

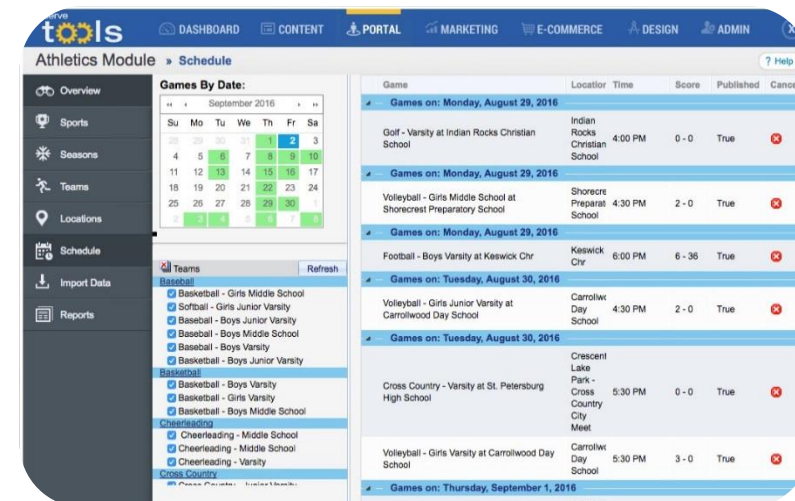
IJIN – CUTI – LEMBUR – SHIFT – KALENDER – SANKSI



EMPLOYEE SHIFT SCHEDULE and OVERTIME MANAGEMENT



- Data Jadwal Shift sesuai jam operasional perusahaan
- Menyesuaikan dengan jam kerja berdasarkan hari, jam masuk dan pulang, kapan dimulainya jam istirahat dan durasi jam istirahat tersebut.
- Waktu kerja dalam shift akan tersinkronisasi dengan skema lembur (overtime scheme) dan absensi.
- Data lembur yang terintegrasi dengan mesin absen dan penggajian



☰

Senin, 31 Oktober 201613:51:48anitanet

Rekapitulasi Presensi Pegawai

Beranda / Rekapitulasi Presensi Pegawai

Nama Pegawai

Ir. ANITA HANDAYANI ,

Jenis Laporan

Rekap Kehadiran dengan HOK

Periode

9 - 2016

Jenis Penandatanganan

☐ Kepala Unit☒ Kepala Bagian

Nama Penandatanganan

OMAN SURATMAN, S.Ag (KEPALA TATA USAHA)

Tampilkan

ABSENSI

2016

Jan

Feb

Mar

Apr

May

Jun

Jul

Aug

Sep

Oct

Nov

Dec

Nama Pegawai

Ir. ANITA HANDAYANI ,

Jenis Laporan

Rekap Kehadiran dengan HOK

Periode

9 - 2016

Jenis Penandatanganan

☐ Kepala Unit☒ Kepala Bagian

Nama Penandatanganan

OMAN SURATMAN, S.Ag (KEPALA TATA USAHA)

Tampilkan

Rekapitulasi Presensi Pegawai

Beranda / Rekapitulasi Presensi Pegawai

Nama Pegawai

Ir. ANITA HANDAYANI ,

Jenis Laporan

Rekap Kehadiran dengan HOK

Periode

9 - 2016

Jenis Penandatanganan

☐ Kepala Unit☒ Kepala Bagian

Nama Penandatanganan

OMAN SURATMAN, S.Ag (KEPALA TATA USAHA)

