



LOGIN ACCESS & HR CORE SYSTEM V1.0

JUNE 19TH 2015





ABSENCE MEASUREMENT & MANAGEMENT



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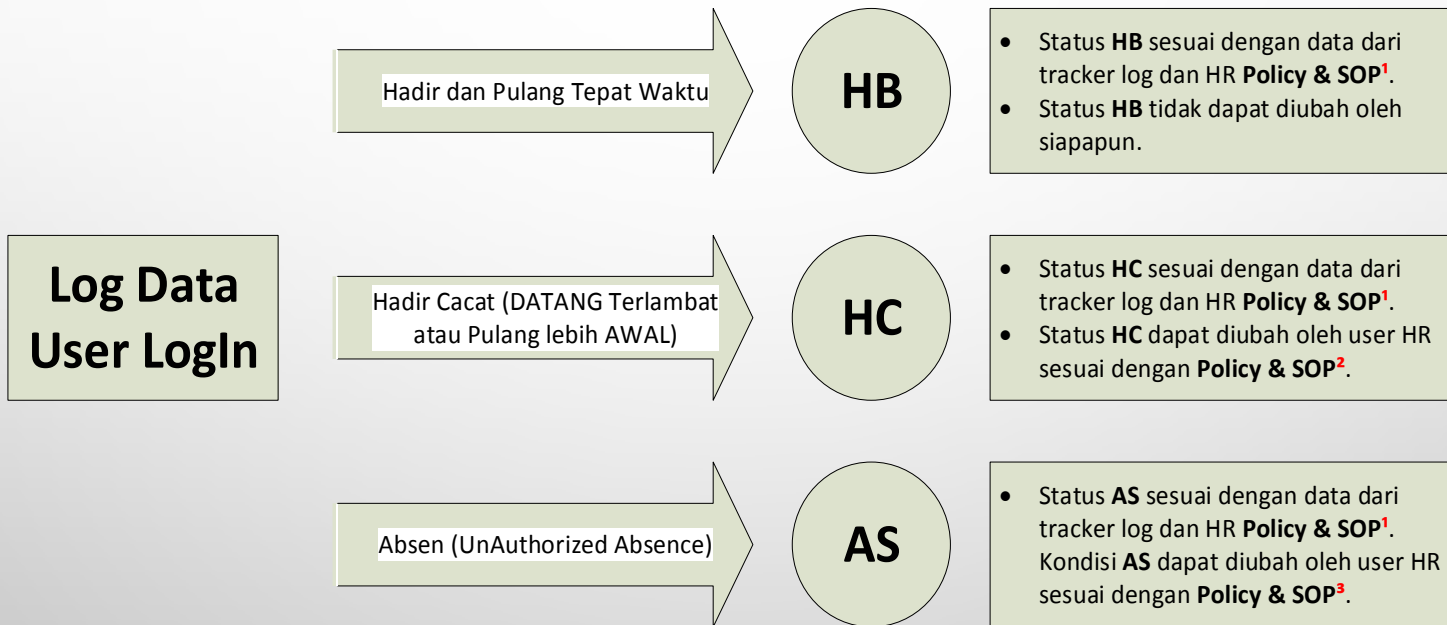
- **WHY ABSENCE FROM WORKS MATTER.**

- EMPLOYEE ABSENCE IS A SIGNIFICANT COST TO BUSINESS.
- HOW TO DEFINE AN EFFECTIVE ABSENCE MANAGEMENT.
 - FINDING A BALANCE BETWEEN A PROVIDING SUPPORT TO HELP EMPLOYEES WITH HEALTH PROBLEMS STAY IN AND RETURN TO WORK, AND TAKING CONSISTENT AND FIRM ACTION AGAINST EMPLOYEES WHO TRY TO TAKE ADVANTAGE OF ORGANIZATIONS' OCCUPATIONAL SICK PAY SCHEME.

