

Date Printed : 20/04/2010

TOPLINE SAFETY GLASS (M) SDN BHD

123, JALAN SELESA 2/1,
TAMAN SELESA JAYA,
43300 BALAKONG, SELANGOR.

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

Daily Time Record for the period of 01/01/2010 to 31/01/2010

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

Employee No. : **NPL-D04**

Name : **DIL BAHADUR THAPA**

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	Fri															LHP	
02	Sat	7:48	12:02	12:48	17:02			08.00									
03	Sun	7:52	12:01	12:47	17:01					08.00					Rest Day		
04	Mon	19:50	0:01	0:55	5:00	5:30	8:01	08.00	03.00								
05	Tue	19:47	0:01	0:50	5:00	5:30	8:02	08.00	03.00								
06	Wed	19:51	0:01	0:51	5:00	5:30	8:03	08.00	03.00								
07	Thu	19:49	0:02	0:50	5:00	5:30	8:05	08.00	03.00								
08	Fri	19:49	0:02	0:52	5:00	5:30	8:02	08.00	03.00								
09	Sat	16:48	21:01	21:51	2:02			08.00									
10	Sun														Rest Day		
11	Mon	7:52	12:02	12:54	17:00	17:30	20:02	08.00	03.00								
12	Tue	7:47	12:17	13:23	17:00	17:30	20:02	07.54	03.00				00.06				
13	Wed	7:51	12:03	12:52	17:00	17:30	20:02	08.00	03.00								
14	Thu	7:49	12:01	12:51	17:00	17:30	20:02	08.00	03.00								
15	Fri	7:51	13:02	13:47	17:00	17:30	20:02	08.00	03.00								
16	Sat	7:49	12:03	12:52	17:01			08.00									
17	Sun														Rest Day		
18	Mon	19:52	0:01	0:53	5:00	5:30	8:01	08.00	03.00								
19	Tue	19:49	0:01	0:53	5:00	5:30	8:04	08.00	03.00								
20	Wed	19:49	0:01	0:52	5:00	5:30	8:01	08.00	03.00								
21	Thu	19:50	0:01	0:53	5:00	5:30	8:03	08.00	03.00								
22	Fri	19:50	0:01	0:53	5:00	5:30	8:01	08.00	03.00								
23	Sat	16:48	21:03	21:48	2:01			08.00									
24	Sun														Rest Day		
25	Mon	7:48	12:01	12:52	17:00	17:30	20:01	08.00	03.00								
26	Tue	7:51	12:01	12:51	17:00	17:30	20:01	08.00	03.00								
27	Wed	7:52	13:02	13:51	17:00	17:30	20:03	08.00	03.00								
28	Thu	7:50	12:02	12:55	17:00	17:30	20:01	08.00	03.00								
29	Fri	7:49	12:01	12:56	17:00	17:30	20:01	08.00	03.00								
30	Sat	7:47	13:01	13:53	17:01			08.00									
31	Sun														Rest Day		

T O T A L

Length Of Work : 199.54

Over Time 1.5 : 60.00

Rest Day : 5

Day Work : 25.0

Under Time : 0.00

Over Time 2.0 : 8.00

Leave : 0.0

Absences : 0.0

Lates : 0.06

Over Time 3.0 : 0.00

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 concern and the head of office/division.

TOPLINE SAFETY GLASS (M) SDN BHD

123, JALAN SELESA 2/1,
TAMAN SELESA JAYA,
43300 BALAKONG, SELANGOR.

Daily Time Record Summary

(for the period of 01/01/2010 - 31/01/2010)

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	
MYM-K10	KYAW MIN THAN	25/25	0.00	200.00	60.00	41.00	0.00	0.00	0.00	0	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	0	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	0.00	0.05	0	0.00	5	1	0	0.00
NPL-P02	PREM KUMAR CHAUDHARY	26/25	0.00	200.17	64.00	58.00	0.00	0.00	0.13	1	0.00	5	1	0	0.00
NPL-S01	SHATROHAN SAH	24/25	0.00	184.38	51.30	21.30	0.00	0.00	0.00	0	7.22	5	1	0	1.00
NPL-T02	TEK NATH RAI	25/25	1.00	196.00	57.30	49.00	0.00	0.00	0.00	0	0.00	5	1	0	0.00
NPL-Y01	YAM LAL SAPKOTA	25/25	0.00	192.17	71.00	33.00	0.00	0.00	0.22	0	7.21	5	1	0	0.00

TOPLINE SAFETY GLASS

Summary of Lates (for the period of 01/05/2010 - 31/05/2010) (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

TOPLINE SAFETY GLASS

Summary of UnderTime (for the period of 27/05/2010 - 27/05/2010) (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

TOPLINE SAFETY GLASS (M) SDN BHD

List Of Absentee (for the period of 01/01/2010 - 31/01/2010) (Department : All)

