



## TIME SHEET : CONOCOPHILLIPS

PT Pratiyasa Ekanur Indra Pratama

Name : **Yai Ahnadi**  
ID No :  
STATUS : **Helper Boat**  
GRADE : **MONTHLY NON STAFF**

Location :  
Cost Center :

Gelam-Mangang  
IDZ 203B

Month/Year :  
Work Schedule :

Nov-Dec, 2020  
21/21

Edition :  
Revision : 1  
Date :

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	X	X						3.0	1.0	2.0	-	-	-	5.5	Routine Job	Gedam				
22-Nov	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	Gedam				
23-Nov	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	Gedam				
24-Nov	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	Gedam				
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	X					10.0	-	7.0	1.0	2.0	25.0	Over Lapping Crew	Gedam						
16-Dec	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	Gedam					
17-Dec	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	Gedam					
18-Dec	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	Gedam					
19-Dec	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	Gedam					
20-Dec	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	Gedam					
																								37.0	13.5	50.0	3.0	8.0	74.5								

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

Employee Signature  
Yai Ahnadi  
HELPER BOAT

REVIEWER  
Arnold Sibaja/Fernando  
Supervisor

APPROVAL FOR PAYMENT  
PT Ekanur 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**