7:14:27AM

## **BAHAGIAN REGULATORI FARMASI NEGARA (NPRA)**

PROGRAM PERKHIDMATAN FARMASI KEMENTERIAN KESIHATAN MALAYSIA

LOT 36

JALAN PROFESOR DIRAJA UNGKU AZIZ

Daily Time Record - Detailed for the Period of 2024-12-01 to 2024-12-31

Legend:

LOW - Length Of Work UT - Under Time

ND - Night Differential

LHP - Legal Holiday Pay SHP - Special Holiday

LT - Lates

Note:

OT - Overtime

\*\*\* All the computations below are in

(Hours Minute) format.\*\*\*

| Staff | Staff No: 880503086888 Name: PERMIT KAUR, A/P MEHINDER SINGH |                      |            |  |                      |          |           |      |    |    |           |           | Depa      | Department : <b>PKKK</b> |          |         |         |
|-------|--|----------------------|------------|--|----------------------|----------|-----------|------|----|----|-----------|-----------|-----------|--------------------------|----------|---------|---------|
| Date  | Day  | Check                | Long Break |  | Check                | OT<br>In | OT<br>Out | LOW  | UT | LT | OT<br>1.5 | OT<br>2.0 | OT<br>3.0 | ND                       | Status   | Holiday | Remarks |
|       |  | In                   | Out In     |  | Out                  |          |           |      |    |    |           |           |           |                          |          |         |         |
| 1     | Sun  |                      |            |  |                      |          |           |      |    |    |           |           |           |                          | Rest day |         |         |
| 2     | Mon  | <sup>7</sup> 6:37 am |            |  | <sup>7</sup> 4:35 pm |          |           | 8.00 |    |    |           |           |           |                          |          |         |         |
| 3     | Tue  | <sup>7</sup> 6:34 am |            |  | <sup>7</sup> 4:30 pm |          |           | 8.00 |    |    |           |           |           |                          |          |         |         |
| 4     | Wed  | <sup>7</sup> 6:38 am |            |  | <sup>7</sup> 4:31 pm |          |           | 8.00 |    |    |           |           |           |                          |          |         |         |
| 5     | Thu  | <sup>7</sup> 6:44 am |            |  | 7 4:30 pm            |          |           | 8.00 |    |    |           |           |           |                          |          |         |         |
| 6     | Fri  | <sup>7</sup> 6:25 am |            |  | <sup>7</sup> 4:32 pm |          |           | 8.00 |    |    |           |           |           |                          |          |         |         |
| 7     | Sat  |                      |            |  |                      |          |           |      |    |    |           |           |           |                          | Rest day |         |         |
| 8     | Sun  |                      |            |  |                      |          |           |      |    |    |           |           |           |                          | Rest day |         |         |
| 9     | Mon  | <sup>7</sup> 6:19 am |            |  | <sup>7</sup> 4:30 pm |          |           | 8.00 |    |    |           |           |           |                          |          |         |         |
| 10    | Tue  | <sup>7</sup> 6:28 am |            |  | <sup>7</sup> 4:30 pm |          |           | 8.00 |    |    |           |           |           |                          |          |         |         |
| 11    | Wed  |                      |            |  |                      |          |           |      |    |    |           |           |           |                          |          | LHP     |         |
| 12    | Thu  | <sup>7</sup> 6:34 am |            |  | <sup>7</sup> 4:31 pm |          |           | 8.00 |    |    |           |           |           |                          |          |         |         |
| 13    | Fri  | <sup>7</sup> 6:39 am |            |  | <sup>7</sup> 4:30 pm |          |           | 8.00 |    |    |           |           |           |                          |          |         |         |
| 14    | Sat  |                      |            |  |                      | İ        |           |      |    |    |           |           |           |                          | Rest day |         |         |
| 15    | Sun  |                      |            |  |                      |          |           |      |    |    |           |           |           |                          | Rest day |         |         |
| 16    | Mon  | <sup>7</sup> 6:34 am |            |  | <sup>7</sup> 4:31 pm |          |           | 8.00 |    |    |           |           |           |                          |          |         |         |
| 17    | Tue  | <sup>7</sup> 6:21 am |            |  | <sup>7</sup> 4:30 pm |          |           | 8.00 |    |    |           |           |           |                          |          |         |         |
| 18    | Wed  | <sup>7</sup> 6:29 am |            |  | <sup>7</sup> 4:30 pm |          |           | 8.00 |    |    |           |           |           |                          |          |         |         |
| 19    | Thu  | <sup>7</sup> 6:36 am |            |  | <sup>7</sup> 4:33 pm |          |           | 8.00 |    |    |           |           |           |                          |          |         |         |
| 20    | Fri  | <sup>7</sup> 6:40 am |            |  | <sup>7</sup> 4:44 pm |          |           | 8.00 |    |    |           |           |           |                          |          |         |         |
| 21    | Sat  |                      |            |  |                      | İ        |           |      |    |    |           |           |           |                          | Rest day |         |         |
| 22    | Sun  |                      |            |  |                      | İ        |           |      |    |    |           |           |           | İ                        | Rest day |         |         |
| 23    | Mon  | <sup>7</sup> 6:40 am |            |  | <sup>7</sup> 4:30 pm |          |           | 8.00 |    |    |           |           |           | İ                        |          |         |         |
| 24    | Tue  | <sup>7</sup> 6:42 am |            |  | <sup>7</sup> 4:30 pm |          |           | 8.00 |    |    |           |           |           | İ                        |          |         |         |
| 25    | Wed  |                      |            |  |                      | İ        |           |      |    |    |           |           |           |                          |          | LHP     |         |
| 26    | Thu  | <sup>7</sup> 6:35 am |            |  | <sup>7</sup> 4:32 pm |          |           | 8.00 |    |    | İ         | İ         |           |                          |          |         |         |
| 27    | Fri  | <sup>7</sup> 6:50 am |            |  | <sup>7</sup> 4:30 pm |          |           | 8.00 |    |    | İ         | İ         |           |                          |          |         |         |
| 28    | Sat  |                      |            |  |                      |          |           |      |    |    | İ         | İ         |           |                          | Rest day |         |         |
| 29    | Sun  |                      |            |  |                      |          |           |      |    |    | İ         | İ         |           |                          | Rest day |         |         |
| 30    | Mon  | <sup>7</sup> 6:43 am |            |  | <sup>7</sup> 4:30 pm |          |           | 8.00 |    |    |           |           |           |                          |          |         |         |
| 31    | Tue  | <sup>7</sup> 6:50 am |            |  | <sup>7</sup> 4:31 pm |          |           | 8.00 |    |    | İ         | İ         | İ         | <u> </u>                 |          |         |         |

TOTAL

Length Of Work: 160.00

**Under Time:** 

Overtime 1.5: Overtime 2.0:

Rest day: 9.00 Legal Holiday: 2.00 Day of Work: 20.00

Absent: 0.00

Employee's Signature

Overtime 3.0: Lates: Night Differential:

Special Holiday:

**Leave**: 0.00

Authorized Official Signature