Computer Allowance for IIUM staff
Policy and Guideline

Information Technology Division
Finance Division
Agenda

1. Welcoming Remark
2. Policy on Computer and Printer Entitlement
3. Guideline on Computer Allowance for IIUM Staff
4. Roles of administrator and finance representatives
5. Disposal of notebooks and desktop due to request of purchase by staff
6. Q&A
Background

On the 18th October 2012, the University proposed the Computer Entitlement Allowance to the Standing Finance Committee with the objective to improve delivery of services, minimize cost overrun in IT budget and operating budget.

Based on the EMCM No 10/2013 decision, the Chief Information Officer had organized two meetings to develop the guideline on the 14th June and 17th July 2013. A series of internal technical discussions were also conducted on 26th June and 10th July 2013.

On 4th September 2013, EMCM No 21/2013 agreed in principle the implementation of the policy and guideline produced to facilitate the computer allowance reimbursement.
Background

In summary, the following documentations were produced:

- Policy for Computer and Printer Entitlement
- Guideline for Computer Allowance for IIUM Staff
- Process flow for reimbursement
- Letter of Undertaking
- ICT Equipment Checklist Form for Reimbursement of Computer Allowance 2013
- Application form for computer allowance
- Technical Specification

The Guideline for Computer Allowance for IIUM staff shall be read together with the Policy on Computer and Printer Entitlement.

- Available online at Finance Division website
Policy on Computer and Printer Entitlement

Computer Entitlement

• The entitlement for a computer is subject to availability of budget and resources.
• The following staff are eligible for computer allowance:
  – 3.2.2.1 Executive Management Committee.
  – 3.2.2.2 Deans and Directors
  – 3.2.2.3 Deputy Deans and Deputy Directors
  – 3.2.2.4 Head of Departments
  – 3.2.2.5 Academic Staff (Academic Fellow, Lecturers with Ph.D., equivalent to Ph.D and higher)
  – 3.2.2.6 Teachers and Lecturers (CELPAD and CFS)
  – 3.2.2.7 Administrative and Technical Staff (Grade 41 and above)
Policy on Computer and Printer Entitlement

• The computer allowance shall not be applicable to administrative and technical staff of grade lower than 41. However, the University shall provide a desktop computer to the staff.

• Computer entitlement shall not be applicable to:
  – Contract staff of the Strategic Business Units;
  – Contract staff appointed by using trust fund of centre of studies or administrative offices;
  – Part time staff.

• Computer allocation for academic staff that has completed their study leave and awaiting endorsement by the Senate of their respective University shall be brought to the attention of the Deputy Rector (Academic Affairs) for his decision.

• Staff appointed by the University as Academic Administrator is excluded from the entitlement to have another computer.
Guideline on Computer Allowance for IIUM Staff

• Each staff is entitled for a computer allowance totaling to a maximum amount of RM3, 000.00 for purchase of equipment to perform official duties.

• Should the purchase cost of the equipment exceed the maximum entitlement allowance, the excess will be fully borne by the staff.

• This facility is entitled to be requested by an eligible staff every five(5) years.

• This facility is accorded to the staff member on reimbursement basis with evidence of payment been made duly certified by the Dean or Director of the respective administrative offices or centre of studies.

• The equipment is owned by the staff and need not be registered in the Fixed Asset Register or Inventory of the University.

• By virtue of the conferment of the computer allowance to eligible staff, the University is relieved from an obligation to provide equipment to the staff members unless otherwise decided by the University Management.

• In view that the purchase of Equipment is reimbursed by the University, the staff is not entitled to claim for tax deduction under the Income Tax Act 1967.
Guideline on Computer Allowance for IIUM Staff

RESPONSIBILITY OF STAFF

• Each staff is advised to purchase equipment with the recommended technical specification as provided in the technical specification.

• It is the responsibility of the staff to ensure that the equipment purchased is compatible with the University ICT infrastructure. The staff may request software provided by the University. Therefore, ITD shall facilitate in the installation of the software into the equipment. The list of software provided by ITD is as provided in technical specification.

• In view of the equipment is owned by the staff, it is the responsibility of the staff to bear the hardware, parts and labor cost or replacement cost should the equipment is damaged or lost.

• It is the responsibility of the staff to ensure that with the conferment of the computer allowance entitlement, the performance of the staff official duties is sustainable at any point of time.
RESPONSIBILITY OF STAFF

• The staff shall ensure that official University information that resides in the equipment shall be protected from unauthorized disclosure or intelligible interruption and its integrity upheld by safeguarding the accuracy and completeness of information. The University has the rights to monitor, access, review all business information on the equipment and can wipe the device in case it is stolen or lost.
1. Out of warranty computers or notebooks purchased centrally by the University

2. End of leased computers or notebooks

3. Lost computers or notebooks (approved insurance claim only)

4. New staff

5. Reimbursement after 5 Years
REQUIRED DOCUMENTS

• Letter of Undertaking
• ICT Equipment Checklist Form for Reimbursement of Computer Allowance 2013
• Application form for computer allowance
• Technical Specification
Thank You