



# MANUAL PENGGUNA PERMOHONAN TUNTUTAN AKMA



UNIVERSITI  
PENDIDIKAN  
SULTAN IDRIS  
لوئیزیتی قیدیقین سلطان ادريس  
SULTAN IDRIS EDUCATION UNIVERSITY

**UPSI**  
**No.1**  
IN EDUCATION



PENERAJU  
KEBITARAAN  
PENDIDIKAN  
تمو حسینیان قیدیون  
Tahun 1922-2022



BAHAGIAN  
**GOVERNAN**  
DASAR & TADBIR URUS UNIVERSITI

Disediakan oleh: Bahagian Governan  
Dikemaskini: 22 JUN 2022



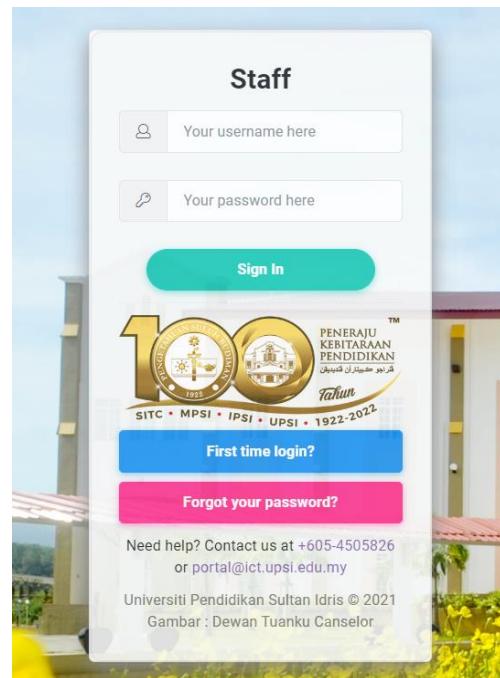
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## 1. LOG MASUK KE SISTEM

- Taip alamat sistem di URL menggunakan link yang diberikan <https://unistaff.upsi.edu.my/login> di laman web.
- Klik butang **Sign In**.



## 2. TUNTUTAN PERMOHONAN AKMA

- Lihat bahagian senarai, dan klik butang **AKMA CLAIM** untuk memohon.
- Klik butang **APPLY** untuk memohon.

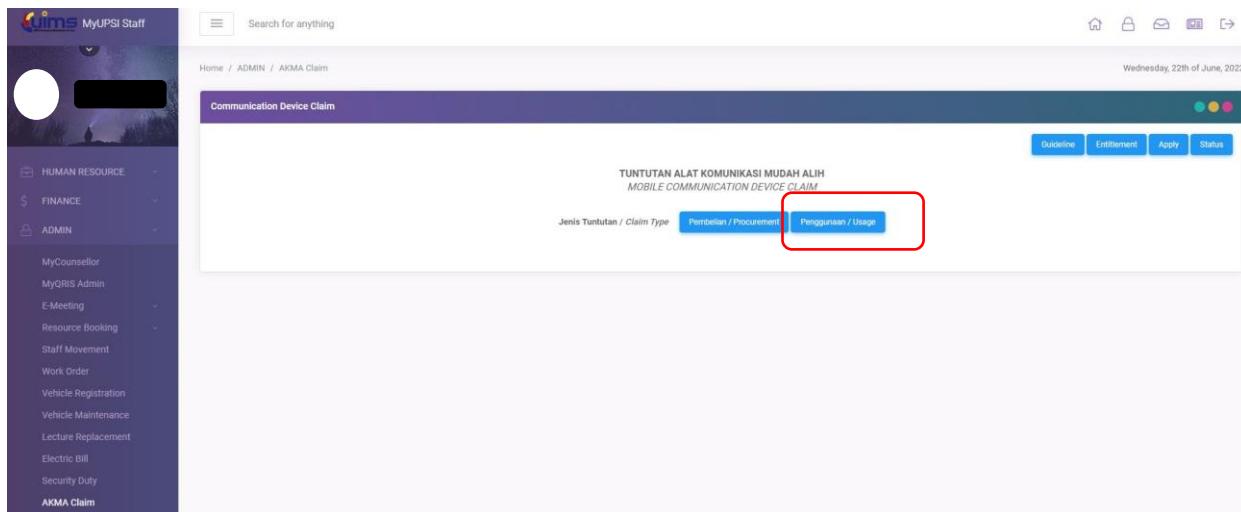
#	No Rujukan Reference No.	Jenama / Model Brand / Model	No. Receipt Receipt No.	Tarikh Pembelian Purchase Date	Jumlah (RM) Amount (RM)	Tarikh Permohonan Apply Date	Status Status
No data available in table							

