

**MTR MOTOR SDN. BHD****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 01/01/2013 to 31/01/2013**Employee No. : **N-D04**Name : **MOHAMAD ALI**

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

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.

**Daily Time Record Summary**

(for the period of 01/01/2013 - 31/01/2013)

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	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	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	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	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	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	0.00
NPL-Y01	YAM LAL SARKOTA	25/25	0.00	192.17	71.00	33.00	0.00	0.00	0.22	0	7.21	5	1	0	0	0.00

**MTR MOTOR SDN. BHD.****Summary of Lates** (for the period of 01/01/2013 - 31/01/2013) (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

**MTR MOTOR SDN. BHD.**

**Summary of UnderTime** (for the period of 01/01/2013 - 31/01/2013) (Department : DOUBLE EDGER (A))

<b>Employee No.</b>	<b>Name</b>	<b>Position</b>	<b>Status</b>	<b>Hrs</b>
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

# MTR MOTOR SDN. BHD.

## List Of Absentee (for the period of 01/01/2013 - 31/01/2013) (Department : All)

Employee No.	Name	Position	Status	Date Absent
1	HENRY ANG		Full Time	02/01/2013 04/01/2013 05/01/2013 06/01/2013 07/01/2013 08/01/2013 09/01/2013

**MTR MOTOR SDN. BHD.****Leave Detailed**

As of Month 31/03/2013

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

Annual Leave TOTAL AL 8

FROM	TO	# OF DAYS
13/01/2013	13/01/2013	1
<b>TOTAL</b>		1
<b>BALANCE</b>		7

Annual Leave TOTAL AL 14

FROM	TO	# OF DAYS
13/01/2013	13/01/2013	1
<b>TOTAL</b>		1
<b>BALANCE</b>		13

Emergency Leave TOTAL EL 14

FROM	TO	# OF DAYS
<b>TOTAL</b>		0
<b>BALANCE</b>		14

Maternity Leave TOTAL PL 60

FROM	TO	# OF DAYS
<b>TOTAL</b>		0
<b>BALANCE</b>		60

Medical Leave TOTAL ML 12

FROM	TO	# OF DAYS
<b>TOTAL</b>		0
<b>BALANCE</b>		12

**MTR MOTOR SDN. BHD.****Available Leave**

As of Month 31/01/2013

**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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**MTR MOTOR SDN. BHD.****Audit Trail**

(for the period of 01/03/2013 - 31/03/2013)

<b>User Name</b>	<b>Transaction</b>	<b>Time</b>	<b>date</b>
Jack	Shift - Update 0	08:14:11 PM	19/01/2013
supervisor	Shift - Update 0	07:55:47 PM	19/01/2013
supervisor	TeaShift - Update 0	07:55:55 PM	19/01/2013
supervisor	Shift - Update 0	07:55:59 PM	19/01/2013
Jack	User log-In	08:12:29 PM	19/01/2013
Jack	TeaShift - Update 0	08:13:41 PM	19/01/2013
Jack	TeaShift - Update 0	08:14:06 PM	19/01/2013
supervisor	Initializing Database	07:51:12 PM	19/01/2013
Jack	User log-In	09:45:42 AM	20/01/2013
Jack	User log-In	09:51:35 AM	20/01/2013
Jack	User log-In	09:54:27 AM	20/01/2013
Jack	User log-In	08:42:13 AM	20/01/2013
Jack	User log-In	05:58:16 PM	21/01/2013

**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