

## **The Influence of Implementation of a Review System on Employee Performance in Archives Management in PT. Industri Kapal Indonesia**

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### **ABSTRACT**

*This study aims to determine the implementation of the filing system, employee performance, and the effect of the implementation of the filing system on employee performance in Archive Management at PT. Industri Kapal Indonesia (Persero) Makassar. The data obtained were processed using quantitative analysis designed in the form of a causal relationship (correlation). The population of this study was 155 people with a sample of 20 percent or 31 employees using the Simple Random Sampling technique. Data collection techniques used are observation, questionnaires, interviews, and documentation. The data analysis technique used is descriptive statistical analysis and inferential statistical analysis. The results showed that the implementation of the archive system was in the good category in terms of five indicators, namely the creation of archives, management and control of archives, utilization of archives, maintenance of archives, and shrinkage of archives. For the performance of employees in managing archives, they are in a good category in terms of five indicators, namely quantity of work, quality of work, punctuality, attendance and ability to cooperate. The results of the analysis and hypothesis testing indicate that there is a positive and significant effect on the implementation of the filing system on employee performance in Archive Management at PT. Industri Kapal Indonesia (Persero) Makassar with a moderate level of influence. The results of the analysis and hypothesis testing indicate that there is a positive and significant effect on the implementation of the filing system on employee performance in Archive Management at PT. Industri Kapal Indonesia (Persero) Makassar with a moderate level of influence. The results of the analysis and hypothesis testing indicate that there is a positive and significant effect on the implementation of the filing system on employee performance in Archive Management at PT. Industri Kapal Indonesia (Persero) Makassar with a moderate level of influence.*

*Keywords: Archives, Employee Performance, Records System*

### **INTRODUCTION**

The increasingly rapid development of science and technology encourages an office, both government and private offices to maintain the quality of work of its employees or employees (Sedarmayanti, 2009). Employees are one of the important factors for the creation of work effectiveness because their behavior is a determining factor whether or not an office will run smoothly (Ayu et al., 2019; Kerr et al., 2020). Thus, it is necessary to have a good Human Resources (HR) planning that is managed professionally in order to achieve a balance between the needs of employees and the demands and capabilities of the organization (Blaga & Jozsef,

2014; Marin, 2012). This balance is the main key for the company to develop productively (Samsuni, 2017) (Ad, 2013).

Employee performance is the result or work achievement achieved by an employee in carrying out the duties and obligations assigned to him. Noor (2015) revealed that "Performance is a condition that must be known and confirmed to certain parties to determine the level of achievement of individual results associated with the vision carried out by an organization, and to know the positive and negative impacts of an operational policy". Furthermore, Moeheriono (2012) revealed that "Performance or performance is a description of the level of achievement of the implementation of an activity program or policy in realizing the goals, objectives, vision and mission of the organization as outlined through the strategic planning of an organization".

The achievement of high performance effectiveness can be influenced by several factors, one of which is in terms of the implementation of the archive system because a good filing system can facilitate the work process in the administrative field which at any time requires information either in letters or documents that are made or received. Tambe (2008) revealed that the archive has a role in the process of presenting information for leaders to make decisions and formulate policies. Therefore, to be able to present complete, fast and correct information, it is necessary to have good systems and work procedures in the archives sector. Based on this opinion, it can be seen that the implementation of an effective filing system can affect the improvement of employee performance, especially for archive management employees, because archives that are arranged and stored in an orderly and orderly manner based on a system can facilitate the decision-making process that will affect the work of employees. , and will create a smooth workflow.

Given the importance of archives, the Government of Indonesia pays considerable attention to the National Archives. This is evidenced by the issuance of regulations governing national archives, such as Law Number 43 of 2009 concerning Archives which states that archives are recordings of activities or events in various forms and media in accordance with the development of information and communication technology made and received by state institutions. local governments, educational institutions, companies, political organizations, community organizations, and individuals in the implementation of social, national and state life. (National Archives of the Republic of Indonesia, 2009).

Archives as a memory center and as a source of written information must be available when needed so that the office can provide effective service (Darwis et al., 2021; Nasrullah et al., 2020). Therefore, an office in managing its archives must pay attention to the filing system in accordance with the state of the organization in achieving the expected goals. The effectiveness of archive management is also influenced by employees who work in the archives unit, the facilities or facilities used and the funds available for archive maintenance (Husain et al., 2015) (Dewi et al., 2015).

