

Process and Policy Human Capital

Management for each human capital function is regulated in processes and is implemented in policies that serve as guidelines in carrying out those functions by paying attention to operational risks related to human capital. These guidelines are specifically regulated in the Policy and Standard Procedure for Human Capital and the Technical Guideline for Human Capital.

Internal policies related to Human Capital management at Bank Mandiri among others arranged in: 1) Human Resource Policy; 2) Standard of Human Resource Guidelines; and 3) Technical Guidelines Human Resources. All Policies, Standards and Guidelines Technical Guidance regarding Human Resources is always reviewed every year and updated according to business and requirements organizational development.

Human Capital Information System

Operational management of human capital is integrated in which improvement of the human capital information management system is made in line with that of effective and efficient human capital management requirements that refers to policies and procedures in place. One noteworthy aspect regarding the human capital information management system is that management, development, and modification of information management system for human capital must be consistent, sustainable, time efficient, less risky, and more satisfying for customers.

eHCMS

Development of the eHCMS system is meant to improve efficiency and effectiveness of human capital business process that has already run. This goal is in agreement with that of the Human Capital Technology Roadmap aimed at improving application functions to support the requirements of the bank's internal business processes and to maintain system stability.

The eHCMS system has been applied bank wide by the HC of Bank Mandiri up to now. eHCMS consists of a few modules that include Master Data, Organizational Management, Payroll, Recruitment, Time Management, and Travel Management. Details of each module in eHCMS are as follow:

- Master Data or Personnel Administration Module serves the function of administering, and managing Bank Mandiri employee database from the time they start working to the day they retire. This module is like the downstream of all database transactions in eHCMS.
- Organization Management Module is a module in the eHCMS that accommodates organizational structure of Bank Mandiri.
- Payroll is one module that processes payments of salary, compensation and Benefit, travel management, and time management.
- Time management is one module that serves to document the presence and absence of Bank Mandiri employees during their employment period.
- Travel Management is the module that deals with business trip allowances for employees such as down payment, reimbursement, or even responsibility for the costs spent on assignments, relocations, training, or project ADP.