



UNIVERSITI KUALA LUMPUR
ROYAL COLLEGE OF MEDICINE PERAK
FINANCE & PROCUREMENT DEPARTMENT

PAYMENT PROCEDURES FOR SALARY,
EX-GRATIA & OTHER EMOLUMENTS

Doc. No: UniKL/RCMP/
FIN-02

Revision
No: 02

Date 01 July 2017

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Prepared by:


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Date: 01 July 2017

Approved by:

Name: Khalifah Binti Hamzah
Position: Head of Finance & Procurement
Department, UniKL RCMP
Date: 01 July 2017

AMENDMENT RECORDS

No.	Date	Remarks	Revision No.	Approved by
1	09 May 2014	Establishment	00	HOD
2	18 July 2014	Amendment on procedure page 2 of 4	01	HOD
3	01 July 2017	- Upgrading of ISO 9001:2015 - Amendment on :- 1) Change name & department from Finance Department to Finance & Procurement Department 2) Refer 4.0, 6.1 & 7.0 from FD to FPD and from HCD to PMTCD 3) Refer 7.0 – Amend person-in-charge and add duration 4) Refer 8.0 – add records	02	HOD

	<p style="text-align: center;">UNIVERSITI KUALA LUMPUR ROYAL COLLEGE OF MEDICINE PERAK FINANCE & PROCUREMENT DEPARTMENT</p> <p style="text-align: center;">PAYMENT PROCEDURES FOR SALARY, EX-GRATIA & OTHER EMOLUMENTS</p>	Doc. No:	UniKL/RCMP/ FIN-02
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1.0 OBJECTIVE

The objective of this SOP is to provide comprehensive guidelines in handling salary, ex-gratia and other emolument.

2.0 SCOPE

The scope of this SOP covers all departments/faculties at UniKL RCMP and the date of payment is subject to the instruction of the Chief Executive Officer/Head of Campus. The salary payment will be processed within 3 working days.

3.0 REFERENCE

Certified True Extract of Resolution Passed at 30th BOD Meeting dated 18th December 2012.

4.0 DEFINITIONS/ABBREVIATIONS

UniKL	:	Universiti Kuala Lumpur
CEO	:	Chief Executive Officer
FPD	:	Finance & Procurement Department
PMTCD	:	People Management Team Culture Department
HOD	:	Head of Department

5.0 RESPONSIBILITY

Head of Finance & Procurement Department is responsible to ensure this procedure is adhered to by all staff.

