LAMPIRAN B1
(Versi Bahasa Malaysia)

JADUAL PENGURUSAN PEMBAYARAN GAJI (SEPTEMBER - DISEMBER 2017)

BULAN		SEP	OKT	NOV	DIS
Tarikh Akhir Penghantaran/Penerimaan Notifikasi Perubahan Gaji (akan dikemaskini bagi bulan semasa)	Tarikh	04.09.17	20.09.17	01.11.17	27.11.17
	Hari	Isnin	Rabu	Rabu	Isnin
Tarikh Gaji Dikreditkan ke Bank	Tarikh	25.09.17	11.10.17	23.11.17	21.12.17
	Hari	Isnin	Rabu	Khamis	Khamis

Nota:-

(1) **Pembayaran emolumen adalah mengikut "Tarikh Gaji Dikreditkan ke Bank" seperti yang telah ditetapkan oleh Pengurusan Universiti.**

(2) **Bagi mana-mana staf yang MELAPOR DIRI kerana perlanjutan kontrak/pelantikan baharu, pembayaran gaji akan dibuat setelah pihak Bahagian Sumber Manusia (BSM) menerima PENGESAHAN LAPOR DIRI daripada Ketua PTj.**

Sekiranya surat pengesahan lapor diri diterima SELEPAS Tarikh Akhir Penghantaran/Penerimaan Notifikasi Perubahan Gaji maka, gaji staf berkenaan akan dikreditkan ke bank pada tarikh gaji bagi bulan berikutnya.

Lampiran C1
(Versi Bahasa Malaysia)

PROSEDUR PROSES TAHAN & PELEPASAN BAYARAN GAJI

Bahagian Sumber Manusia akan menahan pembayaran gaji seseorang staf dalam keadaan berikut:

- Peletakan jawatan;
- Meninggal dunia
- Mempunyai masalah kedatangan/ disiplin (pemantauan gaji);
- Penghabisan tempoh kontrak (semasa); dan
- Persaraan.

Ini adalah bagi memberi ruang kepada pihak Uniniversiti untuk membuat semakan/ persediaan dalam perkara berikut:

- Staf tidak mempunyai sebarang hutang dengan Perpustakaan dan pihak Universiti;
- Staf telah menjelaskan cukai dengan Lembaga Hasil Dalam Negeri, Malaysia; dan
- Staf telah hadir bekerja mengikut peraturan yang telah ditetapkan.

1. SENARIO A – Bagi Kes Peletakan Jawatan, Meninggal Dunia dan Pemantauan Gaji

(1) Proses Tahan Gaji

(a) Apabila Seksyen Perkhidmatan(SP),BSM menerima makluman bahawa staf berada dalam keadaan berikut:

i. Letak Jawatan;
ii. Meninggal Dunia; dan
iii. Pemantauan gaji (kes staf bermasalah/kehadiran),

Maka, satu arahan akan dikeluarkan kepada Seksyen Perjawatan & Penggajian (SPP), BSM untuk "Tahan Gaji" staf tersebut bagi bulan yang berkenaan.

(b) Bagi arahan yang diterima dalam tempoh dua (2) minggu sebelum "Tarikh Gaji Dikreditkan ke Bank', SPP,BSM akan maklumkan kepada Bendahari supaya pembayaran gaji ditahan. *Bagi* arahan yang-diterima selepas tempoh tersebut, penahanan gaji akan dibuat bagi bulan berikutnya.

(2) Proses Pelepasan Pembayaran Gaji

(a) **Kes Pemantauan Gaji (Staf Bermasalah/ Kehadiran) :-**

SPP,BSM akan memberi makluman kepada pihak Bendahari supaya membuat pembayaran gaji staf yang ditahan apabila mendapat pengesahan berikut:-

(A) Pengesahan rekod status kehadiran staf; (Ketua PTj hendaklah kemukakan pengesahan kehadiran staf kepada SP, BSM pada setiap 1hb sepanjang tempoh pemantauan gaji); dan/atau

(B) Menerima arahan daripada SP, BSM supaya membayar gaji staf yang ditahan.

(b) **Kes Penamatan (Letak Jawatan dan Meninggal Dunia)**

SPP,BSM akan memberi makluman kepada Bendahari untuk membayar gaji staf yang ditahan apabila mendapat pengesahan berikut:-

(A) Rekod status kehadiran daripada SP, BSM;
(B) Pelepasan Cukai daripada LHDN; dan
(C) Rekod hutang daripada Perpustakaan.

