



User Manual

Swisscontact Staff Portal

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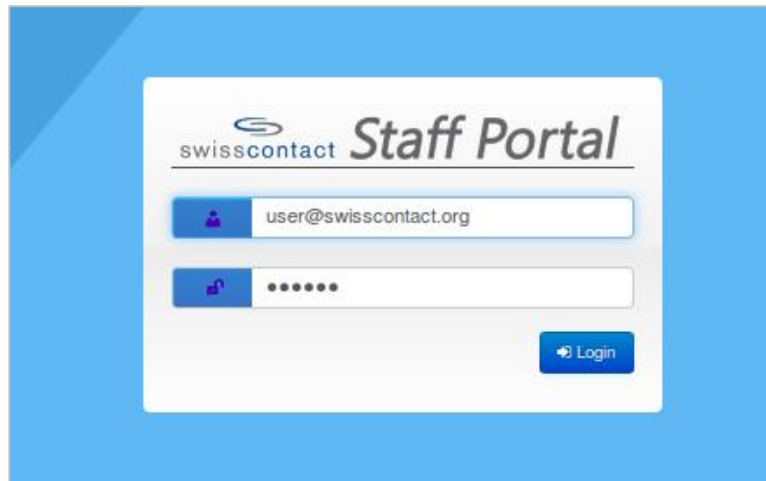
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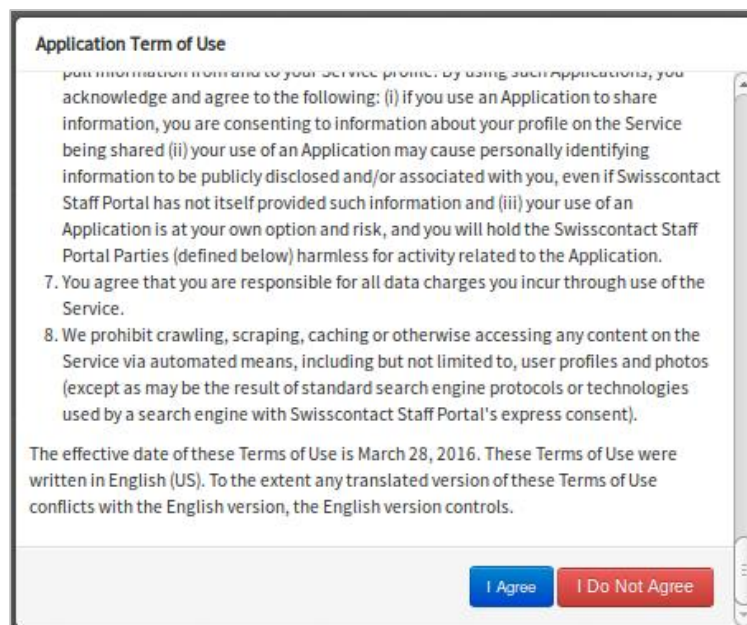
1. Login Process

The Login page to the Portal application is shown below:

The image shows the login interface for the Swisscontact Staff Portal. It features a light blue background with a white login box in the center. The box contains the Swisscontact logo and the text 'Staff Portal'. Below this, there are two input fields: the first is for the username, with 'user@swisscontact.org' entered, and the second is for the password, represented by a series of dots. A blue 'Login' button is positioned to the right of the password field.

Login Form

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

The image displays a 'Application Term of Use' dialog box. It has a title bar at the top. The main content area contains several paragraphs of text detailing the terms of use, including clauses about data sharing, public disclosure, and user responsibility. At the bottom of the dialog, there are two buttons: a blue 'I Agree' button and a red 'I Do Not Agree' button.

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

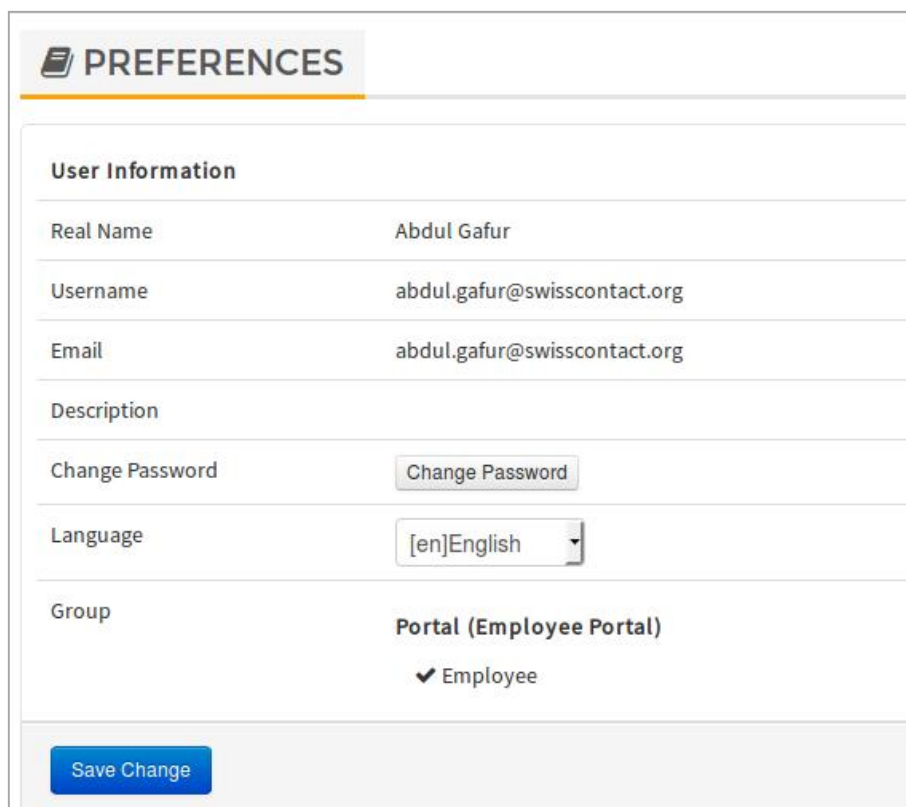
4. If the saving process is successful, click the "Close" button to close the pop-up and the user is ready to use the Portal application.

2. Setting

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


2.1. Preferences

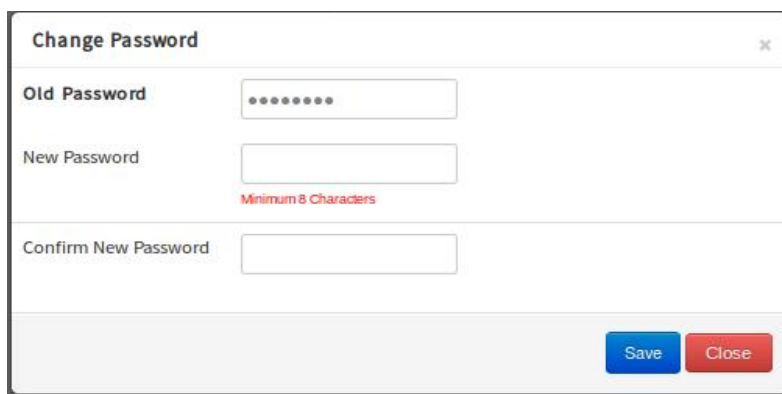
The Preferences page is the page that contains the portal user account information, language preferences, and the change password function for this account as shown in the image below:



The screenshot shows a web form titled "PREFERENCES" with a document icon. It contains several sections: "User Information" with fields for Real Name (Abdul Gafur), Username (abdul.gafur@swisscontact.org), and Email (abdul.gafur@swisscontact.org); a "Description" field; a "Change Password" section with a "Change Password" button; a "Language" dropdown menu set to "[en]English"; and a "Group" section showing "Portal (Employee Portal)" and "Employee" with a checkmark. At the bottom is a blue "Save Change" button.

Preferences Form

Click the  button to change the password for this account.



The screenshot shows a "Change Password" dialog box with a close button (X). It contains three input fields: "Old Password" (masked with dots), "New Password" (with a red error message "Minimum 8 Characters" below it), and "Confirm New Password". At the bottom right are "Save" and "Close" buttons.

