

ABSTRACT

LIPI Cibodas is a research government institution. LIPI Cibodas also have administration, salary payment, financing, and human resource businesses. By computer division's manager, LIPI Cibodas didn't have integrated information system to support financing and human resource activities. Managing employee's data was done using microsoft excel, triggering data duplication, data loss, and have no integration between finance division and human resource division resulting in slower business process. Exchanging data or file was not monitored and slower business process.

File-sharing and attendance information system is a web application featured with costumed file-sharing to fulfill every department needs in LIPI Kebun Raya Cibodas. This information system also featured with attendance management, using Timetech F10+ attendance machine's output. This information system is a solution to all the issues said above. The file-sharing feature will provide a monitored file-sharing, where all files will be verified by the administrator. Attendance management feature facilitating realtime attendance checking mechanism for employees, also integrating business process between financial and human resource department on LIPI Kebun Raya Cibodas. Using file-sharing and attendance information system on LIPI Kebun Raya Cibodas will simplify attendance checking mechanism, integrating business process between financial and human resource department, also lowering data duplication, data loss, and strengthening the data-exchange security.

Waterfall methodology is used in designing file-sharing and attendance information system. Stages in waterfall methodology are system requirement, software requirement, detailed design, coding, and testing. Advantage in using waterfall methodology is the *user* requirement was explained and very well understood from the beginning phase. The testing carried out using functional testing which done by independent tester and acceptance testing, which done by *user*.

Keywords: Waterfall, acceptance testing, attendance information system, file-sharing.