

**DEMO**  
**Electronic Time Card**  
 (01-03-2018 To 31-03-2018)

Name : MICHAEL (100)

Date	Day Type	Hol.	Weekday	In	Out	In	Out	In	Out	In	Out	In	Out	Exit Pass	Work	Overtime	Short	No. Of Workday	OT Hrs. Approve	Leave
01-03-2018	WORKDAY		Thursday	08:07	12:22	12:55	17:12							0:00	8:00	0:00	0:00	1.000	0.00	
02-03-2018	WORKDAY		Friday	<b>08:23</b>	13:31	13:46	17:14							0:00	7:00	0:00	0:23	1.000	0.00	
03-03-2018	WORKDAY		Saturday	<b>08:19</b>	17:20									0:00	8:00	0:00	0:19	1.000	0.00	
04-03-2018	RESTDAY		Sunday											0:00	0:00	0:00	0:00	0.000	0.00	
05-03-2018	WORKDAY		Monday	<b>08:23</b>	12:31	12:55	17:14							0:00	8:00	0:00	0:23	1.000	0.00	
06-03-2018	WORKDAY		Tuesday	<b>08:34</b>	12:18	13:26	17:31							0:00	8:00	0:00	0:34	1.000	0.00	
07-03-2018	WORKDAY		Wednesday	08:10	12:10	13:04	17:15							0:00	8:00	0:00	0:00	1.000	0.00	
08-03-2018	WORKDAY		Thursday	08:10	12:47	12:58	17:13							0:00	8:00	0:00	0:00	1.000	0.00	
09-03-2018	WORKDAY		Friday	07:55	12:04	14:06	17:09							0:00	7:00	0:00	0:00	1.000	0.00	
10-03-2018	WORKDAY		Saturday	07:48	12:18	13:03	17:08							0:00	8:00	0:00	0:00	1.000	0.00	
11-03-2018	RESTDAY		Sunday											0:00	0:00	0:00	0:00	0.000	0.00	
12-03-2018	WORKDAY		Monday	08:06	12:06	12:57	17:03							0:00	8:00	0:00	0:00	1.000	0.00	
13-03-2018	WORKDAY		Tuesday	07:58	12:35	13:21	17:45							0:00	8:00	0:00	0:00	1.000	0.00	
14-03-2018	WORKDAY		Wednesday											0:00	0:00	0:00	0:00	0.000	0.00	ANNUAL LEAVE
15-03-2018	WORKDAY		Thursday	08:08	12:19	12:31	17:13							0:00	8:00	0:00	0:00	1.000	0.00	
16-03-2018	WORKDAY		Friday	07:52	<b>12:06</b>	<b>14:21</b>	17:07							0:00	7:00	0:00	0:15	1.000	0.00	
17-03-2018	WORKDAY		Saturday	07:59	<b>12:22</b>	<b>13:38</b>	17:06							0:00	8:00	0:00	0:16	1.000	0.00	
18-03-2018	RESTDAY		Sunday											0:00	0:00	0:00	0:00	0.000	0.00	
19-03-2018	WORKDAY		Monday	08:03	12:28	13:26	17:16							0:00	8:00	0:00	0:00	1.000	0.00	
20-03-2018	WORKDAY		Tuesday	<b>08:15</b>	14:08	14:33	17:03							0:00	8:00	0:00	0:15	1.000	0.00	
21-03-2018	WORKDAY		Wednesday	<b>08:24</b>	13:39	14:00	17:17							0:00	8:00	0:00	0:24	1.000	0.00	
22-03-2018	WORKDAY		Thursday	08:06	12:08	13:03	17:39							0:00	8:00	0:00	0:00	1.000	0.00	
23-03-2018	WORKDAY		Friday	<b>08:15</b>	12:02	14:03	17:14							0:00	7:00	0:00	0:15	1.000	0.00	
24-03-2018	WORKDAY		Saturday	08:07	12:12	12:52	17:04							0:00	8:00	0:00	0:00	1.000	0.00	
25-03-2018	RESTDAY		Sunday											0:00	0:00	0:00	0:00	0.000	0.00	
26-03-2018	WORKDAY		Monday	08:07	12:20	13:17	17:29							0:00	8:00	0:00	0:00	1.000	0.00	
27-03-2018	WORKDAY		Tuesday	08:14	12:48	13:09	17:22							0:00	8:00	0:00	0:00	1.000	0.00	
28-03-2018	WORKDAY		Wednesday	08:11	12:20	12:50								0:00	8:00	0:00	0:00	1.000	0.00	
29-03-2018	WORKDAY		Thursday	08:04	12:40	13:32	17:03							0:00	8:00	0:00	0:00	1.000	0.00	
30-03-2018	WORKDAY		Friday	08:12	12:07	14:08	17:22							0:00	7:00	0:00	0:00	1.000	0.00	
31-03-2018	WORKDAY		Saturday	08:10	12:44	13:26	17:40							0:00	8:00	0:00	0:00	1.000	0.00	

Day Type	Days	Present	Absent	Exit Pass	Work	Overtime	Short	No. Of Workday	OT Hrs. Approved
Workday	27	26			203:00		3:04	26.000	
Holiday									
Restday	4								
<b>Total</b>	<b>31</b>	<b>26</b>	<b>1</b>		<b>203:00</b>		<b>3:04</b>	<b>26.000</b>	

Leave	No. Of Days
ANNUAL LEAVE	1.00

\*\* Underline indicates Amendment. \*\* Red Bold indicates Late In or Early Out.

Checked By : .....

Confirmed By : .....

Approved By : .....

**DEMO**  
**Daily Electronic Time Card**  
 (01-03-2018 To 31-03-2018)

\*\* Underline indicates Amendment. \*\* Bold indicates Late In or Early Out.

