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Analysis of Attendance System for Discipline Enforcement of Bappeda Fakfak Employees

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ABSTRACT

The employee attendance system is a data collection on employee attendance which is part of the reporting activity in an agency in helping to improve order and discipline in the work environment. In Bappeda Fakfak, it was found that the attendance system in this office uses manual attendance. Previously, the Bappeda Fakfak office implemented a fingerprint attendance system or fingerprint machine but it did not last long, because the fingerprint machine or fingerprint machine was damaged so it returned to using the manual attendance system. found several employees who were less disciplined, this was proven by the fact that there were still employees who did not arrive on time according to office hours, besides that there were employees who only left their attendance because there were sudden activities so they could not directly fill in the attendance. This study aims to enforce discipline of Bappeda Fakfak employees. This study is qualitative, therefore, to achieve the objectives of the study, data collection techniques were used, namely observation, interviews, in this study there were 5 informants, namely the secretary of Bappeda Fakfak, the Head of the general and personnel sub-section, and 3 Bappeda Fakfak employees. Based on the results of this study, it shows that the discipline of Bappeda Fakfak employees is in the category of "quite Good. It can be seen from the indicators 1) Time compliance includes coming to work on time, namely every ASN employee or honorary employee of Bappeda Fakfak comes to the office at 07.30 and goes home at 15.30, although there are still some who come less than the office hours. Effective use of time, namely every employee manages time in various activities so that their performance is maximized. Never not working, namely every employee never does not carry out tasks at all, based on the results of research and interviews that in every activity must involve all colleagues and superiors so that the activities carried out run smoothly. 2) Responsibilities include obeying all orders, namely every employee carries out all regulations or guidelines in Bappeda Fakfak, then work targets, namely every Bappeda Fakfak employee has a target for every job they do, they must complete their work according to the deadline that has been set, and making daily work reports, namely all employees in Bappeda Fakfak make daily reports to evaluate the performance of employees concerned with the work or activities carried out recorded or written in the daily report based on their duties and functions.

Keywords: System, Presence, Employee Discipline

INTRODUCTION

An agency or institution prioritizes human resources as an important element in achieving the goals that have been set. An agency or organization requires skilled human resources in order to carry out development. The quality of human resources greatly affects employee performance in carrying out their responsibilities (Ariani et al., 2023; Baharun et al., 2021; Darmawan et al., 2020). Improving human resource development is very important to achieve the goals of an organization or agency. Engaging in activities related to human resource management plays an important role in improving the effectiveness of an organization (Putri Elisa et al., 2022; Udin, 2020). Focus on work relationships and work assessments, in order to improve work reputation and achieve optimal performance, requires the use of this paradigm as a guideline or important capital.

Kasmir (2020, p. 6) defines human resource management as the systematic management of individuals, which includes activities such as planning, recruitment, selection, training, development, compensation, career management, ensuring safety and health, and maintaining industrial relations, with the ultimate goal of achieving organizational goals and improving stakeholder welfare. The attendance service system is a valuable tool for improving

staff performance in an agency (Boge et al., 2019; Siswanto et al., 2023). The presence of an attendance system in an agency allows employee performance to be effective and efficient. A proper and comprehensive attendance system can provide up-to-date information on employee attendance and working time duration (Mr. Yash S. Waje et al., 2024; Sunaryono et al., 2021).

As stated by Wijaya et al (2023, p. 164), attendance system refers to a system used to collect attendance data and report activities in an institution. It is an integral component of an institution that organizes attendance data in such a way that it is easy to retrieve for future use by the institution. Attendance system improves organization and politeness in the workplace. An efficient attendance system is expected to encourage better organization among employees in managing their work schedules and attendance (Santhose & Anisha, 2023; Suryana et al., 2017). In addition, it is the employee's duty to maintain regular attendance while working. Employees who consistently arrive on time and do not show tardiness can be said to have a high level of discipline. The attendance system is a data collection method used to track employee attendance. It is an integral aspect of reporting operations within an institution, which aims to facilitate the collection of relevant data and meet the needs of the organization. In addition, the attendance system helps improve order and discipline in the work environment.

