

EMPLOYEE ATTENDANCE REPORT

Jan-2018

Name: Loo Ai Ling (E-0026)

Date	Roster	Attendance		Different		Work Hours		Different	Attendance Verification	
		In	Out	In	Out	Plan	Actual			
01-01 (Mon)	P.Holiday									
02-01 (Tue)	09:00 18:00									
03-01 (Wed)	09:00 18:00									
04-01 (Thu)	09:00 18:00									
05-01 (Fri)	09:00 18:00									
06-01 (Sat)	Off Day									
07-01 (Sun)	Off Day									
08-01 (Mon)	09:00 18:00									
09-01 (Tue)	09:00 18:00									
10-01 (Wed)	09:00 18:00									
11-01 (Thu)	09:00 18:00									
12-01 (Fri)	09:00 18:00	09:56	14:20	-0 h 56 m	20 h 20 m	9 h 0 m	4 h 23 m	-4 h 37 m	OUT: 15:05	Chua Suzen
13-01 (Sat)	Off Day									
14-01 (Sun)	Off Day									
15-01 (Mon)	09:00 18:00	09:22	18:15	-0 h 22 m	0 h 15 m	9 h 0 m	8 h 53 m	-0 h 7 m	OUT: 20:46	Chua Suzen
16-01 (Tue)	09:00 18:00	09:18	18:04	-0 h 18 m	0 h 4 m	9 h 0 m	8 h 46 m	-0 h 14 m		Left straight from Pdl office
17-01 (Wed)	09:00 18:00	09:25	18:04	-0 h 25 m	0 h 4 m	9 h 0 m	8 h 39 m	-0 h 21 m		
18-01 (Thu)	09:00 18:00	08:59	18:08	0 h 0 m	0 h 8 m	9 h 0 m	9 h 9 m	0 h 9 m	IN: 09:50	Chua Suzen
19-01 (Fri)	09:00 18:00	09:06	18:29	-0 h 6 m	0 h 29 m	9 h 0 m	9 h 22 m	0 h 22 m		Mov hotel site
20-01 (Sat)	Off Day									
21-01 (Sun)	Off Day									
22-01 (Mon)	09:00 18:00	09:22	18:23	-0 h 22 m	0 h 23 m	9 h 0 m	9 h 1 m	0 h 1 m		
23-01 (Tue)	Annual Leave	13:37	18:03	-4 h 37 m	0 h 3 m	9 h 0 m	4 h 26 m	-4 h 34 m		
24-01 (Wed)	Annual Leave	09:17	13:26	-0 h 17 m	-4 h 33 m	9 h 0 m	4 h 9 m	-4 h 51 m		
25-01 (Thu)	Annual Leave									
26-01 (Fri)	Annual Leave									
27-01 (Sat)	Off Day									
28-01 (Sun)	Off Day									
29-01 (Mon)	09:00 18:00	09:23	18:07	-0 h 23 m	0 h 7 m	9 h 0 m	8 h 44 m	-0 h 16 m		
30-01 (Tue)	09:00 18:00	09:33	00:00	-0 h 33 m		9 h 0 m		-0 h 32 m		
31-01 (Wed)	P.Holiday									
TOTAL	21 Days	11 Days								

Leave Information

Entitlement Leave :24.0 day(s)
 Annual Leave : 6.5 day(s)
 Emergency Leave : 0.0 day(s)
 Leave Taken : 6.5 day(s)
 Leave Balance :18.5 day(s)

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

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