



User Manual

PT KRAMA YUDHA TIGA BERLIAN MOTORS

8/13/24

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Chapter I: General System Modules

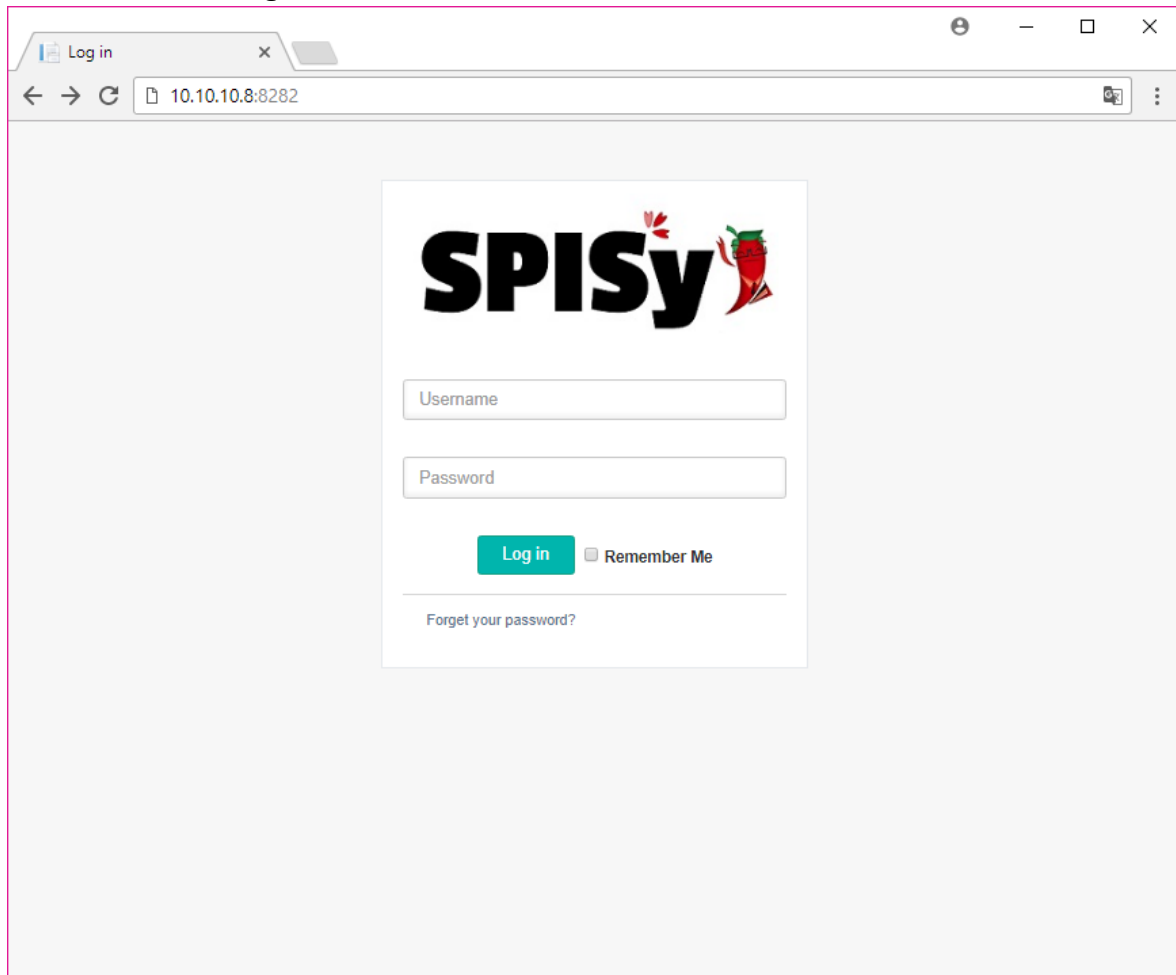
1.1 Login

Before logging into the system, first check the browser used. Please use Google Chrome for the best result. Then please type the address hris.ktb.co.id to access the login page or you can find the link in KTB Channel > My Application.

Default Username Information

Username : Employee ID (4 digits, i.e. 1234)

Password : Admin@123456



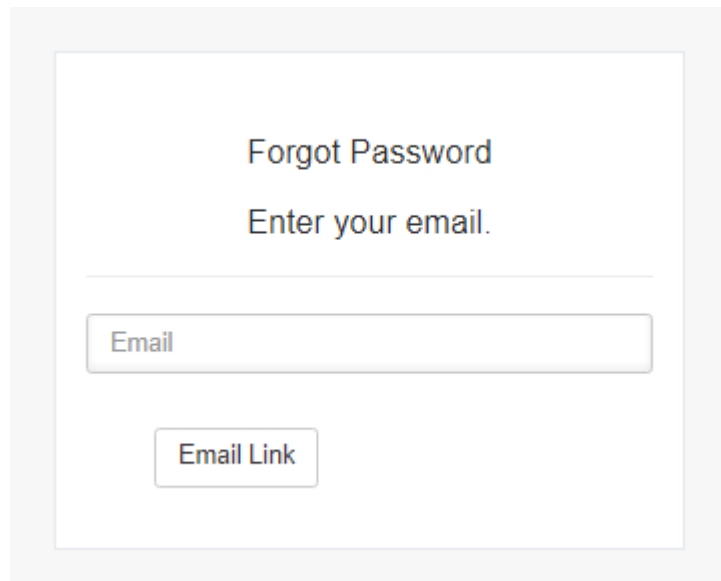
Images 1Login Page

There are two actions that can be performed on this page. Login or Request for Forgot Password (if forgot password). In order to login, please type your username and password in the fields provided. There are two possibilities when trying to login, namely:

- a. Successful Login, the page will be redirected to the home page.
- b. Failed to Login, this happens if the username and password do not match. Retype the username and password then click the Log In button to enter the system.

1.2 Forgot Password

If you forget your password, please click 'Forgot Your Password' and see the display as below:

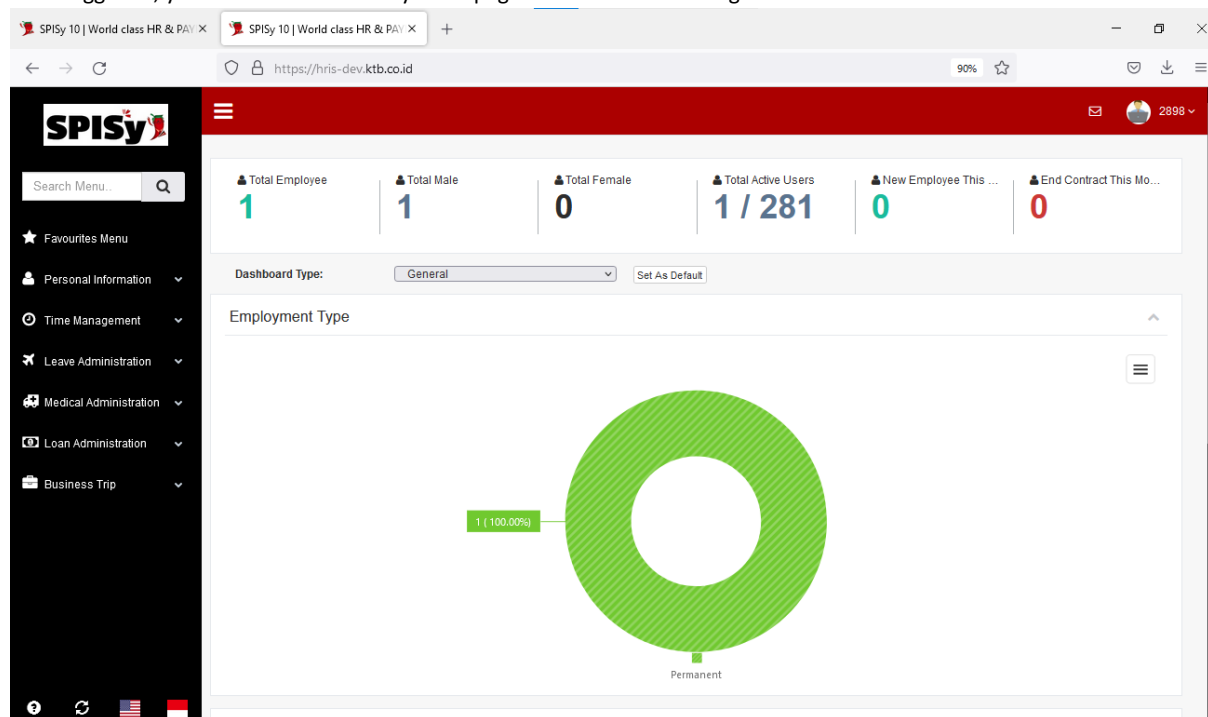


Images 2Forgot Password

Enter the e-mail registered in the System and click the 'Email Link' button. An account recovery link will be sent directly to your e-mail. Follow the instructions in the e-mail to complete account recovery.

1.3 SPISy10 Homepage

After logged in, you are now on the SPISy homepage. Let's look at the image below:



Images 3SPISy10 Homepage


On the left there is a menu list. The main modules of this system are Organization, Personal Data, Time Management, Payroll, and Settings.

At the bottom left of the menu list, there are 3 icon images. Logout, English, and Indonesian. Each menu has a function as follows:

- Logout Icon for exit from the system and immediately redirect to the Login page.
- British Flag to change to English.
- Indonesian Flag to change to Indonesian.

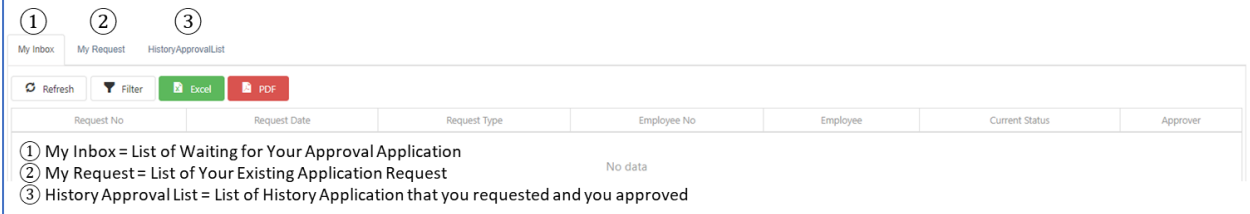
In the middle of the web page there is a dashboard. Dashboard to displays graphs, tables, and information about the company to help Managers make decisions. The top right is the user information and user settings that are currently logged in.

1.4 Monitor Your Application Request and/or List of Waiting for Your Approval

Click Message icon on the upper right page  then select "See All Request List"

[See All Request List >](#)

New page will appear as below:



Request No	Request Date	Request Type	Employee No	Employee	Current Status	Approver
No data						

① My Inbox = List of Waiting for Your Approval Application
② My Request = List of Your Existing Application Request
③ History Approval List = List of History Application that you requested and you approved

Chapter II: Personal Information Module

2.1 Employee Details

A. Main Data

This page displays the main employee data. Some data is mandatory and is really needed by the application, especially in the payroll process. Example of required data:

1. Name, consisting of first name, middle name and last name
2. Gender
3. Place and date of birth
4. Religion, for the needs of the payroll process.
5. Marital status
6. NPWP Number
7. KTP/ID Card Number
8. BPJS TK ID
9. BPJS Kesehatan ID
10. BPJS TK Location
11. BPJS Kesehatan Location

The second part is additional employee information. This section does not include mandatory data for any process. Click the *Back button* to return to the main page of employee data information, or the *Save button* to save this data.

The screenshot shows the 'Employee Detail' page with a navigation menu at the top: Home, Employee, Employee Details. Below the menu are tabs for Basic Data, Identity, Address, Family, Education, Medical, Work Experiences, Evaluation, and Others. The 'Personal Information' section contains the following fields:

Employee No *	: 16010139	Attendance ID	: [Empty]
Name *	: V C D	Employment Type*	: --- Select ---
Gender *	: <input type="radio"/> Male <input checked="" type="radio"/> Female	Position*	: --- Select ---
Birth Place *	: Los Angeles	Job Class*	: [Empty]
Birth Date *	: 04-08-1992	Cost Center*	: --- Select ---
Age	: 25	Join Date*	: 23-10-2017
Nationality	: Indonesian	Terminate Date	: [Empty]
Religion	: ISLAM	Pension Plan Date	: 23-10-2017
Marital Status*	: SINGLE	Tax Type*	: --- Select ---
Married Date	: 23-10-2017	Tax Status*	: --- Select ---
		NPWP	: [Empty]
		Work Location*	: --- Select ---
		BPJS TK	: [Empty]
		BPJS KES	: [Empty]

There is a photo placeholder on the right side with the text 'no photo' and a small edit icon.

Images 4Employee Basic Data – Personal Information

The screenshot shows the 'Additional Information' section of the form with the following fields:

Nick Name	: [Empty]	Office Phone	: [Empty]	Hat	: --- Select ---
Phone	: [Empty]	Office Email	: [Empty]	Helmet	: --- Select ---
Mobile Phone	: [Empty]	Building	: --- Select ---	Clothes	: --- Select ---
Email	: [Empty]	Room	: --- Select ---	Jacket	: --- Select ---
Blood Type	: --- Select ---	Computer Name	: [Empty]	Pants	: --- Select ---
Height (cm)	: [Empty]	Static IP Address	: [Empty]	Shoes	: --- Select ---
Weight (kg)	: [Empty]	Glasses	: <input type="checkbox"/> Yes	Boots	: --- Select ---
			: [Empty] [Empty]		
			: L R <		

At the bottom right, there are 'Back' and 'Submit' buttons.

Images 5Employee Basic Data – Additional Information

B. Identity

The employee identity menu is used to store employee identity data such as KTP, SIM, KITAS, and Passport for Expatriates.

[Home](#) > [Employee](#) > [Employee Details](#)

Employee Detail

Retno Putri Jaya

[Basic Data](#) | [Identity](#) | [Address](#) | [Family](#) | [Education](#) | [Medical](#) | [Work Experiences](#) | [Evaluation](#) | [Others](#)

Identity Information

Delete ✕ Add +

No	Identity	Identity No.	Issued Date	Expired Date	Download	Remarks
1	SIM A	12980092012		Jan/25/2018	SS980089_SIMA.jpg	

Showing 1 to 1 of 1 entries

[Previous](#) | [1](#) | [Next](#)

Images 6Employee Identity Information

- **How to Add Employee Identity**

This menu will appear when you click the *Add button*. The data that must be filled in is the Type of Identity and Identity Number. The expiration date will also be used for expiration date reminders on the Dashboard. You can also upload the document *file on this menu*. Click the *Cancel button* to close this form or please click the *Submit button* to save data to the *database*.

The screenshot shows a web form titled "Add Employee Identity". The form contains the following fields and controls:

- Employee:** Retno Putri Jaya
- Identity*:** A dropdown menu with the text "--- Select ---".
- Identity No.*:** An empty text input field.
- Issued Date:** A date picker showing "dd-mm-yyyy" with a calendar icon.
- Expired Date:** A date picker showing "dd-mm-yyyy" with a calendar icon.
- Documents:** A file upload area with a "Pilih File" button and the text "Tidak ada file yang dipilih".
- Remarks:** A large empty text area.
- Buttons:** "Cancel" and "Submit" buttons at the bottom right.

Images 7Add Employee Identity

- **How to Change Employee Identity Data**

After clicking the Identity column, the Form will appear on your layer. You can change any data contained in this information. Click the *Cancel button* to close this form, the *Delete button* to delete data, or the *Submit Request button* to save data to the *database*.

The screenshot shows a web form titled "Edit Employee Identity". The form contains the following fields and controls:

- Employee:** Retno Putri Jaya
- Identity*:** A dropdown menu with the text "SIM A".
- Identity No.*:** 12980092012
- Issued Date:** 25-01-2013 with a calendar icon.
- Expired Date:** 25-01-2018 with a calendar icon.
- Documents:** A file upload area with a "Pilih File" button and the text "ring moring.jpg".
- Remarks:** A large empty text area.
- Buttons:** "Cancel", "Delete", and "Update" buttons at the bottom right.

Images 8 Edit Employee Identity

C. Address

Employee address is one of the important data that a company needs to know about its employees. Here there are two types of addresses; Address according to KTP and domicile address. All information seems to be required. Don't worry, our system has a copy address feature that really helps you.

Employee > Employee Details

Employee Detail

Retno Putri Jaya

Basic Data Identity Address Family Education Medical Work Experiences Evaluation Others

Employee Address Current Address

Copy to current address

Address *

RT / RW* /

Sub District*

District*

City*

Province*

Country*

Zip Code*

Ownership*

Address *

RT / RW* /

Sub District*

District*

City*

Province*

Country*

Zip Code*

Ownership*

[Back](#) [Submit](#)

Images 8 Employee Addresses

D. Family

This tab serves to display a list of family members.

Employee > Employee Details

Employee Detail

Retno Putri Jaya

Basic Data Identity Address Family Education Medical Work Experiences Evaluation Others

Employee Family Member

[Delete](#) [Add](#)

No	Relation	Family Name	Gender	BirthDate	Marital Status	Dependent Status	Remarks
1	SPOUSE	Jonathan Rotinsulu	M	Jul/15/1965	MARRIED	YES	

Showing 1 to 1 of 1 entries [Previous](#) [Next](#)

Images 9 Employee Families

- **How to Add Family Members**

Click the *Add button* as in the picture, then a form will open.

Images 10Add Employee Family

1. Choose a family relationship: spouse, child, parent, or other family member. Please complete the list of options in the *General Settings > Master Data menu*.
2. Please fill in your Name, Gender, Place and Date of Birth.
3. Address and Telephone for very important contact information when needed as an employee emergency contact.
4. Other important information is Marital Status and Dependent Status (to calculate the calculation of benefits).
5. Click *Cancel* to cancel and close the form, or you can click the *Submit Request button* to save the data into the *database*.

- **How to Change Family Members**

This menu will appear when you click on the column for family relations or the names of family members in the image below. Please refer to the previous point (How to Add Family Members) for required data. After completing the required data, you can click *Cancel* to cancel and close this form. You can remove data from this form with the *Delete button*. Or, you can save the data changes by clicking the *Submit button*.

Images 11 Edit Employee Identity

E. Education

Employee Education explains to the company the employee's education history, training history and ability history. This information is very useful for the needs of promotion requirements.

No	Education Level	Faculty	Major	Year(s)	GPA	Institution	Certificate No	Remarks
1	S1	Information Technology	Computer Science	Nov 1992 - Nov 1995		Binus University		

Images 13 Employee Education

- **How to Add Education**

To add education history, click the Add button as shown in the image.

Images 12Add Education History

1. Please select education level: high school, diploma, bachelor, and others.
2. Faculties and Departments taken by employees. If the Education level does not have a major, please leave it blank.
3. Select an entry date and a graduation date. If the education level is still running, then please fill in the date of graduation according to the estimated graduation of education.
4. Fill in the GPA column with a number format and a period (.) as a comma.
5. Institution / University is required.
6. Fill in the details of the institution such as address and city.
7. Select the graduation type.
8. Enter the certificate number, if any, or the type of graduation with the description " **Graduated**".
9. Select a certificate date.
10. The *Remarks* column is a column for additional information about this Education.
11. Click the *Cancel* button to close the form or click the *Submit* button to save data to the *database*.

- **How to Change Education History**

To change Education history, click on the Education level column in the specified row. The instructions that must be followed are the same as when you add Education data. The difference lies in the Level of Education, Faculties, and Departments that cannot be changed. Click the *Delete button* to delete it permanently or Click the *Update button* to save the changed data.

Edit Employee Education ✕

Employee	Retno Putri Jaya		
Education Level*	S1		
Faculty	Information Technology		
Major	CompScience		
Start Date*	<input type="text" value="24-11-1992"/>	To Date	<input type="text" value="24-11-1995"/>
Duration		Year(s)	Year(s)
GPA	<input type="text"/>	Of	<input type="text"/>
Institution*	<input type="text" value="University of Indonesia"/>		
Address	<input type="text" value="Salemba"/>		
City*	<input type="text" value="Jakarta"/>		
Graduation Type*	<input type="text" value="Graduated"/>		
Certificate No	<input type="text"/>		
Certificate Date	<input type="text" value="dd-mm-yyyy"/>		
Remark	<input type="text"/>		

Images 13Edit an Education

- **How to Add Training**

The purpose of this menu is to provide detailed information on employee certification and training. You can perform several functions in this menu:

1. Click the Add button to add a new training.
2. Select the type of training in the selected column to change the training information.
3. Select the row then click the *Delete button* to delete the training related files.

