

HRIS MODEL DESIGN (*HUMAN RESOURCES INFORMATION SYSTEM*) AT PT. POULTRY DIAMOND PARTNERS

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ABSTRACT

The livestock business is one of the businesses that contribute quite significantly in developing quality human resources for a country. The development of quality human resources must certainly be supported by the adequacy of quality animal food so over the past few years the government has focused on encouraging the growth and development of livestock businesses to strengthen the country's food security. The method used in this research is *action research*. Methods in action research are based on the assumption that theory and practice can be integrated with learning from the results of planned interventions after carrying out a diagnosis process against the context of the existing problem. Based on the results obtained from the diagnostic stage, PT. Mitra Berlian Unggas currently does not have a standard and effective MSDM management system. With the limited number of members of the HR Division and the existence of a plan to develop and grow the livestock network, the company realized the need for a system that could accommodate "improvement" efforts and facilitate the work of the HR Division in managing employees. HRIS design at PT. Mitra Berlian Unggas is carried out by considering the company's need for the ability of the system to facilitate the management of human resources in the company today, without excluding the characteristics of the company that has a distribution of livestock networks in several regions, so that employees need to work *remotely*.

Keywords: *livestock business, HR development, poultry diamond partners*

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INTRODUCTION

The livestock business is one of the businesses that contribute quite significantly to developing quality human resources for a country (Austin, 2002; Traffic et al., n.d.). The development of quality human resources must certainly be supported by the adequacy of quality animal food (Daryanto, 2018) so over the past few years the government has focused on encouraging the growth and development of livestock businesses in order to strengthen the country's food security. Based on projections from the Central Statistics Agency, it is estimated that Indonesia has a population of 270 million people (Mairizal et al., 2021). Therefore, the livestock business is seen as one of the most profitable businesses considering a large number of market shares for livestock products such as meat, eggs, and milk (Gerhardt et al., 2020).

The chicken farming business that is currently considered the most promising is purebred chicken livestock or what is commonly called broiler chickens because the broiler chicken farming business is able to provide considerable profits and relatively short production time (Simanjuntak, 2018). PT. Mitra Berlian Unggas, as one of the companies involved in competition in the chicken farming business, views that the current potential can be a good opportunity to develop its company by expanding its livestock network and building partnership relationships with chicken farmers so that it can reach a wider market. However, in order for this goal to be achieved, the company needs to prepare its organization well (Markus, 2004), because the development will certainly have an impact on the number of human resources owned by the company, so it is necessary to implement a good MSDM in

order to win the existing competition, because currently MSDM has slowly switched functions from specialization to being integrated with all other functions in the organization and encouraging the company to achieve predetermined goals (Ashary, 2016). This study aims to find out how the HRIS model design is in accordance with the needs of the HR Division at PT. Poultry Diamond Partners, which will then be applied within the company (West, 2019). Thus, it can be known the impact of implementation and the level of satisfaction of the HR Division on HRIS at PT. Poultry Diamond Partners

Human resources play an important role in the success of an organization so that the success of each organization cannot be separated from the involvement of HR in every existing process, HR plays the role of actors, managers, and implementers of all existing processes in business (Bukit et al., 2017). In supporting the implementation of good MSDM, the HR Division at PT. Mitra Berlian Unggas plays an important role as a supervisor and mediator between the company and the workers.

The company needs a system that can help the process of managing and organizing employees effectively through a human resources information system or commonly known as HRIS (*Human Resources Information System*) (Gupta, 2013). The human resources information system is one of the management tools for collecting, maintaining, analyzing, and reporting information related to individuals (employees) and work (Shaikh, 2012). The development of HRIS from year to year has increased significantly, currently, HRIS can be integrated with the *Global Positioning System* (GPS) which is a navigation system based on satellite technology that can provide information about position and time continuously (CAD, 1996), so that the employee attendance process with the help of GPS features can be monitored easily. In its application, the integration of GPS-based attendance can provide several advantages for the company such as providing convenience in carrying out attendance activities according to a predetermined schedule, making it easier to make attendance reports, and reducing fraud when conducting the attendance process (Setiawan, 2020). On the other hand, this application makes it easier for companies to supervise or monitor employees (Khoir et al., 2020).

