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No.	Date	Remarks	Revision No.	Approved by
1	10/07/24	Establishment	00	Manager, HCAD

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1.0 OBJECTIVE

The objective of this SOP is to establish guidelines for the recruitment, management, and evaluation of part-time employees within the organization.

2.0 SCOPE

The scope of this SOP applies to the Human Capital and Administration Department (HCAD) and part-time employees.

3.0 REFERENCES

UTS HR Policy Manual & UTS Terms and Conditions of Service

4.0 DEFINITIONS / ABBREVIATIONS

UTS : University of Technology Sarawak
 HCAD : Human Capital and Administration Department
 HOP : Head of Programme
 HOD : Head of Department

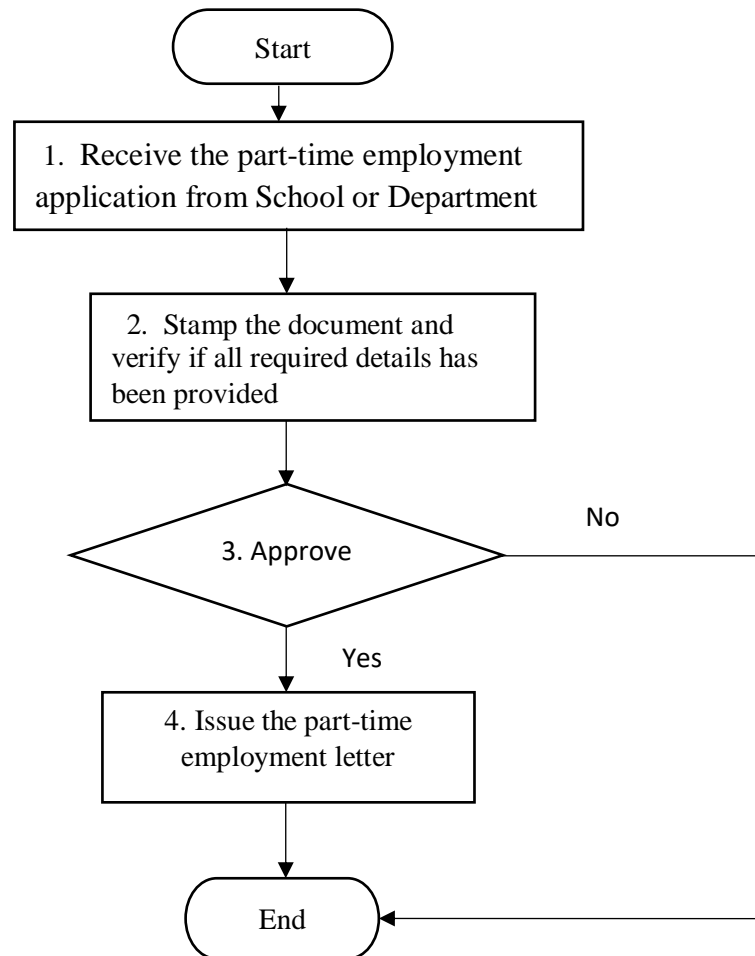
5.0 RESPONSIBILITY


- 5.1 HCAD is responsible to ensure this SOP is adhered to this SOP
- 5.2 Part-time employee is responsible to follow and adhered to this SOP
- 5.3 HOP and Deans is responsible to follow and adhered to this SOP
- 5.4 HOD is responsible to follow and adhered to this SOP

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6.0 PROCEDURE


6.1 Refer to the process flow chart:



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7.0 DESCRIPTION

No	Description	Person in Charge	Document
1	HCAD receive the part-time employment application from School/ Department/ Centre	HCAD School Department Centre	Part-time Employment Form (UTS-HCAD-P10-PTE) Resume Academic Certificates and transcripts Teaching Permit
2	HCAD will check and make sure that all the required data has been provided	HCAD	Part-time Employment Form (UTS-HCAD-P10-PTE) Resume Academic Certificates and transcripts Teaching Permit
3	Approval. Approve applicant will receive the appointment letter Not approved: The process will end	HCAD VC DVC	Part-time Employment Form (UTS-HCAD-P10-PTE) Part-time Employment Appointment Letter
4	HCAD will issue the appointment letter and collected by the administrative staff. The school admin will email a copy of the acceptance letter back to HCAD	HCAD School Centre	Part-time Employment Form (UTS-HCAD-P10-PTE) Part-time Employment Appointment Letter

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8.0 RECORDS

No	Title / Records	Location / Responsibility	Retention Period
1	Part-time Employment Form (UTS-HCAD-P10-PTE) <ul style="list-style-type: none"> • Resume • Academic Certificates and transcripts • Teaching Permit • Copy of Part-time employment letter 	HCAD	5 Years