Implementation of Working Discipline in Improving Employee Performance in the Secretariat of the DPRD Karawang District

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Highlights:
• Work discipline is the force that drives individuals or groups to comply with the rules, regulations and procedures deemed necessary for the institution’s effective functioning.
• Indicators in measuring employee performance in a government agency can be through several of them, Attitude values, Service orientation, Integrity, Commitment, Discipline, Cooperation and Leadership.

Abstract
This study aims to determine the application of work discipline in improving the performance of employees of the Karawang regency DPRD secretariat. This research was conducted at the Secretariat Office of DPRD Karawang Regency. This research method uses descriptive qualitative research, case studies, and portfolio documents from research activities. Data analysis techniques with triangulation of data sources, namely through data reduction, data presentation and drawing conclusions. Based on the results of the research and discussion of the implementation of all employees must follow the Standard Operating Procedure (attached) work discipline in government agencies, the problem is that many employees who are undisciplined in attendance are still employees who are alpha without explanation, and do not provide confirmation letters. The solution to this problem is that leaders must provide firmness to employees who lack discipline by giving warnings, SP letters (warnings) for civil servants or honorary employees who are sick, have permission or are absent from work. Furthermore, for the attendance application it is required that all employees must be absent with the fingerprint application, especially those that are late, the application must be updated frequently to prevent error rates. Then, employees who are alpha because they are absent from work and do not provide any confirmation letters need to be given strict sanctions in the form of decreasing work values or giving workloads to replace the alpha that has been done by employees. Then the employee who is sick is obliged to provide an official doctor’s letter.

Keywords: Work discipline, Employee performance, Implementation
1. Introduction

An institution’s progress is determined mainly through Human Resources (HR) management. HR must be managed wisely, well and carefully. This is because the role of HR is very important in every institution. HR plays a role in planning, institutionalizing, supervising and improving the progress of a government institution so that the role of HR really needs to be considered so that the goals of government institutions can be achieved properly. The operationalization of HR management is later expected to be able to improve employee performance and productivity because good management will be able to organize and organize all institutional activities including for its employees. This is because employees in an institution play a role in the success and achievement of goals. One of the employees who plays an important role in this institution is the DPRD institution.

Performance is a result of work that can and can be completed by an employee in an agency by taking into account the applicable provisions and being able to complete their responsibilities properly. This responsibility is carried out in order to obtain and achieve the goals of the agency and not contradict the provisions that apply in government agencies [1]. Performance is also in the form of a variety of behaviors and efforts made by an employee as much as possible is expended to complete his work [2].

High and maximum work discipline can have an impact on an institution. Government agencies will get high profits because, with high discipline, employee performance and work effectiveness will improve. Work discipline is the awareness and willingness of employees in an agency to obey the rules and social norms that apply in that government agency [3]. This awareness causes the attitude of employees voluntarily without coercion to obey the rules and carry out their duties and obligations properly. In addition, work discipline is also interpreted as a form of supervision on the actions of employees to carry out their compliance and behavior that goes according to the rules. This discipline is very operative in nature so it must really arise from the employee’s personal self-desire [4].

Discipline is often an obstacle in an organization, and the low level of employee discipline is a problem that often occurs. The results of research conducted by Putra [5] show that work discipline has a significant effect on employee performance, reinforced by research conducted by Tegor [6] which says that work discipline has a positive effect and significant to employee performance. However, it is different from the results of research [7] which shows that work discipline has no significant effect on employee performance.

In Karawang Regency, there is a government organization called the DPRD Secretariat Office. According to Law No. 17 of 2014 Article 341, the DPRD is a regional organization for people’s representation that is headquartered as the organizer of the provincial government. There are three primary roles, namely the legislative, budgetary, and oversight roles. Together with the Regent, the legislative branch creates regional laws, The APBD’s preparation and stipulation with the regional government fulfills the budget function, and monitoring the passage of legislation and other implementing regulations satisfies the supervisory function. This causes DPRD employees to be able to have good performance to carry out their duties and responsibilities [8]. There are several main things that must be improved for employees, especially the DPRD secretariat to carry out their responsibilities properly, namely by implementing work discipline. Work discipline is a very important factor in order to achieve agency goals. Work discipline must always be improved because maintaining and improving work discipline can make government agencies achieve their goals optimally [9].

