

**PT. INSPEKTINDO SINERGI PERSADA**  
**PERSONAL WORKING TIME SHEET**



Employee Name	: TARMIDI
Employee ID	: 20257
Period Of	: 11 Dec 2020 - 15 dec 2020

NO	DATE	DAY	WORKING TIME	DETAIL JOB DESCRIPTION	ALLOWANCE						
					ONSHORE		OFFSHORE	MOB / DEMOB	MEAL	TRANSPORT	OVER TIME (HOUR/S)
					DAYTRIP	OVERNIGHT					
1	11-Dec-20	Friday	6:00 - 18:00	Support Driver & ADM for PHM Lift, Campaign at senipah base		1			1		
2	12-Dec-20	Saturday	6:00 - 18:00	Support Driver & ADM for PHM Lift, Campaign at senipah base		1			1		
3	13-Dec-20	Sunday	6:00 - 18:00	Support Driver & ADM for PHM Lift, Campaign at senipah base		1			1		
4	14-Dec-20	Monday	6:00 - 18:00	Support Driver & ADM for PHM Lift, Campaign at senipah base		1			1		
5	15-Dec-20	Tuesday	6:00 - 18:00	Support Driver & ADM for PHM Lift, Campaign at senipah base		1			1		
<b>TOTAL</b>						5			5		-

- 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,

TARMIDI  
Empl. Name

Reviewed by,

LEO RANTE  
Supervisor

Approved by

Dept. Head

Verified by,

HR & Admin. Dept

ISP-F05-HR-01

## OVER TIME FORM



Dept : Inspection & Testing  
Day / Date : thursday / 21 may 2020

Emp. No.	Name Of Employee	Time		Description	Payroll use only			
		Start	Finish		X 1.5	X 2	X 3	X 4
19172	Tarmidi	8:00	10:00	Antar Toolbox team handil				

Proposed by,

Approved by,

Acknowledged by,

( )

( Department Head )

( HR Department )

ISP-F06-HR-01

## OVER TIME FORM



Dept : Inspection & Testing  
Day / Date : Tuesday / 26 may 2020

Emp. No.	Name Of Employee	Time		Description	Payroll use only			
		Start	Finish		X 1.5	X 2	X 3	X 4
19172	Tarmidi	5:00	8:00	Antar Asisten ke senipah untuk rapid test				

Proposed by,

Approved by,

Acknowledged by,

( )

( Department Head )

( HR Department )

ISP-F06-HR-01

## OVER TIME FORM



Dept : Inspection & Testing  
Day / Date : Wednesday / 27 may 2020

Emp. No.	Name Of Employee	Time		Description	Payroll use only			
		Start	Finish		X 1.5	X 2	X 3	X 4
19172	Tarmidi	17:00	20:00	Bawa Perlengkapan Mess senipah dan handil dari kantor balikpapan.				

Proposed by,

Approved by,

Acknowledged by,

( )

( Department Head )

( HR Department )

ISP-F06-HR-01

## OVER TIME FORM



Dept : Inspection & Testing  
Day / Date : Thursday / 28 may 2020

Emp. No.	Name Of Employee	Time		Description	Payroll use only			
		Start	Finish		X 1.5	X 2	X 3	X 4
19172	Tarmidi	7:00	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				

Proposed by,

Approved by,

Acknowledged by,

( )

( Department Head )

( HR Department )

ISP-F06-HR-01

## OVER TIME FORM



Dept : Inspection & Testing

Day / Date : Saturday / 30 may 2020

Emp. No.	Name Of Employee	Time		Description	Payroll use only			
		Start	Finish		X 1.5	X 2	X 3	X 4
19172	Tarmidi	6:00	17:00	Pengiriman Barang Ke bekapai melalui jetty senipah, Ambil Ear muff ke balikpapan dan report				

Proposed by,

Approved by,

Acknowledged by,

( )

( Department Head )

( HR Department )

ISP-F06-HR-01

## OVER TIME FORM



Dept : Inspection & Testing

Day / Date : Sunday / 31 may 2020

Emp. No.	Name Of Employee	Time		Description	Payroll use only			
		Start	Finish		X 1.5	X 2	X 3	X 4
19172	Tarmidi	7:00	17:00	Pengiriman Sepeda dan barang ke senipah, reporting, ke handil antar earmuff and ambil laporan serta persentase report				

