

# UNIVERSITI TEKNOLOGI MALAYSIA

UTM.J.02.01/10.12/2 ( 49 )

17 Oktober 2021  
10 Rabiul Awal 1443

## PEKELILING PENTADBIRAN BIL. 45/2021

### PENILAIAN PRESTASI STAF TAHUN 2021

Dimaklumkan bahawa Penilaian Prestasi Staf Tahun 2021 secara dalam talian (*online*) bagi Staf Akademik (e-LPPT) dan Staf Pengurusan Profesional dan Pelaksana (e-LNPT) akan dilaksanakan mengikut jadual seperti di Lampiran. Bagi memastikan urusan penilaian prestasi staf tahun 2021 dapat dilaksanakan mengikut perancangan, semua staf hendaklah mematuhi jadual yang telah ditetapkan. **Staf diingatkan agar mengambil tindakan untuk memasukkan semua data LPPT/LNPT lebih awal** bagi melancarkan proses semakan dan pengesahan data.

2. Menjadi kewajipan dan tanggungjawab setiap staf untuk mengisi dan melengkapkan borang penilaian e-LPPT/e-LNPT. Sila ambil perhatian bahawa semua staf (yang layak) adalah tidak dikecualikan daripada mengisi dan melengkapkan borang penilaian e-LPPT/e-LNPT. Bagi staf yang akan menamatkan perkhidmatan pada tahun penilaian tetapi berkhidmat lebih enam (6) bulan pada tahun penilaian, sila lengkapkan penilaian menggunakan Borang Laporan Penilaian Prestasi Khas (LNPK) dan dikembalikan kepada Pegawai Sumber Manusia (PSM) Pusat Tanggungjawab (PTJ) sebelum menamatkan perkhidmatan.

3. Tindakan akan dikenakan kepada mana-mana Pegawai Yang Dinilai (PYD) atau Pegawai Penilai (Pegawai Penilai Pertama (PPP)/Pegawai Penilai Kedua (PPK)) yang gagal melengkapkan/menyelesaikan penilaian yang dipertanggungjawabkan dalam tempoh yang ditetapkan sepertimana berikut:

- a) Tindakan Tatatertib kerana ingkar perintah;
- b) Tiada Pergerakan Gaji Tahunan (PGT);
- c) Tidak layak menerima sebarang anugerah pada tahun semasa (termasuk Anugerah Perkhidmatan Cemerlang);
- d) Tidak disambung perkhidmatan kontrak (bagi staf kontrak);
- e) Ditangguhkan bayaran ganjaran kontrak (*gratuity of contract*) (bagi staf kontrak).

4. Kerjasama daripada semua staf amat diperlukan bagi memastikan pengurusan penilaian prestasi dapat diselesaikan dalam tempoh yang ditetapkan. Ini bagi membolehkan urusan

perkhidmatan seperti pergerakan gaji tahunan, penganugerahan perkhidmatan cemerlang, kenaikan pangkat, pengesahan dalam perkhidmatan, persaraan dan lain-lain berkaitan dapat dilaksanakan dengan lebih teratur.

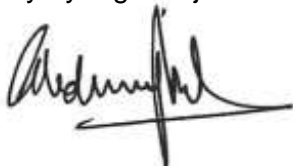
5. Tempoh masa pelaksanaan dalam jadual yang ditetapkan dalam Pekeliling ini adalah muktamad dan **sebarang rayuan bagi pelanjutan tempoh pelaksanaan tidak akan dipertimbangkan.**

Sekian, terima kasih.

