

Employee Data

Module Guide: Employee Data

Module Location

Settings > Organization Structure > Employee Data

Module Purpose

The **Employee Data** module is the central database for managing all information related to every employee in the company. This module not only stores basic personnel data but also functions as the control center for system user management, including account settings, access rights (authorization), and security. It is the module that connects an individual (employee) to their role and access within the ERP system.?

1. Main View (Employee List)

The main page displays a list of all employees registered in the system, providing a quick overview of the existing staff.

View Explanation

- **Filter:** Allows searching for an employee by **Employee Code** or **Name**, as well as filtering by **Employment Status** (e.g., Active, Resigned).
- **Employee List Table:**

- **Employee Code:** The Employee ID Number (NIP) or other unique code.
 - **Employee Name:** The full name of the employee.
 - **ESA User Status:** An icon indicating whether the system user account for the employee is active (green check) or inactive (red cross).
- **Action Buttons:**
- **New Employee:** (Usually a button/link above the table) to open the form and register a new employee.
 - Clicking on an employee's row will open the **Employee Detail** page for editing.

2. Employee Detail/Change Data Page

This is a comprehensive form where all of an employee's data is managed, from personal information to system account settings.

View Explanation

- **Personnel Information:** Contains personal data such as **Name, Place & Date of Birth, Gender, Email Address, Phone, and Address.**?
- **Employment Information:**
 - **Employee Code, Start Date, Contract Date, and Employment Status.**

- **Account & Access Settings:**

- **User Name:** The username for logging into the system.
- **Function Authorization:** A multi-select box to assign this employee to one or more **User Groups** (roles). Their access rights will follow the rights of that group.
- **Password & Confirmation:** Fields to set or reset the user's password.
- **LDAP User / 2FA:** Security options to integrate login with a central directory or enable two-factor authentication.
- **Current Status:** An option to activate or deactivate the user account.

- **Signature:**

- A feature to upload a digital signature image, which can be automatically used on documents printed from the system (such as invoices or POs).

3. Steps to Manage Employee Data

- **Create New Employee:** Click the "New Employee" button, and fill in all personnel and employment information.
- **Set Up System Account:** In the account settings section, create a **User Name**, set a **Password**, and most importantly, assign the user to the appropriate **Function Authorization** (user group) that matches their job title.

- **Activate Account:** Ensure the **Current Status** is set to "Active" so the employee can log in.
- Click **Change** or **Save** to store the data.

4. Integrated Workflow & Business Process

- **Single Source of Truth:** This module becomes the single source of truth for employee data. Data from here is used by other modules such as Payroll, Leave Management, and Performance Appraisal.?
- **Centralized Access Control:** This is the point where an individual is "linked" to their access rights. By assigning "Arif H" to the "A_LEAD_MANUFACTURING" group, Arif will automatically inherit all access rights defined for that group throughout the system.
- **Document Automation:** If a signature is uploaded, the system can automatically embed it on relevant documents (e.g., on a Purchase Order created by Arif), adding a touch of personalization and authentication.

5. Tips & Important Notes

- The accuracy of data in this module is critical. An error in an **email** or employment status can lead to communication or payroll issues.
- The setup in the **Function Authorization** section is the key to role-based system security. Review these group assignments periodically.

- Because it contains sensitive personal data and security settings, access to create or change data in this module must be strictly limited, usually only to the Human Resources (HR) department and System Administrators.

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