



# TIME SHEET : CONOCOPHILLIPS

Edition: 1  
Revision: 1  
Date:

Name : Maman Sulhman  
ID No. :  
STATUS : Driver Boat  
GRADE : MONTHLY NON STAFF

Location :  
Cost Center :

Gelam Mangsang  
IDZ 203B

Month/Year : Januari - Februari 2021  
Work Schedule : 21/21

DATE	REMARKS	JAM KERJA																							TOTAL OVERTIME HOURS	TOTAL OVERTIME PAID HOURS				TOTAL MULTIPLY HOURS	REASON FOR OVERTIME/ ALASAN LEMBUR	ASSIGNMENT LOCATION	ENTITLEMENT				
		00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22		23	1.5	2	3				4	B	L	D	T1
21-Jan	W					X	X	X	X	X	X	X	X	X	X	X	X	X	X						3.0	1.0	2.0	-	-	5.5	Routine job	Gelam					
22-Jan	W					X	X	X	X	X	X	X	X	X	X	X	X	X	X						3.0	1.0	2.0	-	-	5.5	Routine job	Gelam					
23-Jan	W					X	X	X	X	X	X	X	X	X	X	X	X	X	X						3.0	1.0	2.0	-	-	5.5	Routine job	Gelam					
24-Jan	W					X	X	X	X	X	X	X	X	X	X	X	X	X	X						3.0	1.0	2.0	-	-	5.5	Routine job	Gelam					
25-Jan	W					X	X	X	X	X	X	X	X	X	X	X	X	X	X						3.0	1.0	2.0	-	-	5.5	Routine job	Gelam					
26-Jan	W					X	X	X	X	X	X	X	X	X	X	X	X	X	X						3.0	1.0	2.0	-	-	5.5	Routine job	Gelam					
27-Jan	C																								-	-	-	-	-	-							
28-Jan	C																								-	-	-	-	-	-							
29-Jan	C																								-	-	-	-	-	-							
30-Jan	C																								-	-	-	-	-	-							
31-Jan	C																								-	-	-	-	-	-							
1-Feb	C																								-	-	-	-	-	-							
2-Feb	C																								-	-	-	-	-	-							
3-Feb	C																								-	-	-	-	-	-							
4-Feb	C																								-	-	-	-	-	-							
5-Feb	C																								-	-	-	-	-	-							
6-Feb	C																								-	-	-	-	-	-							
7-Feb	C																								-	-	-	-	-	-							
8-Feb	C																								-	-	-	-	-	-							
9-Feb	C																								-	-	-	-	-	-							
10-Feb	C																								-	-	-	-	-	-							
11-Feb	C																								-	-	-	-	-	-							
12-Feb	C																								-	-	-	-	-	-							
13-Feb	C																								-	-	-	-	-	-							
14-Feb	C																								-	-	-	-	-	-							
15-Feb	C																								-	-	-	-	-	-							
16-Feb	WOC					X	X	X	X	X	X	X	X	X	X	X	X	X	X						10.0	-	7.0	1.0	2.0	25.0	Over Lapping Crew	Gelam					
17-Feb	W					X	X	X	X	X	X	X	X	X	X	X	X	X	X						3.0	1.0	2.0	-	-	5.5	Routine job	Gelam					
18-Feb	W					X	X	X	X	X	X	X	X	X	X	X	X	X	X						3.0	1.0	2.0	-	-	5.5	Routine job	Gelam					
19-Feb	W					X	X	X	X	X	X	X	X	X	X	X	X	X	X						3.0	1.0	2.0	-	-	5.5	Routine job	Gelam					
20-Feb	W					X	X	X	X	X	X	X	X	X	X	X	X	X	X						3.0	1.0	2.0	-	-	5.5	Routine job	Gelam					
																									40.0	15.0	54.0	3.0	8.0	80.0							

Note :  
W = Work  
C = CTO  
AP = Absent with Permission  
AL = Annual Leave  
\*) Sign by User

TOC = Training On CTO  
WOC = Work On CTO  
WOC1 = Work On Saturday\*)  
\*) Temporary employee only  
B = Breakfast  
L = Lunch  
D = Dinner  
TL = Transport  
Berlinda X berlinda kom keda X standar bekerja di jam istirahat  
jam istirahat COT, berlinda X jika saudara bekerja pada jam istirahat

Employee Signature  
Maman Sulhman  
BOAT DRIVER

REVIEWER  
Arnold Sibuea / Iwan Hernanto  
Supervisor

APPROVAL FOR PAMFIR  
AWIR0.17  
PT Elantri Indira Pratama

## Nugraha, Febi

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**From:** Ayu Wulan Devi <ayu.wulandevi@ekanuri.com>  
**Sent:** Thursday, October 3, 2019 11:24 AM  
**To:** Nugraha, Febi  
**Cc:** Yosef Ekajaya; Sigit Parluk; Dadang Jalu; Hernanto, Iwan; Fernando; Kuswoyo, Engkus; Eka Cempaka Putri  
**Subject:** [EXTERNAL]WOC untuk Driver dan Helper Speed Boat ENC Kalijapat 1 dan ENC Kalijapat 2

Yth Bpk. Febi Nugraha,

Berdasarkan keputusan dari ConocoPhillips Indonesia Jakarta, bahwa mulai bulan Oktober 2019 WOC untuk personel baik kalijapat 1 maupun kalijapat2 telah dihilangkan, namun berdasarkan hasil meeting di internal management PT. Pelayaran Ekanuri Indra Pratama bahwa WOC tetap ada dan berlaku untuk Driver dan Helper, yg semula 50 jam 2 (dua) hari /bulan , berubah menjadi 25 jam 1(satu) hari /bulan, kebijakan ini adalah untuk menunjang operasional kebutuhan lapangan agar pada saat crew change tidak terjadi kekosongan .

Demikian kami sampaikan, atas perhatian dan kerjasamanya kami ucapkan terimakasih.

**Best Regards,**

**PT. PELAYARAN EKANURI INDRA PRATAMA**

**Ayu W. Hahijary**

**General Support**

**021 – 3459888 Ext 211**

**081213038173**