



OFFER CONVENIENCE

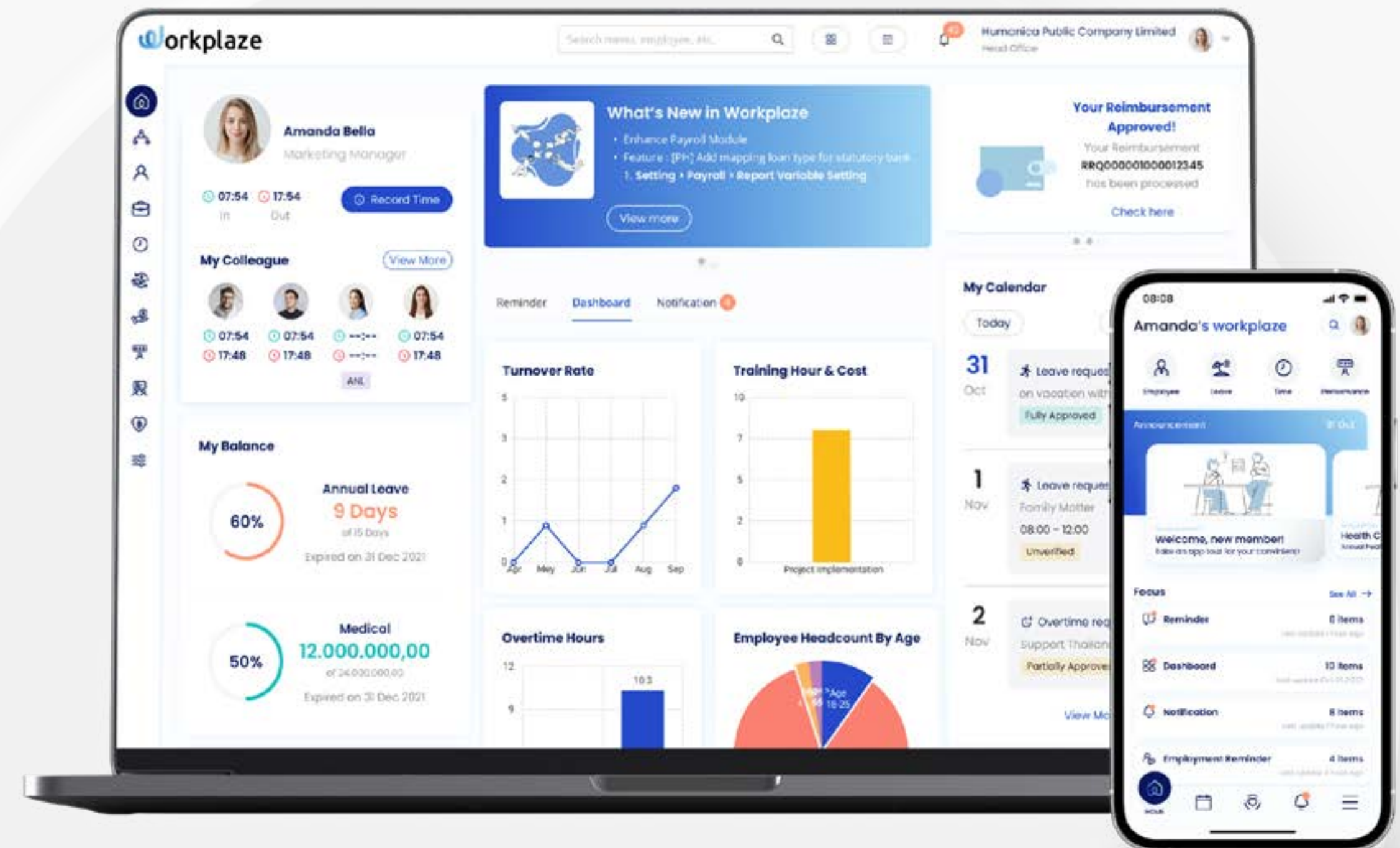
Move from traditional benefits administration to personalized employee benefits

HOMEPAGE

Workplaze's summary page shows all related information about you: ranging from employees positions and achievements to the number of posts and followers they have within the company.

