The Influence of Employee Competence, Work Environment, Information Technology and Work Motivation on Archive Management

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ABSTRACT

This research is motivated by the storage of archives that are not all in place, and there is still a build-up of archives next to the table or under the table. No special care is taken of the archives that are stored only when there is a rearrangement of the room, and the archives will be cleaned sober. This research was conducted with the aim of 1) Analyzing the influence of employee competence on Records Management; 2) Analyzing the influence of the work environment on Records Management; 3) Analyzing the influence of information technology on Records Management; 4) Analyzing the effect of work motivation on Records Management; 5) Analyze the effect of employee competence on employee work motivation; 6) Analyze the influence of the environment on employee work motivation; 7) Analyze the influence of information technology on employee work motivation. The population is employees of the Ministry of Religious Affairs of Kerinci Regency, with 43 respondents with saturated sampling techniques. The data analysis technique used in this study is quantitative analysis. The data collected in this study were taken from two sources, namely primary and secondary data. Hypothesis testing in this study was carried out by path analysis. Based on the results of the analysis and discussion, it is known that: 1) Employee competence has a significant effect on Archives Management; 2) Work environment has a significant effect on Archive Management; 3) Information technology has a significant effect on Archives Management; 4) Work automation has a significant effect on Archives Management; significant to Records Management; 5) Employee competence has a significant effect on employee work motivation; 6) Environment has a significant effect on employee work motivation; 7) Information technology has a significant effect on employee work motivation.

Keywords: employee competence; work environment; information technology and work motivation; archive management.

INTRODUCTION

Each agency or agency involved in the implementation of daily operations is inseparable from the process of making archives, which begins with the creation of letters, receipt of letters, and preparation of activity reports. This is because an archive is essentially a record or recording of every activity carried out. They are often referred to as manuscripts, documents, or recorded information. Their realization can be in the form of writing, drawings, or sounds, depending on the medium used to record them.

Many government organizations pay little attention to the pattern of archive management (Ahmad et al., 2015; Junus et al., 2016; Limpo et al., 2015; Souisa et al., 2019). However, archives are still often used to benefit the institutions where they are stored. What is

meant by "active dynamic archive" is an archive that is still often used for job operations or often used as a work file. Given the importance of dynamic archives, one of which is to support administrative activities, it is necessary to manage archives following storage standards (Haryono et al., 2019; Junus et al., 2016; Smith & Akib, 2015). Indicators of archive management are the creation, distribution, use, maintenance and destruction. Archival activities are not only during storage. However, it started from when the archive was created, processed, and stored until finally, and the archive was destroyed. Included in this is the maintenance or care of the archives.

Saputra & Mulia (2021) stated, "A person considered professional is not enough just to have an academic diploma, but must meet competency standards that can be accounted for and can be tested for their level of competence ."Employee competence as one of the professions is also required to be professional in carrying out their main duties. An employee must have competence according to predetermined standards to obtain the professional predicate.

The work environment in which employees work is no less important in improving employee performance. The work environment is the material and psychological conditions that exist in the organization. The organization must provide an adequate work environment such as a physical environment (comfortable office layout, clean environment, good air exchange, color, sufficient lighting and melodious music), as well as a non-physical environment (employee work atmosphere, employee welfare, relationships between fellow employees, relationships between employees and leaders, and places of worship). A good work environment can support work implementation so that employees have the spirit of work and improve employee performance.

A good and clean working environment, getting enough light, free from noise and interference, will motivate employees to do a good job. However, a bad, dirty, dark, stuffy, humid work environment will quickly cause fatigue and reduce creativity. Therefore, company leaders who have high creativity will be able to create a pleasant work environment for employees. With a good work environment, employees will be able to work well, safely, and comfortably without any disturbances. Therefore, each company or organization is obliged to provide a good working environment for its employees so that they can work according to the organization's wishes to achieve organizational goals (Sinambela, 2021).

Motivation is important because, with motivation, every employee will be willing to work hard and enthusiastically to achieve higher performance. A person's motivation is influenced and stimulated by desires, the fulfillment of needs, goals, and satisfaction. Stimuli arise from the inside and the outside. This will create an impetus in a person to do activities (Buller & McEvoy, 2012; Hewagama et al., 2019; McCann, 2004; Wright et al., 1994). Providing better external and internal motivation can encourage employees to work more productively. With high work productivity, the cost of employees per production unit will even be lower. In addition, providing opportunities for each employee to develop and meet his needs based on individual abilities and competencies is the most important part of efforts to fulfill employees' needs. The research results by Hidayat and Taufiq (2012) show that work motivation affects employee performance. Work motivation will have a positive effect if a good and supportive work environment supports it.

