Kertas Kerja EMON

Bulan Oktober Tahun 2025

Wihelmus Wedo dari Pilar Manajemen SDM

Pendahuluan

Selamat datang di Kertas Kerja EMON bulan oktober 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	SBR, Admin MBG	2	2	1.0	1.2
Felia Tifani Cornelia Klau	SBR, Inas Bapok	2	2	1.0	1.2
Afriani Niana Danus	SBR	1	2	0.5	0.6
Alberto Nong Dus	SBR	1	2	0.5	0.6
Alvino Alexandro Yappy	SBR	1	2	0.5	0.6
Averinus Emanuel	SBR	1	2	0.5	0.6
Clementine Mursitadewi Riantoby	SBR	1	2	0.5	0.6
Cornelia Christina Temu	SBR	1	2	0.5	0.6
Fransiskus Saverius Soba	SBR	1	2	0.5	0.6
Imelda Sandrawati Ambot	SBR	1	2	0.5	0.6
Juliana Marbun	SBR	1	2	0.5	0.6
Kasianus Vinsensius Wero	SBR	1	2	0.5	0.6
Klara Yosefa Edralin Paoe	SBR	1	2	0.5	0.6
Kristianus Noe	SBR	1	2	0.5	0.6
Maria Carlin Bepsi Costa	SBR	1	2	0.5	0.6
Maria Diaz De Rozari	SBR	1	2	0.5	0.6
Maria Helionora Yulinda Sair	SBR	1	2	0.5	0.6
Maria Megachita Da Silva	SBR	1	2	0.5	0.6
Maryo Yoseph Ambarto Dwi Sili Osan	SBR	1	2	0.5	0.6
Neka Putri Fardila	SBR	1	2	0.5	0.6
Nikolaus Jo Juang	SBR	1	2	0.5	0.6
Sekolastika Maria Filipensa Naru	SBR	1	2	0.5	0.6
Valentinus Nong Sina Gharu	SBR	1	2	0.5	0.6
Victorianty Leny Roy	SBR	1	2	0.5	0.6
Wihelmus Wedo	SBR	1	2	0.5	0.6
Yohanes Lada Regaletha	SBR	1	2	0.5	0.6
Yoseph Yakobus Dedo	SBR	1	2	0.5	0.6

Aspek Administrasi

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

file_presensi <- "analysis/Rekap Presensi Satker 1761966721838.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	23	0	0	100.00000	0	6	6	1.20
Valentinus Nong Sina Gharu	23	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	21	0	0	100.00000	0	6	6	1.20
Sekolastika Maria Filipensa Naru	17	0	0	100.00000	0	6	6	1.20
Kasianus Vinsensius Wero	23	0	0	100.00000	0	6	6	1.20
Klara Yosefa Edralin Paoe	22	0	0	100.00000	0	6	6	1.20
Yoseph Yakobus Dedo	22	0	0	100.00000	0	6	6	1.20
Averinus Emanuel	20	0	0	100.00000	0	6	6	1.20
Wihelmus Wedo	22	0	0	100.00000	0	6	6	1.20
Cornelia Christina Temu	23	0	0	100.00000	0	6	6	1.20
Felia Tifani Cornelia Klau	22	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	23	0	0	100.00000	0	6	6	1.20
Juliana Marbun	20	0	0	100.00000	0	6	6	1.20
Choirunnisa Jati Safitri	20	0	0	100.00000	0	6	6	1.20
Neka Putri Fardila	23	0	0	100.00000	0	6	6	1.20
Alberto Nong Dus	23	0	0	100.00000	0	6	6	1.20
Nikolaus Jo Juang	23	0	0	100.00000	0	6	6	1.20
Victorianty Leny Roy	23	0	0	100.00000	0	6	6	1.20
Fransiskus Saverius Soba	21	1	0	95.23810	0	5	6	1.08
Imelda Sandrawati Ambot	21	1	0	95.23810	0	5	6	1.08
Maria Helionora Yulinda Sair	22	1	0	95.45455	0	5	6	1.08
Afriani Niana Danus	22	0	1	95.45455	0	5	6	1.08
Maria Carlin Bepsi Costa	20	1	0	95.00000	0	5	6	1.08
Clementine Mursitadewi Riantoby	22	1	0	95.45455	0	5	6	1.08
Kristianus Noe	23	0	1	95.65217	0	5	6	1.08

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 <- "2025-10-27"
penilaian_selesai <- "2025-11-01"


## 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
Felia Tifani Cornelia Klau	1.650	1.650	1.20	1.2	5.700
Choirunnisa Jati Safitri	1.620	1.650	1.20	1.2	5.670
Maria Diaz De Rozari	1.770	1.800	1.20	0.6	5.370
Maryo Yoseph Ambarto Dwi Sili Osan	1.770	1.785	1.20	0.6	5.355
Juliana Marbun	1.740	1.755	1.20	0.6	5.295
Afriani Niana Danus	1.800	1.800	1.08	0.6	5.280
Clementine Mursitadewi Riantoby	1.785	1.800	1.08	0.6	5.265
Alvino Alexandro Yappy	1.695	1.755	1.20	0.6	5.250
Yohanes Lada Regaletha	1.695	1.695	1.20	0.6	5.190
Maria Carlin Bepsi Costa	1.720	1.700	1.08	0.6	5.100
Maria Megachita Da Silva	1.650	1.650	1.20	0.6	5.100
Cornelia Christina Temu	1.620	1.660	1.20	0.6	5.080
Nikolaus Jo Juang	1.545	1.710	1.20	0.6	5.055
Sekolastika Maria Filipensa Naru	1.590	1.635	1.20	0.6	5.025
Imelda Sandrawati Ambot	1.650	1.650	1.08	0.6	4.980
Valentinus Nong Sina Gharu	1.560	1.590	1.20	0.6	4.950
Victorianty Leny Roy	1.590	1.560	1.20	0.6	4.950
Neka Putri Fardila	1.540	1.600	1.20	0.6	4.940
Kristianus Noe	1.620	1.620	1.08	0.6	4.920
Averinus Emanuel	1.500	1.530	1.20	0.6	4.830
Kasianus Vinsensius Wero	1.500	1.500	1.20	0.6	4.800
Klara Yosefa Edralin Paoe	1.500	1.500	1.20	0.6	4.800
Wihelmus Wedo	1.500	1.500	1.20	0.6	4.800
Yoseph Yakobus Dedo	1.500	1.500	1.20	0.6	4.800
Maria Helionora Yulinda Sair	1.500	1.500	1.08	0.6	4.680
Fransiskus Saverius Soba	1.500	1.440	1.08	0.6	4.620
Alberto Nong Dus	1.305	1.290	1.20	0.6	4.395

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

```r
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 oktober tahun 2025 adalah Felia Tifani Cornelia Klau'.

Pengesahan

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

Ditetapkan di Maumere
pada tanggal 03 November 2025

KEPALA
BADAN PUSAT STATISTIK
KABUPATEN SIKKA

KRISTANTO SETYO UTOMO