User Manual

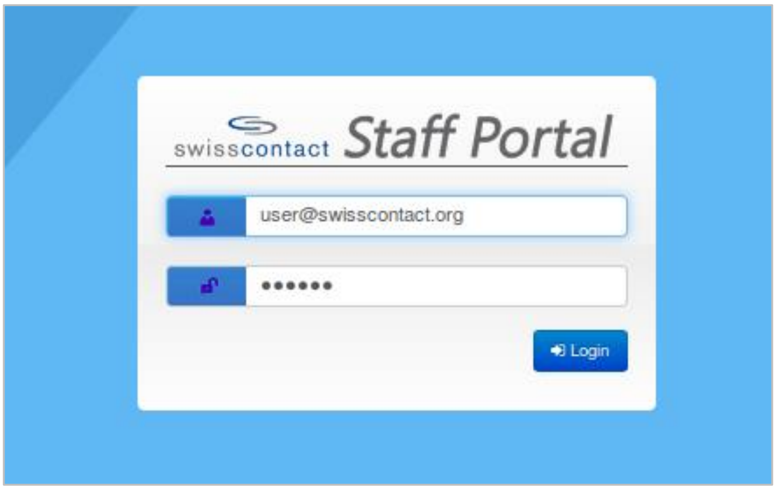
Swisscontact Staff Portal

PT Koltiva

Table of Contents

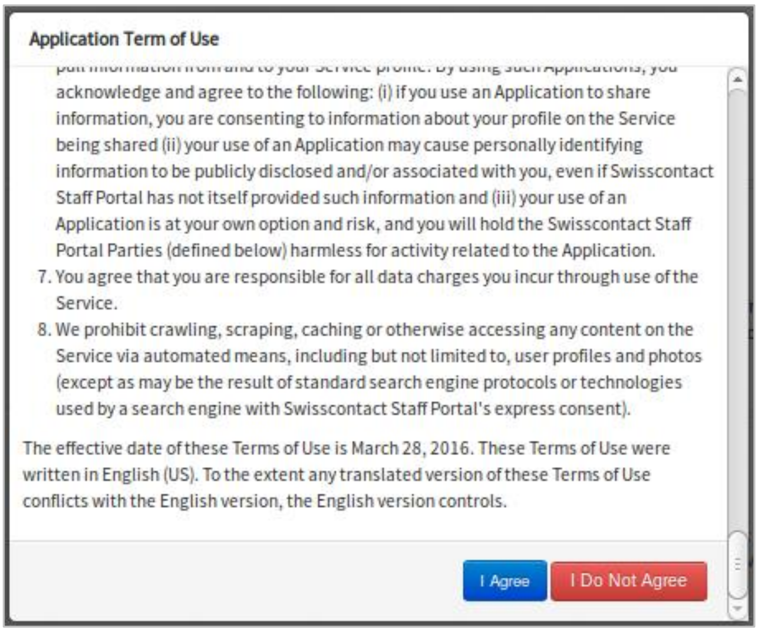
1. Login Process

The Login page to the Portal application is shown below:



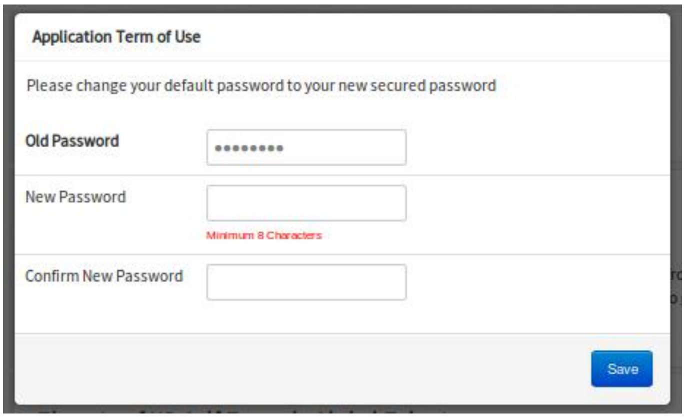
Login Form

1. Type in your username and password then click Login to enter the Portal.



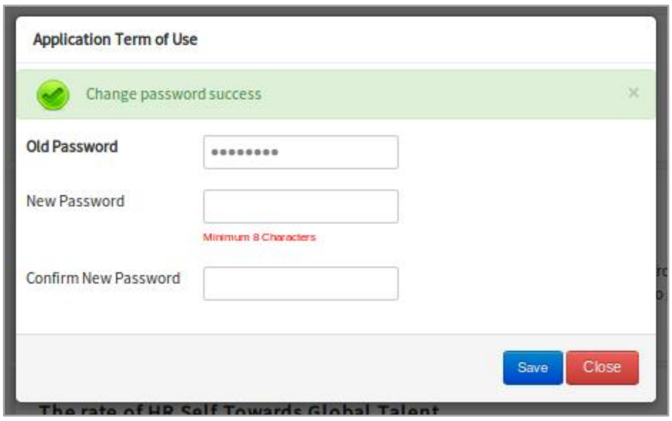
Application Term of Use display

2. After logging in, a pop-up of the Application Terms of Use will appear specifically for those who have logged into the application for the first time or after a password reset. If the user clicks the “I Agree” button, the page for changing the password will appear. If the user clicks the “I Do Not Agree’ button then the application will log out automatically.



Password Change form

3. Type your old password in the Old Password field and type your new password in the New Password field, then repeat the new password in the Confirm New Password field. The new password should consist of a minimum of 8 characters. Click the "Save" button to save the changes.



Change Password Popup appearance

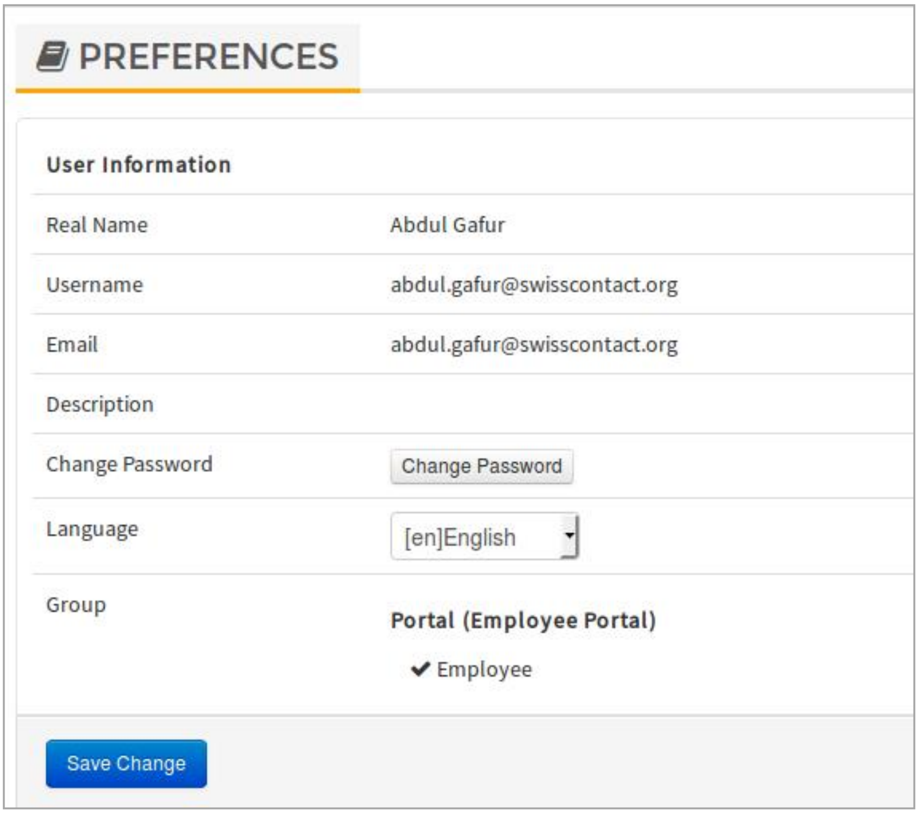
4. If the saving process is successful, click the "Close" button to close the pop-up and the user is ready to use the Portal application.

2. Setting

This Menu is for setting up the user account that is used to log into the portal application.

2.1. Preferences

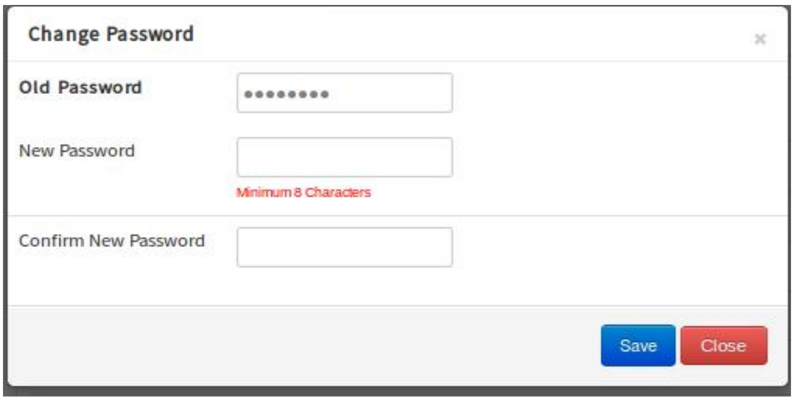
The Preferences page is the page that contains the portal user account information, language preferences, and the change password function for this account as shown in the image below:



Preferences Form

Click the 

button to change the password for this account.



Password Change Form

Information:

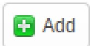
Text Field	*Description*
Old Password	Old Password
New Password	New Password
Confirm New Password	Re-type the New Password

Click the "Save" button to save changes.

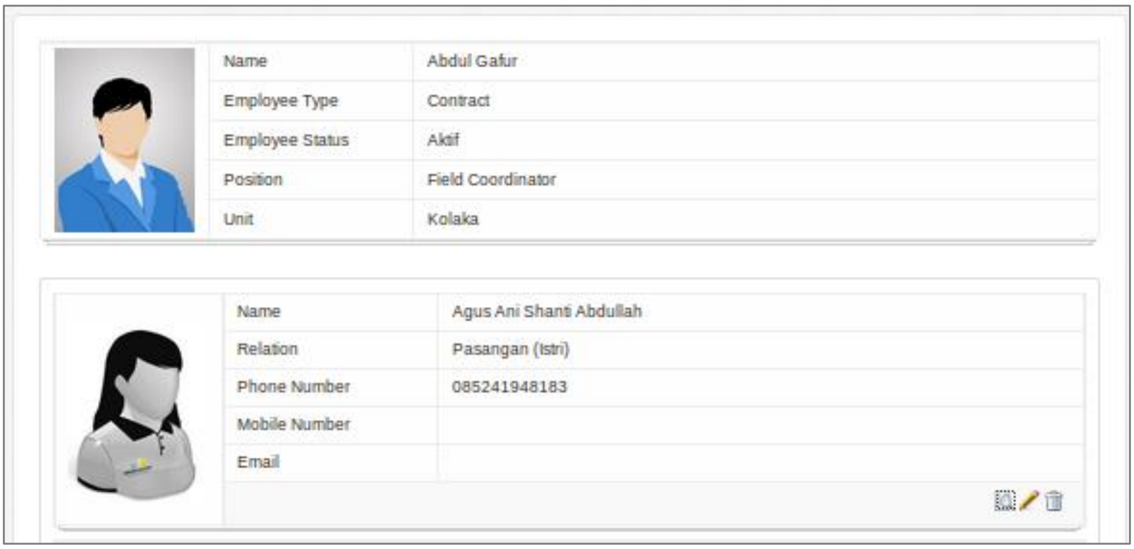
3. Employee Summary

The Employee Summary menu is for employee personal settings.

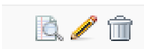
3.1. Family

Employee family data (spouse, children, and parent and siblings data) is processed in the Family Data submenu. To add new family data click the 

button.

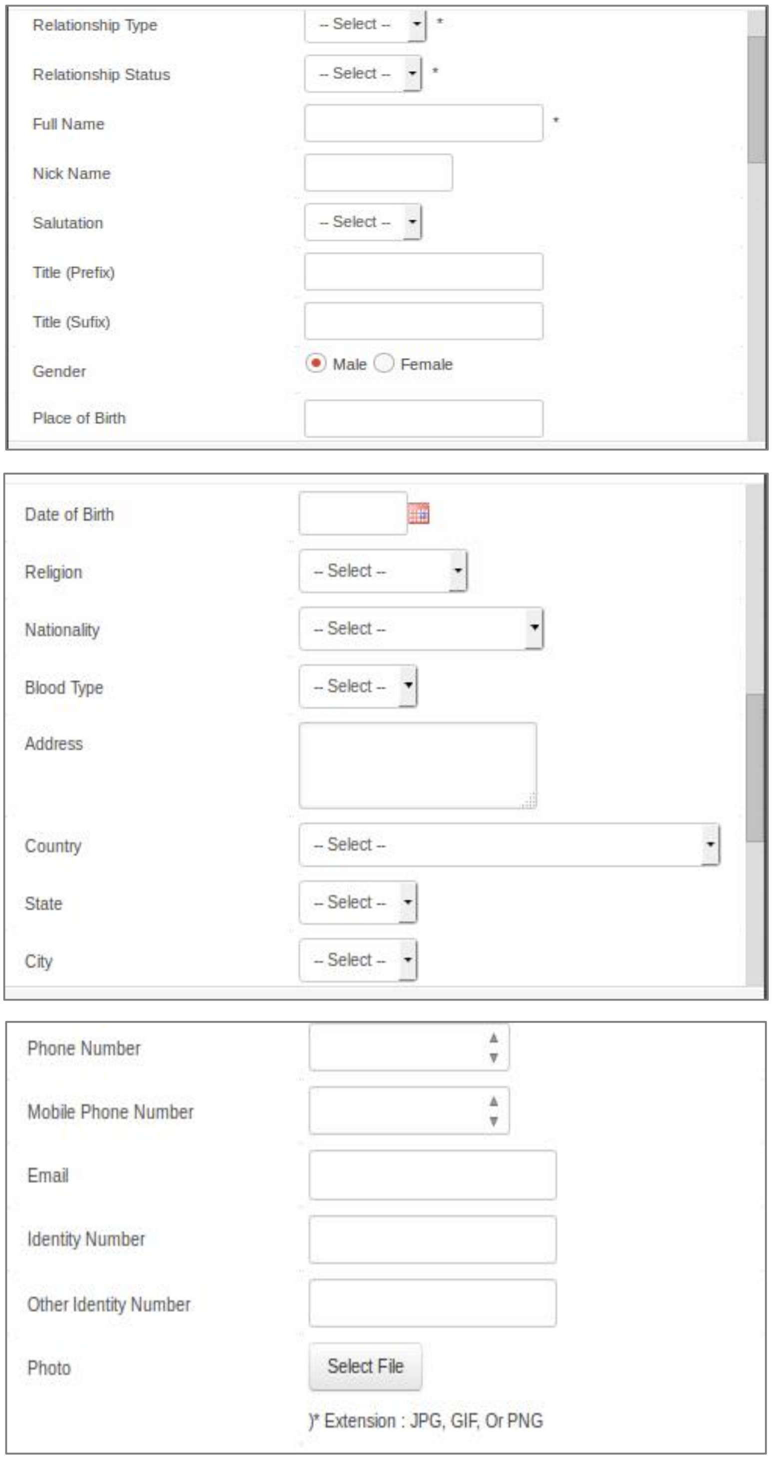


Family Member Data Appearance

To view details, edit and delete data, click the respective buttons 

3.1.1. Input Family Personal Data

In this menu, personal data of the family such as relationships type, relationship status, Full Name etc. should be input. The examples below show the Family Personal Data form:



Family Data Form Tab Personal Data

Information:

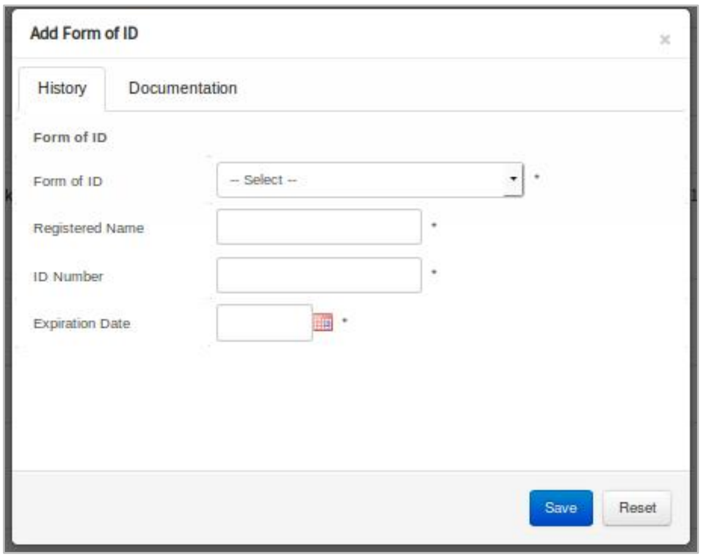
Text Field	Description
Relationship Type	Select the types of relationship, e.g. children, spouse etc.
Relationship Status	Select the relationship status such as biological children, adopted children, wife or husband.
Full Name	Type in the Full name of the family member
Nick Name	Type in the nick name of the family member
Salutation	Select the salutation of the family member such as Mr., Mrs., Ms.
Title (prefix)	Type in the prefix title
Title (suffix)	Type in the suffix title
Gender	Select the gender
Place of birth	Type in the birthplace of the family member
Date of birth	Type in the birthday of the family member
Religion	Fill in the religion. Religion data could be input through **References → Global → Religion.**
Nationality	Fill in the Nationality. Nationality data could be input trough **References → Global → Country.**
Blood Type	Fill in blood type for example A, B, AB, O. Blood type data could be input trough **References → Global → Blood Type.**
Address	Type in address
Country	Type in Country / Fill in Country according to Address. Country data could be input through **References → Global → Country.**
State	Type in State through **References→ Global → State**
City	Type in City through **References → Global→ City**
Phone Number	Type in phone number
Mobile Phone Number	Type in mobile phone number
Email	Type in email address
Identity Number	Type in Identity Number from employee's ID card
Other Identity Number	Type in another Identity number besides the ID Card
Photo	Upload profile photo

3.2. Forms of ID

The Forms of ID page consists of several master data that covers main Identity, Driver's license, Passport, Visa and other IDs.

3.2.1. Primary Form of ID

Primary ID form as shown in the following image:



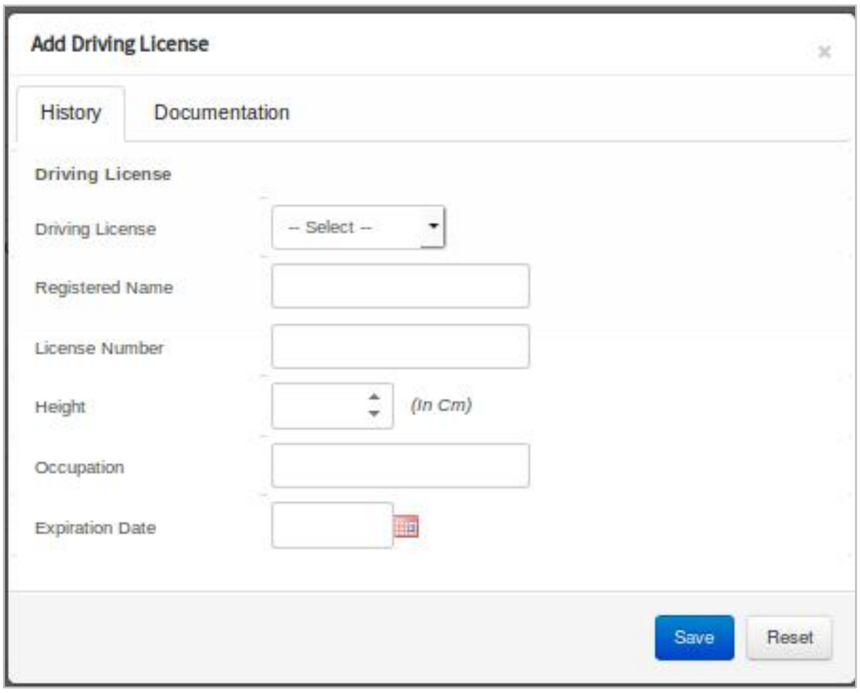
Primary Identity Form

Information:

Text Field	*Description*
History	
Form of ID	Select the type of ID
Registered Name	Type in Full Name
ID Number	Type in Identity number
Expiration Date	Type in the identity expiration date
Documentation	
Attachment	Upload attachment

3.2.2. Driving License

Driving License form as shown in the following image:



Driving License Data Form

<u>Information</u>:

Text Field	***Description***
History	
Driving License	Select the type of driving license
Registered Name	Type in full name
License Number	Type in driving license number
Height	Type in height
Occupation	Type in occupation
Expiration Date	Type in expiration date of license
Documentation	
Attachment	File Attachment

3.2.3. Passport

Passport data form as shown in the following image:

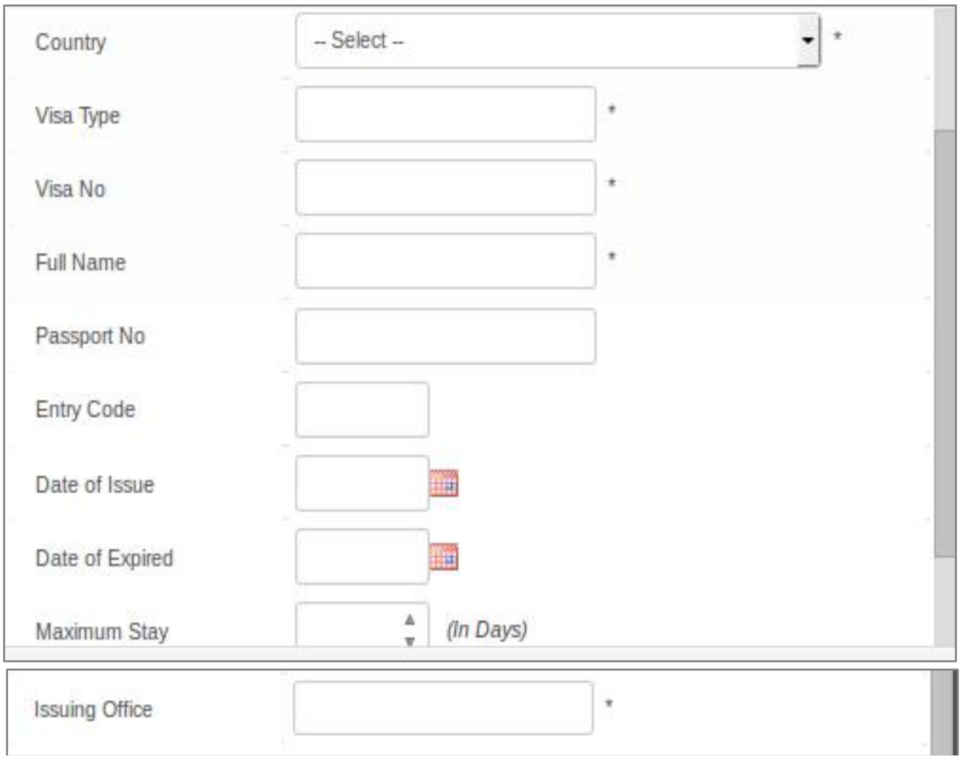
Passport Data Form

<u>Information</u>:

Text Field	*Description*
History	
Passport Type	Select type of passport
Country Code	Select Country code
Passport No	Type in passport number
Full Name	Type in full name
Nationality	Select Nationality
Place of Birth	Type in place of birth
Date of Birth	Type in date of birth
Date of Issue	Type in passport date of issue
Date of Expired	Type in passport expiry date
Issuing Office	Type in passport issuing office
Documentation	
Attachment	File Attachment

3.2.4. Visas

Visa form as shown in the following image:



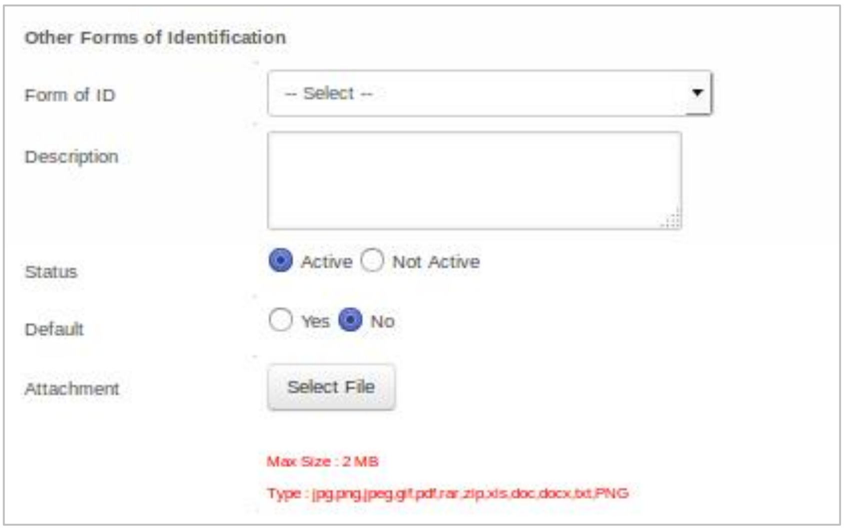
Visa Data Form

Information:

Text Field	***Description***
History	
Country	Select country
Visa Type	Type in type of Visa
Visa No	Type in Visa number
Full Name	Type in Full Name
Passport No	Type in Passport number
Entry Code	Type in entry code
Date of Issue	Type in visa date of issue
Expiration Date	Type in visa expiry date
Maximum Stay	Type in maximum length of stay (in days)
Issuing Office	Type in issuing office
Documentation	
Attachment	File Attachment

3.2.5. Other Forms of Identification

Other form of identification form as shown in the following image:



Other Identity Form

Information:

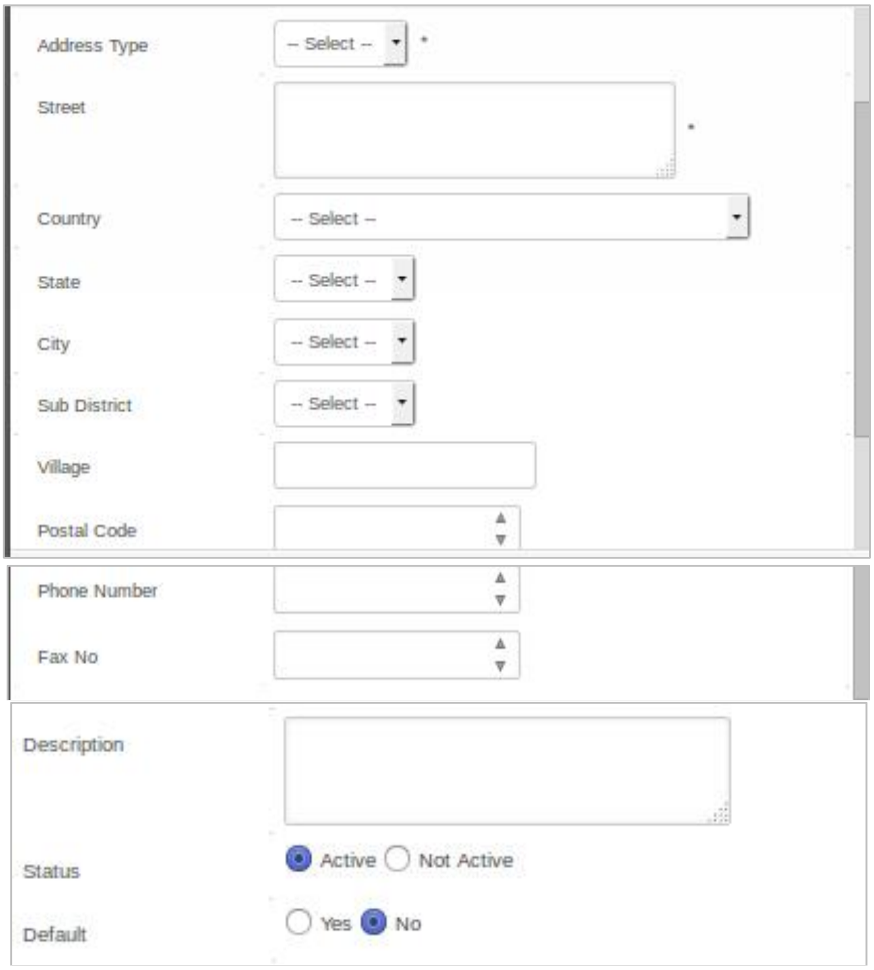
Text Field	*Description*
Form of ID	Select the type of ID
Description	Type in additional information
Status	Select active or not active
Default	Select Yes or No
Attachment	Upload files with format JPEG, TXT, DOC, DOCX, PDF, ZIP or RAR

3.3. Contact

The Contact menu page consists of several data that covers Address, phone, email, social media and emergency contact.

3.3.1. Address

Address form as shown in the following image:



Address Form

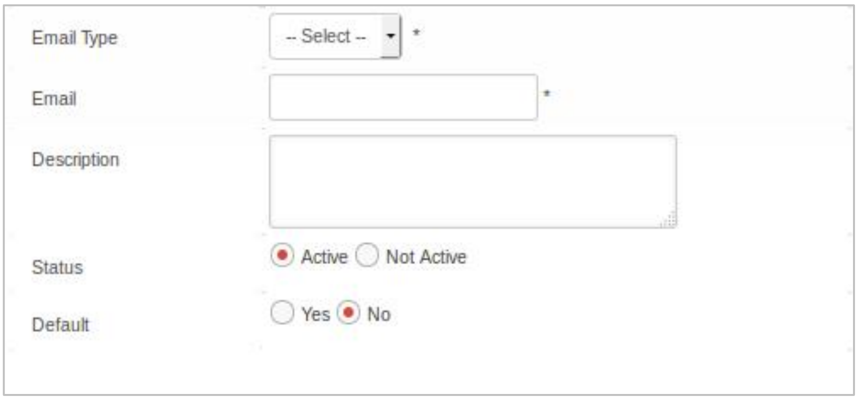
Information:

Text Field	*Description*
Address Type	Select the type of Address; Resident of Home
Street	Type in street name and number
Country	Select country
State	Select in State name or Province
City	Select in city name
Sub District	Select in sub district

Village	Type in village name
Postal Code	Type in postal code
Phone Number	Type in phone number
Fax No	Type in fax number
Status	
Description	Type in a description (if necessary)
Status	Select whether the address data is still active or not (Active meaning that this is your current address)
Default	Select whether the data will be used as the default or not

3.3.2. Email

Email form as shown in the following image:



Email Data Form

Information:

Text Field	***Description***
Email Type	Select email type
Email	Type in email address
Description	Type in additional information (if necessary)
Status	Select whether the email address is still active or not
Default	Select whether to use this email as the default

3.3.3. Phone

Phone form as shown in the following image:

Phone Form Data

Information:

Text Field	*Description*
Phone Type	Select phone type (mobile, office or home)
Phone Number	Type in phone number
Description	Type in additional information (if necessary)
Status	Select whether the phone number is active or not
Default	Select whether to use this phone as the default

3.3.4. Instant Messaging (IM)

Instant Messaging form as shown in the following image:

Instant Messaging (IM) data form

Information:

Text Field	*Description*
IM Client	Select the type of instant messaging
Username	Type in the IM account or PIN
Default	Select whether this account will be the default or not

3.3.5. Social Media

Social Media form as shown in the following image:

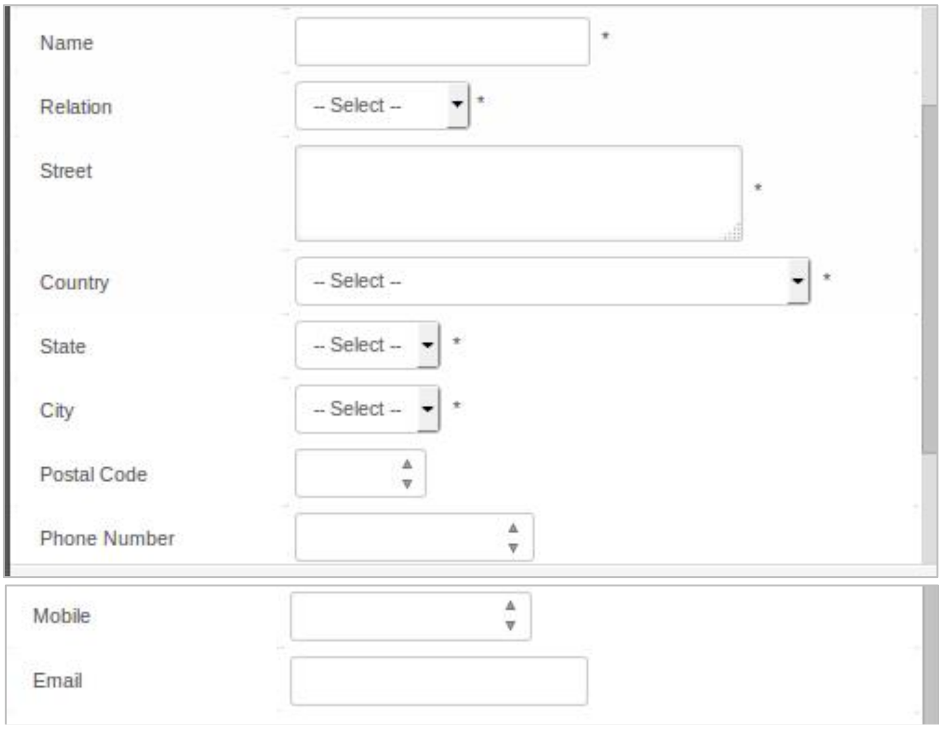
Social Media Account form data

<u>Information</u>:

Text Field	Description
Social Media	Select the type of social media account
Username	Type in social media username
Default	Select whether to set the social media account as the default or not

3.3.6. Emergency Contact

Emergency contact form as shown in the following image:



Emergency Data form

Information:

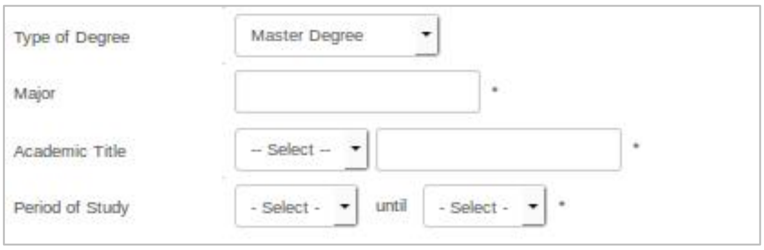
Text Field	*Description*
Name	Type in the name of a close relative or friend
Relation	Select the type of relation
Street	Type in address
Country	Select Country
State	Select state
City	Select City
Postal Code	Type in postal code
Phone Number	Type in phone number
Mobile	Type in mobile number
Email	Type in email address
Status	
Description	Type in additional information (if necessary)
Status	Select whether the data is active or not
Default	Select whether this contact will be set as default or not.

3.4. Capacity Building

The capacity building menu consist of several data categories that cover Educational Background, Language competence, Technical competence, Swisscontact Training and work experience.

3.4.1. Educational Background

Educational Background form as shown in the following image:



Educational Background Data Form

Information:

Text Field	Description
History	
Type of Degree	Select the type of degree
Major	Type in the education program or concentration/major
Academic Title	Select and/or Type in Academic title
Period of Study	Select period of study
Diploma	
Attachment	Upload Education certificate

3.4.2. Language Competence

Language competence form as shown in the following image:

Language competence form data

To add data to the table list click the 

button after entering the data, click the "save" button to save changes.

Information:

Text Field	Description
Language	Type in the language that is mastered
Type	Select type of language competence
Fluently	Select the level of competence
Documentation	
Attachment	Upload certificate of Language competence

3.4.3. Technical Competence

Technical competence form as shown in the following image:

Technical Competence form data

<u>Information</u>:

Text Field	Description
Skill	Select the skill that is mastered
Competence	Type in the specific technical competence that is mastered.
Documentation	
Attachment	Upload certificate of competence

3.4.4. Swisscontact Supported Trainings

Supported trainings form as shown in the following images:

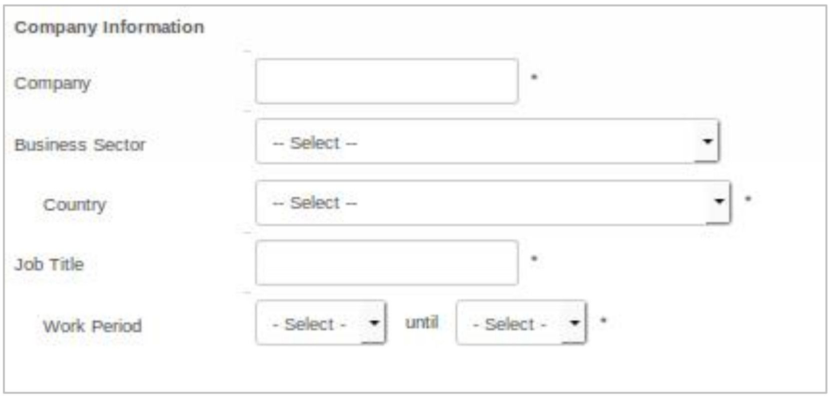
Swisscontact Supported trainings data form

Information:

Text Field	Description
Name	Type in the name of the training that was undertaken
Theme	Type in the theme of the training
Information	Type in the training information
Level	Select the level of training
Role	Type in the need to follow training
Date	Type in the date of training
Duration	Type in the duration of training
Organizer	Type in the training Organizer
Place / Building	Type in the place/ building where the training was conducted
Country	Select the Country where the training was conducted
State	Select the state where the training was conducted
City	Select the city where the training was conducted
Documentation	
Attachment	Upload training certificate

3.4.5. Work Experience

The Work Experience form as shown in the following image:



Work Experience Data Form

Information:

Text Field	*Description*
Company Information	
Company	Type in the company name
Business Sector	Select the business sector
Country	Select the country
Job Title	Type in job tittle
Work Period	Select the work period
Documentation	
Attachment	Upload reference from previous employment

3.5. Medical Information

The Medical Information menu consists of several categories that cover Medical History and Psychological tests.

3.5.1. Medical History

Medical History form as shown in the following image:

Medical History data form

Information:

Text Field	*Description*
Disease Name / Medical Action	Type in the disease name or medical treatment
Action Date	Type in the date when the disease or medical treatment occurred
Documentation	
Description	Type in a description of the medical treatment
Attachment	Upload the medical report/ doctor’s prescription.

3.5.2. Psychological Test

Psychological test form as shown in the following image:

Psychoses data form

Information:

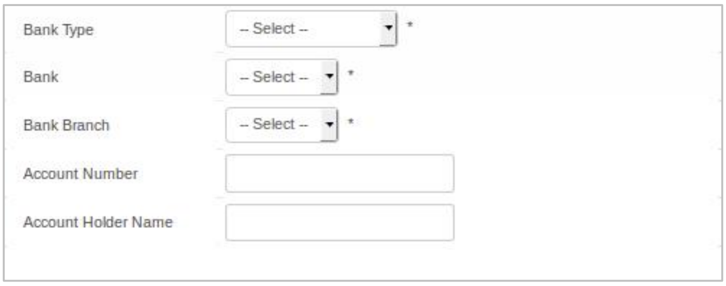
Text Field	*Description*
Test Type	Select psychoses type
Test Name	Type in employee name
Date	Type in date of the psychoses
Documentation	
Description	Type in description of the test
Attachment	Upload psychoses certificate

3.6. Personnel Data

The Personnel Data menu consists of several categories that cover Bank Account details, Tax Registration Number, Social security/ insurance, Health Insurance, Internal Insurance and others.

3.6.1. Bank Account

Bank Account form as shown in the following image:



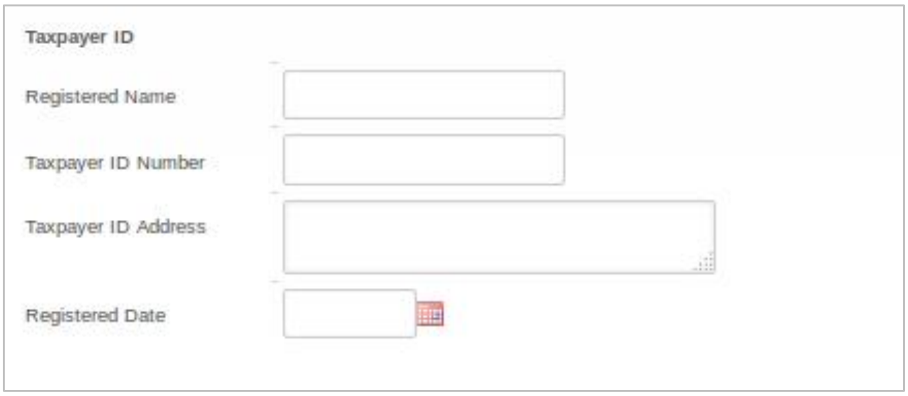
Bank account data form

Information:

Text Field	Description
Bank Type	Select bank type
Bank	Select Bank Name
Bank Branch	Select Bank branch
Account Number	Type in account number
Account Holder Name	Type in account holder name
Documentation	
Attachment	Upload bank account information

3.6.2. Taxpayer ID

Taxpayer ID form as shown in the following image:



Taxpayer ID data form

Information:

Text Field	Description
Registered Name	Type in employee name
Taxpayer ID Number	Type in tax number
Taxpayer ID Address	Type in address
Registered Date	Type in tax ID registration date
Documentation	
Attachment	Upload taxpayer ID

3.6.3. BPJS Ketenagakerjaan/ Social Security

BPJS Ketenagakerjaan/ Social Security form as shown in the following image:

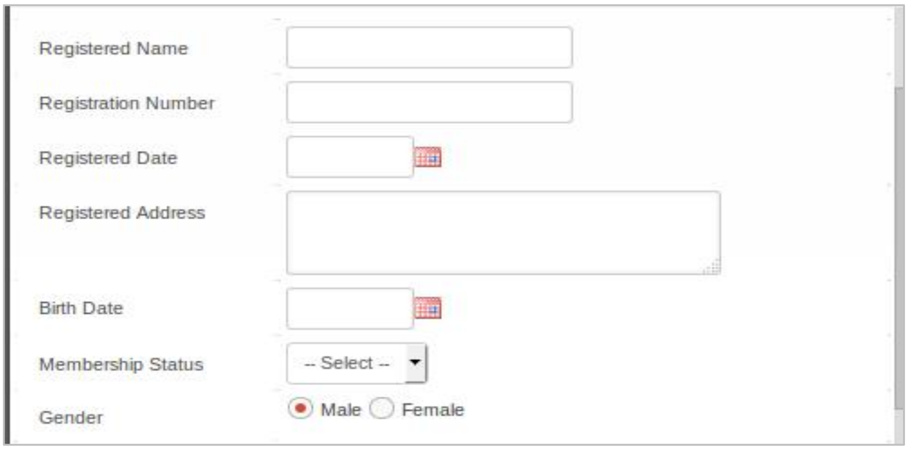
Social Security data form

<u>Information</u>:

Text Field	***Description***
Registered Name	Type in employee name
Number	Type in social security registration number
Date of Issue	Type in date of issue
Expiration Date	Type in date of expiry
Basic Salary Use	Select type of basic salary
Documentation	
Attachment	Upload social security file

3.6.4. BPJS Kesehatan

Social health insurance form as shown in the following image:



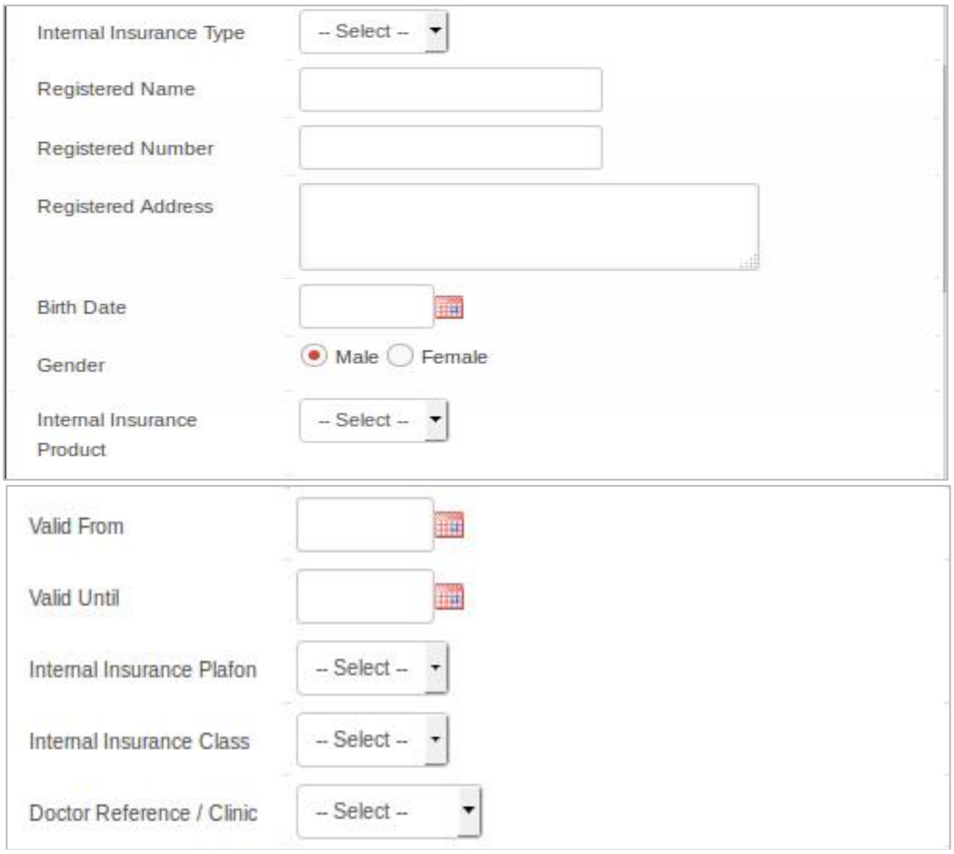
Social health insurance form

Information;

