

Delcom Technology & Office Supply
 15, Jalan Termeloh 3,
 Off Goh Hock Huat,
 41400 Klang, Selangor Darul Ehsan.
 Tel:03-32918581 Fax:03-32919935

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 01/05/2009 to 31/05/2009

Employee No. : 8

Name : **TIPU SULTAN**

Date	Day	Check In	Break		Check Out	OverTime		LOW	OT 1.5	OT 2.0	UT	LT	Others		Remarks
			Out	In		In	Out						Status	Holidays	
01	Fri													LHP	
02	Sat	6:51 PM			4:00 AM	4:00 AM	7:03 AM	20.00	03.00						
03	Sun													ML-WD	
04	Mon	6:50 PM			4:00 AM	4:00 AM	7:02 AM	20.00	03.00						
05	Tue	6:51 PM			4:00 AM	4:00 AM	7:03 AM	20.00	03.00						
06	Wed	6:36 PM			4:00 AM	4:00 AM	7:04 AM	20.00	03.00						
07	Thu	6:52 PM			4:00 AM	4:00 AM	7:02 AM	20.00	03.00						
08	Fri	6:49 PM			4:00 AM	4:00 AM	7:03 AM	20.00	03.00						
09	Sat	6:51 PM			4:00 AM	4:00 AM	7:03 AM	20.00	03.00						
10	Sun	6:52 PM			4:00 AM	4:00 AM	7:02 AM	20.00	03.00						
11	Mon	6:48 PM			4:00 AM	4:00 AM	7:02 AM	20.00	03.00						
12	Tue	6:54 PM			4:00 AM	4:00 AM	7:02 AM	20.00	03.00						
13	Wed	6:49 PM			4:00 AM	4:00 AM	7:02 AM	20.00	03.00						
14	Thu	6:51 PM			4:00 AM	4:00 AM	7:02 AM	20.00	03.00						
15	Fri	6:52 PM			4:00 AM	4:00 AM	7:02 AM	20.00	03.00						
16	Sat	6:51 PM			4:00 AM	4:00 AM	7:04 AM	20.00	03.00						
17	Sun	6:53 PM			4:00 AM	4:00 AM	7:02 AM	20.00	03.00						
18	Mon	6:47 PM			4:00 AM	4:00 AM	7:03 AM	20.00	03.00						
19	Tue	6:51 PM			4:00 AM	4:00 AM	7:04 AM	20.00	03.00						
20	Wed	6:50 PM			4:00 AM	4:00 AM	7:04 AM	20.00	03.00						
21	Thu	6:52 PM			4:00 AM	4:00 AM	7:06 AM	20.00	03.00						
22	Fri	6:53 PM			4:00 AM	4:00 AM	7:02 AM	20.00	03.00						
23	Sat	6:50 PM			4:00 AM	4:00 AM	7:03 AM	20.00	03.00						
24	Sun	6:48 PM			4:00 AM	4:00 AM	7:04 AM	20.00	03.00						
25	Mon	6:47 PM			4:00 AM	4:00 AM	7:05 AM	20.00	03.00						
26	Tue	6:47 PM			4:00 AM	4:00 AM	7:02 AM	20.00	03.00						
27	Wed	6:54 PM			4:00 AM	4:00 AM	7:02 AM	20.00	03.00						
28	Thu	6:50 PM			4:00 AM	4:00 AM	7:02 AM	20.00	03.00						
29	Fri	6:51 PM			4:00 AM	4:00 AM	7:02 AM	20.00	03.00						
30	Sat	6:54 PM			4:00 AM	4:00 AM	7:02 AM	20.00	03.00						
31	Sun													Absent	

T O T A L

Length Of Work : 560.00

Under Time : 0.00

Rest Day : 0

Day Work : 28.0

Over Time 1.5 : 84.00

Over Time 2.0 : 0.00

Leave : 1.0

Absences : 1.0

Lates : 0.00

Late Frequency : 0

Special Holiday : 0.0

Legal Holiday : 1.0

FORM 3333

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 concerned and the head of office/division