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**Analysis Of Work Discipline In Improving Employee Performance At The General Administration Bureau, Finance And Resources Of Makassar Muhammadiyah University****Reski Dwi Damayanti<sup>1)</sup>, Syarifuddin Sulaeman<sup>2)</sup>, Nurinaya<sup>3)</sup>**  
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**Abstract**

*This research is a type of qualitative research with the aim of finding out how work discipline improves employee performance at the General Administration, Finance and Resources Bureau of Muhammadiyah University of Makassar. The type of data used is descriptive qualitative with data collection through observation and interviews. Research results that can be written show that a high level of discipline influences better performance, higher productivity and more consistent target achievement. Factors such as punctual attendance and completing tasks according to schedule are important indicators of the level of work discipline. On the other hand, lack of discipline can result in decreased performance and instability in achieving targets.*

**Keywords:** *Work Discipline, Employee Performance*

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**INTRODUCTION**

Human resources are often one that is very important and even cannot be separated from an organization, both institutions and companies. Human resources are also the key that determines the development of the company. In essence, human resources are humans employed in an organization. In daily life, wherever humans are, rules and regulations are needed that will regulate and limit every activity and behavior. However, these rules will be meaningless if they are not accompanied by sanctions for violators. Likewise, life in a company will really require obedience from its members to the rules and regulations that apply to the company. In other words, work discipline in employees is needed, because what is the company's goal will be difficult to achieve if there is no work discipline.

According to Mangkunegara (2008: 129), it is argued that work discipline can be interpreted as implementing management to reinforce organizational guidelines. According to Anoraga (2009: 46), discipline is an inner and character training with the intention that his actions always obey the rules of order and obedience to the rules of discipline. Good discipline reflects the amount of responsibility a person has. According to Siagian (2014), work discipline is a management action to encourage members of the organization to meet the demands of various provisions. Work discipline is an attitude, behavior, and actions that are in accordance with written and unwritten organizational regulations (Sutrisno, 2009, p.89). Work discipline is a very important part or variable in human resource development, therefore discipline is needed in an organization that does not occur negligence, deviation or negligence and ultimately waste in doing work (Nurcahyo, 2011).

Another view states that work discipline is a tool used by managers to communicate with employees to be willing to change behavior and various efforts to increase a person's awareness and willingness to obey all company regulations and applicable social norms (Rivai & Sagala,

2009, p.825). Based on the above definition, it can be concluded that work discipline is the attitude, behavior and actions of a person in accordance with organizational regulations as an effort to increase a person's awareness and willingness not to commit negligence, deviation or negligence in doing work. This definition is in accordance with the phenomenon that occurs in the company.

According to Nitisemito (2011), discipline is something that has an important function in human resource management, because the better the employee's discipline, the higher the performance results he achieves. There are several opinions of experts about the definition of work discipline such as according to Rahayu Mahyanaila (2016) that discipline is a procedure that corrects or punishes subordinates for violating rules or procedures. Meanwhile, according to Darmawan (2019) work discipline is a tool used by managers to communicate with employees so that they are willing to change a behavior and as an effort to increase a person's awareness and willingness to obey all company regulations and applicable social norms.

Discipline shows a condition or attitude of respect that exists in employees towards and company provisions. Thus, if the rules and regulations in the company are ignored, or often violated, then employees have poor work discipline. Conversely, if employees are subject to company provisions, it illustrates the existence of good disciplinary conditions. The main purpose of discipline is to increase efficiency as much as possible by preventing waste of time and energy. In addition, discipline also overcomes mistakes and negligence caused by inattention, incompetence, and tardiness.

Muhammadiyah University of Makassar is one of the Muhammadiyah universities which is a business charity of Muhammadiyah in developing education, especially at the higher education level. Muhammadiyah University of Makassar was established by the Muhammadiyah Regional Leaders of South and Southeast Sulawesi as a result of the work of the Founding Committee formed at the 24th South and Southeast Sulawesi Regional Conference in Watan Soppeng Regency on September 5, 1962, with the Faculty of Research Sciences. In 1966-1967, Muhammadiyah University of Makassar moved its center to Makassar by occupying the China School building in 1966.