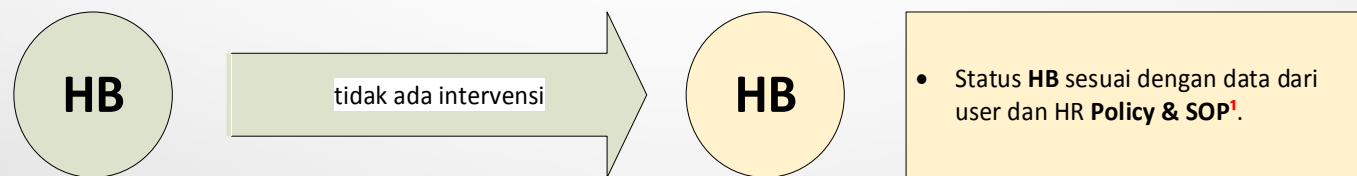
- TYPE OF ABSENCE

- SHORT TERM SICKNESS ABSENCE
- LONG TERM SICKNESS ABSENCE
- OTHER AUTHORIZED ABSENCE
- NON AUTHORIZED ABSENCE

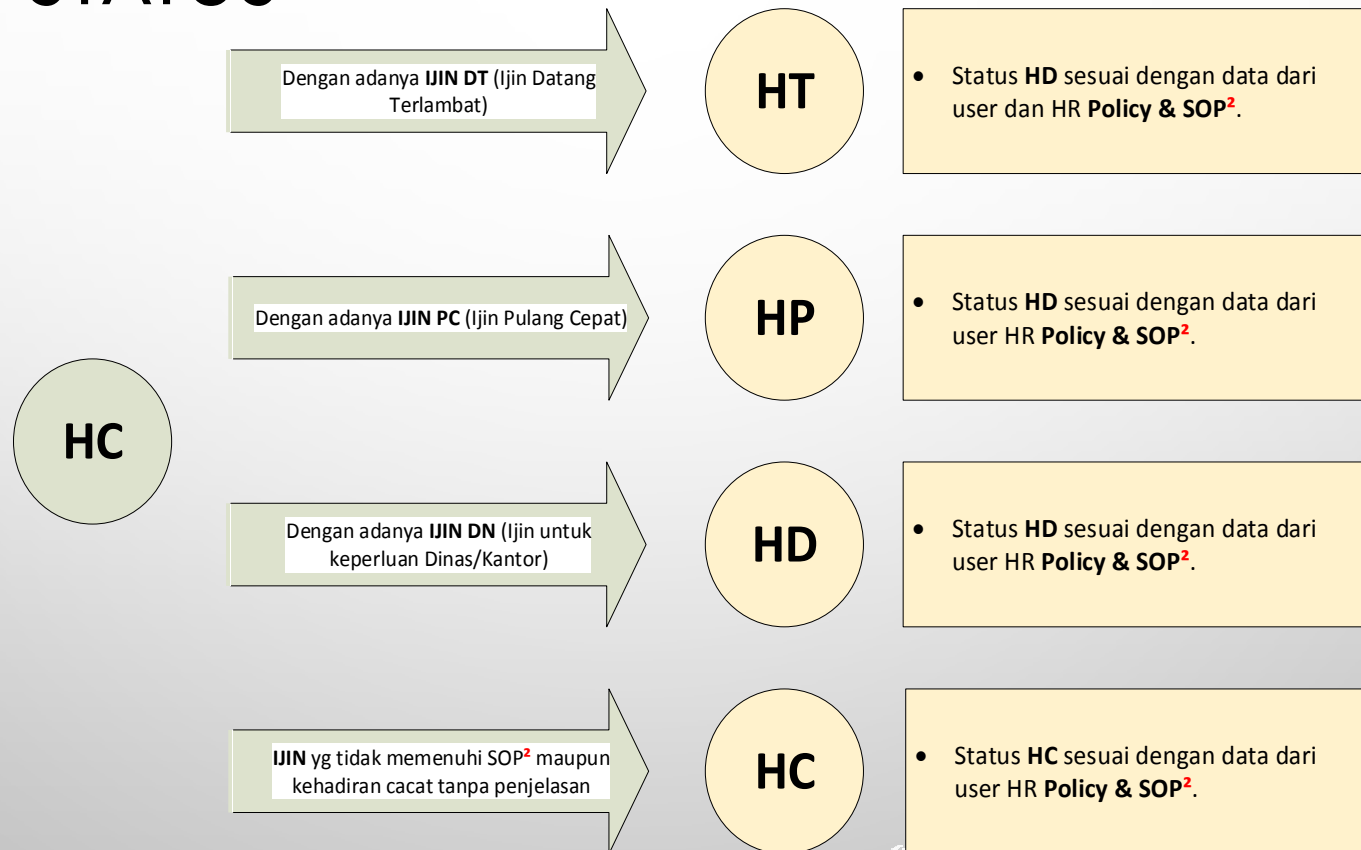
ABSENCE STATUS



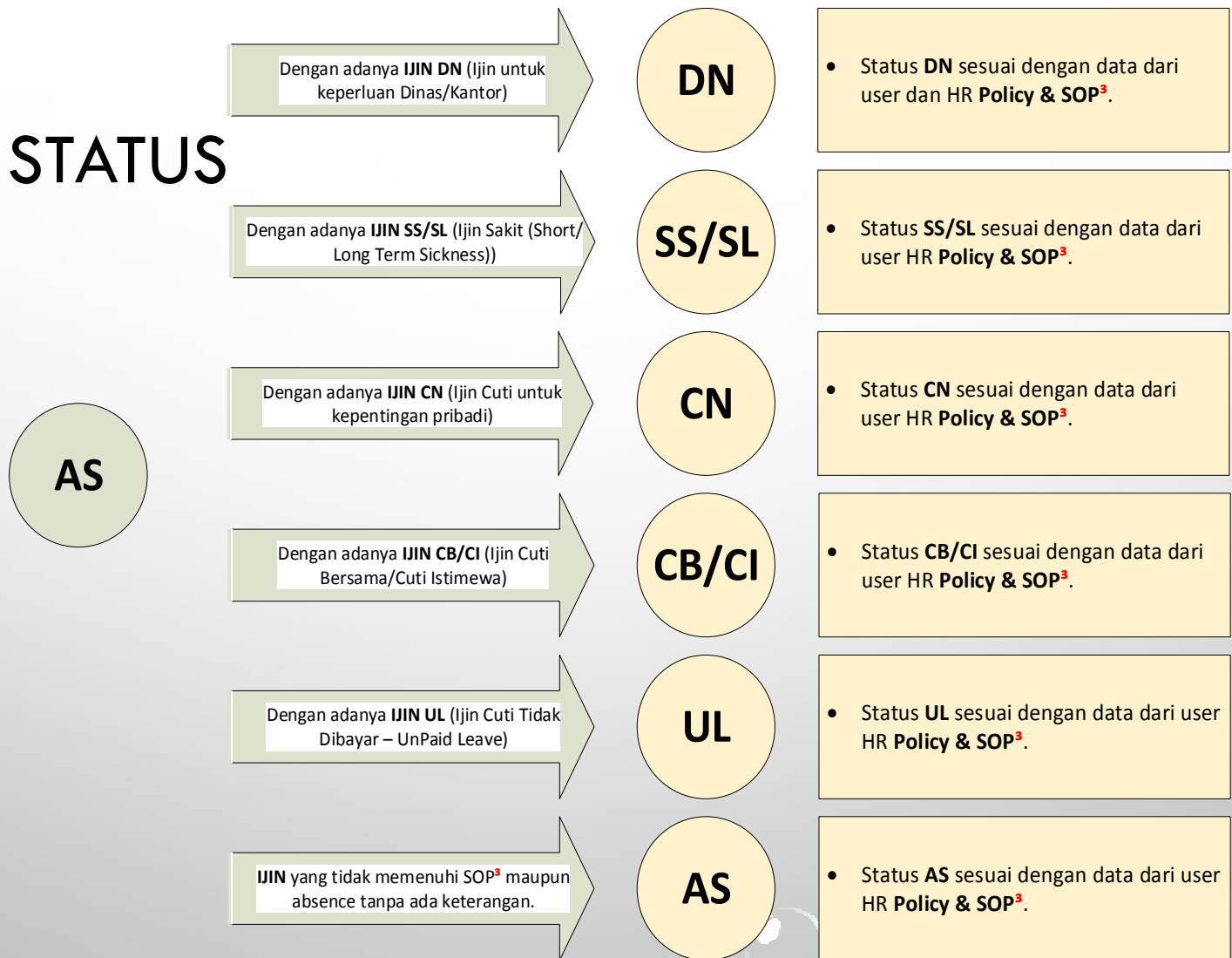
ABSENCE STATUS



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ABSENCE STATUS



TYPE OF ABSENCE – AUTHORIZED ABSENCE

1. **SS** → SAKIT JANGKA PENDEK (SHORT TERM SICKNESS ABSENCE),
2. **SL** → SAKIT BERKEPANJANGAN (LONG TERM SICKNESS ABSENCE),
3. **HT** → KEHADIRAN CACAT NAMUN DISERTAI DENGAN IJIN DATANG TERLAMBAT,
4. **HP** → KEHADIRAN CACAT NAMUN DISERTAI DENGAN IJIN PULANG CEPAT,
5. **HD** → KEHADIRAN CACAT NAMUN DISERTAI DENGAN IJIN DINAS),

TYPE OF ABSENCE – AUTHORIZED ABSENCE

6. **DN** → KEPERLUAN DINAS,

7. **CN** → CUTI UNTUK KEPERLUAN PRIBADI,

8. **CB** → CUTI BERSAMA,

9. **CI** → CUTI ISTIMEWA,

