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### The Effect of Regional Allowance And Work Discipline Toward Work Productivity of Employee

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#### **ABSTRACT**

This study aims to determine the effect of providing regional allowances and work discipline in increasing employee productivity at the Office of the The Ministry of Financial Management And Regional Income Pariaman City. The data in this study were collected through the distribution of questionnaires, 54 respondents to employees and then the results of the questionnaire data were tested using validity and reliability tests, data analysis techniques using classical assumption tests, multiple linear regression analysis, coefficient of determination, and hypothesis testing. The results of the t-test research show that (1) the provision of regional allowances has a significant effect on employee work productivity (2) organizational culture has a significant effect on service quality. The results of the f test indicate that the provision of regional allowances and work discipline simultaneously affect the work productivity of employees at The Ministry of Financial Management And Regional Income Pariaman City. It is hoped that government agencies need to increase the provision of regional allowances and improve work discipline so that they continue to work well so that they can increase employee productivity.

**Keywords:** Employee Work Productivity, Provision of Regional Allowances, Work Discipline

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#### INTRODUCTION

Human resources in the current era of globalization are the main promoter in the development and progress of the company. Today's human resources are numerous and have a variety of skills, from technical expertise to decision-making expertise. Every human resource is required to acquire expertise in order to be able to work according to the standards set by the company so that work can be in line with company goals. Human resources is a challenge for management. In other words, the continuity of a company is determined by the company's ability to be able to meet the needs of its employees to be more productive(Agustini, 2019)

Quality human resources play an important role in increasing the work productivity of both government and private organizations. Work productivity is a person's ability to carry out work tasks by using the facilities and infrastructure as well as the potential that exists in him so as to provide maximum results. Employee work productivity is very important and requires special attention from the leadership of the organization because it is closely related to the quality of service provided to

the community. The low work productivity of employees will affect the process of achieving organizational goals, therefore the government has made various efforts to overcome the problem of low work productivity.

Provision of Performance Allowances for State Civil Apparatus (ASN) within the Pariamancity government environment is regulated based on Mayor Regulation Number 1 of 2020 concerning Guidelines for Providing Additional Income for Civil Servants in the Pariaman City Government Environment and has been implemented since January 2020. In fact, the provision Performance Allowances can increase employee work productivity but what happened at the Pariaman City The Ministry Of Financial Management And Regional Income, the Performance Allowance program has not been able to increase employee work productivity. Based on the results of initial observations, the researchers found problem phenomena such as employees coming to work late, leaving early, without explanation, and forgetting to fill out the attendance list in the Pariaman City E-Absence application.

Research conducted by Yazid, (2014) said that the allowance variable has a positive and significant effect on employee work productivity at the Syari'ah Binama Financial Services Cooperative Semarang. This is also supported by research conducted by Dinantara, MD, & Oktaviani, (2019) states that there is a positive and significant effect of compensation on work productivity. Many factors affect work productivity, namely the Transformational leadership style (Fandi, 2017; (Magdalena, M., Putra, A., & Nagara, 2021). Another factor that can affect employee work productivity is work discipline. According to Sutrisno, (2014) Work discipline is an attitude of willingness and willingness of a person to obey and obey the rules that apply in the organization. Work discipline is a tool used by leaders to communicate with subordinates as well as an effort to increase one's awareness and willingness to comply with all applicable company regulations and social norm (Tumanggor, B., & Girsang, 2021) Work discipline for employees is very important, because work discipline is the effort, actions and activities carried out by the leadership to improve employee performance better. In addition, work discipline is also considered capable of increasing employee job satisfaction (Yadewani & Wijaya, 2019)

Government Regulation Number 53 of 2010 concerning Discipline for Civil Servants is a milestone in the implementation of disciplinary regulations for all civil servants within the scope of the Unitary State of the Republic of Indonesia. This rule was madeby containing 7 chapters and 51 articles which as a whole are the rules regarding the discipline of Civil Servants. These rules include general provisions regarding Civil Servants, obligations and prohibitions, disciplinary punishment, administrative measures (objection and administrative appeal), application of disciplinary punishment and documentation of disciplinary punishment decisions, transitional provisions, and closing provisions. In chapter 2 on obligations and prohibitions, to be precise, article 11 stipulates the obligation of Civil Servants to come to work and comply with the provisions of working hours. Another thing that underlies the birth of the application of civil servant discipline is the bureaucratic reform agenda which is currently being intensively implemented by our government.

