

Menambahkan dan Mengedit Karyawan

2.

WPS HRIS Interface - Employee Update Form (Mandatory Data Tab)

Home \ Employee \ Update : -

Display Profile Back Create

Mandatory Data Tax & Gov Data Personal & ESS Data Approver

Code Finger ID Full Name Gender

Join Date Start Working Date Effective Payroll Date Status - permanent - End Date Evaluation Date

Actual Termination Date Payroll Termination Dates Termination Reason Account Cost Center

Batch Company Job Title Grade Working Rule Position

Directorate Division Department Function Region Area

Jenis Dok. Referensi Nomor Dok. Referensi Tanggal Dok. Referensi

Search: All Text Columns Go Actions Edit Save Add Row Reset

| Contract Number | Start Contract | Contract Duration | End Contract | Contract Sender | Contract Send Date | Signed Contract | Status | Fomula | Start Period | End Period | Payment Period | Resign Date | Working Continuation | Document |
|-----------------|----------------|-------------------|--------------|-----------------|--------------------|-----------------|--------|--------|--------------|------------|----------------|-------------|----------------------|----------|
|                 |                |                   |              |                 |                    |                 |        |        |              |            |                |             |                      |          |

untuk input karyawan baru pertama kali bisa mengisi field yang menjadi mandatory yang ada flag merah

3.

WPS HRIS Interface - Employee Update Form (Tax & Gov Data Tab)

Home \ Employee \ Update : -

Display Profile Back Create

Mandatory Data Tax & Gov Data Personal & ESS Data Approver

Tax Formula Next Tax Formula Start Using Next Tax For...

KTP No KK No

Passport Passport Date Expired Nationality

KTP / NPWP Address Residence Address

BPJS Kesehatan No BPJS Ketenagakerjaan No

Current Year

NPWP No NPWP Name NPWP Date Tax Status - Marrital TK Tax Status - Child 0

Force PTKP Dependency No FC

4.

WPS HRIS Interface - Employee Update Form (Personal & ESS Data Tab)

Home \ Employee \ Update : -

Display Profile Back Create

Mandatory Data Tax & Gov Data Personal & ESS Data Approver

ESS Login Email Payslip Confirmed Password Payslip Coach for - not coach -

Birth Place Birth Date Marrital Status Religion Mother's Name Blood Type

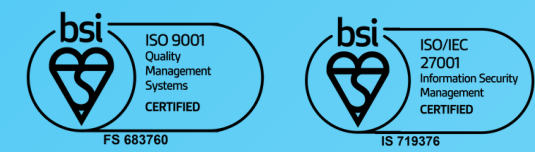
Phone Number Office Phone Extension

Pengisian Data NPWP & Email eSlip

Email Payslip dan Password Payslip wajib diisi agar eSlip bisa dikirim.

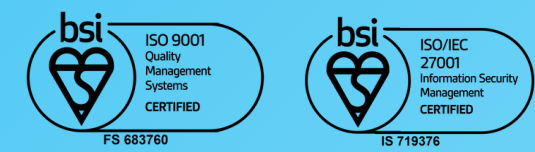
Jangan lupa centang kotak verifikasi email di sebelah field Email.

Setelah semua data terisi, klik tombol Create.



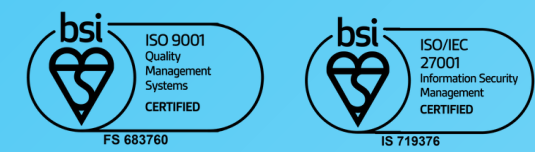
Isikan data pada field seperti berikut:

| Mandatory Data         |   |                                                                      |
|------------------------|---|----------------------------------------------------------------------|
| Code                   | : | Kode Employee                                                        |
| Finger ID              | : | ID Finger                                                            |
| Full Name              | : | Nama Panjang                                                         |
| Gender                 | : | Laki-laki / Perempuan                                                |
| Join Date              | : | Tanggal Masuk                                                        |
| Start Working Date     | : | Tanggal Mulai Kerja                                                  |
| Effective Payroll Date | : | Tanggal efektif penggajian                                           |
| Status                 | : | Status (Permanent, Contract, Probation)                              |
| End Date               | : | Tanggal selesai                                                      |
| Evaluation Date        | : | Tanggal evaluasi                                                     |
| Batch                  | : | Data diambil dari menu <b>Company Setup &gt; Batch</b>               |
| Company                | : | Data diambil dari menu <b>Company Setup &gt; Company Structure</b>   |
| Job Title              | : | Data diambil dari menu <b>Company Setup &gt; Job Title</b>           |
| Grade                  | : | Data diambil dari menu <b>Company Setup &gt; Grade</b>               |
| Working Rule           | : | Data diambil dari menu <b>Company Setup &gt; Working Rules</b>       |
| Position               | : | Data diambil dari menu <b>Company Setup &gt; Position</b>            |
| Directorate            | : | Data diambil dari menu <b>Master &gt; Workspace &gt; Directorate</b> |
| Division               | : | Data diambil dari menu <b>Master &gt; Workspace &gt; Division</b>    |
| Department             | : | Data diambil dari menu <b>Master &gt; Workspace &gt; Department</b>  |
| Function               | : | Data diambil dari menu <b>Master &gt; Workspace &gt; Function</b>    |
| Region                 | : | Data diambil dari menu <b>Master &gt; Location &gt; Region</b>       |
| Area                   | : | Data diambil dari menu <b>Master &gt; Location &gt; Area</b>         |
| Account                | : | Data diambil dari menu <b>Accounting &gt; Account</b>                |



