



TABLE OF CONTENT

GRADUATING PAPER TITLE SHEET	ii
LEMBAR PENGESAHAN	iii
STATEMENT OF ORIGINALITY	iv
INTISARI	v
ABSTRACT	vi
ACKNOWLEDGEMENT	vii
TABLE OF CONTENT	viii
LIST OF PICTURES	xii
LIST OF CHARTS	xiv
LIST OF TABLES	xv
LIST OF ABBREVIATIONS	xvi
CHAPTER I	1
INTRODUCTION	1
1. Background	1
2. Objective	3
3. Scope	3
4. Methods of Research	3
4.1. Method of Collecting the Data	3
4.2. Method of Analyzing the Data	4
4.3. Method of Presenting the Data	4
5. Presentation	4
CHAPTER II	5
THE PROFILE OF BPJS KETENAGAKERJAAN	5
1. History	5
2. Profile, Programs, Mission, Vision, Logo, Philosophy, Motto, and Values	8



2.1. Profile	8
2.2. Program	8
2.3. Mission	9
2.4. Vision	9
2.5. Logo	9
2.6. Philosophy	10
2.7. Motto	10
2.8. Values	11
3. Role	11
4. Workers Job Description	11
4.1. Head of the Branch Office	11
4.2. Head of Marketing (HoF)	12
4.3. Marketing Officer (MO)	12
4.4. Relationship officer (RO)	13
4.5. Middle Manager of Marketing Administration (MMoMA)	13
4.6. Middle Manager of Non-Wage Earner Marketing (MMoNWEM)	13
4.7. Middle Manager of Non-Wage Earner Administration (MMoNWEA)	14
4.8. Middle Manager of Member's Welfare (MMoMW)	14
4.9. Head of Services (HoS)	14
4.10. Middle Manager of Service (MMoS)	15
4.11. Customer Service (CS)	15
4.12. Head of Human Resources (HoHR)	16
4.13. Middle Manager of Human Resources (MMoHR)	16
4.14. Middle Manager of Archive and General (MMoAG)	16
4.15. Head of Finance and Information Technology (MMoFIT)	17
4.16. Middle Manager of Finance (MMoF)	17
4.17. Middle Manager of Information and Technology (MMoIT)	18



Branch Secretary	18
5. Facilities.....	20
5.1. Kid's Corner.....	20
5.2. Free Beverages.....	20
5.3. Electronic information machine.....	21
5.4. Service Hall.....	22
5.5. Lactation room	22
5.6. Waiting room	23
5.7. Meeting room.....	24
5.8. Mini library	24
5.9. Smoking area	25
CHAPTER III	26
MANUAL AND ELECTRONIC PROCEDURE OF JHT CLAIM IN BPJS KETENAGAKERJAAN.....	26
1. Provident Fund Insurance and Pension Insurance	26
1.1. Provident Fund Insurance	26
1.2. Pension Insurance	30
2. Manual and Electronic Procedure of JHT claim in BPJS Ketenagakerjaan	32
2.1. What is Claim?.....	32
2.2. JHT Claim.....	32
2.3. What is E-Claim?	50
3. The Obstacles of JHT Claim Manually and Electronically in BPJS Ketenagakerjaan Yogyakarta	57
3.1. Obstacle and advantage faced by BPJS Ketenagakerjaan Staffs	58
3.2. Obstacle and advantage faced by BPJS Ketenagakerjaan members.....	58
CHAPTER IV	59
CONCLUSION.....	59
WORK CITED.....	60



**MANUAL AND ELECTRONIC PROCEDURE OF PROVIDENT FUND BENEFIT
(JHTâ,-â€•JAMINAN HARI TUA) CLAIM
IN BPJS KETENAGAKERJAAN YOGYAKARTA**

DEVITA NURROCHMAN, Nur Endah Nugraheni, S.S., M.A.

UNIVERSITAS
GADJAH MADA

Universitas Gadjah Mada, 2017 | Diunduh dari <http://etd.repository.ugm.ac.id/>

LIST OF APPENDICES 62

APPENDIX 1: LAW NO 109 OF 2013 ABOUT MEMBERSHIP STAGING	63
APPENDIX 2: LIST OF INFORMANT	75
APPENDIX 3: LIST OF INTERVIEW QUESTION FOR BPJS STAFF	77
APPENDIX 4: LIST OF INTERVIEW QUESTION FOR BPJS MEMBER	78
APPENDIX 5: INTERNSHIP LETTER	79
APPENDIX 6: CURRICULUM VITAE	80
APPENDIX 7: LOG BOOK	82



UNIVERSITAS
GADJAH MADA

**MANUAL AND ELECTRONIC PROCEDURE OF PROVIDENT FUND BENEFIT
(JHTâ,-â€•JAMINAN HARI TUA) CLAIM
IN BPJS KETENAGAKERJAAN YOGYAKARTA**

DEVITA NURROCHMAN, Nur Endah Nugraheni, S.S., M.A.