Summary pages can be used to boost employee morale by showing off their accomplishments under their profiles as well as to establish more connections with peers by following their social media feeds from here.

Employee's calendars are also displayed making it easy to remember work schedules, birthdays, contract due dates, meetings, etc.



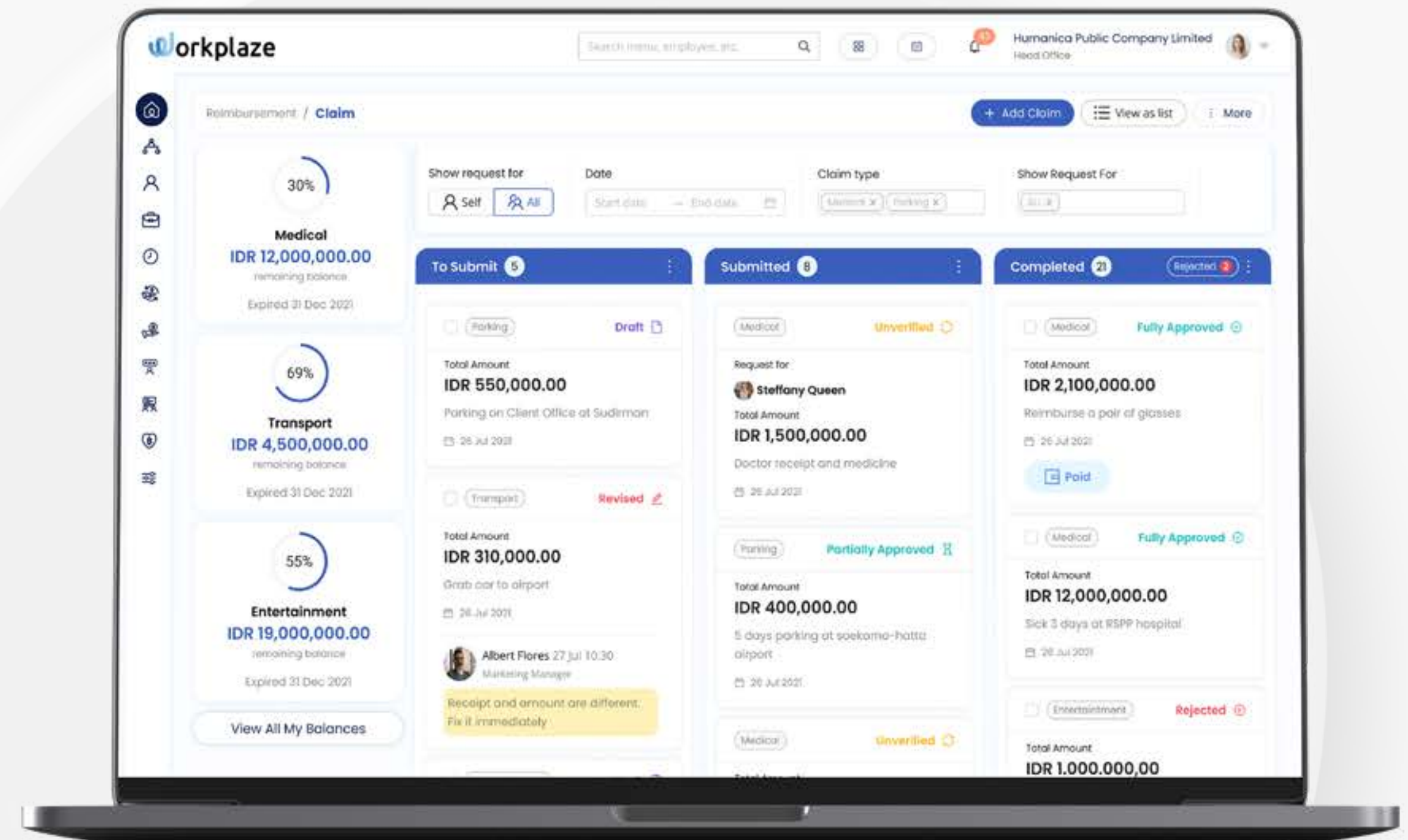
CLAIMS & ALLOWANCES

Users can set reimbursement budgets and create various claim types and limits on individual or aggregate claim values based on employee grade, claim data or other limiting factors. Employees can be allowed to request cash advances and then submit expenses to offset advances.

