

## Website-Based Employee Administration System at Tebing Tinggi City Regional Personnel Agency


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### ABSTRACT

Employee administration is a system that contains related information consisting of elements that are guided towards the target in order to achieve ideal results. For that, the system gets input containing information about employee needs. Often this staffing administration is done manually as written in a book. The problem makes the author interested in creating an employee administration site that is useful for making it easier to provide information related to employees. This administration system runs on localhost using the PHP programming language and MySQL as a database. With this administration system application, it can facilitate and speed up employees in getting information wherever and whenever just by accessing the employee administration system site.

**Keyword :** Employee administration; Administrative system; Employee letters.

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### 1. INTRODUCTION

The administrative system is important for an organization (Chandra et al., 2020; Cummings, 2020; Wahyuni & Wadly, 2023), (Hendry et al., 2023). Through the administrative system, every part of the organization that is inside or outside can communicate. The input contained in the organization is in the form of incoming mail and outgoing mail activities. Various important information about activities in the organization is conveyed to those who need it through letters. A letter is a written communication tool used by the sender to the recipient to send information. Letters can also be used as evidence to carry out certain activities because they have a strong sign of validity, namely accompanied by the signature of the maker (Hariyanto & Wahyuni, 2020; Syahputra & Fitriani, 2022; Wahyuni et al., 2022). Therefore, handling is required to get high attention, especially in archiving activities to keep letters available at all times (Hariyanto & Wahyuni, 2020; Wadly & Fitriani, 2023; Wahyuni, Suherman, et al., 2018). Information systems are needed to solve and simplify the problems faced (Akbar et al., 2022; Hendry, 2018; Rizal et al., 2022; Sulistianingsih et al., 2019; Supiyandi et al., 2023; Wahyuni & Mesra, 2022)

The Tebing Tinggi City Regional Personnel Agency is a government agency that is developing quite rapidly. This is realized by the existence of good synergy between every part of employees in the Tebing Tinggi City Regional Staffing Agency, namely the head, secretary, subid and all parties involved in the Tebing Tinggi City Regional Staffing Agency. This good synergy is due to good communication, one of which is through letters (Lubis et al., 2022; Wahyuni, Lubis, et al., 2018). However, currently in its implementation, employee administration in letters has many obstacles. As at the time of agendizing the letter to be sent, numbering in the letter section is difficult to do because the letter is recorded in the agenda book (Husain et al., 2018; Wahyuni, 2018; Wahyuni et al., 2021).

Filing letters that have not reached the ideal, especially when looking for letter files, which takes a long time because the storage of letter archives is not structured and there is no special coding. As well as the circulation of outgoing letters within the internal scope of the Tebing Tinggi City Regional Staffing Agency takes a long time and costs more, because it must be duplicated first before being delivered to the recipient of the letter. Some incoming letters also need to be instructed to other sections to be

followed up, but if at the time the letter will be submitted to the authorized official is not in place, then the letter cannot be submitted at that time. This can hamper the coordination of performance at the Tebing Tinggi City Regional Personnel Agency.

The letter files used to communicate between sections by the Tebing Tinggi City Regional Civil Service Agency are in the form of sheets of paper. If it is not appropriate to store the letter file, the file can be lost or mixed with other files so that it cannot be found. Then finally the message contained in the letter is not conveyed, and as a result the instructions or orders contained in the letter are not carried out. These obstacles can have an impact on the performance of the Tebing Tinggi City Regional Staffing Agency in providing services for all parties of the Tebing Tinggi City Regional Staffing Agency. Because the role of letters is so important for the Tebing Tinggi City Regional Staffing Agency, it is necessary to manage a good letter administration system so that these letters can be efficient.

Given the important role of letter management in the employee administration system, the letter should be managed / done properly and structured since the letter was created or sent. Therefore, a system is needed to manage these correspondence activities. This makes the author feel interested in raising the theme to be discussed with the title " Website-Based Employee Administration System at Tebing Tinggi City Regional Personnel Agency ".

## **2. RESEARCH METHOD**

The method used in the Website-Based Employee Administration System at Tebing Tinggi City Regional Personnel Agency is the Waterfall method.

### **2.1 Data collection methods**

Data collection techniques are carried out by means of literature studies, namely collecting data by studying and analyzing several books related to PHP and MySQL.

### **2.2 Software development method**

The software development method used is the Waterfall method. The stages in the method are:

- a. Requirement Definition is to collect complete requirements and then define what needs must be met by the program to be built.
- b. System and Software Design, which is a design that is done when all the needs have been collected completely.
- c. Implementation and Unit Testing, namely the program design that has been made and then translated into a predetermined program language.
- d. Integration and System Testing, which is the unification of program units and then tested as a whole.
- e. Operation and Maintenance, namely operating the program in the actual environment such as adjustments due to adaptation to the actual situation and needs.

## **3. RESULTS AND DISCUSSIONS**

The display results of the application consist of several forms in each section. The form has its own function. Steps or procedures carried out on the display results in completing the approved system design, to test, install and start a new system or an improved system to replace the old system. The discussion is defined as the decomposition of an intact information system into its component parts with the intention of identifying and evaluating problems, opportunities, obstacles that occur and expected needs so that improvements can be proposed.

### **Login Page**

The login page is the initial display when the admin enters the employee administration system application. On the login page there are 2 (two) textboxes, namely username and password. The username textbox is useful for entering the username and password textbox to enter the user's password and the login button to check whether the user has the right to use this application. If the login is successful, the application will display the menu page.

