

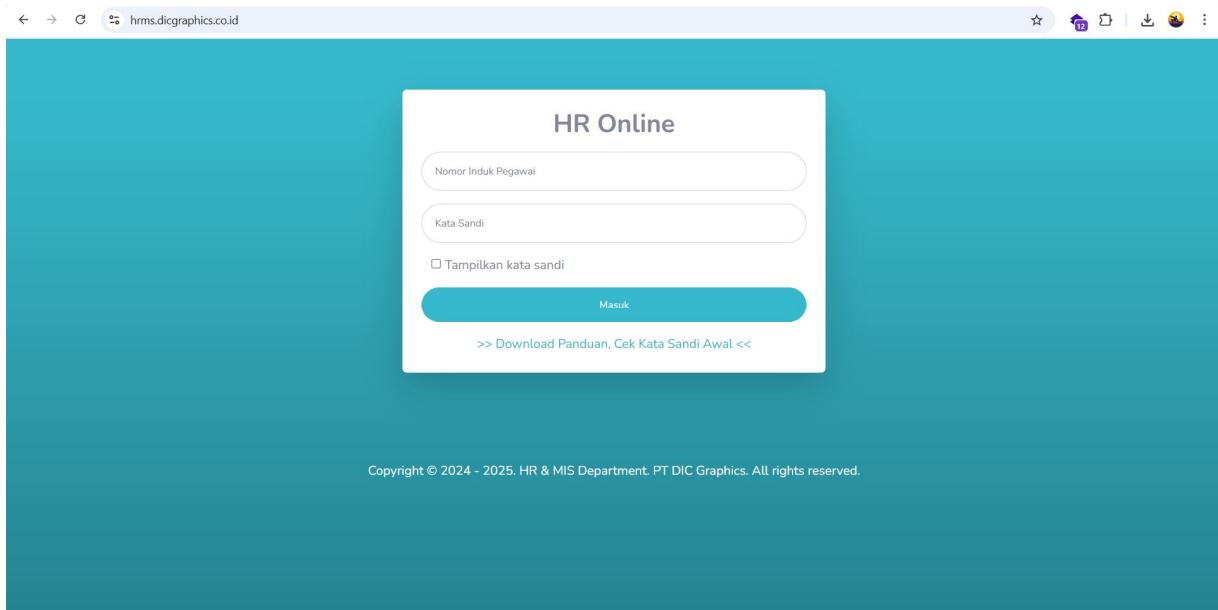
Cara Penggunaan Aplikasi Overtime (Lembur)

1. Halaman Login (Sebagai Supervisor, atau Leader yang ditugaskan untuk mengajukan Lembur)

Username : Nomor Induk Karyawan

Password : Pdg12345

Url : <https://hrms.dicgraphics.co.id/>



2. Halaman Utama

Menampilkan informasi status lembur, status pengajuan lembur dan riwayat lembur.

A screenshot of the 'env-hrms.dicgraphics.co.id/user/dashboard' page. The left sidebar shows navigation links for Dashboard, Leave (Cuti Saya, Riwayat Cuti), Subordinate Leave (Cuti Bawahan, Riwayat Cuti Bawahan), Overtime (Lembur Saya, Riwayat Lembur), User (My Profile, Edit Profile, Password), and Logout. The main content area displays various statistics in boxes: 'Cuti Saya' (Saldo Cuti Tahunan: 26.5, Saldo Cuti WDR: 0, Menunggu Persetujuan: 0, Riwayat Cuti: 0); 'Cuti Bawahan' (Menunggu Persetujuan: 0, Semua Cuti Bawahan: 0); and 'Lembur Saya' (Menunggu Persetujuan: 0, Konfirmasi Karyawan: 3, Verifikasi HR: 2, Riwayat Lembur: 0). A blue circular button with a '+' sign is located in the bottom right corner.

3. Pengajuan Lembur

Masuk ke menu **Lembur Saya**.

The screenshot shows the PT. DIC GRAPHICS HRM system interface. On the left, there is a sidebar with various menu items: Dashboard, LEAVE (Cuti Saya, Riwayat Cuti), SUBORDINATE LEAVE (Cuti Bawahan, Riwayat Cuti Bawahan), OVERTIME (Lembur Saya, Riwayat Lembur), and USER (My Profile, Edit Profile, Password, Logout). The main content area displays a table of overtime requests. The table has columns: Tgl Submit, Tgl Lembur, Dibuat Oleh, Departemen, Jenis Lembur, Keterangan, Status, and Aksi. There are five entries listed:

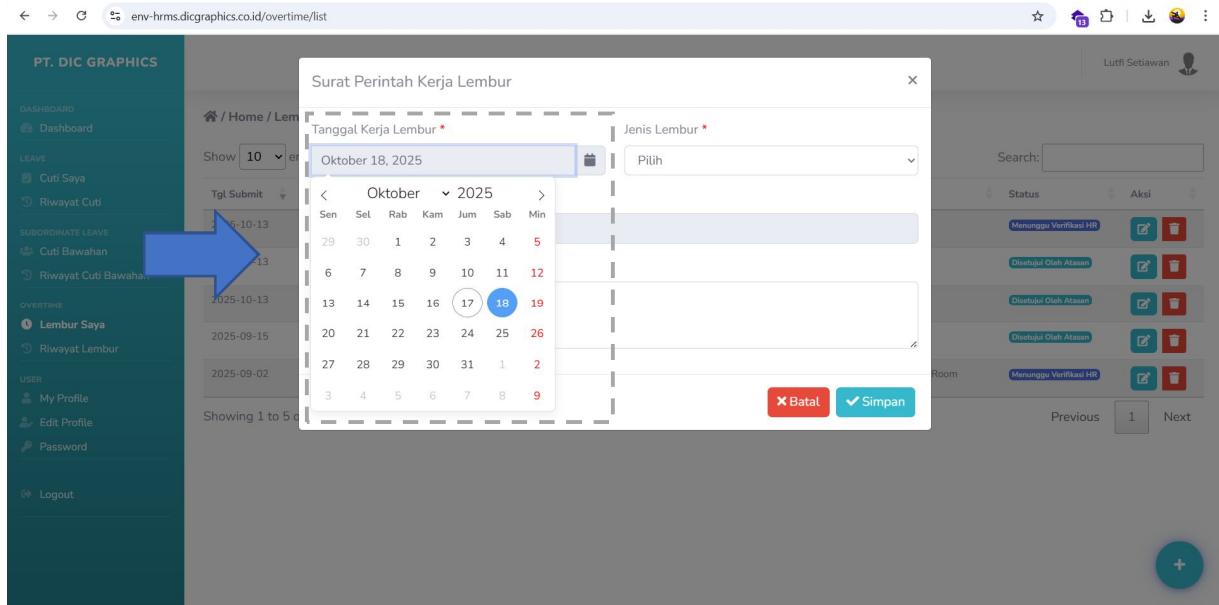
Tgl Submit	Tgl Lembur	Dibuat Oleh	Departemen	Jenis Lembur	Keterangan	Status	Aksi
2025-10-13	2025-10-15	Lutfi Setiawan	MIS	Lembur Hari Kerja	Install Ms.Office 2024	Menunggu Verifikasi HR	[Edit, Delete]
2025-10-13	2025-10-18	Lutfi Setiawan	MIS	Lembur Hari Libur	Restart Server	Disediakan Oleh Atasan	[Edit, Delete]
2025-10-13	2025-10-13	Lutfi Setiawan	MIS	Lembur Hari Kerja	Install Rack Network	Disediakan Oleh Atasan	[Edit, Delete]
2025-09-20	2025-09-20	Lutfi Setiawan	MIS	Lembur Hari Kerja	Renovation Server Room to new loc	Disediakan Oleh Atasan	[Edit, Delete]
2025-09-02	2025-09-06	Lutfi Setiawan	MIS	Lembur Hari Kerja	- Reinstall Server 2025 - Wire cable in the Server Room	Menunggu Verifikasi HR	[Edit, Delete]

At the bottom right of the table, there are buttons for 'Previous', '1', and 'Next'. A large blue arrow points from the sidebar towards the 'Lembur Saya' button.