**“WAWASAN KEMAKMURAN BERSAMA 2030”**

**“BERKHIDMAT UNTUK NEGARA KERANA ALLAH”**

Saya yang menjalankan amanah,



**(ABDUL RAZIB BIN HJ. SHAHUDDIN)**

Pendaftar

- s.k. - Naib Canselor
- Timbalan Naib Canselor (Pembangunan)
  - Timbalan Naib Canselor (Penyelidikan dan Inovasi)
  - Timbalan Naib Canselor (Akademik dan Antarabangsa)
  - Timbalan Naib Canselor (Hal Ehwal Pelajar)
  - Pro-Naib Canselor (Kampus UTM Kuala Lumpur)
  - Pengarah Pusat Penyelidikan-UTM Pagoh
  - Pegawai-pegawai Kanan/Dekan/Pengarah

**JADUAL UMUM PENILAIAN PRESTASI TAHUNAN STAF BAGI TAHUN 2021**

<b>BIL</b>	<b>PERKARA</b>	<b>TEMPOH</b>	<b>TINDAKAN</b>
1.	<b>PENENTUAN KELAYAKAN PENILAIAN, KLASIFIKASI (LPPTv1.0) DAN PEGAWAI PENILAI</b> Menentukan dan menetapkan kelayakan penilaian, klasifikasi (LPPTv1.0) dan Pegawai Penilai	1 Januari - 29 Julai 2021*	PSM
2.	<b>PENETAPAN SASARAN KERJA TAHUNAN (SKT) / KEY AMAL INDICATOR (KAI)</b> i. Mengadakan perbincangan bagi menetapkan SKT/KAI antara Pegawai Penilai dan PYD ii. Memasukkan SKT/KAI di dalam sistem	1 Januari - 30 Jun 2021*	PYD / PPP / PPK  PYD
3.	<b>KEMASUKAN MAKLUMAT PROGRAM, PROJEK, AKTIVITI / LAPORAN PENCAPAIAN</b> Mengisi dan memasukkan butir-butir pencapaian kerja	1 Januari - 30 Disember 2021*	PYD
4.	<b>PENGESAHAN MAKLUMAT PROGRAM, PROJEK, AKTIVITI / LAPORAN PENCAPAIAN</b> Meneliti, mengesahkan dan menilai maklumat yang dimasukkan oleh PYD	1 - 25 Januari 2021*	PPP
5.	<b>SEMAKAN PENETAPAN KELAYAKAN PENILAIAN, KLASIFIKASI (LPPTv1.0) DAN PEGAWAI PENILAI</b> i. Menyemak penetapan klasifikasi dan Pegawai Penilai ii. Mengemaskini kelayakan penilaian, klasifikasi (LPPTv1.0) dan Pegawai Penilai jika perlu	11 - 18 Ogos 2021*	PYD / PSM
6.	<b>KAJIAN SEMULA PERTENGAHAN TAHUN</b> Semakan/kajian semula pencapaian kerja sebenar berbanding SKT yang ditetapkan	1 - 31 Julai 2021	PYD / PPP

BIL	PERKARA	TEMPOH	TINDAKAN
7.	<b>PENGESAHAN DAN PENILAIAN PEGAWAI PENILAI PERTAMA / PANEL PENILAI</b> Meneliti, mengesahkan, menilai maklumat yang dimasukkan oleh PYD	1 - 17 Januari 2022* <i>*sehingga 5.00 petang</i>	PPP
8.	<b>PENGESAHAN DAN PENILAIAN PEGAWAI PENILAI KEDUA / PANEL PENGESAH</b> Membuat penilaian dan ulasan secara keseluruhan berasaskan laporan yang dibuat oleh PPP	18 - 25 Januari 2022* <i>*sehingga 5.00 petang</i>	PPK
9.	<b>SEMAKAN DAN RAYUAN PINDAAN MARKAH</b> i. Menyemak status penghantaran penilaian ii. Mengemukakan rayuan pindaan markah (jika ada). Rayuan selepas tarikh ini tidak dibenarkan	26 Januari - 3 Februari 2022	PSM PTJ / BSM PYD
10.	<b>MESYUARAT JKPBPP PTJ</b> Mengadakan mesyuarat JKPBPP di peringkat PTJ	6 - 15 Februari 2022	PSM PTJ
11.	<b>PENGHANTARAN DOKUMEN JKPBPP</b> i. Mengemukakan dokumen kepada urus setia ii. Mengumpul, menyemak dan memproses laporan penilaian prestasi serta menyediakan laporan untuk pertimbangan JKPBPP Universiti	20 Februari 2022	PSM PTJ BSM
12.	<b>MESYUARAT JKPBPP UNIVERSITI</b> Mesyuarat JKPBPP Universiti bersidang	23 - 28 Februari 2022	BSM
13.	<b>SEMAKAN MARKAH AKHIR</b> Menyemak markah akhir yang telah disahkan oleh JKPBPP di dalam sistem	1 April 2022	PYD

