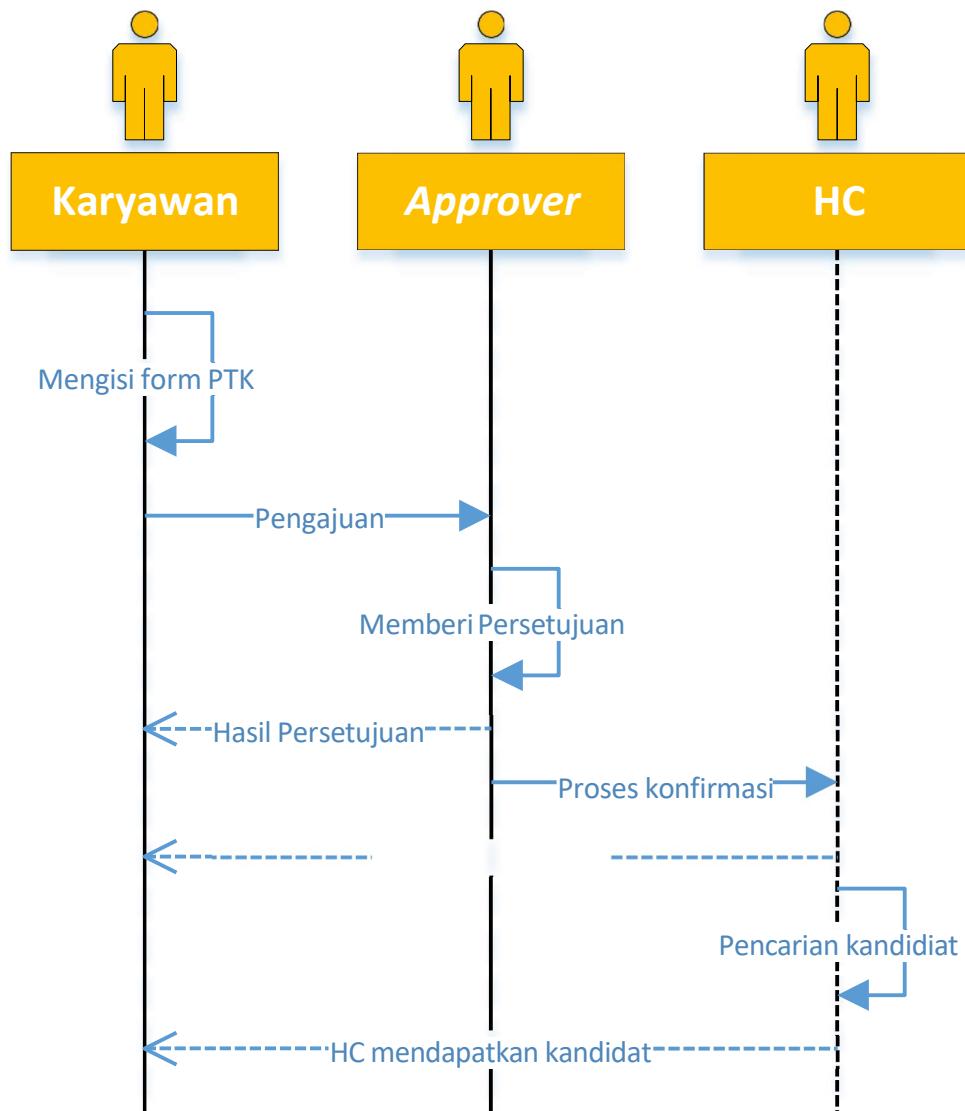


PTK Flow Process

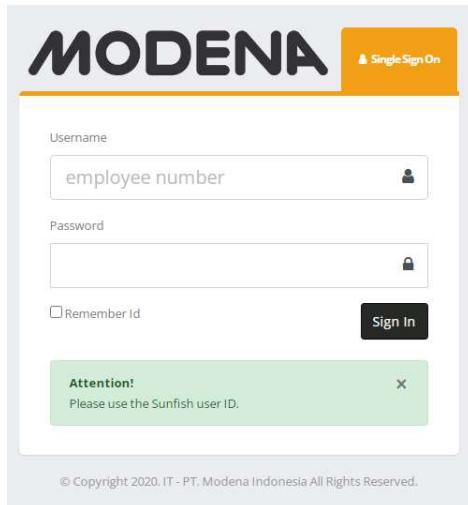


Pengisian PTK Online

Aplikasi ini digunakan apabila ada kebutuhan untuk Permintaan Tenaga Kerja. Cara untuk input PTK adalah sebagai berikut :

