The Influence of Supervision and Work Discipline on Employee Performance
(Case study on Administrative Staff at Soerjo University)

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Abstract
Problems with the performance administration education staff of Soerjo University, such as low employee discipline, cause services to not run optimally. This study was conducted to analyze the effect of supervision, work discipline partially and supervision and work discipline simultaneously on employee performance at Soerjo University. The variables used in this study are the independent variable and the dependent variable. The independent variables used are supervision (XI) and work discipline (X2), while the dependent variable is employee performance (Y). The number of samples in this study were 38 respondents. Researchers used data collection techniques with questionnaires, documentaries, and observations. The results showed that supervision and work discipline had a significant effect on employee performance. In addition, simultaneously, work discipline and supervision have a significant effect on supervisory performance.

Keywords: supervision, work discipline, employee performance

INTRODUCTION
In the Industry 4.0 era, competition between universities is getting tougher, because the business world and industry will have stronger human resources, therefore universities are required to produce graduates who are ready to work and can keep abreast of future developments in the industrial and business world. The resources owned by tertiary institutions are one of the capitals, to carry out the main activities of tertiary institutions in serving the transformation of science and technology to students in particular and the wider community in general through the activities of the Tridharma of Higher Education.

Performance management helps integrate organizational, group and individual goals, especially in communicating goals and prioritizing organizational values (Alma, 2013; Hanayasha, 2016). Every organization always wants its goals to be achieved where the indicator of achievement is when what is planned can be carried out, both for the short term and the long term. To measure the size of the contribution that has been made, it is necessary to evaluate the performance of each component in the organization (Aptaguna and Pitaloka, 2016).

Based on the results of observations, it was found that the performance problems of Soerjo University education staff included low employee discipline so that services could not run optimally. The lack of efficiency carried out by employees in carrying out work causes operational costs to swell but in reality the number of students decreases (Prasetio, 2012). Lack of initiative from employees in doing work so that if there is a problem it takes a long time to respond (Iffah, 2018). In addition, employees often do not come to work without prior notification. Obedience to work regulations that still needs to be improved can be seen that some employees are often late when they come to work (Ramanathan et al., 2016). There is still low employee obedience to work standards set by the organization. This research was conducted to analyze the influence of supervision, work discipline partially and simultaneous supervision and work discipline on employee performance at Soerjo University.
METHOD

Variable
In this study the variables used are independent variables and dependent variables. The independent variables used are supervision (XI) and work discipline (X2). Supervision in this study is an activity of observing and evaluating the implementation of the work of Soerjo University employees that has been determined by the company, and if there is a deviation it can be immediately identified so that action can be taken. The indicators used to measure supervision are as follows: 1) Setting standards (Standards); 2) Measurement (Measurement); 3) Comparing (Compare); 4) Take action (Action). Work discipline in this study is the awareness and willingness of Soerjo University employees to comply with all applicable company regulations and social norms in order to achieve good work performance. The indicators used to measure work discipline are as follows: 1) Attendance; 2) Compliance with work regulations; 3) Adherence to work standards; 4) High level of alertness; 5) Work Ethically.

In this study, the dependent variable is employee performance. The indicators used to measure employee performance are: 1) Quantity of work results; 2) Quality of work; 3) Efficiency in carrying out tasks; 4) Work discipline; 5) Initiative; 6) Accuracy; 7) Leadership; 8) Honesty; 9) Creativity.

Population and Sampling
The population in this study were all administrative staff of Soerjo University, totaling 38 people. The number of samples in this study were 38 respondents.

Data collection technique
To obtain accurate and complete data, in this study researchers used data collection techniques with questionnaires, documentaries, and observations (Purwito, 2011). Questionnaires were given to all employees of the administrative staff at Soerjo University, totaling 38 people. The questionnaire was given directly to 38 respondents through electronic media. The questionnaire was guided by the researcher so that if there were difficulties in filling it out, they could ask directly.

Research Instrument Test
The test instrument in this study is to use the validity test and reliability test. Measuring the level of data validity is done by construct validity (construct validity). Meanwhile for the reliability test, if the coefficient α = 0.70 to α = 0.80 it is stated that the instrument has high reliability.

Data analysis technique
The research was conducted by collecting primary data from distributing questionnaires and then tabulating it with the level of approval score given by the respondents. The results of the tabulation are then analyzed to answer the problem formulation using statistical tests (Priyatno, 2013). The data analysis technique used in this study is as follows: 1) Multiple linear regression analysis; 2) Partial testing (t test); and 3) Simultaneous testing (Test F).