Employee discipline is a supporting factor in viewing employee performance based on attendance at an agency (Azmy et al., 2022; Franklin & Pagan, 2006; Sitopu et al., 2021). In addition, attendance is the responsibility of employees while working, therefore a policy on employee discipline is needed in an agency. This policy is related to Number 94 of 2021 concerning the compliance of Civil Servants (PNS) with their commitments and avoiding actions prohibited by laws and/or official regulations. Failure to comply with this law will result in disciplinary consequences. Civil servants are those who hold permanent positions in government organizations. In addition to permanent employees, there are also honorary employees or non-permanent employees. Honorary employees are those who are appointed as employees for a certain period of time, responsible for carrying out technical and professional government and development tasks. This is in line with the needs and capacity of the organization. Therefore, those who hold honorary positions or work temporarily do not qualify as government employees.

Work discipline refers to the attitude of employees who show respect, obedience, and compliance with the standards set in their workplace without violating them (Iptian et al., 2020; Rifa'i, 2023; Rivaldo & Nabella, 2023). In addition, maintaining discipline in the workplace is an important element for a company to successfully achieve its goals, discipline can also motivate employees to carry out work both individually and in groups, educate employees in complying with regulations, thus producing good performance.

Based on initial observations carried out in June 2023 at the Fakfak Regional Development Planning Agency Office, the attendance system in this office uses manual attendance. Previously, the Fakfak BAPPEDA Office used a fingerprint attendance system or also known as a fingerprint machine. However, this system was short-lived due to machine damage, so the manual attendance system was used again. Based on initial observations, a number of employees were found to be undisciplined. This is evidenced by the fact that there are still employees who always fail to arrive on time during working hours starting at 07.30. In addition, there are also cases of employees who are absent without valid reasons. Therefore, the researcher is interested in researching and reviewing "Analysis of the Attendance System for Enforcing Employee Discipline at the Fakfak Bappeda Office".

METHODS

The title of this research is "Analysis of the Attendance System in Enforcing Bappeda Fakfak Employee Discipline". The researcher used a qualitative research approach. As stated by Satori & Komariah (2017, p. 25), a qualitative approach refers to a systematic and methodical method used in scientific research. This approach involves the use of various resources and techniques to uncover a particular social situation by describing it accurately and articulating it in written form.

The research methodology used in this study is descriptive. By using qualitative research methodology, especially descriptive research design, the aim is to provide a comprehensive understanding of a particular incident. With the data obtained and analyzed, it is expected to provide a picture of the state and conditions of the Attendance System in Enforcing Bappeda Fakfak Employee Discipline. Through a qualitative research approach and this type of descriptive research, it aims to explain a phenomenon in depth. The location of this study is at the Bappeda Office located at Jl. Jenderal Sudirman, Fakfak, West Papua. The focus of this research is the focus of the problems chosen for research.

This study focuses on the analysis of the attendance system for enforcing employee discipline at Bappeda Fakfak. To determine the discipline practiced in an agency, one can assess the extent to which employees comply with time and responsibility. This includes punctuality, meaning that employees arrive at work on time according to the predetermined working hours. Utilizing time efficiently by successfully managing it in various activities to optimize productivity and achieve predetermined goals. Furthermore, never not working, meaning that employees never fail to carry out their duties given by their superiors. Then the dimension of responsibility, including, complying with all existing rules, meaning carrying out all regulations or guidelines in an agency. Furthermore, to complete tasks effectively, it is important to set clear goals and align work. Therefore, it is important to create a daily work report, where an employee or staff member documents their work activities. This report serves to assess employee performance and also serves as a record of employee absences. This study involved five informants who were interviewed at Bappeda Fakfak. Data collection methods used included observation, interviews, and documentation.

