

PT. INSPEKTINDO SINERGI PERSADA
PERSONAL WORKING TIME SHEET



| | |
|---------------|---------------------------------|
| Employee Name | : RAMDAN |
| Employee ID | : ISP 22323 |
| Period Of | : 11 desember- 18 desember 2022 |

| NO | DATE | DAY | WORKING TIME | DETAIL JOB DESCRIPTION | ALLOWANCE | | | | | | |
|--------------|-----------|-----------|--------------|--|-----------|-----------|----------|-------------|------|-----------|--------------------|
| | | | | | ONSHORE | | OFFSHORE | MOB / DEMOB | MEAL | TRANSPORT | OVER TIME (HOUR/S) |
| | | | | | DAYTRIP | OVERNIGHT | | | | | |
| 1 | 11-Dec-22 | Sunday | 08.00-17.00 | mobiisasi balikpapan - tarakan | 1 | | | | | | |
| 2 | 12-Dec-22 | monday | 08.00-17.01 | Support preparation set up area inspection at job pertamina ep butar | 1 | | | | | | |
| 3 | 13-Dec-22 | tuesday | 08.00-17.02 | Support preparation set up area inspection at job pertamina ep butar | 1 | | | | | | |
| 4 | 14-Dec-22 | Wednesday | 08.00-17.03 | Support preparation set up area inspection at job pertamina ep butar | 1 | | | | | | |
| 5 | 15-Dec-22 | thursday | 08.00-17.04 | Support preparation set up area inspection at job pertamina ep butar | 1 | | | | | | |
| 6 | 16-Dec-22 | friday | 08.00-17.05 | Support preparation set up area inspection at job pertamina ep butar | 1 | | | | | | |
| 7 | 17-Dec-22 | Saturday | 08.00-17.06 | Support preparation set up area inspection at job pertamina ep butar | 1 | | | | | | |
| 8 | 18-Dec-22 | Sunday | 08.00-17.07 | mobilisasi tarakan - balikpapan | 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,

RAMDAN
Empl. Name

Reviewed by,

xxxxxxx
Supervisor

Approved by

xxxxxxx
Dept. Head

Verified by,

xxxxxxx
HR & Admin. Dept







