

Employee Roster

From 2006/07/01 To 2006/07/31

Company name (Eng): Headquarters
 Company name (Chi): 總部

Department: HR

Employee No.	Name(Eng)	Nickname	Position	07/01	07/02	07/03	07/04	07/05	07/06	07/07	07/08	07/09	07/10	07/11	07/12	07/13	07/14	07/15	07/16	07/17	07/18	07/19	07/20	07/21	07/22	07/23	07/24	07/25	07/26	07/27	07/28	07/29	07/30	07/31	Day Count			
				Sat	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	Mon	Duty	Holiday	Leave	
A0001	Chan Tai Man	Ben	Manager	Sat	OFF	A	A	A	A	AL	Sat	OFF	SL	A	A	A	A	Sat	OFF	A	A	A	TR	A	Sat	OFF	A	A	AL	AL	AL	AL	OFF	A	19	5	7	
A0002	Lee Yee Man	Jessica	Assistant Manager	Sat	OFF	NPL	B	NPL	NPL	B	Sat	OFF	B	B	B	B	B	Sat	OFF	B	B	B	B	B	Sat	OFF	B	B	B	B	B	Sat	OFF	B	23	5	3	
				Duty	2	0	1	2	1	1	1	2	0	1	2	2	2	2	0	2	2	2	1	2	2	0	2	2	1	1	1	1	1	0	2			
				Holiday	0	2	0	0	0	0	0	0	2	0	0	0	0	0	2	0	0	0	0	0	0	2	0	0	0	0	0	0	0	2	0			
				Leave	0	0	1	0	1	1	1	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	1	1	1	1	0	0		

Department: Admin

Employee No.	Name(Eng)	Nickname	Position	07/01	07/02	07/03	07/04	07/05	07/06	07/07	07/08	07/09	07/10	07/11	07/12	07/13	07/14	07/15	07/16	07/17	07/18	07/19	07/20	07/21	07/22	07/23	07/24	07/25	07/26	07/27	07/28	07/29	07/30	07/31	Day Count				
				Sat	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	Mon	Duty	Holiday	Leave		
A0006	Staff 6	Jeffrey	Manager	Sat	OFF	A	A	A	A	A	Sat	OFF	A	A	A	A	A	Sat	OFF	A	A	A	A	A	Sat	OFF	A	A	A	A	A	A	Sat	OFF	A	26	5	0	
A0007	Staff 7	John	Assistant Manager	Sat	OFF	A	A	B	A	A	Sat	OFF	A	A	A	A	A	Sat	OFF	A	A	A	A	A	Sat	OFF	A	A	A	A	A	A	Sat	OFF	A	26	5	0	
A0008	Staff 8		Clerk	Sat	OFF	AL	A	A	A	A	AL	OFF	A	A	A	A	A	Sat	OFF	A	A	A	A	A	Sat	OFF	A	A	A	A	A	A	Sat	OFF	A	24	5	2	
A0011	Staff 11		Director	Sat	OFF	A	A	AL	AL	A	Sat	OFF	A	A	A	A	A	Sat	OFF	A	A	A	A	A	Sat	OFF	A	A	A	A	A	A	Sat	OFF	A	24	5	2	
A0012	Staff 12		Manager	Sat	OFF	A	A	A	A	B	Sat	OFF	A	A	A	A	A	Sat	OFF	A	A	A	A	A	Sat	OFF	A	A	A	A	A	A	Sat	OFF	A	26	5	0	
A0013	Staff 13		Assistant Manager	Sat	OFF	A	A	A	A	A	Sat	OFF	A	A	A	A	A	Sat	OFF	A	A	A	A	A	Sat	OFF	A	A	A	A	A	A	Sat	OFF	A	26	5	0	
A0014	Staff 14		Clerk	Sat	OFF	上廠	上廠	A	A	A	Sat	OFF	A	A	A	A	A	Sat	OFF	A	A	A	A	A	Sat	OFF	A	A	A	A	A	A	Sat	OFF	A	24	5	2	
A0015	Staff 15		Clerk	Sat	OFF	A	A	A	A	A	Sat	OFF	AL	A	A	A	A	Sat	OFF	A	A	A	A	A	Sat	OFF	A	A	A	A	A	A	Sat	OFF	A	25	5	1	
				Duty	8	0	6	7	7	7	8	7	0	7	8	8	8	8	0	8	8	8	8	8	8	0	8	8	8	8	8	8	8	8	0	8			
				Holiday	0	8	0	0	0	0	0	0	8	0	0	0	0	0	0	8	0	0	0	0	0	0	8	0	0	0	0	0	0	0	8	0			
				Leave	0	0	2	1	1	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		

Employee Roster List

Company Name :

