Attendance Process Grade 2 Up

Absensi Finger bersifat otomatis. Manual berikut untuk memaparkan cara memproses Overtime

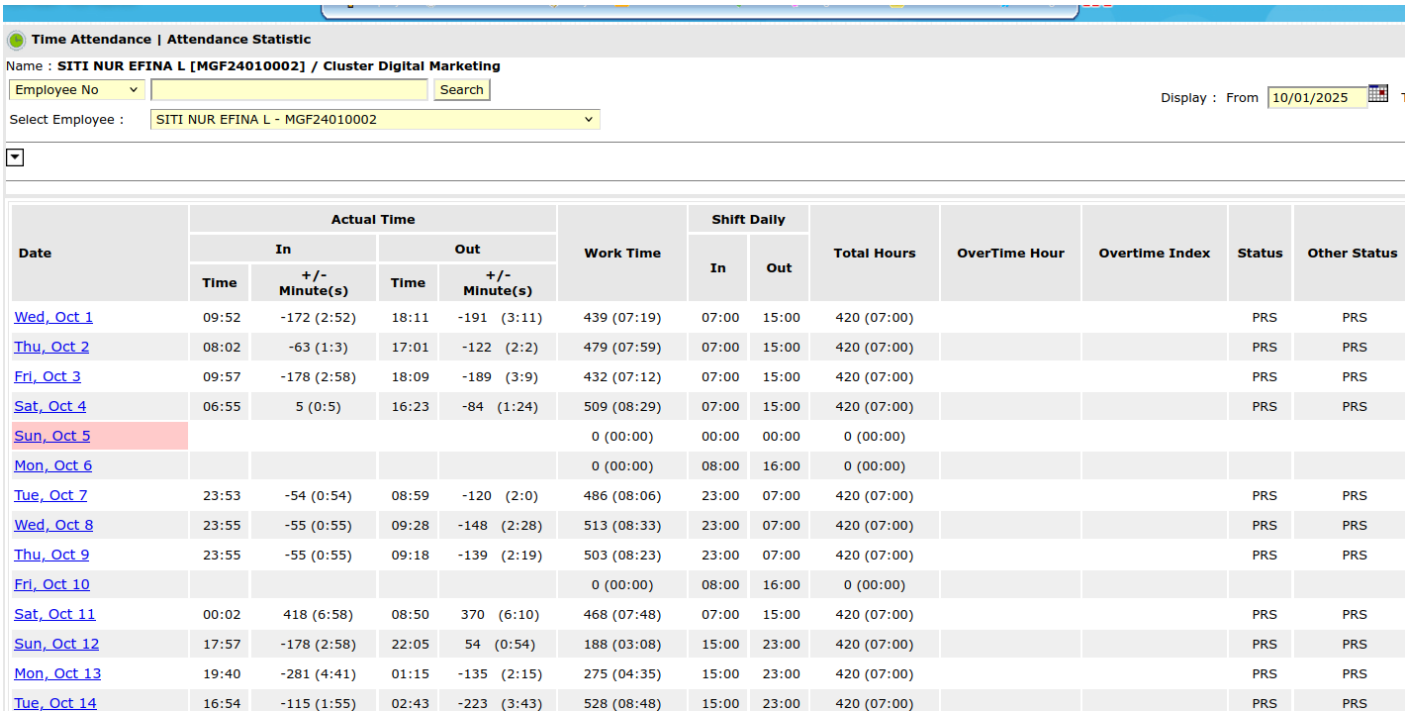
Ada 2 cara.

