OFFICE PROCESS RECORD

(Teknowledge Shared Services (PVT) LTD)

Subject	US CIS Productivity Work sheets Data Entry Report
Department	Labor Planning
Recorder (Name and	Nilushika Damayanthi (Assistant Labor Planner)
Designation)	
Approved By (Name and	Dilan
Designation)	
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
 - a. Data Enter to Productivity sheet
 - b. Sub Station wise Actual Hours Entering
 - c. Data Enter to Projected vs Actual Hours Sheet
 - d. 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

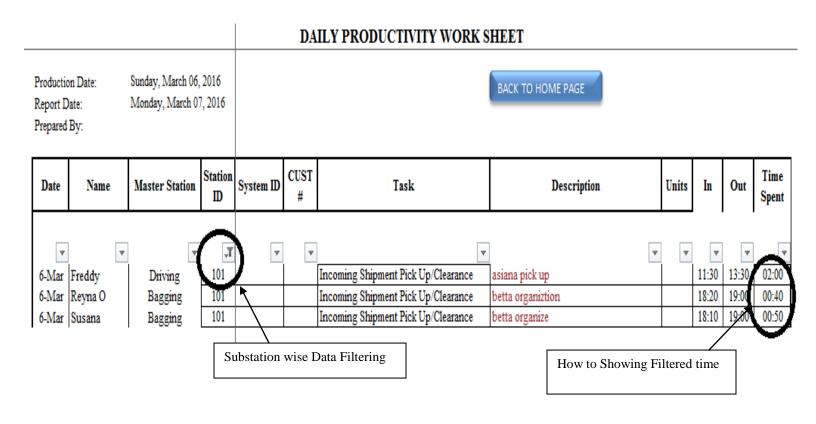
Name: 205E Galindo

	Week	lon- Tue	ኅ To Thu es- Wed -T		(P		ductiv	rity Worksheet ers, Maintenance, Admin, Drive	r)			
	Station ID	System	Customer #	Time In	Time Out	Schedule Schedule		Task Description	Item Type Betta Guppy Pump Filter	# of Units Completed	Time Spent	Supervi: Initial/T
١						yes	No		Ect.			
١	lous	25		710	240			Check SYSTEM			50ms	
	1,123	2545		7.40	10.05			COURCE DUL			2 HR	
ı	1052	SYS		10.00				SINPONS - GOD			LIHA	
	1001	AUFOR			12.20	-	-	Feeding-	:		1. t/2	Ľ
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CIS International Holding Corp

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

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



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

UB-STATIOWISE ACTUAL HO	URS		
Master Station	Station ID	Sub-Stations	Actual
	101	Incoming Shipment Pick-up/Clearance	3:30:00
Incoming Shipments	102	Incoming Shipment Box Unloading & Box Weighing	1:00:00
• .	104	Incoming Shipment Acclimation	3:30:00

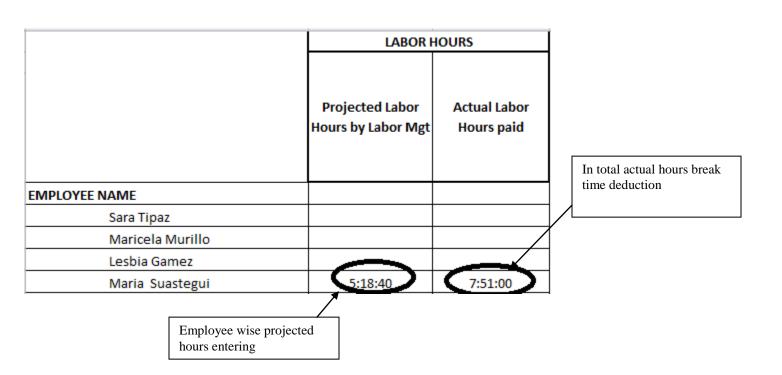
- 3. Data Enter to Projected vs Actual Hours Sheet Employees wise projected Hours and Actual spent hours entering.
 - a. How to taking projected hours Employees Wise From Daily Labor Forecast Man hours Report we are taking projected hours.



b. Actual hours taking by Daily Productivity work sheets.

					D	AILY 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	bettta sealing -mix	837	20:43	21/51	01:08
										Tatal	08:51

Employee wise Total Actual Time



- 4. Productivity work sheets Submission According to Daily Signout sheet details below 3 points Updated to Productivity work sheets Submission report.
 - a. Worked related Production Date and work sheets submitted on time for these employees we are paying \$5 dollar per Day.
 - b. Worked related Production Date. But did not Submission work sheets on time- that employees name highlighted.
 - c. Absent Employees.

Last Updated Date:	February	26, 20	16										
Report Date:	March 3,	2016											
Production Week:	February	26, 20	16 to		March 3, 2016								
	26-F	Fob 27		Feb	28-1	eh .	29-F	eh.	1-M	au	2-M	ar	
Employees	Friday		Saturday		Sunday		Monday		Tuesday		Wednesday		1
Baggers	Received	Paid	Received	Paid	Received	Paid	Received	Paid	Received	Paid	Received	Paid	Rec
Sara Tipaz													
Maricela Murillo			✓	\$5			✓	\$5	✓	\$5	$\overline{\hspace{1cm}}$	\$5	\supset
Lesbia Gamez			>	\$5			/	\$5	√	\$5	·	\$2	
	Absent F	mnlove	es		Worked	related	l Productio	n .] Г	Worke	ed related		
	Absent Employees						sheet not	,11		Produ	ction Date sheet subm		1