01-03-2018

Employee ID	Name	Day Type	Hol.	Weekday	In	Out	In	Out	In	Out	In	Out	In	Out	Exit Pass	Work	Overtime	Short	No. Of Workday	OT Hrs. Approve	Leave	Remark
100	MICHAEL	WORKDAY		Thursday	08:07	12:22	12:55	17:12							0:00	8:00	0:00	0:00	1.000	0.00		
101	HOI	WORKDAY		Thursday	07:59	17:02									0:00	8:00	0:00	0:00	1.000	0.00		
102	AVIT	WORKDAY		Thursday	08:00	12:16	12:57								0:00	8:00	0:00	<b>4:00</b>	1.000	0.00		
103	FRANKY	WORKDAY		Thursday	08:12	12:58	14:01	17:22							0:00	8:00	0:00	0:00	1.000	0.00		
105	JOSEPH	WORKDAY		Thursday	07:52	12:03	12:52	17:01							0:00	8:00	0:00	0:00	1.000	0.00		
107	BEN WAI	WORKDAY		Thursday	08:06	12:14	13:14	18:40							0:00	8:00	0:00	0:00	1.000	0.00		
108	HASNI	WORKDAY		Thursday	08:00	12:07	12:56	17:06							0:00	8:00	0:00	0:00	1.000	0.00		
109	VINCENT	WORKDAY		Thursday	08:06	12:34	12:57	17:14							0:00	8:00	0:00	0:00	1.000	0.00		
111	NURUL	WORKDAY		Thursday	08:06	12:34	12:57	17:12							0:00	8:00	0:00	0:00	1.000	0.00		
112	MOHAMMAD ALI	WORKDAY		Thursday	08:00	12:03	12:55	17:01							0:00	8:00	0:00	0:00	1.000	0.00		
113	JAMES	WORKDAY		Thursday	07:46	17:11									0:00	8:00	0:00	0:00	1.000	0.00		
114	RAINIER	WORKDAY		Thursday	07:46	12:03	12:37	17:16							0:00	8:00	0:00	0:00	1.000	0.00		
115	ANNA	WORKDAY		Thursday	08:07	12:06	13:12	17:20							0:00	8:00	0:00	0:00	1.000	0.00		
116	JOHN	WORKDAY		Thursday	07:57	12:04	12:53	17:03							0:00	8:00	0:00	0:00	1.000	0.00		
117	LEE LING	WORKDAY		Thursday	07:55	14:02	14:56	17:07							0:00	8:00	0:00	0:00	1.000	0.00		
120	MILEY	WORKDAY		Thursday	07:55	12:04	13:01	17:06							0:00	8:00	0:00	0:00	1.000	0.00		
121	DARIUS	WORKDAY		Thursday	07:55	13:00	14:00	17:07							0:00	8:00	0:00	0:00	1.000	0.00		
122	CARL	WORKDAY		Thursday	07:56	12:03	12:52	17:15							0:00	8:00	0:00	0:00	1.000	0.00		
127	USHER	WORKDAY		Thursday	08:00	17:03									0:00	8:00	0:00	0:00	1.000	0.00		
129	NURUL	WORKDAY		Thursday	07:53	17:02									0:00	8:00	0:00	0:00	1.000	0.00		
130	JACKIE	WORKDAY		Thursday	07:57	12:03	13:01	17:06							0:00	8:00	0:00	0:00	1.000	0.00		
131	PAUL TAN	WORKDAY		Thursday	08:00	12:54	13:07	17:21							0:00	8:00	0:00	0:00	1.000	0.00		
132	ROHANA	WORKDAY		Thursday	07:40	14:29	15:25	17:17							0:00	8:00	0:00	0:00	1.000	0.00		
134	JACKSON	WORKDAY		Thursday	07:53	12:03	12:53	17:07							0:00	8:00	0:00	0:00	1.000	0.00		
135	FAN CHEE	WORKDAY		Thursday	07:33	12:01	12:37	17:08							0:00	8:00	0:00	0:00	1.000	0.00		
137	NELSON	WORKDAY		Thursday	<b>08:25</b>	12:08	13:12	17:23							0:00	8:00	0:00	0:25	1.000	0.00		
139	ALBERT	WORKDAY		Thursday											0:00	0:00	0:00	0:00		0.00	JNPAID LEAVE	
140	BAXTER	WORKDAY		Thursday	07:38	12:03									0:00	8:00	0:00	4:00	1.000	0.00		

Day Type	Days	Present	Absent	Exit Pass	Work	Overtime	Short	No. Of Workday	OT Hrs. Approved
Workday	28	27	1		216:00		4:00	27.000	
Holiday									
Restday									
Total	28	27	1		216:00		4:00	27.000	

Leave	No. Of Days
UNPAID LEAVE	1.00

**DEMO**  
**Time Card Summary**  
 (01-03-2018 To 31-03-2018)

**Employee ID : 100 Name : MICHAEL**

Day Type	Days	Present	Absent	Exit Pass	Work	Overtime	Short	No. Of Workday	OT Hrs. Approved
Workday	27	26	1		203:00		3:04	26.000	
Holiday									
Restday	4								
<b>Total</b>	<b>31</b>	<b>26</b>	<b>1</b>		<b>203:00</b>		<b>3:04</b>	<b>26.000</b>	

Leave	No. Of Days
ANNUAL LEAVE	1.00

**Employee ID : 101 Name : HOI**

Day Type	Days	Present	Absent	Exit Pass	Work	Overtime	Short	No. Of Workday	OT Hrs. Approved
Workday	27	25	2		173:00		2:28	23.000	
Holiday									
Restday	4								
<b>Total</b>	<b>31</b>	<b>25</b>	<b>2</b>		<b>173:00</b>		<b>2:28</b>	<b>23.000</b>	

Leave	No. Of Days
UNPAID LEAVE	3.00

**Employee ID : 102 Name : AVIT**

Day Type	Days	Present	Absent	Exit Pass	Work	Overtime	Short	No. Of Workday	OT Hrs. Approved
Workday	27	23	4		180:00		18:00	22.000	
Holiday									
Restday	4								
<b>Total</b>	<b>31</b>	<b>23</b>	<b>4</b>		<b>180:00</b>		<b>18:00</b>	<b>22.000</b>	

Leave	No. Of Days
UNPAID LEAVE	5.00

**Employee ID : 103 Name : FRANKY**

Day Type	Days	Present	Absent	Exit Pass	Work	Overtime	Short	No. Of Workday	OT Hrs. Approved
Workday	27	23	4		180:00		4:35	22.500	
Holiday									
Restday	4								
<b>Total</b>	<b>31</b>	<b>23</b>	<b>4</b>		<b>180:00</b>		<b>4:35</b>	<b>22.500</b>	

