

# **CAP SAD Team Project**

## **Employee Self Service**



Disusun oleh:

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Syahrul

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## Background

Employee self service adalah salah satu fitur yang memberikan akses terhadap setiap karyawan untuk melihat data personal serta kepegawaian, mencetak slip gaji, melihat data kehadiran, dan mengajukan izin, cuti, ataupun lembur kapan pun dan di mana pun.

## Goals

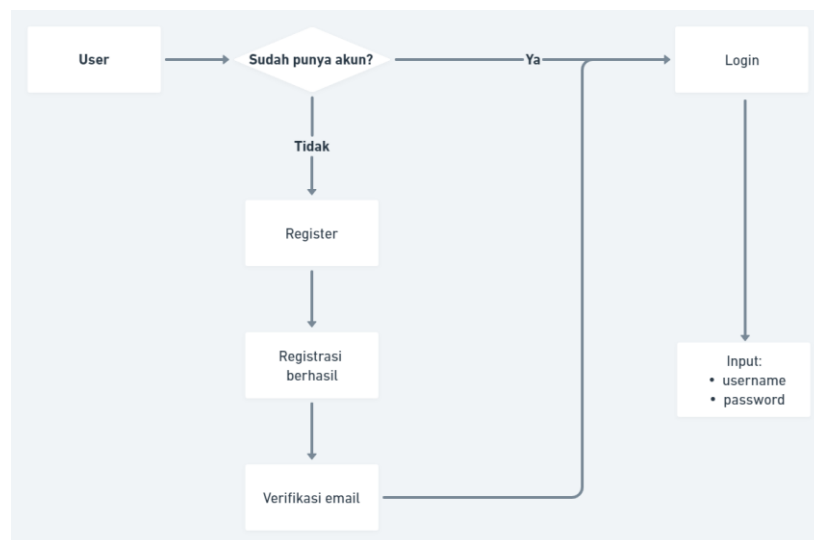
Divisi HR & Finance membutuhkan sebuah aplikasi untuk membantu mereka dalam mengatur semua interaksi dan dapat melihat secara real time result yang mereka butuhkan.

## Features

1. Role Permission
2. System Approval
3. Absence
4. Timesheet
5. Leave
6. Reimbursement

## User Stories

1. User dapat melakukan Login dan Register
  - Journey



- Design

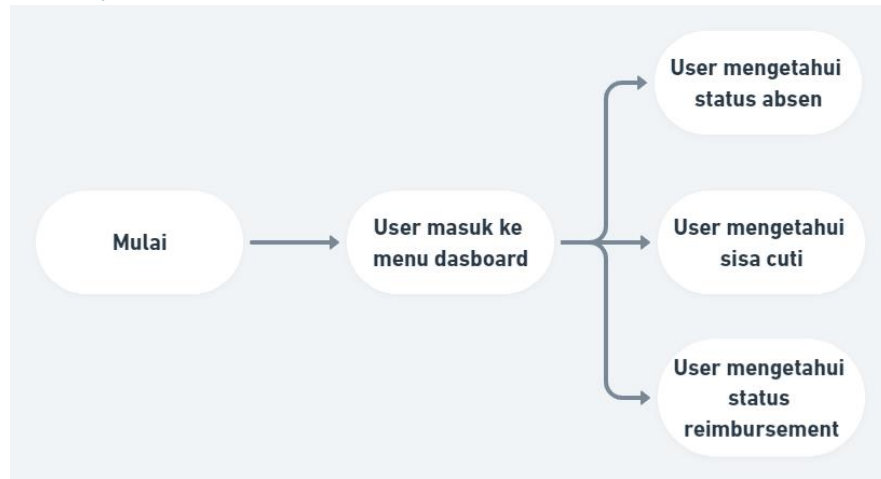
The image displays two wireframe designs for a web application, presented as browser windows. The top window is titled "Login" and contains a light blue form with two input fields: "Email :" with a placeholder "Masukan email" and "Password :" with a placeholder "Masukan password" and an eye icon. A purple "Login" button is at the bottom. The bottom window is titled "Register" and contains a light blue form with three input fields: "Nama Lengkap :" with a placeholder "Masukan nama", "Email :" with a placeholder "Masukan email", and "Password :" with a placeholder "Masukan password" and an eye icon. A purple "Register" button is at the bottom.

