

ABSTRAK

Proses pengajuan izin dosen dan tenaga kependidikan di Jurusan Manajemen Informatika Politeknik Negeri Sriwijaya masih dilakukan secara manual melalui aplikasi WhatsApp dan penyampaian berkas secara langsung. Proses tersebut menimbulkan berbagai permasalahan, seperti keterlambatan penyampaian informasi, pengelolaan data yang kurang efektif, kesulitan dalam pengarsipan dokumen, serta belum tersedianya sistem yang terintegrasi untuk mendukung proses pengajuan, verifikasi, dan persetujuan izin. Penelitian ini bertujuan untuk merancang dan membangun Sistem Pengajuan Izin Dosen dan Tenaga Kependidikan Berbasis *Website* guna meningkatkan efektivitas dan efisiensi pengelolaan administrasi pengajuan izin. Metode yang digunakan adalah *Rapid Application Development* (RAD) yang meliputi tahapan *Requirements Planning*, *User Design*, *Construction*, dan *Cutover*. Sistem dikembangkan menggunakan framework Laravel dengan bahasa pemrograman PHP, basis data MySQL, serta dirancang menggunakan *Unified Modeling Language* (UML) yang terdiri atas *Use Case Diagram*, *Activity Diagram*, *Sequence Diagram*, dan *Class Diagram*. Hasil penelitian menunjukkan bahwa sistem mampu memfasilitasi proses pengajuan izin, verifikasi, persetujuan secara daring, pengiriman notifikasi melalui email, serta pembuatan laporan secara terstruktur. Berdasarkan pengujian menggunakan metode *Black Box Testing*, seluruh fitur sistem berfungsi sesuai dengan kebutuhan fungsional. Dengan demikian, sistem yang dibangun mampu meningkatkan efektivitas, efisiensi, dan keteraturan proses administrasi pengajuan izin.

Kata Kunci: Sistem Informasi, Pengajuan Izin, *Website*, Laravel, *Rapid Application Development* (RAD).

ABSTRACT

The leave application process for lecturers and administrative staff in the Informatics Management Department at Sriwijaya State Polytechnic is currently handled manually via WhatsApp and the physical submission of documents. This process leads to various issues, such as delayed information delivery, ineffective data management, difficulties in document archiving, and the lack of an integrated system to support the submission, verification, and approval of leave requests. This research aims to design and develop a website-based leave application system for lecturers and administrative staff to enhance the effectiveness and efficiency of administrative management regarding leave requests. The study employs the Rapid Application Development (RAD) method, comprising the stages of Requirements Planning, User Design, Construction, and Cutover. The system was developed using the Laravel framework (PHP) and a MySQL database, with a design based on Unified Modeling Language (UML) specifically Use Case, Activity, Sequence, and Class diagrams. The results indicate that the system successfully facilitates online leave application, verification, and approval processes, as well as email notifications and structured report generation. Black Box Testing confirmed that all system features function in accordance with functional requirements. Consequently, the developed system improves the effectiveness, efficiency, and organization of the leave application administration process.

Keywords: Information System, Leave Application, Website, Laravel, Rapid Application Development