



## Implementation of the Performance Management Information System (SiManja) in the Field of Deposit, Processing, and Preservation of Library Materials in The Aceh Library and Archives Service

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**Abstract:** A management information system is a computer-based system that provides information to several users with the same needs. Performance Management Information System (SiManja) is a web-based information system application software that functions as a means of monitoring, controlling and evaluating performance management effectively, efficiently and transparently. The problem in this research is how to implement the Performance Management Information System (SiManja) in the field of deposit, processing and preservation of library materials at the Aceh Library and Archives Service. The aim of this research is to find out how to implement and what obstacles are faced in implementing the Performance Management Information System (SiManja) in the field of deposit, processing and preservation of library materials at the Aceh Library and Archives Service. The type of data used in this research is primary data. The data collection methods used were observation, interviews and documentation. In this research, a descriptive method was used with the aim of describing the implementation of the Performance Management Information System (SiManja). Judging from the research results, the conclusion is that the implementation of the Performance Management Information System (SiManja) can help employees complete their performance on time and in accordance with work targets. Difficulty understanding the application can also be overcome by providing training at the beginning of implementing the application, making it easier for employees to understand how to use the application.

**Key words:** *Management Information System, Performance Management, Archival Repository, SiManja*

### 1.0 Introduction

In the current digital era, information technology has become a necessity that is very beneficial for society. In fact, in the world of work, information technology is something that is really needed to ensure the smooth performance of a company. Every company uses information technology in running its company. This is because it can help create, change, store, communicate and disseminate information. In its application in the world of work, information technology can also improve and evaluate employee performance to ensure that the goals and targets that have been set can be achieved effectively and efficiently. With the existence of information technology, it can make work easier and process data into information that is easily accessible when needed (Slamet, 2018).

The Aceh Library and Archives Service is the executor of regional government affairs who is responsible for managing libraries and archives in Aceh Province, Indonesia. The Aceh Library and Archives Service has the task of carrying out government affairs and development in the library and archives sector. In carrying out its duties, the Aceh Library and Archives Service needs to carry out performance evaluations to ensure that the goals and targets that have been set can be achieved effectively and efficiently.

One of the areas in the Aceh Library and Archives Service is the field of deposit, processing and preservation of library materials. In this field, of course, employees with good performance are also needed (Hazrati, 2017). A manual performance assessment is carried out by filling in the SKP (Employee Performance Target). The SKP is filled with work targets from the beginning of the year to the end of the year. Then it will be signed and assessed by the superior. However, manual performance assessment cannot run optimally due to the lack of physical evidence of the performance that has been carried out by employees. To support better performance, the implementation of the Performance Management Information System (SiManja) in the field of deposit, processing and preservation of library materials at the Aceh Library and Archives Service can be the right solution. Where performance assessment will be carried out by filling in the SKP electronically. Of course, by using the Performance Management Information System (SiManja) the data will be stored and can be managed accurately.

Performance Management Information System (SiManja) is a system used to assist management in collecting, organizing, analyzing and evaluating information on the performance of an organization. The implementation of SiManja is carried out through the use of information and communication technology. The aim is to facilitate supervision, control and performance evaluation in an effective, efficient and measurable manner. By implementing SiManja, the field of Deposit, Processing and Preservation of Library Materials can obtain accurate information about employee performance, making it easier to supervise and monitor employee performance on a regular basis. However, in its implementation there are still several challenges faced by employees:

- i. Employees not submitting performance results on time;
- ii. The difficulty in understanding the process of filling out SKP (Employee Performance Targets)

Based on the problems above, the Objective is:

- i. To know how the SiManja is implemented;
- ii. To know how the obstacles faced



## 2.0 Literature Reviews

According to (Muningsih, 2019) management information systems are a series of comprehensive and rationally coordinated information sub-systems that are capable of transforming data into information through a series of methods, in order to increase productivity in accordance with the style and nature of managers on the basis of predetermined quality criteria. In other words, a management information system is a computer-based system that provides information for several users with the same needs. Users usually form a formal organizational entity, company or subordinate sub-unit.

