

PT. INSPEKTINDO SINERGI PERSADA
PERSONAL WORKING TIME SHEET




Employee Name	: RENAULT ADY SATRYA
Employee ID	: 21291
Period Of	: 01 - 15 December 2021

NO	DATE	DAY	WORKING TIME	DETAIL JOB DESCRIPTION	ALLOWANCE						
					ONSHORE		OFFSHORE	MOB / DEMOB	MEAL	TRANSPORT	OVER TIME (HOUR/S)
					DAYTRIP	OVERNIGHT					
1	01-Nov-21	wednesday	06:00 - 18:00	send CPA team to jetty bravo 2 and Handil team to handil base 2, Collect report from inspector, checking report, make master sumamry at mess handil, pick up CPA team to jetty bravo 2 and Handil team to handil base 2		1					
2	02-Nov-21	thursday	06:00 - 18:00	send CPA team to jetty bravo 2 and Handil team to handil base 2, Collect report from inspector, checking report, make master sumamry at mess handil, pick up CPA team to jetty bravo 2 and Handil team to handil base 2		1					
3	03-Nov-21	friday	06:00 - 18:00	send CPA team to jetty bravo 2 and Handil team to handil base 2, Collect report from inspector, checking report, make master sumamry at mess handil, pick up CPA team to jetty bravo 2 and Handil team to handil base 2		1					
4	04-Nov-21	saturday	06:00 - 18:00	send CPA team to jetty bravo 2 and Handil team to handil base 2, Collect report from inspector, checking report, make master sumamry at mess handil, pick up CPA team to jetty bravo 2 and Handil team to handil base 2		1					
5	05-Nov-21	sunday	06:00 - 18:00	send CPA team to jetty bravo 2 and Handil team to handil base 2, Collect report from inspector, checking report, make master sumamry at mess handil, pick up CPA team to jetty bravo 2 and Handil team to handil base 2		1					
6	06-Nov-21	monday	06:00 - 18:00	send CPA team to jetty bravo 2 and Handil team to handil base 2, Collect report from inspector, checking report, make master sumamry at mess handil, pick up CPA team to jetty bravo 2 and Handil team to handil base 2		1					
7	07-Nov-21	tuesday	06:00 - 18:00	send CPA team to jetty bravo 2 and Handil team to handil base 2, Collect report from inspector, checking report, make master sumamry at mess handil, pick up CPA team to jetty bravo 2 and Handil team to handil base 2		1					
8	08-Nov-21	wednesday	06:00 - 18:00	send CPA team to jetty bravo 2 and Handil team to handil base 2, Collect report from inspector, checking report, make master sumamry at mess handil, pick up CPA team to jetty bravo 2 and Handil team to handil base 2		1					
9	09-Nov-21	thursday	06:00 - 18:00	send CPA team to jetty bravo 2 and Handil team to handil base 2, Collect report from inspector, checking report, make master sumamry at mess handil, pick up CPA team to jetty bravo 2 and Handil team to handil base 2		1					
10	10-Nov-21	friday	06:00 - 18:00	send CPA team to jetty bravo 2 and Handil team to handil base 2, Collect report from inspector, checking report, make master sumamry at mess handil, pick up CPA team to jetty bravo 2 and Handil team to handil base 2		1					
11	11-Nov-21	saturday	06:00 - 18:00	send CPA team to jetty bravo 2 and Handil team to handil base 2, Collect report from inspector, checking report, make master sumamry at mess handil, pick up CPA team to jetty bravo 2 and Handil team to handil base 2		1					
12	12-Nov-21	sunday	06:00 - 18:00	send CPA team to jetty bravo 2 and Handil team to handil base 2, Collect report from inspector, checking report, make master sumamry at mess handil, pick up CPA team to jetty bravo 2 and Handil team to handil base 2		1					
13	13-Nov-21	monday	06:00 - 18:00	send CPA team to jetty bravo 2 and Handil team to handil base 2, Collect report from inspector, checking report, make master sumamry at mess handil, pick up CPA team to jetty bravo 2 and Handil team to handil base 2		1					
14	14-Nov-21	tuesday	06:00 - 18:00	send CPA team to jetty bravo 2 and Handil team to handil base 2, Collect report from inspector, checking report, make master sumamry at mess handil, pick up CPA team to jetty bravo 2 and Handil team to handil base 2		1					
15	15-Nov-21	wednesday	06:00 - 18:00	send CPA team to jetty bravo 2 and Handil team to handil base 2, Collect report from inspector, checking report, make master sumamry at mess handil, pick up CPA team to jetty bravo 2 and Handil team to handil base 2		1					
TOTAL						15					

- 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,

 Renault
 Empl. Name

Reviewed by,

 Pambudhi Kristyanto
 Supervisor

Approved by

 Dept. Head

Verified by,

 HR & Admin. Dept

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	08.00	10.00	Antar Toolbox team handil				

Proposed by,

Approved by,

Acknowledged by,

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(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	05.00	08.00	Antar Asisten ke senipah untuk rapid test				

Proposed by,

Approved by,

Acknowledged by,

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(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,

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(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	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				

Proposed by,

Approved by,

Acknowledged by,

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(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	06.00	17.00	Pengiriman Barang Ke bekapai melalui jetty senipah, Ambil Ear muff ke balikpapan dan report				

Proposed by,

Approved by,

Acknowledged by,

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(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	07.00	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,

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(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	08.00	17.00	Collect report from inspector, checking report, make master sumamry at mess senipah				

Proposed by,

Approved by,

Acknowledged by,

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(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	08.00	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,

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(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,

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(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	07.00	08.00	Antar Load cell 35ton ke foip				

Proposed by,

Approved by,

Acknowledged by,

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(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	08.00	17.00	Collecting Report from Inspector , checking report, make master summary at senipah				

Proposed by,

Approved by,

Acknowledged by,

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(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	08.00	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,

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(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,

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(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	08.00	17.00	Collect report from inspector, checking report, make master sumamry at mess senipah				

Proposed by,

Approved by,

Acknowledged by,

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(Department Head)

(HR Department)

ISP-F06-HR-01