

MTR MOTOR SDN. BHD.

Employee Master List (Department : All)

Enroll No.	Employee No.	Name	Gender	Date of Birth	Date Hired	Date Resign	Schedule	Position	Department
1	1	HENRY ANG		07/31/2014	7/31/2014		Standard		
2	2	JACK LIM		07/31/2014	7/31/2014		Standard		
100	100	JOHN GOH		07/31/2014	7/31/2014		Standard		

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Staff Daily Record

No.	Name	Employee No.	Log Date	Check In	Break Out	Break In	Check Out	OT In	OT Out	STATUS
1	HENRY ANG	1	02/01/2014	07:52 AM			05:01 PM			
2	JACK LIM	2	02/01/2014				05:00 PM			
3	JOHN GOH	100	02/01/2014							

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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 01/01/2013 to 30/01/2013

Employee No. : 12

Name : ALI AHMAD

Department : PRODUCTION

Date	Day	Check In	Break		Check Out	OverTime		LOW	OT 1.5	OT 2.0	OT 3.0	UT	LT	Others		Remarks
			Out	In		In	Out							Status	Holidays	
01	Tue	7:48 AM	12:01 PM	12:49 PM	5:55 PM			08.00								
02	Wed	7:45 AM	12:12 PM	12:50 PM	5:30 PM	6:00 PM	10:50 PM	08.00	04.50							
03	Thu	9:11 AM	12:00 PM	12:55 PM	5:30 PM	6:00 PM	2:01 AM	07.19	08.01				00.41			
04	Fri	8:12 AM	12:01 PM	12:52 PM	3:30 PM			06.00				02.00				
05	Sat	8:01 AM			1:32 PM			05.00								
06	Sun													Rest Day		
07	Mon	8:11 PM	12:01 AM	12:56 AM	6:00 AM	6:00 AM	6:11 AM	08.00	00.11							Change Night Shift
08	Tue	8:56 PM	1:11 AM	1:57 AM	6:00 AM	6:00 AM	6:30 AM	08.00	00.30							
09	Wed	9:01 PM	12:01 AM	12:58 AM	6:00 AM	6:00 AM	9:01 AM	07.59	03.01				00.01			
10	Thu	8:59 PM	12:01 AM	12:59 AM	3:00 AM			05.00				03.00				
11	Fri	8:55 PM	1:01 AM	1:58 AM	6:00 AM	6:00 AM	6:30 AM	08.00	00.30							
12	Sat	8:30 PM	12:01 AM	12:55 AM	6:00 AM	6:00 AM	10:01 AM	08.00	04.01							
13	Sun													Rest Day		
14	Mon	8:01 AM	12:01 PM	12:55 PM	5:30 PM	6:00 PM	9:33 PM	08.00	03.33							
15	Tue	8:11 AM	12:01 PM	12:40 PM	5:30 PM	6:00 PM	9:40 PM	08.00	03.40							
16	Wed	8:21 AM	12:01 PM	12:42 PM	5:42 PM			08.00								
17	Thu	7:00 AM	12:01 PM	12:43 PM	5:30 PM	6:00 PM	7:43 PM	08.00	01.43							
18	Fri	7:30 AM	12:01 PM	12:45 PM	5:30 PM	6:00 PM	11:45 PM	08.00	05.45							
19	Sat	6:35 AM			1:33 PM			05.00								
20	Sun	8:06 AM			3:06 PM					05.36				Rest Day		
21	Mon	8:11 AM	12:01 PM	12:55 PM				03.30						Half Day		
22	Tue													Absent		
23	Wed													Absent		
24	Thu													Absent		
25	Fri													Absent		
26	Sat													UP-WD		
27	Sun													Rest Day		
28	Mon													Absent		
29	Tue													Absent		
30	Wed													Absent		
01	Thu															

T O T A L

Length Of Work : 127.48

Under Time : 5.00

Lates : 0.42

Over Time 1.5 : 35.45

Over Time 2.0 : 5.36

Over Time 3.0 : 0.00

Rest Day : 4

Leave : 1.0

Special Holiday : 0.0

Day Work : 17.5

Absences : 7.5

Legal Holiday : 0.0

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.

