



Menu Human Resource

Menu ini digunakan untuk mengelola data karyawan.

Beberapa hal yang bisa dilakukan di menu ini:

- Menambahkan data & Mengedit karyawan baru
- Menambah User Pada Karyawan
- Me-Resign Karyawan
- Menagement Kontrak
- Menambahkan & Mengedit Gaji Karyawan
- Menambahkan & Mengedit Bank Karyawan
- Menambahkan & Mengedit Data Keluarga, Riwayat Pendidikan, Pekerjaan Karyawan
- Menambahkan & Mengedit Riwayat Training, Pencapaian, Kesalahan/ Lainnya Karyawan
- Menambahkan dan Mengedit Approval Karyawan
- Menghitung Severance Planning Karyawan
- Salary Setup
- Basic HR Setup
- Advanced HR Setup

Human Resource

-  Employee
-  Basic HR Setup
 -  Salary Component
 -  Attendance Rules
 -  Tax Rule
 -  Holiday Calendar
 -  Canteen Calender
 -  Holiday Type
-  Advanced HR Setup
 -  Achievement Rating
 -  Salary Increment Type
 -  Salary Band
 -  Qualifying Activity List



Employee

Pada sub menu MyQuantumHR, pilih bagian Employee, maka akan menampilkan page berikut.

1.

Human Resource

Employee

Basic HR Setup

Salary Component

Attendance Rules

Tax Rule

Holiday Calendar

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Holiday Type

Advanced HR Setup

Achievement Rating

Salary Increment Type

Salary Band

Qualifying Activity List

Payroll Process Admin Data ESS Data Adjustment Finance Report Help RIAN

Home Employee

Display - employee -

New Bulk Update Bulk Input Training / History

Batch Company Status Active Go

Go Rows 50 Actions

	Code	Name	G	Batch	User	Work Rule	Company	Position	Job Title	Directorate	Division	Grade	Email	Tax Formula	Effective Date	C/P Date	Finger ID
	000100450	salesman 183	M	b10		PABRIK26	c6	3	KCKR-NK		520	10.0	Y	89TKKESDPLK	01-01-2018		
	000100915	salesman 999	M	b14		HO26	c14	2	HO_8		515	4.2	Y	UMPIKT-24TKKES	05-01-2000		
	000200032	salesman 551	F	b13		HO22	c3	2	HO_7		414	15.2	Y	89TKKES	21-02-2000		
	000600684	salesman 615	M	b13		HO22	c3	2	HO_8		417	4.2	Y	UMPIKT-89TKKES	26-06-2000		
	000600913	salesman 463	M	b14		HO26	c14	2	HO_1		515	9.2	Y	24TKKES	07-06-2000		
	000700882	salesman 443	M	b14		HO22	c14	2	HO_7		611	14.1	Y	24TKKES	20-07-2000		
	000700906	salesman 1000	M	b14		HO26	c14	2	HO_8		515	4.2	Y	UMPIKT-24TKKES	14-07-2000		

Pencarian & Penambahan Data Karyawan

Di menu Human Resource, user bisa mencari data karyawan berdasarkan Batch, Company, atau Status, lalu klik Go.
Tersedia beberapa tampilan data seperti:

- Employee
- Salary Setup
- Approval
- Grouping
- History
- Family
- Contract History

Untuk menambahkan data karyawan baru, klik tombol New.
Untuk mengedit karyawan klik ikon Pensil.