STAFFING MANAGEMENT INFORMATION SYSTEM AT CV. CIHANJUANG INTI TEKNIK

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ABSTRACT

CV. Cihanjuang Core Techniques (CinTek) is a company that produces Hydroelectric Turbine small scale, then in 2001 began to look at the beverage industry and food and beverage products with 16 4 food products. Employees in the CV. CinTek were 75 full-time employees in it is divided into two divisions, namely the division of engineering and food and beverage division, and 15 temporary employees.

Currently the activities of recruitment difficulties in choosing prospective employees due to the amount and the criteria required applicants are not appropriate in meeting the amount and terms previously ditentukann. Another issue that the assessment process is not uncommon general manager just did an interview without referring to the general manager appraisal form because only melaukan own judgment without any special parts such as HR. So that it affects the results to determine bonuses. Then the solutions offered by building personnel management information system. Methods to support the hiring decision is SAW and 360 for assessment.

Pursuant to the results of black box testing, UAT testing, and end-user testing after being applied in an enterprise environment can be concluded that this system has been able to assist the General Adminisrasi prospective employees in determining where appropriate and General Manager in conducting employee performance evaluation.

Keywords: Management Information Systems, SAW, Method 360.

1. PRELIMINARY

In 1998 CV. Cihanjuang Core Techniques (CinTek) is a company engaged in the manufacturing industry that produces products Hydroelectric Turbine small scale, or so-called MHP (Micro Hydro Power Plant). In 2001 CV. CinTek begin to look for the beverage industry and food and beverage products with 16 four food products, primary production is bandrek and bajigur. Employees in the CV. CinTek were 75 full-time employees in it is divided into two divisions, namely the division of engineering and food and beverage division, and 15 temporary employees.

Based on the interview with Mr. Eri Eriadi as general manager and Mr. M. Sanusi as Public Administration, was experiencing difficulty in managing and organizing existing employees, concerning the recruitment and assessment. Rekuitmen process of new employees for fixed and variable employee do if you have a vacancy. In the recruitment of new employees the public administration have difficulty in choosing prospective employees due to the amount and the criteria required applicants do not fit in meeting existing workloads and requirements that have previously been determined. Then it can lead to a mismatch criteria of each office, especially on criterion of formal education that would hinder the performance of the employees that are not optimal.

Assessment made in the CV. CinTek made by the general manager himself. Peniliain process is usually carried out within 1 year for permanent employees, and 1 month for temporary employees. In the assessment process is not uncommon general manager just did an interview without referring to the general manager appraisal form because only melaukan own judgment without any special parts such as HR. So that it affects the results of the assessment will be an impact in determining bonuses.

Based on the above objectives to be achieved in personnel management information systems research are:

1. General Administration helps to define new employees in accordance with the company needed to kind of permanent and non-permanent.
2. Assisting the General Manager in assessing the performance of a permanent employee, and not fixed.

2. ISI RESEARCH

2.1 Management Information System

Opera-management system is an information system that in addition to the transaction pengolangan very useful for the benefit of the organization / intansi companies, but also a lot of support for the processing of information and management functions in the decision [1]. Staffing, which in English translates to personnel, often referred to as the personnel. The meaning of the word is selurih prang personnel employed in a particular agency, dibadan both government and private agencies. The word comes from the base employee employees means employees or workers [2]. Personnel management information system aims to assist the personnel and organizational units, both in the planning and execution of their duties and functions [3].

2.2 analysis POAC

George Terry formulate a management function which consists of Planning, Organizing, Actuating, and Controlling (POAC) [4]. The management function can be described as follows:

1. Planning (planning) is determining in advance what - what should be done before implementation. In planning involves determining element which means that in the planning of the implied decisions. Therefore, planning can be seen as a process within a framework for decision making and the preparation of a series of further activities in the future. A good plan will define what goals and objectives to be achieved. Planning is a set of decisions. Planning is a process to determine a plan (plan).

2. Organizing (organization) is to classify the activities of human resources and other resources held that the implementation of a plan can be achieved effectively and economically. According to Handoko, organizing joint working arrangement is financial resources, physical and human organization. Organizing the preparation of organization structures in accordance with the objectives of the organization, its resources, and the environment surrounding it.

