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 enty 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:

UTM JOHOR BAHRU	UTM JOHOR BAHRU	UTM KUALA LUMPUR	UTM PAGOH
PUAN NOR AZIZAH ISMAIL norazizah@utm.my Tel No: 019-7071217	**PUAN NOERWATI DOLHAJI** noerwati@utm.my Tel No: 013-652 6767	**EN. MOHD. NAJIB BIN MASROOM** mohdnajib.kl@utm.my Tel No: 012-634 8914	**EN. MOHD. FARID BIN RAHMAT** mfrahmat@utm.my 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**. Enter ID

2. Select the Menu **Staff Movement (Pergerakan Staf)**
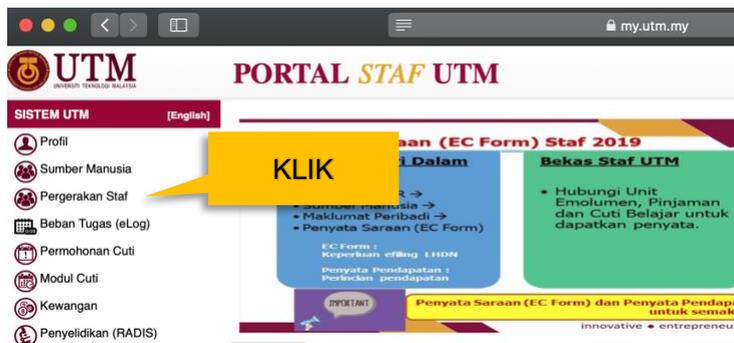
3. Choose the Menu SMIS > Staff Movement (Pergerakan Staf) > New Application (Permohonan Baru)
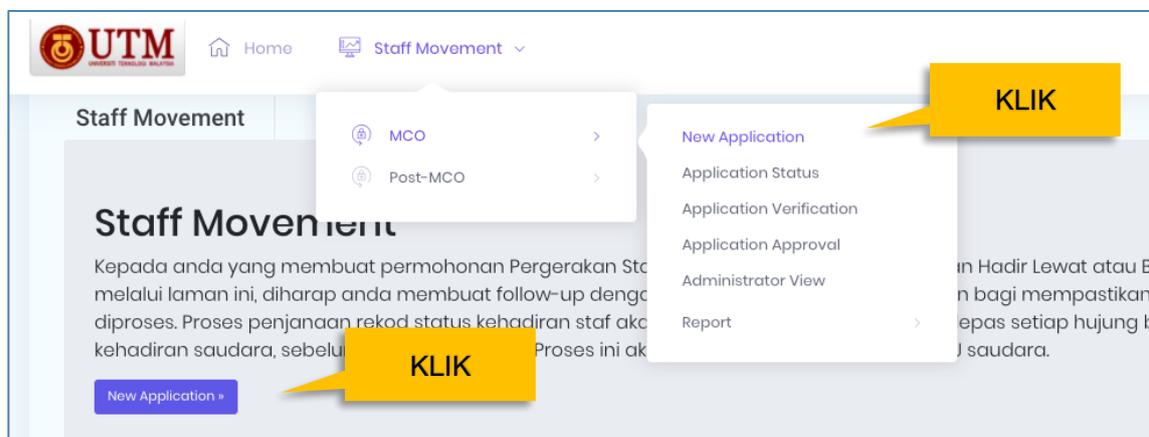
4. Fill in / Choose the information needed:
   - Date Start/ End
   - Time Start/ End
   - Purpose Code (Rujuk Perkara 5)
   - Essential Services (bagi pemilihan Perkhidmatan Perlu di Purpose Code) (Rujuk Perkara 7)
   - Purpose Description (bergantung kepada pilihan pada Purpose Code)
   - Purpose Location
   - Note
   - Verify By (Choose Verifying Officer, determined by the choice of Purpose Code.) **Verification Officer Grade 41 and above only**

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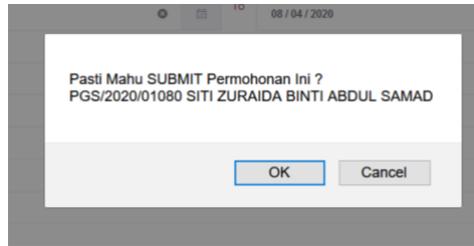
10. The status of the application will appear on the screen after the submit button is pressed.
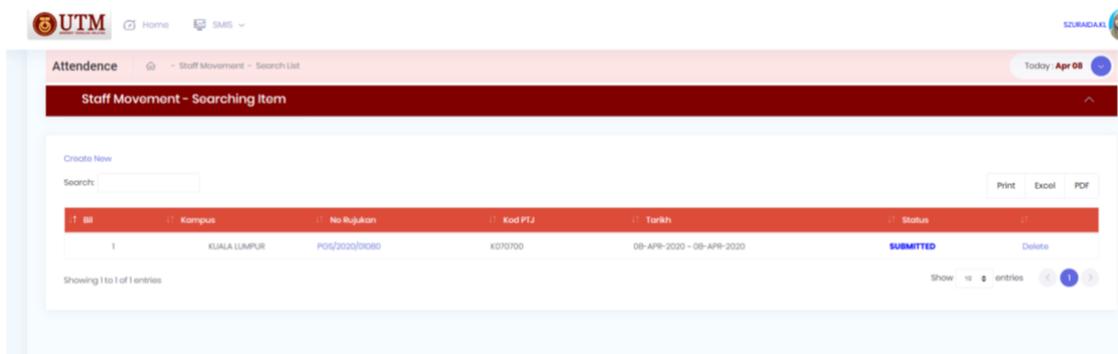
APPLICATION VERIFICATION PROCESS

