

Analysis of Key Factors Affecting Employee Performance

Employee
Performance

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ABSTRACT

The problem in this study is there any effect of the Archive System, Information System and Infrastructure Facilities on the performance of Employees at the Secretariat of the District Parliament of Tapin. This study aims to determine whether there is an influence of the filing system, information systems and infrastructure on the performance of Employees in the Secretariat of the Tapin District Parliament. The population and sample of this study were employees of the Secretariat of the Tapin District Parliament with 21 respondents. There are four variables examined in this study, namely the filing system (X_1), the information system (X_2), and infrastructure (X_3), and the performance of the Tapin District DPRD Staff Secretariat (Y). Based on the results of multiple linear regression analysis calculated using SPSS obtained $Y = 19.067 + 0.099X_1 + 0.785X_2 + 0.812X_3$ Partial test results obtained $t_{count} 0.706$ and $t_{count} = 8.900$ with a significance of $0.000 < 0.05$ then this means that there is an influence from each variable, namely the filing system, information systems and infrastructure for performance. Simultaneous test results obtained by F_{count} of 44.810 with a significance of $0,000 < 0.05$ then this means that there is an influence of the filing system, information system and infrastructure together on performance. The conclusion is that partially or simultaneously the filing system, information system and infrastructure have a positive and significant effect on performance.

Keywords: Archives, Information, Infrastructure, Performance

ABSTRAK

Permasalahan dalam penelitian ini adalah adakah Pengaruh Sistem Kearsipan, Sistem Informasi Dan Sarana Prasarana terhadap kinerja Pegawai Pada Sekertariat DPRD Kabupaten Tapin. Penelitian ini bertujuan untuk mengetahui ada tidaknya pengaruh sistem kearsipan, sistem informasi dan sarana prasarana terhadap kinerja Pegawai Pada Sekertariat DPRD Kabupaten Tapin. Populasi dan sampel penelitian ini adalah Pegawai Pada Sekertariat DPRD Kabupaten Tapin dengan jumlah responden 21 pegawai. Ada empat variabel yang dikaji dalam penelitian ini yaitu sistem kearsipan (X_1), Sistem informasi (X_2), dan sarana prasarana (X_3), dan kinerja Pegawai Sekretariat DPRD Kabupaten Tapin (Y). Berdasarkan hasil analisis regresi linier berganda yang dihitung dengan menggunakan SPSS diperoleh $Y = 19,067 + 0,099X_1 + 0,785X_2 + 0.812X_3$ Hasil uji parsial di-peroleh thitung 0,706 dan thitung = 8,900 dengan

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signifikansi $0,000 < 0,05$ maka ini berarti ada pengaruh dari masing-masing variabel yaitu sistem kearsipan, sistem informasi dan sarana prasarana terhadap kinerja. Hasil uji simultan diperoleh F_{hitung} sebesar 44,810 dengan signifikansi $0,000 < 0,05$ maka ini berarti ada pengaruh sistem kearsipan, sistem informasi dan sarana prasarana secara bersama-sama terhadap kinerja. Kesimpulan bahwa secara parsial maupun simultan sistem kearsipan, sistem informasi dan sarana prasarana berpengaruh positif dan signifikan terhadap kinerja.

Kata kunci: Kearsipan, Informasi, Sarana Prasarana, Kinerja

INTRODUCTION

Development, improvement and repair of public services must be carried out holistically and stimulant. Nowadays, it is still often found that many service facilities and infrastructure owned by agencies received from the government are not optimally used and can no longer be used according to their function. The causes of this include the lack of concern for the facilities and infrastructure owned and the absence of adequate management (Yang & Ge, 2020). Along with changes in the pattern of government after the implementation of regional autonomy, the current pattern of agency management approaches is also different from before, namely more nuanced autonomy. Law of the Republic of Indonesia Number 43 of 2009 concerning Archives, explains that what is meant by archives are matters relating to archives while what is meant by archives is a record of activities or events in various forms and mass media in accordance with the development of information and communication technology made and received by state institutions, local governments, educational institutions, companies, political organizations, community organizations and individuals in implementing community, national and state life.

