

ABSTRACT

Human resources are one of the key elements in educational organizations, playing a crucial role in ensuring the smooth operation of schools. Sekolah Islam Cendekia Muda consists of several educational units ranging from kindergarten to high school, each of which has administrative staff. The problem found is the imbalance in the workload of administrative staff at Sekolah Islam Cendekia Muda which causes delays in completing tasks, such as inputting receipts, managing unit operational expenses, and preparing financial reports. This has an impact on school operations, such as delays in funding student activities. This study aims to analyze the workload of administrative staff in each school unit using the Full Time Equivalent (FTE) method to determine the appropriate workforce requirements. This method involves measuring effective working time, assessing adjustment factors with the Westinghouse Rating System, work allowances, and standard time to calculate the FTE index for each staff. The results of the analysis show that administrative staff in the kindergarten and junior high school units have FTE values of 1,598 and 1,575 respectively, which are classified as overloaded, so it is recommended to add 1 staff each. In contrast, staff in the elementary and high school units have FTE values below 1,00, indicating underload. Simulation of a 20% increase in the number of students shows that the workload can be normalized by redistributing tasks, adding routine activities, and adjusting working hours, so that all staff are in the normal workload category.

Keyword - Workload Analysis, Full Time Equivalent, Human Resource Planning