Password Change Form

Information:


<i>Text Field</i>	<i>Description</i>
Old Password	Old Password
New Password	New Password
Confirm New Password	Re-type the New Password

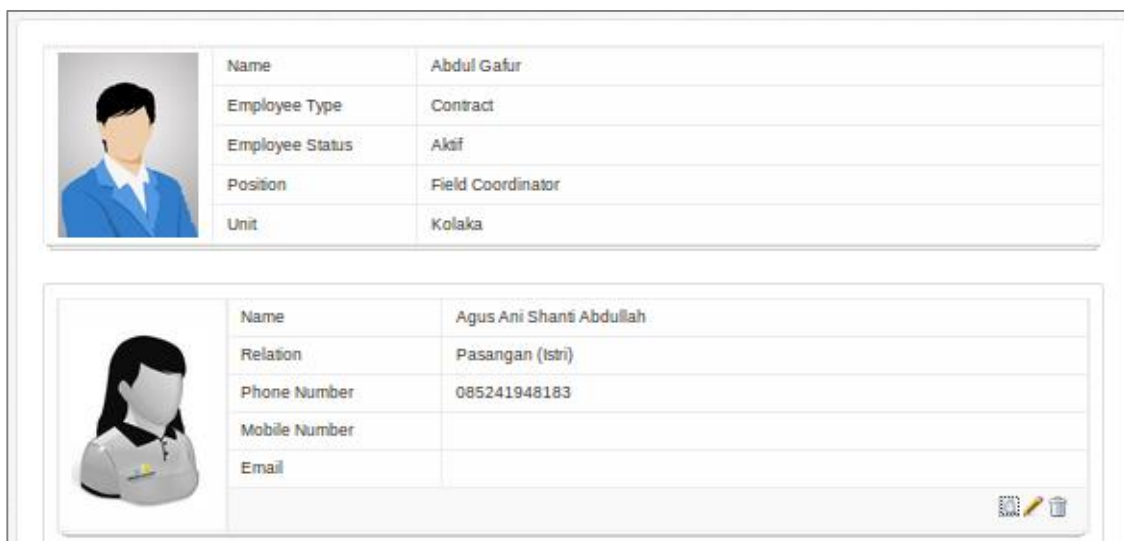
Click the "Save" button to save changes.

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  **Add** button.



The screenshot displays a web form titled "Family Member Data Appearance". It contains two sections, each for a family member. Each section includes a placeholder image on the left and a table of details on the right.

Name	Description
Abdul Gafur	Old Password
Contract	New Password
Akif	Re-type the New Password
Field Coordinator	
Kolaka	

Name	Description
Agus Ani Shanti Abdullah	Old Password
Pasangan (Istri)	New Password
085241948183	Re-type the New Password

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:

Relationship Type	-- Select -- *
Relationship Status	-- Select -- *
Full Name	* <input type="text"/>
Nick Name	<input type="text"/>
Salutation	-- Select --
Title (Prefix)	<input type="text"/>
Title (Suffix)	<input type="text"/>
Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female
Place of Birth	<input type="text"/>

Date of Birth	<input type="text"/> 
Religion	-- Select --
Nationality	-- Select --
Blood Type	-- Select --
Address	<input type="text"/>
Country	-- Select --
State	-- Select --
City	-- Select --

Phone Number	<input type="text"/>
Mobile Phone Number	<input type="text"/>
Email	<input type="text"/>
Identity Number	<input type="text"/>
Other Identity Number	<input type="text"/>
Photo	<input type="button" value="Select File"/>

* Extension : JPG, GIF, Or PNG

Family Data Form Tab Personal Data

Information:

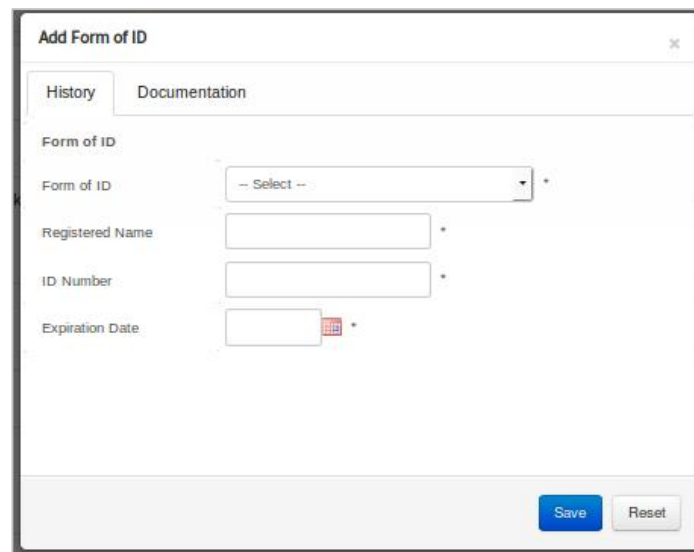
Text Field	Description
Relationship Type	Select the types of relationship, e.g. children, spouse etc.
Relationship Status	Select the relationship status such as biological children, adopted children, wife or husband.
Full Name	Type in the Full name of the family member
Nick Name	Type in the nick name 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:



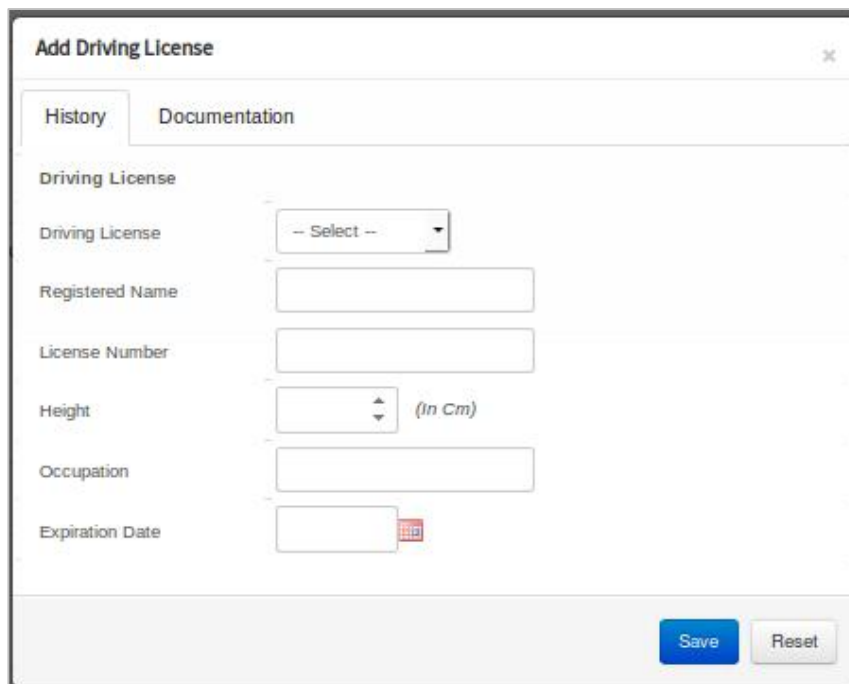
Primary Identity Form

Information:

<i>Text Field</i>	<i>Description</i>
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:



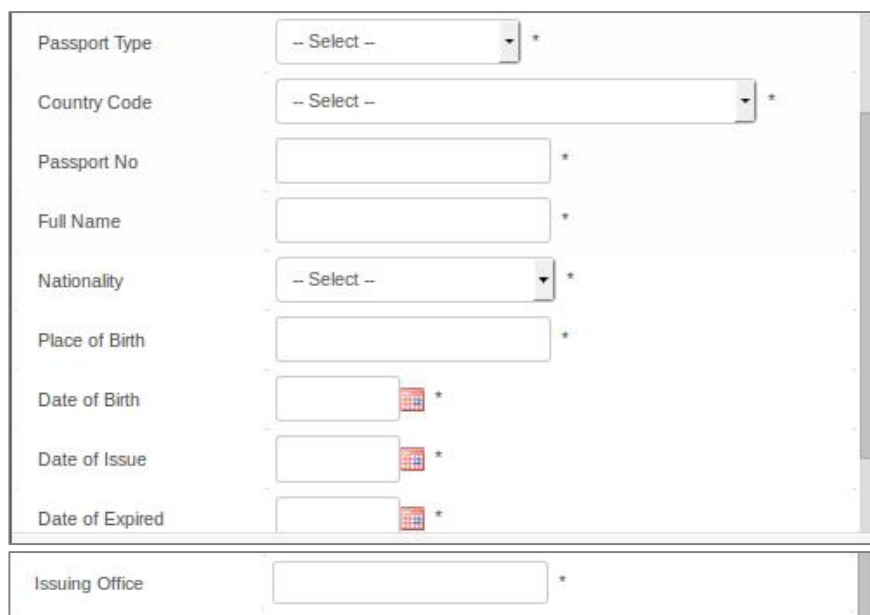
Driving License Data Form

Information:

<i>Text Field</i>	<i>Description</i>
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:



The image shows a web form titled "Passport Data Form". It contains the following fields:

- Passport Type: A dropdown menu with "-- Select --" and an asterisk.
- Country Code: A dropdown menu with "-- Select --" and an asterisk.
- Passport No: A text input field with an asterisk.
- Full Name: A text input field with an asterisk.
- Nationality: A dropdown menu with "-- Select --" and an asterisk.
- Place of Birth: A text input field with an asterisk.
- Date of Birth: A date picker with a calendar icon and an asterisk.
- Date of Issue: A date picker with a calendar icon and an asterisk.
- Date of Expired: A date picker with a calendar icon and an asterisk.
- Issuing Office: A text input field with an asterisk.

