

EMPLOYEE ATTENDANCE REPORT

Jan-2022

Name: Aida Sofia binti Saman (E-0125)

| Date | Roster | Attendance | | Different | | Work Hours | | Different | Attendance Verification | |
|-------------|---------------|------------|-------|-----------|-----------|------------|-----------|-----------|-------------------------|--|
| | | In | Out | In | Out | Plan | Actual | | | |
| 01-01 (Sat) | P.Holiday | | | | | | | | | |
| 02-01 (Sun) | Off Day | | | | | | | | | |
| 03-01 (Mon) | 10:00 18:00 | 10:00 | 09:57 | -0 h 0 m | 15 h 57 m | 8 h 0 m | 23 h 56 m | 15 h 56 m | | |
| 04-01 (Tue) | 10:00 18:00 | 09:57 | 18:56 | 0 h 2 m | 0 h 56 m | 8 h 0 m | 8 h 58 m | 0 h 58 m | | |
| 05-01 (Wed) | 10:00 18:00 | 10:00 | 19:02 | -0 h 0 m | 1 h 2 m | 8 h 0 m | 9 h 2 m | 1 h 2 m | | |
| 06-01 (Thu) | 10:00 18:00 | 10:04 | 10:03 | -0 h 4 m | 16 h 3 m | 8 h 0 m | 23 h 58 m | 15 h 58 m | | |
| 07-01 (Fri) | 10:00 18:00 | 10:03 | 16:19 | -0 h 3 m | -1 h 40 m | 8 h 0 m | 6 h 16 m | -1 h 44 m | | |
| 08-01 (Sat) | Annual Leave | | | | | | | | | |
| 09-01 (Sun) | Off Day | | | | | | | | | |
| 10-01 (Mon) | Annual Leave | | | | | | | | | |
| 11-01 (Tue) | 10:00 18:00 | 09:51 | 18:36 | 0 h 8 m | 0 h 36 m | 8 h 0 m | 8 h 45 m | 0 h 45 m | | |
| 12-01 (Wed) | 10:00 18:00 | 10:03 | 19:16 | -0 h 3 m | 1 h 16 m | 8 h 0 m | 9 h 13 m | 1 h 13 m | | |
| 13-01 (Thu) | 10:00 18:00 | 10:05 | 19:22 | -0 h 5 m | 1 h 22 m | 8 h 0 m | 9 h 17 m | 1 h 17 m | | |
| 14-01 (Fri) | 10:00 18:00 | 10:07 | 18:59 | -0 h 7 m | 0 h 59 m | 8 h 0 m | 8 h 52 m | 0 h 52 m | | |
| 15-01 (Sat) | 10:00 14:00 | 09:56 | 14:51 | 0 h 3 m | 0 h 51 m | 4 h 0 m | 4 h 55 m | 0 h 55 m | | |
| 16-01 (Sun) | Off Day | | | | | | | | | |
| 17-01 (Mon) | 10:00 18:00 | 10:12 | 18:27 | -0 h 12 m | 0 h 27 m | 8 h 0 m | 8 h 14 m | 0 h 14 m | | |
| 18-01 (Tue) | P.Holiday | | | | | | | | | |
| 19-01 (Wed) | Medical Leave | | | | | | | | | |
| 20-01 (Thu) | 10:00 18:00 | 10:02 | 18:31 | -0 h 2 m | 0 h 31 m | 8 h 0 m | 8 h 29 m | 0 h 29 m | | |
| 21-01 (Fri) | 10:00 18:00 | 10:00 | 10:11 | -0 h 0 m | 16 h 11 m | 8 h 0 m | 0 h 10 m | -7 h 50 m | | |
| 22-01 (Sat) | 10:00 14:00 | 10:11 | 15:11 | -0 h 11 m | 1 h 11 m | 4 h 0 m | 4 h 59 m | 0 h 59 m | | |
| 23-01 (Sun) | Off Day | | | | | | | | | |
| 24-01 (Mon) | 10:00 18:00 | 10:05 | 18:53 | -0 h 5 m | 0 h 53 m | 8 h 0 m | 8 h 48 m | 0 h 48 m | | |
| 25-01 (Tue) | 10:00 18:00 | 10:05 | 10:34 | -0 h 5 m | 16 h 34 m | 8 h 0 m | 0 h 29 m | -7 h 31 m | | |
| 26-01 (Wed) | 10:00 18:00 | 10:34 | 18:38 | -0 h 34 m | 0 h 38 m | 8 h 0 m | 8 h 4 m | 0 h 4 m | | |
| 27-01 (Thu) | 10:00 18:00 | 10:05 | 09:55 | -0 h 5 m | 15 h 55 m | 8 h 0 m | 23 h 50 m | 15 h 50 m | | |
| 28-01 (Fri) | 10:00 18:00 | 09:55 | 18:49 | 0 h 4 m | 0 h 49 m | 8 h 0 m | 8 h 54 m | 0 h 54 m | | |
| 29-01 (Sat) | 10:00 14:00 | 09:57 | 14:29 | 0 h 2 m | 0 h 29 m | 4 h 0 m | 4 h 31 m | 0 h 31 m | | |
| 30-01 (Sun) | Off Day | | | | | | | | | |
| 31-01 (Mon) | P.Holiday | | | | | | | | | |
| TOTAL | 23 Days | 20 Days | | | | | | | | |

Leave Information

Entitlement Leave : 14.0 day(s)
 Annual Leave : 5.0 day(s)
 Emergency Leave : 1.0 day(s)
 Leave Taken : 6.0 day(s)
 Leave Balance : 8.0 day(s)

Unpaid Leave : 0.0 day(s)
 Medical Leave : 1.0 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)