OPTIMIZING THE PROMOTION PROPOSAL BY SIKAP AT PUPR OFFICE OF ASAHAN REGENCY

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Abstract: Promotion is an award given for the work performance and service of the Civil Servant concerned to the State and in accordance with their position and class. The process of proposing a promotion at the Public Works and Spatial Planning Office (PUPR) of Asahan Regency is still manual, that is by entering the required documents for promotion. In this case, the proposal for promotion is still manually using physical document certainly complicates the management process and the accumulation of documents. Therefore, the use of MySQL as database management and PHP as programming language will build an information system for proposing a promotion for Civil Servant at the PUPR office of Asahan Regency, based on web and internet that provides a feature for uploading proposed documents in the form of softcopy.

Keywords: Promotion; SIKAP; PHP

Abstrak: Kenaikan pangkat merupakan salah satu bentuk penghargaan yang diberikan kepada Pegawai Negeri Sipil atas prestasi kerja yang bersangkutan terhadap Negara dan sesuai dengan jabatan dan golongannya. Proses pengusulan kenaikan pangkat di Dinas Pekerjaan Umum dan Penataan Ruang (PUPR) Kabupaten Asahan saat ini berjalan secara manual, yaitu dengan memasukkan dokumen fisik sesuai syarat untuk kenaikan pangkat. Dalam hal ini, pengusulan kenaikan pangkat yang masih berjalan secara manual dengan menggunakan dokumen fisik tentunya mempersulit proses pengelolan dan terjadinya penumpukan dokumen. Oleh sebab itu, pemanfaatan *MySQL* sebagai *database management* dan *PHP* sebagai bahasa pemrograman akan menghasilkan sebuah sistem informasi pengusulan kenaikan pangkat Pegawai Negeri Sipil di Dinas PUPR Kabupaten Asahan berbasis *web* dan internet yang memberikan fitur *upload* dokumen usulan berupa *softcopy*.

Kata Kunci: Kenaikan Pangkat; PHP; SIKAP

INTRODUCTION

In the last decade, information technology requires the human mindset to continuously follow its development. One of them, is the widespread use of the system as a media for data management and delivery of communication that is efficient, inexpensive, and effective [1]. Information systems are organizational procedures that are implemented in a computerized and automated form to solve problems [2].

The Public Works and Spatial Planning Office (PUPR) has the task of supporting the Regent's work in carrying out Government affairs which are the authority of the Region and co-administration tasks assigned to the region. Employees of PUPR Office in Asahan regency are seen as having worked as much as possible in building the progress of Asahan Regency which is now enjoyed by many people, such as spatial planning, irrigation, as well as landscaping, and street lighting.

Civil Servants or called PNS are part of the State Civil Apparatus (ASN) who have fulfilled the requirements to be permanently appointed and occupy certain positions in their task force [3]. While promotion is an award given to civil servants for carrying out their duties of serving the State and as an effort to increase achievement [4].

In the 4.0 era, government and private agencies are required to apply a system that can manage data and support administrative activities in staffing.

The reason for this research was that the administration of promotion proposals at the Public Works and Spatial Planning Office of Asahan regency still used the manual method, namely civil servants making proposals in the General/Personnel section by collecting documents required for promotion in hardcopy form which led to a buildup of files. Furthermore, the staff of the general/personnel division will verify the completeness of the document before sending it to the Regional Personnel Agency (BKD) of regency, which of course takes a lot of time to verify the document.

The purpose of this research is to produce a web-based information system that utilizes the internet so that promotion data management will be stored in a database [5] to facilitate the proposal process so that civil servants as users can receive and access information anywhere and anytime.

In previous studies, there were problems when the promotion proposal was made. This research was conducted at the Marine Corps of the Indonesian Navy, with the problem that occurred was that the proposal was running stand alone, and files were still using a manual system, so the data was not neat, resulting in many important files being tucked in and even losing data [6].

In another study conducted at the Transportation Service of Sorong Regency, the problem that arose related to proposing promotions was that employees still used manual systems such as providing information in the form of physical files, searching, managing, and storing employee data which were still stored in archives, resulting in data accumulation. [7].

Subsequent other studies that also discussed proposed promotions were carried out at the Central Lombok Regional Information and Archives Communication Service Promotions were carried out semi-manually so that

several problems occurred, in the form of management taking a long time to study various reports regarding personnel administration data for employee data, especially promotions [8].

Research conducted at the Bukit Intan District Office regarding the design of promotion information systems, provides information that is still in the form of archives. Recording of employee data is carried out on written media such as bookkeeping so that making reports has difficulty presenting structured data because the data is stored in several separate bookkeeping. But after the promotion information system has been built, the employee data processing becomes more coordinated, so that in presenting employee data information, the final promotion decision letter and other reports become faster, precise and accurate [9].

