



**Universitas Negeri Surabaya
Faculty of Vocational Studies
D4 Public Administration Study Program**

Document Code

SEMESTER LEARNING PLAN

Courses	CODE	Course Family	Credit Weight	SEMESTER	Compilation Date
Employee Compensation	6330103043		T=1 P=2 ECTS=4.77	4	July 17, 2024
AUTHORIZATION	SP Developer		Course Cluster Coordinator	Study Program Coordinator	
	Dr. Weni Rosdiana, S.Sos., M.AP.	

Learning model	Case Studies
-----------------------	---------------------

Program Learning Outcomes (PLO)	PLO study program which is charged to the course															
	PLO-7	demonstrate a responsible attitude towards work in their field of expertise independently														
	PLO-14	Mastering knowledge about the concepts and practices of organizations, management and public sector policies														
	Program Objectives (PO)															
	PO - 1	Demonstrate a responsible attitude towards work in the field of employee compensation independently.														
	PO - 2	Able to master knowledge of organizational and management concepts and practices in procedures and calculations for providing employee compensation														
	PO - 3	Able to formulate, implement and evaluate employee compensation policies in the public and private sectors.														
	PO - 4	Able to apply logical, critical, innovative, quality and measurable thinking in calculating employee compensation in accordance with applicable regulations														
	PLO-PO Matrix															
		<table border="1" style="margin: auto;"> <tr> <td>P.O</td> <td>PLO-7</td> <td>PLO-14</td> </tr> <tr> <td>PO-1</td> <td></td> <td></td> </tr> <tr> <td>PO-2</td> <td></td> <td></td> </tr> <tr> <td>PO-3</td> <td></td> <td></td> </tr> <tr> <td>PO-4</td> <td></td> <td></td> </tr> </table>	P.O	PLO-7	PLO-14	PO-1			PO-2			PO-3			PO-4	
P.O	PLO-7	PLO-14														
PO-1																
PO-2																
PO-3																
PO-4																

PO Matrix at the end of each learning stage (Sub-PO)																																																																																																						
	<table border="1" style="margin: auto;"> <tr> <th rowspan="2">P.O</th> <th colspan="16">Week</th> </tr> <tr> <th>1</th><th>2</th><th>3</th><th>4</th><th>5</th><th>6</th><th>7</th><th>8</th><th>9</th><th>10</th><th>11</th><th>12</th><th>13</th><th>14</th><th>15</th><th>16</th> </tr> <tr> <td>PO-1</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>PO-2</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>PO-3</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>PO-4</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>	P.O	Week																1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	PO-1																	PO-2																	PO-3																	PO-4																
P.O	Week																																																																																																					
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16																																																																																						
PO-1																																																																																																						
PO-2																																																																																																						
PO-3																																																																																																						
PO-4																																																																																																						

Short Course Description	The employee compensation course discusses the meaning of employee compensation, objectives and functions of compensation, factors that influence the formulation of compensation, forms of compensation, employee payroll management, employee administration management, employee overtime wages, basic concepts of payroll and the role of salaries, considerations in determining Civil Servant compensation in Indonesia, Civil Servant Pay System, Civil Servant Salary Structure, Civil Servant Salary Calculation, PTKP and PKP for Civil Servant, Pension Compensation Concept, Old Age Savings and Death Insurance, Death Insurance and Work Accident Insurance for both ASN and non ASN, and calculation concept service costs, remuneration and performance allowances. Learning is carried out for one semester by referring to applicable legislation with learning based on manual practice and computer systems. Assessment is carried out by performance and written tests.
---------------------------------	--

References	Main :

