

LAPORAN BULANAN CLEANING SERVICE

Proyek :
CIPUTRA WORLD JAKARTA - OFFICE



Periode :
FEBRUARI 2025

Disusun Oleh :
ADEN SULISTIO
CS-SUPERVISOR

PT. CAREFASTINDO
Perkantoran Grogol Permai Blok H No.12A -15
Jl. Prof. Dr. Latumenten Raya, Jakarta Barat 11460

KATA PENGANTAR

Terimakasih atas kepercayaan yang diberikan kepada kami PT Carefastindo dalam mengelola jasa kebersihan di gedung CIPUTRA WORLD JAKARTA - OFFICE

Untuk memberikan hasil kualitas terbaik yang disesuaikan dengan kondisi gedung berdasarkan rencana kerja bulanan yang telah di sepakati kami merangkum laporan pekerjaan bulanan sebagai bentuk reporting dan bahan evaluasi atas pencapaian pekerjaan dan seluruh kegiatan yang telah dilakukan di lapangan setiap bulan.

Besar harapan kami rangkuman laporan bulanan ini dapat menjadi masukan dan pertimbangan bagi management gedung untuk meningkatkan hasil dan kualitas pekerjaan bersama di lapangan agar lebih baik lagi.

Atas support, masukan, kerjasama dan komunikasi yang terjalin dengan baik selama ini kami mengucapkan terimakasih.

Hormat kami,

Operational PT Carefastindo.

