

DEMO COMPANY SDN BHD

NO.2, JALAN PENDAMAR 57/90,
SECTION 57,
40404 SHAH ALAM,
SELANGOR DARUL EHSAN.

Employee Master List

(Department : FACTORY)

Enroll No.	Employee No.	Name	Gender	Date of Birth	Date Hired	Type of Schedule	Position	Department
10019	10019	YEE HEI KIN	Male	07/12/1982	5/2/2008	Standard	PRODUCTION	FACTORY
10021	10021	AUNG NAING	Male	12/25/1972	1/11/2008	Standard	PRODUCTION	FACTORY
10022	10022	AUNG KYAW HTOO	Male	09/20/1970	1/2/2008	Standard	PRODUCTION	FACTORY
10023	10023	KYAW SAN OO	Male	06/29/1988	9/13/2011	Standard	PRODUCTION	FACTORY
10026	10026	NANG KHEN SING	Male	03/23/1989	7/10/2010	Standard	PRODUCTION	FACTORY
10029	10029	NYI NYI AUNG	Male	03/16/1992	9/13/2011	Standard	PRODUCTION	FACTORY
10030	10030	PHYO WAI NAING	Male	06/24/1991	9/13/2011	Standard	PRODUCTION	FACTORY
10033	10033	THANG SIAN MUAN	Male	10/03/1990	7/10/2010	Standard	PRODUCTION	FACTORY
10034	10034	THI HA	Male	03/27/1992	11/11/2013	Standard	PRODUCTION	FACTORY
10035	10035	TUN TUN OO	Male	03/20/1975	3/22/2014	Standard	PRODUCTION	FACTORY
10036	10036	WIN NAING	Male	01/04/1976	3/22/2014	Standard	PRODUCTION	FACTORY
10038	10038	ZAW ZAW AUNG	Male	12/06/1983	7/12/2008	Standard	PRODUCTION	FACTORY

DEMO COMPANY SDN BHD

NO.2, JALAN PENDAMAR 57/90,
SECTION 57,
40404 SHAH ALAM,
SELANGOR DARUL EHSAN.

Department : FACTORY**Staff Daily Record**

No	Name	Employee No.	Log Date	Check In	Break Out	Break In	Check Out	OT In	OT Out	STATUS
1	NYI NYI AUNG	10029	03/06/2015	08:44 AM	01:06 PM	01:57 PM	06:04 PM	06:25 PM	10:02 PM	
2	AUNG NAING	10021	03/06/2015	08:48 AM	01:05 PM	01:53 PM	06:03 PM	06:22 PM	10:05 PM	
3	THI HA	10034	03/06/2015	08:50 AM	01:04 PM	01:51 PM	06:02 PM	06:22 PM	10:00 PM	
4	KYAW SAN OO	10023	03/06/2015	08:51 AM	12:30 PM	01:24 PM	06:01 PM	06:26 PM	10:06 PM	
5	NANG KHEN SING	10026	03/06/2015	08:51 AM	01:05 PM	01:52 PM	06:03 PM	06:25 PM	10:04 PM	
6	THANG SIAN MUAN	10033	03/06/2015	08:52 AM	01:03 PM	01:51 PM	06:05 PM			
7	WIN NAING	10036	03/06/2015	08:52 AM	01:02 PM	01:54 PM	06:01 PM	06:24 PM	10:00 PM	
8	PHYO WAI NAING	10030	03/06/2015	08:53 AM	01:03 PM	01:54 PM	06:00 PM	06:24 PM	10:01 PM	
9	TUN TUN OO	10035	03/06/2015	08:54 AM	01:02 PM	01:53 PM	06:01 PM	06:24 PM	10:01 PM	
10	ZAW ZAW AUNG	10038	03/06/2015							
11	YEE HEI KIN	10019	03/06/2015	08:56 AM	01:04 PM	01:35 PM	06:04 PM	06:21 PM	08:00 PM	
12	AUNG KYAW HTOO	10022	03/06/2015	08:59 AM	01:05 PM	01:56 PM	06:05 PM			

