

Integrated Management System (IMS) Education



IMS HR & Administration **Asset Declaration** Functions for Administrator (*PTJ*) USER GUIDE MANUAL

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Asset Declaration

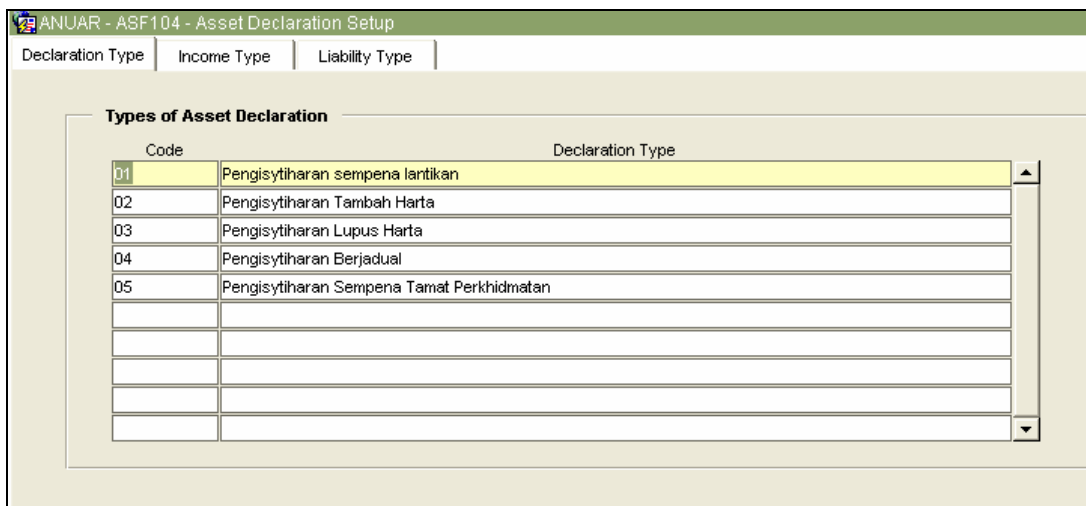
This function allow user to maintain information for staff asset declaration application. The detail describe as below.

Asset Declaration Setup

This function allow user to setup for asset declaration type, income type and liability type. The function describe as below.

Declaration Type Tab

This screen allow user to maintain setup for asset declaration type. The detail describe as below.



Code	Declaration Type
01	Pengisytiharan sempena lantikan
02	Pengisytiharan Tambah Harta
03	Pengisytiharan Lupus Harta
04	Pengisytiharan Berjadual
05	Pengisytiharan Sempena Tamat Perkhidmatan

Figure 5.57 – Asset Declaration Setup Interface: Declaration Type Tab

Opening Asset Declaration Setup Form

1. Click **Staff Information** on the menu bar.
2. Select **Asset Declaration** sub menu
3. Click **Asset Declaration Setup**
4. Select tab to view:
 - i. **Declaration Type tab:** To maintain setup for declaration type
 - ii. **Income Type Tab:** To maintain setup for income type
 - iii. **Liability Type Tab:** To maintain setup for liability type

Viewing Asset Declaration Setup Information

1. Select tab to view.
2. Place cursor in the desired frame.
3. Click **Execute Query** button to view all records or click **Enter Query** Button and key in search criteria by entering “%xxx” to find for certain record and then click **Execute Query** button to view particular records.
4. Use Scroll bar to navigate through the records.

Adding Declaration Type Information

1. Select **Declaration Type** Tab
2. Place cursor in the **Types of Asset Declaration** frame.
3. Click **Insert Record** button to add new record
4. Fill in the information needed:
 - i. **Code:** Type in declaration code:
 - ii. **Declaration Type:** Type in declaration type
5. Click **Save Record** button to save changes.

Income Type Tab

This screen allow user to maintain setup for income type. The detail describe as below.

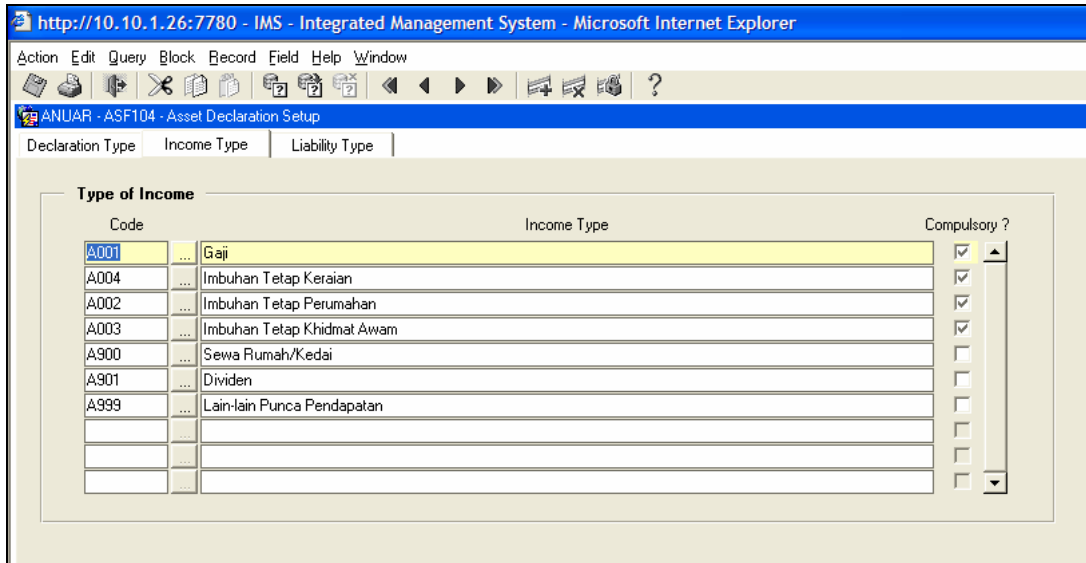


Figure 1.58 – Asset Declaration Setup Interface: Income Type Tab

Adding Income Type Information

1. Select **Income Type** Tab
2. Place cursor in the **Types of Income** frame.
3. Click **Insert Record** button to add new record
4. Fill in the information needed:
 - i. **Code:** Select income code from the list of value by click “...” button.
 - ii. **Income Type:** Type in income type.
 - iii. **Compulsory:** Thich whether the income information is compulsory or not.
5. Click **Save Record** button to save changes.

Liability Type Tab

This screen allow user to maintain setup for liability type. The detail describe as below.

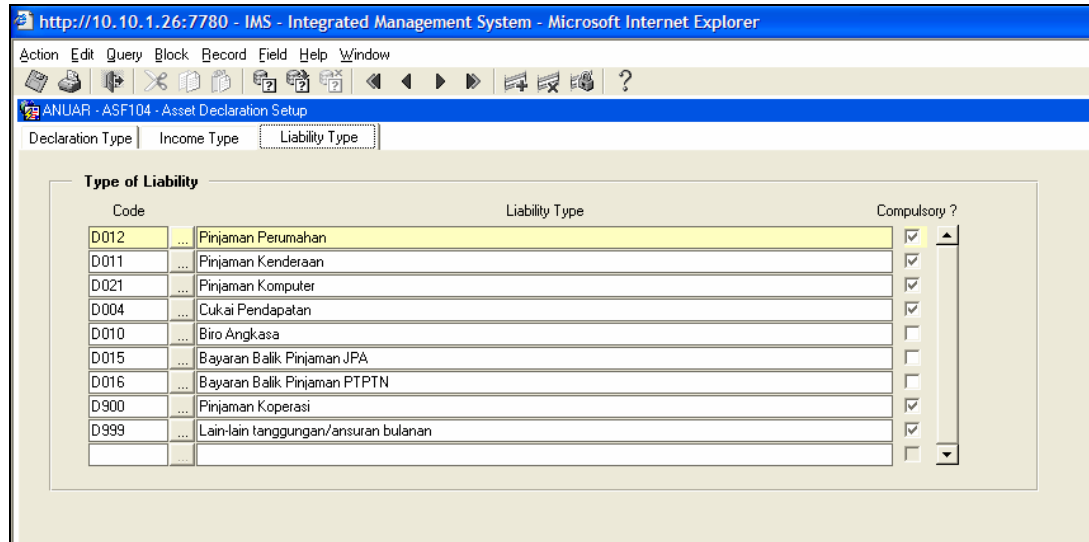


Figure 1.59 – Asset Declaration Setup Interface: Liability Type Tab

Adding Liability Type Information

1. Select **Liability Type** Tab
2. Place cursor in the **Types of Liability** frame.
3. Click **Insert Record** button to add new record
4. Fill in the information needed:
 - i. **Code:** Select liability code from the list of value by click “...” button.
 - ii. **Liability Type:** Type in income type.
 - iii. **Compulsory:** Thich whether the income information is compulsory or not.
5. Click **Save Record** button to save changes.

