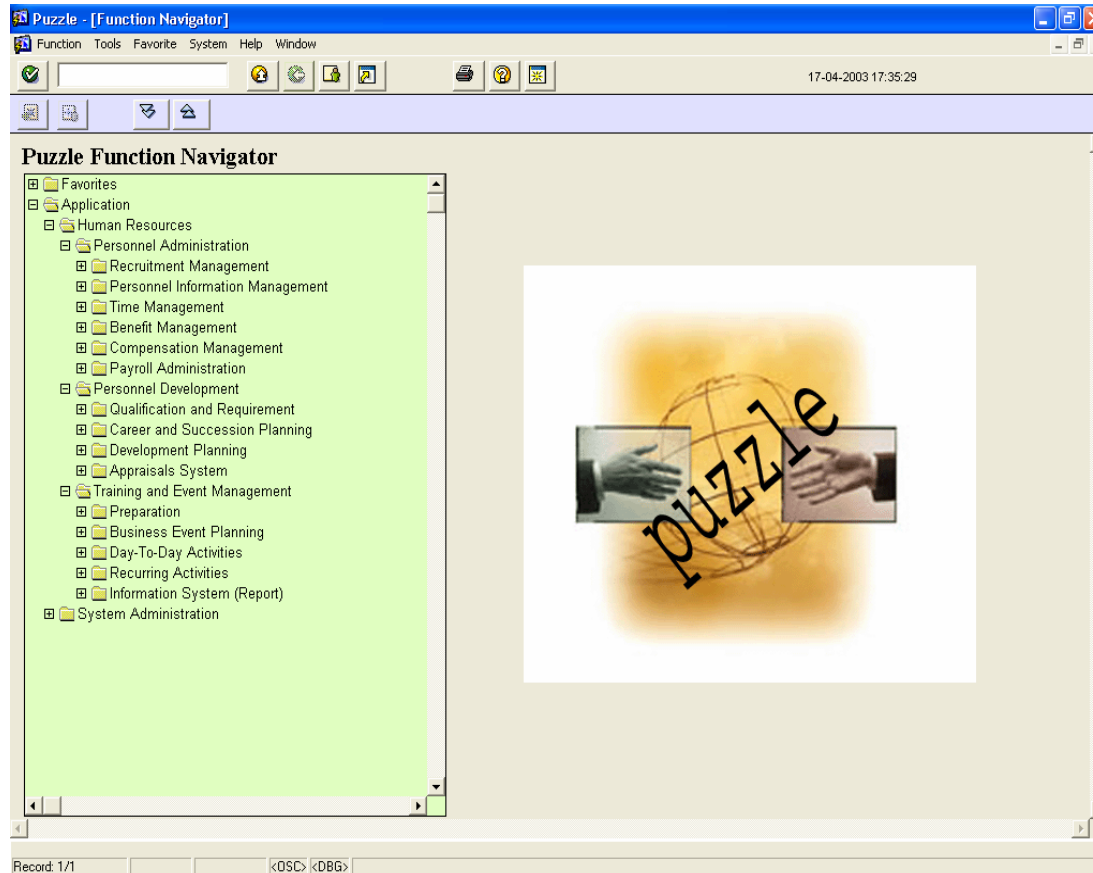


Puzzle – HRM

The Integrated Human Resources Management System

Prima Sistem Terpadu



Puzzle – HRM

The Integrated Human Resources Management System

Mengapa HRM system dibutuhkan?

- Tujuan Administrasi
- Decision Support System



Puzzle – HRM

The Integrated Human Resources Management System

Persyaratan HR System:

- Accurate
- Secure (Multi level privilege)
- Comprehensive and Integrated HR system
- Complex Information system
- Rapid Processing
- Easy to Customize



Puzzle – HRM

The Integrated Human Resources Management System

- **Personnel Administration**
 - ❑ Recruitment Management
 - ❑ Personnel Information Management
 - ❑ Time Management
 - ❑ Benefit Management
 - ❑ Payroll Administration
- **Personnel Development**
 - ❑ Personnel Development
 - ❑ Appraisal System
- **Training and Event Management**
- **Travel Management**
- **Employee Self Services**



Puzzle – HRM

The Integrated Human Resources Management System

➤ Personnel Administration

- ❑ Recruitment Management

Objectives :

Mendukung para pengambil keputusan dalam menentukan sumber daya manusia yang sesuai untuk memenuhi kebutuhan tenaga kerja.

Vacancy Administration : Change

Vacancy Code: P004 Status: In Process
Organization ID: PPS1 MARK
Position Code: SF
Job Code: MARK Marketing
Vac. Code in Advertising: MRK-STAFF Marketing Staff
Number of Vacancy: 1 Staffed: 1
Begin Date: 01-02-2003 to 31-12-2003
Person Responsible: 2008 DANIEL LISTIANTORO
Description:

Basic Requirement Vacancy Activity **List of Applicant Assigned** Vacancy Advertising

Applicant ID	Applicant Name	Overall Status	Priority	Vacancy Assignment		Description
				To be Transferred	Status	
28	ANDRIANNE RYAN	To be Transferred	1	To be Transferred	Proceed ?	
15	NOVITA ANGIE	In Process	1	In Process	Proceed ?	
32	LARASATI	In Process	1	In Process	Proceed ?	
8	DJAMALUDDIN TOHA	In Process	2	In Process	Proceed ?	
					Proceed ?	
					Proceed ?	
					Proceed ?	

