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|  UTS | UNIVERSITY OF TECHNOLOGY SARAWAK |
| | MASTERLIST OF DOCUMENTS |


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| Updated On | : | 8th August 2025 |
| Department | : | Human Capital and Administration Department |

| No. | Document No. | Description | Revision No. | Effective Date | Remarks |
|---|--------------|--|--------------|----------------|---------|
| Standard Operating Procedure (SOP) | | | | | |
| 1 | UTS/HCAD/P01 | Employment Procedures | 01 | 10/07/24 | |
| 2 | UTS/HCAD/P02 | Travelling Claim | 02 | 09/10/24 | |
| 3 | UTS/HCAD/P03 | Staff Confirmation | 02 | 09/10/24 | |
| 4 | UTS/HCAD/P04 | Resignation | 01 | 10/07/24 | |
| 5 | UTS/HCAD/P05 | Payroll | 02 | 09/10/24 | |
| 6 | UTS/HCAD/P06 | Overtime Claim | 00 | 19/07/24 | |
| 7 | UTS/HCAD/P08 | Disciplinary and Domestic of Inquiry Procedure | 01 | 10/07/24 | |
| 8 | UTS/HCAD/P10 | Part-time Employment Procedures | 00 | 10/07/24 | |
| 9 | UTS/HCAD/P11 | Training Needs Analysis | 00 | 19/07/24 | |
| 10 | UTS/HCAD/P12 | Training Application | 01 | 19/07/24 | |
| 11 | UTS/HCAD/P13 | Conference - Presenting Paper Application | 01 | 19/07/24 | |
| 12 | UTS/HCAD/P14 | Academic Staff Scholarship | 02 | 09/10/24 | |
| 13 | UTS/HCAD/P15 | Young Lecturer Scheme Application | 02 | 09/10/24 | |
| 14 | UTS/HCAD/P16 | Discount For Further Study at UTS | 01 | 09/10/24 | |
| 15 | UTS/HCAD/P17 | Employment Verification Procedures | 00 | 10/07/24 | |
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| 17 | UTS/HCAD/P19 | Training and Conference Claim | 02 | 09/10/24 | |
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| 19 | UTS/HCAD/P21 | Employment Pass New and Renewal Procedure | 01 | 10/07/24 | |
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| 22 | UTS/HCAD/P26 | Staff Benefits Claim | 03 | 07/08/25 | |
| 23 | UTS/HCAD/P27 | Staff Insurance Claim Application | 02 | 09/10/24 | |
| 24 | UTS/HCAD/P28 | Rental Facilities Booking | 02 | 14/06/24 | |
| 25 | UTS/HCAD/P29 | Incoming and Outcoming Mail/Parcel | 03 | 09/10/24 | |
| 26 | UTS/HCAD/P30 | Transporting Booking | 02 | 19/07/24 | |
| 27 | UTS/HCAD/P31 | Travelling Arrangement | 03 | 09/10/24 | |


Document No: UTS-CQA-P06-MLD

Revision No: 00

Effective Date: 11/06/2024

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| 28 | UTS/HCAD/P32 | Vehicle Maintenance | 00 | 19/07/24 | |
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| 1 | UTS-HCAD-P01-JAF | Job Application Form | 01 | 10/07/2024 | |
| 2 | UTS-HCAD-P01-IEF | Interview Evaluation Form | 01 | 10/07/2024 | |
| 3 | UTS-HCAD-P01-SDF | Selection Decision Form | 01 | 10/07/2024 | |
| 4 | UTS-HCAD-P01-RDF | Report Duty Form | 01 | 10/07/2024 | |
| 5 | UTS-HCAD-P01-MEF | Medical Examination Form | 01 | 10/07/2024 | |
| 6 | UTS-HCAD-P01-SIA | Staff ID Card Application | 01 | 10/07/2024 | |
| 7 | UTS-HCAD-P01-UAF | Uniform Application Form | 01 | 10/07/2024 | |
| 8 | UTS-HCAD-P03-COSE | Confirmation of Service (Executive) | 01 | 10/07/2024 | |
| 9 | UTS-HCAD-P03-COSN | Confirmation of Service (Non-Executive) | 01 | 10/07/2024 | |
| 10 | UTS-HCAD-P03-COSA | Confirmation of Service (Academic) | 01 | 10/07/2024 | |
| 11 | UTS-HCAD-P04-EIF | Exit Interview Form | 01 | 10/07/2024 | |
| 12 | UTS-HCAD-P06-OTF | Overtime Claim | 00 | 19/07/2024 | |
| 13 | UTS-HCAD-P10-PTE | Part-time Employment Form | 00 | 10/07/2024 | |
| 14 | UTS-HCAD-P13-CAF | Conference Application Form - Presenting Paper | 01 | 19/07/2024 | |
| 15 | UTS-HCAD-P14-SAF | Scholarship Application Form - Academic Staff | 01 | 19/07/2024 | |
| 16 | UTS-HCAD-P14-PRFA | Payment Requisition Form Part-time Study (Scheme A) | 01 | 19/07/2024 | |
| 17 | UTS-HCAD-P14-PRFB | Payment Requisition Form Full-time Study (Scheme B) | 01 | 19/07/2024 | |
| 18 | UTS-HCAD-P14-SCF | Scholarship Claim Form | 00 | 19/07/2024 | |
| 19 | UTS-HCAD-P14-SSP | Student Status / Performance | 01 | 19/07/2024 | |
| 20 | UTS-HCAD-P15-YSAF | YLDP - Scheme C Application Form | 01 | 19/07/2024 | |
| 21 | UTS-HCAD-P15-IEF | Interview Evaluation Form - YLDP Scheme C | 01 | 19/07/2024 | |
| 22 | UTS-HCAD-P15-PRFC | Payment Requisition Form YLDP (Scheme C) | 01 | 19/07/2024 | |
| 23 | UTS-HCAD-P15-YISD | YLDP Interview Selection Decision | 01 | 19/07/2024 | |
| 24 | UTS-HCAD-P16-VSF | Verification Study Form | 01 | 10/07/2024 | |

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| 25 | UTS-HCAD-P17-EVF | Employment Verification Form | 00 | 10/07/2024 | |
| 26 | UTS-HCAD-P18-ISDF | Internship Student Declaration Form | 01 | 19/07/2024 | |
| 27 | UTS-HCAD-P18-ISAF | Internship Student Allowance Form | 01 | 19/07/2024 | |
| 28 | UTS-HCAD-P30-TBF | Transporting Booking Form | 02 | 10/07/2024 | |
| 29 | UTS-HCAD-P31-TRF | Travelling Requisition Form | 02 | 10/07/2024 | |
| 30 | UTS-HCAD-P32-VI | Vehicle Inspection Report | 01 | 19/07/2024 | |
| 31 | UTS-HCAD-P10-PTEF | Part Time Employment Claim Form | 01 | 19/07/2024 | |
| Guideline | | | | | |
| 1 | UTS-HCAD-P01-TCS | Terms and Conditions Services | 01 | 19/06/2025 | |
| 2 | UTS-HCAD-P01-ECEC | Employee Code of Ethics and Conduct | 00 | 09/10/2024 | |
| 3 | UTS-HCAD-P28-RRG | Rental Rates Guideline | 00 | 09/10/2024 | |
| Policy | | | | | |
| 1 | UTS-HCAD-P01-HRPM | HR Policy Manual | 00 | 09/10/2024 | |
| 2 | UTS-HCAD-P10-PPTL | Policy on Part-Time Lecturer | 01 | 19/06/2025 | |

Prepared by:

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