

**JOB TRAINING REPORT**  
**PT. BANK RIAU KEPRI BENGKALIS**  
**BRANCH**

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**INTERNATIONAL BUSINESS ADMINISTRATION**  
**STUDY PROGRAM**  
**BUSINESS ADMINISTRATION DEPARTMENT**  
**STATE POLYTECHNIC OF BENGKALIS**  
**BENGKALIS – RIAU**  
**2022**

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**BRANCH**

Written as one of the conditions for completing Job Training

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Bengkalis, June 30<sup>th</sup> 2022

The Pgs. Pinsi Operasional of  
PT. Bank Riau Kepri  
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## PREFACE

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Bengkalis, 30 June 2022



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# CHAPTER I

## INTRODUCTION

### 1.1 Background of the Apprenticeship

The Bengkalis Regency Government through the Gema Bahari Foundation established a university called the Bengkalis Shipping Polytechnic, which has 3 (three) study programs, namely: Ship Electrical Engineering, Ship Building Engineering and Ship Mechanical Engineering. Then, under the auspices of the Bangun Insani Foundation (YBI), the Bengkalis Marine Polytechnic changed its name to Bengkalis Polytechnic by adding 5 (five) study programs, namely: Shipping Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering and Business Administration.

In July 2001, Bengkalis Polytechnic accepted the first batch of new students. Then in 2006, Bengkalis Polytechnic added 2 (two) new study programs, namely Business English and Informatics Engineering. Furthermore, on December 26, 2011, the Bengkalis Polytechnic officially became a State University (PTN) under the name State Polytechnic of Bengkalis through the Regulation of the Minister of National Education (Permendiknas) No. 28 of 2011 concerning the Establishment, Organization and Work Procedure of the State Polytechnic of Bengkalis and Culture of the Republic of Indonesia.

Then, from 2013 to 2016 the State Polytechnic of Bengkalis has added 11 (nine) new study programs, namely D4 Mechanical Production and Maintenance, D4 Electrical Engineering, D4 Road & Bridge Design Engineering, D3 Nautics, D3 Teknika, Management and Trading Ports, D4 Software Engineering, D4 International Business Administration and D4 Public Financial Accounting. And until 2021, the State Polytechnic of Bengkalis will again add 3 new study programs, namely D4 Marine Architecture Engineering Technology, D4 Information System Security, and D4 English. For Communication and Professionals. Thus, since 2000 until now the State Polytechnic of Bengkalis has 9 (eight) majors with 20 (twenty) study programs.

State Polytechnic of Bengkalis is a vocational campus that educates its students to create a competent spirit in various fields. State Polytechnic of Bengkalis implements a practical work program that is required to be followed by all final semester students.

Job training or better known as “Practice Work” or also abbreviated as KP is a series of activities that include an understanding of scientific theories/concepts applied in work according to the field of study. Job training can increase students' knowledge and skills and can solve scientific problems in accordance with the theories they get in college. Job training is carried out so that students can understand and apply well about the field of study. In addition, so that students can know the profession and work atmosphere in accordance with their study program. So, practical work is a useful place for students to use as a tool to gain knowledge and work experience. Practical work is also one of the requirements for obtaining an applied bachelor's degree.

In this program, specifically for International Business Administration students in semester 7 (seven) practical work activities are carried out for approximately 4 (four) months, by choosing their own place and location for practical work. However, before choosing a place to do this program, the practical work coordinator provides several options or options for practical work places to students. Then, from some of these options the author is interested in carrying out practical work in the financial sector, namely banking at PT Bank Riau Kepri Bengkalis Branch.

PT Bank Riau Kepri is a regional bank or BUMD owned by the government of Riau Province and Riau Islands Province whose head office is named Menara Dang Merdu Bank Riau Kepri which is located at Jl. Gen. Sudirman No. 462 Pekanbaru, Riau Indonesia. PT Bank Riau Kepri was established in 1961 under the name Riau Regional Development Bank (BPDR or BAPERI) with the legal form of a Regional Company (PD) but according to the results of the Meeting Resolution. General Shareholders (GMS) dated June 26, 2002, the legal form of the Regional Company was changed to a Limited Liability Company.

PT Bank Riau Kepri has approximately 142 (one hundred and forty-two) office networks spread across several areas, especially Riau Province and Riau Islands, of which there are 20 (twenty) Main Branch Offices (KCU), 42 (forty two) Sub-Branch Offices (KCP), and 34 (thirty four) Cash Offices scattered. The author carries out practical work in one of the office networks, namely the Bengkalis Branch Office (KCP) which is located at Jalan Pahlawan No. 15A Bengkalis.

## **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 know the place and time of practical work.
3. To explain practical workplace system and procedure.
4. To find out the obstacle and solution 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**

There are several benefits from the implementation of practical work programs obtained by students, namely as follows:

- 1) Get a certificate from the company if you have completed the practical work program.
- 2) Get pocket money and transportation according to the agreement between the practical work participants and the company.
- 3) Students can develop work relationships and add experience to their resumes.
- 4) Students have the opportunity to apply theoretical/conceptual knowledge in the real world of work.
- 5) Students gain practical experience in applying theoretical/conceptual

science according to their study program.

- 6) Students have the opportunity to be able to analyze problems related to science that are applied in work according to their study program.

## 2. For Companies

The benefits of implementing practical work programs are also obtained by companies/institutions that accept practical work students, such as:

- 1) The company will receive labor assistance from students who do practical work so that the work becomes a little lighter and easier.
- 2) The company will be recognized by academics and the world of education.

## 3. For State Polytechnic of Bengkalis

There are several benefits from implementing the practical work program obtained by the State Polytechnic of Bengkalis, which are as follows:

- 1) There is good cooperation/relationship between the campus and the company where students do practical work.
- 2) State Polytechnic of Bengkalis can improve the quality of its graduates through student practical work experience.
- 3) State Polytechnic of Bengkalis will be better known in the industrial or corporate world.
- 4) State Polytechnic of Bengkalis receives feedback from organizations/companies on the ability of students who take part in practical work in the world of work.
- 5) State Polytechnic of Bengkalis receives feedback from the world of work for curriculum development and learning processes.

## **CHAPTER II**

### **GENERAL DESCRIPTION OF THE COMPANY**

#### **2.1 Company History**

PT Bank Riau Kepri is a regional bank or BUMD owned by the government of Riau Province and Riau Islands Province whose head office is called Menara Dang Merdu Bank Riau Kepri which is located at Jl. General Sudirman No. 462 Pekanbaru, Riau Indonesia. PT Bank Riau Kepri was established in 1961 under the name Riau Regional Development Bank (BPDR or BAPERI) with the legal form of a Regional Company (PD) but according to the decision of the General Meeting of Shareholders (GMS) dated June 26, 2002, the legal form of a Regional Company (PD) changed to a Limited Liability Company (PT).



**Figure 2.1 Dang Merdu Tower of Bank Riau Kepri**  
*Source: Processed Data 2022*

Figure 2.1 shows the Dang Merdu Tower of Bank Riau Kepri which is the Head Office of Bank Riau Kepri. In 2004, PT Bank Riau opened PT Bank Riau Syariah, by making a letter of application to Bank Indonesia on January 29, 2004, then approved by Bank Indonesia on February 27, 2004. Then, on May 21, 2014 PT Bank Riau applied for an operational permit Bank Riau Syariah, and was

permitted in June 2004 to start operations. On July 1, 2004, Riau was divided into two provinces, namely between Riau Islands and mainland Riau and formed a new province, namely the Riau Islands Province, due to the large area factor. The two provinces are united by a regional bank, so that what was formerly known as PT Bank Pembangunan Daerah Riau (BPDR or BAPERI) became PT Bank Riau Kepri according to the decision of the Extraordinary General Meeting of Shareholders (EGMS) on 26 April 2010, the name of PT Bank Pembangunan Daerah Riau was changed to PT. Riau Islands Bank.

PT Bank Riau Kepri has approximately 142 (one hundred and forty-two) office networks spread across a number of areas, especially Riau Province and Riau Islands, there are 20 (twenty) Main Branch Offices (KCU), 42 (forty two) Sub-Branch Offices (KCP), and 34 (thirty four) Cash Offices scattered. Figure 2.2 is a picture of one of the Sub-Branch Offices (KCP) of PT Bank Riau Kepri Panam Sub-Branch.

PT Bank Riau Kepri was established with the aim and purpose through its activities to help, encourage economic growth and equitable regional development in all fields in order to achieve an increase in people's living rates. PT Bank Riau Kepri is one of the tools for regional autonomy in the field of finance or banking and runs its business as a commercial bank. PT Bank Riau Kepri which has the following functions:

1. As a source of regional development financing.
2. As a driver and driver of the pace of regional development.
3. As a regional treasury holder or carrying out regional money storage.
4. As a source of regional income.

### 2.1.1 Bank Riau Islands Logo



**Figure 2.2 Logo of PT Bank Riau Kepri**

*Source: Processed Data 2022*

Figure 2.3 is the shape of the PT Bank Riau Kepri logo, as for the color inspiration for the PT Bank Riau Kepri logo as follows:

1. Golden Yellow : Reflects the hope for success, excellence, and glory.
2. Red Maroon : Express the spirit of work (active), the spirit of struggle and productivity.
3. Black : Identical to firmness, firm, formal, polite and steady.

### 2.1.2 Philosophy Bank Riau Logo

The three screens that have developed are from the philosophy of Teguh, Whole, and Growing, the identity of Bank Riau Kepri as the foundation in every activity. The aims of this philosophy are:

1. Firm

Representation of something strong, sturdy and not easily shaken, with the spirit of "True" Bank Riau embodies integrity as a Bank that adheres to the prevailing norms of faith and is consistent with the agreed commitments, and is firm in policies (directing the vision and carrying out the mission) .

2. Intact

Describes the compliance between several elements that unite so that they become whole and solid and compact in one synergy. As a Regional Bank, Bank Riau continues to foster interaction between the people of Bank Riau and partnerships with the community/customers (Stake Holders) through good cooperation and services.



### 3. Grow

Bank Riau continues to grow, advance, progressive, dynamic, credible with superior performance and excellent performance, as well as innovative according to the needs of society and the times.

Then, PT Bank Riau Kepri has a plan to convert into a sharia commercial bank in the next 2 (two) to 3 (three) years, as mandated by the shareholders at the General Meeting of Shareholders (GMS) in 2018. Change of model the Bank's business from a commercial bank to a sharia bank because the shareholders see the potential for business development in this segment and also with the background of the people in Riau and Riau Islands which are quite thick with Islamic culture.

During the transition period of 3 (three) years, the company will carry out adequate preparations such as in terms of human resources, products, preparing SOPs (Standard Operating Procedures), technology infrastructure networks, preparing permits including the Financial Services Authority and related regional regulations and conduct surveys to customers and business actors in Riau and Riau Islands and require at least 50% support to operate in the form of Islamic commercial banks. Then, Bank Riau Kepri will make other developments, namely continuing the plan to increase capital from shareholders this year.

## 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 Bank Riau Kepri. The following is the vision and mission of PT Bank Riau Kepri Capem Panam:

### 1. Vision

Vision is a distant view or goal of a company regarding what must be done to achieve goals in the future. The vision of PT Bank Riau Kepri is "To become a leading, trusted, and competitive bank in driving the regional economy."

## 2. Mission

Mission is a statement of what the company must do. In an effort to realize the vision and mission are also defined as the goals and reasons why the company was created. The following is the mission of PT Bank Riau Kepri:

- a. Encouraging sustainable economic growth and regional development.
- b. Providing excellent financial service solutions.
- c. Manage regional funds optimally and regionally professionally.
- d. Fostering and developing small and medium enterprises.

### 2.3 Kind of Business

Business is an activity carried out by individuals or organizations that involve production, sales, purchase, or exchange of goods/services, with the aim of making a profit or profit. The word "business" can be used depending on the group. There are 3 (three) ways to use the word business, namely:

1. Business Entity, which is a technical, juridical, and economic unit for profit.
2. Certain Market Sectors, such as the capital market.
3. All activities in the community of producers or producers of goods or services.

Business has many types, such as Agriculture Business, Raw Materials Production Business, Manufacturing Business, Construction Business, Transportation Business, Communication Business, Service Business, Big/Small Trading Business, and Financial Business. In practical work activities carried out the type of business of PT Bank Riau Kepri is Financial Business or banking. Financial Business is a business in the financial sector that helps the community in terms of capital credit, insurance, planning and property ownership loans.

Activities PT Bank Riau Kepri is a bank that runs its business based on the principles established by law and aims to meet the needs of banking services. In its implementation, PT Bank Riau Kepri provides products and services in conventional and sharia systems that can be selected and utilized by customers. One of the products provided by PT Bank Riau Kepri is the Regional Development Savings product (SIMPEDA), which is a type of savings in

collaboration with Regional Development Banks throughout Indonesia. Furthermore, the business carried out by Bank Riau Kepri is also based on Law No. 10 of 1998 Chapter III Article 6 commercial Bank businesses include:

1. Raising Funds (Funding) : funds from the public in the form of demand deposits, time deposits, savings and other forms.
2. Lending (Lending) : Loan distribution and placement with other banks.
3. Bank activities or services : Remittances, Inkaso, Bank Guarantees, Pension payments, telephone, electricity, taxes, and others.

Bank Riau Kepri companies also carry out their business activities conventionally or based on sharia principles which in their activities do not provide services in payment traffic. Bank Riau Kepri companies carry out lending activities with the aim of meeting the need for banking services and to support the economic activities of the community in general. The types of credit offered to customers are Aneka Guna Credit (KAG), Micro Business Loans (KUM), Home Ownership Loans (KPR), and People's Business Credit (KUR).

