

## **ABSTRACT**

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EMPLOYEE SELF SERVICE (ESS) ONLINE IN PT. DATA UTAMA

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Keyword: Application, permission, SPI, ESS Online, PT. Data Utama, employees (xiv+56+16 Attachment)

PT. Data Utama is a professional international trade show company that has 500 permanent employees, 50 contract employees and 10 daily employees. PT. Data Utama has many divisions / departments, one of which is the Human Resources Department (HRD) which has documents for all employees. One of HRD's tasks is to manage employee Application for Permits (SPI). The process for requesting permits and taking employee leave is done manually using an application letter submitted to the supervisor. After the SPI has been approved by the employer, the employee submits it to the HRD for approval. From this problem, a system is created to function to speed up the permit application process and eliminate paper usage. The study is conducted using survey techniques. Primary data is taken by distributing questionnaires to several employees of PT. Data Utama. From the results of this study, it is evident that this system can facilitate the management of employee permit applications. The input process up to data searching becomes easier, faster and more efficient.