SESUAI DENGAN KETENTUAN (POLICY & SOP) YANG BERLAKU.

TYPE OF ABSENCE – **UNAUTHORIZED ABSENCE**

1. **HC** → KEHADIRAN CACAT (DATANG TERLAMBAT ATAU PULANG CEPAT) TANPA PENJELASAN, ATAU
KEHADIRAN CACAT DENGAN IJIN NAMUN IJIN TSB TIDAK MEMENUHI KETENTUAN (POLICY & SOP) PERUSAHAAN YANG BERLAKU.
2. **AS** → KETIDAKHADIRAN TANPA PENJELASAN, ATAU
KETIDAKHADIRAN DENGAN PENJELASAN NAMUN TIDAK MEMENUHI KETENTUAN (POLICY & SOP) PERUSAHAAN YANG BERLAKU.
3. **UL** → KETIDAKHADIRAN DENGAN IJIN NAMUN HAK CUTI SUDAH TIDAK TERSEDIA,

ABSENCE MEASUREMENT

LOSS TIME RATE =

Total Absence (in hours/in days)
in the Period

X 100

Possible Total Effective (in hours/
in days) in the Period.

where

Total Absence =

Total Absence (in hours/in days)
with status of: HC, AS, UL, SS &
SL in the Period


**Possible Total Effective (in
hours/in days) in the Period =**

Possible Total Effective (in hours/
in days) in the Period LESS HAK