#### **2.4. Organization Structure**

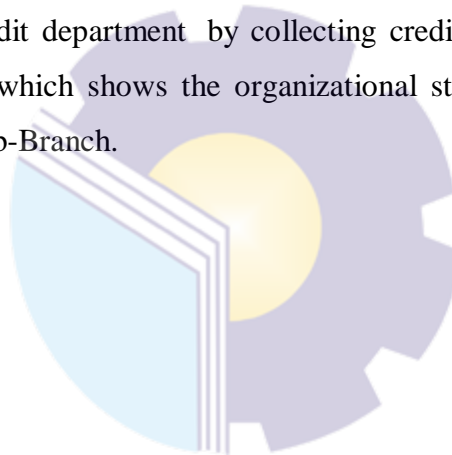
The organizational structure of PT Bank Riau Kepri Panam Sub-Branch is a type of functional organizational structure, namely the organizational structure based on the function of each component. PT Bank Riau Kepri Bengkalis Sub-Branch has 3 (three) leaders, namely the Sub-Branch Leader who is tasked with setting funding objectives, issuing policies, formulating business development strategies in accordance with available capabilities and budgets, evaluating and supervising the work of its staff and providing report to the chief executive.

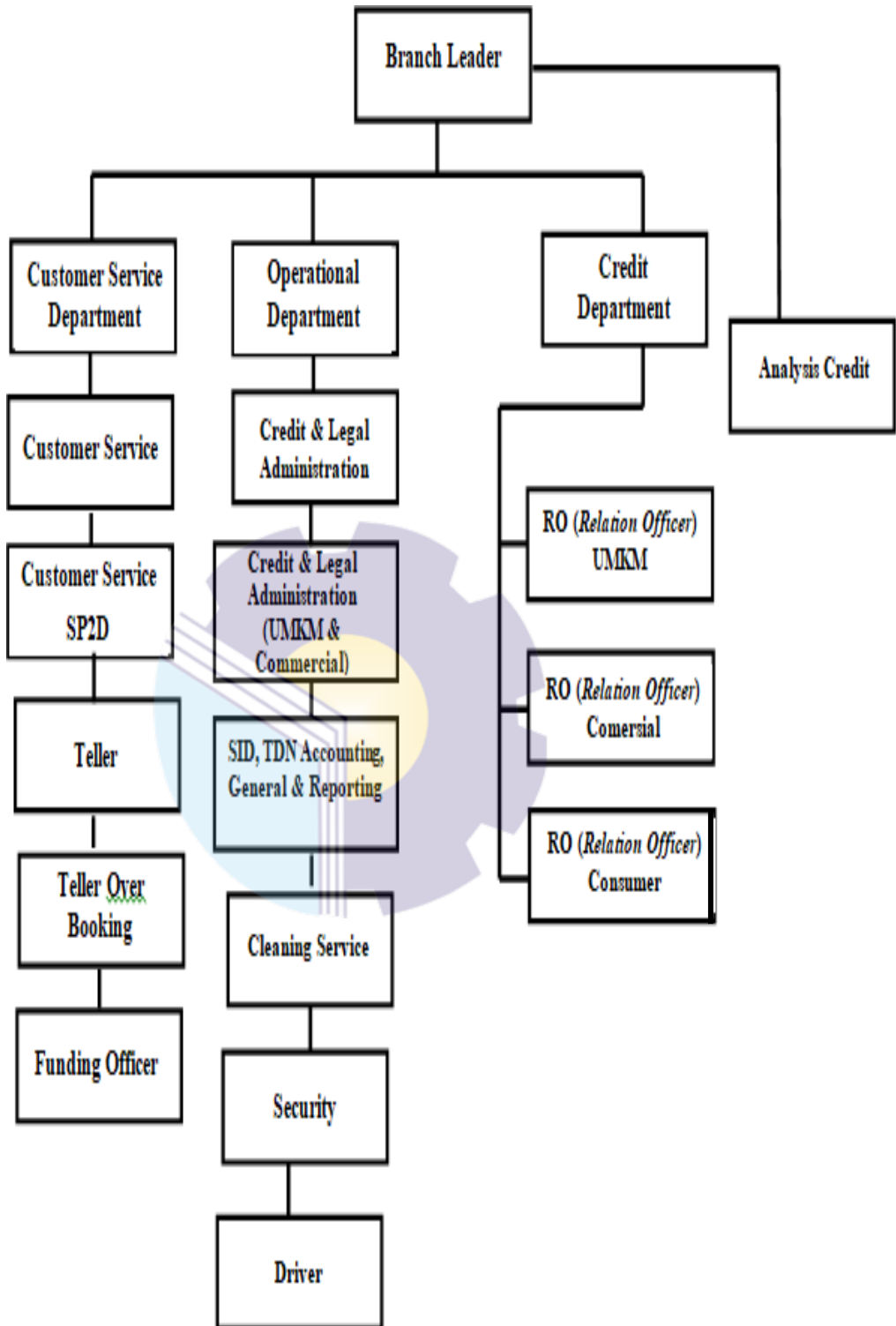
Head of Operational Section (Pinsi) in charge of being responsible for all operations at PT. Bank Riau Kepri Bengkalis Sub-Branch in conducting transactions, as well as other activities that take place at the Bank. This section also makes daily and monthly financial reports for branch offices. And responsible for Security and Night Guard, Driver, and Cleaning Officer.

Head of the Customer Service Section (Pinsi) who is responsible for all work processes carried out by the Customer Service Section, Teller Section.

Filling ATMs, disbursing funds/money and everything related to customers.

Furthermore, the Head of the Marketing Section (Pinsi) has the task of marketing the Bank's products or services, finding customers, observing other business opportunities, making applications and analyzing every loan application received, being responsible for each loan granted and collecting collections if any. arrears on credit payments. The Head of the Marketing Section (Pinsi) oversees several sections, namely the Credit Analysis section which has the task of overall analysis of loan recipients, the Relationship Officer section, which is a position in a banking company that is included in the marketing category, its main activity is selling the company's products or offering all types of credit available at the bank and credit collection for a certain time (PKWT) or better known as the Debt Collector is the credit department by collecting credit. For more details can be seen in figure 2.4 which shows the organizational structure of PT Bank Riau Kepri Bengkalis Sub-Branch.





**Figure 2.3 Organizational Structure of PT. Bank Riau Kepri**  
*Source: Processed Data 2022*

Each of the job position in organizational structure has its own responsibility and duty to reach the goals of its organization. These are the description of each position:

1. Branch Leader

The duty to set goals and policies, prepare a business development strategy plan in accordance with ability or budget available or planned by Riau Kepri Bank of Bengkalis Branch and oversee and assess work activities of its staff.

2. Customer Service Department

On this department is also referred to as the front office that deals directly with customers. In Customer Service Department the leadership is assisted by several who occupy each part, they are:

a. Customer Service

Customer service is a service serving inside provide information and so forth. The task to serve customers who come to open accounts or make savings books besides that customer service also provides socialization to customers/prospective customers related to bank products and handles customer complaints.

b. SP2D (*Surat Perintah Pencairan Dana*)

The task of disbursing SP2D funds in addition to disbursing SP2D Customer Service funds has the task of smoothing the distribution of APBN funds such as the Issuance of Payment Termination Certificate (SKPP) and Fund Withdrawal Planning

c. Teller

Teller is the front office officer in charge of receiving deposits, withdrawals and payment orders that have been adjusted accordingly applicable provision.

d. Teller Over Booking

Teller Over Booking is in charge of receiving and carrying out all kinds of non-cash transaction and is charge of sending/transferring money in other accounts in one bank. You can also deposit credit transfer to accounts that are sourced from other accounts.

e. Funding Officer

In general, the task as Funding Officer is to find and raise funds as much as possible. This is the core of the banking business. The funds collected by the Funding Officer will be played back by the bank in the form of credit to customers.

3. Operational Department

Operational Department has an important role in running the operation of the bank day-to-day. The duty and authority to oversee credit analysis assignments as well report it to the leader. In this department the leadership is assisted by several people who handle each field

a. Credit & Legal (Consumer)

Credit & Legal (Consumer) in charge of handling and recording all credit transaction as well as making letters, checking the authenticity of creditor data, inventorying customer data until storing creditor files and tidying customer guarantee data.

b. Credit & Legal (UMKM & Commercial)

The executor in charge of receiving credit such as Small Business Credit (KPK), Credit for entrepreneurs' micro and others also make credit reports that have been channeled and handle or record all credit transaction.

c. SID, TDN Accounting, General, Reporting

The duty to check or re-check or vouchers that have been posted earlier from tellers. Make General monthly reports and Commercial Bank Monthly reports. The general Monthly Report is made once a week and the Commercial Bank Monthly report is made once a month.

d. Cleaning Service

Cleaning service is the person who takes cares of the cleanness of the bank environment.

e. Security

A security guard is the person responsible for the security of Riau Kepri Bank of Bengkalis

f. Driver

The driver is the person in charge of driving the office car and take pick up office needs.

4. Credit Department

Assigned to lead the credit section to channel credit to the public Where the leaders are assisted by several people who handle each field, they are:

a. RO (Relation Officer) of UMK

The duty is to searching or analyzing loan application for Micro and Small Business that are still productive.

b. RO (Relation Officer) of Commercial

The duty is searching or analyzing credit applications fot productive businesses as well as carrying out work on the basis of employment contracts.

c. RO (Relation Officer) of Consumer

The task is to handle or analyze various loan applications, vehicle loans, housing loans and credit cards.

d. Credit Analyst

The task is to conduct an analysis of prospective customers who want to make credit loans to the Bank.

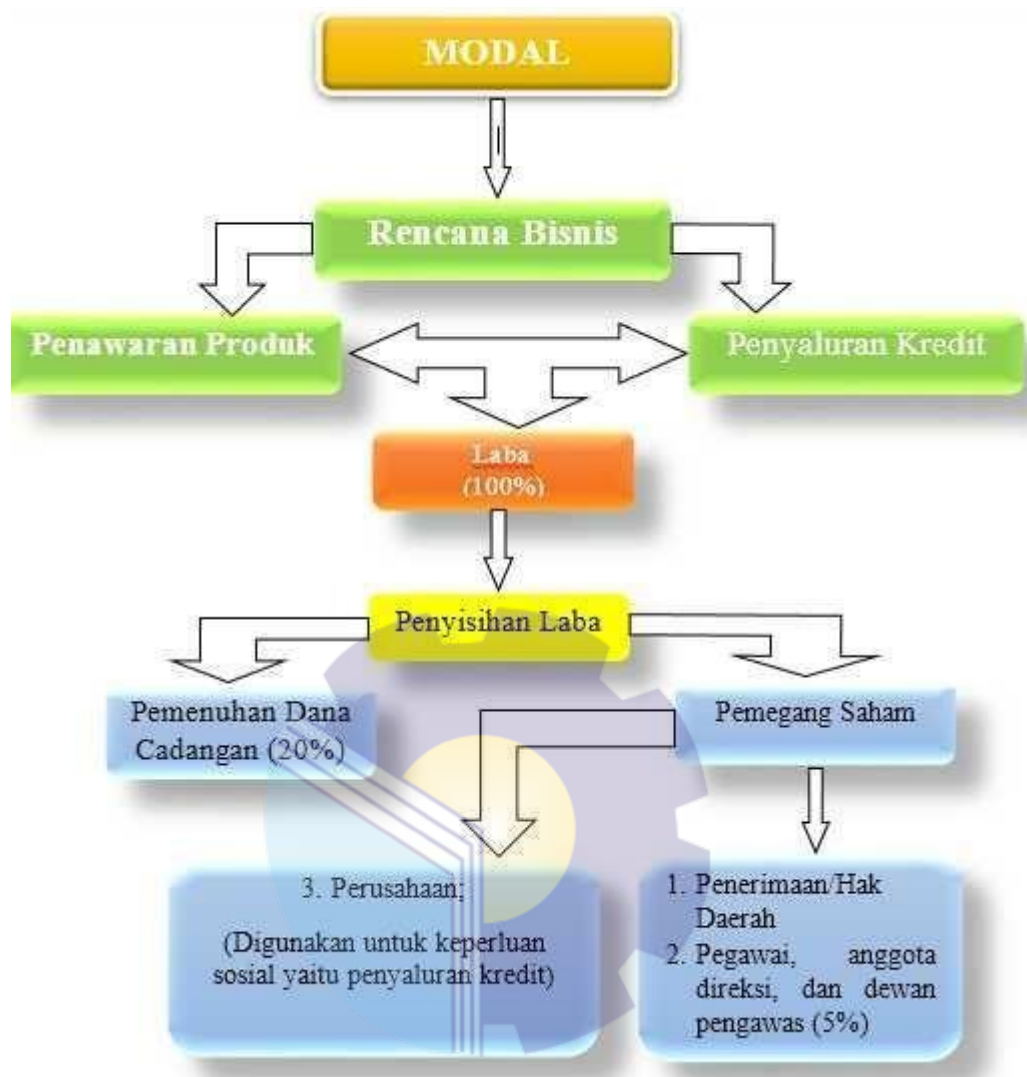
## 2.5 The Working Process

In this report, the author explains about how the company's business processes and work processes are in goal.

### 2.5.1 The Business Process of PT Bank Riau Kepri

The business process at PT Bank Riau Kepri Panam Sub-Branch is a company process in achieving profit and profit sharing. In figure 2.4, the following is the business cycle or process of PT Bank Riau Kepri:





**Figure 2.4 Business Process of PT Bank Riau Kepri**  
*Source: Process Data 2022*

Figure 2.4 describes the business process of Bank Riau Kepri, namely Bank Riau Kepri is a Regional Owned Enterprise (BUMD) which is wholly or most of the capital is owned by the region. Bank Riau Kepri was established to realize the objectives of BUMD to provide benefits for regional economic development in general, to provide public benefits in the form of providing quality products and services for the fulfillment of community life according to the conditions, characteristics and potential of the area concerned.

