

**OPR FOR OT SUMMARY REPORT**

Subject	How to Complete SL Horana OT Summary Report
Department	Labor Management
Recorder	Dilumi Menuka
Approved by	Dilan Maduranga
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No. of pages including this page	02

**SL Horana OT Summary Report**

1. Farm manager send the actual OT sheet after the production date
2. Then discuss with the farm manager & approved the OT

**O/T Recording and Approval Form**  
Place number of hours worked in the appropriate category for each worker

Date: 03/12/2014

Employee Name	Time Duration	Expected OT hours	Actual OT hours	Bagging	Sealing Bittas / Rebagging	Import Shipment	Fish Auctioning	Purchasing	Packing	Closing Books	Construction	Ongoing Shipment	Other	Description	Authorized by
N.Dayasiri	06:00 - 08:00	2	2											Miurwangoda farm visit	
Kasindu Sandeepa	06:00 - 08:00	2	2											Miurwangoda farm visit	
N.Dayasiri	17:00 - 21:30	2	4.5											Miurwangoda farm visit	
Kasindu Sandeepa	17:00 - 21:30	2	4.5											Miurwangoda farm visit	
Thushara	06:00 - 08:00		2											Wadduwa shipment packing	

3. After Approved The OT, Get The data From Actual OT Sheet
4. Fill That Data OT Summary Sheet - Time & Description – (time record in HH:MM)
5. OT Summary Sheet is divided into the following sections
  1. OT Sheet

Get the data from Actual OT Sheet Description

- Normal OT - After The Normal working Time - Eg, working Hrs Is 8:00am to 17:00pm but he work to 17:30 then he get the 0:30 minutes OT Hrs
- Double OT – Mercantile Holiday Or Sundays

## 2. OT Summary Sheet

OT Summary Horana dec - Microsoft Excel

Tropical Fish International (PVT) LTD  
Horana Farm Center  
Monthly OT Summary Details - December

Name	Date	OT Hrs	Reason
N.Dayasiri	3-Dec-14	6:30	Miurwangoda farm visit
<b>Total</b>		<b>6:30</b>	
Kasindu Sandeep	3-Dec-14	6:30	Miurwangoda farm visit
<b>Total</b>		<b>6:30</b>	
Thushara	3-Dec-14	2:00	Wedduwa shipment packing
<b>Total</b>		<b>2:00</b>	
<b>Sub Total</b>		<b>15:00</b>	

6. Then Collect the All OT Hrs & Double OT Hrs Record Them Separately (Person wise) & Get The % Of Total OT Hrs

OT Summary Horana dec - Microsoft Excel

Tropical Fish International (PVT) LTD  
Horana Farm Center  
Monthly OT Summary Details - December

last updated date 1-Jan-2015  
Prepared By Asanka Deepal

No	Emp NO	Name	Normal OT Hours	Double OT	Actual As Percentage Of Total hrs (Normal)	Actual As Percentage Of Total hrs (Double)
1	170	N.Dayasiri	6:30		43.33%	
2	214	Kasindu Sandeep	6:30		43.33%	
3	135	Thushara	2:00		13.33%	
			15:00	0:00	100.00%	

please contact me if you need any clarifications regarding this