The purpose of organizing archiving is to ensure the creation of archives from activities carried out by state institutions, regional governments, educational institutions, companies, political organizations, community organizations and individuals, as well as ANRI as the organizer of national archives (Netshakhuma, 2019). Ensure the availability of authentic and reliable archives as legal evidence, to ensure the realization of reliable archive management and utilization of archives in accordance with statutory provisions. Ensure the protection of state interests and people's civil rights through the management and utilization of authentic and reliable archives. Dynamize the implementation of national archives as a comprehensive and integrated system (Silva et al., 2022; Ohoiwutun & Ilham, 2023; Agustini, 2024). Ensure the safety and security of archives as evidence of accountability in community, national and state life. Ensure the safety of national assets in the fields of economy, social, politics, culture, defense, and security as the identity of the nation and improve the quality of public services in the management and utilization of authentic and reliable archives (Syarief, 2021; Rosenbloom et al., 2022; Martinus, 2022).

From the description above, it appears that the importance of archiving has a very broad reach, namely that archiving has a role as a center of memory, a source of information and as a very necessary monitoring tool in every organization in order to carry out all its activities both in state and private offices. In the process of presenting information so that leaders can make decisions and plan policies, there must be a good work system and procedures in the field of archiving (Jani & Suryadinata, 2023). Archives can be said to be a system that is interrelated with each other in a complete bond, because archives can support the program activities of an organization, both in terms of planning, implementation and control of the tasks of the organization concerned. Related to the writing of this thesis, the management function that can be reached according to conditions in the field emphasizes the function of Government Efforts in Improving Service Facilities and Infrastructure and emphasizes the implementation of one of the management functions, namely actuation, the substance of which is in the field of facilities and infrastructure.

From the description of the background of the problem above, several questions are drawn where the researcher will try to respond to the existing problems with the formulation including whether the archiving system, information system and infrastructure simultaneously influence employee performance at the Tapin Regional Representative Council Secretariat, whether the archiving system, information system and infrastructure partially influence employee performance at the Tapin Regional Representative Council Secretariat and which variables among the archiving system, information system and infrastructure have a dominant influence on employee performance at the Tapin Regional Representative Council Secretariat.

LITERATURE REVIEW

There are many factors that influence the handling of archives to have a positive image in an agency or organization. One of them is how skilled and educated archivists carry out archive handling in relation to the complexity of the mechanisms and procedures of archiving administration in order to provide information. With good archive handling, various types of information that are already owned can be known, which can help determine the targets to be achieved by using the existing potential to the maximum (Hunter, 2020).

Information plays a crucial role in organizational management, both in the government and private sectors, because it is the main basis for decision making for leaders. Dwivedi et al. (2020) and Alkadrie & Khairunnisa (2023), information is data that has been processed and processed so that it has a relevant meaning for the recipient, providing real values in making decisions at this time and the future. In the context of management, appropriate, accurate, and relevant information can increase operational effectiveness and support the strategic objectives of the organization. Leaders who are equipped with quality information can make better decisions, plan strategic steps, and anticipate changes that may occur. In addition, information helps management in identifying new opportunities, analyzing risk, and conducting objective performance appraisals (Shad et al., 2019; Zimon et al., 2020; Nurcahyani & Muhammad, 2023). Therefore, reliable information systems are needed to optimize managerial processes, increase efficiency, and maintain the competitiveness of the organization in a dynamic environment (Suryanto & Tyas, 2024; Erislan, 2024).

Work facilities in management refer to all equipment and infrastructure owned by the organization to support the running of activities in order to achieve the established mission (Siagian, 2005). This facility includes various physical resources such as office equipment, technology, and workspaces that allow employees to perform tasks efficiently and effectively. However, challenges often arise because many organizations face limitations in the availability of optimal facilities. According to Moenir (1983), to overcome this limitation, the use of existing facilities needs to be optimized wisely in order to provide maximum benefits for the organization. Good facility management not only helps in operational efficiency, but also increases employee work comfort, which ultimately contributes to increasing productivity and quality of work. Therefore, the planning and maintenance of effective work facilities is very important to achieve overall organizational success.

Performance is a measure of a person's success in carrying out tasks, whereas Maryani et al (2021), defines performance as a person's success rate in completing his work. In organizations, especially government agencies, performance is measured by the achievement of the main tasks and functions, work capabilities, initiatives, and the quality and quantity of work results. Management plays an important role in directing, supervising, and assessing performance to ensure that each employee can achieve the targets set by the organization. Effective management provides a performance appraisal system that includes objective criteria such as timeliness, productivity, and quality of work (Nuryani et al., 2023; Nurhaliza et al., 2024; Ramadhan & Fajarwati, 2024). Thus, performance appraisal can be a management tool to understand the strengths and areas that need to be improved by employees. The results of this evaluation are also useful for

employee development, which ultimately supports the success of the organization in achieving its vision and mission effectively and efficiently.

