International Islamic University Malaysia
IIUM Employee Self Service (Golden Hand Shake)

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Enter IIUM Website: [http://iiu.edu.my](http://iiu.edu.my) and click at “Staff & Students” (as shown in red circle)

Figure 1

- The following screen (Figure 2) will appear; click at “IIUM Employee Self Service”

Figure 2
- Login your username and password.

![Figure 3]

- The following screen (Figure 4) will appear, select “IIUM Employee Self Service”
- Then click at “Golden Handshake”.

![Figure 4]
• The following screen (Figure 5) will appear.
• To apply new Golden Handshake, click button “Add”.

![Figure 5](image)

• The following screen (Figure 6) will be shown.
• Enter the following details:
  i. Duration (number of days for your Golden Handshake)
  ii. Year (Current Year “2010”)
  iii. Remarks (You can type any remarks, for example “Golden Handshake 2009”)
  iv. Start Date (is the current date that you apply for the Golden Handshake)
  v. End Date (not compulsory field).

![Figure 6](image)
- Example of application as shown in Figure 7, then click “Apply”

Figure 7

- The result will be as shown below (Figure 8), then click “NEXT” for next process.

Figure 8
The screen will shown as Figure 9, if you confirm with the information click at button "Submit" to submit your application, otherwise if you want to change the information you can click at "Back" button.

If you click "Submit", Figure 10 will be display.

Note: for Golden Hand shake application does not required for Manager’s approval. The process is “AUTO APPROVED” by the system.
CHECKING APPLICATION

Check status of application:
After you have completed your application, you can check it before you “LOGOUT”
• Click on the ‘Home’ button, Figure 11 will be displayed.
• Click on the ‘Golden Handshake’ button
• Expected Result (shown in Figure 12).

Figure 11

• The screen (Figure 12) will show the latest application at the top of the Golden handshake list. Click “Update” button to see the details of your golden handshake information. “Logout” when you completed.

Figure 12