

	UNIVERSITI KUALA LUMPUR ROYAL COLLEGE OF MEDICINE PERAK PEOPLE MANAGEMENT & TEAM CULTURE DEPARTMENT STAFF CONFIRMATION	Doc. No:	UniKL/RCMP/ PMTc/MPR-02
		Revision No:	02
		Date	01 July 2017
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Prepared by:  Name : Rafiqah Abdullah Position: Executive Date : 20 June 2017	Approved by:  Name : Marina Abd Kadir Position: Assistant Manager Date : 20 June 2017
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AMENDMENT RECORDS

No.	Date	Remarks	Revision No.	Approved by
1	09 May 2014	Establishment	00	HOD
2	01 October 2016	Amendment	01	HOD
3	01 July 2017	Upgrading of ISO 9001:2015	02	HOD

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1.0 OBJECTIVE

1.1 The objective of this SOP is to define the method for an employee who has successfully undergone his probationary period and who has been recommended by his immediate superior shall be confirmed in UniKL RCMP.

2.0 SCOPE

2.1 This procedure covers the method for confirmation process for staff UniKL RCMP who been recommended by immediate superior and approved by CEO & HOC.

3.0 REFERENCES

3.1: UniKL RCMP Term & Condition or Service (2nd edition), pg 7


4.0 DEFINITIONS/ABBREVIATIONS

4.1 Confirmation generally means to confirm the services of new employee after he has successfully met all the company's procedure on employing employees' e.g: performance appraisal for confirmation during probation period.

4.2 The term confirmation shall mean any form of appointment on permanent basis of any person, at all level of position.

4.3 Abbreviations

4.3.1	MPU	-	Manpower & Planning Unit
4.3.2	Dept	-	Department
4.3.3	PMTCD	-	People Management & Team Culture Department
4.3.4	CEO	-	Chief Executive Officer
4.3.5	HOP	-	Head of Programme
4.3.6	HOD	-	Head of Department
4.3.7	HOU	-	Head of Unit
4.3.8	PAF	-	Performance Appraisal Form

	<p style="text-align: center;">UNIVERSITI KUALA LUMPUR ROYAL COLLEGE OF MEDICINE PERAK PEOPLE MANAGEMENT & TEAM CULTURE DEPARTMENT</p> <p style="text-align: center;">STAFF CONFIRMATION</p>	Doc. No:	UniKL/RCMP/ PMTCD/MPR-02
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5.0 RESPONSIBILITY

- 5.1 The HOD of PMTCD is responsible to ensure that this SOP is adhered to at University
- 5.2 Dean/HOP/HOD are responsible to ensure that this SOP is adhered with the assistance of PMTCD.
- 5.3 PMTCD are responsible to assist in compiling related documentation.