1. Kadarisman. 2012. Manajemen Kompensasi. Jakarta: PT RajaGrafindo Pesada
2. Moekijat. 2009. Administrasi Kepegawaian Negara Indonesia. Bandung: Mandar Maju
3. Notoatmodjo, Sukidjo. 2009. Pengembangan Sumber Daya Manusia. Jakarta: Rineka Cipta (Cetakan IV)
4. Undang-Undang Nomor 5 Tahun 2014 Tentang Aparatur Sipil Negara
5. PERATURAN PEMERINTAH REPUBLIK INDONESIA NOMOR-44 TAHUN 2020 TENTANG PEMBERIAN GAJI, PENSIUN, TUNJANGAN, ATAU PENGHASILAN KETIGA BELAS TAHUN 2020 KEPADA PEGAWAI NEGERI SIPIL, PRAJURIT TENTARA NASIONAL INDONESIA, ANGGOTA KEPOLISIAN NEGARA REPUBLIK INDONESIA, PEGAWAI NONPEGAWAI NEGERI SIPIL, DAN PENERIMA PENSIUN ATAU TUNJANGAN
6. PERATURAN PEMERINTAH REPUBLIK INDONESIA NOMOR 15 TAHUN 2019 TENTANG PERUBAHAN KEDELAPAN BELAS ATAS PERATURAN PEMERINTAH NOMOR 7 TAHUN 1977 TENTANG PERATURAN GAJI PEGAWAI NEGERI SIPIL
7. UNDANG-UNDANG REPUBLIK INDONESIA NOMOR 24 TAHUN 2011 TENTANG BADAN PENYELENGGARA JAMINAN SOSIAL
8. PERATURAN PEMERINTAH REPUBLIK INDONESIA NOMOR 70 TAHUN 2015 TENTANG JAMINAN KECELAKAAN KERJA DAN JAMINAN KEMATIAN BAGI ASN
9. PERATURAN PEMERINTAH REPUBLIK INDONESIA NOMOR 44 TAHUN 2015 TENTANG JAMINAN KECELAKAAN KERJA DAN JAMINAN KEMATIAN
10. PERATURAN PEMERINTAH REPUBLIK INDONESIA NOMOR 82 TAHUN 2019 TENTANG PERUBAHAN PERATURAN PEMERINTAH REPUBLIK INDONESIA NOMOR 44 TAHUN 2015 TENTANG JAMINAN KECELAKAAN KERJA DAN JAMINAN KEMATIAN
11. PERATURAN MENTERI KEUANGAN NOMO 113/PMK.05/2012 TENTANG PERJALANAN DINAS DALAM NEGERI BAGI PEJABAT NEGARA, PEGAWAI NEGERI, DAN PEGAWAI TIDAK TETAP
12. PERATURAN PEMERINTAH REPUBLIK INDONESIA NOMOR 66 TAHUN 2017 TENTANG PERUBAHAN ATAS PERATURAN PEMERINTAH REPUBLIK INDONESIA NOMOR 70 TAHUN 2015 TENTANG JAMINAN KECELAKAAN KERJA DAN JAMINAN KEMATIAN BAGI ASN
13. PERATURAN MENTERI KEUANGAN NOMOR 164/PMK.05/2015 TENTANG TATA CARA PERJALANAN DINAS LUAR NEGERI BESERTA ATURAN PERUBAHANNYA.

Supporters:

1. PERATURAN PEMERINTAH REPUBLIK INDONESIA NOMOR 15 TAHUN 2019 TENTANG PERUBAHAN KEDELAPAN BELAS ATAS PERATURAN PEMERINTAH NOMOR 7 TAHUN 1977 TENTANG PERATURAN GAJI PEGAWAI NEGERI SIPIL
2. PERATURAN MENTERI KEUANGAN NOMO 83/PMK.02/2022 TENTANG STANDAR BIAYA MASUKAN (SBM) TAHUN ANGGARAN 2023.

Supporting lecturer

Yuni Lestari, S.AP., M.AP.
Gading Gamaputra, S.AP., MPA.
Noviyanti, S.AP., M.AP.
Arieviana Ayu Laksmi, S.T., M.B.A.