The system deducts any outstanding advance values from payroll automatically. This includes travel expenses - from the booking within budgets, to approvals, cash advances and auto reconciliation with claims.

Enjoy more benefits with Workplaze HR:

- ✓ Workplaze Cash Advance
- ✓ Workplaze Top Up & Bill
- ✓ Workplaze Transfer



Request No.	Request For	Loan Type	Request Status	Curr	Loan Amount	Cancellation Status
LOR2021091500001	Joana Christanty ID10080018	Car Loan	Fully Approved	IDR	60.000.000	-
LOR2021091500002	Christine Atmadja ID18440020	Annuity Loan	Fully Approved	IDR	6.000.000	-
LOR2021091500003	Gordon Enns ID00020001	Housing Loan	Fully Approved	IDR	100.000.000	-
LOR2021091500004	Archangela Putri ID18090025	Personal Loan	Fully Approved	IDR	3.000.000	-
LOR2021091500005	Cecep Laksita ID19030005	Company Loan	Fully Approved	IDR	16.000.000	-
LOR2021091600001	Ervin Paradinata ID14030056	Car Loan	Fully Approved	IDR	36.000.000	-
LOR2021091900001	Abdi Maru Wirajaya ID02100018	Car Loan	Fully Approved	IDR	120.000.000	-
LOR2021092000001	Gordon Enns ID00020001	Housing Loan	Fully Approved	IDR	140.000.000	-
LOR2021092000002	Florentino Lesmana ID18050021	Car Loan	Fully Approved	IDR	50.000.000	-
LOR2021092000003	Juliansyah Armin ID03050010	Personal Loan	Fully Approved	IDR	500.000	-

BENEFITS

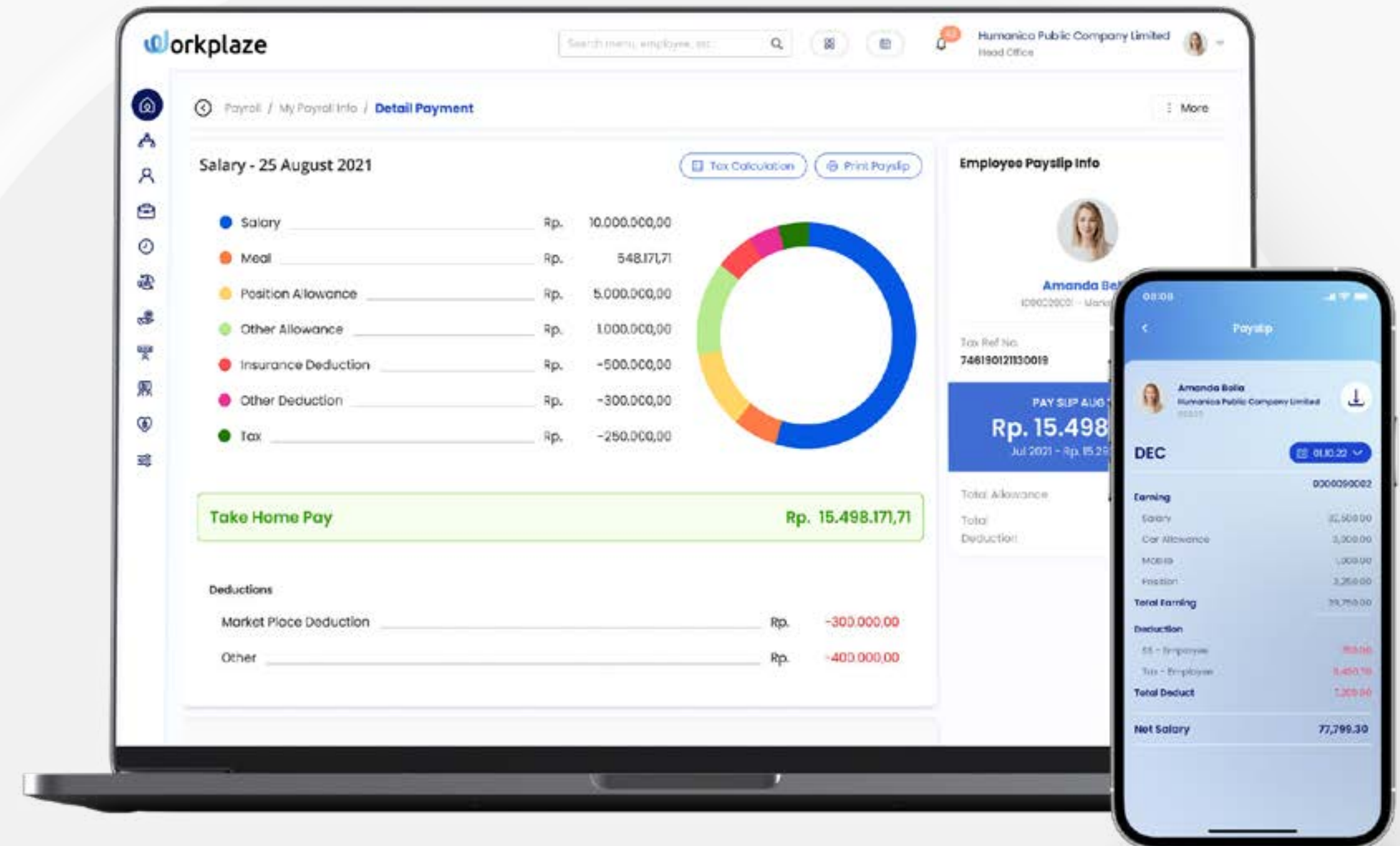
Flexibly, cater to unique employee circumstances and provide varied loan schemes such as car loans, house loans etc. Users can set many loan types with varying parameters and interest rates. Interest rate calculation methods can be aligned with availability criteria and budget limits.

