



PT Pelayaran Ekanuri Indra Pratama

TIME SHEET : CONOCOPHILLIPS

Edition :

Revision : 1

Date :

Name : Bobby Pratama
 ID No. :
 STATUS : Driver Boat
 GRADE : MONTHLY NON STAFF

Location : Gelam-Mangsang
 Cost Center : IDZ 203B
 Month/Year : Nov - Dec, 2020
 Work Schedule : 21/21

DATE	REMARKS	JAM KERJA																							TOTAL OVERTIME HOURS	TOTAL OVERTIME PAID HOURS				TOTAL MULTIPY 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
21-Nov	W						X	X	X	X	X	X	X	X	X	X	X	X	X						3.0	1.0	2.0	-	-	5.5	Rutine Job	Gelam				
22-Nov	W						X	X	X	X	X	X	X	X	X	X	X	X	X						3.0	1.0	2.0	-	-	5.5	Rutine Job	Gelam				
23-Nov	W						X	X	X	X	X	X	X	X	X	X	X	X	X						3.0	1.0	2.0	-	-	5.5	Rutine Job	Gelam				
24-Nov	W						X	X	X	X	X	X	X	X	X	X	X	X	X						3.0	1.0	2.0	-	-	5.5	Rutine Job	Gelam				
25-Nov	C																							-	-	-	-	-	-							
26-Nov	C																							-	-	-	-	-	-							
27-Nov	C																							-	-	-	-	-	-							
28-Nov	C																							-	-	-	-	-	-							
29-Nov	C																							-	-	-	-	-	-							
30-Nov	C																							-	-	-	-	-	-							
1-Dec	C																							-	-	-	-	-	-							
2-Dec	C																							-	-	-	-	-	-							
3-Dec	C																							-	-	-	-	-	-							
4-Dec	C																							-	-	-	-	-	-							
5-Dec	C																							-	-	-	-	-	-							
6-Dec	C																							-	-	-	-	-	-							
7-Dec	C																							-	-	-	-	-	-							
8-Dec	C																							-	-	-	-	-	-							
9-Dec	C																							-	-	-	-	-	-							
10-Dec	C																							-	-	-	-	-	-							
11-Dec	C																							-	-	-	-	-	-							
12-Dec	C																							-	-	-	-	-	-							
13-Dec	C																							-	-	-	-	-	-							
14-Dec	C																							-	-	-	-	-	-							
15-Dec	WOC						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					
16-Dec	W						X	X	X	X	X	X	X	X	X	X	X	X	X					3.0	1.0	2.0	-	-	5.5	Rutine Job	Gelam					
17-Dec	W						X	X	X	X	X	X	X	X	X	X	X	X	X					3.0	1.0	2.0	-	-	5.5	Rutine Job	Gelam					
18-Dec	W						X	X	X	X	X	X	X	X	X	X	X	X	X					3.0	1.0	2.0	-	-	5.5	Rutine Job	Gelam					
19-Dec	W						X	X	X	X	X	X	X	X	X	X	X	X	X					3.0	1.0	2.0	-	-	5.5	Rutine Job	Gelam					
20-Dec	W						X	X	X	X	X	X	X	X	X	X	X	X	X					3.0	1.0	2.0	-	-	5.5	Rutine Job	Gelam					
																								37.0	13.5	50.0	3.0	8.0	74.5			-	-	-		

Total calculated OT

74.5
REVIEWER

APPROVAL FOR PAYMENT

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
 T1 = Transport

Beri tanda X pada kolom ketika Saudara bekerja di jam tersebut
 Jam istirahat COPI, beri tanda X jika saudara bekerja pada jam istirahat

Employee Signature

Bobby Pratama
BOAT DRIVERArnold Sibuea / Fernando
Supervisor

PT Ekanuri Indra Pratama

Nugraha, Febi

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 dilapangan 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
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