Passport Data Form

Information:

<i>Text Field</i>	<i>Description</i>
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:

Country: - Select - *

Visa Type: *

Visa No: *

Full Name: *

Passport No:

Entry Code:

Date of Issue:

Date of Expired:

Maximum Stay: (In Days)

Issuing Office: *

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 Forms of Identification

Form of ID: -- Select --

Description: [Text Area]

Status: ☒ Active ☐ Not Active

Default: ☐ Yes ☒ No

Attachment: [Select File]

Max Size : 2 MB

Type : .jpg, .png, .jpeg, .gif, .pdf, .rar, .zip, .xls, .doc, .docx, .txt, .PNG

Other Identity Form

Information:

<i>Text Field</i>	<i>Description</i>
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:

<i>Text Field</i>	<i>Description</i>
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:

The image shows a web form titled 'Email Data Form'. It contains the following fields:

- Email Type:** A dropdown menu with the text '-- Select --' and an asterisk (*) indicating it is required.
- Email:** A text input field with an asterisk (*) indicating it is required.
- Description:** A larger text area for additional information.
- Status:** Two radio buttons labeled 'Active' (which is selected) and 'Not Active'.
- Default:** Two radio buttons labeled 'Yes' and 'No' (which is selected).

Email Data Form

Information:

<i>Text Field</i>	<i>Description</i>
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:

A form titled 'Phone' with five fields. 'Phone Type' is a dropdown menu with '-- Select --'. 'Phone Number' is a text input with an example '+62 274566160' and a '*' on the right. 'Description' is a larger text input. 'Status' has two radio buttons: 'Active' (selected) and 'Not Active'. 'Default' has two radio buttons: 'Yes' and 'No' (selected).

Phone Form Data

Information:

<i>Text Field</i>	<i>Description</i>
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:

A form titled 'Instant Messaging (IM)' with three fields. 'IM Client' is a dropdown menu with '-- Select --' and a '*' on the right. 'Username' is a text input with a '*' on the right. 'Default' has two radio buttons: 'Yes' and 'No' (selected).

Instant Messaging (IM) data form

Information:

<i>Text Field</i>	<i>Description</i>
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

Information:

<i>Text Field</i>	<i>Description</i>
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:



The image shows a form titled "Emergency Data form". It contains three sections: "Description" with a large text input field, "Status" with two radio buttons labeled "Active" (selected) and "Not Active", and "Default" with two radio buttons labeled "Yes" and "No" (selected).

Emergency Data form

Information:

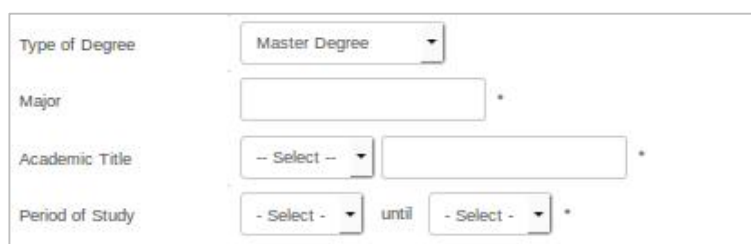
<i>Text Field</i>	<i>Description</i>
Name	Type in the name of a close relative or friend
Relation	Select the type of relation
Street	Type in address
Country	Select Country
State	Select state
City	Select City
Postal Code	Type in postal code
Phone Number	Type in phone number
Mobile	Type in mobile number
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:



The image shows a form titled "Educational Background Data Form". It contains four sections: "Type of Degree" with a dropdown menu showing "Master Degree", "Major" with a text input field, "Academic Title" with a dropdown menu showing "-- Select --" and a text input field, and "Period of Study" with two dropdown menus showing "-- Select --" and "until" with a text input field.

Educational Background Data Form

Information:

<i>Text Field</i>	<i>Description</i>
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:

<i>Text Field</i>	<i>Description</i>
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:



The image shows a form titled "Technical Competence". It contains two fields: "Skill" with a dropdown menu showing "-- Select --" and "Competence" with a text input field. Both fields are marked with an asterisk (*) indicating they are required.

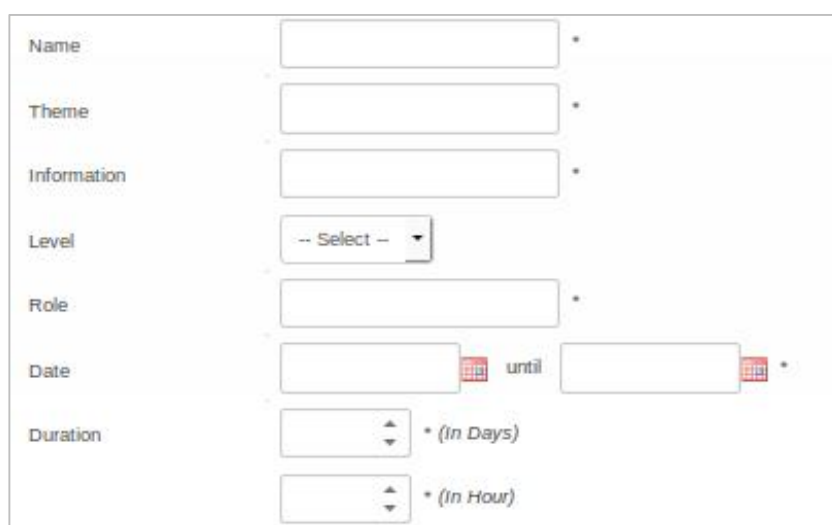
Technical Competence form data

Information:


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:



The image shows a form for "Supported trainings". It contains several fields: "Name", "Theme", "Information", "Level" (dropdown menu), "Role", "Date" (calendar icon), "Duration" (spinner), and "until" (calendar icon). The "Date" and "until" fields are connected by the word "until". The "Duration" field has two sub-fields: "(In Days)" and "(In Hour)". All fields are marked with an asterisk (*) indicating they are required.



The image shows a data form for Swisscontact Supported trainings. It contains five fields: 'Organizer' (text input), 'Place / Building' (text input), 'Country' (dropdown menu), 'State' (dropdown menu), and 'City' (dropdown menu). Each field has a small asterisk to its right, indicating it is a required field.

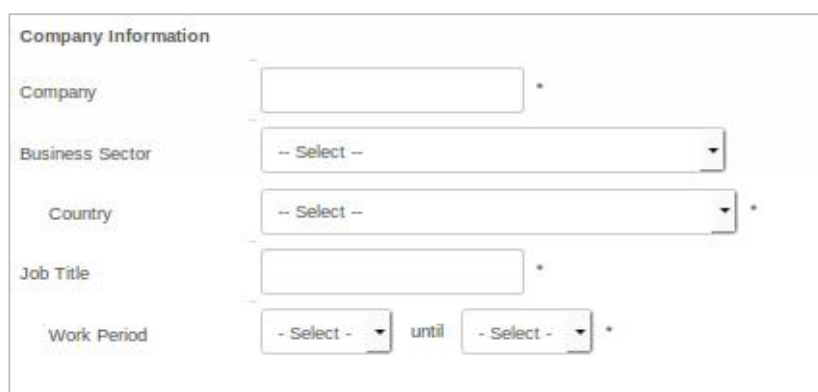
Swisscontact Supported trainings data form

Information:

<i>Text Field</i>	<i>Description</i>
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:



The image shows a 'Company Information' section of a 'Work Experience Data Form'. It contains five fields: 'Company' (text input), 'Business Sector' (dropdown menu), 'Country' (dropdown menu), 'Job Title' (text input), and 'Work Period' (two dropdown menus separated by the word 'until'). Each field has a small asterisk to its right, indicating it is a required field.

Work Experience Data Form

Information:

<i>Text Field</i>	<i>Description</i>
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:

<i>Text Field</i>	<i>Description</i>
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:

A screenshot of a web form titled "Psychological Test". It contains three input fields: "Test Type" with a dropdown menu showing "-- Select --", "Test Name" with a text input field, and "Date" with a text input field and a calendar icon.

Psychoses data form

Information:

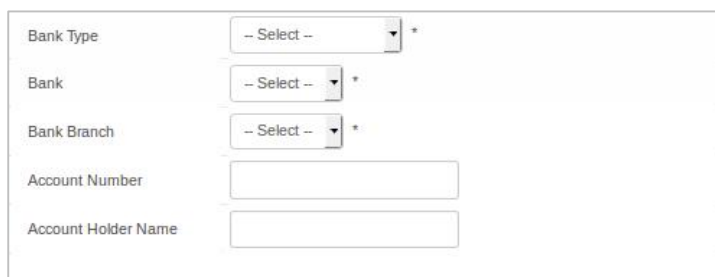
<i>Text Field</i>	<i>Description</i>
Test Type	Select psychoses type
Test Name	Type in employee name
Date	Type in date of the psychoses
Documentation	
Description	Type in description of the test
Attachment	Upload psychoses certificate

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:

A screenshot of a web form for "Bank Account". It contains five input fields: "Bank Type" with a dropdown menu showing "-- Select --" and an asterisk, "Bank" with a dropdown menu showing "-- Select --" and an asterisk, "Bank Branch" with a dropdown menu showing "-- Select --" and an asterisk, "Account Number" with a text input field, and "Account Holder Name" with a text input field.