This research, which was conducted at the Public Works and Spatial Planning Office (PUPR) of Asahan regency, will create a web-based promotion information system (SIKAP) to assist civil servants in submitting proposals by uploading documents and facilitating staff in the process of validating the completeness of uploaded documents. The information system produced in this study was created using the PHP programming language and uses the MySQL server database as data storage [10].

METHOD

The research method used is qualitative, because this method uses an in-depth analysis process, examines case by case, and defines the background of the problem which is not

yet known at all by presenting complex details of the problem [11].

The several data collection techniques in this study include:
a. Observation
   Data collection by coming directly to the Public Works and Spatial Planning Office of Asahan Regency on Mahoni street number 29, Mekar Baru, Kisaran, Asahan Regency, North Sumatra.
b. Interview
   Interviews were conducted with the Head of the General/Performance Subdivision, Mrs. Nurwati, S.H., which aims to find out the types of promotions, the conditions for promotions which are important provisions for following up the process of issue new promotion decrees.
c. Documentation
   Collect data related to matters of promotion such as ledger agendas, examples of promotion decrees, and so on.
d. Study of Literature
   Read books or journals from previous research that are still relevant to the research being carried out.

Table 1. Requirements for promotion

No	Keterangan
1	The last rank decree
2	Grade certificate/transcipt
3	Old Position Decree, Statement of Performing Duties, and Statement of Inauguration
4	Position Decree, Statement of Carrying out Duties, and Statement of Inauguration
5	Employee Work Targets for the last 2 years

The development of the waterfall model, also known as the waterfall model, is because the processes that have been designed are more organized regularly so that the risk of repeating the process will be avoided because each process is carried out systematically [12] starting from analysis, design, coding, and evaluation [13].
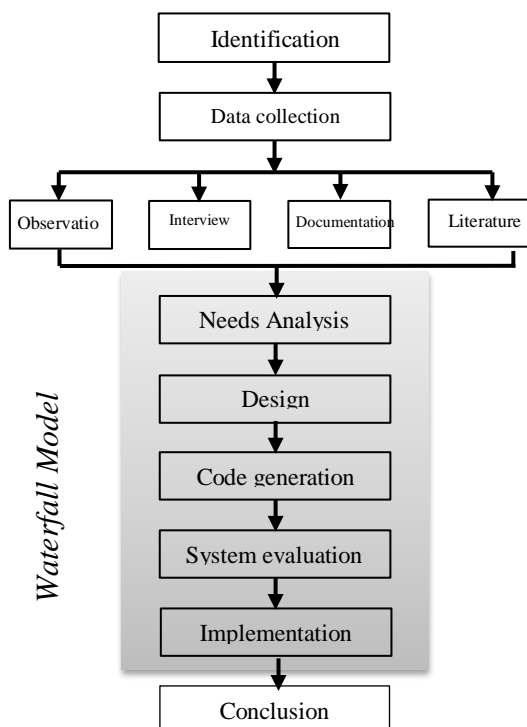

Image 1. Research Method

The explanation of each stage of the waterfall model includes:
a. Needs Analysis
   Is the initial stage to identify the requirements needed when designing and building the system, so that the constraints in making the system and weaknesses will be known.
b. System Design
   Includes data structures, software architecture, interface representation, and coding procedures.

c. Code Generation
   At this stage, a promotion information system is created by PHP programming language into a text editor such as Dreamweaver.
d. System Evaluation
   Evaluation of the system is carried out to assess the quality of the promotion information system features that have been built. Suggestions from stakeholders are needed at this stage for the system development process in the future. The output result is hardcopy documentation that can be used as evidence that the system is by stakeholder needs.
e. Implementation
   This implementation phase is carried out to ensure that users can run and test the system whether it meets the requirements and is by the wishes of its users.

RESULT AND DISCUSSION

The discussion of the results includes user needs analysis sub-chapters, current and proposed information system flows, Entity Relationship Diagram (ERD), and display design.

User Needs Analysis

From the results of the analysis that has been carried out at the Public Works and Spatial Planning Office (PUPR) of Asahan regency, the researchers have analyzed and designed a promotion information system that can solve problems in proposing the promotion. Requirements specifications (System Requirements) include:
1. Admin Page:
   a. *Login*

b. Manage civil servant data
c. Manage terms
d. Manage announcements
e. Print reports of civil servants who have proposed promotions

2. Civil Servant Page:
   a. Login
   b. Change profile
   c. See terms
   d. View announcements
   e. Proposing a promotion
   f. View the status of the proposal
3. Admin From Regional Personnel Agency (BKD) Asahan regency page:
   a. Login
   b. Manage terms
   c. Manage announcements
   d. Check proposals
   e. View the status of the proposal

Implementation

Implementing a promotion information system (SIKAP) requires several components, namely the PHP programming language, XAMPP including Apache as a web server, MySQL as database management, and Google Chrome. Implementation of the SIKAP interface with user levels including PNS, Admin of Public Works and Spatial Planning Office (PUPR) of Asahan regency, and Admin of Regional Personnel Agency (BKD) Asahan regency.

