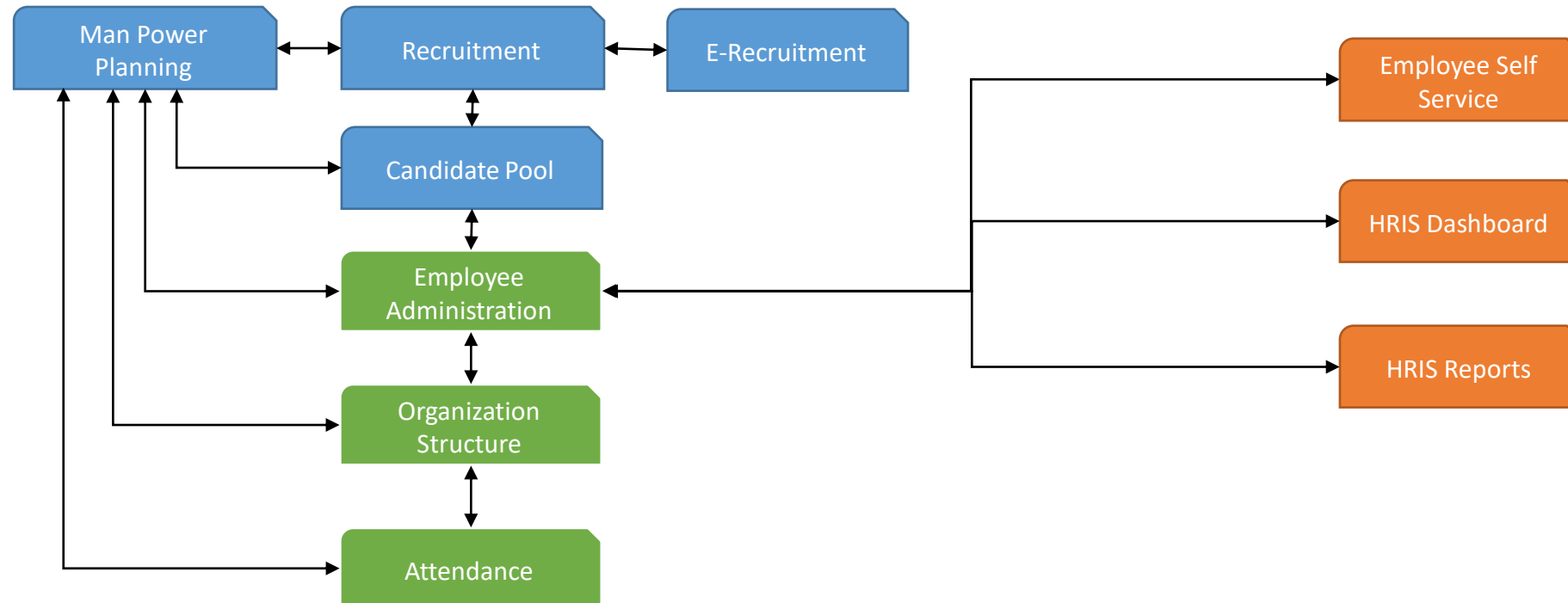# HRIS Module

ATT Group

HRIS Business Process - Phase I

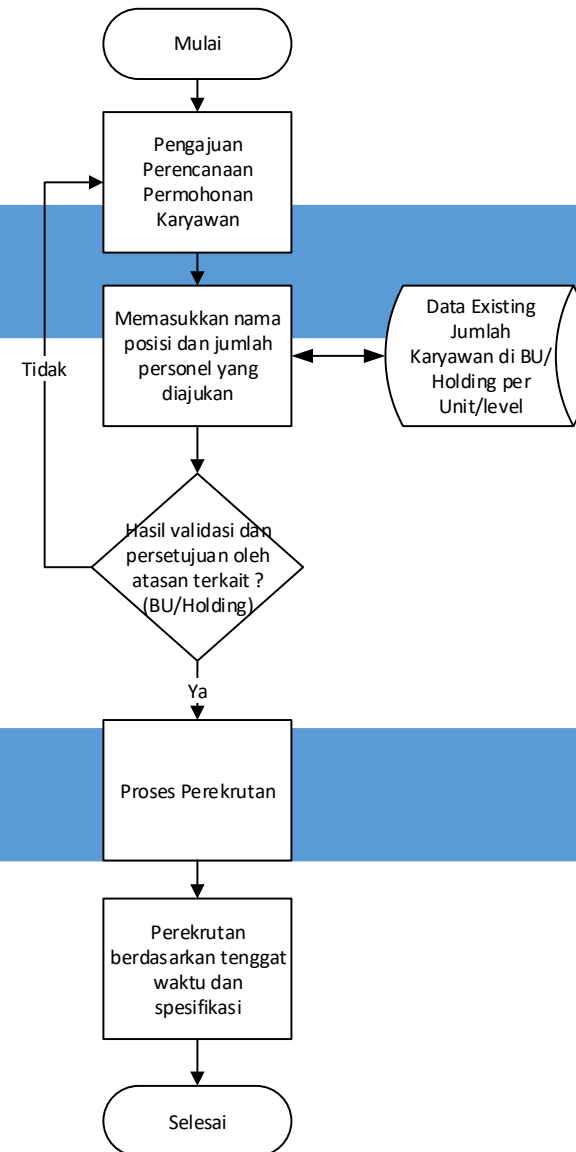# Man Power Planning

Request Data :