1. Login SSO

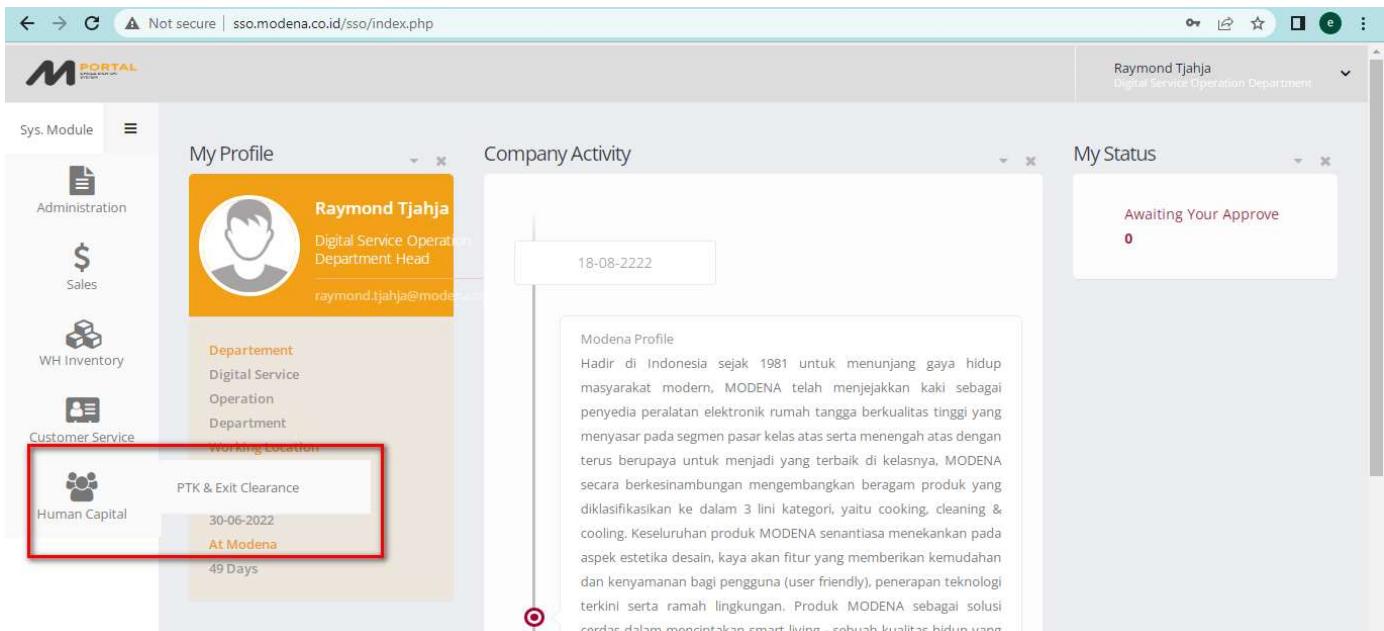
- Login ke dalam web SSO dengan link sbb: <http://sso.Modena.co.id> atau <https://api.modena.co.id/sso>
- Jika tidak menggunakan jaringan internet kantor, maka Anda harus login VPN terlebih dahulu
- Masukkan **username** dan **password** yang sama ketika Anda login ke Sunfish



The screenshot shows the MODENA Single Sign On (SSO) login page. It features a large MODENA logo at the top left and a yellow 'Single Sign On' button at the top right. Below the logo is a 'Username' field containing 'employee number' with a user icon. A 'Password' field is below it with a lock icon. To the left of the password field is a 'Remember Id' checkbox. To the right is a 'Sign In' button. A green 'Attention!' box at the bottom left contains the message 'Please use the Sunfish user ID.' At the bottom center is a copyright notice: '© Copyright 2020. IT - PT. Modena Indonesia All Rights Reserved.'

