

## ABSTRAKSI

**Rizky Gumelar (11170057), Implementasi Sub Modul Time Management Pada Systems Application And Products In Data Processing (SAP) Di PT. Pertamina EP Cepu (PEPC)**

Kehadiran merupakan salah satu tolak ukur apakah proses bisnis di suatu perusahaan berjalan sebagaimana mestinya atau tidak. Kehadiran juga dijadikan penilaian apakah pekerjaannya sudah menjalankan salah satu prosedur standar perusahaan karena dengan kehadiran bisa diketahui apakah pekerja sudah memanfaatkan waktunya dengan baik sebagai insan perusahaan. Namun pencatatan kehadiran pekerja di PT. Pertamina EP Cepu (PEPC) banyak ditemui kendala seperti kesalahan memasukkan data lembur, kesalahan data cuti, tidak sinkron antara laporan dengan aktual di lapangan sampai human error yang disebabkan keterbatasan kemampuan admin dalam mengelola load data yang terlalu banyak. Sub modul Time Management mulai diberlakukan di PT. PEPC per November 2017 guna mempermudah proses pembuatan laporan data waktu pekerja. Tujuannya adalah untuk menguji apakah Implementasi Sub Modul Time Management bisa membantu para user SAP di PT. PEPC dalam mempermudah perhitungan lembur pekerja, menyinkronkan cuti pekerja dan memperkecil jumlah *human error* dalam pembuatan laporan. Hal ini diperoleh dari wawancara dan perhitungan persentase penerimaan user SAP terhadap implementasi sehingga dapat diketahui apakah sub modul Time Management memang membantu para *user* dalam menjalankan tugasnya di divisi *Human Capital* PT PEPC.

**Kata kunci: SAP, Time Management, Implementasi**

## **ABSTRACT**

***Rizky Gumelar (11170057), Implementation of Sub Time Management Module In Systems Application And Products In Data Processing (SAP) At PT. Pertamina EP Cepu (PEPC)***

*Absence/Attendances is one of indicator the business processes in a company running correctlyly or not. Absence/Attendances is also used as an assessment whether the workers have been running one of the company's standard procedures because with the absence/attendance can be known the workers are using their time well as a employee. But the recording of absence/attendance of workers at PT. Pertamina EP Cepu (PEPC) encountered many obstacles such as mistake of entering overtime data, error of absence data, not synchronize between actual report in field and human error caused by limited ability of admin in managing too much data load. Sub-module Time Management starts to be applied in PT. PEPC as of November 2017 to simplify the process of preparing reports of worker's time data. The goal is to test whether Implementation of Sub Time Management Module can help SAP users in PT. PEPC in facilitating worker overtime calculations, synchronizing absence quota and minimizing the amount of human error in making data report. This is obtained from the interview and calculation of the percentage of SAP user acceptance of the implementation so it can be seen whether Time Management sub module does help the users in performing their duties in the division of Human Capital PT PEPC.*

***Keywords: SAP, Time Management, Implementation***