



COPY

REGENT SUKOHARJO
PROVINCE OF CENTRAL JAVA
SUKOHARJO REGENCY REGULATIONS
NUMBER 10 OF 2022

ABOUT

PROVIDING ADDITIONAL INCOME FOR APPARATUS EMPLOYEES
STATE CIVILIANS IN THE ENVIRONMENT OF GOVERNMENT
SUKOHARJO DISTRICT

BY THE GRACE OF GOD ALMIGHTY,

REGENT SUKOHARJO,

Considering:

- a. that in order to stimulate productivity and increase employee performance as well as improve employee welfare, it is necessary to re-arrange the provision of additional income for State Civil Service Employees within the Sukoharjo Regency Government based on position class;
- b. that Providing Additional Income for State Civil Apparatus Employees within the Sukoharjo Regency Government regulated in Sukoharjo Regent's Regulation Number 31 of 2018 concerning Providing Additional Income to Civil Servants in the Sukoharjo Regency Government as amended several times, most recently by Sukoharjo Regent's Regulation Number 58 of 2021 concerning Second Amendment to Sukoharjo Regent's Regulation Number 31 of 2018 concerning Providing Additional Income for Civil Servants in the Sukoharjo Regency Government is not yet based on position class so it needs to be changed;
- c. that based on the considerations as referred to in letters a and b, it is necessary to stipulate a Regent's Regulation concerning Providing Additional Income for State Civil Service Employees within the Sukoharjo Regency Government;

Remember :

1. Law Number 13 of 1950 concerning the Establishment of Regency Regions within the Province of Central Java as amended by Law Number 9 of 1965 concerning the Establishment of the Batang Level II Region by amending Law No. 13 of 1950 concerning the Establishment of Regions within the Province of Central Java (State Gazette of 1965 Number 52, Supplement to State Gazette Number 2757);
2. Law Number 5 of 2014 concerning State Civil Apparatus (State Gazette of the Republic of Indonesia of 2014 Number 6, Supplement to State Gazette of the Republic of Indonesia Number 5494);

3. Law Number 23 of 2014 concerning Regional Government (State Gazette of the Republic of Indonesia of 2014 Number 244, Supplement to State Gazette of the Republic of Indonesia Number 5587) as amended several times, most recently by Law Number 1 of 2022 concerning Financial Relations between the Central Government and Regional Government (State Gazette of the Republic of Indonesia 2022 Number 4, Supplement to the State Gazette of the Republic of Indonesia Number 6757);
4. Government Regulation Number 18 of 2016 concerning Regional Apparatus (State Gazette of the Republic of Indonesia of 2016 Number 114, Supplement to State Gazette of the Republic of Indonesia Number 5887) as amended by Government Regulation Number 72 of 2019 concerning Amendments to Government Regulation Number 18 of 2016 concerning Apparatus Regional (State Gazette of the Republic of Indonesia 2019 Number 187, Supplement to the State Gazette of the Republic of Indonesia Number 6402);
5. Government Regulation Number 11 of 2017 concerning Management of Civil Servants (State Gazette of the Republic of Indonesia of 2017 Number 63, Supplement to State Gazette of the Republic of Indonesia Number 6037) as amended by Government Regulation Number 17 of 2020 concerning Amendments to Government Regulation Number 11 of 2017 concerning Management of Civil Servants (State Gazette of the Republic of Indonesia 2020 Number 68, Supplement State Gazette of the Republic of Indonesia Number 6477);
6. Government Regulation Number 12 of 2019 concerning Regional Financial Management (State Gazette of the Republic of Indonesia of 2019 Number 42, Supplement to State Gazette of the Republic of Indonesia Number 6322);
7. Government Regulation Number 94 of 2021 concerning Civil Servant Discipline (State Gazette of the Republic of Indonesia of 2021 Number 202, Supplement to State Gazette of the Republic of Indonesia Number 6718);
8. Sukoharjo Regency Regional Regulation Number 12 of 2016 concerning the Formation and Structure of Regional Apparatus (2016 Sukoharjo Regency Regional Gazette Number 12, Supplement to Sukoharjo Regency Regional Gazette Number 236);
9. Sukoharjo Regency Regional Regulation Number 7 of 2021 concerning Regional Financial Management (Sukoharjo Regency Regional Gazette of 2021 Number 7, Supplement to Sukoharjo Regency Regional Gazette Number 300);
10. Regulation of the Minister of State Apparatus Empowerment and Bureaucratic Reform Number 34 of 2011 concerning Position Evaluation Guidelines;
11. Regulation of the Minister for Empowerment of State Apparatus and Bureaucratic Reform Number 39 of 2013 concerning Determination of Position Classes within Government Agencies;

DECIDE :

To stipulate: REGENT'S REGULATION CONCERNING PROVIDING ADDITIONAL INCOME OF STATE CIVIL APPARATUS EMPLOYEES IN THE SUKOHARJO DISTRICT GOVERNMENT ENVIRONMENT.

PIG

GENERAL REQUIREMENTS

article 1

In this Regent's Regulation what is meant by:

1. The region is Sukoharjo Regency.
2. Regional Government is the Regent as the organizing element of the Regional Government which leads the implementation of government affairs which fall under the authority of the autonomous region.
3. The Regent is the Regent of Sukoharjo.
4. Regional Apparatus is the supporting element of the Regent and the Regional People's Representative Council in the implementation of Government Affairs which fall under the authority of the Region.
5. State Civil Apparatus, hereinafter abbreviated to ASN, is a profession for Civil Servants and government employees with Employment Agreements who work for government agencies.
6. Civil Servants, hereinafter abbreviated to PNS, are citizens of the Republic of Indonesia who meet certain requirements, appointed as State Civil Servants on a permanent basis by the Civil Service Supervisory Officer to occupy government positions.
7. Additional Employee Income, hereinafter abbreviated as TPP, is additional income given to ASN based on objective considerations taking into account the Regional financial capacity in accordance with the provisions of applicable laws and regulations.
8. Position is a position that indicates the functions, duties, responsibilities, authority and rights of an ASN employee in an organizational unit.
9. Job evaluation is a process for systematically assessing a position by using criteria called job factors against job factor information to determine the value of the job and job class.
10. Position Value is the result of adding up the values of position factors which are evaluated based on statutory regulations.
11. Position Class is a position level based on the position value limits regulated in statutory regulations.