1. Input overtime per tanggal
2. Input Overtime dalam 1 bulan penggajian

1 . Input overtime per tanggal

Step 1 . Pastikan Absensi di attentance statistic sudah ada overtime

Isikan overtime berfore atau after agar absensi terdeteksi selabagai lembur aktual. lalu kalkulasi



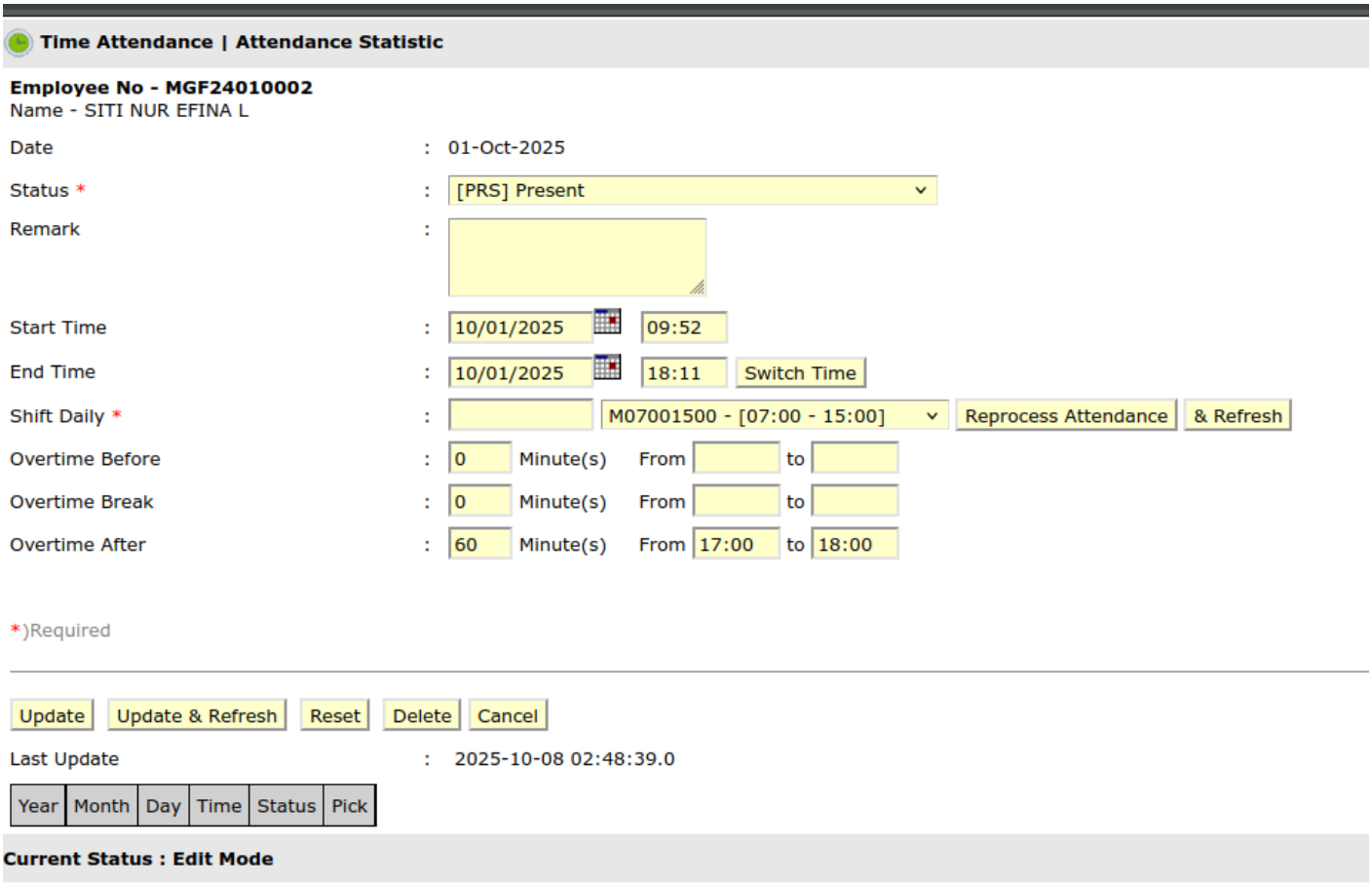
Time Attendance | Attendance Statistic

Name : **SITI NUR EFINA L [MGF24010002] / Cluster Digital Marketing**

Employee No | Search | Display : From 10/01/2025

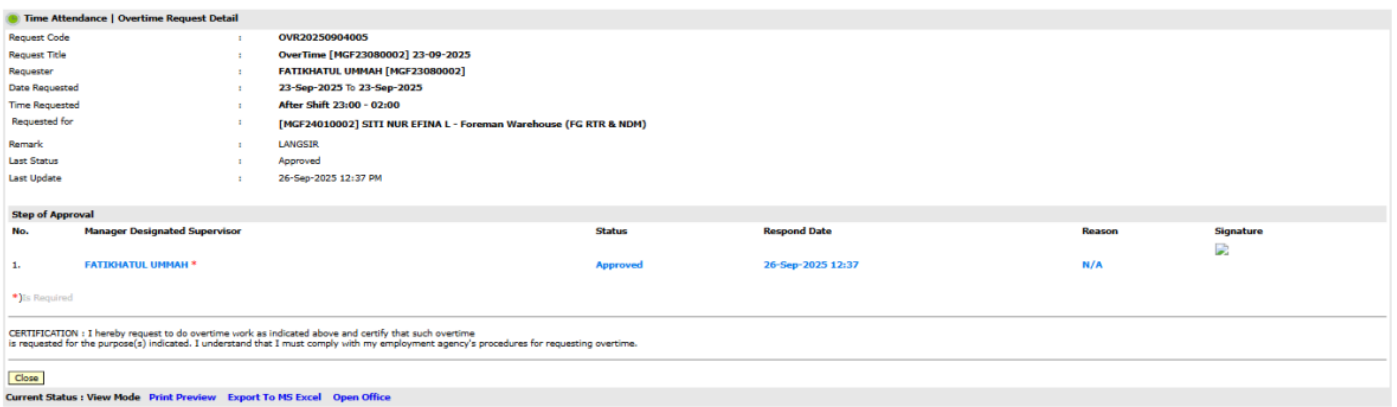
Select Employee : SITI NUR EFINA L - MGF24010002

Date	Actual Time				Work Time	Shift Daily		Total Hours	OverTime Hour	Overtime Index	Status	Other Status
	In		Out			In	Out					
	Time	+/- Minute(s)	Time	+/- Minute(s)								
Wed, Oct 1	09:52	-172 (2:52)	18:11	-191 (3:11)	439 (07:19)	07:00	15:00	420 (07:00)			PRS	PRS
Thu, Oct 2	08:02	-63 (1:3)	17:01	-122 (2:2)	479 (07:59)	07:00	15:00	420 (07:00)			PRS	PRS
