

**Sonargaon University (SU)**  
**147/I, Panthapath, Dhaka - 1212**  
**Employee Job Card**  
**Employee ID: SU2203091093**  
**Employee Name: Md. Ashraful Islam**  
**Designation: Sr. Officer**  
**Department Name: Finance & Accounts**  
**Campus Name: 147/I Green Road, Tejgaon, Dhaka 1215**  
**Date : 2022-10-26 to 2022-11-25**

SL NO	Date	Work Schedule	In Time	Out Time	Total Time	Over or Less Time	Late Time	Status
1	2022-10-26(Wed)	10:00-18:00 =8:0	09:38	19:38	10:0	+02:00	00:00	Present
2	2022-10-27(Thu)	10:00-18:00 =8:0	09:58	19:43	9:45	+01:45	00:00	Present
3	2022-10-28(Fri)	10:00-18:00 =8:0	06:59	19:33	12:34	+04:34	00:00	Present
4	2022-10-29(Sat)	10:00-18:00 =8:0	07:37	19:03	11:26	+03:26	00:00	Present
5	2022-10-30(Sun)	00:00-00:00 =0:0	08:44	17:05	8:21	+00:21	00:00	Present(W)
6	2022-10-31(Mon)	10:00-18:00 =8:0	09:08	17:21	8:13	+00:13	00:00	Present
7	2022-11-01(Tue)	10:00-18:00 =8:0	09:58	18:20	8:22	+00:22	00:00	Present
8	2022-11-02(Wed)	10:00-18:00 =8:0	09:31	13:47	4:16	-03:44	00:00	Present
9	2022-11-03(Thu)	10:00-18:00 =8:0	00:00	00:00	0:0	00:00	00:00	Pending S/Head(2022-09-25)
10	2022-11-04(Fri)	10:00-18:00 =8:0	00:00	00:00	0:0	00:00	00:00	Swap(2022-10-23)
11	2022-11-05(Sat)	10:00-18:00 =8:0	00:00	00:00	0:0	00:00	00:00	Pending S/Head(2022-10-30)
12	2022-11-06(Sun)	00:00-00:00 =0:0	00:00	00:00	0:0	00:00	00:00	Weekend
13	2022-11-07(Mon)	10:00-18:00 =8:0	00:00	00:00	0:0	00:00	00:00	Leave
14	2022-11-08(Tue)	10:00-18:00 =8:0	00:00	00:00	0:0	00:00	00:00	Leave
15	2022-11-09(Wed)	10:00-18:00 =8:0	09:37	17:51	8:14	+00:14	00:00	Present
16	2022-11-10(Thu)	10:00-18:00 =8:0	09:28	18:07	8:39	+00:39	00:00	Present
17	2022-11-11(Fri)	10:00-18:00 =8:0	09:37	18:05	8:28	+00:28	00:00	Present
18	2022-11-12(Sat)	10:00-18:00 =8:0	09:21	17:50	8:29	+00:29	00:00	Present
19	2022-11-13(Sun)	00:00-00:00 =0:0	00:00	00:00	0:0	00:00	00:00	Weekend
20	2022-11-14(Mon)	10:00-18:00 =8:0	09:46	18:19	8:33	+00:33	00:00	Present
21	2022-11-15(Tue)	10:00-18:00 =8:0	09:27	19:58	10:31	+02:31	00:00	Present
22	2022-11-16(Wed)	10:00-18:00 =8:0	08:56	17:32	8:36	+00:36	00:00	Present
23	2022-11-17(Thu)	10:00-18:00 =8:0	08:49	17:48	8:59	+00:59	00:00	Present
24	2022-11-18(Fri)	10:00-18:00 =8:0	09:56	18:17	8:21	+00:21	00:00	Present
25	2022-11-19(Sat)	10:00-18:00 =8:0	08:59	18:04	9:05	+01:05	00:00	Present
26	2022-11-20(Sun)	00:00-00:00 =0:0	00:00	00:00	0:0	00:00	00:00	Weekend
27	2022-11-21(Mon)	10:00-18:00 =8:0	10:01	18:05	8:04	+00:04	00:01	Present
28	2022-11-22(Tue)	10:00-18:00 =8:0	08:55	18:14	9:19	+01:19	00:00	Present
29	2022-11-23(Wed)	10:00-18:00 =8:0	10:04	18:02	7:58	-00:02	00:04	Present
30	2022-11-24(Thu)	10:00-18:00 =8:0	09:56	18:02	8:06	+00:06	00:00	Present
31	2022-11-25(Fri)	10:00-18:00 =8:0	09:46	18:51	9:05	+01:05	00:00	Present
32	2022-11-26(Sat)	10:00-18:00 =8:0	10:04	17:49	7:45	-00:15	00:04	Present

TWD	32	TWH	211:9	Extra Duty Date	Abbreviation
TP	24	TOT	23:10		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	2	TS	1		
TA		TLWP			
TED		TLT	4:1		
THD		TLIT	0/0		
TW	4	Leave	8		