

ABSTRACT

A company must pay attention to the management of human resources in it because it will have a big impact on the company. The more effective the management of human resources will increase the level of productivity of a company. One way for every activity to run well, then a workload analysis is needed to obtain human resources with an even workload. To find out if the company's activities are going well is to analyze the company's workload. Workload analysis can be a basis for a company to determine the ideal number of workers in the company whether it is sufficient or should add employees. The results of the workload analysis using the work sampling method on employees of PT Jambi Agro Utama are known that the order of workloads from the highest to the lowest are: General Affair Staff 135.8% (with high workload category), Logistic2 135.1% with workload category high, Logistic1 with a workload value of 112.2% (high workload category), Logistic3 104.8% (optimal workload category), Logistic coordinator 103.5% with (optimal workload category), general affairs 103.3% with (optimal workload category), Logistic4 with (optimal workload category). The number of employees at PT Jambi Agro Utama in the logistics division and the General affairs division is currently 7 people. Based on the results of the calculation of the workload for employees, it was found that 2 additional employees were needed, namely 1 employee in logistics2 and 1 employee in general affairs staff and for other divisions, they already several of employees that matched their workload.

Keywords : *work sampling, workload, employee needs*