

## PRODUCT DESCRIPTION OF :

- **EMPLOYEE SELF SERVICE (ESS)**





01

## SUMMARY AND DESCRIPTION OF PRODUCT

Business Objective Employee Self Services

## Summary of ESS

Employee self-service (ESS) is a human resources technology that enables employees to perform many job-related functions.

## Description of ESS

Employee self-service (ESS) is a human resources technology that enables employees to perform many job-related functions, such as applying for reimbursement, updating personal information and accessing company benefits information.

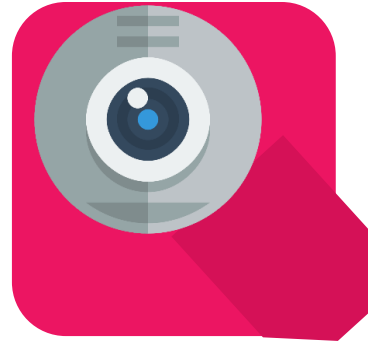
## Feature ESS

1. Personal Data
2. Claim Benefit
3. Time Management
4. Others



## Prioritize

Simplifying HR administrative tasks which results to the time and cost efficiency



## Monitored

Monitored Employee HR Administrative



## Improvement

Improvement Employee Progress HR Administrative



## Goals

To enhance the HR Process



## Time

Save your time for HR Process



## Efficiency

Save your Cost and increase your efficiency

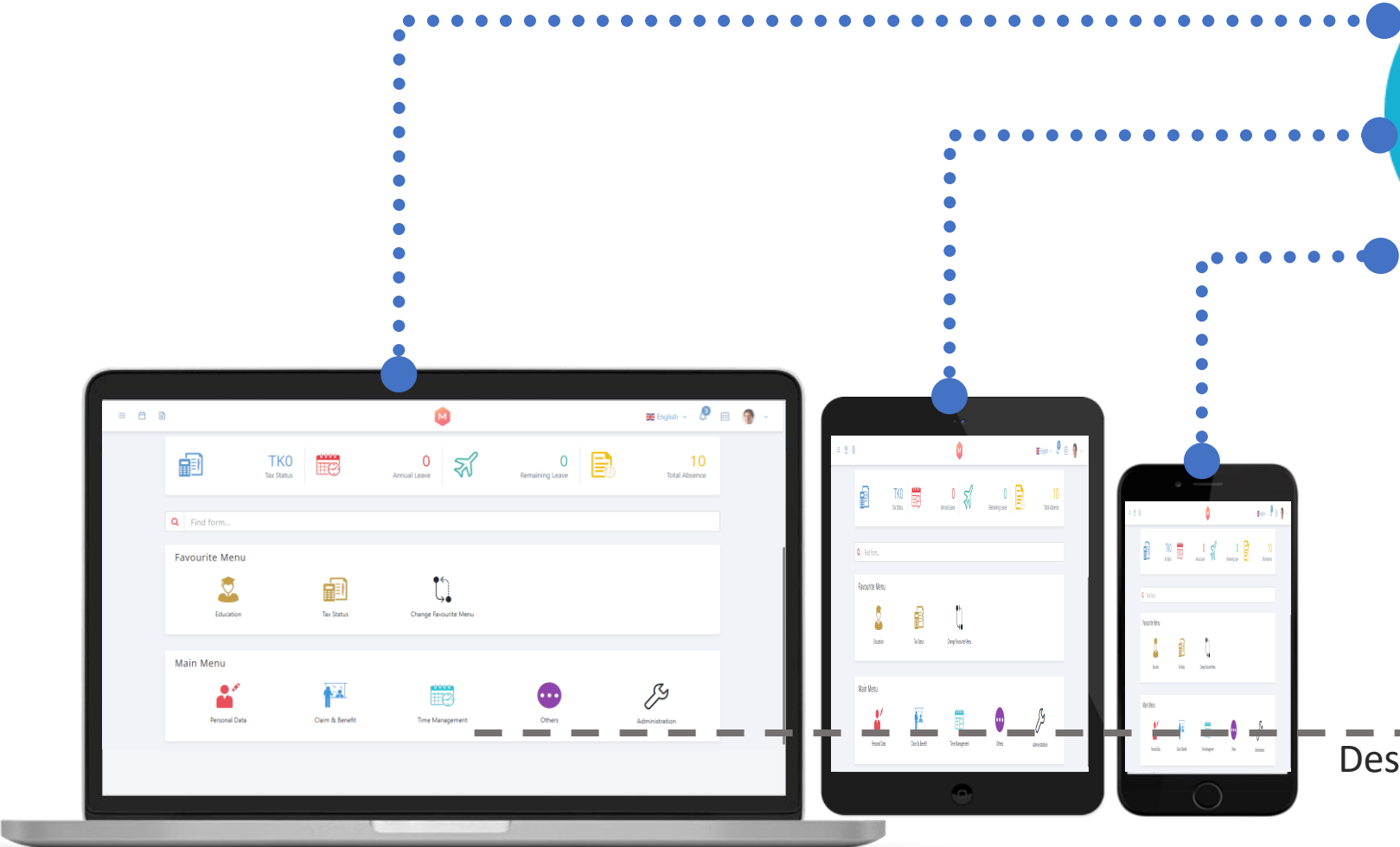


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## **SOLUTION PACKAGE**

Solution Package

# Employee Self Service



Desktop & Mobile **Browser**





# Architecture ESS



PERSONAL  
DATA

CLAIM &  
BENEFIT

TIME  
MANAGEMENT

OTHERS



Mobile



Desktop



Web API

HR System

Other System



Excel File

Upload / Download

# EMPLOYEE SELF SERVICE FUNCTIONAL FEATURES

## PERSONAL DATA

- Address
- Bank Account
- Birth Registration
- Death or Dismemberment
- Divorce
- Education
- Marriage
- Tax Status

## CLAIM AND BENEFIT

- Company Loan
- Distressed Allowance
- Eyeglasses
- KB Allowance
- Letter of Guarantee
- Marriage Allowance
- Meal Allowance
- Misery Allowance
- Hospital Reimbursement
- Shift Meal Allowance
- Vacation Allowance

## TIME MANAGEMENT

- Absence
- Create Leave
- Maternity Leave
