

ANALYSIS OF WORK DISCIPLINE AT BHSKIN SINERGI COMPANY

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Abstract

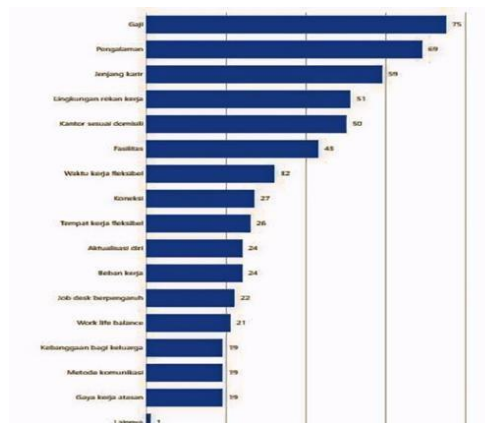
This study aims to be able to find out the level of employee work discipline attitudes at PT Bhskin Sinergi in which there is a realization of discipline rules such as employee attendance, sanski, and indications of applicable employee discipline. This research method uses qualitative data with data collected involving interviews and documentation with employees of PT. Bhskin Synergi from various divisions and measured by how long they have worked in the company. The research analysis was carried out by data collection, data reduction, data presentation and data verification. This research provides an understanding of the importance of work discipline for employees in order to improve the quality of human resources in the company.

Keywords: Work discipline; PT. Bhskin Synergi ; Employee performance,

1. Introduction

The rapid development of the times requires companies to manage human resources (HR) well. Employee discipline is one of the important factors in increasing the company's productivity and success. Based on a June 2024 survey, workers in Indonesia tend to emphasize salary over discipline, indicating a low level of HR readiness in general.

Figure 1.1 Considerations of Indonesian Citizens in Job Search



Work discipline is defined as an employee's compliance with company regulations and organizational norms. Several studies, such as those conducted by (Aspiyah & Martono, 2016) show that work discipline has a positive impact on productivity. However, other studies, such as (Wardani et al., 2022) suggest that discipline is influenced by work motivation, regulations, sanctions, and leadership discipline.

PT. BHSKIN SINERGI is a beauty company that was established in 2015 and produces Pomeglow and Miscella-G. Based on observations, the company faces work discipline problems such as tardiness, non-compliance with dress, and irresponsible use of office goods. Pre-research shows that 45% of employees feel that the implementation of work discipline has not been maximized. In addition, 45% of employees are aware of discipline rules, but many have not been able to implement them due to home distancing and homework priorities.

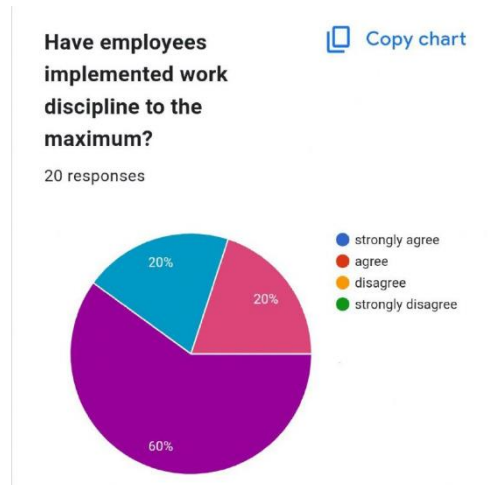


Figure 1.1 : Results of Pre-Research on the Implementation of Work Discipline

Source : Data processed by the research

Based on the diagram, 45% of employees feel that the implementation of work discipline has not been maximized, 35% agree, and 20% strongly agree. Human Resource Development reveals that the main difficulty in work discipline is attendance, which is influenced by the distance from home to the office and the priority of homework before work. This pre-research involved 20 employees of PT. Bhskin Sinergi.



Figure 1.1 : Results of Pre-Research on the Implementation of Work Discipline

Source : Data processed by the research

Pre-research shows that 45% of employees agree, 30% disagree, and 25% strongly agree that they understand the company's disciplinary rules. However, interviews with finance revealed that although many employees understand the rules, they have not been able to implement them properly due to a lack of self-awareness.

