

ANEXO A – PROCESSOS IDENTIFICADOS E PRIORIZADOS – BLOCO SUBSISTEMA GESTÃO DE PESSOAS

Unidades Contempladas: Gabinete do Diretor do Núcleo de Gestão de Pessoas, Seção de Cadastro, Seção de Benefícios, Seção de Legislação, Seção de Treinamento e Desenvolvimento, Seção de Folha de Pagamento e Seção de Saúde e Seção de Estágio.

Matriz Decisória para Seleção e Priorização dos Produtos [Processos]									NGP
PROCESSO (Representado por seu Produto)				Critérios de Pontuação					Totalização
NR	CÓDIGO	UNID	PRODUTO	Consistência com a estratégia	Contém atividade restritiva para o desempenho global	Impacto positivo internamente externamente	Unidade suscetível a mudança na estrutura de pessoas	Custo e resistência para mudar	
SGP_PX_NN				SUBSISTEMA GESTÃO DE PESSOAS					
1	SGP_P0_01	STD	Contratação serviços treinamento interno e externo	2,0	3,0	3,0	3,0	3,0	162,0
2	SGP_P0_02	STD	Progressão funcional EP	3,0	3,0	2,0	1,0	3,0	54,0
3	SGP_P1_01	BENEF	Licença Saúde	2,0	3,0	2,0	1,0	3,0	36,0
4	SGP_P1_02	BENEF	Licença para tratamento de doença em pessoa da família	2,0	3,0	2,0	1,0	3,0	36,0
5	SGP_P1_03	CAD	Redução de Jornada Horário especial	2,0	3,0	2,0	1,0	3,0	36,0
6	SGP_P1_04	CAD	FC-Gestante	1,0	2,0	2,0	3,0	3,0	36,0
7	SGP_P1_05	BENEF	Auxílio-Natalidade	1,0	2,0	2,0	3,0	3,0	36,0
8	SGP_P1_06	CAD	Frequência de Servidores	2,0	3,0	2,0	1,0	3,0	36,0
9	SGP_P1_07	CAD	Vacância e Exoneração	1,0	2,0	2,0	3,0	3,0	36,0
10	SGP_P1_08	CAD	Redistribuições	1,0	2,0	2,0	3,0	3,0	36,0
11	SGP_P1_09	BENEF	Auxílio Funeral	1,0	2,0	2,0	3,0	3,0	36,0
12	SGP_P1_10	BENEF	Auxílio Moradia	1,0	2,0	2,0	3,0	3,0	36,0
13	SGP_P1_11	STD	Bolsa- Instrutoria	1,0	2,0	2,0	3,0	3,0	36,0

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14	SGP_P1_12	CAD	Ressarcimento de Servidores Requisitado	1,0	2,0	2,0	3,0	3,0	36,0
15	SGP_P1_13	CAD	Isenção de Imposto de Renda	1,0	2,0	2,0	3,0	3,0	36,0
16	SGP_P1_14	LEG	Reversão de aposentadoria	1,0	2,0	2,0	3,0	3,0	36,0
17	SGP_P1_15	LEG	Cálculo de Processo de exercícios findos	1,0	2,0	3,0	2,0	3,0	36,0
18	SGP_P1_16	LEG	Reversão de Aposentadoria – consolidação das informações para envio ao TRF	1,0	2,0	2,0	3,0	3,0	36,0
19	SGP_P1_17	LEG	Averbação de Anuênios	1,0	2,0	2,0	3,0	3,0	36,0
20	SGP_P1_18	LEG	Averbação de Tempo de Serviço	1,0	2,0	2,0	3,0	3,0	36,0
21	SGP_P1_19	STD	Licença Capacitação	1,0	2,0	2,0	3,0	3,0	36,0
22	SGP_P1_20	STD	Afastamento para Estudo ou Missão no Exterior	1,0	2,0	2,0	3,0	3,0	36,0
23	SGP_P1_21	LEG	Auxílio Reclusão	1,0	2,0	2,0	3,0	3,0	36,0
24	SGP_P1_22	CAD	Cessão e Requisição	1,0	2,0	2,0	3,0	3,0	36,0
25	SGP_P1_23	LEG	Licença para Acompanhamento de Cônjuge	1,0	2,0	2,0	3,0	3,0	36,0
26	SGP_P1_24	LEG	Licença para Atividade Política	1,0	2,0	2,0	3,0	3,0	36,0
27	SGP_P1_25	LEG	Licença para Desempenho de Mandato Classista	1,0	2,0	2,0	3,0	3,0	36,0
28	SGP_P1_26	LEG	Licença para Participar de Programa de Formação	1,0	2,0	2,0	3,0	3,0	36,0