- Shift Planning
- Shift Planning Report
- SPKL Overtime
- SPKL Overtime Transaction

## OTHERS

- Complaint Request
- Complaint Resolution
- Data Request
- Lost and Return
- Notebook Request
- Reference Letter



English



2

New Tasks



0

New Notifications



08:00 - 17:00

Clock In/Out



TKO  
Tax Status



0

Annual Leave



0

Remaining Leave



10

Total Absence

52.163.122.245/ess#carouselCaptions



English



TKO  
Tax Status



0  
Annual Leave



0  
Remaining Leave



10  
Total Absence

Find form...

## Favourite Menu



Education



Tax Status



Change Favourite Menu

## Main Menu



Personal Data



Claim & Benefit



Time Management



Others



Administration

## Edit Favourite Menu

Favourite Menu

- Education
- Tax Status

Personal Data

- Marriage
- Birth Registration
- Death or Dismemberment
- Divorce
- Address
- Bank Account
- Tax Status
- Education

Claim & Benefit

- Reimbursement
- Vacation Allowance
- Marriage Allowance
- Letter of Guarantee
- Eyeglasses
- Missery Allowance
- KB Allowance
- Company Loan

The image displays a user interface for a web application. At the top, a blue header contains the text "SUB MENU – PERSONAL DATA". Below this, a grey sidebar contains a "Main Menu" with five items: "Personal Data", "Claim & Benefit", "Time Management", "Others", and "Administration". The "Personal Data" item is highlighted, and a white modal window titled "Sub Menu - Personal Data" is open over it. This modal window contains eight sub-menu items arranged in two rows: "Marriage", "Birth Registration", "Death or Dismemberment", "Divorce", "Address", "Bank Account", "Tax Status", and "Education". A "CLOSE" button is located in the bottom right corner of the modal window. The background of the application shows a top navigation bar with a home icon, a language selector set to "English", and a notification bell with a "3" badge.

