

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

Document Code

			S	EM	ES	TEI	R L	EA.	RN	IN	G F	PLA	N							
Courses			CODE			-	Cour	se Fa	mily		Cı	redit W	/eight		SEI	MESTE	R	Co	mpilat te	ion
Employee Co	mpensation		633010304	3							T=	1 P=	2 EC	TS=4.77		4		Jul	y 17, 2	024
AUTHORIZAT	TON		SP Develop	per						Cou	ırse C	Cluster	Coor	dinator	Stu	dy Pro	gram	Coord	inator	
															Dr.	Weni F	Rosdiar	ıa, S.S	os., M.	AP.
Learning model	Case Studies																			
Program Learning	PLO study pro	gra	m which is ch	narge	d to t	he co	urse	<b>:</b>												
Outcomes (PLO)	PLO-7		nonstrate a res	•										-						
(FLO)	PLO-14		stering knowled	dge at	out th	ie con	cepts	and p	oractic	es of	organ	nization	ıs, mar	nagemer	nt and	public	sector	policie	S	
	Program Obje		. ,																	
	PO - 1		nonstrate a res	-										•		•				
	PO - 2	Abl	e to master kno viding employe	owledo e com	ge of o	organi ation	zatior	nal an	d mar	agen	nent c	oncep	ts and	practice	s in p	rocedu	ires an	d calcu	ulations	for
	PO - 3	Abl	e to formulate,	impler	nent a	and ev	aluate	e emp	loyee	comp	ensa	tion po	licies i	n the pub	olic ar	nd priva	ate sec	tors.		
	PO - 4		e to apply log ordance with a					e, qua	ality a	nd m	easur	able t	hinking	ı in calc	ulatin	ig emp	loyee	compe	nsatio	n in
	PLO-PO Matrix	K																		
		_																		
			P.O		PLC	D-7		PL	0-14											
			PO-1																	
			PO-2																	
			PO-3																	
			PO-4																	
		_																		
	PO Matrix at tl	ne e	nd of each lea	arnin	g sta	ge (Si	ub-P	0)												
		_																		1
			P.O									Weel	k							
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
			PO-1																	
			PO-2																	
		l	PO-3																	
		l	PO-4																	
		_										•								
Short Course Description	The employee c that influence t management, e compensation ir Civil Servant, Pe both ASN and n semester by refe performance and	the f mplo Indo ensio on As erring	ormulation of yee overtime vonesia, Civil Se n Compensation Compensation SN, and calculate to applicable I	comp vages ervant on Cor ation c	ensat , basi Pay S ncept, oncep	ion, fo c cond Systen Old A ot serv	orms cepts n, Civ ge Sa rice co	of co of pa il Serv avings osts, r	omper yroll a vant S s and l emun	isation and the alary Deatheration	n, en le role Struc Insul n and	nployed e of sa ture, C rance, I perfoi	e payr laries, civil Se Death mance	roll man conside rvant Sa Insurand allowar	agem ration lary ( ce an nces.	ient, e is in de Calcula d Work Learnii	mploye etermin tion, P Accideng is ca	ee adn ning Cir TKP ar ent Ins arried c	ninistra vil Sen nd PKF urance out for	tion vant for for one
References	Main :																			

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

## Supporters:

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

## Supporting lecturer

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

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

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

	able to salar to t	4		David 1	Managiri Ci II	201
3	able to calculate employee payroll in the public sector	1.Identifying employee overtime wages, basic concepts of payroll and the role of salaries, considerations in determining civil servant compensation in Indonesia 2.Perform payroll calculations in accordance with the Civil Servant Pay System, Civil Servant Salary Structure, Civil Servant Salary Calculation, PTKP and PKP for Civil Servant	Form of Assessment : Practice / Performance	Review of previous material, power point, explanation of material and question and answer material 3 X 50	Material: Civil Servant Pay System, Reference: Law Number 5 of 2014 concerning State Civil Servants  Material: Civil Servant Salary Structure, Calculation of Civil Servant Salaries, PTKP and PKP for Civil Servants Reference: GOVERNMENT REGULATION OF THE REPUBLTK OF INDONESIA NUMBER-44 OF 2020 CONCERNING PROVISION OF SALARIES, PENSIONS, ALLOWANCES, OR INCOME FOR THE THIRTEENTH YEAR 2020 TO CIVIL SERVANTS, INDONESIAN NATIONAL ARMY SOLDIERS DONESIA, MEMBERS OF THE STATE POLICE OF THE REPUBLIC OF INDONESIA, NON-CIVIL SERVANT EMPLOYEES, AND RECIPIENTS OF PENSIONS OR BENEFITS  Material: Civil Servant Salaries, PTKP and PKP for Civil Servants Reference: GOVERNMENT REGULATION OF THE REPUBLIC OF INDONESIA NUMBER 15 OF 2019 CONCERNING THE EIGHTEENTH AMENDMENT TO	0%
					GOVERNMENT REGULATION NUMBER 7 OF 1977 CONCERNING	
					CIVIL SERVANT SALARY REGULATIONS	