RESULTS AND DISCUSSION

Result
1. Validity Test Results
The validity test in this study was carried out by distributing questionnaires to some respondents to test the research instruments. The number of respondents is 20 people. The results of the distribution of the questionnaire testing the monitoring variable research instrument (X1) were
tabulated and then tested for validity with the help of the SPSS program. Based on the validity test, it is known that the highest rcount correlation coefficient is 0.919 while the lowest rcount value is 0.520. So the rcount value in this study is between 0.520 – 0.919 which is greater than the rtable value of 0.444. Thus it can be stated that all statement items used in this control variable research instrument are valid.

Furthermore, the validity test was carried out for the work discipline variable. The results of the distribution of questionnaires testing the work discipline variable research instrument (X2). Based on the test results, it is known that the highest rcount correlation coefficient is 0.909 while the lowest rcount value is 0.57. So the rcount value in this study is between 0.578 – 0.909 which is greater than the rtable value of 0.444. Thus it can be stated that all statement items used in the work discipline variable research instrument are valid.

Furthermore, the validity test was carried out for the employee performance variable (Y). Based on the test results, it is known that the highest rcount correlation coefficient is at 0.888 while the lowest rcount value is 0.595. So the rcount value in this study is between 0.595-0.888 which is greater than the rtable value of 0.444. Thus it can be stated that all statement items used in this employee performance variable research instrument are valid.

2. Reliability Test Results

The reliability test was carried out by calculating the Cronbach Alpha value using the SPSS program. The calculation results found that the Cronbach alpha value of the monitoring variable was 0.781; work discipline of 0.779 and employee performance of 0.762. Cronbach's alpha value of all research variables is more than 0.60 so that it can be stated that the research instruments in this study are reliable.

3. Research Data Analysis

Analysis of the results of the research is used to explain the findings based on distributing questionnaires to all respondents. The findings from the distribution of questionnaires obtained data on the characteristics of the respondents.

a. Age

Table 1 shows the age of the respondents aged 20-30 years as many as 18 people or 31.03% while the respondents aged 30-40 years were as many as 27 people or 46.56% and aged 41-50 years as many as 13 people or 22.41%.

<table>
<thead>
<tr>
<th>Umur (Tahun)</th>
<th>Jumlah</th>
<th>Prosentase (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 -30 tahun</td>
<td>12</td>
<td>31.03</td>
</tr>
<tr>
<td>30 - 40 tahun</td>
<td>18</td>
<td>46.56</td>
</tr>
<tr>
<td>41-50 tahun</td>
<td>8</td>
<td>22.41</td>
</tr>
<tr>
<td>Total</td>
<td>38</td>
<td>100</td>
</tr>
</tbody>
</table>

b. Education

Table 2 shows the educational characteristics of the respondents, most of them were high school graduates, namely 40 people or 68.96% and the lowest were diploma graduates with 7 people or 12.07%.

<table>
<thead>
<tr>
<th>Pendidikan</th>
<th>Jumlah</th>
<th>Prosentase (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMA</td>
<td>5</td>
<td>13.15</td>
</tr>
<tr>
<td>DIPLOMA</td>
<td>3</td>
<td>7.89</td>
</tr>
<tr>
<td>SARJANA</td>
<td>30</td>
<td>78.9</td>
</tr>
<tr>
<td>Total</td>
<td>38</td>
<td>100</td>
</tr>
</tbody>
</table>

The results of distributing the questionnaires apart from finding the characteristics of the respondents also obtained primary data, namely in the form of respondents' responses to the statements submitted in the questionnaire. The responses of these respondents were given a score based on a predetermined Likert scale. This score is then tabulated to simplify processing of statistical data.

4. Description of Respondents' Answers to Monitoring Variables (X1)
Respondents’ answers to the statements submitted in the questionnaire on the monitoring variable (X1) which indicate that the respondent’s response with the highest score is on the standard setting indicator which is equal to 124. Namely the statement item Administrative Staff Officers at Soerjo University set work standards that must be obeyed by their employees. Meanwhile, the respondent’s response with the lowest score was on the measurement indicator, which was equal to 94. Namely the statement item that supervision measures the work results of employees with routine intensity.

5. Description of Respondents’ Answers to Work Discipline Variables (X2)

Respondents’ answers to the statements submitted in the questionnaire on the work discipline variable (X2), namely the attendance indicator, namely 107. Namely the statement item that I was present on time at work. While the respondent's response with the lowest score is 154 on the indicator of obedience to work regulations. That is a statement on the item that I always follow work procedures that have been determined by the current company.

