

**APPRENTICESHIP REPORT
PT. BUMI SIAK PUSAKO
(HUMAN CAPITAL MANAGEMENT)**

ARIEF FADILAH

5404201314



**INTERNATIONAL BUSINESS ADMINISTRATION
BUSINESS ADMINISTRATION DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS**

2024

**APPRENTICESHIP REPORT
PT BUMI SIAK PUSAKO
(HUMAN CAPITAL MANAGEMENT DEPARTEMENT)**

Written as one the conditions for completing Job Training

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Pekanbaru, June 03th, 2024

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CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

The rapid development of science and technology today makes us increasingly open to accepting the changes that occur as a result of this progress and development. This development must be followed by the development of human resources academically and professionally to support this development and progress.

In facing these development challenges, human resources are needed that are able to adapt to the demands of the times in life. Human resources are an important part of the business world, and because competition is currently very tight, the quality of the workforce must be improved. Every student must prepare themselves to face the real challenges of finding a better job before or after graduating. So good preparation can provide readiness for students who will graduate to get a job. Meanwhile to get this job, students must have hard skills, but soft skills are also needed to face challenges in the world of work. Developing these two abilities while studying at Bengkalis State of Polytechnic is the best way to be successful in facing competition in the world of work. Therefore, it is hoped that companies or agencies can provide opportunities for students to get to know the world of work better by accepting students who want to carry out practical work activities.

Bengkalis State of Polytechnic is a vocational campus that educates its students to create minds that are competent in various fields and able to apply them directly. One way to realize the meaning of a vocational campus is by implementing a practical work program which all final semester students must take part in. This practical work activity is a means for students to develop themselves when entering the world of work. This practical work activity can make a significant contribution to the development of students to prepare

themselves as well as possible before entering the world of work as well as developing competencies at the Bengkalis State Polytechnic. This practical work is carried out after completing a minimum of four semesters at Bengkalis State of Polytechnic. Practical implementation of practical work is carried out for four months. The author chose PT. Bumi Siak Pusako is a place to carry out practical work activities to get the opportunity to gain experience in the world of work as well as the opportunity to apply theoretical concepts according to your field of expertise.

The author chose PT. Bumi Siak Pusako as a place to carry out practical work because it has various departments in carrying out its operations. PT. Bumi Siak Pusako has 13 departments which carry out their respective duties and functions. PT. Bumi Siak Pusako is a company that operates in the field of managing crude oil natural resources. However, even though the company operates in the crude oil sector, PT. Bumi Siak Pusako also does carry out activities related to office administration, accounting, company human resources, relations between employee and company relations with the social community. So this one of the reasons why PT. Bumi Siak Pusako is a place for author to carry out practical work.

The field work practice, the author is placed in the Human Capital Management (HCM) department. The HCM department is a department that is directly related to human resources for office administration activities. This is in line with the theory that the author has obtained, namely human resource management courses and office computer applications. The implementation of this Field Work Practice will start on February 1 2024 until May 31 2024. Thus, this Field Work Practice will increase the author's insight into various things that are good and correct in carrying out duties and be able to handle real work well and with experience obtained.

1.2 Purpose of Apprenticeship

The following are the purpose of the International Business Administration Study Program's Practical work activities for Bengkalis State Polytechnic students:

1. Find out the job descriptions during practical work in Human Capital Management Department
2. Find out the documents and files produced in the Human Capital Management Department
3. Find out the practical workplace systems and procedures in Human Capital Management Department

1.3 Sinificance of Apprenticeship

The practical work carried out is very beneficial for several parties such as students, companies and State Polytechnic of Bengkalis:

1. For Student
Students have the opportunity to apply theoretical knowledge and concepts obtained during lectures into the real world of work and gain direct experience in the world of work.
2. For Companies
There is collaboration between the world of education and the world of industry or companies which makes these companies closer to the community and known by academics and companies to get alternative prospective employees who are known for their quality, dedication and credibility.
3. For State Polytechnic of Bengkalis
State Polytechnic of Bengkalis get feedback from companies related to curriculum development and learning processes for students who take part in Practical Work which can improve the quality of their graduates through practical work experience.

CHAPTER II

GENERAL DESCRIPTION OF PT. BUMI SIAK PUSAKO

2.1 Company History

The largest CPP Working Area is in Siak Regency. This existence does not necessarily make Siak Regency get a multiplier effect. The struggle of the people of Riau in obtaining the management of the CPP Working area had many challenges, especially at that time the Central Government was more inclined to Caltex to extend the contract of PT Caltex Pacific Indonesia for the CPP Working area which was signed on August 6th, 2001. So that the people of Riau were very disappointed with the Central Government and then formed the Riau Alliance to Be Controlled (ARUK) CPP Working area led by the late cultural scholar Al Azhar. This movement is a combination of several elements of Riau society, who demand to return the management of the CPP Working area to the people of Riau.

Then on October 17th, 2001, PT Bumi Siak Pusako (BSP) was established which is determined to fulfill the Community Mandate in managing the Pekanbaru Coastal Plain Block (CPP) with professionalism and the best effort that can be done. After previously being managed by PT Caltex Pacific Indonesia since decades ago.

Furthermore, on June 4th, 2002, a consortium was formed called the Joint Operating Agency (BOB) of PT Bumi Siak Pusako – Pertamina Hulu which acted as the operator. After that, on August 6th, 2002, PT BSP and PT Pertamina signed a production sharing contract (PSC) agreement with the implementing agency of the Upstream Oil and Gas Business (BP Migas), which is now SKK Migas to manage the working area of Block CPP for 20 years starting August 9th, 2002 with a participating interest (PI) of 50% each. After the handover process from PT Caltex Pacific Indonesia (CPI) on August 9th, 2002, PT Bumi Siak Pusako finally proved that they could go hand in hand with Pertamina Hulu in managing the CPP WK.

In managing Block CPP, PT BSP and PT Pertamina formed a consortium of Joint Operating Agencies of PT. Bumi Siak Pusako – Pertamina Hulu (BOB PT BSP – Pertamina Hulu). The cooperation pattern applied is the cooperation of management consortiums and operating consortiums under the umbrella of joint management agreements (JMA) and Joint Operating Agreements (JOA) as operational guidelines of BOB PT. BSP – Pertamina Hulu.



Figure 2.1 Logo BOB PT. BSP – Pertamina Hulu

Source : PT. Bumi Siak Pusako

Officially, the 20 years period of CPP WK management carried out by the Joint Operations Agency of PT Bumi Siak Pusako and Pertamina Hulu (BOB PT BSP – PH) will end on August 8th, 2022. Eight years before the expiration of the CPP WK management contract or precisely in 2014, the President Director of PT BSP has sent a letter to the General Manager (GM) of the Joint Operations Agency (BOB) PT BSP – Pertamina Hulu.

In a letter numbered 143/DIR – BSP/2014 dated August 8th, 2014, the Director of PT BSP questioned the submission of a proposal for the extension of the CPP WK. The basis of this letter is the establishment of a technical team for the extension proposal (TTUP) by the Joint Management Committee (JMC) in October 2013 whose task is to make a proposal for the extension of the CPP WK.

After two months later, on December 15th, 2014, SKK Migas invited a meeting to clarify the proposal for the extension of the CPP WK sent by GM BOB PT BSP – Pertamina Hulu on November 17th, 2014. In a meeting at the SKK Migas office, the party from SKK Migas asked BOB PT BSP – Pertamina Hulu to

complete the approval letter from the party, in this case PT BSP and Pertamina have agreed to apply for an extension of the CPP WK. In subsequent meetings at the JMC, PT BSP has asked Pertamina several times about the agreement between the two parties to Pertamina, but there is no answer.

After two years since the first letter sent by SKK Migas on May 15th, 2015, there has been absolutely no talk of how to manage the CPP WK in the future. Whether the cooperation between PT BSP and Pertamina Hulu in the Joint Operations Agency (BOB) will be continued or vice versa.

In the letter numbered: 4703/13/DJM. E/2017, the Director General of Oil and Gas asked BOB PT BSP – Pertamina Hulu to send a statement of interest in the management of the Coastal Plains and Pekanbaru Working Area after the expiration of the cooperation contract (KKS) before the end of 2017. Departing from this letter, on June 8th, 2017, the President Director of PT BSP, Bismantoro Prabowo, wrote to Pertamina. In the letter, PT BSP hopes that the Director of Pertamina Persero will be willing to discuss the extension of the cooperation between PT BSP and Pertamina Hulu in the management of the CPP WK.

After seeing that there was no agreement between PT BSP and Pertamina Hulu, Director of Oil and Gas Energy and Mineral Resources Djoko Siswanto finally facilitated a meeting between PT BSP and Pertamina. The meeting was held at the office of the Director of Oil and Gas Djoko Siswanto. At that time, President Director Bismantoro Prabowo immediately led the BSP team.

The meeting was fierce, both PT BSP and Pertamina competed with each other on how to continue the management of the CPP WK. PT BSP in this meeting proposed a Participating Interest (PI) portion of 51% and 49% of Pertamina. The option proposed by PT BSP was not accepted by Pertamina and asked for the operator to be in Pertamina. This meeting met with a dead end and ended in deadlock.

After going through a meeting again to discuss the continuation of the extension of the CPP WK management. Various long processes have been passed between PT BSP and PT Pertamina Hulu regarding the proposal regarding the extension of the CPP WK management cooperation contract, so that in the end

SKK Migas stated that the proposal for the extension of the CPP WK Oil and Gas Cooperation contract for the 2022 – 2042 period belongs to the best BSP. From the results of this determination starting August 9th, 2022, the steering wheel of the management of the Coastal Plains and Pekanbaru (CPP) working area (WK) is completely under the hands of PT. Bumi Siak Pusako. Previously, for two decades it was managed with PT Pertamina Hulu. Now, until 2042 PT Bumi Siak Pusako will be the sole operator in the CPP WK.

In the establishment of PT. Bumi Siak Pusako has a PERDA that regulates the formation of the Company:

1. Regional Regulation of Siak Regency Number 6th of 2004 concerning Regionally Owned Enterprises (BUMD) Limited Liability Company (PT) Bumi Siak Pusako (Regional Gazette of Siak Regency Number 10th of 2004 Series E)
2. Regional Regulation of Siak Regency Number 9th of 2009 concerning Amendments to Regional Regulation of Siak Regency Number 6 of 2004 concerning Regionally Owned Enterprises (BUMD) Limited Liability Company (PT) Bumi Siak Pusako (Regional Gazette of Siak Regency Number 9th of 2007)
3. Siak Regency Regional Regulation Number 5th of 2020 concerning Amendments to the Two Regional Regulations of Siak Regency Number 6th of 2004 concerning Regionally Owned Enterprises (BUMD) Limited Liability Company (PT) Bumi Siak Pusako (Siak Regency Regional Gazette Number 5th of 2020).



Figure 2.2 Logo PT. Bumi Siak Pusako
Source : PT. Bumi Siak Pusako

The overall meaning of the PT. Bumi Siak Pusako logo is with a confident attitude and with high ability, based on a sense of unity and wisdom determined to develop businesses for common welfare. The explanation regarding each component of the logo is as follows:

1. Dragon with a cup (face) Dragon, an imaginary creature in the past, became the symbol of the Siak kingdom which means the control of territory, especially in coastal sea areas which means control of the territory and its contents. The position facing the tails that are intertwined with the symbol of unity and facing the tails that are intertwined with the symbol of unity and consensus is a manifestation of a sense of brotherhood and togetherness.
2. The crown located on the head means that power / sovereignty is more nuanced with a rational and intelligent / wise attitude to life.
3. Towers and flames of the spirit of endeavor in the field of oil and gas exploitation.
4. Five stars high power/ability/charisma.
5. The color of the rainbow curved above the dragon's head upholds the effort of togetherness as a manifestation of the nature of consensus (Dragon bercup).
6. The red ribbon with the words Bumi Siak Pusako is the name of the business entity concerned.

2.2 Vision and Mission

Every company must have a vision and mission in order to realize its goals and as a driving force to carry out their respective programs, as well as PT. Bumi Siak Pusako. The following is the vision and mission of PT. Bumi Siak Pusako:

2.2.1. Vision

Become a leading and internationally reputable energy BUMD

2.2.2 Mission

1. Provide added value to the community and local government
2. Become one of the drivers of regional economic growth

3. Forming and empowering professional human resources in the energy business
4. Manage the upstream and downstream oil and gas industry professionally
5. Optimizing the potential of regional resource wealth.

2.2.3 Values

The values adhered to by the company PT. Bumi Siak Pusako is taken from the word PUSAKO. The explanation of the word PUSAKO is P (*Peduli*), U (*Usaha*), S (*Selalu Unggul*), A (*Adab*), K (*Kebanggaan*), O (*Orientasi Bisnis*).