2. SSO Dashboard

- Pilih Module Human Capital di bagian kiri layar (1)
- Pilih PTK & Exit Clearance (2)



The screenshot shows the MODENA SSO dashboard. On the left, a sidebar menu lists 'Sys. Module' with icons for Administration, Sales, WH Inventory, Customer Service, and Human Capital. The 'Human Capital' item is highlighted with a red box. The main content area has three panels: 'My Profile' showing Raymond Tjahja's profile picture, department (Digital Service Operation Department), and email (raymond.tjahja@modena.co.id); 'Company Activity' showing a date 18-08-2022; and 'My Status' showing 'Awaiting Your Approve' with a count of 0. A central box titled 'Moderna Profile' provides a detailed description of the company's history and products.

3. PTK Dashboard

- Pilih “PTK”
- Pilih “Request”



4. PTK Form Request

Isi PTK Form Request, dan kolom yang diberi tanda bintang (*) adalah kolom yang harus diisi

A screenshot of the "PTK Form Request" page. The page header shows the MODENA logo and navigation links for DASHBOARD, RESIGNATION, PTK, and VALIDATION. On the right, a user profile for "Raymond Tjahja" from the "Digital Service Operation Department" is visible. The main form area is titled "PTK Form Request" and contains the following fields:

- Requestor: Raymond Tjahja
- Department: Digital Service Operation Department
- Hiring Reason: Additional
- Hiring Position: Organization Structure
- Direct Report to: (empty field)
- Candidate Sourcing: External
- Estimated Join Date *: (calendar icon)
- Headcount: 1
- Working Location: Ambiente
- The name of the replaced employee: (dropdown menu)
- Replacement Remarks: Other remarks...
- Employment Status: Contract
- Employment Period (Month): 6
- Gender: Male, Female
- Education: Bachelor
- Major *: (empty field)
- Job Skills: Leadership, Computer, English, Communication, etc.
- Working Experience (years): 1-3 Year
- Organization Structure * File Image: (file input field)
- Jobs Desc. * Download Template: (file input field)
- Job Summary: Please Describe... (text area)
- Remarks or other request: (text area)

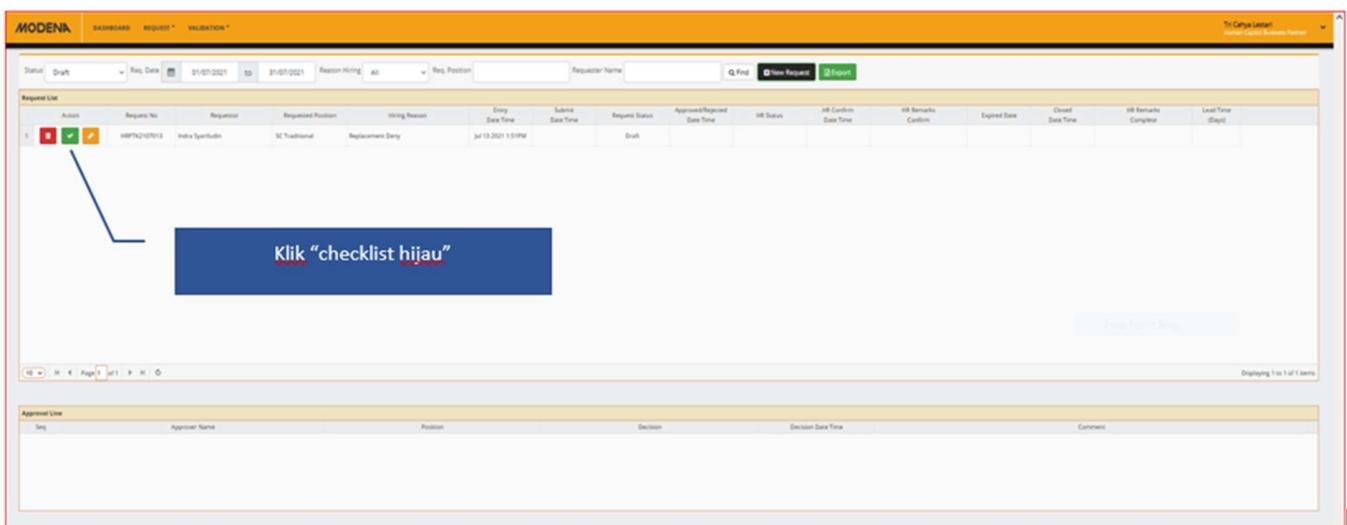
At the bottom left, there is a note: "Sales Consultant Request *Mandatory for SC". At the bottom right, there are "Save Draft" and "Close" buttons.