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29	SGP_P1_27	CAD	Nomeação e Ingresso (POSSE E EXERCÍCIO)	1,0	2,0	2,0	3,0	3,0	36,0
30	SGP_P1_28	LEG	Teletrabalho: recebimento, análise e encaminhamento dos processos	2,0	3,0	2,0	1,0	3,0	36,0
31	SGP_P1_29	STD	Contratação de Pagamento de Conteudista / tutor	1,0	2,0	2,0	3,0	3,0	36,0
32	SGP_P1_30	STD	Operacionalização de eventos	1,0	2,0	2,0	3,0	3,0	36,0
33	SGP_P1_31	STD	Gestão espaços de treinamento	1,0	2,0	2,0	3,0	3,0	36,0
34	SGP_P1_32	STD	Programa de Incentivo à Especialização de Servidores	1,0	2,0	2,0	3,0	3,0	36,0
35	SGP_P2_01	CAD	Remoção de servidores	1,0	3,0	3,0	1,0	3,0	27,0
36	SGP_P2_02	CAD	Indenização de Transportes	1,0	3,0	3,0	1,0	3,0	27,0
37	SGP_P2_03	CAD	Programação de Férias	2,0	2,0	2,0	1,0	3,0	24,0
38	SGP_P2_04	CAD	Gestão Férias de Servidores	2,0	2,0	2,0	1,0	3,0	24,0
39	SGP_P2_05	STD	Gestão de Estágios	2,0	2,0	2,0	1,0	3,0	24,0
40	SGP_P2_06	LEG	Licença Gestante	1,0	3,0	2,0	1,0	3,0	18,0
41	SGP_P2_07	BENEF	Auxílio Transporte	1,0	2,0	3,0	1,0	3,0	18,0
42	SGP_P2_08	BENEF	Auxílio Pré-Escolar	1,0	2,0	3,0	1,0	3,0	18,0
43	SGP_P2_09	BENEF	Gestão dos Planos de Saúde	1,0	2,0	3,0	1,0	3,0	18,0
44	SGP_P2_10	BENEF	Pagamento dos Planos de Saúde	1,0	2,0	3,0	1,0	3,0	18,0
45	SGP_P2_11	STD	Adicionais de Qualificação	1,0	2,0	3,0	1,0	3,0	18,0

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46	SGP_P2_12	CAD	Adiantamento da Gratificação Natalina	1,0	2,0	3,0	1,0	3,0	18,0
47	SGP_P2_13	FOL	Consignatárias	1,0	2,0	3,0	1,0	3,0	18,0
48	SGP_P2_14	FOL	Pensão alimentícia	1,0	2,0	3,0	1,0	3,0	18,0
49	SGP_P2_15	FOL	Pensão estatutária	1,0	2,0	3,0	1,0	3,0	18,0
50	SGP_P2_16	FOL	Reajuste de aposentadoria e pensões - EC 41/03 e EC 70/12	1,0	2,0	3,0	1,0	3,0	18,0
51	SGP_P2_17	FOL	Folha de Decisões Judiciais - Juízes e servidores	1,0	2,0	3,0	1,0	3,0	18,0
52	SGP_P2_18	FOL	Pagamento de Pensionistas	1,0	2,0	3,0	1,0	3,0	18,0
53	SGP_P2_19	FOL	Pagamento de Subsídios	1,0	2,0	3,0	1,0	3,0	18,0
54	SGP_P2_20	FOL	Processamento dos relatórios da D.I.R.F e do Informe de Rendimentos;	1,0	2,0	3,0	1,0	3,0	18,0
55	SGP_P2_21	FOL	Relatório mensal para o TRF5 - Resolução 102 (portal transparência)	1,0	3,0	2,0	1,0	3,0	18,0
56	SGP_P2_22	FOL	Relatório bimestral para o TRF5	1,0	3,0	2,0	1,0	3,0	18,0
57	SGP_P2_23	CAD	Relatório de quantitativo de pessoal emitido no início de cada mês para o TRF5	1,0	3,0	2,0	1,0	3,0	18,0
58	SGP_P2_24	CAD	Relatório semestral para o TRF5 - Justiça em Números	1,0	3,0	2,0	1,0	3,0	18,0

