**Verify By\***  
MOHD SHARUDIN BIN MAT DELI @ ABDUL MANAN (9643)  
-- Sila Pilih --  
MOHD SHARUDIN BIN MAT DELI @ ABDUL MANAN (9643)  
NIK KAMAL IZUDDIN BIN NIK IBRAHIM (6849)

9. Next, select the Submit button to submit your application if there are no amendments. A pop-up will appear to confirm whether the applicant is certain to submit the application record and select OK.



10. The status of the application will appear on the screen after the submit button is pressed.



## APPLICATION VERIFICATION PROCESS

1. The verifying officer will receive a notification via email as follows: -



HELMEE BIN YAACOB CICT <helmee@utm.my>

### MODUL PERGERAKAN : PGS/2020/08663

1 message

utmhr@utm.my <utmhr@utm.my>  
To: helmee@utm.my

Thu, May 14, 2020 at 9:34 AM

Merujuk kepada perkara di atas.

Assalamualaikum dan Salam Sejahtera,

PERMOHONAN TUGASAN KHAS UNIVERSITI/JABATAN

Staf berikut telah membuat permohonan kehadiran ke pejabat dalam tempoh Perintah Kawalan Pergerakan:-

NAMA : Syed Mohd Anwar Alhabshi B Syed Hamed

NO. PEKERJA : 11260

NO. RUJUKAN : PGS/2020/08663

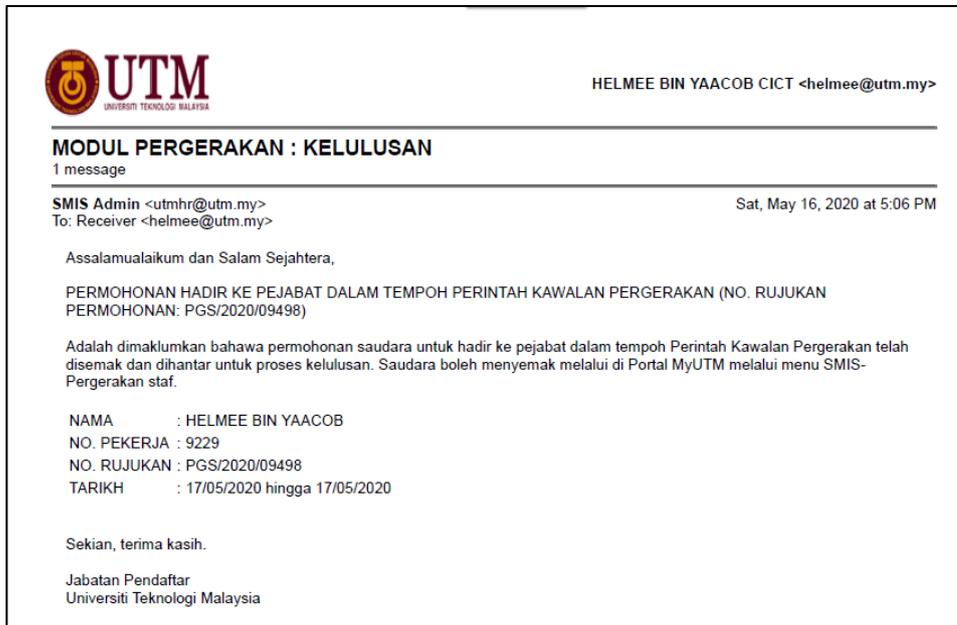
TARIKH : 17/05/2020 hingga 17/05/2020

Sehubungan itu, saudara dimohon membuat pengesahan Sokongan pada sistem melalui Portal UTM ([my.utm.my](http://my.utm.my)) – Pergerakan Staf.

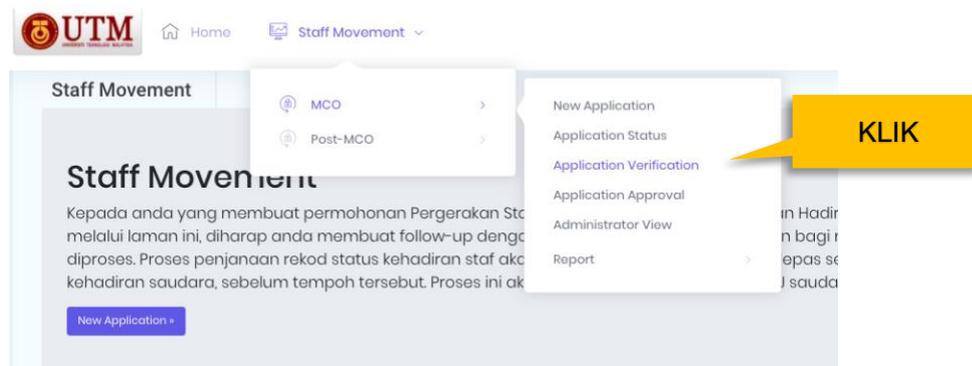
Sekian, terima kasih.

