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| INSTRUKSI KERJA PENGGUNA Aplikasi Master Kalender Kerja | DOCUMENT NUMBER | MIS/I123 |
| | ISSUE & REVISION NUMBER | 00.00 |
| | EFFECTIVE DATE | 12 Juni 2014 |
| | PAGE | Page 1 of 3 |

1. TUJUAN

Untuk panduan user membantu menggunakan program untuk menginput dan edit kalender kerja .

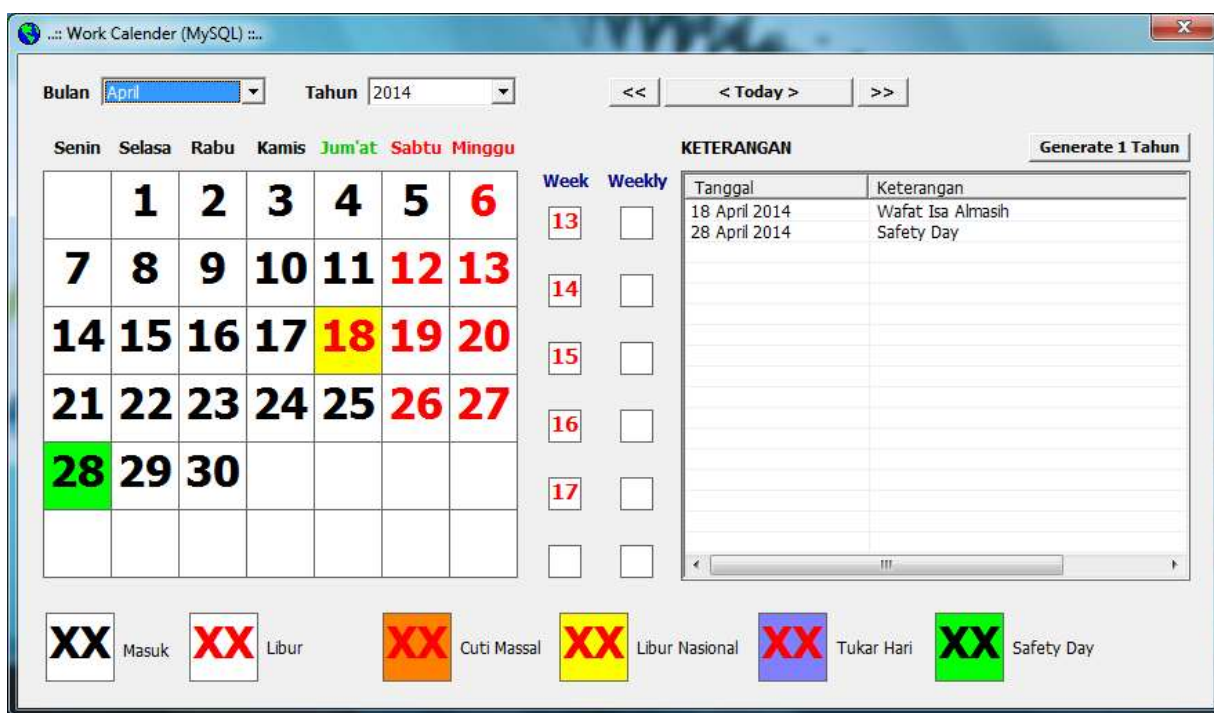
2. PERSIAPAN

Program Aplikasi DWAHRIS.

3. LANGKAH KERJA PENGGUNAAN APLIKASI MASTER KALENDER KERJA

a. Membuka modul Master Kalender Kerja

- Pilih menu Payroll - Master Kalender Kerja, maka akan tampil form seperti dibawah ini :

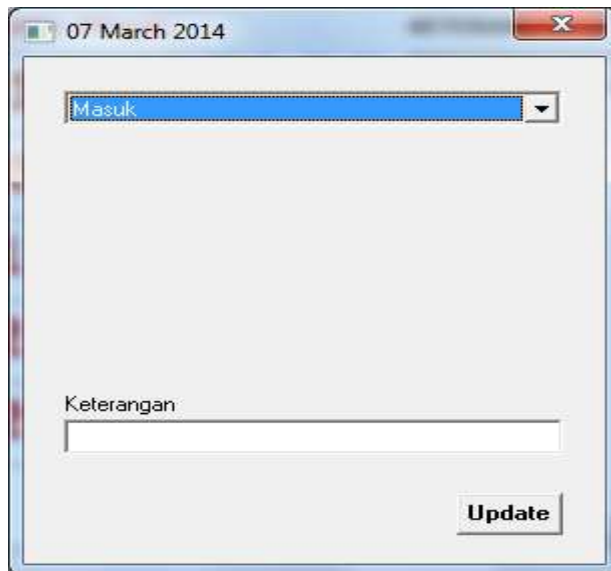


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| Prepared By : | Checked by : | Approved By : |
| (Oktaviyanti) | (Galih Radito) | (Nana Permana) |
| Date : | Date : | Date : |

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| | PAGE | Page 2 of 3 |

b. Menginput data transaksi:

- Pilih bulan & tahun
- Klik 2 x pada tanggal yang mau diinput, maka akan muncul tampilan sebagai berikut :



The screenshot shows a window titled '07 March 2014'. Inside, there is a dropdown menu with 'Masuk' selected. Below the menu is a text field labeled 'Keterangan' (Description). At the bottom right, there is an 'Update' button.

- User pilih berdasarkan masuk/Libur, jika user pilih libur maka akan muncul tampilan sebagai berikut :



The screenshot shows a window titled '07 March 2014'. Inside, there is a dropdown menu with 'Libur' selected. Below the menu is a section titled 'Type Libur' (Leave Type) with four radio button options: 'Cuti Massal', 'Libur Nasional', 'Tukar Hari', and 'Libur Bersama'. Below this section is a text field labeled 'Keterangan' (Description). At the bottom right, there is an 'Update' button.

- Ceklist di type libur
- Ketik keterangan bila ada keterangan di kolom keterangan

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| | PAGE | Page 3 of 3 |

- Klik tombol **Update** secara system akan tersimpan

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