

### III. SOP for Finance and Personnel

#### 1. SOP for Submission of LS Honorarium Budget

 <p style="text-align: center;"><b>MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY</b></p> <p style="text-align: center;"><b>UNIVERSITY OF JEMBER</b></p> <p style="text-align: center;"><b>FACULTY OF ECONOMICS AND</b></p>	SOP number	: KEU.5
	Manufacture Date	: January 4, 2021
	Revision Date	:-
	Effective date	: January 18, 2021
	Endorsed by	:  Dean Faculty of Economics and Business, University of Jember  Prof. Dr. Isti Fadah, M.Si. NIP 196610201990022001
SOP name	: Submission of LS Honorarium Budget	
<b>LEGAL BASIS:</b>	<b>EXECUTIVE QUALIFICATIONS:</b>	
<ol style="list-style-type: none"> <li>Minister of Finance Regulation Number 119/PMK.02/2020 concerning Standard Input Fees for Fiscal Year 2021</li> <li>Decree of the Minister of Finance Number: 115/KMK.06/2001 dated March 7, 2001 concerning Procedures for the Use of Non-Tax State Revenue (PNBP) at State Universities;</li> <li>Regulation of the Chancellor of the University of Jember Number 3 of 2021 concerning Standard Fees for the University of Jember for the 2021 Fiscal Year</li> </ol>	<ol style="list-style-type: none"> <li>Has simple data processing capabilities</li> <li>Understand the procedure for making the Honorarium Acceptance List</li> <li>Understand the procedure for making a LS Payment Application Letter (SPP)</li> <li>Understand the main tasks and functions of the work unit</li> <li>Understand the applicable rules and regulations</li> </ol>	
<b>LINKAGES:</b>	<b>EQUIPMENT AND EQUIPMENT:</b>	
<ol style="list-style-type: none"> <li>Honorarium Payment SOP</li> <li>SOP for Proposing Assignment Letters, Decision Letters and Official Travel Letters</li> </ol>	<ol style="list-style-type: none"> <li>Computer (CPU/Data Processor) and Printer</li> <li>Internet Network</li> <li>Storage Media/Flash Drive</li> <li>Office stationery</li> </ol>	
<b>WARNING:</b>	<b>RECORDING AND DATA COLLECTION:</b>	
If this SOP is not implemented, the payment of honorarium will be hampered.	Saved as electronic and manual data	

**HONORARIUM PAYMENTS IN THE FINANCIAL SECTION OF THE FACULTY OF ECONOMICS AND BUSINESS UNEJ**

No	Activity	Executor						Raw Quality			Note.
		Keu staff.	BPP	Wakord. Keu. &Kepeg.	Coord of the Administrative Working Group	Vice Dean II	Dean	Completeness	Time	Output	
1	Receive the Dean's Decree/Dean of Assignment from the Applicant (Department/Prodi/Su bsection) which is then given to the Finance Staff to make a list of honorarium receipts							Decree/Dean's Letter of Assignment	5 minutes		
2	Make a list of honorarium receipts, Application for Disbursement of LS Funds, Details of LS Funds Request, Request for Payment (SPP) of LS honorarium based on SK/Letter of Assignment from BPP							Dean's Decree / Letter of Assignment	20 minutes	Draft List of Honorarium Receipts, Application for Disbursement of LS Funds, Details of LS Funds Request, LS Payment Application Letter (SPP)	
3	Checking the suitability of the list of honorarium receipts with the Unej SBU, checking the details of the LS funding request, if it is appropriate then signed and then handed over to the Wakoord. Pokja Finance and Personnel to be verified		No					Dean's Decree / Letter of Assignment, Draft List of Honorarium Receipts, Application for Disbursement of LS Funds, Details of LS Fund Request, LS Payment Application Letter (SPP)	10 minutes	Draft Honorarium Receipt List, Details of signed LS Fund Request	
4	Verify and initialize the Honorarium Receipt List, Application Letter for LS Fund Disbursement, LS Fund Request Details, The LS Payment Application Letter (SPP) is then submitted to the Koord. Working Group for Administration			Yes				Dean's Decree / Letter of Assignment, Draft List of Honorarium Receipts, Application for Disbursement of LS Funds, Details of LS Fund Request, Signed LS Payment Application Letter (SPP)	10 minutes	Draft List of Honorarium Receipts, Application for Disbursement of LS Funds, Details of LS Funds Request, Letter of Application for Payment (SPP) LS initialed	
5	Verify and initialize the Honorarium Receipt List, LS Fund Request Details, LS Payment Application Letter (SPP), and sign the LS Fund Disbursement				No			Dean's Decree / Letter of Assignment, Draft List of Honorarium Receipts, Application for Disbursement of LS Funds,	10 minutes	Draft List of Honorarium Receipts, Application for Disbursement of LS Funds, Details of LS Funds Request, Letter of	
					Yes						

	Application Letter then submitted to the Deputy Dean II						Details of LS Fund Request, Letter of Application for Payment (SPP) LS initialed		Application for Payment (SPP) LS initialed and signed	
6	Verify and initialize the Honorarium Receipt List, LS Fund Disbursement Application Letter, LS Fund Request Details, The LS Payment Application Letter (SPP) is then submitted by the Dean						Dean's Decree / Letter of Assignment, Draft List of Honorarium Receipts, Application for Disbursement of LS Funds, Details of LS Fund Request, Letter of Application for Payment (SPP) LS initialed	10 minutes	Draft List of Honorarium Receipts, Application for Disbursement of LS Funds, Details of LS Funds Request, Letter of Application for Payment (SPP) LS initialed	
7	Verify and sign the Honorarium Receipt List, Application for LS Fund Disbursement, LS Fund Request Details, The LS Payment Application Letter (SPP) is then handed back to the Finance Staff						Dean's Decree / Letter of Assignment, Draft List of Honorarium Receipts, Application for Disbursement of LS Funds, Details of LS Fund Request, Letter of Application for Payment (SPP) LS initialed	10 minutes	Draft List of Honorarium Receipts, Application for Disbursement of LS Funds, Details of LS Funds Request, LS Payment Application Letter (SPP) signed	
8	Stamp, archive and send the application for payment of LS honorarium to the Head Office						Dean's Decree / Letter of Assignment, List of Honorarium Receipts, Request for Disbursement of LS Funds, Details of LS Fund Request, LS Payment Application Letter (SPP) signed	15 minutes	List of Honorarium Receipts, Application Letter for LS Fund Disbursement, Details of LS Fund Request, LS Payment Application Letter (SPP) signed	

## 2. SOP for Procurement/Maintenance LS Budget Submission

 <p style="text-align: center;"><b>MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY</b></p> <p style="text-align: center;"><b>UNIVERSITY OF JEMBER</b></p> <p style="text-align: center;"><b>FACULTY OF ECONOMICS AND BUSINESS</b></p>	SOP number	: KEU.6
	Manufacture Date	: January 4, 2021
	Revision Date	: -
	Effective date	: January 18, 2021
	Endorsed by	:  Dean Faculty of Economics and Business, University of Jember   Prof. Dr. Isti Fadah, M.Si. NIP 196610201990022001
SOP name	: Procurement/Maintenance LS Budget Submission	
<b>LEGAL BASIS:</b>	<b>EXECUTIVE QUALIFICATIONS:</b>	
<ol style="list-style-type: none"> <li>1. Minister of Finance Regulation Number 119/PMK.02/2020 concerning Standard Input Fees for Fiscal Year 2021</li> <li>2. Decree of the Minister of Finance Number: 115/KMK.06/2001 dated March 7, 2001 concerning Procedures for the Use of Non-Tax State Revenue (PNBP) at State Universities;</li> <li>3. Regulation of the Chancellor of the University of Jember Number 3 of 2021 concerning Standard Fees for the University of Jember for the 2021 Fiscal Year</li> </ol>	<ol style="list-style-type: none"> <li>1. Has simple data processing capabilities</li> <li>2. Understand the procedure for making Work Orders (SPK), Minutes of Handover (BAST)</li> <li>3. Understand the procedure for making a Payment Application Letter (SPP)</li> <li>4. Understand the main tasks and functions of the work unit</li> <li>5. Understand the applicable rules and regulations</li> </ol>	
<b>LINKAGES:</b>	<b>EQUIPMENT AND EQUIPMENT:</b>	
	<ol style="list-style-type: none"> <li>1. Computer (CPU/Data Processor) and Printer</li> <li>2. Internet Network</li> <li>3. Storage Media/Flash Drive</li> <li>4. Office stationery</li> </ol>	
<b>WARNING:</b>	<b>RECORDING AND DATA COLLECTION:</b>	
If this SOP is not implemented, the payment of the Procurement/Maintenance LS will be hampered.	Saved as electronic and manual data	

