



Working Schedule - Mendownload dan Mengupload Jadwal Kerja Karyawan

Jika ada bagian/karyawan dengan jadwal kerja berbeda tiap bulan/minggu, jadwal dapat disesuaikan dengan mengupdate data yang ada.

Langkah Download Jadwal Kerja:

- Pilih Process Download Schedule
- Tentukan Start Date dan To Date
- Pilih karyawan melalui Choose Employee
- Klik Prepare Download untuk sistem meng-generate jadwal
- Setelah data muncul:

Klik Action → Download

Pilih format Excel

Klik tombol Download

WPS

Payroll Process Admin Data ESS Data Adjustment Finance Report Help FINDO

Home Working Schedule - EN Process

Process Download Schedule Prepare Download

Start Schedule Date

To Schedule Date

Selected Employees

Choose

Q

Go

Rows 50

Actions

WPS

Payroll Process Admin Data ESS Data Adjustment Finance Report Help FINDO

Home Working Schedule - EN Process

Process Download Schedule Prepare Download

Start Schedule Date

To Schedule Date

Selected Employees
34

Choose

Q

Go

Rows 50

Actions

Sal Code	Sal Name
.	.
122345	Dea
D001	Findo Aprianto



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WPS

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Process Upload Schedule ▾ ?

Upload

XLSX File



Drag and Drop
Select a file or drop one here.
[Choose File](#)

Existing schedule will be overwrite !

Mengupload Jadwal Kerja Karyawan

1. Klik Process Upload Schedule
2. Klik kolom Drag and Drop untuk memilih file jadwal
3. Klik tombol Upload dan tunggu hingga proses selesai

WPS

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Process Upload employee for custom workday ▾ ?

[Download Template / Upload Data >](#)

Existing schedule will be overwrite !

Custom Jadwal Kerja Karyawan

Jika karyawan memiliki jadwal khusus/custom:

1. Gunakan proses Download Custom Workday Employee untuk mengunduh template
2. Update file sesuai kebutuhan
3. Upload kembali file yang telah diperbarui melalui Upload Custom Workday Employee