

OFFICE PROCESS RECORD

(Teknowledge Shared Services (PVT) LTD)

Subject	SL Wadduwa OT Summary Report
Department	Labor Planning
Recorder (Name and Designation)	Nilushika Damayanthi (Assistant Labor Planner)
Approved By (Name and Designation)	Dilan
Created Date	1/13/2015
Last Updated Date	3/16/2016
No of Pages Including the Pag	2 Pages

Interdiction

We are prepping OT Report for Daily Base check with Daily attendance and OT Approval sheets.

Content

1. OT Approval sheet – send by Farm Manager
2. Daily Ot report

Process

3. Farm Manager Send The Actual OT Sheet After The Production Date
4. Then Discuss with the farm manager & Approved the OT

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Tropical Fish International (PVT) LTD														
Wadduwa Marine Centre / Horana Freshwater														
O/T Recording and Approval Form														
Place number of hours worked in the appropriate category for each Worker														
Date: <u>02/12/2014</u>														
Employee Name	Em.Numb er	Time Duration	Baggin g	Sealing Bettas / Rebaggi ng	Import Shipme nt	Fish Acclima tion	Purchas ing	Packing	Closing Boxes	Constru ction	Outgoing Shipmen ts	Other	Discription	Authorized by
S.Susanth	184	17.00-17.45					0.45						Fish Collections from kalpitiy (Animone)	Nilanka
K.T. Bensley	185	00.04-2.00				2.00							Fish Acclimation	Nilanka
Sumeera Sandun	221	00.01-2.00				2.00							Fish Acclimation	Nilanka

Note: Complete this OT report at least 2 hours before its approval and hand this form to Nilanka or Mahesh for Approval issues. Send it to HR and

cc to Prod. Mgt

5. After Approved The OT, Get The data From Actual OT Sheet
6. Fill That Data OT Summary Sheet - Time & Description – (time record in HH:MM)
7. OT Summary Sheet is divided into the following sections
 1. OT Sheet
 - Normal OT - After The Normal working Time - Eg, working Hrs Is 8:00am to 17:00pm but he work to 17:30 then he get the 0:30 minutes OT Hrs
 - Double OT – Mercantile Holiday Or Sundays
 2. OT Summary Sheet

Get the data from Actual OT Sheet Description

Tropical Fish International (PVT) LTD

Wadduwa Marine Centre
Monthly OT Summary Details -December

Name	Date	OT Hrs	Reason
sumeera	2-Dec-14	2:00	Fish Acclimation
	Total	2:00	
susantha	2-Dec-14	0:45	Fish Collections from kalpitiy (Animone)
	Total	0:45	
K.T. Bensley	2-Dec-14	2:00	Fish Acclimation
	Total	2:00	
Sub Total		4:45	

Wadduwa Marine Centre
Monthly OT Summary Details - December

last updated date		3-Dec-2014				
Prepared By		Asanka Deepal				
No	Emp.Num	Name	Normal OT Hours	Double OT	Actual As Percentage Of Total hrs (Normal)	Actual As Percentage Of Total hrs (Double)
2	221	sumeera	2:00		42.11%	
3	184	susantha	0:45		15.79%	
5	185	K.T.Bensly	2:00		42.11%	
			4:45	0:00	100.00%	0.00%