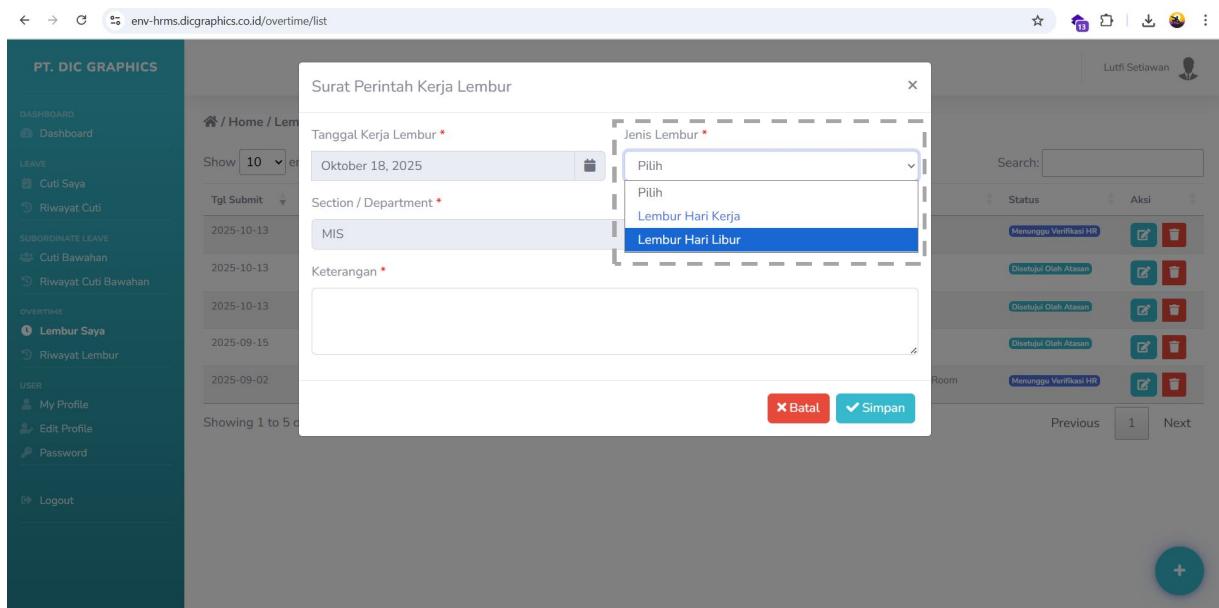
Klik tombol akan muncul seperti gambar dibawah :

The screenshot shows the PT. DIC GRAPHICS HRM system interface. On the left, there is a sidebar with various menu items: Dashboard, LEAVE (Cuti Saya, Riwayat Cuti), SUBORDINATE LEAVE (Cuti Bawahan, Riwayat Cuti Bawahan), OVERTIME (Lembur Saya, Riwayat Lembur), and USER (My Profile, Edit Profile, Password, Logout). A modal window titled 'Surat Perintah Kerja Lembur' is open in the center. It contains fields for 'Tanggal Kerja Lembur *' (with a date picker), 'Jenis Lembur *' (with a dropdown menu), 'Section / Department *' (with a dropdown menu showing 'MIS'), and 'Keterangan *' (with a text area). At the bottom right of the modal are 'Batal' and 'Simpan' buttons. The background shows the same list of overtime requests as the previous screenshot. A large blue arrow points from the sidebar towards the 'Lembur Saya' button.

Pilih Tanggal Lembur



Pilih Jenis Lembur, Lembur Hari Kerja / Lembur Hari Libur.



Tulis Keterangan Lembur dan klik tombol Simpan.

The screenshot shows a modal window titled "Surat Perintah Kerja Lembur". It contains fields for "Tanggal Kerja Lembur" (October 18, 2025), "Jenis Lembur" (Lembur Hari Libur), "Section / Department" (MIS), and a "Keterangan" field containing "Windows Update". At the bottom right are "X Batal" and "✓ Simpan" buttons, with the "Simpan" button being highlighted by a red arrow.

Status pengajuan lembur menjadi **Draft**, klik tombol **Tambah Pegawai** untuk menambahkan Pegawai yang akan ditugaskan untuk Lembur.

The screenshot shows a "Detail Lembur" page with a draft entry. The form includes fields for "Departemen" (MIS), "Tanggal Lembur" (2025-10-18), "Jenis Lembur" (Lembur Hari Libur), and "Keterangan" (Windows Update). At the bottom left of the form, there is a "Tambah Pegawai" button. In the footer toolbar, there is another "Tambah Pegawai" button. Two large blue arrows point to these two "Tambah Pegawai" buttons.

Pilih Pegawai yang akan ditugaskan untuk lembur.

The screenshot shows a modal window titled "Tambah Pegawai Lembur". Inside, there's a dropdown menu labeled "Pilih Pegawai Yang Akan Lembur" containing several employee names:

- Lutfi Setiawan, E04063
- Revi Septiana Rachman, E04273
- Jaelani Firdaus, E13092
- Ade Christian, E11052
- Hamzah, E12040

Pilih Jam Rencana Lembur

The screenshot shows the same modal window, but now the dropdown menu has been populated with specific time entries:

- Realisasi
- Jam Mulai *
- 08:00
- Pilih jam
- Jam Selesai *
- 12:00
- Pilih jam

Below these fields, there is a digital clock input field showing "17 : 00" and a section labeled "Pekerjaan".

Tulis deskripsi pekerjaan.

Overtime ID: 2025-1017084128
Nama: Jaelani Firdaus, E13092
Rencana: Realisasi
Jam Mulai: 08:00 Pilih jam
Jam Selesai: 17:00 Pilih jam
Pekerjaan:
Windows update area commercial.
Windows update area finance
Windows update area technical
Pekerjaan 4
Pekerjaan 5

Tekan tombol **Simpan**

Overtime ID: 2025-1017084128
Nama: Hamzah, E12040
Rencana: Realisasi
Jam Mulai: 08:00 Pilih jam
Jam Selesai: 17:00 Pilih jam
Pekerjaan:
Windows update office lantai 1
Windows update area produksi
Pekerjaan 3
Pekerjaan 4
Pekerjaan 5

Pegawai berhasil ditambahkan

The screenshot shows a web-based HR management system. On the left, a sidebar menu includes options like Dashboard, LEAVE (Cuti Saya, Riwayat Cuti), SUBORDINATE LEAVE (Cuti Bawahans, Riwayat Cuti Bawahans), OVERTIME (Lembur Saya, Riwayat Lembur), and USER (My Profile, Edit Profile, Password, Logout). The main content area displays a form titled "Form Surat Perintah Kerja Lembur [Draft]". The form fields include ID (2025-1017084128), Departemen (MIS), Tanggal Submit (2025-10-17 08:41:28), Tanggal Lembur (2025-10-18), Dibuat Oleh (Lutfi Setiawan), Jenis Lembur (Lembur Hari Libur), and Keterangan (Windows Update). Below the form is a table showing two entries:

No	NIP	Nama	Rencana	Realisasi	Total Jam	Pekerjaan	Atasan / Pegawai / HR	Aksi
1	E13092	Jaelani Firdaus	08:00:00 - 17:00:00	-	8.00 Jam	Windows update area commercial, Windows update area finance,..	Pending / Pending / Pending	<input type="checkbox"/> <input type="button"/>
2	E12040	Hamzah	08:00:00 - 17:00:00	-	8.00 Jam	Windows update office lantai 1, Windows update area produksi,..	Pending / Pending / Pending	<input type="checkbox"/> <input type="button"/>

At the bottom, there are buttons for "Kirim Ke Atasan" (Send to Manager) and "+ Tambah Pegawai" (Add Employee). A large blue arrow points from the sidebar towards the "Kirim Ke Atasan" button.

