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

## Siriman Wattana<sup>1</sup> & Lakkana Nakglom<sup>2</sup>

<sup>1,2</sup>The Office of Arts and Culture, Suan Sunandha Rajabhat University, Bangkok, Thailand E-Mail: <sup>1</sup>siriman.wa@ssru.ac.th, <sup>2</sup>lakkana.na@ssru.ac.th

## 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**

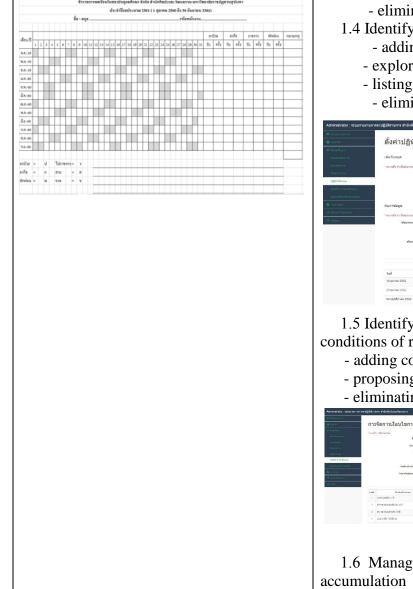
From the study, review and analysis, as well as the technological application to design and construct the system, it was obvious that the new form, the manual and the application can boost the efficiency and effectiveness of the personnel section, the Office of Arts and Culture. Some better circumstances 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.

Before	After
1. Initial Process	1. Initial Process
1.1 Survey and find out individual	1.1 Create personnel data-based file in
general information at the beginning of each	bullet.
fiscal year due to the working days	- adding information
generated by the university regulations: e.g.	- editing information
the incentive on vacation leave – 15 years of	- eliminating information
service can make a leave up to 30 days	
accumulation; less than 15 years of service	Administrar vana serveren nigiko etten el kähelde kurlikovana El formann
can make a leave up to 20 days	<ul> <li>Location</li> <li>Location</li> <li>Location</li> <li>Location</li> <li>Location</li> <li>Location</li> <li>Location</li> <li>Location</li> <li>Location</li> </ul>
accumulation.	ellen and and an and a state a
	anto anti-
	Standing         mmm         seement/demot         christofersoch         demot         see         statu           Browne         case         case         socialization         60         socialization         60
	Take and a second a
	esaro esaro esentencialen elevenenciale elevenenciale elevenenciale elevenenciale elevenenciale elevenenciale
	1.5 solutions exclusive exclusive exclusive exclusive exclusive exclusive
	deletion hit education headsweet leadsweet and
	<ul> <li>Vitit uviju stap utartite mirausfarti ini zraskite ili usidetnih</li> </ul>

## The Comparison Table on Process / Innovation Development

				Befo	ore						
	#Scherium Sources										
				30-6.A-60							
\$-\$-	าลักษณิกงาน	61.070	franki	Subbahana	Suffering	ingenuent		Surfey? Ja	87		
	<b>Ø</b> 151mmns										
1	011300	volvenend Selectual	20hrstet/Advis	9/5/2527		33		10/2/2506	- 54		
	พลักรางสหร่	trende-exiternation									
2	026432	stors price ladet	disph/tenenable	2/4/2544	16/5/2511	14	10	16/11/2520	- (4)		
3	024647	score Prise science	disb/hears/doi:	1/5/2541	1/7/2552	20		21/1/2519	41		
4	030153	source terrings care	onerchismeasure	1/5/2348	16/6/2554	11	7	3/3/2521	31		
\$	030632	swowed level	@downwaikund	16/5/2549	1/10/2598	11	3	21/4/2527	33		
6	031831	see Man affers	o de uno de p	15/1/2530	1/6/2557	20	4	11/2/2515	-43		
7	039075	warrangy the rear	Solumberdo C	15/1/2312	1/6/2557	1	.4	90/8/2527	33		
8	046674	ve many trafferer	theretes	18/7/2934	1/10/2558	6	3	5/11/2532	- 27		
9	052570	wire ever device	And Advantable	15/2/2556	1/10/2558	4	3	22/6/2533	- 27		
	พร้างกละทำ	interface allowed	A								
10	052030	www.tadef.deethl	Aurtrá	11/12/2555		4		21/6/2528	32		
11	052058	kiseyradic mura	Apended	11/12/2555		4		6/10/2531	28		
12	055901	UTE HERE ROUTE	@deseskien	2/1/2357		3		18/5/2539	- 27		
	and includes										
13	09905	are but earths	educu/tuerers	1/8/2537		25		35/6/2506	- 34		
1	potreform	9									
14	024347	shere besitrate	AVIN .	8/5/2540		19		23/3/2515	45		