No	Training Type	Field	Course	Institution	Certificate No	Certificate Date	Remarks
1	In-House	Programming	Programming-MVC	PT SSS		Oct/24/2017	

Images 14 Employee Training List

Add Training

Employee: Retno Putri Jaya

Training Type*: --- Select ---

Field*: --- Select ---

Course*: --- Select ---

Institution*:

Address:

City*: --- Select ---

Certificate No:

Certificate Date: 27-10-2017

Start Date*: 27-10-2017 End Date*: 27-10-2017

Paid By*: --- Select ---

Company Bond Until: dd-mm-yyyy

Remarks:

Buttons: Cancel, Submit

Images 17 Add Training

1. Keep in mind that fields marked with a red (*) are mandatory and cannot be left blank. Choose the type of training, which can be in the form of internal company training or by bringing in *tutors* from outside the company (External Training).
2. Choose a training subject. Usually, this information depends on the type of work of each employee.

3. Choose a training course.
4. Fill in detailed information about the institution such as name, address and city.
5. Fill in the information regarding the certificate, number, and date.
6. Select a training date.
7. Choose the party that pays for the training, it can be an individual, a company or a scholarship.
8. Choose the date of the obligation to serve an employee if the employee has a special service agreement with the company for a period of time after training.
9. *Remark's* column is used as additional information or special notes.
10. Click *Cancel* to close the form or click the *Submit button* to save data to the *Database*.

- **How to Change Training Data**

Edit Training
✕

Employee	Retno Putri Jaya		
Training Type*	In-House		
Field*	Programming		
Course*	Programming-MVC		
Institution*	<input type="text" value="PT SSS"/>		
Address	<input type="text"/>		
City*	<input type="text" value="Jakarta"/>		
Certificate No	<input type="text"/>		
Certificate Date	<input type="text" value="24-10-2017"/>		
Start Date*	24-10-2017	End Date*	<input type="text" value="24-10-2017"/>
Paid By*	<input type="text" value="Company"/>		
Company Bond Until	<input type="text" value="dd-mm-yyyy"/>		
Remarks	<input type="text"/>		

Images 18 Edit Training

After clicking on the column row that you want to change the data for, this form will appear. Follow the instructions as you did when you added the training data details. After finishing filling in the detailed data, click the *Cancel button* to close the form. Click *Delete* to delete data permanently or you can click the *Submit button* to save data to the *database*.

F. Work experience

Employee Details

Employee Detail

Retno Putri Jaya

Basic Data Identity Address Family Education Medical **Work Experiences** Evaluation Others

Working Experiences

Delete × Add +

No	Start Working	To	Company	City	Employment Type	Organization	Job Level	Remarks
1	25-Jul-2001	Jul/16/2003	PT XYZ	Jakarta	Permanent	Human Resources	Senior Staff	

Showing 1 to 1 of 1 entries

Previous 1 Next

Images 19 Working Experiences

This tab displays the employee's work history. This information is very important to know if the employee has the right job or project during his career.

Add Employee Working Experience

Employee: Retno Putri Jaya

Start Working*: 25-07-2001 To: 16-07-2003

Company*: PT XYZ

Business Field*: Food, Beverages, and Retail

Address*: Jl. Surabaya

City*: Jakarta

Phone No:

Website:

Resign Reason*: Personal

Employment Type*: Permanent

Organization*:

Job Level*: Senior Staff

Description*: Supervising people in field.

Reference:

Phone:

Email:

PPH (A21): USD

PPH (A15): USD

Remarks:

Cancel Submit

Images 20 Add Employee Working Experience

Chapter III: Time Management Module

3.1 Overtime Request HRSS

This screen displays information about overtime employees. The data can be seen from the planned working time to the actual date of overtime work.

Time Management > Employee Permit > Overtime Lembur

Overtime Request

Filter

	Letter No	Date	Employee No.	Employee Name	Position	Organization	Shift	Status	Planned Overtime				Actual Overtime					
									OT Plan In Date	OT Plan In Time	OT Plan Out Date	OT Plan Out Time	Overtime Formula	OT Actual In Date	OT Actual In Time	OT Actual Out Date	OT Actual Out Time	Overtime Formula
<input type="checkbox"/>	OVTREQ-201708-000000	Aug/29/2017	SS980034	Sony Felix	General Affair Staff Sr	Human Resources	Regular Day	SUBMITTED	Aug/30/2017	08:00	Aug/30/2017	18:00	Regular Days					
<input type="checkbox"/>	OVTREQ-201710-000001	Oct/25/2017	SS980024	Akbar Jaya Putra	Spiky CS Programmer Staff	SPI/Sy CS	Regular Day	SUBMITTED	Oct/25/2017	17:00	Oct/25/2017	17:00	Regular Days					
<input type="checkbox"/>	OVTREQ-201710-000001	Oct/25/2017	SS980006	Albertus Medico Putra	Java Programmer Staff	Java Development	Regular Day	SUBMITTED	Oct/25/2017	17:00	Oct/25/2017	17:00	Regular Days					
<input type="checkbox"/>	OVTREQ-201710-000001	Oct/25/2017	SS980084	Amalia Putri Manini	HR Manager	Human Resources	Regular Day	SUBMITTED	Oct/25/2017	17:00	Oct/25/2017	17:00	Regular Days					
<input type="checkbox"/>	OVTREQ-201710-000001	Oct/25/2017	SS980087	Anel Puti Saikura	HR Supervisor	Human Resources	Regular Day	SUBMITTED	Oct/25/2017	17:00	Oct/25/2017	17:00	Regular Days					

Images 21 Overtime Request

3.1.1 How to Create Overtime Request

Add Overtime Request

Letter No* : OVTREQ-201710-000002

Letter Date : 30-10-2017

Overtime for Shift Date* : 30-10-2017

Overtime Plan* : Define In and Out

In : 30-10-2017

OUT : 30-10-2017

Overtime Formula : --- Select ---

Round Overtime : Yes

Employee* All Employees

Search...
Abdul Hidayat
Adam Putra Perwira
Adenya Dede
Aditya Setia Putra
Agam Putra
Agus Tri Yono
Agus Wahyu Wibowo
Aisyah Catur Wulansari
Akbar Jaya Putra
Akma Redha Jaya
Albertus Medico Putra
Alfi Hidayati
Amalia Putri Manini
Amel Putri Saikura
Amelia Angela Sutarno
Amir Media N...

Advance Filter

Search...

Remarks :

Cancel Draft Submit

Images 22 Add Overtime Request

1. Overtime letter number and letter date are filled in automatically by the system.
2. Select shift date for overtime request.
3. Choose an overtime plan, whether when the absence comes in or after the absence comes out or based on duration.
4. If you select based on duration, write the duration in hours and minutes, then select the type of overtime. Plan time can be OT After or Holiday.
5. Select the overtime formula that will be used for this overtime request.
6. Select employee(s).

7. Click the Cancel button to cancel all data and close the form.
8. Click the Draft button to save the overtime request data (can be changed or deleted later), or
9. Click the Submit button to save the data in the database (cannot be changed or deleted again).

3.1.2 Overtime Realization

The Overtime Realization menu is a menu for submitted the approved overtime approval carried out. Display on the layer will like picture under this.

The screenshot shows a web form for 'Overtime Realization'. The form is structured as follows:

- OvertimeRealizationNo** : OVTREAL-202211-XXXXXX
- OvertimeRequestNo** : [Dropdown menu with value OVTREQ-202211-000036] [ShowDetail button]
- Request No*** : [Text input field with value OVTREQ-202211-000036]
- Employee*** : [Text input field with value 1751 - HERMELINA RADJAWANE]
- Employee No*** : [Text input field with value 1751]
- Overtime for Shift Date*** : [Text input field with value 16-11-2022] [Calendar icon]
- Shift*** : [Dropdown menu with value MT - Mon - Thu]
- Overtime Plan*** : [Dropdown menu with value Define in and Out]
- Overtime Type** : [Dropdown menu with value OT After]
- _PlanIn** : [Text input field with value 16-11-2022] [Calendar icon] [Text input field with value 18:00]
- Plan Out** : [Text input field with value 16-11-2022] [Calendar icon] [Text input field with value 21:00]
- Actual In** : [Text input field]
- Actual Out** : [Text input field]
- Realization In** : [Text input field with value 16-11-2022] [Calendar icon] [Text input field with value 18:00]
- Realization Out** : [Text input field with value 16-11-2022] [Calendar icon] [Text input field with value 21:30]
- Round Overtime** : Yes
- Deduoed Break** : Yes
- Overtime Activity Plan** : [Text area with value test spisy]
- Overtime Activity Realization** : [Text area with value test spisy]

At the bottom of the form, there are three buttons: **Cancel** (white), **Draft** (blue), and **Submit** (green).

Figure 23 Overtime Realization

1. Overtime letter number and letter date automatically by the system.
2. Select the shift date for Request overtime.
3. Choose an overtime plan, is it at the time after roll call enter or after roll call go out or based on duration.
4. If select based on duration, write duration in hours and minutes, then choose type overtime. Plan time can be OT After, or holiday.
5. Select employee(s).
6. Fill in the Overtime Activity Plan.

7. Click Cancel button for cancel all data and close the form.
8. Click Draft button for save request data overtime (can changed or deleted then), or
Click Submit button for store data in database (can't change or delete).

The screenshot shows a 'Process Data' window with the following elements:

- Organization:** A dropdown menu set to 'All'.
- Employee*:** A section with a checkbox for 'All Employees'. It contains two search boxes and a list of employee names: Abdul Hidayat, Adam Putra Perwira, Adenya Dede, Aditya Setia Putra, Agam Putra, Agus Tri Yono, Agus Wahyu Wibowo, Aisyah Catur Wulansari, Akbar Jaya Putra, Akma Redha Jaya, Albertus Medico Putra, Alfi Hidayati, Amalia Putri Manini, Amel Puti Saikura, and Amelia Angela Sutarno.
- Advance Filter:** A blue button.
- Start Date:** A date field set to '30-10-2017' with a calendar icon.
- End Date:** A date field set to '30-10-2017' with a calendar icon.
- Advance Options:** A checked checkbox followed by three unchecked options: 'Re-import Attendance Data', 'Keep Edited Data', and 'Keep Imported Data'.
- Buttons:** 'Cancel' and 'Process' buttons at the bottom right.

Images 24 Daily Attendance Process

3.2 Daily Attendance

This menu is used to view employee's historical daily attendance. To open this page, users use the menu Time Mangement -> Daily Attendance.

User can filter the historical daily attendance as shown in the image below.

Filter

Drag a column header here to group by that column

☐	Day	Date ↑1	Emp... ↑2	Employee Name	Actual				
					Shift	Date In	Time In	Date Out	Time Out
	Thursday	06-07-2023		BAGUS DEWANTORO	Mon - Thu	06-07-2023	08:40	06-07-2023	17:39
	Tuesday	11-07-2023		BAGUS DEWANTORO	Mon - Thu	11-07-2023	08:19		
	Wednesday	12-07-2023		BAGUS DEWANTORO	Mon - Thu	12-07-2023	08:24	12-07-2023	19:04
	Thursday	13-07-2023		BAGUS DEWANTORO	Mon - Thu	13-07-2023	08:31	13-07-2023	19:21
	Friday	14-07-2023		BAGUS DEWANTORO	Friday	14-07-2023	08:32	14-07-2023	19:29
	Monday	17-07-2023		BAGUS DEWANTORO	Mon - Thu	17-07-2023	08:30	17-07-2023	19:57
	Tuesday	18-07-2023		BAGUS DEWANTORO	Mon - Thu	18-07-2023	07:45	18-07-2023	22:00
	Thursday	20-07-2023		BAGUS DEWANTORO	Mon - Thu	20-07-2023	08:51	20-07-2023	18:21
	Friday	21-07-2023		BAGUS DEWANTORO	Friday	21-07-2023	08:44	21-07-2023	17:39
	Monday	24-07-2023		BAGUS DEWANTORO	Mon - Thu	24-07-2023	08:32	24-07-2023	17:42
	Tuesday	25-07-2023		BAGUS DEWANTORO	Mon - Thu	25-07-2023	08:31	25-07-2023	19:51
	Wednesday	26-07-2023		BAGUS DEWANTORO	Mon - Thu	26-07-2023	08:44	26-07-2023	19:42
	Thursday	27-07-2023		BAGUS DEWANTORO	Mon - Thu	27-07-2023	08:29	27-07-2023	19:56
	Friday	28-07-2023	2763	BAGUS DEWANTORO	Friday	28-07-2023	08:31		

50 100 250

Chapter IV: Leave Administration Module

4.1 Employee Leave Balance

This menu is used to view the balance of all types of leave for employees. To access this page, users can enter the Leave administration menu for the Employee Leave Balance. The listing page shows the following information: Employee No, Employee Name, Leave Type, Leave Period, Initial Balance, Carry Forward, Expired Date, Total Balance, Used Leave, Adjustment, Remaining Balance, Status and Edit.

Employee Leave Balance

Filter

No	Employee No	Employee Name	Leave Type	Periode	IB	CF	Expired Date	TB	Used	ADJ	RB	Status	Edit
1	SS980000	Aries Wijaya	Annual Leave	01 Jan 2017 - 31 Dec 2017	12.00		01-07-2018	12.00	0.00		12.00	Active	
2	SS980000	Aries Wijaya	Long Leave	19 Oct 2017 - 18 Oct 2022	10.00		19-10-2022	10.00	0.00		10.00	Active	
3	SS980002	Bertrand Napitulu	Annual Leave	01 Jan 2017 - 31 Dec 2017	12.00		01-07-2018	12.00	0.00		12.00	Active	
4	SS980002	Bertrand Napitulu	Long Leave	19 Oct 2017 - 18 Oct 2022	10.00		19-10-2022	10.00	0.00		10.00	Active	
5	SS980003	Sunardi	Annual Leave	01 Jan 2017 - 31 Dec 2017	12.00		01-07-2018	12.00	0.00		12.00	Active	
6	SS980003	Sunardi	Long Leave	19 Oct 2017 - 18 Oct 2022	10.00		19-10-2022	10.00	0.00		10.00	Active	
7	SS980038	Robi Palaska Putra	Annual Leave	01 Jan 2017 - 31 Dec 2017	12.00		30-04-2019	12.00	3.00		9.00	Active	
8	SS980050	Michael Saputra Widjaya	Annual Leave	01 Jan 2016 - 31 Dec 2016	12.00		20-02-2018	12.00	0.00		12.00	Active	
9	SS980059	Michael Saputra Widjaya	Long Leave	20 Aug 2017 - 19 Aug 2022	10.00		20-08-2022	10.00	0.00		10.00	Active	
10	SS980037	Robert Albert Lestaluhu	Annual Leave	01 Jan 2017 - 31 Dec 2017	12.00		01-07-2018	12.00	0.00		12.00	Active	

Showing 1 to 10 of 105 entries

Previous 1 2 3 4 5 ... 11 Next

IB : Initial Balance ADJ : Adjustment
 CF : Carry Forward RB : Remaining Balance
 TB : Total Balance

Images 25 Leave Type Setting

User can do the following:

1. Click Filter to open the search page.
2. Click the Excel button to download the list in Excel format.
3. Click the PDF button to download the list in PDF format.
4. Click Employee Name to open the leave balance history.
5. Click the pencil icon (edit) to change the employee leave balance. Select the data to be deleted.

4.2 Leave Request HRSS

Press the 'Add' button on the page that has opened. After that the page will be redirected to a web form as shown in the image below.

Add Employee Leave Request ✕

Request No: LEVRQ2018020002

Request Date: 19 Feb 2018

Employee No: SS980003

Employee Name*: SS980003 - Sunardi | View Employee Information

Leave Type*: Annual Leave

Start Date*: 19-02-2018 To 19-02-2018 Full Day ?

Total Days: 1 Day(s)

Period	Balance	Use	Remain
01 Jan 2017-31 Dec 2017	12.00	<input type="text" value="1"/>	11.00

Remark:

Attachment: No file chosen

Address During Leave:

Phone/HP No:

Delegation:

Images 26 Add Leave Request

To add a Leave Request, complete the following information (information marked with (*) is required):

1. Request No: will be filled automatically.
2. Request Date: desired leave date.
3. Employee No: Number of employees who will take leave.
4. Employee Name: Fill in the name of the employee who will take leave.
5. Leave Type: Select the type of leave to be taken by the employee.
6. Start Date: The start date and end date of the employee on leave.
7. Total days: total days off based on employee schedule.
8. Remark: fill with additional info about the mass leave.
9. Attachment: employee can upload attachment for leave info.
10. Address during leave: fill in the address of the employee during the employee's leave.
11. Phone / HP No: fill in the contact number that can be contacted when the employee is on leave
12. Delegation: the contents of employees who replace the duties of employees who are on leave
13. Click the Cancel button to close the page and cancel.
14. Click the Draft button to save the leave request as a draft.

- Click the Submit button to submit a leave request.

Chapter V: Loan

5.1 Loan Records HRSS

Loan Record is a page for registering or submitting employee loans. To open this page, *users* use the menu Loan -> Loan Registration.

The screenshot shows the 'Loan Record' interface. At the top, there is a breadcrumb 'Loan Record' and a search bar. Below the search bar, there are three buttons: 'Filter' (1), 'Excel' (2), and 'PDF' (3). On the right side, there are two buttons: 'Delete' (4) and 'Add' (5). The main part of the interface is a table with the following columns: Request No, Loan Type, Employee, Tenor, Loan Amount, Total Paid, Remain(s), Monthly, Start Date, Finish Date, Status, and Transaction. The table contains six rows of loan records. At the bottom, there is a pagination bar showing 'Showing 1 to 6 of 6 entries' and 'Previous' and 'Next' buttons.

<input type="checkbox"/>	Request No	Loan Type	Employee	Tenor	Loan Amount	Total Paid	Remain(s)	Monthly	Start Date	Finish Date	Status	Transaction
<input type="checkbox"/>	LON2018100001	Car Loan	Adam Steve Lallana	3	1,000,000	0	1,000,000	333,333	01-11-2018	01-02-2019	Approved	
<input type="checkbox"/>	LON2018100002	Short-term Loan (STL)	Em8Tahun001	12	12,000,000	2,000,000	10,000,000	1,000,000	24-10-2018	24-10-2019	Approved	
<input type="checkbox"/>	LON2018100003	Long-term Loan (LTL)	Em8Tahun003	60	80,000,000	0	80,000,000	1,333,333	21-11-2018	21-11-2023	Approved	
<input type="checkbox"/>	LON2018100004	Short-term Loan (STL)	Em8Tahun001	12	10,000,000	1,666,667	8,333,333	833,333	21-11-2018	21-11-2019	Approved	
<input type="checkbox"/>	LON2018100005	Short-term Loan (STL)	Em8Tahun002	6	12,500,000	6,250,001	6,249,999	1,041,667	21-11-2018	21-11-2019	Approved	
<input type="checkbox"/>	LON2018100006	Short-term Loan (STL)	Em8Tahun005	12	12,000,000	0	12,000,000	1,000,000	27-11-2018	27-11-2019	Draft	

Images 27 Loan Record SS

From the menu above, we can do:

- Click the *filter button* to open the desired filter criteria.
- Click the *excel button* to download the listing in excel file format.
- Click the *pdf button* to download the listing in pdf file format.
- Click the *delete button* to delete the selected data.
- Click the *add button* to add a loan request (*loan registration*).
- Click the *clear filter button* to remove all existing filters.
- Click the *search button* to find data based on filtered criteria
- Check / select the data to be deleted.
- Click the loan type code in the second column to change the loan record data.
- Click icon

5.2 How to add a loan application (Loan Registration)

After pressing the *Add* button, a page like the one in the image below will appear.

The screenshot shows the 'Loan Registration Form' interface. On the left, there are input fields for: Loan Type (Short-term Loan (STL)), Employee (EMP4300 - Em8Tahun004), Interest Type (Flat), Interest Rate (0 %), Tenor (12 Month(s)), Payment Type (Salary), Loan Amount (12,000,000), Start Loan Payment Date (22-11-2018), Transfer Date (26-10-2018), Loan Pledge (Rp0, 5%), Remarks, Current Status (Draft), Payment Status (Unpaid), and File Attachment (Telusur... Total ada berkas diunggah). On the right, there is a summary of employee details: Join Date (10-01-2010), Length Of Service (8 Years 9 Month(s)), Employment Status (Permanent), Age (34 Years 8 Month(s)), Pension Data, Remain Months (252), Contract End Date, Job Class (C1), Department (MAIN ORG STRUCTURE), and Position (PROGRAMMER). Below this is an 'Active Loan' table with columns: No, Loan, Loan Amount, Tenor, Total Paid, Remain(s), Monthly, Start Date, and Finish Date. The table shows 0 entries. At the bottom, there is a 'Calculate' button and a table with 12 rows of loan data.

