



## EMPLOYEE SELF SERVICE (ESS) ONLINE IN PT. DATA UTAMA

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### Abstract:

*PT. Data Utama is a company that organizes professional - international trade shows that have 500 permanent employees, 50 contract employees and 10 daily employees. PT. Data Utama has many divisions / department, one of which is the Human Resources Department (HRD) which has many documents for all employees. One of the duties of HRD is to manage the employee's Application for Permit (SPI). During this time in managing SPI, the HR department still collected SPI forms from employees. In the process of applying for permits and taking leave of leave, the manual process still uses the application letter submitted to the supervisor. Then the SPI that has been approved by the employer, therefore needs to submit an SPI form to the admin section of the HRD for ratification of the employee permit application. This causes the work of employees & HRD to be ineffective and inefficient. For this problem, an online Employee Self Service (ESS) information system was created. The study was conducted using survey techniques, where primary data collection was taken by distributing questionnaires to several parts of PT. Data Utama. The expected results are knowing that this application can facilitate the management of employee permit applications, so that from the input process to the search for data that becomes easier, faster and more efficient.*

**Keywords:** Application; Permission; SPI; ESS Online; PT. Data Utama; Employees.

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### 1. Introduction

Human Resources Management in an organization is one of the most important factors of the sustainability of the organization, since organizational management is basically managing the individuals within it. The process in an organization includes: planning, organizing, directing, and controlling human resources to reach the goal. Human Resources Information System is a Decision Support System that provides a multitude of necessary information. Complexity in managing and expanding human resources will increase significantly when the organization has multiple locations of operations, where time and location functions became decisive factor for human resources service quality.

In the Human Resources Information System at PT. Data Utama. There are a number of problems found are employee service systems such as permit applications and employee leave request.

Application for permission and taking leave taken by employees in the HR division of PT. Data Utama experienced difficulties when the HR division provided services to employees at all times.

In the process of applying for permits and taking leave of leave, the manual process still uses the application letter submitted to the supervisor. To overcome this problem, the implementation of Joget Workflow in the Self Service (ESS) system was developed to help companies in service employees make requests for permits. Employees are less dependent to HR Administrator for administrative purposes so they can concentrate more on their task, enables self approval by the employees superior for higher efficiency in the management, allows HR administrator to do final checking/approval for administrative

## 2. Research Methodology

Analysis of research includes problems, formulation of the problem, approach, processing data and also conclusions and suggestions contained based on the results of the implementation of the study. The implementation of the research, as a whole, consisting of these methods can be summarized and illustrated in the form of a diagram as can be seen in Figure 2.1.

