

HR (HRMS) — Karyawan, Absensi, Cuti, Payroll

Mengelola SDM ISP: karyawan, absensi, cuti, penggajian, dan klaim biaya. Akses: <https://hr.dev.inti.net.id/> (atau dari Desk ERPNext → modul HR).

“ Data contoh: 10 karyawan (mis. **Agus Pratama** – Sales, **Joko Susilo** – Teknisi Jaringan, **Lia Permata** – NOC Engineer).

1. Karyawan (Employee)

1. Buka **HR** → **Employee** (atau Pencarian:).
2. Klik + **Add Employee**. Isi: nama, gender, **tanggal lahir**, **tanggal bergabung**, **Company**, **Department**, **Designation** (mis. *Teknisi Jaringan*).
3. **Save**. Status default *Active*.

Rumah ERPNext

Pencarian Ctrl+K
Pemberitahuan

Barang
Rumah
Pelanggan
Supplier
Faktur penjualan

Administrator
admin@example.com

/ Rumah / Karyawan / Tono Hartanto Aktif

Buat Pengguna
Simpan

Overview

Alamat & Kontak

Attendance & Leaves

Gaji

Personal Details

Profile

Joining

Exit

Connections

Seri *

HR-EMP-

Jenis Kelamin *

Male

Date of Joining *

15/01/2024

Nama Depan *

Tono

Date of Birth *

10/05/1992

Status *

Aktif

Middle Name

Panggilan

Nama Belakang

Hartanto

Nama Lengkap

Tono Hartanto

User Details >

Company Details

Perusahaan *

PT Inti Data Telematika

Designation

Customer Support

Cabang

Department

Legal - IDT

Reports to

Grade

Employment Type

Komentar

Type a reply / comment

TH

Tono Hartanto
HR-EMP-00010

Assign

Lampiran

Tag

Share

Last Edited By You

3 hari yang lalu

Created By You

3 hari yang lalu

2. Hari Libur & penugasannya (penting)

HRMS membaca kalender libur lewat **Holiday List Assignment**, bukan hanya field di Employee. 1. Pastikan ada **Holiday List** (mis. *Hari Libur Nasional 2026*). 2. Buka **Holiday List Assignment** → **New**: Applicable For = Company, pilih perusahaan, pilih holiday list, isi *From Date*, lalu **Submit**. Satu assignment level Company berlaku untuk semua karyawan (dipakai saat hitung slip gaji & cuti).

LeavesFrappe HR

PencarianCtrl+K

Pemberitahuan

Rumah

Leave Application

Leave Encashment

Leave Control Panel

Leave Policy Assignment

Leave Allocation

Laporan

Pengaturan

Daftar Hari Libur

Holiday List Assignment

Leave Period

Leave Policy

Leave Block List

Leave Type

Pengaturan

Administratoradmin@example.com

/ Leaves / Holiday List Assignment / PT Inti Data TelematikaDikirim

Applicable For *

Perusahaan

Daftar Hari Libur *

Hari Libur Nasional 2026

Perusahaan *

PT Inti Data Telematika

Assignment Starts From *

01/01/2026

Holiday List Start

01/01/2026

Holiday List End

31/12/2026

Komentar

A

Type a reply / comment

Aktivitas

+ Surel Baru

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You created this · 3 hari yang lalu

PT Inti Data Telematika

HR-HLA-2026-00001

Assign+

Lampiran+

Tag+

Share+

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Created By You

3 hari yang lalu

3. Absensi (Attendance)

- **Manual:** **HR** → **Attendance** → **New** → pilih karyawan, tanggal, status (*Present/Absent/Half Day*) → **Submit**.
- **Massal:** gunakan **Attendance Tool** / **Bulk Attendance** untuk banyak karyawan sekaligus.

Shift & Attendance
Frappe HR

Pencarian

Ctrl+K

Pemberitahuan

Rumah

Roster

Dasbor

Employee Attendance Tool

Employee Checkin

Shift Request

Attendance Request

Overtime

Laporan

Pengaturan

Pengaturan

A

Administrator

admin@example.com

/ Shift & Attendance / Attendance

Mark Attendance

List View

Saved Filters

...