Isikan data pada field seperti berikut:

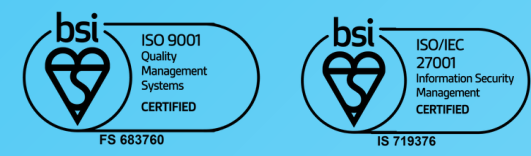
| Tax & Gov Data               |   |                                                                                                                                                                                                |
|------------------------------|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Tax Formula                  | : | Formula pajak yang digunakan, kecuali start using next tax formula diisi. Komputer akan isi otomatis sesuai setting di configuration > payroll jika dipilih default saat create karyawan baru. |
| Next Tax Formula             | : | Formula pajak yang akan digunakan                                                                                                                                                              |
| Start Using Next Tax Formula | : | Periode mulai menggunakan next tax formula (yyyymm). Kosongkan jika tidak akan menggunakan next tax formula.                                                                                   |
| KTP No                       | : | Nomor KTP                                                                                                                                                                                      |
| KK No                        | : | Nomor KK                                                                                                                                                                                       |
| Passport                     | : | Nomor Passport                                                                                                                                                                                 |
| Passport Date                | : | Tanggal Passport                                                                                                                                                                               |
| Expired                      | : | Tanggal Passport expired                                                                                                                                                                       |
| Nationality                  | : | Nasionalisasi                                                                                                                                                                                  |
| KTP Address                  | : | Alamat KTP                                                                                                                                                                                     |
| Residence Address            | : | Alamat Residence                                                                                                                                                                               |
| BPJS Kesehatan No            | : | Nomor BPJS Kesehatan                                                                                                                                                                           |
| BPJS Ketenagakerjaan No      | : | Nomor BPJS Ketenagakerjaan                                                                                                                                                                     |
| Current Year                 |   |                                                                                                                                                                                                |
| NPWP No                      | : | Nomor NPWP                                                                                                                                                                                     |
| NPWP Name                    | : | Nama NPWP                                                                                                                                                                                      |



Isikan data pada field seperti berikut:

| Personal & ESS Data |   |                                                                                   |
|---------------------|---|-----------------------------------------------------------------------------------|
| ESS Login           | : | Nama user yang dipakai untuk login ke program.                                    |
| Email Payslip       | : | Email untuk terima slip gaji.                                                     |
| Password Payslip    | : | Password pdf payslip.                                                             |
| Coach for           | : | Ada 3 pilihan seperti:<br>1. Not Coach<br>2. All Employee<br>3. Partiall Employee |
| Birth Place         | : | Tempat Lahir                                                                      |
| Birth Date          | : | Tanggal Lahir                                                                     |





WPS

Payroll Process Admin Data ESS Data Adjustment Finance Report Help FINDO

Home Employee

Display - employee - New Bulk Process Bulk Input Training / History Confirm Contract Termination

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 | Join Date  | Effective Date | C/P Date | Finger ID |
|--|--------|----------------|---|------------|-------|-----------|---------|-----------|-----------|-------------|----------|---------|-------|-------------|------------|----------------|----------|-----------|
|  | 122345 | Dea            | F | StaffLevel |       | NS        | DEMO    | EMP       | EMP       |             |          | GRADE-7 | Y     | - default-  |            | 01-01-2023     |          |           |
|  | D001   | Findo Aprianto | M | ALL-Level  | FINDO | NS        | DEMO    | ManagerFI | MG        | FIN         | Keuangan | GRADE-9 | Y     | - default-  | 01-01-2021 | 01-01-2021     |          | 1         |

untuk mengedit data User bisa klik icon pensil untuk mengedit. Maka akan langsung menuju ke halaman selanjutnya.

WPS

Refresh Payroll Process Admin Data ESS Data Adjustment Finance Report Help FINDO

Home Employee Update : 122345 - Dea

Display Profile Back New Delete Delete Salary Data Save Termination

Mandatory Data Tax & Gov Data Personal & ESS Data Approver

Code 122345 Finger ID Full Name Dea Gender Female

Join Date Start Working Date 01-01-2023 Effective Payroll Date 01-01-2023 Status - permanent - End Date Evaluation Date

Actual Termination Date Payroll Termination Dates Termination Reason Account Cost Center

Batch StaffLevel - PT. Demo Si Company DEMO - PT. Demo Sukses Job Title EMP - Employee Grade GRADE-7 - Staff Working Rule NS - Office Position EMP - Employee

Directorate Division Department Function Region Area

Jenis Dok. Referensi Nomor Dok. Referensi Tanggal Dok. Referensi

Kode Etik Paklaring Kontrak Paklaring Pensiun

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