



## **MANAGEMENT OF ARCHIVE DATA MANAGEMENT AT THE BPJS KETENAGAKERJAAN OFFICE PURWOKERTO BRANCH**

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### Abstract

The development of information and communication technology in the digital era is increasingly rapid, this has an impact on people's needs for information. Various types, forms, and storage media of documents have undergone changes to facilitate the storage, management, retrieval and dissemination of information. The document referred to here is an archive, which is a record of an activity/event that has been carried out or done. The development of technology in today's digital era is so rapid that all kinds of human activities have been highly dependent on technological advances. Digitalization has penetrated into all sectors of modern human life, including in the activity of archiving data. Archives are the main administrative means for the planning and development of an organization. Along with technological advances, so far the world of archives has only been fixated on shabby paper that is just piled up and smells strong. Now it has utilized technology as a tool to manage, access and disseminate as well as preserve archives. The purpose of making this article is to find out an overview of the archival system at BPJS Employment Purwokerto. The archiving system used at the BPJS Employment Purwokerto Branch Office is by scanning documents and then input them using Micorsoft Excel. In addition, BPJS Ketenagakerjaan also uses a website, namely SIDIA (Digital Correspondence and Archive Information System). SIDIA, which is a place to store archives for submission of claims and archives of official letters and legal products, has various menus such as searching, viewing archive data, approval of archive loans, and reports in the form of recaps of claim submission data that have been resolved which can be useful as information and a basis for decision-making.

**Keywords:** Digitalization, Archives, SIDIA Website, BPJS Employment Purwokerto

### Abstrak

Perkembangan teknologi informasi dan komunikasi di era digital semakin pesat, hal ini berdampak pada kebutuhan masyarakat terhadap informasi. Berbagai jenis, bentuk, dan media penyimpanan dokumen telah mengalami perubahan guna memudahkan dalam hal penyimpanan, pengelolaan, temu kembali dan penyebaran informasi. Dokumen yang dimaksud disini arsip, yaitu sesuatu rekaman kegiatan/peristiwa yang telah dilakukan atau dikerjakan. Perkembangan teknologi di era digital saat ini begitu pesat segala macam aktivitas manusia telah sangat bergantung pada kemajuan teknologi. Digitalisasi telah merambah ke segala sektor kehidupan manusia modern ini, termasuk dalam aktivitas melakukan pengarsipan data. Arsip merupakan sarana administratif utama untuk perencanaan dan perkembangan suatu organisasi. Seiring dengan kemajuan teknologi, selama

ini dunia kearsipan hanya terpaku pada kertas lusuh yang tertumpuk begitu saja dan berbau menyengat. Kini telah memanfaatkan teknologi sebagai alat untuk mengelola, mengakses dan menyebar serta melestarikan arsip. Tujuan dari pembuatan artikel ini adalah untuk mengetahui gambaran mengenai sistem kearsipan yang ada di BPJS Ketenagakerjaan Purwokerto. Sistem pengarsipan yang digunakan di Kantor BPJS Ketenagakerjaan Cabang Purwokerto yaitu dengan menscan dokumen lalu diinput menggunakan Micorsoft Excel. Selain itu, BPJS Ketenagakerjaan juga menggunakan website yaitu SIDIA (Sistem Informasi Korespondensi dan Arsip Digital). SIDIA yang merupakan tempat penyimpanan arsip pengajuan klaim dan arsip surat dinas dan produk hukum terdapat berbagai menu seperti pencarian, melihat data arsip, approval peminjaman arsip, dan laporan berupa rekapan data pengajuan klaim yang telah terselesaikan yang dapat berguna sebagai informasi dan dasar untuk pengambilan keputusan.

**Kata Kunci:** Digitalisasi, Kearsipan, Website SIDIA, BPJS Ketenagakerjaan Purwokerto

## A. INTRODUCTION

An Information System is a set of procedures used to collect, store, process, and analyze large amounts of data, making it possible to find valuable insights and trends. With an efficient Information System, an organization can better manage data, make more informed decisions, and improve overall performance.

