

# TIME SHEET

July 2025

050

10132

YOVITA E. WAHYUNINGRUM

SE

Date	Time		Attendance	Hours			Overtime Calculation				REMARKS
	In	Out		Normal*	Excess	Shortage	150	200	300	400	
				(a)	(b)	(c)					
1	:	:				8.00					?
2	:	:				8.00					?
3	:	:				8.00					?
4	:	:				8.00					?
5	:	:									Saturday
6	:	:									Sunday
7	:	:				8.00					?
8	:	:				8.00					?
9	:	:				8.00					?
10	:	:				8.00					?
11	:	:				8.00					?
12	:	:									Saturday
13	:	:									Sunday
14	:	:				8.00					?
15	:	:				8.00					?
16	:	:				8.00					?
17	:	:				8.00					?
18	:	:				8.00					?
19	:	:									Saturday
20	:	:									Sunday
21	:	:				8.00					?
22	:	:				8.00					?
23	:	:				8.00					?
24	:	:				8.00					?
25	:	:				8.00					?
26	:	:									Saturday
27	:	:									Sunday
28	:	:				8.00					?
29	:	:				8.00					?
30	:	:				8.00					?
31	:	:				8.00					?

<b>Total Hours</b>	<b>0.00</b>	<b>0.00</b>	<b>184.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>(1) Monthly Total Working Hours = (2+b)-c</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>(2) Monthly Target Working Hours = 23 days x 8.00 hours</b>	<b>184.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>(3) Monthly Excess/Shortage Working Hours = (1)-(2)</b>	<b>-183.60</b>						<b>0.00</b>

Remarks :

Date Employee Signature Direct Superior / Manager Signature General Manager  
(If necessary)

8/20/2025 YOVITA E. WAHYUNINGRU

## \* Exluding Break Hour 30 minute

| = Hari Libur / Publik Holiday T = Training ? = Tidak Jelas Kosong = Hadir / Present  
C = Cuti / Leave D = Dinas / Business Travel SD = Sertifikat Dokter L = Terlambat / Late  
S = Sakit / Sick P = Proyek / Project TH= Tidak Hadir / Absen

# TIME SHEET

July 2025

050

22682

ALFA YUNITA SARASWATI

SG

Date	Time		Attendance	Hours			Overtime Calculation				REMARKS
	In	Out		Normal* (a)	Excess (b)	Shortage (c)	150	200	300	400	
1	06:10	17:52	9.52	8.00	1.22						
2	08:04	17:07	9.03	8.00	0.33						
3	06:31	17:26	9.26	8.00	0.56						
4	07:47	17:16	9.16	8.00	0.46						
5	06:31	14:36			6.36						Saturday
6	:	:									Sunday
7	07:34	17:06	9.06	8.00	0.36						
8	07:58	17:08	9.08	8.00	0.38						
9	08:00	17:16	9.16	8.00	0.46						
10	07:40	19:38	11.38	8.00	3.08						
11	07:18	20:00	12.00	8.00	3.30						
12	:	:									Saturday
13	:	:									Sunday
14	:	:	0.00	8.00							C
15	07:12	16:32	8.32	8.00	0.02						
16	07:15	16:30	8.30	8.00	0.00						
17	:	:									SD
18	:	:									SD
19	:	:									Saturday
20	:	:									Sunday
21	:	:	0.00	8.00							C
22	06:24	17:00	9.00	8.00	0.30						
23	06:25	17:42	9.42	8.00	1.12						
24	06:13	19:16	11.16	8.00	2.46						
25	06:49	20:20	12.20	8.00	3.50						
26	06:25	14:22			6.22						Saturday
27	:	:									Sunday
28	06:32	17:35	9.35	8.00	1.05						
29	06:28	16:56	8.56	8.00	0.26						
30	06:19	18:22	10.22	8.00	1.52						
31	06:19	17:09	9.09	8.00	0.39						

<b>Total Hours</b>	<b>168.00</b>	<b>37.35</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>(1) Monthly Total Working Hours = (2+b)-c</b>		<b>221.35</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>(2) Monthly Target Working Hours = 23 days x 8.00 hours</b>		<b>184.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>(3) Monthly Excess/Shortage Working Hours = (1)-(2)</b>		<b>37.35</b>					<b>0.00</b>

Remarks :

Date Employee Signature Direct Superior / Manager Signature General Manager  
(If necessary)

8/20/2025 ALFA YUNITA SARASWATI

## \* Exluding Break Hour 30 minute

| = Hari Libur / Publik Holiday T = Training ? = Tidak Jelas Kosong = Hadir / Present  
C = Cuti / Leave D = Dinas / Business Travel SD = Sertifikat Dokter L = Terlambat / Late  
S = Sakit / Sick P = Proyek / Project TH= Tidak Hadir / Absen

# TIME SHEET

July 2025

050

22691

ARIS WAHYU HANANTO

SG

Date	Time		Attendance	Hours			Overtime Calculation				REMARKS
	In	Out		Normal*	Excess	Shortage	150	200	300	400	
				(a)	(b)	(c)					
1	10:42	:				8.00					?
2	:	:				8.00					?
3	:	:				8.00					?
4	10:46	:				8.00					?
5	:	:									Saturday
6	:	:									Sunday
7	10:03	:				8.00					?
8	09:43	:				8.00					?
9	09:33	:				8.00					?
10	09:28	:				8.00					?
11	10:07	:				8.00					?
12	:	:									Saturday
13	:	:									Sunday
14	09:52	:				8.00					?
15	10:23	:				8.00					?
16	10:00	:				8.00					?
17	:	:				8.00					?
18	10:50	:				8.00					?
19	:	:									Saturday
20	:	:									Sunday
21	09:59	:				8.00					?
22	10:07	:				8.00					?
23	11:18	:				8.00					?
24	10:37	:				8.00					?
25	10:52	:				8.00					?
26	:	:									Saturday
27	:	:									Sunday
28	09:51	:				8.00					?
29	09:49	:				8.00					?
30	10:09	:				8.00					?
31	09:42	:				8.00					?

<b>Total Hours</b>	<b>0.00</b>	<b>0.00</b>	<b>184.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>(1) Monthly Total Working Hours = (2+b)-c</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>(2) Monthly Target Working Hours = 23 days x 8.00 hours</b>			<b>184.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>(3) Monthly Excess/Shortage Working Hours = (1)-(2)</b>			<b>-183.60</b>				<b>0.00</b>

Remarks :

Date Employee Signature Direct Superior / Manager Signature General Manager  
(If necessary)

8/20/2025 ARIS WAHYU HANANTO

## \* Exluding Break Hour 30 minute

| = Hari Libur / Publik Holiday T = Training ? = Tidak Jelas Kosong = Hadir / Present  
C = Cuti / Leave D = Dinas / Business Travel SD = Sertifikat Dokter L = Terlambat / Late  
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# TIME SHEET

July 2025

050

22783

SURADIMAN

SG

Date	Time		Attendance	Hours			Overtime Calculation				REMARKS
	In	Out		Normal* (a)	Excess (b)	Shortage (c)	150	200	300	400	
1	08:06	16:45	8.39	8.00	0.09						
2	08:10	19:33	11.23	8.00	2.53						
3	08:02	17:33	9.31	8.00	1.01						
4	08:06	16:48	8.42	8.00	0.12						
5	:	:									Saturday
6	:	:									Sunday
7	:	:	0.00	8.00							C
8	08:07	16:48	8.41	8.00	0.11						
9	08:16	16:53	8.37	8.00	0.07						
10	08:07	16:39	8.32	8.00	0.02						
11	08:03	16:41	8.38	8.00	0.08						
12	:	:									Saturday
13	:	:									Sunday
14	08:08	16:37	8.29	8.00		0.01					
15	07:49	17:04	9.04	8.00	0.34						
16	08:01	16:43	8.42	8.00	0.12						
17	08:11	19:48	11.37	8.00	3.07						
18	07:49	19:51	11.51	8.00	3.21						
19	:	:									Saturday
20	:	:									Sunday
21	08:04	20:13	12.09	8.00	3.39						
22	07:47	20:25	12.25	8.00	3.55						
23	07:55	20:46	12.46	8.00	4.16						
24	08:08	20:36	12.28	8.00	3.58						
25	07:54	20:23	12.23	8.00	3.53						
26	09:47	16:41			6.54						Saturday
27	:	:									Sunday
28	08:05	16:34	8.29	8.00		0.01					
29	07:54	20:12	12.12	8.00	3.42						
30	07:56	16:36	8.36	8.00	0.06						
31	07:56	20:39	12.39	8.00	4.09						

<b>Total Hours</b>	<b>184.00</b>	<b>46.29</b>	<b>0.02</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>(1) Monthly Total Working Hours = (2+b)-c</b>		<b>230.27</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>(2) Monthly Target Working Hours = 23 days x 8.00 hours</b>		<b>184.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>(3) Monthly Excess/Shortage Working Hours = (1)-(2)</b>		<b>46.27</b>					<b>0.00</b>

Remarks :

Date Employee Signature Direct Superior / Manager Signature General Manager  
(If necessary)