No	Due Date	Basic Amount	Interest	Total Amount	Paid Amount	Paid	Paid Date	Loan Balance	Remarks
1	22-11-2018	1,000,000	0	1,000,000	0	Unpaid		11,000,000	
2	22-12-2018	1,000,000	0	1,000,000	0	Unpaid		10,000,000	
3	22-01-2019	1,000,000	0	1,000,000	0	Unpaid		9,000,000	
4	22-02-2019	1,000,000	0	1,000,000	0	Unpaid		8,000,000	
5	22-03-2019	1,000,000	0	1,000,000	0	Unpaid		7,000,000	
6	22-04-2019	1,000,000	0	1,000,000	0	Unpaid		6,000,000	
7	22-05-2019	1,000,000	0	1,000,000	0	Unpaid		5,000,000	
8	22-06-2019	1,000,000	0	1,000,000	0	Unpaid		4,000,000	
9	22-07-2019	1,000,000	0	1,000,000	0	Unpaid		3,000,000	
10	22-08-2019	1,000,000	0	1,000,000	0	Unpaid		2,000,000	
11	22-09-2019	1,000,000	0	1,000,000	0	Unpaid		1,000,000	
12	22-10-2019	1,000,000	0	1,000,000	0	Unpaid		0	

Images 28 Loan Registration

Complete the information below (lines marked with (*) are mandatory information):

1. Loan Type: select the type of loan that has been determined in the previous menu. The system will retrieve the data and fill in according to the settings.
2. Employee: enter the name of the employee who applied for the loan. Choose from a list of existing *autocompletions*. When you choose an employee's name, the system will automatically display the employee's current profile and loan funds.
3. Interest type: interest scheme types which automatically chosen based on loan type (*Flat, Annuity*).
4. Interest Rate (%): percentage of loan interest (in %), which automatically chosen based on loan type.
5. Tenor: length of loan repayments (in months). Can only be filled with integer (real) numbers. The tenor input limit is **up to the** maximum tenor.
6. Payment Type: disbursement of funds (Salary)
7. Loan Amount: the amount of the loan proposed. Can only be filled with numeric (real) integer numbers.
8. Start Loan Payment Date: choose the starting date for the first payment, then the next month's payment will be made on the same date in the following months according to the tenor of the application.
9. Transfer Date: select the date the loan funds are disbursed. If you choose the *Salary* type of disbursement of funds, then your allowance will be added to the amount of the funds proposed.
10. Loan Pledge: this input contains a sentence to apply for an employee loan or can also be filled in with the reason for the employee's loan application.
11. Remarks: enter additional notes if needed.
12. Current Status: the status of the document (by *default draft*).
13. Payment Status: current payment status (by *default unpaid*).
14. File Attachment: upload supporting documents for applying for a loan.
15. Reviewed By: contains superiors who supervise loan applications.
16. Reviewed Date: select the date the monitoring was carried out and approved.
17. Approved By: contains the boss who approved the loan application.

18. Approved Date: select the date the loan application approval has been approved.
19. Calculate: press this button to simulate a loan. The system will perform calculations and display the loan scheme table. Once appropriate, the user can *submit* to save the data.
20. Cancel: press this button to cancel and return to the main screen.
21. Draft: press this button to save the loan application as a *draft*. The system will return you to the main screen.
22. Submit: press this button to submit the loan application request to superior. The system will return you to the main screen.

5.3 How to Change Loan Registration

This menu could be done only for Draft Loan Application.

Click the *request code* on the loan list page to open the *Loan Record edit page*. Users can change the *Loan Record* on the page as shown in the image below.

The screenshot displays the 'Loan Record' edit page. On the left, there is a 'Loan Registration Form' with various input fields: Loan Type (Short-term Loan (STL)), Employee (EMP4302 - EmStamur001), Interest Type (Flat), Interest Rate (0.00%), Tenor (12 Months), Payment Type (Salary), Loan Amount (12,000,000.00), Start Loan Payment Date (24-10-2018), Transfer Date (21-11-2018), Loan Pledge (Paying Tuition Fee), and Remarks.

On the right, there is a summary section with fields for Join Date (18-01-2010), Employment Status (Permanent), Pension Date, Contract End Date, Department (MAIN ORG STRUCTURE), Length Of Service (8 Years 9 Month(s)), Age (34 Years 0 Month(s)), Remain Months (252), Job Class (C1), and Position (PROGRAMMER). Below this is an 'Active Loan' table:

No	Loan	Loan Amount	Tenor	Total Paid	Remain(s)	Monthly	Start Date	Finish Date
1	Short-term Loan (STL)	12,000,000	12	2,000,000.00	10,000,000.00	1,000,000.00	24-10-2018	24-10-2019

Below the table, there are 'Current Status' (Approved) and 'Payment Status' (Partially Paid) sections, each with 'Reviewed By' and 'Approved By' fields. A 'File Attachment' section shows a file named 'LON2018100002.zip' with a 'Telusuri...' button.

At the bottom, there is a detailed payment schedule table:

No	Due Date	Basic Amount	Interest	Total Amount	Paid Amount	Paid	Paid Date	Loan Balance	Remarks
1	24-10-2018	1,000,000	0	1,000,000	0	Unpaid		11,000,000	
2	24-11-2018	1,000,000	0	1,000,000	0	Unpaid		10,000,000	
3	24-12-2018	1,000,000	0	1,000,000	0	Unpaid		9,000,000	
4	24-01-2019	1,000,000	0	1,000,000	0	Unpaid		8,000,000	
5	24-02-2019	1,000,000	0	1,000,000	0	Unpaid		7,000,000	
6	24-03-2019	1,000,000	0	1,000,000	0	Unpaid		6,000,000	
7	24-04-2019	1,000,000	0	1,000,000	0	Unpaid		5,000,000	
8	24-05-2019	1,000,000	0	1,000,000	0	Unpaid		4,000,000	
9	24-06-2019	1,000,000	0	1,000,000	0	Unpaid		3,000,000	
10	24-07-2019	1,000,000	0	1,000,000	0	Unpaid		2,000,000	
11	24-08-2019	1,000,000	0	1,000,000	0	Unpaid		1,000,000	
12	24-09-2019	1,000,000	0	1,000,000	0	Unpaid		0	

Images 29 Change Loan Registration

Change some of the required information

1. Loan Type: select the type of loan that has been determined in the previous menu. The system will retrieve data and fill in according to the settings.
2. Employee: enter the name of the employee who applied for the loan. Choose from a list of existing *autocompletions*. When you select an employee name, the system will automatically display the employee's current profile and loan funds.
3. Interest type: interest scheme types which automatically chosen based on loan type (*Flat, Annuity*).
4. Interest Rate (%): percentage of loan interest (in %), which automatically chosen based on loan type.
5. Tenor: length of loan installment (in months). Can only be filled with integers (real). The input tenor limit is **up to the** maximum tenor.
6. Payment Type: disbursement of funds (Salary)
7. Loan Amount: the amount of the loan proposed. Can only be filled with numeric (real) integer numbers.
8. Start Loan Payment Date: choose the starting date for the first payment, then the next month's payment will be made on the same date in the following months according to the tenor of the application.

9. Transfer Date: the choice of the date for the disbursement of loan funds. If you choose the type of disbursement of funds by *Salary*, it will add your allowance to the amount of the proposed funds.
10. Loan Pledge: this input contains a sentence requesting an employee loan application or can also be filled in with the reason for submitting a loan by the employee.
11. Remarks: enter additional notes if needed.
12. Current Status: the current status of the document (by *default draft*).
13. Payment Status: current payment status (unpaid by *default*).
14. File Attachment: upload supporting documents for applying for a loan.
15. Reviewed By: contains the supervisor who supervises the loan application.
16. Reviewed Date: select the date the inspection was carried out and approved.
17. Approved By: contains the supervisor who approves the loan application.
18. Approved Date: select the date the loan application approval has been approved.
19. Calculate: press this button to perform a loan simulation. The system will perform calculations and display a table of loan schemes. Once appropriate, the user can *submit* to save the data.
20. Cancel: press this button to cancel and return to the main screen.
21. Draft: press this button to save the loan application as a *draft*. The system will return you to the main screen. This button will disappear when the loan status has been disbursed or funds have been paid.
22. Submit: press this button to save the loan application and it will automatically be saved with the *Approved status*. The system will return you to the main screen. This button will disappear when the loan status has been disbursed or payment of funds.

5.4 How to Delete Loan Types (Loan Type)

This menu could be done only for Draft Loan Application.

Select and check the data to be deleted. Then press the *Delete button* to delete the selected data, then select the *Confirm button* to continue deleting data or *Cancel* to cancel.

The screenshot shows a warning message at the top: "Warning: You cannot delete the request LON2018100002 because Payment Status not Unpaid". Below the warning is a table with columns: Request No, Loan Type, Employee, Tenor, Loan Amount, Total Paid, Remain(s), Monthly, Start Date, Finish Date, Status, and Transaction. Three rows are visible, with the first two rows selected (checked).

Request No	Loan Type	Employee	Tenor	Loan Amount	Total Paid	Remain(s)	Monthly	Start Date	Finish Date	Status	Transaction
<input checked="" type="checkbox"/> LON2018100001	Car Loan	Adam Steve Lalana	3	1,000,000	0	1,000,000	333,333	01-11-2018	01-02-2019	Approved	
<input checked="" type="checkbox"/> LON2018100002	Short-Term Loan (STL)	Emi@Tanu001	12	12,000,000	2,000,000	10,000,000	1,000,000	24-10-2018	24-10-2019	Approved	

Images 30 Delete Loan Types

Chapter VI: Medical Reimbursement

6.1 Medical Reimbursement HRSS

Medical Reimbursement is a page for registering or submitting employee's medical reimbursement. To open this page, users use the menu Medical -> Medical Reimbursement HRSS.

The screenshot shows the "Reimbursement Claim Request" page. It features a breadcrumb trail: "Reimbursement Type > Generate Reimbursement Balance > Add Reimbursement Claim Request > Reimbursement Claim Request". Below the breadcrumb is a table with columns: No, Request no, Request Date, Request Status, Employee No, Employee, Reimbursement Type, Period, Request Amount, Approval Balance, Payroll Period, Payroll Status, Remaining Balance, Approved Advance, and Advance Balance. Three entries are listed.

No	Request no	Request Date	Request Status	Employee No	Employee	Reimbursement Type	Period	Request Amount	Approval Balance	Payroll Period	Payroll Status	Remaining Balance	Approved Advance	Advance Balance
1	MED-20180524-00001	24-05-2018	Submitted	h66775	ha ha	Join Date Jan-Des task schedule	14-06-2018 To 14-06-2019	1,000,000.00	500,000.00			4,500,000.00	0,00	5,000,000.00
2	MED-20180524-00002	24-05-2018	Draft	h66775	ha ha	Join Date Jan-Des task schedule	14-06-2018 To 14-06-2019	1,000,000.00	500,000.00			4,500,000.00	0,00	5,000,000.00
3	MED-20180605-00001	05-06-2018	Submitted	SS980000	Anton Wijaya	Medical January-December	01-01-2018 To 01-01-2019	3,000,000.00	3,000,000.00			2,000,000.00	0,00	0,00

Gambar 15 Medical Claim Request

On this page there is a list of claims submitted by employees. How to use buttons such as Filter, Excel, Add, and Delete is the same as other menus. Claims that have Submitted / Approved status cannot be deleted.

6.2 Add/Edit Medical Claim Request

This form appears when clicking the Add button on the index page to add a claim request. Likewise when you want to edit the request. What can be done when Add is; Draft and Submit. What can be done during the Edit process, namely; Submit

and Delete. What can be done if the status is Submitted or Approved, namely 'Cancel' request. The form display can be seen below:

Request No: MED-YYYYMMDD-XXXXX

Employee*: RUSDIYANTO

Join Date: 3/1/2010

Job Level: Department Head

Organization: General Affairs

Position: DEPARTMENT HEAD GENERAL AFFAIRS

Medical Type: Rawal Jalan

Period Date: 01-03-2022 to 28-02-2023

Join Balance: Yes

Patient Relationship: RUSDIYANTO

Balance Information

Total Claim: IDR 0

No	Patient Name	Hospital	Diagnosis	Amount	Upload Receipt	Receipt date	Remarks	
1	RUSDIYAN			0	Choose file	dd-mm-yyyy		

Cancel Draft Submit

The following fields must be filled in when submitting a Medical Claim:

1. Employee Name will automatically appear
2. Select the medical type available in the options.
3. Select the period of the selected medical type.
4. Select Patient Relationships.
5. Add detailed claim data such as Patient name, Hospital, Diagnosis, Amount, Upload Receipt, Receipt Date and Remarks.
6. Select the Submit button to save, Draft button to save as a draft and cancel to close the form.

Chapter VII: Performance Evaluation & Competency Evaluation

7.1 Evaluation Form HRSS Grade I – IV

In this menu, the function is to fill out Forms by Users/Employees according to the assessment period (Initial, Mid and Final).

7.1.1 From User Requestor

To be able to access the Performance Evaluation form, you can go through the Performance Evaluation > Evaluation Form HRSS menu.

The system will display a page like the image below.

Employee Calculate Evaluation Form Employee Request

Evaluation Form

Filter Excel

No	Period	Employee	Job Level	Organization	Score			Status	Final Approval	Approval Date
					MBO	Competency	Increment Rating			
	Q 2023	Q 2813	Q	Q	Q	Q	Q			Q
1	FISCAL YEAR 2023-2024	DENY DWI PRASTYO (2813)	Team Member	Human Resources & Corporate Social Responsibility				Submitted		

To view the details of the form and fill out the form, click data in the 'Employee' column, the system will display the Performance Evaluation form as shown below.

EVALUATION FORM GRADE I-IV FISCAL YEAR: 2023/2024			
Name	: DENY DWI PRASTYO	Unit	: HR, C BR & QA
Grade	: II	Division	: Administration & Human Resources
Position	: TEAM MEMBER HUMAN RESOURCE & CORPORATE SOCIAL RESPONSIBILITY		

NOTE:
- Listing performance goals for the evaluation of progress and results;
- Goals shall be SMART (Specific, Measurable, Achievable, Relevant, and Timely);
- Maximum number of items for individual should not exceed 5.

A. Performance (MBO) Evaluation Grade I - IV

No	INITIAL TARGET SETTING PERFORMANCE GOAL	MID REVIEW			FINAL EVALUATION		MBO RATING	RESULT
		SELF REVIEW	1st EVALUATOR REVIEW	SELF EVALUATION	1st EVALUATOR EVALUATION	2nd EVALUATOR EVALUATION		
1	PERFORMANCE GOAL 1						-Select-	
2	PERFORMANCE GOAL 2						-Select-	

Rating Definition For Ose

Ratings	Definition	Point
P5	Outstanding Performance	≥ 150.00
P4	Exceeds Expectation	120.00 to < 150.00
P3	Meets Expectation	80.00 to < 120.00
P2	Mostly Meets Expectation	50.00 to < 80.00
P1	Below Expectation	30.00 to < 50.00
U	Unsatisfactory	0.00 to < 30.00

B. Competency Review Grade I - IV

No	COMPETENCY	DEFINITION	REQUIRED LEVEL		MID REVIEW			FINAL REVIEW			COMPETENCY RATING	RESULT
			LEVEL	DEFINITION	SELF REVIEW	1st EVALUATOR REVIEW	SELF REVIEW	1st EVALUATOR REVIEW	2nd EVALUATOR REVIEW			
1	Integrity	Adheres to the code of conduct, moral principles and PTB's corporate values with regards to behavior, actions, and morality to perform	2	Implement values and work's ethics to achieve the target								
2	Customer Oriented	Comprehend on customer's actual problem and showing concern in meeting the needs of internal & external customers, both direct and indirect, in order to achieve customer satisfaction, and the ability to build and maintain good relationship with the customers	2	Prioritize customer's satisfaction								
3	Teamwork	Display the best intentions in achieving company goal with cooperative spirit and positive attitude to others	2	Contribute actively to the team								
4	Strategic Thinking	Develop an in-depth analysis of the situation and conditions based on the information presented, to actively create a concept with new innovative and strategic ideas that aligns with the organization's values	2	Develop concepts based on analyzed information							-Select-	
5	Sense of Ownership	Display proactive initiatives, loyalty, and commitment to the organization as well as a sense of drive and passion to accomplish organization's goals and target	2	Understand the importance of having responsibility to always achieve the target for the sake of the company								
6	Innovation	Demonstrate a positive attitude and openness to new things or changes, have great ability in adapting to new changes or challenges (uplift), and able to propose an innovative idea for company improvement	2	Propose innovative ideas								

Rating Definition For Competency

Ratings	Definition	Point
C5	Far exceeds expected level	140
C4	Exceeds expected level most of the time	120
C3	Meets Expected level	100
C2	Occasionally meets expected level	80
C1	Do not meet expected level	60

C. RATING FOR SALARY INCREMENT

Ratings	Point
S	≥ 130.00
A	110.00 to < 130.00
B	90.00 to < 110.00
C	70.00 to < 90.00
D	50.00 to < 70.00

Final Points = (Target Achievement Total Point × 70%) + (Competency Level Total Point × 30%)


Final Point:

Increment Rating:

1. Initial				2. Mid				3. Final			
Employee	Evaluator 1	Acknowledge	Evaluator 2	Employee	Evaluator 1	Acknowledge	Evaluator 2	Employee	Evaluator 1	Acknowledge	Evaluator 2
Name: DENY DWI PRASTYO	Name: ISTININGSIH	Name: OKTAVIA RISNA DAMAWATI	Name: PRASETIO HARTONO	Name: DENY DWI PRASTYO	Name: ISTININGSIH	Name: OKTAVIA RISNA DAMAWATI	Name: PRASETIO HARTONO	Name: DENY DWI PRASTYO	Name: ISTININGSIH	Name: OKTAVIA RISNA DAMAWATI	Name: PRASETIO HARTONO
Date: 20/06/2023	Date: 20/06/2023	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:
Note: [Send Back] id	Note:	Note:	Note:	Note:	Note:	Note:	Note:	Note:	Note:	Note:	Note:

- The user filled in the Performance Goal / Self Review Performance & Competency / Self Evaluation Performance & Competency column - the white column. Columns can only be filled based on the specified period range Initial/Mid/Final. Columns that are gray, cannot be filled.
- To add a Target, Requestor can click on the "+" symbol in the table "A. Performance Evaluation (MBO) Grade I – IV",
- To delete the Target, the Requestor can click the "x" symbol in table "A. Performance Evaluation (MBO) Grade I – IV",
- Click "Draft" to save the data that has been filled in but not final and the data can still be revised.
- Click Submit to send the form to the evaluator.


7.1.2 From User Approver/Evaluator

To be able to access the forms sent by employees to their Approver or Evaluator, Evaluators can access the Employee Request menu or click the "Message" icon  in the upper right corner to the left of the Profile icon then select the "My Inbox" tab.

Then the system will display an image like the one below.

Employee Request



Request No	Request Date	Request Type	Employee No	Employee	Current Status	Approver
PE-513	14-06-2023	Performance Evaluation Request	2813	DENY DWI PRASTYO	Submitted	

Click the code number in the "Request No" to display the details of the form to be reviewed. After view clicked as follows.

EVALUATION FORM			
GRADE I-IV			
FISCAL YEAR: 2023/2024			
Name	: DENY DWI PRASTYO	Unit	: HR, CSR & QA
Grade	: II	Division	: Administration & Human Resources
Position	: TEAM MEMBER HUMAN RESOURCE & CORPORATE SOCIAL RESPONSIBILITY		

NOTE:
 - Using performance goals for the evaluation of progress and results.
 - Goals shall be SMART (Specific, Measurable, Achievable, Relevant, and Timely).
 - Maximum number of items for individual should not exceed 5.

