



UNIVERSITI TEKNOLOGI MARA SARAWAK
FACULTY OF ADMINISTRATIVE SCIENCE AND POLICY STUDIES
BACHELOR OF ADMINISTRATIVE SCIENCE (HONS.)

PRACTICAL TRAINING REPORT (ADS667)

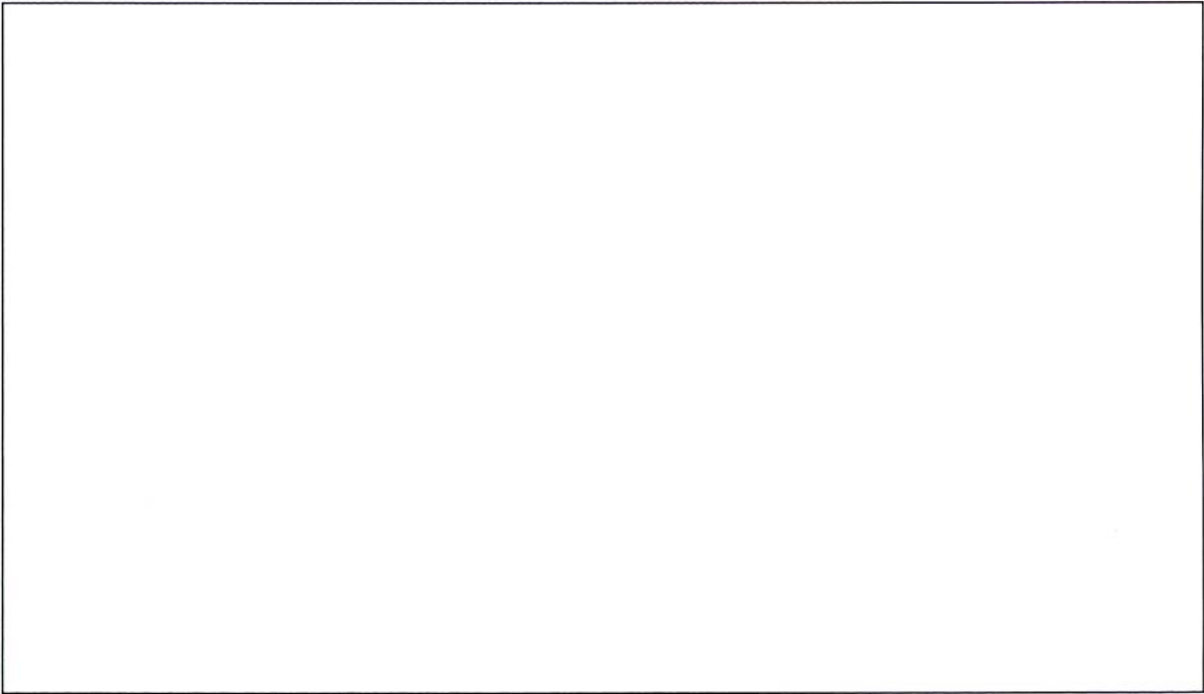
BAU DISTRICT EDUCATION OFFICE

JOHN GAVIRO ANAK KUYIEH

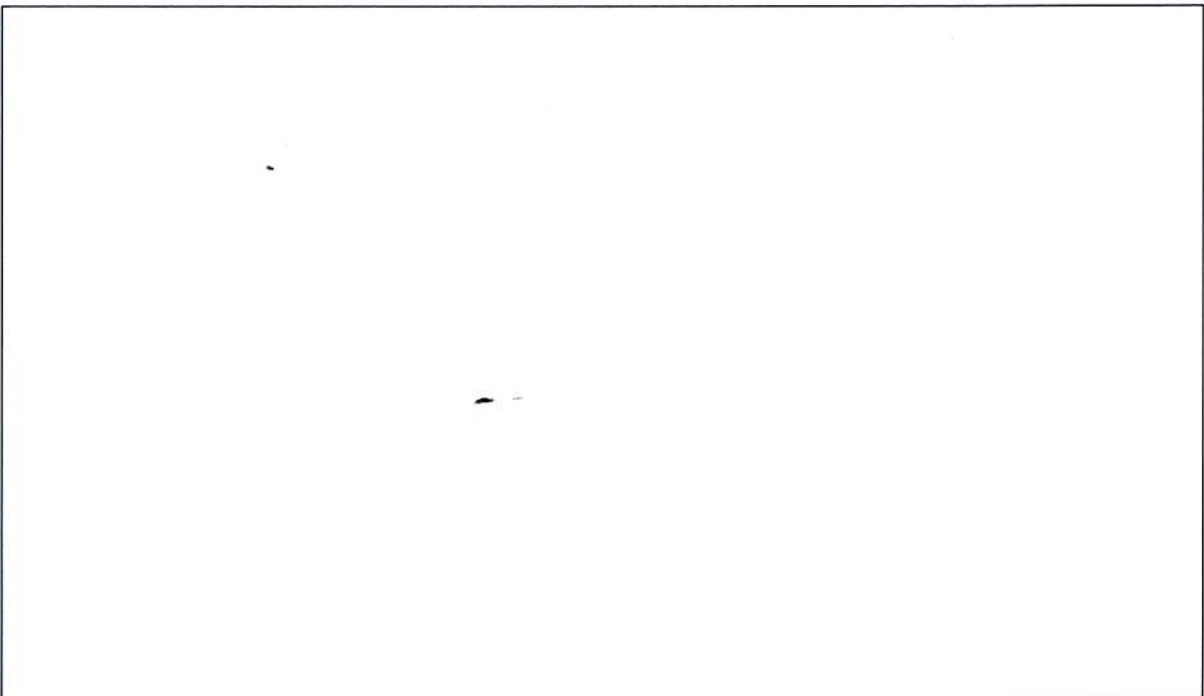
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JULY – SEPTEMBER 2018

Supervisor's Comments

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Moderator's Comments

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**CLEARANCE FOR SUBMISSION OF PRACTICAL TRAINING REPORT BY THE
SUPERVISOR**

Name of Supervisor: Madam Noor Fadhleen Binti Mahmud

Title of Practical Training Report: Bau District Education Office

Name of Student: John Gaviro Anak Kuyieh

I have reviewed the final and complete practical training report and approve the submission of this report (Practical Training Report at Bau District Education Office) for evaluation.

(MADAM NOOR FADHLEEN BINTI MAHMUD)

Date:

DECLARATION

I hereby declare that the work contained in this practical training report is my own except those which have been duly identified and acknowledged. If I am later found to have committed plagiarism or other forms of academic dishonesty, action can be taken against me under the Academic Regulations of UiTM's.

Signed



Name: John Gaviro Anak Kuyieh

ACKNOWLEDGEMENT

First of all, I wished to thank God, who is my rock and fortress, for giving this great opportunity to continue my professional study with the aim of becoming a more cultured and prepared person. I also would like to extend my thankfulness to the most precious persons in life, my parents for all moral support, financial support and also towards each other for non-stop reminding each other to always be honest and trustworthy during this practical training in Bau District Education Office and successfully completed the practical training report.

Next, I would like to express my gratitude to my supervisor, Madam Noor Fadhleen Binti Mahmud for her guidance when I was having problems during the early stage of the establishment of this report. Not to forget the coordinator of practical training, Mr. Fairuz Hidayat Merican who provided information and guidelines before the practical training and during completing this practical training report.

Other than that, I would love to thank the host supervisor, Madam Nurhidayah Voon Binti Abdullah for guiding me throughout the period of practical training. When I had difficulties in doing the task, she taught me patiently until I completed my tasks. She never gave up on me, motivate me to not to give up and continuing to give out the best for me. Her inputs and ideas has guiding me back to the right path when I have lost my way.

Last but not least, I would like to thank my friends and to all of the staff in Bau District Education Office for their mental and physical support and their willingness to teach and share the information, knowledge and experience from the beginning of practical training until the end of practical training period. Without them, I would not be able complete the practical training and its report on time. Therefore, I feel blessed and thankful for all.

All of these processes have taught me a lot about myself, what I can overcome and what I can accomplish. I am proud to have achieved the goal by completing this practical training report, and I offered profound gratitude to all who helped, supported and guided me all this time.

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CHAPTER 1

INTRODUCTION OF THE ORGANIZATION

1.0 INTRODUCTION

Education in Malaysia has gone through extensive changes throughout the years. These constant changes or ‘reforms’ are carried out with perhaps only one vision in mind, and that is to improve the current existing teaching and learning procedures in schools and higher learning institutions. The importance of education has become more paramount especially in our nation’s process of moving from an economy-based on labor-intensive and lower-end manufactured products to k-economy (knowledge economy). In Malaysia, Ministry of Education (MOE) and Ministry of Higher Education (MOHE) are two bodies which are responsible to ensure that nation is moving towards specified target.

1.1 HISTORY OF BAU DISTRICT EDUCATON OFFICE

1.1.1 State Education Department of Sarawak (*Jabatan Pendidikan Negeri Sarawak*)

In general, State Education Department of Sarawak (*Jabatan Pendidikan Negeri Sarawak*) started with five divisions by division of state districts. Small district of Bau is included in the First Division along with Kuching, Lundu, Bau, Serian and Simunjan (Kementerian Pelajaran Malaysia, n.d.).

The official portal of MOE (Kementerian Pelajaran Malaysia, n.d.) stated that the restructuring of Division Education Office (*Pejabat Pelajaran Bahagian*) and District Education Office (*Pejabat Pelajaran Daerah*), which was later known as the Combined Education Office (*Pejabat Pelajaran Gabungan @ PPG*) and Small District Education Office (*Pejabat Pelajaran Daerah Kecil @ PPDK*) in 2003 has led to the existence of four new PPG which are PPG Bintulu, PPG Samarahan, PPG Betong and PPG Mukah as well as a new PPDK, Padawan PPDK. There are a total of 31 units that consists of 11 PPGs and 20 PPDKs units. However, all PPG and PPDK were restructured and recognized as District Education Office (PPD) in 2008. In 2013, the name of *Jabatan Pelajaran Negeri Sarawak* was changed to

Jabatan Pendidikan Negeri Sarawak after the Ministry of Education Malaysia (KPM) joined the Ministry of Higher Education (KPT).

1.1.2 Bau District Education Office (*Pejabat Pendidikan Daerah Bau*)



Bau District Education Office is being led by Dr. Les ak. Met and is close to Tasik Biru, the famous gold mine site not long ago. According to *Jabatan Pendidikan Negeri Sarawak* (n.d.), PPD is responsible for leading and coordinating and supervising administrative and academic affairs of 40 primary schools and three secondary schools based on the vision of "Quality Education Educated People Prosperous Nation" and guided by the mission of "Preserving the Quality Education System to Develop Individual Potential to Meet Country Aspirations". Dr. Les ak. Met together with an Assistant PPD, 11 Professional Officers, eight SISC+ and six FasiLINUS officers are responsible to design and implement programs to raise education in the Bau district.

1.2 ORGANIZATIONAL VISION, MISSION, PURPOSES AND OBJECTIVES

This section will show the vision, mission, purposes and objectives of Bau District Education Office.

1.2.1 Vision

Quality education educated people prosperous nation.

1.2.2 Mission

Preserving the quality education system to develop individual potential to meet country aspirations.

1.2.3 Purposes

1. The implementation of an effective and realistic academic excellence program.
2. Systems of monitoring and observation that have an effective impact.
3. Balanced the development of human capital in all aspects.
4. Provides comprehensive development of physical facilities in all aspects of educational development.
5. Bringing the effective service delivery system and governance effectively within the organization.

1.2.4 Objectives

1. Each school has trained and accredited teachers to handle the areas of relevant curriculum and co-curriculum activities such as clubs, associations and uniformed teams.
2. Producing active, productive, disciplined and unified students as well as every student has enough opportunities and guidance to participate in various planned activities at schools in developing their interests, talents, and skills.
3. Concerning intellectual (academic) development with student's social, physical, and spiritual development.
4. Filling student's leisure time with benefits, giving fun and building health and wellbeing.
5. Ensuring the management of hostels is systematically organized, and ensures the welfare of students in terms of nutrition, learning and spirituality.

1.3 ORGANIZATIONAL POLICY

It refers to a set of guidelines and best practices put in place to protect the customers, employees and the organization itself (Skillsoft, n.d.). Organizational policy may cover employee actions, disciplinary procedures, and employment practices and so on. It provides guidelines on dealing with customers and outline what customers can expect from the organization. In general, organizational policies describe what is and is not permitted within the organization. By doing this, the organization institute expectations and limitations related to behaviour.

1.3.1 GeMS

It is the abbreviation for '*Gerakan Menjulang Pendidikan Sarawak*'. This movement is a sophisticated strategic management to improve schools performance, especially in terms of quantity and quality of students' achievement as well as boosting excellence in educational institutions in Sarawak.

1.3.2 National Education Philosophy

Education in Malaysia is an on-going effort towards further developing the potential of individuals in a holistic and integrated manner, so as to produce individuals who are intellectually, spiritually, emotionally and physically balanced and harmonious based on a firm belief in and devotion to God. Such an effort is designed to produce Malaysian citizens who are knowledgeable and competent, who possess high moral standards, and who are responsible and capable of achieving a high level of personal well-being as well as being able to contribute to the harmony and betterment of the family, the society and the nation at large.

1.3.3 National Education Policy

National Education Policy (Education) is the result of Razak Statement, 1956 and incorporated in the Education Ordinance, 1957. This education policy was revised in 1960 resulting in the Rahman Talib Report. Rahman Talib's report was subsequently incorporated in the Education Act, 1961. Razak Statement and Rahman Talib Statement have outlined three key principles to ensure that the goals of unity are achieved. The three basic principles are to create the same schooling system for all, making Bahasa Malaysia the primary intermediate language at all school levels and establishing the same examination and curriculum system and curriculum nationally.

1.3.4 Education NKRA

In the National Key Areas of Education (NKRA) Education, the government will focus on 4 sub-NKRAs to widen access to quality and affordable education: Preschool, Literacy and Numeration (LINUS), High-Performing Schools (SBTs) and New Offer to School.

1.3.5 Malaysia Education Blueprint 2013-2025

This plan illustrates the vision of education system and aspirations of students that can meet country's needs in future. It also recommends 11 necessary strategic and operational shifts implemented by the Ministry to achieve desired vision.

1.3.6 *1 Murid 1 Sukan*

1 Murid 1 Sukan Policy (1M 1S) requires every student to participate in at least one sport activity at the school. Each student is required to actively participate in school sports activities throughout the year.

1.3.7 *Memartabatkan Bahasa Malaysia Memperkukuh Bahasa Inggeris (MBMMBI)*

Enhancing Malaysia Language Strengthening English Policy (*Dasar Memartabatkan Bahasa Malaysia Memperkukuh Bahasa Inggeris-MBMMBI*) is the policy introduced by the government after the abolition of the Science and Mathematical Teaching and Learning Policy in English (PPSMI) at the Cabinet Meeting on 8 July 2009.

1.4 CLIENT'S CHARTER

“Layanan Mesra, Khidmat Cemerlang”

We, the resident of Bau District Education Office with full determination and commitment pledge and pledge to devote our entire effort and effort to:

1. Ensure that all children, according to their assigned age, get a place of study on the first day of the new session of school.
2. All students affairs programs are managed in accordance with the procedures and regulations to ensure the welfare, safety and the individuality formation of students are prioritized.
3. All students are given the same opportunity to seek guidance and to participate in various activities according to their interests, needs and tendencies / talents.
4. All applications of special admission of students are fully processed and forwarded to the Sarawak Education Department for approval within 14 working days.
5. All teachers are placed in the school not more than 21 working days after receiving new teachers from the Ministry of Education.
6. All application forms for domestic exchanges are processed within 90 days from the closing date of the application.
7. All employment affairs and services of staffs are managed within 14 working days from the date of acceptance of complete documents.
8. All completed financial claims are processed within 14 working days from the date of acceptance.
9. All assessments and examinations are managed efficiently and accurately.
10. The use of ICT facilities and equipment optimally to strengthen the delivery of teaching and learning systems as well as services.
11. All educational institutions, managers, teachers and Parents-Teachers Associations are registered in accordance with the procedures and regulations in the Education Act 1996.
12. All customer complaints are being given Declaration of Acceptance within one working day from the date the complaint is received.
13. All customer feedback is taken into action.
14. All staffs receive psychological and counselling services as needed.

Achievement level: 4.16 (83.2%)

1.6 CHAPTER SUMMARY

This chapter summarizes the background of Bau District Education Office that consists of its historical background, vision, mission, purposes and objectives. It also provides the policies and client's charter that has guided the organization as well as the organizational chart which explains the structure of organization in Bau District Education Office.

CHAPTER 2

SCHEDULE OF PRACTICAL TRAINING

2.0 INTRODUCTION

This chapter provides a summary of the daily training extracted from the log book and the description of job or assignment executed throughout the practical training.

2.1 SUMMARIZATION OF LOG BOOK

This chapter focuses on the tasks and activities that have been done in the Bau District Education Office during the 8 weeks of the practical training. The following are the tasks and activities done within 8 weeks of the practical training and for each week it will further break down into days.

2.1.1 FIRST WEEK

The first week of practical training took place from 24th July 2018 to 27th July 2018.

24th July 2018

The first day of my practical training fell on 24th July 2018. It is evidence that self-report is a normal routine when we are going to join a new organization. The first thing I did was reporting my attendance for practical training to Mr. Kwan Ah Pin, Assistant District Education Officer. After filled in and handed in the relevant documents regarding my practical training, he decided to assign me to Emolument Unit under the Organization Management Unit. He added that emolument tasks and online systems regarding it such as e-payslip system, 1GFMAS and system of Employee Provident Fund (KWSP) contributions will be my primary tasks in Emolument Unit. Before he assigned me to my supervisor, he introduced me to everyone in the Organization Management Unit. I was feeling great as everyone in the office extended their warm welcome to me. It was like a warm and harmony working environment to me.

