

PUZZLE - Human Resource Management



Table of Contents

What is Puzzle-HR Application?	1
Puzzle-HR Application Modules	1
Detail Application Modules	1
Application Functionalities	1
1. Global HR System Setting	1
2. Personnel Administration	2
a. Recruitment Management.....	2
b. Personnel Information Management	2
c. Payroll Administration	2
d. Time Management	3
e. Benefit Management.....	3
3. Personnel Development	3
a. Competency Management	3
b. Development Plan	3
c. Appraisal System	3
d. Succession Planning	3
e. Training and Event Management	3
4. Travel Management	4
5. Employee Self Services	4
6. Authorization	4

What is Puzzle-HR Application?

Puzzle-HR Application is a product application built for supporting the enterprise's human resources information system.

The flexibility and easiness implementing make Puzzle-HR application suitable to be applied in many kind of company from small, middle or even enterprise that have more than one company.

The system is built on Oracle database with multi platform that can be deployed easily on any server and any operating system, which make this system so powerful to keep huge numbers of data. This application using client server concept which's so many user in the same time can access the system with each their authority. And when ever you need, this application can also be deployed on the web, so it is can be accessed from many place in the world using any internet browser.

Puzzle-HR Application Modules

Human Resources (HR) Business Model of Puzzle-HR Application comprises of four modules, i.e.:

- *Personnel Administration* includes all of employee's administration, since they become an applicant until their retirement;
- *Personnel Development* includes management and development of human resources based on their qualification, career, promotion, training, and placement;
- *Travel Management* is used to record and organize the employee's traveling activities, including official trip, seminars, trainings, and other outside activities which must be manage by the company;
- *Employee Self Services*

Detail Application Modules

- *Personnel Administration (PA)*
 - Recruitment Management
 - Personnel Information Management
 - Payroll Administration
 - Time Management
 - Benefits Management
- *Personnel Development (PD)*
 - Competency Management
 - Development Plan
 - Appraisal System
 - Succession Planning
 - Training and Event Management
- *Travel Management*
- *Employee Self Services*

Application Functionalities

The functionalities of Puzzle-HR Application depicted in the following description:

1. Global HR System Setting

Global HR System Setting is the basic of the system describes the enterprise policy universally. This component assists you to define and set the organizational structure and employee structure of your enterprise.

2. Personnel Administration

a. Recruitment Management

b. Personnel Information Management

Personnel Information Management consists of all information about employee, such as; personnel data, organization assignment, salary, background education, work experiences, and so on. They are called as Personnel Information Base (PIB).

If you need to make report of that information, use Information System facility that had been included in the system to display it. Indeed, using report facilities in HR Information System, you can also display personnel data in graphical format such as organization chart or as employee data.

This system can support a decision maker to state personnel who meet their enterprise requirement. In detail, recruitment process in this module beginning with workforce requirement planning, and then pick it into job vacancies, publishing into many kind of suitable advertisement, applicant screening and selection, hire suitable applicants until placing them to the suitable job or position.

The candidates can be searched by internal or external selection. Internal selection means the candidates are from enterprise itself, and External selection means the candidates are from outside the enterprise.

By this system, you also can define the steps of recruitment process and then monitoring the steps when recruitment process in progress. The integration this module with Personnel Information can assists you to transfer data candidates who hired to employee data automatically.

c. Payroll Administration

In related with payroll administration, Puzzle-HR Application has efficiency and accuracy, particularly in give information related process computing employee payment. Puzzle-HR Application classifies payroll system based on type of processing, such as; weekly processing, monthly processing, bonus, holidays pay (Tunjangan Hari Raya), and so on. Payroll processed by calculating the gross remuneration for each employee based on individual payment.

Then, from the gross remuneration, the system deducts various insurance contributions and taxes as deduction category. For each type of processing, you can define components included into payment or deduction category. The integrity of this module with Time Management allow you to include overtime payment, incentive payment or another kind in payment category.

Additionally, integrity this module with Benefit Management allow you to include welfare component such as loan and medical claim. You also can define another component of deduction or payment, as you will. If you want to display or print the information, example: report of employee salary, you easily can use report facility in this module. The following schema describes all of payroll process in Puzzle-HR Application.

Indeed, this system completed with facility of coinage. This facility allows you to handle a calculating system until in unit of coin as you already define before.

d. Time Management

Personnel Time Management assists you administrate and evaluate data related to hours of your employees. In this module you can manage your employee work time effectively by define employee work groups and then establish their shift and work schedule based on location and organization level. You also can define many kind of employee absence include permission, leave, and so on. Overtime schedule can be arranged so you easily can monitor many kind of over time including their payment.

Personnel Time Management is integrated with Payroll Management, so it's possible to you automatically included incentive wages based on employee attendance into main payment of employee. Beside of those, you can get the report of employee absences, overtime, incentive, etc., because this system has been completed by facility such of that. Indeed, if your enterprise has time reader or even use it, then the reader machine can be related with this system as soon as you assign it to the system.

e. Benefit Management

Benefit Management provides you with the capabilities and flexibility to effectively manage benefit programs such as medical claim and loan.

3. Personnel Development

a. Competency Management

Personnel Development allows you to arrange competence model based on your enterprise criteria, such as; qualification, competence, potentials, preferences, or other criteria that might will you define first in your system. By this model, you can evaluate your employee profile, how suitable employee profile with their current job or position, considering next career for your employee until make a decision to place them to another job or position which more suitable. Beside of that, this module also completed with appraisal component which allow you to evaluate your employee performance, include quality of work, managerial skill, objectivity and so on.

Additionally, Career and Succession Planning as a part of this module also will open a way for employee to growth their career opportunity. Thus, employee satisfy will be increased and the enterprise also can ensures that their goals and employee goals are in harmony.

b. Development Plan

c. Appraisal System

d. Succession Planning

e. Training and Event Management

Training and Event Management assist you planning and managing business event in your enterprise, such as; training courses, seminary, presentation, workshop, meeting, and so on. You can arrange each of event in a catalog of business event completed with their schedule, capacity, objective, and another components related.

Additionally, by Appraisal component in this module you also can evaluate and appraise the successful of those events. Appraisers can be organizer or

attendees, internal or external person who monitoring that event. You also can define much kind of resources such as instructor, rooms, equipment, and course materials as business event planning supported.

4. *Travel Management*

Additionally, by Appraisal component in this module you also can evaluate and appraise the successful of those events. Appraisers can be organizer or attendees,

5. *Employee Self Services*

6. *Authorization*

Authority in data access must be included into a human resources information system because the data and information in HR are strictly confidential. The authorization means that only person suitable who can access the application and data as well. For this requirement, Puzzle-HR Application arranges authority hierarchy based on several roles which can be maintained and defined by user itself. At the next step, user will be assigned to this role accordingly.