Editing Asset Declaration Setup Information

1. Select record on the desired tab to edit and make changes on it.
2. Click **Save Record** button to save changes.

Deleting Asset Declaration Setup Information

1. Select record on the desired tab to remove then click **Remove Record** button.

2. Click **Save Record** button to save changes.

Online Asset Declaration

Asset Declaration needs staff to declare their asset online. It will keep all information of asset declared and to be used for current and future reference.

Opening Online Asset Declaration Page

The Asset Declaration link is located on the left of your screen. See **Figure 5.60**.



Figure 1.60 – Asset Declaration Link

1. Click on the **Asset Declaration** link. It will bring up to the **Asset Declaration** interface. See **Figure 1.61**.

A screenshot of a web application interface titled "Asset Declaration". The interface has a blue header bar with the title and a "Report" button on the right. Below the header, there is a section titled "KETERANGAN MENGENAI PEGAWAI" containing a list of employee details: Nama (Ismail Bin Man), No. Kad Pengenalan (590714085679), Tarikh Lantikan Ke Perkhidmatan Sekarang (01-02-2002), Jawatan / Gred (Pen Pendaftar / N41), Alamat Tempat Bertugas (Bahagian Sumber Manusia), and Jenis Pengisytiharan Harta (a dropdown menu). Below this, there are three sections with instructions and dropdown menus: "Untuk Perisytiharan Harta (Lampiran B), sila buat pilihan di bawah." with a dropdown menu; "Untuk Permohonan Memiliki Tanah Kerajaan/Saham (Lampiran G), sila buat pilihan di bawah." with a dropdown menu; and "Sila pilih Borang Perisytiharan Harta yang disenaraikan di bawah." followed by a list of five options: 1. Borang Pengakuan Tiada Perubahan Ke Atas Pemilikan Harta - Lampiran 'A'; 2. Borang Perisytiharan Harta - Lampiran 'B'; 3. Borang Perisytiharan Pelupusan Harta - Lampiran 'C'; 4. Borang Perisytiharan Syarikat/Perniagaan Persendirian - Lampiran 'D'; 5. Permohonan Bagi Mendapatkan Kebenaran Untuk Memohon Dan Memiliki Tanah Kerajaan/Saham - Lampiran 'G'.

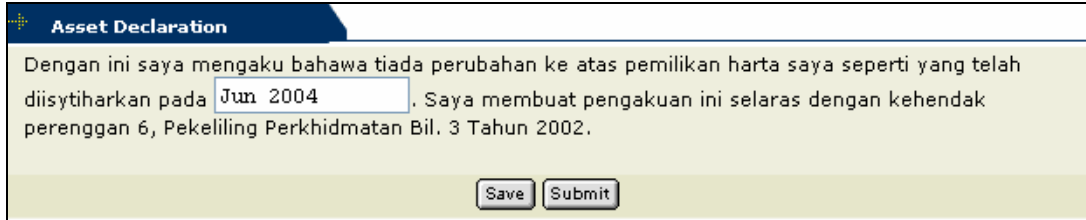
Figure 1.61 – Asset Declaration Main Page Interface

2. The page displays all the asset declaration function that need to declare by staff. The function describe as below.

Lampiran A: Borang Pengakuan Tiada Perubahan ke Atas Pemilikan Harta

To declare for no changes of the asset declared. The declaration process must be done by staff in 3 months for the new staff and every five years for old staff.

1. Select **Borang Pengakuan Tiada Perubahan ke ats Pemilikan Harta-Lampiran A Hyperlink**. It will bring up to the **Figure 5.62**.



The screenshot shows a web form titled "Asset Declaration". The form contains a text area with the following text: "Dengan ini saya mengaku bahawa tiada perubahan ke atas pemilikan harta saya seperti yang telah diisytiharkan pada . Saya membuat pengakuan ini selaras dengan kehendak perenggan 6, Pekeliling Perkhidmatan Bil. 3 Tahun 2002." Below the text area are two buttons: "Save" and "Submit".

Figure 1.62 – Borang Pengakuan Tiada Perubahan ke Atas Pemilikan Harta interface

2. Enter the last declare date and click **Save** button to save the information.
3. Click **Submit** button to submit the declaration. Once the information has been submitted it cannot be update or delete.

Lampiran B: Borang Perisytiharan Harta

1. Select declaration type from the drop down list.
2. Select **Borang Perisytiharan Harta-Lampiran ‘B’ Hyperlink**. This will bring up to the list of information to declare. See **Figure 5.63**.

The screenshot shows a web interface titled "Asset Declaration". It contains five numbered sections, each with a "Details" button:

- 1. **KETERANGAN MENGENAI KELUARGA** (Details)
- 2. **PENDAPATAN BULANAN** (Details)
- 3. **TANGGUNGAN/ANSURAN BULANAN ATAS HUTANG/PINJAMAN** (Details)
- 4. **KETERANGAN MENGENAI HARTA** (Details)
- 5. **PENGAKUAN PEGAWAI**
Saya dengan ini mengisytiharkan semua harta yang saya miliki serta tanggungan dan segala maklumat yang diberikan adalah benar dan tidak bercanggah dengan mana-mana peraturan.

A "Submit" button is located at the bottom of the form.

Figure 1.63 – Borang Perisytiharan Harta Interface

3. Information that need to declare, the fields are explained in detail, as follows:

Adding Family Information

1. Click **Details** button under the Keterangan Mengenai Keluarga information. It will bring up to the Family Information interface. See **Figure 1.64**.

Maklumat Suami/Isteri		
Nama	No. Kad Pengenalan	Pekerjaan/Alamat Majikan (Jika berkaitan)
aminah	700204056788	
ani	678900	

Maklumat Anak/Tanggungan		
Nama	Umur	No. Kad Pengenalan (Jika berkaitan)
nadia	1	990921142345
Ali	1	67890987
Razak	0	234234234

Pertambahan Rekod Anak/Tanggungan

Nama Anak/Tanggungan

Tarikh Lahir Contoh : 21-03-2000

No. Kad Pengenalan

Figure 1.64 – Keterangan Mengenai Keluarga Interface

2. Type in the information needed to add new record of children.
 - i. **Nama Anak/Tanggungan:** Type in children name.
 - ii. **Tarikh Lahir:** Type in date of birth for the children.
 - iii. **No Kad pengenalan:** Type in children identity card number
3. Click **Add** button to add the record. Follow same step to add for another children information.
4. Click **Back** button will bring back to **Borang Pengisytiharan Harta** page.

Adding Monthly Income Information

1. Click **Details** button under the Pendapatan Bulanan information. It will bring up to the Family Information interface. See **Figure 1.65**.

The screenshot shows the 'Asset Declaration' interface. At the top, there is a section titled 'Maklumat Pendapatan Bulanan' (Monthly Income Information) with a table listing various income sources and their amounts for 'Pegawai' (Staff) and 'Suami/Isteri' (Spouse/Wife). Below this table is a section titled 'Pertambahan Rekod Pendapatan Bulanan' (Add Monthly Income Record) which contains several input fields: 'Jenis Pendapatan' (Income Type) with a dropdown menu, 'Keterangan Pendapatan' (Income Description) with a text box, 'Pegawai (RM)' (Staff (RM)) with a text box and a 'Contoh : 150.00' (Example : 150.00) label, 'Suami/Isteri (RM)' (Spouse/Wife (RM)) with a text box and a 'Contoh : 150.00' label, and 'Keterangan Jumlah Pendapatan Suami/Isteri' (Spouse/Wife Income Amount Description) with a text box. A note below the last field reads 'Sila isi ruangan ini sekiranya Pegawai mempunyai lebih dari seorang isteri.' (Please fill this space if the Staff has more than one wife). At the bottom of the form are 'Add' and 'Back' buttons.

	Pegawai	Suami/Isteri	
Imbuan Tetap Khidmat Awam	170	0	Edit
Imbuan Tetap Perumahan	165	0	Edit
Gaji	2020.36	0	Edit
Lain-lain Punca Pendapatan - kerja sambilan	200	0	Edit Delete

Pertambahan Rekod Pendapatan Bulanan

Jenis Pendapatan: ...