Date Printed : 18/11/2016

DEMO COMPANY SDN BHD

M2B-23, JALAN PANDAN INDAH 4/1A
 PANDAN INDAH, 55100 KUALA LUMPUR
 TEL : 03-4294 1872 FAX : 03-4296 1152
 EMAIL : enquiry@clickmarketing.com.my

Legend :

LOW - Length Of Work
 OT - Over Time
 UT - Under Time
 LT - Lates
 ND - Night Differential
 Leave
 WD - Whole Day
 HD - Half Day
 HD/HDL - Half Day w/ Leave

Note : *** All the computations below are in hours and minutes format.

Daily Time Record for the period of 01/06/2015 to 30/06/2015

Employee No.: **WKY1001** Shift: **38** Name: **1Wong Kum Yuen**

NRIC: **123456-10-9999**

Date	Day	Check		Break		Check		OverTime		LOW	OT 1.5	OT 2.0	OT 3.0	Total	UT	LT	Others		Remarks
		In	Out	In	Out	In	Out	In	Out								Status	Holidays	
01	Mon	8:51	12:10	13:10				18:46	08.09	00.46				08.55		00.21			
02	Tue	8:52	12:22	13:42				19:05	07.48	01.05				08.53		00.42			
03	Wed	8:53	11:10	13:39				18:34	06.38	00.34				07.12	00.50	01.02			Traffic Jam
04	Thu	8:48						18:33	08.12	00.33				08.45		00.18			hujan
05	Fri	8:26				17:59			08.29					08.29	00.01				
06	Sat	8:22				13:09	14:08	15:09	04.30	01.01				05.31					Stock Check
07	Sun								.		.			.				Rest Day	
08	Mon								.					.				AL-WD	
09	Tue								.					.				AL-WD	
10	Wed								.					.				AL-WD	
11	Thu								.					.				HL-WD	
12	Fri								.					.				ML-WD	
13	Sat	8:41				13:04			04.19					04.19		00.11			
14	Sun	9:02				17:35			.		08.33			.				Rest Day	
15	Mon	8:39	12:03	13:08	18:39	19:44	23:44	08.16	04.23					12.39		00.14			
16	Tue	8:52					18:43	08.08	00.43					08.51		00.22			
17	Wed	8:41	12:08	13:10	18:38	19:36	6:36	08.17	11.14					19.31		00.13			
18	Thu	9:01			19:01	20:09	6:38	07.59	11.30					19.29		00.31			
19	Fri						18:08	.	00.08					.					
20	Sat							.						.				RP-WD	
21	Sun	8:13				17:37		.			09.07			.				Rest Day	
22	Mon	8:42						.						.		00.12			
23	Tue	8:34	12:19					.						.		00.04		Half Day	
24	Wed			12:40	18:15			.	00.15					.				HD/HDL	
25	Thu	8:35	12:51					.						.		00.05		HD/HDL	
26	Fri							.						.				UP-WD	
27	Sat							.						.				Absent	
28	Sun							.						.				Rest Day	
29	Mon	8:31	12:06	13:05	17:33			.				08.03		.				LHP	
30	Tue	8:36					18:09	08.24	00.09					08.33		00.06			Oustation
01	Wed							.						.					

T O T A L

Length Of Work : 89.08

Under Time : 0.51

Lates : 4.21

Over Time 1.5 : 32.21

Over Time 2.0 : 17.40

Over Time 3.0 : 8.03

Rest Day : 4

Leave : 8.0

Special Holiday : 0.0

Day Work : 15.5

Absences : 1.5

Legal Holiday : 1.0

I certify that the entries on this record, which were made by myself daily at the time of arrival at and departure from office are true and correct.

Employee's Signature

Authorized Official

REMINDER : Failure to return within 5 days together with the required official documents will mean withholding of salaries of the employee concern and the head of office/division.

DEMO COMPANY SDN BHD

NO.2, JALAN PENDAMAR 57/90,
SECTION 57,
40404 SHAH ALAM,
SELANGOR DARUL EHSAN.

