

The Application of Employee Data Management of Training and Education Staffing's Agency in Merauke Regency

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ABSTRACT

This research is aim to get an application of employee information system (SIP) in Training and Education Staffing Agency of Merauke District (BKPP), which could give an information precisely concerning employee career such as the time of proposing promotion (KP), the information of periodic salary increase (KGB) and the time of employee retirement. Data resources which is needed in doing this research in making the system is obtained from literature study, observation, and an interview with the agency leader and the head staff of BKPP. The method used to develop the system in this research is structural approach. The result of this research is shown through the percentage gotten by using Likert scale is 88,6% from 20 respondents, the user states that the system has already suitable with what BKPP needs.

KEYWORDS: Employee, management, training, education

1. INTRODUCTION

Base on the Merauke Regency Regional Regulation Number 12 of 2008, Merauke Regency Education and Training Agency (BKPP) is a regional work unit which has responsible daily to the Merauke Regent in carrying out their main tasks and its function. [1]

A Promotion is an award given to the employee for their work performance and service to the Country. For a government employee, they can be given a promotion if at least has been 4 (four) years in the last position and every elements of work performance assessment is at least good in the last (2) two years which set on April 1st and October 1st every year. [2] Periodic Salary Increase (KGB) is given to a government employee who has reached the specified group working period, the working period settled for periodic salary increase is every 2 (two) years if they has been eligible based on the applicable laws and regulations. [3] In Government Regulation Number 11 of 2017 concerning Civil Servants Management in which an employee has retirement age limit of 58 (fifty eight) years old for administrative officials and 60 (sixty) years old for high ranking officials, the retirement proposal can be submitted in 6 (six) month before the retirement is began and based on the request from concerned employee. [4]

Management system and monitoring of employee data run in BKPP Merauke Regency currently uses a semi-conventional system, in which the employees are asked to write the data in the employee administration book, then submitting the other documents of civil service such as educational certificate, birth certificate, Letter of Assignment, Employee Appointment Decree, Decree of Promotion and Ranking. After that, the staff rewrite the employee data into Microsoft excel work paper. If an employee wants to find out whether he has been able to propose a promotion or not, the staff must look for the data and files of the employee first then calculate his working period Ms. Excel to give a clear information to the employee. This system is considered to be ineffective and too late to get an important informations for the employee related to his career. Likewise the delivering of other informations such as the information of Periodic Salary Increase (KGB) receive by the employee, as well as the information of retirement, Sometimes, the Staffing Agency forgets to deliver the information to the employee because the information is still informed by using Circular Letters until this day. If this is still happen for so long, so besides it may slow down the career of employee it also can affect work performance of BKPP staffing agency. [5]

Information system is a system in organization that brings together daily transaction process that support the managerial operation function of organization with a strategy in producing the require reports by connecting several components of information system which interact each other to achieve the goal. [6] Employee Information system is a system specially created as a supporting facility in an institution to manage employee data and deliver an accurate and rapid information. [7] Monitoring is an activity which is done gradually to get information accurately and rapidly from data processing. [8] Structural approach used in system development is more effective in the model of database relation flow [11], because it can be modeled rapidly by adjusting the system conceptual design. [9]

In this research, the researcher produces an application of employee information system in BKPP which could conduct searching the data, giving information concerning promotion proposal, periodic salary increase, as well as the retirement of an employee in Merauke Regency Education and Training Agency accurately and rapidly so it is expected to help improving the agencies performance in giving service to their employee.

2. RESEARCH METHODS

Structured approach is introducing the use of the tools and techniques to develop the structured system. The aim of structured approach is so that at the end of software development it can fulfill the user needs, and not exceed the budget, it also can be done on time and easy to use, easy to understand and easy to maintain. [9-12].

The technique of data collection is done by using observation and interview method with BKPP leader as well as the head of the staff to get the information of the existing issue, as well as the running procedures related to KP, KGB, and the retirement of the employee.

The system analysis is done base on the problem encountered from the result of the observation and the interview namely the need to develop the employee information system which still done in semi conventional system into a fully computerized system which is presented into a system context diagram in Figure 1.

The next step is designing the detail of system flow in Figure 2. which then will be designed an interface system that fits the needs of the user in BKPP leadership as well as the head of employee in BKPP based on the design and detail of database flow in Figure 2.

The system testing is done gradually to get a system that could truly fulfilled the user needs. The test is conducted by using *Blackbox* method. It is a testing the system functionality in doing input, process, and output as expected. The test is also conducted by using questionnaire to get the percentage of user satisfaction toward the needs of system that they want.

The last step is the system implementation, in which the system that has been created then used in BKPP by hoping that the system has been able to fulfill the user needs.