Proposed by,

Approved by,

Acknowledged by,

( )

( Department Head )

( HR Department )

ISP-F06-HR-01

## OVER TIME FORM



Dept : Inspection & Testing  
 Day / Date : Saturday / 6 jun 2020

Emp. No.	Name Of Employee	Time		Description	Payroll use only				
		Start	Finish		X 1.5	X 2	X 3	X 4	
19172	Tarmidi	8:00	17:00	Collect report from inspector, checking report, make master sumamry at mess senipah					

Proposed by,

Approved by,

Acknowledged by,

(                    )

( Department Head )

( HR Department )

ISP-F06-HR-01

## OVER TIME FORM



Dept : Inspection & Testing  
 Day / Date : Sunday / 7 jun 2020

Emp. No.	Name Of Employee	Time		Description	Payroll use only				
		Start	Finish		X 1.5	X 2	X 3	X 4	
19172	Tarmidi	8:00	17:00	Collect report from inspector, checking report, make master sumamry and persentase report to phm at mess senipah					

Proposed by,

Approved by,

Acknowledged by,

(                    )

( Department Head )

( HR Department )

ISP-F06-HR-01

## OVER TIME FORM



Dept : Inspection & Testing  
Day / Date : Thursday / 11 jun 2020

Emp. No.	Name Of Employee	Time		Description	Payroll use only			
		Start	Finish		X 1.5	X 2	X 3	X 4
19172	Tarmidi	17:00	19:00	Collect report hard copy from senipah, antar laporan ke kantor balikpapan, ambil stock konsumable untuk mes handil dan senipah.				

Proposed by,

Approved by,

Acknowledged by,

( )

( Department Head )

( HR Department )

ISP-F06-HR-01

## OVER TIME FORM



Dept : Inspection & Testing  
Day / Date : friday / 12 jun 2020

Emp. No.	Name Of Employee	Time		Description	Payroll use only			
		Start	Finish		X 1.5	X 2	X 3	X 4
19172	Tarmidi	7:00	8:00	Antar Load cell 35ton ke foip				

Proposed by,

Approved by,

Acknowledged by,

( )

( Department Head )

( HR Department )

ISP-F06-HR-01

## OVER TIME FORM



Dept : Inspection & Testing  
Day / Date : Saturday / 13 jun 2020

Emp. No.	Name Of Employee	Time		Description	Payroll use only			
		Start	Finish		X 1.5	X 2	X 3	X 4
19172	Tarmidi	8:00	17:00	Collecting Report from Inspector , checking report, make master summary at senipah				

Proposed by,

Approved by,

Acknowledged by,

( )

( Department Head )

( HR Department )

ISP-F06-HR-01

## OVER TIME FORM



Dept : Inspection & Testing  
Day / Date : Sunday / 14 jun 2020

Emp. No.	Name Of Employee	Time		Description	Payroll use only			
		Start	Finish		X 1.5	X 2	X 3	X 4
19172	Tarmidi	8:00	17:00	Collect report from inspector, checking report, make master sumamry and persentase report to phm at mess senipah				

Proposed by,

Approved by,

Acknowledged by,

( )

( Department Head )

( HR Department )

ISP-F06-HR-01

## OVER TIME FORM



Dept : Inspection & Testing  
Day / Date : Wednesday / 17 jun 2020

Emp. No.	Name Of Employee	Time		Description	Payroll use only			
		Start	Finish		X 1.5	X 2	X 3	X 4
19172	Tarmidi	17:00	18:00	Delivery Load Cell 35 Ton to jetty senipah for bekapai team				

Proposed by,

Approved by,

Acknowledged by,

( )

( Department Head )

( HR Department )

ISP-F06-HR-01

## OVER TIME FORM



Dept : Inspection & Testing  
Day / Date : Saturday / 20 jun 2020

Emp. No.	Name Of Employee	Time		Description	Payroll use only			
		Start	Finish		X 1.5	X 2	X 3	X 4
19172	Tarmidi	8:00	17:00	Collect report from inspector, checking report, make master sumamry at mess senipah				

Proposed by,

Approved by,

Acknowledged by,

( )

( Department Head )

( HR Department )

ISP-F06-HR-01