Text Field	Description
Registered Name	Type in name
Registered Number	Type in registered number
Registered Date	Type in registered date
Registered Address	Type in address
Birth Date	Type in birth date
Membership Status	Select membership status
Gender	Select gender
Documentation	
Attachment	Upload social health insurance number

3.6.5. Internal Insurance

Company Internal Insurance form as shown in the following images:



Internal Insurance data form

Information:

Text Field	Description
Internal Insurance Type	Select internal insurance type
Registered Name	Type in name
Registered Number	Type in registered number
Registered Address	Type in address

Birth Date	Type in birthdate
Gender	Select gender
Internal Insurance Product	Select the internal insurance product
Valid From	Type in valid from date
Valid Until	Type in expiration date
Internal Insurance Plafond	Select internal insurance limit
Internal Insurance Class	Select insurance class
Doctor Reference / Clinic	Select doctored reference/ clinic
Documentation	
Attachment	Upload internal insurance

3.6.6. External Insurance

External insurance form as shown in the following image:

External Insurance data form

Information:

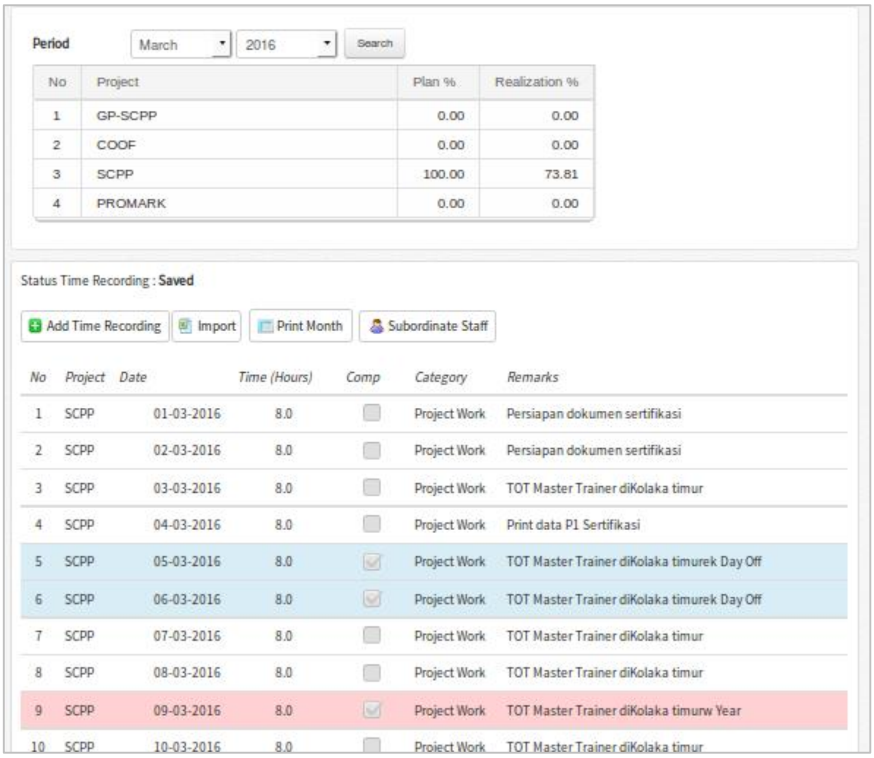
Field Form	***Description***
External Insurance Type	Select external insurance type
Registered Name	Type in employee name
Registered Number	Type in registered number
Documentation	
Attachment	Upload external insurance

4. Employee Administration

The Employee Administration menu is for processing or inputting transaction data which can be done by every employee through this HR Portal Application.

4.1. Time Recording

The Time Recording page is for managing time recording data/ attendance of staff in relation to their project data, category, compensation and leave. This page can be used to supervise subordinates (if applicable). Through this menu, it is possible to manage attendance data, import time recording data from an excel sheet, print a monthly time sheet and fill in the percent effort done by the employee corresponding to their project/s. As shown in the following image:



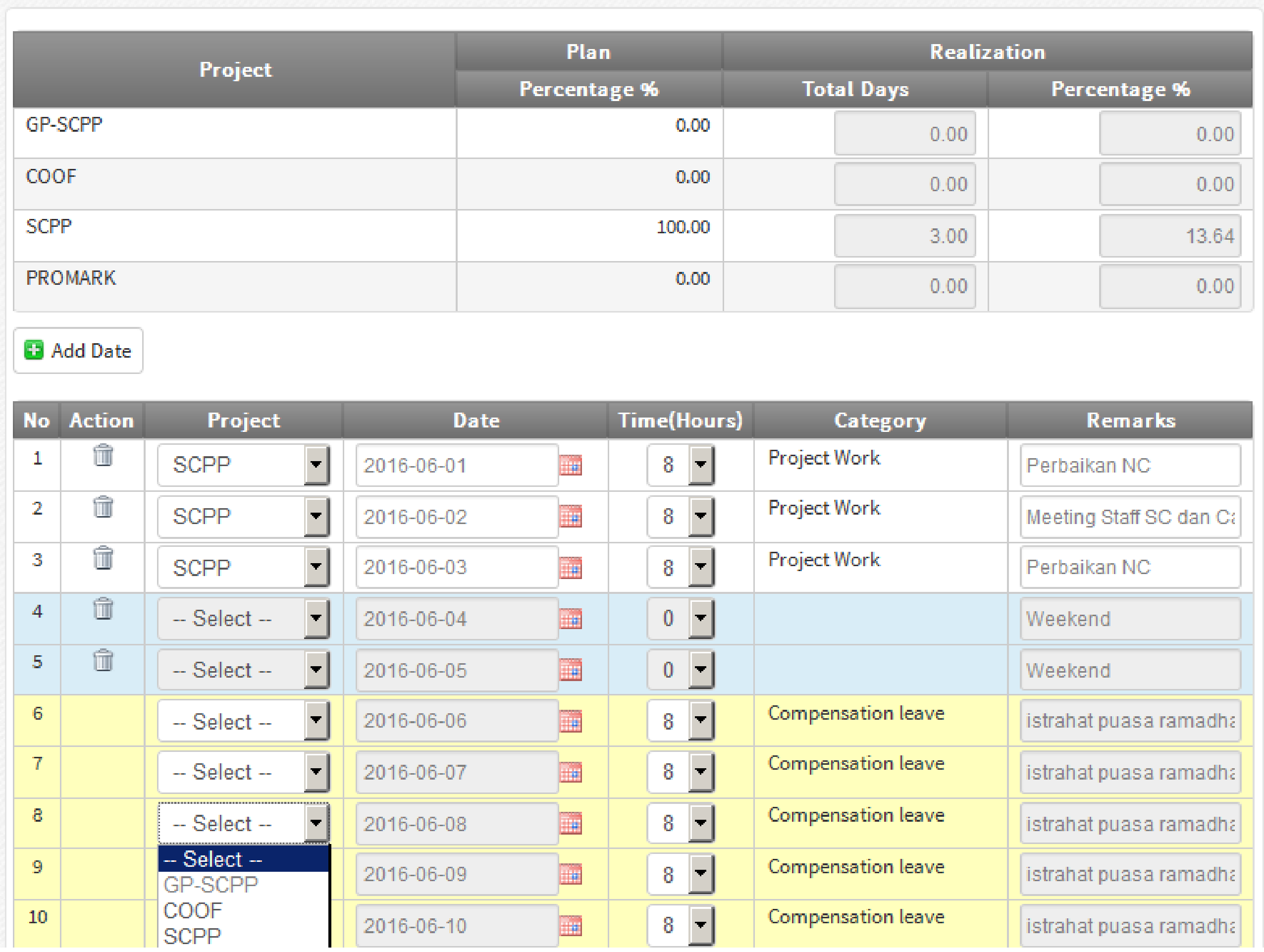
Time Recording List

To enter the time recording page click the 

icon.

4.1.1. Add Time Recording

In the Add Time Recording section, users can input various time recording data on the one page as can be seen in the following image:



Project	Plan	Realization	
	Percentage %	Total Days	Percentage %
GP-SCPP	0.00	0.00	0.00
COOF	0.00	0.00	0.00
SCPP	100.00	3.00	13.64
PROMARK	0.00	0.00	0.00

Add Date

No	Action	Project	Date	Time(Hours)	Category	Remarks
1		SCPP	2016-06-01	8	Project Work	Perbaikan NC
2		SCPP	2016-06-02	8	Project Work	Meeting Staff SC dan Ca
3		SCPP	2016-06-03	8	Project Work	Perbaikan NC
4		-- Select --	2016-06-04	0		Weekend
5		-- Select --	2016-06-05	0		Weekend
6		-- Select --	2016-06-06	8	Compensation leave	istrahat puasa ramadha
7		-- Select --	2016-06-07	8	Compensation leave	istrahat puasa ramadha
8		-- Select --	2016-06-08	8	Compensation leave	istrahat puasa ramadha
9		-- Select -- GP-SCPP	2016-06-09	8	Compensation leave	istrahat puasa ramadha
10		COOF SCPP	2016-06-10	8	Compensation leave	istrahat puasa ramadha

Add Time Recording Form

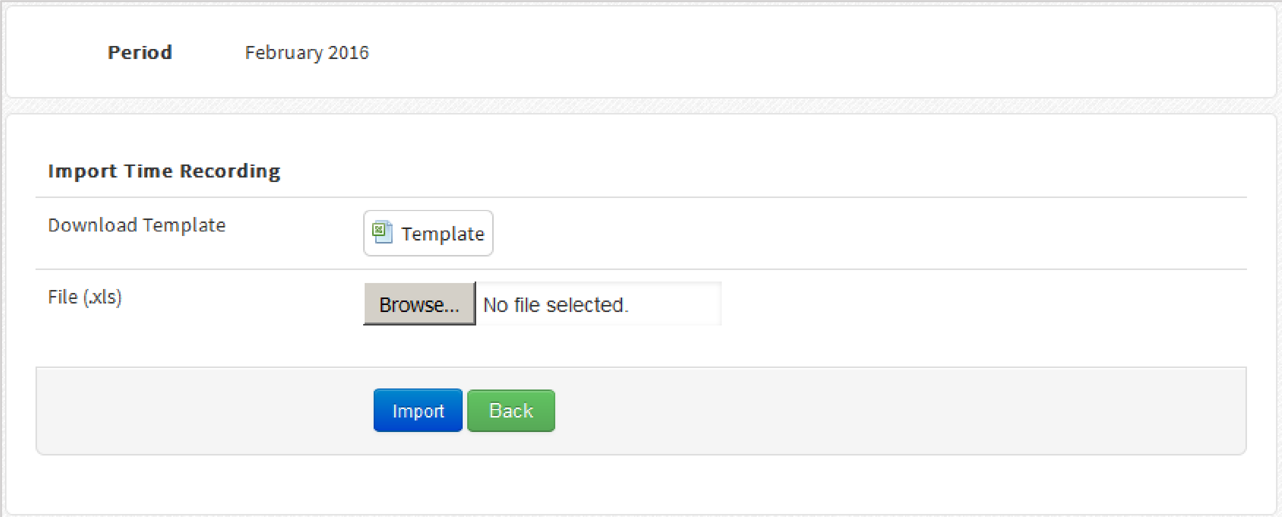
<u>Information</u>:

Field Form	*Description*
Project	Choose project that has been setup in previous page.
Date	Type in date by clicking **(calendar)** icon.
Time	Choose working hours
Category	Automatically filled with project work, leave, compensation
Remarks	Type in activities done during working time

If there are two different projects on the one date, to add an additional date row click the Add Date button.

4.1.2. Time Recording Import

The second option to input time recording data is by importing from an excel file that is prepared by clicking the Import button then the next page will appear as follows:



Import File Form

First step is to download the template by clicking the Template button, since the system will only process data according to the template.

Template Import Time Recording

Staff :	Sinta Olivia Ruch			Time ID	75
				[period_date]	01-07-2016
No	**Tanggal**	**Project**	**Time**	**Category**	**Remark**
1	01-07-2016	GP-SCPP	8	Project Work	Personal data input to HRIS
2	02-07-2016				Weekend
3	03-07-2016				Weekend
4	04-07-2016	SCPP	8	Public Leave	Cuti Bersama Idul Fitri 1437 H
5	05-07-2016	SCPP	8	Public Leave	Cuti Bersama Idul Fitri 1437 H
6	06-07-2016	SCPP	8	Public Holiday	Idul Fitri 1437 H
7	07-07-2016	SCPP	8	Public Holiday	Idul Fitri 1437 H
8	08-07-2016	SCPP	8	Public Leave	Cuti Bersama Idul Fitri 1437 H
9	09-07-2016				Weekend
10	10-07-2016				Weekend
11	11-07-2016	SCPP	8	Annual Leave	Annual Leave
12	12-07-2016	SCPP	8	Annual Leave	Annual Leave
13	13-07-2016	GP-SCPP	8	Project Work	HR data input, HRIS help desk, HR monthly report
14	14-07-2016	GP-SCPP	8	Project Work	HR data input, HRIS help desk
15	15-07-2016	GP-SCPP	8	Project Work	HR data input, HRIS help desk
16	16-07-2016				Weekend
17	17-07-2016				Weekend
18	18-07-2016	GP-SCPP	8	Project Work	HR data input, HRIS help desk
19	19-07-2016	GP-SCPP	8	Project Work	HR data input, HRIS help desk
20	20-07-2016	GP-SCPP	8	Project Work	HRIS data input, HRIS help deks, offering letter draft
21	21-07-2016	SCPP	8	Project Work	HRIS Portal manual translation with Meg, HRIS help desk
22	22-07-2016	GP-SCPP	8	Project Work	HRIS Portal manual translation with Meg, HRIS help desk
23	23-07-2016				Weekend
24	24-07-2016				Weekend
25	25-07-2016	GP-SCPP	8	Project Work	HRIS Portal manual translation with Meg, HRIS help desk

Time Recording import template in excel file

If all data has been input to the excel form, reselect the file with icon Browse... No file selected. and then click the Import icon. Through the time recording menu, could print monthly time recording by click Import

4.1.3. Print Monthly Time Recording

Export Detail Report | Export Summary Report

No	Project	Date	Task	Hours	Days	Remarks
1	SCPP	01-03-2016	Project Work	8.00	1.00	Persiapan dokumen sertifikasi
2	SCPP	02-03-2016	Project Work	8.00	1.00	Persiapan dokumen sertifikasi
3	SCPP	03-03-2016	Project Work	8.00	1.00	TOT Master Trainer diKolaka timur
4	SCPP	04-03-2016	Project Work	8.00	1.00	Print data P1 Sertifikasi
5	SCPP	05-03-2016	Project Work	8.00	1.00	TOT Master Trainer diKolaka timurek Day Off
6	SCPP	06-03-2016	Project Work	8.00	1.00	TOT Master Trainer diKolaka timurek Day Off
7	SCPP	07-03-2016	Project Work	8.00	1.00	TOT Master Trainer diKolaka timur
8	SCPP	08-03-2016	Project Work	8.00	1.00	TOT Master Trainer diKolaka timur
9	SCPP	09-03-2016	Project Work	8.00	1.00	TOT Master Trainer diKolaka timurw Year
10	SCPP	10-03-2016	Project Work	8.00	1.00	TOT Master Trainer diKolaka timur
11	SCPP	11-03-2016	Project Work	8.00	1.00	Pelatihan tracebility Di Unaha
12	SCPP	12-03-2016	Project Work	8.00	1.00	Pelatihan Tracebility dan meeting ALL staff di kolakaek Day Off
13	SCPP	13-03-2016	Project Work	4.00	0.50	Perjalanan kemakasar Day Off
14	SCPP	14-03-2016	Project Work	8.00	1.00	Pelatihan UTZ di Makasar
15	SCPP	15-03-2016	Project Work	8.00	1.00	Pelatihan UTZ di Makasar
16	SCPP	16-03-2016	Project Work	8.00	1.00	perjalanan kekolaka,office
Total SCPP				124.00	15.50	

Total Hours	124.00
Total Days	15.50

Time Recording print preview appearance

To print in a **.pdf** format could be done by clicking both icons Export Detail Report | Export Summary Report

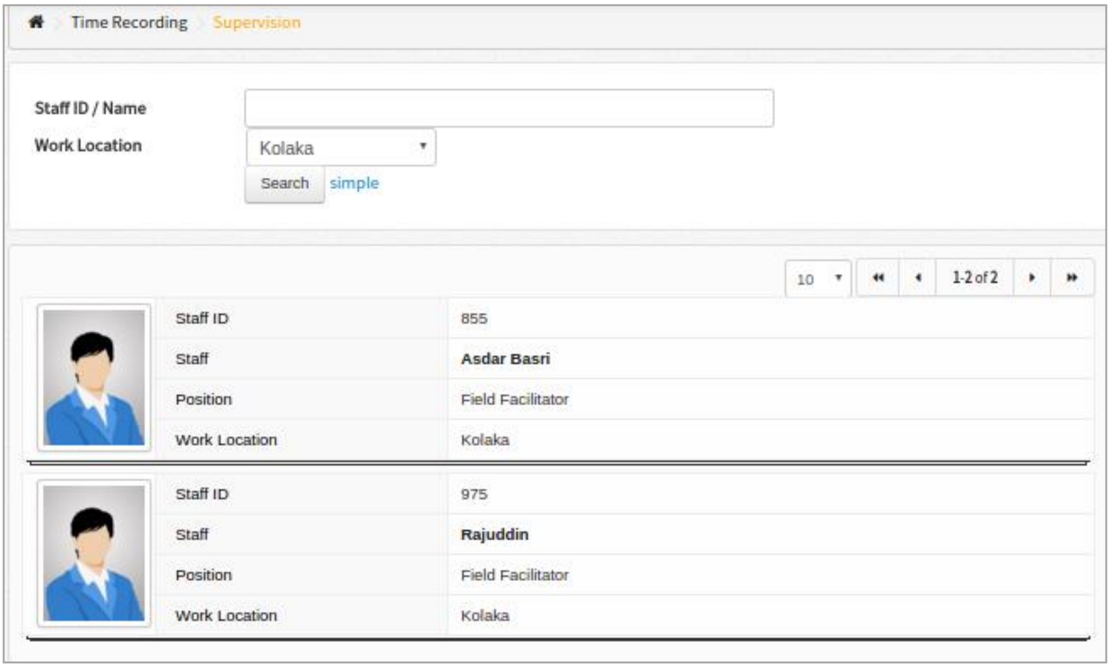
Important:

1. HR must setup Project percentage through the Backend before time recordings can be input. Without setting up the project percentage, time recording cannot be input.
2. There are two ways to impute time recordings, through time recording bulk and through import excel file.

4.1.4. Time Recording Supervision

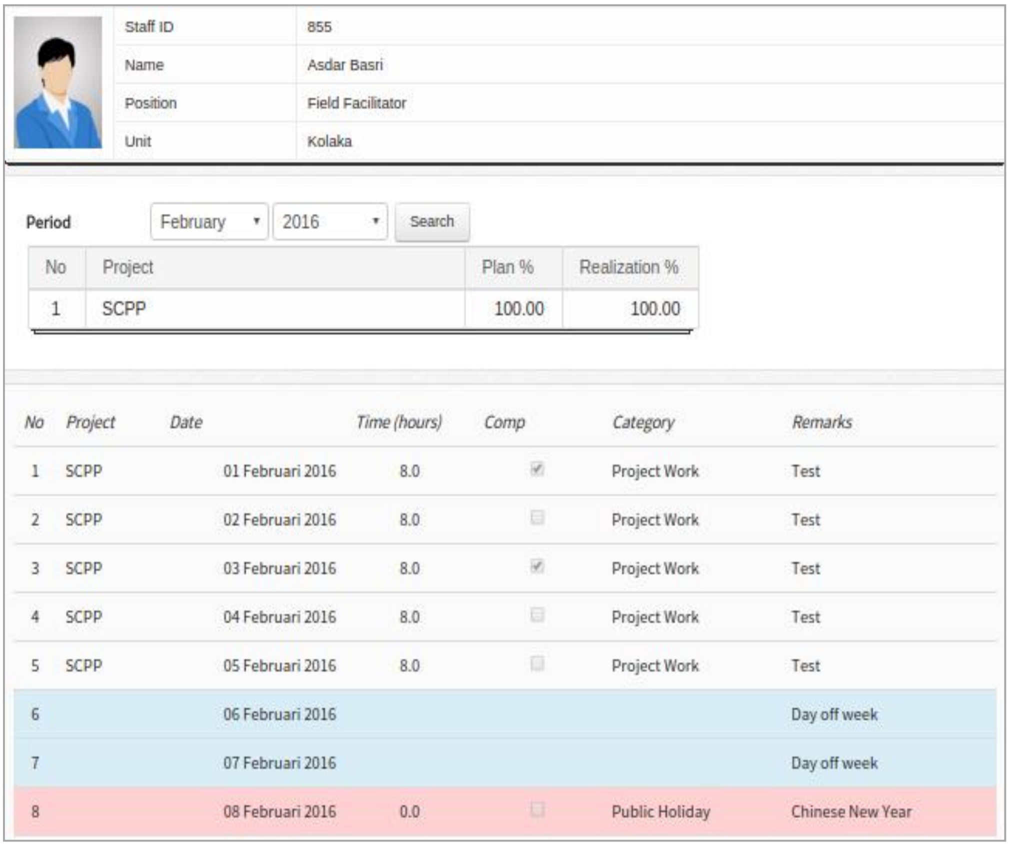
The Time Recording Supervision section is for supervising the subordinate from this user. Click the 

button to enter to Time Recording Supervision page.



Subordinate Staff Time Recording Data Display

Click Staff name or picture below it to review time recording.

