

APPRENTICESHIP REPORT

**PT. EWAN SUPER WOOD
PEKANBARU**

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

VALIDITY SHEET
APPRENTICESHIP REPORT
PT. EWAN SUPERWOOD
PEKANBARU

Written as One of the Requirement for Completing the Apprenticeship

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Pekanbaru, July 07th, 2022

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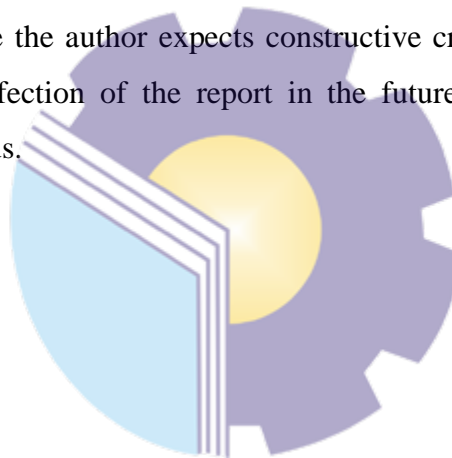
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The author realizes that this Apprenticeship report (KP) is still far from perfect, therefore the author expects constructive criticism and suggestions to improve the perfection of the report in the future. Hopefully this report is useful for all of us.



Bengkalis, July 07th, 2022

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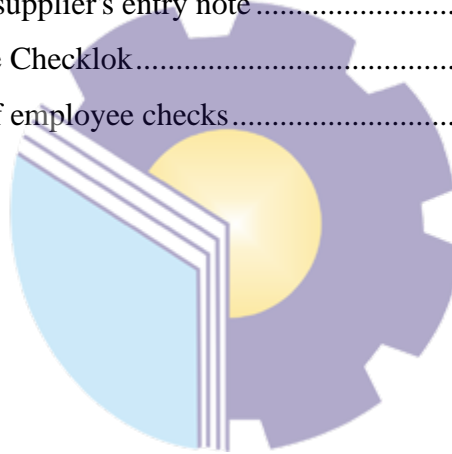
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CHAPTER I INTRODUCTION

1.1 Background of the Apprenticeship

Forests in Indonesia are the basic capital of national development, covering an area of approximately 140.4 million hectares or about 72% of Indonesia's land area. Based on the existing forest confirmation and stewardship plan, the area is allocated for 113.8 million hectares of fixed forest and 26.6 million hectares of convertible production forest (Andi Arwianto, 2013).

Forests are one of the most important natural resources, forests bring quite a lot of benefits to the surrounding community. One of them is the use that can be taken, namely wood. Wood can be put to good use by the wood processing industry. The timber management industry plays a role in managing wood from forests so that it can be used to meet the needs of human life and provide added value to the wood itself. One of the processed forms of wood is plywood, plywood is very much needed in the life of the Indonesian people. Plywood is widely used for people's home needs.

The process of making plywood must be done carefully so that things do not happen that may be detrimental to the company. For example, the use of raw materials, considering that raw materials are starting to be difficult to obtain because it takes a long time to meet the size required by industrial managers. Then companies should be more careful for the scraping of existing raw materials. This will also affect the quality of such plywood. The materials chosen for processing as raw materials for plywood must be quality wood so that the final result of this processing process can produce the desired plywood.

In Indonesia The plywood industry has begun to be established in the 1970s. And until now plywood management industry enterprises have

increasingly been established. Seeing that there are already many companies that have begun to stand in the same field, therefore competition will also appear more and more, to overcome this, companies must be able to maintain the quality of their products well. The production quality of an industry must be improved in order to be able to compete with other companies and also be able to adjust to the criteria in the community market so that it is easier for the products owned to enter the community.

Apprenticeship is one of the activities that supports students in qualifying for graduation at the Negri Bengkalis Polytechnic. PKL provides learning opportunities for students to participate with direct assignments both in government institutions and private companies. PKL is carried out in companies, agencies or institutions that have been determined by students according to the predetermined concentration and time.

In Pekanbaru there is a company engaged in plywood. The company is quite large and produces plywood every day. This company is known as PT. Ewan Super Wood has 395 employees. . In this company, it attaches great importance to the comfort of employees and companies that cooperate with Pt.Ewan Super Wood. Therefore, business ethics and discipline must be possessed by employees.

Based on the background above, the author draws a practical workplace at Pt.Ewan Super Wood Pekanbaru because the author wants to know how the personnel and TUK systems are. As well as to find out how the leaders and employees at PT. Ewan Super Wood Pekanbaru so that a harmonious relationship arises in the hope of creating a positive impression.

1.2 Purpose of the Apprenticeship

Student activities at the Bengkalis State Polytechnic International Business Administration study program have the following objectives:

1. To find out procedures and systems of Internship program at PT.Ewan Super Wood.
2. To find out job descriptions of Internship programs at PT. Ewan Super Wood.
3. To find out the division and time of Internship program at PT. Ewan Super Wood.
4. To find out the obstacles and solutions during Internship program at PT. Ewan Super Wood.

1.3 Significances of the Apprenticeship

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

1. For Students

There are several benefits from the implementation of the practical work program 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 participants of the practical work and the company.
3. Students can develop working 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 knowledge according to their study program.
6. Students have the opportunity to be able to analyze problems related to the knowledge applied in the work in accordance with 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. This company will be recognized by academia and the world of education.
3. For State Polytechnic of Bengkalis

There are several benefits from the implementation of the practical work program obtained by the Bengkalis State Polytechnic, namely 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 Profile

PT. Ewan Super Wood is a company engaged in woodworking. This company produces wood raw materials into plywood finished materials. The company is located at Jl. Kaharuddin Nasution Km.15 Maharatu, kec. Marpoyan Peace New Week. PT Ewan Super Wood was established in 1988. The owner of this company is Mr.Chen Cheng Ling who is usually known as Mr.Tan by the company's employees.



Figure 2. 1 location PT.Ewan Super Wood
Source: Documentation,2022

Figure 2.1 is the location of the company PT. Ewan Super Wood Pekanbaru. The company takes great precedence over the cleanliness they apply to all employees.



Figure 2. 2 Company Logo

Source: Documentation,2022

Pt. Ewan Super Wood, which is engaged in woodworking, currently has 395 employees. This company processes 3 types of wood for production into plywood. The types of wood used by this company are rubber, sangon and jabon. The wood obtained is not only from the plantation itself but there is a separate wood supplier, this wood supplier comes from Jambi and Meranti. The wood obtained for raw materials is determined in diameter in accordance with the existing provisions for production by the enterprise.

2.2 Vision and Mission of the Company

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 Ewan Super Wood. The following is the Vision and Mission of PT Ewan Super Wood:

1. Vision
 - a) Providing plywood for local needs
 - b) Connecting the local workforce
 - c) Reducing unemployment
 - d) Maintaining the presence of investors in pekanbaru city