**PROCUREMENT/MAINTENANCE OF THE LS BUDGET PROCUREMENT/MAINTENANCE FACULTY OF ECONOMICS AND BUSINESS  
UNEJ**

No	Activity	Executor					Raw Quality			Note.
		Keu staff.	Wakord. Keu. &Kepeg.	Coord of the Administrative Working Group	Wadek II	Dean	Completeness	Time	Output	
1.	Receive and Check Completeness of LS Procurement/Maintenance Files with Third Parties (Partners) from the General & Equipment Subdivision then Make Work Orders (SPK), Minutes of Handover (BAST) and its attachments, Application Letter for Disbursement of LS Partner Funds, LS Payment Request Letter (SPP) for further submission to Wakoord. Finance and Personnel Working Group to be verified and initialed		No				Profile, TDP, SIUP, NPWP, Active Company Account Number, Letter of Offer and Application for Payment/Invoice from Partners, Terms of Reference (KAK), HPS that has been approved by the Planning Section of the Head Office	25 minutes	Draft of Work Order (SPK), Minutes of Handover (BAST) and its attachments, Request for Disbursement of LS Partner Funds, Request for Payment (SPP) LS	
2.	Verify and Initialize Work Order (SPK), Minutes of Handover (BAST) and its attachments, Application Letter for Disbursement of LS Partner Funds, LS Payment Application Letter (SPP)		Yes	No			Profile, TDP, SIUP, NPWP, Active Company Account Number, Offer Letter and Request for Payment/Invoice from Partners, Terms of Reference (KAK), HPS that has been approved by the Head Office Planning Section, Draft Work Order (SPK), Minutes Handover (BAST) and its attachments, Application Letter for Disbursement of LS Partner Funds, Request for Payment (SPP) LS	10 minutes	Draft Work Order (SPK), Minutes of Handover (BAST) and its attachments, Request for Disbursement of Funds from Partner LS, Letter of Application for Payment (SPP) of LS initialed	
3.	Verify and Initialize Work Order (SPK), Minutes of Handover (BAST) and its attachments, Application Letter for Disbursement of LS Partner Funds, LS Payment Application Letter (SPP)			No			Profile, TDP, SIUP, NPWP, Active Company Account Number, Offer Letter and Request for Payment/Invoice from Partners, Terms of Reference (KAK), HPS that has been approved by the Head Office Planning Section, Draft Work Order (SPK), Minutes Handover (BAST) and its attachments, Application Letter for Disbursement of Funds from Partner LS, Letter of Application for Payment (SPP)	10 minutes	Draft Work Order (SPK), Minutes of Handover (BAST) and its attachments, Request for Disbursement of Funds from Partner LS, Letter of Application for Payment (SPP) of LS initialed	

							initialed by LS			
4	Verify and Initialize Work Order (SPK), Minutes of Handover (BAST) and its attachments, Application Letter for Disbursement of LS Partner Funds, LS Payment Application Letter (SPP)						Profile, TDP, SIUP, NPWP, Active Company Account Number, Offer Letter and Request for Payment/Invoice from Partners, Terms of Reference (KAK), HPS that has been approved by the Head Office Planning Section, Draft Work Order (SPK), Minutes Handover (BAST) and its attachments, Application Letter for Disbursement of Funds from Partner LS, Letter of Application for Payment (SPP) initialed by LS	10 minutes	Draft Work Order (SPK), Minutes of Handover (BAST) and its attachments, Request for Disbursement of Funds from Partner LS, Letter of Application for Payment (SPP) of LS initialed	
5	Verify and Sign a Work Order (SPK), Minutes of Handover (BAST) and its attachments, Application Letter for Disbursement of LS Partner Funds, LS Payment Application Letter (SPP)						Profile, TDP, SIUP, NPWP, Active Company Account Number, Offer Letter and Request for Payment/Invoice from Partners, Terms of Reference (KAK), HPS that has been approved by the Head Office Planning Section, Draft Work Order (SPK), Minutes Handover (BAST) and its attachments, Application Letter for Disbursement of Funds from Partner LS, Letter of Application for Payment (SPP) initialed by LS	10 minutes	Draft Work Order (SPK), Minutes of Handover (BAST) and its attachments, Application Letter for Disbursement of LS Partner Funds, signed LS Payment Application Letter (SPP)	
6	Stamp, archive and send the application for payment of LS honorarium to the Head Office						Profile, TDP, SIUP, NPWP, Active Company Account Number, Offer Letter and Request for Payment/Invoice from Partners, Terms of Reference (KAK), HPS that has been approved by the Head Office Planning Section, Work Order (SPK), Minutes of Delivery Receive (BAST) and its attachments, Application Letter for Disbursement of LS Partner's Funds, Letter of Application for Payment (SPP) signed LS	10 minutes	Work Order (SPK), Minutes of Handover (BAST) and its attachments, Application Letter for Disbursement of LS Partner Funds, signed LS Payment Application Letter (SPP)	



### 3. Honorarium Payment SOP

 <p style="text-align: center;"><b>MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY</b></p> <p style="text-align: center;"><b>UNIVERSITY OF JEMBER</b></p> <p style="text-align: center;"><b>FACULTY OF ECONOMICS AND</b></p>	SOP number	: KEU.3
	Manufacture Date	: January 4, 2021
	Revision Date	:-
	Effective date	: January 18, 2021
	Endorsed by	:  Dean Faculty of Economics and Business, University of Jember  Prof. Dr. Isti Fadah, M.Si. NIP 196610201990022001
SOP name	: Payment of Honorarium	
<b>LEGAL BASIS:</b>	<b>EXECUTIVE QUALIFICATIONS:</b>	
<ol style="list-style-type: none"> <li>1. Minister of Finance Regulation Number 119/PMK.02/2020 concerning Standard Input Fees for Fiscal Year 2021</li> <li>2. Decree of the Minister of Finance Number: 115/KMK.06/2001 dated March 7, 2001 concerning Procedures for the Use of Non-Tax State Revenue (PNBP) at State Universities;</li> <li>3. Regulation of the Chancellor of the University of Jember Number 3 of 2021 concerning Standard Fees for the University of Jember for the 2021 Fiscal Year</li> </ol>	<ol style="list-style-type: none"> <li>1. Has simple data processing capabilities</li> <li>2. Understand the procedure for making the Honorarium Acceptance List</li> <li>3. Understand the main tasks and functions of the work unit</li> <li>4. Understand the applicable rules and regulations</li> </ol>	
<b>LINKAGES:</b>	<b>EQUIPMENT AND EQUIPMENT:</b>	
<ol style="list-style-type: none"> <li>1 SOP for Proposals for Letters of Assignment, Decision Letters, and Official Travel Letters</li> </ol>	<ol style="list-style-type: none"> <li>1. Computer (CPU/Data Processor) and Printer</li> <li>2. Internet Network</li> <li>3. Storage Media/flash disk</li> <li>4. Office stationery</li> </ol>	
<b>WARNING:</b>	<b>RECORDING AND DATA COLLECTION:</b>	
If this SOP is not implemented, the payment of honorarium will be hampered.	Saved as electronic and manual data	

**HONORARIUM PAYMENTS IN THE FINANCIAL SECTION OF THE FACULTY OF ECONOMICS AND BUSINESS UNEJ**

No	Activity	Executor					Raw Quality			Note.	
		Keu staff.	BPP	Wakord. Keu. &Kepeg.	Coord of the Administrative Working Group	Wadek II	Dean	Completeness	Time		Output
1	Receive a Decree/Dean of Assignment Letter from the Applicant (Department/Prodi/Subdivision) and give it to the Finance Staff to make a list of honorarium receipts							Decree/Dean's Letter of Assignment	5 minutes		
2	Make a list of honorarium receipts based on SK / Letter of Assignment							Dean's Decree / Letter of Assignment	15 minutes	Draft Honorarium Acceptance List	
3	Checking the suitability of the list of honorarium receipts with the Unej SBU, if it is appropriate then it is signed and then submitted to the Deputy Coordinator. Pokja Finance and Personnel to be verified							Dean's Decree / Letter of Assignment, Draft Honorarium Acceptance List,	10 minutes	Draft List of Signed Honorarium Receipts	
4	Verify and initialize the list of honorarium receipts which are then submitted to the Koord. Working Group for Administration							Dean's Decree / Letter of Assignment, Draft Honorarium Acceptance List,	10 minutes	Draft Honorarium Receipt List that has been verified and initialed	
5	Verify and initialize the list of honorarium receipts which are then submitted to the Deputy Dean II							Dean's Decree / Letter of Assignment, Draft Honorarium Acceptance List,	10 minutes	Draft Honorarium Receipt List that has been verified and initialed	
6	Verify and approve the list of honorarium receipts which are then submitted by the Dean							Dean's Decree / Letter of Assignment, Draft Honorarium Acceptance List,	10 minutes	Draft Honorarium Receipt List that has been verified and initialed	
7	Verify and sign the list of honorarium receipts which are then handed back to BPP							Dean's Decree / Letter of Assignment, Draft Honorarium Acceptance List	10 minutes	Verified and signed Honorarium Receipt List	
8	BPP disburses funds according to the list of honorarium receipts and submit to KDP staff for distribution							Dean's Decree / Letter of Assignment, Draft Honorarium Acceptance List,	10 minutes	Verified and signed Honorarium Receipt List	
9	KDP staff distributes paid honoraria							Honorarium Receipt List,	10 minutes	Verified and	

