

WORKLOAD ANALYSIS OF EMPLOYEES USING FULLTIME EQUIVALENT AND NASA-TLX METHODS TO DETERMINE THE OPTIMAL NUMBER OF EMPLOYEES IN PPIC DEPARTMENT AT PT SUM HING INDONESIA

UNDERGRADUATE THESIS

Submitted as one of the requirements to obtain Sarjana Teknik (S.T.)

By

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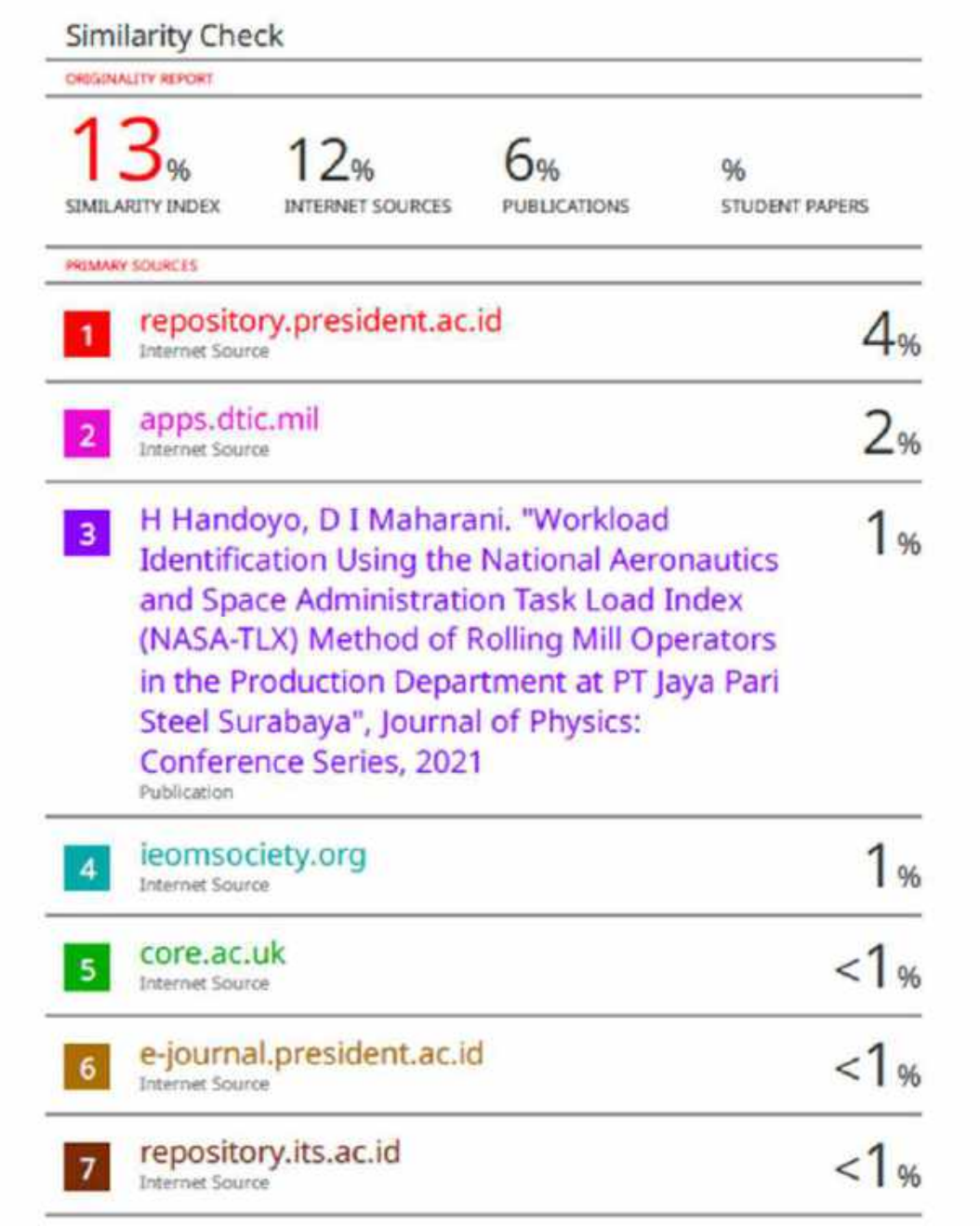
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ABSTRACT

When a company needs to hire new employees or achieve the performance of an existing employee, the company needs to analyze the existing workload. SHI currently lacks a designated workload allocation for individual employees in each division. As a result, the number of employee needed for specific tasks is uncertain. No one has measured the workload of employees that are overloaded at work. So, some of the employees complain because there is too much work to be done and several employees choose to resign because they are unable to get too many jobs in a certain time. In this research, the author focused on PPIC Department. Author used two methods to analyze workload which are Full Time Equivalent (FTE) and NASA-TLX methods. According to the calculation of FTE, two of five position are overload and one of them are under load which has 1.30, 1.29, and 0.41 FTE score. Author proposes a restructuring of job responsibilities by transferring several tasks from Job Costing, Tooling Control and Production Planning Control position to Planning and Delivery Control position. After implement the improvement, there were significant changes for all positions changing to normal load.

Keyword: Full Time Equivalent, Workload, NASA-TLX, Employee, Improvement

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