Jabatan Pendaftar  
Universiti Teknologi Malaysia

Whereas the applicant will receive notification by email that the application process has been completed by the verifying officer for further action by the applicant.



2. Login to my.utm.my > Staff Movement
3. Choose the Menu SMIS > Staff Movement (Pergerakan Staf) > Check Endorsement (Semakan Penyokong)



4. The list of staff who made the application will appear. Click the Verify button.

No	Name	Staff Id	Campus	Ref. No	PTJ Code	Date	Status
1	SYED MOHD ANWAR ALHABSHI B SYED HAMED	T1260	JOHOR BAHRU	PGS/2020/08863	J070200	17-MAY-2020 - 17-MAY-2020	VERIFIED
2	SYED MOHD ANWAR ALHABSHI B SYED HAMED	T1260	JOHOR BAHRU	PGS/2020/07714	J070200	13-MAY-2020 - 13-MAY-2020	VERIFIED
3	HAIRUZAMAN BIN MCHAMED	7590	JOHOR BAHRU	PCS/2020/03242	J070400	27-APR-2020 - 27-APR-2020	DRAFT
4	SYED MOHD ANWAR ALHABSHI B SYED HAMED	T1260	JOHOR BAHRU	PGS/2020/02838	J070200	27-APR-2020 - 27-APR-2020	NOT VERIFIED

5. A pop-up of the staff application will be displayed.

### Detail Staff Movement For Verify

Verify Staff Id: **8004**

Name: **NOERWATI BTE DOLHAJI**

Position: **TIMBALAN PENDAFTAR (NA48)**

Email: **noerwati@utm.my**

HP No: **0136526767**

Date: **13-APR-2020 12:02:58**

**Verify Status\***

✓ -- Please Select --

VERIFIED

NOT VERIFIED

**Approval By\***

-- Please Select --

Simpan
Back

6. Select the verification status, either Verify or Not Verify

7. Enter a note on the Verify Note. Justification to endorse or not to endorse staff requests.

8. The verifying officer must select the appropriate officer from the list of Assign Approver displayed under their respective Department Code

Reference No: **PGS/2020/08863**

Date Start/End: **17-MAY-2020 To 17-MAY-2020**

Purpose Code: **LX - TUGASAN KHAS UNIVERSITI/JABATAN**

Purpose Description: **BERTUGAS RASMI DALAM TEMPOH PKP COVID19**

Note: **PKPB Pergiliran Tugasan Berjadual**

Status: **SUBMITTED**

Time Start/End: **08:00 To 05:00**

J25 - MOHD AFIZAN BIN ALANG

J25 - ROSLAN BIN AMERUDIN

J25 - ROZLAN BIN HJ MD SHARIF

J25 - SHALAN BIN TALIB

J25 - SUME BINTI ISMAN

J26 - DANHARI BIN DEFRANI

J26 - NURAZLIN BINTI MASIR

J27 - MICHE SHAHIZAN BIN OTHMAN

J27 - NAZLIN BINTI ALI

J27 - ROSHAN BIN PAMANI

J28 - HANEFAN BINTI AHMAD

J28 - LEILAPUTI BINTI MOKHLAM

J28 - MICHE FAUZI BIN ABD RAMMAN

J29 - ABU SYAMAH BIN MICHE SUPRIAT

J29 - HADI NUR

J29 - HASINDA BT HASHIM

J29 - HESHAM ALI MEHWALLY ALI EL-ENSHASY

J29 - JAFFRI BIN DIN

J29 - JOHAN BIN SURIB

J29 - KAMALRULNIZAM BIN ABU DAKAR

... Please Select ...