Dan khusus untuk Sales Consultant, harus centang kolom “**Sales Consultant Request**”

The screenshot shows a form titled "Sales Consultant Request". At the top left, there is a checked checkbox labeled "Sales Consultant Request *Mandatory for SC". Below this, there is a section for "Request Status" with a dropdown menu showing "First SC Hire". There are several file upload fields for "SC Form" and "Photo Booth/Display MODENA 1-4", each with a "Select file" button. At the bottom right of the form area, there is a prominent "Save Draft" button.

Setelah selesai klik tombol **Save Draft**

Pilih “Checklist Berwarna Hijau” untuk **SEND to Approver**



5. How to fill PTK Form Request

Kolom	Keterangan		
Requestor	Terisi otomatis	Requestor	C Pradnya Pradipta
Department	Terisi otomatis	Department	Human Capital Development Department

Hiring Reason	<ul style="list-style-type: none"> Additional: penambahan karyawan baru/untuk posisi yang belum pernah ada sebelumnya Replacement: penggantian karyawan Renewal PTK expired/cancelled: pengajuan kembali PTK yang sudah expired atau batal 	<p>Hiring Reason</p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> <input style="border: none; background-color: #f0f0f0; width: 100%;" type="button" value="Additional"/> <input style="background-color: #667788; color: white; border: none; width: 100%;" type="button" value="Replacement"/> <input style="border: none; background-color: #f0f0f0; width: 100%;" type="button" value="Renewal PTK Expired/Cancelled"/> </div> <p>Reference PTK No. *</p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> <input style="border: none; width: 100%;" type="text" value="Input PTK No."/> </div>
Hiring Position	<p>Pilih posisi yang akan diminta atau dicari (contoh: Sales Consultant). Jika posisi tidak tercantum, maka bisa dipilih “new request”</p>	<p>Hiring Position</p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> <input style="border: none; background-color: #f0f0f0; width: 100%;" type="button" value="Organization Structure"/> <input style="background-color: #667788; color: white; border: none; width: 100%;" type="button" value="Organization Structure"/> Employer Branding & People Engagement Specialist HC Performance Data & Project Human Capital Business Partner Human Capital Development Department Head Learning Program Developer Talent Development & Culture Other Sales Consultant Technician New Request </div> <p>New Job Title Request *</p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> <input style="border: none; width: 100%;" type="text" value="Input New Job Title"/> </div>
SC Category	<p>Khusus untuk hiring Sales Consultant (SC), Pastikan tipe SC yang dipilih sesuai dengan category toko yang akan diisi (berkaitan dengan approval)</p>	<p>SC Category *</p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> <input style="border: none; background-color: #f0f0f0; width: 100%;" type="button" value="Select One"/> <input style="background-color: #667788; color: white; border: none; width: 100%;" type="button" value="Select One"/> SC KAM SC MEC SC MHC SC Traditional </div>
Direct Report To	<p>Nama atasan langsung posisi yang dicari</p>	<p>Direct Report to</p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> <input style="border: none; width: 100%;" type="text"/> </div>
Candidate Sourcing	<ul style="list-style-type: none"> Internal & External: kandidat dari luar perusahaan atau karyawan yang sudah ada Internal: diisi dari karyawan yang sudah 	<p>Candidate Sourcing</p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> <input style="border: none; background-color: #f0f0f0; width: 100%;" type="button" value="External"/> <input style="background-color: #667788; color: white; border: none; width: 100%;" type="button" value="Internal & External"/> <input style="border: none; background-color: #f0f0f0; width: 100%;" type="button" value="Internal"/> <input style="border: none; background-color: #f0f0f0; width: 100%;" type="button" value="External"/> </div>

