



SINERGI INFORMATIKA SEMEN INDONESIA

A large, semi-transparent image of a hand in a white suit sleeve, palm up, holding a cityscape. The cityscape is rendered in a blue and white color scheme, with buildings and a bright light source on the right side. The hand is positioned in the center of the page, with the cityscape appearing to be held within it.

FORCA HR

PT SINERGI INFORMATIKA SEMEN INDONESIA
2021

Today Business Challenges

PROBLEMS

- Tidak adanya uraian struktur perusahaan.
- Catatan administrasi karyawan yang buruk.
- Manajemen waktu tidak dikelola dengan baik.
- Kesalahan dalam penggajian karyawan.
- Perjalanan dinas yang tidak transparan.

IMPACTS

- Struktur organisasi tidak jelas.
- Seringnya klarifikasi catatan administrasi karyawan.
- Penyelesaian pekerjaan yang tidak tepat waktu.
- Tertundanya penggajian karyawan.
- Laporan perjalanan dinas yang tidak jelas.

What's In The Now?

HRIS is becoming a necessity

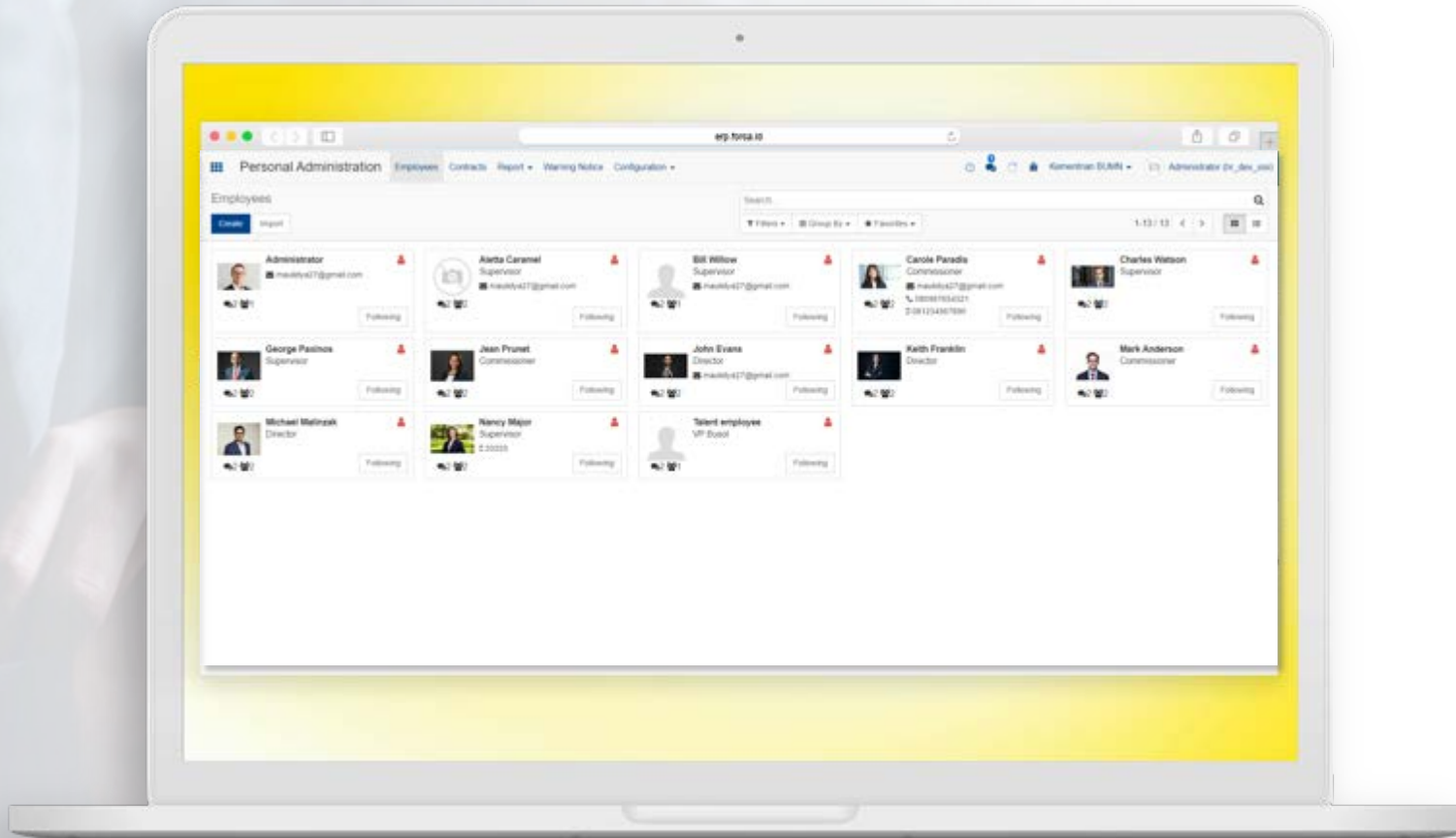
The company will invest 25% of the costs for HR development through technology and more than 50% of companies worldwide are currently focusing on developing technology in the HR field.

(Source: Talenta)

SaaS solutions as a means of transforming the HR function

84% of organisations surveyed were planning (or had started) to transform their HR function, the majority with the objective of reducing costs (85%) and improving the efficiency of the HR function (75%).

(Source: Deloitte)



Solusi *Human Resource Management* berbasiskan aplikasi yang dirancang untuk memenuhi kebutuhan dasar karyawan dan memudahkan dalam merencanakan, mengelola, dan mengevaluasi proses bisnis SDM di perusahaan Anda.



A complete solution to simplify the management of your employees

Pengelolaan proses bisnis proses SDM yang terpadu dapat mengoptimalkan produktivitas karyawan yang akan berdampak pada peningkatan kinerja perusahaan Anda.



Benefit

- **Tingkatkan Kepuasan Karyawan**

Seringkali proses SDM yang sangat administratif, tidak transparan dan manual menjadi penyebab tingkat kepuasan karyawan yang rendah. FORCA HR menyediakan solusi yang komprehensif untuk memutakhirkan pengelolaan SDM perusahaan Anda.

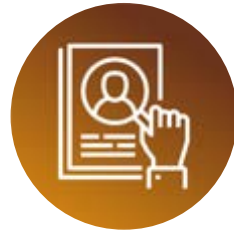
- **Tingkatkan Loyalitas Karyawan**

Salah satu tantangan perusahaan di era generasi millennial ini adalah loyalitas karyawan yang relatif rendah. FORCA HR dapat membantu Anda menjawab tantangan tersebut dengan menyediakan solusi proses bisnis SDM yang dinamis bagi penggunaannya.

Features Module FORCA HR



**Organization
Management**



**Personal
Administration**



**Time
Management**



Payroll

Dashboard

Announcement

Discuss

Calendar

Notes

Greeting Notif

Employee Benefit

Website

Questionnaire

**Director's
Decision Letter**

**Workflow
Approval**

Gamification

HR Transaction

**Performance
Management**

Whistleblow

**Health and
Disaster**

Project

Timesheets

Events

Surveys

Recruitment

Travel

**Talent
Management**

Live Chat

Organization Management

Fitur ini berfungsi untuk mengelola dan melihat secara visual susunan organisasi karyawan baik dalam bentuk garis atau lini maupun bentuk *tree*, serta berbagai komponen lainnya.