Klik tombol **Kirim Ke Atasan** untuk proses persetujuan.

This screenshot is identical to the one above, showing the same form and table. However, a large blue arrow now points directly at the "Kirim Ke Atasan" button, indicating the next step in the process.

Pilih Ya, Kirim untuk konfirmasi.



env-hrms.dicgraphics.co.id/overtime/detail/2025-1017084128

Dashboard

LEAVE

Cuti Saya

Riwayat Cuti

SUBORDINATE LEAVE

Cuti Bawahans

Riwayat Cuti Bawahans

OVERTIME

Lembur Saya

Riwayat Lembur

USER

My Profile

Edit Profile

Password

Logout

Home / Detail Lembur

Form Surat Perintah Kerja Lembur Draft

ID: 2025-1017084128 Departemen: MIS

Tanggal Submit: 2025-10-17 08:41:28 Tanggal Lembur: 2025-10-18

Dibuat Oleh: Lutfi Setiawan

Keterangan: Windows Update

Kirim Ke Atasan + Tambah Pegawai

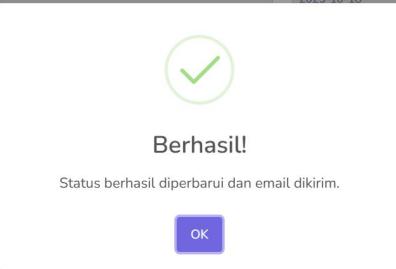
Show: 10 entries

No	NIP	Nama	Rencana	Realisasi	Total Jam	Pekerjaan	Atasan / Pegawai / HR	Aksi
1	E13092	Jaelani Firdaus	08:00:00 - 17:00:00	-	8.00 Jam	Windows update area commercial, Windows update area finance,..	Pending / Pending / Pending	Edit Delete
2	E12040	Hamzah	08:00:00 - 17:00:00	-	8.00 Jam	Windows update office lantai 1, Windows update area produksi,..	Pending / Pending / Pending	Edit Delete

Showing 1 to 2 of 2 entries

Previous 1 Next

Form lembur berhasil dikirim ke Atasan, atasan akan menerima email pengajuan Lembur.



env-hrms.dicgraphics.co.id/overtime/detail/2025-1017084128

Dashboard

LEAVE

Cuti Saya

Riwayat Cuti

SUBORDINATE LEAVE

Cuti Bawahans

Riwayat Cuti Bawahans

OVERTIME

Lembur Saya

Riwayat Lembur

USER

My Profile

Edit Profile

Password

Logout

Home / Detail Lembur

Form Surat Perintah Kerja Lembur Draft

ID: 2025-1017084128 Departemen: MIS

Tanggal Submit: 2025-10-17 08:41:28 Tanggal Lembur: 2025-10-18

Dibuat Oleh: Lutfi Setiawan

Keterangan: Windows Update

Kirim Ke Atasan + Tambah Pegawai

Show: 10 entries

No	NIP	Nama	Rencana	Realisasi	Total Jam	Pekerjaan	Atasan / Pegawai / HR	Aksi
1	E13092	Jaelani Firdaus	08:00:00 - 17:00:00	-	8.00 Jam	Windows update area commercial, Windows update area finance,..	Pending / Pending / Pending	Edit Delete
2	E12040	Hamzah	08:00:00 - 17:00:00	-	8.00 Jam	Windows update office lantai 1, Windows update area produksi,..	Pending / Pending / Pending	Edit Delete

Showing 1 to 2 of 2 entries

Previous 1 Next

Status berubah menjadi **Menunggu Persetujuan Atasan**.

PT. DIC GRAPHICS

DASHBOARD

LEAVE

Cuti Saya

Riwayat Cuti

SUBORDINATE

Cuti Bawahan

Riwayat Cuti Bawahan

OVERTIME

Lembur Saya

Riwayat Lembur

USER

My Profile

Edit Profile

Password

Logout

env-hrms.dicgraphics.co.id/overtime/list

Lutfi Setiawan

/ Home / Lembur Saya

Show 10 entries

Search:

Tgl Submit	Tgl Lembur	Dibuat Oleh	Departemen	Jenis Lembur	Keterangan	Status	Aksi
2025-10-17	2025-10-18	Lutfi Setiawan	MIS	Lembur Hari Libur	Windows Update	Menunggu Persetujuan Atasan	[Edit] [Delete]
2025-10-13	2025-10-15	Lutfi Setiawan	MIS	Lembur Hari Kerja	Install Ms.Office 2024	Menunggu Verifikasi HR	[Edit] [Delete]
2025-10-13	2025-10-18	Lutfi Setiawan	MIS	Lembur Hari Libur	Restart Server	Disediakan Oleh Atasan	[Edit] [Delete]
2025-10-13	2025-10-13	Lutfi Setiawan	MIS	Lembur Hari Kerja	Install Rack Network	Disediakan Oleh Atasan	[Edit] [Delete]
2025-09-15	2025-09-20	Lutfi Setiawan	MIS	Lembur Hari Kerja	Renovation Server Room to new loc	Disediakan Oleh Atasan	[Edit] [Delete]
2025-09-02	2025-09-06	Lutfi Setiawan	MIS	Lembur Hari Kerja	- Reinstall Server 2025 - Wire cable in the Server Room	Menunggu Verifikasi HR	[Edit] [Delete]