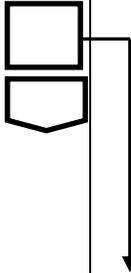
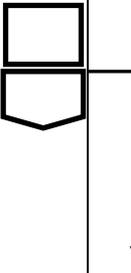
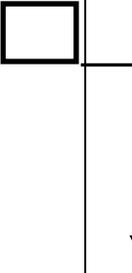
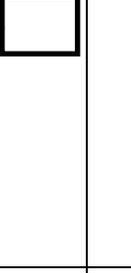
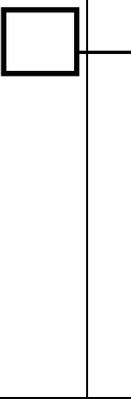
								Dean's Decree / Assignment Letter	s	signed Honoriariu m Receipt List	
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#### 4. SOP for Management of Periodic Salary Increase

 <b>MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY</b>  <b>UNIVERSITY OF JEMBER</b>	SOP number	: KEPEG.03
	Manufacture Date	: 04 January 2021
	Revision Date	:-
	Effective date	: January 18, 2021
	Endorsed by	:  Dean Faculty of Economics and Business, University of Jember  Prof. Dr. Isti Fadah, M.Si. NIP 196610201990022001
SOP name	: Management of Periodic Salary Increase	
<b>LEGAL BASIS:</b>	<b>EXECUTIVE QUALIFICATIONS:</b>	
<ol style="list-style-type: none"> <li>1. Law Number 5 of 2014 concerning State Civil Apparatus;</li> <li>2. Government Regulation Number 11 of 2017 concerning Management of Civil Servants;</li> <li>3. Government Regulation number 7 of 1977 in conjunction with PP number 11 of 2011 concerning the Civil Servant Salary Regulation;.</li> <li>4. Government regulation number 15 of 2019 dated March 13, 2019 regarding the Adjustment of the Basic Salary of Civil Servants;</li> </ol>	<ol style="list-style-type: none"> <li>1. Has simple data processing capabilities</li> <li>2. Understand the procedure for making letters</li> <li>3. Understand the main tasks and functions of the work unit</li> <li>4. Understand the applicable rules and regulations</li> </ol>	
<b>LINKAGES:</b>	<b>EQUIPMENT AND EQUIPMENT:</b>	
	<ol style="list-style-type: none"> <li>1. Computer (CPU/Data Processor) and Printer</li> <li>2. Internet Network</li> <li>3. Storage Media/Flash Drive</li> <li>4. Office stationery</li> <li>5. Odner where to save files</li> </ol>	
<b>WARNING:</b>	<b>RECORDING AND DATA COLLECTION:</b>	
If this SOP is not implemented, there will be a delay in periodic salary increases	Saved as electronic and manual data	

MANAGEMENT OF PERIODIC SALARY INCREASE.

NO	Activity	Executor							Raw Quality			Information
		Staffing	The civil servant concerned	Wakord. Pokja Keu & Kepeg.	chord. Poka TU	Vice Dean II	Dean	Treasurer Salary	Completeness	Time	Output	
1	(staffing) register employees (PNS) who meet the requirements to be proposed to receive periodic salary increases based on a 2-year working period from the appointment of CPNS and inform the person concerned to complete the requirements									10 minutes	Employee data	
2	(the civil servant concerned) completes the requirements								- SK CPNS (if from the beginning) - SK last rank / SK last periodic salary increase (if the process continues)	10 minutes		
3	(staffing) draft a letter of periodic salary increase which is then submitted to the representative. chord. Pokja keu.&kepeg. To initial								- SK CPNS (if from the beginning) SK last rank / SK last periodic salary increase (if the process	30 minutes	Draft letter of periodic salary increase	

									continues )			
4	(Deputy Coordinator of Finance and Kepeg.) Initial draft of cover letter for Periodic salary increase and forward it to Pokja TU Coordinator								Draft letter of periodic salary increase	30 minutes	initial draft of periodic salary increase letter	
5	(Coordinator of Pokja TU) Initial draft of cover letter Periodic salary increase and forward it to the Deputy Dean								Draft letter of periodic salary increase	15 minutes	initial draft of periodic salary increase letter	
6	(Vice Dean II) Initial draft of cover letter Periodic salary increase and forward it to the Dean								Draft letter of periodic salary increase	30 minutes	initial draft of periodic salary increase letter	
7	(Dean) Draft of cover letter Periodic salary increase is signed								Draft letter of periodic salary increase	30 minutes	a signed letter of periodic salary increase	
8	(Employment) Receiving a draft letter of periodic salary increase that has been signed by the Dean, stamped and scanned for filing and sending to the person concerned and the treasurer of the Head Office Salary									10 minutes	Letter of Periodic Salary Increase	

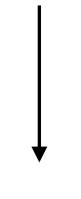
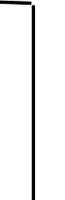
9	(The person concerned) received a salary increase letter								Periodic salary increase letter	10 minutes	Letter of Periodic Salary Increase	
10	(Salary Treasurer) received a salary increase letter								Periodic salary increase letter	10 minutes	Periodic Salary Increase Letter	Salary automatically changes in the following month

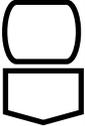
## 5. SOP for Management of Educational Personnel Promotion

 <b>MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY</b>  <b>UNIVERSITY OF JEMBER</b>	SOP number	: KEPEG.1
	Manufacture Date	: 04 January 2021
	Revision Date	:-
	Effective date	: January 18, 2021
	Endorsed by	:  Dean Faculty of Economics and Business, University of Jember  Prof. Dr. Isti Fadah, M.Si. NIP 196610201990022001
SOP name	: Management of Educational Personnel Promotion	
<b>LEGAL BASIS:</b>	<b>EXECUTIVE QUALIFICATIONS:</b>	
<ol style="list-style-type: none"> <li>1. Law Number 5 of 2014 concerning State Civil Apparatus;</li> <li>2. Government Regulation Number 11 of 2017 concerning Management of Civil Servants;</li> <li>3. Government Regulation No. 13 of 2002 concerning Amendments to PP RI No. 99 of 2000 concerning Promotion of Civil Servants;</li> <li>4. Government regulation number 15 of 2019 dated March 13, 2019 regarding the Adjustment of the Basic Salary of Civil Servants;</li> <li>5. Government regulation number 53 of 2010 concerning Civil Servant Discipline;</li> <li>6. Government regulation number 30 of 2019 concerning the Assessment of PNS work performance.</li> </ol>	<ol style="list-style-type: none"> <li>1. Has simple data processing capabilities</li> <li>2. Understand the procedures for managing the promotion of education staff</li> <li>3. Understand the main tasks and functions of the work unit</li> <li>4. Understand the applicable rules and regulations</li> </ol>	
<b>LINKAGES:</b>	<b>EQUIPMENT AND EQUIPMENT:</b>	
	<ol style="list-style-type: none"> <li>1. Computer (CPU/Data Processor) and Printer</li> <li>2. Internet Network</li> <li>3. Storage Media/Flash Drive</li> <li>4. Office stationery</li> <li>5. Scanner Tool.</li> <li>6. Odner File saver</li> </ol>	
<b>WARNING:</b>	<b>RECORDING AND DATA COLLECTION:</b>	
If this SOP is not implemented, the promotion cannot be processed.	Saved as electronic and manual data	