Record: 1/1 List of Values: <OSC> <DBG>

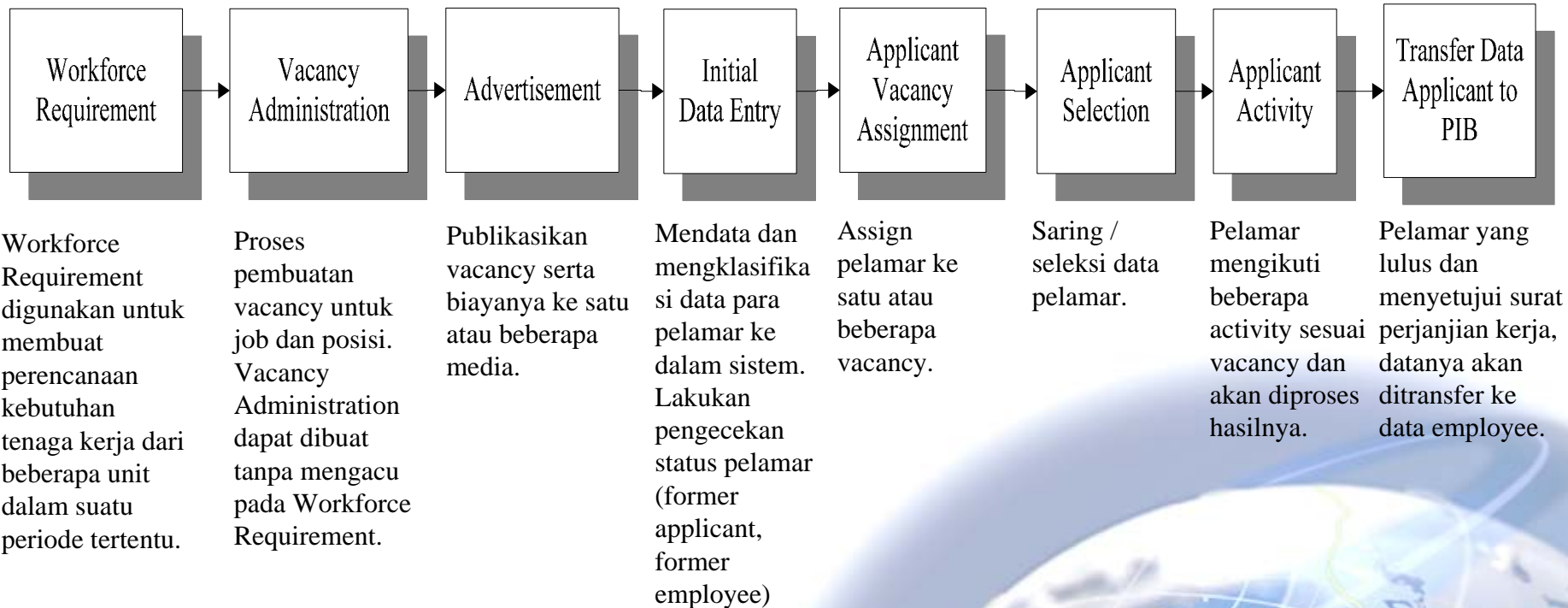


Puzzle – HRM

The Integrated Human Resources Management System

➤ Personnel Administration

□ Recruitment Management



Puzzle – HRM

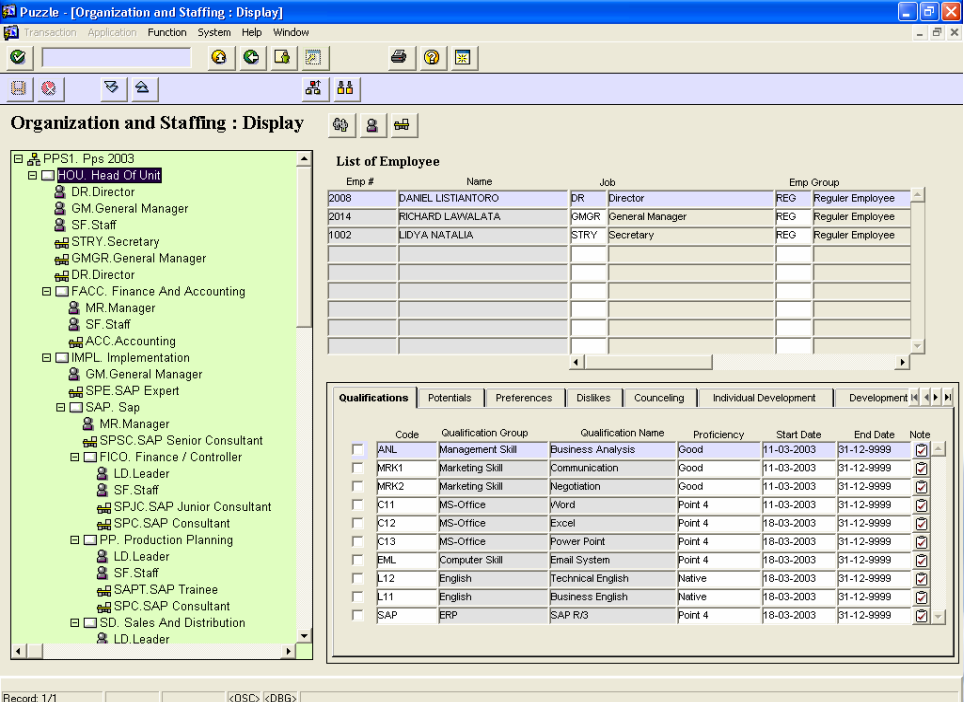
The Integrated Human Resources Management System

➤ Personnel Administration

□ Personnel Information Management

Objectives :

Me-record data-data karyawan seperti, data umum karyawan, status kepegawaian, gaji, dan sebagainya. Data ini disebut Personnel Information Base (PIB) yang berfungsi sebagai basis data dalam sistem Puzzle - HR Application secara keseluruhan.



