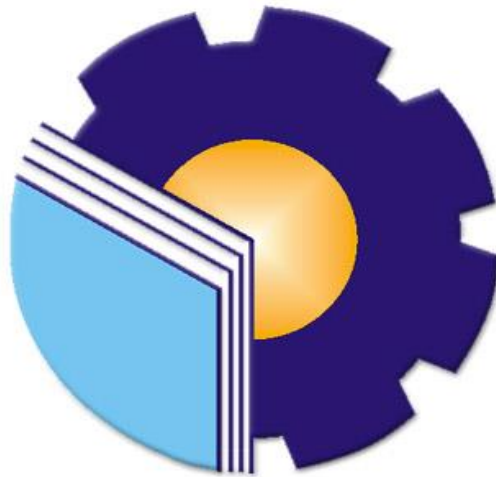


APPRENTICESHIP REPORT

**PT PACIFIC INDOPALM INDUSTRIES
HUMAN RESOURCES AND GENERAL AFFAIRS
(HRGA) DEPARTMENT**

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**APPLIED BACHELOR DEGREE OF INTERNATIONAL
BUSINESS ADMINISTRATION STUDY PROGRAM
BUSINESS ADMINISTRATION DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS**

2024

APPROVAL SHEET

APPRENTICESHIP REPORT

PT PACIFIC INDOPALM INDUSTRIES

Written as one of the requirements for completing the apprenticeship

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Dumai, June 29th 2024

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PREFACE

Praise the presence of Allah SWT who always provides health, both physical health and spiritual health, and provides opportunities for writers to be able to complete the apprenticeship report. Shalawat and greetings are also given to our lord the great prophet Muhammad SAW, for all the struggles and trusts he gave that brought us from the age of jahiliyah to this age of science.

This apprenticeship is one of the State Polytechnic of Bengkalis programs, especially the Department of Commercial Administration which must be followed by all State Polytechnic of Bengkalis students in applying new knowledge and experience in supporting the knowledge gained in lectures. This report is expected to increase creativity and knowledge for both writers and readers, the author would like to thank all parties who have helped in carrying out Apprenticeship until the preparation of this report properly. On this occasion, the author would like to express gratitude to the parties concerned, namely:

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2. Mr. Armada, S.T., M.T as the Deputy Director I of State Polytechnic of Bengkalis
3. Mrs. Supriati, S.ST., M.Si as the Head of Business Administration Department
4. Mrs. Wan Junita Raflah, B.Sc., M.Ec, Dev as head of International Business Administration Study Program
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7. Mrs. Meutia Asnawi as Human Resources and General Affairs Section Head of PT Pacific Indopalm Industries

8. Mrs. Santy Roselyn Agustina as apprenticeship mentor at PT Pacific Indopalm Industries
9. All staff of Human Resources and General Affairs department at PT Pacific Indopalm Industries
10. Father and beloved mother and all family members who always provide support both materially and spiritually.

May the morals and sincerity given by Allah SWT be rewarded. The author realizes that in the preparation of this Apprenticeship Report is still far from perfect, therefore criticism and suggestions are highly expected. Finally, I hope this Apprenticeship Report can be useful for all parties who need it in the future.

Bengkalis, 29. July 2024



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CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

State Polytechnic of Bengkalis is an institution of higher education that produces expert manpower for the State Higher Education (PTN) in Bengkalis Regency with Diploma 3 (three) education level with the title of Associate Expert and Diploma 4 (four) with the title of Applied Science Bachelor. Bengkalis State Polytechnic has several departments, namely: Shipbuilding Engineering, Mechanical Engineering, Civil Engineering, Informatics Engineering, Electrical Engineering, Business Administration, Languages, and Maritime.

State Polytechnic of Bengkalis has study programs consisting of two education levels, namely Diploma 4 (four) and Diploma 3 (three). For the D4 Study Program, it consists of Production and Maintenance Engineering, Electrical Engineering, Ship Architecture Engineering, Road and Bridge Design Engineering, Software Engineering, International Business Administration, and Public Financial Accounting. Meanwhile, for the D3 Study Program, it consists of Shipbuilding Engineering, Mechanical Engineering, Electronics Engineering, Civil Engineering, Business Administration, Informatics Engineering, Business English, Nautical Engineering, and Commercial Shipping Management. The Department of Business Administration has 3 (Three) Study Programs, namely D-IV Digital Business, D-IV International Business Administration and D-IV Public Financial Accounting. The International Business Administration Study Program is one of the study programs at the State Polytechnic of Bengkalis which concentrates on learning about the challenges faced in the business world in the international market.

State Polytechnic of Bengkalis has a curriculum that is oriented towards the demands of ready-to-use labor with a composition of 40% theory and 60% practice with a total Semester Credit Units (SKS) of 110 to 118 from an effective learning time

of 32 to 40 hours per week. State Polytechnic of Bengkalis has a responsibility for the improvement of human resources, especially in achieving student quality. One of the efforts made is by requiring students to take Internship courses. Internship is a means for students to develop themselves before entering the workforce. This internship activity can significantly contribute to the development of students to prepare themselves as best as possible before entering the workforce and for competency development at State Polytechnic of Bengkalis. The working world has different characteristics compared to when students are in the classroom. Many skills and abilities must be possessed by a prospective employee, so it is not uncommon for students to have difficulty adjusting and meeting the demands of the working world. The development of information flow makes the labor market climate increasingly dynamic. Indonesian workers must improve their quality to compete with foreign workers, one of which is by participating in Internships (KP).

This Internship is carried out after Bengkalis State Polytechnic students have completed a minimum of 4 (four) semesters and passed. For Diploma III graduate students, internship is carried out after students complete a minimum of 4 (four) semesters and fully graduate, carried out for 1 month. Meanwhile, for Diploma IV graduate students, internship is carried out after students complete a minimum of 6 (six) semesters and fully graduate which is carried out for a minimum of 4 months and a maximum of 6 months. Based on the above, as a student of the International Business Administration Study Program, the author is required to carry out Internship for 4 (four) months. The author has chosen PT. Pacific Indopalm Industries as the place to carry out Internship activities because the author wants to get the opportunity to apply the theoretical knowledge gained during lectures into the real world and the author gains direct experience in applying theoretical knowledge according to their expertise. The author also took this as an opportunity as the author participating in the program of Certified Internship and Independent Study (MSIB). Then the author gets the opportunity to analyze problems related to the knowledge applied in the work according to the study program. During the Internship, the author works in the HRGA

department and the office. The Internship period is from February 16 to June 30, 2024. The Internship is expected to increase the author's insight into various tasks and how to face the real world of work with the experience gained.

1.2 Purpose of the Apprenticeship

The practical work activities of State Polytechnic of Bengkalis Students, International Business Administration Study Program have the Following objectives:

1. To describe job descriptions during practical work
2. To explain practical workplace systems and procedures
3. To find out the obstacles and solutions during practical work

1.3 Significances of the Apprenticeship

The practical work carried out is very beneficial for several parties such as students, companies and State Polytechnic of Bengkalis:

1. For Students.
Students have the opportunity to apply theoretical knowledge and concepts acquired during lectures into the real world of work.
2. For Companies.
There is a collaboration between the world of education and the world of industry/ companies so that it is known by academics and companies to get alternative candidates for employees who are known for their quality, dedication, and credibility.
3. For State Polytechnic of Bengkalis.
State Polytechnic of Bengkalis get feedback from companies related to curriculum development and learning processes for students who take part in Practical Work which can improve the quality of their graduates through practical work experience.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company Profile

PT. Pacific Indopalm Industries is situated on the coastal area characterized by calm and expansive waters, accommodating heavy vessels and super tankers, and serving as a vital traffic hub to the east. The company is located at *Jalan Raya Dumai-Basilam Baru KM 14 Lubuk Gaung, Sungai Sembilan, Dumai-Riau*. This company is located in an area proximate to residential settlements, the sea, away from the urban hustle and bustle. Adjacent to the factory lies housing facilities for employees hailing from outside Dumai City, aiming to facilitate their commuting for work purposes.



Figure 2.1 PT Pacific Indopalm Industries
Source: PT Pacific Indopalm Industries

PT Pacific Indopalm Industries is a company established under the framework of foreign direct investment as stipulated in Law No. 1 of 1967 amended by Law No. 11 of 1970 regarding Foreign Direct Investment. Approval for the establishment of the company by the Government of the Republic of Indonesia was obtained based on a letter from the Minister of State for Investment Funds. The company was founded through a collaboration between Commodities House Investment Limited from the United Kingdom and Mr. Fuad Hayel Saeed Anaam from the Republic of Yemen.

The investment between Indonesia and the Republic of Yemen began in 1997 in North Sumatra with the establishment of PT Pacific Medan Industri. The company is engaged in the packaging of oil and commenced production in November 1998. Initially, the company sourced its raw materials from other companies. Based on this, the Hayel Saeed Anaam (HSA) group deemed it necessary to construct a Crude Palm Oil (CPO) processing plant to meet the demands of PT Pacific Medan Industri due to increasing competition. Consequently, Hayel Saeed Anaam established an oil palm processing plant located in Dumai, Riau Province. The first production activities commenced in November 2009. High-pressure boilers with steam turbines are employed in the processing, utilizing palm kernel shell as fuel.



Figure 2.2 PT Pacific Indopalm Industries
Source: PT Pacific Indopalm Industries

PT Pacific Indopalm Industries strategic location by the sea allowed it to invest in its own jetty which is connected directly to the company's tanks installation. The

jetty can receive vessels up to 50,000 MT capacity. Because of the deep draft at our location, the jetty was further strengthened in 2019 to receive vessels up to 80,000 MT. The bulking storage tanks are connected to the jetty by 4 pipelines with a total pumping capacity of 1,800 MT/Hour. The jetty terminal complies with International Port Safety and Security regulations ISPS Code as well as United Nation International Maritime Organizations IMO.



Figure 2.3 PT Pacific Indopalm Industries

Source: PT Pacific Indopalm Industries

For production processes, PT Pacific Indopalm Industries relies on several utilities, including electrical and steam energy. Electricity is generated by two water tube boilers with an average capacity of 20 tons/ day, operating at a pressure of 60 bar and a temperature of 450°C.

2.2 Vision and Mission

Every company must have a vision and mission in order to realize its goals and as a driving force to carry out their respective programs, as well as PT Pacific Indopalm Industries. The following is the vision and mission of PT Pacific Indopalm Industries:

1. Vision

In order to realize its goals and as a driving force to carry out their respective programs, the vision of PT. Pacific Indopalm Industries is: “To be a leading company in the palm oil Industries known for its Excellence”

2. Mission

Providing customer with the best quality products with most efficient service while complying with Sustainability policy and also with Health, Safety & Environmental regulations. While improving the performance of our employees and company, resulting in helping our customers to improve their business performance.

2.3 Kind of Business

PT Pacific Indopalm Industries is operating in the field of Crude Palm Oil (CPO). This company involved in the refining and blending of fats and oils, specifically focusing on palm oil products. The company involves in several activities as described below:

1. Physical Refining Plant

The palm oil fruit can yield two distinct edible oil – the pericarp and the kernel parts of the palm fruit. The physical refining process is suitable for both crude palm oil and palm kernel oil.



Figure 2.4 Refinery of PT Pacific Indopalm Industries

Source: PT Pacific Indopalm Industries

2. Fractionation Plant

The process technology at PT Pacific Indopalm Industries is based on a fully continuous and automatic fractionation of palm oil. An exclusive technique of gravitational membrane filtration is implemented in palm oil fractionation that aids in better olein recovery on a sustained basis with a higher recovery chance.



Figure 2.5 Fractionation of PT Pacific Indopalm Industries
Source: PT Pacific Indopalm Industries

3. Oil Storage

Palm oil storage tanks assurance a certain storage temperature for processed oil, excellent sealing and low-pressure steam-heating coils are installed in the palm oil storage tanks to prevent fractionation and solidification.



Figure 2.6 Oil Storage of PT Pacific Indopalm Industries
Source: PT Pacific Indopalm Industries

2.4 Organization Structure

The organizational structure of PT. Pacific Indopalm Industries is structured in accordance with the provisions with the functions, obligations and responsibilities of each section in each field. The organizational structure of PT Pacific Indopalm Industries can be seen in Figure 2.4 below as follows:

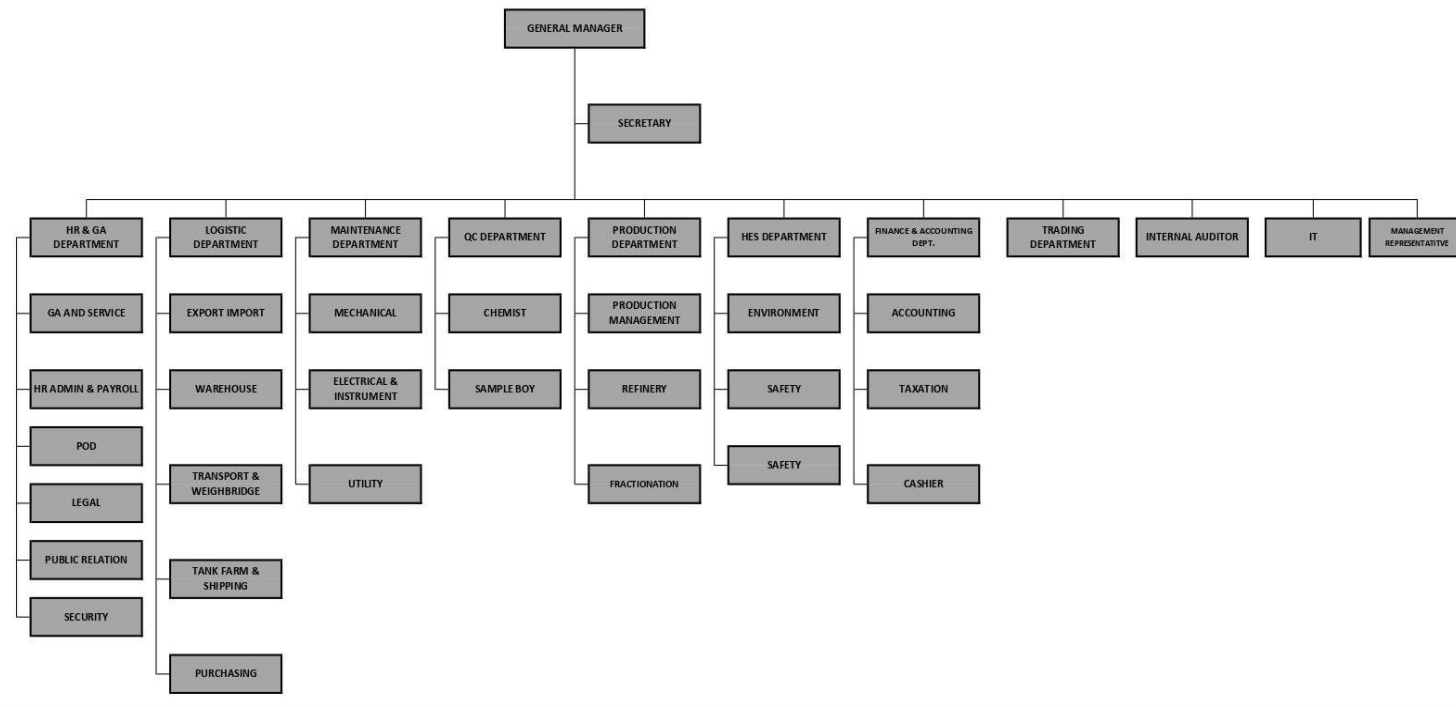


Figure 2.7 The Organization Structure of PT. Pacific Indopalm Industries
 Source: PT Pacific Indopalm Industries

2.5 The Working Process

The HR Admin & Payroll section functions in a cohesive process to ensure employees are compensated accurately and on time. The payroll administration process is the steps taken to prepare employees' pay at the end of an agreed payroll period. It involves calculating employee wages, tax deductions, tracking the number of hours the employee has worked, and company benefits, among others. The HR Admin & Payroll section at PT Pacific Indopalm Industries is responsible to handle HRD activities in the sector of employees' performances, achievements, and benefits including responsible to entry data and record all attendance employee and overtime record and consolidate them into pay calculation and make sure the salary paid in time. In compiling this report, the author explains how the author's work during the internship at PT Pacific Indopalm Industries as follow:

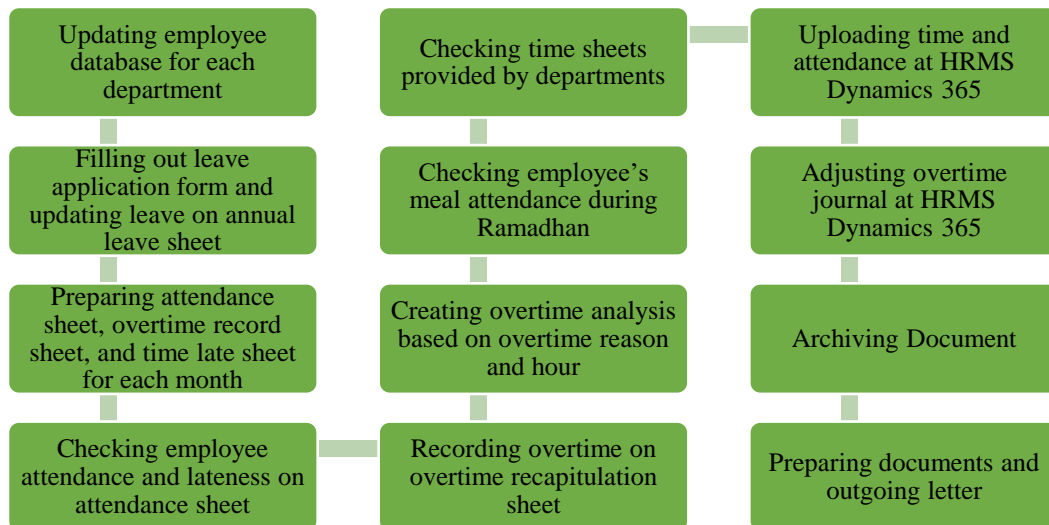


Figure 2.8 The Working Process during Apprenticeship

Source: Processed data 2024

2.6 Document Used for Activity

For the purpose of administrative and payroll activities there are several documents used and learned by author during the apprenticeship at PT Pacific Indopalm Industries particularly by HR Admin & Payroll section, involving in the following documents:

1. Employee file folder
employee file is a collection of documents containing important information of an employee during his service period in the company (contract, appointment letter, promotion, warning letter, personal data, etc.)

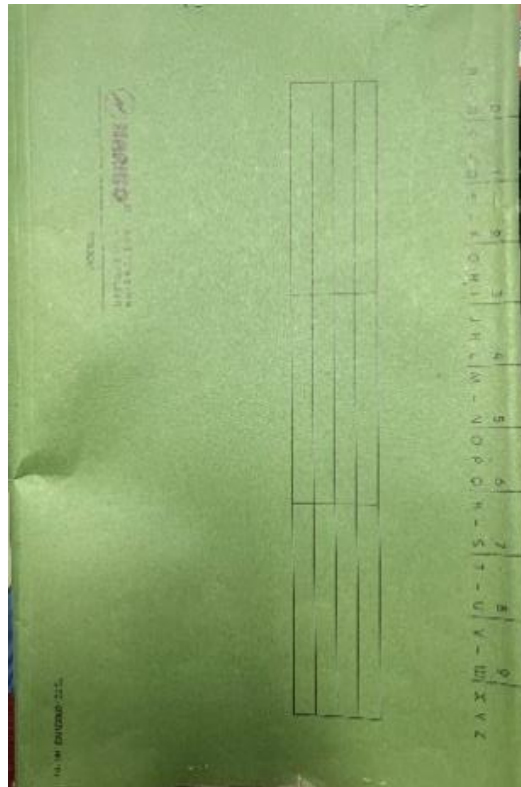


Figure 2.9 Employee File Folder

Source: Processed Data 2024

2. Shift schedule
A shift schedule is detailed table that outlines employees schedule from each department for every payroll period (from 21st of current month to 20th of next month).

