Kertas Kerja EMON

Bulan Desember Tahun 2025

Wihelmus Wedo dari Pilar Manajemen SDM

Pendahuluan

Selamat datang di Kertas Kerja EMON bulan desember tahun 2025'.

1. Pengisian dilakukan menggunakan *Google Form*
2. Penilaian Aspek Kinerja dan Aspek BerAKHLAK menggunakan skala 1-6
3. Ditambahkan Aspek Tugas Tambahan dalam penghitungan EMON
4. Ditambahkan fitur Dashboard.
5. Untuk lebih jelasnya, silahkan dilihat KAK Employee of the Month Revisi ke-3

```r
knitr::opts_chunk$set(
  message = FALSE, warning = FALSE
)


library(tidyverse)
library(readxl)
library(here)
library(magrittr)
```

Penghitungan Aspek Tugas Tambahan

```r
## Pendahuluan ---------------------------------
library(tidyverse)
library(googlesheets4)
library(janitor)

my_email <- "rex.evan96@gmail.com"

gs4_auth(email = my_email)

link_response <- "https://docs.google.com/spreadsheets/d/1WTj1kB83yp4_jM7aTNuBV_0h4kFFiydDJzLqKq4T348/edit?usp=sharing"

tt_tbl <- read_sheet(link_response, sheet = "tugas_tambahan") |>
  select(pegawai = nama_pegawai, tugas_tambahan = "november") |>
  mutate(tugas_tambahan = str_replace(tugas_tambahan, "-", NA_character_))

# library(tidyverse)
# library(readxl)
#
# tt_tbl <- read_xlsx("analysis/penilaian emon - kegiatan tambahan.xlsx", skip = 1, sheet = "juli") |> janitor::clean_names()

tt_tbl_hitung <-
tt_tbl |>
  mutate(
    test = str_split(tugas_tambahan, pattern = ","),
```

```
  test2 = map_int(test, \(x) length(x)),
  tt_jml = if_else(tugas_tambahan |> is.na(), 0, test2)
) |>
  select(pegawai, tugas_tambahan, tt_jml) |>
  mutate(
  tt_jml_max = max(tt_jml), # jumlah tugas tambahan terbanyak untuk dijadikan patokan
  tt_pct = (tt_jml / tt_jml_max), # persentase terhadap tugas tambahan
  aspek_tugas_tambahan = tt_pct * (20/100) * 6 # bobot 20% terhadap keseluruhan indeks EMON.
  #Karena indeks emon menggunakan skala 1 - 6, maka niali aspek ini juga paling tinggi ini adalah 6
)

saveRDS(tt_tbl_hitung, file = str_c(Sys.Date(), "_aspek_tambahan.rds"))


tt_tbl_hitung |>
  arrange(desc(aspek_tugas_tambahan)) |>
  knitr::kable()
```

pegawai	tugas_tambahan	tt_jml	tt_jml_max	tt_pct	aspek_tugas_tambahan
Choirunnisa Jati Safitri	Admin MBG, Seruti	2	2	1.0	1.2
Clementine Mursitadewi Riantoby	Seruti, PML MBG	2	2	1.0	1.2
Yohanes Lada Regaletha	seruti, PML MBG	2	2	1.0	1.2
Afriani Niana Danus	PML MBG	1	2	0.5	0.6
Alvino Alexandro Yappy	admin sakernas	1	2	0.5	0.6
Kasianus Vinsensius Wero	seruti	1	2	0.5	0.6
Maria Carlin Bepsi Costa	PJ MBG	1	2	0.5	0.6
Alberto Nong Dus	NA	0	2	0.0	0.0
Averinus Emanuel	NA	0	2	0.0	0.0
Cornelia Christina Temu	NA	0	2	0.0	0.0
Felia Tifani Cornelia Klau	NA	0	2	0.0	0.0
Fransiskus Saverius Soba	NA	0	2	0.0	0.0
Imelda Sandrawati Ambot	NA	0	2	0.0	0.0
Juliana Marbun	NA	0	2	0.0	0.0
Klara Yosefa Edralin Paoe	NA	0	2	0.0	0.0
Kristianus Noe	NA	0	2	0.0	0.0
Maria Diaz De Rozari	NA	0	2	0.0	0.0
Maria Helionora Yulinda Sair	NA	0	2	0.0	0.0
Maria Megachita Da Silva	NA	0	2	0.0	0.0
Maryo Yoseph Ambarto Dwi Sili Osan	NA	0	2	0.0	0.0
Neka Putri Fardila	NA	0	2	0.0	0.0
Nikolaus Jo Juang	NA	0	2	0.0	0.0
Sekolastika Maria Filipensa Naru	NA	0	2	0.0	0.0
Valentinus Nong Sina Gharu	NA	0	2	0.0	0.0
Victorianty Leny Roy	NA	0	2	0.0	0.0
Wihelmus Wedo	NA	0	2	0.0	0.0
Yoseph Yakobus Dedo	NA	0	2	0.0	0.0

