



UTM
UNIVERSITI TEKNOLOGI MALAYSIA

RESEARCH PUBLICATION CENTRE (RPC)

UTMFIn MANUAL FOR PUBLICATION INCENTIVE CLAIM

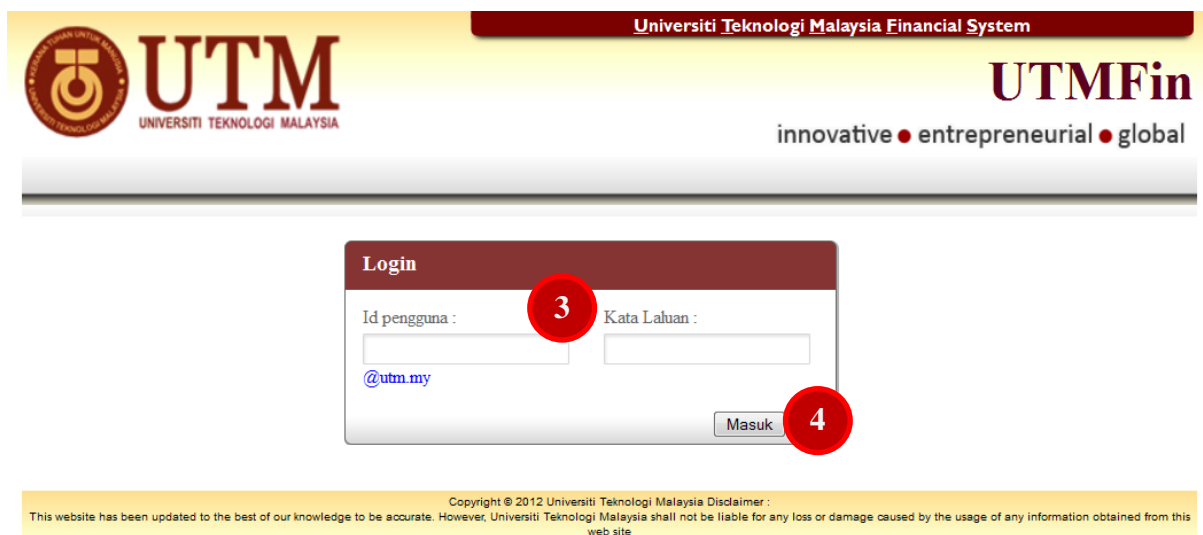
The screenshot shows the homepage of the UTM Financial System. The header includes the UTM logo and the text "Universiti Teknologi Malaysia Financial System" and "UTMFIn innovative • entrepreneurial • global". The main content area has several sections:

- Login**: A button for "UTMFIn JB" with a double arrow icon.
- Pemakluman Penggunaan UTMFin**: A section with a sub-header "Penyelarasan Id Pengguna UTMFin" and a paragraph: "Id pengguna sistem UTMFin telah diselaraskan mengikut id pengguna pada portal HRFin. Kata laluan masih menggunakan kata laluan sedia ada sistem UTMFin."
- Id Pengguna Staf Kontrak UTM dan Staf Dengan No Kerja Bermula Dengan "P"**: A section with a paragraph: "Pihak teknikal UTMFin sedang dalam proses membuat semakan maklumat peribadi staf berstatus kontrak dan staf dengan no kerja bermula dengan "P" di dalam portal HRFin. Dimaklumkan hanya data staf yang mempunyai id pengguna HRFin dan maklumat lengkap sahaja (emel rasmi, kod jawatan, alamat pejabat, dll.) akan dipindahkan ke sistem UTMFin. Staf berikut digalakkan mengemaskini data mereka di portal HRFin dalam kadar segera."
- Pertanyaan Mengenai Bajet Penyelidikan dan Amanah**: A section with a paragraph: "Sekiranya mempunyai sebarang pertanyaan mengenai bajet penyelidikan atau amanah seperti baki vot, capaian kepada bajet, dan lain-lain, bolehlah menghantar emel kepada staf dibawah:"
- BAJET PENYELIDIKAN**: A table with contact information for Masasry bin Hassim (Emel: masasry@utm.my) and Abdul Rashid bin Aris (Emel: abdrashid@utm.my).
- BAJET AMANAH**: A table with contact information for Amyrudin bin Mohamad Mali (Emel: amyrudin@utm.my).
- Manual Untuk Clear Cache dan Enable Pop-ups Pada Browser**: A section with a link: "Klik [SINI](#) untuk mendapatkan manual tersebut."
- Penggunaan Browser**: A section with a paragraph: "Semua pengguna UTMFin digalakkan untuk menggunakan mana-mana browser, flash player atau PDF reader (versi terkini) seperti berikut :

