

Surabaya City Honorary Teacher Salary Business Process Modeling

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Abstract

This investigation aims to simulate the supplementary business process enhancement of honorary teacher earnings in Surabaya City, East Java Province, by applying the Business Process Model and Notation (BPMN) to attain a higher level of efficacy in the supplementary income enhancement process. The primary focus of the investigation was to enhance operational efficiency in the auxiliary management of intricate income enhancement in upper-secondary schools. It is anticipated that by employing BPMN, this investigation can furnish a lucid and comprehensive visual depiction of the progressive flow of income enhancement, recognize potential enhancements, and optimize processes, thereby enabling the outcomes to positively contribute to the effectiveness, responsiveness, and precision of supplementary services for income enhancement in the upper secondary education environment in the City of Surabaya. Furthermore, using BPMN is projected to simplify the progressive management of overall earnings enhancements, facilitating a more transparent and responsive system. This research not only aims to enhance efficiency but also offers valuable insights for continuous enhancement in the process of supplementary income improvement in the educational domain in Surabaya. The discoveries of this investigation are expected to serve as the foundation for developing strategies and methodologies that promote an additional system of efficient and effective income enhancement, ensure a work environment conducive to honoree teachers, and contribute to the overall advancement of the education sector.

Keywords: BPMN, Operational Efficiency, Honorary Teachers' payroll.

INTRODUCTION

Education plays a significant role in shaping an individual's personality and character while equipping them with the necessary skills to confront future challenges and assume life's responsibilities. Furthermore, education fosters national unity and cohesion, mainly through civic education, which cultivates attitudes of tolerance, mutual respect, and appreciation for the diverse elements within a nation [1]. Nevertheless, educators, including honorary teachers, often confront uncertainties regarding their status, contractual arrangements, and inadequate remuneration standards, which can adversely affect their psychological well-being and professional performance [2].

Salaries motivate individuals, particularly teachers, to actively participate and exert effort in an educational setting. Salary encompasses not solely a mechanism for acquiring monetary funds but also serves as a representation of acknowledgment towards the significant function undertaken by teachers [3]. Furthermore, salaries function as a manifestation of appreciation for their endeavors and dedication to the pedagogical process. Hence, the significance of salaries extends beyond being solely a financial incentive, encompassing a pivotal driver in fostering intrinsic motivation that invigorates teachers to persist in their dedication and strive to contribute to the fullest extent in nurturing a proficient upcoming generation.

In salary administration, it is incumbent upon the Education Department to guarantee that educational institutions' financial management is transparent and follows established protocols. The Education Department must ensure that the funding allocated to schools and esteemed educators adheres to the appropriate standards and qualifications while enforcing a more transparent and understandable system of

financial governance [4]. The State School secures funding for many undertakings, including the disbursement of salaries from government entities to respected teachers. This funding source may derive from initiatives such as the School Operational Assistance (BOS) and Honorary Teacher Welfare Assistance [5]. Furthermore, the Education Department is pivotal in furnishing schools with financial aid through central government programs, such as the School Operational Assistance (BOS) and Honored Teacher Welfare Assistance. The meticulous management of these funds is of utmost importance to ensure a proper allocation that aligns with the school's requirements and the welfare of its teachers. The additional funding received by State Schools from local governments also proves to be a crucial resource, as its utilization can encompass various aspects, including augmenting the remuneration of esteemed teachers. Consequently, the coordination among the Department of Education, educational institutions, and local governments is paramount in guaranteeing transparency, sustainability, and efficiency in school finances and the remuneration of respected teachers [6].

The school will engage in financial management while considering the well-being of the esteemed teacher, which includes making appropriate arrangements for salaries and benefits [7]. Implementing supplementary administrative systems for enhancing teachers' earnings manually can present various significant challenges when managing finances. This manual procedure is susceptible to errors in calculating teachers' net salaries, as it involves a series of steps requiring high precision. Furthermore, manual systems can hinder the speed and accuracy of information concerning teachers' salaries, causing delays in providing essential data. This less efficient process poses difficulties in managing additional income improvement, amplifies the risk of error, and impacts the effectiveness of school financial administration [8]. Hence, employing methods for visually and systematically describing business processes is imperative.

Business process modeling plays a crucial role in enhancing an organization's awareness, comprehension, and operational efficiency by elucidating the intricacy of its business operations [9]. Utilizing BPMN to increase teacher income can facilitate the identification of areas that require improvement, encourage transparency in increasing additional income, and establish a more efficient and effective additional income increase process [10]. Furthermore, the structural characteristics of business process models may contravene established rules, leading to errors during analysis, improvement, and implementation of changes. This structure underlines the importance of modeling in ensuring comprehensive understanding and suitability for subsequent stages [11]. Organizations can use detailed modeling and control mechanisms to enhance their operational efficiency, ensure adherence to regulatory requirements, and elevate the quality of their services.

