# **Teknowledge Shared Services (pvt) Ltd**

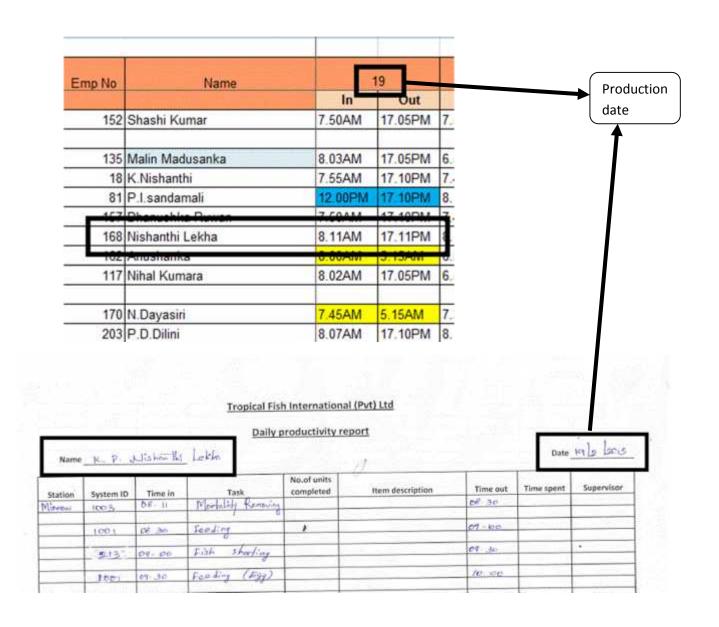
#### OPR FOR PRODUCTIVITY WORK SHEET RECEIVED SUMMARY REPORT

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



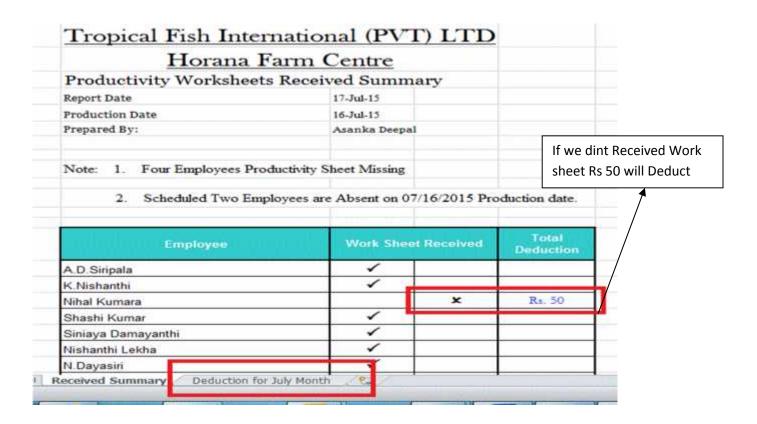
According to Labor Schedule Employee's will be listed down to Daily Productivity work sheet report.

			Ire	opical	rish I	nterna	tional	(PVT)	LID					
					Hora	na Far	m Cen	itre						
				Labor ac	hedule for	the Week of	02-15-2015	to 02-21-2015	5					
ast Updated - 02-14-2015														
Off Day														
tieu teave														
Employee	Sunday 02/15		Monday 02/16		Tuesday 02/17		Wednesday 02/18		Thursday 02/19		Friday 01/20		Saturday 01/2	
MTW Team	In	Out	In	out	In	Out	In	Out	In	Out	ln	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	B: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	B: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  $(\checkmark)$  and productivity worksheet details that are not received for particular production date will be marked as  $(\times)$ .
- 2. If some employee unable to submit their work sheet management will deduct Rs50.00 per day (maximum to Rs1000.00).



> 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	17-34-15																			
Production Date	16-36-15																			
PreparedBy	Asania De	pá																		
EMPLOYEES										Date										Deduction for
Breeder	13-Jul	14-Jul	15-Jul	15-Jul	17-jul	18-but	15-Jul	20-Jul	21-Jul	22-Jul	23-Jul	24-Jul	25-Jul	25-Jul	27-301	28-701	29-Jul .	50-Jul	31-101	Month
Chaminda				Rs. 50		1110000			T-Seeming											Rx. 50
Manoj Asanka	Ra 50	Ru 50	Bx. 50	Rs. 50											1				1 3	Rs. 200
Deducu Lakshan																				Rs. 0
Yasantha Dinesh																		9 6		Rs. 0
MTW Team												1	b					6 4		
A.D Sizipala											-									Rc 0
K.Nithanthi															-		3		1 5	31.0
Shashi Komar			Rs. 50																	Rs 50
Anoshanka																		5 1	1-3	31.0
Nishanthi Lekha														J.						Ri. 0
P.D.Dilm											-			ľ				100		Rs. 0
Kasiridu Sandeepa	1			1 /			1					Ú	ý	4	1	1	4 1	8 1	1 1	34.0
Ndan Dilshanka														1						Rs. 0
Y Kamal			Rs. 50	Rs. 50																Rr. 100
Ajith Kumara			Ba: 50											J.						Za. 30
P.Nallika												-			1					Rs. 0
Roshan			Rx. 50																	3t 50