



Menu ini digunakan untuk menampilkan dokumen seperti SOP, kebijakan perusahaan, dan peraturan lainnya di halaman ESS (Employee Self Service).

Company Regulation

The screenshot shows the 'Company Regulation' menu item highlighted in yellow. Other menu items include 'Implementation Note', 'Administration', 'Tax Rate', 'Unposted Documents', 'Download / Upload Data', and 'Implementation Note'.

🛠 Cara Membuat Dokumen:

Buka menu Company Regulation dari menu utama.
Klik tombol New untuk menambahkan dokumen baru.

The screenshot shows a list of documents. One document is listed: 'SOP' with Document Number 'Sop-TEST-001', Document Date '13-11-2023', Effective Date '13-11-2023', Version '1', Subject 'SOPtest', Grant 'Q', File Name 'TestSop.txt', Tag ' ', and Termination Date ' '. A yellow 'New' button is visible in the top right corner of the list area.

	Category	Document Number	Document Date	Effective Date	Version	Subject	Grant	File Name	Tag	Termination Date
	SOP	Sop-TEST-001	13-11-2023	13-11-2023	1	SOPtest	Q	TestSop.txt		



- Akan terbuka halaman pengaturan akses
- Untuk menambahkan akses, klik tombol New lalu isi data seperti nama user group, status akses, dan lainnya

The screenshot shows a software interface for managing company regulations. At the top, there's a navigation bar with links like Payroll Process, Admin Data, ESS Data, Adjustment, Finance, Report, Help, and RIAN. Below the navigation, the path 'Home \ Company Regulation \ Update :' is shown. On the right side of the screen, there's a prominent green 'Create' button, which is highlighted with a yellow box. The main area contains several input fields: Category, Document Number, Document Date, Effective Date, Version, Subject, Tag, Description, Input User, Input Date, Update User, and Update Date. There are also file upload and file name fields. At the bottom left, it says 'GUNTUR - 4.00.02'.

Klik Create untuk menyimpan

Ikuti tabel yang ada di halaman berikutnya.



Setelah itu informasi Company Regulation yang dibuat akan ditampilkan di Menu ESS.

Category	:	Jenis Category informasi yang akan ditampilkan
Document Number	:	Sesuai dengan lampiran dokumen yang akan ditampilkan
Document Date	:	Sesuai dengan lampiran dokumen yang akan ditampilkan
Effective Date	:	Tanggal berlaku dokumen tersebut yang akan ditampilkan
Version	:	Sesuai dengan lampiran dokumen yang akan ditampilkan
Subject	:	Judul dari dokumen yang akan ditampilkan
Choose File	:	File dokumen
Tag	:	Untuk pengelompokan kategori (Free text, bebas mau diisi apa)
Termination Date	:	Tanggal berakhirnya dokumen akan ditampilkan
Description	:	Penjelasan atau isi dari informasi dokumen yang dilampirkan



Menambahkan Grant untuk Company Regulation

Buka detail transaksi yang akan di berikan dengan klik gambar pensil

	Category	Document Number	Document Date	Efective Date	Version	Subject	Grant	File Name	Tag	Termination Date
	SOP	Sop-TEST-001	13-11-2023	13-11-2023		SOPtest		TestSop.txt		

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Lalu klik tombol Grant

Home \ Company Regulation \ Update : Sop-TEST-001

Category SOP	Document Number Sop-TEST-001	Document Date 13-11-2023	Efective Date 13-11-2023	Version
Subject SOPtest	Choose File No file chosen			File Name TestSop.txt
Tag	Download			Termination Date
Description	Input User RIAN	Input Date 13-11-2023 16:44:37	Update User	Update Date



Kemudian, untuk menambahkan grant dapat mengklik Add Row.

The screenshot shows a software interface for managing grants. At the top, there is a navigation bar with links like Payroll Process, Admin Data, ESS Data, Adjustment, Finance, Report, Help, and RIAN. Below the navigation bar, the current page is identified as Home \ Company Regulation \ Update : Sop-TEST-001 \ Grant. There is a search bar with a magnifying glass icon and a 'Go' button. To the right of the search bar are buttons for Actions, Edit, Save, and Add Row (which is highlighted with a yellow box). Below these buttons is a table with three rows. The first row has a checkbox and a dropdown menu. The second row contains the text 'Company'. The third row contains the text 'Division'. The columns are labeled 'Grant ↑', 'Grant Name', and 'Note'. At the bottom of the table, it says 'Total 2'. At the very bottom of the interface, there is a footer bar with the text 'GUNTUR - 4.00.02'.

Lalu isikan pilih kolom Grant akan berlaku berdasarkan Company, Divisi, Job Title dll. Lalu Isikan Grant Name setelah selesai klik Tombol Save.