

**GUIDELINES FOR ENTERING AND LEAVING CAMPUS FOR STAFF
DOING WORK THAT CANNOT BE CARRIED-OUT FROM HOME
DURING THE PERIOD OF MOVEMENT CONTROL ORDER**

This guideline describes in detail the work procedure for entering and leaving campus for types of work that cannot be carried-out from home, as outlined in Item 5 of the Special Guideline to Working from Home issued through the UTM Administrative Circular No. 15/2020 - Directive on the implementation of the Movement Control Order from March 18, 2020 to March 31, 2020

IT IS COMPULSORY FOR STAFF TO BRING THEIR STAFF CARD EVERY TIME ENTERING OR LEAVING THE CAMPUS.

1. UNIVERSITY HEALTH CENTER AND SECURITY DIVISION

Records of leaving and entering are based on the schedule of tasks provided by the Director of the University Health Centre and the Director of Security, UTM. Directors are required to issue an official authorisation letter with reference to the schedule of tasks (in the form of softcopy or hardcopy). Staff should bring this authorisation letter with them at all times in the event it has to be presented to the Police (PDRM) or any other relevant authority when asked.

The process of recording attendance is as follows:

- 1) Attend for duty according to schedule,
- 2) Record the attendance of incoming and outgoing through iHadir,
- 3) PSM PKU/BK updates the record of work schedule and staff attendance.

2. ATTENDING CAMPUS FOR IMPORTANT / CRITICAL ASSIGNMENTS FOLLOWING THE DIRECTIVE OF THE HEAD OF DEPARTMENT.

The Head of Department must issue an official authorisation (in the form of an email, short message system, whatsapp or letter) to the staff before the date the staff is required to attend work. The authorisation need to be forwarded to the Security Division. In any event the Security Division is not notified, they have the right to refrain staff from entering the campus.

Should the staff be required to attend campus by the Head of Department due to emergency reasons, the Head of Department is required to contact the Security Division at 07-553 0014 (JB) / 03-2615 4842/4273 (KL) / 016-4315956 (Pagoh).

Staff who are directly involved with the COVID19 Special Monitoring Committee at all campuses should obtain an official duty authorisation letter issued by the Head of Department. This letter is to be **forwarded to the Security Division for referral**. Staff should bring this official authorisation letter with

them at all times in the event it has to be presented to the Police (PDRM) or any other relevant authority when asked.

Staff will need to log-in and out of campus using the QR Scan Code at the Security guard post.

3. ATTENDING CAMPUS ON IMPORTANT / CRITICAL DUTIES ON OWN SELF-ACCORD

Staff entering campus for an important / critical assignment on their own self-accord has to obtain the approval from the Head of Department before entering campus.

These are the procedures to be followed:

- 1) Staff complete the **Application Form to Attend Office within the duration of the Movement Control Order** which can be reached [HERE](#) **Staff should only use the UTM email when completing this form.**
- 2) The application must be submitted at least one day before the date going to campus.
- 3) The Head of Department receives notification of application via UTM email.
- 4) The Head of Department considers the application of the officer online.
- 5) The officer receives the notification of response from the Head of Department by email. This notification may be used as proof of approval when reporting at the Security Post.
- 6) The notification of approval by the Head of Department will be coordinated and recorded by the Services Section, Human Resources Division (BSM). BSM will submit the approval records to the Security Division daily.
- 7) Staff must report at the main entrance on the approved date. The Security Division will review the approval records provided by BSM.
- 8) Staff is allowed to enter campus if record shows the approval. If there is no approval record, staff will not be allowed to enter campus.
- 9) Staff will need to log-in and out of campus using the QR Scan Code at the Security guard post.

4. ATTENDING CAMPUS ON PERSONAL BASIS IS ABSOLUTELY PROHIBITED.

For further questions, please contact:

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