Week-	Final abilities of each learning stage (Sub-PO)	Evaluation		Help Learning, Learning methods, Student Assignments, [Estimated time]		Learning materials [References]	Assessment Weight (%)
		Indicator	Criteria & Form	Offline (offline)	Online (online)		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	able to explain the types of employee compensation	1.Explain the importance of employee compensation, objectives and functions of compensation 2. Identify factors that influence the formulation of compensation, forms of compensation, and employee payroll management	Criteria: Develop compensation objectives and functions Form of Assessment : Participatory Activities	Power point, explanation of material and questions and answers on 3 X 50 material		Material: The concept of employee compensation, objectives and functions of compensation, factors that influence the formulation of compensation, Reference: <i>Kadarisman. 2012. Compensation Management. Jakarta: PT RajaGrafindo Pesada</i> Material: forms of compensation and employee payroll management Reference: <i>Law Number 5 of 2014 concerning State Civil Apparatus</i> Material: The concept of employee compensation Reference: <i>Moekijat. 2009. Indonesian Civil Service Administration. Bandung: Mandar Maju</i>	0%

2	able to explain the types of employee compensation	<p>1.Explain the importance of employee compensation, objectives and functions of compensation</p> <p>2.Identify factors that influence the formulation of compensation, forms of compensation, and employee payroll management</p>	<p>Criteria: Identify employee payroll problems</p> <p>Form of Assessment : Participatory Activities</p>	Power point, explanation of material and questions and answers on 3 X 50 material		<p>Material: The concept of employee compensation, objectives and functions of compensation, factors that influence the formulation of compensation,</p> <p>Reference: <i>Kadarisman. 2012. Compensation Management. Jakarta: PT RajaGrafindo Pesada</i></p> <hr/> <p>Material: forms of compensation and employee payroll management</p> <p>Reference: <i>Law Number 5 of 2014 concerning State Civil Apparatus</i></p> <hr/> <p>Material: The concept of employee compensation</p> <p>Reference: <i>Moekijat. 2009. Indonesian Civil Service Administration. Bandung: Mandar Maju</i></p>	5%
---	--	---	--	---	--	---	----

3	able to calculate employee payroll in the public sector	<p>1. Identifying employee overtime wages, basic concepts of payroll and the role of salaries, considerations in determining civil servant compensation in Indonesia</p> <p>2. Perform payroll calculations in accordance with the Civil Servant Pay System, Civil Servant Salary Structure, Civil Servant Salary Calculation, PTKP and PKP for Civil Servant</p>	<p>Form of Assessment : Practice / Performance</p>	<p>Review of previous material, power point, explanation of material and question and answer material 3 X 50</p>		<p>Material: Civil Servant Pay System, Reference: Law Number 5 of 2014 concerning State Civil Servants</p> <hr/> <p>Material: Civil Servant Salary Structure, Calculation of Civil Servant Salaries, PTKP and PKP for Civil Servants Reference: GOVERNMENT REGULATION OF THE REPUBLIC OF INDONESIA NUMBER-44 OF 2020 CONCERNING PROVISION OF SALARIES, PENSIONS, ALLOWANCES, OR INCOME FOR THE THIRTEENTH YEAR 2020 TO CIVIL SERVANTS, INDONESIAN NATIONAL ARMY SOLDIERS, MEMBERS OF THE STATE POLICE OF THE REPUBLIC OF INDONESIA, NON-CIVIL SERVANT EMPLOYEES, AND RECIPIENTS OF PENSIONS OR BENEFITS</p> <hr/> <p>Material: Civil Servant Salary Structure, Calculation of Civil Servant Salaries, PTKP and PKP for Civil Servants Reference: GOVERNMENT REGULATION OF THE REPUBLIC OF INDONESIA NUMBER 15 OF 2019 CONCERNING THE EIGHTEENTH AMENDMENT TO GOVERNMENT REGULATION NUMBER 7 OF 1977 CONCERNING CIVIL SERVANT SALARY REGULATIONS</p>	0%
---	---	---	---	--	--	---	----