MANAGEMENT OF EDUCATIONAL PERFORMANCE UPGRADE

NO	Activity	Executor						Raw Quality			Information
		The civil servant concerned	Staffing	Deputy Coordinator. Pokja Keu & Kepeg.	chord . Administration Center	Vice Dean II	Dean	Completeness	Time	Output	
1.	(employment) Lists the education staff who will be promoted from the database 3 months before the TMT (starting from the date) the proposal for promotion of the administrative staff, and informs the person concerned to request the completeness file from the person concerned.							- Notification letter from Univ. Jember	30 Minute	- Employee data - Notification letter to the person concerned	
2	(the civil servant concerned) completes the file and submits it to the staffing staff to be legalized		 					- Employee Card; - NIP conversion; - SK CPNS, SK PNS, SK last promotion; - Certificate of passing the Tk.I service exam (if the proposal for promotion from goal. II/d) - Letter of technical approval from the head of BKN regarding the addition of academic degrees. - The last certified	2 days	File	Legalized by Vice Dean II

								diploma and transcript by the authorized official. - Minimum B study program accreditation certificate at the pass level; - SKP for the last 2 years.			
3	(Employment) Make a cover letter for the proposal for a regular promotion to be initiated by the deputy coordinator. Finance & Personnel Working Group								15 minute	- Legalized files - Draft cover letter for submission of proposals for promotion of educational staff	
4	(Deputy Coordinator of Finance and Kepeg.) Initialize the cover letter of the regular promotion proposal and forward it to the TU Pokja Coordinator							Draft of cover letter for submitting proposals for promotion of education staff	15 minutes	Draft cover letter for submission of proposal for promotion of education staff initiated	
5	(Coordinator of Pokja TU) Initialed the draft cover letter for the proposed promotion to the regular rank of civil servants and forwarded to the Deputy Dean II							Draft of cover letter for submitting proposals for promotion of education staff	15 minutes	Draft cover letter for submission of proposal for promotion of education staff initialed	
6	(Vice Dean II) Initial draft of cover letter proposal for regular promotion of civil servants and forward it to the Dean							Draft of cover letter for submission of proposal for promotion of the highest level of education staff	15 minutes	Draft of cover letter for submission of proposal for promotion of civil education staff initialed	
7	(Dean) Signs the draft cover letter for the proposed							Draft of cover letter for submission of	15 minutes	Cover letter for submitting	

	promotion to the regular rank of civil servants and submits it to the Personnel Section							proposal for promotion of the highest level of education staff		a proposal for promotion of education staff, signed by the Dean	
8	(personnel) receive a draft cover letter for the proposed promotion from the Dean which has been signed to be stamped, and scanned as well as send a cover letter for the proposed promotion to regular civil servants by attaching soft copies and hard copies of documents to the University of Jember (Chancellor, Vice Chancellor II and Head Office Staffing) for further processing as well as filing.									Cover letter for the proposal for promotion of educational staff along with the files and soft copies.	

## 6. SOP for Submission of Employee Transfer Proposal

 <p style="text-align: center;"><b>MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY</b></p> <p style="text-align: center;"><b>UNIVERSITY OF JEMBER</b></p>	SOP number	: KEPEG.14
	Manufacture Date	: 04 January 2021
	Revision Date	:-
	Effective date	: January 18, 2021
	Endorsed by	:  Dean Faculty of Economics and Business, University of Jember  Prof. Dr. Isti Fadah, M.Si. NIP 196610201990022001
SOP name	: Submission of employee transfer proposal	
<b>LEGAL BASIS:</b>	<b>EXECUTIVE QUALIFICATIONS:</b>	
<ol style="list-style-type: none"> <li>4. Law Number 5 of 2014 concerning State Civil Apparatus;</li> <li>5. Regulation of the Minister of Research, Technology, and Higher Education of the Republic of Indonesia number 34 of 2018 concerning Class Positions at the University of Jember;</li> <li>6. Government Regulation Number 11 of 2017 concerning Management of Civil Servants;</li> <li>7. Government Regulation Number 94 of 2021 concerning Civil Servant Discipline;</li> <li>8. Circular of the Chancellor Number 3705/UN25/KP/2021 concerning the Internal Mutation Mechanism for Education Personnel at the University of Jember.</li> </ol>	<ol style="list-style-type: none"> <li>4. Has simple data processing capabilities</li> <li>5. Understand the procedure for making a letter of recommendation for rotation/transfer of educational staff internally</li> <li>6. Understand the main tasks and functions of the work unit</li> <li>7. Understanding the Work Unit Position Map</li> <li>8. Understand the applicable rules and regulations</li> </ol>	
<b>LINKAGES:</b>	<b>EQUIPMENT AND EQUIPMENT:</b>	
	<ol style="list-style-type: none"> <li>15 Computer (CPU/Data Processor) and Printer</li> <li>16 Internet Network</li> <li>17 Storage Media/Flash Drive</li> <li>18 Office stationery</li> <li>19 Position Map</li> <li>20 Disposition sheet</li> <li>21 Odner where to save files</li> </ol>	
<b>WARNING:</b>	<b>RECORDING AND DATA COLLECTION:</b>	
If this SOP is not implemented, then the employee transfer proposal cannot be processed.	Saved as electronic and manual data	

### SUBSCRIPTION OF EMPLOYEE MUTATIONS

No	Activity	Executor							Raw Quality			Information
		Direct supervisor	Faculty Leader	Dean	Vice Dean II	chord . Working Group for Administration	Deputy Coordinator. Working Group on Finance and Personnel	Personnel department	Completeness	Time	Output	
1	(Direct supervisor) coordinates position conditions in his/her unit to be submitted to the leadership meeting level								Job map, job description, Employee data	1 day	Results of employee needs analysis	
2	(Leadership) conducts a confidential meeting and decides the name of the proposed staff according to the needs of the position based on the job map								Position Map Employee Needs Analyst, employee data	1 day	Meeting results	The leadership consists of the Dean, Coord. Pokja TU, all Deputy Coords . working group.
3	(Vice Dean II) Make a disposition to the TU Pokja Coordinator to make a cover letter for proposing the names of staff who will occupy new positions according to the agreement of the results of the meeting between the Leaders								Disposition and previous file	1 day	Disposition	
	(Pokja TU coordinator) makes a disposition to the								Disposition of vice dean II as		Disposition	



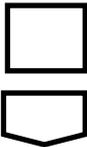
	draft cover letter for the transfer proposal and submits it to the Personnel Section								cover letter for submitting the initialized mutation proposal	min utes	cover letter for submitti ng a transfer proposal	
9	(employment) receive a draft cover letter for submitting a mutation proposal from the dean to be stamped, scanned and archived and Send a cover letter for submitting a mutation proposal along with hardcopy and softcopy files as supporting documents to the University of Jember (Chancellor, Vice Chancellor II and Central Office Personnel) for further processing									30 min utes	Cover letter for submis sion of transfer proposa l	Further more, the process is at the Univer sity of Jember and waiting for the Decree of the Chance llor of the Univer sity of Jember

## 7. SOP for Submission of Extraordinary Lecturers

 <p style="text-align: center;"><b>MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY</b></p> <p style="text-align: center;"><b>UNIVERSITY OF JEMBER</b></p>	SOP number	: KEPEG.12
	Manufacture Date	: 04 January 2021
	Revision Date	:-
	Effective date	: January 18, 2021
	Endorsed by	:  Dean Faculty of Economics and Business, University of Jember  Prof. Dr. Isti Fadah, M.Si. NIP 196610201990022001
SOP name	: Submission of Extraordinary Lecturers	
<b>LEGAL BASIS:</b>	<b>EXECUTIVE QUALIFICATIONS:</b>	
<ol style="list-style-type: none"> <li>1. Law Number 13 of 2003 concerning Manpower;</li> <li>2. Government Regulation Number 3/M/2021 of 2021 concerning Key Performance Indicators of State Universities and Higher Education Service Institutions at the Ministry of Education and Culture;</li> <li>3. Rector's Circular number 2229/UN25/KP/2021 concerning the Mechanism for Appointing Extraordinary Lecturers at the University of Jember.</li> </ol>	<ol style="list-style-type: none"> <li>1. Has simple data processing capabilities</li> <li>2. Understand the procedure for submitting extraordinary lecturers</li> <li>3. Understand the main tasks and functions of the work unit</li> <li>4. Understand the applicable rules and regulations</li> </ol>	
<b>LINKAGES:</b>	<b>EQUIPMENT AND EQUIPMENT:</b>	
	<ol style="list-style-type: none"> <li>1. Computer (CPU/Data Processor) and Printer</li> <li>2. Internet Network</li> <li>3. Storage Media/Flash Drive</li> <li>4. Office stationery</li> <li>5. Disposition sheet</li> <li>6. Odner where to save files</li> </ol>	
<b>WARNING:</b>	<b>RECORDING AND DATA COLLECTION:</b>	
If this SOP is not implemented, it cannot be processed further	Saved as electronic and manual data	