Features

Organization Management

- ✓ Department Chart
 - Department Chart
 - Department Chart (Tree View)
- ✓ Company Chart
- ✓ Department
- ✓ Job Position

DEPARTMENT CHART (TREE VIEW)

Organization Management Department Chart - Co

Department Chart (Tree View) Search Administrator (hr_dev_sisi)

- [-] Kementrian BUMN
 - [+] Industri Energi, Minyak, dan Gas
 - [+] Industri Kesehatan
 - [+] Industri Manufaktur
 - [+] Industri Mineral dan Batubara
 - [+] Industri Pangan dan Pupuk
 - [+] Jasa Asuransi dan Dana Pensiun
 - [+] Jasa Infrastruktur
 - [+] Jasa Keuangan
 - [+] Jasa Logistik
 - [+] Jasa Pariwisata dan Pendukung
 - [+] Jasa Telekomunikasi dan Media
 - [-] PT Semen Indonesia (Persero) Tbk
 - [+] PT Semen Indonesia Logistik
 - [-] PT Sinergi Informatika Semen Indonesia (SISI)
 - [-] Board of Commissioner
 - [-] Jean Prunet
 - [-] Board of Director
 - [-] Michael Malinzak
 - [-] Nancy Major
 - [+] Board of Commissioner
 - [+] Perkebunan dan Kehutanan
 - [+] Administration
 - [+] Sales

Jean Prunet



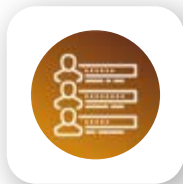
Name: Jean Prunet

BadgeID: 85751522

Gender: male

LEGEND

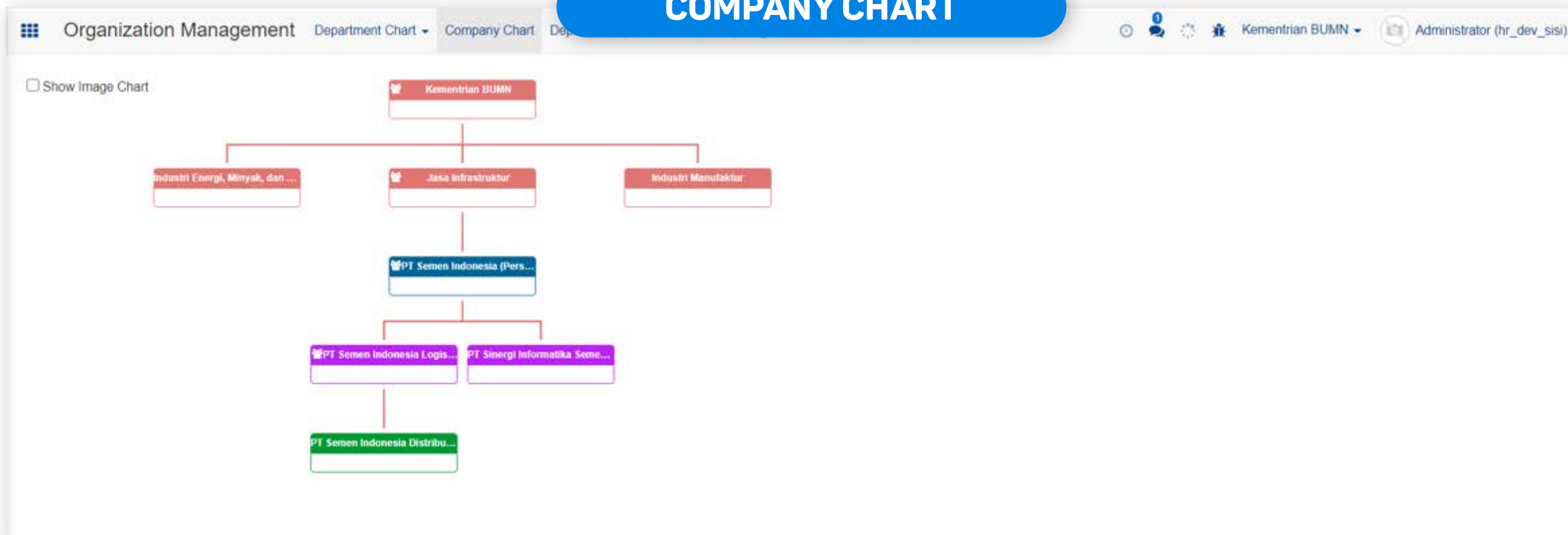
-  Company icon
-  Department icon
-  Manager icon
-  Employee icon



Features

Organization Management

COMPANY CHART





Features

Organization Management

DEPARTMENTS

Organization Management | Department Chart | Company Chart | Departments | Job Positions | Configuration

Kementerian BUMN | Administrator (hr_dev_sisi)

Departments

Search...

Filters | Group By | Favorites

1-8 / 8

<p>Administration Kementerian BUMN</p> <p>Employees Job Position</p> <p>Abse... 0%</p>	<p>Board of Commissioner PT Dirgantara Indonesia (Persero)</p> <p>Employees Job Position</p> <p>Abse... 0 / 1</p>	<p>Board of Commissioner PT Semen Indonesia (Persero) Tbk</p> <p>Employees Job Position</p> <p>Abse... 0 / 1</p>	<p>Board of Commissioner PT Sinergi Informatika Semen Indonesia (SISI)</p> <p>Employees Job Position</p> <p>Abse... 0 / 1</p>	<p>Board of Director PT Dirgantara Indonesia (Persero)</p> <p>Employees Job Position</p> <p>Abse... 0 / 2</p>
<p>Board of Director PT Sinergi Informatika Semen Indonesia (SISI)</p> <p>Employees Job Position</p> <p>Abse... 0 / 2</p>	<p>Board of Director PT Semen Indonesia (Persero) Tbk</p> <p>Employees Job Position</p> <p>Leave Req... 1 Allocation ... 1 Expense R... 1</p> <p>Abse... 0 / 5</p>	<p>Sales Kementerian BUMN</p> <p>Employees Job Position</p> <p>Abse... 0%</p>		



Features

Organization Management

JOB POSITIONS

Organization Management Department Chart Company Chart

Kementrian BUMN Administrator (hr_dev_sisi)

Job Positions

Create Import

Search

Filters Group By Favorites

1-11 / 11

<input type="checkbox"/> Job Position	Current Number of Employees
<input type="checkbox"/> Commissioner	1
<input type="checkbox"/> Commissioner	1
<input type="checkbox"/> Commissioner	1
<input type="checkbox"/> Director	1
<input type="checkbox"/> Director	1
<input type="checkbox"/> Director	1
<input type="checkbox"/> Supervisor	1
<input type="checkbox"/> Supervisor	3
<input type="checkbox"/> Supervisor	1
<input type="checkbox"/> Employee	0
<input type="checkbox"/> VP Busol	1

Personal Administration

Karyawan adalah salah satu aset berharga dalam perusahaan. Melalui fungsi ini Anda dapat mengelola informasi yang terperinci dan data karyawan yang Anda miliki





Features

Personal Administration

- ✓ Employee
- ✓ Contract
- ✓ Report
 - Report Employee
 - Report Employee Education
 - Report Bank Account
 - Report BPJS Tenagakerja
 - Report BPJS Kesehatan
 - Report Work Information
- ✓ Warning Notice

EMPLOYEE

The screenshot displays the 'Personal Administration' interface with the 'EMPLOYEE' section highlighted. The 'Employees' tab is active, showing a list of employee profiles. Each profile includes a name, title, email address, and a 'Following' button. The interface also features a search bar, filters, and group-by options.

