

From: UUM CORPORATE COMM.
Sent: 13 Jun 2021 0:40
To: UUM - All Staff
Subject: [Infografik] Panduan Bekerja Dari Rumah (BDR) | Work From Home (WFH) Guidelines



UUM Corporate Comm.
Universiti Utara Malaysia

13 JUN 2021 / 3 ZULKAEDAH 1442H
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"UUM : UNIVERSITI PENGURUSAN TERKEMUKA"
(THE EMINENT MANAGEMENT UNIVERSITY)

UUM ONLINE:

Panduan BEKERJA DARI RUMAH

pastikan

SEMUA STAF BDR PERLU PATUHI ARAHAN

- ✓ Semua staf BDR berada di rumah (kediaman masing-masing) dalam tempoh waktu pejabat/bekerja yang ditetapkan
- ✓ bersedia jika diarah oleh Ketua Jabatan/ pegawai untuk hadir ke pejabat
- ✓ sentiasa boleh dihubungi setiap masa
- ✓ CODSA diisi setiap hari sebelum jam 8:30 pagi
- ✓ sentiasa peka – tidak “mute” telefon atau leka dengan pekerjaan lain
- ✓ berkomunikasi sentiasa bagi mengelakkan kekeliruan
- ✓ tugas perlu disiapkan dalam tempoh yang ditetapkan
- ✓ Setiap staf perlu mengisi borang laporan kerja dari rumah (BDR) dan perlu disahkan oleh Ketua Unit/ Ketua Bahagian/ Ketua PTJ (kecuali staf akademik)

MUDAH DIHUBUNGI

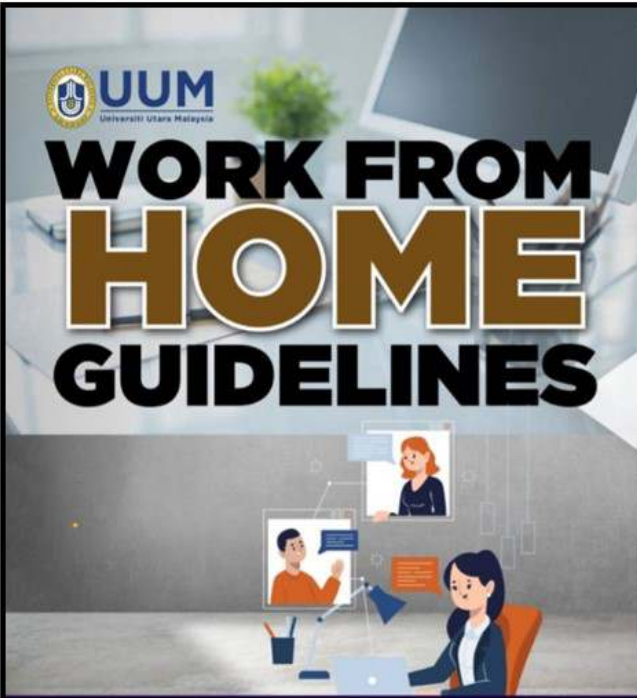
Telefon WhatsApp Telegram Emel

SIAP SIAGA BDR

- ✓ Ruang kerja
- ✓ Peralatan kerja
- ✓ Suasana kerja yang kondusif

Sentiasa bertenang dan patuhi S.O.P
Duduk Rumah Kekal Selamat

Footer: cig UUM CORPORATE COMMUNICATION, Bersama Hentikan Wabak Covid-19, #kitajagakita#STAY HOME, LINDUNG DIRI, LINDUNG SEMUA, and various partner logos.



STAFF WHO WFH MUST ADHERE TO THE FOLLOWING RULES

- ✓ Stay at your respective homes within the stipulated office/working hours
- ✓ Be prepared to be present at the office if /when directed by the Head of Department
- ✓ Make sure you can be contacted at all times
- ✓ Make sure UUM CODSA is filled in daily before 8:00 am
- ✓ Be receptive - do not "mute" telephone or become preoccupied with other irrelevant tasks
- ✓ Communicate with relevant staff to avoid confusion
- ✓ Complete tasks given within the stipulated time
- ✓ Fill-in WFH report form and the form must be endorsed by the Head of Unit/Head of Division/ Head of Department (except for academic staff)

STAY IN TOUCH THROUGH

 Telephone

 WhatsApp

 Telegram

 Email

WFH PREPAREDNESS

✓ Workspace

✓ Office equipment and supplies

✓ Conducive work environment

Stay calm and adhere to SOP
STAY HOME STAY SAFE



#kitajagakita#




LINDUNG DIRI,
LINDUNG SEMUA



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