

PT. INSPEKTINDO SINERGI PERSADA
PERSONAL WORKING TIME SHEET



Employee Name	: Ranger Biru
Employee ID	: 21291
Period Of	: 21 mei 2021 - 15 juni 2021

NO	DATE	DAY	WORKING TIME	DETAIL JOB DESCRIPTION	ALLOWANCE						
					ONSHORE		OFFSHORE	MOB / DEMOB	MEAL	TRANSPORT	
					DAYTRIP	OVERNIGHT					
1	16-Mei-20	saturday									
2	17-Mei-20	sunday									
3	18-Mei-20	monday									
4	19-Mei-20	tuesday									
5	20-Mei-20	wednesday									
6	21-Mei-20	thursday	08:00-10:00	Antar Toolbox team handil							1
7	22-Mei-20	friday	-	cuti bersama							
8	23-Mei-20	saturday	-	Off Day							
9	24-Mei-20	sunday	-	Eid Al-Fitr day							
10	25-Mei-20	monday	-	Eid Al-Fitr day							
11	26-Mei-20	tuesday	05:00 -17:00	Antar Asisten ke senioah untuk rapid test, ambil tools dari senipah ke handil dan support team handil dan npu ke phm, ke kantor balikpapan							1
12	27-Mei-20	wednesday	08:00 - 20:00	Bawa Perlengkapan mess senipah dan handil dari kantor bppn ke senipah dan handil							1
13	28-Mei-20	thursday	07:00 - 20:00	Antar Yudhi team beserta tool ke sps, ambil WRT dan load cell ke kantor bppn, serta antar barang ke handil dan ambil sepeda di tempat service							1
14	29-Mei-20	friday	08:00 - 18:00	pengerjaan Report yang diminta pak dona, dan suummary at mess senipah							1
15	30-Mei-20	saturday	06:00 - 17:00	Pengiriman Barang Ke bekapai melalui jetty senipah, Ambil Ear muff ke balikpapan dan report							1
16	31-Mei-20	sunday	07:00 - 17:00	Pengiriman Sepeda dan barang ke senipah, reporting, ke handil antar earmuff and ambil laporan.							1
17	01-Jun-20	monday	08:00 - 17:00	Collect report from inspector, checking report, make master sumamry at mess senipah							1
18	02-Jun-20	tuesday	08:00 - 17:00	Collect report from inspector, checking report, make master sumamry at mess senipah							1
19	03-Jun-20	wednesday	08:00 - 17:00	Collect report from inspector, checking report, make master sumamry at mess senipah							1
20	04-Jun-20	thursday	08:00 - 17:00	Collect report from inspector, checking report, make master sumamry at mess senipah							1
21	05-Jun-20	friday	08:00 - 17:00	Collect report from inspector, checking report, make master sumamry at mess senipah							1
22	06-Jun-20	saturday	08:00 - 17:00	Collect report from inspector, checking report, make master sumamry at mess senipah							1
23	07-Jun-20	sunday	08:00 - 17:00	Collect report from inspector, checking report, make master sumamry and persentase report to phm at mess senipah							1
24	08-Jun-20	monday	08:00 - 17:00	Collect report from inspector, checking report, make master sumamry at mess senipah							1
25	09-Jun-20	tuesday	08:00 - 17:00	Collect report from inspector, checking report, make master sumamry at mess senipah							1
26	10-Jun-20	wednesday	08:00 - 17:00	Collect report from inspector, checking report, make master sumamry at mess senipah, collect report from admin handil							1
27	11-Jun-20	thursday	08:00 - 19:00	Collect report hard copy from senipah, antar laporan ke kantor balikpapan, ambil stock konsumable untuk mes handil dan senipah.							1
28	12-Jun-20	friday	07:00 - 17:00	Antar Load cell 35ton ke foip, reporting							1
29	13-Jun-20	saturday	08:00 - 17:00	Collecting Report from Inspector , checking report, make master summary at senipah							1
30	14-Jun-20	sunday	08:00 - 17:00	Collect report from inspector, checking report, make master sumamry and persentase report to phm at mess senipah							1
31	15-Jun-20	monday	08:00 - 17:00	Collect report from inspector, checking report, make master sumamry at mess senipah							1
32	16-Jun-20	tuesday	08:00 - 17:00	Collect report from inspector, checking report, make master sumamry at mess senipah							1
33	17-Jun-20	wednesday	08:00 - 18:00	Collect report from inspector, checking report, make master sumamry at mess senipah, Delivery Load Cell 35 ton to jetty senipah for bekapai team							1
34	18-Jun-20	thursday	08:00 - 17:00	Collect report from inspector, checking report, make master sumamry at mess senipah							1
35	19-Jun-20	friday	08:00 -17:00	Collect report from inspector, checking report, make master sumamry at mess senipah							1
36	20-Jun-20	saturday	08:00 - 17:00	Collect report from inspector, checking report, make master sumamry at mess senipah							1
TOTAL											

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,

Reviewed by,

Approved by

Verified by,

TARMIDI
Empl. Name

LEO RANTE
Supervisor

Dept. Head

HR & Admin. Dept

ISP-F05-HR-01



OVER TIME (HOUR/S)
2
3
3
4
10
9
8
8
2
1
8
8
1
8
75

