



Staff Benefits Claim

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Prepared by:

hagan

Name: Mohd. Shukri Bin Abdullah

Position: Senior Executive, Human Capital
and Administration Department

Approved by:




Name: Nurfaezah Binti Sharif

Position: Manager, Human Capital and
Administration Department

AMENDMENT RECORDS

No.	Date	Remarks	Revision No.	Approved by
1	11/04/18	Establishment	00	Senior Manager, HCAD
2	10/07/24	Review the whole content	01	Manager HCAD
3	09/10/24	Amend the description	02	Manager, HCAD

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1.0 OBJECTIVE

The objective of this SOP is to describe and accelerate the process of Staff Benefits Claim so that it could approve within the time frame.

2.0 SCOPE

This scope of this SOP applies to all academic and Non-Academic offered to work by the company.

3.0 REFERENCES

Human Capital & Administration Department

4.0 DEFINITIONS / ABBREVIATIONS

UTS : University of Technology Sarawak
HCAD : Human Capital and Administration Department

5.0 RESPONSIBILITY

- 5.1 The Manager of HCAD is responsible to ensure that this SOP is adhered to the steps required by UTS.
- 5.2 The HCAD staff is responsible to ensure that this SOP is adhered to the steps required by UTS

6.0 PROCEDURE

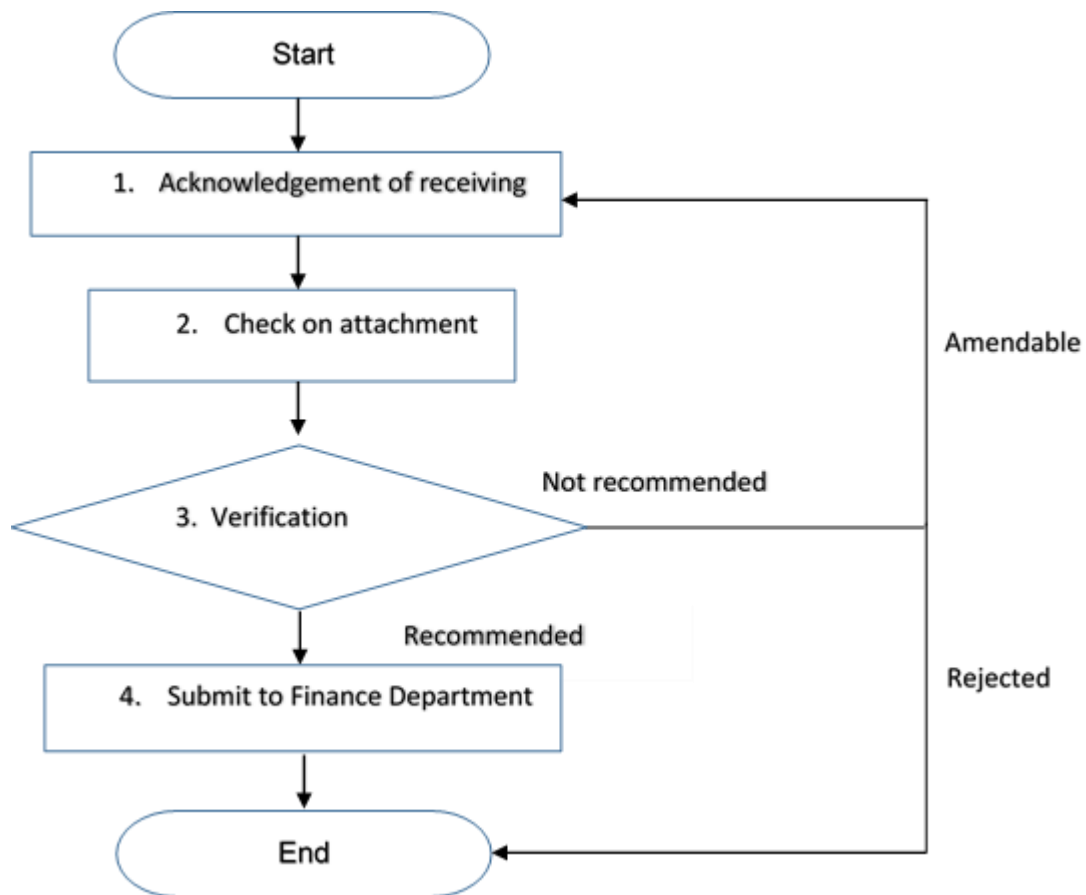
- 6.1 Refer to the process flow chart.




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7.0 DESCRIPTION

NO	Description	Person in Charge	Document
1.	<p>Acknowledgement of receiving</p> <p>1.1 The HCAD Staff need to provide the acknowledgement upon receiving the claim form from the staff. This is essential due for the finance department.</p>	HCAD Staff	MyHr https://uts.mypayroll.com.my/
2.	<p>Check on attachment</p> <p>2.1 Do make sure the staff initial the receipt that being attachment. Be specific on the name stated in the receipt, make sure the item being claim is claimable.</p>	HCAD Staff	
3.	<p>Verification</p> <p>3.1 if the claim is recommended, proceed to no. 4</p> <p>3.2 if the claim is not recommended but amendable, proceed to no. 1</p> <p>3.3 if the claim is not recommended and not amendable, proceed to end</p>	HCAD Staff	
4.	<p>Submit to Bursary Office</p> <p>4.1 Once the claim is complete, it is ready to submit to Bursary Office</p>	HCAD Staff & Bursary Office person in charge	

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8.0 RECORDS

No	Title / Records	Location / Responsibility	Retention Period
1	Original receipt	Bursary Office	5 years
2	MyHr	https://uts.mypayroll.com.my/	Permanent
3	Claim Information	Bursary Office	5 years