

## **ABSTRACT**

PT. Elsana Persada is a professional and competent private company of public commerce and service, which work on managing ITC Kebon Kalapa Bandung commerce building. PT. Elsana Persada has human resources division which responsible to manage personal time management such as recruitment, absence, and leaving management. There are some problems in human resources system at PT. Elsana Persada such as manual processes of saving employees data, absence process, until ineffective and inefficient leaving submission can cause any mistakes like human error, work obstructed, even company data loss. To solve this problem, they need an information technology system integrated by human recourse activity, that is Enterprise Resource Planning (ERP), especially Odoo. Odoo is a flexible and user friendly open source application that has human resource modul and can adapted to company need. Odoo use Rapid Application Development (RAD) method, that can develop application faster and get better quality than any other methods. By using Odoo, will help solve problems in personal time management and payroll to integrated with each other and produce more effective and efficient employees data directory output, employees absence report, and employees leave report.

Keywords: ERP, Odoo, *Human Resource Management, Personal Time Management.*