- Backlog

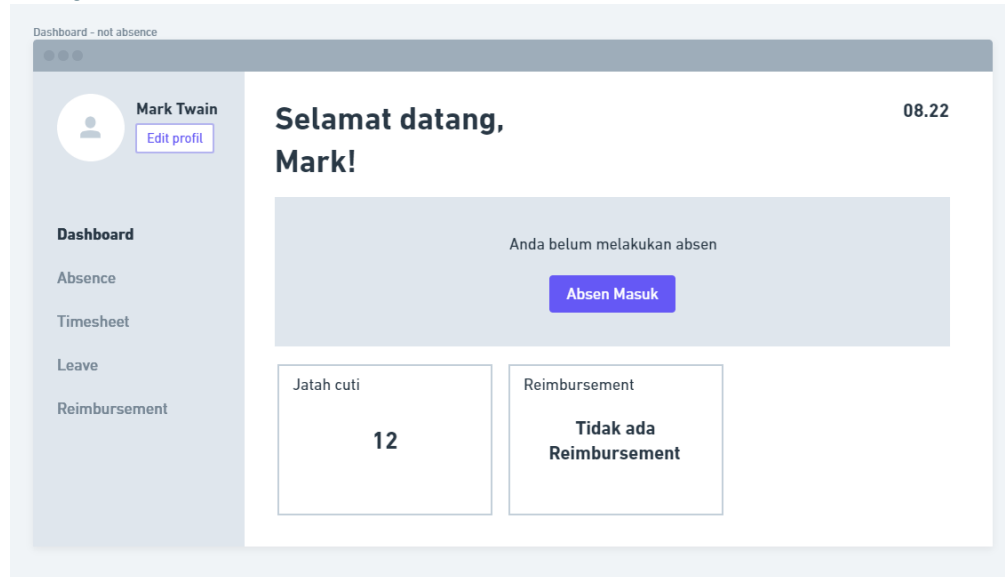
No	Backlog	Tag	Acceptance Criteria
1	User dapat melakukan login	User	User dapat masuk pada akun yang sudah dibuat, jika belum membuat akun user diharuskan registrasi terlebih dahulu
2	User dapat melakukan registrasi akun	User	Akun user bisa tergeistrasi, jika email sudah tergistrasi, user diarahkan untuk login

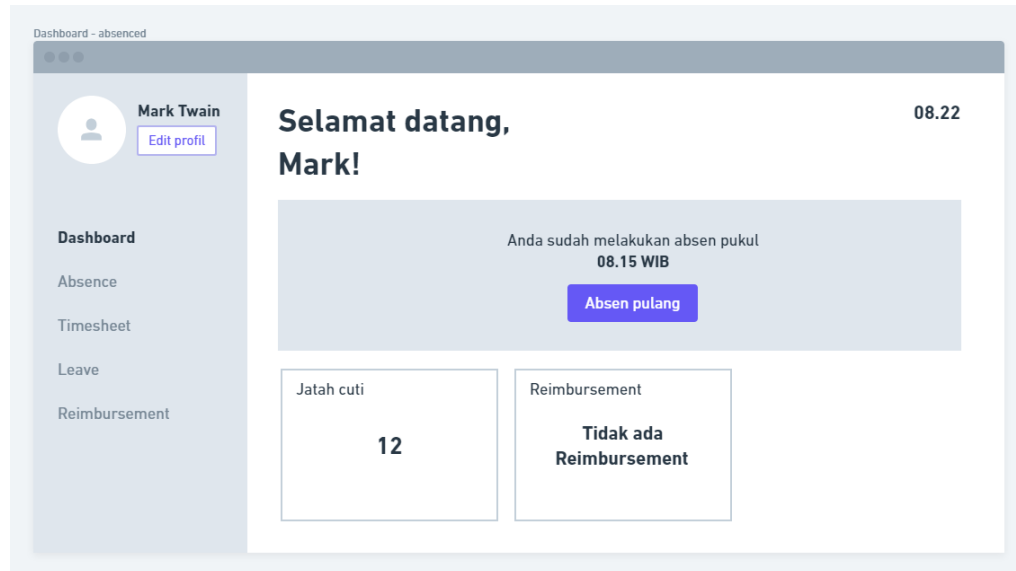
2. User dapat mengetahui status absen, mengetahui sisa cuti, dan mengetahui status reimbursement