DAFTAR ISI

LAPORAN JADWAL

LAPORAN REKAP ABSENSI

LAPORAN TURNOVER

LAPORAN MESIN



LAPORAN JADWAL

OPERATOR

No	NUC	NAMA	JABATAN	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28				
1	1012017	ABDUL KHOLID	CLEANER	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP				
2	1035826	ADITYA BAYU PRATAMA	CLEANER	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS				
3	1014385	AGUSTIYAN NUR EFENDI	CLEANER	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP				
4	1014735	AHMAD HARIADI	CLEANER	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP				
5	1018163	AHMAD SOPHIAN	CLEANER	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS				
6	1029457	ANDRIAN PANE	CLEANER	HS	OFF	HP	HP	HP	HP	HP	HS	OFF	HP	HP	HP	HP	HP	HS	OFF	HP	HP	HP	HP	HP	HS	OFF	HP	HP	HP	HP	HP				
7	1025693	ANDRIYANI	CLEANER	OFF	HS	HP	HP	HP	HP	HP	OFF	HS	HP	HP	HP	HP	HP	OFF	HS	HP	HP	HP	HP	HP	OFF	HS	HP	HP	HP	HP	HP				
8	1008749	ANTON WICAKSONO	CLEANER	HM	OFF	HM	HM	HM	HM	HM	HM	OFF	HM	HM	HM	HM	HM	HM	OFF	HM	HM	HM	HM	HM	HM	OFF	HM	HM	HM	HM	HM	HM			
9	1036131	ARI SYAHRIZAL	CLEANER	OFF	HP	HM	HM	HM	HM	HM	OFF	HP	HM	HM	HM	HM	HM	OFF	HP	HM	HM	HM	HM	HM	HM	OFF	HP	HM	HM	HM	HM	HM			
10	1023831	ASTRI SULASTRI	CLEANER	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS				
11	1036440	CYTHIA HERVINA PEBIOLA	CLEANER	HP	OFF	HS	HS	HS	HS	HS	HP	OFF	HS	HS	HS	HS	HP	OFF	HS	HS	HS	HS	HS	HS	HP	OFF	HS	HS	HS	HS	HS				
12	1015176	DANDI RAMADHAN	CLEANER	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HS	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP				
13	1040175	DEA OKTAPINA	CLEANER	OFF	HP	HS	HS	HS	HS	HS	OFF	HP	HS	HS	HS	HS	HS	OFF	HP	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS				
14	1040102	DIKI FEBRIANSAH	CLEANER	OFF	HP	HS	HS	HS	HS	HS	OFF	HP	HS	HS	HP	HS	HS	OFF	HP	HS	HS	HS	HS	HS	HS	OFF	HP	HS	HS	HS	HS	HS			
15	1008726	DJOKO MARDINATA	CLEANER	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP				
16	1008802	ENDI PURWANTO	CLEANER	HS	OFF	HP	HP	HP	HP	HP	HS	OFF	HP	HP	HP	HP	HP	HS	OFF	HP	HP	HP	HP	HP	HS	OFF	HP	HP	HP	HP	HP				
17	1008754	FEBI FITRIYANI	CLEANER	OFF	HS	HP	HP	HP	HP	HP	OFF	HS	HP	HP	HP	HP	HP	OFF	HS	HP	HP	HP	HP	HP	HP	OFF	HS	HP	HP	HP	HP	HP			
18	1036555	FIKRI LULLAIL	CLEANER	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP			
19	1014420	HIDAYATULLAH	CLEANER	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP				
20	1008784	IKA SETIANINGRUM	CLEANER	HS	OFF	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS				
21	1019591	INDAH PERMATA SARI	CLEANER	OFF	HS	HP	HP	HP	HP	HP	OFF	HS	HP	HP	HP	HP	HP	OFF	HS	HP	HP	HP	HP	HP	OFF	HS	HP	HP	HP	HP	HP				
22	1023176	INTAN OCTAVIANI	CLEANER	HP	OFF	HP	HP	HP	HP	HP	OFF	HS	HP	HP	HP	HP	HP	OFF	HS	HP	HP	HP	HP	HP	HP	OFF	HS	HP	HP	HP	HP	HP			
23	1032038	JULIA FITRI	CLEANER	HP	OFF	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP			
24	1008760	KHOSIDIN	CLEANER	HP	OFF	HS	HS	HS	HS	HS	HP	OFF	HS	HS	HS	HS	HS	HP	OFF	HS	HS	HS	HS	HS	HS	HP	OFF	HS	HS	HS	HS	HS			
25	1036118	MARDI	CLEANER	OFF	HS ₂	HS	HS	HS	HS	HS	OFF	HS ₂	HS	HS	HS	HS	HS	OFF	HS ₂	HS	HS	HS	HS	HS	HS	OFF	HS ₂	HS	HS	HS	HS	HS			
26	1008736	MAURIDAH	CLEANER	HS	OFF	HP	HP	HP	HP	HP	HS	OFF	HP	HP	HP	HP	HP	HS	OFF	HP	HP	HP	HP	HP	HS	OFF	HP	HP	HP	HP	HP				
27	1008795	MELIATI	CS-ADMIN	HP ₁	OFF	MD1	MD1	MD1	MD1	MD1	HP ₁	OFF	MD1	MD1	MD1	MD1	MD1	HP ₁	OFF	MD1	MD1	MD1	MD1	MD1	HP ₁	OFF	MD1	MD1	MD1	MD1	MD1				

