ABSTRACT

KEEPING ARCHIEVE SYTEM INFORMATION IN OFFICIAL STATE INSTITUTION AND RETIRED METHOD BE BASE ON NUMBER OF EMPLOYEE (NIP) (A CASE STUDY IN REGIONAL OFFICE III BKN BANDUNG)

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Official State Institution (BKN) is one institution with function to accomplish, maintain and develop state administration in officialdom area so that continuity of government may be reached. Officialdom data managed includes main employee data, employee history data, and employee mutation data. However, in fact this instance has not had one integrated system accurately for keeping archives data. Recently, the officialdom data management is still manual, though it has been implemented in excel and access forms.

This system information use filing method be base on number of employee (NIP), involves descriptive research method with case study research in instance, where data collection technique used includes observation, interview, and literature study. Data analysis technique involves waterfall method while structural analysis involves structured analysis, namely URD (Entity Relationship Diagram) to describe data model and DFD (Data Flow Diagram) in describing functional model. Data processed include letter of decree (SK) CPNS, SK rank promotion data, SK rank periodical salary, SK increasing husband/wife/child of civil state employee.

After through phases based on selected development method, system test consisting of alpha test was performed using black box test method focusing on functional software terms with conclusion of test result that syntax error may occur because process selection in the form of message display direction has not been still maximally presented, and beta test i.e. field test with conclusion of test result that system scores fairly good, learnable, easy to use, has interesting display and follows instance needs (BKN).

Key terms: Officialdom Application, System Keeping Archives and Retired Data