

OFFICE PROCESS RECORD

(Teknowledge Shared Services (PVT) LTD)

Subject	US CIS Productivity Work sheets Data Entry Report
Department	Labor Planning
Recorder (Name and Designation)	Nilushika Damayanthi (Assistant Labor Planner)
Approved By (Name and Designation)	Dilan
Created Date	8/16/2014
Last Updated Date	2/16/2016
No of Pages Including the Pag	5 Pages

Interdiction

1. The Productivity report Prepping for Daily on “Monday to Saturday” in Time Projected hrs vs Actual hrs need to be post in Labor Mgt Daily.

Following guidelines can be used when updating the Productivity report.

Content

2. Productivity report is divided into the following sections

- Data Enter to Productivity sheet
- Sub Station wise Actual Hours Entering
- Data Enter to Projected vs Actual Hours Sheet
- Productivity work sheets Submission

3. For above Process Data Getting From” CIS International Crop Productivity work sheet” via email

Process

How to Prepared Productivity Report

1. Productivity work sheet data enter to Productivity report

[illegible]

1/8/2014	Jose G		1005	all system	Live Stock Chemical Addition	check system		07:10	07:40	00:30
			1003	all system	Live Stock Dead Removal	collect doh		07:40	10:05	02:25
			1002	all system	Live Stock Siphoning	siphoning		10:05	11:00	00:55
			1001	all system	Live Stock Feeding	feeding		11:00	12:20	01:20
									Total	05:10

- Sub Station wise Actual Hours Entering – Filtering Productivity work sheets sheet Station Id Colum we are taking total time of each Substation.

DAILY PRODUCTIVITY WORK SHEET

Production Date: Sunday, March 06, 2016

Report Date: Monday, March 07, 2016

Prepared By:

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Date	Name	Master Station	Station ID	System ID	CUST #	Task	Description	Units	In	Out	Time Spent
6-Mar	Freddy	Driving	101			Incoming Shipment Pick Up/Clearance	asiana pick up		11:30	13:30	02:00
6-Mar	Reyna O	Bagging	101			Incoming Shipment Pick Up/Clearance	betta organiztion		18:20	19:00	00:40
6-Mar	Susana	Bagging	101			Incoming Shipment Pick Up/Clearance	betta organize		18:10	19:00	00:50

Substation wise Data Filtering

How to Showing Filtered time

Substation wise Calculated Total hours
entering to Substation wise Actual Hours sheet

SUB-STATIONWISE ACTUAL HOURS

Master Station	Station ID	Sub-Stations	Actual Hours
Incoming Shipments	101	Incoming Shipment Pick-up/Clearance	3:30:00
	102	Incoming Shipment Box Unloading & Box Weighing	1:00:00
	104	Incoming Shipment Acclimation	3:30:00

3. Data Enter to Projected vs Actual Hours Sheet – Employees wise projected Hours and Actual spent hours entering.

a. How to taking projected hours Employees Wise – From Daily Labor Forecast Man hours Report we are taking projected hours.

C I S International Holdings Corporation

Labor schedule for 06.03.2016

Prepared By Suja Wahab

Employee	Sunday, March 06, 2016		
BETTA SECTION	In	Out	
FABIOLA OJEDA	6:00:00	6:00:00	0:00:00
MARIA SUASTEGUI	13:00:00	18:18:40	5:18:40
SUSANA ROMERO	13:00:00	18:17:13	5:17:13
REYNA OROZCO	13:00:00	18:12:26	5:12:26
SADIANA	13:00:00	18:17:13	5:17:13

How to showing projected time Employee wise

Employees Name

b. Actual hours taking by Daily Productivity work sheets.

DAILY PRODUCTIVITY WORK SHEET

										Total	08:30
3	6-Mar	Maria S	Bagging	204		Station Setup	station set up		13:00	13:20	00:20
				211		Betta Counting	betta counting-crowntail	50	13:20	13:50	00:30
				203		Label Printing(Fresh water/Salt water)	labels printing	2440	13:50	14:30	00:40
				213		Betta Sorting	betta sorting-mix	165	14:30	15:20	00:50
				204		Station Setup	station set up		15:20	15:36	00:16
				214		Bagging Support	betta distribution-mix	1099	15:36	16:25	00:49
							lunch		16:25	16:57	00:32
				214		Bagging Support	betta distribution		16:57	18:30	01:33
				204		Station Setup	shipment organise		18:30	19:00	00:30
							break		19:00	19:16	00:16
				201		Bagging & Counting (Freshwater)	betta bagging	42	19:16	19:30	00:14
				210		Betta Sealing	betta sealing	695	19:30	20:31	01:01
							break		20:31	20:43	00:12
				210		Betta Sealing	betta sealing -mix	837	20:43	21:51	01:08
										Total	08:51

Employee wise Total Actual Time

	LABOR HOURS	
	Projected Labor Hours by Labor Mgt	Actual Labor Hours paid
EMPLOYEE NAME		
Sara Tipaz		
Maricela Murillo		
Lesbia Gamez		
Maria Suastegui	5:18:40	7:51:00

In total actual hours break time deduction

Employee wise projected hours entering

4. Productivity work sheets Submission – According to Daily Signout sheet details below 3 points Updated to Productivity work sheets Submission report.

- Worked related Production Date and work sheets submitted on time - for these employees we are paying \$5 dollar per Day.
- Worked related Production Date. But did not Submission work sheets on time- that employees name highlighted.
- Absent Employees.

All these information updating to Production Week.

US CIS PRODUCTIVITY WORKSHEETS SUBMISSION

Last Updated Date:	February 26, 2016												
Report Date:	March 3, 2016												
Production Week:	February 26, 2016			to	March 3, 2016								
	26-Feb		27-Feb		28-Feb		29-Feb		1-Mar		2-Mar		
Employees	Friday		Saturday		Sunday		Monday		Tuesday		Wednesday		Th
Baggers	Received	Paid	Received	Paid	Received	Paid	Received	Paid	Received	Paid	Received	Paid	Recei
Sara Tipaz													
Maricela Murillo			✓	\$5			✓	\$5	✓	\$5	✓	\$5	
Lesbia Gamez			✓	\$5			✓	\$5	✓	\$5	✓	\$5	

Absent Employees

Worked related Production Date and work sheet not submitted on time

Worked related Production Date and work sheet submitted on time