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1.0 OBJECTIVE

The primary objective of this Payroll Standard Operating Procedure (SOP) is to establish a systematic and transparent framework for the accurate and timely processing of payroll, ensuring compliance with relevant regulations and policies. This SOP aims to streamline payroll operations, minimize errors, enhance data security, and provide clear guidelines for all stakeholders involved in the payroll process. Through the implementation of this SOP, HCAD aims to achieve consistency, efficiency, and accountability in payroll administration, ultimately contributing to employee satisfaction and regulatory compliance.

2.0 SCOPE

This scope of this SOP applies to Human Capital and Administration Department (HCAD) and Bursary office.

3.0 REFERENCES

UTS Circular and UTS Terms and Conditions of Service

4.0 DEFINITIONS / ABBREVIATIONS

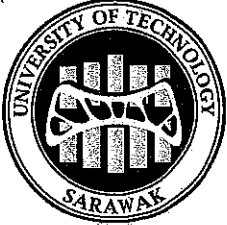
UTS : University of Technology Sarawak
SOP : Standard Operating Procedure
HOD : Head of Department
HCAD : Human Capital and Administration Department
VC : Vice Chancellor
PI : Person In charge

5.0 RESPONSIBILITY

- 5.1 Manager HCAD, Registrar and Bursar office is responsible to ensure that this SOP is adhered to.
- 5.2 Person in charge of payroll is responsible to adhere to this SOP.
- 5.3 BURSARY PI is responsible to this procedure and SOP.

6.0 PROCEDURE

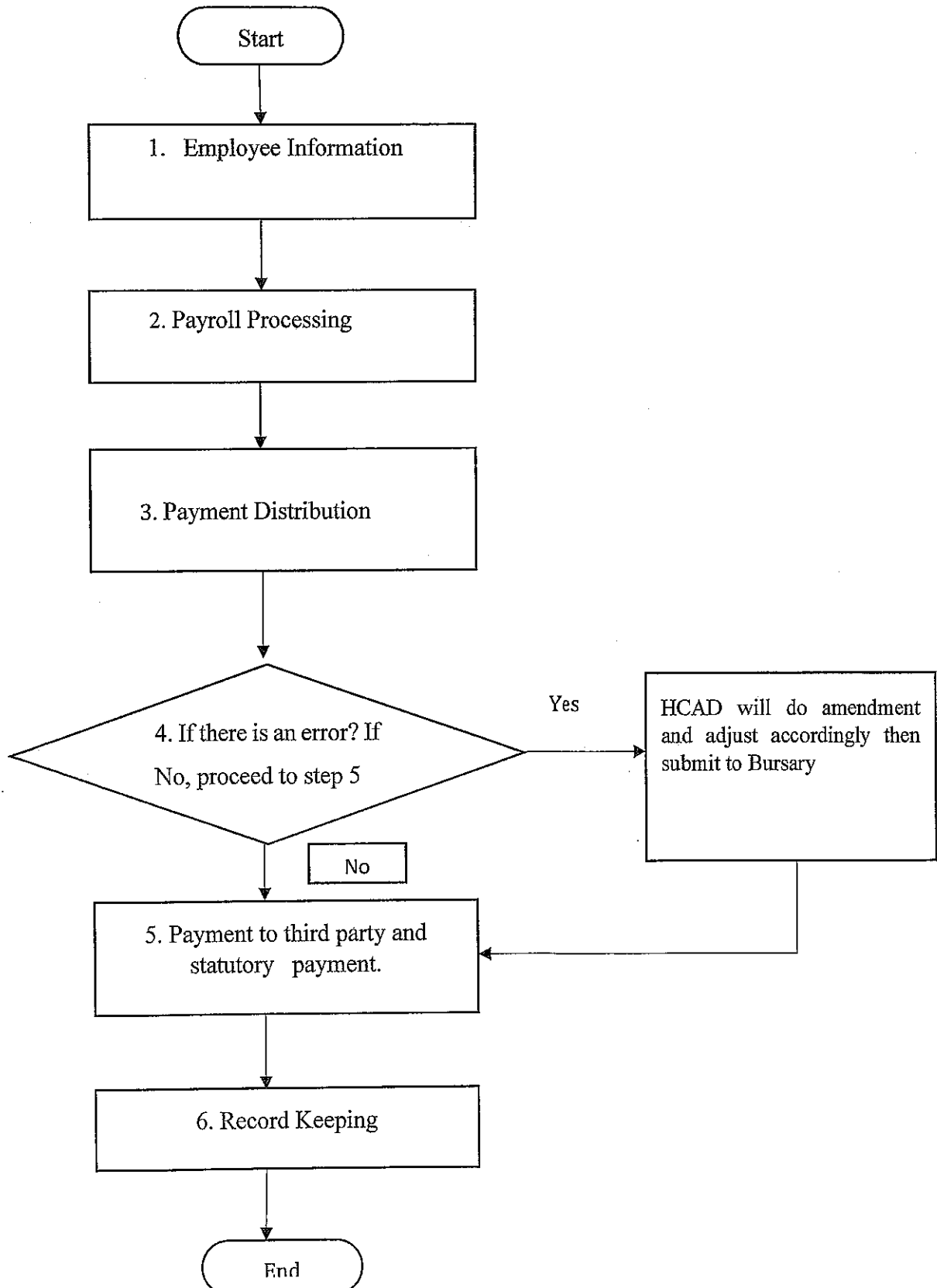
- 6.1 Refer to the process flow chart.