Showing 1 to 6 of 6 entries

Previous 1 Next

4. Halaman Login Atasan (Manager, Dept. Manager, Div. Manager)

Masuk ke menu Lembur Bawahan

PT. DIC GRAPHICS

DASHBOARD

LEAVE

Cuti Saya

Riwayat Cuti

SUBORDINATE LEAVE

Cuti Bawahan

Riwayat Cuti Bawahan

OVERTIME

Lembur Saya

Riwayat Lembur

SUBORDINATE OVERTIME

Lembur Bawahan

Riwayat Lembur Bawahan

USER

My Profile

Edit Profile

Password

Logout

env-hrms.dicgraphics.co.id/user/dashboard

Revi Septiana Rachman

Halo, Revi Septiana Rachman

Selamat Datang di Aplikasi HR Online

Cuti Saya

SALDO CUTI TAHUNAN
33.0

SALDO CUTI WDR
0

MENUNGGU PERSETUJUAN
0

RIWAYAT CUTI
0

Cuti Bawahan

MENUNGGU PERSETUJUAN
0

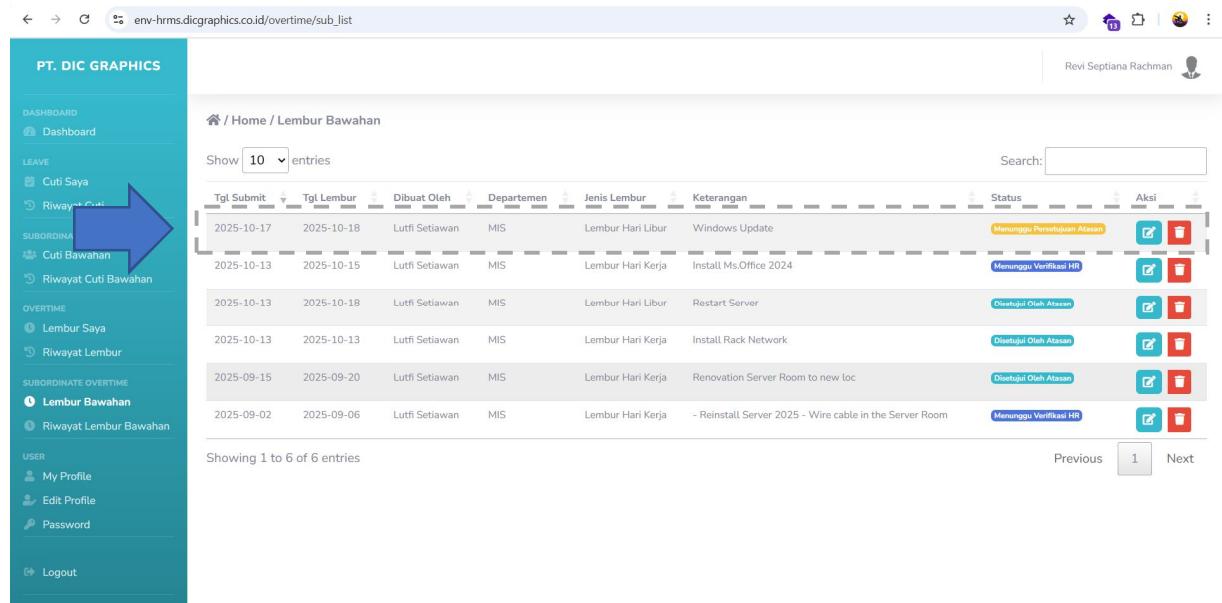
SEMUA CUTI BAWAHAN
0

KONFIRMASI KARYAWAN
0

VERIFIKASI HR
0

RIWAYAT LEMBUR
0

Pilih status pengajuan lembur, **Menunggu Persetujuan Atasan**.



env-hrms.dicgraphics.co.id/overtime/sub_list

PT. DIC GRAPHICS

DASHBOARD

- Dashboard
- LEAVE
- Cuti Saya
- Riwayat Cuti
- SUBORDINATE LEAVE
- Cuti Bawahans**
- Riwayat Cuti Bawahans
- OVERTIME
- Lembur Saya
- Riwayat Lembur
- SUBORDINATE OVERTIME
- Lembur Bawahans**
- Riwayat Lembur Bawahans
- USER
- My Profile
- Edit Profile
- Password
- Logout

/ Home / Lembur Bawahans

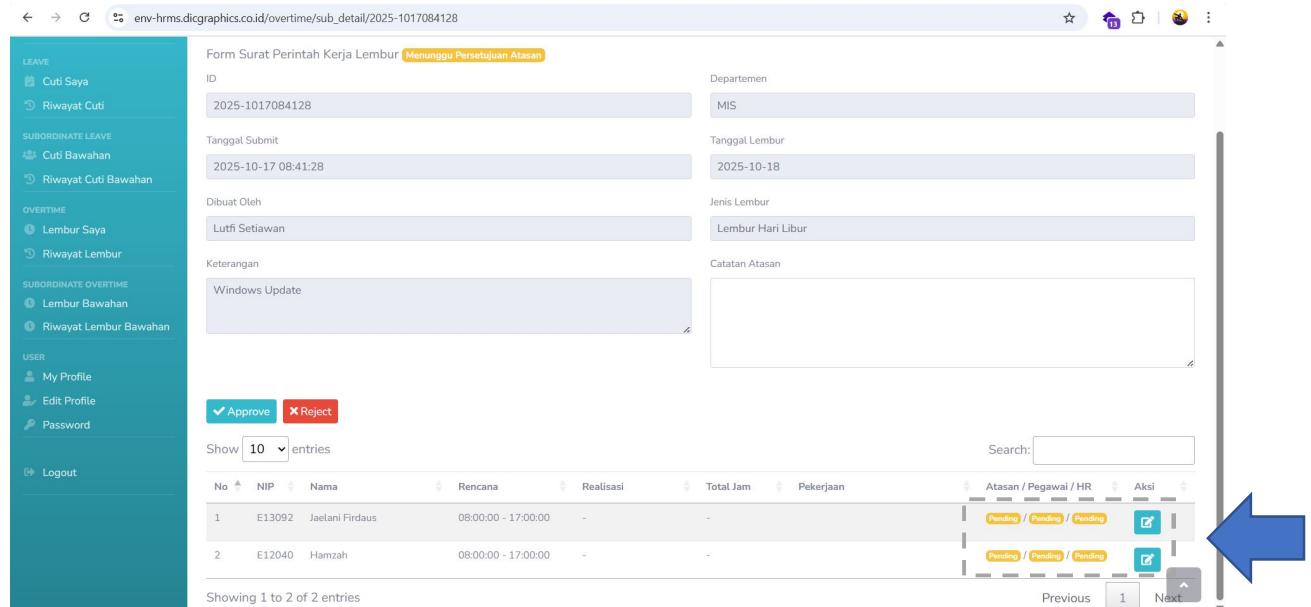
Show 10 entries

Tgl Submit	Tgl Lembur	Dibuat Oleh	Departemen	Jenis Lembur	Keterangan	Status	Aksi
2025-10-17	2025-10-18	Lutfi Setiawan	MIS	Lembur Hari Libur	Windows Update	Menunggu Persetujuan Atasan	
2025-10-13	2025-10-15	Lutfi Setiawan	MIS	Lembur Hari Kerja	Install Ms.Office 2024	Menunggu Verifikasi HR	
2025-10-13	2025-10-18	Lutfi Setiawan	MIS	Lembur Hari Libur	Restart Server	Disediakan Oleh Atasan	
2025-10-13	2025-10-13	Lutfi Setiawan	MIS	Lembur Hari Kerja	Install Rack Network	Disediakan Oleh Atasan	
2025-09-15	2025-09-20	Lutfi Setiawan	MIS	Lembur Hari Kerja	Renovation Server Room to new loc	Disediakan Oleh Atasan	
2025-09-02	2025-09-06	Lutfi Setiawan	MIS	Lembur Hari Kerja	- Reinstall Server 2025 - Wire cable in the Server Room	Menunggu Verifikasi HR	

Showing 1 to 6 of 6 entries

Previous 1 Next

Pilih icon **Edit**.



env-hrms.dicgraphics.co.id/overtime/sub_detail/2025-1017084128

Form Surat Perintah Kerja Lembur Menunggu Persetujuan Atasan

ID	Departemen
2025-1017084128	MIS
Tanggal Submit	Tanggal Lembur
2025-10-17 08:41:28	2025-10-18
Dibuat Oleh	Jenis Lembur
Lutfi Setiawan	Lembur Hari Libur
Keterangan	Catatan Atasan
Windows Update	

Approve Reject

Show 10 entries

No	NIP	Nama	Rencana	Realisasi	Total Jam	Pekerjaan	Atasan / Pegawai / HR	Aksi
1	E13092	Jaelani Firdaus	08:00:00 - 17:00:00	-	-		Pending / Pending / Pending	
2	E12040	Hamzah	08:00:00 - 17:00:00	-	-		Pending / Pending / Pending	

Showing 1 to 2 of 2 entries

Previous 1 Next

Tampil halaman detail Lembur Pegawai.

The screenshot shows the 'Edit Detail Lembur' page from the PT. DIC GRAPHICS HRM system. The page displays the following information:

- Overtime ID:** 2025-1017084128
- NIP:** E13092
- Nama Pegawai:** Jaelani Firdaus
- Rencana (Diisi oleh Spv):** Jam Mulai * 08:00:00, Jam Selesai * 17:00:00
- Realisasi (Diisi oleh Pegawai):** Jam Mulai * Pilih jam, Jam Selesai * Pilih jam
- Aktual (Diisi oleh Spv):** Jam Mulai * Pilih jam, Jam Selesai * Pilih jam
- Verifikasi (Diisi oleh HR):** Jam Mulai * Pilih jam, Jam Selesai * Pilih jam
- Pekerjaan:** Windows update area commercial, Windows update area finance, Windows update area technical
- Status:** For each task, there are two radio buttons: Selesai and Tidak Selesai.
- Remark:** A text input field.