While looking at the discipline of employee attendance in the monthly attendance of 65 employees of the The Ministry Of Financial Management And Regional Income Pariaman City in 2022, there were still employees who were absent without any explanation. Every employee whose status is civil servant must be subject to TPP deduction if absent without explanation in accordance with Government Regulation Number 53 of 2010 concerning Discipline of Civil ServantsResearch conducted by Hindriari, (2018) states that there is a significant influence between work discipline on employee work productivity at PT. Telkom Access Legok. While research conducted by Juliana, J., Felicia, F., Ghozali, E., Ellen, H., & Figo, (2020) states that work discipline affects the work productivity of ex-trainee students at Pelita Harapan University. Based on the phenomena found above and the presentation of various theories, the researcher wants to know the effect of regional allowances and work discipline on increasing employee work productivity at the Office of the The



Ministry Of Financial Management And Regional Income Income Pariaman city, either partially or simultaneously.

#### LITERATURE REVIEW

#### **Human Resource Management**

According to Mangkunegara, (2009)"Human resource management is a planning, organizing, coordinating, implementing, and supervising the procurement, development, provision of remuneration, integration, and separation of labor in order to achieve organizational goals". Furthermore, human resources are the most strategic element in the company, and upper management must recognize and accept this matter. Humans are the only ones who can increase productivity. Human resources, on the other hand, can be the source of waste and inefficiency in a variety of ways (Siagian, 2002). Employee responses to HRM practices are interpreted in a variety of ways (Santhanam et al., 2017). HRM must be able to motivate employees by bringing new ideas and strategies to improve organizational settings by implementing performance management. (Qasim Awais, Saleem Farida, 2022). As a result, the presence of human resource management in a company should be of particular concern.

#### **Work Productivity**

According to Sutrisno, (2016)Productivity is generally defined as the relationship between output (goods or services) and input (labor, materials, money). Productivity is a measure of productive efficiency. A comparison between output and input results. Input is often limited by labor, while output is measured in physical units, form, and value. Productivity is concerned with the end result, specifically how much of the end result is obtained during the production process. (Sulistiani dan Rosidah, 2003). Umar revealed it as well. (2004) The quantity of products produced can be utilized for calculating productivity. The quantity of products produced can be utilized for assessing productivity.

#### Allowances

Wake Up, (2012) defines "Allowances as financial and non-financial compensation received by employees indirectly for the continuation of their work at the company where they work". Moekijat., (2010) defines "Allowances are indirect remuneration provided by the company to its workforce apart from wages and salaries in order to increase employee morale". As a result, an allowance can be defined as financial support for an employee.

#### Work Disiplin

According to Sutrisno, (2014) Work discipline is an attitude of willingness and willingness of a person to obey and obey the rules that apply in the organization. According to SP Malayu Hasibuan, (2012) Discipline is a person's ability to work regularly, diligently, continuously, and work according to the rules that apply by not violating the rules that have been set. Discipline is one of the requirements for employees to meet performance and behavior standards, including maintaining their presence within predefined time limits. Every employee requires work discipline. Discipline becomes a requirement for the development of attitudes, behaviors, and the discipline of a disciplined life that will make employees feel at ease at work. That way will create a conducive working atmosphere and support efforts to achieve goals Civil Servant Discipline in the government regulation of the Republic of Indonesia number 53 of 2010 article 1 number 1 is the ability of civil servants to comply with obligations and avoid prohibitions specified in statutory regulations and/or official regulations which, if not obeyed or violated, are subject to punishment discipline

#### **METHODS**

This type of research is explanatory research with a quantitative approach and is carried out using the questionnaire method. The research object consists of the independent variables, namely organizational culture, work ability and organizational commitment, and the dependent variable (the dependent variable) organizational citizenship behavior. The population in this study were all Civil Servants (PNS) in The Ministry of Financial Management And Regional Income Pariaman City, totaling 54 employees. According to Sugiyono, (2018) explain the meaning of total sampling. "Total sampling is a sampling technique when all members of the population are used as samples. The sample in this study were 54 employees of the Regional Revenue and Financial Management Agency of Kota Pariaman.

