

## **ABSTRACT**

*The staffing information system in the prima sejahtera cooperative still uses manual methods in administrative records. This manual method is in the form of recording new employees who are still recorded in the book, employee attendance which is still using the attendance book and payroll which is still done by manual calculation. This causes the secretary as an employee who carries out the administrative process to require more time and work when there are new employees and bookkeeping reports at the end of the month and the end of the year. Considering that currently the website is very easy to use by many people and the devices used are not only laptops or computers, so the author intends to build a website system to make it easier for employees to manage administration at the Prima Sejahtera Cooperative. The implementation applied by the author in building the web is to use the PHP programming language and MySQL queries. In the process, the author also uses the waterfall/SDLC method to determine the steps in the program development process. The results obtained from this web-based staffing information system are that the secretary as administrator can add new employees without having to write them down in a book, then for accounting reports it is no longer by recapturing data that has been filled in by employees, and employees will be able to make attendance on the website and can view payroll reports and attendance reports.*

**Keywords:** *Information System, Waterfall Method, PHP, Web, MySQL*