

EMPLOYEE ATTENDANCE REPORT

Mar-2022

Name: Loh Thai Cheong (E-0098)

| Date | Roster | Attendance | | Different | | Work Hours | | Different | Attendance Verification | |
|-------------|---------------|------------|-------|-----------|-----------|------------|-----------|-----------|--------------------------|--------------|
| | | In | Out | In | Out | Plan | Actual | | | |
| 01-03 (Tue) | 10:00 19:00 | 09:37 | 18:37 | 0 h 22 m | -0 h 22 m | 9 h 0 m | 8 h 59 m | -0 h 1 m | | |
| 02-03 (Wed) | 10:00 19:00 | 09:53 | 19:07 | 0 h 6 m | 0 h 7 m | 9 h 0 m | 9 h 14 m | 0 h 14 m | | |
| 03-03 (Thu) | Off Day | | | | | | | | | |
| 04-03 (Fri) | 10:00 19:00 | 09:28 | 19:07 | 0 h 31 m | 0 h 7 m | 9 h 0 m | 9 h 39 m | 0 h 39 m | | |
| 05-03 (Sat) | 10:00 19:00 | 09:54 | 19:04 | 0 h 5 m | 0 h 4 m | 9 h 0 m | 9 h 9 m | 0 h 9 m | | |
| 06-03 (Sun) | Off Day | | | | | | | | | |
| 07-03 (Mon) | 10:00 19:00 | 09:49 | 19:07 | 0 h 10 m | 0 h 7 m | 9 h 0 m | 9 h 18 m | 0 h 18 m | | |
| 08-03 (Tue) | 10:00 19:00 | 09:54 | 09:48 | 0 h 5 m | 14 h 48 m | 9 h 0 m | 23 h 53 m | 14 h 53 m | | |
| 09-03 (Wed) | 10:00 19:00 | 09:48 | 19:49 | 0 h 11 m | 0 h 49 m | 9 h 0 m | 10 h 0 m | 1 h 0 m | | |
| 10-03 (Thu) | Off Day | | | | | | | | | |
| 11-03 (Fri) | 10:00 19:00 | 09:15 | 19:12 | 0 h 44 m | 0 h 12 m | 9 h 0 m | 9 h 57 m | 0 h 57 m | IN: 09:55 Shahirah binti | At warehouse |
| 12-03 (Sat) | Medical Leave | | | | | | | | | |
| 13-03 (Sun) | Off Day | | | | | | | | | |
| 14-03 (Mon) | 10:00 19:00 | | | | | | | | | |
| 15-03 (Tue) | 10:00 19:00 | | | | | | | | | |
| 16-03 (Wed) | 10:00 19:00 | | | | | | | | | |
| 17-03 (Thu) | 10:00 19:00 | | | | | | | | | |
| 18-03 (Fri) | 10:00 19:00 | | | | | | | | | |
| 19-03 (Sat) | 10:00 19:00 | | | | | | | | | |
| 20-03 (Sun) | Off Day | | | | | | | | | |
| 21-03 (Mon) | Off Day | | | | | | | | | |
| 22-03 (Tue) | 10:00 19:00 | 09:33 | 19:35 | 0 h 26 m | 0 h 35 m | 9 h 0 m | 10 h 1 m | 1 h 1 m | | |
| 23-03 (Wed) | 10:00 19:00 | 09:50 | 19:10 | 0 h 9 m | 0 h 10 m | 9 h 0 m | 9 h 19 m | 0 h 19 m | | |
| 24-03 (Thu) | Annual Leave | | | | | | | | | |
| 25-03 (Fri) | 10:00 19:00 | 09:43 | 09:29 | 0 h 16 m | 14 h 29 m | 9 h 0 m | 23 h 45 m | 14 h 45 m | | |
| 26-03 (Sat) | 10:00 19:00 | 09:29 | 19:04 | 0 h 30 m | 0 h 4 m | 9 h 0 m | 9 h 35 m | 0 h 35 m | | |
| 27-03 (Sun) | Off Day | | | | | | | | | |
| 28-03 (Mon) | 10:00 19:00 | 09:50 | 19:02 | 0 h 9 m | 0 h 2 m | 9 h 0 m | 9 h 11 m | 0 h 11 m | | |
| 29-03 (Tue) | 10:00 19:00 | 09:47 | 09:58 | 0 h 12 m | 14 h 58 m | 9 h 0 m | 0 h 10 m | -8 h 50 m | | |
| 30-03 (Wed) | 10:00 19:00 | 09:58 | 20:50 | 0 h 1 m | 1 h 50 m | 9 h 0 m | 10 h 51 m | 1 h 51 m | | |
| 31-03 (Thu) | 10:00 19:00 | 09:47 | 08:59 | 0 h 12 m | 13 h 59 m | 9 h 0 m | 23 h 12 m | 14 h 12 m | | |
| TOTAL | 24 Days | 16 Days | | | | | | | | |

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|-------------------|-------------------|--------------|---------------------|--------------|-----------------|--------------|
| Leave Information | Entitlement Leave | :18.0 day(s) | Unpaid Leave | : 0.0 day(s) | Maternity Leave | : 0.0 day(s) |
| | Annual Leave | : 4.0 day(s) | Medical Leave | : 3.0 day(s) | Maternity Leave | : 0.0 day(s) |
| | Emergency Leave | : 0.0 day(s) | Compassionate Leave | : 0.0 day(s) | Exam Leave | : 0.0 day(s) |
| | Leave Taken | : 4.0 day(s) | | | | |
| | Leave Balance | :14.0 day(s) | | | | |