A. Performance (MBO) Evaluation Grade I - IV

No	INITIAL TARGET SETTING		MID REVIEW			FINAL EVALUATION		MBO RATING	RESULT
	PERFORMANCE GOAL	SELF REVIEW	1st EVALUATOR REVIEW	SELF EVALUATION	1st EVALUATOR EVALUATION	2nd EVALUATOR EVALUATION			
1	PERFORMANCE GOAL 1								
2	PERFORMANCE GOAL 2								

Rating Definition For Goal

Ratings	Definition	Point
P5	Outstanding Performance	≥ 150.00
P4	Exceeds Expectation	120.00 to < 150.00
P3	Meets Expectation	80.00 to < 120.00
P2	Mostly Meets Expectation	50.00 to < 80.00
P1	Below Expectation	30.00 to < 50.00
U	Unsatisfactory	0.00 to < 30.00

B. Competency Review Grade I - IV

No	COMPETENCY	DEFINITION	REQUIRED LEVEL		MID REVIEW			FINAL REVIEW			COMPETENCY RATING	RESULT
			LEVEL	DEFINITION	SELF REVIEW	1st EVALUATOR REVIEW	SELF REVIEW	1st EVALUATOR REVIEW	2nd EVALUATOR REVIEW			
1	Integrity	Adhere to the code of conduct, moral principles and KTI's corporate values with regards to behavior, actions, and morality to perform	2	Implement values and work's ethics to achieve the target								
2	Customer Oriented	Comprehend on customer's actual problem and showing concern in meeting the needs of internal & external customers, both direct and indirect, in order to achieve customer satisfaction, and the ability to build and maintain good relationship with the customers	2	Prioritize customer's satisfaction								
3	Teamwork	Display the best intentions in achieving company goal, with cooperative spirit and positive attitude to others	2	Contribute actively to the team								
4	Strategic Thinking	Develop an in-depth analysis of the situation and conditions based on the information presented, to actively create a concept with new innovative and strategic ideas that align with the organization's values	2	Develop concepts based on analyzed information								
5	Sense of Ownership	Display proactive initiatives, loyalty, and commitment to the organization as well as a sense of one and possess to accomplish organization's goals and target	2	Understand the importance of having responsibility to always achieve the target for the sake of the company								
6	Innovation	Demonstrate a positive attitude and openness to new things or changes, have great ability in adapting to new changes or challenges (agility), and able to produce an innovative idea for company improvement	2	Propose innovative ideas								

Rating Definition For Competency

Ratings	Definition	Point
E5	Far exceeds expected level	140
E4	Exceeds expected level most of the time	120
E3	Meets Expected level	100
E2	Occasionally meets expected level	80
E1	Do not meet expected level	60

C. RATING FOR SALARY INCREMENT

<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Ratings</th> <th>Point</th> </tr> </thead> <tbody> <tr> <td>S</td> <td>≥ 150.00</td> </tr> <tr> <td>A</td> <td>110.00 to < 150.00</td> </tr> <tr> <td>B</td> <td>90.00 to < 110.00</td> </tr> <tr> <td>C</td> <td>70.00 to < 90.00</td> </tr> <tr> <td>D</td> <td>50.00 to < 70.00</td> </tr> </tbody> </table>	Ratings	Point	S	≥ 150.00	A	110.00 to < 150.00	B	90.00 to < 110.00	C	70.00 to < 90.00	D	50.00 to < 70.00	<p>Final Points = (Target Achievement Total Point x 70%) + (Competency Level Total Point x 30%)</p>	Final Point	Increment Rating
Ratings	Point														
S	≥ 150.00														
A	110.00 to < 150.00														
B	90.00 to < 110.00														
C	70.00 to < 90.00														
D	50.00 to < 70.00														

1. Initial				2. Mid				3. Final			
Employee	Evaluator 1	Acknowledge	Evaluator 2	Employee	Evaluator 1	Acknowledge	Evaluator 2	Employee	Evaluator 1	Acknowledge	Evaluator 2
Name: DENY DWI PRASTYO	Name: ISTININGSIH	Name: OKTAWA RISNA DAMAYANTI	Name: PRASETIO HARTONO	Name: DENY DWI PRASTYO	Name: ISTININGSIH	Name: OKTAWA RISNA DAMAYANTI	Name: PRASETIO HARTONO	Name: DENY DWI PRASTYO	Name: ISTININGSIH	Name: OKTAWA RISNA DAMAYANTI	Name: PRASETIO HARTONO
Date: 20-06-2023	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:
Note:	Note:	Note:	Note:	Note:	Note:	Note:	Note:	Note:	Note:	Note:	Note:

1. The user filled in the 1st Evaluator Review Performance & Competency / 1st Evaluator Evaluation Performance & Competency column - the white column. Columns can only be filled based on the specified period range Initial/Mid/Final. Columns that are gray, cannot be filled.
2. Click "Approve" to approve the form sent by the Requestor. Or
3. Click "Sendback" to return the Form to the Requestor. When you click Sendback, a pop-up like the following will appear whose purpose is to provide reasons or notes to the Requestor.

Note

Cancel OK

4. Click "Approve" to approve the form sent by the Requestor

7.1.3 From User Acknowledge


To be able to access forms sent by employees to acknowledgments, acknowledgments can access the Employee

Request menu or click the "Message" icon  in the upper right corner to the left of the Profile icon then select the "My Inbox" tab.

Then the system will display an image like the one below.



The screenshot shows a web interface for "Employee Request". At the top, there are navigation tabs: "Employee" and "Employee Request". Below this, the title "Employee Request" is displayed. The main content area has three tabs: "My Inbox", "My Request", and "HistoryApprovalList". The "My Inbox" tab is active. Below the tabs, there are action buttons: "Refresh", "Filter", "Excel", and "PDF". A table with the following data is shown:

Request No	Request Date	Request Type	Employee No	Employee	Current Status	Approver
PE-513	14-06-2023	Performance Evaluation Request	2813	DENY DWI PRASTYO	PartiallyApproved	

Click the code number in the "Request No" to display the details of the form to be reviewed. After view clicked as follows.

EVALUATION FORM			
GRADE I-IV			
FISCAL YEAR: 2023/2024			
Name	: DENY DWI PRASTYO	UNIT	: HR, C & R & GA
Grade	: II	Division	: Administration & Human Resources
Position	: TEAM MEMBER HUMAN RESOURCE & CORPORATE SOCIAL RESPONSIBILITY		

NOTE:
 - Listing performance goals for the evaluation of progress and results;
 - Goals shall be SMART (Specific, Measurable, Achievable, Relevant, and Timely);
 - Maximum number of items for individual should not exceed 5.

A. Performance (MBO) Evaluation Grade I - IV

No	INITIAL TARGET SETTING	MID REVIEW			FINAL EVALUATION		MBO RATIO	RESULT
	PERFORMANCE GOAL	SELF REVIEW	1st EVALUATOR REVIEW	SELF EVALUATION	1st EVALUATOR EVALUATION	2nd EVALUATOR EVALUATION		
1	PERFORMANCE GOAL 1						--Select--	
2	PERFORMANCE GOAL 2						--Select--	

Rating Definition For Goal

Rating	Definition	Point
P5	Outstanding Performance	≥ 150.00
P4	Exceeds Expectation	120.00 to < 150.00
P3	Meets Expectation	80.00 to < 120.00
P2	Mostly Meets Expectation	50.00 to < 80.00
P1	Below Expectation	30.00 to < 50.00
U	Unsatisfactory	0.00 to < 30.00

B. Competency Review Grade I - IV

No	COMPETENCY	DEFINITION	REQUIRED LEVEL	MID REVIEW			FINAL REVIEW			COMPETENCY RATIO	RESULT
				LEVEL	DEFINITION	SELF REVIEW	1st EVALUATOR REVIEW	SELF REVIEW	1st EVALUATOR REVIEW		
1	Integrity	Adheres to the code of conduct, moral principles and KTB's corporate values with regards to behavior, actions, and morality to perform	2	Implement values and work's ethics to achieve the target							
2	Customer Oriented	Comprehend on customer's actual problem and showing concern in meeting the needs of internal & external customers, both direct and indirect, in order to achieve customer satisfaction, and the ability to build and maintain good relationship with the customers	2	Prioritize customer's satisfaction							
3	Teamwork	Display the best intentions in achieving company goal, with cooperative spirit and positive attitude to others	2	Contribute actively to the team							
4	Strategic Thinking	Develop an in-depth analysis of the situation and conditions based on the information presented, to actively create a concept with new innovative and strategic ideas that align with the organization's values	2	Develop concepts based on analyzed information						--Select--	
5	Sense of Ownership	Display proactive initiatives, loyalty, and commitment to the organization as well as a sense of drive and passion to accomplish organization's goals and target	2	Understand the importance of having responsibility to analyze achieve the target for the sake of the company							
6	Innovation	Demonstrate a positive attitude and openness to new things or changes, have great ability in adapting to new changes or challenges (agility), and able to produce an innovative idea for company improvement	2	Propose innovative ideas							

Rating Definition For Competency

Rating	Definition	Point
C5	Far exceeds expected level	140
C4	Exceeds expected level most of the time	120
C3	Meets Expected level	100
C2	Occasionally meets expected level	80
C1	Do not meet expected level	60

C. RATING FOR SALARY INCREMENT

Rating	Point
S	≥ 130.00
A	110.00 to < 130.00
B	90.00 to < 110.00
C	70.00 to < 90.00
D	50.00 to < 70.00

Final Points = (Target Achievement Total Point x 70%) + (Competency Level Total Point x 30%)

Final Point

Increment Rating

1. Initial				2. Mid				3. Final			
Employee	Evaluator 1	Acknowledge	Evaluator 2	Employee	Evaluator 1	Acknowledge	Evaluator 2	Employee	Evaluator 1	Acknowledge	Evaluator 2
Name: DENY DWI PRASTYO	Name: ISTININGSIH DAMAYANTI	Name: OKTIAWARISNA DAMAYANTI	Name: PRASETO HARTONO	Name: DENY DWI PRASTYO	Name: ISTININGSIH	Name: OKTIAWARISNA DAMAYANTI	Name: PRASETO HARTONO	Name: DENY DWI PRASTYO	Name: ISTININGSIH	Name: OKTIAWARISNA DAMAYANTI	Name: PRASETO HARTONO
Date: 20-06-2023	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:
Note:	Note:	Note:	Note:	Note:	Note:	Note:	Note:	Note:	Note:	Note:	Note:

1. Click "Acknowledge" to approve the form that has been sent by the Requestor. When you click the "Acknowledge" button, a pop-up will appear as follows.

Note

Cancel
OK

2. Fill the Note, the content of the Note will appear in the signature column on the form.
3. After filling the Note and click "OK" then, the system will display the start page of "My Inbox".
4. In the Acknowledgement module, there is no "Send Back" function.

7.2 Evaluation Form HRSS Grade V – VI

In this menu, the function is to fill out Forms by Users/Employees according to the assessment period (Initial, Mid and Final).

7.2.1 From User Requestor

To be able to access the Performance Evaluation form, you can go through the Performance Evaluation > Evaluation Form HRSS menu.

The system will display a page like the image below.

Evaluation Form

Filter Excel

No	Period	Employee	Job Level	Organization	Score			Status	Final Approval	Approval Date
					MBO	Competency	Increment Rating			
	2024	dény								
1	PE 2024	DENY DWI PRASTYO (2813)	Team Member	Human Resources & Corporate Social Responsibility				Submitted		

To view the details of the form and fill out the form, click data in the 'Employee' column, the system will display the Performance Evaluation form as shown below.

EVALUATION FORM
GRADE V-VI
FISCAL YEAR: 2023/2024

Name : OKTAVIA RISNA DAMAYANTI	Unit : HR, CSR & GA	NOTE:
Grade : V	Division : Administration & Human Resources	- Listing performance goals for the evaluation of progress and results:
Position : GENERAL MANAGER HR, CSR & GA		- Goals shall be SMART (Specific, Measurable, Achievable, Relevant, and Timely);
		- Evaluator should rate each Key Result Area regarding the degrees of its achievement;
		- Maximum number of items for individual should not exceed 5.

A. Performance (MBO) Evaluation Grade V - VI

No	INITIAL TARGET SETTING			MID REVIEW	
	KEY RESULT AREA (KRA)	PERFORMANCE GOAL	WIGHT %	SELF REVIEW	1st EVALUATOR REVIEW
1	KEY RESULT AREA (KRA) 1	PERFORMANCE GOAL 1	70		
2	KEY RESULT AREA (KRA) 2	PERFORMANCE GOAL 2	30		
Note: Total weight percentage should be 100%			TOTAL	100	

MBO Ratings

Ratings	Description	Range
P5	Outstanding Performance	≥ 150.00
P4	Exceeds Expectation	120.00 to < 150.00
P3	Meets Expectation	80.00 to < 120.00
P2	Mostly Meets Expectation	50.00 to < 80.00
P1	Below Expectation	30.00 to < 50.00
U	Unsatisfactory	0.00 to < 30.00

B. Competency Review Grade V - VI

No	COMPETENCY	DEFINITION	REQUIRED LEVEL		MID REVIEW		
			LEVEL	DEFINITION	SELF REVIEW	1st EVALUATOR REVIEW	SELF RE
1	Integrity	Adhere to the code of conduct, moral principles and KTB's corporate values with regards to behavior, actions, and mentality to perform	5	Lead the direction of organization and formulate strategic policy that impact to organization development and society			
2	Customer Oriented	Comprehend on customer's actual problem and showing concern in meeting the needs of internal & external customers, both direct and indirect, in order to achieve customer satisfaction, and the ability to build and maintain good relationship with the customers	5	Introduce and provide guidance on strategic direction to the organization to highlight customers' needs			
3	Teamwork	Display the best intentions in achieving company goal, with cooperative spirit and positive attitude to others	5	Build dynamic working environment			
4	Strategic Thinking	Develop an in-depth analysis of the situation and conditions based on the information presented, to actively create a concept with new innovative and strategic ideas that aligns with the organization's values	5	Create strategy at division level			
5	Sense of Ownership	Display proactive initiatives, loyalty, and commitment to the organization as well as a sense of drive and passion to accomplish organization's goals and target	5	Consider the best interests for company from the perspective of the company's owner			
6	Innovation	Demonstrate a positive attitude and openness to new things or changes, have great ability in adapting to new changes or challenges (agility), and able to produce an innovative idea for company improvement	5	Cultivate innovation in organization			

Scoring Definition For Competency

Ratings	Definition	Point
C5	Far exceeds expected level	140
C4	Exceeds expected level most of the time	120
C3	Meets Expected level	100
C2	Occasionally meets expected level	80
C1	Do not meet expected level	60

C. RATING FOR SALARY INCREMENT

<table border="1"> <thead> <tr> <th>Ratings</th> <th>Point</th> </tr> </thead> <tbody> <tr> <td>S</td> <td>≥ 130.00</td> </tr> <tr> <td>A</td> <td>110.00 to < 130.00</td> </tr> <tr> <td>B</td> <td>90.00 to < 110.00</td> </tr> <tr> <td>C</td> <td>70.00 to < 90.00</td> </tr> <tr> <td>D</td> <td>50.00 to < 70.00</td> </tr> </tbody> </table>	Ratings	Point	S	≥ 130.00	A	110.00 to < 130.00	B	90.00 to < 110.00	C	70.00 to < 90.00	D	50.00 to < 70.00	<p style="text-align: center;">Final Point = (Target Achievement Total Point x 70%) + (Competency Level Total Point x 30%)</p>	Final Point	Increment Rating
Ratings	Point														
S	≥ 130.00														
A	110.00 to < 130.00														
B	90.00 to < 110.00														
C	70.00 to < 90.00														
D	50.00 to < 70.00														

1. Initial			2. Mid			3. Final
Employee	Evaluator 1	Evaluator 2	Employee	Evaluator 1	Evaluator 2	Emp
Name: OKTAVIA RISNA DAMAYANTI	Name: PRASETO HARTONO	Name: NOSUKAZU TANAKA	Name: OKTAVIA RISNA DAMAYANTI	Name: PRASETO HARTONO	Name: NOSUKAZU TANAKA	Name: OKTAVIA DAMAYANTI
Date: 14-08-2023	Date:	Date:	Date:	Date:	Date:	Date:
	Note:	Note:		Note:	Note:	


1. The user filled in the KRA/Performance Goal/Weight/Self Review Performance & Competency / Self Evaluation Performance & Competency column - the white column. Columns can only be filled based on the specified period range Initial/Mid/Final. Columns that are gray, cannot be filled.
2. To add a Target, Requestor can click on the "+" symbol in the "A. Performance Evaluation (MBO) Grade V – VI",
3. To delete the Target, the Requestor can click the "x" symbol in the table "A. Performance Evaluation (MBO) Grade V – VI",
4. Make sure the total Weight is 100, if it is not appropriate, then the Requestor cannot submit, and a pop-up will appear saying "Weight is not equals to 100!"



5. Click "Draft" to save the data that has been filled in but not final and the data can still be revised.
6. Click Submit to send the form to the evaluator.

7.2.2 From User Approver/Evaluator

To be able to access the forms sent by employees to their Approver or Evaluator, Evaluators can access the Employee Request

menu or click the "Message" icon  in the upper right corner to the left of the Profile icon then select the "My Inbox" tab.

Then the system will display an image like the one below.

Employee Request

Request No	Request Date	Request Type	Employee No	Employee	Current Status	Approver
PE-513	14-06-2023	Performance Evaluation Request	2813	DENY DWI PRASTYO	Submitted	

Click the code number in the "Request No" to display the details of the form to be reviewed. After view clicked as follows.

EVALUATION FORM
GRADE V-VI
FISCAL YEAR: 2023/2024

Name : OKTAVIA RISNA DAMAYANTI	Unit : HR, CSR & GA	NOTE: - Listing performance goals for the evaluation of progress and results; - Goals shall be SMART (Specific, Measurable, Achievable, Relevant, and Timely); - Evaluator should rate each Key Result Area regarding the degrees of its achievement; - Maximum number of items for individual should not exceed 5.
Grade : V	Division : Administration & Human Resources	
Position : GENERAL MANAGER HR, CSR & GA		

A. Performance (MBO) Evaluation Grade V - VI

No	INITIAL TARGET SETTING			MID REVIEW	
	KEY RESULT AREA (KRA)	PERFORMANCE GOAL	WIGHT %	SELF REVIEW	1st EVALUATOR REVIEW
1	KEY RESULT AREA (KRA) 1	PERFORMANCE GOAL 1	70		
2	KEY RESULT AREA (KRA) 2	PERFORMANCE GOAL 2	30		
Note: Total weight percentage should be 100%			TOTAL	100	

MBORatings

Ratings	Description	Range
P5	Outstanding Performance	≥ 150.00
P4	Exceeds Expectation	120.00 to < 150.00
P3	Meets Expectation	80.00 to < 120.00
P2	Mostly Meets Expectation	50.00 to < 80.00
P1	Below Expectation	30.00 to < 50.00
U	Unsatisfactory	0.00 to < 30.00

B. Competency Review Grade V - VI

No	COMPETENCY	DEFINITION	REQUIRED LEVEL		MID REVIEW		
			LEVEL	DEFINITION	SELF REVIEW	1st EVALUATOR REVIEW	SELF RE
1	Integrity	Adhere to the code of conduct, moral principles and KTB's corporate values with regards to behavior, actions, and mentality to perform	5	Lead the direction of organization and formulate strategic policy that impact to organization development and society			
2	Customer Oriented	Comprehend on customer's actual problem and showing concern in meeting the needs of internal & external customers, both direct and indirect, in order to achieve customer satisfaction, and the ability to build and maintain good relationship with the customers	5	Introduce and provide guidance on strategic direction to the organization to highlight customer needs			
3	Teamwork	Display the best intentions in achieving company goal, with cooperative spirit and positive attitude to others	5	Build dynamic working environment			
4	Strategic Thinking	Develop an in-depth analysis of the situation and conditions based on the information presented, to actively create a concept with new innovative and strategic ideas that aligns with the organization's values	5	Create strategy at division level			
5	Sense of Ownership	Display proactive initiatives, loyalty, and commitment to the organization as well as a sense of drive and passion to accomplish organization's goals and target	5	Consider the best interest for company from the perspective of the company's owner			
6	Innovation	Demonstrate a positive attitude and openness to new things or changes, have great ability in adapting to new changes or challenges (agility), and able to produce an innovative idea for company improvement	5	Cultivate innovation in organization			

ScoringDefinitionForCompetency

Ratings	Definition	Point
C5	Fair exceeds expected level	140
C4	Exceeds expected level most of the time	120
C3	Meets Expected level	100
C2	Occasionally meets expected level	80
C1	Do not meet expected level	60

C. RATING FOR SALARY INCREMENT

<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Ratings</th> <th>Point</th> </tr> </thead> <tbody> <tr> <td>S</td> <td>≥ 130.00</td> </tr> <tr> <td>A</td> <td>110.00 to < 130.00</td> </tr> <tr> <td>B</td> <td>90.00 to < 110.00</td> </tr> <tr> <td>C</td> <td>70.00 to < 90.00</td> </tr> <tr> <td>D</td> <td>50.00 to < 70.00</td> </tr> </tbody> </table>	Ratings	Point	S	≥ 130.00	A	110.00 to < 130.00	B	90.00 to < 110.00	C	70.00 to < 90.00	D	50.00 to < 70.00	<p>Final Points = (Target Achievement Total Point x 70%) + (Competency Level Total Point x 30%)</p>	Final Point	Increment Rating
Ratings	Point														
S	≥ 130.00														
A	110.00 to < 130.00														
B	90.00 to < 110.00														
C	70.00 to < 90.00														
D	50.00 to < 70.00														

1. Initial			2. Mid			3. Final
Employee	Evaluator 1	Evaluator 2	Employee	Evaluator 1	Evaluator 2	Empl
Name: OKTAVIA RISNA DAMAYANTI	Name: PRASETIO HARTONO	Name: NOBUKAZU TANAKA	Name: OKTAVIA RISNA DAMAYANTI	Name: PRASETIO HARTONO	Name: NOBUKAZU TANAKA	Name: OKTAVIA DAMAYANTI
Date: 14-06-2023	Date:	Date:	Date:	Date:	Date:	Date:
	Note:	Note:		Note:	Note:	


1. The user fills in the 1st Evaluator Review Performance & Competency / 1st Evaluator Evaluation Performance & Competency column - the white column. Columns can only be filled based on the specified period range Initial/Mid/Final. Columns that are gray, cannot be filled.
2. Click "Sendback" to return the Form to the Requestor. When you click "Sendback", a pop-up will appear as follows whose purpose is to provide reasons or notes for the Requestor.

