MANAGEMENT INFORMATION SYSTEM OF HUMAN RESOURCES AT PT. TIRTA RATNA

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ABSTRAK

PT. Tirta Ratna is a company engaged in the procurement of services and catering including bread, cakes, printing, ice factory, processed meat, travel tours and food and beverage products.

Based on the interview with Ibu Ni Nengah M as the head of personnel of PT. Tirta Ratna states that there is a problem in the process of human resource management, that is the recruitment process of new permanent employees is not in accordance with job qualifications and vacancy needed especially in formal education and work experience. In addition, difficulties occur in the decision-making process of employees who will get bonuses, promotions and mutations. The difficulty is caused by the employee performance appraisal process that has been owned but has not had a clear reference in the assessment. The SIM model used is the model POAC (Planning, Organizing, Actuating, Controlling). Decision-making for new permanent employee selection using company SOP and coupled with written test for appraisal process, while for employee performance evaluation using AHP (Analytical Hierarchy Process) Method.

Based on the results of testing testing in this study, it can be concluded that this system is quite helpful PT. Tirta Ratna in making selection decisions and acceptance of new permanent employees, promotions, bonuses and employee mutations through performance evaluation.

Keywords: Human Resource Management, Perfomance Evaluation, Employee Recruitmen Management**.**

1. INTRODUCTION

The company certainly can not be separated from the role of human resources (HR) or employees that they have, because the quality of employee performance is very influential on the company. PT. Tirta Ratna is a company engaged in the procurement of services and catering including bread, cakes, printing, ice factory, processed meat, travel tours and food and beverage products. PT. Tirta Ratna has 90 employees, where the employees are spread in 17 positions and each position of course has different job qualifications

Mrs. Ni Nengah M as chairman of personnel at PT. Tirta Ratna stated that the problem that is currently happening in the company is in the process of human resource management that is new recruitment and employee appraisal. Recruitment is done when vacancy occurs or the company does require new permanent employees. At this stage, the chief of personnel is faced with the difficulty of selecting a permanent employee, as the number of permanent employee applicants exceeds the number of new permanent employees required. For example from 20 applicants permanent applicants to fill in the position of Administration Debt - Accounts required 2 employees. So personnel must complete the selection process that takes 10-15 minutes to check every single entry, this results in the recruitment process not in accordance with the job qualifications required especially in the assessment of formal education and work experience. After the job application selection process, the prospective employee who entered the interview test is given a general question, but there is no related questions regarding the background of the position he / she will occupy, as it is considered when the selection process of the applicant's job application letter has been able to occupy the position. As a result of the permanent employee selection process, currently in all departments of 90 permanent employees about 27 people (30%) (can be seen in appendix D table 3) working in the company has experience and formal education that is inconsistent with the occupation is done nowadays, this if continuous increase causing the company difficult to go forward because it is not supported by employees who are competent in their field.

The next problem lies in the process of determining the employees who will get promoted positions, bonuses and employee mutations. Previously the employee performance appraisal process was only based on the attendance and personal assessment of the head of personnel, it was only at this 1.5 years that the head of personnel already had an assessment indicator but the

assessment was still private and no clear reference was made by the head of personnel in the appraisal process (see attachment D table 4), so the performance appraisal process given to employees is still not appropriate because the given value has not been transparent. For example from a variety of indicators that have been determined one of them is the indicator of employee attendance, head of personnel confusion to give assessment to employees A full attendance for 6 months with employees B whose presence is not full for 6 months, because there is no reference assessment of the indicator. As a result of the unclear appraisal, the head of personnel difficulties in giving judgment which later as decision making for promotion position, giving of bonus and mutation of position and employee is disadvantaged because the result of its assessment is not transparent.

In this human resources management information system includes recruitment and performance appraisal of employees in PT. Tirta Ratna. In the system to be built the recruitment process is done based on the number of employees required and in accordance with company criteria, in decision making recruitment using SOP and in addition with written test. The results of the assessment for the evaluation of the performance of permanent employees whose decisions are used for promotion, bonuses and job mutations, for decision-making assessments using the AHP method and reference ratings using the rating scale method. Based on the problems that have been described above, the author intends to make Human Resource Management Information System At PT. Tirta Ratna hoping to help PT. Tirta Ratna in managing human resources that have been owned with maximum and better The purpose of this research is to build human resource management information system at PT. Tirta Ratna

Objectives to be achieved from the research to be conducted are as follows:

a. Assisting the head of personnel to select and appraise prospective permanent employees in accordance with job qualifications currently required.

b. Assisting the chairman of personnel to make a decision on the results of evaluating the performance of permanent employees whose results are to determine the employee to get promotions, bonuses and mutations.