4	able to calculate employee payroll in the public sector	<p>1. Identifying employee overtime wages, basic concepts of payroll and the role of salaries, considerations in determining civil servant compensation in Indonesia</p> <p>2. Perform payroll calculations in accordance with the Civil Servant Pay System, Civil Servant Salary Structure, Civil Servant Salary Calculation, PTKP and PKP for Civil Servant</p>	<p>Criteria: calculate payroll</p> <p>Form of Assessment : Practice / Performance</p>	Review of previous material, power point, explanation of material and question and answer material 3 X 50		<p>Material: Civil Servant Pay System, Reference: <i>Law Number 5 of 2014 concerning State Civil Servants</i></p> <hr/> <p>Material: Civil Servant Salary Structure, Calculation of Civil Servant Salaries, PTKP and PKP for Civil Servants Reference: GOVERNMENT REGULATION OF THE REPUBLIC OF INDONESIA NUMBER-44 OF 2020 CONCERNING PROVISION OF SALARIES, PENSIONS, ALLOWANCES, OR INCOME FOR THE THIRTEENTH YEAR 2020 TO CIVIL SERVANTS, INDONESIAN NATIONAL ARMY SOLDIERS, MEMBERS OF THE STATE POLICE OF THE REPUBLIC OF INDONESIA, NON-CIVIL SERVANT EMPLOYEES, AND RECIPIENTS OF PENSIONS OR BENEFITS</p> <hr/> <p>Material: Civil Servant Salary Structure, Calculation of Civil Servant Salaries, PTKP and PKP for Civil Servants Reference: GOVERNMENT REGULATION OF THE REPUBLIC OF INDONESIA NUMBER 15 OF 2019 CONCERNING THE EIGHTEENTH AMENDMENT TO GOVERNMENT REGULATION NUMBER 7 OF 1977 CONCERNING CIVIL SERVANT SALARY REGULATIONS</p>	5%
---	---	---	---	--	--	--	----

5	able to calculate employee payroll in the public sector	<p>1. Identifying employee overtime wages, basic concepts of payroll and the role of salaries, considerations in determining civil servant compensation in Indonesia</p> <p>2. Perform payroll calculations in accordance with the Civil Servant Pay System, Civil Servant Salary Structure, Civil Servant Salary Calculation, PTKP and PKP for Civil Servant</p>	<p>Criteria: calculate payroll</p> <p>Form of Assessment : Practice / Performance</p>	Review of previous material, power point, explanation of material and question and answer material 3 X 50		<p>Material: Civil Servant Pay System, Reference: <i>Law Number 5 of 2014 concerning State Civil Servants</i></p> <hr/> <p>Material: Civil Servant Salary Structure, Calculation of Civil Servant Salaries, PTKP and PKP for Civil Servants Reference: GOVERNMENT REGULATION OF THE REPUBLIC OF INDONESIA NUMBER-44 OF 2020 CONCERNING PROVISION OF SALARIES, PENSIONS, ALLOWANCES, OR INCOME FOR THE THIRTEENTH YEAR 2020 TO CIVIL SERVANTS, INDONESIAN NATIONAL ARMY SOLDIERS, MEMBERS OF THE STATE POLICE OF THE REPUBLIC OF INDONESIA, NON-CIVIL SERVANT EMPLOYEES, AND RECIPIENTS OF PENSIONS OR BENEFITS</p> <hr/> <p>Material: Civil Servant Salary Structure, Calculation of Civil Servant Salaries, PTKP and PKP for Civil Servants Reference: GOVERNMENT REGULATION OF THE REPUBLIC OF INDONESIA NUMBER 15 OF 2019 CONCERNING THE EIGHTEENTH AMENDMENT TO GOVERNMENT REGULATION NUMBER 7 OF 1977 CONCERNING CIVIL SERVANT SALARY REGULATIONS</p>	5%
---	---	---	---	--	--	--	----