Some of the descriptions above have explained the importance of archives, but this is not a reference for several offices, both government offices and private offices. There is still a lack of attention to archive management, such as the number of archives being piled up so that it can cause archives to be damaged quickly and difficult to find again. Based on initial observations at PT. Industri Kapal Indonesia (Persero) Makassar on Friday, March 17, 2017, there are still some problems that arise in the management of archives at PT. The Industri Kapal Indonesia (Persero) Makassar, causing archive management to be not optimal. There are still many archives that are

stacked and not well organized so that archives are easily lost and damaged. This poor archive management causes the work mechanism to be less smooth which results in a decrease in employee performance, especially in the archive manager itself, this can be caused by the slow decision-making process due to lack of information material, besides that the employee's work will be delayed because they have to find archives that are needed. Based on the description of the background above, a research was conducted with the title *The Effect of Archiving System Implementation on Employee Performance in Archiving Management at PT. Industri Kapal Indonesia (Persero) Makassar*. other than that the work of employees will be delayed because they have to find the archives that are needed. Based on the description of the background above, a research was conducted with the title *The Effect of Archiving System Implementation on Employee Performance in Archiving Management at PT. Industri Kapal Indonesia (Persero) Makassar*. other than that the work of employees will be delayed because they have to find the archives that are needed. Based on the description of the background above, a research was conducted with the title *The Effect of Archiving System Implementation on Employee Performance in Archiving Management at PT. Industri Kapal Indonesia (Persero) Makassar*.

## METHOD

This study is a quantitative study designed in the form of a causal relationship (correlation), to determine the effect of the independent variable on the dependent variable. The variables studied in this study are the implementation of the filing system (X) as an independent variable or as an influencing variable and employee performance (Y) as the dependent variable or the affected variable.

The population of this research is the employees of PT. Industri Kapal Indonesia(Persero) Makassar as many as 155 people. Considering the total population of 155 people, the sample taken is 20 percent or 31 employees of PT. Indonesian Shipbuilding Industry (Persero) Makassar by using the Simple Random Sampling technique which is carried out randomly without regard to the existing strata in the population. For more details can be seen in Table 1:

**Table 1. Research Sample**

No.	Section/Work Unit	Population	Sample
1	Secretariat Bureau	11	5
2	Bureau of Finance and Accounting	9	6
3	Tax Bureau	2	1
4	Marketing and Logistics Bureau	13	8
5	Production Bureau	110	5
6	Bureau of Business Planning and Development	10	6
<b>Amount</b>		<b>155 People</b>	<b>31 people</b>

*Source: Data Processing Results*

Data collection techniques in this study used several techniques namely observation, questionnaires/questionnaires, interviews, and documentation. The technique used to analyze the data in this research is descriptive statistical analysis technique and inferential analysis

technique which aims to examine the research variables. In inferential statistical analysis consists of data normality test, simple linear regression analysis, product moment correlation analysis.

## RESULTS OF RESEARCH AND DISCUSSION

### Filing System Implementation

Description analysis is intended to obtain an overview of the implementation of the archive system at PT. Industri Kapal Indonesia (Persero) Makassar. The results of the analysis per indicator can be seen in Table 2:

**Table 2. Analysis Results Per Indicator Variable Implementation of the Archives System**

Indicator	N	N	Percentage (%)	Category
Archive Creation	354	372	95.16	Well
Archive Management and Control	244	248	98.39	Well
Archive Utilization	237	248	95.56	Well
Archive Maintenance	328	372	88.17	Well
Archiving	320	372	86.02	Well
<b>TOTAL</b>	<b>1483</b>	<b>1612</b>	<b>92.00</b>	<b>Well</b>

*Source: Questionnaire results*

Archival creation is the initial stage of archival activities that are created in two ways, namely internally and externally (Meirinawati & Prabawati, 2015). Based on table 2, archive creation which is an indicator of the variable implementation of the archive system is in the good category with a percentage level of 95.16 percent indicating that the process of creating archives both internally and externally is well managed. The results showed that the indicators of archive creation were in the good category. Archives are created in two ways, namely internally (archives originating from within the company) and externally (archives originating from outside the company). This is seen from the descriptor shows that in the process of creating archives the company always pays attention to existing procedures.

Management and control of records is an effort in handling archives properly and regularly. Based on the table 2 it can be seen that the management and control of records are in the good category with a percentage level of 98.36 percent. The results of observations show that the management and control of records is managed properly and regularly, where the process of receiving and sending letters or other office documents follows the procedures applicable in the company, namely in the general division the letters are recorded in the agenda book and then forwarded to the leadership or director for instructions. through the disposition sheet. In the implementation of the archive system, after the archive creation stage, the next stage is the management and control of records, where in this case the archive requires good handling so that it can be used as useful information material in a company, besides that the archive can also be well maintained in terms of content. as well as physical form. This is seen

from the descriptor shows that every incoming and outgoing mail is handled properly, starting from the reception process, recording to the storage process.