No	NUC	NAMA	JABATAN	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28				
28	1016595	MOH RIFALDI AGUSTIAN	CLEANER	OFF	HM	HS	HS	HS	HS	HP	OFF	HM	HS	HS	HS	HS	HS	OFF	HP	HS	HS	HS	HS	HS	HM	OFF	HS	HS	HS	HS	HS				
29	1018603	MUHAMMAD	CLEANER	HS 2	OFF	HS 2	HS 2	HS 2	HS 2	HS 2	HS 2	OFF	HS 2	HS 2	HS 2	HS 2	HS 2	HS 2	OFF	HS 2	HS 2	HS 2	HS 2	HS 2	HS 2	OFF	HS 2	HS 2	HS 2	HS 2	HS 2				
30	1008761	MUHAMMAD IQBAL	CLEANER	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP				
31	1011458	MUSTOPA KAMAL	CLEANER	OFF	HP	HS	HS	HS	HS	HS	OFF	HP	HS	HS	HS	HS	HS	OFF	HP	HS	HS	HS	HS	HS	OFF	HP	HS	HS	HS	HS	HS				
32	1022958	NEELAM RESHALINA	CLEANER	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP				
33	1018945	NOVAL ARDIANSYAH	CLEANER	OFF	HP	HS	HS	HS	HS	HS	OFF	HP	HS	HS	HS	HS	HS	OFF	HP	HS	HS	HS	HS	HS	OFF	HP	HS	HS	HS	HS	HS				
34	1008766	NURYADI	CLEANER	OFF	HM	HM	HM	HM	HM	HM	OFF	HM	HM	HM	HM	HM	HM	OFF	HM	HM	HM	HM	HM	HM	OFF	HM	HM	HM	HM	HM	HM				
35	1040053	PUTRI ANISA	CLEANER	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS				
36	1039901	RANI HAYATI NINGTYAS	CLEANER	OFF	HS	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP				
37	1027312	RANI JANWI	CLEANER	OFF	HP	HS	HS	HS	HS	HS	OFF	HP	HS	HS	HS	HS	HS	OFF	HP	HS	HS	HS	HS	HS	OFF	HP	HS	HS	HS	HS	HS				
38	1029675	REVI ALFIAN MAULANA	CLEANER	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP				
39	1023532	RIZAMAWATI	CLEANER	OFF	HS	HP	HP	HP	HP	HP	OFF	HS	HP	HP	HP	HP	HP	OFF	HS	HP	HP	HP	HP	HP	OFF	HS	HP	HP	HP	HP	HP				
40	1029674	RIZIEQ DAFI NUR FADILLAH	CLEANER	OFF	HP	HS	HS	HS	HS	HS	OFF	HP	HS	HS	HS	HS	HS	OFF	HM	HS	HS	HS	HS	HS	OFF	HP	HS	HS	HS	HS	HS				
41	1027294	SITI AINA	CLEANER	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP				
42	1010791	SITI LESTARI	CLEANER	OFF	HP	HS	HS	HS	HS	HS	OFF	HP	HS	HS	HS	HS	HS	OFF	HP	HS	HS	HS	HS	HS	OFF	HP	HS	HS	HS	HS	HS				
43	1011142	SUDARMAJI	CLEANER	HM	OFF	HM	HM	HM	HM	HM	HM	OFF	HM	OFF	HM	HM	HM	HM	OFF	HM	HM	HM	HM	HM	HM	OFF	HM	HM	HM	HM	HM				
44	1008605	SUMANTO	CLEANER	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP				
45	1022104	SUPRIYANTO	CLEANER	HS	OFF	HP	HP	HP	HP	HS	HS	OFF	HP	HP	HP	HP	HP	HS	OFF	HP	HP	HP	HP	HP	HS	OFF	HP	HP	HP	HP	HP				
46	1008801	SYAHRULLAH	CC-CALL-CENTER	OFF	HS	HP	HP	HP	HP	HP	OFF	HS	HP	HP	HP	HP	HP	OFF	HS	HP	HP	HP	HP	HP	OFF	HS	HP	HP	HP	HP	HP				
47	1027313	TIARA OKTAVIANI	CLEANER	HS	OFF	HP	HP	HP	HP	HP	HS	OFF	HP	HP	HP	HP	HP	HS	OFF	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP				
48	1033869	YANTI PURNAMA SARI	CLEANER	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP				
Total MP Shift Pagi:				14	12	27	27	27	27	27	14	12	27	27	27	27	27	14	12	27	27	27	27	27	14	12	27	27	27	27	27				
Total MP Shift Siang:				9	9	17	17	17	17	17	9	9	17	17	17	17	17	9	9	17	17	17	17	17	9	9	17	17	17	17	17				
Total MP Shift Malam:				2	2	4	4	4	4	4	2	2	4	3	4	4	4	2	2	4	4	4	4	4	2	2	4	4	4	4	4				
Total MP Libur:				23	25	0	0	0	0	0	23	25	0	1	0	0	0	23	25	0	0	0	0	0	0	23	25	0	0	0	0	0			
Total MP :				48	48	48	48	48	48	48	48	48	48	48	48	48	48	48	48	48	48	48	48	48	48	48	48	48	48	48	48				

