

Designing Permission Leave Application at PT Omega Group

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Abstract: Information technology is not only intended as a device and operational activities, but has become part of a strategy in maintaining employee performance. In order for management to be given to have a good impact on the company and improve employee performance can be optimal if you feel comfortable working. The convenience of this employee is one of the welfare provided by the company, one of which is giving leave. Research on the application of employee leave online is important because it provides benefits in providing information quickly, and makes it easy for employees to be able to apply for leave and access employee leave information. PT Omega Group has a problem in the process of filing leave which is not in accordance with standard operating procedures (SOP). The purpose of this study was to determine the implementation process in taking leave, leave status and improve the effectiveness of employee performance. The design for submission of employee leave produced can provide solutions to existing problems. So with the existence of this design can use it to improve performance and time efficiency in activities in the personnel section, namely employee leave application.

Keywords: employees, information systems, performance effectiveness, standard operating procedure

1. Introduction

Organizational performance increasingly depends on the knowledge, skills and abilities of its employees. To "compete through people," organizations must do a good job in managing human capital: knowledge, skills and abilities that have value to the organization (Bohlander Snell).

Information systems are very important for the sustainability of the company itself. However, there are still several points from the process for companies that still cannot adopt technology as a tool that supports the process evenly for each division.

The problem of the employee leave application system at PT OMEGA GROUP is the slow search for employee data and leave shipping processing because the system implemented is not in accordance with standard operating procedures that will affect the effectiveness of employee performance

2. Literature Review

In Law Number 13 of 2003, there is one right of rest and leave rights that can be obtained by workers and must be given by the company, namely the right to annual leave. The annual leave right is the right of every worker in one year where workers are permitted to take leave if the worker has been working for at least 12 months continuously in accordance with article 79 paragraph (2) letter c of Law Number 13 of 2003 concerning employment .

Every company must determine the right way to develop existing resources in order to encourage the progress of the company. Performance measurement is one of the most important factors in the company.

3. Method

When performing a system analysis phase that runs, indirectly there will be weaknesses in the system, so at that time a system requirements analysis can also be carried out using PIECES analysis, which aims to identify what is still lacking in the system to then corrective steps are taken. At this stage, it is always maintained so that the analysis of the system requirements does not deviate from the problems and objectives of the study.

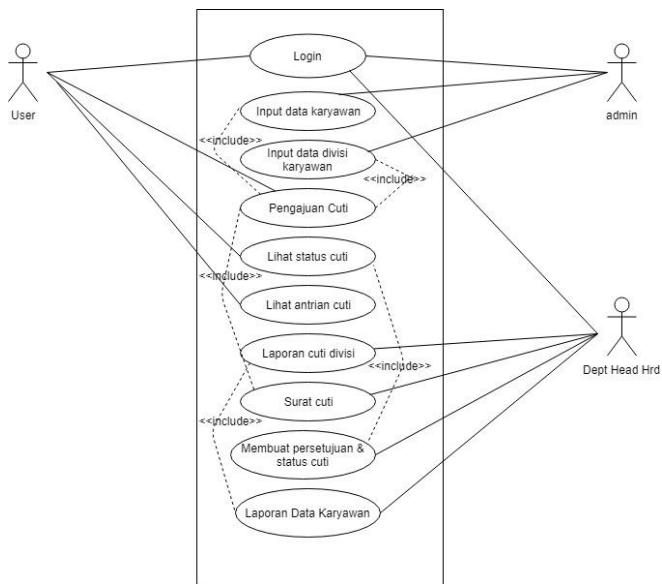
Analisis Pieces

Aspect	Problem	Solution
Performance	HRD admin performance has not been optimal in recap	Created Application to make it easier for admin to recap employee leave
Information	Users find it complicated to know the rest of their leave.	Leave status menu is made, so the user can find out the status of leave.
Economy	Utilization use of paper	Created application for submission of web-based leave
Control	HRD admin has difficulty controlling the remainder of leave and employee data	Created leave status menu and employee data
Efficiency	Less effective in recording leave reports.	Made a leave report menu to make it easier for the admin department of HRD.
Services	The process of submitting leave takes time.	Made an application for submission of web-based leave