12. *Basic* TPP is the amount of TPP for each Position Class which is calculated based on the amount of the Financial Supervisory Agency's Performance Allowance per position class in accordance with statutory regulations, the Regional fiscal capacity index, the construction cost index and the Regional Government administration index.
13. Regional Property, hereinafter abbreviated as BMD, is all goods purchased or obtained at the expense of the Regional Revenue and Expenditure Budget or originating from other legitimate acquisitions.
14. Treasury Claims and Compensation Claims, hereinafter abbreviated as TPTGR, are a process of claiming claims against the treasurer, manager/keeper of goods, non-treasurer employee or manager/keeper of goods, or a third party who has committed an act that results in loss of finance or regional goods.
15. Gratification is a gift in a broad sense, namely money, goods, rebates (*discounts*), commissions, interest-free loans, travel tickets, lodging facilities, tourist trips, free medical treatment and other facilities, whether received domestically or abroad, which is carried out using electronic means or without electronic means.
16. State Officials' Assets Report, hereinafter abbreviated as LHKPN, is a report in printed form and/or other forms regarding the description and detailed information regarding assets, personal data, including income, expenses and other data on state administrators' assets.
17. The Personnel, Education and Training Agency, hereinafter abbreviated to BKPP, is the Sukoharjo Regency Personnel, Education and Training Agency.
18. Social Security Administering Body, hereinafter abbreviated to BPJS, is a legal body established to administer social security programs.

Section 2

- (1) The provision of TPP is intended to spur productivity, improve the quality of dedication and service and improve the welfare of ASN in carrying out their duties and responsibilities.
- (2) The provision of TPP aims to improve the performance, motivation and work discipline of ASN in carrying out government, development and public service tasks.

CHAPTER II

PRINCIPLES OF PROVIDING TPP

Article 3

The granting of TPP uses the following principles:

- a. legal certainty, namely the provision of TPP prioritizing the basis of statutory regulations, compliance and justice;

- b. accountable, the provision of TPP can be accounted for to the community in accordance with the provisions of statutory regulations;
- c. proportionality, namely the provision of TPP prioritizing the balance between the rights and obligations of civil servants;
- d. effective and efficient, namely providing TPP in accordance with targets or objectives in a timely manner in accordance with established performance plans;
- e. justice and equality, namely the provision of TPP must reflect a sense of justice and equality in order to obtain opportunities for functions and roles as ASN;
- f. welfare, namely the provision of TPP is directed towards guarantee the welfare of ASN; And
- g. optimization, namely providing TPP as a result of optimization Regional Government budget ceiling.

CHAPTER III

TPP TARGET

Article 4

- (1) TPP is given to ASN within the Government Area.
- (2) TPP for Civil Servant Candidates is given at 80% (eighty percent) of the TPP ceiling for their Position Class starting from the date of the Statement of Carrying Out Duties until the issuance of the decision to appoint the prospective Civil Servant to become a Civil Servant.
- (3) For civil servants who transfer from outside the Regional Government, TPP is given after the civil servant concerned has carried out their duties for 3 (three) months starting from the date the civil servant concerned actually carries out their duties in the region as proven by a Regent's Decree.
- (4) Disbursement of TPP as intended in paragraph (3) is submitted in the 5th (fifth) month, after carrying out duties in the 4th (fourth) month.
- (5) TPP for Government Employees with a non-teaching Work Agreement is given at 80% (eighty percent) of the TPP amount ceiling for their Position Class starting from the date of the Statement of Carrying Out Duties.

Article 5

Income tax and Social Security Administering Body (BPJS) contributions are imposed on the provision of TPP in accordance with statutory provisions.

Article 6

The amount of TPP as referred to in Article 4 is based on the Position Class determined by the Regent's Regulation concerning Position Class and Position Value after validation by the Minister for Administrative Reform and Bureaucratic Reform.

Article 7

TPP as intended in Article 4 is not given to:

- a. ASN employees who work outside the area/outside the ranks of the Regional Government;
- b. Civil servants who are entrusted to other agencies;
- c. Civil servants who are Village Heads or Village Apparatus;
- d. Civil servants who carry out study assignments;
- e. Civil servants who are taking a retirement preparation period;
- f. Civil servants who have the status of recipients of waiting money;
- g. civil servants who are temporarily dismissed;
- h. ASN who has suspect status and is detained by law enforcement officers;
- i. ASN who has the status of a defendant and is being detained by the authorities law enforcer; And
- j. ASN who is serving a prison sentence.

Article 8

ASN who experience a change of position within the Regional Government will be given TPP according to their new position in the following month.

Article 9

- (1) ASN who receive Services still receive them
TPP with provisions:

- a. ASNs who work at Regional General Hospitals are given 60% (sixty percent) of the TPP ceiling for their Position Class; And
- b. ASN who work in the Public Health Center Regional Technical Implementation Unit at the Health Service are given a TPP of 70% (seventy percent) of the TPP ceiling for their Position Class.

Article 10

- (1) Civil servants who receive additional duties as Acting (Pj.), Task Executor (Plt.) or Daily Executor (Plh.) given additional TPP.
- (2) Acting Plt. or plh. as referred to in paragraph (1) is given additional TPP if he has served for a minimum period of time or consecutively for 1 (one) calendar month in the same position and is paid starting from the date of serving as Acting, Plt. or plh.