3. Actuating (execution / mobilization) is closely related to humans and most difficult of all management functions. Move men is the most difficult, because humans workers are living beings who have self-esteem. Feelings and different objectives. Actuating function is described as the key to the car, the car will only be able to move if the starter key is functioning. George R. Terry gives the definition of actuating (mobilization) is made all the group members to cooperate and to work sincerely and passionately to achieve compliance with the planning and organizing efforts.

4. Controlling (supervision) is the process of monitoring, assessment, and reporting plan for the achievement of the goals set for corrective action to perfecting lanjut.pengawasan not only to look for errors, but trying to avoid the mistakes and fix them if there is error- error. Thus, supervision is done before the process, during the process, and after the process, ie until the final results are known.

2.3 Simple Additive weighting method

A weighted summation method. The basic concept is to find the SAW method of rating the performance of a weighted sum of each alternative on all criteria (Kusumadewi et al., 2006). SAW method requires a decision matrix normalization process (X) to a scale that can be compared with all the ratings of existing alternatives.

SAW method to know the two (2) attributes that criterion advantages (benefits) and cost criteria (cost). The fundamental difference of both of these criteria are in the selection criterion when making decisions [5].

The completion of the steps in using it are:

1. Kriterian determine - the criteria that will be used as reference in decision ricochet, that Ci.

2. Determining the value and weight of each alternative on each criterion.

3. The rating determines the suitability of each alternative on each criterion.

4. The formation of the decision matrix based on criteria (Ci).
5. Calculate the value of the normalization matrix of each alternative, in order to obtain the normalized matrix R, using the formula:

$$r_{i.} = \begin{cases} \frac{X_{ij}}{Max_i X_{ii}} \\ \frac{Min_i X_{ij}}{X_{ij})} \end{cases}$$

Formula 1calculation SAW

Where :

r_{ij} = Normalized performance rating.

Max_i = Maximum value of each row and column.

Min_i = Minimum value of each row and column.

X_{ij} = Rows and columns of the matrix.

(r_{ij}) Is the normalized performance rating of alternatives on attribute i = 1, 2, ..., m and j = 1, 2, ..., n.

6. Specify the weight to be used for the ranking process.
7. Search ranking or best value by entering any given criteria by using the formula:

$$V_i = \sum_{j=i}^{n} w_i r_{ij}$$

Where :

V_i = The final value of the alternative.

w_i = The weights have been determined.

r_{ij} = Normalization matrix.

The larger value indicates that the alternative is selected.$V_i A_i$

2.4 method 360

By definition, the process of 360 degrees can be defined as a process that involves collecting data about the perception of the behavior of a person or individual and the impact of such behavior towards superiors, colleagues, subordinates and other members within a team either project teams, customers, from within and from outside the company, including suppliers and sub-contractors [6].

According to Rowe stated that the 360-degree assessment approach is a form of approach is expected to reduce bias and subjectivity of assessment of performance by the top-down approach [6].

2.5 Analysis of Human Resources Management at CV. Cihanjuang Core Techniques

Manajemn staffing analysis on the CV. Core Cihanjuang This technique will be described by using the model POAC (Planning, Organizing, Actuating, Controlling). Stages POAC at SIMPEG models will be illustrated in the following figure:



Picture 1 Model POAC

2.5.1 Analysis of Recruitment and Selection of New Employees

Model POAC in the process of recruitment and selection of employees at CV. Core Cihanjuang This technique is done by the public administration are as follows:

1. *Planning* (Planning)

The case studies will be conducted in this study is planning for the month of August 2015 according to which the company is a vacancy occurs on Marketing staffs due to resignation. In the absence of the marketing people, this will lead to the marketing process will be hampered.

2. *Organizing* (Settings)

At this stage the general administration department will check back terhapat amount and criteria for each type of position is needed is in conformity with the vacancy that had been predetermined.