By implementing Additional Business Process Modeling to enhance income in East Java Provincial State High School, it is expected that a solid basis for efficiency in the school's financial management will be established. This approach fosters a deeper comprehension of the step-by-step progression toward revenue improvement, identifies potential enhancements, and eliminates unnecessary duplication within the existing system. As a result, it is possible to foresee an increase in the responsiveness, precision, and quality of supplementary income improvement services, which will ultimately positively influence the well-being of teachers and the smooth functioning of education within the State High School in East Java Province.

METHODS

Research concerning enhancing Honored Teacher earnings in the City of Surabaya through Business Process Modeling was conducted utilizing thorough research methodologies. This particular approach aims to delineate the various stages of the gradual process of income improvement, commencing from identifying issues

and culminating in evaluating implementation outcomes. The research flowchart is depicted in Figure 1.



Figure 1. Research Diagram

The primary phase entails identifying issues to ascertain educational institutions' constraints and requirements associated with salary management. Subsequently, data is gathered through a comprehensive examination of pertinent literature, interviews with relevant stakeholders, and direct observation of ongoing processes to enhance income. The subsequent step involves the creation of a business process model, wherein incremental enhancements in revenue are visually represented using the Business Process Model and Notation (BPMN) framework, thereby offering a lucid and well-organized depiction. Following the modeling stage, measures for improvement are implemented and assessed to ensure their efficacy in enhancing the efficiency, transparency, and quality of supplementary income improvement services in the City of Surabaya.

PROBLEM IDENTIFICATION

Identifying the primary procedures for providing Additional Income Improvement for Honored Teachers in the City of Surabaya constitutes a crucial phase in modeling business processes. This undertaking entails thoroughly investigating and analyzing the comprehensive spectrum of activities to determine and allocate supplementary income to esteemed teachers. From ascertaining the additional criteria for income enhancement to the application process undertaken by the honoree teacher, and finally, to the mechanism of distribution and disbursement, every aspect necessitates meticulous identification. Comprehending each stage of the process will facilitate the creation of a more effective and transparent model while also establishing a framework for implementing significant enhancements in managing Honored Teachers' income in the City of Surabaya.

INFORMATION GATHERING

The information collection process examines the regulations concerning Surabaya Mayor's Regulation No. 4 of 2020 [12]. This regulation serves as an amendment to Mayor of Surabaya Regulation No. 22 of 2019, which explicitly governs the guidelines for providing Additional Income Improvement to teachers in formal

primary and equal educational institutions organized by the community and the government in Surabaya City. A thorough analysis of this document serves as the initial step toward comprehending the conditions associated with providing supplementary income enhancements, encompassing the criteria for acceptance, the mechanism for filing, and the distribution process. The business modeling process can be more precisely directed and aligned with the prevailing regulations by meticulously elucidating the information derived from this Surabaya Mayor's Regulation. Herein lie the preliminary stipulations regarding the prerequisites for actors, activities, branching, and ultimate resolution of Chapter I general provisions.

Actors:

1. The Local Government, specifically the Surabaya City Government, assumes responsibility as the proprietor and overseer of policies.
2. The Mayor of Surabaya is tasked with formulating policies and ensuring their effective implementation.
3. The Department of Education of the City of Surabaya manages and executes educational policies.
4. The Head of the Education Department of the City of Surabaya assumes leadership and accountability for the operations of the Education Department.
5. The Office of the Ministry of Religious Affairs of the City of Surabaya verifies and coordinates with the Ministry of Education.
6. The Head of the Office of the Ministry of Religious Affairs of the City of Surabaya is in charge and bears responsibility for the office's operations.
7. Schools act as recipients and implementers of policies on enhancing additional income for teachers.

Activity:

1. Recruitment of Teacher Candidates
 - Schools enter teacher and school profile data using the Surabaya basic education data information system.
 - The school inputs data regarding teachers' teaching loads and the fees paid by students' parents/guardians through the Surabaya Teacher Application Information System (SIAGUS).
2. Submission of Prospective Teacher Candidates
 - The Principal presents a roster of potential teachers eligible to receive additional income improvements to the Head of the Department of Education using the prescribed format.
 - The submission is accompanied by pertinent documents, which include a list of the proposed teachers, an affidavit confirming the validity of the data, a copy of the passbook, a photocopy of the ID card, and a Statement of Absolute Responsibility.
 - The Head of the Department of Education recapitulates, verifies, and designates additional recipients of income improvements among the teachers based on the proposal.
3. Disbursement of Additional Income Improvements
 - The provision of additional income improvements is disbursed monthly at the outset of the subsequent month.
 - The disbursement procedure involves the transfer of funds to an additional account designated explicitly for income improvement.
 - During the disbursement process, the school includes an absentee list, a Statement of Absolute Responsibility, proof of admission from the previous month, and the school's operating permit.
4. Deferred Disbursement

- If the necessary conditions for disbursement have not been met, the disbursement is postponed until said conditions are duly satisfied.