METHODS

This type of research is research with hypothesis testing. Hypothesis testing is carried out to see the causal relationship between the variables to be studied, namely between the dependent variable in the form of the archiving system, information system and infrastructure with the independent variable in the form of personnel administration management. Population is a generalization area consisting of objects or subjects that become certain quantities and characteristics determined by researchers to be studied and then conclusions drawn (Sugiyono, 2009). population is the total number of analysis units whose characteristics will be predicted. In order to explain the population of a study, researchers must make a specific definition based on the units to be sampled (individuals, businesses, commercial and others), geographic location, and time limits. In this study, the population was employees at the Regional Representative Council Secretariat of Tapin totalling 21 people. The sample inclusion criteria in this study were 15 Civil Servants or 6 non- Civil Servants, with the reason that in the implementation of the application of personnel administration management, it is not influenced by the work contract period. In determining the sample size, the purposive sampling method was used, namely the method of determining the sample with consideration as the decision maker, namely the Secretariat of the Council, Head of Administration, archivist, Head of Minutes and Meetings and operators. Especially for external respondents, the consideration is that the respondents must have the competence to answer the questionnaire. This research was conducted by the author at the Regional Representative Council Secretariat, namely: Brigjend H Hasan Basri Street, Rantau Kiwa Village, Tapin Utara District 71111 Tapin Regency.

RESULT

The pretest that has been conducted on 6 items of the leadership style variable research questionnaire was conducted by 21 respondents, then a validity test was conducted using SPSS 22.0 software for the validity test that I used using the critical factor test according to the theory in Sugiyono's book, the requirement used is that the Pearson correlation is greater than the critical r of 0.257, if it is less than 0.257 then the instrument points whose r correlation is less than 0.257 are considered to be dropped/not used.

Table 1. Validity Test and Results of Instrument Reliability Test Calculation

Variable	Question Items	Pearson Correlation	Description	Cronbach's Alpha	Min-Cronbach's Alpha	Description
Archival System	1	0.898	Valid	0.787	0.60	Reliable
	2	0.881	Valid	0.758	0.60	
	3	0.893	Valid	0.737	0.60	
	4	0.811	Valid	0.719	0.60	
	5	0.633	Valid	0.704	0.60	
	6	0.601	Valid	0.766	0.60	
Information System	1	0.852	Valid	0.591	0.60	Reliable
	2	0.657	Valid	0.562	0.60	
	3	0.737	Valid	0.471	0.60	
	4	0.792	Valid	0.387	0.60	
	5	0.867	Valid	0.511	0.60	
	6	0.811	Valid	0.478	0.60	
Infrastructure	1	0.852	Valid	0.672	0.60	Reliable
	2	0.657	Valid	0.584	0.60	
	3	0.737	Valid	0.539	0.60	
	4	0.792	Valid	0.533	0.60	
	5	0.867	Valid	0.559	0.60	
	6	0.811	Valid	0.557	0.60	
Performance	1	0.828	Valid	0.818	0.60	Reliable
	2	0.792	Valid	0.835	0.60	
	3	0.789	Valid	0.827	0.60	
	4	0.818	Valid	0.830	0.60	
	5	0.707	Valid	0.849	0.60	
	6	0.791	Valid	0.836	0.60	

All research variables (leadership style, work motivation, and work discipline) have a Pearson Correlation value greater than r table (0.257), so that all questions are declared valid and suitable for use as measurement instruments in this study. Reliability test is a tool used to measure questionnaires which are indicators of variables or constructs. A questionnaire is said to be reliable if a person's answer to the statement is consistent or stable over time. The reliability test that will be used in this study uses the SPSS 24 application facility, namely the Cronbach Alpha statistical test. A construct or variable is declared reliable if the Cronbach alpha value is > 0.60 .

From the results of the reliability test calculations that have been carried out, it can be seen that the Cronbach's Alpha results for each variable are more than the minimum Cronbach's Alpha standard required, which is 0.60, so the variables Archive System (X1) Information System (X2) Facilities and infrastructure (X3) and performance variables (Y) can be said to be reliable. The normality test determines the distribution of data, whether it is normal or not. If normal, parametric statistics are used; if not, nonparametric statistics. Graphical analysis, such as histograms and diagonal plots, helps assess the distribution.

