

Sonargaon University (SU) 147/I, Panthapath, Dhaka - 1212 Employee Job Card Employee ID: SU1801041245 Employee Name: Sharmila Sikder Designation: Lecturer Department Name: Dept. of Business Administration								
SL NO	Date	Work Schedule	In Time	Out Time	Total Time	Over or Less Time	Late Time	Status
1	2022-10-26(Wed)	11:00-17:30= 6:30	09:56	17:04	7:08	+00:38	00:00	Present
2	2022-10-27(Thu)	10:00-14:00= 4:0	15:23	18:02	2:39	-01:21	05:23	Present
3	2022-10-28(Fri)	14:00-21:00= 7:0	10:29	20:22	9:53	+02:53	00:00	Present
4	2022-10-29(Sat)	14:30-21:00= 6:30	13:27	17:28	4:01	-02:29	00:00	Present
5	2022-10-30(Sun)	00:00-00:00= 0:0	00:00	00:00	4:01	+04:01	00:00	Weekend
6	2022-10-31(Mon)	12:00-18:00= 6:0	12:03	17:40	5:37	-00:23	00:00	Present
7	2022-11-01(Tue)	08:00-14:00= 6:0	08:25	15:42	7:17	+01:17	00:25	Present
8	2022-11-02(Wed)	11:00-17:30= 6:30	12:12	16:06	3:54	-02:36	01:12	Present
9	2022-11-03(Thu)	10:00-14:00= 4:0	10:42	16:32	5:50	+01:50	00:42	Present
10	2022-11-04(Fri)	14:00-21:00= 7:0	14:14	19:25	5:11	-01:49	00:00	Present
11	2022-11-05(Sat)	14:30-21:00= 6:30	13:52	16:11	2:19	-04:11	00:00	Present
12	2022-11-06(Sun)	00:00-00:00= 0:0	00:00	00:00	2:19	+02:19	00:00	Weekend
13	2022-11-07(Mon)	12:00-18:00= 6:0	11:58	19:09	7:11	+01:11	00:00	Present
14	2022-11-08(Tue)	08:00-14:00= 6:0	07:44	15:58	8:14	+02:14	00:00	Present
15	2022-11-09(Wed)	11:00-17:30= 6:30	13:37	18:59	5:22	-01:08	02:37	Present
16	2022-11-10(Thu)	10:00-14:00= 4:0	10:35	19:39	9:04	+05:04	00:35	Present
17	2022-11-11(Fri)	14:00-21:00= 7:0	13:53	20:56	7:03	+00:03	00:00	Present
18	2022-11-12(Sat)	14:30-21:00= 6:30	13:16	19:52	6:36	+00:06	00:00	Present
19	2022-11-13(Sun)	00:00-00:00= 0:0	00:00	00:00	6:36	+06:36	00:00	Weekend
20	2022-11-14(Mon)	12:00-18:00= 6:0	11:40	18:23	6:43	+00:43	00:00	Present
21	2022-11-15(Tue)	08:00-14:00= 6:0	08:25	17:27	9:02	+03:02	00:25	Present
22	2022-11-16(Wed)	11:00-17:30= 6:30	11:08	12:35	1:27	-05:03	00:08	Present
23	2022-11-17(Thu)	10:00-14:00= 4:0	10:16	17:28	7:12	+03:12	00:16	Present
24	2022-11-18(Fri)	14:00-21:00= 7:0	13:59	19:27	5:28	-01:32	00:00	Present
25	2022-11-19(Sat)	14:30-21:00= 6:30	10:46	17:48	7:02	+00:32	00:00	Present
26	2022-11-20(Sun)	00:00-00:00= 0:0	08:08	19:44	11:36	+11:36	00:00	Present(WK)
27	2022-11-21(Mon)	12:00-18:00= 6:0	12:09	19:06	6:57	+00:57	00:00	Present
28	2022-11-22(Tue)	08:00-14:00= 6:0	08:34	16:58	8:24	+02:24	00:34	Present
29	2022-11-23(Wed)	11:00-17:30= 6:30	00:00	00:00	8:24	+01:54	00:00	Swap(2022-11-20)
30	2022-11-24(Thu)	10:00-14:00= 4:0	10:23	16:46	6:23	+02:23	00:23	Present
31	2022-11-25(Fri)	14:00-21:00= 7:0	13:46	20:24	6:38	-00:22	00:00	Present
32	2022-11-26(Sat)	14:30-21:00= 6:30	12:16	18:26	6:10	-00:20	00:00	Present

TWD	32	TWH	201:41	Swap Date	Abbreviation
TP	28	TOT	54:55	1): 2022-11-23	TWD = Total Working Day TWH = Total Working Hours TP = Total Present TA = Total Absent TL = Total Leave TW = Total Weekend TS = Total Swap SWH = Schedule Working Hours TOT = Total Over Time THD = Total Holiday TLWP = Total Leave Without Pay TLT = Total Late Time TLIT = Total Late In Time
TL		TS	1		
TA		TLWP			
TW	4	TLT	21:14		
THD		TLIT	0/10		
SWH	163	Leave	12		