

## ABSTRACT

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### DESCRIPTION OF THE WORK PROCESS AT PT. XXXXX HR

#### Department

Professional Work (KP) is an activity that aims to provide students with a comprehensive picture of the world of work so that they can apply the theory they have learned while in college. Practitioners have the opportunity to carry out Professional Work in the HRD section of PT. XXXXX for 400 hours. This is in accordance with the scientific field being pursued by the practitioner, namely the field of Human Resource Management. While carrying out Professional Work, Practitioners learn about HRD and Administration. Specifically, the tasks performed by practitioners in the field of HRD are carrying out tasks, especially accepting new employees, transferring employees, extending contracts and taking care of employees who resign or end their contracts. In addition, it also determines employee salaries, provides compensation, facilitates employees by registering BPJamsostek as collateral in the event of a work accident and as a guarantee of protection for each participant. Besides that, it also registers BPJS Health for all employees who work at PT. XXXXX both with permanent and contract status.

**Keywords:** Professional Work, Human Resources, XXXXX

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