

INTISARI

Digitalisasi Arsip Kepegawaian dalam rangka Menunjang Manajemen Sumber Daya Manusia di PT United Tractors Tbk

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PROGRAM STUDI PENGELOLAAN ARSIP DAN REKAMAN INFORMASI SEKOLAH VOKASI UNIVERSITAS GAJAH MADA

Proyek Akhir berjudul “Digitalisasi Arsip Kepegawaian dalam rangka Menunjang Manajemen Sumber Daya Manusia di PT United Tractors Tbk” memaparkan implementasi digitalisasi dalam manajemen sumber daya manusia di PT United Tractors Tbk (mencakup di dalamnya pengelola arsip kepegawaian) melalui implementasi SAP ERP HCM (System Applications and Products in Data Processing Enterprise Resource Planning Human Capital Management), UT-One sebagai HRIS (Human Resources Information System), Microsoft SharePoint, dan digitisasi arsip.

Penulisan Proyek Akhir ini menerapkan tiga metode penelitian untuk mengumpulkan informasi dan menganalisis topik di atas, yaitu, observasi partisipatif dengan melakukan kegiatan PKL selama empat bulan di PT United Tractors Tbk, melakukan wawancara terhadap enam pegawai yang bertanggung jawab dalam manajemen sumber daya manusia, pengelolaan arsip kepegawaian, dan pengembangan digitalisasi perusahaan, serta studi pustaka melalui literatur seperti buku, jurnal, kebijakan pemerintah, dan karya Tugas Akhir dari sejumlah penelitian dalam rangka mendukung data dan informasi yang peneliti temukan di lapangan. Peneliti menggunakan konsep dasar digitalisasi dan manajemen sumber daya manusia dalam pembahasan Proyek Akhir ini.

Kesimpulan dari Proyek Akhir ini setelah dilakukan pengamatan dan pengkajian, yaitu PT United Tractors Tbk sebagai perusahaan yang terus berkembang telah secara aktif mengimplementasikan digitalisasi dalam kegiatan-kegiatannya serta mengintegrasikan proses-proses bisnis yang berjalan, termasuk dalam manajemen SDM dan pengelolaan arsip kepegawaian. Digitalisasi arsip kepegawaian berperan penting untuk mendukung optimalisasi manajemen SDM di perusahaan yang nantinya akan berdampak pada peningkatan produktivitas aktivitas bisnis perusahaan agar mampu berkompetisi di pasar secara unggul.

Kata kunci: Digitalisasi, Manajemen Sumber Daya Manusia, Arsip Kepegawaian

ABSTRACT

Digitalizing Personnel Records to Support Human Resource Management at PT United Tractors Tbk

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The final project, "Digitalization of Personnel Records to Support Human Resource Management at PT United Tractors Tbk," details the digitalization of employee record management at PT United Tractors Tbk through the implementation of SAP ERP HCM (System Applications and Products in Data Processing Enterprise Resource Planning Human Capital Management), UT-One as HRIS (Human Resources Information System), and other technologies.

In order collect data and analyze the topic at hand, the author of this final project uses three research techniques, including actively observing while participating in internship activities at PT United Tractors Tbk for four months, conducting interviews with six employees who are in charge of staffing for records management, developing company digitization, and managing human resources, as well as literature research through literature such as books, journals, government policies, and Final Project focuses on a variety of studies to bolster the evidence and information discovered by researchers in the field. Researchers focus on the fundamental concepts of personnel records digitalization and its impact to support human resource management.

PT United Tractors Tbk has actively implemented digitalization in its activities and integrated business processes that are currently operating, including in human resources management and personnel records management. The digitalization of personnel records is crucial for supporting the improvement of human resources management in the organization, which will ultimately have an effect on raising the productivity of the company's business operations so that it may compete more effectively in the market.

Keywords: *Digitalization, Human Resources Management, Personnel Records*