The image shows a small dialog box titled "Note" with a close button (X) in the top right corner. It contains a large text input field for entering notes. At the bottom right, there are two buttons: "Cancel" and "OK".

3. Click Approve to approve the form sent by the Requestor.


7.2.3 From User Acknowledge

To be able to access the forms sent by employees to their Approver or Evaluator, Evaluators can access the Employee Request

menu or click the "Message" icon  in the upper right corner to the left of the Profile icon then select the "My Inbox" tab.

Then the system will display an image like the one below.

Employee Request

Request No	Request Date	Request Type	Employee No	Employee	Current Status	Approver
PE-513	14-06-2023	Performance Evaluation Request	2813	DENY DWI PRASTYO	Submitted	

Click the code number in the "Request No" to display the details of the form to be reviewed. After view clicked as follows.

EVALUATION FORM		
GRADE V-VI		
FISCAL YEAR: 2023/2024		
Name : OKTAVIA RISNA DAMAYANTI	Unit : HR, CSR & GA	NOTE: - Listing performance goals for the evaluation of progress and results: - Goals shall be SMART (Specific, Measurable, Achievable, Relevant, and Timely). - Evaluator should rate each Key Result Area regarding the degrees of its achievement. - Maximum number of items for individual should not exceed 5.
Grade : V	Division : Administration & Human Resources	
Position : GENERAL MANAGER HR, CSR & GA		

A. Performance (MBO) Evaluation Grade V - VI

No	INITIAL TARGET SETTING			MID REVIEW	
	KEY RESULT AREA (KRA)	PERFORMANCE GOAL	WIGHT %	SELF REVIEW	1st EVALUATOR REVIEW
1	KEY RESULT AREA (KRA) 1	PERFORMANCE GOAL 1	70		
2	KEY RESULT AREA (KRA) 2	PERFORMANCE GOAL 2	30		
Note: Total weight percentage should be 100%			TOTAL		
			100		

MBORatings

Ratings	Description	Range
P5	Outstanding Performance	≥ 150.00
P4	Exceeds Expectation	120.00 to < 150.00
P3	Meets Expectation	80.00 to < 120.00
P2	Mostly Meets Expectation	50.00 to < 80.00
P1	Below Expectation	30.00 to < 50.00
U	Unsatisfactory	0.00 to < 30.00

B. Competency Review Grade V - VI

No	COMPETENCY	DEFINITION	REQUIRED LEVEL		MID REVIEW		
			LEVEL	DEFINITION	SELF REVIEW	1st EVALUATOR REVIEW	SELF RE
1	Integrity	Adhere to the code of conduct, moral principles and KTB's corporate values with regards to behavior, actions, and mentality to perform	5	Lead the direction of organization and formulate strategic policy that impact to organization development and society			
2	Customer Oriented	Comprehend on customer's actual problem and showing concern in meeting the needs of internal & external customers, both direct and indirect, in order to achieve customer satisfaction; and the ability to build and maintain good relationship with the customers	5	Introduce and provide guidance on strategic direction to the organization to highlight customers' needs			
3	Teamwork	Display the best intentions in achieving company goal, with cooperative spirit and positive attitude to others	5	Build dynamic working environment			
4	Strategic Thinking	Develop an in-depth analysis of the situation and conditions based on the information presented, to actively create a concept with new innovative and strategic ideas that aligns with the organization's values	5	Create strategy at division level			
5	Sense of Ownership	Display proactive intentions, loyalty, and commitment to the organization as well as a sense of drive and passion to accomplish organization's goals and target	5	Consider the best interest for company from the perspective of the company's owner			
6	Innovation	Demonstrate a positive attitude and openness to new things or changes; have great ability in adapting to new changes or challenges (agility), and able to produce an innovative idea for company improvement	5	Cultivate innovation in organization			

ScoringDefinitionForCompetency

Ratings	Definition	Point
C5	Far exceeds expected level	140
C4	Exceeds expected level most of the time	120
C3	Meets Expected level	100
C2	Occasionally meets expected level	80
C1	Do not meet expected level	60

C. RATING FOR SALARY INCREMENT

Ratings	Point	Final Point	Increment Rating
S	≥ 130.00	Final Points = (Target Achievement Total Point x 70%) + (Competency Level Total Point x 30%)	<div style="border: 1px solid black; width: 50px; height: 50px; margin: 0 auto;"></div>
A	110.00 to < 130.00		
B	90.00 to < 110.00		
C	70.00 to < 90.00		
D	50.00 to < 70.00		

1. Initial			2. Mid			3. Final
Employee	Evaluator 1	Evaluator 2	Employee	Evaluator 1	Evaluator 2	Emp
Name: OKTAVIA RISNA DAMAYANTI	Name: PRASETIO HARTONO	Name: NOBUKAZU TANAKA	Name: OKTAVIA RISNA DAMAYANTI	Name: PRASETIO HARTONO	Name: NOBUKAZU TANAKA	Name: OKTAVIA DAMAYANTI
Date: 14-06-2023	Date:	Date:	Date:	Date:	Date:	Date:
	Note:	Note:		Note:	Note:	

1. Click "Acknowledge" to agree to the form sent by the Requestor. When you click the "Acknowledge" button, a pop-up will appear as follows.

A screenshot of a 'Note' dialog box. It features a title bar with the word 'Note' and a close button (X). Below the title bar is a large text input field. At the bottom of the dialog, there are two buttons: 'Cancel' and 'OK'.

2. Fill the Note, the content of the Note will appear in the signature column on the form.
3. After filling the Note and click "OK" then, the system will display the start page of "My Inbox"
4. In the Acknowledgement module, there is no send back function.

Chapter VIII: Phone Billing

8.1 Phone Billing HRSS

The HRSS Phone Billing menu is used by employees to report bills for personal telephone use and usage for office needs. In this menu, it is expected that employees can report employee personal use on the SIM card that has been given from the company according to the current period.

To open Phone Billing menu:

1. Choose Payroll Calculation , and then click Phone Billing HRSS
2. Choose Phone Billing Periode which will be submitted
3. Phone Billing Status, lock when you have submitted , unlocked period that is still permitted to submit personal use Phone Billing
4. Transfer Status to Employee, blank if it has not been processed during the payroll period. Transferred if it has been deducted to the employee

At this stage, Employee can select phone billing usage data that is used for personal use or Business use.

Detail Phone Billing

Employee : (1563)
 Period : (20221PAY) - Payroll 202211

Total Billing	: Rp. 58.153
Business Cost	: Rp. 58.153
Personal Cost	: Rp. 0

Excel Status: Unlocked

Employee	Destination Number	Origin Location	Destination Location	Start Time	End Time	Talk Time	Billing	Submitted	Personal Use
(1563) - ANDI AWALUDIN		Jawa Tengah M		17Oct2022 19:58:23	17Oct2022 19:58:45	00:00:22	440		<input type="checkbox"/>
(1563) - ANDI AWALUDIN		Jabotabek T		19Oct2022 10:25:11	19Oct2022 10:32:41	00:07:30	4.983		<input type="checkbox"/>
(1563) - ANDI AWALUDIN		Jabotabek T		21Oct2022 08:55:23	21Oct2022 08:56:16	00:00:53	650		<input type="checkbox"/>
(1563) - ANDI AWALUDIN		Jabotabek T		21Oct2022 09:06:08	21Oct2022 09:07:02	00:00:54	650		<input type="checkbox"/>
(1563) - ANDI AWALUDIN		Jabotabek T		21Oct2022 13:45:10	21Oct2022 13:48:13	00:03:03	2.167		<input type="checkbox"/>
(1563) - ANDI AWALUDIN		Jabotabek T		21Oct2022 14:15:50	21Oct2022 14:20:59	00:05:09	3.467		<input type="checkbox"/>
(1563) - ANDI AWALUDIN		Jabotabek P		23Oct2022 17:27:54	23Oct2022 17:34:04	00:06:10	7.400		<input type="checkbox"/>
(1563) - ANDI AWALUDIN		Jabotabek T		25Oct2022 13:27:16	25Oct2022 13:28:00	00:00:44	650		<input type="checkbox"/>
(1563) - ANDI AWALUDIN		Jabotabek T		25Oct2022 15:59:19	25Oct2022 16:00:42	00:01:23	1.083		<input type="checkbox"/>
(1563) - ANDI AWALUDIN		Jabotabek T		26Oct2022 08:20:29	26Oct2022 08:22:54	00:02:25	1.733		<input type="checkbox"/>

10 20 25 50 Page 1 of 4 (33 items) 1 2 3 4

Cancel Submit

1. Make sure the employee's name/NIK in the employee column matches the employee's
2. Tick data which is personal usage data on the existing phone billing data
3. Click **Submit** to save the selected phone usage data for personal use
4. **Unlocked/Locked** status states whether the data has been entered for a certain payroll period

Chapter IX: Business Trip

9.1 Suspend Request

Suspend Request is a page for making business travel requests.

On this page the user can make a Suspend Request which will be executed. To make a Suspend Request, the user uses the menu Suspend -> Suspend Request.

Business Trip Request

Business Trip Request

Filter 1 Excel 2 PDF 3 Add 4

No	Request no	Employee	Position	Organization	Approval Status	Date	Status	Settlement	PDF
1	TRV-201812-000003	Ridwan Satriya	Java System Analyst Staff	Java Development	Approved	16-12-2018 - 21-12-2018	Closed		

Showing 1 to 1 of 1 entries

Previous 1 Next

From the menu above, we can do:

1. Click the filter button to open the desired filter criteria.
2. Click the excel button to download the listing in an excel file.
3. Click the pdf button to download the listing in pdf file format.
4. Click the add button to open the Add Suspend Request page.
5. Click request no to change data or view request details.
6. Click the icon to download the request details as a pdf file.

Suspend Requests that appear in the listing are only Suspend Requests made by Or Suspend requests for employees who are logged in and the 3rd Business Trip Suspend Request cannot be carried out, with the condition that the 2 previous suspend requests have not been completed.

9.1.1 How to Add New Suspend Request Domestic (Single Destination)

After pressing the Add button, a page will appear as shown below.

Add Business Trip Request

Request No: F-BT:XXXXXX-22

Employee *: 2131 - DENY MASDA PRANATA MANURAT

Position: TEAM MEMBER PART S BUSINESS DEVELOPMENT

Grade: TEAM MEMBER

Role: Parts Business Development

Cost Center: KTB PULO MAS

Business Area:

Travel Date: 27-12-2022 28-12-2022

Destination Type: Single Destination Multiple Destination

Destination Area *: Domestic (Dalam Negeri)

Origin *: JAKARTA

Destination *: ALEU PUTIH

Purpose *: meeting

Generate

Complete the information below (lines marked with (*) are required information):

1. Request No : will be generated automatically.
2. Employee: select an employee who will go on a business trip. If you log in from an HRSS account, this column will be filled in automatically according to the name of the account owner.
3. Position : Position information of the selected employee. This column will be automatically filled in by the SPISy system.
4. Grade : Grade information of the selected employee. This column will be automatically filled in by the SPISy system.
5. Role : Role information of the selected employee. This column will be automatically filled in by the SPISy system.
6. Cost Center : Cost Center information of the selected employee. This column will be automatically filled in by the SPISy system.
7. Business Area : Business Area information of the selected employee. This column will be automatically filled in by the SPISy system.
8. Travel Date: input the start and end date of the business trip.
9. Destination type : Choice of destination type (single, multiple).
 - Single : there is only one purpose on a business trip. (Jakarta – Destination Area – Jakarta)

- Multiple: there is more than one destination on a business trip.
10. Destination Area : Select the destination area to go to.
 - **Domestic: for domestic suspension options**
 - Abroad: for Overseas suspend options.
 11. Origin : Select the initial Departure Area
 12. Destination: Select a Destination from official travel based on the Area selected above.
 13. Purpose: Write down the purpose of the business trip.

After all the information above is completed, click the generate button to generate an allowance for the business trip. After generated, the display will appear as below.

Allowances and Others Tue, 10 Jan 2023 to Thu, 12 Jan 2023 (3 Day(s))

No	Item	Item Type	Currency	Amount	Sub Total	Sub Total (IDR)	Remarks
1	Others (IDR)	Other	IDR	0,00	0,00	0,00	
2	Allowance (IDR)	Daily	IDR	310.000,00	900.000,00	800.000,00	

Hotel Allowances Wed, 11 Jan 2023 to Thu, 12 Jan 2023 (2 Night(s))

No	Date	Item	Currency	Amount	Amount (IDR)	Remark
1	11-01-2023	-- Select --		0,00	0,00	
2	12-01-2023	-- Select --		0,00	0,00	

Allowances and Others Summary

IDR Total Allowance	800.000,00
Hotel Summary	
IDR Total Allowance	0,00
Summary of Suspend	
IDR Total Allowance	800.000,00

Daily Itinerary (Please fill out this form at the end)

	Date	From	To	Hotel/Location	Transportation	Plan Activity
	10-01-2023				--Select Item--	
X	11-01-2023				--Select Item--	
X	12-01-2023				--Select Item--	

Items that become allowances for official travel will appear, along with their sub-totals. For items whose type is daily, the sub total will adjust to the number of business travel days.

All allowances will be added up and grouped by currency. If there is a currency other than IDR, information on the currency rate to IDR will appear according to the settings.

And for the hotel allowance, it can be filled according to the suspend request that will be submitted. After it is appropriate, and then save.

The Daily itinerary column is a column that contains the planned activities to be carried out. The date column will be automatically filled according to the suspend schedule. The column from is the origin of official travel. Column To is the destination for business trips. The hotel column is a place to stay. The transport column is the type of vehicle selected. The Plan Activity column is an activity plan

14. Cancel : press this button to cancel and return to the main screen.
15. Draft : press the draft button to save the Suspend Request.
16. Submit : press this button to send Suspend Request to Approver

9.1.2 How to Add New Suspend Request Domestic (Multiple Destination)

After pressing the Add button, a page will appear as shown below.

Add Suspend Request

Request No: F-BT-XXXXXX-23

Employee *: 2131 - DENY MASDA PRANATA MANURAT

Position: TEAM MEMBER PART S BUSINESS DEVELOPMENT

Grade: TEAM MEMBER

Role: Parts Business Development

Cost Center: CC101SF101

Business Area: ZD15

Travel Date: 28-06-2023 to 02-07-2023

Destination Type: Single Destination Multiple Destination

Add +

No	Area	Origin	Destination	Date
No Data				

Allowances and Others: No Data

Hotel Summary: No Data

Summary of Suspend: No Data

Complete the information below (lines marked with (*) are required information):

- Request No : will be generated automatically.
- Employee: select an employee who will go on a business trip. If you log in from an HRSS account, this column will be filled in automatically according to the name of the account owner.
- Position : Position information of the selected employee. This column will be automatically filled in by the SPISy system.
- Grade : Grade information of the selected employee. This column will be automatically filled in by the SPISy system.
- Role : Role information of the selected employee. This column will be automatically filled in by the SPISy system.
- Cost Center : Cost Center information of the selected employee. This column will be automatically filled in by the SPISy system.
- Business Area : Business Area information of the selected employee. This column will be automatically filled in by the SPISy system.
- Travel Date: input the start and end date of the business trip.
- Destination type : Choice of destination type (single, multiple).
 - Single : there is only one purpose on a business trip.
 - Multiple: there is more than one destination on a business trip.
(Jakarta – Area Destination 1 – Area Destination 2 - - Jakarta)
- Select add to make several destinations in 1 business trip

Add Destination

Destination Area *: Domestic (Dalam Negeri)

Origin *: JAKARTA

Destination *: AMBARAWA

Purpose *: training

Travel Date *: 28-06-2023 to 30-06-2023

Generate

Add +

No	Area	Origin	Destination	Date
No Data				

Allowances and Others: No Data

Hotel Summary: No Data

Summary of Suspend: No Data

- Destination Area : Select the destination area to go to.

- Domestic: for domestic suspension options

- Abroad: for Overseas suspend options.

12. Origin : Select the initial Departure Area
13. Destination: Select a Destination from official travel based on the Area selected above.
14. Purpose: Write down the purpose of the business trip.

After all the information above is completed, click the generate button to generate an allowance for the business trip. After generated, the display will appear as below.

Add Destination
✕

Declination Area *

Origin *

Destination *

Purpose *

Travel Date *

Allowances and Others
1
Mon, 26 Jun 2023 to Wed, 28 Jun 2023 (3 Day(s))

No	Item	Item Type	Currency	Amount	Sub Total	Sub Total (IDR)	Remarks
1	Others (IDR)	Other	IDR	0,00	0,00	0,00	
2	Allowance (IDR)	Daily	IDR	310.000,00	930.000,00	880.000,00	

Hotel Allowances
2
Tue, 27 Jun 2023 to Wed, 28 Jun 2023 (2 Night(s))

No	Date	Item	Currency	Amount	Amount IDR	Remark
1	27-06-2023	-- Select --		0,00	0,00	
2	28-06-2023	-- Select --		0,00	0,00	

Allowances and Others Summary	
IDR Total Allowance	880.000,00

Hotel Summary	
Total (IDR)	0,00

Summary of Suspend	
IDR Total Allowance	880.000,00

Items that become allowances for official travel will appear, along with their sub-totals. For items whose type is daily, the sub total will adjust to the number of business travel days.

All allowances will be added up and grouped by currency. If there is a currency other than IDR, information on the currency rate to IDR will appear according to the settings.

And for the hotel allowance, it can be filled according to the suspend request that will be submitted. After it is appropriate, and then save.

Then add it again for the next destination (for example picture below the next destination is Ambon from Ambarawa) in the same way when creating the first destination.

Add Suspend Request

Request No: F-BT-XXXXXX-23

Employee *: 2131 - DENY MASDA PRANATA MANURAT

Position: TEAM MEMBER PART S BUSINESS DEVELOPMENT

Grade: TEAM MEMBER

Role: Parts Business Development

Cost Center: CC101SF101

Business Area: ZD15

Travel Date: 28-06-2023 to 30-06-2023

Destination Type: Single Destination Multiple Destination

Add +

No	Area	Origin	Destination	Date	
1	Domestic (Dalam Negeri)	JAKARTA	AMBARAWA	Mon, 26 Jun 2023 to Mon, 26 Jun 2023 (1 Day(s))	x
2	Domestic (Dalam Negeri)	AMBARAWA	AMBON	Mon, 26 Jun 2023 to Fri, 30 Jun 2023 (5 Day(s))	x

Allowances and Others	
IDR Total Allowance	1.500.000,00

Hotel Summary	
IDR Total Allowance	2.400.000,00

Summary of Suspend	
IDR Total Allowance	3.900.000,00

The **Daily itenary column** is a column that contains the planned activities to be carried out. The date column will be automatically filled according to the suspend schedule. The column from is the origin of official travel. Column To is the destination for business trips. The hotel column is a place to stay. The transport column is the type of vehicle selected. The Plan Activity column is an activity plan

15. Cancel : press this button to cancel and return to the main screen.
16. Draft : press the draft button to save the Suspend Request.
17. Submit : press this button to send Suspend Request to Approver

9.1.3 How to Add New Suspend Request Abroad (Single Destination)

After pressing the Add button, a page will appear as shown below

Add Suspend Request

Request No: F-BT-XXXXXX-23

Employee *: 2131 - DENY MASDA PRANATA MANURAT

Position: TEAM MEMBER PARTS BUSINESS DEVELOPMENT

Grade: TEAM MEMBER

Role: Parts Business Development

Cost Center: CC101SF101

Business Area: ZD15

Travel Date: 28-06-2023 to 01-07-2023

Destination Type: Single Destination Multiple Destination

Destination Area *: Abroad (Luar Negeri)

Origin *: Jakarta (Indonesia)

Destination *: Japan Event

Purpose *: training

Generate

Back

Complete the information below (lines marked with (*) are required information):

1. Request No : will be generated automatically.
2. Employee: select an employee who will go on a business trip. If you log in from an HRSS account, this column will be filled in automatically according to the name of the account owner.
3. Position : Position information of the selected employee. This column will be automatically filled in by the SPISy system.
4. Grade : Grade information of the selected employee. This column will be automatically filled in by the SPISy system.
5. Role : Role information of the selected employee. This column will be automatically filled in by the SPISy system.
6. Cost Center : Cost Center information of the selected employee. This column will be automatically filled in by the SPISy system.