Branching and Final Determination:

1. Requirements for Teachers Receiving Additional Income Improvement
 - Educators in elementary and initial secondary educational institutions.
 - Various criteria include student quantity, institutional recognition, operational authorization, and instructor credentials. The procedures involved in the filing, logging, and disbursement of funds are as follows.
2. Data Collection, Submission, and Disbursement Procedures
 - The dissemination of information systems and the involvement of educational institutions are integral aspects of publicity.
 - The prospective teacher's application and the recipient's evaluation require the participation of the school principal and the local educational authorities.
 - The liquidation process entails the transfer of assets and the fulfillment of document-related obligations.
3. Accountability
 - Evidence of the determination of the recipient and substantiation of the allocation of financial resources as proof of responsibility.
4. Monitoring and Evaluation
 - The Department of Education regularly and validly assesses the program's implementation to guarantee its proper execution.

The process of applying for a scholarship can be enhanced in terms of clarity and efficiency for all parties involved by providing a comprehensive description of the actor's level of engagement, the specific steps of the activity, and the various decision-making junctures.

BUSINESS PROCESS MODELING

The research methodology employed during the business process modeling stage is a crucial and pivotal step in the continuum of research endeavors, specifically to provide a comprehensive and detailed account of business processes. During this stage, researchers utilize many modeling techniques, such as BPMN (Business Process Model and Notation) or UML (Unified Modeling Language), to illustrate the intricacies of workflows and interactions within an organization or system. Business process modeling enables researchers to pinpoint essential steps, tasks, and interdependencies between processes, fostering a more profound comprehension of the studied process. By employing this method, researchers can acquire a lucid and well-structured visual representation, promoting further analysis, evaluation, and enhancement of the business process.

IMPLEMENTATION AND EVALUATION

The commencement stage of the Business Process Modeling of Honored Teacher Payroll in the City of Surabaya commences with preparations involving an implementation team from the Education Department. If necessary, the team comprises representatives from the teaching profession, administrative personnel, and an Information Technology team. Schedules for training are devised to equip teachers and relevant personnel with an understanding of the alterations to the payroll process. Following the training, the implementation process is initiated, during which the school gradually embraces the new process modeling. The implementation team offers technical assistance and ensures seamless integration between the process modeling and the utilized application.

The Department of Education and the implementation team conducted the initial monitoring phase. They monitored the implementation of new process modeling, identified initial difficulties or hindrances, and promptly addressed them to ensure seamless implementation. Following the implementation phase, it proceeds to the evaluation stage.

The commencement of the evaluation phase initiates with the task of assessing the efficacy of the process. To gauge satisfaction levels and the effectiveness of process modeling, the evaluation team undertakes surveys or interviews with teachers and staff. Additionally, data on payroll services' operational efficiency and precision is gathered. Subsequently, the evaluation findings are scrutinized to ascertain whether process modeling has successfully attained the objectives of enhancement and to identify areas that require improvement, if necessary.

Based on the analysis outcomes, modifications are implemented to the employed process modeling if enhancement is necessary. The requisite alterations are subsequently conveyed to all pertinent parties. An evaluation report that includes findings, suggestions, and actions that have been taken is prepared to ensure longevity and continuous progress is prepared. The procedure of evaluation and enhancement are amalgamated within an uninterrupted cycle to ensure the effectiveness, clarity, and enduring quality of payroll services within the High School situated in the City of Surabaya.

RESULTS AND DISCUSSION

In the pursuit of formulating BPMN (Business Process Model and Notation) based on the "Mayor's Regulations of the City of Surabaya," a visual representation has been generated. This representation encompasses the sequential actions in the "Additional Improvement of Income for Teachers" program within a formal educational setting at the primary and equivalent levels. The BPMN diagram encompasses the stages outlined in CHAPTER I to CHAPTER VII and involves multiple stakeholders, including the Department of Education, schools, teachers, and the Ministry of Religious Affairs. Each stage is depicted using BPMN symbols, such as tasks, gateways, and events, which provide a visual overview of the progression of the process from its inception to the accountability of program funding. These illustrations can serve as a visual aid in comprehending and elucidating the steps entailed in executing such initiatives. The complete BPMN can be observed in Figure 2.

