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Human Resource Squad
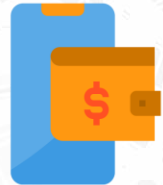
For Compensation & Benefit

Compensation & Benefit

is the part of HR that focused on employee compensation and benefits policy-making. While compensation and benefits are tangible, there are intangible rewards such as recognition, work-life and development. Combined, these are referred to as total rewards

Challenges:

No centralized system
It is difficult to communicate with employee (especially to new hired) related with many systems that we used for maintaining the HR data

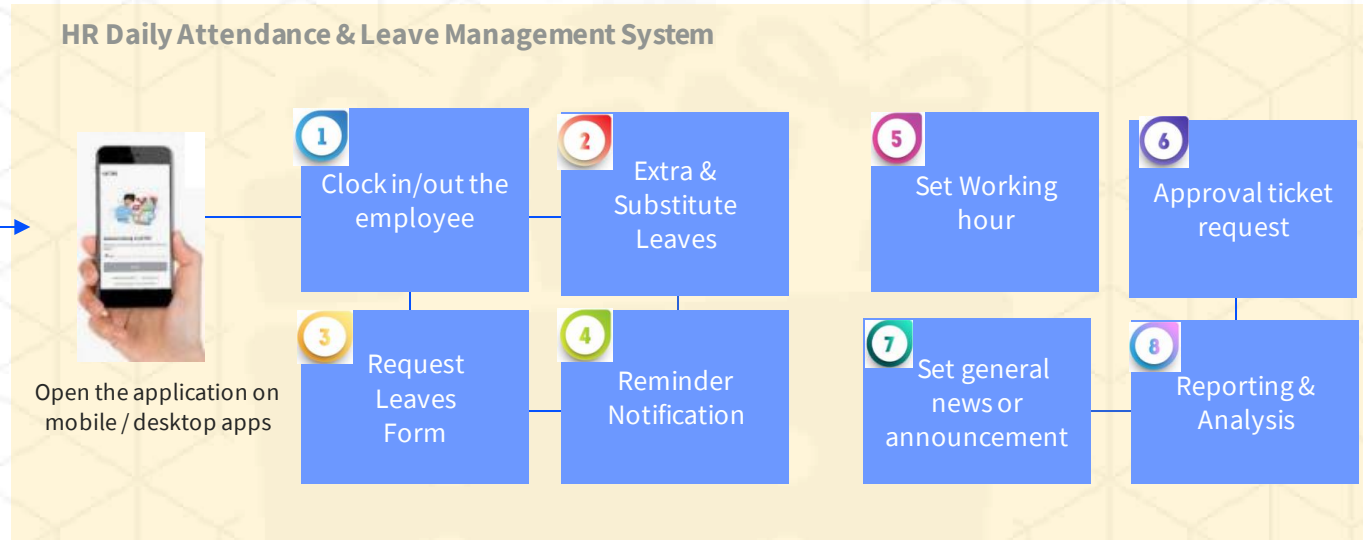### Too static with "old" user experience
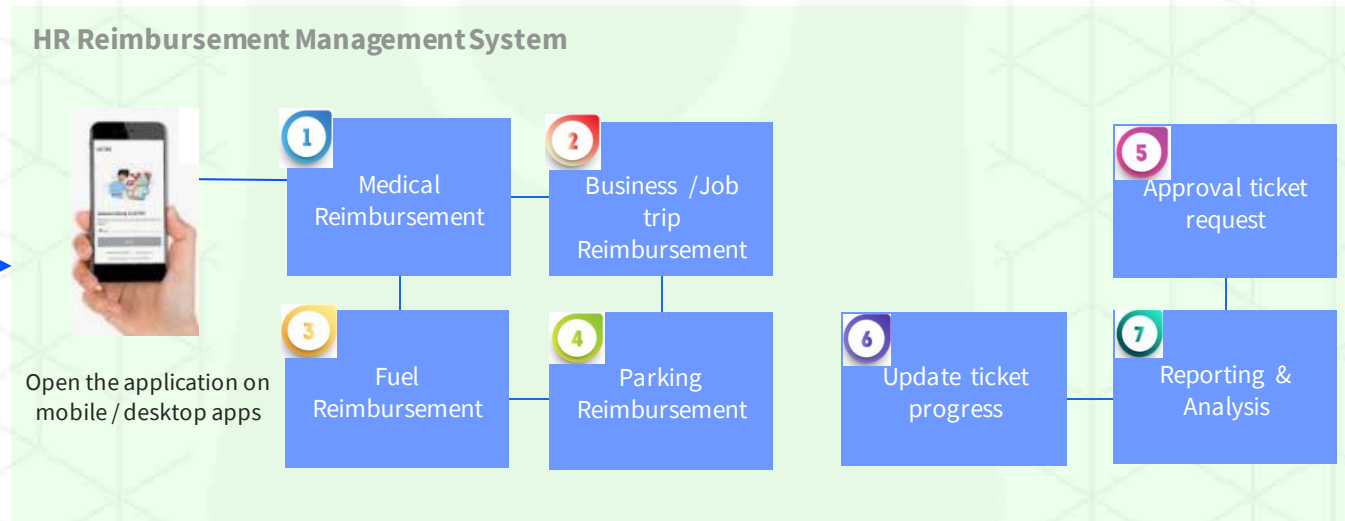*The employee feel "bored" during exploring the system related with their membership as employee on Blibli.com*

