

ABSTRACT

Human Resources is one of the important components in an organization to determine organizational productivity by adjusting workload and number of people. The Faculty of Industrial Engineering is one of the Faculties at XYZ. Human Resources and Student Affairs is a unit under the Deputy Dean II of the Faculty of Industrial Engineering. The problem that occurs is not achieving work targets because the staff's workload is not distributed evenly. This writing aims to analyze the effective and efficient number of Academic Support Personnel needed in the Human Resources and Student Affairs unit, Faculty of Industrial Engineering, XYZ. The method used is Full Time Equivalent (FTE). This method was chosen because it is suitable and can effectively and efficiently solve problems regarding staff numbers. The results of data processing showed that the number of staff needed and those available were in line, but additional time was needed so that the work could be completed according to the target. With overtime and redistribution of tasks, work in each position could be more effective and efficient and staff workload would become normal.

Keywords - Human Resource Planning, Workload Analysis, Full Time Equivalent.