PENGAWAS

No	NUC	NAMA	JABATAN	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28					
1	1006939	ADEN SULISTIO	CS-SUPERVISOR	HP 1	OFF	MD2	MD2	MD2	MD2	MD2	OFF	OFF	MD2	MD2	MD2	MD2	MD2	HP 1	OFF	MD2	MD2	MD2	MD2	MD2	HP 1	OFF	MD2	MD2	MD2	MD2	MD2					
2	1016270	ADHE CHANDRA	CS-LEADER	OFF	HP	HP	HP	HP	HP	HP	OFF	OFF	HS	HS	HS	HS	HS	OFF	HP	HP	HP	HP	HP	HP	HS	OFF	HS	HS	HS	HS	HS	HP				
3	1031089	FIKRI UTOMO SAPUTRO	CS-LEADER	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HM	HM	HM	HM	HM	OFF	HS	HS	HS	HS	HS	HS	HP	OFF	HM	HM	HM	HM	HM	HM				
4	1008730	HENDRA KUSUMA	CS-LEADER	OFF	HS	HM	HM	HM	HM	HM	OFF	HS	HS	HS	HS	HS	HS	HS	OFF	HM	HM	HM	HM	HM	OFF	HS	HS	HS	HS	HS	HS					
5	1019166	ROWINAH	CS-LEADER	OFF	OFF	HS	HS	HS	HS	HS	OFF	HP	HP	HP	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	OFF	HP	HP	HP	HP	HP	HS					
Total MP Shift Pagi:				1	1	2	2	2	2	2	0	1	2	2	2	2	2	2	1	2	2	2	2	2	2	2	1	2	2	2	2	2				
Total MP Shift Siang:				1	1	2	2	2	2	2	1	1	2	2	2	2	2	2	1	1	2	2	2	2	2	1	1	2	2	2	2	2				
Total MP Shift Malam:				0	0	1	1	1	1	1	0	0	1	1	1	1	1	0	0	1	1	1	1	1	0	0	0	1	1	1	1	1				
Total MP Libur:				3	3	0	0	0	0	0	4	3	0	0	0	0	0	2	3	0	0	0	0	0	2	3	0	0	0	0	0					
Total MP :				5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5					



LAPORAN REKAP ABSENSI

No	NIK/NAMA	JABATAN	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	H	I	A	G	O	S	SR	IR	Keterangan
1	1006939	CS-SUPERVISOR	H	O	H	H	H	H	H	O	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	23	0	0	0	5	0	0	0	-
	ADEN SULISTIO																																						
2	1008605	CLEANER	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	24	0	0	0	4	0	0	0	-
	SUMANTO																																						
3	1008726	CLEANER	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	24	0	0	1	4	0	0	0	-
	DJOKO MARDINATA							G																															
4	1008730	CS-LEADER	O	H	H	H	H	H	H	O	H	H	H	H	H	H	H	O	H	H	H	H	H	O	H	H	H	H	H	H	24	0	0	0	4	0	0	0	-
	HENDRA KUSUMA																																						
5	1008736	CLEANER	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	24	0	0	0	4	0	0	0	-
	MAURIDAH																																						
6	1008749	CLEANER	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	O	H	H	H	H	H	H	24	0	0	0	4	0	0	0	-
	ANTON WICAKSONO																																						
7	1008754	CLEANER	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	24	0	0	0	4	0	0	0	-
	FEBI FITRIYANI																																						
8	1008760	CLEANER	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	24	0	0	0	4	0	0	0	-
	KHOSIDIN																																						
9	1008761	CLEANER	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	I	H	H	H	23	1	0	0	4	0	0	0	-
	MUHAMMAD IQBAL																																						
10	1008766	CLEANER	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	24	0	0	1	4	0	0	0	-

[illegible]