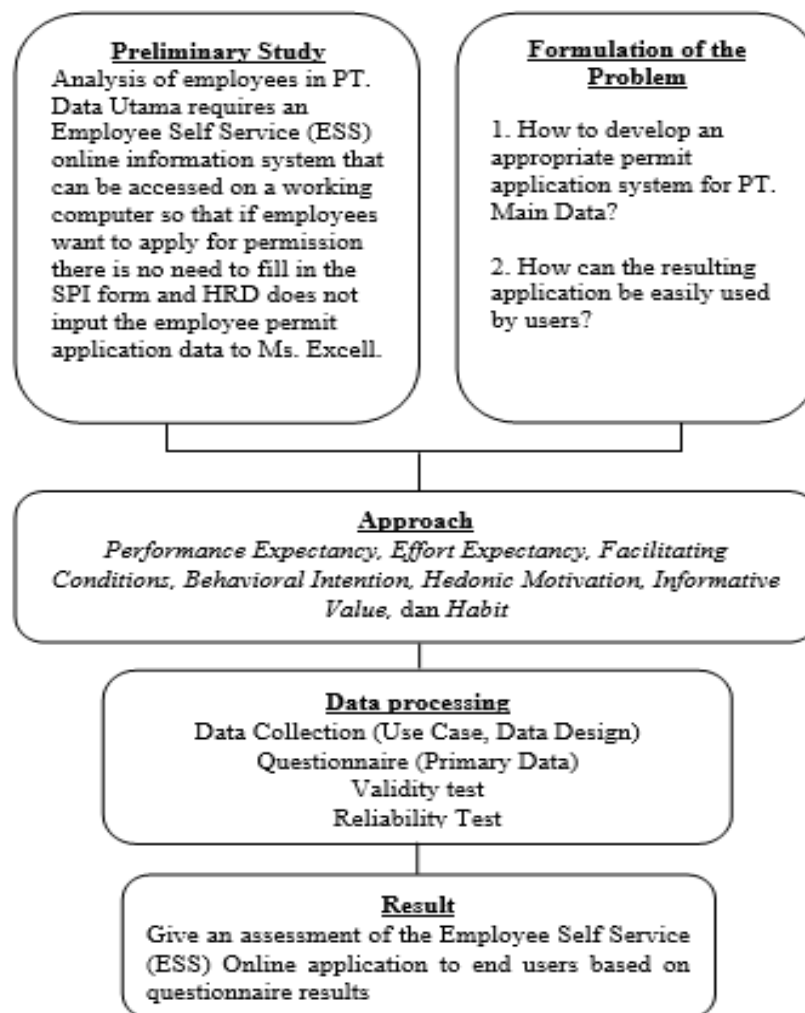


Figure 2.1. Research Framework

1) Preliminary study

Preliminary study is the stage of determining and implementing the problem formulation, along with the research objectives.

2) Formulation of the problem

Short writing in the form of questions used to explain the main problem.

3) Approach

The research approach is a way of thinking adopted by researchers about how research design is made and how research will be conducted

4) Data Processing

Data collection conducted at PT Data Utama. Data retrieval methods carried out were interviews, observation and document analysis. At this stage an analysis of the business processes at PT. Data Utama.

5) Result

Tests are conducted to check the suitability of the system or application that has been applied to the company's business process needs and also the expectations of the user. The test conducted is the User Acceptance Test (UAT) whose purpose is to get the user's consent in accepting the application that is applied

3. Discussion

In implementing the Joget Workflow application it starts with an analysis of the processes that will be proposed. The business process becomes a need for the system to be implemented. Business processes that are automated through the jog Workflow application can be seen in the following workflows as follow:

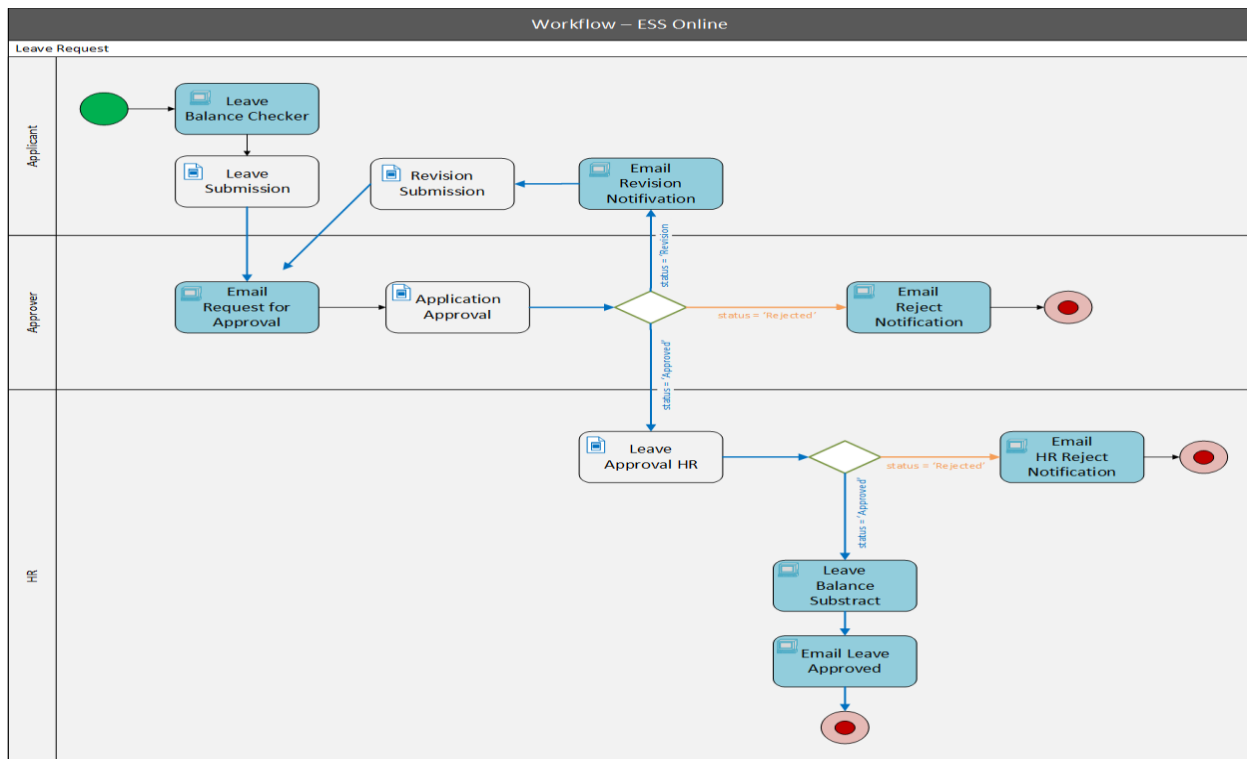


Figure 3.1: Work Flow Diagram - Request Leave

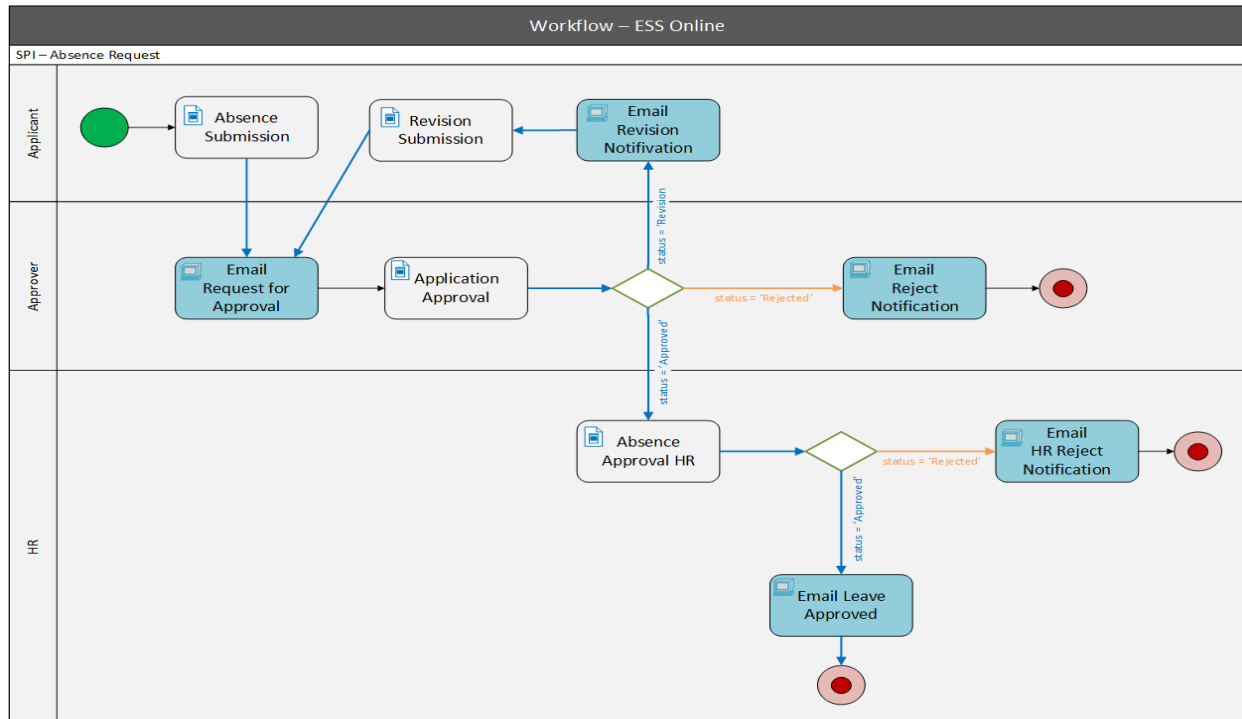


Figure 3.2: Work Flow Diagram - Application for Absence Request

In the implementation and completion of this study, the use of Joget Workflow consists of various procedures which can be summarized later in the discussion of the results of application implementation. These procedures are:

- Install and configure Joget Workflow
- The configuration that is done is the database configuration used by Joget Workflow.
- Formation and configuration on the website page for PT. Main Data.
- After Joget Workflow is configure, then created the application. The application made was named Employee Self Service (ESS) Online. At this stage the application configuration is also done as well as modeling form, list and user view. The form model, list and user view will be used in the design process of business process automation later. While user view is used to build an application view. At this stage, user settings are also performed.
- Application of business process automation
- Includes form settings that are used as well as modeling the process of running the workflow application.
- Testing application implementation
- Appearance of reports on the operation of business processes.

The first time the user opens the website, the first display that will appear is the login page, just like the web in general, only this website is intended for users who do data entry Employee Self Service at PT Data Utama, besides that it serves as security only have access logins to ESS online.

