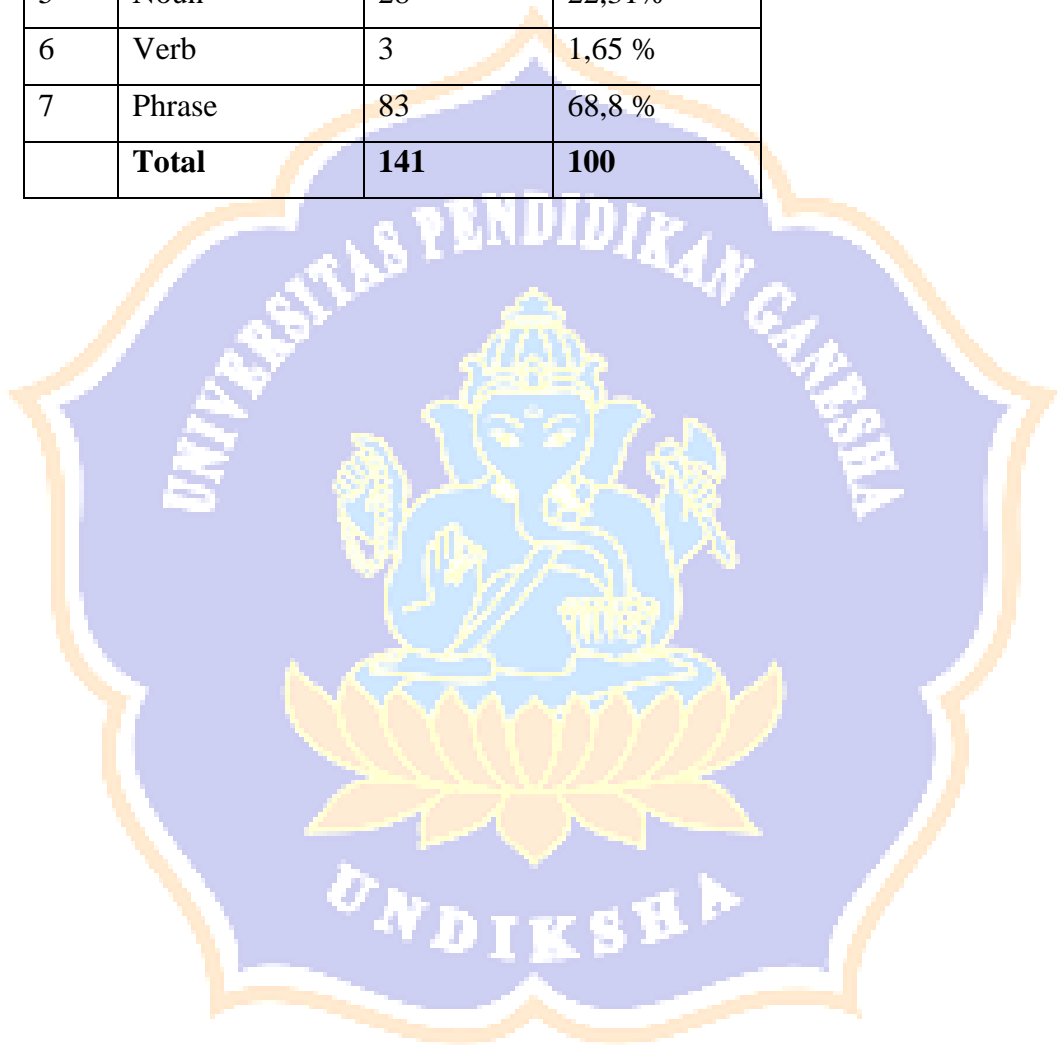




RESULT OF DATA ANALYSIS

No	Word-formtion	Amount	Percentage
1	Acronym	18	6,6%
2	Abbreviation	2	1,65%
3	Compounding	5	4,13%
4	Borrowing	2	1,65%
5	Noun	28	22,31%
6	Verb	3	1,65 %
7	Phrase	83	68,8 %
	Total	141	100



APPENDIX 1

JARGON



No	Jargons
1	Absent list
2	Allowance
3	Annual Leave (AL)
4	Application Form (App.)
5	Appraisal Interview
6	Attendance
7	Attendant
8	Attitudes
9	Behavior
10	Benefits
11	Body Checking
12	Career Opportunity
13	Career Planning and Development
14	Casual Worker
15	Character
16	Coaching / Mentoring
17	Compensation
18	Competence
19	Conduct Training
20	Contract Agreement
21	Core Competence
22	Corporate Social Responsibility (CSR)
23	Curriculum Vitae
24	Daily Worker (DW)
25	Day Off (DO)
26	Day Off Payment (DP)
27	Directive Interview

28	Discipline
29	Doctor Certificate (DC)
30	Document Filling
31	Employee Canteen
32	Employee Health Insurance
33	Employee Of The Month
34	Employee Of The Year
35	Extra Off (EO)
36	Employee Orientation
37	Employee Performance Appraisal
38	Fired
39	Functional Competence
40	Functional Job Analysis
41	Gate Pass
42	Generic Competence
43	Globalization
44	Grooming
45	Habit
46	Headcount
47	Hire
48	Holiday
49	House rule
50	HR Calendar
51	Human Resource (HR)
52	Human Resources Manager (HRM)
53	Human Resources Performance Report
54	Incentives
55	Job Analysis
56	Job Description (JD)
57	Job Evaluation

58	Job Specification
59	Job Posting
60	Key Performance Indicator (KPI)
61	Labor
62	Long Leave
63	Management Process
64	Manning Guide
65	Meal Time
66	Memorandum Of Understanding (MOU)
67	Minute Meeting
68	Morning Briefing
69	Name Tag
70	Non Directive Interview
71	Officer Check (OC)
72	On boarding
73	On-The-Job Training (OTJT)
74	Payroll, Tax, Expense and Relative (PTER)
75	Pension/ Retired
76	Permanent Worker
77	Personal Replacement
78	Position Replacement
79	Policy and Procedures (PnP)
80	Pregnant Leave (PL)
81	Present list
82	Probation Staff
83	Qualification Inventory
84	Ratio Analysis
85	Recruitment
86	Remuneration

87	Reprimand
88	Rooster
89	Resign
90	Result Interview
91	Salary
92	Service Charge
93	Sick Leave (SL)
94	Staff Activities
95	Staff Ceremonial
96	Staff Date Base
97	Staff Meal
98	Standard Operating Procedures (SOP)
99	Successful Probation
100	Suspension
101	Take Home Pay
102	Talent Management (TM)
103	Team Building
104	Team Work
104	Test Validity
106	Time Keeping
107	Training And Development
108	Training Certificate
109	Training Coordinator
110	Training Evaluation (TE)
111	Training Need Analysis (TNA)
112	Training Schedule
113	Turn Over
114	Uniform
115	Unpaid Leave (UL)
116	Wages
117	Wage Scale