- (3) Provisions regarding Additional TPP as follows referred to in paragraph (1) as follows: a. an official at the same level as Acting. Plt. or plh. other positions, receive a higher TPP plus 20% (twenty percent) of the lower TPP in the definitive position or concurrent position;
- b. an official one level below a definitive official who is permanently absent or temporarily absent who also serves as Acting Officer. Plt. or plh. only accept TPP in the highest TPP position.

CHAPTER IV

DETERMINING THE AMOUNT AND CRITERIA FOR PROVIDING TPP

Part One

Determination of TPP Amount

Article 11

Determination of the *basic* amount of TPP is based on the following parameters:

- a. Position Class;
- b. Regional fiscal capacity index;
- c. construction cost index; And
- d. Regional Government implementation index.

Article 12

- (1) The basic amount of TPP is obtained using formula :

$$\text{TPP per Position Class} = (\text{Amount of Financial Audit Agency Performance Allowance per Position Class in accordance with statutory provisions}) \times (\text{Regional Fiscal Capacity Index})$$

- (2) The weighting and assessment of each index to calculate the basic amount of TPP as in paragraph (1) is guided by the applicable laws and regulations.
- (3) The amount of Basic TPP per Position Class is determined by Regent's Decree.

Article 13

- (1) Position Class as referred to in Article 11 paragraph (1) is a position that indicates the level of a civil servant in a series of Regional Apparatus structures. which is based on the level of difficulty, responsibility, job qualification requirements, and is used as a basis for calculating TPP.
- (2) Position Class is determined based on the results of job evaluation as a human resource management process used to systematically assess a position using criteria known as position factors.
- (3) Position Value is the accumulation of position factor points used to determine the position class.

- (4) Position Class and Position Value as referred to in paragraph (2) and paragraph (3) are based on the Regent's Regulation concerning Position Class and Position Value.

The second part

Criteria for Granting TPP

Article 14

- (1) TPP as intended in Article 4, is granted with the following criteria:
- a. TPP based on workload;
 - b. TPP based on work performance;
 - c. TPP based on place of duty;
 - d. TPP based on working conditions;
 - e. TPP based on profession scarcity; and/or
 - f. TPP is based on other objective considerations.
- (2) TPP based on workload as intended in paragraph (1) letter a is given to ASN employees who in carrying out their duties exceed the normal workload of at least 112.5 (one hundred twelve point five) hours per month or the normal time limit of at least 170 (one hundred seventy) hours per month.
- (3) TPP based on work performance as intended in paragraph (1) letter b is given to ASN employees who have work achievements according to their field of expertise or innovation and are recognized by the leadership above them.
- (4) TPP based on place of duty as intended in paragraph (1) letter c is given to ASN employees who carry out their duties in areas with a high level of difficulty and remote areas.
- (5) TPP based on working conditions as intended in paragraph (1) letter d is given to ASN employees who carry out duties and responsibilities that have high risks, such as health risks, mental security, risks with inspection and law enforcement officials and others.
- (6) TPP based on professional scarcity as referred to in paragraph (1) letter e is given to ASN employees who carry out tasks according to the following criteria: a. the skills required for this job are specific and the qualifications of ASN Employees are very few or nearly so
no one can fulfill the job in question; or b. carry out duties in the highest leadership positions in
Local government.
- (7) TPP based on other objective considerations as intended in paragraph (1) letter f is given to ASN employees as long as it is mandated by statutory regulations and has not been accommodated in the TPP based on workload, work performance, place of duty, working conditions and professional scarcity.

Article 15

Allocation of the amount of TPP provision as referred to in Article 14 paragraph (1) is determined as follows:

- a. TPP based on workload according to the Regional financial capacity of the *basic* TPP amount;
- b. TPP based on work performance according to the Regional financial capacity of the *basic* TPP amount;

- c. TPP based on place of duty is the highest at 50% (fifty percent) of the *basic* amount of TPP;
- d. TPP based on working conditions according to the Regional financial capacity of the *basic* TPP amount;
- e. TPP based on the scarcity of professions according to the Regional financial capacity or at least 10% (ten percent) of the *basic* TPP amount; and f. TPP based on other objective considerations is adjusted to the Regional financial capacity and Regional characteristics.

Article 16

- (1) The provision of TPP to ASN Employees as referred to in Article 15 letters a, b, c, d and e is listed in Appendix I which is an inseparable part of this Regent's Regulation.
- (2) The amount of the TPP ceiling is calculated based on the sum of the criteria as intended in Article 15 determined by a Regent's Decree.

Article 17

Excluded from the provisions of Article 14 paragraph (1) letters a, b, c, d, and e for ASN employees who receive Teacher Professional Allowances, Special Teacher Allowances, and Additional Teacher Income.

CHAPTER V

TPP ASSESSMENT

Part One

General

Article 18

- (1) TPP for ASN within the Regional Government as intended in Article 4 is given once every 1 (one) month.
- (2) TPP as intended in paragraph (1) is calculated based on:
 - a. assessment of work discipline with a weight of 40% (forty percent) of the TPP ceiling;
 - b. performance productivity assessment with a weight of 60% (sixty percent) of the TPP ceiling; And
 - c. level of disciplinary punishment.

The second part

Work Discipline Assessment

Article 19

The amount of TPP based on work discipline assessment as intended in Article 18 paragraph (2) letter a consists of:

- a. assessment of attendance levels;
- b. assessment of LHKPN reporting compliance;
- c. gratification reporting; d. reporting sanctions and not carrying out obligations according to TPTGR decisions; and/or
- e. BMD management/not returning Regional assets.

Article 20

- (1) Assessment of attendance levels as referred to in Article 19 letter a, calculated based on daily attendance levels.
- (2) Indicators for calculating attendance levels consist of:
 - a. number of days of work;
 - b. number of days following morning assembly;
 - c. the norm of late arrival to work; And
 - d. the norm amount of time to go home before the time.

