

ABSTRACT

Indonesia Stock Exchange is a company engaged in the field of stock since 1912. This company has a vision to become the largest shareholding company in ASEAN. One of the policies made is the Human Capital Grand Fine Tuning process, which is the optimization of Human Resources so as to create a productive and effective work process. The problems found in employee time management system are non-real-time employee time planning, absence or absence of attendance calculation process, and absence of master data as payroll reference.

Based on the problem of working time management at the company, the solution is updating system performance that is ERP concept design that can integrate process in company. One of the ERP software is SAP which has complete module specification especially time management module with core process that is work time planning, master data management, and work time reporting. To implement SAP time management module requires ASAP methodology which has detailed and complete documentation phase specification. The final result of the research is designing for time management process using SAP that has been adjusted and validated by the process of working time management of employees at the company.

Keywords: *Time Management, ERP, SAP, ASAP*