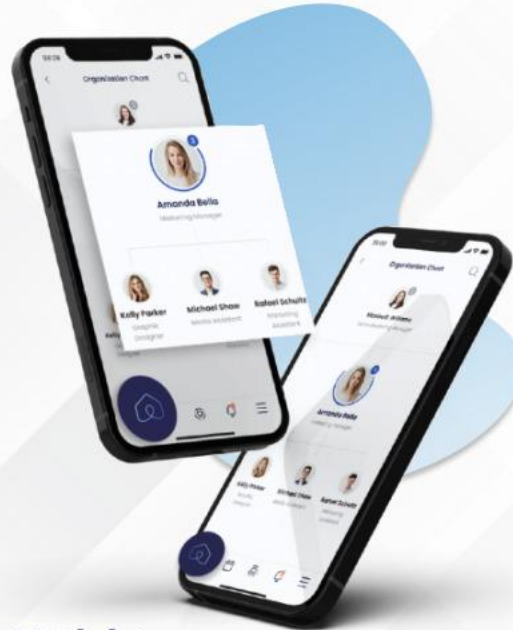


New HR Information System Socialization: **SunFish Workplaze**



Module:

- Employee Personal Information
- Print Payslip
- Leave Request



Tuesday, 30 April 2024



14.00 - 15.30 WIB



Multipolarian



Microsoft Teams

Go Live: 30 April 2024



bit.ly/workplaze30apr



Employee Self-Service (ESS) Guide on Workplaze

Human Capital Management System
by Dataon - A Humanica Company

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Workplaze's Employee Self-Service

Employee Self-Service (ESS) in Workplaze is a function which allows employees to perform administrative tasks and job-related functions, such as requesting leave, print payroll slip, etc., independently & paperless through Workplaze.

It eases all employees, including managers and supervisors, to submit employee requests for themselves through a simplified and quick process.



Workplaze's Employee Self-Service Concept

Pay attention to the information below before continue reading this guide.

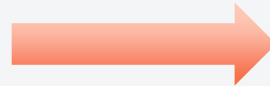


As an employee, your access to Workplaze ESS function(s) is based on the function & data authorization granted by your company to its employees. Therefore, although you are a manager/supervisor/employees, you will not be automatically able to perform all functions discussed in this guide.



The general workflow of ESS in Workplaze is as follows.

Employee creates a request (ESS)



Approver responds to the request (MSS)



The detailed approval workflow will follow your company's rule.

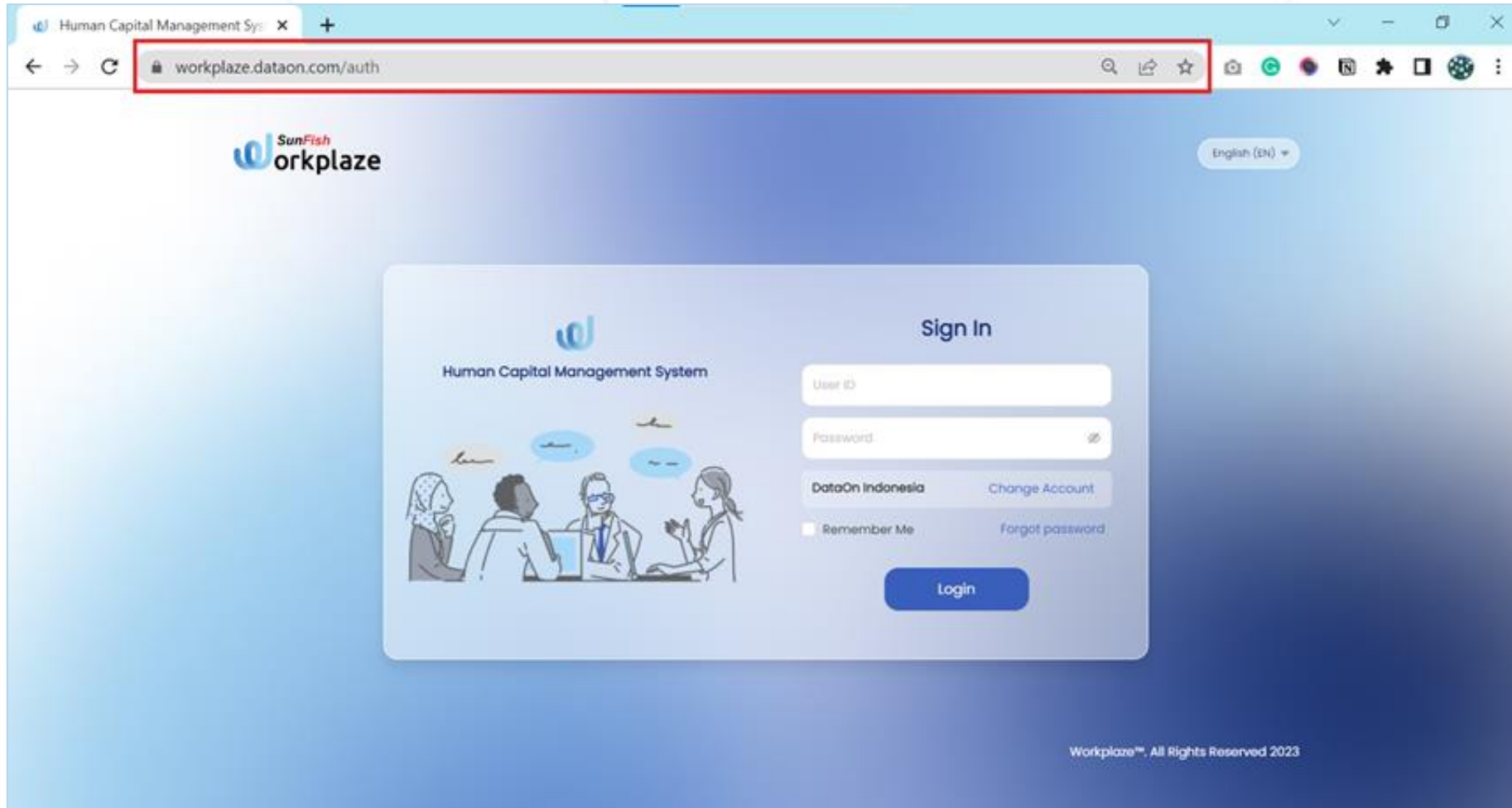


Manager & supervisor may also perform MSS (Manager Self-Service) functions, such as approve leave request.

2. Workplaze Login Tutorial

This chapter provides information on how to log in to Workplaze

1. First, open a browser and type the Workplace URL of your company in the address bar.
2. Then, click enter to go to Workplace login page.



Change Language

1. Input your Employee ID (NIP) here.

2. Input account: multipolar_group

3. Click Forget Password and input your 365 email address. New Password will be sent by email.

Notes: to get your login information, you can contact your


Click verification link, then you can use you new password.

Multipolar Group HRIS ~ Info: Password Reset Confirmation

 sf7@mail7.dataon.com
To 

  Reply  Reply All  Forward  

Tue 12/03/2024 09:00


 If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Dear 4001650,

you have requested to reset password
in Multipolar Group HRIS.

Please click link below to confirm your new password:
<https://workplaze-tr.dataon.com/verify/forgot/6383C9FCCE8FC4D26395A42488FF8C95A157E1419A296B9F6C9A8ABA08838697997C5F1E40D74F91961986C24DC69E06DCC8EF8ABCAB15948C4DD3D7BA7133ADAE825566AB0EDAA0BAAD71A9F>

After click password confirmation,you can use your new password:

User Name	: 4001650
Password	:  (you will be asked to change the password when log in into the system)
URL Address	: https://workplaze-tr.dataon.com/auth

New Password



CONFIDENTIAL
Password ini akan menjadi **payroll password** Anda,
pastikan kerahasiaan terjaga.

Change Language

1. Input your Employee ID (NIP) here.

4. Input new password

2. Input account: multipolar_group

3. Click Forget Password and input your 365 email address. New Password will be sent by email.

5. Click Login.

Notes: to get your login information, you can contact your administrator or employer.