Name	Title	Email	Following
Administrator	Administrator	maulidya27@gmail.com	Following
Aletta Caramel	Supervisor	maulidya27@gmail.com	Following
Bill Willow	Supervisor	maulidya27@gmail.com	Following
Carole Paradis	Commissioner	maulidya27@gmail.com 080987654321 081234567890	Following
George Paxinos	Supervisor		Following
Jean Prunet	Commissioner		Following
John Evans	Director	maulidya27@gmail.com	Following
Keith Franklin	Director		Following
Michael Malinzak	Director		Following
Nancy Major	Supervisor	33333	Following
Talent employee	VP Busol		Following



Features

Personal Administration

CONTRACT

Personal Administration Employees Contracts Report

Contracts

Create Import

State Search

Filters Group By Favorites

New	Running	To Renew	Expired	Cancelled
	2020/XI/HRMS-00027 Commissioner	2020/XI/HRMS-00035 Supervisor	2020/XI/HRMS-00028 Supervisor	
	2020/XI/HRMS-00031 Supervisor		2020/XI/HRMS-00029 Director	
	2020/XI/HRMS-00037 Supervisor		2020/XI/HRMS-00030 Supervisor	
	2020/XI/HRMS-00037 Supervisor		2020/XI/HRMS-00032 Supervisor	
	2020/XI/HRMS-00038 Supervisor		2020/XI/HRMS-00033 Supervisor	
	2020/XI/HRMS-00040 Supervisor		2020/XI/HRMS-00034 Supervisor	
			2020/XI/HRMS-00036	



Features

Personal Administration

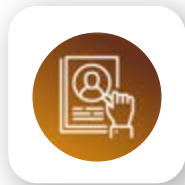
REPORT EMPLOYEE

The screenshot displays the 'Personal Administration' interface with a 'Report Employee' modal form open. The modal form contains the following fields and buttons:

- Report Employee** (Title)
- Department** (Dropdown menu)
- Job Position** (Dropdown menu)
- Get Report** (Blue button)
- Cancel** (Grey button)

The background interface shows a list of employees with the following details:

Name	Role	Status
Administrator	Administrator	Following
George Paxinos	Supervisor	Following
Michael Malinzak	Director	Following
Jean Prunet	Commissioner	Following
John Evans	Director	Following
Nancy Major	Supervisor	Following
Keith Franklin	Director	Following
Mark Anderson	Commissioner	Following
Talent employee	VP Busol	Following
Charles Watson	Supervisor	Following



Features

Personal Administration

REPORT EMPLOYEE EDUCATION

The screenshot displays the 'Personal Administration' interface. A modal dialog box titled 'Report Employee Education' is open, featuring a 'Department' dropdown menu and 'Get Report' and 'Cancel' buttons. The background shows a list of employees with their names, titles, and 'Following' status.

Name	Title	Status
Administrator		Following
George Paxinos	Supervisor	Following
Michael Malinzak	Director	Following
Jean Prunet	Commissioner	Following
Nancy Major	Supervisor	Following
John Evans	Director	Following
Talent employee	VP Busal	Following
Keith Franklin	Director	Following
Charles Watson	Supervisor	Following
Mark Anderson	Commissioner	Following



Features

Personal Administration

REPORT BANK ACCOUNT

The screenshot displays the 'Personal Administration' interface. A modal window titled 'Report Bank Account' is open, featuring a 'Department' dropdown menu and two buttons: 'Get Report' and 'Cancel'. The background interface shows a list of employees, including:

- Administrator (maulidya27@gmail.com)
- George Paxinos (Supervisor)
- Michael Malinzak (Director)
- Jean Prunet (Commissioner)
- Nancy Major (Supervisor)
- John Evans (Director)
- Talent employee (VP Busal)
- Keith Franklin (Director)
- Charles Watson (Supervisor)
- Mark Anderson (Commissioner)



Features

Personal Administration

REPORT BPJS TENAGAKERJA

The screenshot displays the 'Personal Administration' interface with a modal window titled 'Report BPJS Tenaga Kerja'. The modal contains the following fields:

- Filter By: A dropdown menu.
- Department: A dropdown menu.
- Employee: A dropdown menu.

At the bottom of the modal, there are two buttons: 'Get Report' and 'Cancel'. The background interface shows a list of employees with their names, titles, and 'Following' buttons.



Features

Personal Administration

REPORT BPJS KESEHATAN

The screenshot displays the 'Personal Administration' interface. A modal dialog box titled 'Report BPJS Kesehatan' is open, featuring the following elements:

- Filter By:** A dropdown menu with a blue highlight.
- Department:** A dropdown menu.
- Employee:** A dropdown menu.
- Buttons:** 'Get Report' (blue) and 'Cancel' (grey).

The background interface shows a list of employees with their names, titles, and 'Following' buttons. Visible employees include:

- Administrator (maulidya27@gmail.com)
- George Paxinos (Supervisor)
- Michael Malinzak (Director)
- Nancy Major (Supervisor)
- Talent employee (VP Busol)
- Charles Watson (Supervisor)
- Mark Anderson (Commissioner)



Features

Personal Administration

REPORT WORK INFORMATION

The screenshot displays the 'Personal Administration' interface. A modal window titled 'Report Work Information' is open, featuring a 'Department' dropdown menu and 'Get Report' and 'Cancel' buttons. The background shows a list of employees with their names, titles, and 'Following' buttons.

Name	Title
Administrator	
George Paxinos	Supervisor
Michael Malinzak	Director
Jean Prunet	Commissioner
Nancy Major	Supervisor
John Evans	Director
Talent employee	VP Busol
Keith Franklin	Director
Charles Watson	Supervisor
Mark Anderson	Commissioner



Features

Personal Administration

WARNING NOTICE

Personal Administration Employees Contracts Report Warning Notice

Kementrian BUMN Administrator (hr_dev_sisi)

Warning Notice

Search...

Create Import

Filters Group By Favorites

1-1 / 1

Reference	Employee	Warning Type	Date From	Date To	State
<input type="checkbox"/> SP-00001	Bill Willow	1	12/16/2020	12/16/2020	Confirmed



Time Management

Simplifikasi pengaturan jadwal dan pola kerja karyawan yang dinamis dan bervariasi sesuai dengan kebutuhan perusahaan Anda.