2.3 Kind of Bussiness

PT. Bumi Siak Pusako is a company engaged in the oil and gas sector. PT. Bumi Siak Pusako is a regionally owned public company (BUMD) that manages the upstream and downstream oil and gas industries of the CPP Block (Coastal Plain Pekanbaru). The total production area of PT. Bumi Siak Pusako is 9,865.95 Km². The CPP Block work area covers 5 districts in Riau Province, namely Pelalawan, Siak, Kampar, Rokan Hilir and Rokan Hulu which are divided into 3 (three) large fields, namely: Zamrud, Pedada, and West Area. Of the three large fields in the production area, there are 12 fields from the Zamrud area, 10 fields from the Pedada area and 6 fields from the West area. Of the 3 major production areas of PT. Bumi Siak Pusako has a total of 704 wells. PT. Bumi Siak Pusako also has distribution pipeline infrastructure to flow crude oil such as shipping lines from the Zamrud Gathering Station (GS) to the North Booster System (NBS) and will be forwarded to Dumai.

2.4 Organization Structure

One of the crucial tools a firm has to have in order to accomplish its objectives is an organizational structure. Cooperation and coordination among members are essential to reaching predetermined goals in the operations of any kind of business, whether it is for profit or nonprofit.

Additionally, the organizational structure should be quickly modified to accommodate changes without impairing the seamless operation of existing operations. A strong organizational structure will be heavily influenced by the

objectives to be met as well as the circumstances and state of each business. This is due to the fact that a company's organizational structure differs from that of other organizations. The organizational structure that the business uses will help it accomplish its objectives.

It is imperative in a well-designed organizational structure to elucidate to all previously authorized employees the correlation between authority and responsibility constraints. In order to adequately fulfill the company's previously defined major objectives, a variety of activities inside the organization must be scheduled on a regular basis.

The organizational structure of PT. Bumi Siak Pusako is structured in accordance with the provisions with the functions, obligations and responsibilities of each section in each field. The organizational structure of PT. Bumi Siak Pusako can be seen figure below as follow:

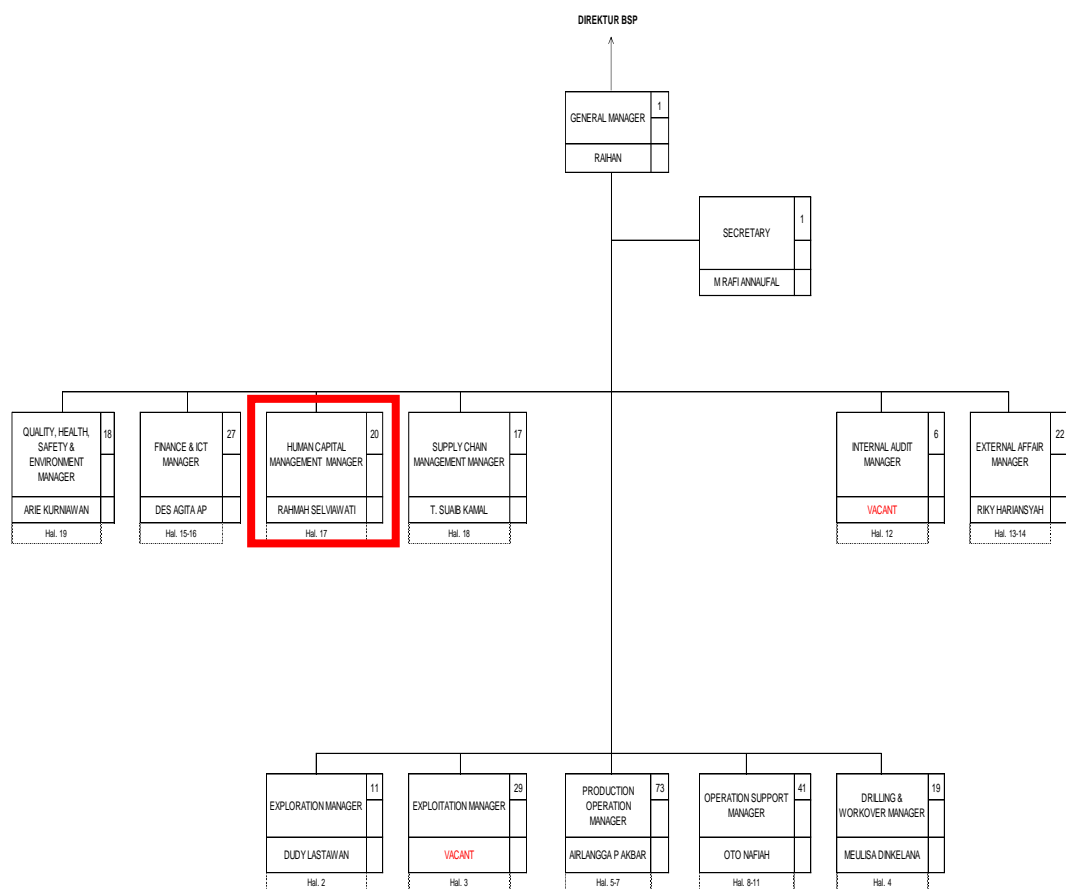


Figure 2.3 Holding Organization Structure of PT. Bumi Siak Pusako

Source : PT. Bumi Siak Pusako

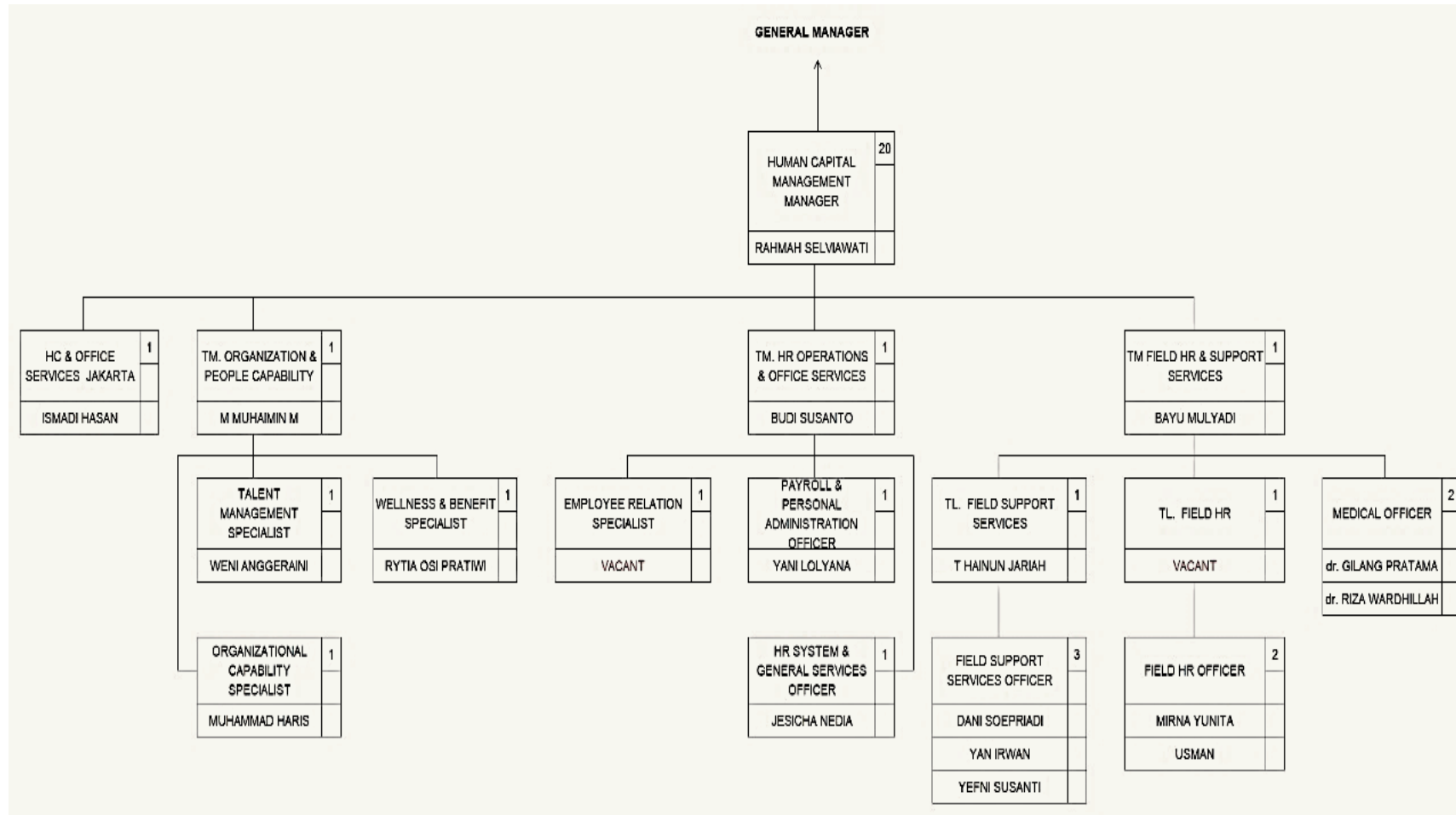


Figure 2.4 Organization Structure of Human Capital Management of PT. BSP
Source : PT. Bumi Siak Pusako

The following are the jobdesc of each position in the Human Capital Management department:

1. Human capital management manager: Ensuring the implementation of administrative operations of human resource management and human resource performance through effective management of Human Capital Development and Services as well as support for human capital services in the field (Field service) to support the optimization of the use of human capital resources based on guidelines and policies and standards set by the company.
2. Human capital and office service: Ensure the availability of support for the smooth operation of the company through the effective management of Jakarta liaison office activities to support the reputation and quality of the company's management in accordance with the principles of Good Governance based on applicable SOPs.
3. Medical officer: Ensuring the provision of health services to employees and their families as well as Partners (BP) through effective management of medical service activities to support the level of fulfillment of the quality & quantity of administrative services and the availability of medicines at the Emerald Clinic, Pedada, West Area, based on the policies set by management.
4. Field human resource officer: Carry out activities related to employees, especially those related to the relationship between employees and the company.
5. Field support services officer: Supervising the supply of clean water through the water treating plant, cleaning the camp area, maintaining guesthouses and mess halls, providing food/beverages, providing accommodation, and providing and maintaining air conditioning equipment (AC), so that the needs of employees and guests of 14 companies living at the camp location can be met according to the set quality and comfort standards.

6. Organizational capability specialist: Carry out the assessment and organizational development of PT. BSP, division of roles between organizational functions, preparation of job descriptions, job competencies, position evaluations in order to realize an effective and efficient organization.
7. Talent management specialist: Prepares coaching programs, develops workers' careers and conducts evaluations of the results of the implementation of worker education and training programs in fulfilling position competencies and to support the company's operational activities.
8. HR field team leader: Carry out and coordinate activities related to workers, especially those related to industrial relations between workers and companies.
9. Team leader field support services: Planning and supervising work, related to the procurement of material needs for the camp area, Stationery and Office Stationery, Camp area cleaning services, Guesthouse and mess hall maintenance services, Food/beverage supply services at the Emerald & Pedada camp, Accommodation provision services, Air conditioning (AC) supply and maintenance services, Photo Copy machine provision services for offices both at the Camp location and at the Pekanbaru Head Office and representative offices in Jakarta, so that the needs of employees and company guests who live in the camp location and who work in the office can be met according to the quality and comfort standards set by the Company.
10. Team manager field human resource and support services: Carry out activities related to human resources to ensure the availability of a professional and high-performance workforce and a conducive working climate 15 in supporting business activities and company operations. Carry out activities that support worker productivity with accommodation and recreation and entertainment facilities, good, clean and sufficient workplaces and work equipment and carry out health care activities for workers and families.

11. Team manager organization and people capability: Coordinate, review and carry out activities to prepare organizations, policies and HR systems and control their implementation, to ensure the availability of a professional and high-performance workforce and work climate in supporting business activities and company operations.
12. Wellness & benefit specialist: Ensuring that wages and benefits given to workers are not affected by external factors, especially for non-staff workers. Plan, regulate and implement health programs and compensation policies for workers in the form of wages and benefits which include old age benefits, medical treatment, scholarships, insurance and other welfare programs to motivate, satisfaction and improve work performance in supporting company operations.