From figure 2.4 it can be seen that the company's business cycle or process starts from capital based on PP Article 19 of 2017, the source of capital for

regional companies consists of:

1. Regional capital participation : sourced from the Regional Revenue and Expenditure Budget (APBD) and conversion from loans.
2. Loan : sourced from the region or other Regional Owned Enterprises (BUMD).
3. Grant : sourced from the central, regional government and other Regional Owned Enterprises (BUMD).
4. Other sources of capital : includes reserve capitalization, profitasset revaluation and share premium.

Furthermore, after obtaining capital, the company conducts business planning, namely collecting and distributing funds in accordance with PP Article 93 regarding the procurement of goods and services. Then from the results of the business plan, the company earns a profit which is then set aside by 20% for the fulfillment of reserve funds and net profit is handed over to shareholders, to be distributed as revenue or regional rights, tantiem for members of the board of directors and supervisory board, bonuses for employees of 5% in accordance with PP Article 103 and the rest for companies by carrying out social responsibilities such as the need for fostering micro, small and multi-purpose businesses.

### **2.5.2. The Working Process of PT Bank Riau Kepri**

In the implementation of this practical work activity, the authors are placed in 1 (one) sections, namely the General and Personnel Section. The following are the duties and authorities of the General and Personnel Section sections:

1. General and Staffing Division  
Granted the authority and responsibility to perform the following tasks:
  - a. Provide a smile and excellent service to all customers and prospective customers.
  - b. Provide excellent service to customers and prospective customers.
  - c. Print short balance and trend balance.
  - d. Make a payment order.
  - e. Processing remittances (KU) for both the National Financial System

(SKN) and Real Time Gross (RTGS).

- f. Calculate and post the collection fee for the Treasurer (Kredit Aneka Guna) KAG.
- g. Calculate and post meal money.
- h. Receive and register incoming and outgoing letters from the head office, branch offices and the general public.
- i. Manage office inventory and monthly office stationery supplies.
- j. Manage intermediary accounts.
- k. Counting Yadibu.
- l. Posting debit and credit notes.
- m. Processing remittances (KU) Returns.
- n. Maintain and maintain the confidentiality of the operating password for the Bank's computer system which is his responsibility.
- o. Good mastery of PT. Bank Riau Kepri as a function that every employee of Bank Riau is a marketer.
- p. Ensure that no intermediaries have a balance at the time of branch closing every day.
- q. Print the Balance Sheet and Profit and Loss every day.
- r. Make a deposit of taxes that have been collected and report it to the tax office.
- s. Ensuring the availability of office supplies when needed by still referring to the approved budget and striving for cost efficiency for office needs.
- t. Organize office Inventory Insurance and carry out its closing.
- u. Perform calculations and payment of salaries and overtime as well as food allowance for capem employees.
- v. Maintain and maintain the confidentiality of the operating password of the Bank's Computer system which is his responsibility.

## 2.6 Document Used for Activity

In the implementation of practical work, there are several documents needed to complete the work given. The documents are as follows:

1. Payment Order from PT. Bank Riau Kepri

**PT. BANK RIAU KEPRI**  
**CABANG BENGKALIS**

**PERINTAH PEMBAYARAN**

HENDAKLAH KAS MEMBAYAR KEPADA : .....

UANG SEJUMLAH : .....

UNTUK KEPERLUAN : .....

=====

DIBEBANKAN PADA :  
REKENING :  
SUB. REKENING :

\_\_\_\_\_

BENGKALIS, .....  
PEMIMPIN CABANG,

\_\_\_\_\_

**Figure 2.5 Payment Order from PT. Bank Riau Kepri**

*Source: Processed Data 2022*

Figure 2.5 is Payment orders printed by general staff are in accordance with daily expenses. This is legal evidence that the payment order may be forwarded and transferred by the Teller if it has been signed by the Leader of PT. Bank Riau Kepri Bengkalis Branch.

2. Letterhead PT. Bank Riau Kepri

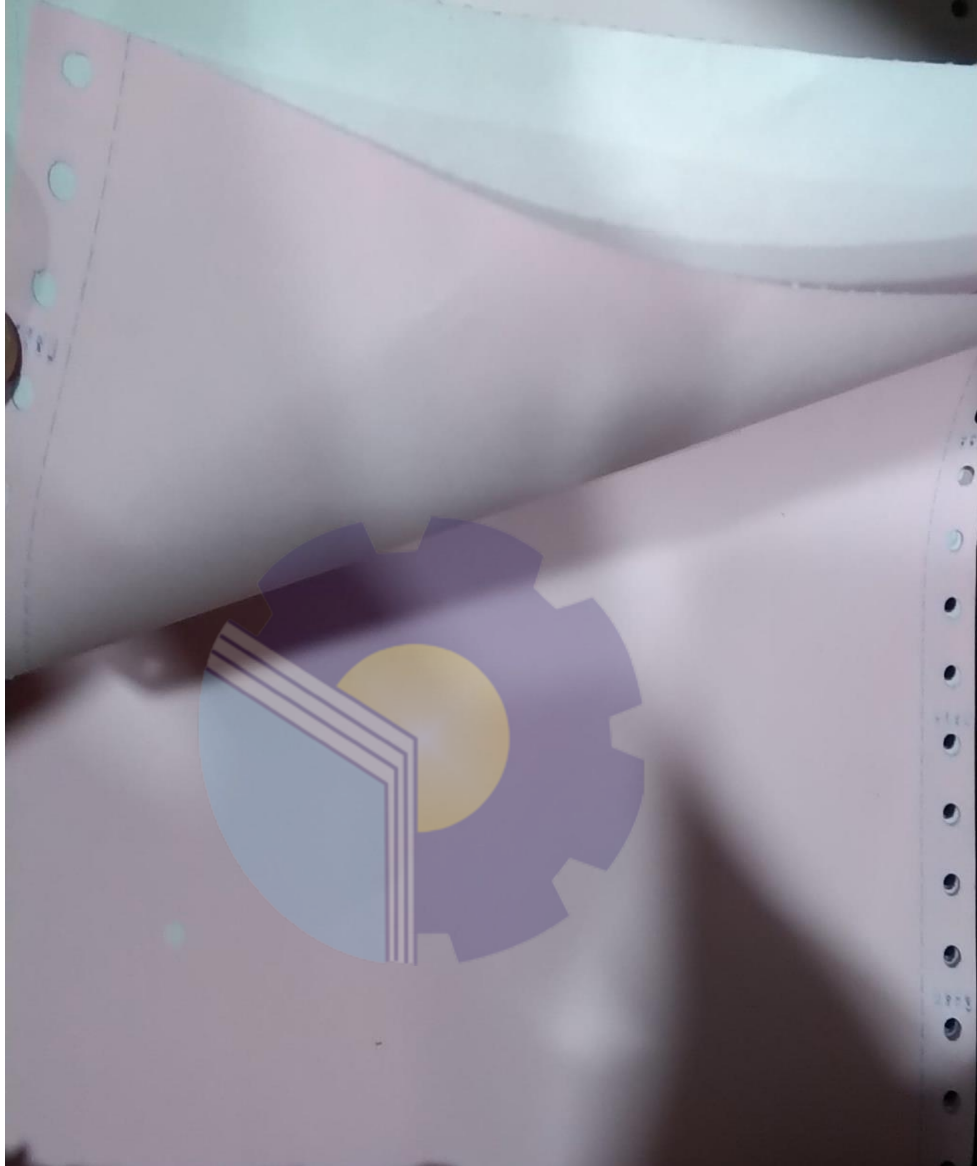


**Figure 2.6 Letterhead PT. Bank Riau Kepri**

*Source: Processed Data 2022*

Figure 2.6 is PT. Bank Riau Kepri which is commonly used when printing outgoing letters, Official Notes and SPPD. This letterhead is proof that the letter was issued by PT. Bank Riau Kepri Bengkalis Branch.

3. Paper Double Play PT. Bank Riau Kepri



**Figure 2.7 Paper Double Play PT. Bank Riau Kepri**

*Source: Processed Data 2022*

Figure 2.7 is the paper used to print balance sheets and vouchers. Usually pink paper is used as vouchers and white paper is archive.

4. Paper One Play PT. Bank Riau Kepri



**Figure 2.8 Paper One Play PT. Bank Riau Kepri**

*Source: Processed Data 2022*

Figure 2.8 is Usually this paper is used to print documents such as receipts, invoices, notes, registration forms, money receipts, goods orders, sales invoices, travel documents, tax invoices and others. This paper makes it easy for the printing process to print on several sheets at once.



5. Credit Note PT. Bank Riau Kepri

bankriaukepri		No.	Tgl.
No. Rekening	Nama Rekening		
Terbilang	Rp.		
Kami telah mengkredit Rekening Saudara			Materai
			Tanda Tangan
No. Rekening	Pemegang Rekening		

Sesuai Peraturan Bank Indonesia No. 11/25/PBI/2009 Tanggal 1 Juli 2009 Tentang Penerapan Program Anti Pencucian Uang dan Pencegahan Pendanaan Terorisme Bagi Bank Umum. Lembar 1: NASABAH

**Figure 2.9 Credit Note PT. Bank Riau Kepri**

*Source: Processed Data 2022*

Figure 2.9 is a document or proof of a transaction that proves a reduction in accounts receivable. This reduction in receivables can be caused if there is an error from the seller, whether the product or goods provided are damaged so that it can reduce the quality of the product itself.

6. Debet Note PT. Bank Riau Kepri

bankriaukepri		No.	Tgl.
No. Rekening	Nama Rekening		
Terbilang	Rp.		
Kami telah mendebet Rekening Saudara			Materai
			Tanda Tangan
No. Rekening	Pemegang Rekening		

Sesuai Peraturan Bank Indonesia No. 11/25/PBI/2009 Tanggal 1 Juli 2009 Tentang Penerapan Program Anti Pencucian Uang dan Pencegahan Pendanaan Terorisme Bagi Bank Umum. Lembar 1: NASABAH

**Figure 2.10 Debet Note PT. Bank Riau Kepri**

*Source: Processed Data 2022*

Figure 2.10 is Debit note as proof that the purchase actually occurred and is valid, so that the buyer can apply for the return of goods or returns of goods that were sent incorrectly.



## **CHAPTER III**

### **SCOPE OF THE APPRENTICESHIP**

#### **3.1 Job Description**

At PT Bank Riau Kepri Bengkalis Branch, the author was placed in the General Section. The General Section is the carry out maintenance on the Bank's assets, but there are also those who take care of employee attendance, Coordinate the implementation of correspondence affairs and Coordinator of archives. In this General Section the author is given several powers and responsibilities to carry out the following tasks:

1. Archive documents such as: Head Office Entry Letter, General Office Entry Letter, Branch Office/Capem/Kedai Entry Letter, Head Office Exit Letter, General Office Exit Letter, Branch Office/Capem/Kedai Out Letter.
2. Archive the Balance Sheet
3. Number and Stamp on Outgoing Letters
4. Registering Head Office Entry Letter, General Office Entry Letter, Branch Office/Capem/Shop Office Entry Letter
5. Archive KU
6. Registering a Business Travel Order (SPPD)
7. Numbering Debit Notes and Credit Notes
8. Number and Stamp the Nota Dinas
9. Registering Power of Attorney
10. Calculating Savings Book Inventory

#### **3.2 Place of Apprenticeship**

Practical Work is carried out after students occupy semester VIII, while the Job Training activities last for approximately four (4) months, starting from March 01 2021 to June 30 2022 at PT Bank Riau Kepri Bengkalis Branch located on Jl. Pahlawan, No. 15A Bengkalis Urban Village, Bengkalis District, Bengkalis Regency, Riau Province. As long as the author does the Job Training at PT. Bank Riau Kepri Bengkalis Branch, the author follows all the rules set by PT. Bank

Riau Kepri, the implementation phase of the Work Practice can be seen in table 3.1 below:

**Table 3.1 Schedule of Field Work Practices**

The Day	Working Hours	Description
Monday until Thursday	08.00 – 12.00 WIB	
	12.00 – 13.00 WIB	<b>REST</b>
	13.00 – 16.30 WIB	
Friday	08.00 – 12.00 WIB	
	12.00 – 13.30 WIB	<b>REST</b>
	13.30 – 17.00 WIB	

*Source: Processed Data 2022*

Table 3.1 The author attends a briefing every day starting at 07.15 WIB – 08.00 WIB. This time is an effective time for the practitioner to do the Field Work Practice because at that time the practitioner has completed the VIII (Eight) semester learning program.

### 3.2.1 Work Practice Agenda

During carrying out the fieldwork practice the author did some work. The tasks carried out while carrying out street vendors at PT Bank Riau Kepri Bengkalis Branch are as follows:

**Table 3.2 Daily Activities of February 22th, 2022 to February 25th, 2022**

No	Date and time	Description of activities	Assignor
1	Tuesday, 22 February 2022	1. Archive documents such as Head Office Entry Letter, General Office Entry Letter, Head Office Out Letter, General Office Outbound Letter.	General Section
2	Wednesday, 23 February 2022	1. Make a letter number if it has been signed by the leadership and stamped with the stamp of Bank Riau Kepri Bengkalis Branch Input customer data on the Riau Kepri Bank Portal. 2. Recapitulation the absence of the Security Police	General Section
3	Thursday, 24 February 2022	1. Archive documents such as Head Office Out Letter 2. Print the Balance Sheet	General Section
4	Friday, 25 February 2022	1. Print the Balance Sheet 2. Archive documents	General Section

*Source: Processed Data 2022*

Table 3.2 is the author's first week of practical work activities. This week the author is taught how to Archive documents. Arrange the Balance in sequence according to the date and day along with the arrangement of the code, Make a letter number, if it has been signed by the leadership and stamped with the stamp of Bank Riau Kepri Bengkalis Branch Input customer data on the Riau Kepri Bank Portal. After being studied, the writer was asked to immediately continue doing the work that had been taught. After archive document, the writer Security Police Absence Recapitulation.