**NOTA:** \* Rujuk jadual LPPT dan LNPT bagi tempoh / tindakan yang lebih terperinci

**JADUAL PENILAIAN PRESTASI TAHUNAN STAF AKADEMIK (LPPT) BAGI TAHUN 2021**

<b>BIL</b>	<b>PERKARA</b>	<b>TARIKH</b>	<b>TINDAKAN</b>
1.	<b>KEMASUKAN DATA AKADEMIK</b>	Januari 2021 - 30 Disember 2021 (sila rujuk tarikh kemasukan data berdasarkan jenis data)	<b>PYD</b>
2.	<b>PEMILIHAN MAJOR LPPT</b> i. <b>Pemilihan major oleh PYD</b> ii. Pengesahan PSM iii. Kelulusan Dekan	i. 18 Julai - 31 Julai 2021. <b>Dilanjutkan sehingga 18 Ogos 2021</b> ii. 1 - 15 Ogos 2021. <b>Dilanjutkan sehingga 18 Ogos 2021</b> iii. 1 - 15 Ogos 2021. <b>Dilanjutkan sehingga 18 Ogos 2021</b>	<b>PYD</b>  PSM  Dekan
3.	<b>PENENTUAN KELAYAKAN PENILAIAN</b> Semakan kelayakan penilaian	Telah dibuka. Tarikh akhir 29 Julai 2021.	PSM
4.	<b>KLASIFIKASI LPPT (V1.0)</b> i. Penetapan klasifikasi LPPT ii. <b>Semakan klasifikasi oleh PYD</b> iii. Pindaan klasifikasi LPPT	i. Telah dibuka. Tarikh akhir 29 Julai 2021. ii. 1 - 5 Ogos 2021. iii. 1 - 5 Ogos 2021.	PSM  <b>PYD</b> PSM
5.	<b>PEGAWAI PENILAI LPPT</b> i. Penetapan Pegawai Penilai ii. <b>Semakan Pegawai Penilai oleh PYD</b> iii. Pindaan Pegawai Penilai	i. Telah dibuka. Tarikh akhir 9 Ogos 2021 ii. 11 -18 Ogos 2021 iii. 11 - 18 Ogos 2021	PSM  <b>PYD</b> PSM
6.	<b>PENGESAHAN DATA</b>	1 September 2021 - 4 Januari 2022 (sila rujuk tarikh pengesahan data berdasarkan jenis data)	PPP1/PPP2/PPP3
7.	Tarikh <b>akhir</b> pengemaskinian maklumat Penilaian Prestasi, pencapaian KAI dan kemasukan data bagi 2021	30 Disember 2021* <i>*sehingga 5.00 petang</i>	<b>PYD</b>

BIL	PERKARA	TARIKH	TINDAKAN
8.	<b>TEMPOH PENGESAHAN AKHIR DATA</b> (sila rujuk tarikh pengesahan data berdasarkan jenis data)	1 - 4 Januari 2022	Pegawai Pengesah
9.	<b>TEMPOH PENILAIAN PEGAWAI PENILAI PERTAMA (PPP)</b> i. Perbincangan prestasi antara PPP dan PYD ii. Pindaan penilaian PPP selepas perbincangan bersama PYD  <b>TEMPOH PENILAIAN OLEH PANEL PENILAI TES</b> (Data Kualiti Pengajaran)	5 - 12 Januari 2022  13 - 17 Januari 2022* <i>*sehingga 5.00 petang</i>  5 - 17 Januari 2022* <i>*sehingga 5.00 petang</i>	PPP1/PPP2/PPP3  PPP1/PPP2/PPP3  Panel Pengesah TES/UTMLead
10.	<b>TEMPOH PENILAIAN PEGAWAI PENILAI KEDUA (PPK)</b>  <b>TEMPOH PENGESAHAN OLEH PANEL PENGESAH TES</b> (Data Kualiti Pengajaran)	18 - 25 Januari 2022* <i>*sehingga 5.00 petang</i>	PPK  Panel Pengesah TES/UTMLead