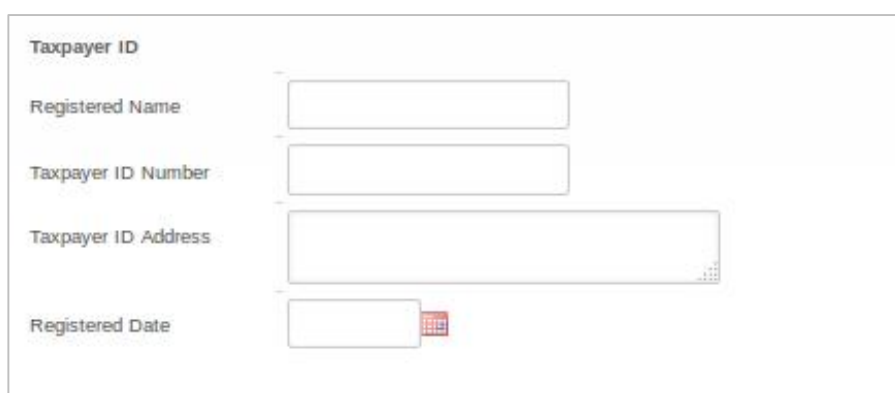
Bank account data form

Information:

<i>Text Field</i>	<i>Description</i>
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:

The image shows a web form titled "Taxpayer ID". It contains four input fields: "Registered Name" (a single-line text box), "Taxpayer ID Number" (a single-line text box), "Taxpayer ID Address" (a multi-line text area), and "Registered Date" (a date picker with a calendar icon). The form is displayed within a light gray border.

Taxpayer ID data form

Information:

<i>Text Field</i>	<i>Description</i>
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:

BPJS Ketenagakerjaan

Registered Name

Number

Date of Issue

Expiration Date

Basic Salary Use

Social Security data form

Information:

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:

Registered Name

Registration Number

Registered Date

Registered Address

Birth Date

Membership Status

Gender ☒ Male ☐ Female

Social health insurance form

Information:

<i>Text Field</i>	<i>Description</i>
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:

<i>Text Field</i>	<i>Description</i>
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:

<i>Field Form</i>	<i>Description</i>
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:

No	Project	Plan %	Realization %
1	GP-SCPP	0.00	0.00
2	COOF	0.00	0.00
3	SCPP	100.00	73.81
4	PROMARK	0.00	0.00

Status Time Recording : **Saved**

[Add Time Recording](#) [Import](#) [Print Month](#) [Subordinate Staff](#)

No	Project	Date	Time (Hours)	Comp	Category	Remarks
1	SCPP	01-03-2016	8.0	<input type="checkbox"/>	Project Work	Persiapan dokumen sertifikasi
2	SCPP	02-03-2016	8.0	<input type="checkbox"/>	Project Work	Persiapan dokumen sertifikasi
3	SCPP	03-03-2016	8.0	<input type="checkbox"/>	Project Work	TOT Master Trainer diKolaka timur
4	SCPP	04-03-2016	8.0	<input type="checkbox"/>	Project Work	Print data P1 Sertifikasi
5	SCPP	05-03-2016	8.0	<input checked="" type="checkbox"/>	Project Work	TOT Master Trainer diKolaka timurek Day Off
6	SCPP	06-03-2016	8.0	<input checked="" type="checkbox"/>	Project Work	TOT Master Trainer diKolaka timurek Day Off
7	SCPP	07-03-2016	8.0	<input type="checkbox"/>	Project Work	TOT Master Trainer diKolaka timur
8	SCPP	08-03-2016	8.0	<input type="checkbox"/>	Project Work	TOT Master Trainer diKolaka timur
9	SCPP	09-03-2016	8.0	<input checked="" type="checkbox"/>	Project Work	TOT Master Trainer diKolaka timurw Year
10	SCPP	10-03-2016	8.0	<input type="checkbox"/>	Project Work	TOT Master Trainer diKolaka timur


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

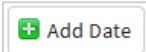


No	Action	Project	Date	Time(Hours)	Category	Remarks
1		SCPP	2016-06-01	8	Project Work	Perbaikan NC
2		SCPP	2016-06-02	8	Project Work	Meeting Staff SC dan C
3		SCPP	2016-06-03	8	Project Work	Perbaikan NC
4		-- Select --	2016-06-04	0		Weekend
5		-- Select --	2016-06-05	0		Weekend
6		-- Select --	2016-06-06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

Add Time Recording Form

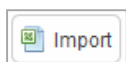
Information:

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  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



button then the next page will appear as follows:

Period February 2016

Import Time Recording

Download Template

Template

File (.xls)

Browse... No file selected.

Import

Back

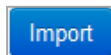
Import File Form

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

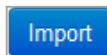
Template Import Time Recording					
Staff : Sinta Olivia Ruch			Time ID	75	
			[period_date]	01-07-2016	
No	Tanggal	Project	Time	Category	Remark
1	01-07-2016	GP-SCPP	8	Project Work	Personal data input to HRIS
2	02-07-2016				Weekend
3	03-07-2016				Weekend
4	04-07-2016	SCPP	8	Public Leave	Cuti Bersama 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 desks, 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 and then click the



icon. Through the time recording menu, could print monthly time recording by click



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.

Time Recording

Supervision

Staff ID / Name

Work Location


Kolaka

Search


simple

10

1-2 of 2




Staff ID	855
Staff	Asdar Basri
Position	Field Facilitator
Work Location	Kolaka



Staff ID	975
Staff	Rajuddin
Position	Field Facilitator
Work Location	Kolaka

Subordinate Staff Time Recording Data Display

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



Staff ID	855
Name	Asdar Basri
Position	Field Facilitator
Unit	Kolaka

Period


February

2016

Search

No	Project	Plan %	Realization %
1	SCPP	100.00	100.00

No	Project	Date	Time (hours)	Comp	Category	Remarks
1	SCPP	01 Februari 2016	8.0	<input checked="" type="checkbox"/>	Project Work	Test
2	SCPP	02 Februari 2016	8.0	<input type="checkbox"/>	Project Work	Test
3	SCPP	03 Februari 2016	8.0	<input checked="" type="checkbox"/>	Project Work	Test
4	SCPP	04 Februari 2016	8.0	<input type="checkbox"/>	Project Work	Test
5	SCPP	05 Februari 2016	8.0	<input type="checkbox"/>	Project Work	Test
6		06 Februari 2016				Day off week
7		07 Februari 2016				Day off week
8		08 Februari 2016	0.0	<input type="checkbox"/>	Public Holiday	Chinese New Year

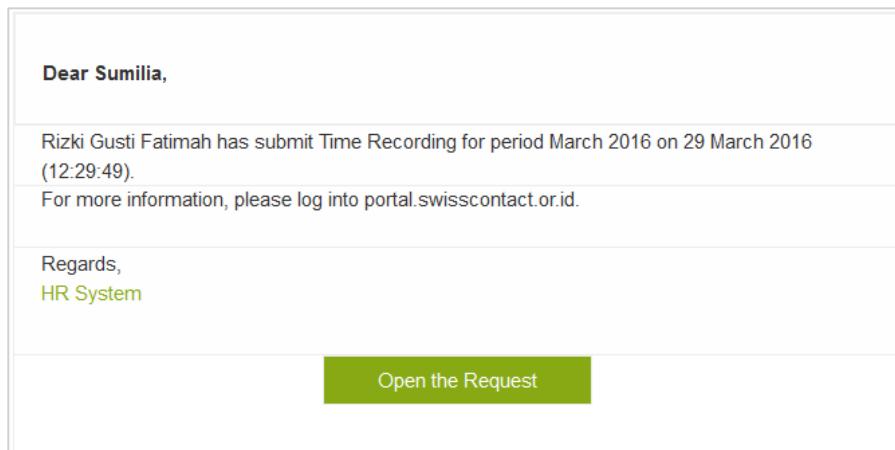


Time Recording Online approval form for the Line Manager

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- Monthly 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	reinbursement 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:

Keyword

Search [advance](#)

Leave Quota Information

Carried Over

:

5.00 Days

Quota This Year

:

15.00 Days

Quota Taken

:

0.00 Days

Balance

:

20 Days

+ Request

Subordinate Staff

5

«

◀

1-1 of 1

▶

»

No	Action	Transaction Number	Leave Type	Start	End	Day Count	Status
1		LVE.2016.03.000112	Annual Leave	01-03-2016	02-03-2016	2.0	Save

Leave List Display

4.2.1. Leave Request

Click

+ Request

 to request Leave.

Employee

Zeth Lapomi

Start Leave

2016-07-01

End Leave

2016-07-02

Nr of Days

1

Project

COOF

Leave Type

Annual Leave

Leave Balance Information

Old Balance

17

New Balance

16

PIC During Leave

Abdul Gafur

Clear

Remarks



Cuti untuk urusan keluarga

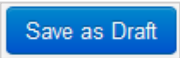
File


Select File

Leave Submission Form


Information:

<i>Text Field</i>	<i>Description</i>
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  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.