The next factor that affects the management of archives is information technology. With the development of information technology, archival management is expected to be adapted to the development of the industrial revolution 4.0. The current government has full attention to the field of archives. This is considering the importance of the existence of archives as the backbone of government management and development as well as a collective memory and national identity. In the era of information technology, people increasingly yearn for government services that are fast and not limited by distance, space, and time. For this reason, the government answers these needs by implementing an Electronic-Based Government System.

In the field of archives are known the terms records and archives. Records have a life cycle, from the time they are created to the depreciation period. In each of its phases, there are various elements and activities. At the end of the first life cycle, the record will move to the second life cycle as an archive. At this time, an archivist is tasked with identifying and assessing records that have the value of continuing, holding, documenting, maintaining, and providing access to the archives. The term record is more commonly known as dynamic archives, as stated in Archival Law Number 7 of 1971, which divides archives into dynamic and static archives. Dynamic archives are used directly in the implementation of state life, which is used for state affairs directly in the implementation of state administration. In contrast, static archives are archives that are no longer used directly in state administrative activities, both for implementation planning and the administration of the state (Herlina & Suryana, 2020; Klein & Knight, 2005; Ripley & Franklin, 1982).

Based on preliminary observations made by researchers at the Ministry of Religious Affairs of Kerinci Regency, several problems were found as follows:

First, the storage of archives that are not all in place still has a buildup of archives next to the table or under the table. This is because the facilities for storing archives are still lacking, which causes the employee's work environment to be less comfortable. This, of course, requires special management so that employees are comfortable at work. Secondly, no special care is taken of the archives that are stored only when there is a rearrangement of the room then the archives will be cleaned sober. Considering that the archives in the Ministry of Religious Affairs are very important such as hajj documents, marriage documents and others, the maintenance of archives needs to be rearranged. Third, in the Ministry of Religious Affairs office, archives have been destroyed so that those that have no use-value or have been stored for a long time are only piled up in storage warehouses. At the same time, for the process of moving from each part, there is also no specific time for the transfer of archives to be carried out according to needs. Fourth, the limited use of information technology and the lack of human resources who can use information technology at the Ministry of Religious Affairs caused the management of archives to be not optimal, so archives were not taken care of.

This study was conducted with the aim of: 1) Analyzing the influence of employee competence on Archive Management at the Office of the Ministry of Religious Affairs of Kerinci Regency; 2) Analyzing the influence of the work environment on Archives Management at the Office of the Ministry of Religious Affairs of Kerinci Regency; 3) Analyzing the influence of information technology on Archive Management at the Office of the Ministry of Religious Affairs of Kerinci Regency ; 4) Analyze the effect of work motivation on Archives Management at the Office of the Ministry of Religious Affairs of Kerinci Regency; 5) Analyze the influence of employee competence on the work motivation of employees in the

Office of the Ministry of Religious Affairs of Kerinci Regency; 6) Analyze the influence of the environment on the work motivation of employees in the Office of the Ministry of Religious Affairs of Kerinci Regency; 7) Analyze the influence of the influence of employees information technology on the work motivation of employees at the Kerinci Regency Ministry of Religious Affairs Office.

This study has several hypotheses, including: (H1) employee competence has a significant effect on Archive Management at the Office of the Ministry of Religious Affairs, Kerinci Regency; (H2) the work environment has a significant effect on Archives Management at the Kerinci Regency Ministry of Religious Affairs Office; (H3) information technology has a significant effect on Archive Management at the Kerinci Regency Ministry of Religious Affairs Office; (H4) work motivation has a significant effect on Archives Management at the Kerinci Regency Ministry of Religious Affairs Office; (H5) employee competence has a significant effect on the work motivation of employees at the Kerinci Regency Ministry of Religious Affairs Office; (H6) the work environment has a significant effect on the work motivation of employees at the Kerinci Regency Ministry of Religious Affairs Office; (H7) Information technology has a significant effect on the work motivation of employees at the Kerinci Regency Ministry of Religious Affairs Office.

The scope of this study was conducted at the Office of the Ministry of Religious Affairs of Kerinci Regency. This research is limited to examining archive management factors, including employee competence, work environment, information technology and work motivation.

