

PT. INSPEKTINDO SINERGI PERSADA
PERSONAL WORKING TIME SHEET



Employee Name : RENAULT ADY SATRYA
 Employee ID : 21291
 Period Of : 21 Juli 2021 - 20 Agustus 2021

NO	DATE	DAY	WORKING TIME	DETAIL JOB DESCRIPTION	ALLOWANCE						
					ONSHORE		OFFSHORE	MOB / DEMOB	MEAL	TRANSPORT	OVER TIME (HOUR/S)
					DAYTRIP	OVERNIGHT					
1	21-Jul-21	wednesday	06:00 - 18:00	anter tim HDL ke base 2, Collect report from inspector, checking report, make master sumamry at mess handill, jemput tim HDL di base 2		1					
2	22-Jul-21	thursday	06:00 - 18:00	anter tim HDL ke base 2, Collect report from inspector, checking report, make master sumamry at mess handill, jemput tim HDL di base 2		1					
3	23-Jul-21	friday	06:00 - 18:00	anter tim HDL ke base 2, Collect report from inspector, checking report, make master sumamry at mess handill, jemput tim HDL di base 2		1					
4	24-Jul-21	saturday	06:00 - 18:00	anter tim HDL ke base 2, Collect report from inspector, checking report, make master sumamry at mess handill, jemput tim HDL di base 2		1					
5	25-Jul-21	sunday	06:00 - 18:00	anter tim HDL ke base 2, Collect report from inspector, checking report, make master sumamry at mess handill, jemput tim HDL di base 2		1					
6	26-Jul-21	monday	06:00 - 18:00	anter tim HDL ke base 2, Collect report from inspector, checking report, make master sumamry at mess handill, jemput tim HDL di base 2		1					
7	27-Jul-21	tuesday	06:00 - 18:00	anter tim HDL ke base 2, Collect report from inspector, checking report, make master sumamry at mess handill, jemput tim HDL di base 2		1					
8	28-Jul-21	wednesday	06:00 - 18:00	anter tim HDL ke base 2, Collect report from inspector, checking report, make master sumamry at mess handill, jemput tim HDL di base 2		1					
9	29-Jul-21	thursday	06:00 - 18:00	anter tim HDL ke base 2, Collect report from inspector, checking report, make master sumamry at mess handill, jemput tim HDL di base 2		1					
10	30-Jul-21	friday	06:00 - 18:00	anter tim HDL ke base 2, Collect report from inspector, checking report, make master sumamry at mess handill, jemput tim HDL di base 2		1					
11	31-Jul-21	saturday	06:00 - 18:00	anter tim HDL ke base 2, Collect report from inspector, checking report, make master sumamry at mess handill, jemput tim HDL di base 2		1					
12	01-Agu-21	sunday	06:00 - 18:00	anter tim HDL ke base 2, Collect report from inspector, checking report, make master sumamry at mess handill, jemput tim HDL di base 2		1					
13	02-Agu-21	monday	06:00 - 18:00	anter tim HDL ke base 2 dan CPA ke jetty bravo 2, Collect report from inspector, checking report, make master sumamry at mess handill, jemput tim HDL dan CPA		1					
14	03-Agu-21	tuesday	06:00 - 18:00	anter tim HDL ke base 2 dan CPA ke jetty bravo 2, Collect report from inspector, checking report, make master sumamry at mess handill, jemput tim HDL dan CPA		1					
15	04-Agu-21	wednesday	06:00 - 18:00	anter tim HDL ke base 2 dan CPA ke jetty bravo 2, Collect report from inspector, checking report, make master sumamry at mess handill, jemput tim HDL dan CPA		1					
16	05-Agu-21	thursday	06:00 - 18:00	anter tim HDL ke base 2, Collect report from inspector, checking report, make master sumamry at mess handill, jemput tim HDL		1					
17	06-Agu-21	friday	06:00 - 18:00	anter tim HDL ke base 2, Collect report from inspector, checking report, make master sumamry at mess handill, jemput tim HDL		1					
18	07-Agu-21	saturday	06:00 - 18:00	anter tim HDL ke base 2, Collect report from inspector, checking report, make master sumamry at mess handill, jemput tim HDL di base 2		1					
