

UNIVERSITAS NEGERI SURABAYA



UNESA
Universitas Negeri Surabaya

STANDARD OPERATING PROCEDURE (SOP) RANK ORDER LIST AND EMPLOYEE INFORMATION BOOK

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Universitas Negeri Surabaya

UNIVERSITAS NEGERI SURABAYA

QUALITY PROCEDURE

**RANK ORDER LIST AND
EMPLOYEE INFORMATION
BOOK**

1. GOAL

This procedure is intended as a guide for making a rank list and employment information book at Universitas Negeri Surabaya

2. SCOPE

This procedure describes the implementation of the process of making a rank list and personnel information book starting from data verification to distribution.

3. REFERENCES

- 3.1. UU no. 5 of 2014 concerning ASN
- 3.2. PP No. 11 of 2017 concerning ASN management
- 3.3. The leadership policy is to provide up-to-date, accurate technical information and personnel data to meet data requests from other work units.
- 3.4. Main Duties of Legal and Personnel Division/Educator & Education Personnel Sub-Section
- 3.5. Rector's Regulation no. 3 of 2020 concerning Unesa's Internal Quality Assurance System

4. DEFINITION

- 4.1. Rank Order List is an ASN rank order which is one of the objective materials for carrying out ASN career development based on the career system and work performance system.
- 4.2. Personnel Information Book is a book that presents information on employee data (Educators, Education Personnel and Non-Permanent Employees)
- 4.3. ASN is a State Civil Apparatus

5. GENERAL REQUIREMENT

- 5.1. The publication of the Rank Order List on time
- 5.2. The publication of the Personnel Information Book on time



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QUALITY PROCEDURE

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6. PROCEDURE DESCRIPTION

- 6.1. In accordance with the re-registration / registration period set by UNESA, all students, both new and old students, are required to register and pay UKT

7. RELATED DOCUMENTS / FILES

- 7.1. Rank Order Book
- 7.2. Letter of Delivery of Technical Information Books and Personnel Data
- 7.3. Book of Technical Information and Personnel Data

8. NOTES OF CHANGE

- 8.1. REV.0, October 25, 2012: Document starts from scratch (no changes)
- 8.2. REV.01, 20 September 2017: Changes in process flow, job titles, references, definitions
- 8.3. REV.02, March 6, 2020: Changes in references, conditions, flow, names and titles

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