6. Description of Respondents’ Answers to Employee Performance Variables (Y)

Respondents’ answers to the statements submitted in the questionnaire on the employee performance variable (Y) indicate that the respondent's response with the highest score is on the quantity of work output indicator, which is equal to 227. That is the statement item that I always meet the work quantity target set by the company. Meanwhile, the respondent's response with the lowest score is on the leadership indicator, which is equal to 148. Namely the statement item that the leadership always motivates employees while working.

7. Partial Test Results

The results of the partial test show that in the control variable (X1), thumb value = 3.628 > ttable value = 1.673. This means that the null hypothesis is rejected and the working hypothesis is accepted. This means that supervision partially has a significant effect on the performance of Administrative Staff Employees at Soerjo University. In addition, for the work discipline variable (X2), thumb value = 2.997 > ttable value = 1.673. This means that the null hypothesis is rejected and the working hypothesis is accepted. This means that work discipline partially has a significant effect on the performance of administrative staff employees at Soerjo University.

8. Simultaneous Test Results

To test the third hypothesis in this study, which is about the simultaneous effect of all independent variables on the dependent variable, an F test is performed. Calculations to test the hypothesis simultaneously are carried out using the SPSS program as for the calculation results. Based on the test, it can be seen that the Fcount value is 120.125 > Ftable = 3.16. That is, the null hypothesis is rejected and the working hypothesis is accepted. This means that supervision and work discipline simultaneously have a significant effect on the performance of administrative staff employees at Soerjo University.

Discussion

1. Effect of Supervision on Employee Performance

The t test results obtained thumb value = 3.628 > ttable value = 1.673. This means that the null hypothesis is rejected and the working hypothesis is accepted. So supervision partially has a significant effect on the performance of Administrative Staff Officers at Soerjo University which is proven and the truth is accepted. The results of this study are in line with research conducted by Harianto and Saputra (2020) showing that work supervision has a positive and significant effect on employee performance, it can be proven by a Sig probability of 0.000 <0.05, it is concluded that hypothesis 1 in this study is accepted. The
conclusion obtained in this study is that work supervision has a significant effect on employee performance.

2. Effect of Work Discipline on Employee Performance
   The results of the t test obtained thumg value = 2.997 > ttable value = 1.673. This means that the null hypothesis is rejected and the working hypothesis is accepted. So work discipline partially has a significant effect on the performance of Administrative Staff Employees at Soerjo University, the truth is proven and accepted. The results of this study are in line with research conducted by Harianto and Saputra (2020) which shows that work discipline has a positive and significant effect on employee performance, this can be proven by the probability Sig 0.000 <0.05, it is concluded that the 2nd hypothesis in this study, received. The conclusion obtained in this study is that work discipline has a significant effect on employee performance.

3. Effect of Supervision of Work Discipline on Employee Performance
   The results of the F test showed that the Fcount value was 120.125 > Ftable = 3.16. That is, the null hypothesis is rejected and the working hypothesis is accepted. So supervision and work discipline simultaneously have a significant effect on the performance of Administrative Staff Employees at Soerjo University. The results of this study are in line with research conducted by Harianto and Saputra (2020) showing that work supervision and work discipline have a positive and significant effect on employee performance. This can be proven by the Sig probability of 0.000 <0.05, it is concluded that the 3rd hypothesis in this study is accepted. The conclusion obtained in this study is that work supervision and work discipline simultaneously have a significant effect on employee performance.

CONCLUSION

Based on the results of data analysis and discussion in this study, the following conclusions can be drawn:
1. From the calculations it is proven that the t test thumg value = 3.628 > ttable value = 1.673. This means that the null hypothesis is rejected and the working hypothesis is accepted. So the hypothesis which says that supervision partially has a significant effect on the performance of Administrative Staff Employees at Soerjo University is proven and the truth is accepted.
2. From the calculations it is proven that the t test thumg value = 2.997 > ttable value = 1.673. This means that the null hypothesis is rejected and the working hypothesis is accepted. So the hypothesis that work discipline partially has a significant effect on the performance of Administrative Staff Employees at Soerjo University is proven and the truth is accepted.
3. From the calculations it is proven that the F test value of Fcount is 120.125 > Ftable = 3.16. That is, the null hypothesis is rejected and the working hypothesis is accepted. So, the hypothesis which says supervision and work discipline simultaneously have a significant effect on the performance of Administrative Staff Employees at Soerjo University is proven and the truth is accepted.

BIBLIOGRAPHY

LITERATUS is a journal published by Neolectura, issued two times in one year. Literatus is a scientific publication media in the form of conceptual paper and field research related to social impact and cultural studies. It is hoped that LITERATUS can become a media for academics and researchers to publish their scientific work and become a reference source for the development of science and knowledge.

**Our focus:**
Social and Culture

**Our Scope:**

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