**FORMULIR PERHITUNGAN KERJA LEMBUR**

August 2025

Yang bertanda tangan di bawah ini:

|  |  |  |  |
| --- | --- | --- | --- |
| Nama | : | Staff Konsuler 1 |  |
| Bidang/Bagian | : | Konsuler |  |
| Golongan | : |  |  |

Dengan ini menyampaikan perhitungan kerja lembur bulanan pegawai KJRI Dubai periode August 2025 sebagaimana diatur dalam peraturan KJRI Dubai.

|  |  |
| --- | --- |
| Yang melaksanakan lembur  Staff Konsuler 1 | Dubai, 07 September 2025  Yang memberi perintah  Supervisor  SUP001 |

|  |
| --- |
| Mengetahui, 07 September 2025  Pejabat Pembuat Komitmen  Manager  MGR001 |

Lampiran

**Detail Pengajuan Overtime**

Total Hari Lembur: 12 hari

Total Jam Lembur: 27.5 jam

Total Gaji Lembur: 4687.50 AED

Rata-rata per Hari: 2.3 jam

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No** | **Tanggal** | **Jam Lembur** | **Deskripsi Pekerjaan** | **Status** | **Gaji Lembur** |
| 1 | 01/08/2025 | 2.5 jam | Penyelesaian laporan bulanan keuangan | Final Approved | 426.14 AED |
| 2 | 02/08/2025 | 1.5 jam | Meeting dengan stakeholder internasional | Final Approved | 255.68 AED |
| 3 | 05/08/2025 | 3.0 jam | Persiapan presentasi diplomatik | Final Approved | 511.36 AED |
| 4 | 08/08/2025 | 2.0 jam | Review dokumen visa dan imigrasi | Final Approved | 340.91 AED |
| 5 | 12/08/2025 | 2.5 jam | Koordinasi dengan kedutaan asing | Final Approved | 426.14 AED |
| 6 | 13/08/2025 | 1.5 jam | Update sistem database konsuler | Final Approved | 255.68 AED |
| 7 | 15/08/2025 | 3.5 jam | Persiapan kunjungan delegasi | Final Approved | 596.59 AED |
| 8 | 18/08/2025 | 2.0 jam | Dokumentasi acara protokoler | Final Approved | 340.91 AED |
| 9 | 19/08/2025 | 2.5 jam | Terjemahan dokumen resmi | Final Approved | 426.14 AED |
| 10 | 22/08/2025 | 1.5 jam | Verifikasi data pelaporan | Final Approved | 255.68 AED |
| 11 | 25/08/2025 | 2.0 jam | Koordinasi dengan instansi terkait | Final Approved | 340.91 AED |
| 12 | 26/08/2025 | 3.0 jam | Penyelesaian laporan akhir bulan | Final Approved | 511.36 AED |
| **TOTAL** |  | **27.5 jam** |  |  | **4687.50 AED** |