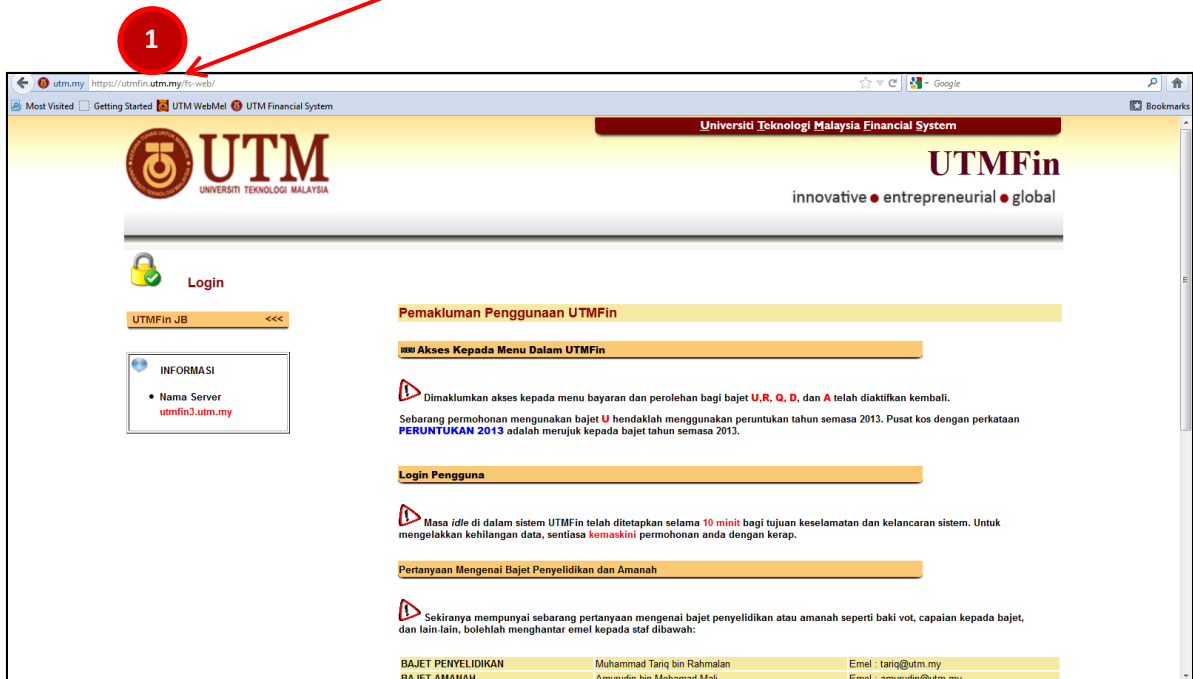
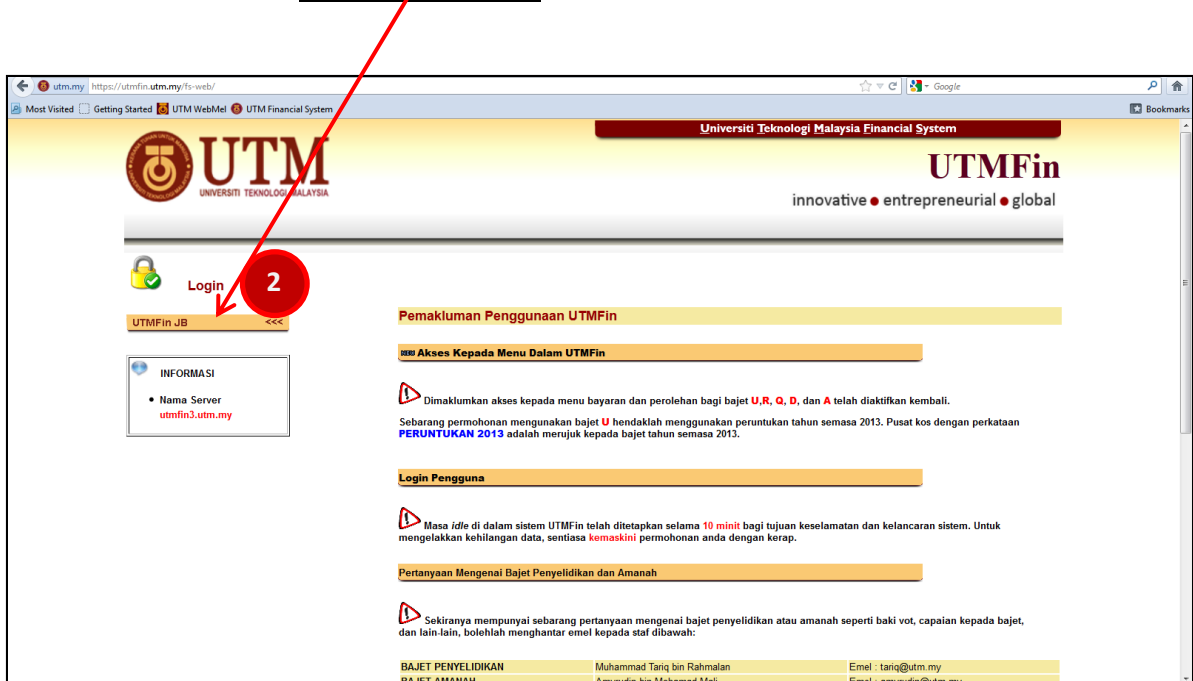


