

LAPORAN BULANAN CLEANING SERVICE

Proyek :
CIPUTRA WORLD JAKARTA - OFFICE



Periode :

MARET 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	29	30	31						
1	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	OFF	HP	OFF	HP					
2	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	HP	OFF	HP	HP	HP	HP	HP	OFF	HP	OFF	HP					
3	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	HS	OFF	HP	OFF	HP				
4	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	HM	OFF	HM	OFF	HM			
5	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	OFF	HS	HP	HP	HP	HP	HP	OFF	HS	OFF	HP	OFF	HP			
6	1008760	KHOSIDIN	CLEANER	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HP	OFF	HS	HS	HS	HS	HS	HP	OFF	HP	OFF	HP				
7	1008761	MUHAMMAD IQBAL	CLEANER	HP	OFF	HS	HS	HS	HS	HS	HP	OFF	HS	HS	HS	HS	HS	HP	OFF	HS	HS	HS	HS	HS	HP	OFF	HS	HS	HS	HS	HS	HP	OFF	HP	OFF	HP				
8	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	HM	OFF	HM	OFF	HM	OFF	HM		
9	1008784	IKA SETIANINGRUM	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	HP	HS	HS	HS	HS	HS	OFF	HS	HS	HS		
10	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	HP 1	OFF	MD1	OFF	MD1	OFF	MD1		
11	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	HP	OFF	HS	HP	HP	HP	HP	HP	OFF	HS	OFF	HP	OFF	HP		
12	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	HP	HS	OFF	HP	OFF	HP	OFF	HP	
13	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	OFF	HP	OFF	HP	OFF	HP	OFF	HP	
14	1011142	SUDARMAJI	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	HM	OFF	HM	OFF	HM	OFF	HM	
15	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	OFF	HP	OFF	HP	OFF	HP	OFF	HP	
16	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	HS	HP	HP	HP	HP	HP	HP	OFF	HP	OFF	HP	
17	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	HP	HP	HP	HP	OFF	HP	OFF	HP	
18	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	HP	HP	HP	HP	OFF	HP	OFF	HP	
19	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	HP	HP	HP	HP	OFF	HP	OFF	HP	
20	1015176	DANDI RAMADHAN	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	HP	HP	HP	HP	OFF	HP	OFF	HP	
21	1016595	MOH RIFALDI AGUSTIAN	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	HP	OFF	HP	OFF	HP	OFF	HP	OFF	HP
22	1018163	AHMAD SOPHIAN	CLEANER	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	HS	HS	OFF	HS	OFF	HS	OFF	HS	OFF	HS
23	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	HS 2	HS 2	OFF	HS 2	OFF	HS 2	OFF	HS 2	
24	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	HS	OFF	HP	OFF	HP	OFF	HP	OFF	HP
25	1019591	INDAH PERMATA SARI	CLEANER	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HP	HP	HP	HP	HP	OFF	HS	HP	HP	HP	HP	HP	HP	HP	OFF	HS	OFF	HP	OFF	HP	
26	1022104	SUPRIYANTO	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	HP	HS	HS	HS	HS	HS	HS	OFF	HS	OFF	HP	