Based on the above thoughts, the application of HRIS in PT. Mitra Berlian Unggas can help the employee management process so that all processes related to the MSDM function can be carried out easily and effectively even with a limited number of HR Division members.

METHOD

The method used in this research is *action research*. Methods in action research are based on the assumption that theory and practice can be integrated with learning from the results of planned interventions after carrying out a diagnosis process against the context of the existing problem (Cohen et al., 2006).

The types of data used in this study are primary and secondary data (Rabianski, 2003). Where secondary data researchers get from documents belonging to the company consisting of records of employee data storage and employee attendance data, as well as literature related to this study (Linnenluecke, 2017). Data analysis is the process of systematically finding and compiling data obtained from the results of interviews, field notes, and documentation, by organizing data into categories, describing into units, performing synthesis, arranging in

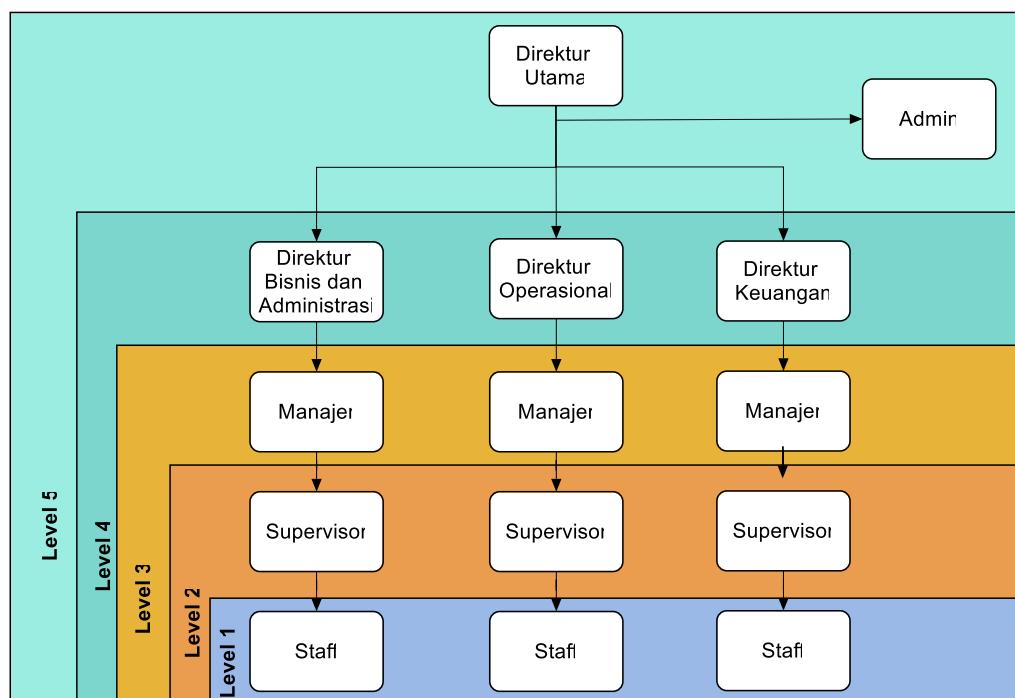
patterns, choosing which ones are important and to be studied, and making conclusions so that they are easily understood by oneself and others (Sugiyono, 2016).

RESULTS AND DISCUSSION

Based on the results obtained from the *diagnostic stage*, PT. Mitra Berlian Unggas currently does not have a standard and effective MSDM management system. With the limited number of members of the HR Division and the existence of a plan to develop and grow the livestock network, the company realized the need for a system that could accommodate "improvement" efforts and facilitate the work of the HR Division in managing employees.