**JADUAL PENILAIAN PRESTASI TAHUNAN STAF PENGURUSAN PROFESIONAL & PELAKSANA (PPP) (LNPT) BAGI TAHUN 2021**

<b>BIL</b>	<b>PERKARA</b>	<b>TARIKH</b>	<b>TINDAKAN</b>
1.	<b>PENILAIAN INDEKS KOMPETENSI STAF (CIS)</b> i. Penetapan kod bidang dan penetapan PPC bagi CIS ii. Penilaian Kendiri CIS iii. Penilaian oleh PPC	12 - 20 September 2021  21 September - 4 Oktober 2021 5 - 18 Oktober 2021	PSM  PYD  PPC
2.	<b>PENENTUAN KELAYAKAN LNPT &amp; PENETAPAN PEGAWAI PENILAI</b> i. Penentuan kelayakan LNPT bagi tahun 2021 ii. Penentuan Pegawai Penilai LNPT iii. Pengesahan Pegawai Penilai LNPT	17 - 29 Oktober 2021  17 - 29 Oktober 2021 1 - 7 November 2021	PSM  PSM PYD
3	<b>MAKLUMAT KEGIATAN DAN SUMBANGAN SERTA BONUS</b> i. Kemasukan maklumat kegiatan dan sumbangan serta bonus ii. Pengesahan maklumat kegiatan dan sumbangan serta bonus iii. Pengesahan data dan markah webometrik	1 November - 30 Disember 2021  1 - 7 Januari 2022  1 - 7 Januari 2022	PYD  PSM / PPP / Pegawai Pengesah HEK
4.	<b>KEMASUKAN PENCAPAIAN Sasaran Kerja Tahunan (SKT) &amp; Key Amal Indicator (KAI) 2021</b>	1 November - 30 Disember 2021* <i>*sehingga 5.00 petang</i>	PYD
5.	<b>PENILAIAN 360</b> i. Penjanaan PPR (Pegawai Penilai Rakan Sekerja). ii. Penjanaan PPS (Pegawai Penilai Subordinate). iii. Penilaian dan pengisian markah 360° oleh PPR dan PPS (eLNPT 360°)	8 - 15 November 2021  8 - 15 November 2021  1 - 30 Disember 2021* <i>*sehingga 5.00 petang</i>	PYD  PSM  PPR & PPS

BIL	PERKARA	TARIKH	TINDAKAN
6.	<b>PENGEMASKINIAN MAKLUMAT CPD DAN KEHADIRAN</b> Pengemaskinian data CPD dan Kehadiran	1 - 7 Januari 2022	SPB / PSM / UTM Digital
7.	<b>TEMPOH PENILAIAN PEGAWAI PENILAI PERTAMA (PPP)</b> Perbincangan prestasi antara PPP dan PYD	1 - 17 Januari 2022* <i>*sehingga 5.00 petang</i>	PPP1/PPP2/PPP3
8.	<b>TEMPOH PENILAIAN PEGAWAI PENILAI KEDUA (PPK)</b> Tempoh Penilaian Pegawai Penilai Kedua	18 - 25 Januari 2022* <i>*sehingga 5.00 petang</i>	PPK
9.	<b>SEMAKAN DAN RAYUAN PINDAAN MARKAH</b> i. Menyemak status penghantaran penilaian ii. Mengemukakan rayuan pindaan markah (jika ada). Rayuan selepas tarikh ini tidak dibenarkan	26 Januari - 3 Februari 2022	PSM PTJ / BSM PYD
10.	<b>Mesyuarat JKBPBP Peringkat PTJ</b> Mengadakan mesyuarat JKBPBP di peringkat PTJ	6 - 15 Februari 2022	PSM PTJ
11.	<b>Penghantaran dokumentasi PBPP Universiti</b> i. Mengemukakan dokumen kepada urus setia ii. Mengumpul, menyemak dan memproses laporan penilaian prestasi serta menyediakan laporan untuk pertimbangan JKBPBP Universiti	20 Februari 2022	PSM PTJ BSM
12.	<b>Mesyuarat PBPP Universiti</b> Mesyuarat JKBPBP Universiti bersidang	23 - 28 Februari 2022	BSM
13.	<b>SEMAKAN MARKAH AKHIR</b> Menyemak markah akhir yang telah disahkan oleh JKBPBP di dalam sistem	1 April 2022	PYD