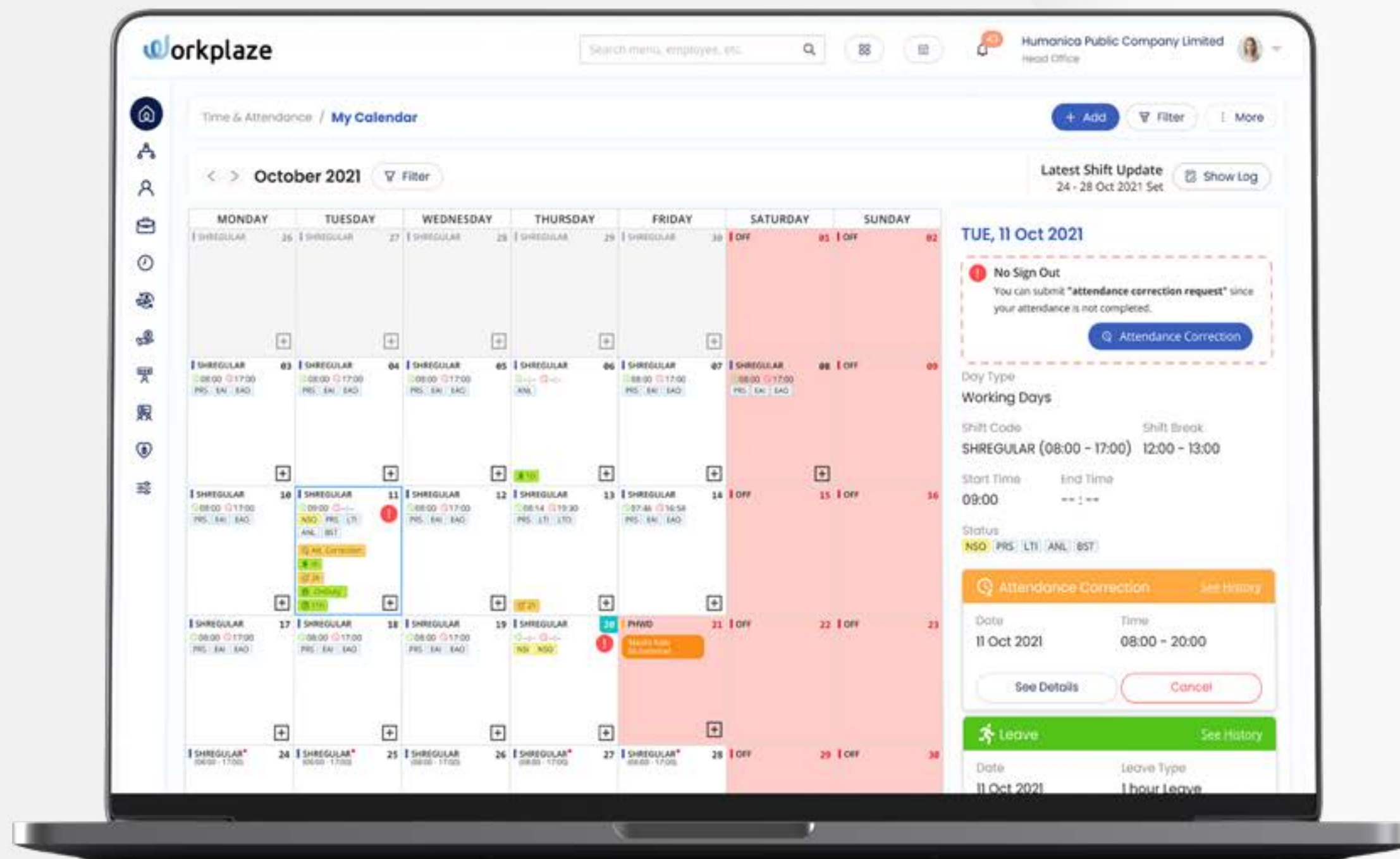
Loan payments are commonly deducted from salaries but ad-hoc payments are also accepted and reconciled. Loans are also part of the termination process to ensure repayment of exiting employees loans.