## SUBMISSION OF LECTURERS

No	Activity	Executor						Raw Quality			Information
		Applicant	Dean	Vice Dean II	chord. Working Group for Administration	Deputy Coordinator. Pokja Keu. & Kepeg	Staffing	Completeness	Time	Output	
1	(Applicant) submits a job application as an Extraordinary Lecturer to the Dean							Application for a job as a lecturer at LB		Application letter	
2	(Dean) gives disposition/memo to Vice Dean II and staffing to process application to Chancellor of Jember University								10 minutes	disposition	
3	(Vice Dean II) Make a disposition to the Deputy Coord. Pokja Keu & Kepeg. to make a cover letter for submission as an Extraordinary Lecturer							Disposition and previous file	10 minutes	Disposition	
4	(Employment) Drafting a cover letter for the submission of an extraordinary lecturer to be initiated by the Deputy Finance Coordinator. and Kepeg.							Draft cover letter for submission as LB Lecturer	1 hour	Draft of LB lecturer submission letter along with the applicant's file	
5	(Deputy Coordinator of Finance and Kepeg.) Initialize the cover letter for the LB lecturer submission and forward it to the TU Pokja Coordinator							Draft cover letter for submission as LB Lecturer	15 minutes	Draft cover letter for LB lecturer submission initialed	
6	(Coordinator of Pokja TU) initials of the draft cover letter for the submission of the LB lecturer and forward it to the Deputy Dean II							Draft cover letter for the most recent LB lecturer submission	15 minutes	Draft cover letter for LB lecturer submission initialed	
7	(Vice Dean II) Initial draft of cover letter							Draft cover letter for LB	15 minutes	Draft cover letter for	

	for LB lecturer submission and forward it to the Dean							lecturer submission initialed	es	LB lecturer submission initialed	
8	(Dean) Signs a draft cover letter for the submission of the LB lecturer and submits it to the Personnel Section							Draft cover letter for LB lecturer submission initialed	15 minutes	A signed cover letter for LB lecturer submission	
9	(Employment Section) Sending a cover letter for LB lecturer submissions along with supporting files to the University of Jember (Chancellor, Vice Chancellor II and Headquarters Personnel) for further processing as well as filing.								15 minutes	Cover letter for LB lecturer submission	Furthermore, the process is at the University of Jember and waiting for the Decree of the Chancellor of the University of Jember

## 8. SOP for Submitting a Retirement Due to Death

 <b>MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY</b>  <b>UNIVERSITY OF JEMBER</b>	SOP number	: KEPEG.7
	Manufacture Date	: 04 January 2021
	Revision Date	:-
	Effective date	: January 18, 2021
	Endorsed by	:  Dean Faculty of Economics and Business, University of Jember  Prof. Dr. Isti Fadah, M.Si. NIP 196610201990022001
SOP name	: Application for Retirement Due to Death	
<b>LEGAL BASIS:</b>	<b>EXECUTIVE QUALIFICATIONS:</b>	
<ol style="list-style-type: none"> <li>UU no. 11 of 1969, concerning employee pensions and pensions for civil servants' widows/widowers;</li> <li>UU no. 8 of 1974 Jo. UU no. 43 of 1999, concerning the main points of employment;</li> <li>PP No. 32 of 1979, concerning the dismissal of civil servants;</li> <li>Government Regulation Number 11 of 2017 concerning Management of Civil Servants;</li> <li>PP number 9 of 2003 concerning the Authority for the Appointment, Transfer and Dismissal of Civil Servants;</li> <li>Regulation of the Head of BKN Number 3 of 2008 concerning Technical Guidelines for the Implementation of Government Regulation Number 14 of 2008 concerning Determination of the Principal Pension for Civil Servants and their Widows.</li> </ol>	<ol style="list-style-type: none"> <li>Has simple data processing capabilities</li> <li>Understand the procedure for Applying for Pensions Due to Death</li> <li>Understand the main tasks and functions of the work unit</li> <li>Understand the applicable rules and regulations</li> </ol>	
<b>LINKAGES:</b>	<b>EQUIPMENT AND EQUIPMENT:</b>	
	<ol style="list-style-type: none"> <li>Computer (CPU/Data Processor) and Printer</li> <li>Internet Network</li> <li>Storage Media/Flash Drive</li> <li>Office stationery</li> <li>Scanner Tool</li> <li>Folder where to save files</li> </ol>	
<b>WARNING:</b>	<b>RECORDING AND DATA COLLECTION:</b>	
If this SOP is not implemented, there will be a delay in the Widow/Widower Pension Decree	Saved as electronic and manual data	

## APPLICATION FOR RETIREMENT DUE TO DEATH

No	Activity	Executor							Raw Quality			Information
		Heir	Staffing	Deputy Coordinator. Pokja Keu. and Kepeg.	chord. TU Working Group	Vice Dean II	Dean	Treasurer Salary	Completeness	Time	Output	
1	[Heirs] provide a death certificate to the staff								Death certificate	10 minutes	Legaliser Certificate of Widow/widower from the kelurahan	From the village / hospital where the deceased died
2	(Employment) inform the heirs of the requirements regarding the proposal for a pension due to death and make a file that must be signed by the heir and the village where the deceased lives.								<ul style="list-style-type: none"> <li>- DPCP</li> <li>- SP-4B-SPTB</li> <li>- List of Family Composition</li> <li>- Widow/Widower Retirement Statement Letter</li> <li>- Affidavit of never being sentenced to discipline</li> <li>- The statement letter is not currently undergoing a prison sentence process based on a court decision.</li> </ul>	1 day	file	All files are sent to the heirs for follow-up.
3	(Heirs) send back the processed file and attach the requirements for the proposal for a pension due to death according to information from the staff								<ul style="list-style-type: none"> <li>- 7 (seven) pieces of colored heirs' 3x4 photographs;</li> <li>- Photocopy of the latest ID card;</li> <li>- Photocopy of Family Card;</li> <li>- Photocopy of Marriage Certificate (legalized by KUA);</li> </ul>	1 week	The file has been signed by the person concerned and from the Kelurahan .	
4	(Employment) prepare the data of the deceased to be legalized Vice dean II								<ul style="list-style-type: none"> <li>- Photocopy of SK. civil servant. SK PNS, SK Last Rank;</li> <li>- Last Periodic Salary;</li> <li>- Photocopy of Karpeg, Karis,</li> </ul>	1 week	File	

								Taspen; - Photocopy of SKP (last 2 years); - Photocopy of New Nip Conversion;			
5	(deputy dean II) Sign the legalized file of the deceased								30 minutes	Legalize the file signed	The file is submitted to the personnel department
6	(employment) receives documents that have been legalized from the vice dean II and drafts a letter proposing a Widow/Widower Pension and sends it to the Deputy Coord. Pokja Keu/Kepeg to be initialed.							draft of proposal letter for widow/widower pension		the initialed draft of the Widow/Widower Pension proposal letter	
7	(Deputy Coordinator of Finance and Kepeg.) Initialize the draft of the proposal letter for widows/widowers and forward it to the TU Pokja Coordinator							draft of proposal letter for widow/widower pension	2 hours	the initialed draft of the Widow/Widower Pension proposal letter	
8	(Coordinator of Pokja TU) Initialize the draft of the proposal letter for Widow/Widower Pension and forward it to the Deputy Dean II							draft of proposal letter for widow/widower pension	2 hours	the initialed draft of the Widow/Widower Pension proposal letter	
9	(Vice Dean II) Initialize the draft of the Widow/Widower Pension proposal letter and forward it to the Dean							draft of proposal letter for widow/widower pension	2 hours	draft of retirement proposal letter Initialed Widow/Widower	
10	(Dean) Signs the draft of the Widow/Widower Pension proposal letter and submits it to the Personnel Section							draft of proposal letter for widow/widower pension	30 minutes	A signed draft of the Widow/Widower Pension proposal letter	All files are signed by the Dean
11	(Employment) receives a draft of the Widow/Widower Pension proposal								15 minutes	-cover letter - Files/docu	Further more, the process

	letter, stamps and scans all documents to be sent to the University of Jember (Rector, Vice Chancellor II and Head Office Personnel) for further processing as well as archiving.										ments in soft and hard copies	is at the University of Jember
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## 9. SOP for Submission of Civil Servant Retirement