Journey on Compensation & Benefit section

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HR Daily Attendance & Leave Management System

Employee

Open the application on mobile / desktop apps

1. Clock in/out the employee
2. Extra & Substitute Leaves
3. Request Leaves Form
4. Reminder Notification
5. Set Working hour
6. Approval ticket request
7. Set general news or announcement
8. Reporting & Analysis

HR Com-Ben Team

HR Reimbursement Management System

Open the application on mobile / desktop apps

1. Medical Reimbursement
2. Business /Job trip Reimbursement
3. Fuel Reimbursement
4. Parking Reimbursement
5. Approval ticket request
6. Update ticket progress
7. Reporting & Analysis

Head / Superior

KARENA KAMU NO.1

HR Daily Attendance & Leave Management System

For Employee

1. Clock-in/out of employee
   Objectives: Make sure the absence of the employee can be measured using clock-in/out.

2. Provide Extra / Substitute Leaves feature
   Objectives: Enable employee to submit the extra / substitute leaves.

3. Request Leaves Form
   Objectives: Enable to manage the leaves include annual leave, sick leaves & maternity leaves, etc.

4. Remember or Notification
   Objectives: Enable to blast announcement and important information to Blibli employee

For Internal HR User

5. Set working days / hour
   Objectives: Manage the date & time for working calendar days.

6. Approval request ticket
   Objectives: update ticket request to the next status.

7. Set general news or announcement
   Objectives: Enable to configure announcement or news from HR team to blast to all of Blibli employee.