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	29	30	31	
27	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	OFF	HP	OFF	
28	1023176	INTAN OCTAVIANI	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	HS	HP	HP	OFF	HS	OFF	
29	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	OFF	HS	OFF	
30	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	HS	OFF	HS	
31	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	HP	OFF	HP	
32	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	OFF	HP	OFF	
33	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	HS	OFF	HP	
34	1029674	RIZIEQ DAFI NUR FADILLAH	CLEANER	OFF	HM	HS	HS	HS	HS	HS	OFF	HM	HS	HS	HS	HS	HS	OFF	HM	HS	HS	HS	HS	HS	OFF	HM	HS	HS	HP	HS	HS	OFF	HM	HS	
35	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	HP	OFF	HP	
36	1032038	JULIA FITRI	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	HS	HP	HP	HP	OFF	HP	
37	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	HP	OFF	HP	
38	1035826	ADITYA BAYU PRATAMA	CLEANER	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	HS	OFF	HS	HP	
39	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	OFF	HS ₂	HS	HS	HS	HS	HS	OFF	HS ₂	OFF	
40	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	OFF	HP	HM	HM	HM	HM	HM	OFF	HP	OFF	
41	1036440	CYTHIA HERVINA PEBIOLA	CLEANER	HP	OFF	HS	HS	HS	HS	HS	HP	OFF	HS	HS	HS	HS	HS	HP	OFF	HS	HS	HS	HS	HS	HP	OFF	HS	HS	HP	HS	HS	HP	OFF	HP	
42	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	OFF	HP	HP	HP	HS	HP	HP	OFF	HP	OFF	
43	1039901	RANI HAYATI NINGTYAS	CLEANER	HP	OFF	HS	HS	HS	HS	HS	HP	OFF	HS	HS	HS	HS	HS	HP	OFF	HS	HS	HS	HS	HS	HP	OFF	HS	HS	HS	HS	HS	OFF	HS	HP	
44	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	HS	OFF	HP	
45	1040102	DIKI FEBRIANSAH	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	OFF	HS	OFF	
46	1040175	DEA OKTAPINA	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	HS	HP	HP	OFF	HP	OFF	
Total MP Shift Pagi:				14	12	24	24	24	24	24	14	12	24	24	24	24	14	12	24	24	24	24	24	24	14	12	24	24	23	24	24	14	11	4	
Total MP Shift Siang:				8	8	18	18	18	18	18	8	8	18	18	18	18	18	8	8	18	18	18	18	18	18	8	8	18	18	19	18	18	8	9	4
Total MP Shift Malam:				2	2	4	4	4	4	4	2	2	4	4	4	4	4	2	2	4	4	4	4	4	2	2	4	4	4	4	4	2	2	2	
Total MP Libur:				22	24	0	0	0	0	0	22	24	0	0	0	0	0	22	24	0	0	0	0	0	0	22	24	0	0	0	0	0	22	24	36
Total MP :				46	46	46	46	46	46	46	46	46	46	46	46	46	46	46	46	46	46	46	46	46	46	46	46	46	46	46	46	46	46	46	46

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	29	30	31
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[illegible]



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	29	30	31	H	I	A	G	O	S	SR	IR	Keterangan
1	1006939	CS-SUPERVISOR	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	H	O	O	25	0	0	0	6	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	H	O	O	25	0	0	0	6	0	0	0	-
	SUMANTO																																									
3	1008726	CLEANER	O	H	H	H	H	H	H	O	H	H	H	SR	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	O	24	0	0	1	6	0	1	0	-
	DJOKO MARDINATA					G																																				
4	1008730	CS-LEADER	H	O	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	H	O	O	25	0	0	0	6	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	O	H	H	H	H	H	H	H	O	O	25	0	0	0	6	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	O	H	26	0	0	1	5	0	0	0	-	
	ANTON WICAKSONO												G																													
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	O	H	O	25	0	0	0	6	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	I	H	O	H	H	H	H	H	H	O	O	24	1	0	0	6	0	0	0	-
	KHOSIDIN																																									
9	1008761	CLEANER	H	O	H	H	H	H	H	H	O	H	H	H	S	S	H	O	H	H	H	H	H	O	H	H	H	H	H	H	O	O	23	0	0	0	6	2	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	O	H	O	25	0	0	0	6	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	29	30	31	H	I	A	G	O	S	SR	IR	Keterangan		
	NURYADI																																											
11	1008784	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	H	O	H	26	0	0	0	5	0	0	0	-		
	IKA SETIANINGRUM																																											
12	1008795	CS-ADMIN	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	H	O	O	25	0	0	0	6	0	0	0	-		
	MELIATI																																											
13	1008801	CC-CALL-CENTER	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	O	H	O	25	0	0	1	6	0	0	0	-		
	SYAHRULLAH																																											
14	1008802	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	H	O	O	25	0	0	1	6	0	0	0	-		
	ENDI PURWANTO														G																													
15	1010791	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	O	H	O	25	0	0	0	6	0	0	0	-		
	SITI LESTARI																																											
16	1011142	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	H	O	H	26	0	0	0	5	0	0	0	-		
	SUDARMAJI																																											
17	1011458	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	O	H	O	25	0	0	0	6	0	0	0	-		
	MUSTOPA KAMAL																																											
18	1012017	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	H	O	O	25	0	0	0	6	0	0	0	-		
	ABDUL KHOLID																																											
19	1014385	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	H	O	O	25	0	0	0	6	0	0	0	-		
	AGUSTIYAN NUR EFENDI																																											