2.5 The Work Process

The work process and duties and responsibilities in the Human Capital Management department of PT. Bumi Siak Pusako are as follows:

1. Conducting organizational management: HCM reviews and proposes plans to change the organizational structure and department positions
2. Conducting labor requests: HCM analyzes and submits labor requests
3. Carry out mutation or rotation of workers: HCM makes a plan for mutation of positions and carries out mutations or rotations
4. Placing assistance: HCM makes a letter requesting the placement of assistance and makes a letter of mutation of position
5. Recruiting and selection: HCM makes job requirements, carries out therecruitment process, determines consultants, makes MCU requests and asks for GM approval
6. Conduct training: HCM evaluates annual training programs and accepts programs and makes training schedules.
7. Conducting development programs and educational assistance for workers: HCM reviews applications for educational assistance and makes a decree approving educational assistance.

8. Performance management system: HCM sends PMS forms, reviews PMS, makes recapitulation of worker performance assessments and updates worker databases.
9. Proposal for group increase: HCM reviews proposals according to the requirements for group promotion, makes UKG recapitulation, accepts group promotion decisions and makes and sends a notification letter for group promotion.
10. Withdrawal or return of workers: HCM makes return letters, processes data on worker dismissal, and calculates and processes workers' rights.
11. Termination of employment: HCM reviews the Layoff Decree along with supporting documents, processes workers' rights and makes a work certificate.

2.6 Document Used for Activity

In the implementation of Apprenticeship, there are several documents needed to complete the work given. The documents are as follows:

1. Official travel documents

An official travel letter (SPD) is proof of a work trip given by a superior or authority to an employee for assignments within or outside the region. SPD is a permit and proof for employees to carry out their work.

Having proof of work or official travel makes it easier for employees to carry out their work. This letter also functions as a form of employee identity during official travel. With this, during the period of duty within the time period stated in the letter, it is mandatory for employees to carry SPD wherever they are assigned.

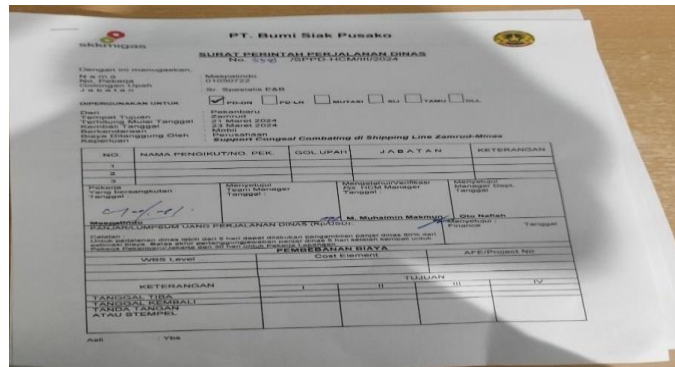


Figure 2.5 official travel letter
 Source : PT. Bumi Siak Pusako

2. Official travel report

Official travel report is a list of activity schedules or agendas according to the days and times that will be carried out during an official trip. This official travel report will be included in the service entry sheet document to be submitted to the finance department to claim official travel expenses.

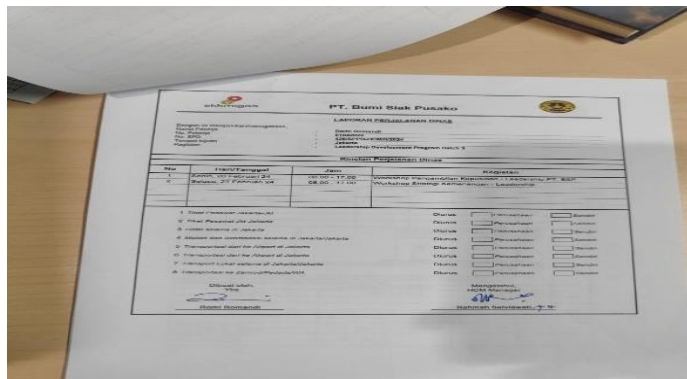


Figure 2.6 official travel report
 Source : PT. Bumi Siak Pusako

3. Official travel declaration letter

The official travel declaration is a document used to detail costs during an official trip and will be processed to the finance department to claim reimbursement payments.

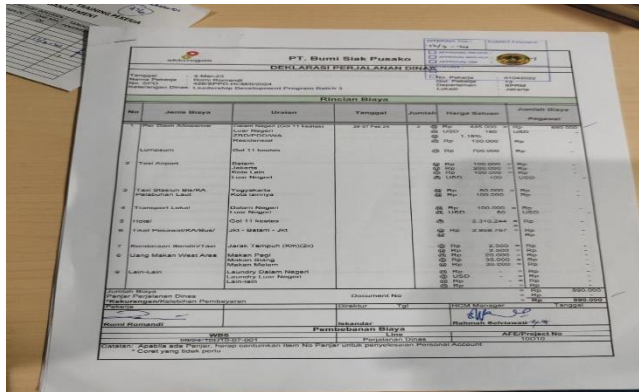


Figure 2.7 Official travel declaration letter

Source : PT. Bumi Siak Pusako

4. Letter requesting payment for medical expense claim

Letter requesting payment is a letter requesting for medical treatment that has been carried out by a employee or family member which will be given to the company to be submitted to vendor for immediately make payment for all medical expenses. In this case, the vendor from PT. Bumi Siak Pusako is PT. Fullerton Health Indonesia as the vendor.

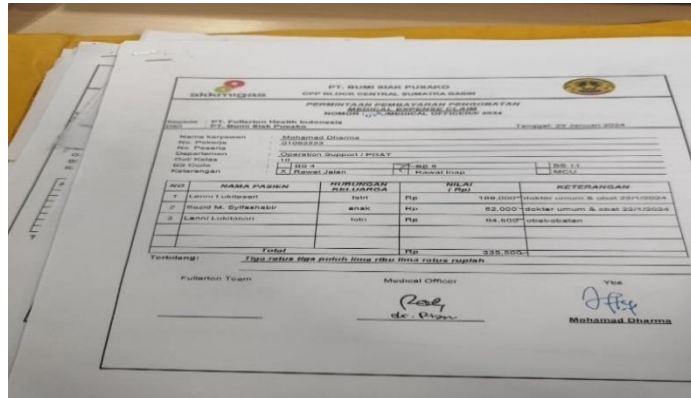


Figure 2.8 letter requesting payment for medical expense clai

Source : PT. Bumi Siak Pusako

5. Leave request form

The leave application form is a document that outlines an employees request to the company to obtain permission to be absent from work for certain reason. This form is used to obtain approval from superiors and departement heads for leave and record leave balanced of concern employee.

PT. Bumi Siak Pusako

FORM CUTI

NO. 123456

1. Nama : ...
2. Jabatan : ...
3. Divisi : ...

4. Jenis Cuti : ...
5. Tanggal Mulai : ...
6. Tanggal Selesai : ...

7. Alasan : ...

8. Keterangan : ...

9. Disetujui Oleh : ...
10. Tanggal : ...

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96. Tanggal : ...

97. Disetujui Oleh : ...
98. Tanggal : ...

99. Disetujui Oleh : ...
100. Tanggal : ...

Figure 2.9 Leave request form
Source : PT. Bumi Siak Pusako

- Book of records of inventory and delivery of goods
This book is used to record all needs and supplies of stationery items as well as coffee, sugar and so on. Apart from that, this book is also used to record proof of delivery of documents that have been received and sent.



Figure 2.10 Book of delivery receipt document
Source : PT. Bumi Siak Pusako

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

In this chapter there are several descriptions of activities or tasks during Apprenticeship. Apprenticeship is carried out for 4 months, starting from February 1th to May 31th, 2023 at the Human Capital Management Department of PT . Bumi Siak Pusako.

There are several tasks that have been carried out for 17 (Seventen) weeks in the Human Capital Management are as follows:

1. Create a summary report on employee official travel orders for 2024 in excel
2. Create a list of employee names,branch description,and job position in word format.
3. Update the corporate charter in excel format
4. Delivering files to finance department
5. Scanning and photocopies of several assignment letter and documents
6. Prepare and tidy up tender documents for GM to signed
7. Archiving several document file for practical work, documents for payment request letter from PT. Fullerton and other vendor
8. Create a request document for employee medical payment expense claim PT. Fullerton Health Indonesia
9. Verifying the completeness of the official travel reimbursement declaration form and service entry sheet document
10. Update an individual development program employees for each department in 2023 in excel format.
11. Update the template form job assesment
12. Create a recap list of remaining employee leave for 2024
13. Create a recap of employee official travel declarations for 2024

14. Create a recap of basic needs (food and others) during the 2024 high pressure emergency PT. Bumi Siak Pusako

3.2 Systematic and Procedure

3.2.1 The Working System



Toward make it easier for employees to carry out their duties, the company uses an internet-based system to facilitate online work, using applications and using a manual system. The online system such as sending all kinds of documents that have been scanned and sent via email to the desired party such as in the operational areas of Zamrud, Pedada, and West Area. While the application or system used in the work is the SAP system which functions to create and release purchase returns, purchase orders and service entry sheets, Microsoft Excel to make recaps and input everything related to finance or the like and Microsoft Word to make declarations such as official trips and other forms of letters. Meanwhile, the manual system is used to affix the stamp of proof of handover to each department and record proof of delivery of goods or documents to the pentry as the sender to the operational area and other parties.

3.2.2 The Working Procedure

1. Create a summary report on employee official travel orders for 2024 in Excel

This recap was created to make it easier or easier for the HCM admin to find out about every employee who will or has gone on official travel, whether for training or carrying out other services. With this recap, it can be used as a record that every employee who carries out service has proof of recording in the HCM admin section which, if needed, the HCM manager can check the report.

Table 3.1 The working procedure create a summary report on employee official travel orders for 2024 in Excel

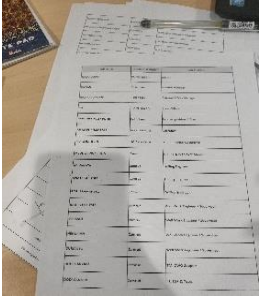

No	Device	Output	Place
1	Microsoft Excel	 	HCM Office

Source : Processed Data, 2024

2. Create a list of employee names, titles and positions as well as job descriptions

The list of employee names as well as positions and positions is used to assist the HCM employee payroll section which is needed for tax payments from each employee whose name and position are given on the front page of the document to make it easier to distribute to each employee.

Table 3.2 The working procedure create a list of employee names, titles and positions as well as job descriptions



No	Create a list of employee names, titles and positions as well as job descriptions	Device	Output	Place
2	<p>Prepare with look the employee name, branch description and job position</p> <p style="text-align: center;">↓</p> <p>Star with open computer and Microsoft Word</p> <p style="text-align: center;">↓</p> <p>Input the employee name based on branch description and job position</p> <p style="text-align: center;">↓</p> <p>Check againt that it correct, save file</p> <p style="text-align: center;">↓</p> <p>Print file and done</p>	Microsoft Word	 	HCM Office

Source : Processed Data, 2024

3. Update the Corporate Charter in excel format

A company charter is a flexible document that must be prepared and submitted by the founder to the secretary of state at the place of incorporation. The company charter should include information regarding the company's objectives, any voting rights attached to the shares, and sometimes the size of the board of directors and its requirements and the process for removing board members.



Table 3.3 The working procedure update the corporate charter in excel format

No	Update the Corporate Charter in excel format	Device	Output	Place
3	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Receive a corporate charter templete</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">View the corporate charter data in detail</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Turn on computer and open Microsoft Excel</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Create a corporate charter template form</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Enter the contents of new corporate charter</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Check again and then save</div>	Microsoft Excel	 	HCM Office

Source : Processed Data, 2024

4. Scanning and photocopies the are several assignment letter and document Documents that are usually photocopied are service entry sheets, official travel declarations and so on. The purpose of photocopying the document is as a receipt. If the document is to be handed over to another department, then the document being photocopied will be given a receipt by the party who received it. Apart from that, scanning documents is also carried out, scanning these documents is usually sent directly to the employee's email address, scanning these documents is also usually used to send document files to field work areas such as offices in Jakarta, Zamrud, Pedada, West Area and other.



Table 3.4 The working procedure scanning and photocopies the are several assignment letter and document

No	Scanning the are several assignment letter and document	Device	Output	Place
4	<p>Make sure the photocopier is on and paper is available</p> <p>↓</p> <p>Place and standardize the documents to be duplicated</p> <p>↓</p> <p>Press the number buttons to double a certain amount</p> <p>↓</p> <p>choose whether to choose color or not</p> <p>↓</p> <p>Finally press the copy button and wait until it finishes</p>	Photopies Mechine		HCM Office
	<p>Turn on photocopies mechine and place the document on it</p> <p>↓</p> <p>Press the email menu, then select add destination email to scan, then press close</p> <p>↓</p> <p>Affter that select the colored format</p> <p>↓</p> <p>Then press copy, and wait a few moments until the scanning is complete</p>	Photocopies Mechine		HCM Office

Source : Processed Data, 2024

5. Compile and tidy up tender document for signature of General Manager
 Compile and tidy up received tender documents that require the General Manager's signature. The document is arranged sequentially and has been marked with which parts must be signed by the General Manager. The document is submitted to the General Manager's secretary to be forwarded.