DUTY ROSTER
PERIODE FEBRUARY 21, 2024 – MARET 20, 2024

EMPLOYEE	DATE																														
	21	22	23	24	25	26	27	28	29	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20		
Sahar Tambunan	OD	OD	OD	OD	OFF	R	R	R	R	OFF	R	R	R	R	R	R	R	R	OFF	OD	R	R	R	R	R	R	R	R	R		
Diane Sibero	P	P	P	OFF	S	S	S	S	OFF	P	P	P	P	P	P	P	P	P	OFF	S	S	S	S	S	S	S	S	S	S		
Rudi Suryanto	S	S	S	OFF	P	P	P	P	P	OFF	S	S	S	S	S	S	S	S	P	P	P	P	P	P	P	P	P	P	P		
Hernawati	P	P	P	P.12	OFF	P	P	P	P	P.12	OFF	P	P	P	P	P	P	P	P.12	OFF	PH	P	P	P	P	P.12	OFF	P	P		
Ruli	P	P	P	P	OFF	P	P	P	P	P	OFF	P	P	P	P	P	P	P	P	OFF	PH	P	P	P	P	P	P	P	P		
Herry	P	P	P.12	OFF	M.12	M	M	M	M	M.12	M.12	OFF	S	S	S	S	S	S	OFF	P.12	P.12	P	P	P	P	P.12	OFF	M.12	M	M	M
Nurharli	P	P	P.12	OFF	M.12	M	M	M	M	M.12	M.12	OFF	S	S	S	S	S	S	OFF	P.12	P.12	P	P	P	P	P.12	OFF	M.12	M	M	M
Mendra	P	P	P.12	OFF	M.12	M	M	M	M	M.12	M.12	OFF	S	S	S	S	S	S	OFF	P.12	P.12	P	P	P	P	P.12	OFF	M.12	M	M	M
Devi Wahyu	P	P	P.12	OFF	M.12	M	M	M	M	M.12	M.12	OFF	S	S	S	S	S	S	OFF	P.12	P.12	P	P	P	P	P.12	OFF	M.12	M	M	M
Hermantjah	P	P	P.12	OFF	M.12	M	M	M	M	M.12	M.12	OFF	S	S	S	S	S	S	OFF	P.12	P.12	P	P	P	P	P.12	OFF	M.12	M	M	M
Linnea	M	M	M.12	M.12	OFF	S	S	S	S	OFF	P.12	P.12	P	P	P	P	P	P	P.12	OFF	M.12	M	M	M	M	M.12	M.12	OFF	S	S	S
Sandika	M	M	M.12	M.12	OFF	S	S	S	S	OFF	P.12	P.12	P	P	P	P	P	P	P.12	OFF	M.12	M	M	M	M	M.12	M.12	OFF	S	S	S
Subartono	M	M	M.12	M.12	OFF	S	S	S	S	OFF	P.12	P.12	P	P	P	P	P	P	P.12	OFF	M.12	M	M	M	M	M.12	M.12	OFF	S	S	S
Rustam	M	M	M.12	M.12	OFF	S	S	S	S	OFF	P.12	P.12	P	P	P	P	P	P	P.12	OFF	M.12	M	M	M	M	M.12	M.12	OFF	S	S	S
Bambang Hidayat	M	M	M.12	M.12	OFF	S	S	S	S	OFF	P.12	P.12	P	P	P	P	P	P	P.12	OFF	M.12	M	M	M	M	M.12	M.12	OFF	S	S	S
Ross Fasihmi	S	S	OFF	P.12	P.12	P	P	P	P	P.12	OFF	M.12	M	M	M	M	M	M	M.12	M.12	OFF	S	S	S	S	OFF	P.12	P.12	P	P	P
Deny A S	S	S	OFF	P.12	P.12	P	P	P	P	P.12	OFF	M.12	M	M	M	M	M	M	M.12	M.12	OFF	S	S	S	S	OFF	P.12	P.12	P	P	P
Zulwardi Chandra	S	S	OFF	P.12	P.12	P	P	P	P	P.12	OFF	M.12	M	M	M	M	M	M	M.12	M.12	OFF	S	S	S	S	OFF	P.12	P.12	P	P	P
Uswaini	S	S	OFF	P.12	P.12	P	P	P	P	P.12	OFF	M.12	M	M	M	M	M	M	M.12	M.12	OFF	S	S	S	S	OFF	P.12	P.12	P	P	P
Ellet Nur Elendil	S	S	OFF	P.12	P.12	P	P	P	P	P.12	OFF	M.12	M	M	M	M	M	M	M.12	M.12	OFF	S	S	S	S	OFF	P.12	P.12	P	P	P
Rudi Setiawan	S	S	OFF	P.12	P.12	P	P	P	P	P.12	OFF	M.12	M	M	M	M	M	M	M.12	M.12	OFF	S	S	S	S	OFF	P.12	P.12	P	P	P

* = Morning (06.30-14.30)
 * = Night (22.30-06.30)
 * = Afternoon (14.30-22.30) (MS)
 * = Regular / Umum (08.30-16.30) (MS)
 * = P
 * = R
 * = S
 * = OFF
 * = PH
 * = M

LONG SHIFT FOR WEEKLY OFF

Approved by:
 Logistic Manager

Figure 2.10 Shift Schedule
Source: Processed Data 2024

3. Overtime performed form

Overtime performed form is form that record the requested and approved overtime hours from each department to perform certain job as described on that form.

No. 025853

Form No. : QF-HR-013
Revision No. : 01
Effective Date : 13 Maret 2013
No. of Page(s) : 01 of 01
Shift :

INDOPALM
PT. PACIFIC INDOPALM INDUSTRIES

OVERTIME PERFORMED

Date : 04-06-2024 Department : Fracturing team

NO.	NAME OF EMPLOYEE	JOB POSITION	DURATION		TOTAL (today)	TOTAL (up today)	JOB TO BE DONE
			FROM	TO			
1.	Emil Penda Indra	Team	23.30	06.30	6	91	
2.	Gandah Silitra	operator	23.30	06.30	6	27	Weekly Off day
3.	Riki. Suliana	operator	13.30	06.30	6	27	
4.	Haryanto	operator	14.30	18.30	4	44	Run & Control Plant
5.	Suryanto	operator	14.30	18.30	4	23	
6.	M. Supriyadi H.	operator	14.30	18.30	4	21	Process cfo
					28		Produced WSO

Prepared by: *[Signature]* (Section Supervisor)
 Checked by: *[Signature]* (Department Head)
 Acknowledge by: *[Signature]* (Human Resources Dept.)
 Approved by: *[Signature]* (General Manager)

Distribution : White : HRD Dept. Red : Concern Dept

Figure 2.10 Overtime performed form
Source: Processed Data 2024

4. Time sheet

Time sheet is a data table which provided by departments that record the time employees have worked during a month that information about presence, total working hours, and overtime of departments.

Month: APRIL - MAY 2024		TIME SHEET OF QUALITY CONTROL EMPLOYEE																															TOTAL
NO	NAME	JOB POSITION	DESCRIPTION	APRIL														MAY															
				21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18		19
				Min	Sen	Sel	Rab	Kam	Jum	Sab	Mkn	Sen	Sel	PH	Kam	Jum	Sab	Mkn	Sen	Sel	Rab	Kam	Jum	Sab	Mkn	Sen	Sel	Rab	Kam	Jum	Sab	Mkn	Sen
1	Adi Chandra Anwar	QC Manager	ATTEND	off	AL	AL	7.25	7.25	7.25	3.75	off	7.25	7.25	PH	7.25	7.25	3.75	off	7.25	7.25	3.75	PH	7.25	3.75	off	7.25	7.25	7.25	7.25	7.25	3.75	off	7.25
2	Renni Aty Napitapulu	QC Sr SPV	ATTEND	off	7.25	7.25	7.25	7.25	7.25	3.75	off	7.25	7.25	PH	7.25	7.25	3.75	off	7.25	7.25	3.75	PH	7.25	3.75	off	7.25	7.25	7.25	7.25	7.25	3.75	off	7.25
3	Muhammad Itham	Chemist	ATTEND	off	7.25	7.25	7.25	7.25	7.25	3.75	off	7.25	7.25	PH	7.25	7.25	3.75	off	7.25	7.25	3.75	PH	7.25	3.75	off	7.25	7.25	7.25	7.25	7.25	3.75	off	7.25
4	Rahmat Dewa Ariadi	QC Officer	ATTEND	off	7.25	7.25	7.25	7.25	7.25	3.75	off	Si	Si	PH	Si	Si	AL	off	7.25	7.25	3.75	PH	7.25	3.75	off	7.25	7.25	7.25	7.25	7.25	3.75	off	7.25
5	Agus Suplanto	Sample Boy	ATTEND	off	7	7	7	7	7	off	S	7	7	PH	7	5	off	7	7	7	7	PH	7	off	5	7	7	7	7	7	off	7	
6	Suyanto	Sample Boy	ATTEND	OT	5	7	7	7	7	7	AL	off	7	7	PH	7	7	off	5	7	7	7	PH	7	5	off	7	7	7	7	off	5	7
7	Muzarofin	Senior Chemist	ATTEND	OT	7	7	7	7	7	5	off	7	7	PH	7	5	off	7	7	7	7	PH	off	5	7	7	7	7	7	5	off	7	7
8	Randy Saputra	Chemist	ATTEND	OT	7	7	7	7	7	5	off	7	7	PH	7	5	off	7	7	7	7	PH	off	5	7	7	7	7	5	off	7	7	
9	Adlanayah	Chemist	ATTEND	OT	7	7	7	7	7	5	off	7	7	PH	7	5	off	7	7	7	7	PH	off	5	7	7	7	7	5	off	7	7	
10	Arif Fahrudi	Sample Boy	ATTEND	OT	7	7	7	7	AL	5	off	7	Si	Si	PH	7	5	off	7	7	7	PH	off	5	7	7	7	5	off	7	7		
11	Wira Irawan	Senior Chemist	ATTEND	OT	7	7	7	7	7	5	off	7	7	PH	7	off	5	off	7	7	7	PH	off	5	off	7	7	7	5	off	7	7	
12	Yoppy Widayandra	Chemist	ATTEND	OT	7	7	7	7	7	5	off	7	7	PH	7	off	5	off	7	7	7	PH	off	5	off	7	7	7	5	off	7	7	
13	Dicko Kharisma	Chemist	ATTEND	OT	off	7	7	7	7	5	off	7	7	PH	7	off	5	off	7	7	7	PH	off	5	off	7	7	7	5	off	7	7	
14	Nawazil Siturus	Sample Boy	ATTEND	OT	7	7	7	7	7	5	off	7	7	PH	7	off	5	off	7	7	7	PH	off	5	off	7	7	7	5	off	7	7	
15	Sigit Riwardi	Senior Chemist	ATTEND	OT	off	7	AL	AL	AL	off	5	7	7	PH	7	5	off	7	7	7	7	PH	7	5	off	7	7	7	off	AL	7	AL	
16	Ednan Nouraidi	Chemist	ATTEND	OT	off	7	ALPA	ALPA	ALPA	off	5	7	7	PH	7	5	off	7	7	7	7	PH	7	5	off	7	7	7	off	5	7	AL	
17	Ismail	Chemist	ATTEND	OT	7	7	7	7	7	off	5	7	7	PH	7	5	off	7	7	7	7	PH	7	5	off	7	7	7	off	5	7	7	
18	Efendi	Sample Boy	ATTEND	OT	off	7	7	7	7	off	5	7	7	PH	7	5	off	7	7	7	7	PH	7	5	off	7	7	7	off	5	7	7	
Total overtime																																	

Figure 2.11 Time Sheet
Source: Processed Data 2024

5. Leave request form

Leave Request Form is a document that outlines a request from employee to have annual leave and special leave with full payment as regulated by government, or unpaid leave. This form is used to get approval from superior and department head for the leave and to record leave balance of concern employee.

INDOPALM PT. PACIFIC INDOPALM INDUSTRIES		ANNUAL LEAVE / SPECIAL LEAVE		Document No. : QF-HR-008
				Revision No. : 02
				Revision Date : 16 - Des - 2016
				No. Page (s) : 1 of 1
1. Name : <u>Chandra Firmansyah</u>		2. Position : <u>Asst Sbro Kepala</u>		3. Dept. / Section : <u>Legislatif</u>
4. Joining date : <u>16 Feb 24</u>				
5. Type of Leaves (Check appropriate box (es) enter date and time below) :				
<input checked="" type="checkbox"/>	Annual Leaves	From : <u>20.21.22.23</u>	To : <u>June 2024</u>	Total Days : <u>4 days</u>
<input type="checkbox"/>	Sick Leave			
6. Other leaves :				
Employee's wife giving birth <input type="checkbox"/>				
Employee's Children's Circumcision/Baptism <input type="checkbox"/>				
Employee grievances <input type="checkbox"/>				
7. Annual Leaves Balance (HR Input)				
Purpose :		Checked by HRD :		
<input type="checkbox"/>	Illness/ Injury of employee	Current Year : <u>0</u>		
<input type="checkbox"/>	Medical/Dental examination of employee	Last year : <u>0</u>		
<input type="checkbox"/>	Care of family member, including medical examination	Total : <u>0</u>		
<input checked="" type="checkbox"/>	Care of family member with a serious health condition	Advance : <u>- 4 days</u>		
8. Address during leave : <u>Bandung</u>				
9.a. Replaced by : <u>ARIFIN</u>		Signature :		9.b. Date of Submission (filled in by Payroll) : <u>13 JUN 2024</u>
10.a. Official Action on Request :				
<input type="checkbox"/> Approved <input type="checkbox"/> Dis Postponed until :				
10.b. Reason for disapproval :				
Requested by: Employee, Name : <u>Chandra F</u> Position : <u>Asst. Sbro.</u>		Acknowledged by Shift Supervisor, Name : <u>YULIANA K</u> Position : <u>WU. SBU</u>		Approved by, Department Head, Name : Position :
Reviewed by, Human Resource Dept. 				
Original : HRD		Red : Concerned Department		Blue : Employee

Figure 2.12 Leave Request Form

Source: Processed Data 2024

6. Sick letter

Sick letter is a medical certificate signed by doctor to excuse from work due to illness, medical checkup, and consult with doctor.

KLINIK TUNAS MUDA MEDIKA NOMOR: 0006/KLINIK/DPMP/OSP/SS/XII/2019 Dokter Pengawas : dr. Rahmi Salbi Jl. Wan Dahlan Ibrahim No. 8 Telp. (0765) 439026 Dumai - Riau		No: 293
SURAT KETERANGAN SAKIT NO. 293 / 21 / KTMM / 2024		
Yang bertanda tangan dibawah ini menerangkan bahwa :		
Nama	: M. Syahrudin Hasan	
Umur	: 30 Th.	
Alamat	: RW. 0114, Kelurahan	
Pekerjaan	: PT. Pacific Indo Palm	
Diagnosa	: <u>Depresi</u>	
Yang bersangkutan dalam keadaan sakit , perlu diberi istirahat sakit / kerja ringan selama <u>1 (satu)</u> hari, TMT <u>15.06.2024</u> s/d tanggal		
Demikian surat keterangan ini dibuat dengan sebenarnya untuk digunakan seperlunya.		
		Dumai, 15.06.2024 Dokter Pemeriksa

Figure 2.13 Sick Letter

Source: Processed Data 2024

7. Business mission request letter

Business mission request letter is used is used to assign employee to go on business trip inside Dumai, or out of Dumai, or overseas to do activities related to the work of employee, or other activities to support the performance (training, seminar, workshop, etc.). Business trip is considered as working days.

INDOPALM
Business Mission Request

Form Number: 1.02-46-024
 Revisi: 03
 No. of Page: 1 of 1
 Effective Date: 18th June 2022

Issued on (date): 20-05-2024		1. Security Guard	
Traveler Name: M. Syahli		2. 2 1/2	
3.		3.	

Type of Mission	Describe Purpose of Mission & Agenda During the Mission/Attendance	Requests for Cash Advance (all amounts must be in IDR / USA)
<input type="checkbox"/> Business Trip		<input checked="" type="checkbox"/> Accommodation x6 Rp. 650.000
<input type="checkbox"/> Training		<input checked="" type="checkbox"/> Transport Rp. 530.000
<input type="checkbox"/> Conference		<input checked="" type="checkbox"/> Meals x7 Rp. 770.000
<input type="checkbox"/> Relocation		<input checked="" type="checkbox"/> Condo x2 Rp. 630.000
<input type="checkbox"/> Annual Passage		<input type="checkbox"/> Phone Rp. 20.000
<input checked="" type="checkbox"/> Others (Specify):	checking and scouting CEO KSO RS MS X in Jambi	Total Requested Rp. 2.600.000

ARRANGEMENT'S DETAILS

VISA REQUIRED- Check this with Travel Desk before booking the flight

1. Travel (Specify Class as per the Business Travel Policy)

Date	From	to	Departure Time	Preferred Airline
06-05-2024	Dumai	Jambi		
07-05-2024	Jambi	Dumai		

2. Hotel Accommodation (Specify requirements)

Check in date: Check out date: Company Account
 Personal Account

3. Car / Taxi Voucher (Specify requirements)

Pick up date: Drop off date:

Approvals	Originator	Department Head	HRD Manager	GM / MD
Name	M. Syahli	[Signature]	[Signature]	[Signature]
Date	20/5/24			
Signature	[Signature]	[Signature]	[Signature]	[Signature]

PT. PACIFIC INDOPALM INDUSTRIES
 Jl. Raya Dumai – Basalam Baru KM 11.1 Kel Lubuk Gunung, Kec. Sungai Sembilan,
 Dumai 28392, Riau – INDONESIA
 Tel: (62-765) 438615, 438616, 438617, 438618 (Hunting), Facs: (62-765) 438607
 Email: info@pacificindopalm.com

Figure 2.14 Business Mission Request Letter
Source: Processed Data 2024

8. Correspondence book

Correspondence book used to record reference number of outgoing letters from HR&GA Department to some institutions or other departments inside the company

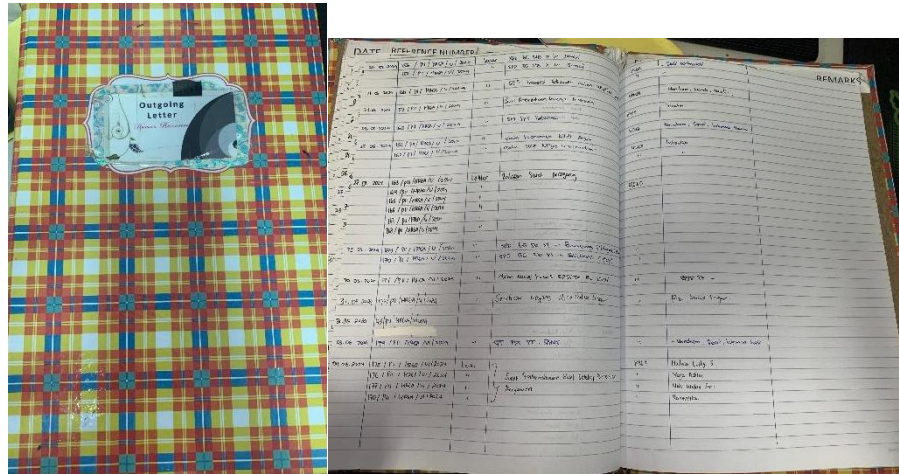
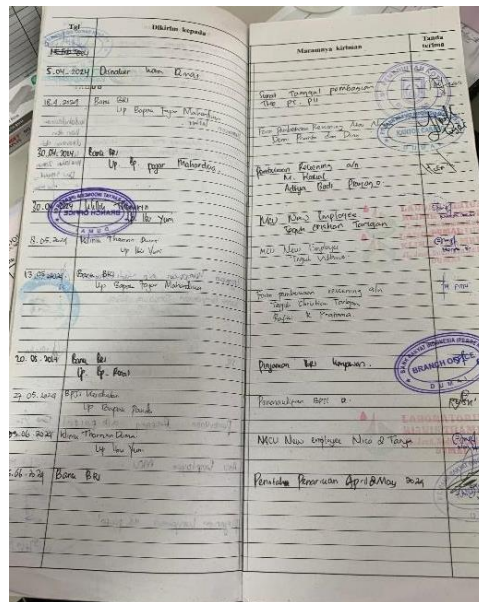


Figure 2.15 Correspondence book

Source: Processed Data 2024

9. Dispatch book

Dispatch book is a record-keeping document used to track the delivery or the receipt of correspondence by HR Admin and payroll section.



CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

This Apprenticeship program lasts four and half months, from February 16th until June 30th 2024 at PT Pacific Indopalm Industries. Apprenticeship participants are assigned to the HRGA Department, HR and payroll section for the duration of apprenticeship. Several duties are assigned during the apprenticeship as explain in the following:

1. Updating employee database

Employee database sheet contains information regarding personal data of employee such as personnel ID, job ID, position ID, level and grade, employee's family data, and other-critical records of employee.



Figure 3.1 Updating employee database
Source: Processed Data 2024

2. Filling out leave request form and updating leave on annual leave sheet
- Filling leave request form for employees who request leave and recording leave on annual leave sheet to track remaining leave balance throughout the years.



Figure 3.2 recording leave request
Source: Processed Data 2024

3. Preparing attendance, overtime recap, and time late sheet

Employee attendance sheet is a spreadsheet that records employee's attendance data each month. These spreadsheets contain presence, absence, sick leave, and other attendance data of employees for payroll purposes. Attendance sheet involves overtime recap to recap overtime hours and conversion hours of overtime as well as time late sheet to track employee's lateness. Attendance sheet is prepared based on shift schedule provided by departments.



Figure 3.3 Preparing Attendance
Source: Processed Data 2024

4. Checking employee's daily attendance

Employees daily attendance should be checked and marked on attendance sheet. This activity involves checking employee's daily attendance based on recorded at ZKBio CVSecurity system, record leave, sick, and on duty on attendance sheet, as well as checking lateness base on clock in and clock out.



Figure 3.4 Checking attendance

Source: Processed Data 2024

5. Recording overtime hours and Preparing overtime analysis based on reason and hours

Recording overtime is carried out by recording actual overtime hours on overtime recap sheet based on approved overtime hours submitted by departments. Overtime analysis sheet contains information of overtime reason and hours of departments. The activity is carried out by analyzing and classifying overtime reason based on approved overtime by departments.



Figure 3.5 Recording overtime

Source: Processed Data 2024

6. Checking time sheets provided by departments

Time sheet is a data table which provided by departments that record the time employees has worked during a month. Time sheet contains information about presence, total working hours, and overtime of departments. Checking time sheets is carried out to ensure the overtime that has been record on overtime recap sheet and the overtime recorded on departments' time sheet is appropriate.



Figure 3.6 Checking time sheet

Source: Processed Data 2024

7. Uploading time and attendance at HRMS Dynamics 365

Uploading time and attendance at HRMS Dynamics 365 is accomplished in order to provide data of employees' attendance such as time in and time out during the period of time based on attendance from middleware. This data also used to provide actual working hours in a day and calculating overtime journal.

8. Adjusting overtime journal at HRMS Dynamics 365

Overtime journal is a feature used to track and record employee overtime hours each period of month. Overtime journal is created and submitted by departments after approval of requested overtime. HR Admin and Payroll is checking and adjusting overtime hours on overtime journal based on overtime form and recorded overtime sheet.

9. Preparing documents

Preparing letter or document including reference letter to third party (bank, housing developer, leasing company, etc.) to state that concern employee is still working at PT Pacific Indopalm Industries. and appointment letter as the confirmation to concern employee that he has passed probationary period and confirmed as permanent employee.



Figure 3.7 Preparing document

Source: Processed Data 2024

10. Archiving Document

Archiving document related to payroll such as approved leave request form, sick letter, and overtime performed form that has been checked for payroll process.



Figure 3.8 Archiving Document
Source: Processed Data 2024

3.2 System and Procedure

3.2.1 System

PT Pacific Indopalm Industries employs advanced and fully automated systems in its operations. The company utilizes computerized control systems extensively across its plants and operational, including both physical refining and fractionation processes. Meanwhile in managing human resources in the company particularly related to administration and payroll process, PT Pacific Indopalm uses several online and offline system. The system used related to attendance and employee work record are ZKBio CVSecurity and HRMS Dynamics 365.

PT Pacific Indopalm Industries uses ZK BioSecurity to record employee daily attendance. ZKBio CVSecurity is a comprehensive security management system developed by ZKTeco, this system is designed to handle access control and employee attendance using advanced biometric technology. Employees scan their faces at

designated terminals, and the system logs their check-in and check-out times in real-time. The data integrated with payroll systems such as HRMS Dynamics 365 to ensure precise compensation calculations based on actual hours worked. This employee time in and time out data is used to check employee’s attendance on attendance sheet as well.

The screenshot shows the ZKBio CVSecurity Attendance Management interface. The main content area displays a table titled "Attendance / Daily Attendance Report / Daily Report". The table has the following columns: Personnel ID, First Name, Last Name, Department Name, Attendance Date, Week, Timetable Details (Name, Work Time), and Punch Data. The data is filtered for the period from 2024-06-13 to 2024-06-14. The table contains 8 rows of data for various employees in the HRGA department.

Personnel ID	First Name	Last Name	Department Name	Attendance Date	Week	Timetable Details (Name, Work Time)	Punch Data
PII090500001	Syahrial		HRGA	2024-06-13	Th	R, 08:15-16:30	08:28-18:29
PII090500001	Syahrial		HRGA	2024-06-14	Fr	R, 08:15-16:30	07:45-]
PII090500002	Yuhendri		HRGA	2024-06-13	Th	A, 14:30-22:30	14:17-22:30
PII090500002	Yuhendri		HRGA	2024-06-14	Fr	M, 06:30-14:30	[-]
PII090500002	Purwanto		HRGA	2024-06-13	Th	N, 22:30-06:30	22:17-06:31
PII090500002	Purwanto		HRGA	2024-06-14	Fr		
PII090500002	Khadapi	Lubis	HRGA	2024-06-13	Th	A, 14:30-22:30	14:20-22:31
PII090500002	Khadapi	Lubis	HRGA	2024-06-14	Fr	M, 06:30-14:30	[-]
PII090900002	Dedi	Irwansyah	HRGA	2024-06-13	Th	A, 14:30-22:30	14:11-22:33

Figure 3.9 ZKBio CVSecurity homepage
Source: Processed Data 2024

HRMS Dynamics 365 is part of platforms offered by Microsoft. HRMS Dynamics 365 is a comprehensive Human Resources Management System designed to streamline and enhance HR operations. It integrates various HR functions such as recruitment, onboarding, performance management, payroll, and employee self-service into a single platform.

PT Pacific Indopalm uses HRMS Dynamics 365 in managing working data of employees and its management. The system involves the management of working hours and attendance, as well as overtime management at PT Pacific Indopalm Industries. Furthermore, the scope of the system could also be integrated to personnel management, task management, and training management.

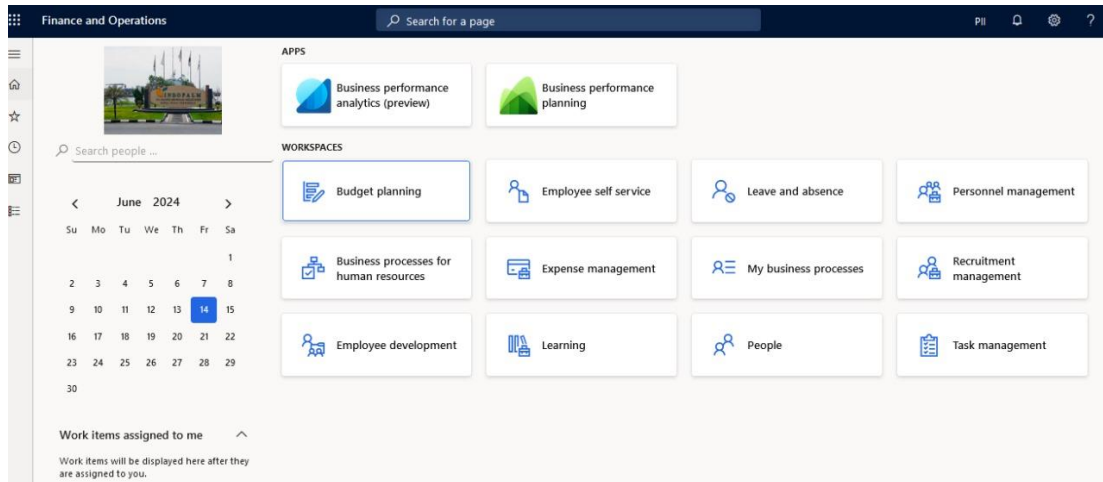


Figure 3.10 HRMS Dynamics 365 homepage
Source: Processed Data 2024

3.2.2 Procedure

The description of the procedures carried out while carrying out practical work activities (KP) in HR Admin and Payroll section at PT Pacific Indopalm is explained as follow:

1. Updating employee database

Updating the employee database is essential for maintaining accurate and current records, which ensures efficient human resource management and operational effectiveness. The employee database updated regularly and whenever there are significant changes or new administrative documents. The process of updating employee database at PT Pacific Indopalm Industries described in the following diagram.

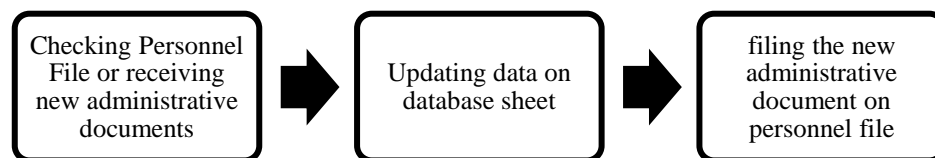


Figure 3.11 Process of updating employee database
Source: Processed data 2024

According to the flowchart above, employee database is updated by checking personnel file or when there are new administrative documents. Personnel file should

be checked and adjusted to ensure the data provided on physical documents and database is appropriate. Additionally, when there are new administrative documents, it should be recorded on database sheet. After the database is updated, the physical documents are archived on personnel file and stored in filing cabinet.

2. Filling out leave request form and updating leave on annual leave sheet

Leave request form is used as administrative document when employee request leave. HR Admin and Payroll function at PT Pacific Indopalm Industries effectively managing and recording employee leave to ensure fairness, transparency, and compliance with company policies and legal requirements. The following diagram describe the process of recording employee leave.

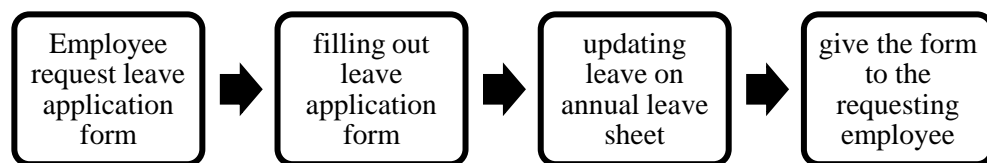


Figure 3.12 Process of filling out leave form and record leave

Source: Processed data 2024

In keeping with the flowchart above, when employee request for leave request form, the HR Admin and Payroll filling out the leave form with the information such as name, position and department, date of leave and purpose of leave. Then this information is updated on annual leave sheet to record and track employees' remaining annual leave balances. Then the form is given to the requesting employee.

3. Preparing new attendance sheet and overtime recap sheet

Attendance sheet and overtime recap sheet are used to record attendance and overtime of employees in a month at PT Pacific Indopalm Industries. Attendance sheet is prepared at the end period of month. Attendance sheet record employee attendance from the date of 21 until the date of 20 next month.

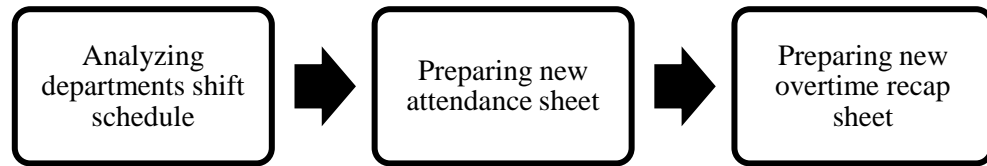


Figure 3.13 Process of preparing new attendance sheet

Source: Processed data 2024

As shown on the flowchart above, each department at PT Pacific Indopalm Industries provide shift schedule for new month to HR Admin and payroll section. This shift schedule then used to prepare new attendance sheet and overtime recap sheet that adjusted to workday and off-day date of employees.

4. Checking employees’ daily attendance

Checking the daily attendance of employees is crucial for HR function such as ensuring payroll accuracy and assist in managing employee leave balances to ensure that leave is tracked accurately. The process of checking employees’ daily attendance is described as follow.

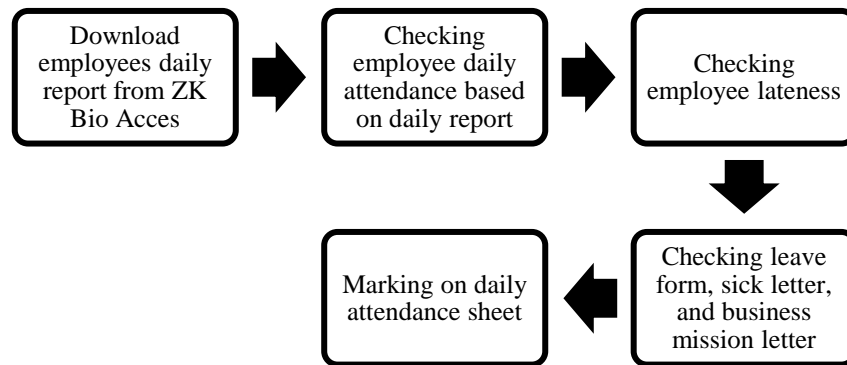


Figure 3.14 Process of checking daily attendance

Source: Processed data 2024

The flowchart above describes the activity carried out when checking employee’s attendance. The daily report is downloaded from ZKBio CVSecurity system that record daily time in and time out employees. This data then used to check and marking attendance on attendance sheet as well as employee time late. Therefore, checking leave form, sick letter, and business mission letter that have been submitted

to HR and Payroll section and record it on attendance sheet. This activity is carried out continuously.

5. Recording overtime and preparing overtime analysis

The purpose of recording overtime on overtime recap is to keep track of the extra hour's employees' work beyond their normal schedule. This helps PT Pacific Indopalm Industries know how much extra time everyone is working and how much the overtime conversion hours should be paid within employees' salary.

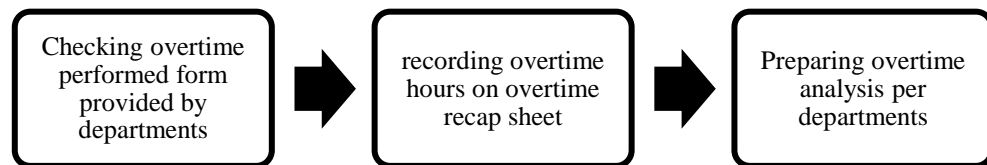


Figure 3.15 Process of recording and preparing overtime analysis

Source: Processed data 2024

As described on the flowchart, departments provide overtime performed form to HR Admin and Payroll section. Overtime hours is recorded based on information on the form. Therefore, overtime analysis is prepared by classifying overtime based on hours and reason for each department.

6. Checking time sheet provided by departments

Checking time sheet provided by departments is carry out to ensure the appropriate overtime hours and total overtime between departments and HR Administration and Payroll.

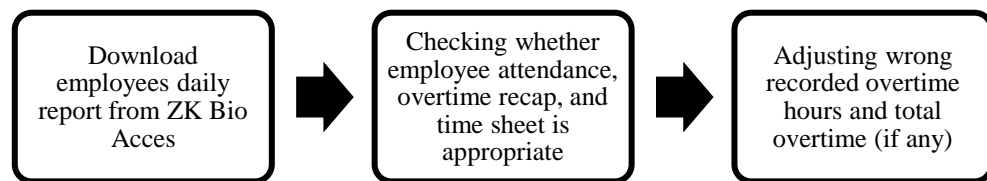


Figure 3.16 Process of checking time sheet

Source: Processed data 2024

The flowchart above describes the activity of checking time sheet. Daily report is used to check attendance on the day of overtime, therefore adjusting overtime hours and total overtime on time sheet and overtime recap. If there's any wrong number or

information, it should be adjusted to overtime performed form and confirm to the department.

7. Uploading time and attendance at HRMS Dynamics 365

The information and data stored in system ZKBio CvSecurity is automatically updated to HRMS Dynamics 365. However, there are some data that should be adjusted such as if there is missed clock in and clock out. The following flowchart explain the process of uploading time and attendance.

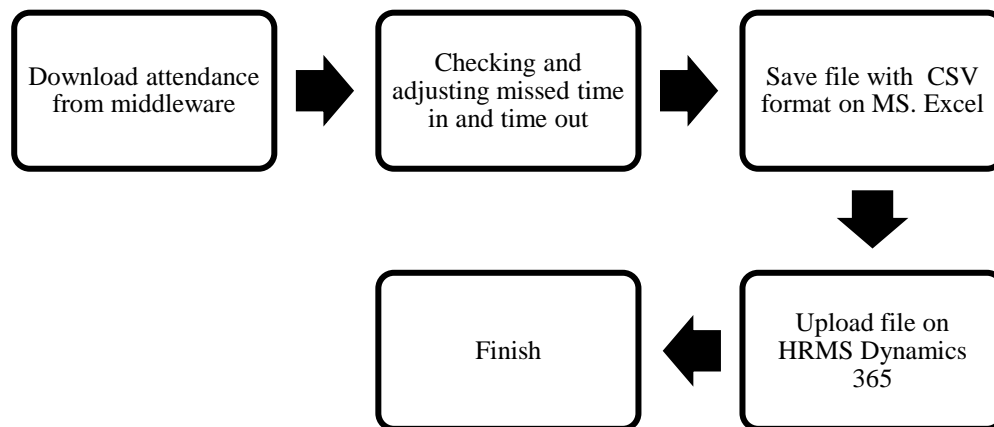


Figure 3.17 Process of uploading time and attendance at HRMS 365

Source: Processed data 2024

As shown in the flowchart above, attendance is downloaded from middleware based on the months or periods. Missed clock in and clock out is adjusted to schedule dan daily attendance report. This appropriate data then uploaded to HRMS Dynamics 365.

8. Creating overtime journal at HRMS Dynamics 365

Overtime journal is recorded employee overtime in a month. This contains list of overtime hours carried out within a month. the activity to create overtime journal at HRMS Dynamics 365.