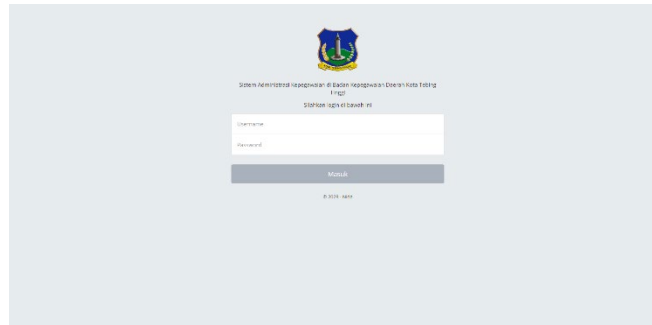


Figure 1. Login Page

### Dashboard

The dashboard form is a control panel center that functions to manage all activities contained on the site of the administration system. Dashboard page can be displayed in the following image:

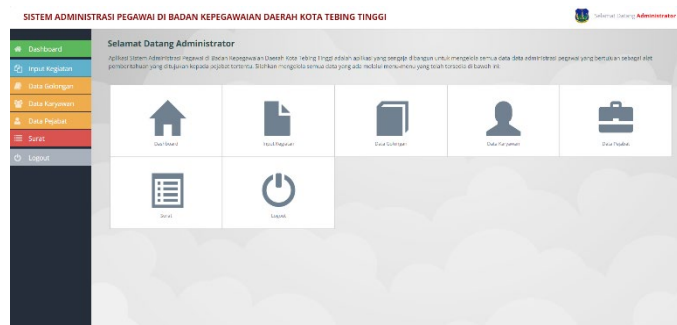


Figure 2. Dashboard Page

### Activity Input

On this page the user can enter activity data at the Tebing Tinggi City Regional Staffing Agency which consists of activity number, budget line, activity name, activity date and cost. Activity input page can be displayed in the following image:

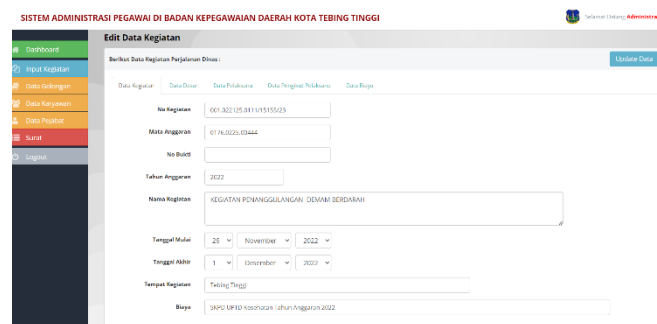


Figure 3. Activity Input Page

### Group Form

The class form is a display of employee class data at the Tebing Tinggi City Regional Staffing Agency which consists of class types and class names. On this page we can edit and delete data. Group form page can be displayed in the following image:



Figure 4. Group Form Page

**Employee Form**

The employee form is a display of employee data at the Tebing Tinggi City Regional Staffing Agency which consists of NIP, employee name, employee position, class and city of residence. Employee form page can be displayed in the following image:



Figure 5. Employee Form Page

**Official Form**

The official form is a display of official data at the Tebing Tinggi City Regional Staffing Agency which consists of NIP, name, position and description. There are actions to edit and delete data. Official form page can be displayed in the following image:

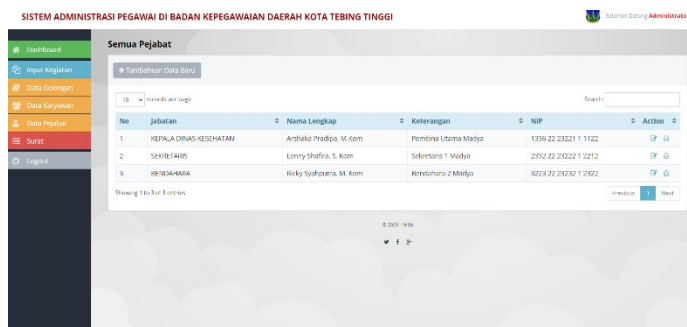


Figure 6. Official Form Page

**Letters Form**

The letter form is a display of notification letters or activity data contained in the Tebing Tinggi City Regional Staffing Agency which consists of activity numbers and activity names. On this page, we can print and download letters in excel format. Letter form page can be displayed in the following image:

No	No Kegiatan	Nama Kegiatan	Action
1	001.002.025.011.015155/23	KEGIATAN PENANGGULANGAN DEMAM BERDARAH	[Edit Surat] [Batal] [Print Surat] [Hapus]
2	002.003.041.01.0225411501	PONCLENGGARAWAN KEDIRINGAN PIRIBIRAN	[Edit Surat] [Batal] [Print Surat] [Hapus]
3	001.002.001.000.0151515001	PENYUSUNAN LAMPIRAN RELANBANG UMPH 6.1 PPT	[Edit Surat] [Batal] [Print Surat] [Hapus]

Figure 7. Letters Form Page

### Account Data

The account data form is a display of user or site admin data. In this form, we can edit username, password, admin name, email address, phone number and admin address. The account data form page can be displayed in the following image:

Figure 8. Account Data Page

## 4. CONCLUSION

The research results of the Website-Based Employee Administration System at Tebing Tinggi City Regional Personnel Agency, it can be concluded as follows:

1. The procedures applied to the management of employee administration systems such as receiving, creating, and storing are all carried out based on general conventions. The employee administration system in the form of writing in the agenda book makes the system management less efficient. With this employee administration system application, letter agendas are more detailed, clear, and neat.
2. This employee administration system facilitates the data search process in a shorter time.

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