


 UTS	Creation and Suspension of Staff Email Account	Doc. No.	UTS/ITD/P07
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AMENDMENT RECORDS

No.	Date	Remarks	Revision No.	Approved by
1	01/01/17	Establishment	00	Manager, ITD
2	01/08/22	Amendment	01	Manager, ITD
3	14/06/24	Review on references, abbreviation, responsibilities, description of the working procedure and records	02	Manager, ITD
4	01/10/24	Revised Clause 7.0 on the steps to create and suspend email account	03	Manager, ITD

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1.0 OBJECTIVE

The objective of this SOP is to make sure that the email account of the UTS staff is up-to-date with the Human Capital and Administration Department Staff List.

2.0 SCOPE

The scope of this SOP applies to resign and retired UTS Staff.

3.0 REFERENCES

Google Workspace Admin Console


Link: <https://admin.google.com/>

4.0 DEFINITIONS / ABBREVIATIONS

HCAD	:	Human Capital and Administration Department
HOD	:	Head of Department
IT	:	Information Technology
ITD	:	Information Technology Department
SOP	:	Standard Operating Procedure
UTS	:	University of Technology Sarawak
PIC	:	Person in Charge

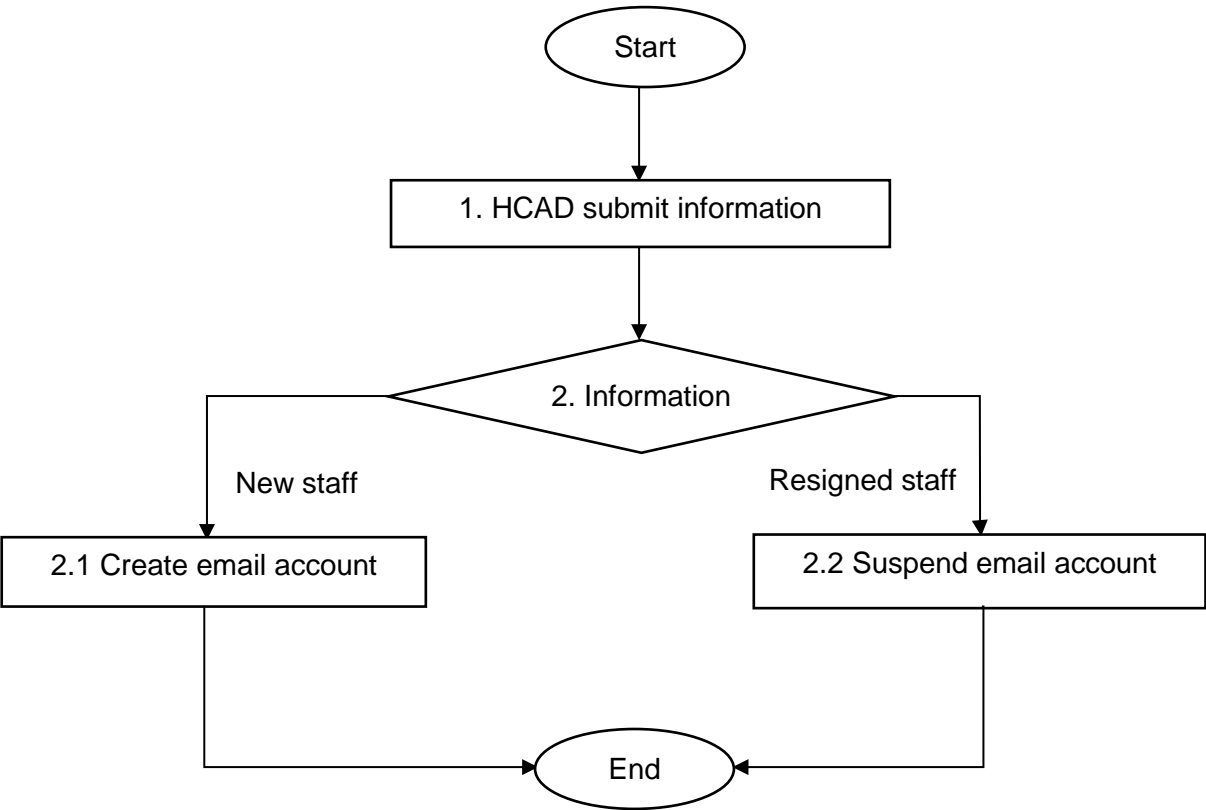
5.0 RESPONSIBILITY


- 5.1 Head of ITD is responsible to ensure and adhere to this SOP.
- 5.2 HCAD Executive is responsible to follow and adhere to this SOP.
- 5.3 The ITD staff is responsible to follow and adhere 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	Reference
1	HCAD submit information of new report duty staff or resigned staff to ITD.	HCAD PIC	Email
2	<p>Information include Full Name and School/ Department.</p> <p>2.1 For new report duty staff, email account will be created by:</p> <ul style="list-style-type: none"> • First Name • Last Name • Username • Password <p>2.2 For resigned staff, their email accounts will be suspended on the day of resignation or after the deferral period as agreed upon by their respective Dean, HOD or Director.</p> <p>a) The email is kept for future reference and to protect accountability of all users.</p> <p>b) The user cannot login the email and the sender will receive notification of the email delivery failure.</p>	<p>IT Executive / IT Officer</p> <p>UTS Staff</p> <p>Dean / HOD / Director</p>	<p>Google Workspace Admin Console</p> <p>Email</p>
3	After three months following HCAD's resignation notification, the email will be suspended.	IT Executive / IT Officer	<p>Google Workspace Admin Console</p> <p>Email</p>

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8.0 RECORDS

No	Title / Records	Location / Responsibility	Retention Period
1	Google Workspace Admin Console	Google Workspace Admin Console: https://admin.google.com , IT Executive / IT Officer	Permanent