Employee No.	Name	Position	Status	Date Absent
1	HENRY ANG		Full Time	02/01/2010
				04/01/2010
				05/01/2010
				06/01/2010
				07/01/2010
				08/01/2010
				09/01/2010
				11/01/2010
				12/01/2010
				13/01/2010
				14/01/2010
				15/01/2010
				16/01/2010
				18/01/2010
				19/01/2010
				20/01/2010
				21/01/2010
				22/01/2010
				23/01/2010
				25/01/2010
				26/01/2010
				27/01/2010
				28/01/2010
				29/01/2010
				30/01/2010

TOPLINE SAFETY GLASS**Leave Detailed** As of Month 27/05/2010

NAME OF EMPLOYEE : ANIL PUN
DEPARTMENT : TEMPERED (A)

Annual Leave **TOTAL AL** 8

	FROM	TO	# OF DAYS
	13/02/2010	13/02/2010	1
TOTAL			1
BALANCE			7

Annual Leave **TOTAL AL** 14

	FROM	TO	# OF DAYS
	13/02/2010	13/02/2010	1
TOTAL			1
BALANCE			13

Emergency Leave **TOTAL EL** 14

	FROM	TO	# OF DAYS
TOTAL			0
BALANCE			14

Maternity Leave **TOTAL PL** 60

	FROM	TO	# OF DAYS
TOTAL			0
BALANCE			60

Medical Leave **TOTAL ML** 12

	FROM	TO	# OF DAYS
TOTAL			0
BALANCE			12

TOPLINE SAFETY GLASS**Available Leave**

As of Month 27/05/2010

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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TOPLINE SAFETY GLASS**Audit Trail**

(for the period of 01/05/2010 - 31/05/2010)

User Name	Transaction	Time	date
Click	Shift - Update 0	08:14:11 PM	19/05/2010
supervisor	Shift - Update 0	07:55:47 PM	19/05/2010
supervisor	TeaShift - Update 0	07:55:55 PM	19/05/2010
supervisor	Shift - Update 0	07:55:59 PM	19/05/2010
Click	User log-In	08:12:29 PM	19/05/2010
Click	TeaShift - Update 0	08:13:41 PM	19/05/2010
Click	TeaShift - Update 0	08:14:06 PM	19/05/2010
supervisor	Initializing Database	07:51:12 PM	19/05/2010
Click	User log-In	09:45:42 AM	20/05/2010
Click	User log-In	09:51:35 AM	20/05/2010
Click	User log-In	09:54:27 AM	20/05/2010
Click	User log-In	08:42:13 AM	20/05/2010
Click	User log-In	05:58:16 PM	21/05/2010
Click	User log-In	06:37:17 PM	27/05/2010
supervisor	User Log-IN	05:42:32 PM	27/05/2010
Click	User log-In	05:42:55 PM	27/05/2010
Click	Shift - Update 0	05:53:46 PM	27/05/2010

VANTEC WORLD TRASPORT (M) SDN.BHD.

LOT.2,JALAN USJ 2/33,TMN SUBANG PERMAI,
47600 SUBANG JAYA,SELANGOR.
Tel: 03-8024 1888
Fax: 03-8024 1999

List of doorlock logs

(for the period of 01/06/2006 - 30/06/2006)

Enroll Number	Name	Time	date
1	TONY TAN CHONG MING	12:01 PM	6/06/2006
1	TONY TAN CHONG MING	12:12 PM	6/06/2006
1	TONY TAN CHONG MING	12:13 PM	6/06/2006
1	TONY TAN CHONG MING	12:14 PM	6/06/2006
1	TONY TAN CHONG MING	12:15 PM	6/06/2006
1	TONY TAN CHONG MING	12:16 PM	6/06/2006
1	TONY TAN CHONG MING	12:20 PM	6/06/2006
1	TONY TAN CHONG MING	12:21 PM	6/06/2006
1	TONY TAN CHONG MING	12:25 PM	6/06/2006
1	TONY TAN CHONG MING	12:26 PM	6/06/2006
1	TONY TAN CHONG MING	5:58 PM	6/07/2006
1	TONY TAN CHONG MING	5:59 PM	6/07/2006
1	TONY TAN CHONG MING	6:00 PM	6/07/2006
1	TONY TAN CHONG MING	6:02 PM	6/07/2006
1	TONY TAN CHONG MING	6:03 PM	6/07/2006
1	TONY TAN CHONG MING	6:08 PM	6/07/2006
1	TONY TAN CHONG MING	8:21 PM	6/07/2006
3	MOHD ALI BIN AHMAND	12:05 PM	6/06/2006
3	MOHD ALI BIN AHMAND	6:08 PM	6/07/2006
4	MUTU SAMI A/L SAWALIGAM	12:10 PM	6/06/2006
4	MUTU SAMI A/L SAWALIGAM	12:13 PM	6/06/2006
4	MUTU SAMI A/L SAWALIGAM	12:20 PM	6/06/2006
4	MUTU SAMI A/L SAWALIGAM	12:21 PM	6/06/2006