

MANUAL PENGGUNA SASARAN KERJA TAHUNAN DAN PELAN STRATEGIK



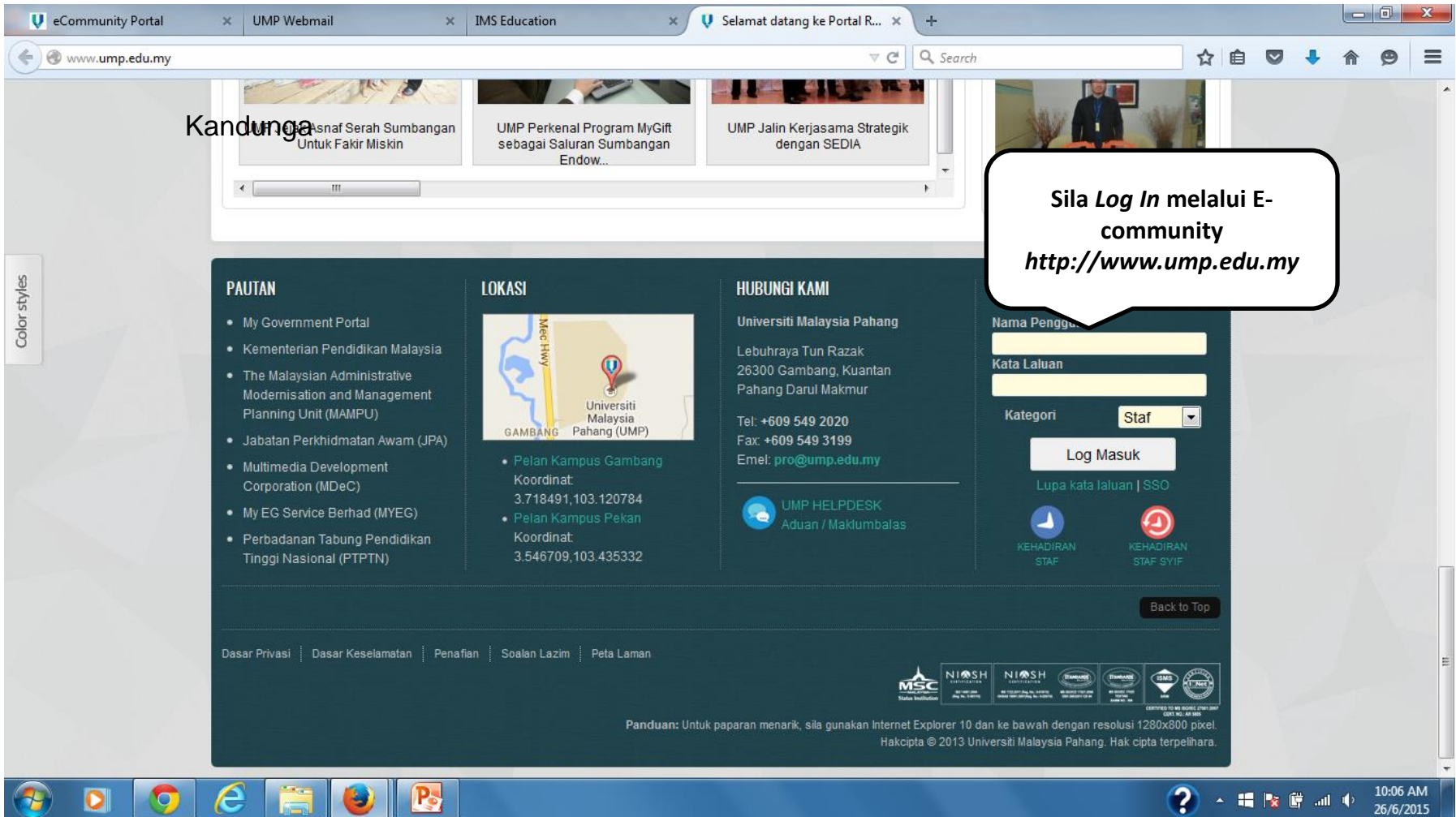
SKT

- *Integrate* dengan Pelan Strategik / KRA



Langkah :