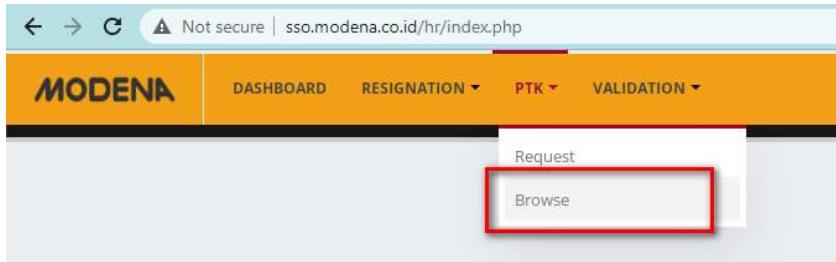
	<p>ada</p> <ul style="list-style-type: none"> External: kandidat dari luar perusahaan 																			
Estimated Join Date	Perkiraan tanggal kandidat dapat bergabung	<p>Estimated Join Date</p> <input type="text" value="17/02/2022"/>																		
Headcount	Total kandidat yang akan di-hire	<p>Headcount</p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> <input type="text" value="1"/> ▼ 1 2 3 4 5 6 7 8 9 10 </div>																		
Working Location	Lokasi tempat kandidat bekerja (jika di cabang, pilih cabang masing-masing)	<p>Working Location</p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> Ambiente Bali Branch Bali Branch (Mataram) Bandung Branch Bandung Branch (Bogor) Bandung Branch (Cikarang) Bandung Branch (Cirebon) Banjarmasin Branch Banjarmasin Branch (Palangkaraya) Batam Branch Bekasi Bontang Cengkareng Head Office Ho CHi Min City Jakarta Jakarta Branch (Serang) Jati Asih Karawaci Kediri Branch </div>																		
The name of the replaced employee	Nama karyawan yang akan digantikan (jika tidak ada nama di dalam list, maka nama bisa langsung di-input)	<p>The name of the replaced employee</p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> <input type="text"/> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Emp No</th> <th style="width: 40%;">Name</th> <th style="width: 50%;">Position</th> </tr> </thead> <tbody> <tr> <td>1801.2078</td> <td>Esa Wibawa</td> <td>Human Capital Business Pa</td> </tr> <tr> <td>2108.2382</td> <td>C Pradnya Pradipta</td> <td>Human Capital Business Pa</td> </tr> <tr> <td>2111.2402</td> <td>Jeanie Azelia</td> <td>Human Capital Business Pa</td> </tr> <tr> <td>2201.2413</td> <td>Syahrida Syahrul</td> <td>Human Capital Business Pa</td> </tr> <tr> <td>2201.2417</td> <td>Arinta Desy Larasati</td> <td>Human Capital Business Pa</td> </tr> </tbody> </table>	Emp No	Name	Position	1801.2078	Esa Wibawa	Human Capital Business Pa	2108.2382	C Pradnya Pradipta	Human Capital Business Pa	2111.2402	Jeanie Azelia	Human Capital Business Pa	2201.2413	Syahrida Syahrul	Human Capital Business Pa	2201.2417	Arinta Desy Larasati	Human Capital Business Pa
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Replacement Remarks	Catatan alasan penggantian karyawan	<p>Replacement Remarks</p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> Other remarks... </div>																		