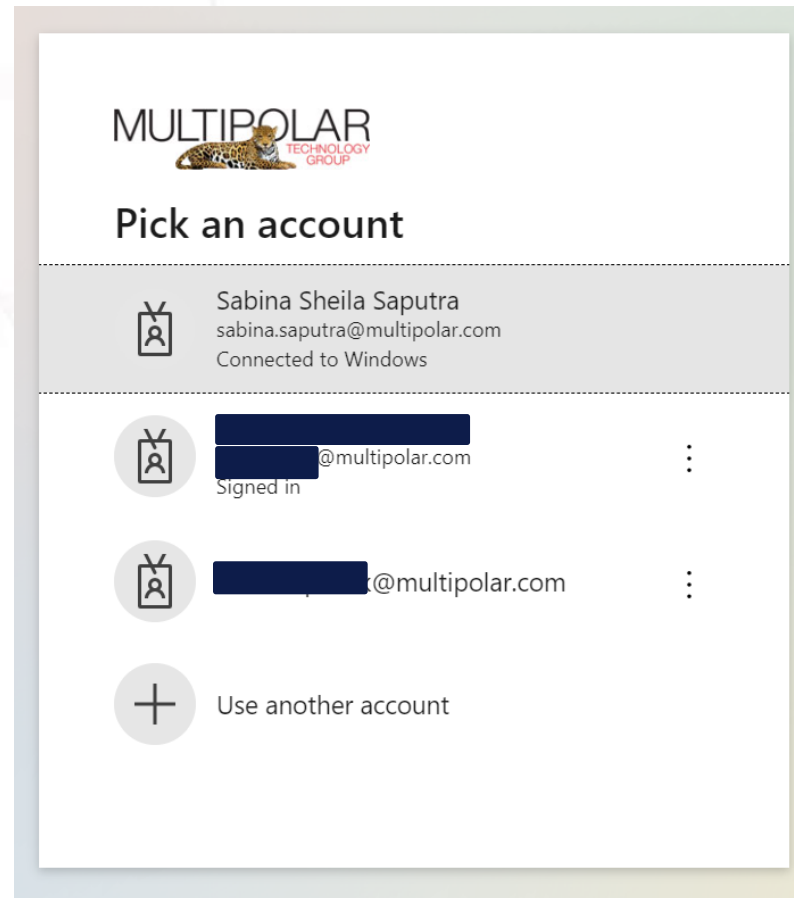
Single Sign On (SSO) Login Option → Input your login information in the provided field and click [SSO OAuth](#).

1. Input account: multipolar_group

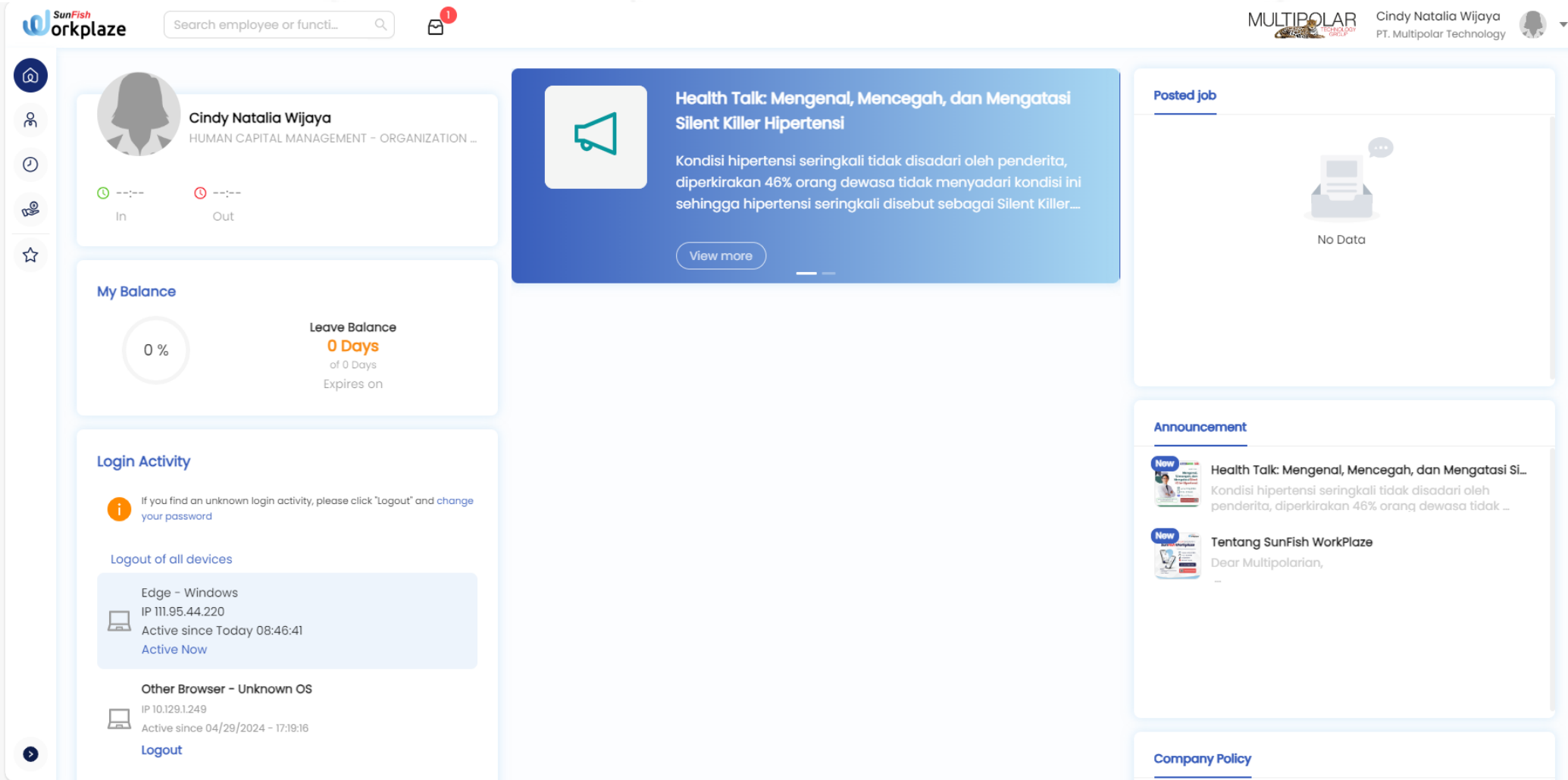
2. SSO OAuth button will appear. Click SSO OAuth, then Login by your Outlook 365 login information (email & password).

Notes: to get your login information, you can contact your administrator or employer.

Single Sign On (SSO) Login Option → Input your login information in the provided field and click [SSO OAuth](#).



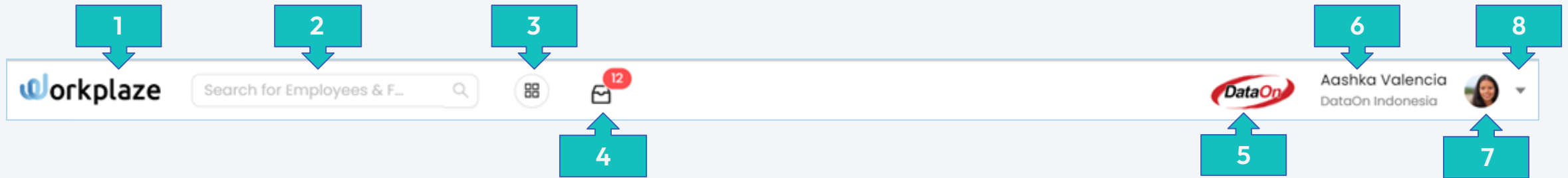
After that, you will be directed to Workplaze homepage.



3. Workplace Homepage

This chapter explains about the features in Workplace homepage, including notification, My Calendar, and many more.

Header



1

Workplace logo

2

Search bar

You can search an employee or a function here. To search, click the bar and type your search. Then, to view the result, click the search result that appears

3

Dashboard menu

Click to view the dashboard menu. *It will be hidden if your account is not authorized to access any dashboard.*

4

Inbox

Click to view requests that need your approval and view update on your request

5

Your company logo

6

Your display name and company name

7

Profile picture


8

Account profile/setting


Click the drop-down button to change company (for multi-company), or to view account profile, report (depends on the granted authorization), or to log out.