6.0 PROCEDURE

6.1 Refer to the process flow chart as in the next page.



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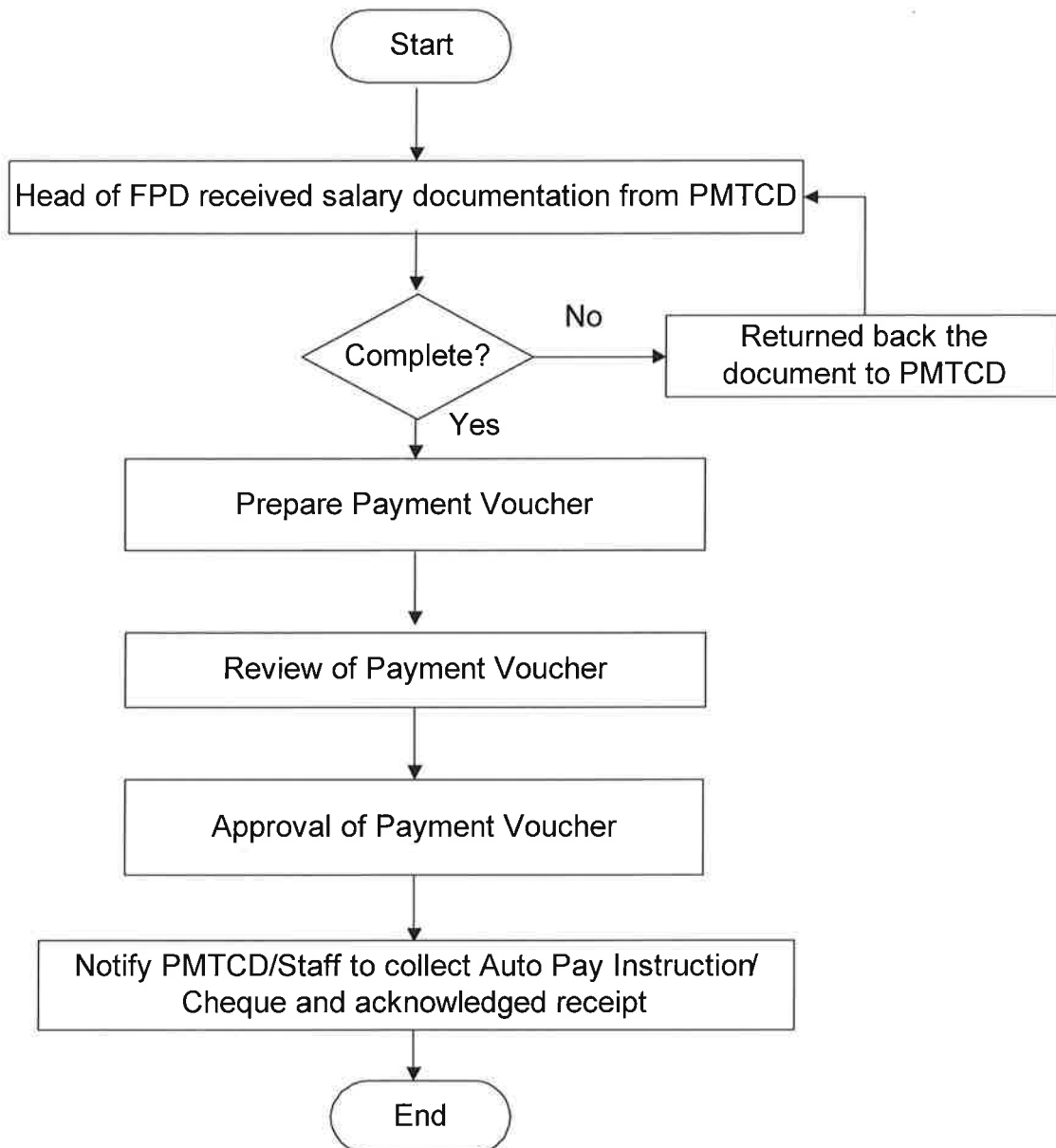
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7.0 DESCRIPTION

No	Description	Person in Charge	Document	Duration (working days)
1	Head of FPD received salary documentation from PMTCD	Head of Finance & Procurement Department	Salary Documentation	-
2	Returned back the document to PMTCD	Head of Finance & Procurement Department	Salary Documentation	-
3	Prepare Payment Voucher	Administrative Assistant	Auto Pay Instruction/ Payment Voucher/ Salary Documentation	1 day
4	Review of Payment Voucher	Administrative Officer or Executive of Finance & Procurement Department	Auto Pay Instruction/ Payment Voucher/ Salary Documentation	1 day
5	Approval of Payment Voucher	Authorized signatories	Auto Pay Instruction/ Payment Voucher/ Salary Documentation	1 day
6	Notify PMTCD/Staff to collect Auto Pay Instruction/Cheque and acknowledged receipt	Administrative Assistant	Auto Pay Instruction/ Payment Voucher/ Salary Documentation	-

8.0 RECORDS

No	Title/Records	Location/Responsibility	Retention Period
1	PV/PCV & Supporting Documents	Administrative Assistant	7 years



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<http://www.perakmed.edu.my>

PAYMENT VOUCHER

SALARY MONTHLY (JUN'17) - 330 STAFF

Voucher No. : PV-54337
Date : 16/06/2017
Cheque No. : ONLINE
Payment By : AUTOPAY

PAY THE SUM OF RINGGIT MALAYSIA ONE MILLION NINE HUNDRED TWENTY NINE THOUSAND NINE HUNDRED NINETY NINE AND CENTS FORTY NINE ONLY

Acc. No.	Description	Amount
402-0010	Salary for JUN'17 (330 employees)	1,929,999.49

UniKL/RCMP/FIN-04

TOTAL : 1,929,999.49

PREPARED BY
Azuwana Abd Aziz

CHECKED BY
Mohd Arif Roslan
Azah Nur Darus

APPROVED BY
Hishamuddin Omar
Khalifah Hamzah

RECEIVED BY

This payment voucher was prepared by AutoCard Accounting