Features

Time Management

✓ Manage Attendances

- Attendances
- Attendances Tolerance
- Check In
- Check Out
- Report Attendances

✓ Shifting

- Change Working Hours
- Running Schedule

✓ Overtime

- Overtime Batch
- Employee Overtime
- Overtime History
- Report Employee Overtime

✓ Leaves

- Leaves Summary
- Leaves Request
- Allocation Request
- Department Leaves
- Leaves Allocation
- Leaves History

✓ Reporting

- Leaves Details
- Leaves Analysis
- Leaves by Department



FORCA ESS

Employee Self-Service



Features

Time Management

CHECK IN & CHECK OUT

Time Management Manage Attendances Shifting Overtime Leaves Reporting

Welcome Adm

Click to che



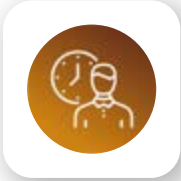
Time Management Manage Attendances Shifting Overtime Leaves Reporting Configuration

Kementerian BUMN Administrator (hr_dev_sisi)

Welcome Administrator

Click to check out





Features

Time Management

ATTENDANCES

Time Management Manage Attendances Shifting Overtime Leaves Reporting Configuration

Kementerian BUMN Administrator (hr_dev_sisi)

Attendances

Create Import

Search

Filters Group By Favorites

1-3 / 3

Employee	Check In	Check Out	Work hours	Status	Location Checkin	Location Checkout
<input type="checkbox"/> Carole Paradis	11/25/2020 07:54:03	11/25/2020 16:54:03	Standard 40 Hours/Week	Fast		
<input type="checkbox"/> Carole Paradis	11/24/2020 06:50:11	11/24/2020 19:50:11	Standard 40 Hours/Week	On Time		
<input type="checkbox"/> Carole Paradis	11/23/2020 09:53:00	11/23/2020 19:53:00	Standard 40 Hours/Week	Late		

REPORT ATTENDANCE

Time Management Manage Attendances Shifting Overtime Leaves Reporting Configuration

Kementerian BUMN Administrator (hr_dev_sisi)

Attendances

Create Import

Search

Filters Group By Favorites

1-3 / 3

Location Checkout

Report Attendance

From

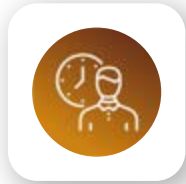
To

Filter By

Department

Employee

Get Report Cancel



Features

Time Management

RUNNING SHCEDULES

Time Management Manage Attendances Shifting Overtime

Running Schedules

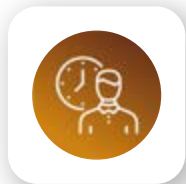
Search...

Create Import

Filters Group By Favorites

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<input type="checkbox"/> Employee	Working Hours	Date From	Date To	State
<input type="checkbox"/> Bill Willow	Standard 40 Hours/Week	12/31/2020	12/31/2020	Done
<input type="checkbox"/> Bill Willow	Standard 40 Hours/Week	12/30/2020	12/30/2020	Done
<input type="checkbox"/> Bill Willow	Standard 40 Hours/Week	12/29/2020	12/29/2020	Done
<input type="checkbox"/> Bill Willow	Standard 40 Hours/Week	12/28/2020	12/28/2020	Done
<input type="checkbox"/> Bill Willow	Standard 40 Hours/Week	12/25/2020	12/25/2020	Done
<input type="checkbox"/> Bill Willow	Standard 40 Hours/Week	12/24/2020	12/24/2020	Done
<input type="checkbox"/> Bill Willow	Standard 40 Hours/Week	12/23/2020	12/23/2020	Done
<input type="checkbox"/> Bill Willow	Standard 40 Hours/Week	12/22/2020	12/22/2020	Done
<input type="checkbox"/> Bill Willow	Standard 40 Hours/Week	12/21/2020	12/21/2020	Done
<input type="checkbox"/> Bill Willow	Standard 40 Hours/Week	12/18/2020	12/18/2020	Done
<input type="checkbox"/> Bill Willow	Standard 40 Hours/Week	12/17/2020	12/17/2020	Done
<input type="checkbox"/> Bill Willow	Standard 40 Hours/Week	12/16/2020	12/16/2020	Done
<input type="checkbox"/> Bill Willow	Standard 40 Hours/Week	12/15/2020	12/15/2020	Done



Features

Time Management

OVERTIME BATCH

Time Management Manage Attendances Shifting

Overtime Batch

Create Import

Search

Filters Group By Favorites

1-8 / 8

Reference	Applicant	Date From	Date To	Hour(s)	Minute(s)	Second(s)	Status
<input type="checkbox"/> OB-00002	Administrator	12/09/2020 13:48:30	12/09/2020 13:48:30	0	0	0	To Submit
<input type="checkbox"/> OB-00003	Administrator	12/10/2020 18:50:25	12/10/2020 18:50:25	0	0	0	To Approve
<input type="checkbox"/> OB-00004	Administrator	12/14/2020 17:56:31	12/14/2020 18:56:31	1	0	0	To Approve
<input type="checkbox"/> OB-00005	Administrator	12/14/2020 17:13:27	12/14/2020 18:13:27	1	0	0	To Submit
<input type="checkbox"/> OB-00006	Administrator	12/15/2020 17:42:52	12/15/2020 18:42:52	1	0	0	To Approve
<input type="checkbox"/> OB-00007	Administrator	12/15/2020 17:42:52	12/15/2020 18:42:52	1	0	0	To Submit
<input type="checkbox"/> OB-00008	Administrator	12/15/2020 17:42:52	12/15/2020 18:42:52	1	0	0	To Submit
<input type="checkbox"/> OB-00009	Administrator	12/17/2020 17:41:07	12/17/2020 18:41:07	1	0	0	To Submit



Features

Time Management

EMPLOYEE OVERTIME

Time Management Manage Attendances Shifting Overtime

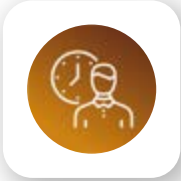
Kementerian BUMN Administrator (hr_dev_sisi)

Employee Overtime Search...