METHODS

This research uses an associative quantitative approach. The quantitative approach is due to the approach used in research proposals, processes, hypotheses, downgrading, data analysis and data conclusions until writing using measurement, calculation, formulas and numerical data certainty. The population was not larger than 100 respondents, so the researchers took 100% of the total population at the Ministry of Religious Affairs of Kerinci Regency, which was 43 respondents. Thus using the entire population without having to withdraw the research sample as an observation unit is referred to as a census technique or saturated sample.

The instrument used in this study was in the form of a questionnaire using a Likert scale. According to (Creswell, 1999; Creswell & Creswell, 2017), the Likert scale measures the attitudes, opinions, and perceptions of a person or group of people about social phenomena".

The selection of the Likert scale in this study is based on the considerations that will be measured: the opinions, perceptions and opinions of a person towards the values of the Work Discipline style, competence, and Integrity towards employee performance in the Pariaman City Regional Secretariat. According to the opinions of Creswell (2013), the Likert scale is suitable for measuring the attitudes, opinions, or perceptions of a person or group of people about social events or symptoms. For hypothesis testing in this study using path analysis.

RESULT AND DISCUSSION

Result

A normality test is performed to check whether the data coming from a distributed population is normal. This testing is necessary for the use of path analysis technicians. This normality test uses Kolmogorov-Smirnov with test criteria at alpha = 0.05.

Table 1. Normality Test Results

NO	Variable	Sig.	Alpha	Distribution
1	Employee Competence (X_1)	0,200	0,05	Normal
2	Work Environment (X_2)	0,200	0,05	Normal
3	Information Technology (X_3)	0,075	0,05	Normal
4	Work Motivation (X_4)	0,200	0,05	Normal
5	Records Management (Y)	0,200	0,05	Normal

In table 1. it is known that the significant values for the archive management variable (Y), the employee competency variable (X1), the work environment variable (X2), the information technology variable (X3), and work motivation (X4) are greater than 0.05. From the data processing results, it can be seen that the significant value of all variables is greater than the significant level used, alpha 0.05. Thus, it can be concluded that all the variables in this study have been normally distributed, then the path analysis can be carried out.

Table 2. Heteroscedasticity Test Results

NO	Variable	Sig.	Alpha	Information
1	Employee Competence (X_1)	0,281	>0,05	No Heterochedasticity Occurs
2	Work Environment (X_2)	0,476	>0,05	No Heterochedasticity Occurs
3	Information Technology (X_3)	0,845	>0,05	No Heterochedasticity Occurs
4	Work Motivation (X_4)	0,861	>0,05	No Heterochedasticity Occurs

Based on Table 20, it is known that the significance value for the employee competency variable is 0.281, the work environment variable is 0.476, the information technology variable is 0.845, and the work motivation variable is 0.861. The three significance values are greater than alpha ($\alpha = 0.05$). Thus, the heteroskedasticity test has been fulfilled. The data can be carried out continued with the processing of path analysis.

Table 3. Multicollinearity Test Results

No	Variable	VIF value	Tolerance	VIF limit	Information
1	Employee Competence (X_1)	1,435	0,697	10	No Multicholinearity Occurs
2	Work Environment (X_2)	1,747	0,572	10	No Multicholinearity Occurs
3	Information Technology (X_3)	1,489	0,672	10	No Multicholinearity Occurs
4	Work Motivation (X_4)	1,441	0,694	10	No Multicholinearity Occurs

The result of calculating the tolerance value shows that no free variables have a tolerance value of less than 10%, which means that there is no correlation between free variables whose value is more than 90%. The calculation of the variance inflation factor (VIF)

value also shows that there is not one free variable with a VIF value of more than 10. So, it can be concluded that there is no multicollinearity between free variables in the regression model.

Table 4. Research Variable Linearity Test Results

NO	Variable	Sig.	Alpha	Conclusion
1	Employee Competence (X_1)	0,639	0,05	Linear
2	Work Environment (X_2)	0,489	0,05	Linear
3	Information Technology (X_3)	0,255	0,05	Linear
4	Work Motivation (X_4)	0,615	0,05	Linear

Following the results of the linearity tests that have been carried out, it is seen that the significant value is large from 0.05, which means that the relationship is linear. This shows that employee competence, work environment, information technology and work motivation are linear in archive management.