Fri, Oct 3	09:57	-178 (2:58)	18:09	-189 (3:9)	432 (07:12)	07:00	15:00	420 (07:00)			PRS	PRS
Sat, Oct 4	06:55	5 (0:5)	16:23	-84 (1:24)	509 (08:29)	07:00	15:00	420 (07:00)			PRS	PRS
Sun, Oct 5					0 (00:00)	00:00	00:00	0 (00:00)				
Mon, Oct 6					0 (00:00)	08:00	16:00	0 (00:00)				
Tue, Oct 7	23:53	-54 (0:54)	08:59	-120 (2:0)	486 (08:06)	23:00	07:00	420 (07:00)			PRS	PRS
Wed, Oct 8	23:55	-55 (0:55)	09:28	-148 (2:28)	513 (08:33)	23:00	07:00	420 (07:00)			PRS	PRS
Thu, Oct 9	23:55	-55 (0:55)	09:18	-139 (2:19)	503 (08:23)	23:00	07:00	420 (07:00)			PRS	PRS
Fri, Oct 10					0 (00:00)	08:00	16:00	0 (00:00)				
Sat, Oct 11	00:02	418 (6:58)	08:50	370 (6:10)	468 (07:48)	07:00	15:00	420 (07:00)			PRS	PRS
Sun, Oct 12	17:57	-178 (2:58)	22:05	54 (0:54)	188 (03:08)	15:00	23:00	420 (07:00)			PRS	PRS
Mon, Oct 13	19:40	-281 (4:41)	01:15	-135 (2:15)	275 (04:35)	15:00	23:00	420 (07:00)			PRS	PRS
Tue, Oct 14	16:54	-115 (1:55)	02:43	-223 (3:43)	528 (08:48)	15:00	23:00	420 (07:00)			PRS	PRS