RESULT AND DISCUSSION

Punctuality

Punctuality includes the ability of employees to carry out assigned responsibilities and comply with workplace regulations, so punctuality is a very important factor. Punctuality refers to the extent to which the actual completion time of a task is in line with the predetermined time target. Punctuality includes the following:

1. Arriving at work on time

Absenteeism is a basic indicator of discipline and regulation, and employees who are less disciplined are usually late for work. The level of attendance discipline in an organization or agency can be assessed based on factors such as punctuality, proper use of break time, no delays in working hours, and frequency of absence within a certain period of time. Punctuality is very important, especially in the Bappeda environment, because punctual arrival and compliance with work schedules can have a significant impact on performance and achievement of goals, therefore employees here always try their best to arrive at work on time.

Based on the results of interviews with informants at Bappeda Fakfak, it can be seen that time compliance is a form of discipline from an employee or staff in complying with the rules in an agency or office, time compliance is very important because it can affect employee performance, if employee performance is poor it will affect the office and also employee income improvement benefits. Punctuality includes compliance with the time specified for each task, arriving on time at work hours, and completing tasks within the specified deadline.

Ensuring punctuality as a way to comply with established workplace norms. Employee compliance with work norms shows their discipline in working (Karlsson et al., 2017; Wofford, 2017). Time compliance of employees at the Fakfak Bappeda office is an attitude or behavior that shows obedience to the predetermined working hours, where the office hours are 07.30 to 15.30 WIT and carrying out tasks with a sense of responsibility according to the Tupoksi of each field in the Fakfak Bappeda. Regarding coming to work on time, time compliance is important in maintaining effectiveness and efficiency in the work environment, especially the Fakfak Bappeda. Employee compliance with work norms shows their discipline in working. According to Pranitasari & Khotimah (2021, p. 2), the implementation of work discipline is useful for training employees to obey and follow the regulations, processes, and policies that have been set in the company. Enforcement of work discipline in an organization is very important to ensure that employees comply with the company's regulations that have been set. In this way, the organizational environment will be safe, well-structured, smooth, and the organization's goals will be achieved. An employee's work discipline can be seen from their punctuality and attendance at the scheduled working hours. The main meaning of work discipline lies in the attitude and behavior of obeying and complying with the regulations that have been set with full awareness (Febriyanti et al., 2023; Sardjana et al., 2019). Based on the results of field research, employees at Bappeda Fakfak have so far always tried to achieve maximum results by trying to come and work as much as possible according to their duties and functions. Although there are some employees who do not come according to office hours, the most important thing for employees at Bappeda Fakfak is to always give their best, namely how to do work in the most effective way in terms of time, energy, and cost.

2. Effective use of time

Optimizing the use of time in the workplace involves managing time efficiently across various activities to increase productivity within the Bappeda framework and achieve predetermined goals. In terms of work efficiency, Bappeda Fakfak employees aim to achieve optimal performance by using existing resources within a limited time frame, without relying on the balance of goals, tools, manpower, and time. Employees consistently do their work quickly, regardless of the quality of their task implementation. Evaluation of task implementation is only based on completion time.

The results presented by informants and observations in the field, it can be said that within the scope of Bappeda Fakfak Regarding the use of time, in order for tasks and responsibilities to run effectively, first prepare a work plan related to what will be done, so that all work done is organized and effective according to planning, so that it is fairly organized because all previous work has been planned and arranged in advance. In addition, each Head of Division or Head of Sub-Section supervises his subordinates regarding the work carried out in accordance with the Tupoksi so that it can run effectively.

Effective use of time at Bappeda Fakfak involves the ability to plan, organize, and utilize time well to achieve goals efficiently, especially Bappeda Fakfak. Even though some people do not arrive on time, employees always try to do their jobs as best they can, focus on important tasks, and avoid distractions that can hinder productivity when carrying out tasks in order to get satisfactory results according to the expected goals. In line with the opinion of

Syaifudin (2023, p. 6) that "Work discipline as one of the factors that can affect employee performance, work discipline is created to make everything run according to operational standards".