Path Analysis Results

The path analysis in this study was grouped into three sub-structure paths. In the analysis of the first substructure, the influence of employee competence, work environment and information technology will be seen on work motivation. In the analysis of the second substructure, the influence of employee competence, work environment, information technology and work motivation will be seen on archive management. The following will describe the data analysis results for each substructure.
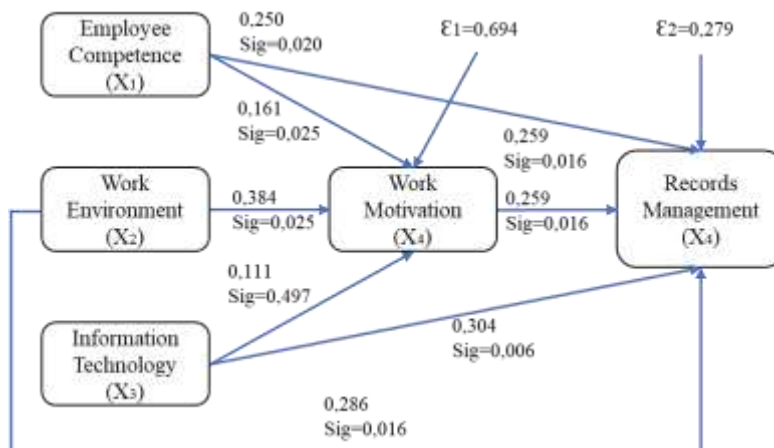

Figure 1. Path Analysis Result Chart

Discussion

The first hypothesis is that "employee competence has a significant effect on the management of archives in the office of the Ministry of Religious Affairs of Kerinci Regency." Based on data analysis for the first hypothesis test, it is known that the coefficient of influence of employee competence on archive management (Px1y) is 0.250 with a significance value of 0.020. If the significance value is compared with the significant alpha level (α=0.05), then it is proved that the significance value is smaller than the significant level used (0.020<0.05). This means that the first hypothesis is accepted at a confidence level of 95%. The conclusion is that employees' competence significantly affects the management of archives in the office of the Ministry of Religious Affairs of Kerinci Regency.

The second hypothesis is that "the work environment has a significant effect on the management of archives in the office of the Ministry of Religious Affairs of Kerinci Regency." Based on data analysis for testing the second hypothesis, it is known that the coefficient of influence of the work environment on archive management (Px2y) is 0.286 with a significance value of 0.016. If the significance value is compared with the significant alpha level (α=0.05), then it is proved that the significance value is smaller than the significant level used (0.016<0.05). This means the second hypothesis is accepted at a 95% confidence level. The conclusion is that the work environment has a significant effect on the management of archives in the office of the Ministry of Religious Affairs of Kerinci Regency.

The third hypothesis is that "information technology has a significant effect on archive management in the office of the Ministry of Religious Affairs of Kerinci Regency." Based on data analysis for testing the third hypothesis, it is known that the coefficient of influence of information technology on archive management (Px3y) is 0.304 with a significance value of 0.006. If the significance value is compared with the significant alpha level (α=0.05), then it is proved that the significance value is smaller than the significant level used (0.006<0.05). This means the third hypothesis is accepted at a 95% confidence level. The conclusion is that information technology significantly affects the management of archives at the Kerinci Regency Ministry of Religious Affairs office.

The fourth hypothesis is that "work motivation has a significant effect on archive management in the office of the Ministry of Religious Affairs of Kerinci Regency." Based on data analysis for testing the fourth hypothesis, it is known that the coefficient of influence of work motivation on archive management (Px4y) is 0.259 with a significance value of 0.016. If the significance value is compared with the significant alpha level (α=0.05), then it is proved that the significance value is smaller than the significant level used (0.016<0.05). This means the fourth hypothesis is accepted at a 95% confidence level. The conclusion is that work motivation significantly affects archive management at the Kerinci Regency Ministry of Religious Affairs office.

The fifth hypothesis is that "employee competence has a significant effect on the work motivation of employees in the office of the Ministry of Religious Affairs of Kerinci Regency."Based on data analysis for testing the fourth hypothesis, it is known that the coefficient of influence of employee competence on work motivation (Px1x4) is 0.161 with a significance value of 0.314. If the significance value is compared with the significant alpha level (α=0.05), then it is proved that the significance value is greater than the significant level used (0.314<0.05). The fifth hypothesis is rejected at a 95% confidence level. The conclusion is that

employee competence has an insignificant effect on employees' work motivation in the office of the Ministry of Religious Affairs of Kerinci Regency.