### RESULTS AND DISCUSSION Responden Demografi :

The study's findings were based on a total sample of 54 respondents, with respondents' characteristics in the journal based on gender, last education, income, period of office, and groups. The majority of respondents (52%, or 28 people) were female, followed by male (48%, or 26 people). Further, most respondents are in high school, with a percentage of 40% or as many as 40 people, followed by a bachelor's degree with a percentage of 20% or as many as 12 people, a diploma with a presentation of 12% or as many as 7 people, and a master's course with a percentage of 2% or as many as 1 person. According to the department, it mostly ranged from 10-15 years with a percentage of 35% or as many as 19 employees, followed by the period of the respondent with a range of >15 years with a percentage of 26% or 14 employees, while the time of respondents with a range of 5 years was 20% or 11 employees, and the time of the correspondent with a range of 5-10 years was 19% or as many as 10 employees. Finally, based on the class of respondents III (Penata) with 78% or 42 employees, the class of respondents II (Administrator) with 13% or 7 employees, and the class of respondents IV (Builder) with 7% or 4 employees, and the number of respondents I (Jura) is 1%, or as many as 1 employee. (see, table 1)

Tabel 1 . Respondent Characteristik

Information	Total	Percentage %
Gender		
Man	26	48
Female	28	52
Senior High School	5	9
Education		
Diploma	6	11
Master	34	63
Magister	9	17
Income		
<rp.2.500.000< td=""><td>1</td><td>2</td></rp.2.500.000<>	1	2
Rp.2.500.000 - Rp.5.000.000	40	74
Rp.5.000.000 - Rp.7.500.000	8	15
>Rp.7.500.000	5	9
< 5 Year	11	20
5-10 Year	10	19
10-15 Year	19	35
> 15 Year	14	26
Gruop		



I (Juru)	1	2
II (Pengatur)	7	13
III (Penata)	42	78
IV (Pembina)	4	7

#### Data analysis method Validity test

According to Ghozali Imam, (2001) validity test is used to measure the validity or validity of a questionnaire. To test the validity of each item, item analysis was used, namely correlating the score of each item with the total score, which is the sum of the item scores (corrected item total correlation), the completion of which was carried out using the SPSS 22.0 program. The validity test is used by comparing the value of the corrected item total correlation > 0.3. If the value obtained is > 0.3 then the question is declared valid Ghozali Imam, (2001). is shown in table 2 below:

Tabel 2. Uji Validitas

		Corrected	
Variable	Statement	Item-Total	Information
	Item 1	0.354	Valid
	Item 2	0.403	
	Item 3	0.517	Valid
	Item 4	0.577	Valid
Productivity	Item 5	0.528	Valid
Troductivity	Item 6	0.528	Valid
	Item 7	0.456	Valid
	Item 8	0.603	Valid
	Item 9	0.602	Valid
	Item 10	0.427	Valid
	Item 1	0,442	Valid
	Item 2	0.402	Valid
	Item 3	0.463	Valid
Giving Regional	Item 4	0.573	Valid
Allowances	Item 5	0.441	Valid
	Item 6	0.327	Valid
	Item 7	0.526	Valid
	Item 8	0.557	Valid
	Item 1	0.436	Valid
	Item 2	0.588	Valid
	Item 3	0.414	Valid
Warls Dissiplier	Item 4	0.360	Valid
Work Discipline	Item 5	0.591	Valid
	Item 6	0.634	Valid
	Item 7	0.447	Valid
	Item 8	0.604	Valid

#### **Reliability Test**

The reliability test was carried out on valid questions. The formula used to test reliability in research is Cronbach's alpha, which is done by comparing Cronbach's alpha values. If the Cronbach's alpha value is > 0.6, the results are said to be reliableAs a result, the variables (employee work productivity (Y), regional allowances (X1), and work discipline (X2) can be considered reliable. Table 3 shows this.

Tabel 3 Uji Reliabilitas Nilai *Cronbach's Alpha* 

Instrumen Variabel	Nilai <i>Cronbach's</i> Alpha
Employee Productivity (Y)	0,817
Giving Regional Allowances (X1)	0,763
Work Discipline (X <sub>2</sub> )	0,791

#### Data analysis technique

In this study, several data tests will be used to test and manage data. Tests carried out include descriptive statistics, classic assumption tests, and hypothesis testing

#### RESEARCH RESULT

#### Classic Asumis Test Normality test

The following is a table of Kolmogrov Smirnov values for each variable.