Civil servants, both as state and public employees, are required to demonstrate a high level of accountability in providing services to the community. Public services are often organized by government institutions, including central and regional governments. The high demand from the community for improved services has forced several government institutions to encourage exemplary work performance improvements. Research conducted at Bappeda Fakfak, the effective use of time by Bappeda Fakfak employees, namely within the Bappeda scope, activity planning is carried out in December to organize and schedule all activities for the coming year effectively, ensuring that responsibilities are met according to the predetermined plan.

3. Never not working

As an employee, it is his/her obligation to work according to his/her duties, especially in the scope of Bappeda Fakfak. Employees in the scope of Bappeda never fail to carry out their duties given by their superiors. Regarding the informant's opinion, it can be concluded that in the scope of Bappeda Fakfak, every employee or staff is involved in every activity or job, so that there are no employees who do not work or leave their responsibilities. Based on the results in the field, it also shows that, Civil Servants and Honorary Employees are involved in all routine work and projects inside or outside the region.

As the driving force of the organization, employees or staff play an important role in realizing its existence, especially in the scope of Bappeda Fakfak. Employees or staff as human resources who are assets (non-material) and play a very important role in providing services, therefore, enthusiasm and full self-awareness are needed from employees and staff in optimizing every job so that it runs effectively and efficiently in achieving goals, that is what Bappeda Fakfak Employees always strive for.

The phrase "never stop working" relates to the concept of maintaining a strong work ethic. Consistently attend work every day and diligently carry out tasks as evidence of work ethic. Employees are required to attend work every day, unless sick or conditions make their presence impossible. According to Gatto and Awangga (2023, p. 6) Discipline encourages compliance with the rules and regulations in an organization, ensuring that members fulfill their obligations and comply with the provisions set. This includes the existence of rules, follower compliance, and the application of penalties for violations of the rules. This opinion is in line with the results in the field which show that project activities and routine activities of the Fakfak Bappeda office, all employees and superiors are involved, so that activities are carried out effectively. In addition, if there are employees who are diligent in coming in, they will receive an award by providing a service path.

Rewards or awards given to employees for their performance in work are a form of encouragement so that employees at Bappeda are more diligent in coming to the office and enthusiastic about working. Increasing work discipline is positively correlated with increasing work performance. In addition, providing incentives for sluggish employees to demonstrate diligence by offering business visits can contribute to overall employee performance and office progress. At Bappeda Fakfak, employees are required to come to work every day, unless they are sick or there are circumstances that prevent them from doing so.

Responsibility

Responsibility is a basic character trait embedded in every employee or staff at Bappeda Fakfak. Field findings show that efficient and competent Bappeda staff performance will

accelerate task completion and improve results. In addition, Bappeda employees are also diligent in carrying out their duties quickly, thereby increasing the efficiency and accountability of their work.

1. Comply with all existing rules

Comply with existing rules in implementing all regulations or guidelines in an agency, especially within the scope of Bappeda Fakfak. Compliance with these regulations refers to the extent to which employees comply with the laws and regulations set by Bappeda Fakfak, demonstrate disciplined behavior and obedient attitudes. In addition, Bappeda employees demonstrate the ability to collaborate effectively and function as a cohesive team to achieve the desired goals of the office. In addition, they demonstrate a willingness to diligently carry out the instructions given.

The regulations enforced at Bappeda Fakfak consist of National Regulation No. 21 of 2023 which regulates the working days and hours of ASN (ASN), as well as unwritten regulations that prioritize tolerance among employees. These unwritten regulations include respecting differences in religion, race, and ethnicity, speaking politely, and maintaining cleanliness by disposing of garbage properly. By adhering to these regulations, organizations or institutions can achieve their goals effectively.

Based on the findings of informant interviews and field observations, it appears that there is still a lack of awareness regarding punctuality in arriving and leaving work. However, employees are considered responsible in carrying out their work duties because they always try to do their jobs optimally, even if they are not present. Based on the duration of time spent working.