19	08-Agu-21	sunday	06:00 - 18:00	anter tim HDL ke base 2 dan CPA ke jetty bravo 2, Collect report from inspector, checking report, make master sumamry at mess handill, jemput tim HDL dan CPA		1					
20	09-Agu-21	monday	06:00 - 18:00	anter tim HDL ke base 2, ambil cumsumable di senipah, Collect report from inspector, checking report, make master sumamry at mess handill, jemput tim HDL		1					
21	10-Agu-21	tuesday	06:00 - 18:00	anter tim HDL ke base 2, Collect report from inspector, checking report, make master sumamry at mess handill, jemput tim HDL di base 2		1					
22	11-Agu-21	wednesday	06:00 - 18:00	anter tim HDL ke base 2, Collect report from inspector, checking report, make master sumamry at mess handill, jemput tim HDL di base 2		1					
23	12-Agu-21	thursday	04:00 - 18:00	jemput tim pendingin febrri mengikuti pelatihan HSE-SWP, anter tim HDL ke base 2, Collect report from inspector, checking report, make master sumamry at mess handill, jemput tim HDL di base 2		1					2
24	13-Agu-21	friday	06:00 - 18:00	anter tim HDL ke base 2, Collect report from inspector, checking report, make master sumamry at mess handill, jemput tim HDL di base 2		1					
25	14-Agu-21	saturday	06:00 - 18:00	anter tim HDL ke base 2, Collect report from inspector, checking report, make master sumamry at mess handill, jemput tim HDL di base 2		1					
26	15-Agu-21	sunday	06:00 - 21:00	anter tim HDL ke base 2, Collect report from inspector, checking report, make master sumamry at mess handill, jemput tim HDL di base 2, anter Suhardi ke balikpapan dan jemput Deny dan Zeth dari balikpapan ke mess handill		1					
27	16-Agu-21	monday	06:00 - 19:00	anter tim HDL ke base 2, Collect report from inspector, checking report, make master sumamry at mess handill, jemput tim HDL di base 2, anter Bapak Suwarno dari handik ke balikpapan		1					1
28	17-Agu-21	tuesday	06:00 - 18:00	anter tim HDL ke base 2, Collect report from inspector, checking report, make master sumamry at mess handill, jemput tim HDL di base 2		1					
29	18-Agu-21	wednesday	06:00 - 18:00	anter tim HDL ke base 2, Collect report from inspector, checking report, make master sumamry at mess handill, jemput tim HDL di base 2		1					
30	19-Agu-21	thursday	06:00 - 18:00	anter tim HDL ke base 2, Collect report from inspector, checking report, make master sumamry at mess handill, jemput tim HDL di base 2		1					
31	20-Agu-21	friday	06:00 - 18:00	anter tim HDL ke base 2, Collect report from inspector, checking report, make master sumamry at mess handill, jemput tim HDL di base 2		1					
TOTAL						31			0		3

- 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 ADY SATRYA
 Empl. Name

Reviewed by,

 Pambudhi Kristyanto
 Supervisor

Approved by
 Verified by,
 Dept. Head
 HR & Admin. Dept

OVER TIME FORM



Dept : Inspection & Testing
Day / Date : thursday / 12 agustus 2021

Emp. No.	Name Of Employee	Time		Description	Payroll use only			
		Start	Finish		X 1.5	X 2	X 3	X 4
21291	Renault	04.00	06.00	jemput febri dari pendingin ke mess handil untuk mengikuti pelatihan HSSE-SWP				

Proposed by,

(Renault Ady Satriya)

Approved by,

(Department Head)

Acknowledged by,

(HR Department)

ISP-F06-HR-01

OVER TIME FORM



Dept : Inspection & Testing
Day / Date : thursday / 12 agustus 2021

Emp. No.	Name Of Employee	Time		Description	Payroll use only			
		Start	Finish		X 1.5	X 2	X 3	X 4
21291	Renault	18.00	19.00	Antar Bapak Suwarno dari handil ke balikpapan				

Proposed by,

(Renault Ady Satriya)

Approved by,

(Department Head)

Acknowledged by,

(HR Department)

ISP-F06-HR-01