Aspek Administrasi

```r
library(tidyverse)
library(readxl)
library(magrittr)

file_presensi <- "analysis/Rekap Presensi Satker 1767753483360.xlsx"

presensi <-
  file_presensi |>
  read_xlsx(skip = 6) |>
  janitor::clean_names() |>
  select(pegawai = nama, hd, ht, psw)

hitung_aspek_kehadiran_mei <- function(data_presensi) {

  y <-
  data_presensi |>
    mutate(
      hd  = as.integer(hd),
      ht  = as.integer(ht),
      psw = as.integer(psw),
      pct_hadir = (1 - (ht + psw)  / hd) * 100
    ) |>
    mutate(teguran = 0) |>
    mutate(
      kehadiran =
        case_when(
          pct_hadir == 100 ~ 6,
          pct_hadir |> between(95.00, 99.99) ~ 5,
          pct_hadir |> between(90.00, 94.99) ~ 4,
          pct_hadir |> between(85.00, 89.99) ~ 3,
          pct_hadir |> between(80.00, 84.99) ~ 2,
          pct_hadir < 80.00 ~ 1,
          .default = NA
        ),
      kedisiplinan = case_when(
        teguran == 0 ~ 6,
        teguran == 1 ~ 1,
        teguran > 1 ~ 0,
        .default = NA
      )
    ) |>
    mutate(
      aspek_administrasi = (kehadiran * 0.6 + kedisiplinan * 0.4) * 0.2 #bobot 20%
    )
```

```
  return(y)
}


tbl_presensi <- hitung_aspek_kehadiran_mei(presensi)

saveRDS(tbl_presensi, file = str_c(Sys.Date(), "_aspek_administrasi.rds"))

tbl_presensi |>
  arrange(desc(aspek_administrasi)) |>
  knitr::kable()
```

pegawai	hd	ht	psw	pct_hadir	teguran	kehadiran	kedisiplinan	aspek_administrasi
Valentinus Nong Sina Gharu	21	0	0	100.00000	0	6	6	1.20
Kristanto Setyo Utomo	8	0	0	100.00000	0	6	6	1.20
Maria Diaz De Rozari	18	0	0	100.00000	0	6	6	1.20
Kasianus Vinsensius Wero	21	0	0	100.00000	0	6	6	1.20
Yoseph Yakobus Dedo	21	0	0	100.00000	0	6	6	1.20
Averinus Emanuel	21	0	0	100.00000	0	6	6	1.20
Imelda Sandrawati Ambot	20	0	0	100.00000	0	6	6	1.20
Maria Helionora Yulinda Sair	21	0	0	100.00000	0	6	6	1.20
Afriani Niana Danus	21	0	0	100.00000	0	6	6	1.20
Maria Carlin Bepsi Costa	16	0	0	100.00000	0	6	6	1.20
Wihelmus Wedo	17	0	0	100.00000	0	6	6	1.20
Clementine Mursitadewi Riantoby	15	0	0	100.00000	0	6	6	1.20
Felia Tifani Cornelia Klau	15	0	0	100.00000	0	6	6	1.20
Maria Megachita Da Silva	21	0	0	100.00000	0	6	6	1.20
Maryo Yoseph Ambarto Dwi Sili Osan	21	0	0	100.00000	0	6	6	1.20
Alvino Alexandro Yappy	15	0	0	100.00000	0	6	6	1.20
Juliana Marbun	18	0	0	100.00000	0	6	6	1.20
Choirunnisa Jati Safitri	19	0	0	100.00000	0	6	6	1.20
Neka Putri Fardila	21	0	0	100.00000	0	6	6	1.20
Alberto Nong Dus	21	0	0	100.00000	0	6	6	1.20
Yohanes Lada Regaletha	21	1	0	95.23810	0	5	6	1.08
Klara Yosefa Edralin Paoe	21	1	0	95.23810	0	5	6	1.08
Kristianus Noe	21	1	0	95.23810	0	5	6	1.08
Nikolaus Jo Juang	21	0	1	95.23810	0	5	6	1.08
Fransiskus Saverius Soba	17	1	0	94.11765	0	4	6	0.96
Sekolastika Maria Filipensa Naru	19	2	0	89.47368	0	3	6	0.84
Cornelia Christina Temu	9	0	1	88.88889	0	3	6	0.84
Victorianty Leny Roy	21	1	3	80.95238	0	2	6	0.72

