

ABSTRACT

Human resources is a very crucial and needed for the company or organization. This good human resources will be a company or organization can compete properly and properly. Yayasan Pendidikan Telkom is a company engaged in the field of Education, has a Finance & Risk Management Unit engaged in budgeting, taxation, accounting and Risk Management & Financial Policy within the internal scope of Yayasan Pendidikan Telkom.

One of the things that can improve the existing human resources in the company are some jobs, some jobs that optimally ensure the quality of human resources in the company, so the results of this study is to meet the requirements of some of the jobs given at the same time get the salary of employees or optimal resources at the Telkom Education Foundation, especially in the accounting sub unit.

This study uses quantitative research methods with descriptive assessment, data collected and validation again with interview analysis to analyze some of the work done by employees of the Finance & Risk Management Unit, descriptive assessment is carried out to obtain a goal in accordance with what then helps the data collection process can provide an overview of the characteristics of the object. Then the data that has been obtained in the analysis using data analysis techniques Full time equivalent to measure some of the existing work.

The results prove the existence of an overload on one of the employees, with an indication of the division of job desk or some tasks that are not too heavy so that a lot of work is delayed on one of the employees in the accounting sub unit.

This study is expected to help evaluate some of the work done by employees, especially the accounting Sub unit of Telkom Education Foundation and can be a solution in realizing optimal human resources.

Keywords: *Work Load, Human Resources, Full Time Equivalent.*