

**Sonargaon University (SU)**  
**147/I, Panthapath, Dhaka - 1212**  
**Employee Job Card**  
**Employee ID: SU1410101017**  
**Employee Name: Angila Tabassum**

SL NO	Date	Work Schedule	In Time	Out Time	Total Time	Over or Less Time	Late Time	Status
1	2022-10-26(Wed)	17:00-22:00= 5:0	14:55	16:35	1:40	-03:20	00:00	Present
2	2022-10-27(Thu)	9:00-17:30= 8:30	00:00	00:00	1:40	-06:50	00:00	Absent
3	2022-10-28(Fri)	00:00-00:00= 0:0	10:20	10:20	0:0	+00:00	00:00	Present
4	2022-10-29(Sat)	16:00-22:00= 6:0	00:00	00:00	0:0	-06:00	00:00	Absent
5	2022-10-30(Sun)	11:00-19:00= 8:0	10:37	19:00	8:23	+00:23	00:00	Present
6	2022-10-31(Mon)	17:00-22:00= 5:0	17:00	20:59	3:59	-01:01	00:00	Present
7	2022-11-01(Tue)	8:30-15:00= 6:30	08:03	10:50	2:47	-03:43	00:00	Present
8	2022-11-02(Wed)	17:00-22:00= 5:0	15:59	19:06	3:07	-01:53	00:00	Present
9	2022-11-03(Thu)	9:00-17:30= 8:30	09:05	12:42	3:37	-04:53	00:05	Present
10	2022-11-04(Fri)	00:00-00:00= 0:0	00:00	00:00	3:37	+03:37	00:00	Weekend
11	2022-11-05(Sat)	16:00-22:00= 6:0	12:20	15:31	3:11	-02:49	00:00	Present
12	2022-11-06(Sun)	11:00-19:00= 8:0	10:30	12:20	1:50	-06:10	00:00	Present
13	2022-11-07(Mon)	17:00-22:00= 5:0	15:36	21:35	5:59	+00:59	00:00	Present
14	2022-11-08(Tue)	8:30-15:00= 6:30	08:00	10:01	2:01	-04:29	00:00	Present
15	2022-11-09(Wed)	17:00-22:00= 5:0	20:06	21:10	1:04	-03:56	03:06	Present
16	2022-11-10(Thu)	9:00-17:30= 8:30	13:01	13:01	0:0	-08:30	04:01	Present
17	2022-11-11(Fri)	00:00-00:00= 0:0	00:00	00:00	0:0	+00:00	00:00	Weekend
18	2022-11-12(Sat)	16:00-22:00= 6:0	15:24	15:24	0:0	-06:00	00:00	Present
19	2022-11-13(Sun)	11:00-19:00= 8:0	10:53	14:00	3:07	-04:53	00:00	Present
20	2022-11-14(Mon)	17:00-22:00= 5:0	19:47	21:44	1:57	-03:03	02:47	Present
21	2022-11-15(Tue)	8:30-15:00= 6:30	08:04	13:42	5:38	-00:52	00:00	Present
22	2022-11-16(Wed)	17:00-22:00= 5:0	15:58	21:04	5:06	+00:06	00:00	Present
23	2022-11-17(Thu)	9:00-17:30= 8:30	07:39	12:57	5:18	-03:12	00:00	Present
24	2022-11-18(Fri)	00:00-00:00= 0:0	00:00	00:00	5:18	+05:18	00:00	Weekend
25	2022-11-19(Sat)	16:00-22:00= 6:0	13:04	16:43	3:39	-02:21	00:00	Present
26	2022-11-20(Sun)	11:00-19:00= 8:0	07:40	12:54	5:14	-02:46	00:00	Present
27	2022-11-21(Mon)	17:00-22:00= 5:0	17:33	19:00	1:27	-03:33	00:33	Present
28	2022-11-22(Tue)	8:30-15:00= 6:30	07:36	07:36	0:0	-06:30	00:00	Present
29	2022-11-23(Wed)	17:00-22:00= 5:0	16:12	20:30	4:18	-00:42	00:00	Present
30	2022-11-24(Thu)	9:00-17:30= 8:30	08:33	14:21	5:48	-02:42	00:00	Present
31	2022-11-25(Fri)	00:00-00:00= 0:0	00:00	00:00	5:48	+05:48	00:00	Weekend
32	2022-11-26(Sat)	16:00-22:00= 6:0	18:01	18:01	0:0	-06:00	02:01	Present

TWD	32	TWH	95:33	Swap Date	Abbreviation
TP	26	TOT	16:11		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			
TA	2	TLWP			
TW	4	TLT	96:8		
THD		TLIT	2/5		
SWH	171	Leave	12		