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Daily Time Record Summary

(for the period of 01/01/2013 - 31/01/2013)

Employee No.	Name	Days Work	Absences (Days)	Length of Work	Over Time	TeaBreak Lates	Lates	Late Frequency	Under Time	Total Rest Day	Holiday Legal	Special	Total Leave
MYM-K10	KYAW MIN THAN	25/25	0.00	200.00	60.00	41.00	0.00	0.00	0.00	5	1	0	0.00
MYM-M09	MYINT THU	25/25	0.00	200.00	60.00	41.00	0.00	0.00	0.00	5	1	0	0.00
MYM-M12	MYO MIN OO	24-5/25	0.50	196.55	65.30	22.00	0.00	0.05	0	5	1	0	0.00
NPL-P02	PREM KUMAR CHAUDHARY	26/25	0.00	200.17	64.00	58.00	0.00	0.13	1	5	1	0	0.00
NPL-S01	SHATROHAN SAH	24/25	0.00	184.38	51.30	21.30	0.00	0.00	0	5	1	0	1.00
NPL-T02	TEK NATH RAI	25/25	1.00	196.00	57.30	49.00	0.00	0.00	0	5	1	0	0.00
NPL-Y01	YAM LAL SAPKOTA	25/25	0.00	192.17	71.00	33.00	0.00	0.22	0	5	1	0	0.00

Summary of Lates

(for the period of 01/01/2013 - 31/01/2013) (Department : ACCOUNT)

Employee No.	Name	Position	Status	Frequency	Hrs
C005	CHENG CHOOI HA	ACCOUNT EXECUTIVE	Probationary	1	0.01
T001	JACKIE TAN SOO WAH	FINANCE & HR MANAGER	Full Time	0	0.00
L004	LEE YOKE PING	ACCOUNT CLERK	Full Time	5	0.08
L002	LIONG YENG YENG	ACCOUNT CLERKS	Full Time	0	0.00
L001	MELISSA LIEW FOOK MAY	ACCOUNT EXECUTIVE	Full Time	0	0.00

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Summary of UnderTime

(for the period of 01/01/2013 - 31/01/2013) (Department : DOUBLE EDGER (A))

Employee No.	Name	Position	Status	Hrs
C	CHE ZULKIFLI BIN CHE HAMID	GENERAL WORKER	Probationary	0.00
MYM-K10	KYAW MYINT THAN	GENERAL WORKER	Full Time	0.00
MYM-M09	MYINT THU	GENERAL WORKER	Full Time	0.00
MYM-M12	MYO MIN OO	GENERAL WORKER	Full Time	0.00
NPL-P02	PREM KUMAR CHAUDHARY	GENERAL WORKER	Full Time	0.00
NPL-S01	SHATROHAN SAH		Full Time	0.00
NPL-T02	TEK NATH RAI		Full Time	0.00
NPL-Y01	YAM LAL SAPKOTA		Full Time	0.00

MTR MOTOR SDN. BHD.

List Of Absentee (for the period of 01/01/2013 - 31/01/2013) (Department : All)

Employee No.	Name	Position	Status	Date Absent
1	HENRY ANG		Full Time	02/01/2013 04/01/2013 05/01/2013 06/01/2013 07/01/2013 08/01/2013 09/01/2013

MTR MOTOR SDN. BHD.**Leave Detailed**

As of Month 31/03/2013

NAME OF EMPLOYEE : ANIL PUN

DEPARTMENT : TEMPERED (A)

Annual Leave **TOTAL AL** 8

FROM	TO	# OF DAYS
13/01/2013	13/01/2013	1
TOTAL		1
BALANCE		7

Annual Leave **TOTAL AL** 14

FROM	TO	# OF DAYS
13/01/2013	13/01/2013	1
TOTAL		1
BALANCE		13

Emergency Leave **TOTAL EL** 14

FROM	TO	# OF DAYS
		0
TOTAL		14
BALANCE		

Maternity Leave **TOTAL PL** 60

FROM	TO	# OF DAYS
		0
TOTAL		60
BALANCE		

Medical Leave **TOTAL ML** 12

FROM	TO	# OF DAYS
		0
TOTAL		12
BALANCE		

MTR MOTOR SDN. BHD.**Available Leave**

As of Month 31/01/2013

Employee No. A003**Name** ABDUL GHANI BIN HUSSIN

Leave Type	Leave Description	Leave Per Year	Leave Taken	Available Leave
AL	Annual Leave	12	0	12
AL	Annual Leave	14	0	14
EL	Emergency Leave	14	0	14
ML	Medical Leave	14	0	14
PL	Maternity Leave	60	0	60
RP	Replacement Leave	10	0	10
UP	Unpaid Leave	14	0	14

Employee No. NPL-A01**Name** ANIL PUN

Leave Type	Leave Description	Leave Per Year	Leave Taken	Available Leave
AL	Annual Leave	8	1	7
AL	Annual Leave	14	1	13
EL	Emergency Leave	14	0	14
ML	Medical Leave	12	0	12
ML	Medical Leave	14	0	14
PL	Maternity Leave	60	0	60
RP	Replacement Leave	10	0	10
UP	Unpaid Leave	14	0	14