### 3. APPLY

Terdapat dua jenis permohonan iaitu pembelian dan penggunaan

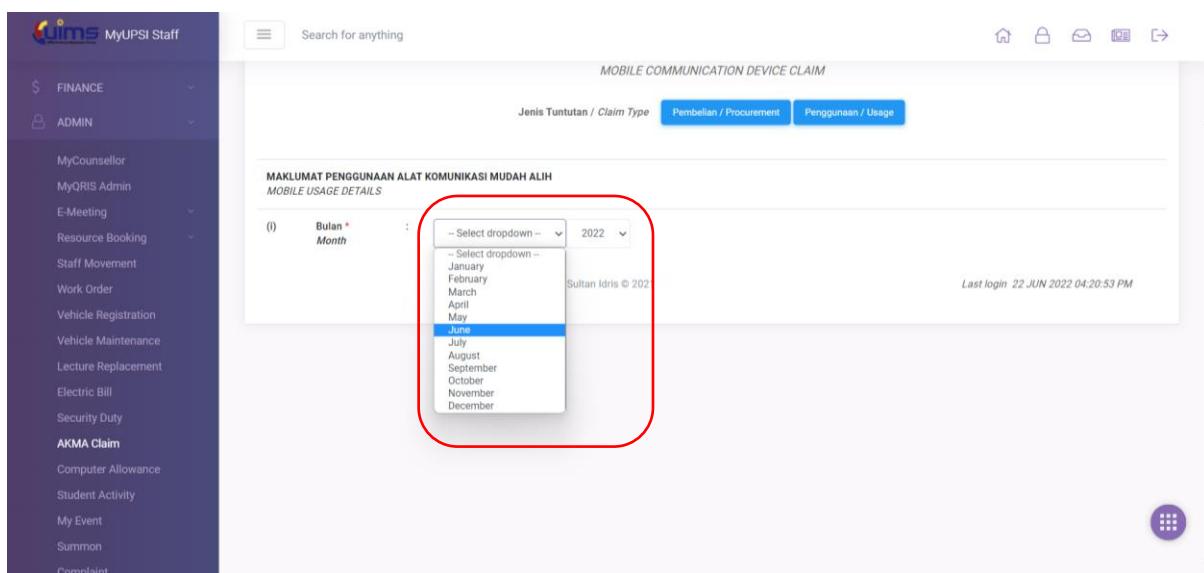
**A) Penggunaan (Usage)** – Permohonan tuntutan perlu dibuat setiap bulan/tidak melebihi 90 hari dari tarikh bil.

- i. Klik butang **Penggunaan** untuk memohon.



The screenshot shows the 'Communication Device Claim' section of the application. At the top, there are tabs for 'Jenis Tuntutan / Claim Type': 'Pembelian / Procurement' (selected) and 'Penggunaan / Usage'. The 'Penggunaan / Usage' tab is highlighted with a red box. The main area displays the title 'TUNTUTAN ALAT KOMUNIKASI MUDAH ALIH' and 'MOBILE COMMUNICATION DEVICE CLAIM'.

- ii. sila pilih bulan dan tahun untuk memohon mengikut tuntutan bil.



The screenshot shows the 'MOBILE COMMUNICATION DEVICE CLAIM' form. It includes a section titled 'MAKLUMAT PENGUNAAN ALAT KOMUNIKASI MUDAH ALIH' and 'MOBILE USAGE DETAILS'. A dropdown menu for 'Bulan / Month' is open, showing months from January to December. The month 'June' is highlighted with a blue selection and is circled with a red box. The year '2022' is also visible in the dropdown.

- iii. Sila isi dan lengkapkan maklumat yang diperlukan.
- iv. Klik butang **Continue** untuk teruskan.

**Nota / Note:**

- \* Ruangan wajib dilis.
- \*\* indicates required field.
- \*\* Sila hubungi Bahagian Governance bagi pengesakinan no. Telefon atau No. Amaun Bill.
- \*\* Please contact Governance Division to update Mobile Phone Number or Bill Account Number.