**Table 3.3 Daily Activities of March 01st, 2022 to March 04th, 2022**

No	Date and time	Description of activities	Assignor
1	Tuesday, 01 March 2022	1. Archive documents such as Head Office Entry Letter, General Office Entry Letter, Head Office Out Letter, General Office Outbound Letter. 2. Print the Balance Sheet, Arrange the Balance in sequence according to the date and day along with the arrangement of the code. 3. Archieve Document	General Section
2	Wednesday, 02 March 2022	1. Make a letter number if it has been signed by the leadership and stamped with the stamp of Bank Riau Kepri Bengkalis Branch Input customer data on the Riau Kepri Bank Portal. 2. Print the Balance Sheet, Arrange the Balance in sequence according to the date and day along with the arrangement of the code	General Section
3	Wednesday, 03 March 2022	Day Nyepi Holidays	-
4	Friday, 04 March 2022	1. Archive documents such as Head Office Out Letter 2. Print the Balance Sheet	General Section

Source: Processed Data 2022

Table 3.3 is the author's first week of March the author carried out the same activities as the first week. This week the author is taught how to Archive documents arranged according to the sequence number and the date listed to make it look neat and easy to find again if there is an important need. After being studied, the writer was asked to immediately continue doing the work that had been taught.

**Table 3.4 Daily Activities of March 07th, 2022 to March 11th, 2022**

No	Date and time	Description of activities	Assignor
1	Monday, 07 March 2022	1. Print the Balance Sheet, Arrange the Balance in sequence according to the date and day along with the arrangement of the code.	General Section
2	Tuesday, 08 March 2022	1. Make a letter number in the order, if it has been signed by the leadership and stamped with the stamp of Bank Riau Kepri Bengkalis Branch Input customer data on the Riau Kepri Bank Portal. 2. Archive documents	General Section
3	Wednesday, 09 March 2022	1. Archive documents 2. make a number Nota Dinas and a stamp 3. Print the Balance Sheet	General Section
4	Thursday, 10 March 2022	1. Print the Balance Sheet 2. stamp documents	General Section
5	Friday, 11 March 2022	1. Archive documents 2. Print the Balance Sheet, Arrange the Balance in sequence according to the date and day along with the arrangement of the code.	General Section

Source: Processed Data 2022

Table 3.4 is the second week of March the author carried out the same activities as the first week, but this week there was additional learning about the make a number Nota Dinas, stamp and archive into the bundle that has been provided in numeric order so that it is easy to find them if needed.

**Table 3.5 Daily Activities of March 14th, 2022 to March 18th, 2022**

No	Date and time	Description of activities	Assignor
1	Monday, 14 March 2022	1. Print the Balance Sheet, Arrange the Balance in sequence according to the date and day along with the arrangement of the code.	General Section
2	Tuesday, 15 March 2022	1. Registering General Office Entry Letters 2. Tidying up vouchers and printing other transactions using double play paper 3. Archive documents	General Section
3	Wednesday, 16 March 2022	1. Archive documents 2. Registration SPPD and stamp 3. Print the Balance Sheet	General Section
4	Thursday, 17 March 2022	1. Print the Balance Sheet 2. stamp documents	General Section
5	Friday, 18 March 2022	1. Archive documents 2. Print the Balance Sheet, Arrange the Balance in sequence according to the date and day along with the arrangement of the code.	General Section

Source: Processed Data 2022

Table 3.5 in the third week of March the author carried out the same activities as the second week, but this week there was an addition of tidying up vouchers and printing other transactions using double play and separating pink paper from white paper so that they could be arranged neatly and the SPPD Register stamp after the leader finished signing the SPPD. The SPPD blessing can be scanned or archived directly if it has been instructed to archive or scanned using a PC, if later the SPPD is searched again, we can easily find it

**Table 3.6 Daily Activities of March 21th, 2022 to March 25th, 2022**

No	Date and time	Description of activities	Assignor
1	Monday, 21 March 2022	1. Print the Balance Sheet, Arrange the Balance in sequence according to the date and day along with the arrangement of the code. 2. Archive documents 3. Archive KU	General Section
2	Tuesday, 22 March 2022	1. Registering General Office Entry Letters 2. Tidying up vouchers and printing other transactions using double play paper 3. Archive documents 4. Print the Balance Sheet, Arrange the Balance in sequence according to the date and day along with the arrangement of the code	General Section
3	Wednesday, 23 March 2022	1. Archive documents 2. Registering SPPD and stamp 3. Print the Balance Sheet	General Section
4	Thursday, 24 March 2022	1. Print the Balance Sheet 2. Stamp documents 3. Numbering Debet Notes in the order registered	General Section
5	Friday, 25 March 2022	1. Archive documents 2. Print the Balance Sheet, Arrange the Balance in sequence according to the date and day along with the arrangement of the code.	General Section

Source: Processed Data 2022

Table 3.6 is the fourth week of March the author carries out the same activities as the second and third week, but this week there is an additional archive KU arranged according to the sequence number and the date listed to make it look neat and easy to find again if there is an important need such as vouchers if there is an error in posting, usually what the KU archive sees is according to the date and number.

**Table 3.7 Daily Activities of March 28th, 2022 to April 01st, 2022**

No	Date and time	Description of activities	Assignor
1	Monday, 28 March 2022	1. Print the Balance Sheet, Arrange the Balance in sequence according to the date and day along with the arrangement of the code. 2. Archive documents 3. Archive KU	General Section
2	Tuesday, 29 March 2022	1. Registering General Office Entry Letters 2. Tidying up vouchers and printing other transactions using double play paper 3. Archive documents 4. Security Police Absence Recapitulation	General Section
3	Wednesday, 30 March 2022	1. Archive documents 2. Registering SPPD and stamp 3. Print the Balance Sheet	General Section
4	Thursday, 31 March 2022	1. Print the Balance Sheet 2. stamp documents 3. Numbering Kredit Notes , Debet Notes in the order registered	General Section
5	Friday, 01 April 2022	1. Archive documents 2. Print the Balance Sheet, Arrange the Balance in sequence according to the date and day along with the arrangement of the code.	General Section

Source: Processed Data 2022

Table 3.7 is the five week of March the author carries out the same activities as the fourth week, but this week there is an additional Numbering Kredit Notes, Debet Notes in the order registered and Security Police Absence Recapitulation.

**Table 3.8 Daily Activities of April 04th, 2022 to April 08th, 2022**

No	Date and time	Description of activities	Assignor
1	Monday, 04 April 2022	1. Archive documents 2. Archive KU	General Section
2	Tuesday, 05 April 2022	1. Registering General Office Entry Letters 2. Tidying up vouchers and printing other transactions using double play paper 3. Archive documents 4. PDF Proposals for Funds	General Section
3	Wednesday, 06 April 2022	1. Registering SPPD and stamp 2. Print the Balance Sheet	General Section
4	Thursday, 07 April 2022	1. Stamp documents 2. Numbering Kredit Notes , Debet Notes in the order registered	General Section
5	Friday, 08 April 2022	1. Archive documents 2. Print the Balance Sheet	General Section

Source: Processed Data 2022

Table 3.8 is the first week of April, the authors carry out the same activity, but this week there is an additional PDF of the Fund Proposal. The funding proposals include: CSR funding assistance related to the renovation of mosque buildings as well as assistance in purchasing equipment and building materials. Usually this pdf can use a PC or mobile phone, depending on the instructions. If they use a cellphone if they want to check it, they just need to send it.

**Table 3.9 Daily Activities of April 11th, 2022 to April 15th, 2022**

No	Date and time	Description of activities	Assignor
1	Monday, 11 April 2022	1. Print the Balance Sheet, Arrange the Balance in sequence according to the date and day along with the arrangement of the code. 2. Archive documents 3. Registering the Head Office and General Office Entrance Letters.	General Section
2	Tuesday, 12 April 2022	1. Registering General Office Entry Letters 2. Tidying up vouchers and printing other transactions using double play paper 3. Archive documents 4. Recapitulating Scholarship Receipt Data and Fund Aid Proposals	General Section
3	Wednesday, 13 April 2022	1. Archive documents 2. Registering SPPD and stamp 3. Print the Balance Sheet, Arrange the Balance in sequence according to the date and day along with with the arrangement of the code.	General Section
4	Thursday, 14 April 2022	1. Print the Balance Sheet 2. Stamp documents 3. Numbering Kredit Notes , Debet Notes in the order registered	General Section
5	Friday, 15 April 2022	WAFAT ISA ALMASIH	General Section

Source: *Processed Data 2022*

Table 3.9 is the Second week of April the author carries out the same activities, but this week there is an additional Registering the Head Office and General Office Entrance Letters. Recapitulating Scholarship Receipt Data and Fund Aid Proposals. The funding proposals include: CSR funding assistance regarding the renovation of mosque buildings as well as assistance in purchasing equipment and building materials.

**Table 3.10 Daily Activities of April 18th, 2022 to April 22th, 2022**

No	Date and time	Description of activities	Assignor
1	Monday, 18 April 2022	1. Print the Balance Sheet, Arrange the Balance in sequence according to the date and day along with the arrangement of the code. 2. Archive documents 3. Registering the Head Office and General Office Entrance Letters.	General Section
2	Tuesday, 19 April 2022	1. Registering General Office Entry Letters 2. Tidying up vouchers and printing other transactions using double play paper 3. Archive documents 4. Recapitulating Scholarship Receipt Data and Fund Aid Proposals	General Section
3	Wednesday, 20 April 2022	1. Archive documents 2. Registering SPPD and stamp 3. Print the Balance Sheet, Arrange the Balance in sequence according to the date and day along with the arrangement of the code 4. Registering Head Office Incoming Letters	General Section
4	Thursday, 21 April 2022	1. Print the Balance Sheet, Arrange the Balance in sequence according to the date and day along with the arrangement of the code. 2. Stamp documents 3. Numbering Kredit Notes , Debet Notes in the order registered 5. Tidying up vouchers and printing other transactions using double play paper	General Section
5	Friday, 22 April 2022	1. Archive Documents and tidying them up in order of numbers 2. Counting new blocks of money 3. Print the Balance Sheet, Arrange the Balance in sequence according to the date and day along with the arrangement of the code 4. Stamp Document	General Section

Source: Processed Data 2022

Table 3.10 is the Third week of April the author carries out the same activities, but this week there is an additional Registering Head Office Incoming Letters As usual, incoming letters are registered first, then initialed by superiors who will be followed up. Usually the incoming letter from the head office is very important and must be registered immediately so that the notification is conveyed in its entirety and Counting new blocks of money arranged according to the nominal and tidied into the box, so that customers can exchange money.



**Table 3.11 Daily Activities of April 25th, 2022 to April 28th, 2022**

No	Date and time	Description of activities	Assignor
1	Monday, 25 April 2022	1. Print the Balance Sheet, Arrange the Balance in sequence according to the date and day along with the arrangement of the code. 2. Archive documents 3. Registering the Head Office and General Office Entrance Letters.	General Section
2	Tuesday, 26 April 2022	1. Registering General Office Entry Letters 2. Tidying up vouchers and printing other transactions using double play paper 3. Recapitulating Scholarship Receipt Data and Fund Aid Proposals	General Section
3	Wednesday, 27 April 2022	1. Archive documents 2. Registering SPPD and stamp 3. Print the Balance Sheet 4. Registering Head Office Incoming Letters	General Section
4	Thursday, 28 April 2022	1. Print the Balance Sheet 2. Stamp documents 3. Numbering Kredit Notes , Debet Notes in the order registered	General Section
5	Friday, 29 April 2022	Eid Al-Fitr Holidays	General Section

Source: Processed Data 2022

Table 3.11 is the fourth week of April, the author carried out the same activities as the previous month. It's just that at the end of April there is an Eid Al-Fitr Holidays.

**Table 3.12 Daily Activities of May 02nd, 2022 to May 06th, 2022**

No	Date and time	Description of activities	Assignor
1	Monday, 02 May 2022	Eid Al-Fitr Holidays	-
2	Tuesday, 03 May 2022	Eid Al-Fitr Holidays	-
3	Wednesday, 04 May 2022	Eid Al-Fitr Holidays	-
4	Thursday, 05 May 2022	Eid Al-Fitr Holidays	-
5	Friday, 06 May 2022	Eid Al-Fitr Holidays	-

Source: Processed Data 2022

Table 3.12 is the first week of May where in the first week there is a BIG Eid Al-Fitr Holidays 1443 H.

**Table 3.13 Daily Activities of May 09th, 2022 to May 13th, 2022**

No	Date and time	Description of activities	Assignor
1	Monday, 09 May 2022	1. Print the Balance Sheet, Arrange the Balance in sequence according to the date and day along with the arrangement of the code. 2. Archive documents 3. Recapitulation job application data	General Section
2	Tuesday, 10 May 2022	1. Registering General Office Entry Letters 2. Tidying up vouchers and printing other transactions using double play paper 3. Archive documents 4. Recapitulating Scholarship Receipt Data and Fund Aid Proposals	General Section
3	Wednesday, 11 May 2022	1. Archive documents 2. Registering SPPD and stamp 3. Print the Balance Sheet 4. Filling HVS paper into the printer 5. Print the Balance Sheet, Arrange the Balance in sequence according to the date and day along with the arrangement of the code.	General Section
4	Thursday, 12 May 2022	1. Print the Balance Sheet 2. Stamp documents 3. Numbering Kredit Notes , Debet Notes in the order registered 4. Tidying the bundle, cabinets and other ATK tools according to the place	General Section
5	Friday, 13 April 2022	1. Print the Balance Sheet 2. Stamp documents 3. Numbering Kredit Notes , Debet Notes in the order registered 4. Print the Balance Sheet, Arrange the Balance in sequence according to the date and day along with the arrangement of the code.	General Section

Source: Processed Data 2022

Table 3.13 is the second week of May the author carries out the same activities, but this week there is an additional Recapitulation job application data usually job applicants deliver files/requirements to apply to PT. BANK RIAU KEPRI, then recapitulation so that it can be processed further. Filling HVS paper into the printer and Tidying the bundle, cabinets and other ATK tools according to the place.