Leave	No. Of Days
ANNUAL LEAVE	4.50

**Employee ID : 105 Name : JOSEPH**

Day Type	Days	Present	Absent	Exit Pass	Work	Overtime	Short	No. Of Workday	OT Hrs. Approved
Workday	27	23	4		179:00		2:36	23.000	
Holiday									
Restday	4								
<b>Total</b>	<b>31</b>	<b>23</b>	<b>4</b>		<b>179:00</b>		<b>2:36</b>	<b>23.000</b>	

Leave	No. Of Days
UNPAID LEAVE	4.00

**SUMMARY OF ATTENDANCE**

(01-03-2018 To 31-03-2018)

√ - WORKDAY    **HD** - HOLIDAY    **RD** - RESTDAY  
**AB** - ABSENT    **@** - OVERTIME

<b>AN</b> - ANNUAL LEAVE	<b>FO</b> - FORIEGNER MEDICAL CHECK UP	<b>HO</b> - HOSPITAL	<b>MA</b> - MATERNITY	<b>OF</b> - OFFDAY
<b>OT</b> - OTHER	<b>PA</b> - PATERNITY	<b>RO</b> - ROADSHOW	<b>SI</b> - SICK LEAVE	<b>TR</b> - TRAINING
<b>UN</b> - UNPAID LEAVE				

Employee Name ID	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Present	Absent	Leave	Holiday	Offday	WD OT	RD OT	HD OT	OF OT
100 MICHAEL	√	√	√	RD	√	√	√	√	√	√	RD	√	√	AN	√	√	√	RD	√	√	√	√	√	√	RD	√	√	√	√	√	26	0	1	0	0	0.00	0.00	0.00	0.00	
101 HOI	√	√	√	RD	√	√	√	√	UN	√	RD	√	√	√	√	√	√	RD	√	√	√	√	√	√	RD	√	√	√	AB	UN	UN	23	1	3	0	0	0.00	0.00	0.00	0.00
102 AVIT	√	√	√	RD	√	√	√	√	√	√	RD	√	√	√	UN	√	√	RD	√	√	UN	UN	UN	UN	RD	√	√	√	√	√	√	22	0	5	0	0	0.00	0.00	0.00	0.00
103 FRANKY	√	√	√	RD	√	√	√	√	√	√	RD	√	√0.500 AN 0.00	AN	√	√	√	RD	√	√	√	√	√	√	RD	√	√	AN	AN	AN	√	23	0	5	0	0	0.00	0.00	0.00	0.00
105 JOSEPH	√	√	√	RD	√	√	√	√	√	UN	RD	√	√	√	√	UN	RD	√	√	UN	UN	√	√	√	RD	√	√	√	√	√	√	23	0	4	0	0	0.00	0.00	0.00	0.00
107 BEN WAI	√	√	√	RD	√	√	√	√	√	√	RD	SI	√	√	√	√	√	RD	√	UN	√	√	√	√	RD	√	√	√	√1.000 UN 0.00	√	√	25	0	3	0	0	0.00	0.00	0.00	0.00
108 HASNI	√	√	√	RD	√	√	√	√	√	√	RD	√	UN	√1.000 UN 0.00	√	√	√	RD	UN	√	√	√	√	√	RD	√	√	√	√	√	√	25	0	3	0	0	0.00	0.00	0.00	0.00
109 VINCENT	√	√	√	RD	UN	UN	UN	UN	√	√	RD	√	√	√	√	√	√	RD	√	√	√	√	√	√	RD	√	√	√	√	√	√	23	0	4	0	0	0.00	0.00	0.00	0.00
111 NURUL	√	√	√	RD	UN	UN	UN	UN	√	√	RD	UN	√	SI	√	√	√	RD	√	√	√	√	√	√	RD	√	√	√	√	√	√	21	0	6	0	0	0.00	0.00	0.00	0.00
112 MOHAMMAD ALI	√	√	√	RD	√	√	√	√	√	√	RD	√	√	√	√	√	√	RD	√	√	√	√	√	√	RD	√	√	√	√	√	√	27	0	0	0	0	0.00	0.00	0.00	0.00
113 JAMES	√	√	√	RD	√	√	√	√	√	√	RD	√	√	√	√	√	√	RD	√	√	√	√	√	√	RD	√	√	√	√	√	√	27	0	0	0	0	0.00	0.00	0.00	0.00
114 RAINIER	√	√	√	RD	√	√	√	√	√	√	RD	UN	UN	UN	√	√	√	RD	√	√	UN	√	√	√	RD	√	√	√	√	√	√	23	0	4	0	0	0.00	0.00	0.00	0.00
115 ANNA	√	√	√	RD	√	√	√	√	√	√	RD	√	√	UN	√	UN	√	RD	√	√	√	√	√	√	RD	√	√	√	√	UN	√	24	0	3	0	0	0.00	0.00	0.00	0.00
116 JOHN	√	√	√	RD	UN	√0.500 UN 0.00	√	√	√	√	RD	√	√	√	√	UN	√	RD	√	√	√	UN	√	√	RD	√	√	√	√	√	√	24	0	4	0	0	0.00	0.00	0.00	0.00
117 LEE LING	√	√	√	RD	√	√	√	√	√	AN	RD	√	√	√	√	√	√	RD	√	√	√	√	√	√	RD	√	√	√	√	√	√	26	0	1	0	0	0.00	0.00	0.00	0.00
120 MILEY	√	√	√	RD	√	√	√	√	√	√	RD	√	√	√	√	√	√	RD	√	√	√	√	√	√	RD	√	√	√	√	√	√	27	0	0	0	0	0.00	0.00	0.00	0.00
121 DARIUS	√	√	√	RD	√	√	√	√	√	√	RD	√	√	√	√1.000 AN 0.00	√	√	RD	√	√	√	√	√	√	RD	√	√	√	√	AB	√	26	1	1	0	0	0.00	0.00	0.00	0.00
122 CARL	√	√	√	RD	√	√	√	√	√	√	RD	√	√	√	√	√	√	RD	√	√	√	√	√	√	RD	√	√	√	√	√	√	27	0	0	0	0	0.00	0.00	0.00	0.00
127 USHER	√	√	√	RD	√	√	√	√	√	√	RD	√	√	√	√	√	√	RD	√	√	√	√	√	√	RD	UN	UN	√	√	√	√	25	0	2	0	0	0.00	0.00	0.00	0.00
129 NURUL	√	√	√	RD	√	√	√	√	√	√	RD	√	√	√	√	√	√	RD	√	√	√	√	√	√	RD	√	√	√	√	√	√	27	0	0	0	0	0.00	0.00	0.00	0.00
130 JACKIE	√	√	√	RD	√	√	√	√	√	√	RD	√	√	√	√	√	√	RD	√	√	√	√	√	√	RD	√	√	√	√	√	√	27	0	0	0	0	0.00	0.00	0.00	0.00
131 PAUL TAN	√	√	√	RD	√	√	√	√	√	√	RD	√	√	√	UN	UN	UN	RD UN	UN	√	UN	UN	√	√	RD	√	√	√	√	√	√	21	0	7	0	0	0.00	0.00	0.00	0.00
132 ROHANA	√	√	√	RD	√	√	√	√	√	√	RD	√	√	√	√	√	√	RD	√	√	√	√	√	√	RD	√	√	√	√	UN	√	26	0	1	0	0	0.00	0.00	0.00	0.00
134 JACKSON	√	√	√	RD	√	√	√	√	√	√	RD	√	√	√	√	√	√	RD	√	√	√	√	√	√	RD	UN	√	√	√	√	√	25	0	2	0	0	0.00	0.00	0.00	0.00