Complying with orders or regulations refers to activities carried out by individuals or employees in the Bappeda office, to follow and carry out consistently with the orders or regulations that have been set by the office. This study is in line with the statement from Adrianus Aprilius, (2022, p. 73) namely "Discipline is the act of motivating members of an organization to comply with different statutory requirements and meet certain standards. Akay et al. (2021, p. 3) argue that loyalty or compliance with explicit and implicit norms and regulations is very important for organizations to achieve their goals effectively. Therefore, employees must show loyalty to the commitments that have been set. Complying with orders or regulations refers to activities carried out by individuals or employees in the Bappeda office, to follow and carry out consistently with the orders or regulations that have been set by the office. This study is in line with the statement from Adrianus Aprilius, (2022, p. 73) namely "Discipline is the act of motivating members of an organization to comply with different statutory requirements and meet certain standards. Akay et al. (2021, p. 3) argues that loyalty or compliance with explicit and implicit norms and regulations is very important for organizations to achieve their goals effectively. Therefore, employees show loyalty to the commitments that have been set.

From the results in the field, it can be seen that obeying orders is quite good, namely that employees at Bappedda Fakfak attend morning assembly every Monday at the Fakfak Regional Government field at 07.15, besides that on normal days other than Monday, employees can be seen coming in and going home according to office hours, namely from 07.30 to 15.30 or 8 working hours, but there are some employees even though they do not comply with office hours but still work outside office hours, namely coming at 09.00 and going home at 17.00, this is done by employees to optimize employee performance and the tasks given. At Bappeda Fakfak, if someone violates the rules such as coming outside office hours or not coming in at all, but has a reason and a permit, then it can still be tolerated, but if they do not come in without any explanation or permit, they will receive a warning letter and can be

dismissed. In addition, there are also unwritten rules such as mutual respect between ethnicities, religions and races, maintaining cleanliness, and speaking politely to elders.

2. Have a work target

For each task performed, it is important to set specific goals to ensure that the work is completed within the specified time and in line with the specified goals. This is what is currently being implemented at Bappeda Fakfak. Completion of tasks on time is a basic expectation for all Bappeda Fakfak employees, who consistently strive to manage time effectively. This is done by Bappeda Fakfak employees to achieve their office goals.

Based on interviews with informants, work targets are targets or goals that must be achieved by an employee or staff within a certain period of time. Based on the results in the field, work targets are made so that Bappeda Fakfak employees can evaluate their work methods so far and know what needs to be developed. With work targets, it helps to create more regular work patterns, speed up work completion, and provide a positive impact on work and provide positive benefits for the personal development of Bappeda Fakfak employees. This work target is a target that must be achieved by all employees to support the growth of the office or agency.

Job targets relate to specific goals that are expected to be achieved by each person, both individually and as part of a team, within a specified time period, especially within the scope of Bappeda. According to Adrianus Aprilius (2022, p. 67), improving work performance includes working diligently and with high dedication, providing optimal service to the community, being responsible, coordinating organizational resources, working efficiently based on organizational analysis, and providing solutions to organizational management. as part of the responsibility to empower and utilize the organization. Dianti (2017, p. 15) emphasizes that all tasks are carried out with the aim of achieving certain goals. Therefore, it is important for each employee or team to set specific work goals and design effective tactics to achieve them. Employees are required to exert maximum effort in order to achieve targets.

From the results in the field, it can be seen that work targets can help focus employees on their work and motivate Bappeda employees to achieve the main goal. This target can be in the form of a salary increase, a position increase, or an increase in performance at Bappeda Fakfak. By having a target, employees within Bappeda Fakfak can work more effectively and regularly, and help employees learn to be more responsible. In line with the opinion of Afandi Pandi, (2016, p. 69) "An employee's work performance can be assessed based on the results achieved. Therefore, its performance must be evaluated by meeting the targets set by the organization or institution for a certain period of time". Every agency or organization, especially at Bappeda Fakfak, before starting work, of course has a target, so that it has a benchmark for when the work must start and be completed, to be in accordance with the target, then at Bappeda Fakfak, previously prepared plans in advance so that they were organized and achieved the targets that had been planned in December, with this target employees do not need to waste time doing their tasks and work. In addition, with the work targets that have been set, employees at Bappeda Fakfak have clear work goals and are more productive.

