

THE DEVELOPMENT OF A PROCESS FOR DISBURSING COMPENSATION FOR PUBLISHING PRIZES IN ACADEMIC JOURNALS

Kulnidawan Dumkum
Personnel Division Suan Sunandha Rajabhat University
E-mail: Kulnidawan.du@ssru.ac.th
Tattanun Konglamthar
Faculty of Law Suan Sunandha Rajabhat University
E-mail: Tattanun.ko@ssru.ac.th

Abstract

Research on development of award compensation disbursement process (Published in academic journals) Personnel Development Fund Department Personnel Management Division office of the president The aim is to improve the disbursement process for prize money. (Published in academic journals) of the Human Resource Development Fund Department Personnel Management Division office of the president The sample group used in this study was academic personnel requesting prize money for publishing in an academic journal. Suan Sunandha Rajabhat University consisting of civil servants Government employees, permanent employees and temporary employees, amounting to 25 people. The tools used for data collection were questionnaires, which were questionnaires about basic information. problem condition cognitive level and suggestions to be used as information to study and find ways to improve the process of disbursing compensation. about cognitive functioning Documents used for the disbursement of reward compensation with criteria to measure. The successful outcome of the development of the award compensation disbursement process is a comparative study of knowledge and understanding. Opinions of personnel operating. The statistics used for data analysis were frequency, percentage, mean, standard deviation, and chi-square correlation. Preparation of a guideline for the preparation of operational procedures (Flow Chart) of finance work. Streamlining the disbursement process Explanation of the procedure for disbursing compensation It was found that knowledge and understanding in the process of reimbursement of academic personnel requesting prize money for publication in academic journals. Suan Sunandha Rajabhat University was at a high level. Service providers have knowledge, understanding of regulations and methods of working better. Therefore, the service provider operates efficiently and with quality. As a result, the attitude of service users or personnel has changed in a better direction.

Keywords: Developing, Compensation, Disbursement Process

Introduction

The Personnel Development Fund Division, under the Personnel Administration Office of the Office of the President, Suan Sunandha Rajabhat University, was developed through the integration of personnel affairs, legal affairs, and the personnel development fund into the Personnel Administration Office. This office was established in accordance with the announcement of the Ministry of Education regarding the division of administrative units at Suan Sunandha Rajabhat University, dated June 23, 2006. The Personnel Administration Office is responsible for human resource management, legal regulations, policies, personnel development, and the promotion of academic work.

However, the Personnel Development Fund Division within the Personnel Administration Office also has the responsibility of providing financial support to university personnel, including academic staff, academic support staff, students, and even external individuals. These personnel often seek funding to publish their research in academic journals. A significant issue in this process is the preparation of documentation for reimbursement and the procedures for claiming reward payments.

According to the regulations, only complete and accurate documents can be processed for payment. Analysis of the current situation has revealed that this problem arises from several factors. First, claimants lack knowledge and confidence in preparing the required documents. Second, the documents submitted are often unclear or incomplete.

To address these issues, the researcher has proposed three solutions to improve the reimbursement process:

Consultation Services: Providing advisory services where relevant personnel can ask questions about the reimbursement process and receive guidance on how to correctly prepare the required documents, including clarifications on any unclear issues.

Checklist for Required Documents: Developing a checklist for documents necessary for the reimbursement of publication rewards to ensure all required documents are prepared and submitted correctly.

Meetings and Training Sessions: Organizing training sessions and review meetings on the reimbursement process to reinforce knowledge and ensure proper understanding of the correct procedures.

Additionally, further studies and benchmarking with best practices, such as *Developing the Efficiency of Financial and Accounting Service Channels of Educational Institutions* (Kunyeat, 2022), can contribute to the continuous improvement of financial and administrative processes.

Research Objectives

1. To study the conditions and procedures for the disbursement of reward payments for academic journal publications for award recipients under the Personnel Development Fund Division, Personnel Administration Office, Suan Sunandha Rajabhat University.

2. To enhance knowledge and understanding of regulations and guidelines regarding reward payments for academic journal publications for award recipients under the Personnel Development Fund Division, Personnel Administration Office, Suan Sunandha Rajabhat University.

Literature Review

1. Concepts and Theories Related to Compensation Management
 - 1.1 Definition of Compensation Management
 - 1.2 Objectives of Compensation Management
 - 1.3 Importance of Compensation Management
 - 1.4 Development of Compensation Concepts
 - 1.5 Compensation Management Planning
 - 1.6 Principles of Compensation Determination
2. Concepts and Theories Related to Organizational Citizenship Behavior
 - 2.1 Definition of Organizational Citizenship Behavior
 - 2.2 Concepts of Organizational Citizenship Behavior

3. Concepts and Theories Related to Compensation Management

Compensation management is at the heart of human resource management. It is a key component that can be used to formulate organizational strategies, enhance motivation, and retain talented personnel. Additionally, it serves as an incentive to attract highly skilled individuals to perform their tasks efficiently and with full dedication. Therefore, compensation systems and compensation management must be adaptive, flexible, fair, and efficient to encourage employees to exhibit good organizational citizenship behavior and work effectively for the organization. This, in turn, ensures the organization's sustainable growth in the future.

