

ABSTRAK

Kantor Desa Sentul Jaya adalah sebuah instansi yang bergerak di bidang *pelayanan* dan *informasi*. Salah satu hal yang sering dikeluhkan pegawai tentang pekerjaan adalah pengajuan cuti pegawai. Permasalahan dari sistem pengajuan cuti pegawai seperti lambatnya pencarian data cuti pegawai, serta form pengajuan cuti masih diisi secara manual. Permasalahan cuti ini terjadi karena sistem yang diterapkan masih bersifat manual dan belum terkomputerisasi. Permasalahan pengajuan cuti pegawai ini menyebabkan banyaknya pihak yang merasa kekurangan informasi seperti berapa data jumlah sisa cuti mereka, proses persetujuan pengajuan harus menemui atasan, serta pemrosesan data yang masih manual menggunakan format kertas merupakan suatu pemborosan. Melihat permasalahan perihal cuti pegawai, maka dibutuhkan aplikasi berbasis website berupa sistem informasi pengajuan cuti pegawai yang mampu memberikan informasi tentang cuti pegawai, informasi sisa cuti pegawai dan juga pengajuan cuti pegawai yang dilakukan secara online. Dengan adanya sistem informasi pengajuan cuti pegawai berbasis web, semua pegawai dapat mengakses selama 24 jam dalam pengajuan cuti maupun hanya sekedar melihat informasi cuti. Selain itu pegawai juga tidak harus bertatap muka dengan atasannya ketika akan melakukan approval pengajuan cuti.

Metode yang di gunakan menggunakan *SDLC (Systems development life cycle)* Metode pengumpulan data yang digunakan adalah metode observasi dan wawancara. dan pemodelan sistem aplikasi yang digunakan adalah pemodelan *UML (Unified Modeling Language)*.

Kata kunci : Informasi Cuti, Pegawai, Pengajuan Cuti, Sistem Cuti, Web, *SDLC*, *UML*

ABSTRACT

Kantor Desa Sentul Jaya is an agency engaged in services and information. One of the things that employees often complain about about work is applying for employee leave. Problems with the employee leave application system, such as the slow search for employee leave data, and the leave application form is still filled out manually. This leave problem occurs because the system applied is still manual and not yet computerized. The problem with applying for employee leave has caused many parties to feel that there is a lack of information such as how much data they have left on their leave, the approval process for submitting to their superiors, and manual data processing using paper formats is a waste. Seeing the problem regarding employee leave, a website-based application is needed in the form of an information system for submitting employee leave that is able to provide information about employee leave, information on remaining employee leave and also filing for employee leave which is done online. With a web-based employee leave application information system, all employees can access for 24 hours in submitting leave or just viewing leave information. In addition, employees also do not have to meet face-to-face with their superiors when they are going to approve the application for leave.

The method used is SDLC (Systems development life cycle). The data collection method used is the method of observation and interviews. and the application system modeling used is UML (Unified Modeling Language) modeling.

Keywords: Leave Information, Employee, Leave Application, Leave System, Web, SDLC, UML