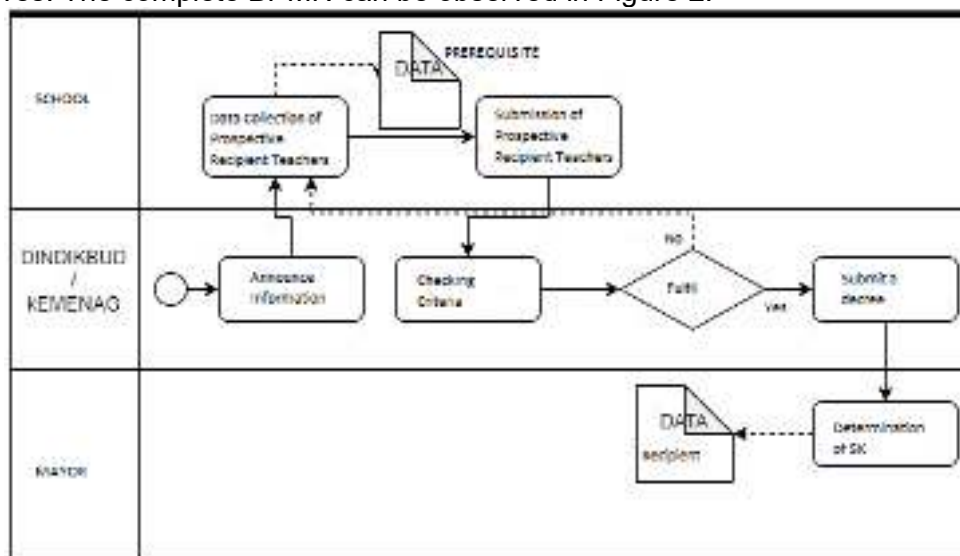


Figure 2. BPMN Acceptance

Based on modeling the Additional Business Process of Honorer Teacher Income Improvement in the City of Surabaya, the implementation results demonstrate adherence to the formulated requirements and successfully pass the verification stage. The procedure design has been proven to align with the currently enforced policies at the Surabaya City Education Department, exhibiting explicit steps and meticulously documented prerequisites. This process encompasses vital stakeholders such as the Department of Education, Schools, and Teachers, whose responsibilities have been precisely delineated, ensuring consistency and comprehensibility for all parties involved.

The maturity of the design ensures the transparency of the steps involved in the procedure, encompassing the effective utilization of the application for logging purposes. Each entity involved, whether it be the Department of Education, the School, or the Teacher, possesses a corresponding role, and the design has taken into account the potential for bifurcation in the assignment of recipients for the Income Improvement Supplement if the number of applicants surpasses the predetermined penalty.

The significance of verification criteria and adherence to requirements has been underscored in this design, and the verification outcomes ensure that each phase in the process satisfies the desired quality benchmarks. This model adheres to requirements and verifications and effectively tackles prevalent issues, such as a lack of clear information and teachers' comprehension of the Income Improvement Supplement process. This implementation is anticipated to enhance the responsiveness, precision, and quality of services in the administration of the Additional Improvement of Honored Teacher Income, positively influence the welfare of teachers, and facilitate the seamless functioning of education in the City of Surabaya.

The assessment of the execution of business process modeling, with additional enhancement of the income given to esteemed educators in the urban area of Surabaya, has yielded favorable outcomes. Through surveys and interviews, the level of contentment and effectiveness regarding the process modeling has received commendable ratings from teachers and relevant personnel. The data collected also reveals an enhancement in operational efficiency and precision of payroll services. This evaluation provides evidence that process modeling has accomplished its objectives of improvement while also identifying potential enhancements to ensure sustainability and enhanced service quality in the future. The outcomes of the evaluation analysis will serve as the foundation for further refinement to guarantee the continuity of efficiency and transparency in the management of school finances, as well as the disbursement of salaries for esteemed educators in the urban area of Surabaya.

CONCLUSION

In the conclusion of a scientific paper, there is a summary derived from the core research findings and an evaluation of the phenomena under investigation. It should not merely reiterate previous findings and analyses or provide a brief explanation but also present well-structured answers to the research questions. This conclusion should be written in clear and concise sentences. There are two types of conclusions: specific ones, derived from the evaluation, and general ones, describing broader implications or connections to similar phenomena within a wider context per existing references. In this context, it should be noted that consistency between the problem, objectives, and conclusions should be observed as an effort to check and recheck when writing a conclusion.

Furthermore, it is always important to include academic recommendations, concrete follow-up actions, or policy implications related to the findings presented. Like the conclusion, this section should also be conveyed clearly and succinctly.

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