**Table 3.14 Daily Activities of May 16th, 2022 to May 20th, 2022**

No	Date and time	Description of activities	Assignor
1	Monday, 16 May 2022	Holiday	-
2	Tuesday, 17 May 2022	1. Registering General Office Entry Letters 2. Tidying up vouchers and printing other transactions using double play paper 3. Recapitulating Scholarship Receipt Data and Fund Aid Proposals	General Section
3	Wednesday, 18 May 2022	1. Archive documents 2. Registering SPPD and stamp 3. Print the Balance Sheet 4. Filling HVS paper into the printer	General Section
4	Thursday, 19 April 2022	Sick	-
5	Friday, 20 April 2022	Sick	-

Source: Processed Data 2022

Table 3.14 is the third week of May the author carries out the same activities, but this week there is an additional Arrange the Balance in sequence according to the date and day along with the arrangement of the code, Make a letter number, if it has been signed by the leadership and stamped with the stamp of Bank Riau Kepri Bengkalis Branch Input customer data on the Riau Kepri Bank Portal. After being studied, the writer was asked to immediately continue doing the work that had been taught. After archive document.

**Table 3.15 Daily Activities of May 23th, 2022 to May 27th, 2022**

No	Date and time	Description of activities	Assignor
1	Monday, 23 May 2022	1. Print the Balance Sheet 2. Tidying up vouchers and printing other transactions using double play paper	General Section
2	Tuesday, 24 May 2022	1. Registering General Office Entry Letters 2. Tidying up vouchers and printing other transactions using double play paper	General Section
3	Wednesday, 25 May 2022	1. Archive documents 2. Print the Balance Sheet 3. Filling HVS paper into the printer	General Section
4	Thursday, 26 April 2022	Holiday	-
5	Friday, 27 April 2022	1. Archive documents 2. Print the Balance Sheet, Arrange the Balance in sequence according to the date and day along with the arrangement of the code	General Section

Source: Processed Data 2022

Table 3.15 is the fourth week of May the author carries out the same activities, but this week there is an additional Arrange the Balance in sequence according to the date and day along with the arrangement of the code, Archive documents, Filling HVS paper into the printer and Tidying up vouchers and printing other transactions using double play paper.

**Table 3.16 Daily Activities of May 30th, 2022 to June 03rd, 2022**

No	Date and time	Description of activities	Assignor
1	Monday, 30 May 2022	<ol style="list-style-type: none"> <li>1. Print the Balance Sheet, Arrange the Balance in sequence according to the date and day along with the arrangement of the code.</li> <li>2. Registration General Office Exit Letter and Stamp</li> <li>3. Archive documents</li> <li>4. Print the Balance Sheet, Arrange the Balance in sequence according to the date and day along with the arrangement of the code</li> </ol>	General Section
2	Tuesday, 31 May 2022	<ol style="list-style-type: none"> <li>1. Registering General Office Entry Letters</li> <li>2. Tidying up vouchers and printing other transactions using double play paper</li> </ol>	General Section
3	Wednesday, 01 June 2022	Holiday	-
4	Thursday, 02 June 2022	<ol style="list-style-type: none"> <li>1. Archive documents</li> <li>2. Print the Balance Sheet, Arrange the Balance in sequence according to the date and day along with the arrangement of the code</li> <li>3. It Registration Head Office Entry Letter and General Office Entry Letter</li> </ol>	General Section
5	Friday, 03 June 2022	<ol style="list-style-type: none"> <li>1. Archive documents</li> <li>2. Print the Balance Sheet, Arrange the Balance in sequence according to the date and day along with the arrangement of the code</li> </ol>	General Section

Source: Processed Data 2022

Table 3.16 is the fifth week of May the author carries out the same activities, but this week there is an additional Registration General Office Exit Letter and Stamp and It Registration Head Office Entry Letter and General Office Entry Letter.

**Table 3.17 Daily Activities of May 06th, 2022 to June 10th, 2022**

No	Date and time	Description of activities	Assignor
1	Monday, 06 June 2022	1. Print the Balance Sheet 2. Registration General Office Exit Letter and Stamp	General Section
2	Tuesday, 07 June 2022	1. Registering General Office Entry Letters 2. Tidying up vouchers and printing other transactions using double play paper 3. Registration SPPD and stamp	General Section
3	Wednesday, 08 June 2022	1. Registering General Office Entry Letters 2. Tidying up vouchers and printing other transactions using double play paper 3. Registration Nota Dinas and Stamp	General Section
4	Thursday, 09 June 2022	1. Archive documents 2. Print the Balance Sheet 3. It Registration Head Office Entry Letter and General Office Entry Letter	General Section
5	Friday, 10 June 2022	1. Archive documents 2. Print the Balance Sheet, Arrange the Balance in sequence according to the date and day along with the arrangement of the code	General Section

Source: Processed Data 2022

Table 3.17 is the first week of June the author carries out the same activities, but this week there is an additional Registration Nota Dinas and Stamp and Registration SPPD and stamp.

**Table 3.18 Daily Activities of June 13th, 2022 to June 17th, 2022**

No	Date and time	Description of activities	Assignor
1	Monday, 13 June 2022	1. Print the Balance Sheet 2. Registration General Office Exit Letter and Stamp	General Section
2	Tuesday, 14 June 2022	1. Registering General Office Entry Letters 2. Tidying up vouchers and printing other transactions using double play paper 3. Registration SPPD and stamp	General Section
3	Wednesday, 15 June 2022	1. Tidying up vouchers and printing other transactions using double play paper 2. Registration Nota Dinas and Stamp	General Section
4	Thursday, 16 June 2022	1. Archive documents 2. Print the Balance Sheet 3. It Registration Head Office Entry Letter and General Office Entry Letter	General Section
5	Friday, 17 June 2022	1. Archive documents 2. Print the Balance Sheet	General Section

Source: Processed Data 2022

Table 3.18 is the second week of June the author carries out the same activities, but this week there is an additional are Registration Debit Notes, Recording the ATK Collection List and Registration the Head Office Exit Letter and stamp.

**Table 3.19 Daily Activities of June 20th, 2022 to June 24th, 2022**

No	Date and time	Description of activities	Assignor
1	Monday, 20 June 2022	1. Registrations Head Office Entry Letter 2. Print the Balance Sheet, Arrange the Balance in sequence according to the date and day along with the arrangement of the code.	General Section
2	Tuesday, 21 June 2022	1. Tidying up vouchers and printing other transactions using double play paper	General Section
3	Wednesday, 22 June 2022	1. Registration Marriage Approval Letter Tidying up vouchers and printing other transactions using double play paper 2. Print the Balance Sheet, Arrange the Balance in sequence according to the date and day along with the arrangement of the code	General Section
4	Thursday, 23 June 2022	1. It Registering Debit Note number and pdf 2. Recapitulating Job Applicant Data	General Section
5	Friday, 24 June 2022	1. Registration SPPD and stamp 2. Print the Balance Sheet, Arrange the Balance in sequence according to the date and day along with the arrangement of the code	General Section

Source: *Processed Data 2022*

Table 3.19 in the third week of June the author carried out the same activity, but this week there was an addition, namely the Registration Official Travel Order, if it was signed by the leader then it was stamped and numbered as SPPD number, Registration Debit Note Number and pdf can use a PC or a pdf smartphone, Data Recapitulation of Job Applicants at PT. Bank Riau Kepri Bengkalis Branch, register the Marriage Approval Letter of one of the employees of PT. Bank Riau Kepri which will be forwarded to the head office for immediate follow-up so that the process is handled immediately and the Central Office Entry Letter register is given a number.

**Table 3.20 Daily Activities of June 27th, 2022 to June 30th, 2022**

No	Date and time	Description of activities	Assignor
1	Monday, 27 June 2022	1.Registrations Head Office Entry Letter 2.Print the Balance Sheet, Arrange the Balance in sequence according to the date and day along with the arrangement of the code.	General Section
2	Tuesday, 28 June 2022	1.Tidying up vouchers and printing other transactions using double play paper 2. Recapitulating Inventory Delete Lists 3.Print the Balance Sheet, Arrange the Balance in sequence according to the date and day along with the arrangement of the code	General Section
3	Wednesday, 29 June 2022	1.Calculating Savings Book Inventory 2.Sending Email 3.Print the Balance Sheet, Arrange the Balance in sequence according to the date and day along with the arrangement of the code 4.Registration Marriage Approval Letter Tidying up vouchers and printing other transactions using double play paper	General Section
4	Thursday, 30 June 2022	1.It Registration Debit Note number and pdf 2.Recapitulation Job Applicant Data 3.Print the Balance Sheet, Arrange the Balance in sequence according to the date and day along with the arrangement of the code	General Section

Source: *Processed Data 2022*

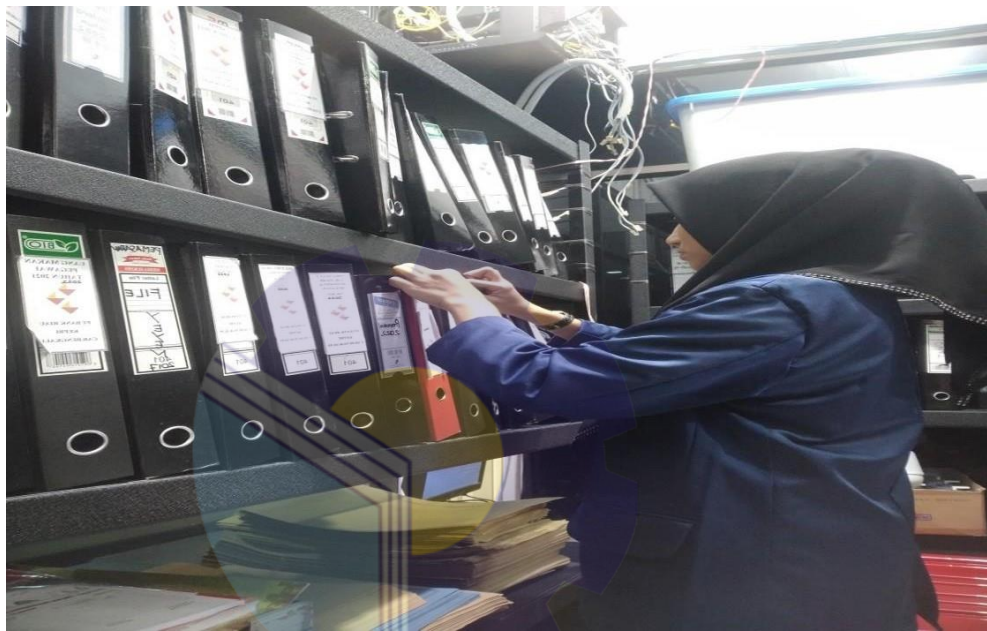
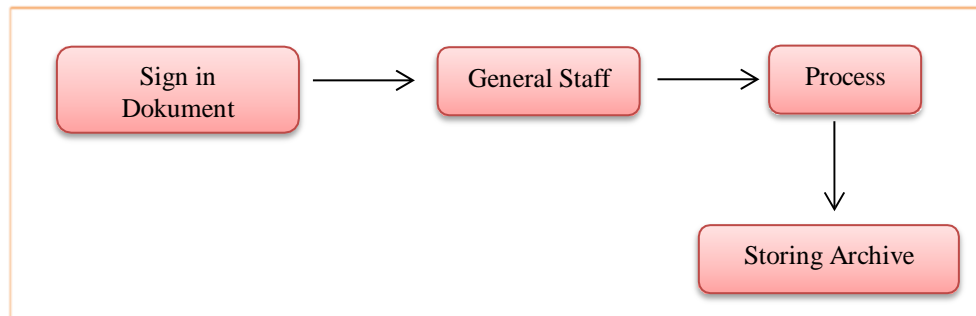
Table 3.20 is the third week of June the author carries out the same activities, but this week there is an additional are Job Applicant Data, Registration Marriage Approval Letter and Registration Head Office Entry Letter, Recapitulating Inventory Delete Lists, Calculating Savings Book Inventory and Sending Email.

### 3.3 System and Procedure

The systems and procedures that the writers used while working at PT. Bank Rakyat Indonesia (Persero) Tbk, kantor Unit Rupert is as following:

1. Archive document such as: Head Office Entry Letter, General Office Entry Letter, Branch Office/Capem/Kedai Entry Letter, Head Office Exit Letter, General Office Exit Letter, Branch Office/Capem Out Letter.