**DEMO**  
**Overtime Approval Report**  
 (01-03-2018 To 31-03-2018)

Employee ID	Name	Date	Schedule	Workday	Absent	Leave	Workday Overtime	Restday Overtime	Holiday Overtime
					Days				
100	MICHAEL	01-03-2018	1	1.000					
100	MICHAEL	02-03-2018	1	1.000					
100	MICHAEL	03-03-2018	1	1.000					
100	MICHAEL	04-03-2018	1						
100	MICHAEL	05-03-2018	1	1.000					
100	MICHAEL	06-03-2018	1	1.000					
100	MICHAEL	07-03-2018	1	1.000					
100	MICHAEL	08-03-2018	1	1.000					
100	MICHAEL	09-03-2018	1	1.000					
100	MICHAEL	10-03-2018	1	1.000					
100	MICHAEL	11-03-2018	1						
100	MICHAEL	12-03-2018	1	1.000					
100	MICHAEL	13-03-2018	1	1.000					
100	MICHAEL	14-03-2018	1		1.00				
100	MICHAEL	15-03-2018	1	1.000					
100	MICHAEL	16-03-2018	1	1.000					
100	MICHAEL	17-03-2018	1	1.000					
100	MICHAEL	18-03-2018	1						
100	MICHAEL	19-03-2018	1	1.000					
100	MICHAEL	20-03-2018	1	1.000					
100	MICHAEL	21-03-2018	1	1.000					
100	MICHAEL	22-03-2018	1	1.000					
100	MICHAEL	23-03-2018	1	1.000					
100	MICHAEL	24-03-2018	1	1.000					
100	MICHAEL	25-03-2018	1						
100	MICHAEL	26-03-2018	1	1.000					
100	MICHAEL	27-03-2018	1	1.000					
100	MICHAEL	28-03-2018	1	1.000					
100	MICHAEL	29-03-2018	1	1.000					
100	MICHAEL	30-03-2018	1	1.000					
100	MICHAEL	31-03-2018	1	1.000					
Total				26.000	1.00				

**Attendance Survey**  
(01-08-2020 To 31-08-2020)

Employee ID	Name	Date	Weekday	Day Type	Hol*	AB	LV	LI	EO	MP	Short	Workday Hrs	Workday Days	WD OT	RD OT	HD OT	OFD OT
2	OON KONDRO	01-08-2020	Monday	WORKDAY		1	0.000										
2	OON KONDRO	02-08-2020	Tuesday	WORKDAY			0.000					8:00	1.000				
2	OON KONDRO	03-08-2020	Wednesday	WORKDAY		1	0.000										
2	OON KONDRO	04-08-2020	Thursday	WORKDAY			0.000					8:00	1.000				
2	OON KONDRO	05-08-2020	Friday	WORKDAY			0.000					8:00	1.000				
2	OON KONDRO	06-08-2020	Saturday	WORKDAY			0.000					8:00	1.000				
2	OON KONDRO	07-08-2020	Sunday	RESTDAY			0.000					0:00					
2	OON KONDRO	08-08-2020	Monday	WORKDAY		1	0.000										
2	OON KONDRO	09-08-2020	Tuesday	WORKDAY			0.000					8:00	1.000				
2	OON KONDRO	10-08-2020	Wednesday	WORKDAY			0.000					8:00	1.000				
2	OON KONDRO	11-08-2020	Thursday	WORKDAY			0.000					8:00	1.000				
2	OON KONDRO	12-08-2020	Friday	WORKDAY		1	0.000										
2	OON KONDRO	13-08-2020	Saturday	WORKDAY			0.000					8:00	1.000				
2	OON KONDRO	14-08-2020	Sunday	RESTDAY			0.000					0:00					
2	OON KONDRO	15-08-2020	Monday	WORKDAY			0.000	1			5:10	2:50	0.500				
2	OON KONDRO	16-08-2020	Tuesday	WORKDAY			0.000					8:00	1.000				
2	OON KONDRO	17-08-2020	Wednesday	WORKDAY			0.000	1			0:01	8:00	1.000				
2	OON KONDRO	18-08-2020	Thursday	WORKDAY			0.000	1			5:13	2:48	0.500				
2	OON KONDRO	19-08-2020	Friday	WORKDAY			0.000	1			0:02	7:59	1.000				
2	OON KONDRO	20-08-2020	Saturday	WORKDAY		1	0.000										
2	OON KONDRO	21-08-2020	Sunday	RESTDAY			0.000					0:00					
2	OON KONDRO	22-08-2020	Monday	WORKDAY		1	0.000										
2	OON KONDRO	23-08-2020	Tuesday	WORKDAY			0.000	1			0:02	7:58	1.000				
2	OON KONDRO	24-08-2020	Wednesday	WORKDAY			0.000					8:00	1.000				
2	OON KONDRO	25-08-2020	Thursday	WORKDAY		1	0.000										
2	OON KONDRO	26-08-2020	Friday	WORKDAY			0.000					8:00	1.000				
2	OON KONDRO	27-08-2020	Saturday	WORKDAY			0.000					8:00	1.000				
2	OON KONDRO	28-08-2020	Sunday	RESTDAY			0.000					0:00					
2	OON KONDRO	29-08-2020	Monday	WORKDAY			0.000	1			0:02	7:58	1.000				
2	OON KONDRO	30-08-2020	Tuesday	WORKDAY		1	0.000			1							
2	OON KONDRO	31-08-2020	Wednesday	WORKDAY	**H**		0.000										
Total						8	0.000	6		1	10:30	133:33	17.000				