Organization and Staffing : Display

List of Employee

Emp #	Name	Job	Emp Group
2008	DANIEL LISTIANTORO	DR Director	REG Regular Employee
2014	RICHARD LAWLALATA	GMGR General Manager	REG Regular Employee
1002	LIDYA NATALIA	STRY Secretary	REG Regular Employee

Qualifications

Code	Qualification Group	Qualification Name	Proficiency	Start Date	End Date	Note
<input type="checkbox"/>	ANL	Management Skill	Business Analysis	Good	11-03-2003	31-12-9999
<input type="checkbox"/>	MRK1	Marketing Skill	Communication	Good	11-03-2003	31-12-9999
<input type="checkbox"/>	MRK2	Marketing Skill	Negotiation	Good	11-03-2003	31-12-9999
<input type="checkbox"/>	C11	MS-Office	Word	Point 4	11-03-2003	31-12-9999
<input type="checkbox"/>	C12	MS-Office	Excel	Point 4	18-03-2003	31-12-9999
<input type="checkbox"/>	C13	MS-Office	Power Point	Point 4	18-03-2003	31-12-9999
<input type="checkbox"/>	EML	Computer Skill	Email System	Point 4	18-03-2003	31-12-9999
<input type="checkbox"/>	L12	English	Technical English	Native	18-03-2003	31-12-9999
<input type="checkbox"/>	L11	English	Business English	Native	18-03-2003	31-12-9999
<input type="checkbox"/>	SAP	ERP	SAP R/3	Point 4	18-03-2003	31-12-9999



Puzzle – HRM

The Integrated Human Resources Management System

➤ Personnel Administration

□ Personnel Information Management



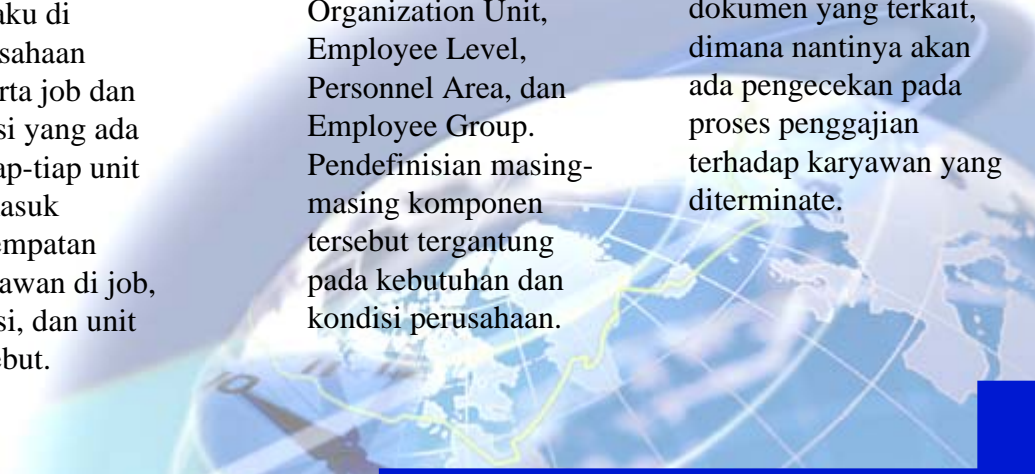
Pendataan karyawan baru dapat dilakukan di modul Personnel Administration tanpa harus melalui modul Recruitment Management., seperti personal data, qualification, working time, organizational assignment, basic pay, dll.

Employee Administration berisi data-data yang sudah dimasukkan pada saat Hire New Employee. Di dalam Employee Administration ada data-data tertentu yang bisa dimaintain dan ada data-data yang hanya ditampikan.

Organization and Staffing menjelaskan mengenai struktur organisasi yang berlaku di perusahaan beserta job dan posisi yang ada di tiap-tiap unit termasuk penempatan karyawan di job, posisi, dan unit tersebut.

Organizational Reassignment mendefinisikan komponen-komponen reassignment, seperti Job, Position, Organization Unit, Employee Level, Personnel Area, dan Employee Group. Pendefinisian masing-masing komponen tersebut tergantung pada kebutuhan dan kondisi perusahaan.

Karyawan yang mengundurkan diri, diberhentikan, atau memasuki masa pensiun dimaintain dengan memasukkan dokumen-dokumen yang terkait, dimana nantinya akan ada pengecekan pada proses penggajian terhadap karyawan yang terminate.



