

# 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 attendance statistic sudah ada overtime

Isikan overtime before atau after agar absensi terdeteksi selbagai 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)								
<a href="#">Wed, Oct 1</a>	09:52	-172 (2:52)	18:11	-191 (3:11)	439 (07:19)	07:00	15:00	420 (07:00)			PRS	PRS
<a href="#">Thu, Oct 2</a>	08:02	-63 (1:3)	17:01	-122 (2:2)	479 (07:59)	07:00	15:00	420 (07:00)			PRS	PRS
<a href="#">Fri, Oct 3</a>	09:57	-178 (2:58)	18:09	-189 (3:9)	432 (07:12)	07:00	15:00	420 (07:00)			PRS	PRS
<a href="#">Sat, Oct 4</a>	06:55	5 (0:5)	16:23	-84 (1:24)	509 (08:29)	07:00	15:00	420 (07:00)			PRS	PRS
<a href="#">Sun, Oct 5</a>					0 (00:00)	00:00	00:00	0 (00:00)				
<a href="#">Mon, Oct 6</a>					0 (00:00)	08:00	16:00	0 (00:00)				
<a href="#">Tue, Oct 7</a>	23:53	-54 (0:54)	08:59	-120 (2:0)	486 (08:06)	23:00	07:00	420 (07:00)			PRS	PRS
<a href="#">Wed, Oct 8</a>	23:55	-55 (0:55)	09:28	-148 (2:28)	513 (08:33)	23:00	07:00	420 (07:00)			PRS	PRS
<a href="#">Thu, Oct 9</a>	23:55	-55 (0:55)	09:18	-139 (2:19)	503 (08:23)	23:00	07:00	420 (07:00)			PRS	PRS
<a href="#">Fri, Oct 10</a>					0 (00:00)	08:00	16:00	0 (00:00)				
<a href="#">Sat, Oct 11</a>	00:02	418 (6:58)	08:50	370 (6:10)	468 (07:48)	07:00	15:00	420 (07:00)			PRS	PRS
<a href="#">Sun, Oct 12</a>	17:57	-178 (2:58)	22:05	54 (0:54)	188 (03:08)	15:00	23:00	420 (07:00)			PRS	PRS
<a href="#">Mon, Oct 13</a>	19:40	-281 (4:41)	01:15	-135 (2:15)	275 (04:35)	15:00	23:00	420 (07:00)			PRS	PRS
<a href="#">Tue, Oct 14</a>	16:54	-115 (1:55)	02:43	-223 (3:43)	528 (08:48)	15:00	23:00	420 (07:00)			PRS	PRS

Employee No - MGF24010002

Name - SITI NUR EFINA L

Date : 01-Oct-2025

Status \* : [PRS] Present

Remark :

Start Time : 10/01/2025 09:52

End Time : 10/01/2025 18:11 [Switch Time](#)

Shift Daily \* : M07001500 - [07:00 - 15:00] [Reprocess Attendance](#) [& Refresh](#)

Overtime Before : 0 Minute(s) From to

Overtime Break : 0 Minute(s) From to

Overtime After : 60 Minute(s) From 17:00 to 18:00

\*Required

[Update](#) [Update & Refresh](#) [Reset](#) [Delete](#) [Cancel](#)

Last Update : 2025-10-08 02:48:39.0

[Year](#) [Month](#) [Day](#) [Time](#) [Status](#) [Pick](#)

Current Status : Edit Mode

## Step 2. input Request Lembur

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

**Time Attendance | Overtime Request Detail**

Request Code : OVR20250904005

Request Title : OverTime [MGF23080002] 23-09-2025

Requester : FATIHAHATUL UMMAH [MGF23080002]

Date Requested : 23-Sep-2025 To 23-Sep-2025

Time Requested : After Shift 23:00 - 02:00

Requested for : [MGF24010002] SITI NUR EFINA L - Foreman Warehouse (FG RTR & NDH)

Remark : LANGSIR

Last Status : Approved

Last Update : 26-Sep-2025 12:37 PM

No.	Manager Designated Supervisor	Status	Respond Date	Reason	Signature
1.	FATIHAHATUL UMMAH *	Approved	26-Sep-2025 12:37	N/A	

\*Required

CERTIFICATION : I hereby request to do overtime work as indicated above and certify that such overtime is requested for the purpose(s) indicated. I understand that I must comply with my employment agency's procedures for requesting overtime.

[Close](#)

Current Status : View Mode [Print Preview](#) [Export To MS Excel](#) [Open Office](#)

## Step 3 Proses Attendance dan Payment

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

**Payroll | Payroll Process | Payment Process**

**Payroll Period** : MGFREGEMP - 01-Nov-2025 [Monthly] v

**Work Location** : -- All -- v

**Cost Center** : -- All -- v

**Grade** : Pembina  
Penata  
Penyelia  
Pelaksana

All Employees (185)  Select Employees :

Find MGF24010002

SANDES SETIAWAN SETIAWAN [MGFHL000317] - Operator Proc  
 SATRIA ABIYU RAHMAN [MGF23080006] - Koordinator LRE  
 SAWENING PUTROGATI [MGF16100026] - Operator Produksi  
 SENO [MGFHL000028] - Operator TAC GA HSE  
 SEPTIAN PRASETYO N. [MGF21010067] - Foreman Produksi >>  
 SETYO BUDIONO [MGF13090229] - Operator Produksi <<  
 SIKIN [MGFHL000252] - Operator Teknik  
 SITI MAIMUNAH [MGF98010073] - Foremen Preparation  
 SITI MARIA ULFA [MGF13100242] - Operator Preparation  
 SLAMET SUNANTO [MGF12080146] - Operator TAC GA HSE

SITI NUR EFINA L [MGF24010002] - Foreman Warehouse (FG R

Process Payroll

## 2. Input Overtime dalam 1 bulan penggajian.

Attendance Result adalah tampilan Absensi bulanan yang bisa di edit

Employee No v Any Part of Field v MGF24010002 NONE v

Search Show All

Period Code : MGFREGEMP v Start Date : 01-Nov-2025 v

No.	Full Name	Employee No	AWD	TWD	AWDB	TWDB	ABS	ACTUALHOURS	ACTUALNORMALHOURS	ACTUALOVERTIMEHOURS	A
1.	SITI NUR EFINA L	MGF24010002	17	17	0	10	0	144	0	2	0

AWD : Actual Working Days  
 TWD : Total Working Days  
 PAYPERMIT : Pay Permit  
 SUMLATE : Sum of Late  
 SKL : Skip Lunch  
 PREMIUMPAY : Premium Pay  
 NSDPAY : Night Shift Pay  
 SWC : Sick Leave Without Doctor Certificate  
 TRN : Training  
 EDO : Extra Day Off  
 LTI : Late In  
 NGS : Night Shift  
 NSI : No Swap In  
 NSO : No Swap Out  
 OSA : Off-Site Assignment  
 OTT : OverTime Transport  
 OVERTIME : Overtime

AWDB : Actual working days a month before  
 TWDB : Total working days a month before  
 PDPRT : Deceased of Parent  
 OFF : Off Day  
 MAT : Maternity Leave  
 MDL : Married Leave  
 MENS : Cuti Haid  
 MLE : Merit Leave  
 MLF : Married Leave Family  
 FCM : Force Major  
 GRL : Grievance Leave  
 HOS : Hospitalization  
 LOL : Long Leave  
 ABS : No Info  
 ANL : Annual Leave  
 BPT : Baptism  
 BBT : Business Trip

Revision #2

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