Tampilkan

Unduh ExcelUnduh PDF

INSTITUT PERTANIAN BOGOR

DIREKTORAT SUMBER DAYA MANUSIA

REKAPITULASI KEHADIRAN PEGAWAI DENGAN PERHITUNGAN HOK

NIP

196009281994032001

NAMA

Ir. ANITA HANDAYANI

UNIT

REKTOR

BAGIAN

UNIT ARSIP

PERIODE ABSENSI

September 2016

No	Tanggal, Hari	Jam Datang	Tanda Tangan	Jam Pulang	Tanda Tangan	Jumlah Jam Kehadiran	Hari Orang Kerja
1	1, Kamis	08:22:19		15:58:26		07:36:07	1.00
2	2, Jumat	09:18:54		15:24:25		07:05:31	0.99
3	5, Senin	08:17:07		16:38:45		08:21:38	1.04
4	6, Selasa	07:48:28		16:04:09		08:15:41	1.00
5	7, Rabu	08:13:51		16:01:20		07:47:29	1.00
6	8, Kamis	08:02:48		15:59:02		07:56:14	1.00
7	9, Jumat	08:10:22		16:27:47		08:17:25	1.00
8	13, Selasa	08:46:11		15:55:16		07:09:05	0.99
9	14, Rabu	08:34:56		16:00:54		07:25:58	1.00
10	15, Kamis	07:49:19		16:02:03		08:12:44	1.00
11	16, Jumat	08:03:39		16:24:07		08:20:28	0.99
12	18, Minggu	06:52:27		06:52:27		00:00:00	0.37
13	19, Senin	08:05:47		15:58:41		07:52:54	1.00
14	20, Selasa	07:58:20		15:51:39		07:53:19	0.99
15	21, Rabu	08:15:32		15:58:50		07:43:18	1.00
16	22, Kamis	07:58:59		15:56:19		07:57:20	1.00
17	23, Jumat	08:21:46		16:23:54		08:02:08	0.99
18	26, Senin	07:55:53		16:01:49		08:05:56	1.00
19	27, Selasa	07:57:50		16:05:13		08:07:23	1.01
20	28, Rabu	08:24:47		16:09:24		07:44:37	1.01
21	29, Kamis	08:26:48		16:06:42		07:39:54	1.01
22	30, Jumat	08:29:16		16:13:54		07:44:38	0.98
Jam Kerja Efektif		07:36:00	Total Jam Kerja		165:22:45	21.37	
Hari Kerja Efektif		21 / 22	Rata-rata Persentase		92.03	%	

Yang bertanda tangan di bawah ini menyatakan dengan sesungguhnya bahwa daftar kehadiran tersebut diatas telah dibuat dengan sebenarnya. Apabila dikemudian hari terdapat kekeliruan, kami bersedia menyeter kelebihan tersebut ke negara.

Mengetahui,
Kepala

Pegawai,

OMAN SURATMAN S. Ag
NIP. 196310081995031003

Ir. ANITA HANDAYANI
NIP. 196009281994032001

Summary

Halaman 1

Dashboard

Master Data

Attendance 2

Sanction

Report

Letter

Settings

Log

Log Out

Report

10 records

Report	Period	Status	Log	Action
Attendance Report: Click Here	08 Feb 2017 to 07 Mar 2017	PENDING	<ul style="list-style-type: none">Finalized By KRY000289 on 2017-03-07 14:02:06	
Attendance Report: Click Here	21 Jan 2017 to 20 Feb 2017	COMPLETED	<ul style="list-style-type: none">Finalized By KRY000289 on 2017-02-22 14:53:54Processed By KRY000320 on 2017-02-23 10:27:14Completed By KRY000320 on 2017-02-23 10:40:31	

Showing 1 to 2 of 2 entries

KEHADIRAN

Dashboard

Master Data

Attendance 7

Overtime 2

Replacement 1

Permission 3

Leave 1

Attendance

Validate Attendance

Attendance Log

10 records

No.

