

## ABSTRAK

*Dampak dari pandemi COVID-19 menjalar ke semua bidang perindustrian sehingga diperlukan strategi untuk bertahan. PT PELNI sebagai pemain besar di industri transportasi laut di Indonesia memiliki strategi untuk bertahan yaitu dengan tidak melakukan rekrutmen pegawai khususnya di kantor cabang. Memasuki era kembali normal, perusahaan memperbaharui RJPP sehingga di diperlukan perubahan kebutuhan pegawai mengikuti RJPP tahun 2024 yaitu fungsi penugasan menjadi 30% dan komersial 70%. Namun selama enam tahun terakhir, Divisi SDM PT PELNI (Persero) belum mengevaluasi jumlah formasi pegawai kantor cabang meski sempat dilakukan penambahan bagian di Kantor Cabang pada tahun 2019. Analisis beban kerja fisik maupun mental dilakukan agar mengetahui jumlah kebutuhan pegawai yang sesuai sebagai rekomendasi rekrutmen mendatang. Dari hasil penelitian menunjukkan bahwa mayoritas pegawai mengalami beban kerja mental tinggi dengan jumlah pegawai administrasi yang optimal di kantor cabang pada posisi kerja staf adalah 16 pegawai.*

**Kata Kunci:** *Perencanaan Formasi Pegawai, Beban Kerja, Full Time Equivalent, NASA-TLX*

## ABSTRACT

*[Planning Of The Number Of Administrative Employees Formation Using Full Time Equivalent (FTE) and NASA-TLX Methods (Case Study: PT PELNI (Persero) Tanjung Priok Branch Office)] The impact of the COVID-19 pandemic has spread to all industrial fields, so a strategy is needed to survive. PT PELNI as a big player in the sea transportation industry in Indonesia has a strategy to survive, namely by not recruiting employees, especially at branch offices. Entering the era of returning to normal, the company updated the RJPP so that it was necessary to change the needs of employees following the RJPP in 2024, namely the assignment function to 30% and commercial function to 70%. However, for the last six years, the HR Division of PT PELNI (Persero) has not evaluated the number of branch office employee formations even though there were additional sections at the Branch Office in 2019. An analysis of the physical and mental workload was carried out in order to determine the number of appropriate employee needs as a recommendation for future recruitment. From the results of the study indicate that the majority of employees experience a high mental workload with the optimal number of administrative employees at the branch office in staff work positions is 16 employees.*

**Keywords:** *Employee Formation Planning, Workload, Full Time Equivalent, NASA-TLX*