4.2.2. Leave Request Supervision

Click the  button to review Leave Requests from subordinates.

Keyword

Search [advance](#)



No	Action	Transaction Number	Staff	Leave Type	Start	End	Day Count	Status
1		LVE.2016.02.000009	Asdar Basri	Annual Leave	01/02/2016	03/02/2016	3.0	Submitted

10

◀◀ ◀ ▶ ▶▶

1-1 of 1

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.

Employee	Asdar Basri
Start Leave	01/02/2016
End Leave	03/02/2016
[is_half_day]	No
Nr of Days	3.0
Old Balance	25.00
New Balance	22.00
Leave Type	Annual Leave
PIC During Leave	Abdul Gafur
Remarks	Test

Approval Information

Level	Name	Status	Notes
1	Abdul Gafur	-- Select --	

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

Notes

Save

Online Leave Approval form For the Line Manager via Email

General Information

Employee

Abdul Gafur

Overtime Date

2016-07-29

8 Hours

+ Add

2016-07-30

8 Hours

Project

GP-SCPP

Remark

Lembur Weekend

Approval Information


Save as Draft

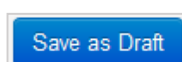
Submit

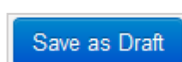
Back

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 <input type="text"/> <input type="button" value="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	<input type="text" value="GP-SCPP"/>								
Approval Information									
<table><tr><th>Level</th><th>Name</th><th>Status</th><th>Notes</th></tr><tr><td>1</td><td>Zeth Lapomi</td><td><input type="text" value="Approve"/></td><td><input type="text"/></td></tr></table>	Level	Name	Status	Notes	1	Zeth Lapomi	<input type="text" value="Approve"/>	<input type="text"/>	
Level	Name	Status	Notes						
1	Zeth Lapomi	<input type="text" value="Approve"/>	<input type="text"/>						
<input type="button" value="Submit"/> <input type="button" value="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:

Business Administration

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:

The screenshot shows a web interface for managing compensation days. At the top, there's a section titled "Leave Saldo Information" with two fields: "Saldo Remaining This Month" and "Nearest Expiration Date", both showing a dash (-). Below this is a navigation bar with two buttons: "Request" (with a green plus icon) and "Subordinate Staff" (with a person icon). To the right of these buttons is a dropdown menu showing "5" and pagination controls "1-1 of 1". Below the navigation bar is a table with the following data:

No	Action	Transaction Number	Leave Date	Reason	PIC During Leave	Status
1	 	COMP.2016.03.000027	29-03-2016	Test	Zeth Lapomi	Saved

Compensation Day Data List Display

Click  to request compensation day/s, and click  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:

The screenshot shows a form for requesting compensation days. It is divided into two main sections: "General Information" and "Approval Information".

General Information

- Employee: Zeth Lapomi
- Leave Date: Two entries are shown. The first is "2016-08-26" with a calendar icon and "8 Hours" selected. The second is "2016-07-30" with a calendar icon and "4 Hours" selected. There is an "Add" button and a trash icon.
- Project: SCPP (selected from a dropdown)
- Reason: Cuti untuk mengambil jatah lembur (text entered in a text area)
- PIC During Compensation: Abdul Gafur (selected from a dropdown, with a search icon and a "Clear" button)


Approval Information

Level	Name	Email	Approved By
1	Muhammad Syahrir	tri.nurika@koltiva.com	Online

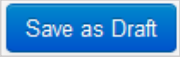
At the bottom of the form are three buttons: "Save as Draft", "Submit", and "Back".

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

Save as Draft

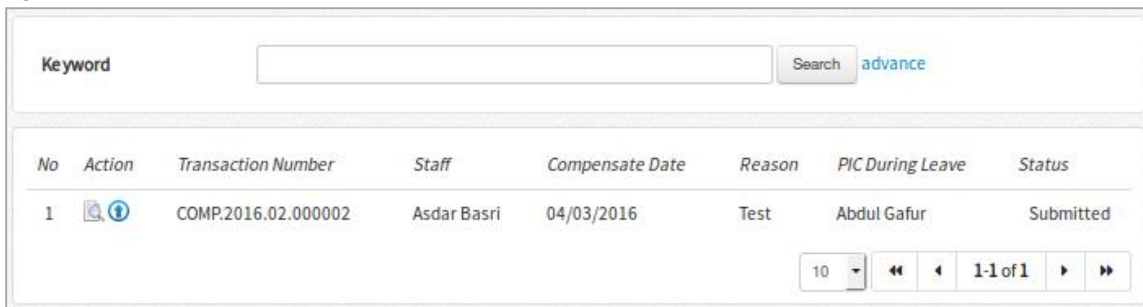
Click the  button to save the input as a draft, meaning that the form has not been submitted and an email has not been sent to the approver.

Save & Submit

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



4.4.2. Compensation Day Supervision

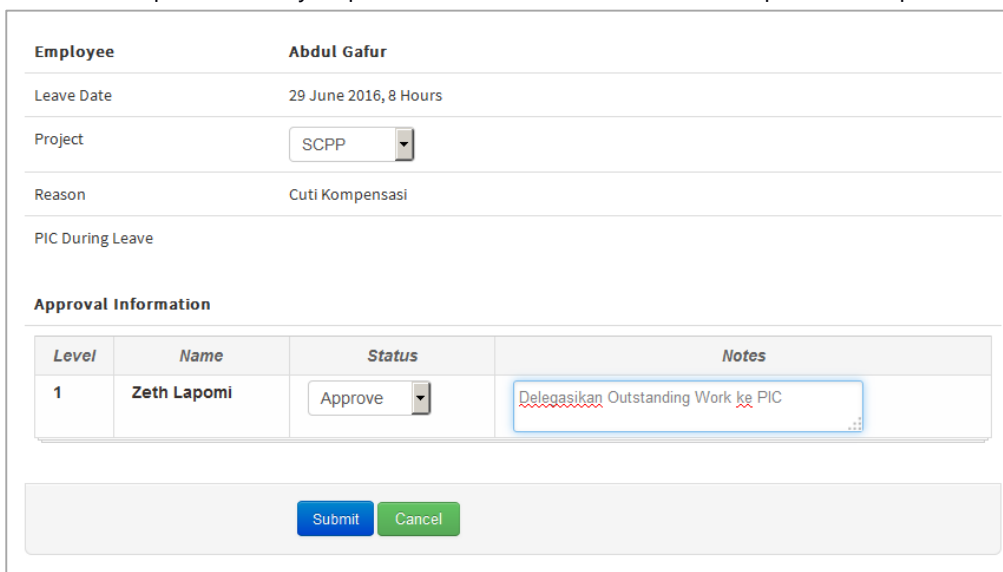
This page is to review compensation leave requests from the subordinate staff of this user.



The screenshot shows a web interface for viewing compensation day requests. At the top, there is a search bar with the label 'Keyword' and a 'Search' button with a blue 'advance' link next to it. Below the search bar is a table with the following columns: No, Action, Transaction Number, Staff, Compensate Date, Reason, PIC During Leave, and Status. The table contains one row with the following data: No. 1, Action with a magnifying glass icon, Transaction Number COMP.2016.02.000002, Staff Asdar Basri, Compensate Date 04/03/2016, Reason Test, PIC During Leave Abdul Gafur, and Status Submitted. At the bottom right of the table, there is a pagination control showing '10' in a dropdown, navigation arrows, and '1-1 of 1'.

Subordinates Compensation Day List Display

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



The screenshot shows the 'Online Compensation Day Approval Form for the Line Manager'. The form displays the following information: Employee: Abdul Gafur, Leave Date: 29 June 2016, 8 Hours, Project: SCPP (selected from a dropdown), Reason: Cuti Kompensasi, and PIC During Leave. Below this is the 'Approval Information' section, which contains a table with the following columns: Level, Name, Status, and Notes. The table has one row with Level 1, Name Zeth Lapomi, Status Approve (selected from a dropdown), and Notes Delegasikan Outstanding Work ke PIC. At the bottom of the form, there are two buttons: Submit and Cancel.