Sila Log In E-comm melalui <http://www.ump.edu.my>

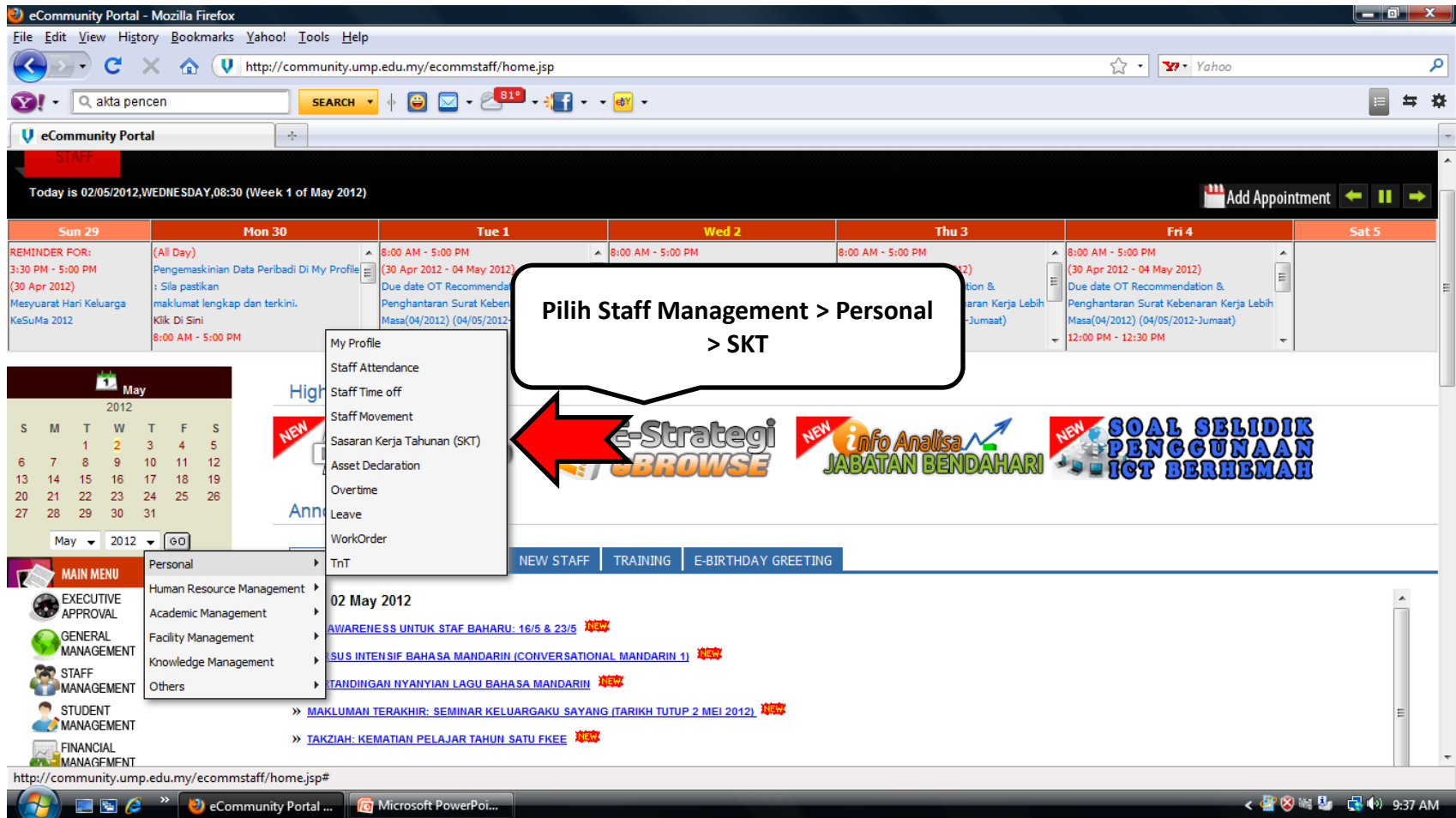


The screenshot shows the UMP E-Community Portal website. The browser address bar displays www.ump.edu.my. The page features a navigation menu with 'Kandungan' (Content) and 'Color styles'. The main content area includes a 'PAUTAN' (Links) section with various government and institutional links, a 'LOKASI' (Location) section with a map of Gambang, Pahang, and contact information for the Universiti Malaysia Pahang (UMP) campus. A 'HUBUNGI KAMI' (Contact Us) section provides contact details and a 'UMP HELPDESK' link. A login form is visible on the right side, with a callout box stating: 'Sila Log In melalui E-community <http://www.ump.edu.my>'. The footer contains various accreditation logos (MSC, NIOSH, etc.) and a copyright notice for 2013.



Langkah 2 :

Pilih *Staff Management* > *Personal* > *Sasaran Kerja Tahunan (SKT)*



The screenshot shows the eCommunity Portal interface in Mozilla Firefox. The browser address bar displays <http://community.ump.edu.my/ecomstaff/home.jsp>. The page header indicates the current date and time: "Today is 02/05/2012, WEDNESDAY, 08:30 (Week 1 of May 2012)".

A navigation menu on the left side of the page is expanded, showing the following options:

- My Profile
- Staff Attendance
- Staff Time off
- Staff Movement
- Sasaran Kerja Tahunan (SKT)
- Asset Declaration
- Overtime
- Leave
- WorkOrder
- TnT

A red arrow points from the "Sasaran Kerja Tahunan (SKT)" option to a callout box containing the text: "Pilih Staff Management > Personal > SKT".

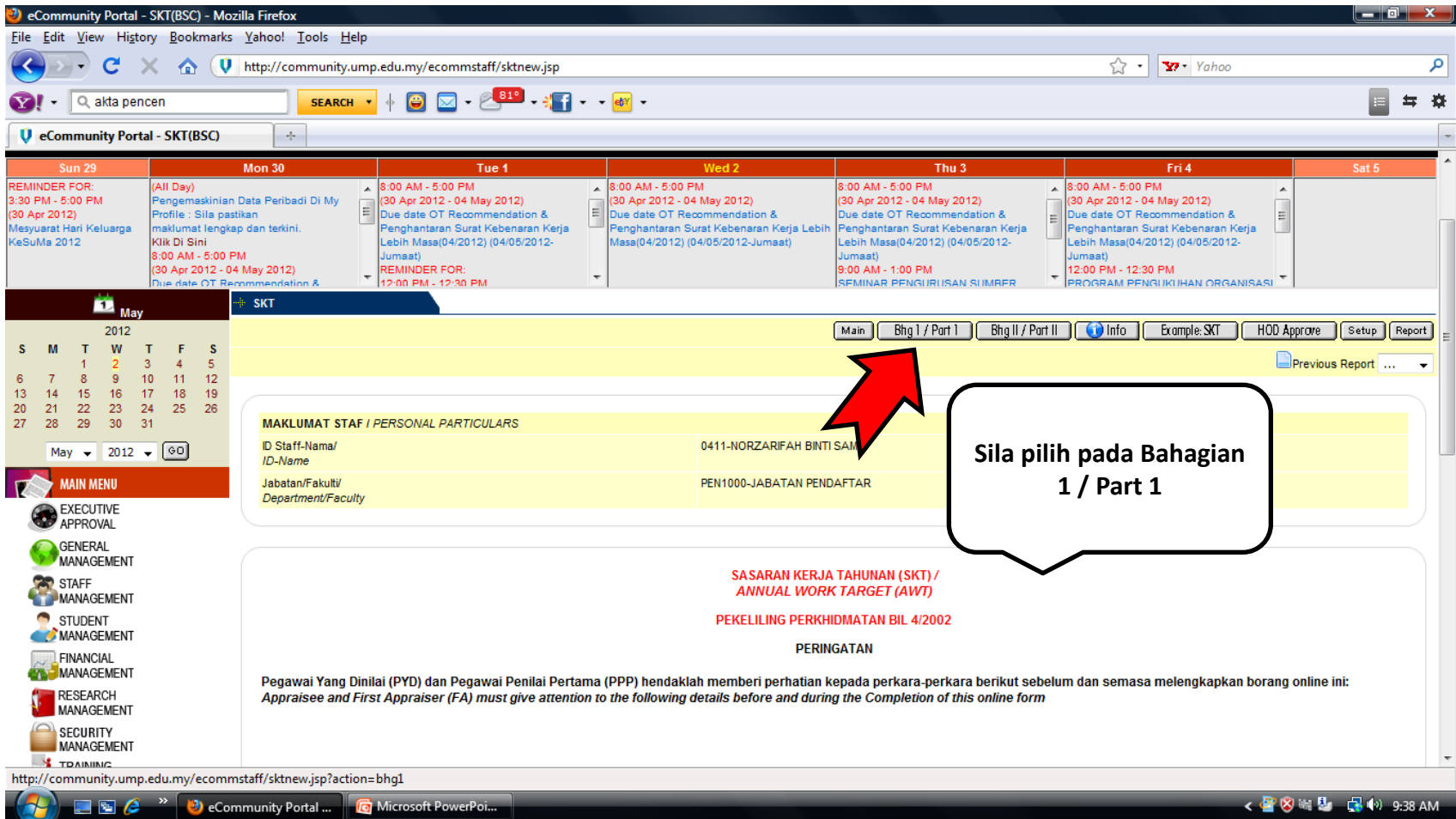
The main content area of the page displays a calendar for May 2012 and a list of announcements for 02 May 2012, including:

- [AWARENESS UNTUK STAF BAHARU: 16/5 & 23/5](#)
- [SUS INTENSIF BAHASA MANDARIN \(CONVERSATIONAL MANDARIN 1\)](#)
- [TANDINGAN NYANYIAN LAGU BAHASA MANDARIN](#)
- [MAKLUMAT TERAKHIR: SEMINAR KELUARGAKU SAYANG \(TARIKH TUTUP 2 MEI 2012\)](#)
- [TAKZIAH: KEMATIAN PELAJAR TAHUN SATU FKEE](#)

The bottom of the page shows the Windows taskbar with the system clock at 9:37 AM.



Langkah 3 : Pilih Bahagian 1 / Part 1



eCommunity Portal - SKT(BSC) - Mozilla Firefox

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http://community.ump.edu.my/ecomstaff/sktnew.jsp

Y! akta pencen SEARCH 81° f dby

eCommunity Portal - SKT(BSC)

Sun 29	Mon 30	Tue 1	Wed 2	Thu 3	Fri 4	Sat 5
REMINDER FOR: 3:30 PM - 5:00 PM (30 Apr 2012) Mesyuarat Hari Keluarga KeSuMa 2012	(All Day) Pengemaskinian Data Peribadi Di My Profile : Sila pastikan maklumat lengkap dan terkini. Klik Di Sini 8:00 AM - 5:00 PM (30 Apr 2012 - 04 May 2012) Due date OT Recommendation &	8:00 AM - 5:00 PM (30 Apr 2012 - 04 May 2012) Due date OT Recommendation & Penghantaran Surat Kebenaran Kerja Lebih Masa(04/2012) (04/05/2012- Jumaat) REMINDER FOR: 12:00 PM - 12:30 PM	8:00 AM - 5:00 PM (30 Apr 2012 - 04 May 2012) Due date OT Recommendation & Penghantaran Surat Kebenaran Kerja Lebih Masa(04/2012) (04/05/2012-Jumaat)	8:00 AM - 5:00 PM (30 Apr 2012 - 04 May 2012) Due date OT Recommendation & Penghantaran Surat Kebenaran Kerja Lebih Masa(04/2012) (04/05/2012- Jumaat) 9:00 AM - 1:00 PM SEMINAR PENGIRISAN SIMFRR	8:00 AM - 5:00 PM (30 Apr 2012 - 04 May 2012) Due date OT Recommendation & Penghantaran Surat Kebenaran Kerja Lebih Masa(04/2012) (04/05/2012- Jumaat) 12:00 PM - 12:30 PM PROGRAM PENGUKIHAH ORGANISASI	

1 May
2012

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

May 2012

MAIN MENU

- EXECUTIVE APPROVAL
- GENERAL MANAGEMENT
- STAFF MANAGEMENT
- STUDENT MANAGEMENT
- FINANCIAL MANAGEMENT
- RESEARCH MANAGEMENT
- SECURITY MANAGEMENT
- TRAINING

Main Bhg I / Part 1 Bhg II / Part II Info Example:SKT HOD Approve Setup Report

Previous Report ...

MAKLUMAT STAF / PERSONAL PARTICULARS

ID Staff-Nama/ ID-Name	0411-NORZARIFAH BINTI SAIM
Jabatan/Fakulti/ Department/Faculty	PEN1000-JABATAN PENDAFTAR

SASARAN KERJA TAHUNAN (SKT) /
ANNUAL WORK TARGET (AWT)