7. Business Area : Business Area information of the selected employee. This column will be automatically filled in by the SPISy system.
8. Travel Date: input the start and end date of the business trip.
9. Destination type : Choice of destination type (single, multiple).
 - **Single : there is only one purpose on a business trip.**
(Jakarta – Destination Area – Jakarta)
 - Multiple: there is more than one destination on a business trip.
10. Destination Area : Select the destination area to go to.
 - Domestic: for domestic suspension options
 - **Abroad: for Overseas suspend options.**
11. Origin : Select the initial Departure Area
12. Destination: Select a Destination from official travel based on the Area selected above.
13. Purpose: Write down the purpose of the business trip.

After all the information above is completed, click the generate button to generate an allowance for the business trip. After generated, the display will appear as below.

RateAs

JPY-IDR *

USD-IDR *

*Please refer to currency on KTB channel

Allowance and Others ● Tue, 10 Jan 2023 to Thu, 12 Jan 2023 (2 Day(s))

No	Item	Item Type	Currency	Amount	Sub Total	Sub Total (IDR)	Remarks
1	Others (IDR)	Other	IDR	0.00	<input type="text" value="0.00"/>	0.00	<input type="text"/>
2	Allowance (IDR)	Daily	IDR	900.000.00	900.000.00	900.000.00	<input type="text"/>

Hotel Allowances ● Wed, 11 Jan 2023 to Thu, 12 Jan 2023 (2 Night(s))

No	Date	Item	Currency	Amount	Amount IDR	Remark
1	11-01-2023	-- Select --		<input type="text" value="0.00"/>	0.00	<input type="text"/>
2	12-01-2023	-- Select --		<input type="text" value="0.00"/>	0.00	<input type="text"/>

Allowance and Others Summary	
IDR Total Allowance	900.000.00
Hotel Summary	
IDR Total Allowance	0.00
Summary of Suspend	
IDR Total Allowance	900.000.00

Daily Itenary (Please fill out this form at the end)

+	Date	From	To	Hotel/Location	Transportation	Plan Activity
	10-01-2023	<input type="text"/>	<input type="text"/>	<input type="text"/>	--Select Item--	<input type="text"/>
X	11-01-2023	<input type="text"/>	<input type="text"/>	<input type="text"/>	--Select Item--	<input type="text"/>
X	12-01-2023	<input type="text"/>	<input type="text"/>	<input type="text"/>	--Select Item--	<input type="text"/>

Items that become allowances for official travel will appear, along with their sub-totals. For items whose type is daily, the sub total will adjust to the number of business travel days.

All allowances will be added up and grouped by currency. If there is a currency other than IDR, information on the currency rate to IDR will appear according to the settings.

And for the hotel allowance, it can be filled according to the suspend request that will be submitted. After it is appropriate, and then save.

The Daily itenary column is a column that contains the planned activities to be carried out. The date column will be automatically filled according to the suspend schedule. The column from is the origin of official travel. Column To is the destination for business trips. The hotel column is a place to stay. The transport column is the type of vehicle selected. The Plan Activity column is an activity plan

14. Cancel : press this button to cancel and return to the main screen.

15. Draft : press the draft button to save the Suspend Request.

16. Submit : press this button to send Suspend Request to Approver

9.1.4 How to Add New Suspend Request Abroad (Multiple Destination)

After pressing the Add button, a page will appear as shown below

Add Suspend Request

Request No: F-BT-XXXXXX-23

Employee *: 2131 - DENY MASDA PRANATA MANURAT

Position: TEAM MEMBER PART S BUSINESS DEVELOPMENT

Grade: TEAM MEMBER

Role: Parts Business Development

Cost Center: CC101SF101

Business Area: ZD15

Travel Date: 28-06-2023 to 02-07-2023

Destination Type: Single Destination Multiple Destination

Add +

No	Area	Origin	Destination	Date
No Data				

Allowances and Others: No Data

Hotel Summary: No Data

Summary of Suspend: No Data

Daily Itinerary (Please fill out this form at the end)

Complete the information below (lines marked with (*) are required information):

1. Request No : will be generated automatically.
2. Employee: select an employee who will go on a business trip. If you log in from an HRSS account, this column will be filled in automatically according to the name of the account owner.
3. Position : Position information of the selected employee. This column will be automatically filled in by the SPISy system.
4. Grade : Grade information of the selected employee. This column will be automatically filled in by the SPISy system.
5. Role : Role information of the selected employee. This column will be automatically filled in by the SPISy system.
6. Cost Center : Cost Center information of the selected employee. This column will be automatically filled in by the SPISy system.
7. Business Area : Business Area information of the selected employee. This column will be automatically filled in by the SPISy system.
8. Travel Date: input the start and end date of the business trip.
9. Destination type : Choice of destination type (single, multiple).
 - Single : there is only one purpose on a business trip.
 - **Multiple: there is more than one destination on a business trip.**
(Jakarta – Area Destination 1 – Area Destination 2 - – Jakarta)
10. Select add to make several destinations in 1 business trip

Add Destination

Destination Area *: Abroad (Luar Negeri)

Origin *: Jakarta (Indonesia)

Destination *: Japan (Tokyo)

Purpose *: Training

Travel Date *: 28-06-2023 to 31-05-2023

Generate

11. Destination Area : Select the destination area to go to.
 - Domestic: for domestic suspension options
 - **Abroad: for Overseas suspend options.**
12. Origin : Select the initial Departure Area
13. Destination: Select a Destination from official travel based on the Area selected above.
14. Purpose: Write down the purpose of the business trip.

After all the information above is completed, click the generate button to generate an allowance for the business trip. After generated, the display will appear as below.

Add Destination
✕

Destination Area *

Origin *

Destination *

Purpose *

Travel Date *

RateAs

JPY-IDR *

USD-IDR *

*Please refer to currency on KTB channel

Allowances and Others ● Mon, 29 May 2023 to Wed, 31 May 2023 (3 Day(s))

No	Item	Item Type	Currency	Amount	Sub Total	Sub Total (IDR)	Remarks
1	Others (YEN)	Other	JPY	0,00	40.000	6.000.000,00	Uang Saku
2	Allowance (YEN)	Daily	JPY	4.800,00	14.400,00	2.160.000,00	test
3	Preparation Allowance (USD)	Package	USD	200,00	200,00	3.000.000,00	test
4	WINTER (USD)	Package	USD	0,00	0,00	0,00	

Hotel Allowances ● Tue, 30 May 2023 to Wed, 31 May 2023 (2 Night(s))

No	Date	Item	Currency	Amount	Amount IDR	Remark
1	30-05-2023	-- Select --		0,00	0,00	
2	31-05-2023	-- Select --		0,00	0,00	

Allowances and Others Summary	
Total (IDR)	11.160.000,00

Hotel Summary	
Total (IDR)	0,00

Summary of Suspend	
Total (IDR)	11.160.000,00

Items that become allowances for official travel will appear, along with their sub-totals. For items whose type is daily, the sub total will adjust to the number of business travel days.

All allowances will be added up and grouped by currency. If there is a currency other than IDR, information on the currency rate to IDR will appear according to the settings.

And for the hotel allowance, it can be filled according to the suspend request that will be submitted. After it is appropriate, and then save.

Then add it again for the next destination in the same way when creating the first destination. (For example picture below from Japan Tokyo to Japan Event)

Request No: F-BT-XXXXXX-23

Employee: 2131 - DENY MASDA PRANATA, MANURAT

Position: TEAM MEMBER PARTS BUSINESS DEVELOPMENT

Grade: TEAM MEMBER

Role: Parts Business Development

Cost Center: CC101SF101

Business Area: ZD15

Travel Date: 29-05-2023 to 04-06-2023

Destination Type: Single Destination Multiple Destination

[Add](#) +

No	Area	Origin	Destination	Date	
1	Abroad (Luar Negeri)	Jakarta (Indonesia)	Japan (Tokyo)	Mon, 29 May 2023 to Thu, 01 Jun 2023 (4 Day(s))	x
2	Abroad (Luar Negeri)	Japan (Tokyo)	Japan Event	Thu, 01 Jun 2023 to Sun, 04 Jun 2023 (4 Day(s))	x

Allowances and Others	
IDR Total Allowance	6.780.000,00

Hotel Summary	
IDR Total Allowance	0,00

Summary of Suspend	
IDR Total Allowance	6.780.000,00

Daily Itinerary (Please fill out this form at the end)

+ Date	From	To	Hotel/Location	Transportation	Plan Activity
29-05-2023				--Select Item--	
x 30-05-2023				--Select Item--	
x 31-05-2023				--Select Item--	
x 01-06-2023				--Select Item--	
x 02-06-2023				--Select Item--	
x 03-06-2023				--Select Item--	
x 04-06-2023				--Select Item--	

[Back](#) [Draft](#) [Submit](#)

The **Daily itinerary** column is a column that contains the planned activities to be carried out. The date column will be automatically filled according to the suspend schedule. The column from is the origin of official travel. Column To is the destination for business trips. The hotel column is a place to stay. The transport column is the type of vehicle selected. The Plan Activity column is an activity plan

1. Cancel : press this button to cancel and return to the main screen.
2. Draft : press the draft button to save the Suspend Request.
3. Submit : press this button to send Suspend Request to Approver

9.1.5 How to Change Suspend Request

Business submissions can be changed if at the previous stage the employee selected the draft button. Click Request No on the Suspend Request list page to open the Suspend Request edit page.

Allowances and Others Tue, 27 Dec 2022 to Wed, 28 Dec 2022 (2 Day(s))

No	Item	Item Type	Currency	Amount	Sub Total	Sub Total (IDR)	Remarks
1	Allowance (IDR)	Daily	IDR	910.000,00	620.000,00	620.000,00	
2	Other (IDR)	Other	IDR	0,00	0,00	0,00	

Hotel Allowances Wed, 28 Dec 2022 to Wed, 28 Dec 2022 (1 Night(s))

No	Date	Item	Currency	Amount	Amount IDR	Remark
1	28-12-2022	-- Select --		0,00	0,00	

Daily Summary (Please fill out this form at the end)

Allowances and Others Summary	
IDR Total Allowance	620.000,00
Hotel Summary	
IDR Total Allowance	0,00
Summary of Suspend	
IDR Total Allowance	620.000,00

Daily Itinerary (Please fill out this form at the end)

No	Date	From	To	Hotel/Location	Transportation	Plan Activity
	27-12-2022				-- Select Item --	
x	28-12-2022				-- Select Item --	

Back Draft Submit

Change the required data in the same way when adding a Suspend Request. If you have finished changing the data according to what you want, the user can do:

1. Press the cancel button if you want to cancel the changes and return to the listing page.
2. Press the delete button, if you want to delete a draft that has been saved. This button appears if the status of the request is draft or send back.
3. Press the update button if you want to save data changes and the user doesn't want to send a request to the approver. This button appears if the status of the request is draft or send back.

Press the submit button if the user wants to send the modified Suspend request data to the approver. This button appears if the status of the request is draft or send back.

9.2 Settlement Request

Suspend Settlement is a page for making settlements (accountability reports) for Suspend Requests that have been executed. To make a Settlement, the user uses the menu Suspend -> Suspend Settlement.

Business Trip Request > Business Trip Settlement

Settlement

Filter Excel PDF Add +

No	Settlement Request No	Travel Request No	Employee No	Employee	Position	Organization	Travel Date	Approval Status	PDF
1	STL-201812-000003	TRV-201812-000002	SS980074	Umi Latifah	Payroll Staff	Payroll	28-12-2018 - 28-12-2018	Submitted	

Showing 1 to 1 of 1 entries

Previous 1 Next

From the menu above, we can do:

1. Click the filter button to open the desired filter criteria.
2. Click the excel button to download the listing in an excel file.
3. Click the pdf button to download the listing in pdf file format.
4. Click the add button to open the Add Suspend Settlement page
5. Click Settlement request no to change data or view request details.
6. Click the icon to download settlement details in pdf file format.

9.2.1 How to Add Create/Add a Settlement Request Domestic (Single Destination)

After pressing the Add button, a page will appear as shown below

[Suspend Request](#) | [Suspend Request](#) | [Employee](#) | [Business Trip Settlement](#)

Add Settlement

Business Trip Request No: [Show Detail](#)
 Employee: 2131 - DENY MASDA PRANATA MANURAT
 Position: TEAM MEMBER PART'S BUSINESS DEVELOPMENT
 Department: Part's Business Development
 Travel Date: Sun, 25 Jun 2023 to Tue, 27 Jun 2023 (3 Day(s))
 Destination Type: Single Destination
 Destination Area: Domestic (Dalam Negeri)
 Origin: JAKARTA
 Destination: BANDA ACEH
 Purpose: visit dealer
 Travel Date: 25-06-2023 - 27-06-2023
 Actual Travel Date: 25-06-2023 - 27-06-2023

[Show Allowance Detail](#)

Actual Cost										
Sun, 25 Jun 2023 to Tue, 27 Jun 2023 (3 Day(s))										
No	Item	Item Type	Currency	Amount	Received Suspend Amount	Received Suspend Amount (IDR)	Actual Amount	Actual Amount (IDR)	Differences	Remarks
1	Others (IDR)	Other	IDR	0,00	3.000.000,00	3.000.000,00	3.000.000,00	3.000.000,00	0,00	Uang Saku
2	Allowance (IDR)	Daily	IDR	310.000,00	930.000,00	930.000,00	930.000,00	930.000,00	0,00	Allowance

Hotel Cost							
Mon, 26 Jun 2023 to Tue, 27 Jun 2023 (2 Night(s))							
No	Date	Item	Currency	Actual Amount	Actual Amount IDR	Remark (Invoice Number)	
1	25-06-2023	Hotel Cash (IDR)	IDR	650.000,00	650.000,00	Aston Hotel	
2	27-06-2023	Hotel Cash (IDR)	IDR	600.000,00	600.000,00	Aston Hotel	

Allowance and Others Summary	Received from Suspend	Actual Cost	Differences
IDR Total Allowance	3.930.000,00	3.930.000,00	0,00

Hotel Summary	Received from Suspend	Actual Cost	Differences
IDR Total Allowance	1.250.000,00	1.250.000,00	0,00

Summary of Settlement	Received from Suspend	Actual Cost	Differences
IDR Total Allowance	5.180.000,00	5.180.000,00	0,00

[Cancel Trip](#)

Attachment: [Choose File](#)

Please attach ticket, taxi receipt, hotel invoice, transportation (fuel & toll receipt) in PDF (max: 10MB)

Other Cost				
No	Description	Item	Amount in IDR	Remarks
1		Others (IDR)	3.000.000,00	

Other CC				
No	Description	Item	Amount	Remarks
1		FUEL	0,00	
2		OTHERS CC	0,00	
3		TICKET	0,00	
4		VOUCHER TAXI	0,00	
5		VISA & PASSPORT	0,00	

Daily Itinerary (Please fill out this form at the end)							
Date	From	To	Hotel/Location	Transportation	Plan Activity	Actual Activity	
25-06-2023	test	test	test	--Select Item--	test		
26-06-2023	test	test	test	--Select Item--	test		
27-06-2023	test	test	test	--Select Item--	test		

[Add New Row](#)

Notes:

[Back](#) [Draft](#) [Submit](#)

Complete the information below (lines marked with (*) are required information):

1. Settlement Request No : will be generated automatically.
2. Suspend Request No: select the Suspend request no that will be made Settlement.
3. Click show detail to display information about the selected Suspend request.
4. Employee: information on employees who travel on business.
5. Position : Position information of the selected employee.
6. Department : Department information of the selected employee.
7. Travel Date: Information on the start and end dates of business trips.
8. Destination type : Information on the type of destination in the selected Suspend.
9. Destination Area: Information on the destination area to be addressed.
10. Destination: Destination information from official travel based on the area selected above.

11. Purpose : Information on the purpose of the business trip.
12. Users can also upload the required documents in the attachment section as tickets, taxi receipts, hotel invoices, transportation (fuel & toll receipts) in PDF (max. 10MB).
13. Actual Cost: All allowances received when running Suspend will appear. Later the user will fill in the actual amount of the allowance during business trips. Later the difference in amount between the allowance received and the actual will appear automatically in the difference column. If there are items or allowances not on the list, the user can add other items to the other cost section, these items will later be included as other costs.
14. Others CC : In this section, you can fill in the actual amount using the company's credit card according to its category, such as Fuel, Others CC, Ticket, Taxi Voucher, Visa & Passport
15. Nightly Cost : This section can be filled according to actual hotel payments. The options that can be used are Hotel Cash or Hotel CC.
16. Daily itenary : can be filled with actual daily activity
17. Cancel : press this button to cancel and return to the main screen.
18. Draft : press the draft button to save the Suspend Settlement as a draft.
19. Submit : press this button to send the Suspend Settlement to the Approver

9.2.2 How to Add Create/Add a Settlement Request Domestic (Multiple Destination)

After pressing the Add button, a page will appear as shown below

Add SettlementAdmin

Business Trip Request No F-BT-000015-23 Show Detail

Employee 2898 - RAHMAD AFANDI

Position TEAM MEMBER GENERAL AFFAIRS

Department General Affairs

Travel Date Sun, 25 Jun 2023 to Sat, 01 Jul 2023 (7 Day(s))

Destination Type Multiple Destination

Actual Travel Date 25-06-2023 to 01-07-2023

No	Area	Origin	Destination	Date
1	Domestic (Dalam Negeri)	JAKARTA	KUPANG	Sun, 25 Jun 2023 to Tue, 27 Jun 2023 (3 Day(s))
2	Domestic (Dalam Negeri)	KUPANG	BANYUWANGI	Tue, 27 Jun 2023 to Sat, 01 Jul 2023 (5 Day(s))

Allowances and Others Summary	Received from Suspend	Actual Cost	Differences
IDR	5.100.000,00	5.100.000,00	0,00

Hotel Summary	Received from Suspend	Actual Cost	Differences
IDR	3.800.000,00	3.800.000,00	0,00

Summary of Settlement	Received from Suspend	Actual Cost	Differences
IDR	8.900.000,00	8.900.000,00	0,00

Attachment Choose File No file chosen

Please attach ticket, taxi receipt, hotel invoice, transportation (fuel & toll receipt) in PDF (max. 10MB)

Daily Itenary (Please fill out this form at the end)

Date	From	To	Hotel/Location	Transportation	Plan Activity	Actual Activity
x 25-06-2023	test	test	test	--Select Item--	test	
x 26-06-2023	test	test	test	--Select Item--	test	
x 27-06-2023	test	test	test	--Select Item--	test	
x 28-06-2023	test	test	test	--Select Item--	test	
x 29-06-2023	test	test	test	--Select Item--	test	
x 30-06-2023	test	test	test	--Select Item--	test	
x 01-07-2023	test	test	test	--Select Item--	test	

Add New Row

Back Draft Submit

Complete the information below (lines marked with (*) are required information):

1. Settlement Request No : will be generated automatically.
2. Suspend Request No: select the Suspend request no that will be made Settlement.
3. Click show detail to display information about the selected Suspend request.

4. Employee: information on employees who travel on business.
5. Position : Position information of the selected employee.
6. Department : Department information of the selected employee.
7. Travel Date: Information on the start and end dates of business trips.
8. Destination type : Information on the type of destination in the selected Suspend.
9. Actual Travel Date : Actual Information on the start and end dates of business trips.
10. Select the details of the destination to be made settlement. Then it will appear like this, for the first purpose (Kupang) it can be edited if the actual date changes. If it is appropriate, you can click show allowance details.