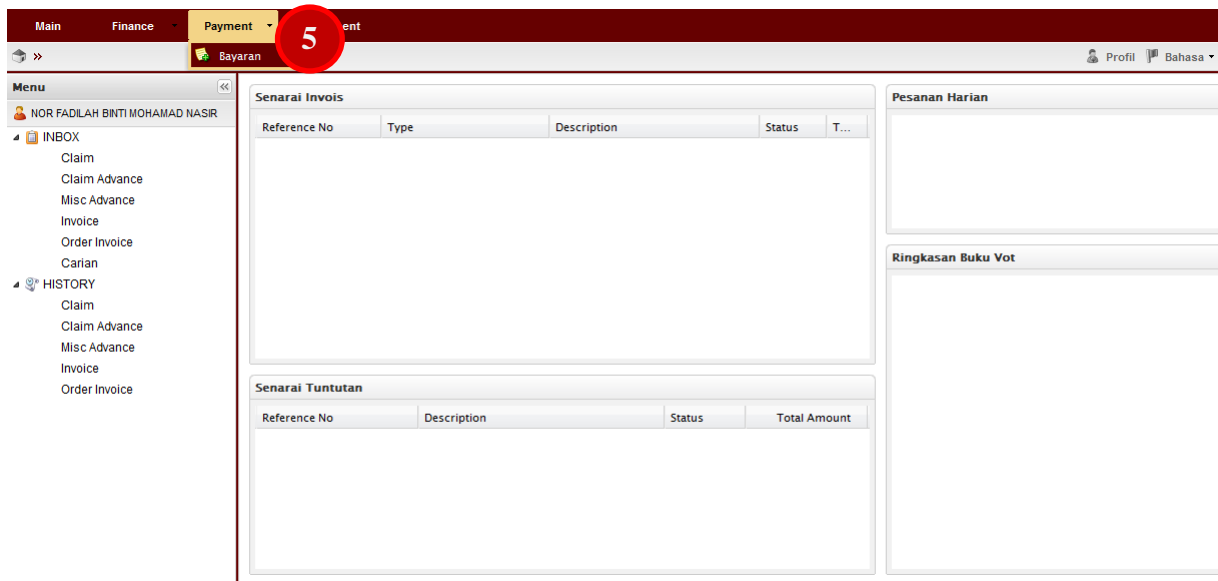
1. Go to hyperlink <https://utmfin.utm.my>