Create Import

Filters Group By Favorites 1-8 / 8

Reference	Employee	Date From	Date To	Hour(s)	Minute(s)	Second(s)	Status
<input type="checkbox"/> OV-00001	George Paxinos	11/26/2020 17:13:04	11/26/2020 18:13:04	1	0	0	To Approve
<input type="checkbox"/> OV-00002	George Paxinos	12/14/2020 17:56:31	12/14/2020 18:56:31	1	0	0	To Approve
<input type="checkbox"/> OV-00003	John Evans	12/14/2020 17:13:27	12/14/2020 18:13:27	1	0	0	To Submit
<input type="checkbox"/> OV-00004	John Evans	12/15/2020 17:42:52	12/15/2020 18:42:52	1	0	0	To Approve
<input type="checkbox"/> OV-00005	John Evans	12/15/2020 17:42:52	12/15/2020 18:42:52	1	0	0	Approved
<input type="checkbox"/> OV-00006	John Evans	12/15/2020 17:42:52	12/15/2020 18:42:52	1	0	0	To Approve
<input type="checkbox"/> OV-00007	John Evans	12/17/2020 17:41:07	12/17/2020 18:41:07	1	0	0	To Approve
<input type="checkbox"/> OV-00008	Administrator	12/17/2020 20:39:31	12/17/2020 20:39:31	0	0	0	To Submit



Features

Time Management

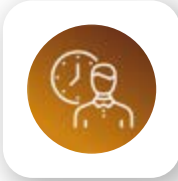
REPORT EMPLOYEE OVERTIME

The screenshot shows a web application interface for 'Time Management'. A modal window titled 'Report Employee Overtime' is open, allowing users to generate reports. The modal contains the following fields:

- From:** A date and time selection field.
- To:** A date and time selection field.
- Filter By:** A dropdown menu for filtering options.
- Department:** A dropdown menu for selecting a department.
- Employee:** A dropdown menu for selecting a specific employee.

At the bottom of the modal are two buttons: 'Get Report' and 'Cancel'. The background interface shows a list of overtime records with columns for 'Reference', 'Employee', and a table with 'Second(s)' and 'Status' columns.

Reference	Employee	Second(s)	Status
<input type="checkbox"/> OV-00001	George Paxinos	0	To Approve
<input type="checkbox"/> OV-00002	George Paxinos	0	To Approve
<input type="checkbox"/> OV-00003	John Evans	0	To Submit
<input type="checkbox"/> OV-00004	John Evans	0	To Approve
<input type="checkbox"/> OV-00005	John Evans	0	Approved
<input type="checkbox"/> OV-00006	John Evans	0	To Approve
<input type="checkbox"/> OV-00007	John Evans	0	To Approve
<input type="checkbox"/> OV-00008	Administrator	0	To Submit



Features

Time Management

LEAVES SUMMARY

Time Management Manage Attendances Shifting Overtime

Kementerian BUMN Administrator (hr_dev_sisi)

Leaves Summary

Current Year My Requests Type Search

Create Import

Filters Group By Favorites

Reference	Employee	Request Type	Description	Number of Days	Holiday Start Date	Holiday End Date	Leave Type	Status
Sick Leaves (1)				0.00				
HL-00003	Administrator	Leave Request		0.00	12/14/2020 00:00:00	12/14/2020 23:59:59	Sick Leaves	To Submit
				0.00				

LEAVES REQUEST

Time Management Manage Attendances Shifting Overtime

Kementerian BUMN Administrator (hr_dev_sisi)

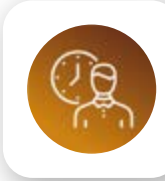
Leaves Request

My Requests Search

Create Import

Filters Group By Favorites 1-1 / 1

Reference	Employee	Mode	Leave Type	Description	Holiday Start Date	Holiday End Date	Number of Days	Status	Reported in last payslips
HL-00003	Administrator	By Employee	Sick Leaves		12/14/2020 00:00:00	12/14/2020 23:59:59	0.00	To Submit	●
							0.00		



Features

Time Management

ALLOCATION REQUEST

Time Management Manage Attendances Shifting Overtime

Allocation Request

Search...

Filters Group By Favorites

1-1 / 1

Reference	Employee	Allocation Mode	Employee Tag	Group	Leave Type	Description	Allocated Days	Holiday Start Date	Holiday End Date	Status
<input type="checkbox"/> HL-00004	John Evans	By Employee		No records	Legal Leaves 2020		20.00	01/01/2020 00:00:00	12/31/2020 23:59:59	To Approve
							20.00			

DEPARTMENT LEAVES

Time Management Manage Attendances Shifting Overtime

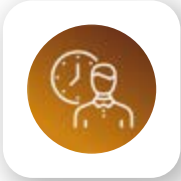
Department Leaves

Search...

Filters Group By Favorites

1-2 / 2

Reference	Employee	Allocation Mode	Employee Tag	Group	Leave Type	Description	Allocated Days	Holiday Start Date	Holiday End Date	Status
<input type="checkbox"/> HL-00003	Administrator	By Employee		No records	Sick Leaves		0.00	12/14/2020 00:00:00	12/14/2020 23:59:59	To Submit
<input type="checkbox"/> HL-00002	George Paxinos	By Employee		No records	Sick Leaves		0.00	11/27/2020 00:00:00	11/27/2020 23:59:59	To Approve
							0.00			



Features

Time Management

LEAVES DETAILS

Time Management Manage Attendances Shifting Overtime

Kementrian BUMN Administrator (hr_dev_sisi)

Leave Details

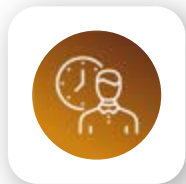
To Do Search...

Create Import

Filters Group By Favorites

1-2 / 2

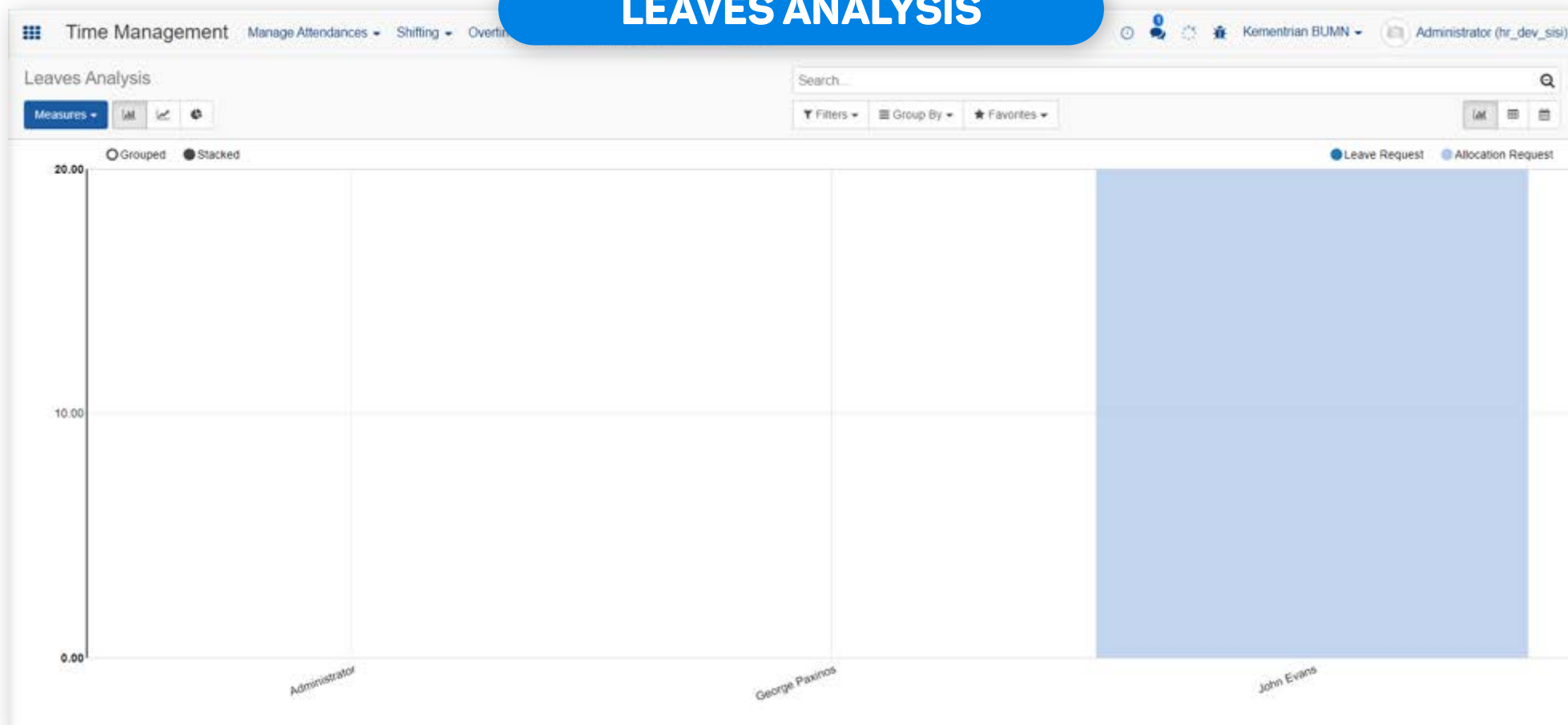
Reference	Employee	Request Type	Description	Number of Days	Holiday Start Date	Holiday End Date	Leave Type	Status	Reported in last payslips	HR Comments
<input type="checkbox"/> HL-00003	Administrator	Leave Request		0.00	12/14/2020 00:00:00	12/14/2020 23:59:59	Sick Leaves	To Submit	●	
<input type="checkbox"/> HL-00002	George Paxinos	Leave Request		0.00	11/27/2020 00:00:00	11/27/2020 23:59:59	Sick Leaves	To Approve	●	
				0.00						