6	Able to explain the concept of pension compensation	1.Explains the concept of pension compensation for ASN and non-ASN 2.Describes pension procedures for ASN and non-ASN	Criteria: Identify employee compensation problems Form of Assessment : Participatory Activities	Lectures Questions and Answers Discussion 3 X 50		Material: Pension Compensation Reference: <i>LAW OF THE REPUBLIC OF INDONESIA NUMBER 24 OF 2011 CONCERNING SOCIAL SECURITY ADMINISTRATIVE AGENCY</i> Material: Retirement Compensation Reference: <i>GOVERNMENT REGULATION OF THE REPUBLIC OF INDONESIA NUMBER-44 OF 2020 CONCERNING PROVISION OF SALARY, PENSIONS, ALLOWANCES, OR INCOME FOR THE THIRTEENTH YEAR OF 2020 TO CIVIL SERVANTS, INDONESIAN NATIONAL ARMY SOLDIERS, MEMBERS OF THE REPUBLIC OF INDONESIA POLICE NESIA, NON-CIVIL SERVANT EMPLOYEE, AND RECIPIENTS OF PENSIONS OR BENEFITS</i>	5%
7	able to calculate old age savings, death insurance, death insurance and work accident insurance	Calculate old age savings (THT) and death insurance	Criteria: Calculating old age savings and death insurance Form of Assessment : Practice / Performance	Lectures Questions and Answers Discussion 3 X 50		Material: Old Age Savings Reference: <i>LAW OF THE REPUBLIC OF INDONESIA NUMBER 24 OF 2011 CONCERNING SOCIAL SECURITY ADMINISTRATIVE AGENCY</i>	5%
8	Midterm exam	Midterm exam	Form of Assessment : Test	The exam is carried out using Google Form with a 3 X 50 multiple choice question model			20%

9	able to calculate old age savings, death insurance, death insurance and work accident insurance.	1.Perform death benefit calculations 2.Calculating work accident insurance	Criteria: Calculating death insurance and work accident insurance Form of Assessment : Practice / Performance	Lecture Questions and Answers Practice calculating 3 X 50		Material: JKM Library: GOVERNMENT REGULATION OF THE REPUBLIC OF INDONESIA NUMBER 70 OF 2015 CONCERNING WORK ACCIDENT GUARANTEE AND DEATH GUARANTEE FOR ASN Material: JKM Library: GOVERNMENT REGULATION OF THE REPUBLIC OF INDONESIA NUMBER 44 OF 2015 CONCERNING WORK ACCIDENT GUARANTEE AND DEATH GUARANTEE Material: JKM Library: GOVERNMENT REGULATION OF THE REPUBLIC OF INDONESIA NUMBER 66 OF 2017 CONCERNING AMENDMENTS TO GOVERNMENT REGULATION OF THE REPUBLIC OF INDONESIA NUMBER 70 OF 2015 CONCERNING WORK ACCIDENT GUARANTEE AND DEATH GUARANTEE FOR ASN Material: JKM Library: GOVERNMENT REGULATION OF THE REPUBLIC OF INDONESIA NUMBER 82 OF 2019 CONCERNING AMENDMENTS TO GOVERNMENT REGULATION OF THE REPUBLIC OF INDONESIA NUMBER 44 OF 2015 CONCERNING WORK ACCIDENT GUARANTEE AND DEATH GUARANTEE	5%
---	--	---	--	--	--	--	----