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59	SGP_P2_25	CAD	Relatório anual socioambiental	1,0	3,0	2,0	1,0	3,0	18,0
60	SGP_P2_26	CAD	Progressão funcional PP	1,0	3,0	2,0	1,0	3,0	18,0
61	SGP_P2_27	CAD	Concurso Nacional de Remoção-SINAR - desde alimentação do sistema até o ingresso dos removidos (documentação, prontuários)	1,0	3,0	2,0	1,0	3,0	18,0
62	SGP_P2_28	STD	Folha de Pagamento de estagiários	1,0	2,0	3,0	1,0	3,0	18,0
63	SGP_P3_01	CAD	Requisição de servidores	1,0	2,0	2,0	1,0	3,0	12,0
64	SGP_P3_02	CAD	Registro de Lotação	1,0	2,0	2,0	1,0	3,0	12,0
65	SGP_P3_03	LEG	Concessão de Pensão	1,0	2,0	2,0	1,0	3,0	12,0
66	SGP_P3_04	CAD	Progressão / Promoção	1,0	2,0	2,0	1,0	3,0	12,0
67	SGP_P3_05	CAD	Substituição / Dispensa / Designações de FC/CJ	1,0	2,0	2,0	1,0	3,0	12,0
68	SGP_P3_06	CAD	Horas-Extras	1,0	2,0	2,0	1,0	3,0	12,0
69	SGP_P3_07	CAD	GAS	1,0	2,0	2,0	1,0	3,0	12,0
70	SGP_P3_08	CAD	Ajuda de Custo	1,0	2,0	2,0	1,0	3,0	12,0
71	SGP_P3_09	CAD	Relatório de Quantidade Física	1,0	2,0	2,0	1,0	3,0	12,0
72	SGP_P3_10	LEG	Abono de permanência	1,0	2,0	2,0	1,0	3,0	12,0
73	SGP_P3_11	LEG	Aposentadoria	1,0	2,0	2,0	1,0	3,0	12,0
74	SGP_P3_12	FOL	Cálculo de licença prêmio em pecúnia	1,0	2,0	2,0	1,0	3,0	12,0

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75	SGP_P3_13	FOL	Processamento dos relatórios relativos à Transparência (Res. 0102/2009-CNJ e 215/2016-CNJ)	1,0	2,0	2,0	1,0	3,0	12,0
76	SGP_P3_14	FOL	Reversão de Cota de Pensão	1,0	2,0	2,0	1,0	3,0	12,0
77	SGP_P3_15	FOL	Revisão de Aposentadoria	1,0	2,0	2,0	1,0	3,0	12,0
78	SGP_P3_16	FOL	Revisão de Pensões	1,0	2,0	2,0	1,0	3,0	12,0
79	SGP_P3_17	LEG	Licença Prêmio (concessão, averbação, contagem em dobro para aposentadoria, pagamento em pecúnia)	1,0	2,0	2,0	1,0	3,0	12,0
80	SGP_P3_18	CAD	Acúmulo de Cargos Públicos	1,0	2,0	2,0	1,0	3,0	12,0
81	SGP_P3_19	CAD	Licença sem Vencimentos	1,0	2,0	2,0	1,0	3,0	12,0
82	SGP_P3_20	CAD	Readaptação de Cargo	1,0	2,0	2,0	1,0	3,0	12,0
83	SGP_P3_21	CAD	Recondução	1,0	2,0	2,0	1,0	3,0	12,0
84	SGP_P3_22	CAD	Redistribuição	1,0	2,0	2,0	1,0	3,0	12,0
85	SGP_P3_23	CAD	Reintegração	1,0	2,0	2,0	1,0	3,0	12,0
86	SGP_P3_24	CAD	Remoção (de ofício, para acompanhar cônjuge e por motivo de saúde)	1,0	2,0	2,0	1,0	3,0	12,0
87	SGP_P3_25	CAD	Afastamentos (Licenças Gala, Nojo, Paternidade, Júri, Doação de Sangue, etc.)	1,0	2,0	2,0	1,0	3,0	12,0