118	Warning Letter
119	Work Schedule
120	Lovina
121	Heliconia



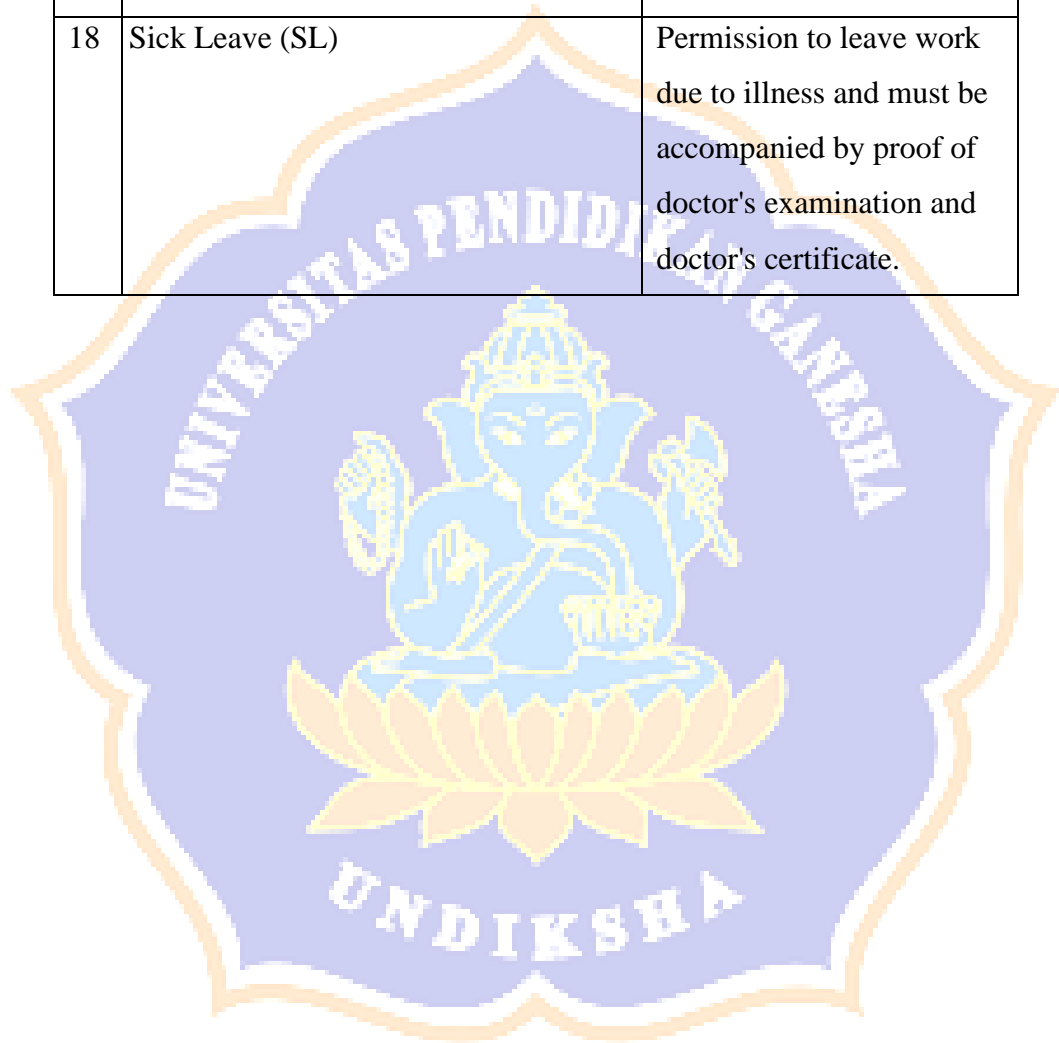
APPENDIX 2

ACRONYM

No	Jargons	Meaning
1	Annual Leave (AL)	Annual leave that can be taken after one year of continuous work.
2	Application form (AF)	Form sheets prepared by HRD to be filled when they arrive before the interview.
3	Daily worker (DW)	Daily workers who are paid daily according to their working hours.
4	Day off (DO)	Hotel employee regular days off.
5	Day off payment (DP)	The day off is given to the employee but the employee does not have time to take the day off so that the vacation is replaced with money.
6	Doctor certificate (DC)	Certificate of illness from a doctor
7	Extra off (EO)	Additional vacation provided to employees for time compensation given to the company.
8	Job description (JD)	The composition of the jobs given to the employee that is from his core job, then his generic job is the employee's functional job.

9	Key performance indicator (KPI)	The keys that are included in the indicator in meeting work performance. Like employees who work in the service section or in other fields.
10	Memorandum of understanding (MOU)	A joint agreement made between human resources represents the company with external parties such as schools, institutions, related to cooperation as partners.
11	Officer check (OC)	Allowances are given to department heads for being able to eat in restaurants using the officer check.
12	Policy and Procedures (PnP)	Policies and rules provided by management.
	Pregnant Leave (PL)	The leave is given to female employees who are pregnant and about to give birth.
13	Standart operating Procedures (SOP)	The procedure for work
14	Training Evaluation (TE)	Evaluations are carried out during implementation and after training.
15	Training need analysis (TNA)	From KPI, whether he needs training or not, for example in the spa department that requires