- Journey



- Design



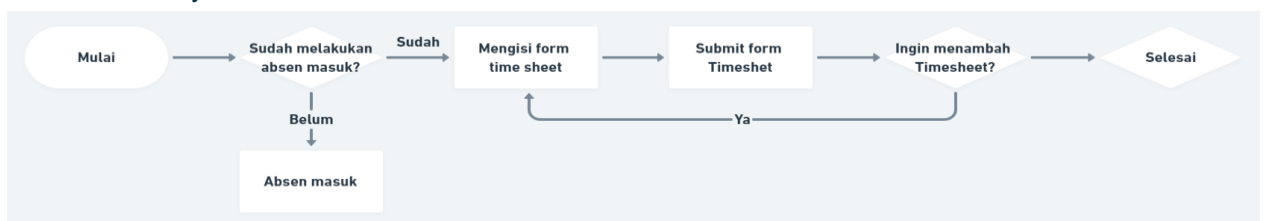


- Backlog

No	Backlog	Tag	Acceptance Criteria
1	User dapat melakukan absen masuk dan pulang	User	User dapat melakukan absen pulang di laman dashboard dan absen pulang saat jumlah jam kerjanya minimal 9 jam
2	User dapat melihat status jatah cuti terkini	User	User dapat melihat

### 3. User dapat melihat dan mengisi form Timesheet

- Journey



- Design

Timesheet - empty state

Mark Twain

Edit profil

Dashboard

Timesheet

**Timesheet**

Leave

Reimbursement

# Timesheet

Belum ada Timesheet

Tambah Timesheet

Timesheet - input timesheet form

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Edit profil

Dashboard

Absence

**Timesheet**

Leave

Reimbursement

# Timesheet

Timesheet Form

Date

10 September 2022

Project

Time Start

Time Finish

project

Time start

Time finish

Description

Description

Tambah aktivitas

Submit



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[Edit profil](#)[Dashboard](#)[Absence](#)**[Timesheet](#)**[Leave](#)[Reimbursement](#)