8/20/2025 SURADIMAN

## \* Exluding Break Hour 30 minute

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# TIME SHEET

July 2025

050

22785

IKA FARADINA

SG

Date	Time		Attendance	Hours			Overtime Calculation				REMARKS
	In	Out		Normal* (a)	Excess (b)	Shortage (c)	150	200	300	400	
1	06:48	22:38	14.38	8.00	6.08						
2	07:13	21:12	13.12	8.00	4.42						
3	06:54	18:00	10.00	8.00	1.30						
4	06:47	18:35	10.35	8.00	2.05						
5	:	:									Saturday
6	:	:									Sunday
7	07:45	22:07	14.07	8.00	5.37						
8	07:20	18:32	10.32	8.00	2.02						
9	07:11	18:57	10.57	8.00	2.27						
10	07:10	19:26	11.26	8.00	2.56						
11	07:01	17:47	9.47	8.00	1.17						
12	:	:									Saturday
13	:	:									Sunday
14	07:35	20:53	12.53	8.00	4.23						
15	07:03	20:50	12.50	8.00	4.20						
16	07:43	18:44	10.44	8.00	2.14						
17	07:36	22:50	14.50	8.00	6.20						
18	07:42	16:51	8.51	8.00	0.21						
19	:	:									Saturday
20	:	:									Sunday
21	:	:									SD
22	07:34	17:36	9.36	8.00	1.06						
23	07:45	20:07	12.07	8.00	3.37						
24	07:40	19:30	11.30	8.00	3.00						
25	07:55	:				8.00					?
26	:	:									Saturday
27	:	:									Sunday
28	07:44	18:23	10.23	8.00	1.53						
29	07:00	17:21	9.21	8.00	0.51						
30	07:51	20:45	12.45	8.00	4.15						
31	07:47	22:10	14.10	8.00	5.40						

<b>Total Hours</b>	<b>168.00</b>	<b>66.44</b>	<b>8.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>(1) Monthly Total Working Hours = (2+b)-c</b>	<b>242.44</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>(2) Monthly Target Working Hours = 23 days x 8.00 hours</b>	<b>184.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>(3) Monthly Excess/Shortage Working Hours = (1)-(2)</b>	<b>58.44</b>						<b>0.00</b>

Remarks :

Date Employee Signature Direct Superior / Manager Signature General Manager  
(If necessary)

8/20/2025 IKA FARADINA

## \* Excluding Break Hour 30 minute

| = Hari Libur / Publik Holiday T = Training ? = Tidak Jelas Kosong = Hadir / Present  
C = Cuti / Leave D = Dinas / Business Travel SD = Sertifikat Dokter L = Terlambat / Late  
S = Sakit / Sick P = Proyek / Project TH= Tidak Hadir / Absen

# TIME SHEET

July 2025

050

22817

HENNI YULIASTARI

SG

Date	Time		Attendance	Hours			Overtime Calculation				REMARKS
	In	Out		Normal* (a)	Excess (b)	Shortage (c)	150	200	300	400	
1	06:26	16:30	8.30	8.00	0.00						
2	06:42	16:31	8.31	8.00	0.01						
3	06:21	16:30	8.30	8.00	0.00						
4	06:17	16:31	8.31	8.00	0.01						
5	:	:									Saturday
6	:	:									Sunday
7	06:55	16:30	8.30	8.00	0.00						
8	06:29	16:28	8.28	8.00		0.02					
9	06:24	16:43	8.43	8.00	0.13						
10	06:17	16:30	8.30	8.00	0.00						
11	06:20	16:30	8.30	8.00	0.00						
12	:	:									Saturday
13	:	:									Sunday
14	:	:	0.00	8.00							C
15	06:17	16:29	8.29	8.00		0.01					
16	06:25	16:30	8.30	8.00	0.00						
17	06:30	16:30	8.30	8.00	0.00						
18	06:35	16:30	8.30	8.00	0.00						
19	:	:									Saturday
20	:	:									Sunday
21	:	:	0.00	8.00							C
22	06:25	16:30	8.30	8.00	0.00						
23	06:30	16:33	8.33	8.00	0.03						
24	06:34	16:36	8.36	8.00	0.06						
25	06:49	16:30	8.30	8.00	0.00						
26	:	:									Saturday
27	:	:									Sunday
28	06:54	16:30	8.30	8.00	0.00						
29	06:36	16:33	8.33	8.00	0.03						
30	06:47	16:55	8.55	8.00	0.25						
31	06:40	16:30	8.30	8.00	0.00						

<b>Total Hours</b>	<b>184.00</b>	<b>0.52</b>	<b>0.03</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>(1) Monthly Total Working Hours = (2+b)-c</b>	<b>184.49</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>(2) Monthly Target Working Hours = 23 days x 8.00 hours</b>	<b>184.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>(3) Monthly Excess/Shortage Working Hours = (1)-(2)</b>	<b>0.49</b>						<b>0.00</b>

Remarks :

Date Employee Signature Direct Superior / Manager Signature General Manager  
(If necessary)

8/20/2025 HENNI YULIASTARI

## \* Exluding Break Hour 30 minute

| = Hari Libur / Publik Holiday T = Training ? = Tidak Jelas Kosong = Hadir / Present  
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S = Sakit / Sick P = Proyek / Project TH= Tidak Hadir / Absen

# TIME SHEET

July 2025

050

22845

INDAH DARMAWATI

SG

Date	Time		Attendance	Hours			Overtime Calculation				REMARKS
	In	Out		Normal* (a)	Excess (b)	Shortage (c)	150	200	300	400	
1	08:29	17:15	8.46	8.00	0.16						
2	08:40	17:11	8.31	8.00	0.01						L
3	08:27	17:10	8.43	8.00	0.13						
4	08:27	17:05	8.38	8.00	0.08						
5	:	:									Saturday
6	:	:									Sunday
7	08:26	17:08	8.42	8.00	0.12						
8	08:19	17:20	9.01	8.00	0.31						
9	08:28	17:16	8.48	8.00	0.18						
10	08:26	19:11	10.45	8.00	2.15						
11	08:28	17:21	8.53	8.00	0.23						
12	:	:									Saturday
13	:	:									Sunday
14	08:20	16:57	8.37	8.00	0.07						
15	08:27	16:41	8.14	8.00		0.16					
16	08:28	18:25	9.57	8.00	1.27						
17	08:23	17:41	9.18	8.00	0.48						
18	08:25	17:15	8.50	8.00	0.20						
19	:	:									Saturday
20	:	:									Sunday
21	08:25	17:13	8.48	8.00	0.18						
22	08:21	17:12	8.51	8.00	0.21						
23	08:20	17:32	9.12	8.00	0.42						
24	08:24	17:42	9.18	8.00	0.48						
25	08:25	17:15	8.50	8.00	0.20						
26	:	:									Saturday
27	:	:									Sunday
28	08:20	17:04	8.44	8.00	0.14						
29	08:20	16:35	8.15	8.00		0.15					
30	08:25	17:35	9.10	8.00	0.40						
31	08:19	17:39	9.20	8.00	0.50						

<b>Total Hours</b>	<b>184.00</b>	<b>11.12</b>	<b>0.31</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>(1) Monthly Total Working Hours = (2+b)-c</b>			<b>194.41</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>(2) Monthly Target Working Hours = 23 days x 8.00 hours</b>			<b>184.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>(3) Monthly Excess/Shortage Working Hours = (1)-(2)</b>			<b>10.41</b>				<b>0.00</b>

Remarks :

Date Employee Signature Direct Superior / Manager Signature General Manager  
(If necessary)

8/20/2025 INDAH DARMAWATI

## \* Exluding Break Hour 30 minute

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# TIME SHEET

July 2025

050

22905

NILA FIRSTYA

SG

Date	Time		Attendance	Hours			Overtime Calculation				REMARKS
	In	Out		Normal* (a)	Excess (b)	Shortage (c)	150	200	300	400	
1	08:16	22:38	14.22	8.00	5.52						
2	08:01	08:01	0.00	0.50		8.00					?
3	08:15	18:24	10.09	8.00	1.39						
4	08:20	18:33	10.13	8.00	1.43						
5	:	:									Saturday
6	:	:									Sunday
7	08:11	17:19	9.08	8.00	0.38						
8	10:27	18:31	8.04	8.00		0.26					L
9	08:22	18:56	10.34	8.00	2.04						
10	08:14	19:26	11.12	8.00	2.42						
11	08:30	17:47	9.17	8.00	0.47						
12	:	:									Saturday
13	:	:									Sunday
14	10:43	18:59	8.16	8.00		0.14					L
15	07:50	:	8.00	8.00							P
16	08:00	18:43	10.43	8.00	2.13						
17	07:54	19:29	11.29	8.00	2.59						
18	07:53	18:29	10.29	8.00	1.59						
19	:	:	8.00	8.00							Saturday
20	:	:									Sunday
21	08:05	17:41	9.36	8.00	1.06						
22	07:54	17:31	9.31	8.00	1.01						
23	07:56	20:31	12.31	8.00	4.01						
24	08:01	17:41	9.40	8.00	1.10						
25	08:20	18:17	9.57	8.00	1.27						
26	:	:									Saturday
27	:	:									Sunday
28	08:08	18:23	10.15	8.00	1.45						
29	08:03	17:19	9.16	8.00	0.46						
30	07:44	18:41	10.41	8.00	2.11						
31	07:49	:	8.00	8.00							P

**Total Hours** 184.50 36.03 8.40 0.00 0.00 0.00 0.00

**(1) Monthly Total Working Hours = (2+b)-c** 211.23 0.00 0.00 0.00 0.00

**(2) Monthly Target Working Hours = 23 days x 8.00 hours** 184.00 0.00 0.00 0.00 0.00

**(3) Monthly Excess/Shortage Working Hours = (1)-(2)** 27.23 0.00

Remarks :

Date Employee Signature Direct Superior / Manager Signature General Manager  
(If necessary)