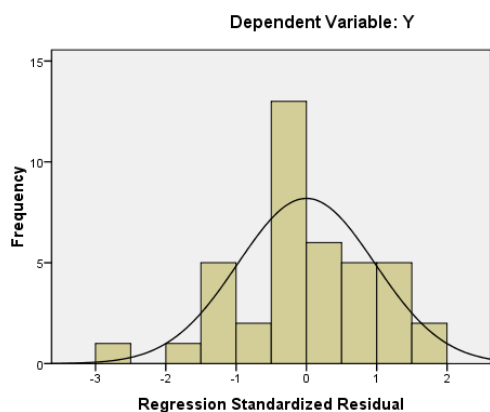


Figure 1. Analytical Normality Test Results

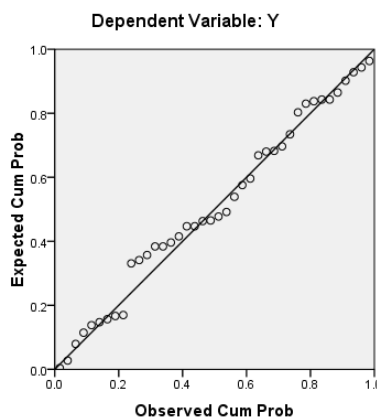


Figure 2. Normality Test Results

Normal probability plots on figure 1. are more reliable than histograms for small samples, showing the residual distribution follows the diagonal line of the normal distribution. The histogram on figure 2. shows a normal distribution pattern, with data spread around the diagonal line. The normal plot graph also displays points forming a line following the diagonal line. This indicates that the regression model meets the assumption of normality. However, visual interpretation can be misleading, so it is complemented with the Kolmogorov-Smirnov test. If the probability > 0.05, the data is normally distributed.

Table 2. Kolmogorov-Smirnov Normality Test

		Un-std Residual
N		40
Normal Parameters ^a	Mean	0.0000000
	Std. Deviation	2.38122976
Most Extreme Differences	Absolute	0.102
	Positive	0.062
	Negative	-0.102
Kolmogorov-Smirnov Z		0.644
Asymp. Sig. (2-tailed)		0.802

The results of the Kolmogorov-Smirnov normality test, it can be seen from the Asymp. Sig. (2-tailed) value of 0.802, so the probability is > 0.05, so the research data is normally distributed. A good regression model should not have correlation between independent variables. The VIF test shows that the variables of the Archiving System and Information System are each 1.078 (≤ 10) with a tolerance value of 0.927 (≥ 0.1), so that the model is free from multicollinearity. Heteroscedasticity testing is done through a scatter plot. If the points are randomly spread above and below the Y axis without a pattern, the model is free from heteroscedasticity.

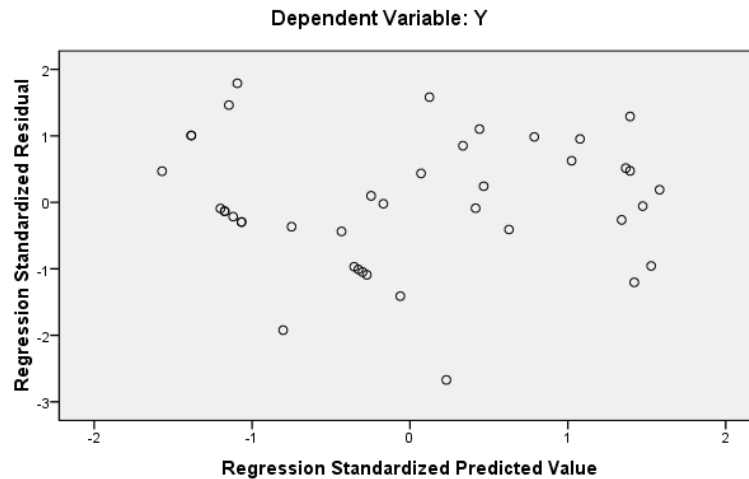


Figure 3. Heteroscedasticity Test Results

Based on the image above, it appears that the points are spread above and below zero on the vertical axis and are irregular, so it can be concluded that the regression model does not contain heteroscedasticity.