1. Go to hyperlink <https://utmfin.utm.my>



2. Select location: UTMJB / UTMKL



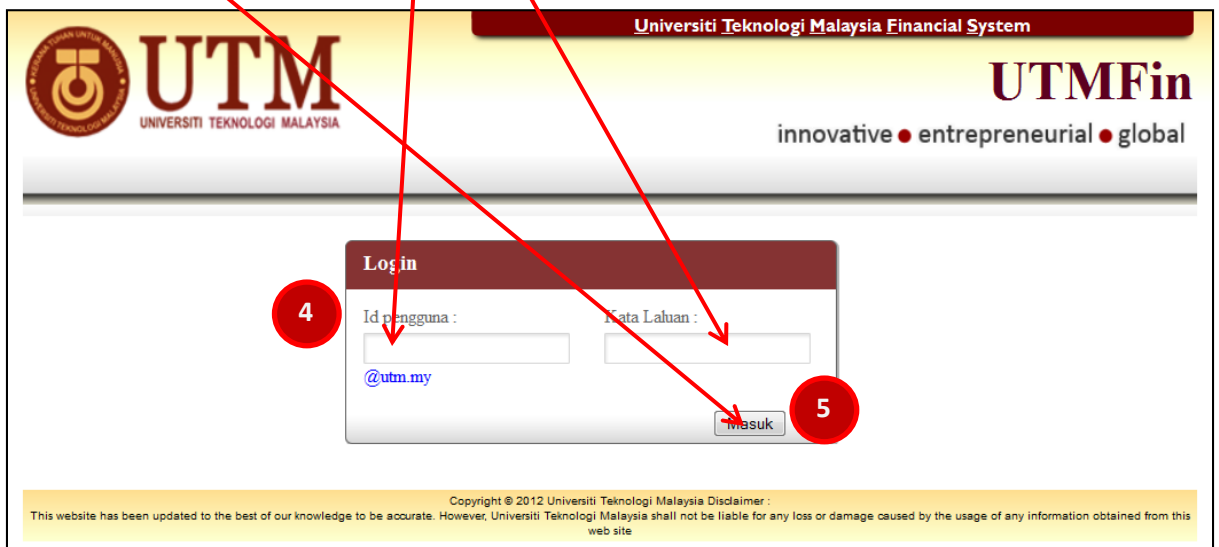
3

Click **“Log Masuk”**

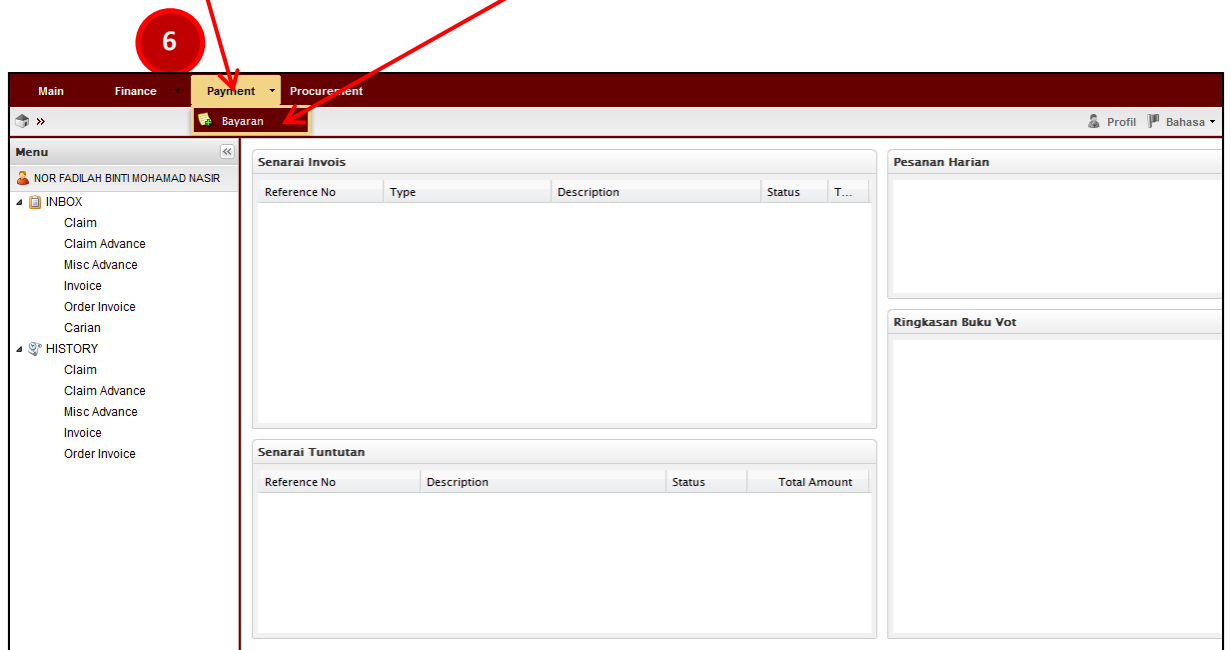


4. Fill in your username in **“Id pengguna”** column and password in **“Kata laluan”** column.