8/20/2025 NILA FIRSTYA

## \* Exluding Break Hour 30 minute

| = Hari Libur / Publik Holiday T = Training ? = Tidak Jelas Kosong = Hadir / Present  
C = Cuti / Leave D = Dinas / Business Travel SD = Sertifikat Dokter L = Terlambat / Late  
S = Sakit / Sick P = Proyek / Project TH= Tidak Hadir / Absen



# TIME SHEET

July 2025

050

22928

FADILA YASMIN

SG

Date	Time		Attendance	Hours			Overtime Calculation				REMARKS
	In	Out		Normal* (a)	Excess (b)	Shortage (c)	150	200	300	400	
1	08:19	18:56	10.37	8.00	2.07						
2	08:17	20:51	12.34	8.00	4.04						
3	08:33	18:44	10.11	8.00	1.41						L
4	08:29	19:17	10.48	8.00	2.18						
5	:	:									Saturday
6	:	:									Sunday
7	08:05	21:10	13.05	8.00	4.35						
8	08:15	19:28	0.00	8.00	2.43						
9	08:46	19:26	10.40	8.00	2.10						L
10	:	:				8.00					S
11	08:18	19:14	10.56	8.00	2.26						
12	:	:									Saturday
13	:	:									Sunday
14	07:50	18:29	10.29	8.00	1.59						
15	07:52	18:25	10.25	8.00	1.55						
16	08:10	18:22	10.12	8.00	1.42						
17	08:16	20:41	12.25	8.00	3.55						
18	08:09	21:02	12.53	8.00	4.23						
19	:	:									Saturday
20	:	:									Sunday
21	08:17	20:38	12.21	8.00	3.51						
22	08:17	21:02	12.45	8.00	4.15						
23	08:23	20:08	11.45	8.00	3.15						
24	08:01	20:12	12.11	8.00	3.41						
25	08:09	20:21	12.12	8.00	3.42						
26	08:44	17:20			8.36						Saturday
27	:	:									Sunday
28	08:05	18:36	10.31	8.00	2.01						
29	08:27	18:57	10.30	8.00	2.00						
30	08:19	20:28	12.09	8.00	3.39						
31	07:56	20:58	12.58	8.00	4.28						

<b>Total Hours</b>	<b>176.00</b>	<b>75.26</b>	<b>8.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>(1) Monthly Total Working Hours = (2+b)-c</b>	<b>251.26</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>(2) Monthly Target Working Hours = 23 days x 8.00 hours</b>	<b>184.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>(3) Monthly Excess/Shortage Working Hours = (1)-(2)</b>	<b>67.26</b>						<b>0.00</b>

Remarks :

Date Employee Signature Direct Superior / Manager Signature General Manager  
(If necessary)

8/20/2025 FADILA YASMIN

## \* Exluding Break Hour 30 minute

| = Hari Libur / Publik Holiday T = Training ? = Tidak Jelas Kosong = Hadir / Present  
C = Cuti / Leave D = Dinas / Business Travel SD = Sertifikat Dokter L = Terlambat / Late  
S = Sakit / Sick P = Proyek / Project TH= Tidak Hadir / Absen

# TIME SHEET

July 2025

050

22938

IIN NURHAYATI

SG

Date	Time		Attendance	Hours			Overtime Calculation				REMARKS
	In	Out		Normal* (a)	Excess (b)	Shortage (c)	150	200	300	400	
1	07:46	16:31	8.31	8.00	0.01						
2	07:42	16:32	8.32	8.00	0.02						
3	07:26	16:31	8.31	8.00	0.01						
4	09:00	16:33	7.33	7.83		0.57					L
5	:	:									Saturday
6	:	:									Sunday
7	08:02	16:31	8.29	8.00		0.01					
8	07:45	16:30	8.30	8.00	0.00						
9	07:43	16:31	8.31	8.00	0.01						
10	07:35	16:35	8.35	8.00	0.05						
11	07:27	16:30	8.30	8.00	0.00						
12	:	:									Saturday
13	:	:									Sunday
14	08:03	16:32	8.29	8.00		0.01					
15	07:54	16:29	8.29	8.00		0.01					
16	07:59	16:30	8.30	8.00	0.00						
17	:	:	8.00	8.00							P
18	08:04	16:34	8.30	8.00	0.00						
19	:	:									Saturday
20	:	:									Sunday
21	07:48	:	8.00	8.00							D
22	:	:	8.00	8.00							D
23	:	:	8.00	8.00							D
24	07:51	16:37	8.37	8.00	0.07						
25	07:48	16:30	8.30	8.00	0.00						
26	:	:									Saturday
27	:	:									Sunday
28	07:42	16:30	8.30	8.00	0.00						
29	07:47	16:30	8.30	8.00	0.00						
30	:	:	0.00	8.00							C
31	07:45	16:31	8.31	8.00	0.01						

<b>Total Hours</b>	<b>184.23</b>	<b>0.18</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>(1) Monthly Total Working Hours = (2+b)-c</b>	<b>183.18</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>(2) Monthly Target Working Hours = 23 days x 8.00 hours</b>	<b>184.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>(3) Monthly Excess/Shortage Working Hours = (1)-(2)</b>	<b>0.42</b>						<b>0.00</b>

Remarks :

Date Employee Signature Direct Superior / Manager Signature General Manager  
(If necessary)

8/20/2025 IIN NURHAYATI

## \* Exluding Break Hour 30 minute

| = Hari Libur / Publik Holiday T = Training ? = Tidak Jelas Kosong = Hadir / Present  
C = Cuti / Leave D = Dinas / Business Travel SD = Sertifikat Dokter L = Terlambat / Late  
S = Sakit / Sick P = Proyek / Project TH= Tidak Hadir / Absen

# TIME SHEET

July 2025

050

22971

ARI RAHMADI

SG

Date	Time		Attendance	Hours			Overtime Calculation				REMARKS
	In	Out		Normal* (a)	Excess (b)	Shortage (c)	150	200	300	400	
1	08:29	17:49	9.20	8.00	0.50						
2	07:36	19:46	11.46	8.00	3.16						
3	:	:	0.00	8.00							C
4	08:07	17:39	9.32	8.00	1.02						
5	10:07	17:02			6.55						Saturday
6	:	:									Sunday
7	08:00	17:45	9.45	8.00	1.15						
8	07:24	17:24	9.24	8.00	0.54						
9	07:37	17:51	9.51	8.00	1.21						
10	12:28	17:51	5.23	5.73		2.28					L
11	08:25	17:37	9.12	8.00	0.42						
12	08:27	14:41			6.14						Saturday
13	:	:									Sunday
14	08:13	20:30	12.17	8.00	3.47						
15	08:04	16:50	8.46	8.00	0.16						
16	08:23	17:09	8.46	8.00	0.16						
17	07:25	20:26	12.26	8.00	3.56						
18	08:08	16:56	8.48	8.00	0.18						
19	08:28	14:19			5.51						Saturday
20	:	:									Sunday
21	08:23	17:06	8.43	8.00	0.13						
22	07:11	17:48	9.48	8.00	1.18						
23	07:06	20:24	12.24	8.00	3.54						
24	07:54	19:04	11.04	8.00	2.34						
25	08:26	17:11	8.45	8.00	0.15						
26	08:26	15:49			7.23						Saturday
27	:	:									Sunday
28	08:08	16:53	8.45	8.00	0.15						
29	07:27	17:48	9.48	8.00	1.18						
30	07:17	16:53	8.53	8.00	0.23						
31	07:10	19:32	11.32	8.00	3.02						

<b>Total Hours</b>	<b>182.13</b>	<b>57.28</b>	<b>2.28</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>(1) Monthly Total Working Hours = (2+b)-c</b>			<b>238.60</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>(2) Monthly Target Working Hours = 23 days x 8.00 hours</b>			<b>184.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>(3) Monthly Excess/Shortage Working Hours = (1)-(2)</b>			<b>54.60</b>				<b>0.00</b>

Remarks :

Date Employee Signature Direct Superior / Manager Signature General Manager  
(If necessary)

8/20/2025 ARI RAHMADI

## \* Exluding Break Hour 30 minute

| = Hari Libur / Publik Holiday T = Training ? = Tidak Jelas Kosong = Hadir / Present  
C = Cuti / Leave D = Dinas / Business Travel SD = Sertifikat Dokter L = Terlambat / Late  
S = Sakit / Sick P = Proyek / Project TH= Tidak Hadir / Absen

# TIME SHEET

July 2025

050

22976

PUTRI KUSUMAWATI

SG

Date	Time		Attendance	Hours			Overtime Calculation				REMARKS
	In	Out		Normal* (a)	Excess (b)	Shortage (c)	150	200	300	400	
1	08:08	18:01	9.53	8.00	1.23						
2	:	:									SD
3	08:09	18:26	10.17	8.00	1.47						
4	07:36	21:52	13.52	8.00	5.22						
5	:	:									Saturday
6	:	:									Sunday
7	08:19	18:16	9.57	8.00	1.27						
8	:	:									SD
9	:	:									SD
10	:	:									SD
11	08:07	18:21	10.14	8.00	1.44						
12	:	:									Saturday
13	:	:									Sunday
14	08:22	18:24	10.02	8.00	1.32						
15	08:17	18:30	10.13	8.00	1.43						
16	08:09	18:51	10.42	8.00	2.12						
17	07:54	18:31	10.31	8.00	2.01						
18	17:58	:				8.00					?
19	11:04	17:23			6.19						Saturday
20	:	:									Sunday
21	:	:									SD
22	:	:									SD
23	08:14	18:26	10.12	8.00	1.42						
24	08:23	17:37	9.14	8.00	0.44						
25	08:28	20:57	12.29	8.00	3.59						
26	:	:									Saturday
27	:	:									Sunday
28	08:28	19:03	10.35	8.00	2.05						
29	08:21	18:01	9.40	8.00	1.10						
30	07:51	17:54	9.54	8.00	1.24						
31	07:54	18:00	10.00	8.00	1.30						