Menu Sidebar


Point your cursor to the module's icon to view the menu list in each module




- Home




- Organization




- Employee




- Career Adm




- Time & Attendance




- Reimbursement




- Loan




- Payroll




- Performance




- Training



- Recruitment



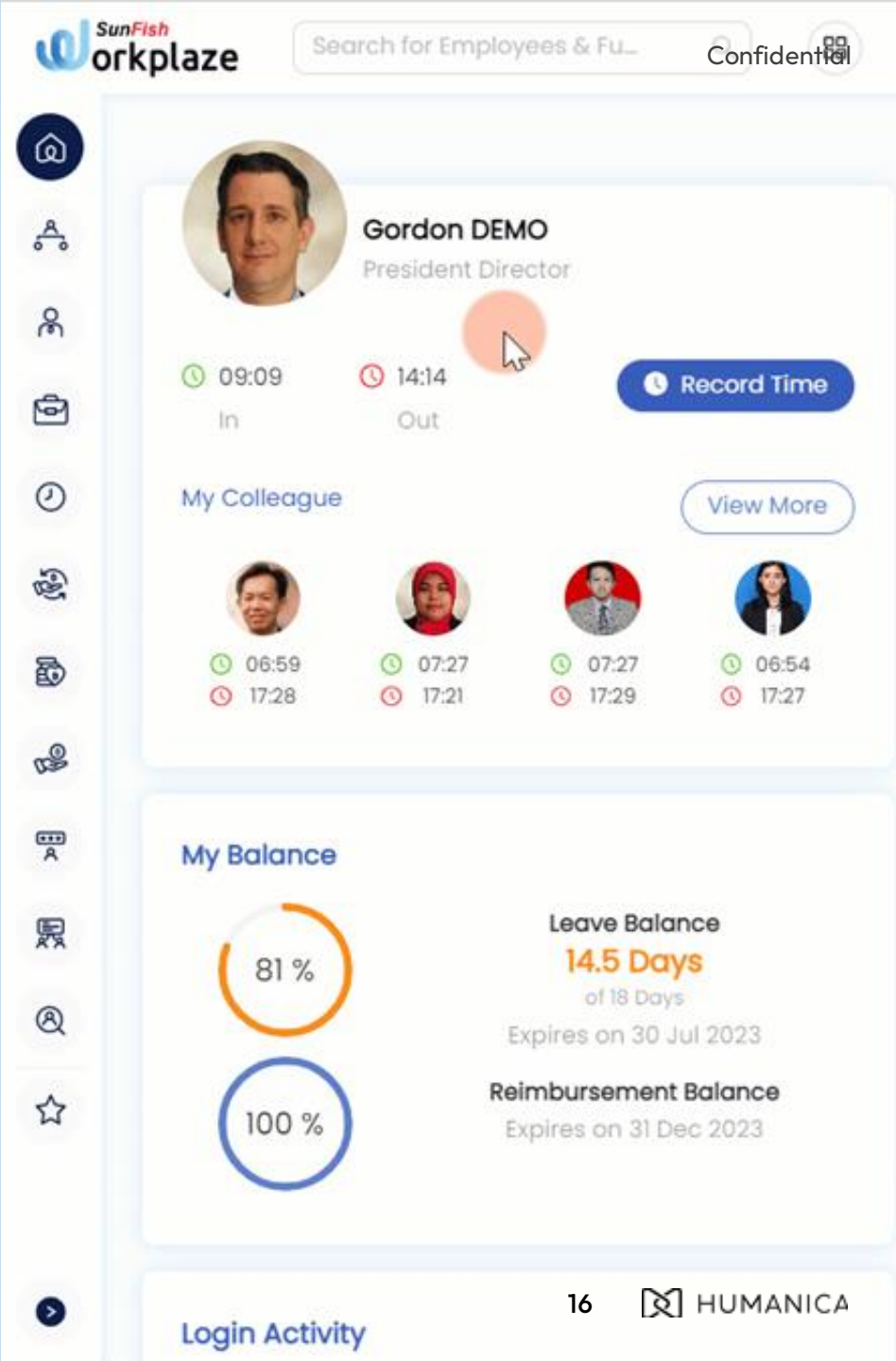
- Favorite



- Expand Menu

Then, to access a menu page each module has, select and click the menu

Note that the module/menu you can access will depend on the authorization granted for you which is determined by your company



Scroll down your homepage to find other widgets or features, such as the following.

- 1 Login Activity
- 2 Posted Job
- 3 Announcement
- 4 Employee Birthday
- 5 Company Policy

Login Activity

If you find an unknown login activity, please click "Logout" and change your password

Logout of all devices

Edge - Windows

IP 111.95.44.220

Active since Today 08:46:41

Active Now

Other Browser - Unknown OS

IP 10.129.1.249

Active since 04/29/2024 - 17:19:16

Logout

Other Browser - Unknown OS

IP 10.244.6.59

Active since 04/29/2024 - 16:16:45

Logout

Other Browser - Unknown OS

IP 10.244.10.244

Active since 04/29/2024 - 16:14:10

Logout

Other Browser - Unknown OS

IP 10.129.0.22

Active since 04/29/2024 - 16:13:30

Logout

Login Activity

- You can monitor your login activity and suspect if there is unknown login.
- You can log out from other device from here, by selecting the device you want to log out from and clicking **Logout**.

Health Talk: Mengenal, Mencegah, dan Mengatasi Silent Killer Hipertensi

Kondisi hipertensi seringkali tidak disadari oleh penderita, diperkirakan 46% orang dewasa tidak menyadari kondisi ini sehingga hipertensi...

View more

Announcement

- You can view company announcement from this widget.
- To view the announcement detail, point your cursor to the announcement and click it.
- Check out other announcements by clicking **ViewMore**.

Posted Job

No Data

Announcement

New

Health Talk: Mengenal, Mencegah, dan ...

Kondisi hipertensi seringkali tidak disadari oleh penderita, diperkirakan ...

New

Tentang SunFish WorkPlaze

Dear Multipolarian,

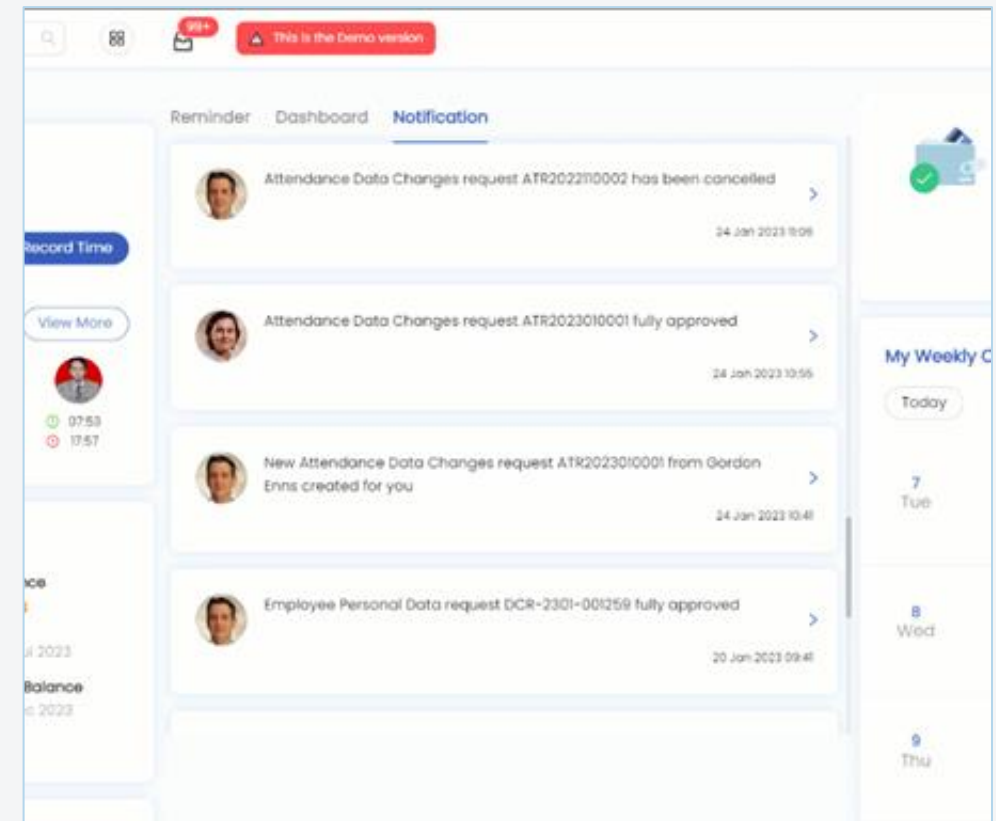
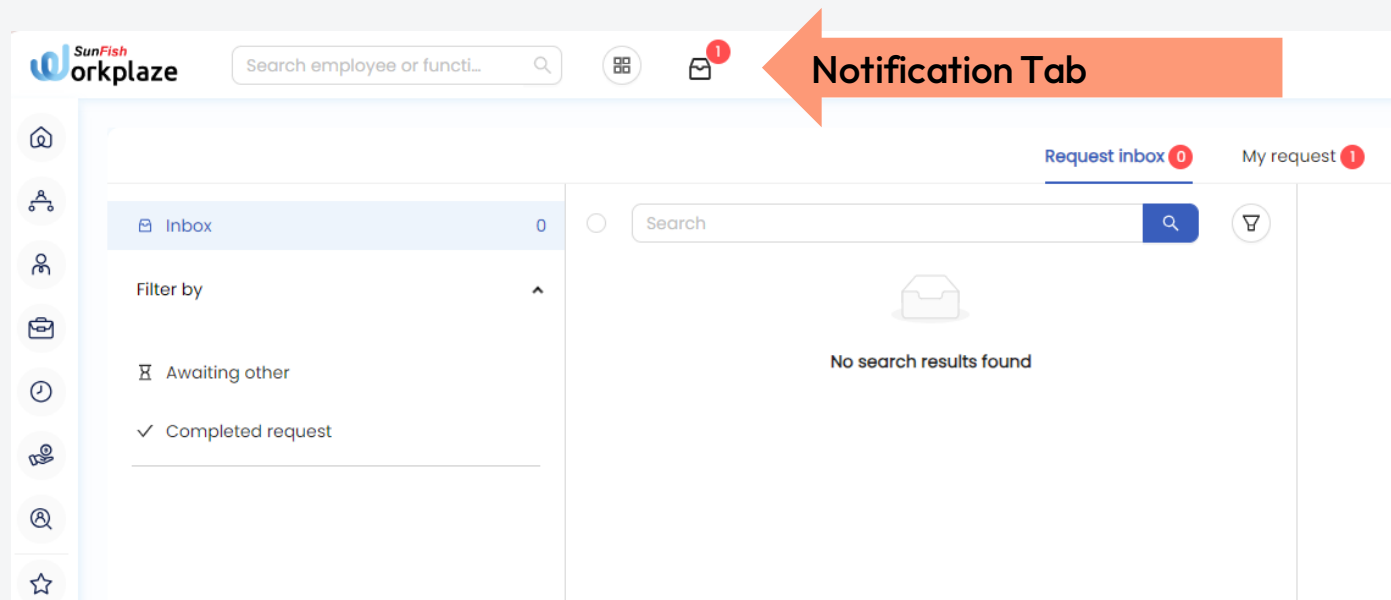
...