Previous studies have discussed quite a lot about work discipline. However, each study certainly has different characteristics, both in terms of novelty and refinement. Such as a study conducted by (Wardani et al., 2022) with the title Analysis of work discipline of PT. Indomarco Prismatama . The method used in this study is a descriptive method to find out the obstacles that occur in a company. Based on the phenomenon and explanation that has been explained above, the researcher is interested in conducting a research entitled "**Analysis of Employee Work Discipline at PT. BHSKIN SYNERGY**".

2. Literature Review

2.1 Definition of Discipline Theory

Discipline according to various experts is an attitude or behavior that is formed to improve performance effectively (Asnora, 2020) written or unwritten rules that must be obeyed and accompanied by sanctions if violated (Salam et al., 2021), as well as the obligation to follow and carry out the decisions set (Yasrie, 2016). Discipline is also considered a step to maintain productivity to achieve company goals (Saleh & Utomo, 2018) and the key to the company's success through employee responsibility for tasks and rules (Setiawan, 2013)

There are several indicators of the success of employee work discipline, including:

- (1) Comply with attendance regulations on time
- (2) Pay attention to the percentage of attendance
- (3) Work according to customized time

- (4) Work according to the field and skills possessed
- (5) Have creative and innovative ideas in getting work done
- (6) Always enthusiastic in work
- (7) Have efficient working hours

In some of the explanations above about work discipline, it can be concluded that work discipline is an attitude of employees that is carried out consciously in the form of the ability to carry out a norm & rule and is ready to receive sanctions if they violate the rules that have been set. An important factor in the world of work is a discipline that is useful for the welfare of employees, as well as providing an optimal achievement of results.

2.2 Forms of work discipline

The form of work discipline according to (Pranitasari & Khotimah, 2021) is divided into 2, including:

A. Self Imposed Discipline. Having the meaning of discipline comes from self-awareness, without any pressure in the surrounding environment to be able to comply with applicable rules & norms, so that job satisfaction plays an active role also affects employee work discipline if job satisfaction in employees is low, then work discipline also affects employee performance in carrying out duties & responsibilities.

B. Command Discipline (Discipline based on obedience to orders).

Having the meaning of discipline comes from the instruction of an organization or intuition. Discipline is based on compliance with rules or norms and has strict consequences.

2.3 Purpose of Work Discipline

Work discipline is not solely applied, but also has its own goals, the goal according to (Karyono, 2021) is to develop an environment and maintain a sense of respect and mutual trust so as not to cause problems between supervisors and subordinates.

2.4 Tools to Measure Work Discipline

Work discipline can be seen from the daily activities carried out by employees in the office. How they arrive on time, dress neatly, achieve work targets (KPIs) to be responsible for using office equipment from these things can create self-awareness to be able to improve discipline and will be sanctioned if violated.

2.5 Work Discipline Indicators

The definition of work discipline indicators in general is a reference for employees in carrying out discipline in accordance with the rules or norms that apply in a company. According to (Vinando & Saputra, n.d.) there are 4 indicators of work discipline reference, including:

- (1) Completion of work time in work,
- (2) There is a high sense of responsibility in employees
- (3) Employee compliance with established rules
- (4) Clothing

2.6 Tools to Measure Work Discipline

Work discipline can be seen in real life because these activities are always carried out by employees in the office. How they arrive on time, dress neatly, achieve work targets (KPIs) to be responsible in using office equipment from these things can create self-awareness to be able to increase discipline and will be sanctioned if they violate.

3. Material and Method

This research was conducted at a retail company in Banyuwangi, East Java, which is engaged in the field of care and beauty. The research uses a qualitative method, which according to (Waruwu, 2023), aims to explain the phenomenon based on direct data from the research subject. The case study approach is used for in-depth observation, as explained by (Assyakurrohim et al., 2022) Data sources consist of primary data (interviews, surveys, experiments) and secondary (supporting data such as documents and information sites).

Primary data involves interviews or direct observations of employees of PT. BHSKIN SINERGI, with results in the form of verbal, written, or observation responses on interactions and work environments.