- Request Transaction Number
- Job Position / Role
- Number Employee
- Requestor
- Needed In (Effective Date)

Request Approval :

- Superior Approval : Approved, Not Approved
- List MPP Request
- List MPP Approval Status

Recruitment

Request Type :
- Man Power Planning
- Replacement
- New position
- Relocation

Request Data :
- Request Transaction Number
- Job Specifications
- Number Employee
- Requestor
- Needed In (Effective Date)
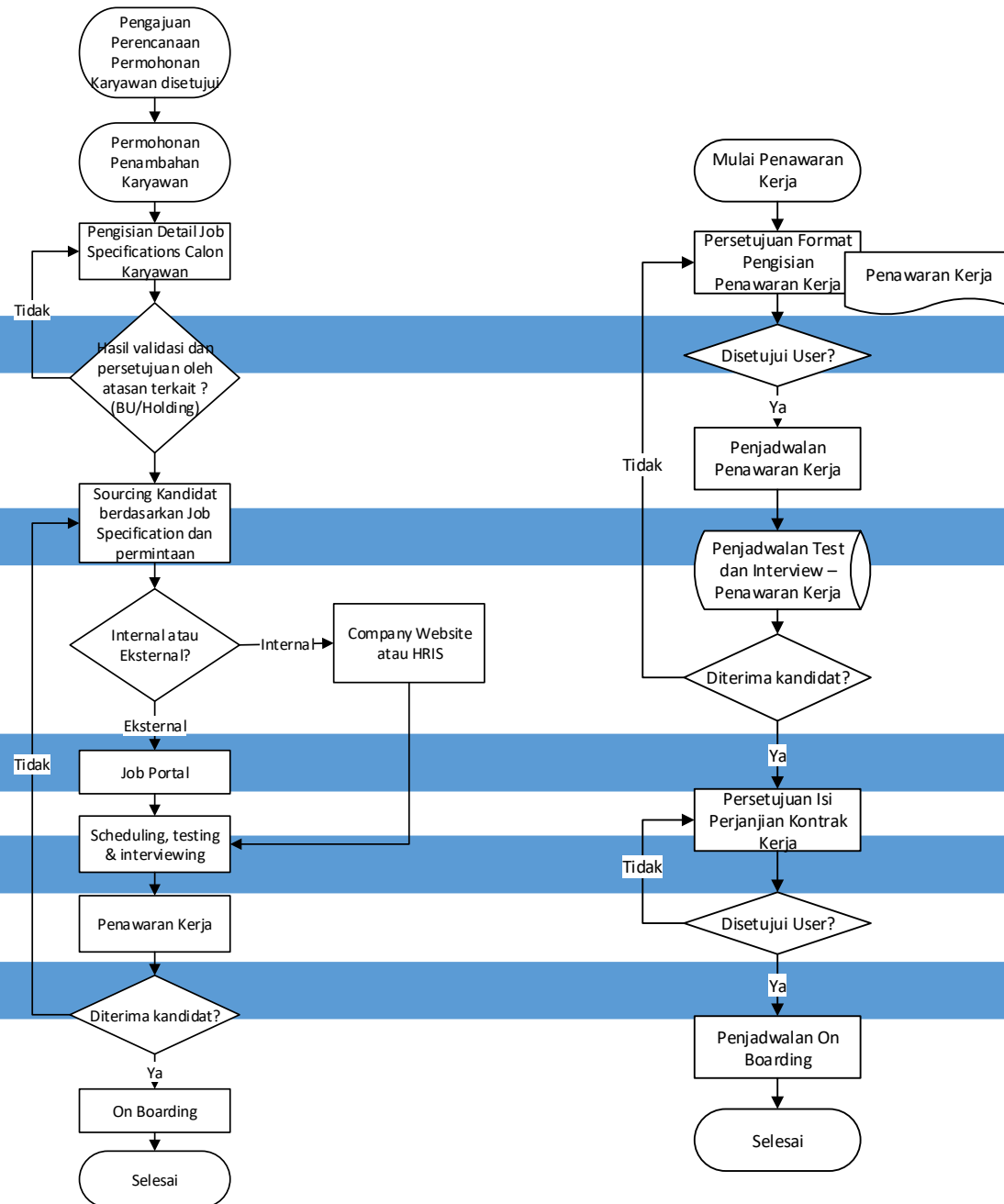
Request Approval :
- Superior Approval : Approved, Not Approved

Offering Letter :
- Superior Approval : Approved, Not Approved
- Generate Offering Letter Number

Employment Contract :
- Superior Approval : Approved, Not Approved
- Generate Employment Contract Number
- Join Date Effective Date