Pilih status **Persetujuan Atasan** dan **Catatan** jika ada.

The screenshot shows the same 'Edit Detail Lembur' page, but with a focus on the approval section. A large blue arrow points to the 'Persetujuan Atasan' dropdown menu, which is currently set to 'Pending'. The other sections visible are:

- Persetujuan Atasan:** Pending
- Persetujuan Pegawai:** Pending
- Verifikasi HR:** Pending
- Catatan:** A text input field for notes.
- Buttons:** Batal (Red) and Simpan (Blue).

Tekan Tombol **Simpan** untuk merubah status persetujuan

Screenshot of the PT. DIC GRAPHICS HRM system showing the overtime approval form. The sidebar on the left includes links for Dashboard, Cuti Saya, Riwayat Cuti, Subordinate Leave, Overtime, My Profile, Edit Profile, Password, and Logout. The main form shows a leave request for 'Windows update area technical' with three approval steps: Manager Approval (Pending), Employee Approval (Pending), and HR Verification (Pending). The 'Setuju' (Approve) button is highlighted with a blue background. At the bottom right, there are 'Batal' (Cancel) and 'Simpan' (Save) buttons. A blue arrow points from the 'My Profile' link in the sidebar to the 'Setuju' button. Another blue arrow points from the 'Simpan' button to the status update area.

Status berhasil diperbarui.

Screenshot of the PT. DIC GRAPHICS HRM system showing the list of overtime requests. The sidebar on the left includes links for Cuti Saya, Riwayat Cuti, Subordinate Leave, Overtime, My Profile, Edit Profile, Password, and Logout. The main form displays a table of overtime entries for employees E13092 and E12040. Each entry has an 'Approve' or 'Reject' button. The top right of the page has a search bar and a status filter for 'Atasan / Pegawai / HR'. A blue arrow points from the 'Approve' button in the top right to the 'Search' bar. Another blue arrow points from the 'Search' bar to the approval status section below it.

Klik tombol **Approve** dan isi **Catatan**.

Form Surat Perintah Kerja Lembur **Menunggu Persetujuan Atasan**

ID	2025-1017084128	Departemen	MIS
Tanggal Submit	2025-10-17 08:41:28	Tanggal Lembur	2025-10-18
Dibuat Oleh	Lutfi Setiawan	Jenis Lembur	Lembur Hari Libur
Keterangan	Windows Update	Catatan Atasan	(empty)

Approve Reject

No	NIP	Nama	Rencana	Realisasi	Total Jam	Pekerjaan	Atasan / Pegawai / HR	Aksi
1	E13092	Jaelani Firdaus	08:00:00 - 17:00:00	-	-		Setuju / Pending / Pending	
2	E12040	Hamzah	08:00:00 - 17:00:00	-	-		Setuju / Pending / Pending	

Show 10 entries Search: _____

Showing 1 to 2 of 2 entries Previous 1 Next

Muncul konfirmasi persetujuan, pilih **Ya, Kirim**.

Form Surat Perintah Kerja Lembur **Menunggu Persetujuan Atasan**

! **Kirim Lembur?**

Status akan berubah menjadi 'Disetujui Oleh Atasan' dan email akan dikirim.

Ya, Kirim! Cancel

Approve Reject

No	NIP	Nama	Rencana	Realisasi	Total Jam	Pekerjaan	Atasan / Pegawai / HR	Aksi
1	E13092	Jaelani Firdaus	08:00:00 - 17:00:00	-	-		Setuju / Pending / Pending	
2	E12040	Hamzah	08:00:00 - 17:00:00	-	-		Setuju / Pending / Pending	

Show 10 entries Search: _____

Showing 1 to 2 of 2 entries Previous 1 Next

Proses persetujuan berhasil.

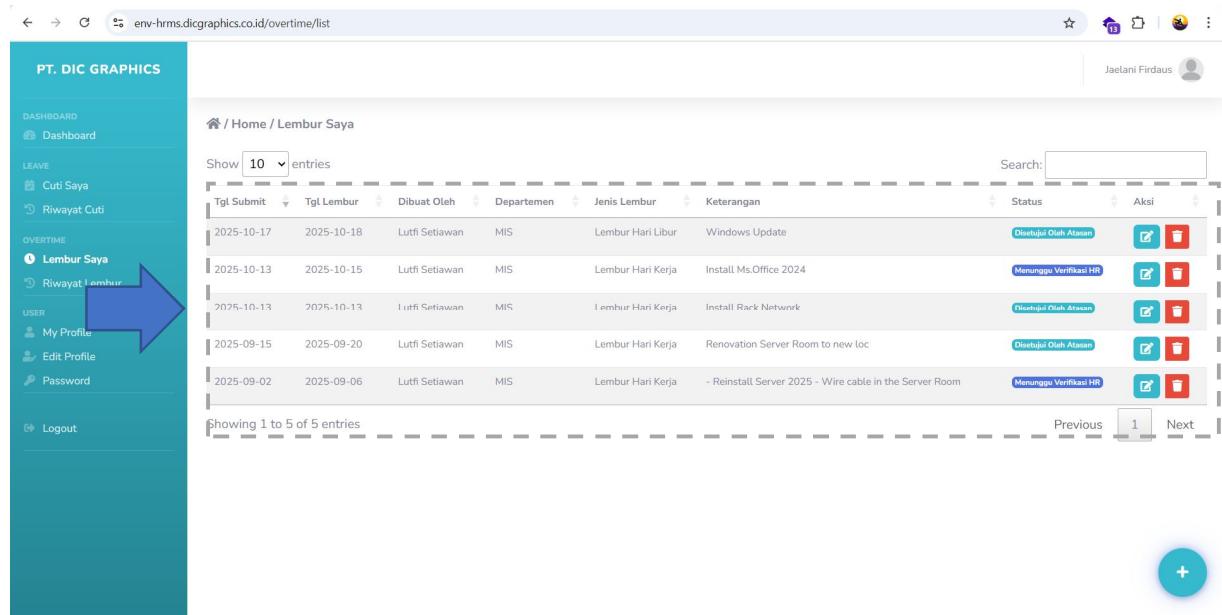
The screenshot shows a web-based HR management system. On the left, there's a sidebar with navigation links for LEAVE (Cuti Saya, Riwayat Cuti), SUBORDINATE LEAVE (Cuti Bawahan, Riwayat Cuti Bawahan), OVERTIME (Lembur Saya, Riwayat Lembur), and USER (My Profile, Edit Profile, Password). The main content area is titled "Form Surat Perintah Kerja Lembur Menunggu Persetujuan Atasan". It displays form fields: ID (2025-1017084128), Departemen (MIS), Tanggal Submit (2025-10-17 08:41:28), Tanggal Lembur (2025-10-18), Dibuat Oleh (Lutfi Setiawan), and Keterangan (Windows Update). A central modal window shows a green checkmark icon and the text "Berhasil!". Below it, a message says "Status berhasil diperbarui dan email dikirim." There are "Approve" and "Reject" buttons. At the bottom, a table lists two entries: Jaelani Firdaus (NIP E13092) and Hamzah (NIP E12040), both with work hours from 08:00:00 to 17:00:00. A search bar and pagination controls (Showing 1 to 2 of 2 entries, Previous, Next) are also visible.

5. Halaman Login (Sebagai Operator, Staff, Leader, atau yang ditugaskan untuk lembur)

Masuk ke menu **Lembur Saya**.