10	able to calculate old age savings, death insurance, death insurance and work accident insurance.	1.Perform death benefit calculations 2.Calculating work accident insurance	Criteria: Calculating death insurance and work accident insurance Form of Assessment : Practice / Performance	Lecture Questions and Answers Practice calculating 3 X 50		Material: JKK Library: REPUBLIC OF INDONESIA GOVERNMENT REGULATION NUMBER 66 OF 2017 CONCERNING AMENDMENTS TO REPUBLIC OF INDONESIA GOVERNMENT REGULATION NUMBER 70 OF 2015 CONCERNING WORK ACCIDENT GUARANTEES AND DEATH GUARANTEES FOR ASN ----- Material: JKK Library: GOVERNMENT REGULATION OF THE REPUBLIC OF INDONESIA NUMBER 82 OF 2019 CONCERNING AMENDMENTS TO GOVERNMENT REGULATION OF THE REPUBLIC OF INDONESIA NUMBER 44 OF 2015 CONCERNING WORK ACCIDENT GUARANTEE AND DEATH GUARANTEE ----- Material: JKK Library: GOVERNMENT REGULATION OF THE REPUBLIC OF INDONESIA NUMBER 70 OF 2015 CONCERNING WORK ACCIDENT GUARANTEE AND DEATH GUARANTEE FOR ASN ----- Material: JKK Library: GOVERNMENT REGULATION OF THE REPUBLIC OF INDONESIA NUMBER 44 OF 2015 CONCERNING WORK ACCIDENT GUARANTEE AND DEATH GUARANTEE	5%
----	--	---	--	--	--	---	----

11	Able to calculate official travel costs, remuneration and performance allowances.	<ol style="list-style-type: none"> 1. Pay attention to the rules for providing official travel expenses 2. Prepare responsibility reports for official travel according to applicable regulations 3. Determine the grade of remuneration and performance allowances according to applicable regulations 	<p>Criteria: Identify the amount of official travel costs in the field</p> <p>Form of Assessment : Participatory Activities</p>	Power point, material explanation, and questions and answers on 3 X 50 material		<p>Material: Official Travel Expenses References : GOVERNMENT REGULATION OF THE REPUBLIC OF INDONESIA NUMBER 15 OF 2019 CONCERNING THE EIGHTEENTH AMENDMENT TO GOVERNMENT REGULATION NUMBER 7 OF 1977 CONCERNING CIVIL SERVANT SALARY REGULATIONS</p> <hr/> <p>Material: Official Travel Library: Law Number 5 of 2014 concerning State Civil Apparatus</p> <hr/> <p>Material: Official Travel Compensation Reader: Kadarisman. 2012. Compensation Management. Jakarta: PT RajaGrafindo Pesada</p> <hr/> <p>Material: Official Travel Costs Reference: REGULATION OF THE MINISTER OF FINANCE NOMO 83/PMK.02/2022 CONCERNING INPUT COST STANDARDS (SBM) FOR BUDGET YEAR 2023.</p> <hr/> <p>Material: Overseas Official Travel Reference: REGULATION OF THE MINISTER OF FINANCE NUMBER 164/PMK.05/2015 CONCERNING PROCEDURES FOR FOREIGN SERVICE TRAVEL AND THEIR AMENDMENT RULES.</p>	5%
----	---	--	---	---	--	---	----

12	Able to calculate official travel costs, remuneration and performance allowances.	<ol style="list-style-type: none"> 1. Pay attention to the rules for providing official travel expenses 2. Prepare responsibility reports for official travel according to applicable regulations 3. Determine the grade of remuneration and performance allowances according to applicable regulations 	<p>Criteria: Prepare official travel accountability reports in accordance with applicable regulations</p> <p>Form of Assessment : Participatory Activities, Practice/Performance</p>	Power point, material explanation, and questions and answers on 3 X 50 material		<p>Material: Official Travel Expenses References : GOVERNMENT REGULATION OF THE REPUBLIC OF INDONESIA NUMBER 15 OF 2019 CONCERNING THE EIGHTEENTH AMENDMENT TO GOVERNMENT REGULATION NUMBER 7 OF 1977 CONCERNING CIVIL SERVANT SALARY REGULATIONS</p> <hr/> <p>Material: Official Travel Library: Law Number 5 of 2014 concerning State Civil Apparatus</p> <hr/> <p>Material: Official Travel Compensation Reader: Kadarisman. 2012. Compensation Management. Jakarta: PT RajaGrafindo Pesada</p> <hr/> <p>Material: Official Travel Costs Reference: REGULATION OF THE MINISTER OF FINANCE NOMO 83/PMK.02/2022 CONCERNING INPUT COST STANDARDS (SBM) FOR BUDGET YEAR 2023.</p> <hr/> <p>Material: Overseas Official Travel Reference: REGULATION OF THE MINISTER OF FINANCE NUMBER 164/PMK.05/2015 CONCERNING PROCEDURES FOR FOREIGN SERVICE TRAVEL AND THEIR AMENDMENT RULES.</p>	5%
----	---	--	--	---	--	---	----

