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Prepared by:  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
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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
4	07/08/25	Amend the description	03	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

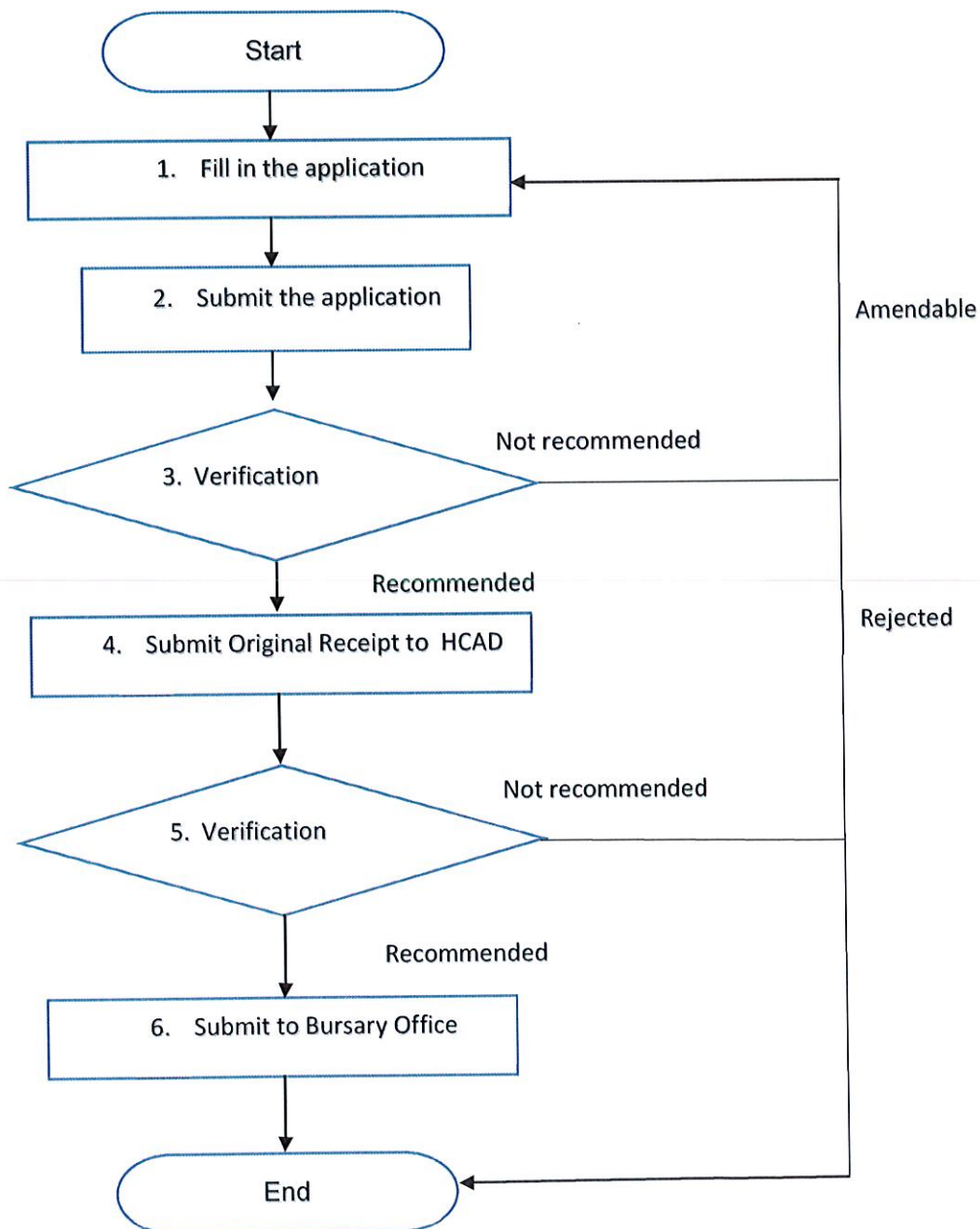
- 6.1 Refer to the process flow chart.




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7.0 DESCRIPTION

NO	Description	Person in Charge	Document
1.	Fill in the application 1.1 The staff fill in two platform to apply for the claim 1.2 UTS e-PORTAL and KPSB Apps	Staff	MyHr https://uts.mypayroll.com.my/ & KPSB Apps
2.	Submit the application 2.1 The staff complete the online form and submit the claim in both platform. 2.2 The staff print the claim information and to be submit to HCAD Office.	Staff	
3.	Verification 3.1 if the claim is recommended, proceed to no. 4 3.2 if the claim is not recommended but amendable, proceed to no. 1 3.3 if the claim is not recommended and not amendable, proceed to end	Staff	
4.	Submit original receipt to HCAD 4.1 The staff submit the physical application to HCAD Office to be evaluate on the originality and validity of the attachment. 4.2 HCAD receive the claim with original receipt.	HCAD Staff	

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5.	<p>Verification</p> <p>5.1 if the claim is recommended, proceed to no. 6</p> <p>5.2 if the claim is not recommended but amendable, proceed to no. 1</p> <p>5.3 if the claim is not recommended and not amendable, proceed to end</p>	HCAD Staff	
6.	<p>Submit to Bursary Office</p> <p>6.1 Once the claim is complete, it is ready to submit to Bursary Office</p>	HCAD Staff & Bursary Office person in charge	Claim information and original receipt

8.0 RECORDS

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