Keterangan Pendapatan: [Text Box]

Pegawai (RM): [Text Box] Contoh : 150.00

Suami/Isteri (RM): [Text Box] Contoh : 150.00

Keterangan Jumlah Pendapatan Suami/Isteri: [Text Box]

Sila isi ruangan ini sekiranya Pegawai mempunyai lebih dari seorang isteri.

Add Back

Figure 1.65 – Maklumat pendapatan Bulanan Interface

2. Type in the information needed to add new record of income.
 - i. **Jenis Pendapatan:** select type of income from the list
 - ii. **Keterangan Pendapatan:** type in income description
 - iii. **Pegawai:** type staff income
 - iv. **Suami/Isteri:** type in spouse income
 - v. **Keterangan Jumlah Pendapatan Suami/Isteri:** type in spouse income details information
3. Click **Add** button to add the record. Follow same step to add another income information.
4. Click **Back** button will bring back to Borang Pengisytiharan Harta page.

Adding Monthly Liability Information

1. Click **Details** button under the **Tanggung/Ansuran Bulanan Atas Hutang/Pinjaman** information. It will bring up to the Family Information interface. See **Figure 5.66**.

Asset Declaration					
Maklumat Tanggungan/Ansuran Bulanan Atas Hutang/Pinjaman					
	Pegawai		Suami/Isteri		
	Jumlah Pinjaman/Tanggung (RM)	Jumlah Bayaran Bulanan (RM)	Jumlah Pinjaman/Tanggung (RM)	Jumlah Bayaran Bulanan (RM)	
Pinjaman Perumahan	0	0	0	0	<input type="button" value="Edit"/>
Pinjaman Kenderaan	0	0	0	0	<input type="button" value="Edit"/>
Pinjaman Komputer	0	0	0	0	<input type="button" value="Edit"/>
Cukai Pendapatan	0	0	0	0	<input type="button" value="Edit"/>
Pinjaman Koperasi	0	0	0	0	<input type="button" value="Edit"/>
Lain-lain tanggungan/ansuran bulanan	0	0	0	0	<input type="button" value="Edit"/>

Pertambahan Rekod Tanggungan/Ansuran Bulanan	
Jenis Tanggungan	... <input type="button" value="v"/>
Keterangan Tanggungan	<input type="text"/>
Jumlah Pinjaman/Tanggung Pegawai (RM)	<input type="text"/> Contoh : 150.00
Jumlah Bayaran Bulanan Pegawai (RM)	<input type="text"/> Contoh : 150.00
Jumlah Pinjaman/Tanggung Suami/Isteri (RM)	<input type="text"/> Contoh : 150.00
Jumlah Bayaran Bulanan Suami/Isteri (RM)	<input type="text"/> Contoh : 150.00
Keterangan Jumlah Pendapatan Suami/Isteri	<input type="text"/>
Sila isi ruangan ini sekiranya Pegawai mempunyai lebih dari seorang isteri.	
<input type="button" value="Add"/> <input type="button" value="Back"/>	

Figure 1.66 – Maklumat Tanggungan/Ansuran Bulanan atas Hutang/Pinjaman Interface

2. Fill in the information needed to add new record of liability.
 - i. **Jenis Tanggungan:** select type of liability from the list.
 - ii. **Keterangan Tanggungan:** fill in the liability description.
 - iii. **Jumlah Pinjaman/Tanggung Pegawai:** fill in liability amount for staff.
 - iv. **Jumlah Bayaran Bulanan Pegawai:** fill in monthly liability payment of staff.
 - v. **Jumlah Pinjaman/Tanggung Suami/Isteri:** fill in liability amount for staff spouse.

- vi. **Jumlah Bayaran Bulanan Suami/Isteri:** fill in monthly liability payment for staff spouse.
 - vii. **Keterangan Jumlah Pendapatan Suami/Isteri:** fill in the detail information for staff spouse liability.
3. Click **Add** button to add the record. Click **Back** button will bring back to Borang Pengisytiharan Harta page.

5.7.2.3.4 Adding Staff Asset Information

1. Click **Details** button under the Keterangan Mengenai Harta information. It will bring up to the Family Information interface. See **Figure 1.67**.

The screenshot shows a web interface titled "Asset Declaration" with a sub-section "Maklumat Harta". It contains a table with the following data:

Jenis Harta	Pemilik Harta Dan Hubungan Dengan Pegawai (sendiri, suami atau isteri, anak dsb)	Alamat Harta/No. Pendaftaran/No. Sijil dsb	Tarikh Pemilikan Harta	
RUMAH	Ismail Man Sendiri	No 8, Jalan 1, Taman Sentosa	12-10-2002	<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

At the bottom of the interface, there is a button.

Figure 5.67 – Maklumat Harta Interface

2. Click **Add** button to add new information of asset owned. This will bring up to Pertambahan Maklumat Harta page. See **Figure 1.68**.

Asset Declaration	
Pertambahan Maklumat Harta	
Jenis Harta	SAHAM
Nama Pemilik Harta	Zubaidah
Hubungan Pemilik dengan Pegawai (sendiri,suami atau isteri,anak dan dsb)	Anak
Alamat Harta/No. Pendaftaran/No. Sijil dan dsb	
Tarikh Pemilikan Harta	12-12-2002 Contoh: 12-05-2002
Bilangan/Ekar/Kaki Persegi/Unit (kalau rumah, nyatakan keluasan tanah tapak rumah itu)	120 unit
Nilai Perolehan Harta (RM)	5000
Anggaran Nilai Semasa (RM)	12000
Cara Harta Diperolehi (dipusakai, dibeli, dihadiahkan dsb)	Dibeli
Dari Siapa Harta Diperolehi	syarikat
Keterangan Lain (Sila nyatakan jenis/jenama rumah, kenderaan atau saham berkenaan)	
<input type="button" value="Add"/> <input type="button" value="Back"/>	

Figure 1.69 – Pertambahan Maklumat Harta Interface

3. Fill in the information needed
 - i. **Jenis Harta:** Select asset type from the drop down list.
 - ii. **Nama Pemilik Harta:** Type in asset owner name.
 - iii. **Hubungan Dengan Pegawai:** Type in asset owner relationship with staff.
 - iv. **Tarikh Pemilikan Harta:** Type in date for asset owned.
 - v. **Nilai Perolehan Harta:** Type in asset owned amount.
 - vi. **Anggaran Nilai Semasa:** Type in current value for asset owned.
 - vii. **Cara Harta Diperolehi:** Type in type of asset owned gets.
 - viii. **Dari Siapa Harta Diperolehi:** Type in from whom the asset gets.
 - ix. **Keterangan Lain:** Type in asset owned other information.
4. Click **Add** button to save the information.
5. Click **Back** button will bring to the Maklumat Harta page. Staff still can edit/delete the information as long as the declaration has not been submitted.
6. Click **Back** button to go back to Borang Pengisytiharan Harta page.

Submit Lampiran B Declaration

1. Click **Submit** button to confirm the asset declaration process for the **Lampiran B**.
Once the declaration has been submitted staff cannot update or delete the information.

Lampiran C: Borang Perisytiharan Pelupusan Harta.

1. Select **Borang Perisytiharan Pelupusan Harta-Lampiran 'C' Hyperlink**. This will bring up to the list of information to declare. See **Figure 1.70**.

Asset Declaration

1. KETERANGAN MENGENAI PELUPUSAN HARTA

Jenis Harta	Pemilik Harta Dan Hubungan Dengan Pegawai	Tarikh Pemilikan Harta	Tarikh Pelupusan Harta	
RUMAH	Ismail Man Sendiri	12-10-2002	19-02-2003	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Penambahan Maklumat Pelupusan Harta

Maklumat Harta

Tarikh Pelupusan **Contoh: 19-02-2003**

Cara Pelupusan (sama ada dijual, dihadiahkan dsb)

Harga Jualan (sekiranya dijual) RM

2. PENGAKUAN PEGAWAI

Saya mengaku bahawa segala maklumat yang diberikan dalam borang ini adalah lengkap dan benar.

Figure 1.70 – Keterangan Mengenai Pelupusan Harta Interface

2. Fill in the information for asset disposal.
 - i. **Maklumat Harta:** Select the asset to dispose by click Select button.
 - ii. **Tarikh Pelupusan:** Type in asset disposal date.
 - iii. **Cara Pelupusan:** type in disposal style.
 - iv. **Harga Jualan:** Type in sell price.
3. Click **Submit** button to confirm the asset disposal.

Lampiran D: Borang Perisytiharan Syarikat Perniagaan Persendirian.