PAYSLIPS

SunFish ensures that employees can see their payslip data as soon as the payroll calculation is finished. This allows them to review the exact amount of salary they earn each month. It transparently lists all details related to allowances, deductions and other pay components (e.g. loan, reimbursement) so employees know exactly how their take-home-pay is calculated. Personal payroll data can be accessed Online in SunFish or can be received via ePayslips on mobile phones.

Mobile payslips makes payroll data available to everyone in the company on their phones to check them whenever they want or need to. Payslips are available in various file formats to accommodate different needs. Employee payslips are password protected. Employees can choose another password than their login password to the app to display them.





EMPLOYEE CALENDAR

In the Calendar feature, Workplaze combines data from shift scheduling, attendance status recording, work time tracking, and absence requests in a consolidated view. It provides employees and managers with a centralized hub from which they can identify any attendance or scheduling related problems and directly make adjustments.

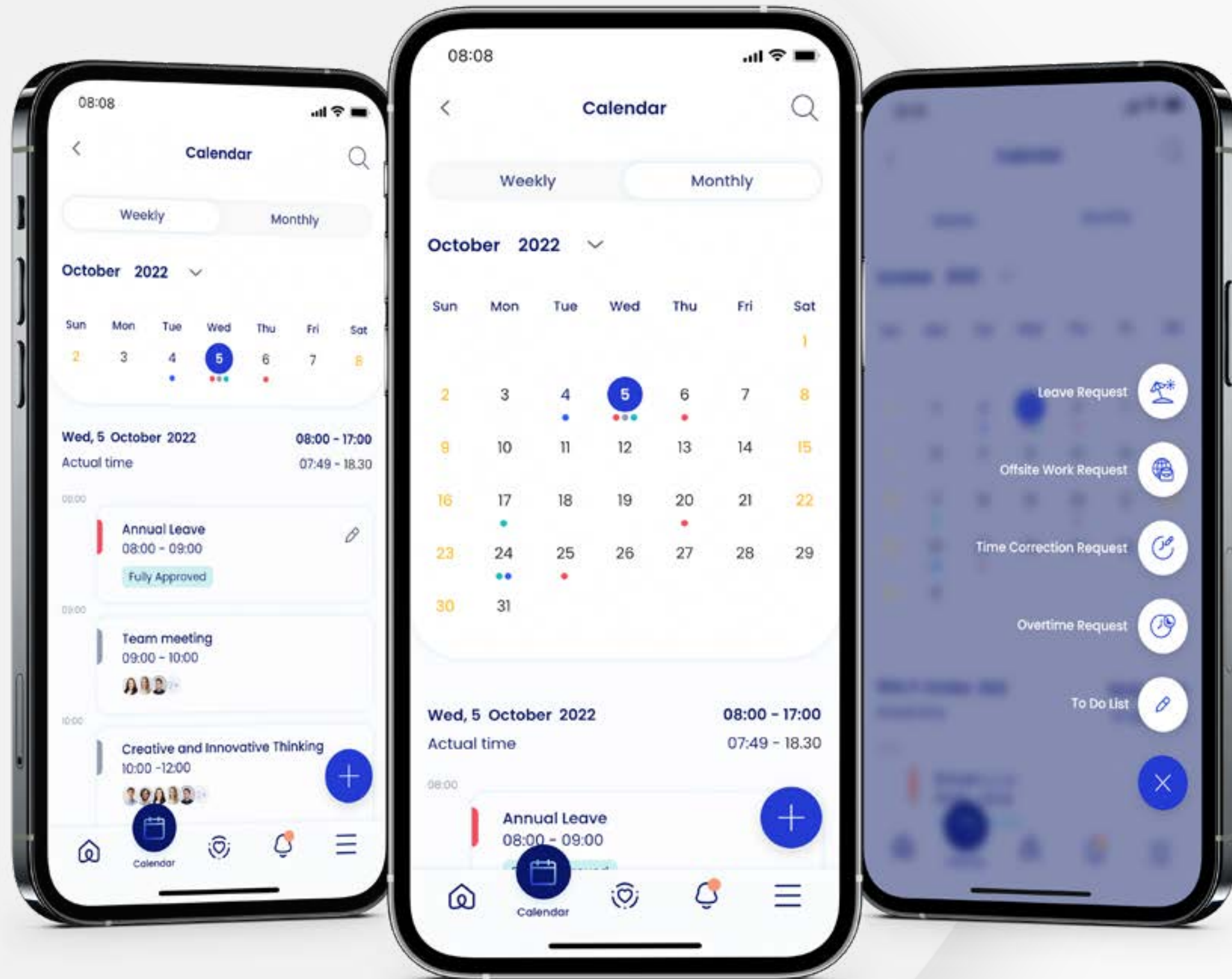
Conveniently, the calendar connects employees with a self-service interface for attendance correction, leave, overtime, and travel request management as well as timesheet recording and shift swapping.

MOBILE ATTENDANCE CLOCKING

Workplaze has a user-friendly interface for clocking in and out. Attendance data can be collected from Workplaze and multiple other sources with GPS tagging and facial recognition including recording attendance even without internet connectivity.

The system automatically detects if an employee is late or absent and provides self-correction options for employees to update any incorrect check in and out records.





WORKFLOW

Workplaze simplifies the complex workflow management by supporting a broad variety of policies with minimal set up and while maintaining granular control of multi-step approval rules. Approvers can be defined using org chart, supervisory relationship, position or names, and can be backed up by alternates, escalation, rerouting, and conditional rules. Reminders make sure all involved are alerted.

