MANAGEMENT INFORMATION SYSTEM OF PERMANENT EMPLOYEES APPOINTMENT AT PT SMOOETS TEKNOLOGI OUTSOURCING

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ABSTRAK

PT Smooets Teknologi Outsourcing is a company engaged in the field of website creation services either in the form of personal or corporate websites. PT Smooets has a total of 126 employees, consisting of 11 positions including CEO, Chief Technology Officer, Bussines dev, Marketting, and Human Resource.

Based on the results of interviews with Mr. Yusuf Hadian as CTO in PT Smooets, there are constraints in choosing which contract candidate will be a permanent employee in accordance with the vacant position, this is because the assessment done for the employee who will be appointed to permanent employee is based on evaluation result employees who only have 2 assessment only that is the assessment of absenteeism and appraisal of work duration. This results in the employee being appointed permanent employee who is the employee with the longest duration of work and good attendance, with such assessments resulting in the selected contractual employee based on length of employment and absenteeism in a position consistent with his or her expertise at the time served as a contract employee because an empty position is a position but the best employee appraisal result is a contract employee with skill in position b. the difficulty is due to the absence of a complete assessment indicator in assessing the performance of the employee resulting in a problem as described. The SIM model used is the model POAC (Planning, Organizing, Actuating, Controlling). Decision making for prospective employee ranking process to be lifted using AHP (Analytical Hierarchy Process) method.

Based on Blackbox and Beta testing in this study, it can be concluded that this system can assist companies in choosing which contract employees will be made permanent employees in accordance with the needs of vacant positions in the company today.

Keywords: Management of Permanent Appointment, POAC Model, AHP Method, Management Information System, Decision Support System.

1. INTRODUCTION

PT Smooets Teknologi Outsourcing is a company engaged in the field of website creation services either in the form of personal websites or koorporet. PT Smooets has a total of 126 employees, consisting of 11 positions including CEO, Chief Technology Officer, Bussines dev, Marketting, and Human Resource. Of the total number of employees in the company there are 91 contract employees and 35 permanent employees. The company uses an employee appraisal evaluation to be a consideration in the decision of the contract employee who will be appointed permanent employee. Evaluation of this assessment conducted by CTO for 6 months with criterion of assessment based on length of work and attendance only.

Based on the interview with Mr. Yusuf Hadian as CTO of PT Smooets Technology Outsourcing, stated that the current appointment of contract employees to remain in PT Smooet using the results of the evaluation of employee appraisal consisting of absenteeism and duration of work which resulted in the results obtained so far the employee with the longest duration of work and good attendance are the employees who will be appointed permanent employees, but by way of assessment such as this CTO often get a contract employee who was elected to be appointed as an employee with a permanent position not in the same job skills when at the time being a contract employee. This is evidenced by the data (data attached in Appendix A) which contains 4 persons who have been appointed permanent employees but not in accordance with the expertise he had when he became a contract employee and one of them was an officer who, at the time of contract status, served as QA which in its entirety does not make

the source code, at the time of its election to be promoted to become permanent, changed its position become a developer that everyday it is working by making the source code, the case happened because at the evaluation evaluation which done every 6 months when it only has a permanent vacant position that is as a developer who makes newly appointed employees are willing or not to be served as a developer who is not a skill. So therefore with the current assessment results CTO always find it difficult in determining which contract employees will be elected to be upgraded to be a permanent position in accordance with the vacant position.

Based on the description of the problems contained in PT Smooets Technology Outsourcing, it is necessary to establish a management system of permanent employee appointment in PT Smooets Technology Outsourcing.

2. RESEARCH CONTENTS

2.1 Theoretical Basis

Theoretical basis on the writing of this thesis will explain the theories that can assist in the making of information management system appointment of permanent employees in PT smooets technology outsourcing.

2.1.1 System

The system is a collection / group of any component whether physical or non-physical that are interconnected with each other and work together in harmony to achieve a certain goal. (M. Azhar Susanto, 2010) As an example of one system of understanding is like it is a living thing that has been using the internal organs and also the external organs, the two things are different components but have the same function and purpose where the internal organs and outside work together to be able to move parts of the human body.

