

## **ABSTRACT**

*Jaya Agung Plastik is one of the companies engaged in the distributor of plastic household appliances. Jaya Agung Plastik distributes goods not only in central Java but shipping goods to eastern Indonesia such as West Nusa Tenggara, East Nusa Tenggara to West Papua. Jaya Agung Plastik experienced a decrease in the target of packaging goods because there was a reduction in the number of employees in the packaging division. With the number of employees in the division is limited the possibility of employees experiencing a high workload. The research conducted found out how much workload experienced by employees of the packaging division so that it can be done for the design of the calculation of the number of employees in this study.*

*The study analyzed employee workloads using the Full Time Equivalent (FTE) method. The stages carried out in this study identify the problems that occur in the company, determine the alternative solutions used, problem limitations, then conduct the process of designing the needs of the number of employees, identifying the process and the needs of the time, identifying the relaxation standards, then applying the calculation of workload, analyzing the number of existing employees with the results of the settlement that has been done. Verify the results of the plan that has been done.*

*The result of calculating the workload with the Full Time Equivalent method. There are employees experiencing a workload of  $>1.28$  or can be said to be overloaded and  $0.99-1.28$  or it can be said to be normal. After getting the results of the design used is to verify the draft number of employees needed and the position needed. After that, evaluate the results of the job description and job specification.*

**Keywords : Workload, Full Time Equivalent (FTE), Job Description, Job Specification**