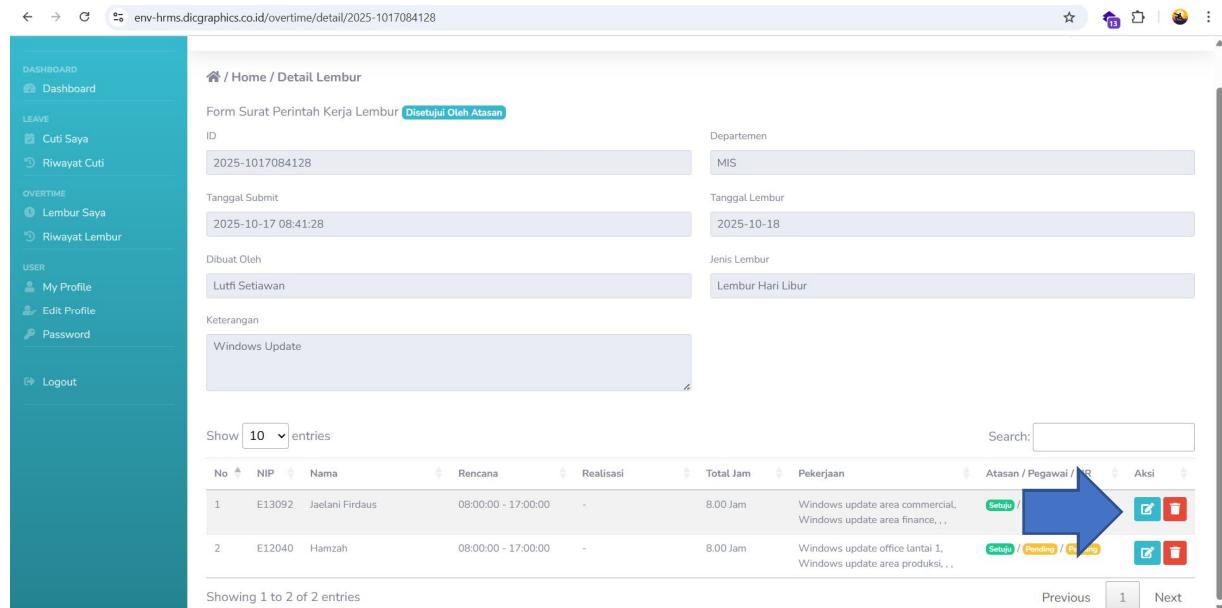
The screenshot shows the user dashboard for PT. DIC GRAPHICS. The sidebar includes links for DASHBOARD (Dashboard), LEAVE (Cuti Saya, Riwayat Cuti), OVERTIME (Lembur Saya, Riwayat Lembur), and USER (My Profile, Edit Profile, Password). The main area is titled "Selamat Datang di Aplikasi HR Online". It features a "Cuti Saya" section with four boxes: SALDO CUTI TAHUNAN (6.0), SALDO CUTI WDR (0), MENUNGGU PERSETUJUAN (0), and RIWAYAT CUTI (0). Below this is a "Lembur Saya" section with four boxes: MENUNGGU PERSETUJUAN (0), KONFIRMASI KARYAWAN (0), VERIFIKASI HR (0), and RIWAYAT LEMBUR (0). A blue arrow points to the "Lembur Saya" section. A URL at the bottom left indicates the page is https://env-hrms.dicgraphics.co.id/overtime/list.

Pilih Status Lembur **Disetujui Oleh Atasan**.



Tgl Submit	Tgl Lembur	Dibuat Oleh	Departemen	Jenis Lembur	Keterangan	Status	Aksi
2025-10-17	2025-10-18	Lutfi Setiawan	MIS	Lembur Hari Libur	Windows Update	Disetujui Oleh Atasan	[Edit] [Delete]
2025-10-13	2025-10-15	Lutfi Setiawan	MIS	Lembur Hari Kerja	Install Ms.Office 2024	Menunggu Verifikasi HR	[Edit] [Delete]
2025-10-13	2025-10-13	Lutfi Setiawan	MIS	Lembur Hari Kerja	Install Rack Network	Disetujui Oleh Atasan	[Edit] [Delete]
2025-09-15	2025-09-20	Lutfi Setiawan	MIS	Lembur Hari Kerja	Renovation Server Room to new loc	Disetujui Oleh Atasan	[Edit] [Delete]
2025-09-02	2025-09-06	Lutfi Setiawan	MIS	Lembur Hari Kerja	- Reinstall Server 2025 - Wire cable in the Server Room	Menunggu Verifikasi HR	[Edit] [Delete]

Pilih baris sesuai nama anda yang ditugaskan untuk lembur, klik icon **Edit** untuk melihat detail.



No	NIP	Nama	Rencana	Realisasi	Total Jam	Pekerjaan	Atasan / Pegawai / ID	Aksi
1	E13092	Jaelani Firdaus	08:00:00 - 17:00:00	-	8.00 Jam	Windows update area commercial, Windows update area finance,..	Setup / Pending / Review	[Edit] [Delete]
2	E12040	Hamzah	08:00:00 - 17:00:00	-	8.00 Jam	Windows update office lantai 1, Windows update area produksi,..	Setup / Pending / Review	[Edit] [Delete]

Berikut tampilan detail lembur

The screenshot shows the 'Edit Detail Lembur' form on a web application. The left sidebar has navigation links for Dashboard, Cuti Saya, Riwayat Cuti, Lembur Saya, Riwayat Lembur, My Profile, Edit Profile, Password, and Logout. The main form has fields for Overtime ID (2025-1017084128), NIP (E13092), and Name (Jaelani Firdaus). It contains four sections for scheduling and tracking work hours:

- Rencana (Diisi oleh Spv)**: Shows scheduled start time (08:00:00) and end time (17:00:00).
- Realisasi (Diisi oleh Pegawai)**: Shows actual start time (08:00:00) and end time (17:00:00).
- Aktual (Diisi oleh Spv)**: Shows actual start time (Pilih jam) and end time (Pilih jam).
- Verifikasi (Diisi oleh HR)**: Shows verification start time (Pilih jam) and end time (Pilih jam).

Pekerjaan* section lists tasks with checkboxes for completion status:

- Windows update area commercial: Selesai (checkbox checked)
- Windows update area finance: Selesai (checkbox checked)
- Windows update area technical: Selesai (checkbox checked)
- Windows update area system: Selesai (checkbox checked)
- Windows update area security: Selesai (checkbox checked)

Remark field is empty.

Input Jam Realisasi, status Pekerjaan Selesai / Tidak Selesai,

This screenshot is identical to the first one, but the 'Realisasi (Diisi oleh Pegawai)' section is highlighted with a dashed red border. The actual start time is now set to 08:00:00 and the actual end time is 17:00:00. The rest of the form and its data remain the same.

Isi **Remark** jika ada, centang kotak **Kerja Di Jam Istirahat** jika pekerjaan dilakukan melewati jam istirahat dan pilih total jam istirahat yang terpakai (misalkan 00.30), dan pilih status **Persetujuan Pegawai** lalu tekan tombol **Simpan**.

The screenshot shows the 'Overtime Detail' page at env-hrms.dicgraphics.co.id/overtime/detail/2025-1017084128. The 'Remark' field is empty. The 'Istirahat' checkbox is checked, and the 'Kerja Di Jam Istirahat' checkbox is unchecked. In the 'Persetujuan Atasan' section, the dropdown is set to 'Setuju' with 'Ok' selected. In the 'Persetujuan Pegawai' section, the dropdown is set to 'Pending' with 'Setuju' selected. In the 'Verifikasi HR' section, the dropdown is set to 'Pending' with 'Catatan' selected. At the bottom right are 'Batal' (Cancel) and 'Simpan' (Save) buttons.

Status berhasil diperbarui.