1. Select **Borang Perisytiharan Syarikat Perniagaan Sendiri-Lampiran ‘D’ Hyperlink**. This will bring up to the list of information to declare. See **Figure 1.71**.

Asset Declaration

1. KETERANGAN MENGENAI SYARIKAT/PERNIAGAAN

Nama Syarikat/Perniagaan :

No. Pendaftaran :

Alamat Syarikat/Perniagaan :

Jenis Syarikat/Perniagaan :

Pulangan Perniagaan Tahunan : RM

Modal Dibenarkan : RM

Modal Berbayar (*Paid-Up Capital*) : RM

PUNCA KEWANGAN SYARIKAT DAN PERNIAGAAN

Bil **Punca Kewangan**

1 saham

Penambahan Maklumat Punca Kewangan Syarikat/Perniagaan :

Nama ahli keluarga yang terlibat dalam syarikat/perniagaan

Nama	Hubungan	Jawatan Dalam Syarikat	Jumlah Saham Dipegang (Unit)	Nilai Saham RM
Tiada maklumat.				

Catitan:
Hubungan (1 = Isteri, 2 = Suami, 3 = Anak, 4 = Lain-lain)
Jawatan Dalam Syarikat (1 = Pemilik Saham, 2 = Pengarah/Lembaga Pengarah)

Penambahan Maklumat Ahli Keluarga	
Nama	<input type="text"/>
Hubungan	... <input type="button" value="v"/>
Jawatan Dalam Syarikat	... <input type="button" value="v"/>
Jumlah Saham Dipegang (Unit)	<input type="text"/>
Nilai Saham (RM)	<input type="text"/>
<input type="button" value="Add"/>	
2. PENGAKUAN PEGAWAI	
Saya mengaku bahawa segala maklumat yang dikemukakan di atas adalah benar.	
<input type="button" value="Submit"/>	

Figure 1.71 – Keterangan Mengenai Syarikat Perniagaan Interface

2. Fill in the information for Keterangan Mengenai Maklumat Perniagaan of company/business.
 - i. **Nama Syarikat/Perniagaan:** Type in company/business name.
 - ii. **No. Pendaftaran:** Type in company/business registration number.
 - iii. **Alamat Syarikat/Perniagaan:** Type in company/business address.
 - iv. **Jenis Syarikat/Perniagaan:** Type in company/business type.
 - v. **Pulangan Perniagaan Tahunan:** Type in business yearly return.
 - vi. **Modal Dibenarkan:** Type in company/business authenticates capital.
 - vii. **Modal Berbayar:** Type in company/business paid up capital
3. Click **Save** button to add the information.
4. Fill in the information for Punca Kewangan Syarikat Perniagaan
 - i. Fill in **Penambahan Maklumat Punca Kewangan Syarikat/Perniagaan** then click **Add** button.
 - ii. User can edit the existing information by click on the **Edit** button and save the changes.
 - iii. User can delete the existing information by click on the **Delete** button.
5. Fill in the information for Penambahan Maklumat Ahli Keluarga
 - i. **Nama:** Type in family name.
 - ii. **Hubungan:** Select family relationship.
 - iii. **Jawatan dalam Syarikat:** Type in family position in the company.
 - iv. **Jumlah Saham Dipegang:** Type in share given the family.
 - v. **Nilai Saham:** Type in share value of the family.

6. Click **Add** button to insert the information. The information listed in **Nama ahli keluarga yang terlibat dalam Syarikat/Perniagaan** listing.
7. Click **Submit** button under **Pengakuan Pegawai** field to confirm the declaration process.

Lampiran G: Permohonan bagi Mendapatkan Kebenaran Untuk Memohon dan Memiliki Tanah Kerajaan/Saham.

1. Select declaration type whether Tanah/Saham from the drop down list.
2. Select **Borang Perisytiharan Syarikat Perniagaan Sendiri-Lampiran ‘G’ Hyperlink**. This will bring to Borang Permohonan bagi Mendapatkan Kebenaran Untuk Memohon dan Memiliki Tanah Kerajaan/Saham Interface. See **Figure 5.72**.

Asset Declaration

- 1. KETERANGAN MENGENAI KELUARGA**
Details
- 2. PENDAPATAN BULANAN**
Details
- 3. TANGGUNGAN/ANSURAN BULANAN ATAS HUTANG/PINJAMAN**
Details
- 4. BUTIR-BUTIR TANAH YANG TELAH DIBERIMILIK OLEH KERAJAAN DI MANA-MANA TEMPAT DI MALAYSIA**
Details
- 5. BUTIR-BUTIR TANAH ATAU SAHAM YANG DIPOHON**
Details
- 6. PENGAKUAN PEGAWAI**
Saya mengaku bahawa butir-butir yang diberikan di atas adalah benar.

2. Dengan ini saya memohon kelulusan untuk memiliki tanah/saham seperti yang dinyatakan di atas dan berjanji akan mematuhi syarat-syarat yang ditetapkan.

Submit

Figure 1.72 – Lampiran G: Borang Permohonan bagi Mendapatkan Kebenaran Untuk Memohon dan Memiliki Tanah Kerajaan/Saham Interface

Adding Family Information

1. Refer to **Figure 5.64**
2. Type in the information needed to add new record of children.
 - i. **Nama Anak/Tanggungannya:** Type in children name.
 - ii. **Tarikh Lahir:** Type in date of birth for the children.
 - iii. **No Kad pengenalan:** Type in children identity card number
3. Click **Add** button to add the record.
4. Click **Back** button will bring back to Borang Permohonan bagi Mendapatkan Kebenaran Untuk Memohon dan Memiliki Tanah Kerajaan/Saham Interface.

Adding Monthly Income Information

1. Refer to **Figure 5.65**
2. Type in the information needed to add new record of income.
 - i. **Jenis Pendapatan:** select type of income from the list
 - ii. **Keterangan Pendapatan:** type in income description
 - iii. **Pegawai:** type staff income
 - iv. **Suami/Isteri:** type in spouse income
 - v. **Keterangan Jumlah Pendapatan Suami/Isteri:** type in spouse income details information
3. Click **Add** button to add the record. Click **Back** button will bring back to Borang Permohonan bagi Mendapatkan Kebenaran Untuk Memohon dan Memiliki Tanah Kerajaan/Saham Interface

Adding Monthly Liability Information

1. Refer to **Figure 1.66**
2. Fill in the information needed to add new record of liability.
 - i. **Jenis Tanggungan:** select type of liability from the list.
 - ii. **Keterangan Tanggungan:** fill in the liability description.
 - iii. **Jumlah Pinjaman/Tanggungan Pegawai:** fill in liability amount for staff.
 - iv. **Jumlah Bayaran Bulanan Pegawai:** fill in monthly liability payment of staff.
 - v. **Jumlah Pinjaman/Tanggungan Suami/Isteri:** fill in liability amount for staff spouse.
 - vi. **Jumlah Bayaran Bulanan Suami/Isteri:** fill in monthly liability payment for staff spouse.
 - vii. **Keterangan Jumlah Pendapatan Suami/Isteri:** fill in the detail information for staff spouse liability.

- Click **Add** button to add the record. Click **Back** button will bring back to **Borang Permohonan bagi Mendapatkan Kebenaran Untuk Memohon dan Memiliki Tanah Kerajaan/Saham** Interface

Adding Land Information

- Click **Details** button under **Butir-butir Tanah yang telah diberi milik oleh Kerajaan di mana-mana Tempat di Malaysia** Information. It will bring up to the **Figure 5.73**.

The screenshot shows a web interface titled "Asset Declaration". It features a table with the following data:

Luas	No Lot	Tarikh Diperolehi	Jenis Tanah	
2 HEKTAR	ABG654	21-10-2000	TANAH PERTANIAN	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Below the table is a section titled "Pertambahan Maklumat Tanah Yang Telah Diberimilik oleh Kerajaan" with the following fields:

- Jenis Tanah: (dropdown)
- Luas Tanah: (dropdown)
- No Lot:
- Mukim:
- Negeri: (dropdown)
- Tarikh Diperolehi:

At the bottom of the form are and buttons.