The problem is that DPRD employees, especially the secretariat, are experiencing work discipline that could be more optimal. Because they often don’t come to work. Often do permits, sick and without explanation. This is what causes the productivity and performance of DPRD institutions to fail to be optimal, especially in the secretariat section. All regulations in the DPRD secretariat office have been listed in the employee work agreement, one of these regulations is to comply with agency working hours and record attendance when entering and leaving work in accordance with applicable regulations in government agencies. Even though there is already a fingerprint attendance application. In addition, there is also a prohibition that has been written in the regulation, namely employees who do not come to work according to the stipulated hours and go home earlier without paying attention to the time they go home. As well as the prohibition to leave the office during working hours without permission.
In carrying out employee duties every working day, problems related to the work discipline of DPDR secretariat employees is attendance that is not on time in accordance with government agency regulations so that it can affect employee performance. Based on this problem, a research gap is obtained where work discipline should be applied, especially in terms of accuracy in entering and leaving work, because this can have an impact on decreasing performance and causing the DPRD institution to also decrease its performance. Based on this phenomenon and the problems, it is necessary to do research related to the application of work discipline because it can affect employee performance, especially in the Secretariat of the Karawang Regency DPRD. Therefore the researcher determines the title of the study. "Application of Work Discipline in Improving Employee Performance at the Secretariat of the Karawang Regency DPRD".

2. Literature Review

2.1. Human Resource Management

According to Paul [10] states that In order to accomplish agency objectives and enhance welfare, human resource management involves managing people through planning, recruitment, selection, training, development, compensation, career, safety, and health, as well as keeping industrial relations until termination of employment. According to Ferdousi [11] is one of organizing, directing, managing, and overseeing the activities of acquiring, compensating, maintaining, and releasing human resources in order to accomplish various personal, organizational, and societal objectives. According to Purwani [12] The general management discipline of human resource management involves the planning, organizing, implementing, and controlling processes. Humans are the primary asset (wealth) in human resource management, so they must be taken care of. From the several definitions above, Consequently, it can be said that human resource management is a branch of general management that deals with human management through planning, recruitment, selection, and training as one of the planning, organizing, directing, and supervising processes in the creation of procurement strategies to accomplish numerous personal, professional, and community objectives in order for them to be properly maintained.

2.2. Work Discipline

According to Eli [13], The most crucial aspect of human resource management is discipline, which is also essential for achieving objectives because it makes it simpler to reach the highest level of success. Work discipline is an individual's orderly behavior in every activity at work which means Discipline at work. Discipline means absence of chaos, and confusion. Disciplined people achieve success in all fields. Even wars are won by disciplined soldiers. The motivation behind following the rules, regulations, and procedures deemed necessary for achieving an objective is known as discipline [14]. Discipline means following rules, regulations and order. This means the orderly implementation of affairs by employees of a government agency. Forcing self-discipline on oneself is essential for success. A person must train himself to improve his own behavior and avoid repeating past mistakes.

Work discipline is the motivation that pushes people or groups to follow the rules, regulations, and procedures that are thought to be essential for the institution's efficient operation [15]. Violation of rules, regulations, procedures and norms is considered a violation, namely any action that is not in accordance with the fulfillment of express and implied service requirements or is directly related to the general relationship between employers and employees has a direct effect on employee satisfaction or comfort at work or have a material influence on the smoothness and efficiency of the work of the institution concerned [16]. Each institution wants the behavior of its employees according to the required system that has been determined to achieve the goals of the institution [17]. So, in short, discipline is orderly behavior carried out by employees in the expected way. The purpose of discipline is to encourage employees to behave wisely in the workplace, namely complying with laws and regulations. Disciplinary action is required when an employee violates any of the rules.

From some of the definitions above, it can be concluded that Discipline is orderly behaviour by an employee in the expected way because without good discipline it is difficult to achieve maximum goals. It is the power or fear of a force that deters an individual or group from doing things that are detrimental to the achievement of group goals.
In other words, discipline is the orderly conduct of a group's members who abide by its rules and regulations out of a wish to cooperate peacefully in achieving the group's objectives. When there is good discipline, staff members are ready to follow directives from management and adhere to agency policies. Discipline suggests that a worker's behavior is free from chaos, disarray, and confusion.