Information technology is a necessity for organizations that can help organizational and individual performance. Information systems will help companies to present financial reports in the form of accurate and reliable information, so that many parties utilize accounting information systems to achieve excellence for the company. Information systems are components and elements of an organization that provide information to users by processing financial events according to (Purnama, 2018). The purpose of an information system is to produce information. Information is data that is processed into a form that is useful for its users. To be useful, information must be supported by the following three pillars: appropriate to the person or relevant, timely and of appropriate value or accurate. Output that is not supported by these three pillars cannot be said to be useful information. To be an information system, the results of the system must be useful information, which must meet the three criteria: relevant, timely and accurate, according to (Purnama, 2018).

Based on the Regulation of the Governor of Aceh Number 58 of 2018 concerning Performance Management of State Civil Apparatus within the Aceh Government (*Peraturan Gubernur Aceh Nomor 58 Tahun 2018*, n.d.), the Performance Management Information System (SiManja) is a web-based information system application software that functions as a means of monitoring, controlling and evaluating performance management effectively, efficient and transparent. The provision of a Performance Management Information System (SiManja) requires the support of information technology infrastructure, data communication network (integrated with 47 SKPA), Aceh Government data center at the Communication and Encryption Service, personnel database (integrated ASN management information system or called e-keurani). The Performance Management Information System (SiManja) will run well with the presence of human resources (analysts, programmer, database administrator, network administrator and web developer). The information technology development strategy is

implemented through brainware (HR) capacity development with the aim of effectiveness, efficiency and sustainability.

### 3.0 Methodology

This research uses a descriptive method. Fauzi (2022) said that by using descriptive research methods, the problem formulated is worthy of being raised, contains scientific value, is not too broad, and uses data that is would describe in detail and interpreting factual data. And to obtain the results of this research, the data source used is primary data because this type of data source is taken directly from the object and data source. Data collection uses three techniques, namely the first is Observation where researchers see directly how Simanja is applied in the field of Deposit, Processing and Preservation of Library Materials at the Aceh Library and Archives Service. Second, interviews where research can find problems that must be researched, and also if researchers want to know things from respondents in more depth. Third, documentation is official information or evidence that is useful for notes or as an effort to record, categorize information in the form of writing, photos and video. (Fauzi & dkk, 2022)

### 4.0 Data Analysis and Findings

The Performance Management Information System (SiManja) is used by the State Civil Apparatus (ASN) in the Aceh Library and Archives Service, including the fields of deposit, processing and preservation of library materials. The number of workers who use the Performance Management Information System (SiManja) in the field of deposit, processing and preservation of library materials at the Aceh Library and Archives Service is as follows:

**Table 1:** Number of workers in the fields of deposit, processing and preservation of library materials at the Aceh Library and Archives Service.

No.	Gender	Amount
1	Man	16
2	Woman	9

Source: Aceh Archives Library Service

Based on the results of the interview, it can be seen that the implementation of the Performance Management Information System (SiManja) in the field of deposit, processing and preservation of library materials at the Aceh Library and Archives Service has been

implemented since the Aceh Governor's Regulation Number 58 of 2018 concerning Performance Management of State Civil Apparatus in the Environment Aceh Government. SiManja is also effective in supporting the performance of each employee. This is evident from the answers of respondents who were asked questions in interviews, that the implementation of the Performance Management Information System (SiManja) can improve employee discipline and performance to be more controlled, focused and all job descriptions can be completed on time.