**Nota:**

CCIN : Pusat Jaringan Komuniti Industri



CIS	:	<i>Competency Index Staff</i>
HEK	:	Pejabat Hal Ehwal Korporat
KAI	:	<i>Key Amal Indicator/Key Performance Indicator</i>
PYD	:	Pegawai Yang Dinilai
PPP	:	Pegawai Penilai Pertama
PPK	:	Pegawai Penilai Kedua
PPC	:	Pegawai Penilai Kompetensi
PPR	:	Pegawai Penilai Rakan Sekerja
PPS	:	Pegawai Penilai Subordinat
PSM	:	Pengurusan Sumber Manusia
PTJ	:	Pusat Tanggungjawab
JKPBPP	:	Jawatankuasa Pembangunan Bakat dan Pelan Penggantian
PSZ	:	Perpustakaan UTM
TES	:	<i>Teaching Excellence System</i>
SKT	:	Sasaran Kerja Tahunan

# UNIVERSITI TEKNOLOGI MALAYSIA

UTM.J.02.01/10.12/2 ( 49 )

17 October 2021  
10 Rabiul Awal 1443

## ADMINISTRATIVE CIRCULAR NO. 45/2021

### 2021 STAFF PERFORMANCE EVALUATION

Please be informed that the 2021 Online Staff Performance Evaluation for Academic Staff (e-LPPT) and Professional Management and Executive Staff (e-LNPT) will be implemented according to the schedule as in the Appendix. To ensure that the staff performance appraisal in 2021 can be implemented according to plan, all staff must comply with the schedule that has been set. **Staff are reminded to take necessary action to enter all LPPT/LNPT data in advance** to facilitate the data review and verification process.

2. It is the duty and responsibility of each staff to fill and complete the e-LPPT/e-LNPT evaluation form. Please note that all (eligible) staff are not exempted from filling and completing the e-LPPT/e-LNPT evaluation form. For staff who will terminate their service in the assessment year but have served more than six (6) months in the assessment year must complete the assessment using the Special Performance Assessment Report Form (LNPK) and return it to the Human Resource Officer (PSM) Responsibility Center (PTJ) before terminating their service.

3. The following actions will be imposed on any Assessed Officer (PYD) or Assessing Officer (First Assessing Officer (PPP)/Second Assessing Officer (PPK)) who fails to complete/complete the assessment in charge within the stipulated period:

- a) Disciplinary action for disobeying an order;
- b) No Annual Salary Movement (PGT);
- c) Not eligible to receive any award in the current year (including the Outstanding Service Award);
- d) Not continued contract services (for contract staff);
- e) Deferred payment of contract rewards (gratuity of contract) (for contract staff).

3. Cooperation from all staff is needed to ensure that the management of performance appraisal can be completed within the stipulated period. This is to enable service matters such as annual salary movement, award of excellent service, promotion, confirmation in service, retirement and other related matters to be carried out in a more orderly manner.

4. The implementation period stated in the schedule attached to this Circular is final and **any appeal for an extension will not be considered.**

Thank you.