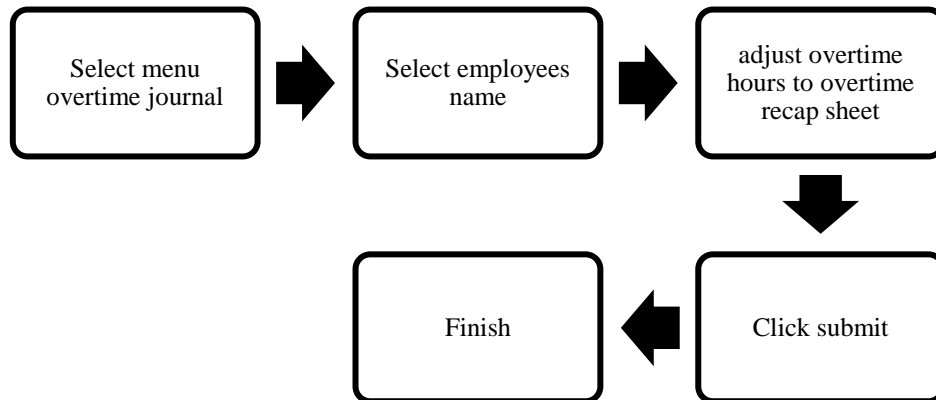


Figure 3.18 Process of Creating overtime journal at HRMS 365

Source: Processed data 2024

The process of adjusting overtime journal started with open the system of HRMS Dynamics 365 and select menu overtime journal. Select employee name then input and adjust overtime hours as recorded on overtime form and overtime recap.

9. Preparing letter

Letter such as reference letter and appointment letter used to facilitate communication and documentation of administrative matters formally.

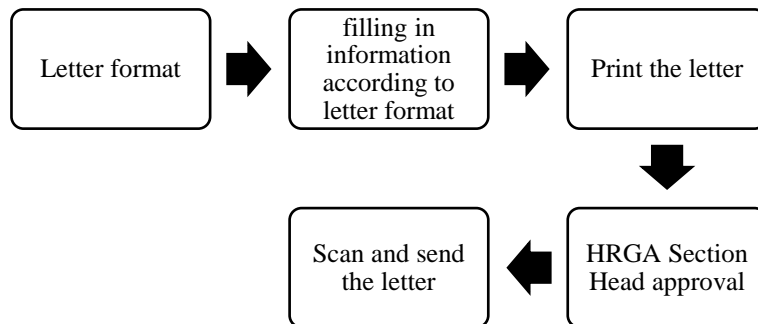


Figure 3.19 Process of preparing letter

Source: Processed data 2024

Letter is prepared based on letter format provided by HRGA department. the information should be filling in according to letter format and letter is printed before signed by HRGA Section Head. Once approved, letter is scanned and ready to be sent or used for administrative purpose.

10. Archiving Document

Archiving and filing document involve annual leave request form, sick letter, missed finger print, and overtime form that have been checked and recorded.

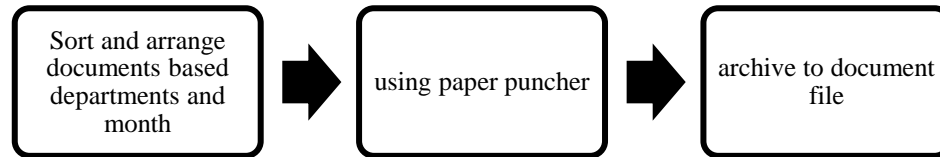


Figure 3.20 Process of archiving document

Source: Processed data 2024

The document is gathered and arranged by departments and month. Punch holes along the edge of the documents and once hole-punched, document is placed into the rings of the document file in categorical order.

3.3 Place of Apprenticeship

This Apprenticeship activity is carried out at PT Pacific Indopalm Industries from February 16th to June 30th, 2024. During Apprenticeship the author is placed in the HR Admin and payroll section. The company's provisions regarding the schedule or time of implementation of Apprenticeship are as follows:

Table 3. 1 The working schedule of apprenticeship at PT Pacific Indopalm Industries

No	Day	Working hours	Break
1	Monday - Friday	08.15 – 16.30	12.00 – 13.00
2	Saturday	08.15 – 12.00	-
3	Sunday	Holiday	Holiday

Source: Processed data 2024

3.4 Kind and Description of the Activity

The activities are carried out during apprenticeship at PT Pacific Indopalm Industries can be seen in the following table:

Table 3. 2 Daily Activities from Feb 16th 2024 to Feb 17th 2024

Day	Activity	Location
Friday, Feb 16 th 2024	<ol style="list-style-type: none"> 1. Induction activities: Welcoming and Explanation with POD 2. Online onboarding from Pacific Group 3. Online onboarding from <i>Kampus Merdeka</i> 4. Site Visit 	<ol style="list-style-type: none"> 1. Meeting room 2. Site area
Saturday, Feb 17 th 2024	<ol style="list-style-type: none"> 1. Continue Induction activities: Welcoming and explanation from HRGA Department 2. Meeting with mentor at department and explanation given regarding working hours, shift schedule, and overtime 	HRGA Office

Source: Processed data 2024

The table above contains the activities during the first week of apprenticeship at PT Pacific Indopalm Industries. The activities are started with induction activities that involved the introduction of the company, online onboarding with Pacific Group and *Kampus Merdeka*. Therefore, site visit as well as introduction of work safety with safety department and meeting with mentor from HRGA department. On the second day of apprenticeship, mentor gave explanation and materials related to the several aspects of working hours, shift schedule, and overtime.

Furthermore, the agenda of activities or work that has been carried out by the author during the implementation of Field Apprenticeship at PT Pacific Indopalm Industries in HR Admin and payroll section from February 19th 2024 to February 24th 2024 as follows:

Table 3.3 Daily Activities from Feb 19th 2024 to Feb 24th 2024

Day	Activity	Location
Monday, Feb 19 th 2024	<ol style="list-style-type: none"> 1. Analyzing overtime based on overtime reasons and hours for the period of 21 Jan-20 Feb 2024 	HRGA Office
Tuesday, Feb 20 th 2024	<ol style="list-style-type: none"> 1. Continue overtime analysis based on overtime reasons and hours for the period Jan-Feb 202, 2. Updating employee database for HRGA Department 	HRGA Office
Wednesday, Feb 21 st 2024	<ol style="list-style-type: none"> 1. Continue updating employee database for HRGA Department 	HRGA Office

Day	Activity	Location
Thursday, Feb 22 nd 2024	<ol style="list-style-type: none"> 1. Continue updating employee database for HRGA Department 2. Filling out leave request form and updating leave on annual leave sheet 3. Continue overtime analysis based on overtime reasons and hours for the date of 21 Jan- 20 Feb 2024 	HRGA Office
Friday, Feb 23 rd 2024	<ol style="list-style-type: none"> 1. Continue updating employee database for Financial and Accounting Department 2. Arranging new administrative documents of employees 	HRGA Office
Saturday, Feb 24 th 2024	<ol style="list-style-type: none"> 1. Continue update employee database for Logistic department 2. Filing employee personal file of new joiner employee 	HRGA Office

Source: Processed data 2024

As shown on the table above, the work given for the second week is updating employee database based on employee file folder for each department. The author also learned how to prepare and creating overtime analysis based on overtime hour and reason. In addition to, learn how to prepare and update employees' leave.

Further, the agenda of activities or work that has been carried out by the author during the implementation of Field Apprenticeship at PT Pacific Indopalm Industries in HR Admin and payroll section from 26th 2024 to March 2nd 2024 as follows:

Table 3.4 Daily Activities from Feb 26th 2024 to March 2nd 2024

Day	Activity	Location
Monday, Feb 26 th 2024	1. Continue update employee database for Logistic Department, Trading Department, and Health, Environment, and Safety Department	HRGA Office
Tuesday, Feb 27 th 2024	<ol style="list-style-type: none"> 1. Creating overtime journal for the month of December 2023 at HRMS Dynamics 365 2. Checking and marking daily attendance of employees (marking late hour) 	HRGA Office
Wednesday, Feb 28 th 2024	<ol style="list-style-type: none"> 1. Continue update employee database for Maintenance Department 2. Learning about schedule and preparing new attendance sheet 	HRGA Office

Day	Activity	Location
Thursday, Feb 29 th 2024	<ol style="list-style-type: none"> 1. Checking employee lateness from clock in and clock out downloaded from ZKBio CVSecurity for the period of 21 January- 20 February 2024 2. Preparing new attendance sheet based on shift schedule provided by departments for the period of 21 February - 20 March 2024 	HRGA Office
Friday, March 1 st 2024	<ol style="list-style-type: none"> 1. Continue preparing new attendance sheet based on shift schedule provided by departments for the period of 21 February - 20 March 2024 	HRGA Office
Saturday, March 2 nd 2024	<ol style="list-style-type: none"> 1. Analyzing daily worker lateness and attendance for the period of 21 January- 20 February 2024 	HRGA Office

Source: Processed data 2024

The activities for the third week include more activities related to HR Admin and Payroll function. Beside updating employee database, the job carried out involves learning and working with HRMS Dynamics 365 system and preparing attendance sheet as well as analyzing daily worker attendance and lateness.

Moreover, the agenda of activities or work that has been carried out by the author during the implementation of Field Apprenticeship at PT Pacific Indopalm Industries in HR Admin and payroll section from February March 4th 2024 to March 9th 2024 as follows:

Table 3.5 Daily Activities from March 4th 2024 to March 9th 2024

Day	Activity	Location
Monday, March 4 th 2024	<ol style="list-style-type: none"> 1. Continue analyzing daily worker lateness and attendance for the period of 21 January- 20 February 2024 	HRGA Office
Tuesday, March 5 th 2024	<ol style="list-style-type: none"> 1. Uploading time and attendance for the period of 21 December 2023-20 January 2024 at HRMS Dynamics 365 2. Adjusting overtime Journal for the month of January 2024 at HRMS Dynamics 365 	HRGA Office
Wednesday, March 6 th 2024	<ol style="list-style-type: none"> 1. Analyzing employee's attendance based on annual leave, sick letter, and on duty letter for the period of 21 February - 20 March 2024 	HRGA Office
Thursday, March 7 th 2024	<ol style="list-style-type: none"> 1. Analyzing overtime based on overtime reasons and hours for the period of 21 Feb -20 March 2024 	HRGA Office
Friday, March 8 th 2024	<ol style="list-style-type: none"> 1. Continue analyzing employee's attendance and lateness based on clock in and clock out for the period of 21 February - 20 March 2024 	HRGA Office

Day	Activity	Location
Saturday, March 9 th 2024	Taking leave (Visiting hometown for Ramadhan and meet with family)	-

Source: Processed data 2024

The activities carried out on the fourth week involves continue the job from the previous week including checking attendance and overtime analysis as well as uploading time and attendance and creating overtime journal at HRMS Dynamics 365 System.

Therefore, the agenda of activities or work that has been carried out by the author during the implementation of Field Apprenticeship at PT Pacific Indopalm Industries in HR Admin and payroll section from March 11th 2024 to March 16th 2024 as follows:

Table 3.6 Daily Activities from March 11th 2024 to March 16th 2024

Day	Activity	Location
Monday, March 11 th 2024	Public Holiday (Holy Day of Nyepi)	-
Tuesday, March 12 th 2024	Taking leave (Visiting hometown for Ramadhan and meet with family)	-
Wednesday, March 13 th 2024	1. Uploading time and attendance for the period of 21 January 2024-20 February 2024 at HRMS Dynamics 365 2. Filling out leave request form and updating leave on annual leave sheet	HRGA Office
Thursday, March 14 th 2025	1. Continue Analyzing employee's attendance and lateness based on clock in and clock out for the period of 21 February - 20 March 2024 (date 7-13 March) 2. Filling out leave request form and updating leave on annual leave sheet	HRGA Office
Friday, March 15 th 2024	1. Continue Analyzing employee's attendance and lateness based on clock in and clock out for the period of 21 February - 20 March 2024 (date 14 March) 2. Filling out leave request form and updating leave on annual leave sheet	HRGA Office
Saturday, March 16 th 2024	1. Supporting HRGA Department in preparing Ramadhan gathering	HRGA Office

Source: Processed data 2024

Based on the table above, The activities on the first week of the second month is involves uploading time and attendance on HRMS Dynamics System, preparing

leave request form, checking attendance as well as supporting HRGA Department in preparing Ramadhan gathering with employees.

Then, the agenda of activities or work that has been carried out by the author during the implementation of Field Apprenticeship at PT Pacific Indopalm Industries in HR Admin and payroll section from March 18th 2024 to March 23th 2024 as follows:

Table 3.7 Daily Activities from March 18th 2024 to March 23th 2024

Day	Activity	Location
Monday, March 18 th 2024	<ol style="list-style-type: none"> 1. Continue Analyzing employee's attendance and lateness based on clock in and clock out for the period of 21 February - 20 March 2024 (date 15-16 March) 2. Filling out leave request form and updating leave on annual leave sheet 	HRGA Office
Tuesday, March 19 th 2024	<ol style="list-style-type: none"> 1. Continue Analyzing employee's attendance and lateness based on clock in and clock out for the period of 21 February - 20 March 2024 (date 17 March) 2. Updating employees Family member database 	HRGA Office
Wednesday, March 20, 2024	<ol style="list-style-type: none"> 1. Continue updating employees Family member database 	HRGA Office
Thursday, March 21, 2024	<ol style="list-style-type: none"> 1. Continue updating employees Family member database 	HRGA Office
Friday, March 22, 2024	<ol style="list-style-type: none"> 1. Continue updating employee's family member database 2. Filling out leave request form and updating leave on annual leave sheet 	HRGA Office
Saturday, March 23, 2024	<ol style="list-style-type: none"> 1. Filling out leave request form and updating leave on annual leave sheet 2. Analyzing employees' meal attendance during Ramadan for 12 March-20 March 2024 	HRGA Office

Source: Processed data 2024

The activities carried out during the week according to the table above is continue analyzing attendance of employees, preparing leave request form, and continue updating database in updating employee's family member database.

Parallely, the agenda of activities or work that has been carried out by the author during the implementation of Field Apprenticeship March 25th 2024 to March 30th 2024 as in the following table:

Table 3.8 Daily Activities from March 25th 2024 to March 30th 2024

Day	Activity	Location
Monday, March 25 th 2024	<ol style="list-style-type: none"> 1. Continue analyzing employees' meal attendance during Ramadan for 12 March-20 March 2024 2. Preparing new attendance sheet based on shift schedule provided by departments for the period of 21 March - 20 April 2024 	HRGA Office
Tuesday, March 26 th 2024	<ol style="list-style-type: none"> 1. Analyzing employee lateness based on employee daily attendance for the period of 21 February - 20 March 2024 2. Continue preparing new attendance sheet and overtime recap sheet based on shift schedule provided by departments for the period of 21 March - 20 April 2024 3. Filling out leave request form and updating leave on annual leave sheet 	HRGA Office
Wednesday, March 27 th 2024	<ol style="list-style-type: none"> 1. Recording overtime hours on overtime recap sheet for the period of March – April 2024 2. Archiving employee annual leave, missed finger, and sick letter 3. Filling out leave request form and updating leave on annual leave sheet 	HRGA Office
Thursday, March 28 th , 2024	<ol style="list-style-type: none"> 1. Filling out leave request form and updating leave on annual leave sheet 2. Checking employee's attendance and lateness based on daily clock in and clock out for the period of 21 March – 20 April 2024 	HRGA Office
Saturday, March 30 th 2024	<ol style="list-style-type: none"> 1. Creating overtime analysis for the period of March – April 2024 	HRGA Office

Source: Processed data 2024

Throughout the week, the author finished several jobs involves continue checking employee attendance for the period of March - April, continue recording overtime, and preparing leave request form. The author also learns how to archive documents such as leave form, sick letter, and missed finger form.

Relatedly, the agenda of activities or work that has been carried out by the author during the implementation of Field Apprenticeship at PT Pacific Indopalm Industries in HR Admin and payroll section from April 1st 2024 to April 6th 2024 as follows:

Table 3.9 Daily Activities from April 1st 2024 to April 6th 2024

Day	Activity	Location
Monday, April 1 st 2024	<ol style="list-style-type: none"> 1. Filling out leave request form and updating leave on annual leave sheet 	HRGA Office

Day	Activity	Location
	2. Continue recording overtime hours on overtime recap sheet for the period of March – April 2024	
Tuesday, April 2 nd 2024	1. Continue creating overtime analysis for the period of March – April 2024	HRGA Office
Wednesday, April 3 rd 2024	1. Continue checking employee attendance for the period of 21 March – 20 April 2024 2. Filling out leave request form and updating leave on annual leave sheet	HRGA Office
Thursday, April 4 th 2024	Taking leave (Go to traffic police to arrange vehicle tax)	-
Friday, April 5 th 2024	1. Continue checking employee attendance for the period of 21 March – 20 April 2024 2. Filling out leave request form and updating leave on annual leave sheet	HRGA Office
Saturday, April 6 th , 2024	1. Continue checking employee attendance for the period of 21 March – 20 April 2024 2. Filling out leave request form and updating leave on annual leave sheet	HRGA Office

Source: Processed data 2024

The activities during the first week of April are continue checking attendance, continue recording overtime and preparing overtime analysis, as well as preparing leave request form for the period of March – April 2024.

Author taking Eid Fitri leave for one week during the apprenticeship program from the date of April 8th 2024 until April 13th 2024. Therefore, the next agenda of activities or work that has been carried out by the author during the implementation of Field Apprenticeship at PT Pacific Indopalm Industries in HR Admin and payroll section from April 15th 2024 to April 20th 2024 as follows:

Table 3.10 Daily Activities from April 15th 2024 to April 20th 2024

Day	Activity	Location
Monday, April 15 th , 2024	<ol style="list-style-type: none"> 1. Marking canteen meal type of employee (dine in or take away) at ZKTeco System 2. Continue creating overtime analysis for the period of March - April 2024 3. Filling out leave request form and updating leave on annual leave sheet 	HRGA Office
Tuesday, April 16 th , 2024	<ol style="list-style-type: none"> 1. Continue checking employee attendance for the period of 21 March – 20 April 2024 2. Filling out leave request form and updating leave on annual leave sheet 	HRGA Office
Wednesday, April 17 th , 2024	<ol style="list-style-type: none"> 1. Archiving employee leave form and sick letter 2. Continue creating overtime analysis for the period of March – April 2024 3. Filling out leave request form and updating leave on annual leave sheet 	HRGA Office
Thursday, April 18 th , 2024	<ol style="list-style-type: none"> 1. Continue checking employee attendance for the period of 21 March – 20 April 2024 2. Filling out leave request form and updating leave on annual leave sheet 	HRGA Office
Friday, April 19 th , 2024	<ol style="list-style-type: none"> 1. Continue checking employee attendance for the period of 21 March – 20 April 2024 2. Filling out leave request form and updating leave on annual leave sheet 	HRGA Office
Saturday, April 20 th , 2024	<ol style="list-style-type: none"> 1. Continue checking employee attendance for the period of 21 March – 20 April 2024 2. Filling out leave request form and updating leave on annual leave sheet 	HRGA Office

Source: Processed data 2024

The activities carried out for the third week of April is continue checking employee attendance, creating overtime analysis, preparing leave request form as well as using ZK Bio Access System to update personnel information and archiving documents that have used namely leave form and sick letter for the period of March – April 2024.

Afterwards, the agenda of activities or work that has been carried out by the author during the implementation of Field Apprenticeship at PT Pacific Indopalm Industries in HR Admin and payroll section from April 22nd 2024 to April 27th 2024 as follows:

Table 3.11 Daily Activities from April 22nd 2024 to April 27th 2024

Day	Activity	Location
Monday, April 22 nd , 2024	1. Checking employees time late for daily attendance for the period of 21 March 2024 - 20 April 2024	HRGA Office
Tuesday, April 23 rd , 2024	1. Continue checking employees time late for the period of 21 March 2024-20 April 2024 2. Continue creating overtime analysis for the period of March - April 2024 3. Filling out leave request form and updating leave on annual leave sheet	HRGA Office
Wednesday, April 24 th , 2024	1. Checking Ramadhan meal attendance employee for the date of 21 March- 9 April 2024 2. Continue creating overtime analysis for the period of March - April 2024 3. Filling out leave request form and updating leave on annual leave sheet	HRGA Office
Thursday, April 25 th , 2024	1. Continue creating overtime analysis for the period of March - April 2024 2. Filling out leave request form and updating leave on annual leave sheet 3. Checking time sheet of March – April 2024	HRGA Office
Friday, April 26 th , 2024	1. Filling out leave request form and updating leave on annual leave sheet 2. Continue checking time sheet of March – April 2024	HRGA Office
Saturday, April 27 th , 2024	1. Rechecking employee meal attendance for the date of 21 March- 9 April 2024	HRGA Office

Source: Processed data 2024

The activities carried out during the week is checking time late and meal attendance during Ramadhan in order to calculate meal compensation during Ramadhan, continue creating overtime analysis, and preparing leave request form. The author also learns how to check time sheet in order to adjust overtime hours recorded in HR Department and each department.

