

ABSTRACT

The rapid development of information technology requires organizations to manage integrated data and business processes, including in *Human Resource* management. The leave application process at PT Nusantara Global Inovasi currently still uses conventional *methods* and attendance data processing that still relies on third-party applications without recapitulation features, making it difficult to monitor employee discipline and work effectiveness. Therefore, this study aims to develop a Web-Based Employee Leave Application and Attendance Recapitulation Information System that is expected to be able to digitize the leave application process through a tiered *approval* flow and process attendance data into accurate and analytical information. System development is carried out using the iterative and adaptive scrum *method*, with development stages divided into several Sprints to ensure each feature can be tested and validated gradually by stakeholders. This system is built using the PHP programming language with the CodeIgniter 4 framework. System testing is carried out using the black box *method* to ensure all system functions run according to user needs. The research results show that the developed system is capable of accommodating the digital leave application and *approval* process, as well as producing informative attendance recaps regarding employee delays and workdays.

Keywords : Employee Information System, Leave Application, CodeIgniter 4, Scrum Method, Web-Based Application