Definition of Compensation Management

Labor scholars define wages as remuneration paid by an employer as compensation for an employee's work or service. It refers to money or goods provided by the employer to the employee as compensation for work performed under an agreement or employment contract. Wages may be paid in various forms, such as hourly, daily, weekly, monthly, or per piece. This definition of wages does not include overtime pay, bonuses, or special benefits provided as employee welfare.

Research Methodology

Population and Sample Group

1. Population

The population for this study consists of 50 academic staff members from Suan Sunandha Rajabhat University.

2. Relevant Announcements and Disbursement Regulations

Content

Process and Regulations for Compensation Disbursement

Research Steps

Research Methodology

1. Documentary Research

The study involves reviewing books, laws, financial regulations, academic papers, articles, journals, research studies, theses, and online resources.

2. In-Depth Interviews

The research employs purposive sampling to select key informants, including:

Director of the Personnel Administration Division

Director of the Finance Division

Section Heads

Financial Officers of Suan Sunandha Rajabhat University

3. Research Instruments

A structured interview was developed based on literature review and relevant studies. The interview is divided into four sections:

Section 1: General information of respondents (gender, age, education level, job position).

Section 2: Issues and challenges in the disbursement of compensation for academic publication rewards at the Personnel Administration Division. Open-ended questions allow respondents to express their opinions freely.

Section 3: Development of the system and mechanism for disbursing compensation for academic publication rewards. Open-ended questions allow respondents to provide suggestions for improvement.

Section 4: Additional suggestions, where respondents can share any further opinions.

4. Data Collection Process

The research team developed the structured interview based on the study objectives. A formal request for interviews was sent to the selected participants, explaining the research purpose and seeking their cooperation.

The data collection method involved in-depth interviews conducted personally by the researcher. Audio recordings were taken with the interviewees' permission for accuracy, alongside written notes during and after the interview.

After the interviews, the research team transcribed and verified the recorded data to ensure completeness. Once all interviews were conducted, the data were analyzed, discussed, and summarized.

Research Location and Study Duration

Location: Personnel Administration Division, Office of the President, Suan Sunandha Rajabhat University

Study Duration: February – August 2023

Data Analysis

1. Data Preparation

Once the questionnaire data collection is complete, the responses will be reviewed for accuracy and completeness.

The data will then be coded (Coding) for statistical analysis using statistical software.

2. Data Analysis and Statistical Methods

3. Analysis of Section 1: General Information of Respondents

Data will be analyzed using Frequency Distribution and Percentage to summarize demographic characteristics.

4. Analysis of Section 2: Understanding of the Compensation Disbursement Process

Five key questions assess respondents' understanding of the process.

Responses will be rated on a 5-level Likert scale:

Very Low

Low

Moderate

High

Very High

The data will be analyzed using Frequencies and Percentage.

5. Analysis of Section 3: Suggestions for Improving the Compensation Disbursement Process

Open-ended responses will be categorized and analyzed to identify common themes and recommendations for process improvement.

Research Results

From the study on the development of the compensation disbursement process for publication rewards at the Personnel Administration Division, Office of the President, the findings are as follows:

Among the 50 respondents, the majority were female (30 respondents, accounting for 65%). Most respondents held a doctoral degree (47 respondents, or 80%), while the remaining 3 respondents (20%) held a master's degree.

Regarding faculty affiliations, the respondents were distributed as follows:

Faculty of Science and Technology: 10 respondents

Faculty of Fine and Applied Arts: 9 respondents

Faculty of Management Science: 3 respondents

Faculty of Humanities and Social Sciences: 5 respondents

Faculty of Education: 3 respondents

College of Politics and Governance: 4 respondents

College of Industrial Management: 2 respondents

College of Innovation Management: 2 respondents

Faculty of Industrial Technology: 2 respondents

College of Nursing and Health: 3 respondents

College of Architecture: 1 respondent

College of Allied Health Sciences: 2 respondents

College of Communication Arts: 2 respondents

College of Logistics and Supply Chain: 2 respondents

The mean scores and standard deviations indicate that the respondents generally had a high level of understanding regarding the compensation disbursement process for publication rewards.

When analyzing individual aspects, four areas were rated at a high level, ranked from highest to lowest as follows:

Clear allocation of funds and authority for signing approvals ($\bar{X} = 4.15$, $SD = 0.708$)

Understanding of principles and procedures for compensation disbursement ($\bar{X} = 3.66$, $SD = 0.772$)

Understanding of the compensation disbursement process ($\bar{X} = 3.58$, $SD = 0.715$)

Knowledge of required documents for compensation disbursement ($\bar{X} = 3.56$, $SD = 0.753$)

However, the lowest-rated aspect was understanding of regulations and announcements related to compensation disbursement ($\bar{X} = 3.35$, $SD = 0.810$), which was at a moderate level. This suggests that personnel may require further training or clearer guidelines on these regulations.

