ABSTRACT

The management of leave and permit is an important aspect of human resource management in government institutions, such as the Central Java Regional Police (Polda Jawa Tengah). Conventional processes for submission, verification, and approval have the potential to cause inefficiencies and difficulties in data monitoring. This study aims to design and develop a web-based leave and permit management application to improve efficiency, accessibility, and transparency in administrative processes. The application was developed using the ICONIX Process methodology, which includes requirements analysis, static and dynamic modeling, implementation, and testing phases. The system involves three types of users: personnel, administrative officers (Renmin), and leaders, each with specific roles such as submitting requests, verifying and validating applications, and approving requests. Testing was conducted using the black box method to ensure that system functionality conforms to the design specifications. Based on black box testing of 79 test cases, all of which were accepted, the system demonstrates that all features operate according to specifications. By supporting administrative digitalization, this application serves as an effective digital solution for supporting leave and permit management at the Central Java Regional Police.

Keywords: Leave and Permit, Management, ICONIX Process, Application