Model Design for *Human Resources Information System* (HRIS) at PT. Mitra Berlian Unggas is a form of action plan in this study, which begins by determining the problems faced by the company, namely the weaknesses that exist from the current system. In order to be able to design a system model that can answer the needs of the company, the author determines the sources of information needed to be able to bridge between the weaknesses that exist in the current system and the needs of the company with the HRIS model that can answer these problems.

The first step that the author takes is to determine the level of authority of each *user* to later provide *approval* or supervision which refers to the position or position he has in the organizational structure. So that the determination of the authority layer of each *user* is as follows:

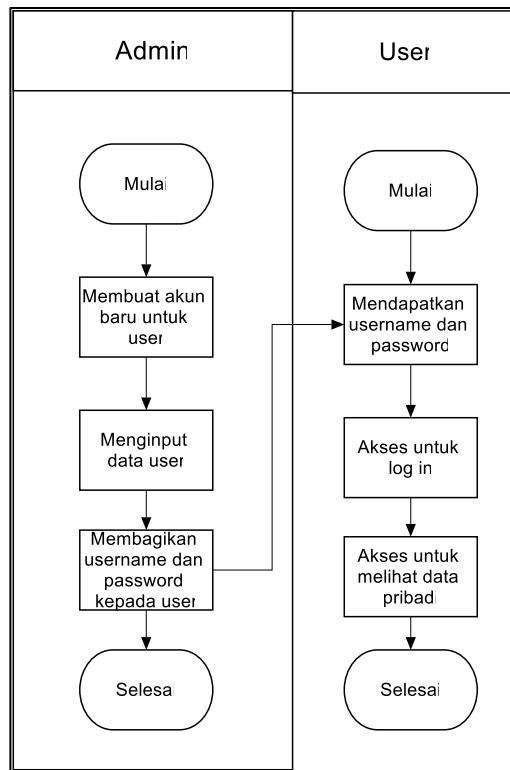


Source: (Author's Processing Results)

Figure 4. 4 Layer User HRIS1

After the division of authority of each *user* is carried out, it is continued with the initial *setting up* process, where the admin will prepare a personal account that will be used by all members of the company. The determination of authority of each level is determined during

the data *input* process, where the admin adjusts the position and position of each member of the company and the system will automatically adjust the access restrictions of each *user*.



Source: (Author's Processing Results)

Figure 4. 5 2Username and Password Creation Process

New employee logging and retention flow:

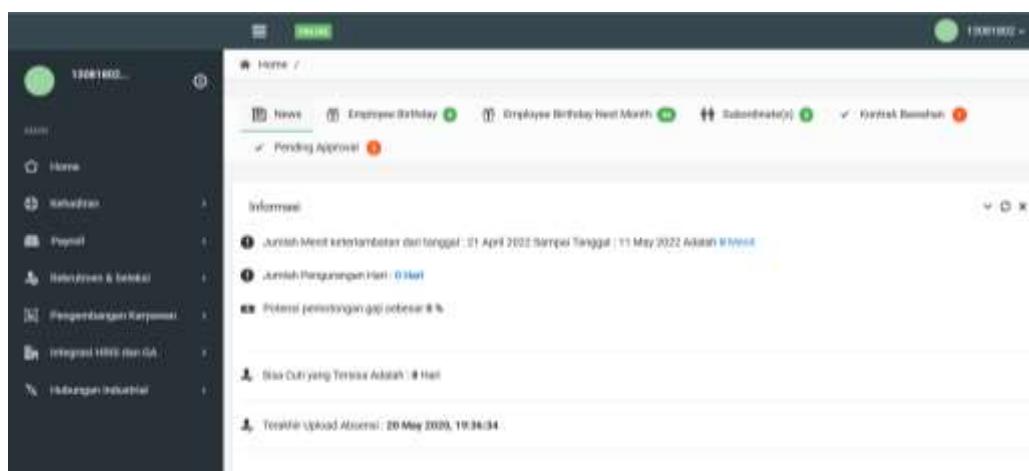
- The admin (HR Division) inputs the data of employees who have signed an employment agreement by accessing the "add employees" menu, then continued by filling in the data from the employee concerned.

