

Employee List

Tujuan : Melihat daftar nama karyawan dan menambahkan/merubah karyawan.

Hak Akses : *Administrator* , *CEO* , *HRD*

Keterangan : Kolom dengan warna merah menandakan bahwa status karyawan telah tidak aktif atau *resign*

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EMPLOYEE LIST

+ Add Employee

Show 20 entries Showing 1 to 20 of 629 entries

Search:

Employee ID	NIP	Employee Name	Job Position	Office Location	Status	
1	000001	WEB ADMIN	AOT SBY 01, ADMINISTRATOR	AOT-ID-SBY	Active	
2	6000098	Lucky Dwi Hari Aristyawan		AHZ-ID-SBY	Resign	
3	6000097	Mangku Siswahono		AHZ-ID-SBY	Resign	
4	6000100	Decki Junus Wullur		AHZ-ID-SBY	Resign	
5	6000101	Ali Irsanto		AHZ-ID-SBY	Resign	
6	6000088	Anton Sinurat		AHZ-ID-SBY	Resign	
7	6000104	Muhammad Khairul Saleh		AHZ-ID-SBY	Resign	
8	6000105	Mery Wulandari		AHZ-ID-SBY	Resign	
9	6000102	Fito Endryanto		AHZ-ID-SBY	Resign	
10	100032	Wigih Soegiarto		AHZ-ID-SBY	Resign	
11	6000107	Dewi Mutiara		AHZ-ID-SBY	Resign	
12	6000106	Isroniyah		AHZ-ID-SBY	Resign	
13	6000070	Alfa Yoseph		AHZ-ID-SBY	Resign	
14	100078	Ali Angkriwan	CEO	AHZ-ID-SBY	Active	
15	100019	Anang Yulianto		AHZ-ID-SBY	Resign	

(Gambar 1. *Employee List*)

Cara menambah *user* atau karyawan :

1. Klik tombol *add employee* **+ Add Employee**
2. Muncul *form add employee*. Isikan seluruh data karyawan tersebut, jika terdapat tanda * maka kolom harus diisi tidak boleh dikosongi.

The screenshot shows a web application interface for adding a new employee. The top navigation bar is blue with a hamburger menu icon, a notification bell, a user profile icon labeled 'Tiara Nuzulia', and a 'Help' button. The main heading is 'ADD EMPLOYEE' with a 'Help' button on the right.

The form is organized into four main sections:


- Personal Information:** Includes fields for 'Full Name' (First Name, Middle Name, Last Name), 'Gender' (Male), 'Birth Date' (calendar icon), 'Religion' (Islam), 'Marital Status' (Single), 'ID Card Number', and 'NPWP Number'.
- Family Information:** Includes fields for 'Full Name', 'Status' (ex: Kakak kandung), 'Gender' (Male), 'Job' (ex: Wirasaha), 'Address' (Street Address), 'Phone' (ex: 081xxxxxxx), and 'Email' (ex: user@gmail.com).
- Employee Information:** Includes fields for 'NIP' (NIP), 'BIO ID' (BIO ID), 'Join Date' (calendar icon), 'Profile Picture' (Pilih File button, with a message 'Tidak ada file yang dipilih' and 'Item Type Must Be in JPG.'), 'Employment' (Permanent), 'Date Range' (2019-10-22 - 2019-10-22), 'Job Title' (AHZ-ID/MKT/MKT-SBY-09), 'Office Location' (AHZ-ID-SBY), and 'Email Name'.
- Address:** Includes fields for 'Title Address', 'Street Address', and a dropdown menu for 'MALAYSIA'. Below this are dropdown menus for 'SELECT PROVINCE', 'SELECT CITY', 'SELECT DISTRICT', and 'SELECT POSTAL CODE'. At the bottom of this section are fields for 'Phone Number' (ex: 081xxxxxxx) and 'Email Address' (ex: user@gmail.com), each with '+' and '-' buttons.