**Figure 3.1 System and Procedur Archive Document**

*Source: Processed Data 2022*

In Figure 3.1, the procedure Archive document such as: Head Office Entry Letter, General Office Entry Letter, Branch Office/Capem/Kedai Entry Letter, Head Office Exit Letter, General Office Exit Letter, Branch Office/Capem Out Letter Bank Riau Kepri Branch:

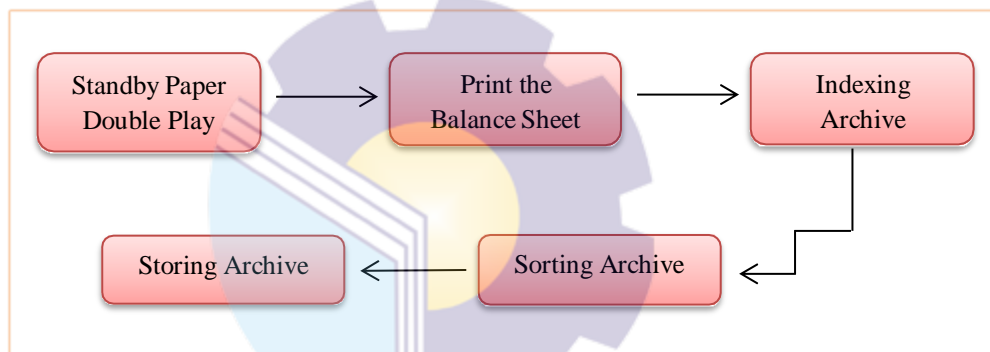
- a. When the document comes in, immediately sign the receipt as proof that the letter has been received.
- b. Furthermore, this letter is then handed over to the general staff to be checked and checked against the subject of the letter.
- c. The letter is then processed in several stages, namely: Indexing Archive and Sorting Archive. Indexing Archive is job that determines on what name or subject, or other catch words the letter will be stored, in the



alphabetical system the catch word is the name of the sender. Sorting Achive is For the alphabetical system, the grouping in the sorting is done alphabetically, for the numeric system it is grouped according to the number group, for the geographical system it is grouped by place name, and for the subject system the letters are grouped according to the subject or problem group.

- d. Storing Archive is namely placing documents or archives in accordance with the storage system and equipment used, the storage system will be effective and efficient when supported by adequate and appropriate equipment and equipment.

## 2. Archive the Balance Sheet



**Figure 3.2 System and Procedur Archive the Balance Sheet**

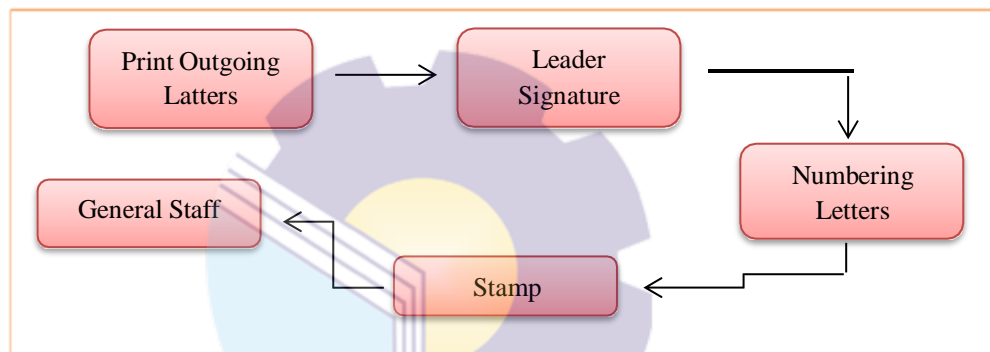
*Source: Processed Data 2022*

In Figure 3.2, the procedure Archive the Balance Sheet such as:

- a. This step is a preparatory step for is print the balance sheet. Where before printing, you must first provide double play paper. Then open a special application to print using a password. Because this is bank secrecy.
- b. Then printed the balance according to the code listed. Usually the printed balance is 40-50 sheets.
- c. Indexing Archive is job that determines on what name or subject, or other catch words the letter will be stored, in the alphabetical system the catch word is the name of the sender.

- d. Sorting Archive is For the alphabetical system, the grouping in the sorting is done alphabetically, for the numeric system it is grouped according to the number group, for the geographical system it is grouped by place name, and for the subject system the letters are grouped according to the subject or problem group.
- e. Storing Archive is namely placing documents or archives in accordance with the storage system and equipment used, the storage system will be effective and efficient when supported by adequate and appropriate equipment and equipment.

3. Number and Stamp on Outgoing Letters



No : 153/PL.03/BKS/2022  
 Lamp :-  
 Hal : Permintaan Barang Cetak

Bengkalis, 09 Juni 2022  
 10 Dzul Qa'idah 1443 H

Kepada Yth.  
 Pemimpin Divisi Umum  
 PT. Bank Riau Kepri  
 Jl. Jenderal Sudirman No.462  
 Di - Pekanbaru

*Assalamualaikum Warohmatullahi Wabarokatuh*

Alhamdulillah, salam dan doa semoga kita semua dalam lindungan Allah SWT dan dimudahkan dalam menjalankan aktivitas. Amiiinn

Bersama ini kami mohon bantuannya untuk pengiriman barang – barang cetakan untuk keperluan kantor PT. Bank Riau Kepri Cabang Bengkalis sebagai berikut :

1. Stiker Spesimen Overlay sebanyak 1 Kotak
2. Buku Tabungan Syariah sebanyak 500 Buku
3. Buku Tabungan Simple Syariah sebanyak 500 buku
4. Formulir Pembukaan Tabungan Perorangan Syariah 5 Rim

Demikian disampaikan atas perhatian Bapak diucapkan terima kasih.

*Wassalamualaikum Warohmatullahi Wabarokatuh.*

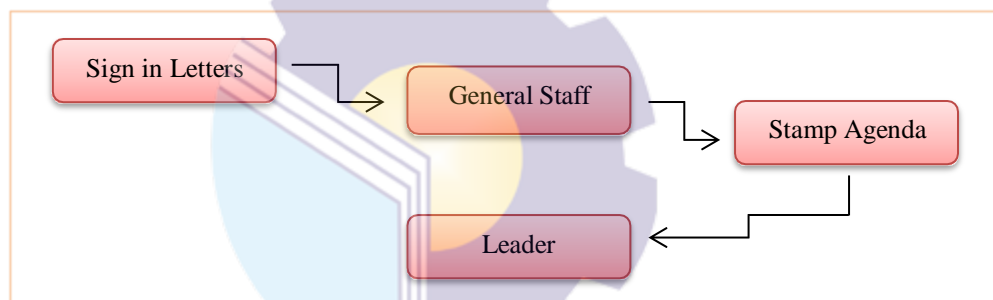
PT. Bank Riau Kepri  
 Cabang Bengkalis  
 An. bagian  
 riaukepri  
 cabang  
 Nofri Sayono Ade Dwi Setiawan  
 Pinsi Pelayanan Pinsi Bisnis Kredit

Figure 3.3 System and Procedur Number Stamp on Outgoing Letters

Source: Processed Data 2022

In Figure 3.3 the procedure Number and Stamp on Outgoing Letters such as:

- a. This step is a preparatory step for is print the Outgoing Letters. Where before printing, you must first provide Corp Letters.
  - b. When finished in print, then initialed and signed by the leadership
  - c. The letter is given a number according to the number in the book that has been provided.
  - d. After completion, the letter is immediately given a stamp so that the letter is declared official from the company.
  - e. The last step is submitted to general staff so that it can be followed up immediately to be sent to the company that wants to be forwarded.
4. Registering Head Office Entry Letter, General Office Entry Letter, Branch Office/Capem Office Entry Letters

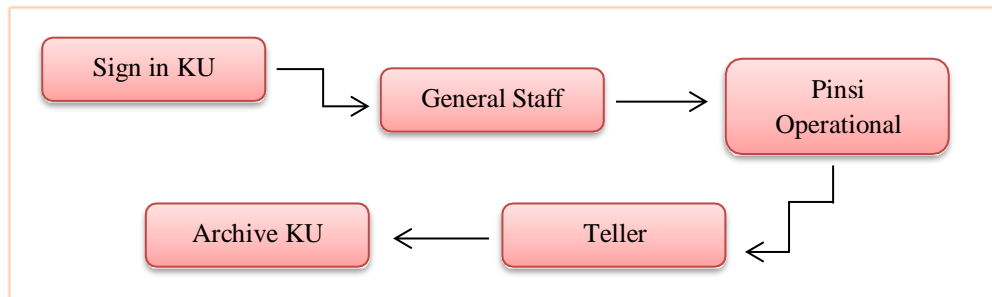


**Figure 3.4 System and Procedur Registering Head Office Entry Letter, General Office Entry Letter, Branch Office/Capem Office Entry Letters**  
*Source: Processed Data 2022*

In Figure 3.4 the procedure Registering Head Office Entry Letter, General Office Entry Letter, Branch Office/Capem Office Entry Letter such as:

- a. When the letters comes in, immediately sign the receipt as proof that the letter has been received.
- b. Furthermore, this letter is then handed over to the general staff to be checked and checked against the subject of the letter.
- c. The The next step, has been given an agenda stamp which will be given a date according to the date of receipt of the letter and initialed by the general staff.
- d. The last step is a letter is submitted to the leadership for follow-up regarding the incoming Letters.

5. Archive KU

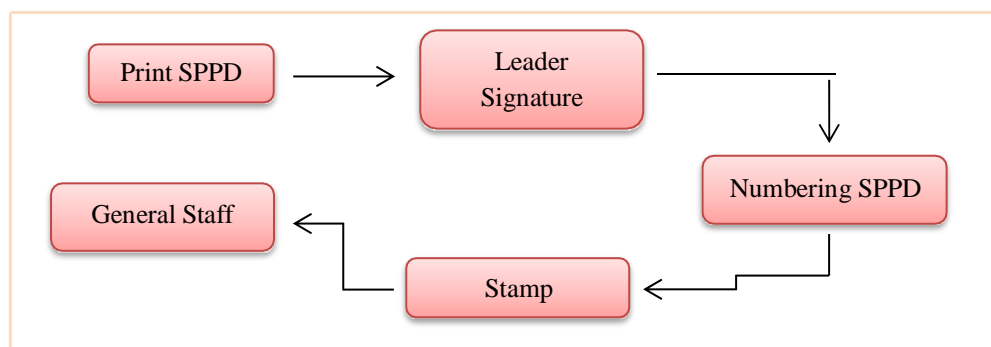


**Figure 3.5 System and Procedur Archive KU**  
*Source: Processed Data 2022*

In Figure 3.5 the procedure Archive KU such as:

- a. The customer comes to the bank and will be given directions by the bank security guard to take the customer service queue number. When the KU has been filled in the form, the teller immediately checks the truth and the nominal amount of money that will be sent.
- b. The teller immediately submits KU it to general staff.
- c. When the KU is with general staff, the general staff immediately posts the truth of the KU to be handled and initialed.
- d. The next step is given to Pinsi Operational for posting returned and signed that the KU was ready to be processed by the Teller.
- e. The Teller immediately transferred the KU to the party concerned.
- f. Namely archive the KU, if there was an error in posting, the general staff immediately checked the KU bundle to know where the posting error was.

6. Registering a Business Travel Order (SPPD)

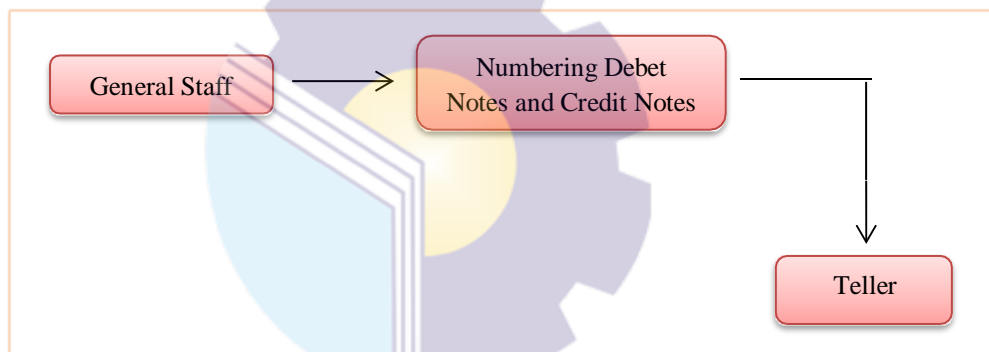


**Figure 3.6 System and Procedur a Business Travel Order (SPPD)**  
*Source: Processed Data 2022*

In Figure 3.6 the procedure a Business Travel Order (SPPD) such as:

- a. This step is a preparatory step for is print the a Business Travel Order (SPPD) Letters. Where before printing, you must first provide Corp Letters.
- b. When finished in print, then initialed and signed by the leadership
- c. The letter is given a number according to the number in the book that has been provided.
- d. After completion, the letter is immediately given a stamp so that the letter is declared official from the company.
- e. The last step is submitted to general staff so that it can be followed up immediately to be sent to the company that wants to be forwarded.

7. Numbering Debit Notes and Credit Notes

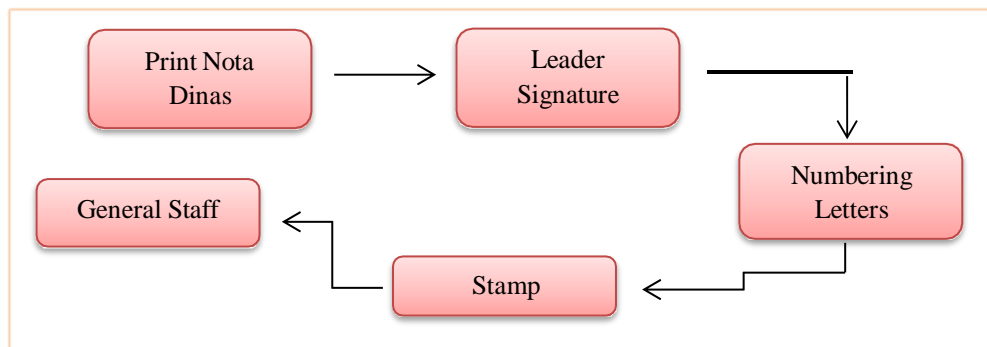


**Figure 3.7 System and Procedur Numbering Debet Notes and Credit Notes**  
*Source: Processed Data 2022*

In Figure 3.7 the procedure Numbering Debit Notes and Credit Notes such as:

- a. When everything has been filled in according to the truth from the party concerned, the debet notes and credit notes is immediately submitted to general staff.
- b. General staff immediately provides a number and code that matches the company code or bank code that is already available in the register book.
- c. The last step is the debet notes and credit notes submitted to the Teller for posting and further processing.