## Timesheet

### Timesheet Form

Date

10 September 2022

Project

PAMA

Time Start

08:00

Time Finish

12:00



Description

Bug Fixing PAMA Apps

Project

Project

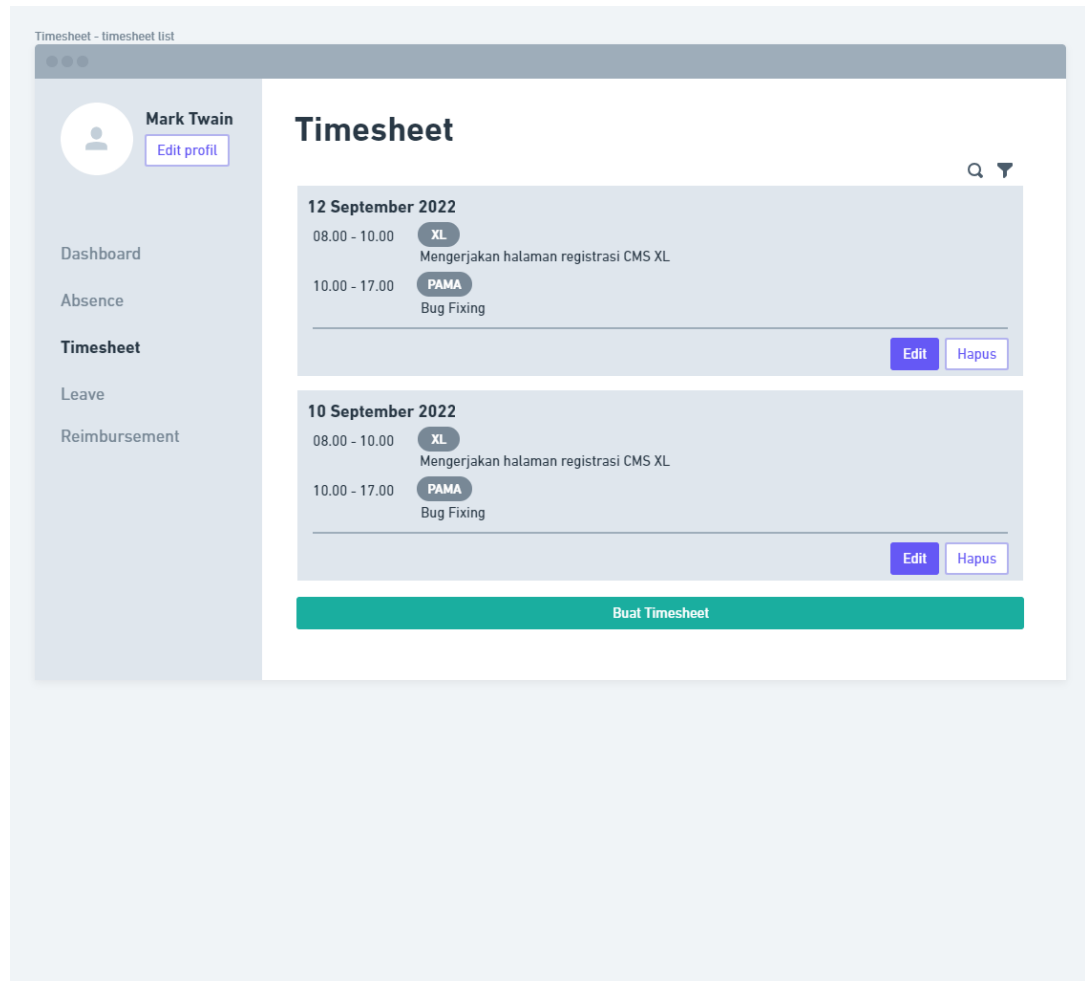
Time Start

Time Start

Time Finish

Time Finish

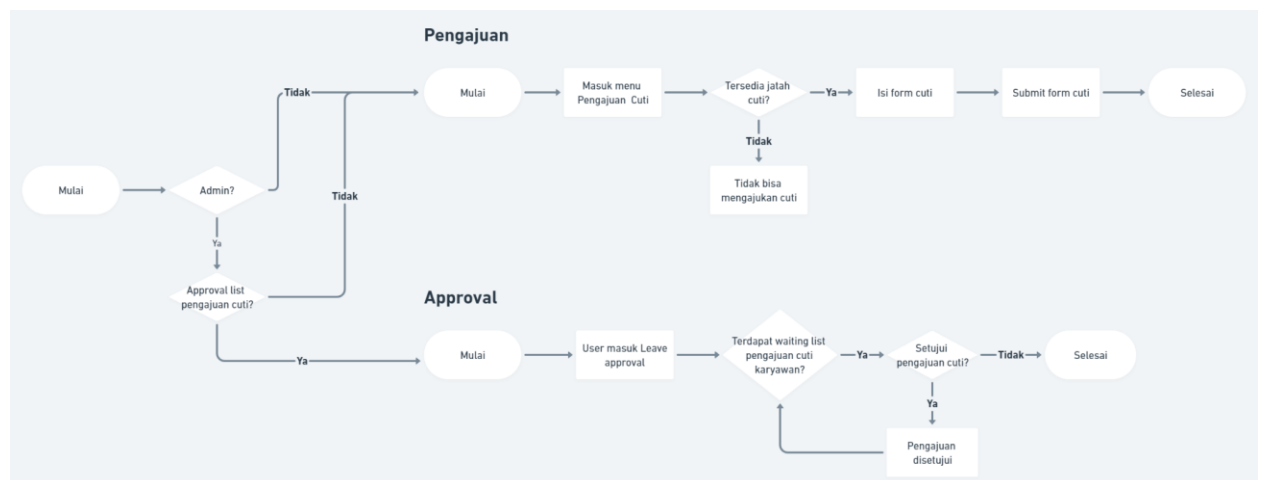
[Tambah aktivitas](#)[Submit](#)