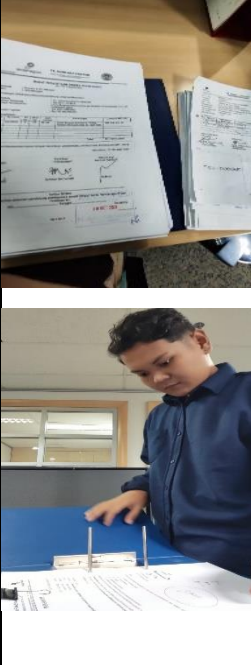
Table 3.5 The working procedure compile and tidy up tender document for signature of General Manager

No	Compile and tidy up tender document for signature of General Manager	Device	Output	Place
5	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Receive documents from other departements</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Arrange and mark the items you want to sign</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">After that it was handed over to the general Manager secretary for signature</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px;">Once completed, the document will be taken back for scanning relevant departement</div>	Folder, Sign hire	 	HCM Office

Source : *Processed Data, 2024*

6. Archiving several document file for practical work, documents for payment request letter from PT. Fullerton and other vendor
 Compiling and archiving this document is done to make it easier when needed again. These archived documents are usually documents that have been submitted to the finance department as a receipt for payment to the PT vendor. Fullerton Indonesia and other vendors, documents related to practical work and other important documents are made according to their respective folders.

Table 3.6 The working procedure archiving several document file for practical work and other vendor

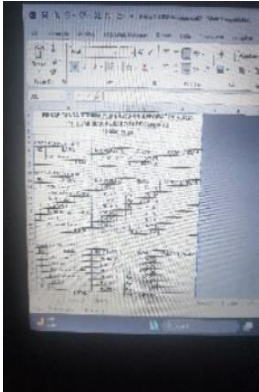

No	Archiving several document file for practical work and other vendor	Device	Output	Place
6	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Receive the invoice sheet that has been received by the finance departement</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Then scanning the invoice as the softfile handle</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Prepare bantex and name the arcive file to enter the invoice</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px;">Punch holes in the invoice properly so that it is neat, then arrange the invoice nealty</div>	Bantex,Perforator		HCM Office

Source : Processed Data, 2024

7. Create a request document for employee medical payment claims vendor for PT. Fullerton Health Indonesia

This medical request document is used to process claims for medical payment requests made by employees who work in the office and those who work in the field, addressed to PT. Fullerton Health Indonesia. In making this document, it is classified based on the BS number of each employee. This process is carried out every time an employee has received treatment or purchased medicine which will then be recapitulated and forwarded so that payment can be processed immediately.

Table 3.7 The working procedure create a request document for employee medical payment claims vendor for PT. Fullerton Health Indonesia



No	Create a request document for employee medical payment claims vendor for PT. Fullerton Health Indonesia	Device	Output	Place
7	<p>Receive a sheet of employee medical expenses from the medical officer</p> <p style="text-align: center;">↓</p> <p>Classify the treatment sheet based on the BS number of each employee</p> <p style="text-align: center;">↓</p> <p>Turn on the computer and open Microsoft Excel</p> <p style="text-align: center;">↓</p> <p>Then enter the employee's name and number and make sure it matches the BS number</p> <p style="text-align: center;">↓</p> <p>Then enter the amount of medical payments from each employee correctly and carefully</p> <p style="text-align: center;">↓</p> <p>Check again, if it is correct, save the file and print it to immediately send it to the Vendor</p>	Microsoft Excel	 	HCM Office

Source : Processed Data, 2024

8. Verifying the completeness of the official travel reimbursement declaration form and service entry sheet documents

The writer is given the correct official travel declaration reimbursement form template, then assigned to verify whether the documents for making the official travel declaration are complete without any deficiencies so that they comply with the company's SOP. If you have fulfilled all the documents, there will be a service entry sheet which will then be submitted to the finance department.

Table 3.8 The working procedure verifying the completeness of the official travel reimbursement declaration form and service entry sheet documents

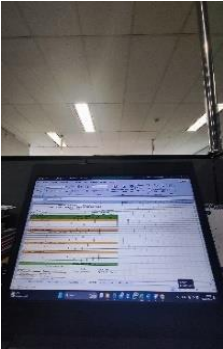
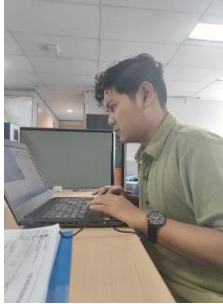
No	Verifying the completeness of the official travel reimbursement declaration form and service entry sheet documents	Device	Output	Place
8	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Receive declaration documents from each department</div> <div style="text-align: center;">▼</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Check and verify the completeness of the declaration documents</div> <div style="text-align: center;">▼</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">If the document meets the SOP, including the signature of each party, then the document is forwarded to the finance department</div> <div style="text-align: center;">▼</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">However, if there is still a lack of supporting documents, they will be returned to the admin to the admin of each department to be completed</div> <div style="text-align: center;">▼</div> <div style="border: 1px solid black; padding: 5px;">Once completed, it will be handed over again to the HCM department to be forwarded to the finance department</div>	Template of Declaration and SES	 	HCM Office

Source : Processed Data, 2024

9. Update an individual development program employees for each department in 2023 in excel format.

An individual development program is a form of development or training from a company that has been participated in by employees. The aim of carrying out individual development is to improve employee soft skills and hard skills which can have a positive impact on the company's progress. Individual development is also used as an assessment material for employees who have attended or carried out any training that is appropriate to their field or other fields for one year.

Table 3.9 The working procedure update an individual development program employees



No	Update an individual development program employees	Device	Output	Place
9	<p>Receive individual employee development sheets for each department</p> <p>↓</p> <p>Classification based on department for the recap process</p> <p>↓</p> <p>Open your laptop and Microsoft Excel to enter the individual development assessment template</p> <p>↓</p> <p>Update all forms of training or activities participated in by employees for one year</p> <p>↓</p> <p>In the process of updating employee training data, care is required so as not to enter the name, employee number, position and training they have completed incorrectly.</p> <p>↓</p> <p>Check again after you have finished updating employee data then save the file</p>	Microsoft Excel	 	HCM Office

Source : Processed Data, 2024

10. Updated the template form job assessment

This job assessment form is used to measure employee competency. The things that are assessed are the employee's ability to solve problems, communication skills, planning and organizing as well as high skills to motivate and influence other people. This assessment form is used by the Team Management Organization, People and Capability.

Table 3.10 The working process Updated the template form job assessment

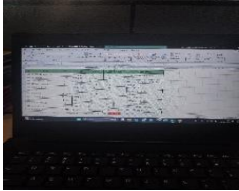

No	Updated the template form job assessment	Device	Output	Place
10	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Receive a new job assesment</div> <div style="text-align: center;">▼</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Create an assessment fomt template</div> <div style="text-align: center;">▼</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Inserting new job assessment into template</div> <div style="text-align: center;">▼</div> <div style="border: 1px solid black; padding: 5px;">Check again and save file</div>	Microsoft Excel	 	HCM Office

Source : Processed Data, 2024

11. Create a recap list of remaining employee leave for 2024

This leave summary list is created when employees want to take time off work. If an employee wants to take leave, it must be accompanied by a leave form that has been signed by the party concerned, the department manager and the HCM manager. The form explains the reason for taking leave and how long the leave is taken to make a summary of the amount of leave that has been taken and find out how much leave is left.

Table 3.11 The working procedure create a recap list of remaining employee leave for 2024

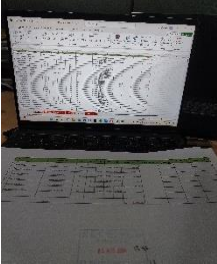

No	Create a recap list of remaining employee leave for 2024	Device	Output	Place
11	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Receive the employee leave form</div> <div style="text-align: center;">▼</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Turn on computer and open the leave recan list file</div> <div style="text-align: center;">▼</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Enter employee name based on department, length of leave and remaining leave</div> <div style="text-align: center;">▼</div> <div style="border: 1px solid black; padding: 5px;">Check carefully the remaining amount of employee leave, iif correct then save it</div>	Microsoft Excel	 	HCM Office

Source : Processed Data, 2024

12. Create a recap of employee official travel declarations for 2024

This recap is made after the declaration document is received by the finance department for the disbursement process. This recap was made to make it easier to see the remaining budget for each department in terms of carrying out services and company needs. With this recap, it will become a reference or record of the amount of costs that have been incurred while carrying out the service. When making this recap, you need to pay attention to the official travel letter number, purchase request number, purchase order, and service entry sheet number because each number has different requirements and costs from the other numbers. Apart from that, accuracy is also required in inputting the amount of official travel declaration costs, so that you don't make a mistake in entering the nominal figure during the recap.

Table 3.12 The working procedure create a recap of employee official travel declarations for 2024

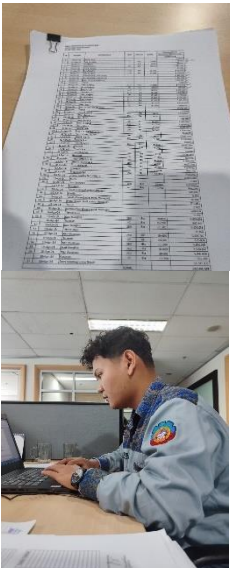
No	Create a recap of employee official travel declarations for 2024	Device	Output	Place
12	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Receive the declaration sheet has been received from Finance</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Turn on computer and open the declaration recap list</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Enter name, SPD number, SES number and amount of expenses during the official travel</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px;">Make sure the number and amount are correct and save it</div>	Microsoft Excel	 	HCM Office

Source : Processed Data, 2024

13. Create a recap of basic needs (food and others) during the 2024 high pressure emergency PT. Bumi Siak Pusako

During the high pressure emergency that occurs in the operational field, the basic needs for food and other things also need to be considered for workers working in the field. These necessities are spent every day from breakfast to dinner for workers. Apart from the main food, there are also snacks and so on to support the work in the field. Due to the large number of needs and costs required, in order to make it easier during the reimbursement process with finances, a recap of all expenses for these needs is made. The basis for making these recaps is proof of payment notes or receipts from places where shopping is done, such as restaurants and so on. All these notes are collected to be included in the expenditure report during high pressure emergency handling.

Table 3.13 The working procedure create a recap of basic needs

No	Create a recap of basic needs	Device	Output	Place
13	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Collect all proof of purchase receipts</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Then sorted by date to make easy to recap</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Open Microsoft Excel and create a description table</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Enter the date, quantity, unit price and total purchase</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px;">Make sure the amount and date are correct, save and print the file</div>	Microsoft Excel		HCM Office

Source : Processed Data, 2024

3.3 Place of Apprenticeship

This Apprenticeship activity is carried out at PT. Bumi Siak Pusako from February 01 until May 31, 2024. During Apprenticeship the author is placed in the Human Capital Management Department. The company's provisions regarding the schedule or time of implementation of Apprenticeship are as follows:

Table 3.14 Work Schedule of PT. Bumi Siak Pusako

No	Day	Office Hour	Break
1	Monday - Friday	07.30 WIB – 16.30 WIB	11.30 WIB – 13.00 WIB
2	Saturday and Sunday	Holiday	Holiday

Source : PT Bumi Siak Pusako

3.4 Kind and Description of the Activity

During the internship, the author carried out several routine activities while placed in the HCM department. In the HCM department, the author is given the task and responsibility to help employees with their work.

Routine activities during the internship are made weekly for 18 weeks. An explanation of each routine activity has been attached in appendix 6, namely daily activities. The daily activity attachment explains the routine activities and additional activities outside the job desk that the author participated in during the internship process.

As discussed above, apart from the routine activities carried out during the internship, there are also additional activities that are carried out. These additional activities are activities that are outside the job desk while in the HCM department. Usually these additional activities are activities held by the company to strengthen working relationships between employees.

Below are several additional activities that the author took part in during his internship at PT Bumi Siak Pusako, including:

1. Assisting in blood donation activities at the registration
This blood donation event was held to commemorate National K3 month. This blood donation was carried out by the Bumi Siak Pusako Office in the Lobby of the Surya Dumai Building. This blood donation activity is attended by employees, business partners and is open to the public. In this blood donation activity, the author assisted in registering participants who wanted to donate. This activity was carried out with the aim of increasing company awareness among each other which provides benefits to people in need. The benefit for the author is gaining experience in activities that

involve many people and practicing good communication skills with workers and parties taking part in this blood donation activity.