Not long after that, I was brought to Emolument Unit and was introduced to my host supervisor, Madam Nurhidayah Voon Binti Abdullah. She then showed me

my table where I will be doing my tasks during the practical training. She also gave a short briefing on the tasks that will be done under her. The first task she gave to me was to download and organize the payslips of current month of all staff of schools under PPD Bau. She guided me to the e-payslip system and taught me on how to login download the payslips. Then, she asked me to complete a number of documents based on the payslips downloaded using Microsoft Excel.

After lunch break, I was being given another task, which was to key-in and print Kew. 8 and Kew. 320 forms for the staffs of schools that was entitled for pension. As I already completed previous tasks, I was told to find and photocopy relevant documents regarding the staff promotion of several staffs.

25th July 2018

The next day, Madam Nurhidayah asked me to find the data of those who have been promoted for the process of claiming back “*Elaun Memangku*” from them. She taught and briefed me beforehand about how to make those claims based on previous payslips. It is said that this is the most difficult task in Emolument Unit, and if we can master it then we should be able to complete other tasks that are related to emolument tasks too. There are several things that need to be considered when making the claims. For example, *Gaji Pokok* (GP), *Elaun Memangku* (EM), *Bayaran Insentif Wilayah* (BIW), *Imbuhan Tetap Perumahan* (ITP) and *Imbuhan Tetap Khidmat Awam* (ITKA). The sole purpose of this is to claim “*Elaun Memangku*” or acting allowance from those who has served the duty of a higher grade position from their actual grade in the same service. In other words, “*Elaun Memangku*” is being claimed because he or she has been promoted to the grade position he was acting and not acting the position grade anymore. By using Microsoft Excel, the data are being key-in and calculated in the sheet. I was just copy and paste the previous sheet to a new sheet when key-in the data for a staff to ease my task as this can retain the formula used for calculation of emolument.

26th July 2018

Since I was new to the task, I need time to understand how it works. The syllabus in courses especially Business Mathematics, Accounting and Public Finance did not discuss deeper about matters relating to the emolument of civil servants. On this day, I still continuing yesterday's work. I don't want to rush to complete the task given to me because there is a high possibility of error happens. Rushing to complete the task without having a deep understanding about it is not good at all, as it may lead to miscalculation of amount of money to be collected or to be paid to the respective staff.

I double-checked the Statement of Acting Allowance Calculation and Kew. 8 Form (*Penyata Perubahan Mengenai Pendapatan Seseorang Pegawai*) as well as Kew. 320 Form (*Borang Perubahan Gaji*) to ensure that there is no error in it. After done checking those documents, I printed them and handed in to host supervisor for evaluation.

In the evening, I prepared Kew. 8 and Kew. 320 for those teachers and staffs that has been transferred from SMK Bau to a newly established secondary school, SMK Singai. Then, the forms were printed and sorted together with relevant documents such as broadcast letters, previous Kew.8 Form, latest payslip and the copies of officers' pay data list (LPC) from Government Financial Management and Accounting System (GFMAS). These documents were given to Madam Nurhidayah to be checked.

27th July 2018

The fourth day of my practical training dated on 27th July 2018. I still working on the Statement of Acting Allowance Calculation and Kew. 8 Form. After completed it, I double-checked again to ensure there is no mistake in the data inserted in these documents such as name, identity card number, computerized salary number, grade position, name of schools and its cost centre code and also the amount of salary and allowances received. This needs to be done extra carefully because all of these tasks in Emolument Unit involve money and it is hard to claim or pay back the miscalculated amount of money.

2.1.2 SECOND WEEK

The second week of practical training took place from 30th July 2018 to 03th August 2018.

30th July 2018

The first day of second week started with the task of inserting the data of 20 teachers and staffs that is available in List of Officer's Pay Data (LPC) in Kew. 8 and Kew. 320 Form. This one too, needs to be carefully key in because any mistake or error in inserting the data will affect the process of salary payment.

In the afternoon, Madam Nurhidayah handed the corrections on Statement of Acting Allowance Calculation and asked me to correct them. So I made corrections in the statement first, then the Kew. 8 Form. This is because any changes in the statement will affect the data inserted earlier in Kew. 8 and Kew. 320. After done correcting them, I printed and sorted them to be handed to her.

31th July 2018

In the morning, I submitted the document that has been corrected to Madam Nurhidayah to be checked. Not long after that, she gave me those documents back and asked me to correct them before being compiled and sorted. After lunch break, I filled in the data available in the payslip and Kew. 8 Form into the Kew. 320 Form. I printed them as soon as I completed them and compiled it together with the Statement of Acting Allowance Calculation, Kew. 8 Form and a few related documents. As usual, I submitted it to my host supervisor for marking process.

In addition, Madam Nurhidayah told me that positive amount in the statement will be considered as allowance and allowance arrears. Meanwhile, the negative amount will be considered as recurring deduction or additional tax deduction. All these amounts are the result of the calculations made after comparing the amount of salary and allowances an employee should receive and what he or she has received.

01st August 2018

On this day, I have finished all the works from last week, which are the Statement of Acting Allowance Calculation, Kew. 8 and Kew. 320. I also have completed the transfer documents (Kew. 320 Form) for a teacher that has been transferred to another school, from SMK Lake to SMK Singai.

In the evening, I filled in the data for the change of bank account. To complete Kew. 8 and Kew. 320 Form, confirmation letter from the bank he or she is using now is important as the letter contains bank account number. It needs to be updated, otherwise the salary will not be transferred to the new bank account. After being printed, all the documents are sorted to three copies, one for my host supervisor, one for the PPD to be kept in file room and another one will be given to the school.

02nd August 2018

My host supervisor, Madam Nurhidayah assigned me to download and print payslips of a number of headmasters. Then, she asked me to complete Kew. 8 and Kew. 320 for "*Pergerakan Gaji Tahunan*" of those headmasters. After completed it, I printed the documents for submission to my host supervisor. Not long after that, Madam Nurhidayah assigned another task to me, which is to complete Kew. 8 and Kew. 320 Form for a teacher that has been appointed from "*Penolong Kanan Hal Ehwal Murid*" to "*Penolong Kanan Kokurikulum*". Without further ado, I printed his payslip, key in the data in the forms and printed it to be submitted to host supervisor.

Next, she gave another task to me, which was to complete the documents of change of bank account of a staff to Maybank account. As soon as it completed, I printed, compiled it with a few documents and sorted them to three copies. Around 2.00 p.m., she asked me to complete the documents of the teachers and staffs that has been given "*Taraf Berpencen*". This task was quite easy and I completed it within short time and as usual, I sorted the documents to three copies.

03rd August 2018

I started my day with another task assigned by my host supervisor. I was to complete Kew. 8 Form for “*Pemangkuan DG42*” for a teacher in SK Puak, Bau. The data was obtained from the Statement of Acting Allowance Calculation that has been prepared by her. Around 10.00 a.m., Madam Nurhidayah asked my favour to edit and print Kew. 8 and Kew. 320 Form for the change of bank account to be used for her briefing to the schools’ clerks in a meeting. In the afternoon, I was doing the Kew. 8 and Kew. 320 Form for “*Pergerakan Gaji Tahunan*” for two teachers that were being transferred from SMK Bau to SMK Singai. I also helped answering the telephone where a man called to ask the telephone number of a school.

2.1.3 THIRD WEEK

The third week of practical training took place from 06th August 2018 to 10th August 2018.

06th August 2018

My first day of the week started with completing Kew. 8 and Kew. 320 Form for two school staffs. Then, I was asked to key in the data of the staff of PPD Bau in Kew. 8 and Kew. 320 Form for “*Pergerakan Gaji Tahunan*”. After lunch break, I photocopied related documents such as last year’s Kew. 8 Form and payslip to three copies. Once it done, I compiled and sorted them to three sets of documents and submitted it to host supervisor to be checked before being kept in file room and being handed to school’s pigeon box (letter box).

07th August 2018

I photocopied several documents of previous Kew. 8 Form dated 01 December 2016, 01 January 2017 and 01 January 2018 to be used to complete Statement of Acting Allowance Calculation of a teacher, Kew. 8 and Kew. 320 Form. After it is done, I printed them to be handed to Madam Nurhidayah for her checking. Once she done correcting it, she handed it back for me to do corrections. In the afternoon, I arranged all the original documents to be kept in the file for auditing

process and stamped them with the stamp of my host supervisor and PPD Bau. Then, I kept them in the files according to their month of action.

08th August 2018

I started my day with making final corrections of yesterday's Kew.8 and Kew. 320 Form regarding the calculation of acting allowance. And then, I printed, photocopied and sorted those documents to 3 copies, one for my host supervisor's record, one for PPD Bau and another one for the school. To complete my task, I handed the copies of documents for my host supervisor to administrative assistant, assistant district education officer and the district education officer himself for their signature. While waiting for them to sign the documents, I put the copies of documents to be given to school in the letter box according to its respective school. I also handed the copies for PPD Bau in the file room and asked the staff in charge to keep them for me.

09th August 2018

Madam Nurhidayah handed me the last week's tasks that I gave her to be checked and asked me to do the corrections of Kew. 8 and Kew. 320 Form. Once it done, I printed and photocopied the relevant documents, stapled it together and stamp the original documents. After that, I kept the original copies for auditing process in the file according to the month of action. Then, the documents of "*Taraf Berpencen*", "*Pergerakan Gaji Tahunan*", "*Pertukaran Bank*", "*Pertukaran Masuk*", "*Berhentian Memangku*" and "*Kenaikan Pangkat*" is being arranged and being put in the file according to their month of action.

After lunch break, the copies of documents for PPD Bau and the schools are being separated to be put in the file room and letter box. Next, I completed another documents related to the transfer of teachers and printed it for my host supervisor's checking. Not long after that, my host supervisor asked me to do corrections on Kew. 8 and Kew. 320 Form as well as Statement of Acting Allowance Calculation of several staffs.

10th August 2018

The last day of the week began with looking into and completing the documents regarding a “*Penolong Kanan Pentadbiran*” that has being transferred to become the principal for a new secondary school, SMK Singai.

After that, I corrected the previous Kew. 8 and Kew. 320 Form for the transfer of staffs and teachers to SMK Singai. It was then being printed and the related documents were being photocopied. But then, Madam Nurhidayah handed some documents back to me as there are still some mistakes in it. After done with correction, I printed Kew. 8 Forms to be compiled with Kew. 320 Forms as well as required documents.

2.1.4 FOURTH WEEK

The fourth week of practical training took place from 13th August 2018 to 17th August 2018.

13th August 2018

On the first day of the fourth week, I key-in the data on the previous Kew. 8 Form that has been corrected by Madam Nurhidayah. Then, I printed it and handed the corrected form to her. Around 10 a.m., I downloaded all the payslips for all the teachers and staffs of 40 schools under PPD Bau. This task took me a while because the internet connection is quite slow. But then, I managed to download all of them before lunch break.

After lunch break, my host supervisor taught me on how to use 1GFMAS portal (1 Government Financial and Management Accounting System) to look for payment and EPF records of several substitute teachers. Next, I was asked to complete the Kew. 8 and Kew. 320 documents and once it completed, I printed the documents to be compiled and submitted to my host supervisor.

14th August 2018

I started my day with sorting the documents of transfer of school of a number of teachers and staffs. Once it done, I stamped the original documents to be kept for auditing processes. Next, I did the Kew. 8 and Kew. 320 Forms for the staffs that are scheduled to retired soon. In the afternoon, my host supervisor asked me to complete Kew. 8 and Kew. 320 Forms for the “*Pergerakan Gaji Tahunan*” of this year for two teachers. Not long after I submitted it to her, she gave it back to me because there is a little mistake in the earlier documents.

15th August 2018

In the morning, I printed the documents that have been corrected to be kept in file and being put in the letter box of the schools. Next, I arranged the documents of transfer of teachers to be kept in the file later. I also stamped the Kew. 8 Form and the documents related to the teachers. Around 2.00 p.m., I started calculated and key-in the data in the Microsoft Excel sheet of Statement of Excess Emolument Payment Calculation.

16th August 2018

Madam Nurhidayah asked me to correct the documents done by a school staff, which is the “*Rekod Kutipan Balik Cuti Separuh Gaji dan Tidak Hadir Bertugas dengan Kebenaran*” documents. It took a long time as I need to type back all of the documents with the earlier formats and functions in it. After lunch break, I filled in and calculated the amount of salary and allowances for staffs that will retire within this month from the first day of the month until the last day of their services.

17th August 2018

My last day of the week began with completing the Kew. 8 Form for a teacher that has been promoted. Next, I printed and sorted the Kew. 8 Form together with some other documents such as copies of previous Kew. 8 Forms and payslips to be kept in file and for the schools’ records. After that, I filled in and calculated the “*Elaun Tanggungjawab*” for a teacher that is eligible to receive that allowance. In the evening, I did the Kew. 8 and Kew. 320 Forms and also the statement of calculation of “*Elaun Bantuan Hidup Susah*” for a staff. I printed and sorted the documents to be submitted to my host supervisor as soon as I completed it.

2.1.5 FIFTH WEEK

The fifth week of practical training took place from 20th August 2018 to 24th August 2018.

20th August 2018

I began my first day of fifth week with arranging a number of documents to be photocopied to 40 copies. It was the letters and some documents sent from *Jabatan Pendidikan Negeri Sarawak*. Then, I started copying them using a photocopy machine. There were several times when the paper was stuck in the machine during the process but I managed to remove them each time the machine was jammed by following the instructions in the machine's monitor. Next, I arranged and sorted the copies of the documents. After lunch break, I distributed each copy of the documents in the schools' letter box.

21st August 2018

In the morning, I did the Kew. 8 and Kew. 320 Forms of "*Pergerakan Gaji Tahunan*" for the month of October for a school teacher. After done completing them, I printed it to three sets and sorted the forms with some documents of recent payslip and a copy of last year's Kew. 8 Form. Next, I corrected the last week's task, the Statement of Excess Emolument Payment Calculation (leave without pay and unauthorized leave). Then, I printed the statement and other related documents to five sets to be handed to my host supervisor.

In the afternoon, I completed and printed Kew. 8 and Kew. 320 Forms for the transfer of workplace and change of bank account. Not long after that, I calculated and key in the amount of acting allowance to be claimed back from two teachers that has been promoted to a higher grade position. I also photocopied previous Kew. 8 Forms from 2015 to 2018 to three copies to ease the process of calculating the amount of acting allowance.

23rd August 2018

I completed yesterday's task, which is the Statement of Acting Allowance Calculation for two school teachers. Next, I printed and sorted them to three copies. After done with the task, Madam Nurhidayah gave another task of Statement of Pay Adjustment Calculation as well as Kew. 8 and Kew. 320 Forms for a teacher that has been promoted from the grade position of DG42 to DG44 (KUP), which stands for "*Khas untuk Penyandang*". Once it done, I printed and sorted them with other copied documents to be handed to my host supervisor.

24th August 2018

I started my day with double-checking the calculation of the Statement of Acting Allowance Calculation and the data in Kew. 8 and Kew. 320 Forms. This is very important to ensure that there is no error in the calculations and the data inserted in those documents. After making sure everything is fine, the forms and relevant documents were being photocopied to three copies.

2.1.6 SIXTH WEEK

The sixth week of practical training took place from 27th August 2018 to 30th August 2018.

27th August 2018

Corrections were made on the last week's task which is Statement of Acting Allowance Calculation for two teachers and Statement of Pay Adjustment Calculation for a headmaster. So, I filled in the data for Kew. 8 and Kew. 320 Forms for both statements. Once the documents are completed, I printed and sorted both documents for my host supervisor to be checked.

28th August 2018

On this day, I helped a teacher to download the payslips of teachers and staffs from SK St. Patrick from the month of January to August. This took me some time as the internet connection in the office is quite slow. After finished downloading the payslips, I organized them according to their month and saved them in a folder with the school's name. Around 2.20 p.m., I sent the softcopy of the payslips via

email to that teacher. Not long after that, Madam Nurhidayah asked me to log in to the IGFMAS system to find a document regarding the payment of salary to a substitute teacher. She also asked me to download and print the Kew. 304 E (*Arahan Pembayaran*) for future reference.

29th August 2018

In the morning, I sorted a few documents to be kept in the files for auditing process and for the records of PPD Bau itself. Next, I did the corrections the Statement of Allowance Calculation for two teachers and printed it to be handed to my host supervisor. I also replaced a few documents that has been corrected in the files for auditing process, personal files in the file room and the documents in schools' letter box.

After lunch break, I checked a document and compared the previous Kew. 8 Form (*Pergerakan Gaji Tahunan*) with the data inserted in the Statement of Acting Allowance Calculation. The statement was being printed and given to Madam Nurhidayah. Then, I helped her to find several files and printed a few of payslips. Around 3.30 p.m., she asked me to do corrections on the statement that she has checked.

30th August 2018

Madam Nurhidayah gave me a new task, which was to complete a Kew. 320 Form regarding the deduction of monthly tax. After done completing the documents, I printed and sorted the form with related documents to three copies. Next, I key in the data of those who are pensioned that took loan or financial aid with *Angkasa* in an online system of *Angkasa* Financial. In the afternoon, I made corrections on yesterday's statements as well as Kew. 8 and Kew. 320 Forms. I also have been asked by my host supervisor to correct the Statement of Pay Adjustment for "*Pemangkuan dan Penempatan Pegawai Perkhidmatan Pendidikan*".

2.1.7 SEVENTH WEEK

The seventh week of practical training took place from 03rd September 2018 to 07th September 2018.