The study found the following key recommendations: 1) A disbursement manual should be developed, outlining procedures, methods, and sample documents. 2) Relevant personnel, such as document reviewers and responsible officers, should provide explanations, guidance, and step-by-step instructions to project managers to ensure compliance with disbursement regulations. 3) The disbursement process should be strictly controlled to ensure accuracy and compliance. 4) Training sessions should be conducted for both operational staff and project managers. 5) There should be a clear timeline for document submission in the disbursement process. 6) Standardized documentation should be used across all departments. 7) Personnel responsible for processing disbursements should have a comprehensive

understanding of rules, regulations, and guidelines related to compensation disbursement. 8) Clarity in disbursement document forms is essential. 9) Compliance with rules and regulations should be ensured. 10) Disbursement objectives must align with the intended purposes of the project. 11) Proper planning and scheduling of disbursement processes should be implemented. 12) Budget limitations should be addressed to ensure adequate funding for project activities. 13) Project managers should ensure accuracy and precision when completing disbursement documents, paying attention to details. 14) Effective communication should be emphasized to help those responsible for preparing disbursement documents fully understand the process.

Discussion

This study aimed to examine the current conditions and procedures related to the disbursement of compensation for publication awards in academic journals by applicants requesting compensation from the Personnel Development Fund, Personnel Administration Division, Office of the President, Suan Sunandha Rajabhat University. The objective was also to develop knowledge and understanding of the regulations and practices related to compensation for published works in academic journals.

The study surveyed 50 respondents, with the majority being female (30 people, 65%). Regarding academic qualifications, 47 respondents (80%) held doctoral degrees, while 3 respondents (20%) had master's degrees. The respondents were affiliated with different faculties and colleges within the university as follows: Faculty of Science and Technology: 10 people (80%), Faculty of Fine and Applied Arts: 9 people (78%), Faculty of Management Science: 3 people (12%), Faculty of Humanities and Social Sciences: 5 people (17%), Faculty of Education: 3 people (12%), College of Politics and Governance: 4 people (13%), College of Industrial Management: 2 people (10%), College of Innovation Management: 2 people (10%), Faculty of Industrial Technology: 2 people (10%), College of Nursing and Health: 3 people (10%), College of Architecture: 1 person (5%), College of Allied Health Sciences: 2 people (10%) and College of Communication Arts: 2 people (10%), College of Logistics and Supply Chain: 2 people (10%)

Overall, the level of opinion regarding the development of the disbursement process was rated high. When considered individually, the factors ranged from high to moderate. The factors ranked highest in terms of importance were: 1) Clear definition of budget limits and approval authorities 2) Understanding of the principles and procedures for disbursing compensation 3) Familiarity with the disbursement process system 4) Knowledge of required documents for disbursement and 5) Understanding of regulations/ announcements for disbursement ($X = 3.35$, $SD = 0.810$), which was rated at a moderate level.

Interviews revealed several factors influencing the disbursement process: 1) Knowledge and understanding – Those involved in disbursing compensation should be knowledgeable about the regulations and procedures for processing compensation. 2) Clarity of disbursement forms – Forms should be clear and well-organized. 3) Regulatory compliance – Procedures should adhere to rules and guidelines. 4) Work planning and timing – Effective planning and scheduling are essential for the smooth execution of the disbursement process. 5) Alignment with objectives – The purpose of the disbursement should align with the goals of the program. 6) Sufficient budget – Lack of funding can hinder the disbursement process. 7) Accuracy of documentation – Those responsible for completing documents must be meticulous and ensure accuracy in the disbursement process. And 8) Communication – Clear explanations of the

disbursement process are needed to ensure that those responsible for document preparation understand the requirements.

Recommendations

From the study on the development of the compensation disbursement process (publication awards in academic journals) at the Personnel Administration Division, Office of the President, Suan Sunandha Rajabhat University, it can be used as a guideline for recommendations to administrators or relevant parties for consideration in planning the development of financial disbursement processes to enhance efficiency. The aim is also to develop knowledge and understanding of regulations, announcements, and procedures for disbursing compensation to academic personnel at Suan Sunandha Rajabhat University.

Based on the study results, it was found that academic staff at Suan Sunandha Rajabhat University still lack knowledge and understanding regarding the correct disbursement of compensation for publication awards in academic journals. Therefore, relevant parties should provide guidance on how to prepare financial disbursement documents correctly for academic staff requesting compensation. This could include ensuring that staff have an understanding of the regulations and announcements involved. Additionally, creating a manual detailing the procedures and steps for the disbursement process would help improve the efficiency of the compensation disbursement system.

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