The screenshot shows the 'Detail Lembur' page at env-hrms.dicgraphics.co.id/overtime/detail/2025-1017084128. The status is now 'Disetujui Oleh Atasan'. The table below lists two work logs:

No	NIP	Nama	Rencana	Realisasi	Total Jam	Pekerjaan	Atasan / Pegawai / HR	Aksi
1	E13092	Jaelani Firdaus	08:00:00 - 17:00:00	08:00:00 - 17:00:00	8.00 Jam	Windows update area commercial, Windows update area finance,...	Setup / Setuju / Pending	
2	E12040	Hamzah	08:00:00 - 17:00:00	-	8.00 Jam	Windows update office lantai 1, Windows update area produksi,...	Setup / Pending / Pending	

1. Halaman Login (Sebagai Supervisor, atau Leader yang ditugaskan untuk mengajukan Lembur)

Pilih Lembur Saya.

The screenshot shows the PT. DIC GRAPHICS HR Online Dashboard. On the left, there is a sidebar with navigation links: DASHBOARD, LEAVE (Cuti Saya, Riwayat Cuti), SUBORDINATE LEAVE (Cuti Bawahannya, Riwayat Cuti Bawahannya), OVERTIME (Lembur Saya, Riwayat Lembur), and USER (My Profile, Edit Profile, Password, Logout). The main content area displays various statistics: SALDO CUTI TAHUNAN (26.5), SALDO CUTI WDR (0), MENUNGGU PERSETUJUAN (0), RIWAYAT CUTI (0), CUTI BAWAHAN (TUJUAN: 0, SEMUA CUTI BAWAHAN: 0), and LEMBUR SAYA (MENUNGGU PERSETUJUAN: 0, KONFIRMASI KARYAWAN: 4, VERIFIKASI HR: 2, RIWAYAT LEMBUR: 0). A blue arrow points to the 'Lembur Saya' link in the sidebar, and a teal circle with a '+' sign is in the bottom right corner.

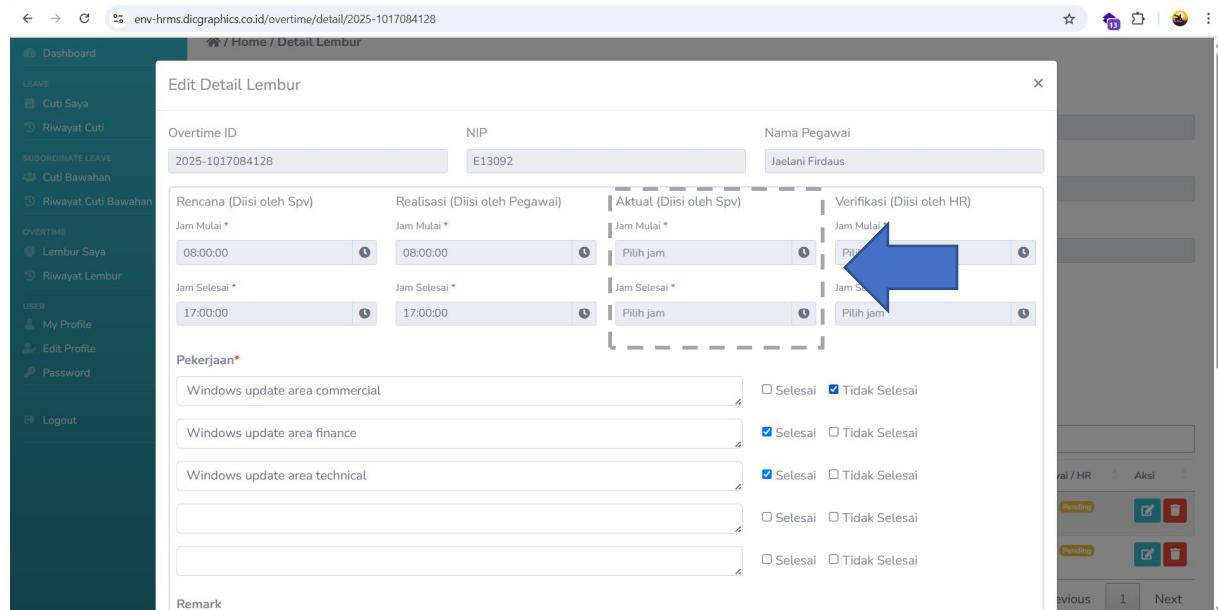
Cek status pengajuan Lembur, klik icon Edit.

The screenshot shows the PT. DIC GRAPHICS Overtime List page. The sidebar includes links for DASHBOARD, LEAVE, SUBORDINATE LEAVE, OVERTIME (Lembur Saya, Riwayat Lembur), and USER. The main content shows a table of overtime requests:

Tgl Submit	Tgl Lembur	Dibuat Oleh	Departemen	Jenis Lembur	Keterangan	Status	Aksi
2025-10-17	2025-10-18	Lutfi Setiawan	MIS	Lembur Hari Libur	Windows Update	Menunggu Verifikasi HR	Edit Delete
2025-10-13	2025-10-15	Lutfi Setiawan	MIS	Lembur Hari Kerja	Install Ms.Office 2024	Disetujui Oleh Atasan	Edit Delete
2025-10-13	2025-10-18	Lutfi Setiawan	MIS	Lembur Hari Libur	Restart Server	Disetujui Oleh Atasan	Edit Delete
2025-10-13	2025-10-13	Lutfi Setiawan	MIS	Lembur Hari Kerja	Install Rack Network	Disetujui Oleh Atasan	Edit Delete
2025-09-15	2025-09-20	Lutfi Setiawan	MIS	Lembur Hari Kerja	Renovation Server Room to new loc	Disetujui Oleh Atasan	Edit Delete
2025-09-02	2025-09-06	Lutfi Setiawan	MIS	Lembur Hari Kerja	- Reinstall Server 2025 - Wire cable in the Server Room	Menunggu Verifikasi HR	Edit Delete

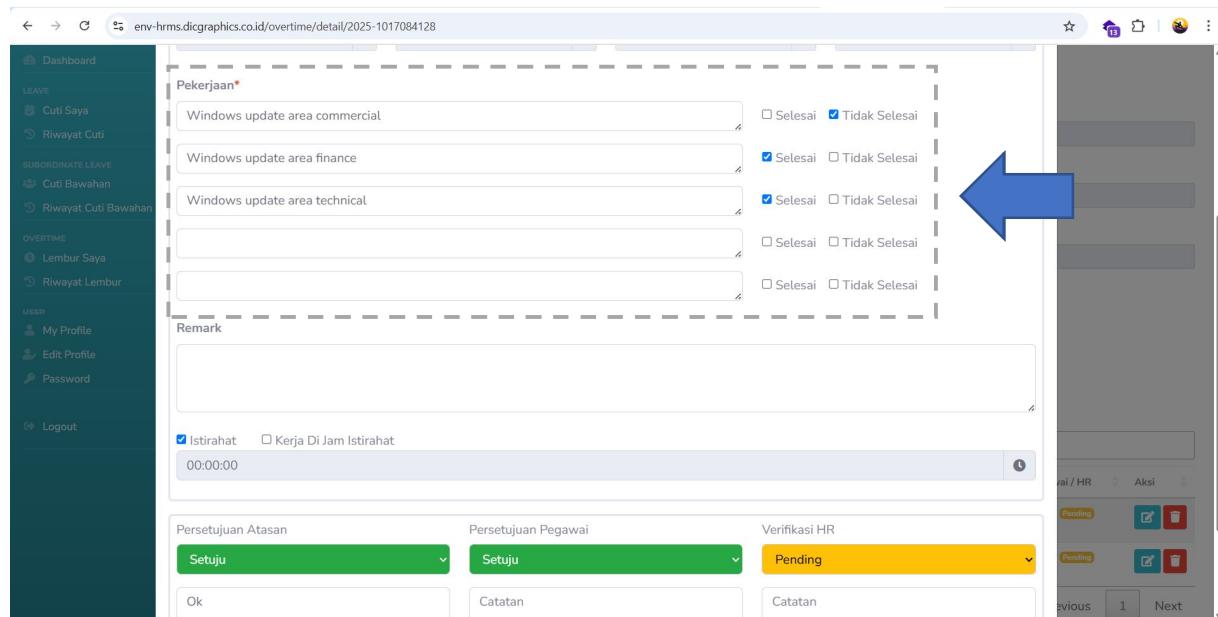
Below the table, it says "Showing 1 to 6 of 6 entries". A blue arrow points to the 'Edit' icon in the first row's actions column, and a teal circle with a '+' sign is in the bottom right corner.