# Table 4 Normality Test One-Sample Kolmogorov-Smirnov Test One-Sample Kolmogorov-Smirnov Test

		Unstandardized Residuals
N		54
Normal Parameters, b	Means	.0000000
	std. Deviation	3.03322352
Most Extreme Differences	absolute	.139
	Positive	.104
	Negative	139
Test Statistics		.139
asymp. Sig. (2-tailed)		.111c

a. Test distribution is Normal.

Source: SPSS statistical data processing version 22,2022

Result testing in the table 4 above the SPSS 22 processing it was found that the value of each variable the Kolmogrov Smirnov value was 0.139 with a significance > 0.05, namely 0.111 and It can be said that the data is normally distributed.( see table 4)

#### **TestMulticollinearity**

Based on the results of data processing that has been done, the following results are obtained:

### Table 5 Multicollinearity Test Results

b. Calculated from data.

c. Lilliefors Significance Correction.



#### Coefficientsa

		Collinearity Statistics	
	Model	tolerance	VIF
1	(Constant)		
	Provision of Regional Allowances	.601	1,664
	Work Discipline	.601	1,664

a. Dependent Variable: Employee Work Productivity Source: SPSS statistical data processing version 22,2022

In table 5 it can be seen that the independent variables have a VIF value below 10 and a tolerance value above 0.10. From the SPSS results above, it can be concluded that independent in this study is free from multicollinearity symptoms so that further data processing can be carried out.

#### **Multiple Linear Regression Test**

Multiple regression analysis is used by researchers, if the researcher intends to predict how the condition (rising and falling) of the dependent variable (criterion) is, if two or more independent variables as predictor factors are manipulated (the value is increased or decreased). So multiple regression analysis will be carried out if the number of independent variables is at least 2 (Sugiyono, 2019)The results of multiple linear analysis can be seen in Table 6 below:

Table 6
Multiple Linear Regression Test Results
Coefficients a

C4--- 1--- 1

	Unstanda	ıraizea	Standardized		
	Coefficie	ents	Coefficients		
Model	В	std. Error	Betas	t	Sig.
1 (Constant)	11.245	4,863		2,313	.025
Provision of Reg Allowances	ional .559	.170	.446	3,296	002
Work Discipline	.349	.167	.282	2083	042

a. Dependent Variable: Employee Work Productivity

Source: SPSS statistical data processing version 22

In the table above, the estimation model can be analyzed as follows:

$$Y = a + \beta_1 X_1 + \beta_2 X_2 + e$$

$$Y = 11.245 + 0.559X1 + 0.349X2$$

Information:

Y = Employee Work Productivity

 $\beta_1$ - $\beta_2$  = Regression Coefficient

 $\alpha$  = Constant

X1= Provision of Regional Allowances

X2= Work Discipline

The numbers resulting from the test are explained as follows: **Constant** ( $\propto$ )

The constant value obtained is 11.245. This means that if the independent variables, namely the provision of regional allowances and work discipline, are zero, then the employee's work productivity is a constant of 11.245. Regression Coefficient ( $\beta$ )X1

The value of 0.559 in the regional allowance variable (X1) is positive so that it can be said that the higher the level of regional allowances, the higher the level of employee work productivity.

#### a. Regression Coefficient (β) X2

The value of 0.349 in the work discipline variable (X2) is positive so that it can be said that the higher the level of work discipline, the higher the level of employee productivity.

#### t test (Partial)

According to Ghozali, (2014) the t statistical test basically shows how far the influence of one explanatory/independent variable individually explains the variation of the dependent variable. *Testing* done by looking at the significant level (p-value), if the significance level resulting from the calculation is below 0.05 then the hypothesis is accepted, conversely if the calculated significance level is greater than 0.05 then the hypothesis is rejected. Can be seen in table 7 below:

## TableTable 7 Test Results Test t Coefficients a

	Unstandard		Standardized		
	Coefficient	S	Coefficients	_	
Model	В	std. Error	Betas	t	Sig.
1 (Constant)	11.245	4,863		2,313	.025
Provision of Regional Allowances	.559	.170	.446	3,296	002
Work Discipline	.349	.167	.282	2083	042

a. Dependent Variable: Employee Work Productivity Source: SPSS statistical data processing version 22

Based on the table above, the t test results are obtained as follows:

#### a) Hypothesis Test 1 (H1)

The significance value of p-value = 0.002 < 0.05, so the results of the partial test (t test) between the regional allowance variable and the employee work productivity variable show a regression coefficient value of 0.559 and a probability value of 0.002 < 0.05, this means that the Regional allowances have a significant effect on employee work productivity. So it can be concluded that the decision is that Ha is accepted and H0 is rejected, meaning that the provision of regional allowances affects the work productivity of employees at The Ministry Of Financial Management And Regional Income Pariaman City

#### b) Hypothesis 2 Test (H2)

The significance value of p-value = 0.042 < 0.05, so the results of the partial test (t test) between work discipline variables and employee work productivity variables show a regression coefficient value of 0.349 and a probability value of 0.042 < 0.05, this means that work discipline significant effect on employee work productivity. So it can be concluded that the decision is that Ha is accepted and H0 is rejected, meaning that work discipline affects the work productivity of employees at the The Ministry Of Financial Management And Regional Income Pariaman City

#### F Test (Simultaneous)

This study aims to see how the influence of all the independent variables together on the dependent variable. Or to test whether the regression model we made is good/significant or not good/non-significant. The results of this F-Test calculation can be seen in table 8 as follows:

Table 8 Test Results Test F ANOVAa

		Sum	of				
Model		Squares	df	MeanSquare	F	Sig.	
1	Regression	379,876	2	189,938	19,865	.000b	
	residual	487,624	51	9,561			

Total 867,500 53

a. Dependent Variable: Employee Work Productivity

b. Predictors: (Constant), Work Discipline, Regional Allowances

Source: SPSS version 2 statistical data processing

Based on the calculation results above, it can be seen that the Fcount value is 19.865 and the sig value is 0.000. So in this study, a Sig value of 0.000 <0.05 was obtained. So it can be concluded that testing the hypothesis Ha is accepted and H0 is rejected. This explains that the provision of regional allowances and work discipline simultaneously (together) affects the work productivity of employees at The Ministry Of Financial Management And Regional Income Pariaman City

#### **R2** Test or Coefficient of Determination

The coefficient of determination (R2) describes how far the model's ability to explain the variation in the dependent variable. A value close to one means that the independent variables provide almost all the information needed to predict variations in the dependent variable (Ghozali, 2016). Testing the test of the coefficient of determination can useapplication SPSS. SPSS calculation results will be obtained Adjusted R Square. Results calculation the coefficient of determination of this study can be seen in table 9 below:

Table 9
Test Results for the Coefficient of Determination (R2)
Summary modelb

Model R	R Square	Adjusted R Square	std. Error of the Estimate	Durbin-Watson
1 .60	52a .438	.416	3,092	1970

- a. Predictors: (Constant), Work Discipline, Regional Allowances
- b. Dependent Variable: Employee Work Productivity

Source: SPSS statistical data processing version 22

outputSPSS canseenthat from the calculation it is obtained that the Coefficient of Determination (R2) is 0.416. This shows that a large percentage of employee work productivity can explained by independent variables of regional allowances and work discipline of 41.6%, while the remaining 58.4% is influenced by other variables outside the model

#### **Research Discussion**

This study aims to determine the effect of giving regional allowances and work discipline in increasing employee work productivity at The Ministry of Financial Management And Regional Income Pariaman City. Interpretations regarding the influence of regional allowances and work discipline can be discussed as follows:

### The Effect of Regional Allowances on Employee Work Productivity at the Office of the The Ministry of Financial Management and Regional Income Pariaman City

Based on the results of the partial test analysis (t test) between the variable giving regional allowances and the employee work productivity variable, it shows a regression coefficient value of 0.559 and a significance value of 0.002 <0.05, this means that the provision of regional allowances has a significant effect on employee work productivity at the The Ministry of Financial Management and Regional Income Pariaman City. This means that the provision of regional allowances to employees can increase employee work productivity in carrying out their duties and functions in a government organization.

The results of this study strengthen the research conducted by (Yazid, 2014; Dinantara, MD, & Oktaviani, 2019; Abdussamad., 2014) states that the provision of allowances (compensation) has a

positive and significant effect on work productivity. However, this research is not in line with research conducted byMunth, (2018) which states that compensation has a positive but not significant effect on employee productivity.

