Kertas Kerja EMON

Bulan November Tahun 2025

Wihelmus Wedo dari Pilar Manajemen SDM

Pendahuluan

Selamat datang di Kertas Kerja EMON bulan november 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 = params$bulan) |>
  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 = ","),
```

```r
  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 1764412321615.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
Yohanes Lada Regaletha	19	0	0	100.00000	0	6	6	1.20
Valentinus Nong Sina Gharu	19	0	0	100.00000	0	6	6	1.20
Kristanto Setyo Utomo	14	0	0	100.00000	0	6	6	1.20
Maria Diaz De Rozari	18	0	0	100.00000	0	6	6	1.20
Fransiskus Saverius Soba	15	0	0	100.00000	0	6	6	1.20
Kasianus Vinsensius Wero	19	0	0	100.00000	0	6	6	1.20
Yoseph Yakobus Dedo	19	0	0	100.00000	0	6	6	1.20
Averinus Emanuel	19	0	0	100.00000	0	6	6	1.20
Imelda Sandrawati Ambot	18	0	0	100.00000	0	6	6	1.20
Maria Helionora Yulinda Sair	18	0	0	100.00000	0	6	6	1.20
Afriani Niana Danus	19	0	0	100.00000	0	6	6	1.20
Wihelmus Wedo	14	0	0	100.00000	0	6	6	1.20
Clementine Mursitadewi Riantoby	18	0	0	100.00000	0	6	6	1.20
Cornelia Christina Temu	9	0	0	100.00000	0	6	6	1.20
Felia Tifani Cornelia Klau	17	0	0	100.00000	0	6	6	1.20
Maria Megachita Da Silva	19	0	0	100.00000	0	6	6	1.20
Alvino Alexandro Yappy	18	0	0	100.00000	0	6	6	1.20
Juliana Marbun	17	0	0	100.00000	0	6	6	1.20
Neka Putri Fardila	20	0	0	100.00000	0	6	6	1.20
Alberto Nong Dus	20	0	0	100.00000	0	6	6	1.20
Kristianus Noe	20	0	0	100.00000	0	6	6	1.20
Nikolaus Jo Juang	20	0	0	100.00000	0	6	6	1.20
Victorianty Leny Roy	20	0	0	100.00000	0	6	6	1.20
Maria Carlin Bepsi Costa	17	1	0	94.11765	0	4	6	0.96
Maryo Yoseph Ambarto Dwi Sili Osan	17	1	0	94.11765	0	4	6	0.96
Choirunnisa Jati Safitri	20	1	1	90.00000	0	4	6	0.96
Sekolastika Maria Filipensa Naru	18	2	0	88.88889	0	3	6	0.84
Klara Yosefa Edralin Paoe	19	2	0	89.47368	0	3	6	0.84

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 <- "2025-11-25"
penilaian_selesai <- "2025-11-28 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
```

```
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
Clementine Mursitadewi Riantoby	1.800	1.800	1.20	1.2	6.000
Yohanes Lada Regaletha	1.695	1.695	1.20	1.2	5.790
Choirunnisa Jati Safitri	1.650	1.650	0.96	1.2	5.460
Alvino Alexandro Yappy	1.800	1.800	1.20	0.6	5.400
Afriani Niana Danus	1.800	1.800	1.20	0.6	5.400
Maria Carlin Bepsi Costa	1.800	1.725	0.96	0.6	5.085
Kasianus Vinsensius Wero	1.500	1.500	1.20	0.6	4.800
Juliana Marbun	1.770	1.800	1.20	0.0	4.770
Nikolaus Jo Juang	1.770	1.770	1.20	0.0	4.740
Kristianus Noe	1.680	1.710	1.20	0.0	4.590
Maria Megachita Da Silva	1.665	1.665	1.20	0.0	4.530
Felia Tifani Cornelia Klau	1.650	1.650	1.20	0.0	4.500
Cornelia Christina Temu	1.650	1.650	1.20	0.0	4.500
Neka Putri Fardila	1.500	1.635	1.20	0.0	4.335
Yoseph Yakobus Dedo	1.530	1.500	1.20	0.0	4.230
Averinus Emanuel	1.500	1.500	1.20	0.0	4.200
Imelda Sandrawati Ambot	1.500	1.500	1.20	0.0	4.200
Maria Helionora Yulinda Sair	1.500	1.500	1.20	0.0	4.200
Wihelmus Wedo	1.500	1.500	1.20	0.0	4.200
Victorianty Leny Roy	1.440	1.560	1.20	0.0	4.200
Fransiskus Saverius Soba	1.500	1.470	1.20	0.0	4.170
Sekolastika Maria Filipensa Naru	1.620	1.650	0.84	0.0	4.110
Alberto Nong Dus	1.320	1.485	1.20	0.0	4.005
Valentinus Nong Sina Gharu	1.335	1.425	1.20	0.0	3.960
Klara Yosefa Edralin Paoe	1.500	1.500	0.84	0.0	3.840

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 november tahun 2025 adalah Clementine Mursitadewi Riantoby'.

Pengesahan

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

Ditetapkan di Maumere
pada tanggal 01 Desember 2025

KEPALA
BADAN PUSAT STATISTIK
KABUPATEN SIKKA

KRISTANTO SETYO UTOMO