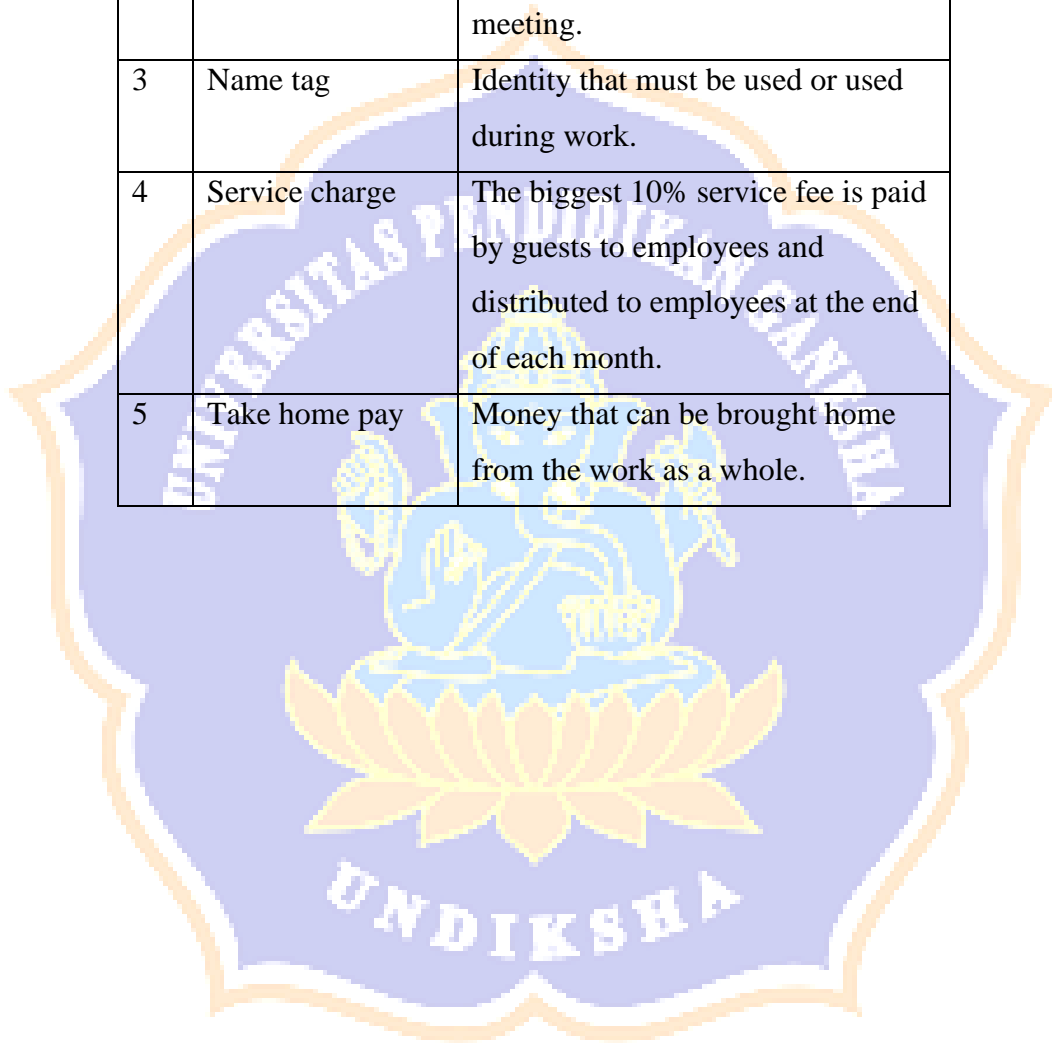
		training in the field of spa dining, look for the training needed in the spa.
16	Unpaid Leave (UL)	Unpaid holiday.
17	On-The-Job Training (OTJT)	Training conducted by the school or institution in the hotel.
18	Sick Leave (SL)	Permission to leave work due to illness and must be accompanied by proof of doctor's examination and doctor's certificate.



APPENDIX 3

COMPOUNDING

No	Jargons	Meaning
1	Human resources	Section on the employment or personnel management.
2	Minute meeting	Meeting notes created in each meeting.
3	Name tag	Identity that must be used or used during work.
4	Service charge	The biggest 10% service fee is paid by guests to employees and distributed to employees at the end of each month.
5	Take home pay	Money that can be brought home from the work as a whole.



APPENDIX 4

ABBREVIATION

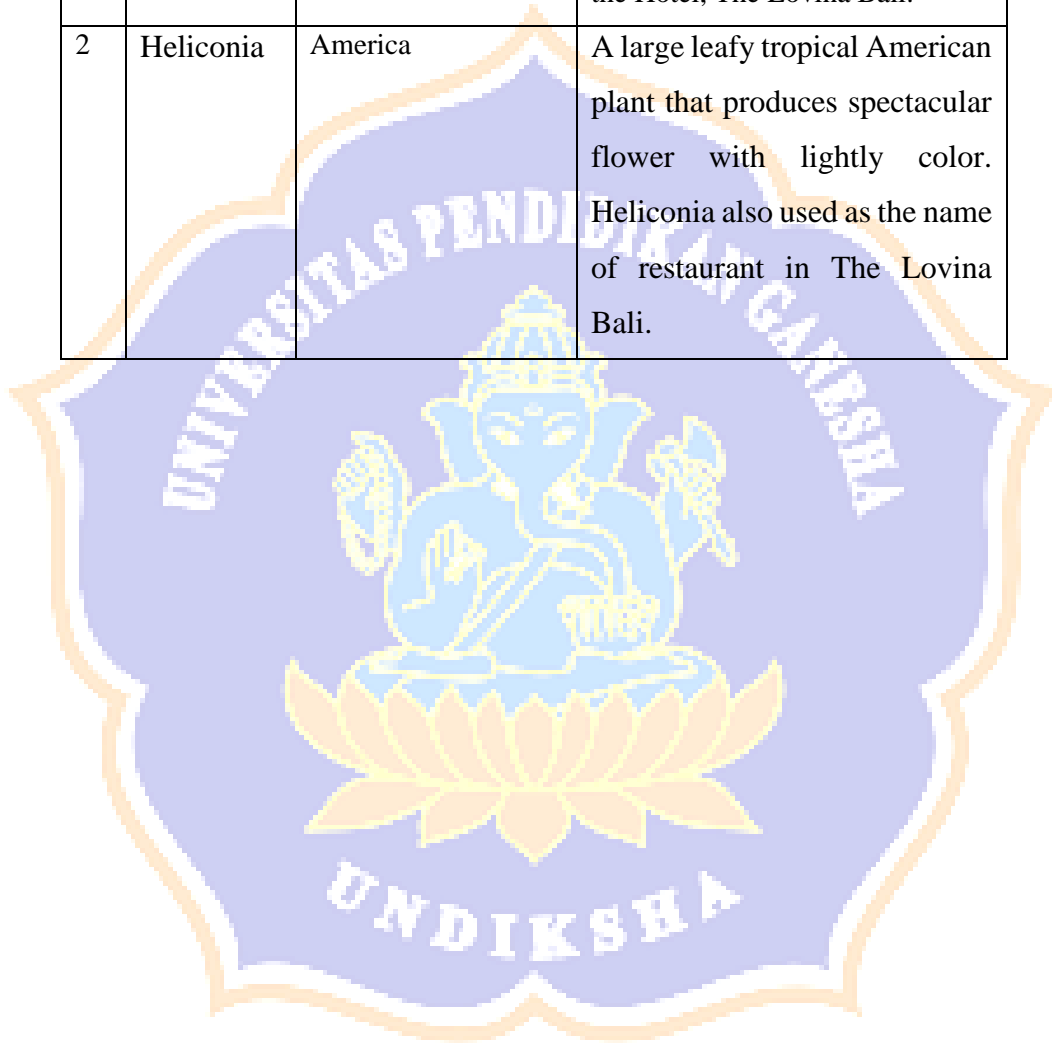
No	Jargons	Meaning
1	Payroll, Tax, Expense and Relative (PTER)	Reports relating to Human Resource employment needs, related to expenditure on salary, payroll, salary. Enter into budgeting.
2	Corporate Social Responsibility (CSR)	Social activities carried out by management, represented by human resources to help the community.