PEKELILING PERKHIDMATAN BIL 4/2002

PERINGATAN

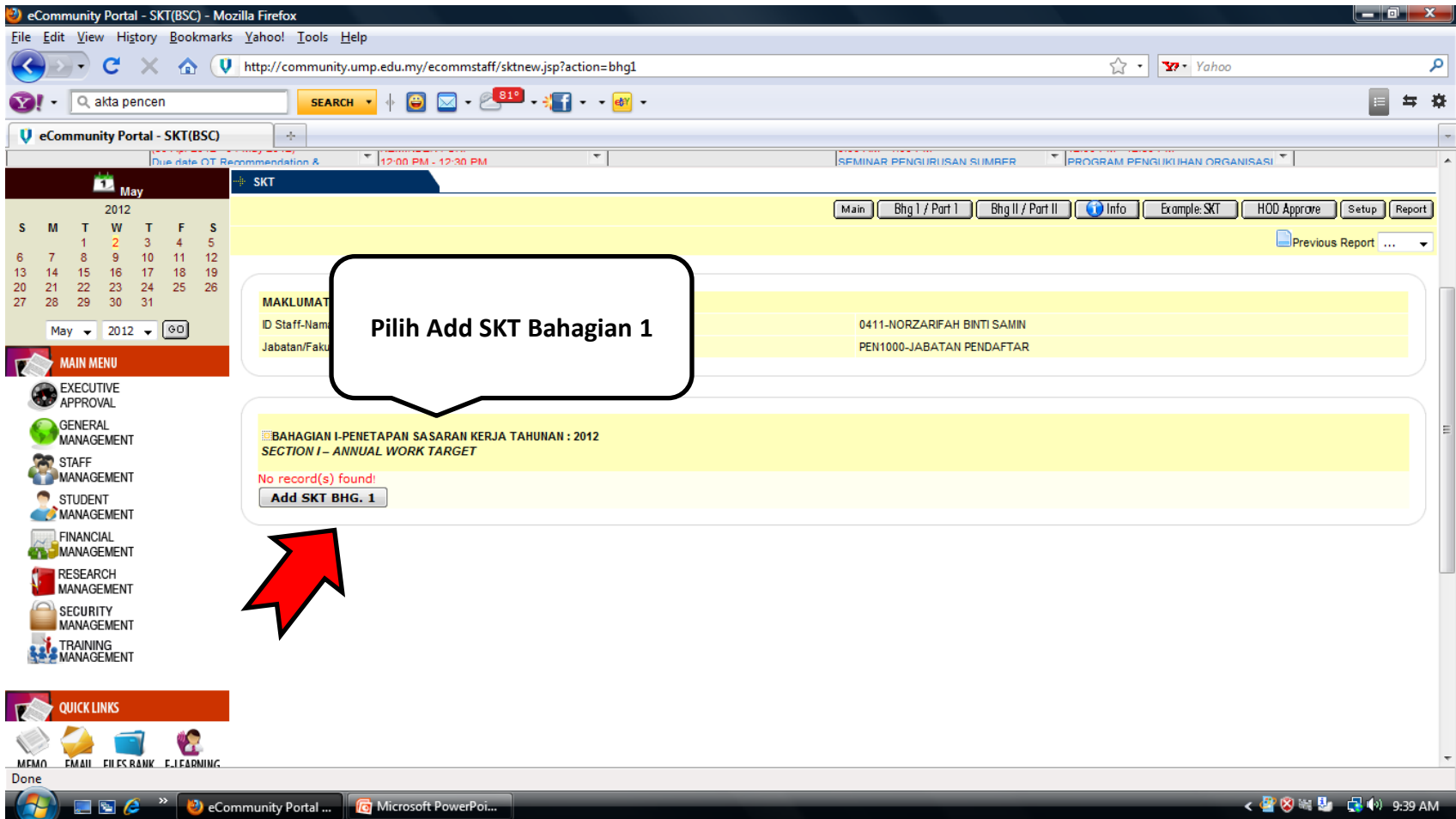
Pegawai Yang Dinilai (PYD) dan Pegawai Penilai Pertama (PPP) hendaklah memberi perhatian kepada perkara-perkara berikut sebelum dan semasa melengkapkan borang online ini:
Appraisee and First Appraiser (FA) must give attention to the following details before and during the Completion of this online form

http://community.ump.edu.my/ecomstaff/sktnew.jsp?action=bhg1

eCommunity Portal ... Microsoft PowerPoi...

9:38 AM

Langkah 4: Pilih Add SKT Bahagian 1



eCommunity Portal - SKT(BSC) - Mozilla Firefox

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http://community.ump.edu.my/ecomstaff/sktnew.jsp?action=bhg1

akta pencen SEARCH

eCommunity Portal - SKT(BSC)

Due date OT Recommendation & 12:00 PM - 12:30 PM SEMINAR PENGIRISAN SUMBER PROGRAM PENGIKIHAN ORGANISASI

SKT

Main Bhg I / Part I Bhg II / Part II Info Example:SKT HOD Apprare Setup Report

Previous Report ...

MAKLUMAT

ID Staff-Nam	0411-NORZARIFAH BINTI SAMIN
Jabatan/Faku	PEN1000-JABATAN PENDAFTAR

BAHAGIAN I-PENETAPAN SASARAN KERJA TAHUNAN : 2012
SECTION I - ANNUAL WORK TARGET

No record(s) found!

Add SKT BHG. 1

MAIN MENU

- EXECUTIVE APPROVAL
- GENERAL MANAGEMENT
- STAFF MANAGEMENT
- STUDENT MANAGEMENT
- FINANCIAL MANAGEMENT
- RESEARCH MANAGEMENT
- SECURITY MANAGEMENT
- TRAINING MANAGEMENT