2.1.2 Information System

Information is one of the most important types of resources an organization has. (M. Azhar Susanto, 2010) Without information then there will be no organization. So judging from the importance of information then the information must be treated as well as other resources. With the information, the ability to manage and process became one component that will affect the quality of information that will be produced within the organization will also affect the quality of the relationship or integration between its components.

2.1.3 Service Management

Personnel management is management related to planning, organizing, and supervision of various functions of business implementation to obtain, develop and maintain the employees in such a way that the objectives of the company's organization can be achieved as efficiently and effectively as possible, the needs of employees can be met and employee productivity can increased. (D.I. Wursanto, 1989) With the existence of this personnel system aims to create favorable conditions for both parties where the company can feel profit due to the productivity of employees is efficient and effective while in the employee feel comfortable working at the company because all employees' rights can be conveyed and realized well by the company .

2.1.4 Understanding Performance Evaluation

Performance evaluation is a method and process of assessment of the implementation of the duties of a person or group of persons or units of work within a company or organization in accordance with predetermined performance standards or objectives. (P. D. P. J.Simajuntak, 2005)

Performance of each person is an assessment that can be used as a reference in decision making to be taken, in this case the assessment of a person or group of people within a company

2.1.5 Understanding Decision Making System

Decision-making system is a process that is interconnected to create a specific goal that is based on inputs that have been agreed by all parties and produce output in the form of a solution that is considered most appropriate.

2.1.6 POAC Cycle

POAC stands for Planning, Organizing, Actuating and Controlling, which are the four basic management functions that are mutually sustainable.

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.
2. Departementation or division of labor.
3. Assign the personnel or placement of labor.
4. Authority and Responsibility or authority and responsibility.
5. Delegation of authority or delegation of authority.

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).

2.1.7 Analytical Hierarchy Process Method

AHP or so-called Analitycal Hierarchy Procees is a functional hirarli with the main input of human perception. (D. I. K. Suryadi, 2000) With the hierarchy, a complex and unstructured problem is solved into its groups. Then the groups are interpreted into a form of hierarchy. In the position hierarchy of destination, there is no definite guideline as to how far the decision making out the goal becomes a lower goal. Decision-making determines when the translation of the objectives stops, taking into account the advantages or disadvantages gained when the objectives are further elaborated. Some things that need to be considered in doing the purpose of hierarchy translation process, namely

1. At the time of translation of the objectives into the subject matter, it shall be noted that each aspect of the higher objectives is covered by that sub-objective.
2. Although this is met, it is necessary to avoid the occurrence of too much division, either in the horizontal or vertical direction.
3. For that before establishing a goal to describe the lower goal hierarchy, an interest test is performed. "Will a best action / outcome be obtained if the goal is not involved in the evaluation process?" The AHP method was developed by Thomas L. Saaty, a mathematician. This method is a framework for making effective decisions on complex issues by simplifying and accelerating the decision-making process by solving the problem into its parts, organizing the parts or variables in a hierarchical order, assigning numerical values to subjective considerations of the importance of each variable and synthesize these considerations to determine which variables have the highest priority and act to influence outcomes in those situations.

2.1.8 Government Regulation No 10 of 1979

1) The results of the assessment of the implementation of civil servant's work, set forth in the List of Job Implementation Assessment.

2) In the List of Job Implementation Assessment the assessed elements are:

a. loyalty;
b. work performance;
c. responsible;
d. obedience;
e. honesty;
f. cooperation;
g. initiative; and
h. leadership.

Article 5 1) The value of execution of work is expressed with the title and number as follows:

a. very good = 91 -100
b. good = 76 -90
c. enough = 61 -75
d. medium = 51 -60
e. less = 50

down Guidance in providing value to the implementation of Civil Servant's work, is as mentioned in the Appendix of this Government Regulation. Article 6 The List of Job Implementation Assessments is confidential.

2.2 System Analysis

System analysis is the decomposition made on an information system that has the purpose to identify, check and to provide a solution of the haril of the decomposition of existing information systems. At this stage what needs to be done is an analysis of the current system and how the flow of documents is running, this analysis will be presented in the form of BPMN, network analysis, functional requirements analysis, non-functionality needs analysis, and user analysis.

2.2.1 Problem Analysis

CTO difficulties in determining contract employees who will be appointed to permanent

employees based on the assessment results of existing employee evaluations.