Edit Destination

Destination Area	Domestic (Dalam Negeri) ▼	
Origin	JAKARTA ▼	
Destination	KUPANG ▼	
Purpose	training	
Travel Date	25-06-2023 to 27-06-2023	
Actual Travel Date	25-06-2023 📅	27-06-2023 📅

[Show Allowance Detail](#)

[Cancel](#) [Update](#)

11. Destination Area: Information on the destination area to be addressed.
12. Origin : Initial Departure Area
13. Destination: Destination information from official travel based on the area selected above.
14. Purpose : Information on the purpose of the business trip.
15. Travel Date : Information on the start and end dates of business trips.
16. Actual Travel Date : Actual Information on the start and end dates of business trips.
17. After clicking allowance details, it will appear as below

Actual Cost											
No	Item	Item Type	Currency	Amount	Received Suspend Amount	Received Suspend Amount (IDR)	Actual Amount	Actual Amount (IDR)	Differences	Remarks	
1	Others (IDR)	Other	IDR	0,00	2.000.000,00	2.000.000,00	2.000.000,00	2.000.000,00	0,00	Uang Saku	
2	Allowance (IDR)	Daily	IDR	300.000,00	900.000,00	900.000,00	900.000,00	900.000,00	0,00		

Other Cost				
No	Description	Item	Amount	Remarks
1	Others (IDR)	Others (IDR)	2.000.000,00	Uang Saku

Actual Cost										
No	Item	Item Type	Currency	Amount	Received Suspend Amount	Received Suspend Amount (IDR)	Actual Amount	Actual Amount (IDR)	Differences	Remarks
1	Others (IDR)	Other	IDR	0,00	2.000.000,00	2.000.000,00	2.000.000,00	2.000.000,00	0,00	Uang Saku
2	Allowance (IDR)	Daily	IDR	300.000,00	900.000,00	900.000,00	900.000,00	900.000,00	0,00	

Other Cost				
No	Description	Item	Amount	Remarks
1	Others (IDR)	Others (IDR)	2.000.000,00	Uang Saku

OtherCC				
No	Description	Item	Amount in IDR	Remarks
1		FUEL	0,00	
2		OTHERS CC	0,00	
3		TICKET	0,00	
4		VOUCHER TAXI	0,00	
5		VISA & PASPORT	0,00	

Nightly Cost						
Mon, 26 Jun 2023 to Tue, 27 Jun 2023 (2 Night(s))						
No	Date	Item	Currency	Actual Amount	Actual Amount IDR	Remark
1	26-06-2023	Hotel Cash (IDR)	IDR	850.000,00	650.000,00	sad
2	27-06-2023	Hotel Cash (IDR)	IDR	800.000,00	600.000,00	sd

Allowances and Others Summary	Received from Suspend	Actual Cost	Differences
IDR Total Allowance	2.900.000,00	2.900.000,00	0,00

Hotel Summary	Received from Suspend	Actual Cost	Differences
IDR Total Allowance	1.250.000,00	1.250.000,00	0,00

Summary of Settlement	Received from Suspend	Actual Cost	Differences
IDR Total Allowance	4.150.000,00	4.150.000,00	0,00

Cancel Trip

Cancel Update

18. Actual Cost: All allowances received when running Suspend will appear. Later the user will fill in the actual amount of the allowance during business trips. Later the difference in amount between the allowance received and the actual will

appear automatically in the difference column. If there are items or allowances not on the list, the user can add other items to the other cost section, these items will later be included as other costs.

19. Others CC : In this section, you can fill in the actual amount using the company's credit card according to its category, such as Fuel, Others CC, Ticket, Taxi Voucher, Visa & Passport
20. Nightly Cost : This section can be filled according to actual hotel payments. The options that can be used are Hotel Cash or Hotel CC.
21. Then do the settlement for the next destination (from Kupang to Banyuwangi)

Add SettlementAdmin

Business Trip Request No

Employee 2898 - RAHMAD AFANDI

Position TEAM MEMBER GENERAL AFFAIRS

Department General Affairs

Travel Date Sun, 25 Jun 2023 to Sat, 01 Jul 2023 (7 Day(s))

Destination Type Multiple Destination

Actual Travel Date 25-06-2023 to 01-07-2023

No	Area	Origin	Destination	Date
1	Domestic (Dalam Negeri)	JAKARTA	KUPANG	Sun, 25 Jun 2023 to Tue, 27 Jun 2023 (3 Day(s))
2	Domestic (Dalam Negeri)	KUPANG	BANYUWANGI	Tue, 27 Jun 2023 to Sat, 01 Jul 2023 (5 Day(s))

Allowances and Others Summary	Received from Suspend	Actual Cost	Differences
IDR	5.100.000,00	5.100.000,00	0,00

Hotel Summary	Received from Suspend	Actual Cost	Differences
IDR	3.800.000,00	3.800.000,00	0,00

Summary of Settlement	Received from Suspend	Actual Cost	Differences
IDR	8.900.000,00	8.900.000,00	0,00

Attachment No file chosen
Please attach ticket, taxi receipt, hotel invoice, transportation (fuel & toll receipt) in PDF (max: 10MB)

Daily Itinerary (Please fill out this form at the end)

Date	From	To	Hotel/Location	Transportation	Plan Activity	Actual Activity
<input type="text" value="25-06-2023"/>	<input type="text" value="test"/>	<input type="text" value="test"/>	<input type="text" value="test"/>	--Select Item--	<input type="text" value="test"/>	<input type="text"/>
<input type="text" value="26-06-2023"/>	<input type="text" value="test"/>	<input type="text" value="test"/>	<input type="text" value="test"/>	--Select Item--	<input type="text" value="test"/>	<input type="text"/>
<input type="text" value="27-06-2023"/>	<input type="text" value="test"/>	<input type="text" value="test"/>	<input type="text" value="test"/>	--Select Item--	<input type="text" value="test"/>	<input type="text"/>
<input type="text" value="28-06-2023"/>	<input type="text" value="test"/>	<input type="text" value="test"/>	<input type="text" value="test"/>	--Select Item--	<input type="text" value="test"/>	<input type="text"/>
<input type="text" value="29-06-2023"/>	<input type="text" value="test"/>	<input type="text" value="test"/>	<input type="text" value="test"/>	--Select Item--	<input type="text" value="test"/>	<input type="text"/>
<input type="text" value="30-06-2023"/>	<input type="text" value="test"/>	<input type="text" value="test"/>	<input type="text" value="test"/>	--Select Item--	<input type="text" value="test"/>	<input type="text"/>
<input type="text" value="01-07-2023"/>	<input type="text" value="test"/>	<input type="text" value="test"/>	<input type="text" value="test"/>	--Select Item--	<input type="text" value="test"/>	<input type="text"/>

22. Users can also upload the required documents in the attachment section as tickets, taxi receipts, hotel invoices, transportation (fuel & toll receipts) in PDF (max. 10MB).
23. Daily itinerary : can be filled with actual daily activity
24. Cancel : press this button to cancel and return to the main screen.
25. Draft : press the draft button to save the Suspend Settlement as a draft.
26. Submit : press this button to send the Suspend Settlement to the Approver

9.2.3 How to Add Create/Add a Settlement Request Abroad (Single Destination)

After pressing the Add button, a page will appear as shown below

Add SettlementAdmin

Business Trip Request No: F-ST-00014-23 Show Detail

Employee: 2131 - DENY MASDA PRANATA MANURAT

Position: TEAM MEMBER PART'S BUSINESS DEVELOPMENT

Department: Parts Business Development

Travel Date: Mon, 19 Jun 2023 to Fri, 23 Jun 2023 (5 Day(s))

Destination Type: Single Destination

Destination Area: Abroad (Luar Negeri)

Origin: Jakarta (Indonesia)

Destination: Japan (Tokyo)

Purpose: Training

Travel Date: 19-06-2023 to 23-06-2023

Actual Travel Date: 19-06-2023 to 23-06-2023

Show Allowance Detail

Rates		
JPY-IDR*	150.00	Actual Exchange Rate
USD-IDR*	15,000.00	Actual JPY-IDR*
		Actual USD-IDR*

*Please refer to currency on KTB channel

Actual Cost: Mon, 19 Jun 2023 to Fri, 23 Jun 2023 (5 Day(s))

No	Item	Item Type	Currency	Amount	Received Suspend Amount	Received Suspend Amount (IDR)	Actual Amount	Actual Amount (IDR)	Differences	Remarks
1	Others (YEN)	Other	JPY	0.00	40,000.00	6,000,000.00	40,000.00	6,000,000.00	0.00	Uang Saku
2	Allowance (YEN)	Daily	JPY	4,800.00	24,000.00	3,600,000.00	24,000.00	3,600,000.00	0.00	Allowance
3	Preparation Allowance (USD)	Package	USD	200.00	200.00	3,000,000.00	200.00	3,000,000.00	0.00	Allowance
4	WINTER (USD)	Package	USD	0.00	0.00	0.00	0.00	0.00	0.00	Allowance

Other Cost

No	Description	Item	Amount	Remarks
1		Others (YEN)	40,000.00	

Other CC

No	Description	Item	Amount in IDR	Remarks
1		FUEL	0.00	
2		OTHERS CC	0.00	
3		TICKET	0.00	
4		VOUCHER TAXI	0.00	
5		VISA & PASSPORT	0.00	

Nightly Cost: Tue, 20 Jun 2023 to Fri, 23 Jun 2023 (4 Night(s))

No	Date	Item	Currency	Actual Amount	Actual Amount IDR	Remark
1	20-06-2023	Hotel Cash (YEN)	JPY	15,000.00	2,250,000.00	Hotel
2	21-06-2023	Hotel Cash (YEN)	JPY	15,000.00	2,250,000.00	Hotel
3	22-06-2023	Hotel Cash (YEN)	JPY	15,000.00	2,250,000.00	Hotel
4	23-06-2023	Hotel Cash (YEN)	JPY	15,000.00	2,250,000.00	Hotel

Allowances and Others Summary	Received from Suspend	Actual Cost	Differences
IDR Total Allowance	12,600,000.00	12,600,000.00	0.00
Hotel Summary	Received from Suspend	Actual Cost	Differences
IDR Total Allowance	9,000,000.00	9,000,000.00	0.00
Summary of Settlement	Received from Suspend	Actual Cost	Differences
IDR Total Allowance	21,600,000.00	21,600,000.00	0.00

Cancel Trip

Attachment: Choose File

Please attach ticket, taxi receipt, hotel invoice, transportation (fuel & toll receipt) in PDF (max: 10MB)

Allowances and Others Summary	Received from Suspend	Actual Cost	Differences
IDR Total Allowance	12.600.000,00	12.600.000,00	0,00

Hotel Summary	Received from Suspend	Actual Cost	Differences
IDR Total Allowance	9.000.000,00	9.000.000,00	0,00

Summary of Settlement	Received from Suspend	Actual Cost	Differences
IDR Total Allowance	21.600.000,00	21.600.000,00	0,00

Cancel Trip

Attachment

Choose file

Please attach ticket, taxi receipt, hotel invoice, transportation (fuel & toll receipt) in PDF (max. 10MB)

Complete the information below (lines marked with (*) are required information):

1. Settlement Request No : will be generated automatically.
2. Suspend Request No: select the Suspend request no that will be made Settlement.
3. Click show detail to display information about the selected Suspend request.
4. Employee: information on employees who travel on business.
5. Position : Position information of the selected employee.
6. Department : Department information of the selected employee.
7. Travel Date: Information on the start and end dates of business trips.
8. Destination type : Information on the type of destination in the selected Suspend.
9. Destination Area: Information on the destination area to be addressed.
10. Destination: Destination information from official travel based on the area selected above.
11. Purpose : Information on the purpose of the business trip.
12. Users can also upload the required documents in the attachment section as tickets, taxi receipts, hotel invoices, transportation (fuel & toll receipts) in PDF (max. 10MB).
13. Actual Cost: All allowances received when running Suspend will appear. Later the user will fill in the actual amount of the allowance during business trips. Later the difference in amount between the allowance received and the actual will appear automatically in the difference column. If there are items or allowances not on the list, the user can add other items to the other cost section, these items will later be included as other costs.
14. Others CC : In this section, you can fill in the actual amount using the company's credit card according to its category, such as Fuel, Others CC, Ticket, Taxi Voucher, Visa & Passport
15. Nightly Cost : This section can be filled according to actual hotel payments. The options that can be used are Hotel Cash or Hotel CC.
16. Daily itenary : can be filled with actual daily activity
17. Cancel : press this button to cancel and return to the main screen.
18. Draft : press the draft button to save the Suspend Settlement as a draft.
19. Submit : press this button to send the Suspend Settlement to the Approver

9.2.4 How to Add Create/Add a Settlement Request Abroad (Multiple Destination)

After pressing the Add button, a page will appear as shown below

Add SettlementAdmin

Business Trip Request No	F-ST-000004-23	Show Detail
Employee	2295 - SANDY TYAS	
Position	TEAM MEMBER DIGITAL STRATEGY	
Department	Digital Strategy	
Travel Date	Thu, 08 Jun 2023 to Tue, 13 Jun 2023 (6 Day(s))	
Destination Type	Multiple Destination	
Actual Travel Date	08-06-2023 to 13-06-2023	

No	Area	Origin	Destination	Date
1	Abroad (Luar Negeri)	Jakarta (Indonesia)	Japan (Others)	Thu, 08 Jun 2023 to Sat, 10 Jun 2023 (3 Day(s))
2	Abroad (Luar Negeri)	Japan (Others)	Japan (Tokyo)	Sat, 10 Jun 2023 to Tue, 13 Jun 2023 (4 Day(s))

Allowances and Others Summary	Received from Suspend	Actual Cost	Differences
IDR	13.320.000,00	13.320.000,00	0,00

Hotel Summary	Received from Suspend	Actual Cost	Differences
IDR	4.200.000,00	4.200.000,00	0,00

Summary of Settlement	Received from Suspend	Actual Cost	Differences
IDR	17.520.000,00	17.520.000,00	0,00

Attachment* No file chosen
 Please attach ticket, taxi receipt, hotel invoice, transportation (fuel & toll receipt) in PDF (max. 10MB)

Daily Itinerary (Please fill out this form at the end)

	Date	From	To	Hotel/Location	Transportation	Plan Activity	Actual Activity
x	08-06-2023	asd	asd	asd	--Select Item--	asd	
x	09-06-2023	asd	asd	asd	--Select Item--	asd	
x	10-06-2023	asd	asd	asd	--Select Item--	asd	
x	11-06-2023	asd	asd	asd	--Select Item--	asd	
x	12-06-2023	asd	asd	asd	--Select Item--	asd	
x	13-06-2023	asd	asd	asd	--Select Item--	asd	

Add New Row

Complete the information below (lines marked with (*) are required information):

1. Settlement Request No : will be generated automatically.
2. Suspend Request No: select the Suspend request no that will be made Settlement.
3. Click show detail to display information about the selected Suspend request.
4. Employee: information on employees who travel on business.
5. Position : Position information of the selected employee.
6. Department : Department information of the selected employee.
7. Travel Date: Information on the start and end dates of business trips.
8. Destination type : Information on the type of destination in the selected Suspend.
9. Actual Travel Date : Actual Information on the start and end dates of business trips.
10. Select the details of the destination to be made settlement. Then it will appear like this, for the first purpose (Japan Others) it can be edited if the actual date changes. If it is appropriate, you can click show allowance details.

Edit Destination

Destination Area	Abroad (Luar Negeri) ▼
Origin	Jakarta (Indonesia) ▼
Destination	Japan (Others) ▼
Purpose	training
Travel Date	08-06-2023 to 10-06-2023
Actual Travel Date	08-06-2023 <input type="button" value="Calendar"/> 10-06-2023 <input type="button" value="Calendar"/>

11. Destination Area: Information on the destination area to be addressed.
12. Origin : Initial Departure Area
13. Destination: Destination information from official travel based on the area selected above.
14. Purpose : Information on the purpose of the business trip.
15. Travel Date : Information on the start and end dates of business trips.
16. Actual Travel Date : Actual Information on the start and end dates of business trips.
17. After clicking allowance details, it will appear as below

Edit Destination

Destination Area:

Origin:

Destination:

Purpose:

Travel Date: 09-06-2023 to 10-06-2023

Actual Travel Date:

Show Allowance Detail

RatesAs		Actual Exchange Rate	
JPY-IDR *	<input type="text" value="150.00"/>	Actual JPY-IDR *	<input type="text" value="150.00"/>
USD-IDR *	<input type="text" value="15.000.00"/>	Actual USD-IDR *	<input type="text" value="15.000.00"/>

Please refer to currency on KTB channel

No	Item	Item Type	Currency	Amount	Received Suspend Amount	Received Suspend Amount (IDR)	Actual Amount	Actual Amount (IDR)	Differences	Remarks
1	Allowance (YEN)	Daily	JPY	4.800,00	14.400,00	2.160.000,00	14.400,00	2.160.000,00	0,00	asd
2	Others (YEN)	Other	JPY	0,00	20.000,00	3.000.000,00	20.000,00	3.000.000,00	0,00	asd
3	Preparation Allowance (USD)	Package	USD	0,00	0,00	0,00	0,00	0,00	0,00	asd
4	WINTER (USD)	Package	USD	0,00	0,00	0,00	0,00	0,00	0,00	asd

No	Description	Item	Amount	Remarks
1	Others (YEN)	Others (YEN)	<input type="text" value="20.000,00"/>	asd

No	Description	Item	Amount in IDR	Remarks
1		FUEL	<input type="text" value="0,00"/>	
2		OTHERS CC	<input type="text" value="0,00"/>	
3		TICKET	<input type="text" value="0,00"/>	
4		VOUCHER TAXI	<input type="text" value="0,00"/>	
5		VISA & PASPORT	<input type="text" value="0,00"/>	

Nightly Cost						
Fri, 09 Jun 2023 to Sat, 10 Jun 2023 (2 Nights)						
No	Date	Item	Currency	Actual Amount	Actual Amount IDR	Remark
1	09-06-2023	Hotel Cash (YEN)	JPY	<input type="text" value="14.000,00"/>	2.100.000,00	asd
2	10-06-2023	Hotel Cash (YEN)	JPY	<input type="text" value="14.000,00"/>	2.100.000,00	asas

Allowances and Others Summary	Received from Suspend	Actual Cost	Differences
IDR Total Allowance	5.160.000,00	5.160.000,00	0,00

Hotel Summary	Received from Suspend	Actual Cost	Differences
IDR Total Allowance	4.200.000,00	4.200.000,00	0,00

Summary of Settlement	Received from Suspend	Actual Cost	Differences
IDR Total Allowance	9.360.000,00	9.360.000,00	0,00

Cancel Trip

Cancel Update

- Actual Cost: All allowances received when running Suspend will appear. Later the user will fill in the actual amount of the allowance during business trips. Later the difference in amount between the allowance received and the actual will appear automatically in the difference column. If there are items or allowances not on the list, the user can add other items to the other cost section, these items will later be included as other costs.
- Others CC : In this section, you can fill in the actual amount using the company's credit card according to its category, such as Fuel, Others CC, Ticket, Taxi Voucher, Visa & Passport
- Nightly Cost : This section can be filled according to actual hotel payments. The options that can be used are Hotel Cash or Hotel CC.

21. Then do the settlement for the next destination (from Japan Other to Japan Tokyo)

Add SettlementAdmin

Business Trip Request No: [Show Detail](#)

Employee: 2295 - SANDY TYAS
 Position: TEAM MEMBER DIGITAL STRATEGY
 Department: Digital Strategy
 Travel Date: Thu, 08 Jun 2023 to Tue, 13 Jun 2023 (6 Day(s))
 Destination Type: Multiple Destination
 Actual Travel Date: 08-06-2023 to 13-06-2023

No	Area	Origin	Destination	Date
1	Abroad (Luar Negeri)	Jakarta (Indonesia)	Japan (Others)	Thu, 08 Jun 2023 to Sat, 10 Jun 2023 (3 Day(s))
2	Abroad (Luar Negeri)	Japan (Others)	Japan (Tokyo)	Sat, 10 Jun 2023 to Tue, 13 Jun 2023 (4 Day(s))

Allowances and Others Summary	Received from Suspend	Actual Cost	Differences
IDR	13.320.000,00	13.320.000,00	0,00

Hotel Summary	Received from Suspend	Actual Cost	Differences
IDR	4.200.000,00	4.200.000,00	0,00

Summary of Settlement	Received from Suspend	Actual Cost	Differences
IDR	17.520.000,00	17.520.000,00	0,00

Attachment* [Choose File](#) No file chosen
 Please attach ticket, taxi receipt, hotel invoice, transportation (fuel & toll receipt) in PDF (max. 10MB)

Daily Itinerary (Please fill out this form at the end)

	Date	From	To	Hotel/Location	Transportation	Plan Activity	Actual Activity
x	08-06-2023	asd	asd	asd	--Select Item--	asd	
x	09-06-2023	asd	asd	asd	--Select Item--	asd	
x	10-06-2023	asd	asd	asd	--Select Item--	asd	
x	11-06-2023	asd	asd	asd	--Select Item--	asd	
x	12-06-2023	asd	asd	asd	--Select Item--	asd	
x	13-06-2023	asd	asd	asd	--Select Item--	asd	

[Add New Row](#)

[Back](#) [Draft](#) [Submit](#)

22. Users can also upload the required documents in the attachment section as tickets, taxi receipts, hotel invoices, transportation (fuel & toll receipts) in PDF (max. 10MB).
23. Daily itinerary : can be filled with actual daily activity
24. Cancel : press this button to cancel and return to the main screen.
25. Draft : press the draft button to save the Suspend Settlement as a draft.
26. Submit : press this button to send the Suspend Settlement to the Approver

9.2.5 How to Change the Settlement

Click Settlement Request No on the Settlement list page to open the Suspend Settlement edit page. Users can change the Suspend settlement on the page as shown in the Image below.