QUICK LINKS

MEMO EMAIL FILES BANK E-LEARNING

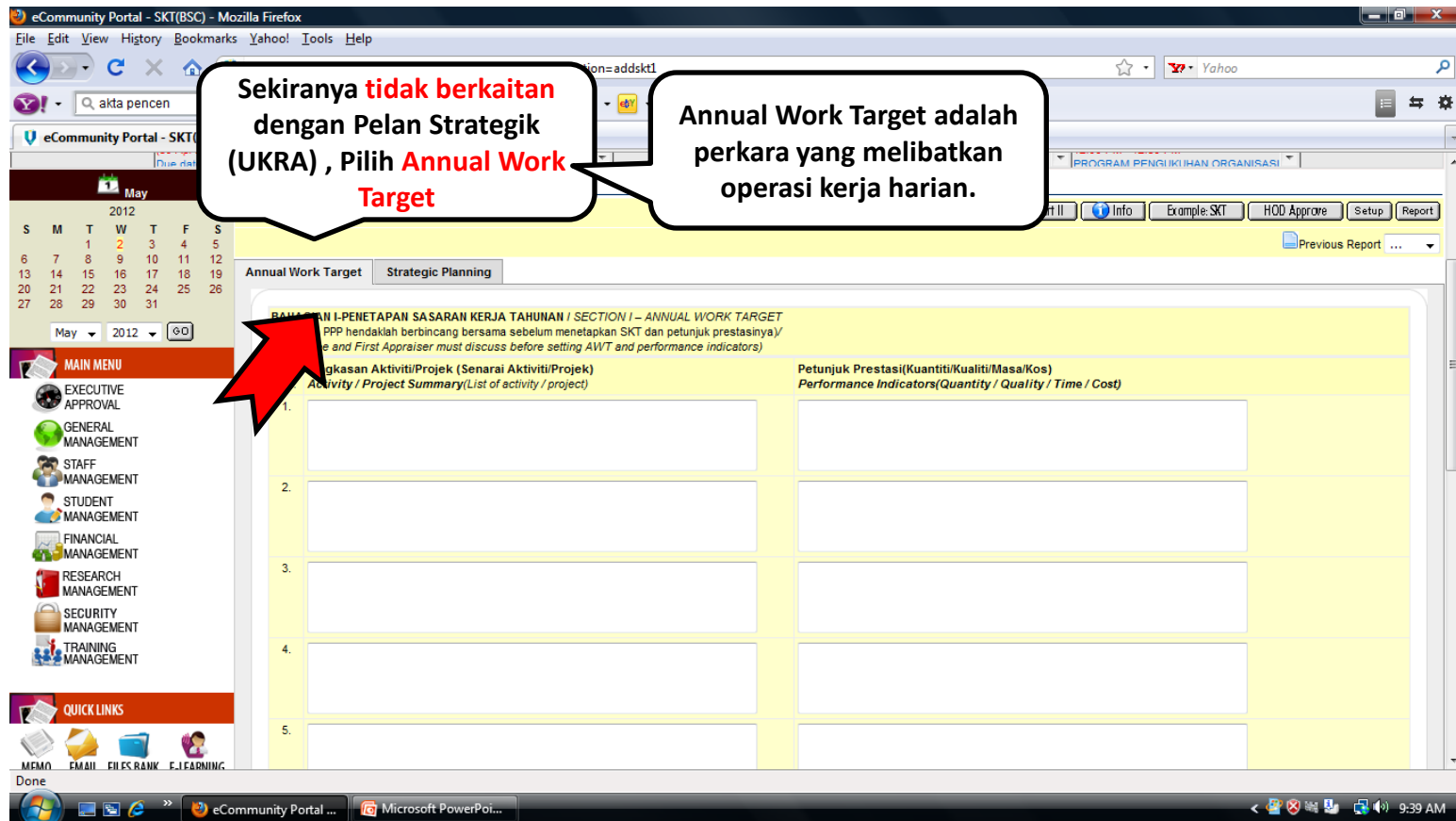
Done

eCommunity Portal ... Microsoft PowerPoi...

9:39 AM

Langkah 5 :

Sekiranya **tidak berkaitan** dengan Pelan Strategik (UKRA): Bahagian > Add SKT > Annual Work Target > **Ringkasan Aktiviti /Projek (Senarai Aktiviti/Projek)** dan **Petunjuk Prestasi (Kuantiti/Kualiti/Masa/Kos)** > Simpan



Sekiranya **tidak berkaitan** dengan Pelan Strategik (UKRA) , Pilih **Annual Work Target**

Annual Work Target adalah perkara yang melibatkan operasi kerja harian.

BAHAGIAN I-PENETAPAN SASARAN KERJA TAHUNAN / SECTION I – ANNUAL WORK TARGET
PPP hendaklah berunding bersama sebelum menetapkan SKT dan petunjuk prestasinya/
PPP and First Appraiser must discuss before setting AWT and performance indicators)

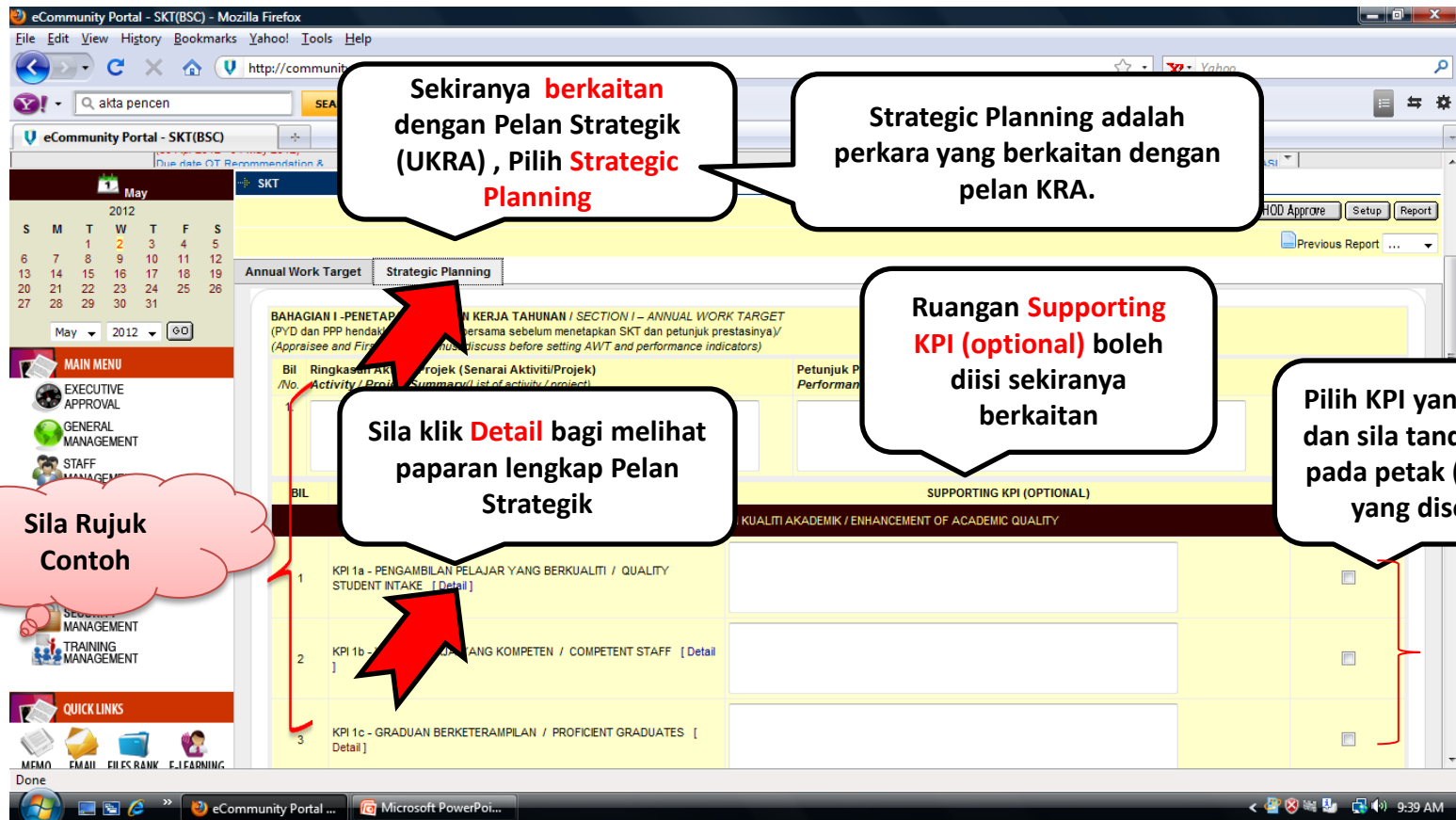
Ringkasan Aktiviti/Projek (Senarai Aktiviti/Projek)
Activity / Project Summary(List of activity / project)

Petunjuk Prestasi(Kuantiti/Kualiti/Masa/Kos)
Performance Indicators(Quantity / Quality / Time / Cost)

	Activity / Project Summary(List of activity / project)	Performance Indicators(Quantity / Quality / Time / Cost)
1.		
2.		
3.		
4.		
5.		