3. Making daily work reports

Based on interviews with informants, work targets are targets or goals that must be achieved by an employee or staff within a certain period of time. Work targets are made so that Bappeda Fakfak employees can evaluate their work methods so far and know what needs to be developed. With work targets, it helps to create more regular work patterns, speed up work completion, and provide positive impacts on work and provide positive benefits for the

personal development of Bappeda Fakfak employees. This work target is a target that must be achieved by all employees to support the growth of the office or agency.

Based on the results in the field, all employees, from ASN employees to Honorary employees at Bappeda Fakfak, make work reports. The report includes all activities and tasks carried out or carried out by employees according to their duties that have been planned in advance. In addition, the report is for evaluating employee performance and as evidence of employee attendance and performance reports. This daily work report is a document that records the activities of each employee at Bappeda Fakfak during working hours. This report contains information such as tasks that have been completed, time spent, and information on whether or not the tasks given have been carried out. The main purpose of making this report is to evaluate the performance of Bappeda Fakfak Employees. In addition to reporting activities, work recording documents are also used as Employee absence reports at Bappeda Fakfak.

Reports are a common task carried out by all employees in the office. Reports function as a means of written communication in addition to their function to explain the progress of the existing office system. Reports function as a means of supervision and monitoring. This report presents comprehensive data and information regarding certain aspects of the workplace, so that supervisors can gain a comprehensive understanding of office conditions. According to Dianti, (2017, p. 16) Daily work reports function as a means to document and communicate responsibilities and tasks completed to higher-ranking individuals. One aspect of employee accountability involves optimizing and maintaining equipment to ensure smooth office operations and the ability to fulfill their work obligations as employees. According to Hasibuan in Syahidi & Arif, (2023, p. 2) namely "employees provide or carry out a job or task seen from the quality of the work that has been produced".

In line with this opinion, it can be seen that the success or failure of an organization can depend on the quality of work quality of employees in carrying out their duties. An agency is said to be successful if it is oriented towards work productivity with proven work quality. One proof is the employee work results report to Bapppeda Fakfak. All employees (civil servants and honorary) are required to make a work report. Daily work reports or documents that state the activities and work results carried out by employees on a daily basis when carrying out work or project activities or routine activities in the office. This report is used to state how all Bappeda employees manage their time and use the resources provided at Bappeda Fakfak. Daily work reports are used to measure employee performance at Bappeda Fakfak, determine goals and identify obstacles faced by employees at Bappeda Fakfak.

CONCLUSION

Based on the results of the research and discussion, it can be concluded that how the enforcement of employee discipline at Bappeda Fakfak Bappeda is in the "quite good" category, this is shown in the following indicators: 1)Time compliance includes coming to work on time, namely every ASN employee or honorary employee of Bappeda Fakfak comes to the office at 07.30 and goes home at 15.30, although there are still some who come less than the office hours due to various factors and reasons. Effective use of time, namely every employee manages time in various activities so that their performance is maximized, so that the use of time can be effective, planning is carried out in advance, planning at Bappeda Fakfak is carried out in December, the aim is to organize or plan what will be done or activities carried out in the coming year. Every employee at Bappeda Fakfak consistently carries out their duties without fail. This conclusion is based on research and interviews which show that all co-workers and superiors are actively involved in every activity to ensure smooth operations. 2)

Responsibilities at Bappeda Fakfak include strict compliance with all instructions, where each employee diligently follows all regulations and guidelines. In addition, each employee at Bappeda Fakfak is also given a specific work target that must be completed within a specified time period, of course in accordance with the duties and functions of each field, and makes daily work reports, namely all employees at Bappeda Fakfak make daily reports to evaluate the performance of employees concerned with the work or activities carried out are recorded or written in a daily report based on the duties and functions, because the daily report is the basis for the disbursement of employee TPP. The daily report is recorded every day and collected at the end of each month.

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