2. RESEARCH CONTENT

2.1 Teoritical Basic

Theoretical basis used in the preparation of reports and development of Human Resource Management Information System at PT. Tirta Ratna.2.1.1 Pengertian Sistem

Sistem adalah kumpulan – kumpulan dari sub sistem atau bagian apapun baik phisik maupun non phisip saling berhubungan satu sama lain dan bekerja sama secara harmonis untuk mencapai satu tujuan tertentu.[1]

2.1.2 Evaluation Performance

Evaluation of work is a method and process of assessing the performance of a person or group of persons or units of work within a company or organization in accordance with predetermined standards of performance or purpose. [2]

2.1.3 Management Information System

A management information system is one that performs functions to provide all information that affects all operations of an organization. Management information system is a collection of information systems. [3]

Management information systems serve the management level of the organization, providing reports to management as well as providing access rights to organizational performance and historical records. Usually sim leads almost exclusively to internal events. The main task of the sim is to plan, control, and make decisions at the management level.

2.1.4 Human Resources Management

Human Resource Management or hereinafter referred to as MSDM is a management field that specifically studies the relationships and the role of human in the organization of the company. [4]

MSDM focuses more on the role of human beings in realizing the optimal goals. These arrangements cover the planning of human resources planning, organizing, directing, controlling, procurement, development, compensation, integration, maintenance, discipline and dismissal of workers to assist in the realization of corporate, employee and community objectives.

The MSDM components are as follows:

Entrepreneur

It is the person who invests his capital to earn income and the amount of income is uncertain depending on the profit achieved by the company.

a. Employees

The employee is the seller of services (mind and energy) and gets compensation that the amount has been determined first. They are required to work on the given work and are entitled to receive compensation in accordance with the agreement.

b. Leader or Manager

The leader is someone who uses his or her authority and leadership to direct others and is responsible for the person's work in achieving a goal.

2.1.5 Human Resources Management Information System

Human Resouces information system is a systematic procedure for collecting, storing, maintaining, retrieving and validating data needed by a company to improve Human Resources decisions. [4]

2.1.6 POAC Cycle

POAC stands for Planning, Organizing, Actuating and Controlling which are the four basic management functions that are continuously sustainable. [5]

a. Planning

Planning is the fact-selecting and fact-linking facts and the making and use of future estimates or assumptions by describing and formulating the activities necessary to achieve the desired outcome.

b. Organizing

Organizing is the determination, grouping, and preparation of the various activities required to achieve the objectives, the placement of persons (employees), of these activities, the provision of suitable physical factors for work purposes and the appointment of authority relations, any person in connection with the implementation of any expected activity.

As for the principles of organizing, are as follows, namely:

1. The objective atau purpose.
2. Departementation atau division of work.
3. Assign the personel atau penempatan tenaga kerja.
4. Authority and Responsibility atau wewenang dan tanggung jawab.
5. Delegation of authority atau pelimpahan wewenang.

c. Actuating

Movement is to arouse and encourage all members of the group in order to will and try hard to achieve the goal sincerely and harmonious with the planning and organizing efforts of the leadership.
Achieving goals is not just dependent on planning and organizing the good, but also depends on the movement and supervision. Planning and organizing is only a strong foundation for a directed movement towards the intended target. Implementation without planning will not run effectively because in the plan that determined goals, budgets, standards, methods of work, procedures and programs.

d. Controlling

Supervision can be formulated as the process of determining what should be achieved is the standard, what is being done that is implementation, assessing the implementation, and bilaman need to make improvements, so that the implementation in accordance with the plan, that is in harmony with the standard (size).

Controlling has an important role or position in management, given the controlling has a function to test whether the implementation of regular work orderly, directed or not.

Although planning, organizing, actuating well, but if the implementation of work is irregular, orderly and directed, then the objectives that have been set will not be achieved. Thus the control has a function to oversee all matters in order to be directed to the target, so that the goals that have been set can be achieved.

2.1.7 Decision of Support System

Decision-making within an organization is the result of a continuous process of communication and participation of the entire organization. The result of the decision may be an agreed statement between an alternative and a procedure for achieving a particular goal. [6]

2.1.8 AHP Method

The AHP method is a functional hierarchy with the main input of human perception. With hierarchy, a complex and unstructured problem is solved into its groups. Then the groups are organized into a hierarchical form. [6]

A general purpose can be spelled out in some more detailed sub-goals that may explain what is meant in the first objective. This description can be carried out until finally obtained the objectives that are operational. And in this lowest hierarchy can be defined in what units of criteria are measured..