8. Numbering and Stamp the Nota Dinas



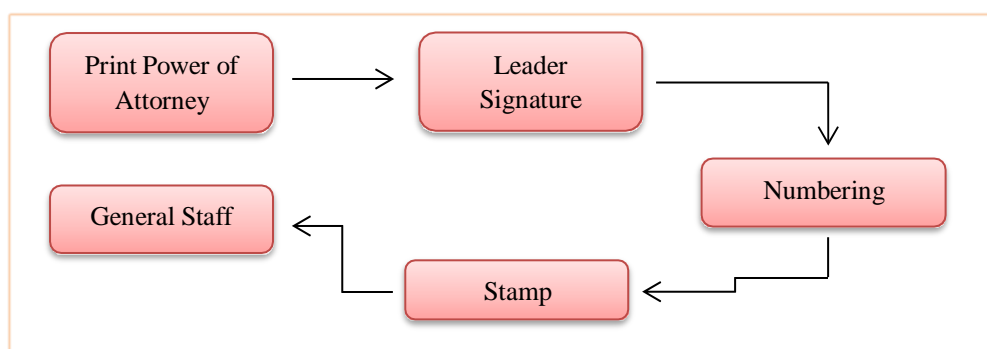
**Figure 3.8 System and Procedur Numbering and Stamp Nota Dinas**

*Source: Processed Data 2022*

In Figure 3.8 the procedure Numbering and Stamp Nota Dinas such as:

- This step is a preparatory step for is print the Nota Dinas. Where before printing, you must first provide corp letters.
- When finished in print, then initialed and signed by the leadership
- The letter is given a number according to the number in the book that has been provided.
- After completion, the letter is immediately given a stamp so that the letter is declared official from the company.
- The last step is submitted to general staff so that it can be followed up immediately.

9. Registering Power of Attorney



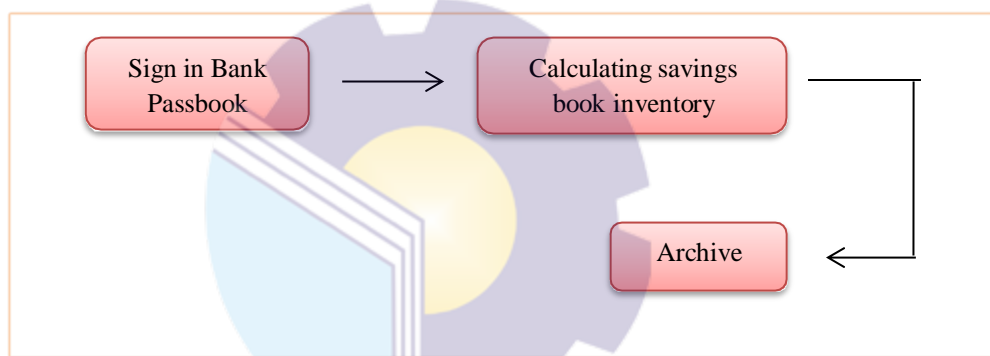
**Figure 3.9 System and Procedur Registering Power of Attorney**

*Source: Processed Data 2022*

In Figure 3.9 the procedure Registering Power of Attorney such as:

- a. This step is a preparatory step for is print the a Power of Attorney. Where before printing, you must first provide corp letters.
- b. When finished in print, then initialed and signed by the leadership
- c. The letter is given a number according to the number in the book that has been provided.
- d. After completion, the letter is immediately given a stamp so that the letter is declared official from the company.
- e. The last step is submitted to general staff so that it can be followed up immediately.

#### 10. Calculating Savings Book Inventory



**Figure 3.10 System and Procedur Calculating Savings Book Inventory**

*Source: Processed Data 2022*

In Figure 3.10 the procedure Calculating Savings Book Inventory such as:

- a. When the bank passbook comes in, immediately sign the receipt as proof that the letter has been received.
- b. General Staff immediately calculates the inventory of passbooks and separates the passbooks according to the function and name, which is made 1 block of passbooks containing 50 passbooks.
- c. The last step which is immediately archived into the closet. if Customer Service needs a passbook, then General Staff immediately provides and calculates the number of passbooks issued.

### **3.4 Obstacle**

While carrying out Job Training activities at PT. Bank Riau Kepri Bengkalis Branch, of course, the author has faced obstacles and this has hampered the implementation of Job Training activities. The obstacles and obstacles that practitioners face are as follows:

1. In the first week of implementing street vendors, the author is still adapting to the work environment so that the author is a little awkward in communicating and socializing with employees.
2. The author's limitations in doing practical work to be able to use systems and tools which is in PT. Bank Riau Kepri Bengkalis Branch so that there is a lack of knowledge about the systems contained in PT. Bank Riau Kepri Bengkalis Branch.
3. The author is given several jobs that are not in accordance with the position the author occupies. the author was given an assignment by another section so that the work on the task that had been given by the mentor was delayed for a while.

### **3.5 Solution**

Although the author experienced several obstacles encountered during implementing Job Training activities at PT. Bank Riau Kepri Bengkalis Branch, the author can overcome these obstacles well and can carry out Job Training activities smoothly while carrying out street vendors at PT. Bank Riau Kepri Bengkalis Branch. As for the author's way of overcoming the obstacle during carrying out Job Training activities are as follows:

1. In the first obstacle, in overcoming the difficulty of adjusting to the office environment, the author tries to get to know and communicate well with other employees during breaks. By communicating the author can better understand the conditions that exist in the company through statements from employees.
2. The office gives confidence to the author in using systems and tools by teaching, supervising, and trusting for the sake of knowledge about the systems used in the office, so that work is more effective and efficient.



3. In the three obstacle, this is not a big obstacle because the author gets relations from other departments or departments as well as being able to complete the information for the Job Training activities reports that are made.



## CHAPTER IV

### CONCLUSION AND SUGGESTION

#### 4.1 Conclusion

Based on the explanation in the previous chapter, the authors draw conclusions in several ways, namely as follows:

1. In the implementation of this Job Training, the author carried out a Job Training in one of the regional-owned companies in Riau, namely PT Bank Riau Kepri Bengkalis Branch, which lasted for 4 (four) months, starting from March 01st, 2022 to June 30, 2022.
2. The author is given tasks in 1 (One) areas, namely the General and Personnel Section which is taught for correspondence, registering and filing.
3. Then in this Job Training the author also understands how the systems and procedures that apply as in general staff. Starting from the archive, registering, stamping, and posting the balance that is logged in through the application and password according to the general staff identity so that if an error occurs, it can be resolved and followed up. General staff also requires concentration so that when checking there are no errors in posting nominal or company. Stamp also requires accuracy so as not to reverse when stamping, if it is reversed then general staff must reprint.
4. The obstacle that the writers get while did the job training at PT. Bank Riau Kepri Bengkalis Branch are the first one is the author still adapting to the work environment so that the author is a little awkward in communicating and socializing with employees. In overcoming the difficulty of adjusting to the office environment, the author tries to get to know and communicate well with other employees during breaks. By communicating the author can better understand the conditions that exist in the company through statements from employees. The author is given several jobs that are not in accordance with the position the author occupies. The author was given an assignment by another section so that the work on the task that had been

given by the mentor was delayed for a while. In the second obstacle, this is not a big obstacle because the author gets relations from other departments or departments as well as being able to complete the information for the Job Training activities reports that are made. The last obstacle is The lack of facilities provided by PT. Bank Riau Kepri Bengkalis Branch, for example, is not sufficient in the number of computers. In the third obstacle to overcome the lack of facilities provided by PT. Bank Riau Kepri Bengkalis Branch in completing the task, the author borrowed another part of the laptop. PC limitations at PT. Bank Riau Kepri Bengkalis Branch so that it slows down the writer's activities at the time of completing the given task.

#### **4.2 Suggestion**

Author provide some suggestions for various parties, namely for the author himself, for students or younger siblings who will do practical work in the next period, for companies and for the State Polytechnic of Bengkalis.

1. Authors

Suggestions for writers are to be more careful, thorough and concentrate in writing work. Get used to reading first before acting, and think realistically and rationally, and do the task in accordance with the directions or orders that have been given by the employee concerned.

2. College student

Author also provide suggestions that may be useful for students who will carry out practical work activities for the next period, namely prioritizing safety and health, making the best use of time, doing work according to ability, thinking before taking action, always being patient and obedient and must learn to manage everything. Assigned job.

3. Company

After the author runs the Job Training activities at PT Bank Riau Kepri Bengkalis Sub-Branch. There are several suggestions for a better company, namely when the company gives assignments that have great responsibility and high risk to Internship students to be supervised, guided and taught the steps.

4. State Polytechnic of Bengkalis

The suggestion for the State Polytechnic of Bengkalis campus is to hold This Job Training can be used as an evaluation, and should be provided to students before carrying out the Job Training in accordance with the field or course material in accordance with the Job Training company. And the person concerned will deliver students who will do practical work on the first day of entry, and pick them back up when students have finished doing practical work.



## REFERENCES

PT. Bank Riau Kepri., <https://biroekonomi.riau.go.id/bumd/pt-bank-riau-kepri> ., accessed on April 2022.

PT. Bank Riau Kepri Profile., [www.bankriaukepri.co.id](http://www.bankriaukepri.co.id) ., accessed on May 2022.



# APPENDICES

## Appendices 1 : Application Letter for Job Training (KP)



KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,  
RISET, DAN TEKNOLOGI  
**POLITEKNIK NEGERI BENGKALIS**

Jalan Bathin Alam, Sungai Alam, Bengkalis, Riau 28711  
Telepon: (+62766) 24566, Fax: (+62766) 800 1000  
Laman: <http://www.polbeng.ac.id>, E-mail: [polbeng@polbeng.ac.id](mailto:polbeng@polbeng.ac.id)

Nomor : 0063/PL.31/TU/2022  
Hal : Permohonan Kerja Praktek (KP)

04 Januari 2022

Yth. Pimpinan PT. Bank Riau Kepri Cabang Bengkalis  
di  
Bengkalis

*D. Umri Apr*  
*- Agend di tinjau*  
*langsung ke koordinasi*  
*di pihak terkait*  
*10/01/22*

Dengan hormat,  
Sehubungan akan dilaksanakannya Kerja Praktek untuk Mahasiswa Politeknik Negeri Bengkalis yang bertujuan untuk meningkatkan pengetahuan dan keterampilan Mahasiswa melalui keterlibatan secara langsung dalam berbagai kegiatan di Perusahaan, maka kami mengharapkan kesediaan dan kerjasamanya untuk dapat menerima mahasiswa kami guna melaksanakan Kerja Praktek di Perusahaan yang Bapak/Ibu pimpin. Pelaksanaan Kerja Praktek mahasiswa Politeknik Negeri Bengkalis akan dimulai pada 01 Maret – 30 Juni 2022, adapun nama mahasiswa sebagai berikut:

No	Nama	NIM	Prodi
1	Rika Agustina	5404181175	D4 Administrasi Bisnis Internasional
2	Dede Surya Darmawan	5404181187	D4 Administrasi Bisnis Internasional

Kami sangat mengharapkan informasi lebih lanjut dari Bapak/Ibu melalui balasan surat atau menghubungi contact person dalam waktu dekat.

Demikian permohonan ini disampaikan, atas perhatian dan kerjasamanya kami ucapkan terima kasih.

An. Direktur,  
Wakil Direktur I



Armada, ST., MT  
NIP 197906172014041001

Contact Person:  
M. Akadri Perdana (081276484321)

<b>AGENDA</b>	
NO	: 003
TGL	: 10/1/2022
PARAF	: <i>[Signature]</i>

## Appendices 2 : Approval Letter for Internship



Nomor : 261/KS.01/MSDM/2022  
Lampiran : 1 (satu) lembar  
Hal : Persetujuan Magang

Pekanbaru, 15 Februari 2022  
14 Rajab 1443 H

Kepada Yth.  
- Pemimpin Divisi  
- Pemimpin Cabang/Capem/Kedai  
PT. Bank Riau Kepri  
di -

### Tempat

*Assalamualaikum Warahmatullahi Wabarokatuh,*

Alhamdulillah, salam dan do'a semoga kita selalu dalam lindungan Allah SWT dan dimudahkan dalam menjalankan aktivitas. Aamiin.

Schubungan dengan permohonan magang dari Kantor Cabang/Capem/Kedai dan Kampus, dapat disampaikan bahwa:

1. Peserta magang Siswa/Mahasiswa di PT. Bank Riau Kepri dapat disetujui dengan daftar nama terlampir.
2. Peserta magang adalah pihak-pihak terafiliasi, sehingga harus dapat menjaga kerahasiaan Bank.
3. Kepada peserta magang diwajibkan melengkapi dan menandatangani Surat Pernyataan bersedia menjaga nama baik dan kerahasiaan PT. Bank Riau Kepri (form terlampir) dan dikirimkan kembali pada kesempatan pertama ke Divisi Manajemen SDM PT. Bank Riau Kepri.
4. Unit Kantor diwajibkan memberikan informasi kepada peserta magang tentang tata tertib dan peraturan magang di PT. Bank Riau Kepri terutama tentang menjaga hubungan yang patut dan wajar antara Pegawai PT. Bank Riau Kepri dengan peserta magang guna menghindari hal-hal yang tidak diinginkan.
5. Peserta magang harus diberikan pekerjaan khusus atau dilibatkan dalam project/rutinitas harian selama periode magang di unit kantor sepanjang tidak terkait dengan rahasia Bank dan melaporkan progress pekerjaan tersebut kepada Divisi Manajemen SDM setelah magang selesai.