Date	Employee ID	Name(Eng)	Name(Chi)	Nickname	Department	Position	Duty	Time
2006/07/01	A0001	Chan Tai Man	陳大文	Ben	HR	Manager	OFF	
2006/07/01	A0002	Lee Yee Man	李二汶	Jessica	HR	Assistant Manager	Sat	09:00-13:00
2006/07/01	A0022	Staff 22	員工22		IT	Manager	OFF	
2006/07/01	A0023	Staff 23	員工23		IT	Assistant Manager	OFF	
2006/07/01	A0024	Staff 24	員工24		IT	Programmer	OFF	
2006/07/02	A0001	Chan Tai Man	陳大文	Ben	HR	Manager	OFF	
2006/07/02	A0002	Lee Yee Man	李二汶	Jessica	HR	Assistant Manager	OFF	
2006/07/02	A0022	Staff 22	員工22		IT	Manager	OFF	
2006/07/02	A0023	Staff 23	員工23		IT	Assistant Manager	OFF	
2006/07/02	A0024	Staff 24	員工24		IT	Programmer	OFF	
2006/07/03	A0001	Chan Tai Man	陳大文	Ben	HR	Manager	A	09:00-18:00
2006/07/03	A0002	Lee Yee Man	李二汶	Jessica	HR	Assistant Manager	B	
2006/07/03	A0022	Staff 22	員工22		IT	Manager	A	09:00-18:00
2006/07/03	A0023	Staff 23	員工23		IT	Assistant Manager	A	09:00-18:00
2006/07/03	A0024	Staff 24	員工24		IT	Programmer	A	09:00-18:00
2006/07/04	A0001	Chan Tai Man	陳大文	Ben	HR	Manager	A	09:00-18:00
2006/07/04	A0002	Lee Yee Man	李二汶	Jessica	HR	Assistant Manager	B	14:00-18:00,09:00-13:00
2006/07/04	A0022	Staff 22	員工22		IT	Manager	A	09:00-18:00
2006/07/04	A0023	Staff 23	員工23		IT	Assistant Manager	A	09:00-18:00
2006/07/04	A0024	Staff 24	員工24		IT	Programmer	A	09:00-18:00
2006/07/05	A0001	Chan Tai Man	陳大文	Ben	HR	Manager	A	09:00-18:00
2006/07/05	A0002	Lee Yee Man	李二汶	Jessica	HR	Assistant Manager	B	
2006/07/05	A0022	Staff 22	員工22		IT	Manager	A	09:00-18:00
2006/07/05	A0023	Staff 23	員工23		IT	Assistant Manager	A	09:00-18:00
2006/07/05	A0024	Staff 24	員工24		IT	Programmer	A	09:00-18:00
2006/07/06	A0001	Chan Tai Man	陳大文	Ben	HR	Manager	A	09:00-18:00
2006/07/06	A0002	Lee Yee Man	李二汶	Jessica	HR	Assistant Manager	B	
2006/07/06	A0022	Staff 22	員工22		IT	Manager	A	09:00-18:00
2006/07/06	A0023	Staff 23	員工23		IT	Assistant Manager	A	09:00-18:00
2006/07/06	A0024	Staff 24	員工24		IT	Programmer	A	09:00-18:00
2006/07/07	A0001	Chan Tai Man	陳大文	Ben	HR	Manager	A	
2006/07/07	A0002	Lee Yee Man	李二汶	Jessica	HR	Assistant Manager	B	14:00-18:00,09:00-13:00
2006/07/07	A0022	Staff 22	員工22		IT	Manager	A	09:00-18:00
2006/07/07	A0023	Staff 23	員工23		IT	Assistant Manager	A	09:00-18:00
2006/07/07	A0024	Staff 24	員工24		IT	Programmer	A	09:00-18:00
2006/07/08	A0001	Chan Tai Man	陳大文	Ben	HR	Manager	OFF	
2006/07/08	A0002	Lee Yee Man	李二汶	Jessica	HR	Assistant Manager	Sat	09:00-13:00
2006/07/08	A0022	Staff 22	員工22		IT	Manager	OFF	
2006/07/08	A0023	Staff 23	員工23		IT	Assistant Manager	OFF	
2006/07/08	A0024	Staff 24	員工24		IT	Programmer	OFF	
2006/07/09	A0001	Chan Tai Man	陳大文	Ben	HR	Manager	OFF	
2006/07/09	A0002	Lee Yee Man	李二汶	Jessica	HR	Assistant Manager	OFF	
2006/07/09	A0022	Staff 22	員工22		IT	Manager	OFF	
2006/07/09	A0023	Staff 23	員工23		IT	Assistant Manager	OFF	
2006/07/09	A0024	Staff 24	員工24		IT	Programmer	OFF	