APPENDIX 5

BORROWING

No	Jargons	Origin of word	Meaning
1	Lovina	Indonesia	Lovina means the name of beach in singaraja, Bali, Indonesia which also used as a part of the name of the Hotel, The Lovina Bali.
2	Heliconia	America	A large leafy tropical American plant that produces spectacular flower with lightly color. Heliconia also used as the name of restaurant in The Lovina Bali.



APPENDIX 6

WORD

No	Words	Words category	Meaning
1	Allowance	Noun	It is a benefit, such as transport allowance, meal allowance, phone allowance etc.
2	Attendance	Noun	Employee attendance during work hours.
3	Attendant	Noun	Officers, room attendants, public area attendants, pool attendants, laundry attendants.
4	Attitudes	Noun	The real attitude of the employees who enter the appraisal interview.
5	Behavior	Noun	Attitudes from those seen from pre-inner.
6	Benefits	Noun	The things that can be given to employees who are more than benefits such as collateral incuranes.
7	Character	Noun	Personal employee characteristics.
8	Coaching / Mentoring	Verb	Coaching (identical to the personal directs per person / private who is assisted until really capable), while Mentoring / mentor (can be

			more general, more motivating).
9	Compensation	Noun	Something that can be given to employees, can be in the form of money, working hours. For example he works more can be calculated extra off compensation.
10	Discipline	Noun	Actions of compliance with the company to employees.
11	Fired	Verb	Dismissal of mistakes made by the most fatal employees. Such as stealing, harassment, immoral play gambling, and taking illegal drugs.
12	Globalization	Noun	Fulfillment and follow the level of work in accordance with the needs of globalization that will continue to change.
13	Grooming	Noun	Appropriate appearance according to the field.
14	Habit	Noun	Habits are considered bad habits and sometimes good habits. More people think that habits are bad habits that have been brought before.
15	Headcount	Noun	Number of employees in the hotel.
16	Hire	Noun	Recruitment of employees

17	Holiday	Noun	Holidays that have been determined by the company in a year. 14 days holiday but not taken directly every day.
18	Incentives	Noun	Incentive here never gives incentives to employees. This incentive is given to employees usually in the form of something like money, bonuses, or outing activities. The incentives made at The Lovina provide more than once a year to invite outing or outbound employees.
19	Labor	Noun	Wages / financial statements.
20	Recruitment	Noun	Add or search for new employees or workers.
21	Remuneration	Noun	Payroll system.
22	Reprimand	Noun	Strike rate (1 2 3).
23	Rooster	Noun	Work schedule, there is such thing as weekly rooster, monthly rooster is often called schedule.
24	Resign	Verb	Resignation at the will of the employee himself without coercion from the hotel.
25	Salary	Noun	Related to take home pay, money can be brought home from the work as a whole.
26	Suspension	Noun	Dismissal

27	Uniform	Noun	Employee uniforms.
28	Wages	Noun	Salary.
29	Lovina	Noun	Lovina means the name of beach in singaraja, Bali, Indonesia which also used as a part of the name of the Hotel, The Lovina Bali.
30	Heliconia	Noun	A large leafy tropical American plant that produces spectacular flower with lightly color. Heliconia also used as the name of restaurant in The Lovina Bali.
31	Competence	Noun	Ability to work based on knowledge, skills, and attitude.

APPENDIX 7

WORD PHRASE

No	Jargons	Word Category	Meaning
1	Annual Leave (AL)	Noun phrase	Annual leave that can be taken after one year of continuous work.
2	Application Form (App.)	Noun phrase	Form sheets prepared by HRD to be filled when they arrive before the interview.
3	Appraisal Interview	Noun phrase	List or interview values carried out during the interview.
4	Body Checking	Noun phrase	Performed on employees before leaving work.
5	Career Opportunity	Noun phrase	Career opportunities provided by the company to employees who has achievement.
6	Career Planning and Development	Noun phrase	Career planning to employees and how to develop these employees, for example there are employees at level 2 who have the attitude, motivation, behavior, knowledge, good skills in mentors, educated and trained in order to become more professional then can be promoted so that it

			can increase to more levels high. The system used is the Leveling system (grade 12345).
7	Casual Worker	Noun phrase	Contract workers are limited to whose salaries are paid in full a month.
8	Conduct Training	Verb phrase	Who conducts training activities.
9	Contract Agreement	Noun phrase	Employment contracts between management representing the company, there are employees as workers, there are annual contracts that are temporary and there are contracts that are temporary.
10	Core Competence	Noun phrase	Core work skills from the competency itself.
11	Corporate Social Responsibility (CSR)	Noun phrase	Social activities carried out by management, represented by human resources to help the community.
12	Curriculum Vitae	Noun phrase	Curriculum vitae written by prospective workers.
13	Daily Worker (DW)	Noun phrase	Daily workers who are paid daily according to their working hours.
14	Day Off (DO)	Noun phrase	Hotel employee regular days off.

15	Day Off Payment (DP)	Noun phrase	The day off is given to the employee but the employee does not have time to take the day off so that the vacation is replaced with money.
16	Directive Interview	Noun phrase	Interviews conducted on prospective workers and what was asked were answered in accordance with what was directed.
17	Doctor Certificate (DC)	Noun phrase	Certificate of illness from a doctor
18	Document Filling	Noun phrase	All documents regarding employment, company regulations, permits or permits are filled in with filling documents in HRD from job desc to SOP.
20	Employee Canteen	Noun phrase	Employee dining area during recess.
21	Employee Health Insurance	Noun phrase	In this hotel, 2 BPJS employment and health BPJS insurance are used as employee benefits.
22	Employee Of The Month	Noun phrase	Reward for the best employee on monthly appraisal.
23	Employee Of The Year	Noun phrase	Reward for staff who have outstanding performance in an assessment year.

24	Extra Off (EO)	Noun phrase	Additional vacation provided to employees for time compensation given to the company.
25	Employee Orientation	Noun phrase	Introduction to hotels, products and so on before starting work.
26	Employee Performance Appraisal	Noun phrase	Performance appraisal of staff according to their area of expertise.
27	Functional Competence	Adjective phrase	The ability to work in the field of work he works.
28	Functional Job Analysis	Adjective phrase	Associated with functional competence, so in this functional job analysis analyzed the ability to work in accordance with the profession of the employee.
29	Gate Pass	Noun phrase	Permit granted to employees in an emergency.
30	Generic Competence	Noun phrase	General work abilities that he must generally have such as grooming.
31	House rule	Noun phrase	Company regulations contain disciplinary rules, if there are employees who are not disciplined will be subject to sanctions.

