

Tanggal diajukan/
Date Submitted

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Y Y

RR1, RR2 & RR3 = Break Leave
AL = Annual Leave

SN.SAP :

48582

POH :

JAKARTA

TGL PERMANEN PTTU
Date of Permanent
NAMA KARYAWAN
Employee's name

01 September 2018
HANIF SUSWANTO

STATUS DI LOKASI KERJA
On site status

SINGLE **FAMILY**

TGL. BERTUGAS di
Date assigned in

01-Apr-19

DIVISION :

NORTHERN KALIMANTAN

JABATAN / Title

Facility Development

WORK SCHEDULE :

ROSTER **STEADY DAY**

ALAMAT CUTI
Address during leave

**Sahid Mansion C11, Jurangmangu
Barat, Pondok Aren, Tangerang
Selatan**

DEPT. / SECTION :

Facility

TELEPHONE :

082228082233

HARUS DIISI / Do not leave it blank		DAYS	FROM	TO
CUTI YANG LALU Previous Leave	Cuti / Leave RR1 / RR2 / RR3 / AL	12	03-Jun-17	14-Jul-17
	Tambahan / Additional Day Off	2	01-Jun-17	02-Jun-17

HARUS DIISI / Do not leave it blank		DAYS	FROM	TO
CUTI UNTUK Leave for	Cuti / Leave RR1 / RR2 / RR3 / AL 2017	12	30-Sep-17	11-Okt-17
	Tambahan / Additional Day Off	2	28-Sep-17	29-Sep-17
	Day Off	2	12-Okt-17	13-Okt-17

DEPARTURE AND RETURN DATE

TANGGAL / DATE	DARI / FROM	KE / TO	PENERBANGAN / FLIGHT
30-Sep-17	Berau	Jakarta	AIR
13-Okt-17	Jakarta	Berau	AIR

SUBMITTED BY

Employee

Name : **HANIF SUSWANTO**

Signature :

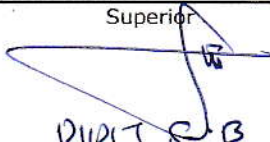


CHECKED BY

TGL. BERANGKAT Departure Date	30-Sep-17	TANGGAL KEMBALI Return Date	13-Okt-17
TGL. MULAI KERJA Resume on Duty	14-Okt-17	JUMLAH HARI Total Days	16
HRD	Name :	Signature :	DATE :

APPROVALS

APPROVALS

Superior  PWIT R.B	Next Superior	SERVICE MANAGER	
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