2. Mission

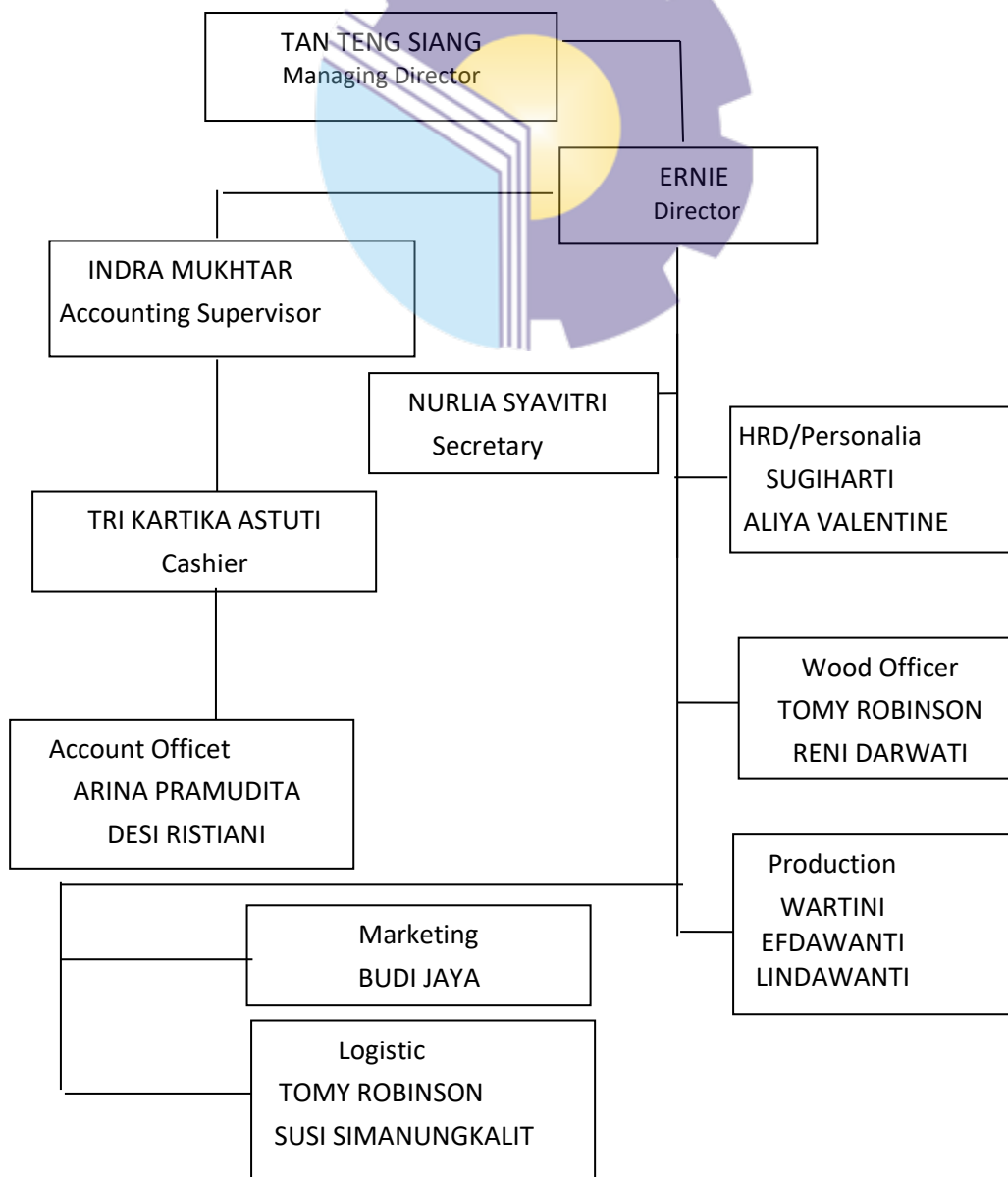
A mission is a statement of what the company should do. In an effort to realize the vision and mission, it is also set as the goal and reason why the company was founded. Here are the missions of PT Ewan Super Wood:

- a) Status and Age are not a barrier to work
- b) The level of education is not important except in a certain field
- c) Providing convenience for housing loans, motor vehicles
- d) Research or research place for students to write a thesis
- e) Internship education for smk students

2.3 Organization Structure

Organizational structure is a description of the division of authority and responsibility as well as the vertical and horizontal relationships of an organization in carrying out its activities. Changes to the organizational structure are the answer to various pressures both internal and external.

The Organizational Structure of PT Ewan Super Wood consists of leaders, office managers:



CHAPTER III

DESCRIPTION APPRENTICESHIP ACTIVITIES

2.1 Job Description

In PT. Ewan Super Wood Pekanbaru the author is placed in 2 (two) parts with a period of 2 (two) months in each given part. The first 2 (two) months, the author is placed in the Personnel section and in the next month the author is placed in the TUK (Timber Administration) section.

In the Personnel section, the author is given several powers and responsibilities to carry out the following duties:

1. Daily employee attendance
2. Issuing blanks of employee permissions and leave
3. Issuing employee mutation letters
4. Personnel stamp for SP employees I,II,II
5. Preparation of checklok according to sift
6. Make a check on employee absences for the next month.

In the TUK (Timber Administration) section, the author is given several authorities and responsibilities to carry out the following duties:

1. Receiving a Memorandum of Receipt from a supplier
2. Inspecting suppliers' timber in the field
3. Calculating suppliers' bills
4. Recap the amount of Note for once every 15 days

3.2 System and Procedure

3.2.1 System

To make it easier for employees to perform their duties, the company uses an internet-based system. Each computer in one division is connected to other divisions in all units at PT Ewan Super Wood. But not all work is done online, there are some jobs that are done offline and manually, of the few jobs I do are more with offline compared to online.

3.2.2 Procedure

The practical work procedures that have been carried out at PT Ewan Super Wood are as follows:

1. Checking employee checks every day for attendance books



Figure 3. 1 Attendance Book

Source: Documentation, 2022

In this case, the author checks the hours listed on the employee's entry block to be filled in to the attendance book held by the personnel. This check is done on all shifts, both morning shift, noon shift and night shift.

2. Archiving employee sick letters

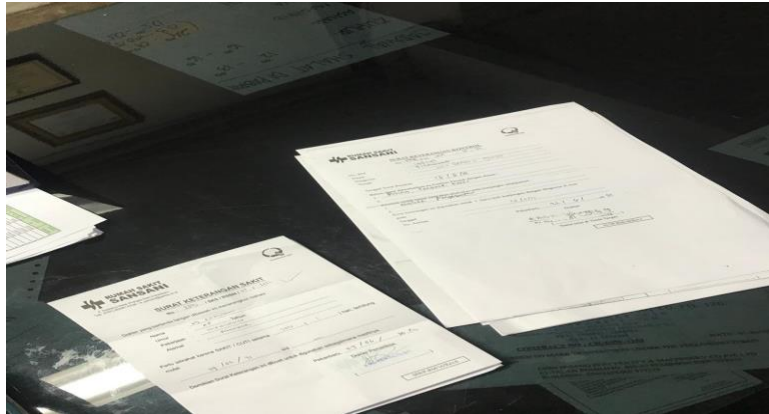


Figure 3. 2 Employee Sick Certificate
Source: Documentation,2022

The sick certificate received by the author is directly checked the date, the number of days of rest given. Furthermore, sick information is entered into the personnel attendance book and check the employee concerned. After that, then the sick certificate is archived in the order of the date stated.

3. Archivage des lettres d'avertissement I,II,II employés

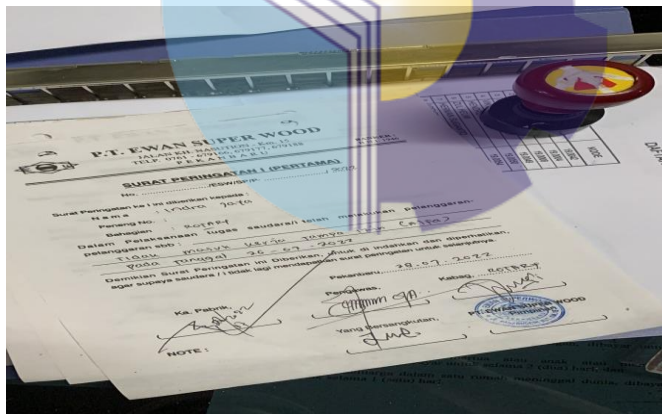


Figure 3. 3 Warning Letter
Source: Documentation,2022

In this section, the author stamps personnel on the sp paper given by the section head for employees who are subject to warnings such as late entry to working hours, not coming to work without information, not reaching the

target in the field, violating hygiene rules while in the company environment.

4. Write annual leave and permission



Figure 3. 4 Blangko Employee Annual Leave
Source: Documentation, 2022

This annual blangko contains leave and permission of PT. Ewan Super Wood which counts as one year. For the amount of leave that employees get for one year amounts to 12 times and for licensing there is no limit set by the company. The taking of employee leave rights according to the needs of their respective employees, while the collection for licensing cannot be directly given, depending on the agreement of the section head and the head of the factory.

