 UTS	UNIVERSITY OF TECHNOLOGY SARAWAK
	MASTERLIST OF DOCUMENTS


Updated On	:	9th October 2024
Department	:	Human Capital and Administration Department

No.	Document No.	Description	Revision No.	Effective Date	Remarks
Standard Operating Procedure (SOP)					
1	UTS/HCAD/P01	Employment Procedures	01	10/07/24	
2	UTS/HCAD/P02	Travelling Claim	02	09/10/24	
3	UTS/HCAD/P03	Staff Confirmation	02	09/10/24	
4	UTS/HCAD/P04	Resignation	01	10/07/24	
5	UTS/HCAD/P05	Payroll	02	09/10/24	
6	UTS/HCAD/P06	Overtime Claim	00	19/07/24	
7	UTS/HCAD/P08	Disciplinary and Domestic of Inquiry Procedure	01	10/07/24	
8	UTS/HCAD/P10	Part-time Employment Procedures	00	10/07/24	
9	UTS/HCAD/P11	Training Needs Analysis	00	19/07/24	
10	UTS/HCAD/P12	Training Application	01	19/07/24	
11	UTS/HCAD/P13	Conference - Presenting Paper Application	01	19/07/24	
12	UTS/HCAD/P14	Academic Staff Scholarship	02	09/10/24	
13	UTS/HCAD/P15	Young Lecturer Scheme Application	02	09/10/24	
14	UTS/HCAD/P16	Discount For Further Study at UTS	01	09/10/24	
15	UTS/HCAD/P17	Employment Verification Procedures	00	10/07/24	
16	UTS/HCAD/P18	Internship	02	09/10/24	
17	UTS/HCAD/P19	Training and Conference Claim	02	09/10/24	
18	UTS/HCAD/P20	Support Letter Application	01	10/07/24	
19	UTS/HCAD/P21	Employment Pass New and Renewal Procedure	01	10/07/24	
20	UTS/HCAD/P23	New and Renewal Teaching Permit Application	01	10/07/24	
21	UTS/HCAD/P25	Staff Insurance Application	02	09/10/24	
22	UTS/HCAD/P26	Staff Benefits Claim	02	09/10/24	
23	UTS/HCAD/P27	Staff Insurance Claim Application	02	09/10/24	
24	UTS/HCAD/P28	Rental Facilities Booking	02	14/06/24	
25	UTS/HCAD/P29	Incoming and Outcoming Mail/Parcel	03	09/10/24	
26	UTS/HCAD/P30	Transporting Booking	02	19/07/24	
27	UTS/HCAD/P31	Travelling Arrangement	03	09/10/24	


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 UTS	UNIVERSITY OF TECHNOLOGY SARAWAK
	MASTERLIST OF DOCUMENTS

No.	Document No.	Description	Revision No.	Effective Date	Remarks
28	UTS/HCAD/P32	Vehicle Maintenance	00	19/07/24	
Form					
1	UTS-HCAD-P01-JAF	Job Application Form	01	10/07/2024	
2	UTS-HCAD-P01-IEF	Interview Evaluation Form	01	10/07/2024	
3	UTS-HCAD-P01-SDF	Selection Decision Form	01	10/07/2024	
4	UTS-HCAD-P01-RDF	Report Duty Form	01	10/07/2024	
5	UTS-HCAD-P01-MEF	Medical Examination Form	01	10/07/2024	
6	UTS-HCAD-P01-SIA	Staff ID Card Application	01	10/07/2024	
7	UTS-HCAD-P01-UAF	Uniform Application Form	01	10/07/2024	
8	UTS-HCAD-P03-COSE	Confirmation of Service (Executive)	01	10/07/2024	
9	UTS-HCAD-P03-COSN	Confirmation of Service (Non-Executive)	01	10/07/2024	
10	UTS-HCAD-P03-COSA	Confirmation of Service (Academic)	01	10/07/2024	
11	UTS-HCAD-P04-EIF	Exit Interview Form	01	10/07/2024	
12	UTS-HCAD-P06-OTF	Overtime Claim	00	19/07/2024	
13	UTS-HCAD-P10-PTE	Part-time Employment Form	00	10/07/2024	
14	UTS-HCAD-P13-CAF	Conference Application Form - Presenting Paper	01	19/07/2024	
15	UTS-HCAD-P14-SAF	Scholarship Application Form - Academic Staff	01	19/07/2024	
16	UTS-HCAD-P14-PRFA	Payment Requisition Form Part-time Study (Scheme A)	01	19/07/2024	
17	UTS-HCAD-P14-PRFB	Payment Requisition Form Full-time Study (Scheme B)	01	19/07/2024	
18	UTS-HCAD-P14-SCF	Scholarship Claim Form	00	19/07/2024	
19	UTS-HCAD-P14-SSP	Student Status / Performance	01	19/07/2024	
20	UTS-HCAD-P15-YSAF	YLDP - Scheme C Application Form	01	19/07/2024	
21	UTS-HCAD-P15-IEF	Interview Evaluation Form - YLDP Scheme C	01	19/07/2024	
22	UTS-HCAD-P15-PRFC	Payment Requisition Form YLDP (Scheme C)	01	19/07/2024	
23	UTS-HCAD-P15-YISD	YLDP Interview Selection Decision	01	19/07/2024	
24	UTS-HCAD-P16-VSF	Verification Study Form	01	10/07/2024	

 UTS	UNIVERSITY OF TECHNOLOGY SARAWAK
	MASTERLIST OF DOCUMENTS

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25	UTS-HCAD-P17-EVF	Employment Verification Form	00	10/07/2024	
26	UTS-HCAD-P18-ISDF	Internship Student Declaration Form	01	19/07/2024	
27	UTS-HCAD-P18-ISAF	Internship Student Allowance Form	01	19/07/2024	
28	UTS-HCAD-P30-TBF	Transporting Booking Form	02	10/07/2024	
29	UTS-HCAD-P31-TRF	Travelling Requisition Form	02	10/07/2024	
30	UTS-HCAD-P32-VI	Vehicle Inspection Report	01	19/07/2024	
31	UTS-HCAD-P10-PTEF	Part Time Employment Claim Form	01	19/07/2024	
Guideline					
1	UTS-HCAD-P01-TCS	Terms and Conditions Services	00	09/10/2024	
2	UTS-HCAD-P01-ECEC	Employee Code of Ethics and Conduct	00	09/10/2024	
3	UTS-HCAD-P28-RRG	Rental Rates Guideline	00	09/10/2024	
Policy					
1	UTS-HCAD-P01-HRPM	HR Policy Manual	00	09/10/2024	
2	UTS-HCAD-P10-PPTL	Policy on Part-Time Lecturer	00	09/10/2024	

Prepared by:

Endorsed by:



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 Date: 9th October 2024



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