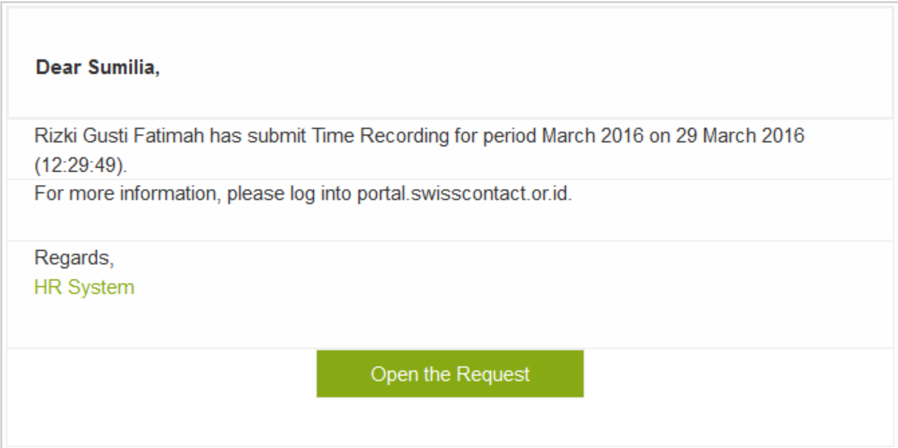


Time Recording Online approval form for the Line Manager

Select a supervision status such as "Hold" or "Approve". Hold means the time recording submitted by staff is not yet submitted to HR. Select Hold if there is still incorrect inputs. Select Approve if the submitted time recording is correct and ready to be forwarded to HR. Click "save" to process your status.

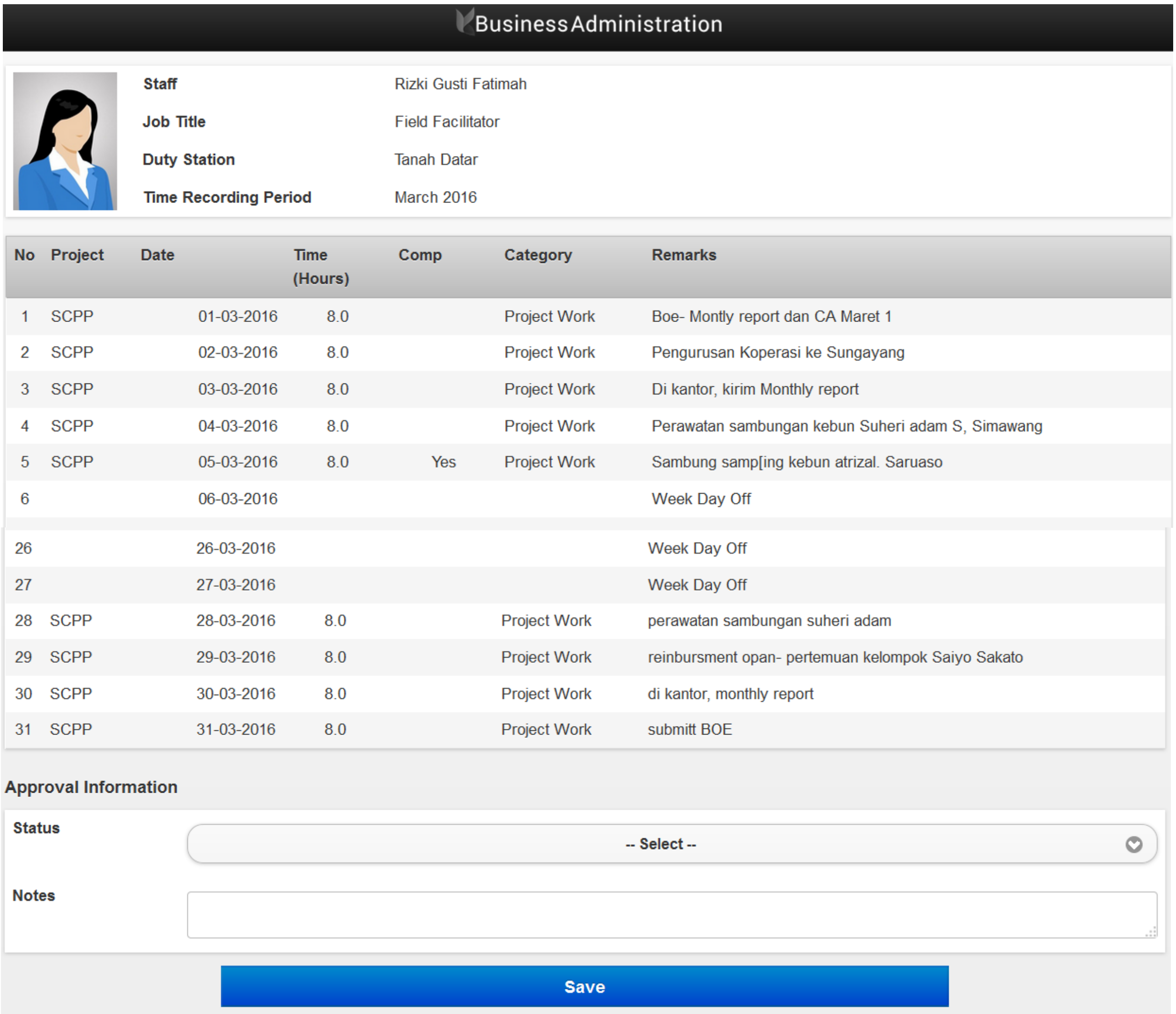
4.1.5. Time Recording Approval

After the user submits a time recording, their Line Manager will receive a notification through email that contains the approval link.



Time recording approval notification for Line Manager

Click the “Open the Request” link to see time recording detail from the subordinate.



Business Administration

Staff	Rizki Gusti Fatimah
Job Title	Field Facilitator
Duty Station	Tanah Datar
Time Recording Period	March 2016

No	Project	Date	Time (Hours)	Comp	Category	Remarks
1	SCPP	01-03-2016	8.0		Project Work	Boe- Montly report dan CA Maret 1
2	SCPP	02-03-2016	8.0		Project Work	Pengurusan Koperasi ke Sungayang
3	SCPP	03-03-2016	8.0		Project Work	Di kantor, kirim Monthly report
4	SCPP	04-03-2016	8.0		Project Work	Perawatan sambungan kebun Suheri adam S, Simawang
5	SCPP	05-03-2016	8.0	Yes	Project Work	Sambung samp[ing kebun atrizal. Saruaso
6		06-03-2016				Week Day Off
26		26-03-2016				Week Day Off
27		27-03-2016				Week Day Off
28	SCPP	28-03-2016	8.0		Project Work	perawatan sambungan suheri adam
29	SCPP	29-03-2016	8.0		Project Work	reinbursment opan- pertemuan kelompok Saiyo Sakato
30	SCPP	30-03-2016	8.0		Project Work	di kantor, monthly report
31	SCPP	31-03-2016	8.0		Project Work	submitt BOE

Approval Information

Status -- Select --

Notes

Save

Online Time Recording Approval for Line Manager via Email

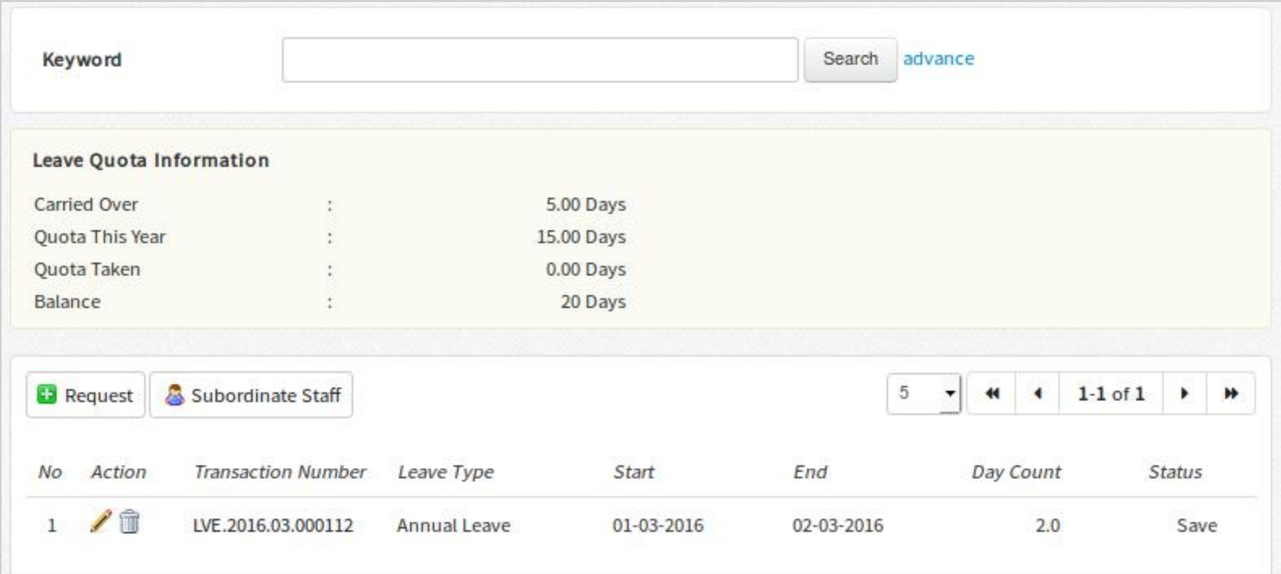
Later, line manager will be asked to input the supervision status. Below is the explanation:

- The “Hold” status means that their subordinate’s time recording is not yet submitted to HR, if there is still incorrect input. Selecting “Hold” will send back the time recoding to the subordinate to be corrected and then submitted again.
- The “Approve” status is selected when time recording form from the subordinate is considered correct and will be send to HR. Additional information can also be added in the notes text box.

Click “save” to process your status.

4.2. Leave Request

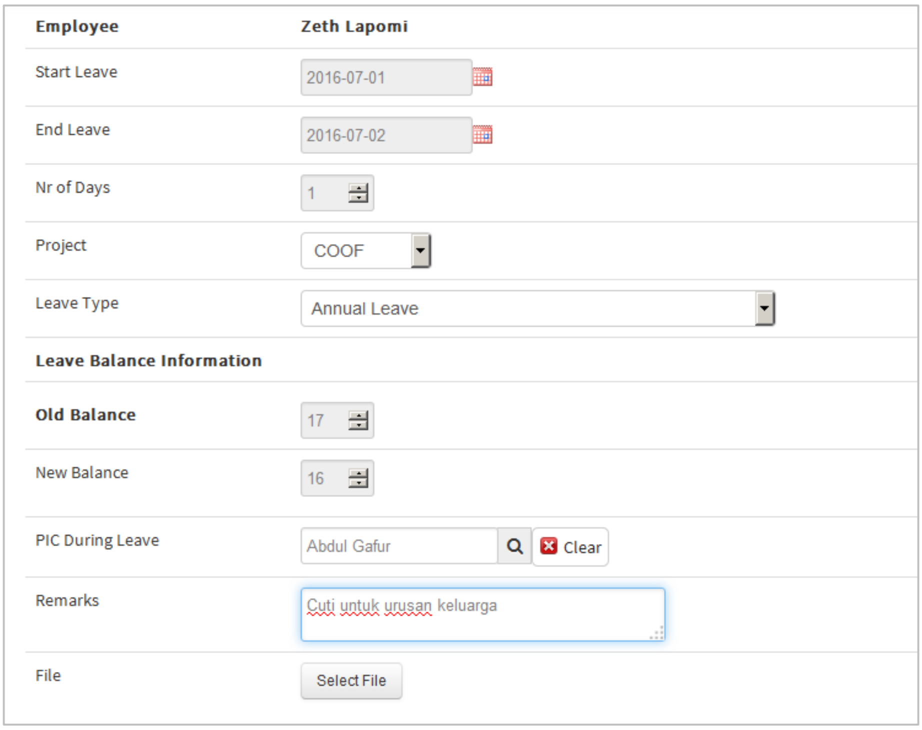
The Leave Request page is for managing leave data such as annual leave, Unpaid Leave, Mourning Leave, etc. As seen in the following image:



Leave List Display

4.2.1. Leave Request

Click Request to request Leave.



Leave Submission Form

Information:

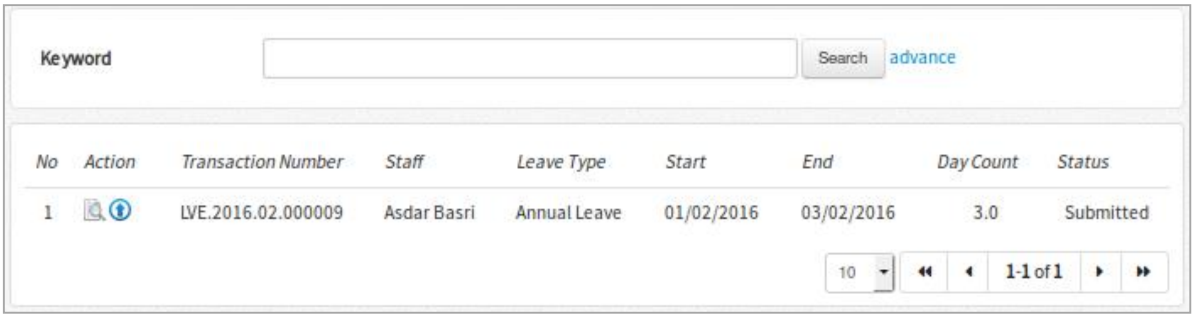
Text Field	*Description*
Start leave	Fill in the start date of leave, done by pressing the icon **(Calendar)**. Then select the date, month and year.
End leave	Fill in the end date of leave, done by pressing the icon **(Calendar)**. Then select the date, month and year.
Number of days	Total number of days from the start date until the end date will be automatically calculated.
PIC during leave	Select the person in charge during employee's leave
Remarks	Type in any additional information
Leave type	Select leave type
Old balance	Remaining leave will be calculated automatically
New balance	Remaining leave will be calculated automatically after the form is submitted
Project	Select relevant project
File	Upload additional documents for sick leave

Click the Save as Draft button to save the input as a draft, meaning that the form has not been submitted and an email has not been sent to the approver.

Click the Submit button to submit the form, meaning that a notification email has been sent to the approver / Line manager.

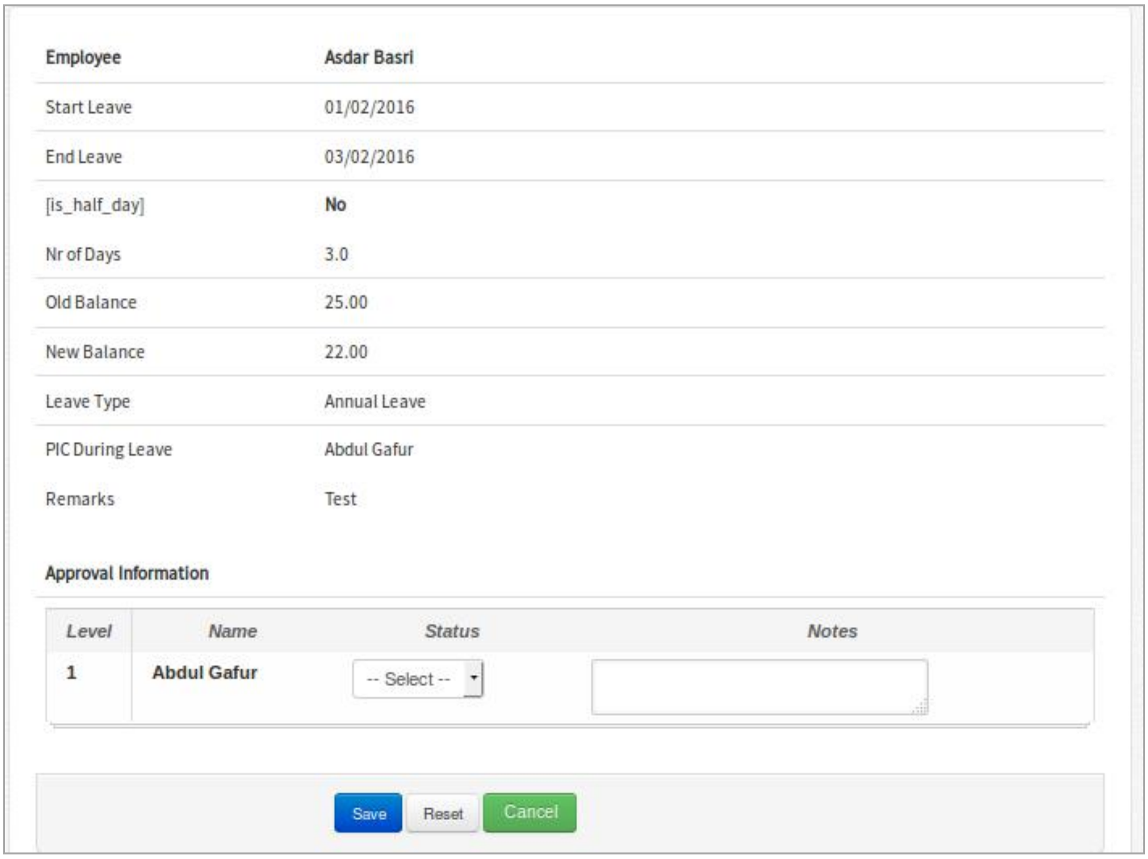
4.2.2. Leave Request Supervision

Click the Subordinate Staff button to review Leave Requests from subordinates.



Leave Data List from Subordinate Display

Click the button to see the subordinates' leave request details and click the button to follow up on this request.



Leave Approval Form for the Line Manager

Select the "Approve" or "Reject" status in the status column to follow up on this request and type in additional information in the note text area if there is any.

4.2.3. Leave Approval

Dear Rahmayanti,

Yuli Anggraini has requested Annual Leave on 29 March 2016 (15:44:49). Please find the details below:

Parameter	Content
Ref No.	LVE.2016.03.000112
Date	29 March 2016 (15:44:49)
Staff	Yuli Anggraini
Start Leave	01 April 2016
End Leave	01 April 2016
Number of Days	0.5
Leave Type	Annual Leave
Remarks	añnual leave

For more information, please log into portal.swisscontact.or.id.

Regards,
HR System

Open the Request

Online Leave Approval email for the Line Manager

Click the 'Open the Request' link to see the leave request details as seen in the following image:

Business Administration

Annual Leave Request

Employee	Yuli Anggraini
Start Leave	01/04/2016
End Leave	01/04/2016
is Half Day ?	**Yes**
Nr of Days	0.5
Old Balance	13.00
New Balance	12.50
Leave Type	Annual Leave
PIC During Leave	Robby Cahyadi
Remarks	añnual leave

Approval Information

Level	1
Name	Rahmayanti
Status	Approved
Notes	

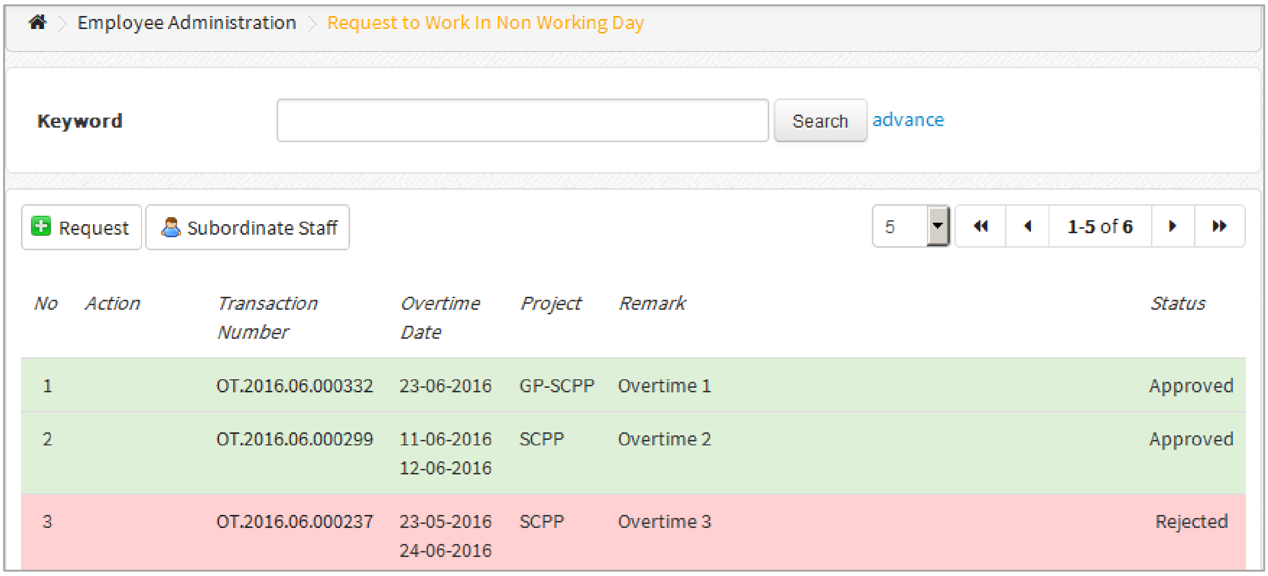
Save

Online Leave Approval form For the Line Manager via Email

Afterwards, the line manager will be asked to input the supervision status. Below is the explanation:
-The 'Approve' status means that the staff member's leave has been approved, their vacation time will automatically be deducted, and a notification email will be sent to the regional HR department
- The 'Rejected' status means that the request was rejected and a notification email will be sent to the staff who requested leave along with further information in the input notes.
Click "Save" to process your status.

4.3. Work in Non-Working Day

The Work in non-working day submission page is to manage employee overtime data. Submitting overtime for the purpose of getting a future day off can be arranged within 90 days after the submission. There is a subordinate staff page that will explain the review and approval function for overtime submissions by staff as seen in the following image:



No	Action	Transaction Number	Overtime Date	Project	Remark	Status
1		OT.2016.06.000332	23-06-2016	GP-SCPP	Overtime 1	Approved
2		OT.2016.06.000299	11-06-2016 12-06-2016	SCPP	Overtime 2	Approved
3		OT.2016.06.000237	23-05-2016 24-06-2016	SCPP	Overtime 3	Rejected

Staff Overtime Data list display

Click the 

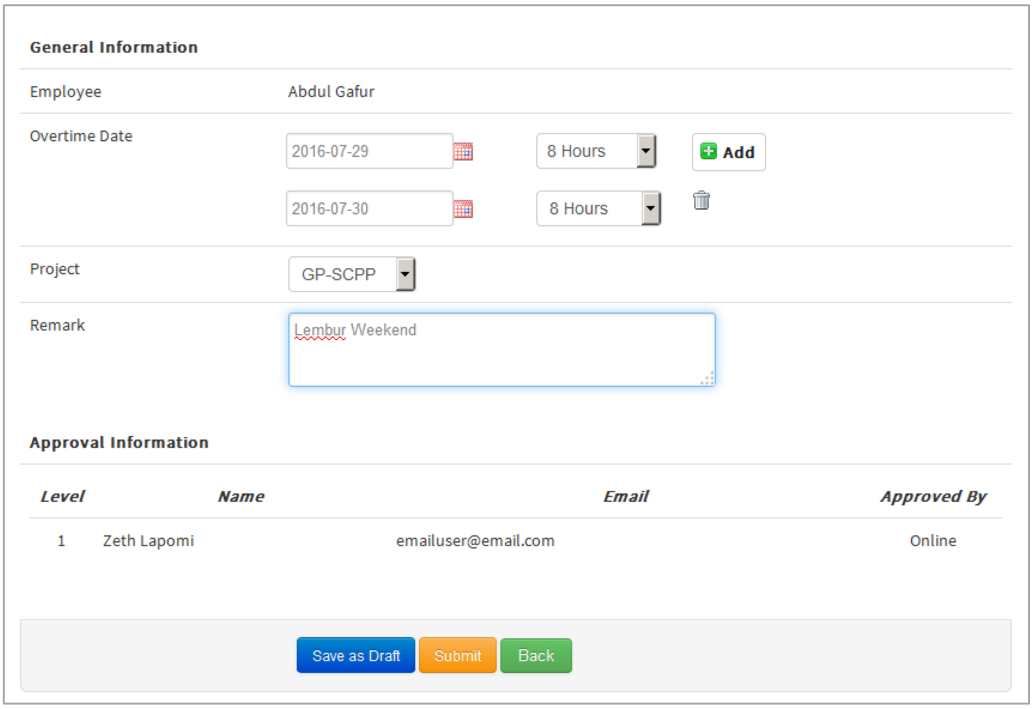
button to submit and overtime request, and click the 

button to review overtime requests from subordinates.