Figure 1.73 – Butir-butir Tanah yang Diberi Milik Kerajaan Interface

- Fill in the information needed for **Pertambahan Maklumat Tanah Yang Telah Diberimilik Oleh Kerajaan**
 - Jenis Tanah:** Select land type.
 - Luas Tanah:** Type in land size and select unit of measurement from the list.
 - No Lot:** Type in lot number.
 - Mukim:** Type in land district.
 - Negeri:** Type in land state.
 - Tarikh Diperolehi:** Type in acquisition date.
- Click **Add** button to add the information.
- User can edit the information by click **Edit** button then save the changes.
- User can delete the information by click on **Delete** button to remove it.
- Click **Back** button will bring back to **Borang Permohonan bagi Mendapatkan Kebenaran Untuk Memohon dan Memiliki Tanah Kerajaan/Saham** Interface

Adding Land Details Information

1. Click **Details** button under **Butir-butir Tanah yang telah diberi milik oleh Kerajaan di mana-mana Tempat di Malaysia Information**. It will bring up to the **Figure 5.74**.

The screenshot shows a web form titled "Asset Declaration" with a sub-header "Butir-Butir Tanah Yang Dipohon". The form contains the following fields and values:

Field	Value
Jenis Tanah	TANAH PERTANIAN
Luas Tanah	3 HEKTAR
No Lot (jika ada)	
Mukim	Jelai
Daerah	Kuala Lipis
Negeri	Pahang

At the bottom of the form, there are two buttons: "Save" and "Back".

Figure 1.74 – Butir-butir Tanah Yang Dipohon Interface

2. Fill in the information needed for Butir-butir Tanah yang dipohon.
 - i. **Jenis Tanah:** Select land type.
 - ii. **Luas Tanah:** Type in land size and select unit of measurement from the list.
 - iii. **No Lot:** Type in lot number.
 - iv. **Mukim:** Type in land district.
 - v. **Daerah:** Type in land area.
 - vi. **Negeri:** Type in land state.
3. Click **Save** button to add the information

Adding Share Details Information

1. Click **Details** button under **Butir-butir Tanah yang telah diberi milik oleh Kerajaan di mana-mana Tempat di Malaysia** Information. It will bring up to the **Figure 5.75**.

Asset Declaration

Butir-Butir Saham yang Dipohon

Nama Syarikat

Modal Berbayar (Paid-Up Capital) RM

Jumlah Unit

Nilai Saham RM

Sumber Kewangan

Jika melibatkan Pinjaman, nyatakan Butir-Butir Pinjaman

Nama Institusi dan Alamat	Ansuran Bulanan	Tarikh Ansuran Pertama	Tempoh Pinjaman	
Bank Islam Kuala Lumpur	250	11-11-2000	7 tahun	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Pertambahan Butir-Butir Pinjaman

Nama Institusi

Alamat Institusi

Ansuran Bulanan RM

Tarikh Ansuran Pertama **Contoh : 12-01-2004**

Tempoh Pinjaman

Figure 1.75 – Butir-butir Saham yang Dipohon page

2. Fill in the information for Butir- butir Saham yang dipohon.
 - i. **Nama Syarikat:** Type in company name.
 - ii. **Modal Berbayar:** Type in paid up capital.
 - iii. **Jumlah Unit:** Type in total of unit.
 - iv. **Nilai Saham:** Type in share value.
 - v. **Sumber Kewangan:** Type in source for money.
3. Click **Save** button to add the information.
4. Fill in information for Pertambahan Butir-butir Pinjaman.
 - i. **Nama Institusi:** Type in institution name that give the loan.
 - ii. **Alamat Institusi:** Type in institution address.
 - iii. **Ansuran Bulanan:** Type in monthly payback for the loan.
 - iv. **Tarikh Ansuran Pertama:** Type in first pay date for the loan.
 - v. **Tempoh Pinjaman:** Type in loan payback duration.
5. Click **Add** button to add the information.
6. User can edit for Butir-butir Pinjaman information by click **Edit** button and save the changes.
7. User can delete information for Butir-butir Pinjaman by click on **Delete** button to remove it.

Submit Lampiran G Declaration

1. Click **Submit** button to confirm the asset declaration process for the **Lampiran G**. Once the declaration has been submitted staff cannot update or delete the information.

Print Report Asset Declaration

1. To view all reports for Asset Declaration declared user can click on **Report** button on the top right screen of **Asset Declaration main page**. It should bring user to **Cetakan Borang Permohonan Perisytiharan Harta**. See **Figure 1.76**.



Asset Declaration		
		Main
Cetakan Borang Permohonan Perisytiharan Harta		
Jenis Borang	Tarikh	
Borang Perisytiharan Harta (Kali Pertama)	null	Print
Permohonan Mendapatkan Kebenaran Memohon dan Memiliki Saham	14/12/2004	Print
Borang Perisytiharan Harta (Kali Pertama)	14/12/2004	Print
Borang Perisytiharan Pelupusan Harta	07/12/2004	Print
Permohonan Mendapatkan Kebenaran Memohon dan Memiliki Saham	07/12/2004	Print
Permohonan Mendapatkan Kebenaran Memohon dan Memiliki Tanah	07/12/2004	Print
Borang Perisytiharan Syarikat/Perniagaan Persendirian	06/12/2004	Print
Borang Pengakuan Tiada Perubahan Harta	03/12/2004	Print
Borang Perisytiharan Pelupusan Harta	03/12/2004	Print
Borang Perisytiharan Syarikat/Perniagaan Persendirian	03/12/2004	Print
Permohonan Mendapatkan Kebenaran Memohon dan Memiliki Tanah	03/12/2004	Print
Borang Perisytiharan Harta (Kali Pertama)	30/11/2004	Print

Figure 1.76 – Cetakan Borang Permohonan Perisytiharan Harta Interface

1. User can select any “**Borang**” to print then click **Print** button. It will generate the selected report in PDF format. Printed report will be sign by staff before send to **Human Resource** department for endorsement process.

Asset Declaration Status

This function allow user to view and update for staff asset declaration status. The function describe as below.

Staff	Dept	Declaration Type	Form	Declare Date	Status	Verify ?	
K00091	Razana Et Baharudin		Pengisytiharan sempena lantikan	B2		Telah Disahkan	<input type="checkbox"/>
K00129	asmawati	FPE	Pengisytiharan sempena lantikan			Telah Disahkan	<input type="checkbox"/>
K00820	Rahayu Et Mangsor	BSM	Pengisytiharan sempena lantikan	B1	27-01-2005	Telah Disahkan	<input type="checkbox"/>
K00037	Shuhir Karmawi Bin Abd Aziz	BSM	Pengisytiharan sempena lantikan	D	27-01-2005	Telah Disahkan	<input type="checkbox"/>
K00331	Megat Azrin Bin Ahmad	ICT		D	07-01-2005	Telah Disahkan	<input type="checkbox"/>
K00549	Ismail Bin Man	BSM		G	07-12-2004	Telah Disahkan	<input type="checkbox"/>
K00549	Ismail Bin Man		Pengisytiharan sempena lantikan	B1	01-12-2003	Telah Disahkan	<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>

Figure 1.77– Asset Declaration Status Form

Opening Asset Declaration Status

1. Click **Staff Information** on the menu bar.
2. Select **Asset Declaration** sub menu
3. Click **Asset Declaration Status**

Viewing Asset Declaration Status Information

1. Select status to view from the drop down list.
2. Place cursor in the **Asset Declaration** frame.
3. Click **Execute Query** button to view all records or click **Enter Query** Button and key in search criteria by entering “%xxx” to find for certain record and then click **Execute Query** button to view particular records.
4. Use Scroll bar to navigate through the records.

Verify Staff Asset Declaration

1. Select Status **Telah Disemak** from the drop down list to do the verification process.
2. Select record to verify by thick on the *Verify?* Checkbox.
3. Click **Verify** button to send verification memo of staff asset declared.

