**TIMESHEET HARIAN KARYAWAN**

Nama Karyawan :

Posisi :

Tanggal :

Manajer/Supervisor :

| **Deskripsi Tugas** | **Clock In** | **Clock Out** | **Istirahat** | **Total Waktu** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Total Overtime |  |
| Total Waktu |  |

Tertanda:

| [Tanggal][Nama Manajer] | [Tanggal][Nama Karyawan] |
| --- | --- |

**TIMESHEET MINGGUAN KARYAWAN**

Nama Karyawan : Tanggal Mulai :

Posisi : Tanggal Berakhir :

Tanggal : Manajer :

| Hari | Tanggal | Clock In | Break | Clock Out | Jam Reguler | Lembur  | Izin | Sakit | Lainnya |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| In | Out |
| Senin |  |  |  |  |  |  |  |  |  |  |
| Selasa |  |  |  |  |  |  |  |  |  |  |
| Rabu |  |  |  |  |  |  |  |  |  |  |
| Kamis |  |  |  |  |  |  |  |  |  |  |
| Jumat |  |  |  |  |  |  |  |  |  |  |
| Total Jam Kerja |  |  |  |  |  |

Tertanda:

| [Tanggal][Nama Manajer] | [Tanggal][Nama Karyawan] |
| --- | --- |