

Sonargaon University (SU)
147/I, Panthapath, Dhaka - 1212
Employee Job Card
Employee ID: SU2202221090
Employee Name: Md. Shakibul Islam
Designation: Assistant Programmer
Department Name: IT (Information Technology)
Campus Name: 147/I Green Road, Tejgaon, Dhaka 1215
Date : 2022-10-25 to 2022-11-25

| SL NO | Date | Work Schedule | In Time | Out Time | Total Time | Over or Less Time | Late Time | Status |
|-------|-----------------|------------------|---------|----------|------------|-------------------|-----------|------------------|
| 1 | 2022-10-25(Tue) | 11:00-19:00 =8:0 | 10:45 | 19:50 | 9:05 | +01:05 | 00:00 | Present |
| 2 | 2022-10-26(Wed) | 11:00-19:00 =8:0 | 10:53 | 19:48 | 8:55 | +00:55 | 00:00 | Present |
| 3 | 2022-10-27(Thu) | 11:00-19:00 =8:0 | 11:12 | 19:28 | 8:16 | +00:16 | 00:12 | Present |
| 4 | 2022-10-28(Fri) | 11:00-19:00 =8:0 | 10:42 | 18:32 | 7:50 | -00:10 | 00:00 | Present |
| 5 | 2022-10-29(Sat) | 11:00-19:00 =8:0 | 11:10 | 19:56 | 8:46 | +00:46 | 00:10 | Present |
| 6 | 2022-10-30(Sun) | 11:00-19:00 =8:0 | 00:00 | 00:00 | 0:0 | 00:00 | 00:00 | Swap(2022-10-31) |
| 7 | 2022-10-31(Mon) | 00:00-00:00 =0:0 | 11:05 | 20:00 | 8:55 | +00:55 | 00:00 | Present(W) |
| 8 | 2022-11-01(Tue) | 11:00-19:00 =8:0 | 10:59 | 20:21 | 9:22 | +01:22 | 00:00 | Present |
| 9 | 2022-11-02(Wed) | 11:00-19:00 =8:0 | 11:11 | 20:08 | 8:57 | +00:57 | 00:11 | Present |
| 10 | 2022-11-03(Thu) | 11:00-19:00 =8:0 | 10:59 | 19:16 | 8:17 | +00:17 | 00:00 | Present |
| 11 | 2022-11-04(Fri) | 11:00-19:00 =8:0 | 10:48 | 19:03 | 8:15 | +00:15 | 00:00 | Present |
| 12 | 2022-11-05(Sat) | 11:00-19:00 =8:0 | 10:50 | 19:51 | 9:01 | +01:01 | 00:00 | Present |
| 13 | 2022-11-06(Sun) | 11:00-19:00 =8:0 | 10:27 | 18:09 | 7:42 | -00:18 | 00:00 | Present |
| 14 | 2022-11-07(Mon) | 00:00-00:00 =0:0 | 00:00 | 00:00 | 0:0 | 00:00 | 00:00 | Weekend |
| 15 | 2022-11-08(Tue) | 11:00-19:00 =8:0 | 10:19 | 18:51 | 8:32 | +00:32 | 00:00 | Present |
| 16 | 2022-11-09(Wed) | 11:00-19:00 =8:0 | 10:59 | 18:53 | 7:54 | -00:06 | 00:00 | Present |
| 17 | 2022-11-10(Thu) | 11:00-19:00 =8:0 | 11:10 | 20:04 | 8:54 | +00:54 | 00:10 | Present |
| 18 | 2022-11-11(Fri) | 11:00-19:00 =8:0 | 11:05 | 17:52 | 6:47 | -01:13 | 00:05 | Present |
| 19 | 2022-11-12(Sat) | 11:00-19:00 =8:0 | 00:00 | 00:00 | 0:0 | 00:00 | 00:00 | Swap(2022-11-14) |
| 20 | 2022-11-13(Sun) | 11:00-19:00 =8:0 | 11:21 | 19:16 | 7:55 | -00:05 | 00:21 | Present |
| 21 | 2022-11-14(Mon) | 00:00-00:00 =0:0 | 10:42 | 19:25 | 8:43 | +00:43 | 00:00 | Present(W) |
| 22 | 2022-11-15(Tue) | 11:00-19:00 =8:0 | 11:12 | 19:03 | 7:51 | -00:09 | 00:12 | Present |
| 23 | 2022-11-16(Wed) | 11:00-19:00 =8:0 | 11:20 | 19:40 | 8:20 | +00:20 | 00:20 | Present |
| 24 | 2022-11-17(Thu) | 11:00-19:00 =8:0 | 10:39 | 19:12 | 8:33 | +00:33 | 00:00 | Present |
| 25 | 2022-11-18(Fri) | 11:00-19:00 =8:0 | 11:03 | 18:10 | 7:07 | -00:53 | 00:03 | Present |
| 26 | 2022-11-19(Sat) | 11:00-19:00 =8:0 | 11:12 | 18:06 | 6:54 | -01:06 | 00:12 | Present |
| 27 | 2022-11-20(Sun) | 11:00-19:00 =8:0 | 10:38 | 19:29 | 8:51 | +00:51 | 00:00 | Present |
| 28 | 2022-11-21(Mon) | 00:00-00:00 =0:0 | 00:00 | 00:00 | 0:0 | 00:00 | 00:00 | Weekend |
| 29 | 2022-11-22(Tue) | 11:00-19:00 =8:0 | 11:08 | 19:00 | 7:52 | -00:08 | 00:08 | Present |
| 30 | 2022-11-23(Wed) | 11:00-19:00 =8:0 | 11:12 | 19:26 | 8:14 | +00:14 | 00:12 | Present |
| 31 | 2022-11-24(Thu) | 11:00-19:00 =8:0 | 11:08 | 18:18 | 7:10 | -00:50 | 00:08 | Present |
| 32 | 2022-11-25(Fri) | 11:00-19:00 =8:0 | 11:25 | 20:03 | 8:38 | +00:38 | 00:25 | Present |
| 33 | 2022-11-26(Sat) | 11:00-19:00 =8:0 | 11:07 | 18:07 | 7:0 | -01:00 | 00:07 | Present |

| TWD | 33 | TWH | 238:36 | Extra Duty Date | Abbreviation |
|-----|----|-------|--------|-----------------|---|
| TP | 29 | TOT | 12:34 | | TWD = Total Working Day TP = Total Present TA = Total Absent TL = Total Leave TW = Total Weekend TS = Total Swap TED = Total Extra Duty TOT = Total Over Time THD = Total Holiday TLWP = Total Leave Without Pay TLT = Total Late Time TLIT = Total Late In Time |
| TL | | TS | 2 | | |
| TA | | TLWP | | | |
| TED | | TLT | 5:58 | | |
| THD | | TLIT | 0/3 | | |
| TW | 4 | Leave | 11 | | |
| | | | | | |