Context Diagram

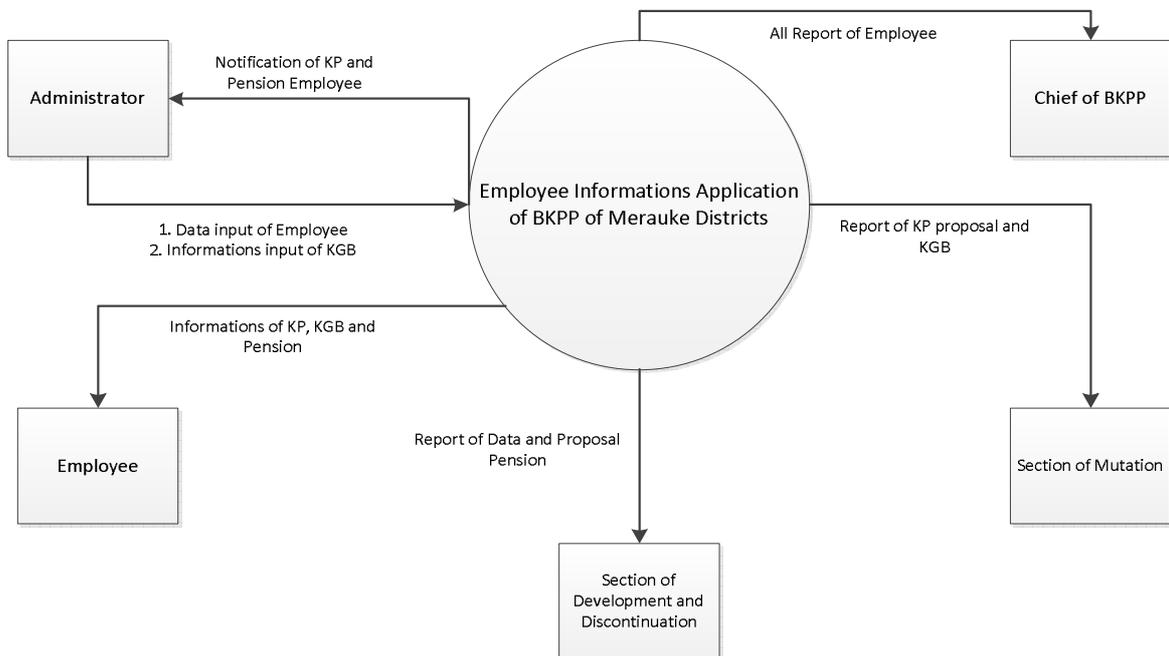


Figure 1. Application Context Diagram

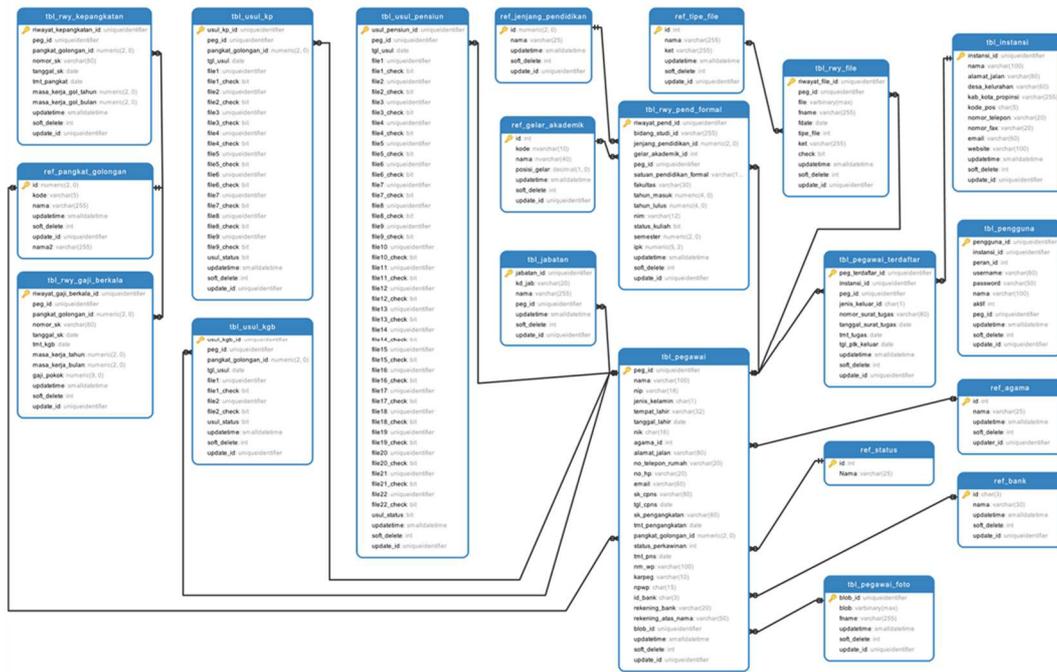


Figure 2. Database Relation Flow

3. RESULTS AND DISCUSSION

A. Results of the research

This research produces an employee information system that can fulfill the needs of the employee in BKPP in doing data collection and data processing to get information concerning employee promotion, periodic salary increase, as well as employee retirement. For instance the information from the application when an employee has been able to propose a promotion (KP) as shown in Figure 3. Including the sample of *blackbox* test result to test the functionality of the menu in the application and it has been able to be used as expected shown in Table 1 and Table 2.



