admin\_test1

123456Aa@

1

1. Sign in

|  |  |  |
| --- | --- | --- |
| Sign In  Sign In with username and password |  |  |
| Input Username   * **Username**: use username, not corporate email to log in. Username are unable to change. * Validation rule: maximum to 30 characters, allow "." and number, uniqueness check. | * 1st time validation rule: matching username created by admin ( User Management) * from 2nd time validation rule: valid username from User Management |
| Input Password   * **Password**: ~~Password should be system generates~~ System should provide verification link on the activation email, then users have to set their password in 1st login * Validation rule: 8-16 characters, allow (but not require) text, number, uppercase, special character. | * 1st time validation rule: correct one time password provided by admin sent to mail * from 2nd time validation rule: matching password from User Management * Have button to show/hide password |
| Select Factory from drop down( DMF or SBM) |  |

1. Forgot password

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| --- | --- | --- | --- |
| Forgot password   * use email to Receive reset link sent via email | Click "Forgot password" button to open "Forget password" screen | In "Forget password" screen:   * Input registered email * Button "Confirm & Sen d OTP": Click activation link to log in for the first time. * After click the link, system redirects user to the Reset Password dialog to change password * After change password, system log out to make user use new password to log in again | Validation rule: Email invalid -> Display error message "Email format is invalid" |

1. Log out

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| --- | --- | --- | --- |
| Sign out | On the header, click 'Profile' button and choose "Sign Out' | Displays Confirmation pop-up : "Do you wish to sign out? " with Yes and No options | Click "Yes" -> sign out |
| Click "No" - > Close pop-up, user still stay in |

1. Employee Listing

|  |  |
| --- | --- |
| Listing  - Content: Capitalize only first character (not fully uppercase) | Pagination   * show 20 records/page * only show 3 first page number and last page number * disable previous button when selecting 1st page * disable next button when selecting the last page |
| Horizontal scroll   * use mouse to scroll |
| Sticky header |
| Displayed fields as listing in the order of:   * NIK: auto generated - do not allow to edit \*validation rule: The NIK should be a running no, and the No will be auto generated when save the new record   -Name  -Card number  -Account Number  -Family Card Number  -Marriage Status  -Mother Name  -Place & Date of Birth -Home Address -National ID Card No. -Date Start -Contract Record (not in Sprint 1) -Department -Employee Type -Basic Salary -Position -Date Start -Contract First signed date -Contract Second signed date -Contract End signed date -OT paid -Meal paid -Meal allowance -Grading -validation rules in the linked file .[221104\_Form and Field Validation\_HRM System.docx](https://powergatevngroup.sharepoint.com/:w:/s/PGA/EYxTWjCH29RMnw1wtzbzDd8B2VvsdImtsQgCIb4wIOKwSA?e=2XtLNN) |

1. Add Employee

|  |  |
| --- | --- |
| Add Record | View Employee Listing, click " Add" |
| Input fields (at least required fields - which marked \*)   1. Tab Employee Information:  * NIK: auto generated - do not allow to edit \*validation rule: The NIK should be a running no, and the No will be auto generated when save the new record NIK format "YX-888888", Two Letter with 6 digits The Prefix letter based on the Employee Type and Factory, each prefix of NIK has own sequence. Y: Factory   + SBM - "S"   + DMF - "D" * Employee Type as below, may add more type later   + Permanent Worker - "P"   + Part-time worker - "T"   + Contract worker - "C" * Sample: if the employee work in SBM, and he is Permanent worker, then the code is SP-000001 * **Name, Card number, Account Number, Family Card No, Marriage Status, Mother Name, Place of birth, Date of Birth, Home Address 1 +2, National ID Card number, Date Start, Contract Record (First Second End)** * **Employee Type:**  **Permanent worker**  **Part-time worker**  **Contract worker** * **Basic Salary, OT paid, Meal paid, Meal Allowance, Grading**   2. Tab “Contract Information” - **not in Sprint 1**  3. Tab “Employment Details”   * **Department** * **Position** * **Entitled OT** (checkbox): if selected, displays “Yes” in the listing and paid OT salary to that employee in Payroll * **Meal Allowance Paid** (checkbox):  - if checked, displays “Yes” in the listing, then the Meal Allowance is paid to Employee in Payroll - if not, paid to Factory. When the Global Settings/Default Meal Allowance Paid To field selected “Employee”, then the default status of this field is check.  1. Tab "Salary and Wages"  * Basic Salary: the basic salary used to calculate Actual salary of employee * Basic Salary (Audit) : the basic salary used to calculate <Audit salary> of employee * Safety Insurance Amount: calculated by <Global Settings/ Safety Insurance> percentage, formular in the <formular file> If Basic Salary > Maximum Calculated Salary then use Maximum Calculated Salary * Health Insurance Amount: calculated by <Global Settings/ Health Insurance> percentage, formular in the <formular file> If Basic Salary > Maximum Calculated Salary then use Maximum Calculated Salary * Meal Allowance: if no value input, displays the <Default Meal Allowance> in Global Settings   5, Tab “Other”   * **Grade** - When choosing any selection → Displays read-only the corresponding benefits which was previously allocated in Master Management/ Benefit Setup * **Benefit**: Click “Add Benefit” to add another benefit (which was not selected in Grade). Click “Delete” button to delete benefit , without pop-up confirmation needed. * **Remark:** to save notes and displays to all user role whenever access. * **Document:** Maximum 10 files, allow jpg, png, pdf. When reach to 10 files → disable “Upload” button. * **HRM User Account:** Use to link up the system user account with employee information when the employee yet has account to access the system. * Example, Alex is a Head of Merchandising Team, also he has rights to access system (user name: alex@merchant). then In Alex's Employee record, the user account should select "alex@merchant") * → When Alex login to system, the related employee information recognized and auto fill-in some module employee data. * Only allow to add record when all required fields are correctly filled-out. |
| Click "Add"  only activate "Add" button and allow to add record when all required fields are correctly filled-out.   * if there are - any field that are not filled correctly, that corresponding tab color change to bold red as demonstrated in the Figma   Displays toast message: "Record added" as demonstrated UI |