Table 1 Number of Needs Staff markering

name Position	Amount determined	Empty slots
staff Marketing	4 People	2 persons

Here are the requirements for the post of marketing staff is taken from Table 3.2:

Table 2 Terms Jabtan Staff Marketing

Jabatan	Syarat
Staff Marketing	1. Pria / Wanita minimal 20 Tahun
	2. Pendidikan minilal D3
	3. Mempunyai wawasan dibidang marketing
	4. Minimal pengalaman kerja dibidangyangsama selama 1 tahun

At this stage also will be determined weight rating for each criteria that exist and following an assessment of existing weights in the company:

Table 3 Criteria and Weights Ratings

Criteria	weights Ratings
Education	15%
Age	15%
Work experience	20%
Capability Value Yourself	20%
Value Interview	30%

Determining weight rating criteria drawn from the results of interviews with the company.

Table 4 along with the candidate Dafatr criteria

Nama Kandidat	Umur	Pendidikan	Pengalaman Kerja	Wawasan dibidang marketing
Deffa Mukita	25	D3	1 Tahun	Punya
Gani Rahman	27	SMA	1 Tahun	Punya
Iwan Setiawan	35	S1	2 Tahun	Punya
Komar	32	D3	1,5 Tahun	Punya

Furthermore, re-checking the above it, which passes on the next stage is as follows:

Table 5 Results Document Selection

Nama Kandidat	Umur	Pendidikan	Pengalaman Kerja	Wawasan dibidang marketing	Lolos atau tidak	Keterangan
Deffa Mukita	25	D3	1 Tahun	Punya	Lolos	-
Gani Rahman	27	SMA	1 Tahun	Punya	Tidak	Pendidikan tidak sesuai
Iwan Setiawan	35	S1	2 Tahun	Punya	Lolos	-
Komar	32	D3	1,5 Tahun	Punya	Lolos	-

3. *actuating* (Implementation)

At this stage, the general administration department will begin to carry out the recruitment and selection of new employees based on those criteria on the types of positions that have been previously planned. After that, the general administration department will determine the weight of the criteria that have been determined based on the required positions.

Table 6 Data Candidate

No	Nama Kandidat	Pendidikan	Umum	Pengalaman Kerja	Nilai Kemampuan Diri	Nilai Wawancara
1	Deffa Mukita	D3	25	1 Tahun	78	65
2	Iwan Setiawan	S1	35	2 Tahun	85	80
3	Komar	D3	32	1,5 Tahun	80	82

The next stage is doing the calculations to determine the potential new employees who will be received by using simple additive weighting (SAW).

a. The first step is to determine the criteria - the criteria that will be used as a decision-making that is Ci.

Table 7 Krietria and Weight Rating

Aternatif	Kriteria	Bobot Penilaian	Kategori Penilaian
C1	Pendidikan	15%	Benefit
C2	Umur	15%	Benefit
C3	Pengalaman Kerja	20%	Benefit
C4	Kemampuan Diri	20%	Benefit
C5	Nilai Tes Wawancara	30%	Benefit

b. The second step is to provide the value and weight of each alternative on each criteria that have been determined.

Table 8 Values and Education Criteria Weight

C1		
Scale	**Values Criteria**	**Information**
S2	5	Very good
S1	4	Good
D3	3	Enough
D1	2	Less
SMA / SMK	1	Bad

Value and weight criteria for age criteria are as follows:

Table 9 Values and Criteria Weight Age

C2		
Scale	**Values Criteria**	**Information**
32-35	5	Very good

29-31	4	Good
26-28	3	Enough
23-25	2	Less
20-22	1	Bad

Value and weight criteria for work experience criteria are as follows:

Table 10 Values and Criteria Weight Work Experience

C3		
Skala	**Nilai Kriteria**	**Keterangan**
> 5 Tahun	5	Sangat Baik
> 3 Tahun – 4 Tahun	4	Baik
> 2 Tahun – 3 Tahun	3	Cukup
> 1 Tahun – 2 Tahun	2	Kurang
<= 1 Tahun	1	Buruk

Value and weight criteria for interview test criteria are as follows:

Table 11 Value and Capabilities Criteria Weight Yourself and Interview

C4, C5		
Scale	**Values Criteria**	**Information**
85-100	5	Very good
70-84	4	Good
56-69	3	Enough
40-55	2	Less
<40	1	Bad

c. The third step is to determine the suitability rating of each candidate with each kritea new employees.