Figure 3.1 Picture of registration table on blood donation

Source : Processed Data 2024

2. Participate in employee familiarity events PT.Bumi Siak Pusako
Halal Bi Halal activities and breaking the fast with employees are carried out with the aim of improving friendship and solidarity between employees and business partners. for a family-friendly work environment. Halal bi halal activities were carried out at the Pangeran Pekanbaru hotel. Apart from these activities, the author also took part in breaking the fast together and distributing compensation to orphans at the Zamrud work site. This activity is a form of company concern for the surrounding community. Participating in this activity provides benefits for the author. The perceived benefits are being able to communicate and increase relationships with employees from different departments and writers and increase the social spirit of sharing between each other



Figure 3.2 Picture of participate in family event PT. Bumi Siak Pusako
Source : Processed Data 2024

3. Attend weekly recitations

The author attends weekly recitations with employees PT. Bumi Siak Pusako. This recitation is held every week on Friday morning. This study was filled with reading Yasin's letter together and then a religious lecture given by the ustadz which was presented at the PT. Bumi Siak Pusako. In the month of Ramadan, this activity is carried out every day. This activity aims to increase devotion and faith for individual employees and business partners because apart from success in the world, success and blessings in the afterlife must be the main target. This also provides benefits for writers to continue learning and as a reminder to prepare yourself as well as possible



Figure 3.3 Picture of attend weekly recitations
Source : Processed Data 2024

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 CONCLUSION

In carrying out internship activities in the Human Capital Management department, the author gained a lot of real knowledge in applying it knowledge gained in lectures, so that it can be utilized optimally in its delivery out Internship. Internships are a means for students to get to know each other the real world of work and getting to know the environment and work conditions that students will face after graduating from college.

Based on the Internship report description you can concluded that there are several theories and practices that have been taught during the lectures applied during the Internship period. Theory and internship used are computer applications, HR management, professional ethics, and filing. The following is a conclusion of the work done to date apprenticeship:

1. In carrying out an internship at PT. Bumi Siak Pusako, the author is placed in the Human Capital Management department. During the internship, the author has carried out several activities related to the job desk in the HCM department, including: create a summary report on employee official travel orders for 2024 in excel format, create a list of employee names and job position in word format, update the corporate charter in excel format, Delivering document to finance departement, scanning and photocopies of several assignement letter, prepare and tidy up tender document, Archiving several document, create a request document for employee medical payment expensive claim, verifying the completeness of the official travel reimbursment declarasi and service entry sheet, update an individualdevelopment program, update the template form job assesment, create a recap list of remaining employee leave 2024, create a recap

employee official travel declaration 2024, create a recap of basic need during the high pressure emergency 2024.

2. During the internship in the HCM department there are several documents used in carrying out activities including : general administration guidelines, official travel documents, official travel report, official travel declaration letter, letter requesting payment for medical expense claim, service entry sheet, and book of records of inventory and delivery of documents.
3. In carrying out its operational activities to make things easier for employees, PT. Bumi Siak Pusako has used an internet-based system to make online work easier, both using applications and manual systems. One of the online systems that has been used is SAP, then Microsoft Office office applications, email. Meanwhile, the manual system is providing a receipt stamp on the invoice sheet and other. As for work procedures in the HCM department, they are structured and orderly. Each employee and admin has its own duties and responsibilities. However, every activity in the HCM department will go through the previous admin section to be checked, verified, processed and will be forwarded to the manager to ask for approval and validation.

4.2 Suggestion

After doing apprenticeship at PT. Bumi Siak Pusako, there are several suggestions, namely:

4.2.1 For Students

1. If you want to do an internship, you should already have basic skills in Microsoft Office and similar ones used in offices.
2. When carrying out an internship, you should show a good, honest and responsible attitude and never refuse an assignment on the grounds that you can't do it and you have to try first.
3. Don't feel that at the start of your internship you are not paying attention and want to immediately move to your internship location, continue to show discipline, responsibility, the right time and don't be embarrassed to

ask questions if you find something you don't know or are still confused about during the internship.

4.2.2 For Collage

1. The author hopes that in the future the campus will provide more explanation and provision regarding standard regulations and systems for this internship program long before the internship is implemented, especially those directly related to industry. With standard regulations and systems, it is hoped that the internship program will be better in the future.

4.2.3 For Company

1. After the author carried out an internship at PT. Bumi Siak Pusako, there are several suggestions for companies to provide the necessary facilities and can help students with internships carry out activities and tasks well without any obstacles.



REFERENCES

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Ermayanti, Y., et al (2023). *KEMUDI WK CPP, 100& DI TANGAN BSP*. Pekanbaru. PT Bumi Siak Pusako

Agita, D., et al., (2023) *Business Process Procedure Human Capital Management*. PT Bumi Siak Pusako

Appendix 1 : Apprenticeship Acceptance Letter

 Telepon : (62-761) 855764	PT. BUMI SIAK PUSAKO Gedung Surya Duta Lt. 6 Jalan Jendral Sudirman No. 393 Pekanbaru 28116 - INDONESIA	 Faksimile: (62-761) 855765
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Pekanbaru, 16 Januari 2024

No. : 109 /HCM/VI/2024
Perihal : **Persetujuan Permohonan Kerja Praktek**


Kepada Yth.
Wakil Direktur I
Politeknik Negeri Bengkalis

Bapak Armada, ST.MT

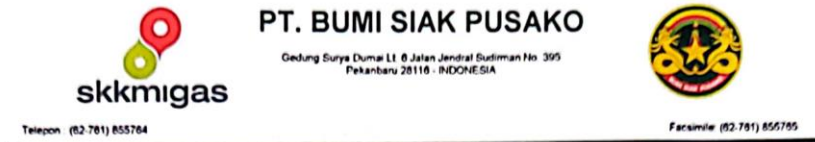
Ref Wakil Direktur I Politeknik Negeri Bengkalis dengan perihal Permohonan Kerja Praktik kami dapat menerima mahasiswa tersebut dengan data sebagai berikut:

No.	Nama	NIM	Prodi	Waktu dan Tempat Magang
1	Arief Fadilah	5404201314	Administrasi Bisnis Internasional	Waktu: 01 Februari s/d 31 Mei 2024
2	Dhoiri Mulyadi	5404201290	Administrasi Bisnis Internasional	Tempat : HCM Departemen Mentor : Bapak Muhammad Haris

Demikian kami sampaikan, atas perhatian dan kerjasama Saudara, kami ucapkan terima kasih.

PT. Bumi Siak Pusako
HCM Manager

Rahmah Setyawardani
#01059422

Appendix 2 : Apprenticeship Statement Letter



SURAT KETERANGAN
No. 823/HCM/VI/2024

Yang bertanda tangan dibawah ini :

Nama : Rahmah Selviawati
Jabatan : HCM Manager

Menerangkan bahwa mahasiswa di bawah ini :

Nama : Arief Fadilah
NIM : 5404201314
Universitas : Politeknik Negeri Bengkalis

Telah menyelesaikan Kerja Praktek pada Departemen Human Capital Management PT. Bumi Siak Pusako mulai tanggal 01 Februari s/d 31 Mei 2024.

Demikian surat keterangan ini dibuat dengan sebenar-benarnya dan untuk dapat dipergunakan sebagaimana mestinya.

Pekanbaru, 03 Juni 2024
PT. Bumi Siak Pusako
HCM Manager,



Rahmah Selviawati
#01059422


Appendix 3 : Certificate



Appendix 4 : List Of Attendance



PT. Bumi Slak Pusako



Catatan Kehadiran

NAMA : Arief Fedilah
 DEPT / TEAM : HCM
 LOKASI : Pekanbaru

Tanggal	Hari	Jam Masuk	Jam Keluar	Tanda Tangan	Keterangan
01-Feb-24	Kamis	07.10	16.30	<i>[Signature]</i>	
02-Feb-24	Jum'at	07.10	16.30	<i>[Signature]</i>	
05-Feb-24	Senin	07.15	16.30	<i>[Signature]</i>	
06-Feb-24	Selasa	07.15	16.30	<i>[Signature]</i>	
07-Feb-24	Rabu	07.10	16.30	<i>[Signature]</i>	
08-Feb-24	Kamis	-	-	-	liber Isra' m'raj
09-Feb-24	Jum'at	07.10	-	-	cuti bersama imiek
12-Feb-24	Senin	07.10	16.30	<i>[Signature]</i>	
13-Feb-24	Selasa	07.10	16.30	<i>[Signature]</i>	
14-Feb-24	Rabu	07.10	16.30	<i>[Signature]</i>	Pemilu
15-Feb-24	Kamis	07.15	16.30	<i>[Signature]</i>	
16-Feb-24	Jum'at	07.10	16.30	<i>[Signature]</i>	
19-Feb-24	Senin	07.10	16.30	<i>[Signature]</i>	
20-Feb-24	Selasa	07.15	16.30	<i>[Signature]</i>	
21-Feb-24	Rabu	07.20	16.30	<i>[Signature]</i>	
22-Feb-24	Kamis	07.15	16.30	<i>[Signature]</i>	
23-Feb-24	Jum'at	07.15	16.30	<i>[Signature]</i>	
26-Feb-24	Jum'at	07.15	16.30	<i>[Signature]</i>	
27-Feb-24	Senin	07.10	16.30	<i>[Signature]</i>	
28-Feb-24	Selasa	07.10	16.30	<i>[Signature]</i>	

Mengetahui
Mentor

Muhammad Haris

Menyetujui
Koordinator

Rylia Osi Pratiwi



PT. Bumi Siak Pusako



Catatan Kehadiran

NAMA : Arief Fadilah
DEPT / TEAM : HCM
LOKASI : Pekanbaru

Tanggal	Hari	Jam Masuk	Jam Keluar	Tanda Tangan	Keterangan
01-Mar-24	Jum'at	07.15	16.30	AUF	
04-Mar-24	Senin	07.15	16.30	AUF	
05-Mar-24	Selasa	07.10	16.30	AUF	
06-Mar-24	Rabu	07.10	16.30	AUF	
07-Mar-24	Kamis	07.15	16.30	AUF	
08-Mar-24	Jum'at	07.15	16.30	AUF	
11-Mar-24	Senin	07	-	-	Libur mtepi
12-Mar-24	Selasa	-	-	-	12in keperluan keluarga
13-Mar-24	Rabu	-	-	-	12in keperluan keluarga
14-Mar-24	Kamis	07.15	15.30	AUF	
15-Mar-24	Jum'at	07.10	16.30	AUF	
18-Mar-24	Senin	07.10	16.30	AUF	
19-Mar-24	Selasa	07.15	16.30	AUF	
20-Mar-24	Rabu	07.15	16.30	AUF	
21-Mar-24	Kamis	07.10	16.30	AUF	
22-Mar-24	Jum'at	07.10	16.30	AUF	
25-Mar-24	Senin	07.10	16.30	AUF	
26-Mar-24	Selasa	07.10	15.30	AUF	
27-Mar-24	Rabu	07.10	15.30	AUF	
28-Mar-24	Kamis	07.10	15.30	AUF	
29-Mar-24	Jum'at	-	-	-	libur wafat Isa Almasih

Mengetahui
Mentor

Muhammad Haris

Menyetujui
Koordinator

Rytia Osi Prathwi



PT. Bumi Siak Pusako



Catatan Kehadiran

NAMA : Arief Fadilah
DEPT / TEAM : HCM
LOKASI : Pekanbaru

Tanggal	Hari	Jam Masuk	Jam Keluar	Tanda Tangan	Keterangan
01-Apr-24	Senin	07.15	15.30		
02-Apr-24	Selasa	07.15	15.30		
03-Apr-24	Rabu	07.20	15.30		
04-Apr-24	Kamis	07.20	15.30		
05-Apr-24	Jum'at	07.20	15.30		
08-Apr-24	Senin	-	-	-	Cuti Bersama Idulfitri
09-Apr-24	Selasa	-	-	-	Cuti Bersama Idulfitri
10-Apr-24	Rabu	-	-	-	Cuti Bersama Idulfitri
11-Apr-24	Kamis	-	-	-	Cuti Bersama Idulfitri
12-Apr-24	Jum'at	-	-	-	Cuti Bersama Idulfitri
15-Apr-24	Senin	-	-	-	Cuti Bersama Idulfitri
16-Apr-24	Selasa	07.10	16.30		
17-Apr-24	Rabu	07.10	16.30		
18-Apr-24	Kamis	07.10	16.30		
19-Apr-24	Jum'at	07.15	16.30		
22-Apr-24	Senin	07.15	16.30		
23-Apr-24	Selasa	07.10	16.30		
24-Apr-24	Rabu	07.15	16.30		
25-Apr-24	Kamis	07.15	16.30		
26-Apr-24	Jum'at	07.10	16.30		
29-Apr-24	Senin	-	-	-	izin pernikahan keluarga
30-Apr-24	Selasa	-	-	-	izin pernikahan keluarga