8. Reporting & Analysis
   Objectives: User will be able to get the insight and quick reporting to see the trend.
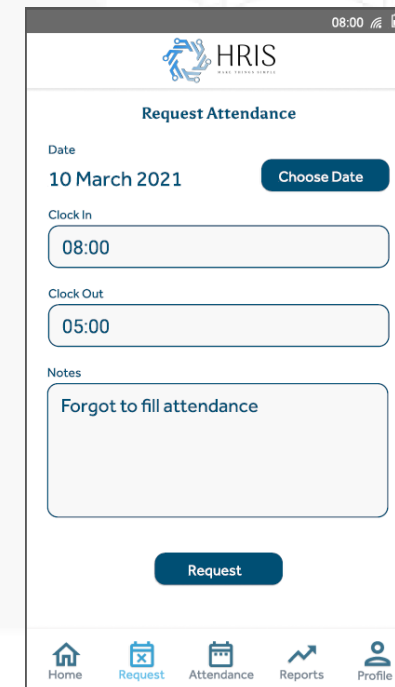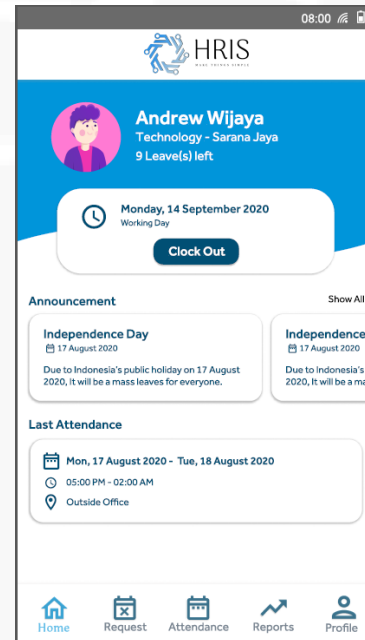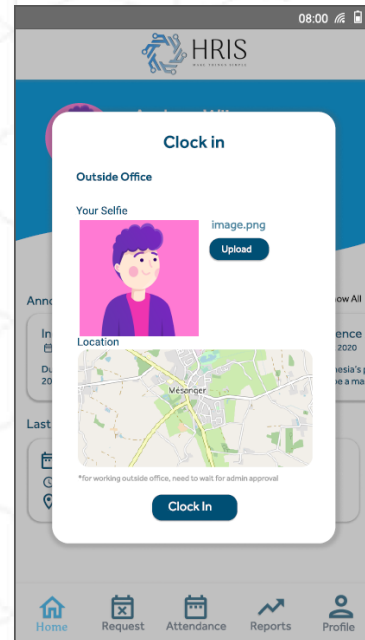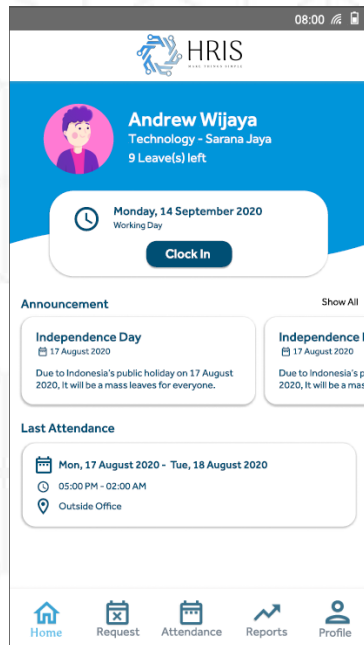
KARENA KAMU NO.1

HR Daily Attendance & Leave Management System

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1. Clock-in/out of employee
   Objectives: Make sure the absence of the employee can be measured using clock-in/out.

Need to be highlighted:
a) Share the current location during clock-in (the live location need to be permitted)
b) Allow employee to submit their selfie picture during clock-in only (TBD)
c) Allow employee to submit the permission to HR if they forgot to do clock in/out before their absence will be defined as "unpaid leave"

KARENA
KAMU NO.1

HR Daily Attendance & Leave Management System

2. Provide Extra / Substitute Leaves feature
   Objectives: Enable employee to submit the extra / substitute leaves.

Need to be highlighted:

a) We can show the summary of attendance status
b) Employee can see the status of the leaves request that they submitted before.
c) For employee with already over x years as employee will have allow to get the extra leave. (logic will be defined later)
d) On the certain level, the employee can allow to get substitute leave if they work outside working days.