Company Policy

No Data

Notification Tab

- You can find updates on your requests and/or requests that needs your approval (MSS) on this tab.
- Click on the notification to view the detail. It will redirect you to the Request Inbox



New notifications will be indicated with number beside the tab title, so you will always be informed.

4. Request Inbox

This chapter provides information about the request inbox in Workplaze, request status, etc.

By default, Workplace Request Inbox consists of two tabs:

1. Request Inbox

It displays the list of requests from other employees that needs your approval (depending on the workflow setup)

1. My Request

It displays the list of requests you have created that have updates.

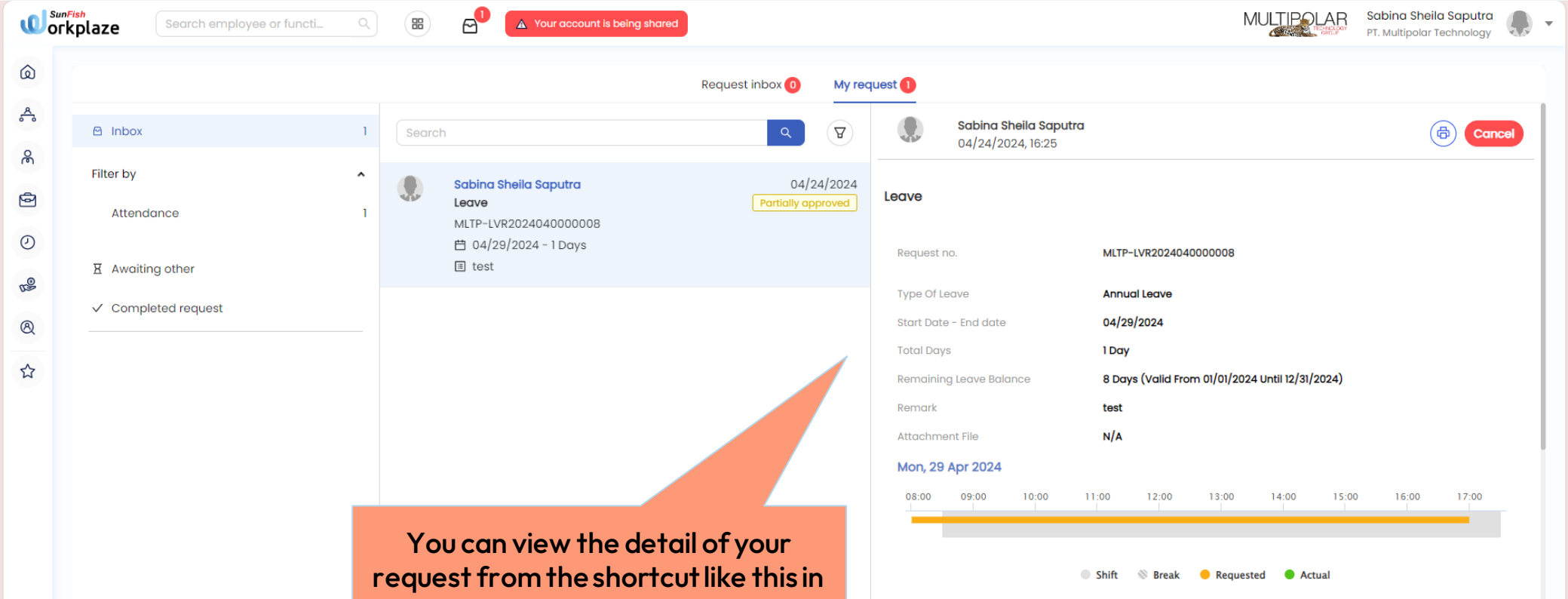
The screenshot shows the Workplace Request Inbox interface. On the left, there is a sidebar with a 'Filter by' section containing categories like Attendance, Career Administration, Employee, Employee Perform, and Recruitment. The main area displays a list of requests under the 'Request Inbox' tab. The list includes details for three requests: one from Abdi Maru Wirajaya (Leave, 3 Nov 2022, Partially Approved), one from Fransisca Sandra (Performance Plan Request, 7 Oct 2022, Unverified), and one from Manca Dewana (Performance Plan Request, 7 Oct 2022, Unverified). A fourth request from Joana Chrisanty is partially visible. On the right, the 'Request detail' panel for the first request is shown, displaying fields like Request No, Leave Type, Start Date, End Date, Total Days, Remaining Leave Balance, Remark, and Attachment File. Below the details is a calendar view for Tuesday, 8 Nov 2022, showing a half-day permit from 08:00 to 12:00. Annotations in orange boxes point to specific parts of the interface: 'Sort and filter request inbox' points to the sidebar filter section, 'Request list' points to the list of requests, and 'Request detail' points to the detailed view of a request.

Sort and filter request inbox

Request list


Request detail

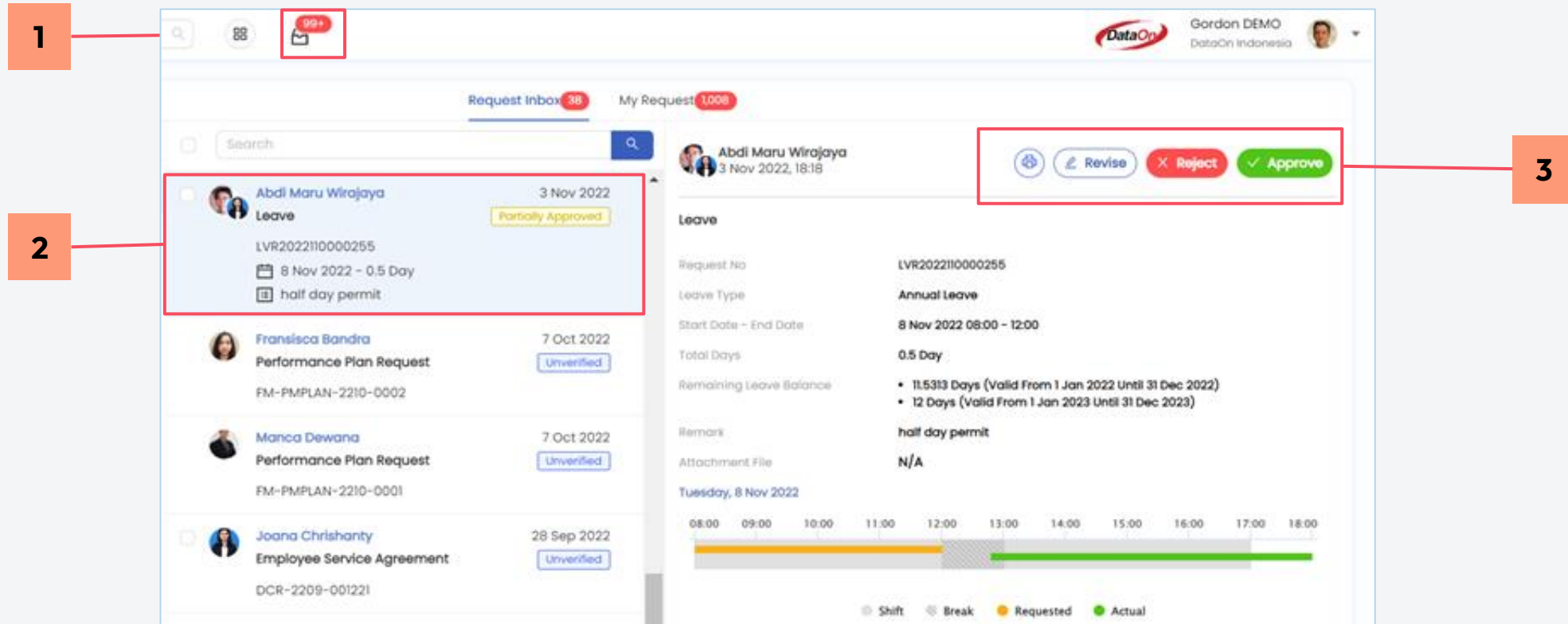
Request Inbox Page Detail



You can view the detail of your request from the shortcut like this in the Request Detail

How to Respond a Request

1. Go to the Request Inbox page by clicking  on the page header
2. On the Request Inbox page, click a request
3. Then, on the request detail section, decide the action you want to apply to the request



The screenshot displays the 'Request Inbox' page in the Workplaze system. A red box labeled '1' points to the 'Request Inbox' icon in the top navigation bar. A red box labeled '2' points to a request card for 'Abdi Maru Wirajaya' (Leave, LVR2022110000255, 8 Nov 2022 - 0.5 Day, half day permit). A red box labeled '3' points to the action buttons (Revise, Reject, Approve) in the request detail section. The request detail section shows the user's name, date, and time, followed by a list of request details including Request No, Leave Type, Start Date - End Date, Total Days, Remaining Leave Balance, Remark, and Attachment File. A timeline for Tuesday, 8 Nov 2022, is also displayed at the bottom.