Isi Jam Aktual Lembur Pegawai / Bawahan.



Screenshot of the 'Edit Detail Lembur' form. The 'Realisasi (Diisi oleh Pegawai)' section shows 'Jam Mulai' at 08:00:00 and 'Jam Selesai' at 17:00:00. A blue arrow points to the 'Pilih jam' button next to the 'Jam Selesai' field.

Periksa status pekerjaan.



Screenshot of the 'Edit Detail Lembur' form. The 'Pekerjaan*' section lists three tasks: 'Windows update area commercial', 'Windows update area finance', and 'Windows update area technical'. The first task has a checked 'Tidak Selesai' checkbox. A blue arrow points to this checkbox.

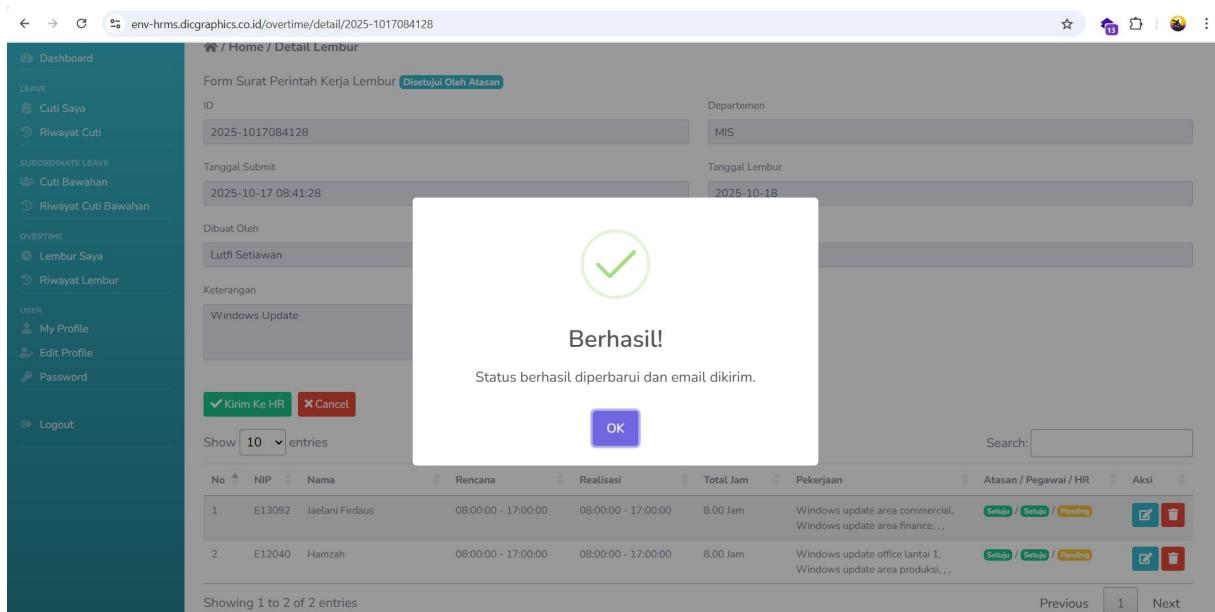
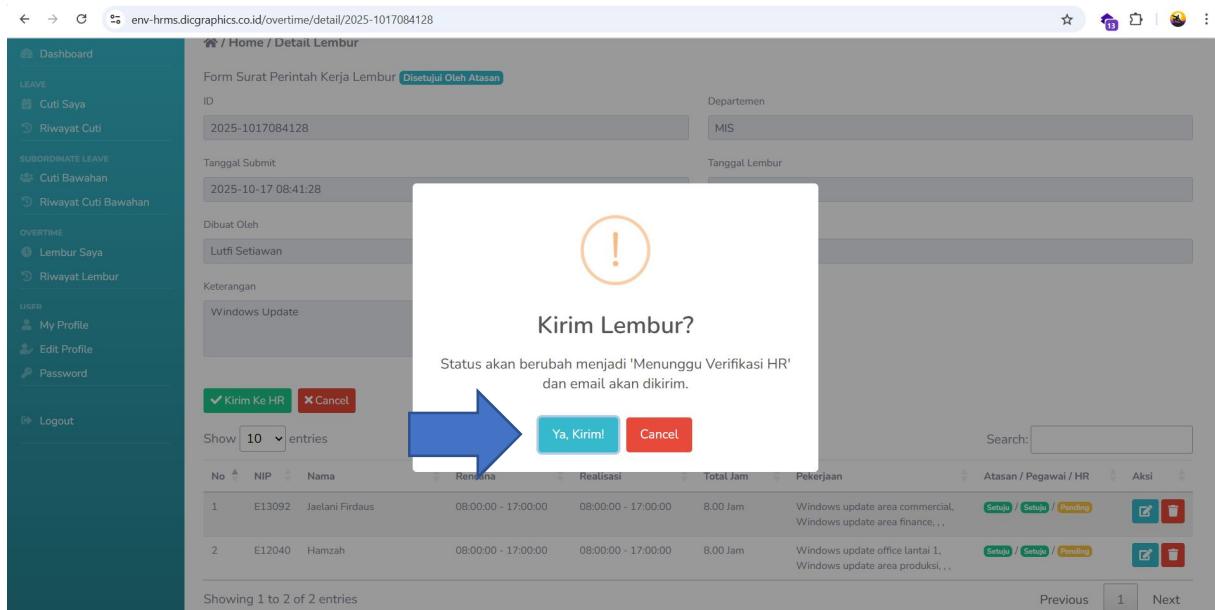
Jika status Pekerjaan sudah lengkap, klik tombol **Simpan**.

The screenshot shows the 'Overtime Detail' page. On the left is a sidebar with navigation links: Dashboard, LEAVE, Cuti Saya, Riwayat Cuti, SUBORDINATE LEAVE, Cuti Bawahan, Riwayat Cuti Bawahan, OVERTIME, Lembur Saya, Riwayat Lembur, USER, My Profile, Edit Profile, Password, and Logout. The main content area displays a work entry for 'Windows update area technical'. It includes fields for 'Pekerjaan' (Work), 'Status' (Status), and 'Remark' (Keterangan). Under 'Persetujuan Atasan' (Supervisor Approval), 'Setuju' is selected. Under 'Persetujuan Pegawai' (Employee Approval), 'Setuju' is selected. Under 'Verifikasi HR' (HR Verification), 'Pending' is selected. A large blue arrow points to the 'Simpan' (Save) button at the bottom right.

Jika semua pegawai / bawahan yang terdaftar dalam form lembur sudah melengkapi **Jam Realisasi**, **Persetujuan Pegawai**, dan **Status Pekerjaan**. Atasan / Supervisor bisa langsung klik Tombol **Kirim Ke HR**.

The screenshot shows the 'Overtime Detail' page. The sidebar and work entry details are identical to the previous screenshot. However, a large blue arrow points to the 'Kirim Ke HR' (Send to HR) button at the bottom left of the page. This button is highlighted in green with a checkmark icon.

Pilih Ya, Kirim untuk konfirmasi.



Selesai.