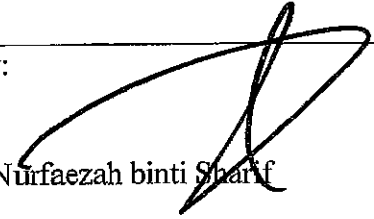
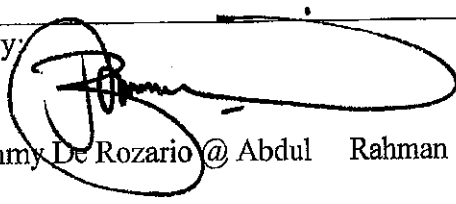
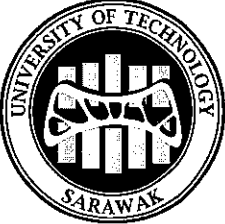
 UTS	Staff Confirmation	Doc. No:	UTS/HCAD/P03
		Revision No:	02
		Date:	09/10/24
		Page No:	1 / 6

Prepared by:  Name : Nurfaezah binti Sharif Position : Manager, Human Capital and Administration Department	Approved by:  Name : Jimmy De Rozario @ Abdul Rahman Position : Registrar, Registrar Office
--	---

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 contents	01	Registrar, Registrar Office

 UTS	Staff Confirmation	Doc. No:	UTS/HCAD/P03
		Revision No:	02
		Date:	09/10/24
		Page No:	2 / 6

1.0 OBJECTIVE

The objective of this SOP is to define the method for an employee who has successfully undergone his probationary period and who has been recommended by his immediate superior shall be confirmed in UTS.

2.0 SCOPE

This scope of this SOP applies to all staff offered to work by the University including contract staff. Except for Post-Doctoral Research Fellowship.

3.0 REFERENCES

- 3.1 UTS Code of Ethics
- 3.2 UTS Terms and Condition of Service

4.0 DEFINITIONS / ABBREVIATIONS

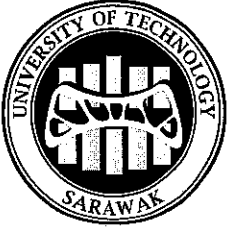
UTS	:	University of Technology Sarawak
HCAD	:	Human Capital and Administration Department
HOD	:	Head of Department
HOP	:	Head of Programme
VC	:	Vice Chancellor
SCF	:	Staff Confirmation Form
IS	:	Immediate Superior
SOP	:	Standard Operating Procedure

5.0 RESPONSIBILITY

- 5.1 The IS/HOD/HOP/Deans/Director are responsible to ensure that this SOP is adhered to at the University with assistance from HCAD.

