



STAFF MOVEMENT GUIDE DURING RMCO PERIOD

MONITORING STAFF INTER-STATE/ DISTRICT/ ZONE TRAVEL

Following the existence of new clusters and the increase in COVID-19 infection, the University needs to outline preventive measures so that immediate action can be taken in the event of COVID-19 case. Accordingly, staff are requested to fill up the **Staff Movement Form for movements outside the State / District / Zone** in the UTMSmart application or myUTM portal to facilitate staff movement monitoring for further action effective from **1st November 2020**.

Action

Staff who want to make **inter-State / District / Zone travel** need to **notify the Supervisor / Head of Department via UTMSmart application or myUTM Portal**. It includes weekend travel that does not involve Entitled Leave. This will ease the University to take further action if the staff need to be instructed to work from home or be instructed to take the COVID-19 screening test.

Method 1: Application via UTMSmart

1

UTMSmart Application > Menu > *Staff Movement* > *Application* > Select purpose 'Inter-State/District/Zone Movement' > Complete it > Press the *Submit* button

Method 2: Application via myUTM Portal

2

myUTM Portal > *Staff Movement* > MCO > *New Application* > Select code 'Inter-State/District/Zone Movement' > Complete it > Press the *Submit* button

Note:

1. Filling up the UTMSmart Application and myUTM Portal only act as a **notification** and aims to record the staff movement (contact tracing). Staff are responsible for their own travel risks.
2. Staff are encouraged to '**Check-In GPS**' in UTMSmart Application to verify their location information.