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:

BusinessAdministration

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

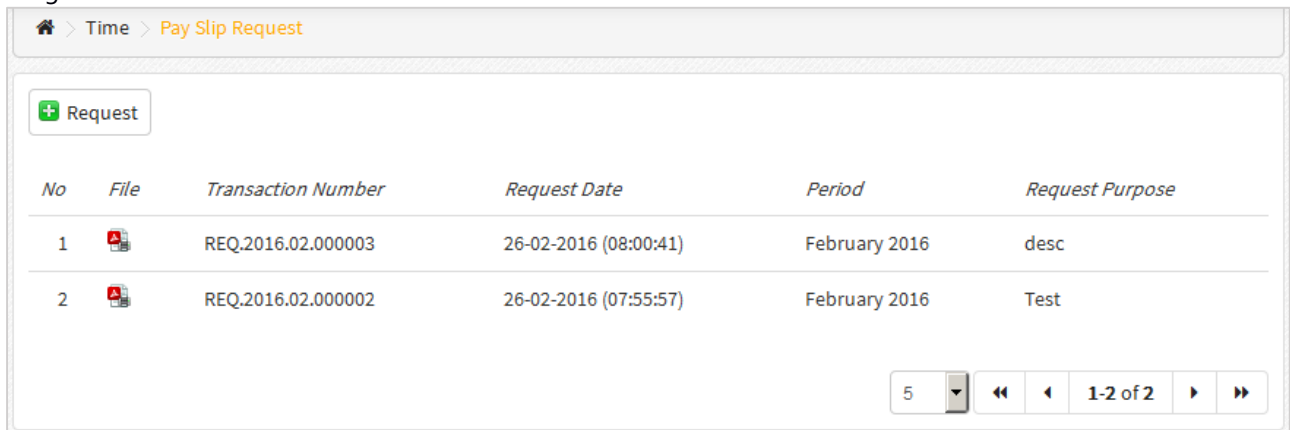
As seen from the form above, the line manager will be asked to input the supervision status. Below is the explanation:

- 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:

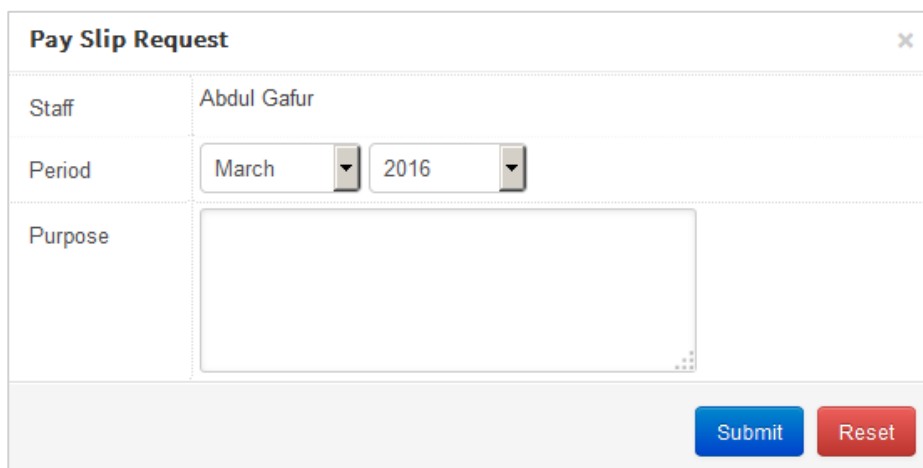


The screenshot shows a web interface for 'Pay Slip Request'. At the top, there is a breadcrumb trail: Home > Time > Pay Slip Request. Below this is a '+ Request' button. The main area contains a table with the following columns: No, File, Transaction Number, Request Date, Period, and Request Purpose. There are two rows of data. At the bottom right, there is a pagination control showing '5' in a dropdown, navigation arrows, and '1-2 of 2'.

No	File	Transaction Number	Request Date	Period	Request Purpose
1		REQ.2016.02.000003	26-02-2016 (08:00:41)	February 2016	desc
2		REQ.2016.02.000002	26-02-2016 (07:55:57)	February 2016	Test

Pay Slips Data List Display

Click  to submit a Pay Slip Request.



The screenshot shows a 'Pay Slip Request' form. It has a title bar with a close button. The form contains three main sections: 'Staff' with the value 'Abdul Gafur', 'Period' with dropdowns for 'March' and '2016', and 'Purpose' with a large text area. At the bottom right, there are 'Submit' and 'Reset' buttons.

Pay Slip Submission Form

Information:

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:

business travel is hired out, including accommodation and car travel tickets is seen below.

Request

Subordinate Staff

5

◀◀

◀

1-1 of 1

▶

▶▶


No	Action	Transaction Number	Request Date	Project	Partner	Purpose	Status
1		TAF.2016.03.000026	03-11-2016	SCPP		Program Field Activities	Submitted

Travel Request Data Submission List

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

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


4.6.1. Travel Request

Employee	Abdul Gafur
Request Date	2016-03-29 
Project	-- Select --
Travel Partner	
Travel Purpose	-- Select --
Activity	
Cash Advance Amount	0.00 IDR (Rp)
Cash Advance Purpose	
Breakdown Budget	Select File

Max Size : 2 MB
Type : .jpg, .png, .jpeg, .gif, .pdf, .rar, .zip, .xls, .doc, .docx, .txt, .PNG

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

Ticket / Car Order

Add

Action	Date	Carrier	Depart	Arrive	ETD
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total					

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

Hotel Order

Add

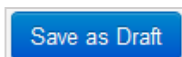
Action	Check-in	Check-out	Accommodation	Remark	Amount
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total					<input type="text"/>

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 **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.

4.6.2. 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.

Travel request form from subordinate staff

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

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:

Business Administration

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:

Keyword <input type="text"/> Search advance							
Request Subordinate Staff		10 « ◀ 1-1 of 1 ▶ »					
No	Action	Transaction Number	Request Date	Project	Currency	Amount	Status
1	 	CA.2016.03.000028	29-03-2016	COOF	IDR	1,000,000	Saved

Cash Advance Request Data List

Click [Add](#) to request a cash advance, click the [Subordinate Staff](#) button to supervise requests from subordinate staff

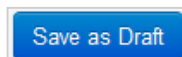
4.7.1. Cash Advance Request

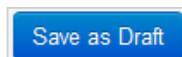
Employee	Abdul Gafur			
Request Date	2016-03-29 			
Project	-- Select --			
Cash Advance Amount	<input type="text" value="0.00"/>	IDR (Rp)		
Cash Advance Purpose	<input type="text"/>			
Breakdown Budget	Select File			
<small>Max Size : 2 MB Type : .jpg .png .jpeg .gif .pdf .rar .zip .xls .doc .docx .txt .PNG</small>				
Approval Information				
Level	Name	Position	Email	Approved By
1	Zeth Lapomi	Line Manager	zeth.lapomi@swisscontact.org	Online
2	Meilantika Priatni	District Administration and Finance Officer	meilantika.priatni@swisscontact.org	Online
Save as Draft Submit Back				

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  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.

4.7.2. Cash Advance Request Supervision

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

Keyword <input type="text"/> Search advance								
No	Action	Transaction Number	Request Date	Employee	Project	Currency	Amount	Status
1		CA.2016.02.000002	26/02/2016	Asdar Basri	SCPP	IDR	500.00	Submitted
10   1-1 of 1  								

Cash Advance Request List

Click  to follow up on the request.

Employee	Asdar Basri			
Request Date	26/02/2016			
Project	Sustainable Cocoa Production Program			
Partner	Test			
Cash Advance Amount	500.00 IDR			
Cash Advance Purpose	Test			
Approval Information				
Level	Name	Position	Status	Notes
1	Abdul Gafur	Line Manager	-- Select --	
2	Meilantika Priatni	District Administration and Finance Officer	-- Select --	
<div>Save Reset Cancel</div>				

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:

Dear Yasser Farid Abdurachman,

This Staff, Yusefani Maruf has requested Cash Advance at 08 Maret 2016, 13:27:30. Please find below the details.

Parameter	Content
Ref No.	CA.2016.03.000014
Date	08 Maret 2016
Staff	Yusefani Maruf
Project	Millenium Challenge Account Green Prosperity
Partner	Trial bin Ujicoba
Cash Advance Amount	IDR 2,000,000

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

Regards,
HR System

Approval

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:

BusinessAdministration

Cash Advance Request

Employee

Yusefani Maruf

Request Date

08/03/2016

Project

GP-SCPP

Cash Advance Amount

IDR 2,000,000.00

Cash Advance Purpose

Ujicoba Koltiva (Koltiva Testing)

Approval Information

Level

1

Name

Yasser Farid Abdurachman

Status

Approved

Notes

Level

2

Name

Edy Suranta Sebayang

Status

Approved

Notes

I should be as a verify

Save

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:

Consultant Project Data List

Click  to open the monthly timesheet input page

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](#)

Working Date *



Working Hours *

-- Select --

Working Days

0

Per Diem

☐ Yes ☒ No

Location *

-- Select --

Remark


Add














Close

Add Time Sheet per Day Form




Information:

<i>Text Field</i>	<i>Description</i>
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  button.

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

Time Sheet per Day List

If you want to delete all the rows of data that were just added by the  button, click  to delete all the previously entered information. When finished inputting data, click the  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	



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.

The screenshot shows a web form titled "Invoice Effective Form". It contains five input fields, each with a red asterisk indicating it is required:


- Invoice Number ***: A text box containing "003/INVTC-SC/II/2016".
- Issue Date ***: A date picker showing "2016-02-02" with a calendar icon.
- Period From ***: A date picker showing "2016-01-01" with a calendar icon.
- Period To ***: A date picker showing "2016-02-29" with a calendar icon.
- Calculation Base ***: A numeric input box with "22" and a "days" label.