In the description of the goal hierarchy, there is no limit to the goal of how far the decision maker becomes the lowest goal. Objectives may cease with regard to the advantages or disadvantages gained when the objectives are further elaborated.

Some things to note in the process of hierarchy translation, namely:

1. At the time of translation of the objectives to the sub-objectives, whether each aspect of the higher objectives is included in the sub-objectives.

2. To set a goal to describe the hierarchy, an interest test is conducted, "Will a best action / result be obtained when the objective is involved in the evaluation process?"

Table 1 Basic Scale of Pairwise Comparison

Tingkat Kepentingan	Definisi	Keterangan
1	Sama Pentingnya	Kedua elemen mempunyai pengaruh yang sama
3	Sedikit lebih penting	Pengalaman dan penilaian sangat memihak satu elemen dibandingkan dengan pasangannya
5	Lebih Penting	Satu elemen sangat disukai dan secara praktis dominasinya sangat nyata, dibandingkan dengan elemen pasangannya.
7	Sangat Penting	Satu elemen terbukti sangat disukai dan secara praktis dominasinya sangat nyata, dibandingkan dengan elemen pasangannya.
9	Mutlak lebih penting	Satu elemen terbukti mutlak lebih disukai dibandingkan dengan pasangannya, pada keyakinan tertinggi.
2,4,6,8	Nilai Tengah	Diberikan bila terdapat keraguan penilaian di antara dua tingkat kepentingan yang berdekatan.

Assessment in comparing between one criterion and another is independent of each other, and this can lead to inconsistency. Saaty (1990) has proved that the consistency index of the n-order matrix can be obtained by the formula:

CI=(λmaks-n)/(n–1)

Which is :
CI = Indeks Konsistensi (Consistency Index)
Λ maks = The largest eigenvalue of the ordo matrix n.

The largest eigen value is obtained by summing the multiplication of the number of columns by eigen vector. The limit of inconsistency is measured by using consistency ratio (CR), ie comparison of consistency index (CI) with random generator value (RI). This value depends on the matrix order n.
Consistency ratios can be formulated:

CR= CI / RI

If CR value is less than 10%, inconsistency of opinion is still considered acceptable.

Table 2 List of random consistency index (RI)

n	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
RI	0,00	0,00	0,58	0,90	1,12	1,24	1,32	1,41	1,45	1,49	1,51	1,48	1,56	1,57	1,59

2.1.9 PHP

PHP is one of the scripting programming languages designed to build web applications. When called from a web browser, a program written with PHP will be parsed inside the web server by a PHP interpreter and translated into an HTML document, which will then be displayed back to the web browser, PHP is said to be server-side server sis language). Therefore, PHP will not be visible to the user when selecting the "View Source" command in the web browser to be used. [7]

2.1.10 MySQL

MySQL is one type of DBMS (Database Management System) is very popular and widely used for the development of web applications that use the database as a source and data processing, other reasons because of the free MySQL and data management simple, has a good security level and mudan obtained. [7]

2.1.11 Management and Evaluation Performance

Management and performance evaluation is the assessment of the implementation of the duties of a person or group of persons or work units of an organization or company. The purpose of performance evaluation is to ensure the achievement and objectives and goals of the company, especially in the event of delays or deviations. [8]

2.1.12 *Rating Scale*

Rating scale is an evaluation method in which evaluators rank the performance factor on an incremental scale (gradually growing up). [9]

2.2 Employee Performance Evaluation Analysis on PT. Tirta Ratna

Performance evaluation is done every 6 months in 1 year. The method used in the performance evaluation process of permanent employees using Analytical Hierarchy Process (AHP) method, the assessment process based on the criteria and subcriteria that have been discussed and the process of assessing derived from the evaluation method of rating scale work are:

a. Nilai 5 : Great
b. Nilai 4 : Good
c. Nilai 3 : Enough
d. Nilai 2 : Less
e. Nilai 1 : Very Less

The end result of the performance evaluation that is the chairman of personnel can take the decision to recommend employees who get promotions, giving bonuses and mutations. Here is the calculation of performance appraisal of permanent employees at PT. Tirta Ratna uses Analytical Hierarchy Process (AHP) method.
The criteria and sub-criteria evaluation that has been determined can be seen in the table:

Tabel 3 Criteria dan Subcriteria

No	Kriteria	Subkriteria	Kode
1	Disiplin	Tanggung Jawab	D1
		Kehadiran Karyawan	D2
		Taat Peraturan	D3
2	Sikap Kerja	Kejujuran	SK1
		Motivasi Kerja	SK2
		Kemampuan Memimpin	SK3
3	Potensi dan Kemampuan	Pengembangan Diri	PK1
		Pemahaman dan Penguasaan Kerja	PK2
		Pencapaian Target Kerja	PK3