Digitization is the process of media from printed, audio, and video forms to digital forms. Digitization is carried out to create a digital document archive. Digitalization requires equipment such as computers, scanners, source media operators and supporting software.

Digitization Information Systems is the application of information technology to convert analog data into digital formats, allowing for more efficient data management, storage, and access. This system integrates information technology, procedures, data, and human resources to collect, process, store, and disseminate relevant information within an organization.

The development of technology in today's digital era is so rapid that all kinds of human

activities have been highly dependent on technological advances. Digitalization has penetrated into all sectors of modern human life, including in the activity of archiving data. Archives are very important for an organization or government if archives are managed properly and correctly. Because the completeness of data and information is highly dependent on the archival system. If not, it will hinder the employees in carrying out their duties

The archiving system used at the BPJS Employment Purwokerto Branch Office is by scanning documents and then input them using Micorsoft Excel. Documents that have been input are also entered in the archive box in order of year. In addition, BPJS Ketenagakerjaan also uses a website, namely SIDIA. SIDIA, which is a place to store archives for submission of claims and archives of official letters and legal products, has various menus such as searching, viewing archive data, approval of archive loans, and reports in the form of recaps of claim submission data that have been resolved which



can be useful as information and a basis for decision-making. Currently, archival staff also often face difficulties because the number of documents is increasing every day, thus making the archive shelves messy which causes a problem, namely difficulty finding the required participant documents where the documents should have been input in Microsoft Excel and after checking it turned out that it had not been inputted. Not only that, the lack of archival staff is also one of the factors that hinders the

effectiveness of the archival system at the BPJS Employment Purwokerto Branch Office.

The role of Information Systems in the digital era is very important. In a world that continues to develop and change rapidly, companies that are able to adapt information technology well will have a great competitive advantage. Information Systems allow companies to keep up with technological developments, optimise business processes, and provide better services to customers.

## **B. IMPLEMENTATION AND METHODS**

### **1. Implementation**

The implementation of the MBKM Internship starts on August 19, 2024 until December 13, 2024 at the BPJS Employment Office in Purwokerto which is located at Jl. S. Parman No.80, Karangbawang, Purwokerto Kulon, Kec.

### **2. Method**

The method used by the author when carrying out the internship was by direct Work Practice at the BPJS Employment Office in Purwokerto and the author also conducted interviews with archival staff regarding how the archival system and procedures at the BPJS Employment Office are.

The MBKM Internship Program which is carried out at BPJS Ketenagakerjaan Purwokerto for 4 months is a form of practice of 9 courses that need to be converted, namely:

#### **1. Ethics Prof**

Activities related to professional ethics courses in the implementation of MBKM internships at BPJS Employment Purwokerto Branch are applying the rules that apply in the office such as coming on time at 08.00 and leaving at 17.00, dressing neatly, respecting each other.

#### **2. Entrepreneurship**

During the internship, the author learned how to apply marketing at the BPJS Ketenagakerjaan Purwokerto office to offer a membership guarantee program. The strategy implemented is to carry out socialization activities to sub-districts and markets in Banyumas. Moreover The author also provides information and is looking for new members who have not registered for BPJS Ketenagakerjaan.

#### **3. Organizational Theory and Leadership**

In BPJS Ketenagakerjaan, the author implements the cultural values that exist in BPJS Ketenagakerjaan, namely IMAN-ETHIKA and learns about the leadership system that exists in the BPJS Ketenagakerjaan office, the author also learns about the leadership style and work culture that exists in BPJS Ketenagakerjaan. There is a work culture where every morning a briefing is carried out which is led directly by the branch head with the reading of the vision and mission and ends with the delivery of the value of work culture.

#### **4. Public Speaking**

The author studied and applied public speaking at BPJS Employment Purwokerto by participating in Social Security Mobile (JMO) socialization activities for employees at PT. Mitra Karya Tri Utama. There we help employees for consultation related to Jamostek Mobile accounts and help register Jamsostek Mobile accounts for employees who have not registered.