No	NIK/NAMA	JABATAN	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	H	I	A	G	O	S	SR	IR	Keterangan
20	1014420	CLEANER	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	24	0	0	0	4	0	0	0	-
	HIDAYATULLAH																																						
21	1014735	CLEANER	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	24	0	0	1	4	0	0	0	-
	AHMAD HARIADI						G																																
22	1015176	CLEANER	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	24	0	0	0	4	0	0	0	-
	DANDI RAMADHAN																																						
23	1016270	CS-LEADER	O	H	H	H	H	h	H	O	O	H	H	H	H	H	O	H	H	H	H	H	H	H	O	H	h	H	H	H	23	0	0	1	5	0	0	0	-
	ADHE CHANDRA																																						
24	1016595	CLEANER	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	H	O	H	H	H	H	H	24	0	0	1	4	0	0	0	-
	MOH RIFALDI AGUSTIAN																																						
25	1018163	CLEANER	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	24	0	0	0	4	0	0	0	-
	AHMAD SOPHIAN																																						
26	1018603	CLEANER	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	I	H	H	H	H	O	H	H	H	H	H	23	1	0	0	4	0	0	0	-
	MUHAMMAD																																						
27	1018945	CLEANER	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	SR	H	H	23	0	0	1	4	0	1	0	-
	NOVAL ARDIANSYAH																																						
28	1019166	CS-LEADER	O	O	H	H	H	H	H	O	H	H	H	H	H	H	H	O	H	H	H	H	H	O	H	H	S	H	H	H	22	0	0	0	5	1	0	0	-
	ROWINAH																																						
29	1019591	CLEANER	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	S	H	H	H	H	H	23	0	0	0	4	1	0	0	-

[illegible]

No	NIK/NAMA	JABATAN	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	H	I	A	G	O	S	SR	IR	Keterangan
39	1029457	CLEANER	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	24	0	0	0	4	0	0	0	-
	ANDRIAN PANE																																						
40	1029674	CLEANER	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	S	O	H	H	H	H	H	H	23	0	0	0	4	1	0	0	-
	RIZIEQ DAFI NUR FADILLAH																																						
41	1029675	CLEANER	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	24	0	0	1	4	0	0	0	-
	REVI ALFIAN MAULANA																																						
42	1031089	CS-LEADER	H	O	H	H	H	H	H	H	O	H	H	H	H	H	O	H	H	H	H	H	H	H	O	H	H	H	H	H	24	0	0	0	4	0	0	0	-
	FIKRI UTOMO SAPUTRO																																						
43	1032038	CLEANER	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	24	0	0	0	4	0	0	0	-
	JULIA FITRI																																						
44	1033869	CLEANER	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	24	0	0	0	4	0	0	0	-
	YANTI PURNAMA SARI																																						
45	1035826	CLEANER	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	24	0	0	0	4	0	0	0	-
	ADITYA BAYU PRATAMA																																						
46	1036118	CLEANER	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	24	0	0	0	4	0	0	0	-
	MARDI																																						
47	1036131	CLEANER	O	H	H	H	H	H	H	O	I	H	H	H	H	H	O	H	H	H	H	H	H	O	H	S	H	H	H	H	22	1	0	1	4	1	0	0	-
	ARI SYAHRIZAL					G																																	
48	1036440	CLEANER	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	24	0	0	0	4	0	0	0	-

No	NIK/NAMA	JABATAN	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	H	I	A	G	O	S	SR	IR	Keterangan	
	CYTHIA HERVINA PEBIOLA																																							
49	1036555	CLEANER	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	24	0	0	0	4	0	0	0	-	
	FIKRI LULLAIL																																							
50	1039901	CLEANER	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	24	0	0	0	4	0	0	0	-	
	RANI HAYATI NINGTYAS																																							
51	1040053	CLEANER	H	O	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	24	0	0	0	4	0	0	0	-	
	PUTRI ANISA																																							
52	1040102	CLEANER	O	H	H	H	H	IR	IR	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	22	0	0	0	4	0	0	2	-	
	DIKI FEBRIANSAH																																							
53	1040175	CLEANER	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	24	0	0	0	4	0	0	0	-	
	DEA OKTAPINA																																							
Total :																														1253	5	2	15	216	4	2	2			