Daily Time Recorder Summary (for the period of 01/03/2014 - 31/03/2014)

Employee No.	Name	Days Work	Absences (Days)	Length of Work	Over Time			TeaBreak Lates	Lates	Late Frequency	Under Time	Total Rest Day	Holiday		Total Leave
					1.5	2.0	3.0						Legal	Special	
10022	AUNG KYAW HTOO	25.5	0.50	192.49	79.00	0.00	0.00	0.00	11.41	23	0.00	5	0	0	0.00
10021	AUNG NAING	25	1.00	190.34	88.00	0.00	0.00	0.00	10.26	25	0.00	5	0	0	0.00
10023	KYAW SAN OO	25.5	0.50	203.30	91.00	0.00	0.00	0.00	0.00	0	0.00	5	0	0	0.00
10026	NANG KHEN SING	23.5	2.50	177.47	73.30	0.00	0.00	0.00	10.43	23	0.00	5	0	0	0.00
10029	NYI NYI AUNG	24.5	1.50	185.09	84.00	0.00	0.00	0.00	11.21	25	0.00	5	0	0	0.00
10030	PHYO WAI NAING	26	0.00	196.49	85.30	0.00	0.00	0.00	11.11	26	0.00	5	0	0	0.00
10033	THANG SIAN MUAN	18	8.00	135.52	56.00	0.00	0.00	0.00	8.08	18	0.00	5	0	0	0.00
10034	THI HA	25.5	0.50	193.00	80.30	0.00	0.00	0.00	11.30	26	0.00	5	0	0	0.00
10035	TUN TUN OO	26	0.00	196.30	91.00	0.00	0.00	0.00	11.30	26	0.00	5	0	0	0.00
10036	WIN NAING	25.5	0.50	193.37	91.00	0.00	0.00	0.00	10.53	26	0.00	5	0	0	0.00
10019	YEE HEI KIN	24.5	0.50	145.50	36.00	0.00	0.00	0.00	2.16	6	0.00	5	0	0	1.00
10038	ZAW ZAW AUNG	24.5	1.50	183.39	82.00	0.00	0.00	0.00	11.19	24	0.00	5	0	0	0.00

DEMO COMPANY SDN BHD

NO.2, JALAN PENDAMAR 57/90,
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DTR SUMMARY by LEAVE TYPE (for the period of 01/08/2015 - 30/08/2015)

Emp No.	Name	NRIC	Length Of Work	Over Time			Late Frequency	Total Over Break	Absences (Days)	Annual Leave	Medical Leave	Absent / Unpaid Leave	RPH / ROD	Marriage Leave	Maternity / Paternity Leave	Hospitalized	Remarks
				1.5	2.0	3.0											
1298	AZIMI BIN MEHAUD		162.00	0.00	4.08	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1249	AZMAN BIN GHAZALI	741118-03-6147	152.17	0.00	0.00	0.00	4	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1245	BALASUBRAMANIAM A/L SOCKALINGAM		72.00	0.00	0.00	0.00	0	0.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1291	BIR BAHADUR GURUNG		180.00	104.34	22.02	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1242	CHEE YIT WENG @KAREN		181.41	0.00	0.00	0.00	2	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1107	FOONG PUI LING		140.25	0.00	0.00	0.00	1	0.00	2.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1235	FUM SIK WING		133.29	0.00	0.00	0.00	18	0.00	0.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1295	FUNG POH CHENG @IRENE		150.19	0.00	0.00	0.00	1	0.00	0.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1289	GHIMIRE GURUNG		180.00	93.22	32.13	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1237	GOH ENG HUAT		0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1171	GOH TOH HENG @ELGIN		0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1205	HENG MEI LING @AMY		0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1311	IZZAT BIN ABDUL RAHMAN	921028-14-6615	0.00	0.00	0.00	0.00	0	0.00	20.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1158	JOHN LUCEY		0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1077	JUSTIUS @JAIKO BIN BIONG		178.13	0.00	50.01	0.00	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1307	KAJI B K		116.37	30.02	21.06	0.00	2	0.00	7.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1008	KASIM BIN SABALAY		170.47	27.51	5.39	0.00	5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1269	KHADGA BAHADUR DARGI		180.00	104.37	22.01	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1244	KHUIT TAI MAN		0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1275	KRISHNA BAHADUR THOKAR		179.52	92.16	0.00	0.00	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1290	KUMAR GURUNG		98.51	30.11	20.05	0.00	1	0.00	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1258	LAL KUMAR MUKTAN		180.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1220	LALIT BAHADUR PUN		180.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1234	LEE YOKE CHU @CHRISTINE		151.16	0.00	0.00	0.00	0	0.00	0.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

