THE ROLE OF PT XYZ'S PORTAL TO EFFECTIVENESS OF ADMINITRATIVE ACTIVITIES IN THE CORPORATE SECRETARY ADMINISTRATION AND STRATEGIC PLANNING DIVISION OF PT XYZ JAKARTA

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ABSTRACT

This study aims to determine the role of the PT XYZ Portal on the effectiveness of administrative activities in the Corporate Secretary and Strategic Planning Division of PT XYZ Jakarta, find out the obstacles and solutions that are made to solve the problems that occur. Data collection techniques through observation, namely observing directly the object under study. The results of the research conducted show that the PT XYZ Portal plays a major role in supporting administrative activities in the Corporate Secretary and Strategic Planning Division, this is because administrative activities can be completed in real time with the PT XYZ Portal. The obstacle that often occurs is the unreadability of employee attendance in the Employee Self Service system, which causes fatal consequences if absence correction is not carried out. For this reason, the solution is to re-check attendance in the Employee Self Service system and manually correct unread attendance for further approval by the relevant leadership.

Keywords: Role, Effectiveness, Administration.

1. INTRODUCTION

As time continues to increase and the development of science, the more advanced the technology that is currently developing. As is well known, now the world has entered the era of the industrial revolution 4.0 applying the concept of automation carried out by machines without the need for human labor in its application. This is a vital thing needed by industry players for time, labor and cost efficiency. The application of the Industrial Revolution 4.0 in factories today is also known as Smart Factory. Not only that, currently data retrieval or exchange can also be done on time when needed, via the internet network. So that the production and bookkeeping processes that run at the factory can be authorized by interested parties anytime and anywhere as long as they are connected to the internet.

In this era, there are many new innovations including the Internet of Things (IoT), Big Data, 3D printing, Artificial Intelligence (AI), driverless vehicles, genetic engineering, robots and smart machines. One of the biggest things in the Industrial Revolution 4.0 is the Internet of Things. The internet plays a major role in the progress of the world today. The internet is currently very helpful for the administrative activities of each company, work can be completed precisely and according to what has been planned and is also efficient in terms of time, cost and effort. It is not surprising that many companies have switched from human labor and have chosen to use robots and smart machines, as well as computer programs because the costs incurred are much lower than human labor, besides that the resulting risk factors are far less.

Administrative activities are very important in every company. According to The Liang Gie 1982:17) in CHR. Jimmy L. Gaol (2015: 36) administration is a whole series of activities to collect, record, manage, duplicate, send, and store information needed in every cooperative effort.

How good administrative management so that work activities run well and regularly. Web Portal is a website that provides certain capabilities that are made in such a way as to try to suit the tastes of its visitors. A more specific portal capability is the provision of information content that can be accessed using a variety of devices, such as personal computers, notebooks, PDAs (personal digital assistants), or even mobile phones.

Web portals became popular in the late 1990s. After the development of web browsers in the mid-1990s, many companies tried to build portals to gain their market share via the Internet. Web portals are of particular interest because for many users they are the initial page their web browser opens on. Netscape Netcenter had become part of America Online, Walt Disney launched Go.com, and Excite had become part of AT&T in the late 1990s.

The PT XYZ portal itself can only be accessed by PT XYZ's internal employees, and can also be accessed through gadgets, not necessarily through laptops or personal computers so that it can be opened anywhere and anytime, both within the company and outside. This of course makes work more effective and efficient. However, there are several applications in the PT XYZ Portal which can only be accessed from the corporate environment.

In addition, the latest news related to the activities of the directors, company activities, as well as notifications and other important information is displayed so that PT XYZ's internal employees can find up-to-date information. Therefore, the PT XYZ Portal is very helpful in completing administrative activities because it can be accessed outside the company environment, so that work can be completed immediately even though it is outside the office environment. The use of the PT XYZ Portal is also considered efficient in terms of time and effort, because it is able to save time, for example in delivering messages and information because it can be done quickly.

Based on the description above, this study aims to explain the role of the PT XYZ portal on the effectiveness of the administrative activities of PT XYZ's Corporate Secretary and Strategic Planning division.

2. RESEARCH METHODS

This research was conducted using a qualitative approach with data collection techniques through observation, interviews and documentation studies. Data collection techniques are carried out by: 1). Library Studies (Library Research), 2). Field Studies (Field Research) consisting of observations (observations), interviews (interviews) and documentation. Interviews were conducted in a structured and unstructured manner. The informants of this study are Division Heads and Divisional Staff who are at the Corporate Secretary & Strategic Planning.

3. RESULTS AND ANALYSIS

The PT XYZ Portal is a gateway to a collection of company information and a collection of applications that can be accessed by all PT XYZ employees. Therefore, the existence of the PT XYZ Portal is expected to help facilitate several activities that can indeed be accessed on the PT XYZ Portal, including: making official memos, making outgoing letters, making SPPD (business travel orders), making absence corrections, inputting leave and overtime, and so on.

3.1. The Role of PT XYZ Portal on the Effectiveness of Administrative Activities in the Corporate Secretary and Strategic Planning Division.

The role of the PT XYZ Portal on the effectiveness of administrative activities in the Corporate Secretary and Strategic Planning Division, namely:

1. Source of Information

The PT XYZ portal is a source of information because all updates regarding notifications, company activities, directors' activities can be accessed through the portal. The Corporate

Communications Bureau work unit in the Corporate Secretary and Strategic Planning Division which is responsible for updating information on the PT XYZ Portal. With the speed of information obtained, of course it is effective in completing the existing work.

2. As Data Management

The PT XYZ Portal also plays a role as data management, incoming or sent notes or letters can be archived via electronic mail on the PT XYZ Portal. Makes it easier to find existing letters or notes by entering the subject in the search. In addition, on the PT XYZ Portal data sharing between work units can be carried out via I Cloud (PT XYZ Drive). This of course makes work more effective because it makes it easier to share data, for example in terms of gathering materials for meetings that are submitted to the Secretariat and Protocol Bureau in the Corporate Secretary and Strategic Planning Division.

3. As a Means of Electronic Correspondence

One of the roles of the PT XYZ Portal is as a facility for electronic correspondence activities. With the PT XYZ Portal, it can save on paper usage and is efficient in terms of time because it can send official official notes in real time which have been signed by the relevant leadership. As one example, the Corporate Secretary and Strategic Planning Division sends official notes regarding the implementation of routine weekly meetings to other divisions.

4. Employee Attendance Management

Another role of the PT XYZ Portal is being able to manage employee attendance data contained in the Employee Self Service, so that each employee can monitor their respective attendance data and can also input requests for leave or overtime requests. In the Corporate Secretary and Strategic Planning Division, employee attendance can be managed by the admin in each work unit so that it is more effective, attendance recaps are carried out every month.

3.1. Administrative Activities that Can Be Done on the PT XYZ Portal Website

On the PT XYZ Portal there are many menus and applications that can be accessed to support existing work. As an admin at the Corporate Planning Bureau, the author accesses the PT XYZ Portal to create official notes and outgoing letters, make absence corrections and also input leave and overtime for those who are entitled to receive them in accordance with existing regulations.

The following are details of administrative activities that can be carried out on the PT XYZ Portal:

3.1.1. Official Memo

Making official notes is one of the routine activities that the writer does. Making official notes here is usually addressed to work units related to data requests, delivery of information and so on. All official notes sent are valid because they have been digitally signed by the work unit supervisor who sent the official notes, so they do not need wet signatures anymore. This is of course effective for completing work related to correspondence, and in terms of time it is also efficient.

The sender of the note can find out the status of the note, where the approval of the note made has reached. If all (checkers and signers) have agreed to the note, the note will be sent. All notes that have been sent can be seen in the "Sent Official Notes" section

3.1.2. OTO (Office Travel Order)

SPPD is a letter that is made when employees go on business trips both domestically and abroad. This SPPD contains information on the name of the employee who will go on a business trip, how long the business trip takes, the destination of the business trip, the purpose of the business trip, and lodging facilities during the business trip.

In addition to official travel certificates, the SPPD is also a document for submitting

business travel money along with other supporting documents which will later be submitted to the treasurer's department. Employees who travel on business are entitled to pocket money. In contrast to official notes, SPPD requires a wet signature by the relevant leadership so that they can be declared valid.

3.1.3. ESS (Employee Self Service)

ESS or Employee Self Service is PT XYZ's internal website for managing absences, leave, overtime and payroll information for PT XYZ employees. Every employee of PT XYZ has access to the Employee Self Service. As admin, the author is able to access Employee Self Service with the role of user and work unit administrator, so that here the author can make absence corrections, input overtime and leave from all employees in the work unit where the author carries out the internship.

3.1.4. Outgoing Mail

As an admin, it is also responsible for making outgoing letters intended for other companies. Basically, making outgoing letters on the PT XYZ Portal is almost the same as making official notes as explained earlier. However, a wet signature and a stamp are still needed to make the letter valid.

4. CONCLUSION

From the research that the Author has conducted regarding the Effectiveness of administrative Activities in the Corporate Secretary and Strategic Planning Division, the Author can conclude:

1. The PT XYZ Portal plays a major role in the effectiveness of administrative activities in the Corporate Secretary and Strategic Planning Division as well as in other work units. With the PT XYZ Portal work can be completed quickly and easily, besides that the PT XYZ Portal can be accessed anywhere, although not everything on the PT XYZ Portal can be accessed outside the company environment, but most of the work done can be completed outside the company environment . So that work can be monitored and completed even though it is outside the office environment.

2. Most of the routine work is done through the PT XYZ Portal. Routine work/administrative activities carried out include the following: making official notes both related to data requests and submitting needs requested by other work units, making SPRIN/SPPD for company official travel, making outgoing letters, managing employee absences in work units where the author does an internship, inputs overtime, leave, or other permits.

3. Even though the PT XYZ Portal is very helpful in the effectiveness of daily work, there are still problems when completing routine work, namely often employee attendance is not read on the attendance machine located at Security Post 1, this often happens so that absences must be corrected manually in the Employee Self Service on the PT XYZ Portal which must be approved by the leadership of the work unit. These obstacles almost the author experiences every month. The solution taken to deal with these obstacles is to monitor attendance every month, and immediately correct unread attendance before the cut-off period determined by the HR department.

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