6.0 PROCEDURE

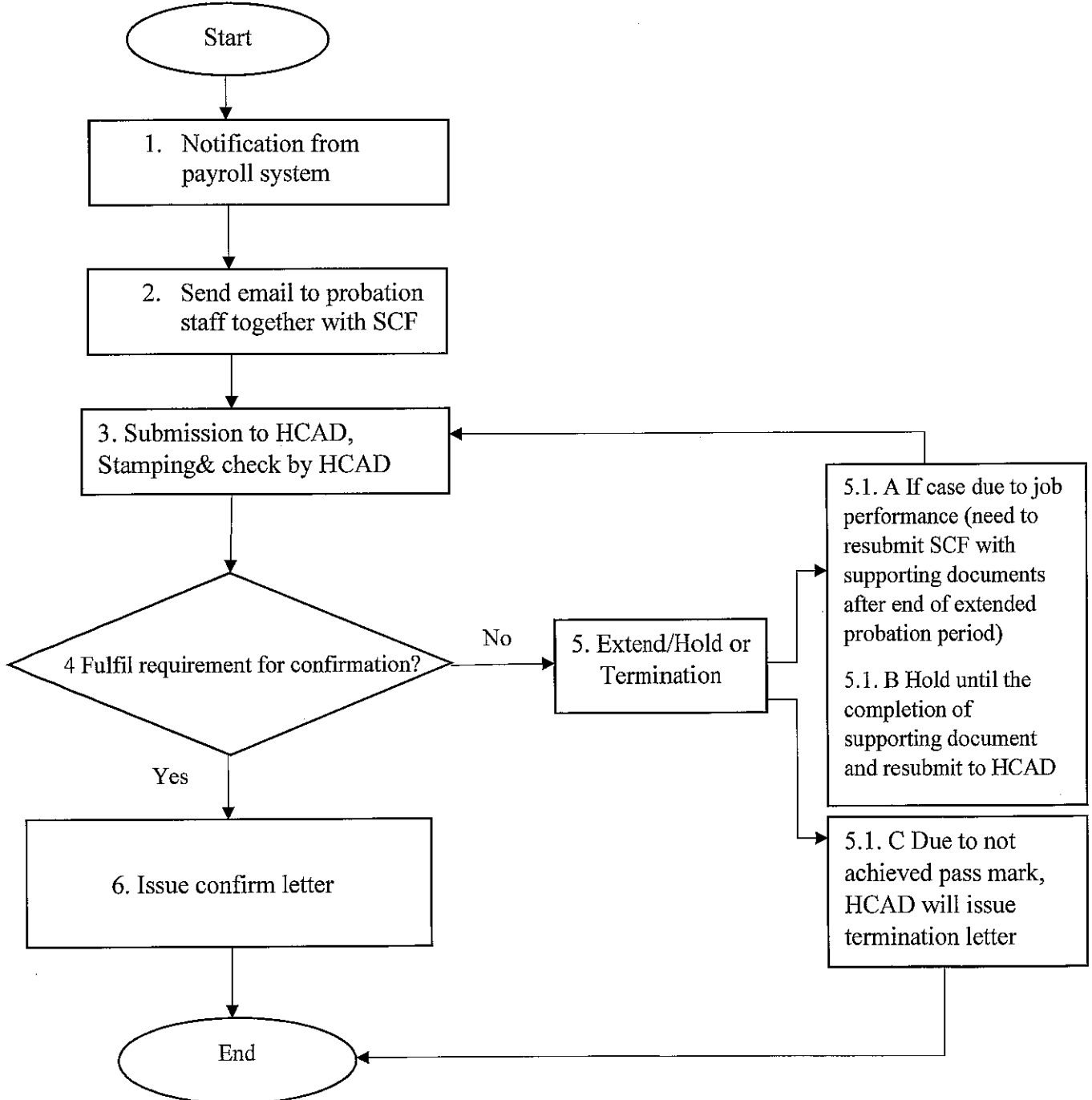
- 6.1 Refer to the process flow chart.

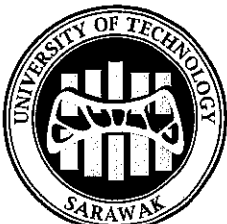


UTS

Staff Confirmation

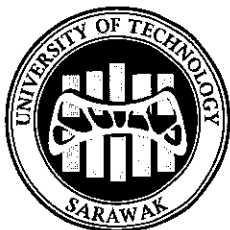
Doc. No:	UTS/HCAD/P03
Revision No:	02
Date:	09/10/24
Page No:	3 / 6



 UTS	Staff Confirmation	Doc. No:	UTS/HCAD/P03
		Revision No:	02
		Date:	09/10/24
		Page No:	4 / 6