5. Click **“Masuk”** for log in.

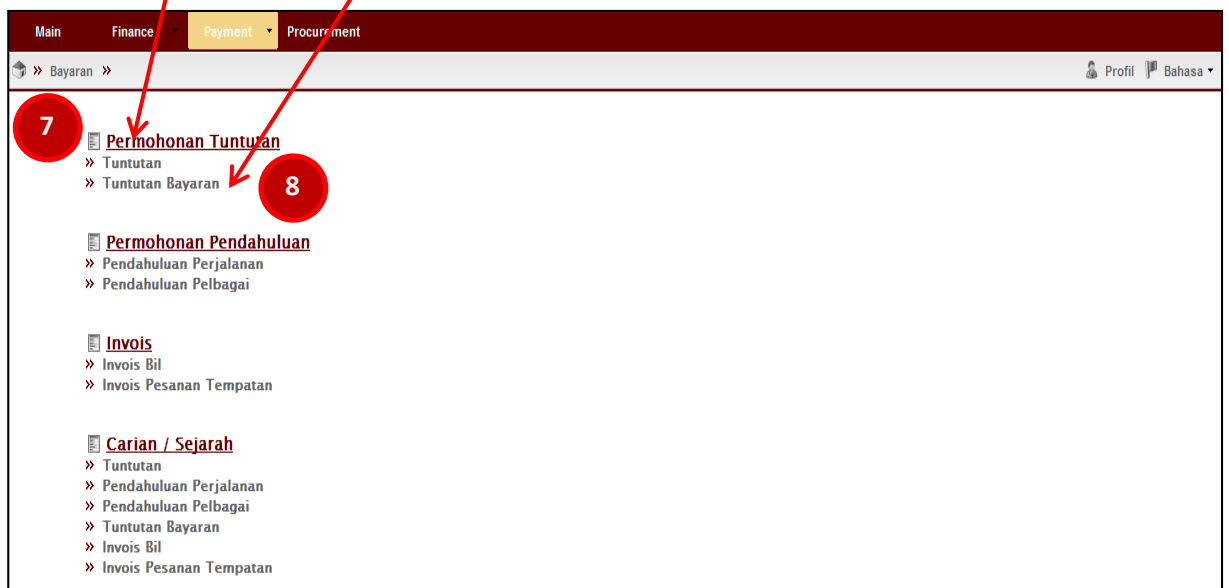



6. Go to “Payment / Bayaran” and then click “+Bayaran”.

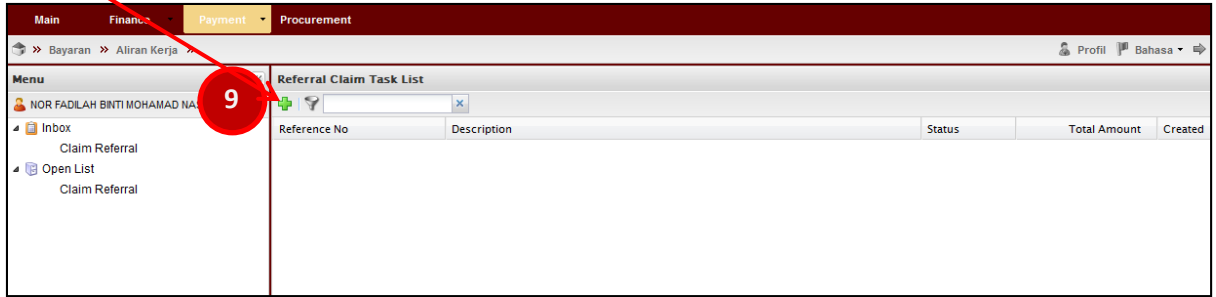


7. Go to “Permohonan Tuntutan”

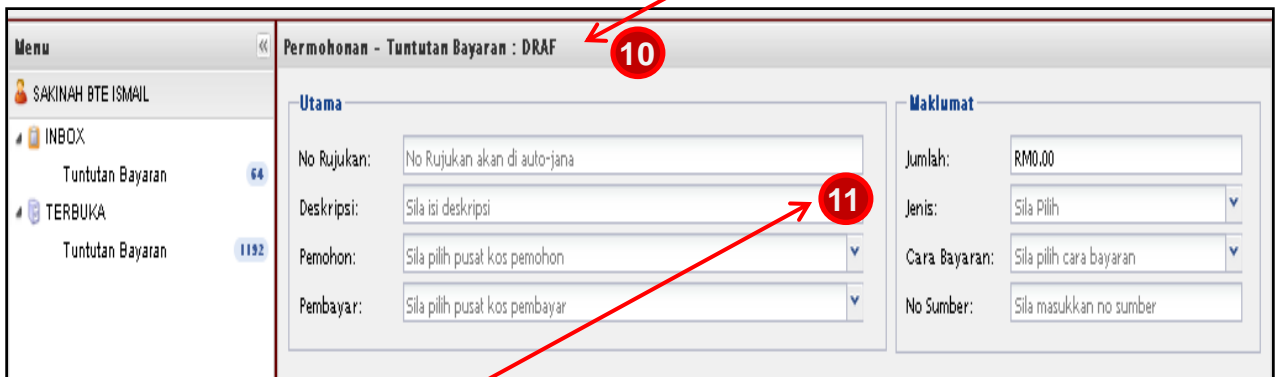
8. Click “Tuntutan Bayaran”