## RESEARCH METHODS

This research uses a qualitative approach, according to Moleong (2017: 6) qualitative research is research that intends to understand phenomena about what is experienced by research subjects such as behavior, perceptions, motivations, actions and others holistically and by means of descriptions in the form of words and language, in a special natural context by utilizing various natural methods.

According to Sugiyono (2018: 213) qualitative research is research based on philosophy which is used to research on scientific conditions (experiments) where the researcher is an instrument, data collection techniques and qualitative analysis emphasize more on meaning. Qualitative research emphasizes quality not quantity and the data collected does not come from questionnaires but comes from interviews, direct observation and other related official documents. Qualitative research is also more concerned with the process aspect than the results obtained. This is because the relationship of the parts being studied will be much clearer if observed in the process. This research was conducted at the University of Muhammadiyah Makassar Jl. Sultan Alauddin No.259, Gunung Sari, Kec. Rappocini, Makassar City, South Sulawesi 90221. This research time will be carried out for approximately 2 months, namely from January to February 2024. The type of data used in this research is qualitative data. Qualitative data is "data that can be measured indirectly" (Hadi, 2015: 91). (Muhadjir, 1998: 29) adds that qualitative data is "data presented in the form of verbal words not in the form of numbers". So, qualitative data is data that can only be measured indirectly and usually the data is in the form of verbal words not in the form of numbers. Primary data sources, namely data directly collected by researchers from their first source. Primary data sources in this study are interviews from employees (resource persons) of the General Administration Bureau, Finance and Resources of Muhammadiyah Makassar University. Secondary data sources, namely data obtained from documents and written reports from companies and information related to work environment variables.

Number	Name	Position
1	Sahabuddin Nanda, SE., M.M	BAUKS Director
2	Nurhayati Naba, S.E	Treasurer
3	Andi Muh Yamin, S.T	Head of verification
4	Mitha Astuti, S.E	Finance staff
5	Besse Magfirah, S.Pd	Resource staff

Data collected through interview, observation and documentation techniques.

### 1. Interview

Interviews are oral question and answer activities to obtain information. The form of information obtained is expressed in writing or recorded audio, visual or audio visual.

## 2. Observation

Observation or observation is an activity towards a process or object with the intention of feeling and then understanding the knowledge of a phenomenon based on previously known knowledge and ideas, to obtain the information needed to continue a research.

## 3. Documentation

Documentation is a method used to provide documents by using accurate evidence from recording specific sources of information from essays or writings, wills, books, laws and so on.

Data analysis methods include:

### 1. Data Reduction

Data reduction is the process of transforming recorded data into patterns, focuses, categories, or various specific subject matters after the data is collected. The data collected and recorded in various notes while in the field are then summarized and selected. Data reduction can also be interpreted as a process of selecting data, focusing on simplifying data, abstracting data, and also transforming rough data that emerges from various written notes during field research.

### 2. Data Presentation

Data presentation is a form of packaging data visually so that the data is easier to understand. Without the right presentation, a researcher will find it difficult to analyze the final results of the research. Data presentation can be done in the form of tables, diagrams, or graphs. The selection of this form of presentation is adjusted to the type of data. For example, diagrams or graphs are suitable for quantitative data.

### 3. Data Collection

Data collection is an activity to find data in the field that will be used to answer research problems. The validity of data collection and the qualifications of data collectors are needed to obtain quality data.

## **RESULTS AND DISCUSSION**

The history of the establishment of the Bureau of General Administration, Finance and Resources is the same as the establishment of Universitas Muhammadiyah Makassar. Muhammadiyah University of Makassar or also known as Unismuh Makassar was established on June 19, 1963 as a branch of Muhammadiyah University Jakarta. The establishment of this university was the realization of the results of the 21st Muhammadiyah Regional Conference of South and Southeast Sulawesi in Bantaeng Regency.