View Details for Staff Asset Declaration

1. Select Status to view from the drop down list.
2. Click **Execute Query** button to view all records for the Asset Declaration Process.
3. Select Staff to view for their details information for asset declaration then click **Detail** button.
4. Detail information of staff asset declaration will be display based on **Asset Declaration Type**. The detail information viewed describe as below:

i. **If Form Type A: Pengisytiharan Harta Tab**

The screenshot shows a web browser window with the URL <http://10.10.1.26:7781> and the page title "IMS - Integrated Management System - Microsoft Internet Explorer". The browser's address bar shows "ANUAR - APF043 - Asset Declaration Detail". The main content area is titled "Pengisytiharan Harta" and contains the following form fields:

No. Rujukan	2005-0000000163		
Pegawai	K00675 Puteri Khairul Syafida Et Megat Khas		
No. Kad Pengenalan	790106086690	Tarikh Mula Bekerja	15-04-2002
Jawatan/Gred	0018	PEG SISTEM MAKLUMAT F41	
Alamat Tempat Bertugas			
Jenis Pengisytiharan	01	Pengisytiharan sempena lantikan	
Tarikh Pengisytiharan	02-02-2005	Lampiran	A
Status	VERIFY	Telah Disemak	
Disemak Oleh	K00675	Puteri Khairul Syafida Et Megat Khas	
Tarikh Semakan	02-02-2005		
Disahkan Oleh			
Tarikh Pengesahan			
Diluluskan Oleh			
Tarikh Kelulusan			

Untuk Lampiran 'A' sahaja

Tarikh Terakhir Pengisytiharan	27-01-2005
--------------------------------	------------

Print Report

Figure 1.78 – Lampiran A: Pengisytiharan Harta Tab

1. Click on the **Print Report** button to generate a *Borang Pengakuan Tiada Perubahan Ke Atas Pemilikan Harta* report.
2. Click on **Exit** button to go back to the previous screen

ii. **Form Type B1 or B2: Pengisytiharan Harta Tab, Keluarga Tab, Pendapatan dan Tanggungan Tab and Harta Dimiliki Tab as below:**

The screenshot displays a web browser window with the following details:

- Address Bar: `http://10.10.1.26:7781 - IMS - Integrated Management System - Microsoft Internet Explorer`
- Page Title: `ANUAR - APF043 - Asset Declaration Detail`
- Navigation Tabs: `Pengisytiharan Harta`, `Keluarga`, `Pendapatan dan Tanggungan`, `Harta Dimiliki`
- Form Section: **Pengisytiharan Harta**
- Fields:
 - No. Rujukan: `2004-0000000054`
 - Pegawai: `K00820` | `Rahayu Bt Mangsor`
 - No. Kad Pengenalan: `780211086992` | Tarikh Mula Bekerja: `16-05-2003`
 - Jawatan/Gred: `0018` | `PEG SISTEM MAKLUMAT F41`
 - Alamat Tempat Bertugas: [Empty]
 - Jenis Pengisytiharan: `01` | `Pengisytiharan sempena lantikan`
 - Tarikh Pengisytiharan: `27-01-2005` | Lampiran: `B1`
 - Status: `APPROVE` | `Telah Disahkan`
 - Disemak Oleh: `K00820` | `Rahayu Bt Mangsor`
 - Tarikh Semakan: `27-01-2005`
 - Disahkan Oleh: [Empty]
 - Tarikh Pengesahan: [Empty]
 - Diluluskan Oleh: [Empty]
 - Tarikh Kelulusan: [Empty]
 - Section: **Untuk Lampiran 'A' sahaja**
 - Tarikh Terakhir Pengisytiharan: [Empty]
- Buttons: `Print Report`

Figure 1.79 – Form B1 and B2: Pengistiharan Harta Tab

1. Click on the **Print Report** button to generate a report. **B1** report should be the *Borang Pengisytiharan Harta KaliPertama* and **B2** report should be *Borang Pengisytiharan Harta Tambahan*.
2. Click on **Exit** button to go back to the previous screen
3. Select the other tabs to view.

IMS - Integrated Management System - Microsoft Internet Explorer

Action Edit Query Block Record Field Help Window

SHUHIR - APF043 - Asset Declaration Detail

Pengisytiharan Harta Keluarga Pendapatan dan Tanggungan Harta Dimiliki

Keterangan Mengenai Keluarga

i) Suami/Isteri

Nama	No. Kad Pengenalan	Pekerjaan/Alamat Majikan(Jika Berkaitan)
Ismail	540302-12-2111	Hospital Besar Kuala Lumpur

ii) Anak/Tanggung

Nama	Umur	No Kad Pengenalan(Jika berkaitan)
Zamri Ismail	23	810205-12-4113
Zamzilah Ismail	20	831212-12-5414

Figure 1.80 – Form B1 and B2: Keluarga Tab

IMS - Integrated Management System - Microsoft Internet Explorer

Action Edit Query Block Record Field Help Window

SHUHIR - APF043 - Asset Declaration Detail

Pengisytiharan Harta Keluarga Pendapatan dan Tanggungan Harta Dimiliki

Pendapatan Bulanan

Jenis-jenis Pendapatan	Pegawai	Suami/Isteri	Maklumat Pendapatan Suami/Isteri
A001 Gaji bulanan	2,500.00	2,200.00	

Tanggung/Ansuran Bulanan Atas Hutang/Pinjaman

Jenis-jenis Pinjaman	Pegawai		Suami/Isteri		Maklumat Tanggungan Suami/Isteri
	Jumlah Pinjaman/Tanggung	Jumlah Bayaran Bulanan	Jumlah Pinjaman/Tanggung	Jumlah Bayaran Bulanan	
D016 Bayaran Balik Pinjaman PTPTN	40,000.00	285.14	40,000.00	285.14	

Figure 1.81 – Form B1 and B2: Pendapatan dan Tanggungan Tab

IMS - Integrated Management System - Microsoft Internet Explorer

Action Edit Query Block Record Field Help Window

SHUHIR - APF043 - Asset Declaration Detail

Pengisytiharan Harta Keluarga Pendapatan dan Tanggungan **Harta Dimiliki**

Keterangan Mengenai Harta

Jenis Harta

Pemilik Harta

Hubungan

Alamat Harta/
No. Pendaftaran/No Sijil

Tarikh Pemilikan Harta

Bilangan Unit

Nilai Perolehan Harta(RM)

Anggaran Nilai Semasa(RM)

Cara Harta Diperolehi

Dari Siapa Harta Diperolehi

Keterangan Lain

Kegunaan Rasmi

Punca-punca Kewangan Bagi Memiliki Harta

Jika Pinjaman

Jumlah Pinjaman

Institusi Memberi Pinjaman

Tempoh Bayaran Balik

Ansuran Bulanan

Tarikh Ansuran Pertama

Jika Hasil Pelupusan Harta

Jenis Harta/Alamat/No. Daftar

Harga Jualan

Tarikh Lupus

Figure 1.82 – Form B1 and B2: Hak Dimiliki Tab

iii. If Form Type C: Pengisytiharan Harta Tab and Pelupusan Harta Tab

IMS - Integrated Management System - Microsoft Internet Explorer

Action Edit Query Block Record Field Help Window

SHUHIR - APF043 - Asset Declaration Detail

Pengisytiharan Harta Pelupusan Harta

Keterangan Mengenai Pelupusan Harta

Jenis Harta	KENDERAAN		
Pemilik Harta	maizura		
Hubungan	sendiri		
Alamat/No. Pendaftaran/No. Sijil	wmm 1033		
Tarikh Pemilikan Harta	23-08-2003	Tarikh Pelupusan	19-01-2005
Cara Pelupusan Harta			
Harga Jualan			
Kegunaan Rasmi			

Jenis Harta			
Pemilik Harta			
Hubungan			
Alamat/No. Pendaftaran/No. Sijil			
Tarikh Pemilikan Harta		Tarikh Pelupusan	
Cara Pelupusan Harta			
Harga Jualan			
Kegunaan Rasmi			

Figure 1.83 – Asset Declaration Details: Form C

1. Click on the **Print Report** button to generate a *Borang Pengisytiharan Pelupusan Harta* report.
2. Click on **Exit** button to go back to the previous screen

iv. If Form Type D: Pengisytiharan Harta and Syarikat/ Perniagaan Sendiri Tab

IMS - Integrated Management System - Microsoft Internet Explorer

SHUHIR - APF043 - Asset Declaration Detail

Pengisytiharan Harta Syarikat atau Perniagaan Sendiri

Keterangan Mengenai Syarikat/Perniagaan

Nama Syarikat/Perniagaan: JIMPIANA SDN BHD
 No. Pendaftaran: 12390000
 Alamat Syarikat/Perniagaan: TG MALIM
 Jenis Syarikat/Perniagaan: PERSEORANGAN
 Pulangan Perniagaan Tahunan: 10,000.00
 Modal Dibenarkan: 30,000.00
 Modal Berbayar: 10,000.00

Punca Kewangan

Punca Kewangan Syarikat Perniagaan

PINJAMAN

Ahli Keluarga

Nama	Hubungan	Jawatan Dalam Syarikat	Jumlah Saham Dipegang	Nilai Saham
MANGSOR BIN HASSAN	Lain...	Pemilik Saham	11,000.00	20,000.00