13	Able to calculate official travel costs, remuneration and performance allowances.	<p>1. Pay attention to the rules for providing official travel expenses</p> <p>2. Prepare responsibility reports for official travel according to applicable regulations</p> <p>3. Determine the grade of remuneration and performance allowances according to applicable regulations</p>	<p>Criteria: Prepare official travel accountability reports in accordance with applicable regulations</p> <p>Form of Assessment : Practice / Performance</p>	Power point, material explanation, and questions and answers on 3 X 50 material		<p>Material: Official Travel Expenses References : GOVERNMENT REGULATION OF THE REPUBLIC OF INDONESIA NUMBER 15 OF 2019 CONCERNING THE EIGHTEENTH AMENDMENT TO GOVERNMENT REGULATION NUMBER 7 OF 1977 CONCERNING CIVIL SERVANT SALARY REGULATIONS</p> <p>Material: Official Travel Library: Law Number 5 of 2014 concerning State Civil Apparatus</p> <p>Material: Official Travel Compensation Reader: Kadarisman. 2012. Compensation Management. Jakarta: PT RajaGrafindo Pesada</p> <p>Material: Official Travel Costs Reference: REGULATION OF THE MINISTER OF FINANCE NOMO 83/PMK.02/2022 CONCERNING INPUT COST STANDARDS (SBM) FOR BUDGET YEAR 2023.</p> <p>Material: Overseas Official Travel Reference: REGULATION OF THE MINISTER OF FINANCE NUMBER 164/PMK.05/2015 CONCERNING PROCEDURES FOR FOREIGN SERVICE TRAVEL AND THEIR AMENDMENT RULES.</p>	5%
----	---	---	--	---	--	---	----

14	Able to calculate official travel costs, remuneration and performance allowances.	<p>1. Pay attention to the rules for providing official travel expenses</p> <p>2. Prepare responsibility reports for official travel according to applicable regulations</p> <p>3. Determine the grade of remuneration and performance allowances according to applicable regulations</p>	<p>Criteria: Prepare observation reports regarding performance allowance grades and remuneration</p> <p>Form of Assessment : Practice / Performance</p>	Power point, material explanation, and questions and answers on 3 X 50 material		<p>Material: Official Travel Expenses References : GOVERNMENT REGULATION OF THE REPUBLIC OF INDONESIA NUMBER 15 OF 2019 CONCERNING THE EIGHTEENTH AMENDMENT TO GOVERNMENT REGULATION NUMBER 7 OF 1977 CONCERNING CIVIL SERVANT SALARY REGULATIONS</p> <hr/> <p>Material: Official Travel Library: Law Number 5 of 2014 concerning State Civil Apparatus</p> <hr/> <p>Material: Official Travel Compensation Reader: Kadarisman. 2012. Compensation Management. Jakarta: PT RajaGrafindo Pesada</p> <hr/> <p>Material: Official Travel Costs Reference: REGULATION OF THE MINISTER OF FINANCE NOMO 83/PMK.02/2022 CONCERNING INPUT COST STANDARDS (SBM) FOR BUDGET YEAR 2023.</p> <hr/> <p>Material: Overseas Official Travel Reference: REGULATION OF THE MINISTER OF FINANCE NUMBER 164/PMK.05/2015 CONCERNING PROCEDURES FOR FOREIGN SERVICE TRAVEL AND THEIR AMENDMENT RULES.</p>	0%
----	---	---	---	---	--	---	----

