

Dunamis Human Capital



Systems that Unleash Performance





A web-based system for
managing human capital
within an organization

The system is based on a Human Capital Management System Alignment framework that ensures the whole subsystems of human capital are aligned and interconnected.

ABOUT US

We are Dunamis Human Capital (PT Mitra Sinergi Sumberdaya), a leading consultancy company specializing in human capital. We strive to improve every organization's performance through our Human Capital Management System Alignment. Integrated with it is our web-based Human Capital Information System namely HC Plus, a user-friendly system that is accompanied with after-sales services.

We are part of Dunamis Organization Services, the Indonesian licensee of FranklinCovey, a leading global Leadership Development and Execution Practice Firm with offices in 147 countries.

Our people are professional experts who are highly experienced and competent in their fields to provide solutions that are reliable, with an added value and of the highest quality in order to achieve Greatness for your organization.

OUR FRAMEWORK

We are in the era of Knowledge and Information, where people are considered as the most important asset of the organization. Therefore, People Management System became one the most Essential Systems in the organization. Through Human Capital Management System Alignment, the management will be able to manage its Human Capital sub systems, which will support the organization to achieve its goals.



HCMS Alignment Model



1 Employee
Self Service



2 Performance
Management



3 Learning
Management

HC PLUS PACKAGES

Dunamis Human Capital's HC Plus is a web-based system for managing human capital within an organization. The system is based on a Human Capital Management System Alignment framework that ensures the whole subsystems of human capital are aligned and interconnected.

HC Plus is designed to provide a user-friendly system and packed into six products packages that fits the needs of your organization:



4 **Talent
Management**



5 **Reward
Management**



6 **Premium
Module**



HC Plus Employee Self Service

Employee Self Service (ESS) Package is a very useful solution for your organization to manage operational activities related to Human Capital. This enables Human Capital teams in your organization to conveniently manage operations by making it easier and quicker, while reducing paper usage during implementations.

Numerous modules* are aligned together to form this package. They are:

- Organization Management
- Distinct Job Profile Management
- People Portfolio
- Leave Management
- Overtime Management
- Travel Management
- Payroll Management



HC Plus Performance Management

Performance Management Package helps your organization to ensure the achievement of its objectives through performance management system that enables employees to achieve optimum performance on an ongoing basis through planning, organizing, support and evaluation of employee performance.

This package consists of numerous aligned modules*, namely:

- Organization Management
- Distinct Job Profile Management
- Competency Management
- People Portfolio
- Performance Management

*) All explanation can be found under **Module Information**



HC Plus Learning Management

Learning Management Package is a very useful solution for your organization to manage operational activities related to Learning Management. The system can also enables management to determine educational needs within your organization, identifying various types and many different subjects, which are necessary for your employees to meet their required competencies to achieve your goals as an organization.

The various modules* that are aligned together to make build this package are:

- Organization Management
- Distinct Job Profile Management
- Competency Management
- People Portfolio
- Learning Management





HC Plus Talent Management

Talent Management Package helps your organization in identifying and managing talented and competent employees systematically to acquire candidates who are ready to be placed in certain positions immediately to meet the needs of your organization in facing a greater competition.

This package consists of numerous aligned modules*, namely:

- Organization Management
- Distinct Job Profile Management
- Competency Management
- People Portfolio
- Recruitment Management
- Career Management
- Talent Management

*) All explanation can be found under **Module Information**



HC Plus Reward Management

Reward Management Package enables organizations to manage their reward structure effectively. This system can help your organization to obtain and retain superior employees by fulfilling the whole person paradigm with rewards based on the principle of internal and external equity.

The various modules* that are aligned together to make build this package are:

- Organization Management
- Distinct Job Profile Management
- Competency Management
- People Portfolio
- Reward Management
- Leave Management
- Overtime Management
- Travel Management
- Payroll Management





HC Plus Premium Module

Full Module Package provides the most comprehensive system, which ensures the alignment between subsystems for managing human capital management within the organization.