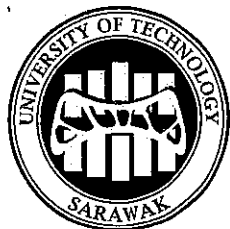


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7.0 DESCRIPTION

No	Description	Person in Charge	Document
1	<p>Employee Information</p> <p>All salary payment need to be credited by the 26th every month (or earlier in case 26th fall on weekend & any festival celebration). Remarks: If 26th is fall on Saturday, the payment will be credit on 25th, if 26th is fall on Sunday, the payment will be credit on 24th. For any festival such as Chinese New Year/Hari Raya Aidilfitri/ Christmas or Gawai all the salary payment will be made 7 days before the celebration.</p> <p>All information regarding salary deduction and any matters related to salary need to be submit to HCAD to compile before 20th every month. This including any deduction involving third party such as from Loan Bank/ Zakat/Lembaga Tabung Haji and statutory, etc. Any deduction later than this date will be forwarded to the next salary payment.</p> <p>1.1 Collect and verify new hire documentation or resignation staff</p> <p>1.2 Confirm employee's start date and salary/wage rate.</p>	<p>Manager Admin Assistant</p>	<p>Payroll System Personal File (New Staff) Exit Interview Form (UTS-HCAD-P04-EIF) Overtime Claim (UTS-HCAD-P06-OTF) Letter/email of order for staff deduction (third party)</p>
2	<p>Payroll Processing</p> <p>PI will update payroll records accordingly The data will be key in into payroll system. This is to ensure all the information is tally and accurate.</p>	<p>Manager Admin Assistant</p>	<p>Payroll System Personal File (New Staff) Exit Interview Form (UTS-HCAD-P04-EIF) Overtime Claim (UTS-HCAD-P06-OTF)</p>

