



**LAPORAN PER PERIODE KEHADIRAN  
BERDASARKAN NIP**

**PT. INSAN DATA PERMATA**

NIP / NAMA **123456789100000014 / FIKRI AHMAD**  
 GOLONGAN/ESELON/JABATAN / /  
 DEPUTI  
 BIRO  
 BIDANG **SDM**  
 SEKSI  
 PERIODE **DESEMBER ( 01/12/2018 s/d 31/12/2018 )**

TANGGAL	Hr	KETERANGAN	JAM		TELAT MSK		CEPAT PLG		LEBIH		AKTUAL		BEBAN	
			MASUK	PULANG	jam	mnt	jam	mnt	jam	mnt	jam	mnt	jam	mnt
01/12/2018	Sab	S1 TM	07:07	20:08		7			5	8	13	1	8	0
02/12/2018	Mng	00 HN LJ	06:52	18:11					11	19	11	19	0	0
03/12/2018	Sen	S1 HN	06:57	16:40					1	40	8	43	7	0
04/12/2018	Sel	S1 HN	06:58	16:45					1	45	8	47	7	0
05/12/2018	Rab	S1 TM	07:07	16:15		7			1	15	8	8	7	0
06/12/2018	Kam	00 LJ									0	0	0	0
07/12/2018	Jum	M3 HN	13:02	22:02					2		7	30	6	30
08/12/2018	Sab	M3 HN	13:23	22:00							8	37	8	0
09/12/2018	Mng	M3 HN	13:11	22:05					5		8	54	8	0
10/12/2018	Sen	M3 HN	13:26	22:15					15		7	49	7	0
11/12/2018	Sel	M3 HN	13:03	22:12					12		8	9	7	0
12/12/2018	Rab	S1 TM	16:49			7			1	49	0	0	7	0
13/12/2018	Kam	00 LJ									0	0	0	0
14/12/2018	Jum	S1 HN	06:59	16:26					1	26	7	57	6	30
15/12/2018	Sab	S1 HN	07:03	16:31					1	31	9	28	8	0
16/12/2018	Mng	00 LJ									0	0	0	0
17/12/2018	Sen	S1 HN	06:58	15:08					8		7	10	7	0
18/12/2018	Sel	S1 HN	06:43	16:35					1	35	8	52	7	0
19/12/2018	Rab	S1 HN	06:56	22:08					7	8	14	12	7	0
20/12/2018	Kam	00 LJ									0	0	0	0
21/12/2018	Jum	M3 HN	13:30	22:11					11		7	11	6	30
22/12/2018	Sab	M3 CT									8	0	8	0
23/12/2018	Mng	M3 HN	13:20	22:04					4		8	44	8	0
24/12/2018	Sen	M3 HN	13:23	23:38					1	38	9	15	7	0
25/12/2018	Sel	M3 HN LN	13:29	00:34					11	5	10	5	7	0
26/12/2018	Rab	S1 TM	13:28	22:08		6	28		7	8	7	40	7	0
27/12/2018	Kam	00 LJ									0	0	0	0
28/12/2018	Jum	S1 HN	06:55	15:31						31	7	6	6	30
29/12/2018	Sab	S1 TM	16:31			8			1	31	0	0	8	0
30/12/2018	Mng	00 LJ									0	0	0	0
31/12/2018	Sen	S1 HN	06:52	16:39					1	39	8	47	7	0
<b>TOTAL</b>					<b>21</b>	<b>42</b>	<b>0</b>	<b>0</b>	<b>59</b>	<b>5</b>	<b>205</b>	<b>24</b>	<b>173</b>	<b>0</b>

Jakarta, 21-Maret-2019

	CT	HN	LJ	TM	Total
<b>HADIR</b>	-	19	-	5	<b>24</b>
<b>LIBUR</b>	-	-	6	-	<b>6</b>
<b>TIDAK HADIR</b>	1	-	-	-	<b>1</b>

- HN : Hadir Normal - TM : Telat Masuk - PC : Pulang Cepat - TC : Telat Masuk dan Pulang Cepat - A1 : Absen Satu Kali - TK : Tidak Masuk Tanpa Keterangan - LJ : Libur Jadwal - LN : Libur Nasional - CT : Cuti Tahunan - S : Sakit - I : Izin Tdk Msk - AB : Absensi Sedang Bermasalah - PCS : Pulang Cepat Bersama -

Dian Trisnawan