

## Teknowledge Shared Services (pvt) Ltd

### OPR FOR WEEKLY LABOR SCHEDULE

Subject	How to Complete SL Horana Labour Schedule
Department	Labor Management
Recorder	Dilumi Menuka
Approved by	Dilan Maduranga
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No. of pages including this page	02

### Horana Weekly Labor Schedule

1. labor schedule create for Monday to Sunday
2. Discuss with Farm manager To availability Of Staff
3. Check OT Summary Details to make Lieu Leaves based on Utilized OT hours
4. Check the scheduled week Poya & mercantile holidays to get the do most important Task & schedule labors for minimum OT Hrs.
5. Check with Weekly Shipment / special event To Plan Labor Hrs
6. All Staff Have to work on 05 & half day Days & They get the 1 & half day Leave For one week

**Tropical Fish International (PVT) LTD**  
**Horana Farm Centre**  
Labor schedule for the Week of 11-01-2015 to 17-01-2015

Last Updated - 10-01-2015

Off Day  
Thal pongal  
Lieu Leave

Employee	Sunday 11/01	Monday 12/01	Tuesday 13/01	Wednesday 14/01	Thursday 15/01	Friday 16/01	Saturday 17/01
<b>Manager / Supervisor</b>	In out	In out	In Out	In Out	In Out	In Out	In Out
Maresh		8:00 17:00	8:00 17:00	8:00 17:00	8:00 17:00	8:00 17:00	8:00 13:00
<b>Biologist</b>	In out	In out	In Out	In Out	In Out	In Out	In Out
Sanath Ahangama		8:00 17:00	8:00 17:00	8:00 17:00	8:00 17:00	8:00 17:00	8:00 13:00
Terance Kumara		8:00 17:00	8:00 17:00	8:00 17:00	8:00 17:00	8:00 17:00	8:00 13:00
Janith Mangala	8:00 17:00	8:00 17:00	8:00 17:00		8:00 17:00	8:00 17:00	8:00 13:00
Rasangkala		8:00 17:00	8:00 17:00	8:00 17:00	8:00 17:00	8:00 17:00	8:00 13:00
<b>Data Entry Operator</b>	In Out	In out	In Out	In Out	In Out	In Out	In Out
Prasanna		8:00 17:00	8:00 17:00	8:00 17:00	8:00 17:00	8:00 17:00	8:00 13:00
<b>Account Executive</b>	In Out	In out	In Out	In Out	In Out	In Out	In Out

Emp No	Name	1	12		13		14		
135	Thusara Chaturanga		10.15AM	17.15PM	08.17AM	17.06PM	07.00AM	19.07PM	12.22
18	K.Nishanthi		07.45AM	17.05PM	08.03AM	17.03PM	08.18AM	19.09PM	09.08
81	P.I.sandamali		08.09AM	17.09PM	Leave/Leave		08.05AM	19.06PM	08.28
157	Dhanushka Ruwan		08.00AM	17.05PM	08.00AM	17.00PM	08.07AM	17.00PM	
168	Nishanthi Lekha		08.12AM	17.04PM	08.16AM	17.00PM	08.16AM	17.05PM	11.44
162	Anushanka		07.55AM	17.00PM	05.55AM	17.00PM	08.21AM	17.03PM	12.00
117	Nihal Kumara		07.56AM	17.13PM	08.05AM		manager record the attendance		15PM
170	N.Dayasiri		07.45AM	17.00PM	05.55AM	17.00PM	08.00AM	18.00PM	07.27
203	P.D.Dilini	17.03PM	Leave/Leave		Leave		08.04AM	19.03PM	12.11
212	Salika Udayanga	17.50PM	Leave/Leave		07.48AM	17.03PM	08.21AM	17.13PM	12.09
214	Kasindu Sandeepa		07.55AM	17.02PM	08.20AM	17.05PM	08.21AM	17.09PM	
230	Nilan Dilshanka		Leave/Leave		Leave/Leave		Leave /Leave		
210	Yasantha Dinesh Kumara		07.55AM	17.00PM	07.23AM	17.00PM	07.08AM	17.10PM	12.09
	Ajith Kumara	17.10PM	07.55AM	17.00PM	05.55AM	17.10PM	05.55AM	00.05PM	08.30
	Y.Kamal		07.40AM	17.00PM	07.45AM	17.05AM	07.40AM	17.00PM	
156	Siniaya Damayanthi		07.06AM	16.12PM	07.10AM	17.10PM	07.15AM	16.05PM	08.40
16	A.D.Siripala		07.35AM	17.00PM	07.32AM	17.00PM	07.43AM	17.00PM	
209	Manoj Asanka Wickramarachchi		09.00AM	17.05PM	08.35AM	17.10PM	09.50AM	17.05PM	
164	Lahiru Sandharuwan		07.45AM	17.09PM	08.03AM	17.03PM			
191	Dedunu Lakshan Karunarathna		Leave/Leave		Leave/Leave		08.35AM	17.15PM	08.00
218	Chaminda		09.00AM	17.05PM	08.35AM	17.10PM			08.35

Horana

Ingiriya