

Implementation of the Personnel Management Information System for the Tangerang Regency Regional Civil Service Agency

Bambang Libriantono

Tangerang Raya University, Tangerang Indonesia

Email: banklibri@gmail.com

Abstract

The research aims to design and build a personnel database application program at the Tangerang Regency Regional Personnel Agency (BKD) using the Visual Basic 6.0 program. The data collection methods used were interviews, literature, and documentation. Once the data required to create the program is sufficient, the program creation process continues with preparing equipment and materials and designing forms and databases. The research results show that the program design consists of data entry processes, data search, and reports. To ensure data security, access rights are differentiated for each user. Apart from that, the application program is equipped with a database backup program that will duplicate the main database file into another directory. To make it easier to distribute reports, the application program is equipped with reports designed with Crystal Report 8.5, so that users just press the printer icon to print the document. The appearance of the program is quite simple but in terms of how to use the program, it needs special attention. Therefore, users need to read how to use the program which can be found in the Help file on the Installation CD. After testing, the designed program can be used to apply to the research object

Keywords: Implementation, Management Information System, Employees

Introduction

Information systems management is an inseparable part of management studies, such as managing personnel, finances, organizations, and so on. It can be assumed that information management is a key factor for the implementation and success of management.

From a physical perspective, an office is a space or part of a building where all office services are carried out. Every office is a form of organization. An office is a kind of cooperative system that involves people carrying out various activities to achieve certain goals. In every office, there is a leader who holds authority over office services. The authority holder coordinates and communicates so that all officers in the office carry out their duties to achieve their specified goals.

The organizational structure of the Tangerang Regency Regional Civil Service Agency (BKD) is contained in Regional Regulation Number 10 of 2023 dated 10 December 2023 which functions to assist the Tangerang Regent in implementing regional personnel management based on statutory regulations in the field of civil service.

One of the administrative functions of the Tangerang Regency Regional Personnel Agency is managing employee data. In its management, there is still a manual (paper-based) processing system, a form of manual processing that still has many shortcomings. A manual processing system (paper-based) is a form of processing that uses a base in the form of a stack of records stored on file shelves. If a file is needed, it is searched on the shelves

Therefore, by utilizing existing technological developments, it is necessary to look for alternatives to handling this. If we look together, computers are the best solution for managing employee data at the Tangerang Regency Regional Personnel Agency

Research methods

The qualitative method is a method that focuses on in-depth observations of design. Therefore, qualitative methods in this research produce a more comprehensive design study of a phenomenon.

Data collection technique

Interview method

One method of collecting data is through interviews, namely: an activity carried out to obtain information directly by asking questions to respondents. In this research, researchers conducted interviews regarding everything related to the circulation of personnel data.

Documentation method

The documentation method is a method of searching for data regarding things or variables in the form of notes, transcripts, books, newspapers, magazines, inscriptions, meeting minutes, agendas, and so on.

- a. Documents are a stable source, do not change much, and are rich in information.
- b. Useful as evidence for testing.
- c. Useful and appropriate for qualitative research because of its natural nature.
- d. The results of reviewing the contents of the document will open up opportunities to further expand knowledge.

Results and Discussion

System Implementation Application Device Requirements

The development of this Personnel Management Information System software uses the Visual Basic 6.0 programming language, with the minimum requirements for this application to run well are:

- a. Hardware (Hardware)
 - a) Central Processing Unit (CPU) P III 500 MHz
 - b) SVGA monitors
 - c) 128 MB SDRAM memory
 - d) 13 GB hard disk
 - e) Keyboard, Mouse, Disk Drive, and CD ROM
- b. Software (Software)
 - a) Windows XP Professional SP1 Operating System
 - b) Microsoft Office 2003
 - c) Microsoft Visual Basic 6.0
 - d) Crystal Report 8.5

Program Installation

Before users can use the program, they must first install the program on the computer. The installation procedure is:

- a) First, insert the simple program installation CD into the CD Room.

- b) Select the setup icon to start the installation process.
- c) After that, follow each step carefully.
- d) The program is ready to use.