4.3.1. Request to Work in Non-Working Day

4.3.1. Request to Work in Non-Working Day

Overtime submissions for multiple dates can be done at the same time. Several overtime dates and hours can be submitted on the one request. However, be aware that the system will validate the request automatically before it is submitted. With one submission, dates that were already input can be rejected on the same day if exceeding 8 working hours. The overtime form can be seen below:



Compensation Day Submission Form

Information:

Text Field	*Description*
Employee/ staff	Staff who is requesting leave
Overtime date	Fill in the dates that are being submitted, you must select the hours worked on overtime dates. Done by pressing the **(Calendar)** icon. Then select the date, month and year.
Project	Select relevant project
Remark	Further information/ description of overtime

Click the 

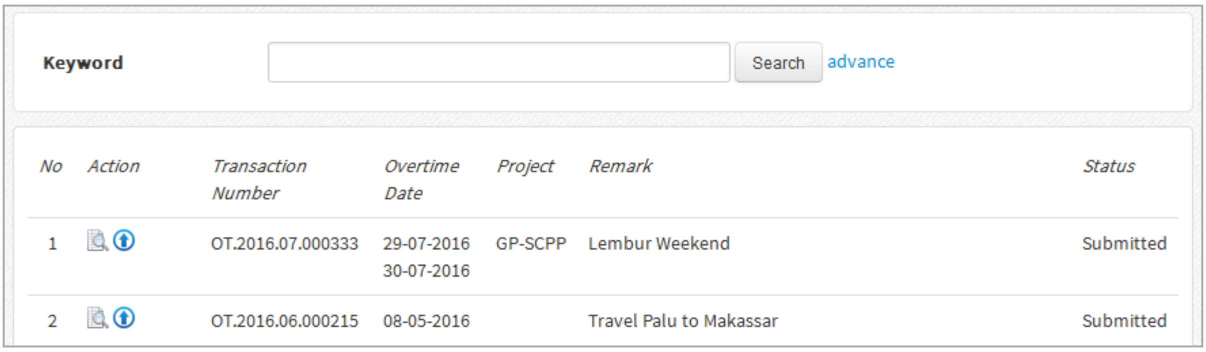
button to save the input as a draft, meaning that the form has not been submitted and an email has not been sent to the approver.

Click the 

button to submit the form, meaning that a notification email has been sent to the approver / Line manager.

4.3.2. Work in Non-Working Day Supervision

This page is to review overtime requests from the subordinate staff of this user.

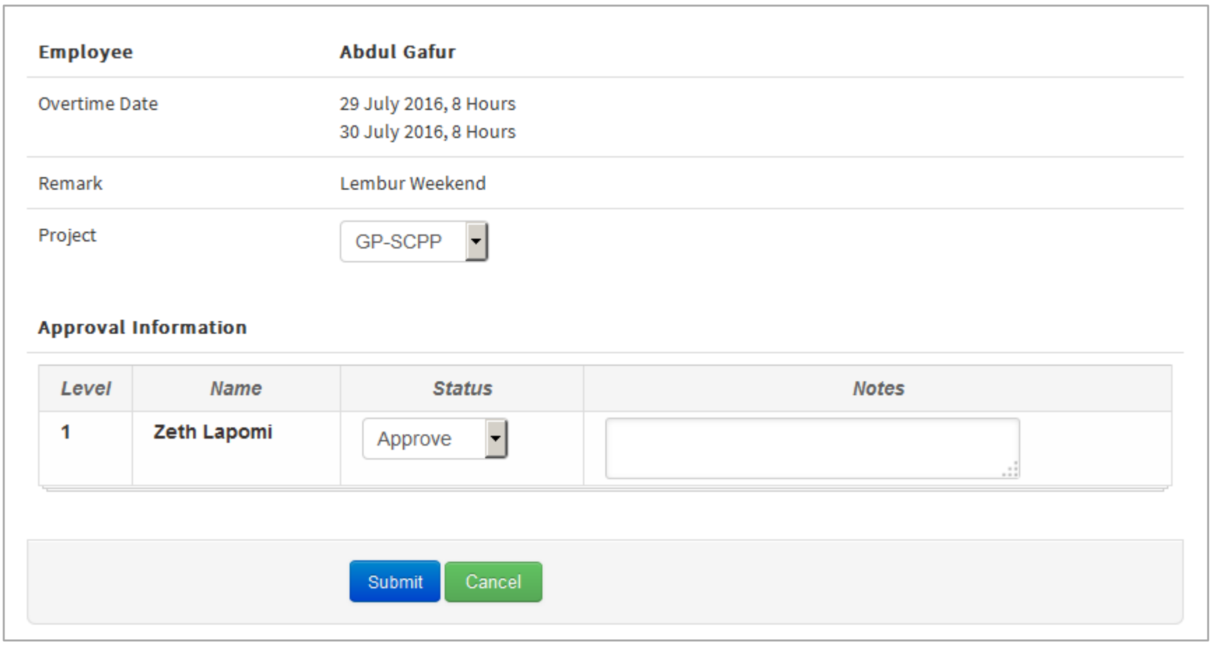


Keyword [ ] Search advance

No	Action	Transaction Number	Overtime Date	Project	Remark	Status
1		OT.2016.07.000333	29-07-2016 30-07-2016	GP-SCPP	Lembur Weekend	Submitted
2		OT.2016.06.000215	08-05-2016		Travel Palu to Makassar	Submitted

Subordinates Overtime List Display

Click the button to see the subordinates' overtime request details and click the button to follow up on this request.



Employee	**Abdul Gafur**
Overtime Date	29 July 2016, 8 Hours 30 July 2016, 8 Hours
Remark	Lembur Weekend
Project	GP-SCPP

Approval Information

Level	Name	Status	Notes
1	Zeth Lapomi	Approve	

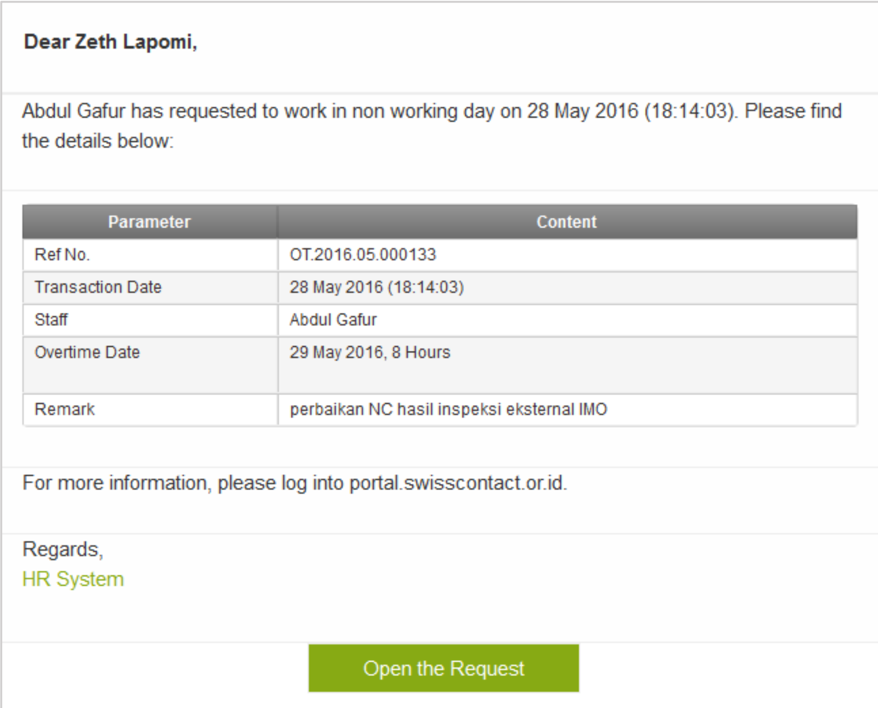
Submit Cancel

Online Overtime approval Form for the Line Manager

Overtime requests can be approved through online approval which is sent via email.

4.3.3. Work in Non-Working Day Approval

When staff request overtime, by pressing the submit button an email will be sent to the manager with the details entered by the subordinate staff member. The line manager will later receive an email with the approval link at the bottom. As seen below:



Dear Zeth Lapomi,

Abdul Gafur has requested to work in non working day on 28 May 2016 (18:14:03). Please find the details below:

Parameter	Content
Ref No.	OT.2016.05.000133
Transaction Date	28 May 2016 (18:14:03)
Staff	Abdul Gafur
Overtime Date	29 May 2016, 8 Hours
Remark	perbaikan NC hasil inspeksi eksternal IMO

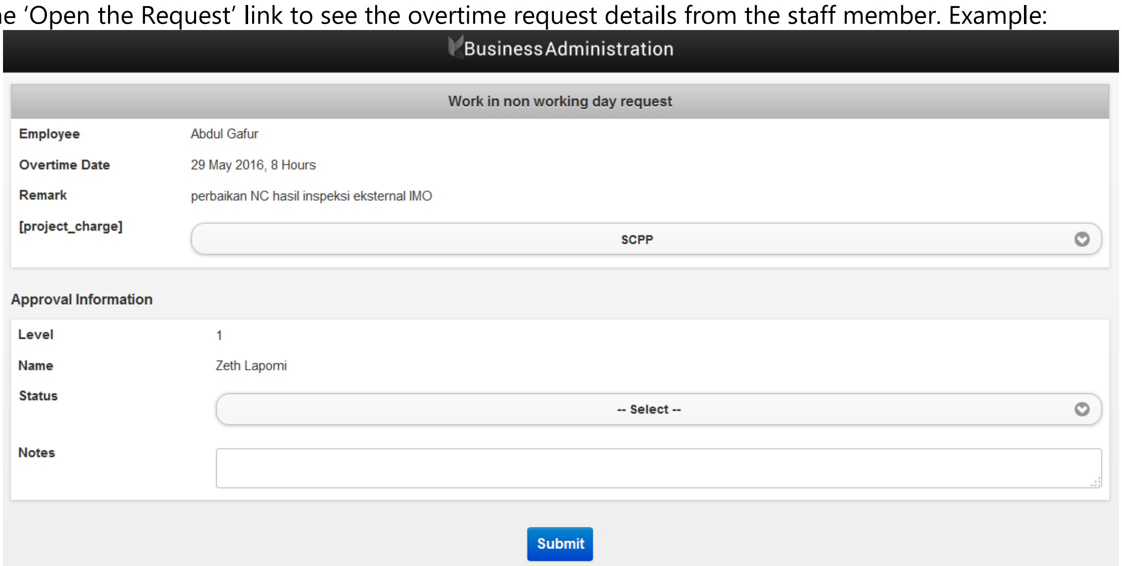
For more information, please log into portal.swisscontact.or.id.

Regards,
HR System

Open the Request

Email Online Overtime Approval Form for the Line Manager

Click the 'Open the Request' link to see the overtime request details from the staff member. Example:



BusinessAdministration

Work in non working day request

Employee	Abdul Gafur
Overtime Date	29 May 2016, 8 Hours
Remark	perbaikan NC hasil inspeksi eksternal IMO
[project_charge]	SCPP

Approval Information

Level	1
Name	Zeth Lapomi
Status	-- Select --
Notes	

Submit

Online Overtime Approval Form for the Line Manager via Email

As seen from the form above, the line manager will be asked to input the supervision status. Below is the explanation:
-The 'Approve' status means that the staff member's overtime has been approved, their compensation leave will automatically be added
- The 'Rejected' status means that the request was rejected and a notification email will be sent to the staff who requested overtime along with further information in the input notes.
Click "Save" to process your status.

4.4. Compensation Day

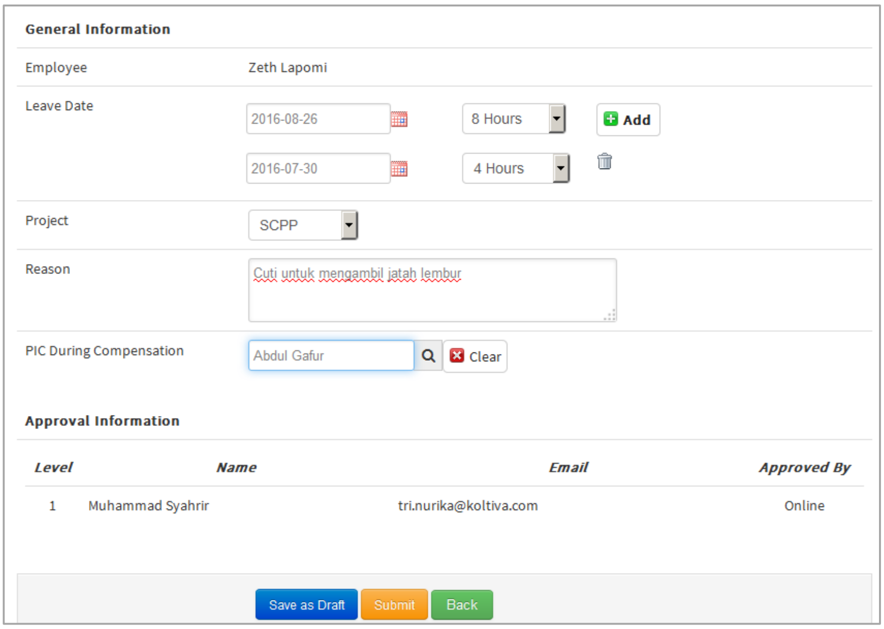
The compensation day page is for managing employee compensation leave data. Compensation leave means submitting overtime for the purpose of getting a future day off within 90 days after submission. On the main page there is information about the monthly balance, so that the staff member who submit the request can know the latest monthly balance and upcoming vacation days. The Leave Balance Information will automatically calculate every month. There is a subordinate staff page that will explain the review and approval function for compensation day submissions by subordinate staff. As seen in the following image:

Compensation Day Data List Display

Click Request to request compensation day/s, and click Subordinate Staff supervise requests from subordinates.

4.4.1. Request to Use Compensation Day

Compensation day submissions for multiple dates can be done at the same time. Several compensation day dates can be submitted on the one request. However, be aware that the system will validate the request automatically before it is submitted. Within one submission, compensation dates that are already expired can be rejected. The compensation day submission form can be seen below:



Compensation day form

Information:

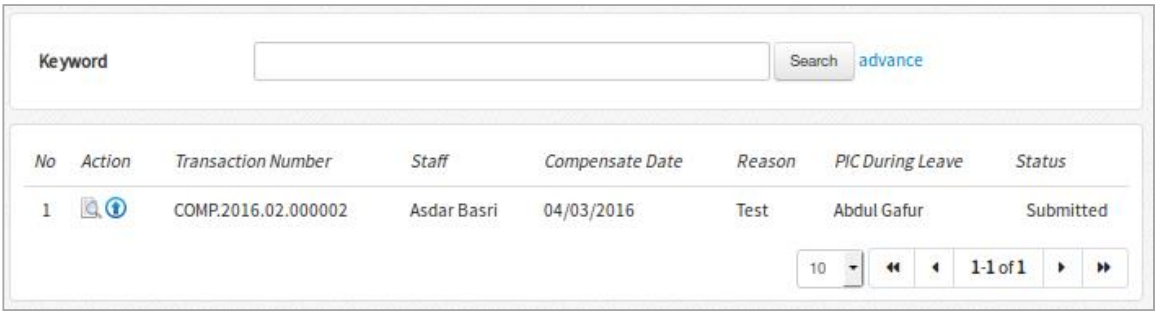
Text Field	*Description*
Employee/staff	Select staff member
Leave date	Select the compensation leave dates, selecting the date will automatically show the compensations dates for the next 90 days. Done by pressing the icon **(Calendar)**. Then select the date, month and year.
Reason	Type in the reason for leave
PIC during leave	Type in the person in charge during employee's leave

Click the Save as Draft button to save the input as a draft, meaning that the form has not been submitted and an email has not been sent to the approver.

Click the Save & Submit button to submit the form, meaning that a notification email has been sent to the approver.

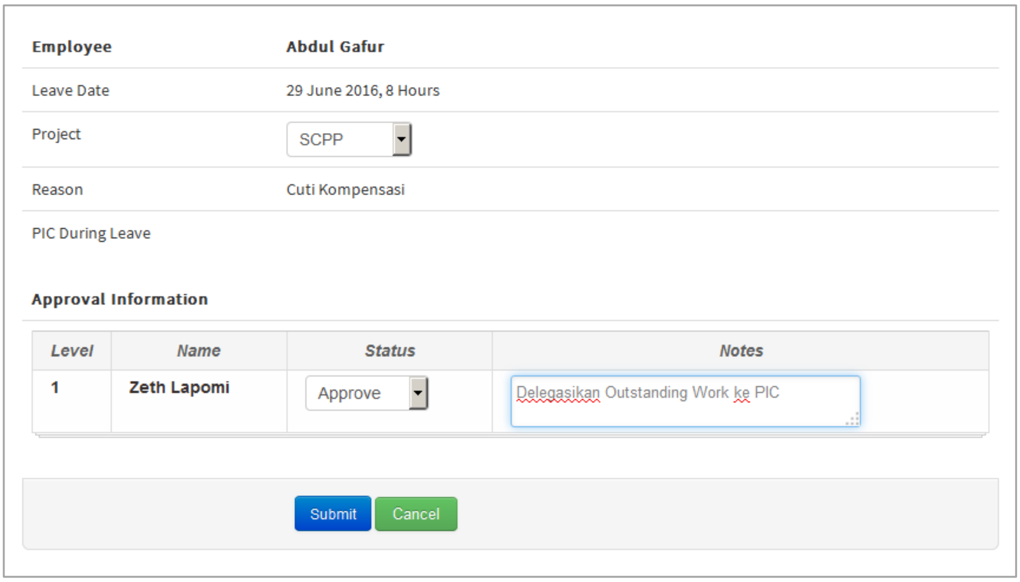
4.4.2. Compensation Day Supervision

This page is to review compensation leave requests from the subordinate staff of this user.



Subordinates Compensation Day List Display

Click to view the compensation day request details and click to follow up on this request.



Online Compensation Day Approval Form for the Line Manager

Compensation leave requests can be approved through online approval which is sent via email.

4.4.3. Compensation Day Approval

When staff request compensation day/s, by pressing the submit button an email will be sent to the manager with the details entered by the subordinate staff member. The line manager will later receive an email with the approval link at the bottom. As seen below:

Dear Dame Christina Siahaan,

This Staff, Muhammad Gifari has requested Compensation Leave at 21 Maret 2016, 10:06:50. Please find below the details.

Parameter	Content
Ref No.	COMP.2016.03.000026
Transaction Date	21 Maret 2016, 10:06:50
Staff	Muhammad Gifari
Leave Date	1). 31-Mar-2016 2). 01-Apr-2016 3). 04-Apr-2016 4). 05-Apr-2016
Reason	Vacation
Outstanding Works	-
PIC During Leave	T. Ferdial

For more detailed information, please log into portal.swisscontact.or.id.

Regards,
HR System

Open His/Her Request

Online Compensation Day Approval Email for the Line Manager

Click the "Open the Request" link to view the compensation day request details. Example:

Business Administration

Compensation Leave Request

Employee	Muhammad Gifari
Leave Date	1). 31-03-2016 2). 01-04-2016 3). 04-04-2016 4). 05-04-2016
Reason	Vacation
Outstanding Works	-
PIC During Leave	T. Ferdial

Approval Information

Level	1
Name	Dame Christina Siahaan
Status	Approved
Notes	

Save

Online Compensation Day Approval Form for the Line Manager via email

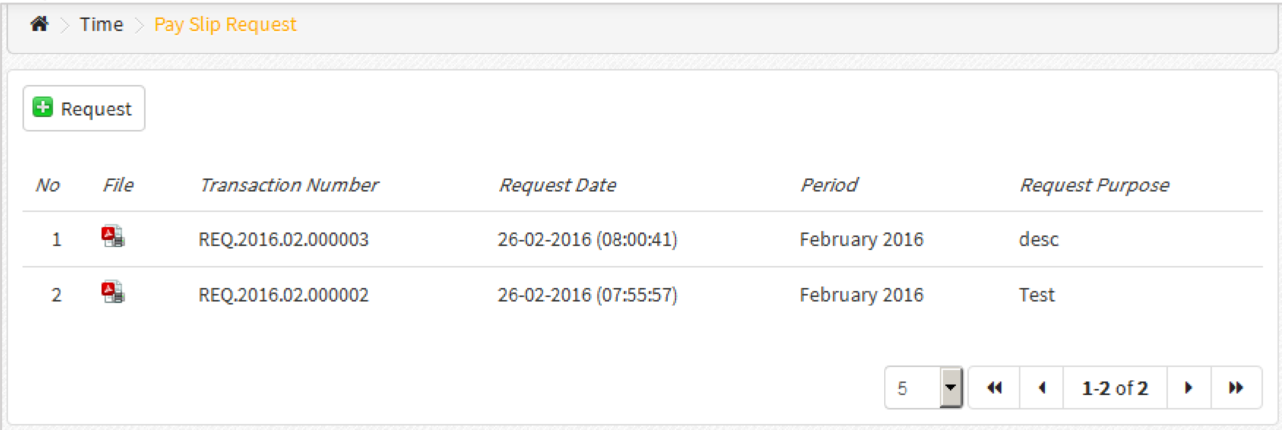
As seen from the form above, the line manager will be asked to input the supervision status. Below is the explanation:

- -The ‘Approve’ status means that the staff member’s request has been approved, their vacation time will automatically be deducted, and a notification email will be sent to the regional HR department
- - The ‘Rejected’ status means that the request was rejected and a notification email will be sent to the staff who requested Compensation day/s along with further information in the input notes.