Left flow

- Pengajuan Perencanaan Permohonan Karyawan disetujui
- Permohonan Penambahan Karyawan
- Pengisian Detail Job Specifications Calon Karyawan
- Hasil validasi dan persetujuan oleh atasan terkait ? (BU/Holding) — Tidak
- Sourcing Kandidat berdasarkan Job Specification dan permintaan
- Internal atau Eksternal?
  - Internal → Company Website atau HRIS
  - Eksternal → Job Portal
- Scheduling, testing & interviewing
- Penawaran Kerja
- Diterima kandidat? — Tidak / Ya
- On Boarding
- Selesai

Right flow

- Mulai Penawaran Kerja
- Persetujuan Format Pengisian Penawaran Kerja
- Penawaran Kerja
- Disetujui User? — Tidak / Ya
- Penjadwalan Penawaran Kerja
- Penjadwalan Test dan Interview – Penawaran Kerja
- Diterima kandidat? — Ya
- Persetujuan Isi Perjanjian Kontrak Kerja — Tidak
- Disetujui User? — Ya
- Penjadwalan On Boarding
- Selesai

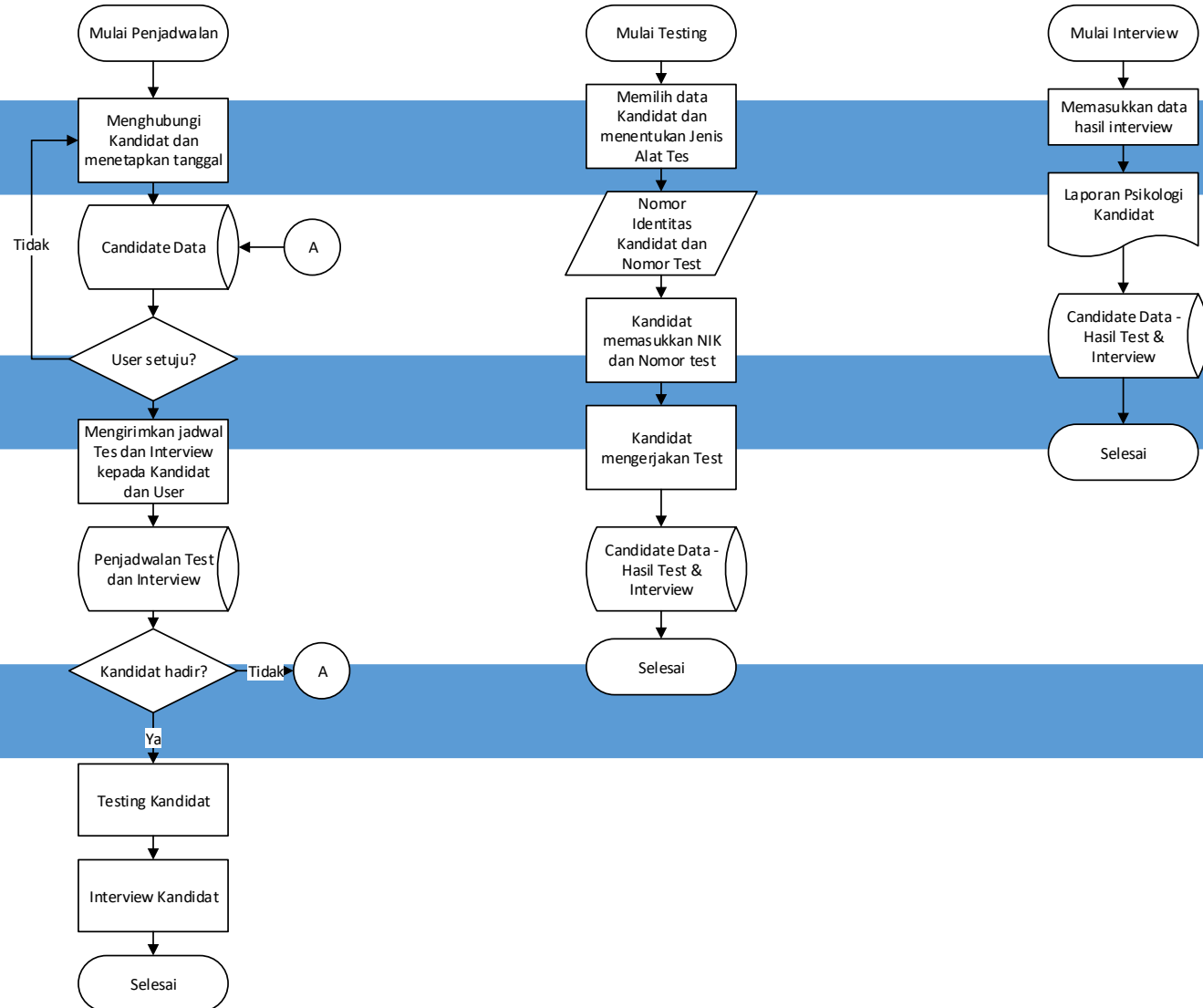# E-Recruitment (Scheduling, Testing & Interviewing)

