

Sonargaon University (SU)
147/I, Panthapath, Dhaka - 1212
Employee Job Card
Employee ID: SU2103182311
Employee Name: Md. Mahadi Hasan Hemel
Designation: Asst. Officer
Department Name: IT (Information Technology)
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)	11:00-19:00 =8:0	10:46	19:08	8:22	+00:22	00:00	Present
2	2022-10-27(Thu)	11:00-19:00 =8:0	10:33	19:14	8:41	+00:41	00:00	Present
3	2022-10-28(Fri)	11:00-19:00 =8:0	10:33	18:58	8:25	+00:25	00:00	Present
4	2022-10-29(Sat)	11:00-19:00 =8:0	10:57	18:46	7:49	-00:11	00:00	Present
5	2022-10-30(Sun)	00:00-00:00 =0:0	00:00	00:00	0:0	00:00	00:00	Weekend
6	2022-10-31(Mon)	11:00-19:00 =8:0	10:00	18:00	8:0	-00:00	00:00	Present
7	2022-11-01(Tue)	11:00-19:00 =8:0	10:07	19:05	8:58	+00:58	00:00	Present
8	2022-11-02(Wed)	11:00-19:00 =8:0	10:19	19:22	9:03	+01:03	00:00	Present
9	2022-11-03(Thu)	11:00-19:00 =8:0	11:31	19:36	8:05	+00:05	00:31	Present
10	2022-11-04(Fri)	11:00-19:00 =8:0	00:00	00:00	0:0	00:00	00:00	Swap(2022-11-06)
11	2022-11-05(Sat)	11:00-19:00 =8:0	10:55	18:21	7:26	-00:34	00:00	Present
12	2022-11-06(Sun)	00:00-00:00 =0:0	10:33	18:52	8:19	+00:19	00:00	Present(W)
13	2022-11-07(Mon)	11:00-19:00 =8:0	10:21	19:13	8:52	+00:52	00:00	Present
14	2022-11-08(Tue)	11:00-19:00 =8:0	10:42	19:30	8:48	+00:48	00:00	Present
15	2022-11-09(Wed)	11:00-19:00 =8:0	10:56	18:53	7:57	-00:03	00:00	Present
16	2022-11-10(Thu)	11:00-19:00 =8:0	11:02	19:06	8:04	+00:04	00:02	Present
17	2022-11-11(Fri)	11:00-19:00 =8:0	11:09	16:12	5:03	-02:57	00:09	Present
18	2022-11-12(Sat)	11:00-19:00 =8:0	10:58	18:39	7:41	-00:19	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)	11:00-19:00 =8:0	10:47	19:25	8:38	+00:38	00:00	Present
21	2022-11-15(Tue)	11:00-19:00 =8:0	11:42	19:03	7:21	-00:39	00:42	Present
22	2022-11-16(Wed)	11:00-19:00 =8:0	11:07	19:40	8:33	+00:33	00:07	Present
23	2022-11-17(Thu)	11:00-19:00 =8:0	10:56	19:12	8:16	+00:16	00:00	Present
24	2022-11-18(Fri)	11:00-19:00 =8:0	11:05	19:08	8:03	+00:03	00:05	Present
25	2022-11-19(Sat)	11:00-19:00 =8:0	11:41	18:35	6:54	-01:06	00:41	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)	11:00-19:00 =8:0	11:01	18:44	7:43	-00:17	00:01	Present
28	2022-11-22(Tue)	11:00-19:00 =8:0	11:16	19:00	7:44	-00:16	00:16	Present
29	2022-11-23(Wed)	11:00-19:00 =8:0	10:58	19:26	8:28	+00:28	00:00	Present
30	2022-11-24(Thu)	11:00-19:00 =8:0	00:00	00:00	0:0	00:00	00:00	Leave
31	2022-11-25(Fri)	11:00-19:00 =8:0	09:38	18:28	8:50	+00:50	00:00	Present
32	2022-11-26(Sat)	11:00-19:00 =8:0	10:45	18:07	7:22	-00:38	00:00	Present

TWD	32	TWH	217:25	Extra Duty Date	Abbreviation
TP	27	TOT	8:25		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	1	TS	1		
TA		TLWP			
TED		TLT	7:0		
THD		TLIT	0/4		
TW	4	Leave	5		