### The Effect of Work Discipline on Employee Work Productivity at the Office of the Regional Revenue and Financial Management Agency in Pariaman City

Based onresults analysis partial testing (t test)between variableswork discipline with the variable employee work productivity shows a regression coefficient value of 0.349 and a significance value of 0.042 <0.05, this means that work discipline has a significant effect on employee work productivity at the office of The Ministry of Financial Management And Regional Income Pariaman City. This means that employee discipline affects productivity results. The better the employee in terms of work discipline, the better the performance. Without good discipline, it will be difficult for an organization to achieve optimal results.

The results of this study strengthen the research conducted by(Astria C. N Ruauw, 2015; Juliana, J., Felicia, F., Ghozali, E., Ellen, H., & Figo, 2020; Nindy Ellese Ekawati, 2020; Hindriari, 2018; El Vionita, 2021; Efendi, N., Hendri, E., & Kurniawan, nd) which states that work discipline has a positive and significant effect on work productivity.

### The Influence of Regional Allowances and Work Discipline on Employee Work Productivity at The Ministry of Financial Management and Regional Income Pariaman City

The results of the analysis of multiple linear regression coefficients (test f) between the variables of regional allowances and work discipline simultaneously (together) affect the work productivity of employees at the office of The Ministry of Financial Management and Regional Income Pariaman City. Based on the calculation results of the f test, it can be seen that the Fcount value is 19.865 and a significance value of 0.000 is obtained <0.05.

Based on the SPSS output, it can be seen that the calculation obtained the Coefficient of Determination (R2) of 0.416. This shows that the percentage of employee work productivity that can be explained by the independent variables of regional allowances and work discipline is 41.6%, while the remaining 58.4% is influenced by other variables outside the model.

#### Conclusion

Based on the results of data analysis, hypothesis testing and discussion that has been explained in the previous chapter, the researcher draws several conclusions on the results of the analysis, namely as follows: The results of the partial test (t test) between the regional allowance variable and the employee work productivity variable show a regression coefficient value of 0.559 and a significance value of 0.002 <0.05, this means that the provision of regional allowances has a significant effect on employee work productivity at the The Ministry of Financial Management and Regional Income Pariaman City. The results of the partial test (t test) between work discipline variables and employee work productivity variables show a regression coefficient value of 0.349 and a significance value of 0.042 <0.05, this means that work discipline has a significant effect on employee work productivity at the Office of The Ministry of Financial Management and Regional Income Pariaman City. Simultaneous test results (f test) between the variables of regional allowances and work discipline on employee work productivityshows a significance value of 0.000 <0.05, in this case the provision of regional allowances and work discipline simultaneously affects the work productivity of employees at The Ministry of Financial Management and Regional Income Pariaman City

Appendix



Variable	ltem
Employee Productivity	EP1 I carry out the work accordingly my position
Sutrisno, (2016)	EP 2 The work I producemet the targets set by the organization.
	EP 3 The amount of work I handle always meets the set targets
	EP 4 I feel I can get the job done I feel I can get the job done with
	approriate in accordance with standard whicest
	EP 5 I try to complete the work before the deadline set by the boss
	EP 6 I have never complained and felt the burden of work that is my responsibility
	Ep 7 Current work requires thought and challenges in the
	implementation of work activities
	Ep 8 I always try to fix mistakes what I have done in carrying out work
	EP 9The results of my work so far are in accordance with the quality specified by the company
	EP 10 The quality of my work always meets established standards
	GRA 1 I work 20 days for 1 month
	GRA 2 I always follow the morning apple
Giving Regional	GRA 3 I am meticulous in completing work.
Allowances	GRA 4 The quality of work I produce is always good rated by
Perwako Pariaman	superiors  CDA 5 Lam able to achieve the growtity of yearly that is has been
No.1 of 2020	GRA 5 I am able to achieve the quantity of work that is has been determined by the agency
concerning Guidelines	GRA 6 I carry out task addition Which given by the leadership
for Providing Additional Income	related to the position
Additional Income	GRA 7 I always think about how something work results can be
	improved
	GRA 8 I always find method new For get the job done better
Work Discipline SP	WD 1 I come and go home according to the working hours applied to
Malayu Hasibuan,	the organization
(2012)	WD 2 I comply with the company's operational standards (SOP) in
	carrying out work.
	WD 3 I can finish work on time
	WD 4 I can get the job done effectively
	WD 5 I use, the facilities in the office are appropriate with the
	procedures and rules that apply
	WD 6 My absenteeism rate is high during work
	WD 7 I have never been absent from my work without reason.

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