

ABSTRACT

Some suitable work is one of the criteria for a good job. Work freedom that is not too high to low is the criterion of suitable work freedom. Free work that is not appropriate can affect the efficiency and performance of employees. The Operations, Control, and Evaluation Division of Basic Secondary Education at Yayasan Pendidikan Telkom has an important role in running, following, and evaluating the educational programs implemented. In carrying out its duties, this division requires competent and professional human resources to be able to provide quality and operational efficiency.

This study aims to analyze the free work in the division of PSE OCE at Telkom Education Foundation. Free analysis of work is the process of achieving the optimal amount of work to achieve a job within a predetermined time lease. The analysis is carried out to find the optimal amount by increasing the volume of work, the amount of Labor, and the time required to complete a job.

Free work analysis in this study discusses the FTE (Full-Time Equivalent) method to analyze free work in the PSE OCE division of Telkom Education Foundation. The data was collected by questionnaire and interview with permanent employees of the PSE OCE division of Telkom Education Foundation. Working time, multiple tasks, and average time to complete job descriptions in a 1-year time lease.

The Full-Time Equivalent method used found that there were 2 employees who had overloaded workloads, 2 underloaded employees and 1 optimal employee workload (inload). In addition, it was also found that there was a buildup of work in 1 person with an FTE score > 2.5 . The final score for the total workload received by the permanent employees of the PSE OCE division is 7.555471124. So management should add 3 more person so that the existing workload can be optimal.

That way, this research can be used as material for management in determining the appropriate job descriptions so that employees get an optimal workload in order to achieve optimal employee performance.

Keywords: *Workload, Workload Analysis, Optimal Number of Employees, Full-TimeEquivalent.*