Request No	Leave Type	Start Date - End Date	Total Days	Remaining Leave Balance	Remark	Attachment File
LVR2022110000255	Annual Leave	8 Nov 2022 08:00 - 12:00	0.5 Day	• 11.5313 Days (Valid From 1 Jan 2022 Until 31 Dec 2022) • 12 Days (Valid From 1 Jan 2023 Until 31 Dec 2023)	half day permit	N/A

Tuesday, 8 Nov 2022

08:00 09:00 10:00 11:00 12:00 13:00 14:00 15:00 16:00 17:00 18:00

Shift Break Requested Actual

Request Status

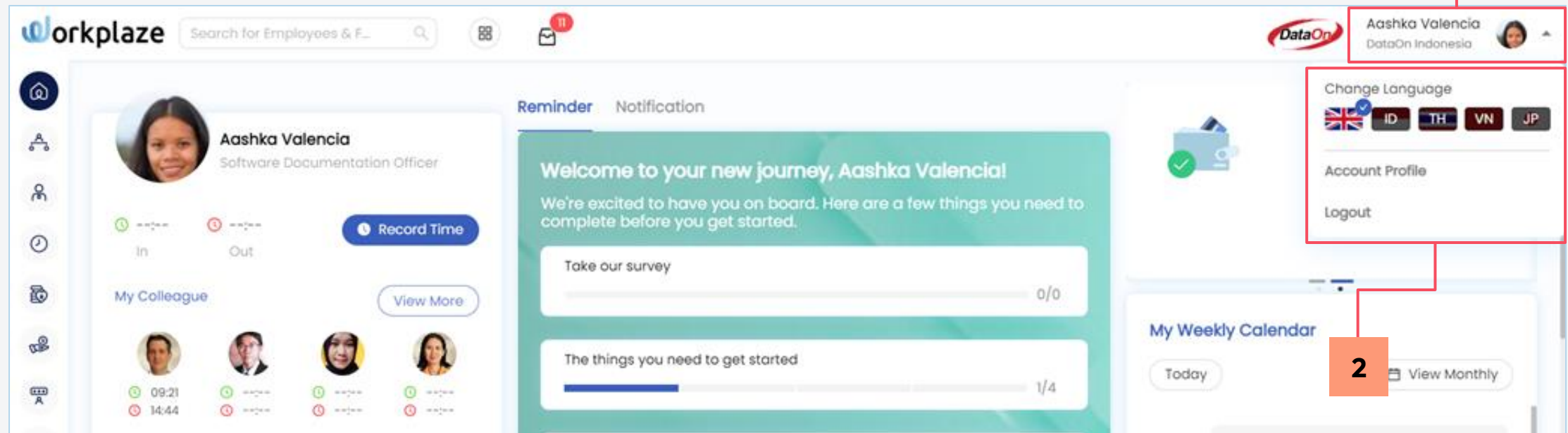
<div><div><div><div><div></div><div>Kim Young</div></div><div>Employee Bank Account</div><div>DCR-2302-001276</div></div><div><div>8 Feb 2023</div><div>Unverified</div></div></div></div>	<div><div><div><div><div></div><div>Kim Young</div></div><div>Training Request</div><div>TRNREQ2023020000023</div></div><div><div>8 Feb 2023</div><div>Fully Approved</div></div></div></div>
<div><div><div><div><div></div><div>Abdi Maru Wirajaya</div></div><div>Overtime</div><div>OVR-202211-000018</div><div>02-Nov-22</div></div><div><div>3 Nov 2022</div><div>Partially Approved</div></div></div></div>	<div><div><div><div><div></div><div>Gordon Enns</div></div><div>Overtime</div><div>OVR-202211-000016</div><div>03-Nov-22</div></div><div><div>3 Nov 2022</div><div>Revised</div></div></div></div>
<div><div><div><div><div></div><div>Kim Young</div></div><div>Employee Personal Data</div><div>DCR-2302-001280</div></div><div><div>8 Feb 2023</div><div>Rejected</div></div></div></div>	<div><div><div><div><div></div><div>Kim Young</div></div><div>Employee Personal Data</div><div>DCR-2302-001282</div></div><div><div>8 Feb 2023</div><div>Closed</div></div></div></div>
<div><div><div><div><div></div><div>Kim Young</div></div><div>Overtime</div><div>OVR-202302-000032</div><div>25-Jan-23</div></div><div><div>8 Feb 2023</div><div>Cancelled</div></div></div></div>	

- **Unverified** means the request has no follow up action yet.
- **Fully Approved** means the request has been approved by all approvers.
- **Partially approved** means some approvers have approved the request. Waiting for another approver.
- **Revised** means the approver asked the requester to revise the their form.
- **Rejected** means the request is not approved.
- **Closed** means the request has been completed.
- **Cancelled** means the request is undone by the requester.

5. Account Set Up

This chapter informs about how to set up your account profile and log out your account

1. Click the area indicated below.
2. Therefore, you will find the following menu: Change Language, Account Profile, and Logout.
3. To change the language, click the symbol of the language you intended.
4. To change your account set up, click **Account Profile**.
5. To log out your account, click **Logout**.



Account Profile

This page consists of two tabs.

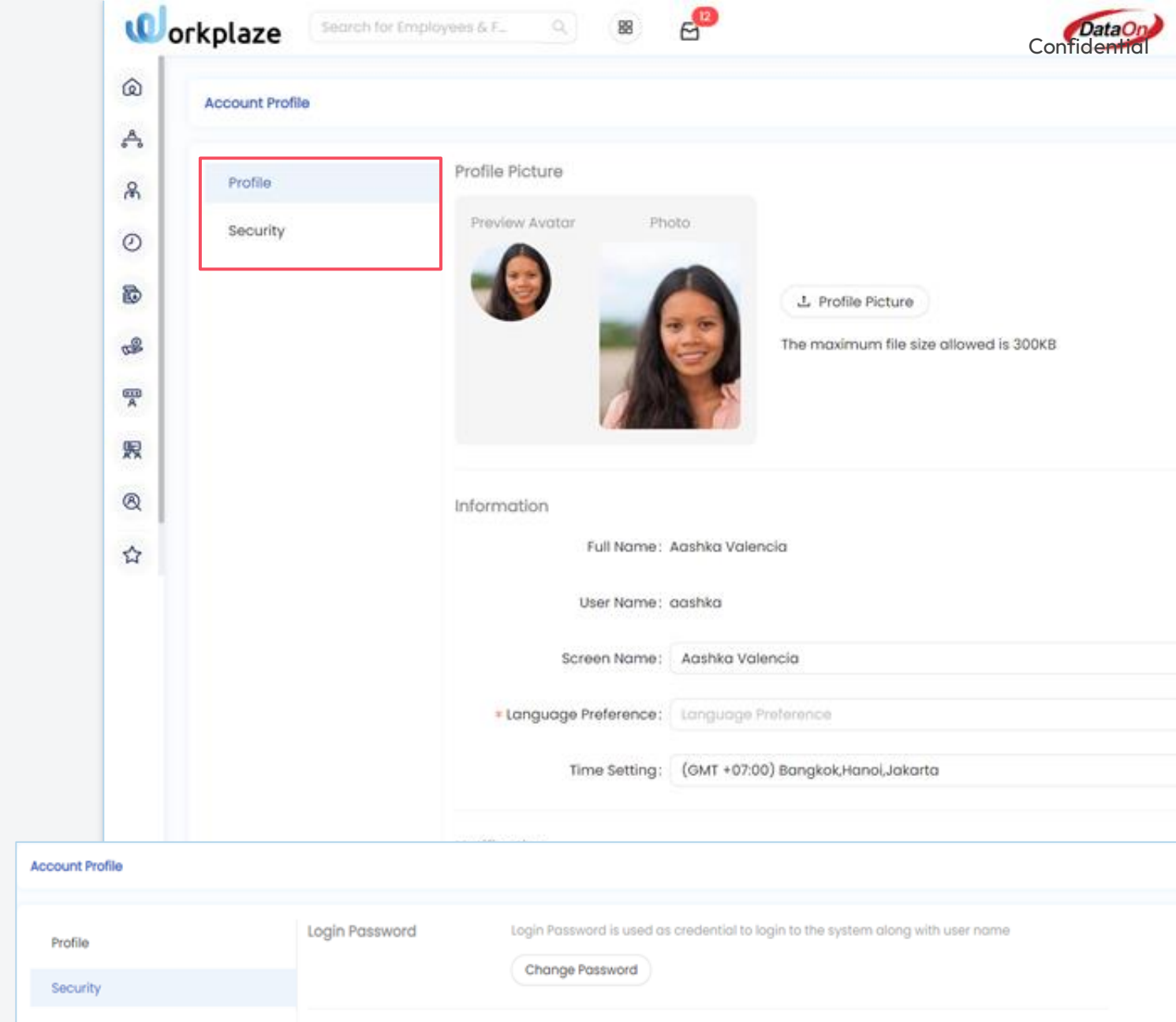
1 Profile tab

It is used to:

- change language preference
- disable/enable notifications.

