



Nipun Sign

Employee Attendance Job Card

01/06/2026 — 30/06/2026



EMPLOYEE ID
EMP006

EMPLOYEE NAME
Md Somrat

DEPARTMENT
Admin

DESIGNATION
Manager

JOINING DATE
01/06/2026

SHIFT
Default Shift (08:00 AM - 04:55 PM)

Present: 14 Absent: 8 Late: 4 Early Out: 1 Leave: 4 Weekly Off: 4 Attendance: 53.85% Regular: 97:53 Worked: 112:01 OT: 14:08

#	DATE	DAY	STATUS	IN TIME	LUNCH IN	LUNCH OUT	OUT TIME	DELAY	REGULAR HR	OT HR	TOTAL HR	REMARKS
1	01/06/2026	Mon	Late In	08:07 PM	01:00 PM	02:00 PM	10:00 PM	727 min	01:53	-	01:53	Late In
2	02/06/2026	Tue	Present	08:00 AM	01:00 PM	02:00 PM	10:00 PM	-	08:00	02:00	10:00	Present + OT
3	03/06/2026	Wed	Present	08:00 AM	01:00 PM	02:00 PM	10:00 PM	-	08:00	02:00	10:00	Present + OT
4	04/06/2026	Thu	Present	08:00 AM	01:00 PM	02:00 PM	11:59 PM	-	08:00	02:00	10:00	Present + OT
5	05/06/2026	Fri	Weekly Off	-	-	-	-	-	-	-	-	Weekly Off
6	06/06/2026	Sat	Present	08:00 AM	01:00 PM	02:00 PM	05:00 PM	-	08:00	-	08:00	Present
7	07/06/2026	Sun	Present	08:00 AM	01:00 PM	02:00 PM	05:00 PM	-	08:00	-	08:00	Present
8	08/06/2026	Mon	Present	08:00 AM	01:00 PM	02:00 PM	05:00 PM	-	08:00	-	08:00	Present
9	09/06/2026	Tue	Late In	08:01 AM	01:00 PM	02:00 PM	05:10 PM	2 min	08:00	00:08	08:08	Late In + OT
10	10/06/2026	Wed	Present	08:00 AM	01:00 PM	02:00 PM	10:00 PM	-	08:00	02:00	10:00	Present + OT
11	11/06/2026	Thu	Leave	-	-	-	-	-	-	-	-	Casual Leave
12	12/06/2026	Fri	Weekly Off	-	-	-	-	-	-	-	-	Weekly Off
13	13/06/2026	Sat	Late In	09:00 AM	01:00 PM	02:00 PM	10:00 PM	60 min	08:00	02:00	10:00	Late In + OT
14	14/06/2026	Sun	Late In	09:00 AM	01:00 PM	02:00 PM	10:00 PM	60 min	08:00	02:00	10:00	Late In + OT
15	15/06/2026	Mon	Leave	-	-	-	-	-	-	-	-	Annual Leave
16	16/06/2026	Tue	Absent	-	-	-	-	-	-	-	-	Absent
17	17/06/2026	Wed	Present	08:00 AM	01:00 PM	02:00 PM	11:55 PM	-	08:00	02:00	10:00	Present + OT
18	18/06/2026	Thu	Early Out	08:00 AM	01:00 PM	02:00 PM	08:00 AM	-	00:00	-	00:00	Early Out
19	19/06/2026	Fri	Weekly Off	-	-	-	-	-	-	-	-	Weekly Off
20	20/06/2026	Sat	Absent	-	-	-	-	-	-	-	-	Absent
21	21/06/2026	Sun	Absent	-	-	-	-	-	-	-	-	Absent
22	22/06/2026	Mon	Absent	-	-	-	-	-	-	-	-	Absent
23	23/06/2026	Tue	Leave	-	-	-	-	-	-	-	-	Annual Leave
24	24/06/2026	Wed	Absent	-	-	-	-	-	-	-	-	Absent
25	25/06/2026	Thu	Absent	-	-	-	-	-	-	-	-	Absent
26	26/06/2026	Fri	Weekly Off	-	-	-	-	-	-	-	-	Weekly Off
27	27/06/2026	Sat	Absent	-	-	-	-	-	-	-	-	Absent
28	28/06/2026	Sun	Leave	-	-	-	-	-	-	-	-	Bereavement Leave
29	29/06/2026	Mon	Absent	-	-	-	-	-	-	-	-	Absent
30	30/06/2026	Tue	Present	08:00 AM	01:00 PM	02:00 PM	05:00 PM	-	08:00	-	08:00	Present