

Employee Work Discipline in Caringin District, Bogor Regency

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Abstract

Background: Government agencies are organisations comprising a group of people specially selected to carry out state duties as a service to the community. The goals of government agencies can be achieved if the agency can process, mobilize and empower its human resources effectively and efficiently. The human resource factor in the sense of employees is an important element that must be considered by every government agency that is required to provide maximum service to the community. There are still several problems with employee work discipline in Caringin District, Bogor Regency.

Purpose: This research aims to find out how employees perform at the Caringin District Office, Bogor Regency.

Methodology: The method used in this research is Quantitative Descriptive. The population in this research is employees of Caringin District, Bogor Regency with a sample taken of 20 respondents. The sampling technique used was Probability Sampling, a data collection technique using literature study, observation, interviews and questionnaires. Data analysis uses the Weight Mean Score formula

Results: The implementation of work discipline carried out by employees at the Caringin District Office, Bogor Regency has been carried out well, the assessment results obtained an average of 4.17 which shows good criteria and all dimensions are in a good position. The dimension that received the highest value was complying with all organizational rules with an average value of 4.29, while the dimension that received the lowest value was the level of absenteeism dimension with an average value of 4.01.

Research limitations: The limitations of this research are only identifying one variable, not comparing or relating it with another variable. besides those are time constraints, data access and information from Respondents.

Originality/value: The originality of this research is exploring the subject or factual conditions regarding the performance of apparatus in providing services to the community.

Keywords: Discipline, District, Employees, Public

I. INTRODUCTION

In facing competition in the current global era, an organization is required to work more efficiently and effectively to maintain the survival of the organization. Every organization must have a goal to maximize profits and value for the organization. No matter how big an organization is, it certainly cannot be separated from the people or human resources that support it because it is humans who regulate the rotation of the wheel of life in an organization, whether a government-owned organization or a privately-owned organization. The government as a service provider plays an important role in meeting community service needs. A government that has gained the public's trust or legitimacy in providing public services must truly meet the needs of its people without discriminating against race, religion, class, and so on. To

create public administration must of course also be based on employee discipline. According to Sastrohadiwiryo (2002), it comes from the root word “*disciple*” which means learning. The word discipline shows a person's obedience to following rules or regulations because it is driven by the awareness that exists in their conscience. Discipline is a direction to train and shape someone to do something. Direction to train and shape someone to do something better. Discipline arises because of awareness and encouragement within a person in an organization.

Furthermore, in Government regulation number 94 of 2021 concerning Discipline for Civil Servants (PNS), article 4, point f contains the obligations of civil servants to come to work and comply with working hours provisions. This regulation is also to create civil servants who have integrity, morals, and professionalism, and be accountable and encourage civil servants to be more productive, so disciplinary regulations are needed as guidelines. However, currently one of the problems faced is the quality of employee discipline which has implications for public services, especially in the Caringin District, Bogor Regency. In the implementation of working operational hours, for example in Caringin District, namely entering at 08.00, resting at 12.00 and leaving at 15.00. However, the facts in the field show that there are still employees who do not comply with the rules of working operational hours, for example, if they don't attend the morning roll call, they automatically arrive late, this is the lack of compliance by officials to the rules. Sinungan & Muchdarsyah (2009) discipline is a mental attitude that is reflected in the actions or behavior of individuals, groups or public in the form of obedience (obedience) to regulations set by the government or ethics, norms and rules that apply in society for certain purposes. Another problem is the indication that the use of time cannot be utilized as well as possible, because there are still some employees who relax, smoke indoors, which causes delays in work results, services to society too become obstructed.

II. METHODOLOGY

Discipline is an attitude of respect for the rules and regulations of an organization, in other words, discipline is an employee's willingness to obey and comply with the regulations that apply in the organization, both written and unwritten. A disciplined employee will not steal work time to do things that are not related to work. According to Hasibuan (2012: 193), it is a person's awareness and willingness to obey all organizational regulations and applicable social norms. Discipline is a must enforced In an organization without the support of good employee discipline, it is difficult for the organization to realize its goals. So discipline is the key to a company's success in achieving its goals.

According to Hasibuan, M. S., (2010: 194) indicators of work discipline are as follows:

1. Comply with all company regulations.

In carrying out their work, employees are required to: obey Company regulations that have been established following work rules and guidelines so that comfort and smoothness in work are established.

2. Usage time effectively.

It is hoped that the working time given by the company can be utilized as well as possible by individuals to pursue the targets given by the company to individuals without wasting too much time within the company's work standards.

3. Responsibility in work and assignments.

If the responsibilities given to individuals are under the time set by the company, the employee has a high level of work discipline.

4. Absenteeism rate.

One of the benchmarks for determining the level of employee discipline, the higher the frequency of attendance or the lower the level of absenteeism, the employee has a high level of work discipline.

The method used in this research is Quantitative Descriptive. In this research, researchers used a quantitative research approach. Quantitative research is a type of research whose specifications are systematic, planned and structured from the start. According to Sugiyono (2014: 13), Quantitative research methods can be interpreted as research methods that are based on the philosophy of positivism, used to research certain populations or samples, collecting data using research instruments, and quantitative/statistical data analysis. The population in this research is employees of Caringin District, Bogor Regency with a sample taken of 20 respondents. The sampling technique used was Probability Sampling, a data collection technique using literature study, observation, interviews and questionnaires. Data analysis is Descriptive analysis using the Weight Mean Score formula. namely weighting for each selected answer. Calculations using this technique are intended to determine the position of each item according to predetermined criteria or benchmarks. According to Bakrie Siregar (1982:20), the calculation of data obtained from the field is then processed based on the answers through a questionnaire. Questions in the closed questionnaire were created using a Likert scale. The Likert scale is a scale that is popular among researchers because it is easy to apply and simple to interpret (Ruslan, 2008: 198). With a Likert scale, the variables to be measured are broken down into variable indicators, then these indicators are used as a starting point for compiling instrument items which can be in the form of questions or statements. The answer to each instrument item has a value from very positive to very negative. By giving a score, a variety of answers from 1-5 are obtained. The interval between one criterion and another will result in a figure of 0.8, with the following interpretation criteria:

Tabel 3. 1 Intervals between one other criterion

Interval	Criteria
4.21 – 5.00	Very good
3.41 – 4.20	Good
2.61 – 3.40	Pretty good
1.81 – 2.60	Not good
1.00 – 1.80	Very not good

Sources: Sugiyono, (2014: 93)

III. RESULTS AND DISCUSSION

Caringin District is in the southern part of Bogor Regency which was originally split from Ciawi District in 1981 with a total of 8 villages, but later developed into 12 villages, 81 RWs, 356 RTs and 39 hamlets with an area of 5,729.9 hectares located between Mount Pangrango and Mount Salak is traversed by the Ciliwung and Cisadane rivers. Caringin District is 105 Km to the capital of West Java Province in Bandung, 75 Km to the State Capital and 32 KM to the Regency Capital in Cibinong.

Descriptive Analysis of Work Discipline Variables in Caringin District, Bogor Regency

Work discipline is something that must be instilled in every employee, employee awareness is needed to comply with applicable regulations. A person is said to be disciplined if the employee will come in on time, always obey the rules, do all his work well and on time, so if the rules and work procedures in the organization are not implemented, are often violated or ignored, then the employee have poor work discipline. It is not impossible that if an employee has poor work discipline it will have an impact on the employee's professionalism being poor. And conversely, if employees have good work discipline it will

create an orderly work atmosphere so that employees can work well and employee professionalism will increase. To explain the discipline variables, data analysis was obtained and conclusions were drawn from the results of the questionnaire using simple statistics with the Weight Mean Score (WMS) calculation as follows:

To see the overall results of respondents' responses regarding discipline variables at the Caringin District Office, Bogor Regency, you can see the following table:

Table of Summary of Average Respondent Answers

Dimensions	Indicator	M	Interpretation
Comply with all organizational rules	Work according to established procedures	4.15	Good
	Comply with the rules of leadership	4.2	Good
		4.6	Very good
	Implementation of organizational rules and regulations	4.25	Very good
4.6		Very good	
Effective use of time	Coordinate with colleagues in completing work	4.2	Good
		4.25	Very good
	Utilization of working time	4.25	Very good
Responsibility in work and assignments	Willingness to perform tasks well and full of responsibility	4.2	Good
		4.15	Good
	Receive with grace or sincerity in carrying out tasks	4.15	Good
Amount	Recapitulation	4.15	Good
Absenteeism rate	Punctuality of attendance of officers	4.15	Good
		4.15	Good
	Appropriate employee return time	4.05	Good
		4.05	Good
		4.05	Good
Amount	Recapitulation	4.06	Good
Amount		71.7	Good
Average		4.22	Good

Source: Questionnaire Result Data, 2022

Based on the results of the recapitulation analysis of work discipline in Caringin District, Bogor Regency, which consists of 4 dimensions consisting of complying with all organizational rules, effective use of time, responsibility in work and tasks and absenteeism levels. The first dimension consists of 3 indicators, namely the first is working following established procedures, the second is complying with leadership regulations and the third is the implementation of organizational regulations and getting an average score of 4.28, which means it is categorized as very good. The second dimension, namely effective use of time, consists of 2 indicators, namely coordinating with colleagues in completing work and utilizing work time, which received an average score of 4.25, which means it is categorized as very good. This can also mean that employees in Caringin District can use their time effectively and efficiently to obtain maximum benefits. However, there are still some employees who are unable to utilize their time.

The third dimension of responsibility in work and tasks consists of 2 indicators, namely ability to carry out tasks and accept it gracefully or sincerely in carrying out tasks, getting a score with an average of 4.15, which means it is categorized as good. Employees have taken an oath/promise which is an ability to comply with the requirements in carrying out these duties which require sincerity, honesty and sincerity in carrying out their duties. In this case, the majority of Caringin District employees strongly agree regarding work responsibilities and duties. Because responsibility helps someone to commit to their work and complete it as expected. The fourth dimension, namely the level of absenteeism, which consists of 2 indicators, namely the punctuality of employee attendance and the suitability of employee return time, received a score with an average of 4.06, which means it is categorized as very good. To increase the effectiveness and quality of work. Employees in Caringin District are required to use an application that functions for employee attendance. This application will read and detect employee locations when working hours are in progress. Therefore, the level of absenteeism in Caringin District has been implemented well, but in this case, there are still employees who are late arriving because their homes are far away and there are traffic jams on the roads. Therefore, overall work discipline received a score with an average score of 4.22, which is categorized as good.

IV. CONCLUSIONS AND NEWNESS

Discipline at work is very important because with this discipline it is hoped that employees will obey most of the rules, work according to procedures, and so on so that work is completed effectively and efficiently and can increase productivity. In this case, the majority of Caringin District employees strongly agree regarding work responsibilities and duties. Because responsibility helps someone to commit to their work and complete it as expected. The assessment of the implementation of discipline carried out by employees at the Caringin District Office, Bogor Regency has been carried out well, with an assessment result of 71.75 which shows good criteria and all dimensions are in a good position. Overall, work discipline received a score with an average score of 4.22, which is categorized as good. However, several indicators that still need to be improved are compliance with leadership regulations and coordination that must be carried out by fellow employees, so that the implementation of public services at the Caringin District Office can be carried out optimally.

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