

Designing Of Payroll Accounting System Information: A Geographical Setting on Tantina Jatiluhur Foundation, Indonesia

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Abstract

Salary is a remuneration in the form of money received by an employee as a consequence of his position as an employee who has contributed and also his thoughts to achieve a goal for the company. There are still many companies or organizations that have not been able to implement a good payroll system. This research was conducted to find out how to design a payroll accounting information system at the geographical perspective of Tantina Jatiluhur Foundation Indonesia. The research method used is descriptive. The results of the research and design of this system can facilitate the processing and presentation of payroll reports.

Keywords

Accounting Information System, Payroll

To cite this article: Arnan S, G, Almaretha N, M, Brata I, O, D, and Mulyati Y. (2021). Designing Of Payroll Accounting System Information: A Geographical Setting on Tantina Jatiluhur Foundation, Indonesia. Review of International Geographical Education (RIGEO), 11(1), 661-667. doi: [10.48047/rigeo.11.1.52](https://doi.org/10.48047/rigeo.11.1.52)

Submitted: 01-01-2021 • **Revised:** 11-02-2021 • **Accepted:** 15-03-2021

Introduction

At this time the need for reliable and integrated information is very important because it is able to maximize the company's performance. In addition, reliable and integrated information is needed considering the growing scale of operations and the complexity of activities within a company. Coupled with the industrial revolution 4.0, how data must be collected and synchronized. In addition to data, they must be able to make the report information quickly (Jaka Sriyana, 2019 on <https://jogja.tribunnews.com>) The accounting system is structured to produce useful information for internal and external parties. The use for internal parties of the company is to know, supervise, and make decisions in running the company, while for external parties the company is in accordance with the needs of each party. Meanwhile, according to Fatima, Ishtiaq, and Javed (2021a) Accounting Information system is a system that can collect, record, and process data to produce information for decision makers. This includes people, procedures and instructions, data, software, information technology infrastructure, internal controls and security measures.

To reward performance and to increase work motivation, the company provides remuneration for them in the form of an appropriate salary. Salary is a payment for the delivery of services performed by employees who have positions. In addition, salary is a form of appreciation given by the company to employees for their services that have been provided to the company.

The right payroll system in a company will support the welfare of its employees. The right payroll system is a payroll system that does not harm any party within the company's internal and provides the salary needed by the employee in accordance with the position held by the employee.

Based on the description above, the authors conducted research with the title: "Designing of Payroll Accounting Information System at Tantina Jatiluhur Foundation."

Literature Review

Accounting Information System

According to Weygandt, et al (2014), an accounting information system is a system that collects and processes data transactions and conveys financial information to certain parties. The same thing was conveyed by Bordnar & Hopwood (2010) A collection of various kinds of resources, namely humans and also equipment that is designed to convert financial data and other data into useful information for its users.(Amir & Ghitti, 2020; Hou, Guo, & Li, 2020; Wallace, 2021)

Widjajanto (2001) An accounting information system is a closely coordinated arrangement of forms, records, equipment including computers and equipment as well as communication tools, implementation personnel and reports designed to transform financial data into information needed by management..(Fatima, Ishtiaq, & Javed, 2021b; Navalina, Djajanto, & Kamayanti, 2021; Turner, Weickgenannt, & Copeland, 2020)

Accounting Information System Components

The components of information systems according to Fatima et al. (2021a); (Utama & Novananta, 2020) are:

1. Human who use the system (AlSaadoon, 2020)
2. Data about the organization and its business activities
3. Procedures and instructions used to collect, process and store data
4. Software to process data
5. Equipment, including computers, peripheral devices and communication network.(Fatima, Ishtiaq, & Javed, 2021c; Hasti, Dekiki, Gustiana, Wahyuni, & Hartono, 2020; Mendoza & Putri, 2020)

Payroll

Definition of salary stated by Fatima et al. (2021c) is payment to employees who are given administrative and leadership tasks.(Shahzad, Luo, & Liu, 2021; Witt, Dumeier, & Geldermann, 2020)

In the salary there are components that must exist in supporting the effectiveness of the work of employees. According to Navalina et al. (2021) in their book entitled "Salary and Wages Administration" there are components of salary as follows:(Navalina et al., 2021)

1. Basic Salary
2. Basic Allowance
3. Food Allowance
4. Structural Allowance
5. Functional Benefits
6. Other Benefits
7. Income Difference Allowance
8. Income Improvement Allowance
9. Mandatory Employee Contribution
10. Rounding

According to Samiadji Sarosa (2009) reports generated by the payroll system include:

1. Attendance list and working hours records
2. Payroll
3. Employee income reports.

Meanwhile, according to Yamaguchi and Yamaguchi (2021), the information needed by management from payroll and wages is:

1. The total cost of salaries and wages that are the company's burden during a certain period.
2. The total cost of salaries and wages that are the burden of each responsibility center during a certain accounting period.
3. The amount of salary and wages received by each employee during a certain accounting period.
4. Details of the elements of the cost of salaries and wages that are the burden of the company and each responsibility during a certain accounting period.

