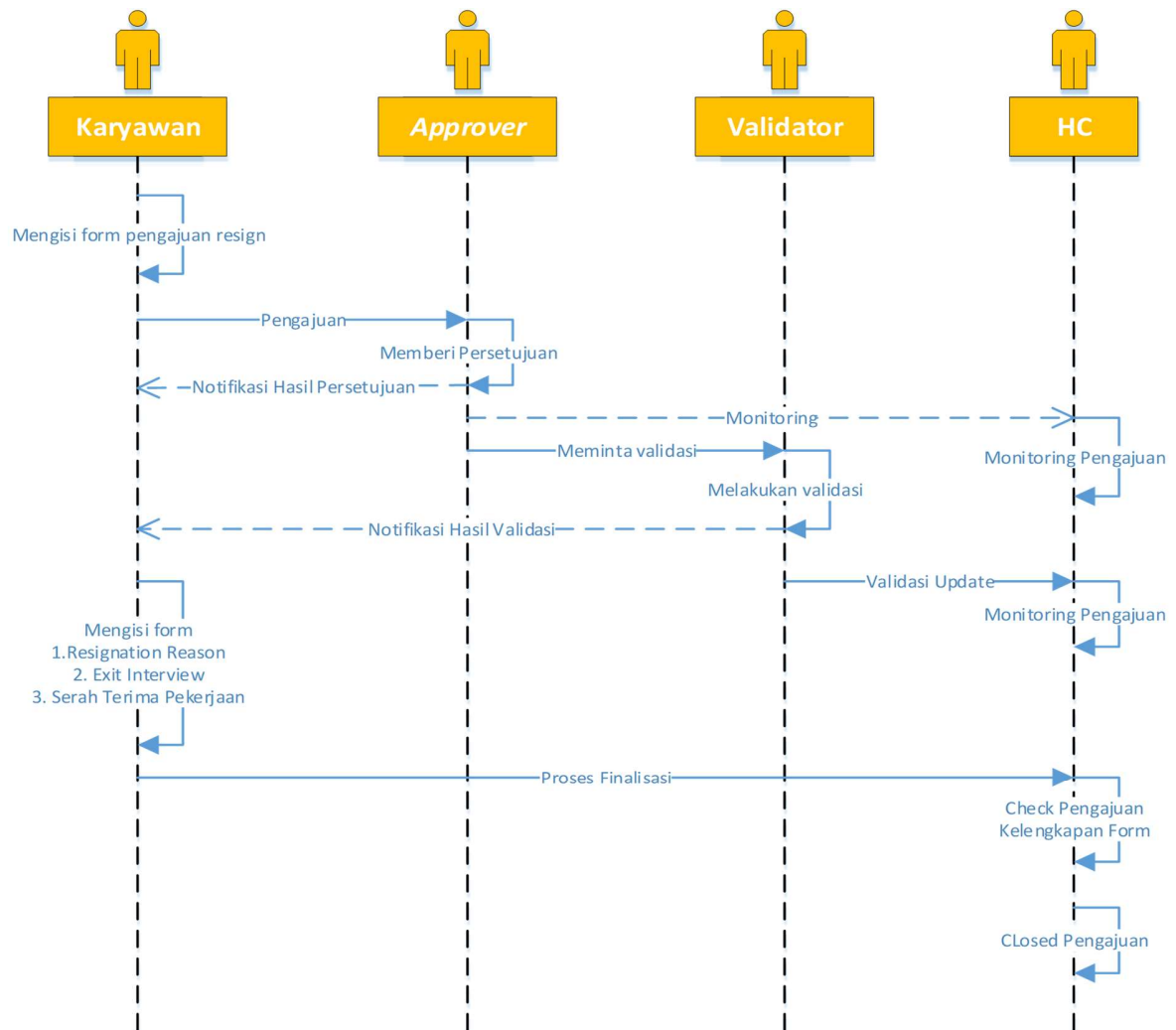
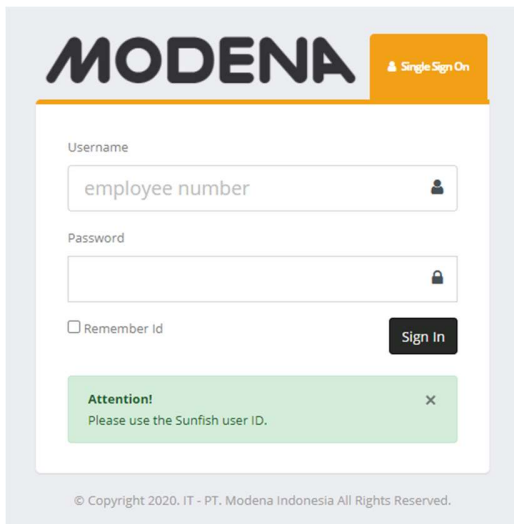


Exit Clearance

Flow Process

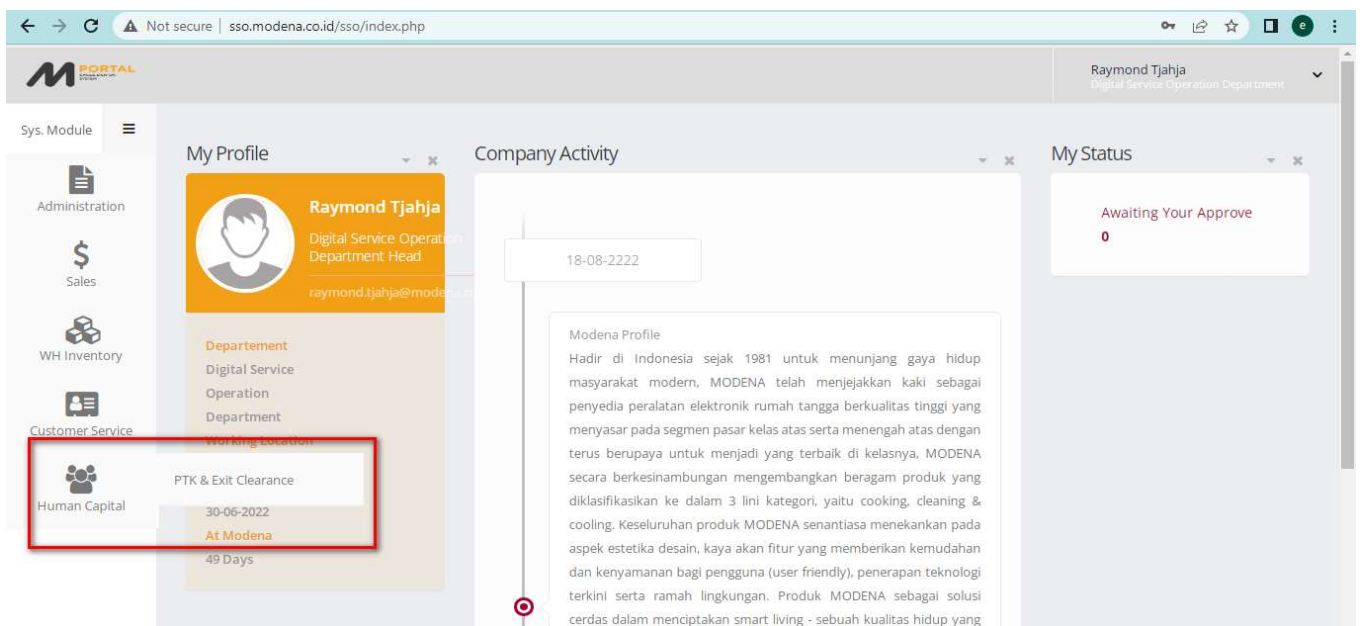


1. Masuk melalui SSO pada link <http://sso.Modena.co.id>
2. Login dengan menggunakan Username & Password SunFish



The image shows the MODENA SSO login page. At the top left is the MODENA logo. To its right is a 'Single Sign On' button. Below the logo is a login form with fields for 'Username' (containing 'employee number') and 'Password'. There is a 'Remember Id' checkbox and a 'Sign In' button. A green alert box at the bottom says 'Attention! Please use the Sunfish user ID.' The footer contains the copyright notice: '© Copyright 2020. IT - PT. Modena Indonesia All Rights Reserved.'

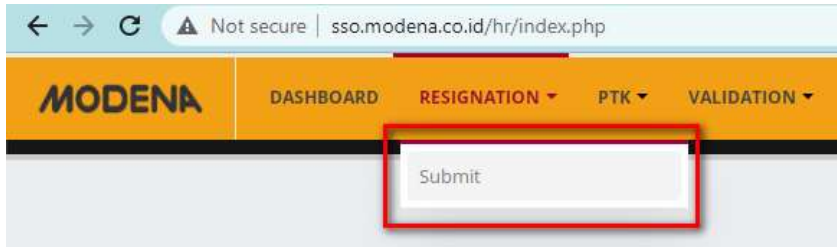
3. Pilih module Human Capital
4. Pilih PTK & Exit Clearance



The image shows the MODENA SSO dashboard for user Raymond Tjahja. The dashboard has a sidebar with navigation modules: Administration, Sales, WH Inventory, Customer Service, and Human Capital. The 'Human Capital' module is selected and highlighted with a red box. The main content area is divided into three sections: 'My Profile' (showing user details like name, department, and email), 'Company Activity' (showing a date '18-08-2222' and a profile description), and 'My Status' (showing 'Awaiting Your Approve' with a count of '0'). The 'PTK & Exit Clearance' section is also visible, showing a date '30-06-2022' and a status 'At Modena'.

Untuk Karyawan yang ingin mengajukan Resignation

1. Pilih Menu Resignation – Submit
2. Lengkapi form pada *tab Submit A* (Tanggal Terakhir Kerja & Alasan Resign)

A screenshot of the 'PENGAJUAN PENGUNDURAN DIRI' (Self-Resignation Application) form in the Modena HR system. The form is divided into two main sections: 'PENGAJUAN PENGUNDURAN DIRI' and 'ALASAN BERHENTI'. The 'PENGAJUAN PENGUNDURAN DIRI' section contains fields for 'Nomor Karyawan', 'Nama Lengkap', 'Status Karyawan', 'Departemen', 'Tanggal Masuk', 'Posisi Saat Ini', 'Tgl. Pengajuan', and 'Tgl. Terakhir Kerja'. The 'ALASAN BERHENTI' section contains checkboxes for 'Prestasi Kerja', 'Peluang Karir', and 'Kondisi Bekerja', along with a text area for 'Alasan Resign'. A 'Save & Submit Approval' button is located at the bottom right of the form.

Klik tombol Save & Submit Approval

>> Pengajuan pengunduran diri anda sedang menunggu proses persetujuan oleh atasan

3. Lengkapi form alasan resign pada *tab Resignation Reason B*, kemudian klik tombol save update

A screenshot of the 'ALASAN BERHENTI' (Reason for Leaving) form in the Modena HR system. The form is divided into three main sections: 'Prestasi Kerja', 'Peluang Karir', and 'Kondisi Bekerja'. Each section contains checkboxes for various reasons and a text area for additional comments. The 'Prestasi Kerja' section includes checkboxes for 'Kontrak tidak diperpanjang', 'Gagal pada kelas pelatihan / program', 'Gagal pada masa percobaan', 'Rendahnya hasil prestasi kerja (KPI)', and 'Lainnya'. The 'Peluang Karir' section includes checkboxes for 'Peluang karir baru' and 'Lainnya'. The 'Kondisi Bekerja' section includes checkboxes for 'Fasilitas', 'Hubungan relasi', 'Dengan atasan', 'Dengan teman sekerja', 'Kekerasan verbal', 'Kekerasan fisik', 'Pelecehan seksual', 'Berhubungan dengan pekerjaan / tugas', 'Lingkungan kerja', and 'Lainnya'. A 'Save & Submit Approval' button is located at the bottom right of the form.

4. Lengkapi form *Transfer Job* dengan memasukkan item type, status transfer & remark. Dapat ditambahkan sesuai kebutuhan dengan klik tombol *Add*

The screenshot shows the MODENA system interface with the 'Transfer Jobs' form. The form has a header bar with 'MODENA' and navigation tabs: DASHBOARD, REQUEST, and VALIDATION. The 'Transfer Jobs' tab is active. The form contains the following fields:

- Item: A text input field.
- Type: A dropdown menu with 'Select' as the current value.
- Status Transfer: A dropdown menu with 'Select One' as the current value.
- Remarks: A text input field.

Below the form is a table with the following data:

Seq.	Items	Type	Status Transfer	Remarks
1				

5. Klik *Submit* untuk proses approval ke atasan langsung.
6. Untuk memonitoring progress status Exit Clearance yang dilakukan oleh validator (IT, HCO, HCD, FIN) bisa dilihat pada tab *Handover Status*

The screenshot shows the MODENA system interface with the 'Handover Status' tab. The table displays the status of the handover process for various validators.

Validator	Dept. Name	Status	Complete Date	Remarks
Sigit Riawanto (Sigit.Riawanto@modena.com)	Information Technology	Awaiting Check		
Mashuri (Mashuri.Achfas@modena.com)	Information Technology	Awaiting Check		
Emanuel Sugiharto (emanuel.sugiharto@modena.com)	Human Capital Operations	Awaiting Check		
Kevin Ramon Korompis (kevin.korompis@modena.com)	Human Capital Development	Awaiting Check		
Vina Ratna Gustiani (Vina.Gustiani@modena.com)	Human Capital Operations	Awaiting Check		
Cicilia Sri Sunami (cicilia.sri@modena.com)	Finance & Administration Department	Awaiting Check		

Untuk bagian yang melakukan validasi karyawan resign

Proses validasi oleh PIC yang sudah ditentukan termasuk atasan requestor.

1. Login melalui SSO dan pilih human capital – PTK & Exit Clearance.
2. Pilih menu Validation – Exit Confirmation

The screenshot shows the MODENA system interface. At the top, there is a navigation bar with 'MODENA' and tabs for 'DASHBOARD', 'RESIGNATION', 'PTK', and 'VALIDATION'. Below the navigation bar, there is a search area with 'Request Date' (01/07/2022), 'Request No', and a dropdown menu for 'Exit Confirmation' (labeled 1). The dropdown menu has options for 'PTK Confirmation' and 'Exit Clearance'. Below the search area, there is a table with columns: 'Request No', 'Requestor', 'Request Date Time', and 'Approval Status'. The table has one row with 'Request No' HREXIT2207004, 'Requestor' 2110.2395/Okky Novianto/YOGYA Branch, 'Request Date Time' Jul 14 2022 4:27PM, and 'Approval Status' Approved. A 'Detail' button (labeled 2) is next to the first row.

3. Di bagian Detail, klik tombol hitam pada nomor exit clearance yang akan diproses
4. Pilih Tab – Handover, akan terlihat status handover-nya, scroll paling bawah, silahkan klik confirm, bisa ditambahkan remark jika diperlukan

The screenshot shows the MODENA system interface. At the top, there is a navigation bar with 'MODENA' and tabs for 'DASHBOARD', 'RESIGNATION', 'PTK', and 'VALIDATION'. Below the navigation bar, there is a search area with 'Request Date' (01/07/2022), 'Request No', and a dropdown menu for 'Exit Confirmation' (labeled 1). The dropdown menu has options for 'PTK Confirmation' and 'Exit Clearance'. Below the search area, there is a table with columns: 'Request No', 'Requestor', 'Request Date Time', and 'Approval Status'. The table has one row with 'Request No' HREXIT2207004, 'Requestor' 2110.2395/Okky Novianto/YOGYA Branch, 'Request Date Time' Jul 14 2022 4:27PM, and 'Approval Status' Approved. A 'Detail' button (labeled 2) is next to the first row. Below the table, there is a 'Handover Status' section with a table of handover status. The table has columns: 'Validator', 'Dept. Name', 'Status', 'Submit Date', 'Complete Date', 'Overdue (Days)', and 'Remarks'. The table has three rows: 'Hanggara Yulia Putra (hanggara.putra@modena.com)' with 'Status' Awaiting Check, 'Submit Date' 12/07/2022, 'Complete Date' 12/07/2022, 'Overdue (Days)' 6, and 'Remarks' ; 'Supriyadi (adi.supriyadi@modena.com)' with 'Status' Awaiting Check, 'Submit Date' 12/07/2022, 'Complete Date' 12/07/2022, 'Overdue (Days)' 6, and 'Remarks' ; and 'Antonius July Kristanto (antonius.kristanto@modena.com)' with 'Status' Awaiting Check, 'Submit Date' 12/07/2022, 'Complete Date' 12/07/2022, 'Overdue (Days)' 6, and 'Remarks' . Below the table, there is a 'Remarks' field (labeled 2) and a 'Confirm' button.

DASHBOARD (APPROVAL)

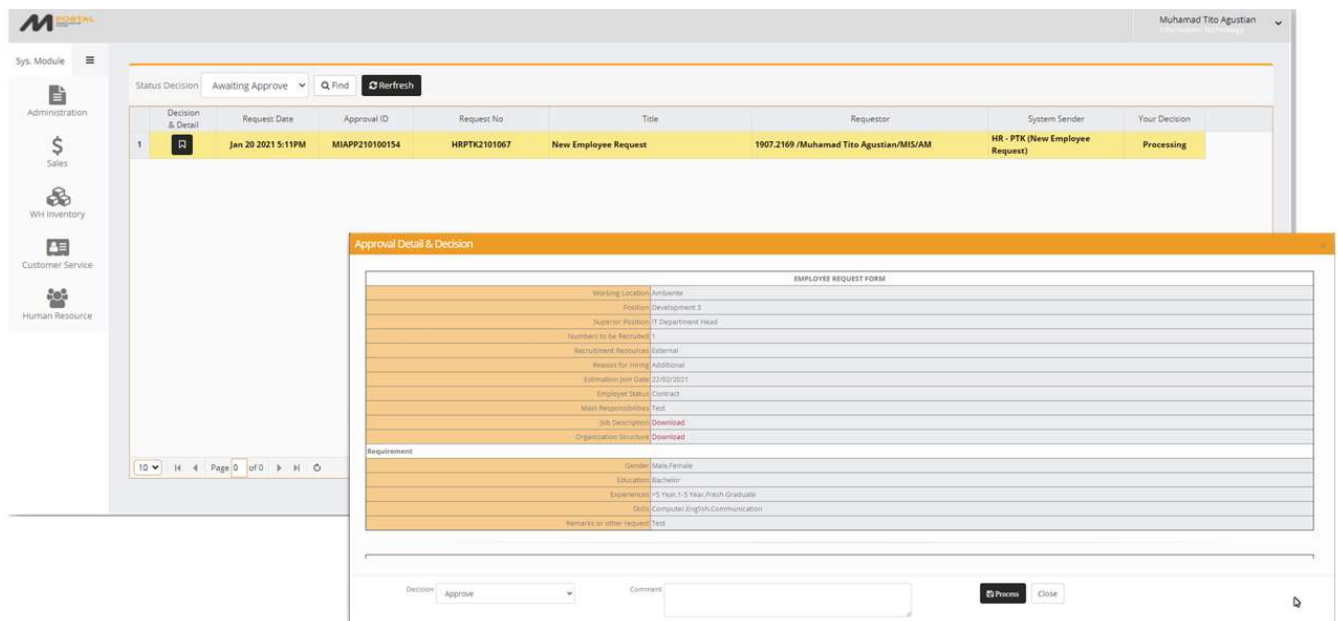
Untuk melakukan proses approve pada pengajuan Exit Clearance yang masuk ke email, anda bisa cek pada dashboard SSO

1. Pada menu awal login SSO, di pojok kanan atas klik *Awaiting Your Approve*



2. Klik Decision & detail

3. Pilih Decision (Approve or Reject) > masukan komentar > klik tombol Process



Berikut ini adalah contoh EMAIL NOTIFICATION (APPROVER)

Reply Reply All Forward IM
Fri 22/01/2021 17:16
support@modena.co.id
Approval Notification [Submission of Resignation]
To: Muhammad Agustian

[Click here](#) to approve on the system.