03rd September 2018

In the morning, I completed the Kew. 8 and Kew. 320 Forms for “*Taraf Berpencen*” of a teacher. Then, I made final corrections on the Statement of Acting Allowance Calculation together with Kew. 8 and Kew. 320 Forms. Upon completed those documents, I printed and sorted it to be submitted to Madam Nurhidayah. Around 10.30 a.m., I key-in the data in Kew. 8 and Kew. 320 Forms for the change of bank account of a teacher. I also printed her payslip for attachment purpose. I printed and sorted the documents to three copies after done completing it.

After lunch break, I made corrections on the statements, Kew. 8 and Kew. 320 Forms for a headmaster (*Pemangkuan Gred DG44*). Next, I printed, sorted and stamped it to be kept in the file and for the school’s record. After done with the task, I checked the previous documents with the documents that were already in the file because there were some documents that are same but with different dates and also there are documents that were already being done by PPD Bau’s staffs. Around 4.30 p.m., I prepared Kew. 320 Form for a staff. Then, I printed and submitted it to my host supervisor.

04th September 2018

I started my day with printing and replacing the documents in the personal file and to be given to school. After that, I helped my host supervisor to print the payslips of staffs and handed it to her. I also made the calculations in the Statement of Pay Adjustment Calculation for three headmasters that have been promoted (*acting the position*) to DG44 grade position. Next, I made the correction on Kew. 8 Form of a staff. I also corrected the Kew. 320 Form for salary or pay deduction of a teacher.

05th September 2018

Around 8.10 a.m., I key-in the data of the teachers that has been transferred to another school in the *Angkasa* Financial system. After that, I made the calculation of allowance arrears of a P.O (*Pembantu Operasi*) that has been transferred to another school. I also printed and sorted it to be given to my host supervisor. In the afternoon, I made and completed the calculations of allowance of three teachers (*Pertukaran Setara Pegawai Perkhidmatan Pendidikan*) that are still in the same school, but different position. Next, I made final corrections on the documents of a headmaster that has been promoted to DG44. I also printed and sorted them to three copies. The last task I did on this day was preparing and completing Kew.8 and Kew. 320 Forms for the change of bank account of a teacher.

06th September 2018

I started my day with making the corrections on three sets of documents (Kew. 8 and Kew. 320 of allowances calculation). I printed and sorted those documents as soon as I completed it. Next, Madam Nurhidayah asked me to photocopy two sets of documents and insert the copies for school in the letter box according to its respective school. After that, I prepared the documents that consist of Statement of Pay Adjustment Calculation, Kew. 8 and Kew. 320 form for a teacher's promotion from grade position DG34 to DG38. When I done completing the documents, I printed and sorted it to be given to my host supervisor.

After lunch break, I printed a payslip for the use of Dr. Les, the District Education Officer. Next, I key-in the data in Kew. 8 and Kew. 320 Forms for an interim teacher. My host supervisor gave me another task to be completed, which was to complete Kew. 8 and Kew. 320 Forms for a teacher that has changed her bank account. I printed and sorted it to be given to my host supervisor.

07th September 2018

The last day of the week started with keeping the completed documents in the files according to its month of action for auditing process. I also put another copies of the documents in the file room and school's letter box. Next, I corrected the documents that have been done the day before. When I'm done completing it, I photocopied the documents to two copies. After that, I helped an interim teacher to photocopy the relevant documents that is needed to complete his application form.

2.1.7 EIGHTH WEEK

The last week of practical training took place from 12nd September 2018 to 14th September 2018.

12th September 2018

Madam Nurhidayah gave me a task, which was to complete the calculations of allowance for two interim teachers and key-in their data in Kew.8 and Kew. 320 Forms. Once it completed, I printed and gave it to her. Next, I made corrections and printed it to three copies. I also photocopied the relevant documents of those two interim teachers to two copies and sorted it to be kept in auditing files, PPD's file room and schools' letter box.

The documents of the interim teachers are as follows; a copy of EPF (KWSP) slip, identity card copy, birth certificate copy of applicant, a copy bank account passbook, identity card and birth or death certificate copy of applicant's mother, identity card and birth or death certificate copy of applicant's father, offer letter, placement letter, undertaking letter, letter of offer acceptance and medical check-up letter from hospital.

After lunch break, I completed another task that was given by Madam Nurhidayah; the documents of a teacher that has been transferred to a new school. After that, I printed and photocopied the related documents to three copies and one copy is submitted to my host supervisor to be checked by her.

13th September 2018

I started my day with making final corrections on yesterday's documents as well as printed and sorted it to three copies. Next, I completed and printed the statement of allowance payment of a teacher. I also sorted it to three copies to be kept in auditing files, PPD's file room and school's letter box. However, the copies for school is to be "keep in view" as Kew. 8 Form of overpaid allowance calculation is yet to be done. After that, I printed Kew. 8 and Kew. 320 Forms of the "*Pergerakan Gaji Tahunan*" for a headmaster of SK St. John, Bau. Then, I typed back and key-in the data for a teacher that has been transferred as the softcopy of the documents (Kew. 8 and Kew. 320 Forms) are missing from the file in the computer.

At 2.10 p.m., I filled in Kew. 8 Form for the purpose of collecting the overpaid amount of allowance of a teacher. It is subsidiary to collect back excess amount if it is overpaid. Next, Madam Nurhidayah assigned me a new task of completing the calculations of pay and allowance regarding the teachers' promotion (Statement of Pay Adjustment, Kew. 8 and Kew.320 Forms) from grade position of DG34 to DG38 (KUP). After it is done, I printed and photocopied the forms and required documents to be submitted to my host supervisor.

14th September 2018

The last day of my practical training in PPD Bau started with completing Kew. 8 and Kew. 320 Forms for a pensioned / retired teacher that has been promoted to grade position of DG38. I also did the Statement of Pay Adjustment Calculation for the purpose of paying outstanding allowance to him from the day he was promoted until the retirement date. After the documents have been corrected by Madam Nurhidayah, I printed and sorted those documents to three copies.

I key-in the data in Kew. 8 and Kew. 320 Forms for a teacher that has been given "*Taraf Berpencen*" after lunch break. Next, I arranged all completed as well as uncompleted paperwork and documents to be handed to my host supervisor. I also copied all of the softcopy of the tasks and documents from the first day until the last day of my practical training to the computer of Madam Nurhidayah. Before the working hours ended, I made sure my table is clean and nicely arranged the stationeries and equipment on the table.

2.2 CHAPTER SUMMARY

In this chapter, all of the activities and tasks done during the practical training were recorded in the log book. It also explained the description of job or assignment executed throughout the 8 weeks of practical training. All of it were recorded on daily basis and separated by the weeks of practical training period.

CHAPTER 3

TASK ANALYSIS

3.0 INTRODUCTION

This chapter generally explain the theory that has been used in completing my tasks in the office. The system that is being used by the federal government including the Bau District Education Office in managing financial transactions as a whole will be briefly explained. The theory includes the concept, components, the importance of effective and efficient financial system, the advantages and disadvantages of the system as well as the problems and challenges that I generally faced during the practical training.

3.1 CONCEPT OF PUBLIC FINANCE

According to Corporate Finance Institute (2016), public finance is the economic field that studies the activities of government and the alternative means of financing government expenditure. In addition, government are a group of organizations formed to exercise the authority over actions of people who live together as a society. The purpose of public finance is to recognize why, when and how the government should intervene in the current economy and also understanding the possible outcomes of making changes in the market. Other than that, public finance also involves in the issues outside of the economy, such as accounting, law and public finance management.

3.2 COMPONENTS OF PUBLIC FINANCE

There are a few components that are included in the public finance. Firstly, it is the accounting, followed by supply management system, treasury, taxation and the last one is auditing.

3.2.1 Accounting

It is a record and summary of activities in the form of money. Government accounting is the process of recording, analysing, classifying, summarizing, communicating and interpreting information of financial regarding the government in aggregate and detail reflecting transactions and other economic events involving

the receipt, spending, transfer, usability and disposition of assets and liabilities.

The purposes of government accounting are:

- i. To carry out the financial business of government in a timely, efficient and reliable manner (such as making payments, settle liabilities, collect due payment, buy and sell assets) subject to necessary financial controls.
- ii. To keep systematic, easily accessible accounting and documentary records as evidence of past transactions and status of current financial so that detailed transactions can be identified and traced and all aggregates can be conveniently broken down into their constituent parts.
- iii. To provide periodic financial statements, containing appropriate classified financial information as a basis for (a) stewardship and accountability and (b) decision making.
- iv. To maintain financial records suitable for budgetary control, internal control and the needs of auditors.
- v. To provide means for effective management of government assets, liabilities, expenditures and revenues.

3.2.2 Supply Management System

- i. Supply management system is a process of acquiring material and equipment for the public purpose and to ensure smooth operation of government machinery and programs. The purpose of procurement in the public sector is to enable government agencies providing various services and necessary goods to the people. Good supply management system leads to a successful in obtaining the suitable material and quantity at the right time from the right supplier and at affordable price to avoid wastage of government fund.
- ii. The system that is being used to conduct purchasing and procurement transaction is 1GFMAS (1 Government Financial and Management Accounting System) in most federal government offices. This system is created to ensure purchasing of items or travel warrants and government assets is made correctly and being recorded accurately and systematically.

3.2.3 Treasury

Treasury is an organization that manages the finance of government. The activities involved are such as the formulation, planning and implementation of government expenditure. District Education Office is dealing directly with the Ministry of Finance in terms of application of allocation and financial matters. These are several functions of treasury:

- i. To formulate and implement fiscal and monetary policies in order to ensure effective and efficient distribution and management of financial resources.
- ii. To formulate financial management and accounting processes, procedures and standards to be implemented by all government agencies.
- iii. To manage the acquisition and disbursement of federal government loans from domestic and external sources.
- iv. To monitor the financial management of ministries, government departments and statutory bodies.
- v. To formulate and administer policies related to the management of government procurement.

3.2.4 Taxation

Taxation is a redistribution of income involving the transfer of resources from the private sector and individuals to the government sector. Among the examples of tax imposed in Malaysia is income tax, corporate tax, property tax, consumption tax and vehicle tax.

3.2.5 Auditing

Financial auditing is the process of examining an organization (or individual) financial records to determine whether it is accurate and in accordance with any applicable rules (including accepted accounting standards, regulations and law. Usually, the officers that represent the Auditor General of Malaysia will come to the organization to inspect accounting and financial records and provide independent opinions on these records.

It is a fact that law obliges that all public companies or organizations to have their financial statements externally audited. Internal auditors work for the organization as the employees to examine records and help improving internal processes such as operations, internal controls, risk management and governance.

3.3 IMPORTANCE OF PUBLIC FINANCE

Public finance is an essential element in every department or agency. With the rapid growth of the economy, good governance of public finance is of fundamental importance for all nations to ensure the sustainability of national budget and financial systems, as well as mutual financial security and sustainable economic growth (Corporate Finance Institute, 2016). High-quality financial information in the public sector enables an accurate and complete assessment of the impact of policy decisions, supports external reporting by governments to electorates, tax payers, and investors, and helps internal decisions on resource allocation (planning and budgeting), monitoring and accountability.

3.3.1 Steady Economic Growth of State

Finance of government is vital in order to achieve sustainable high rate of economic growth. The government uses the fiscal tools in order to bring increase in both aggregate demand and supply. The examples of fiscal tools are such as taxes, public debt and public expenditure.

3.3.2 Proper Allocation of Resources

The government finance is very important in proper utilization of natural, manmade and human resources. As such, the government impose more taxes on the production and sales on less desirable goods such as cigarettes and alcohols. Meanwhile, the government provide subsidies or impose taxes lightly for more desirable goods that are needed by the people in their daily lives.

3.3.3 Equitable Distribution

The government use the revenues and expenditures in order to reduce inequality of income. The government will impose higher taxes on income, profit and properties of rich people and the products they consume if there is high income disparity. The money collected will be used for the benefit of poor people through subsidies, allowance and other types of direct and indirect benefits to them.

3.3.4 Balanced Development of Nation

In order to erase the gap between urban and rural, industrial and agricultural sector, the government make well use of revenues and expenditure. As such, the government allocates the budget for infrastructural development in rural areas and direct economic benefits to the rural people.

3.3.5 Economic Stability

The government often use the fiscal tools in order to stabilize the economy of the nation. During its time of prosperity, taxes are imposed on higher rate and internal public debt is being raised. The amount gained is being used to repay foreign debt and invention. By this way, the government expenditures can be reduced. Meanwhile, during the recession, the case above is just being reversed.

3.4 STRENGTHS, WEAKNESSES AND THREATS OF THE CURRENT JOB

DESCRIPTION

SWOT analysis will be used to discuss the pro and cons of the current job description that is being done in Bau District Education Office. It can be best described as a strategic planning framework used to evaluate the competitive position of an organization by identifying its strengths, weaknesses, opportunities and threats (Investopedia, 2018). Specifically, SWOT analysis is a foundational assessment model that measures what an organization can and cannot do, as well as its potential opportunities and threats. However, this section will only discuss the strengths, weaknesses and threats or challenges of the current job description.

3.4.1 Strengths of the Job

I personally have been assigned to the Emolument Unit under the Organization Management Unit in Pejabat Pendidikan Daerah Bau for 8 weeks. Completing the tasks that has been assigned to me by Madam Nurhidayah day by day has taught me a lot of things including the strengths that I can build within myself when doing my tasks. Basically, I need to be familiar with the calculations of emolument of civil servants and online finance system, including the e-payslip system, 1GFMAS, *Angkasa* Finance system and system of Employee Provident Fund (KWSP). In

addition, IGFMAS is still new and still being monitored by Ministry of Finance. It was introduced on February 2018 and has brought tremendous change on how I did my tasks regarding the financial procedure with the help from my host supervisor. On top of that, I have developed a few knowledge-based skills in specific subjects, procedures and information necessary to perform particular tasks. Most of it is hard skills and such skills usually acquired through education, training and on-the-job experience. I have learnt financial knowledge on how to prepare a complete document of staffs' emolument including promotion, acting allowance calculations and the payment and repayment of various allowances, annual salary movement as well as the contribution of Employee Provident Fund. Not only that, I also did the non-emolument tasks such as transfer of staffs, change of bank account, pensionable status and application of interim teachers.

3.4.2 Weaknesses of the Job

It is a fact that every venture or organization has its own weaknesses, which are the things that they did and executed poorly. Weakness is particularly noteworthy if it make things difficult and prevent or interrupting the process of achieving mission. This might include unnecessarily leaking finances, improperly targeting clients, or simply poorly executing service among other things. During the practical training, I noticed that some of the staffs that are working in the area of finance were lack of motivation to perform their job better because their top level management assign too much work and only little appreciation or appraisal for excellent job performance is given to them.

Abraham Maslow is known for developing a hierarchy of needs – basically, a motivation theory in which he described how employees should know that they are valued within an organization in order to boost their optimum performance (McLeod, 2018). When this sense of being valued or appreciated does not exists, the employees tend to lose interest in their job, resulting in a decrease in their performance level and negatively affect the short and long term goals of the organization. Besides, when the employees believed that they are not being appreciated by the top level management, it also affects the stakeholders, who are directly impacted from the employees. Eventually, both employees and stakeholders who are not valued will then seek for a new working environment or

other businesses in order to align with the place where they are valued by superior or others.

3.4.3 Threats / Challenges of the Job

As we all know, it is difficult to complete task without having a good cooperation from other party inside or outside of the organization. Being in the area of finance, we have to go through several levels of organization and stakeholders in order to find for approval (for example budget preparation), completion of forms and document for the payment, checking and editing the data in the online system and et cetera. Completing these tasks require us to work faster and accurate in terms of data preparation. At the same time, these processes involved the cooperation from several parties in order to ensure the final result can be effectively achieved.

I personally faced some problems during the practical training in PPD Bau. For example, when it comes to getting an approval or signature from the officers, sometimes it takes several days for the documents or forms before the approval or signature is finally given. In another case, there was a time in which the photocopy machine was not functioning because there are papers stuck in them during my second week of practical training. It took three days for the technician to come and repair the machine so that it could be used again. This problem has slowed down the operations of our units as most of the job requires printing and photocopying of the documents. Sometimes, we also got complaints from the schools' staffs and teachers regarding on the late process of forms completion and allowance payment just because of this bureaucracy issue.

3.5 CHAPTER SUMMARY

Overall, this chapter discussed the theory that is closely related to the job assigned during the practical training in Bau District Education Office. It explained the concept and components of public finance that is related to the job description during the practical training. Besides, it also shows the importance of good management of public finance and how it is related to the tasks done in the office. Last but not least is the discussion on the strengths, weaknesses and threats or challenges faced while completing the job that has been assigned by the host supervisor, Madam Nurhidayah.

CHAPTER 4

RECOMMENDATIONS

4.0 INTRODUCTION

In this chapter, discussions regarding the recommendations and solutions in any room of improvement in the current job description will be done. It will be divided into two parts, where the first part will discuss about the solutions to improve the work quality in the organization itself and the second part will discuss the recommendations to improve the job technically and specifically.

4.1 RECOMMENDATIONS

There are several recommendations to the problems in the current job descriptions. The first one is to provide training and courses, followed by recruiting more team members and staff, establishing employee reward system and last but not least is the program of team building.

4.1.1 The Organization

i. Providing Training and Courses

Training and courses are a vital element within an organization. It helps the employees to gain more knowledge and skills related to the job. Most employees have some weaknesses in their workplace and training programs allows employees to strengthen those skills that they need to improve. Skill development programs bring the skills of all employees to a higher level so that they have identical skills and knowledge in conducting their jobs. The organization should provide more courses related to emolument matters as well as the online system such as 1GFMAS so that employees can have better integration between the tasks and the system itself.

ii. Recruiting more Team Members and Staff

Forecasting the needs of staffing is one of the essential elements of strategic planning. Staffing levels may affect various aspects of business. Too many employees will drive up overhead and directly affects the financial of the organization. Too few employees lead to limitation of the ability to serve current customers and ensure smooth operation of organization. Understaffing may make sense to the management team but it will have negative impact in the long run.

