

ABSTRAK

ANALISIS KETERSEDIAAN FITUR PROGRAM ADMINISTRASI PERSONALIA

(Studi kasus pada PT. Agri Spice Indonesia)

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Penelitian ini bertujuan untuk menganalisis ketersediaan fitur pengendalian internal pada *software* “Program Administrasi Personalia”. Penelitian dilakukan di PT. Agri Spice Indonesia.

Jenis penelitian ini adalah studi kasus. Metode penelitian yang digunakan adalah deskriptif kualitatif. Teknik pengumpulan data yang digunakan adalah teknik pengumpulan data wawancara, observasi, dan dokumentasi. Teknik analisis data yang digunakan adalah analisis data kualitatif. Langkah analisis adalah mendeskripsikan fitur *software*, melakukan uji coba penggunaan *software*, dan melakukan perbandingan fitur *software* dengan kajian teori pengendalian internal.

Hasil analisis menunjukkan bahwa *software* “Program Administrasi Personalia” sudah memiliki fitur pengendalian internal sistem personalia yang baik sesuai dengan teori pengendalian internal menurut COSO pada komponen aktivitas pengendalian. *Software* mampu melakukan pengelolaan database, mengolah data, melaporkan hasil olah dan membantu proses bisnis perusahaan.

Kata Kunci: Ketersediaan Fitur, Software, Pengendalian Internal

ABSTRACT

ANALYZING FEATURES AVAILABILITY ON “PROGRAM ADMINISTRASI PERSONALIA” SOFTWARE

(A Case Study at PT. Agri Spice Indonesia)

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This research aims to analyze the availability of internal control features in “Program Administrasi Personalia” software. Research conducted at PT. Agri Spice Indonesia.

The type of this research was a case study. This research used qualitative descriptive method. Data collection techniques in this research were interviewing, observation, and documentation. Data analysis technique used qualitative data analysis. The analysis steps were describing software features, testing software usage, and comparing software features with internal control theoretical studies.

The result shows that “Program Administrasi Personalia” software has good internal control features in human resource system. According to internal control theory based on COSO, the software has good internal control features in control activities component. Software has capability in managing databases, processing data, reporting the results and has ability to help company’s business activities.

Keywords: Features Availability, Software, Internal Control