This package consists of complete and aligned modules*, namely:

- Organization Management
- Distinct Job Profile Management
- Competency Management
- People Portfolio
- Performance Management
- Learning Management
- Recruitment Management
- Career Management
- Talent Management
- Reward Management
- Leave Management
- Overtime Management
- Travel Management
- Payroll Management

*) All explanation can be found under **Module Information**

Module Information

No.	MODULES	PACKAGES					
		ESS	Performance	Learning	Talent	Reward	Full
1	Organization Management	•	•	•	•	•	•
2	Distinct Job Profile (DJP) Management	•	•	•	•	•	•
3	Competency Management		•	•	•	•	•
4	People Portfolio	•	•	•	•	•	•
5	Performance Management		•				•
6	Learning Management			•			•
7	Recruitment Management				•		•
8	Career Management				•		•
9	Talent Management				•		•
10	Reward Management					•	•
11	Leave Management	•				•	•
12	Overtime Management	•				•	•
13	Travel Management	•				•	•
14	Payroll Management	•				•	•

You may combine a package with other packages.

Please contact our sales representative for further information.



Unit	Unit Code	Unit Name	Unit Type
1	001	Head Office	Head Office
2	002	Regional Office	Regional Office
3	003	Branch Office	Branch Office
4	004	Project Office	Project Office
5	005	Special Office	Special Office
6	006	Advisory Office	Advisory Office
7	007	Consulting Office	Consulting Office
8	008	Research Office	Research Office
9	009	Training Office	Training Office
10	010	Quality Office	Quality Office
11	011	Legal Office	Legal Office
12	012	Finance Office	Finance Office
13	013	HR Office	HR Office
14	014	IT Office	IT Office
15	015	Marketing Office	Marketing Office
16	016	Sales Office	Sales Office
17	017	Customer Service Office	Customer Service Office
18	018	Procurement Office	Procurement Office
19	019	Logistics Office	Logistics Office
20	020	Security Office	Security Office

◀ ORGANIZATION MANAGEMENT

Organization Management Module addresses the needs of your organization for the formulation of an organizational structure that can stimulate all elements within the organization to perform as its best, contribute effectively and ensure that every position in the organizational structure is aligned with each other and will boost every element to achieve the goals of your organization.

▶ DISTINCT JOB PROFILE MANAGEMENT

Distinct Job Profile (DJP) Module provides facilities to manage, monitor and report on Distinct Job Profile. Through this module, organizations will be able to clarify the contribution of each position to achieve organizational goals; to avoid duplication of responsibilities in different positions and to clarify the requirements needed for each position. DJP consists of Job Description and Job Requirement. Job Description details the Jobs' Mission, Main Responsibility, Main Authority and KPI, Working Environment, Working Relationship and Illustration. Job Requirement describes its Prerequisite, Education, Working Experience and Competency.



Job Profile	Job Description	Job Requirement
1. Head Office	1.1. Head Office	1.1. Head Office
2. Regional Office	2.1. Regional Office	2.1. Regional Office
3. Branch Office	3.1. Branch Office	3.1. Branch Office
4. Project Office	4.1. Project Office	4.1. Project Office
5. Special Office	5.1. Special Office	5.1. Special Office
6. Advisory Office	6.1. Advisory Office	6.1. Advisory Office
7. Consulting Office	7.1. Consulting Office	7.1. Consulting Office
8. Research Office	8.1. Research Office	8.1. Research Office
9. Training Office	9.1. Training Office	9.1. Training Office
10. Quality Office	10.1. Quality Office	10.1. Quality Office
11. Legal Office	11.1. Legal Office	11.1. Legal Office
12. Finance Office	12.1. Finance Office	12.1. Finance Office
13. HR Office	13.1. HR Office	13.1. HR Office
14. IT Office	14.1. IT Office	14.1. IT Office
15. Marketing Office	15.1. Marketing Office	15.1. Marketing Office
16. Sales Office	16.1. Sales Office	16.1. Sales Office
17. Customer Service Office	17.1. Customer Service Office	17.1. Customer Service Office
18. Procurement Office	18.1. Procurement Office	18.1. Procurement Office
19. Logistics Office	19.1. Logistics Office	19.1. Logistics Office
20. Security Office	20.1. Security Office	20.1. Security Office

Module Information



PEOPLE PORTFOLIO

Using People Portfolio Module, your organization can manage employee information, which consists of Personal Information, Identity, Physical, Family, Emergency Contact, Education, Working Experience, Insurance, Payroll, Work Info, Job History, Warning, Office Inventory, Assessment, Competency, Training, Certification, Project Experience, Special Assignment, Office Duty, Achievement, Punishment, and Performance. Through this module, employees can easily update their data, followed by a verification and validation process. In addition, people portfolio reports can be generated using the system.