Article 21

- (1) Civil servants who work full time are given additional income based on work discipline with a weight of 40% (forty percent) of the TPP ceiling.
- (2) To civil servants who do not work fully by considering the matters referred to in Article 19 paragraph (2) reduces the TPP based on work discipline.
- (3) If the nominal amount of the reduction as referred to in paragraph (2) contains denominations of tens, units or cents, then it is rounded down to the nearest hundreds.

Article 22

The level of attendance as intended in Article 20 paragraph (1) is assessed based on the recapitulation of civil servant attendance with the following provisions:

- a. Civil servants who do not come to work as intended in Article 20 paragraph (2) letter a are subject to a reduction in TPP based on work discipline as follows:
 1. reduced by 3% (three percent) per day from the determined TPP amount if absent or absent from work, except for ASN carrying out official duties as proven by a letter of assignment or other valid evidence; And
 2. reduced by 2% (two percent) per 7 (seven) hours 30 (thirty) minutes calculated cumulatively in 1 (one) month, if you do not meet working hours due to being late and/or leaving prematurely;
- b. Civil servants who do not attend the morning assembly as intended in Article 20 paragraph (2) letter b are subject to a reduction in TPP based on work discipline in the form of a reduction of 1% (one percent) per day of the amount of TPP, unless carrying out official duties as proven by a letter of assignment or other evidence.
- c. Civil servants who are late for work as intended in Article 20 paragraph (2) letter c are subject to a reduction in TPP receipts based on work discipline with the following calculation:
 1. Any late attendance up to 10 (ten) minutes will not receive a deduction;

2. Every time you are late for more than 10 (ten) minutes up to 15 (fifteen) minutes, you will receive a reduction of 0.1% (zero point one percent) per day;
 3. Every time you are late for attendance of more than 15 (fifteen) minutes up to 30 (thirty) minutes, you will receive a reduction of 0.5% (zero point five percent) per day;
 4. Every late attendance of more than 30 (thirty) minutes up to 60 (sixty) minutes, per day gets a reduction of 1% (one percent);
 5. Every delay of more than 60 (sixty) to 120 (one hundred and twenty) minutes per day will receive a reduction of 2% (two percent); And
 6. Every delay of more than 120 (one hundred and twenty) minutes per day gets a reduction of 3% (three percent).
- d. Civil servants who return home prematurely as intended in Article 20 paragraph (2) letter d are subject to a reduction in TPP receipts with the following calculation:
1. Every time you go home 1 (one) to 15 (fifteen) minutes earlier, you will be subject to a deduction of 0.5% (zero point five percent) per day;
 2. Every time you go home 16 (sixteen) minutes to 30 (thirty) minutes early, you will be subject to a 1% (one percent) deduction per day;
 3. Every time you go home early from 31 (thirty one) minutes to 60 (sixty) minutes, you will be subject to a 2% (two percent) deduction per day;
 4. Every time you go home early from 61 (sixty one) minutes to 120 (one hundred and twenty) minutes, you will be subject to a reduction of 3% (two percent) per day; And
 5. Every time you go home more than 121 (one hundred twenty one) minutes per day you will get a reduction of 4% (four percent).

Article 23

- (1) Reduction of TPP receipts based on work discipline within a month is a maximum of 40% (forty percent) from the TPP Ceiling.
- (2) Reduction of additional income based on work discipline as intended in Article 22 is completely listed in Appendix II

which is an inseparable part of this Regent's Regulation.

Article 24

- (1) Civil servants who fulfill work attendance but are not at their place of duty during working hours without the permission of their immediate superiors, their attendance may be cancelled.
- (2) Cancellation of attendance as intended in paragraph (1) is carried out based on a certificate of cancellation of work attendance signed by the direct superior and acknowledged by the Head of Regional Apparatus.

- (3) The format for the certificate of cancellation of attendance as intended in paragraph (2) is listed in Appendix III which is an inseparable part of this Regent's Regulation.
- (4) The certificate as intended in paragraph (3) is uploaded by the admin of the electronic attendance machine application to the Regional Apparatus according to the facilities available in the electronic attendance machine application.

Article 25

- (1) Working hours for civil servants within the Regional Government are in accordance with the provisions of statutory regulations.
- (2) Special working hours are working hours from certain positions that have working hours outside general working hours.
- (3) Special working hours as intended in paragraph (2) apply to positions:
 - a. school guard;
 - b. security officer;
 - c. cleaning attendant;
 - d. levy collector;
 - e. telecommunications officer at the Communications and Information Service;
 - f. aide to the Regent and aide to the Deputy Regent; And
 - g. other positions in accordance with statutory provisions.
- (4) Calculation of special working hours as intended in paragraph (3) is the responsibility of the Head of the respective Regional Apparatus in accordance with the provisions of statutory regulations.

Article 26

- (1) Every civil servant is required to carry out attendance attendance which is input into the electronic attendance application.
- (2) Each civil servant performs 2 (two) attendance inputs the details are as follows:
 - a. the first entry can be made 30 (thirty) minutes before working hours begin; And
 - b. The second input is done no later than 90 (nine twenty) minutes after working hours end.
- (3) Civil servants in the Subdistrict/Regional Technical Implementation Unit (UPTD)/regional coordinators carry out presence attendance activities in their respective work units.
- (4) Civil servants in Regional Apparatus whose duties are placed in the sub-district area carry out attendance at the sub-district where the civil servant is assigned.
- (5) Attendance input for civil servants in Regional Apparatus implementing work *shifts* is regulated separately by the Head of Regional Apparatus in accordance with applicable working hours provisions.
- (6) Measurement of work discipline is supported by means online attendance application .

- (7) If the *online* attendance application is not yet available and/or is damaged, it can be replaced by manual attendance calculation.
- (8) The results of the *online* attendance application and/or manual attendance calculation are signed by the Head of Regional Apparatus.

Article 27

The provision of TPP based on an assessment of compliance with LHKPN reporting as intended in Article 18 letter b is not given if the mandatory LHKPN report for the previous year has not been submitted.