#### **5. Archive Management II**

In this course, students learn about the archival system and archival storage system at the internship site. The activities carried out by the writer at BPJS Ketenagakerjaan include participating in archiving files which are then scanned using a scanning machine and input through the system.

#### **6. Business Communication**

The activities carried out by the author at the internship site related to the business communication course include looking for development projects and communicating with the project party to be registered with BPJS Employment and looking for new qualifications to register for BPJS Employment.

#### **7. Information Technology Applications**

At the internship site, the author studied and used the jamostek mobile application (JMO)

when conducting socialization about JMO at PT. Mitra Karya Tri Utama in Purbalingga. The author helps employees who want to register a JMO account and who will consult about a JMO account.

#### 8. International Management

At the internship site, the author also learned how to register Indonesian migrant workers who will register as BPJS Employment participants. How to register for BPJS Employment for migrant workers:

- a. Come to the nearest branch office
- b. Fill out the form and complete the registration documents
- c. Registration documents include a copy of the Identity Card (KTP), a copy of the Passport, a copy of the Family Card, a copy of the Employment Agreement, a copy of the BPJS Employment participant card for the registration of advanced participants who have been registered.

#### 9. Praktikum/Work Integrated Learning

At the internship, the author practiced the theories obtained during lectures in the world of work. The application carried out is to input data using software such as Google Sheets, Microsoft Word and Microsoft Excel.

### C. RESULTS AND DISCUSSION

Digitization Information Systems is the application of information technology to convert analog data into digital formats, allowing for more efficient data management, storage, and access. This system integrates information technology, procedures, data, and human resources to collect, process, store, and disseminate relevant information within an organization

The development of information and communication technology in the digital era is increasingly rapid, this has an impact on people's needs for information. Information

has become a daily commodity for people when doing various activities and so on. Various types, forms, and storage media of documents have undergone changes to facilitate the storage, management, retrieval and dissemination of information. The document referred to here is an archive, which is a record of an activity/event that has been carried out or done. The development of technology in today's digital era is so rapid that all kinds of human activities have been highly dependent on technological advances. Digitalization has penetrated into all sectors of modern human life, including in the activity of archiving data. Archives are very important for an organization or government if archives are managed properly and correctly. Because the completeness of data and information is highly dependent on the archival system. If not, it will hinder the employees in carrying out their duties. Archives are the main administrative means for the planning and development of an organization. Because archives are a source of data and information for organizations, both private and government, archives will play a dynamic role in organizations when administrators consider it important and need to carry out archival activities properly. Along with technological advances, so far the world of archives has only been fixated on shabby paper that is just piled up and smells strong. Now it has utilized technology as a tool to manage, access and disseminate as well as preserve archives. Old archives that have historical information value and uniqueness can now be accessed because they have been presented through electronic media.

The development of technology is currently experiencing quite rapid progress, which encourages various agencies and organizations to use and develop technology in their business operations. As in government agencies, namely BPJS Ketenagakerjaan, which uses a website-based information

system in storing digital archives. The impact of the Covid-19 pandemic has resulted in the process of submitting benefit claims being transferred online, so that the volume of digital archives has increased. In order to overcome these problems, a website-based information system called SIDIA (Digital Correspondence and Archive Information System) was created as a digital archive storage that has been integrated to store and maintain data security. The SIDIA website information system, which is a place to store archives of claim submissions and archives of official letters and legal products, has various menus such as searching, viewing archive data, approval of archive loans, and reports in the form of a summary of claim submission data that has been completed which can be useful as information and a basis for decision-making. The implementation of the information system through the SIDIA website at BPJS Employment Purwokerto Branch Office has used several components that support the process of information system activities. In information system activities that include the data input and processing process, this process is carried out using several other information systems that have been integrated to produce data in the form of information that will be stored on the SIDIA website.

