





LAPORAN STUDI MAGANG

1 Identifikasi Masalah

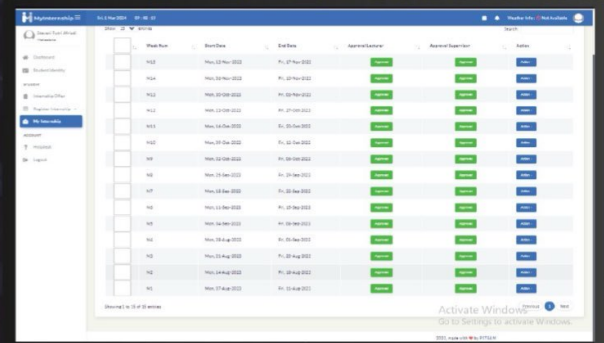
Penulis magang di PT Epson Batam kesulitan mengerjakan tugas karena tidak adanya *Working Instruction (WI)* pada *Data Entry*. Hal ini menyebabkan kebingungan, ketidakjelasan tugas, kurangnya dukungan, dan kesulitan beradaptasi, sehingga menurunkan efisiensi dan produktivitas kerja.

2 Solusi

Pembuatan *Working Instruction (WI)* mengenai operasional *Papua System*. *Papua System* merupakan sistem yang dibuat langsung oleh PT Epson Batam untuk :

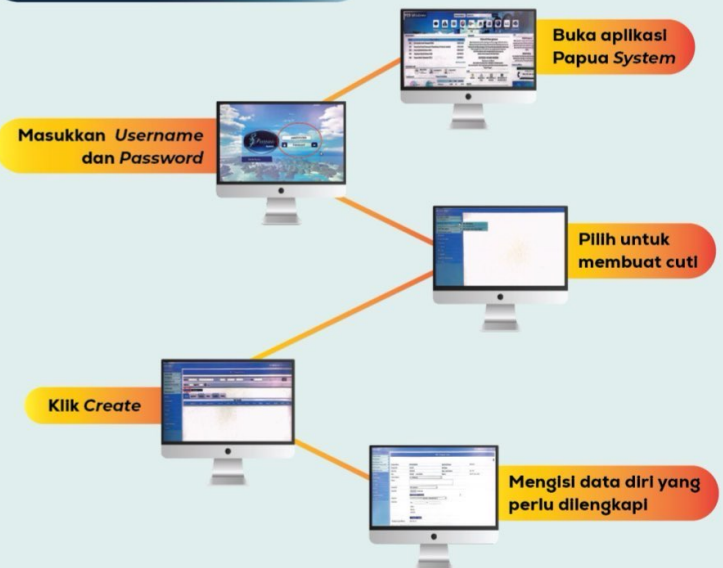
-  *Control Attendance*
-  *Control Overtime*
-  *Planning of Leave*
-  *Shift Arrangement*

Dan lain-lain. *Papua System* hanya bisa diakses oleh karyawan yang diberikan *username* dan *password*.



| Month | Start Date | End Date | Approved | Approved Date | Action |
|-------|------------------|------------------|----------|---------------|--------|
| M02 | Mon, 22 Mar 2022 | Fri, 27 Mar 2022 | Yes | | Cancel |
| M04 | Mon, 29 Mar 2022 | Fri, 02 Apr 2022 | Yes | | Cancel |
| M05 | Mon, 05 Apr 2022 | Fri, 09 Apr 2022 | Yes | | Cancel |
| M06 | Mon, 12 Apr 2022 | Fri, 16 Apr 2022 | Yes | | Cancel |
| M07 | Mon, 19 Apr 2022 | Fri, 23 Apr 2022 | Yes | | Cancel |
| M08 | Mon, 26 Apr 2022 | Fri, 03 May 2022 | Yes | | Cancel |
| M09 | Mon, 03 May 2022 | Fri, 10 May 2022 | Yes | | Cancel |
| M10 | Mon, 10 May 2022 | Fri, 17 May 2022 | Yes | | Cancel |
| M11 | Mon, 17 May 2022 | Fri, 24 May 2022 | Yes | | Cancel |
| M12 | Mon, 24 May 2022 | Fri, 31 May 2022 | Yes | | Cancel |
| M01 | Mon, 31 May 2022 | Fri, 06 Jun 2022 | Yes | | Cancel |
| M02 | Mon, 07 Jun 2022 | Fri, 13 Jun 2022 | Yes | | Cancel |
| M03 | Mon, 14 Jun 2022 | Fri, 20 Jun 2022 | Yes | | Cancel |
| M04 | Mon, 21 Jun 2022 | Fri, 27 Jun 2022 | Yes | | Cancel |
| M05 | Mon, 28 Jun 2022 | Fri, 04 Jul 2022 | Yes | | Cancel |
| M06 | Mon, 05 Jul 2022 | Fri, 12 Jul 2022 | Yes | | Cancel |
| M07 | Mon, 12 Jul 2022 | Fri, 19 Jul 2022 | Yes | | Cancel |
| M08 | Mon, 19 Jul 2022 | Fri, 26 Jul 2022 | Yes | | Cancel |
| M09 | Mon, 26 Jul 2022 | Fri, 02 Aug 2022 | Yes | | Cancel |
| M10 | Mon, 02 Aug 2022 | Fri, 09 Aug 2022 | Yes | | Cancel |
| M11 | Mon, 09 Aug 2022 | Fri, 16 Aug 2022 | Yes | | Cancel |
| M12 | Mon, 16 Aug 2022 | Fri, 23 Aug 2022 | Yes | | Cancel |
| M01 | Mon, 23 Aug 2022 | Fri, 30 Aug 2022 | Yes | | Cancel |
| M02 | Mon, 30 Aug 2022 | Fri, 06 Sep 2022 | Yes | | Cancel |

3 Lampiran Output



4 Manfaat Produk

-  **Efisiensi Waktu**
-  **Transparansi**
-  **Akurasi Data**
-  **Pengelolaan SDM**