Table 12 Rating suitability of each candidate with each Criteria

Candidate	**Criteria**				
	C1	**C2**	**C3**	**C4**	**C5**
DEFFA MUKITA	3	2	1	4	3
Iwan Setiawan	4	5	2	5	4
Komar	3	5	2	4	4

d. The fourth step is to form a matrix of decisions based on criteria (Ci) with a rating result suitability of each candidate of a new employee with each criterion.

Matrix formula ():r_{ij}

$$x = \begin{bmatrix} r_{11} & r_{12} & r_{13} & r_{14} & r_{15} \\ r_{21} & r_{22} & r_{23} & r_{24} & r_{25} \\ r_{31} & r_{32} & r_{33} & r_{34} & r_{35} \end{bmatrix}$$

$$x = \begin{bmatrix} 3 & 2 & 1 & 4 & 3 \\ 4 & 5 & 2 & 5 & 4 \\ 3 & 5 & 2 & 4 & 4 \end{bmatrix}$$

e. The fifth step adalag calculate normalized values of each candidate, in order to obtain the normalized matrix R by the formula:

$$r_{ij} = \begin{cases} X_{ij} \\ \frac{Min_i X_{ij}}{X_{ij)}} \end{cases}$$

Normalization Process Matrix:

$$r_{11} = = = 0.75 \frac{3}{Max(3;4;3)} \frac{3}{4}$$

$$r_{12} = = = 0.4 \frac{2}{Max(2;5;5)} \frac{2}{5}$$

$$r_{13} = = = 0.5 \frac{1}{Max(1;2;2)} \frac{1}{2}$$

$$r_{14} = = = 0.8 \frac{4}{Max(4;5;4)} \frac{4}{5}$$

$$r_{15} = = = 0.75 \frac{3}{Max(3;4;4)} \frac{3}{4}$$

$$r_{21} = = = 1 \frac{4}{Max(3;4;3)} \frac{4}{4}$$

$$r_{22} = = = 1 \frac{5}{Max(2;5;5)} \frac{5}{5}$$

$$r_{23} = = = 1 \frac{2}{Max(1;2;2)} \frac{2}{2}$$

$$r_{24} = = = 1 \frac{5}{Max(4;5;4)} \frac{5}{5}$$

$$r_{25} = = = 1 \frac{4}{Max(3;4;4)} \frac{4}{4}$$

$$r_{31} = = = 0.75 \frac{3}{Max(3;4;3)} \frac{3}{4}$$

$$r_{32} = = = 1 \frac{5}{Max(2;5;5)} \frac{5}{5}$$

$$r_{33} = = = 1 \frac{2}{Max(1;2;2)} \frac{2}{2}$$

$$r_{34} = = = 0.8 \frac{4}{Max(4;5;4)} \frac{4}{5}$$

$$r_{35} = = = 1 \frac{4}{Max(3;4;4)} \frac{4}{4}$$

The results of the process of normalization of the matrix are as follows:

$$R = \begin{bmatrix} 0{,}75 & 0{,}40 & 0{,}50 & 0{,}80 & 0{,}75 \\ 1{,}00 & 1{,}00 & 1{,}00 & 1{,}00 & 1{,}00 \\ 0{,}75 & 1{,}00 & 1{,}00 & 0{,}80 & 1{,}00 \end{bmatrix}$$

f. The sixth step is to determine the weight to be used for the process of ranking the (w):

w = (0.15 0.15 0.20 0.20 0.30)

g. The seventh step is to find perangkingan or best value by entering any given criteria by using the formula:

$$V_i = \sum_{j=i}^{n} w_i r_{ij}$$

Where :

V_i = The final value of the alternative.

w_i = The weights have been determined.

r_{ij} = Normalization matrix.

