

## **ABSTRACT**

*Human resource is an important component in determining the productivity of a company. The suitability between workload and human resources is needed to produce maximum productivity. PT Bumi Sarimas Indonesia is a manufacturing company engaged in coconut processing located in West Sumatra. The Meat Preparation Department is one of the departments that involved in the initial production of coconut. The problem that occurs is that the production target is not achieved due to the imbalance between the number of employees and the increasing demand so that lead to fatigueness among employees. This study aims to analyze the workload and the planning of the number of employees in the Meat Preparation Department.*

*Work sampling method is used to analyze physical workload and determine the company's optimal number of employees. This method was chosen because observations were made directly on employee activities so that it is easier to apply in the production sector.*

*The results of this study found that the parallel work unit has the highest workload value of 112.1%, the sheller work unit, worker 1, and worker 2 have optimal workloads value of 106.5%, 102.4%, and 101.9% respectively. After calculating the employee requirements for one department, it is necessary to add 4 employees to the meat preparation department.*

***Keywords: Workload Analysis, Work Sampling, Employee Needs, Productivity***