

Teknowledge Shared Services (pvt) Ltd

OPR FOR WEEKLY PRODUCTIVITY WORK SHEET RECEIVED SUMMARY REPORT

Subject	How to Complete SL Horana Weekly Productivity Work Sheet Received Summary Report
Department	Labor Management
Recorder	Dilumi Menuka
Approved by	Dilan Maduranga
Created date	29/07/2015
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No. of pages including this page	02

SL Horana Weekly Productivity Work Sheet Received Summary Report

1. Weekly Received Summary Report complete in every Monday
2. Weekly Productivity work sheet received report need to be posted in SL Horana Farm every Monday.
3. Weekly productivity work sheet is a summary of daily received summary, on this report any one can inquire previous week received summary

Tropical Fish International (PVT) LTD			
Horana Farm Centre			
Productivity Worksheets Received Summary			
Report Date	27-Jul-15		
Production Date	26-Jul-15		
Prepared By:	Asanka Deepal		
Note: 1. All Employees Productivity Sheets Are Received			
2. Scheduled All Employees are Present on 07/26/2015 Production date.			
Employee	Work Sheet Received		Total Deduction
Anushanka	✓		
Nilan Dilshanka		x	Rs. 50
Y.Kamal	✓		
K.Pasindu Anuranga	✓		

- On the Weekly summary Yellow colored cell highlight the that employee work on that day but didn't submit their work sheet
- Total Amount of 1000 will be allocated for each employee as their Productivity Bonus
- 50 Rupee will be deducted from this Productivity Bonus for each employee if they didn't submit their Productivity worksheets on a Working Day
- Every month end report owner need do send a summary of this report to HR Department for do the deduction.

Tropical Fish International (PVT) LTD Horana Farm Centre SL Horana Received Productivity worksheet Weekly Summary																		
Report Date		07/27/2015																
Production Week of		07/20/2015 to 07/26/2015																
Report Created By		Asanka Deepal																
Note		This report is generated According to the SL Horana Received Summary Report																
Worked And Didn't Submit their Productivity Worksheets		<div style="display: flex; align-items: center;"> <div style="width: 100px; height: 20px; background-color: yellow; border: 1px solid black;"></div> </div>																
		20-Jul	21-Jul	22-Jul	23-Jul	24-Jul	25-Jul	26-Jul										
EMPLOYEES		MON	TUES	WED	THUR	FRI	SAT	SUN	PWS SUBMIT	PWS SUBMIT	PWS SUBMIT	Total Deduction for week						
Breeder		Value	Value	Value	Value	Value	Value	Value										
Nilan Dilshanika									2	3	67%	Rs. 50						
Y.Karnal									7	7	100%	Rs. 0						
Ajith Kumara									0	0		Rs. 0						
Roshan									5	5	100%	Rs. 0						
Shamika									0	0		Rs. 0						

Production date