Appearance and How to Use the Program

The program was created by following existing criteria, namely easy to operate (User Friendly) and attractive appearance (User Interface). By the problems discussed in the system design, the information system developed is expected to be able to answer all the problems that have been previously expressed. The following is the appearance and how to use the information system application program created by the author, namely:

1. Splash Screen Form

It will appear for the first time when we run the application program. This form contains brief information about the application being run and will close automatically in a few seconds.

2. Login Form

Users will be faced with this form the first time they run the program. In this form, the user must enter a username and password

Select the OK button to enter the program. If the UserID and password entered are incorrect, a message box appears and the program will ask the program user to refill the UserID and Password textboxes. The Cancel button on this form is used to exit the program.

The login form is very necessary in the program because it differentiates the access rights of each user for data security. In this case, access rights are divided into 5 (five), namely Super Admin, Head Admin, BM Admin, BP Admin, and Operator.

- a. Super Admin has greater (absolute) access rights and has the right to enter data, update data, delete data, as well as everything in the application program. This access right is only for the Employee Data and Development Sector, where all personnel data is managed in this section.
- b. Head Admin is the access right for the Head of BKD. Its authority is almost the same as Super Admin, only it is not allowed to access user data entry and database backup.
- c. BM Admin has access rights for the Employee Mutation Division. The menus that have the right to be accessed are employee rank entry, search data menu, and report menu, while other menus are deliberately deactivated because they are not within their authority.
- d. BP Admin has access rights for the Development and Training Sector. Data access is limited to the education and training data entry menu, employee education history entry, data search menu, and reports.
- e. Operator is an access right for employees/staff who are not given special authority to access certain data. Operators only have the right to access data searches, reports and change passwords

3. Main Form

This main form functions as a navigation to explore the contents of the application program. In this form, there are File, Master, Utility, Report and Help menus (with several sub-menus contained therein).

To activate existing menus, users only need to press the left mouse button once or use the keyboard (i.e. by pressing a combination of shortcut keys to activate the desired menu). The exit menu (Ctrl-x) is used to exit the application program.

4. Employee Data Input Form

In this form, several textbox controls must be filled in completely by the user. Apart from that, there are several buttons (command buttons) that function to execute certain commands according to their names (for example: the Save button is used to carry out the process of saving data that the user has input into the biodata database).

Users can see a list of BKD employees at the bottom of the form (in the data grid view).

DATA PEGAWAI BKD PURBALINGGA							
NIP	Nama	Tmpt Lhr	Tol Lhr	Jns Kelami	Agama	Jabatan	Stts Pec
050040493	Agus Sumanto, SH	Purbalingga	01/08/1959	Pria	Islam	Staf Bidang Pemindahar PNS	
050057797	Astutiningsih, SH	Pati	28/08/1963	Wanita	Islam	Kepala Sub Bidang Keps PNS	
500093441	Budi Harto, S.Sos	Semarang	25/03/1970	Pria	Islam	Staf Sub Bagian Umum PNS	
500097311	Dra. Idayanti	Purbalingga	24/08/1967	Wanita	Islam	Kepala Bidang Mutasi Pe PNS	
500093630	Drs. Arief Handoyo	Banyumas	16/05/1966	Pria	Islam	Staf Sub Bidang Pengad PNS	
500074961	Drs. Bambang Priyono	Banyumas	11/05/1959	Pria	Islam	Kepala Sub Bidang Penc PNS	
500090693	Drs. Hadiono, ST	Purbalingga	14/06/1969	Pria	Islam	Staf Sub Bidang Pendid PNS	
070023263	Drs. Imam Sudjono	Purbalingga	26/11/1959	Pria	Islam	Kepala Bagian Tata Usal PNS	
132050307	Drs. Soyo	Pemalang	10/05/1963	Pria	Islam	Kasubbid Pengangkatan PNS	

Figure 2. Display of Employee Data Input Form

5. Employee Rank Input Form

Like the employee data input form above, this form is used by users to enter employee rank data. Several textbox controls must be filled in completely by the user. Apart from that, several buttons function to execute certain commands according to their names.

Users can see a list of employee ranks at the bottom of the form (in list view).