2 Security tab

It is used to: change login password



6. ESS in Employee Module

Employee Module Overview

Workplaze's Employee module helps employees to easily view their data without an assistance from HR personnel.



Employee Information

What you can do in the Employee Information menu from Workplaze?



View & edit your personal data, such as contact information, address, etc.



View your employment data, leave information, etc.

For any data update, please contact:
hcm.helpdesk@multipolar.com

The screenshot shows the 'Employee Information' page for Aashka Valencia (ID: 13060042). The page includes a sidebar with navigation icons, a top search bar, and a main content area. The main content area displays the employee's profile, contact information, and performance metrics. The 'Personal Info' section is expanded, showing 'Personal Data' with fields for Employee Name, Middle Name, Official Name, Initial Name, Nationality, and Religion. The 'Attendance Rate' is 100%, 'Lateness Rate' is 32.56%, and 'Overtime Rate' is 0%.

Category	Value
Attendance Rate	100%
Lateness Rate	32.56%
Overtime Rate	0%

You can edit your data independently for some category:

- Family & dependant
- Education
- Emergency contact

Please attach supporting document to HCM for verification process.

Employee Information Detail

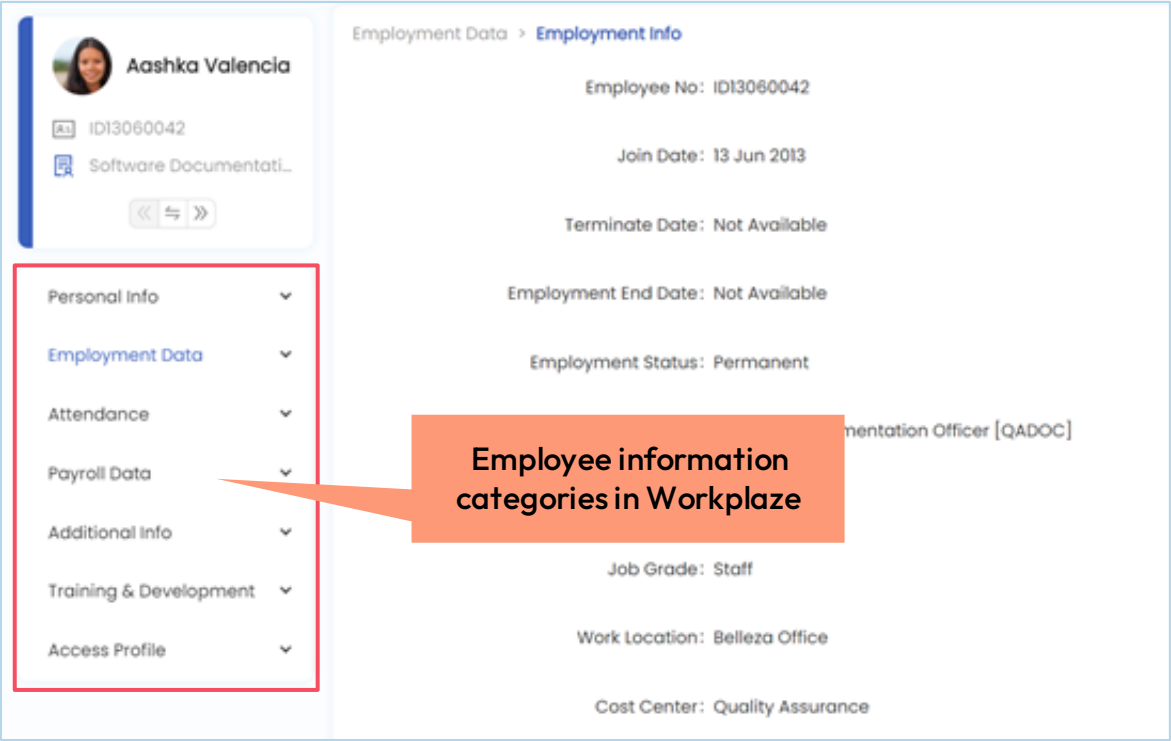
Employee Information Detail in Workplaze, by default, consists of seven categories.

You can access the information of each category depending on your authorization granted to your account.

If you are not authorized to access a category, it will be hidden.

Each category has different subcategories.

Click the **drop-down icon** to view the data of each subcategory.



7. ESS in Time & Attendance Module

Time & Attendance Module Overview


Workplaze's Time & Attendance module eases employees to record their attendance data, as well as submit employee's requests such as for leave.



My Calendar

My Calendar feature in Workplaze helps you to navigate your attendance data as well as your schedule.

Time And Attendance > My Calendar



Gordon Enns

ID00020001

President Director

March 2023

Today

Filter

SUNDAY

26

OFF

5

MONDAY

27

SHREGULAR

09:35 - 17:00

LTI NSO PRS

12

SHREGULAR

08:00 - 17:00

19

SHREGULAR

08:00 - 17:00

TUESDAY

28

PABRIK_PAGI

07:57 - 13:57

LTI PRS

6

SHREGULAR

08:00 - 17:00

13

SHREGULAR

08:00 - 17:00

20

SHREGULAR

08:00 - 17:00

WEDNESDAY

28

SHREGULAR

08:00 - 22:30

PRS

7

SHREGULAR

08:00 - 17:00

14

SHREGULAR

08:00 - 17:00

21

SHREGULAR

08:00 - 17:00

THURSDAY

1

SHREGULAR

08:00 - 17:00

PRS

8

SHREGULAR

08:00 - 17:00

15

SHREGULAR

08:00 - 17:00

22

SHREGULAR

08:00 - 17:00

FRIDAY

2

SHFRIDAY

07:50 - 08:00

EAI EAO PRS UNPR

9

SHFRIDAY

08:00 - 17:00

16

SHFRIDAY

08:00 - 17:00

23

SHFRIDAY

08:00 - 17:00

SATURDAY

3

OFF

4

OFF

10

OFF

17

OFF

24

OFF

Tue, 7 Mar 2023

Shift Code

Day Type

PABRIK_PAGI

WD

Shift Time

Shift Break

07:00 - 11:00

12:00 - 13:00

PABRIK_PAGI

WD

Shift Time

Shift Break

07:00 - 11:00

12:00 - 13:00

Actual Time

Actual Break

07:57 - 13:57

--:-- --:--

Status

LTI PRS

Edited by Zenhing - 7 Mar 2023

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Leave Request

You can create a leave request from Workplaze’s Leave Request menu.

Time And Attendance > Attendance Request > Leave Request

+ Add

More

Filter

Show Hide

Request No	Request	Type Of Leave	Start Date	End Date	Total Days	Remark	
LVR2023030000264	Aashka Valencia	Annual Leave	7 Mar 2023	7 Mar 2023	0.375	cuti	Unverified
LVR2023010000259	Aashka Valencia	Holiday	24 Jan 2023	24 Jan 2023	1	Liburan	Fully Approved
LVR2022040000241	Aashka Valencia	Annual Leave	26 Apr 2022	26 Apr 2022	1	Go to the doctor	Closed
LVR2021090000227	Aashka Valencia	Annual Leave	24 Sep 2021	24 Sep 2021	1	Vaccine 1st time	Fully Approved
MSL-2021-04-000001	Aashka Valencia	Annual Leave	12 May 2021	12 May 2021	1	Mass Leave for Eid Al-Fitr 2021	Mass Leave
MSL-2019-11-000001	Aashka Valencia	Annual Leave	24 Dec 2019	24 Dec 2019	1	Mass Leave - Christmas	Mass Leave

Click a request number to edit/cancel a request

Click to view your balance

Click to create a new request

Panduan Pengajuan Cuti

TAHAPAN	
Pengajuan cuti dilakukan paling lambat lima hari (kalender) sebelum hari H.	Pengajuan dilakukan melalui SunFish Workplaze
Manager (L1) akan mendapatkan notifikasi dan memiliki waktu 3x24 jam untuk melakukan: <ul style="list-style-type: none"> - Revise → approver meminta requestor untuk merevisi rencana cuti - Reject → approver menolak pengajuan cuti requestor 	<ul style="list-style-type: none"> - Notifikasi diterima melalui email - Respon dilakukan melalui SunFish Workplaze
Pengajuan cuti akan auto approved apabila tidak ada respon dalam 3x24 jam tersebut.	
Dua hari sebelum tanggal cuti , member akan mendapat notifikasi dari Internal System terkait temporary acting selama member cuti. Apabila member perlu melakukan delegasi kepada atasan atau rekan kerja, maka member dapat melakukan penunjukan.	<ul style="list-style-type: none"> - Notifikasi diterima melalui email - Respon dilakukan melalui Acting & Leave Dashboard di MLPT Web
Setelah delegasi temporary acting dilakukan, maka Tim Internal System akan melakukan sinkronisasi hak akses/approval di Internal System.	