<b>Total Hours</b>	<b>128.00</b>	<b>38.04</b>	<b>8.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>(1) Monthly Total Working Hours = (2+b)-c</b>			<b>214.04</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>(2) Monthly Target Working Hours = 23 days x 8.00 hours</b>			<b>184.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>(3) Monthly Excess/Shortage Working Hours = (1)-(2)</b>			<b>30.04</b>				<b>0.00</b>

Remarks :

Date Employee Signature Direct Superior / Manager Signature General Manager  
(If necessary)

8/20/2025 PUTRI KUSUMAWATI

## \* Exluding Break Hour 30 minute

| = Hari Libur / Publik Holiday T = Training ? = Tidak Jelas Kosong = Hadir / Present  
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S = Sakit / Sick P = Proyek / Project TH= Tidak Hadir / Absen

# TIME SHEET

July 2025

050

22988

RIZKY RIENALDI

SG

Date	Time		Attendance	Hours			Overtime Calculation				REMARKS
	In	Out		Normal* (a)	Excess (b)	Shortage (c)	150	200	300	400	
1	08:29	18:34	10.05	8.00	1.35						
2	08:24	19:21	10.57	8.00	2.27						
3	07:53	20:08	12.08	8.00	3.38						
4	08:15	19:07	10.52	8.00	2.22						
5	06:42	20:04			12.04						Saturday
6	:	:									Sunday
7	08:03	19:28	11.25	8.00	2.55						
8	07:51	21:56	13.56	8.00	5.26						
9	08:54	21:06	12.12	8.00	3.42						L
10	08:26	21:05	12.39	8.00	4.09						
11	07:55	18:50	10.50	8.00	2.20						
12	:	:									Saturday
13	:	:									Sunday
14	08:26	19:43	11.17	8.00	2.47						
15	08:15	20:48	12.33	8.00	4.03						
16	07:13	20:44	12.44	8.00	4.14						
17	08:29	22:43	14.14	8.00	5.44						
18	07:48	20:31	12.31	8.00	4.01						
19	:	:	8.00	8.00							Saturday
20	:	:									Sunday
21	08:14	18:30	10.16	8.00	1.46						
22	08:09	20:05	11.56	8.00	3.26						
23	07:36	17:50	9.50	8.00	1.20						
24	07:55	18:02	10.02	8.00	1.32						
25	07:31	20:28	12.28	8.00	3.58						
26	:	:									Saturday
27	:	:									Sunday
28	08:09	18:53	10.44	8.00	2.14						
29	07:46	18:37	10.37	8.00	2.07						
30	08:22	20:40	12.18	8.00	3.48						
31	08:22	20:52	12.30	8.00	3.60						

<b>Total Hours</b>	<b>192.00</b>	<b>85.38</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>(1) Monthly Total Working Hours = (2+b)-c</b>			<b>269.38</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>(2) Monthly Target Working Hours = 23 days x 8.00 hours</b>			<b>184.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>(3) Monthly Excess/Shortage Working Hours = (1)-(2)</b>			<b>85.38</b>				<b>0.00</b>

Remarks :

Date Employee Signature Direct Superior / Manager Signature General Manager  
(If necessary)

8/20/2025 RIZKY RIENALDI

## \* Exluding Break Hour 30 minute

| = Hari Libur / Publik Holiday T = Training ? = Tidak Jelas Kosong = Hadir / Present  
C = Cuti / Leave D = Dinas / Business Travel SD = Sertifikat Dokter L = Terlambat / Late  
S = Sakit / Sick P = Proyek / Project TH= Tidak Hadir / Absen

# TIME SHEET

July 2025

050

22989

ASMAH KHADAFIAH

SG

Date	Time		Attendance	Hours			Overtime Calculation				REMARKS
	In	Out		Normal* (a)	Excess (b)	Shortage (c)	150	200	300	400	
1	07:52	17:24	9.24	8.00	0.54						
2	07:51	17:46	9.46	8.00	1.16						
3	07:45	17:26	9.26	8.00	0.56						
4	07:31	17:24	9.24	8.00	0.54						
5	:	:									Saturday
6	:	:									Sunday
7	07:33	17:55	9.55	8.00	1.25						
8	07:53	17:26	9.26	8.00	0.56						
9	07:41	17:21	9.21	8.00	0.51						
10	07:42	17:24	9.24	8.00	0.54						
11	07:37	17:27	9.27	8.00	0.57						
12	:	:									Saturday
13	:	:									Sunday
14	07:30	17:26	9.26	8.00	0.56						
15	07:55	17:29	9.29	8.00	0.59						
16	07:40	17:22	9.22	8.00	0.52						
17	07:38	17:26	9.26	8.00	0.56						
18	07:37	21:01	13.01	8.00	4.31						
19	:	:									Saturday
20	:	:									Sunday
21	07:45	17:24	9.24	8.00	0.54						
22	07:49	17:26	9.26	8.00	0.56						
23	07:24	17:26	9.26	8.00	0.56						
24	07:25	17:44	9.44	8.00	1.14						
25	07:38	17:21	9.21	8.00	0.51						
26	:	:									Saturday
27	:	:									Sunday
28	07:36	17:28	9.28	8.00	0.58						
29	07:30	17:20	9.20	8.00	0.50						
30	07:38	17:35	9.35	8.00	1.05						
31	07:44	18:07	10.07	8.00	1.37						

<b>Total Hours</b>	<b>184.00</b>	<b>26.38</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>(1) Monthly Total Working Hours = (2+b)-c</b>		<b>210.38</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>(2) Monthly Target Working Hours = 23 days x 8.00 hours</b>		<b>184.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>(3) Monthly Excess/Shortage Working Hours = (1)-(2)</b>		<b>26.38</b>					<b>0.00</b>

Remarks :

Date Employee Signature Direct Superior / Manager Signature General Manager  
(If necessary)

8/20/2025 ASMAH KHADAFIAH

## \* Exluding Break Hour 30 minute

| = Hari Libur / Publik Holiday T = Training ? = Tidak Jelas Kosong = Hadir / Present  
C = Cuti / Leave D = Dinas / Business Travel SD = Sertifikat Dokter L = Terlambat / Late  
S = Sakit / Sick P = Proyek / Project TH= Tidak Hadir / Absen

# TIME SHEET

July 2025

050

22997

RUWIATIN SUGIARTO

SG

Date	Time		Attendance	Hours			Overtime Calculation				REMARKS
	In	Out		Normal* (a)	Excess (b)	Shortage (c)	150	200	300	400	
1	08:26	17:09	8.43	8.00	0.13						
2	08:15	16:58	8.43	8.00	0.13						
3	08:24	17:16	8.52	8.00	0.22						
4	08:16	17:10	8.54	8.00	0.24						
5	:	:									Saturday
6	:	:									Sunday
7	08:15	16:46	8.31	8.00	0.01						
8	07:52	17:27	9.27	8.00	0.57						
9	08:23	16:52	8.29	8.00		0.01					
10	08:10	17:16	9.06	8.00	0.36						
11	08:10	17:01	8.51	8.00	0.21						
12	:	:									Saturday
13	:	:									Sunday
14	:	:	0.00	8.00							C
15	08:06	17:01	8.55	8.00	0.25						
16	07:36	16:42	8.42	8.00	0.12						
17	07:42	16:43	8.43	8.00	0.13						
18	08:01	17:32	9.31	8.00	1.01						
19	:	:									Saturday
20	:	:									Sunday
21	07:51	16:45	8.45	8.00	0.15						
22	07:48	16:47	8.47	8.00	0.17						
23	07:36	16:51	8.51	8.00	0.21						
24	08:13	17:28	9.15	8.00	0.45						
25	07:37	18:26	10.26	8.00	1.56						
26	:	:									Saturday
27	:	:									Sunday
28	07:44	17:03	9.03	8.00	0.33						
29	07:34	16:54	8.54	8.00	0.24						
30	07:34	16:41	8.41	8.00	0.11						
31	07:44	17:36	9.36	8.00	1.06						

<b>Total Hours</b>	<b>184.00</b>	<b>10.46</b>	<b>0.01</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>(1) Monthly Total Working Hours = (2+b)-c</b>			<b>194.45</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>(2) Monthly Target Working Hours = 23 days x 8.00 hours</b>			<b>184.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>(3) Monthly Excess/Shortage Working Hours = (1)-(2)</b>			<b>10.45</b>				<b>0.00</b>

Remarks :

Date Employee Signature Direct Superior / Manager Signature General Manager  
(If necessary)

8/20/2025 RUWIATIN SUGIARTO

## \* Exluding Break Hour 30 minute

| = Hari Libur / Publik Holiday T = Training ? = Tidak Jelas Kosong = Hadir / Present  
C = Cuti / Leave D = Dinas / Business Travel SD = Sertifikat Dokter L = Terlambat / Late  
S = Sakit / Sick P = Proyek / Project TH= Tidak Hadir / Absen

