

ABSTRACT

A good workload is a proportional workload, not too much and not too little. When the workload given is disproportionate, it can have a negative impact on the effectiveness and efficiency of company performance. Telkom Education Foundation Human Capital is a position that acts to sign decisions, regulations and other legal documents related to Human Capital both in Foundations and Institutions that are routine in nature and have been clearly regulated in Decisions or Regulations of the Board of Management or other forms of Leadership Decree.

Employees also get additional tasks outside of the main task or multiple positions. In addition, in 2022 the company plans to increase the number of employees. The addition of this employee was based on employee complaints regarding the workload that was felt to be too heavy, but the company had never conducted a workload analysis and an analysis of employee needs so it was not known with certainty whether the additional number of employees was needed or not in accordance with the complaints submitted to management.

This study aims to analyze the workload of YPT employees in the AVP Human Capital System, Policy & Culture Sub Unit and to analyze the optimal number of employees in the company. Aspects namely the use of employee working time, the condition of the main workload of YPT employees in the AVP Human Capital System, Policy & Culture Sub Unit, the condition of additional employee workload and the optimal number of employees for the position of the AVP Human Capital System, Policy & Culture Sub Unit.

The phenomena in this study are processed using the Full Time Equivalent method. The data collection technique is obtained through structured interviews and observation. The resource persons involved were 3 employees in the AVP Human Capital System, Policy & Culture Sub Unit.

Based on the interview results, it is known that the workload distribution of the AVP Human Capital System, Policy & Culture Sub Unit is evenly distributed. The sub unit has 3 employees with the main workload in the inload category where the workload is in accordance with their work capacity where the workload is optimal with the number of employees 3 and the optimal number of employees according to workload calculations is 3 employees, for that management also does not need to increase in the number of employees in the Sub Unit Unit.

Keywords: *Workload, Workload Analysis, Optimal Employee Needs, Full-Time Equivalent.*