32	Human Resource (HR)	Noun phrase	Section on the employment or personnel management
33	Human Resources Manager (HRM)	Noun phrase	Those who serve or head the management of employees or HR.
34	Human Resources Performance Report	Noun phrase	Reports on Human Resources activities are made per month and then this report will be sent monthly to General Manager as a work evaluation.
35	Job Analysis	Noun phrase	Analyzing the jobs given to employees whether they are appropriate or excessive or lacking.
36	Job Description (JD)	Noun phrase	The composition of the jobs given to the employee that is from his core job, then his generic job is the employee's functional job.
37	Job Evaluation	Noun phrase	Performance evaluation is carried out by each department head of the employees in each department.
38	Job Specification	Noun phrase	Part of the job description, the more specific jobs are core, generic or functional.

39	Job Posting	Noun phrase	Usually post employee needs through online.
40	Key Performance Indicator (KPI)	Noun phrase	The keys that are included in the indicator in meeting work performance. Like employees who work in the service section or in other fields.
41	Long Leave	Noun phrase	Holiday given to employees who have worked without stopping for 7 years. Long leave which is given leave for a month.
42	Management Process	Noun phrase	The process of forming employees is managed by management itself. This management is a system, where the system is in the form of inputs, processes and outputs of these processes, processes from employees who are recruited and then trained to become truly able to work.
43	Manning Guide	Noun phrase	A ratio handle, the number of employees earmarked for operations.
44	Meal Time	Noun phrase	Break time for lunch, dinner, etc.

45	Memorandum Of Understanding (MOU)	Noun phrase	A joint agreement made between human resources represents the company with external parties such as schools, institutions, related to cooperation as partners.
46	Minute Meeting	Noun phrase	Meeting notes created in each meeting.
47	Morning Briefing	Noun phrase	Each department head was asked to conduct a briefing at the beginning before starting work.
48	Non Directive Interview	Noun phrase	The candidate interviewed sometimes does not connect with what the interviewer asks.
49	Officer Check (OC)	Noun phrase	Allowances are given to department heads for being able to eat in restaurants using the officer check.
50	On boarding	Noun phrase	Newly joined staff (recently recruited and started working).
51	On-The-Job Training (OTJT)	Noun phrase	Training conducted by the school or institution in the hotel.
52	Permanent Worker	Noun phrase	Employees with unlimited employment contracts. Have a service life of more than 3 years.

53	Personal Replacement	Noun phrase	Employees who have stopped working or resigned are replaced by others.
54	Position Replacement	Noun phrase	Position that is replaced by the position of someone else.
55	Policy and Procedures (PnP)	Noun phrase	Policies and rules provided by management.
56	Pregnant Leave (PL)	Noun phrase	The leave is given to female employees who are pregnant and about to give birth.
57	Probation Staff	Noun phrase	A trial period before becoming a contract worker.
58	Qualification Inventory	Noun phrase	Employees' work abilities that have been recorded.
59	Ratio Analysis	Noun phrase	Fulfillment of manning guide, ratio analysis by analyzing the ratio of the number of employees with the number of rooms or occupancy rates, area etc.
60	Result Interview	Noun phrase	The results of the interview are accepted or rejected.
61	Service Charge	Noun phrase	The biggest 10% service fee is paid by guests to employees and

			distributed to employees at the end of each month.
62	Sick Leave (SL)	Noun phrase	Permission to leave work due to illness and must be accompanied by proof of doctor's examination and doctor's certificate.
63	Staff Activities	Noun phrase	Employee activities in an effort to improve working relationships that are getting better in forming team work.
64	Staff Ceremonial	Noun phrase	Activities undertaken to appreciate employees who get rewards or those who are having a birthday.
65	Staff Date Base	Noun phrase	Information about personal employment.
66	Staff Meal	Noun phrase	Food allowances for employees
67	Standard Operating Procedures (SOP)	Noun phrase	The procedure for work
68	Successful Probation	Noun phrase	Successfully passed a trial period of three months before being appointed as an employee.
69	Take Home Pay	Noun phrase	Money that can be brought home from the work as a whole.

70	Talent Management (TM)	Noun phrase	Employees have talents that can be assigned to their careers.
71	Team Building	Noun phrase	Building a team so that they can build a team work.
72	Team Work	Verb phrase	Work in team.
73	Test Validity	Noun phrase	Tests for employees both from the document he is valid or not until about the ability to work.
74	Time Keeping	Noun phrase	The process for absences, for calculating work hours.
75	Training Certificate	Noun phrase	Training and development of work skills.
76	Training Coordinator	Noun phrase	Certificate given after completing training activities.
77	Training Evaluation (TE)	Noun phrase	Position of employee in charge of coordinating in every training activity.
78	Training Need Analysis (TNA)	Noun phrase	Evaluations are carried out during implementation and after training.
79	Training Schedule	Noun phrase	From KPI, whether he needs training or not, for example in the spa department that requires training in the field of spa

			dining, look for the training needed in the spa.
80	Unpaid Leave (UL)	Noun phrase	Unpaid holiday.
81	Wage Scale	Noun phrase	Wage scale, how wages are prepared by combining several components that affect employee wages.
82	Warning Letter	Noun phrase	Warning letter for mistakes made.
83	Work Schedule	Noun phrase	Work schedule.



APPENDIX 8

JARGONS' MEANING

No	Jargons	Meaning
1	Absent list	List of absences or employee attendance lists, lists that are usually made in a month.
2	Allowance	It is a benefit, such as transport allowance, meal allowance, phone allowance etc.
3	Annual Leave (AL)	Annual leave that can be taken after one year of continuous work.
4	Application Form (App.)	Form sheets prepared by HRD to be filled when they arrive before the interview.
5	Appraisal Interview	List or interview values carried out during the interview.
6	Attendance	Employee attendance during work hours
7	Attendant	Officers, room attendants, public area attendants, pool attendants, laundry attendants.
8	Attitudes	The real attitude of the employees who enter the appraisal interview.

9	Behavior	Attitudes from those seen from pre-inner.
10	Benefits	The things that can be given to employees who are more than benefits such as collateral incuranes.
11	Body Checking	Performed on employees before leaving work.
12	Career Opportunity	Career opportunities provided by the company to employees who has achievement.
13	Career Planning and Development	Career planning to employees and how to develop these employees, for example there are employees at level 2 who have the attitude, motivation, behavior, knowledge, good skills in mentors, educated and trained in order to become more professional then can be promoted so that it can increase to more levels high. The system used is the Leveling system (grade 12345).