# TIME SHEET

July 2025

050

23084

JONATHAN PAIDOTUA SIANTURI

SG

Date	Time		Attendance	Hours			Overtime Calculation				REMARKS
	In	Out		Normal* (a)	Excess (b)	Shortage (c)	150	200	300	400	
1	08:05	17:00	8.55	8.00	0.25						
2	08:03	16:54	8.51	8.00	0.21						
3	07:59	17:09	9.09	8.00	0.39						
4	08:09	16:54	8.45	8.00	0.15						
5	:	:									Saturday
6	:	:									Sunday
7	08:00	16:59	8.59	8.00	0.29						
8	07:50	17:17	9.17	8.00	0.47						
9	08:09	16:56	8.47	8.00	0.17						
10	08:08	16:59	8.51	8.00	0.21						
11	07:42	16:57	8.57	8.00	0.27						
12	:	:									Saturday
13	:	:									Sunday
14	07:46	17:03	9.03	8.00	0.33						
15	08:04	16:56	8.52	8.00	0.22						
16	07:49	17:15	9.15	8.00	0.45						
17	08:18	16:54	8.36	8.00	0.06						
18	07:59	17:14	9.14	8.00	0.44						
19	:	:									Saturday
20	:	:									Sunday
21	07:53	16:56	8.56	8.00	0.26						
22	08:01	16:59	8.58	8.00	0.28						
23	07:51	17:15	9.15	8.00	0.45						
24	08:09	17:02	8.53	8.00	0.23						
25	07:50	17:12	9.12	8.00	0.42						
26	:	:									Saturday
27	:	:									Sunday
28	08:01	17:03	9.02	8.00	0.32						
29	07:59	17:20	9.20	8.00	0.50						
30	08:10	17:00	8.50	8.00	0.20						
31	08:02	17:05	9.03	8.00	0.33						

<b>Total Hours</b>	<b>184.00</b>	<b>11.30</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>(1) Monthly Total Working Hours = (2+b)-c</b>			<b>195.30</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>(2) Monthly Target Working Hours = 23 days x 8.00 hours</b>			<b>184.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>(3) Monthly Excess/Shortage Working Hours = (1)-(2)</b>			<b>11.30</b>				<b>0.00</b>

Remarks :

Date Employee Signature Direct Superior / Manager Signature General Manager  
(If necessary)

8/20/2025 JONATHAN PAIDOTUA SIA

## \* Exluding Break Hour 30 minute

| = Hari Libur / Publik Holiday T = Training ? = Tidak Jelas Kosong = Hadir / Present  
C = Cuti / Leave D = Dinas / Business Travel SD = Sertifikat Dokter L = Terlambat / Late  
S = Sakit / Sick P = Proyek / Project TH= Tidak Hadir / Absen



# TIME SHEET

July 2025

050

23089

ABDUL ROZAK MUMTAZ

EG

Date	Time		Attendance	Hours			Overtime Calculation				REMARKS
	In	Out		Normal* (a)	Excess (b)	Shortage (c)	150	200	300	400	
1	07:35	19:40	11.40	8.00	3.10		1.00	1.10			
2	08:25	20:01	11.36	8.00	3.06		1.00	1.06			
3	08:05	19:53	11.48	8.00	3.18		1.00	1.18			
4	07:51	17:20	9.20	8.00	0.50						
5	:	:									Saturday
6	:	:									Sunday
7	07:50	17:00	9.00	8.00	0.30						
8	08:27	17:46	9.19	8.00	0.49						
9	08:22	17:43	9.21	8.00	0.51						
10	08:11	20:08	11.57	8.00	3.27		1.00	1.27			
11	08:13	19:59	11.46	8.00	3.16		1.00	1.16			
12	09:09	16:47			7.38			7.38			Saturday
13	:	:									Sunday
14	08:00	19:51	11.51	8.00	3.21		1.00	1.21			
15	07:52	19:37	11.37	8.00	3.07		1.00	1.07			
16	08:27	19:22	10.55	8.00	2.25		1.00	0.25			
17	08:20	20:26	12.06	8.00	3.36		1.00	1.36			
18	08:01	19:31	11.30	8.00	3.00		1.00	1.00			
19	09:11	15:59			6.48			6.48			Saturday
20	:	:									Sunday
21	08:17	19:01	10.44	8.00	2.14		1.00	0.14			
22	07:54	18:08	10.08	8.00	1.38		0.38				
23	08:13	18:08	9.55	8.00	1.25		0.25				
24	08:18	18:24	10.06	8.00	1.36		0.36				
25	08:29	17:38	9.09	8.00	0.39						
26	:	:									Saturday
27	:	:									Sunday
28	08:10	18:04	9.54	8.00	1.24		0.24				
29	08:23	18:46	10.23	8.00	1.53		0.53				
30	08:14	17:53	9.39	8.00	1.09		0.09				
31	08:26	18:12	9.46	8.00	1.16		0.16				

<b>Total Hours</b>	<b>184.00</b>	<b>62.26</b>	<b>0.00</b>	<b>14.21</b>	<b>26.26</b>	<b>0.00</b>	<b>0.00</b>
<b>1) Monthly Total Working Hours = (2+b)-c</b>			<b>246.26</b>	<b>14.21</b>	<b>26.26</b>	<b>0.00</b>	<b>0.00</b>
<b>2) Monthly Target Working Hours = 23 days x 8.00 hours</b>	<b>184.00</b>			<b>21.32</b>	<b>52.52</b>	<b>0.00</b>	<b>0.00</b>
<b>3) Monthly Excess/Shortage Working Hours = (1)-(2)</b>	<b>62.26</b>					<b>Total Overtime</b>	<b>74.24</b>

Remarks :

Date Employee Signature Direct Superior / Manager Signature General Manager  
(If necessary)

8/20/2025 ABDUL ROZAK MUMTAZ

## \* Excluding Break Hour 30 minute

| = Hari Libur / Publik Holiday T = Training ? = Tidak Jelas Kosong = Hadir / Present  
C = Cuti / Leave D = Dinas / Business Travel SD = Sertifikat Dokter L = Terlambat / Late  
S = Sakit / Sick P = Proyek / Project TH= Tidak Hadir / Absen

# TIME SHEET

July 2025

050

23095

REZKI ANGGRAENI

EG

Date	Time		Attendance	Hours			Overtime Calculation				REMARKS
	In	Out		Normal* (a)	Excess (b)	Shortage (c)	150	200	300	400	
1	08:36	18:53	10.17	8.00	1.47		0.47				L
2	08:29	18:22	9.53	8.00	1.23		0.23				
3	08:12	18:39	10.27	8.00	1.57		0.57				
4	07:28	17:51	9.51	8.00	1.21		0.21				
5	08:18	17:08			8.50			8.00	0.50		Saturday
6	:	:									Sunday
7	08:04	20:38	12.34	8.00	4.04		1.00	2.04			
8	08:37	18:19	9.42	8.00	1.12		0.12				L
9	07:25	19:29	11.29	8.00	2.59		1.00	0.59			
10	08:05	18:34	10.29	8.00	1.59		0.59				
11	08:29	17:11	8.42	8.00	0.12						
12	:	:									Saturday
13	:	:									Sunday
14	08:40	18:03	9.23	8.00	0.53						L
15	09:39	18:23	8.44	8.00	0.14						L
16	07:46	16:39	8.39	8.00	0.09						
17	08:50	18:20	9.30	8.00	0.60						L
18	07:42	17:26	9.26	8.00	0.56						
19	06:52	06:52	8.00	8.00							Saturday
20	:	:									Sunday
21	08:31	17:20	8.49	8.00	0.19						L
22	08:28	17:12	8.44	8.00	0.14						
23	08:16	18:26	10.10	8.00	1.40		0.40				
24	08:25	18:05	9.40	8.00	1.10		0.10				
25	08:24	18:17	9.53	8.00	1.23		0.23				
26	:	:									Saturday
27	:	:									Sunday
28	08:24	19:52	11.28	8.00	2.58		1.00	0.58			
29	08:07	17:36	9.29	8.00	0.59						
30	08:20	18:14	9.54	8.00	1.24		0.24				
31	08:09	18:35	10.26	8.00	1.56		0.56				

**Total Hours** 192.00 40.59 0.00 9.12 12.01 0.50 0.00

(1) Monthly Total Working Hours = (2+b)-c 224.59 9.12 12.01 0.50 0.00

(2) Monthly Target Working Hours = 23 days x 8.00 hours 184.00 13.48 24.02 2.30 0.00

(3) Monthly Excess/Shortage Working Hours = (1)-(2) 40.59 **Total Overtime** 40.20

Remarks :

Date Employee Signature Direct Superior / Manager Signature General Manager  
(If necessary)

