

SHIFT ANNOUNCEMENT REPORT BY SHIFT

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			
DAY01	Day 08.00-17.00 (Office/Meal)			
Dept.	01 Admin	26	26	100.00
Dept.	02 Human Resource	52	46	88.46
Dept.	03 Information Technology	26	26	100.00
Dept.	04 Sale and Marketing	78	78	100.00
Dept.	05 Warehouse	26	26	100.00
Dept.	06 Engineer	26	26	100.00
Dept.	07 Accounting and Finance	26	26	100.00
Dept.	09 Production	27	27	100.00
Total Shift	DAY01 Day 08.00-17.00 (Office/Meal)	287	281	97.91
DAY02	Day 08.00-17.00 (Production/Meal+Rick)			
Dept.	08 Quality Check	26	26	100.00
Dept.	09 Production	82	82	100.00
Total Shift	DAY02 Day 08.00-17.00 (Production/Meal+Rick)	108	108	100.00
DAY03	Day 08.00-17.00 (Office/Mea+Shift)			
Dept.	09 Production	25	25	100.00
Total Shift	DAY03 Day 08.00-17.00 (Office/Mea+Shift)	25	25	100.00
DAY04	Day 08.00-17.00 (Production/Meal+Rick+Shift)			
Dept.	08 Quality Check	26	26	100.00
Dept.	09 Production	74	74	100.00
Total Shift	DAY04 Day 08.00-17.00 (Production/Meal+Rick+Shift)	100	100	100.00
OFF01	Off 08.00-17.00 Monthly			
Dept.	01 Admin	5	0	0.00
Dept.	02 Human Resource	10	0	0.00
Dept.	03 Information Technology	5	0	0.00
Dept.	04 Sale and Marketing	15	0	0.00
Dept.	05 Warehouse	5	0	0.00
Dept.	06 Engineer	5	0	0.00
Dept.	07 Accounting and Finance	5	0	0.00
Dept.	09 Production	5	0	0.00
Total Shift	OFF01 Off 08.00-17.00 Monthly	55	0	0.00
OFF02	Off 08.00-17.00 Daily			
Dept.	08 Quality Check	4	0	0.00
Dept.	09 Production	16	0	0.00
Total Shift	OFF02 Off 08.00-17.00 Daily	20	0	0.00
OFF03	Off 20.00-05.00 Monthly			

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Dept.	09 Production	5	0	0.00
Total Shift	OFF03 Off 20.00-05.00 Monthly	5	0	0.00
OFF04	Off 20.00-05.00 Daily			
Dept.	08 Quality Check	6	0	0.00
Dept.	09 Production	14	0	0.00
Total Shift	OFF04 Off 20.00-05.00 Daily	20	0	0.00
Total Branch	01 Head Office	620	514	82.90
Grand Total		620	514	82.90