Click “Save” to process your status.

4.5. Pay Slip Request

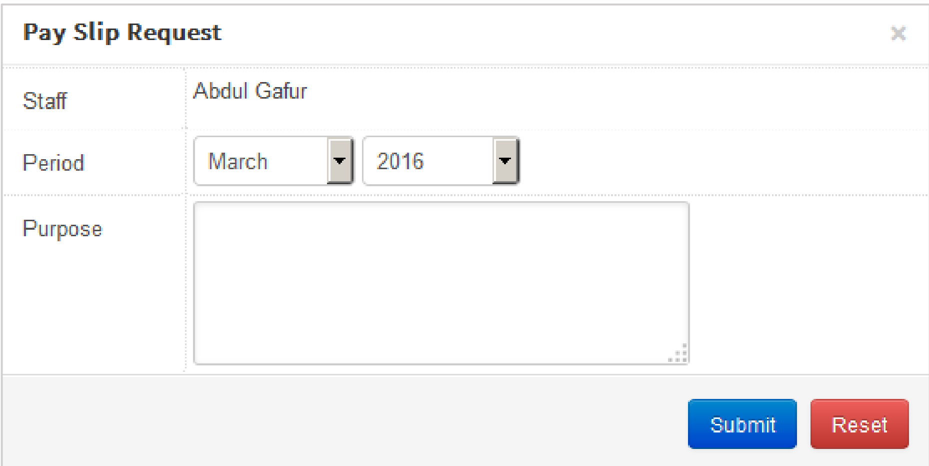
The pay slip request page is for submitting a request to receive a pays lip from HRD as seen in the following image:



Pay Slips Data List Display

Click 

to submit a Pay Slip Request.



Pay Slip Submission Form

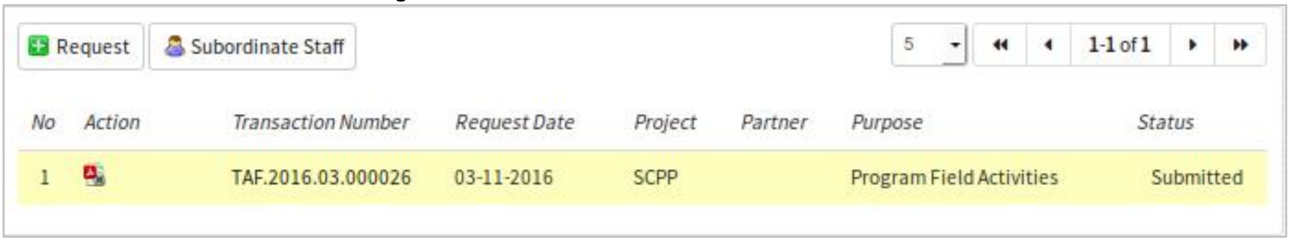
<u>Information</u>:

Text Field	***Description***
Period	Pay Period
Request Purpose	Reason for requesting a pay slip

Payslip requests for the current month will only be done after the 25th of the employee’s payroll period.

4.6. Travel Request

The travel request page is for managing employee travel data. This is the page where the main data related to business travel is filled out, including accommodation and car order tickets. As seen below:

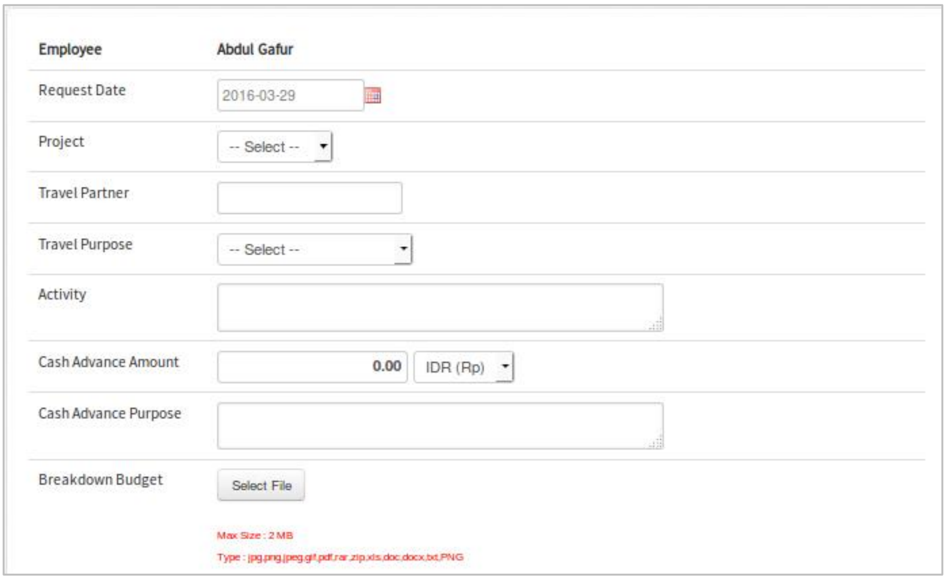


Travel Request Data Submission List

Click to print out a travel request submission draft as a .pdf file

Click Request to add a request, click the Subordinate Staff button to supervise requests from subordinate staff

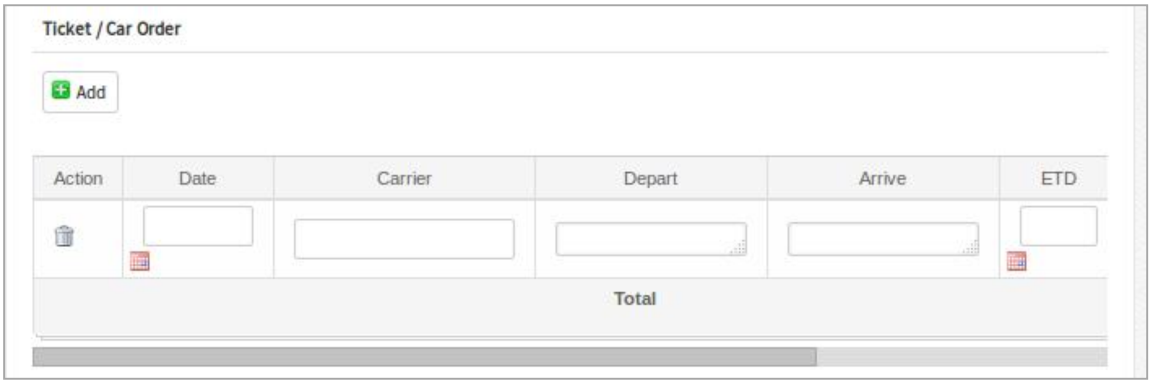
4.6.1. Travel Request



Main Data Section of Travel Request Form

Information:

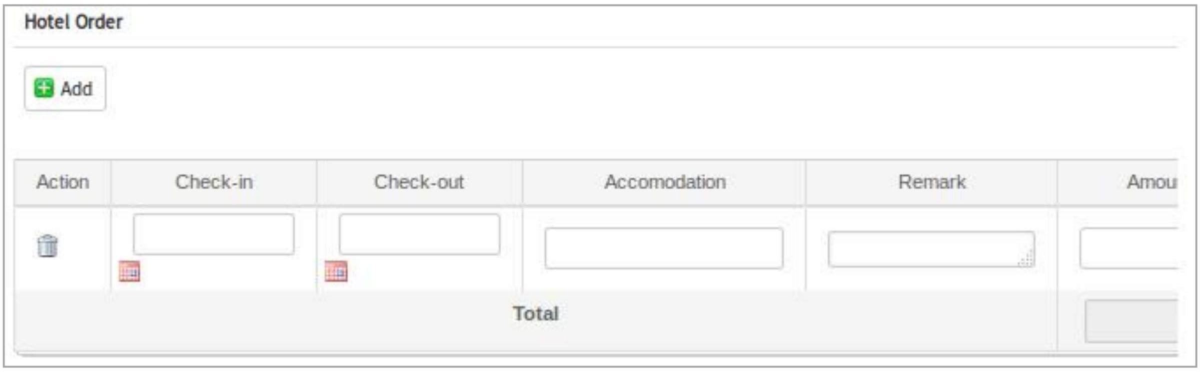
Text Field	***Description***
Employee/staff	Select the employee requesting travel
Request date	Fill in requested dates, done by pressing the icon **(Calendar)**. Then select the date, month and year.
Project	Select which project is related to the business travel
Travel Partner	Type in name of travel partner
Travel Purpose	Select the reason/subject for travelling
Activity	Type in an activity summary of the business travel
Cash advance amount	Type in the total cash advance needed
Cash advance purpose	Type in the reason a cash advance is needed
Breakdown Budget	Upload a file with the breakdown/explanation of budget details



Travel Ticket/Vehicle Order Submission Form

Information:

Text Field	*Description*
Date	Fill in the ticket date, done by pressing the icon **(Calendar)**. Then select the date, month and year.
Carrier	Type in the carrier name
Depart	Type in departure information
Arrive	Type in Arrival Information
ETD	Fill in estimated time of departure
ETA	Fill in estimated time of arrival
Amount	Type in the cost of the ticket



Business travel Hotel/Accommodation data form

Information:

Text Field	*Description*
Check-in	Fill in check-in time, done by pressing the icon **(Calendar)**. Then select the date, month and year.
Check-out	Fill in check-out time, done by pressing the icon **(Calendar)**. Then select the date, month and year.
Accommodation	Type in accommodation information
Remark	Type in any additional information
Amount	Type in the total cost of accommodation

Supervisor	Will be automatically filled in if the selected staff member has a line manager and technical manager

Click the 

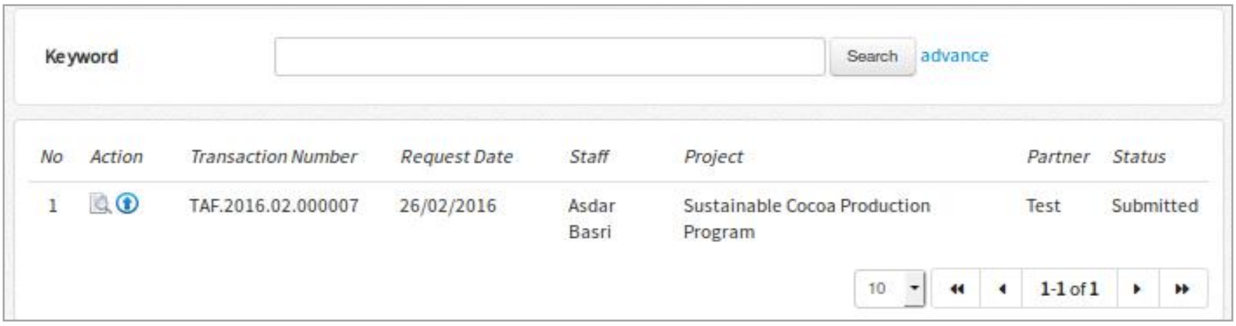
button to save the input as a draft, meaning that the form has not been submitted and an email has not been sent to the approver.

Click the 

button to submit the form, meaning that a notification email has been sent to the approver.

4.6.2. Travel Request Supervision

This page is to review travel requests from the subordinate staff of this user. On this page supervisors can view the details and approve staff members' requests.



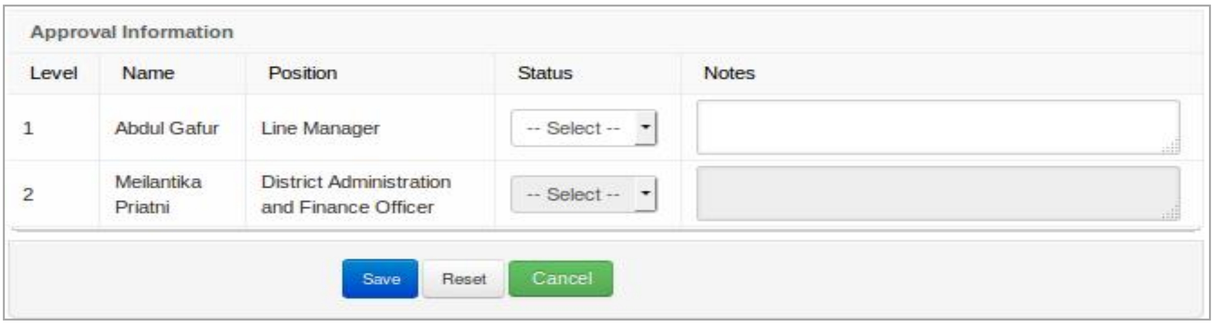
Keyword [ ] Search advance

No	Action	Transaction Number	Request Date	Staff	Project	Partner	Status
1		TAF.2016.02.000007	26/02/2016	Asdar Basri	Sustainable Cocoa Production Program	Test	Submitted

10 | 1-1 of 1

Travel request form from subordinate staff

Click  to view details of the travel request, and click 
To follow up on this request.



Approval Information

Level	Name	Position	Status	Notes
1	Abdul Gafur	Line Manager	-- Select --	
2	Meilantika Priatni	District Administration and Finance Officer	-- Select --	

Save Reset Cancel

Staff Travel Request Online Approval Form for the Line Manager

Select the "Approve" or "Rejected" status in the status column to follow up on this request and give an explanation in the Notes text area.

4.6.3. Travel Request Approval

When staff submit a travel request, by pressing the submit button an email will be sent to the relevant line manager, along with a description of the travel request, accommodation and ticket detail. The line manager will later receive an email with the approval link at the bottom. As seen below:

Dear Meri Juli Antri Sianturi,

Isfani Yunus has requested Travel Request on 28 March 2016 (16:09:26). Please find the details below:

Parameter	Content
Ref No.	TAF.2016.03.000054
Date	28 February 2016
Staff	Isfani Yunus
Project	Sustainable Cocoa Production Program
Travel Partner	Sri Rosnijar, Syafruddin Burhan
General Cash Advance	0
Cash Advance for Accomodations	0
Cash Advance for Transportation	0
Total Cash Advance	0

For more information, please log into portal.swisscontact.or.id.

Regards,
HRIS Email Notifier

Open the Request

Staff Travel Request Online Submission Form for the Line Manager and Finance Manager

Click the "open the Request'" link to view details of the travel request. Example:

BusinessAdministration

Travel Request

Employee	Isfani Yunus
Request Date	28/02/2016
Project	Sustainable Cocoa Production Program
Travel Partner	Sri Rosnijar, Syafruddin Burhan
Travel Purpose	Program Field Activities
Activity	Training Validasi Data Premium Fee dan Tracebility di Agara (3-4 Maret 2016)
Cash Advance Amount	IDR 0.00
Cash Advance Purpose	

Ticket / Car Order

Date	Mode of Transportation	From	To	ETD	ETA	Amount
02/03/2016	Road	Blangpidie	Kutacane	21:00	07:00	0.00
05/03/2016	Road	Kutacane	Blangpidie	21:00	07:00	0.00
Total						**0.00**

Hotel Order

Check-in	Check-out	Accommodation	Remark	Amount
02/03/2016 00:00	05/03/2016 00:00	Hotel	covered by Medan Office	0.00
Total				**0.00**

Approval Information

Level	1
Name	Meri Juli Antri Sianturi
Status	Approved
Notes	
Level	2
Name	Sri Rosnijar Darmi
Status	Approved
Notes	

Save

Staff Travel Request Online Approval Form for the Line Manager and Finance Manager via email

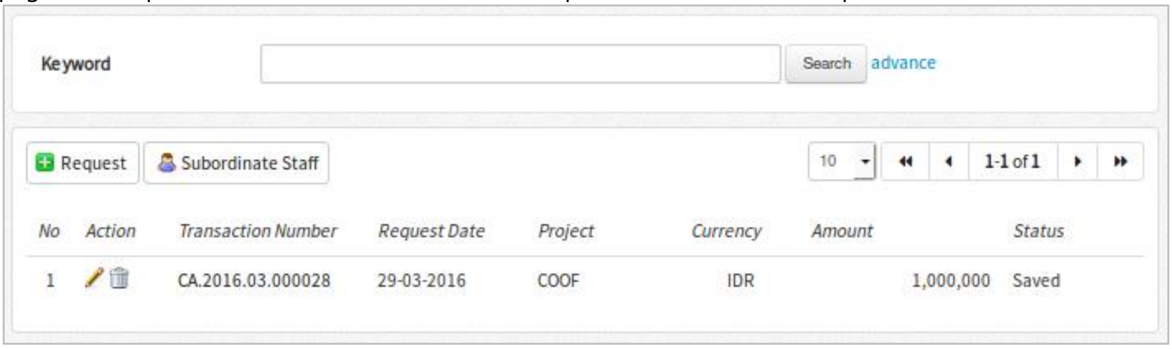
As seen from the form above, the line manager will be asked to fill in the supervision status. Below is the explanation:

- The 'Approve' status means that the staff member's request has been approved and a notification email will be sent to the finance department with the submission details. An email will also be sent to the regional administrator related to accommodation and tickets.
- The 'Rejected' status means that the request was rejected and a notification email will be sent to the staff who requested Compensation day/s along with further information in the input notes.

Click "Save" to process your status.

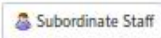
4.7. Cash Advance Request

This page is to request a cash advance. Here is an example of a cash advance request data list:



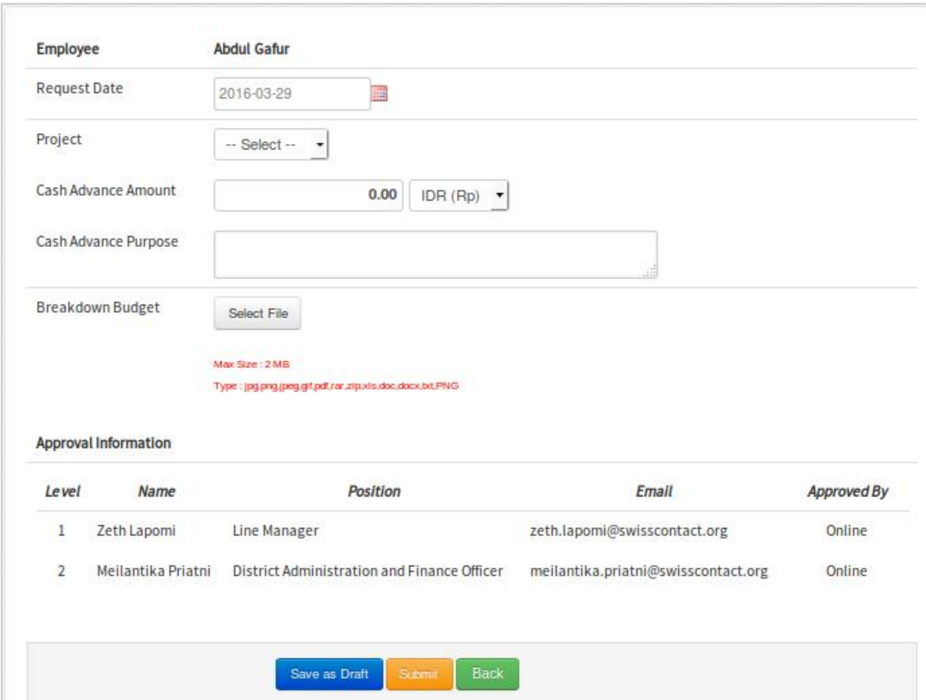
Cash Advance Request Data List

Click 

to request a cash advance, click the 

button to supervise requests from subordinate staff

4.7.1. Cash Advance Request



Cash Advance Submission Form

Information:

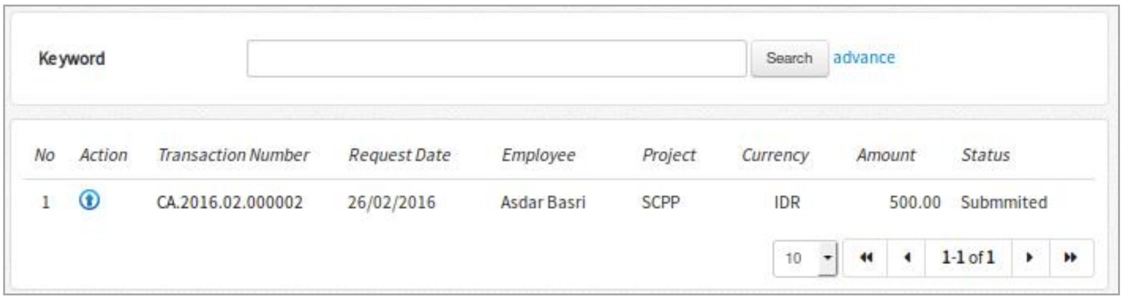
Typing Column	Description
Request Date	Type in the date of Cash Advance request
Project	Select the project
Cash Advance Amount	Type in the cash advance amount
Cash Advance Purpose	Type in reason for the cash advance
Breakdown Budget	Upload a detailed explanation of the budget

Click the Save as Draft button to save the input as a draft, meaning that the form has not been submitted and an email has not been sent to the approver.

Click the Save & Submit button to submit the form, meaning that a notification email has been sent to the approver.

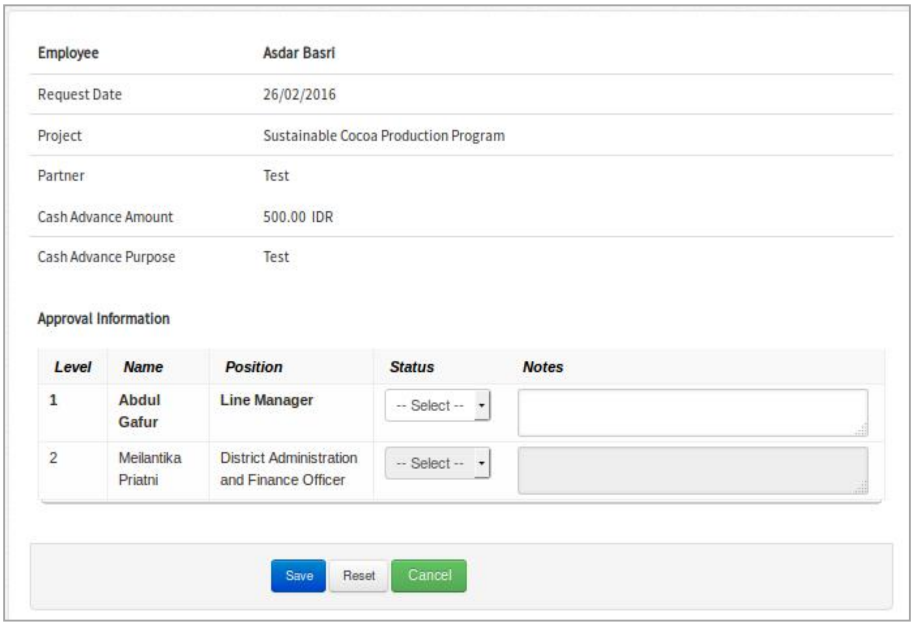
4.7.2. Cash Advance Request Supervision

This page is to review cash advance requests from subordinate staff.