+ Tambah Attendance

ID

~

Karyawan

~

Nama Karyav

~

Status

:

Leave Type

Filter

x

Dibuat pada

▼

☐	Nama Karyawan	Status	Attendance Date	ID	20 dari 248	♥
☐	Bayu Saputra	On Leave	27/06/2026	HR-ATT-2026-00249	3 h	0 · ♥
☐	Eko Prasetyo	On Leave	19/06/2026	HR-ATT-2026-00248	3 h	0 · ♥
☐	Eko Prasetyo	On Leave	18/06/2026	HR-ATT-2026-00247	3 h	0 · ♥
☐	Eko Prasetyo	On Leave	17/06/2026	HR-ATT-2026-00246	3 h	0 · ♥
☐	Agus Pratama	Present	29/05/2026	HR-ATT-2026-00245	3 h	0 · ♥
☐	Agus Pratama	Present	28/05/2026	HR-ATT-2026-00244	3 h	0 · ♥
☐	Agus Pratama	Present	27/05/2026	HR-ATT-2026-00243	3 h	0 · ♥
☐	Agus Pratama	Present	26/05/2026	HR-ATT-2026-00242	3 h	0 · ♥
☐	Agus Pratama	Present	25/05/2026	HR-ATT-2026-00241	3 h	0 · ♥
☐	Agus Pratama	Present	22/05/2026	HR-ATT-2026-00240	3 h	0 · ♥
☐	Agus Pratama	Present	21/05/2026	HR-ATT-2026-00239	3 h	0 · ♥
☐	Agus Pratama	Present	20/05/2026	HR-ATT-2026-00238	3 h	0 · ♥
☐	Agus Pratama	Present	19/05/2026	HR-ATT-2026-00237	3 h	0 · ♥
☐	Agus Pratama	Present	18/05/2026	HR-ATT-2026-00236	3 h	0 · ♥
☐	Agus Pratama	Present	15/05/2026	HR-ATT-2026-00235	3 h	0 · ♥
☐	Agus Pratama	Present	14/05/2026	HR-ATT-2026-00234	3 h	0 · ♥
☐	Agus Pratama	Present	13/05/2026	HR-ATT-2026-00233	3 h	0 · ♥
☐	Agus Pratama	Present	12/05/2026	HR-ATT-2026-00232	3 h	0 · ♥

20

100

500

2500

Muat lebih banyak

4. Cuti (Leave)

1. **Leave Allocation** → **New**: beri jatah cuti per karyawan & jenis cuti (mis. *Casual Leave* 12 hari), **Submit**.

2. **Leave Application** → **New**: pilih karyawan, jenis cuti, tanggal, set **Status = Approved**, **Submit**.

LeavesFrappe HR

PencarianCtrl+K

Pemberitahuan

Rumah

Leave Application

Leave Encashment

Leave Control Panel

Leave Policy Assignment

Leave Allocation

Laporan

Pengaturan

Pengaturan

Administratoradmin@example.com

/ Leaves / Leave Application / Bayu SaputraDisetujui

Attendance

Laporan

Employee Leave Balance

Karyawan *

HR-EMP-00004: Bayu Saputra

Leave Type *

Leave Without Pay

Nama Karyawan

Bayu Saputra

Perusahaan *

PT Inti Data Telematika

Department

Legal - IDT

Dates & Reason

Dari Tanggal *

27/06/2026

Leave Balance Before Application

0

Untuk Tanggal *

27/06/2026

☐ Half Day

Total Leave Days

1

Approval

☒ Follow via Email

Tanggal Posting *

07/06/2026

Status *

Disetujui

Bayu Saputra

HR-LAP-2026-00005

Assign

Lampiran

Tag

Share

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3 hari yang lalu

5. Penggajian (Payroll)

- Salary Component:** komponen gaji (mis. *Gaji Pokok, Tunjangan Transport* = Earning; *Potongan BPJS* = Deduction).
- Salary Structure** (mis. *Struktur Gaji Standar*): susun earning & deduction, **Submit**.
- Salary Structure Assignment:** tetapkan struktur + gaji pokok (*base*) ke tiap karyawan, **Submit**.
- Salary Slip → New:** pilih karyawan + periode (awal-akhir bulan) → sistem menghitung dari struktur → **Submit**. Untuk banyak karyawan sekaligus pakai **Payroll Entry**.

PayrollFrappe HR

PencarianCtrl+K

Pemberitahuan

Rumah

Dasbor

Payroll Entry

Salary Structure Assignm...

Salary Slip

Additional Salary

Salary Withholding

Laporan

Pengaturan

Pengaturan

Administratoradmin@example.com

/ Payroll / Salary Slip / Tono HartantoDikirim

Penjelasan

Payment Days

Earnings & Deductions

Net Pay Info

Employee Info

Karyawan *HR-EMP-00010: Tono Hartanto

Tanggal Posting *31/05/2026

StatusDikirim

Nama Karyawan *Tono Hartanto

Surat KepalaCompany Letterhead - Grey

Mata uang *IDR

Perusahaan *PT Inti Data Telematika

DepartmentLegal - IDT

DesignationCustomer Support

Payroll Info

Payroll FrequencyBulanan

Salary Structure *Struktur Gaji Standar

☐ Salary Slip Based on Timesheet

Tanggal Mulai01/05/2026

Payroll EntryPAYROLL-2026-05

Tanggal Berakhir31/05/2026

☐ Deduct Tax For Unsubmitted Tax Exemption Proof

Komentar

A

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Tono Hartanto

Sal Slip/HR-EMP-00010/...