5. Checking employee data for employment BPJS

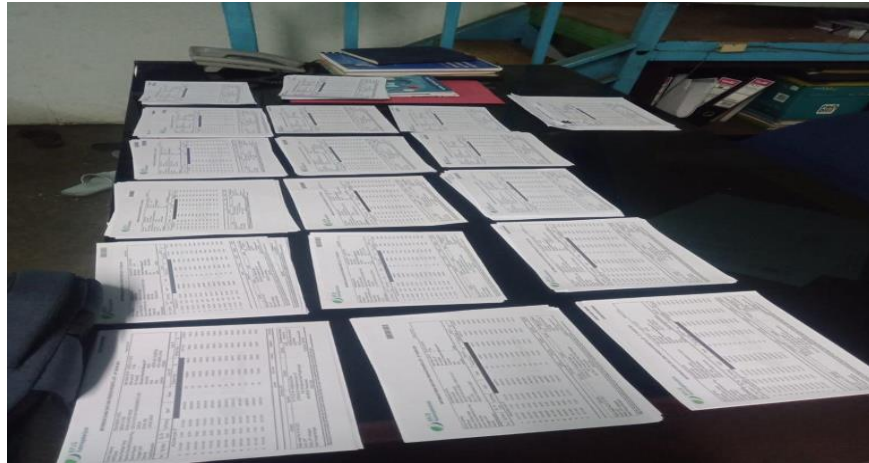


Figure 3. 5 BPJS Employment

Source: Documentation,2022

In this section, the author is asked to compile the name of the employee's name alphabetically, after that the author is asked to check one by one the appropriate name on the KK (family card) and re-check the cellphone number of employees who are still active or who cannot be contacted. then submit the data to the section head to be asked to re-request the employee data that is still complete.

6. Checking the transport note of the device in and out



Figure 3. 6 Data Document transport tools in and out

Source: Documentation,2022

In this section, the author is asked to reconstitute the data memorandum for the transportation of incoming and outgoing equipment in 2021,

namely re-checking the number of incoming equipment, the number of the tool that came out, and the date of the tool for service or exchange. Furthermore, the data that has been prepared is given to the secretary.

7. Counting incoming wooden notes



Figure 3. 7 Wooden Note Suppliers
Source: Documentation,2022

In this section, the author is asked to count the new notes of the wooden suppliers that come in every day. The calculation of the amount of wood and M3 will be calculated manually. This M3 calculation has been determined the number according to the size of the existing wood. There are usually 3 types of wood received, namely rubber, sangon and jabon.

8. Recap the incoming wooden note every 15 days

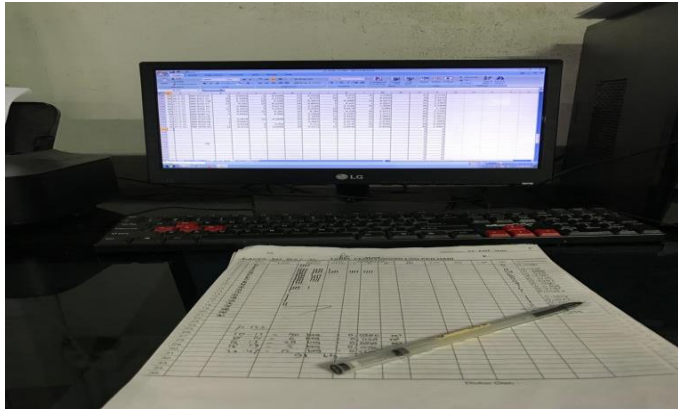


Figure 3. 8 Recap of each supplier's entry note

Source: Documentation,2022

After manual calculation of incoming wooden notes, all final amounts will be entered into excel according to their respective players to recalculate the total amount for 15 days. Incoming timber payments are calculated every 15 days by the company.

9. Create a new employee checklok

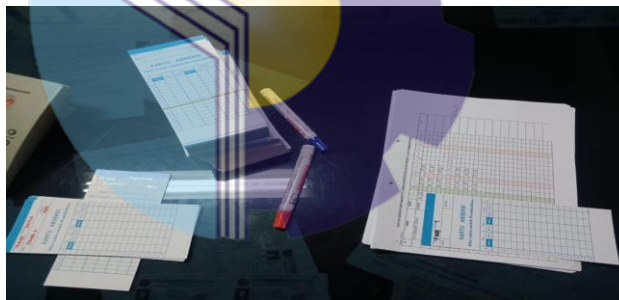


Figure 3. 9 New Employee Checklok

Source: Documentation,2022

In this section, the author makes the employee's name in the new check for the next month, usually the author does it a week before the new month. With a total of 395 employees. Each shif is marked with a different color of writing, for shif A it is red, shif B is black including also with office employees and for shif C it is blue.

10. Compile a block



Figure 3. 10 Preparation of employee checks

Source: Documentation, 2022

For this part, the author is given the responsibility to compile the employee's check every day after the check in the hour check and in attendance. The preparation of the block is in accordance with their respective parts. The parts are Office, Rotary ,Dryer, Vinner, Core, Press, Sanding, Logging, Boiler, Forklip.

2.3 Apprenticeship Process

1. Preparatory stage

Preparations began in March 2022. First the author is looking for a company that accepts for interns that correspond to the major that is International Business Administration. Then prepare letters that support this activity. On March 5, 2022, the author received confirmation via whatsapp from the secretary of PT. Ewan Super Wood Pekanbaru. that the author is allowed to carry out fieldwork practices at the company from March 7, 2022 to July 7, 2022.

2. Implementation stage

The practice of carrying out internships from March 7, 2022 to July 7, 2022 with a working period of 6 days (Monday to Saturday) working hours starts at 07:45WIB-16:30WIB (Monday-Thursday), 07:45WIB-16:00WIB (Friday), 07:45WIB-12:00WIB (Saturday).

3. Stage of Writing a FieldWork Pre-Employment Report

The author began to compile an internship report starting from the implementation of the internship until July 7, 2022 as one of the requirements for obtaining a Bachelor of Applied Business Administration (D4) Degree. Writing begins by collecting the data needed related to the writing process and realizing it in writing an internship report.

3.4 Daily Activities and Job Description of Apprenticeship

This practical work is carried out after students occupy semester VII. While the internship activity lasts for 4 (four) months, starting from March 7, 2022 to July 07, 2022 at PT. Ewan Super Wood located on jl. Kaharuddin Nasution Km.15 Maharatu, kec. Marpoyan Peace New Week. With the provision of entry from 07:50 to 16:30 WIB for Monday-Thursday, 07:50 to 16:00 WIB for Friday and 07:50 to 12:00 WIB for Saturday.

Table 3. 1 Daily Activities of March 07nd, 2022 to March 12th, 2022

No	Day/Date	Description of Activities	Division
1	Monday, March 07, 2022	Compile a memorandum number of transportation data in and out, a report on the 2020 transportation equipment.	Secretary
2	Tuesday, March 08, 2022	Prepare a report on employment BPJS in 2022.	HRD/ personnel
3	Wednesday, March 09, 2022	Prepare a report on bpjs employment in 2022.	HRD/ personnel

4	Thursday, March 10, 2022	Create employee names in attendance for April 2022.	HRD/ personnel
5	Friday, March 11, 2022	Create a new recap for the employee's handphone number.	HRD/ personnel
6	Saturday, March 12, 2022	Create a new recap for the employee's handphone number.	HRD/ personnel

Source: Processed Data 2022

Table 3.1 is the first week the author conducts practical work activities. In this first week, the author was asked to separate the data note numbers of the entry and exit tools according to the order of the dates and after completion of the separation the authors were taught to compile an employee employment BPJS report and immediately continue the work as taught. As well as recording the employee's handphone number in the BPJS report.

Table 3. 2 Daily Activities of March 14nd, 2022 to March 19th, 2022

No	Day/Date	Description of Activities	Division
1	Monday, March 14, 2022	1. Create a new recap for the employee's handphone number. 2. Re-record the number of employee families in accordance with the KK for the BPJS report.	HRD/ personnel
2	Tuesday, March 15, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment	HRD/ personnel
3	Wednesday, March 16, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment 3. Record employee permits in January 2022	HRD/ personnel
4	Thursday, March 17, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment	HRD/ personnel

5	Friday, March 18, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment	HRD/ personnel
6	Saturday, March 19, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment 3. mandatory vaccination activities for employees and the surrounding community	HRD/ personnel

Source: Processed Data 2022

Table 3.2 The second week of practical work in March the author did the work given to re-record all employees in accordance with the family card submitted to personnel. After that, the author is given the task of checking the absence of employees according to the hours in the check and archiving sick letters or letters of treatment of employees who do not enter.