2. Click “Log Masuk”



3. Fill in your username in “Id pengguna” column and password in “Kata laluan” column.
4. Click “Masuk” for log in.

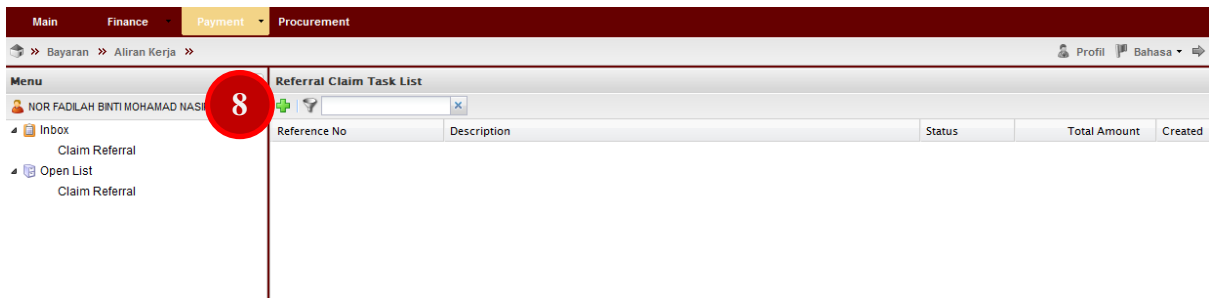



5. Go to “Payment” and then click “Bayaran”.

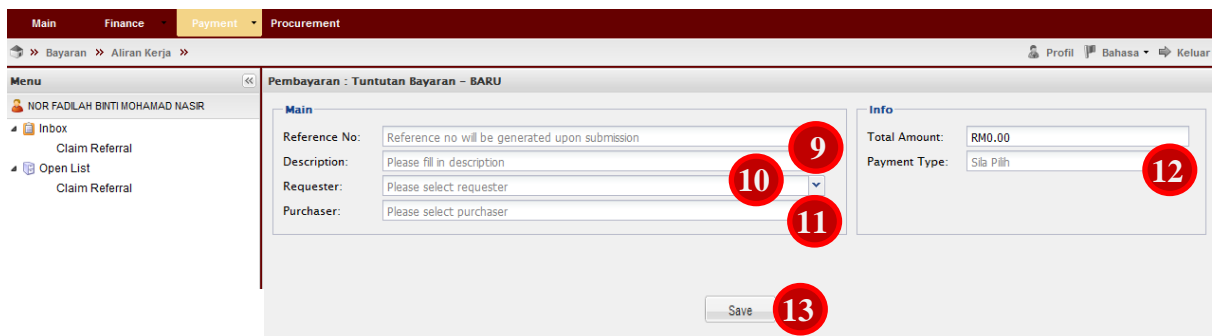


6. Go to “Permohonan Tuntutan”

7. Click “Tuntutan Bayaran”



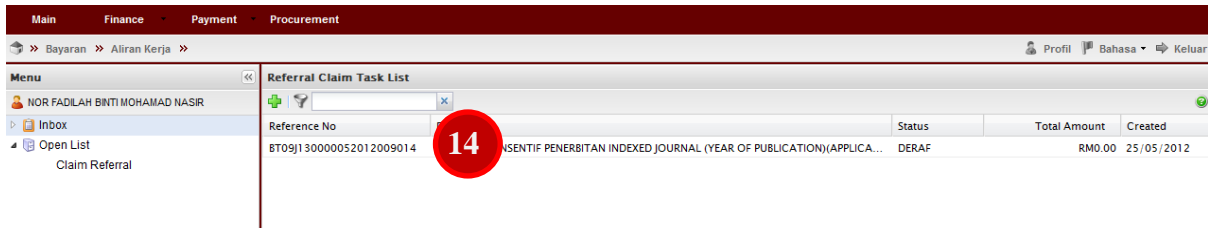
8. Click at “”



