

ABSTRACT

The rapid advancement of information technology encourages organizations to manage administrative data and processes in a more integrated and efficient manner, particularly in handling employee overtime submissions and official travel accountability reports. At PT Nusantara Global Inovasi, these processes are still conducted manually, resulting in unstructured data records, time-consuming verification, and difficulties in monitoring and compiling reports. Such conditions may lead to recording errors and delays in decision-making. This study aims to develop a web-based overtime submission and official travel accountability report information system to facilitate digital submission, verification, and data management. The system is designed with a tiered approval workflow for overtime requests and a verification mechanism for official travel reports, allowing each submission to be systematically monitored and well documented. System development adopts the Scrum method, which is iterative and adaptive, where the development process is divided into several sprints to ensure each feature can be gradually developed, tested, and evaluated together with stakeholders. The system is implemented using PHP with the CodeIgniter 4 framework and Bootstrap to support the user interface. Testing is conducted using the black box method to ensure that all system functions operate according to user requirements. The results show that the developed system successfully digitalizes overtime and official travel reporting processes.

Keywords : Employee Information System, Overtime Submission, Official Travel Report, CodeIgniter 4, Scrum Method, Web-Based Application