

ABSTRACT

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PAYROLL MANAGEMENT PROCEDURES TO IMPROVE PERFORMANCE AT PT MANDIRI ANDALAN UTAMA

Payroll management procedures are an important component in human resource management which plays a crucial role in improving company performance. While carrying out professional work at PT Mandiri Andalan Utama, interns work under the guidance and supervision of the HR & Support Manager. In professional work, interns have the opportunity to be directly involved in making employee work contracts such as Partner Work Agreements, Certain Time Work Agreements and Indefinite Time Work Agreements. Apart from being directly involved in making employee work contracts, the intern also assists in the process of calculating employee absenteeism, calculating employee overtime, registering BPJS Health and BPJS Employment for employees as well as payroll together with the Finance & Accounting division.

Keywords: *Procedures, Payroll, and Performance*