



PT Pelayaran Ekanuri Indra Pratama

## TIME SHEET : CONOCOPHILLIPS

Edition :

Revision : 1

Date :

Name : ALEX AHMADI  
 ID No. :  
 STATUS : Helper 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 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-Nov	W							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							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							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							3.0	1.0	2.0	-	-	5.5	Rutine Job	Gelam					
25-Nov	W							X	X	X	X	X	X	X	X	X	X	X	X							3.0	1.0	2.0	-	-	5.5	Rutine Job	Gelam					
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	C																									-	-	-	-	-	-							
16-Dec	WOC							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-Dec	W							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							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							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							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 COP, beri tanda X jika saudara bekerja pada jam istirahat

Employee Signature

ALEX AHMADI  
 HELPER DRIVER

Arnold Sibuga/ Fernando  
 Supervisor

PT Ekanuri Indra 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 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**

**021 - 3459888 Ext 211**

**081213038173**