4. Discussion

No matter how sophisticated the machines and tools are available, if without reliable human resources, the existence of tools, machines, etc. cannot function effectively and efficiently. The role of employees is very important for a company in a plan, system, process, and goals to be achieved by the company. To improve employee performance better, companies must create a system so that the company's

interests and employee needs are easily realized. For example by giving employee leave rights so that work motivation and loyalty are elevated.



No	Nama Karyawan	NIK	Divisi	Lama Kerja	Nama Perusahaan	Jenis Cuti	Lama Cuti	Tanggal Mulai Cuti	Tanggal Akhir Cuti	Status Cuti
01	Muhammad Yadi	07281286031	CORSEC	3 Tahun	PT NFC Indonesia Tbk	Tahunan	2 Hari	20/10/2018	20/10/2018	Disetujui
02	Muhammad Yadi	07281286031	CORSEC	3 Tahun	PT NFC Indonesia Tbk	Tahunan	2 Hari	20/10/2018	20/10/2018	Disetujui
03	Muhammad Yadi	07281286031	CORSEC	3 Tahun	PT NFC Indonesia Tbk	Tahunan	2 Hari	20/10/2018	20/10/2018	Disetujui
04	Muhammad Yadi	07281286031	CORSEC	3 Tahun	PT NFC Indonesia Tbk	Tahunan	2 Hari	20/10/2018	20/10/2018	Disetujui
05	Muhammad Yadi	07281286031	CORSEC	3 Tahun	PT NFC Indonesia Tbk	Tahunan	2 Hari	20/10/2018	20/10/2018	Disetujui

Form Report Leave

There are several main features or facilities provided to meet user needs in the design, including:

- 1) Request Leave Menu, in this menu there is a form to enter data on employee leave requests that will make leave leave.
- 2) Employee Leave Confirmation Menu, in this menu there is a table of lists of leave requests that enter with "in process" status.
- 3) Lap Menu Leave, this menu displays a collection of leave documents from each employee who has taken leave, where in this menu the admin can print the entire leave document.

5. Conclusion

Based on research that has been done, conclusions can be drawn as follows:

- 1) Simplify the process of employees in knowing the process of filing leave according to standard procedures.
- 2) Knowing the status of leave that has been submitted (approved / rejected)
- 3) Knowing the rest of your agreed leave.
- 4) Improve supervision or effectiveness of employee performance against the company.
- 5) Can cancel the leave that has been submitted

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PERMOHONAN CUTI

Nama Karyawan:

Nik Karyawan:

Divisi:

Lama Kerja:

Nama Perusahaan:

Jenis Permohonan Cuti:

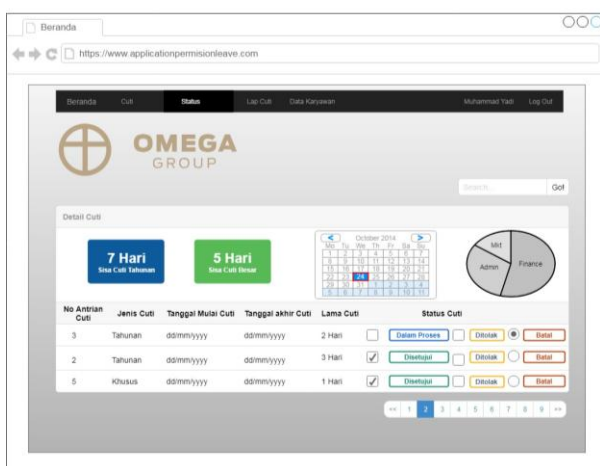
Lama Cuti:

Tanggal Mulai Cuti:

Tanggal Akhir Cuti:

Alasan Cuti:

Form Request Leave



Form Status Leave