CUTI dan Cuti Istimewa (CI)



ABSENCE MEASUREMENT

- **OBJECT MEASUREMENT:**

- PER INDIVIDUAL EMPLOYEE
 - PER TEAMS OR WORK GROUP
 - PER DEPARTMENTS OR FUNCTIONS
 - PER LOCATIONS
 - PER BUSINESS UNIT
- 



ABSENCE MEASUREMENT

- **PERIOD MEASUREMENT:**

- DAILY
- WEEKLY
- MONTHLY
- ANNUALLY






KEY PERFORMANCE INDICATOR (KPI) MEASUREMENT & MANAGEMENT

KPI MEASUREMENT

- **IDLE 1 STATUS:**
 - $T1 = 15 \text{ MINUTES}$
 - KOMPUTER TIDAK DIGUNAKAN SECARA TERUS MENERUS SELAMA $T1$.
- **IDLE 2 STATUS**
 - $T2 = 15 \text{ MINUTES} < T2 \leq 60 \text{ MINUTES}$
 - KOMPUTER TIDAK DIGUNAKAN SECARA TERUS MENERUS SELAMA $T2$.
- **IDLE 3 STATUS**
 - $T3 > 60 \text{ MINUTES}$
 - KOMPUTER TIDAK DIGUNAKAN SECARA TERUS MENERUS SELAMA $T3$.



KPI MEASUREMENT

- TIME SETTING FOR T1, T2 AND T3 CUSTOMIZABLE.
 - OBJECT MEASUREMENT
 - PER INDIVIDUAL
 - PERIOD MEASUREMENT
 - DAILY, WEEKLY, MONTHLY AND ANNUALLY
- 

Q.A