

ABSTRAK

DAMPAK IMPLEMENTASI SISTEM KEARSIPAN DAN SARANA PRASARANA TERHADAP EFEKTIVITAS KERJA PEGAWAI DI BIRO KEPEGAWAIAN UNIVERSITAS PENDIDIKAN INDONESIA

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Efektivitas kerja pegawai dipengaruhi oleh banyak faktor, namun fokus kajiannya diarahkan pada faktor-faktor yang mempengaruhi efektivitas kerja dari faktor eksternal diantaranya adalah implementasi sistem kearsipan dan sarana prasarana. Skripsi ini membahas hasil penelitian tentang dampak implementasi sistem kearsipan dan sarana prasarana terhadap efektivitas kerja pegawai di Biro Kepegawaian UPI. Implementasi sistem kearsipan dan sarana prasarana diduga memiliki peranan penting sebagai penunjang efektivitas kerja. Ketika sistem kearsipan sudah dapat dilaksanakan dengan baik dan sarana prasarana sudah memadai maka efektivitas kerja pun akan meningkat. Penelitian dilakukan dengan menggunakan metode *explanatory survey*, dimana data dikumpulkan dengan menggunakan angket model *likert scale* yang diberikan kepada populasi sejumlah 28 orang pegawai Biro Kepegawaian UPI. Hasil analisa data menunjukkan bahwa presentase implementasi sistem kearsipan masih berada pada kategori sedang/cukup dikarenakan para pegawai yang belum mampu mengelola sistem kearsipan sesuai dengan peraturan yang berlaku yang dilihat dari hasil pencapaian kerja penyusunan dan pengelolaan data pegawai, serta sarana prasarana masih berada pada kategori sedang/cukup dikarenakan pegawai belum mampu memanfaatkan sumber informasi dengan baik sehingga mengakibatkan efektivitas kerjanya pun masih berada pada kategori sedang/cukup. Hal tersebut ditandai dengan naik turunnya hasil Sasaran Kinerja Pegawai (SKP) pada setiap tahunnya. Namun demikian, dari hasil uji hipotesis diperoleh bahwa implementasi sistem kearsipan dan sarana prasarana memiliki pengaruh yang positif dan signifikan terhadap efektivitas kerja pegawai baik secara simultan maupun parsial. Oleh karena itu, efektivitas kerja pegawai dapat ditingkatkan melalui implelementasi sistem kearsipan dan sarana prasarana yang baik.

Kata Kunci: Sistem Kearsipan, Sarana Prasarana, Efektivitas Kerja

ABSTRACT

IMPACT OF IMPLEMENTATION OF ARCHIVAL SYSTEM AND FACILITIES OF INFRASTRUCTURE TOWARD THE EFFECTIVENESS OF EMPLOYEES' PERFORMANCE IN BUREAU OF PERSONNEL OF INDONESIA UNIVERSITY OF EDUCATION

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Effectiveness of employees' performance was influenced by many factors, but the focus of the study was directed to the factors that affect the effectiveness of the performance of external factors such as the implementation of archival systems and infrastructure. This article discussed the results of research on the impact of implementation of archival system and infrastructure on the effectiveness of employees' performance in Bureau of Personnel of Indonesia University of Education. Implementation of archival systems and infrastructure allegedly has an important role as a supporter of effectiveness in working. The research was conducted by using the explanatory survey method; the data were collected by using the Likert scale model questionnaire, given to the population of 28 employees of Bureau of Personnel of Indonesia University of Education. The result of data analysis showed that the percentage of implementation of archival system was still in moderate category because the employees had not been able to manage the archival system in accordance with the prevailing regulations, therefore the education and training on archival system should be done in order to be implemented in accordance with Standard Operating Procedure (SOP), as well as the infrastructure was still in moderate category due to limited of available information sources so that it needs to add other sources of reference information in accordance with applicable regulations. And, effectiveness of performance was still in the category of moderate category. This was marked by the unstable of the results of the Job Performance Assessment in each year. Nevertheless, from the results of hypothetical test, it was found that the implementation of archival systems and infrastructures had a positive and significant effect on the effectiveness of employees' performance, either simultaneously or partially. Therefore, the effectiveness of employees can be improved through the implementation of archival system and good facilities and infrastructure.

Keywords: Filing System, Infrastructure Facility, Work Effectiveness

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