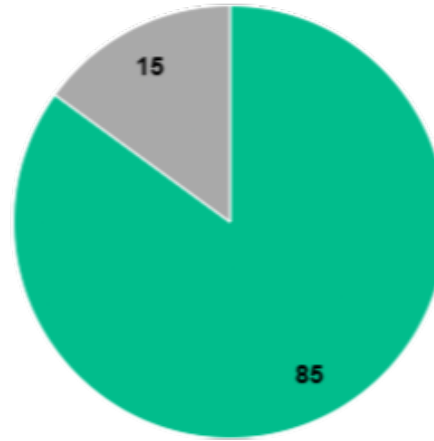
Keterangan :	Operation	OA	Check & Import Payroll	Verification
-Huruf H = Hadir , I = Izin , A = Alpha , O = OFF , S = SAKIT, SR = SAKIT SURAT , IR = IZIN SURAT -Kolom dibawah untuk Huruf G = Lembur Ganti -Jika CSO yang sedang off diminta masuk menggantikan maka baris atas diisi O baris bawah diisi G -Kolom D,E,F,G,H terisi otomatis dari jumlah Hadir, Izin, Alpha, Lembur Ganti, Off	ZIKRON	ADMIN OA - KARIN		Nama
	2025-02-16 22:01:27	2025-02-17 16:06:51	Tgl	Tgl

TOTAL JADWAL : 1486 MP

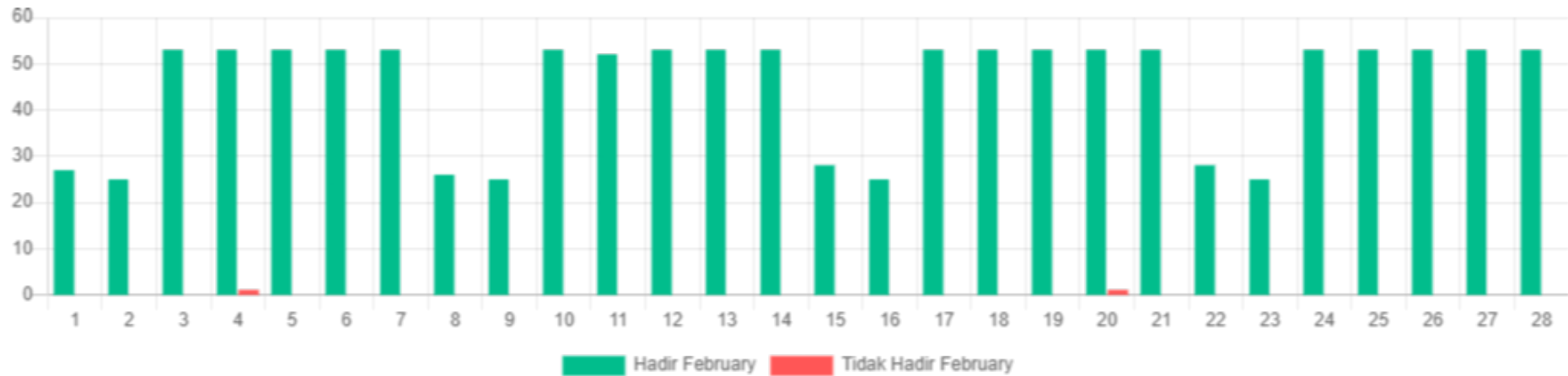
HADIR : 1268 MP

OFF : 216 MP

TIDAK HADIR : 2 MP



Monthly : February





LAPORAN TURNOVER

Total MP Awal	MP Baru	MP Pindahan	MP Dipindahkan	Dipulangkan	Total MP Akhir	Turnover Rate (%)
54	0	0	0	0	54	0.00

No.	NUC	Nama Karyawan	Jabatan Terakhir	Tipe Turnover	Tanggal Keluar	Tanggal Masuk	Keterangan
DIPULANGKAN KE HO							
MP BARU							
MP PINDAHAN							
MP DIPINDAHKAN							