In the Emolument Unit, there is only one permanent staff, which is my host supervisor running the unit along with several temporary staffs from the schools under PPD Bau. Based on my observation throughout the practical training period, having only one staff, *Pembantu Tadbir (Gaji)* to run the Emolument Unit does not make any sense. Just imagine the workload of emolument matters of all teachers and staff of 40 schools are under one staff with some help of a few inexperience temporary staffs. Within the first week of practical training, I already realized that one *Pembantu Tadbir* for Emolument Unit is not enough to handle all the tasks and business subject to the matter considering the number of teachers and staffs that need to be taken care of. The least that the unit needs is three *Pembantu Tadbir* to operate the unit effectively and efficiently with minimal work stress.

iii. Establishing Employee Reward System

It can be defined as a program set up by an organization to reward performance and motivate employees on individual and group levels (Inc., n.d.). It is normally considered separate from salary but may be monetary in nature or otherwise have a cost to the organization. It is evidence that federal government have no some sort of monetary budget for the purpose of rewarding the employee but there are many ways the top level management can use in order to show their appreciation to their employees, like recognition.

According to Luthans and Stajkovic (n.d.), recognition is defined as acknowledging someone before their peers for specific accomplishments achieved, attitudes demonstrated or actions taken through their behaviours. Showing appreciation to employees by acknowledging excellent performance and the kind of behaviour to be encouraged to others is best done through simple expressions and statements. As an example, a superior might send a personal note or stop by their desks to convey his or her appreciation towards said employee or team. Another good approach is to combine recognition and appreciation in the form of public statement of gratitude and thanks in front of the co-workers or team, and mentioning specific examples of what the individual or team has done which contributed to positive impact towards the organization.

iv. Team Building Programme

Team bonding always brings people together by promoting and encouraging collaboration and teamwork in a particular group of people. Fun activities that help people see each other in different points of view allow them to connect in a different setting. One of the strongest reasons for team building is to get excellent results. Teams will build and nurture skills such as communication, planning, problem-solving and conflict resolution through a series of well-planned events of team building. These ideas will help facilitate long-term team building through fostering genuine connections as well as deeper discussion and information processing. Too many units and sections in Bau District Education Office will cause huge gap and boundaries between the employees. It is not often to see the top level of management conducting a session of team building with their staffs during the period of practical training and it might be a good opportunity for the top management to close the gap and build better communication channels among their subordinates.

4.1.2 Emolument Unit

i. Appoint IT Officer / Technical staff for the Maintenance of the Systems

Information technology officers are supposedly in charge of the process of developing and implementing technology solutions in the organization. They are responsible for reviewing and approving new information technology (IT) alternatives to increase the productivity and service delivery of the organization. Based on my experience during the practical training, I always faced problems with the slow speed of internet connection and the server of the online systems where it always crashed when there are too many traffic coming in to the server. All of these need IT Officer or technical staff in order to fix the problems. It is very time-consuming as they have to settle a certain amount of complaint from other departments before they can come to solve ours. Thus, appointment of IT Officer or technical staff is critical in order to solve these problems.

ii. Establishing Deadlines for Internal Operation / Reporting

In financial matters, deadline is a very important element as every reporting that is prepared was based on periodical set of time whether it is prepared daily, monthly, quarterly and annually. Although some of the deadlines can be accomplished, there are always some 'delayed' occurrence that can cause the tasks to be not completed within the time given. Lack of discipline and work ethics are among the biggest factors that lead to the waste of time and money of the organization. Most importantly, all tasks regarding emolument need to be submitted on time. Compliance of policies and internal controls has to be met. This is because senior officers and other agencies or department, such as *Jabatan Akauntan Negera Malaysia* depends on the emolument statements to make decisions and payment of wages. It is advised to mark the deadline of any works on the calendar and ensure all team members meet the deadlines no matter what happens.

iii. Create “To-Do List” for PT/KEW Staff

During the period of practical training, I realized that the staffs need to have a “To-Do Lists” for their daily work routine. Based on my observation, I did noticed that they tend to ignore the most important task and start doing the less important one once they are having work overload. Therefore, by keeping such list, it will ensure all tasks are written down in one place in order to avoid forgetting any important things. Besides, they are able to plan the order by which task they should do first and what can be “keep in view”.

4.2 CHAPTER SUMMARY

In short, all the recommendations suggested above should be able to cope with the challenges that happened in the organization. This chapter summarizes the solutions that may be applied in order to improve the operation of the organization and Emolument Unit as a whole. Having better emolument-related statements defined the performance level of the organization. However, those recommendations required full support and cooperation from all level of management so that the organization can run dynamically, effectively and efficiently.

CHAPTER 5

CONCLUSION

5.0 INTRODUCTION

In this chapter, all chapters in this report are being summarized by highlighting the main points and provide the overall conclusion of this report. Section 5.1 summarizes the introduction of the organization and Section 5.2 outlines the job description and tasks that have been performed during the practical training in Bau District Education Office. Next, Section 5.3 summarizes the analysis of task, strengths and weaknesses as well as the threats or challenges faced when performing the task. Section 5.4 will highlight and summarize the recommendations that have been suggested for improvement of the organization. Last but not least is Section 5.5 which will show the overall conclusion of the tasks and the completion of job as a whole.

5.1 SUMMARY BY CHAPTER

Chapter 1: Introduction of the Organization

In Chapter 1, the discussion regarding the introduction of the organization that covers the historical background of the organization, organizational vision, mission, purposes and objectives, organizational policy, client's charter as well as the organizational chart of State Education Department of Sarawak and Bau District Education Office. The introduction of the organization provides the knowledge regarding the background and history of Bau District Education Office and the main events that leads to the establishment of the organization. Not only had that, the vision, mission, purposes and objectives and some other relevant information regarding the organization also made known to me. Various policies by the Ministry of Education that has been the core business of the organization also being introduced so as to provide understanding the path of the organization is going through. Not to forget, the client's charter, to ensure the delivery of quality services to the customers and provide services in accordance with the standards set. Organizational structure is also being illustrated in the organizational chart, where it shows the relationships and relative ranks of its parts and positions.

Chapter 2: Schedule of Practical Training

The second chapter describe the summary of practical training schedule which focused on the daily tasks given during the practical training in Bau District Education Office. All of these were recorded in the log book given by the Practical Training (ADS667) lecturer, Mr. Fairuz Hidayat Merican. The log book is essential as it acts as the evidence to the activities or tasks done throughout the period of practical training. Most of the tasks done during the practical training are related to the emolument matters of the teachers and staffs of 40 primary schools along with the office itself. For example, the statements made regarding the calculation of various allowances and wages, pay adjustment, transfer of teachers and staffs, key-in the data in online system, promotion, pensionable status, change of information regarding the bank account, annual wage movement and so on.

My host supervisor, Madam Nurhidayah has helped me a lot during the practical training. She guided me from zero knowledge about the emolument matters until I can do most of the tasks myself, at least with a little mistake done, especially the part of calculation of allowances and wages. Madam Nurhidayah taught me how to anticipate with major problems in emolument matters, such as miscalculation of amount of allowances and wages to be paid to employees and methods to claim back the payment that has been made. Although I often made mistakes in completing my tasks, but she never complained and patiently corrected it for me. Madam Nurhidayah also stressed the importance of emolument process in any organization, for instance to ensure the smooth process of business operation, avoiding the possibilities and risks of the occurrence of fraud and abuse of power as well as to motivate the employees to perform better. Emolument accounting not only involves the payment of wages, but also involves the preparation of complete employee records while adhering to policies set by the government through agencies such as the Department of Labour, *Employees Provident Fund* (KWSP) and *Social Security Organisation* (PERKESO). All in all, records relating to wages and allowances should be accurate, correct and being kept systematically to avoid any problems in future.

Chapter 3: Task Analysis

The third chapter is about the analysis of job done in Bau District Education Office. I have learned many theories throughout my studies but most of the time, my job during practical training is closely related to Public Finance. Mr. Kwan Ah Pin, Assistant District Education Officer has decided to assign me to Emolument Unit under the Organization Management Unit as he knew I did take the subject of Public Finance before.

In the chapter of Task Analysis, the significance of good Public Finance management in public sector as well as its important components is being stressed out. High-quality financial information in the public sector enables an accurate and complete assessment of the impact of policy decisions, supports external reporting by governments to electorates, tax payers, and investors. It also helps internal decisions on resource allocation, monitoring and accountability. Besides, strengths and weaknesses as well as threats that I faced when completing my tasks are being included where SWOT analysis was being used to discuss the pro and cons of the current job description. It can be used to evaluate the competitive position of an organization by identifying its strengths, weaknesses, opportunities and threats.

To conclude, Chapter 3 generally explain the theory that has been used in completing the tasks during the practical training in Bau District Education Office. Among the main purposes to conduct a task analysis process are to use this specific information in creating the right fit between job and employees, to assess the performance of an employee or team. It is also aimed to determining the worth of a specific task as well as to analyse training and development needed from an employee to deliver that particular job.

Chapter 4: Recommendation

Chapter 4 discussed the recommendations that have been suggested to improve the quality of service and value of the organization and Emolument Unit in Bau District Education Office. It is evidence that every organization cannot avoid having its own weaknesses. However, there is always something to be done to improve the performance of an organization so as to run smoothly to achieve its vision and mission as well as its objectives. The first recommendation that was suggested in this practical training report is to provide training and courses that could help employees to enhance their skills and knowledge that is related to their job. On top of that, human resource forecasting is also essential in order to strategically plan the solution for shortage of labour in the organization. Next, providing employee reward system is also seems to have its own importance in order to appreciate or appraise the individual or team that has performed well in their job. This is because it could motivate and boost their morale and also employees around them to perform better. Having team building programme also helps to improve the value of the employees in the organization.

In Emolument Unit, appointing IT officer or technical staff for the maintenance of the system and equipment in the unit as any breakdown may slow the productivity of the employees and affect the tasks that need to be completed. Another recommendation that has been suggested is establishing deadlines for internal operation or reporting. This is vital as other parties depend on the emolument statements to make decisions and payment of wages. Last but not least is employees especially PT/KEW staffs are advised to create "To-Do List" to ensure that all of their tasks are written down in one place so that they will not forget anything that is considered important to be done.

5.2 OVERALL CONCLUSION

It is undeniable that the experiences gained during the practical training are very valuable and unforgettable. In my opinion, doing job practically is more interesting than the process of learning in the classroom as well as reading notes and books. Furthermore, the situation in the classroom is very different compared to the workplace as the theories and knowledge learnt are difficult to be practiced in the classroom or education institute. Therefore, it can be said that practical training is one of the best opportunity for the students to adapt themselves to working environment and gaining more knowledge regarding the subject matter.

During the eight weeks of practical training in Bau District Education Office, many precious experiences have been gained and I truly appreciate every moment with the staffs there. My host supervisor and a lot of staff including the top level management has treated me well and always lend their hands whenever I got difficulties in doing my job. Besides, working in the Emolument Unit is a lot more fun than other units or departments as there are always new tasks or thing that can be learned every day. I personally think that the field of finance has brought me to a new level where there is no ending in its learning process.

In a nutshell, the practical training in Bau District Education Office has given splendid experiences and knowledge in various aspects. Despite all the weaknesses and difficulties happened during the completion of job, I enjoyed what I have done in the organization, especially in the Emolument Unit. It is admitted that there are still a lot of rooms for improvement so as to ensure the organization operates dynamically and efficiently. All members of the organization should work harder and smarter to comply with their Client's Charter and to achieve their vision and mission as well as their objectives.

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APPENDICES



The entrance of Bau District Education Office



Environment of outside and inside the office





01.10.2016	0000	0000	0000	0000	0000
01.10.2016	0000	0000	0000	0000	0000
01.10.2016	0000	0000	0000	0000	0000
01.10.2016	0000	0000	0000	0000	0000
01.10.2016	0000	0000	0000	0000	0000

PERAKA	CU
14/11/2016 - 20/11/2016	100
21/11/2016 - 27/11/2016	100
28/11/2016 - 04/12/2016	100
05/12/2016 - 11/12/2016	100
12/12/2016 - 18/12/2016	100
19/12/2016 - 25/12/2016	100
26/12/2016 - 01/01/2017	100
02/01/2017 - 08/01/2017	100

Lim Fang Ping
Lot 6178, Kung Pin Park
Jalan Bayan,
93250 Kuching,
Sarawak.

22 Ogos 2017

Kepada :

**Bahagian Kewangan
Kementerian Pendidikan Malaysia
Aras 5-6, Blok E12, Kompleks Kerajaan Parcel E,
Pusat Pentadbiran Kerajaan Persekutuan,
62604 Putrajaya
(up: Pn. Mastura Bte Mohamed Tajudin)**

Tuan,

SURAT TUNJUK SEBAB MEMOHON PENDAHULUAN DIRI

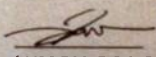
Dengan segala hormatnya, saya Lim Fang Ping, fail peribadi bemombor S.35074 ingin memohon pendahuluan diri ke atas emolūmen yang terlebih bayar iaitu sebanyak RM 7128.14.

2 Tujuan saya memohon pendahuluan diri disebabkan gaji bersih saya tidak mencukupi untuk membuat bayaran balik lebih gaji secara sekaligus.

3 Saya berharap pihak tuan dapat meluluskan permohonan saya dan didahului dengan ribuan terima kasih.

Sekian, terima kasih.

Yang Benar,


(LIM FANG PING)
820205135544

Letter of provision for the payment of outstation allowance claim

KEMENTERIAN PENDIDIKAN MALAYSIA
 Pejabat Pendidikan Daerah Bau,
 Jalan Tasik Baru,
 94000 Bau, Kuching

Tel: 082-763864
 Faks: 082-762397
 Email: ppdbau@mba.gov.my

Ruj Kami: JPS/MY/PPDB(Kew)/15304/0102 Jld 5 (1-61)
 Tarikh: 16 Ogos 2018

Pengarah Pendidikan Sarawak,
 Jabatan Pendidikan Negeri Sarawak,
 Sektor Khidmat Penguatkuasaan Dan Pembangunan,
 Jalan Diplomatik Off Jalan Beko,
 Petra Jaya,
 93050 Kuching,
 Sarawak
 (L.p. : Unit Akaun Dan Kewangan)

Tuan,

MEMOHON PERUNTUKAN DI BAWAH OBJEK 21000 DAN 22000 UNTUK MEMBAYAR TUNTUTAN ELAUN PERTUKARAN KELUAR STESEN

Dengan segala hormatnya saya ingin memohon perhatian tuan kepada perkara di atas.

2. Sehubungan dengan itu, pejabat kami ingin memohon peruntukan di bawah Objek 21000 dan 22000 untuk membayar tuntutan elauan pertukaran keluar stesen bagi Puan Khairun Nisaa Uti Balqis Binti Harun.

3. Bersama-sama ini dikemukakan Penyata Perkiraan, Slip Semakan serta dokumen-dokumen sokongan untuk tindakan tuan selanjutnya.

4. Pertimbangan dan ketulusan tuan amatlah dihargai.

Sekian, terima kasih.

"BERKHIDMAT UNTUK NEGARA"

Saya yang memohon perintah,
 (AWAN AH PIN)
 P.P. Pegawai Pendidikan Daerah Bau
 Pejabat Pendidikan Daerah Bau

MAKLUMAT PERTUKARAN

Tarikh keabadian pertukaran: 1 JAN 2018
 Tarikh melabaskan pertukaran: 30 DIS 2018

Nama dan Alamat Pejabat Lama: **PT V.B. SAU, JAWA PERDAMAI PENDIDIKAN DAERAH BAU, JALAN TASIK BARU, 94000 BAWA SARAWAK**
 Nama dan Alamat Pejabat Baru: **SIPC LIT TERK, JALAN SEKOLAH + PA GAMBAL MUYO, 86000 KUANG + JOHOR**

Alamat Rumah Lama: **NO 84, LORONG 4, TAMAN NUTIPARA, JALAN JAMBANGAN, 94000 BAWA SARAWAK**
 Alamat Rumah Baru: **NO 8, JALAN PERMATA, 86000 KUANG + JOHOR**

MAKLUMAT TUNTUTAN

1) Elauan Mahan:
 Sebelum: RM 65 x 1 orang x 3 hari: RM 195.00
 Selepas: RM 95 x 1 orang x 5 hari: RM 475.00
 Jumlah: RM 670.00

2) Pembayaran Pindah: (Kadar Bugang/Keluarga*)
 Jumlah: RM 500.00

3) Bayaran Sewa Hotel (termasuk Bayaran Perkhidmatan dan Cukai Kerajaan) (Resit):
 Sebelum: RM x orang x 3 hari: RM
 Selepas: RM x orang x 5 hari: RM
 Jumlah: RM

4) Elauan Lojng (Bagi pegawai sahaja):
 Sebelum: RM x 3 hari: RM
 Selepas: RM x 5 hari: RM
 Jumlah: RM

5) Tambang pengangkutan Awam:
 (i) Jalan Darat: RM
 (ii) Jalan Air: RM
 (iii) (Resit): RM
 (iv) Jalan Udara: RM 672.36
 (Resit: ESUREY)
 Jumlah: RM 672.36

M.S. 2/4

MAKLUMAT TUNTUTAN

1) Elauan Perjalanan Keretaraan

Jarak	km	RM
500 km pertama	500 km	RM
150 km selepas	500 km	RM
150 km selepas	650 km	RM
150 km selepas	800 km	RM
150 km selepas	950 km	RM
150 km selepas	1,100 km	RM
150 km selepas	1,250 km	RM
150 km selepas	1,400 km	RM
150 km selepas	1,550 km	RM
Setiap km selepas 1,700 km	km	RM

Jumlah: RM --

2) Tambang pengangkutan barang (Lihat Jackal 1):
 (i) Jalan raya: Jarak: km
 (ii) km ke Dutaan: RM
 (iii) km selepas 50 km: RM
 (iv) km selepas 250 km: RM
 (v) km selepas 500 km: RM
 (vi) km selepas 750 km: RM
 (vii) km selepas 1,000 km: RM

Jumlah: RM 6,150.00

Jumlah (1) hingga (5): RM 7792.36
 Betang Putebang | 1.5% daripada jumlah (1) hingga (5): RM 116.89
 Jumlah Besar: RM 7909.25

M.S. 3/4

PENGAKUAN

Saya mengaku bahawa:

- perjalanan pada tarikh tersebut adalah benar;
- tuntutan ini dibuat mengikut kadar dan syarat seperti yang dinyatakan di bawah peraturan-peraturan bagi pegawai pejabat yang berkuatkuasa semasa;
- butir-butir seperti yang dinyatakan di atas adalah benar dan saya bertanggungjawab terhadapnya; dan
- dengan ini saya tidak akan membuat tuntutan yang sama kepada Kementerian/Jabatan/Agensi tempat bertugas lamabaru (*).