**“WAWASAN KEMAKMURAN BERSAMA 2030”**

**“BERKHIDMAT UNTUK NEGARA KERANA ALLAH”**

I, who uphold trust,



**(ABDUL RAZIB BIN HJ. SHAHUDDIN)**

Registrar

- c.c. - Vice-Chancellor  
- Deputy Vice-Chancellor (Development)  
- Deputy Vice-Chancellor (Research and Innovation)  
- Deputy Vice-Chancellor (Academic and International)  
- Deputy Vice-Chancellor (Student Affairs)  
- Pro-Vice-Chancellor (UTM Kuala Lumpur)  
- Director Research Centre - UTM Pagoh  
- Senior Officers/ Deans/ Directors

**2021 GENERAL SCHEDULE OF STAFF ANNUAL PERFORMANCE EVALUATION**

NO	SUBJECT	PERIOD	ACTION
1.	<b>DETERMINATION OF ASSESSMENT QUALIFICATIONS, CLASSIFICATION (LPPTv1.0) AND ASSESSING OFFICERS</b> Determine and set the evaluation qualifications, classification (LPPTv1.0) and Assessing Officer	1 January - 29 July 2021*	PSM
2.	<b>SETTING ANNUAL WORK TARGET (SKT) / KEY AMAL INDICATOR (KAI)</b> i. Hold discussions to set SKT/KAI between Assessing Officer and PYD ii. Enter SKT/KAI in the system	1 January - 30 June 2021*	PYD / PPP / PPK PYD
3.	<b>INFORMATION ENTRY ON PROGRAMS, PROJECTS, ACTIVITIES / ACHIEVEMENT REPORTS</b> Fill in and enter details of work achievements	1 January - 30 December 2021*	PYD
4.	<b>CONFIRMATION OF PROGRAM, PROJECT, ACTIVITY / ACHIEVEMENT REPORT INFORMATION</b> Review, verify and evaluate the information entered by the PYD	1 - 25 January 2021*	PPP
5.	<b>REVIEW OF DETERMINATION OF ASSESSMENT QUALIFICATIONS, CLASSIFICATION (LPPTv1.0) AND ASSESSING OFFICERS</b> i. Review the classification setting and Assessing Officer ii. Update assessment qualifications, classification (LPPTv1.0) and Assessing Officer (if necessary)	11 - 18 August 2021*	PYD / PSM
6.	<b>MID -YEAR REVIEW</b> Review/reassessment of actual work performance compared to the prescribed SKT	1 - 31 July 2021	PYD / PPP

NO	SUBJECT	PERIOD	ACTION
7.	<b>CONFIRMATION AND EVALUATION OF THE FIRST EVALUATING OFFICER / EVALUATION PANEL</b> Examine, verify, evaluate the information entered by the PYD	1 - 17 January 2022 * <i>*until 5.00p.m.</i>	PPP
8.	<b>VERIFICATION AND EVALUATION OF SECOND EVALUATING OFFICER / VERIFICATION PANEL</b> Make an overall assessment and review based on the report made by the PPP	18 - 25 January 2022* <i>*until 5.00p.m.</i>	PPK
9.	<b>REVIEW AND APPEAL FOR AMENDMENT OF MARKS</b> i. Check the status of evaluation submissions ii. Submit an appeal for amendment of marks (if any). Appeals after this date are not allowed	26 January - 3 February 2022	PSM PTJ / BSM  PYD
10.	<b>JKPBPP PTJ MEETING</b> Hold JKPBPP meetings at the PTJ level	6 - 15 February 2022	PSM PTJ
11.	<b>SUBMISSION OF JKPBPP DOCUMENTS</b> i. Submit documents to the secretariat ii. Collect, review and process performance appraisal reports and prepare reports for the consideration of University's JKPBPP	20 February 2022	PSM PTJ  BSM
12.	<b>UNIVERSITY JKPBPP MEETING</b> University's JKPBPP meeting convenes	23 - 28 February 2022	BSM
13.	<b>FINAL MARK REVIEW</b> Check the final marks that have been confirmed by JKPBPP in the system	1 April 2022	PYD