Schedule :

- Add Schedule
- Edit Schedule
- Delete Schedule

Testing Data :

- Add Test Tools Set
- Edit Test Tools Set
- Delete Test Tools Set
- Upload Test Result

Interviewing Data :

- Input Interview Result
- Edit Interview Result
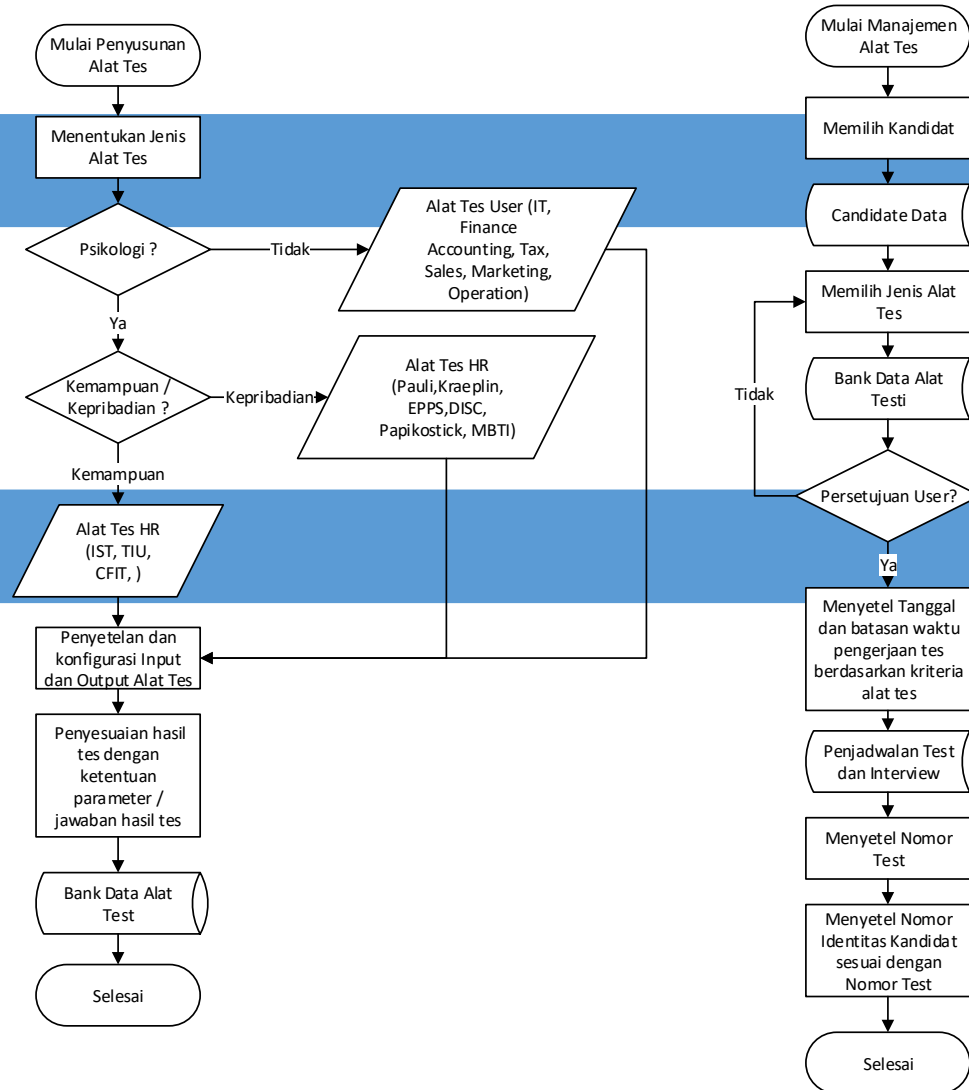- Upload Interview Result

Mulai Penjadwalan

Menghubungi Kandidat dan menetapkan tanggal

Candidate Data — A

User setuju? — Tidak

Mengirimkan jadwal Tes dan Interview kepada Kandidat dan User

Penjadwalan Test dan Interview

Kandidat hadir? — Tidak — A

Ya

Testing Kandidat

Interview Kandidat

Selesai

Mulai Testing

Memilih data Kandidat dan menentukan Jenis Alat Tes

Nomor Identitas Kandidat dan Nomor Test

Kandidat memasukkan NIK dan Nomor test

Kandidat mengerjakan Test

Candidate Data — Hasil Test & Interview

Selesai

Mulai Interview

Memasukkan data hasil interview

Laporan Psikologi Kandidat

Candidate Data — Hasil Test & Interview

Selesai

E- Recruitment (Testing Tools Management)

Test Tools Configuration

- Add Test Tools
- Edit Test Tools
- Delete Test Tools
- Upload Test Tools

Test Tools Management

- Add Candidate
- Edit Candidate
- Delete Candidate
- Add Test Tools & Scheduling
- Edit Test Tools & Scheduling
- Delete Test Tools & Scheduling