Based on the results of the analysis in the table above then a hiarki can be made as a picture

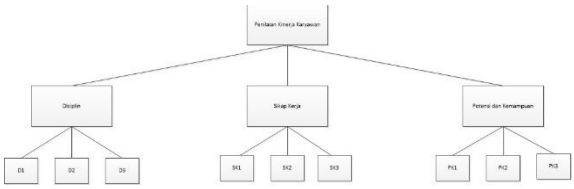


Figure 1 Hierarchy of Criteria and Subcriteria

The next step in the application of analytical Hierarchy Process (AHP) method to get a decision in determining the priority, namely:

1. Making a pairwise comparison matrix between subcriteria is the determination of the value of the scale of each criterion by observing each sub, to know the level of importance between one subcriteria and the other subcriteria.
2. Create a matrix of criteria values after pairing comparisons between subcriteria and other subcriteria. The formula for finding the criterion value is the row matrix, the new column = the row matrix, the old column / Σ column.
3. Next, the matrix of addition of each line with the formula: matrix sum = pairwise comparison matrix * Priority.
4. The last stage is the consistency ratio is the process of determining the value of criteria and will be tested validitasnnya. Calculate (CR) whether <0.1 or not. If not, then the value can not be used and should be retested.

Here are the priority results of each subcriteria in the form of values:

Table 4 Priority Value of each Subcriteria

No	Kriteria	Kode	Nilai Prioritas	Nilai dalam biilangan bulat
1	Disiplin	D1	0.6233	623
		D2	0.2400	240
		D3	0.1367	137
2	Sikap Kerja	SK1	0.63	630
		SK2	0.26	260
		SK3	0.10	100
3	Potensi dan Kemampuan	PK1	0.6300	630
		PK2	0.2100	210
		PK3	0.1600	160

In the case study of permanent employee performance evaluation, exemplified 3 employees on the administrative part of the debts - accounts receivable can be seen in the table

Table 5 Employee Evaluation

No	Nama Karyawan	Jabatan
1	Rustaman	Administrasi Hutang Piutang
2	Ani S	Administrasi Hutang Piutang
3	Dra. Tati Sugiharti	Administrasi Hutang Piutang

Here are the assessment results for each employee:

Table 6 Assessment Results

Karyawan / Kriteria	A	B	C
Disiplin			
Tanggung Jawab	3115	2429	1869
Kehadiran Karyawan	720	720	720
Taat Peraturan	411	274	411
Sikap Kerja			
Kejujuran	2520	2520	1260
Motivasi Kerja	780	520	780
Kemampuan Memimpin	300	300	500
Potensi dan Kemampuan			
Pengembangan Diri	1260	3150	2520
Pemahanan dan Penguasaan Kerja	840	840	630
Pencapaian Target Kerja	800	320	320
Nilai Akhir	10746	11073	9010

Here are the results of each employee ranking

Table 7 Ranking Results

No	Kode	Nama	Nilai Akhir	Peringkat
1	A	Ani S	11073	I
2	B	Rustaman	10746	II
3	C	Dra. Tati Sugiharti	9010	III

2.3 Analysis of Reception Management of Permanent Employees

The POAC model in the recruitment process follows company rules and added written tests conducted by the Personnel Chair are as follows:

1. ***Planning***

At the stage of the process of recruitment and selection of employees will be done based on monitoring, determining the number and criteria employees. Examples of case studies from monitoring results will be the shortage of employees in the Adm section. Debts - Accounts due to one of the employees in the position will be retired, so it is necessary to immediately conduct recruitment and selection of employees before experiencing vacancy of the employee in that position.

At this stage the personnel chief will propose a new permanent hiring plan and the amount to the director of finance, human resources & property. The number and criteria needed are as follows:

Table 8 Number of Requirements in Position Adm. Debts and receivables

Nama Jabatan	Jumlah Karyawan yang Ditetapkan	Slot Kosong
Adm. Hutang - Piutang	3 orang	1 orang

2. ***Organizing***

Organizing phase is the stage where the examination of new prospective employees has been planned and has been in accordance with the terms of position Adm. Debts and receivables. Examples of case studies are 5 candidates for employee applicants who have the required criteria.