Langkah 6 :

- 1) Sekiranya **berkaitan** dengan Pelan Strategik (UKRA): Bahagian I > Add SKT > Pelan Strategik > **Ringkasan Aktiviti /Projek (Senarai Aktiviti/Projek)** dan **Petunjuk Prestasi (Kuantit/Kualiti/Masa/Kos)** > Pilih KPI yang berkaitan dan sila tandakan (✓) pada petak (wajib diisi) yang disediakan > Simpan
- 2) Ruangan **Supporting KPI (optional)** boleh diisi sekiranya berkaitan



Sekiranya **berkaitan** dengan Pelan Strategik (UKRA) , Pilih **Strategic Planning**

Strategic Planning adalah perkara yang berkaitan dengan pelan KRA.

Ruangan **Supporting KPI (optional)** boleh diisi sekiranya berkaitan

Pilih KPI yang berkaitan dan sila tandakan (✓) pada petak (wajib diisi) yang disediakan

Sila klik **Detail** bagi melihat paparan lengkap Pelan Strategik

Sila Rujuk Contoh

Bil	Ringkasan Aktiviti / Projek (Senarai Aktiviti/Projek)	Petunjuk Prestasi	SUPPORTING KPI (OPTIONAL)
1	KPI 1a - PENGAMBILAN PELAJAR YANG BERKUALITI / QUALITY STUDENT INTAKE [Detail]		<input type="checkbox"/>
2	KPI 1b - STAF YANG KOMPETEN / COMPETENT STAFF [Detail]		<input type="checkbox"/>
3	KPI 1c - GRADUAN BERKETERAMPILAN / PROFICIENT GRADUATES [Detail]		<input type="checkbox"/>



Pengisian Annual Work Target ATAU Strategic Planning?

- Semua staf mestilah membezakan tugas kerja yang diberikan samada **kerja operasi** ataupun **kerja-kerja perancangan** yang berkaitan dengan UKRA.
- Setiap staf boleh mengisi kedua-dua bahagian dan mestilah membuat pengelasan tugas yang betul.
 - Satu-satu aktiviti/tugas hanya boleh diisi di dalam satu bahagian sahaja.
 - CTH: **Pembangunan sistem penapisan untuk pengambilan staf**
 - Ia bukanlah kerja operasi harian, tetapi ia merupakan kerja-kerja perancangan.
 - Ia termasuk dalam KRA 1.
 - Ia perlu dikelaskan di bawah Strategic Planning.
 - CTH: **Mengemaskini fail**
 - Termasuk dalam operasi harian di mana ia perlu sentiasa dikemaskini.
 - Ia merupakan kerja operasi dan bukanlah kerja-kerja perancangan.



– Ia dikelaskan dibawah Annual Work Target.

PELAN STRATEGIK / STRATEGIC PLANNING

- KRA 1 - PENINGKATAN KUALITI AKADEMIK / ENHANCEMENT OF ACADEMIC QUALITY
- KRA 2 - KELESTARIAN KEWANGAN / FINANCIAL SUSTAINABILITY
- KRA 3 - PEMBANGUNAN SOSIO-EKONOMI / SOCIO-ECONOMIC DEVELOPMENT
- KRA 4 - PENJENAMAAN UNTUK PENJAJARAN STRATEGIK / BRANDING FOR STRATEGIC POSITIONING



Contoh :

KPI 1a - PENGAMBILAN PELAJAR YANG BERKUALITI / STUDENT INTAKE [\[Detail \]](#)

View Strategic Planning Detail - Mozilla Firefox

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http://community.ump.edu.my/ecomstaff/cms/sknew/bhg1/strategic_planning.jsp?code=2

View Strategic Planning Detail

View Strategic Planning Detail

STRATEGIC PLANNING	
KRA :	KRA 1 - PENINGKATAN KUALITI AKADEMIK / ENHANCEMENT OF ACADEMIC QUALITY
Keterangan / Description :	KPI 1a - WARGA KERJA YANG KOMPETEN / COMPETENT STAFF
Definisi / Definition :	EVERY STAFF MEMBER (ACADEMIC, NON ACADEMIC AND TECHNICAL) WHO IS ABLE TO EXECUTE HIS/ HER ASSIGNED TASKS EFFECTIVELY AND EFFICIENTLY.
Petunjuk / Indicator :	<ul style="list-style-type: none">- PERATUSAN PEMEGANG PHD- PENGALAMAN DI INDUSTRI/KELAYAKAN PROFESIONAL UNTUK STAF AKADEMIK- TAHAP KELAYAKAN DAN PENGALAMAN BEKERJA DI INDUSTRI ATAU YANG SETARAF BAGI STAF BUKAN AKADEMIK- TAHAP KELAYAKAN DAN PENGALAMAN BEKERJA DI INDUSTRI ATAU YANG SETARAF BAGI STAF TEKNIKAL.- PERCENTAGE OF PHD HOLDERS- YEARS OF INDUSTRIAL EXPERIENCE/PROFESSIONAL QUALIFICATION FOR ACADEMICS- LEVELS OF QUALIFICATIONS AND YEARS OF RELEVANT WORKING/INDUSTRIAL EXPERIENCE FOR NON-ACADEMICS- LEVELS OF QUALIFICATIONS AND YEARS OF RELEVANT WORKING/INDUSTRIAL EXPERIENCE FOR TECHNICAL STAFF
Sasaran / Target :	<ul style="list-style-type: none">- 50% KAKITANGAN AKADEMIK BERKELAYAKAN PHD- 30%KAKITANGAN AKADEMIK MEMPUNYAI LIMA TAHUN PENGALAMAN DI INDUSTRI/KELAYAKAN PROFESIONAL.- 50% OF ACADEMIC STAFF IS PHD HOLDERS- 30% OF ACADEMIC STAFF POSSESS FIVE YEARS OF INDUSTRIAL EXPOSURE/PROFESSIONAL QUALIFICATION
Initiative :	INISIATIF 1 : PENGALAMAN INDUSTRI / KELAYAKAN PROFESIONAL (INDUSTRIAL EXPERIENCE / PROFESSIONAL QUALIFICATION) INISIATIF 2 : PEMBANGUNAN INTERPERSONAL (INTERPERSONAL DEVELOPMENT) INISIATIF 3 : PENGURUSAN BAKAT (TALENT MANAGEMENT)