NIP	NAMA	DITETAPKAN ...	NOMOR SK	TANGGAL SK	PANGKAT	GOLONGA
010229263	Edhy Suryono, ...	Bupati/Walikota...	823/05/KP/X/...	22/07/2005	Penata Tk I	IIID
010231088	Endi Astono, S...	Bupati/Walikota...	823/001/KP/X/...	15/09/2003	Penata	IIIC
380049936	Suharsono	Bupati/Walikota...	823.3/173/KP/...	27/03/2003	Penata Muda T...	IIIB
050040493	Agus Sumanto, ...	Bupati/Walikota...	823.3/173/KP/...	27/03/2003	Penata Muda T...	IIIB
010174923	Susalinah	Gubernur Kepal...	-	26/01/2000	Penata Muda T...	IIIB
010266277	Tri Wahyu Dini ...	Menteri	811.233-2071	15/07/2004	Penata Muda	IIIA
010257269	Eko Edi Susilo, ...	Kepala BAKN	1.01-12/00140/...	17/12/2002	Penata Muda	IIIA
010224934	Suharmanto, S...	Bupati/Walikota...	823/08/X/2004	10/12/2004	Penata Muda	IIIA
010220992	Sahid Wahyon...	Bupati/Walikota...	823/002/KP/X/...	11/04/2003	Penata Muda	IIIA

Figure 3. Display of Employee Rank Input Form

6. Employee Training History Input Form

This form is used by users to enter employee training data. Like the employee rank input form above, this form has several textbox controls that must be filled in completely by the user. There are several buttons whose function is to execute certain commands according to their names.

Users can see a collection of employee training lists at the bottom of the form.

The screenshot shows an input form with the following fields: Nama, Nama Diklat, Tempat, Penyelenggara, Mulai, and Selesai. Below the form is a table displaying training history data.

NIP	NAMA	NAMA DIKLAT	TEMPAT	PENYLENGG...	MULAI
050040493	Agus Suman...	Diklat Jupen ...	Purbalingga	Kantor DEPP...	03/04/1998
050040493	Agus Suman...	Diklat Jupen	Banjarnegara	Pusdiklat DE...	01/02/198...
050040493	Agus Suman...	Diklat P3MD	Semarang/B...	BP-7 Prp. Ja...	25/11/1998
500093441	Budi Harto, ...	Akuisisi Nasi...	Purbalingga	Pemda Kab. ...	06/03/2000
500097311	Dra. Idayanti	Bintek Perhit...	Jakarta	Biro Organisa...	08/06/2000
500097311	Dra. Idayanti	Kursus Man...	Purbalingga	Pemda Tk II...	17/07/2000

Figure 4. Display of Employee Training History Input Form

7. Employee Education History Input Form

This form is used by users to enter employee education data. Several textbox controls must be filled in completely by the user. Apart from that, several buttons function to execute certain commands according to their names. Users can see a collection of employee education data at the bottom of the form.

The screenshot shows an input form with the following fields: NIP, Nama, Tingkat Pendidikan, Jurusan, Nama Sekolah, and Lulus. To the right of the form are buttons: Tambah, Edit, simpan, Hapus, and Batal. Below the form is a table displaying education history data.

NIP	NAMA	TINGKAT PEN...	JURUSAN	NAMA SEK
050040493	Agus Sumanto, ...	SLTA	IPS	SMA NEGE...
050040493	Agus Sumanto, ...	SLTP	-	SMP. NEG...
050040493	Agus Sumanto, ...	SD	-	SD KRISTE...
500097311	Dra. Idayanti	SLTA	IPA	SMA N 1 P...
500097311	Dra. Idayanti	SLTP	-	SMP Dharr...

Figure 5. Display of Employee Education History Input Form

8. Employee Family Data Input Form

This form is used by users to enter employee family data. Several textbox controls must be filled in completely by the user. Apart from that, several buttons function to execute certain commands according to their names.

Users can see employee family data at the bottom of the form. Meanwhile, the Close button is used to close the employee family data input form.