Table 3. 3 Daily Activities of March 21nd, 2022 to March 26th, 2022

No	Day/Date	Description of Activities	Division
1	Monday, March 21, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment 3. mandatory vaccination activities for employees and the surrounding community	HRD/ personnel
2	Tuesday, March 22, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment 3. Make a recap of employees who cannot participate in mandatory vaccines.	HRD/ personnel
3	Wednesday, March 23, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment	HRD/ personnel
4	Thursday, March 24, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment	HRD/ personnel
5	Friday, March 25, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment	HRD/ personnel

6	Saturday, March 26, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment	HRD/ personnel
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Source: Processed Data 2022

Table 3.3 this is the author's third week of practical work. In this third week, the author is instructed to prepare employee names according to their respective sections to be recorded on who is willing to participate in the third mandatory vaccine. After that, the author returned to work on employee absenteeism.

Table 3. 4 Daily Activities of March 28nd, 2022 to March 31th, 2022

No	Day/Date	Description of Activities	Division
1	Monday, March 28, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment 3. Create employee names for april 2022 absences	HRD/ personnel
2	Tuesday, March 29, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment	HRD/ personnel
3	Wednesday, March 30, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment 3. Photocopy of incoming wooden note	HRD/ personnel
4	Thursday, March 31, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment	HRD/ personnel

Source: Processed Data 2022

Table 3.4 The fourth week the author did the same job as the third week that was usually given, the author checked the employee's check for his daily attendance check. And archiving sick letters or treating employees. But there was an addition to create a new employee's block for use in April and a photocopy of the incoming wooden note.

Table 3. 5 Daily Activities of April 01nd, 2022 to April 02th, 2022

No	Day/Date	Description of Activities	Division
1	Friday, April 01, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment	HRD/ personnel
2	Saturday, April 02, 2022	Holiday (mass leave)	HRD/ personnel

Source: Processed Data 2022

Table 3.5 is the second month, the first week the author does practical work. In this first week, the author was still doing the same job in the previous month, which was to check the employee's block for attendance in the personnel field.

Table 3. 6 Daily Activities of April 04nd, 2022 to April 09th, 2022

No	Day/Date	Description of Activities	Division
1	Monday, April 04, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment	HRD/ personnel
2	Tuesday, April 05, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment 3. Create a new recap in the General Ledger for SP1, SP2,SP3 employees	HRD/ personnel
3	Wednesday, April 06, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment	HRD/ personnel
4	Thursday, April 07, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment 3. Photocopy of employee control letter	HRD/ personnel
5	Friday, April 08, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment	HRD/ personnel

6	Saturday, April 09, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment	HRD/ personnel
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Source: Processed Data 2022

Table 3.6 the second week of April the author is still doing the same work in the personnel field as in the previous week. However, there is additional work to archive employee warning letters and photocopies of incoming employee control letters to be registered to the destination hospital.

Table 3. 7 Daily Activities of April 11nd, 2022 to April 16th, 2022

No	Day/Date	Description of Activities	Division
1	Monday, April 11, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment 3. Archive of affidavit for employees who get a warning letter II (stamp, archive)	HRD/ personnel
2	Tuesday, April 12, 2021	1. Employee attendance 2. Archive of sick certificates and employee treatment 3. Record in the ledger the warning letter of 1 employee (stamp, archive)	HRD/ personnel
3	Wednesday, April 13, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment	HRD/ personnel
4	Thursday, April 14, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment 3. Record in the ledger the warning letter of 1 employee (stamp, archive)	HRD/ personnel
5	Friday, April 15, 2022	Holiday (Good Friday)	HRD/ personnel
6	Saturday, April 16, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment	HRD/ personnel

Source: Processed Data 2022

Table 3.7 The third week of April the author is still working on the same work in the personnel field. However, there is additional work to record in the sp ledger of employees and archive the affidavit of employees who get SP I which has been stamped by the personnel field.

Table 3. 8 Daily Activities of April 18nd, 2022 to April 23th, 2022

No	Day/Date	Description of Activities	Division
1	Monday, April 18, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment	HRD/ personnel
2	Tuesday, April 19, 2021	1. Employee attendance 2. Archive of sick certificates and employee treatment	HRD/ personnel
3	Wednesday, April 20, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment	HRD/ personnel
4	Thursday, April 21, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment 3. Record in the ledger the warning letter of 1 employee (stamp, archive)	HRD/ personnel
5	Friday, April 22, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment	HRD/ personnel
6	Saturday, April 23, 2022	Record in the ledger the warning letter of 1 employee (stamp, archive)	HRD/ personnel

Source: Processed Data 2022

Table 3.8 The fourth week the author was still doing the same job in the previous week, which was to check the employee's block for attendance in the personnel field.

Table 3. 9 Daily Activities of April 25nd, 2022 to April 30th, 2022

No	Day/Date	Description of Activities	Division
1	Monday, April 25, 2022	Counting wooden bill notes on April 25 (one day)	TUK

2	Tuesday, April 26, 2022	Counting incoming wooden bill notes on April 25-26 (one day)	TUK
3	Wednesday, April 27, 2022	Counting wooden bills in april 26-27 (one day)	TUK
4	Thursday, April 28, 2022	Counting incoming wooden bills on April 27-28 (one day)	TUK
5	Friday, April 29, 2022	1. Counting wooden bill notes in April 28-29 (one day) 2. Recap of note calculation in excel	TUK
6	Saturday, April 30, 2022	1. Counting wooden bill notes on April 30 (one day) 2. Recap of note calculation in excel 3. Recap of the final calculation of the entire amount of notes from April 16 to April 30, 2022 to be paid in Excel	TUK

Source: Processed Data 2022

Table 3.9 This week the author was instructed to do work in the field of TUK (timber administration). The author was taught how to veil the M3 finish from the incoming wooden note using a kakulator. The final result of the calculation of notes for one car will be entered into excel one by one according to the existing size. After being taught how to calculate, the author immediately worked according to the command given. After that, the author was taught to recap the entire proceeds of the incoming wood M3 for 15 days to calculate the amount of money that the company would spend to be paid to the wood player by the accounting department.

Table 3. 10 Daily Activities of May 09nd, 2022 to May 14th, 2022

No	Day/Date	Description of Activities	Division
1	Monday, May 09, 2022	1. Counting wooden bills entered on May 9 (one day) 2. Recap of note calculation in excel	TUK

2	Tuesday, May 10, 2022	1. Counting wooden bill notes in may 9 (one day) 2. Recap of note calculation in excel	TUK
3	Wednesday, May 11, 2022	1. Counting incoming wooden bill notes on 9,10,11mei (one day) 2. Recap of note calculation in excel	TUK
4	Thursday, May 12, 2022	1. Counting wooden bill notes on May 10,11,12 (one day) 2. Recap of note calculation in excel	TUK
5	Friday, May 13, 2022	1. Counting wooden bill notes on May 12-13 (one day) 2. Recap of note calculation in excel	TUK
6	Saturday, May 14, 2022	1. Counting incoming wooden bills on May 13-14 (one day) 2. Recap of note calculation in excel	TUK

Source: Processed Data 2022

Table 3.10 was the second week of the month may the author did practical work. This week, the author is still working on work in the field of TUK (wood administration), which is calculating the nita of wood that enters every day.