2.2.2 Analysis of Current System

The ongoing system analysis aims to study and evaluate the current system and find out what the current system is running for the company PT Smooets Technology Outsourcing.

2.2.2.1 Ongoing Performance Appraisal Procedures

HR staff submitted a list of attendance and work history each month to CTO.

CTO provides general assessment based on attendance data and long working history.

When the CTO sees the data to make a general assessment, if it finds any violations such as absenteeeeing more than 5 days in 1 month it will be reported to the CEO to be sanctioned like SP1 and others.

When the CEO sees a violation, the CEO will weigh the violation whether the violation is heavy or not. Serious offense is like absence of a blank 5x without sickness or leave permit will get sanction in the form of SP 1, then for a minor offense is the absence of blank 2x in a month without explanation will get sanctions in the form of warnings only .

If at the time of making a judgment in general there is no violation of any employee the CTO will make an assessment result to be given its archives to the HR staff to be kept.

HR staff receives employee appraisal results from the CTO and stores them to serve as a reference for promotion of contractual appointment to permanent employees.

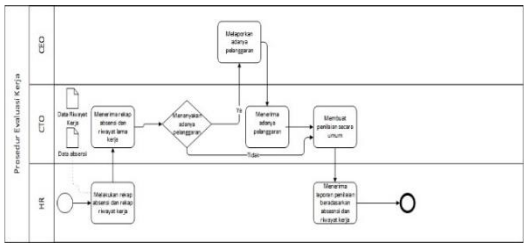


Figure 1. Working Assessment Procedure in progress

2.2.2.2 Procedure of Promotion of Employee Appointment to Permanent

The CTO proposes all results of the contractor's appraisal to the CEO for consideration of whether the highest-ranking employee of the assessment will be appointed permanent employee.

The CEO looks at the assessment data and looks at the most highly valued employee data.

If accepted then the CEO gives the employee's decisions it deserves to be appointed to permanent employees and give the results of his decision to the CTO.

If it is not accepted then the CEO will give a decision to re-evaluate to all contract employees because the results of the assessment conducted previously there are the results of the same assessment or have a limit value is less.

After receiving the result of the decision CTO will ask HR to make a decision letter of appointment to be submitted to the employee who will be in the positions to be fixed.

HR staff makes a decision from CTO.

HR staff reports the results of the decision to selected contract employees.

The contract employee receives the report on the result of the promotion decision of the contract to permanent position.

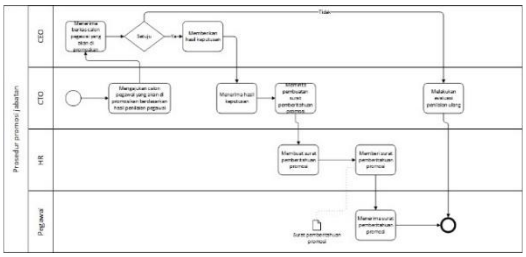


Figure 2. Procedure of Promotion Procedure of Employee Appointment to Permanent

2.2.3 Business Rules Analysis

Business rules analysis is an identification and recording of company rules both written and oral. The company's business rules analysis consists of

Analysis of the Current Business Rules

1. Permanent employee is an employee who has a contract until the retirement period in force in the company.
2. Contract workers are employees who have a limited contract time or a maximum of 4 years and can be extended if the company wants the decision.
3. Employee performance appraisal conducted by CTO every 6 months. CTO conducts assessments based on absenteeism and length of work history alone.
4. Appointment takes place within 6 months and is done based on the results of penilian employees who do.
5. Appointment of contract officers made during this time is done to all contract employees in the company.
6. The appointment of contract employees to all employees does not see whether the employee is in the stage of the company's sanction or not, then the employees affected

by SP1, SP2 may still have the opportunity to be appointed permanent employees.

7. An employee who has been a contract employee for 4 years will not be re-enrolled in the promotion of contractual appointment to the permanent and usually will not be extended in his contract by the company.
8. If in less than 6 months there is a permanent vacancy, then a previous assessment will be used as a reference to determine the contract employee to be appointed.

