

Development of Employee Letter Administration System at PT. Anugrah Laut Indonesia (ALI Seafood)

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Abstract

PT. Ali Seafood Indonesia is a company engaged in the production and trade of marine products. In this company, Personnel Letter Administration is one of the activities that has an important role in an organization. The process of submitting, creating, disseminating and filing letter artifacts can be done as much as possible to simplify the work of the Human Resources unit. PT. Anugrah Laut Indonesia (ALI Seafood) which is engaged in the production and trade of marine products also has the same needs in handling these needs. With the number of employees that has reached approximately 200 workers, of course a model for managing personnel letter administration is needed that can help the Human Resources Unit in its operations. The problem that occurs at ALI Seafood is the need for a computerized application that can be used to manage personnel letter administration that is integrated with the existing human resources system. The current condition has been implemented for several types of letters, but development is still needed for several other types of letters. The SI Software Engineering study program collaborates with ALI Seafood in developing the application in an activity summarized in the community service activity "Implementation of the application for administering employee letters at PT. Anugrah Laut Indonesia". The target output of this activity is the existence of an application for managing employee letters and journals published by national proceedings or national journals.

Keywords: Information Systems, SMEs, Administration, Personnel, Applications.

INTRODUCTION

An Employee Letter Administration System (ELAS) is a specialized software or system designed to automate, manage, and streamline the creation, storage, and distribution of various letters related to employee management (Dewi Susanti & Murjani, 2023) (Winanti & Nugraha, 2017) (Yesa et al., 2023) (Hanafiah et al., 2019) (Fajr Dinhar Saputri et al., 2015) (Septima et al., 2024) (Fachlevi & Syafariani, 2017) (Valmai et al., n.d.) (Maknunah, 2023) (Nur et al., 2024; Rizkadiyanti & Kesuma, 2023) (Shadiq et al., 2020). This system helps human resources (HR) departments handle all employee communication efficiently and ensure compliance with legal requirements. These letters could include employment confirmation letters, offer letters, promotion letters, warning letters, resignation acceptance letters, and other HR-related documents. An Employee Letter Administration System (ELAS) helps HR departments automate the generation and management of employee-related letters, ensuring consistency, compliance, and efficiency in communication. By integrating with other HR systems and providing automation tools, ELAS improves HR operations and

reduces manual workload while maintaining a high standard of professionalism and legal adherence. While an Employee Letter Administration System (ELAS) can significantly improve efficiency and accuracy in HR operations, it is not without its challenges. Addressing these issues requires a combination of system improvements, user training, and robust support from IT and HR departments. By identifying and resolving the common problems



Figure 1. Seafood production activities at ALI Seafood

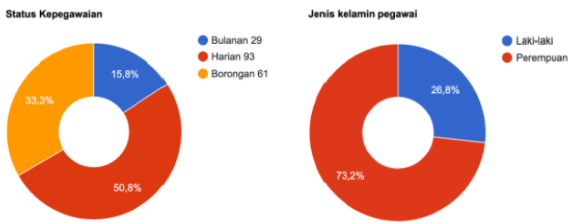


Figure 2. Employee data based on employment status and gender

associated with an ELAS, organizations can better streamline their HR communication processes and reduce the risk of errors or delays in critical employee documentation.