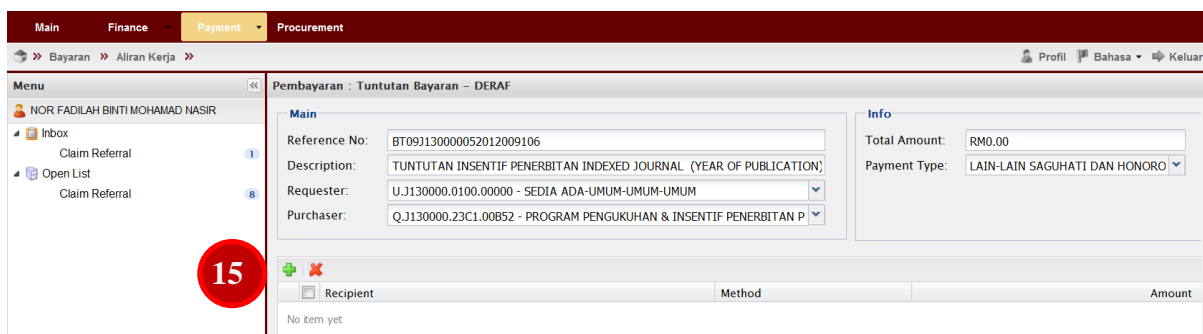
Please fill in the details for “Pembayaran: Tuntutan Bayaran – BARU” as below:

No.	ITEM	DETAILS
9	Description INDEXED JOURNAL : NON-INDEXED JOURNAL: BOOK CHAPTER: CITATION:	TUNTUTAN INSENTIF PENERBITAN INDEXED JOURNAL (YEAR OF PUBLICATION)(APPLICANT’S NAME) TUNTUTAN INSENTIF PENERBITAN NON-INDEXED JOURNAL 2011 (APPLICANT’S NAME) TUNTUTAN INSENTIF PENERBITAN BOOK CHAPTER (YEAR OF PUBLICATION)(APPLICANT’S NAME) TUNTUTAN INSENTIF CITATION 2011 (APPLICANT’S NAME)
10	Requester	PTJ OF FACULTY / DEPARTMENT Example : RMC : U.J130000.0100.00000 - SEDIA ADA-UMUM-UMUM-UMUM
11	Purchaser	Q.J130000.23C1.00B52 - PROGRAM PENGUKUHAN & INSENTIF PENERBITAN PENYELIDIKAN
12	Payment Type	LAIN-LAIN SAGUHATI & HONORARIUM

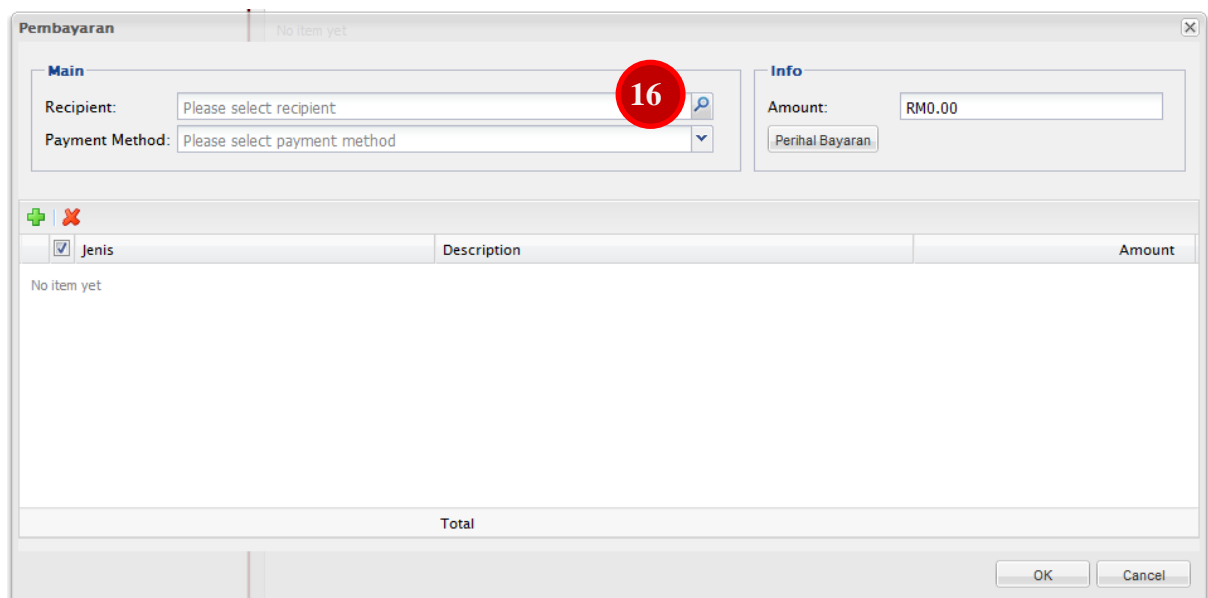
13. Then Click “Save”.



