

# User Application Form E-Reporting

Anda dapat mengunduh file formulir yang diperlukan untuk form request application E-Reporting melalui tautan berikut.

[User Application Form E-Reporting Download di sini](#)

Berikut Contoh Pengisian pada User Application Form :



## User Application Form

Erajaya Group of Companies

**\* Please fill in the required information properly to request for any changes or new additional User account in IT Application.**

Full Name (KTP)	<b>1</b>	N I K	<b>5</b>
Division / Section	<b>2</b>	Position	<b>6</b>
Company	<b>3</b>	Telp. / HP	<b>7</b>
Location	<b>4</b>	Email Corporate (if Any)	<b>8</b>
<b>9</b>	Production / Commercial Environment	<b>11</b>	Test / Acceptance Environment
<b>10</b>	Development Environment	<b>12</b>	Others :

### USER ID MODIFICATION REQUEST

USER ID :	<b>13</b>	
* USER ID STATUS		
<b>14</b> New User	<b>15</b> To Be Inactive	<b>16</b> To Be Enhanced
* DURATION OF ACCESS		
<b>17</b> Permanent	<b>18</b> Temporary, Until :	
* REASON FOR ACCESS :	<b>19</b>	

No.	* The Requested Application Module (Hint : Refer to Application System Flow).				
	Nama Lengkap	Nik	Email	Role	PT
	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>

### TERMS AND CONDITIONS GOVERNING ACCESS TO TAM COMPUTING FACILITIES

- Every user account will be issued a temporary password. The temporary password of the user account will automatically expire the first time the user logs into the system. The user will be required to key in a new password of his/her choice when the password has expired.
- If the password(s) is/are exposed or suspected to be exposed to any other person(s), the user shall immediately change the password(s) OR immediately notify his/her local IT Security Admin/Instructor to instruct for changes in password(s). In addition, any tampering of passwords or attempts to guess passwords is strictly prohibited. Unattended workstation must be secured with password-protected screen-saver.
- The user ID shall be used only during its approved validity period to perform the required job function as authorized. The validity period shall be deemed to expire in the event a user is transferred from current job position, relieved of current duties, go on long leave of absence, expiry of any contractual services and/or upon staff ceasing to be in Erajaya employment. The user and/or his Management shall be responsible for notifying the Security Admin/Instructor on the ...
- Erajaya reserves the right to monitor, investigate and record users computing activities. In the event of any suspected or proven violations of these Terms and Conditions, Erajaya reserves the right to revoke any access without prior notice. In addition, Erajaya shall also reserve the right to add, delete or amend these ...
- In event, a user does not wish to be bound by these Terms and Conditions, no User-ID will be granted or User-ID will be revoked, whichever is applicable.

I have read, understood and will concur to the terms and conditions as stated above.

AUTHORISED BY	REQUESTOR	APPLICANT'S MANAGER	APPLICANT'S Direksi
NAME :	<b>25</b>	<b>28</b>	<b>31</b>
SIGNATURE :	<b>26</b>	<b>29</b>	<b>32</b>
DATE :	<b>27</b>	<b>30</b>	<b>33</b>
AUTHORISED BY	HR		
NAME :	<b>34</b>		
SIGNATURE :	<b>35</b>		
DATE :	<b>36</b>		
(*Mandatory Entry)			
(**Minimum AssMgr			

No	Field	Description
1	Full Name (KTP)	Nama Lengkap sesuai KTP

2	Division/ Section	Divisi karyawan yang request
3	Company	Asal PT tempat karyawan yang request
4	Location	Lokasi karyawan
5	NIK	NIK (Nomor Induk Karyawan)
6	Position	Posisi
7	Telp/ HP	Telp/HP
8	Email Corporate (If Any)	Email harus email korporat, bila belum ada isikan email corporate atasannya agar New User Login dapat dikonfirmasi User ID dan password ke atasannya.
9	Production/ Commercial Environment	System aplikasi LIVE
10	Development Environment	System aplikasi yang di gunakan developer/programmer.
11	Test/ Acceptance Environment	System aplikasi buat Training/User Acceptance Test.
12	Others	System buat tujuan lainnya (bila ada)
13	User ID	Untuk request pembuatan UserID baru : UserID kosongkan saja IT yang akan isi sesuai Rule yang ada di IT.
		Untuk perubahan (penambahan akses/Refresh/Reassign BU/To Be Enhanced) harus mencantumkan UserID.
14	User ID Status -> New User	Dicentang bila merupakan request User ID baru
		Catatan :
		a. Karyawan baru : User mengisi Form dengan benar, lalu mengimkan email ditujukan ke hr.recruitment@erajaya.com, selanjutnya HR yang akan issue ticketing ke IT.

b. Karyawan existing : User mengisi Form dengan benar, lalu mengimkan email ditujukan ke hr.database@erajaya.com, selanjutnya HR yang akan issue ticketing ke IT.

c. Bila karyawan yang sudah ada hak akses ke system dan sifatnya : peningkatan responsibility / Business Unit/Warehouse langsung issued ke system ticketing spt selama ini sudah berjalan dengan melampirkan screen capture My Superior pada HRIS atau My Subordinate pada HRIS atau tandatangan basah oleh HR atau Email Approval by HR.

15	User ID Status -> To be Inactive	Dicentang bila User ID akan di non active kan
16	User ID Status -> To be Enhanced	Dicentang bila Responsibility/BU akan ada perubahan dari sebelumnya
17	Duration of Access -> Permanent	Bila User ID tersebut penggunaannya secara permanen (tetap)
18	Duration of Access -> Temporary Until	Bila User ID tersebut penggunaannya sementara (dalam batas tertentu)
19	Reason For Access	Alasan untuk mengakses user aplikasi
20	Name	Nama Lengkap sesuai KTP
21	Nik	Nomor Karyawan Erajaya (NIK)
22	Email	Email Corporate Erajaya
23	Role	Nama bagian atau Divisi
24	PT	Nama Perusahaan
25	Requestor Name	Nama pemohon
26	Requestor Signature	Tanda tangan pemohon
27	Requestor Date	Tanggal Approval pemohon
28	Applican't Manager Name	Nama Atasan yang approval (minimal ass.manager pada level staff dan spv), selebihnya mengikuti hirarky level)
29	Applican't Manager Signature	Tanda tangan atasan

30	Applicant Manager Date	Tanggal Approval atasan
31	Applicant Direksi Name	Nama Direksi yang approval
32	Applicant Direksi Signature	Tanda tangan Direksi
33	Applicant Direksi Date	Tanggal Approval Direksi
34	HR Name	Nama Jelas PIC HR
35	HR Signature	Tanda tangan HR minimal ass. manager, Sedapat mungkin approval secara hardcopy team HR tetapi kalau tidak memungkinkan bisa dengan tehnis lain misal approval by email (yang perlu diperhatikan adalah hal yang direquest dan diapproval terlihat jelas)
36	HR Date	Tanggal Approval HR

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