Notes:

Informasi: Information

Pegawai dapat diusulkan KP: The employees that are able to propose KP

Rincian: detail

Berkas belum lengkap: incomplete files

Berkas lengkap: complete file

Belum usul: have not submitted the proposal yet

Daftar pegawai yang belum usul: The list of the employees that have not submit the proposal yet

Figure 3. The Information of employee data that can propose KP

Table 1. Black box Testing Login and Employee Data

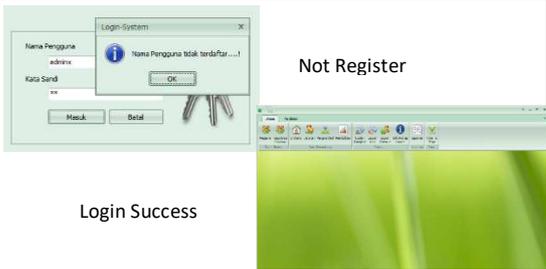
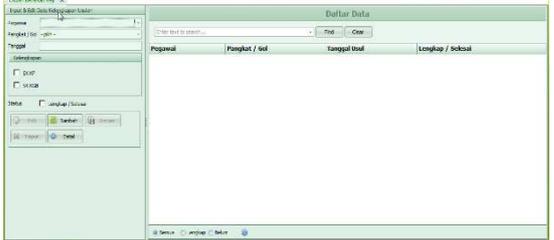
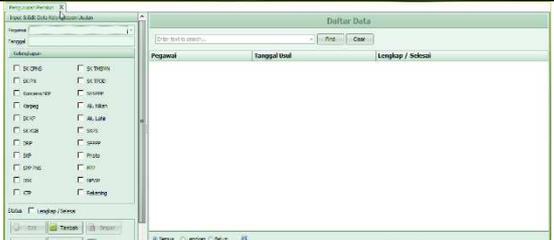
No	Testing	Result	Information Status
1.	Login	 <p>Not Register</p> <p>Login Success</p>	✓ Accepted Not Accepted
2.	Form Employee Data		✓ Accepted Not Accepted

Table 2. Blackbox Testing Form Employee KP, KGB, Pension and Report

No	Testing	Result	Description
3.	Form Employee KP Proposal		✓ Accepted Not Accepted
4.	Form Employee KGB Proposal		✓ Accepted Not Accepted
5.	Form Employee Pension Proposal		✓ Accepted Not Accepted
6	Form Report Employee KP Report		✓ Accepted Not Accepted

B. DISCUSSION

The system testing done by the user using blackbox testing method shows that the functionality of the system run well. The system testing through questionnaire analyzed by using Likert scale with 20 respondents are about: 1) the easiness of the system usage, 2) the quickness of the system in finding the data, 3) the system accuracy in providing the information, 4) an important notification from the system, 5) the result of the reports get an average of 88.6%.

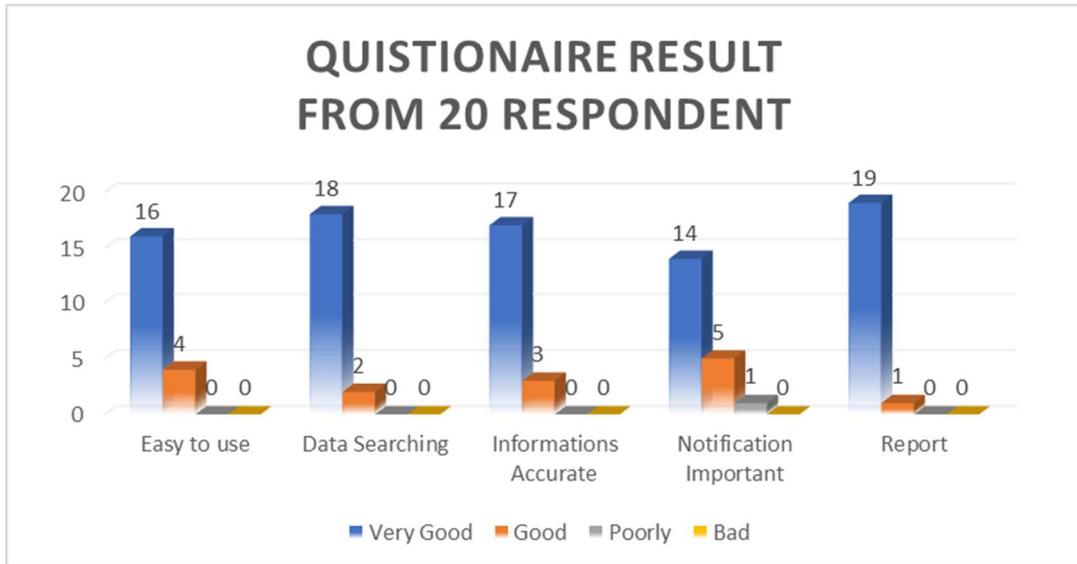


Figure 3. The Questionnaire Result of System Testing

4. CONCLUSION

A computerize of employee data management helps so much, it is easier to process, and giving accurate and rapid information as well, especially the information concerning employee career such as promotion, salary increase, and retirement period. By getting an accurate and rapid information, the employees are able to follow up the information they got quickly.

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