Table 9 Prospective Employees

No	Nama Calon Karyawan
1	Paramitha W Y P
2	Sri Ayu
3	Tito Wendratama Y P
4	Agung Cahyo
5	Santi Aulia

3. ***Actuating***

The stage of the assessment process of interviews and written tests, along with the results of the overall assessment of each candidate, namely:

Table 10 Employee Candidate Rating Results

No.	Calon Karyawan	Kriteria						
		Pendidikan Formal	Pendidikan Non - formal	Pengalaman Kerja	Prestasi	Usia	Nilai Wawancara	Nilai Tes Tulis
1	Paramitha W Y P	S2	3x Kursus	2 Tahun	4 Prestasi	27	78	80
2	Sri Ayu	S1	Belum Pernah	2.5 Tahun	Belum ada	25	77.13	70
3	Tito Wendratama Y P	S1	2x Kursus	3 Tahun	3 Prestasi	28	77.75	70
4	Agung Cahyo	S1	1x Kursus	2 Tahun	1 Prestasi	30	71.25	60
5	Santi Aulia	S1	Belum Pernah	2 Tahun	1 Prestasi	25	73.13	60

4. ***Controlling***

Is the stage of control that is, Decision number of employees to be received by the chairman of personnel based on vacancy positions already mentioned in the Planning stage that is amounted to 1 person. Values obtained from 5 applicant applicants who take the application selection test,

interview and writing test with the highest final score is Paramitha WYP with the final score of 158. If there is the same final assessment, then the election can be done by looking back to the formal education criteria and work experience, but if from the criteria of formal education and work experience are still the same then the head of personnel may provide additional tests if necessary.

2.4 Position Promotion Management Analysis

POAC model in the process of Promotion Position on the company are as follows:

1. ***Planning***
   At this stage of planning the head of personnel checks, plans and determines the number of employees to be promoted to fill vacancies.
   In the case study that will be conducted in this study is one employee who will retire in the financial & verification manager who, if not immediately replaced, resulted in the process of completion of the work lasts longer. The personnel chief requires one employee to replace the vacancy in the financial & verification section of the employee in the administrative position of the selected debts of 3 employees in accordance with the terms to be promoted.
2. ***Organizing***
   This stage is the stage of employee performance evaluation, assessment time is done every 6 months and the promotion of office is given when the position above him vacant position. In this case study 1 employee vacancy occurs in the position of the manager of finance & verification will be done promotion to occupy the position immediately. Example of vacancy in March then employee performance evaluation can be used in period 1.
3. ***Actuating***
   This stage is the process of conducting an evaluation of employee performance evaluation conducted by the head of personnel. in a case study of employee performance appraisal, an example was taken by 3 employees in Adm's position. Accounts payable and assessment process. The next stage is to calculate the final value of performance evaluation of each employee, obtained the formula: Value End = value * priority value. For the calculation of the final value can be seen in table 6. Based on table 7 employee performance appraisal results can be known the highest value to the lowest value of the results of employee performance appraisal is still obtained on behalf of Ani S, Rustaman and Dra. Tati Sugiharti.
4. ***Controlling***
   At the stage of examination and supervision of employee performance evaluation of the assessment process that has been done in accordance with what is expected or appropriate company planning PT. Tirta Ratna. In the stage of controlling the assessment results can be taken promotion decisions positions at PT. Tirta Ratna in the promotion process of the position of the transfer of employees from a position to another position higher, has a higher status and responsibility and accompanied by increases in wages and rights of the company. Based on the results of evaluating employee performance in table 7, the head of personnel checks whether the above position is Adm. Debts - Finance & Verification Manager has an empty slot of the specified amount, then the highest appraisal on performance appraisal evaluation will be promoted to promotion to finance & verification manager. If in the evaluation process the highest value performance assessment is the same, then the length of work and formal education as comparison.

2.5 Analysis of Employee Management Bonuses

The POAC model in the process of awarding employee bonuses to the company is as follows:

1. ***Planning***
   At this stage of planning is chairman of personnel planning and provisions of the company the number of employees to be awarded bonuses in each process of performance evaluation.
   In the case study to be conducted in this study are 3 employees on the Adm. Debts - one of them will get a bonus from the company viewed from the highest end result of any performance evaluation appraisal.
2. ***Organizing***
   This stage is the stage of employee performance evaluation, the assessment time is done every 6 months or every period, employees who have the highest value will get a bonus from the company
3. ***Actuating***
   This stage is the process of conducting an evaluation of employee performance evaluation conducted by the head of personnel. in a case study of employee performance appraisal, an example was taken by 3 employees in Adm's position. Accounts payable and assessment process. The next stage is to calculate the final value of performance evaluation of each employee, obtained the formula: Value End = value * priority value. For the calculation of the final value can be seen in table 6. Based on table 7 employee performance appraisal results can be known the highest value to the lowest value of the results of employee performance appraisal is still obtained on behalf of Ani S, Rustaman and Dra. Tati Sugiharti.
4. ***Controlling***
   At the stage of examination and supervision of employee performance evaluation of the assessment process that has been done in