The larger value indicates that the alternative is selected.$V_i A_i$

Perangkingannya then the calculation is as follows:

V_1 = (0.15) (0.75) + (0.15) (0.40) + (0.20) (0.50) + (0.20) (0.80) + (0.30) (0.75) = 0.6575 = 0.66

V_2 = (0.15) (1.00) + (0.15) (1.00) + (0.20) (1.00) + (0.20) (1.00) + (0.30) (1.00) = 1.00

V_3 = (0.15) (0.75) + (0.15) (1.00) + (0.20) (1.00) + (0.20) (0.80) + (0.30) (1.00) = 0.9225 = 0.92

Perangkingan the results can be seen in the following table:

Table 13 Results on Ranking

Kandidat	Nama Kandidat	Kriteria Terbaik	Keterangan
V_1	Deffa Mukita	0,66	Tidak Lolos
V_2	Iwan Setiawan	1,00	Lolos
V_3	Komar	0,92	Lolos

Based on Ranking Table 3.13 Results of the above, among the candidates, and the candidate who gets the largest value first and the second is$V_1 V_2 V_3 V_2 V_3$, It can be concluded that the selected candidates are and.$V_2 =$ Iwan Setiawan $V_3 =$ Komar

4. *Controlling* (Control)

At this stage, the selection results will be conducted checks between four alternative candidates for new employees. In the planning stages of the general administration department has planned number of employees required for the position is part mareting 2.

Table 14 List of new employees who passed

No.	candidate name	Best criteria	Information
1	Iwan Setiawan	1.00	Get away
2	Komar	0.92	Get away

If it turns out perangkingannya results do not match, then the general administration section can start re-planning of how the number of potential employees needed and any positions that are experiencing vacancies.

2.5.2 Employee Performance Assessment Analysis

POAC models in the evaluation process carried out in the CV. Cihanjuang essence of this technique is as follows:

1. *Planning* (Planning)

At this stage, the general administration section will do the planning before the assessment of employee performance by determining the weight criteria together with the criteria and the weighting of each - each of the assessors.

The case studies will be taken by the researchers is the assessment of performance against the marketing division. Employee performance evaluation will be conducted by the employer (General Manager), peers, and subordinates (if any). The criteria and weighting (based on kerjayang appraisal form is required is as follows:

Table 15 Criteria and Weights Ratings

No	Kriteria		Bobot	
	Level Jabatan yang tidak memiliki bawahan	Level Jabatan yang Memiliki Bawahan	Level Jabatan yang tidak memiliki bawahan	Level Jabatan yang Memiliki Bawahan
1	Kualitas Kerja	Kualitas Kerja	10%	10%
2	Kuantitas Kerja	Kuantitas Kerja	10%	10%
3	Kedisiplinan	Kedisiplinan	10%	10%
4	Tanggung Jawab	Tanggung Jawab	15%	10%
5	Kerjasama	Kerjasama	15%	10%
6	Pemahaman terhadap Tugas	Pemahaman terhadap Tugas	20%	10%
7	Penyususaian Diri	Penyususaian Diri	20%	10%
8		Kepemimpinan	-	10%
9		Pemecahan Masalah	-	10%
10		Pengambilan Keputusan	-	10%

Table 16 Weight Appraisal

No	Penilai	Bobot (3 Penilai)	Bobot (2 Penilai)	Bobot (2 Penilai)
1	Atasan	50%	60%	60%
2	Rekan Kerja	25%	-	40%
3	Bawahan	25%	40%	-

Weights for the assessors determined based on the interview with the general manager.

Table 17 Range of Values

Rentang Nilai	Penilaian	Keterangan
> 80 – 100	Sangat Baik	Dipertimbangkan untuk mendapatkan bonus dan kenaikan gaji. Promosi Jabatan (Jika Jabatan Mengalami Kekosongan)
> 60 – 80	Baik	Dipertimbangkan untuk mendapatkan bonus.
> 40 – 60	Cukup	Dipertimbangkan untuk mendapatkan pelatihan.
< 40	Buruk	Dapat dipertimbangkan untuk pemberhentian kerja.

2. *Organizing* (Settings)

At this stage the general administration will make arrangements for the planning of the assessment period, anyone who votes along with the criteria and weight of each criteria in order to be in accordance with a predetermined.