Table 3. 11 Daily Activities of May 16nd, 2022 to May 21th, 2022

No	Day/Date	Description of Activities	Division
1	Monday, May 16, 2022	Holiday (Waisak day)	HRD/ personnel
2	Tuesday, May 17, 2022	1. Counting incoming wooden bill notes on May 17, 2022 (one day) 2. Recap of note calculation in excel 3. Recap of the final calculation of the entire amount of notes from May 09 to May 15, 2022 to be paid in Excel	TUK
3	Wednesday, May 18, 2022	1. Counting wooden bill notes in May 17-18 (one day) 2. Recap of note calculation in excel	TUK
4	Thursday, May 19, 2022	1. Counting wooden bill notes entered may 18-19 (one day) 2. Recap of note calculation in excel	TUK

5	Friday, May 20, 2022	1. Counting wooden bill notes in May 19-20 (one day) 2. Recap of note calculation in excel	TUK
6	Saturday, May 21, 2022	1. Counting wooden bill notes entered may 20-21 (one day) 2. Recap of note calculation in excel	TUK

Source: Processed Data 2022

Table 3.11 The third week of the month may the author did practical work. This week, the author is still working on work in the field of TUK (timber administration), which is calculating the incoming wooden notes every day. However, in this third week, there is additional work, namely recapturing the entire M3 proceeds and the amount of wood that comes in for 15 days to calculate the amount of money that the company will spend to be paid to the wood supplier by the accounting department.

Table 3. 12 Daily Activities of May 23nd, 2022 to May 28th, 2022

No	Day/Date	Description of Activities	Division
1	Monday, May 23, 2022	1. Counting wooden bill notes on May 23 (one day) 2. Recap of note calculation in excel	TUK
2	Tuesday, May 24, 2022	1. Counting wooden bill notes on May 23-24 (one day) 2. Recap of note calculation in excel	TUK
3	Wednesday, May 25, 2022	1. Counting wooden bill notes in May 24-25 (one day) 2. Recap of note calculation in excel	TUK
4	Thursday, May 26, 2022	Holiday (Ascension Day of Jesus Christ)	TUK
5	Friday, May 27, 2022	1. Counting wooden bill notes on May 25 and 27 (one day) 2. Recap of note calculation in excel	TUK
6	Saturday, May 28, 2022	1. Counting wooden bill notes in May 27-28 (one day) 2. Recap of note calculation in excel	TUK

Source: Processed Data 2022

Table 3.12 the fourth week of may the author did practical work at Pt Ewan Super Wood. The author is still carrying out the same work to do work in the field of TUK (timber administration) which is to calculate the incoming wooden notes on a daily basis and recap in the Exel file.

Table 3. 13 Daily Activities of May 30nd, 2022 to May 31th, 2022

No	Day/Date	Description of Activities	Division
1	Monday, May 30, 2022	1. Counting wooden bill notes in may 29-30 (one day) 2. Recap of note calculation in excel	TUK
2	Tuesday, May 31, 2022	1. Counting wooden bill notes in May 30-31 (one day) 2. Recap of note calculation in excel 3. Recap of the final calculation of the entire amount of notes from May 17 to May 31, 2022 to be paid in Excel	TUK

Source: Processed Data 202

Table 3.13 Last Sunday in may the author mesih did the same work order in the field of TUK (timber administration) which is to calculate the incoming wooden notes on a daily basis. After that, the author did the next work to recap the entire M3 proceeds and the amount of wood that came in for 15 days from 16 may-31 may 2022 to calculate the amount of money that the company would spend to be paid to the wooden supplier by the accounting department.

Table 3. 14 Daily Activities of June 01nd, 2022 to June 04th, 2022

No	Day/Date	Description of Activities	Division
1	Wednesday, June 01, 2022	Holiday (Pancasila Day)	HRD/ personnel
2	Thursday, June 02, 2022	1. Counting incoming wooden bills on June 2 (one day) 2. Recap of note calculation in excel 3. Counting Plywood for sale	TUK
			Production
3	Friday, June 03, 2022	1. Counting the incoming wooden bill notes on June 3 (one day) 2. Recap of note calculation in excel	TUK

4	Saturday, June 04, 2022	<ol style="list-style-type: none"> 1. Counting incoming wooden bills on June 4 (one day) 2. Recap of note calculation in excel 3. Counting Plywood for sale 	TUK
			Production

Source: Processed Data 2022

Table 3.14 The first week in June 2022, the author carried out practical work at Pt. Ewan Super Wood. The author is still carrying out the same work to do work in the field of TUK (timber administration) which is to calculate the incoming wooden notes on a daily basis and recap in the Exel file. However, there is additional work, the author is asked to calculate the plywood that comes out of the storage warehouse to be brought to the Budi Jaya distributor container.

Table 3. 15 Daily Activities of June 06nd, 2022 to June 11th, 2022

No	Day/Date	Description of Activities	Division
1	Monday, June 06, 2022	<ol style="list-style-type: none"> 1. Counting wooden bill notes entered on June 6 (one day) 2. Recap of note calculation in excel 	TUK
2	Tuesday, June 07, 2022	<ol style="list-style-type: none"> 1. Counting wooden bill notes in June 6-7 (one day) 2. Recap of note calculation in excel 	TUK
3	Wednesday, June 08, 2022	<ol style="list-style-type: none"> 1. Counting wooden bill notes entered on June 8 (one day) 2. Recap of note calculation in excel 	TUK
4	Thursday, June 09, 2022	<ol style="list-style-type: none"> 1. Employee attendance 2. Archive of sick certificates and employee treatment 3. Counting wooden bill notes on June 9 (one day) 4. Recap of note calculation in excel 	HRD/ personnel
			TUK
5	Friday, June 10, 2022	<ol style="list-style-type: none"> 1. Employee attendance 2. Archive of sick certificates and employee treatment 3. Counting the notes of the incoming wooden bill on June 10 (one day) 4. Recap of note calculation in excel 	HRD/ personnel
			TUK
6	Saturday, June 11, 2022	<ol style="list-style-type: none"> 1. Employee attendance 2. Archive of sick certificates and employee treatment 3. Counting wooden bill notes on June 11 (one day) 4. Recap of note calculation in excel 	HRD/ personnel
			TUK

Source: Processed Data 2022

Table 3.15 The second week of June the author is still doing the same work as in the previous week, namely doing work in the field of TUK (timber administration) which is calculating the wooden notes that come in every day and recapping in the Exel file. However, there is additional work in the field of personnel to do employee attendance every day as the author did in the first month of practical work.

Table 3. 16 Daily Activities of June 13nd, 2022 to June 18th, 2022

No	Day/Date	Description of Activities	Division
1	Monday, June 13, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment 3. Counting wooden bill notes on June 13 (one day) 4. Recap of note calculation in excel	HRD/ personnel
			TUK
2	Tuesday, June 14, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment 3. Counting wooden bill notes on June 14 (one day) 4. Recap of note calculation in excel	HRD/ personnel
			TUK
3	Wednesday, June 15, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment 3. Counting wooden bill notes on the 15th (one day) 4. Recap of note calculation in excel	HRD/ personnel
			TUK
4	Thursday, June 16, 2022	1. Counting wooden bill notes in May 30-31 (one day) 2. Recap of note calculation in excel 3. Recap of the final calculation of the entire amount of notes from June 2 to June 15, 2022 to be paid in Excel	TUK
5	Friday, June 17, 2022	Sick	HRD/ personnel
6	Saturday, June 18, 2022	1. Counting incoming wooden bills on June 18 (one day) 2. Recap of note calculation in excel	TUK

Source: Processed Data 2022

Table 3.16 The third week the author is still doing the same work as in the previous week, which is doing work in the field of TUK (timber administration) counting the wooden notes that come in on each day and recapitulating in the Exel file. Furthermore, the author recaps the entire M3 results and the amount of wood that entered for 15 days from 02 June-15 June 2022 to calculate the amount of money that the company will spend to be paid to the wood players by the accounting department of work in the personnel field to perform employee attendance every day as the author did in the first month of practical work.