accordance with what is expected or appropriate company planning PT. Tirta Ratna. In the stage of controlling the assessment results can be taken promotion decisions positions at PT. Tirta Ratna in the process of giving bonus that is given Bonus by company every process of evaluation of performance appraisal done or once every 6 months, giving of bonus given to result of highest assessment which recipient amount adjusted by company. In table 7 can be seen rank 1 to 3 for the position of Adm. Debts - Receivables are Ani S, Rustaman and Dra. Tati Sugiharti. If the company only give a bonus to 1 person, then Ani S who receive the bonus while if the company gives to 2 people then Rustaman will also receive the same bonus.

2.6 Analisis Manajemen Mutasi Karyawan

The POAC model in the employee mutation process at the company is as follows:

1. ***Planning***
   At this stage of planning the head of personnel plans and stipulations the number of employees to be transferred.
   In the case study that will be conducted in this study is the head of personnel will perform mutations among the 3 employees in the Adm. Debts to the position of the cash holders are due to the need for more employees to assist the cash holders to complete the task.
2. ***Organizing***
   This stage is the stage of employee performance evaluation, the assessment time is done every 6 months, the mutation is done if necessary as required by employees in other positions, the employee has expertise in other fields or done so that employees can develop their expertise.
3. ***Actuating***
   This stage is the process of conducting an evaluation of employee performance evaluation conducted by the head of personnel. in a case study of employee performance appraisal, an example was taken by 3 employees in Adm's position. Accounts payable and assessment process. The next stage is to calculate the final value of performance evaluation of each employee, obtained the formula: Value End = value * priority value. For the calculation of the final value can be seen in table 6. Based on table 7 employee performance appraisal results can be known the highest value to the lowest value of the results of employee performance appraisal is still obtained on behalf of Ani S, Rustaman and Dra. Tati Sugiharti.

4. ***Controlling***
   At the stage of examination and supervision of employee performance evaluation of the assessment process that has been done in accordance with what is expected or appropriate company planning PT. Tirta Ratna. In the stage of controlling the results of the assessment can be taken on the position mutation of PT. Tirta Ratna is conducted based on the results of the lowest employment assessment, but the decision is made entirely by the director of finance, human resources & property tailored to the condition of the company. Because the company does not have branches, mutations may be made if other positions require more employees when certain conditions, seeing the employee's ability in other positions or being transferred with the intention of increasing the employee's knowledge and avoiding boredom in previous employment may degrade the quality of work.

2.7 Analisis Manajemen Cuti Karyawan

The POAC model in the employee leave process of the company is as follows:

1. ***Planning***
   At the planning stage is the determination of the type and length of leave time determined by the company by considering the time of taking leave by employees. Type of leave at PT. Tirta Ratna can be seen in Table

Table 11 Type of Leave

No	Nama Cuti	Hari
1	Cuti Tahunan	12 Hari
2	Cuti Menikah	3 Hari
3	Cuti orang tua atau keluarga meninggal	2 Hari
4	Cuti Hamil	90 Hari
5	Cuti Nasional	

2. ***Organizing***
   Is the stage of organizing / checking the type of leave that has been determined by the company, whether in accordance with existing rules or not. The filing of leave is made by the employee to the chief of personnel who will chair the personnel to decide whether or not to approve.
3. ***Actuating***
   At this stage the execution of employees taking leave is approved or rejected by looking at the remainder of his leave and the time of taking the leave. Employees will choose the type of leave and leave time which will then be approved or rejected by the chief of personnel according to company rules.
   Example: A employee submits annual leave for 3 days. The chief of personnel will check the remaining leave owned by A employee and the schedule for taking the leave. Chairman of the personnel checks and gets the decision to be approved because the annual leave is still more and does not collide with the company's important schedule, if rejected there are 2 possibilities of the annual leave is out or the schedule of taking leave that collide with the company's important schedule.

4. ***Controlling***
   Is a stage of control where the examination of employees who are or will take a leave. The Chief of Personnel will check who, how long and many employees take leave in the same position to avoid employees who will take the same time off, the employee who takes the leave limit will be refused, if the taking of the leave coincides on the important date of the company it will be rescheduled.

