## PT. INSPEKTINDO SINERGI PERSADA PERSONAL WORKING TIME SHEET

: Efraim Sulistia Subandi

: 20243

Employee Name Employee ID



Period Of		: 21 Nov 2020 - 15 Dec 2020									P1	INSPERTIN	IDO SINE	kgi persada		
NO	DATE	DAY	WORKING TIME					ALLOWANCE								
				DETAIL JOB DESCRIPTION				ONSHORE			МОВ /		1 1	OVER TIME		
									DAYTRIP	OVERNIGHT	OFFSHORE	DEMOB	MEAL	TRANSPORT	(HOUR/S)	
1	21-Nov-20	Saturday	08:00 - 17:00	Support Driver And Admin For PHM L	ifting Campign Project	t at Handil Base										
2	22-Nov-20	Sunday	08:00 - 17:00	Support Driver And Admin For PHM L	ifting Campign Project	t at Handil Base										
3	23-Nov-20	Monday	08:00 - 19:00	Support Driver And Admin For PHM L	ifting Campign Project	t at Handil Base										3.5
4	24-Nov-20	Tuesday		Support Driver And Admin For PHM L	0 10 7											3.5
5	25-Nov-20	Wednesday			0 10 7							-			-	3.5
6	26-Nov-20	Thursday		Support Driver And Admin For PHM L								1				3.5
7	27-Nov-20	Friday		Support Driver And Admin For PHM L												3.5
8	28-Nov-20	Saturday	08:00 - 17:00	Support Driver And Admin For PHM L												4
9	29-Nov-20	Sunday	08:00 - 17:00	Support Driver And Admin For PHM L	<u> </u>											4
10	30-Nov-20	Monday	08:00 - 17:00	Support Driver And Admin For PHM L												<b> </b>
11	01-Dec-20	Tuesday	08:00 - 17:00	Support Driver And Admin For PHM L	8 18 7											3.5
12	02-Dec-20	Wednesday	08:00 - 17:00	Support Driver And Admin For PHM L	8 18 7											4.5
13	03-Dec-20	Thursday	08:00 - 17:00	Support Driver And Admin For PHM L	0 10 7											4.5
14 15	04-Dec-20	Friday	08:00 - 17:00	Support Driver And Admin For PHM L	<u> </u>											4.5
15	05-Dec-20 06-Dec-20	Saturday Sunday	08:00 - 20:00 06:00 - 17:00	Support Driver And Admin For PHM L Support Driver And Admin For PHM L	<u> </u>											6
17	07-Dec-20	Monday														0
	07-Dec-20	Tuesday		Support Driver And Admin For PHM L								1				
18	09-Dec-20	Wednesday	08:00 - 17:00 08:00 - 17:00	Support Driver And Admin For PHM L	8 18 3											
19		· · · ·		Support Driver And Admin For PHM L	<u> </u>							ł			-	<u> </u>
20	10-Dec-20	Thursday		Support Driver And Admin For PHM L	<u> </u>											
21	11-Dec-20	Friday		Support Driver And Admin For PHM L	<u> </u>											
22	12-Dec-20	Saturday	08:00 - 17:00	Support Driver And Admin For PHM L												
23	13-Dec-20	Sunday	08:00 - 17:00	Support Driver And Admin For PHM L												
24	14-Dec-20	Monday	08:00 - 17:00	Support Driver And Admin For PHM L												
25	15-Dec-20	Tuesday	08:00 - 17:00	Support Driver And Admin For PHM L	ifting Campign Project	t at Handil Base										2
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					TOTAL									-		22

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,

¥ -Efraim Sulistia subandi Empl. Name

Reviewed by,

LEO RANTE Supervisor Approved by

Verified by,

Dept. Head

HR & Admin. Dept

ISP-F05-HR-01