Employee

Shift

Check In

Check Out

OT In

Status

Employee

Shift

Check In

Check Out

OT In

Status

Showing 0 to 0 of 0 entries

MENU

Date 09-03-2017

Generate Attendance

Download Template

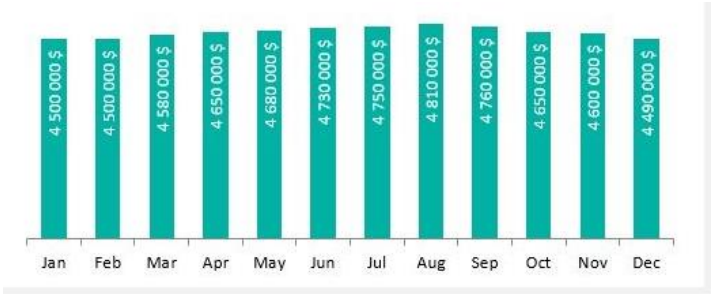
Import

Export

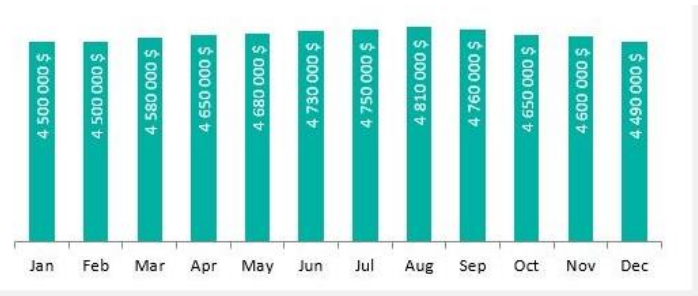
Finalize Attendance

Reset Search

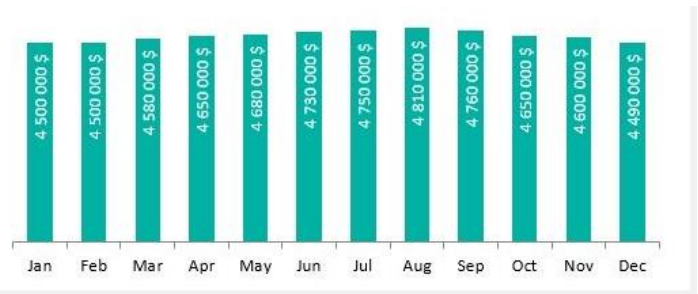
TOTAL IJIN KARYAWAN



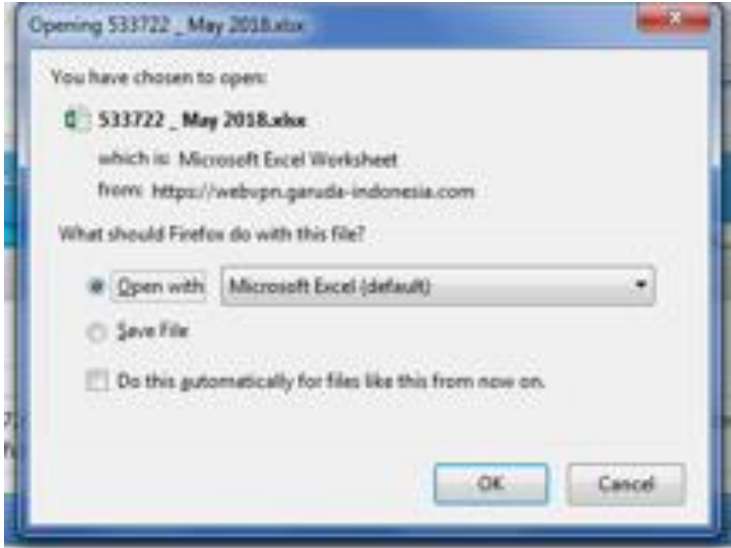
TOTAL CUTI KARYAWAN



TOTAL SANKSI KARYAWAN



DOWNLOAD FIELD




Welcome Back, **Demo 1**


D1


Staff (Human Resources
& Development)


Last Login 12-02-


2017,12:41 pm from 36.73.222.50


 Dashboard


 Attendance

 Holiday

 Leave

 Payroll

 Award

 Task

HRD Versi PRO 7.1

IJIN

 Task





 Language

 Inbox

 Profile

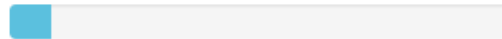
Dashboard / Leave

Leave Statistics

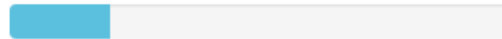
 PERMISSION APPLIED	3
 PERMISSION APPROVED	3
 PERMISSION REJECTED	0
 PERMISSION PENDING	0

Contract Period: 01-01-2017 to 31-12-2017

Cuti Tahunan (1/12)



Lupa Absen (2/10)



