Prepared by:	Approved by:
Name: Nurfazrina binti Hamdan	Name: Nurfaezah binti Sharif
Position: Officer, Human Capital and Administration Department	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	19/07/24	Review the whole content	01	Manager, HCAD
3	09/10/24	Review the whole content	02	Manager, HCAD

1.0 OBJECTIVE

The objective of this SOP is to ensure the claim application process is facilitated smoothly and in systematic manner.

2.0 SCOPE

This scope of this SOP applies to HCAD for UTS staff development.

3.0 REFERENCES

UTS Terms and Condition of Service

4.0 DEFINITIONS / ABBREVIATIONS

HCAD	:	Human Capital and Administration Department
UTS	:	University of Technology Sarawak
HOD	:	Head of Department
SOP	:	Standard Operating Procedure
HOP	:	Head of Programme

5.0 RESPONSIBILITY

5.1 HCAD is responsible to ensure this SOP is adhered to.

5.2 Dean of school is responsible to follow and adhere to this SOP.

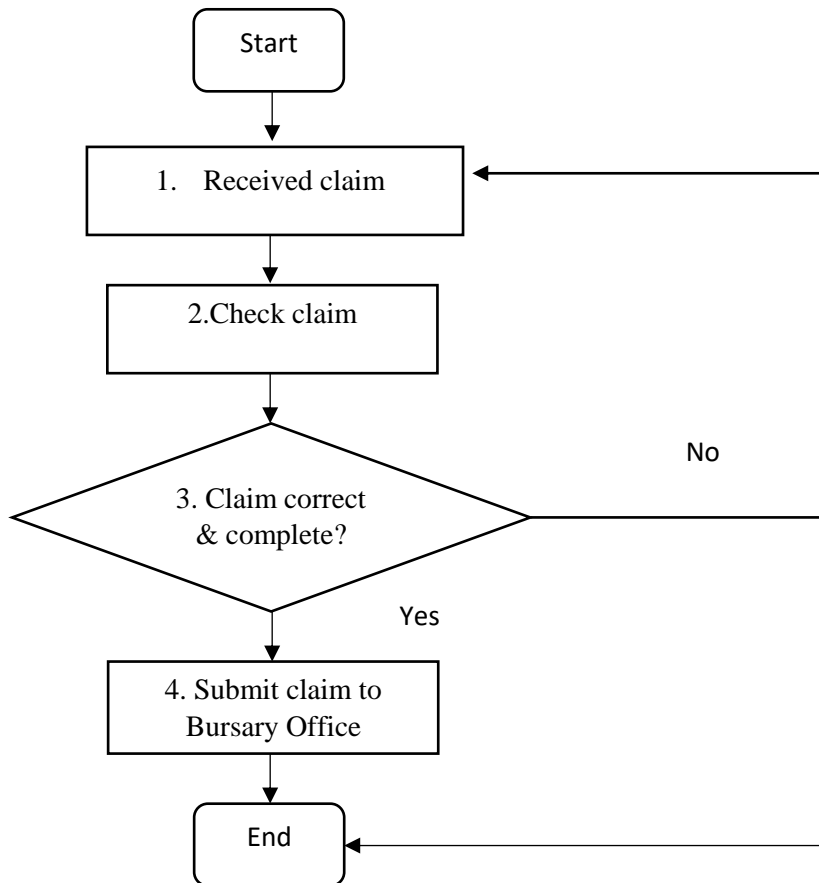5.3 Head of Department is responsible to follow and adhere to this SOP.

6.0 PROCEDURE

6.1 Refer to the process flow chart

```
          ┌──────────┐
          │  Start   │
          └────┬─────┘
               │
               ▼
    ┌─────────────────────┐◄──────────────┐
    │ 1.  Received claim  │               │
    └──────────┬──────────┘               │
               │                          │
               ▼                          │
    ┌─────────────────────┐               │
    │ 2.Check claim       │               │
    └──────────┬──────────┘               │
               │                          │
               ▼                          │ No
          ╱─────────╲                     │
         ╱ 3. Claim   ╲                   │
        ╱  correct     ╲──────────────────┘
        ╲  & complete? ╱
         ╲            ╱
          ╲──────────╱
               │ Yes
               ▼
    ┌─────────────────────┐
    │ 4. Submit claim to  │
    │    Bursary Office   │
    └──────────┬──────────┘
               │
               ▼
          ┌──────────┐◄──────────────
          │   End    │
          └──────────┘
```

7.0 DESCRIPTION

No	Description	Person in Charge	Document
1	Received claim 1.1 HCAD received claim information from staff and stamped the received date. 1.2 The claim submission is valid within 2 months from the date of return from travelling.	HCAD	UTS MyHR https://uts.mypayroll.com.my/ Claim Information Receipts eTraining Approval Google maps Certificate Publication Paper (for conference)
2	Check claim 2.1 HCAD check if the amount claim is correct and the supporting documents are complete.	HCAD	UTS MyHR https://uts.mypayroll.com.my/ Claim Information Receipts eTraining Approval Google maps Certificate Publication Paper (for conference)
3	Claim correct and complete? 3.1 If yes, proceed to No. 4. 3.2 If no, HCAD returns the claim to staff and requests that they amend it and submit any incomplete supporting documents.	HCAD Staff	UTS MyHR https://uts.mypayroll.com.my/ Claim Information Receipts eTraining Approval Google maps Certificate Publication Paper (for conference)
4	Submit claim to Bursary Office 4.1 HCAD submit staff claims to the Bursary office for payment.	HCAD Bursary Office	UTS MyHR https://uts.mypayroll.com.my/ Claim Information Receipts eTraining Approval Google maps Certificate Publication Paper (for conference)

8.0 RECORDS

No	Title / Records	Location / Responsibility	Retention Period
1	UTS MyHR • Claim Information • Receipts • eTraining Approval • Google maps • Certificate • Publication Paper (for conference)	https://uts.mypayroll.com.my/	5 years