1	Т			1	<u> </u>	
4	able to calculate employee payroll	1.Identifying	Criteria: calculate payroll	Review of	Material: Civil	5%
	in the public	employee	calculate pay(011	previous	Servant Pay	
	sector	overtime		material,	System,	
	2000.	wages, basic	Form of Assessment :	power point,	Reference: Law	
		concepts of	Practice / Performance	explanation	Number 5 of 2014	
		payroll and		of material	concerning State	
		the role of		and	Civil Servants	
				question		
		salaries,		and answer	Material: Civil	
		considerations		material	Servant Salary	
		in determining		3 X 50	Structure,	
		civil servant			Calculation of Civil	
		compensation			Servant Salaries,	
		in Indonesia			PTKP and PKP for	
		2.Perform			Civil Servants	
		payroll			Reference:	
		calculations in			GOVERNMENT	
		accordance			REGULATION OF	
					THE REPUBLTK	
		with the Civil		]	OF INDONESIA	
		Servant Pay				
		System, Civil		]	NUMBER-44 OF	
		Servant		]	2020	
		Salary		]	CONCERNING	
		Structure, Civil			PROVISION OF	
		Servant			SALARIES,	
		Salary			PENSIONS,	
		Calculation,			ALLOWANCES,	
		PTKP and			OR INCOME FOR	
		PKP for Civil			THE	
		Servant			THIRTEENTH	
		Servani			YEAR 2020 TO	
					CIVIL SERVANTS,	
					INDONESIAN	
					NATIONAL ARMY	
					SOLDIERS	
					DONESIA,	
					MEMBERS OF	
					THE STATE	
					POLICE OF THE	
					REPUBLIC OF	
					INDONESIA,	
					NON-CIVIL	
					SERVANT	
					EMPLOYEES,	
					AND RECIPIENTS	
					OF PENSIONS	
					OR BENEFITS	
					OK BENEFITS	
					Material: Civil	
					Servant Salary	
					Structure,	
					Calculation of Civil	
					Servant Salaries,	
					PTKP and PKP for	
					Civil Servants	
					Reference:	
					GOVERNMENT	
					REGULATION OF	
					THE REPUBLIC	
					OF INDONESIA	
					NUMBER 15 OF	
					2019	
				]	CONCERNING	
					THE	
				]	EIGHTEENTH	
					AMENDMENT TO	
				]	GOVERNMENT	
				[		
					REGULATION	
					NUMBER 7 OF	
					1977	
				[	CONCERNING	
l				1	CIVIL SERVANT	
					SALARY	

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

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

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9	able to calculate	1.Perform death	Criteria:	Lecture		Material: JKM	5%
1	old age savings,	benefit	Calculating death	Questions		Library:	
	death insurance,	calculations	insurance and work	and		GOVERNMENT	
	death insurance		accident insurance	Answers		REGULATION OF	
	and work accident	2.Calculating		Practice		THE REPUBLIC	
1	insurance.	work accident	Form of Assessment :	calculating		OF INDONESIA	
		insurance	Practice / Performance	3 X 50		NUMBER 70 OF	
				0 7 00		2015	
						CONCERNING	
						WORK	
						ACCIDENT	
						GUARANTEE	
						AND DEATH	
						GUARANTEE	
						FOR ASN	
						Material: JKM	
						Library:	
						GOVERNMENT	
						REGULATION OF	
						THE REPUBLIC	
						OF INDONESIA	
					1	NUMBER 44 OF	
1						2015	
1						CONCERNING	
						WORK	
1						ACCIDENT	
						GUARANTEE	
1						AND DEATH	
1						GUARANTEE	
						GUARANTEE	
						Material: JKM	
						Library:	
						GOVERNMENT	
						REGULATION OF	
						THE REPUBLIC	
						OF INDONESIA	
						NUMBER 66 OF	
						2017	
						CONCERNING	
						AMENDMENTS	
						TO	
						GOVERNMENT	
						REGULATION OF	
						THE REPUBLIC	
						OF INDONESIA	
						NUMBER 70 OF	
						2015	
						CONCERNING	
						WORK	
						ACCIDENT	
						GUARANTEE	
						AND DEATH	
						GUARANTEE	
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						Material: JKM	
1						Library:	
						GOVERNMENT	
1						REGULATION OF	
1						THE REPUBLIC	
1						OF INDONESIA	
1						NUMBER 82 OF	
1						2019	
						CONCERNING	
						AMENDMENTS	
						TO	
						GOVERNMENT	
						REGULATION OF	
1						THE REPUBLIC	
1							
1						OF INDONESIA	
1						NUMBER 44 OF	
1						2015	
1						CONCERNING	
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						ACCIDENT	
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						AND DEATH	
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able to calculate old age savings, death insurance, death insurance and work accident insurance.  1.Perform death benefit calculating death insurance and work accident insurance and work accident insurance.  2.Calculating death insurance and work accident insurance and work accident insurance  2.Calculating death insurance and work accident insurance  3.Porform death benefit calculating death insurance and work accident insurance  4. Practice / Performance and work accident insurance  5. Practice / Performance and work accident insurance  6. Criteria: Lecture Questions and REPUBLIC OF Answers Practice calculating and REPUBLIC OF INDONESIA GOVERNMENT REGULATION ANSWERS Practice Calculating and Republic OF Practice / Performance and work accident insurance and work accident ins
NUMBER 66 OF CONCERNING COMERNMENTS TO REPUBLIC OF INDONESSA GOVERNMENT REGULATION NUMBER 70 OF 20 SIGN CONCERNING WORK ACCIDENT GUARANTEES AND DEATH GUARANTEES FOR ASN Materia: ISK Library: GOVERNMENT REGULATION OF THE REPUBLIC OF INDONESSA MAMBER 82 OF 20 CONCERNING AMENDMENTS TO GOVERNMENT REGULATION OF THE REPUBLIC OF INDONESSA MAMBER 84 OF 20 SIGN CONCERNING AMENDMENTS TO GOVERNMENT REGULATION OF THE REPUBLIC OF INDONESSA MAMBER 84 OF 20 SIGN CONCERNING WORK ACCIDENT GOVERNMENT GOVERNM