- Backlog

#### 4. User dapat mengajukan cuti


- Journey





- Design

Leave - empty state



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Edit profil

Dashboard

Absence

Timesheet

Leave

Reimbursement

# Leave

Belum ada pengajuan Leave

Ajukan Leave

Leave - input leave form - days on project



Mark Twain

Edit profil

Dashboard

Absence

Timesheet

Leave

Reimbursement

# Leave

Leave Form

☒ Harian ☐ 1/2 Hari

Tanggal mulai

Tanggal selesai

☒ On project

Input nama project

Nama atasan client

No Kontak atasan client


Upload bukti

Pilih File

Deskripsi

Submit

Leave - input leave form - days on project



**Mark Twain**  
[Edit profil](#)

Dashboard

Absence

Timesheet

**Leave**

Reimbursement


## Leave

**Leave Form**

☐ Harian ☒ 1/2 Hari

☐ On project

Submit



**Mark Twain**  
[Edit profil](#)

Dashboard



Absence

Timesheet

**Leave**

Reimbursement

## Leave

11 September 2022

**Cuti Harian**  
15 September 2022 - 17 September 2022

**Status**  
Waiting Approval

Edit

Delete

10 September 2022

**Cuti 1/2 Hari**  
08.00 - 12.00

**Status**  
Approved

Edit

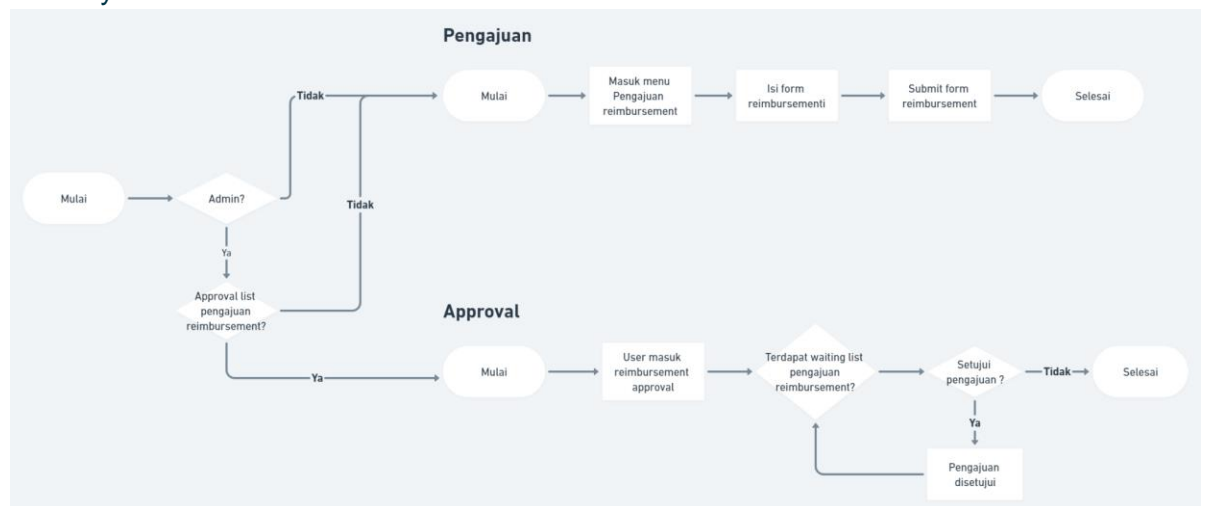
Delete

Ajukan cuti

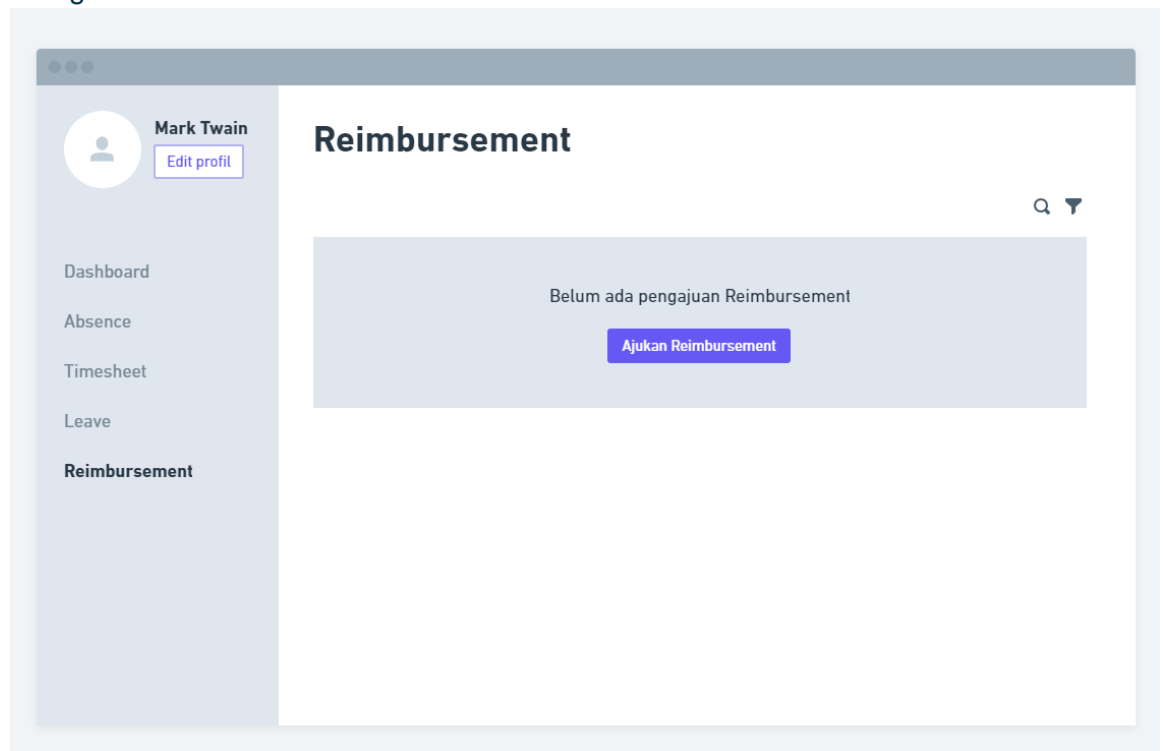
- Backlog

## 5. User dapat mengajukan Reimbursement


- Journey



- Design



● ● ●



Mark Twain

Edit profil

Dashboard

Absence

Timesheet

Leave

Reimbursement

## Reimbursement

Reimbursement Form

Date

Categories

Nominal


Deskripsi

file:jpg, png, jpeg

Pilih File

Submit

● ● ●



Mark Twain

Edit profil

Dashboard

Absence

Timesheet