Aspek Kinerja dan Aspek BerAKHLAK

```r
## Pendahuluan ----------------------------------
library(tidyverse)
library(googlesheets4)
library(janitor)

my_email <- "rex.evan96@gmail.com"

gs4_auth(email = my_email)

link_response <- "https://docs.google.com/spreadsheets/d/1WTj1kB83yp4_jM7aTNuBV_0h4kFFiydDJzLqKq4T348/edit?usp=sharing"

penilaian_dimulai <- "2026-01-05 00:00:00"
penilaian_selesai <- "2026-01-09 16:30:00"


## Getting data -------------------------------
tbl_colnames  <- read_sheet(ss = link_response, sheet = "colnames")
tbl_exclude   <- read_sheet(ss = link_response, sheet = "exclude")
tbl_surat     <- read_sheet(ss = link_response, sheet = "surat")

tbl_response_all <- read_sheet(ss = link_response, sheet = "response") |>
  rename_with(~ tbl_colnames$new_name, all_of(tbl_colnames$old_name))

tbl_response <-
  tbl_response_all |>
  anti_join(tbl_exclude, join_by(timestamp)) |>
  filter(timestamp > penilaian_dimulai) |>
  filter(timestamp <= penilaian_selesai)


## Pemeriksaan penilaian ganda --------------------------

## sesuai surat, tidak ada penilaian ganda

cek_ganda <- function(data) {

  y <-
    data |>
    select(ketua_pmo, pegawai) |>
    group_by(ketua_pmo, pegawai) |>
    count() |>
    arrange(desc(n))

  return(y)
}
```

```
cek_ganda(tbl_surat)
```

```
# A tibble: 48 x 3
# Groups:   ketua_pmo, pegawai [48]
   ketua_pmo                pegawai                              n
   <chr>                    <chr>                            <int>
 1 Averinus Emanuel         Maryo Yoseph Ambarto Dwi Sili Osan   1
 2 Choirunnisa Jati Safitri Alvino Alexandro Yappy               1
 3 Choirunnisa Jati Safitri Clementine Mursitadewi Riantoby      1
 4 Choirunnisa Jati Safitri Kristianus Noe                       1
 5 Choirunnisa Jati Safitri Maryo Yoseph Ambarto Dwi Sili Osan   1
 6 Choirunnisa Jati Safitri Valentinus Nong Sina Gharu           1
 7 Felia Tifani Cornelia Klau Alberto Nong Dus                   1
 8 Felia Tifani Cornelia Klau Neka Putri Fardila                 1
 9 Felia Tifani Cornelia Klau Valentinus Nong Sina Gharu         1
10 Fransiskus Saverius Soba Cornelia Christina Temu              1
# i 38 more rows
```

```r
penilaian_ganda <- cek_ganda(tbl_response) |> filter(n > 1)

## Pemeriksaan kesesuaian -----------------------------

penilaian_sesuai <-
  inner_join(
    x = tbl_response,
    y = tbl_surat,
    by = join_by(ketua_pmo, pegawai)
  )


penilaian_keliru <-
  anti_join(
    x = tbl_response,
    y = penilaian_sesuai,
    by = join_by(ketua_pmo, pegawai)
  )


penilaian_belum <-
  anti_join(
    x = tbl_surat,
    y = penilaian_sesuai,
    by = join_by(ketua_pmo, pegawai)
  )
```

Penghitungan indeks EMON

```r
tbl_aspek_administrasi <- read_rds(str_c(Sys.Date(), "_aspek_administrasi.rds"))
tbl_aspek_tambahan <- read_rds(str_c(Sys.Date(), "_aspek_tambahan.rds"))

tbl_emon <-
penilaian_sesuai |>
  select(pegawai, mutu:kolaboratif) |>
  summarise(
    across(mutu:kolaboratif, \(x) mean(x, na.rm = TRUE)),
    .by = pegawai
  ) |>
  mutate(
    mutu          = mutu * (10/100), # bobot 10%
    produktivitas = produktivitas * (10/100), # bobot 10%
    pengetahuan   = pengetahuan * (10/100), # bobot 10%
    kehandalan    = kehandalan * (10/100), # bobot 10%
    waktu         = waktu * (30/100), # bobot 30%
    inisiatif     = inisiatif * (10/100), # bobot 10%
    kerjasama     = kerjasama * (20/100) # bobot 20%
  ) |>
  mutate(
    ber_pelayanan = ber_pelayanan * (10/100), # bobot 10%
    akuntabel     = akuntabel * (10/100), # bobot 10%
    kompeten      = kompeten * (10/100), # bobot 10%
    harmonis      = harmonis * (10/100), # bobot 10%
    loyal         = loyal * (10/100), # bobot 10%
    adaptif       = adaptif * (30/100), # bobot 30%
    kolaboratif   = kolaboratif * (20/100) # bobot 20%
  ) |>
  rowwise() |>
  mutate(
    aspek_kinerja = sum(c_across(mutu:kerjasama), na.rm = TRUE) * (30/100),
    aspek_berAKHLAK = sum(c_across(ber_pelayanan:kolaboratif), na.rm = TRUE) * (30/100)
  ) |>
  ungroup() |>
  left_join(tbl_aspek_administrasi, by = join_by(pegawai)) |>
  left_join(tbl_aspek_tambahan, by = join_by(pegawai)) |>
  mutate(indeks_emon = aspek_administrasi + aspek_kinerja + aspek_tugas_tambahan + aspek_berAKHLAK) |>
  select(pegawai, starts_with("aspek_"), indeks_emon)


tbl_emon |>
  arrange(desc(indeks_emon)) |>
  knitr::kable()
```