Demikian disampaikan, atas perhatiannya diucapkan terimakasih.  
*Wassalamualaikum Warahmatullahi Wabarokatuh.*

PT Bank Riau Kepri  
Divisi Manajemen SDM  
Bank Riau Kepri  
kantor pusat  
**Muhammad Affan**  
Pemimpin

AGENDA	
NO :	068
TGL :	18/02/2022
PARAF :	

**Kantor Pusat :**  
Menara Dang Merdu Bank Riau Kepri  
Jl. Jend. Sudirman No. 462 Pekanbaru  
Telp. : 0761-47070  
Fax. : 0761-42389

## Appendices 3 : Statement Letter

### SURAT PERNYATAAN

Saya yang bertandatangan di bawah ini :

Nama : Rika Agustina

Tempat/Tgl Lahir : Bengkulu, 12 Agustus 1999

Alamat : Jl. Kelapapati Tengah, Kec. Bengkulu

NIM/NIS : 5404181175

Universitas/Sekolah : Politeknik Negeri Bengkulu

Dengan ini menyatakan:

1. Saya akan selalu menjaga rahasia dan nama baik PT Bank Riau Kepri selama masa magang dan setelah pelaksanaan magang di PT Bank Riau Kepri.
2. Saya bersedia mematuhi semua peraturan magang yang ada di PT Bank Riau Kepri.
3. Saya bersedia diberikan sanksi termasuk tuntutan hukum bilamana saya melanggar peraturan/tata tertib yang telah ditetapkan oleh PT Bank Riau Kepri.

Apabila dikemudian hari saya melanggar/menyalahi surat pernyataan ini, saya bersedia menerima segala konsekuensi atas pelanggaran tersebut. Demikian surat pernyataan ini saya buat dengan penuh kesadaran dan tanpa tekanan/paksaan dari pihak lain.

Bengkalis, 01 Maret 2022



Rika Agustina



## Appendices 4 : Job Training Company Appraisal Sheet

### Form-4

EVALUATION RESULTS FROM JOB  
TRAINING COMPANY APPRAISAL  
PT. BANK RIAU KEPRI BENGKALIS BRANCH

Name : Rika Agustina  
 Student's Identity No. : 5404181175  
 Study Program : D4 - International Business Administration  
 College : State Polytechnic of Bengkalis

No.	Assessment Aspect	Percentage	Scores
1	Disciplin	20%	75
2	Responsibility	25%	75
3	Adjusment/Adaptation	10%	75
4	Work Result	30%	75
5	Behavior in General	15%	80
	Total (1+2+3+4+5)	100%	76

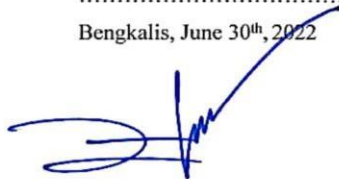
Explanation :

**Score** : **Criteria**  
 81 – 100 : Excellence  
 71 – 80 : Very Good  
 66 – 70 : Good  
 61 – 65 : Good Enough  
 56 – 60 : Enough

Notes :

.....  
 .....  
 .....  
 .....

Bengkalis, June 30<sup>th</sup>, 2022



Zulkarnain  
 Pgs. Pinsi Operasional

Appendices 5 : Attendance

<p>No. : ..... <b>2</b></p> <p>NAMA : <u>Rika Agustina</u></p> <p>BAGIAN : <u>Umum</u></p> <p>BULAN : <u>februari</u></p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td>SAKIT</td> <td>IZIN</td> <td>ALPA</td> <td>LAMBAT</td> <td>LAIN<sup>2</sup></td> </tr> <tr> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> </table>	SAKIT	IZIN	ALPA	LAMBAT	LAIN <sup>2</sup>	-	-	-	-	-	<p>No. : ..... <b>1</b></p> <p>NAMA : <u>Rika Agustina</u></p> <p>BAGIAN : <u>Umum</u></p> <p>BULAN : <u>Maret</u></p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td>SAKIT</td> <td>IZIN</td> <td>ALPA</td> <td>LAMBAT</td> <td>LAIN<sup>2</sup></td> </tr> <tr> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> </table>	SAKIT	IZIN	ALPA	LAMBAT	LAIN <sup>2</sup>	-	-	-	-	-																																																																																																																																																																																																																																																																
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No. : ..... **2**  
 NAMA : Rika Agustina  
 BAGIAN : Umum  
 BULAN : Maret

SAKIT	IZIN	ALPA	LAMBAT	LAIN <sup>2</sup>
-	-	-	-	-

Tgl.	Pagi		Siang		Lembur		Jam
	Masuk	Keluar	Masuk	Keluar	Masuk	Keluar	
16	07.00	12.00	13.00	16.30			
17	07.03	12.10	13.00	16.30			
18	07.00	12.00	13.30	17.00			
19	5	A	B	T	U		
20	M	I	N	G	G	U	
21	07.00	12.03	13.00	16.30			
22	07.00	12.10	13.05	16.30			
23	07.00	12.10	13.04	16.30			
24	07.05	12.05	13.03	16.30			
25	07.04	12.00	13.30	17.00			
26	5	A	B	T	U		
27	M	I	N	G	G	U	
28	07.05	12.00	13.06	16.30			
29	07.00	12.10	13.03	16.30			
30	07.00	12.03	13.04	16.30			
31	07.00	12.00	13.00	16.30			

KOJIKO  
929

No. : ..... **1**  
 NAMA : Rika Agustina  
 BAGIAN : Umum  
 BULAN : April

SAKIT	IZIN	ALPA	LAMBAT	LAIN <sup>2</sup>

Tgl.	Pagi		Siang		Lembur		Jam
	Masuk	Keluar	Masuk	Keluar	Masuk	Keluar	
1	07.00	12.00	13.00	17.00			
2	5	A	B	T	U		
3	M	I	N	G	G	U	
4	07.20	12.00	13.00	17.00			
5	07.00	12.00	13.00	17.00			
6	07.00	12.00	13.00	17.00			
7	07.00	12.00	13.00	17.00			
8	07.00	12.00	13.00	17.00			
9	5	A	B	T	U		
10	M	I	N	G	G	U	
11	07.00	12.00	13.00	17.00			
12	07.00	12.00	13.00	17.00			
13	07.00	12.00	13.00	17.00			
14	07.00	12.00	13.00	17.00			
15	L	I	B	U	R		

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No. : ..... **2**  
 NAMA : Rika Agustina  
 BAGIAN : Umum  
 BULAN : April

SAKIT	IZIN	ALPA	LAMBAT	LAIN <sup>2</sup>
-	-	-	-	-

No. : ..... **1**  
 NAMA : Rika Agustina  
 BAGIAN : umum  
 BULAN : Mei

SAKIT	IZIN	ALPA	LAMBAT	LAIN <sup>2</sup>
2	-	-	-	-

Tgl.	Pagi		Siang		Lembur		Jam
	Masuk	Keluar	Masuk	Keluar	Masuk	Keluar	
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17	M	I	N	G	G	U	
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19	07.00	12.00	13.00	17.00			
20	07.00	12.00	13.00	17.00			
21	07.00	12.00	13.00	17.00			
22	07.00	12.00	13.00	17.00			
23	S	A	B	T	U		
24	M	I	N	G	G	U	
25	07.00	12.00	13.00	17.00			
26	07.00	12.00	13.00	16.00			
27	07.00	12.00	13.00	16.00			
28	07.00	12.00	13.00	16.00			
29							
30	S	A	B	T	U		
31							

KOJIKO  
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Tgl.	Pagi		Siang		Lembur		Jam
	Masuk	Keluar	Masuk	Keluar	Masuk	Keluar	
1							
2							
3							
4							
5							
6							
7							
8							
9	07.00	12.00	13.00	16.30			
10	07.05	12.10	13.00	16.30			
11	07.05	12.10	13.00	16.30			
12	07.10	12.09	13.00	16.30			
13	07.03	12.10	13.00	16.30			
14	S	A	B	T	U		
15	A	H	A	D			

KOJIKO  
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No. : ..... **2**  
 NAMA : RIKA AGUSTINA  
 BAGIAN : UMUM  
 BULAN : Mei

SAKIT	IZIN	ALPA	LAMBAT	LAIN <sup>2</sup>
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No. : ..... **1**  
 NAMA : RIKA AGUSTINA  
 BAGIAN : UMUM  
 BULAN : JUNI

SAKIT	IZIN	ALPA	LAMBAT	LAIN <sup>2</sup>
-	-	-	-	-

Tgl.	Pagi		Siang		Lembur		Jam
	Masuk	Keluar	Masuk	Keluar	Masuk	Keluar	
16	L I B U R						
17	07.00	12.15	13.00	16.30			
18	07.00	12.10	13.00	16.30			
19	S A K I T						
20	S A K I T						
21	S A B T U						
22	A H A D						
23	07.00	12.05	13.00	16.30			
24	07.00	12.35	13.00	16.30			
25	07.00	12.15	13.00	16.30			
26	L I B U R						
27	07.00	12.00	13.30	17.00			
28	S A B T U						
29	A H A D						
30	07.00	12.03	13.00	16.30			
31	07.00	12.05	13.05	16.30			

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Tgl.	Pagi		Siang		Lembur		Jam
	Masuk	Keluar	Masuk	Keluar	Masuk	Keluar	
1	L I B U R						
2	07.00	12.10	13.00	16.30			
3	07.03	12.07	13.30	16.30			
4	S A B T U						
5	A H A D						
6	07.08	12.15	13.00	16.30			
7	07.10	12.00	13.05	16.30			
8	07.00	12.10	13.02	16.30			
9	07.03	12.20	13.00	16.30			
10	07.00	12.00	13.30	17.00			
11	S A B T U						
12	A H A D						
13	07.11	12.13	13.05	16.30			
14	07.06	12.11	13.02	16.30			
15	07.15	12.05	13.06	16.30			

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No. : ..... **2**  
 NAMA : RIKA AGUSTINA  
 BAGIAN : UMUM  
 BULAN : Juni

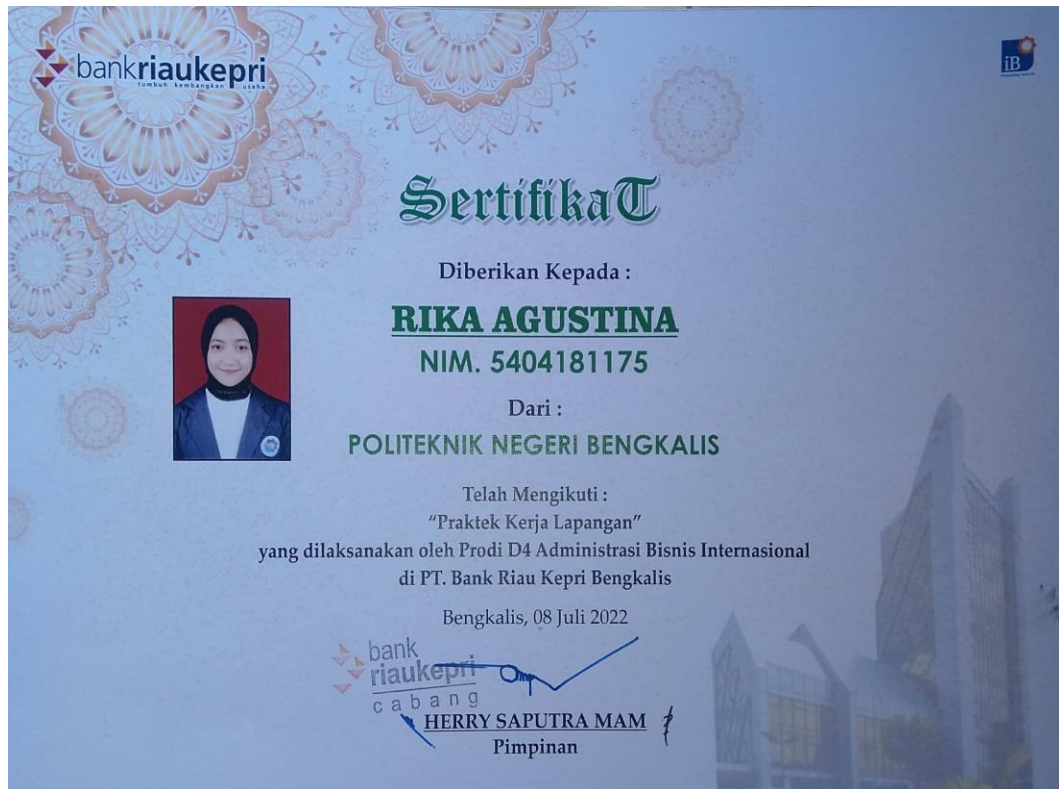
SAKIT	IZIN	ALPA	LAMBAT	LAIN <sup>2</sup>
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Tgl.	Pagi		Siang		Lembur		Jam.
	Masuk	Keluar	Masuk	Keluar	Masuk	Keluar	
16	07.08	12.15	13.04	16.30			
17	07.04	12.03	13.30	17.00			
18	S	A	B	T	U		
19	A	H	A	D			
20	07.14	12.00	13.07	16.30			
21	07.03	12.08	13.05	16.30			
22	07.10	12.10	13.00	16.30			
23	07.11	12.10	13.05	16.30			
24	07.08	12.11	13.30	17.00			
25	S	A	B	T	U		
26	A	H	A	D			
27	07.10	12.10	13.05	16.30			
28	07.04	12.08	13.06	16.30			
29	07.08	12.10	13.00	16.30			
30	07.00	12.00	13.00	16.30			
31							

KOJIKO  
929



## Appendices 6 : Certificate



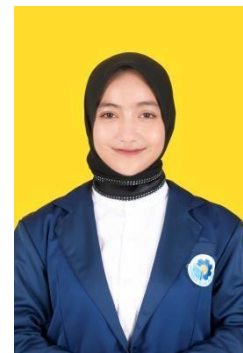
**Appendices 7 : Photo with the Leader PT. Bank Riau Kepri Bengkalis  
Branch and Head of the Pinsi**





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