

Lampiran 1

File Edit Tampilan Sisipkan Format Data Alat Bantuan Terakhir diedit beberapa detik lalu

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A2:J4 FORMULIR ABSENSI PROYEK

No.	Hari	Tanggal	Masuk	Lunch	Keluar	Durasi	Tugas/ Aktivitas
1	minggu	21-Okt-18					LIBUR
2	senin	22-Okt-18	3:00		12:00	9:00	-revisi ops vending
3	selasa	23-Okt-18	4:00		12:00	8:00	-revisi ops vending
4	rabu	24-Okt-18	9:00	1:00	18:30	8:30	-revisi ops vending
5	kamis	25-Okt-18	9:00	1:00	18:30	8:30	-revisi ops vending
6	jumat	26-Okt-18	9:00	1:00	18:30	8:30	-revisi ops vending
7	sabtu	27-Okt-18					LIBUR
8	minggu	28-Okt-18					LIBUR
9	senin	29-Okt-18	3:00		12:00	9:00	-revisi ops vending

Sheet1

Gambar 26 Absensi

Lampiran 2

PT SASMITA WIKRAMA NUSANTARA

SALARY SLIP

Name : IIP MUHAMAD IKBAL
 NIK : 20150006
 Grade : A2
 Position : IT System Development Associate Consultant
 Period : October-17

Income:		Deductions:			
1	Basic Salary	3.360.000	1	Tax Article 21	954
2	Attendance Allowance	192.000	2	BPJS Ketenagakerjaan	209.664
3	Overtime Wages	-	3	BPJS Kesehatan	168.000
4	Project Allowance	840.000	4	Employee Receivable	-
5	Client Allowance	-	5	Other	-
6	THR	-			
7	BPJS Ketenagakerjaan Allowance	142.464			
8	BPJS Kesehatan Allowance	134.400			
9	Other Allowance/Bonus	-			
Total Income		4.668.864	Total Deductions		378.618
NETT INCOME					4.290.246

Attendance:

Working days : 21
 Late < 30" (days) : 6
 Late > 60" (days) : 6
 Leave & Absent (days) : 4

Prepared By,



SASMITA

Joga Gunadharna
 Corporate Director

Gambar 27 Penggajian

Lampiran 3

SASMITA
LEAVE FORM

Name	:	
Date	:	
Jabatan	:	

From : _____ To: _____

No.	Description	Days
Total Days		

Recapitulation :

Date	Description	Total
		()
Subtotal		

Contact During Leave:

Address : _____
Phone : _____

Status:
 Approved Rejected

Remark: _____

Request By :	Approved By :	HRD:
 Direct Supervisor	

Notes:

- Tanggal Penyerahan Form : (Di isi oleh HRD)
- Form Wajib Di Copy (Form Asli: untuk HRD dan Copy: untuk Karyawan)

Gambar 28 Time off Request