\*\* Note : AB - Absent, LV - Leave Taken, LI - Late In, EO - Early-Out, MP - Miss Punch, OT - Overtime, Hol\* - Holiday

## MONTHLY PERFECT ATTENDANCE REPORT

(01-03-2018 To 31-03-2018)

EMPLOYEE ID	NAME	CRITERIA /CONDITION							PERFECT	NON PERFECT
		SICK LEAVE	ANNUAL LEAVE	HOSPITAL	MATERNITY	PATERNITY	UNPAID LEAVE	OFFDAY		
100	MICHAEL		1				1			1
101	HOI						1			1
102	AVIT						1			1
103	FRANKY		1				1			1
105	JOSEPH						1			1
107	BEN WAI	1					1			1
108	HASNI						1			1
109	VINCENT						1			1
111	NURUL	1					1			1
112	MOHAMMAD ALI								1	
113	JAMES								1	
114	RAINIER						1			1
115	ANNA						1			1
116	JOHN						1			1
117	LEE LING		1				1			1
120	MILEY								1	
121	DARIUS		1							1
122	CARL								1	
127	USHER						1			1
129	NURUL								1	
130	JACKIE								1	
131	PAUL TAN						1			1
132	ROHANA						1			1
134	JACKSON						1			1
135	FAN CHEE						1			1
137	NELSON						1			1
139	ALBERT						1			1
140	BAXTER						1			1



**Daily Attendance Survey**  
(01-08-2020 To 31-08-2020)

Date	Weekday	Workrate %	AB	LV	LI	EO	MP	Short	Workday Hrs	Workday Days	Workday OT	Restday OT	Holiday OT	Offday OT
01-08-2020	Monday	46.88	17	0.000	1			0:01	120:00	15.000	1.50			
02-08-2020	Tuesday	54.69	14	0.000	1			5:11	138:46	17.500	1.00			
03-08-2020	Wednesday	50.00	16	0.000			2		128:00	16.000	2.50			
04-08-2020	Thursday	57.81	13	0.000	1		1	3:47	149:12	18.500	1.50			
05-08-2020	Friday	65.00	10	0.000		1		4:15	155:45	19.500	1.00			
06-08-2020	Saturday	61.67	11	0.000		1	1	4:15	147:45	18.500				
07-08-2020	Sunday	0.00		0.000	2	2		7:38				8.00		
08-08-2020	Monday	65.00	10	0.000	1	1		4:22	155:42	19.500	2.00			
09-08-2020	Tuesday	66.67	10	0.000					159:59	20.000	3.00			
10-08-2020	Wednesday	63.33	11	0.000					151:56	19.000	1.00			
11-08-2020	Thursday	70.00	9	0.000					168:00	21.000	10.00			
12-08-2020	Friday	58.06	12	0.000		2	1	8:29	143:26	18.000	6.00			
13-08-2020	Saturday	62.90	11	0.000	1		1	0:31	159:29	19.500				
14-08-2020	Sunday	0.00		0.000	2	2		7:44				8.00		
15-08-2020	Monday	66.67	9	0.000	3		1	10:30	157:46	20.000	12.50			
16-08-2020	Tuesday	68.33	9	0.000		1	2	4:13	163:47	20.500	9.00			
17-08-2020	Wednesday	66.67	10	0.000	2		1	0:14	159:47	20.000	5.00			
18-08-2020	Thursday	71.67	8	0.000	1		1	5:13	170:48	21.500	18.00			
19-08-2020	Friday	66.67	10	0.000	1			0:02	159:59	20.000	10.00			
20-08-2020	Saturday	68.33	9	0.000		1	1	4:13	163:47	20.500				
21-08-2020	Sunday	0.00		0.000	3	3		11:43				12.00		
22-08-2020	Monday	65.00	10	0.000		2	2	4:16	155:43	19.500	6.00			
23-08-2020	Tuesday	66.67	10	0.000	1		1	0:02	159:57	20.000	14.50			
24-08-2020	Wednesday	73.33	8	0.000			1		176:00	22.000	13.00			
25-08-2020	Thursday	65.00	10	0.000	2		1	4:58	156:02	19.500	12.00			
26-08-2020	Friday	73.33	8	0.000			2		176:00	22.000	9.50			
27-08-2020	Saturday	62.90	11	0.000		1	1	4:15	155:43	19.500	4.50			
28-08-2020	Sunday	0.00		0.000	2	2		7:44				8.00		
29-08-2020	Monday	65.63	11	0.000	1	1	2	0:03	167:57	21.000	4.00			
30-08-2020	Tuesday	65.63	11	0.000	1	1	4	0:03	167:57	21.000	1.00			
31-08-2020	Wednesday	0.00		0.000	3	3		8:59			14.50		14.50	
		Total	278	0.000	29	24	26	112:41	4,069:13	509.000	163.00	36.00	14.50	

\*\* Note : AB - Absent, LV - Leave Taken, LI - Late In, EO - Early-Out, MP - Miss Punch, OT - Overtime

**Monthly Attendance Survey**  
(01-08-2020 To 31-08-2020)

Month	Workrate %	AB	LV	LI	EO	MP	Short	Workday Hrs	Workday Days	Workday OT	Restday OT	Holiday OT	Offday OT
08/2020	53.75	278	0.000	29	24	26	112:41	4,069:13	509.000	163.00	36.00	14.50	
	Total	278	0.000	29	24	26	112:41	4,069:13	509.000	163.00	36.00	14.50	

\*\* Note : AB - Absent, LV - Leave Taken, LI - Late In, EO - Early-Out, MP - Miss Punch, OT - Overtime