6.0 PROCEDURE

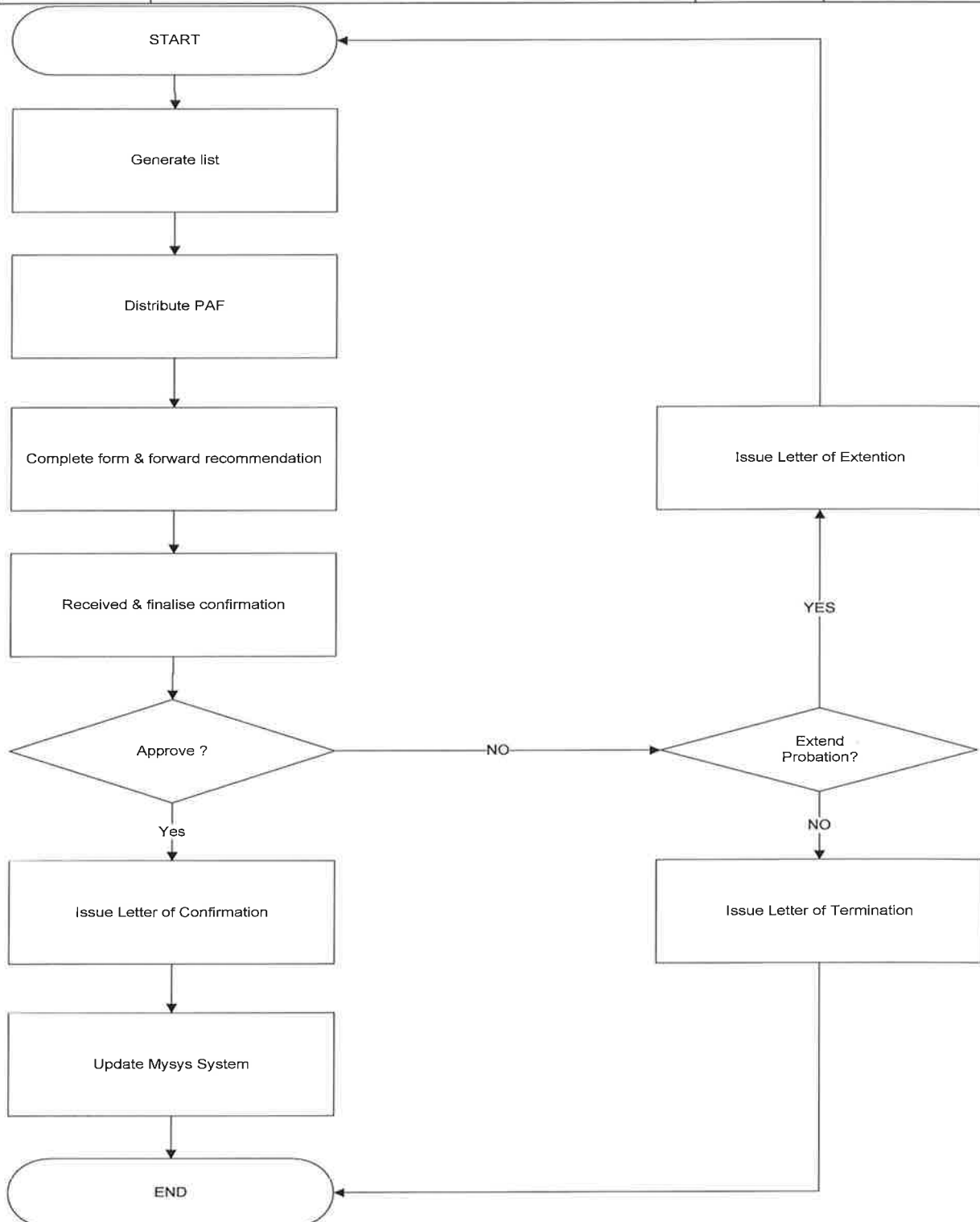
- 6.1 Refer to the process flow chart as in the next page.




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7.0 DESCRIPTION

No	Description	Duration	Person in Charge	Document
1	Generate List	1 st week every month	MPU	
2	Distribute PAF to Dean/HOP/HOD/HOU	2 days after generate list	MPU	Performance Appraisal for Confirmation Form
3	Complete the PAF & put up recommendation to Dean/HOP/HOD/HOU	2 days after generate list	Dean/HOP/HOD/HOU	N/A
4	Received & finalize confirmation	A week after send to Dean/HOP/HOD/HOU	MPU	N/A
5	Issue confirmation/extension of probationary period to employee	2 days after received & finalize confirmation from Dean/HOP/HOD/HOU	MPU	Letter of Confirmation Termination of Service
6	Update record in Mysys system	1 days after issue letter to staff	MPU	N/A

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8.0 RECORDS

No	Titles/Records	Location/Responsibility	Retention Period
1	Letter of Confirmation	Personal File, PMTCD	3 Years
2	Performance Appraisal for Confirmation Form	Personal File, PMTCD	3 Years