9. Click at “  “



10-11. Please fill in the details for “Permohonan - Tuntutan Bayaran : DRAF” as below:-



		Description / Deskripsi
11	INDEXED JOURNAL :	<p>TUNTUTAN INSENTIF INDEXED JOURNAL (YEAR OF PUBLICATION) (APPLICANT'S NAME)</p> <p><i>Example:</i> TUNTUTAN INSENTIF INDEXED JOURNAL 2015 AHMAD BIN ABU</p>
	BOOK CHAPTER:	<p>TUNTUTAN INSENTIF PENERBITAN BOOK CHAPTER (YEAR OF PUBLICATION) (APPLICANT'S NAME)</p> <p><i>Example:</i> TUNTUTAN INSENTIF PENERBITAN BOOK CHAPTER 2015 AHMAD BIN ABU</p>

Menu	Permohonan - Tuntutan Bayaran : DRAF	
SAKINAH BTE ISMAIL INBOX Tuntutan Bayaran 64 TERBUKA Tuntutan Bayaran 1192	Utama No Rujukan: No Rujukan akan di auto-jana Deskripsi: Sila isi deskripsi Pemohon: Sila pilih pusat kos pemohon 12 Pembayar: Sila pilih pusat kos pembayar 13	Maklumat Jumlah: RM0.00 Jenis: Sila Pilih 14 Cara Bayaran: Sila pilih cara bayaran 15 No Sumber: Sila masukkan no sumber

12-15. Please fill in the details for “Permohonan - Tuntutan Bayaran : DERAf” as below:-

		A) FOR ACADEMIC STAFF BASED IN UTM JOHOR BAHRU CAMPUS : (PTJ OF FACULTY / DEPARTMENT CODE) - SEDIA ADA-UMUM Example : RMC → U.J130000.0100.00000 - SEDIA ADA-UMUM FKE → U.J230000.0100.00000 - SEDIA ADA-UMUM FBME → U.J350000.0100.00000 - SEDIA ADA-UMUM
12	Requester / Pemohon	B) FOR ACADEMIC STAFF BASED IN UTM KUALA LUMPUR CAMPUS: INDEXED JOURNAL & NON-INDEXED JOURNAL: → Q.J090000.23C1.00D22 - INSENTIF PENERBITAN PENYELIDIKAN BOOK CHAPTER: → Q.J090000.23C1.00D26 - INSENTIF PENERBITAN PENYELIDIKAN Note: If the above chargelines were not available in your Requester listing, kindly contact Bursary Personnel (Mr. Mohd Zaki) at 07-5530419 or e-mail him at mohdzaki@utm.my to request the chargeline to be added into your Requester listing.
13	Purchaser / Pembayar	INDEXED JOURNAL: → Q.J090000.23C1.00D22 - INSENTIF PENERBITAN PENYELIDIKAN BOOK CHAPTER: → Q.J090000.23C1.00D26 - INSENTIF PENERBITAN PENYELIDIKAN
14	Payment Type / Jenis Bayaran	LAIN-LAIN SAGUHATI & HONORARIUM
15.	Payment Method / Cara Bayaran	KREDIT KE BANK

Menu

Permohonan - Tuntutan Bayaran : DRAF

Utama

No Rujukan: No Rujukan akan di auto-jana

Deskripsi: Sila isi deskripsi

Pemohon: Sila pilih pusat kos pemohon

Pembayar: Sila pilih pusat kos pembayar

Maklumat

Jumlah: RM0.00

Jenis: Sila Pilih

Cara Bayaran: Sila pilih cara bayaran

No Sumber: Sila masukkan no sumber

Save 16

16. Then Click “Save / Simpan”.

Note :

If you sign out from UTMFin system after clicking “Save/Simpan” button, you may resume finalizing the drafted payment application from Permohonan Tuntutan tab (Bayaran/Payment > +Bayaran > Permohonan Tuntutan > Tuntutan Bayaran)

17. “Reference No./ No. Rujukan” will automatically generated and then double clicks at “Reference No./ No. Rujukan”

Main Finance Payment Procurement

Bayaran Aliran Kerja

Profil Bahasa Keluar

Menu

NOR FADILAH BINTI MOHAMAD NASIR

Inbox

Open List

Claim Referral

Referral Claim Task List

Reference No	Description	Status	Total Amount	Created
BT09J130000052012009014	TUNTUTAN INSENTIF PENERBITAN INDEXED JOURNAL (YEAR OF PUBLICATION)(APPLICA...	DERAF	RM0.00	25/05/2012

17

18. Click at “  “



Permohonan - Tuntutan Bayaran : DERAf

Utama

No Rujukan: BT09J09000022016004116

Deskripsi: TUNTUTAN INSENSTIF INDEXED JOURNAL (YEAR OF PUBLICATION) (APPLICANT'S NAME)

