

## ***ABSTRACT***

*Telkom University is a private university in Indonesia that focuses on information technology. As time goes by, Telkom University has significant growth of the new students then they need to make system for time management for the lecturer and an employee to make learning process can be run according with the established by the university.*

*Nowadays time management process of lecturer and employee in Telkom University has not integration between division service and human resource evaluation that manage the time management, payroll process and work travel. The solution that is consider capable to handling the problem with ERP system based on SAP application.*

*Institution that will implemented SAP, a business blueprint analysis need to be done then implementation process can be run according to the institutions objectives. Business blueprint consist with the representation of application system that will implementation. The first method of this research is interview and study literature then adoption ASAP methodology, a methodology that use to implentation SAP application process that is business blueprint step. The result is implentation SAP ERP HCM in time management for lecturer and employee. Implementation SAP ERP system can improve the integration between attendances list process for lecturer and employee and payroll process and work travel.*

*Keywords: ERP, SAP, HCM, Business Blueprint, Time Management, Lecturer and staff Time Management.*