Flowchart

Flowchart is a diagram that can display the flow in the design or system method logically. (jogiyanto, 2005) The use of flowcharts is the same as algorithms, namely to write program flow but in the form of images or symbols.

The flowchart is divided into 2 (two) parts, namely:

- 1) Flowchart that describes the flow of a system.
- 2) Flowchart that describes the flow of a program

There are five types of flowcharts, namely:

System Flowchart

The system flowchart is a chart that shows the workflow or what is being done in the system as a whole and explains the sequence of procedures that exist in the system. System flowchart consists of the data that flows through the system and the processes that transform that data. Data and processes in the system flowchart can be described online or offline.

Document Flowchart

Document flowchart or also called form flowchart or paperwork flowchart is a flow chart that shows the flow of reports and forms including their copies.

Schematic Flowchart

A schematic flowchart is a flow chart that is similar to a system flow chart, which is to describe the procedures in the system. The difference is, the schematic flow chart in addition to using system flow chart symbols, also uses computer images and other equipment used. The use of these drawings is easy to understand, but difficult and time-consuming to draw.

Flowchart Program

Program flowchart is a chart that describes in detail the steps of the program process. Program flowcharts can be of two types, namely program logic flowcharts and detailed computer program flowcharts.

Process Flowchart

A process flowchart is an industrial engineering drawing technique that breaks down and analyzes the next steps in a procedure or system. Process flow charts are used to study and develop manufacturing processes. In systems analysis, these flowcharts are used to track the flow of reports or forms.

Research Method

The method used by the author is a descriptive method, which means describing and conducting the research based on the findings of current factual data, then conclusions and suggestions if needed.

The study carries a limitation that different locations cannot be visited. To address this limitation the study has opted for the geographical location for data collection. Since, the study includes the field study that potentially limits the ability of researcher to capture wide range of audience. Therefore, the author used the convenience sampling and conducted research at the Tantina Jatiluhur Foundation located near and easily accessible, and conducted direct research to obtain the necessary data through:

1. Field Study
 - 1) Interview
 - 2) Observation/Observation
 - 3) Documentation
2. Literature Study

Intended to obtain data that is theoretical in nature, by reading, studying and reviewing literature that has to do with the objects to be studied by the author.

