OFFICE PROCESS RECORD

(Teknowledge Shared Services (PVT) LTD)

Subject	SL Wadduwa Farm Weekly Productivity work sheets
	Received Summary Report
Department	Labor Planning
Recorder (Name and	Nilushika Damayanthi (Assistant Labor Planner)
Designation)	
Approved By (Name and	Dilan
Designation)	
Created Date	7/3/2015
Last Updated Date	3/16/2016
No of Pages Including the Pag	4 Pages

Interdiction

SL Wadduwa Weekly Productivity work sheet received summary report

- The Weekly Productivity work sheet received summary report on every week Monday.
- Weekly Productivity work sheet received report need to be posted in SL Wadduwa Farm On every week Monday.

Content

Following guidelines can be used when updating the Weekly Productivity work sheet received summary report.

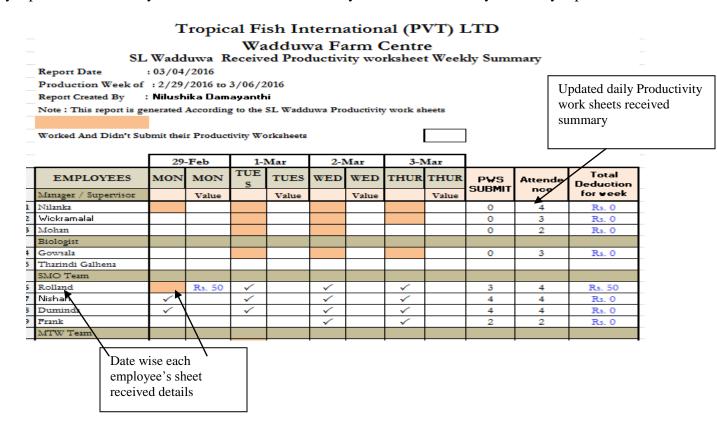
- a. Daily Updated Productivity work sheets received summary data Enter to weekly Summary report date wise.
- b. Marked Daily updated Details tally with attendance and Labor Schedule Reports accordingly.
- c. Employees name wise Daily Productivity sheet sending total count reviewing.
- d. Daily Productivity work sheet not received total deduction Mentioned on Weekly Productivity work sheet report.

(If any employees did not send his productivity work sheets on that Production Date. Deduction will be per day Rs.50)

Process

How to Prepared Weekly Productivity received summary report.

• Daily Updated Productivity work sheets received summary data Enter to weekly Summary report date wise.



Marked Daily updated Details tally with attendance and Labor Schedule Reports accordingly.

Tropical Fish International (PVT) LTD

Wadduwa Marine Centre

Labor schedule for the Week of 01/26/2015 to 02/01/2015

ast Updated - 01-24-2015

Employee	Mond	lay 01/26	Tuesd	lay 01/27	Wednesd	lay 01/28	Thurse	Friday 01/3		
Manager / Supervisor	In	Out	In	out	In	Out	In	Out	In	
Nilanka			8:30	17:30	8:30	17:30	8:30	17:30	8:30	
Thilini	8:30	17:30	8:30	17:30	8:30	17:30	8:30	17:30	8:30	
Bandara	8:00	17:00	8:00	17:00	8:00	17:00	8:00	17:00	8:00	
Biologist	In	Out	In	Out	In	Out	In	Out	In	
Mohan	8:30	17:30	8:30	17:30	8:30	17:30	8:30	17:30	8:30	
Gowsala	8:30	17:30	8:30	17:30	8:30	17:30	8:30	17:30		
SMO Team	In	Out	In	out	In	Out	In	Out	In	

Each employee's names and Schedule dates

- Employees name wise Daily Productivity sheet sent total count reviewing.
- Daily Productivity work sheet not received total deduction Mentioned on Weekly Productivity work sheet report.

Tropical Fish International (PVT) LTD

Wadduwa Farm Centre SL Wadduwa Received Productivity worksheet Weekly Summary

: 03/04/2016 Report Date

Production Week of : 2/29/2016 to 3/06/2016 Report Created By : Nilushika Damayanthi

Note: This report is generated According to the SL Wadduwa Productivity work sheets

Worked And Didn't Submit their Productivity Worksheets

Daily sheet sent total count

		29	-Feb		1-Mar		2-Mar		3-Mar		1	,	_
	EMPLOYEES	MON	мо	N	TUE	TUES	WED	WED	THUR	THUR	P₩S SUBMIT	Attende	Total Deduction
	Manager / Supervisor		Valu	ıe.		Value		Value		Value	SUBMIT	nce	for week
1	Nilanka										0	4	Rs. 0
2	Wickramalal										0	3	Rs. 0
3	Mohan										0	2	Rs. 0
	Biologist												
1	Gowsala										0	3	Rs. 0
5	Tharindi Galhena												
	SMO Team												
5	Rolland		Rs_	50	✓		~		✓		3	4	Rs. 50
7	Nishan	✓	IΤ		✓		✓		✓		4	4	Rs. 0
3	Duminda	✓			✓		✓		✓		4	4	Rs. 0
•	Frank			1			✓		~		2	2	Rs. 0
	MTW Team												

Weekly total deduction

Daily absent staff recording to orange colour in weekly summary report