Done

Microsoft PowerPoi... View Stragic Plann...

11:17 AM



Contoh :

KPI 2a - KELESTARIAN OPERASI / OPERATIONAL SUSTAINABILITY [\[Detail \]](#)

View Strategic Planning Detail - Mozilla Firefox

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http://community.ump.edu.my/ecomstaff/cms/sktnew/bhg1/strategic_planning.jsp?code=4

View Strategic Planning Detail

View Strategic Planning Detail

STRATEGIC PLANNING	
KRA :	KRA 2 - KELESTARIAN KEWANGAN / FINANCIAL SUSTAINABILITY
Keterangan / Description :	KPI 2a - KELESTARIAN OPERASI / OPERATIONAL SUSTAINABILITY
Definisi / Definition :	THE ABILITY OF AN ORGANISATION TO MANAGE THE LIKELY DEVELOPMENT AND UNEXPECTED FINANCIAL SHOCKS IN FUTURE PERIODS WITHOUT HAVING AT SOME STAGE TO INTRODUCE SUBSTANTIAL EXPENDITURE OR REVENUE ADJUSTMENTS. THE ABILITY OF AN ORGANISATION TO MANAGE THE LIKELY DEVELOPMENT AND UNEXPECTED FINANCIAL SHOCKS IN FUTURE PERIODS WITHOUT HAVING AT SOME STAGE TO INTRODUCE SUBSTANTIAL EXPENDITURE OR REVENUE ADJUSTMENTS.
Petunjuk / Indicator :	- UNIT KHAS PERNIAGAAN - UNIT KHAS PENGKOMERSIAL - SPECIAL BUSINESS UNIT - SPECIAL COMMERCIAL UNIT
Sasaran / Target :	- 15% PENJANAAN PENDAPATAN UMP ADALAH MELALUI AKTIVITI OPERASI, GERAN, DAN PENAJAAN - 15% OF UMP INCOME GENERATION IS GENERATED THROUGH OPERATIONAL ACTIVITIES, GRANTS AND SPONSORSHIPS
Initiative :	INISIATIF 1 : PENDAPATAN DARI YURAN INISIATIF 2 : PENDAPATAN DARI KEMUDAHAN SEWAAN INISIATIF 3 : PENAWARAN PROGRAM-PROGRAM LATIHAN DARI PELBAGAI FAKULTI INISIATIF 4 : MENDAPATKAN GERAN PENGKOMERSILAN & ANTARABANGSA INISIATIF 5 : MENINGKATKAN PENDAPATAN DARI PERUNDINGAN & KHIDMAT TEKNIKAL INISIATIF 6 : MENINGKATKAN JUMLAH PENERBITAN DAN JUALAN INISIATIF 7 : PENGKOMERSILAN PRODUK R&D UMP INISIATIF 8 : ENDOWMENT, SPONSORSHIP & DONATION INISIATIF 9 : INVESTMENT INCOME INISIATIF 10 : OTHER INCOME INISIATIF 11 : REDUCE ELECTRICITY BILLS

Done

Microsoft PowerPoi... View Stragic Plann...

11:30 AM



Contoh :

KPI 3a - PEMBANGUNAN MODAL INSAN PROFESIONAL / PROFESSIONAL HUMAN CAPITAL DEVELOPMENT [\[Detail \]](#)

View Strategic Planning Detail - Mozilla Firefox

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http://community.ump.edu.my/ecomstaff/cms/sknew/bhg1/strategic_planning.jsp?code=5

View Strategic Planning Detail

View Strategic Planning Detail

STRATEGIC PLANNING	
KRA :	KRA 3 - PEMBANGUNAN SOSIO-EKONOMI / SOCIO-ECONOMIC DEVELOPMENT
Keterangan / Description :	KPI 3a - PEMBANGUNAN MODAL INSAN PROFESIONAL / PROFESSIONAL HUMAN CAPITAL DEVELOPMENT
Definisi / Definition :	UMP STAFF AND STUDENTS WHO HAVE ACQUIRED ADDITIONAL PROFESSIONAL RECOGNITION AND ACKNOWLEDGMENT THROUGH ENGAGEMENT WITH INDUSTRIES AND COMMUNITY THAT IS RELATED TO THEIR PROGRAMMES AND EXPERTISE. UMP STAFF AND STUDENTS WHO HAVE ACQUIRED ADDITIONAL PROFESSIONAL RECOGNITION AND ACKNOWLEDGMENT THROUGH ENGAGEMENT WITH INDUSTRIES AND COMMUNITY THAT IS RELATED TO THEIR PROGRAMMES AND EXPERTISE.
Petunjuk / Indicator :	- JUMLAH PEKERJA PROFESIONAL / PERAKUAN KECEKAPAN PER PELAJAR - TAHAP KOMPETENSI KEMAHIRAN INSANIAH - JUMLAH PROGRAM KEMASYARAKATAN PER PELAJAR - TOTAL NUMBER OF PROFESSIONALS/CERTIICATIONS OF COMPETENCY PER STUDENT - LEVEL OF SOFT SKILLS COMPETENCY - TOTAL NUMBER OF COMMUNITY PROGRAMMES PER STUDENT
Sasaran / Target :	- 1 SIJIL/PENGIKTIRAFAN BEKERJA DENGAN INDUSTRI/KHIDMAT MASYARAKAT PER PELAJAR - 1 CERTIICATION/RECOGNITION FOR SERVICE TO THE WITH THE INDUSTRY/COMMUNITY PER STUDENT
Initiative :	INISIATIF 1 : MENDAPAT PERAKUAN PROFESIONAL PER PELAJAR INISIATIF 2 : KEMAHIRAN INSANIAH INISIATIF 3 : PROGRAM KHIDMAT MASYARAKAT