1.2 Make a daily working record form, print it out, and put it in the file.



After

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

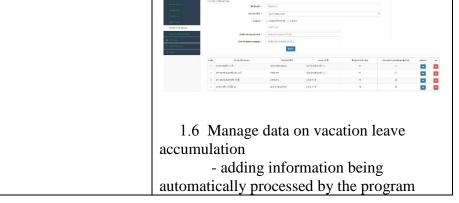
	NUMBER OF				
	🕀 เพิ่มบุคลากร				
particularia	· senate industaceson				
chuizge	รสัสตภัณราช" รสสตร์การย				
	uan 8 suferingtoneter entrypes the				
	ข้อ - คฤด -	- ann - 👻 is ann			
	#TwittleyTts"	- 8109978-			
C TRATINAS		- Mazemaetts -	16		
	Dereasterant.				
	Suite -	Pula			
	รียเพิ่งส่วนระบ	วันถึงสำหรับขาย วันแสด			
	Turkesiy	กับที่เรียระ เป็นแต่ประการกระบังการสืบประกาศสระจา			
	distoracióna:	ត្រង់វាយ	3		

- 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



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	2. Personnel's Information Management - presenting all information concerned - adding personnel information				
editing before filing; 2. Record was parallelly processed via the system to avoid any lost and/or for self-monitoring.					
3. Leave / absence Management	3. Leave / absence Management				
- Leave request form was in-order	- presenting information overall				
proposed to administrators for approval,	- recording leave information				
then being record in the Excel system as	- editing leave information				
well as in the file. Similarly, two main reasons involved: 1. Information being	- cancelling leave information				
recorded by Excel program could be	*all could be conveniently done				
primarily processed and editing before					
filing; 2. Record was parallelly processed	Administrar แหลงมากกระบุมีสามารณ์ได้หม่องสามารถ Constant เหลง ปี บันทึกข้อมูลการสางาน				
via the system to avoid any lost and/or for	antingen with United States (Jane 1996) and Cale of States (Jane 1997) and Cale of States (Jane 1997) and Cale of States (Jane 1997) and Cale of States (				
self-monitoring.	Monomia         Monomia         Anome				
4. Report presentation	4. Report presentation				
Types of report:	Types of report:				
- fiscal year performance	- fiscal year performance				
- monthly performance	- monthly performance				
- general report	- general report				
* personnel-in-charge had to record all	* the new system automatically processed,				
forms via excel format in drive B,	recorded and summarized all information in				
including printing them out and filing	many forms upon requested; printing and				
สรุปเวลาปฏิบัติรายการวางที่สืบสิน มิยูงหมว 5560 (31 มิ.ส 20 ก.ศ. 60) หน่วยงาน สำนักสินประเทศ วิทยาสนายาม หน่วยงาน สำนักสินประเทศ วิทยาสาม	formatting were unnecessary				
ਸਮੇਂ,ਰੀ ਉਹ - ਜ਼ਾਮੂ - ਸਿੰਘਰਪੱਤ - ਸਿੰਘਰ - ਸਿ - ਸਿੰਘਰ - ਸਿੰਘਰ	Administrator : ระบบรายงานการลาปฏิบัติราชการ สำนักศิลปะและวัฒนธรรม				
S konservad Lukenuk varuhesenakki z 3 z	🕮 ข้อมูลการอางาน <				
1 uzgentel fludet uhrechtensnahlo 2 1 2 uzeiteten uhrechtensnahlo 1 1 2 1	📽 นตรกร < 📑 รายงานและสรุปการลา ๑๔ เอมตร์นราม				
e unifipa integra diferenzilea e 3 2 1 5 uzendo uppeurani dintarribelta 2 1	<ul> <li>สรุปการปฏิบัติราชการ ประจำนี (ปัจบประมาณ)</li> </ul>				
e varvnet kriste ditermentaliset 7 versen kollern - Kentrin 9 vargev dieda stretiskernender 2 i	CP, Reset Password สรุปการปฏิบัติราชการ ประจำเดือน				
onum indensionitente-insumferni 1. junitaulei Jenetiki Aneriki Azeriki	(@ Logout รายงายข้อมูลทั่วไปของบุคลาทร				
2 location your Annota 13 1 3 location your Character 1 1 3 1					
osum pohota h i puntua sudmu fusera					
บ้านสะ (ครั้นที่สาวา ว. ในว.ศูมิ ระสารวิส ค.ศาย ว. ว. 1					

#### ACKNOWLEDGEMENTS

The study on the Development of Personnel Working Record Form: A Case Study at the Office of Arts and Culture, Suan Sunandha Rajabhat University has got a well cooperation, support from the administrators and staffs from OAC, the Personnel Division, and the IT staffs in terms of consultancy, suggestion, data provision, tool and manual design, and application design. In addition, the team wished to express our heartfelt thanks and appreciation to the Bureau of Research and Development for the financial sponsor and guideline for this successful study.

## REFERENCES

- [1] Nuanmeesri, Supatra. The Program Development for Quality Assurance of Suan Sunandha Rajabhat University
- [2] Panyadee, Panupong. What is AppServ? 23 May 2019, www.appserv.org