Cash Advance Request List

Click to follow up on the request.

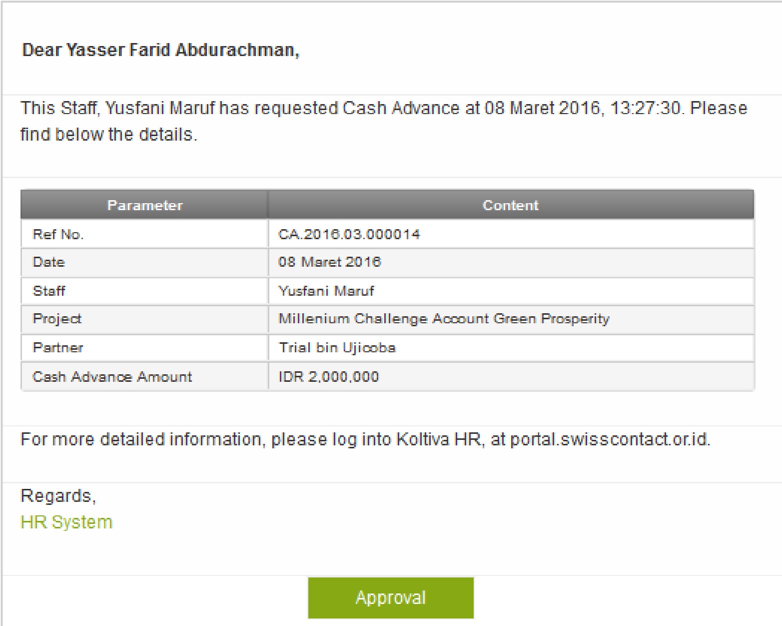


Staff Cash Advance Approval Form for the Line Manager

Select the "Approve" or "Rejected" status in the status column to follow up on this request and give an explanation in the Notes text area.

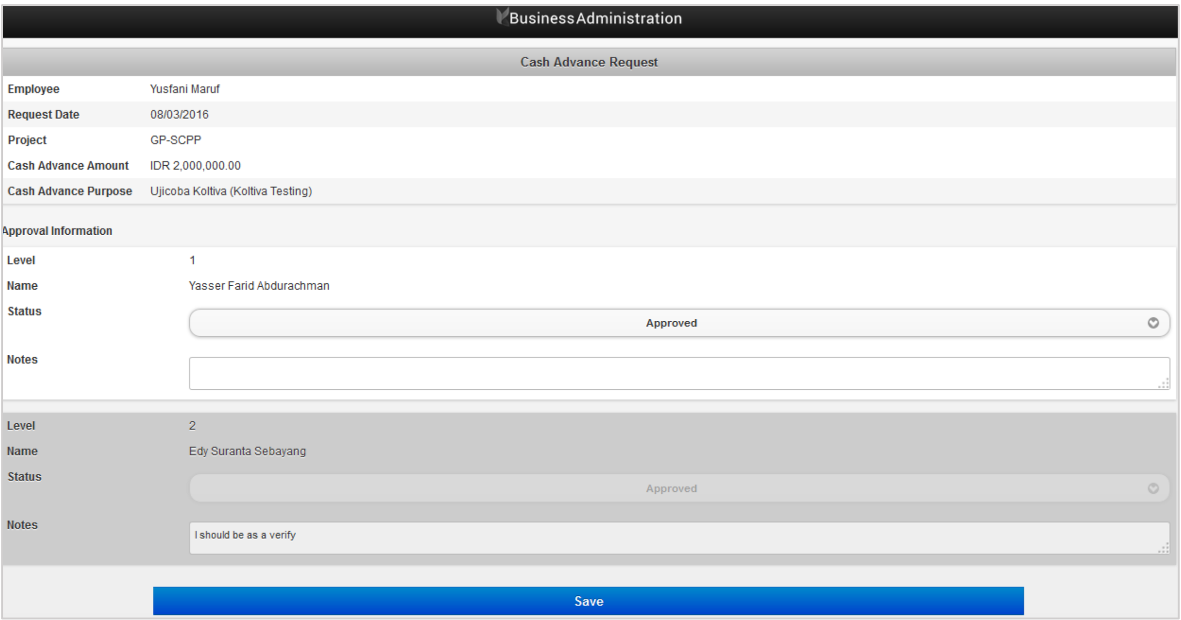
4.7.3. Cash Advance Approval

When staff submit a cash advance request, by pressing the submit button an email will be sent to the relevant line manager, along with a description of the cash advance request. The line manager will later receive an email with the approval link at the bottom. As seen below:



Staff Travel Request Online Submission Form for the Line Manager and Finance Manager via email

Click the "Open the Request" link to view details of the travel request. Example:



Staff Travel Request Online Approval Form for the Line Manager and Finance Manager

As seen from the form above, the line manager will be asked to fill in the supervision status. Below is the explanation:

- The 'Approve' status means that the staff member's request has been approved and a notification email will be sent to the finance department with the submission details.
- The 'Rejected' status means that the request was rejected and a notification email will be sent to the staff who requested Compensation day/s along with further information in the input notes.

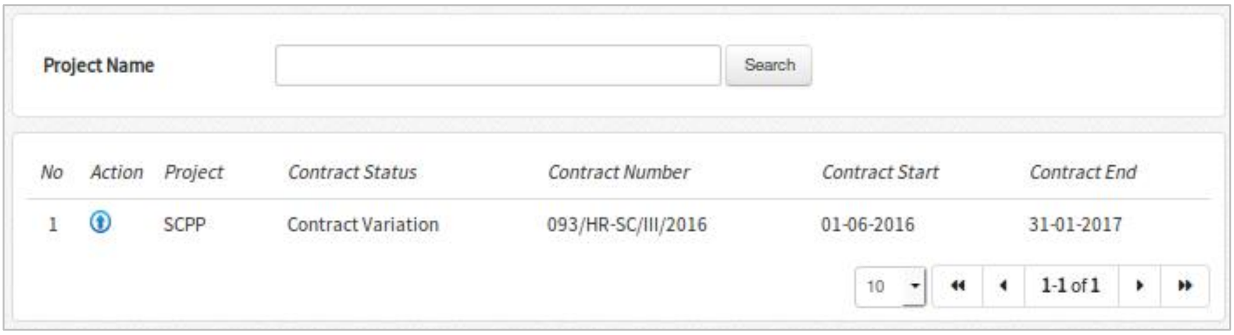
Click "Save" to process your status.

5. Consultant Time Sheet

On this main menu there are various menus for employees who are categorized as consultants

5.1. Time Sheet

This page is to input time sheet data for users who are consultants as seen in the following image:



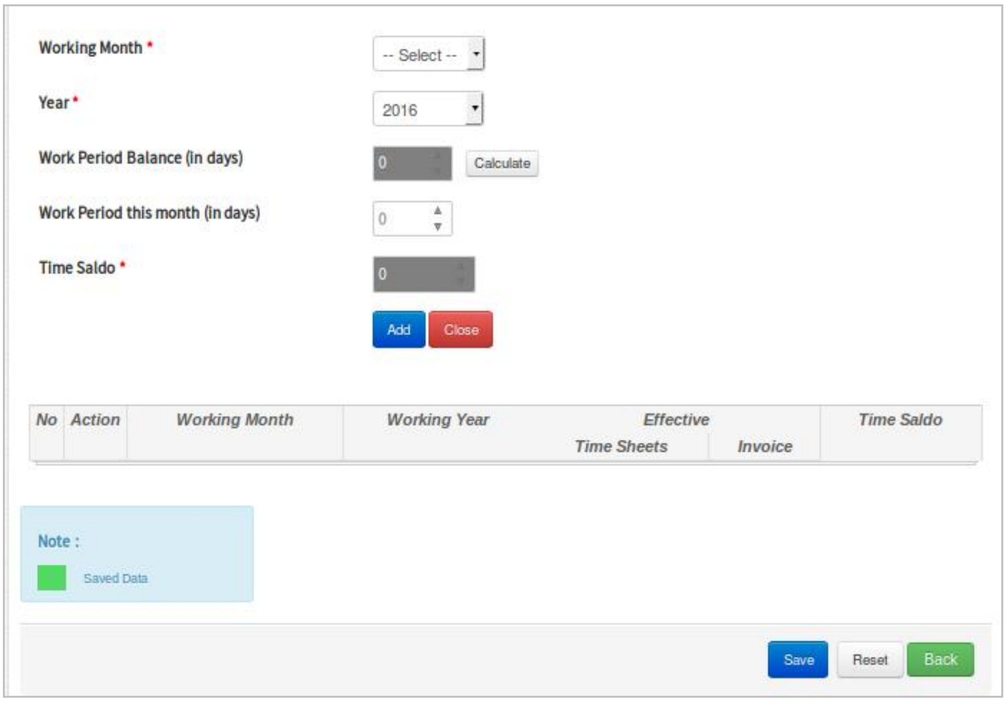
Project Name Search

No	Action	Project	Contract Status	Contract Number	Contract Start	Contract End
1		SCPP	Contract Variation	093/HR-SC/III/2016	01-06-2016	31-01-2017

10 1-1 of 1

Consultant Project Data List

Click to open the monthly timesheet input page



Working Month * -- Select --

Year * 2016

Work Period Balance (in days) 0 Calculate

Work Period this month (in days) 0

Time Saldo * 0

Add Close

No	Action	Working Month	Working Year	Effective		Time Saldo
				Time Sheets	Invoice	

Note :

Saved Data

Save Reset Back

Add Time Sheet Form for Consultants

Information:

Text Field	Description
Working Month	Select the working month
Year	Select the year
Work Period Balance	The total number of days remaining can be input from the contract and deducted based on the work period that has already been entered into the application.
Work Period this month	Total days worked this month
Time Balance	Total hours worked this month

No	Action	Working Month	Working Year	Effective		Time Saldo
				Time Sheets	Invoice	
1.		January	2016	Detail Print	Invoice	176.00
2.		February	2016			192

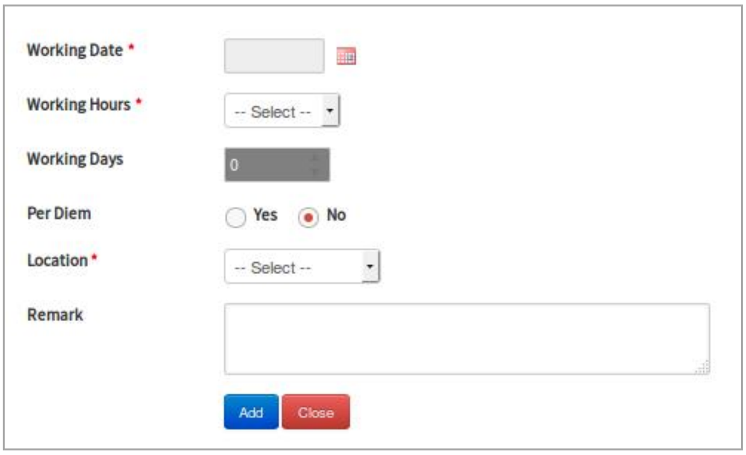
Monthly consultant Setup Time Sheet form

The image above is a list of effective time sheet data. The row of data with a gray background is data that has just been added through the 'Add' button as done in the previous action and is not yet saved in the database. The row of data with a green background is data that has already been saved into the database. Rows that are highlighted green can be deleted by the provided button and the status will be directly submitted to the database.

The Detail button in the Time Sheets column will lead to the daily effective timesheets input page for that month. The Print button will show the data from the daily effective timesheet data in the form of a .pdf file and can be saved later. The Invoice button is to open the effective timesheet invoice page.

5.1.1. Time Sheets per Day

This form is to input data in one of two ways. Employees can input data day by day by pressing the Add per Day button.



Add Time Sheet per Day Form

Information:

Text Field	*Description*
Working Date	Type in the working date
Working Hours	Select the total number of working hours
Working Days	Type in the total number of working days
Per Diem	Select Yes or No
Location	Select the work location
Remark	Type in additional information/description

Time Sheets per Day data can also be input directly for a full month by clicking the Add Full Month button.

No	Action	Working Date	Weekday	Working Hours	Working Days	Per Diem	Location	Remark
1.		01 Jan 2016	Friday	0		No	Bone	New Year
2.		02 Jan 2016	Saturday	0		No	Bone	Day off week
3.		03 Jan 2016	Sunday	0		No	Bone	Day off week
4.		04 Jan 2016	Monday	0		No	Bone	
5.		05 Jan 2016	Tuesday	0		No	Bone	
6.		06 Jan 2016	Wednesday	0		No	Bone	
7.		07 Jan 2016	Thursday	0		No	Bone	
8.		08 Jan 2016	Friday	0		No	Bone	
9.		09 Jan 2016	Saturday	0		No	Bone	Day off week
10.		10 Jan 2016	Sunday	0		No	Bone	Day off week
11.		11 Jan 2016	Monday	0		No	Bone	
12.		12 Jan 2016	Tuesday	0		No	Bone	
13.		13 Jan 2016	Wednesday	0		No	Bone	

Time Sheet per Day List

If you want to delete all the rows of data that were just added by the Add Full Month button, click Reset to delete all the previously entered information. When finished inputting data, click the Save save button to submit and store the data in the database

No	Action	Working Date	Weekday	Working Hours	Working Days	Per Diem	Location	Remark
1.		01 Jan 2016	Friday	8	1.0	Yes	Kolaka Timur	New Year
2.		03 Jan 2016	Sunday	8	1.0	Yes	Jakarta Barat	Day off week
3.		04 Jan 2016	Monday	8	1.0	No	Bone	

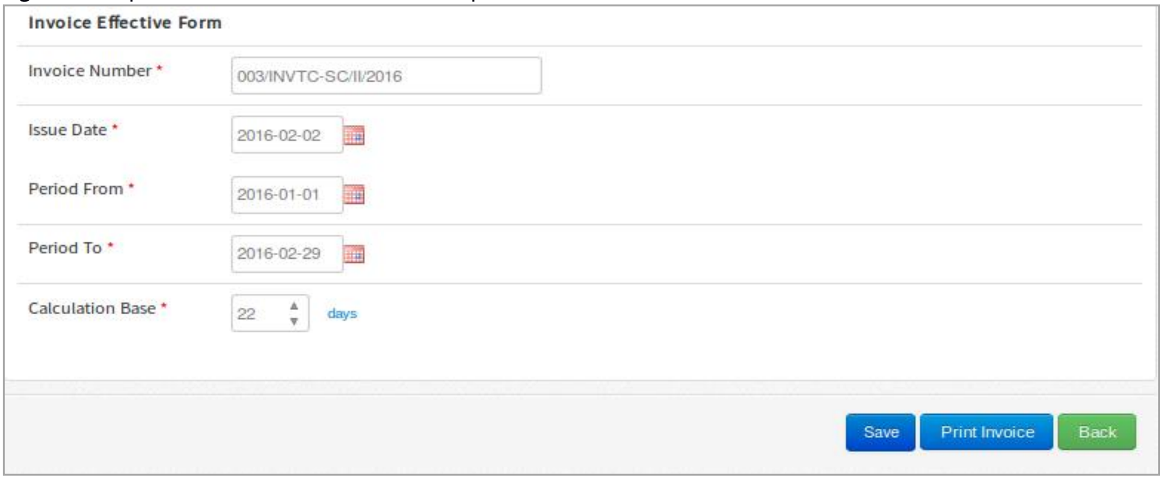
Delete All

Time Sheet per Day List – Highlighted Green

The image above is a list of time sheets per day data. The row of data with a gray background is data that has just been added through the 'Add' button as done in the previous action and is not yet saved in the database. The row of data with a green background is data that has already been saved into the database. Rows that are highlighted green can be deleted by the provided button and the status will be directly submitted to the database.
The "Delete All" button is to delete the whole list of Time Sheet per days data that was already saved in the database.

5.1.2. Time Sheets Invoice

This page is to input data which will be used to print timesheet invoices.



Effective Time Sheet invoice Form

Information:

Text Field	*Description*
Invoice Number	Type in timesheet invoice number
Issue Date	Type in the date the invoice was given
Period From	Type in the start date of the invoice period
Period To	Type in the end date of the invoice period
Calculation Base	Fill in total concurrent days worked within the month

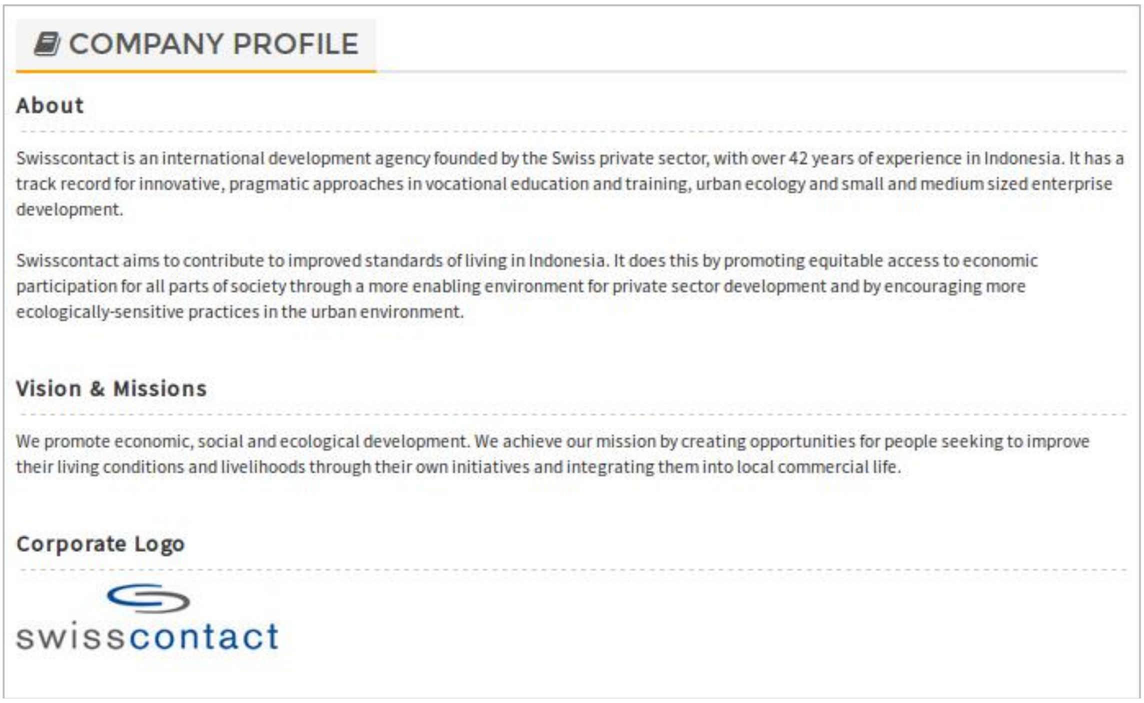
Click  to submit and save the data into the database. Click  to print the invoice from a .pdf file.

6. Intranet

This main menu hosts sub-menus for general information within the company.

6.1. Company Profile

This menu has information about Swisscontact's company profile.


COMPANY PROFILE

About

Swisscontact is an international development agency founded by the Swiss private sector, with over 42 years of experience in Indonesia. It has a track record for innovative, pragmatic approaches in vocational education and training, urban ecology and small and medium sized enterprise development.

Swisscontact aims to contribute to improved standards of living in Indonesia. It does this by promoting equitable access to economic participation for all parts of society through a more enabling environment for private sector development and by encouraging more ecologically-sensitive practices in the urban environment.

Vision & Missions

We promote economic, social and ecological development. We achieve our mission by creating opportunities for people seeking to improve their living conditions and livelihoods through their own initiatives and integrating them into local commercial life.

Corporate Logo

swisscontact

Company Profile Display

6.2. Policy & Regulations

This menu has information about the rules and regulations of Swisscontact.


Detail Policy

Name	Company Regulation
Information	Company Regulation
Date	23 March 2016 11:18:12

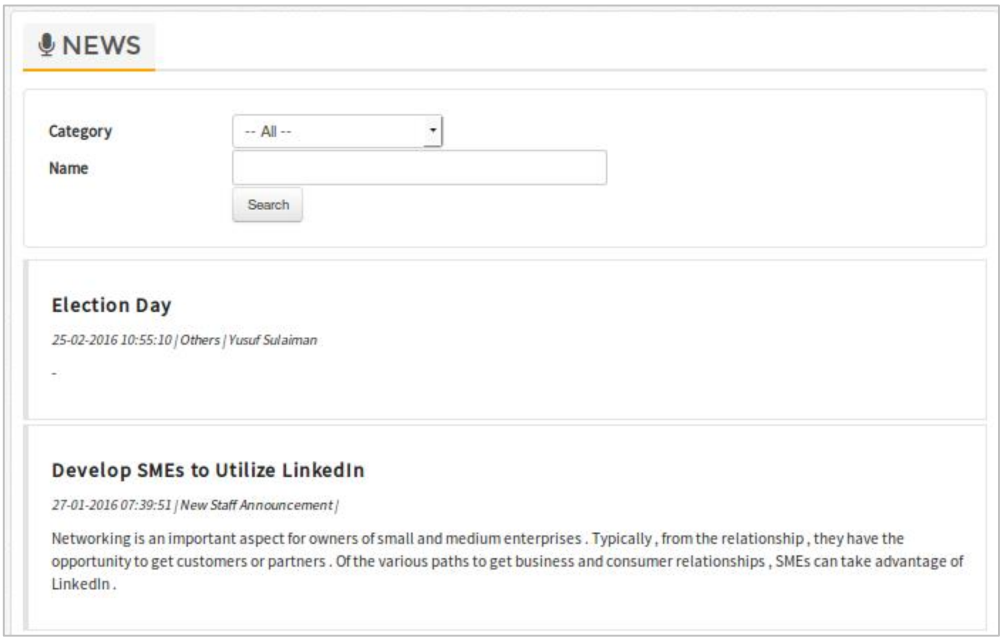
File	File Type	File Size
SWISSCONTACT INDONESIA_Company Regulation 2015 English.pdf	pdf	934,264 KB
SWISSCONTACT INDONESIA_PERATURAN PERUSAHAAN 2015 Bahasa Indonesia.pdf	pdf	934,337 KB

Terms and Conditions Display

Click the file name to download the file in a .pdf file format.

