

ABSTRACT

Leave and Permission Management is a crucial aspect of human resource management within government institutions, including the Humbahas Police Department located in North Sumatra. The current conventional process of submission and approval poses risks of inefficiency and difficulties in data monitoring. This study aims to design and develop a web-based leave and permission management information system to improve efficiency, transparency, and ease of access in administrative processes. The system was developed using the ICONIX Process methodology, which includes the stages of requirements analysis, static and dynamic modeling, implementation, and testing. The system's main features include user authentication, leave and permission application and approval, as well as request data recap. Testing was carried out using the black-box method to ensure system functionality aligned with the design, and feasibility evaluation was conducted through questionnaires to assess usability aspects. Based on black-box testing of 140 test cases, all of which passed, the system was proven to function according to plan. The usability evaluation showed that the system achieved a 96% score in terms of efficiency, transparency, and ease of access. Thus, this information system serves as an effective digital solution to support leave and permission management at the Humbahas Police Department and enhances the overall quality of internal services.

Keywords : Leave and Permission, ICONIX Process, Information System, Resort Police