Ketua PTj dikehendaki kemukakan pengesahan rekod status kehadiran kepada SP, BSM dalam tempoh lima (5) hari bekerja dari tarikh tamat perkhidmatan staf atau tarikh menerima makluman peletakan jawatan/meninggal dunia.

2. **SENARIO B – Bagi kes Penghabisan Tempoh Perkhidmatan (Bersara & Tamat Kontrak Semasa)**

(1) Proses Tahan Gaji

(a) Pada setiap awal bulan, SPP, BSM akan jana data penamatan (bulan semasa & bulan berikutnya) daripada sistem iHRIS seperti jadual berikut:-

Bulan Gaji	Data Penamatan
Januari	Januari /Februari
Februari	Februari / Mac
Mac	Mac / April
April	April / Mei
Mei	Mei / Jun
Jun	Jun / Julai
Julai	Julai / Ogos
Ogos	Ogos / September
September	September / Oktober
Oktober	Oktober / November
November	November / Disember
Disember	Disember / Januari

(b) Pihak SPP,BSM akan memproses urusan tahan gaji (Gaji tidak dibayar pada 'Tarikh Gaji Dikreditkan ke Bank) mengikut ketetapan seperti berikut:-

Jawatan	Tempoh penamatan perkhidmatan	Tindakan
Gred 41 dan ke atas	Tamat pada 1hb – 10hb **Contoh Tamat : 05 April**	Gaji yang ditahan :- (A) Bulan sebelumnya; dan (B) Bulan semasa **Tindakan :** **Tahan gaji Bulan Mac & April**
	Tamat selepas 11 hb **Contoh Tamat : 16 April**	Gaji yang ditahan :- Bulan semasa sahaja **Tindakan :** **Tahan gaji Bulan April sahaja**
Gred 40 dan ke bawah	Tamat pada 1hb – 15hb **Contoh Tamat pada : 3 April**	Gaji yang ditahan :- (A) Bulan sebelumnya; dan (B) Bulan semasa **Tindakan :** **Tahan gaji Bulan Mac & April**
	Tamat selepas 16 hb **Contoh Tamat pada : 20 April**	Gaji yang ditahan :- Bulan semasa sahaja **Tindakan :** **Tahan gaji Bulan April sahaja**

(2) Proses Pelepasan Bayaran Gaji

Kes Bersara dan Tamat Kontrak

(a) SPP,BSM akan memberi makluman kepada Bendahari supaya membayar gaji staf yang ditahan apabila mendapat pengesahan berikut:-

(A) Rekod status kehadiran daripada SP, BSM;
(B) Pelepasan Cukai daripada LHDN; dan
(C) Rekod hutang daripada Perpustakaan.

Ketua PTj dikehendaki kemukakan pengesahan rekod status kehadiran kepada SP, BSM dalam tempoh lima(5) hari bekerja dari tarikh staf bersara/ tamat kontrak.

(b) Kes Sambung Kontrak

SPP,BSM akan memberi makluman kepada Bendahari supaya membayar gaji staf yang ditahan apabila mendapat pengesahan rekod status kehadiran daripada SP, BSM;
SPP akan memproses pembayaran gaji bagi kontrak semasa staf berdasarkan tarikh penerimaan pemberitahuan penyambungan kontrak dan pengesahan lapor diri daripada SPKK, BSM mengikut ketetapan 'Jadual Pengurusan Pembayaran Gaji'.

ATTACHEMENT B2
(English Version)

SCHEDULE FOR THE ADMINISTRATION OF SALARY PAYMENT (SEPT– DECEMBER 2017)

MONTH		SEPT	OCT	NOV	DEC
Deadline for the Submission/Acceptance of Notification for the adjustment in Salary (will be updated for the present month)	Date	04.09.17	20.09.17	01.11.17	27.11.17
	Day	Mon	Wed	Wed	Mon
Date of Salary Credited into the Bank	Date	25.09.17	11.10.17	23.11.17	21.12.17
	Day	Mon	Wed	Thurs	Thurs

Note:-

(1) **The payment of emolument is as per the "Date of Salary Credited into the Bank" as determined by the University's Management.**

(2) **The salary payment for staff on Renewal of Contract / New Appointment who had REPORTED FOR DUTY will only be done once the Human Resource Division (HRD) receives confirmation from the Head of the Responsibility Centre that the staff has REPORTED FOR DUTY.**

If the confirmation letter on the report for duty is received AFTER the Deadline for the Submission/Acceptance of Notification for the Adjustment in Salary then, the salary of that particular staff will be credited into the bank on the salary date of the following month.