LEAVE MANAGEMENT

Leave Management Module enables your organization to manage absences through the process of planning, organizing, and evaluating your employee's leave. This allows your Human Capital teams to conveniently manage leaves in a way that is easy, quick, and at the same time reduces the usage of paper during process. Through this module you can manage leave setup, leave proposal and approval, monitor leaves and create leave reports.

The screenshot displays the 'LEAVE MANAGEMENT' interface, specifically the 'LEAVE REQUEST HISTORY LIST'. It includes a sidebar with navigation options like 'Leave Management', 'Leave Type', 'Leave Setup', etc. The main area shows a table with columns for 'No.', 'Leave Type', 'Employee Name', 'Department', 'Leave Period', and 'Status'. The table lists several leave requests with their respective details and status indicators.

No.	Leave Type	Employee Name	Department	Leave Period	Status
1	Cuti Tahunan	Request ID: 001-01-11-00001	Human Resource Management (HRM)	10/10/2018 - 10/10/2018	Approved
2	Cuti Tahunan	Request ID: 001-01-11-00002	Human Resource Management (HRM)	10/10/2018 - 10/10/2018	Approved
3	Cuti Tahunan	Request ID: 001-01-11-00003	Human Resource Management (HRM)	10/10/2018 - 10/10/2018	Approved
4	Cuti Tahunan	Request ID: 001-01-11-00004	Human Resource Management (HRM)	10/10/2018 - 10/10/2018	Approved
5	Cuti Tahunan	Request ID: 001-01-11-00005	Human Resource Management (HRM)	10/10/2018 - 10/10/2018	Approved



◀ TRAVEL MANAGEMENT

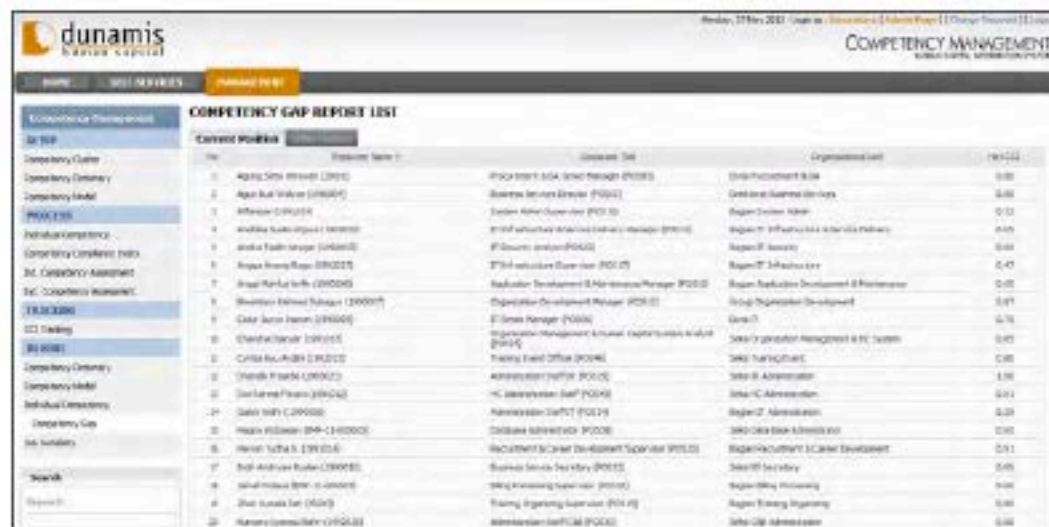
Travel Management Module aids your organization in managing employee travels by providing a mechanism to plan, organize and evaluate occurrences of travel. This will lead to your Human Capital teams performing travel management quickly, easily and with less paperwork. There are facilities in this module to modify travel setup, to review travel proposal with an approval mechanism, to monitor travels and to generate travel reports.

▶ OVERTIME MANAGEMENT

By using the Overtime Management Module, managing overtime for your employees is made easy and quick with less paperwork. Your Human Capital teams will be able to plan, organize, and evaluate overtime using tools such as overtime setup, overtime proposal and approval, overtime monitoring and generate overtime reports.



