

## **KATA PENGANTAR**

**Terimakasih atas kepercayaan yang diberikan kepada kami PT Carefastindo dalam mengelola jasa kebersihan di gedung D BOTANICA BANDUNG**

**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 REKAP ABSENSI**

**LAPORAN TABEL PERIODIK**



# **LAPORAN REKAP ABSENSI**

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| 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 |
|---------|-----------------|---------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|-----|---|----|----|-----|---|----|----|------------|
| 26      | 2003683         | CLEANER | 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  | H  | H  | H  | H  | 28  | 0 | 0  | 1  | 3   | 0 | 0  | 0  | -          |
|         | BELLA FISKA     |         |   |   |   |   |   |   |   |   |   |    |    |    |    |    | G  |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |     |   |    |    |     |   |    |    |            |
| 27      | 2003721         | CLEANER | 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  | H  | H  | 26  | 0 | 0  | 0  | 5   | 0 | 0  | 0  | -          |
|         | SEPTIADI        |         |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |     |   |    |    |     |   |    |    |            |
| 28      | 2003855         | CLEANER | O | H | H | H | H | H | H | O | H | H  | H  | H  | H  | O  | H  | H  | H  | H  | H  | H  | O  | h  | H  | H  | H  | H  | H  | H  | O  | H  | H  | 26  | 0 | 0  | 1  | 5   | 0 | 0  | 0  | -          |
|         | YUNI SALASWATI  |         |   |   |   | G |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |     |   |    |    |     |   |    |    |            |
| 29      | 2003857         | CLEANER | 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  | H  | H  | H  | H  | 27  | 0 | 0  | 1  | 4   | 0 | 0  | 0  | -          |
|         | ZAENAL SETIAWAN |         |   | G |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |     |   |    |    |     |   |    |    |            |
| 30      | 2003952         | CLEANER | H | 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  | 26  | 0 | 0  | 1  | 5   | 0 | 0  | 0  | -          |
|         | CECEP SAPRUDIN  |         |   | G |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |     |   |    |    |     |   |    |    |            |
| 31      | 2003965         | CLEANER | H | H | H | h | 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  | 28  | 0 | 0  | 0  | 3   | 0 | 0  | 0  | -          |
|         | AHMAD JAKARIA   |         |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |     |   |    |    |     |   |    |    |            |
| 32      | 2004039         | CLEANER | h | O | h | H | H | H | H | H | O | H  | H  | H  | H  | H  | O  | H  | H  | H  | H  | H  | O  | H  | H  | H  | H  | H  | H  | H  | H  | H  | H  | 27  | 0 | 0  | 0  | 4   | 0 | 0  | 0  | -          |
|         | TISNA           |         |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |     |   |    |    |     |   |    |    |            |
| Total : |                 |         |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    | 809 | 5 | 28 | 16 | 138 | 5 | 4  | 3  |            |

|              |           |    |                        |              |
|--------------|-----------|----|------------------------|--------------|
| Keterangan : | Operation | OA | Check & Import Payroll | Verification |
|--------------|-----------|----|------------------------|--------------|

|                                                                                                                                                                                                                                                                                                                                                                                       |                     |                     |     |      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|---------------------|-----|------|
| <div><div>-Huruf H = Hadir , I = Izin , A = Alpha , O = OFF , S = SAKIT, SR = SAKIT SURAT , IR = IZIN SURAT</div><div>-Kolom dibawah untuk Huruf G = Lembur Ganti</div><div>-Jika CSO yang sedang off diminta masuk menggantikan maka baris atas diisi O baris bawah diisi G</div><div>-Kolom D,E,F,G,H terisi otomatis dari jumlah Hadir, Izin, Alpha, Lembur Ganti, Off</div></div> | ADE ANA             | UMAR                |     | Nama |
|                                                                                                                                                                                                                                                                                                                                                                                       | 2025-07-16 09:00:57 | 2025-07-17 10:59:01 | Tgl | Tgl  |