8/20/2025 REZKI ANGGRAENI

## \* Exluding Break Hour 30 minute

| = Hari Libur / Publik Holiday  
C = Cuti / Leave  
S = Sakit / Sick

T = Training  
D = Dinas / Business Travel  
P = Proyek / Project

? = Tidak Jelas  
SD = Sertifikat Dokter  
TH= Tidak Hadir / Absen

Kosong = Hadir / Present  
L = Terlambat / Late

# TIME SHEET

July 2025

050

23101

DANIEL HERRY WIBOWO

SG

Date	Time		Attendance	Hours			Overtime Calculation				REMARKS
	In	Out		Normal*	Excess	Shortage	150	200	300	400	
				(a)	(b)	(c)					
1	08:26	16:44	8.18	8.00		0.12					
2	08:37	16:49	8.12	8.00		0.18					L
3	08:19	16:37	8.18	8.00		0.12					
4	08:16	16:42	8.26	8.00		0.04					
5	:	:									Saturday
6	:	:									Sunday
7	08:00	16:36	8.36	8.00	0.06						
8	08:31	16:35	8.04	8.00		0.26					L
9	08:10	16:55	8.45	8.00	0.15						
10	08:14	16:37	8.23	8.00		0.07					
11	08:11	16:55	8.44	8.00	0.14						
12	:	:									Saturday
13	:	:									Sunday
14	07:56	16:34	8.34	8.00	0.04						
15	07:55	16:36	8.36	8.00	0.06						
16	07:48	16:59	8.59	8.00	0.29						
17	08:04	16:40	8.36	8.00	0.06						
18	07:53	16:38	8.38	8.00	0.08						
19	:	:									Saturday
20	:	:									Sunday
21	08:11	16:36	8.25	8.00		0.05					
22	07:57	16:57	8.57	8.00	0.27						
23	07:54	16:41	8.41	8.00	0.11						
24	08:05	17:01	8.56	8.00	0.26						
25	08:04	16:38	8.34	8.00	0.04						
26	:	:									Saturday
27	:	:									Sunday
28	08:04	17:04	9.00	8.00	0.30						
29	07:34	16:46	8.46	8.00	0.16						
30	07:57	16:35	8.35	8.00	0.05						
31	07:42	16:34	8.34	8.00	0.04						

<b>Total Hours</b>	<b>184.00</b>	<b>3.31</b>	<b>1.24</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>(1) Monthly Total Working Hours = (2+b)-c</b>			<b>186.07</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>(2) Monthly Target Working Hours = 23 days x 8.00 hours</b>			<b>184.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>(3) Monthly Excess/Shortage Working Hours = (1)-(2)</b>			<b>2.07</b>				<b>0.00</b>

Remarks :

Date Employee Signature Direct Superior / Manager Signature General Manager  
(If necessary)

8/20/2025 DANIEL HERRY WIBOWO

## \* Exluding Break Hour 30 minute

| = Hari Libur / Publik Holiday  
C = Cuti / Leave  
S = Sakit / Sick

T = Training  
D = Dinas / Business Travel  
P = Proyek / Project

? = Tidak Jelas  
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TH= Tidak Hadir / Absen

Kosong = Hadir / Present  
L = Terlambat / Late

# TIME SHEET

July 2025

050

23105

MUHAMMAD ALFIA RIZKI

SG

Date	Time		Attendance	Hours			Overtime Calculation				REMARKS
	In	Out		Normal* (a)	Excess (b)	Shortage (c)	150	200	300	400	
1	:	:	0.00	8.00							C
2	07:24	16:42	8.42	8.00	0.12						
3	08:00	17:57	9.57	8.00	1.27						
4	08:24	16:53	8.29	8.00		0.01					
5	:	:									Saturday
6	:	:									Sunday
7	08:03	:				8.00					?
8	08:22	17:07	8.45	8.00	0.15						
9	08:15	19:57	11.42	8.00	3.12						
10	08:22	16:30	8.08	8.00		0.22					
11	07:57	16:32	8.32	8.00	0.02						
12	15:09	18:00			2.51						Saturday
13	:	:									Sunday
14	16:34	:				8.00					?
15	:	:	0.00	8.00							C
16	:	:	0.00	8.00							C
17	08:24	16:54	8.30	8.00		0.00					
18	08:18	17:24	9.06	8.00	0.36						
19	:	:									Saturday
20	:	:									Sunday
21	08:16	16:45	8.29	8.00		0.01					
22	08:11	17:15	9.04	8.00	0.34						
23	08:10	17:15	9.05	8.00	0.35						
24	09:17	16:56	7.39	7.89		0.51					L
25	09:04	16:50	7.46	7.96		0.44					L
26	18:56	:									Saturday
27	:	:									Sunday
28	08:06	17:05	8.59	8.00	0.29						
29	08:24	16:40	8.16	8.00		0.14					
30	:	:	0.00	8.00							C
31	09:04	16:35	7.31	7.81		0.59					L

**Total Hours** 169.26 10.13 19.12 0.00 0.00 0.00 0.00

**(1) Monthly Total Working Hours = (2+b)-c** 175.01 0.00 0.00 0.00 0.00

**(2) Monthly Target Working Hours = 23 days x 8.00 hours** 184.00 0.00 0.00 0.00 0.00

**(3) Monthly Excess/Shortage Working Hours = (1)-(2)** -8.59 0.00

Remarks :

Date Employee Signature Direct Superior / Manager Signature General Manager  
(If necessary)

8/20/2025 MUHAMMAD ALFIA RIZKI

## \* Exluding Break Hour 30 minute

| = Hari Libur / Publik Holiday  
C = Cuti / Leave  
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? = Tidak Jelas  
SD = Sertifikat Dokter  
TH= Tidak Hadir / Absen

Kosong = Hadir / Present  
L = Terlambat / Late

# TIME SHEET

July 2025

050

23106

HERRY SABARUDIN

EG

Date	Time		Attendance	Hours			Overtime Calculation				REMARKS
	In	Out		Normal* (a)	Excess (b)	Shortage (c)	150	200	300	400	
1	07:28	16:42	8.42	8.00	0.12						
2	07:41	19:36	11.36	8.00	3.06		1.00	1.06			
3	07:55	16:40	8.40	8.00	0.10						
4	07:28	16:37	8.37	8.00	0.07						
5	:	:									Saturday
6	:	:									Sunday
7	:	:	0.00	8.00							C
8	07:48	16:42	8.42	8.00	0.12						
9	07:53	16:39	8.39	8.00	0.09						
10	07:44	16:36	8.36	8.00	0.06						
11	07:38	16:35	8.35	8.00	0.05						
12	:	:									Saturday
13	:	:									Sunday
14	07:38	16:42	8.42	8.00	0.12						
15	:	:	0.00	8.00							C
16	07:30	16:36	8.36	8.00	0.06						
17	07:33	16:33	8.33	8.00	0.03						
18	07:26	16:42	8.42	8.00	0.12						
19	:	:									Saturday
20	:	:									Sunday
21	07:50	16:35	8.35	8.00	0.05						
22	07:47	16:45	8.45	8.00	0.15						
23	07:44	16:43	8.43	8.00	0.13						
24	07:42	16:33	8.33	8.00	0.03						
25	07:40	16:36	8.36	8.00	0.06						
26	:	:									Saturday
27	:	:									Sunday
28	07:50	16:38	8.38	8.00	0.08						
29	07:27	16:43	8.43	8.00	0.13						
30	07:50	16:34	8.34	8.00	0.04						
31	08:00	18:19	10.19	8.00	1.49		0.49				

**Total Hours** 184.00 7.36 0.00 1.49 1.06 0.00 0.00

(1) Monthly Total Working Hours = (2+b)-c 191.36 1.49 1.06 0.00 0.00

(2) Monthly Target Working Hours = 23 days x 8.00 hours 184.00 2.44 2.12 0.00 0.00

(3) Monthly Excess/Shortage Working Hours = (1)-(2) 7.36 **Total Overtime** 4.56

Remarks :

Date Employee Signature Direct Superior / Manager Signature General Manager  
(If necessary)

8/20/2025 HERRY SABARUDIN

## \* Exluding Break Hour 30 minute

| = Hari Libur / Publik Holiday  
C = Cuti / Leave  
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T = Training  
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P = Proyek / Project

? = Tidak Jelas  
SD = Sertifikat Dokter  
TH= Tidak Hadir / Absen

Kosong = Hadir / Present  
L = Terlambat / Late

# TIME SHEET

July 2025

050

23119

MUHAMMAD ISMAIL HASIBUAN

EG

Date	Time		Attendance	Hours			Overtime Calculation				REMARKS
	In	Out		Normal*	Excess	Shortage	150	200	300	400	
				(a)	(b)	(c)					
1	07:41	17:01	9.01	8.00	0.31						
2	07:39	19:30	11.30	8.00	3.00		1.00	1.00			
3	07:44	16:45	8.45	8.00	0.15						
4	07:44	16:40	8.40	8.00	0.10						
5	08:43	18:01			9.18			8.00	1.00	0.18	Saturday
6	:	:									Sunday
7	08:00	16:53	8.53	8.00	0.23						
8	07:48	16:45	8.45	8.00	0.15						
9	07:58	16:31	8.31	8.00	0.01						
10	07:42	17:28	9.28	8.00	0.58						
11	07:40	17:23	9.23	8.00	0.53						
12	07:41	15:42			7.42			7.42			Saturday
13	:	:									Sunday
14	07:45	20:32	12.32	8.00	4.02		1.00	2.02			
15	07:37	16:36	8.36	8.00	0.06						
16	07:42	17:26	9.26	8.00	0.56						
17	07:54	21:04	13.04	8.00	4.34		1.00	2.34			
18	07:43	16:35	8.35	8.00	0.05						
19	08:42	15:45			7.03			7.03			Saturday
20	:	:									Sunday
21	07:42	16:44	8.44	8.00	0.14						
22	07:42	16:46	8.46	8.00	0.16						
23	07:40	21:48	13.48	8.00	5.18		1.00	3.18			
24	07:53	19:17	11.17	8.00	2.47		1.00	0.47			
25	07:28	17:24	9.24	8.00	0.54						
26	09:18	16:16			6.58			6.58			Saturday
27	:	:									Sunday
28	07:38	16:41	8.41	8.00	0.11						
29	07:48	18:00	10.00	8.00	1.30		0.30				
30	07:56	16:37	8.37	8.00	0.07						
31	07:44	16:33	8.33	8.00	0.03						