The form contains the following input fields:

- NIP:
- Nama:
- Nama Anggota Keluarga:
- Jenis Kelamin:
- Status Dalam Keluarga:
- Tempat Lahir:
- Tanggal Lahir:
- Agama:
- Status Nikah:

NIP	NAMA	NAMA KELUA...	JENIS KELAMIN	STATUS KELU...	TEMPAT LAHIR	TANGGAL LAH...	AGA
050057797	Astutiningsih, SH	ANISA ISNANI ...	Wanita	Anak I	PATI	23/08/1991	Islan
050057797	Astutiningsih, SH	FADILLATUS	Wanita	Anak I	PATI	08/02/1989	Islan
050057797	Astutiningsih, SH	BAMBANG SE...	Pria	Suami	PURBALINGGA	10/12/1960	Islan
050057797	Astutiningsih, SH	SOERATMI	Wanita	Ibu	SEMARANG	13/03/1937	Islan
050057797	Astutiningsih, SH	SAMI'UN	Pria	Ayah	PATI	16/04/1935	Islan
500097311	Dra. Idayanti	RAFIKA ADI H....	Pria	Anak I	PATI	05/12/1994	Islan
500097311	Dra. Idayanti	DRS. RUSLAN	Pria	Suami	BANJARNEGA...	25/12/1962	Islan
500097311	Dra. Idayanti	R. SALMA NO...	Wanita	Anak II	PURBALINGGA	01/11/2002	Islan

Figure 6. Display of Employee Family Data Input Form

9. Employee Position History Input Form

This form is used by users to enter employee job history data. Several textbox controls must be filled in completely by the user. Apart from that, several buttons function to execute certain commands according to their names. Users can see employee family data at the bottom of the form.

The form contains the following input fields:

- NIP:
- Nama:
- Nama Jabatan:
- Eselon:
- Nomor SK:
- Tanggal SK:
- Tamat Jabatan:

NIP	NAMA	NAMA JABATAN	ESELON	NOMOR SK	TANGGAL SK
500097311	Dra. Idayanti	Kapala Bidang ...	III.a	821.2/065/2006	11/01/2006
500097311	Dra. Idayanti	Kabid Tata Usa...	III.a	821.2/032/2003	11/07/2003
500097311	Dra. Idayanti	Kasubbag Umu...	IV.a	821.2/032/2000	19/07/2000
500097311	Dra. Idayanti	Kasubbag Pen...	V.a	1.13-12/00459/...	25/09/1999
070023263	Drs. Imam Sudj...	Kepala Bagian ...	III.a	821.2-065/2006	11/01/2006
070023263	Drs. Imam Sudj...	Kabag Tata Us...	III.a	821.2/005/2001	09/02/2001
070023263	Drs. Imam Sudj...	Kasie Usaha P...	IV.a	704/MPP/Kep/...	20/12/1999
070023263	Drs. Imam Sudj...	Kasie Pangada...	IV.a	108/SJ-2/KP/V...	08/08/1994

Figure 7. Display of Employee Position History Input Form

10. Salary Input Form

The salary input form is used to enter employee salary data, several text box controls must be filled in by the user as initial input which is very crucial in salary calculations. The program will automatically carry out several special calculations (for example: wife/husband allowance which is not input from the text box control, the calculations have been written in the program source code). This form is also equipped with a button that functions to execute certain commands according to the name

The form contains several input fields for employee information:

- Tanggal, NIP, Nama, Status, Golongan, Masa Kerja (Tahun), Gaji Pokok, Jumlah Anak, Jumlah Jiwa
- Tjg. Umum, TTU, Tjg. Struktural, Tjg. Fungsional, Tjg. Anak, Tjg. Istri/Suami, Tjg. Pph, Tjg. Askes, Tjg. Pangan
- Pembulatan, Pot. IWP, Pot. Pph, Pot. Askes, Pot. Tbg. Rumah, Pot. Sw. Rumah, Pot. Lain-lain
- Juml. Potongan, Jum. Pengh. Kotor, Jum. Peng. Bersih

NIP	NAMA	GAJI POKOK	TUNJ UMUM	TTU	TUNJ STRUKT...	TUNJ FUNGSI...	TUNJ ANAK	TUNJ ISTRI/SU...
010216090	Wahyu Kontar...	1530200	185000	0	0	0	61208	153020
500074961	Drs. Bambang ...	1521000	185000	0	0	0	0	0
500093441	Budi Harto, S.Sos	778900	185000	0	0	0	31156	77890
500093630	Drs. Arief Han...	976900	180000	0	0	0	19538	97690

Figure 8. Display of Employee Salary Input Form

11. Database Backup Form

This form is used to backup/copy the database to the desired new location.