Puzzle – HRM

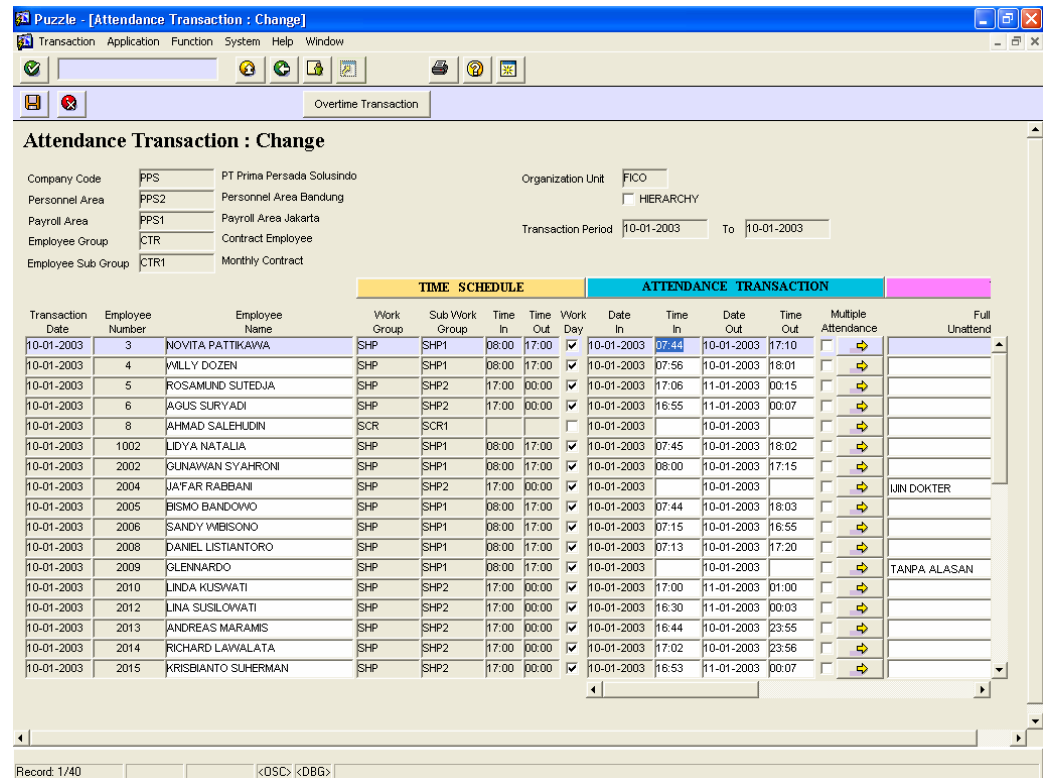
The Integrated Human Resources Management System

➤ Personnel Administration

❑ Time Management

Objectives :

Memproses kehadiran, ketidakhadiran, dan lembur karyawan yang nantinya akan diproses dalam penggajian.



		TIME SCHEDULE				ATTENDANCE TRANSACTION							
Transaction Date	Employee Number	Employee Name	Work Group	Sub Work Group	Time In	Time Out	Work Day	Date In	Date Out	Time In	Time Out	Multiple Attendance	Full Unattend
10-01-2003	3	NOVITA PATTKAWA	SHP	SHP1	08:00	17:00	✓	10-01-2003	10-01-2003	07:44	17:10	☺	
10-01-2003	4	WILLY DOZEN	SHP	SHP1	08:00	17:00	✓	10-01-2003	10-01-2003	07:56	18:01	☺	
10-01-2003	5	ROSAMUND SUTEDJA	SHP	SHP2	17:00	00:00	✓	10-01-2003	11-01-2003	00:15		☺	
10-01-2003	6	AGUS SURYADI	SHP	SHP2	17:00	00:00	✓	10-01-2003	11-01-2003	00:07		☺	
10-01-2003	8	AHMAD SALEHUDIN	SCR	SCR1				10-01-2003	10-01-2003			☺	
10-01-2003	1002	LIDYA NATALIA	SHP	SHP1	08:00	17:00	✓	10-01-2003	10-01-2003	07:45	18:02	☺	
10-01-2003	2002	GUNAWAN SYAHRONI	SHP	SHP1	08:00	17:00	✓	10-01-2003	10-01-2003	08:00	17:15	☺	
10-01-2003	2004	JAFAR RABBANI	SHP	SHP2	17:00	00:00	✓	10-01-2003	10-01-2003			☺	MIN DOKTER
10-01-2003	2005	BISMO BANDOWO	SHP	SHP1	08:00	17:00	✓	10-01-2003	10-01-2003	07:44	18:03	☺	
10-01-2003	2006	SANDY YMBISONO	SHP	SHP1	08:00	17:00	✓	10-01-2003	10-01-2003	07:15	16:55	☺	
10-01-2003	2008	DANIEL LISTANTORO	SHP	SHP1	08:00	17:00	✓	10-01-2003	10-01-2003	07:13	17:20	☺	
10-01-2003	2009	GLENNARDO	SHP	SHP1	08:00	17:00	✓	10-01-2003	10-01-2003			☺	TANPA ALASAN
10-01-2003	2010	LINDA KUSWATI	SHP	SHP2	17:00	00:00	✓	10-01-2003	11-01-2003	01:00		☺	
10-01-2003	2012	LINA SUSLOWATI	SHP	SHP2	17:00	00:00	✓	10-01-2003	11-01-2003	00:03		☺	
10-01-2003	2013	ANDREAS MARAMIS	SHP	SHP2	17:00	00:00	✓	10-01-2003	10-01-2003	23:55		☺	
10-01-2003	2014	RICHARD LAWALATA	SHP	SHP2	17:00	00:00	✓	10-01-2003	10-01-2003	23:56		☺	
10-01-2003	2015	KRISBIANTO SUHERMAN	SHP	SHP2	17:00	00:00	✓	10-01-2003	11-01-2003	00:07		☺	