14	Casual Worker	Contract workers are limited to whose salaries are paid in full a month.
15	Character	Personal employee characteristics.
16	Coaching / Mentoring	Coaching (identical to the personal directs per person / private who is assisted until really capable), while Mentoring / mentor (can be more general, more motivating).
17	Compensation	Something that can be given to employees, can be in the form of money, working hours. For example he works more can be calculated extra off compensation.
18	Competence	Ability to work based on knowledge, skills, and attitude.
19	Conduct Training	Who conducts training activities.
20	Contract Agreement	Employment contracts between management representing the company, there are employees as workers,

		there are annual contracts that are temporary and there are contracts that are temporary.
21	Core Competence	Core work skills from the competency itself.
22	Corporate Social Responsibility (CSR)	Social activities carried out by management, represented by human resources to help the community.
23	Curriculum Vitae	Curriculum vitae written by prospective workers.
24	Daily Worker (DW)	Daily workers who are paid daily according to their working hours.
25	Day Off (DO)	Hotel employee regular days off.
26	Day Off Payment (DP)	The day off is given to the employee but the employee does not have time to take the day off so that the vacation is replaced with money.
27	Directive Interview	Interviews conducted on prospective workers and what was asked were answered in

		accordance with what was directed.
28	Discipline	Actions of compliance with the company to employees.
29	Doctor Certificate (DC)	Certificate of illness from a doctor
30	Document Filling	All documents regarding employment, company regulations, permits or permits are filled in with filling documents in HRD from job desc to SOP.
31	Employee Canteen	Employee dining area during recess.
32	Employee Health Insurance	In this hotel, 2 BPJS employment and health BPJS insurance are used as employee benefits.
33	Employee Of The Month	Reward for the best employee on monthly appraisal.
34	Employee Of The Year	Reward for staff who have outstanding performance in an assessment year.
35	Extra Off (EO)	Additional vacation provided to employees for time compensation given to the company.

36	Employee Orientation	Introduction to hotels, products and so on before starting work.
37	Employee Performance Appraisal	Performance appraisal of staff according to their area of expertise.
38	Fired	Dismissal of mistakes made by the most fatal employees. Such as stealing, harassment, immoral play gambling, and taking illegal drugs.
39	Functional Competence	The ability to work in the field of work he works.
40	Functional Job Analysis	Associated with functional competence, so in this functional job analysis analyzed the ability to work in accordance with the profession of the employee.
41	Gate Pass	Permit granted to employees in an emergency.
42	Generic Competence	General work abilities that he must generally have such as grooming.
43	Globalization	Fulfillment and follow the level of work in

		accordance with the needs of globalization that will continue to change.
44	Grooming	Appropriate appearance according to the field.
45	Habit	Habits are considered bad habits and sometimes good habits. More people think that habits are bad habits that have been brought before.
46	Headcount	Number of employees in the hotel.
47	Hire	Recruitment of employees
48	Holiday	Holidays that have been determined by the company in a year. 14 days holiday but not taken directly every day.
49	House rule	Company regulations contain disciplinary rules, if there are employees who are not disciplined will be subject to sanctions.
50	HR Calendar	The calendar that is made lists the contents

		of the activities in a month what are the activities carried out from the 1st to the 30th. Event calendar.
51	Human Resource (HR)	Section on the employment or personnel management
52	Human Resources Manager (HRM)	Those who serve or head the management of employees or HR.
53	Human Resources Performance Report	Reports on Human Resources activities are made per month and then this report will be sent monthly to General Manager as a work evaluation.
54	Incentives	Incentive here never gives incentives to employees. This incentive is given to employees usually in the form of something like money, bonuses, or outing activities. The incentives made at The Lovina provide more than once a year to invite outing or outbound employees.

55	Job Analysis	Analyzing the jobs given to employees whether they are appropriate or excessive or lacking.
56	Job Description (JD)	the composition of the jobs given to the employee that is from his core job, then his generic job is the employee's functional job.
57	Job Evaluation	Performance evaluation is carried out by each department head of the employees in each department.
58	Job Specification	Part of the job description, the more specific jobs are core, generic or functional.
59	Job Posting	Usually post employee needs through online.
60	Key Performance Indicator (KPI)	The keys that are included in the indicator in meeting work performance. Like employees who work in the service section or in other fields.

61	Labor	Wages / financial statements.
62	Long Leave	Holiday given to employees who have worked without stopping for 7 years. Long leave which is given leave for a month.
63	Management Process	The process of forming employees is managed by management itself. This management is a system, where the system is in the form of inputs, processes and outputs of these processes, processes from employees who are recruited and then trained to become truly able to work.
64	Manning Guide	A ratio handle, the number of employees earmarked for operations.
65	Meal Time	Break time for lunch, dinner, etc.
66	Memorandum Of Understanding (MOU)	A joint agreement made between human resources represents the company with

		external parties such as schools, institutions, related to cooperation as partners.
67	Minute Meeting	Meeting notes created in each meeting.
68	Morning Briefing	Each department head was asked to conduct a briefing at the beginning before starting work.
69	Name Tag	Identity that must be used or used during work.
70	Non Directive Interview	The candidate interviewed sometimes does not connect with what the interviewer asks.
71	Officer Check (OC)	Allowances are given to department heads for being able to eat in restaurants using the officer check.
72	On boarding	Newly joined staff (recently recruited and started working).
73	On-The-Job Training (OTJT)	Training conducted by the school or institution in the hotel.
74	Payroll, Tax, Expense and Relative (PTER)	Reports relating to Human Resource

		employment needs, related to expenditure on salary, payroll, salary. Enter into budgeting.
75	Pension/ Retired	Pension is usually included in the insurance program through BPJS employment for retirement at the age of 58 years.
76	Permanent Worker	Employees with unlimited employment contracts. Have a service life of more than 3 years.
77	Personal Replacement	Employees who have stopped working or resigned are replaced by others.
78	Position Replacement	Position that is replaced by the position of someone else.
79	Policy and Procedures (PnP)	Policies and rules provided by management.
80	Pregnant Leave (PL)	The leave is given to female employees who are pregnant and about to give birth.

81	Present list	The presence of employees during their tenure.
82	Probation Staff	A trial period before becoming a contract worker.
83	Qualification Inventory	Employees' work abilities that have been recorded.
84	Ratio Analysis	Fulfillment of manning guide, ratio analysis by analyzing the ratio of the number of employees with the number of rooms or occupancy rates, area etc.
85	Recruitment	Add or search for new employees or workers.
86	Remuneration	Payroll system.
87	Reprimand	Strike rate (1 2 3).
88	Rooster	Work schedule, there is such thing as weekly rooster, monthly rooster is often called schedule.
89	Resign	Resignation at the will of the employee himself without coercion from the hotel.

90	Result Interview	The results of the interview are accepted or rejected.
91	Salary	Related to take home pay, money can be brought home from the work as a whole.
92	Service Charge	The biggest 10% service fee is paid by guests to employees and distributed to employees at the end of each month.
93	Sick Leave (SL)	Permission to leave work due to illness and must be accompanied by proof of doctor's examination and doctor's certificate.
94	Staff Activities	Employee activities in an effort to improve working relationships that are getting better in forming team work.
95	Staff Ceremonial	Activities undertaken to appreciate employees who get rewards or those who are having a birthday.
96	Staff Date Base	Information about personal employment.

