ABSTRACT

A company must pay attention to the management of human resources within since it could bring enormous affect. The better management of its human resources the higher its productivity will be. Conducting workload analysis in one methods to perceive adn ensure production activities run well and the workload is appropriate. Work load analysis can be the basis of a company to determine the ideal number of employees, whether it is sufficient, must be increased or reducted when the company changes its business strategy. The results of work load analysis using work sampling method in the Human Resource Development division of PT Pikiran Rakyat Bandung shows that the sequence of workload from highest to lowest : the workload of group E 144.2% (high workload category) - the workload of group B 136.3% (high work load category) - the workload of group C 107.1% (high work load category) - the workload of group F 102.2% (optimal work load category because the worload value is within the range of optimal workload limits) - the workload of group A 97.8% (optimal work load category because the worload value is within the range of optimal workload limits) - and the lowest workload value in group D is 89.4% (optimal work load category because the worload value is within the range of optimal workload limits). Currently there are 12 HR employees at PT Pikiran Rakyat. Based on the calculation of workload for each group, it shows 2 additional employees are needed, namely 1 employee in group E and 1 employee in group B, and for group A, C, D, F are calculated to have the number of employees according to his workload.

Keywords : work sampling, workload, employee requirements