Pemohon: U.13110.00.0100.00000 - FAKULTI PENDIDIKAN (SEDIA ADA - UMUM)

Pembayar: Q1390000.23CL.00D22 - INSENSTIF PENERBITAN PENYELIDIKAN

Maklumat

Jumlah: RM0.00

Jum. Cukai: RM0.00



Jenis: LAIN-LAIN SAGUHATI DAN HONORORDUM

Cara Bayaran: KREDIT KE BANK

No Sumber: Sila masukkan no sumber

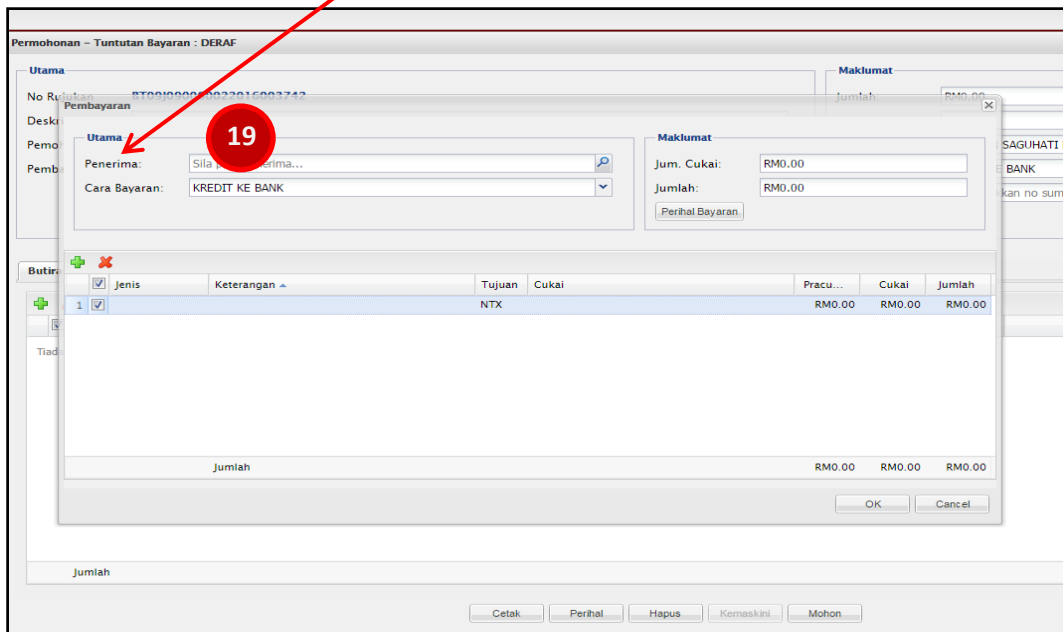
Mod Tax : Inclusive

Butiran Penerima

  **18**

<input checked="" type="checkbox"/>	Penerima	Jenis	Cara Bayaran	Bank	Bank Akaun	Email	Pracukai	Cukai	Jumlah
Tiada Item									

19. Please click on “**Recipient / Penerima**” field.



Permohonan - Tuntutan Bayaran : DERAf

Utama

No Rujukan: BT09J09000022016004116

Deskripsi: TUNTUTAN INSENSTIF INDEXED JOURNAL (YEAR OF PUBLICATION) (APPLICANT'S NAME)

Pemohon: U.13110.00.0100.00000 - FAKULTI PENDIDIKAN (SEDIA ADA - UMUM)

Pembayar: Q1390000.23CL.00D22 - INSENSTIF PENERBITAN PENYELIDIKAN

Maklumat

Jumlah: RM0.00

Jum. Cukai: RM0.00



Jenis: LAIN-LAIN SAGUHATI DAN HONORORDUM

Cara Bayaran: KREDIT KE BANK

No Sumber: Sila masukkan no sumber

Mod Tax : Inclusive

Butiran Penerima

  **19**

<input checked="" type="checkbox"/>	Jenis	Keterangan	Tujuan	Cukai	Pracu...	Cukai	Jumlah		
1	<input checked="" type="checkbox"/>		NTX		RM0.00	RM0.00	RM0.00		
Jumlah							RM0.00	RM0.00	RM0.00

OK Cancel

Cetak Perihal Hapus Kemas kini Mohon

20. Please insert **Staff Id No.**, press [Enter] and then double clicks at applicant's name

The screenshot shows a window titled "Pilih Penerima Jenis Staf". At the top, there is a search bar with the placeholder text "Sila isi kata kunci dan tekan butang [Enter]...". A red arrow points from the text "Staff Id No." in the instruction above to this search bar. A red circle with the number "20" is positioned to the right of the search bar. Below the search bar, there are tabs for "Staf", "Individu", "Vendor", "Agensi", and "Tam. Person". The "Staf" tab is selected. The main area is divided into two sections: "Identiti" and "Nama". The "Identiti" section contains the text "Masukkan kata kunci". The "Nama" section contains labels for "Nama:", "No Daftar:", "Email:", "Bank:", "Akaun:", and "Alamat:". At the bottom, there is a pagination control showing "Page 1 of 15" and "Displaying 1 - 20 of 290".