Mengetahui
Mentor

Muhammad Haris

Menyetujui
Koordinator

Rytia Osi Pratiwi



PT. Bumi Siak Pusako



Catatan Kehadiran

NAMA : Arief Fadillah
DEPT / TEAM : HCM
LOKASI : Pekanbaru

Tanggal	Hari	Jam Masuk	Jam Keluar	Tanda Tangan	Keterangan
01-May-24	Rabu	-	-	-	Libur Hari Buruh
02-May-24	Kamis	07.15	16.30	<i>Arief</i>	11
03-May-24	Jum'at	07.15	16.30	<i>Arief</i>	
06-May-24	Senin	07.10	16.30	<i>Arief</i>	
07-May-24	Selasa	07.10	16.30	<i>Arief</i>	
08-May-24	Rabu	07.10	16.30	<i>Arief</i>	
09-May-24	Kamis	07.10	16.30	<i>Arief</i>	Libur kerangka Isa Almasih
10-May-24	Jum'at	-	-	-	Cuti Bersama Isa Almasih
13-May-24	Senin	07.10	16.30	<i>Arief</i>	
14-May-24	Selasa	07.10	16.30	<i>Arief</i>	
15-May-24	Rabu	07.15	16.30	<i>Arief</i>	
16-May-24	Kamis	07.10	16.30	<i>Arief</i>	
17-May-24	Jum'at	07.10	16.30	<i>Arief</i>	
20-May-24	Senin	07.10	16.30	<i>Arief</i>	
21-May-24	Selasa	07.10	16.30	<i>Arief</i>	
22-May-24	Rabu	07.10	16.30	<i>Arief</i>	
23-May-24	Kamis	07.10	16.30	<i>Arief</i>	Libur Hari raya Watarak
24-May-24	Jum'at	07.10	16.30	<i>Arief</i>	
27-May-24	Senin	07.10	16.30	<i>Arief</i>	
28-May-24	Selasa	07.10	16.30	<i>Arief</i>	
29-May-24	Rabu	07.10	16.30	<i>Arief</i>	
30-May-24	Kamis	07.10	16.30	<i>Arief</i>	
31-May-24	Jum'at	07.10	16.30	<i>Arief</i>	

Mengetahui
Mentor

Muhammad Haris
Muhammad Haris

Menyetujui
Koordinator

Rytia-Osi Pratiwi
Rytia-Osi Pratiwi

Appendix 5 : Company Appraisal Sheet

EVALUATION RESULT FROM JOB TRAINING COMPANY APPRAISAL PT. BUMI SIAK PUSAKO

Name : Arief Fadilah
NIM : 5404201314
Study Program : D-IV International Business Administration
Collage : State Polytechnic of Bengkalis

No.	Assessment Aspect	Percentage	Score
1.	Discipline	20%	95
2.	Responsibility	25%	95
3.	Adjustment / Adaptation	10%	95
4.	Work Result	30%	95
5.	Behavior in General	15%	95
	Total (1+2+3+4+5)	100%	475

Explanation :

Score : Criteria
81 – 100 : Excellence
71 – 80 : Very Good
66 – 70 : Good
61 – 65 : Good Enough
56 – 60 : Enough

Notes :

Perhatikan kinerja selama PKL di PT. Bumi Siak Pusako

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Pekanbaru, 03th June 2024


Rahmah Selviawati
HCM Manager

Appendix 6 : Daily Activity


KERJA PRAKTEK
PT. BUMI SIAK PUSAKO
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : Arief Fadilah
Politeknik : Politeknik Negeri Bengkalis
Jurusan/Prodi : Administrasi Niaga / Administrasi Bisnis Internasional
Tanggal Praktek : February, 01th- 02th 2024 (Week 1)

No	Day/ Date	Description of activities	Location	Mentor Signature
1	Thursday / February 01,2024	1. Pertemuan Awal 2. Briefing pengenalan Departemen HCM 3. Mempelajari pedoman administrasi PT. Bumi Siak Pusako	HCM Office	
2	Friday / February 02, 2024	1. Bacaan surah Yasin 2. Input rekapan SPD Januari 2024 di excel 3. Menyerahkan dokumen ke Departemen Keuangan	HCM Office	


KERJA PRAKTEK
PT. BUMI SIAK PUSAKO
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : Arief Fadilah
 Politeknik : Politeknik Negeri Bengkalis
 Jurusan/Prodi : Administrasi Niaga / Administrasi Bisnis Internasional
 Tanggal Praktek : February, 05th- 09th 2024 (Week 2)

No	Day / Date	Description of activities	Location	Mentor Signature
1	Monday / February 05, 2024	1. Induction 2. Menyiapkan dan beri label nama pegawai pada dukemen faktur pajak 3. Menyerahkan berkas ke bagian keuangan 4. Membuat atau Ketik Ulang corporate charter dalam Format Excel	HCM Office	
2.	Tuesday / February 06, 2024	1. Mengirimkan dokumen Invoice ke Departemen keuangan 2. Memindai dokumen service entry sheet	HCM Office	
3	Wednesday / February 07, 2024	1. Membantu kegiatan donor darah PT. Bumi Siak Pusako 2. Mengirimkan invoice ke Departemen keuangan 3. melanjutkan Membantu menyiapkan dokumen faktur pajak	HCM Office	
4	Thursday /February 08, 2024	Off Cuti Isra' Mi'raj		
5	Friday / February 09, 2024	Off Cuti Imlek Day		


KERJA PRAKTEK
PT. BUMI SIAK PUSAKO
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : Arief Fadilah
 Politeknik : Politeknik Negeri Bengkalis
 Jurusan/Prodi : Administrasi Niaga / Administrasi Bisnis Internasional
 Tanggal Praktek : February, 12th- 16th 2024 (Week 3)

No	Day / Date	Description of activities	Location	Mentor Signature
1	Monday / February 12, 2024	<ol style="list-style-type: none"> 1. Melanjutkan membantu dalam menyiapkan dokumen faktur pajak 2. Mengirimkan dokumen service entry sheet ke departemen keuangan 3. Menyerahkan dokumen dokumen kepada sekretaris direktur 4. Memindai surat tugas kerja 5. Membantu admin mengantarkan ATK 	HCM Office	
2	Tuesday / February 13, 2024	<ol style="list-style-type: none"> 1. Input rekap Laporan SPD Februari 2024 2. Mengirimkan dokumen ke departemen keuangan 3. Membantu bagian administrasi dalam menyampaikan dokumen bukti pembayaran pajak 4. Membantu admin mengantarkan ATK. 	HCM Office	
3	Wednesday / February 14, 2024	Libur PEMILU		
4	Thursday / February 15, 2024	<ol style="list-style-type: none"> 1. Memindaian beberapa dokumen memorandum 2. Fotokopi beberapa dokumen memorandum 3. Mengambil dokumen pengembalian dari bagian keuangan. 4. Mengirimkan dokumen service entry sheet ke bagian keuangan. 5. Menyiapkan dokumen dan fotocopy bukti pembayaran. 	HCM Office	
5	Friday / February 16, 2024	<ol style="list-style-type: none"> 1. Ikut serta dalam kegiatan membaca surah Yasin bersama PT. BSP 2. Memindai surat balasan lamaran kerja praktek 3. Fotocopy dokumen untuk kwitansi invoice 4. Pengarsipan beberapa berkas dokumen kerja praktek, dokumen surat permohonan pembayaran dari PT. Fullerton dan vendor lainnya 5. Mempelajari cara menginput kuitansi pembayaran pengobatan pekerja PT. Bumi Siak Pusako 6. Menyerahkan dokumen service entry sheet ke bagian keuangan 7. Membantu menyiapkan dan merapikan dokumen tender untuk ditandatangani GM 	HCM Office	


KERJA PRAKTEK
PT. BUMI SIAK PUSAKO
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : Arief Fadilah
 Politeknik : Politeknik Negeri Bengkalis
 Jurusan/Prodi : Administrasi Niaga / Administrasi Bisnis Internasional
 Tanggal Praktek : February, 19th- 23th 2024 (Week 4)

No	Day / Date	Description of activities	Location	Mentor Signature
1	Monday / February 19, 2024	<ol style="list-style-type: none"> 1. Menyerahkan dokumen service entry sheet ke Bagian Keuangan 2. Fotocopy beberapa faktur pajak 3. Menyerahkan dokumen Vendor ke departemen Keuangan 4. Pengarsipan beberapa berkas dokumen kerja praktek, dokumen surat permohonan pembayaran dari PT. Fullerton dan vendor lainnya 5. Checklist kelengkapan nametag karyawan business partner PT. Rumbai Anugerah Mandiri 	HCM Office	
2	Tuesday / February 20, 2024	<ol style="list-style-type: none"> 1. Mengirimkan dokumen service entry sheet ke bagian Keuangan 2. Fotocopy dokumen permintaan pembayaran 3. Membantu melengkapi dokumen deklarasi 	HCM Office	
3	Wednesday / February 21, 2024	<ol style="list-style-type: none"> 1. Melanjutkan membantu melengkapi deklarasi dan memberikan nomor mir 7 dokumen pelatihan pegawai 2. Fotocopy dokumen deklarasi perjalanan dinas pegawai pelatihan 3. Menyerahkan dokumen service entry sheet ke bagian keuangan 	HCM Office	
4	Thursday / February 22, 2024	<ol style="list-style-type: none"> 1. Menerima dokumen lelang tender yang sudah di tanda tangani General Manjer 2. Fotocopy dokumen service entry sheet 3. Memindai dokumen lelang tender 4. Membantu admin menyusun berkas rincian biaya konsumsi meeting kantor pekanbaru 5. Membantu mengantarkan ATK kedepartemen keuangan 	HCM Office	
5	Friday / February 23, 2024	<ol style="list-style-type: none"> 1. Pengajian surah Yasin bersama 2. Menyerahkan dokumen tender untuk ditugaskan dan ditindaklanjuti ke departemen SCM 3. Fotocopy dokumen service entry sheet 4. Melanjutkan input rekap laporan SPD Februari 2024 	HCM Office	


KERJA PRAKTEK
PT. BUMI SIAK PUSAKO
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : Arief Fadilah
 Politeknik : Politeknik Negeri Bengkalis
 Jurusan/Prodi : Administrasi Niaga / Administrasi Bisnis Internasional
 Tanggal Praktek : February, 26th- March 01th 2024 (Week 5)

No	Day / Date	Description of activities	Location	Mentor Signature
1	Monday / February 26, 2024	<ol style="list-style-type: none"> 1. Memindai dokumen service entry sheet 2. Fotocopy dokumen terlampir melalui email 3. Menyerahkan dokumen tender 4. Mengarsipkan beberapa dokumen vendor PT. Fullerton 5. Menyusun dan mengarsipkan dokumen perencanaan dan penilaian kinerja pegawai 	HCM Office	
2	Tuesday / February 27, 2024	<ol style="list-style-type: none"> 1. Menyusun dan mengarsipkan dokumen perencanaan dan penilaian kinerja pegawai 2. Memindai dokumen perencanaan dan penilaian kinerja pegawai 3. Menyerahkan dokumen tender ke departemen SCM 	HCM Office	
3	Wednesday / February 28, 2024	<ol style="list-style-type: none"> 1. Menyusun dan mengarsipkan dokumen perencanaan dan penilaian kinerja pegawai 2. Memindai dokumen perencanaan dan penilaian kinerja pegawai 3. Fotokopi bukti tiket pesawat untuk perjalanan dinas 4. Membantu memeriksa kelengkapan ID Card karyawan PT. BSP 2024. 5. Mengirimkan dokumen service entry sheet ke bagian keuangan 	HCM Office	
4	Thursday / February 29, 2024	<ol style="list-style-type: none"> 1. Mengirimkan dokumen service entry sheet ke bagian keuangan 2. Melanjutkan membantu pemeriksaan kelengkapan ID Card karyawan PT. BSP 2024. 3. Memindai dokumen magang 4. Fotocopy dokumen service entry sheet 	HCM Office	
5	Friday / March 01, 2024	<ol style="list-style-type: none"> 1. Pengajian Bersama surah Yasin 2. fotocopy bukti pembayaran untuk lampiran dokumen service entry sheet 3. Memindai dokumen permohonan magang 	HCM Office	


KERJA PRAKTEK
PT. BUMI SIAK PUSAKO
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : Arief Fadilah
 Politeknik : Politeknik Negeri Bengkalis
 Jurusan/Prodi : Administrasi Niaga / Administrasi Bisnis Internasional
 Tanggal Praktek : March, 04th- March 08th 2024 (Week 6)

