

ABSTRACT

PT San Pacific Abadi is one of the companies engaged in the production of dolls marketed in local and international markets. In the last 3 years, the number of production achievements at the company has continued to decline. The worst condition was in 2020, there were several months where the production target was not achieved and the percentage of production achievement was only 40-50%. With a limited number of employees and the company doesn't yet have sophisticated machines so that the division of work tasks becomes unbalanced and the production process time exceeds the working time it should be able to cause the possibility of a high workload for employees. This research was conducted to find out how big the workload of the employees in the production of dolls so that it can be done to design the number of employee needs with job descriptions and job specifications.

This study was conducted to analyze the workload of employees using the Full Time Equivalent (FTE) method. The stages in the research include identifying problems that occur within the company, determining problem formulations, boundaries, and goals, then identifying the design process for the number of employees, identifying processes and working time, identifying allowance standards, then calculating the volume of workloads, and analyzing suitability. the number of existing employees with the calculation results, and the final result is a plan of the number of employees with job descriptions and specifications.

The results of the workload calculation using the FTE method found that the majority of doll production employees had a workload > 1.28 (normal index) or it could be said to be overloaded. Based on the results of FTE calculations and analysis, companies need to match the number of employees working and evaluate job descriptions and job specifications.

Keywords : Workload, Full Time Equivalent (FTE), Job Description, Job Specification