

EMPLOYEE ATTENDANCE REPORT

Jul-2018

Name: Siti Haliza binti Shamsuddin (E-0017)

| Date | Roster | Attendance | | Different | | Work Hours | | Different | Attendance Verification | |
|-------------|---------------|------------|-------|-----------|----------|------------|-----------|-----------|---------------------------|---|
| | | In | Out | In | Out | Plan | Actual | | | |
| 01-07 (Sun) | Off Day | | | | | | | | | |
| 02-07 (Mon) | 09:00 18:00 | 09:26 | 18:55 | -0 h 26 m | 0 h 55 m | 9 h 0 m | 9 h 28 m | 0 h 28 m | | |
| 03-07 (Tue) | 09:00 18:00 | 09:03 | 18:16 | -0 h 3 m | 0 h 16 m | 9 h 0 m | 9 h 12 m | 0 h 12 m | | |
| 04-07 (Wed) | Emerg. Leave | 12:04 | 18:12 | -3 h 4 m | 0 h 12 m | 9 h 0 m | 6 h 8 m | -2 h 52 m | | |
| 05-07 (Thu) | 09:00 18:00 | 09:01 | 23:00 | -0 h 1 m | 5 h 0 m | 9 h 0 m | 13 h 59 m | 4 h 59 m | OUT: 09:20 Esther Foo Pau | Complete sales n purchase part for retail n deng..bank recon for deng |
| 06-07 (Fri) | Annual Leave | | | | | | | | | |
| 07-07 (Sat) | Off Day | | | | | | | | | |
| 08-07 (Sun) | Off Day | | | | | | | | | |
| 09-07 (Mon) | Annual Leave | | | | | | | | | |
| 10-07 (Tue) | Exam Leave | | | | | | | | | |
| 11-07 (Wed) | 09:00 18:00 | 09:11 | 18:36 | -0 h 11 m | 0 h 36 m | 9 h 0 m | 9 h 25 m | 0 h 25 m | OUT: 19:26 Haw Siew Kien | Forgot to logout at office |
| 12-07 (Thu) | 09:00 18:00 | 08:58 | 21:45 | 0 h 1 m | 3 h 45 m | 9 h 0 m | 12 h 46 m | 3 h 46 m | | |
| 13-07 (Fri) | 09:00 18:00 | 09:11 | 18:06 | -0 h 11 m | 0 h 6 m | 9 h 0 m | 8 h 54 m | -0 h 6 m | | |
| 14-07 (Sat) | Off Day | | | | | | | | | |
| 15-07 (Sun) | Off Day | | | | | | | | | |
| 16-07 (Mon) | 09:00 18:00 | 09:04 | 18:10 | -0 h 4 m | 0 h 10 m | 9 h 0 m | 9 h 5 m | 0 h 5 m | | |
| 17-07 (Tue) | 09:00 18:00 | 10:10 | 19:08 | -1 h 10 m | 1 h 8 m | 9 h 0 m | 8 h 58 m | -0 h 2 m | | |
| 18-07 (Wed) | 09:00 18:00 | 09:02 | 18:09 | -0 h 2 m | 0 h 9 m | 9 h 0 m | 9 h 6 m | 0 h 6 m | | |
| 19-07 (Thu) | Emerg. Leave | 14:10 | 18:09 | -5 h 10 m | 0 h 9 m | 9 h 0 m | 3 h 59 m | -5 h 1 m | | |
| 20-07 (Fri) | 09:00 18:00 | 09:17 | 18:15 | -0 h 17 m | 0 h 15 m | 9 h 0 m | 8 h 58 m | -0 h 2 m | | |
| 21-07 (Sat) | Off Day | | | | | | | | | |
| 22-07 (Sun) | Off Day | | | | | | | | | |
| 23-07 (Mon) | 09:00 18:00 | 09:06 | 18:27 | -0 h 6 m | 0 h 27 m | 9 h 0 m | 9 h 21 m | 0 h 21 m | | |
| 24-07 (Tue) | 09:00 18:00 | 09:10 | 18:38 | -0 h 10 m | 0 h 38 m | 9 h 0 m | 9 h 27 m | 0 h 27 m | | |
| 25-07 (Wed) | 09:00 18:00 | 09:08 | 18:02 | -0 h 8 m | 0 h 2 m | 9 h 0 m | 8 h 53 m | -0 h 7 m | | |
| 26-07 (Thu) | Annual Leave | 14:09 | 18:00 | -5 h 9 m | 0 h 0 m | 9 h 0 m | 3 h 50 m | -5 h 10 m | | |
| 27-07 (Fri) | 09:00 18:00 | 09:15 | 18:11 | -0 h 15 m | 0 h 11 m | 9 h 0 m | 8 h 56 m | -0 h 4 m | | |
| 28-07 (Sat) | Off Day | | | | | | | | | |
| 29-07 (Sun) | Off Day | | | | | | | | | |
| 30-07 (Mon) | 09:00 18:00 | 08:59 | 18:01 | 0 h 0 m | 0 h 1 m | 9 h 0 m | 9 h 1 m | 0 h 1 m | | |
| 31-07 (Tue) | Medical Leave | | | | | | | | | |
| TOTAL | 22 Days | 18 Days | | | | | | | | |

Leave Information

Entitlement Leave :20.0 day(s)
 Annual Leave :11.5 day(s)
 Emergency Leave : 3.5 day(s)
 Leave Taken :15.0 day(s)
 Leave Balance : 5.0 day(s)

Unpaid Leave : 2.5 day(s)
 Medical Leave :13.5 day(s)
 Compassionate Leave : 0.0 day(s)

Maternity Leave : 0.0 day(s)
 Maternity Leave : 0.0 day(s)
 Exam Leave : 3.0 day(s)