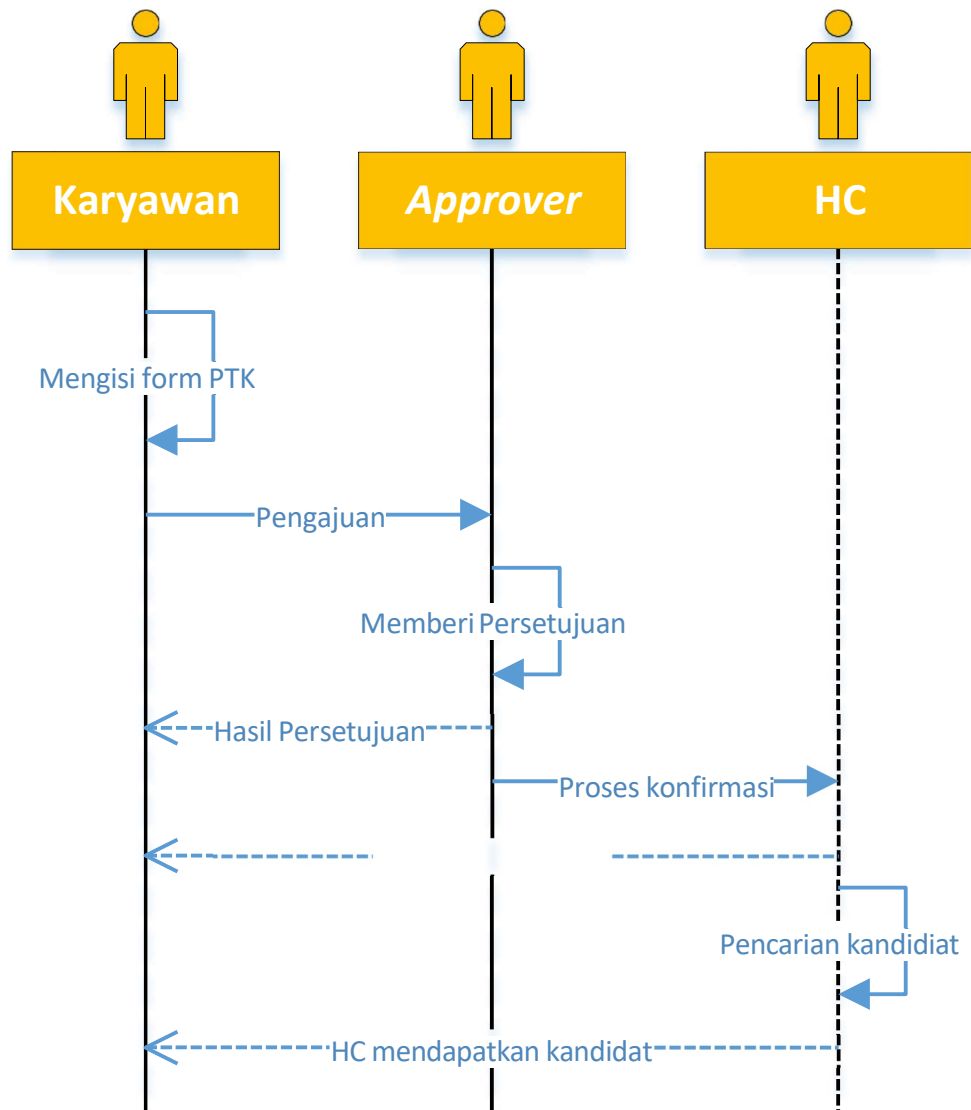


PTK Flow Process



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

2. SSO Dashboard

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

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 MODENA PTK Form Request page. The page has a top navigation bar with 'MODENA' logo and menu items: 'DASHBOARD', 'RESIGNATION', 'PTK', and 'VALIDATION'. The user's name 'Raymond Tjahja' and department 'Digital Service Operation Department' are displayed in the top right. The main content area is titled 'PTK Form Request' and contains a 'Guidance PTK' button. The form is divided into several sections: 'Requestor' (Raymond Tjahja), 'Department' (Digital Service Operation Department), 'Hiring Reason' (Additional), 'Hiring Position' (Organization Structure), 'Direct Report to' (empty), 'Candidate Sourcing' (External), 'Estimated Join Date' (calendar icon), 'Headcount' (1), 'Working Location' (Ambiente), 'The name of the replaced employee' (empty), 'Replacement Remarks' (Other remarks...), 'Employment Status' (Contract), 'Employment Period (Month)' (6), 'Gender' (Male, Female), 'Education' (Bachelor), 'Major' (empty), 'Job Skills' (Leadership, Computer, English, Communication, etc.), 'Working Experience (years)' (1-3 Year), 'Organization Structure' (File image), 'Jobs Desc.' (Download Template), 'Job Summary' (Please Describe...), and 'Remarks or other request' (empty). A note at the bottom left states 'Sales Consultant Request *Mandatory for SC'. At the bottom right, there are 'Save Draft' and 'Close' buttons.