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11	Able to calculate official travel costs, remuneration and performance allowances.	1.Pay attention to the rules for providing official travel expenses 2.Prepare responsibility reports for official travel according to applicable regulations 3.Determine the grade of remuneration and performance allowances according to applicable regulations	Criteria: Identify the amount of official travel costs in the field  Form of Assessment: Participatory Activities	Power point, material explanation, and questions and answers on 3 x 50 material		Material: Official Travel Expenses References: GOVERNMENT REGULATION OF THE REPUBLIC OF INDONESIA NUMBER 15 OF 2019 CONCERNING THE EIGHTEENTH AMENDMENT TO GOVERNMENT REGULATION NUMBER 7 OF 1977 CONCERNING CIVIL SERVANT SALARY REGULATIONS  Material: Official Travel Library: Law Number 5 of 2014 concerning State Civil Apparatus  Material: Official Travel Compensation Reader: Kadarisman. 2012. Compensation Management. Jakarta: PT RajaGrafindo Pesada  Material: Official Travel Costs Reference: REGULATION OF THE MINISTER OF FINANCE NOMO 83/PMK.02/2022 CONCERNING INPUT COST STANDARDS (SBM) FOR BUDGET YEAR 2023.  Material: Overseas Official Travel Reference: REGULATION OF THE MINISTER OF FINANCE NOMO 83/PMK.02/2022 CONCERNING INPUT COST STANDARDS (SBM) FOR BUDGET YEAR 2023.  Material: Overseas Official Travel CONCERNING INPUT COST STANDARDS (SBM) FOR BUDGET YEAR 2023.	5%

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

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

15	Able to calculate official travel costs, remuneration and	1.Pay attention to the rules for providing	Criteria: Prepare observation reports regarding performance	Power point, material explanation,	Material: Official Travel Expenses References : GOVERNMENT	5%
	performance allowances.	official travel expenses 2.Prepare responsibility	allowance grades and remuneration  Form of Assessment: Practice / Performance	and questions and answers on	REGULATION OF THE REPUBLIC OF INDONESIA NUMBER 15 OF	
		reports for official travel according to applicable regulations	Tractice / Ferrormance	3 X 50 material	2019 CONCERNING THE EIGHTEENTH AMENDMENT TO	
		3.Determine the grade of remuneration and			GOVERNMENT REGULATION NUMBER 7 OF 1977	
		performance allowances according to applicable			CONCERNING CIVIL SERVANT SALARY REGULATIONS	
		regulations			Material: Official Travel Library: Law Number 5 of 2014 concerning State Civil Apparatus	
					Material: Official Travel Compensation Reader: Kadarisman. 2012. Compensation Management. Jakarta: PT RajaGrafindo Pesada	
					Material: Official Travel Costs Reference: REGULATION OF THE MINISTER OF FINANCE NOMO 83/PMK.02/2022 CONCERNING INPUT COST STANDARDS (SBM) FOR BUDGET YEAR 2023.	
					Material: Overseas Official Travel Reference: REGULATION OF THE MINISTER OF FINANCE	
					NUMBER 164/PMK.05/2015 CONCERNING PROCEDURES FOR FOREIGN SERVICE TRAVEL AND	
					THEIR AMENDMENT RULES.	
16	Final exams	Final exams	Form of Assessment : Test	3 X 50		25%

## Evaluation Percentage Recap: Case Study

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

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