

CHAPTER I

INTRODUCTION

1.1 Reason for Choosing the Title

The developing business world is going forward rapidly, and it makes companies, like manufacturing, servicing, and trading companies have to compete each other tightly. Each company has to face this condition and also has to take every business opportunity. Preparing a good management is needed very much to develop the companies.

One of the functions of company management is personnel function (staffing). This function consists of the important source influential for the companies development, that is human resource. Human resource is people who give their power, talent, loyalty, creativity, and every thing they do for the companies. The companies will fail to get their purpose without them. The people who are worthy to the companies will receive an appreciation during they are working there. The appreciation is called salary. The workers will have big spirit and motivation on their working because of salary.

Human resource is one of important aspects for the companies because good human resources quality will bring the companies to be successful in getting their purpose.

Bank PD. BPR BKK Jepara is one of banks in Jepara district which gives credits to the society especially for the middle social class to the lower social class. It has many units established in many sub districts in Jepara. Each unit has

several employees in running the bank activities. One of the units of Bank PD. BPR Jepara is Bank PD. BPR BKK Jepara Mayong Unit. Bank PD. BPR BKK Jepara recruits the employees carefully, because the developing of Bank PD. BPR BKK Jepara depends on the employee's work. Each employee must have professionalism in working.

Bank PD. BPR BKK Jepara Mayong Unit makes systems in controlling and managing the employee's work, including the salary payment procedure. Employee in a company is one worth asset because company without employee can not run the activities. Based on the reason above, the writer chooses the title "Salary Payment Procedure at Bank PD. BPR BKK Jepara Mayong Unit" because the writer wants to know deeper about the salary payment procedure at Bank BPR BKK Jepara Mayong Unit.

1.2 Statement of the Problem

The problems of this paper are:

1. What are the components of the employee's salary at Bank PD. BPR BKK Jepara?
2. What is the salary payment procedure at Bank PD, BPR BKK Jepara?

1.3 Limitation of the Problem

The writer limited the problems of this paper into describing the components of the employee's salary and salary payment procedure when the writer had field study there.

1.4 Objective of the Study

The objectives of this paper are:

1. To describe components of the employee's salary at Bank PD. BPR BKK Jepara.
2. To describe the salary payment procedure at Bank BPR BKK Jepara.

1.5 Significance of the Study

The significance that could be taken from the results of this study are:

1. **For the writer**
 - a. To acquire new experience and knowledge from the salary procedure at Bank PD. BPR BKK Jepara as a provision to enter business world.
 - b. The writer can apply the knowledge he gets from school to the company.
2. **For the company**
 - a. To get some inputs that will be useful for the company development.
 - b. As an instrument to introduce Bank BPR BKK Jepara to the public especially to the education world.
3. **For the University**
 - a. This paper adds the information and also can be used as reference especially for the students who want to study about the salary procedure in general.
 - b. As an evaluation of education development of Dian Nuswantoro University especially Diploma III Study Program of English Language.

1.6 Implementation of the Study

This field study was conducted at Bank BPR BKK Jepara, at Mayong Jepara Street Jepara for a month (started from January 30, 2006 to February 26, 2006). The activities that the writer did during the study are:

NO.	DATE	ACTIVITY
I	February 1, 2006	Making introduction with office staff
2	February 2, 2006	Doing observation
3	February 3 - 4, 2006	Helping the cashier to give service to the customers
4	February 6 - 8, 2006	Helping to type the documents in doing and giving credit
5	February 9 - 11, 2006	Helping the debt collector to ask for payment of the customer' debt which was on due date
6	February 13 - 14, 2006	Helping to survey to the customers place who asked for a loan
7	February 16 - 18, 2006	Helping to make a report about surveying.
8	February 20, 2006	Helping to write the cost controlling card
9	February 21 - 23, 2006	Collecting the data about surveying
10	February 24 - 26, 2006	Helping to write a file in a big book

1.7 Method of Data Collection

To write this paper the writer used several data, while the method used in collecting the data are as follows:

1. Observation

According to Nasir (1999:212) "Direct Observation is a method of collecting data without any help of other equipment".

By using this method the writer observed directly the accounting department at Bank BPR BKK Jepara.

2. Interview

According to Nasir (1983:211) "Interview is a process which is done to get information for a research purpose by face to face between interviewer and respondent".

By using this method the writer interviewed the Head of Accounting Department of the company about the payment procedure, components of salary.

3. Library Research

According to Nasir (1983) "Library Research is a method of collecting data by using books related to the study".

By using this method the writer read some books related to the problem.

1.8 Paper Organization

The organization of this paper is:

Chapter I : Introduction. This chapter consists of reason for choosing the title, statement of the problem, limitation of the problem, objective of the study, significance of the study, implementation of the study, method of data collection, paper organization.

Chapter II : Literature Review. This chapter consists of definition of procedure, definition of salary, definition of allowance, kinds of allowance, functions of allowance, principles of salary payment.

Chapter III : Salary Payment Procedure at Bank BPR BKK Jepara Mayong Unit. This chapter consists of history of Bank PD. BPR BKK Jepara, organizational structure, job descriptions, salary payment at Bank PD. BPR BKK Jepara Mayong Unit.

Chapter IV: Conclusion and Suggestion. This chapter consists of conclusion and suggestion.