The establishment was supported by the Muhammadiyah Association as an organization engaged in education and teaching preaching amar ma'ruf nahi munkar, through letter number: E-6/098/1963 dated 22 Jumadil Akhir 1394 H / 12 July 1963 AD. Then the deed of establishment was made by notaries R. Sinojo Wongsowidjojo based on notaries deed Number: 71 dated June 19, 1963.

Although actually in Watansoppeng the forerunner of the University of Muhammadiyah Makassar had already existed since 1962, it is this date that is considered the official day of the establishment of the University of Muhammadiyah Makassar. At that time, the forerunner of

the establishment of the University of Muhammadiyah Makassar was the Faculty of Indonesian Literature and Arts in Watansoppeng. This faculty was pioneered by Fachruddin Ambo Enre.

Then on September 5, 1963, the Faculty of Teacher Training and Science was established. Not long after, the filial Faculty of Arts and Letters in Watansoppeng was also established on September 9, 1963. The two existing faculties continued to be developed by opening branches in several districts / cities in South Sulawesi. Branches for FKIP were in Bone, Bulukumba, Sidrap, Enrekang and Pare-Pare regencies. All of these branches. All of these branches have now established themselves as Schools of Teacher Training and Education (STKIP), except for Pare-Pare which has turned into Muhammadiyah University of Pare-Pare (UMPAR). Meanwhile, branches of the Faculty of Tarbiyah were opened in Jenepono, Sinjai, Enrekang, Maros and Pangkep.

A number of faculties followed two years later, precisely on January 1, 1965. The faculties that were established at that time were the Faculty of Economics, the Faculty of Social Politics, the Faculty of Social Welfare, and the Faculty of Islamic Religion and Da'wah. The establishment of a number of faculties and faculties was authorized in the Certificate of the Rector of Universitas Muhammadiyah Jakarta No. 14/UM/X/65 concerning FKIP Makassar General Education Department, Parepare General Education Science Department, Watansoppeng Indonesian Language and Literature Department, and Watansoppeng Social Guidance and Education Department. This certificate dated June 10, 1965 was issued after the committee submitted a letter of application to the UMJ Rector, the Muhammadiyah Central Leadership of the Assembly of Ilimah and Higher Education. During the period 1963-1965 or the initial phase of this establishment, the rector's power was assigned to Dr. Soedan. Unismuh Makassar was then called Universitas Muhammadiyah Rayon Makassar.

Currently, Unismuh Makassar has been accredited by the National Accreditation Board of Higher Education (BAN-PT) with the status of UNGGUL Accreditation with SK number: As a Muhammadiyah University (PTM), it carries a very large task and role for religion, nation and state, both now and in the future.

In addition to its position as one of the relatively large Muhammadiyah Universities (PTM) / Private Universities (PTS) in Eastern Indonesia, it is also embedded in the educational culture inherited as a Muhammadiyah business charity. The name Muhammadiyah integrated with the name Makassar gives hope for the integration of culture, science and religious breath. In a period that really determines future performance, Unismuh Makassar now has significant potential, sufficient capital, and broad access. Sufficient capital is reflected in its efforts to encourage the growth of endowment funds and broad access is evidenced by the expansion of external cooperation both to educational institutions, bureaucracy, economy, and social society. In addition to the increasingly strong internal network between Muhammadiyah Universities (PTM) and Muhammadiyah itself and the National, Regional and Local levels.

Since its establishment until now, Universitas Muhammadiyah Makassar has fostered 8 Faculties, 3 Doctoral Programs, 9 Master Programs, 2 Professional Programs, 39 Study Programs at the Undergraduate and Diploma Three levels and has graduated alumni of more than 15,000 undergraduate, diploma, professional and postgraduate students.

Work discipline here is about work time discipline and discipline in obeying all established regulations, discipline is also said to be a means of communication with employees so that employees want to do what is recommended by authorized superiors in accordance with established regulations. With work discipline can be seen as something that has great benefits.

Employee performance is the result of employee work as a whole or during a certain period both in quality and quantity based on criteria that have been determined and agreed upon in advance. Employee performance is influenced by many factors. In this study, only one factor is studied, namely work discipline. Work discipline is thought to be a factor that can affect employee performance.