At the bottom right of the form are three buttons: "Save" (blue), "Print Invoice" (blue), and "Back" (green).

Effective Time Sheet invoice Form

Information:

<i>Text Field</i>	<i>Description</i>
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



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

Category

-- All --

Name

Search

Election Day
25-02-2016 10:55:10 | Others | Yusuf Sulaiman
-

Develop SMEs to Utilize LinkedIn
27-01-2016 07:39:51 | New Staff Announcement |
Networking is an important aspect for owners of small and medium enterprises . Typically , from the relationship , they have the opportunity to get customers or partners . Of the various paths to get business and consumer relationships , SMEs can take advantage of LinkedIn .


News List Display

6.4. Events

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

EVENTS

WEDNESDAY
27
JAN
2016



Soft Launch Swisscontact Staff Portal
27 January 2016 09:34:24 | Administrator Root

Event Category

Internal

From

27 January 2016 09:00:00

until

27 January 2016 12:00:00

10

«

«

1 of 1

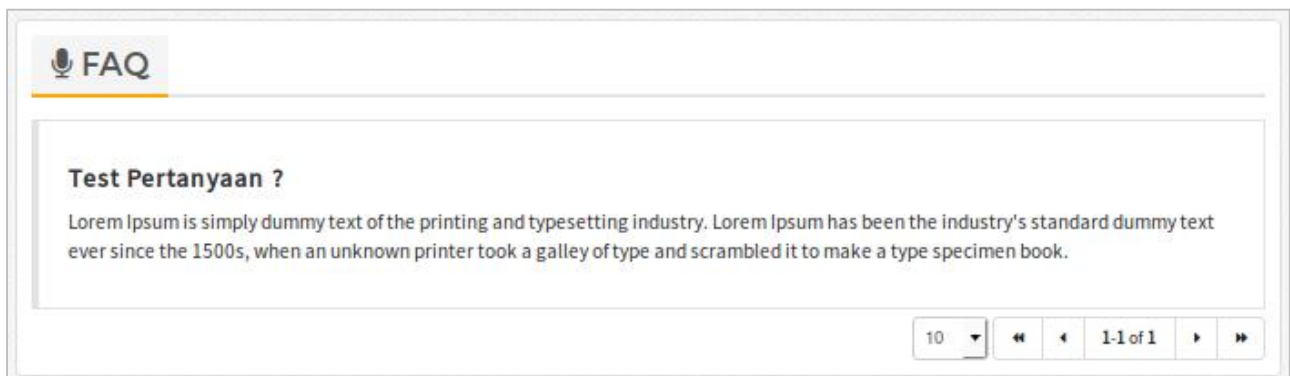
»

»

Event/Agenda List Display

6.5. FAQ (Frequently Asked Question)

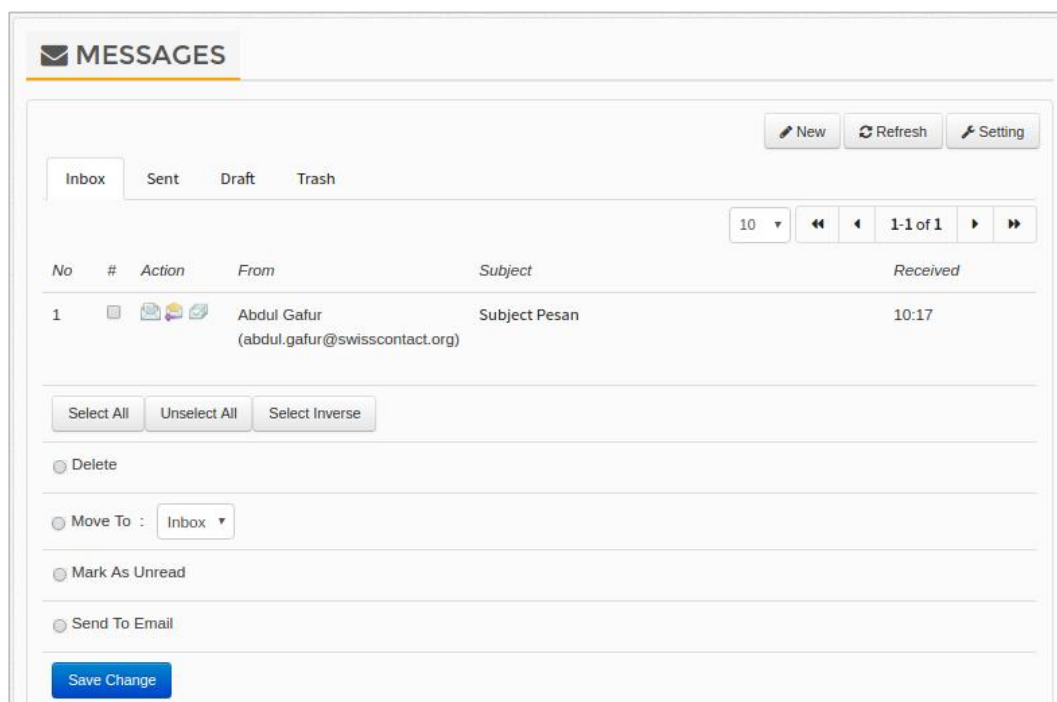
This menu has general questions about the operation and work environment at the company or information about using the portal application.



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.

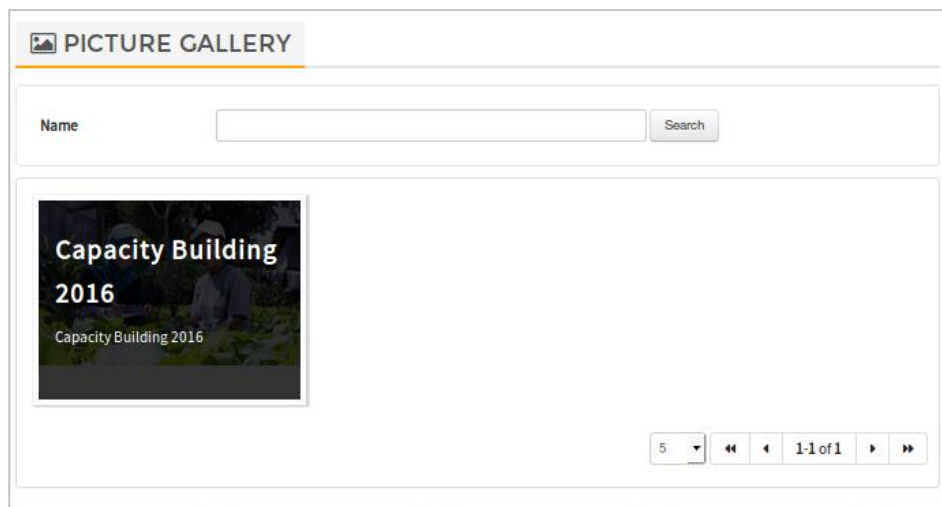
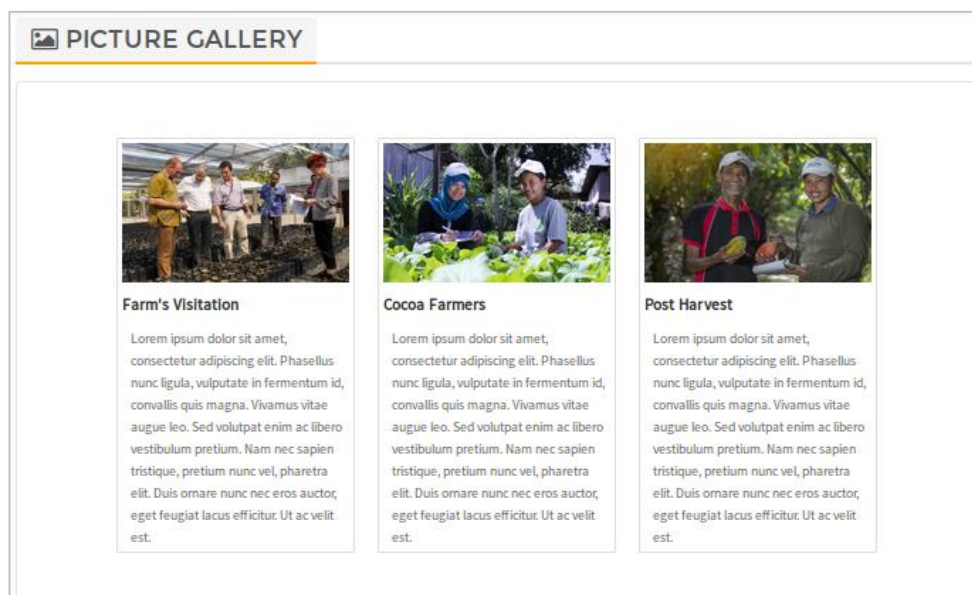