**NOTE: \* Refer to the LPPT and LNPT schedules for a more detailed period/action**

**2021 SCHEDULE FOR ANNUAL PERFORMANCE EVALUATION OF ACADEMIC STAFF (LPPT)**

<b>NO</b>	<b>SUBJECT</b>	<b>PERIOD</b>	<b>ACTION</b>
1.	<b>ACADEMIC DATA ENTRY</b>	January 2021 - 30 December 2021 (please refer to the data entry date based on the data type)	<b>PYD</b>
2.	<b>LPPT MAJOR ELECTION</b> i. Major election by PYD ii. PSM verification iii. Dean's Approval	i. 18 July - 31 July 2021. <b>Extended until 18 August 2021</b> ii. 1 - 15 August 2021. <b>Extended until 18 August 2021</b> iii. 1 - 15 August 2021. <b>Extended until 18 August 2021</b>	<b>PYD</b>  PSM  Dean
3.	<b>DETERMINATION OF ASSESSMENT ELIGIBILITY</b> Evaluation eligibility review	Currently opened. Deadline was 29 July 2021.	PSM
4.	<b>LPPT (V1.0) CLASSIFICATION</b> i. Determination of LPPT classification ii. <b>Classification review by PYD</b> iii. Amendment of LPPT classification	i. Currently opened. Deadline was 29 July 2021. ii. 1 - 5 August 2021. iii. 1 - 5 August 2021.	PSM  <b>PYD</b> PSM
5.	<b>LPPT ASSESSING OFFICER</b> i. Appointment of Assessing Officer ii. <b>Review of Assessing Officer by PYD</b> iii. Assessing Officer Amendment	i. Currently opened. Deadline was 9 August 2021 ii. 11 -18 August 2021 iii. 11 - 18 August 2021	PSM  <b>PYD</b> PSM
6.	<b>DATA VERIFICATION</b>	1 September 2021 - 4 January 2022 (please refer to the data entry date based on the data type)	PPP1/PPP2/PPP3
7.	<b>Deadline</b> for updating Performance Appraisal information, KAI achievements and data entry for 2021	30 December 2021* <i>*until 5.00p.m.</i>	<b>PYD</b>

NO	SUBJECT	PERIOD	ACTION
8.	<b>DATA END CONFIRMATION PERIOD</b> (please refer to the data verification date based on the data type)	1 - 4 January 2022	Pegawai Pengesah
9.	<b>EVALUATION PERIOD OF THE FIRST ASSESSING OFFICER (PPP)</b> i. Performance discussion between PPP and PYD ii. PPP evaluation amendment after discussion with PYD  <b>PERIOD OF EVALUATION BY THE TES EVALUATION PANEL</b> (Teaching Quality Data)	5 - 12 January 2022  13 - 17 January 2022* <i>*until 5.00p.m.</i>  5 - 17 January 2022* <i>*until 5.00p.m.</i>	PPP1/PPP2/PPP3  PPP1/PPP2/PPP3  Verification Panel TES/UTMLead
10.	<b>EVALUATION PERIOD OF SECOND ASSESSING OFFICER (PPK)</b>  <b>PERIOD OF CONFIRMATION BY THE TES CONFIRMATION PANEL</b> (Teaching Quality Data)	18 - 25 January 2022* <i>*until 5.00p.m.</i>	PPK  Verification Panel TES/UTMLead