At the BPJS Employment office, there are several types of archives, namely:

a. Membership Archive

The BPJS Employment membership archive is a collection of documents that store information about social security participants, including personal data, membership status, and claim history. This archive is important to ensure the rights and obligations of which is usually found in BPJS Ketenagakerjaan: Old Age Insurance (JHT), Work Accident Insurance (JKK), Death Insurance (JKM), Pension Insurance (JP), Job Loss Insurance (JKP).

participants in the social security program. Examples of Membership Archives are company registration files, balance merge forms, new labor reporting forms, labor inactivity reporting forms.

b. Surveillance and Inspection Archives

The supervision and inspection archive is a document that records all supervision and inspection activities carried out by BPJS Ketenagakerjaan. This document serves as evidence and reference in assessing compliance with social security regulations. Examples: Supervision and inspection minutes files, warning letters, fine letters, cooperation agreement letters, letters of recommendation not to receive certain public services (places).

c. Archives of General Materials and Materials  
The archives of General Materials and Materials (BUBM) at BPJS Ketenagakerjaan are related to documents or administrative records related to the management of resources, operational activities, and services provided by BPJS Ketenagakerjaan. This archive includes: General Administration Documents, Program Operational Documents, Education and Socialization Materials, Legal and Policy Archives, Financial and Accounting Documents.

d. Social Security Archive

BPJS Ketenagakerjaan provides various guarantee programs for registered workers. Here is the guarantee archive to the procedures for managing documents or archives in an orderly and systematic manner. This procedure ensures that important documents can be stored safely and are easy to find when needed. Here are the general steps used:

The archival procedures at BPJS Ketenagakerjaan (BPJAMSOSTEK) are related

Document Acceptance	Classification and Recording
Storage Archive	Shrinkage and Destruction

*Picture 1. Archive Management Procedures*

a) Document Acceptance

Documents are received from various sources such as participant registration forms, claims, and internal documents and the completeness and validity of documents are ensured.

b) Classification and Recording

Classifying documents according to type, such as participant documents, benefit claims, financial statements, and internal administration, then recording document information into a

digital or manual archive system.

c) Archive Storage

Storing Archives based on classified categories. Using storage facilities such as: Physical: Filing cabinets, folder folders, archive boxes, portaple.

Digital: Correspondence and Digital Archive Information System (SIDIA).

d) Shrinkage and Destruction

Assess archives that are no longer active or expired according to the archive retention schedule. The archive retention schedule at BPJS Ketenagakerjaan Purwokerto is 5 years and legally destroy archives according to the policies applicable at BPJS Ketenagakerjaan Purwokerto.

**D. COVER**

**Conclusion**

Archives are defined as records of activities or events in various formats and media in accordance with technological advances and information made and received by state institutions, local governments, educational institutions, companies, community organizations, and individuals in carrying out social, national, and state life. Archive Management, which is often referred to as Records Management, which in Indonesian is called Integrity Management. Archive management is a process Archive management includes recording, control and distribution, storage, and maintenance. Archives at the BPJS Employment office include membership archives, supervision and inspection archives, archives of general materials and materials (BUBM), and guarantee archives. Archive storage at the BPJS Employment Purwokerto office uses

two formats, namely physical and electronic. The obstacle faced in the field of archives is the lack of archival labor so that it hinders the effectiveness of the archiving process and the staff at the BPJS Ketenagakerjaan office do not fully understand the proper procedures in filing files.

**Suggestion**

1. Opening the recruitment of archival staff, especially those who have a background in information management or archives.
2. Conducting training for existing employees to improve archival skills.
3. Certification programs or short education in the field of archives can be a solution to equip staff with the required competencies.
4. Using an electronic records management system (e-archives) to

reduce manual workload.

5. Setting up a place to store items such as cardboard archives, etc., so that it

does not use the place that should be used for storing archives

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office. I really appreciate every opportunity given to learn and grow. This experience will certainly be a valuable provision in my career journey. Hopefully this good cooperation can continue to be established, and I hope to contribute even more in the future. Thank you for all the opportunities given. Hopefully BPJS Employment Purwokerto will continue to develop and succeed in the future.

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