Table 3. Results of Multiple Linear Regression Test with Coefficients

Model	Unst. Coef. B	Unst. Coef. Std. Error	Std. Coef. Beta	t	Sig
(Constant)	-4.377	5.240		-0.835	0.411
Archival System	-0.121	0.130	-0.096	-0.932	0.360
Information System	0.313	0.093	0.321	3.356	0.002
Infrastructure	0.915	0.117	0.806	7.826	0.000

The results show that the filing system does not have a significant effect on performance (beta value = -0.096, $p > 0.05$), because employees rely more on digital archives. On the other hand, the information system has a significant effect on employee performance (coefficient 0.785, $p < 0.05$), as well as infrastructure (coefficient 0.812, $p < 0.05$). Thus, improving the information system and infrastructure has a positive impact on employee performance. The simultaneous test (F test) basically shows whether all independent variables included in the model have a simultaneous effect on the dependent variable. Decision-making rules in the F test using the SPSS 22 program.

Table 4. ANOVA F Test Analysis ^b

Model	Sum of Squares	Df	Mean Square	F	Sig.
Regression	535.635	2	2	44.810	0.000 ^a
Residual	221.140	37	37		
Total	756.775	39			

The results of the simultaneous test (f test), the calculated $f = 44.810$ with a significance value of 0.000 was obtained. Because the significance value is much smaller than 0.05, H_0 is rejected, this indicates that the hypothesis that states that there is a positive and significant influence of the archiving system and officer information system on the performance of Tapin Regional Representative Council Secretariat Employees is accepted. The determination coefficient (R²) test aims to determine the partial influence of the Archiving System, Information System, and infrastructure on the performance of Tapin Regional Representative Council Secretariat Employees.

Table 6. Analysis of Determination Coefficient Test (r²) Partial Coefficient ^a

Model	Correlations			Collinearity Statistics	
	Zero-order	Partial	Part	Tolerance	VIF
(Constant)					
Archival System	0.287	0.115	0.063	0.927	1.078
Information System	0.839	0.826	0.791	0.927	1.078
Infrastructure	0.981	0.966	0.868	0.927	1.078

The magnitude of the influence of the Filing System on employee performance at the Tapin Regional Representative Council Secretariat is $(0.115)^2 \times 100\% = 1.32\%$ and the influence of the Information System on employee performance at the Tapin Regional Representative Council Secretariat is $(0.826)^2 \times 100\% = 68.22\%$. and Facilities and Infrastructure on the performance of Tapin Regional Representative Council Secretariat Employees is $(0.966)^2 \times 100\% = 93.32\%$. To determine the magnitude of the influence of the Filing System, Information System, facilities and infrastructure on the performance of Tapin Regional Representative Council Secretariat Employees simultaneously, it can be seen based on the Adjusted R Square value. The results of the determination coefficient (R²) test analysis show that the Adjusted R Square value is 0.692. So, it can be concluded that the influence of the Filing System, Information System and facilities and infrastructure on the performance of Tapin Regional Representative Council Secretariat Employees is 69.2%. While the remaining 30.8%, explains that the performance of employees at the Tapin Regional Representative Council Secretariat is influenced by other factors outside the model. Based on the results of the t-test, it was found that the facilities and infrastructure variables had a dominant influence on the performance of Tapin Regional Representative Council Secretariat employees.

DISCUSSION

The results of the partial test (t-test), it can be seen that the Filing System does not have a positive and significant effect on the performance of Tapin Regional Representative Council Secretariat Employees (Noor & Mulyono, 2020). There is no influence between the Filing System variable and employee performance because there

are indicators in the system variable that are still classified as moderate and have a low influence on employee performance, on average showing moderate criteria. Good employee performance is also influenced by a good Filing System such as in its storage, placement until it is found again when the Filing is needed, but in this study the Filing System variable does not affect employee performance, explained by research data that there are Filing System indicators that are still classified as moderate and low criteria. These findings are not in accordance with Zulkifli (2003), who stated that in storing Filing there are five stages, namely checking, indexing, coding, sorting and placement.

From the descriptive percentage analysis, based on the existing criteria, the filing system variable is included in the moderate category. There was 1 respondent who answered the Filing System (3.00%) in the very high category, 4 respondents who answered the Filing System (10.00%) in the high category, 9 respondents answered the Filing System (48.00%) in the medium category, 6 respondents answered the Filing System (40.00%) in the low category with an average percentage of 58.00% medium category. The Filing System is categorized as medium because the system is still not in accordance with the system used since the beginning of the System, it is hoped that the Filing System can be more effective and efficient in its function. The Filing System should be adjusted to the storage location and accompanied by good and appropriate archival facilities and infrastructure, these findings are not in accordance with Trace, (2020); Sumarni, (2020).