97	Staff Meal	Food allowances for employees
98	Standard Operating Procedures (SOP)	The procedure for work
99	Successful Probation	Successfully passed a trial period of three months before being appointed as an employee.
100	Suspension	Dismissal
101	Take Home Pay	Money that can be brought home from the work as a whole.
102	Talent Management (TM)	Employees have talents that can be assigned to their careers.
103	Team Building	Building a team so that they can build a team work.
104	Team Work	Work in team.
104	Test Validity	Tests for employees both from the document he is valid or not until about the ability to work.
106	Time Keeping	The process for absences, for calculating work hours.
107	Training And Development	Training and development of work skills.

108	Training Certificate	Certificate given after completing training activities.
109	Training Coordinator	Position of employee in charge of coordinating in every training activity.
110	Training Evaluation (TE)	Evaluations are carried out during implementation and after training.
111	Training Need Analysis (TNA)	From KPI, whether he needs training or not, for example in the spa department that requires training in the field of spa dining, look for the training needed in the spa.
112	Training Schedule	Schedules are made for English language training.
113	Turn Over	The process of changing employees in and out. Some have just received and some have already resigned.
114	Uniform	Employee uniforms.
115	Unpaid Leave (UL)	Unpaid holiday.
116	Wages	Salary.
117	Wage Scale	Wage scale, how wages are prepared by

		combining several components that affect employee wages.
118	Warning Letter	Warning letter for mistakes made.
119	Work Schedule	Work schedule.
120	Lovina	Lovina Is used as a part of the name of the Hotel, The Lovina Bali.
121	Heliconia	Heliconia is used as a name of the restaurant at The Lovina Bali.



APPENDIX 9 INFORMANTS' DATA

The subject of the study were Human Resources Department manager and assistant at The Lovina Bali Hotel. The researcher used 2 informants in obtaining the data. The researcher set of characteristics in choosing the informant.

No	Name	CHARACTERISTICS									
		Age	Sex	Job	Experience	Education	Status	Position	Physically and Mentally	Communication competence (INA-ENG)	Speech Defect
1	Human Resources Department (HRD) 1	49	M	HRD	7 year	S1	Married	Human Resources Manager (HRM)	Healthy	INA-ENG	No
2	Human Resources Department (HRD) 2	27	F	HRD	8 year	S1	Married	HR Coordinator	Healthy	INA-ENG	No

*HRD : Human Resources Department

*M : Male

*F : Female

APPENDIX 10



SURAT KETERANGAN

No. 002/TL/HRD/I/2020

Yang bertanda tangan dibawah ini,

Nama : Nyoman Redita
Jabatan : Human Resources Manager

Menerangkan bahwa,


Nama : Putu Dita Marantika
Nim : 1612021202
Program Studi : S1 Pendidikan Bahasa Inggris

Memang benar mahasiswa tersebut di atas telah melakukan pengambilan data/penelitian di Hotel The Lovina Bali guna memperoleh data yang diperlukan dalam penyusunan Skripsi yang berjudul "An Analysis Of Jargon Used By Human Resources Department At The Lovina Bali"

Demikian surat keterangan ini dibuat dengan sebenarnya agar dapat dipergunakan sebagaimana mestinya. Atas Perhatian dan Kerjasamanya kami ucapkan terimakasih.

The Lovina, 7 Januari 2020

Hormat Saya


Nyoman Redita
Human Resources Manager

THE LOVINA BALI
Jl Mas Lovina . Kalibukbuk-Singaraja . Bali-Indonesia . T :+62 362 3435800 F:+62 362 41092
info@thelovinabali.com . www.thelovinabali.com

APPENDIX 11



KEMENTERIAN RISET, TEKNOLOGI, DAN PENDIDIKAN TINGGI
UNIVERSITAS PENDIDIKAN GANESHA
FAKULTAS BAHASA DAN SENI
Jalan A.Yani No. 67 Singaraja Bali Kode Pos 81116
Telepon (0362) 21541 Fax. (0362) 27561
Laman: fbs.undiksha.ac.id

Nomor : 3495/UN48.7.1/DT/2019

9 Oktober 2019

Perihal : **Permohonan Izin Penelitian**

Yth. HRD Manager THE LOVINA BALI RESORT
di Lovina, Singaraja

Dalam rangka pengumpulan data untuk menyelesaikan Skripsi/Tugas Akhir, dengan hormat kami mohon agar Bapak/Ibu mengizinkan mahasiswa di bawah ini:

Nama	: Putu Dita Marantika
NIM	: 1612021202
Program Studi	: Pendidikan Bahasa Inggris
Jenjang	: S1
Tahun Akademik	: 2019/2020
Judul	: An analysis of jargons used by HRD staff at The Lovina Bali Resort

untuk mencari data yang diperlukan pada institusi yang Bapak/Ibu pimpin. Atas perhatian dan bantuan Bapak/Ibu, kami ucapkan terima kasih.

a.n. Dekan,
Kepala Bagian Tata Usaha,



Nyoman Doddy Widhiastana
Nyoman Doddy Widhiastana, S.T., M.M.
NIP. 197305292001121001

Tembusan:

1. Dekan FBS Undiksha Singaraja
2. Kaprodi. Pendidikan Bahasa Inggris
3. Sub Bagian Pendidikan FBS

FIGURE

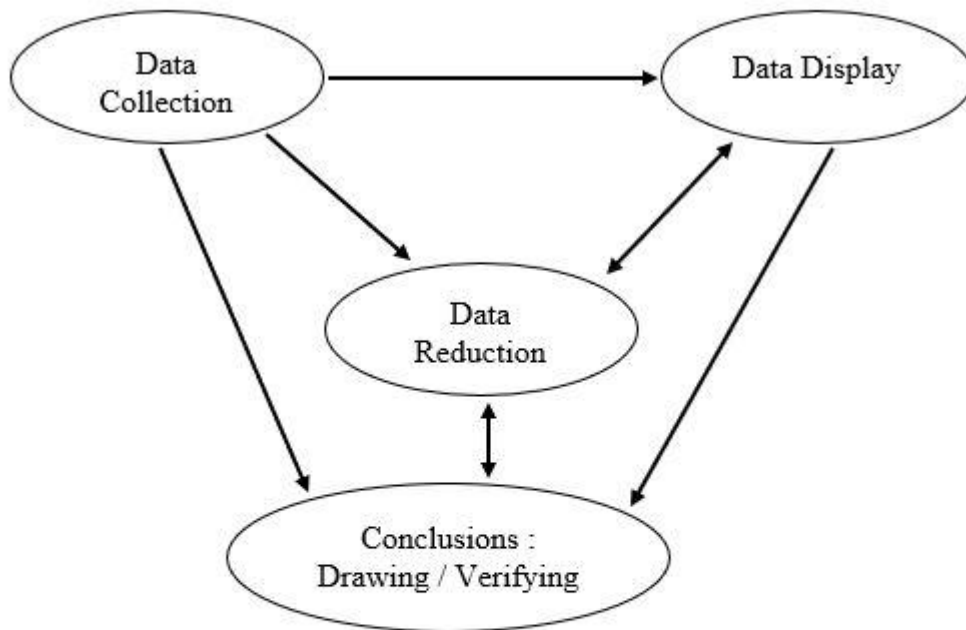


Figure 3.1

Component of Data Analysis: Interactive Model

(source: Miles and Huberman book, Qualitative Data Analysis, 1994)





APPENDIX 12
CHECKLIST

119
24
2

121.