 <b>MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY</b>  <b>UNIVERSITY OF JEMBER</b>	SOP number	: KEPEG.6
	Manufacture Date	: 04 January 2021
	Revision Date	:-
	Effective date	: January 18, 2021
	Endorsed by	:  Dean Faculty of Economics and Business, University of Jember  Prof. Dr. Isti Fadah, M.Si. NIP 196610201990022001
SOP name	: Application for Civil Servant Pension	
<b>LEGAL BASIS:</b>	<b>EXECUTIVE QUALIFICATIONS:</b>	
<ol style="list-style-type: none"> <li>1. UU no. 11 of 1969, concerning employee pensions and pensions for civil servants' widows/widowers;</li> <li>2. UU no. 8 of 1974 Jo. UU no. 43 of 1999, concerning the main points of employment;</li> <li>3. PP No. 32 of 1979, concerning the dismissal of civil servants;</li> <li>4. Government Regulation Number 11 of 2017 concerning Management of Civil Servants;</li> <li>5. PP number 9 of 2003 concerning the Authority for the Appointment, Transfer and Dismissal of Civil Servants;</li> <li>6. Regulation of the Head of BKN Number 3 of 2008 concerning Technical Guidelines for the Implementation of Government Regulation Number 14 of 2008 concerning Determination of the Principal Pension for Civil Servants and their Widows.</li> </ol>	<ol style="list-style-type: none"> <li>1. Has simple data processing capabilities;</li> <li>2. Understand the procedure for applying for a Civil Servant's pension;</li> <li>3. Understand the main tasks and functions of the work unit;</li> <li>4. Understand the applicable rules and regulations.</li> </ol>	
<b>LINKAGES:</b>	<b>EQUIPMENT AND EQUIPMENT:</b>	
	<ol style="list-style-type: none"> <li>1. Computer (CPU/Data Processor) and Printer</li> <li>2. Internet Network</li> <li>3. Storage Media/Flash Drive</li> <li>4. Office stationery</li> <li>5. Scanner Tool</li> <li>6. Odner where to save files</li> </ol>	
<b>WARNING:</b>	<b>RECORDING AND DATA COLLECTION:</b>	
If this SOP is not implemented, there will be a delay in the retirement decree	Saved as electronic and manual data	

APPLICATION FOR CIVIL SERVICE RETIREMENT

No	Activity	Executor							Raw Quality			Information
		Personnel department	Applicant	Deputy Coordinator. Pokja Keu. and Kepeg.	chord. Working Group for Administration	Vice Dean II	Dean	Treasurer Salary	Completeness	Time	Output	
1	[Employment] Draft an outgoing letter regarding Notification of Reaching the Retirement Age Limit to be initialed by the Deputy. choir. Pokja Keu & Kepeg.)									10 minutes	Draft Notification Letter for reaching the retireme nt age limit	Intended to the person concern ed sent 1 year before entering retireme nt,
2	(Deputy Coordinator of Finance and Kepeg.) Initialing the draft notification letter for having reached the retirement age limit forwarding it to the TU Pokja Coordinator									10 minutes	Draft cover letter Notice of having reached the retiremen t age limit	Draft cover letter Notice of having reached the retireme nt age limit initialize d
3	(Coordinator of Pokja TU) Initial of the draft notification letter for having reached the retirement age limit and forwarding it to the Deputy Dean II									10 minutes	Draft cover letter Notice of having reached the retiremen t age limit	Draft cover letter Notice of having reached the retireme nt age limit
4	(Vice Dean II) Initial draft notification letter for having reached the retirement age limit and forwarding it to the Dean									10 minutes	Draft cover letter Notice of having reached the retiremen t age limit	Draft cover letter Notice of having reached the retireme nt age limit initialize



	<p>person concerned and the authorized official</p> <p>- prepare the Pension requirements file according to the notification letter</p> <p>all files that have been legalized or signed are returned to the personnel department</p>							<p>SK Last Rank;</p> <p>2. Last Periodic Salary;</p> <p>3. Photocopy of Karpeg, Karis, Taspen;</p> <p>4. 7 (seven) pieces of 3x4 color photographs;</p> <p>5. Photocopy of the latest ID card;</p> <p>6. Photocopy of Family Card;</p> <p>7. Photocopy of Marriage Certificate (legalized by KUA);</p> <p>8. Photocopy of DP-3 (last 2 years);</p> <p>9. Photocopy of New Nip Conversion;</p> <p>10. Photocopy of last diploma.</p>			Deputy Dean II	
		↓										
8	(personnel) receive all pension application files and make a cover letter to the head office to be initialed by the Deputy. choir. Pokja Keu & Kepeg.)											
												
9	(Deputy Coordinator of Finance and Kepeg.) Initialize the draft of the pension application letter along with all files and forward it to the TU Pokja Coordinator								1. Draft cover letter for retirement application	15 minutes	Cover letter for retirement application initialed	
10	(Coordinator of Pokja TU) initial draft of								Draft cover	10 min	Cover letter for	

	the pension application letter along with all files and forward it to the Deputy Dean II							letter for retirement application	utes	retirement application initialed	
11	(Vice Dean II) Initial draft of the pension application letter along with all Civil Servant files and forward it to the Dean							Draft cover letter for retirement application	10 minutes	Cover letter for retirement application initialed	
12	(Dean) draft of pension application letter and all documents signed							Draft cover letter for retirement application	15 minutes	Cover letter for applying for a pension and 6 Draft data for submitting a proposal for a Civil Servant Pension that is signed	All files are signed by the Dean
13	(Employment) Received a draft letter of dismissal as a civil servant due to reaching the age limit, stamped and scanned all files by naming each file and sent soft copies and hard copies of documents to the University of Jember (Chancellor, Vice Chancellor II and Central Office Personnel) for further processing carry on							Draft cover letter for retirement application	2 hours		- Letter of Dismissal as a Civil Servant Due to Reaching the Age Limit

## 10. SOP for Submission of a Satyalancana Honorary Award by Satya Civil Servant

 <p style="text-align: center;"><b>MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY</b></p> <p style="text-align: center;"><b>UNIVERSITY OF JEMBER</b></p>	SOP number	: KEPEG.9
	Manufacture Date	: 04 January 2021
	Revision Date	:-
	Effective date	: January 18, 2021
	Endorsed by	:  Dean Faculty of Economics and Business, University of Jember  Prof. Dr. Isti Fadah, M.Si. NIP 196610201990022001
SOP name	: Submission of Honorary Award for Satyalancana by Satya Civil Servant	
<b>LEGAL BASIS:</b>		<b>EXECUTIVE QUALIFICATIONS:</b>
<ol style="list-style-type: none"> <li>1. Law Number 5 of 2014 concerning State Civil Apparatus;</li> <li>2. Government Regulation Number 11 of 2017 concerning Management of Civil Servants;</li> <li>3. Government Regulation Number 53 of 2010 concerning Civil Servant Discipline;</li> <li>4. Secretary's letter. General of the Ministry of Education and Culture Number 34 of 2020 regarding the proposal to award the Satyalancana Karya Satya honorary sign</li> </ol>		<ol style="list-style-type: none"> <li>1. Has simple data processing capabilities</li> <li>2. Understand the procedure for submitting a Satyalancana Honorary Award for the work of Satya Civil Servants Understand the main duties and functions of the work unit</li> <li>3. Understand the applicable rules and regulations</li> </ol>
<b>LINKAGES:</b>		<b>EQUIPMENT AND EQUIPMENT:</b>
		<ol style="list-style-type: none"> <li>1. Computer (CPU/Data Processor) and Printer</li> <li>2. Internet Network</li> <li>3. Storage Media/Flash Drive</li> <li>4. Office stationery</li> <li>5. Scanner Tool</li> </ol>
<b>WARNING:</b>		<b>RECORDING AND DATA COLLECTION:</b>
If this SOP is not implemented, then the proposal for awarding the Satyalancana Karya Satya Award cannot be processed further		Saved as electronic and manual data

Filing of Honor for Satyalancana by Satya Civil Servant

No	Activity	Executor								Raw Quality			Information
		Staffing	The civil servant concerned	PNS Director Supervisor	Representative. chor d. Pokja Keu & Kep eg.	chor d. Working Group for Administration	Vice Dean II	Dean	Kep. Bureau II Unin. Jember	Completeness	Time	Output	
1	(employment) Receive a notification letter regarding the proposal for a saytalanva award from the head office and follow up with a record of civil servants who will be proposed to receive a saytalanca Karyasatya honorary award because they have fulfilled and inform the person concerned to immediately complete the requirements									Notification letter from Head office	2 hours	nominative list of proposals to receive the Satyalancana Karya Satya Civil Servant award	Prospective recipients of the award meet the requirements of loyalty, dedication, skill, and honesty and have worked continuously without any sanctions during their tenure.
2	[Applicant] Completes the file and submits a Curriculum Vitae (DRH) to be signed by his immediate supervisor as one of the requirements for submitting the Satyalancana Honorary Award									Original Curriculum Vitae; Photocopy of SK CPNS, SK PNS, SK latest Rank and SK Position; Copy of SK Performance Allowance; Copy of Employment	2 days	- Completing the file File - Letter of notification	File legalized by Vice Dean II