No	Day / Date	Description of activities	Location	Mentor Signature
1	Monday / March 04, 2024	<ol style="list-style-type: none"> 1. Memeriksa kelengkapan dan menyusun dokumen klaim deklarasi perjalanan dinas pekerja 2. Fotocopy termal pembayaran dalam perjalanan dinas 3. Memindai dokumen surat perintah perjalanan dinas 4. Mengantarkan document service entry sheet ke departemen keuangan 	HCM Office	
2	Tuesday / March 05, 2024	<ol style="list-style-type: none"> 1. Memindai document tender 2. Fotocopy document invoice service entry sheet 3. Memeriksa kelengkapan dan menyusun dokumen klaim deklarasi 4. Mengantarkan document invoice service entry sheet department keuangan 5. Membuat rekapan purchase requisition January – February 	HCM Office	
3	Wednesday / March 06, 2024	<ol style="list-style-type: none"> 1. Melanjutkan membuat rekapan purchase requisition January – februari 2. Fotocopy document service entry sheet 3. Memeriksa kelengkapan dan menyusun dokumen klaim deklarasi 4. Delivering document invoice service entry sheet to finance department 	HCM Office	
4	Thursday / March 07, 2024	<ol style="list-style-type: none"> 1. Input rekapan SPD bulan February dan Maret 2. Makan bersama dalam rangka ulang tahun buk Weni Anggeraini 3. Fotocopy termal bukti pembayaran 4. Menyusun ulang dokumen dan termal pembayaran untuk diserahkan ke finance 5. Delivering dokumen service entry sheet ke department finance 	HCM Office	
5	Friday / March 08, 2024	<ol style="list-style-type: none"> 1. Tausiyah menyambut Ramadhan bersama ustad Abdul Somat di hotel Pangeran Pekanbaru 	Hotel Pangeran	
		<ol style="list-style-type: none"> 2. Delivering Sertifikat Penghargaan pemenang lomba K3 Nasional 3. Memindai the document service entry sheet 4. Continue input rekapan SPD bulan Maret 	HCM Office	


KERJA PRAKTEK
PT. BUMI SIAK PUSAKO
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : Arief Fadilah
 Politeknik : Politeknik Negeri Bengkalis
 Jurusan/Prodi : Administrasi Niaga / Administrasi Bisnis Internasional
 Tanggal Praktek : March, 11th- 15th 2024 (Week 7)

No	Day / Date	Description of activities	Location	Mentor Signature
1	Monday / March 11, 2024	Libur Hari Suci Nyepi		
2	Tuesday / March 12, 2024	Izin		
3	Wednesday / March 13, 2024	Izin		
4	Thursday / March 14, 2024	1. Kajian bersama surah yasin 2. Delivering invoice service entry sheet to finance department 3. Memindai the document invoice service entry sheet 4. Fotocopy invoice service entry sheet 5. Menyusun dan memeriksa kelengkapan document service entry sheet sebelum diserahkan ke finance department.	HCM Office	
5	Friday / March 15, 2024	1. Kajian bersama surah yasin dan majelis ilmu 2. Memindai dokumen invoice service entry sheet 3. Delivering invoice service entry sheet to finance department Menerima dokumen yang dikembalikan dari departemen SCM	HCM Office	


KERJA PRAKTEK
PT. BUMI SIAK PUSAKO
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : Arief Fadilah
 Politeknik : Politeknik Negeri Bengkalis
 Jurusan/Prodi : Administrasi Niaga / Administrasi Bisnis Internasional
 Tanggal Praktek : March, 18th- 22th 2024 (Week 8)

No	Day / Date	Description of activities	Location	Mentor Signature
1	Monday / March 18, 2024	<ol style="list-style-type: none"> 1. Kajian bersama membaca surah Yasin 2. Input Rekap SPD bulan Maret 2024 3. Memindai dokumen service entry sheet 4. Delivering document service entry sheet ke department keuangan 5. Memeriksa kelengkapan claim perjalanan dinas 	HCM Office	
2	Tuesday / March 19, 2024	<ol style="list-style-type: none"> 1. Kajian bersama membaca surah Yasin 2. Input rekap tanda terima pembayaran berobat pekerja PT. Bumi Siak Pusako di Pekanbaru 2024 3. Memindai dokumen service entry sheet dan surat perjalana dinas 4. Delivering document service entry sheet ke department keuangan 5. Memeriksa kelengkapan dokumen untuk claim perjalanan dinas 	HCM Office	
3	Wednesday / March 20, 2024	<ol style="list-style-type: none"> 1. Kajian bersama membaca surah Yasin 2. Memindai dokumen service entry sheet dan surat perjalana dinas 3. Melanjutkan menginput rekapan purchase requisition reimburse February 4. Delivering document service entry sheet ke department keuangan 	HCM Office	
4	Thursday / March 21, 2024	<ol style="list-style-type: none"> 1. Kajian bersama membaca surah Yasin 2. Memindai dokumen service entry sheet dan surat perjalana dinas 3. Melanjutkan menginput rekapan purchase requisition reimburse Maret 4. Delivering document service entry sheet ke department keuangan 5. Membantu admin menyiapkan paket terbuka untuk pekerja dilapangan zamrud 	HCM Office	
5	Friday / March 22, 2024	<ol style="list-style-type: none"> 1. Kajian bersama membaca surah Yasin 2. Memindai dokumen service entry sheet dan surat perjalana dinas 3. Melanjutkan menginput rekapan purchase requisition reimburse Maret 4. Delivering document service entry sheet ke department keuangan 5. Memeriksa kelengkapan dokumen untuk claim perjalanan dinas atau training karyawan 	HCM Office	


KERJA PRAKTEK
PT. BUMI SIAK PUSAKO
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : Arief Fadilah
 Politeknik : Politeknik Negeri Bengkalis
 Jurusan/Prodi : Administrasi Niaga / Administrasi Bisnis Internasional
 Tanggal Praktek : March, 25th- 29th 2024 (Week 9)

No	Day / Date	Description of activities	Location	Mentor Signature
1	Monday / March 25, 2024	1. Kajian bersama membaca surah Yasin 2. Memindai dokumen service entry sheet dan surat perjalanan dinas 3. Membuat Rekapitan SK Direktur PT. Bumi Siak Pusako 4. Membuat rekapitan Individual Development Program departemen Eksplorasi Karyawan 2023 5. Delivering document service entry sheet ke department keuangan	HCM Office	
2	Tuesday / March 26, 2024	1. Kajian bersama membaca surah Yasin 2. Memindai dokumen service entry sheet dan surat perjalanan dinas 3. Melanjutkan membuat salinan Individual Development Program karyawan departement Eksplorasi 2023 4. Delivering document service entry sheet ke department keuangan 5. Fotocopy document service entry sheet	HCM Office	
3	Wednesday / March 27, 2024	1. Kajian bersama membaca surah Yasin 2. Memindai dokumen service entry sheet dan surat perjalanan dinas 3. Melanjutkan membuat Individual Development Program karyawan departement Drilling and workover 2023 4. Fotocopy document service entry shee 5. Buka bersama dan santunan anak yatim team HCM dilapangan Zamrud area	HCM Office	
4	Thursday / March 28, 2024	1. Kajian bersama membaca surah Yasin 2. Memindai dokumen service entry sheet dan surat perjalanan dinas 3. Melanjutkan membuat Individual Development Program karyawan departemen Drilling and Workover 2023 4. Delivering document service entry sheet ke department keuangan 5. Fotocopy document service entry sheet dan 6. Melanjutkan membuat rekapitan SPD bulan Maret 2023	HCM Office	
5	Friday / March 29, 2024	Libur Cuti Nasional	HCM Office	


KERJA PRAKTEK
PT. BUMI SIAK PUSAKO
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : Arief Fadilah
 Politeknik : Politeknik Negeri Bengkalis
 Jurusan/Prodi : Administrasi Niaga / Administrasi Bisnis Internasional
 Tanggal Praktek : April, 01th- 05th 2024 (Week 10)

No	Day / Date	Description of activities	Location	Mentor Signature
1	Monday / April 01, 2024	1. Memindai dokumen service entry sheet dan surat perjalanan dinas 2. Membuat Individual Development Program Karyawan departement eksternal Affair 2023 3. Delivering document service entry sheet ke department keuangan 4. Fotocopy document service entry sheet dan 5. Buka bersama seluruh karyawan dan mitra kerja PT. Bumi Siak Pusako	HCM Office	
2	Tuesday // April 02, 2024	1. Melanjutkan membuat Individual Development Program Karyawan departement eksternal Affair 2023 2. Delivering document service entry sheet ke department keuangan 3. Fotocopy document service entry sheet 4. Scanning dokumen service entry sheet 5. Melanjutkan merekap daftar SPD bulan Maret-April 2024	HCM Office	
3	Wednesday // April 03, 2024	1. Membuat Individual Development Program Karyawan departement Finance & ICT 2023 2. Delivering document service entry sheet ke department keuangan 3. Fotocopy document service entry sheet 4. Memindai dokumen service entry sheet 5. Membuat rekap tanda terima pembayaran berobat karyawan 2024	HCM Office	
4	Thursday // April 04, 2024	1. Melanjutkan membuat rekapan Individual Development Program Karyawan departemen finance & ICT 2023. 2. Delivering document service entry sheet ke department keuangan 3. Fotocopy document service entry sheet 4. Memindai dokumen service entry sheet	HCM Office	
5	Friday // April 05, 2024	1. Melanjutkan membuat rekapan Individual Development Program Karyawan departemen finance & ICT 2023. 2. Delivering document service entry sheet ke department keuangan 3. Fotocopy document service entry sheet 4. Memindai dokumen service entry sheet	HCM Office	


KERJA PRAKTEK
PT. BUMI SIAK PUSAKO
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : Arief Fadilah
Politeknik : Politeknik Negeri Bengkalis
Jurusan/Prodi : Administrasi Niaga / Administrasi Bisnis Internasional
Tanggal Praktek : April, 08th- 12th 2024 (Week 11)

No	Day / Date	Description of activities	Location	Mentor Signature
1	Monday / April 08, 2024	Cuti Bersama Libur Idul Fitri		
2	Tuesday / April 09, 2024	Cuti Bersama Libur Idul Fitri		
3	Wednesday / April 10, 2024	Cuti Bersama Libur Idul Fitri		
4	Thursday / April 11, 2024	Cuti Bersama Libur Idul Fitri		
5	Friday / April 12, 2024	Cuti Bersama Libur Idul Fitri		


KERJA PRAKTEK
PT. BUMI SIAK PUSAKO
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : Arief Fadilah
 Politeknik : Politeknik Negeri Bengkalis
 Jurusan/Prodi : Administrasi Niaga / Administrasi Bisnis Internasional
 Tanggal Praktek : April, 15th- 19th 2024 (Week 12)

No	Day / Date	Description of activities	Location	Mentor Signature
1	Monday / April 15, 2024	Cuti Bersama Libur Idul Fitri		
2	Tuesday / April 16, 2024	1. Melanjutkan membuat rekapan SPD bulan April 2024 2. Fotocopy Dokumen service entry sheet 3. Delivering Invoice dan Faktur pajak kepada departemen keuangan 4. Melanjutkan membuat salinan Individual Development Program karyawan departemen Production Operation 2023	HCM Office	
3	Wednesday / April 17, 2024	1. Melanjutkan membuat rekapan Deklarasi perjalanan dinas 2024 2. Delivering Invoice dan Faktur pajak kepada departemen keuangan 3. Membuat Form Penilaian jabatan 4. Melanjutkan membuat salinan Individual Development Program karyawan departemen Production Operation 2023	HCM Office	
4	Thursday / April 18, 2024	1. Melanjutkan membuat IDP departemen Production Operation 2023 2. Memeriksa rekap bukti pembelian kebutuhan emergency high presseeuredilapangan bulan April 2024 3. Delivering dokumen invoice kepada department finance 4. Memindai beberapa dokumen surat perintah perjalanan dinas dan service entry sheet	HCM Office	
5	Friday / April 19, 2024	1. Kajian Bersama dan Halal Bi Halal PT. Bumi Siak Pusako 2. Melanjutkan membuat IDP departemen Production Operation 2023 3. Memeriksa rekap bukti pembelian kebutuhan emergency high presseeuredilapangan bulan April 2024 4. Halal Bihalal dirumah Manager HCM dan merayakan Ulang Tahun Pak Haris 5. Membagikan baju seragam untuk karyawan HCM	HCM Office	