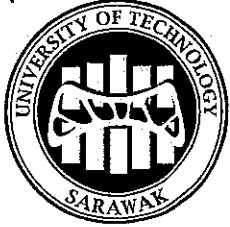


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	<p>2.1 Enter new employee details into the payroll system (name, address, Social Security number, bank details, etc.).</p> <p>2.2 Collect and verify all necessary data for the payroll period (hours worked, overtime, bonuses, deductions, etc.).</p> <p>2.3 For those staff who want to deduct their salary for saving can refer this table:</p> <table><tr><th>Types</th><th>Method</th><th>Collect from</th></tr><tr><td>ASNB</td><td>Fill in ASNB form</td><td>Direct to ASNB office or HCAD Office</td></tr><tr><td>Tabung Haji</td><td>Fill in deduction form</td><td>Direct to Tabung Haji Branch</td></tr></table> <p>2.4 Payroll Calculation</p> <p>2.5 Calculate gross pay, including regular and overtime wages.(For overtime wages, refer to SOP of Overtime Claim (UTS/HCAD/P06)</p> <p>2.6 Calculate deductions (taxes, allowance, etc.).</p> <p>2.7 Generate payroll reports and review for accuracy.</p> <p>2.8 Correct any errors identified in the payroll reports.</p> <p>2.9 Determine net pay for each employee.</p>	Types	Method	Collect from	ASNB	Fill in ASNB form	Direct to ASNB office or HCAD Office	Tabung Haji	Fill in deduction form	Direct to Tabung Haji Branch		Letter/email of order for staff deduction (third party)
Types	Method	Collect from										
ASNB	Fill in ASNB form	Direct to ASNB office or HCAD Office										
Tabung Haji	Fill in deduction form	Direct to Tabung Haji Branch										
3	<p>Payment Distribution</p> <p>1. PI will upload the summary of the payroll which is from payroll system to the PBe</p>	Manager Admin Assistant VC Office Bursary Office										

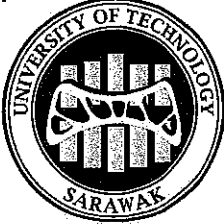


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	<p>Enterprise for approval from VC Office & Bursar.</p> <p>2. HCAD will upload staff payslip in E-portal for their keeping & reference on the day of the salary payment.</p>		
4	<p>If there is any error on staff payment related to statutory bodies?</p> <p>HCAD will adjust the amount accordingly. Staff salary adjustment will be made on the next salary payment. HCAD will amend the salary summary and submit the adjustment to BURSARY.</p>	<p>Manager Admin Assistant Bursary Office.</p>	
5	<p>If no any amendment on staff salary payment, PI and BURSARY will proceed to third party and statutory payment.</p> <p>HCAD will submit summary deduction to BURSARY. All the statutory payment will be submit and paid before 15th every month. All the salary, statutory payment and third party is subjected to approval from Bursary Office & VC Office</p>	<p>Manager Admin Assistant Bursary Office</p>	<p>LHDN/EPF/SOCSO/EIS/ HRDF Third party</p>
6	<p>Record Keeping</p> <p>All transaction of payment and salary payment will keep in respective file.</p>	<p>Manager Admin Assistant</p>	

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8.0 RECORDS

No	Title / Records	Location / Responsibility	Retention Period
1	Payroll File	HCAD	7 years
2	Personal File	HCAD	Permanent
3	Statutory File	HCAD	7 years



UTS

UNIVERSITY OF TECHNOLOGY SARAWAK

DOCUMENT CHANGE FORM

DEPARTMENT/SCHOOL: HCAD

APPLICATION:

☐

NEW DOCUMENT / RECORD

☒

REVIEW DOCUMENT / RECORD

☐

OBSOLETE DOCUMENT / RECORD

TITLE: Payroll

DOC. NO.: UTS/HCAD/P05

REVISION NO.: 01

DETAILS OF REQUISITION (for review document/record):

Before Changes	After Changes	Remarks/Justification
If 26 th fall on Sunday, the salary will credit on 27 th .	Change the date of crediting salary to 24 th if fall on Sunday	Amendment on date
Unclear date of statutory payment	Improved process on step 5	

* Please attach relevant supporting document (s).

New Document Title: Payroll

New Doc. No. : UTS/HCAD/P05

New Revision No. : 02

New Revised Date : 09/10/24

Proposed by Process Owner:

 Name: Nurfaezah binti Sharif
 Date :

Verified by Head of Department/Dean:

 Name: Jimmy De Rozario @ Abd Rahman
 Date :

Approved by Director, Centre for Quality Assurance:

Name:

Date :