1.0.   PURPOSE

This procedure is intended as a guideline for processing regular base salary increases based on rank and class as well as the length of service of employees in the BUK environment in accordance with the applicable civil servant salary regulations.

2.0.   SCOPE

This procedure describes the implementation of the periodic salary increase process starting from collecting employee data through the Personnel Information System (i-sdm.unesa.ac.id) to receiving Periodic Salary Increase (SKGB)

3.0.   REFERENCES

3.1. UU no. 8 of 1974 which has been amended by Law no. 43 of 1999

3.2. Government Regulation No.7 of 1977 and No. 15 of 2012

3.3. PP No.11 of 2017 concerning ASN Management

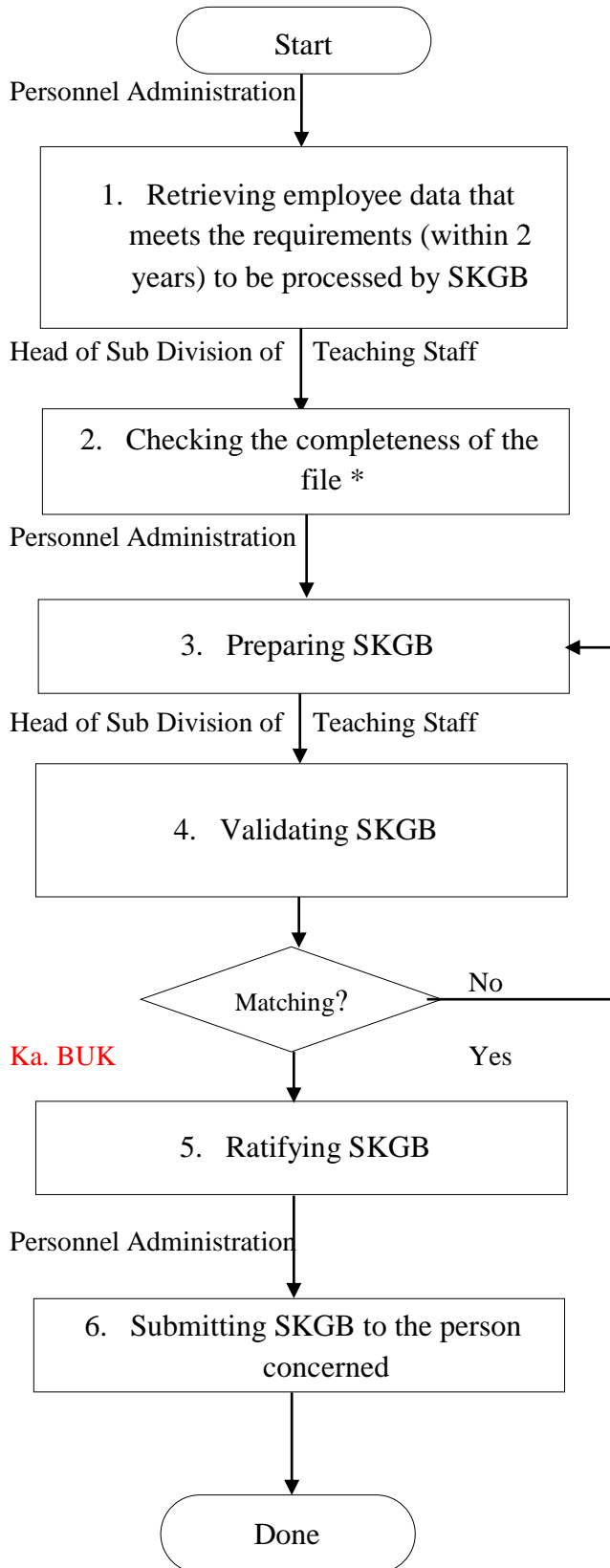3.4. Rector Regulation No.3 of 2020 concerning Unesa's Internal Quality Assurance System

4.0.   DEFINITION

4.1. SKGB is a Periodic Salary Benefit Letter

4.2. ASN is the State Civil Apparatus

5.0.   PROVISIONS

5.1.   Periodic Salary Increase for qualified employees every 2 years

5.2.   The SKGB is issued 3 months before the validity period

6.0. PROCEDURE DETAILS

Personnel Administration

Start

1. Retrieving employee data that meets the requirements (within 2 years) to be processed by SKGB

* 1. Employee data is taken
  • Retrieve SKGB data from the Unesa employee application

Head of Sub Division of | Teaching Staff

2. Checking the completeness of the file *

Personnel Administration

3. Preparing SKGB

Head of Sub Division of | Teaching Staff

4. Validating SKGB

Matching?

No

Yes

Ka. BUK

5. Ratifying SKGB

Personnel Administration

6. Submitting SKGB to the person concerned

Done

7.0. RECORDING LIST
7.1. SKGB

8.0. NOTES OF CHANGES
REV.0, 25 October 2012: Documents starting from scratch (no changes)
REV.01, 20 September 2017: Changes to the prposes flow, title of position
REV.02, 6 March 2020, name and title