ABSTRACT

Storage of staff documents in Badan Kesatuan Bangsa dan Politik of West Java is done manually or in digital form. Manually storing documents in paper form allows damage and loss of documents and requires a long search time. While storing documents in digital form has problems in terms of data integration between computers. This also caused the financial sector to have difficulty accessing staff document because they had to meet employee affair staff. On the other hand, employees are often late in updating staff documents. Management application for staff documents filing is a web-based application for Badan Kesatuan Bangsa dan Politik of West Java to assist in the management of staff document. This application can help the employee affair in managing staff documents, assisting employees in updating documents and helping the finance department in submitting access to staff documents. Application development is carried out using the system development life cycle (SDLC) with the waterfall method according to Ian Sommerville. The application is built using the PHP programming language, Codeigniter framework and supported by MySQL as a database management system. Based on the results of testing and user acceptance tests it can be concluded that, this application can help the employee affair in managing the staff documents because the documents can be added by the employee that concerned and assisted with the document update verification functionality. In addition, the application can assist the finance department in accessing staff documents with the application for access functionality and assisting employees in updating staff documents with the functionality to add new documents.
Keywords: Staff Document, Application