Verify Staff Id: **9229**

Name: **HELMEE BIN YAACOB**

Position: **PEGAWAI TEKNOLOGI MAKLUMAT KANAN (FA44A)**

Email: **helmee@utm.my**

HP No: **0187732299**

Date: **14-MAY-2020 09:34:55**

Simpan
Back

9. Press the SAVE button dan click SUBMIT to submit an application

## APPLICATION APPROVAL PROCESS

1. The approving officer will receive the following email notification: -

----- Forwarded message -----  
From: **SMIS Admin** <utmhr@utm.my>  
Date: Sat, 16 May 2020 at 6:55 AM  
Subject: MODUL PERGERAKAN : KELULUSAN  
To: Receiver <abdrazib@utm.my>

Assalamualaikum dan Salam Sejahtera,

PERMOHONAN HADIR KE PEJABAT DALAM TEMPOH PERINTAH KAWALAN PERGERAKAN (18 MAC – 12 MEI 2020)

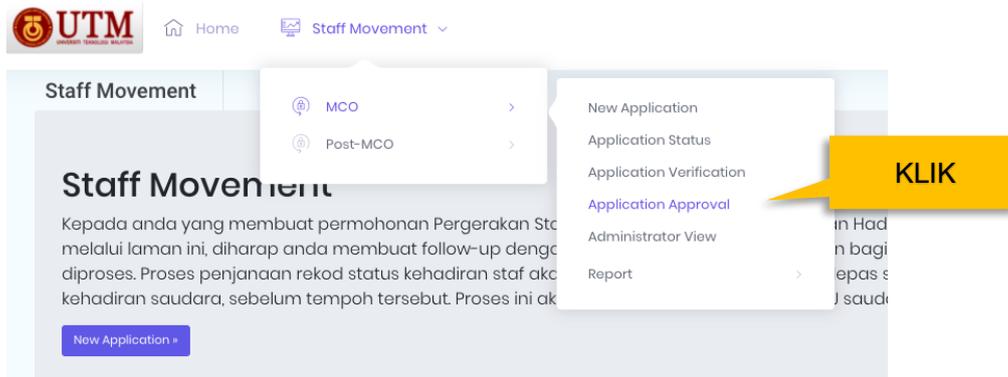
Staf berikut telah membuat permohonan kehadiran ke pejabat dalam tempoh Perintah Kawalan Pergerakan:-

NAMA : ANUAR BIN ASPURI  
NO. PEKERJA : 8124  
NO. RUJUKAN : PGS/2020/09152  
TARIKH : 31/05/2020 hingga 31/05/2020

Permohonan ini telah disahkan dan disokong .Sehubungan itu, saudara dimohon membuat pengesahan kelulusan pada sistem melalui Portal UTM ([my.utm.my](http://my.utm.my)) – Pergerakan Staf.

Sekian, terima kasih.  
Jabatan Pendaftar  
Universiti Teknologi Malaysia

2. Login into my.utm.my > Staff Movement (Pergerakan Staf)
3. Choose the SMIS Menu > Staff Movement (Pergerakan Staf) > Check Approval



- The status of the application will appear on the Approving Officer screen

No	Name	Staff Id	Campus	Ref.No	PTJ Code	Date	Status
1	SYED MOHD ANWAR ALHABSHI B SYED HAMED	8280	JOHOR BAHRU	PGS/2020/08683	J070200	17-MAY-2020 - 17-MAY-2020	VERIFIED
2	SYED MOHD ANWAR ALHABSHI B SYED HAMED	8280	JOHOR BAHRU	PGS/2020/07714	J070200	19-MAY-2020 - 19-MAY-2020	VERIFIED

- Click the button *Approval Status* and select the approval status

- Enter a note in the Approval Note. Justification of this approval will be displayed in the approval letter.

- Press the SAVE button

8. Applicants will receive an email notification once the application is approved/not approved
9. For **approved** application, the **approval letter** may be printed by choosing  . For application '**Not Approved**', the button  **will not be displayed**.

Bil	Kampus	No Rujukan	Kod PTJ	Tarikh	Status	
1	JOHOR BAHRU	PGS/2020/00067	J070400	29-MAR-2020 - 29-MAR-2020	APPROVED	
2	JOHOR BAHRU	PGS/2020/00070	J070400	03-APR-2020 - 03-APR-2020	APPROVED	

10. Applicants can print the letter after the application process is approved.