The form is divided into two main sections:

- Lokasi File:** Includes fields for 'File Lama' and 'Lokasi', with a 'Pilih Lokasi' button.
- Lokasi Tujuan:** Includes fields for 'File Baru' and 'Lokasi', with a 'Pilih Tujuan' button.

12. User Data Input Form

This form functions to enter user data and there are also access rights settings for users, namely whether they are Super Admin, Head Admin, BM Admin, BP Admin, or Operator. Apart from that, several buttons function to execute certain commands according to their names

The form includes input fields for:

- User Name
- Password
- Status User (dropdown menu showing 'SUPER ADMIN')

On the right side, there are buttons for: Tambah, Edit, Simpan, Hapus, and Batal.

	User Name	Password	Statu
▶	priambodo	654321	OPER
	seagate	123	HEAD
	sigit	123456	SUPER
	zigit	12345	BP AD
	zig	123	BM AD

13. Change Password Form

Function to change user password. Several text box controls must be filled in by the user. The OK button is used to execute the password change process, while the cancel button exits/cancels the password change process.

Figure 11. Display of the Change Password Form

14. Employee Search Form

This form can be used by all program users, namely to search for BKD employee data. Type search criteria (eg: NIP) in the criteria text box. If employee data is found that matches the search criteria, it will be displayed in the data grid column below. To exit the form, click the exit button.

NIP	NAMA	TEMPAT LAHIR	TGL LAHIR	JNS KELAMIN	AGAMA	JAB
▶ 010216090	Wahyu Kontardi, SH	Kudus	19/07/1961	Pria	Islam	Kepa

Figure 12. Employee Search Form Display

15. Employee Rank Search Form

This form is almost the same as the employee search form, this form is for searching employee rank data. Type search criteria (eg: Group) in the criteria text box. If employee data is found that matches the search criteria, it will be displayed in the data grid column below. To exit the form, click the exit button.

NIP	DITETAPKAN OLEH	NOMOR SK	TANGGAL SK	PANGKAT	GOLONGA
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Figure 13. Display of the Employee Rank Search Form

16. Employee Training Search Form

Can be used by all program users, namely to search for employee training data. Type search criteria (for example: Training Name) in the criteria text box. If employee data is found that matches the search criteria, it will be displayed in the data grid column below. To exit the form, click the exit button.

NIP	NAMA DIKLAT	TEMPAT	PENYELENGGARA
500097311	ADUM	Purwokerto	Pembantu Gubernur JA
500097311	ADUMLA	Purbalingga	Pemda Tk II Purbalingga
500082383	ADUMLA	YOGYAKARTA	DEPDAGRI
070023263	ADUM	JANKARTA	LAN DAN DEPPERINDAG

Figure 14. Display of the Employee Training Search Form

17. Employee Education Search Form

This form is for searching employee education history. Type search criteria (eg: Education Level) in the criteria text box. If employee data is found that matches the search criteria, it will be displayed in the data grid column below. To exit the form, click the exit button.

NIP	TINGKAT PENDIDIKAN	JURUSAN	NAMA SEKOLAH	LULUS

Figure 15. Display of the Form for Searching Employee Education History

18. Employee Family Search Form

This form is for searching employee family data. Type search criteria (eg: Family Name) in the criteria text box. If employee data is found that matches the search criteria, it will be displayed in the data grid column below. To exit the form, click the exit button

NIP	NAMA KELUARGA	JENIS KELAMIN	STATUS DLM KELUARGA	TEMPAT LAHIR	TANGGAL LAHIR
070023263	ADITYA YANUGROHO	Pria	Anak I	PURBALINGGA	21/01/1987

Figure 16. Display of the Form for Searching Employee Family Data

19. Employee Position Search Form

To search for employee job history. Type search criteria (for example: Name of Position) in the criteria text box. If employee data is found that matches the search criteria, it will be displayed in the data grid column below. To exit the form, click the exit button.