Managing your organization's payroll with less administration is made easy and quick using the Payroll Management Module, with tools to plan, organize, and evaluate employee's payroll. Through this module you can manage payroll setup, payroll proposal and approval, payroll monitoring and generate payroll reports.



There are various facilities in the Competency Management Module that are designed to make managing competence easy and quick with less paperwork. These facilities are Competency Dictionary, Competency Model, Individual Competency, Gap Competencies and Job Suitability profiling.

► LEARNING MANAGEMENT

Planning, organizing and evaluating your employee's learning and development are made easy and quick with less paperwork using Learning Management Module. Through this module you can manage Learning Catalog, monitor and track Learning process. There are also tools that provide learning reports such as Training Need Analysis report.



Training Name	Training Type	Training Status	Training Date
1. Training Name 1	Training Type 1	Training Status 1	Training Date 1
2. Training Name 2	Training Type 2	Training Status 2	Training Date 2
3. Training Name 3	Training Type 3	Training Status 3	Training Date 3
4. Training Name 4	Training Type 4	Training Status 4	Training Date 4
5. Training Name 5	Training Type 5	Training Status 5	Training Date 5
6. Training Name 6	Training Type 6	Training Status 6	Training Date 6
7. Training Name 7	Training Type 7	Training Status 7	Training Date 7
8. Training Name 8	Training Type 8	Training Status 8	Training Date 8
9. Training Name 9	Training Type 9	Training Status 9	Training Date 9
10. Training Name 10	Training Type 10	Training Status 10	Training Date 10

Training Name	Training Type	Training Status	Training Date
1. Training Name 1	Training Type 1	Training Status 1	Training Date 1
2. Training Name 2	Training Type 2	Training Status 2	Training Date 2
3. Training Name 3	Training Type 3	Training Status 3	Training Date 3
4. Training Name 4	Training Type 4	Training Status 4	Training Date 4
5. Training Name 5	Training Type 5	Training Status 5	Training Date 5
6. Training Name 6	Training Type 6	Training Status 6	Training Date 6
7. Training Name 7	Training Type 7	Training Status 7	Training Date 7
8. Training Name 8	Training Type 8	Training Status 8	Training Date 8
9. Training Name 9	Training Type 9	Training Status 9	Training Date 9
10. Training Name 10	Training Type 10	Training Status 10	Training Date 10

◀ RECRUITMENT MANAGEMENT

Recruitment Management Module enables your organization to manage its entire recruitment process, from job applications management to employee placements in most suitable positions based on requirements. This allows Human Capital teams in your organization to manage recruitment easily, quickly and with less administration. Through this module, you can manage recruitment setup, recruitment proposal and approval, monitor and track recruitment and recruitment reports.

Module Information

► CAREER MANAGEMENT

Career Management Module allows for planning, organizing and evaluating your employee's career progression. Your Human Capital teams would be able to conveniently provide successor list for positions quickly and with ease. Through this module you can manage your employee's career path, career plan, monitor and track their career development process, also generate various reports, such as career track report and succession report.



◀ TALENT MANAGEMENT

Talent Management module helps your organization to systematically identify and manage talented and competent employees in order to provide candidates who are ready to be placed in certain positions immediately so that your organization's needs are met in facing a greater competition. Through this module, you can manage Human Capital Valuation, Talent Program, Talent Tracking and Monitoring and generate talent reports such as talent pool report.

► PERFORMANCE MANAGEMENT

Performance Management Module ensures your organization to achieve its objectives through performance management system. This module assists your employees to achieve their goals by numerous processes: planning, organizing, supporting and evaluating of their performance. Through this module, you can manage Performance Component, Performance Scheduling, Performance Tracking and Monitoring and Performance reports.



◀ REWARD MANAGEMENT

By using the Reward Management Module, managing reward for your employees is made easy and quick with less paperwork. Your Human Capital teams will be able to effectively manage the reward structure, by managing reward components, employee benefits, employee incentives, reward tracking and monitoring, and also reward management reports.

Technical Specification

▼ Operating System Environment



Linux



Microsoft Windows Server



IBM System i

▼ Development Tools



Zend Framework



PHP

▼ Database



MySQL



SQL Server

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