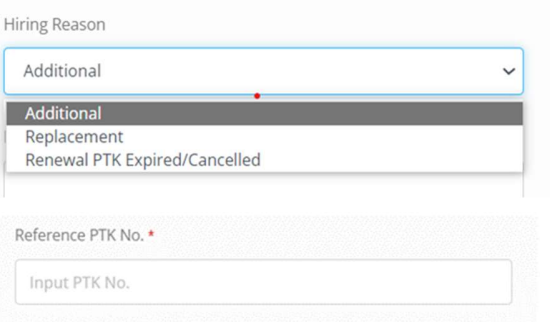
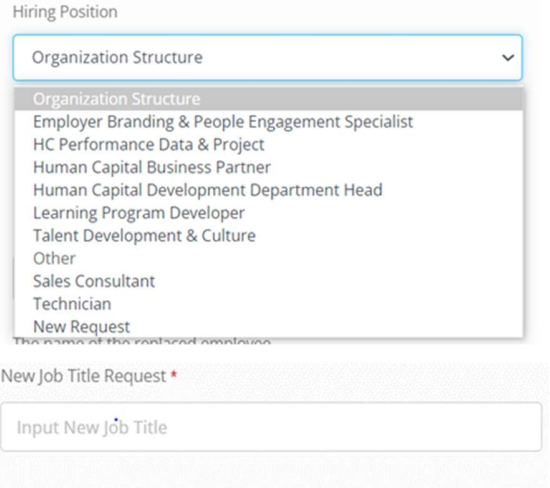
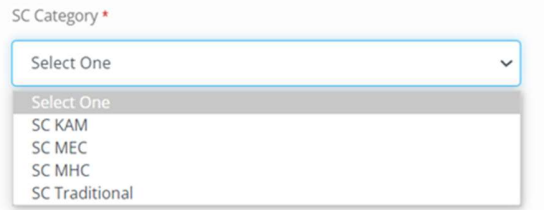
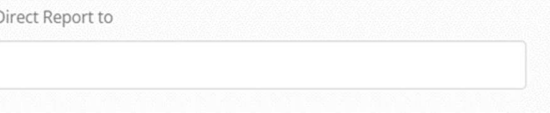
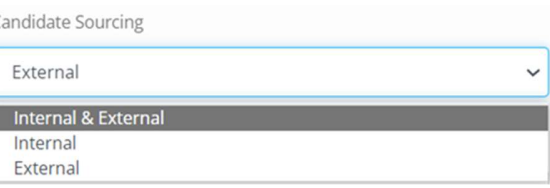
Dan khusus untuk Sales Consultant, harus centang kolom **“Sales Consultant Request”**


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 	
Hiring Position	Pilih posisi yang akan diminta atau dicari (contoh: Sales Consultant). Jika posisi tidak tercantum, maka bisa dipilih "new request"	
SC Category	Khusus untuk hiring Sales Consultant (SC) , Pastikan tipe SC yang dipilih sesuai dengan category toko yang akan diisi (berkaitan dengan approval)	
Direct Report To	Nama atasan langsung posisi yang dicari	
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 	