Tarikh: _____ (Tandatangan)

PENGESAHAN

Adalah disahkan bahawa perjalanan tersebut adalah sebagai melaksanakan arahan pertukaran sebagaimana ketetapan pegawai.

Tarikh: _____ (Tandatangan)
 (Tandatangan)
 Dr. LEE MET
 Pegawai Pendidikan Daerah Bau
 (Nama)

(Jawatan)
 b.p. Ketua Setiausaha/
 Pegawai Pengawal

PENDAHULUAN DIRI (jika ada)

Pendahuluan Di: RM
 Total: Tuntutan selangang: RM
 Baki dibayar/di bayar balik: RM

Pernyataan

(*) Jika tuntutan ini hendak dibayar oleh Kementerian/Jabatan/Agensi tempat asal pegawai berlepas, satu salinan borang tuntutan hendaklah diserahkan ke Kementerian/Jabatan/Agensi tempat baru pegawai berlepas. Jika tuntutan ini hendak dibayar oleh Kementerian/Jabatan/Agensi tempat asal pegawai berlepas, satu salinan borang tuntutan hendaklah diserahkan ke Kementerian/Jabatan/Agensi tempat asal pegawai berlepas.

(**) Bagi mana-mana pegawai yang berlepas, satu salinan borang yang telah diisi hendaklah diserahkan kepada Kementerian/Jabatan/Agensi/kuasa (Swasta) tempat asal/pejabat pegawai berlepas.

M.S. 4



KERAJAAN PERSEKUTUAN MALAYSIA
BORANG PERUBAHAN GAJI

(KEW.320 Pindaan 1/2015)

No Siri HRMIS (Serial No)	1	No rujukan (Ref. No)		2					
No. Gaji (Personnel No.)	3	13976717	Sebab Tindakan (Action Reason)	4	10	Tarikh Mula Tindakan (Action Date)	5	01.09.2018	
Nama (Name)	6	ALIAN ANAK NOJIB							
Perubahan Nama (Change Of Name)	7								
Pejabat Perakaunan (Business Area)	8	Nombor Kad Pengenalan (Personnel ID)							
Pejabat Perakaunan Baru (ActR = 20) (New Business Area)	9	No Kad Pengenalan (IC Number)	10	Jenis KP (IC Type)	11				
Tindakan (Action)									
Pegawai Pengawal (Personnel Area)	12	Kump Pekerja (EE Group)	13			14			
Penempatan Organisasi (Organizational Assignment)									
Kod Kumpulan PTJ (Subarea)	15	Kod Kumpulan PTJ/ PTJ Dipertanggungkan (Cost Center)	16	Dana (Fund)	17				
Kod Kump PTJ/ PTJ Membayar (Functional Area)	18	Program/ Aktivi/ Amanah/ Projek/ Setia/ SubSetia/ CP (WBS)	19	Pusat Pembayaran (Pay Center)	20	0680			
Caruman Berkanun									
KWSP (Employee Provident Fund)				SOCSSO (Employee's Social Security)					
Peratus Caruman (Employee Percentage)	21	Peratus Caruman Separuh (Employee Percent)	22	Mencarum PERKESO (SOCSSO)	25	YA / TIDAK			
Amaun Caruman (Employee Amount)	23	YA / TIDAK	Tarikh mula kadar separuh (Start Date)	24	Umur > 55 tahun & Kali Pertama Mencarum PERKESO (Employee over 55 and first time contributor)	26	YA / TIDAK		
Alamat (Address)									
Alamat Majikan (Employer Address)	27							Poskod (Postcode)	28
Pelbagai Maklumat Pekerja (Employee Miscellaneous)									
Jawatan (Position)	29								
Tempat Bekerja (Work Area)	30								
Kod Negeri (State Code)	31	Negeri (State)	32						
Kod Daerah (District Code)	33	Daerah (District)	34						
Skim Perkhidmatan Berkomputer (Salary Scheme)	35								
Elaun & Tunggakan Elaun (Recurring Allowance)									
Tarikh Mula (Start Date)	Tarikh Akhir (End Date)	Kod (Wagetype)	Amaun (Amount)	Tarikh Mula (Start Date)	Tarikh Akhir (End Date)	Kod (Wagetype)	Amaun (Amount)		
36	37	38	39	36	37	38	39		
01.09.2018	31.12.9999	0001	4,040.15	01.09.2018	30.09.2018	2014	566.92		
01.09.2018	31.12.9999	1200	0.00						
01.09.2018	31.12.9999	1254	606.02						
01.09.2018	30.09.2018	2000	70.00						
01.09.2018	30.09.2018	2004	63.23						



KERAJAAN PERSEKUTUAN MALAYSIA
BORANG PERUBAHAN GAJI

(KEW.320 Pindaan 1/2015)

				Bayaran Lebih Masa (Employee Remuneration Info)				
Tarikh Mula (Start Date)	Tarikh Akhir (End Date)	Kod (Wagetype)	Amaun (Amount)	Tarikh Mula (Start Date)	Tarikh Akhir (End Date)	Kod (Wagetype)	Amaun (Amount)	
40	41	42	43	44	45	46	47	
Potongan (Recurring Deduction/ Additional Tax Deduction)								
Tarikh Mula (Start Date)	Tarikh Akhir (End Date)	Kod (Wagetype)	Amaun (Amount)	Nombor Rujukan (Membership No/ Reference No)				
48	49	50	51	52				
01.09.2018	30.09.2018	4015	186.00					
01.09.2018	30.09.2018	4016	6.72					
01.09.2018	30.09.2018	4017	744.00					
Potongan - Saraan (Personal Deductions - Payee)				Penerima Saraan (Payee Details)				
Tarikh Mula (Start Date)	Tarikh Akhir (End Date)	Amaun (Amount)	Kod & Sub-jenis (Wagetype & Subtype)	Nama Penerima (Payee Name)	No. K/P (IC No.)	Kod Bank (Bank Key)	No. Akaun Bank (Bank Account No.)	Cara Bayaran (Payment Mtd)
53	54	55	56	57	58	59	60	61
Tandatangan	Disedjakan oleh (Prepared by) 62		Disahkan oleh (Approved by) 63		UNTUK KEGUNAAN PEJABAT PERAKAUNAN SAHAJA			
	SALINAN ASAL DITANDATANGANI OLEH		SALINAN ASAL DITANDATANGANI OLEH		Disemak oleh (Reviewed by) 64			
	SUNG SIEW FAH		DR. LES MET		SALINAN ASAL DITANDATANGANI OLEH			
	PEMBANTU TADBIR		PEGAWAI PEJABAT PENDIDIKAN DAERAH BAU		NURHIDAYAH VOON BINTI ABDULLAH			
Nama					PEMBANTU TADBIR			
Jawatan					29 OGOS 2018			
Tarikh								

No. Kelulusan Perb.: _____ Sila lihat keterangan di Panduan Mengisi Borang Perubahan Gaji

Muka surat 2 / 2



KERAJAAN PERSEKUTUAN MALAYSIA
BORANG PERUBAHAN GAJI

(KEW.320 Pindaan 1/2015)

LAMPIRAN A - BORANG PERUBAHAN MAKLUMAT PERIBADI

Hendaklah diisi oleh Pusat Tanggung Jawab (PTJ) sekiranya PTJ masih belum HRMIS enable

Maklumat Peribadi
(Personal Data)

Jantina (Gender)	65 L / P	Tarikh Lahir (Date of Birth)	66	Status Kahwin (Marital Status)	67 BUJANG / KAHWIN	Agama (Religion)	68
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Maklumat Peribadi Tambahan
(Additional Personal Data)

Etnik Asal (Ethnic Origin)	69	Pilihan Pencen/ KWSP (Pension/ EPF Eligible)	70	Taraf Warganegara (Citizen)	71
-------------------------------	----	--	----	--------------------------------	----

Gaji Pokok
(Basic Pay)

Bulan Kenaikan Gaji (Increment Month)	72 10	Sebab Perubahan Gaji (Basic Pay Reason)	73	Skim Saraan (PS Type)	74	Skim (PS Area)	75
Gred Gaji (PS Group)	76 DG42	Tangga Gaji (PS Level)	77	Amaun (Amount)	78		

Maklumat Bank
(Bank Details)

Kod Bank (Bank Key)	79	No Akaun (Bank No)	80
------------------------	----	-----------------------	----

KWSP
(Employees Provident Fund)

Pengawasan Kerja
(Monitoring Of Task)

Nombor KWSP (EPF Number)	81	Tarikh Tamat Kontrak (Date of Task)	82
-----------------------------	----	--	----

Potongan Cukai Bulanan
(Monthly Tax Deduction)

No. Cukai Pendapatan (Income Tax No.)	83	Bilangan Tanggung (No. Of Dependents)	84	Pasangan Tidak Bekerja (Spouse Relief)	85 YAJ TIDAK	Pasangan OKU (Disabled Spouse)	85 YAJ TIDAK	Individu OKU (Disabled Individual)	85 YAJ TIDAK
---	----	--	----	--	-----------------	---	-----------------	--	-----------------

Komunikasi
(Communication)

Alamat Emel (Email Address)	88	Nombor Telefon (Telephone Number)	89
--------------------------------	----	--------------------------------------	----

Tarikh Spesifikasi
(Date Specifications)

Tarikh Lantikan Pertama (Date of First Hire)	90	Tarikh Lantikan Sekarang (Date of Current Position)	91	Tarikh Pencen/ Bersara Pilihan (Pension/ Optional Date)	92
--	----	---	----	---	----

KERAJAAN MALAYSIA

PENYATA PERUBAHAN MENGENAI PENDAPATAN SESEORANG PEGAWAI

Akauntan Negara
Bendahari Negeri
Akauntan Perbendaharaan
Pembantu Kewangan
Ketua Pengarah Perkhidmatan Awam, Malaysia
(u.p : Pusat Rekod Kakitangan Kerajaan)

s.k Pengarah Pendidikan Sarawak,
(Unit Saraan)
Pengarah Pendidikan Sarawak
(Unit Rekod)
Guru Besar,
SK Grogro,
94000 Bau.

Perubahan berikut telah diluluskan. Sila bayar pegawai yang berkenaan seperti berikut :

Nama Pegawai **ALIEN ANAK NOJIB (NO. KP.: 781218-13-5552)**

Jawatan **PEGAWAI PERKHIDMATAN PENDIDIKAN GRED DG42 (KUP)**

Nombor Gaji Berkomputer **13976717 / 0680**

Butir-butir Perubahan	Tarikh	Gaji Bulanan	Catatan	No. Surat Kebenaran
Stesen : SK Grogro, Bau.		Patut Terima	Telah Terima	
Kenaikan Pangkat Pegawai Perkhidmatan Pendidikan (PPP) Gred DG32 ke Gred DG42(KUP) di Kementerian Pendidikan Malaysia berkuatkuasa mulai 15.12.2016	15.12.2016			
	GP	RM 3,815.15	RM 3,660.15	KPM.BPSM.S. 500-3/12/67
	EM	RM 0.00	RM 225.00	Jilid 267 (99)
Diberi Pergerakan Gaji Tahunan 2017 mengikut Kadar Kenaikan Gaji Tahunan atas Gred DG32 sebanyak RM155.00 mulai 01 Januari 2017.	01.01.2017			Bth.: 06.04.2018
	GP	RM 3,815.15	RM 3,815.15	JPNSW.SKPP.UNP.S. 500-3/12/14/
	EM	RM 0.00	RM 225.00	Jld. 12 (285)
Diberi Pergerakan Gaji Tahunan 2017 mengikut Kadar Kenaikan Gaji Tahunan atas Gred DG42 (KUP) sebanyak RM225.00 mulai 01 Oktober 2017.	01.10.2017			Bth.: 30.04.2018
	GP	RM 4,040.15	RM 3,815.15	JPS(W)/PPDB(Kew) 53/08/09/03
	EM	RM 0.00	RM 225.00	Jld. 24 (24)
Diberi Pergerakan Gaji Tahunan 2018 mengikut Kadar Kenaikan Gaji Tahunan atas Gred DG32 sebanyak RM155.00 mulai 01 Januari 2018.	01.01.2018			Bth.: 04.07.2018
	GP	RM 4,040.15	RM 3,970.15	
	EM	RM 0.00	RM 225.00	
TPG Baru: 01 OKTOBER		BIW	RM 606.02	

Salinan Asal Ditandatangani

Oleh

(**KWAN AH PIN**)

Penolong Pegawai Pendidikan Daerah Bau

94000 Bau.

Tarikh **29 OGOS 2018**

TANDATANGAN KETUA JABATAN

COP RASMI JABATAN

PANDUAN

1. Semua perubahan mengenai pendapatan seseorang pegawai hendaklah dinyatakan dalam borang ini. Perubahan-perubahan yang berkaitan adalah seperti berikut.

Jawatan
Perlantikan baru (jawatan tetap)
Pengesahan dalam jawatan
Dimasukkan ke dalam perjawatan berpencen
Memangku
Naik Pangkat
Melangkah sekatan kecekapan
Pertukaran
Pinjaman/pertukaran sementara
Gantung kerja
Turun pangkat
Buang kerja
Meletak jawatan
Perlantikan semula
Meninggal dunia
Perlantikan sementara/kontrak
Tamat perkhidmatan sementara/kontrak

Cuti
Separuh gaji
Tanpa gaji
Cuti sakit separuh gaji
atau tanpa gaji

Elaun-elaun
Semua jenis elaun

Bersara

Gaji

Kenaikan gaji ditahan
Kenaikan gaji ditangguh
Turun gaji

2. Satu salinan penyata ini hendaklah dihantar kepada **PUSAT SUMBER MAKLUMAT, BAGHIAN KHIDMAT PENGURUSAN JABATAN PERKHIDMATAN AWAM MALAYSIA** dengan mengisi butir-butir berkenaan dalam Borang PR. JPA 2 (Pin.1/96) di sebelah belakang penyata ini. Badan-badan Berkanun / Penguasa Tempatan yang tidak menggunakan Laporan Penyata Perubahan (Kew. 8) untuk membenarkan sebarang pembayaran hanya dikehendaki menghantar satu salinan Laporan Penyata Perubahan PR. JPA 2 (Pin.1/96) ke Pusat Sumber Maklumat, Bahagian Khidmat Pengurusan, Jabatan Perkhidmatan Awam dan tidak perlu menghantar kepada Akauntan Negara, Bendahari Negeri, Akauntan Perbendaharaan atau Pembantu Kewangan.

ALIEN ANAK NOJIB
TARIKH NAIK PANGKAT DG42 (KUP) 01.12.2016
TPG BARU OKTOBER
TPG LAMA JANUARI
TARIKH SURAT PENYIARAN 06 APRIL 2018

PELARASAN GAJI, ELAUN PEMANGKUAN DAN ELAUN BIW SEHINGGA TARIKH SURAT PENYIARAN

		PATUT TERIMA	TELAH TERIMA	PELARASAN	TEMPOH	JUMLAH	
01.12.2016	GP	3,815.15	3,660.15	155.00	<u>14</u>	70.00	
HINGGA	EM	0.00	0.00	0.00	31	0.00	<u>70.00</u>
14.12.2016	BIW	667.65	640.53	27.12		12.25	
	ITKA	300.00	160.00	140.00		63.23	
15.12.2016	GP	3,815.15	3,660.15	155.00	<u>17</u>	85.00	
HINGGA	EM	0.00	225.00	-225.00	31	-123.39	<u>-38.39</u>
31.12.2016	BIW	667.65	679.90	-12.25		-6.72	
01.01.2017	GP	3,815.15	3,815.15	0.00	09	0.00	
HINGGA	EM	0.00	225.00	-225.00	09	-2,025.00	<u>-2,025.00</u>
30.09.2017	BIW	667.65	606.02	61.63	09	554.67	
01.10.2017	GP	4,040.15	3,815.15	225.00	03	675.00	
HINGGA	EM	0.00	225.00	-225.00	03	-675.00	<u>0.00</u>
31.12.2017	BIW	606.02	606.02	0.00	03	0.00	
01.01.2018	GP	4,040.15	3,970.15	70.00	03	210.00	
HINGGA	EM	0.00	225.00	-225.00	03	-675.00	<u>-465.00</u>
31.03.2018	BIW	606.02	629.27	-23.25	03	-69.75	
01.04.2018	GP	4,040.15	3,970.15	70.00	<u>06</u>	14.00	
HINGGA	EM	0.00	225.00	-225.00	30	-45.00	<u>-31.00</u>
06.04.2018	BIW	606.02	629.27	-23.25		-4.65	
			JUMLAH			*	<u><u>-2,559.39</u></u>

* Sekiranya jumlah perbezaan sehingga tarikh Surat Penyiaran Kenaikan Pangkat adalah negatif (jumlah Elaun Pemangkuan melebihi jumlah gaji), maka perbezaan tersebut tidak perlu dikutip balik.