Distinguish the types of archives with a neat and correct system if the system used is running well then there is a maintenance system. Such as giving medicine (poison) to archives so that they are not damaged or eaten by termites. Based on the results of the partial test (t-test) it can be seen that the Information System has proven to have a positive and significant effect on employee performance (Heslina & Syahrani, 2021). The positive and significant effect between the Information System and employee performance is due to the high criteria of the indicators in the Information System variable itself, the indicators in the Information System variable are on average at high criteria although there are still indicators that are still in medium and low criteria. The Information System is a human ability that has knowledge, skills, and abilities in managing archives both in terms of storage, systems, maintenance, destruction to rediscovery effectively and efficiently when the Archives are needed again for information or others (Martono et al., 2020). From the data found in the field, it shows that the Information System has an effect on employee performance, as evidenced by the level of education they have, although in its implementation the Archiving System is still not good or not in accordance with the archiving system used in the Tapin Regional Representative Council Secretariat. These findings are in accordance with Kartini (2016), which states that the factors that influence the Information System are skills, accuracy, neatness, and intelligence.

From the descriptive analysis of the percentage, based on the existing criteria, the Information System variable of the Archiving Officer is included in the very high category. Respondents who answered the Information System of the Archiving Officer were 9 people (47.50%) in the very high category, 8 respondents who answered the Information System (45.00%) in the high category, 4 respondents who answered the Information System (7.50%) in the medium category with an average percentage of 83.00% in the high category.

Based on the results of the partial test (t-test), it can be seen that Infrastructure has proven to have a positive and significant effect on employee performance. The positive and significant effect between Infrastructure and employee performance is due to the high criteria in the indicators in the Infrastructure variable itself, the indicators in the Information System variable are on average high criteria although there are still indicators that are still medium and low criteria. Infrastructure is supported by an effective and efficient maintenance and procurement system while being used or stored. From the data found in the field, it shows that infrastructure has an effect on employee performance as evidenced by the level of education they have, although in practice there

are still shortcomings that are not in accordance with the system and work patterns used in the Tapin Regional Representative Council Secretariat. The findings are in accordance with the theory of Kotler (2008), factors that influence infrastructure include access, communication, Information Systems, politeness, credibility, reliability, environmentally friendly, certainty, tangible things, and understanding (recognizing consumers).

From the descriptive percentage analysis, based on the existing criteria, the Information System variable for Archiving officers is included in the very high category. There are 9 respondents who answered the Information System for Archiving officers (45.00%) in the very high category, 12 respondents who answered the Information System (55.00%) in the high category, in the medium category with an average percentage of 83.00% in the high category. Based on the results of the simultaneous test (F test), it can be seen that the archiving system, information system and infrastructure have a positive and significant effect on employee performance at the Tapin Regional Representative Council Secretariat.

The positive and significant influence between the variables of the Filing System, Information System and Facilities and Infrastructure on due to the high criteria in the indicators of the employee performance variable itself and influenced by the variables of the filing system, information system and facilities and infrastructure which on average also have high criteria, although there are several indicators that show medium and low criteria. Employee performance is an action or activity offered that affects the ability to achieve the best quality to meet customer needs (Yee et al., 2008). Its implementation can be measured, therefore standards can be set both in terms of the time required and the results. With standards, management can plan, implement, supervise, and evaluate activities, so that the final result is satisfactory for the party receiving it. The description above concerns the positive and significant influence between the variables of the filing system, information system and facilities and infrastructure on the performance of personnel administration managers. These findings are in accordance with Widjaja et al. (2021), that personnel administration is formulated as science, process, function, and art.

CONCLUSION

The study "The Influence of Information Systems and Archival Infrastructure on the Performance of Employees of the Tapin Regional Representative Council Secretariat" concluded that information systems and archival infrastructure have a significant effect on employee performance. The results of the study showed a simultaneous effect, indicating that if these factors are integrated effectively, they will contribute to improving overall performance in the Secretariat environment. Individually, both information systems and archival infrastructure have a partial but significant impact on employee efficiency and work results. Among these factors, archival infrastructure is the most influential factor in supporting employee tasks and administrative processes. Proper management and development of these facilities will result in a better organization, faster information retrieval, and improved operational workflow. This dominant effect emphasizes the need for continuous investment in archival infrastructure to maintain high levels of productivity. Improving existing information systems along with comprehensive archival support can create a synergistic environment, which encourages better performance and efficiency among Secretariat staff.

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