Article 28

The granting of TPP based on gratification reporting as intended in Article 19 letter c is not given if the ASN is proven to have received and given gratuities related to their position and contrary to their duties as ASN based on the report on the results of an inspection by the Government's Internal Audit Apparatus for 12 (twelve) months.

Article 29

- (1) The granting of TPP is based on reporting sanctions and not carrying out obligations in accordance with the TPTGR decision and/or not returning Regional assets as intended in Article 19 letter d is not given if the reported ASN:
- a. do not have the good faith to carry it out
 - obligations according to TPTGR decisions; and/or
 - b. not returning Regional assets based on the audit results of the Government Internal Supervisory Apparatus (APIP)/Financial Audit Agency (BPK) and/or reports from Property Users/ Proxy of Property Users.
- (2) Good faith to carry out obligations in accordance with the TPTGR decision as intended in paragraph (1) letter a in the form of a Statement of Willingness to pay through salary and/or TPP and accompanied by a letter of authority to the treasurer to deduct salary and/or TPP.

Part Three

Work Productivity Assessment

Article 30

- (1) Work productivity as intended in Article 18 paragraph (2) letter b is calculated based on work productivity achievements.
- (2) The work productivity of ASN employees is measured based on the employee's performance achievements with the targets set in the SKP which are described in monthly activities.

- (3) The provision of TPP based on an assessment of employee work productivity is calculated at 60% (sixty percent) of the TPP ceiling, based on the following criteria:
- a. 100% (one hundred percent) for ASN employees with the title Very Good work productivity with a score of $\geq 84\%$ (more than eighty four percent);
 - b. 95% (ninety five percent) for ASN employees with the title of Good work productivity, with a score of $75\% - < 84\%$ (seventy five percent to eighty four percent);
 - c. 85% (eighty five percent) for ASN employees with the title of Medium work productivity, with a value of $60\% - < 75\%$ (sixty percent to seventy five percent);
 - d. 75% (seventy five percent) for ASN employees with a low work productivity predicate with a value of $50\% - < 60\%$ (fifty percent to sixty percent);
 - e. 25% (twenty five percent) for ASN employees with the title of Less Work Productivity with a value of $5\% - < 50\%$. (five percent to fifty percent)
 - f. 0% (zero percent) for ASN employees with very poor work performance with a score $< 5\%$ (less than five percent).
- (4) Measuring work productivity is supported by the system information Technology.
- (5) If the information technology system is not yet available and/or is damaged, it can be replaced with a manual performance report.
- (6) The results of the information technology system recapitulation and/or manual performance report recapitulation are signed by the Head of Regional Apparatus.

Article 31

- (1) The procedure for calculating work productivity as intended in Article 18 paragraph (2) letter b is implemented through an information technology system and has been approved by the ASN performance assessment official.
- (2) Every ASN must report daily work productivity and monthly in the information technology system as intended in paragraph (1) to receive an assessment from the direct superior no later than the 2 (two) day of the following month.
- (3) The assessment as intended in paragraph (2) consists of approval or rejection of ASN's daily activities reported via the information technology system as intended in paragraph (2) no later than the 5th (fifth) of the following month.

- (4) In the event that the immediate superior is absent, the assessment becomes the task of an official one level above and applies in stages upwards.
- (5) The absence as intended in paragraph (4) is due to illness, leave and other reasons in accordance with statutory regulations.
- (6) Every official in charge of carrying out an assessment who deliberately does not carry out an assessment and/or carries out an assessment of a report that is not in accordance with the reality of carrying out ASN duties, will be subject to the sanction of canceling the grant of the TPP in the following month.

Part Four

Disciplinary Punishment

Article 32

- (1) The level of disciplinary punishment as intended in Article 18 paragraph (2) letter c is determined using the following calculation:
- a. TPP is paid 100% (one hundred percent) if no disciplinary penalty is imposed;
 - b. TPP is paid 90% (ninety percent) for 2 (two) months of the amount of TPP determined if sentenced to light level disciplinary punishment;
 - c. TPP is paid 75% (seventy five percent) for 6 (six) months of the amount of TPP determined if a medium level disciplinary sentence is imposed; d. TPP is paid 90% (ninety percent) for 12 years (twelve) months from the amount of TPP determined if a severe disciplinary sentence is imposed; And
 - e. The amount of the reduction percentage as referred to in letters b, c, and d, is determined from the amount of TPP received in the relevant month.
- (2) TPP as intended in paragraph (1) letters b, c and d, is paid the following month after the disciplinary penalty is determined by the authorized official.

Part Five

TPP Calculation Based on Work Discipline and Productivity Work

Article 33

- (1) The TPP formula is paid:

$$\text{TPP Paid} = \{(\text{TPP Work discipline} + \text{TPP Work Productivity}) \times \text{Value of disciplinary penalties}\} - (\text{PPh 21} + \text{BPJS payment})$$

(2) Work Discipline TPP Formula:

TPP Work discipline = (TPP ceiling x 40%) – Calculation results for reducing work discipline

(3) Work Productivity TPP Formula:

TPP Work productivity = (TPP Ceiling x 60%) x % Value Performance productivity

Article 34

- (1) The TPP reduction paid is set at a maximum of 100% (one hundred percent) of the total TPP value that can be obtained in a position.
- (2) The reduction in TPP for work discipline is set at a maximum of 40% (forty percent) of the total TPP value that can be obtained in a position.
- (3) Reduction of TPP Monthly Productivity Value is set at a maximum of 60% (sixty percent) of the total TPP value that can be obtained in a position.

CHAPTER VI

BUDGET ALLOCATION, CALCULATIONS AND PAYMENTS TPP

Part One

Budget Allocation

Article 35

The TPP payment budget is allocated to each Regional Work Unit Budget Implementation Document (DPA-SKPD).