[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	29	30	31	H	I	A	G	O	S	SR	IR	Keterangan	
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	H	H	H	H	H	H	H	H	O	O	25	0	0	1	6	0	0	0	-
	INDAH PERMATA SARI																																										
30	1022104	CLEANER	H	O	H	A	H	A	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	24	0	2	0	5	0	0	0	-	
	SUPRIYANTO																																										
31	1022958	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	O	H	O	25	0	0	0	6	0	0	0	-	
	NEELAM RESHALINA																																										
32	1023176	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	O	H	O	25	0	0	0	6	0	0	0	-	
	INTAN OCTAVIANI																																										
33	1023532	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	O	H	O	25	0	0	0	6	0	0	0	-	
	RIZAMAWATI																																										
34	1023831	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	H	O	H	26	0	0	1	5	0	0	0	-	
	ASTRI SULASTRI					G																																					
35	1025693	CLEANER	O	H	H	SR	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	O	24	0	0	0	6	0	1	0	-	
	ANDRIYANI																																										
36	1027294	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	H	O	O	25	0	0	0	6	0	0	0	-	
	SITI AINA																																										
37	1027312	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	O	H	O	25	0	0	0	6	0	0	0	-	
	RANI JANWI																																										
38	1027313	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	O	O	25	0	0	0	6	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	29	30	31	H	I	A	G	O	S	SR	IR	Keterangan		
	TIARA OKTAVIANI																																											
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	H	O	O	25	0	0	0	6	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	H	O	H	H	H	H	H	H	O	H	H	26	0	0	0	5	0	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	H	O	H	26	0	0	0	5	0	0	0	-		
	REVI ALFIAN MAULANA																																											
42	1031089	CS-LEADER	O	H	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	O	H	H	26	0	0	0	5	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	H	O	H	26	0	0	0	5	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	O	H	O	25	0	0	0	6	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	O	H	H	26	0	0	1	5	0	0	0	-		
	ADITYA BAYU PRATAMA								G																																			
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	O	H	O	25	0	0	0	6	0	0	0	-		
	MARDI																																											
47	1036131	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	O	H	O	25	0	0	1	6	0	0	0	-		
	ARI SYAHRIZAL													G																														

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	29	30	31	H	I	A	G	O	S	SR	IR	Keterangan
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	H	O	O	25	0	0	0	6	0	0	0	-
	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	O	H	O	25	0	0	1	6	0	0	0	-
	FIKRI LULLAIL							G																																		
50	1039901	CLEANER	H	O	H	H	H	H	H	O	H	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	O	H	H	26	0	0	0	5	0	0	0	-
	RANI HAYATI NINGTYAS																																									
51	1040053	CLEANER	H	O	H	H	H	H	H	O	H	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	O	25	0	0	0	6	0	0	0	-
	PUTRI ANISA																																									
52	1040102	CLEANER	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	IR	H	H	H	H	O	H	H	H	H	H	H	O	H	O	24	0	0	0	6	0	0	1	-
	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	O	H	O	25	0	0	0	6	0	0	0	-
	DEA OKTAPINA																																									
Total :																																		1326	2	2	11	306	3	3	1	

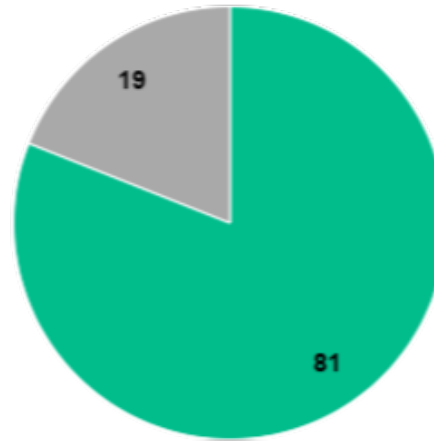
Keterangan :	Operation	OA	Check & Import Payroll	Verification
-Huruf H = Hadir , I = Izin , A = Alpha , O = OFF , S = SAKIT, SR = SAKIT SURAT , IR = IZIN SURAT -Kolom dibawah untuk Huruf G = Lembur Ganti -Jika CSO yang sedang off diminta masuk menggantikan maka baris atas diisi O baris bawah diisi G -Kolom D,E,F,G,H terisi otomatis dari jumlah Hadir, Izin, Alpha, Lembur Ganti, Off	ZIKRON	ADMIN OA - KARIN		Nama
	2025-03-16 10:25:08	2025-03-16 20:09:36	Tgl	Tgl

