

## EMPLOYEE ATTENDANCE REPORT

Feb-2022

Name: Wong Hui Ling (E-0147)

| Date        | Roster       | Attendance  |           | Different |         | Work Hours |           | Different | Attendance Verification |  |
|-------------|--------------|-------------|-----------|-----------|---------|------------|-----------|-----------|-------------------------|--|
|             |              | In          | Out       | In        | Out     | Plan       | Actual    |           |                         |  |
| 01-02 (Tue) | P.Holiday    |             |           |           |         |            |           |           |                         |  |
| 02-02 (Wed) | P.Holiday    |             |           |           |         |            |           |           |                         |  |
| 03-02 (Thu) | P.Holiday    |             |           |           |         |            |           |           |                         |  |
| 04-02 (Fri) | Unpaid Leave |             |           |           |         |            |           |           |                         |  |
| 05-02 (Sat) | Off Day      |             |           |           |         |            |           |           |                         |  |
| 06-02 (Sun) | Off Day      |             |           |           |         |            |           |           |                         |  |
| 07-02 (Mon) | 09:00 18:00  | 09:08 18:09 | -0 h 8 m  | 0 h 9 m   | 9 h 0 m | 9 h 1 m    | 0 h 1 m   |           |                         |  |
| 08-02 (Tue) | 09:00 18:00  | 08:56 18:45 | 0 h 3 m   | 0 h 45 m  | 9 h 0 m | 9 h 49 m   | 0 h 49 m  |           |                         |  |
| 09-02 (Wed) | Unpaid Leave |             |           |           |         |            |           |           |                         |  |
| 10-02 (Thu) | 09:00 18:00  | 08:56 18:30 | 0 h 3 m   | 0 h 30 m  | 9 h 0 m | 9 h 34 m   | 0 h 34 m  |           |                         |  |
| 11-02 (Fri) | 09:00 18:00  | 08:53 18:37 | 0 h 6 m   | 0 h 37 m  | 9 h 0 m | 9 h 43 m   | 0 h 43 m  |           |                         |  |
| 12-02 (Sat) | Off Day      |             |           |           |         |            |           |           |                         |  |
| 13-02 (Sun) | Off Day      |             |           |           |         |            |           |           |                         |  |
| 14-02 (Mon) | 09:00 18:00  | 09:00 08:51 | -0 h 0 m  | 14 h 51 m | 9 h 0 m | 23 h 50 m  | 14 h 50 m |           |                         |  |
| 15-02 (Tue) | Unpaid Leave |             |           |           |         |            |           |           |                         |  |
| 16-02 (Wed) | 09:00 18:00  | 08:51 18:39 | 0 h 8 m   | 0 h 39 m  | 9 h 0 m | 9 h 48 m   | 0 h 48 m  |           |                         |  |
| 17-02 (Thu) | 09:00 18:00  | 09:05 18:18 | -0 h 5 m  | 0 h 18 m  | 9 h 0 m | 9 h 12 m   | 0 h 12 m  |           |                         |  |
| 18-02 (Fri) | 09:00 18:00  | 08:53 18:48 | 0 h 6 m   | 0 h 48 m  | 9 h 0 m | 9 h 54 m   | 0 h 54 m  |           |                         |  |
| 19-02 (Sat) | Off Day      |             |           |           |         |            |           |           |                         |  |
| 20-02 (Sun) | Off Day      |             |           |           |         |            |           |           |                         |  |
| 21-02 (Mon) | 09:00 18:00  | 08:52 18:27 | 0 h 7 m   | 0 h 27 m  | 9 h 0 m | 9 h 34 m   | 0 h 34 m  |           |                         |  |
| 22-02 (Tue) | 09:00 18:00  | 09:19 18:39 | -0 h 19 m | 0 h 39 m  | 9 h 0 m | 9 h 19 m   | 0 h 19 m  |           |                         |  |
| 23-02 (Wed) | 09:00 18:00  | 09:13 19:00 | -0 h 13 m | 1 h 0 m   | 9 h 0 m | 9 h 47 m   | 0 h 47 m  |           |                         |  |
| 24-02 (Thu) | 09:00 18:00  | 09:06 18:42 | -0 h 6 m  | 0 h 42 m  | 9 h 0 m | 9 h 35 m   | 0 h 35 m  |           |                         |  |
| 25-02 (Fri) | 09:00 18:00  | 09:04 00:00 | -0 h 4 m  |           | 9 h 0 m |            | -0 h 56 m |           |                         |  |
| 26-02 (Sat) | Off Day      |             |           |           |         |            |           |           |                         |  |
| 27-02 (Sun) | Off Day      |             |           |           |         |            |           |           |                         |  |
| 28-02 (Mon) | 09:00 18:00  |             |           |           |         |            |           |           |                         |  |
| TOTAL       | 17 Days      | 13 Days     |           |           |         |            |           |           |                         |  |

Leave Information

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

Unpaid Leave : 5.0 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)