ABSTRACT

The customs office Bandung'vision is: equal with world's customs institution at performances and image field. This vision is reduced in setting strategies, which is professionalism, efficiency, and useful service in employee performance. These strategies won't work out if they don't supported by competent and good quality of human research and employee. In developing employee who can support the strategies and increase working quality, so it needs to be based on employee good management strategies. That's why general subdivision of the customs office employee affairs needs information in a system that based on computerization (computer *based information*). This need has something to do with the whole process in employee management like promotion, mutation, training, resigns and retirement. This employee management involves many aspects even tough not directly, so it gives many eases for office chiefs to make decision related to employee affairs in customs office. This management called designing employee affairs information system, which can gives information related to existing of the employee in that office.

This information system designing done based on development of literature study and field study method. This method is waterfall that covers analyses, design, coding, and test activity. This method is set with the existing procedure in customs office so it ca create suggested procedure which can help in employee management.

With the existing of this new information system, it hoped to help the employee affairs division in employee administration process and with the developed model trough field control, so this information system can be implemented properly.

Mainly, this new system can be useful as tools for the users in data processing connected with employee affairs process and indirectly can gives information that needed in decision making.

Keywords : Information System, Tax, Employee