Employee No. MYM-A05**Name** AUNG MIN THIKE

Leave Type	Leave Description	Leave Per Year	Leave Taken	Available Leave
AL	Annual Leave	8	1	7
AL	Annual Leave	14	1	13
EL	Emergency Leave	14	0	14
ML	Medical Leave	12	2	10
ML	Medical Leave	14	2	12
PL	Maternity Leave	60	0	60
RP	Replacement Leave	10	0	10
UP	Unpaid Leave	14	0	14

Employee No. MYM-A06**Name** AUNG MYO MIN

Leave Type	Leave Description	Leave Per Year	Leave Taken	Available Leave
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MTR MOTOR SDN. BHD.**Audit Trail**

(for the period of 01/03/2013 - 31/03/2013)

User Name	Transaction	Time	date
Jack	Shift - Update 0	08:14:11 PM	19/01/2013
supervisor	Shift - Update 0	07:55:47 PM	19/01/2013
supervisor	TeaShift - Update 0	07:55:55 PM	19/01/2013
supervisor	Shift - Update 0	07:55:59 PM	19/01/2013
Jack	User log-In	08:12:29 PM	19/01/2013
Jack	TeaShift - Update 0	08:13:41 PM	19/01/2013
Jack	TeaShift - Update 0	08:14:06 PM	19/01/2013
supervisor	Initializing Database	07:51:12 PM	19/01/2013
Jack	User log-In	09:45:42 AM	20/01/2013
Jack	User log-In	09:51:35 AM	20/01/2013
Jack	User log-In	09:54:27 AM	20/01/2013
Jack	User log-In	08:42:13 AM	20/01/2013
Jack	User log-In	05:58:16 PM	21/01/2013

MTR MOTOR SDN. BHD.**Audit Trail**

(for the period of 01/03/2013 - 31/03/2013)

User Name	Transaction	Time	date
Jack	Shift - Update 0	08:14:11 PM	19/01/2013
supervisor	Shift - Update 0	07:55:47 PM	19/01/2013
supervisor	TeaShift - Update 0	07:55:55 PM	19/01/2013
supervisor	Shift - Update 0	07:55:59 PM	19/01/2013
Jack	User log-In	08:12:29 PM	19/01/2013
Jack	TeaShift - Update 0	08:13:41 PM	19/01/2013
Jack	TeaShift - Update 0	08:14:06 PM	19/01/2013
supervisor	Initializing Database	07:51:12 PM	19/01/2013
Jack	User log-In	09:45:42 AM	20/01/2013
Jack	User log-In	09:51:35 AM	20/01/2013
Jack	User log-In	09:54:27 AM	20/01/2013
Jack	User log-In	08:42:13 AM	20/01/2013
Jack	User log-In	05:58:16 PM	21/01/2013

MTR MOTOR SDN. BHD.

List of doorlock logs

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

Enroll Number	Name	Device Number	Time	date
1	HENRY ANG	1-Front	7:52 AM	1/02/2014
1	HENRY ANG	1-Front	5:01 PM	1/02/2014
1	HENRY ANG	1-Front	7:50 AM	1/06/2014
1	HENRY ANG	1-Front	5:03 PM	1/06/2014
1	HENRY ANG	1-Front	7:52 AM	1/07/2014
1	HENRY ANG	1-Front	5:38 PM	1/07/2014
1	HENRY ANG	1-Front	5:22 PM	1/08/2014
1	HENRY ANG	1-Front	7:56 AM	1/09/2014
1	HENRY ANG	1-Front	5:07 PM	1/09/2014
1	HENRY ANG	1-Front	7:57 AM	1/10/2014
1	HENRY ANG	1-Front	7:57 AM	20/01/2014
1	HENRY ANG	1-Front	5:05 PM	20/01/2014
1	HENRY ANG	1-Front	7:54 AM	21/01/2014
1	HENRY ANG	1-Front	5:11 PM	22/01/2014
1	HENRY ANG	1-Front	7:58 AM	23/01/2014
1	HENRY ANG	1-Front	5:10 PM	23/01/2014
1	HENRY ANG	1-Front	7:58 AM	24/01/2014
1	HENRY ANG	1-Front	5:04 PM	24/01/2014
1	HENRY ANG	1-Front	7:57 AM	28/01/2014
1	HENRY ANG	1-Front	5:02 PM	28/01/2014
1	HENRY ANG	1-Front	7:54 AM	30/01/2014
1	HENRY ANG	1-Front	5:06 PM	30/01/2014