The Lovina Bali

Nyoman Redita
Human Resources Manager

Please put mark (✓) for jargons that you usually use in HRD. If there is any jargons that is not listed in this checklist, please write additional jargons bellow!

No	Jargons	Yes	None
1	Absent	✓	
2	Allowance	✓	
3	Annual Leave (AL)	✓	
4	Application Form (App.)	✓	
5	Appraisal Interview	✓	
6	Attendance	✓	
7	Attendant	✓	
8	Attitudes	✓	
9	Adapter role		✓
10	Apprentice training		✓
11	Aptitude test		✓
12	Bandwidth time		✓
13	Behavior	✓	
14	Behavioural elements		✓
15	Behavioural Observation Scales (BOS)		✓
16	Behaviourally Anchored Rating Scales (BARS)		✓
17	Bonus		✓
18	Benefits	✓	
19	Body Checking	✓	
20	Career Opportunity	✓	
21	Career Planning and Development	✓	
22	Career goal		✓
23	Career Management		✓
24	Career path		✓
25	Career planning		✓
26	Collective bargaining		✓
27	Scanned with CamScanner		

28	Casual Worker	✓	
29	Character	✓	
30	Coaching / Mentoring	✓	
32	Compensation	✓	
33	Competence	✓	
34	Conduct Training	✓	
35	Contract Agreement	✓	
36	Core Competence	✓	
37	Corporate Social Responsibility (CSR)	✓	
38	Curriculum Vitae	✓	
39	Daily Worker (DW)	✓	
40	Day Off (DO)	✓	
41	Day Of Payment (DP)	✓	
42	Directive Interview	✓	
43	Discipline	✓	
44	Doctor Certificate (DC)	✓	
45	Document Filling	✓	
46	Demotion		✓
47	Depth of a job		✓
48	Dismissal		✓
49	Displacement effect		✓
50	Division of labour		✓
51	Emergency Response Team	✓	
52	Employee Canteen	✓	
53	Employee Health Insurance	✓	
54	Employee Of The Month	✓	
55	Employee Of The Year	✓	
56	Employee discipline management		✓
57	Employee induction		✓
58	Employee mentoring programme		✓
59	Employee performance evaluation		✓
60	Employee productivity		✓

61	Extra Off (EO)	✓	
62	Employee Orientation	✓	
63	Employee Performance Appraisal	✓	
64	Fired	✓	
65	First-In-First-Out (FIFO)		✓
66	Feedback.		✓
67	Functional Competence	✓	
68	Functional Job Analysis	✓	
69	Gate Pass	✓	
70	Generic Competence	✓	
71	Globalization	✓	
72	Grooming	✓	
73	Group technique		✓
74	Gliding time		✓
75	Habit	✓	
76	Headcount	✓	
77	Hire	✓	
78	Hiring		✓
79	Hoarding		✓
80	Holiday	✓	
81	HR field		✓
82	HR generalist		✓
83	HR requisition sheet		✓
84	HR scorecard		✓
85	HR specialist		✓
86	House rule		✓
87	HR Calendar	✓	
88	Human Resource (HR)	✓	
89	Human Resources Manager (HRM)	✓	
90	Human Resources Performance Report	✓	
91	Incentives	✓	
92	Job Analysis	✓	

93	Job Description (JD)	✓	
94	Job Evaluation	✓	
95	Job Specification	✓	
96	Job Posting	✓	
97	Key Performance Indicator (KPI)	✓	
98	Labor	✓	
99	Long Leave	✓	
100	Management Process	✓	
101	Manning Guide	✓	
102	Meal Time	✓	
103	Memorandum Of Understanding (MOU)	✓	
104	Minute Meeting	✓	
105	Morning Briefing	✓	
106	Name Tag	✓	
107	Non Directive Interview	✓	
108	Officer Check (OC)	✓	
109	On boarding	✓	
110	On-The-Job Training (OTJT)	✓	
111	Payroll, Tax, Expense and Relative (PTER)	✓	
112	Pension/ Retired	✓	
113	Permanent Worker	✓	
114	Personal Replacement	✓	
115	Position Replacement	✓	
116	Policy and Procedures (PnP)	✓	
117	Pregnant Leave (PL)	✓	
118	Present list	✓	
119	Probation Staff	✓	
120	Qualification Inventory	✓	
121	Ratio Analysis	✓	
122	Recruitment	✓	
123	Remuneration	✓	
124	Reprimand	✓	

125	Rooster		
126	Resign	✓	
127	Result Interview	✓	
128	Salary	✓	
129	Service Charge	✓	
130	Sick Leave (SL)	✓	
131	Staff Activities	✓	
132	Staff Ceremonial	✓	
133	Staff Date Base	✓	
134	Staff Meal	✓	
135	Standard Operating Procedures (SOP)	✓	
136	Successful Probation	✓	
137	Suspension	✓	
138	Take Home Pay	✓	
139	Talent Management (TM)	✓	
140	Team Building	✓	
141	Team Work	✓	
142	Test Validity	✓	
143	Time Keeping	✓	
144	Training And Development	✓	
145	Training Certificate	✓	
146	Training Coordinator	✓	
147	Training Evaluation (TE)	✓	
148	Training Need Analysis (TNA)	✓	
149	Training Schedule	✓	
150	Turn Over	✓	
151	Uniform	✓	
152	Unpaid Leave (UL)	✓	
153	Wages	✓	
154	Wage Scale	✓	
155	Warning Letter	✓	
155	Work Schedule	✓	

The Lovina Bali

Ni Luli Ana Hamityasari
HR Admin.

Please put mark (✓) for jargons that you usually use in HRD. If there is any jargons that is not listed in this checklist, please write additional jargons bellow!

No	Jargons	Yes	None
1	Absent	✓	
2	Allowance	✓	
3	Annual Leave (AL)	✓	
4	Application Form (App.)	✓	
5	Appraisal Interview	✓	
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11	Aptitude test		✓
12	Bandwidth time		✓
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15	Behavioural Observation Scales (BOS)		✓
16	Behaviourally Anchored Rating Scales (BARS)		✓
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