1. Primary Data

a. Observation

The method carried out by directly observing the object of research is the meaning of observation. By carrying out observation activities, they will get a direct picture, obtain facts, data, and research information, and will do documentation as evidence of problem solving (Ardiansyah et al., 2023) Participatory observation is carried out in research, researchers are directly involved with the environment as a source of research. In this case, the researcher saw firsthand the problems that occurred related to the object being studied, namely the analysis of the work discipline of PT. Bhskin Sinergi.

b. Interview

Interviews are a way of communicating directly to the resource person to be able to prove the truth of the information obtained previously. The purpose of the interview is to get various kinds of information such as understanding, experience, and opinions about something being researched. (Ardiansyah et al., 2023) In-depth interviews are used in research because they can dig into information in depth from the respondents and focus on the topic being researched so that respondents can adjust their answers based on the questions given.

c. Documentation

Documentation is a method carried out in research obtained from observations and interviews. This is done so that each data obtained has accuracy from every point of view obtained. (Ardiansyah et al., 2023) This is very important because it can be evidence that research is carried out so that it is useful for review by other researchers is the purpose of documentation.

2. Secondary Data

Data and information through written sources such as books, literature, previous research and articles related to research can be collected into additional information data.

3.1 Design Study

This research was carried out using qualitative research methods. Qualitative research according to (Waruwu, 2023) is a way in compiling and explaining every event, both phenomena, social situations, and phenomena in terms of facts that occur. Qualitative research is also based on the collection of data directly from someone who directly experiences the object of the study.

This study uses case studies that are more often used in qualitative research, according to (Assyakurrohim et al., 2022) case studies are useful if researchers want to observe in depth someone who can identify cases with information and can be in the form of observations and interviews.

3.2 Data Analysis

In this study, data analysis with an interactive model according to Miles and Huberman has four stages, namely:

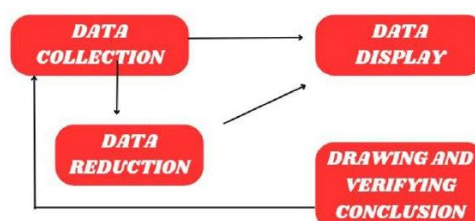


Figure 3.4 : Data analysis techniques

Source : Data processed by the reasearcher

The stages above are explained as follows:

1. Data Collection

Data collection according to (Fadilla & Wulandari, 2023) is the most important method in every research. The definition of "Collection" refers to the word continuous management of data that has been obtained from various sources. The sources found by the researcher were obtained from the results of observations, interviews, and documentation on employees of PT. BHSKIN SYNERGY.

2. Data Reduction

Data reduction is the next stage that can summarize all the data obtained to make it easier for researchers to process research results in a complex manner.

3. Data Presentation

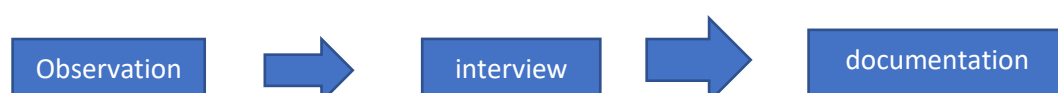
The presentation of data is the next stage in research. The presentation of data according to (Millah et al., 2023) states that making research reports is prepared systematically so that it is easy to understand. In other words, data presentation is data processing that can be simply understood according to the desired purpose

4. Verification or Conclusion: The final stage of qualitative data analysis

Verification is the final stage of qualitative research data analysis that is temporary and will change if there is strong and supporting evidence.

3.3 Data Validity Techniques

The researcher uses the triangulation technique in the validity of the data. The technique of validating or comparing from different points of view is the meaning of Trigulation. In order for a research to be said to be scientific research, trigulation techniques are necessary. According to (Alfansyur, 2020) the purpose of the triangulation technique is to be able to account for information from the sources obtained. In this study, the researcher obtained information from several employees as a source of accuracy data to be able to support this research. This tringulation technique is collected through several stages of observation,



interviews, and documentation related to research data information as shown in the sketch below:

4. Result & Discussion

4.1 Data Description

The qualitative method is carried out with a descriptive analysis approach to research problems and data collection through interviews with employees by discussing research problems. The research participants were 3 (three) people who were employees of PT. BHSKIN SYNERGY..