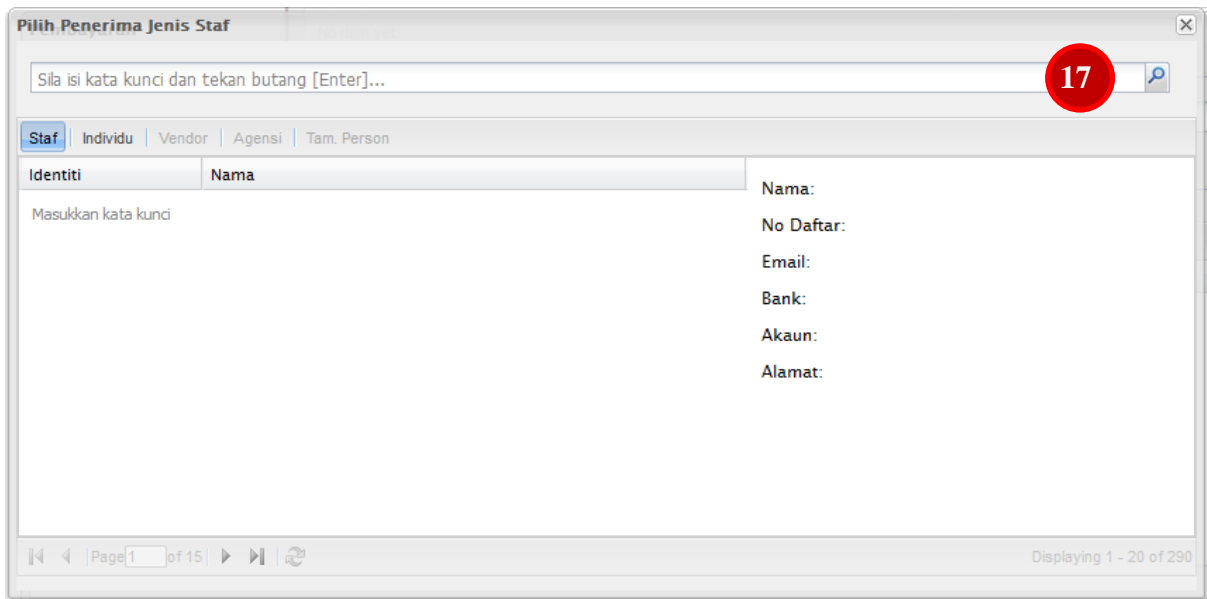
14. "Reference No." will automatic generated and then double clicks at "Reference No."



