



Doc. No:	UTS/HCAD/P25
Revision No:	02
Date:	09/10/24
Page No:	1 / 5

harry

Position: Senior Executive, Human Capital
and Administration Department



Position: Manager, Human Capital and Administration Department

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	Review the content	02	Manager, HCAD

 UTS	Staff Insurance Application	Doc. No:	UTS/HCAD/P25
		Revision No:	02
		Date:	09/10/24
		Page No:	2 / 5

1.0 OBJECTIVE

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

2.0 SCOPE

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

3.0 REFERENCES

Transnational Insurance Brokers (M) Sdn. Bhd.

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 the Insurance Broker.
- 5.2 The staff of HCAD is responsible to ensure that this SOP is adhered to the steps required by the Insurance Broker.

6.0 PROCEDURE

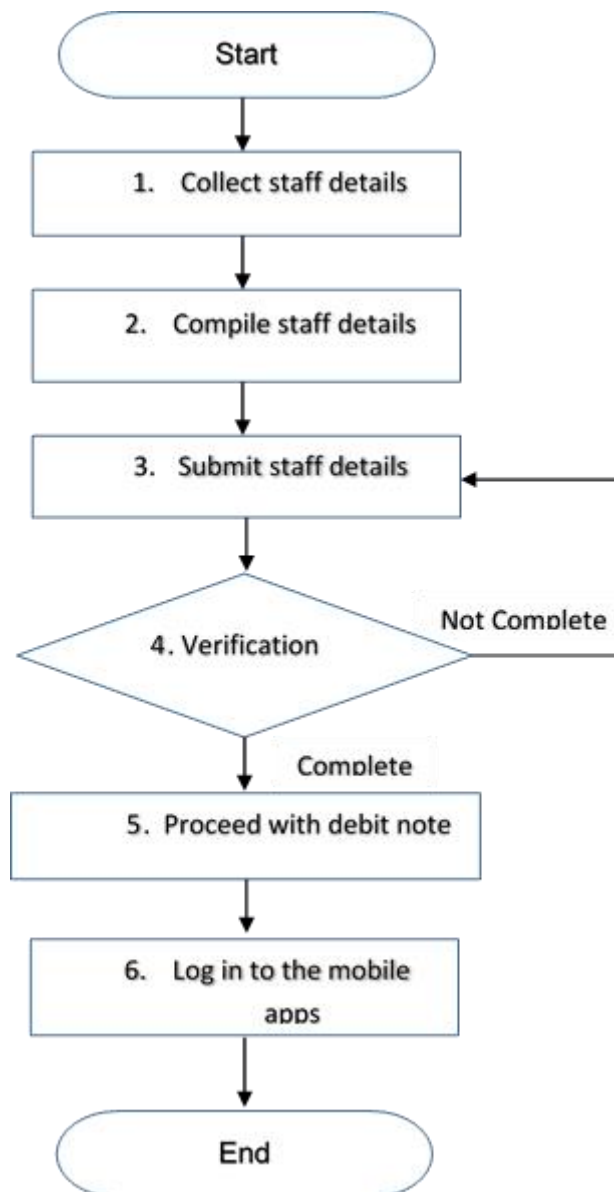
- 6.1 Refer to the process flow chart.



UTS

Staff Insurance Application

Doc. No:	UTS/HCAD/P25
Revision No:	02
Date:	09/10/24
Page No:	3 / 5



 UTS	Staff Insurance Application	Doc. No:	UTS/HCAD/P25
		Revision No:	02
		Date:	09/10/24
		Page No:	4 / 5

7.0 DESCRIPTION

NO	Description	Person in Charge	Document
1.	Collect staff details 1.1 All the details about staff can be collect from oculus and their personal file.	HCAD Staff	1. Personal file
2.	Compile staff details 2.1 In compiling the details, administrator need to come out with a list to make the process easier.	HCAD Staff	1. Personal file
3.	Submit staff details 3.1 In submitting the staff details via email, administrator need to instruct the Insurance Broker clearly. So that they can proceed accordingly. 3.2 HCAD staff to update list of new staff to the insurance broker 3.3 This stage is to ensure that the person in charge receive the instruction and understand the order	HCAD Staff	1. Personal file
4.	Verification 4.1 person in charge to request for any relevant information regarding the staff being insured. If complete proceed to no. 5 If not complete, HCAD to provide more information on the staff details and back to no. 3	Insurance broker HCAD Staff	

 UTS	Staff Insurance Application	Doc. No:	UTS/HCAD/P25
		Revision No:	02
		Date:	09/10/24
		Page No:	5 / 5

5.	<p>Proceed with debit note</p> <p>5.1 Insurance broker to send the Debit Note for payment. HCAD Staff need to check on the details in the debit note to avoid any error on staff details.</p>	HCAD Staff Bursary Staff	
6.	<p>Log in to Mobile apps</p> <p>6.1 Once the payment is done, Mobile apps will provide to the staff. The HCAD Staff need to assist the staff to sign up to the apps.</p>	HCAD Staff	

8.0 RECORDS

No	Title / Records	Location / Responsibility	Retention Period
1	Copy of the application form	Human Capital and Administration Department	3 years
2	Personal file	Human Capital and Administration Department	Permanent