TOTAL : 0 MP

NEW : 0 MP

RESIGN : 0 MP

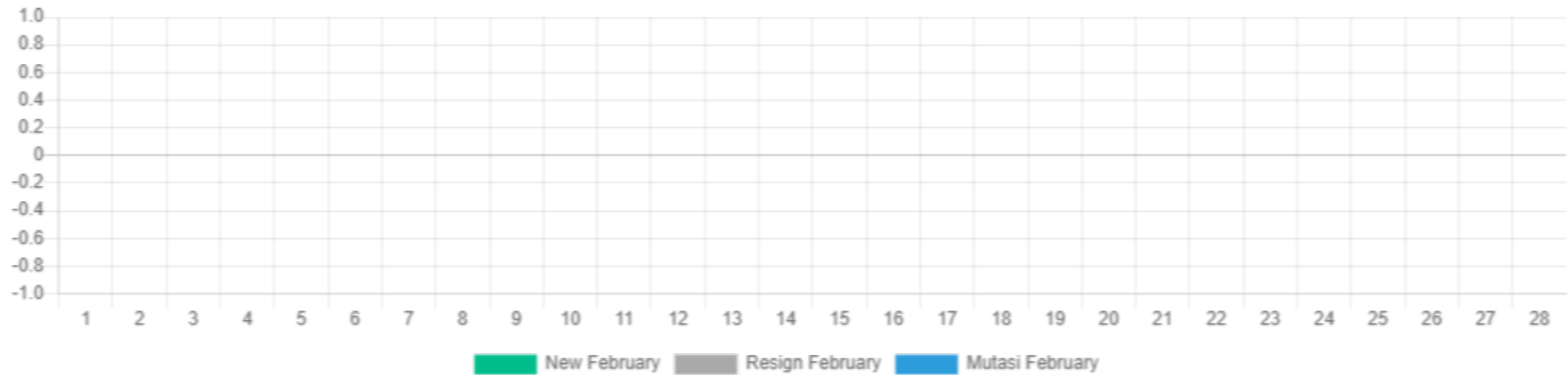
MUTASI : 0 MP

Pengawas : 0

CSO : 0

OMP

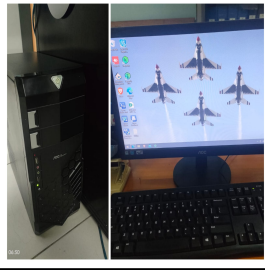
Monthly : February





LAPORAN MESIN

No	Kode Mesin	Jenis Mesin	Merk Mesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
1	CF1/3/VC30/609	WET & DRY VACUUM CLEANER 30 LITER	INNOTECH			-	RUSAK
2	CF1/3/LOSP/3774	LOW SPEED POLISHER	INNOTECH			BAIK	-
3	CF1/18/AMNO/608	AMANO	AMANO			BAIK	-
4	CF1/21/LOSP/667	LOW SPEED POLISHER	GOLDIE			BAIK	-
5	CF1/21/LOSP/666	LOW SPEED POLISHER	GOLDIE			BAIK	-
6	CF1/21/LOSP/665	LOW SPEED POLISHER	GOLDIE			BAIK	-

No	Kode Mesin	Jenis Mesin	Merk Mesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
7	CF1/21/LOSP/664	LOW SPEED POLISHER	GOLDIE			BAIK	-
8	CF1/46/PRNT/622	PRINTER	EPSON			BAIK	-
9	CF1/47/KOMP/621	COMPUTER SET AREA	IPC			BAIK	-
10	CF1/11/HPOL/620	HAND POLISHER	ALKO			BAIK	-
11	CF1/11/HPOL/619	HAND POLISHER	ALKO			BAIK	-
12	CF1/60/WBLO/618	CARPET BLOWER	REDWIND			BAIK	-

No	Kode Mesin	Jenis Mesin	Merk Mesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
13	CF1/13/HTUH-HTVH/617	HANDY TALKIE	MOTOROLLA			BAIK	-
14	CF1/13/HTUH-HTVH/616	HANDY TALKIE	MOTOROLLA			BAIK	-
15	CF1/13/HTUH-HTVH/615	HANDY TALKIE	MOTOROLLA			BAIK	-
16	CF1/13/HTUH-HTVH/614	HANDY TALKIE	MOTOROLLA			BAIK	-
17	CF1/13/HTUH-HTVH/613	HANDY TALKIE	MOTOROLLA			BAIK	-
18	CF1/27/FPRI/612	FINGER PRINT	INNOVATION			BAIK	-

No	Kode Mesin	Jenis Mesin	Merk Mesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
19	CF1/3/VC30/611	WET & DRY VACUUM CLEANER 30 LITER	INNOTECH			BAIK	-
20	CF1/3/VC30/610	WET & DRY VACUUM CLEANER 30 LITER	INNOTECH			BAIK	-