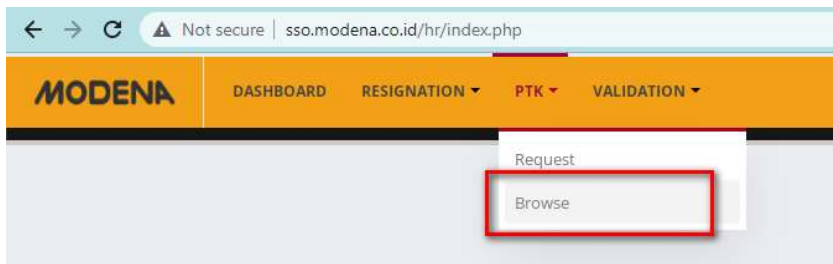
	<p>ada</p> <ul style="list-style-type: none"> External: kandidat dari luar perusahaan 																			
Estimated Join Date	Perkiraan tanggal kandidat dapat bergabung	<p>Estimated Join Date</p> <div>  17/02/2022 </div>																		
Headcount	Total kandidat yang akan di-hire	<p>Headcount</p> <div> <div>1</div> <div> 1 2 3 4 5 6 7 8 9 10 </div> </div>																		
Working Location	Lokasi tempat kandidat bekerja (jika di cabang, pilih cabang masing-masing)	<p>Working Location</p> <div> <div>Ambiente</div> <div> 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> </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> <div></div> <table border="1"> <thead> <tr> <th>Emp No</th><th>Name</th><th>Position</th></tr> </thead> <tbody> <tr> <td>1801.2078</td><td>Esa Wibawa</td><td>Human Capital Business Pai</td></tr> <tr> <td>2108.2382</td><td>C Pradnya Pradipta</td><td>Human Capital Business Pai</td></tr> <tr> <td>2111.2402</td><td>Jeanie Azelia</td><td>Human Capital Business Pai</td></tr> <tr> <td>2201.2413</td><td>Syahrída Syahrul</td><td>Human Capital Business Pai</td></tr> <tr> <td>2201.2417</td><td>Arinta Desy Larasati</td><td>Human Capital Business Pai</td></tr> </tbody> </table> </div>	Emp No	Name	Position	1801.2078	Esa Wibawa	Human Capital Business Pai	2108.2382	C Pradnya Pradipta	Human Capital Business Pai	2111.2402	Jeanie Azelia	Human Capital Business Pai	2201.2413	Syahrída Syahrul	Human Capital Business Pai	2201.2417	Arinta Desy Larasati	Human Capital Business Pai
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Replacement Remarks	Catatan alasan penggantian karyawan	<p>Replacement Remarks</p> <div>Other remarks...</div>																		

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

Remarks or other request	Catatan penting lain untuk diketahui oleh Approver	<div>Remarks or other request</div> <div> <input type="text"/> </div>
Sales Consultant Request	Klik kolom di samping tulisan “Sales Consultant Request” jika Anda ingin mengajukan untuk posisi Sales Consultant.	<div> <input checked="" type="checkbox"/> Sales Consultant Request </div>
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 	<div>Request Status</div> <div> <input type="text" value="First SC Hire"/> </div> <div> First SC Hire Replacement Additional </div>
SC Form	Template dapat diunduh, dan form yang sudah diisi diunggah ke dalam sistem	<div>SC Form * Download Template</div> <div> <input type="text"/> <input type="button" value="Select file"/> </div>
Photo booth/Display MODENA Store Photo Photo booth Competitor	Wajib diisi dengan foto booth dan store yang dituju	<div> <div> SC Form * Download Template <input type="text"/> <input type="button" value="Select file"/> </div> <div> Photo Booth/Display MODENA 1 * File Image <input type="text"/> <input type="button" value="Select file"/> </div> <div> Photo Booth/Display MODENA 3 * File Image <input type="text"/> <input type="button" value="Select file"/> </div> <div> Photo Booth Competitor 1 * File Image <input type="text"/> <input type="button" value="Select file"/> </div> <div> Store Photo (Front full) * File Image <input type="text"/> <input type="button" value="Select file"/> </div> <div> Photo Booth/Display MODENA 2 * File Image <input type="text"/> <input type="button" value="Select file"/> </div> <div> Photo Booth/Display MODENA 4 * File Image <input type="text"/> <input type="button" value="Select file"/> </div> <div> Photo Booth Competitor 2 * File Image <input type="text"/> <input type="button" value="Select file"/> </div> </div>

6. Cek Status Approval

- Pilih “PTK” , Pilh “Browse”



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

- 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
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
15		HRPTK2202029	Albertus Sapta Dasa Juni Atmaja	SC KAM	Replacement Inung Ward		Feb 11 2022 11:42AM	Feb 14 2022 2:15PM	Approved	Feb 16 2022
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 Guntur		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	



1. **Cancel Request (tombol merah)**, untuk membatalkan pengajuan jika status masih dalam Draft & Awaiting Approval
2. **Submit request (tombol hijau)**, untuk mengirimkan pengajuan ke approver
3. 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, sebelumnya tidak ada SC dan display lengkap dari kategori cooking dan cleaning
2	Novi Haryanti	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. The user is logged in as Raymond Tjahja, Digital Service Operation Department Head. The 'My Status' section is highlighted with a red box, showing 'Awaiting Your Approve' with a count of 0. The 'My Profile' section shows the user's details, and the 'Company Activity' section shows a list of activities.

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



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)

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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
Experiences	>5 Year, 3-5 Year, Fresh Graduate
Skills	Computer, English, Communication
Remarks or other request	Test

Decision: Approve
Comment:
Process
Close