6.3. News

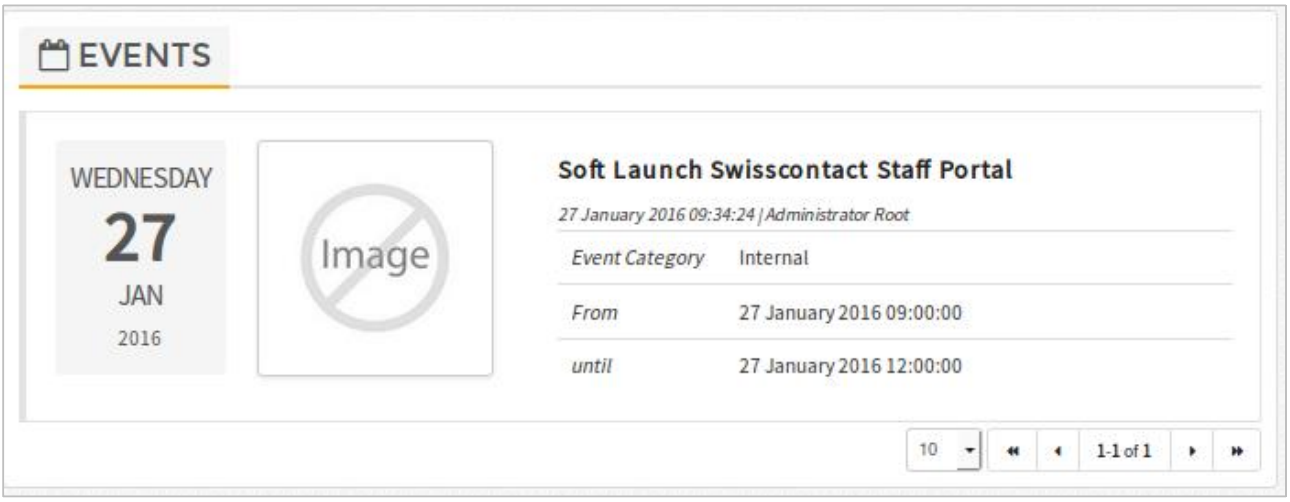
This menu has news from across the Swisscontact network



News List Display

6.4. Events

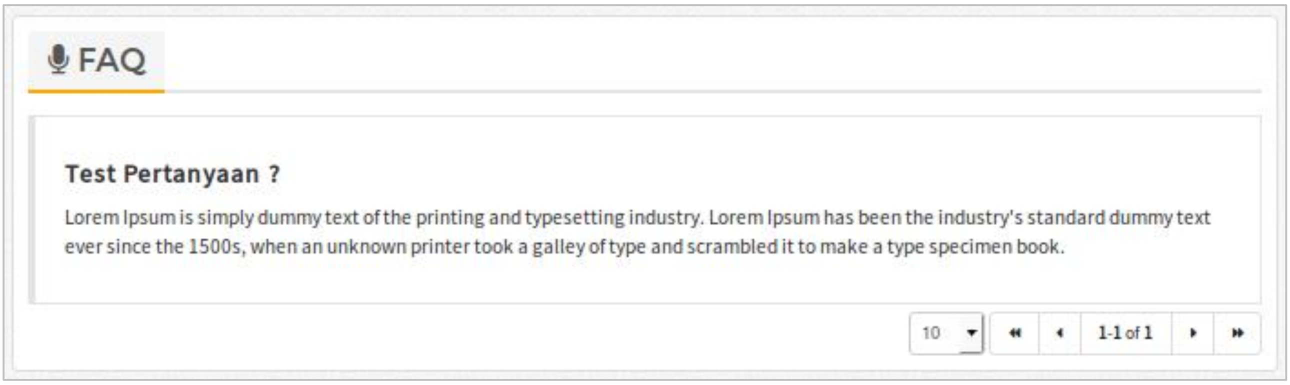
This menu has information on events that will be organized by the company.



Event/Agenda List Display

6.5. FAQ (Frequently Asked Question)

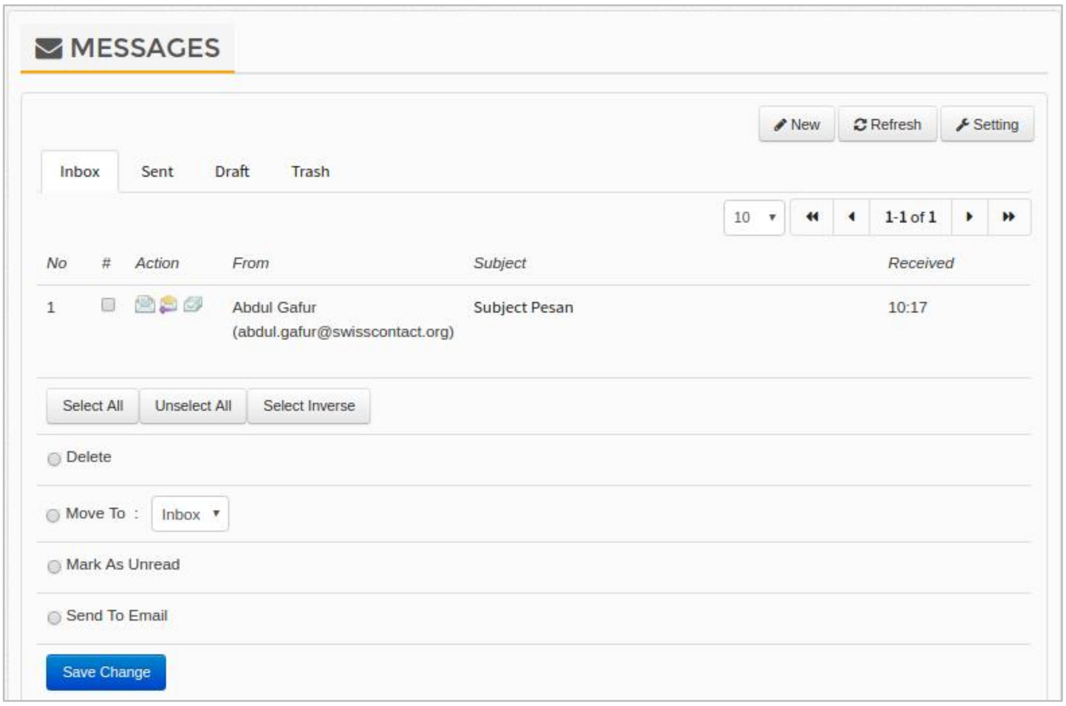
This menu has general questions about the operation and work environment at the company or information about using the portal application.



List of Frequently Asked Questions

6.6. Messaging

This menu is to send messages between other users in this portal application.



Short Message List Display

6.7. Picture Gallery

This menu is to share photos/images from the company to all users in the portal application.

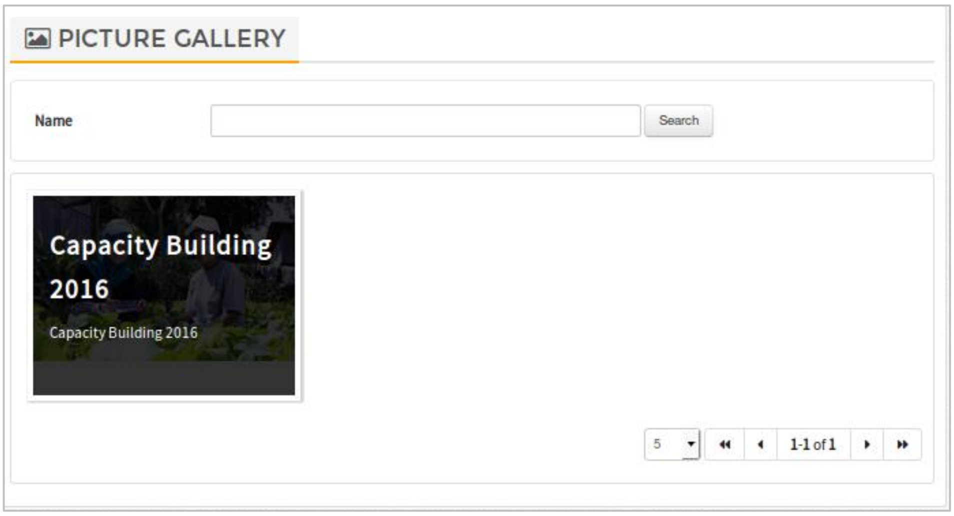
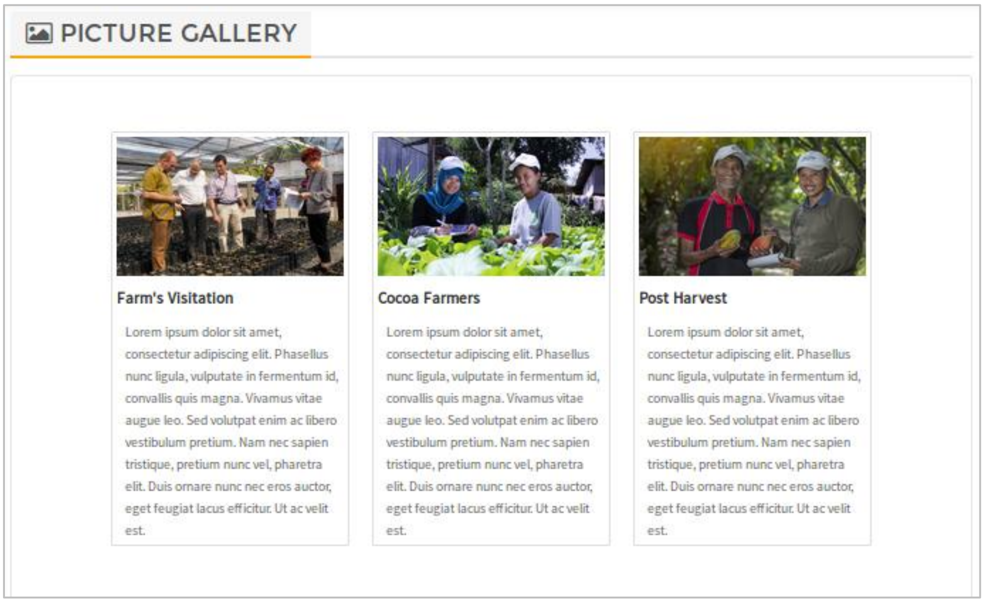


Photo picture album list

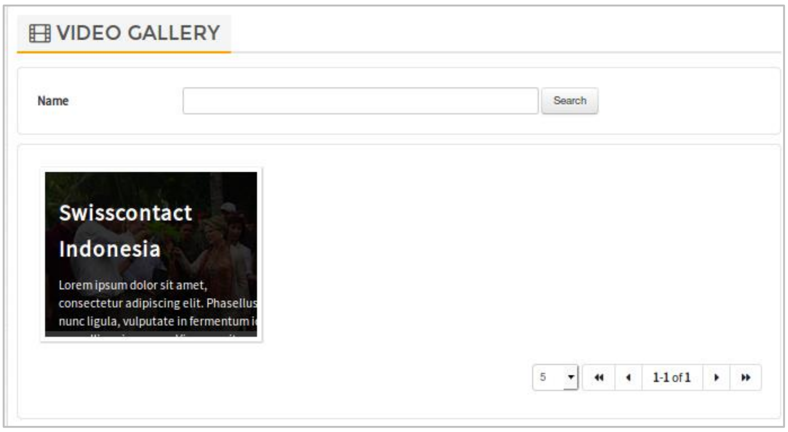


Photo/picture List

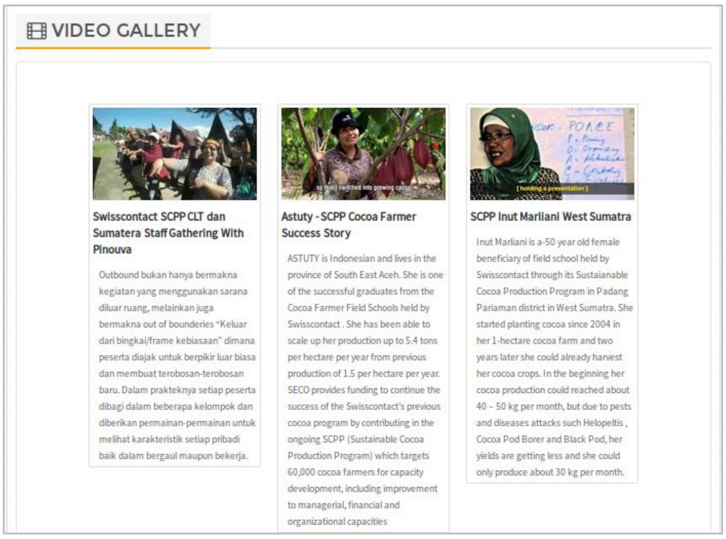
Popup photo/picture display

6.8. Video Gallery

This menu is to share video files from the company to all users in the portal application.



Video Album List Display

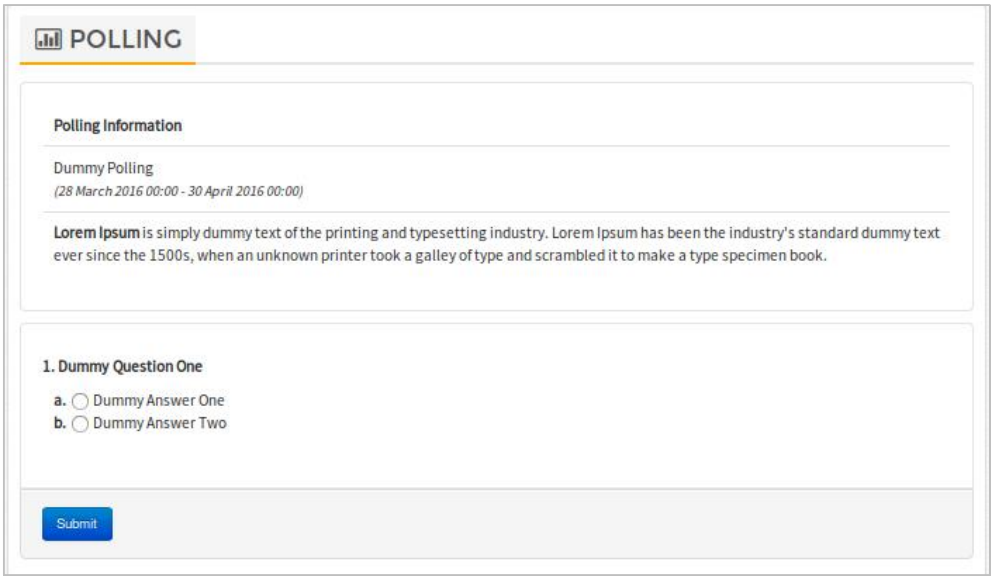


Video List Display

Video Display Popup

6.9. Polling

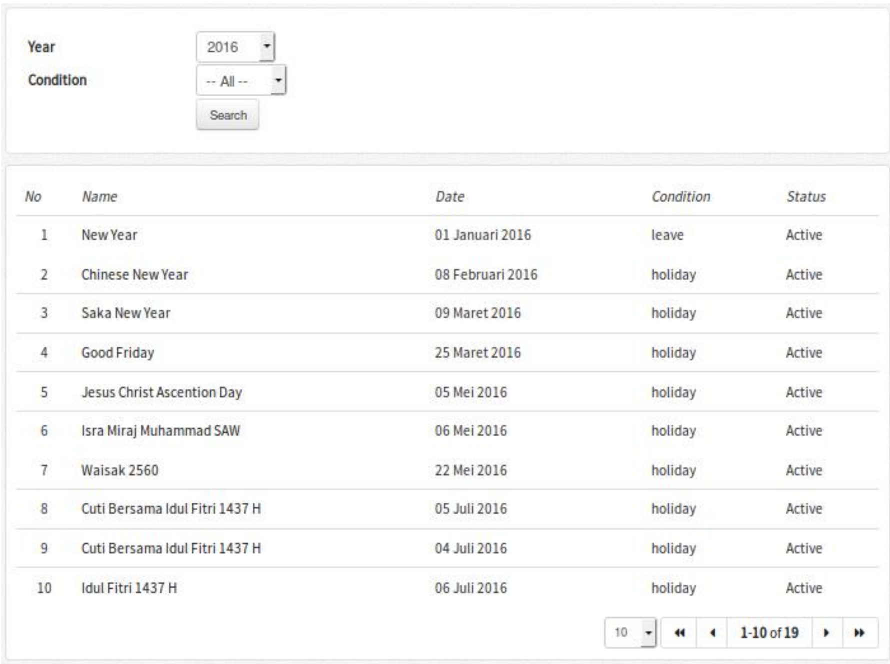
This menu is to answer polls run by the company for all users in the portal application.



Polling List Display

6.10. Holiday & Official Leave

This page has a list of data related to holiday and official leave dates for employees. As seen in the image below:



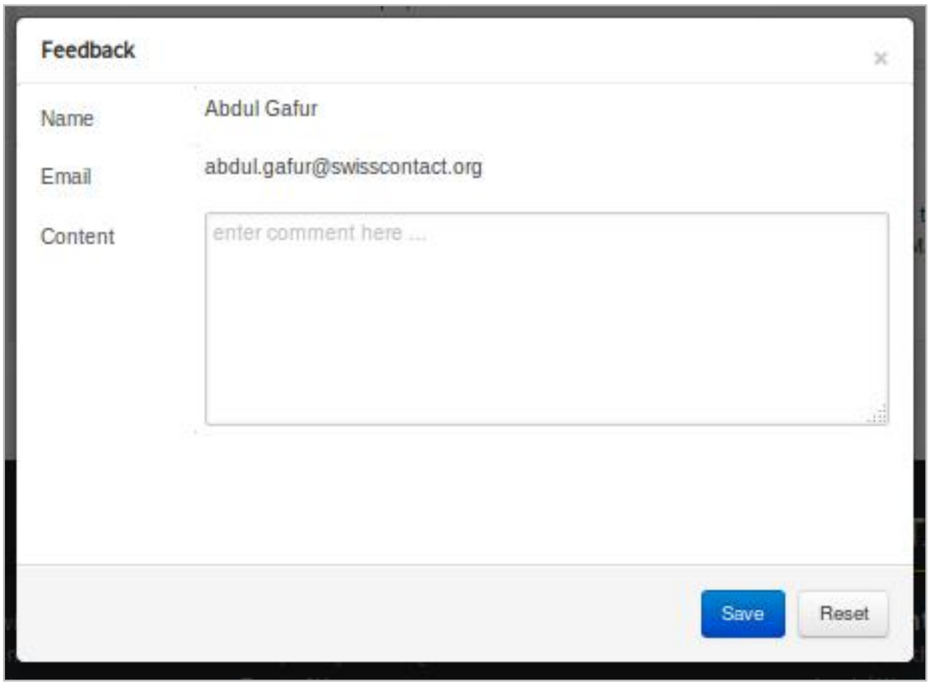
No	Name	Date	Condition	Status
1	New Year	01 Januari 2016	leave	Active
2	Chinese New Year	08 Februari 2016	holiday	Active
3	Saka New Year	09 Maret 2016	holiday	Active
4	Good Friday	25 Maret 2016	holiday	Active
5	Jesus Christ Ascention Day	05 Mei 2016	holiday	Active
6	Isra Miraj Muhammad SAW	06 Mei 2016	holiday	Active
7	Waisak 2560	22 Mei 2016	holiday	Active
8	Cuti Bersama Idul Fitri 1437 H	05 Juli 2016	holiday	Active
9	Cuti Bersama Idul Fitri 1437 H	04 Juli 2016	holiday	Active
10	Idul Fitri 1437 H	06 Juli 2016	holiday	Active

List of National Holidays and Official Office Leave Days

6.11. Feedback

This page is for portal users to give feedback on the company. This page can be accessed by clicking the ‘Give Us Feedback’ link which is in the footer section of the application, in the support column.

Links to Access Feedback Form

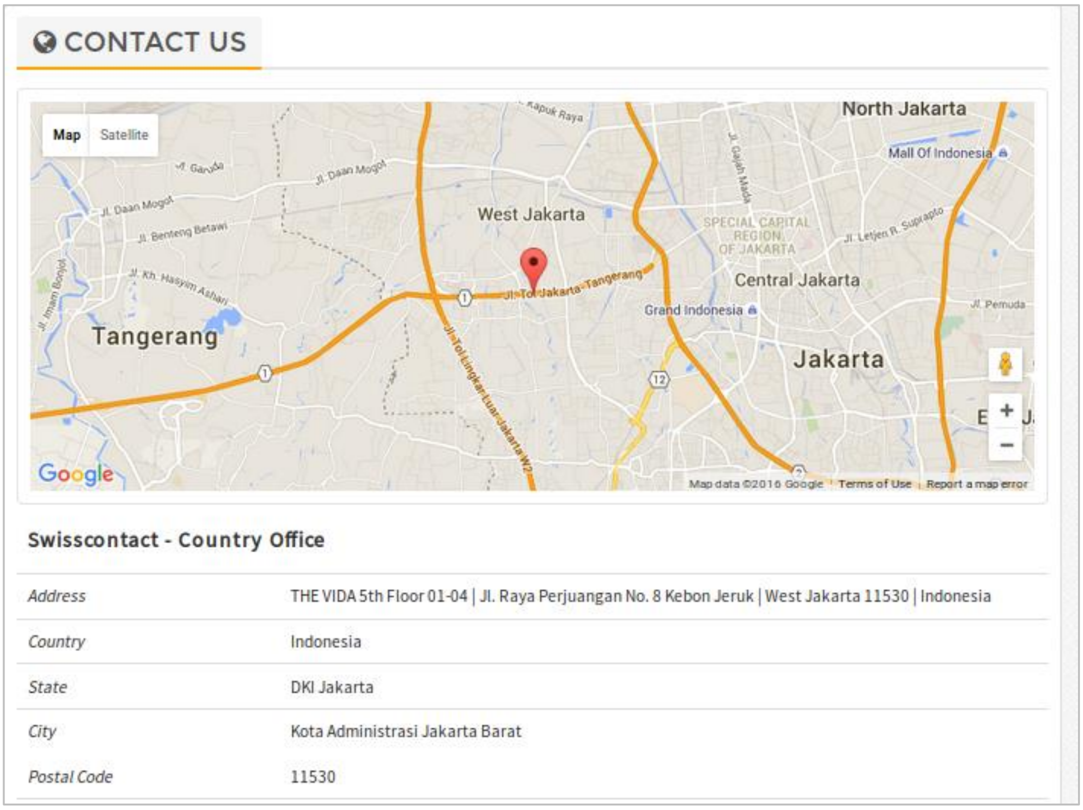


Feedback Form

6.12. Contact Us

This Menu shows contact information of the company which can be accessed by clicking the link name of the company ‘Swisscontact – Country Office” in the Contact Us column of the footer in the application.

Contact Us Appearance



Contact Us Appearance

For more information please contact us

Or visit www.koltiva.com

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