This stage also check Which employees will be assessed and who is doing the assessment. The case studies carried out on the assessment of employee performance nulan December 2016 are as follows:

Table 18 List of Employee parts Marketing

No.	Name	office
1	Abdurrahman	staff Marketing
2	Iwan Setiawan	staff Marketing
3	Komar	staff Marketing
4	Chess Riwiyadi Handoyo	KA Marketing
5	Sukirman	staff Marketing

3. *actuating* (Implementation)

At this stage the evaluator will conduct or conduct employee performance evaluation. Assessment is done by providing value to employees based on predetermined criteria. Results of the assessment will affect the performance of the promotions, bonuses, and job termination.

Implementation of employee performance evaluation process carried out in this research is for employees who have direct supervisor and co-workers. Here is an employee performance evaluation process conducted:

a. Assessment of performance by Tops (KA Marketing):

name Appraisal : Chess Riwiyadi Handoyo

office : KA Marketing

weights Appraisers : 60%

Name assessed Iwan Setiawan

office : Staff Marketing

Process : Assessment of the performance of an employee by the employer

Table 19 Performance Assessment by superiors

No	Kriteria	Bobot	Nilai
1	Kualitas Kerja	10%	70
2	Kuantitas Kerja	10%	70
3	Kedisiplinan	10%	72
4	Tanggung Jawab	15%	75
5	Kerjasama	15%	80
6	Pemahaman terhadap Tugas	20%	75
7	Penyusuaian Diri	20%	75
Jumlah Nilai			74,45
Subtotal = (Jumlah Nilai x Bobot Penilai) = Jumlah nilai * 0,6			44,67

b. Assessment of performance by co-workers (1st)

name Appraisal : Abdurrahman

office : Staff Marketing

weights Appraisers : 40%

Name assessed Iwan Setiawan

office : Staff Marketing

Process : Assessment of the performance of employees by co-workers

Table 21 Performance Assessment by colleagues 1

No	Kriteria	Bobot	Nilai
1	Kualitas Kerja	10%	70
2	Kuantitas Kerja	10%	70
3	Kedisiplinan	10%	75
4	Tanggung Jawab	15%	75
5	Kerjasama	15%	75
6	Pemahaman terhadap Tugas	20%	75
7	Penyusuaian Diri	20%	75
Jumlah Nilai			74
Subtotal = (Jumlah Nilai x Bobot Penilai)/Jumlah Penilai = (Jumlah nilai * 0,4)/3			7,4

c. Assessment of performance by co-workers (2nd)

name Appraisal : Komar

office : Staff Marketing

weights Appraisers : 40%

Name assessed Iwan Setiawan

office : Staff Marketing

Process : Assessment of the performance of employees by co-workers

Table 20 Assessment of Performance by coworkers 2

No	Kriteria	Bobot	Nilai
1	Kualitas Kerja	10%	70
2	Kuantitas Kerja	10%	75
3	Kedisiplinan	10%	70
4	Tanggung Jawab	15%	75
5	Kerjasama	15%	75
6	Pemahaman terhadap Tugas	20%	75
7	Penyusuaian Diri	20%	75
Jumlah Nilai			74
Subtotal = (Jumlah Nilai x Bobot Penilai)/Jumlah Penilai = (Jumlah nilai * 0,4)/3			7,4

d. Assessment of performance by co-workers (3rd)

name Appraisal : Sukirman

office : Staff Marketing

weights Appraisers : 40%

Name assessed Iwan Setiawan

office : Staff Marketing

Process : Assessment of the performance of employees by co-workers

Table 22 Performance Assessment by colleagues 3

No	Kriteria	Bobot	Nilai
1	Kualitas Kerja	10%	70
2	Kuantitas Kerja	10%	70
3	Kedisiplinan	10%	75
4	Tanggung Jawab	15%	75
5	Kerjasama	15%	75
6	Pemahaman terhadap Tugas	20%	75
7	Penyusuaian Diri	20%	75
Jumlah Nilai			74
Subtotal = (Jumlah Nilai x Bobot Penilai)/Jumlah Penilai = (Jumlah nilai * 0,4)/3			7,4

