







Nama : Diana Indriyani
Bagian : PPIC
Bulan : Juni - Juni
No Rek. : 60281054057-8 OCBC

| Tanggal | Hari | Aktivitas harian | Paraf |
|---------|--------|--|---|
| 26-Jun | SENIN | Input laporan pengeluaran bahan baku ERP dan Ms. Exel, Rekap dokumen surat jalan, Filing document |  |
| 27-Jun | SELASA | Input laporan pengeluaran bahan baku ERP dan Ms. Exel, Rekap dokumen surat jalan, Filing document |  |
| 28-Jun | RABU | Input laporan pengeluaran bahan baku ERP dan Ms. Exel, Input bon pengiriman Ms. Exel, Rekap dokumen surat jalan, Filing document |  |
| 29-Jun | KAMIS | Input laporan pengeluaran bahan baku ERP dan Ms. Exel, Input bon pengiriman Ms. Exel, Rekap dokumen surat jalan, Filing document |  |
| 30-Jun | JUM'AT | Input laporan pengeluaran bahan baku ERP dan Ms. Exel, Rekap dokumen surat jalan, Filing document |  |
| 1-Jul | SABTU | IZIN |  |

Nama Diana Indriyani

BAGIAN

BULAN Juni

| SAKIT | IZIN | ALPA | LAMBAT | LAIN ² |
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No. Nama Diana Indriyani

BAGIAN

BULAN Juli

| SAKIT | IZIN | ALPA | LAMBAT | LAIN ² |
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| Tgl. | Pagi | | Siang | | Lembur | | Jam |
|------|-------|--------|--------------------|--------|--------|--------|-----|
| | Masuk | Keluar | Masuk | Keluar | Masuk | Keluar | |
| 16 | 07.35 | 16.00 | <i>[Signature]</i> | | | | |
| 17 | 07.37 | 01.30 | <i>[Signature]</i> | | | | |
| 18 | | | | | | | |
| 19 | 12.11 | 12.11 | <i>[Signature]</i> | | | | |
| 20 | 07.40 | 16.00 | <i>[Signature]</i> | | | | |
| 21 | 07.40 | 16.00 | <i>[Signature]</i> | | | | |
| 22 | 07.41 | 16.00 | <i>[Signature]</i> | | | | |
| 23 | 07.43 | 16.00 | <i>[Signature]</i> | | | | |
| 24 | 07.23 | 01.30 | <i>[Signature]</i> | | | | |
| 25 | | | | | | | |
| 26 | 07.31 | 16.00 | <i>[Signature]</i> | | | | |
| 27 | 07.36 | 16.00 | <i>[Signature]</i> | | | | |
| 28 | 07.40 | 01.30 | <i>[Signature]</i> | | | | |
| 29 | Libur | Libur | <i>[Signature]</i> | | | | |
| 30 | 07.35 | 16.00 | <i>[Signature]</i> | | | | |
| 31 | - | - | | | | | |



| Tgl. | Pagi | | Siang | | Lembur | | Jam |
|------|-------|--------|--------------------|--------|--------|--------|-----|
| | Masuk | Keluar | Masuk | Keluar | Masuk | Keluar | |
| 1 | 12.11 | 12.11 | <i>[Signature]</i> | | | | |
| 2 | - | - | | | | | |
| 3 | 07.37 | 16.00 | <i>[Signature]</i> | | | | |
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