DEMO COMPANY SDN BHD

NO.2, JALAN PENDAMAR 57/90,
SECTION 57,
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SELANGOR DARUL EHSAN.

(for the period of 01/08/2015 - 31/08/2015)

DTR SUMMARY by PART TIMER

Emp No.	Name	NRIC	Length Of Work	Normal		Public Holiday			Total	Remarks
				LOW	Rates	2.0	3.0	Total		
1252	CHAN YEW CHAU @JOE		0.00	0.00			0.00			
1234	LEE YOKE CHU @CHRISTINE		116.20	116.20			0.00	0.00	0.00	
1299	MANGALE GURUNG		7.00	7.00			0.00	0.00	8.02	

Prepared By:

Approved By:

USE BY HR DEPARTMENT

DEMO COMPANY SDN BHD

NO.2, JALAN PENDAMAR 57/90,
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List Of Absentee (for the period of 01/08/2015 - 30/08/2015) (Department : All)

Employee No.	Name	Position	Status	Date Absent
1245	BALASUBRAMANIAM A/L	TRUCK DRIVER	Full Time	06/08/2015 13/08/2015 20/08/2015 27/08/2015
1242	CHEE YIT WENG @KAREN	Warehouse Manager	Full Time	29/08/2015
1107	FOONG PUI LING	TECHNICAL MANAGER	Full Time	01/08/2015 29/08/2015
1311	IZZAT BIN ABDUL RAHMAN	ACC.ADMINASST.(TEMPORARY)	Contract	03/08/2015 04/08/2015 05/08/2015 06/08/2015 07/08/2015 10/08/2015 11/08/2015 12/08/2015 13/08/2015 14/08/2015 17/08/2015 18/08/2015 19/08/2015 20/08/2015 21/08/2015 24/08/2015 25/08/2015 26/08/2015 27/08/2015 28/08/2015
1307	KAJI B K	PRODUCTIONOPERATOR-POWDER	Full Time	03/08/2015 04/08/2015 05/08/2015 06/08/2015 07/08/2015 10/08/2015 11/08/2015
1290	KUMAR GURUNG	PRODUCTION OPERATOR-FATS	Full Time	03/08/2015 04/08/2015 05/08/2015 06/08/2015 07/08/2015 10/08/2015 11/08/2015 12/08/2015
1193	M MUGILAN A/L MUNIANDY	TRUCK ATTENDANT/STOREHAND	Full Time	06/08/2015 13/08/2015 14/08/2015 20/08/2015 21/08/2015 26/08/2015

DEMO COMPANY SDN BHDNO.2, JALAN PENDAMAR 57/90,
SECTION 57,
40404 SHAH ALAM,
SELANGOR DARUL EHSAN.**Summary of Lates**

(for the period of 01/03/2015 - 31/03/2015) (Department : FACTORY)

Employee No.	Name	Position	Status	Frequency	Hrs
10022	AUNG KYAW HTOO	PRODUCTION	Full Time	23	11.41
10021	AUNG NAING	PRODUCTION	Full Time	25	10.26
10023	KYAW SAN OO	PRODUCTION	Full Time	0	0.00
10026	NANG KHEN SING	PRODUCTION	Full Time	23	10.43
10029	NYI NYI AUNG	PRODUCTION	Full Time	25	11.21
10030	PHYO WAI NAING	PRODUCTION	Full Time	26	11.11
10033	THANG SIAN MUAN	PRODUCTION	Full Time	18	8.08
10034	THI HA	PRODUCTION	Full Time	26	11.30
10035	TUN TUN OO	PRODUCTION	Full Time	26	11.30
10036	WIN NAING	PRODUCTION	Full Time	26	10.53
10019	YEE HEI KIN	PRODUCTION	Full Time	6	2.16
10038	ZAW ZAW AUNG	PRODUCTION	Full Time	24	11.19

DEMO COMPANY SDN BHD

NO.2, JALAN PENDAMAR 57/90,
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SELANGOR DARUL EHSAN.