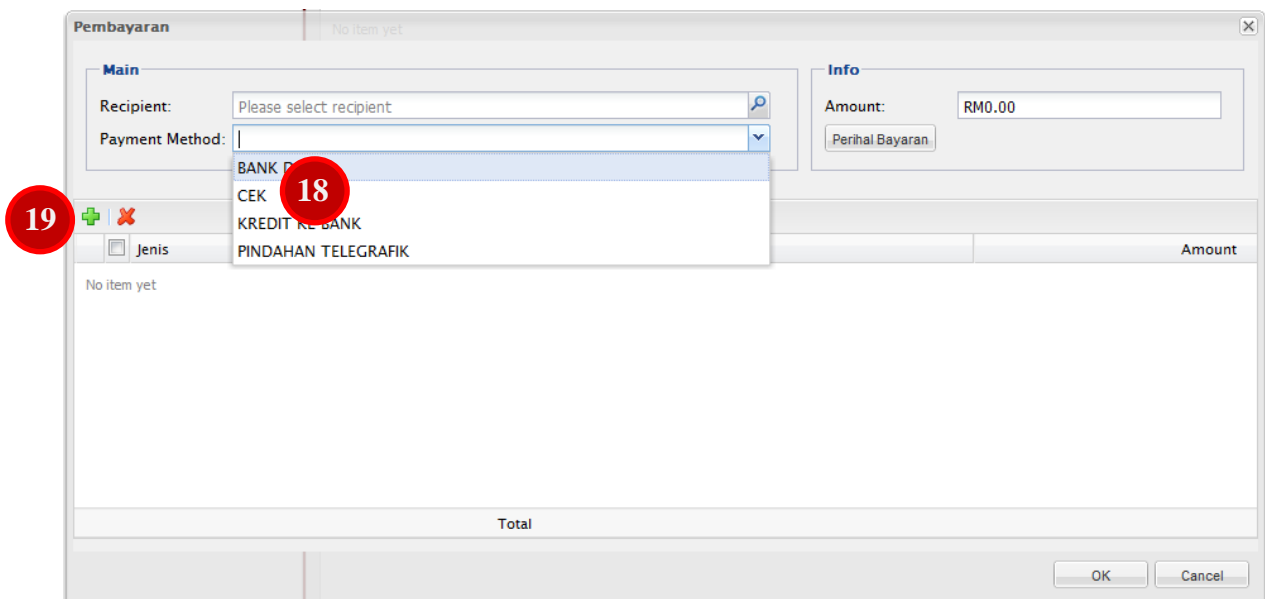
15. Click at " + "




16. Please search "Recipient" name.



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



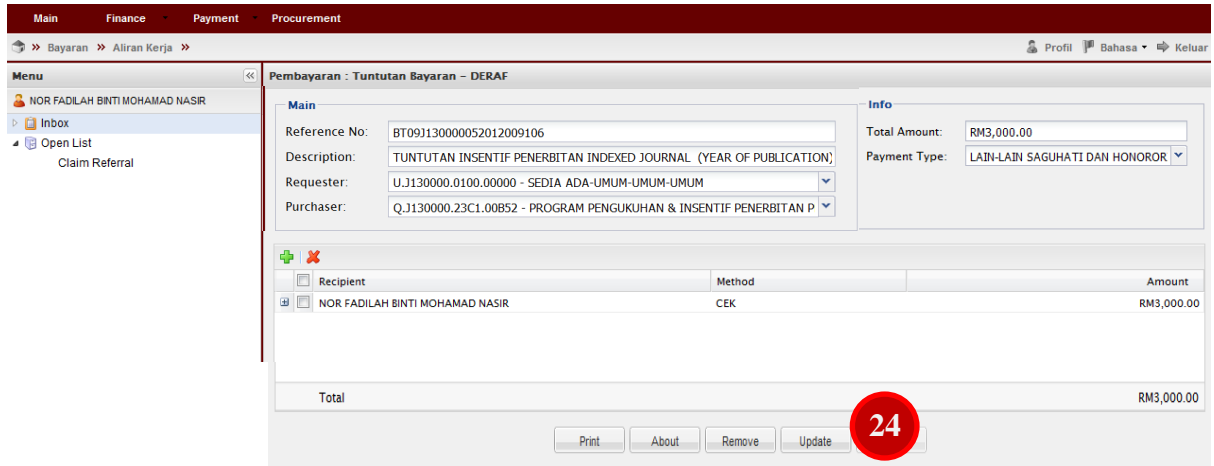
18. Please select **CEK** for “**Payment Method**”