TOTAL JADWAL : 1645 MP

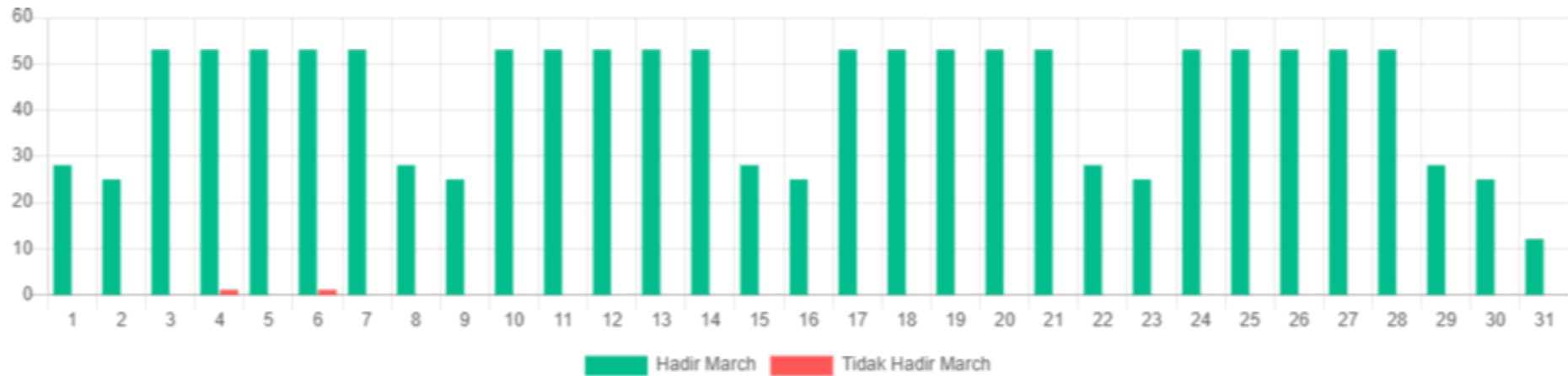
HADIR : 1337 MP

OFF : 306 MP

TIDAK HADIR : 2 MP



Monthly : March





LAPORAN TURNOVER

Total MP Awal	MP Baru	MP Pindahan	MP Dipindahkan	Dipulangkan	Total MP Akhir	Turnover Rate (%)
53	0	0	0	1	52	1.90

No.	NUC	Nama Karyawan	Jabatan Terakhir	Tipe Turnover	Tanggal Keluar	Tanggal Masuk	Keterangan
DIPULANGKAN KE HO							
1	1030666	ABRAHAM NUGROHO	CLEANER	DIPULANGKAN KE HO	2025-03-27	-	-
MP BARU							
MP PINDAHAN							
MP DIPINDAHKAN							