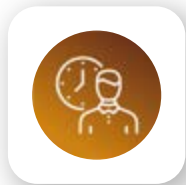


Features

Time Management

LEAVES ANALYSIS





Features

Time Management

LEAVES BY DEPARTMENT

The screenshot displays the 'Leaves by Department' dialog box. The background interface includes a 'Leave Details' section with a table:

Reference	Employee	Request
<input type="checkbox"/> HL-00003	Administrator	Leave
<input type="checkbox"/> HL-00002	George Paxinos	Leave

The 'Leaves by Department' dialog box contains the following fields and table:

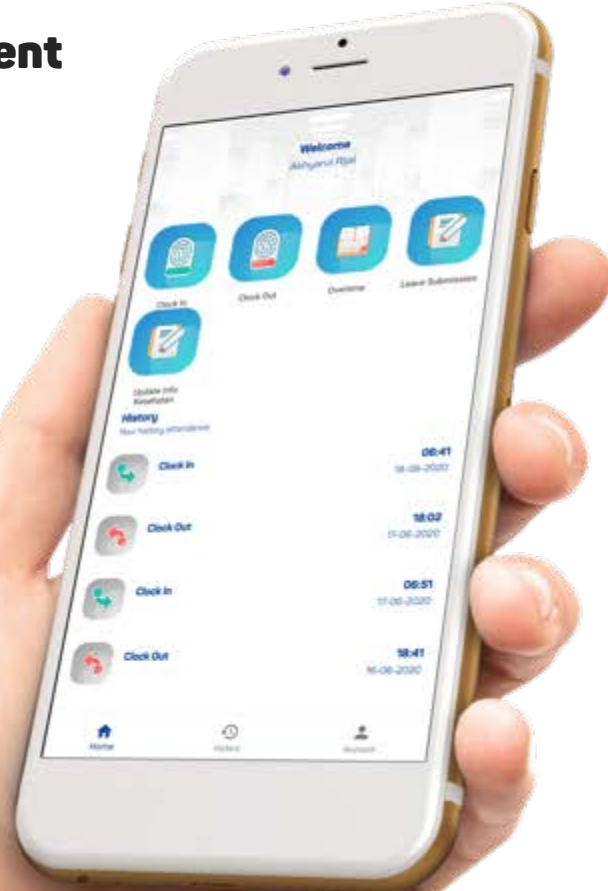
- From: [Dropdown menu]
- To: [Dropdown menu]
- Leave Type: [Dropdown menu]
- Department(s):

Display Name	Company	Manager	Parent Department
Add an item			

Buttons at the bottom of the dialog: Print, Cancel.



Features Time Management



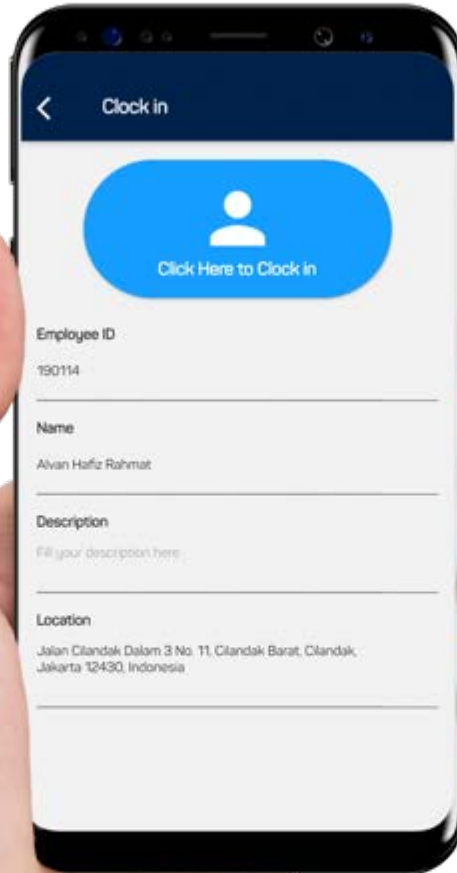
FORCA ESS

Employee Self-Service

FORCA ESS merupakan layanan terpisah dari **FORCA HR** yang dapat memudahkan anda untuk **memantau kinerja dan kedisiplinan karyawan** agar lebih produktif.