(i) Bulan *	Month	May	2022
(ii) No. Telefon ** Mobile Phone No.	Please register Mobile Phone No. here.		
No. Akaun Bil** Bill Account No.	Please register Bill Account No. here.		
(iii) Tarikh Bil * Bill Date	dd/mm/yyyy	<input type="button" value="View sample"/>	
(iv) Amaun Bil * Bill Amount	RM	<input type="text" value="0"/>	
(v) Amaun Yang Telah Dibayar * Paid Amount	RM	<input type="text" value="0"/>	
(vi) Had Caj Maksimum Sebulan * Maximum Charge Limit (per month)	RM	<input type="text" value="150"/>	
(vii) Jumlah Tuntutan * Total Claims	RM	<input type="text" value="104.95"/>	

**PENGAKUAN PEMOHON DECLARATION**

a. semua butiran tuntutan yang dinyatakan di atas adalah benar dan mengikut kadar serta syarat yang ditetapkan;  
all the particulars above are true and within the stipulated rates and conditions;

b. bil penggunaan telefon yang sah / telah dicop oleh pembekal; and  
usage bill has been stamped by the supplier; and

c. resit pembayaran yang sah / telah dicop oleh pembekal.  
valid payment receipt has been stamped by the supplier.

- v. Klik **OK** untuk meneruskan.

unistaff.upsi.edu.my says Success!

Are you sure want to Continue ?

**PENGAKUAN PEMOHON DECLARATION**

a. semua butiran tuntutan yang dinyatakan di atas adalah benar dan mengikut kadar serta syarat yang ditetapkan;  
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valid payment receipt has been stamped by the supplier.

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Last login 22 JUN 2022 07:51:23 AM

- vi. Klik **Choose File** untuk muat naik 2 fail dokumen berkaitan
- vii. Sila muatnaik (Tekan butang **Upload**) 2 fail dokumen berkaitan (pdf).
  - Bil penggunaan.
  - Bukti bayaran bil (cth: resit/slip online banking dll).

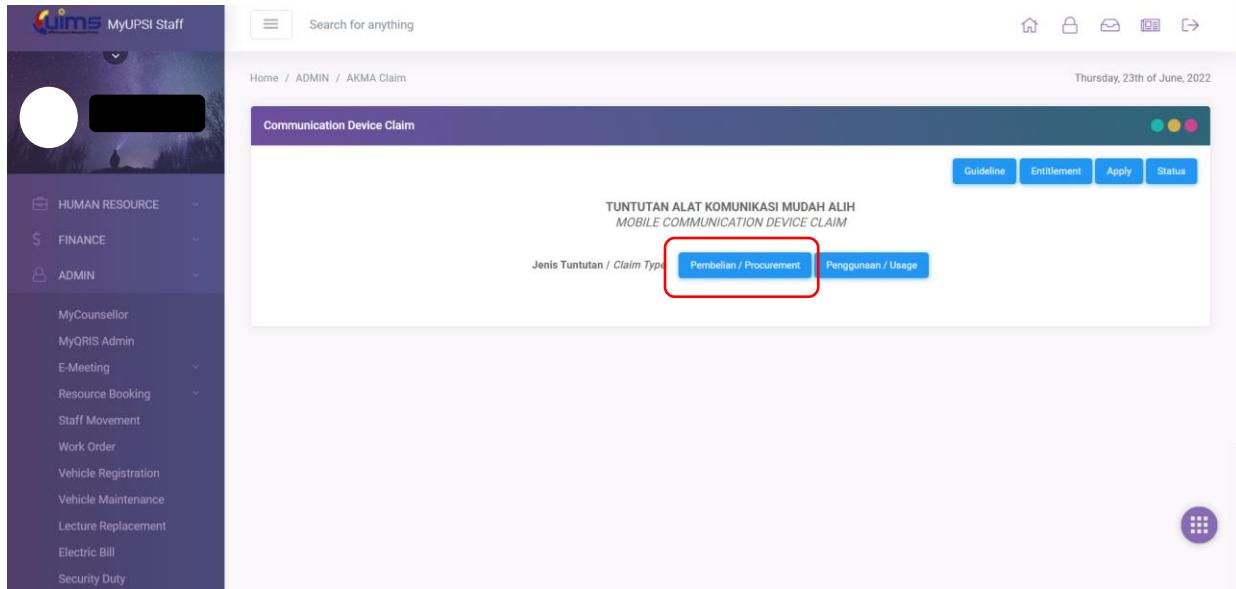
The screenshot shows the 'Communication Device Claim' page. On the left, there's a sidebar with 'HUMAN RESOURCE', 'FINANCE', and 'ADMIN' sections. The 'ADMIN' section is expanded, showing 'MyCounsellor', 'MyQRIS Admin', 'E-Meeting', 'Resource Booking', 'Staff Movement', 'Work Order', 'Vehicle Registration', 'Vehicle Maintenance', 'Lecture Replacement', 'Electric Bill', and 'Security Duty'. Below the sidebar is the URL: <https://unistaff.upsi.edu.my/akma/apply>. The main content area has a header 'Communication Device Claim' and a sub-header 'TUNTUTAN ALAT KOMUNIKASI MUDAH ALIH MOBILE COMMUNICATION DEVICE CLAIM'. It contains instructions about saving the application and uploading valid usage bill and payment receipt. A section for 'Muat Naik Sisipan' (Uploading Attachments) is shown, with a table for file names. The 'Nama Fail \*' column has a 'Choose File' button, which is highlighted with a red box. There are also 'Upload' and 'Delete' buttons. Below this is an 'Important Note' section with five points. A purple grid icon is in the top right corner.

