



UNIVERSITI  
PENDIDIKAN  
SULTAN IDRIS  
اونيورسيتي قنديديقن سلطان ادريس

SULTAN IDRIS EDUCATION UNIVERSITY

# USER MANUAL

for

## General Service Exam Module Functions for Head of Department (HOD) (MyUPSI PORTAL)

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October 2014  
Version 1.0

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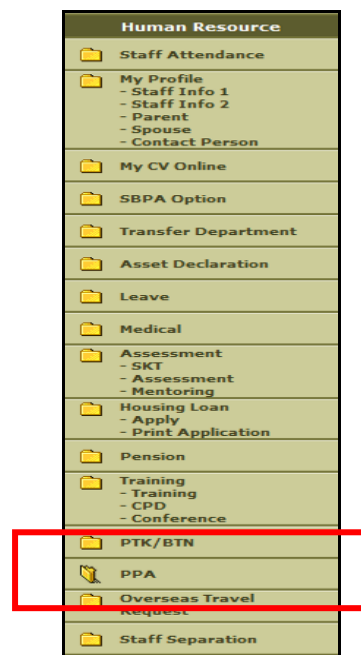
# 1 GENERAL SERVICE EXAM MODULE

## 1.1 Recommendation of the Head of Department (HOD)

This section allows Head of Department (HOD) to view and make recommendation for General Service Exam applications. The detail described as below.


### 1.1.1 Opening General Service Exam Application

1. Click on the menu link **Human Resource >> PPA**.



**Figure 1.1 – General Service Exam Link**

2. Personal information and also the status of the examinations that has been taken previously will be displayed.

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PPA	
<a href="#">Main</a> <a href="#">Apply</a> <a href="#">Exam History</a> <a href="#">Exam Slip</a> <a href="#">Result Slip</a> <a href="#">Recommend</a>	
<b>MAKLUMAT DIRI</b>	
ID Staf	K00198
Nama Staf	Profesor Madya Dr. Noor Shah bin Saad
No Kad Pengenalan	510202075175
<b>MAKLUMAT PERKHIDMATAN</b>	
Klasifikasi	D - Pendidikan
Skim Servis	Profesor Madya
Kod Gred	DS53
Tarikh Lantikan Jawatan Terkini	07-02-2011
Jabatan/Fakulti/Bahagian/Pusat/Institusi	FPPM - Fakulti Pendidikan dan Pembangunan Manusia
<b>SENARAI PEPERIKSAAN PERKHIDMATAN AWAM</b>	
Tiada maklumat Peperiksaan Perkhidmatan Awam bagi tahun semasa.	
<b>SENARAI PEPERIKSAAN PERKHIDMATAN AWAM</b>	
Tiada maklumat Peperiksaan Perkhidmatan Awam.	

**Figure 1.2 – View Personal Information and Status of Examination Screen**


## 1.2 Recommendation for General Service Exam Applications

- The following figure will be displayed. There is a memo related to the General Service Exam application by the staff.

Memo
<ul style="list-style-type: none"> <li>• <a href="#">Permohonan Peperiksaan Perkhidmatan Awam(PPA) Untuk Diperakukan. - Siti halimah binti Abu (10 Oct 2014, 12:33:33 PM, Unread)</a></li> <li>• <a href="#">Permohonan Peperiksaan Perkhidmatan Awam(PPA) Untuk Diperakukan. - Siti halimah binti Abu (10 Oct 2014, 12:20:28 PM, Unread)</a></li> <li>• <a href="#">Application For Outstation - New Application for Approval. - Rajendran A/L Nagappan (18 Sep 2014, 03:41:40 PM, Unread)</a></li> <li>• <a href="#">Application For Outstation - New Application for Approval. - Rajendran A/L Nagappan (18 Sep 2014, 11:38:45 AM, Unread)</a></li> <li>• <a href="#">Application For Outstation - New Application for Approval. - Rajendran A/L Nagappan (18 Sep 2014, 10:18:29 AM, Unread)</a></li> </ul>

**Figure 2.1 – Memo Link**

- Click the hyperlink, a screen like **Figure 2.2** will be displayed.