Employment Period	Periode Kontrak Karyawan Mitra Modena, Outsource, Contract: min. 6 bulan	Employment Period (Month) <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> 1 </div> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content; background-color: #f0f0f0;"> 1 2 3 4 5 6 7 8 9 10 </div>
Gender	Jenis Kelamin	Gender <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> Male,Female </div> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content; background-color: #f0f0f0;"> Male,Female Male Female </div>
Education	Jenjang Pendidikan	Education <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> Bachelor </div> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content; background-color: #f0f0f0;"> High School Academy Bachelor Master </div>
Major	Jurusan pendidikan dari kandidat yang akan di-hire	Major * <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"></div>
Job Skills	Kemampuan lain yang perlu dimiliki kandidat	Job Skills <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> Leadership,Computer,English,Communication,etc. </div>
Working Experience (Years)	Lama pengalaman yang dimiliki kandidat	Working Experience (years) <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> 1-3 Year </div> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content; background-color: #f0f0f0;"> >5 Year 3-5 Year 1-3 Year Fresh Graduate </div>
Organization Structure	Unggah Struktur Organisasi terbaru untuk menunjukkan di tingkat mana posisi ini akan dicari	Organization Structure * File Image <div style="border: 1px solid #ccc; padding: 5px; width: fit-content; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between;"> Select file </div>
Job Desc	Job Description dari posisi yang akan dicari Template dapat diunduh	Jobs Desc. * Download Template <div style="border: 1px solid #ccc; padding: 5px; width: fit-content; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between;"> Select file </div>
Job Summary	Ringkasan tanggung jawab utama posisi yang dicari	Job Summary <div style="border: 1px solid #ccc; padding: 5px; width: fit-content; height: 40px; margin-bottom: 5px;"> Please Describe... </div>

Remarks or other request	Catatan penting lain untuk diketahui oleh Approver	Remarks or other request ...
Sales Consultant Request	Klik kolom di samping tulisan “Sales Consultant Request” jika Anda ingin mengajukan untuk posisi Sales Consultant.	<input checked="" type="checkbox"/> Sales Consultant Request
Request Status	<ul style="list-style-type: none"> First SC Hire: pengajuan SC pertama kali (belum pernah diajukan posisi SC untuk toko tersebut) Replacement: penggantian karyawan SC Additional: penambahan karyawan SC di toko tsb 	Request Status First SC Hire First SC Hire Replacement Additional
SC Form	Template dapat diunduh, dan form yang sudah diisi diunggah ke dalam sistem	SC Form * Download Template Select file
Photo booth/Display MODENA Store Photo Photo booth Competitor	Wajib diisi dengan foto booth dan store yang dituju	SC Form * Download Template <input type="file"/> Select file Photo Booth/Display MODENA 1 : * File Image <input type="file"/> Select file Photo Booth/Display MODENA 3 : * File Image <input type="file"/> Select file Photo Booth Competitor 1 : * File Image <input type="file"/> Select file Store Photo (Front full) : * File Image <input type="file"/> Select file Photo Booth/Display MODENA 2 : * File Image <input type="file"/> Select file Photo Booth/Display MODENA 4 : * File Image <input type="file"/> Select file Photo Booth Competitor 2 : * File Image <input type="file"/> Select file

6. Cek Status Approval

- Pilih “PTK”, Pilih “Browse”



- Di bagian atas akan muncul kolom Status, Request Date, Request Position, & Requester Name. Anda dapat mengisi dengan informasi yang ingin dicari

Action	Request No	Requestor	Requested Position	Hiring Reason	PTK Ref.No	Entry Date Time
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- Akan muncul Request List di Layar. Klik pada posisi yang ingin diketahui status approvalnya

