

Activation UST Account

Into Personal Email HRAPAC will email to you 2 emails which is

- UID and Email ID
- Log in Password (temporary password)
- Have to activate once you get both email from HRAPAC (Indian Team), for UST OUTLOOK.
- Please check your Inbox, Junk mail and Spam if didn't get any mail in your inbox

Once done your activation, you can see in your UST email outlook:

- Your Orion Profile website to apply leave, resignation etc.
- I-admin link (e-payslip) after 1 month joining UST
- Life Insurance and Insurance Handbook.

You will have 2 emails which is UST email and client email (depends which account you will located, we are not allowing to use client email to blast any information, only UST email).

INSURANCE ENROLMENT

AIA Medical

AIA no longer provide us the physical card, they encourage us to use My AIA apps.

Duration to complete your enrolment around 3 weeks or a month. For claiming you can do manually or by AIA apps but for specialist you can't claim by apps

The benefit cover such as:

- Outpatient – No limit for payment, you can go any panel clinic to do meditation, pay and claim back. Please attach your photocopy passport front page or NRIC together with original receipt. Non – Panel will not reimburse.
- Inpatient / Hospitalization – will cover RM100K for you (if you are single) and if you married will cover for you and dependents RM100K each (Husband @ Wife and children), they will cover start from Pre admission until your discharge.
- Maternity – will cover RM25K start from Pre-Natal until delivery. You can claim either every check-up or compile all the receipt and claim together. For new born baby will enroll after 15days start from the date deliver.
- Optical and Lense – will cover RM500/Year, Only for employee
- Medical Check-Up – will cover RM700/ Year, you have go to Panel Clinic to get Referral Letter then call AIA cust care to get Guarantee Letter for coverage, please do 1 day earlier before you go to Specialist Hospital. And also please spare some cash if didn't get any GL from AIA.

Tune Medident (Dental)

For Dental will remain the physical cards as well, you can go to Panel (Cashless) and Non-Panel (Claimable). For the dental you can check the panel and non-panel dental through website www.medident.com.my . For dental is No limit for payment BUT not all treatment will cover by Medident, they will cover by category for the treatment. For Panel dental, just bring your card and show to them, its cashless, no need to pay, only for NON-PANEL you can reimburse back (claiming).

Claim Submission

We send all the claim submission to Medical and Dental twice a month (14 & 15) and (29 &30) every month.

For the other benefit which is

- Annual Leave- will provide 14days per year, which mean every month you get 1.16, start from your joining date then will be carry forward to next year. You can compile your leave until 30days only.
- Unpaid Leave / Loss Pay Leave – is no limit
- Hospitalization – its 46days
- Medical Sick Leave – 14days / year
- Bereavement Leave – its cover for 3days, only for family members (Parent, siblings, grandparent) not for relatives.