Table 3. 17 Daily Activities of June 20nd, 2022 to June 25th, 2022

No	Day/Date	Description of Activities	Division
1	Monday, June 20, 2022	1. Counting wooden bill notes on June 20 (one day) 2. Recap of note calculation in excel 3. Counting Plywood for sale	TUK
			Production
2	Tuesday, June 21, 2022	1. Counting incoming wooden bills on June 22 (one day) 2. Recap of note calculation in excel	TUK
3	Wednesday, June 22, 2022	1. Counting incoming wooden bills on June 22 (one day) 2. Recap of note calculation in excel	TUK
4	Thursday, June 23, 2022	1. Counting the incoming wooden bills on June 23 (one day) 2. Recap of note calculation in excel 3. Writing employee leave on annual leave blank paper (Eid al-Fitr 2022)	TUK
5	Friday, June 24, 2022	1. Counting incoming wooden bills on June 24 (one day) 2. Recap of note calculation in excel 3. Writing employee leave on annual leave blank paper (Eid al-Fitr 2022)	TUK
6	Saturday, June 25, 2022	1. Counting wooden bill notes on June 25 (one day) 2. Recap of note calculation in excel 3. Writing employee leave on annual leave blank paper (Eid al-Fitr 2022)	TUK

Source: Processed Data 2022

Table 3.17 The fourth week the author is still doing the same work as in the previous week, which is doing work in the field of TUK (timber administration) counting the incoming wooden notes on each day and recapitulating them in the Exel file. However, there is additional work to do the work of calculating plywood that comes out of the storage warehouse to be brought to the Budi jaya distributor container. Furthermore, the author does work in the field of personnel, namely recording the leave of Eid al-Fitr 2022 employees in the employee leave blank.

Table 3. 18 Daily Activities of June 27nd, 2022 to June 30th, 2022

No	Day/Date	Description of Activities	Division
1	Monday, June 27, 2022	1. Counting wooden bill notes on June 27 (one day) 2. Recap of note calculation in excel	TUK
2	Tuesday, June 28, 2022	1. Counting wooden bill notes on June 28 (one day) 2. Recap of note calculation in excel	TUK
3	Wednesday, June 29, 2022	1. Counting wooden bill notes on June 29 (one day) 2. Recap of note calculation in excel	TUK
4	Thursday, June 30, 2022	1. Counting wooden bill notes on June 30 (one day) 2. Recap of note calculation in excel 3. Recap of the final calculation of the entire amount of notes from June 16 to June 30, 2022 to be paid in Excel	TUK

Source: Processed Data 2022

Table 3.18 Last Sunday in may the author mesih did the same work order in the field of TUK (timber administration) which is to calculate the incoming wooden notes on a daily basis. After that, the author did the next work to recap the entire M3 proceeds and the amount of wood that came in for 15 days from June 16 to June 30, 2022 to calculate the amount of money that the company would spend to be paid to the wood suplayer by the accounting department.

Table 3. 19 Daily Activities of July 01nd, 2022 to July 02th, 2022

No	Day/Date	Description of Activities	Division
1	Friday, July 01, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment	HRD/ personnel
2	Saturday, July 02, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment	HRD/ personnel

Source: Processed Data 2022

Table 3.19 The first week of July the author did the same job as the previous first month, where the author returned to do work in the personnel field, checking the employee's checks for daily attendance checks.

Table 3. 20 Daily Activities of July 04nd, 2022 to July 07th, 2022

No	Day/Date	Description of Activities	Division
1	Monday, July 04, 2022	Recap of cash in and cash out of Pt. Ewan Super Wood, from January 2022 to June 2022 in excel	Cashier
2	Tuesday, July 05, 2022	Recap of cash in and cash out of Pt. Ewan Super Wood, from January 2022 to June 2022 in excel	Cashier
3	Wednesday, July 06, 2022	Recap of cash in and cash out of Pt. Ewan Super Wood, from January 2022 to June 2022 in excel	Cashier
4	Thursday, July 07, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment	HRD/ personnel

Source: Processed Data 2022

Table 3.20 The second week of July the author was given a job to recapture cash in and out of the accounting book notes to excel as per the date stated. Furthermore, the author does work in the field of personnel to check the employee's block to be entered into the attendance book.

3.5 Obstacle and Solution

Obstacles that the author got during his internship at PT. Ewan Super Wood Pekanbaru is the lack of foresight of factory employees when writing incoming wooden notes. So the author has a little difficulty in adding incoming notes quickly, because there are some notes whose numbers are not clear or there are changes without the signature of the responsible employee, so the author has to go down to ensure the correctness of the note.

So, for a solution we hope that when there are new students who will intern at PT. Ewan Super Wood New week with the same field as the author. They can be more careful in writing notes that will come in.



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. The author is given duties and responsibilities in 2 (two) fields, namely in the field of personnel and the field of TUK (timber administration). In the field of personnel, the author is taught to serve employees well and patiently. And taught to be meticulous in seeing the attendance of each employee in each employee's block. In the field of TUK (timber administration) the author is given a job to learn to add up wooden notes manually and meticulously in entering the final number of wooden notes for each player in excel.
2. Implement this practical work at PT. Ewan Super Wood Pekanbaru which lasts for 4 (four) months starting from March 07 to July 7, 2022.

4.2. Suggestion

The author provides several suggestions for various parties, namely for the author himself, for students or younger siblings who will do practical work in the next period, for the company and for the Bengkalis State Polytechnic.

1. Author

Advice for writers to be more careful, meticulous and concentrated in writing works. Make it a habit to read first before acting, and think realistically and rationally, and perform tasks in accordance with the directions or orders that have been given by the employee concerned.

2. Student

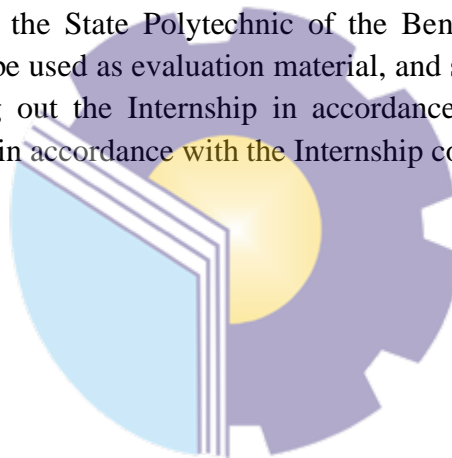
The author also provides suggestions that hopefully will be useful for students who will carry out practical work activities for the next period, namely prioritizing occupational safety and health, making the best use of time, doing work according to their abilities, always being patient and obedient and having to learn to manage all the work given.

3. Company

After the author ran an Internship at PT Ewan Super Wood Pekanbaru. There are some suggestions for better companies, namely when the company gives tasks that have great responsibility and high risk to internship students to be supervised, guided and taught the steps.

4. Bengkalis State Polytechnic

The advice for the State Polytechnic of the Bengkalis campus is that this Internship can be used as evaluation material, and should be given to students before carrying out the Internship in accordance with the field or lecture material that is in accordance with the Internship company.



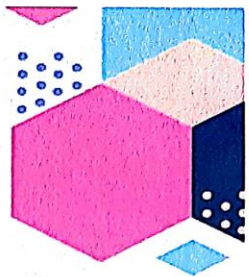
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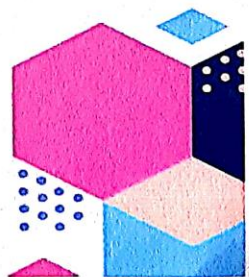


APPENDICES

Appendix 1 Apprenticeship Certificate



SERTIFIKAT MAGANG



Diberikan kepada:

Nurwita Riziani

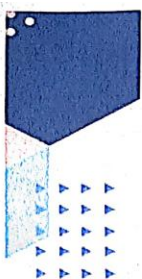
Atas kinerja yang luar biasa selama program magang
yang berlangsung pada 7 Maret 2022 hingga 7 Juli 2022

HRD Department
PT. EWAN SUPER WOOD
Pekanbaru, Riau

Pekabari, 7 Juli 2022


Indri Mukhtar Bac

Manager of PT. Ewan Super Wood



Appendix 2 List of Attendance

ABSENSI MAHASISWA MAGANG PERIODE MARET 2022 PT. EWAN SUPERWOOD

NAMA : NURZITA ROSIANI

NO	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	MEI
PAGI	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	
SORE	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	

Pekanbaru, 1 APRIL 2022
Diketahui
INDRA MUKHTAR, BAC

ABSENSI MAHASISWA MAGANG PERIODE APRIL 2022 PT. EWAN SUPERWOOD

NAMA : NURZITA ROSIANI

NO	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	MEI
PAGI	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	
SORE	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	