The second part

TPP calculation

Article 36

- (1) TPP calculation uses an application system.
- (2) Data input to the application system as intended in paragraph (1) is sourced from application systems and/or data from valid documents within the Sukoharjo Regency Regional Government.

Article 37

- (1) Each Regional Apparatus appoints an officer as application system manager.
- (2) The officers as intended in paragraph (1) are appointed by the Head of Regional Apparatus.

Part Three

TPP Payment Procedures and Procedures

Article 38

- (1) Requests for TPP payments are submitted every month.
- (2) TPP payments as referred to in paragraph (1) are made using a non-cash payment mechanism through the account of the ASN employee concerned.

Article 39

- (1) TPP payment procedures as referred to in Article 38 paragraph (2) as follows:
 - a. Regional Apparatus admin sends data input results and other supporting documents to BKPP every week;
 - b. BKPP verifies the data input results and other supporting documents;
 - c. BKPP conveys the verification results to the Device Area;
 - d. The Regional Apparatus submits a letter requesting payment of Additional Income to the Regional General Treasurer with a Direct Payment Order and attaching:
 1. Statement of Responsibility; 2. list of additional income receipts;
 3. certificate of not controlling BMD which is not their right based on the provisions of the laws and regulations that apply to civil servants transferring to another Regional Apparatus (attached to the TPP application for the first month of the new Regional Apparatus); And
 4. a statement of order in resolving treasury claims and compensation claims for civil servants who have TPTGR problems (attached to the TPP submission every month); and
 - e. The Regional General Treasurer conducts research on the administrative completeness of the proposed Regional Apparatus; And
 - f. The Regional General Treasurer pays additional income through a bank account.
- (2) The format of the statement of responsibility as intended in paragraph (1) letter d number 1 is listed in Appendix IV which is an inseparable part of this Regent's Regulation.
- (3) Format of certificate of not controlling BMD as intended in paragraph (1) letter d number 3 is listed in Appendix V which is an inseparable part of this Regent's Regulation.
- (4) Format of statement of order in settling treasury claims and compensation claims as intended in paragraph (1) letter d number 4 is listed in Appendix VI which is an inseparable part of this Regent's Regulation.

- (5) The Head of Regional Apparatus is fully responsible for the recapitulation of attendance both electronically and manually.
- (6) If there are indications of manipulation/fraud^{found} exists the attendance recapitulation, then the Head of Regional Apparatus will be sentenced to disciplinary punishment in accordance with applicable regulations.

Article 40

- (1) Regional Apparatus prepares a recapitulation list of attendance and a list of TPP receipts in accordance with the format as stated in Attachment VII and Attachment VIII which are an inseparable part of this Regent's Regulation.
- (2) The Head of Regional Apparatus shall verify the data as intended in paragraph (1) by applying the principles of integration, coordination and synchronization.
- (3) The Head of Regional Apparatus is fully responsible for the calculation and disbursement of TPP in his work environment.
- (4) The task of recapitulating the list of TPP receipts as well as the entire facilitation process in the monthly TPP calculation mechanism for each Regional Apparatus is carried out by the work unit in charge of personnel.

Article 41

Excluded from the provisions as intended in Article 39 paragraph (1) for TPP payment procedures for December with the following conditions:

a. The Regional Financial Agency issues a Fund Disbursement Order (SP2D) on the last working day of December; and

b. reduction factor in the amount of TPP from the work discipline element until the 23rd.

Part Four

TPP payments

Article 42

- (1) TPP is paid every month based on a request from the Head of Regional Apparatus.
- (2) TPP payments are given on the 10th of the following month.
- (3) If the 10th falls on a holiday, then TPP payment is given on the following working day.
- (4) Specifically, TPP payments in December are given in December of the year in question.

Article 43

- (1) For ASN Mandatory LHKPN who have not submitted LHKPN by the deadline for submission on March 31, they will not be given TPP starting the following month.

- (2) The TPP is given the following month after the LHKPN Mandatory Civil Servant sends the LHKPN.

CHAPTER VI

REPORTING AND MONITORING

Article 44

- (1) The Head of Regional Apparatus is responsible for the implementation and reporting of TPP provision in his work environment.
- (2) The Head of Regional Apparatus submits a report on the results of the TPP calculation and disbursement to the Regional Secretary Cq. Head of BKPP, which includes:
- a. list of attendance recaps and working time discipline;
 - b. list of realized monthly performance achievements;
 - c. statement of responsibility; And
 - d. TPP acceptance list.

CHAPTER VII

FINANCING

Article 45

Provision of TPP for State Civil Apparatus within the Sukoharjo Regency Government comes from the Regional Revenue and Expenditure Budget.

CHAPTER VIII

MISCELLANEOUS PROVISIONS

Article 46

- (1) In the event that there is a new position/position that has not been listed in the Sukoharjo Regent's Regulations which regulates the class of positions and the value of the position, then the amount of TPP given to that position is in accordance with the amount of TPP for an equivalent position.
- (2) Civil servants with functional positions but who have not yet been appointed to their positions are given TPP based on their educational qualifications which are adjusted to the needs of the implementing position.
- (3) The suitability of the educational qualifications of civil servants with functional positions that have not yet been appointed to their positions with the qualifications required for implementing positions as intended in paragraph (2) is as follows:
- a. minimum S1/D4 diploma equivalent to a class 7 executive position;
 - b. A D III diploma is equivalent to a class 6 executive position; And
 - c. SMA or equivalent/DI/D II equivalent to class 5 executive position.
- (4) The TPP calculation for ASN as intended in paragraph (2) is equated with the qualifications as intended in paragraph (3).

Article 47

In the event that the Government provides the thirteenth and fourteenth additional income policies, the additional income will be provided based on statutory regulations without deductions other than tax.

