

PT. INSPEKTINDO SINERGI PERSADA
PERSONAL WORKING TIME SHEET



Employee Name	: Darmoko
Employee ID	: 13079
Period Of	: 16 Dec 2022 - 20 Jan 2023

NO	DATE	DAY	WORKING TIME	DETAIL JOB DESCRIPTION	ALLOWANCE						
					ONSHORE		OFFSHORE	MOB / DEMOB	MEAL	TRANSPORT	OVER TIME (HOUR/S)
					DAYTRIP	OVERNIGHT					
1	16-Dec-22	Friday	08.00-17.00	Audit Asset at PHKT Penajam Area		1					
2	17-Dec-22	Saturday	08.00-17.00	Audit Asset at PHKT Penajam Area		1					
3	18-Dec-22	Sunday	08.00-17.00	Standby		1					
4	19-Dec-22	Monday	08.00-17.00	Audit Asset at Balikpapan Office		1					
5	20-Dec-22	Tuesday	08.00-17.00	Audit Asset at SLB Lifting Balikpapan		1					
6	21-Dec-22	Wednesday	08.00-17.00	Audit Asset at SLB Lifting Balikpapan		1					
7	22-Dec-22	Thursday	08.00-17.00	Audit Consumable at SLB Lifting Balikpapan		1					
8	23-Dec-22	Friday	08.00-17.00	Audit Asset at SLB Tubular Balikpapan		1					
9	24-Dec-22	Saturday	08.00-17.00	Audit Asset at SLB Tubular Balikpapan		1					
10	25-Dec-22	Sunday	08.00-17.00	Standby		1					
11	26-Dec-22	Monday	08.00-17.00	Audit Consumable at SLB Tubular Balikpapan		1					
12	27-Dec-22	Tuesday	08.00-17.00	Equipment Preparation at Marunda for Medco Project & Update data Asset audit		1					
13	28-Dec-22	Wednesday	08.00-17.00	Audit PPE Stock at Balikpapan Office & Update data asset		1					
14	29-Dec-22	Thursday	08.00-17.00	Mobilization to Batam		1					
15	30-Dec-22	Friday									
16	31-Dec-22	Saturday									
17	01-Jan-23	Sunday									
18	02-Jan-23	Monday									
19	03-Jan-23	Tuesday									
20	04-Jan-23	Wednesday									
21	05-Jan-23	Thursday									
22	06-Jan-23	Friday									
23	07-Jan-23	Saturday									
24	08-Jan-23	Sunday									
25	09-Jan-23	Monday									
26	10-Jan-23	Tuesday									
27	11-Jan-23	Wednesday									
28	12-Jan-23	Thursday									
29	13-Jan-23	Friday									
30	14-Jan-23	Saturday									
31	15-Jan-23	Sunday									
TOTAL						14	-	-	-	-	-

- 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