Action	Request No	Requestor	Requested Position	Hiring Reason	PTK Ref.No	Entry Date Time	Submit Date Time	Request Status	Approved Date
11	HRPTK2202033	Hengky	Sales Dealer	Replacement 1907.2168/Ahmad Chairil Ramdhana		Feb 14 2022 11:18AM	Feb 14 2022 11:19AM	Approved	Feb 14 2022 11:18AM
12	HRPTK2202032	Hengky	SC Traditional	Replacement Khotik muz		Feb 14 2022 10:03AM	Feb 14 2022 10:16AM	Awaiting Approval	
13	HRPTK2202031	Hengky	SC Traditional	Replacement Khotik muz		Feb 14 2022 9:53AM		Cancelled	
14	HRPTK2202030	Albertus Sapta Dasa Juni Atmaja	SC KAM	Replacement Hendrik Ku		Feb 12 2022 10:03AM	Feb 14 2022 8:31AM	Approved	Feb 16 2022 10:03AM
15	HRPTK2202029	Albertus Sapta Dasa Juni Atmaja	SC KAM	Replacement Irung Ward		Feb 11 2022 11:42AM	Feb 14 2022 2:15PM	Approved	Feb 16 2022 11:42AM
16	HRPTK2202028	Indra Syarifudin	SC Traditional	Replacement Deny Setia		Feb 11 2022 10:35AM	Feb 14 2022 2:15PM	Awaiting Approval	
17	HRPTK2202027	Indra Syarifudin	SC Traditional	Replacement Abdul Mugh		Feb 11 2022 10:29AM	Feb 14 2022 2:16PM	Awaiting Approval	
18	HRPTK2202026	Indra Syarifudin	SC Traditional	Replacement Gunitur		Feb 11 2022 10:25AM	Feb 14 2022 2:16PM	Awaiting Approval	
19	HRPTK2202025	Indra Syarifudin	SC Traditional	Replacement Elisabeth		Feb 11 2022 10:20AM	Feb 14 2022 2:16PM	Awaiting Approval	
20	HRPTK2202024	Indra Syarifudin	SC Traditional	Additional		Feb 11 2022 10:15AM	Feb 14 2022 2:17PM	Awaiting Approval	



- Cancel Request (tombol merah)**, untuk membatalkan pengajuan jika status masih dalam Draft & Awaiting Approval
- Submit request (tombol hijau)**, untuk mengirimkan pengajuan ke approver
- Tombol ini terbagi menjadi 2 bagian
 - Detail (tombol hitam)**, untuk melihat detail informasi pengajuan
 - Edit (tombol kuning)**, untuk mengedit pengajuan

- Status Approval Line dapat dilihat di bagian bawah layar (scroll ke bawah layar)

Approval Line					
Seq	Approver Name	Position	Decision	Decision Date Time	Comment
1	Hanggara Yulia Putra	Branches Business Development Manager	Approve	Feb 17 2022 10:35AM	Penambahan SC di Depo murah, dsebelumnya tidak ada SC dan display lengkap dari kategori cooking dan cleaning
2	Novi Hariyanti	Trade Business Development Group Head	Processing		
3	Bagus Yudha Prastowo	Customer Management Division Head	Standby		
4	Daniel Jizhar	President Director	Standby		

7. Approve Employee Request

- Approver akan menerima email notifikasi dari MODENA Support (support@modena.com)
- Login SSO
- Pilih My Status di sebelah kanan layar, klik menu Awaiting Your Approve

The screenshot shows the MODENA SSO portal interface. On the left, there is a sidebar with icons for Administration, Sales, WH Inventory, Customer Service, and Human Capital. The main area has three tabs: 'My Profile', 'Company Activity', and 'My Status'. The 'My Status' tab is active and displays a box titled 'Awaiting Your Approve' with a count of '0'. This box is highlighted with a red rectangle.

- Klik Decision & Detail
- Pilih Decision (Approve or Reject) > masukan komentar > klik tombol Process
- Karyawan yang mengajukan request akan mendapatkan email notifikasi approval

M INTEGRAL

Sys. Module

Administration

Sales

WH Inventory

Customer Service

Human Resource

Status Decision Awaiting Approve Find Refresh

Decision & Detail	Request Date	Approval ID	Request No	Title	Requestor	System Sender
1	Jan 20 2021 5:11PM	MIAPP210100154	HRPTK2101067	New Employee Request	1907.2169 /Muhamad Tito Agustian/MIS/AM	HR - PTK (New Employee Request)

Approval Detail & Decision

EMPLOYEE REQUEST FORM

Working Location	Ambiente
Position	Development 3
Superior Position	IT Department Head
Numbers to be Recruited	1
Recruitment Resources	External
Reason for Hiring	Additional
Estimation Join Date	22/02/2021
Employee Status	Contract
Main Responsibilities	Test
Job Description	Download
Organization Structure	Download

Requirement

Gender	Male, Female
Education	Bachelor
Experience	>5 Year, 1-5 Year, Fresh Graduate
Skills	Computer, English, Communication
Remarks or other request	Test

Decision: Approve Comment: