

## INFORMATION SYSTEM FOR WORK EXIT PERMIT AT CIAMIS STATE COURT

Yosep Septiana<sup>1</sup>, Yanti Apriyani<sup>2</sup>, Mira Kusmira<sup>3</sup>, Melisa Winda Pertiwi<sup>4</sup>  
<sup>1,2,3,4</sup> Universitas Bina Sarana Informatika  
Jl. Tanuwijaya, Tasikmalaya City  
E-mail :melisa.mwp@bsi.ac.id

**ABSTRACT-** The District Court is a judicial institution within the General Court environment domiciled in the regency or city capital. Submitting information for permits to enter and leave work manually is considered less effective in terms of controlling employee activities, especially going work obligations during working hours for personal or other interests. with the submission method only giving reports verbally to Sub Personnel and Ortala, without any written submissions/reports that must be known by the head of the Agency to apply the SOP that applies to the Agency Observations are made by visiting and observing directly to the research site to see the ongoing process The interview was conducted with one of the employees of the Ciamis district court. Interviews were conducted by asking several questions to determine the system running there. This literature study is used as reference material in doing this final project. Literature studies are used by searching for material through books, the Internet, and journals related to this research. We are designing an information system for entering and leaving work permits (sikasja) to streamline activities in the work environment. So that research results can be utilized by agencies as a primary reference for solving existing problems. As a step of adaptation and use of technology in the current era of digitalization. Knowing the job role of each position in Class 1B agencies,

**Keywords:** Court, System, Waterfall, Personnel, Letters

### 1. PRELIMINARY

The District Court is a judicial institution within the General Court environment that is domiciled in the regency or city capital. As a First Level Court, the District Court examines, decides, and resolves criminal and civil cases for people seeking justice in general [1].

The development of the Internet is extraordinary and very different from the early days of its existence. Now the story of Science and Technology (Science and Technology) is inseparable from human needs in daily activities, especially in various Government and private Agencies [2].

The problem that often occurs in every public or private Agency lies in the lack of discipline and quality of employee performance, one of which is the obligation during working hours [3].

Responsibility for work is a trait that every employee must possess, so because of that, the authors designed a system that functions to be able to monitor and implement the order, especially during the clock work and in the work area of the Ciamis District Court Class 1B (Ciamis District Court, 2022).

### 2. THEORETICAL BASIS

Information processing of network-based civil case data at the Samarinda District Court to be able to support the process of criminal and average cases and support decisions by the Samarinda District Court in providing complete information, and can be felt quickly for the sake of increasing human resources at the Samarinda District Court, With the existence of a network-based civil case data processing information

system at the Samarinda District Court, it can assist in managing civil case decision data and preparing reports in an accurate and easy to understand the manner to achieve the stated goals [4]

The Jambi religious court is one of the judicial bodies whose duty and authority is to examine, decide and settle cases at the first level between Muslim people in the field of marriage, inheritance

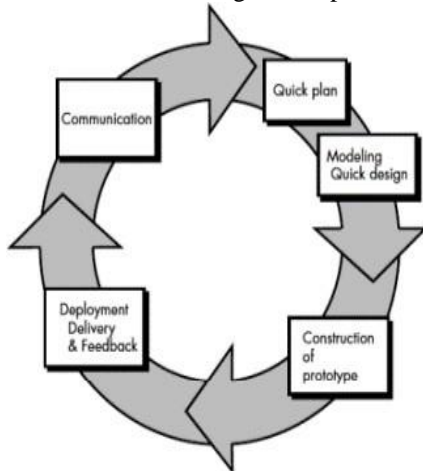
, wills, and grants. However, the content that always comes to the fore in the community regarding services at the Jambi religious court is the delay in completing the case process, and this is due to a need for more information. It is difficult for the parties to the litigation to access court service information which still seems to be closed by the slowness of the court in providing information because the information provided still relies on summons. The solution offered is a change in the information system displayed on a website basis to make it easier for visitors to get information. The system modeling tool used is UML output which is displayed in the form of a prototype with trial schedule reports, case stage reports, case fee reports, and case reports coming in monthly [5]

### 3. METHOD

#### 3.1. Research Stages

The prototyping model is a process that allows developers to create a software model. This method is best when clients cannot provide optimal information about their needs [6].

This model is appropriate to describe user needs in detail because sometimes users need help conveying their needs without first seeing a clear picture.



source: [7]

Figure 1. Prototype Model

The software development method uses a prototype model divided into five stages [7].

#### 1. Communication

In the early stages, this was carried out by collecting the first data and communicating with users, in this case conducting interviews, especially with agency staff and employees, to find out the running system and the problems encountered so that they can build the design of this website information system.

#### 2. Planning

The next stage is carried out by designing a prototype device in general which can then be further developed.

#### 3. Representation

At this stage, the author makes a model description that will be developed using the Unified Modeling Language (UML).

#### 4. Construction

At this stage, prototype work is carried out, and testing the system is being built.

#### 5. Submission

In the last stage, after designing and making a prototype that follows the user's needs, the next step is that the user can use the prototype and evaluate it.

#### 3.2. Data collection

Data collection techniques used by researchers collecting data are:

#### 1. Observation

Observations were made by visiting and observing the research site to see the ongoing process.

#### Interview

#### 2. The interview was conducted with one

employee of the Ciamis district court. Interviews were conducted by asking several questions to determine the system running there.

#### 3. Literature Study

This literature study is used as reference material in doing this final project. Literature studies are used by searching for material through books, the Internet, and journals related to this research.

#### 3.3. Data analysis

Procedure for submitting foreign service permits. Employees who will apply for a license for the benefit of outside services must first receive an invitation letter or an attachment sent from the organizer through PTSP (One Stop Services) at the Ciamis District Court, so the employee concerned has the right to apply for a permit at the time and hour according to the letter or an attachment received to request permission from the official who leads the employee section via Sub. Management Organization Personnel Section by filling out the work permit application form to record these activities in the report file book as which has been regulated in the SOP (Standard Operating Procedure) of the Ciamis District Court.

The procedure for submitting a special interest permit. Employees must first confirm the respective Head of Subdivision (Head of Subdivision) before making an application to convey what interests will be the information in the submission and also notify on what day and at what time. After the Head of Subdivision (Head of Subdivision) approves this information, the employee has the right to submit it through the Subdivision submission form. For the time being, the Orjala Personnel Section is submitted for permission from the leadership.

Report Procedure, the Chairperson of the Ciamis District Court checks weekly reports to monitor attendance and submit employee permits through Sub's monthly report file book. Staffing Organization Administration Section as one of the evaluation materials in the monthly performance meeting.

#### 3.4. Design Stages

The proposed activity diagram for submitting work permits is presented in the figure below.

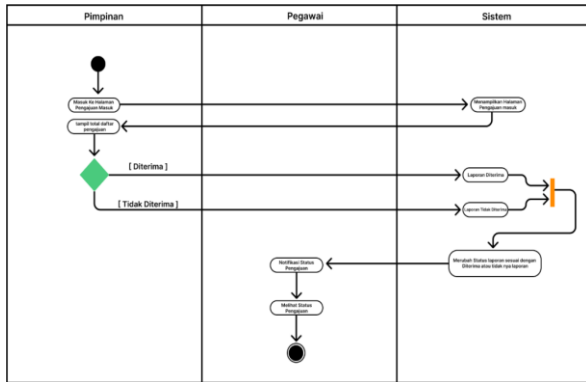


Figure 2.

Activity Diagram Submission Confirmation Enter

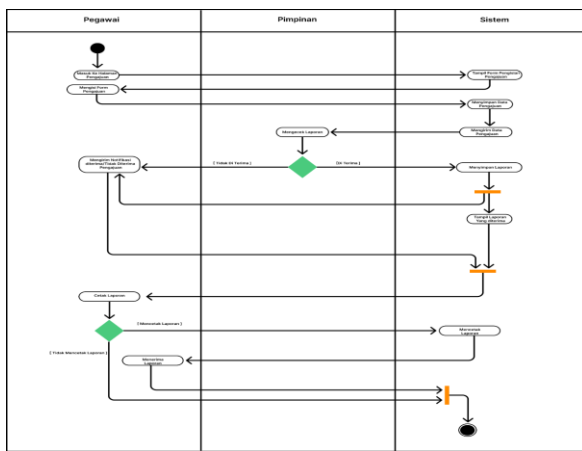


Figure 3.

Activity Diagram Submission

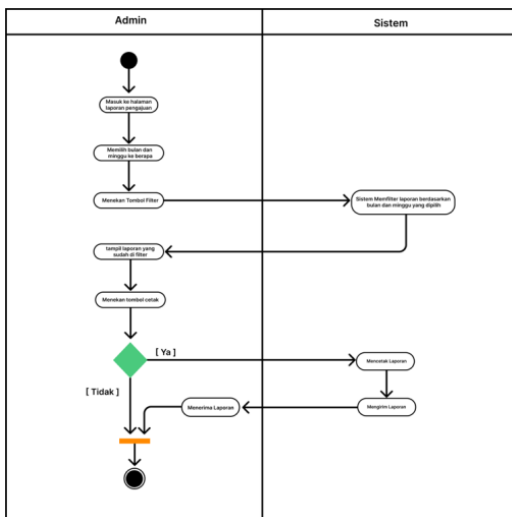


Figure 4.

Activity Diagram Print Report

The system procedure runs for the information system for entry and exit permits:

1. Procedure for submitting foreign service permits
2. Procedure for filing a special interest permit
3. Report Procedure

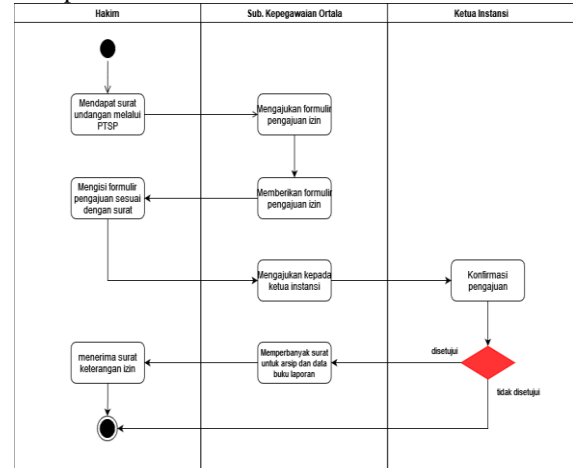


Figure 5. Procedure for submitting an employee license

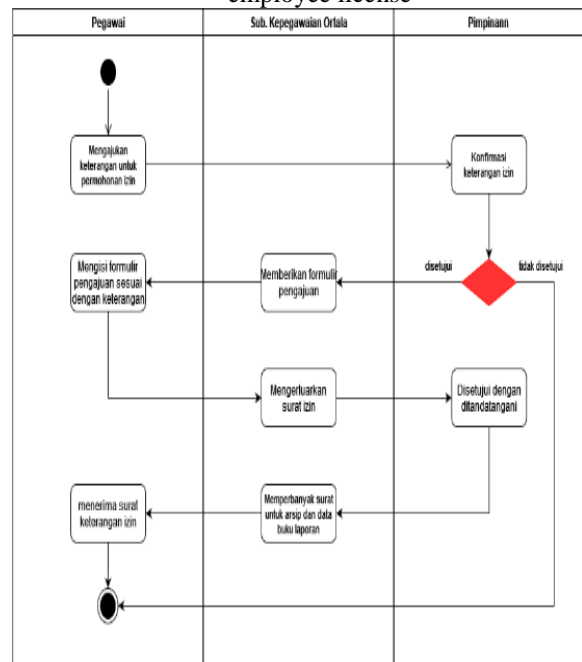


Figure 6. Procedure for applying for an employee license

#### 4. RESULTS AND DISCUSSION

I was using the digital method to implement the Ciamis Class 1B District Court as a disciplined, neat, and professional work area.

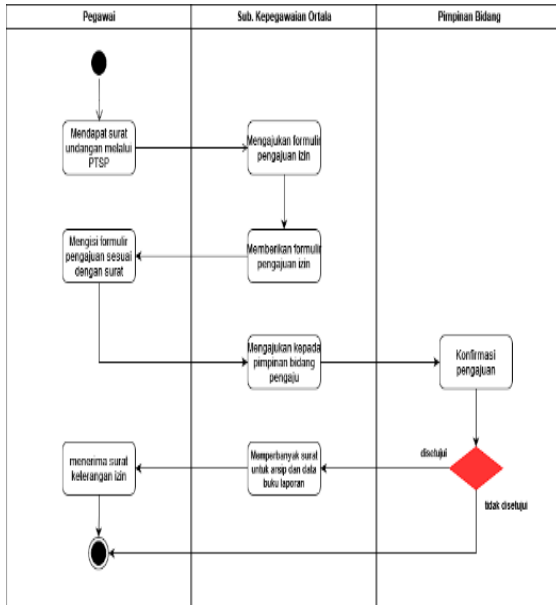


Figure 7. Procedure for submitting a Special Interest Permit

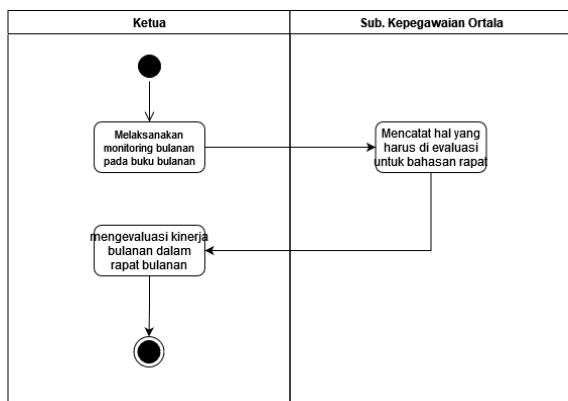


Figure 8. Report Procedure

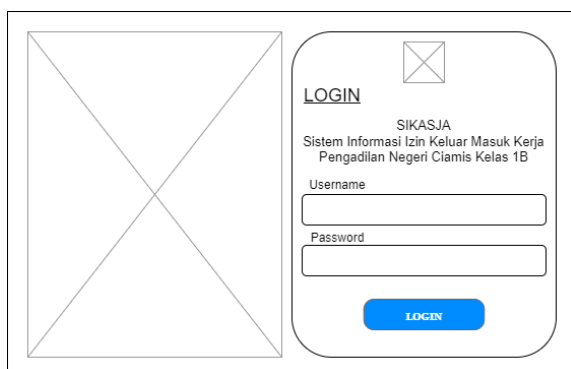


Figure 9. Login Interface Design



Figure 10. Submission Interface Design

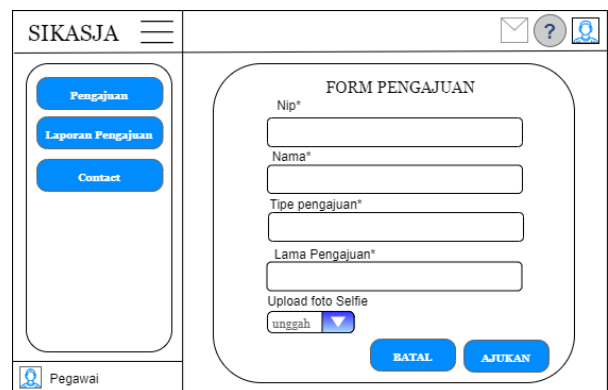


Figure 11. Submission Report Interface Design

## 5. CONCLUSION

The work permit information system will make it easier to apply for permits and prevent input errors, making the data more accurate. And the information system for permission to enter and leave work, the leadership, and Sub. Staffing Organization Management will find monitoring employee permits and managing permit application data easier. So that an information system for work permits for entering and leaving employees who will apply for access can be completed without filling out paper forms in Sub. Management Organization staff can go to the leadership to ask for permission.

## REFERENCE

- [1] P. N. Martapura, "pengadilan negeri," 2022.
- [2] Danilo Gomes de Arruda, "No 主観的健康感を中心とした在宅高齢者における健康関連指標に関する共分散構造分析Title," p. 6, 2021.
- [3] Pemkab Pati, "Bab iii permasalahan dan isu-isu strategis perangkat daerah," pp. 1–24, 2016.
- [4] A. R. Hakim, A. Yusnita, and H. Hariyadi, "Sistem Informasi Pengolahan Data Perkara Perdata Pada Pengadilan Negeri Samarinda Berbasis Jaringan," *Sebatik*, vol. 9, no. 1, pp.

- 8–15, 2018.
- [5] K. U. Peradilan, P. Agama, L. P. Militer, L. Peradilan, and T. Usaha, “BAB I,” no. 2, pp. 1–85, 2018.
- [6] Yurindra, “Bab II Landasan Teori,” *J. Chem. Inf. Model.*, vol. 53, no. 9, pp. 8–24, 2018.
- [7] A. Meyliana, “Perancangan Sistem Pengelolaan Keuangan Siswa Dengan Metode Prototype,” *Paradig. - J. Komput. dan Inform.*, vol. 23, no. 1, pp. 110–118, 2021.