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**Figure 2.2 – General Service Exam Memo Screen**

3. Click the **Recommend/Reject** hyperlink. **Figure 2.3** will be displayed as below.

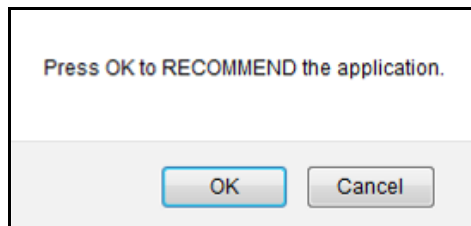
NO.	STAFF ID	STAFF NAME	EXAMINATION NAME	DATE APPLIED	EXAMINATION DATE	
1	K02536	Siti halimah binti Abu	Kumpulan Pelaksana (Gred 17 dan ke bawah) - Jawatan yang memerlukan peperiksaan amali / praktikal 2014 Siri II	10-10-2014	30-10-2014 to 31-10-2014	<a href="#">RECOMMEND/REJECT</a>

**Figure 2.3 – Recommendation for General Service Exam Application Screen**

4. Click the **Recommend / Reject** hyperlink to make recommendation for the General Service Exam application. The details for the application will be displayed as **Figure 2.4** below.

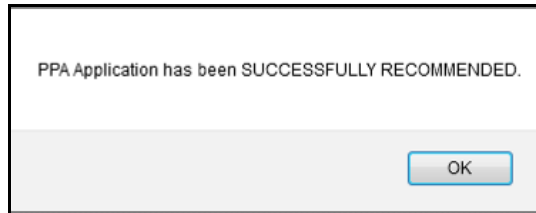
**Figure 2.4 – Details of General Service Exam Application Screen**

5. Enter the relevant information on the following area :
  - i. **Remark** : Enter remark to recommend the General Service Exam application.
6. Click on **Recommend** button to recommend the application and **Figure 2.5** will be displayed.



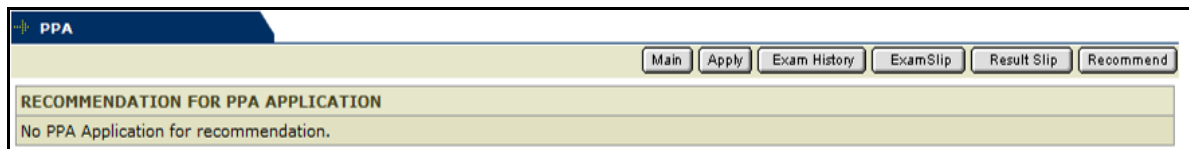
**Figure 2.5 – Message of successful transaction for Recommend**

7. Click **OK** button. **Figure 2.6** will be displayed.



**Figure 2.6 – Message of successful transaction for Recommend**

8. Click **OK** button. **Figure 2.7** will be displayed.



**Figure 2.7 – Recommendation for General Service Exam Application Screen**

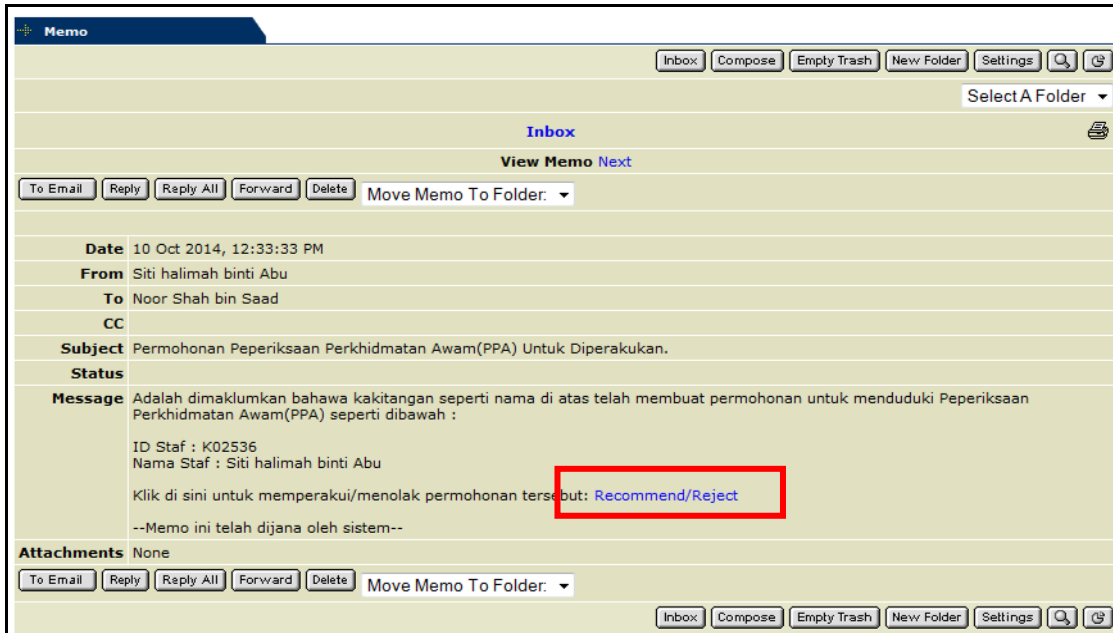
### 1.3 Rejection for General Service Exam Applications