Figure 1.84 – Asset Declaration Details: Form D

1. Click on the **Print Report** button to generate a *Borang Pengisytiharan Syarikat/Perniagaan Persendirian* report.
2. Click on **Exit** button to go back to the previous screen

v. **If Form Type G: Pengisytiharan Harta and Permohonan Saham Tab**

IMS - Integrated Management System - Microsoft Internet Explorer

Action Edit Query Block Record Field Help Window

SHUHIR - APF043 - Asset Declaration Detail

Pengisytiharan Harta **Permohonan Tanah atau Saham**

Tanah Yang Diberimilik oleh Kerajaan Malaysia

Jenis Tanah

Luas

No Lot

Mukim

Negeri

Tarikh Diperolehi

Tanah Yang Dipohon

Jenis Tanah

Luas

No Lot

Mukim

Daerah

Negeri

Saham Dipohon

Nama Syarikat

Modal Berbayar

Jumlah Unit

Nilai Saham

Sumber Kewangan

Pinjaman

Nama Institusi	Alamat Institusi	Ansuran Bulanan	Tarikh Ansuran Pertama	Tempoh Pinjaman
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Figure 1.85 – Asset Declaration Details: Form D

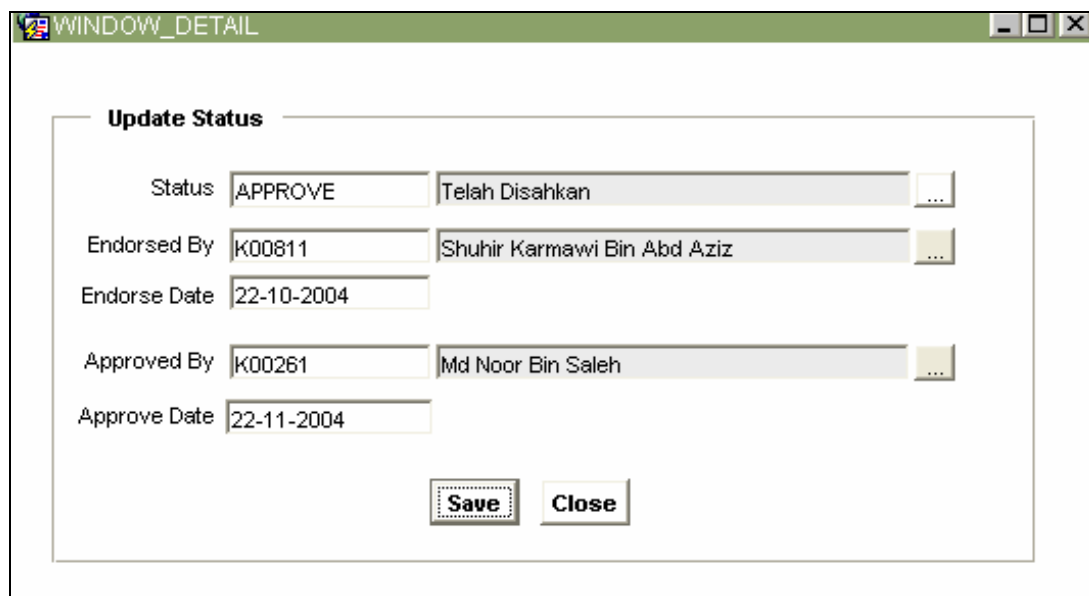
1. Click on the **Print Report** button to generate a *Permohonan Bagi Mendapatkan Kebenaran Untuk Memohon Dan Memiliki Tanah Kerajaan/Saham* report.
2. Click on **Exit** button to go back to the previous screen

Print Approval Letter

1. Open **Asset Declaration Status Form**
2. Select Status **Telah Disahkan** from the drop down list. System will show the list of Asset Declaration that has been approved.
3. Select staff then click **Approval Letter** button to generate report for *Perisytiharan Harta Mengikut Peraturan 9, Peraturan-Peraturan Tata tertib Badan-badan Berkanun, Jadual Kedua, Akta Badan-badan Berkanun (Tatatertib & Surcaj) 2000 [Akta 605]*.

Update Status for Staff Asset Declaration

1. Open Asset Declaration Status Form
2. Click Execute Query button to view the record.
3. Select one record and then click on the **Update Status** button. It will display the **Window_Detail** to allow user update status for the selected staff. The screen should display as below:



The screenshot shows a window titled "WINDOW_DETAIL" with a green title bar. Inside the window, there is a form titled "Update Status". The form contains the following fields:

Status	APPROVE	Telah Disahkan
Endorsed By	K00811	Shuhir Karmawi Bin Abd Aziz
Endorse Date	22-10-2004	
Approved By	K00261	Md Noor Bin Saleh
Approve Date	22-11-2004	

At the bottom of the form, there are two buttons: "Save" and "Close".

Figure 1.86 – Asset Declaration Update Status Window

1. Add or edit any information then click **Save** button to save the record and exit from the popup screen.
2. Click **Close** to exit screen without any changes.
3. Click the **Execute Query** button at the top of the screen to display all record.
4. Click the **Enter Query** button at the top of the screen to search the record.

5. Click **Remove Record** button at the top of the screen to remove the record selected at the current time.
6. Click **Exit** button on upper left hand side of the screen to navigate to the *Human Resources System* main menu.

Asset Declaration Query

This function allow user to view information about staff asset declaration. The function describe as below.

Staff ID	Staff Name	Status	Department	Position	Number of Declarations	Dett
K00235	Ilmizan Bin Ismail	Aktif	Canselori	PEG TADBIR N41	0	
K00146	Isda Pesitya Et Ismail	Aktif	Fakulti Sains & Teknologi	PEMB TAD (P/O) N17	0	Dett
K00403	Ishak Bin Ismail	Aktif	Fakulti Sains Kognitif & Pemb Manusia	PENSYARAH UNIVERSITI DS45	0	Dett
K00850	Ismail Bin Abdul Raoh	Aktif	Fakulti Sains Kognitif & Pemb Manusia	PENSYARAH UNIVERSITI DS45	0	Dett
K00549	Ismail Bin Man	Aktif	Bahagian Sumber Manusia	PEG TADBIR N41	12	Dett
K00353	Ismail Bin Md Isa	Aktif	Fakulti Teknologi Maklumat & Komunikasi	JURUTEKNIK J17	0	Dett
K00212	Ismail Bin Tamin	Aktif	Jabatan Pengurusan Pembangunan & Harta B	PEMB TAD (P/O) N17	0	Dett
K00310	Khalid Bin Ismail	Aktif	Fakulti Perniagaan & Ekonomi	PENSYARAH UNIVERSITI DS45	0	Dett
K00349	Mahizah Et Ismail	Aktif	Fakulti Sains & Teknologi	PENSYARAH UNIVERSITI DS45	0	Dett
K00184	Mailelawati Et Ismail	Aktif	Bahagian Sumber Manusia	PEMB TAD RENDAH (N11)- TELEFO	0	Dett
K00486	Mohd Irwan Bin Ismail	Aktif	Pusat Teknologi Pendidikan & Multimedia	JURUTEKNIK J17	0	Dett
K00270	Mohd Ismail Bin Mohd Zin	Aktif	Jabatan Hal Ehwal Pelajar	PEMB TAD (P/O) N17	0	Dett
K00841	Mohd Mizan Bin Ismail	Aktif	Jabatan Pengurusan Pembangunan & Harta B	JURUTEKNIK J17	0	Dett
K00665	Norolsuhana Et Ismail	Aktif	Fakulti Bahasa	PEMB TAD (P/O) N17	0	Dett
K00450	Ramlee Bin Ismail	Aktif	Fakulti Perniagaan & Ekonomi	PENSYARAH UNIVERSITI DS45	0	Dett

Figure 1.87 – Asset Declaration Query Form

Opening Asset Declaration Status

1. Click **Staff Information** on the menu bar.
2. Select **Asset Declaration** sub menu
3. Click **Asset Declaration Status**

Viewing Asset Declaration Status Information

1. Select status to view from the drop down list.
2. Place cursor in the **Asset Declaration** frame.
3. Click **Execute Query** button to view all records or click **Enter Query** Button and key in search criteria by entering “%xxx” to find for certain record and then click **Execute Query** button to view particular records.
4. Use Scroll bar to navigate through the records.
5. Click **Dett** button to view detail information of **Staff Asset Declaration**. It will bring up to the **Asset Declaration Query by Staff Tab**. See **Figure 3.91**.