2.8 Analisis Manajemen Pensiun Karyawan

The POAC model in employees' retirement process is as follows:

1. ***Planning***
   At this stage, the head of personnel will plan the age limit of employees working in the company, ie 55 years.
2. ***Organizing***
   At this stage, the head of personnel will organize employees who have entered the retirement age limit to submit or be given a pension notice.
3. ***Actuating***Employees who have reached the age limit specified company that is 55 years will soon be given information under the employee to reach the limits of working pension in the company. Example: Mr. 56-year-old Mr. Tito is known by the chief of personnel during his employee history checks, so Mr. Tito is immediately notified by the chief of personnel to retire and clean up the file being handled. Every retired employee receives a corporate reward for how long the employee works.
4. ***Controlling***
   It is a stage of employee checks to avoid retiring employees beyond the prescribed corporate age limit and personnel chiefs may make early planning for employee retirement and new employee recruitment plans before officially retired employees.

2.9 Analisis Basis Data

Database analysis aims to analyze data that will be applied to the system and explain the data required for the system to run properly and according to the needs of its users. The following is the Entity Relationship Diagram (ERD) illustrated in Fig

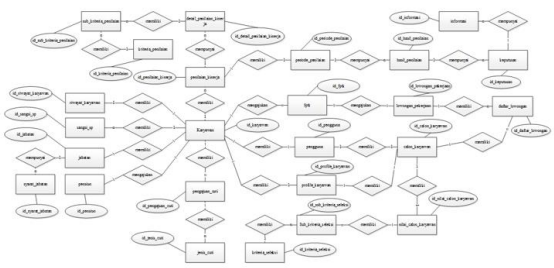


Figure 2 *Entity Relationship Diagram* (ERD)

2.10 Diagram Context

A context diagram is a simple diagram describing the relationship of the outer entity, the input and output of the system, the context diagram represented by a single circle representing the whole system.

There are 5 users who play a role in this system namely Director of Finance, Human Resources & Property, Personnel, Employees, Prospective Employees and Administrators, where each user has information and data rights are different as in the following picture:

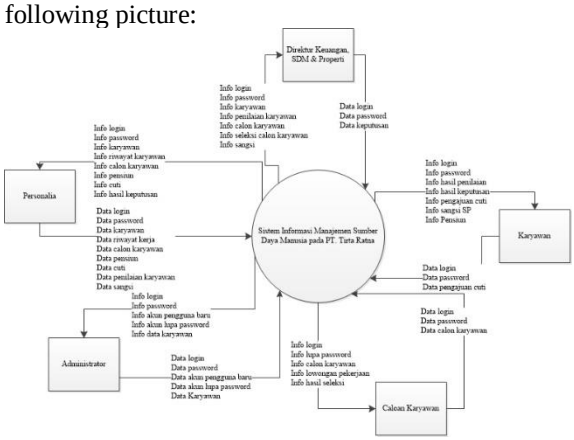


Figure 3 Diagram Context

2.11 *Data Flow Diagram* (DFD)

Data Flow Diagram is a graphical representation that describes the flow of information and information transformation applied as data flowing from the input (input) to the output (output)

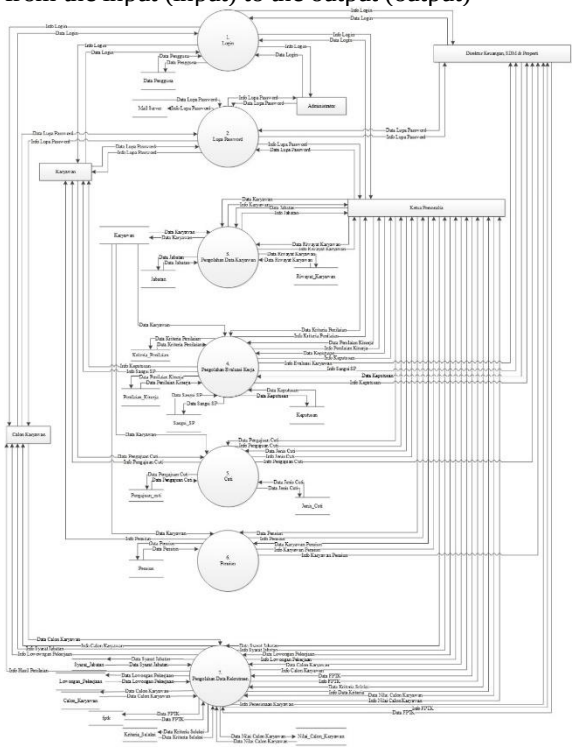


Figure 4 DFD Level 1

2.12 Relation Table

The relation scheme describes the relationship of each data, its meaning and its limitations. The process of the relation of each attribute is a combination of attributes that have the same primary key, so that attributes - these attributes into a unity that is linked by the key field.