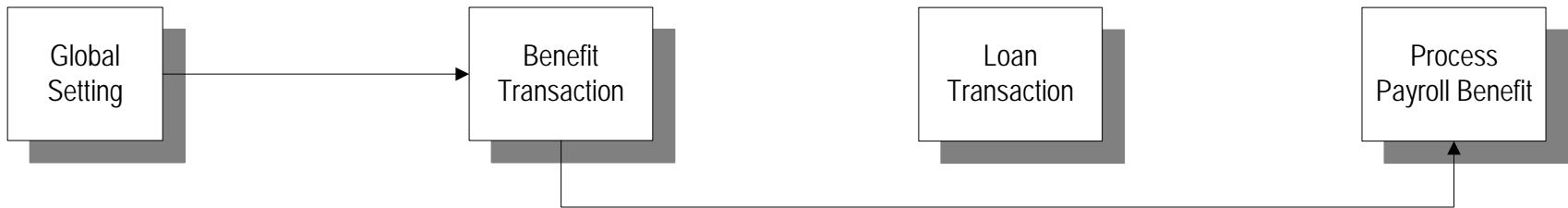


Puzzle – HRM

The Integrated Human Resources Management System

➤ Personnel Administration

□ Benefit Management



Assign plafon beserta amount / n transaksi per periode berdasarkan level dan grade.

Memproses transaksi benefit karyawan berdasarkan Global Setting.

Memproses potongan pinjaman karyawan secara periodik atau berdasarkan schedule.

Memproses semua transaksi benefit karyawan dalam suatu periode tertentu untuk dapat diproses dalam modul Payroll



Puzzle – HRM

The Integrated Human Resources Management System

➤ Personnel Administration

❑ Payroll Administration

Objectives :

Memproses penggajian karyawan dengan cara mengumpulkan semua komponen pembayaran dan potongan yang bersesuaian, memproses pinjaman dan menghitung pajak berdasarkan tipe pemrosesannya, misalnya weekly processing, monthly processing, bonus, THR, dan lain-lain.

Result Detail

Payroll Processing : Result

Payroll Type: Monthly Processing
Payroll Area: Payroll Area Jakarta
Month:
Year:
Total Employee:

Payment Result

Code	Name	Amount
BWGS	Salary	186,425,000
INC	Incentive	6,480,000
JHTP	Jamsostek JHT Perusahaan	6,221,735
JKK	Jamsostek JKK	1,511,200
Total		218,733,009

Deduction Result

Code	Name	Amount
JHTK	Jamsostek JHT Karyawan	3,363,100
JHTP	Jamsostek JHT Perusahaan	6,221,735
JKK	Jamsostek JKK	1,511,200
JKM	Jamsostek JKM	504,465
Total		29,624,857

Coinage

Coinage	Quantity
100,000	454
50,000	4
20,000	8
10,000	0
5,000	1
1,000	5
500	1

Total Cash:
Previous Oddment:
Current Oddment:

Transfer Result

Bank	Name	Amount
BCA	BCA	38,600,192
Bill	Bill	104,737,285
Total		143,337,477

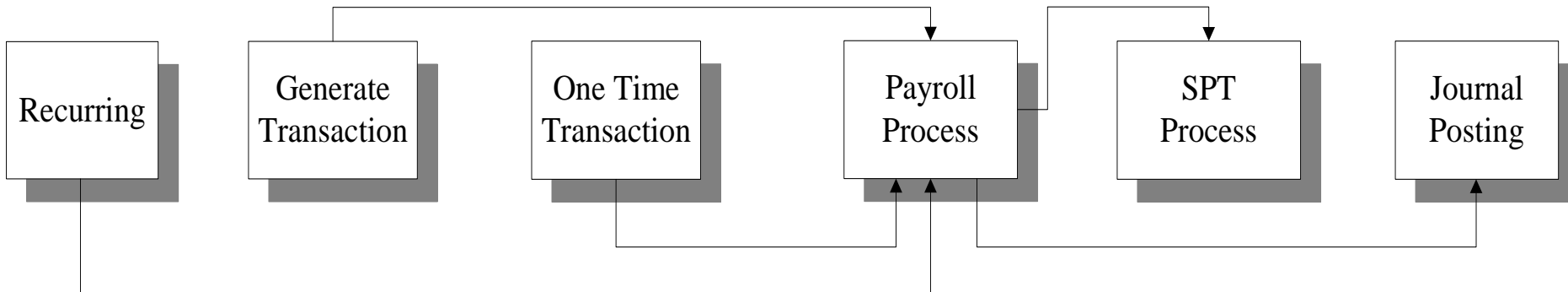
Total Payment: 189,107,977

Puzzle – HRM

The Integrated Human Resources Management System

➤ Personnel Administration

□ Payroll Administration



Memproses pembayaran atau potongan karyawan secara periodik atau berdasarkan schedule.

Memproses pembayaran karyawan berdasarkan employee structure secara massal, contohnya THR, bonus, dll, dimana perhitungannya bisa secara proposional dengan nilai yang fix atau berdasarkan komponen (gaji, tunjangan, dll).

Memproses pembayaran karyawan berdasarkan suatu periode tertentu.

Memproses penggajian karyawan dengan mengumpulkan semua komponen yang ada di Payroll seperti recurring, generate transaction, one time transaction, dan loan transaction, juga komponen yang ada di Time Management dan Benefit Management.