15	Able to calculate official travel costs, remuneration and performance allowances.	<ol style="list-style-type: none"> 1. Pay attention to the rules for providing official travel expenses 2. Prepare responsibility reports for official travel according to applicable regulations 3. Determine the grade of remuneration and performance allowances according to applicable regulations 	<p>Criteria: Prepare observation reports regarding performance allowance grades and remuneration</p> <p>Form of Assessment : Practice / Performance</p>	Power point, material explanation, and questions and answers on 3 X 50 material		<p>Material: Official Travel Expenses References : GOVERNMENT REGULATION OF THE REPUBLIC OF INDONESIA NUMBER 15 OF 2019 CONCERNING THE EIGHTEENTH AMENDMENT TO GOVERNMENT REGULATION NUMBER 7 OF 1977 CONCERNING CIVIL SERVANT SALARY REGULATIONS</p> <p>Material: Official Travel Library: Law Number 5 of 2014 concerning State Civil Apparatus</p> <p>Material: Official Travel Compensation Reader: Kadarisman. 2012. Compensation Management. Jakarta: PT RajaGrafindo Pesada</p> <p>Material: Official Travel Costs Reference: REGULATION OF THE MINISTER OF FINANCE NOMO 83/PMK.02/2022 CONCERNING INPUT COST STANDARDS (SBM) FOR BUDGET YEAR 2023.</p> <p>Material: Overseas Official Travel Reference: REGULATION OF THE MINISTER OF FINANCE NUMBER 164/PMK.05/2015 CONCERNING PROCEDURES FOR FOREIGN SERVICE TRAVEL AND THEIR AMENDMENT RULES.</p>	5%
16	Final exams	Final exams	<p>Form of Assessment : Test</p>	3 X 50			25%

Evaluation Percentage Recap: Case Study

No	Evaluation	Percentage
1.	Participatory Activities	17.5%
2.	Practice / Performance	37.5%
3.	Test	45%
		100%

1. **Learning Outcomes of Study Program Graduates (PLO - Study Program)** are the abilities possessed by each Study Program graduate which are the internalization of attitudes, mastery of knowledge and skills according to the level of their study program obtained through the learning process.
2. **The PLO imposed on courses** are several learning outcomes of study program graduates (CPL-Study Program) which are used for the formation/development of a course consisting of aspects of attitude, general skills, special skills and knowledge.
3. **Program Objectives (PO)** are abilities that are specifically described from the PLO assigned to a course, and are specific to the study material or learning materials for that course.
4. **Subject Sub-PO (Sub-PO)** is a capability that is specifically described from the PO that can be measured or observed and is the final ability that is planned at each learning stage, and is specific to the learning material of the course.
5. **Indicators for assessing** abilities in the process and student learning outcomes are specific and measurable statements that identify the abilities or performance of student learning outcomes accompanied by evidence.
6. **Assessment Criteria** are benchmarks used as a measure or measure of learning achievement in assessments based on predetermined indicators. Assessment criteria are guidelines for assessors so that assessments are consistent and unbiased. Criteria can be quantitative or qualitative.
7. **Forms of assessment:** test and non-test.
8. **Forms of learning:** Lecture, Response, Tutorial, Seminar or equivalent, Practicum, Studio Practice, Workshop Practice, Field Practice, Research, Community Service and/or other equivalent forms of learning.
9. **Learning Methods:** Small Group Discussion, Role-Play & Simulation, Discovery Learning, Self-Directed Learning, Cooperative Learning, Collaborative Learning, Contextual Learning, Project Based Learning, and other equivalent methods.
10. **Learning materials** are details or descriptions of study materials which can be presented in the form of several main points and sub-topics.
11. **The assessment weight** is the percentage of assessment of each sub-PO achievement whose size is proportional to the level of difficulty of achieving that sub-PO, and the total is 100%.
12. TM=Face to face, PT=Structured assignments, BM=Independent study.