

PT. INSPEKTINDO SINERGI PERSADA
PERSONAL WORKING TIME SHEET



Employee Name	: Darmoko
Employee ID	: 13079
Period Of	: 06 Dec-15 Dec 2022

NO	DATE	DAY	WORKING TIME	DETAIL JOB DESCRIPTION	ALLOWANCE							
					ONSHORE		OFFSHORE	MOB / DEMOB	MEAL	TRANSPORT	OVER TIME (HOUR/S)	
					DAYTRIP	OVERNIGHT						
1	21-Nov-22	Monday										
2	22-Nov-22	Tuesday										
3	23-Nov-22	Wednesday										
4	24-Nov-22	Thursday										
5	25-Nov-22	Friday										
6	26-Nov-22	Saturday										
7	27-Nov-22	Sunday										
8	28-Nov-22	Monday										
9	29-Nov-22	Tuesday										
10	30-Nov-22	Wednesday										
11	01-Dec-22	Thursday										
12	02-Dec-22	Friday										
13	03-Dec-22	Saturday										
14	04-Dec-22	Sunday										
15	05-Dec-22	Monday										
16	06-Dec-22	Tuesday	08.00-17.00	Mobilization to Balikpapan			1					
17	07-Dec-22	Wednesday	08.00-17.00	Visiting PHKT (Pak Jannes Management visit) and check brand new forklift loader LONKING			1					
18	08-Dec-22	Thursday	08.00-17.00	Sosialisasi Procedure and Dynamic 365 Training for Tony, Agnes, Husein & Riesky			1					
19	09-Dec-22	Friday	08.00-17.00	Audit Consumable & Audit Asset at Balikpapan Office			1					
20	10-Dec-22	Saturday	08.00-17.00	Audit Asset at Balikpapan Office			1					
21	11-Dec-22	Sunday	08.00-17.00	Mobilization to Tarakan & Bunyu			1					
22	12-Dec-22	Monday	08.00-17.00	Audit Consumable & Audit Asset at Bunyu Area			1					
23	13-Dec-22	Tuesday	08.00-17.00	Audit Asset at Bunyu Area			1					
24	14-Dec-22	Wednesday	08.00-17.00	Audit Consumable & Audit Asset at Tarakan Area			1					
25	15-Dec-22	Thursday	08.00-17.00	Training BuTar Admin related to Dynamic 365 BC & Demobilization to Balikpapan			1					
26	16-Dec-22	Friday										
27	17-Dec-22	Saturday										
28	18-Dec-22	Sunday										
29	19-Dec-22	Monday										
30	20-Dec-22	Tuesday										
31	21-Dec-22	Wednesday										
TOTAL							10		-	-		-

- NOTES :**
1. Personal Working Timesheet shall be submitted to HR & Admin. Dept. with complete Dept. approval
 2. Personal Working Timesheet with complete approval shall be submitted to HR & Admin. Dept max. 2 days after cut off date

Submitted by,

 Empl. Name

Reviewed by,

 Supervisor

Approved by

 Dept. Head

Verified by,

 HR & Admin. Dept