Analysis of Proposed Business Rules

1. Performance Appraisal There is an addition of criteria and subcriteria for evaluation evaluation which is the result of observation of government regulation no 48 of 2011 revision of government regulation no 10 year 1979 which has been discussed with Mr. Yusuf as CTO in the company so that the results obtained in accordance with the needs of the company.

2. Promotion of Contract Appointment Employee remains

a. Appointment of contract employee to still be done by looking at evaluation result penilian employee once every 6 months but if there is vacancy of position before 6 month so hence will be held appointment of employee but use result of evaluation of appraisal that have been done before, if at once per 6 month no vacant position is vacant then no contract employee will be appointed permanent employee.

b. Employees who are being sanctioned by SP1, SP2 and others can not participate in the promotion selection of permanent appointments to the contract.

c. Selected employees based on the minimum requirements of vacant positions will be re-elected using the AHP method to get the rank result of the employees who will be appointed to permanent employees.

Employees who get the top rank and meet the specified rule limit will get notification in the form of email that contains that the employee will get promotion of position from contract employee to permanent employee.

2.2.4 Performance Evaluation Analysis Employee Assessment

The general provisions used in this evaluation are in governmental regulation article 1 number 46 of 2011. Appraisal officials are the direct supervisors of the assessed civil servants, with the lowest provisions of the echelon V officials or other appointed officials, in this case the authorized official in giving value is the CTO by looking at the data and performance of contract employees over the years.

Criteria and subcriteria taken are the result of SOP that has been running for this and added criteria of employee job goals and employee behavior that exist in government regulation no 46 of 2011.

2.2.5 Analysis of Contract Appointment to Fixed Employee

Appointment of Contract Employee to Permanent 3 trak Ke Tetap		**Value**
Planning for Contract Appointment	Planning the number of prospective contract employees who will be upgraded to a permanent employee in accordance with the vacancy of existing positions.	The number of prospective contract employees to be promoted to permanent
Organizing Contract Appointments	Organize the time of appointment of contract employees to fixed and set the value of each employee who will be made recommendation of appointment of contract employees	Appointment time and value setting result to each employee
Running Contract Appointment	Carry out the process of appointment of contract employees using the results of the evaluation of assessments that have been in the process by using AHP method and in addition to company regulations that have been made.	Results of ranking for each employee evaluated
Controlling the Appointment	Checking the results of the appointment of	The result of the contract employee

of Contracted Employees	contract employees to permanent based on the results of the assessment obtained before being increased to a new permanent employee.	chosen to be promoted to become permanent

Table 1. Appointment Analysis of Contract Employee to Permanent.

2.2.6 Database Analysis

Database analysis on human resource management information system at PT Smooets Outsourcing Technology will be built using Entity Relationship Diagram (ERD).

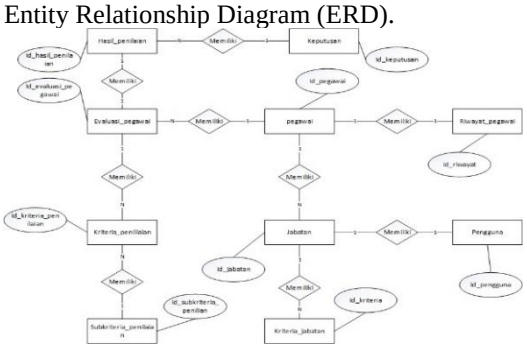


Figure 3. Entity Relatinship Diagram (ERD) Management Information System Appointment of Permanent Employee of PT Smooets

2.2.7 Context Diagram

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

There are 4 users who play a role in this system ie CEO, CTO, Employee and Admin where each user has information and data rights are different as shown in the following figure:

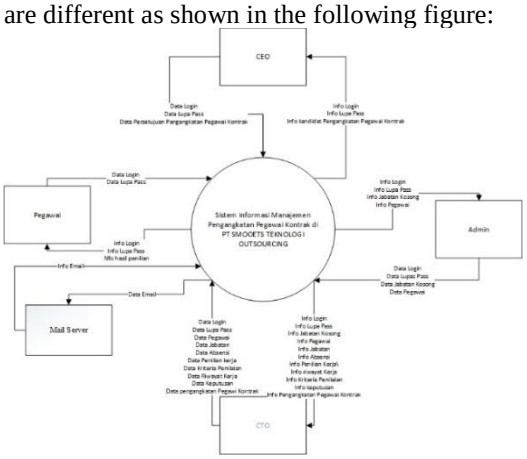


Figure 4. Context Diagram of Employee Management Information System at PT Smooets

2.2.8 Data Flow Diagram (DFD)

Data Flow Diagram (DFD) DFD is used to describe the system as a network of functional processes associated with data flow.