7.0 DESCRIPTION

NO	Description	Person in Charge	Document								
1.	Notification from payroll system-Payroll system will notify HCAD 60 days before the end date of staff probation.	HCAD									
2.	Send email to probation staff together with SCF and they need to forward SCF to their respected IS after fill necessary information. Staff also can submit form early to their IS without waiting email from HCAD	HCAD	Staff Confirmation Form: Confirmation of Service-Executive (UTS-HCAD-P03-COSE) Confirmation of Service - Non-Executive (UTS-HCAD-P03-COSN) Confirmation of Service – Academic (UTS-HCAD-P03-COSA)								
3.	<p>After completed fill in the form and recommendation for confirmation OR extend probation period from their VC/Deans/HODs, HCAD will check and verify SCF whether they have fulfil the requirement for confirmation or not.</p> <p>There are THREE situation confirmation can be hold/terminate:</p> <p>A) Unsatisfactory of job performance as follows:</p> <table><tr><th>Rating Marks (%)</th><th>Possible Recommendations</th></tr><tr><td>Marks Above 60</td><td>Confirmation</td></tr><tr><td>Marks between 50 to 60</td><td>Re-evaluation (extension of probation period)</td></tr><tr><td>Marks below 50</td><td>Non-confirmation (discontinuation of service)</td></tr></table>	Rating Marks (%)	Possible Recommendations	Marks Above 60	Confirmation	Marks between 50 to 60	Re-evaluation (extension of probation period)	Marks below 50	Non-confirmation (discontinuation of service)	Deans HODs HOPs Director IS HCAD	Staff Confirmation Form: Confirmation of Service-Executive (UTS-HCAD-P03-COSE) Confirmation of Service - Non-Executive (UTS-HCAD-P03-COSN) Confirmation of Service – Academic (UTS-HCAD-P03-COSA) Extension/probation Letter Termination of Service Letter of confirmation
Rating Marks (%)	Possible Recommendations										
Marks Above 60	Confirmation										
Marks between 50 to 60	Re-evaluation (extension of probation period)										
Marks below 50	Non-confirmation (discontinuation of service)										

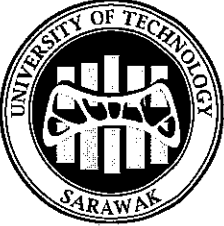


UTS

Staff Confirmation

Doc. No:	UTS/HCAD/P03
Revision No:	02
Date:	09/10/24
Page No:	5 / 6

	<p>HCAD will issue extension of probation letter (6 months). Maximum extension is subject to discretion of HCAD</p> <p>OR</p> <p>B) Not fulfil requirement as follows:</p> <p>Academic:</p> <ul style="list-style-type: none"> i. Not Attend Induction course ii. Not Fulfil Pedagogy Course iii. Not Apply Internal Grant <p>Non-Academic:</p> <ul style="list-style-type: none"> i. Not Attend Induction course <p>OR</p> <p>C) Did not reach the passing mark</p>		
4.	<p>Fulfil requirement for confirmation?</p> <ul style="list-style-type: none"> ➤ If yes, proceed to number 6. ➤ If no, proceed to number 5. 	HCAD	Extension Letter Termination of Service
5.	<p>Extend or Termination</p> <p>5.1 Issue extension of probationary period or termination letter to employee based on the following condition:</p> <p>A) Extension –</p> <ul style="list-style-type: none"> • Unsatisfactory job performance • Issue probation letter which contain extended probation period. • Employee to re-submit the form after 6 months later <p>B) Hold-</p> <ul style="list-style-type: none"> • Not fulfil requirement for confirmation • The application will be hold until the requirement is fulfilled and completed (need to resubmit supporting document) <p>C) For marks below 50-</p> <ul style="list-style-type: none"> • Termination due to situation C stated above 	HCAD	Extension/probation Letter

 UTS	Staff Confirmation	Doc. No:	UTS/HCAD/P03
		Revision No:	02
		Date:	09/10/24
		Page No:	6 / 6

	<ul style="list-style-type: none"> HCAD will issue Termination Letter 		Termination letter
6	<p>Final checking for staff confirmation requirements.</p> <p>Receive supporting documents from the staff. (for re-submit case)</p> <p>After completing the requirement for confirmation, HCAD will issue a letter.</p>	HCAD	<p>Supporting Documents</p> <p>Letter of confirmation</p>

8.0 RECORDS

No	Title / Records	Location / Responsibility	Retention Period
1	Letter of Confirmation	HCAD	Permanent
2	Staff confirmation file	HCAD	Permanent
3	Personal File	HCAD	Permanent
4	Confirmation of Service-Executive (UTS-HCAD-P03-COSE)	HCAD	Permanent
5	Confirmation of Service -Non-Executive (UTS-HCAD-P03-COSN)	HCAD	Permanent
6	Confirmation of Service – Academic (UTS-HCAD-P03-COSA)	HCAD	Permanent
7	Extension/probation letter	HCAD	Permanent
8	Termination Letter	HCAD	Permanent