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88	SGP_P3_26	BENEF	Auxílio Natalidade	1,0	2,0	2,0	1,0	3,0	12,0
89	SGP_P3_27	CAD	Histórico Funcional para Comissão de Sindicância	1,0	2,0	2,0	1,0	3,0	12,0
90	SGP_P3_28	CAD	Horário Especial para Servidores Estudantes	1,0	2,0	2,0	1,0	3,0	12,0
91	SGP_P3_29	CAD	Portarias de Férias e Alterações de Férias dos Servidores	1,0	2,0	2,0	1,0	3,0	12,0
92	SGP_P3_30	CAD	Elaboração de Crachás e Funcionais (servidores)	1,0	2,0	2,0	1,0	3,0	12,0
93	SGP_P3_31	STD	Seleção de estagiários	1,0	2,0	2,0	1,0	3,0	12,0
94	SGP_P4_01	CAD	Elaboração de Planilhas de Justificativas e diferenças	1,0	1,0	3,0	1,0	3,0	9,0
95	SGP_P4_02	FOL	Processos SEI da Folha	1,0	3,0	1,0	1,0	3,0	9,0
96	SGP_P4_03	STD	Integração de Servidores Novos	1,0	1,0	1,0	3,0	3,0	9,0
97	SGP_P4_04	CAD	Cadastro de Dependentes de IR	1,0	1,0	2,0	1,0	3,0	6,0
98	SGP_P4_05	CAD	GAJU-Gratificação por exercício cumulativo de jurisdição	1,0	1,0	2,0	1,0	3,0	6,0
99	SGP_P4_06	CAD	Pagamento de Substituições	1,0	1,0	2,0	1,0	3,0	6,0

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100	SGP_P4_07	LEG	Levantamento de Tempo de Serviços para saber em qual regra que o servidor(a) poderá requerer a Aposentadoria e a partir de quando poderá requerer o Abono de Permanência.	1,0	1,0	2,0	1,0	3,0	6,0
101	SGP_P4_08	CAD	Recadastramento anual e de acúmulo de cargos de Aposentados e Pensionistas	1,0	1,0	2,0	1,0	3,0	6,0
102	SGP_P4_09	CAD	Certidões de Tempo de Serviço para servidores vacânciados, exonerados, redistribuídos e para constar em processos de aposentadoria	1,0	1,0	2,0	1,0	3,0	6,0
103	SGP_P4_10	CAD	SISAC de desligamento por aposentadoria	1,0	1,0	2,0	1,0	3,0	6,0
104	SGP_P4_11	CAD	Cadastro e Manutenção de Banco de Dados de Servidores	1,0	1,0	2,0	1,0	3,0	6,0
105	SGP_P4_12	CAD	Controle de entrega de Imposto de Renda/autorização TCU	1,0	1,0	2,0	1,0	3,0	6,0

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106	SGP_P4_13	CAD	Controle de Comparecimento nas Eleições	1,0	1,0	2,0	1,0	3,0	6,0
107	SGP_P4_14	CAD	Frequência de Servidores	1,0	2,0	1,0	1,0	3,0	6,0
108	SGP_P4_15	CAD	Acompanhamento de Prestadores de Serviço Voluntário	1,0	1,0	2,0	1,0	3,0	6,0
109	SGP_P4_16	CAD	Emissão de certidoes (INSS, Aposentadoria etc.)	1,0	1,0	2,0	1,0	2,0	4,0
110	SGP_P4_17	BENEF	Licença por Acidente em Serviço	1,0	1,0	1,0	1,0	3,0	3,0
111	SGP_P4_18	BENEF	Inspeção Médica Oficial Admissional	1,0	1,0	1,0	1,0	3,0	3,0
112	SGP_P4_19	BENEF	Recadastramento Auxílio Saúde	1,0	1,0	1,0	1,0	3,0	3,0
113	SGP_P4_20	CAD	Processamento dos relatórios da R.A.I.S (MTE);	1,0	1,0	1,0	1,0	3,0	3,0
114	SGP_P4_21	CAD	Recadastramento anual de acúmulo de cargos de servidores ativos	1,0	1,0	1,0	1,0	3,0	3,0
115	SGP_P4_22	CAD	Controle de Lotação dos servidores	1,0	1,0	1,0	1,0	3,0	3,0
116	SGP_P4_23	CAD	Atualização do Quadro de Lotação Gerencial	1,0	1,0	1,0	1,0	2,0	2,0
117	SGP_P4_24	FOL	Gestão de Contratos - Credenciados e Consignados	0,0	0,0	0,0	0,0	3,0	0,0

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118	SGP_P4_25	FOL	Desconto de auxílio alimentação em face do recebimento de diárias - Juizes	0,0	0,0	0,0	0,0	3,0	0,0
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