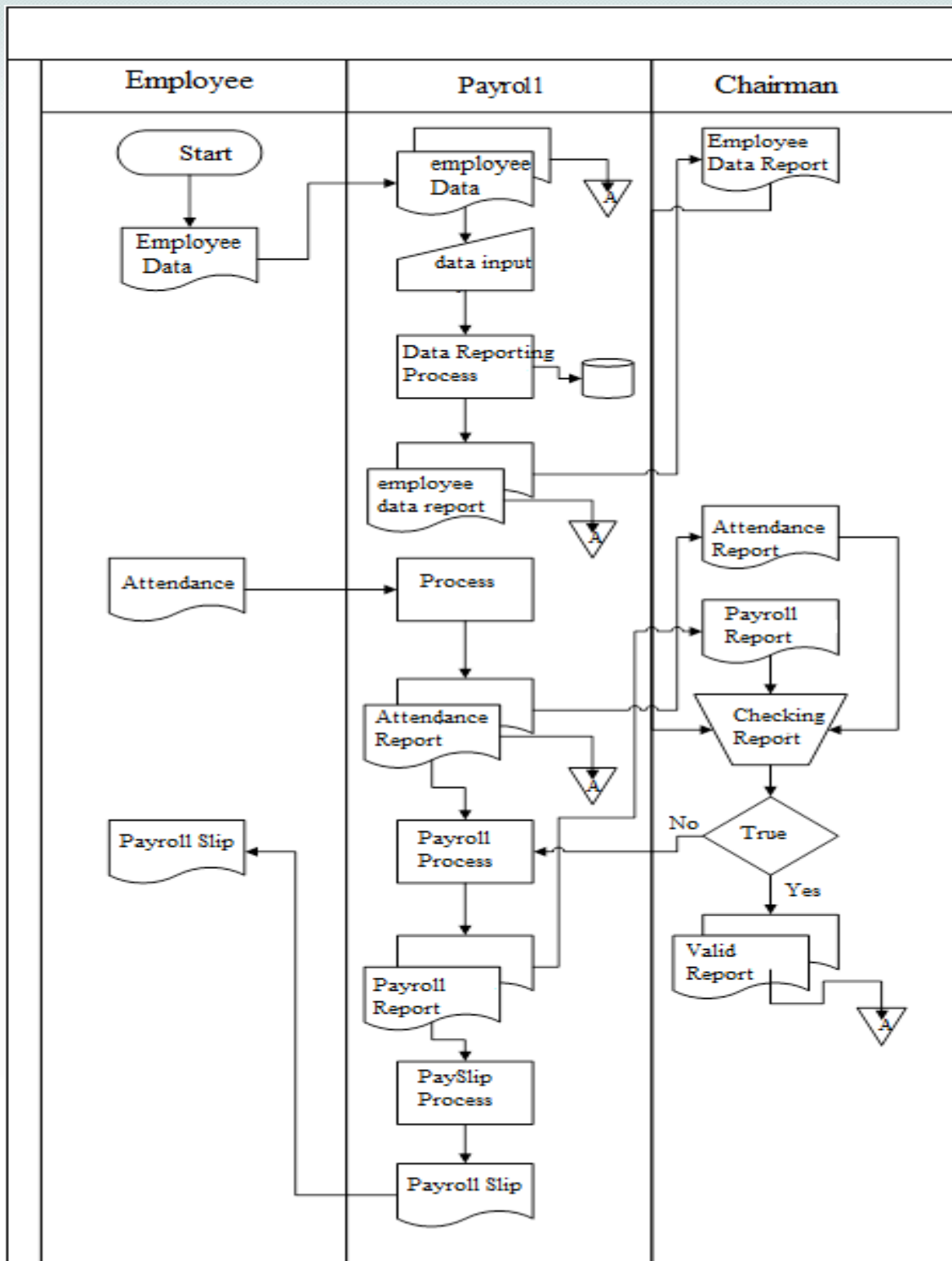
Result and Analysis

The Tantina Jatiluhur Foundation in conducting the payroll process still uses a manual payroll system. Manual payroll is done by calculating employee salaries one by one. This method allows for errors during calculations, and will take up a lot of time. The steps in recording and presenting employee payroll data that are currently applied to the Tantina Jatiluhur Foundation are as follows:

1. Treasurer to input data of new employees.
2. After the data is input, the report is delivered to the chairman (management) for inspection.
3. If the report is correct then the salary will be processed, but if there is an error then the report will be returned for reprocessing.

Some of the problems faced are:

- 1) The method of recording and processing employee data still uses a manual system which is considered inefficient and effective.
- 2) Due to manual-based use, data redundancy often occurs which has an impact on work efficiency.
- 3) Lack of accuracy in calculating the amount of employee salaries.
- 4) Payroll system processing is not integrated



1. The payroll department receives employee data from employees. The employee data is in 2 copies, as follows:
 The 1st sheet, forwarded by the payroll department for input.
 2nd sheet, archived by date.
2. Then input is carried out to process employee data reporting which is entered into the data tube using the system.
3. On the employee data that has been processed, the payroll section will make a report on employee data, in duplicate as follows:
 The 1st sheet, sent to the chairman.
 2nd sheet, archived by date.

4. Furthermore, the payroll department will process attendance data from employees which will generate attendance reports.
5. The attendance report is in 2 copies, as follows:
The 1st sheet, sent to the chairman.
The 2nd sheet, forwarded by the payroll department for payroll data processing.
6. On the payroll data that has been processed, the payroll department will make a payroll report.
7. The chairman will check the payroll report. If it does not match, the document will be returned to the payroll department.
8. If appropriate, the chairman will provide a signature and the payroll department will process the payslip.
9. The payroll report that has been authorized is in 2 copies, as follows:
The 1st sheet, sent back to the payroll department.
2nd sheet, archived by date.
10. After calculating the salary, the payslip can be printed and can be sent to employees.

The proposed payroll information system has several advantages for its users, including the following:

- 1) Facilitate the data input process.
- 2) Has security facilities for users in accordance with the rights of access they have.
- 3) Organize the data properly.
- 4) Can produce accurate and timely reports.
- 5) Use of databases to replace manual recording.

Conclusion

Process of designing a payroll accounting information system at the Tantina Jatiluhur Foundation starts from the attendance recap process, the salary calculation process, the process of making salary slips and making payroll reports. The payroll system used at the Tantina Jatiluhur Foundation is still not computerized and the use of technology, especially in payroll accounting information systems, is still not a priority. This proposed system can simplify the processing of employee payroll and simplify the presentation of payroll reports.

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