									ee Card./ NIP Conver sion; Copy of SKP for the last 2 years; Copy of the Charter if you have;			
3	(direct supervisor) approves the applicant's application by signing the Curriculum Vitae concerned								Curriculu m Vitae Draft	10 min utes	Curriculum Vitae has been signed by direct supervisor	
4	[Applicant] submits Curriculum Vitae (DRH) along with other files to the Personnel Section								All files			
5	(Employment) receives all the required documents from the applicant and completes the required documents in the specified format								- draft of Statement of Absolute Accounta bility signed by high- ranking officials of pratama; - a draft Certificat e for functional officials stating that the functional official has received a promotio n/rank in accordanc e with applicabl e regulation s, signed by the authorize	2 days	draft of Statement of Absolute Responsib ility signed by Bureau II Univ. Jember - draft Certificate for functional officials stating that the functional official has received a promotion /rank in accordanc e with applicabl e regulation s, signed by the dean	Proposals are made collectively

									d official.			
6	(Bureau II Univ. Jember) Signed the Statement of Absolute Accountability								Draft Statement of Absolute Liability	1 day	The Statement of Absolute Liability has been signed	Proposals are made collectively
7.	(Employment) - receive a statement of absolute responsibility and prepare a cover letter for the recipient of the Satyalancana Karya Satya Civil Servant award to be initialed by the deputy coordinator. Pokja keu.&kepeg.								Draft of cover letter for the recipient of the Satyalancana Karya Satya award			
8	(Deputy Coordinator of Finance and Kepeg.) Initialize the cover letter of the proposal for the recipient of the Satyalancana Karya Satya Civil Servant award and forward it to the TU Pokja Coordinator								Draft of cover letter for submitting a proposal to receive the Satyalancana Karya Satya Civil Servant award	15 minutes	Draft cover letter for submission of proposal for acceptance of the Satyalancana Karya Satya Civil Servant award initialed	
9	(Coordinator of the Pokja TU) Initial draft of the cover letter for the proposal for the recipient of the Satyalancana Karya Satya Civil Servant award and forwarded to the Deputy Dean II								Draft of cover letter for submission of proposal for acceptance of the most prestigious Satyalancana Karya Satya Civil Servant award	15 minutes	Draft cover letter for submission of proposal for acceptance of the Satyalancana Karya Satya Civil Servant award initialed	
10	(Vice Dean II) Initial draft of cover letter proposal to								Draft of cover letter for submission	15 minutes	Draft cover letter for submission	

	receive the Satyalancana Karya Satya Civil Servant award and forward it to the Dean								n of proposal for acceptance of the most prestigious Satyalancana Karya Satya Civil Servant award		n of proposal for acceptance of the Satyalancana Karya Satya Civil Servant award initialed	
11	(Dean) Signs a draft cover letter for the proposal to receive the Satyalancana Karya Satya Civil Servant award and submits it to the Personnel Section								Draft of cover letter for submission of proposal for acceptance of the most prestigious Satyalancana Karya Satya Civil Servant award	15 minutes	Draft of cover letter for the proposal to receive the Satyalancana Karya Satya Civil Servant award signed	
12	(Employment Section) receives a draft of the recipient's proposal. Sends a cover letter for the proposal to receive the Satyalancana Karya Satya Civil Servant award by attaching soft copies and hard copies of documents to the University of Jember (Chancellor, Vice Chancellor II and Central Office Personnel) for further processing as well as filing.								Cover letter for submitting a proposal to accept the Satyalancana Karya Satya Civil Servant award	15 minutes	-cover letter - Files/documents in soft and hard copies	Furthermore, the process is at the University of Jember The Satyalancana Award is handed over to the civil servant concerned at the National Ceremony

## 11. SOP for Submission of Permits/Learning Assignments

 <p style="text-align: center;"><b>MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY</b></p> <p style="text-align: center;"><b>UNIVERSITY OF JEMBER</b></p>	SOP number	: KEPEG.11
	Manufacture Date	: 04 January 2021
	Revision Date	:-
	Effective date	: January 18, 2021
	Endorsed by	:  Dean Faculty of Economics and Business, University of Jember  Prof. Dr. Isti Fadah, M.Si. NIP 196610201990022001
SOP name	: Application for Permits/Learning Assignments	
<b>LEGAL BASIS:</b>	<b>EXECUTIVE QUALIFICATIONS:</b>	
<ol style="list-style-type: none"> <li>1. Law of the Republic of Indonesia Number 8 of 1974 concerning the Principles of Employment (State Gazette of the Republic of Indonesia Number 55 of 1974, Supplement to the State Gazette of the Republic of Indonesia Number 3041) as amended by Law Number 43 of 1999 (State Gazette of the Republic of Indonesia Year 1999 Number 169, Supplement to the State Gazette Number 3890 );</li> <li>2. Law of the Republic of Indonesia No. 20 of 2003 concerning the National Education System (State Gazette of the Republic of Indonesia of 2003 number 78, Supplement to the State Gazette of the Republic of Indonesia number 4301);</li> <li>3. Government Regulation Number 99 of 2000 concerning Promotion of Civil Servant Ranks has been amended by Government Regulation Number 12 of 2002 (State Gazette of 2002 Number 32, Supplement to State Gazette Number 4193);</li> <li>4. Decree of the Minister of National Education Number 48 of 2009 concerning guidelines for providing study assignments for Civil Servants within the Ministry of National Education;</li> <li>5. Decree of the Minister of National Education Number 61 of 2009 concerning the granting of power and delegation of authority for the implementation of Personnel administration activities to University officials within the Ministry of National Education;</li> <li>6. Circular of the Chancellor of the University of Jember Number 1164/H25/KP/2011 concerning Technical Instructions for Applying for Study Permits/Continuing Education at a Higher Level at Own Fees for Civil Servants at the University of Jember.</li> </ol>	<ol style="list-style-type: none"> <li>1. Has simple data processing capabilities</li> <li>2. Understand the procedure for applying for a permit/study assignment</li> <li>3. Understand the main tasks and functions of the work unit</li> <li>4. Understand the applicable rules and regulations</li> </ol>	

<b>LINKAGES:</b>	<b>EQUIPMENT AND EQUIPMENT:</b>
1. SOP for Management of Educational Promotion	<ol style="list-style-type: none"> <li>1. Computer (CPU/Data Processor) and Printer</li> <li>2. Internet Network</li> <li>3. Storage Media/Flash Drive</li> <li>4. Office stationery</li> <li>5. Odnr where to save files</li> </ol>
<b>WARNING:</b>	<b>RECORDING AND DATA COLLECTION:</b>
If this SOP is not implemented, the granting of a permit/study assignment cannot be processed so that the person concerned cannot follow the adjustment of the diploma according to the applicable regulations.	Saved as electronic and manual data

### SUBMISSION OF LICENSE/STUDY ASSIGNMENT

No	Activity	Executor							Raw Quality			Information
		Applicant	Staffing	Representative. Koor, Pokja Keu & Kep eg.	TU Working Group Coordinator	Wadek I	Wadek II	Dean	Completeness		Output	
1	(applicant) submits a letter of application for a permit/study assignment to the dean by showing the letter was accepted as a student	□							Application letter accepted as student SK CPNS, SK PNS, SK Last Rank; Certificate of physical and mental health; KARPEG/PNS Card; SKP- last 2 years; Marriage certificate;	1 day	file	
	(Dean) makes a disposition to the Deputy choir. The Financial & Personnel Working Group to be assisted in submitting a permit/study assignment and the requirements for the permit/study assignment concerned shall be submitted to the applicant						□			10 minutes	Make a disposition to make a cover letter for the proposal for a permit/study assignment	
2	(applicant) submits the dean's disposition to staff by bringing all the completeness of the permit requirements/study assignments	□								10 minutes		
3	(staffing) Prepare the required documents for the Study Permit/task, and receive the complete		□						Relevant file		- Leadership Recommendation Letter; - A statement from the head of the work unit	Legalized Deputy Dean I

	documents from the applicant to be forwarded legalized to the deputy dean I									regarding the field of study to be pursued has a relationship or is in accordance with the needs and development of the organization; - Statement letter; - Model C/KP4; - License fee stamped 10,000	
4	(Vice Dean I) signed the permit/study assignment requirements file									File legalizer's signature	All files returned to personnel
5	(employment) receives a legalized file from the Deputy dean I and drafts a cover letter for the application for a study permit/assignment to be initialed to the deputy. chord. Pokja keu & Kepeg.							All files that have been legalized	10 minutes	- Draft cover letter for permit application/study assignment	
6	(Deputy Coordinator for Finance and Kepeg.) Initialize the draft cover letter for the application for a Study Permit/Assignment and forward it to the TU Pokja Coordinator							- Draft cover letter for application for study permit/study assignment initialed	15 minutes	Draft cover letter for application for study permit/study assignment initialed	
7	(Coordinator of Pokja TU) Initial draft of cover letter for application of Study Permit/Assignment and forward it to Deputy Dean II							- Draft cover letter for application for study permit/study assignment initialed	15 minutes	Draft cover letter for application for study permit/study assignment initialed	
8	(Vice Dean II) Initial draft of cover letter for application of Study Permit/Assignment and forward it to the Dean							- Draft cover letter for application for study permit/study assignment initialed	15 minutes	Draft cover letter for application for study permit/study assignment initialed	
9	(Dean) a draft cover letter for the application of a Study Permit/Assignment signed and							Draft cover letter for applying for the most recent Study Permit/Assign	60 minutes	Draft cover letter for submitting a signed Study Permit/Assignment	

	submitted to the Personnel Section								ment			
10	(personnel) Received a draft cover letter for the application of a Study Permit/Assignment to be stamped, scanned and sent along with supporting files to the University of Jember (Rector, Vice Chancellor I, BAKA and Head Office) for further processing as well as archiving.								Cover letter for applying for the most initial Study Permit/Assignment	15 minutes	Cover letter for applying for a signed Study Permit/Assignment	Furthermore, the process is at the University of Jember and waiting for the Decree of the Chancellor of the University of Jember

