

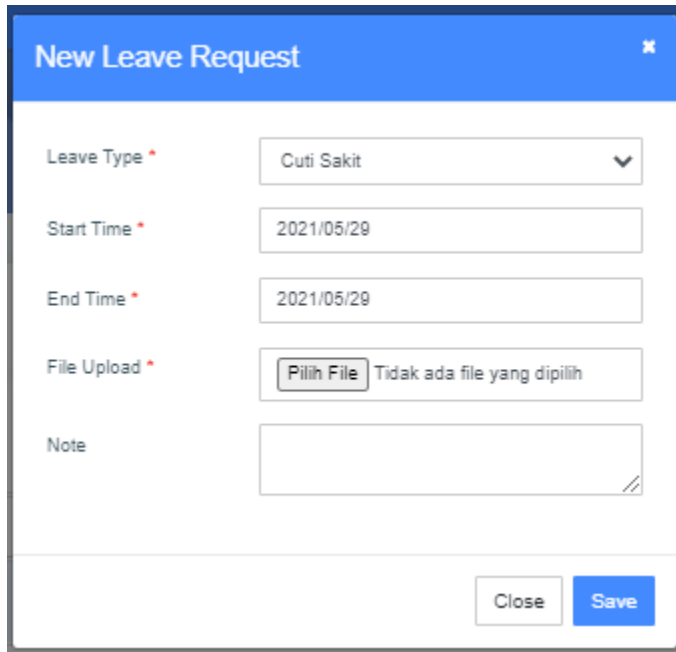
TATA CARA PENGAJUAN CUTI & IJIN DI HRIS 2021

TATA CARA MENGAJUKAN CUTI

Untuk melakukan pengajuan cuti dari karyawan ke atasan (sesuai dengan tipe-tipe cuti di Peraturan Perusahaan)

Cara

Masuk ke User → Attendance → Leave → + New Leave → pilih tipe cuti, tanggal dimana anda akan cuti (mulai dan akhir cuti), upload file yang dibutuhkan (misal cuti sakit upload surat dokter), dan berikan keterangan



The screenshot shows a 'New Leave Request' form with the following fields:

- Leave Type ***: A dropdown menu with 'Cuti Sakit' selected.
- Start Time ***: A text input field containing '2021/05/29'.
- End Time ***: A text input field containing '2021/05/29'.
- File Upload ***: A button labeled 'Pilih File' and a text area showing 'Tidak ada file yang dipilih'.
- Note**: A large text area for additional information.

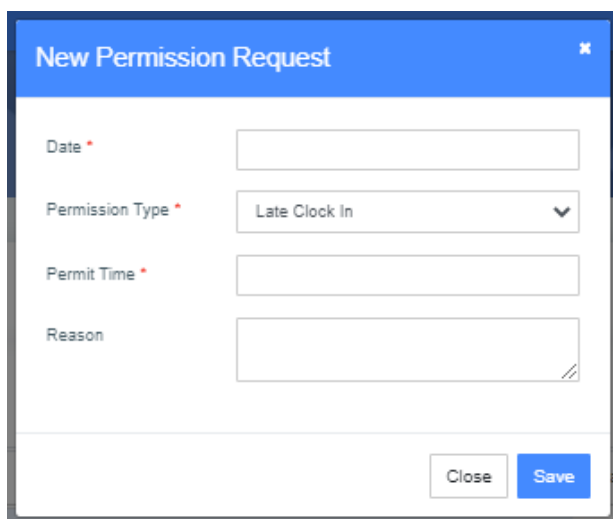
At the bottom right, there are two buttons: 'Close' and 'Save'.

TATA CARA MENGAJUKAN IJIN / PERMIT VIA WEB

Untuk mengajukan *late clock in* (terlambat bekerja) & mengajukan *early clock out* (bekerja kurang dari 9 jam sesuai aturan yang berlaku), kepada atasan masing – masing

Cara

Masuk ke User → Attendance → Permission → + New Permission → pilih tanggal dimana anda permit, pilih tipe permit, tulis waktu permit, dan wajib menyertakan alasan



The screenshot shows a 'New Permission Request' form with the following fields:

- Date ***: A text input field for the date of the permission.
- Permission Type ***: A dropdown menu with 'Late Clock In' selected.
- Permit Time ***: A text input field for the time of the permission.
- Reason**: A large text area for the reason for the permission.

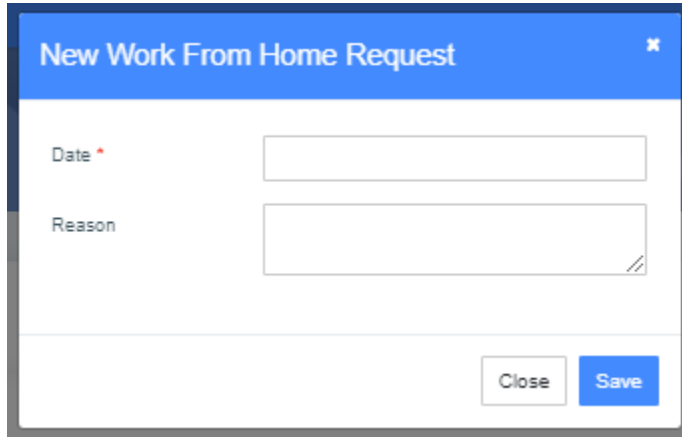
At the bottom right, there are two buttons: 'Close' and 'Save'.

TATA CARA MENGAJUKAN PERMOHONAN UNTUK WFH

Untuk mengajukan WFH di saat jadwal karyawan WFO kepada atasan

Cara

Masuk ke User → Attendance → Work From Home → + New Work From Home → pilih tanggal dimana anda request untuk WFH, dan wajib menyertakan alasan



The image shows a web-based form titled "New Work From Home Request" with a blue header bar. The form contains two input fields: "Date" with a red asterisk indicating it is required, and "Reason". At the bottom right, there are two buttons: "Close" and "Save".

New Work From Home Request	
Date *	<input type="text"/>
Reason	<input type="text"/>
<div>Close Save</div>	