4	WINTER (USD)	Package	USD	0,00	0,00	0,00	0,00	0,00	0,00	0,00	asd
---	--------------	---------	-----	------	------	------	------	------	------	------	-----

Edit Destination

Destination Area: Abroad (Luar Negeri)

Origin: Jakarta (Indonesia)

Destination: Japan (Others)

Purpose: sd

Travel Date: 08-06-2023 to 10-06-2023

Actual Travel Date: 08-06-2023 10-06-2023

Show Allowance Detail

RateAs		Actual Exchange Rate	
JPY-IDR *	150,00	Actual JPY-IDR *	150,00
USD-IDR *	15.000,00	Actual USD-IDR *	15.000,00

*Please refer to currency on KTB channel

No	Item	Item Type	Currency	Amount	Received Suspend Amount	Received Suspend Amount (IDR)	Actual Amount	Actual Amount (IDR)	Differences	Remarks
1	Allowance (YEN)	Daily	JPY	4.800,00	14.400,00	2.160.000,00	14.400,00	2.160.000,00	0,00	sd
2	Others (YEN)	Other	JPY	0,00	20.000,00	3.000.000,00	20.000,00	3.000.000,00	0,00	asd
3	Preparation Allowance (USD)	Package	USD	0,00	0,00	0,00	0,00	0,00	0,00	asd

Change the required data in the same way when adding a Settlement. If you have finished changing the data according to what you want, the user can do:

1. Press the cancel button if you want to cancel the changes and return to the listing page.
2. Press the delete button, if you want to delete a draft that has been saved. This button appears if the status of the request is draft or send back.
3. Press the draft button if you want to save data changes and the user doesn't want to send a request to the approver. This button appears if the status of the request is draft or send back.
4. Press the submit button if the user wants to send the modified Suspend request data to the approver. This button appears if the status of the request is draft or send back.

No	Date	Item	Currency	Actual Amount	Actual Amount IDR	Remark
1	08-06-2023	Hotel Cash (YEN)	JPY	14.000,00	2.100.000,00	asd
2	10-06-2023	Hotel Cash (YEN)	JPY	14.000,00	2.100.000,00	assd

Allowances and Others Summary	Received from Suspend	Actual Cost	Differences
IDR Total Allowance	5.160.000,00	5.160.000,00	0,00
Hotel Summary	Received from Suspend	Actual Cost	Differences
IDR Total Allowance	4.200.000,00	4.200.000,00	0,00
Summary of Settlement	Received from Suspend	Actual Cost	Differences
IDR Total Allowance	3.360.000,00	3.360.000,00	0,00

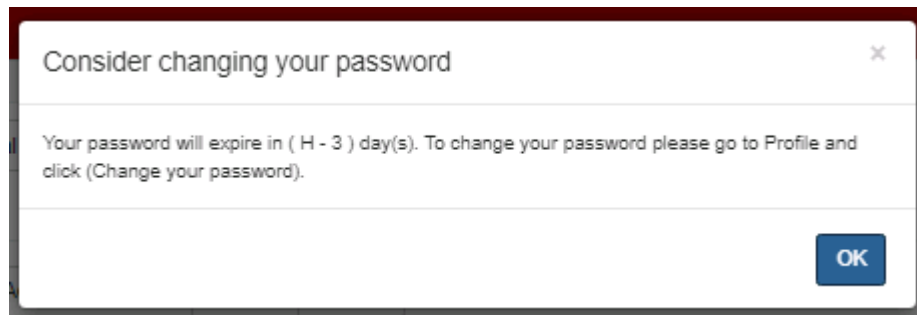
Cancel Trip

Cancel Update

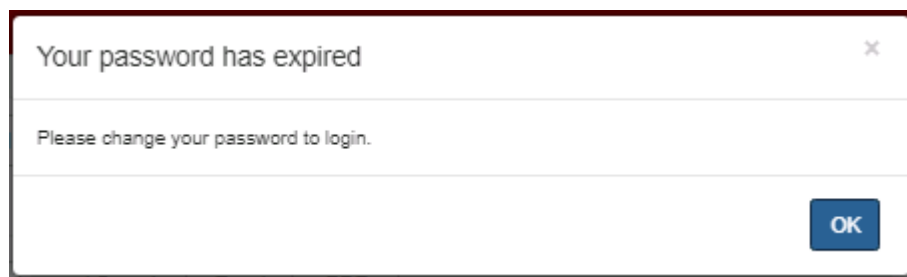
Chapter X: Security Policy

A. User HRSS Side

1. The active period of a user password is 90 days.
2. Users will get a pop up notification that the password will expire 14 days before the password expires. Click "OK" to continue your activity in SPISy10.



3. When the user's password has expired, the user can still log in using the old password, however, when successfully logging in there is a pop up asking the user to change the password as image below. Users will not be able to access SPISy10 before changing the password.

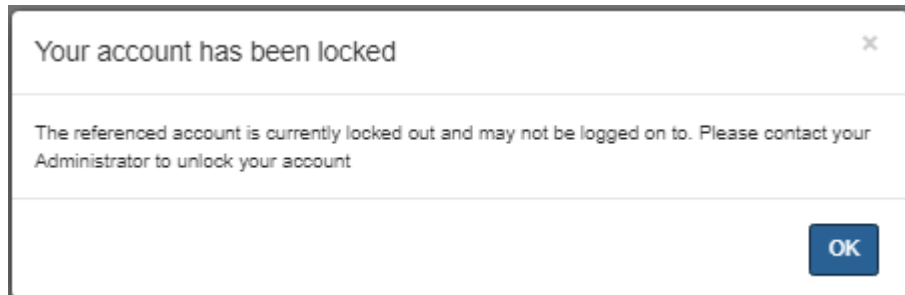


Click "OK", then the user will move to the change password page as image Below.

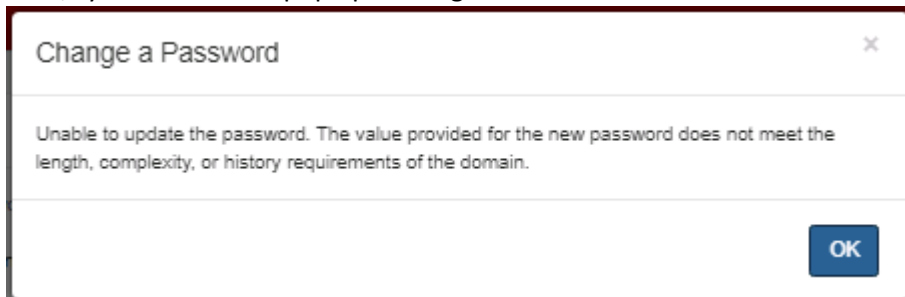
Change Password

Current Password	<input type="text"/>
New Password	<input type="text"/>
Confirm password	<input type="text"/>

4. The user error limit for filling in the password is 3 times. If the user enters the password incorrectly three times, the user account will be locked and a pop up will appear containing information that the user account has been locked and asked to contact the HR admin.



5. When changing the password, the user cannot use the old 13 passwords. When changing the 14th password, the user can use the 1st password, and so on. When User use old 13 passwords, system will show pop up as image below.



6. The provisions for the new password must include a minimum of 8 characters, have uppercase, lowercase and special characters. If the user does not follow the password change rules, the password cannot be changed and the system will display deficiencies in the password entered by the user.

Change Password

Validation error - Passwords must be at least 8 characters. Passwords must have at least one non letter or digit character. Passwords must have at least one digit ('0'- '9'). Passwords must have at least one uppercase ('A'- 'Z').

Current Password	<input type="password"/>
New Password	<input type="password"/>
Confirm password	<input type="password"/>
	<input type="button" value="Change Password"/> <input type="button" value="Back"/>

B. From Admin Side

1. When a user reports that their account is locked. Admins can access the user management menu to reopen locked user accounts. By clicking on the username of the locked account, the system will display a form like the image below. check "active status" then click "save changes"

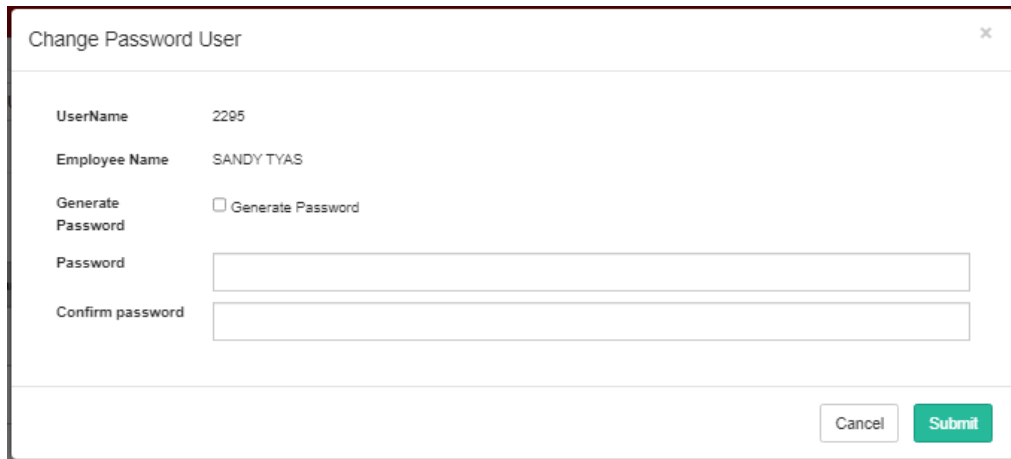
The image shows a web application window titled "Edit User" with a close button (X) in the top right corner. The form contains the following fields and options:

- UserName:** A text input field containing the value "2329".
- Employee Name:** A text input field containing the value "SANDY PRASETYO".
- Email:** A text input field containing the value "TEST_sandy.prasetyo@ktb.co.id".
- Active Status:** A checkbox labeled "Active" which is checked.
- Select User Group:** A list of radio button options:
 - Add Employee
 - PAYROLL
 - PERSONNEL
 - PHONEBILLING
 - HRSS
 - MEDICAL
 - RECADMIN
 - SuperAdmin
 - Business Trip
 - AdminGA
 - ATTENDANCE
 - PIC RECRUITMENT
 - LOAN
 - ORG CHART
 - ADMIN SYSTEM
 - AdminHR
 - HRDEV

At the bottom right of the form, there are two buttons: "Cancel" and "Save Changes".

2. If it is necessary to reset the password, the Admin is also responsible for changing the password in the user management menu. By clicking on the Change Password Button on the right column of the locked account, the system will display a form like the image below.

The provisions for the new password must include a minimum of 8 characters, have uppercase, lowercase and special characters.



Change Password User

UserName 2295

Employee Name SANDY TYAS

Generate Password Generate Password

Password

Confirm password

Cancel Submit

Chapter XI: Personal Data Protection (PDP)

11.1 SUBMISSION OF CHANGES TO FAMILY DATA

To request changes to family data, you can do so on the Employee menu

The way to do this is to enter each employee's detailed data, then click the Family tab

Then click Add and complete the additional family data as follows:

The screenshot shows a web application interface for adding family data. On the left, there is a sidebar with a menu for 'R. SURANTO' and a table of 'Employee Family Member' with columns for 'No' and 'Relation'. The main area is a form titled 'Add family data submission' for employee 'R. SURANTO'. The form includes the following fields and options:

- Employee: R. SURANTO
- Relation*: Child 2 (dropdown)
- Family Name*: Ida Yuliana
- Gender*: Male Female
- Birth Place: Jakarta
- Birth Date: 04-02-2020
- Age: 4
- Address: [text input]
- Phone: [text input]
- Additional Information:
 - Working Status: Yes No
 - Company: [text input]
 - Position: [text input]
 - Remarks: [text area]
- Blood Type: --Select-- (dropdown)
- Education Level: --Select-- (dropdown)
- Marital Status: Single (dropdown)
- Dependent Status*: Yes No
- Emergency Contact*: Yes No
- Vital Status*: Alive Decease
- KK No.: [text input]
- Identity No.: [text input]
- BPJS No.: [text input]
- Insurance Name: [text input]
- Policy No.: [text input]

At the bottom of the form are 'Cancel' and 'Submit Request' buttons. The background shows a table with columns 'Dependent Status' and 'Remarks'.

Add family data submission

Additional data that has an impact on PDP consent is the addition of data on employees' children. So if the family data added is not a child, for example a sibling, it will not trigger the child's PDP consent pop up on the login page

Each submission will trigger an email notification to be sent to the approver, an example is as follows:

Request New Approval Spisy



hris@ktb.co.id
To Achmad Septiadi Umardani

This message was sent with High importance.

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Mr./Ms. ACHMAD SEPTIADI UMARDANI,

Here we would like to request your kind approval for Application with detail information as follows:

Request Type : Personal Data Family Request
Request No : PDREQ.FAMILY-1156-2024712134917
Requested by : R. SURANTO
Requested for : R. SURANTO
Request Date : 12-07-2024 01:49

Please go to check your inbox in SPISy or click below link to process the Application:

<https://hris.ktb.co.id/WorkFlow/EmployeeRequest>

Thank you.
Best Regards,
KTb SPISy

New request notification email

From the email notification, the approver can approve requests entered in the employee request menu

If all approvers have finished approving the request for additional family members (children), then the requester will receive the following email notification and the PDP consent is ready to be used.

PDP family full approved



hris@ktb.co.id
To Eka Fauzan Zuhri

This message was sent with High importance.

Reply Reply All Forward

Wed 5/22/2024 5:50 PM

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Mr./Ms. EKA FAUZAN ZUHRI,

The Personal Data that you added has been processed and stored in the system.
Please re-log in into your Spisy to give your Personal Data Consent

Thank you.
Best regards,
KTb Spisy

Note: This email is auto generated by SPISy System

Fully approved status notification email

11.2 Submit PDP consent

In KTB there are 2 types of PDP consent

1. PDP consent employee and family personal data
2. PDP consent child employee personal data

For PDP consent employee personal data, a pop up will automatically appear when a new employee logs in to SPISy for the first time. The pop up display is as follows



**PT Krama Yudha
Tiga Berlian Motors**

**PERSETUJUAN DATA PRIBADI KARYAWAN DAN KELUARGA*)/
CONSENT OF EMPLOYEE AND FAMILY*) PERSONAL DATA**

1. Karyawan dengan ini bersedia dan menyetujui untuk memberikan data pribadi Karyawan kepada PT Krama Yudha Tiga Berlian Motors ("Perusahaan") yaitu berupa salinan data-data pribadi (baik dalam bentuk *hardcopy* / *softcopy*) dan termasuk informasi-informasi terkait yang termuat dalam salinan dari Kartu Tanda Penduduk ("KTP")/Paspor/kartu identitas resmi lainnya yang diterima Perusahaan, Kartu Keluarga ("KK"), Buku Tabungan, Nomor Pokok Wajib Pajak ("NPWP"), Rekam medis dari *Medical Check-up* rutin/tahunan, Buku Nikah, *Curriculum Vitae* ("CV"), Ijazah Pendidikan, Transkrip Nilai, dan/atau dokumen Sertifikasi yang dimiliki Karyawan yang diperlukan dan disyaratkan pada saat bergabung dengan Perusahaan serta foto diri ("Data Pribadi") / *Employee is hereby willing and agree to give the copy of Employee personal data (either hardcopy / softcopy) to PT Krama Yudha Tiga Berlian Motors (the "Company") and including the personal data contained in copy of ID Card (KTP)/ Passport/ other formal identity card accepted by the Company, Family Register (KK), saving book, Tax Payer Number, Medical record of regular/annual Medical Check-up, Marriage Certificate, Curriculum Vitae ("CV"), Diploma, transcript of educational grades, and/or Employee's Certifications that are necessary and required at the time of joining the Company as well as photo ("Personal Data").*

"Karyawan" dalam hal ini adalah karyawan perjanjian tetap kerja waktu tidak tertentu (tetap), karyawan perjanjian kerja waktu tertentu atau karyawan tenaga kerja asing (ekspatriat). / *"Employee" in this matter means permanent employee, contract employee or foreign employee (expatriate)*

2. Karyawan juga bersedia dan menyetujui untuk memberikan data pribadi pasangan dan/atau keluarga Karyawan lainnya ("Keluarga Karyawan") yaitu berupa salinan data-data pribadi (baik dalam bentuk *hardcopy* / *softcopy*) dan termasuk informasi-informasi terkait yang termuat dalam salinan dari Kartu Tanda Penduduk ("KTP")/ Paspor/kartu identitas resmi lainnya yang diterima Perusahaan, Akta Kematian, Akta Cerai, nama, usia, tanggal lahir, pekerjaan dan status pernikahan orang tua dan/atau saudara kandung, serta foto diri, yang diperlukan dan disyaratkan untuk mendaftarkan data Keluarga Karyawan kepada Perusahaan ("Data Pribadi Keluarga"). Karyawan menjamin bahwa Keluarga Karyawan sebagaimana dimaksud telah menyetujui dan tidak berkeberatan atas pemberian informasi pribadi miliknya tersebut oleh Karyawan kepada Perusahaan, dan persetujuan Karyawan ini akan dianggap sah bagi

Saya setuju / I Agree

Continue


PDP consent employee personal data

To be able to continue logging into SPISy, the new user must read the contents of the agreement and tick the checkbox / *Agree* / *I Agree*. Then click the continue button

Meanwhile, for child employee personal data consent, it will appear every time employee child data is added. Details on how to add employee child data (personally by the HRSS user) have been described in the previous point. Admin users can also add new employee child data directly, and the PDP consent child personal data will still appear.



The employee child personal data pop up consent display is as follows:



**PT Krama Yudha
Tiga Berlian Motors**

PERSETUJUAN DATA PRIBADI ANAK KARYAWAN/
CONSENT OF EMPLOYEE'S CHILD PERSONAL DATA

manpower data and report, manpower audit, manpower registration and/or arrangement, and other purpose to the government which needed pursuant to the Company regulation and applicable law;

- *Penyedia Fasilitas Kesehatan untuk pemberian fasilitas kesehatan / Medical facility provider for provision of medical facility;*
- *Perusahaan Asuransi untuk asuransi kesehatan dan kecelakaan kerja/ Insurance Company for the purpose of health and occupational accident insurance;*
- *Konsultan yang ditunjuk Perusahaan untuk keperluan konsultasi seputar ketenagakerjaan dan pengurusan dokumen ketenagakerjaan/ Consultant appointed by the Company for the purpose of manpower consultation and arrangement of manpower documents;*
- *Vendor IT yang ditunjuk Perusahaan untuk penyediaan sistem yang berhubungan dengan Karyawan/ IT Vendor appointed by the Company for provision of system related to the Employee;*
- *Pemegang saham/prinsipal Perusahaan maupun auditor yang ditunjuk oleh pemegang saham/prinsipal perusahaan untuk keperluan audit dan/atau laporan kegiatan Perusahaan/ Company's Shareholders or Principal as well as auditor appointed by the Company's shareholders/ principal for audit and/or Company activities report;*
- *Untuk pemenuhan kewajiban Perusahaan kepada Karyawan maupun sebaliknya/ for fulfillment of Company's obligation to the Employee and vice versa;*
- *Untuk keperluan administrasi dan/atau pencatatan Perusahaan/ for Company's administration and record; dan/ and.*
- *Kegiatan Perusahaan yang berhubungan dengan Anak Karyawan/ Company activities related to the Employee's Child.*

3. Bahwa Perusahaan akan menyimpan Data Pribadi Anak di Sistem Informasi Sumber Daya Manusia Perusahaan

Saya Setuju / I Agree

Continue

PDP consent child personal data

To be able to continue logging into SPISy, the new user must read the contents of the agreement and tick the checkbox *I Agree / I Agree*. Then click the continue button