ATTACHEMENT C2
(English Version)

PROCEDURE FOR THE PROCESS OF WITHHOLDING & RELEASING OF SALARY

The Human Resource Division will withhold the payment of salary of a staff under the following conditions:

- Resignation;
- Demise
- Having Attendance/Discipline problems (salary being monitored);
- Completion of the period of contract (current); and
- Retirement

This is to allow the University ample time to check/make preparation on the following:

- The staff is free from debt with the Library/University;
- The staff has settled taxes with the Inland Revenue Board of Malaysia; and
- The staff has attended work in accordance with the regulations prescribed.

1. SCENARIO A – For Cases on Resignation, Demise and Monitoring of Salary

(1) Withholding of Salary Process

(a) When the Service Section (SS), HRD receives information that a staff is under the following conditions:

i. Resignation;
ii. Demise; and
iii. Salary monitoring (cases of problematic staff/attemdamce),

Then, a directive will be issued to the Staffing & Payroll Section (SPS), HRD to "Withhold the Salary" of the staff concerned for that particular month.

(a) For directive received within two (2) weeks before the "Date of Salary Credited into the Bank" period, the SPS, HRD will inform the Bursar to withhold payment of salary. For directive received after the said period, the salary will be withheld the following month.

(2) Release of Salary Process

(a) **Cases of Monitoring of Salary (Problematic Staff/Attendance) :-**

The SPS, HRD will inform the Bursar to make salary payment to the staff whose salary is withheld upon obtaining the following confirmation:-

(A) Confirmation on the staff's status of attendance record, (The Head of the Responsibility Cente is required to submit confirmation of the staff's attendance to the Service Section, HRD on every 1st. day of the month during the entire monitoring of salary period); and/or

(B) Received directive from the Service Section, HRD to release the salary of the staff that has been withheld.

(b) **Cases of Termination (Resignation and Demise)**

The SPS, HRD will inform the Bursar to release the payment of the withheld salary to the staff when the following is confirmed :-

(A) Record on the status of attendance from the Service Section, HRD;
(B) Tax Clearance from the Inland Revenue Board of Malaysia; and
(C) Record of debt from the Library.

The Head of the Responsibility Centre is required to submit the confirmation on the status of attendance record to the Service Section, HRD within five (5) working days from the date of the end of the staff's service or the date of the information received on the staff's resignation/demise.

2. **SCENARIO B – For cases on Completion of the Period of Service (Retirement & End of the Present Contract)**

(1) Withholding of Salary Process

(a) Every beginning of the month, the SPS, HRD will generate the termination data (present month and the month after) from the iHRIS system as given in the following table:-

Salary for the Month	Termination Data
January	January/ February
February	February/March
March	March/April
April	April/May
May	May/June
June	June/July
July	July/August
August	August/September
September	September/October
October	October/November
November	November/December
December	December/January

(b) The SPS, HRD will process the withholding of the salary (The salary will not be paid on the "Date of Salary Credited into the Bank") in accordance with the following:-

Designation	Period for Termination of Service	Action
Grade 41 and above	Ends on 1st – 10th **E.g. Ends: 05 April**	The salary withheld :- (A) Previous month (B) Present month **Action :** **Withhold the salary for the months March & April**
	Ends after 11th. **E.g. Ends : 16 April**	The salary withheld :- Only the present month **Action :** **Withhold the salary only for the Month of April**
Grade 40 and below	Ends on 1st. – 15th **Example Ends on : 3 April**	The salary withheld :- (A) Previous month (B) Present month **Action :** **Withhold the salary for the months March & April**
	Ends after 16th **Example Ends on: 20 April**	The salary withheld :- Only the present month **Action :** **Withhold the salary only for the Month of April**

(2) Release of Salary Process

(a)

Retirement and Expiry of Contract Cases

The SPS, HRD will inform the Bursar to release the payment of the staff's withheld salary upon obtaining confirmation of the following :-

(A) Record on the status of attendance from the Service Section, HRD;
(B) Tax Clearance from the Inland Revenue Board of Malaysia; and
(C) Record of debt from the Library.

The Head of the Responsibility Centre is required to submit the confirmation on the status of attendance record to the Service Section, HRD within five (5) working days from the date of the end of the staff's service or the date of the information received on the staff's retirement/expiry of contract.

(b) Continuation of Contract Cases

The SPS, HRD will inform the Bursar to release the payment of the staff's withheld salary upon obtaining confirmation on the status of attendance record from the Service Section, HRD;

The SPS will process the payment of salary for the staff's present contract based on the date of information received on the continuation of the staff's contracct and confirmation on the report for duty from the Recruitment & Career Enhancement Section, HRD in accordance with the 'Schedule for the Administration of Salary Payment'.