High archive utilization can also be influenced by the storage process, where this can make it easier for employees to find files that will be reprocessed (Damalita, 2009). Observation results show that the archives at PT. The Industri Kapal Indonesia (Persero) Makassar is stored using the subject system and the year system, this aims to facilitate the implementation of storage and retrieval of archives quickly and precisely. in table 2 it can be seen that the use of archives is in the good category with a percentage level of 95.56 percent. In the process of implementing the archive system, the use of archives can measure how high the use of an archive is. Archives that have been saved are often searched for again because they will be used for certain purposes. This is seen from the descriptor shows that in terms of utilization of archives the company implements an appropriate storage system that facilitates the process of reusing archives.

Archive maintenance is the efforts made in maintaining an archive in order to avoid all possible damage and destruction of archives (Gusda & Rahmah, 2013). Based on table 2, it can be seen that archive maintenance is in the good category with a percentage level of 88.17 percent. Archive maintenance efforts are in the form of protecting, overcoming, preventing and taking steps, actions aimed at saving archives and ensuring the survival of archives from unwanted destruction. This is viewed from the descriptor shows that the company's awareness of the importance of the archive so that the company tries to pay attention so that the archive can be maintained and avoid loss and damage to the archive itself which will result in loss of information.

Archival shrinkage is an activity in reducing the number of archives that can be done by moving, destroying and submitting archives to other parties. Based on table 2, it can be seen that the shrinkage of archives in this office is in the good category with a percentage level of 86.02 percent. In the process of implementing the archive system, archive shrinkage is an activity to reduce the number of records that can be done by moving, destroying and submitting archives to other parties. This activity is carried out with respect to the expiration of the archive storage period that has been determined by legislation, regulations or administrative procedures. This is viewed from the descriptor indicating that the destruction of records in the company under study was carried out based on laws and regulations, where any archives that had no use value would be destroyed in accordance with applicable procedures.

### **Employee Performance in Archive Management**

The description analysis is intended to obtain a general description of the performance of employees in Archive Management at PT. Industri Kapal Indonesia (Persero) Makassar. The results of the analysis per indicator can be seen in Table 3:

<b>Indicator</b>	<b>N</b>	<b>N</b>	<b>Percentage (%)</b>	<b>Category</b>
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Job Quantity	237	248	95.56	Well
Quality of Work	347	372	93.28	Well
Punctuality	334	372	89.78	Well
Presence	213	248	85.89	Well
Cooperation Ability	358	372	96.24	Well
<b>TOTAL</b>	<b>1489</b>	<b>1612</b>	<b>92.37</b>	<b>Well</b>

**Table 3. Results of Analysis of Employee Performance Variable Indicators in Archive Management**

*Source: Questionnaire results*

The quantity of work is an aspect that shows the amount of work produced by individuals or groups as requirements that become company standards (Priansa, 2017). Based on table 3, it can be seen that the quantity of work is in the good category with a percentage level of 95.56 percent. The quantity of work is the result of employee work, where employees are required to be able to work in accordance with company standards. Implementation of a good filing system supports employees of PT. Industri Kapal Indonesia (Persero) Makassar to master the field of duty so that this can facilitate work in meeting work targets in accordance with company standards.

Quality of work is an aspect that shows quality standards in the field of archives that must be adjusted by employees. Based on table 3, it can be seen that the quality of employee work is in the good category with a percentage level of 93.28 percent. Every employee of PT. The Industri Kapal Indonesia (Persero) Makassar always carries out the responsibilities given to it to the maximum extent possible. This is because PT. The Industri Kapal Indonesia (Persero) Makassar as a growing company is required to be able to provide fast, precise and complete information so that every employee works with a high level of accuracy in every detail of work and decisions and actions taken.

Punctuality in work is an aspect that shows that jobs have different characteristics for the type of archive management work that must be completed on time because they are dependent on other work. Based on table 3, it can be seen that the timeliness of employees' work is in the good category, namely 89.78 percent. Employees of PT. The Industri Kapal Indonesia (Persero) Makassar has responsibilities related to the tasks it provides consistently in accordance with the given time span, such as in archiving work, employees must manage properly and use time as efficiently as possible in managing incoming and outgoing letters so that the information contained therein can be delivered to the intended party.