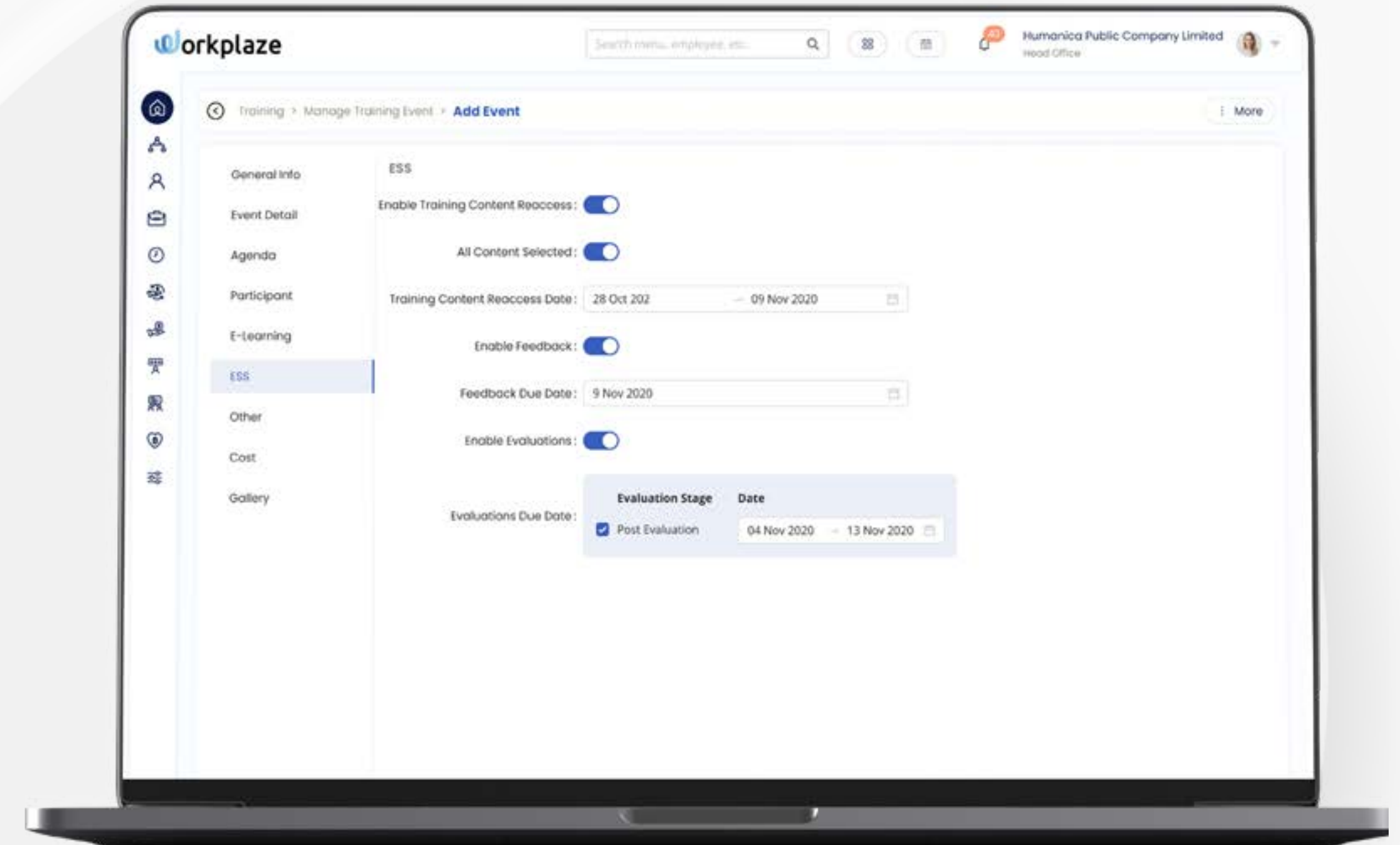
New flexible workflow processes can be added by allowing requesters to determine their own approver, ensuring compliance to basic control processes with near zero configuration and then apply more rigid configurations by analyzing employee determined flows.

ESS

Employee Self-service (ESS) is a key feature within Workplaze that supports HR-related transactions and improves the overall employee experience.

With ESS, employees gain convenient access to their information with the ability to process and manage HR transactions such as attendance, surveys, leave/overtime requests, timesheet entries, view payslips and many more instantly through the mobile application and website.

Employees can also gain swift feedback and approval on every ESS transaction they make, as Workplaze immediately sends out alerts and notifications to all involved as soon as the transaction is processed.





WORKPLAZE MOBILE

Today's employees often ask for a work experience that is similar to their way of life: online, self-serve, always connected and available. Knowing this, Workplaze comes as a mobile app for fuss-free, on the go access to essential HR functions and data anytime, anywhere.

It is designed to keep up with the busy schedules of highly mobile workforce while nurturing two-way communication, collaboration, motivation and belonging.



**A PLAZE FOR YOU
TO **GROW****