2.3. Employee Performance

Employee performance is the result of a person's work which is stated as a whole by a certain period in carrying out his obligations. This performance is also a standard for work results and targets that can be achieved because they have been determined and mutually agreed upon within the scope of the organization [18]. Employee performance is the outcome of the organization's evaluation of their job performance. The best performance is that which complies with corporate standards and aids in the accomplishment of organizational objectives. Employee performance is not just information, but agencies must be able to provide something more. Not just a salary because employees also need a form of satisfaction others so that the employee can improve his performance. Government agencies must provide a reference for employees, so that employees can develop and provide planning related to better performance. So that through these improvements it helps employees improve the quality of their performance as well [19]. The performance of this employee can also be seen through various values or assessments made by agencies on their employees on the strengths and weaknesses of these employees. Through this form of assessment it will really help agencies see the performance of their employees has increased or decreased. This performance appraisal is very important because it greatly influences the agency for the actions and behavior carried out by the employee.

Employee performance is the skill and ability of an employee to complete his workload and carry out tasks for the needs of an agency so that through this performance the employee will understand the level that the job requirements must carry out [20]. So this performance is in the form of a person's willingness to complete his responsibilities in order to achieve good results. From some of the definitions above, it can be concluded that performance is also a result of work that can and can be completed by an employee in an agency by taking into account the applicable provisions and being able to complete their responsibilities properly. This responsibility is carried out in order to obtain and achieve the goals of the company and not against the provisions that apply in the agency. Performance is also in the form of a variety of behaviors and efforts made by an employee as much as possible is expended to complete his work. The best performance is that which complies with corporate standards and aids in the accomplishment of organizational objectives. Indicators in measuring the performance of employees in a government agency can be through several things: Attitude value, Service orientation, Integrity, Commitment, Discipline, Teamwork and Leadership.

3. Research Method

The research method in this writing is descriptive qualitative. The time and place used by researchers to conduct this research were carried out within 40 days, starting in July 2021 starting with searching data for the environment around Japan and the environment around Indonesia which was carried out online. This research was conducted in two ways, namely, firstly by interviews, observations, questionnaires in the Japanese environment, then the second way online through online questionnaires and interviews with several people and groups in Indonesia using WhatsApp social media. This method is carried out to take samples from the population used in the study. The techniques that have been carried out to collect data about this study the authors do several things through interviews, observations and questionnaires. Type In this study uses a variety of qualitative research. This research is a type of research by presenting the results descriptively. The results will be processed and reduction techniques will be carried out. In this study, it can be used to analyze very deep subject matter, using a case study method or approach, and portfolio documents of activity results. The goal is to try to solve a problem and an existing phenomenon. The approach used is a descriptive approach. Serves as a descriptive and structured data exposure. In accordance with this method, the results will be related to the actual reality. This study seeks to determine the application of work discipline in improving employee performance at the Karawang District DPRD Secretariat.
The Secretariat Office of the DPRD Karawang Regency conducted the location of this research. The complete address is at Jl. General Ahmad Yani No. 76, Nagasari, Kec. Karawang Bar., Karawang, West Java 41314. Furthermore, when the research was conducted on February 24 - May 24, 2021. The subjects determined in this study used a purposive sampling technique is a technique for determining research subjects according to certain criteria. The number of subjects in this study were 7 (seven) employees consisting of the head of administration and staffing, apparatus human resource analyst, commission, and THL. A source of primary data is one that gives data collectors access to the data immediately. While secondary data comes from a source that doesn’t give data collectors any information explicitly. Through, say other individuals or documents. Observation (observation), documentation, and a combination of the two can all be used as data gathering techniques, when viewed in terms of data collection methods or techniques.

The method of triangulation of data sources is used in this study's approach to examine the veracity of specific information through a variety of data acquisition forms and sources. Data reduction, data presentation, and conclusion were the data analysis techniques used in this research. Data reduction is a stage in filtering or filtering the research data that has been obtained. The purpose of filtering research data is to obtain data that is more in line with research needs. Subsequent presentation of data must be neatly structured. This data presentation activity can be done by displaying research data descriptively. Next, draw conclusions. The reduced data has then also been presented. The next activity is by drawing conclusions. This conclusion is the result of the overall research which is concluded by adjusting the theory used and the existing reality.

4. Results and Discussion

Based on the results of the analysis in the field, the application of performance discipline to employees of the Karawang Regency DPRD Secretariat is by disciplinary SOPs, but there are still problems with employee discipline, namely employee non-compliance such as not coming to work without explanation, sickness does not include a certificate from a doctor, and permission without any notifications, even though the implementation of attendance already uses a fingerprint attendance system. However, in reality the level of discipline still needs to be improved, coupled with the results of performance achievements that have decreased in 2021 compared to 2020. The decline in these achievements is in the values of attitude, service orientation, integrity, commitment, discipline, cooperation, only leadership has an increased value and not significant. The following is a flowchart of the DPRD Employee Fingerprint attendance information system for 2021.