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

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.
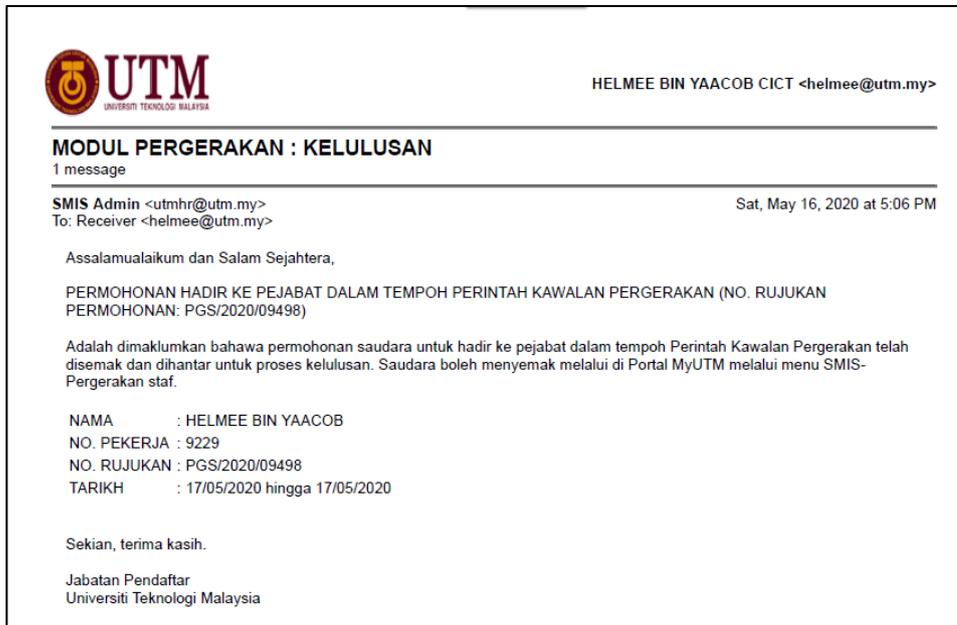
2. Login to my.utm.my > Staff Movement

3. Choose the Menu SMIS > Staff Movement (Pergerakan Staf) > Check Endorsement (Semakan Penyokong)
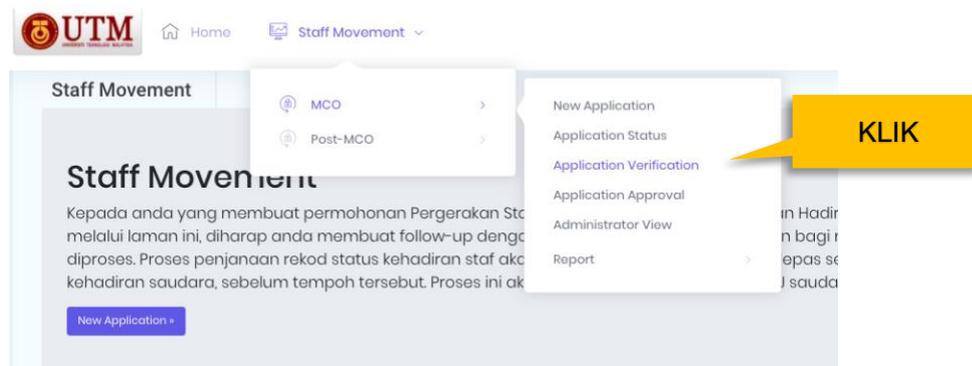
4. The list of staff who made the application will appear. Click the Verify button.

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

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

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: -

2. Login into my.utm.my > Staff Movement (Pergerakan Staf)

3. Choose the SMIS Menu > Staff Movement (Pergerakan Staf) > Check Approval
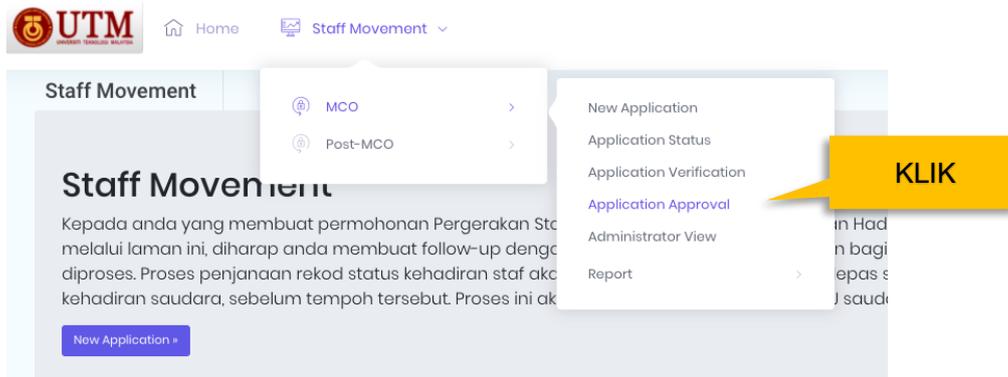
4. The status of the application will appear on the Approving Officer screen

5. Click the button *Approval Status* and select the approval status

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

7. 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 [🖨 Cetak PDF] . For application '**Not Approved'**, the button [🖨 Cetak PDF] **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**	🖨 Cetak PDF
2	JOHOR BAHRU	PGS/2020/00070	J070400	03-APR-2020 – 03-APR-2020	**APPROVED**	🖨 Cetak PDF

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