Pekanbaru, 4 MEI 2022
Diketahui
INDRA MUKHTAR, BAC

ABSENSI MAHASISWA MAGANG PERIODE MEI 2022 PT. EWAN SUPERWOOD

NAMA : NURZITA ROSIANI

NO	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	MEI
PAGI	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	
SORE	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	

Pekanbaru, 2 JUNI 2022
Diketahui
INDRA MUKHTAR, BAC

ABSENSI MAHASISWA MAGANG PERIODE JUNI 2022 PT. EWAN SUPERWOOD

NAMA : NURZITA ROSIANI

NO	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	MEI
PAGI	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	
SORE	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	

Pekanbaru, 1 JULI 2022
Diketahui
INDRA MUKHTAR, BAC

ABSENSI MAHASISWA MAGANG PERIODE JULI 2022 PT. EWAN SUPERWOOD

NAMA : NURZITA ROSIANI

NO	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466	467	468	469	470	471	472	473	474	475	476	477	478	479	480	481	482	483	484	485	486	487	488	489	490	491	492	493	494	495	496	497	498	499	500	501	502	503	504	505	506	507	508	509	510	511	512	513	514	515	516	517	518	519	520	521	522	523	524	525	526	527	528	529	530	531	532	533	534	535	536	537	538	539	540	541	542	543	544	545	546	547	548	549	550	551	552	553	554	555	556	557	558	559	560	561	562	563	564	565	566	567	568	569	570	571	572	573	574	575	576	577	578	579	580	581	582	583	584	585	586	587	588	589	590	591	592	593	594	595	596	597	598	599	600	601	602	603	604	605	606	607	608	609	610	611	612	613	614	615	616	617	618	619	620	621	622	623	624	625	626	627	628	629	630	631	632	633	634	635	636	637	638	639	640	641	642	643	644	645	646	647	648	649	650	651	652	653	654	655	656	657	658	659	660	661	662	663	664	665	666	667	668	669	670	671	672	673	674	675	676	677	678	679	680	681	682	683	684	685	686	687	688	689	690	691	692	693	694	695	696	697	698	699	700	701	702	703	704	705	706	707	708	709	710	711	712	713	714	715	716	717	718	719	720	721	722	723	724	725	726	727	728	729	730	731	732	733	734	735	736	737	738	739	740	741	742	743	744	745	746	747	748	749	750	751	752	753	754	755	756	757	758	759	760	761	762	763	764	765	766	767	768	769	770	771	772	773	774	775	776	777	778	779	780	781	782	783	784	785	786	787	788	789	790	791	792	793	794	795	796	797	798	799	800	801	802	803	804	805	806	807	808	809	810	811	812	813	814	815	816	817	818	819	820	821	822	823	824	825	826	827	828	829	830	831	832	833	834	835	836	837	838	839	840	841	842	843	844	845	846	847	848	849	850	851	852	853	854	855	856	857	858	859	860	861	862	863	864	865	866	867	868	869	870	871	872	873	874	875	876	877	878	879	880	881	882	883	884	885	886	887	888	889	890	891	892	893	894	895	896	897	898	899	900	901	902	903	904	905	906	907	908	909	910	911	912	913	914	915	916	917	918	919	920	921	922	923	924	925	926	927	928	929	930	931	932	933	934	935	936	937	938	939	940	941	942	943	944	945	946	947	948	949	950	951	952	953	954	955	956	957	958	959	960	961	962	963	964	965	966	967	968	969	970	971	972	973	974	975	976	977	978	979	980	981	982	983	984	985	986	987	988	989	990	991	992	993	994	995	996	997	998	999	1000	1001	1002	1003	1004	1005	1006	1007	1008	1009	1010	1011	1012	1013	1014	1015	1016	1017	1018	1019	1020	1021	1022	1023	1024	1025	1026	1027	1028	1029	1030	1031	1032	1033	1034	1035	1036	1037	1038	1039	1040	1041	1042	1043	1044	1045	1046	1047	1048	1049	1050	1051	1052	1053	1054	1055	1056	1057	1058	1059	1060	1061	1062	1063	1064	1065	1066	1067	1068	1069	1070	1071	1072	1073	1074	1075	1076	1077	1078	1079	1080	1081	1082	1083	1084	1085	1086	1087	1088	1089	1090	1091	1092	1093	1094	1095	1096	1097	1098	1099	1100	1101	1102	1103	1104	1105	1106	1107	1108	1109	1110	1111	1112	1113	1114	1115	1116	1117	1118	1119	1120	1121	1122	1123	1124	1125	1126	1127	1128	1129	1130	1131	1132	1133	1134	1135	1136	1137	1138	1139	1140	1141	1142	1143	1144	1145	1146	1147	1148	1149	1150	1151	1152	1153	1154	1155	1156	1157	1158	1159	1160	1161	1162	1163	1164	1165	1166	1167	1168	1169	1170	1171	1172	1173	1174	1175	1176	1177	1178	1179	1180	1181	1182	1183	1184	1185	1186	1187	1188	1189	1190	1191	1192	1193	1194	1195	1196	1197	1198	1199	1200	1201	1202	1203	1204	1205	1206	1207	1208	1209	1210	1211	1212	1213	1214	1215	1216	1217	1218	1219	1220	1221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Appendix 3 Company Appraisal Sheet

**EVALUATION RESULT FROM THE APPRENTICESHIP COMPANY
PT. EWAN SUPERWOOD
PEKANBARU**

Name : Nurzita Rosiani
NIM : 5404181164
Study Program : D-IV International Business Administration
College : Polytechnic State of Bengkalis

No.	Assessment Aspect	Weight	Value
1.	Dicipline	20%	90
2.	Responsibility	25%	90
3.	Adjustment /Adaptation	10%	90
4.	Work Result	30%	90
5.	General Behavior	15%	90
	Total(1+2+3+4+5)	100%	

Explanation:

Score : Criteria
81-100 : Excellent
71-80 : Very Good
66-70 : Good
61-65 : Good Enough
56-60 : Enough

Notes :

Pekanbaru, July 07th2022

PT. EWAN SUPERWOOD









Nuzia syavitri
Secretary

Appendix 4 Daily Activites Of The Apprenticeship








DAILY ACTIVITIES OF THE APPRENTICESHIP

Month : 1
 Week : 2
 Day : Monday - Saturday
 Date : March 07 - March 12, 2022

Day/Date	Description of Activities	Task Assignor	Signature
Monday, March 07, 2022	Compile a memorandum number of transportation data in and out, a report on the 2020 transportation equipment.	Nurlia Syavitri	
Tuesday, March 08, 2022	Prepare a report on employment BPJS in 2022.	Sugiharti	
Wednesday, March 09, 2022	Prepare a report on bpjs employment in 2022.	Sugiharti	
Thursday, March 10, 2022	Create employee names in attendance for April 2022.	Aliya Valentine	
Friday, March 11, 2022	Create a new recap for the employee's handphone number.	Sugiharti	
Saturday, March 12, 2022	Create a new recap for the employee's handphone number.	Sugiharti	








DAILY ACTIVITIES OF THE APPRENTICESHIP

Month : 1
 Week : 3
 Day : Monday - Saturday
 Date : March 14 - March 19, 2022

Day/Date	Description of Activities	Task Assignor	Signature
Monday, March 14, 2022	1. Create a new recap for the employee's handphone number. 2. Re-record the number of employee families in accordance with the KK for the BPJS report.	Sugiharti	
Tuesday, March 15, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment	Aliya Valentine	
Wednesday, March 16, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment 3. Record employee permits in January 2022	Aliya Valentine	
Thursday, March 17, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment	Aliya Valentine	
Friday, March 18, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment	Aliya Valentine	
Saturday, March 19, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment 3. mandatory vaccination activities for employees and the surrounding community	Aliya Valentine	
		Sugiharti	