Done

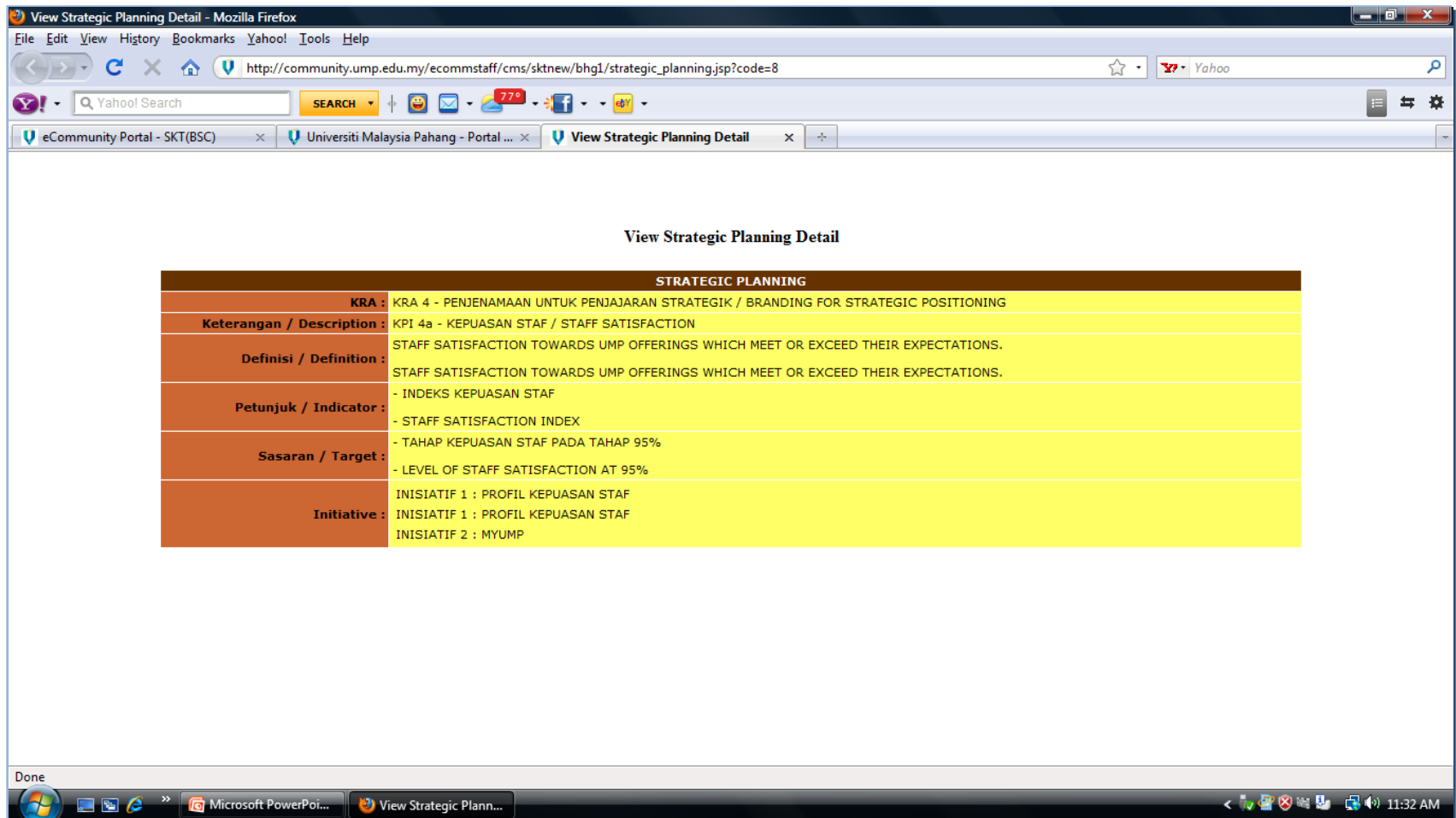
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11:31 AM



Contoh :

KPI 4a - KEPUASAN STAF / STAFF SATISFACTION



The screenshot shows a Mozilla Firefox browser window displaying the 'View Strategic Planning Detail' page. The page content is as follows:

View Strategic Planning Detail

STRATEGIC PLANNING	
KRA :	KRA 4 - PENJENAMAAN UNTUK PENJAJARAN STRATEGIK / BRANDING FOR STRATEGIC POSITIONING
Keterangan / Description :	KPI 4a - KEPUASAN STAF / STAFF SATISFACTION
Definisi / Definition :	STAFF SATISFACTION TOWARDS UMP OFFERINGS WHICH MEET OR EXCEED THEIR EXPECTATIONS. STAFF SATISFACTION TOWARDS UMP OFFERINGS WHICH MEET OR EXCEED THEIR EXPECTATIONS.
Petunjuk / Indicator :	- INDEKS KEPUASAN STAF - STAFF SATISFACTION INDEX
Sasaran / Target :	- TAHAP KEPUASAN STAF PADA TAHAP 95% - LEVEL OF STAFF SATISFACTION AT 95%
Initiative :	INISIATIF 1 : PROFIL KEPUASAN STAF INISIATIF 1 : PROFIL KEPUASAN STAF INISIATIF 2 : MYUMP



A close-up photograph of a white computer keyboard. The central focus is a large, rectangular key that is a vibrant blue color. On this blue key, the words "Thank You" are printed in a clean, white, sans-serif font, with "Thank" on the top line and "You" on the bottom line. Surrounding this key are several other white keys with black characters: to the left is a key with the German character "ü", above it is a key with an asterisk and tilde, to the right is a key with a hash symbol, below it is a key with a plus sign and tilde, and to the left of the blue key is a key with the German character "ä". At the bottom of the frame, a portion of a white key with a black upward-pointing arrow is visible. The lighting is soft, creating subtle shadows and highlights on the keys' surfaces.