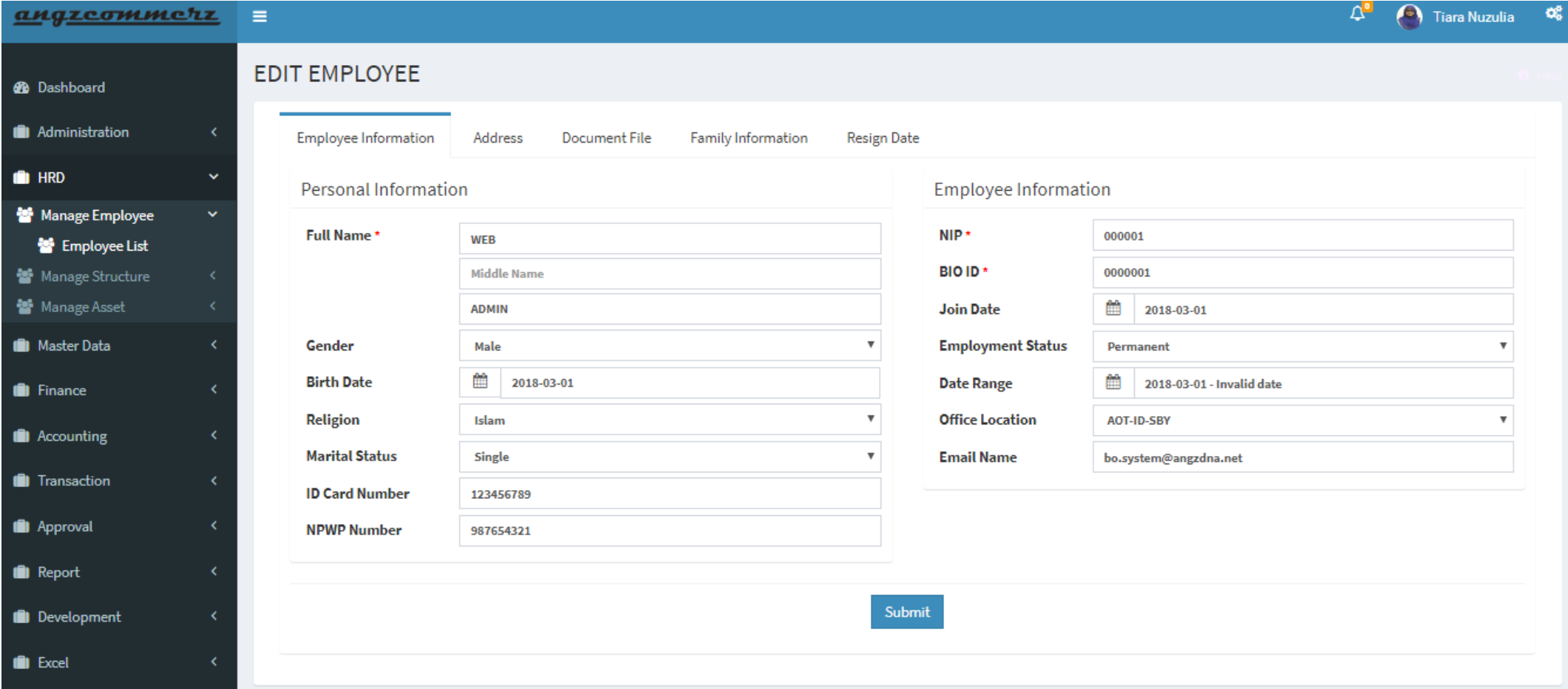
A 'Submit' button is located at the bottom center of the form.





(Gambar 2. Add Employee)


3. Klik *submit* **Submit** untuk menyetujui seluruh data yang telah diisi.

Cara merubah data karyawan :

1. Klik tombol *edit employee*  pada kolom kanan daftar nama karyawan,
2. Muncul *form edit employee*. Perlakuan yang diperbolehkan yaitu merubah semua informasi yang telah ada kecuali tanggal masuk sebagai karyawan pada kolom *resign date*.



angzcommersz    Tiara Nuzulia 

EDIT EMPLOYEE 

Employee Information Address Document File Family Information Resign Date


Personal Information

Full Name * WEB

Middle Name

ADMIN

Gender Male ▼

Birth Date  2018-03-01

Religion Islam ▼

Marital Status Single ▼


ID Card Number 123456789

NPWP Number 987654321


Employee Information

NIP * 000001

BIO ID * 0000001

Join Date  2018-03-01

Employment Status Permanent ▼

Date Range  2018-03-01 - Invalid date

Office Location AOT-ID-SBY ▼

Email Name bo.system@angzdna.net

Submit

(Gambar 3. Edit Employee)


3. Tab/kolom informasi data karyawan :
 - **Employee Information**, berisi data diri pribadi dan data karyawan pada perusahaan.
 - **Address**, berisi data alamat pribadi dan email serta telepon.
 - **Document File**, berisi data pribadi pendukung untuk perusahaan.

- ***Family Information***, berisi data keluarga karyawan.
- ***Resign Date***, berisi data masuk dan keluar sebagai karyawan.


Catatan : setiap perubahan pada beda *tab* harus di simpan secara terpisah, ini dilakukan untuk menghindari adanya salah *input* pada ***resign date***.

4. Klik *submit* **Submit** untuk menyetujui seluruh data yang telah diisi.
5. Selesai.

Cara melihat data karyawan :


1. Klik tombol 
2. Maka akan membuka halaman baru sebagai karyawan yang terpilih.

User Profile




WEB ADMIN


About Me

 **Birthday**


2018-03-01


 **Gender / Age / Religion / Marital Status**

Male / 1 tahun / Islam / Single

 **Location**


Rumah
Dukuh Kupang barat bx 19
Dukuh Pakis, Surabaya, Jawa Timur
INDONESIA, 60225

 **Mobile Phone**


 **Email**

bo.system@angzdna.net
bo.system@angzdna.net


Employee Information

 **Join Date**


2018-03-01

 **ID Card Number**


123456789

 **NPWP**


987654321

 **NIP**

000001

 **BIO ID**

0000001

 **Employment Status:**

Active - Permanent//2018-03-01 ↔

Company

PT. ANGZOFT INDONESIA//AOT-ID-SBY









Departement

ADMINISTRATOR

Job Titles

AOT SBY 01 / 2019-07-09 ↔
MARKETING SBY 09 / 2019-09-16 ↔
ADMINISTRATOR / 2019-09-16 ↔

[Help](#)

Family Information	Document Information	Asset Information
<div><div> Status</div><div> Name</div><div><div> Gender</div><div>Female</div></div><div><div> Job</div></div><div><div> Address</div></div><div><div> Phone</div></div><div><div> Email</div></div></div>	<div>CV</div> <div>Appraisal</div> <div>Certificate</div> <div>ID Card</div> <div>KSK</div> <div>SKCK</div> <div>Domicile</div> <div>Reference</div>	<div><div> Asset Name / Status / Date In</div><div>//</div></div>

(Gambar 4. *User Profile*)

3. Selesai.