Summary of UnderTime

(for the period of 01/03/2015 - 31/03/2015) (Department : ADMIN)

Employee No.	Name	Position	Status	Hrs
10003	CHEAH PEI YIN	CUSTOMER SERVICE	Full Time	0.07
10039	KAMILIYA BINTI ABDUL LATIF	GENERAL CLERK	Full Time	4.58
10011	NEO WIN NIE	GENERAL CLERK	Full Time	0.13
10013	SHAMSIAH BTE AMIN	ADMIN CLERK	Full Time	1.31
10014	SITI NUR DAIN BINTI ZAINAL ABIDIN	GENERAL CLERK	Full Time	0.02

DEMO COMPANY SDN BHD

NO.2, JALAN PENDAMAR 57/90,
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SELANGOR DARUL EHSAN.

Leave Detailed

As of Month 01/04/2015

NAME OF EMPLOYEE : CHEAH PEI YIN

DEPARTMENT : ADMIN

Annual Leave **TOTAL AL** 17.5

	FROM	TO	# OF DAYS
	01/03/2014	01/03/2014	1
	27/03/2014	27/03/2014	1
TOTAL			2
BALANCE			15.5

DEMISE LEAVE **TOTAL DL** 2

	FROM	TO	# OF DAYS
TOTAL			0
BALANCE			2

MATERNITY LEAVE **TOTAL MA** 60

	FROM	TO	# OF DAYS
TOTAL			0
BALANCE			60

MATRIMONIAL LEAVE **TOTAL ML** 2

	FROM	TO	# OF DAYS
TOTAL			0
BALANCE			2

PATERNITY LEAVE **TOTAL PL** 2

	FROM	TO	# OF DAYS
TOTAL			0
BALANCE			2

UNPAID LEAVE **TOTAL UL** 60

	FROM	TO	# OF DAYS
	15/03/2014	15/03/2014	0.5
TOTAL			0.5
BALANCE			59.5

DEMO COMPANY SDN BHD

NO.2, JALAN PENDAMAR 57/90,
SECTION 57,
40404 SHAH ALAM,
SELANGOR DARUL EHSAN.

Available Leave

As of Month 01/04/2015

Employee No. 10003**Name** CHEAH PEI YIN

Leave Type	Leave Description	Leave Per Year	Leave Taken	Available Leave
AL	Annual Leave	17.5	2	15.5
DL	DEMISE LEAVE	2	0	2
MA	MATERNITY LEAVE	60	0	60
ML	MATRIMONIAL LEAVE	2	0	2
PL	PATERNITY LEAVE	2	0	2
UL	UNPAID LEAVE	60	0.5	59.5

Employee No. 10039**Name** KAMILIYA BINTI ABDUL LATIF

Leave Type	Leave Description	Leave Per Year	Leave Taken	Available Leave
AL	Annual Leave	0	0	0
DL	DEMISE LEAVE	2	0	2
MA	MATERNITY LEAVE	60	0	60
ML	MATRIMONIAL LEAVE	2	0	2
PL	PATERNITY LEAVE	2	0	2
UL	UNPAID LEAVE	60	1.5	58.5

Employee No. 10011**Name** NEO WIN NIE

Leave Type	Leave Description	Leave Per Year	Leave Taken	Available Leave
AL	Annual Leave	23	3	20
DL	DEMISE LEAVE	2	0	2
MA	MATERNITY LEAVE	60	0	60
ML	MATRIMONIAL LEAVE	2	1	1
PL	PATERNITY LEAVE	2	0	2
UL	UNPAID LEAVE	60	0	60