PELARASAN GAJI, ELAUN PEMANGKUAN DAN ELAUN BIW SELEPAS TARIKH SURAT PENYIARAN

		PATUT TERIMA	TELAH TERIMA	PELARASAN	TEMPOH	JUMLAH	
07.04.2018	GP	4,040.15	3,970.15	70.00	<u>24</u>	56.00	
HINGGA	EM	0.00	225.00	-225.00	30	-180.00	<u>-124.00</u>
30.04.2018	BIW	606.02	629.27	-23.25		-18.60	
01.05.2018	GP	4,040.15	3,970.15	70.00	04	280.00	
HINGGA	EM	0.00	225.00	-225.00	04	-900.00	<u>-620.00</u>
31.08.2018	BIW	606.02	629.27	-23.25	04	-93.00	
			JUMLAH			**	<u><u>-744.00</u></u>

** Sekiranya jumlah perbezaan selepas tarikh Surat Penyiaran Kenaikan Pangkat adalah negatif (jumlah Elaun Pemangkuan melebihi jumlah gaji), maka perbezaan tersebut hendaklah dikutip balik.

0001	4,040.15
1200	0.00
1254	606.02
2000	70.00
2004	63.23
2014	566.92
4015	-186.00
4016	-6.72
4017	-744.00

Disediakan Oleh : Salinan Asal Ditandatangani
Oleh
(NURHIDAYAH VOON BINTI ABDULLAH)
Pembantu Tadbir N19



KERAJAAN PERSEKUTUAN MALAYSIA
BORANG PERUBAHAN GAJI

(KEW.320 Pindaan 1/2015)

No Siri HRMIS (Serial No)	1		No rujukan (Ref No)	2			
No. Gaji (Personnel No.)	3	20168049	Sebab Tindakan (Action Reason)	4	20		
			Tarikh Mula Tindakan (Action Date)	5	01.10.2018		
Nama (Name)	6	FRANCISCA HILDA ANAK JAWSHIN					
Perubahan Nama (Change Of Name)	7						
Pejabat Perakaunan (Business Area)	8	1030	Nombor Kad Pengenalan (Personnel ID)				
Pejabat Perakaunan Baru (ActR = 20) (New Business Area)	9		No Kad Pengenalan (IC Number)	10	790530-13-5497		
			Jenis KP (IC Type)	11	01		
Tindakan (Action)							
Pegawai Pengawal (Personnel Area)	12	D3	Kump Pekerja (EE Group)	13	A		
			Sub Kump Pekerja (EE SubGroup)	14	01		
Penempatan Organisasi (Organizational Assignment)							
Kod Kumpulan PTJ (Subarea)	15	41	Kod Kumpulan PTJ/ Dipertanggungkan (Cost Center)	16	41602906		
			Dana (Fund)	17	B6341		
Kod Kump PTJ/ PTJ Membayar (Functional Area)	18	41602906	Program/ Aktiviti/ Amanah/ Projek/ Setia/ SubSetia/ CP (WBS)	19	B63010215		
			Pusat Pembayaran (Pay Center)	20	0683		
Caruman Berkanun							
KWSP (Employee Provident Fund)			SOCSO (Employee Social Security)				
Peratus Caruman (Employee Percentage)	21	0	Peratus Caruman Separuh (Employee Percent)	22	0		
			Mencarum PERKESO (SOCSO)	25	YA / TIDAK		
Amaun Caruman (Employee Amount)	23	YA / TIDAK	Tarikh mula kadar separuh (Start Date)	24			
			Umur > 55 tahun & Kali Pertama Mencarum PERKESO (Employee over 55 and first time contributor)	26	YA / TIDAK		
Alamat (Address)							
Alamat Majikan (Employer Address)	27	PEGAWAI PERKHIDMATAN PENDIDIKAN					
		D/A GURU BESAR					
		SK OPAR					
		BAU	Poskod (Postcode)	28	94000		
Pelbagai Maklumat Pekerja (Employee Miscellaneous)							
Jawatan (Position)	29	PEGAWAI PERKHIDMATAN PENDIDIKAN					
Tempat Bekerja (Work Area)	30	SK OPAR					
Kod Negeri (State Code)	31	Negeri (State)	32				
Kod Daerah (District Code)	33	Daerah (District)	34				
Skim Perkhidmatan Berkomputer (Salary Schema)	35						
Elaun & Tunggakan Elaun (Recurring Allowance)							
Tarikh Mula (Start Date)	Tarikh Akhir (End Date)	Kod (Wagetype)	Amaun (Amount)	Tarikh Mula (Start Date)	Tarikh Akhir (End Date)	Kod (Wagetype)	Amaun (Amount)
36	37	38	39	36	37	38	39
01.10.2018	31.12.9999	0001	5,033.98				
01.10.2018	31.12.9999	1052	400.00				
01.10.2018	31.12.9999	1054	400.00				
01.10.2018	31.12.9999	1254	755.10				



KERAJAAN PERSEKUTUAN MALAYSIA
BORANG PERUBAHAN GAJI

(KEW.320 Pindaan 1/2015)

Bayaran Imbuhan (One Time Payment/Deduction)				Bayaran Lebih Masa (Employee Remuneration Info)			
Tarikh Mula (Start Date)	Tarikh Akhir (End Date)	Kod (Wagetype)	Amaun (Amount)	Tarikh Mula (Start Date)	Tarikh Akhir (End Date)	Kod (Wagetype)	Amaun (Amount)
40	41	42	43	44	45	46	47

Potongan (Recurring Deduction/ Additional Tax Deduction)				
Tarikh Mula (Start Date)	Tarikh Akhir (End Date)	Kod (Wagetype)	Amaun (Amount)	Nombor Rujukan (Membership No/ Reference No)
48	49	50	51	52
01.10.2018	31.10.2020	4476	1230.00	PINJAMAN PERIBADI BSN
01.11.2020	31.12.9999	4476	1230.00	PINJAMAN PERIBADI BSN
01.10.2018	31.12.9999	5084	286.52	PTGN INSURANS ETIQA (MNI) (2)

Potongan - Saraan (Personal Deductions - Payee)				Penerima Saraan (Payee Details)				
Tarikh Mula (Start Date)	Tarikh Akhir (End Date)	Amaun (Amount)	Kod & Sub-jenis (Wagetype & Subtype)	Nama Penerima (Payee Name)	No. K/P (IC No.)	Kod Bank (Bank Key)	No. Akaun Bank (Bank Account No.)	Cara Bayaran (Payment Mtd)
53	54	55	56	57	58	59	60	61

Tandatangan	Disediakan oleh (Prepared by)	62	Disahkan oleh (Approved by)	63	UNTUK KEGUNAAN PEJABAT PERAKAUNAN SAHAJA	
		SALINAN ASAL DITANDATANGANI OLEH		SALINAN ASAL DITANDATANGANI OLEH	Disemak oleh (Reviewed by)	64
	Nama	SUNG SIEW FAH		DR. LES MET	SALINAN ASAL DITANDATANGANI OLEH	
	Jawatan	PEMBANTU TADBIR		PEGAWAI PEJABAT PENDIDIKAN DAERAH BAU	NURHIDAYAH VOON BINTI ABDULLAH	
Tarikh	12 SEPTEMBER 2018		12 SEPTEMBER 2018	PEMBANTU TADBIR		
				12 SEPTEMBER 2018		

No. Kelulusan Perb.:

Sila lihat keterangan di Panduan Mengisi Borang Perubahan Gaji



KERAJAAN PERSEKUTUAN MALAYSIA
BORANG PERUBAHAN GAJI

(KEW.320 Pindaan 1/2015)

LAMPIRAN A - BORANG PERUBAHAN MAKLUMAT PERIBADI

Hendaklah diisi oleh Pusat Tanggung Jawab (PTJ) sekiranya PTJ masih belum HRMIS enable

Maklumat Peribadi
(Personal Data)

Jantina (Gender)	65 L / P	Tarikh Lahir (Date of Birth)	66 30.05.1979	Status Kahwin (Marital Status)	67 BUJANG / KAHWIN	Agama (Religion)	68 02
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Maklumat Peribadi Tambahan
(Additional Personal Data)

Etnik Asal (Ethnic Origin)	69 BUMIPUTERA SARAWAK	Pilihan Pencen/ KWSP (Pension/ EPF Eligible)	70 2	Taraf Warganegara (Citizen)	71 001
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Gaji Pokok
(Basic Pay)

Bulan Kenaikan Gaji (Increment Month)	72 07	Sebab Perubahan Gaji (Basic Pay Reason)	73	Skim Saraan (PS Type)	74 03	Skim (PS Area)	75
Grid Gaji (PS Group)	76 DG44	Tangga Gaji (PS Level)	77	Amaun (Amount)	78		

Maklumat Bank
(Bank Details)

Kod Bank (Bank Key)	79 RHBBMYKL	No Akaun (Bank No)	80 11127600036240
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KWSP
(Employee Provident Fund)

Pengawasan Kerja
(Monitoring Of Task)

Nombor KWSP (EPF Number)	81	Tarikh Tamat Kontrak (Date of Task)	82
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Potongan Cukai Bulanan
(Monthly Tax Deduction)

No. Cukai Pendapatan (Income Tax No.)	83 SG-20712296-02(0)	Bilangan Tanggungan (No. Of Dependents)	84 001	Pasangan Tidak Bekerja (Spouse Relief)	85 YA / TIDAK	Pasangan OKU (Disabled Spouse)	85 YA / TIDAK	Individu OKU (Disabled Individual)	85 YA / TIDAK
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Komunikasi
(Communication)

Alamat Emel (Email Address)	88 francisca_hilda@yahoo.com	Nombor Telefon (Telephone Number)	89 013-8239498
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Tarikh Spesifikasi
(Date Specifications)

Tarikh Lantikan Pertama (Date of First Hire)	90 01.08.2008	Tarikh Lantikan Sekarang (Date of Current Position)	91 01.08.2008	Tarikh Pencen/ Bersara Pilihan (Pension/ Optional Date)	92 30.05.2039
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KERAJAAN MALAYSIA
PENYATA PERUBAHAN MENGENAI PENDAPATAN SESEORANG PEGAWAI

Akauntan Negara
Bendahari Negeri
Akauntan Perbendaharaan
Pembantu Kewangan
Ketua Pengarah Perkhidmatan Awam, Malaysia
(No. P. : Pusat Rekod Kakitangan Kerajaan)

s.k Pengarah Pendidikan Sarawak,
(Unit Saraan)
Pengarah Pendidikan Sarawak,
(Unit Rekod)
Guru Besar,
SK Opar,
94000 Bau.

Perubahan berikut telah diluluskan. Sila bayar pegawai yang berkenaan seperti berikut :

Nama Pegawai **FRANCISCA HILDA ANAK JAWSHIN (NO. KP.:790530-08-5996)**

Jawatan **PEGAWAI PERKHIDMATAN PENDIDIKAN GRED DG44 (KUP)**

Nombor Gaji Berkomputer **20168049 / 0683**

Butir-butir Perubahan	Tarikh	Gaji Bulanan	Catatan	No. Surat Kebenaran
<p>Lesen : SK Opar, Bau.</p> <p>Penempatan pertukaran guru terlatih antara daerah bagi sesi Jun 2018 berkuatkuasa mulai 11.06.2018.</p> <p>Dari : SK Nanga Beguang, Song, Sarawak. Ke : SK Opar, Bau, Sarawak.</p> <p>Tarikh TPG : 01 JULAI</p>	<p>11.06.2018</p> <p>GP ITP ITK BIW</p>	<p>Patut Terima</p> <p>RM5,033.98 RM400.00 RM400.00 RM755.10</p>		<p>JPNSW.SPS.REN. 700-2/2/2 Jld. 2(67) Bth : 08.06.2018</p>

Tarikh **12 SEPTEMBER 2018**

Salinan Asal Ditandatangani
Oleh

(KWAN AH PIN)
Penolong Pegawai Pendidikan Daerah Bau
94000 Bau.

TANDATANGAN KETUA JABATAN
COP RASMI JABATAN

PANDUAN

1. Semua perubahan mengenai pendapatan seseorang pegawai hendaklah dinyatakan dalam borang ini. Perubahan-perubahan vana berkaitan adalah seperti berikut.

Jawatan	Cuti	Elaun-elaun
Pertukaran baru (jawatan tetap)	Separuh gaji	Semua jenis elaun
Pengesahan dalam jawatan	- Tanpa gaji	
Dimasukkan ke dalam perjawatan berpencen	Cuti sakit separuh gaji	
Memangku	atau tanpa gaji	
Naik Pangkat		
Melangkah sekatan kecekapan		
Pertukaran	Bersara	
Pinjaman/pertukaran sementara		
Gantung kerja		
Turun pangkat		
Luang kerja	Gaji	
Meletak jawatan		
Pertukaran semula	Kenaikan gaji ditahan	
Meninggal dunia	Kenaikan gaji ditangguh	
Pertukaran sementara/kontrak	Turun gaji	
Jawataman sementara/kontrak		

2. Satu salinan penyata ini hendaklah dihantar kepada **PUSAT SUMBER MAKLUMAT, BAHAGIAN KHIDMAT PENGURUSAN JABATAN PERKHIDMATAN AWAM MALAYSIA** dengan mengisi butir-butir berkenaan dalam Borang PR. JPA 2 (Pin.1/96) di sebelah belakang penyata ini. Badan-badan Berkanun / Penguasa Tempatan yang tidak menggunakan Laporan Penyata Perubahan (Kew. 8) hendaklah membenarkan sebarang pembayaran hanya dikehendaki menghantar satu salinan Laporan Penyata Perubahan PR. JPA 2 (Pin.1/96) ke Pusat Sumber Maklumat, Bahagian Khidmat Pengurusan, Jabatan Perkhidmatan Awam dan tidak perlu menghantar kepada Akauntan Negara, Bendahari Negeri, Akauntan Perbendaharaan atau Pembantu Kewangan.



KERAJAAN PERSEKUTUAN MALAYSIA
BORANG PERUBAHAN GAJI

(KEW.320 Pindaan 1/2015)

Bayaran Imbahan (One Time Payment/Deduction)				Bayaran Lebih Masa (Employee Remuneration Info)			
Tarikh Mula (Start Date)	Tarikh Akhir (End Date)	Kod (Wagetype)	Amaun (Amount)	Tarikh Mula (Start Date)	Tarikh Akhir (End Date)	Kod (Wagetype)	Amaun (Amount)
40	41	42	43	44	45	46	47

Potongan (Recurring Deduction/ Additional Tax Deduction)				
Tarikh Mula (Start Date)	Tarikh Akhir (End Date)	Kod (Wagetype)	Amaun (Amount)	Nombor Rujukan (Membership No/ Reference No)
48	49	50	51	52

Potongan - Saraan (Personal Deductions - Payee)				Penerima Saraan (Payee Details)				
Tarikh Mula (Start Date)	Tarikh Akhir (End Date)	Amaun (Amount)	Kod & Sub-jenis (Wagetype & Subtype)	Nama Penerima (Payee Name)	No. K/P (IC No.)	Kod Bank (Bank Key)	No. Akaun Bank (Bank Account No.)	Cara Bayaran (Payment Mtd)
53	54	55	56	57	58	59	60	61

Tandatangan	Disediakan oleh (Prepared by)	62	Disahkan oleh (Approved by)	63	UNTUK KEGUNAAN PEJABAT PERAKAUNAN SAHAJA	
	Nama	SUNG SIEW FAH	DR. LES MET	NURHIDAYAH VOON BINTI ABDULLAH		
	Jawatan	PEMBANTU TADBIR	PEGAWAI PEJABAT PENDIDIKAN DAERAH BAU	PEMBANTU TADBIR		
	Tarikh	24 JULAI 2018	24 JULAI 2018	24 JULAI 2018		

Disemak oleh (Reviewed by)	64

No. Kelulusan Perb.: _____ Sila lihat keterangan di Panduan Mengisi Borang Perubahan Gaji

Muka surat 2 / 2



KERAJAAN PERSEKUTUAN MALAYSIA
BORANG PERUBAHAN GAJI

(KEW.320 Pindaan 1/2015)

LAMPIRAN A - BORANG PERUBAHAN MAKLUMAT PERIBADI

Hendaklah diisi oleh Pusat Tanggung Jawab (PTJ) sekiranya PTJ masih belum HRMIS enable

Maklumat Peribadi
(Personal Data)

Jantina (Gender)	65 L / P	Tarikh Lahir (Date of Birth)	66	Status Kahwin (Marital Status)	67 BUJANG / KAHWIN	Agama (Religion)	68
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Maklumat Peribadi Tambahan
(Additional Personal Data)

Etnik Asal (Ethnic Origin)	69	Pilihan Pencen/ KWSP (Pension/ EPF Eligible)	70 2	Taraf Warganegara (Citizen)	71
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Gaji Pokok
(Basic Pay)

Bulan Kenaikan Gaji (Increment Month)	72	Sebab Perubahan Gaji (Basic Pay Reason)	73	Skim Saraan (PS Type)	74	Skim (PS Area)	75
Gred Gaji (PS Group)	76	Tangga Gaji (PS Level)	77	Amaun (Amount)	78		

Maklumat Bank
(Bank Details)

Kod Bank (Bank Key)	79	No Akaun (Bank No)	80
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KWSP
(Employees Provident Fund)

Pengawasan Kerja
(Monitoring Of Task)

Nombor KWSP (EPF Number)	81	Tarikh Tamat Kontrak (Date of Task)	82
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Potongan Cukai Bulanan
(Monthly Tax Deduction)

No. Cukai Pendapatan (Income Tax No.)	83	Bilangan Tanggungan (No. Of Dependents)	84	Pasangan Tidak Bekerja (Spouse Relief)	85 YAJ TIDAK	Pasangan OKU (Disabled Spouse)	85 YAJ TIDAK	Individu OKU (Disabled Individual)	85 YAJ TIDAK
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Komunikasi
(Communication)

Alamat Emel (Email Address)	88	Nombor Telefon (Telephone Number)	89
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Tarikh Spesifikasi
(Date Specifications)

Tarikh Lantikan Pertama (Date of First Hire)	90	Tarikh Lantikan Sekarang (Date of Current Position)	91	Tarikh Pencen/ Bersara Pilihan (Pension/ Optional Date)	92
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KERAJAAN MALAYSIA
PENYATA PERUBAHAN MENGENAI PENDAPATAN SESEORANG PEGAWAI

Akauntan Negara
Bendahari Negeri
Akauntan Perbendaharaan
Pembantu Kewangan
Ketua Pengarah Perkhidmatan Awam, Malaysia
(Pusat Rekod Kakitangan Kerajaan)

s.k Pengarah Pendidikan Sarawak,
(Unit Saraan)
Pengarah Pendidikan Sarawak
(Unit Rekod)
Guru Besar,
SK Serumbu, Bau
94000 Bau.