Request Leave

Hide

Leave Type

Lupa Absen

From Date

2017-02-14

To Date

2017-02-14

Remarks

Lupa Absen

290 Character(s) remaining.

Save

List All PERMISSION REQUEST

Leave Analysis

Leave Statistics

+ Request

Show 10 entries

Search:

Showing 1 to 3 of 3 entries

Option	Employee	Leave Type	Request Duration	Approved Duration	Status
	Demo 1 (Staff in Human Resources & Development)	Cuti Tahunan	15-02-2017 to 16-02-2017	1. 15-02-2017	Approved

CUTI

Welcome Back, **Demo 1**

D1

Staff (Human Resources & Development)

Last Login 12-02-

2017,12:41 pm from 36.73.222.50

Dashboard

Attendance

Holiday

Leave

Payroll

Award

Task

HRD Versi PRO 7.1

Task

Language

Inbox

Profile

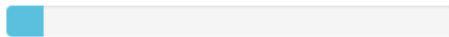
Dashboard / Leave

Leave Statistics

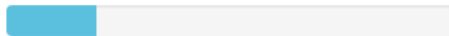
Leave Applied	3
Leave Approved	3
Leave Rejected	0
Leave Pending	0

Contract Period: 01-01-2017 to 31-12-2017

Cuti Tahunan (1/12)



Lupa Absen (2/10)



Request Leave

Leave Type

Lupa Absen

From Date

2017-02-14

To Date

2017-02-14

Remarks

Lupa Absen

290 Character(s) remaining.

Save

List All Leave Request

Leave Analysis

Leave Statistics

+ Request

Show 10 entries

Search:

Showing 1 to 3 of 3 entries

Option	Employee	Leave Type	Request Duration	Approved Duration	Status
	Demo 1 (Staff in Human Resources & Development)	Cuti Tahunan	15-02-2017 to 16-02-2017	1. 15-02-2017	Approved

Pilih :

- Cuti Melahirkan
- Gugur Kandungan
- Menikah
- Istirahat Haid
- Istri Melahirkan
- Keluarga Meninggal
- Anak Menikah Libur
- Sakit
- Hamil
- Cuti Besar
- Mengkhitankan anak
- Tidak Masuk





















Master Leave

10 records

Search:

CUTI

+ INSERT

No.	Leave	Regulation	Recommend Day	Attachment	Action
1	Regular	PAID		optional	 
2	Anggota keluarga meninggal dunia	PAID	2 workdays	mandatory	 
3	Cuti baru	UNPAID	3 workdays	optional	 
4	Khitanan anak	PAID	3 workdays	optional	 
5	Lahiran anak	PAID	2 workdays	optional	 
6	Leave Manager	PAID	2 workdays	optional	 
7	Leave Without reason	UNPAID	1 workdays	optional	 
8	Melahirkan anak	PAID	90 days	optional	 
9	Mem baptiskan anak	PAID	2 workdays	optional	 
10	Menikahkan anak	PAID	1 workdays	optional	 









Jatah cuti yang telah digunakan langsung dikurangi secara otomatis oleh system

Master Permission

10 records

Search:

+ INSERT

No.	Permission	Regulation	Duration	Max. Day	Attachment	Action
1	Izin Sakit	PAID	halfday,fullday	1	mandatory	 
2	Leave Early	UNPAID	fullday	2	optional	 
3	Others	UNPAID	fullday	1	optional	 
4	Urus KTP/SIM/Passport	PAID	fullday	1	optional	 

CUTI

Pengajuan cuti

Staf

Go UKM media



Tipe cuti

Cuti sakit



Go UKM media memiliki sisa saldo Cuti sakit tidak terbatas

Tanggal cuti

Satu hari

Beberapa hari

Tidak ditentukan



Sehari penuh



No yang bisa dihubungi

Keperluan cuti

Batalan

Ajukan

PENGAJUAN LEMBUR

- NAMA
- POSISI
- UNIT
- CLOCK IN
- CLOCK OUT
- KETERANGAN












OVERTIME

Master Overtime Scheme

[+ INSERT](#)

10 records

Search:

No.	Scheme Name	Workdays	Round Rule	Action
1	6 Hari Kerja per minggu	6 DAYS	YES Type: fixed Rounded: even Minutes: 10	  
2	Skema 6 hari	6 DAYS	YES Type: ratio Rounded: down Minutes: 10	  
3	Skema Fixed Normal	5 DAYS	YES Type: fixed Rounded: down Minutes: 30	  

SHIFT

Master Shift

[+ INSERT](#)

10 records

Search:

No.	Shift	Number	Workdays	Action
1	Malam	6 employee(s)	dynamic	  
2	Pagi	10 employee(s)	dynamic	  
3	Shift Pagi	15 employee(s)	dynamic	  
4	Shift Satpam	0 employee(s)	dynamic	  
5	Sore	1 employee(s)	dynamic	  

Showing 1 to 5 of 5 entries

< 1 >

DashboardEmployeesTime OffPayrollCalendarCompany

Your time off information

This is a summary of your time off balance

REQUEST TIME OFF

REQUEST DELEGATION

CUTI TAHUNAN13days

TEST2days

TIME OFF REQUEST

DELEGATION

TIME OFF TAKEN

Select Status
-- All Status --

Select Month Period
-- All --

Select Year Period
-- All --

Showing
10

Search

Policy Code	Start Date	End Date	Status	Taken	Canceled	Detail	Approval	Cancel
CT	2016-03-18	2016-03-18	Approved	-	-			
CT	2015-12-10	2015-12-10	Approved	-	-			
test	2015-10-21	2015-10-21	Approved	-	-			

Showing 1 to 3 of 3 entries

< 1 >

GO

AL

HR

GENERAL

You

This is a

REQU

Select Sta
-- All St

Date

Assets

Company

Request Overtime

Request Date
14 July 2016

Overtime before duration
Hour
0
Minutes
0

Overtime after duration
Hour
0
Minutes
0

Break before duration
Hour
0
Minutes
0

Break after duration
Hour
0
Minutes
0

Description

SUBMITCLOSE

No data available in table

Showing 0 to 0 of 0 entries

≡ Bitrix 24

P1

WORKING

Yana Prokopets ▾

Tasks 12

Chat and Calls 3

Workgroups

Calendar 1

Bitrix24.Drive

Webmail 43

CRM 11

Company

Time and Reports

Applications

Open Channels

Telephony

More... 1

CONFIGURE MENU 

INVITE USERS +

My Calendar

Company Calendar

More ▾

Calendar ★

Month	Week	Day	July, 2017				+ Add
Su	Mo	Tu	We	Th	Fr	Sa	
25	26	27	28	29	30	1	
	Budget	Team building	Sales team meeting				
	Website	Sales Training					
2	3	4	5	6	7	8	
	Budget	Team building	Sales team meeting	CRM HR Meeting	Sales agents		
	Website	Sales Training	Charity evening	Charity evening			
9	10	11	12	13	14	15	
	Budget	Team building	Strategy		Bank meeting		
	Website	Sales Training	Sales team meeting				
16	17	18	19	20	21	22	
	Budget	Team building	Bank meeting	CRM HR Meeting	Sales agents		
	Website	Sales Training	Sales team meeting	Charity evening			
			Charity evening				
23	24	25	26	27	28	29	

Calendars

☒ Yana Prokopets

- ✓ **Special events**

☐ ☒ My tasks

Favorite Calendar

configure

☒ **Company calendar**

☒ Sales Team Group

☒ **Maria Richards**

☒ **Freelance**

✓ **Special event**

 [Open calendar](#) Remove from Favourites

Synchronization

24

Search person...



Administrator



Setting ▾

Timesheet ▾

Form ▾

Company Calendar

Time Calculation

Time Report Detail

Calendar

Add Unattendance

October 2017

today



Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Event Scheduler

Bitrix 24

find people, documents, and more



5:56 PM

1

WORKING



Yana Prokopets

Activity Stream

Tasks 12

Chat and Calls 3

Workgroups

Calendar 1

Bitrix24.Drive

Webmail 43

CRM 11

Company

Time and Reports

Applications

Open Channels

Telephony

More... 1

CONFIGURE MENU



INVITE USERS +

My Calendar

Company Calendar

More

Calendar

New Event: Charity Dinner

Event

Description

Guests

More

Guests:

Maria Richards

Monica Harrison

Jake Adams

+ Add more

Attendees (4)



Yana Prokopets

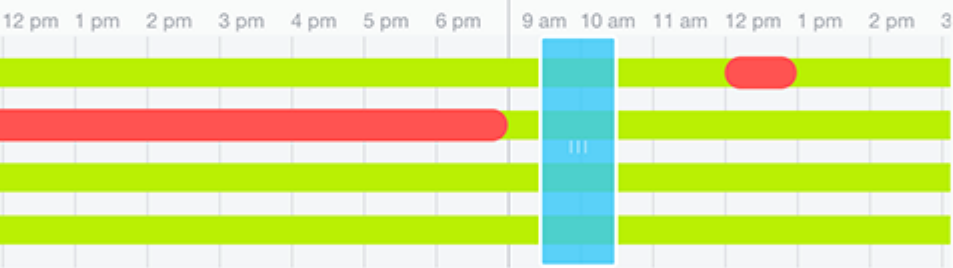


Maria Richards



Jake Adams

More attendees (1)



☒ This meeting is public

☒ Notify when attendees confirm or decline invitation

☐ Invite again

Calendars



Yana Prokopets



Special events



My tasks

Favorite Calendar



Company calendar



Sales Team Group



Maria Richards



Freelance



Special events

Synchronization

KONTRAK KARYAWAN

TOTAL KONTRAK BERAKHIR

DESEMBER 2018

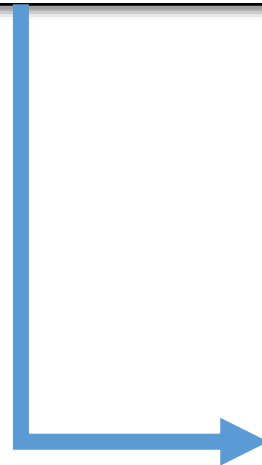
5



**NOTIFIKASI
KE WEB – EMAIL DAN
HANDPHONE DIRUT**

**KONTRAK BERAKHIR
TERDEKAT**

H-7



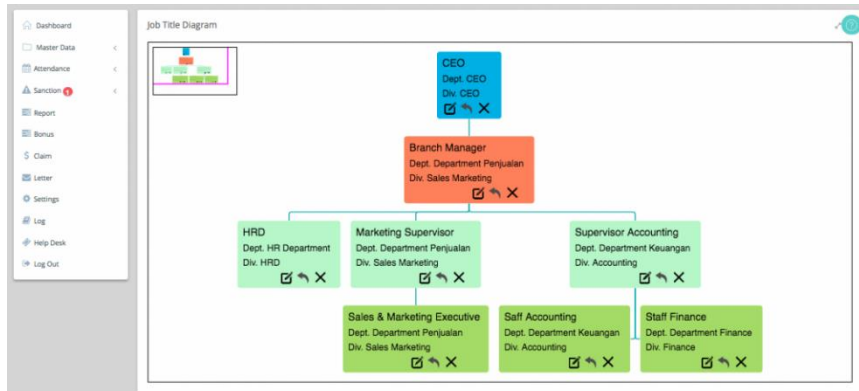
DAFTAR KONTRAK BERAKHIR 3 BULAN KE DEPAN :

- NAMA
- POSISI
- UNIT
- MULAI KONTRAK
- AKHIR KONTRAK
- TINDAK LANJUT

TOTAL KONTRAK BERAKHIR (PER BULAN)



STRUKTUR ORGANISASI



JOB DESCRIPTION – free text

Identitas Jabatan

- *Nama Jabatan*
- *Unit/ Departemen*
- *Direktorat*
- *Kode Unit*

Fungsi Utama Jabatan

Tanggung Jawab

Wewenang

Target Pekerjaan - Key Performance Indicator

Spesifikasi Jabatan

- *Pendidikan*
- *Usia*
- *Jenis Kelamin (Pilih Pria/Wanita)*
- *Pengalaman Kerja*
- *Kondisi Fisik*
- *Pelatihan/ sertifikasi*
- *Kemampuan Khusus*