Mulai Penyusunan Alat Tes

Menentukan Jenis Alat Tes

Psikologi ? — Tidak → Alat Tes User (IT, Finance Accounting, Tax, Sales, Marketing, Operation)

Ya

Kemampuan / Kepribadian ? — Kepribadian → Alat Tes HR (Pauli, Kraeplin, EPPS, DISC, Papikostick, MBTI)

Kemampuan

Alat Tes HR (IST, TIU, CFIT,)

Penyetelan dan konfigurasi Input dan Output Alat Tes

Penyesuaian hasil tes dengan ketentuan parameter / jawaban hasil tes

Bank Data Alat Test

Selesai

Mulai Manajemen Alat Tes

Memilih Kandidat

Candidate Data

Memilih Jenis Alat Tes

Bank Data Alat Testi

Persetujuan User? — Tidak

Ya

Menyetel Tanggal dan batasan waktu pengerjaan tes berdasarkan kriteria alat tes

Penjadwalan Test dan Interview

Menyetel Nomor Test

Menyetel Nomor Identitas Kandidat sesuai dengan Nomor Test

Selesai

Candidate Pool

Candidate Management

- Add Candidate
- Edit Candidate
- Delete Candidate
- View Candidate Information
- View Candidate Test Result
- View Candidate Interview Result
- Report Candidate Test Result
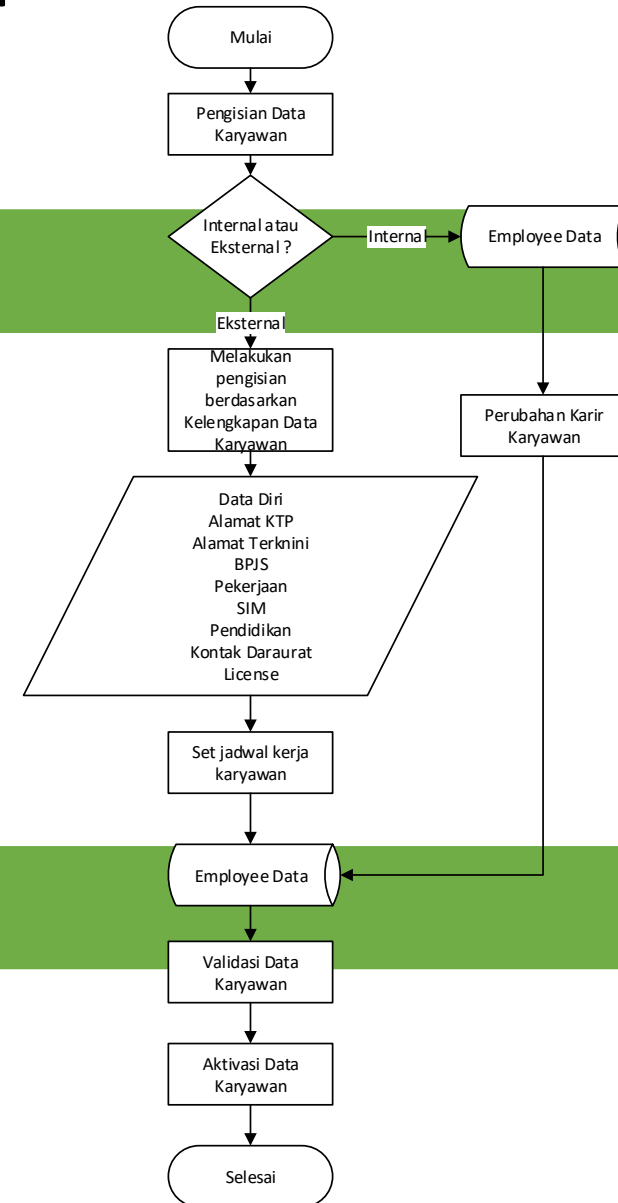- Report Candidate Interview Result
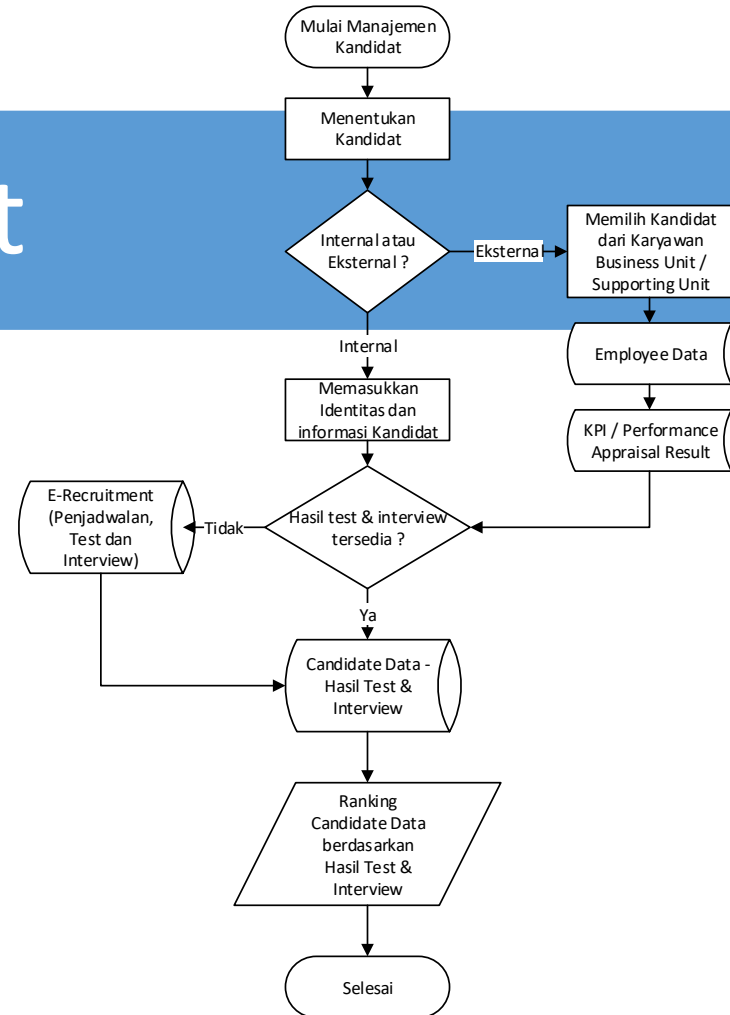
Employee Administration – On Boarding

