SUMMARY

WAHYU FIKRI RADHIAN. Employees Needs Analysis of Functional Unit PTPN IV, Medan, North Sumatra. Supervised by H MUSA HUBEIS dan SADIKIN KUSWANTO.

Human resources (HR) is one of the resources contained within an organization, encompassing all the people who perform the activity. Of the overall resources available within an organization, both public and private organizatio, human resources and determine the most important and influential in achieving organizational goals. The workload imposed on employees can occur in three conditions. First, according to the standard workload. Secondly, the workload is too high. Third, the workload is too low. The workload is too heavy or light will impact the labor inefficiency. The workload is too light means there is excess labor.

Based on the ability of the average standard time to complete the achievement of the main tasks and duties in a year the quantity of the load can be known workload for each basic tasks. The magnitude of the frequency of activity in units of time show the magnitude of the workload. The workload obtained form the basis for the calculation of the amount of labor requirements. For the research aimed to analyze workload, determine needs and formulate implementation of managerial employees PTPN IV.

Through calculation using the method Workload Indicator of Staffing need (WISN) with work sampling techniques showed workload analysis and calculation of the employee's needs. The use of working time at 80 % of their time assistant plant used for productive activities, 12.7 % for private events and 7.3 % for non-productive activities. As for assistant processing techniques 83.6 % for productive activities, 10 % for personal activities, and 5.9 % for non-productive activities. The optimum use of productive working time is 80 %, based on these results it can be said that the use of working time by assistant plant is not yet fully productive and workload owned high enough. Whereas in the processing of technical assistant indicates the use of working time exceeds the optimum standard that indicates the level of fatigue and high workload.

Research conducted in the four gardens in PTPN IV obtain the average results showing that there is excess employees as much as two assistant crops and shortages of two people on a technical assistant. Managerial implications that can be used as inputs are a company needs to conduct a re-evaluation of the HR planning PTPN IV functional unit both in terms of recruitment, competency and training were conducted.

Keyword: Employee Need, WISN, Workload, Work Sampling