Additionally, the agenda of activities or work that has been carried out by the author during the implementation of Field Apprenticeship at PT Pacific Indopalm Industries in HR Admin and payroll section from April 29th 2024 to May 4th 2024 as follows:

Table 3.12 Daily Activities from April 29th 2024 to May 4th 2024

Day	Activity	Location
Monday, April 29 th 2024	1. Preparing new attendance sheet and overtime record sheet based on shift schedule provided by departments for the period of 21 April- 21 May 2024	HRGA Office
Tuesday, April 30 th 2024	1. Continue preparing new attendance sheet and overtime record sheet based on shift schedule provided by departments for the period of 21 April- 21 May 2024 2. Filling out leave request form and updating leave on annual leave sheet	HRGA Office
Wednesday, May 1 st 2024	Public Holiday (International Labor Day)	-
Thursday, May 2 nd 2024	1. Checking employee attendance and late hour for the period of April – May 2024 2. Preparing reference letter for employee’s administrative purpose 3. Filling out leave request form and updating leave on annual leave sheet	HRGA Office
Friday, May 3 rd 2024	1. Continue checking employee attendance and late hour for the period of April – May 2024 2. Preparing reference letter for employee’s administrative purpose 3. Filling out leave request form and updating leave on annual leave sheet	HRGA Office
Saturday, May 4 th 2024	Taking leave (Rest at home due to sick)	-

Source: Processed data 2024

The primary activities throughout the week include continue creating and updating attendance and overtime record sheets based on departmental shift schedules for the period of 21 April – 20 May 2024. Additionally, preparing leave request form of employees.

The agenda of activities or work that has been carried out by the author during the implementation of Field Apprenticeship at PT Pacific Indopalm Industries in HR Admin and payroll section from April May 6th 2024 to May 11th 2024 as follows:

Table 3.13 Daily Activities from May 6th 2024 to May 11th 2024

Day	Activity	Location
Monday, May 6 th 2024	1. Continue checking employee attendance and late hour for the period of April – May 2024 2. Archiving employee annual leave, missed finger, and sick letter	HRGA Office
Tuesday, May 7 th 2024	1. Recording overtime hours on overtime recap sheet for the period of April – May 2024	HRGA Office

Day	Activity	Location
	2. Filling out leave request form and updating leave on annual leave sheet	
Wednesday, May 8 th 2024	1. Continue checking employee attendance and late hour for the period of April – May 2024 2. Filling out leave request form and updating leave on annual leave sheet	HRGA Office
Thursday, May 9 th 2024	Public Holiday (Ascension of Jesus Christ)	-
Friday, May 10 th 2024	1. Creating overtime analysis for the period of April – May 2024 2. Filling out leave request form and updating leave on annual leave sheet	HRGA Office
Saturday, May 11 th 2024	1. Continue checking employee attendance and late hour for the period of April – May 2024 2. Filling out leave request form and updating leave on annual leave sheet	HRGA Office

Source: Processed data 2024

Throughout the week, activities involve continuously checking employee attendance and late hours for April to May 2024, archiving employee annual leave, missed finger, and sick letters, and recording overtime hours on the overtime recap sheet. Additionally, tasks include filling out leave request forms and updating the annual leave sheet regularly.

Therefore, the agenda of activities or work that has been carried out by the author during the implementation of Field Apprenticeship at PT Pacific Indopalm Industries in HR Admin and payroll section from May 13th to May 18th 2024 as follows:

Table 3.14 Daily Activities from May 13th to May 18th 2024

Day	Activity	Location
Monday, May 13 th 2024	1. Continue checking employee attendance for the period April – May 2024 2. Filling out leave request form and updating leave on annual leave sheet	HRGA Office
Tuesday, May 14 th 2024	1. Continue checking employee attendance for the period April – May 2024 2. Preparing reference letter visa for employees 3. Filling out leave request form and updating leave on annual leave sheet	HRGA Office

Day	Activity	Location
Wednesday, May 15 th 2024	Taking sick leave	-
Thursday, May 16 th 2024	<ol style="list-style-type: none"> 1. Continue recording overtime and creating overtime analysis for the period of April – May 2024 2. Filling out leave request form and updating leave on annual leave sheet 	HRGA Office
Friday, May 17 th 2024	<ol style="list-style-type: none"> 1. Continue checking employee attendance for the period April – May 2024 2. Filling out leave request form and updating leave on annual leave sheet 3. Filling out leave request form and updating leave on annual leave sheet 	HRGA Office
Saturday, May 18 th 2024	<ol style="list-style-type: none"> 1. Continue checking employee attendance for the period April – May 2024 2. Preparing reference letter to deactivate BPJS for resigned employees 3. Filling out leave request form and updating leave on annual leave sheet 	HRGA Office

Source: Processed data 2024

Throughout the week from May 13th to May 18th 2024, the main activities include consistently checking employee attendance for the period of April to May 2024 and filling out leave request forms while updating the annual leave sheet. Additional responsibilities involve preparing reference letters for employee visas and preparing reference letter deactivating BPJS for resigned employees.

The agenda of activities or work that has been carried out by the author during the implementation of Field Apprenticeship at PT Pacific Indopalm Industries in HR Admin and payroll section from May 20th to May 25th 2024 as follows:

Table 3. 15 Daily Activities from May 20th to May 25th 2024

Day	Activity	Location
Monday, May 20 th 2024	<ol style="list-style-type: none"> 1. Continue recording overtime and creating overtime analysis for the period of April – May 2024 2. Filling out leave request form and updating leave on annual leave sheet 	HRGA Office
Tuesday, May 21 st ,2024	<ol style="list-style-type: none"> 1. Filling out leave request form and updating leave on annual leave sheet 2. Learning overtime conversion hours and compensation 	HRGA Office
Wednesday, May 22 nd 2024	<ol style="list-style-type: none"> 1. Preparing new attendance sheet and overtime record sheet based on shift schedule provided by departments for the period of 21 May- 20 June 2024 2. updating new employee database 	HRGA Office

Day	Activity	Location
Thursday, May 23 rd 2024	Public holiday (Vesak Day)	-
Friday, May 24 th 2024	1. Continue preparing new attendance sheet and overtime record sheet based on shift schedule provided by departments for the period of 21 May- 20 June 2024 2. Filling out leave request form and updating leave on annual leave sheet	HRGA Office
Saturday, May 25 th 2024	1. Checking employee attendance for the period of May – June 2024 2. Preparing appointment letter for probation employees	HRGA Office

Source: Processed data 2024

The main focus of the week is continue recording overtime and creating overtime analysis for the period of April to May 2024, alongside filling out leave request forms and updating the annual leave sheet. Additionally, mentor given material about overtime conversion hours and compensation. Another task involves preparing a new attendance sheet and overtime record sheet based on the provided shift schedule for the period of 21 May to 20 June 2024, while also updating the new employee database and preparing appointment letters for probationary employees.

The agenda of activities or work that has been carried out by the author during the implementation of Field Apprenticeship at PT Pacific Indopalm Industries in HR Admin and payroll section from May 27th to June 1st 2024 as follows:

Table 3.16 Daily Activities from May 27th 2024 to June 1st 2024

Day	Activity	Location
Monday, May 27 th 2024	1. Filling out leave request form and updating leave on annual leave sheet 2. Continue checking employee attendance for the period of May – June 2024	HRGA Office
Tuesday, May 28 th 2024	1. Recording overtime and creating overtime analysis for the period of May – June 2024 2. Continue checking employee attendance for the period of May – June 2024 3. Scanning administrative document	HRGA Office
Wednesday, May 29 th 2024	1. Continue scanning administrative document 2. Updating resigned employee database 3. Filling out leave request form and updating leave on annual leave sheet	HRGA Office
Thursday, May 30 th 2024	1. Continue recording overtime and creating overtime analysis for the period of May – June 2024 2. Filling out leave request form and updating leave on annual leave sheet	HRGA Office

Day	Activity	Location
Friday, May 31 st 2024	<ol style="list-style-type: none"> 1. Filing leave form, sick letter, and missed finger form based on month and departments 2. Filling out leave request form and updating leave on annual leave sheet 	HRGA Office
Saturday, June 1 st 2024	Public Holiday (Pancasila Day)	-

Source: Processed data 2024

Throughout the end of May 2024, the activities involve administrative tasks related to employee attendance, leave management, and overtime recording. Administrative document scanning continues, alongside updating the resigned employee database. Additionally, archiving leave forms, sick letters, and missed finger forms based on month and departments is undertaken to maintain organized documentation.

The agenda of activities or work that has been carried out by the author during the implementation of Field Apprenticeship at PT Pacific Indopalm Industries in HR Admin and payroll section from June 3rd to June 8th 2024 as follows:

Table 3.17 Daily Activities from June 3rd 2024 to June 8th 2024

Day	Activity	Location
Monday, June 3 rd 2024	<ol style="list-style-type: none"> 1. Continue checking employee attendance for the period of May – June 2024 2. Filling out leave request form and updating leave on annual leave sheet 	HRGA Office
Tuesday, June 4 th 2024	<ol style="list-style-type: none"> 1. Continue checking employee attendance for the period of May – June 2024 2. Filling out leave request form and updating leave on annual leave sheet 3. Archiving overtime performed form from previous month 	HRGA Office
Wednesday, June 5 th 2024	<ol style="list-style-type: none"> 1. Continue checking employee attendance for the period of May – June 2024 2. Continue recording overtime and creating overtime analysis for the period of May – June 2024 	HRGA Office
Thursday, June 6 th 2024	<ol style="list-style-type: none"> 1. Continue checking employee attendance for the period of May – June 2024 2. Updating organization structure of PT Pacific Indopalm Industries 	HRGA Office
Friday, June 7 th 2024	<ol style="list-style-type: none"> 1. Continue checking employee attendance for the period of May – June 2024 2. Filling out leave request form and updating leave on annual leave sheet 	HRGA Office

Day	Activity	Location
	3. Continue updating organization structure of PT Pacific Indopalm Industries 4. Preparing contract addendum	
Saturday, June 8 th 2024	1. Continue checking employee attendance for the period of May – June 2024 2. Filling out leave request form and updating leave on annual leave sheet	HRGA Office

Source: Processed data 2024

the main focus for the first week of June remains on checking employee attendance for the period of May to June 2024 and managing leave requests. Additionally, tasks include Archiving overtime performed forms from the previous month and continuing the recording of overtime hours and overtime analysis. There also an emphasis on organizational tasks, such as updating the organization structure of PT Pacific Indopalm Industries and preparing contract addendum for CPO cleaning.

The agenda of activities or work that has been carried out by the author during the implementation of Field Apprenticeship at PT Pacific Indopalm Industries in HR Admin and payroll section from June 10th to June 15th 2024 as follows:

Table 3.18 Daily Activities from June 10th 2024 to June 15th 2024

Day	Activity	Location
Monday, June 10 th 2024	1. Continue checking employee attendance for the period of May – June 2024 2. Filling out leave request form and updating leave on annual leave sheet	HRGA Office
Tuesday, June 11 th 2024	1. Continue checking employee attendance for the period of May – June 2024 2. Continue updating employee database	HRGA Office
Wednesday, June 12 th 2024	1. Continue checking employee attendance for the period of May – June 2024 2. Filling out leave request form and updating leave on annual leave sheet	HRGA Office
Thursday, June 13 th 2024	1. Filling out leave request form and updating leave on annual leave sheet 2. Continue updating employee database	HRGA Office
Friday, June 14 th 2024	1. Filling out leave request form and updating leave on annual leave sheet 2. Continue recording overtime and creating overtime analysis for the period of May – June 2024	HRGA Office

Day	Activity	Location
Saturday, June 15 th , 2024	<ol style="list-style-type: none"> 1. Filling out leave request form and updating leave on annual leave sheet 2. Continue recording overtime and creating overtime analysis for the period of May – June 2024 	HRGA Office

Source: Processed data 2024

The activities on the second week of June involve continue checking employee attendance for the period of May to June 2024, filling out leave request forms, and updating the annual leave sheet. Additionally, there is a focus on continue updating the employee database and recording overtime hours and creating overtime analysis for the same period.

Additionally, the agenda of activities or work that has been carried out by the author during the implementation of Field Apprenticeship at PT Pacific Indopalm Industries in HR Admin and payroll section from June 17th to June 22nd 2024 as follows:

Table 3.19 Daily Activities from June 17th to June 22nd 2024

Day	Activity	Location
Monday, June 17 th , 2024	Public Holiday (Eid Al-Adha)	HRGA Office
Tuesday, June 18 th , 2024	Taking leave (Eid Al-Adha leave)	HRGA Office
Wednesday, June 19 th , 2024	<ol style="list-style-type: none"> 1. Continue checking employee attendance and late hour for the period of April – May 2024 2. Filling out leave request form and updating leave on annual leave sheet 	HRGA Office
Thursday, June 20 th , 2024	<ol style="list-style-type: none"> 1. Continue checking employee attendance and late hour for the period of April – May 2024 2. Filling out leave request form and updating leave on annual leave sheet 3. Continue recording overtime hours and overtime analysis for the period of April – May 2024 	HRGA Office
Friday, June 21 st , 2024	<ol style="list-style-type: none"> 1. Continue recording overtime hours and overtime analysis for the period of April – May 2024 2. Filling out leave request form and updating leave on annual leave sheet 3. Checking time sheet provided by departments for the period of May – June 2024 	HRGA Office

Day	Activity	Location
Saturday, June 22 nd 2024	<ol style="list-style-type: none"> 1. Continue recording overtime hours and overtime analysis for the period of April – May 2024 2. Filling out leave request form and updating leave on annual leave sheet 3. Checking time sheet provided by departments for the period of May – June 2024 	HRGA Office

Source: Processed data 2024

During the week, activities included checking employee attendance and late hours for the period of May – June 2024, as well as filling out leave request forms and updating the annual leave sheet. Recording overtime hours and overtime analysis for the same period were also continued and checking time sheet as well.

In the end of apprenticeship, the agenda of activities or work that has been carried out by the author during the implementation of Field Apprenticeship at PT Pacific Indopalm Industries in HR Admin and payroll section from June 23rd to June 29th 2024 as follows:

Table 3.20 Daily Activities from June 23rd 2024 to June 29th 2024

Day	Activity	Location
Monday, June 24 th 2024	<ol style="list-style-type: none"> 1. Filling out leave request form and updating leave on annual leave sheet 2. Continue checking time sheet for the period of May-June 2024 3. Checking employee lateness from daily report for the period of May-June 2024 	HRGA Office
Tuesday, June 25 th 2024	<ol style="list-style-type: none"> 1. Filling out leave request form and updating leave on annual leave sheet 2. Continue checking employee lateness from daily report for the period of May-June 2024 	HRGA Office
Wednesday, June 26 th 2024	<ol style="list-style-type: none"> 1. Filling out leave request form and updating leave on annual leave sheet 2. Preparing new attendance sheet and overtime record sheet based on shift schedule provided by departments for the period of June – July 2024 	HRGA Office
Thursday, June 27 th 2024	<ol style="list-style-type: none"> 1. Filling out leave request form and updating leave on annual leave sheet 2. Continue preparing new attendance sheet and overtime record sheet based on shift schedule provided by departments for the period of June – July 2024 	HRGA Office
Friday, June 28 th 2024	<ol style="list-style-type: none"> 1. Filling out leave request form and updating leave on annual leave sheet 	HRGA Office

Day	Activity	Location
Saturday, June 29 th 2024	1. Filling out leave request form and updating leave on annual leave sheet 2. Completion of internship completion procedures	HRGA Office

Source: Processed data 2024

During last week of internship, the activities involved in managing annual leave of employees, checking time sheet for the period of May-June 2024, as well as checking employee lateness. Thus, preparing attendance sheet and overtime recapitulation sheet for the next period of month. The author also finishing completion of internship completion procedures namely submitting apprenticeship report and receiving certificate of the apprenticeship as well as farewell with HRGA Department.

3.5 Obstacles and Solution

The obstacle faced during Apprenticeship in the HR Administration and Payroll is there is limitation in accessing system. The system can only be accessed via registered office computers, which are only available for employees of PT Pacific Indopalm Industries. Besides that, there are several restricted and crucial data that cannot be accessed by the author. Based on the constraints during the implementation of apprenticeship, the solution that can be done is the author used personal laptop in carrying apprenticeship activities, meanwhile for the data such as daily report is shared by the mentor. The author also used office computer when there is available computer.

CHAPTER IV

CONCLUSION

4.1 Conclusions

Based on the description of the apprenticeship report, it can be concluded that there are several theories and practices that have been taught during lectures applied during apprenticeship. The theory and Apprenticeship used are computer application, HR management, professional ethics, and archiving. The conclusions from the apprenticeship activities are as following:

1. The specification of work activities in the HR Admin and Payroll is ensuring accurate and timely salary for employees. This cohesive process encompasses various tasks such as calculating salaries, tracking work hours, and managing benefits. Moreover, it extends to handling HRD activities related to employee management and crucial data of employees.
2. The expected target of the work that have been carried out during the apprenticeship in HR Admin and Payroll section is to be able to understand management concepts and personnel management (administration) involving leave record, attendance record, shift record and understand the concept of compensation and benefit in a company
3. Work system and procedures in HR Admin and Payroll combine both online and manual system. As to record attendance and schedule using online system. Attendance is recorded using ZKBio CVSecurity and employees record management using HRMS Dynamics 365. Meanwhile there are several activities using application system and manual system such as the management of leave request, attendance in a month, and overtime.
4. The obstacle faced during the apprenticeship in HR Admin and Payroll at PT Pacific Indopalm Industries due to limited access to the system, restricted to registered office computers accessible only to company employees, and certain

crucial data inaccessible to the author. To overcome these challenges, the author utilized personal laptop for apprenticeship activities and relied on the mentor to share necessary data such as daily reports. Additionally, whenever available, the author utilized office computers to carry out tasks.

4.2 Suggestions

After doing Apprenticeship at PT. Pacific Indopalm Industries, there are several suggestions as following:

1. Author

Suggestions for writers to be more active and keep focus when carry out tasks in accordance with the directions or orders given by mentor.

2. Student

Author also provides suggestions that may be useful for students who will carry out apprenticeship activities for the next period, namely prioritizing occupational safety and health, making the best use of time, doing assignments according to ability, thinking before acting, always being patient and obedient and learning to manage everything.

3. Company

After the author carried out internship activities at PT. Pacific Indopalm Industries. There are several suggestions for company to provide facilities needed for internship student so that student able to learn and carry out job without any obstacle.

