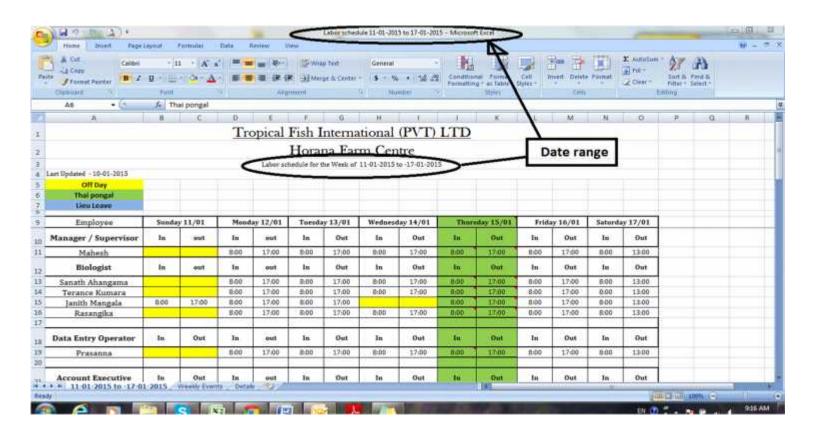
Teknowledge Shared Services (pvt) Ltd

OPR FOR WEEKLY LABOR SCHEDULE

| Subject | How to Complete SL Horana Labour Schedule | | | | | |
|----------------------------------|---|--|--|--|--|--|
| Department | Labor Management | | | | | |
| Recorder | Dilumi Menuka | | | | | |
| Approved by | Dilan Maduranga | | | | | |
| Created date | 09/02/2015 | | | | | |
| Last updated | 20/03/2016 | | | | | |
| 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



| n Ma | Thusara Chaturanga | 1 | 12 | | 13 | | 14 | | |
|------|------------------------------|---------|-----------------|---------|-------------|----------|--------------|---------|--------|
| | | | 10.15AM | 17.15PM | 08.17AM | 17.06PM | 07.00AM | 19.07PM | 12.22 |
| 18 | K.Nishanthi | | 07.45AM | 17.05PM | 08 03414 | 47 03PM | 08.18AM | 19.09PM | 09.0 |
| 81 | P.I.sandamali | | 08.09AM | 17.09PN | Leave/Leave | | 08.05AM | 19.06PM | 08.2 |
| 157 | Dhanushka Ruwan | | 08.00AM | 17.05PM | 08.00AW | T/-D0PM | 08.07AM | 17.00PM | |
| 168 | Nishanthi Lekha | | 08.12AM | 17.04PM | 08.16AM | 17.00PM | 08.16AM | 17.05PM | 11.4 |
| 162 | Anushanka | | 07.55AM | 17.00PM | 05.55AM | 17.00 PM | 08.21AM | 17.03PM | 12.0 |
| 117 | Nihal Kumara | | 07.56AM | 17.13PM | 08.05AM | mana | ger reco | rd 5PM | |
| | | | the at | | | tendance | | | |
| 170 | N.Dayasiri | | 07.45044 | 17.00PM | 05.55AM | | IVIAUV. | 10.00PM | 07.2 |
| 203 | P.D.Dilini | 17.03PM | Leave/Leave | | Leave | | 08.04AM | 19.03PM | 12. |
| 212 | Salika Udayanga | 17.50PM | Leave/Leave | | 07.48AM | 17.03PM | 08.21AM | 17.13PM | 12.0 |
| 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 | 12.0 |
| | Ajith Kumara | 17.10PM | 07.55AM | 17.00PM | 05.55AM | 17.10PM | 05.55AM | 00.05PM | 08.3 |
| | 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 | 08.4 |
| | 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 | |
| | Lahiru Sandharuwan | | 07.45AM | 17.09PM | 08.03AM | 17.03PM | | | \top |
| 191 | Dedunu Lakshan Karunarathna | | Leave/Leave | | Leave/Leave | | 08.35AM | 17.15PM | 08.0 |
| | Chaminda | | 09.00AM | 17.05PM | 08.35AM | 17.10PM | | | 08. |