



PT Pelayaran Ekanuri Indra Pratama

TIME SHEET : CONOCOPHILLIPS

Edition :

Revision : 1

Date :

Name : MUSTAR
 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 MULTIPLE 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 | C | | | | | | | | | | | | | | | | | | | | | | | | - | - | - | - | - | - | | | | | | |
| 22-Nov | C | | | | | | | | | | | | | | | | | | | | | | | | - | - | - | - | - | - | | | | | | |
| 23-Nov | C | | | | | | | | | | | | | | | | | | | | | | | | - | - | - | - | - | - | | | | | | |
| 24-Nov | C | | | | | | | | | | | | | | | | | | | | | | | | - | - | - | - | - | - | | | | | | |
| 25-Nov | WOC | | | | | | | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | 10.0 | - | 7.0 | 1.0 | 2.0 | 25.0 | Work Overtay | Gelam | | | | |
| 26-Nov | W | | | | | | | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | 3.0 | 1.0 | 2.0 | - | - | 5.5 | Rutine Job | Gelam | | | | |
| 27-Nov | W | | | | | | | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | 3.0 | 1.0 | 2.0 | - | - | 5.5 | Rutine Job | Gelam | | | | |
| 28-Nov | W | | | | | | | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | 3.0 | 1.0 | 2.0 | - | - | 5.5 | Rutine Job | Gelam | | | | |
| 29-Nov | W | | | | | | | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | 3.0 | 1.0 | 2.0 | - | - | 5.5 | Rutine Job | Gelam | | | | |
| 30-Nov | W | | | | | | | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | 3.0 | 1.0 | 2.0 | - | - | 5.5 | Rutine Job | Gelam | | | | |
| 1-Dec | W | | | | | | | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | 3.0 | 1.0 | 2.0 | - | - | 5.5 | Rutine Job | Gelam | | | | |
| 2-Dec | W | | | | | | | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | 3.0 | 1.0 | 2.0 | - | - | 5.5 | Rutine Job | Gelam | | | | |
| 3-Dec | W | | | | | | | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | 3.0 | 1.0 | 2.0 | - | - | 5.5 | Rutine Job | Gelam | | | | |
| 4-Dec | W | | | | | | | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | 3.0 | 1.0 | 2.0 | - | - | 5.5 | Rutine Job | Gelam | | | | |
| 5-Dec | W | | | | | | | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | 3.0 | 1.0 | 2.0 | - | - | 5.5 | Rutine Job | Gelam | | | | |
| 6-Dec | W | | | | | | | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | 3.0 | 1.0 | 2.0 | - | - | 5.5 | Rutine Job | Gelam | | | | |
| 7-Dec | W | | | | | | | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | 3.0 | 1.0 | 2.0 | - | - | 5.5 | Rutine Job | Gelam | | | | |
| 8-Dec | W | | | | | | | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | 3.0 | 1.0 | 2.0 | - | - | 5.5 | Rutine Job | Gelam | | | | |
| 9-Dec | W | | | | | | | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | 3.0 | 1.0 | 2.0 | - | - | 5.5 | Rutine Job | Gelam | | | | |
| 10-Dec | W | | | | | | | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | 3.0 | 1.0 | 2.0 | - | - | 5.5 | Rutine Job | Gelam | | | | |
| 11-Dec | W | | | | | | | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | 3.0 | 1.0 | 2.0 | - | - | 5.5 | Rutine Job | Gelam | | | | |
| 12-Dec | W | | | | | | | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | 3.0 | 1.0 | 2.0 | - | - | 5.5 | Rutine Job | Gelam | | | | |
| 13-Dec | W | | | | | | | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | 3.0 | 1.0 | 2.0 | - | - | 5.5 | Rutine Job | Gelam | | | | |
| 14-Dec | W | | | | | | | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | 3.0 | 1.0 | 2.0 | - | - | 5.5 | Rutine Job | Gelam | | | | |
| 15-Dec | W | | | | | | | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | 3.0 | 1.0 | 2.0 | - | - | 5.5 | Rutine Job | Gelam | | | | |
| 16-Dec | W | | | | | | | X | X | X | X | 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 | C | | | | | | | | | | | | | | | | | | | | | | | | - | - | - | - | - | - | | | | | | |
| 18-Dec | C | | | | | | | | | | | | | | | | | | | | | | | | - | - | - | - | - | - | | | | | | |
| 19-Dec | C | | | | | | | | | | | | | | | | | | | | | | | | - | - | - | - | - | - | | | | | | |
| 20-Dec | C | | | | | | | | | | | | | | | | | | | | | | | | - | - | - | - | - | - | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | - | - | - | - | - | - | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | 73.0 | 31.5 | 98.0 | 3.0 | 8.0 | 140.5 | | | | | | |

Total calculated OT

140.5
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

MUSTAR
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

021 – 3459888 Ext 211

081213038173