Employee No. 10013**Name** SHAMSIAH BTE AMIN

Leave Type	Leave Description	Leave Per Year	Leave Taken	Available Leave
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NO.2, JALAN PENDAMAR 57/90,
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Leave Without Pay As of Month 05/11/2015

CL	Compensation Leave	2	0	0
EL	Emergency Leave	10	0	0
ML	Medical Leave	13	0	0
PL	Maternity Leave	60	0	0
PL	Paternity Leave	2	0	0
RP	Replacement Leave	14	0	0
SA	Supplier Audit	14	0	0
TR	TRAINING	14	0	0
UP	Unpaid Leave	10	0	0

Employee No. 1281
Name MOHD ZAKI BIN HUSAIN

Leave Type	Leave Description	Leave Per Year	Leave Taken	Leave w/o Pay
AD	Assco Demo/Training	10	0	0
AL	Annual Leave	6	7	1
CL	Compensation Leave	2	0	0
EL	Emergency Leave	10	0	0
ML	Medical Leave	12	0	0
PL	Maternity Leave	60	0	0
PL	Paternity Leave	2	0	0
RP	Replacement Leave	14	0	0
SA	Supplier Audit	14	0	0
TR	TRAINING	14	0	0
UP	Unpaid Leave	10	0	0

Employee No. 1277
Name MUHAIMIZWAN BIN MOHAMED

Leave Type	Leave Description	Leave Per Year	Leave Taken	Leave w/o Pay
AD	Assco Demo/Training	10	0	0
AL	Annual Leave	3	6	3
CL	Compensation Leave	2	0	0
EL	Emergency Leave	10	0	0
ML	Medical Leave	12.5	1	0
PL	Maternity Leave	60	0	0
PL	Paternity Leave	2	0	0
RP	Replacement Leave	14	0	0
SA	Supplier Audit	14	0	0
TR	TRAINING	14	0	0
UP	Unpaid Leave	10	5.5	0

DEMO COMPANY SDN BHD

NO.2, JALAN PENDAMAR 57/90,
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SELANGOR DARUL EHSAN.

Abnormal Clocking

(for the period of 01/03/2014 - 31/03/2014)

(Department : FACTORY)

Employee No. : **10022**Name : **AUNG KYAW HTOO**

Date	Missing Log(s)
Tue, 18 Mar 2014	Morning IN,Morning OUT
Wed, 26 Mar 2014	OT IN

Employee No. : **10021**Name : **AUNG NAING**

Date	Missing Log(s)
Thu, 13 Mar 2014	Morning OUT
Tue, 18 Mar 2014	Morning OUT

Employee No. : **10023**Name : **KYAW SAN OO**

Date	Missing Log(s)
Thu, 06 Mar 2014	Afternoon OUT

Employee No. : **10026**Name : **NANG KHEN SING**

Date	Missing Log(s)
Tue, 04 Mar 2014	Morning OUT

Employee No. : **10029**Name : **NYI NYI AUNG**

Date	Missing Log(s)
Thu, 06 Mar 2014	Morning IN,Morning OUT

Employee No. : **10034**Name : **THI HA**

Date	Missing Log(s)
Mon, 24 Mar 2014	Morning IN,Morning OUT

Employee No. : **10036**Name : **WIN NAING**

Date	Missing Log(s)
Fri, 07 Mar 2014	Morning IN,Morning OUT

DEMO COMPANY SDN BHD

NO.2, JALAN PENDAMAR 57/90,
SECTION 57,
40404 SHAH ALAM,
SELANGOR DARUL EHSAN.