Leave

Reimbursement

## Reimbursement

11 September 2022

Reimbursement

Visit client,Transport

Status

Waiting Apoval

Edit

Delete

10 September 2022

Reimbursement

Visit client, Transport

Status

Approved

Edit

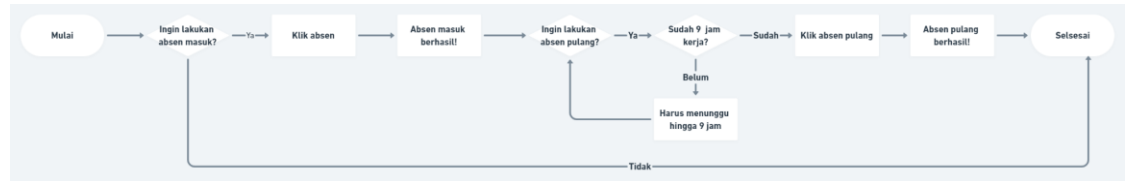
Delete

Ajukan Reimbursement

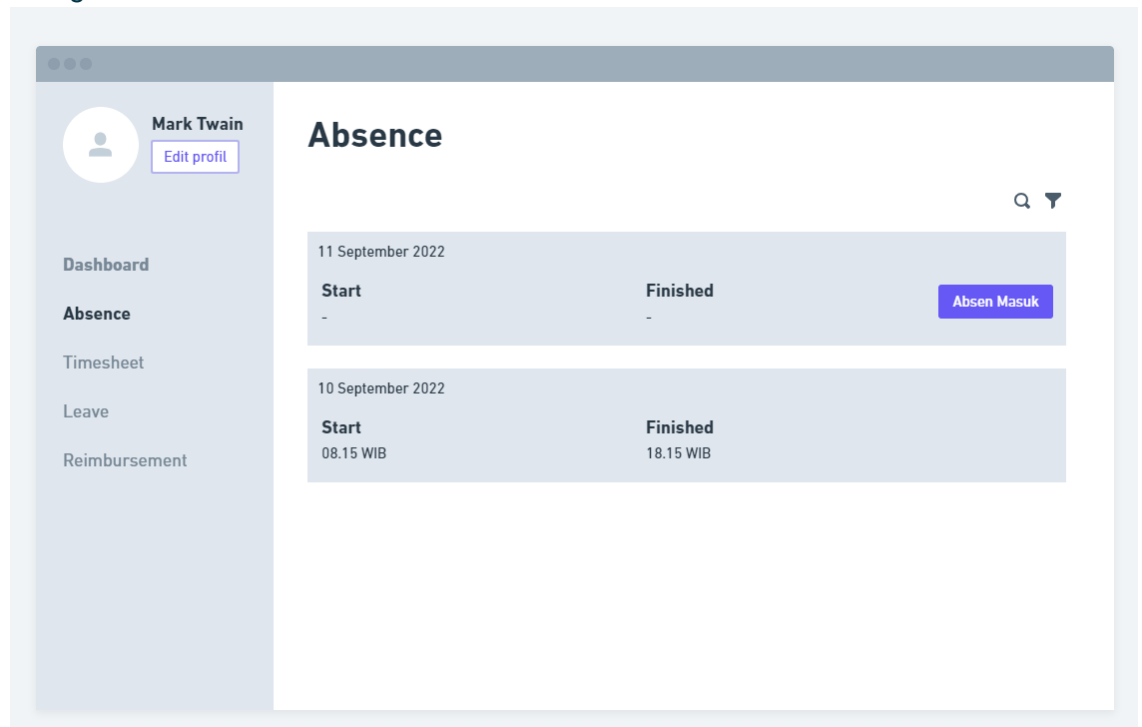
- Backlog

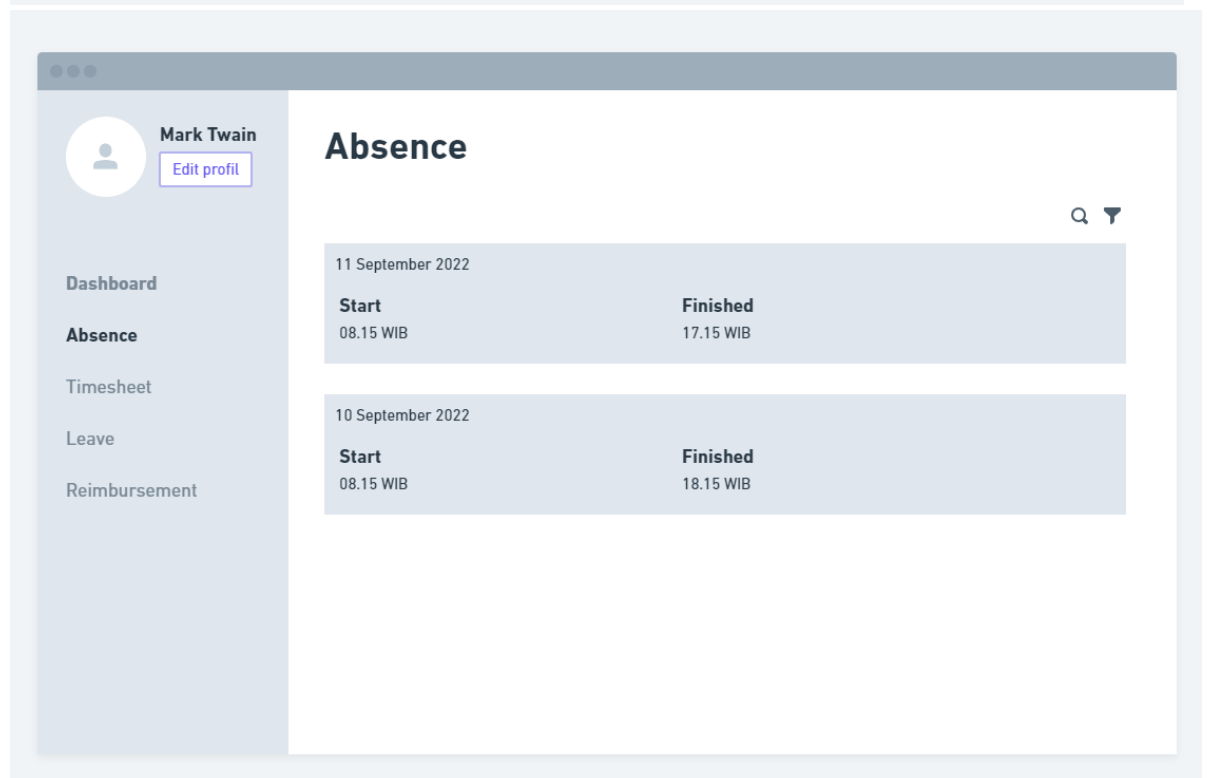
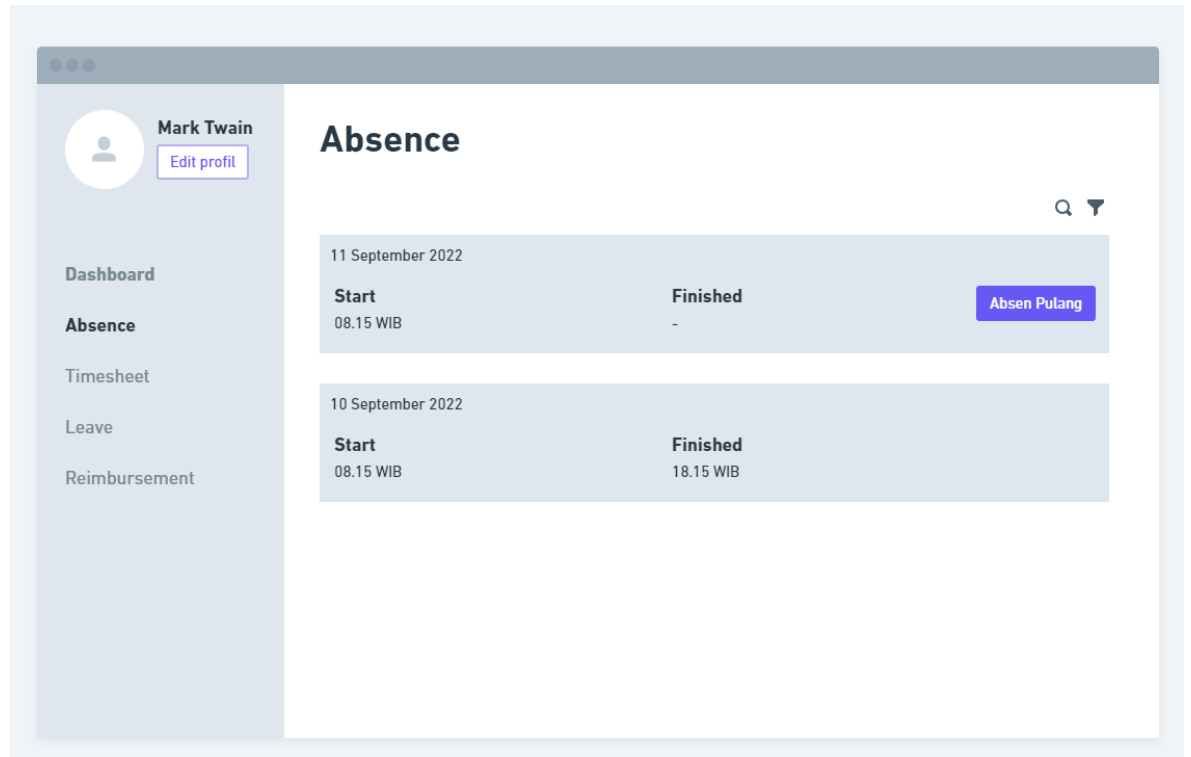
## 6. User dapat melakukan Absence

- Journey



- Design





- Backlog

## Timeline

[illegible]