## 12. SOP for Management of National Lecturer Identification Number (NIDN)

 <p style="text-align: center;"><b>MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY</b></p> <p style="text-align: center;"><b>UNIVERSITY OF JEMBER</b></p>	SOP number	: KEPEG.13
	Manufacture Date	: 04 January 2021
	Revision Date	:-
	Effective date	: January 18, 2021
	Endorsed by	:  Dean Faculty of Economics and Business, University of Jember  Prof. Dr. Isti Fadah, M.Si. NIP 196610201990022001
SOP name	: MANAGEMENT OF NATIONAL LECTURER NUMBER (NIDN)	
<b>LEGAL BASIS:</b>	<b>EXECUTIVE QUALIFICATIONS:</b>	
<ol style="list-style-type: none"> <li>1. Law Number 5 of 2014 concerning State Civil Apparatus;</li> <li>2. Law number 12 of 2012 concerning Higher Education;</li> <li>3. Permenristek Dikti Number 26 of 2015 concerning Registration of Education in Higher Education;</li> <li>4. Minister of Research and Technology Regulation number 2 of 2016;</li> </ol>	<ol style="list-style-type: none"> <li>1. Has simple data processing capabilities</li> <li>2. Understand the procedure for making letters</li> <li>3. Understand the main tasks and functions of the work unit</li> <li>4. Understand the applicable rules and regulations</li> </ol>	
<b>LINKAGES:</b>	<b>EQUIPMENT AND EQUIPMENT:</b>	
	<ol style="list-style-type: none"> <li>1. Computer (CPU/Data Processor) and Printer</li> <li>2. Internet Network</li> <li>3. Storage Media/Flash Drive</li> <li>4. Office stationery</li> <li>5. Odner where to save files</li> </ol>	
<b>WARNING:</b>	<b>RECORDING AND DATA COLLECTION:</b>	
If this SOP is not implemented, then the NIDN management cannot be processed	Saved as electronic and manual data	

MANAGEMENT OF NATIONAL LECTURER NUMBER (NIDN)

NO	Activity	Executor						Raw Quality			Information	
		The civil servant concerned	Staffing	Deputy Coordinator of the Pokja Keu & Kepeg.	chord. TU Working Group	Vice Dean II	Dean	Head Office Personnel	Completeness	Time		Output
1	(The civil servant concerned) completes the requirements according to the notification from the Head Office Personnel And submitted to the staffing of the faculty								1. Statement Letter as a Permanent Lecturer; 2. Copy of CPNS SK; 3. Photocopy of ID card; 4. Photocopy of Teaching Decree; 5. Photocopy of Certificate of Passing Medical Test; 6. Photocopy of Family Card; 7. Copies of diplomas. 8. Passport color photo size 4 x 6.	2 days	file	Files in duplicate and All files scanned
3	(staffing) draft the NIDN proposal letter								Relevant file	30 minutes	NIDN proposal letter draft	
4	(Deputy Coordinator of Finance and Kepeg.) Initialize the draft of the NIDN Proposal and forward it to the Coordinator of the TU Working Group								NIDN proposal letter draft	10 minutes	initialed draft of NIDN Proposal	
5	(Coordinator of Pokja TU) Initial draft of cover letter Periodic salary increase and forward it to Deputy Dean II								NIDN proposal letter draft	10 minutes	NIDN proposal letter draft initialized	
6	(Vice Dean II) Initialize the draft of the NIDN Proposal and forward it to the Dean								NIDN proposal letter draft	30 minutes	NIDN proposal letter draft initialized	
7	(Dean) Signs the draft of the NIDN								NIDN proposal letter draft	30 minutes	NIDN proposal	

	Proposal and submits it to the Personnel Section									es	letter signed	
8	(Employment) Receives the NIDN Proposal Letter which has been signed by the Dean, stamped and scanned to be archived and sent to the University of Jember (Rector, Vice Chancellor II, and Personnel)								NIDN proposal letter		NIDN proposal letter along with files in hardcopy and softcopy.	

### 13. Taspen Card Management SOP

  <b>MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY</b>  <b>UNIVERSITY OF JEMBER</b>  <hr style="border-top: 1px dashed black;"/>	SOP number	: KEPEG.10
	Manufacture Date	: 04 January 2021
	Revision Date	:-
	Effective date	: January 18, 2021
	Endorsed by	:  <p style="text-align: center;">Dean Faculty of Economics and Business, University of Jember</p> <p style="text-align: center;">Prof. Dr. Isti Fadah, M.Si. NIP 196610201990022001</p>
SOP name	: TASPEN CARD MANAGEMENT	
<b>LEGAL BASIS:</b>	<b>EXECUTIVE QUALIFICATIONS:</b>	
<ol style="list-style-type: none"> <li>1. Law Number 5 of 2014 concerning State Civil Apparatus;</li> <li>2. Law number 12 of 2012 concerning Higher Education;</li> <li>3. Government Regulation Number 11 of 2017 concerning Management of Civil Servants</li> </ol>	<ol style="list-style-type: none"> <li>1. Has simple data processing capabilities</li> <li>2. Understand the procedure for making letters</li> <li>3. Understand the main tasks and functions of the work unit</li> <li>4. Understand the applicable rules and regulations</li> </ol>	
<b>LINKAGES:</b>	<b>EQUIPMENT AND EQUIPMENT:</b>	
	<ol style="list-style-type: none"> <li>1. Computer (CPU/Data Processor) and Printer</li> <li>2. Internet Network</li> <li>3. Storage Media/Flash Drive</li> <li>4. Office stationery</li> <li>5. Odner where to save files</li> </ol>	
<b>WARNING:</b>	<b>RECORDING AND DATA COLLECTION:</b>	
If this SOP is not implemented, then the management of the Taspen Katu cannot be processed	Saved as electronic and manual data	

TASPEN CARD MANAGEMENT

NO	Activity	Executor					Raw Quality			Information
		Staffing	Deputy Coordinator of the Pokja Keu & Kepeg.	chord. TU Working Group	Vice Dean II	Dean	Completeness	Time	Output	
1	(staffing) drafting a letter of proposal for a Taspem Card and preparing the relevant files						<ul style="list-style-type: none"> <li>• Copy of SK. CPNS, SK PNS;</li> <li>• Letter of assignment;</li> <li>• Statement of Carrying Out Tasks.</li> </ul>	30 minutes	Taspem Card Proposal letter draft	
2	(Deputy Coordinator of Finance and Kepeg.) Initialize the draft letter of the Taspem Card Proposal and forward it to the TU Pokja Coordinator						taspem card proposal letter draft	10 minutes	initialed draft of Taspem Card Proposal	
3	(Coordinator of Pokja TU) initials the draft of the Taspem Card and forwards it to the Deputy Dean II						taspem card proposal letter draft	10 minutes	Taspem Card Proposal letter draft initialized	
4	(Vice Dean II) Initialize the draft letter of the proposal for the Taspem Card, and forward it to the Dean						taspem card proposal letter draft	30 minutes	Taspem Card Proposal letter draft initialized	
5	(Dean) Signs the draft letter of the Taspem Card Proposal and submits it to the Personnel Section						taspem card proposal letter draft	30 minutes	Letter of Proposal for Taspem Card which is signed	
6	(staffing) Received a draft letter of proposal for a Taspem card, stamped and ordered it to be sent to the Taspem Jember branch office							10 minutes	Taspem Card Proposal Letter	The Taspem Card will be given directly to the person concerned by PT Taspem