

ARALEA CO-LIVING MONTHLY SCHEDULE
MONTH : DEC 2023

		MONTH / PUBLIC HOLIDAY																																											
NO	NAME	DEPT.	START	Previous		DATE / PUBLIC HOLIDAY																								Taken			Add		Balance			DN							
				DP	AL	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	DP		AL	DO	DP	OP	AL	DC	
						Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun											
1	TULASI	FO	JUL		1	15	15	15	7	7	7	DO	15	15	15	7	7	7	DO	15	15	15	7	7	7	DO	15	15	15	7	7	7	DO	15	15	15	0	0	4		0	1	0	26	
2	CANDRA	FO	OCT			7	7	7	7	DO	15	15	7	7	7	DO	15	15	7	7	7	DO	15	15	7	7	7	DO	15	15	7	7	7	DO	15	15	15	0	0	4		0	0	0	26
4	CARMEL	FO	AUG			23	15	DO	15	23	23	23	15	DO	15	23	23	23	15	DO	15	23	23	23	15	DO	PH	AL	AL	AL	23	23	23	DO	0	2	4		0	-2	0	24			
5	REZA	FO	SEPT			DO	23	23	23	15	7	7	DO	23	23	23	15	7	7	DO	23	23	23	15	7	7	DO	23	23	23	15	7	7	DO	23	23	0	0	5		0	0	0	25	
6	TEGAR	FO	SEPT			15	9	7	DO	DO	9	7	7	7	DO	23	23	15	7	7	DO	23	23	15	7	7	DO	23	23	15	7	7	DO	23	15	7	0	0	5		0	0	0	25	
7	AS TIKA	FBP	APR	3	5	14	14	6	6	6	DO	14	14	6	6	DO	14	14	6	6	DO	14	14	6	6	DO	14	14	6	6	6	DO	14	14	6	0	0	4		3	5	0	25		
8	TRISNA	FBP	NOV			6	6	DO	14	14	14	6	6	6	DO	14	14	14	6	6	DO	14	14	14	6	6	DO	14	14	14	6	6	DO	0	0	4		0	0	0	26				
9	GUNA	HK	MAY	2		9	9	9	9	DO	9	9	9	9	7	DO	AL	9	9	9	9	7	DO	15	9	9	9	9	7	DO	15	9	9	9	0	1	4		0	1	0	25			
10	IUNI	HK	MAY			DO	15	9	9	9	9	7	DO	15	9	9	9	7	DO	15	9	9	9	7	DO	15	15	9	9	9	7	DO	15	0	0	5		0	0	0	25				
11	BERNARD	HK	APR	3	9	7	DO	15	15	9	9	9	7	DO	15	9	9	9	9	7	DO	15	9	9	9	9	7	DO	PH	AL	AL	AL	9	7	DO	0	3	4		0	0	0	23		
12	ANDI	HK	JUL			9	DO	9	9	7	DO	15	15	9	9	7	DO	15	15	9	9	7	DO	15	15	9	9	7	DO	15	15	9	9	0	0	5		0	0	0	25				
13	AGUS	HK	AUG			7	DO	15	9	9	7	7	DO	15	9	9	9	7	7	DO	15	9	9	9	9	7	DO	15	9	9	9	9	7	DO	15	9	0	0	5		0	0	0	25	
14	YOGA	HK	JUN			9	9	9	7	DO	15	9	9	9	7	DO	15	15	9	9	7	DO	15	9	9	9	7	DO	15	9	9	9	7	0	0	4		0	0	0	26				
15	ANANTA	HK	DEC																																						27				
16	PUTU CANDRA	HK	DEC																																						27				
17	DEWA	ENG	AUG																																						26				
18	ADRIAN	SEC	APR	4	23	15	DO	15	15	23	23	23	15	DO	15	15	23	23	15	DO	15	15	23	23	15	DO	PH	AL	AL	AL	23	15	15	DO	0	2	4		0	2	0	24			
19	NAYAKA	SEC	AUG			15	23	23	23	23	DO	15	15	23	23	DO	15	15	23	23	DO	15	15	23	23	DO	AL	15	23	23	23	23	23	23	0	1	4		0	-3	0	25			
20	TINA	ADM	MAY		1	8	8	AL	8	8	DO	8	8	9	9	9	DO	9	9	9	9	9	DO	9	9	9	9	7	9	DO	9	9	9	9	0	1	4								
21	PUTU Ibu	ACCT	JUN		2	9	9	DO	9	9	9	9	9	9	DO	9	9	9	9	9	DO	9	9	9	9	9	DO	9	9	9	9	9	9	DO	0	0	4		0	2	0	26			
				6	1	1	1	1	5	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1				
PUBLIC HOLIDAY				7	2	2	2	3	2	3	3	3	3	3	2	3	2	2	3	3	3	2	3	2	2	3	3	2	3	2	3	2	3	2	3	2	3	3	0	0					
				8	1	1	0	1	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
				9	5	4	4	6	4	6	8	6	8	7	8	8	5	8	7	8	8	6	8	7	8	7	6	7	5	7	7	8	7												
				10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
				14	1	1	0	1	5	1	0	1	1	0	1	1	1	0	1	1	0	1	1	1	0	1	1	0	1	1	0	1	1	0	1	1	0	1	1	0	1	1	0		
				15	3	4	2	3	3	2	3	3	4	2	3	3	2	4	4	4	2	3	3	2	3	4	4	2	2	2	2	3	4	3	2										
				23	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2			
				DO	2	2	5	1	4	3	2	3	1	5	2	2	4	3	3	1	5	2	2	4	3	3	1	5	2	2	3	4	3	1	5										
				DP	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
				PH	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
				EO	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
				DC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
				TTL ON	15	15	11	17	14	15	18	17	19	15	18	18	15	17	17	19	15	18	18	16	16	17	19	15	15	15	14	15	17	19	15										
NOTE :				TTL Staff	17	17	16	18	18	18	20	20	20	20	20	20	19	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20			

By Request

PA & Garden

HK Admin

Thank you for your cooperation and continues supports.

Thank you for your cooperation and continues supports.

Prepared by,

Ayu Astayani

Operational Manager

1. Pertukaran schedule wajib melapor kepada atasan dan schedule di update/manual.
2. Semua staff harus fleksible dengan perubahan schedule sesuai kebutuhan operasional.
3. DC / sakit, harus sesuai procedures, info secepatnya ke atasan dan surat DC harus sudah ada paling tidak 1 X 24 jam.
4. Terlambat datang kerja / Pulang lebih awal, info ke atasan dan membuat Form Terlambat Kerja .
5. Weekly HK inventory every Wednesday by Guna
6. Penyiraman TANAMAN dilakukan dari roof top sampai ke ground.