Employee Personal Information

- Employee Number – auto numbering
- Personal Information
- Licenses
- Career
- Emergency Contact
- Education
- Upload Employee Current Photo

Employee Data Activation

- Data Validation
- Superior Approval

Employee Administration – Employment Changes

Employment Status

- List of Employment Status (End of Probation/Contract)
- Superior Approval : Approved, Not Approved

Career Changes

- Before and After Changes :
  - Employee Personal Data - Employment
  - Position / Title
  - Effective Date
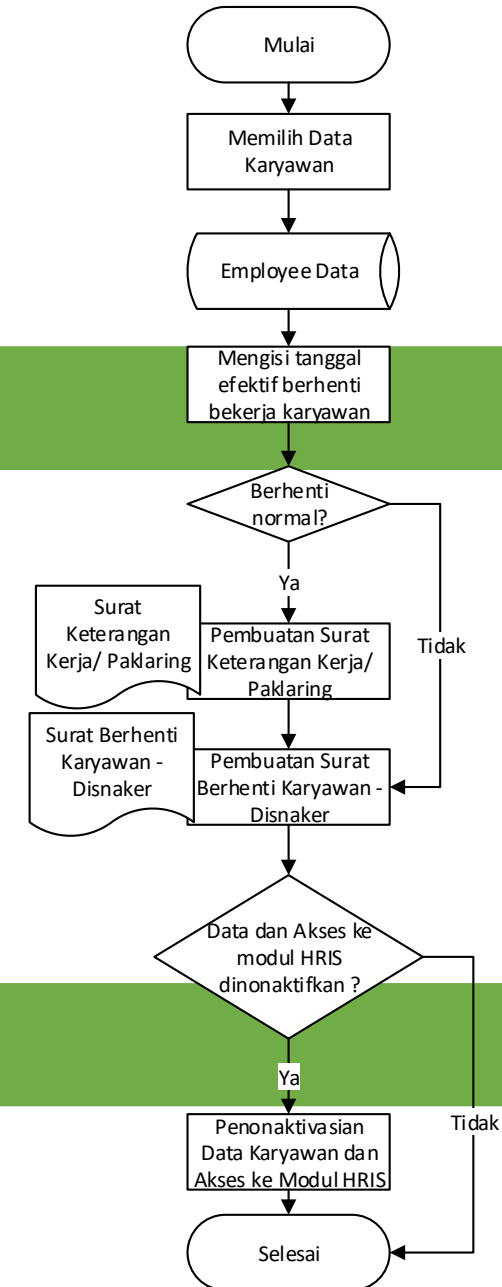- Generate Employment Contract Number
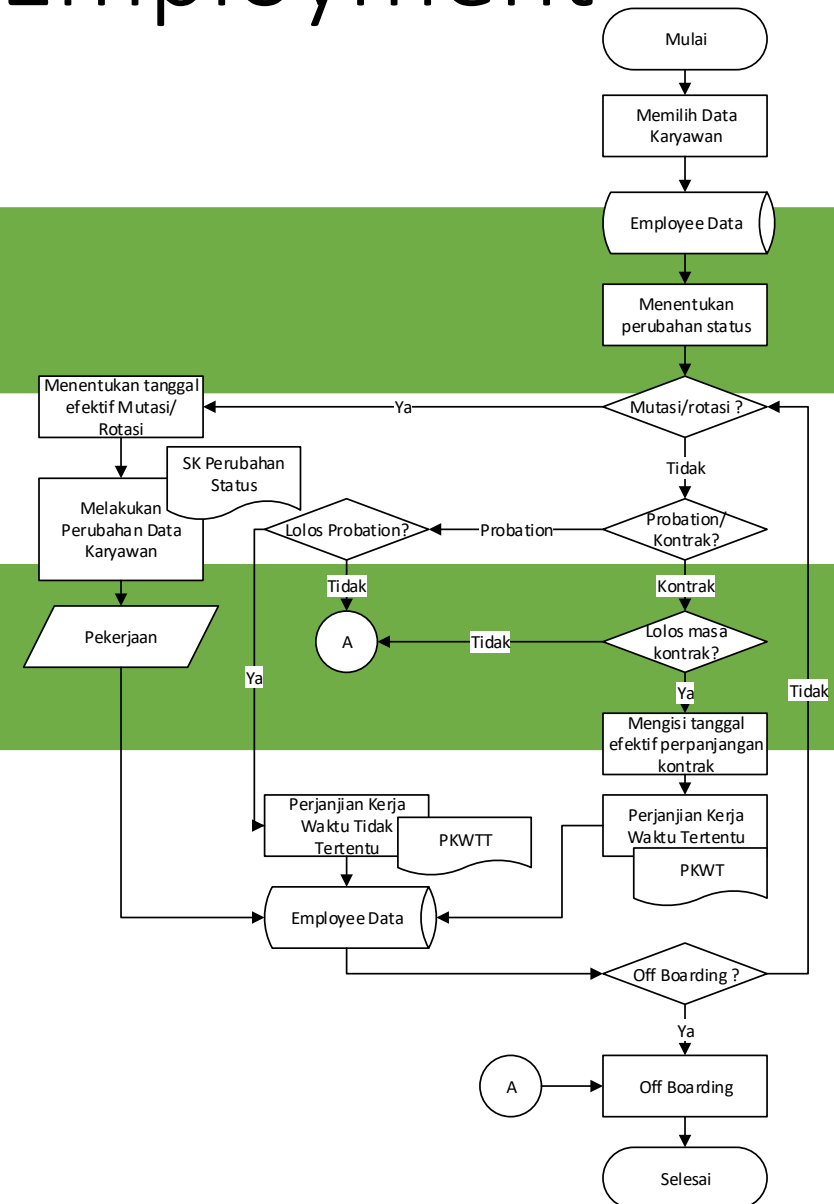
Employee Off Boarding