Perubahan berikut telah diluluskan. Sila bayar pegawai yang berkenaan seperti berikut :

Nama Pegawai

ANASTASIA GLENNIE ANAK AKING (NO. KP: 931105-13-5776)

Jawatan

JURUTEKNIK KOMPUTER GRED FT19

Nombor Gaji Berkomputer

20508002 / 0692

Butir-butir Perubahan	Tarikh	Gaji Bulanan	Catatan	No. Surat Kebenaran
<p>Tempat : SK Serumbu, Bau.</p> <p>Perubahan Taraf Berpencen mulai 01.08.2018</p>	01.08.2018	<p><u>Patut Terima</u></p> <p>RM0.00 - KWSP</p>		<p>SPA.931105135776/(8) bth : 12.06.2018</p> <p>JPS(W)/(PPDB)/(Perk) 153/08/04/02/Jld.5(112) bth : 04.07.2018</p>

Salinan Asal Ditandatangani
Oleh

(KWAN AH PIN)

**Penolong Pegawai Pendidikan Daerah Bau
94000 Bau.**

Tarikh : **24 JULAI 2018**

TANDATANGAN KETUA JABATAN
COP RASMI JABATAN

PANDUAN

Semua perubahan mengenai pendapatan seseorang pegawai hendaklah dinyatakan dalam borang ini. Perubahan-perubahan yang berkaitan adalah seperti berikut.

Jawatan
Peralihan baru (jawatan tetap)
Peralihan dalam jawatan
Masukkan ke dalam perjawatan berpencen
Pamangku
Pangkat
Langkah sekatan kecekapan
Pertukaran
Peralihan/pertukaran sementara
Pangkat kerja
Pangkat
Pangkat kerja
Peralihan jawatan
Peralihan semula
Peralihan kekal dunia
Peralihan sementara/kontrak
Peralihan perkhidmatan sementara/kontrak

Cuti
Separuh gaji
Tanpa gaji
Cuti sakit separuh gaji
atau tanpa gaji

Bersara

Gaji

Kenaikan gaji ditahan
Kenaikan gaji ditangguh
Turun gaji

Elaun-elaun
Semua jenis elaun

Satu salinan penyata ini hendaklah dihantar kepada **PUSAT SUMBER MAKLUMAT, BAHAGIAN KHIDMAT PENGURUSAN PERKHIDMATAN AWAM MALAYSIA** dengan mengisi butir-butir berkenaan dalam Borang PR. JPA 2 (Pin.1/96) di belakang penyata ini. Badan-badan Berkanun / Penguasa Tempatan yang tidak menggunakan Laporan Penyata Perubahan (Kew. 8) untuk membenarkan sebarang pembayaran hanya dikehendaki menghantar satu salinan Borang Penyata Perubahan PR. JPA 2 (Pin.1/96) ke Pusat Sumber Maklumat, Bahagian Khidmat Pengurusan, Jabatan Perkhidmatan Awam dan tidak perlu menghantar kepada Akauntan Negara, Bendahari Negeri, Akauntan Perbendaharaan atau Pembantu Kewangan.


ANGKATAN KOPERASI KEBANGSAAN MALAYSIA BERHAD
انكادن كوفراسي كيبسان مليسا بيرسد

(National Co-operative Organisation of Malaysia)

Bil. Daftar : 4630/12.5.71

BIRO PERKHIDMATAN ANGKASA


Keluar

* 1.Masuk tarikh [Format (ddmmyyyy)]*

* 2. Masuk nombor m/s dan tekan Berikut *

Tarikh masukkan data : 05092018

Berikut

Tarikh : 05/09/2018 Mukasurat : 01
 Pelanggan : 0902110581
 JABATAN PENDIDIKAN DAERAH BAU

SENARAI REKOD DIKEMASKINI

No.KP	Nama	Status
C630808135191	CHEE KIN SIONG	BERTUKAR KE MAJIKAN BARU [072018]
C830621135243	RAMOS ANAK STEPHEN KIRI	BERTUKAR KE MAJIKAN BARU [062018]

MDEDST00002805SEP18 1809



KUMPULAN WANG SIMPANAN PEKERJA

MAKLUMAN PENGHANTARAN DATA BORANG A myEPF

JADUAL CARUMAN BULAN: OGOS 2018

TARIKH: 13-OGOS-2018 03:51:24

NO. RUJUKAN MAJIKAN	BULAN CARUMAN	AMAUN CARUMAN
004181387	OGOS 2018	1799.00

Maklumat Penghantaran Data Borang A myEPF ini perlu dikemukakan sekiranya bayaran hendak dilakukan di kaunter KWSP/Ejen Bank.

- Wang Tunai
- Cek/Kiriman Wang/Wang Pos/Draf Bank No: _____

PEJ PENDIDIKAN DAERAH
'NON-PERMANENT',
JALAN KROKONG,
94000 BAU SARAWAK

Cop Ejen Kutipan

SAYA MENGESAHKAN BAHAWA BUTIRAN DAN AMAUN DALAM MAKLUMAN INI ADALAH SAMA DENGAN BUTIRAN YANG TERDAPAT DALAM BORANG A YANG DIHANTAR.

Tandatangan Wakil
Majikan : _____

Nama : NURHIDAYAH VOON BINTI ABDULLAH

No. Kad Pengenalan : 771101135656

Jawatan : PEMBANTU TADBIR N17

No. Tel/ Bimbit : 0168895861

E-Mel : ppdbau@moe.gov.my

Tarikh Permohonan : _____

CATATAN:

1. Nombor Rujukan Majikan mesti ditulis di belakang cek.
2. Jumlah cek mesti sama dengan jumlah Maklumat Penghantaran Data Borang A myEPF
3. Borang A tidak perlu dikemukakan semasa membuat bayaran.

Cop Rasmi



KUMPULAN WANG SIMPANAN PEKERJA
PERATURAN-PERATURAN DAN KAEDAH-KAEDAH KWSP 1991 KAEDAH 11(1)

KWSP 6

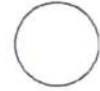
No Rujukan Majikan	Bulan Caruman	Amaun Caruman (RM)	No. Rujukan Borang A
004181387	08/2018	1 7 9 9 00	0041813870818

Jumlah caruman di atas hendaklah dibayar kepada KWSP/ Ejen Kutipan KWSP sebelum/pada 15hb setiap bulan
 Wang Tunai Cek/Kiriman Wang/Wang Pos /Draf Bank*No /EFT /TT.:

Borang

A

Mukasurat: 1 / 1



Cop Ejen Kutipan

Nama Majikan :
Alamat :

PEJ PENDIDIKAN DAERAH
'NON-PERMANENT', JALAN KROKONG,
94000 BAU
SARAWAK
MALAYSIA

Tarikh Dicetak :

Bil Pekerja : 7



004181387188B0X

0101

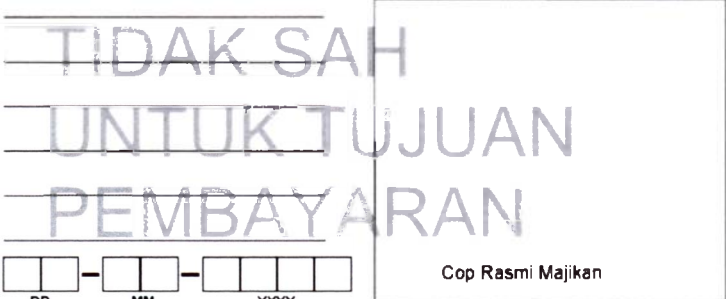
201

B I L	NO. AHLI	N K	NO. KAD PENGENALAN	NAMA PEKERJA / AHLI (Seperti yang terdapat didalam Kad Pengenalan)	UPAH (RM)	CARUMAN (RM)												
						MAJIKAN		PEKERJA										
Jumlah yang dibawa dari mukasurat terdahulu (jika ada)								0	00			0	00					
1	72038499	X	980201135400	BONG ZHANG MIN	972.00			1	2	8	00			1	0	8	00	
2	72043997	X	990110136212	ELAINE WONG SIAW SAN	1152.00			1	5	1	00			1	2	8	00	
3	72047943	X	930910135168	JENNICA KYLINA ANAK DOBIN	1296.00			1	6	9	00			1	4	3	00	
4	72048102	X	981011135463	EDEM LIEW JUN WEI	972.00			1	2	8	00			1	0	8	00	
5	72047925	X	941018135566	JACELYN EDA ANAK ROBERT BEDALI	864.00			1	1	5	00					9	7	00
6	20252185	X	950503135396	BONG SIAW LI	1296.00			1	6	9	00			1	4	3	00	
7	71987864	X	880630525206	LIEW HUI SIAN	864.00			1	1	5	00					9	7	00
											00							00
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Jumlah yang dibawa ke mukasurat seterusnya (jika ada)								9	7	5	00			8	2	4	00	

JUMLAH (RM) 1 7 9 9 00

Tandatangan
Wakil Majikan

Nama _____
No. Kad Pengenalan _____
Jawatan _____
No. Tel / Bimbit _____
E-Mel _____
Tarikh - - / /



CATATAN

- Nombor Majikan mesti ditulis di belakang cek.
- Jumlah bayaran mesti sama dengan jumlah di Borang A.
- Potong semua maklumat ahli yang telah berhenti kerja.
- Jika ada butir-butir pekerja yang tidak disenaraikan sila catatkan semua butirnya dan masukkan pekerja baru dalam ruangan kosong (jika ada).
- Ruang ketiga (NK) hanya diisi oleh KWSP sahaja.
- Bulan caruman bersamaan Bulan Upah + 1
- Upah termasuklah gaji pokok, komisen, bonus, elaun dan bayaran yang dikenakan caruman KWSP.
- Sila rujuk panduan mengisi Borang A di buku Panduan Majikan.
- Caruman mesti dalam Ringgit penuh tanpa Sen.

Payslip of a teacher in SK Stass, Bau



KERAJAAN MALAYSIA

Bulan 09/2019

1030 JANN MURUHI SARAWAK
 Nama : Joe Anak Mito
 No. Gaji : 04970612 Kump. PIR/PTJ : 41 / 41602901
 No. R/9 : 640928-33-5639 Jarak Pembaikan : 0699 SM/Class
 K. PKja/Sub PKja : A / 01 Pegawai Awam No Cukai/EWSP : /

Pendapatan	AMAUN (RM)	Potongan	AMAUN (RM)
0001 Gaji Pokok	5,016.69	2002 Cukai Pendapatan	118.15
1052 Im Ttp Perumahan	300.00	4476 Pinjaman Peribadi BSN	1,008.00
1055 Im Ttp Khidmat Awam	160.00	4565 Yayanan Insaan Rakyat	414.85
1254 BI Wilayah (BIW)	752.50	6026 Angkasa (Bukan PINJAMAN)	35.00
1326 El Bntn Hidup Susah	501.67		
Jumlah Pendapatan		Jumlah Potongan	
	6,730.86		1,576.80
Pendapatan Bersih		Gaji Bersih	
	5,154.06		5,154.06
Pendapatan Bercukai		Pertatus Gaji Berwin	
	1,576.80		76.59
Ganj. 10000000		No Akun Ganj. 220541000000	
		(M/S/ 1/1)	
STILA SIMPAN UNTUK KEWAJIBAN CUKAI PENDAPATAN		STILA MAKLUMKAN MAJTYKAN JIKA MUKADAPAT STILAP	
SUMBER DAN PENGENDALIAN			

<http://www.anm.gov.my>



UNIVERSITI TEKNOLOGI MARA
CAWANGAN SARAWAK

**PRACTICAL TRAINING
LOG BOOK**

Instructions

This book is issued to you to provide a history of your training and to act as a weekly record by the work on which you are engaged.

Student's responsibilities for keeping log book up-to-date

Immediately this book is issued to you, you should, in consultation with your Training Officer, complete the detail required on the previous page.


It is your responsibility to make the main entries of the log book and keep it up to date. Entries must be regularly initialled by your Supervisor. You must ensure that:

1. It is available at your place of work during your training.
2. All entries, except sketches, are made in ink.
3. Entries are made within a week of the work to which they refer.
4. The book is handed to your training officer for retention on your return to UiTM and this will later be handed to the head of school for grading.

Recording

The log book should contain the following information:

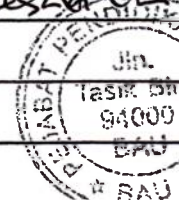
1. A neat concise description of each of your training locations and the work on which you are engaged.
2. Relevant sketches, data and circuit diagrams.
3. References to textbooks, standards and other technical information related to the work being under taken.
4. Constructive comment on the work being undertaken and your considered opinion as to its value as training.

Date	Exact Nature Of Work Done	Supervisor Remark
24.7.18	0830 : Laporan diri - PPD	
(Week 1)	0840 : Cicgu Kwan assigned me to the	- Ser. Bert
	Enrolment Unit	Berkemal
	: I'm being assigned for enrolment tasks and e-paylip system	- Tugasan dibawakan
	1030 : Short briefing on the tasks that will be done	
	1045 : Download and organize paylip	- Di laksanakan
	1110 : Type letters based on paylip downloaded	dengan
	1300 : BREAK	bank.
	1400 : Type and print forms for those who are entitled for pension (Excel).	
	1546 : Find and photocopy documents regarding the promotion	
	1645 : Go home	
25.7.18	- Find and analyze data of those who have been promoted and to claim 'Claim Manager' from them.	- Tugasan dibawakan dengan bank.
	- Host SU taught and briefed about how to make those claims based on previous salary statements.	- Cepat dan Ser dibawakan dengan bank.
	- By using Ms. Excel, the data are being key-in in the table (has its own formula).	- Cepat dan Ser dibawakan dengan bank.
	- It is said that this is the most difficult part in the enrolment department, if we can master it then we should be able to complete other tasks is the that is related to the enrolment too.	
	- Consists of Gaji Pokok (GP), (Claim Manager), BI Wilayah (BIW) and Insurans Tetap Khidmat Awam (ITKA)	


Date	Exact Nature Of Work Done	Supervisor Remarks
26.07.18	<ul style="list-style-type: none"> - Continue yesterday's work 	<ul style="list-style-type: none"> - Capas
	<ul style="list-style-type: none"> - Double check the Penyata Perumahan Glavin Mangkun and Barang Kew. 8. (Surat Lbaran Pengantaran) to make sure there is no error. 	<ul style="list-style-type: none"> - Dikembalikan - dengan - ke bank.
	<ul style="list-style-type: none"> - Print and handed to SV for evaluation 	
	<ul style="list-style-type: none"> - Prepare statements for those staffs and teachers for transfer from SMK Bay to SMK Singai. 	
	<ul style="list-style-type: none"> - Print the statements for final checking. 	
27.07.18	<ul style="list-style-type: none"> - Still working on the statements of allowance calculations and statements of change regarding officer's wages. 	<ul style="list-style-type: none"> - Dikembalikan - dengan - ke bank.
	<ul style="list-style-type: none"> - Double check yesterday's work to ensure there is no mistake in the data inserted as this involves money. 	
	<ul style="list-style-type: none"> - Print and compile to be sent to SV for checking. 	
30.07.18 (week 2)	<ul style="list-style-type: none"> - Key-in the data available in the Senarai Data Gaji Pegawai (LPC) in the Barang Perumahan Gaji. 	<ul style="list-style-type: none"> - Dikembalikan - dengan - ke bank
	<ul style="list-style-type: none"> - Make corrections on the statements of allowance calculations and change regarding the officer's wages. 	<ul style="list-style-type: none"> - persey and - about.
31.07.18	<ul style="list-style-type: none"> - Hand in the corrections for Host SV's marking - Make the last correction before being confirmed. - Fill in the data in the New. 320 Form (Berhentian Memanggil DG42) 	<ul style="list-style-type: none"> - Penyata - talita dan - Capas di - Seluaraya

Date	Exact Nature Of Work Done	Supervis Remark
	allowance arrears	
	* negative amount will be considered as recurring deduction / additional tax deduction.	
	* all these amounts is being taken from the statements of allowance calculations.	
01.08.18	<ul style="list-style-type: none"> - Finish all the works from last week (Brg Kew 8, Kew 320 & Penyata Penerimaan Gaji Mangan). - Complete the transfer to form (Brg. Kew 320) for a teacher that has been transferred to another school - SMK Lake → SMK Singai. - Filling in the data for the the bank account exchange (need to be updated, if not her salary will not be banked-in in her new bank account). 	<p>Penerimaan Seraf & Seraf und di faham week and tjgan &</p>
02.08.18	<ul style="list-style-type: none"> - Print payroll of the headmasters - Key-in the data of the headmasters in Brg Kew 8 & Kew 320 (PGT GRB). - Print the forms for marking. - SV assigned a task; to do the Brg. Kew 8 and Kew 320 for a staff that was being promoted from P.K. HGM to P.K. Hkumiklum. - key-in the data, print payroll and print the forms for marking. - Did another task - bank account exchange to Maybank. - print and photocopy (3 sets) each for Enrollment Unit and 2 sets for PPD. - Edit the data to (date) for school teachers and print it to be kept. 	<p>Pilih m Seraf, tjgan & untuk indikator tjgan Salaf Selefan banking</p>