The screenshot shows the 'Add Employee' form in a web-based HRIS application. The form includes fields for: ID Employee, Birth date, Birth location, First name, Last name, Gender (Male or Female), Citizen (WNI or WNA), Religion, Email #1, Email #2, and Alamat Domisili. The 'Add Employee' button is visible at the top right of the form.

Source: (Author's Processing Results)

Figure 4. 7 "3Add Employees" Menu Display

- b. For permanent employees (PKWTT) 30 days before entering retirement age (55 years) the system will send a retirement notification to the HR Division and work unit leaders.
- c. After entering retirement time, the status of the employee concerned will automatically change to "retired".
- d. For PKWT employees 30 days before the end of the work period, the system will send a notification to the HR Division and the employee concerned regarding the remaining time of the agreement.



Source: (Author's Processing Results)

Figure 4. 8 Notification Display4

- e. After entering the expiration period of the employment contract, the system will automatically change the status of the employee who is aligned to "*inactive*", if the work contract is not renewed after the end of the cooperation period, then the employee's status will remain "*Inactive*", but if the employment contract is renewed or the employee is appointed as a permanent employee, the HR Division will set the employee's status to "contract" or "permanent".

The screenshot shows a web-based HRIS application. The main title is 'Edit Employee'. The form contains the following fields:

- NIK:** 01190409198001000000
- Name:** NPMR
- Address:** Kepastian BRS. TK
- Birthplace:** Handphone
- Birthdate:** 0622-1094-4796
- Gender:** Pria
- Blood Type:** Pria
- Religion:** Islam
- Marital Status:** Status Pernikahan
- Employment Status:** Status Pernikahan
- Contract Type:** Kontrak
- Contract Number:** TNI
- Contract Start Date:** 01-01-2021
- Contract End Date:** 01-01-2022
- Upload profile image:** (Accepted formats: gif, jpeg, jpg. Max file size 2MB)
- Save** button

Source: (Author's Processing Results)
Figure 4. 9 Employee Edit Menu Display5

How the system works:

- The employee data field* in the system includes complete information such as company area, division, level, position, NIK, employee status, work schedule, and personal data of each employee including date of birth and date of joining the company which will later be used as the basis for calculating employee status.

The screenshot shows a web-based HRIS application. The main title is 'Employee Field Data View'. The form contains the following fields:

- Employee ID:** 01190409198001000000
- Birthplace:** NPMR
- Birthdate:** 0622-1094-4796
- First Name:** NPMR
- Last Name:** NPMR
- Gender:** Male
- Blood Type:** O+
- Religion:** Islam
- Email:** NPMR@pdp.id
- Address:** Kepastian BRS. TK

The sidebar on the left includes links for Home, Admin, and Employees, as well as sub-links for Data Employees, Import Employees, Export PDF, Export Excel, Export Grade, Export Grade Salary, Import Basic Salary, Update Record, Update Cuti Sementara, and Update Grade.

Source: (Author's Processing Results)
Figure 4. 10 6 Employee Field Data View

- The system will adjust and calculate the time of entry into force of the employment agreement based on the following conditions:
 - For permanent employees, the end of employment period will be calculated when the employee is 55 years old, the age calculation will be carried out by the system automatically based on the data on the date of birth of the employee concerned.

The screenshot shows a user interface for managing employee work status. The form includes the following fields:

- NIK: 47.499.200.2-043.000
- NPWP: 47.499.200.2-043.000
- MO KTP: 001310779138
- NO KTP: 0
- Kepemilikan BRUT: 10
- Status Karyawannya: PEGAWAIA
- PTKP Status: HJ
- Status Perkawinan: Status Perkawinan
- ID Wajah: 38
- Upload profile image: No file selected
- Accepted formats: gif, jpg, jpeg, Max file size: 2MB
- Save button

Source: (Author's Processing Results)