Photo picture album list



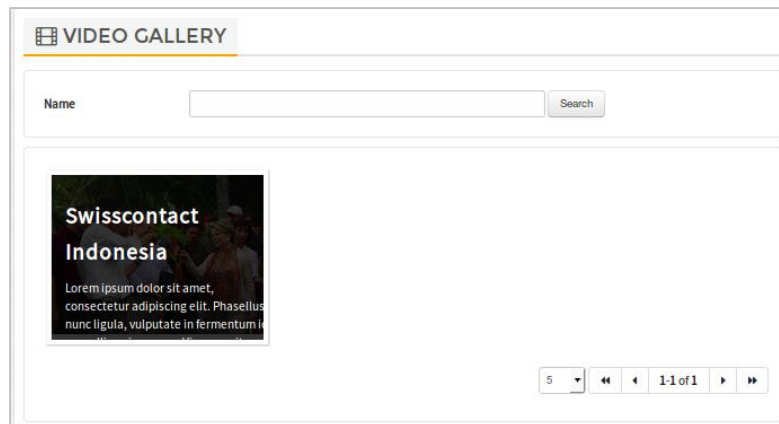
Photo/picture List



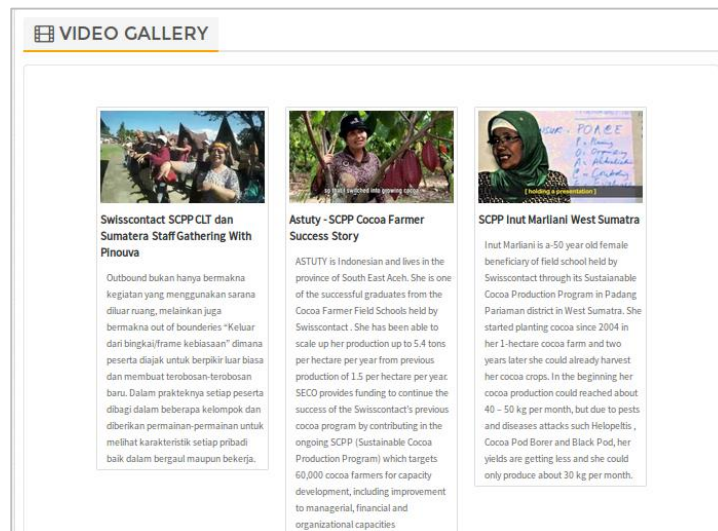
Popup photo/picture display

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

Polling Information

Dummy Polling
(28 March 2016 00:00 - 30 April 2016 00:00)

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book.

1. Dummy Question One

a. ☐ Dummy Answer One

b. ☐ Dummy Answer Two

Submit

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:

Year

2016

Condition

-- All --

Search

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

10

«

«

1-10 of 19

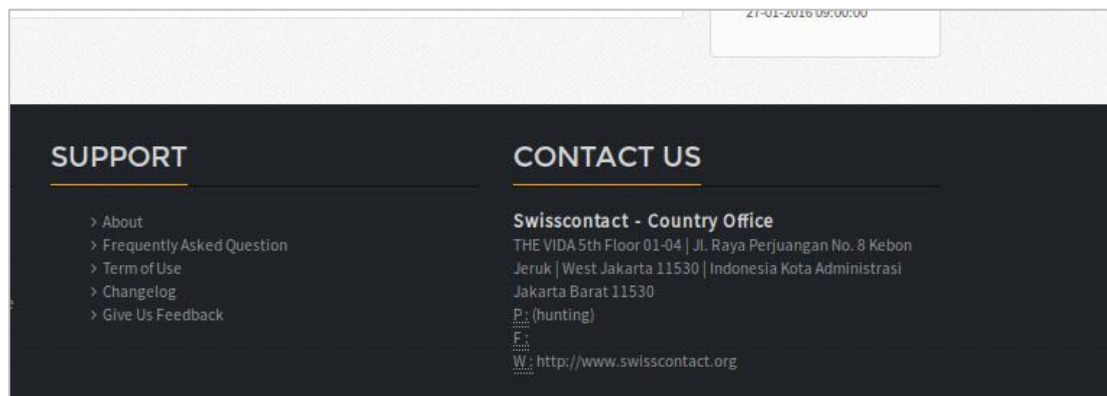
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List of National Holidays and Official Office Leave Days

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.



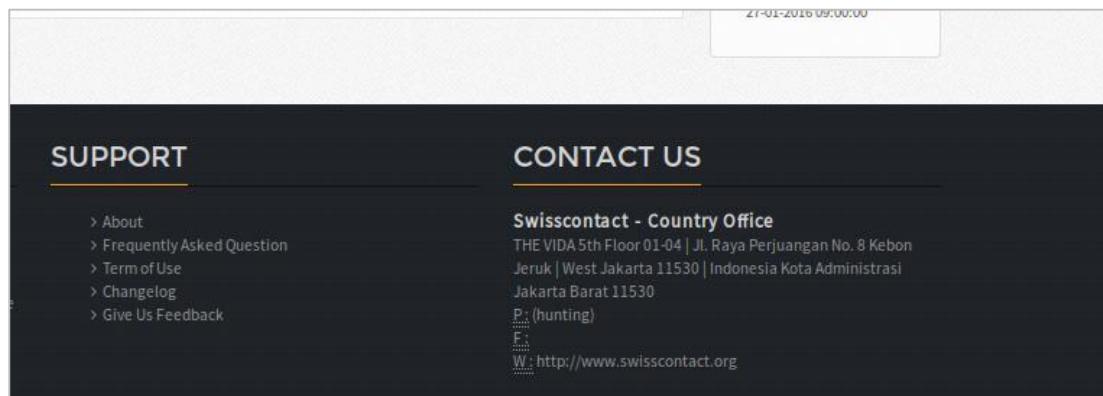
Links to Access Feedback Form

A screenshot of a 'Feedback' form. The form has a title bar 'Feedback' with a close button. It contains three fields: 'Name' with the value 'Abdul Gafur', 'Email' with the value 'abdul.gafur@swisscontact.org', and 'Content' with a text area containing the placeholder 'enter comment here ...'. At the bottom right of the form are two buttons: 'Save' (blue) and 'Reset' (grey).

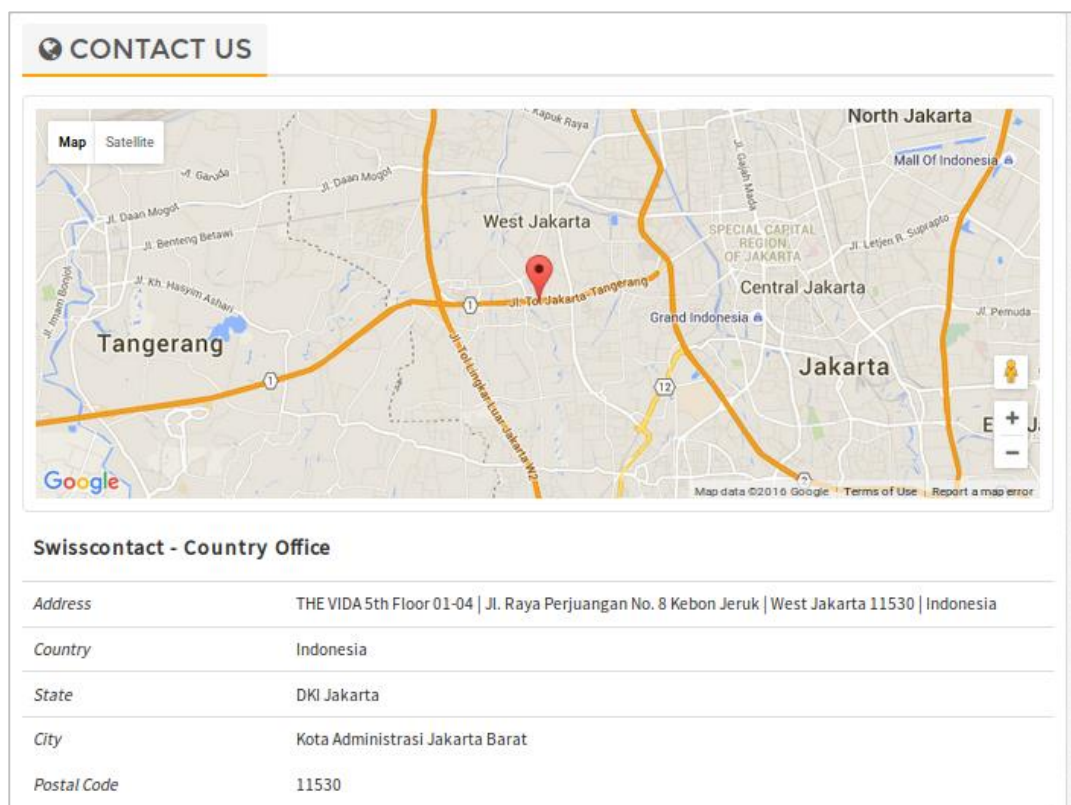
Feedback Form

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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