Note:

The Recipient/Penerima MUST be the Corresponding Author or UTM First Author of the publication (as registered in RADIS)

21. Click at “”

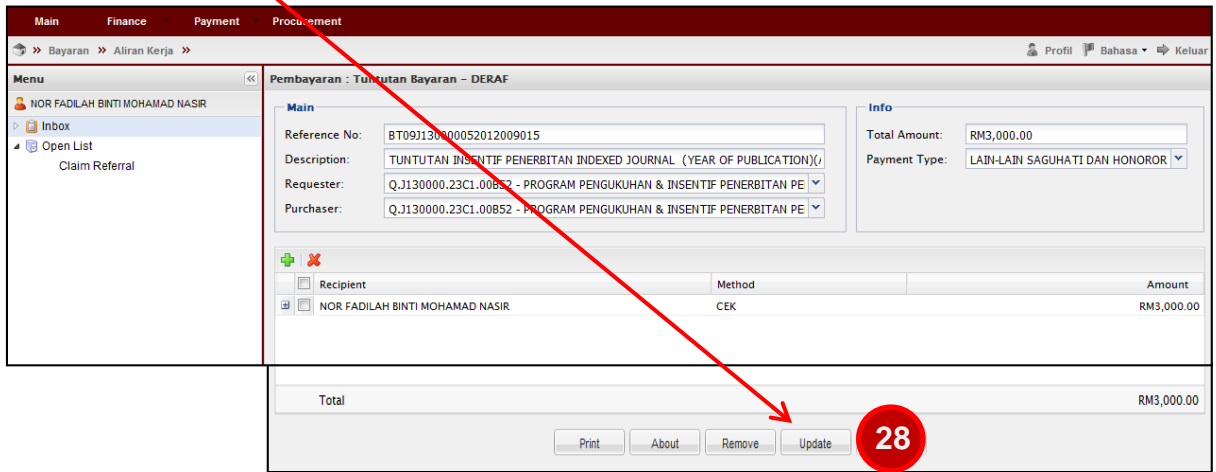
The screenshot shows a window titled "Pembayaran". It has two main sections: "Utama" and "Maklumat". The "Utama" section includes a "Penerima:" dropdown menu with the text "Sila pilih penerima..." and a search icon, and a "Cara Bayaran:" dropdown menu with "KREDIT KE BANK" selected. The "Maklumat" section includes "Jum. Cukai:" and "Jumlah:" fields, both containing "RM0.00", and a "Perihal Bayaran:" button. Below these sections is a table with columns: "Jenis", "Keterangan", "Tujuan", "Cukai", "Pracu...", "Cukai", and "Jumlah". A red arrow points from the text "Click at" to a green plus sign icon located at the top left of the table. A red circle with the number "21" is positioned to the left of this icon. The table contains one row with the following data: "1", a checked checkbox, "Jenis", "Keterangan", "NTX", "Cukai", "Pracu...", "Cukai", and "Jumlah". The values for "Pracu...", "Cukai", and "Jumlah" are all "RM0.00". At the bottom of the table, there is a "Jumlah" row with the same values. At the bottom right of the window, there are "OK" and "Cancel" buttons.

22- 27. Please fill in the details and choose the correct particular according to your type of incentive claim

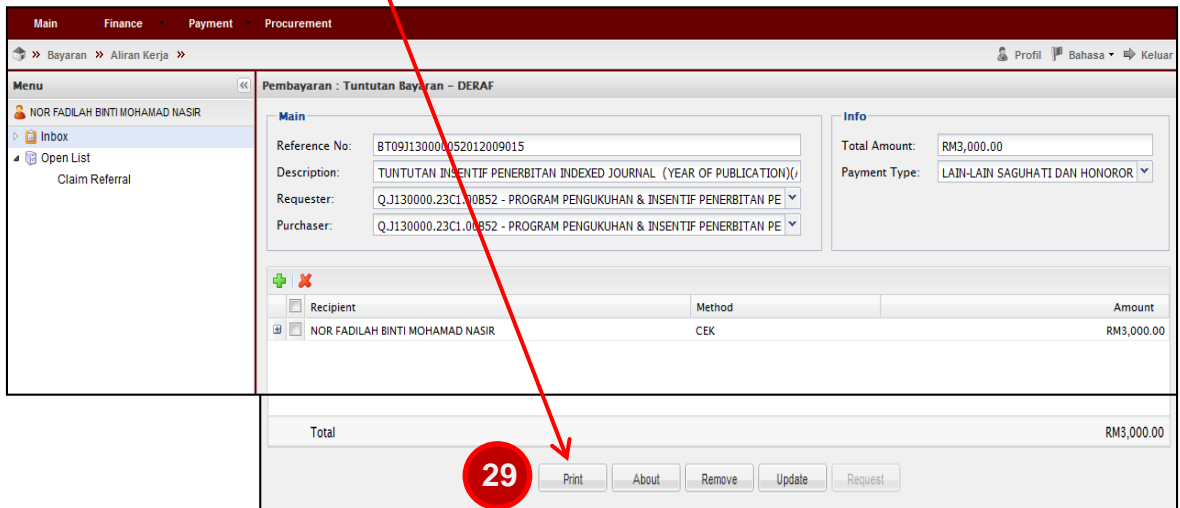
Jenis / Type	Keterangan / Description		Tujuan / Purpose	Cukai / Tax	Pracukai / Pre-tax
INSENTIF PENERBITAN INDEXED JOURNAL	Indexed in Web of Science	Bayaran Tuntutan Insentif Penerbitan Indexed Journal Q?	Please Choose [NTX]	Please choose [NR – 0%] [NR – PURCHASE FROM NON GST-REGISTERED SUPPLIER WITH NO GST INCURRED]	Q1 = RM3000.00 Q2 = RM1500.00 Q3 = RM 500.00 Q4 = RM 300.00 No Quartile Ranking = RM150.00
	Indexed in Scopus	Bayaran Tuntutan Insentif Penerbitan Indexed Journal Scopus			RM150.00
	Essential Research Australia (ERA)	Bayaran Tuntutan Insentif Penerbitan Indexed Journal ERA			RM 150.00
INSENTIF PENERBITAN BOOK CHAPTER	Bayaran Tuntutan Insentif Penerbitan Book Chapter				RM100.00