Figure 4. 11 Employee Work Status Display7

- ii. For non-permanent employees (contracts), the end of employment period will be calculated on the date the employment agreement ends, the calculation of working time will be carried out by the system referring to the length of the employment agreement and the date of joining the employee concerned.
- c. If there is a permanent employee who is about to enter the age of 55 years, then 30 days before the birthday of the employee concerned, the system will automatically provide a retirement notification to the head of the work unit and the HR Division. As for contract employees whose employment period will expire, then 30 days before the end of the employment contract date, the system will send a notification of the expiration of work to the leaders of the work unit and the HR Division.
- d. All employee data that has been inputted is possible to *edit* or change to adjust to the latest actual conditions, for example, such as work status, address, PTKP status, etc.

The advantages of the employee recording and storage system in HRIS:

The process of inputting employee data is easy, filling in employee data can be done directly in the system by filling out the form provided or by uploading a file in excel format (if the amount of employee data that needs to be input is quite large).



Source: (Author's Processing Results)

Figure 4. 12 Employee Data Upload Menu Display

After the HRIS model is completed, this research enters the next stage, namely the HRIS development process and implementation. Due to the author's limitations, the development of HRIS is carried out by third parties while still referring to the model design that has been made by the researcher. After the HRIS is completed, it continued with the implementation process in the company.

The author's involvement in the HRIS implementation process is in socializing the use of HRIS in the company, providing education on the use of HRIS to company members, compiling HRIS manuals, and providing assistance to the HR Division regarding technical obstacles encountered when operating HRIS.

The System Use dimension is represented by three indicators, namely frequent use in everyday life, ease of use, and feel comfortable in using (Assefa & Frostell, 2007). As a result of this study, the resource person assessed the level of HRIS use in daily life by the HR Division as high, the resource person stated that the completion of daily tasks mostly depends on the use of HRIS so HRIS is considered as the main means of completing daily work, especially those related to recording employee attendance. HRIS is considered very easy to use, from the aspect of ease of accessing employee record data to employee attendance data can be done easily in one system, on the other hand, HRIS helps save time for the HR Division in terms of processing data into reports because it has been automated. The context of the assessment of comfort in using HRIS in this study was measured based on the convenience of the HR Division in using HRIS for work completion compared to the system that has been running, the resource person agreed to state that it is more convenient to use HRIS than the system that has been running, because HRIS is able to offer convenience in carrying out the controlling process for employees both at the head office and those in branch offices (field / operational employees), on the other hand, HRIS allows superiors to be able to monitor every employee under their authority. So HRIS is considered capable of increasing the involvement of superiors in supervising their subordinates. Another aspect that is considered to increase comfort in using HRIS is the ability of HRIS in helping the HR Division to encourage every company employee to comply with applicable regulations in the company because the system diffuses in accordance with the

settings that have been adjusted to the provisions of the company, especially in terms of employee attendance and leave permits, so as to minimize the occurrence of personal conflicts that arise between members of the HR Division and employees who have committed violations of regulations.

CONCLUSION

HRIS design at PT. Mitra Berlian Unggas is carried out by considering the company's need for the ability of the system to facilitate the management of human resources in the company today, without excluding the characteristics of the company that has a distribution of livestock networks in several regions, so that employees need to work remotely. In the long run, HRIS can still be used by companies with the increasing number of cages and the wider distribution of the territory, so that companies do not need to buy new systems. HRIS is prepared by considering the usefulness of the system in helping the HR Division consisting of two personnel to be able to work on the entire process effectively and efficiently, so that the employee management process does not depend on the number of personnel owned by the HR Division. The main focus of the MSDM function in HRIS is on the function of recording employee data, employee attendance, applying for employee permits, and applying for employee leave. On the other hand, the system is intended to help facilitate the duties of the HR Division in sanctioning or reprimanding employees who commit violations so that it no longer affects the personal relationship between the employee concerned and HR personnel. Another consideration in system design is the ability of the system to overcome the limitations of the Heads of Work Units and HR Divisions in carrying out the monitoring process of each employee so that regional distribution does not become a barrier in the work supervision process of each employee.

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