TOTAL : 1 MP

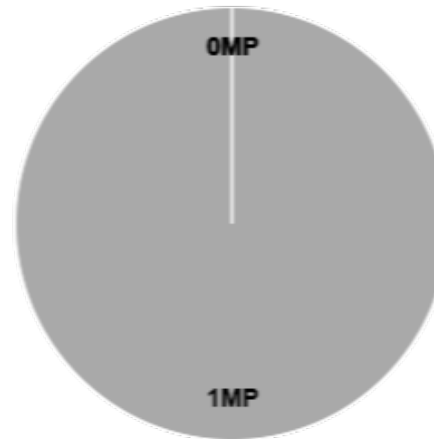
NEW : 0 MP

RESIGN : 1 MP

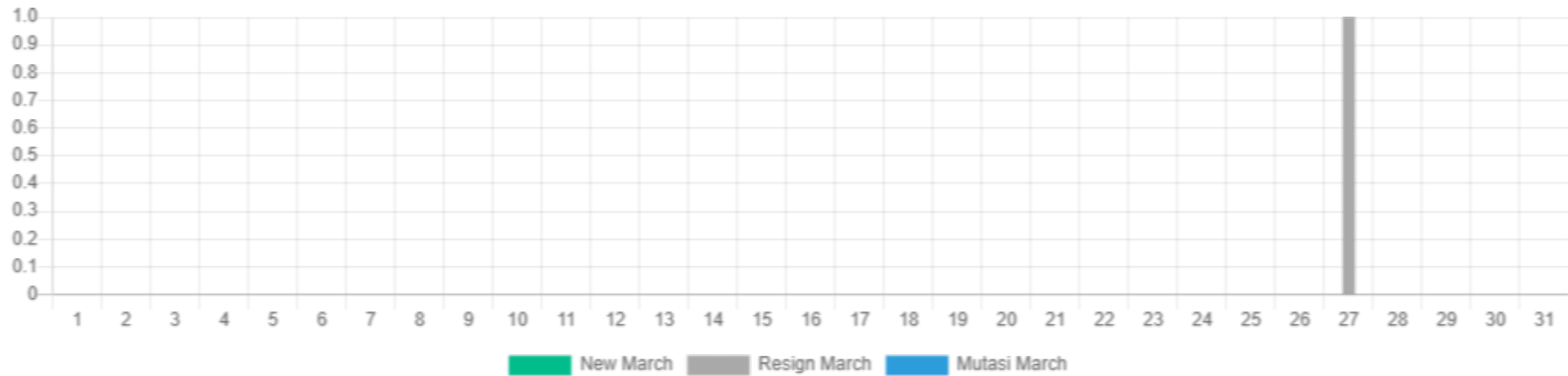
MUTASI : 0 MP

Pengawas : 0

CSO : 1

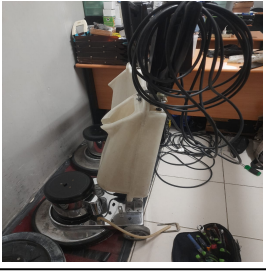
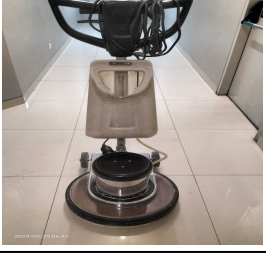


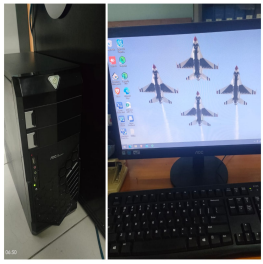
Monthly : March





LAPORAN MESIN

No	Kode Mesin	Jenis Mesin	Merk Mesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
1	CF1/60/WBLO/618	CARPET BLOWER	REDWIND			BAIK	-
2	CF1/3/LOSP/3774	LOW SPEED POLISHER	INNOTECH			BAIK	-
3	CF1/21/LOSP/667	LOW SPEED POLISHER	GOLDIE			BAIK	-
4	CF1/21/LOSP/666	LOW SPEED POLISHER	GOLDIE			BAIK	-
5	CF1/21/LOSP/665	LOW SPEED POLISHER	GOLDIE			BAIK	-
6	CF1/21/LOSP/664	LOW SPEED POLISHER	GOLDIE			BAIK	-

No	Kode Mesin	Jenis Mesin	Merk Mesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
7	CF1/46/PRNT/622	PRINTER	EPSON			BAIK	-
8	CF1/47/KOMP/621	COMPUTER SET AREA	IPC			BAIK	-
9	CF1/11/HPOL/620	HAND POLISHER	ALKO			BAIK	-
10	CF1/11/HPOL/619	HAND POLISHER	ALKO			BAIK	-
11	CF1/18/AMNO/608	AMANO	AMANO			BAIK	-
12	CF1/13/HTUH-HTVH/617	HANDY TALKIE	MOTOROLLA			BAIK	-

No	Kode Mesin	Jenis Mesin	Merk Mesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
13	CF1/13/HTUH-HTVH/616	HANDY TALKIE	MOTOROLLA			BAIK	-
14	CF1/13/HTUH-HTVH/615	HANDY TALKIE	MOTOROLLA			BAIK	-
15	CF1/13/HTUH-HTVH/614	HANDY TALKIE	MOTOROLLA			BAIK	-
16	CF1/13/HTUH-HTVH/613	HANDY TALKIE	MOTOROLLA			BAIK	-
17	CF1/27/FPRI/612	FINGER PRINT	INNOVATION			BAIK	-
18	CF1/3/VC30/611	WET & DRY VACUUM CLEANER 30 LITER	INNOTECH			BAIK	-

No	Kode Mesin	Jenis Mesin	Merk Mesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
19	CF1/3/VC30/610	WET & DRY VACUUM CLEANER 30 LITER	INNOTECH			BAIK	-
20	CF1/3/VC30/609	WET & DRY VACUUM CLEANER 30 LITER	INNOTECH			BAIK	-