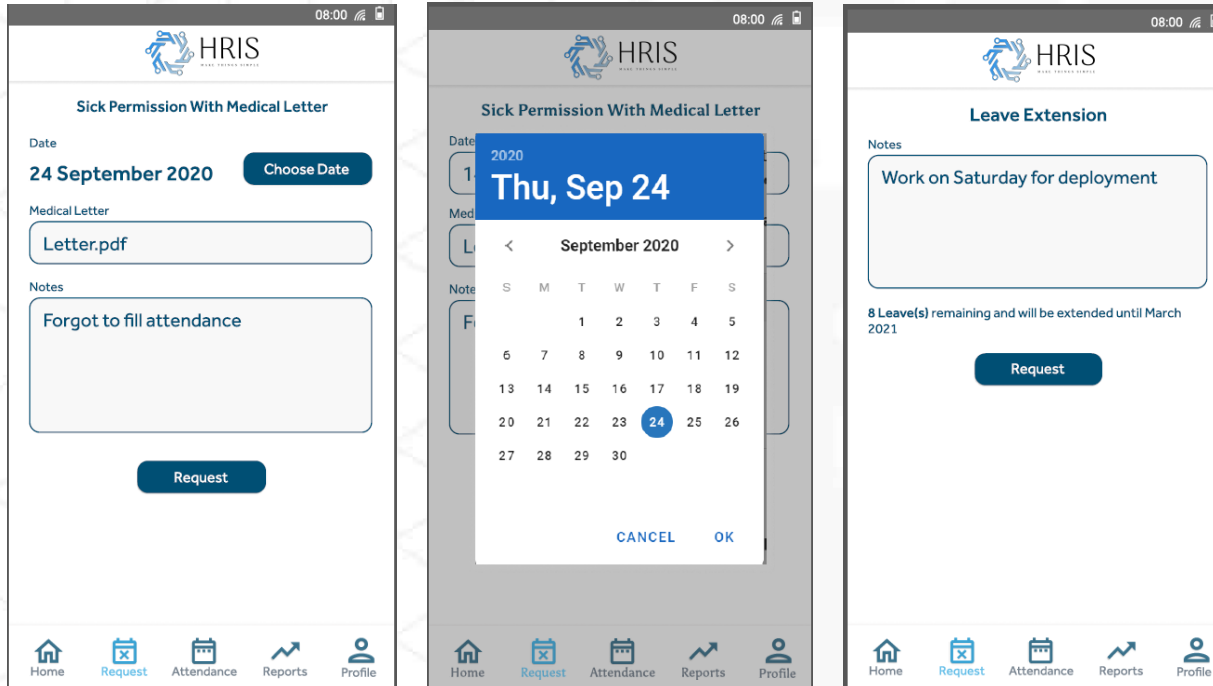# HR Daily Attendance & Leave Management System

3. Request Leaves Form
   Objectives: Enable to manage the leaves include annual leave, sick leaves & maternity leaves, etc.

Need to be highlighted:

a) Special leave will be:
   - Sick with/out medical letter
   - Marriage
   - Maternity
   - Childbirth
   - Main / Close Family Death
   - Hajj
   - Child Baptism
   - Child Circumcision
   - Unpaid

b) On the end of year, employee get a chance to extend their leave on the current year up to Feb next year.
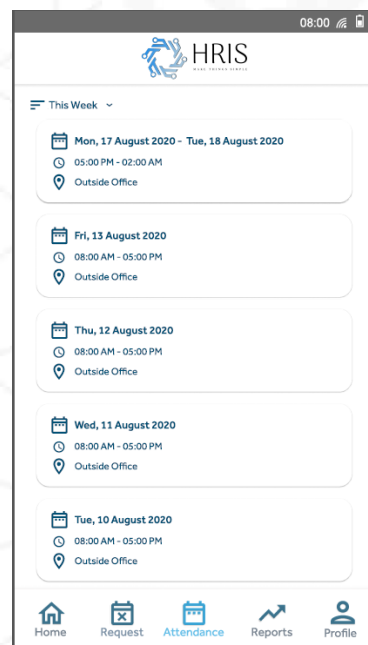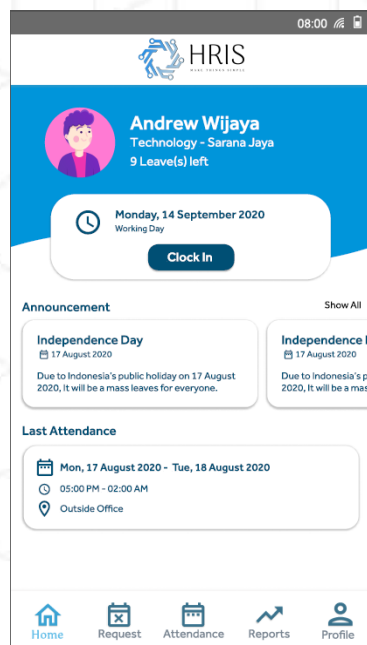
KARENA KAMU NO.1