**2021 ANNUAL PERFORMANCE EVALUATION SCHEDULE FOR PROFESSIONAL MANAGEMENT & EXECUTIVE STAFF (PPP) (LNPT)**

<b>NO</b>	<b>SUBJECT</b>	<b>DATES</b>	<b>ACTION</b>
1.	<b>STAFF COMPETENCE INDEX (CIS) ASSESSMENT</b> i. Field code setting and PPC setting for CIS ii. CIS Self-Assessment iii. Evaluation by PPC	12 - 20 September 2021  21 September - 4 October 2021 5 - 18 October 2021	PSM  PYD  PPC
2.	<b>DETERMINATION OF LNPT QUALIFICATIONS &amp; APPOINTMENT OF ASSESSING OFFICERS</b> i. Determination of LNPT eligibility for 2021 ii. Determination of LNPT Assessing Officer iii. Confirmation of LNPT Assessing Officer	17 - 29 October 2021 17 - 29 October 2021  1 - 7 November 2021	PSM PSM  PYD
3	<b>INFORMATION ON ACTIVITIES, CONTRIBUTIONS AND BONUSSES</b> i. Entry of activity information and contribution as well as bonuses ii. Confirmation of activity information and contributions as well as bonuses iii. Validation of data and webometric scores	1 November - 30 December 2021  1 - 7 January 2022  1 - 7 January 2022	PYD  PSM / PPP / Verifying Officer HEK
4.	<b>ENTRY ACHIEVEMENT <i>Annual Work Target (SKT) &amp; Key Amal Indicator (KAI) 2021</i></b>	1 November - 30 December 2021* <i>*until 5.00p.m.</i>	PYD
5.	<b>360 EVALUATION</b> i. Generation of PPR (Peer Assessing Officer). ii. Generation of PPS (Subordinate Assessing Officer). iii. Assessment and filling of 360 ° marks by PPR and PPS (eLNPT 360 °)	8 - 15 November 2021  8 - 15 November 2021  1 - 30 December 2021* <i>*until 5.00p.m.</i>	PYD  PSM  PPR & PPS



NO	SUBJECT	DATES	ACTION
6.	<b>UPDATE OF CPD INFORMATION AND ATTENDANCE</b> CPD and Attendance data updates	1 - 7 January 2022	SPB / PSM / UTM Digital
7.	<b>EVALUATION PERIOD OF THE FIRST ASSESSING OFFICER (PPP)</b> Performance discussion between PPP and PYD	1 - 17 January 2022* <i>*until 5.00p.m.</i>	PPP1/PPP2/PPP3
8.	<b>EVALUATION PERIOD OF SECOND ASSESSING OFFICER (PPK)</b> Appraisal Period of the Second Assessing Officer	18 - 25 January 2022* <i>*until 5.00p.m.</i>	PPK
9.	<b>REVIEW AND APPEAL FOR AMENDMENT OF MARKS</b> i. Check the status of evaluation submissions ii. Submit an appeal for amendment of marks (if any). Appeals after this date are not allowed	26 January - 3 February 2022	PSM PTJ / BSM  PYD
10.	<b>PTJ Level JKPBPP Meeting</b> Hold JKPBPP meetings at the PTJ level	6 - 15 February 2022	PSM PTJ
11.	<b>Submission of University PBPP documentation</b> i. Submit documents to the secretariat ii. Collect, review and process performance appraisal reports and prepare reports for the consideration of University's JKPBPP	20 February 2022	PSM PTJ  BSM
12.	<b>University PBPP Meeting</b> University's JKPBPP meeting convenes	23 - 28 February 2022	BSM
13.	<b>FINAL MARK REVIEW</b> Check the final marks that have been confirmed by JKPBPP in the system	1 April 2022	PYD

**Note:**

CCIN	:	Centre for Community and Industry Network (CCIN)
CIS	:	<i>Competency Index Staff</i>
HEK	:	Pejabat Hal Ehwal Korporat
KAI	:	<i>Key Amal Indicator/Key Performance Indicator</i>
PYD	:	Assessed Officer
PPP	:	First Assessing Officer
PPK	:	Second Assessing Officer
PPC	:	Competent Assessing Officer
PPR	:	Peer Assessing Officer
PPS	:	Subordinate Assessing Officer
PSM	:	Human resource Management
PTJ	:	Responsibility Center
JKPBPP	:	Talent Development and Succession Plan Committee
PSZ	:	UTM Library
TES	:	<i>Teaching Excellence System</i>
SKT	:	Annual Work Targets