Features Time Management

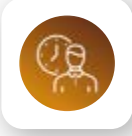


Clock In – Clock Out

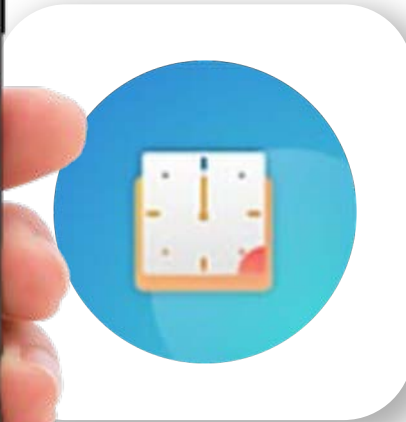
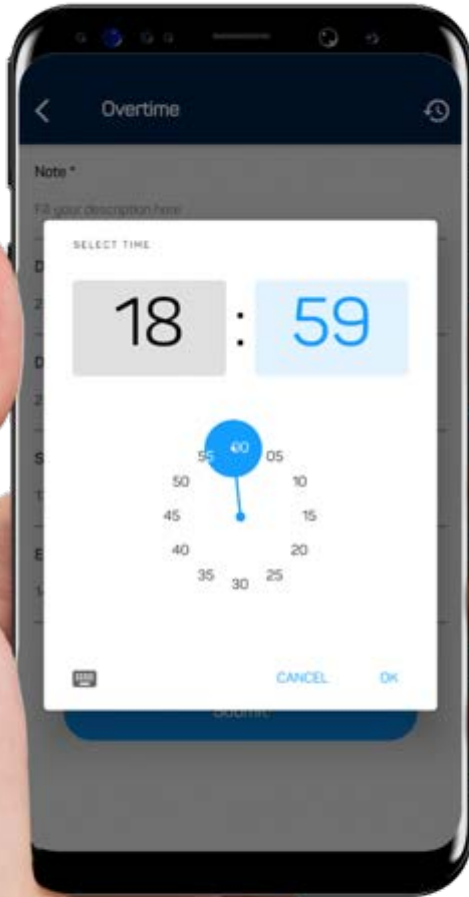
Dilengkapi dengan fitur *geo-tagging* karyawan dapat melakukan absen masuk (*clock in*) dan absen pulang (*clock out*) menggunakan aplikasi secara mobile. Data absensi tersebut akan tercatat langsung pada sistem FORCA HR.



FORCA ESS
Employee Self-Service



Features Time Management



Overtime

Melalui menu ini karyawan dapat mengajukan lembur langsung dari gadget, dengan detail waktu tertentu. Karyawan juga dapat memantau status persetujuan dari atasan untuk pengajuan lembur tersebut.



FORCA ESS
Employee Self-Service



Features Time Management



Leave Submission

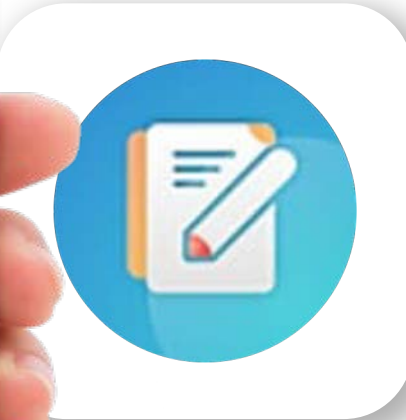
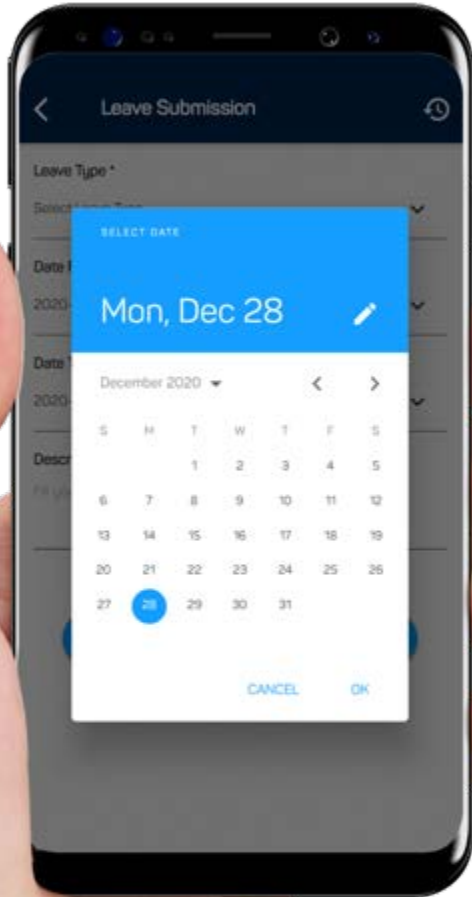
Melalui menu ini karyawan dapat melakukan pengajuan cuti sesuai dengan tipe cuti dan rentang waktu cuti. Selain itu karyawan dapat mengetahui secara langsung apakah pengajuan cuti tersebut disetujui atau ditolak.



FORCA ESS
Employee Self-Service



Features Time Management



Leave Submission

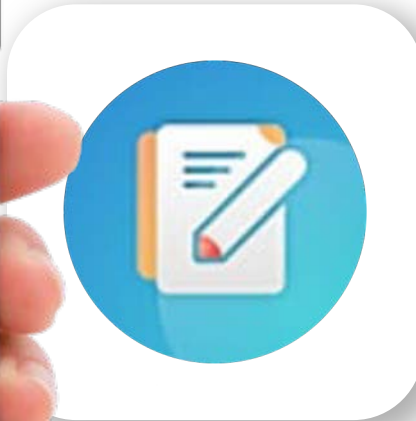
Melalui menu ini karyawan dapat melakukan pengajuan cuti sesuai dengan tipe cuti dan rentang waktu cuti. Selain itu karyawan dapat mengetahui secara langsung apakah pengajuan cuti tersebut disetujui atau ditolak.



FORCA ESS
Employee Self-Service



Features Time Management



Update Info Kesehatan

Melalui menu ini karyawan dapat melakukan pengisian kuisisioner Informasi Kesehatan terkini sesuai dengan pertanyaan yang tertera pada kuisisioner.

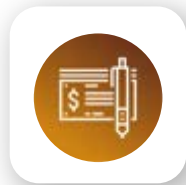


FORCA ESS
Employee Self-Service

Payroll

Penggajian karyawan tentunya harus dikelola dengan baik dan sistematis oleh manajemen perusahaan. Melalui fitur ini, pengguna dengan mudah dapat melakukan kegiatan administrasi secara efektif dan efisien





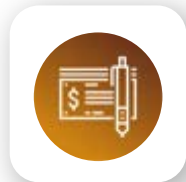
Features

Payroll

- ✓ Employee Payslips
- ✓ Payslips Batches
- ✓ Report Payslips
- ✓ Loans & Salary Advance

