THE DEVELOPMENT OF PERSONNEL WORKING RECORD FORM: A CASE STUDY AT THE OFFICE OF ARTS AND CULTURE, SUAN SUNANDHA RAJABHAT UNIVERSITY.

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ABSTRACT

Presently, Business Intelligence (BI) systems are data-driven Decision Support Systems (DSS). Business Intelligence is sometimes used interchangeably with briefing books, report and query tools and executive information systems. The study on the Development of Personnel Working Record Form: A Case Study at the Office of Arts and Culture (OAC), Suan Sunandha Rajabhat University is a part of applying BI for efficiency development, aiming to improve the working record system of the personnel section, including daily working record sick leave, business leave, vacation leave, maternal leave, religion leave, assignment / on duty trip and absence. Previously, the number of record items were very few; however, more items were added due to the evaluation regulations. As a result, the efficient system is consequently required in data-based form since those data is used as a part of promotion, the salary increase, bonus, as well as other incentives. In addition, accuracy, recentness and flawless are also vitally concerned.

This new record system is developed via studying, reviewing and analyzing the weakness from the OAC system. After that, the tool and manual were designed and trialed during October 2018 through June 2019. Finally, the evaluation and experiment report were done. The result was that the transformation of working record system from file-based to data-based, as well as web application could help reduce the redundancy, increase the convenience and speed in retrieving data, better monitoring and tracking data, systemize all data with less errors. These advantages, in consequences, created satisfaction among staff and helped administrators for making decisions on matters concerned.

Keywords: personnel working record, data-based, web application

INTRODUCTION

In terms of personnel record file, a lot of circumstances involved: the supervision and monitoring, the personnel information filing, the daily work performance, the performance report (as BI for administrators regarding salary increase and promotion), the information for recording based on evaluation criteria, the orders and decorations proposal request, the length of service, the daily working record (clock in and off), and the leave (sick, business, ordination, maternal, vacation, on-duty engagement, late and absence without prior notice).

Presently, the personnel section of OAC has recorded those information due to the regulations, rules and procedure of the university. The record was in the form of file based which was not appropriate to the situation which accuracy, speed and recentness were required.

To eliminate all problems found, the development for working record form has been studied and trialed - from file-based to data-based, as well as application which could help reduce / eliminate the inconvenience of information retrieval; meanwhile, the efficiency and effectiveness were elevated.

OBJECTIVE

To develop the personnel information and work performance forms as well as the application for the personnel section of the Office of Arts and Culture, Suan Sunandha Rajabhat University.

METHODOLOGY

The study is a routine to research work (R2R), applying empirical research method. The duration was from October 2018 through July 2019. The data analysis (the record forms of personnel information, daily work performance, performance report, evaluation criteria, length of service, and leave / absence); and in-depth interview were used as tools for collecting data. The data respondents were staffs from the Personnel Division and from OAC. After that, the application was created and developed, leading to system development.
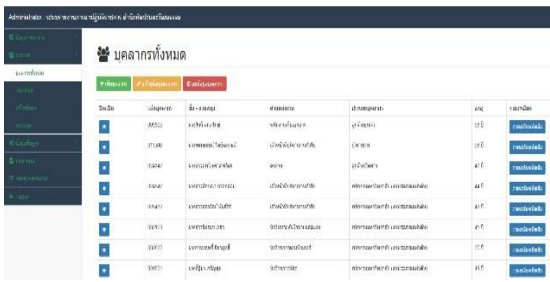
RESULT

What were gained from the study included a tool for recording personnel information in all aspects concerned, as well as web application which could be applied at any time and any place with accuracy, speed, and recentness. Therefore, it could be concluded that the new tool and application were efficient and effective.

CONCLUSION AND FUTURE WORK

From the study, review and analysis, as well as the technological application to design and construct the system, it was obvious that the new form, the manual and the application can boost the efficiency and effectiveness of the personnel section, the Office of Arts and Culture. Some better circumstances that were worth mention included the effectiveness on operation, management, job assignment, etc. Moreover, the satisfactions of staffs towards forms, tools and application was at a high level since they could check and monitor all matters by themselves at all times. These could be applied to personnel sections in other offices.