4. Remember or Notification

Objectives: Enable to blast announcement and important information to Blibli employee

Need to be highlighted:

a) Show the notification on the homepage dashboard
b) The announcement also will appear on the dashboard of the application
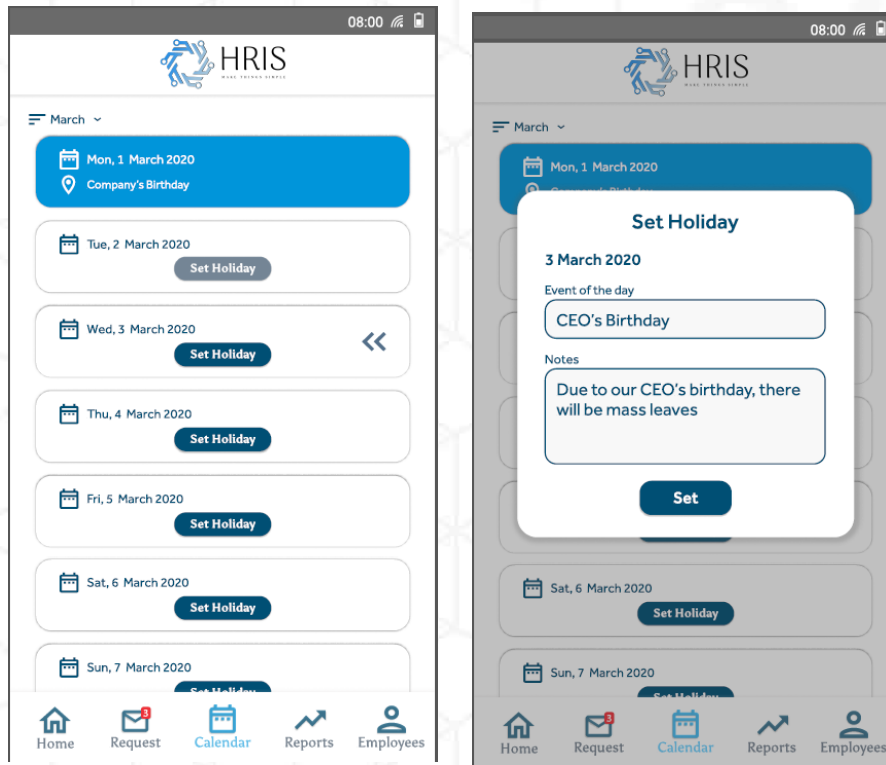c) Notify the employee if forgot to clock-in on xx AM/PM (TBD)

HR Daily Attendance & Leave Management System

5. HR Admin - Set working days / hour
   Objectives: Manage the date & time for working calendar days.

Need to be highlighted:

a) HR team can set the working hour & working day, public holiday on the configuration setting.
b) For the working day/ public holiday, we can refer to the calendar that have exist on Blibli system
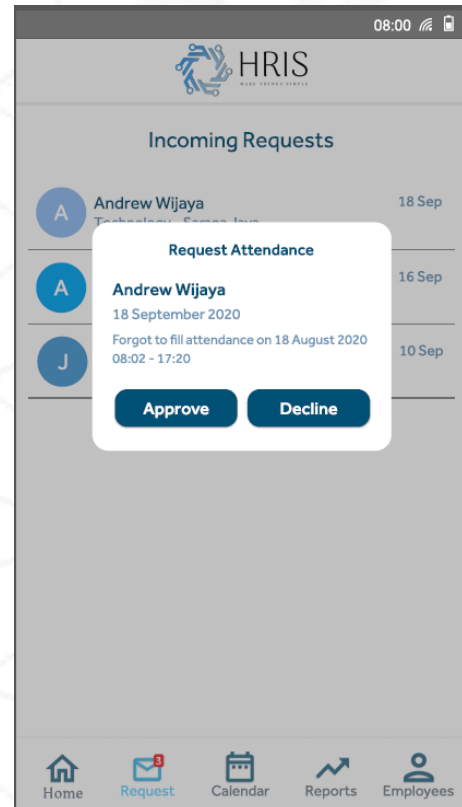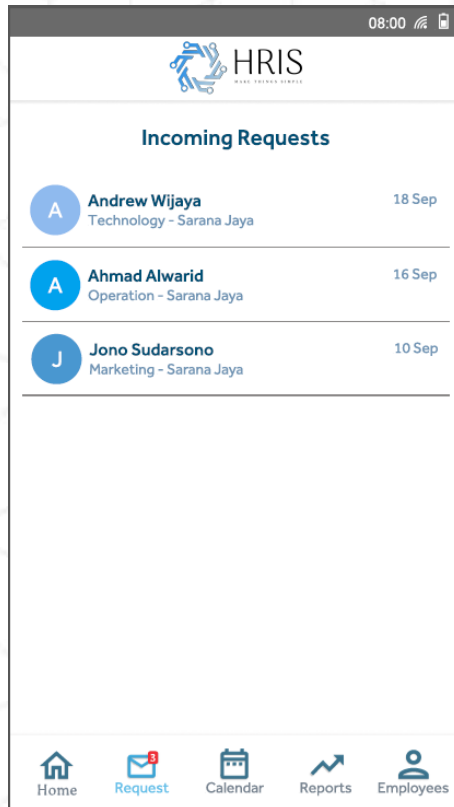
HR Daily Attendance & Leave Management System

6. HR Admin - Approval request ticket
   Objectives: Update ticket request to the next status.

Need to be highlighted:

a) Approval from superior directly will follow the organization chart that will be defined by HR team

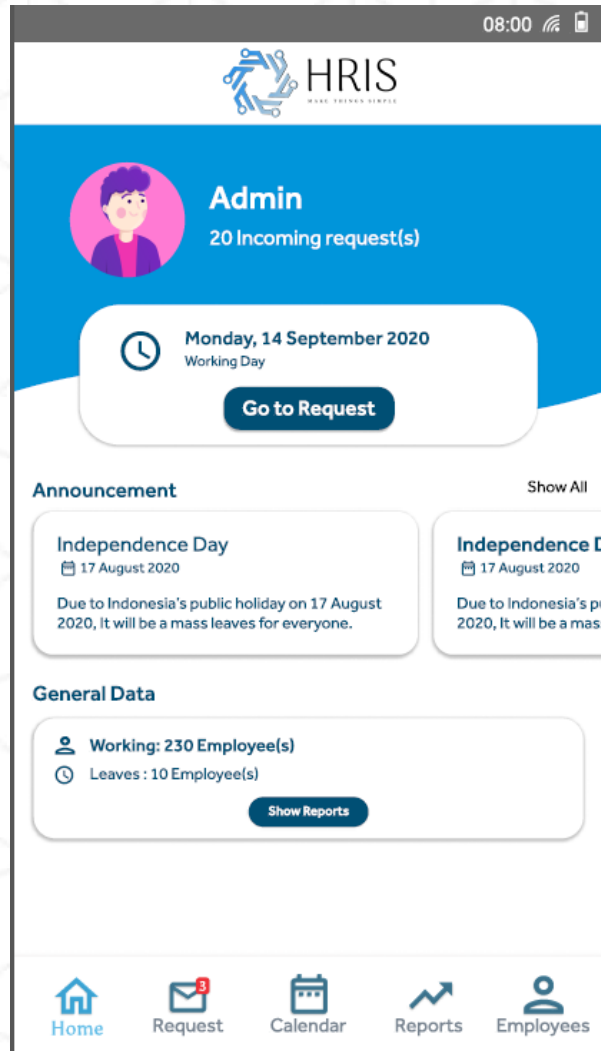b) Superior can approve the request of leave that come from employee.

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7. HR Admin - Set general news or announcement
   Objectives: Enable to configure announcement or news from HR team to blast to all of Blibli employee.