Figure 17. Display of the Employee Position History Search Form

20. Employee Data Print Form

This form is used by users to view BKD employee data reports. Users can print reports by selecting the print button at the bottom of the form. Meanwhile, to exit the form, the user simply selects the exit button

NIP	NAMA	TEMPAT LAHIR	TANGGAL LA...	JENIS KELA ▲
050040493	Agus Suman...	Purbalingga	01/08/1959	Pria
050057797	Astutiningsih...	Pati	28/08/1963	Wanita
500093441	Budi Harto, S...	Semarang	25/03/1970	Pria
500097311	Dra. Idayanti	Purbalingga	24/08/1967	Wanita
500093630	Drs. Arief Ha...	Banyumas	16/05/1966	Pria
500074961	Drs. Bamban...	Banyumas	11/05/1959	Pria
500090693	Drs. Hadiono...	Purbalingga	14/06/1969	Pria
070023263	Drs. Imam S...	Purbalingga	26/11/1959	Pria ▼

Figure 18. Display of Employee Data Print Form

21. Employee Training Print Form

This form is used by users to view employee training history reports. Users can print reports by selecting the print button at the bottom of the form. Meanwhile, to exit the form, the user simply selects the exit button

NIP	NAMA	NAMA DIKLAT	TEMPAT	PENYELENG. ▲
010216090	Wahyu Kont...	3454	4566	56
050040493	Agus Suman...	Diklat Jupen ...	Purbalingga	Kantor DEPP
050040493	Agus Suman...	Diklat Jupen	Banjarnegara	Pusdiklat DE.
050040493	Agus Suman...	Diklat P3MD	Semarang/Ba...	BP-7 Prp. Jat
070023263	Drs. Imam S...	ADUM	JANKARTA	LAN DAN DE
070023263	Drs. Imam S...	SEPAMA	JAKARTA	LAN DAN DE
070023263	Drs. Imam S...	PPL PERDAG...	JAKARTA	DEPDAGRI-L. ▼

Figure 19. Display of Employee Training History Print Form

22. Employee Rank Print Form

This form is used by users to view employee rank reports. Users can print reports by selecting the print button at the bottom of the form. Meanwhile, to exit the form, the user simply selects the exit button.

NIP	NAMA	DITETAPKA...	NOMOR SK	TANGGAL
010229263	Edhy Suryon...	Bupati/Walik...	823/05/KP/X...	22/07/200...
010231088	Endi Astono,...	Bupati/Walik...	823/001/KP/...	15/09/200...
380049936	Suharsono	Bupati/Walik...	823.3/173/K...	27/03/200...
050040493	Agus Suman...	Bupati/Walik...	823.3/173/K...	27/03/200...
010174923	Susalinah	Gubernur Ke...	-	26/01/200...
010266277	Tri Wahyu Di...	Menteri	811.233-2071	15/07/200...
010257269	Eko Edi Susil...	Kepala BAKN	I.01-12/001...	17/12/200...
010224934	Suharmanto,...	Bupati/Walik...	823/08/X/20...	10/12/200...

Figure 20. Display of Employee Rank Printed Form

23. Employee Education Print Form

This form is used by users to view employee education history reports. Users can print reports by selecting the print button at the bottom of the form. Meanwhile, to exit the form, the user simply selects the exit button.

NIP	NAMA	TINGKAT PE...	JURUSAN	NAMA SEI
010174923	Susalinah	SD	-	SDN I BO...
010174923	Susalinah	SD	-	DHARMA I
010174923	Susalinah	SLTA	IPS	KARYA BH
010216090	Wahyu Kont...	SD	-	SD NEG
010216090	Wahyu Kont...	SLTP	-	SMP NEG
010216090	Wahyu Kont...	SLTA	I P A	SMA NEG

Figure 21. Display of Employee Education History Print Form

24. Employee Family Print Form

This form is used by users to view employee family data reports. Users can print reports by selecting the print button at the bottom of the form. Meanwhile, to exit the form, the user simply selects the exit button

NIP	NAMA	NAMA KELU...	JENIS KELAMIN	STATUS KEL
010216090	Wahyu Kont...	Irma Suastika...	Wanita	Istri
010216090	Wahyu Kont...	Irwanda Hen...	Pria	Anak-I
010216090	Wahyu Kont...	Mayunda Ari...	Wanita	Anak-II
070023263	Drs. Imam S...	SUSILOWATIE	Wanita	Istri
070023263	Drs. Imam S...	ADITYA YAN...	Pria	Anak I
070023263	Drs. Imam S...	NADIANTIKA...	Wanita	Anak II
500082383	Drs. Suparso	NURINDAH	Wanita	Istri
500082383	Drs. Suparso	BIJAKJATI K...	Pria	Anak I

Figure 22. Display of Employee Family Data Print Form

25. Employee Position Print Form

This form is used by users to view employee position history reports. Users can print reports by selecting the print button at the bottom of the form. Meanwhile, to exit the form, the user simply selects the exit button.