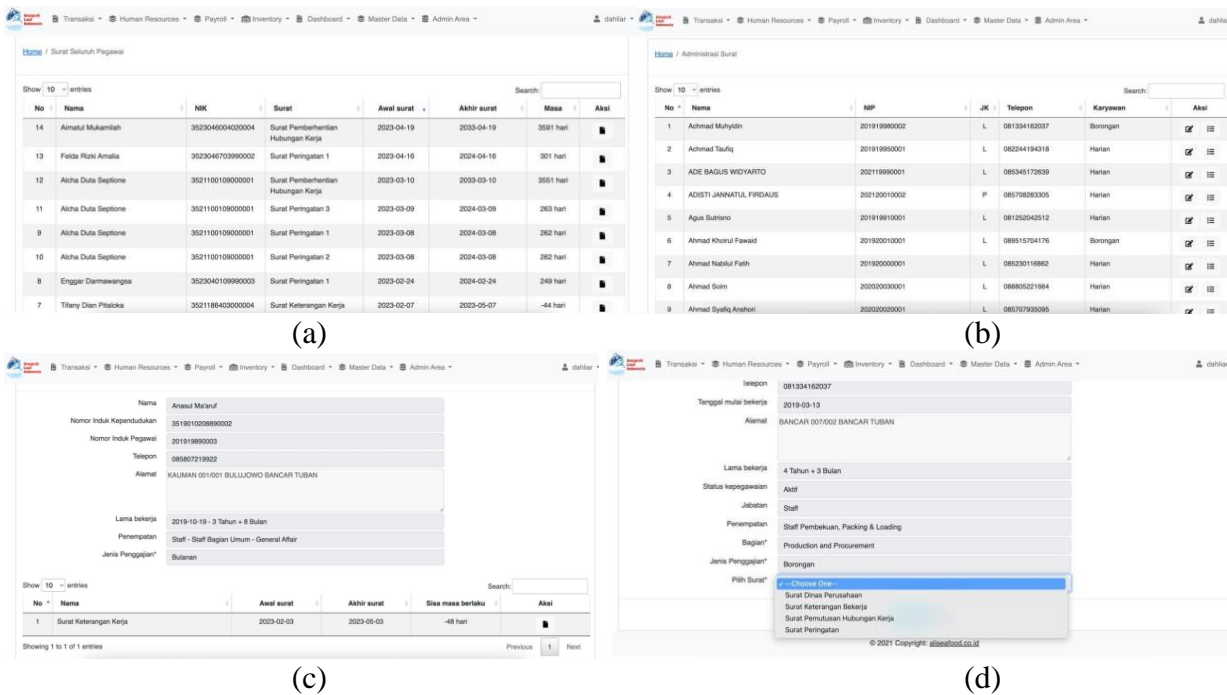
PT. Anugrah Laut Indonesia (ALI Seafood) is a company engaged in the production and trading of seafood products. Established in 2015 in Sidoarjo, East Java, Indonesia that needs an Employee Letter Administration System (ELAS) for HR operations. PT. Anugrah Laut Indonesia (ALI Seafood) starting as a supplier for local packaging and traditional seafood markets, ALI Seafood has expanded its business as a processor and exporter of seafood products targeting seafood markets worldwide. ALI Seafood is officially registered as an Indonesian company using AHU-0026431.AH.01.01 [1].

With a total of 183 employees, human resource management requires a good personnel archive recording system. One of the things that must be prepared is the recording of personnel administration documents. In reality, the process of creating and recording the administration of correspondence is carried out using office applications. There are several difficulties in this mechanism, including:

- 1) Recording the history of employee letter archives,
- 2) The cross-checking process carried out by external parties regarding the validity of the letters issued,
- 3) Continuity of letter numbering,
- 4) Duplication of letters with the same content,
- 5) Synchronization of letter data with the human resources system.

Some types of letters needed by ALI Seafood include:

- 1) New employee decree,
- 2) Employee mutation or rotation decree,
- 3) Work certificate,
- 4) Warning letter,
- 5) Termination of employment letter,
- 6) Company official letter



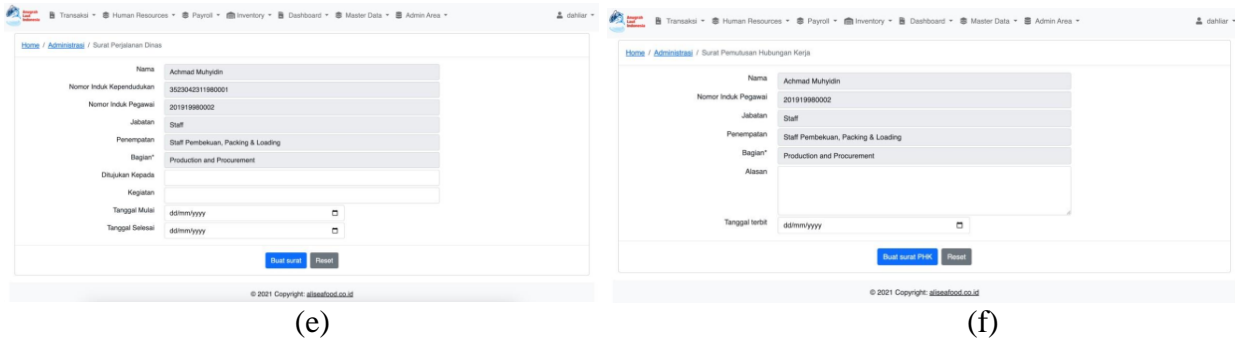


Figure 3. (a) History of writing letters for all employees, (b) List of employee pages for writing letters, (c) Archive page of letters ever created for employees, (d) Letter creation page, (e) Travel cover letter creation page, (f) Termination of employment letter creation page.