Need to be highlighted:

a) The HR can set certain news or announcement to be blasted to all employee

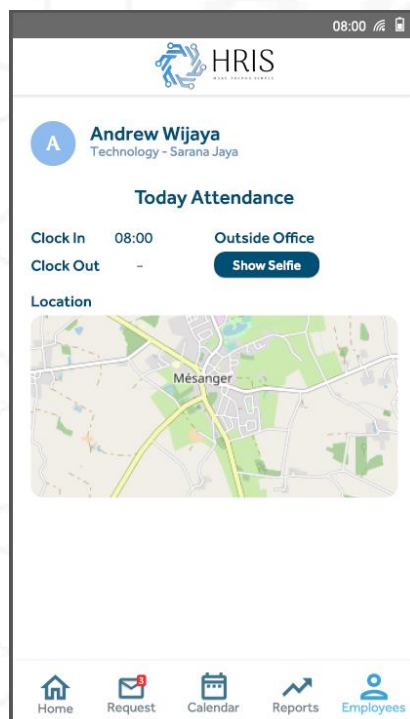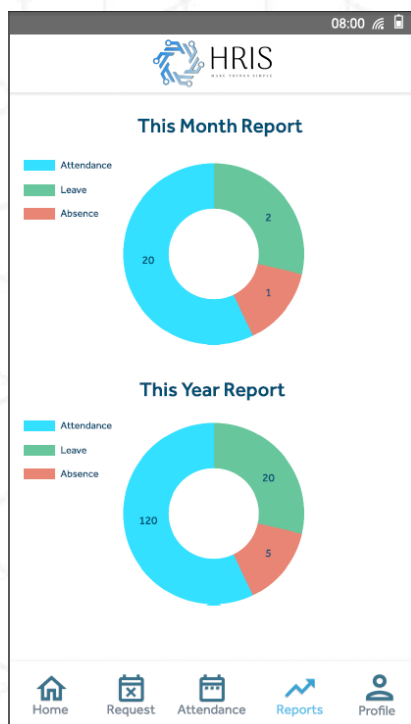b) The announcement will be sorted from the newest to oldest

KARENA KAMU NO.1

HR Daily Attendance & Leave Management System

8. HR Admin - Reporting & Analysis
   Objectives: User will be able to get the insight and quick reporting to see the trend.

Need to be highlighted:

a) HR team have possibility to see the trend of the attendance on weekly, monthly & yearly basis
b) The report can be exported to the CSV, Excel sheet or PDF & filter by department & daterange.
c) HR team have ability to see the detail information about certain employee

HR Reimbursement Management System

For Employee

- Medical Reimbursement
  Objectives: Doing medical claim.

- Business /Job trip Reimbursement
  Objectives: Employee can submit the request business/job trip from this system.

- Fuel Reimbursement
  Objectives: Employee can submit the fuel reimbursement from this system.

- Parking Reimbursement
  Objectives: Employee can submit the fuel reimbursement from this system

For Internal HR User

- Approval ticket request
  Objectives: Update request ticket.

- Update ticket progress
  Objectives: Enable user to maintain the progress of tickets.

- Reporting & Analysis
  Objectives: User will be able to get the insight and quick reporting to see the trend.

- Medical Reimbursement
  Objectives: Doing medical claim.

HR Reimbursement Management System

- Business /Job trip Reimbursement
  Objectives: Employee can submit the request business/job trip from this system.

KARENA
KAMU NO.1

- Fuel Reimbursement
  Objectives: Employee can submit the fuel reimbursement from this system.

- Parking Reimbursement
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- Approval ticket request
  Objectives: Update request ticket.

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KARENA
KAMU NO.1

Success Metric

While measures of project and product success are valid outcomes to be tracked, relying solely on these as measures of ultimate success is problematic. So, we will start to measure the business outcomes expected of a products

① Centralize the process on a system with efficiency of manual assignment

② Ease share communication to employee

③ Mange Time consume for monitor the absence (TBD)

Need to be highlighted:

- The time consumption for doing the process manual will be given by **Blibli HR team** refer to current manual process .

- The achievement need to be maintained by **Blibli HR team** & share to stakeholder squad team

KARENA
KAMU NO.1

THANK YOU