- viii. Setelah muatnaik fail berkaitan, tekan butang **Submit**.
- ix. Selesai.

This screenshot shows the same 'Communication Device Claim' page after attachments have been uploaded. The 'Attachments' table now lists two files: 'Training.pdf' and 'what-is-governance.pdf'. The 'Important Note' section remains the same. The 'Submit' button at the bottom of the form is highlighted with a red box.

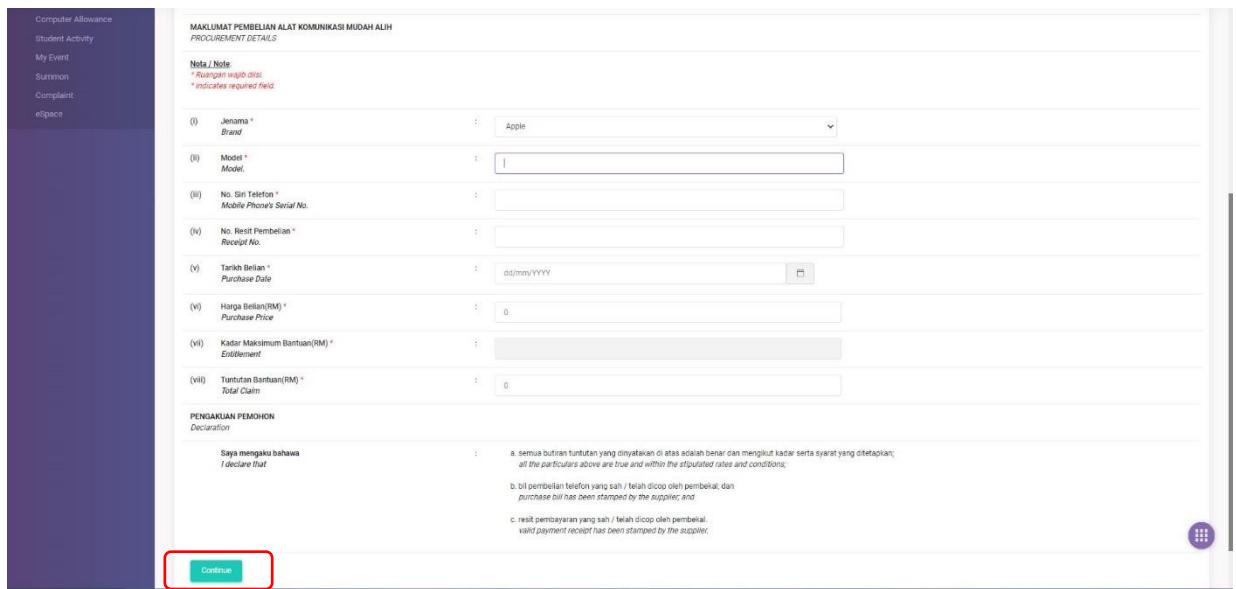
## B) Pembelian ( *Procurement* )

- i. Klik butang **Pembelian** untuk memohon.



