



[SALARY BUDGET SYSTEM]
USER MANUAL
[INPUT OVERTIME]

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F.IT.App-009
Rev.0



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1.PENJELASAN

Proses input master overtime merupakan proses untuk memasukan data master overtime pada masing-masing workcenter.

Adapun input bisa dilakukan dengan dua fitur yaitu:

- Input Overtime (Default).

Jika memilih fitur ini data akan terdefault untuk bulan seterusnya berdasarkan parameter bulan yang di input. Contoh : jika input bulan January maka bulan February dan seterusnya akan mengikuti data pada bulan January

- Input Overtime (Perbulan).

Jika memilih fitur ini data akan tersimpan kedalam bulan yang dipilih saja.

2.PROSES INPUT OVERTIME (DEFAULT)

Langkah	Kegiatan
1	<p>Klik main menu MPP dan Overtime dan Klik Master Overtime</p> 
2	<p>Untuk memudahkan pencarian data gunakan fitur search pada pojok kiri di dalam table data.</p>

SALARY BUDGET SYSTEM

Dashboard

Menu

- Menu & Overtime
- Change password
- Log Out

Search

Overtime

Set Overtime (bale)

Pilih Workcenter

Pilih Bulan

Pilih Tahun

Pilih Gol

Set Overtime

Submit

Overtime

Show 10 entries

Search

No	CostCenter	Departemen	Seksi	Kontrak	Gol 1	Gol 2	Gol 3	Gol 4	Bulan	Tahun	Pilih
13791	1300	INFORMATION TECHNOLOGY	INFORMATION TECHNOLOGY DEPT	2	5	0	0	40	January	2021	Edit
13792	1301	INFORMATION TECHNOLOGY	Infrastructure	0	20	0	36	0	January	2021	Edit
13793	1302	INFORMATION TECHNOLOGY	Application System	0	0	44	0	0	January	2021	Edit
13930	1300	INFORMATION TECHNOLOGY	INFORMATION TECHNOLOGY DEPT	2	5	0	0	40	February	2021	Edit
13931	1301	INFORMATION TECHNOLOGY	Infrastructure	0	20	0	36	0	February	2021	Edit
13932	1302	INFORMATION TECHNOLOGY	Application System	0	0	44	0	0	February	2021	Edit
14069	1300	INFORMATION TECHNOLOGY	INFORMATION TECHNOLOGY DEPT	2	5	0	0	40	March	2021	Edit
14070	1301	INFORMATION TECHNOLOGY	Infrastructure	0	20	0	36	0	March	2021	Edit
14071	1302	INFORMATION TECHNOLOGY	Application System	0	0	44	0	0	March	2021	Edit
14208	1300	INFORMATION TECHNOLOGY	INFORMATION TECHNOLOGY DEPT	2	5	0	0	40	April	2021	Edit
No	CostCenter	Departemen	Seksi	Kontrak	Gol 1	Gol 2	Gol 3	Gol 4	Bulan	Tahun	Pilih

Showing 1 to 10 of 36 entries

Previous 1 2 3 4 Next

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Search bisa menggunakan berdasarkan workcenter, bulan, department dan nama seksi

*Contoh filter berdasarkan bulan

Overtime

Show 10 entries

Search January

No	CostCenter	Departemen	Seksi	Kontrak	Gol 1	Gol 2	Gol 3	Gol 4	Bulan	Tahun	Pilih
13791	1300	INFORMATION TECHNOLOGY	INFORMATION TECHNOLOGY DEPT	2	5	0	0	40	January	2021	Edit
13792	1301	INFORMATION TECHNOLOGY	Infrastructure	0	20	0	36	0	January	2021	Edit
13793	1302	INFORMATION TECHNOLOGY	Application System	0	0	44	0	0	January	2021	Edit
No	CostCenter	Departemen	Seksi	Kontrak	Gol 1	Gol 2	Gol 3	Gol 4	Bulan	Tahun	Pilih

Showing 1 to 3 of 3 entries (filtered from 36 total entries)

Previous 1 Next

Data akan menampilkan berdasarkan bulan

3

Pilih Workcenter dan bulan yang akan di input, lalu klik 'Edit' contoh memilih workcenter 1300 dan bulan January

*jika input di bulan January data akan terdefault sampai bulan seterusnya, begitu juga jika di input february maka akan terdefault dari bulan february sampai seterusnya. Dan seterusnya

Overtime

Show 10 entries

Search:

No	CostCenter	Departemen	Seksi	Kontrak	Gol 1	Gol 2	Gol 3	Gol 4	Bulan	Tahun	Pilih
13791	1300	INFORMATION TECHNOLOGY	INFORMATION TECHNOLOGY DEPT	2	5	0	0	40	January	2021	Edit
13792	1301	INFORMATION TECHNOLOGY	Infrastructure	0	20	0	36	0	January	2021	Edit
13793	1302	INFORMATION TECHNOLOGY	Application System	0	0	44	0	0	January	2021	Edit
13930	1300	INFORMATION TECHNOLOGY	INFORMATION TECHNOLOGY DEPT	2	5	0	0	40	February	2021	Edit
13931	1301	INFORMATION TECHNOLOGY	Infrastructure	0	20	0	36	0	February	2021	Edit
13932	1302	INFORMATION TECHNOLOGY	Application System	0	0	44	0	0	February	2021	Edit
14069	1300	INFORMATION TECHNOLOGY	INFORMATION TECHNOLOGY DEPT	2	5	0	0	40	March	2021	Edit
14070	1301	INFORMATION TECHNOLOGY	Infrastructure	0	20	0	36	0	March	2021	Edit
14071	1302	INFORMATION TECHNOLOGY	Application System	0	0	44	0	0	March	2021	Edit
14208	1300	INFORMATION TECHNOLOGY	INFORMATION TECHNOLOGY DEPT	2	5	0	0	40	April	2021	Edit
No	CostCenter	Departemen	Seksi	Kontrak	Gol 1	Gol 2	Gol 3	Gol 4	Bulan	Tahun	Pilih

Showing 1 to 10 of 36 entries

Previous

1

2

3

4

Next

4 Input data pada masing-masing golonganya,

10 entries

Search:

CostCenter	Departemen	Seksi	Kontrak	Gol 1	Gol 2	Gol 3	Gol 4	Bulan	Tahun
1300	INFORMATION TECHNI	INFORMATION TECHNI	4	2	2	2	3	January	2021
1301	Infrastructure	INFORMATION TECHNOLOGY	2	1	0	1	0	January	2021
1302	Application System	INFORMATION TECHNOLOGY	1	0	1	0	0	January	2021
1300	INFORMATION TECHNOLOGY DEPT	INFORMATION TECHNOLOGY	3	2	2	2	3	February	2021
1301	Infrastructure	INFORMATION TECHNOLOGY	2	1	0	1	0	February	2021
1302	Application System	INFORMATION TECHNOLOGY	1	0	1	0	0	February	2021
1300	INFORMATION TECHNOLOGY DEPT	INFORMATION TECHNOLOGY	3	2	2	2	3	March	2021
1301	Infrastructure	INFORMATION TECHNOLOGY	2	1	0	1	0	March	2021
1302	Application System	INFORMATION TECHNOLOGY	1	0	1	0	0	March	2021
1300	INFORMATION TECHNOLOGY DEPT	INFORMATION TECHNOLOGY	3	2	2	2	3	April	2021
CostCenter	Departemen	Seksi	Kontrak	Gol 1	Gol 2	Gol 3	Gol 4	Bulan	Tahun

1 to 10 of 36 entries

Previous

1

2

3

4

Next

5 Geser ke kanan table lalu, Klik 'Save' maka data akan tersimpan di database

Search:

Kontrak

Gol 1

Gol 2

Gol 3

Gol 4

Bulan

Tahun

Pilih

4

2

2

2

3

January

2021

Save

2

1

0

1

0

January

2021

Set

1

0

1

0

0

January

2021

Set

3

2

2

2

3

February

2021

Set

2

1

0

1

0

February

2021

Set

1

0

1

0

0

February

2021

Set

3

2

2

2

3

March

2021

Set

2

1

0

1

0

March

2021

Set

1

0

1

0

0

March

2021

Set

3

2

2

2

3

April

2021

Set

Kontrak

Gol 1

Gol 2

Gol 3

Gol 4

Bulan

Tahun

Pilih

Previous

1

2

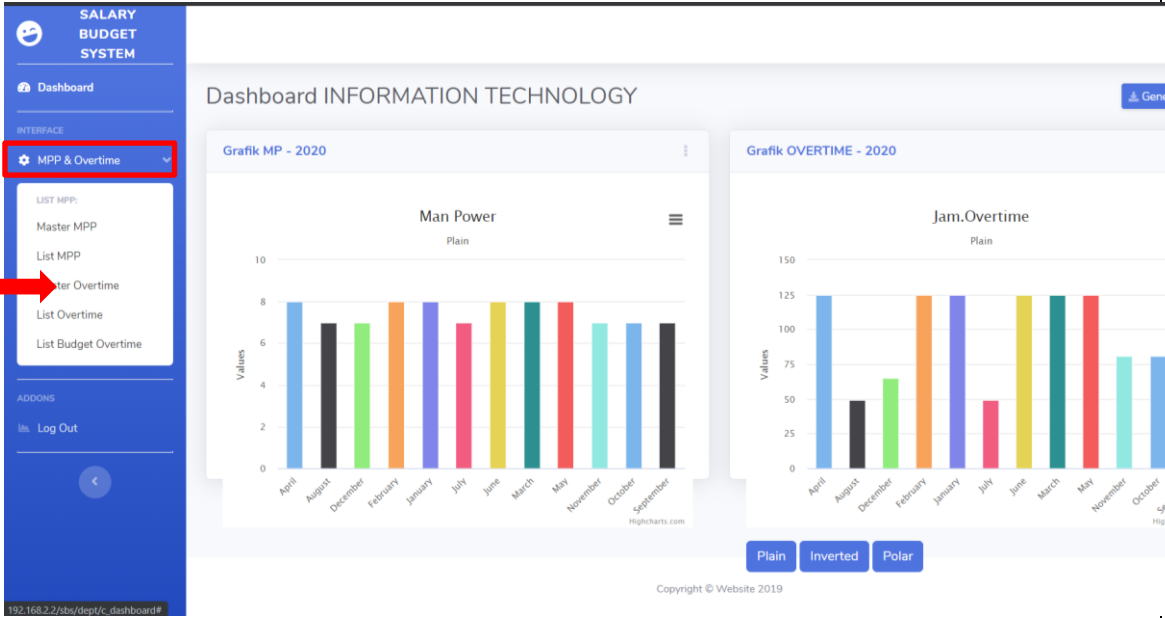
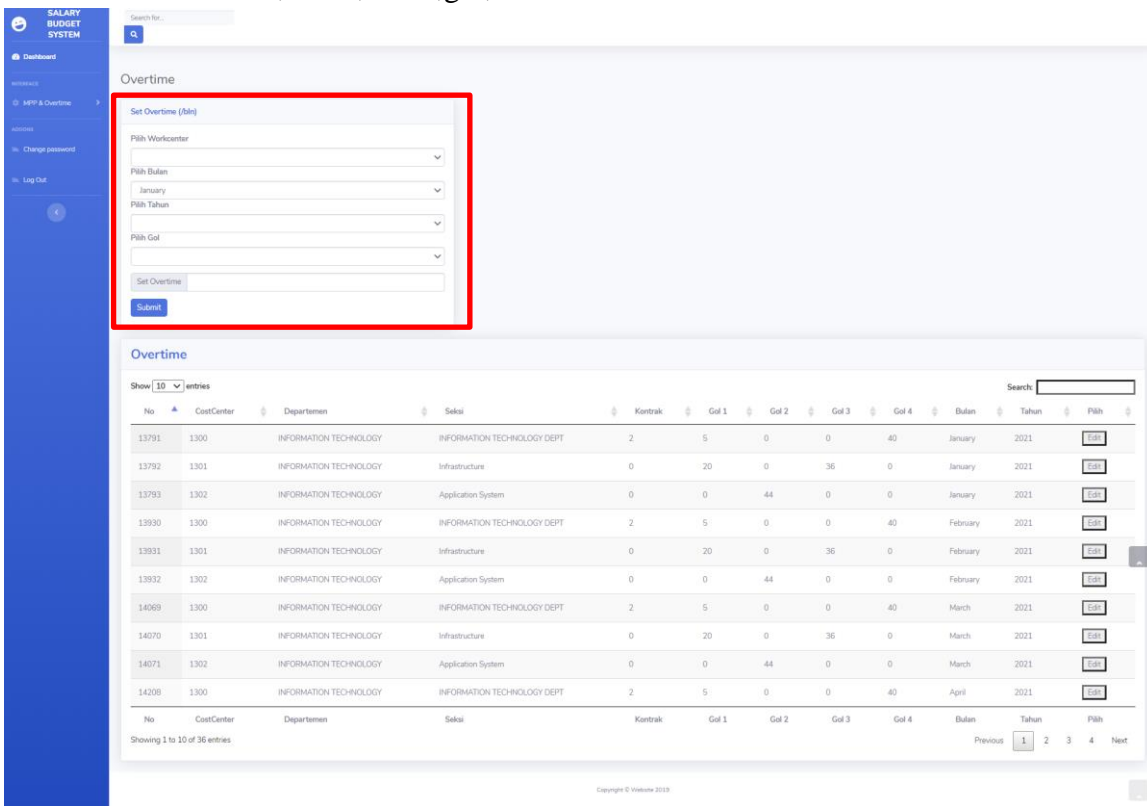
3

4

Next

6

3.PROSES INPUT OVERTIME (Perbulan)

Langkah	Kegiatan
1	<p>Klik main menu MPP dan Overtime dan Klik Master MPP</p> 
2	<p>Pilih data workcenter,bulan,tahun,gol, dan MP</p> 

3

The screenshot displays the 'SALARY BUDGET SYSTEM' interface. On the left is a blue sidebar with a search bar and a menu containing 'Dashboard', 'INTERFACE' (with 'MPP & Overtime' selected), and 'ADDONS' (with 'Change password' and 'Log Out'). The main content area is titled 'Overtime' and contains a 'Set Overtime (/bln)' form. The form includes dropdown menus for 'Pilih Workcenter' (1300-INFORMATION TECHNOLOGY DEPT), 'Pilih Bulan' (January), 'Pilih Tahun' (2021), and 'Pilih Gol' (GOL 2). Below these is a 'Set Overtime' input field with the value '4' and a 'Submit' button.

*Jika menggunakan fitur ini data hanya akan terupdate pada bulan yang dipilih.
Contoh: jika memilih bulan january maka data yang terupdate hanya bulan January

4

Klik Submit

This screenshot is identical to the one in step 3, showing the 'Overtime' form with the same selections. A red arrow points to the 'Submit' button at the bottom of the form.

Data akan tersimpan