Input your leave reason

Click here if you want to submit halfday leave request (first half / second half)

Submit here

Approve / Reject / Revise Leave Request

Request inbox 3

My request 1

Notification

Choose response

Inbox 3

Attendance 2

Employee 1

Awaiting other

Completed request

Sabina Sheila Saputra

Leave

MLTP-LVR2024040000013

05/06/2024 - 0.5 Days

testing

04/30/2024

Unverified

Leave

Request no. MLTP-LVR2024040000013

Type Of Leave Annual Leave

Start Date - End date 05/06/2024 08:00 - 05/06/2024 12:00

Total Days 0.5 Day

Remaining Leave Balance 0 Days (Valid 05/06/2024 - 05/06/2024) 8 Days (Valid 05/06/2024 - 05/06/2024)

Remark testing

Attachment File N/A

Mon, 06 May 2024

09:00 10:00 11:00 12:00

Shift Break Requested Actual

Revise Request

Write some notes to inform the requester to make necessary changes

revise tgl cuti


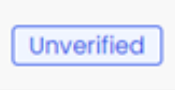
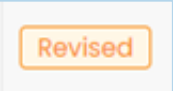
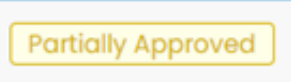
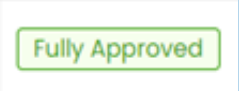
Cancel Revise

Edited by Zenhing - 8 Mar 2023

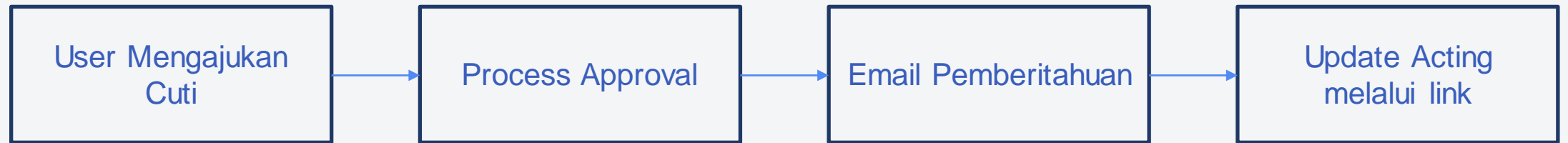
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Request Status

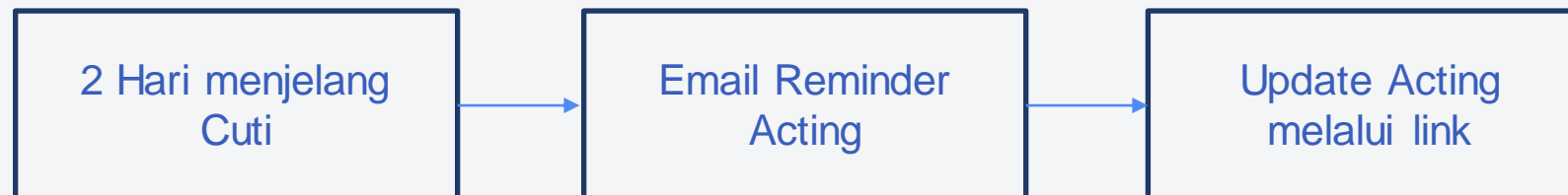
Every request submitted through Time & Attendance module can be edited or canceled depending on the status that entails the request. It can be done from the Edit Page of the respective menu.

	Draft Request	<ul style="list-style-type: none">• can be edited• can be deleted
	Unverified Request	<ul style="list-style-type: none">• can be canceled
	Revised Request	<ul style="list-style-type: none">• can be edited• can be deleted
	Partially Approved Request	<ul style="list-style-type: none">• can be canceled
	Fully Approved Request	<ul style="list-style-type: none">• can be canceled by adding cancellation request.

Acting & Leave



<https://mlptweb.multipolar.com/leave>





Acting and Leave Dashboard

Hi Arief G Protanto, view Acting and Leave here!

Active and Upcoming Schedule

Show 10 entries

Search:

Start Date	End Date	Employee	Acting Employee	Remarks	Status	Option
2024-03-01	2024-03-05	arief	Erlina	test1	Ongoing	⋮
2024-04-29	2023-05-02	arief	Erlina	test	Ongoing	⋮
Start Date	End Date	Employee	Acting Employee	Remarks	Status	Option

Showing 1 to 2 of 2 entries

👤 Edit Acting

✕ Cancel Schedule

Previous

Next

Past Schedule

Acting and Leave

Hi Arief G Protanto, view Acting and Leave

 Edit Acting



Assigned Acting

Erlina

New Acting

Please Select

arie



ARIE DWIJAYANTO - HI

ARIE JUNMANSYAH ALAMSYAH - EA

ARIE NOVIRIENDRA - HI

ARIEF G PROTANTO - EA

ARIES APRIZAL - HI

ARIES PUTRA PRATAMA - HI

Active and Upcoming Schedule

Show 10 entries

Start Date	End Date	Emp	Status	Option
2024-03-01	2024-03-05	arief	Ongoing	⋮
2024-04-29	2023-05-02	arief	Ongoing	⋮
Start Date	End Date	Employee	Status	Option

Showing 1 to 2 of 2 entries

Previous 1 Next

Past Schedule

Ketentuan Cuti Khusus

Jenis Cuti	Durasi (hari kerja)
Perkawinan Pekerja	3
Perkawinan anak Pekerja	2
Khitanan / pembaptisan anak Pekerja	2
Istri Pekerja melahirkan atau keguguran kandungan	2
Keluarga Pekerja meninggal dunia	2
Anggota keluarga Pekerja dalam satu rumah meninggal dunia	1
Ujian Akhir Kesarjanaan Pekerja	1
Wisuda Pekerja	1
Rusaknya Rumah Karena Bencana Alam	1
Wali Pernikahan Saudara Kandung	1
Ibadah Haji / Ziarah Keagamaan	40
Cuti Melahirkan	90
Cuti Sakit / Sick Leave	Sesuai kebutuhan

Note

- Cuti Khusus dapat digunakan setelah member memberikan pengajuan dan dokumen pendukung kepada tim HR.
- Ketentuan atas Cuti Khusus dapat dilihat pada Peraturan Perusahaan.

8. ESS in Payroll Module



Payroll Module Overview

Workplaze's Payroll module helps employees to access their payslip anytime and anywhere easily.

My Payroll Info

- ✓ Workplaze’s My Payroll Info provide details about your payroll info
- ✓ It’s equipped with a password to make sure your payroll information is secured

orkplaze

Search for Employee & Payroll

99+

Period: Start Date End Date

Payroll Period

MTWTF- 25 Aug 2022

Take Home Pay

IDR 90.054.869,67

IDR 138.616.952,00

Total Deduction

IDR 48.562.02,33

Payroll Period

MTWTF- 25 Jul 2022

Take Home Pay

IDR 89.974.869,67

IDR 138.652.985,00

Total Deduction

IDR 48.679.05,33

Payroll Period

MTWTF- 25 Jun 2022

Take Home Pay

IDR 100.000.000,00

IDR 133.404.793,00

Total Deduction

IDR 33.404.793,00

Employee Payroll Info

NIK: 8027389742739

Tax Ref No: 74619012130019

Tax Status & Dependent: K / 3

Last 6 Month's Take Home Pay

Salary

Tax

2% Company 3.7%

Transport Allowance

Mar 2022

Apr 2022

May 2022

Jun 2022

Jul 2022

Aug 2022

Allowance Meal (Regular)