Article 48

- (1) If *force majeure* occurs which causes the loss of ASN employee attendance data, then attendance is calculated as 100% (one hundred percent).
- (2) *Force majeure* circumstances as referred to in paragraph (1) include, among other things, occurring due to natural disasters, riots, fires at work places, or a situation occurring that causes the person to be unable to attend the office during working hours and/or carry out return home before working hours end.
- (3) *The force majeure* situation as referred to in paragraph (1) must be proven by a statement from the Head of Regional Apparatus.

CHAPTER IX

TRANSITIONAL PROVISIONS

Article 49

The provision of TPP for ASN within the Sukoharjo Regency Government will take effect from January 1 2022, with the provisions for the calculation of TPP for Work Productivity in January 2022 to be reported manually.

CHAPTER X

CLOSING

Article 50

At the time this Regent's Regulation came into force, Sukoharjo Regent's Regulation Number 31 of 2018 concerning Providing Additional Income to Civil Servants in the Sukoharjo Regency Government Environment (Sukoharjo Regency Regional Gazette of 2018 Number 31) as amended several times, most recently by Sukoharjo Regent's Regulation Number 58 2021 concerning the Second Amendment to Sukoharjo Regent Regulation Number 31 of 2018 concerning Providing Additional Income to Civil Servants within the Sukoharjo Regency Government

(Sukoharjo Regency Regional Gazette 2018 Number 59), revoked and declared invalid.

Article 51

This local regulation are applied at the date stated.

So that everyone is aware, this Regent's Regulation is ordered to be promulgated by placing it in the Regional Gazette of Sukoharjo Regency.

Stipulated in Sukoharjo on
February 2 2022

REGENT SUKOHARJO,

signed.

ETIK SURYANI

Promulgated in Sukoharjo on
February 2 2022

REGIONAL SECRETARY
SUKOHARJO DISTRICT,

signed.

WIDODO

REGIONAL NEWS SUKOHARJO DISTRICT
YEAR 2022 NUMBER 10

Copies Correspond to the Originals
Head of Legal Department

SIGNED

RETNO WIDIYANTI BUDININGSIH, SH NIP

Level I Arranger.
19790801 200501 2 010

APPENDIX I
 SUKOHARJO REGENCY REGULATIONS
 NUMBER 10 OF 2022
 ABOUT
 PROVIDING ADDITIONAL INCOME
 STATE CIVIL APPARATUS EMPLOYEES IN
 DISTRICT GOVERNMENT ENVIRONMENT
 SUKOHARJO

PROVIDING TPP TO ASN EMPLOYEES

NO.	CRITERIA	THE POSITION OF THE PNS ACCEPT	INFORMATION
1.	Workload	All Positions	
2.	Work Performance	There isn't any	
3.	Place of Duty	There isn't any	
4.	Working Conditions	1. All Positions in the Inspectorate 2. All Positions in the Civil Service Police Unit 3. Civil servants in the Goods and Services Procurement Section of the Regional Secretariat 4. Village Head 5. Adjutant 6. VIP Driver 7. Class 1 Executor 8. Class 2 Executor 9. Class 3 Executive	
5.	Scarcity of the Regional Secretary Profession		Weight 100%
6.	Other Objective Considerations	a. Procurement Working Group Goods/Services and Procurement Officials in the Goods and Services Procurement Section of the Regional Secretariat b. Position of <small>Civil servants</small> on Regional Management Apparatus. Income area	Size TPP is determined by Regent's Decree

REGENT SUKOHARJO,

signed.

ETIK SURYANI

APPENDIX II
SUKOHARJO REGENCY REGULATIONS
NUMBER 10 OF 2022
ABOUT
PROVIDING ADDITIONAL INCOME
STATE CIVIL APPARATUS EMPLOYEES IN
DISTRICT GOVERNMENT ENVIRONMENT
SUKOHARJO

REDUCTION OF ADDITIONAL RECEIPT OF INCOME BASED ON
WORK DISCIPLINE

NO.	REDUCTION INDICATORS	PERCENTAGE SUBTRACTION
1.	Not attending the Morning Call (TMA), with the following conditions:	
	a. TMA 1 (less than 3 times in 1 month)	0% / month
	b. TMA 2 (3 to 5 times in 1 month)	2% / month
	c. TMA 3 (6 to 10 times in 1 month)	3% / month
	d. TMA 4 (11 to 20 times in 1 month)	4% / month
	e. TMA 5 (more than 20 times in 1 month)	5% / month
2.	Late entry to work (KMK)	
	a. KMK 1 (up to 5 minutes) b. KMK 2 (6 to 15 minutes) c. KMK 3 (16 to 30 minutes) d. KMK 4 (31 to 60 minutes) e. KMK 5 (61 to 120 minutes)	0% / day 0.1% / day 0.5% / day 1 day 2 days
3.	No Entry Without Information (TMTK)	
	a. TMTK 1 (1 to 5 days in 1 month) b. TMTK 2 (more than 5 days in 1 month)	20% / month 100% / month
4.	Going Home Before Time (PSW)	
	a. PSW 1 (1 to 15 minutes) b. PSW 2 (16 to 30 minutes) c. PSW 3 (31 to 60 minutes) d. PSW 4 (61 to 120 minutes) e. PSW 5 (over 120 minutes)	0.5% / working day 1% / working day 2% / working day 3% / working day 4% / working day
5.	Going on a business trip	0% / working day
6.	Annual Leave	0% / month
7.	Leave outside of state coverage	100% / month
8.	Great leave for religious purposes for 14 days or more	100% / month
9.	Carrying out study assignments	100%/month
10.	Hajj Guidance Officer	100%/month

REGENT SUKOHARJO,

signed.

ETIK SURYANI

APPENDIX III
SUKOHARJO REGENCY REGULATIONS
NUMBER 10 OF 2022
ABOUT
PROVIDING ADDITIONAL INCOME
STATE CIVIL APPARATUS EMPLOYEES IN
DISTRICT GOVERNMENT ENVIRONMENT
SUKOHARJO

FORMAT OF CANCELLATION OF ATTENDANCE LETTER

OFFICIAL MANUSCRIPT HEAD
REGIONAL DEVICES

ATTENDANCE CANCELLATION LETTER

The undersigned below :

Name :
NIP :
Rank/Group:
Position :

hereby cancel the work attendance of:

Name :
NIP :
Rank/Group:
Position :

Canceled working days/dates:

due to not being at the place of duty during working hours without the permission of the direct supervisor.

