**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] |
| --- | --- |