After all assessors assessing ranging from boss to co-workers, then do the calculations for the results of the final grade. The results of the final value for the assessment of performance against Iwan Setiawan as marketing staff is as follows:

Table 24 Calculation Results Final Score

Pegawai yang dinilai	Penilai	Jabatan	Bobot Penilai	Subtotal Nilai
Iwan Setiawan	Riwiyadi Catur Handoyo	KA Marketing	60%	44,67
	Abdurrachman	Staff Marketing	40%	9,87
	Komar	Staff Marketing		9,87
	Sukirman	Staff Marketing		9,87
Nilai akhir				74,27

4. *Controlling* (Control)

At this stage it will be possible to investigate whether the employee performance appraisal results have already completed as expected by the company. This check is done by checking the results of the employee's performance of each - each employee. Here are the results of the assessment of staffing that has been done to the staff of marketing:

Table 23 Assessment of Employee Performance Marketing Staff

No	Nama	Jabatan	Nilai akhir	Hasil evaluasi
1	Abdurrachman	Staff Marketing	73,49	Mendapatkan bonus
2	Iwan Setiawan	Staff Marketing	74,27	Mendapatkan bonus
3	Komar	Staff Marketing	72,47	Mendapatkan bonus
4	Sukirman	Staff Marketing	72,12	Mendapatkan bonus

2.5.3 Analysis of Employee Leave

Model POAC in the process of employee leave the company are as follows:

1. *Planning* (Planning)

At this stage the general administration department will plan the type of leave and timed in accordance with the established by the company. Kinds of leave and time off work contained in the company are as follows:

Table 24 Type Cuti

Jenis Cuti	Kode Cuti	Waktu	Keterangan
Cuti Bulanan	C1	2 Hari	20 hari dalam 1 tahun
Cuti Hari Raya Agama	C3	4 Hari	Cuti meliputi H-1, hari H dan H+2
Cuti Menikah	C3	3 Hari	Cuti meliputi H-1, hari H dan H+1
Cuti Hamil & Melahirkan	C4	3 Bulan	Cuti meliputi H-30, hari H, dan H+59
Cuti Istri Melahirkan	C5	2 Hari	Cuti meliputi H-1 dan hari H
Cuti karena keluarga / saudara meninggal	C6	3 Hari	Cuti yang hanya berlaku untuk keluarga inti seperti : orang tua, suami/istri, anak, kakak / adik kandung

Table 3:36 Filing Cuti Marketing Division Month November 2017

Nama Pegawai	Jenis Cuti	Lama Cuti	Sisa Cuti	Tanggal Cuti	Tanggal Pengajuan Cuti	Divisi
Abdurrachman	C6	2 Hari	10 Hari	13/11/2017	10/11/2017	Staf Marketing
Iwan Setiawan	C1	1 Hari	8 Hari	16/11/2017	12/11/2017	Staf Marketing
Komar	C5	2 Hari	6 Hari	14/11/2017	12/11/2017	Staf Marketing
Sukirman	C6	2 Hari	12 Hari	20/11/2017	28/11/2017	Staf Marketing

2. *Organizing* (Settings)

At this stage will be checked against type - the type of leave is predetermined, whether in accordance with existing rules or not.

General administration department will see if there is an employee who was on leave in the same division or not, one division only be one employee who is on leave on the same day. public administration will be checked against the requirements sabbatical leave to see a history of each - each employee.

In addition to the general administration department also perform checks on the condition of leave to see the data on leave in November in each - each division.

3. *actuating* (Implementation)

At this stage persutujuan of leave requests pegaawi by the general manager to see inspection reports leave history that has been done by the general administration department.

4. *Controlling* (Control)

At this stage will be the examination of employee leave. The general administration will conduct an examination of who, how long and how many employees take leave for consideration to approve or reject the request the next time off to employees who request time off. According to the decision on leave approved by the general manager, the employee on behalf of Abdurrahman, Iwan Setiawan, and Sukiman can leave in accordance with the request while Komar can not leave because Abdurrachamn still in a state leave and will be rescheduled for a leave request to be submitted ,

2.5.4 Employee Retirement Analysis

1. *Planning* (Planning)

At this stage, the general administration will plan the employee's retirement age is 60 years old. General administration will also make the list pesangin what will be given to the employee after retirement.