Audit Trail

(for the period of 01/08/2015 - 31/08/2015)

User Name	Transaction	Time	date
eClick	User log-In	10:24:31 AM	14/08/2015
eClick	User log-In	10:24:52 AM	14/08/2015
Click	User Log-IN	10:23:46 AM	14/08/2015
Click	User Log-IN	4:42:54 PM	20/08/2015
eClick	User log-In	2:18:25 PM	21/08/2015
Click	New User - Perley	3:45:37 PM	25/08/2015
Click	User Log-IN	3:43:59 PM	25/08/2015
Click	New User - Miko	3:45:01 PM	25/08/2015
Ryan	Update Company Profile	3:57:04 PM	25/08/2015
Miko	User Log-IN	3:45:52 PM	25/08/2015
Perley	User Log-IN	3:47:23 PM	25/08/2015
Perley	Supervisor Confirmation Log-IN	3:48:14 PM	25/08/2015
ryan	TimeCard add - 2 8/11/2015 6:02:14 PM	3:48:36 PM	25/08/2015
Miko	User Log-IN	3:49:30 PM	25/08/2015
Ryan	User Log-IN	3:49:52 PM	25/08/2015
Click	New User - Ryan	3:44:29 PM	25/08/2015

DEMO COMPANY SDN BHD

M2B-23, JALAN PANDAN INDAH 4/1A
 PANDAN INDAH, 55100 KUALA LUMPUR
 TEL : 03-4294 1872 FAX : 03-4296 1152
 EMAIL : enquiry@clickmarketing.com.my

Daily Time Record Summary (for the period of 01/06/2015 - 30/06/2015)

Emp No.	Name	NRIC	Total LOW	LOW Normal	LOW 1.5	LOW 2.0	LOW 3.0	Total	Remarks
WKY1001	1Wong Kum Yuen	123456-10-9999	134.59	84.00 x 5.00	26.00 x 7.00	17.00 x 9.00	7.00 x 12.00	851.00	

T O T A L

Length Of Work Normal :	84.00 =	420.00
Length Of Work 1.5 :	26.00 =	182.00
Length Of Work 2.0 :	17.00 =	153.00
Length Of Work 3.0 :	7.59 =	96.00
Grand Total :	134.59	851.00

Verified By _____

Witnessed By _____

Approved By _____

Hereby Agree That The Wages For The Above Services Is Handover To My Leader By The Name Of _____

PAYMENT	
ISSUED BY:	RECEIVED BY:
Date:	Date:

USE BY ADMIN/FINANCE DEPARTMENT

DEMO COMPANY SDN BHD

M2B-23, JALAN PANDAN INDAH 4/1A
 PANDAN INDAH, 55100 KUALA LUMPUR
 TEL : 03-4294 1872 FAX : 03-4296 1152
 EMAIL : enquiry@clickmarketing.com.my

Summary Of OT By Day for the period of 01/06/2015 to 30/06/2015

No	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total			
DEPARTMENT:																																				
1	3 aaron	0	1.2	0.8	0	0	0	0	1.5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3.4	
2	4Ahmad Ramli	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	SUB TOTAL	0	1.2	0.8	0	0	0	0	1.5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3.4	
DEPARTMENT: ACCOUNT																																				
1	2Andy Low	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	SUB TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DEPARTMENT: DM																																				
1	5KY WONG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	SUB TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DEPARTMENT: FULL TIMER																																				
1	1Wong Kum Yuen	0.8	1.1	0.6	0.6	0	1	0	0	0	0	0	0	8.6	4.4	0.7	11.2	11.5	0.1	0	9.1	0	0	0.2	0	0	0	0	0	8.1	0.2	0	0	58.1		
	SUB TOTAL	0.8	1.1	0.6	0.6	0	1	0	0	0	0	0	0	8.6	4.4	0.7	11.2	11.5	0.1	0	9.1	0	0	0.2	0	0	0	0	8.1	0.2	0	0	0	58.1		
DEPARTMENT: PART TIMER																																				
1	AHMAD NUR SHAFEEQ BIN MASKAHAWI	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	SUB TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	GRAND TOTAL	0.8	2.3	1.4	0.6	0	1	0	1.5	0	0	0	0	8.6	4.4	0.7	11.2	11.5	0.1	0	9.1	0	0	0.2	0	0	0	0	8.1	0.2	0	0	0	61.5		

Date Printed : 18/11/2016

DEMO COMPANY SDN BHD

M2B-23, JALAN PANDAN INDAH 4/1A
 PANDAN INDAH, 55100 KUALA LUMPUR
 TEL : 03-4294 1872 FAX : 03-4296 1152
 EMAIL : enquiry@clickmarketing.com.my

Legend :

Leave
 LOW - Length Of Work WD - Whole Day
 OT - Over Time HD - Half Day
 UT - Under Time HD/HDL - Half
 LT - Lates Day w/ Leave
 ND - Night Differential

Note : *** All the computations below are in hours and minutes format.