EMPLOYEE PAYSLEIPS

Reference	Employee	Payslip Name	Date From	Date To	Status	Company
<input type="checkbox"/> SLIP/001	Carole Paradis	Salary Slip of Carole Paradis for November-2020	11/01/2020	11/30/2020	Refund	PT Semen Indonesia (Persero) T
<input type="checkbox"/> SLIP/002	Carole Paradis	Salary Slip of Carole Paradis for November-2020	11/01/2020	11/30/2020	Draft	Kementrian BUMN
<input type="checkbox"/> SLIP/003	Carole Paradis	Salary Slip of Carole Paradis for November-2020	11/01/2020	11/30/2020	Refund	PT Semen Indonesia (Persero) T
<input type="checkbox"/> SLIP/004	Carole Paradis	Salary Slip of Carole Paradis for November-2020	11/01/2020	11/30/2020	Draft	Kementrian BUMN
<input type="checkbox"/> SLIP/005	Carole Paradis	Salary Slip of Carole Paradis for December-2020	12/01/2020	12/31/2020	Draft	PT Semen Indonesia (Persero) T
<input type="checkbox"/> SLIP/006	Carole Paradis	Salary Slip of Carole Paradis for November-2020	11/01/2020	11/30/2020	Done	PT Semen Indonesia (Persero) T
<input type="checkbox"/> SLIP/007	Carole Paradis	Salary Slip of Carole Paradis for November-2020	11/01/2020	11/25/2020	Draft	PT Semen Indonesia (Persero) T
<input type="checkbox"/> SLIP/008	Carole Paradis	Salary Slip of Carole Paradis for December-2020	12/01/2020	12/31/2020	Draft	PT Semen Indonesia (Persero) T
<input type="checkbox"/> SLIP/009	Carole Paradis	Salary Slip of Carole Paradis for December-2020	12/01/2020	12/31/2020	Done	PT Semen Indonesia (Persero) T



Features

Payroll

PAYSLIP BATCHES

Payroll Employee Payslips Payslips Batches Report Payslips Loans And

Kementerian BUMN Administrator (hr_dev_sisi)

Payslips Batches

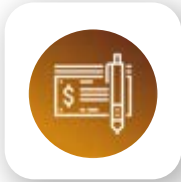
Search...

Create Import

Filters Group By Favorites

1-3 / 3

<input type="checkbox"/>	Name	Date From	Date To	Salary Journal	Credit Note	Status
<input type="checkbox"/>	tes	12/01/2020	12/31/2020	Beban Gaji (IDR)	<input type="checkbox"/>	Close
<input type="checkbox"/>	tes	12/01/2020	12/31/2020	Beban Gaji (IDR)	<input checked="" type="checkbox"/>	Draft
<input type="checkbox"/>	tes	12/01/2020	12/31/2020	Beban Gaji (IDR)	<input type="checkbox"/>	Close



Features

Payroll

REPORT PAYSLIPS

Payroll Employee Payslips Payslips Batches Report Payslips Loans And

Employee Payslips

Create Import

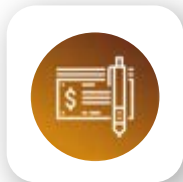
Reference	Employee	From	To	Department	State	Status	Company
<input type="checkbox"/> SLIP/001	Carole Paradis						
<input type="checkbox"/> SLIP/002	Carole Paradis						
<input type="checkbox"/> SLIP/003	Carole Paradis						
<input type="checkbox"/> SLIP/004	Carole Paradis						
<input type="checkbox"/> SLIP/005	Carole Paradis						
<input type="checkbox"/> SLIP/006	Carole Paradis	Salary Slip of Carole Paradis for November-2020	11/01/2020	11/30/2020	Done		PT Semen Indonesia (Persero) Tbk
<input type="checkbox"/> SLIP/007	Carole Paradis	Salary Slip of Carole Paradis for November-2020	11/01/2020	11/25/2020	Draft		PT Semen Indonesia (Persero) Tbk
<input type="checkbox"/> SLIP/008	Carole Paradis	Salary Slip of Carole Paradis for December-2020	12/01/2020	12/31/2020	Draft		PT Semen Indonesia (Persero) Tbk
<input type="checkbox"/> SLIP/009	Carole Paradis	Salary Slip of Carole Paradis for December-2020	12/01/2020	12/31/2020	Done		PT Semen Indonesia (Persero) Tbk

Report Payslips

From: To:

Department: State:

Get Report Cancel



Features

Payroll

LOANS AND SALARY ADVANCE

Payroll Employee Payslips Payslips Batches Report Payslips **Loans And Salary Advance** Configuration

Kementrian BUMN Administrator (hr_dev_sisi)

Loan Requests

Search...

Create Import

Filters Group By Favorites

1-2 / 2

<input type="checkbox"/> Loan Name	Employee	Loan Amount	Date	State
<input type="checkbox"/> LO/0001	Carole Paradis	10,000,000.00	11/25/2020	Approved
<input type="checkbox"/> LO/0002	Administrator	0.00	12/08/2020	Refused

Additional Features

Dashboard

Fitur yang akan menampilkan informasi dalam bentuk angka ataupun visualisasi dengan data yang *real time*.

Announcement

Fitur yang mengakomodasi proses pembuatan pengumuman untuk employee baik secara umum maupun khusus.

Discuss

Fitur yang mengakomodasi kebutuhan diskusi untuk employee baik secara personal maupun group.

Calendar

Fitur yang mengakomodasi proses pembuatan jadwal meetings.

Notes

Fitur yang mengakomodasi proses pembuatan notes untuk masing-masing employee.

Greeting Notif

Fitur yang mengakomodasi proses pembuatan sapaan yang akan muncul dalam fitur dashboard.

Employee Benefit

Fitur yang mengakomodasi transaksi benefit yang akan diterima oleh employee.

Website

Fitur yang mengakomodasi proses pembuatan website sesuai dengan fitur-fitur yang ada.

Additional Features

Questionnaire

Fitur yang mengakomodasi proses pembuatan kuesioner.

Director's Decision Letter

Fitur yang mengakomodasi proses pengunggahan SK direksi dalam sistem yang akan dikirimkan kepada employee.

Workflow Approval

Fitur yang mengakomodasi pembuatan alur kerja persetujuan untuk beberapa fitur yang ada.

Gamification

Fitur yang mengakomodasi proses pembuatan challenge dan pemberian badge untuk employee yang dapat melewati challenge.

HR Transaction

Fitur yang mengakomodasi proses mutation dan resignation employee.

Whistleblow

Fitur yang mengakomodasi proses pembuatan pelaporan adanya pelanggaran yang dilakukan employee.

Health and Disaster

Fitur yang mengakomodasi proses pelaporan data kesehatan dan riwayat bencana yang pernah dialami oleh employee.

Project

Fitur yang mengakomodasi proses pembuatan data project beserta tugas-tugas untuk employee sesuai data project.

Additional Features

Timesheets

Fitur yang mengakomodasi proses pembuatan laporan kerja oleh employee sesuai tugas yang diterima.

Events

Fitur yang mengakomodasi proses pembuatan acara yang dapat dihadiri oleh pihak internal maupun eksternal.

Surveys

Fitur yang mengakomodasi proses pembuatan survey hingga rekapitulasi hasil survey.

Recruitment

Fitur yang mengakomodasi proses penambahan employee hingga pembuatan data employee baru.

Travel

Fitur yang mengakomodasi proses pembuatan perjalanan dinas employee beserta data expensinya.

Live Chat

Fitur yang mengakomodasi proses konfigurasi live chat dan menampung riwayat live chat dengan visitor.

Performance Management

Fitur yang mengakomodasi proses penilaian performa employee.

Talent Management

Fitur yang mengakomodasi proses talent management.

On Develop Additional Features



Minimum System Requirement

- Internet access with minimum Bandwidth of 1 Mbps
- PC/Laptop with minimum RAM of 4 GB



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