Created Date	Jan 15 2021 8:57AM
Requestor	1907.2169/Muhamad Tito Agustian/Information Technology
Subject	Submission of Resignation
Attribute Approval	Approval ID MIAPP210100152
	Transaction ID HREXIT2101019
	System Sender HR - Exit Clearance

SUBMISSION OF RESIGNATION	
Employee Name	Muhamad Tito Agustian
Departement	Information Technology
Position	Development Coordinator 3
Branch	Head Office
Join Date	2019-07-02

Dengan ini karyawan yang bersangkutan mengajukan Pengunduran Diri dari PT.Modena Indonesia, efektif *End Date* mengajukan pada tanggal **14/02/2021**. Hal-hal yang mengenai transfer pekerjaan, pengecekan aset, piutang dan lain sebagainya, akan dilakukan setelah proses pengajuan ini di setujui.

Alasan Mengundurkan Diri:
test

Approval Line	Approval Type	Status	Approved Date	Approved By / Comment
	Approval	Processing		Sigit Riawanto/Information Technology Comment :

[Click here](#) to approve on the system.

Berikut ini adalah contoh EMAIL NOTIFICATION (REQUESTER)

Reply Reply All Forward IM
Fri 22/01/2021 17:16
support@modena.co.id
Approve Notification [Submission of Resignation]
To: Muhammad Agustian

Your request has been Approve

Created Date	Jan 15 2021 8:57AM
Requestor	1907.2169/Muhamad Tito Agustian/Information Technology
Subject	Submission of Resignation
Attribute Approval	Approval ID MIAPP210100152
	Transaction ID HREXIT2101019
	System Sender HR - Exit Clearance

SUBMISSION OF RESIGNATION	
Employee Name	Muhamad Tito Agustian
Departement	Information Technology
Position	Development Coordinator 3
Branch	Head Office
Join Date	2019-07-02

Dengan ini karyawan yang bersangkutan mengajukan Pengunduran Diri dari PT.Modena Indonesia, efektif *End Date* mengajukan pada tanggal **14/02/2021**. Hal-hal yang mengenai transfer pekerjaan, pengecekan aset, piutang dan lain sebagainya, akan dilakukan setelah proses pengajuan ini di setujui.

Alasan Mengundurkan Diri:
test

Approval Line	Approval Type	Status	Approved Date	Approved By / Comment
	Approval	Approve	Jan 15 2021 9:01AM	Sigit Riawanto/Information Technology Comment : OK

Your request has been Approve

Berikut ini adalah contoh **EMAIL NOTIFICATION (VALIDATOR)**

Reply

Reply All

Forward

IM



Fri 22/01/2021 17:16

support@modena.co.id

Employee Resign Notification [Submission of Resignation]

To  Muhamad Agustian

[Click here](#) to process on the system.

(Root menu : Validation -> Handover)

Dear Sir/Madam,

Please check all asset and others related information this employee 1907.2169/Muhamad Tito Agustian/Information Technology

SUBMISSION OF RESIGNATION	
Employee Name	Muhamad Tito Agustian
Departement	Information Technology
Position	Development Coordinator 3
Branch	Head Office
Join Date	2019-07-02

Dengan ini karyawan yang bersangkutan mengajukan Pengunduran Diri dari PT.Modena Indonesia, efektif *End Date* mengajukan pada tanggal **14/02/2021**. Hal-hal yang mengenai transfer pekerjaan, pengecekan aset, piutang dan lain sebagainya, akan dilakukan setelah proses pengajuan ini di setuju.

Alasan Mengundurkan Diri:
test

[Click here](#) to process on the system.

(Root menu : Validation -> Handover)