NO	PARTICIPANT	GENDER	LENGTH OF SERVICE
1	PARTICIPANT A	FEMALE	5 YEARS
2	PARTICIPANT B	MALE	3 YEARS
3	PARTICIPANT C	MALE	1 YEARS

Table 4.1. Participant Data

Source : Data processed by the researcher

4.2 Data Result

A. Work discipline regulations at PT. BHSKIN SYNERGY

Work discipline is closely related to company regulations which function as a guideline for employees in achieving common goals while developing personality. PT. Bhskin Sinergi has established good regulations and covers various aspects, as well as providing directions and warnings related to violations, especially delays. The problem of tardiness still often occurs for reasons such as traffic jams or household chores, and is still taken for granted by some employees. To overcome this, the company sets a maximum delay tolerance of 30 minutes so that employee and team performance is not disrupted. In addition, communication with employees who violate the rules needs to be more emphasized.

B. Supervision and management of employee work discipline

Work discipline cannot move without supervision and management of employee work discipline. Without discipline supervision, employees cannot move in accordance with the company's goals and the quality of their human resources will decrease. Based on the results of the interview above, work discipline supervision has been well implemented because of the weekly recapitulation of both sanctions and rewards for employees who have been good at carrying out discipline and vice versa. Regarding the supervision of work discipline in the company, it is quite good, but it is necessary to have consistency in the sanctions given so as not to cause jealousy social that will make employee performance decrease

C. Forms of sanctions given to employees who do not apply work discipline

Work discipline is carried out in order to develop its human resources. In order to achieve a common goal, sanctions are necessary. Sanctions are an action to encourage compliance, as well as maintain the quality of employees and can improve the integration of the work environment. Based on the results of the interview above, the company has a warning letter (SP) in the form of a warning letter (SP) even if it can no longer be tolerated orally. In addition, the small sanctions given also make employees learn and change their personalities for the better. Be it literacy, cleaning toilets, etc. This behavior aims to maintain employee discipline and motivate discipline, and to have responsibility for what has been done on the basis of negligence.

6. Conclusion, Implication, and Recommendation

A. Conclusion

1. PT. Bhskin Sinergi has made its employees feel comfortable because of the discipline applied by the company. Employee work discipline policy that covers various aspects and provides directions, warnings, sanctions or applicable actions if employees violate the rules that have been set, especially related to employee absence/tardiness.

2. The impact that occurs due to the work discipline that is applied makes employees of PT. Bhskin Sinergi becomes more developed and takes advantage of this to be able to change habits for the better.

3. With the sanctions in place, both verbal and written reprimands (SP) help employees in improving work discipline. Because there are changes in bad behavior or violations that make the quality of performance decrease and cause losses to both the company, the environment and themselves. Therefore, the existence of verbal reprimands in the light category such as literacy, cleaning garbage, toilets and going around the environment is a positive sanction that is useful for oneself and the environment.

B. Implications

The results of this study state that PT. BHSKIN SYNERGY of work discipline in employees has a great influence on work performance, from the efforts made by the company in the implementation of discipline, many employees have understood but there are those who are not in accordance with the priorities of the employee.

C. Research Limitations

Researchers realize that the research process has a number of limitations and needs to be supplemented with other studies as support.

1. Having limited time in carrying out research as a result of which in-depth research has not been carried out
2. This study uses a qualitative approach to be able to observe the attitude of discipline of employees of PT. BHSKIN SYNERGY

D. Recommendations for Further Research

In order to get better results about research on this topic in the future, the researcher has several recommendations for the next researcher, namely:

1. The research time is carried out in a very short time and it is expected that the next research will use a longer time so that the research can obtain more accurate results and data.
2. A qualitative approach is carried out in the research and it is hoped that further research will use a quantitative approach in order to measure the efficiency of the work discipline carried out.

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