Each employee has a Performance Management Information System (SiManja) account to support employee performance. To access the Performance Management Information System (SiManja) application, each employee has their own username and password. Before the existence of the Performance Management Information System (SiManja), performance assessments were carried out manually, namely by filling in the SKP (Employee Performance Targets). However, manual performance assessment cannot run optimally due to the lack of physical evidence of the performance that has been carried out by employees. After the existence of the Performance Management Information System (SiManja), the process of filling out SKP (Employee Performance Targets) has become more practical and efficient. Physical evidence of performance that has been carried out by employees is stored and easily accessed with the Performance Management Information System (SiManja) application.

The Performance Management Information System (SiManja) has been implemented continuously in the field of deposit, processing and preservation of library materials at the Aceh Library and Archives Service. In the Performance Management Information System (SiManja) application there are employee biodata, SKP (Employee Work Targets) scores, behavioral scores, attendance scores and achievement scores that support and assist employees in improving their performance. With the Performance Management Information System (SiManja), employees can upload physical evidence so that there is real evidence of the performance that has been completed by the employee.

Even though the implementation of SiManja was deemed effective, several obstacles were found. The obstacle found was the difficulty in understanding the SiManja application which ultimately resulted in not charging on time. To overcome these obstacles, employees received training from the Performance Management Information System (SiManja) application coordinator who had previously also received training in using the application carried out by the Aceh Personnel Agency. This aims to make it easier for employees to understand and fill in Employee Performance Targets (SKP). Apart from that, there are also

guidelines regarding filling in Employee Performance Targets (SKP). However, these guidelines are still difficult to understand, so a flowchart is needed that explains filling in Employee Performance Targets (SKP).

Based on the obstacles faced by the field of deposit, processing and preservation of library materials above, it can be concluded that the solution to overcome these obstacles is to have an achievement assessment which will be assessed by superiors so that it will become a reference for employees in submitting performance results on time. Then, when filling in Employee Performance Targets (SKP) you also need guidelines for use in the form of a flowchart which explains the process of filling in Employee Performance Targets (SKP) briefly, clearly and easily understood.

Besides Therefore, the implementation of the Performance Management Information System (SiManja) in the field of deposit, processing and preservation of library materials at the Aceh Library and Archives Service is very effective because employees can utilize and apply the Performance Management Information System (SiManja) to the maximum. The Performance Management Information System (SiManja) is able to support the creation of discipline and good performance.

## 5.0 Discussion and Conclusions

After conducting research on the application of the Performance Management Information System (SiManja) in the field of deposit, processing and preservation of library materials at the Aceh Library and Archives Service, it can be concluded as follows:

- a. With the Performance Management Information System (SiManja), employee performance in the fields of deposit, processing and preservation of library materials at the Aceh Library and Archives Service is carried out well, effectively and efficiently.
- b. The Performance Management Information System (SiManja) is an electronic application that aims to evaluate employee performance and employee discipline. In its application, the Performance Management Information System (SiManja) can help employees complete their performance on time and in accordance with work targets.
- c. The implementation of the Performance Management Information System (SiManja) cannot be separated from inhibiting and supporting factors. Inhibiting factors are several obstacles experienced by the field of depositing, processing and preserving library materials, such as filling in performance results not on time and difficulty understanding the application. However, there are supporting factors, namely solutions

to overcome obstacles to using the Performance Management Information System (SiManja) application. The solution is to have achievement values assess employee performance and discipline so that employees will submit performance results on time and provide training at the start of application implementation to make it easier for employees to understand how to use the application.

Based on the discussion of the research results explained in the previous chapters and the conclusions above, the following are several suggestions for implementing the Performance Management Information System (SiManja) in the field of deposit, processing and preservation of library materials at the Aceh Library and Archives Service.

- a. With the Performance Management Information System (SiManja), employees should be able to improve their performance within the stipulated timeframe.
- b. The Performance Management Information System (SiManja) Coordinator is expected to be able to remind employees when work results will be submitted and Employee Performance Targets (SKP) filled in.

The implementation of the Performance Management Information System (SiManja) needs to be improved, namely by providing training to employees if they still do not understand the Performance Management Information System (SiManja) application, so that it will make it easier for employees to use the application.

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