

Microsoft Excel - Test of control Over time.xls

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Times New Roman - 9

03 07.46

1 ABC

2 Test of Controls - Overtime

3 For the month of July, 2012

4

5 Checked That:

6 1 Employee name is listed in O.T Form

7 2 O.T Form is approved

8 3 Verified Timings on O.T Form

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Prepared By: M. Umair  
Reviewed By:  
Date:

Emp No	Name	Location	Designation	Dept.	Sub Dept	Date In	Shift	TimeIn	Date_out	TimeOut	Work Hour	O.T Hrs	Checked That		
													1	2	3
177	SIFAN RAZA	J & M - II, G	SAMPLE MAN	Industrial En	None	02-07-2012	G	07.42	02-07-2012	20.00	12	3			
211	AKBAR IQBAL	J & M I 1st Fl	SPECIAL MAN	Stitching	Line M	02-07-2012	G	07.28	02-07-2012	19.59	12	3			
226	ELAZ AHMED	J & M I 1st Fl	SPECIAL MAN	Stitching	Line O	02-07-2012	G	08.09	02-07-2012	20.00	11	3			
277	MAHMOOD	J & M - II, Fl	ASST SUPERV	Stitching	Line K	02-07-2012	G	07.57	02-07-2012	20.05	12	3			
443	MARSHAN K	J & M - I, Gnd	SPECIAL MAN	Stitching	Line S	02-07-2012	G	07.52	02-07-2012	19.59	12	3			
470	ISHAN FAHAL	J & M - II, 2d	PRODUCTION	Stitching	None	02-07-2012	G	07.59	02-07-2012	20.07	12	3			
695	RANDE ALI	J & M - I, Gnd	ASST SUPERV	Stitching	Line Q	02-07-2012	G	07.53	02-07-2012	19.58	12	3			
907	M SHAKEB	J & M I 1st Fl	MACHINE OP	Stitching	Line N	02-07-2012	G	07.57	02-07-2012	19.54	11	3			
927	ZAKID KHAN	J & M I 1st Fl	ASST SUPERV	Stitching	Line M	02-07-2012	G	08.02	02-07-2012	19.58	11	3			
938	MUMTAZ ALI	J & M - II, G	STEADY RESER	Finishing	Spot	02-07-2012	G	07.46	02-07-2012	19.59	12	3			
963	ASGHAR ALI	J & M I 1st Fl	MACHINE OP	Stitching	Line M	02-07-2012	G	08.05	02-07-2012	19.58	11	3			
1119	MURTHADIAL	J & M - II, 0th	PEON	Other (Adm)	None	02-07-2012	G	07.46	02-07-2012	20.53	13	4			
1387	NAEEM FARUQ	J & M - II, G	LEADER	Finishing	None	02-07-2012	G	07.57	02-07-2012	19.56	11	3			
1415	MAHMOODA	J & M - II, G	PACKER	Finishing	Inspection	02-07-2012	G	07.32	02-07-2012	19.58	12	3			
1629	SARWAT BEG	J & M - II, G	Q/C	Finishing	Inspection	02-07-2012	G	07.43	02-07-2012	19.58	12	3			
1663	AHMED YASIN	J & M - II, G	LEADER	Finishing	Packing	02-07-2012	G	08.27	02-07-2012	22.03	13	5			
1664	M ASHRAF	J & M - II, G	STORE KEEP	Finishing	Packing	02-07-2012	G	07.59	02-07-2012	19.59	12	3			
1676	ATAZ KHAN	J & M - II, G	STORE KEEP	Finishing	Packing	02-07-2012	G	07.48	02-07-2012	20.00	12	3			
1715	ELAZ ALI	J & M - II, G	QUALITY AS	Quality	Quality Ass	02-07-2012	G	07.43	02-07-2012	20.04	12	3			
1764	GHULAM MUR	J & M - II, G	SPECIAL MAN	Finishing	I/C U	02-07-2012	G	07.30	02-07-2012	19.58	12	3			
2097	GULL ZADA	J & M - AS 1st	SUPERVISOR	House Keep	None	02-07-2012	G	07.46	02-07-2012	19.59	12	3			

2nd July-12 / 10th July-12 / 20th July-12 / 31-July-12 / Current /

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**Wolfgang Guggemos**



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