

ABSTRACT

Within a company, individual work performance shows company work performance, so then better individual work performance makes better company work performance. Improvement of company performance expectancy trigger individual work performance so that may generate stress to the staffs in the company. In order to prevent stress caused by job, the balance of workload become important because it aimed to make the distribution of workload prevalent to all staffs.

In using Nasa-TLX Method we may compute workload which given to every staff so then we may determine workload in every division completely. In implementation, Nasa-TLX Method using questionnaire as tool to gather data which needed. From the calculation we know that every staff has different daily workload. The difference of daily workload caused by different work condition that experienced every single day by the staff. In order to decreased workload experienced by staff in division which got over-workload we need to distribute the workload by adding staff to the division. Using Workload Analysis Method we may determine the ideal number of staff in every division.

From result of research at PT PLN (Persero) APJ Majalaya, in the calculation of workload we know that the heaviest staff workload experienced by staff Siti and the lowest staff workload experienced by staff Syaeful. For division workload, the heaviest goes to Information Technology Division and the lowest goes to Distribution Division. From the calculation of needs of staffs, we need to add staff to several division such as System Construction and Planning Division, Budget Controlling Division, and Human Resource Division. Recruitment system used to add more staff to the division mention above so with adding 3 more staff, which is one staff at System Construction and Planning Division, one staff at Budget Controlling Division, and one more staff for Human Resource Division. Finally the sum of staff changes from 12 to 15 staffs.

Key Words : Workload, Workload Analysis, Ideal Sum of Staffs