**Total Hours** 184.00 58.30 0.00 5.30 39.24 1.00 0.18

(1) Monthly Total Working Hours = (2+b)-c 242.30 5.30 39.24 1.00 0.18  
 (2) Monthly Target Working Hours = 23 days x 8.00 hours 184.00 8.15 78.48 3.00 1.12  
 (3) Monthly Excess/Shortage Working Hours = (1)-(2) 58.30 **Total Overtime** 91.15

Remarks :

Date Employee Signature Direct Superior / Manager Signature General Manager  
(If necessary)

8/20/2025 MUHAMMAD ISMAIL HAS

## \* Exluding Break Hour 30 minute

| = Hari Libur / Publik Holiday T = Training ? = Tidak Jelas Kosong = Hadir / Present  
 C = Cuti / Leave D = Dinas / Business Travel SD = Sertifikat Dokter L = Terlambat / Late  
 S = Sakit / Sick P = Proyek / Project TH= Tidak Hadir / Absen

# TIME SHEET

July 2025

050

23123

BAGUS PUJIYANTO

SG

Date	Time		Attendance	Hours			Overtime Calculation				REMARKS
	In	Out		Normal* (a)	Excess (b)	Shortage (c)	150	200	300	400	
1	08:21	17:24	9.03	8.00	0.33						
2	08:10	18:48	10.38	8.00	2.08						
3	08:15	18:07	9.52	8.00	1.22						
4	08:13	18:02	9.49	8.00	1.19						
5	:	:	8.00	8.00							Saturday
6	:	:									Sunday
7	08:19	18:05	9.46	8.00	1.16						
8	:	:									SD
9	07:51	18:14	10.14	8.00	1.44						
10	08:08	18:27	10.19	8.00	1.49						
11	08:14	17:53	9.39	8.00	1.09						
12	:	:									Saturday
13	:	:									Sunday
14	08:06	18:27	10.21	8.00	1.51						
15	08:14	18:37	10.23	8.00	1.53						
16	08:09	18:22	10.13	8.00	1.43						
17	08:11	18:22	10.11	8.00	1.41						
18	08:12	18:12	10.00	8.00	1.30						
19	:	:	8.00	8.00							Saturday
20	:	:									Sunday
21	:	:	8.00	8.00							D
22	:	:	8.00	8.00							D
23	:	:	8.00	8.00							D
24	:	:	8.00	8.00							D
25	:	:	8.00	8.00							D
26	:	:									Saturday
27	:	:									Sunday
28	:	:									SD
29	:	:									SD
30	08:11	18:39	10.28	8.00	1.58						
31	08:07	17:52	9.45	8.00	1.15						

**Total Hours** 176.00 23.11 0.00 0.00 0.00 0.00 0.00

**(1) Monthly Total Working Hours = (2+b)-c** 207.11 0.00 0.00 0.00 0.00

**(2) Monthly Target Working Hours = 23 days x 8.00 hours** 184.00 0.00 0.00 0.00 0.00

**(3) Monthly Excess/Shortage Working Hours = (1)-(2)** 23.11 0.00

Remarks :

Date Employee Signature Direct Superior / Manager Signature General Manager  
(If necessary)

8/20/2025 BAGUS PUJIYANTO

## \* Exluding Break Hour 30 minute

| = Hari Libur / Publik Holiday  
C = Cuti / Leave  
S = Sakit / Sick

T = Training  
D = Dinas / Business Travel  
P = Proyek / Project

? = Tidak Jelas  
SD = Sertifikat Dokter  
TH= Tidak Hadir / Absen

Kosong = Hadir / Present  
L = Terlambat / Late

# TIME SHEET

July 2025

050

23126

SUKMA HASNAA AMBAROH

SG

Date	Time		Attendance	Hours			Overtime Calculation				REMARKS
	In	Out		Normal* (a)	Excess (b)	Shortage (c)	150	200	300	400	
1	08:29	18:50	10.21	8.00	1.51						
2	09:08	20:27	11.19	8.00	2.49						L
3	14:05	22:10	8.05	8.00		4.05					L
4	08:28	21:19	12.51	8.00	4.21						
5	:	:									Saturday
6	:	:									Sunday
7	08:07	18:46	10.39	8.00	2.09						
8	08:14	21:06	12.52	8.00	4.22						
9	09:19	21:48	12.29	8.00	3.59						L
10	08:50	21:08	12.18	8.00	3.48						L
11	08:32	19:10	10.38	8.00	2.08						L
12	:	:									Saturday
13	:	:									Sunday
14	06:55	19:30	11.30	8.00	3.00						
15	07:41	18:20	10.20	8.00	1.50						
16	08:48	19:05	10.17	8.00	1.47						L
17	08:30	19:43	11.13	8.00	2.43						
18	08:18	19:18	11.00	8.00	2.30						
19	:	:									Saturday
20	:	:									Sunday
21	08:34	19:58	11.24	8.00	2.54						L
22	07:58	18:21	10.21	8.00	1.51						
23	08:43	17:16	8.33	8.00	0.03						L
24	08:20	19:08	10.48	8.00	2.18						
25	:	:				8.00					?
26	:	:									Saturday
27	:	:									Sunday
28	:	:									SD
29	:	:									SD
30	07:44	18:14	10.14	8.00	1.44						
31	08:22	17:51	9.29	8.00	0.59						

<b>Total Hours</b>	<b>160.00</b>	<b>47.06</b>	<b>12.05</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>(1) Monthly Total Working Hours = (2+b)-c</b>			<b>219.01</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>(2) Monthly Target Working Hours = 23 days x 8.00 hours</b>			<b>184.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>(3) Monthly Excess/Shortage Working Hours = (1)-(2)</b>			<b>35.01</b>				<b>0.00</b>

Remarks :

Date Employee Signature Direct Superior / Manager Signature General Manager  
(If necessary)

8/20/2025 SUKMA HASNAA AMBARO

## \* Exluding Break Hour 30 minute

| = Hari Libur / Publik Holiday T = Training ? = Tidak Jelas Kosong = Hadir / Present  
C = Cuti / Leave D = Dinas / Business Travel SD = Sertifikat Dokter L = Terlambat / Late  
S = Sakit / Sick P = Proyek / Project TH= Tidak Hadir / Absen



# TIME SHEET

July 2025

050

23129

SITI ASPIYAH

SG

Date	Time		Attendance	Hours			Overtime Calculation				REMARKS
	In	Out		Normal* (a)	Excess (b)	Shortage (c)	150	200	300	400	
1	07:43	17:33	9.33	8.00	1.03						
2	07:57	17:36	9.36	8.00	1.06						
3	07:47	17:19	9.19	8.00	0.49						
4	07:42	17:57	9.57	8.00	1.27						
5	:	:									Saturday
6	:	:									Sunday
7	07:52	17:28	9.28	8.00	0.58						
8	07:48	17:56	9.56	8.00	1.26						
9	07:43	17:23	9.23	8.00	0.53						
10	07:53	17:30	9.30	8.00	1.00						
11	07:43	19:05	11.05	8.00	2.35						
12	:	:									Saturday
13	:	:									Sunday
14	07:16	17:43	9.43	8.00	1.13						
15	06:55	18:21	10.21	8.00	1.51						
16	07:26	17:50	9.50	8.00	1.20						
17	07:51	17:03	9.03	8.00	0.33						
18	07:42	18:21	10.21	8.00	1.51						
19	:	:									Saturday
20	:	:									Sunday
21	07:53	17:31	9.31	8.00	1.01						
22	07:42	18:20	10.20	8.00	1.50						
23	07:44	17:35	9.35	8.00	1.05						
24	07:38	17:22	9.22	8.00	0.52						
25	07:47	17:26	9.26	8.00	0.56						
26	:	:									Saturday
27	:	:									Sunday
28	07:51	17:57	9.57	8.00	1.27						
29	07:59	17:32	9.32	8.00	1.02						
30	07:32	18:23	10.23	8.00	1.53						
31	07:43	18:23	10.23	8.00	1.53						

<b>Total Hours</b>	<b>184.00</b>	<b>30.04</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>(1) Monthly Total Working Hours = (2+b)-c</b>	<b>214.04</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>(2) Monthly Target Working Hours = 23 days x 8.00 hours</b>	<b>184.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>(3) Monthly Excess/Shortage Working Hours = (1)-(2)</b>	<b>30.04</b>						<b>0.00</b>

Remarks :

Date Employee Signature Direct Superior / Manager Signature General Manager  
(If necessary)

8/20/2025 SITI ASPIYAH

## \* Exluding Break Hour 30 minute

| = Hari Libur / Publik Holiday T = Training ? = Tidak Jelas Kosong = Hadir / Present  
C = Cuti / Leave D = Dinas / Business Travel SD = Sertifikat Dokter L = Terlambat / Late  
S = Sakit / Sick P = Proyek / Project TH= Tidak Hadir / Absen

