

EVALUASI SISTEM PENGELOLAAN PERSONAL *FILE* KARYAWAN PADA PT SPORT GLOVE INDONESIA

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Abstrak

Penelitian ini bertujuan untuk mengevaluasi sistem pengelolaan personal file karyawan pada PT Sport Glove Indonesia, sebuah perusahaan manufaktur sarung tangan olahraga di Yogyakarta. Penelitian menggunakan pendekatan deskriptif kualitatif dengan teknik pengumpulan data melalui wawancara, observasi langsung, dan dokumentasi. Hasil penelitian menunjukkan bahwa sistem pengelolaan personal file masih dilakukan secara manual dan belum terstandarisasi. Permasalahan yang ditemukan antara lain dokumen karyawan yang tidak lengkap, keterlambatan pencarian arsip, permintaan dokumen ganda, tidak adanya audit rutin, serta belum adanya SOP tertulis. Selain itu, aspek keamanan data belum memadai dan penggunaan teknologi masih terbatas. Perusahaan telah merencanakan implementasi Human Resource Information System (HRIS), namun menghadapi kendala pada kesiapan infrastruktur dan pelatihan staf. Penelitian ini menyimpulkan bahwa sistem pengelolaan personal file perlu segera ditingkatkan melalui digitalisasi, penyusunan SOP, serta peningkatan literasi digital staf HRD.

Kata Kunci: *Personal File, Administrasi SDM, Sistem Manual, HRIS.*

2021/10/20


EVALUATION OF THE EMPLOYEE PERSONAL FILE MANAGEMENT SYSTEM AT PT SPORT GLOVE INDONESIA

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Abstract

This study aims to evaluate the employee personal file management system at PT Sport Glove Indonesia, a sports glove manufacturing company located in Yogyakarta. The research employs a descriptive qualitative approach, utilizing data collection techniques that include interviews, direct observation, and documentation. The results indicate that the management system remains manual and lacks standardization. Identified problems include incomplete employee documents, delays in retrieving files, repeated document requests, the absence of routine audits, and the lack of written SOPs. Additionally, data security is inadequate, and the use of technology remains limited. The company plans to implement a Human Resource Information System (HRIS), but faces challenges in terms of infrastructure readiness and staff training. This study concludes that the personal file management system needs improvement through digitalization, the establishment of clear SOPs, and enhanced digital literacy among HRD staff.

Keywords: *Personal File, HR Administration, Manual System, HRIS*