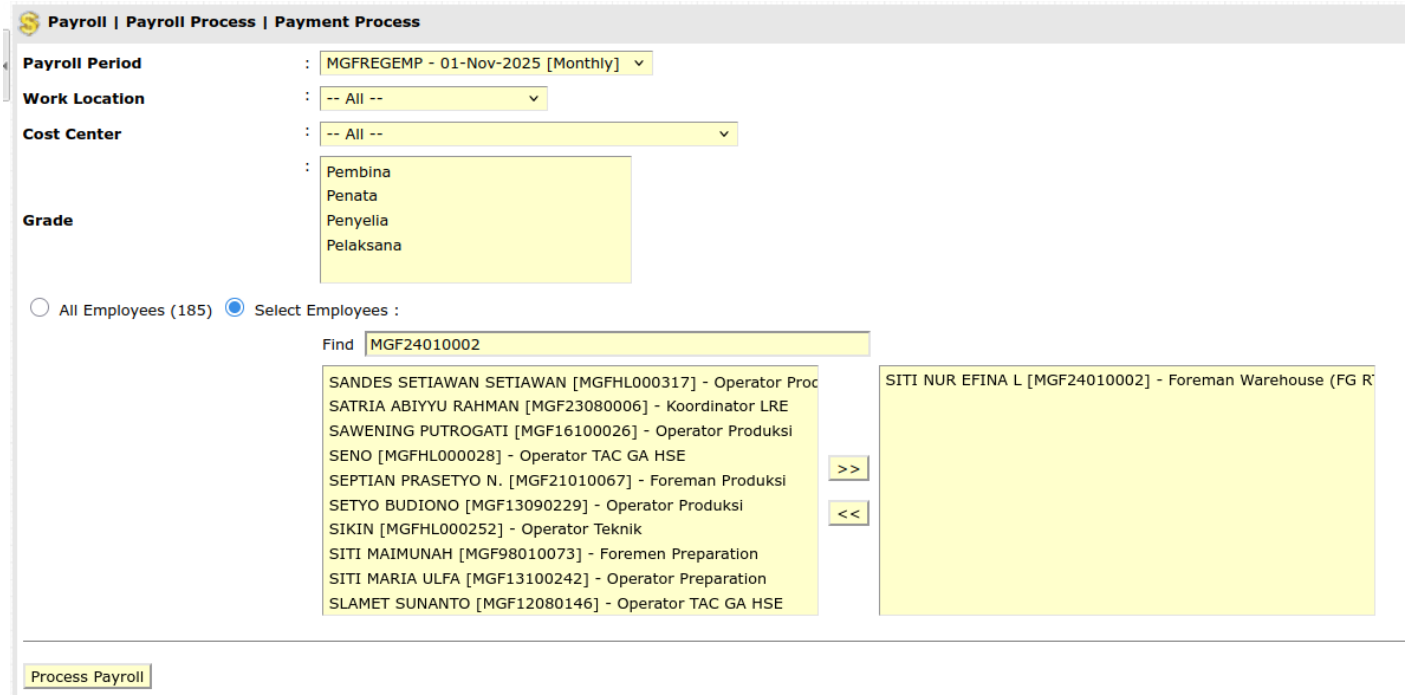
Step 2. input Request Lembur

Agar Aktual disertakan pengajuan lembur maka harus di input SPL (Surat Pengajuan Lembur)