Assign+

Lampiran+

Tag+

Share+

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Created By You

3 hari yang lalu

6. Klaim Biaya (Expense Claim)

- Pastikan ada **Expense Claim Type** (mis. *Transport Teknisi*) dengan akun default.
- Expense Claim** → **New**: pilih karyawan, tambah baris biaya (tanggal, tipe, jumlah, **Cost Center**), set **Approved**, **Submit**.

Biaya / Beban
Frappe HR

Pencarian

Ctrl+K

Pemberitahuan

Rumah

Dasbor

Employee Advance

Expense Claim

Travel

Entri Akuntansi

Laporan

Pengaturan

Pengaturan

/ Biaya / Beban / Expense Claim / Bayu Saputra

Tunggakan

Buat

View

<

>

...

Batal

Expenses & Advances

Akuntansi

More Info

Dasbor

From Employee *

Approval Status

HR-EMP-00004: Bayu Saputra

Disetujui

Nama Karyawan

Bayu Saputra

Department

Legal - IDT

Perusahaan *

PT Inti Data Telematika

Mata uang >

Biaya / Beban

☐	No.	Expense Date	Expense Claim Ty...	Deskripsi	Jumlah (IDR) *	Jumlah sanksi (IDR)	
☐	1	07/06/2026	Pulsa & Komunik...		Rp 75.000	Rp 75.000	

Total

Total Sanctioned Amount (IDR)

Rp 75.000

Total Advance Amount (IDR)

Rp 0

Nilai Jumlah Total (IDR)

Rp 75.000

Total Claimed Amount (IDR)

Rp 75.000

Bayu Saputra

HR-EXP-2026-00007

Assign

Lampiran

Tag

Share

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3 hari yang lalu

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3 hari yang lalu

7. Rekrutmen (Recruitment)

“ Data contoh: 2 lowongan (*Teknisi Jaringan Lapangan, Customer Support Agent*) + 3 pelamar.

- Job Opening** → **New**: isi posisi, **Designation**, perusahaan, status *Open*.
- Job Applicant** → **New**: data pelamar (nama, email) ditautkan ke lowongan; ubah status seiring proses (*Open* → *Hold* → *Replied* → *Accepted/Rejected*).
- Pelamar yang diterima bisa dijadikan **Employee** lewat tombol *Create* → *Employee*.

Recruitment
Frappe HR

/ Recruitment / Job Opening / Customer Support Agent
Buka

Pencarian Ctrl+K

Pemberitahuan

Rumah

Dasbor

Job Opening

Job Applicant

Interview

Job Offer

Appointment Letter

Perencanaan

Laporan

Pengaturan

Job Portal

Pengaturan

Penjelasan

Pay Details

Job Applicant 1 1 +

Job Opening Template Job Title * Customer Support Agent Designation * Customer Support	Status Buka Posted On 07/06/2026 23:41:41 Asia/Jakarta Closes On If set, the job opening will be closed automatically after this date
--	--

Company Details

Perusahaan * PT Inti Data Telematika Department	Employment Type Location
--	--

☐ Publish on website

Deskripsi

Normal -- B I U S X A " < > | | | | | |

Table

Customer Support ...

HR-OPN-2026-0002

Assign +

Lampiran +

Tag +

Share +

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3 hari yang lalu

A Administrator
admin@example.com
Simpan

8. Laporan HR

Lewat Pencarian: **Employee, Monthly Attendance Sheet, Salary Register, Leave Balance** — atur filter perusahaan/periode lalu Refresh.

Payroll

Frappe HR

Pencarian

Ctrl+K

Pemberitahuan

Rumah

Dasbor

Payroll Entry

Salary Structure Assignm...

Salary Slip

Additional Salary

Salary Withholding

Laporan

Employee CTC Break-up

Salary Register

Income Tax Deductions

Professional Tax Deducti...

Buku Besar

Utang Usaha

Pengaturan

>

Pengaturan

/ Payroll / Salary Register

Tindakan

10/05/2026

10/06/2026

IDR

Karyawan

PT Inti Data Telematikz

Dikirim

Department

Designation

Cabang

Tidak ada yang menunjukkan

Untuk perbandingan, gunakan > 5, <10 atau = 324. Untuk rentang, gunakan 5:10 (untuk nilai antara 5 & 10).

Waktu Eksekusi: 0.025841 dtk

A

Administrator

admin@example.com

Revision #2
Created 2026-06-07 09:11:46 UTC by Guest
Updated 2026-06-10 01:14:11 UTC by Guest