

# User Application Form EPM

Anda dapat mengunduh file formulir yang diperlukan untuk form request application EPM melalui tautan berikut.

[User Application Form EPM Download di sini](#)

- Panduan pengisian form

)\* Mandatory

Attachment from Login Form EPM

Field

Description

NIK	Full Name	User Group	Email (name@erajaya.com)	Telephone (WA)	Outlet/Branch Name
23	1 24	First Name	25	26	Nama depan sesuai KTP
					27 38
	2	Last Name			Nama belakang sesuai KTP
	3	Department			Divisi karyawan yang request

8 ☐ Production

9 ☐ Development

4

Employee Number (NIK)

NIK (Nomor Induk Karyawan)

10 ☐ New User ID

11 ☐ Change Authorization

12 ☐ Delete/Inactive User ID

5

Company & Location

Kantor dan lokasi karyawan

Valid Until : \_\_\_\_\_

Delete (Email Erajaya) : \_\_\_\_\_

Reason for access & Purpose \*

Email harus email corporate. Apabila belum ada, dapat diisi email corporate atasannya agar New User Login (User ID dan password) dapat dikonfirmasi ke atasannya

13 6

Email (Erajaya)

System Name \*

14 ☐ Accurate

7

Telephone (WA)

Nomor telephone karyawan

Company

15 ☐ EPM

8

Production Environment

System aplikasi LIVE

User Group \*

9

Outlet/Branch Name

Development Environment

16

17

Dicentang apabila ingin request User ID baru

note :

Terms and Conditions Governing Access to Erajaya Group Companies Computing Facilities:

1. 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.

2. 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) and immediately notify his/her local IT Security Administrator 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.

3. The user ID shall be used only during its approved validity period to perform the required job function as authorised. The validity period shall be determined by the user. If 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 Management shall be responsible for the user ID. The user shall be responsible for the user ID. The user shall be responsible for the user ID.

4. 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 modify the Terms and Conditions accordingly.

5. 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.

a. Karyawan baru : User mengisi lengkap form, lalu mengirimkan email ditujukan ke [hr.recruitment@erajaya.com](mailto:hr.recruitment@erajaya.com), selanjutnya HR yang akan issue ticketing ke IT.

b. Karyawan existing : User mengisi lengkap form, lalu mengirimkan email ditujukan ke [hr.database@erajaya.com](mailto:hr.database@erajaya.com), selanjutnya HR yang akan issue ticketing ke IT.

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

Signature : 18

Date : \_\_\_\_\_

Applicant's Manager \*

Human Capital/Resources \*

19

20

11

Changes classification -> Change

Name : 21

Date : \_\_\_\_\_

Name : 22

Date : \_\_\_\_\_

12

Changes classification -> Delete/Inactive User ID

13

Reason for access & Purpose

14

System Name

Dicentang apabila karyawan yang sudah ada hak akses ke system ingin menambahkan responsibility/otorisasi langsung issued ke system ticketing.

Dicentang apabila karyawan ingin delete/inactive user ID dari system.

Isi alasan dan tujuan request akses

Isi aplikasi mana yang ingin digunakan

15	Company for EPM	Isi database company yang ingin digunakan
16	User Group	Isi sesuai dengan Divisi dan kebutuhan
17	Outlet/Branch Name	Isi sesuai nama store/outlet
18	Signature & Date	Tanda tangan pemohon dan tanggal form dibuat
19	Applicant's Manager	Tanda tangan manager
20	Human Capital/Resources	Tanda tangan HR note : Apabila tidak memungkinkan dengan tanda tangan basah bisa dengan approval by email (yang perlu diperhatikan adalah hal yang direquest dan diapproval terlihat jelas)
21	Name & Date (Applicant's Manager)	Nama manager dan tanggal approve dari manager
22	Name & Date (Human Capital/Resources)	Nama HR dan tanggal approve dari HR
23	NIK	NIK (Nomor Induk Karyawan) yang akan diproses
24	Full Name	Isi nama lengkap karyawan yang akan diproses
25	User Group	Isi user group sesuai divisi karyawan
26	Email (name@erajaya.com)	Isi email corporate karyawan yang akan diproses
27	Telephone (WA)	Isi nomor telephone karyawan
28	Outlet/Branch Name	Isi nama store/branch yang akan di assign karyawan yang ingin diproses

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