1. The following figure will be displayed. There is a memo related to the General Service Exam application by the staff.



**Figure 3.1 – Memo Link**

2. Click the hyperlink, a screen like **Figure 3.2** will be displayed.



**Figure 3.2 – General Service Exam Memo Screen**

3. Click the **Recommend / Reject** hyperlink. **Figure 3.3** will be displayed as below.

NO.	STAFF ID	STAFF NAME	EXAMINATION NAME	DATE APPLIED	EXAMINATION DATE	
1	K02536	Siti halimah binti Abu	Kumpulan Pelaksana (Gred 17 dan ke bawah) - Jawatan yang memerlukan peperiksaan amali / praktikal 2014 Siri II	10-10-2014	30-10-2014 31-10-2014	<a href="#">RECOMMEND/REJECT</a>

**Figure 3.3 – Recommendation for General Service Exam Application Screen**

4. Click the **Recommend / Reject** hyperlink to make rejection for the General Service Exam application. The details for the application will be displayed as **Figure 3.4** below.



The screenshot shows a web application interface for PPA (Professional Practice Application). At the top, there are navigation buttons: Main, Apply, Exam History, Exam Slip, Result Slip, and Recommend. The main content is divided into two sections: 'RECOMMENDATION FOR PPA APPLICATION' and 'EXAMINATION DETAILS'.

**RECOMMENDATION FOR PPA APPLICATION**

**Staff Personal Info**

Staff ID	K02536
Name	Siti halimah binti Abu
IC Number	850523015474

**Service Info**

Classification	F - Sistem Maklumat
Service Scheme	Juruteknik Komputer
Grade Code	FT17
Appointed Date To Current Position	17-09-2013
Department	FPPM - Fakulti Pendidikan dan Pembangunan Manusia

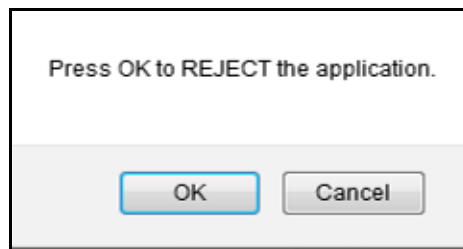
**EXAMINATION DETAILS**

EXAMINATION NAME	MODULE	EXAMINATION DATE	EXAMINATION TIME
Kumpulan Pelaksana (Gred 17 dan ke bawah) - Jawatan yang memerlukan peperiksaan amali / praktikal 2014 Siri II	KHUSUS	30-10-2014	11:34 AM
	KHUSUS	31-10-2014	11:34 AM
	UMUM	31-10-2014	11:34 AM

Below the table is a 'REMARK \*' field with a text area and 'Recommend' and 'Reject' buttons.

**Figure 3.4 – Details of General Service Exam Application Screen**

5. Enter the relevant information on the following area :
  - i. **Remark** : Enter remark to reject the General Service Exam application.
6. Click on **Reject** button to reject the application and **Figure 3.5** will be displayed.



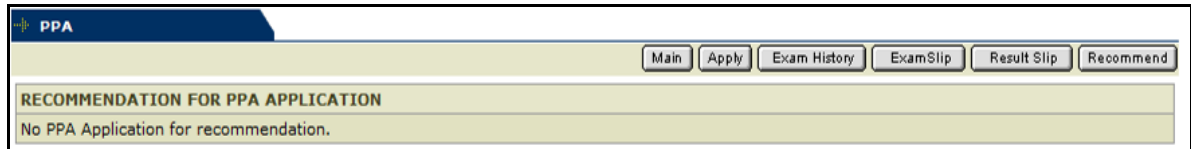
**Figure 3.5 – Message of successful transaction for Rejection**

7. Click **OK** button. **Figure 3.6** will be displayed.




**Figure 3.6 – Message of successful transaction for Rejection**

8. Click **OK** button. **Figure 3.7** will be displayed.



**Figure 3.7 – Recommendation for General Service Exam Application Screen**

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