Based on Figure 1. Data or flowchart information system flowchart entry and exit fingerprint attendance. Paste the fingerprint into the fingerprint application then, start, then input the finger from the employee to the system will record whether he matches the data when it has been recorded from the fingerprint system to the employee database, if it is appropriate the next step from the system will bring up employee data, then save the attendance data to the database attendance, Then from the system to the personnel to record the attendance data then print the attendance data, then create an attendance report and finish.
4.1. Discussion

Based on Table 1. Employee absentee data shows the number of employees who violate discipline the most; namely in February there were 17 employees. Then, the lowest was in July, with only four employees. This shows that there still needs to be more employee awareness regarding work discipline. The impact of work discipline that is not yet optimal affects the performance of Karawang DPRD employees because there are still employees who do not come to work due to permits, illness, alpha and late, so the services provided to the community are still not optimal. The following is the 2021 DPRD Employee Work Discipline Absenteeism Data.

<table>
<thead>
<tr>
<th>Month</th>
<th>Number of Employee</th>
<th>Leave</th>
<th>Information</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Sick</td>
<td>Permission</td>
</tr>
<tr>
<td>January</td>
<td>105</td>
<td>4</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>Feb</td>
<td>105</td>
<td>5</td>
<td>8</td>
<td>1</td>
</tr>
<tr>
<td>March</td>
<td>105</td>
<td>4</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>April</td>
<td>105</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>May</td>
<td>105</td>
<td>0</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>June</td>
<td>105</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>July</td>
<td>105</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>August</td>
<td>105</td>
<td>2</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Sept</td>
<td>105</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Oct</td>
<td>105</td>
<td>1</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Nov</td>
<td>105</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Dec</td>
<td>105</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Amount</td>
<td></td>
<td>25</td>
<td>24</td>
<td>13</td>
</tr>
</tbody>
</table>

Based on Table 2. The performance targets for employees of the Karawang DPRD Secretariat Office in 2021 have decreased from 2020, namely attitudinal values of 94.33, service orientation at 94.75, integrity 92.5, commitment 93.33, discipline 90.5, cooperation 92.35, only leadership has increased, namely the value of 97.85. This indicates that the target achievement of employee performance has not increased significantly. The following is the Performance Target Data for DPRD Employees in 2021.

<table>
<thead>
<tr>
<th>Performance Achievement Targets</th>
<th>2019</th>
<th>2020</th>
<th>2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attitude Value</td>
<td>94,56</td>
<td>95,88</td>
<td>94,33</td>
</tr>
<tr>
<td>Service Orientation</td>
<td>91,28</td>
<td>98,82</td>
<td>94,75</td>
</tr>
<tr>
<td>Integrity</td>
<td>89,36</td>
<td>96,2</td>
<td>92,5</td>
</tr>
<tr>
<td>Commitment</td>
<td>89,06</td>
<td>94,5</td>
<td>93,33</td>
</tr>
<tr>
<td>Discipline</td>
<td>88,77</td>
<td>93,33</td>
<td>90,5</td>
</tr>
<tr>
<td>Cooperation</td>
<td>90,65</td>
<td>96,61</td>
<td>92,35</td>
</tr>
<tr>
<td>Leadership</td>
<td>92,98</td>
<td>97,55</td>
<td>97,85</td>
</tr>
</tbody>
</table>

Table 1. Work Discipline Attendance Data for 2021

Table 2. Performance Target Data for 2021
4. Conclusion

Based on the results of research and discussion related to working discipline, it can be concluded as follows, Leaders must be firm with employees who lack discipline by giving warnings, SP letters (warnings) whether for PNS or Honorary employees who are sick, permitted or absent from work. In employee non-compliance, an attendance application is needed and all employees are required to be absent, especially those who are late. The application must be updated frequently to prevent error rates. Low work discipline, such as employees who are alpha because they are absent from work and do not provide any confirmation letter, need to be given strict sanctions in the form of decreasing work values or giving workloads to replace the alpha that has been done by employees.

Authors' Declaration

Authors' contributions and responsibilities – The authors made substantial contributions to the conception and design of the study. The authors took responsibility for data analysis, interpretation, and discussion of results. The authors read and approved the final manuscript.

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Competing interests – The authors declare no competing interest.

Additional information – No additional information from the authors.

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