The screenshot shows the MyUPSI Staff application interface. On the left, there is a sidebar with various menu items under categories like HUMAN RESOURCE, FINANCE, and ADMIN. The main content area is titled 'Communication Device Claim' and displays a sub-section titled 'TUNTUTAN ALAT KOMUNIKASI MUDAH ALIH' (MOBILE COMMUNICATION DEVICE CLAIM). Below this, there are two tabs: 'Pembelian / Procurement' (which is highlighted with a red box) and 'Penggunaan / Usage'. At the top right of the main content area, there are buttons for 'Guideline', 'Entitlement', 'Apply', and 'Status'. The top right corner of the screen shows the date 'Thursday, 23rd of June, 2022'.

- x. Sila isi dan lengkapkan maklumat yang diperlukan.
- ii. Klik butang **Continue** untuk teruskan.

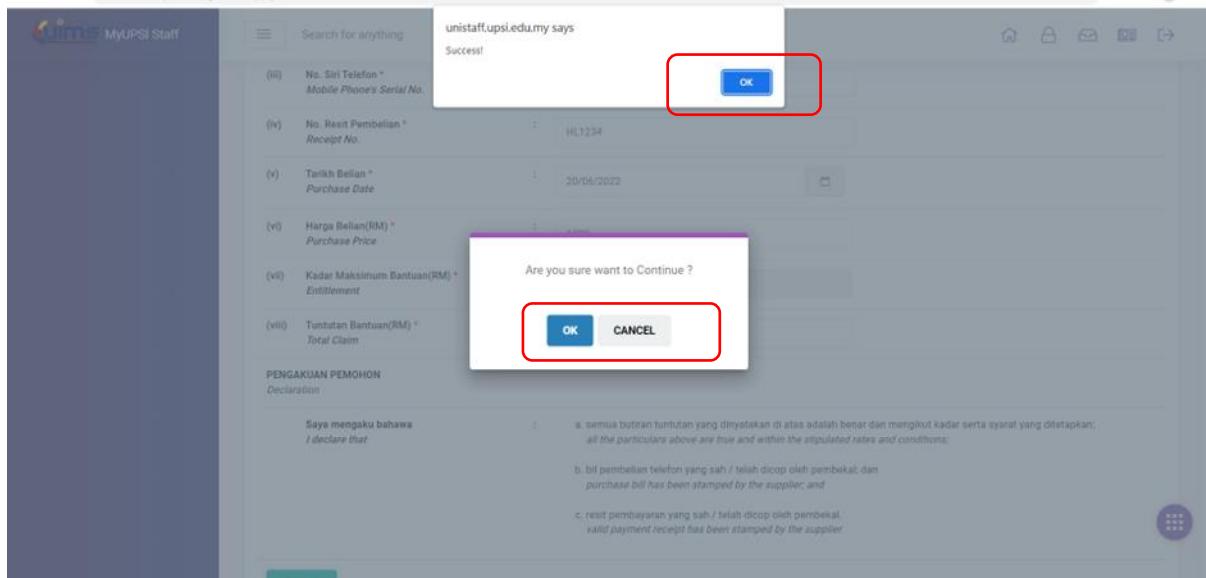


This screenshot shows a detailed form for 'MAXLUMAT PEMBELIAN ALAT KOMUNIKASI MUDAH ALIH' (PROCUREMENT DETAILS). The form includes fields for:  
(i) Jenama \* Brand: Apple  
(ii) Model \* Model:  
(iii) No. Siri Telefon \* Mobile Phone's Serial No.:  
(iv) No. Resit Pembelian \* Receipt No.:  
(v) Tarikh Belian \* Purchase Date: dd/mm/yyyy  
(vi) Harga Belian(RM) \* Purchase Price: 0  
(vii) Kadar Maklumat Bantuan(RM) \* Entitlement:  
(viii) Tuntutan Bantuan(RM) \* Total Claim: 0  
  
Below the form is a declaration section titled 'PENGAKUAN PEMOHON' (Declaration) with the text 'Saya mengaku bahawa I declare that'. It contains three points:

