

## EMPLOYEE ATTENDANCE INFORMATION SYSTEM AT BERKAH TRANSLATOR WEB-BASED

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### ABSTRACT

In the modern environment, it is challenging to distinguish daily activities and employment from the usage of digital technology. This web-based employee attendance information system was designed to make it simpler for administrators and employees to keep track of attendance and recapitulation considering the importance and necessity of attendance for a business or institution. This information system has forms for employees to complete in order to view their attendance and notes, such as my attendance, add notes, and my notes. I developed this web-based information system with the assistance of php myadmin, notepad ++, dreamweaver, and visual studio. As a consequence of the research, an online employee attendance tracking system may boost company performance, particularly in the field of human resources.

**Keywords:** Information System, Attendance, Employees, Web

### 1. INTRODUCTION

Attendance is a measure of employees' everyday presence in the workplace. The arrival and departure times of employees who are present at the workplace are information that may be derived from an absence. Then, workers who do not report to work will be able to determine if the absent employee has authorization or is unwell.

The data system might also provide clarification regarding the whereabouts of present or absent staff. A system is a collection of two or more interdependent components that work together to achieve a purpose. The majority of systems are comprised of subsystems that support the larger system (Marshall, 2015). Therefore, business owners and Human Resources will not be confused when computing employee attendance statistics, particularly as the pay period approaches. According to Sianturi (2018), information is data that has been transformed into a form that is more helpful and relevant for people who receive it, whereas data is a source of information that represents an actual occurrence. The plural version of datum is data. Data is a description of events and actual entities. From the definition and description of data, it can be deduced that data is the raw material from which information is derived (Sianturi, 2015).

Consequently, traditional data processing is extremely cumbersome, time-consuming, and erroneous, whereas a computer system can display data properly and quickly. An information system is a system within an organization that combines the daily transaction processing requirements that support the managerial operational functions of the organization with the strategic activities of an organization in order to provide the reports required by certain external parties (Siti, 2019). As a kind of accountability reporting used to oversee the agency's work operations, data gathering is a vital aspect of an organization.

### 2. METODOLOGI PENELITIAN

#### 2.1 Context Diagram

A context diagram is a diagram that depicts the data flow of a system. The context diagram stipulates that employees must log in to complete attendance; the employee attendance information system then processes data for logged-in employees and shows an attendance form. In addition, the employee attendance information system delivers the administrator attendance report data.

#### 2.2 Data Flow Diagram (DFD) Level 1

At DFD level 1, it is simple for administrators to gain access to employee attendance information systems in order to retrieve employee data and attendance report information. Employees may view attendance by logging in, and attendance statistics specific to each employee will be presented.

### **2.3 Data Flow Diagram (DFD) Level 2**

DFD level 2 makes it simple for administrators to access all existing operations in the employee attendance information system, including processing of login data, employee data, attendance data, and report data. In the meantime, employees can only access attendance for attendance-related purposes.

### **2.4 Entity Relationship Diagram (ERD)**

ERD describes all activity cycles that will be applied to the attendance information system based on the system design and model that the management team will produce.

## **3. RESULTS AND ANALYSIS**

### **3.1 Analysis Changes**

The employee attendance tracking system at Berkah Translator is still manual at now. This office once utilized the Finger Print technology, however it has not been operational since early 2021. Therefore, because the Fingerprint system is no longer operational, employees are hindered in the process of attendance recapitulation and frequently overburdened in the process of absent attendance recapitulation.

Due to technical issues, Berkah Translator abandons the Finger Print technology by mid-2021. As a result, the Kominfo bureau continues to utilize the manual attendance method. The author recognizes that the current system is inefficient and relevant in terms of employee absenteeism, which is not insignificant, and takes the initiative to create a system that will facilitate attendance and recapitulation for both administrators and employees.

This new system is meant to make it easier for employees to take attendance, as it is web-based, and to simplify the process of attendance recapitulation for administrators, as monthly reports are included. This web-based solution allows for the addition of staff remarks and eliminates the need for attendance queues. The administrator can avoid manipulation of absenteeism by verifying or rejecting the absence of absent employees.

### **3.2 Applied Present System**

#### **3.2.1 Login Form**

On the Login form, the administrator and employees complete the login procedure. Where employees and administrators will sign in for their various activity.

#### **3.2.2 Admin Form**

When the administrator signs in, the initial display of the admin form will include an absence menu that requires confirmation from the employee attendance menu.

#### **3.2.3 Add New Employee Form**

Administrators can enter employee details or add new employee information to access the login form and take attendance.

#### **3.2.4 Employee List Form**

On the employee list form, the administrator may delete workers and see data for each employee registered in the Berkah Translator employee attendance information system.

#### **3.2.5 View Employee Attendance Form**

On the employee attendance view form, the administrator may examine all attendance report records for any Berkah Translator employee registered with this system.

#### **3.2.6 Absence Form**

Employees access the absence form for absent entrance and absenteeism, which will be validated by the administrator.

#### **3.2.7 My Attendance Display Form**

Every employee who has logged in may view their attendance history using their attendance form on My Attendance Display Form.

### **3.2.8 Changing Admin Password**

The only password that can be changed in this method is the administrator's; password changes for employees are not currently allowed.

## **4. CONCLUSION AND SUGGESTION**

The absence of the finger print application necessitated the creation of this Employee Attendance Information System, which makes it easy for users to retrace attendance and generate monthly reports. As an alternative to the fingerprint system, the information system makes the manual storage of attendance data reports more efficient and saves time. This information system makes the transition from manual to electronic recapitulation easier for staff. Web-based employee attendance information systems may support and facilitate work and improve corporate performance, particularly in the Human Resources department.

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