pegawai	aspek_kinerja	aspek_berAKHLAK	aspek_administrasi	aspek_tugas_tambahan	indeks_emon
Yohanes Lada Regaletha	1.755	1.725	1.08	1.2	5.760
Clementine Mursitadewi Riantoby	1.605	1.650	1.20	1.2	5.655
Choirunnisa Jati Safitri	1.500	1.500	1.20	1.2	5.400
Afriani Niana Danus	1.800	1.800	1.20	0.6	5.400
Maria Carlin Bepsi Costa	1.630	1.700	1.20	0.6	5.130
Alvino Alexandro Yappy	1.650	1.650	1.20	0.6	5.100
Juliana Marbun	1.755	1.770	1.20	0.0	4.725
Maria Diaz De Rozari	1.770	1.680	1.20	0.0	4.650
Maryo Yoseph Ambarto Dwi Sili Osan	1.680	1.650	1.20	0.0	4.530
Neka Putri Fardila	1.520	1.660	1.20	0.0	4.380
Imelda Sandrawati Ambot	1.545	1.500	1.20	0.0	4.245
Kristianus Noe	1.575	1.575	1.08	0.0	4.230
Maria Megachita Da Silva	1.515	1.500	1.20	0.0	4.215
Felia Tifani Cornelia Klau	1.515	1.500	1.20	0.0	4.215
Nikolaus Jo Juang	1.500	1.635	1.08	0.0	4.215
Kasianus Vinsensius Wero	1.200	1.200	1.20	0.6	4.200
Cornelia Christina Temu	1.650	1.600	0.84	0.0	4.090
Valentinus Nong Sina Gharu	1.450	1.430	1.20	0.0	4.080
Alberto Nong Dus	1.350	1.440	1.20	0.0	3.990
Victorianty Leny Roy	1.590	1.650	0.72	0.0	3.960
Sekolastika Maria Filipensa Naru	1.485	1.440	0.84	0.0	3.765
Wihelmus Wedo	1.260	1.200	1.20	0.0	3.660
Averinus Emanuel	1.200	1.200	1.20	0.0	3.600
Maria Helionora Yulinda Sair	1.200	1.200	1.20	0.0	3.600
Yoseph Yakobus Dedo	1.200	1.200	1.20	0.0	3.600
Klara Yosefa Edralin Paoe	1.200	1.200	1.08	0.0	3.480
Fransiskus Saverius Soba	1.200	1.170	0.96	0.0	3.330

Semua pegawai telah dihitung nilai indeks EMON-nya dan diurutkan. Interpretasi nilai emon adalah sebagai berikut :

1. Nilai 1 - 2.99 : secara rata-rata ada di antara kurang baik dan baik
2. Nilai 3 - 5.99 : secara rata-rata ada diantara Baik dan sangat baik
3. Nilai 6 : nilai sempurna a.k.a sangat baik

```
emon_winner <-
tbl_emon |>
  dplyr::filter(indeks_emon == max(indeks_emon)) %$%
  pegawai

# emon_winner <- tbl_emon %$% pegawai[indeks_emon == max(indeks_emon)]
```

Employee of the Month untuk bulan desember tahun 2025 adalah Yohanes Lada Regaletha.

Pengesahan

Script dan Sintaks yang ada di dalam kertas kerja ini telah mengikuti arahan dan langkah-langkah dari KAK.

Ditetapkan di Maumere
pada tanggal 8 Januari 2026

KEPALA
BADAN PUSAT STATISTIK
KABUPATEN SIKKA

KRISTANTO SETYO UTOMO