

ABSTRACT

BKPSDM is a government agencies which do the region policy planning and implementation in field of staffing. The current work of apparatus resources in BKPSDM of Kabupaten Kuningan has not been productive in carrying out government duties. One of the causes is the employee distribution that is not referring to the organisation's real needs and is not based on organisation work load. Employees overload is the real problem in a unit. There are 45 employees in 12 work unit.

Planning of employee needs for the better order of departmental structure is started with identifying the TUPOKSI and effective work time. This identification process is taking a big impact in the office activity. The result of TUPOKSI identification is used to determine employee sample that will be the work sampling observation object. After that, the result of effective work time identification will be compared with the result of work sampling on the real real effective work time. Then it will determine the need for employee to fill the vacancies that will be retire, moved, or promoted.

The identification result shows the need for employee depends on the use of real effective time by doing work sampling are 55 employees. Employees' supply obtain 9 employees that will be retire, moved, and promoted.

Key word: *Employee planning, work load, need for employee, employee supply.*