4. Institution

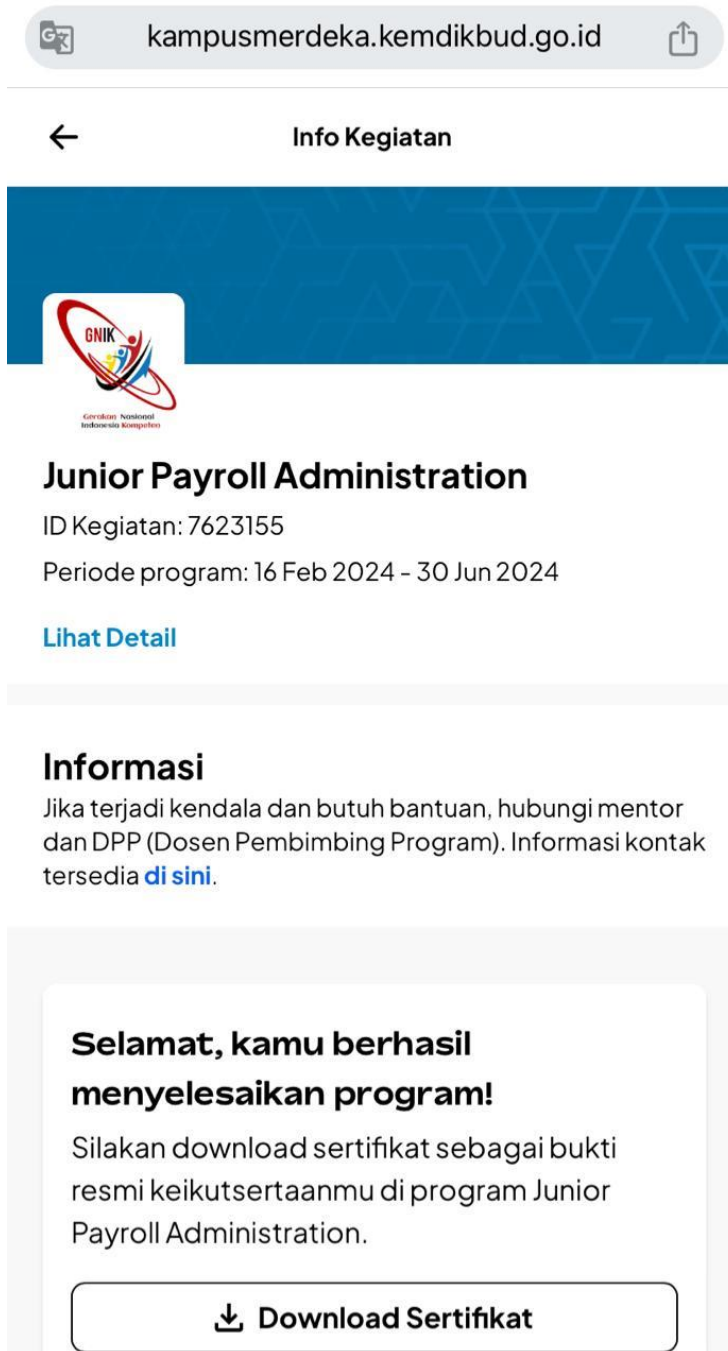
The author hopes that in the future the campus can pay more attention to the internship programs held, especially those that are directly related to industry. The internship program must have standard regulations and a clear system so that the internship program is more focused in the future.

REFERENCES

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- HSA Group. 2024. PT Pacific Indopalm Industries. Available on <https://www.hsagroup.com/hsa-en/explore-hasbusiness>. Accessed on June 22nd, 2024.
- Pacific Indopalm. 2024. About Us. Available on <https://www.pacificindopalm.com/aboutus.html>. Accessed on June 22nd, 2024.


APPENDICES

Appendix 1: Application of Apprenticeship as Certified Internship and Independent Study (MSIB)



kampusmerdeka.kemdikbud.go.id

← Info Kegiatan



Junior Payroll Administration
ID Kegiatan: 7623155
Periode program: 16 Feb 2024 - 30 Jun 2024

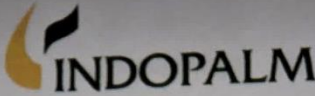
[Lihat Detail](#)

Informasi
Jika terjadi kendala dan butuh bantuan, hubungi mentor dan DPP (Dosen Pembimbing Program). Informasi kontak tersedia [di sini](#).

Selamat, kamu berhasil menyelesaikan program!
Silakan download sertifikat sebagai bukti resmi keikutsertaanmu di program Junior Payroll Administration.

[Download Sertifikat](#)

Appendix 2: Apprenticeship Statement Letter



SURAT KETERANGAN PRAKTER KERJA LAPANGAN
Nomor : 238/PII/HRGA/V/2024

Yang bertanda tangan di bawah ini:

Nama : Meutia Asnawi
Jabatan : HR & GA Section Head
Alamat : Jl. Gunung Kerinci RT.005 Bumi Ayu - Dumai

Dengan ini menerangkan bahwa:


Nama : Iis Farida Okta
NIM : 5404201296
Jurusan : D4 Administrasi Bisnis Internasional
Asal Kampus : Politeknik Negeri Bengkalis
Alamat Kampus : Jl. Bathin Alam, Desa Sungai Alam, Bengkalis – Riau 28711

Bahwa yang bersangkutan telah melaksanakan Prakter Kerja Lapangan di PT. PACIFIC INDOPALM INDUSTRIES. Yang telah dilaksanakan selama 4,5 bulan, yaitu mulai 16 Februari 2024 s/d 30 Juni 2024.

Selama di PT. PACIFIC INDOPALM INDUSTRIES, yang bersangkutan telah mempelajari tentang *Admin & Payroll*. Dan pada saat surat ini dikeluarkan, yang bersangkutan telah melaksanakan tugas dan tanggung jawabnya dengan baik.

Demikian surat keterangan praktek kerja lapangan ini kami buat untuk dapat dipergunakan sebagaimana mestinya.

Dumai, 24 July 2024


Meutia Asnawi
HR&GA Section Head

PT. PACIFIC INDOPALM INDUSTRIES

Jl. Raya Dumai – Basilam Baru, KM 14 Kel Lubuk Gaung, Kec. Sungai Sembilan, Dumai 28882, Riau – INDONESIA
Tel : (62-765) 438615, 438616, 438617, 438618 (Hunting), Facs: (62-765) 438607
Email: info@pacificindopalm.com

Appendix 3: Apprenticeship Attendance

Daily Attendance

AC-No	Name	Department	Date	Time
306	Iis Farida Okta	PII	2/16/2024	
306	Iis Farida Okta	PII	2/17/2024	12:08 12:08
306	Iis Farida Okta	PII	2/18/2024	
306	Iis Farida Okta	PII	2/19/2024	08:16 16:37
306	Iis Farida Okta	PII	2/20/2024	08:13 16:39
306	Iis Farida Okta	PII	2/21/2024	08:17 16:42
306	Iis Farida Okta	PII	2/22/2024	08:20 16:39
306	Iis Farida Okta	PII	2/23/2024	08:21 16:39
306	Iis Farida Okta	PII	2/24/2024	08:11 12:09
306	Iis Farida Okta	PII	2/25/2024	
306	Iis Farida Okta	PII	2/26/2024	08:21 16:40
306	Iis Farida Okta	PII	2/27/2024	08:21 16:39
306	Iis Farida Okta	PII	2/28/2024	08:21 16:39
306	Iis Farida Okta	PII	2/29/2024	08:20 16:40
306	Iis Farida Okta	PII	3/1/2024	08:18 16:39
306	Iis Farida Okta	PII	3/2/2024	08:22 12:09
306	Iis Farida Okta	PII	3/3/2024	
306	Iis Farida Okta	PII	3/4/2024	08:21 16:38
306	Iis Farida Okta	PII	3/5/2024	08:47 16:38
306	Iis Farida Okta	PII	3/6/2024	08:26 16:39
306	Iis Farida Okta	PII	3/7/2024	08:21 16:41
306	Iis Farida Okta	PII	3/8/2024	08:41 16:40
306	Iis Farida Okta	PII	3/9/2024	
306	Iis Farida Okta	PII	3/10/2024	
306	Iis Farida Okta	PII	3/11/2024	
306	Iis Farida Okta	PII	3/12/2024	
306	Iis Farida Okta	PII	3/13/2024	08:22 16:10
306	Iis Farida Okta	PII	3/14/2024	08:19 16:08
306	Iis Farida Okta	PII	3/15/2024	08:17 08:17 16:11
306	Iis Farida Okta	PII	3/16/2024	08:15 12:10
306	Iis Farida Okta	PII	3/17/2024	
306	Iis Farida Okta	PII	3/18/2024	08:18 16:11
306	Iis Farida Okta	PII	3/19/2024	08:15 16:09 16:09
306	Iis Farida Okta	PII	3/20/2024	08:15 16:10

Daily Attendance								
Personnel ID	First Name	Last Name	Department Name	Record Date	Record Counts	Earliest Time	Latest Time	Punch Time
PIIINT2402011	Iis	Farida Okta	Internship	2024-03-21	2	08:09:31	16:04:21	08:09:31;16:04:21
PIIINT2402011	Iis	Farida Okta	Internship	2024-03-22	2	08:09:03	16:06:05	08:09:03;16:06:05
PIIINT2402011	Iis	Farida Okta	Internship	2024-03-23	2	08:09:34	12:01:34	08:09:34;12:01:34
PIIINT2402011	Iis	Farida Okta	Internship	2024-03-25	2	08:05:05	16:04:35	08:05:05;16:04:35
PIIINT2402011	Iis	Farida Okta	Internship	2024-03-26	2	08:06:08	16:01:55	08:06:08;16:01:55
PIIINT2402011	Iis	Farida Okta	Internship	2024-03-27	2	08:06:20	16:01:26	08:06:20;16:01:26
PIIINT2402011	Iis	Farida Okta	Internship	2024-03-28	2	08:12:10	16:08:21	08:12:10;16:08:21
PIIINT2402011	Iis	Farida Okta	Internship	2024-03-30	2	08:05:16	12:03:33	08:05:16;12:03:33
PIIINT2402011	Iis	Farida Okta	Internship	2024-04-01	2	09:02:29	16:01:10	09:02:29;16:01:10
PIIINT2402011	Iis	Farida Okta	Internship	2024-04-02	2	08:17:42	16:01:05	08:17:42;16:01:05
PIIINT2402011	Iis	Farida Okta	Internship	2024-04-03	2	08:16:44	16:01:47	08:16:44;16:01:47
PIIINT2402011	Iis	Farida Okta	Internship	2024-04-05	2	08:15:44	16:01:02	08:15:44;16:01:02
PIIINT2402011	Iis	Farida Okta	Internship	2024-04-06	2	08:05:44	12:01:19	08:05:44;12:01:19
PIIINT2402011	Iis	Farida Okta	Internship	2024-04-15	2	08:02:04	16:31:30	08:02:04;16:31:30
PIIINT2402011	Iis	Farida Okta	Internship	2024-04-16	2	08:59:05	16:31:53	08:59:05;16:31:53

Daily Attendance								
Personnel ID	First Name	Last Name	Department Name	Record Date	Record Counts	Earliest Time	Latest Time	Punch Time
PIIINT2402011	Iis	Farida Okta	Internship	2024-04-17	2	08:09:52	16:32:22	08:09:52;16:32:22
PIIINT2402011	Iis	Farida Okta	Internship	2024-04-18	2	08:12:18	16:32:12	08:12:18;16:32:12
PIIINT2402011	Iis	Farida Okta	Internship	2024-04-19	2	08:11:09	16:34:18	08:11:09;16:34:18
PIIINT2402011	Iis	Farida Okta	Internship	2024-04-20	2	08:13:56	12:01:34	08:13:56;12:01:34
PIIINT2402011	Iis	Farida Okta	Internship	2024-04-22	2	08:13:43	16:32:30	08:13:43;16:32:30
PIIINT2402011	Iis	Farida Okta	Internship	2024-04-23	2	08:12:49	16:34:53	08:12:49;16:34:53
PIIINT2402011	Iis	Farida Okta	Internship	2024-04-24	2	08:12:01	16:33:28	08:12:01;16:33:28
PIIINT2402011	Iis	Farida Okta	Internship	2024-04-25	2	08:13:44	16:32:47	08:13:44;16:32:47
PIIINT2402011	Iis	Farida Okta	Internship	2024-04-26	2	08:13:11	16:33:28	08:13:11;16:33:28
PIIINT2402011	Iis	Farida Okta	Internship	2024-04-27	2	08:10:05	12:01:58	08:10:05;12:01:58
PIIINT2402011	Iis	Farida Okta	Internship	2024-04-29	2	08:08:59	16:33:17	08:08:59;16:33:17
PIIINT2402011	Iis	Farida Okta	Internship	2024-04-30	2	08:12:32	16:32:55	08:12:32;16:32:55
PIIINT2402011	Iis	Farida Okta	Internship	2024-05-02	2	08:16:17	16:31:25	08:16:17;16:31:25
PIIINT2402011	Iis	Farida Okta	Internship	2024-05-03	2	08:08:53	16:31:32	08:08:53;16:31:32
PIIINT2402011	Iis	Farida Okta	Internship	2024-05-06	2	08:13:59	16:32:39	08:13:59;16:32:39

Daily Attendance								
Personnel ID	First Name	Last Name	Department Name	Record Date	Record Counts	Earliest Time	Latest Time	Punch Time
PIIINT2402011	Iis	Farida Okta	Internship	2024-05-07	3	08:15:03	16:33:28	08:15:03;16:31:38;16:33:28
PIIINT2402011	Iis	Farida Okta	Internship	2024-05-08	2	08:15:01	16:32:48	08:15:01;16:32:48
PIIINT2402011	Iis	Farida Okta	Internship	2024-05-10	2	08:21:47	16:31:33	08:21:47;16:31:33
PIIINT2402011	Iis	Farida Okta	Internship	2024-05-11	2	08:10:44	12:02:00	08:10:44;12:02:00
PIIINT2402011	Iis	Farida Okta	Internship	2024-05-13	2	08:12:17	16:32:52	08:12:17;16:32:52
PIIINT2402011	Iis	Farida Okta	Internship	2024-05-14	2	08:16:44	14:23:06	08:16:44;14:23:06
PIIINT2402011	Iis	Farida Okta	Internship	2024-05-16	2	08:13:27	16:32:19	08:13:27;16:32:19
PIIINT2402011	Iis	Farida Okta	Internship	2024-05-17	2	08:14:47	16:35:22	08:14:47;16:35:22
PIIINT2402011	Iis	Farida Okta	Internship	2024-05-18	2	08:15:35	12:03:03	08:15:35;12:03:03
PIIINT2402011	Iis	Farida Okta	Internship	2024-05-20	2	08:16:19	16:33:37	08:16:19;16:33:37
PIIINT2402011	Iis	Farida Okta	Internship	2024-05-21	2	08:13:04	16:31:11	08:13:04;16:31:11
PIIINT2402011	Iis	Farida Okta	Internship	2024-05-22	2	08:13:44	16:32:02	08:13:44;16:32:02
PIIINT2402011	Iis	Farida Okta	Internship	2024-05-24	2	08:13:28	16:31:45	08:13:28;16:31:45
PIIINT2402011	Iis	Farida Okta	Internship	2024-05-25	2	08:11:39	12:03:47	08:11:39;12:03:47
PIIINT2402011	Iis	Farida Okta	Internship	2024-05-27	2	08:50:57	16:31:17	08:50:57;16:31:17

Daily Attendance								
Personnel ID	First Name	Last Name	Department Name	Record Date	Record Counts	Earliest Time	Latest Time	Punch Time
PIIINT2402011	Iis	Farida Okta	Internship	2024-05-28	2	08:31:39	16:31:05	08:31:39;16:31:05
PIIINT2402011	Iis	Farida Okta	Internship	2024-05-29	2	08:13:05	16:31:36	08:13:05;16:31:36
PIIINT2402011	Iis	Farida Okta	Internship	2024-05-30	2	08:13:20	16:31:50	08:13:20;16:31:50
PIIINT2402011	Iis	Farida Okta	Internship	2024-05-31	3	08:14:37	16:32:40	08:14:37;16:31:12;16:32:40
PIIINT2402011	Iis	Farida Okta	Internship	2024-06-03	2	08:14:54	16:31:34	08:14:54;16:31:34
PIIINT2402011	Iis	Farida Okta	Internship	2024-06-04	2	08:14:28	16:35:22	08:14:28;16:35:22
PIIINT2402011	Iis	Farida Okta	Internship	2024-06-05	2	08:12:46	16:32:14	08:12:46;16:32:14
PIIINT2402011	Iis	Farida Okta	Internship	2024-06-06	2	08:09:38	16:31:29	08:09:38;16:31:29
PIIINT2402011	Iis	Farida Okta	Internship	2024-06-07	2	08:15:02	16:36:42	08:15:02;16:36:42
PIIINT2402011	Iis	Farida Okta	Internship	2024-06-08	2	08:16:07	12:03:05	08:16:07;12:03:05
PIIINT2402011	Iis	Farida Okta	Internship	2024-06-10	2	08:15:15	16:31:37	08:15:15;16:31:37
PIIINT2402011	Iis	Farida Okta	Internship	2024-06-11	2	08:16:46	16:31:22	08:16:46;16:31:22
PIIINT2402011	Iis	Farida Okta	Internship	2024-06-12	2	08:10:08	16:32:50	08:10:08;16:32:50
PIIINT2402011	Iis	Farida Okta	Internship	2024-06-13	2	08:16:28	16:36:25	08:16:28;16:36:25
PIIINT2402011	Iis	Farida Okta	Internship	2024-06-14	2	08:15:17	16:31:21	08:15:17;16:31:21

Daily Attendance								
Personnel ID	First Name	Last Name	Department Name	Record Date	Record Counts	Earliest Time	Latest Time	Punch Time
PIIINT2402011	Iis	Farida Okta	Internship	2024-06-15	2	08:11:55	12:01:41	08:11:55;12:01:41
PIIINT2402011	Iis	Farida Okta	Internship	2024-06-19	2	08:11:47	16:31:40	08:11:47;16:31:40
PIIINT2402011	Iis	Farida Okta	Internship	2024-06-20	2	08:16:21	16:31:32	08:16:21;16:31:32
PIIINT2402011	Iis	Farida Okta	Internship	2024-06-21	2	08:11:51	16:32:03	08:11:51;16:32:03
PIIINT2402011	Iis	Farida Okta	Internship	2024-06-22	2	08:13:12	12:01:16	08:13:12;12:01:16
PIIINT2402011	Iis	Farida Okta	Internship	2024-06-24	2	08:08:40	16:31:06	08:08:40;16:31:06
PIIINT2402011	Iis	Farida Okta	Internship	2024-06-25	2	08:14:05	16:31:19	08:14:05;16:31:19
PIIINT2402011	Iis	Farida Okta	Internship	2024-06-26	2	08:12:19	16:31:44	08:12:19;16:31:44
PIIINT2402011	Iis	Farida Okta	Internship	2024-06-27	2	08:12:08	16:32:09	08:12:08;16:32:09
PIIINT2402011	Iis	Farida Okta	Internship	2024-06-28	2	08:12:11	16:32:13	08:12:11;16:32:13
PIIINT2402011	Iis	Farida Okta	Internship	2024-06-29	2	08:11:24	12:10:41	08:11:24;12:10:41

Appendix 4: Apprenticeship Assessment

EVALUATION RESULTS FROM JOB TRAINING COMPANY APPRAISAL PT PACIFIC INDOPALM INDUSTRIES

Name : Iis Farida Okta
 Student's Identity Number : 5404201296
 Study Program : D-IV International Business Administration
 Collage : State Polytechnic of Bengkalis

No.	Assessment Aspect	Percentage	Scores
1.	Discipline	20%	90
2.	Responsibility	25%	93
3.	Adjustment/Adaption	10%	92
4.	Work Result	30%	95
5.	Behavior in General	15%	92
	Total (1+2+3+4+5)	100%	462

Explanation:

Average = 92,40

Score

Criteria

81 – 100

: Excellent

71 – 80

: Very good

66 – 70

: Good

61 – 65

: Good Enough

56 – 60

: Enough

Notes:

All works given to her can be completed with good result.
 Her capability in microsoft excel and her English skill are
 very useful to do some jobs given to her.