19. Click at “”

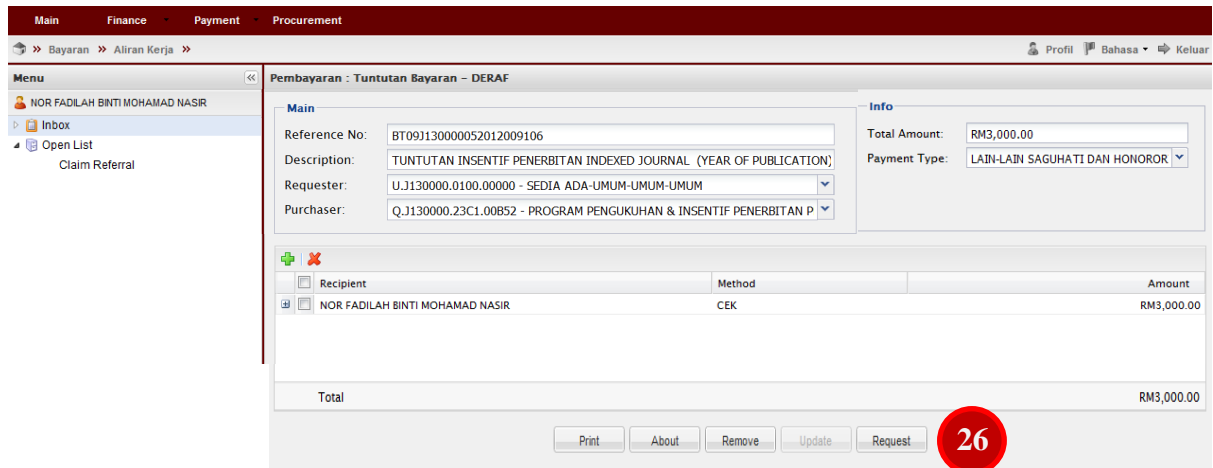
Please fill in the details according to your type of incentive claim.

No.	Jenis 20	Description 21	Amount 22
i	INSENTIF PENERBITAN INDEXED JOURNAL	Bayaran Tuntutan Insentif Penerbitan Indexed Journal IF:??	Indexed in Web of Science each 0.1 <i>impact factor</i> = RM200 (max RM3000) Indexed in Scopus = RM200
ii	INSENTIF PENERBITAN NON - INDEXED JOURNAL	Bayaran Tuntutan Insentif Penerbitan Non-Indexed Journal	RM100 / article
iii	INSENTIF PENERBITAN BOOK CHAPTER	Bayaran Tuntutan Insentif Penerbitan Book Chapter	RM100 / chapter
iv	INSENTIF CITATION	Bayaran Tuntutan Insentif Citation	Each citation = RM200 <i>(for article published in journal indexed in Web of Science / Scopus only)</i>

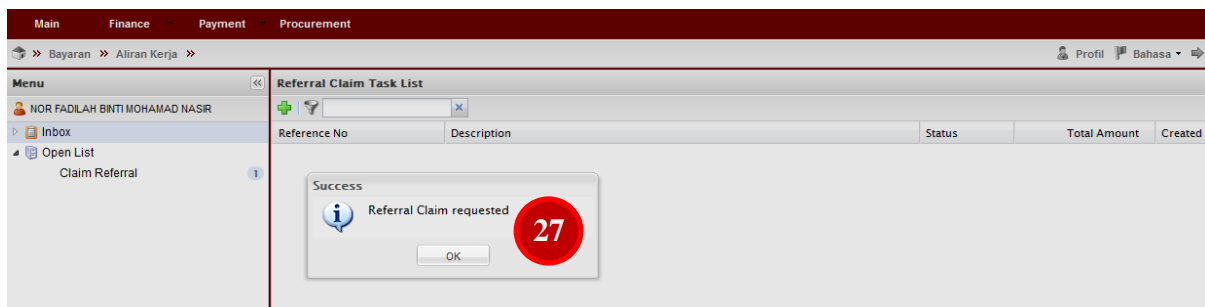
23. Then click “OK”



24. Click "Update"



- 25. Please print this page as your application's attachment
- 26. Click "Request"



27. Click "OK"