Date	Exact Nature Of Work Done	Supervisor Remark
03.08.18	<ul style="list-style-type: none"> - Key-in the data in Bgy. Kew 8 (Surat Siam Pemanginan 0642 for a teacher in SK Pual. - data is taken from the statement of allowance calculations (pengyathan perincian claim pemanginan) - Edit and print the Bgy. Kew 8 and Bgy. Kew 320 (Tunjuk Bank) to be used for SV's briefing - Edit and print Bgy. Kew 8 and Bgy. Kew 320 (K warden) to be used for SV's briefing. - Do the Bgy Bgy. Kew 8 and Kew 320 (Perincian Gaji Tahunan) for 2 teachers that were to being transferred to SMK Singai from SMK to Bau. 	<p>Tugasan ini dilakukan bankrup teliti dan capai di dalam m te draf. Seperti tu di laksanakan jayannya.</p>
06.08.18 (Week 3)	<ul style="list-style-type: none"> - Did not and fill in Bgy. Kew 8 and Kew 320 (Tunjuk Akaun Bank) for 2 school staffs. - Fill in the Bgy. Kew 8 and Kew 320 for 'Pengiraan (Gaji Tahunan)' for the PPD Bau's staffs. - Photocopy the relevant documents (last year's Bgy Kew 8 and payslip). - Compile the relevant documents for SV's evaluation. 	<p>Ditandatangani dengan tel dan man Seperti tu di laksanakan.</p>
07.08.18	<ul style="list-style-type: none"> - Photocopy documents of Bgy Kew 8 dated to 01.12.2016, 01.01.2017 and 01.01.2018 of a staff - Make corrections and print to to be kept in file (1 for PPD, 1 for school and 1 for the staff himself.) - Arrange and stamp the documents for record-keeping. 	<p>Seluruh ke bankrup di pusing dan ditel dengan se baik.</p>

Date	Exact Nature Of Work Done	Supervisor Remark
08.08.18	<ul style="list-style-type: none"> - Make the final checking of Borang Kew. 8 and Kew 320 (acting allowance / claim memangkur) - Print and photocopy 1 set for SV, 1 for PPD and 1 for the record of School. - Hand-in to the Pembantu Tadbir, Pendaftar PPD and Pegawai Pendidikan Daerah Bam for to be signed. - Put the copy to to be given to the school in the letter box, the copy for PPD in the file room and another one for SV. 	<p>Tugasan yang amat baik dan mendalam</p>
09.08.18	<ul style="list-style-type: none"> - Make final corrections of the documents of Brg Kew 8 and Kew 320. - Print and photocopy the relevant documents, stapled it together and stamp the original documents. - Keep the original copy for SV's records in the file according to the month of action (tarikh mula tindakan). - The documents of Taat Berpencen, Penguaman Grafi Tanaman, Perumahan Bank, Pertukaran Masuk, Rehasian Memangkur (Narik Panyakot) is being arranged according to the month of action. - The copy for PPD and school is being separated to be put in the file room and letter box. - Complete another documents for transfer of teacher and print for SV's marking. - Make correction on Brg. Kew 8, Kew 320 and statements of calculation of acting allowance of staffs. 	<p>Tugasan di dalam berseberus dan berhasrat</p> <p>Berjaya dalam menajol kebajikan kes-uffah perihal go peranti- peranti terbabit sepanjang bertaraf mes-selada</p> <p>berseberus</p>
	<ul style="list-style-type: none"> * Brg. Kew 320 (Pembaharuan gaji) and Kew. 8 8 	

Date	Exact Nature Of Work Done	Supervisor Remarks
	and the acting allowance is to be collected as he is no longer 'acting' the position.	Melody Arab Lee: pagli Sardah bar Karnan bar
10.08.18	<ul style="list-style-type: none"> - Did a few documents for a principle PK2 that was being transferred to be the principle for a new secondary school (SMK Singai). - Make corrections on Reg. Ken 8 and Ken 320 for transfer of staffs from SMK Bar to SMK Singai. It then being printed and relevant relevant documents are being photocopied. - Make corrections of the forms of transfer of staffs from to another school. - After done with corrections, printed Reg. Ken 8 to be compiled with Reg. Ken 320 as well as relevant documents. 	Karnan bar Farida, p pembayar Cantar de Sabapriya alababan amot bar
13.08.18 (week 4)	<ul style="list-style-type: none"> - Key-in the data on the previous Reg. Ken. 8 that has been corrected by SV. - Being printed for SV's checking. - Download the payroll for all schools under PPP Bar. - SV taught on how to use IGFMAS portal (Government Financial and Management Accounting) to look for look for payroll and EPT of those 'guru-ganti'. - Print the documents of Reg. Ken 8 and Reg. Ken 320 to be compiled. 	Penyanda IGFMS bank, ba dikubur bank dan sera bet Pengembal dikubur
14.08.18	<ul style="list-style-type: none"> - Saving the documents of school transfer - Stamp the original documents - Do the Reg. Ken 8 and Ken 320 for the 	melababan perubahan Revisi a

Date	Exact Nature Of Work Done	Supervis Remarks
	PGT (Pegawai Gaji Tahunan) 2018 for 2 teachers	
	- Make corrections on the earlier documents	
15.08.18	- Print the documents that have been corrected to be kept in file and being put in the letter box.	menjilakan dengan rapi kecuali.
	- Arrange the documents of transfer of teachers to be kept in the file later.	
	- Stamp the <u>Reg. Kew. 8</u>	
	- Key-in the data in M. Excel Sheet of of statement of endowment payment excess calculation (Penyerta Perumahan Kelebihan Bayaran Endowmen)	
16.08.18	- Key-in the data for a staff of 'Kelas Kutipan Balik Cuti Sepanjang Gaji dan Tidak Hadir Berbayar dengan Kekenangan' - Did the <u>Reg. Kew. 8</u> and <u>Kew. 320</u> of PGT OK for 2 staffs - Did the Fill in and calculate the amount for the staffs that will be pensioned soon.	Tugas baru di depan bank de tahap ya depan ta pada bank
17.08.18	- Completed the <u>Kew. 8</u> form for a teacher that has been promoted. - Print and sorting to be kept in file and for the school. - Fill in and calculate the <u>ETS</u> (Gaji Jwb) for a teacher that is eligible to receive the allowance.	memerikan pension tahap dan 

Date	Exact Nature Of Work Done	Supervisor Remark
20.08.18 (Week 5)	<ul style="list-style-type: none"> - A number of documents is being arranged to to be photocopied (40 copies) - Each copies are stapled - Each copies is being put on the schools' letter box 	<p>Berkesan ke dibekukan dan Amat baik</p>
21.08.18	<ul style="list-style-type: none"> - Did the PGT October for a staff (teacher) - Printed and sorted to be handed to SV. - Make corrections on the 'Pernyataan Perincian Latihan Bayaran Endowment (Statement without Pay & Unauthorized Leave) - Printed the statements and relevant documents (5 copies) - Print Reg. Kew. 8 and Kew. 320 for the transfer of workplace and exchange of bank account. - Calculate the amount of acting allowance (Claim Manager) to be claimed back from 2 teachers that has been promoted. - Photocopied the previous Reg. Kew. year Reg. Kew. 8 (2015 - 2018) to 3 copies. 	<p>Mengharapkan PGT Pegawai Gaji Tahun bagi Pegawai yg terlibat amat jaya membekalkan peraturan di depan Cer...</p>
23.08.18	<ul style="list-style-type: none"> - Complete the previous work (Statement of Acting Allowance calculator for 2 teachers - Print and sorting to 3 copies. - Make a statement of pay adjustment calculations, Reg. Kew 8 and Kew 320 for a teacher that has been promoted from DG42 to DG44 (KUP) - Printed to be handed for SV's checking. 	<p>Kesuksesan dapat dapat dengan amat</p>





Date	Exact Nature Of Work Done	Supervisor Remark
24.08.18	<ul style="list-style-type: none"> - Double-check the calculations for the statement of acting allowance calculations and the data in Pay. Kew 8, Kew 320 and the statements. - The relevant documents are being photocopied and sorted to 3 copies. 	<p>Berkesan penyusunan pemb. per dan betah kepada pemer terkait.</p>
27.08.18 (Week 6)	<ul style="list-style-type: none"> - Make corrections on the last week's works (Statements of Acting Allowances Calculation for 2 teachers and Statements of Pay Adjustment Calculations for a GB - Headmaster) - Fill in the data for Pay. Kew 8 and Kew. 320 for both statements - Print the documents for SV to be checked. 	<p>Sarawaga Ranyanda ditentukan Seperti dan pemb diambil sudah bera diulang lagi.</p>
28.08.18	<ul style="list-style-type: none"> - Help a teacher to print the staffs' payslips of St. St. Patrick from January to August 2018. - Print the Kew. 304E (Amanah Pembinaan) for a substitute teacher. 	<p>Tidak ba diupaki kegiatan Seperti dor dicatat d fotos, & kue, pen bantuan kesungguhan kebaikan tiffi me kaji de kenal dan tentu.</p>
29.08.18	<ul style="list-style-type: none"> - Sorting a few documents to be kept in file for auditing process and for records of PPD Bani. - Did the corrections for 2 teachers' statement of allowances calculation. - Printed for SV's checking - Replace a few documents that are has been corrected in the file, personal file and school's record. - Check a document and compare the previous Kew. 8 (PGT) with the data inserted in the 	<p>kegiatan kebaikan tiffi me kaji de kenal dan tentu.</p>



Date	Exact Nature Of Work Done	Supervis Remark
	- Make corrections on the statements of acting allowance calculations.	
30.08.18	- Key-in the data for a teacher in Barang Kew. 320 (Deduction of Monthly Tax) (PCB)	Menjelaskan dengan tepat dan
	- Printed and sorting to 3 copies - 1 copy for auditing process, 1 copy for PPD (personal file) and 1 for the record of school.	seperti yang dijabarkan
	- Key-in the data in a system (Angkasa)	
	→ data of those who is pensioned that took loan or financial aid with Angkasa Service Bureau.	memerlukan
	* System of Anggaran Financial	melakukan
	- Make corrections on yesterday's statements, Brg. Kew 8 and Brg. Kew 320	System A
	- Make corrections on the statement of pay adjustment calculations	dari pay
	* Penyata Pengiraan Pelarasan Gaji - Penerimaan dan Penempatan Pegawai Perkhidmatan Pendidikan	maklumat
		file perkelengkapan
03.09.18	- Complete the Brg. Kew. 8 and Kew. 320	System A
(Week 7)	(Pensionable Status - Tarif Bupencen) for a staff / teacher	System A
	- Make final corrections on the statements of acting allowance calculations together with Brg. Kew. 8 and Brg. Kew. 320.	Pergerakan
	- All documents is being printed and sorted to be handed to Sr.	bersempena
	- Key in the data in Brg. Kew 8 and Kew 320 for the bank account exchange	melibatkan

Date	Exact Nature Of Work Done	Supervisor Remark
	<ul style="list-style-type: none"> - Make corrections on the statements, Byg. Kew. 8 & Byg. Kew. 320 for a headmaster (D644 aling) - Printed, stamped and sorted to be kept in file and for school. 	<p>Berkesan perkuat ya buku, kece yag sugad melakukan</p>
	<ul style="list-style-type: none"> - Check the previous documents with the documents in file (same document with different dates, already being done by other staff) 	<p>perlu banyu berfikir ya</p>
	<ul style="list-style-type: none"> - Prepare Byg. Kew. 320 for a staff 	<p>uruk man</p>
	<ul style="list-style-type: none"> - Print and being handed to SV. 	<p>dan imnya di gawid</p>
04.09.18	<ul style="list-style-type: none"> - Print and replace the documents in the personal file and to be given to school. 	<p>Berkesan</p>
	<ul style="list-style-type: none"> - Print payroll for of staffs for SV. 	<p>baja per yag cukup tidak basat</p>
	<ul style="list-style-type: none"> - Make the calculations in the statements of pay adjustment calculations for 3 Headmasters that has been promoted (alting) to D644. 	<p>yag embul sepat lagi</p>
	<ul style="list-style-type: none"> - Make correction on Byg. Kew. 320 of a staff 	
	<ul style="list-style-type: none"> - Make correction on Byg. Kew. 320 for salary/ pay deduction of a teacher. 	
05.09.18	<ul style="list-style-type: none"> - Key-in the data of the teachers that has been transferred to another school in the system of Angkasa Financial. 	<p>Membolehkan melakukan</p>
	<ul style="list-style-type: none"> - Make the calculation of allowance arrears for a P.O (Pembantu Operasi) that has been transferred to another school. 	<p>pernah - per transfer o dramah, da desah da</p>
	<ul style="list-style-type: none"> - Printed and sorted - to be given to SV for marking. 	<p>ceramah pelikatan</p>
	<ul style="list-style-type: none"> - Make and complete the calculation of allowances 	<p>elau - na</p>

Date	Exact Nature Of Work Done	Supervisor Remarks
	<ul style="list-style-type: none"> - Make final corrections on the documents of a Headmaster that has been promoted to DG44. - Printed and sorted to 3 copies. - MA Prepare and complete the Brg. Kew. 8 and Kew. 320 for the exchange of bank account of a teacher. 	
06.09.18	<ul style="list-style-type: none"> - Make final corrections on 3 sets of documents (Brg. Kew. 8 and Kew. 320 of the allowance calculation) - Printed and sorted to 3 copies - MA Photocopy 2 copies of documents for the use of SV. - Insert the copies for school in the letter box according to its school. - Make and prepare the documents of promotion from DG34 to DG38 of a teacher (Brg. Kew. 8, Kew. 320 and statements of pay adjustment calculation (promotion)) - Print and sorted for SV's marking / checking. - Print a pay slip for PPD (Dr. Les) - Key-in the data in Brg. Kew. 8 and Kew. 320 for interim teacher - Make the Brg. Kew. 8 and Kew. 320 for a teacher that has changed her bank account - Printed and sorted to 3 copies. 	<p>Pengambilan teliti, to Rembetan pelu di pelaksanaan pengurangan kegiatan Jef keep urusan gaji pegawai</p> 
07.09.18	<ul style="list-style-type: none"> - Kept the complete documents in the file according to its month of action for auditing process. - Put the another copies of documents in the 	<p>Memerlukan jef pada sesuatu dan non-kegiatan</p>

Date	Exact Nature Of Work Done	Supervisor Remark
	- Photocopy the documents to 2 copies	fail paper yg terbit
	- Help an interim teacher to photocopy his documents.	
12.09.18 (Week 8)	- Complete the calculations of allowance for 2 interim teachers and key-in their data in Brg. Kew. 8 and Kew. 320	menunggu di dalam pablis ggi dai a seeing bag ke sen & dambil his dalam per tujaba, balik dan
	- Print and being given to SV for checking.	
	- Make corrections and printed to 3 copies	Sebagian terbit.
	- Photocopy relevant documents to 2 copies	
	- Arranged and sorted to be kept in auditing file, PPD's file file room and for schools' record.	Membambil perlesen & Sepda un perlesen a yg per dai awal m huffa ke yg berkait sdhffs Sele perlesen m unit bel
	- Complete a document of a teacher that has been transferred to a new school - Brg. Kew. 8, Kew. 320	
	- Printed and sorted to 3 copies	Membambil perlesen & Sepda un perlesen a
	- One copy is being given to SV for checking. * documents of interim teachers	
	- copy of 150 KWSP (EPF) slip, IC copy, birth certificate copy of applicants, account bank book copy, applicants' mothers IC copy, copy of birth certificate of applicants' mothers, birth or death certificate of applicants' father, offer letter, placement letter, undertaking letter, acceptance of offer letter and medical check-up letter from hospital.	yg per dai awal m huffa ke yg berkait sdhffs Sele perlesen m unit bel
13.09.18	- Make ^{final} corrections on yesterday's documents	
	- Printed and sorted to 3 copies	

Date	Exact Nature Of Work Done	Supervisor Remark
	- Sorted the relevant documents to 3 copies (audit, PPP and school)	mengeambil
	* however, the copies for school is to be 'keep in view' as the Byg. Kew. 8 for overpaid allowance calculations is yet to be done.	key-in - ke berae - ke kerja per gaji di dibaca
	- Print Byg. Kew. 8 and Kew. 320 from the copy of the PGT of Headmaster for SK. St. John	Penyemakan tepat data
	- Type back and key-in the data for a transferred teacher as the soft copy of the documents (Kew. 8 and Kew. 320) is missing from the file.	permintaan pemis - per beberapa perbaikan gaji
	- Make a Byg. Kew. 8 for the purpose of collecting the overpaid amount of allowance for a teacher.	Pengisian Gaji tahunan.
	* if overpaid, need to collect back the amount.	
	- Key-in and complete the calculations of pay and allowance regarding the teachers' promotion (Byg. Kew. 8, Kew. 320 and statements of pay adjustment of promotion of D634 to D638 - KWP)	
	- Print and photocopy the required documents	
	- Handed to SV for checking	
14.09.18	- Make Byg. Kew. 8 and Kew. 320 for a teacher pensioned / retired teacher that has been promoted to D638	
	* statements of pay adjustment calculations to be paid to him from the day he was promoted until retirement date.	
	- Make the final corrections of those documents	
	- Printed and sorted to 3 copies	