**DEMO**  
**MAN HOURS REPORT**  
(01-03-2018 To 31-03-2018)

Employee ID	Head Count	Work Day	Work Hour	Overtime	Tota Hours
100	1	26.000	203:00	0:00	203:00
101	1	23.000	173:00	0:00	173:00
102	1	22.000	180:00	0:00	180:00
103	1	22.500	180:00	0:00	180:00
105	1	23.000	179:00	0:00	179:00
107	1	25.000	195:00	0:00	195:00
108	1	25.000	195:00	0:00	195:00
109	1	23.000	179:00	0:00	179:00
111	1	21.000	163:00	0:00	163:00
112	1	27.000	211:00	0:00	211:00
113	1	27.000	203:00	0:00	203:00
114	1	23.000	179:00	0:00	179:00
115	1	24.000	196:00	0:00	196:00
116	1	23.500	188:00	0:00	188:00
117	1	26.000	203:00	0:00	203:00
120	1	27.000	211:00	0:00	211:00
121	1	26.000	196:00	0:00	196:00
122	1	27.000	211:00	0:00	211:00
127	1	25.000	195:00	0:00	195:00
129	1	27.000	211:00	0:00	211:00
130	1	27.000	211:00	0:00	211:00
131	1	21.000	164:00	0:00	164:00
132	1	26.000	204:00	0:00	204:00
134	1	25.000	195:00	0:00	195:00
135	1	26.000	204:00	0:00	204:00
137	1	25.000	196:00	0:00	196:00
139	1	24.000	188:00	0:00	188:00
140	1	22.000	172:00	0:00	172:00
141	1	12.000	94:00	0:00	94:00
142	1	12.000	94:00	0:00	94:00
Total :	30	713.000	5,573:00	5,573:00	5,573:00

**Amended Attendance Record**  
(01-03-2018 To 31-03-2018)

Employee ID	Name	Date	Day Type	Weekday	In	Out	In	Out	In	Out	In	Out	In	Out	Exit Pass	Work	Overtime	Short	No. Of Workday	OT Hrs. Approved
101	HOI	17-03-2018	WORKDAY	Saturday	<b>17:07</b>										0:00	0:00	0:00	0:00	<u>1.000</u>	0.00
			WORKDAY		17:07											0.00	0.00	0.00	0.000	0.00
102	AVIT	01-03-2018	WORKDAY	Thursday	08:00	12:16	12:57								0:00	8:00	0:00	<b>4:00</b>	1.000	0.00
			WORKDAY		08:00	12:16	12:57									8.00	0.00	0.00	1.000	0.00
102	AVIT	02-03-2018	WORKDAY	Friday	08:13	<b>12:04</b>	<b>14:21</b>	17:01							0:00	7:00	0:00	<b>0:21</b>	1.000	0.00
			WORKDAY		08:13	12:04	14:21	17:01								7.00	0.00	0.17	1.000	0.00
102	AVIT	03-03-2018	WORKDAY	Saturday	<b>08:18</b>	12:02	12:45								0:00	8:00	0:00	<b>4:18</b>	1.000	0.00
			WORKDAY		08:18	12:02	12:45									8.00	0.00	0.18	1.000	0.00
102	AVIT	09-03-2018	WORKDAY	Friday	<b>08:15</b>	12:06									0:00	7:00	0:00	<b>4:15</b>	1.000	0.00
			WORKDAY		08:15	12:06										7.00	0.00	3.15	1.000	0.00
102	AVIT	30-03-2018	WORKDAY	Friday	08:12	12:07	13:35								0:00	7:00	0:00	0:00	1.000	0.00
			WORKDAY		08:12	12:07	13:35									7.00	0.00	0.00	1.000	0.00
103	FRANKY	01-03-2018	WORKDAY	Thursday	08:12	12:58	14:01	17:22							0:00	8:00	0:00	0:00	1.000	0.00
			WORKDAY		08:12	12:58	14:01	17:22								8.00	0.00	0.00	1.000	0.00
103	FRANKY	13-03-2018	WORKDAY	Tuesday	<b>08:20</b>	12:59	13:55	<b>14:19</b>							0:00	8:00	0:00	<b>0:00</b>	0.500	0.00
			WORKDAY		08:20	12:59	13:55	14:19								8.00	0.00	3.01	0.500	0.00
107	BEN WAI	24-03-2018	WORKDAY	Saturday	08:07	12:42	13:15								0:00	8:00	0:00	<b>4:00</b>	1.000	0.00
			WORKDAY		08:07	12:42	13:15									8.00	0.00	3.45	1.000	0.00
107	BEN WAI	30-03-2018	WORKDAY	Friday	08:10	13:02									0:00	7:00	0:00	<b>4:00</b>	1.000	0.00
			WORKDAY		08:10	13:02										7.00	0.00	3.00	1.000	0.00
108	HASNI	02-03-2018	WORKDAY	Friday	<b>14:02</b>	17:04									0:00	7:00	0:00	<b>5:02</b>	1.000	0.00
			WORKDAY		14:02	17:04										7.00	0.00	4.00	1.000	0.00
108	HASNI	14-03-2018	WORKDAY	Wednesday	08:04	<b>09:07</b>									0:00	8:00	0:00	<b>0:00</b>	1.000	0.00
			WORKDAY		08:04	09:07										8.00	0.00	4.00	1.000	0.00
109	VINCENT	14-03-2018	WORKDAY	Wednesday	08:13	12:03	12:35								0:00	8:00	0:00	0:00	1.000	0.00
			WORKDAY		08:13	12:03	12:35									8.00	0.00	0.00	1.000	0.00
111	NURUL	19-03-2018	WORKDAY	Monday	07:54	12:09	12:53								0:00	8:00	0:00	0:00	1.000	0.00
			WORKDAY		07:54	12:09	12:53									8.00	0.00	0.00	1.000	0.00
111	NURUL	22-03-2018	WORKDAY	Thursday	<b>10:29</b>	17:46									0:00	8:00	0:00	<b>0:00</b>	1.000	0.00
			WORKDAY		10:29	17:46										8.00	0.00	4.00	1.000	0.00

\*\* Underline indicates Amendment. \*\* Red Bold indicates Late In or Early Out.

Checked By : .....

Confirmed By : .....

Approved By : .....



