

Teknowledge Shared Services (pvt) Ltd

OPR FOR PRODUCTIVITY WORK SHEET RECEIVED SUMMARY REPORT

Subject	How to Complete SL Horana Productivity work Sheet Received Summary Report
Department	Labor Management
Recorder	Dilumi Menuka
Approved by	Dilan Maduranga
Created date	14/01/2015
Last updated	20/03/2016
No. of pages including this page	04

SL Horana Productivity Work Sheet Received Summary Report

1. Received Summary Report complete in daily
2. Productivity work sheet received report need to be posted in SL Horana Farm Daily.
3. Below points need to verify when preparing this report
 - a. Daily Productivity work sheets need to be tallied with the Daily Attendance report
 - b. Mark Productivity Worksheets received details accordingly
 - c. Enter the Details on summary report

- a. Daily Productivity work sheets need to be tallied with the Daily Attendance report**

Emp No	Name	In	Out
152	Shashi Kumar	7.50AM	17.05PM
135	Malin Madusanka	8.03AM	17.05PM
18	K.Nishanthi	7.55AM	17.10PM
81	P.I.sandamali	12.00PM	17.10PM
167	Chandana Ruwan	7.50AM	17.10PM
168	Nishanthi Lekha	8.11AM	17.11PM
102	Anushanka	8.00AM	5.15AM
117	Nihal Kumara	8.02AM	17.05PM
170	N.Dayasiri	7.45AM	5.15AM
203	P.D.Dilini	8.07AM	17.10PM

Production date

Tropical Fish International (Pvt) Ltd

Daily productivity report

Name K. P. Nishanthi Lekha

Date 14/10/2015

Station	System ID	Time in	Task	No. of units completed	Item description	Time out	Time spent	Supervisor
Mirrew	1003	08.11	Mortality Removing			08.30		
	1003	08.30	Feeding	1		09.00		
	1013	09.00	Fish shorting			09.30		
	1001	09.30	Feeding (Egg)			10.00		

- According to Labor Schedule Employee's will be listed down to Daily Productivity work sheet report.

Tropical Fish International (PVT) LTD

Horana Farm Centre

Labor schedule for the Week of 02-15-2015 to 02-21-2015

Last Updated - 02-14-2015

Off Day														
Lieu Leave														
Employee	Sunday 02/15		Monday 02/16		Tuesday 02/17		Wednesday 02/18		Thursday 02/19		Friday 01/20		Saturday 01/21	
MTW Team	In	Out	In	out	In	Out	In	Out	In	Out	In	Out	In	Out
A.D.Siripala			8:00	17:00	8:00	17:00	8:00	17:00	8:00	17:00	8:00	17:00	8:00	13:00
K.Nishanthi			8:00	17:00	8:00	17:00	8:00	17:00	8:00	17:00	8:00	17:00	8:00	13:00
P.I.Sandamali			8:00	17:00	8:00	17:00	8:00	17:00	8:00	17:00	8:00	17:00	8:00	13:00
Thushara Chaturanga			8:00	17:00	8:00	17:00	8:00	17:00	13:00	17:00	8:00	17:00	8:00	13:00
Y.Kamal			8:00	17:00	8:00	17:00	8:00	17:00	8:00	17:00	8:00	17:00	8:00	13:00
T.Shashi Kumar	8:00	17:00	8:00	17:00	8:00	17:00	8:00	17:00			8:00	17:00	8:00	13:00
Ajith			8:00	17:00	8:00	17:00	8:00	17:00	8:00	17:00	8:00	17:00	8:00	13:00
K.Anusanka			8:00	17:00	8:00	17:00	8:00	17:00	8:00	17:00	8:00	17:00	8:00	13:00

- On the productivity work sheet Received Summary report there have two tab named Received Summary and Deduction for related month.

Enter the Details on summary report

1. Received productivity worksheets are marked with a right mark (✓) and productivity worksheet details that are not received for particular production date will be marked as (✕).
2. If some employee unable to submit their work sheet management will deduct Rs50.00 per day (maximum to Rs1000.00).

Tropical Fish International (PVT) LTD

Horana Farm Centre

Productivity Worksheets Received Summary

Report Date

17-Jul-15

Production Date

16-Jul-15

Prepared By:

Asanka Deepal

Note: 1. Four Employees Productivity Sheet Missing.

2. Scheduled Two Employees are Absent on 07/16/2015 Production date.

Employee	Work Sheet Received	Total Deduction
A.D.Siripala	✓	
K.Nishanthi	✓	
Nihal Kumara	✕	Rs. 50
Shashi Kumar	✓	
Siniaya Damayanthi	✓	
Nishanthi Lekha	✓	
N.Dayasiri	✓	
Received Summary		Deduction for July Month

If we dint Received Work sheet Rs 50 will Deduct

If we dint Received Work sheet Rs 50 will Deduct

- On the deduction for the month tab any one can find the total deduction for the related month for each employee.

Tropical Fish International (PVT) LTD

Horana Farm Centre

Productivity Worksheets Received Summary

Report Date 17-Jul-15
 Production Date 16-Jul-15
 Prepared By Asanka Deepal

EMPLOYEES	Date																					Deduction for
Breeder	13-Jul	14-Jul	15-Jul	16-Jul	17-Jul	18-Jul	19-Jul	20-Jul	21-Jul	22-Jul	23-Jul	24-Jul	25-Jul	26-Jul	27-Jul	28-Jul	29-Jul	30-Jul	31-Jul	Month		
Chaminda				Rs. 50																Rs. 50		
Manoj Asanka	Rs. 50	Rs. 50	Rs. 50	Rs. 50																Rs. 200		
Dedunu Lakshan																				Rs. 0		
Yasantha Dinesh																				Rs. 0		
MTW Team																						
A.D Siripala																				Rs. 0		
K.Nishanthi																				Rs. 0		
Shashu Kumar			Rs. 50																	Rs. 50		
Anushanka																				Rs. 0		
Nishanthi Lecha																				Rs. 0		
P.D Dilani																				Rs. 0		
Karinda Sandeepa																				Rs. 0		
Nilan Dushanka																				Rs. 0		
Y.Kamal			Rs. 50	Rs. 50																Rs. 100		
Ajith Kumara			Rs. 50																	Rs. 50		
P.Nallika																				Rs. 0		
Roshan			Rs. 50																	Rs. 50		