

OFFICE PROCESS RECORD
(Teknowledge Shared Services (PVT) LTD)

Subject	SL Wadduwa Farm Weekly Labor Schedule
Department	Labor Planning
Recorder (Name and Designation)	Nilushika Damayanthi (Assistant Labor Planner)
Approved By (Name and Designation)	Dilan
Created Date	2/3/2016
Last Updated Date	3/16/2016
No of Pages Including the Pag	3 Pages

Interdiction

SL Wadduwa Farm Weekly Labor Schedule we are prepping for Monday to Sunday. This report we are creating discuss with Farm Managers. On this report presenting some of details .those are all employees day off, Working time and also weekly special tasks.

Content

- labor schedule create for Monday to Sunday
- 1. Discuss with Farm manager To availability Of Staff
- 2. Check OT Summary Details to make Lieu Leaves based on Utilized OT hours
- 3. Check the scheduled week Poya & mercantile holidays to get the do most important Task & schedule labors for minimum OT Hrs.
- 4. Check with Weekly Shipment / special event To Plan Labor Hrs
- 5. SMO Is Work on 12 Hrs Shift

6. All other Staff Have to work on 05 & half day Days & They get the 1 & half day Leave For one week
7. Farm Manger Send the Attendance Sheet & count The taken annual & casual leave, end Of the month send leave balance to HR department

Process

Wadduwa Labor Schedule 01-05-2015 to 01-11-2015 - Microsoft Excel

Tropical Fish International (PVT) LTD
Wadduwa Marine Centre
 Labor schedule for the Week of 01/05/2015 to 01/11/2015

Last Updated - 01-03-2015

Date Range

Employee	Monday 01/05		Tuesday 01/06		Wednesday 01/07		Thursday 01/08		Friday 01/09		Saturday 01/10		Sunday 01/11	
Manager / Supervisor	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out
Nilanka			8:30	17:30	8:30	17:30	8:30	17:30	8:30	17:30	8:30	17:30	8:30	12:30
Pradeep	8:30	17:30	8:30	17:30	8:30	17:30	8:30	17:30	8:30	17:30	8:30	12:30		
Bandara	8:00	17:00	8:00	17:00	8:00	17:00	8:00	17:00	8:00	17:00	8:00	12:00		
Biologist	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out
Mohan	8:30	17:30	8:30	17:30	8:30	17:30	8:30	17:30	8:30	17:30	8:30	12:30		
Gowsala	8:30	17:30	8:30	17:30	8:30	17:30	8:30	17:30			8:30	12:30	8:30	17:30
SMO Team	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out
Rolland	20:00	8:00	8:00	20:00			8:00	8:00			20:00	8:00	8:00	20:00
Nishan	20:00	8:00			20:00	8:00	8:00	20:00	8:00	8:00			20:00	8:00
Duminda	8:00	20:00	20:00	8:00	8:00	20:00			8:00	20:00	8:00	8:00		
Frank	8:00	20:00	20:00	8:00	20:00	8:00	20:00	8:00	20:00	8:00	8:00	20:00	20:00	8:00
MTW Team	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out
Chandima	8:00	17:00	8:00	17:00			8:00	17:00	8:00	17:00	8:00	17:00	8:30	12:30

01-05-2015 to 01-11-2015

Average: 0.58 Count: 2 Sum: 1.17

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Wadduwa Attendance - January 2015.01.15 morning - Microsoft Excel

Home Insert Page Layout Formulas Data Review View

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General

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Number

Conditional Formatting Format as Table Cell Styles

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B	C	D	E	F	G	H
5/1/2015	Monday	124	N.M. JAYASURIYA	Day Off		
		174	Mohan Priyanath	9.05	17.10	
		223	Gawsala Puveenthiraja	8.45	17.10	
		245	Thilini Madushani	8.45	17.20	
		184	Serasinghage Susantha	7.45	17.00	
		183	Roland Ranasinghe	0.01	14.30	
		182	Nishan Chaluka	20.00	24.00	
		194	Duminda Jayarathna	0.01	8.35	
		195	Frank Fonseka	7.55	24.00	
		63	Sunil Bandara	8.50	17.45	
		185	K.T. Bensley	Day Off		
		171	C.T. Gamage	8.00	17.32	
		197	Sumith Gunathilake	8.10	17.35	
		221	Sumeera Sandun	8.04	17.30	
6/1/2015	Tuesday	124	N.M. JAYASURIYA	8.08	18.00	
		174	Mohan Priyanath	8.52	17.50	
		223	Gawsala Puveenthiraja	8.45	17.15	
		245	Thilini Madushani	8.45	17.20	
		184	Serasinghage Susantha	7.50	17.20	
		183	Roland Ranasinghe	Leave		Father has passed
		182	Nishan Chaluka	0.01	8.00	
				8.00	24.00	Covering Ro
		194	Duminda Jayarathna	20.30	24.00	

Sheet1 Sheet2 Sheet3

Wadduwa Attendance - January 2015.01.15 morning - Microsoft Excel

Wadduwa Attendance - January 2015.01.15 morning - Microsoft Excel