Employee Name | Date | Time

**MICHAEL (100)**

01/03/2018 (Thursday)

08:07 12:22 12:55 17:12  
In Out In Out

02/03/2018 (Friday)

08:23 13:31 13:46 17:14  
In Out In Out

03/03/2018 (Saturday)

08:19 17:20  
In Out

05/03/2018 (Monday)

08:23 12:31 12:55 17:14  
In Out In Out

06/03/2018 (Tuesday)

08:34 12:18 13:26 17:31  
In Out In Out

07/03/2018 (Wednesday)

08:10 12:10 13:04 17:15  
In Out In Out

08/03/2018 (Thursday)

08:10 12:47 12:58 17:13  
In Out In Out

09/03/2018 (Friday)

07:55 12:04 14:06 17:09  
In Out In Out

10/03/2018 (Saturday)

07:48 12:18 13:03 17:08  
In Out In Out

12/03/2018 (Monday)

08:06 12:06 12:57 17:03  
In Out In Out

13/03/2018 (Tuesday)

07:58 12:35 13:21 17:45  
In Out In Out

15/03/2018 (Thursday)

08:08 12:19 12:31 17:13  
In Out In Out

16/03/2018 (Friday)

07:52 12:06 14:21 17:07  
In Out In Out

17/03/2018 (Saturday)

07:59 12:22 13:38 17:06  
In Out In Out

19/03/2018 (Monday)

08:03 12:28 13:26 17:16  
In Out In Out

**DEMO**  
**DAILY LEAVE TRACKING**  
(01-03-2018 To 31-03-2018)

Leave Date	Department	Employee ID   Payroll ID	Name	Leave Type	No. Of Day
01-03-2018	ADMIN	139	ALBERT	UNPAID LEAVE	1.00
<i>No. Of Employee : 1</i>					
02-03-2018	ADMIN	139	ALBERT	UNPAID LEAVE	1.00
<i>No. Of Employee : 1</i>					
03-03-2018	ADMIN	139	ALBERT	UNPAID LEAVE	1.00
<i>No. Of Employee : 1</i>					
05-03-2018	SALES	109	VINCENT	UNPAID LEAVE	1.00
	SALES	111	NURUL	UNPAID LEAVE	1.00
05-03-2018	TECHNICIAN	116	JOHN	UNPAID LEAVE	1.00
<i>No. Of Employee : 3</i>					
06-03-2018	SALES	109	VINCENT	UNPAID LEAVE	1.00
	SALES	111	NURUL	UNPAID LEAVE	1.00
06-03-2018	TECHNICIAN	116	JOHN	UNPAID LEAVE	0.50
<i>No. Of Employee : 3</i>					
07-03-2018	SALES	109	VINCENT	UNPAID LEAVE	1.00
	SALES	111	NURUL	UNPAID LEAVE	1.00
<i>No. Of Employee : 2</i>					
08-03-2018	SALES	109	VINCENT	UNPAID LEAVE	1.00
	SALES	111	NURUL	UNPAID LEAVE	1.00
<i>No. Of Employee : 2</i>					
09-03-2018	ADMIN	101	HOI	UNPAID LEAVE	1.00
09-03-2018	SALES	135	FAN CHEE	UNPAID LEAVE	1.00
<i>No. Of Employee : 2</i>					
10-03-2018	ADMIN	117	LEE LING	ANNUAL LEAVE	1.00
<i>No. Of Employee : 1</i>					
12-03-2018	SALES	107	BEN WAI	SICK LEAVE	1.00
	SALES	111	NURUL	UNPAID LEAVE	1.00
	SALES	114	RAINIER	UNPAID LEAVE	1.00
<i>No. Of Employee : 3</i>					
13-03-2018	ADMIN	103	FRANKY	ANNUAL LEAVE	0.50
13-03-2018	SALES	114	RAINIER	UNPAID LEAVE	1.00
<i>No. Of Employee : 2</i>					
14-03-2018	ADMIN	103	FRANKY	ANNUAL LEAVE	1.00
14-03-2018	SALES	100	MICHAEL	ANNUAL LEAVE	1.00
	SALES	111	NURUL	SICK LEAVE	1.00

**DEMO**  
**DAILY LEAVE TRACKING**  
(01-03-2018 To 31-03-2018)

Leave Date	Department	Employee ID   Payroll ID	Name	Leave Type	No. Of Day
14-03-2018	SALES	114	RAINIER	UNPAID LEAVE	1.00
<i>No. Of Employee : 4</i>					
15-03-2018	ACCOUNT CLERK	121	DARIUS	ANNUAL LEAVE	0.50
15-03-2018	ADMIN	131	PAUL TAN	UNPAID LEAVE	1.00
<i>No. Of Employee : 2</i>					
16-03-2018	ADMIN	131	PAUL TAN	UNPAID LEAVE	1.00
16-03-2018	SALES	115	ANNA	UNPAID LEAVE	1.00
16-03-2018	TECHNICIAN	116	JOHN	UNPAID LEAVE	1.00
<i>No. Of Employee : 3</i>					
17-03-2018	ADMIN	131	PAUL TAN	UNPAID LEAVE	1.00
<i>No. Of Employee : 1</i>					
18-03-2018	ADMIN	131	PAUL TAN	UNPAID LEAVE	1.00
<i>No. Of Employee : 1</i>					
19-03-2018	ADMIN	131	PAUL TAN	UNPAID LEAVE	1.00
<i>No. Of Employee : 1</i>					
21-03-2018	SALES	102	AVIT	UNPAID LEAVE	1.00
<i>No. Of Employee : 1</i>					
22-03-2018	SALES	102	AVIT	UNPAID LEAVE	1.00
22-03-2018	TECHNICIAN	116	JOHN	UNPAID LEAVE	1.00
<i>No. Of Employee : 2</i>					
23-03-2018	SALES	102	AVIT	UNPAID LEAVE	1.00
<i>No. Of Employee : 1</i>					
24-03-2018	SALES	137	NELSON	UNPAID LEAVE	1.00
<i>No. Of Employee : 1</i>					
26-03-2018	ADMIN	127	USHER	UNPAID LEAVE	1.00
<i>No. Of Employee : 1</i>					
27-03-2018	ADMIN	127	USHER	UNPAID LEAVE	1.00
<i>No. Of Employee : 1</i>					
28-03-2018	ADMIN	103	FRANKY	ANNUAL LEAVE	1.00
<i>No. Of Employee : 1</i>					
29-03-2018	ADMIN	103	FRANKY	ANNUAL LEAVE	1.00