NIP	NAMA	NAMA JABA...	ESELON	NOMOR SK ▲
070023263	Drs. Imam S...	PJS. KASIE B...	IV.a	12/SJ-2/KP/I
070023263	Drs. Imam S...	Kasie Pangad...	IV.a	108/SJ-2/KP
070023263	Drs. Imam S...	Kasie Usaha ...	IV.a	704/MPP/Ke
070023263	Drs. Imam S...	Kabag Tata ...	III.a	821.2/005/2
070023263	Drs. Imam S...	Kepala Bagia...	III.a	821.2-065/2
500082383	Drs. Suparso	Kepala Bidan...	III.a	821.2/065/2
500097311	Dra. Idayanti	Kasubbag Pe...	V.a	I.13-12/004.
500097311	Dra. Idavanti	Kasubbad U...	IV.a	821.2/032/2 ▼

Figure 22. Display of Employee Position History Print Form

26. Salary Print Form

This form is used by users to view employee salary reports. Users can print reports by selecting the print button at the bottom of the form. Meanwhile, to exit the form, the user simply selects the exit button

NIP	NAMA	GAJI POKOK	TUNJ ULMUM	TTU
010216090	Wahyu Kontar...	1530200	185000	0
500074961	Drs. Bambang ...	1521000	185000	0
500093441	Budi Harto, S.Sos	778900	185000	0
500093630	Drs. Arief Han...	976900	180000	0

Figure 23. Display of Salary Print Form

Program Analysis and Discussion

The problem with the Tangerang Regency Regional Civil Service Agency (BKD) lies in the accuracy and neatness of the data. The data processing process in the running system is still partially manual, so the system runs slowly. Testing a new employee data processing system using computer applications can support the system. Employee data is neatly arranged so that it can make work easier and faster, especially in searching for data and making reports. From the application program created, the system has several inputs, including:

- a. Employee data input: recording/entering employee data at the Tangerang Regency BKD.
- b. Rank input: recording rank data for each BKD personnel/employee.
- c. Training input: recording training history for each employee.
- d. Educational input: recording the educational history of each employee/personnel.
- e. Family input: recording employee family data.
- f. Job input: recording the job history of each employee.
- g. Salary input: recording the value of the basic salary, allowances, and so on for each employee.

In the personnel management information system, the system also has several outputs, namely as follows:

- a. Employee data: provides employee data reports.
- b. Rank data: provides reports on employee rank data.
- c. Training data: provides training history reports for each employee.
- d. Education data: provides a report on the educational history of each employee.
- e. Family Data: provides reports on employee family data.
- f. Position data: provides a report on employee position history.
- g. Salary data: provides employee salary reports.

Conclusion

After carrying out the process of designing and creating a Personnel Information System, researchers found several things that needed to be concluded, namely:

- a. To ensure data security, differentiating access rights for each user is very important. Because some data can only be accessed by certain fields that are authorized to handle it.
- b. The program is expected to simplify the process of data entry, editing data, updating data, deleting data, and searching for personnel data at BKD Purbalingga.
- c. To ensure the security and integrity of the data, the application program is equipped with a database backup program which will duplicate/copy the main database file into another directory.
- d. Making reports (reports) is built with the Crystal Report 8.5 program which will simplify the process of printing reports into documents.
- e. How to use the program can be explained as follows: (1). Carry out the program installation process by inserting the CD into the CD-ROM. Select the setup icon, then follow each step carefully (2). To run the program, on the start menu select the program then select Simpeg (3). By using a computerized system, the process of circulating personnel data becomes faster, more thorough, and more accurate.

Suggestion

The system created by researchers is still far from perfect and needs to be developed better. Some things that researchers suggest:

- a. In the future, this application is still not complete, it is hoped that BKD itself will be willing to carry out further development. For example, there is no data compaction process yet.
- b. To use the application that the researcher created, it is best to use the application device according to the specified specifications. This is to avoid errors occurring or the system not being able to run if using specifications that are lower than the existing ones.

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