The Comparison Table on Process / Innovation Development

| Before	After

1. Initial Process
   1.1 Survey and find out individual general information at the beginning of each fiscal year due to the working days generated by the university regulations: e.g. the incentive on vacation leave – 15 years of service can make a leave up to 30 days accumulation; less than 15 years of service can make a leave up to 20 days accumulation.
	1. Initial Process
	   1.1 Create personnel data-based file in bullet.
	        - adding information
	        - editing information
	        - eliminating information

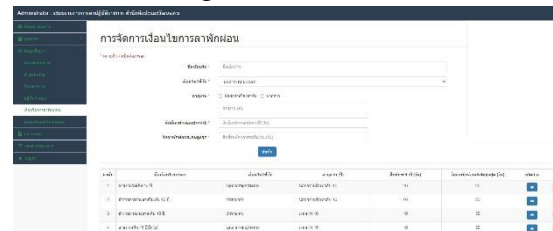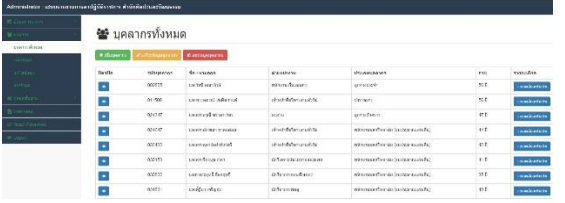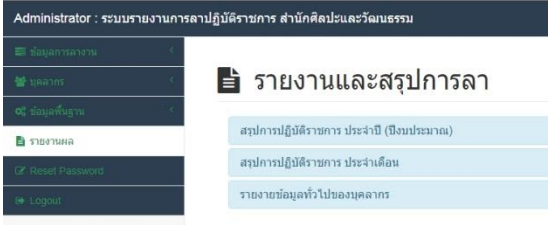| Before	After

	1.2 Create data on individual job title
	  - adding individual job title
	  - editing individual job title
	  - eliminating individual job title

1.2 Make a daily working record form, print it out, and put it in the file.
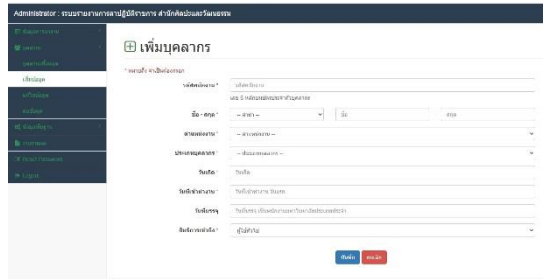 	
	1.3 Create section in charge
	   - adding section in charge
	   - eliminating section in charge
	1.4 Identify public holidays
	   - adding public holidays
	  - exploring public holidays
	  - listing public holidays
	   - eliminating public holidays
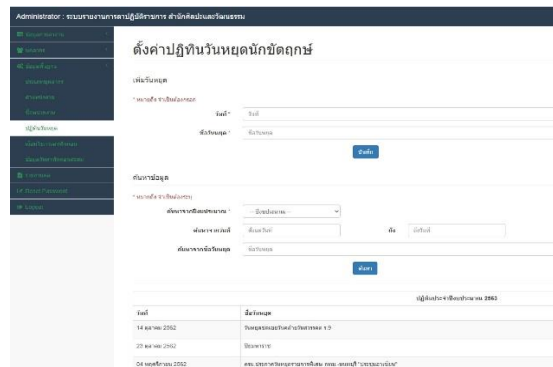	
	   1.5 Identify vacation leave based on conditions of regulations
	   - adding condition
	   - proposing / cancelling condition usage
	   - eliminating condition
	
	   1.6 Manage data on vacation leave accumulation
	     - adding information being automatically processed by the program

Before	After
2. Personnel's Information Management Apply Excel program before printing it out. Two main reasons involved: 1. Information being recorded by Excel program could be primarily processed and editing before filing; 2. Record was parallelly processed via the system to avoid any lost and/or for self-monitoring.	**2. Personnel's Information Management** **-** presenting all information concerned - adding personnel information - editing personnel information - eliminating personnel information *all could be conveniently done
3. Leave / absence Management - Leave request form was in-order proposed to administrators for approval, then being record in the Excel system as well as in the file. Similarly, two main reasons involved: 1. Information being recorded by Excel program could be primarily processed and editing before filing; 2. Record was parallelly processed via the system to avoid any lost and/or for self-monitoring.	**3. Leave / absence Management** **-** presenting information overall - recording leave information - editing leave information - cancelling leave information *all could be conveniently done
4. Report presentation Types of report: - fiscal year performance - monthly performance - general report * personnel-in-charge had to record all forms via excel format in drive B, including printing them out and filing 	**4. Report presentation** Types of report: - fiscal year performance - monthly performance - general report * the new system automatically processed, recorded and summarized all information in many forms upon requested; printing and formatting were unnecessary

ACKNOWLEDGEMENTS

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