

SHIFT ANNOUNCEMENT REPORT BY DEPARTMENT

From 01/08/2022 To 31/08/2022

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Shift	Shift name	No. of shift announcement	No. of employee punching in shift	Percent (%)
Branch	01 Head Office			
Dept.	01 Admin			
DAY01	Day 08.00-17.00 (Office/Meal)	26	26	100.00
OFF01	Off 08.00-17.00 Monthly	5	0	0.00
Total Dept.	01 Admin	31	26	83.87
Dept.	02 Human Resource			
DAY01	Day 08.00-17.00 (Office/Meal)	52	46	88.46
OFF01	Off 08.00-17.00 Monthly	10	0	0.00
Total Dept.	02 Human Resource	62	46	74.19
Dept.	03 Information Technology			
DAY01	Day 08.00-17.00 (Office/Meal)	26	26	100.00
OFF01	Off 08.00-17.00 Monthly	5	0	0.00
Total Dept.	03 Information Technology	31	26	83.87
Dept.	04 Sale and Marketing			
DAY01	Day 08.00-17.00 (Office/Meal)	78	78	100.00
OFF01	Off 08.00-17.00 Monthly	15	0	0.00
Total Dept.	04 Sale and Marketing	93	78	83.87
Dept.	05 Warehouse			
DAY01	Day 08.00-17.00 (Office/Meal)	26	26	100.00
OFF01	Off 08.00-17.00 Monthly	5	0	0.00
Total Dept.	05 Warehouse	31	26	83.87
Dept.	06 Engineer			
DAY01	Day 08.00-17.00 (Office/Meal)	26	26	100.00
OFF01	Off 08.00-17.00 Monthly	5	0	0.00
Total Dept.	06 Engineer	31	26	83.87
Dept.	07 Accounting and Finance			
DAY01	Day 08.00-17.00 (Office/Meal)	26	26	100.00
OFF01	Off 08.00-17.00 Monthly	5	0	0.00
Total Dept.	07 Accounting and Finance	31	26	83.87
Dept.	08 Quality Check			
DAY02	Day 08.00-17.00 (Production/Meal+Rick)	26	26	100.00
DAY04	Day 08.00-17.00 (Production/Meal+Rick+Shift)	26	26	100.00
OFF02	Off 08.00-17.00 Daily	4	0	0.00
OFF04	Off 20.00-05.00 Daily	6	0	0.00
Total Dept.	08 Quality Check	62	52	83.87
Dept.	09 Production			
DAY01	Day 08.00-17.00 (Office/Meal)	27	27	100.00
DAY02	Day 08.00-17.00 (Production/Meal+Rick)	82	82	100.00
DAY03	Day 08.00-17.00 (Office/Mea+Shift)	25	25	100.00
DAY04	Day 08.00-17.00 (Production/Meal+Rick+Shift)	74	74	100.00

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OFF01	Off 08.00-17.00 Monthly	5	0	0.00
OFF02	Off 08.00-17.00 Daily	16	0	0.00
OFF03	Off 20.00-05.00 Monthly	5	0	0.00
OFF04	Off 20.00-05.00 Daily	14	0	0.00
Total Dept.	09 Production	248	208	83.87
Total Branch	01 Head Office	620	514	82.90
Grand Total		620	514	82.90