Table 3.1 severance Retirement

Work Period (Years)	severance
1 yr	1 time
> 1-2 yr	2 times
> 2-4 yrs	3 times
> 5 yrs	4 time

2. *Organizing* (Settings)

At this stage, the public administration will do pegecekan whether the standard pension and severance have been made seusuai with company rules.

3. *actuating* (Implementation)

At this stage, employees who are aged 60 years will soon be informed that he has had to file pensiunn because age has reached the limit for retirement in accordance with the prescribed rules.

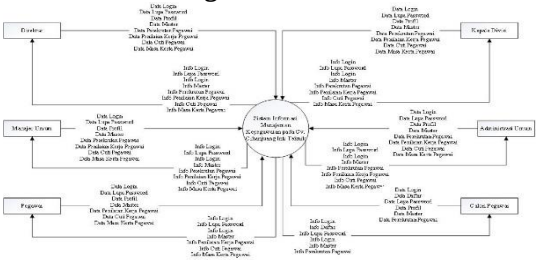
4. *Controlling* (Control)

At this stage will be a re-examination for employees approaching retirement age limit. Monitoring will retire membentu general administration department for planning recruitment of new employees before officially retiring employee stops working.

2.6 Functional Needs Analysis

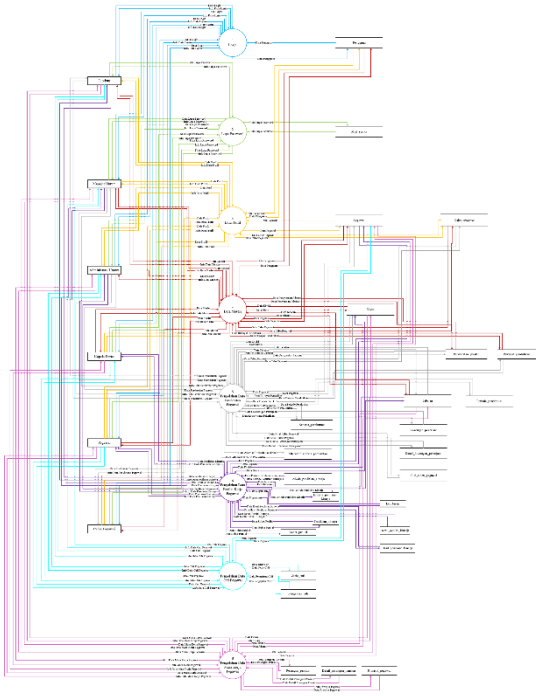
Functional requirements analysis is an analysis that explains the flow of data or information disistem.

2.6.1 context diagram



Picture 2 diagram Context

2.6.2 DFD Level 1



Picture 3 DFD Level 1

2.7 Implementation and Testing System

2.7.1 Blackbox testing

Black-box testing is a stage for emngindetifikasi errors in function interfaces, data models, and access to external data sources [7]. Black-box testing consists of black-box testing scenarios, case and test results, and conclusions on the black-box testing personnel management information system in CV. Cihanjuang Core Engineering.

2.7.2 Testing UAT (User Acceptance Test)

This test is intended to confirm that the system being in this test can meet the business needs to provide assurance that the test system is working properly and can be used before it was officially to end users. The testing process involves one or representatives of users [8].

2.7.3 End User Acceptance Testing Application in Corporate Environment

This test is a test where the system will be handed over to the user to determine if they memnui system user expectations and work as expected [8].

3. COVER

3.1 Conclusion

Based on the results of research and testing have, it can be deduced as follows:

1. This kepegawain management information system, can help a part of the Public Administration and General Manager in conducting the recruitment of new employees.
2. This kepegawain management information system, can assist the General Manager in conducting employee performance evaluation.

3.2 Suggestion

Based on the results that have been achieved so far, the suggestions for the development of personnel management information system are as follows:

1. Necessary to develop a more complete feature development.
2. Need for development and better maintenance of the system have been made, so that the system can be used in accordance with the needs of the future.

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