**DEMO**  
**DAILY LEAVE TRACKING**  
(01-03-2018 To 31-03-2018)

Leave Date	Department	Employee ID   Payroll ID	Name	Leave Type	No. Of Day
<i>No. Of Employee : 1</i>					
30-03-2018	ADMIN	103	FRANKY	ANNUAL LEAVE	1.00
30-03-2018	SALES	115	ANNA	UNPAID LEAVE	1.00
	SALES	137	NELSON	UNPAID LEAVE	1.00
<i>No. Of Employee : 3</i>					

**DEMO**  
**LEAVE APPLICATION TRANSACTION**  
(01-03-2018 To 31-03-2018)

NAME: MICHAEL (100)

## ANNUAL LEAVE

Trans Type	Start Date	End Date	No. Of Days	Reason			
Leave Taken	14-03-2018	14-03-2018	1.00	SICK			
Summary							
B/F	Leave Earn (System)	Leave Earn (Manual)	Leave Adj.	Total Leave Entitle	Leave Taken	Balance	Remarks
14.00	0.00	0.00	0.00	14.00	1.50	12.50	

NAME: HOI (101)

## UNPAID LEAVE

Trans Type	Start Date	End Date	No. Of Days	Reason			
Leave Taken	09-03-2018	09-03-2018	1.00	REHAT (NOT FEELING WELL)			
Summary							
B/F	Leave Earn (System)	Leave Earn (Manual)	Leave Adj.	Total Leave Entitle	Leave Taken	Balance	Remarks
0.00	0.00	0.00	0.00	0.00	1.00	(1.00)	

NAME: AVIT (102)

## UNPAID LEAVE

Trans Type	Start Date	End Date	No. Of Days	Reason			
Leave Taken	22-03-2018	23-03-2018	2.00	BACK TO TEMBURONG			
Leave Taken	21-03-2018	21-03-2018	1.00	GOING BACK TEMBURONG			
Summary							
B/F	Leave Earn (System)	Leave Earn (Manual)	Leave Adj.	Total Leave Entitle	Leave Taken	Balance	Remarks
0.00	0.00	0.00	0.00	0.00	6.50	(6.50)	

NAME: FRANKY (103)

## ANNUAL LEAVE

Trans Type	Start Date	End Date	No. Of Days	Reason			
Leave Taken	13-03-2018	13-03-2018	0.50	SICK			
Leave Taken	28-03-2018	30-03-2018	3.00				
Leave Taken	14-03-2018	14-03-2018	1.00				
Summary							
B/F	Leave Earn (System)	Leave Earn (Manual)	Leave Adj.	Total Leave Entitle	Leave Taken	Balance	Remarks
14.00	0.00	0.00	0.00	14.00	7.50	6.50	

**LEAVE APPLICATION SUMMARY REPORT**

(01-08-2020 To 31-08-2020)

EMPLOYEE ID	NAME	ANNUAL LEAVE EARN	ANNUAL LEAVE TAKEN	ANNUAL LEAVE BALANCE	SICK LEAVE	UNPAID LEAVE	
57	JOHERUL ESLOM	-	-	-	1.000	-	-
106	ROKKY OMER DJOHE	14.000	1.000	13.000	-	-	-
114	HOZEYOH BENTE OBDUL HOLEM	14.000	3.000	11.000	-	-	-
130	HOEROL BEN HOREO	-	1.000	-1.000	-	-	-

*No. Of Employee: 4*



**DEMO**  
**Employee Listing**

Employee ID	Payroll ID	Name	IC No	Passport No	DOB	Gender	Date Join	Resigned Date	Schedule	Card Number
100		MICHAEL	1234		19-05-1983	MALE	17-12-2015		1	0
101		HOI	5678		06-11-1985	FEMALE	01-11-2015		0	0
102		AVIT	9012		31-05-1986	FEMALE	23-01-2017		1	0
103		FRANKY	0946		25-01-1992	MALE	11-05-2016		1	0
105		JOSEPH	8981		23-08-1974	MALE	07-12-2016		1	0
107		BEN WAI	9830		01-10-1989	FEMALE	09-03-2017		1	0
108		HASNI	0197		11-12-1991	FEMALE	01-03-2017		1	0
109		VINCENT	2411		13-12-1988	FEMALE	13-06-2017		1	0
111		NURUL	2969		12-06-1988	FEMALE	21-06-2017		1	0
112		MOHAMMAD ALI	9128		11-03-1990	MALE	07-07-2017		1	0
113		JAMES	6706		15-12-1968	MALE	01-09-2017		0	0
114		RAINIER	0021		05-06-1979	MALE	28-08-2017		1	0
115		ANNA	1107		16-04-1998	FEMALE	15-08-2017		1	0
116		JOHN	4846		26-05-1993	MALE	16-08-2017		1	0
117		LEE LING	2309		29-10-1995	FEMALE	02-04-2015		0	0
120		MILEY	51-395229		05-05-1974	MALE	15-12-2015		1	0
121		DARIUS	51-366567		29-08-1992	FEMALE	10-08-2015		0	0
122		CARL	51-324250		26-05-1993	MALE	03-01-2017		1	0
127		USHER	51-238908	K27186178	16-04-1995	FEMALE	30-10-2017		0	0
129		NURUL	00-312017		06-07-1986	FEMALE	03-11-2017		0	0
130		JACKIE	51-324250		01-07-1993	MALE	09-11-2017		0	0
131		PAUL TAN	00-261333		07-04-1975	MALE	15-11-2017		0	0
132		ROHANA	00-263532		30-08-1975	FEMALE	15-11-2017		0	0
134		JACKSON	00-088815		22-11-1996	MALE	20-11-2017		0	0
135		FAN CHEE		K38664502	10-08-1979	MALE	07-12-2017		0	0
137		NELSON	01-067466		20-03-1994	FEMALE	15-01-2018		1	0
139		ALBERT	51-216618		18-07-1984	FEMALE	15-12-2017		1	0
140		BAXTER			06-05-1993	MALE	05-02-2018		1	0
141		KENNETH			26-08-1981	MALE	15-03-2018		1	0
142		HJ SYAHMI	00-250826		09-08-1972	MALE	15-03-2018		1	0

Total Employee: 30