



APPLICATION TO WORK FROM HOME (WFH)

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 who are instructed to Work from Home, will have to fill up the **'Work From Home' Staff Movement Form via UTMSmart application or myUTM Portal** starting from **1st November 2020**. The application period for WFH is a **maximum of 14 days only** and the application must be renewed after the expiration period.

Staff Action

1

Fill up the form in UTMSmart Application/ myUTM Portal

Method 1: UTMSmart Application > Menu > *Staff Movement* > *Application* > Select purpose '*Work From Home*' > Complete it > Submit

Method 2: myUTM Portal > *Staff Movement* > MCO > *New Application* > Select purpose '*Work From Home*' > Complete it > Select Supervisor > Submit

The application period is limited to 14 days only and the working hours are based on the choice of graded working hours (WBB) of the staff.

2

Attendance Record (*Check-In/ Out GPS*)

UTMSmart Application > Menu > *Staff Movement* > Tab '*Work From Home*' > *Check-In/Out*

Staff need to record their attendance via Check-in / out during working hours (morning and evening). Attendance records will be displayed directly in the iHadir system. If the staff did not record the GPS, Check-In late or Check-Out too early, it is considered as an attendance offence.

Supervisor Action

3

Staff Application Support

Receive e-mail notification > myUTM Portal > *Staff Movement* > MCO > *Application Verification* > Click on Staff > Complete it > Select Approver > Submit

Approver Action

4

Staff Application Approval

Receive e-mail notification > myUTM Portal > *Staff Movement* > MCO > *Application Approval* > Click on Staff > Complete it > Approved