Memproses SPT karyawan perbulan atau pertahun untuk perhitungan pajak karyawan

Menjurnal hasil payroll process



Puzzle – HRM

The Integrated Human Resources Management System

➤ Personnel Development

□ Personnel Development

Objectives :

- Meningkatkan kemampuan dan kepuasan kerja karyawan
- Memaksimalkan performance karyawan di suatu perusahaan
- Merencanakan karir karyawan

Puzzle - [Employee Profile : Change]

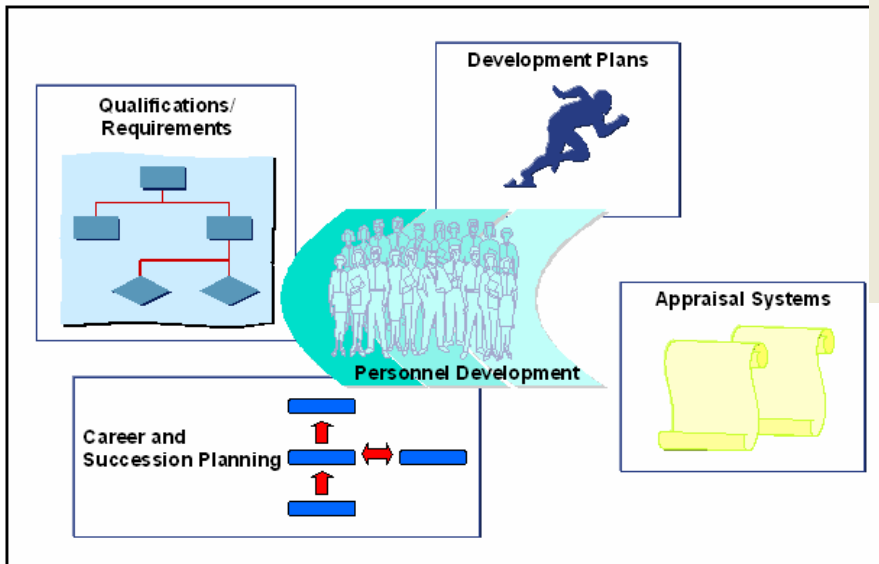
Transaction Application Function System Help Window

Employee Profile : Change

Emp # 2 Name AKHADI WIRAWAN
Emp Group CTR Contract Employee Emp Sgroup CTR1 Monthly Contract
Job SA Senior Analyst Position LD Leader
Area PPS2 Personnel Area Bandung Unit SAVA PPS1 SOFTWARE ENGINEERING

Qualifications Potentials Preferences Dislikes Counseling Individual Development Development Ph

	Code	Qualification Group	Qualification Name	Proficiency	Start Date	End Date	
<input type="checkbox"/>	L11	English	Business English	Fluent	24-01-2003	31-12-9999	<input checked="" type="checkbox"/>
<input type="checkbox"/>	SAP	ERP	SAP R/3	Point 4	28-01-2003	31-12-9999	<input checked="" type="checkbox"/>
<input type="checkbox"/>	L12	English	Technical English	Fluent	28-01-2003	31-12-9999	<input checked="" type="checkbox"/>
<input type="checkbox"/>	C24	Programming	HTML	Point 3	28-01-2003	31-12-9999	<input checked="" type="checkbox"/>
<input type="checkbox"/>	C13	MS-Office	Power Point	Point 5	28-01-2003	31-12-9999	<input checked="" type="checkbox"/>
<input type="checkbox"/>	C14	MS-Office	Access	Point 4	11-02-2003	31-12-9999	<input checked="" type="checkbox"/>
<input type="checkbox"/>	C11	MS-Office	Word	Point 4	18-03-2003	31-12-9999	<input checked="" type="checkbox"/>
<input type="checkbox"/>	C12	MS-Office	Excel	Point 4	18-03-2003	31-12-9999	<input checked="" type="checkbox"/>
<input type="checkbox"/>							<input type="checkbox"/>
<input type="checkbox"/>							<input type="checkbox"/>

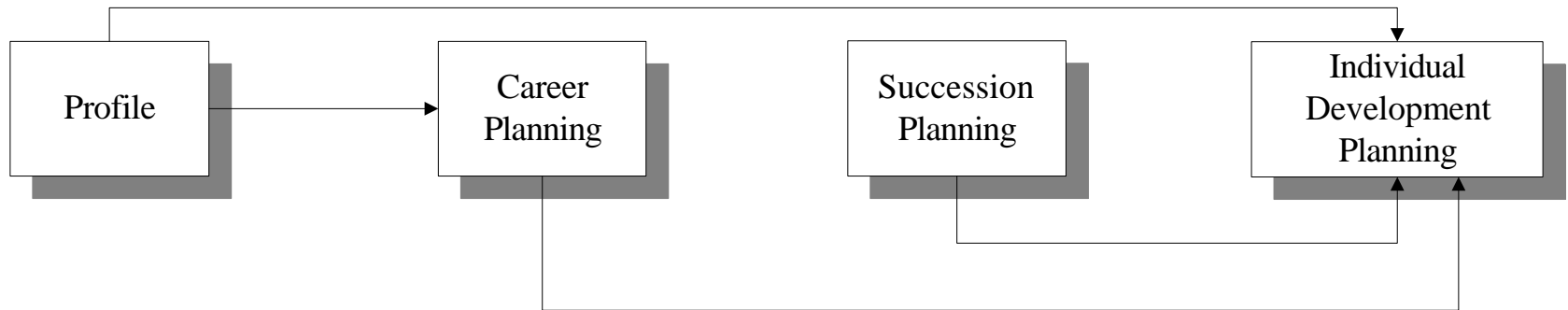


Puzzle – HRM

The Integrated Human Resources Management System

➤ Personnel Development

□ Personnel Development



Menyimpan informasi tentang profile employee, job, dan position.

Memproses deficit qualification karyawan berdasarkan job atau positionnya.

Memproses perencanaan jenjang karir karyawan.

Memproses kandidat yang tepat untuk menduduki suatu posisi / job tertentu.

Memproses perencanaan pengembangan setiap karyawan.



Puzzle – HRM

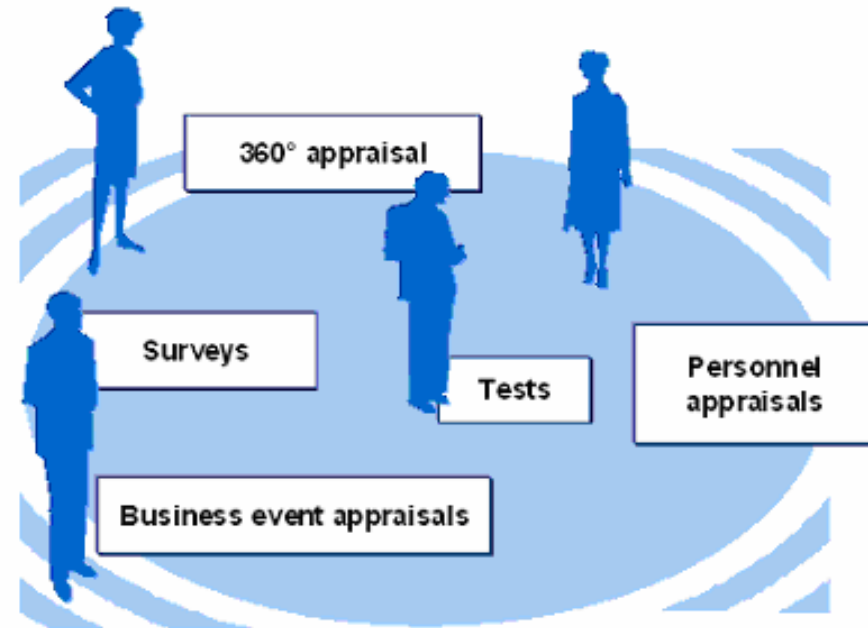
The Integrated Human Resources Management System

➤ Personnel Development

□ Appraisal System

Objectives :

Merancang, melaksanakan, dan mengevaluasi suatu penilaian karya baik bagi karyawan maupun suatu kegiatan bisnis. Penilaian ini akan menjadi suatu komponen yang sangat membantu di dalam merencanakan dan memonitor pengembangan karyawan.

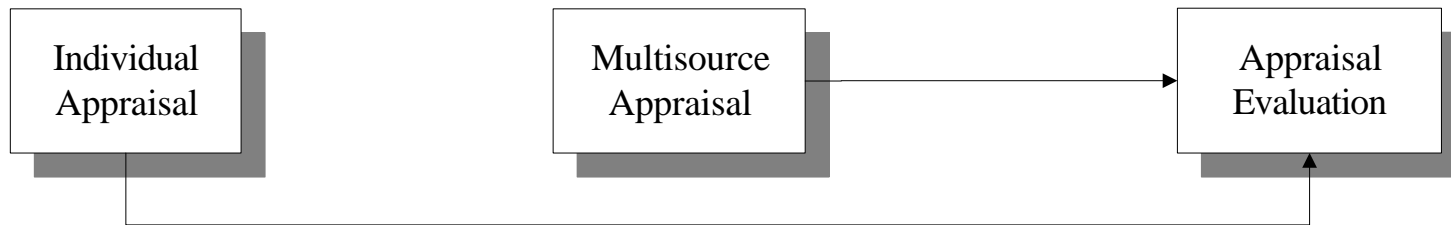


Puzzle – HRM

The Integrated Human Resources Management System

➤ Personnel Development

□ Appraisal System



Suatu tipe appraisal dimana satu appraiser menilai satu orang atau satu business event.

Suatu tipe appraisal yang melibatkan beberapa appraisers, dimana tiap-tiap appraiser menilai satu atau lebih orang atau business event.

Mengevaluasi hasil appraisal yang telah diperoleh oleh appraisee berdasarkan appraisal model yang sama dengan cara average, comparison, atau ranking list.



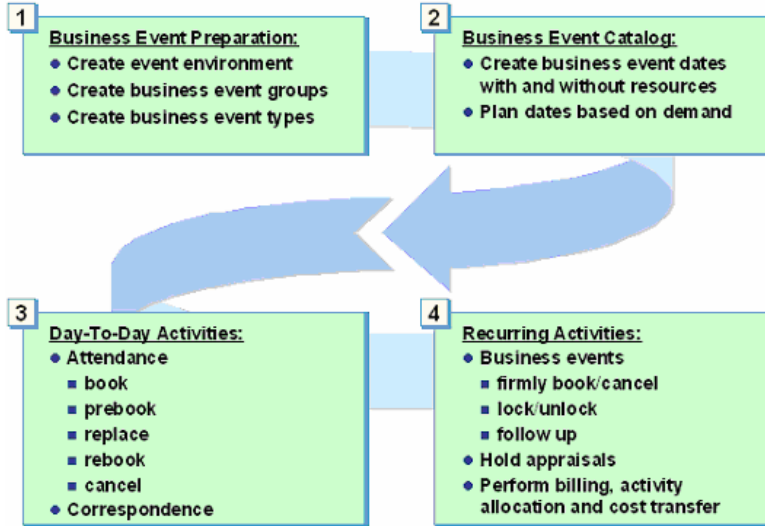
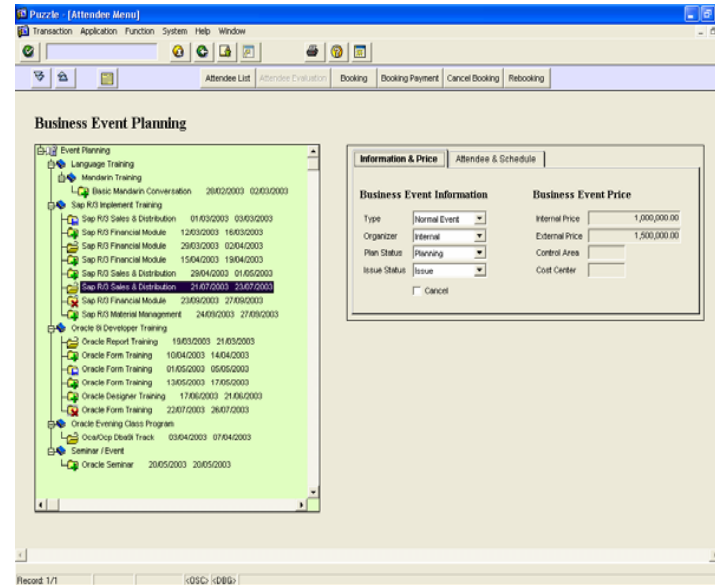
Puzzle – HRM

The Integrated Human Resources Management System

➤ Training and Event Management

Objectives :

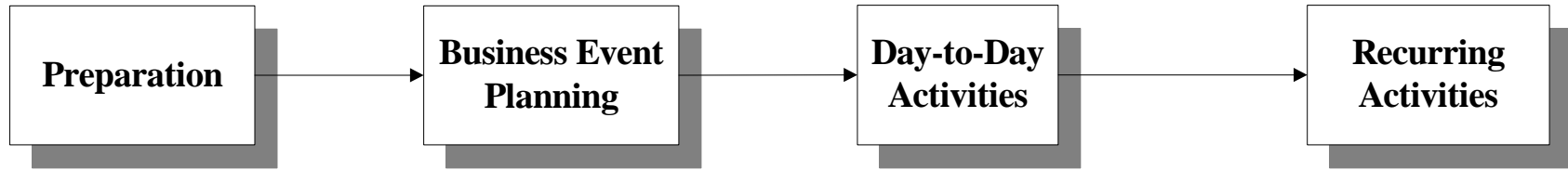
- Merencanakan dan mengatur (*manage*) setiap jenis *business event*, seperti kursus-kursus pelatihan, konvensi / seminar, ceramah, dan lainnya.
- *Me-manage event-event* internal maupun eksternal, dan melakukan proses pemesanan (*booking, prebooking, rebooking*) berikut pembatalannya.



Puzzle – HRM

The Integrated Human Resources Management System

➤ Training and Event Management



Proses pendataan sumber daya *training* dan *event management* (gedung, ruangan, peralatan, instruktur baik yang internal maupun eksternal, bahkan hingga alokasi komponen biayanya) yang nantinya untuk dipergunakan bagi keperluan pengadaan *business event* yang diinginkan.

Proses perencanaan *business event* mulai dari pengumpulan kebutuhan training dari tiap unit perusahaan (*propose demand*), menghitung total biayanya hingga ke pemesanan sumber daya yang dibutuhkan.

Aktivitas rutin dari proses pemesanan tempat bagi *business event* yang diinginkan, pembayaran, hingga ke proses pembatalan keikutsertaan dan dokumentasinya.

Proses finalisasi dari hasil *training* dan *event* seperti penutupan / pembatalan suatu *business event* hingga ke evaluasi bagi karyawan yang mengikutinya.



Puzzle – HRM

The Integrated Human Resources Management System

➤ **Travel Management**

Objectives :

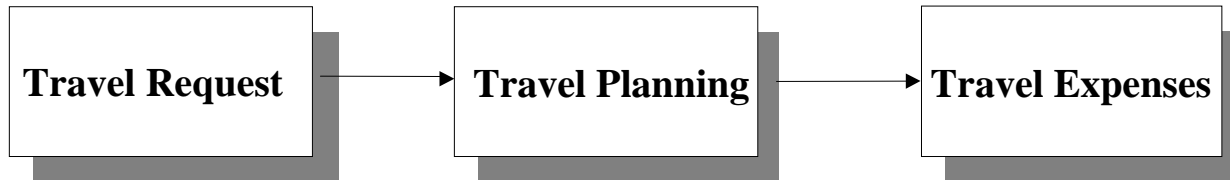
Meningkatkan efisiensi proses merecord data perjalanan dinas karyawan.



Puzzle – HRM

The Integrated Human Resources Management System

➤ Travel Management



Proses permintaan melakukan perjalanan dinas bagi karyawan yang mencakup tujuan perjalanan, travel service (hotel, transportasi dll)

Aktivitas yang dilakukan sesuai dengan kebutuhan perjalanan dinas, misal : booking hotel, penerbangan dll

Proses reimbursement biaya perjalanan dinas karyawan dan transfer data untuk accounting serta penyimpanan data pada history file.



Puzzle – HRM

The Integrated Human Resources Management System

Why Puzzle HRM?

- It is built with world-class business process references
- Covering complete HR business processes, starting from Manpower planning up to retirement.
- Flexible enough to adopt business processes changes
- Compliance with local tax regulation
- Reliable support and after sales services
- Built on the best available environment, i.e.: Oracle
- Easily connected with other system, such as Accounting and Financial Application