Here are diagaram relations that can be seen in the picture

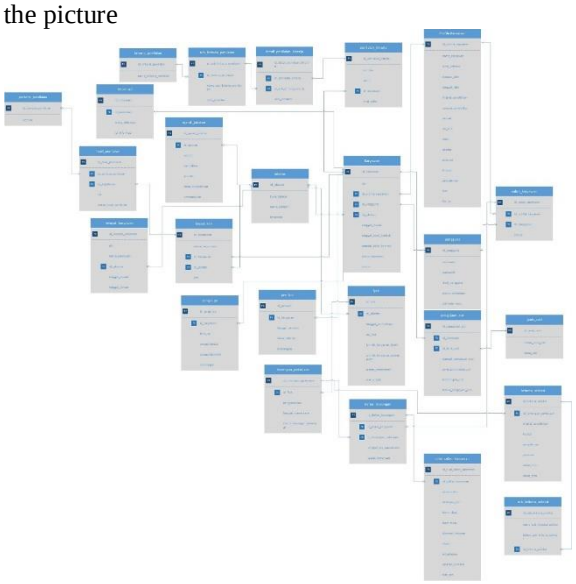


Figure 5 Relation Table

2.13 Interface Design

Interface design is an explanation of the entire state of the interface located on the system to be built. Here the interface design on the SIM Human Resources PT. Tirta Ratna:

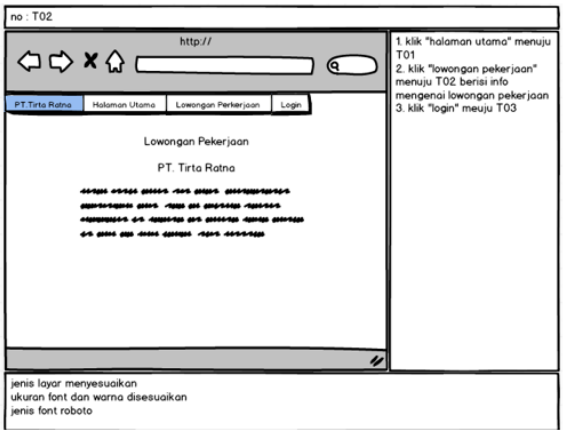


Figure 6 Interface Design

2.14 Testing System

Testing the system is the most important thing that aims to find errors and deficiencies in the software being tested. Testing system aims to determine whether the system is made already meet the needs in accordance with the design objectives of the system.

1. **BlackBox texting**

   Black box testing is a test that demonstrates the function of the operating software, by checking whether the input data is well received, and the output is in line with what is expected.

   Based on the test results with the above test case example it can be concluded that almost every process in the built system still has the possibility error to occur, but it has been able to simplify the Chief of Personnel to perform recruitment and appraisal of employee performance as well as giving decision, can deliver expected output results.

2. **Beta Testing**

   Beta testing is done with the aim to know the extent to which the quality of the software built, whether it is in line with expectations or not. For that in beta testing done research by asking questions to prospective users of the software. The research method used is the method of interview. To know the achievement of the desired goals in the construction of information systems, interviews submitted to users at PT. Tirta Ratna consisting of director of tbsp, admin, chairman of personnel and employees as well as interviews with users who are not part of the employee are supposed to be prospective employees.

   Based on the above beta test, it can be concluded that:

   1. This system has helped the user part tbsp, the head of personnel, the admin section, part employees in carrying out their respective job duties.
   2. The built system is quite easy to use.
   3. The look on this system is quite easy to understand with a simple look.
   4. The use of language is easy to understand and is good enough.

3. CLOSING

This section describes the conclusions obtained after the analysis, design, and implementation of the design of the built software and suggestions that will provide important records and possible improvements that need to be made for software development.

3.1Conclusion

Based on the description of the analysis and testing that has been done, it can be taken a conclusion to the Human Resources Management Information System at PT. Tirta Ratna is as follows:

1. Human Resource Management Information System at PT. Tirta Ratna is quite helpful to the Chairman of the Personnel in determining the number of required permanent employees who are fit to recruit according to the vacancy of existing positions.
2. Human Resource Management Information System at PT. Tirta Ratna is quite helpful

Chairman of Personnel in making decisions promotions positions, giving bonuses and mutations through the implementation of employee evaluation.

3.2Suggestion

Based on the conclusions described above, what is expected in the future for PT. Tirta Ratna and further researchers are as follows:

For the research company hopes Human Resource Management Information System at PT. Tirta Ratna can be useful for the company making it easier for companies to make decisions in the process of recruitment and assessment of employees so as to minimize the recruitment of employees who do not fit the required positions and have employees who are competent to advance the company PT.

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