1. Login Page

Validation page for user access, including input username and password, the user will enter into system processing. Admin, Civil Servant, and the admin from Regional Personnel Agency (BKD) Asahan regency, following is the login page view.

Image 6. Login Page

2. Home Page

The main page that the user gets after going through the process of verifying access rights on the login page.

Image 7. Home Page

3. Page for Proposing Promotions by Civil Servants

The proposed promotion page is a form for filling in the proposed promotion data accompanied by uploading the requirements. The following shows the proposed promotion page.
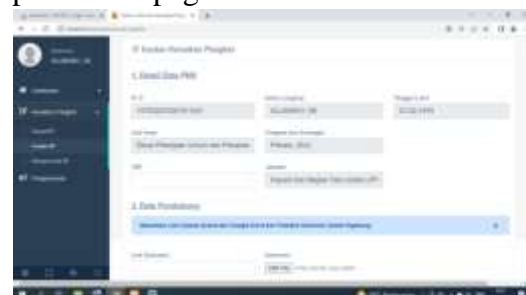

Image 8. Page for Proposing Promotions

4.   Proposal History Page

The history page for promotion proposals is the page that appears after the civil servant has finished input the proposal form. This page is used by civil servants to see the status of their proposal is approved or rejected.
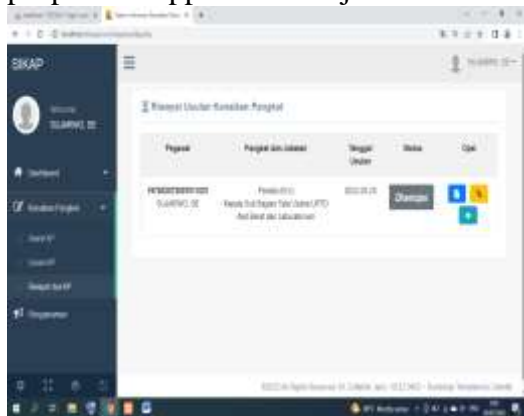

Image 9. Proposal History Page

5.   Check The Proposals page

This page displays the data of civil servants who have proposed to be examined about the personal data of civil servants, uploaded required documents, and external links to required documents. This page is accessed by the admin from Regional Personnel Agency (BKD) Asahan regency.
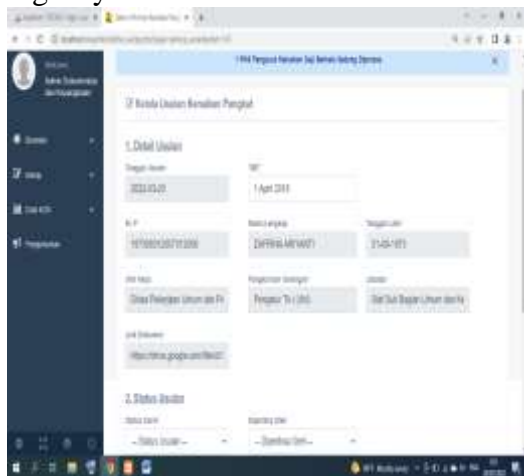

Image 10. Check Page for Proposed Promotions

6.   Approved Propose Promotion Page

Displays a list of civil servants whose promotion proposals have been approved by admin from Regional Personnel Agency (BKD) Asahan regency.
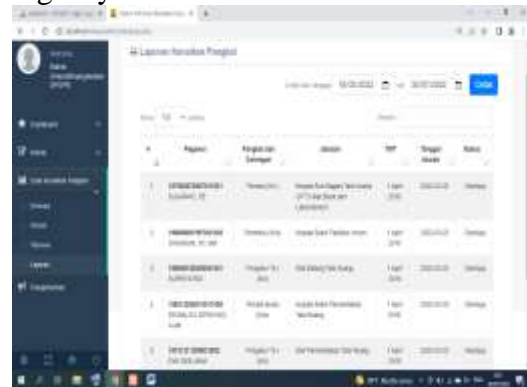

Image 11. Approved Promotional Promotion Page

7.   Promotion Report page

This page aims to display civil servant promotion data. The following shows the output page for the Civil Service report.

Image 12. Promotion Report page

CONCLUSION

After analyzing and implementing the application that the system can be time efficiency of staff the Public Works and Spatial Planning Office (PUPR) of Asahan regency, and the

Regional Personnel Agency (BKD) Asahan regency part of documentation and promotion, in managing data and verifying documents for promotion requirements. By using SIKAP, civil servants at the the Public Works and Spatial Planning Office (PUPR) of Asahan regency can more easily propose promotions without the need to collect hardcopy documents, civil servants can input and upload documents required for promotion.

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