The fifth hypothesis is that "the work environment has a significant effect on the work motivation of employees in the office of the Ministry of Religious Affairs of Kerinci Regency." Based on the data analysis for testing the sixth hypothesis, it is known that the coefficient of influence of the work environment on work motivation (Px2x4) is 0.384 with a significance value of 0.025. If the significance value is compared with the significant alpha level (α=0.05), then it is proved that the significance value is smaller than the significant level used (0.025<0.05). This means that the sixth hypothesis is accepted at a confidence level of 95%. The conclusion is that the work environment significantly affects the work motivation of employees in the office of the Ministry of Religious Affairs of Kerinci Regency.

The seventh hypothesis is that "information technology has a significant effect on the work motivation of employees in the office of the Ministry of Religious Affairs of Kerinci Regency." Based on data analysis for testing the fourth hypothesis, it is known that the coefficient of influence of employee competence on work motivation (Px3x4) is 0.111 with a significance value of 0.497. If the significance value is compared with the significant alpha level (α=0.05), then it is proved that the significance value is greater than the significant level used (0.497<0.05). The seventh hypothesis is rejected at a 95% confidence level. The conclusion is that information technology has an insignificant effect on the work motivation of employees in the office of the Ministry of Religious Affairs of Kerinci Regency.

CONCLUSION

This study aims to determine the influence of employee competence, work environment, information technology and motivation on archive management at the Office of the Ministry of Religious Affairs of Kerinci Regency. Based on the results of the study, the conclusions of this study can be described as follows:

1. Employee competence affects employee performance (Px1y) is 0.250 with a significance value of 0.020. If the significance value is compared with the significant alpha level (α=0.05), then it is proved that the significance value is smaller than the significant level used (0.020<0.05). This means that the first hypothesis is accepted at a confidence level of 95%. The conclusion is that employees' competence significantly affects the management of archives at the Office of the Ministry of Religious Affairs of Kerinci Regency.
2. The work environment affecting employee performance (Px2y) is 0.286 with a significance value of 0.016. If the significance value is compared with the significant alpha level (α=0.05), then it is proved that the significance value is smaller than the significant level used (0.016<0.05). This means the second hypothesis is accepted at a 95% confidence level. The conclusion is that the work environment significantly affects archive management at the Kerinci Regency Ministry of Religious Affairs Office.
3. Information technology affects employee performance (Px3y) is 0.304 with a significance value of 0.006. If the significance value is compared with the significant alpha level (α=0.05), then it is proved that the significance value is smaller than the significant level

used (0.006<0.05). This means the third hypothesis is accepted at a 95% confidence level. The conclusion is that information technology significantly affects archive management at the Kerinci Regency Ministry of Religious Affairs Office.

4. Work motivation affects employee performance (Px4y) is 0.259 with a significance value of 0.016. If the significance value is compared with the significant alpha level (α=0.05), then it is proved that the significance value is smaller than the significant level used (0.016<0.05). This means the fourth hypothesis is accepted at a 95% confidence level. The conclusion is that work motivation significantly affects archive management at the Kerinci Regency Ministry of Religious Affairs Office.

5. Employee competence has an insignificant effect on work motivation (Px1x4) is 0.161 with a significance value of 0.314. If the significance value is compared with the significant alpha level (α=0.05), then it is proved that the significance value is greater than the significant level used (0.413>0.05). The fifth hypothesis is rejected at a 95% confidence level. The conclusion is that employee competence has an insignificant effect on employees' work motivation at the Kerinci Regency Ministry of Religious Affairs Office.

6. The work environment has a significant effect on work motivation (Px2x4) is 0.384 with a significance value of 0.025. If the significance value is compared with the significant alpha level (α=0.05), then it is proved that the significance value is smaller than the significant level used (0.025<0.05). This means that the sixth hypothesis is accepted at a confidence level of 95%. The conclusion is that the work environment significantly affects employees' work motivation at the Kerinci Regency Ministry of Religious Affairs Office.

7. Information technology has an insignificant effect on work motivation (Px3x4) is 0.111 with a significance value of 0.497. If the significance value is compared with the significant alpha level (α=0.05), then it is proved that the significance value is greater than the significant level used (0.497>0.05). The seventh hypothesis is rejected at a 95% confidence level. The conclusion is that information technology has an insignificant effect on employees' work motivation at the Kerinci Regency Ministry of Religious Affairs Office.

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