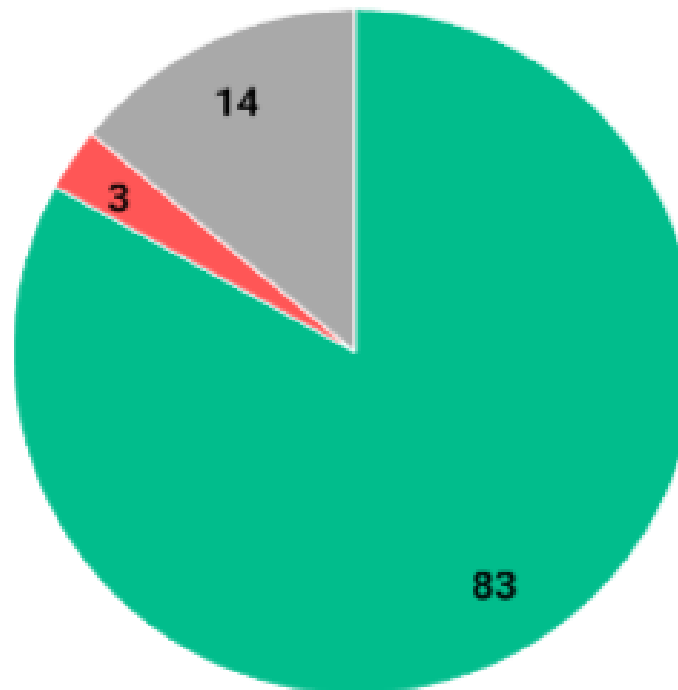


**TOTAL JADWAL : 992 MP**

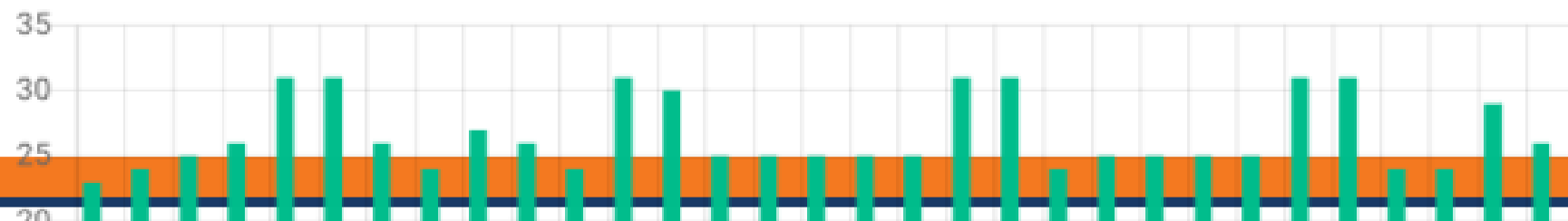
**HADIR : 824 MP**

**OFF : 138 MP**

**TIDAK HADIR : 29 MP**



**Monthly : July**





# **LAPORAN TABEL PERIODIK**

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| Warna | Keterangan             |
|-------|------------------------|
| P     | : Planning             |
| A     | : Actual / Terealisasi |
| X     | : Tidak Terealisasi    |





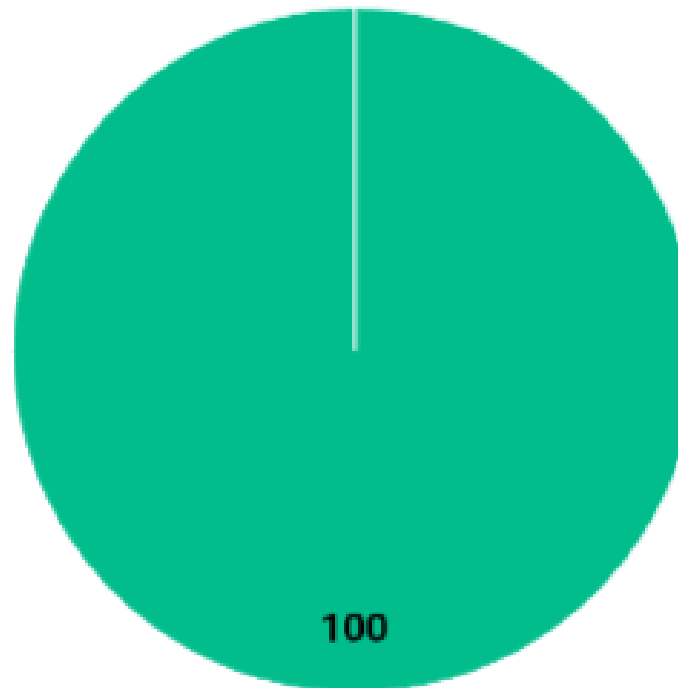
**PEKERJAAN : 79**

**REALISASI : 79**

**DIALIHKAN : 0**

**BELUM APPROVE : 0**

**BELUM UPLOAD : 0**



Monthly : July