The purpose of the community service activity is to create an application related to employee administration documents intended for PT. Anugrah Laut Indonesia, in order to facilitate the processing of employee correspondence. The target of the community service is HR employees and leaders of PT, Anugrah Laut Indonesia.

RESEARCH METHOD

To handle ALI Seafood's needs in completing the needs of personnel document management, the following activities will be carried out:

- 1) Excavation of information on application development needs. A survey process was carried out to the location and FGD was conducted between the community service team and the partner team.
- 2) Analysis and design of personnel document application development. The process of

- process analysis, database design, use cases and user interfaces were carried out to then be agreed upon together regarding the features of the application.
- 3) Implementation of application development. The method that will be used is agile extreme programming, where based on existing needs, an application will be developed which will then become an application implemented at ALI Seafood.
- 4) Testing and handover of the personnel document application. User acceptance testing will be carried out between the developer and the partner, and then the application will be implemented directly, with additional time given to support improvements and changes to minor application features.



(a)



(b)

Figure 4. (a) Community service activities develop personnel applications at PT Ali Seafood, (b) Implementation of application implementation and handover activities at PT Ali Seafood.

RESULTS AND DISCUSSION

The community service activity was attended by the community service team,

employee representatives and leaders of PT. Anugrah Laut Indonesia. The benefits obtained from this community service activity are to assist

partners in carrying out the process of managing employee administration document data.

1. Employee appointment letter: in the previous business process, the Employee Appointment Decree had not been issued. In the current process, when employee data is entered into the ALI Seafood Human Resources Information System, an Employee Appointment Decree document will be created immediately.
2. Employee Transfer Letter: used when employees are transferred from one section to another.
3. Travel Letter: used to make a cover letter that the employee is an official representative of ALI Seafood.
4. Employee Certificate: provides information that the employee is an employee who is properly registered with ALI Seafood.
5. Warning Letter: Provides an official warning letter from ALI Seafood if the employee takes actions that are considered detrimental to the company. There are 3 (three) levels, namely SP 1, SP2 and SP3, where in SP3 the employee is subject to a termination of employment process.
6. Termination of Employment Letter (PHK): Providing a termination letter directly without following the Warning Letter flow.

Obstacles faced during community service activities are:

1. Implementation of the developed module is constrained by time issues and team members' busy schedules.
2. There is still no standard letter format provided by the company, so the team members must carry out a draft/letter template creation process and consult with the company.

CONCLUSION

A total of 10 employees who conducted the personnel information system test, both administrative and regular employees who saw the results of the personnel information system report, said that 75% of the personnel information system was better in user interface design for displaying and navigating data input, viewing data or editing data, the reason being that

the information system features provide many varied button functions. Employees feel that the personnel information system has adopted the personnel information system needed by PT Ali Seafood. Ways to improve the features of the personnel information system application include: 1. Adding a new employee decision letter function 2. Adding a mutation or rotation employee decision letter function 3. Adding a work certificate function 4. Adding a warning letter function 5. Adding a termination of employment letter function 6. Adding a company official letter function

The addition of the suggested features will enrich the functionality of the personnel information system, make it easier for the administration to manage various important documents, and increase the company's operational efficiency. In addition, the development and improvement of this feature must pay attention to user security and comfort so that the system remains efficient and safe to use.

SUGGESTIONS

Community service activities with the title "Development of Employee Letter Administration System at PT. Anugrah Laut Indonesia (ALI Seafood)" should be carried out routinely and periodically, so that developments in each period can be well controlled, but due to time, distance, and cost constraints, this community service can only be carried out for one semester. It would be good if this community service activity could be continued by the local government and lecturers from other study programs so that it can be sustainable.

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