27. Then click “OK”

28. Click “Update / Kemaskini”



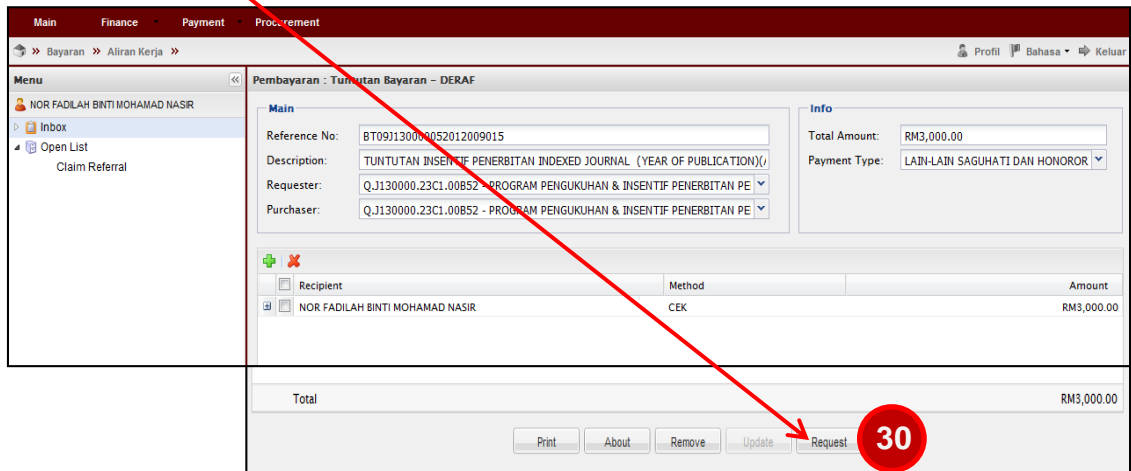
29. Please click “Print / Cetak” to obtain your UTMFin E-Form for the incentive claim. Ensure to upload it as *PDF format* on *Claim Details* tab in RADIS.



Note:

IF the payment application disappeared from the panel after clicking “Request/Mohon” button, you may review the payment application from Sejarah/History tab. (Bayaran/Payment > +Bayaran > Sejarah > Tuntutan Bayaran)

30. Click “Request / Mohon”

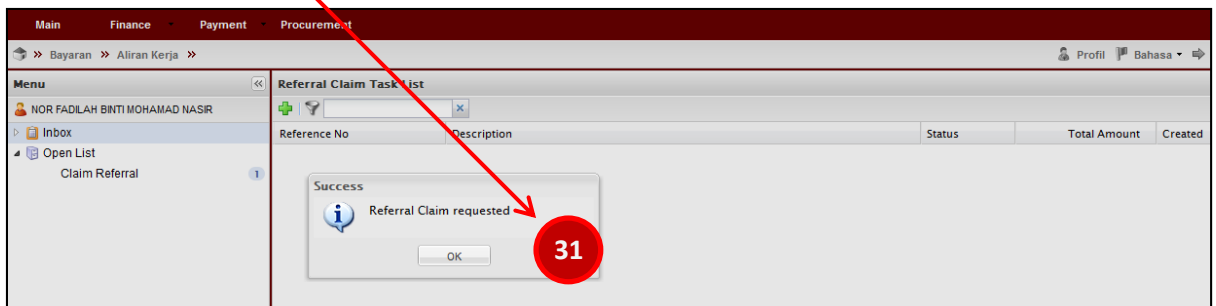


Note:

•If the payment application status is still in DERAf/DRAFT, it indicates that your application is not submitted yet. Please ensure to click “Mohon/Request” button.
•You may review your drafted payment application from Permohonan Tuntutan tab
(Bayaran/Payment > +Bayaran > Permohonan Tuntutan > Tuntutan Bayaran)