Dumai, June 29th, 2024
 Internship mentor,

Santy Roselyn Agustina, S.H
 HR Admin & Payroll Sr. Officer

Acknowledged

 Meecha



HR & BA Section Head

Appendix 5: Apprenticeship Assessment from the Company



FORM PENILAIAN MAGANG

Name of Student : Iis Farida Okta
 Place & Date of Birth : Bengkalis, 26 October 2002
 School / University : State Polytechnic of Bengkalis
 Major : D-IV International Business Administration
 Internship Period : 16 February - 30 June 2024
 Department / Section : HR & GA / Admin & Payroll

I	Attitude / Perilaku	Score (Nilai)	Remarks
1	Disciplinary (Disiplin)	90.0	1 day coming late due to heavy rain,
2	Teamwork (Kerja Sama Tim)	94.0	She assists us to complete the target of creating report in system and other reports
3	Initiative (Inisiatif)	92.5	She knows how to finish her works on time
4	Responsibility (Tanggung Jawab)	94.0	She assists us in analyzing irregularities of some overtime data that were not successfully calculated by the system
5	Cleanliness & Tidiness (Kebersihan dan Kerapian)	94.0	Keeping her working area in clean condition
6	Compliance to Standard Operational Procedure in department (Kepatuhan terhadap SOP yang berlaku)	93.0	Performing her works as per SOP

II	Competency / Kompetensi	Score (Nilai)	Remarks
1	Administration (letters, master data, etc.)	94.0	Preparing annual leave for employee, updating data of employee, prepare letters, minutes of meeting, etc.
2	ZK Bio Access, middleware, HRMS	94.0	Uploading attendance report from middleware to HRMS, calculating time & attendance, create and process overtime journal, etc.
3	Microsoft Excel Skill	95.0	entry attendance data (sick, leave, lateness) to attendance sheet, entry approved overtime to overtime report, etc.
4	General knowledge of HR	90.0	She understands roster, shift master, annual leave balance, attendance system
Average (Rata-Rata)		93.05	

III	Rating from HRD	Score (Nilai)	Remarks
1	Disciplinary (Kedisiplinan)	90.0	1 day sick (rest at home),
2	Compliance to rules and regulation (Kepatuhan terhadap peraturan yang berlaku)	95.0	Comply to regulation

Summary from HRD :

She is able to finish all works assign to her with good result. Her skills in operating Ms. Excel and English skill are very useful to do some jobs given to her.

Dia mampu menyelesaikan pekerjaan yang diberikan kepadanya dengan hasil yang baik. Kemampuannya dalam mengerjakan Ms. Excel dan kemampuan Bahasa Inggris sangat berguna dalam mengerjakan pekerjaan yang diberikan padanya.

Note :

91 - 100 : Excellence (Sangat Baik)
 81 - 90 : Good (Baik)
 71 - 80 : Fair (Cukup)
 < 70 : Poor (Kurang)

Dumai, 28 June 2024
 Pembimbing,

Santy Roselyn A.

HR Admin & Payroll Sr. Officer

Diverifikasi oleh,

Meutia Asnawi

HRGA Section Head

Appendix 6: Certificate from MSIB



Appendix 7: Certificate from the Company



CERTIFICATE

No. 205/PII/HRD-Cert/VI-2024

This is to certify that:

IIS FARIDA OKTA

Has completed the job training at:



PT. PACIFIC INDOPALM INDUSTRIES


at H R Department

16th February 2024 — 30th June 2024

Dumai, 29th June 2024

PT. PACIFIC INDOPALM INDUSTRIES



MEUTIA ASNAWI

HR&GA SECTION HEAD 

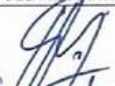


PT. PACIFIC INDOPALM INDUSTRIES

Jl. Raya Dumai - Baslam Baru KM 14, Kel. Lubuk Gaung, Kec. Sungai Sembilan, Dumai 28886, Riau - INDONESIA
Tel : (62-765) 438 615-18 (Hunting). Faxes : (62-765) 438 607
Email : info@pacificindopalm.com

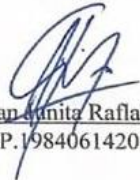
Appendix 8: Revision Sheet

REVISION SHEET
STUDENT PRACTICE GUIDANCE
INTERNATIONAL BUSINESS ADMINISTRATION D-IV STUDY
PROGRAM
STATE POLYTECHNIC OF BENGKALIS

Name : Iis Farida Okta
Student's Identity Number : 5404201296
Apprenticeship Place : PT Pacific Indopalm Industries
Advisor : Wan Junita Raflah, B.Sc., M.Ec. Dev



No.	Date and time	Revision	Advisor/Initials
1	July 11 th 2024	· Notice the writing system · Add explanation & description of weekly schedule	
2	July 20 th 2024	Revisi table kegiatan	
3	July 25 th 2024	see	
4			
5			


Bengkalis, 2024


Wan Junita Raflah, B.Sc., M.Ec. Dev
NIP. 198406142018032001

WEEKLY ACTIVITIES OF THE APPRENTICESHIP



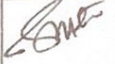


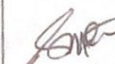
Intern Name : lis Farida Okta
 Intern Position: Junior Payroll Administration
 Business Unit : PT Pacific Indopalm Industries
 Mentor Name : Santy Roselyn Agustina
 Periode : Feb 16th 2024 – Feb 17th 2024



Day	Activity	Location	Approval By Mentor
Friday, Feb 16 th 2024	1. Induction activities: Welcoming and Explanation with POD 2. Online onboarding from Pacific Group 3. Online onboarding from <i>Kampus Merdeka</i> 4. Site Visit	1. Meeting room 2. Site area	
Saturday, Feb 17 th 2024	1. Continue Induction activities: Welcoming and explanation from HRGA Department 2. Meeting with mentor at department and explanation given regarding working hours, shift schedule, and overtime	HRGA Office	

Activities	Description
	<p>The first week is started with welcoming and induction activities with PT Pacific Indopalm Industries. The induction is started with People & Organization Development that introduce company regulation and rules during the apprenticeship program. There was site tour provided by HES Department to introduce standard in the site area. Therefore, on the second day mentor explained about the working hours and schedule in the company.</p>

WEEKLY ACTIVITIES OF THE APPRENTICESHIP

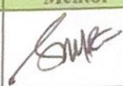
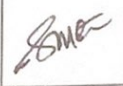
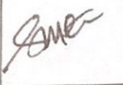


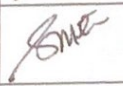
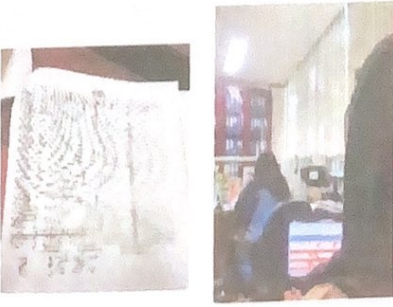
Intern Name : Iis Farida Okta
 Intern Position : Junior Payroll Administration
 Business Unit : PT Pacific Indopalm Industries
 Mentor Name : Santy Roselyn Agustina
 Period : Feb 19th 2024 – Feb 24th 2024

Day	Activity	Location	Approval By Mentor
Monday, Feb 19 th 2024	1. Updating employee database for HRGA Department. 2. Analyzing overtime based on overtime reasons and hours for the period of 21 Jan-20 Feb 2024	HRGA Office	
Tuesday, Feb 20 th 2024	1. Continue overtime analysis based on overtime reasons and hours for the period Jan-Feb 2024 2. Updating employee database for HRGA Department	HRGA Office	
Wednesday, Feb 21 st 2024	1. Continue updating employee database for HRGA Department	HRGA Office	
Thursday, Feb 22 nd 2024	1. Continue updating employee database for HRGA Department 2. Filling out leave request form and updating leave on annual leave sheet 3. Continue overtime analysis based on overtime reasons and hours for the date of 21 Jan- 20 Feb 2024	HRGA Office	
Friday, Feb 23 rd 2024	1. Continue updating employee database for Financial and Accounting Department 2. Arranging new administrative documents of employees	HRGA Office	
Saturday, Feb 24 th 2024	1. Continue update employee database for Logistic department 2. Filing employee personal file of new joiner employee	HRGA Office	

Activities	Description
 	<p>On the second week, the work given is updating employee database based on employee file folder. The author also learned how to prepare and creating overtime analysis based on overtime hour and reason. In addition to, learn how to prepare and update employees' leave</p>

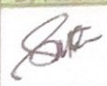
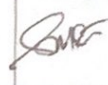
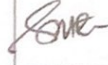
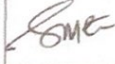


WEEKLY ACTIVITIES OF THE APPRENTICESHIP



Intern Name : Iis Farida Okta
 Intern Position : Junior Payroll Administration
 Business Unit : PT Pacific Indopalm Industries
 Mentor Name : Santy Roselyn Agustina
 Period : Feb 26th 2024 – March 2nd 2024

Day	Activity	Location	Approval By Mentor
Monday, Feb 26 th 2024	1. Continue update employee database for Logistic Department, Trading Department, and Health, Environment, and Safety Department	HRGA Office	
Tuesday, Feb 27 th 2024	1. Creating overtime journal for the month of December 2023 at HRMS Dynamics 365 2. Checking and marking daily attendance of employees (marking late hour)	HRGA Office	
Wednesday, Feb 28 th 2024	1. Continue update employee database for Maintenance Department 2. Learning about schedule and preparing new attendance sheet	HRGA Office	
Thursday, Feb 29 th 2024	1. Checking employee lateness from daily report downloaded from ZK Bio Access for the period of 21 January- 20 February 2024 2. Preparing new attendance sheet based on shift schedule provided by departments for the period of 21 February - 20 March 2024	HRGA Office	
Friday, March 1 st 2024	1. Continue preparing new attendance sheet based on shift schedule provided by departments for the period of 21 February - 20 March 2024	HRGA Office	
Saturday, March 2 nd 2024	1. Analyzing daily worker lateness and attendance for the period of 21 January- 20 February 2024	HRGA Office	
Activities		Description	
		<p>The activities for the third week include more activities related to HR Admin and Payroll function. Beside updating employee database, the job carried out involves learning and working with HRMS Dynamics 365 system and preparing attendance sheet as well as analyzing daily worker attendance and lateness.</p>	

WEEKLY ACTIVITIES OF THE APPRENTICESHIP

Intern Name : Iis Farida Okta
 Intern Position: Junior Payroll Administration
 Business Unit : PT Pacific Indopalm Industries
 Mentor Name : Santy Roselyn Agustina
 Period : March 4th 2024 – March 9th 2024

Day	Activity	Location	Approval By Mentor
Monday, March 4th 2024	1. Continue analyzing daily worker lateness and attendance for the period of 21 January- 20 February 2024	HRGA Office	
Tuesday, March 5th 2024	1. Uploading time and attendance for the period of 21 December 2023-20 January 2024 at HRMS Dynamics 365 2. Adjusting Overtime Journal for the month of January 2024 at HRMS Dynamics 365	HRGA Office	
Wednesday, March 6th 2024	1. Analyzing employee's attendance based on annual leave, sick letter, and on duty letter for the period of 21 February - 20 March 2024	HRGA Office	
Thursday, March 7th 2024	1. Analyzing overtime based on overtime reasons and hours for the period of 21 Feb -20 March 2024	HRGA Office	
Friday, March 8th 2024	1. Continue analyzing employee's attendance and lateness based on check loc for the period of 21 February - 20 March 2024	HRGA Office	
Saturday, March 9th 2024	Taking leave		

Activities	Description
 	<p>The activities carried out on the fourth week involves continue the job from the previous week including checking attendance and overtime analysis as well as uploading time and attendance and creating overtime journal at HRMS Dynamics 365 System</p>

WEEKLY ACTIVITIES OF THE APPRENTICESHIP








Intern Name : Iis Farida Okta

Intern Position : Junior Payroll Administration

Business Unit : PT Pacific Indopalm Industries

Mentor Name : Santy Roselyn Agustina

Period : March 11th 2024 – March 16th 2024

Day	Activity	Location	Approval By Mentor
Monday, March 11 th 2024	Public Holiday (Holy Day of Nyepi for the New Year of Saka 1946)	-	
Tuesday, March 12 th 2024	Taking leave	-	
Wednesday, March 13 th 2024	<ol style="list-style-type: none"> 1. Uploading time and attendance for the period of 21 January 2024-20 February 2024 at HRMS Dynamics 365 2. Filling out leave request form and updating leave on annual leave sheet 	HRGA Office	
Thursday, March 14 th 2025	<ol style="list-style-type: none"> 1. Continue Analyzing employee's attendance and lateness based on clock in and clock out for the period of 21 February - 20 March 2024 (date 7-13 March) 2. Filling out leave request form and updating leave on annual leave sheet 	HRGA Office	
Friday, March 15 th 2024	<ol style="list-style-type: none"> 1. Continue Analyzing employee's attendance and lateness based on check loc for the period of 21 February - 20 March 2024 (date 14 March) 2. Filling out leave request form and updating leave on annual leave sheet 	HRGA Office	
Saturday, March 16 th 2024	1. Supporting HRGA Department in preparing Ramadhan gathering	HRGA Office	
Activities		Description	
 		<p>The activities on the first week of the second month is involves uploading time and attendance on HRMS Dynamics System, preparing leave request form, checking attendance as well as helping Ramadhan gathering</p>	

WEEKLY ACTIVITIES OF THE APPRENTICESHIP



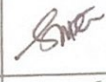
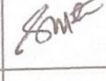


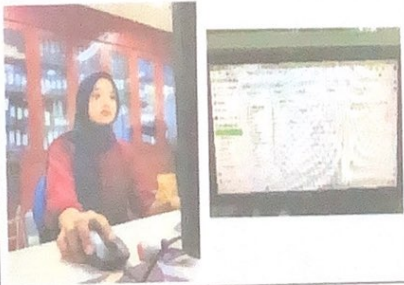
Intern Name : Iis Farida Okta

Intern Position: Junior Payroll Administration

Business Unit : PT Pacific Indopalm Industries

Mentor Name : Santy Roselyn Agustina

Period : March 18th 2024 – March 23th 2024

Day	Activity	Location	Approval By Mentor
Monday, March 18 th 2024	<ol style="list-style-type: none"> Continue Analyzing employee's attendance and lateness based on check loc for the period of 21 February - 20 March 2024 Filling out leave request form and updating leave on annual leave sheet 	HRGA Office	
Tuesday, March 19 th 2024	<ol style="list-style-type: none"> Continue Analyzing employee's attendance and lateness based on check loc for the period of 21 February - 20 March 2024 Updating employees Family member database 	HRGA Office	
Wednesday, March 20, 2024	<ol style="list-style-type: none"> Continue updating employees Family member database 	HRGA Office	
Thursday, March 21, 2024	<ol style="list-style-type: none"> Continue updating employees Family member database 	HRGA Office	
Friday, March 22, 2024	<ol style="list-style-type: none"> Continue updating employee's family member database Filling out leave request form and updating leave on annual leave sheet 	HRGA Office	
Saturday, March 23, 2024	<ol style="list-style-type: none"> Filling out leave request form and updating leave on annual leave sheet Analyzing employees' meal attendance during ramadan for 12 March-20 March 2024 	HRGA Office	
Activities		Description	
		<p>The activities carried out during the week is continue analyzing attendance and preparing leave request form, and continue updating database in updating employee's family member database</p>	

WEEKLY ACTIVITIES OF THE APPRENTICESHIP





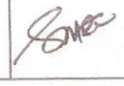

Intern Name : Iis Farida Okta

Intern Position : Junior Payroll Administration

Business Unit : PT Pacific Indopalm Industries








Mentor Name : Santy Roselyn Agustina

Period : March 25th 2024 – March 30th 2024

Day	Activity	Location	Approval By Mentor
Monday, March 25 th 2024	<ol style="list-style-type: none"> Continue analyzing employees' meal attendance during ramadhan for 12 March-20 March 2024 Preparing new attendance sheet based on shift schedule provided by departments for the period of 21 March - 20 April 2024 	HRGA Office	
Tuesday, March 26 th 2024	<ol style="list-style-type: none"> Analyzing employee lateness based on daily attendance report for the period of 21 February - 20 March 2024 Continue preparing new attendance sheet and overtime recap sheet based on shift schedule provided by departments for the period of 21 March - 20 April 2024 Filling out leave request form and updating leave on annual leave sheet 	HRGA Office	
Wednesday, March 27 th 2024	<ol style="list-style-type: none"> Recording overtime hours on overtime recap sheet for the period of March – April 2024 Filing employee annual leave, missed finger, and sick letter Filling out leave request form and updating leave on annual leave sheet 	HRGA Office	
Thursday, March 28 th , 2024	<ol style="list-style-type: none"> Filling out leave request form and updating leave on annual leave sheet Checking employee's attendance and lateness based on check loc for the period of 21 March – 20 April 2024 	HRGA Office	
Saturday, March 30 th 2024	<ol style="list-style-type: none"> Creating overtime analysis for the period of March – April 2024 	HRGA Office	
Activities		Description	
		<p>The activities on the second week of second month involves continue checking employee attendance, continue recording overtime, preparing leave request form, and filing documents such as leave form, sick letter, and missed finger form.</p>	







WEEKLY ACTIVITIES OF THE APPRENTICESHIP

Intern Name : Lis Farida Okta
 Intern Position : Junior Payroll Administration
 Business Unit : PT Pacific Indopalm Industries
 Mentor Name : Santy Roselyn Agustina
 Period : April 1st 2024 – April 6th 2024

Day	Activity	Location	Approval By Mentor
Monday, April 1 st 2024	1. Filling out leave request form and updating leave on annual leave sheet 2. Continue recording overtime hours on overtime recap sheet for the period of March – April 2024	HRGA Office	
Tuesday, April 2 nd 2024	1. Continue creating overtime analysis for the period of March – April 2024	HRGA Office	
Wednesday, April 3 rd 2024	1. Continue checking employee attendance for the period of 21 March – 20 April 2024 2. Filling out leave request form and updating leave on annual leave sheet	HRGA Office	
Thursday, April 4 th 2024	Taking leave	-	
Friday, April 5 th 2024	1. Continue checking employee attendance for the period of 21 March – 20 April 2024 2. Filling out leave request form and updating leave on annual leave sheet	HRGA Office	
Saturday, April 6 th , 2024	1. Continue checking employee attendance for the period of 21 March – 20 April 2024 2. Filling out leave request form and updating leave on annual leave sheet	HRGA Office	
Activities		Description	
		The activities during the week are continue checking attendance, recording overtime and preparing overtime analysis, as well as preparing leave request form.	