The work discipline rules and regulations at the Bureau of General Administration, Finance and Resources of Muhammadiyah University of Makassar are implementing working hours for all employees from 08.00 to 16.00, obeying the provisions regarding working hours and filling out attendance attendance, when working hours have been set, employees and leaders must arrive on time. If employees are late when entering working hours, then the leadership takes action against employees who violate the rules, because this can reduce the level of employee indiscipline. Lack of discipline also has an impact on the performance of these employees, for example, late disbursement. The regulations set are equally applicable to employees who violate the rules, namely that they will be subject to applicable sanctions, the sanctions that have been determined for employees who violate are deductions from incentive salaries.

This study has several similarities with previous research, in Sri Mulyani's research (2019) entitled "The Role of Work Discipline in Improving the Performance of UPTD Terminal KM 6 Banjarmasin Field Section Employees at the South Kalimantan Provincial Transportation Office" concluded that the effort that needs to be made by the leader or head of UPTD Terminal KM 6 Banjarmasin is to improve discipline through supervision and application of strict sanctions to employees so that the quality and performance of employees can improve. Likewise, in this study the authors analyzed work discipline in improving employee performance at the Bureau of General Administration, Finance and Resources of Muhammadiyah Makassar University to improve discipline, leaders need to have firmness and apply sanctions to employees in order to be disciplined so that employee performance can also improve.

This study has several similarities with previous research, in Andika's research (2018) entitled "Analysis of employee work discipline at PT. Aryadata Sarana Makassar" concluded that there are still many employees who do not comply with applicable regulations in this study stating that the level of employee discipline in the aspect of attendance is still quite low, the level of employee attendance tends to be very low due to a sense of dissatisfaction with the company, especially the problem of wages that are not in accordance with the expectations of employees who are not in accordance with the Makassar Minimum Wage (City Minimum Wage), and one of the reasons for the low level of employee attendance is that there are still some employees who work while studying. The sanctions from the company are still very low, thus providing opportunities for employees to get used to low attendance rates.

Likewise, in this study the authors analyzed work discipline in improving employee performance at the General Administration, Finance and Resources Bureau of Muhammadiyah Makassar University, namely the leadership is advised to make strict rules for employees. Because the lack of discipline greatly affects employee performance so that the duties and responsibilities of these employees are hampered or not in accordance with the timeliness given by the leadership.

From the explanation above, the researcher found the results of the study that the better work discipline will create good employee performance as well, so the assertiveness of the leadership in discipline is very important and has a big influence on the agency so that completing their tasks appropriately will benefit in the long run and to be more productive again so that there will be no delays in completing the responsibilities that have been given.

## CONCLUSION

### A. Conclusion

Based on the results of research and discussion that researchers conducted on employees of the General Administration Bureau, Finance and Resources of Muhammadiyah University of Makassar regarding Work Discipline Analysis in Improving Employee Performance. Good work discipline can be said to be behavior and actions that are in accordance with the rules that have been determined, both written and unwritten rules. So in this case good work discipline is very influential on employee work performance, because with good work discipline the work will be completed quickly and will get the results as desired. The condition of work discipline at the general administration bureau, finance and resources of Muhammadiyah Makassar University can be said to have not been fully carried out properly by employees, because according to research that has been carried out there are still violations of work discipline such as attendance not on time and going home not on time so that it affects the accuracy of disbursement of funds or other tasks, but there are sanctions that they will receive if they still violate, namely cutting incentive salaries according to employee attendance. Conversely, a lack of discipline can result in a decrease in the employee's performance.

### B. Suggestions

#### 1. For Institutions

In general, the leadership is very good at the work discipline of its employees, but it would be better if they take firm disciplinary actions and punish fairly or in accordance with the type of violation, so that employees will think twice about committing similar or more serious violations.

#### 2. For employees

Discipline can improve employee performance, but not all employees have awareness in discipline, therefore employees need to create harmonious relationships between coworkers and between leaders and subordinates through good communication, so that work discipline can be fostered better, and employee performance can be even better.

#### 3. For Further Researchers

Further researchers are advised to increase accuracy, both in terms of data completeness and the process of finding information.

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