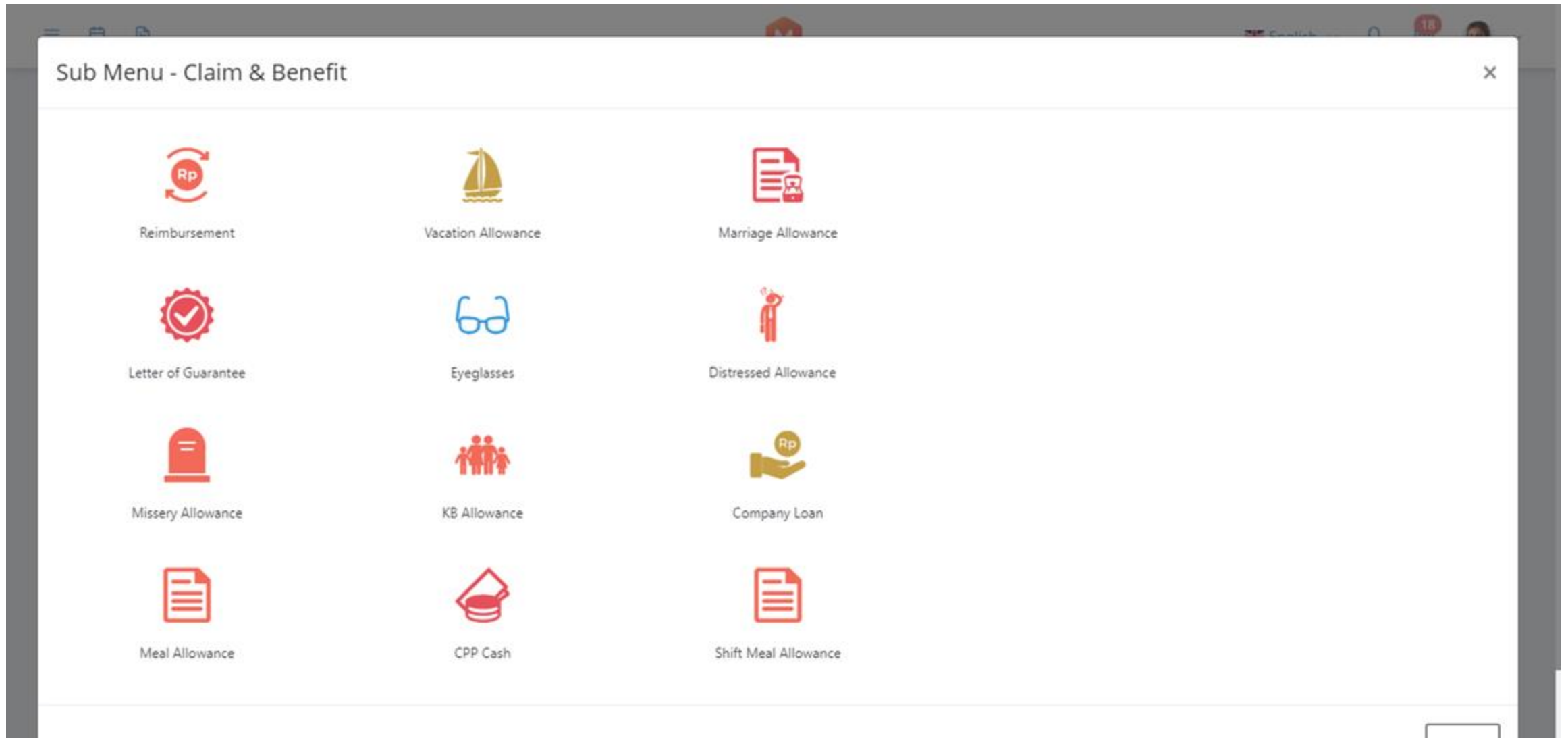
Sub Menu - Personal Data

- Marriage
- Birth Registration
- Death or Dismemberment
- Divorce
- Address
- Bank Account
- Tax Status
- Education