WEEKLY ACTIVITIES OF THE APPRENTICESHIP

Intern Name : Iis Farida Okta
 Intern Position : Junior Payroll Administration
 Business Unit : PT Pacific Indopalm Industries
 Mentor Name : Santy Roselyn Agustina
 Period : April 8th 2024 – April 13th 2024

Day	Activity	Location	Approval By Mentor
Monday, April 8 th 2024	Eid al-Fitr Leave		
Tuesday, April 9 th 2024	Eid al-Fitr Leave		
Wednesday, April 10 th 2024	Eid al-Fitr 1445 H		
Thursday, April 11 th 2024	Eid al-Fitr 1445 H		
Friday, April 12 th 2024	Eid al-Fitr Leave		
Saturday, April 13 th 2024	Eid al-Fitr Leave		
Activities	Description		








WEEKLY ACTIVITIES OF THE APPRENTICESHIP

Intern Name : Iis Farida Okta
 Intern Position : Junior Payroll Administration
 Business Unit : PT Pacific Indopalm Industries
 Mentor Name : Santy Roselyn Agustina
 Period : April 15th 2024 – April 20th 2024

Day	Activity	Location	Approval By Mentor
Monday, April 15 th , 2024	1. Marking canteen meal type of employee (dine in or take away) at ZK Bio Access System 2. Continue creating overtime analysis for the period of March - April 2024 3. Filling out leave request form and updating leave on annual leave sheet	HRGA Office	
Tuesday, April 16 th , 2024	1. Continue checking employee attendance for the period of 21 March – 20 April 2024 2. Filling out leave request form and updating leave on annual leave sheet	HRGA Office	
Wednesday, April 17 th , 2024	1. Archiving employee leave form and sick letter 2. Continue creating overtime analysis for the period of March – April 2024 3. Filling out leave request form and updating leave on annual leave sheet	HRGA Office	
Thursday, April 18 th , 2024	1. Continue checking employee attendance for the period of 21 March – 20 April 2024 2. Filling out leave request form and updating leave on annual leave sheet	HRGA Office	
Friday, April 19 th , 2024	1. Continue checking employee attendance for the period of 21 March – 20 April 2024 2. Filling out leave request form and updating leave on annual leave sheet	HRGA Office	
Saturday, April 20 th , 2024	1. Continue checking employee attendance for the period of 21 March – 20 April 2024 2. Filling out leave request form and updating leave on annual leave sheet	HRGA Office	
Activities		Description	
		The activities carried out for the third week of April is continue checking employee attendance, creating overtime analysis, preparing leave request form as well as using ZK Bio Access System and Archiving documents that have used.	

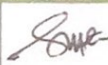
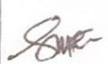
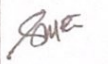
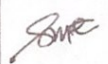

WEEKLY ACTIVITIES OF THE APPRENTICESHIP



Intern Name : Iis Farida Okta
 Intern Position: Junior Payroll Administration
 Business Unit : PT Pacific Indopalm Industries
 Mentor Name : Santy Roselyn Agustina
 Period : April 22nd 2024 – April 27th 2024

Day	Activity	Location	Approval By Mentor
Monday, April 22 nd , 2024	1. Checking employees time late for daily attendance for the period of 21 March 2024 - 20 April 2024	HRGA Office	
Tuesday, April 23 rd , 2024	1. Continue checking employees time late for the period of 21 March 2024-20 April 2024 2. Continue creating overtime analysis for the period of March - April 2024 3. Filling out leave request form and updating leave on annual leave sheet	HRGA Office	
Wednesday, April 24 th , 2024	1. Checking ramadhan meal attendance employee for the date of 21 March- 9 April 2024 2. Continue creating overtime analysis for the period of March - April 2024 3. Filling out leave request form and updating leave on annual leave sheet	HRGA Office	
Thursday, April 25 th , 2024	1. Continue creating overtime analysis for the period of March - April 2024 2. Filling out leave request form and updating leave on annual leave sheet 3. Checking time sheet of March – April 2024	HRGA Office	
Friday, April 26 th , 2024	1. Filling out leave request form and updating leave on annual leave sheet 2. Continue checking time sheet of March – April 2024	HRGA Office	
Saturday, April 27 th , 2024	1. Rechecking employee meal attendance for the date of 21 March- 9 April 2024	HRGA Office	
Activities		Description	
		The activities carried out during the week is checking time late and meal attendance during Ramadhan, creating overtime analysis and checking time sheet, as well as preparing leave request form.	

WEEKLY ACTIVITIES OF THE APPRENTICESHIP




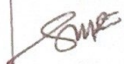


Intern Name : Iis Farida Okta
 Intern Position: Junior Payroll Administration
 Business Unit : PT Pacific Indopalm Industries
 Mentor Name : Santy Roselyn Agustina
 Period : April 29th 2024 – May 4th 2024

Day	Activity	Location	Approval By Mentor
Monday, April 29 th 2024	1. Preparing new attendance sheet and overtime record sheet based on shift schedule provided by departments for the period of 21 April- 21 May 2024	HRGA Office	
Tuesday, April 30 th 2024	1. Continue preparing new attendance sheet and overtime record sheet based on shift schedule provided by departments for the period of 21 April- 21 May 2024 2. Filling out leave request form and updating leave on annual leave sheet	HRGA Office	
Wednesday, May 1 st 2024	Public Holiday (International Labor Day)	-	
Thursday, May 2 nd 2024	1. Checking employee attendance and late hour for the period of April – May 2024 2. Preparing reference letter for employee's administrative purpose 3. Filling out leave request form and updating leave on annual leave sheet	HRGA Office	
Friday, May 3 rd 2024	1. Continue checking employee attendance and late hour for the period of April – May 2024 2. Preparing reference letter for employee's administrative purpose 3. Filling out leave request form and updating leave on annual leave sheet	HRGA Office	
Saturday, May 4 th 2024	Taking Leave	-	

Activities	Description
 	<p>the primary activities throughout the week include creating and updating attendance and overtime record sheets based on departmental shift schedules for the period of 21 April to 21 May 2024. Additionally, preparing leave request form of employees.</p>

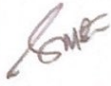






WEEKLY ACTIVITIES OF THE APPRENTICESHIP

Intern Name : Iis Farida Okta
 Intern Position: Junior Payroll Administration
 Business Unit : PT Pacific Indopalm Industries
 Mentor Name : Santy Roselyn Agustina
 Period : May 6th 2024 – May 11th 2024

Day	Activity	Location	Approval By Mentor
Monday, May 6 th 2024	<ol style="list-style-type: none"> Continue checking employee attendance and late hour for the period of April – May 2024 Archiving employee annual leave, missed finger, and sick letter 	HRGA Office	
Tuesday, May 7 th 2024	<ol style="list-style-type: none"> Recording overtime hours on overtime recap sheet for the period of April – May 2024 Filling out leave request form and updating leave on annual leave sheet 	HRGA Office	
Wednesday, May 8 th 2024	<ol style="list-style-type: none"> Continue checking employee attendance and late hour for the period of April – May 2024 Filling out leave request form and updating leave on annual leave sheet 	HRGA Office	
Thursday, May 9 th 2024	Public Holiday (Ascension of Jesus Christ)		
Friday, May 10 th 2024	<ol style="list-style-type: none"> Creating overtime analysis for the period of April – May 2024 Filling out leave request form and updating leave on annual leave sheet 	HRGA Office	
Saturday, May 11 th 2024	<ol style="list-style-type: none"> Continue checking employee attendance and late hour for the period of April – May 2024 Filling out leave request form and updating leave on annual leave sheet 	HRGA Office	
Activities		Description	
		<p>Throughout the week, activities involve continuously checking employee attendance and late hours for April to May 2024, archiving employee annual leave, missed finger, and sick letters, and recording overtime hours on the overtime recap sheet. Additionally, tasks include filling out leave request forms and updating the annual leave sheet regularly.</p>	




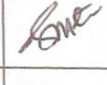



WEEKLY ACTIVITIES OF THE APPRENTICESHIP

Intern Name : Iis Farida Okta
 Intern Position : Junior Payroll Administration
 Business Unit : PT Pacific Indopalm Industries
 Mentor Name : Santy Roselyn Agustina
 Period : May 13th – May 18th 2024

Day	Activity	Location	Approval By Mentor
Monday, May 13 th 2024	<ol style="list-style-type: none"> Continue checking employee attendance for the period April – May 2024 Filling out leave request form and updating leave on annual leave sheet 	HRGA Office	
Tuesday, May 14 th 2024	<ol style="list-style-type: none"> Continue checking employee attendance for the period April – May 2024 Preparing reference letter visa for employees Filling out leave request form and updating leave on annual leave sheet 	HRGA Office	
Wednesday, May 15 th 2024	Sick leave		
Thursday, May 16 th 2024	<ol style="list-style-type: none"> Continue recording overtime and creating overtime analysis for the period of April – May 2024 Filling out leave request form and updating leave on annual leave sheet 	HRGA Office	
Friday, May 17 th 2024	<ol style="list-style-type: none"> Continue checking employee attendance for the period April – May 2024 Filling out leave request form and updating leave on annual leave sheet Filling out leave request form and updating leave on annual leave sheet 	HRGA Office	
Saturday, May 18 th 2024	<ol style="list-style-type: none"> Continue checking employee attendance for the period April – May 2024 Preparing reference letter to deactivate BPJS for resigned employees Filling out leave request form and updating leave on annual leave sheet 	HRGA Office	
Activities		Description	
		<p>Throughout the week, the main activities include consistently checking employee attendance for the period of April to May 2024 and filling out leave request forms while updating the annual leave sheet. Additional responsibilities involve preparing reference letters for employee visas, deactivating BPJS for resigned employees, and handling repeated administrative leave documentation.</p>	








WEEKLY ACTIVITIES OF THE APPRENTICESHIP

Intern Name : Iis Farida Okta
 Intern Position: Junior Payroll Administration
 Business Unit : PT Pacific Indopalm Industries
 Mentor Name : Santy Roselyn Agustina
 Period : May 20th – May 25th 2024

Day	Activity	Location	Approval By Mentor
Monday, May 20 th 2024	1. Continue recording overtime and creating overtime analysis for the period of April – May 2024 2. Filling out leave request form and updating leave on annual leave sheet	HRGA Office	
Tuesday, May 21 st 2024	1. Filling out leave request form and updating leave on annual leave sheet 2. Learning overtime conversion hours and compensation	HRGA Office	
Wednesday, May 22 nd 2024	1. Preparing new attendance sheet and overtime record sheet based on shift schedule provided by departments for the period of 21 May- 20 June 2024 2. updating new employee database	HRGA Office	
Thursday, May 23 rd 2024	Public holiday (Vesak Day 2568 BE)		
Friday, May 24 th 2024	1. Continue preparing new attendance sheet and overtime record sheet based on shift schedule provided by departments for the period of 21 May- 20 June 2024 2. Filling out leave request form and updating leave on annual leave sheet	HRGA Office	
Saturday, May 25 th 2024	1. Checking employee attendance for the period of May – June 2024 2. Preparing appointment letter for probation employees.	HRGA Office	
Activities		Description	
		<p>The main focus of the week is on recording overtime and creating overtime analysis for the period of April to May 2024, alongside filling out leave request forms and updating the annual leave sheet. Additionally, learning about overtime conversion hours and compensation. Another task involves preparing a new attendance sheet and overtime record sheet based on the provided shift schedule for the period of 21 May to 20 June 2024, while also updating the new employee database and preparing appointment letters for probationary employees.</p>	








WEEKLY ACTIVITIES OF THE APPRENTICESHIP

Intern Name : Iis Farida Okta
 Intern Position : Junior Payroll Administration
 Business Unit : PT Pacific Indopalm Industries
 Mentor Name : Santy Roselyn Agustina
 Period : May 27th – June 1st 2024

Day	Activity	Location	Approval By Mentor
Monday, May 27 th 2024	<ol style="list-style-type: none"> 1. Filling out leave request form and updating leave on annual leave sheet 2. Continue checking employee attendance for the period of May – June 2024 	HRGA Office	
Tuesday, May 28 th 2024	<ol style="list-style-type: none"> 1. Recording overtime and creating overtime analysis for the period of May – June 2024 2. Continue checking employee attendance for the period of May – June 2024 3. Scanning administrative document 	HRGA Office	
Wednesday, May 29 th 2024	<ol style="list-style-type: none"> 1. Continue scanning administrative document 2. Updating resigned employee database 3. Filling out leave request form and updating leave on annual leave sheet 	HRGA Office	
Thursday, May 30 th 2024	<ol style="list-style-type: none"> 1. Continue recording overtime and creating overtime analysis for the period of May – June 2024 2. Filling out leave request form and updating leave on annual leave sheet 	HRGA Office	
Friday, May 31 st 2024	<ol style="list-style-type: none"> 1. Filing leave form, sick letter, and missed finger form based on month and departments 2. Filling out leave request form and updating leave on annual leave sheet 	HRGA Office	
Saturday, June 1 st 2024	Public Holiday (Pancasila Day)		
Activities		Description	
		<p>Throughout the week, the activities involve administrative tasks related to employee attendance, leave management, and overtime recording. Administrative document scanning continues, alongside updating the resigned employee database. Additionally, filing leave forms, sick letters, and missed finger forms based on month and departments is undertaken to maintain organized documentation.</p>	




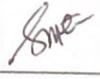



WEEKLY ACTIVITIES OF THE APPRENTICESHIP

Intern Name : Iis Farida Okta
 Intern Position : Junior Payroll Administration
 Business Unit : PT Pacific Indopalm Industries
 Mentor Name : Santy Roselyn Agustina
 Period : June 3rd 2024 – June 8th 2024

Day	Activity	Location	Approval By Mentor
Monday, June 3 rd 2024	<ol style="list-style-type: none"> Continue checking employee attendance for the period of May – June 2024 Filling out leave request form and updating leave on annual leave sheet 	HRGA Office	
Tuesday, June 4 th 2024	<ol style="list-style-type: none"> Continue checking employee attendance for the period of May – June 2024 Filling out leave request form and updating leave on annual leave sheet Archiving overtime performed form from previous month 	HRGA Office	
Wednesday, June 5 th 2024	<ol style="list-style-type: none"> Continue checking employee attendance for the period of May – June 2024 Continue recording overtime and creating overtime analysis for the period of May – June 2024 	HRGA Office	
Thursday, June 6 th 2024	<ol style="list-style-type: none"> Continue checking employee attendance for the period of May – June 2024 Updating organization structure of PT Pacific Indopalm Industries 	HRGA Office	
Friday, June 7 th 2024	<ol style="list-style-type: none"> Continue checking employee attendance for the period of May – June 2024 Filling out leave request form and updating leave on annual leave sheet Continue updating organization structure of PT Pacific Indopalm Industries Preparing contract addendum 	HRGA Office	
Saturday, June 8 th 2024	<ol style="list-style-type: none"> Continue checking employee attendance for the period of May – June 2024 Filling out leave request form and updating leave on annual leave sheet 	HRGA Office	
Activities		Description	
		<p>the main focus remains on checking employee attendance for the period of May to June 2024 and managing leave requests. Additionally, tasks include Archiving overtime performed forms from the previous month and continuing the recording of overtime hours for analysis. There's also an emphasis on organizational tasks, such as updating the organization structure of PT Pacific Indopalm Industries and preparing contract addendum.</p>	






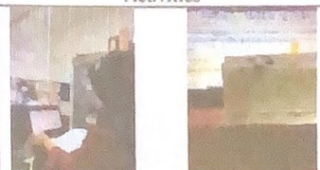
WEEKLY ACTIVITIES OF THE APPRENTICESHIP

Intern Name : Iis Farida Okta
 Intern Position: Junior Payroll Administration
 Business Unit : PT Pacific Indopalm Industries
 Mentor Name : Santy Roselyn Agustina
 Period : June 10th 2024 – June 15th 2024

Day	Activity	Location	Approval By Mentor
Monday, June 10 th 2024	1. Continue checking employee attendance for the period of May – June 2024 2. Filling out leave request form and updating leave on annual leave sheet	HRGA Office	
Tuesday, June 11 th 2024	1. Continue checking employee attendance for the period of May – June 2024 2. Continue updating employee database	HRGA Office	
Wednesday, June 12 th 2024	1. Continue checking employee attendance for the period of May – June 2024 2. Filling out leave request form and updating leave on annual leave sheet	HRGA Office	
Thursday, June 13 th 2024	1. Filling out leave request form and updating leave on annual leave sheet 2. Continue updating employee database	HRGA Office	
Friday, June 14 th 2024	1. Filling out leave request form and updating leave on annual leave sheet 2. Continue recording overtime and creating overtime analysis for the period of May – June 2024	HRGA Office	
Saturday, June 15 th 2024	1. Filling out leave request form and updating leave on annual leave sheet 2. Continue recording overtime and creating overtime analysis for the period of May – June 2024	HRGA Office	
Activities		Description	
		<p>The activities on the second week of June involve continue checking employee attendance for the period of May to June 2024, filling out leave request forms, and updating the annual leave sheet. Additionally, there is a focus on continue updating the employee database and recording overtime hours and create overtime analysis for the same period.</p>	





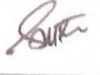



WEEKLY ACTIVITIES OF THE APPRENTICESHIP

Intern Name : Iis Farida Okta
 Intern Position : Junior Payroll Administration
 Business Unit : PT Pacific Indopalm Industries
 Mentor Name : Santy Roselyn Agustina
 Period : June 17th 2024 – June 22nd 2024

Day	Activity	Location	Approval By Mentor
Monday, June 17 th 2024	Public Holiday (Eid Al-Adha)	HRGA Office	
Tuesday, June 18 th 2024	Eid Al-Adha Leave	HRGA Office	
Wednesday, June 19 th 2024	<ol style="list-style-type: none"> Continue checking employee attendance and late hour for the period of April – May 2024 Filling out leave request form and updating leave on annual leave sheet 	HRGA Office	
Thursday, June 20 th 2024	<ol style="list-style-type: none"> Continue checking employee attendance and late hour for the period of April – May 2024 Filling out leave request form and updating leave on annual leave sheet Continue recording overtime hours and overtime analysis for the period of April – May 2024 	HRGA Office	
Friday, June 21 st 2024	<ol style="list-style-type: none"> Continue recording overtime hours and overtime analysis for the period of April – May 2024 Filling out leave request form and updating leave on annual leave sheet Checking time sheet provided by departments for the period of May – June 2024 	HRGA Office	
Saturday, June 22 nd 2024	<ol style="list-style-type: none"> Continue recording overtime hours and overtime analysis for the period of April – May 2024 Filling out leave request form and updating leave on annual leave sheet Checking time sheet provided by departments for the period of May – June 2024 	HRGA Office	
Activities		Description	
		<p>During the week, activities included checking employee attendance and late hours for the period of April – May 2024, as well as filling out leave request forms and updating the annual leave sheet. Recording overtime hours and overtime analysis for the same period were also continued and checking time sheet as well.</p>	

WEEKLY ACTIVITIES OF THE APPRENTICESHIP

Intern Name : Lis Farida Okta
 Intern Position: Junior Payroll Administration
 Business Unit : PT Pacific Indopalm Industries
 Mentor Name : Santy Roselyn Agustina
 Period : June 24th 2024 – June 29th 2024

Day	Activity	Location	Approval By Mentor
Monday, June 24 th 2024	1. Filling out leave request form and updating leave on annual leave sheet 2. Continue checking time sheet for the period of May-June 2024 3. Checking employee lateness from daily report for the period of May-June 2024	HRGA Office	
Tuesday, June 25 th 2024	1. Filling out leave request form and updating leave on annual leave sheet 2. Continue checking employee lateness from daily report for the period of May-June 2024	HRGA Office	
Wednesday, June 26 th 2024	1. Filling out leave request form and updating leave on annual leave sheet 2. Preparing new attendance sheet and overtime record sheet based on shift schedule provided by departments for the period of June – July 2024	HRGA Office	
Thursday, June 27 th 2024	1. Filling out leave request form and updating leave on annual leave sheet 2. Continue preparing new attendance sheet and overtime record sheet based on shift schedule provided by departments for the period of June – July 2024	HRGA Office	
Friday, June 28 th 2024	1. Filling out leave request form and updating leave on annual leave sheet	HRGA Office	
Saturday, June 29 th 2024	1. Filling out leave request form and updating leave on annual leave sheet 2. Completion of internship completion procedures	HRGA Office	
<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  </div> <div style="text-align: center;">  </div> </div>		Description During last week of internship, the activities involved in managing annual leave of employees, checking time sheet for the period of May-June 2024, as well as checking employee lateness. Thus, preparing attendance sheet and overtime recapitulation sheet and completion of internship completion procedures.	