

PT. INSPEKTINDO SINERGI PERSADA
PERSONAL WORKING TIME SHEET



Employee Name	: GUNAWAN
Employee ID	:
Period Of	: 14 October 2020 - 20 October 2020

NO	DATE	DAY	WORKING TIME	DETAIL JOB DESCRIPTION	ALLOWANCE						
					ONSHORE		OFFSHORE	MOB / DEMOB	MEAL	TRANSPORT	OVER TIME (HOUR/S)
					DAYTRIP	OVERNIGHT					
1	14-Oct-20	Wednesday	08:00 - 17:00	Quarantine For Saipem Job at Hotel Aston					1		
2	15-Oct-20	Thursday	08:00 - 17:01	Quarantine For Saipem Job at Hotel Aston					1		
3	16-Oct-20	Friday	08:00 - 17:02	Quarantine For Saipem Job at Hotel Aston					1		
4	17-Oct-20	Saturday	08:00 - 17:03	Quarantine For Saipem Job at Hotel Aston					1		
5	18-Oct-20	Sunday	08:00 - 17:04	Quarantine For Saipem Job at Hotel Aston					1		
6	19-Oct-20	Monday	08:00 - 17:05	Quarantine For Saipem Job at Hotel Aston					1		
7	20-Oct-20	Tuesday	08:00 - 17:06	Quarantine For Saipem Job at Hotel Aston					1		
TOTAL									7		

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,

GUNAWAN
Empl. Name

Reviewed by,

LEO RANTE
Supervisor

Approved by

Dept. Head

Verified by,

HR & Admin. Dept

ISP-F05-HR-01