3. Edit Employee

|  |  |  |
| --- | --- | --- |
| Edit Employee Record | In Employee Listing, click on any record row to edit | Redirects to Edit Employee screen |
| Edit any field except for read-only NIK   * must check validation as attached file * wrong validation input → the outline of the field turns red and error caption. |  |
| Click "Save Change"  only activate "Save Change" button and allow to add record when all required fields are correctly filled-out.   * if there are - any field that are not filled correctly, that corresponding tab color change to bold red as demonstrated in the Figma | Displays toast message: "Change saved" as demonstrated UI |

1. **Delete Employee Record**

**Description**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Select /Unselect records   * "Select all" checkbox to select all records in the CURRENT page * Manual select (Mutilple select) | Delete Employee Record | Click "Delete"  only activate "Delete" button when any record is selected | Displays Confirmation pop-up : "Are you sure you want to delete? " with Yes and No options | Yes -> Delete all selected records |
|  |  |  | No -> Close pop-up, back to page with selected records |

5. Search Employee

|  |  |
| --- | --- |
| Search Allow to search by : Name, Department, NIK | Return matching result following every adding search character |

# Employee Management Validate

## a. Personal Information

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Fields** | **Mandatory** | **Type** | **Validation** | **Note** |
| Gender | Yes | Selection field |  |  |
| Name | Yes | Text field |  |  |
| NIK | Yes | Text field |  | Gen by system or import from existing data |
| Mother Name |  | Text field |  |  |
| Date of birth | Yes | Date field |  |  |
| Place of birth |  | Text field |  |  |
| KTP No | Yes | Number field |  |  |
| National Card ID | Yes | Number field |  |  |
| Home Address 1 |  | Text field |  |  |
| Home Address 2 |  | Text field |  |  |
| Mobile No |  | Number field |  |  |
| Tel No |  | Number field |  |  |
| Marriage Status |  | Selection field |  |  |
| Bank Account no |  | Number field |  |  |
| Bank Name |  | Text field |  |  |
| Family Card Number |  | Number field |  |  |
| Safety Insurance No |  | Number field |  |  |
| Health Insurance No |  | Number field |  |  |

## b. Contract Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Fields** | **Mandatory** | **Type** | **Validation** | **Note** | |
| Date Start | Yes | Date field |  | |  |
| First |  | Date field |  | | First Contract date must after Date start |
| Second |  | Date field |  | | Second Contract date must after First Contract |
| Third |  | Date field |  | | Third Contract date must after Second Contract |
| End |  | Date field |  | | End date must after all contract |
| Benefit |  | Selection field |  | |  |
| Leave Type |  | Selection field |  | |  |

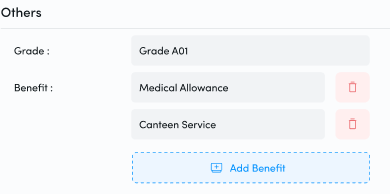
## c. Employment Details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Fields** | **Mandatory** | **Type** | **Validation** | **Note** |
| Department |  | Selection field |  |  |
| Position |  | Selection field |  |  |

## d. Salary & Wages

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Basic Salary | Yes | Number field |  |  |
| Basic Salary (Audit) | Yes | Number field |  |  |
| Safety Insurance Amount | Yes | Number field |  |  |
| Health Allowance | Yes | Number field |  |  |
| Meal Allowance | Yes | Number field |  |  |

## e. Others



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Grade |  | Selection field |  |  |
| Benefit (photo above) |  | Selection field |  |  |
| Remark |  | Text feld |  |  |