•If the payment application disappeared from the panel after clicking “Request/Mohon” button, you may review the registered payment application from Carian/Sejarah/History tab
(Bayaran/Payment > +Bayaran > Carian/Sejarah > Tuntutan Bayaran)

31. Click “OK”



Example of UTMFin E-Form that must be submitted in RADIS

Example 1: Indexed Journal (Web of Science) – 2015 publication

Tuntutan Bayaran - Lain-lain Saguhati dan Honororium

No. Permohonan Bayaran : BT09J090000022016002516

Tarikh Pendaftaran : 05-02-2016

Tarikh Tuntutan : 05-02-2016

Butiran Am Permohonan

Kategori Pemohon	STAFF
No Pekerja	7351
Nama	HISHAMUDDIN BIN ASMUNI @ HASMUNI
No Kad Pengenalan	[REDACTED]
No. Pasport	
Alamat	-
	FAKULTI SAINS KOMPUTER DAN SISTEM MAKLUMAT UNIVERSITI TEKNOLOGI MALAYSIA SKUDAI
Poskod	81310
Bandar	SKUDAI
Negeri	JOHOR
Daerah	JOHOR BAHRU
Fakulti	FAKULTI SAINS KOMPUTER DAN SISTEM MAKLUMAT
Gred Jawatan	DS52A
Nama Jawatan Terkini	PENSYARAH KANAN (DS52)
Gaji Pokok (RM)	[REDACTED]
Gred Jawatan Dipangku	
Memangku Jawatan	
No Tel Pejabat	-
Email	hishamudin@utm.my
No Akaun Bank	[REDACTED]
Nama Bank	[REDACTED]
No Cukai Pendapatan	

Butiran Bajet Kumpulan Wang

Butiran Bajet Kumpulan Wang	UNIVERSITI PENYELIDIKAN/RESEARCH UNIVERS
PTJ	J090000
Sub Projek (jika perlu)	00D22

Tuntutan Bayaran - Lain-lain Saguhati dan Honororium

Senarai Penerima Tuntutan

No Pekerja :	7351	Mod Bayaran :	EFT
No Kad Pengenalan :	[REDACTED]	Nama Penerima :	HISHAMUDDIN BIN ASMUNI @ HASMUNI
No Akaun Bank :	[REDACTED]	Alamat :	FAKULTI SAINS KOMPUTER DAN SISTEM MAKLUMAT UNIVERSITI TEKNOLOGI MALAYSIA SKUDAI 81310 SKUDAI
Nama Bank :	[REDACTED]	Jenis Tuntutan :	JOHOR LAIN-LAIN SAGUHATI DAN HONORORIUM

Item(s)

Jumlah (RM) :	3,000.00	Keterangan :	BAYARAN TUNTUTAN INSENTIF PENERBITAN INDEXED JOURNAL Q1
		Jenis :	INSENTIF PENERBITAN INDEXED JOURNAL

Example 2: Indexed Journal (Scopus) – 2015 publication

Tuntutan Bayaran - Lain-lain Saguhati dan Honororium

No. Permohonan Bayaran : BT09J090000122015024662

Tarikh Pendaftaran : 20-12-2015

Tarikh Tuntutan : 20-12-2015

Butiran Am Permohonan

Kategori Pemohon STAFF
No Pekerja 6072
Nama SHARIDAN BIN SHAFIE
No Kad Pengenalan [REDACTED]
No. Pasport [REDACTED]
Alamat JABATAN SAINS MATEMATIK
FAKULTI SAINS
UNIVERSITI TEKNOLOGI MALAYSIA
Poskod 81310
Bandar SKUDAI
Negeri JOHOR
Daerah JOHOR BAHRU
Fakulti FAKULTI SAINS
Gred Jawatan DS54A
Nama Jawatan Terkini PROFESOR MADYA (DS54)
Gaji Pokok (RM) [REDACTED]
Gred Jawatan Dipangku [REDACTED]
Memangku Jawatan [REDACTED]
No Tel Pejabat -
Email sharidan@utm.my
No Akaun Bank [REDACTED]
Nama Bank [REDACTED]
No Cukai Pendapatan [REDACTED]

Butiran Bajet Kumpulan Wang

Butiran Bajet Kumpulan Wang UNIVERSITI PENYELIDIKAN/RESEARCH UNIVERS
PTJ J090000
Sub Projek (jika perlu) 00D22

Tuntutan Bayaran - Lain-lain Saguhati dan Honororium

Senarai Penerima Tuntutan

No Pekerja : 6072 Mod Bayaran : EFT
No Kad Pengenalan : [REDACTED] Nama Penerima : SHARIDAN BIN SHAFIE
No Akaun Bank : [REDACTED] Alamat : JABATAN SAINS MATEMATIK FAKULTI SAINS UNIVERSITI
Nama Bank : [REDACTED] Jenis Tuntutan : TEKNOLOGI MALAYSIA 81310 SKUDAI JOHOR
LAIN-LAIN SAGUHATI DAN HONORORIUM

Item(s)

Jumlah (RM) : 150.00 Keterangan : BAYARAN TUNTUTAN INSENTIF PENERBITAN INDEXED
JOURNAL SCOPUS
Jenis : INSENTIF PENERBITAN INDEXED JOURNAL