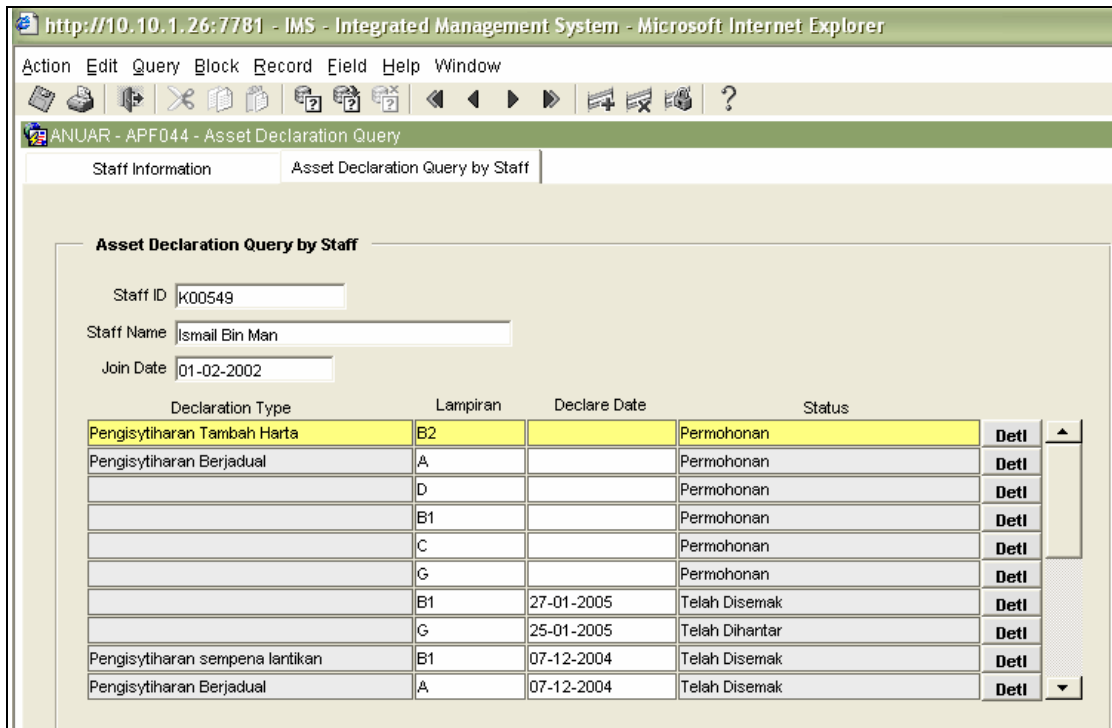


Figure 1.88 – Asset Declaration Query by Staff Form

- To view detail information of Staff Asset Declaration click **Detl** button. It will bring up to the **Asset Declaration Detail Information (APF043)** that display staff asset declaration based of form type declared (Lampiran A, Lampiran B, Lampiran C, Lampiran D and Lampiran G). See the explanation at staff asset declaration status.

Viewing Staff Asset Declaration Report

- Select **Staff Information** tab.
- Place cursor in the **Staff Information** frame.
- Click on the **Print Report** button at the bottom side of the screen to generate report for *Perisytiharan Harta Pegawai dan Kakitangan* in PDF format.

Asset Declaration Reminder

This function allow user to send reminder for staff asset declaration process. The function describe as below.

The screenshot shows a web browser window displaying the 'Asset Memo Reminder' form. The browser address bar shows 'http://10.10.1.26:7781 - IMS - Integrated Management System - Microsoft Internet Explorer'. The form has a search section with 'New Staff' (month) and 'Current Staff' (year) dropdowns and a 'Search' button. Below is a table of staff records with columns: Staff Id, Name, Department, Position, Join Date, Last Declare Date, Lapse, Last Memo Sent, and Send Memo?. The table contains 15 rows of staff data. At the bottom, there is a 'Title/Subject' field with the value 'Asset Reminder' and a 'Memo' field with the text 'Please do your asset declaration'. A 'Send Memo' button is located at the bottom right of the form.

Staff Id	Name	Department	Position	Join Date	Last Declare Date	Lapse	Last Memo Sent	Send Memo?
K00002	Abu Bakar Bin Nordin	Fakulti Sains Kognitif & Pemb Manusia	PROFESOR UNIV KHAS C VK7	29-07-1998		6 tahun	30-12-2004	<input type="checkbox"/>
K00005	Raja Kamal Bin Talib	Fakulti Sains Kognitif & Pemb Manusia	PEG TADBIR N41	01-07-1997		7 tahun	31-12-2004	<input type="checkbox"/>
K00007	Mohd Shuhaili Bin Mohd Zain	Jabatan Pengurusan Pembangunan & I	PEMANDU KENDERAAN BERM	01-09-1997		7 tahun	27-01-2005	<input type="checkbox"/>
K00008	Siti Rokiah Bt Salam	Canselori	PEMB TAD (SAJ) N22	03-09-1997		7 tahun	31-12-2004	<input type="checkbox"/>
K00009	Zainab Bt Hussain	Canselori	PEMB TAD (SAJ) N22	15-09-1997		7 tahun	25-02-2005	<input type="checkbox"/>
K00011	Dahari Bin Abdul Rahman	Jabatan Pengurusan Pembangunan & I	PEMANDU KENDERAAN BERM	15-09-1997		7 tahun		<input type="checkbox"/>
K00012	Tengku Raudah Bt Tengku Razman	Canselori	PEMB TAD (SAJ) N22	01-10-1997		7 tahun		<input type="checkbox"/>
K00013	Suhaila Bt Salim	Pejabat Bendahari	PEMB TAD (SAJ) N17	01-11-1997		7 tahun		<input type="checkbox"/>
K00014	Khatijah Bt Abu Yahaya	Bahagian Sumber Manusia	PEMB TAD (P/O) N17	01-11-1997		7 tahun		<input type="checkbox"/>
K00015	Nor Suhaila Bt Mokhtar	Bahagian Sumber Manusia	PEMB TAD (P/O) N17	01-11-1997		7 tahun		<input type="checkbox"/>

Figure 1.89 – Asset Declaration Reminder Form

Opening Asset Declaration Status

1. Click **Staff Information** on the menu bar.
2. Select **Asset Declaration** sub menu
3. Click **Asset Declaration Reminder**

Viewing Asset Declaration Status Information

1. Fill in month and year for view for staff that not declare their asset then click **Search** button.
2. Use Scroll bar to navigate through the records.

Sending Asset Declaration Reminder

1. Fill in the **Title/Subject** and **Memo** column to send memo to the selected staff.

2. Tick on the checkbox to select the staff and then click on the **Send Memo** button to proceed sending a memo to the selected record.

Memo Letters

This function allow user to view for memo send to staff. The function describe as below.

Staff Id	Staff Name	Memo Date	Subject	Declaration Reference No	Declaration Type	Form
K00004	Rusley Bin Taib	04-01-2005	Testing			
K00004	Rusley Bin Taib	04-01-2005	51952			
K00549	Ismail Bin Man	05-01-2005	Peringatan: Pengisytiharan harta			
K00004	Rusley Bin Taib	06-01-2005	Peringatan: Pengisytiharan harta			
K00004	Rusley Bin Taib	12-01-2005	Peringatan: Pengisytiharan harta			
K00004	Rusley Bin Taib	12-01-2005	Peringatan: Pengisytiharan harta			
K00004	Rusley Bin Taib	24-01-2005	Testing			
K00549	Ismail Bin Man	27-01-2005	terima kasih			
K00002	Abu Bakar Bin Nordin	27-01-2005	Peringatan Pengisytiharan Harta			
K00007	Mohd Shuhaili Bin Mohd Zain	27-01-2005	Peringatan Pengisytiharan Harta			
K00005	Raja Kamal Bin Talib	27-01-2005	Peringatan Pengisytiharan Harta			
K00553	Hakimah Nur Et Che Azhar	07-02-2005	Peringatan			
K00748	Abu Talib Bin Othman	07-02-2005	Peringatan			
K00009	Zainab Et Hussain	25-02-2005	Peringatan Perisytiharan Harta			
K00094	Zulkapli Bin Mohd Junid	03-03-2005	Asset Reminder			

Figure 1.90 – Staff Asset Memo Screen

Opening Asset Declaration Status

1. Click **Staff Information** on the menu bar.
2. Select **Asset Declaration** sub menu
3. Click **Memo Letters**

Viewing Staff Asset Memo Information

1. Select status to view from the drop down list.
2. Place cursor in the **Asset Declaration** frame.
3. Click **Execute Query** button to view all records or click **Enter Query** Button and key in search criteria by entering “%xxx” to find for certain record and then click **Execute Query** button to view particular records.
4. Use Scroll bar to navigate through the records.