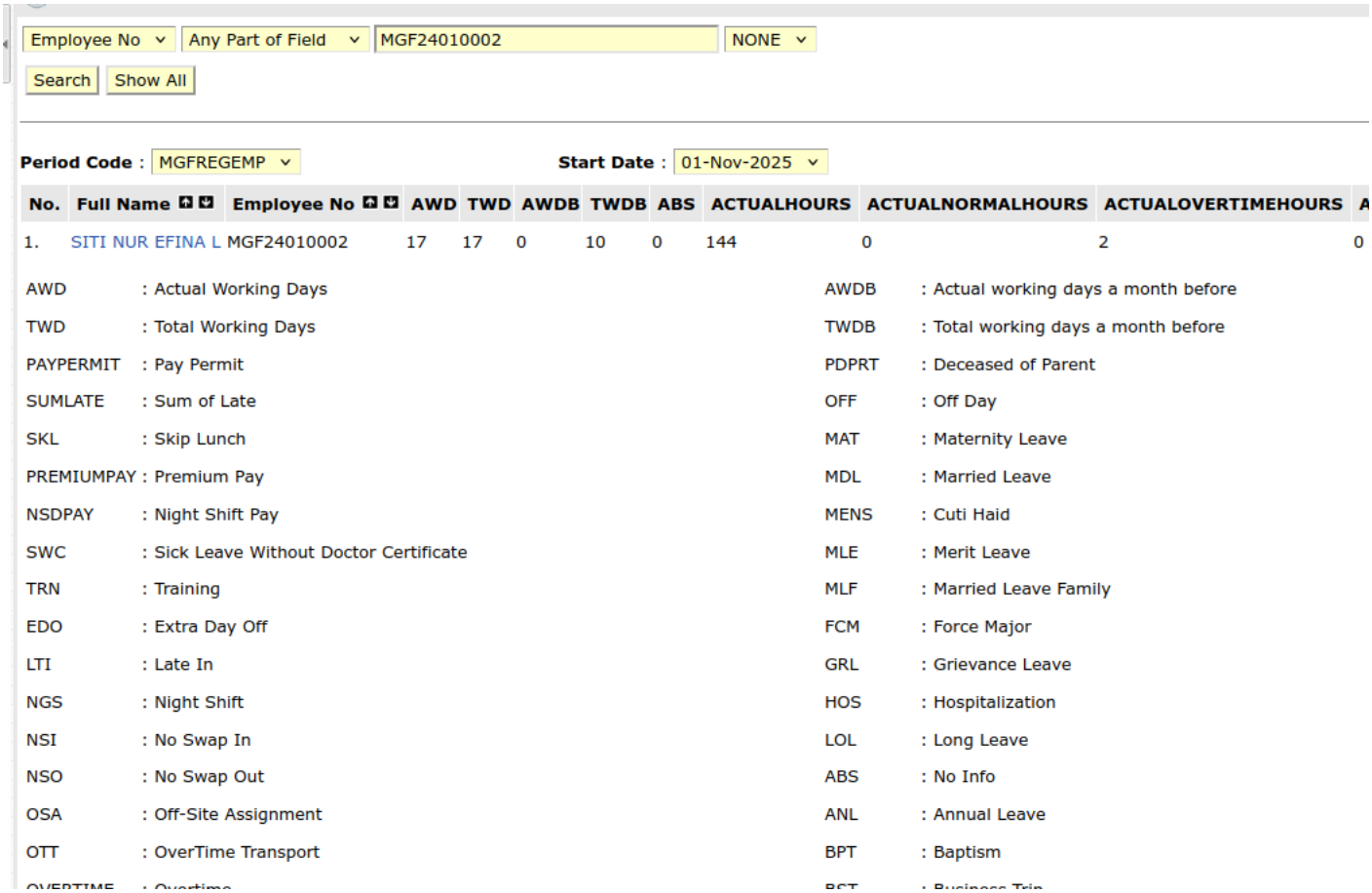
Step 3 Proses Attendance dan Payment

Proses Attentance. Hasil Proses Attentance bisa di cek di attendance Result atau overtime Report



2. Input Overtime dalam 1 bulan penggajian.

Anttendance Result adalah tampilan Absensi bulanan yang bisa di edit



Revision #2
Created 18 October 2025 11:43:18 by Arief Priyadi
Updated 21 October 2025 21:59:17 by Arief Priyadi