Total Count : 45 **Total Duty :** 23 **Total Holiday :** 18 **Total Leave :** 4

Attendance Overview Report

From 2006/07/01 To 2006/07/31

Company name (Eng): Headquarters

Department: HR

Employee No.	Name(Eng)	Nickname	Position	07/01	07/02	07/03	07/04	07/05	07/06	07/07	07/08	07/09	07/10	07/11	07/12	07/13	07/14	07/15	07/16	07/17	07/18	07/19	07/20	07/21	07/22	07/23	07/24	07/25	07/26	07/27	07/28	07/29	07/30	07/31	Wrk Day	Counted Wrk Hr	
A0001	Chan Tai Man	Ben	Manager	08:55 18:45 OT	--- --- H	08:55 18:45	09:15 18:45 LA	08:55 15:45 EL	08:55 --- FP	--- --- AL	08:55 --- FP	--- --- H	--- --- SL	--- --- ABS	08:55 18:45	08:55 18:45	08:55 18:45	08:55 18:45 OT	08:55 18:45 HOT	08:55 18:45	08:55 18:45	08:55 18:45	--- --- TR	08:55 18:45 OT	08:55 18:45 HOT	08:55 18:45	08:55 18:45	08:55 18:45	--- --- AL	--- --- AL	--- --- AL	08:55 18:45 HOT	08:55 18:45	18.00	156 :00		
A0002	Lee Yee Man	Jessica	Assistant Manager	08:55 13:05	--- --- H	--- --- NPL	08:55 13:05 14:30 18:45 LA	--- --- NPL	--- --- NPL	08:55 13:05	08:55 18:45 OT	08:55 18:45 HOT	08:55 13:05	08:55 13:05	08:55 13:05	08:55 13:05	08:55 13:05	08:55 18:45 OT	08:55 18:45 HOT	08:55 13:05	08:55 13:05	08:55 13:05	08:55 13:05	08:55 18:45 OT	08:55 18:45 HOT	08:55 13:05	08:55 13:05	08:55 13:05	08:55 13:05	08:55 13:05	08:55 18:45 OT	08:55 18:45 HOT	08:55 18:45 HOT	08:55 13:05	08:55 13:05	23.00	202 :50

Department: IT

Employee No.	Name(Eng)	Nickname	Position	07/01	07/02	07/03	07/04	07/05	07/06	07/07	07/08	07/09	07/10	07/11	07/12	07/13	07/14	07/15	07/16	07/17	07/18	07/19	07/20	07/21	07/22	07/23	07/24	07/25	07/26	07/27	07/28	07/29	07/30	07/31	Wrk Day	Counted Wrk Hr											
A0022	Staff 22		Manager	09:00 20:00 OT	09:00 20:00 H	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 HOT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 HOT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 HOT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 HOT	09:00 20:00 HOT	09:00 20:00 HOT	09:00 20:00 HOT	09:00 20:00 HOT	09:00 20:00 HOT	09:00 20:00 HOT	09:00 20:00 HOT	09:00 20:00 HOT	09:20 20:00 LAOT	26.00	263 :40					
A0023	Staff 23		Assistant Manager	09:00 20:00 OT	09:00 20:00 HOT	09:00 20:00 OT	09:00 20:00 LAOT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 HOT	09:00 20:00 HOT	09:00 20:00 HOT	09:00 20:00 HOT	09:00 20:00 HOT	09:00 20:00 HOT	09:00 20:00 HOT	09:00 20:00 HOT	09:00 20:00 HOT	09:00 20:00 HOT	09:00 20:00 HOT	09:00 20:00 HOT	09:00 20:00 HOT	09:00 20:00 HOT	09:00 20:00 HOT	09:00 20:00 HOT	09:00 20:00 HOT	09:00 20:00 HOT	09:00 20:00 HOT	09:00 20:00 HOT	09:00 20:00 HOT	09:00 20:00 HOT	09:00 20:00 HOT	09:00 20:00 HOT	09:00 20:00 HOT	09:00 20:00 HOT	09:00 20:00 HOT	09:00 20:00 HOT	09:00 20:00 HOT	09:00 20:00 HOT	26.00	263 :00					
A0024	Staff 24		Programmer	09:00 20:00 OT	09:00 20:00 HOT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 HOT	09:00 20:00 HOT	09:00 20:00 HOT	09:00 20:00 HOT	09:00 20:00 HOT	09:00 20:00 HOT	09:00 20:00 HOT	09:00 20:00 HOT	09:00 20:00 HOT	09:00 20:00 HOT	09:00 20:00 HOT	09:00 20:00 HOT	09:00 20:00 HOT	09:00 20:00 HOT	09:00 20:00 HOT	09:00 20:00 HOT	09:00 20:00 HOT	09:00 20:00 HOT	09:00 20:00 HOT	09:00 20:00 HOT	09:00 20:00 HOT	09:00 20:00 HOT	09:00 20:00 HOT	09:00 20:00 HOT	09:00 20:00 HOT	09:00 20:00 HOT	09:00 20:00 HOT	09:00 20:00 HOT	09:00 20:00 HOT	09:00 20:00 HOT	09:00 20:00 HOT	09:00 20:00 HOT	09:00 20:00 HOT	09:00 20:00 HOT	09:00 20:00 HOT	26.00	262 :30

Remarks : ABS = Absence, FP = Forgot Punch IN / OUT, LE = Late & Early Leave, H = Holiday, LA = Late, EL = Early Leave, OT = Over Time