Attendance is an aspect that requires the presence of employees. Based on table 8, it can be seen that employee attendance is in the good category with a percentage level of 85.89 percent. This shows that the employee's work discipline is very good. Each employee is required to be present in accordance with the given working time. Employees of PT. The Industri Kapal Indonesia (Persero) Makassar always obeys the company's regulations in terms of working hours, this is shown by being present on time and coming home from work in accordance with the applicable regulations in the company.

The ability to cooperate is an aspect that shows that good cooperation is needed at work (Joseph, 2018). Based on table 8, it can be seen that the cooperation ability of employees is in

the good category with a percentage level of 96.24 percent. This shows that the cooperation between employees of PT. The Industri Kapal Indonesia is well established. Cooperation plays an important role, this is because not all work can be completed by only one employee, for certain types of work cooperation is needed to obtain results as expected. Employees of PT. The Industri Kapal Indonesia (Persero) Makassar shows cooperation in developing the company with effective communication, respecting each other's opinions and working together to solve the main problems faced.

### **The Influence of the Implementation of the Archives System on Employee Performance in Archive Management**

The use of simple linear regression is to test the hypothesis in this study, namely "it is suspected that there is a significant influence on the implementation of the filing system on employee performance in managing records at PT. Industri Kapal Indonesia (Persero) Makassar". The test criteria are if  $F_{hitung}$  is greater than the 5% significant level test, then  $H_0$  is rejected which states that there is no effect of the implementation of the filing system on employee performance and  $H_1$  is accepted which states that there is an effect of the implementation of the filing system on employee performance. For more details can be seen in Table 4:

**Table 4. Simple Linear Regression Results**

Variable	B	$F_{hitung}$	Sig	$F_{tabel}$	Sig
Constant	18,497			1,739	0.093
		7,741	0.009		
Filing System Implementation	0.617			2,782	0.009

*Source: Data Processing Results via SPSS 16*

Based on table 4, the regression equation analysis is obtained for the values of  $a = 18.497$  and  $b = 0.617$  so that the resulting regression equation is  $Y = 18.497 + 0.617 X$ .

The accepted hypothesis is  $H_0 : : = 0$  against  $: : 0$  or  $0$ . From the results of the F test calculation, it is obtained that the F test is 7.741 with (0.05 : 1: 31) of 4.16 which means greater than Thus, because greater than then rejected and accepted which means that there is a dependence of the variable implementation of the archive system on employee performance so that the results of data processing in this study directly with the hypothesis that says "it is suspected that there is an effect of the implementation of the archive system on employee performance in managing records at PT. Industri Kapal Indonesia(Persero) Makassar" is acceptable.

Furthermore, the product moment correlation test is intended to determine whether there is a relationship between the implementation of the filing system on the performance of employees in managing records at PT. The Industri Kapal Indonesia(Persero) Makassar can be seen in Table 5:

**Table 5. Product Moment Correlation Test Results**

Model	R	R Square	Adjusted R Square	Std. Error of the Estimate
1	.459a	.211	.183	3.780

Source: Results of Data Analysis through SPSS 16

Based on the correlation analysis of the product moment calculation results, the correlation between the implementation of the filing system (X) and employee performance (Y) is  $r$  of 0.459. The coefficient of termination is:  $r^2 = 0.211$  or 21.1 percent which means that the effect of the implementation of the filing system on employee performance in managing records at PT. The Industri Kapal Indonesia (Persero) Makassar amounted to 21.1 percent while the difference of 78.9 percent was found by factors outside the variable implementation of the archive system.

The results of the study indicate that there is a significant effect of the implementation of the filing system on employee performance in Archive Management at PT. Industri Kapal Indonesia (Persero) Makassar. Which means the hypothesis in this study, namely "it is suspected that there is an effect of the implementation of the filing system on employee performance". in archive management at PT. Industri Kapal Indonesia (Persero) Makassar" can be accepted with a moderate level of influence.

## CONCLUSION

Implementation of the filing system at PT. The Industri Kapal Indonesia (Persero) Makassar is in the good category. This is viewed from five indicators, namely the creation of archives, management and control of archives, utilization of archives, archive maintenance and archive shrinkage. Employee performance in managing archives at PT. The Industri Kapal Indonesia (Persero) Makassar is in the good category. This is viewed from five indicators, namely the quantity of work, quality of work, punctuality, attendance and ability to cooperate. The results of hypothesis testing indicate that there is a significant positive effect on the implementation of the filing system on employee performance in managing records at PT. Industri Kapal Indonesia Makassar with medium level.

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