Universitas Gadjah Mada, 2017 | Diunduh dari <http://etd.repository.ugm.ac.id/>

LIST OF PICTURES

Picture 1. BPJS Ketenagakerjaan History.....	7
Picture 2. BPJS Ketenagakerjaan Building.....	8
Picture 3. BPJS Ketenagakerjaan Logo	9
Picture 4. BPJS Ketenagakerjaan Values.....	11
Picture 5. Kid's corner	20
Picture 6. Free beverages	20
Picture 7. Referigerator and water dispenser.....	21
Picture 8. Electronic Information Machine.....	21
Picture 9. Service Hall	22
Picture 10. Lactation room.....	22
Picture 11. Waiting room on the first floor.....	23
Picture 12. Waiting room on the second floor.....	23
Picture 13. Television	23
Picture 14. Meeting Room	24
Picture 15. Mini Library	24
Picture 16. Smoking Area	25
Picture 17. F5 form	44
Picture 18. Statement letter	45
Picture 19. JHT Submission Receipt	45
Picture 20. JHT Determination	46
Picture 21. JHT Proof List Determination	47
Picture 22. JHT Voucher.....	48
Picture 23. JHT receipt	49
Picture 24. Information about electronic service	50
Picture 25. BPJS Ketenagakerjaan condition.....	50



**MANUAL AND ELECTRONIC PROCEDURE OF PROVIDENT FUND BENEFIT
(JHTâ,-â€•JAMINAN HARI TUA) CLAIM
IN BPJS KETENAGAKERJAAN YOGYAKARTA**

DEVITA NURROCHMAN, Nur Endah Nugraheni, S.S., M.A.

UNIVERSITAS
GADJAH MADA

Universitas Gadjah Mada, 2017 | Diunduh dari <http://etd.repository.ugm.ac.id/>

Picture 26. Electronic Service Home Page 52

Picture 27. Login Page 52

Picture 28. Registration Page 53

Picture 29. Member Account Page 54

Picture 30 Claim Form (F5.) 54

Picture 31. Claim Form (F5.) part 1 55

Picture 32. Claim Form (F5.) part 2 55

Picture 33. E-mail from BPJS Ketenagakerjaan 56

Picture 34. Approval e-mail from BPJS Ketenagakerjaan 57



UNIVERSITAS
GADJAH MADA

**MANUAL AND ELECTRONIC PROCEDURE OF PROVIDENT FUND BENEFIT
(JHTâ,-â€•JAMINAN HARI TUA) CLAIM
IN BPJS KETENAGAKERJAAN YOGYAKARTA**
DEVITA NURROCHMAN, Nur Endah Nugraheni, S.S., M.A.

Universitas Gadjah Mada, 2017 | Diunduh dari <http://etd.repository.ugm.ac.id/>

LIST OF CHARTS

Chart 1. Organization Structure	19
Chart 2. JHT Claiming procedure in customer service level	37
Chart 3. JHT Claiming procedure in Middle Manager of Service level.....	39
Chart 4. JHT Claiming procedure in Head Office / Head of Service level	40
Chart 5. JHT Claiming procedure in Finance Division level.....	41
Chart 6. JHT Claiming procedure in Head of Finance level.....	42
Chart 7. JHT Claiming procedure in Cashier level.....	43



UNIVERSITAS
GADJAH MADA

**MANUAL AND ELECTRONIC PROCEDURE OF PROVIDENT FUND BENEFIT
(JHTâ,-â€•JAMINAN HARI TUA) CLAIM
IN BPJS KETENAGAKERJAAN YOGYAKARTA**

DEVITA NURROCHMAN, Nur Endah Nugraheni, S.S., M.A.

Universitas Gadjah Mada, 2017 | Diunduh dari <http://etd.repository.ugm.ac.id/>

LIST OF TABLES

Table 1. JHT Registration 28

Table 2. JHT contribution and payment method 29



LIST OF ABBREVIATIONS

BPJS Ketenagakerjaan Yogyakarta	- BPJS
Provident Fund Insurance	- JHT (<i>Jaminan Hari Tua</i>)
Work-Related Accident Insurance	- JKK (<i>Jaminan Kecelakaan Kerja</i>)
Death Insurance	- JKM (<i>Jaminan Kematian</i>)
Pension Insurance	- JP (<i>Jaminan Pensiun</i>)
Customer Relationship Management	- CRM
Marketing Officer	- MO
Relationship Officer	- RO
Director Regulation	- PERDIR (<i>Peraturan Direksi</i>)
Middle Manager of Service	- MMoS
Head of Finance	- HoF
Middle Manager of Marketing Administration	- MMoMA
Head of Service	- HoS
Annual Activities and Budget Plan	- RKAT (<i>Rencana Kegiatan dan Anggaran Tahunan</i>)
Middle Manager of Non-Wage Earner Administration	- MMoNWEA
Middle Manager of Member's Welfare	- MMoMW
Work Accident - Occupational Diseases	- KK-PAK (<i>Kecelakaan Kerja-Penyakit Akibat Kerja</i>)
Human Resources	- HR
Middle Manager of Human Resources	- MMoHR
Middle Manager of Archive and General	- MMoAG
Middle Manager of Finance	- MMoF
Middle Manager of Information and Technology	- MMoIT