# TIME SHEET

July 2025

050

23131

GOLDY HERDANI RIVERO

SG

Date	Time		Attendance	Hours			Overtime Calculation				REMARKS
	In	Out		Normal* (a)	Excess (b)	Shortage (c)	150	200	300	400	
1	08:15	18:27	10.12	8.00	1.42						
2	08:18	18:18	10.00	8.00	1.30						
3	08:14	18:05	9.51	8.00	1.21						
4	08:13	18:21	10.08	8.00	1.38						
5	07:28	18:59			10.59						Saturday
6	:	:									Sunday
7	08:18	18:17	9.59	8.00	1.29						
8	08:17	21:55	13.38	8.00	5.08						
9	08:17	18:24	10.07	8.00	1.37						
10	08:12	19:03	10.51	8.00	2.21						
11	08:16	20:25	12.09	8.00	3.39						
12	:	:									Saturday
13	:	:									Sunday
14	08:19	18:22	10.03	8.00	1.33						
15	08:10	18:40	10.30	8.00	2.00						
16	08:14	18:55	10.41	8.00	2.11						
17	08:14	19:23	11.09	8.00	2.39						
18	08:13	17:53	9.40	8.00	1.10						
19	:	:									Saturday
20	:	:									Sunday
21	:	:	8.00	8.00							D
22	:	:	8.00	8.00							D
23	:	:	8.00	8.00							D
24	:	:	8.00	8.00							D
25	:	:	8.00	8.00							D
26	:	:									Saturday
27	:	:									Sunday
28	08:23	17:47	9.24	8.00	0.54						
29	08:16	18:22	10.06	8.00	1.36						
30	08:21	19:12	10.51	8.00	2.21						
31	08:10	18:21	10.11	8.00	1.41						

<b>Total Hours</b>	<b>184.00</b>	<b>47.29</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>(1) Monthly Total Working Hours = (2+b)-c</b>		<b>231.29</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>(2) Monthly Target Working Hours = 23 days x 8.00 hours</b>		<b>184.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>(3) Monthly Excess/Shortage Working Hours = (1)-(2)</b>		<b>47.29</b>					<b>0.00</b>

Remarks :

Date Employee Signature Direct Superior / Manager Signature General Manager  
(If necessary)

8/20/2025 GOLDY HERDANI RIVERO

## \* Exluding Break Hour 30 minute

| = Hari Libur / Publik Holiday T = Training ? = Tidak Jelas Kosong = Hadir / Present  
C = Cuti / Leave D = Dinas / Business Travel SD = Sertifikat Dokter L = Terlambat / Late  
S = Sakit / Sick P = Proyek / Project TH= Tidak Hadir / Absen

# TIME SHEET

July 2025

050

23132

ALVINA KHOIRUNISA

SG

Date	Time		Attendance	Hours			Overtime Calculation				REMARKS
	In	Out		Normal* (a)	Excess (b)	Shortage (c)	150	200	300	400	
1	08:17	17:35	9.18	8.00	0.48						
2	08:11	17:59	9.48	8.00	1.18						
3	07:56	17:20	9.20	8.00	0.50						
4	08:08	17:32	9.24	8.00	0.54						
5	07:59	20:28			12.28						Saturday
6	:	:									Sunday
7	08:08	17:29	9.21	8.00	0.51						
8	08:09	17:56	9.47	8.00	1.17						
9	08:10	17:24	9.14	8.00	0.44						
10	08:07	17:32	9.25	8.00	0.55						
11	08:09	17:26	9.17	8.00	0.47						
12	:	:									Saturday
13	:	:									Sunday
14	08:02	17:43	9.41	8.00	1.11						
15	08:02	17:28	9.26	8.00	0.56						
16	:	:	8.00	8.00							P
17	07:57	17:21	9.21	8.00	0.51						
18	08:06	17:17	9.11	8.00	0.41						
19	:	:									Saturday
20	:	:									Sunday
21	08:24	17:34	9.10	8.00	0.40						
22	:	:									SD
23	08:14	17:16	9.02	8.00	0.32						
24	07:57	17:22	9.22	8.00	0.52						
25	07:46	17:26	9.26	8.00	0.56						
26	:	:									Saturday
27	:	:									Sunday
28	08:00	17:19	9.19	8.00	0.49						
29	08:04	17:40	9.36	8.00	1.06						
30	08:01	17:28	9.27	8.00	0.57						
31	08:06	17:16	9.10	8.00	0.40						

<b>Total Hours</b>	<b>176.00</b>	<b>31.03</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>(1) Monthly Total Working Hours = (2+b)-c</b>			<b>215.03</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>(2) Monthly Target Working Hours = 23 days x 8.00 hours</b>			<b>184.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>(3) Monthly Excess/Shortage Working Hours = (1)-(2)</b>			<b>31.03</b>				<b>0.00</b>

Remarks :

Date Employee Signature Direct Superior / Manager Signature General Manager  
(If necessary)

8/20/2025 ALVINA KHOIRUNISA

## \* Exluding Break Hour 30 minute

| = Hari Libur / Publik Holiday T = Training ? = Tidak Jelas Kosong = Hadir / Present  
C = Cuti / Leave D = Dinas / Business Travel SD = Sertifikat Dokter L = Terlambat / Late  
S = Sakit / Sick P = Proyek / Project TH= Tidak Hadir / Absen

# TIME SHEET

July 2025

050

23133

FITRIA ASANEGERI

SG

Date	Time		Attendance	Hours			Overtime Calculation				REMARKS
	In	Out		Normal* (a)	Excess (b)	Shortage (c)	150	200	300	400	
1	07:53	18:18	10.18	8.00	1.48						
2	07:59	18:48	10.48	8.00	2.18						
3	08:02	19:30	11.28	8.00	2.58						
4	07:46	18:37	10.37	8.00	2.07						
5	:	:									Saturday
6	:	:									Sunday
7	07:43	17:31	9.31	8.00	1.01						
8	07:45	18:01	10.01	8.00	1.31						
9	07:46	18:19	10.19	8.00	1.49						
10	07:45	18:24	10.24	8.00	1.54						
11	07:47	17:27	9.27	8.00	0.57						
12	:	:									Saturday
13	:	:									Sunday
14	07:37	17:35	9.35	8.00	1.05						
15	07:47	18:03	10.03	8.00	1.33						
16	07:43	17:25	9.25	8.00	0.55						
17	:	:	8.00	8.00							P
18	07:38	18:03	10.03	8.00	1.33						
19	:	:									Saturday
20	:	:									Sunday
21	07:41	17:31	9.31	8.00	1.01						
22	07:49	19:08	11.08	8.00	2.38						
23	07:38	17:18	9.18	8.00	0.48						
24	:	:	8.00	8.00							D
25	:	:	8.00	8.00							D
26	:	:									Saturday
27	:	:									Sunday
28	07:35	17:47	9.47	8.00	1.17						
29	07:43	17:43	9.43	8.00	1.13						
30	07:51	19:10	11.10	8.00	2.40						
31	07:52	18:23	10.23	8.00	1.53						

<b>Total Hours</b>	<b>184.00</b>	<b>32.59</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>(1) Monthly Total Working Hours = (2+b)-c</b>	<b>216.59</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>(2) Monthly Target Working Hours = 23 days x 8.00 hours</b>	<b>184.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>(3) Monthly Excess/Shortage Working Hours = (1)-(2)</b>	<b>32.59</b>						<b>0.00</b>

Remarks :

Date Employee Signature Direct Superior / Manager Signature General Manager  
(If necessary)

8/20/2025 FITRIA ASANEGERI

## \* Exluding Break Hour 30 minute

| = Hari Libur / Publik Holiday  
C = Cuti / Leave  
S = Sakit / Sick

T = Training  
D = Dinas / Business Travel  
P = Proyek / Project

? = Tidak Jelas  
SD = Sertifikat Dokter  
TH= Tidak Hadir / Absen

Kosong = Hadir / Present  
L = Terlambat / Late

# TIME SHEET

July 2025

050

23135

KARINA AYU ALDRIANA

SG

Date	Time		Attendance	Hours			Overtime Calculation				REMARKS
	In	Out		Normal* (a)	Excess (b)	Shortage (c)	150	200	300	400	
1	:	:				8.00					?
2	:	:				8.00					?
3	:	:				8.00					?
4	:	:				8.00					?
5	:	:									Saturday
6	:	:									Sunday
7	:	:				8.00					?
8	:	:				8.00					?
9	:	:				8.00					?
10	:	:				8.00					?
11	:	:				8.00					?
12	:	:									Saturday
13	:	:									Sunday
14	:	:				8.00					?
15	:	:				8.00					?
16	:	:				8.00					?
17	:	:				8.00					?
18	08:00	17:00	9.00	8.00	0.30						
19	:	:	8.00	8.00							Saturday
20	:	:									Sunday
21	08:49	17:37	8.48	8.00	0.18						L
22	08:40	19:08	10.28	8.00	1.58						L
23	:	:				8.00					S
24	08:22	17:50	9.28	8.00	0.58						
25	08:30	17:38	9.08	8.00	0.38						
26	:	:									Saturday
27	:	:									Sunday
28	08:27	17:56	9.29	8.00	0.59						
29	08:32	17:49	9.17	8.00	0.47						L
30	10:52	17:34	6.42	6.92		1.48					L
31	08:34	17:49	9.15	8.00	0.45						L

<b>Total Hours</b>	<b>79.32</b>	<b>6.53</b>	<b>113.48</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>(1) Monthly Total Working Hours = (2+b)-c</b>			<b>77.05</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>(2) Monthly Target Working Hours = 23 days x 8.00 hours</b>			<b>184.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>(3) Monthly Excess/Shortage Working Hours = (1)-(2)</b>			<b>-106.55</b>				<b>0.00</b>

Remarks :

Date Employee Signature Direct Superior / Manager Signature General Manager  
(If necessary)

8/20/2025 KARINA AYU ALDRIANA

## \* Exluding Break Hour 30 minute

| = Hari Libur / Publik Holiday T = Training ? = Tidak Jelas Kosong = Hadir / Present  
C = Cuti / Leave D = Dinas / Business Travel SD = Sertifikat Dokter L = Terlambat / Late  
S = Sakit / Sick P = Proyek / Project TH= Tidak Hadir / Absen