Employee Personal Information

- Letter Number – Auto Numbering
- Employee Number
- Last Position / Title
- Last Company
- Length of Services
- Effective Date
- Human Resource Industrial Relation Name

Employee Data De-activation

- Data Access
- Superior Approval

Employee Administration – Attendance

Employee Work Schedule
- Add Work Schedule
- Edit Work Schedule
- Superior Approval

Employee Attendance
- Attendance Validation
- Export Employee Attendance (in/out)
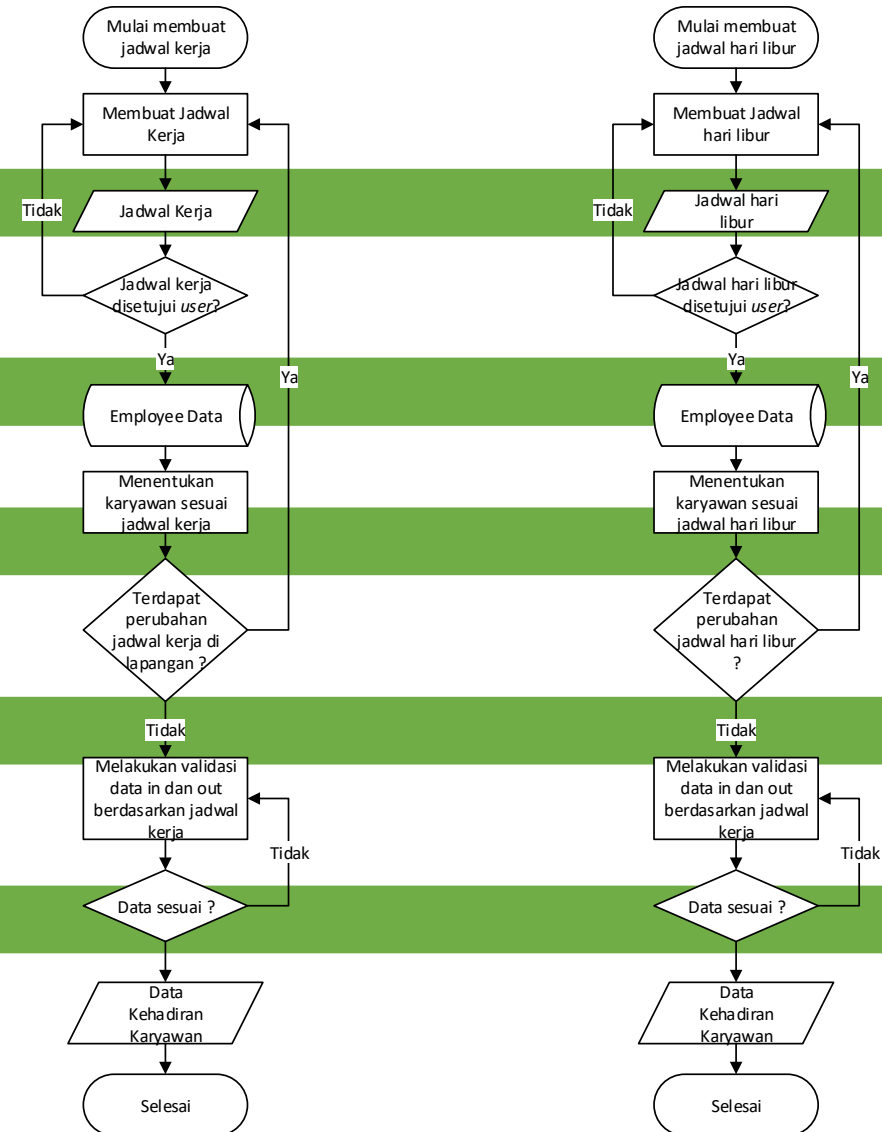
Employee Leave
- Add Leave
- Edit Leave
- Superior Approval