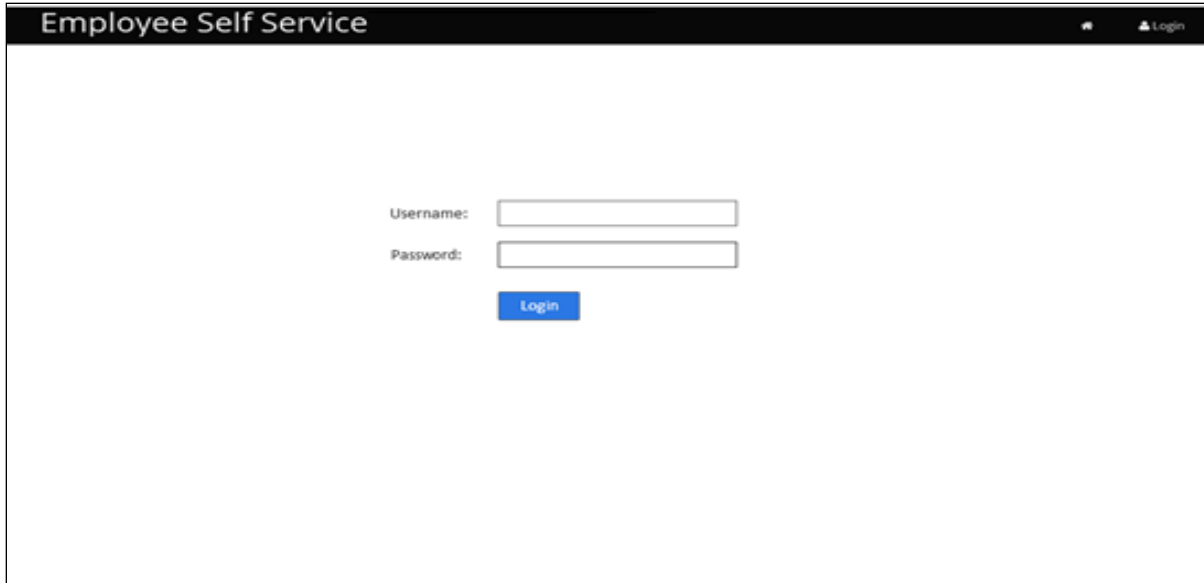


Figure 3.3: Login ESS Online User Interface

On the main page, this page has facilities to access profile data / change passwords, make requests, make agreements, and see the status of the application.

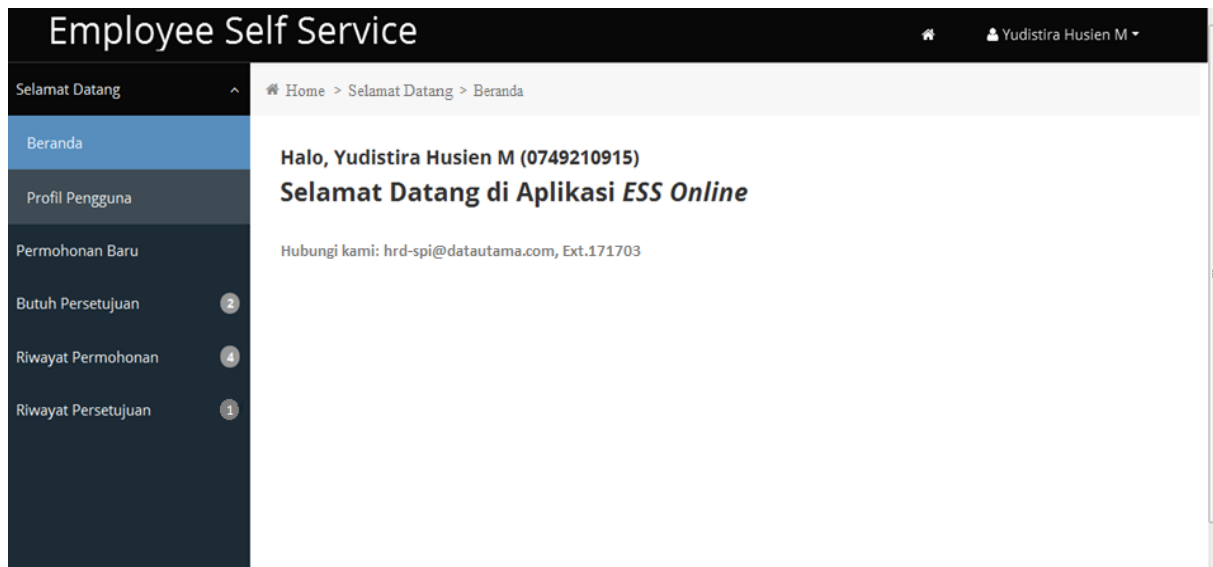


Figure 3.4: Main Page ESS Online User Interface

#### 4. Conclusion

Based on the result of Employee Self Service (ESS) online of human resource information system in PT Data Utama, the conclusion can be drawn as follows:

- 1) This research has succeeded in achieving its objectives, namely with the application of the website and the feature of requesting employee permission online.
- 2) With this application employees who want to apply for leave can do it anywhere with only internet access.

- 3) With this website, it is expected to simplify and speed up the time for requesting permits and approvals approved by superiors.
- 4) With this web permit application all users or employees can find out information regarding the permit application.
- 5) This website can also reduce the costs incurred by the company to print the permit application form.

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