KERJA PRAKTEK
PT. BUMI SIAK PUSAKO
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : Arief Fadilah
 Politeknik : Politeknik Negeri Bengkalis
 Jurusan/Prodi : Administrasi Niaga / Administrasi Bisnis Internasional
 Tanggal Praktek : April, 22th- 26th 2024 (Week 13)

No	Day / Date	Description of activities	Location	Mentor Signature
1	Monday / April 22, 2024	<ol style="list-style-type: none"> 1. Melanjutkan membuat IDP department production operation Lapangan Zamrud 2023 2. Memindai dokumen Service Entry Sheet dan dokumen Perjalanan dinas 3. Delivering document Service entry sheet to finance department 4. Mendistribusikan Absensi untuk karyawan 	HCM Office	
2	Tuesday / April 23, 2024	<ol style="list-style-type: none"> 1. Melanjutkan membuat IDP department Production Operation lapangan Zamrud 2023 2. Delivering document Service entry sheet to finance department 3. Memindai dokumen service entry sheet 	HCM Office	
3	Wednesday / April 24, 2024	<ol style="list-style-type: none"> 1. Fotocopy form daftar permintaan keperluan ATK 2. Delivering invoice service entry sheet to finance department 3. Membuat rekap cuti karyawan Bulan Januari 2024 4. Membantu mengantarkan pakaian melayu kepada Manajer 5. Memindai deklarasi perjalanan dinas dan service entry sheet 	HCM Office	
4	Thursday / April 25, 2024	<ol style="list-style-type: none"> 1. Melanjutkan membuat rekapan cuti karyawan bulan Februari 2024 2. Memeriksa perlengkapan stok kebutuhan kantor 3. Delivering invoice service entry sheet to finance department 4. Membuat rekapan SPD bulan April 2024 	HCM Office	
5	Friday / April 26, 2024	<ol style="list-style-type: none"> 1. Kajian Bersama surah Yasin 2. Melanjutkan membuat rekapan SPD bulan April 2024 3. Delivering invoice service entry sheet to finance 4. Melanjutkan membuat rekapan deklarasi perjalan dinas karyawan 2024 	HCM Office	


KERJA PRAKTEK
PT. BUMI SIAK PUSAKO
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : Arief Fadilah
 Politeknik : Politeknik Negeri Bengkalis
 Jurusan/Prodi : Administrasi Niaga / Administrasi Bisnis Internasional
 Tanggal Praktek : April, 29th- May, 03th 2024 (Week 14)

No	Day / Date	Description of activities	Location	Mentor Signature
1	Monday / April 29, 2024	Izin Keperluan Keluarga		
2	Tuesday / April 30, 2024	Izin Keperluan Keluarga		
3	Wednesday / May 01, 2024	Libur Nasional Hari Buruh		
4	Thursday / May 02, 2024	1. Memindai dokumen Deklarasi perjalanan dinas 2. Menyusun surat keterangan absen karyawan 2024 3. Delivering dokumen Service entry sheet ke finance department 4. Membuat rekap pembelian nasi bungkus dan lain lain, Emergency High Pressure Bulan April 2024		
5	Friday / May 03, 2024	1. Kajian bersama surah yasin 2. Memindai dokumen deklarasi perjalanan dinas 3. Fotocopy dokumen service entry sheet 4. Delivering dokumen service entry sheet kepada finance departement		


KERJA PRAKTEK
PT. BUMI SIAK PUSAKO
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : Arief Fadilah
 Politeknik : Politeknik Negeri Bengkalis
 Jurusan/Prodi : Administrasi Niaga / Administrasi Bisnis Internasional
 Tanggal Praktek : May, 06th-10th 2024 (Week 15)

No	Day / Date	Description of activities	Location	Mentor Signature
1	Monday / May 06, 2024	<ol style="list-style-type: none"> 1. Delivering document service entry sheet dan faktur pajak kepada finance department 2. Memindai dokumen deklarasi perjalanan dinas 3. Fotocopy dokumen service entry sheet 4. Membuat rekapan cuti karywan 2024 5. Memeriksa surat penawaran masuk 	HCM Office	
2	Tuesday / May 07, 2024	<ol style="list-style-type: none"> 1. Memindai dokumen deklarasi perjalanan dinas karyawan 2. Fotocopy Service entry sheet 3. Melanjutkan membuat rekapan SPD bulan Mei 2024 4. Delivering dokumen service entry sheet ke department finance 5. Survey ketersediaan stok kebutuhan kantor pekanbar dan belanja keebutuhan yang habis stok. 	HCM Office	
3	Wednesday / May 08, 2024	<ol style="list-style-type: none"> 1. Memindai dokumen deklarasi perjalanan dinas karyawan 2. Fotocopy Service entry sheet 3. Melanjutkan membuat rekapan SPD bulan Mei 2024 4. Delivering dokumen service entry sheet ke department finance 	HCM Office	
4	Thursday / May 09, 2024	Libur Kenaikan Isa Al masih	HCM Office	
5	Friday / May 10, 2024	Cuti Bersama Kenaikan Isa Almasih	HCM Office	


KERJA PRAKTEK
PT. BUMI SIAK PUSAKO
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : Arief Fadilah
 Politeknik : Politeknik Negeri Bengkalis
 Jurusan/Prodi : Administrasi Niaga / Administrasi Bisnis Internasional
 Tanggal Praktek : May 13th- May, 17th 2024 (Week 16)

No	Day / Date	Description of activities	Location	Mentor Signature
1	Monday / May 13, 2024	<ol style="list-style-type: none"> 1. Doa Bersama untuk keberangkatan Haji karyawan PT. Bumi Siak Pusako 2. Memindai dokumen service entry shet dan deklarasi perjalanan dinas 3. Fotocopy dokumen service enty sheet 4. Delivering dokumen service enty sheet 5. Membuat rekapan deklarasi perjalanan dinas pekerja 2024 	HCM Office	
2	Tuesday / May 14, 2024	<ol style="list-style-type: none"> 1. Halal bi halal Bersama departemen HCM dikantor 2. Memindai dokumen service entry shet dan deklarasi perjalanan dinas 3. Fotocopy dokumen service enty sheet 4. Delivering dokumen service enty sheet 5. Membuat rekap pembelian nasi bungkus dan lain lain, Emergency High Pressure Bulan April 2024 	HCM Office	
3	Wednesday / May 15, 2024	<ol style="list-style-type: none"> 1. Input rekap tanda terima pembayaran berobat pekerja PT. Bumi Siak Pusako di Pekanbaru 2024 2. Memindai dokumen service entry shet dan deklarasi perjalanan dinas 3. Fotocopy dokumen service enty sheet 4. Delivering dokumen service enty sheet 	HCM Office	
4	Thursday / May 16, 2024	<ol style="list-style-type: none"> 1. Membuat rekapitulasi permintaan magang PT. Bumi Siak Pusako 2024 2. Memindai dokumen service entry shet dan deklarasi perjalanan dinas 3. Fotocopy dokumen service enty sheet 4. Delivering dokumen service enty sheet 	HCM Office	
5	Friday / May 17, 2024	<ol style="list-style-type: none"> 1. Jumat berkah dan kajian bersama 2. Melanjutkan membuat rekapitulasi permintaan magang PT. Bumi Siak Pusako tahun 2024 3. Delivering dokumen service entry sheet ke departemen keuangan 4. Memindai dokumen deklarasi perjalanan dinas 5. Fotocopy dokumen service entry sheet 	HCM Office	


KERJA PRAKTEK
PT. BUMI SIAK PUSAKO
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : Arief Fadilah
 Politeknik : Politeknik Negeri Bengkalis
 Jurusan/Prodi : Administrasi Niaga / Administrasi Bisnis Internasional
 Tanggal Praktek : May 20th- May, 24th 2024 (Week 17)

No	Day / Date	Description of activities	Location	Mentor Signature
1	Monday / May 20, 2024	1. Memindai dokumen deklarasi perjalanan dinas karyawan 2. Delivering dokumen service entry sheet ke departemen keuangan 3. Melanjutkan membuat rekapan SPD bulan Mei 2024 4. Fotocopy dokumen service entry sheet	HCM Office	
2	Tuesday / May 21, 2024	1. Memindai dokumen service entry sheet 2. Delivering dokumen service entry sheet ke bagian keuangan 3. Fotocopy dokumen service entry sheet 4. Melanjutkan membuat rekapan cuti tahun 2024 5. Memeriksa rekapan pembelian nasi bungkus dan lain lain, emergency high pressure Bulan Mei 2024	HCM Office	
3	Wednesday / May 22, 2024	1. Memindai dokumen service entry sheet 2. Fotocopy dokumen service entry sheet 3. Delivering dokumen tender ke departemen SCM 4. Lanjutan memeriksa rekapan pembelian nasi bungkus dan lain lain, emergency high pressure Bulan Mei 2024 5. Membuat rekap permintaan pembayaran medical expense karyawan 2024	HCM Office	
4	Thursday / May 23, 2024	Libur Hari Raya Waisak		
5	Friday / May 24, 2024	1. Kajian bersama membaca surah Yasin 2. Melanjutkan membuat rekapan cuti karyawan bulan Mei 2024 3. Fotocopy dokumen service entry sheet 4. Memindai dokumen deklarasi perjalanan dinas	HCM Office	

KERJA PRAKTEK
PT. BUMI SIAK PUSAKO
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : Arief Fadilah
 Politeknik : Politeknik Negeri Bengkalis
 Jurusan/Prodi : Administrasi Niaga / Administrasi Bisnis Internasional
 Tanggal Praktek : May 27th- May, 31th 2024 (Week 18)

No	Day / Date	Description of activities	Location	Mentor Signature
1	Monday / May 27, 2024	1. Memindai dokumen service entry sheet 2. Delivering dokumen pakta integritas ke departemen Internal Audit 3. Membuat rekapan deklarasi perjalanan dinas karyawan 2024 4. Fotocopy nota bukti pembayaran selama emergency high pressure 5. Menyusun dan mengarsip berkas bukti pembayaran emergency high pressure	HCM Office	
2	Tuesday / May 28, 2024	1. Delivering dokumen service entry sheet ke bagian keuangan 2. Fotocopy dokumen service entry sheet 3. Melanjutkan membuat rekapan deklarasi perjalanan dinas tahun 2024 4. Memeriksa rekapan pembelian nasi bungkus dan lain lain, emergency high pressure Bulan Mei 2024	HCM Office	
3	Wednesday / May 29, 2024	1. Memindai dokumen service entry sheet 2. Fotocopy dokumen service entry sheet 3. Lanjutan memeriksa rekapan pembelian nasi bungkus dan lain lain, emergency high pressure Bulan Mei 2024 4. Membantu membuat berkas laporan pertanggungjawaban emergency high pressure 2024	HCM Office	
4	Thursday / May 30, 2024	1. Melanjutkan membuat repkapan SPD bulan Mei 2024 2. Memindai dokumen service entry sheet 3. Fotocopy dokumen service entry sheet 4. Membuat rekapan SPD bulan Mei 2024	HCM Office	
5	Friday / May 31, 2024	1. Kajian bersama membaca surah Yasin 2. Membuat rekapan SPD bulan Mei 2024 3. Fotocopy dokumen service entry sheet 4. Memindai dokumen deklarasi perjalanan dinas	HCM Office	

Appendix 7 : Figures of Apprenticeship

Initial meeting and induction



Assisting blood donation in PT. Bumi Siak Pusako



Attend weekly recitations PT. Bumi Siak Pusako



Study with Ustad Abdul Somad welcoming the holy Month of Ramadhan 2024



Iftar and compensating orphans at the Zamrud production area



Halal Bi Halal with HCM Family



Farewell and photo with HCM Manager, Mentor and employees





Photo with friends during internship in PT. Bumi Siak Pusako

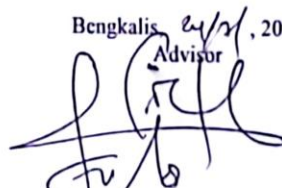


Appendix 8 Consultation Sheet

REVISION SHEET
STUDENT PRACTICE GUIDANCE
INTERNATIONAL BUSINESS ADMINISTRATION
D-IV STUDY PROGRAM
STATE POLYTECHNIC OF BENGKALIS

Name : Arief Fadilah
 Student Identity Number : 5404201314
 Apprenticeship Place : PT. Bumi Siak Pusako, Gedung Surya Dumai
 Pekanbaru
 Advisor : M. Fuad Asrofillah, SE., M.M

No.	Date and Time	Revision	Advisor Initials
	10/10/2024	Selisi ke PT Pupuk Asru	AF
		Asru	

Bengkalis, 10/10/2024
 Advisor

M. Fuad Asrofillah, SE., M.M
 NIP. 199304202022031007