Employee Holiday
- Add Holiday
- Edit Holiday
- Superior Approval

Employee Leave & Holiday Record
- Leave Request
- Leave Approved
- Leave Balance

Mulai membuat jadwal kerja

Membuat Jadwal Kerja

Jadwal Kerja — Tidak

Jadwal kerja disetujui *user*?

Ya

Employee Data

Menentukan karyawan sesuai jadwal kerja

Terdapat perubahan jadwal kerja di lapangan ? — Ya

Tidak

Melakukan validasi data in dan out berdasarkan jadwal kerja

Data sesuai ? — Tidak

Data Kehadiran Karyawan

Selesai

Mulai membuat jadwal hari libur

Membuat Jadwal hari libur

Jadwal hari libur — Tidak

Jadwal hari libur disetujui *user*?

Ya

Employee Data

Menentukan karyawan sesuai jadwal hari libur

Terdapat perubahan jadwal hari libur ? — Ya

Tidak

Melakukan validasi data in dan out berdasarkan jadwal kerja

Data sesuai ? — Tidak

Data Kehadiran Karyawan

Selesai

Employee Administration – Annual Leave
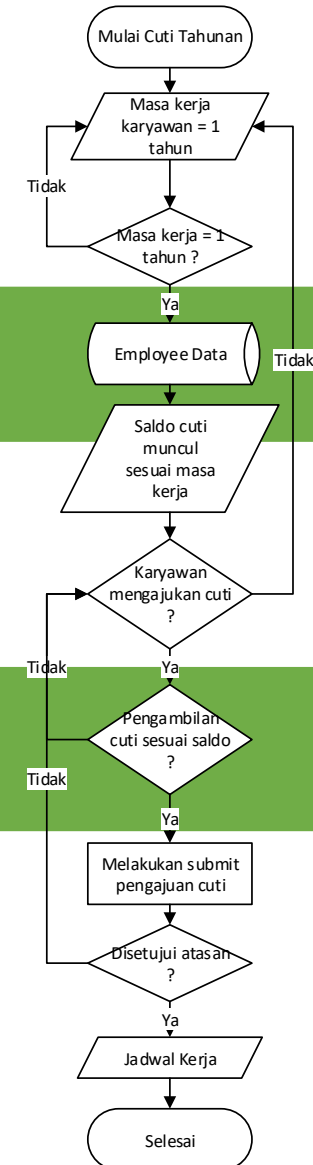
Employee Leave Balance

- Generate Employee Leave Balance
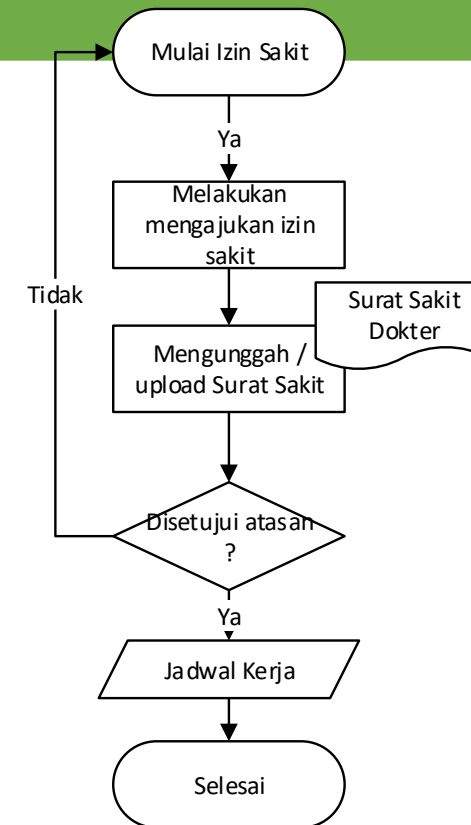
Employee Leave Submission

- Add Leave
- Edit Leave
- Superior Approval

Employee Administration – Sick Permit

Employee Sick Permit

- Add Sick Permit
- Edit Sick Permit
- Upload Supporting Document
- Superior Approval

Employee Administration – Permit

Employee Permit

- Add Permit
- Edit Permit
- Upload Supporting Document
- Superior Approval