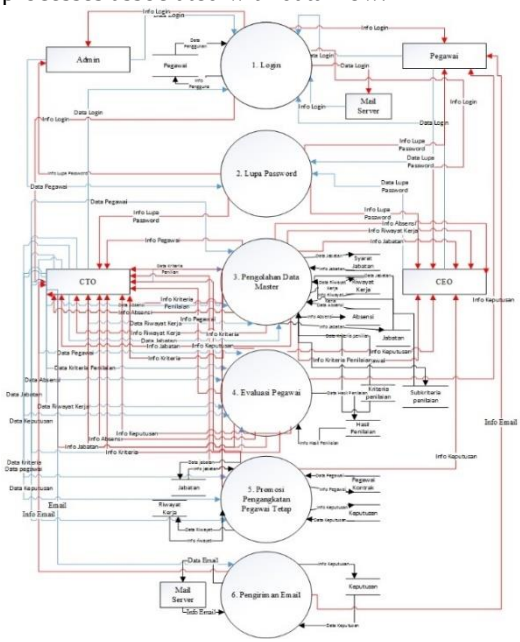


Figure 5. Data Flow Diagram Employee Management Information System Stay in PT Smooets

2.2.9 Relation Scheme

The relation scheme describes the relationship between data, the meaning of the data and its boundaries. The process of relations between attributes is a combination of attributes that have the same primary key, so that these attributes into a single unit that is linked by the key field. The picture of relation scheme can be seen in the picture as follows



Figure 6. Schematic Relation of Employee Management Information System at PT Smooets

2.2.10 Interface Design

Interface design is made to describe the display

program that will be used by the user to interact with the system to be built. Here's the interface design on Management Information System Appointment of Permanent Employees At PT Smooets Technology Outsourcing.

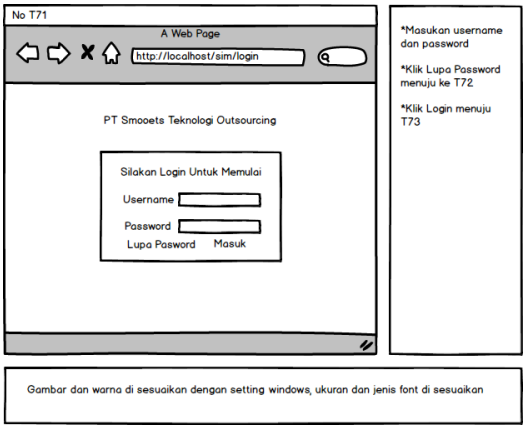


Figure 7. Interface Login Employee Management Information System Stay at PT Smooets

2.3 System Testing

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. Black Box Testing

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.

In this test carried out the testing phase from the system login to the data processing appointment.

2. Beta Testing

Beta testing is done with the aim to know how far the quality of the software built, whether it is in line with expectations or not. For that in the beta testing conducted research by asking questions on the user device system of permanent employment in PT smooets. The research method used is the method of interview.

3 CLOSE

In this section, explains the conclusions obtained after the analysis, and the implementation of the design of the built and developed software and suggestions that will provide important records and possible improvements that need to be made to the previous software development.

3.1 Conclusions

Based on the description of the analysis and testing that has been done, it can be taken a conclusion towards the Management Information System Employee Appointment permanent in PT Smooets Technology Outsourcing is as follows: Management Information System The permanent appointment of employees at PT Smooets Outsourcing Technology is enough to assist CTO in determining which contract employees will be appointed to permanent employees and their permanent positions.

3.2 Suggestions

Based on the conclusions outlined above, what is expected in the future is that the Employee Appointment Management Information System at PT Smooets Outsourcing Technology can be developed more broadly by going to the next stage is a system that regulates the differences between contract employees, new contract employees in the appointment to become permanent employees and employees who have worked long with the status of office that makes the CEO and CTO no longer need confusion in determining the salary of each employee.

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