- a. semua butiran tuntutan yang dinyatakan di atas adalah benar dan mengikut kadie serta syarat yang ditetapkan; all the particulars above are true and within the stipulated rates and conditions;
- b. bil pembelian telefon yang salih telah dicap oleh pembekal, dan purchase bill has been stamped by the supplier; and
- c. resit pembayaran yang salih / telah dicap oleh pembekal. valid payment receipt has been stamped by the supplier;

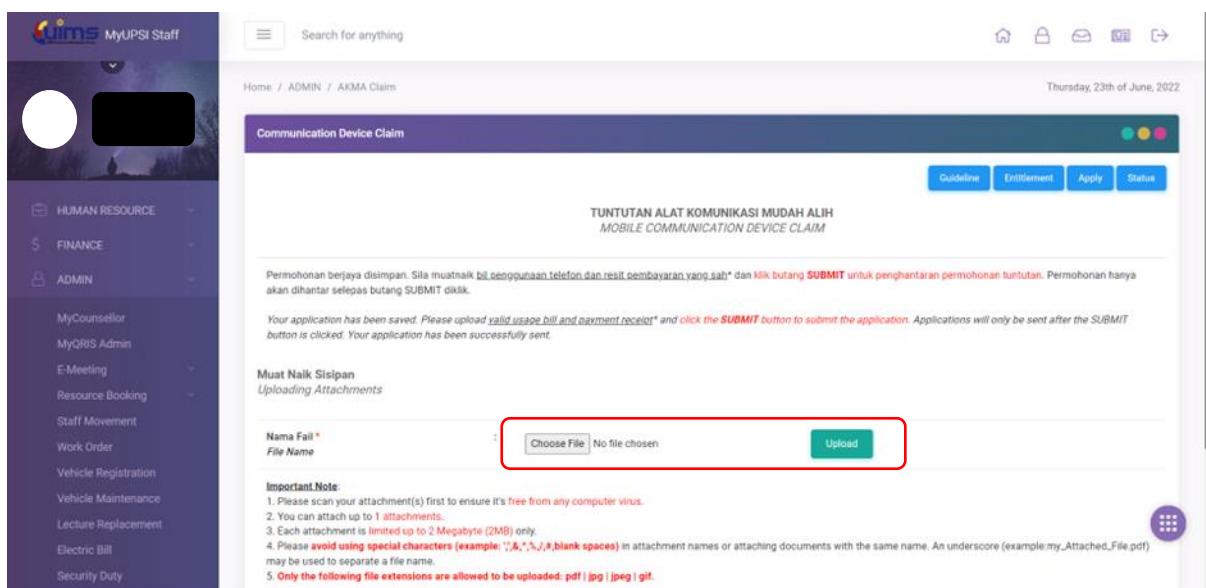
  
At the bottom left of the form, there is a blue 'Continue' button, which is highlighted with a red box.

iii. Klik **OK** untuk meneruskan.



iv. Klik **Choose File** untuk muat naik 1 fail dokumen berkaitan (pdf). Tekan butang **Upload**.

- Resit pembelian AKMA



- v. Setelah muatnaik fail berkaitan, tekan butang ***Submit***.
- vi. Selesai.

QLIMS MyUPSI Staff

SEARCH

File have been uploaded!

TUNTUTAN ALAT KOMUNIKASI MUDAH ALIH  
MOBILE COMMUNICATION DEVICE CLAIM

Permohonan berjaya disimpan. Sila muatnaik bil penggunaan telefon dan resit pembayaran yang sah\* dan klik butang **SUBMIT** untuk penghantaran permohonan tuntutan. Permohonan hanya akan dianjur selaras butang **SUBMIT** diklik.

Your application has been saved. Please upload valid usage bill and payment receipt\* and click the **SUBMIT** button to submit the application. Applications will only be sent after the **SUBMIT** button is clicked. Your application has been successfully sent.

Must Naik Sisipan  
Uploading Attachments

Nama Fail File Name
1.pdf

Important Note:

1. Please scan your attachment(s) first to ensure it's free from any computer virus.
2. You can attach up to 1 attachments.
3. Each attachment is limited up to 2 Megabyte (2MB) only.
4. Please **avoid using special characters (example: !, @, %, /, #, blank spaces)** in attachment names or attaching documents with the same name. An underscore (example:my\_Attached\_File.pdf) may be used to separate a file name.
5. **Only the following file extensions are allowed to be uploaded: pdf | jpg | jpeg | gif.**

**Submit**