This is to make you understand.

Sukoharjo,

Know,
Head of Regional Apparatus

Civil servant superiors,

.....
Rank/Goals. Room
NIP.

.....
Rank/Goals. Room
NIP.

REGENT SUKOHARJO,

signed.

ETIK SURYANI

APPENDIX IV
SUKOHARJO REGENCY REGULATIONS
NUMBER 10 OF 2022
ABOUT
GIVING ADDITION
INCOME TO APPARATUS
STATE CIVILIANS IN THE ENVIRONMENT
GOVERNMENT REGENCY
SUKOHARJO

FORMAT OF STATEMENT OF RESPONSIBILITY LETTER

OFFICIAL MANUSCRIPT HEAD
REGIONAL DEVICES

STATEMENT OF RESPONSIBILITY

The undersigned below :

Name :

NIP :

Position:

Declare truly that:

1. Calculation of additional income based on work discipline, performance measurement and level of civil servant discipline penalties contained in the Additional Income Reception List on
(*name of PD*)
Sukoharjo Regency month Fiscal Year has been prepared truthfully.
2. The validity of the Civil Servant Attendance Recapitulation List and the Additional Income Receipt List as referred to in point 1 (one) above is our responsibility.
3. If at a later date there is an excess of additional payments income, we are willing to deposit the excess into the regional treasury.

Thus, this statement is made truthfully and for used properly.

Sukoharjo,
Head of Regional Apparatus

.....
Rank/Goals. Room
NIP.

REGENT SUKOHARJO,

signed.

ETIK SURYANI

APPENDIX V
 SUKOHARJO REGENCY REGULATIONS
 NUMBER 10 OF 2022
 ABOUT
 GIVING ADDITION
 APPARATUS EMPLOYEE INCOME
 STATE CIVILIANS IN THE ENVIRONMENT
 GOVERNMENT REGENCY
 SUKOHARJO

THE FORMAT OF THE CERTIFICATE LETTER DOES NOT CONTROL THE BMD

OFFICIAL MANUSCRIPT HEAD
 REGIONAL DEVICES

CERTIFICATE LETTER OF NO CONTROL OF REGIONAL PROPERTY

The undersigned below :

Name : ... (fill in the name of the Regional Apparatus Goods Manager
 Origin)
 NIP :
 Position :

Explain truly that:

Name : ... (fill in the name of the Official/Executor who transferred out
 of the Regional Apparatus/Work Unit)
 NIP :
 Position :

Starting from the date civil servants as mentioned above have been
 transferred to(filled with new Regional Apparatus/Work Unit) and no longer
 controls Regional Property located in(filled in by Regional Apparatus/Work Unit
 of origin).

Thus, this Certificate is made in truth for
 used properly.

Sukoharjo,

Know :
 Head of Regional Apparatus

Regional Property Property Manager
 /Work unit

.....
 NIP
 Rank.....

.....
 Rank
 NIP.....

REGENT SUKOHARJO,

signed.

ETIK SURYANI

APPENDIX VI
SUKOHARJO REGENCY REGULATIONS
NUMBER 10 OF 2022
ABOUT
GIVING ADDITION
APPARATUS EMPLOYEE INCOME
STATE CIVILIANS IN THE ENVIRONMENT
GOVERNMENT REGENCY
SUKOHARJO

FORMAT OF STATEMENT OF ORDER FOR COMPLETION OF TPTGR

OFFICIAL MANUSCRIPT HEAD
REGIONAL DEVICES

LETTER OF STATEMENT OF ORDER FOR COMPLETION OF TPTGR

The undersigned below :

Name :
NIP :
Position :

hereby declare that I have paid the Treasury Claims for Compensation (TPTGR) which I am responsible for in the month of of the year... ..

Thus, this Statement Letter was made truthfully and consciously without any coercion from other parties.

Sukoharjo,

That state,

.....
Rank
NIP.....

REGENT SUKOHARJO,

signed.

ETIK SURYANI

APPENDIX VII
 SUKOHARJO REGENCY REGULATIONS
 NUMBER 10 OF 2022
 ABOUT
 PROVIDING ADDITIONAL INCOME
 STATE CIVIL APPARATUS EMPLOYEES IN
 DISTRICT GOVERNMENT ENVIRONMENT
 SUKOHARJO

ATTENDANCE RECAPITULATION LIST FORMAT

ATTENDANCE RECAPITULATION LIST

MONTH (REGIONAL DEVICE NAME)
 MONTH BUDGET YEAR

NO	NAME/NIP	RANK/GOAL. ROOM	POSITION	ABSENCE (DAY/DATE) NO EARLY	AMOUNT HOMECOMING	LATENESS/	AMOUNT OF TIME LATENESS/ HOME EARLY
1	2	3	4	5	6	7	8

Charging instructions :

- "No. / Column (1)" is filled with numbers to give a sequential number for the descriptions listed in the column (2);
- "Name and NIP/ Column (2)" is filled with the name and NIP of each civil servant on the device
The area concerned;
- "Rank/Goals. Space/column (3)" is filled with the rank and class of civil servants mentioned above
column (2);
- "Position/Column (4)" is filled in with the civil servant position mentioned in column (2);
- "Absence/column (5)" is filled in with the day and date of absence of the civil servant mentioned in column (2);
- "Number of absences/column (6)" is filled in with a recapitulation of the number of absences in column (5) of
Civil servants mentioned in column (2).

Head of Regional Apparatus

.....
 Rank/Goals. Room
 NIP.

REGENT SUKOHARJO

signed.

ETIK SURYANI