August

July

April

LATE IN DEDUCTION

August

July

April

Summary of Payroll Detail

Loan

Tax Form

2020 - 1721 A1

KPP Jakarta Timur

Click the payroll period to view payroll detail

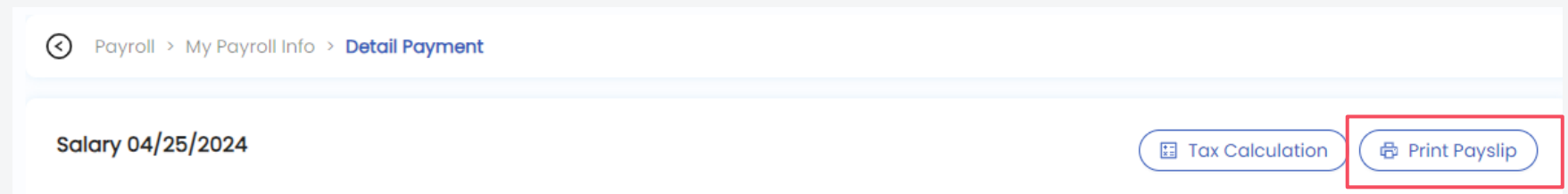
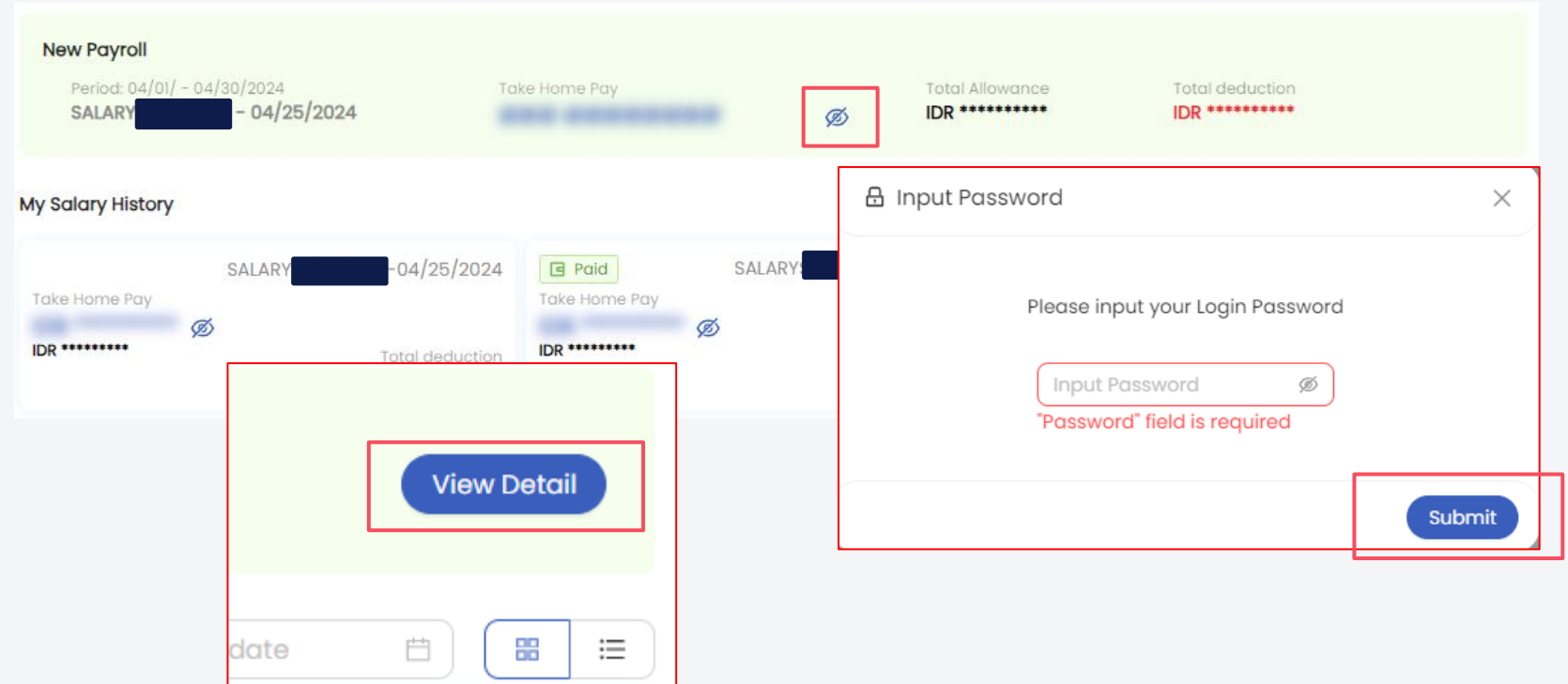
Select the payroll period to display

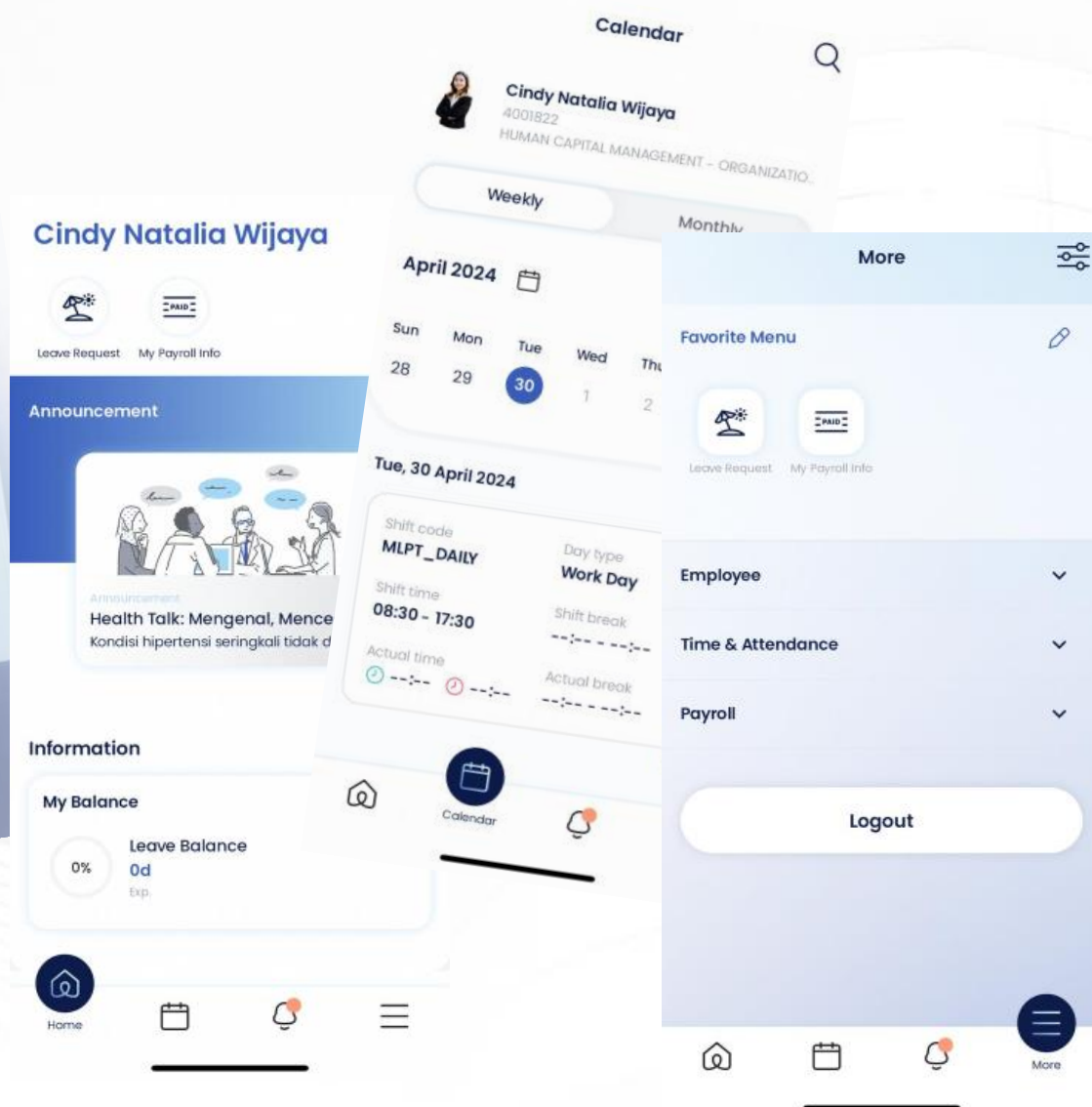
This is the list of the payroll period

This is the list of your bank account, insurance number, and tax number

The summary of your payroll detail

- 1 Choose your payroll period, then click the eye button to unhide.
- 2 Submit your **login password**.
- 3 Click View Detail, then click Print Payslip.

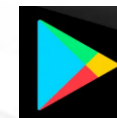




DOWNLOAD NOW

SunFish
workplaze

ON MOBILE APPS



THANK YOU

If you have any questions, please feel free to ask!

Should you need any further information, please do not hesitate to contact hcm.helpdesk@multipolar.com

Evaluasi Sosialisasi SunFish Workplaze