Daily Time Record for the period of 01/06/2015 to 30/06/2015

Employee No. : **WKY1001**

Shift : **38**

Name : **1Wong Kum Yuen**

NRIC : **123456-10-9999**

Date	Day	Check		Break		Check		OverTime		LOW	x	LOW	x	LOW	x	LOW	x	Total	UT	LT	Others		Remarks
		In	Out	In	Out	In	Out	In	Out	Normal	5.00	1.5	7.00	2.0	9.00	3.0	12.00				Status	Holidays	
01	Mon	8:51	12:10	13:10	18:46					08.00	40.00							40.00		00.21			
02	Tue	8:52	12:22	13:42				19:05		07.00	35.00	01.00	7.00					42.00		00.42			
03	Wed	8:53	11:10	13:39	18:34					06.00	30.00							30.00	00.50	01.02			Traffic Jam
04	Thu	8:48			18:33					08.00	40.00							40.00		00.18			hujan
05	Fri	8:26			17:59					08.00	40.00							40.00	00.01				
06	Sat	8:22			13:09	14:08	15:09			04.00	20.00	01.00	7.00					27.00					Stock Check
07	Sun									.											Rest Day		
08	Mon									.											AL-WD		
09	Tue									.											AL-WD		
10	Wed									.											AL-WD		
11	Thu									.											HL-WD		
12	Fri									.											ML-WD		
13	Sat	8:41			13:04					04.00	20.00							20.00		00.11			
14	Sun	9:02			17:35					.				08.00	72.00			72.00			Rest Day		
15	Mon	8:39	12:03	13:08	18:39	19:44	23:44			08.00	40.00	03.00	21.00					61.00		00.14			
16	Tue	8:52			18:43					08.00	40.00							40.00		00.22			
17	Wed	8:41	12:08	13:10	18:38	19:36	6:36			08.00	40.00	10.00	70.00					110.00		00.13			
18	Thu	9:01			19:01	20:09	6:38			07.00	35.00	11.00	77.00					112.00		00.31			
19	Fri						18:08			.													
20	Sat									.											RP-WD		
21	Sun	8:13			17:37					.				09.00	81.00			81.00			Rest Day		
22	Mon	8:42								.										00.12			
23	Tue	8:34	12:19							.										00.04	Half Day		
24	Wed			12:40	18:15					.											HD/HDL		
25	Thu	8:35	12:51							.										00.05	HD/HDL		
26	Fri									.											UP-WD		
27	Sat									.											Absent		
28	Sun									.											Rest Day		
29	Mon	8:31	12:06	13:05	17:33					.						07.00	96.00	96.00				LHP	
30	Tue	8:36			18:09					08.00	40.00							40.00		00.06			Oustation
01	Wed									.													

T O T A L

Length Of Work Normal : 84.00 x 5.00 = 420.00
 Length Of Work 1.5 : 26.00 x 7.00 = 182.00
 Length Of Work 2.0 : 17.00 x 9.00 = 153.00
 Length Of Work 3.0 : 7.59 x 12.00 = 96.00
Grand Total : 851.00

Under Time : 0.51
 Lates : 4.21

Rest Day : 4
 Leave : 8.0
 Special Holiday : 0.0

Day Work : 15.5
 Absences : 1.5
 Legal Holiday : 1.0

I certify that the entries on this record, which were made by myself daily at the time of arrival at and departure from office are true and correct.

Employee's Signature

Verified By

Witnessed By

Approved By