CLOSE

Main Menu

- Personal Data
- Claim & Benefit
- Time Management
- Others
- Administration



The image displays a software interface with a 'Sub Menu - Time Management' window and a 'Main Menu' bar. The 'Sub Menu - Time Management' window is a white box with a title bar and a close button (X) in the top right corner. It contains seven menu items arranged in two rows. The first row includes 'Maternity Leave' (red icon of a pregnant woman), 'BDJK Planning' (red clock icon), 'SPKL Overtime' (blue clock icon), and 'SPKL Overtime Transaction' (red document icon with a clock). The second row includes 'Shift Planning' (yellow icon of two people with arrows), 'Shift Planning Report' (red document icon with a clock), and 'Absence' (yellow icon of a person with a clock). A 'CLOSE' button is located in the bottom right corner of the sub-menu window. The 'Main Menu' bar is a grey horizontal bar at the bottom of the screen, containing five items: 'Personal Data' (red person icon), 'Claim & Benefit' (blue person at a screen icon), 'Time Management' (teal calendar icon), 'Others' (purple circle with three dots icon), and 'Administration' (grey wrench icon).

Sub Menu - Time Management

- Maternity Leave
- BDJK Planning
- SPKL Overtime
- SPKL Overtime Transaction
- Shift Planning
- Shift Planning Report
- Absence

CLOSE

Main Menu

- Personal Data
- Claim & Benefit
- Time Management
- Others
- Administration



The image shows a screenshot of a web application interface. At the top, there is a blue header with the text "SUB MENU - OTHER". Below this, a white dialog box titled "Sub Menu - Others" is open, featuring a close button (X) in the top right corner. The dialog box contains five menu items, each with an icon and a label: "Complaint Resolution" (red icon of people at a table), "Lost and Return" (yellow icon of a box with a plus and minus sign), "Notebook Request" (red icon of a laptop), "Data Request" (red icon of a clipboard with a pencil), and "Complaint Request" (red icon of people at a table). Below these items is a "Reference Letter" option with a blue document icon. A "CLOSE" button is located in the bottom right corner of the dialog box. Below the dialog box, a "Main Menu" is visible, containing five items: "Personal Data" (red icon of a person), "Claim & Benefit" (blue icon of a person at a presentation board), "Time Management" (blue icon of a calendar), "Others" (purple icon of three dots), and "Administration" (grey icon of a wrench).

The image shows a screenshot of a web application interface. At the top, there is a blue header with the text "SUB MENU - ADMINISTRATION". Below this, a white dialog box titled "Sub Menu - Administration" is open, displaying a grid of six icons representing administrative functions: User, Role, Events Calendar, News, Menu, and Permission. A "CLOSE" button is located in the bottom right corner of the dialog box. Below the dialog box, a grey "Main Menu" is visible, containing five icons for Personal Data, Claim & Benefit, Time Management, Others, and Administration.

Sub Menu - Administration

- User
- Role
- Events Calendar
- News
- Menu
- Permission

CLOSE

Main Menu

- Personal Data
- Claim & Benefit
- Time Management
- Others
- Administration



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## PROJECT REFERENCES

Project Reference

## 2012 – Soho Group



Implementation of K2 BPM for the Procure to Pay process with Sharepoint, K2, and .NET technology

## 2012 – Asuransi Astra



Implementation K2 BPM for core insurance Beyond

## 2013 – Pertamina Persero



Implementation K2 BPM for HR Employee Self Service with Sharepoint, K2, and .NET Technology.

## 2014 - Prudential



Implementation K2 BPM for Payment Voucher Application with Sharepoint, K2, and .NET Technology

## 2014 – Bank of Tokyo-Mitsubishi UFJ



Implementation K2 BPM for Trade Finance System with K2 and .NET Technology

## 2014 – Permata Bank



Implementation K2 BPM for HR Recruitment, Employee Self Services, Payment Voucher, Learning Management, dan Employee Self Services with K2, Sharepoint, and .NET technology

## 2016 – PT Bintang Toedjoe



Implementation K2 BPM for marketing area expense, capex, Other Approval (Purchase Request & Invoice Payable) with K2 and .NET technology

## 2018 – Toyota Astra Motor



Develop Application E-Form (Employee Self Service) with .NET technology.



THANK YOU