DAILY ACTIVITIES OF THE APPRENTICESHIP

Month : 1
 Week : 4
 Day : Monday - Saturday
 Date : March 21 – March 26, 2022

Day/Date	Description of Activities	Task Assignor	Signature
Monday, March 21, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment	Aliya Valentine	
	3. mandatory vaccination activities for employees and the surrounding community	Sugiharti	
Tuesday, March 22, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment 3. Make a recap of employees who cannot participate in mandatory vaccines.	Aliya Valentine	
Wednesday, March 23, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment	Aliya Valentine	
Thursday, March 24, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment	Aliya Valentine	
Friday, March 25, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment	Aliya Valentine	
Saturday, March 26, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment	Aliya Valentine	



DAILY ACTIVITIES OF THE APPRENTICESHIP

Month : 1
 Week : 5
 Day : Monday - Thursday
 Date : March 28 – March 31, 2022

Day/Date	Description of Activities	Task Assignor	Signature
Monday, March 28, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment 3. Create employee names for april 2022 absences	Aliya Valentine	
Tuesday, March 29, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment	Aliya Valentine	
Wednesday, March 30, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment 3. Photocopy of incoming wooden note	Aliya Valentine	
Thursday, March 31, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment	Aliya Valentine	


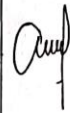




DAILY ACTIVITIES OF THE APPRENTICESHIP

Month : 2
Week : 1
Day : Friday - Saturday
Date : April 01 – April 02, 2022

Day/Date	Description of Activities	Task Assignor	Signature
Friday, April 01, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment	Aliya Valentine	
Saturday, April 02, 2022	Holiday (mass leave)	Sugiharti	




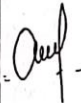


DAILY ACTIVITIES OF THE APPRENTICESHIP

Month : 2
 Week : 2
 Day : Monday - Saturday
 Date : April 04 – April 09, 2022

Day/Date	Description of Activities	Task Assignor	Signature
Monday, April 04, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment	Aliya Valentine	
Tuesday, April 05, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment 3. Create a new recap in the General Ledger for SP1, SP2,SP3 employees	Aliya Valentine	
Wednesday, April 06, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment	Aliya Valentine	
Thursday, April 07, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment 3. Photocopy of employee control letter	Aliya Valentine	
Friday, April 08, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment	Aliya Valentine	
Saturday, April 09, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment	Aliya Valentine	







DAILY ACTIVITIES OF THE APPRENTICESHIP

Month : 2
 Week : 3
 Day : Monday - Saturday
 Date : April 11 – April 16, 2022

Day/Date	Description of Activities	Task Assignor	Signature
Monday, April 11, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment 3. Archive of affidavit for employees who get a warning letter II (stamp, archive)	Aliya Valentine	
Tuesday, April 12, 2021	1. Employee attendance 2. Archive of sick certificates and employee treatment 3. Record in the ledger the warning letter of 1 employee (stamp, archive)	Aliya Valentine	
Wednesday, April 13, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment	Aliya Valentine	
Thursday, April 14, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment 3. Record in the ledger the warning letter of 1 employee (stamp, archive)	Aliya Valentine	
Friday, April 15, 2022	Holiday (Good Friday)	Sugiharti	
Saturday, April 16, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment	Aliya Valentine	







DAILY ACTIVITIES OF THE APPRENTICESHIP

Month : 2
 Week : 4
 Day : Monday - Saturday
 Date : April 18 – April 23, 2022

Day/Date	Description of Activities	Task Assignor	Signature
Monday, April 18, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment	Aliya Valentine	
Tuesday, April 19, 2021	1. Employee attendance 2. Archive of sick certificates and employee treatment	Aliya Valentine	
Wednesday, April 20, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment	Aliya Valentine	
Thursday, April 21, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment 3. Record in the ledger the warning letter of 1 employee (stamp, archive)	Aliya Valentine	
Friday, April 22, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment	Aliya Valentine	
Saturday, April 23, 2022	Record in the ledger the warning letter of 1 employee (stamp, archive)	Aliya Valentine	







DAILY ACTIVITIES OF THE APPRENTICESHIP

Month : 2
 Week : 5
 Day : Monday - Saturday
 Date : April 25 – April 30, 2022

Day/Date	Description of Activities	Task Assignor	Signature
Monday, April 25, 2022	Counting wooden bill notes on April 25 (one day)	Lindawati	
Tuesday, April 26, 2022	Counting incoming wooden bill notes on April 25-26 (one day)	Lindawati	
Wednesday, April 27, 2022	Counting wooden bills in april 26-27 (one day)	Lindawati	
Thursday, April 28, 2022	Counting incoming wooden bills on April 27-28 (one day)	Lindawati	
Friday, April 29, 2022	1. Counting wooden bill notes in April 28-29 (one day) 2. Recap of note calculation in excel	Lindawati	
Saturday, April 30, 2022	1. Counting wooden bill notes on April 30 (one day) 2. Recap of note calculation in excel 3. Recap of the final calculation of the entire amount of notes from April 16 to April 30, 2022 to be paid in Excel	Lindawati	







DAILY ACTIVITIES OF THE APPRENTICESHIP

Month : 3
Week : 1
Day : Monday - Saturday
Date : May 02 – May 07, 2022

Day/Date	Description of Activities	Task Assignor	Signature
Monday, May 02, 2022	Holiday (Eid Mubarak)	Sugiharti	
Tuesday, May 03, 2021	Holiday (Eid Mubarak)	Sugiharti	
Wednesday, May 04, 2022	Holiday (Eid Mubarak)	Sugiharti	
Thursday, May 05, 2022	Holiday (Eid Mubarak)	Sugiharti	
Friday, May 06, 2022	Holiday (Eid Mubarak)	Sugiharti	
Saturday, May 07, 2022	Holiday (Eid Mubarak)	Sugiharti	







DAILY ACTIVITIES OF THE APPRENTICESHIP

Month : 3
 Week : 2
 Day : Monday - Saturday
 Date : May 09 – May 14, 2022

Day/Date	Description of Activities	Task Assignor	Signature
Monday, May 09, 2022	1. Counting wooden bills entered on May 9 (one day) 2. Recap of note calculation in excel	Lindawati	
Tuesday, May 10, 2022	1. Counting wooden bill notes in may 9 (one day) 2. Recap of note calculation in excel	Lindawati	
Wednesday, May 11, 2022	1. Counting incoming wooden bill notes on 9,10,11mei (one day) 2. Recap of note calculation in excel	Lindawati	
Thursday, May 12, 2022	1. Counting wooden bill notes on May 10,11,12 (one day) 2. Recap of note calculation in excel	Lindawati	
Friday, May 13, 2022	1. Counting wooden bill notes on May 12-13 (one day) 2. Recap of note calculation in excel	Lindawati	
Saturday, May 14, 2022	1. Counting incoming wooden bills on May 13-14 (one day) 2. Recap of note calculation in excel	Lindawati	







DAILY ACTIVITIES OF THE APPRENTICESHIP

Month : 3
 Week : 3
 Day : Monday - Saturday
 Date : May 16 – May 21, 2022

Day/Date	Description of Activities	Task Assignor	Signature
Monday, May 16, 2022	Holiday (Waisak day)	Sugiharti	
Tuesday, May 17, 2022	1. Counting incoming wooden bill notes on May 17, 2022 (one day) 2. Recap of note calculation in excel 3. Recap of the final calculation of the entire amount of notes from May 09 to May 15, 2022 to be paid in Excel	Lindawati	
Wednesday, May 18, 2022	1. Counting wooden bill notes in May 17-18 (one day) 2. Recap of note calculation in excel	Lindawati	
Thursday, May 19, 2022	1. Counting wooden bill notes entered may 18-19 (one day) 2. Recap of note calculation in excel	Lindawati	
Friday, May 20, 2022	1. Counting wooden bill notes in May 19-20 (one day) 2. Recap of note calculation in excel	Lindawati	
Saturday, May 21, 2022	1. Counting wooden bill notes entered may 20-21 (one day) 2. Recap of note calculation in excel	Lindawati	



DAILY ACTIVITIES OF THE APPRENTICESHIP

Month : 3
 Week : 4
 Day : Monday - Saturday
 Date : March 23 – March 28, 2022

Day/Date	Description of Activities	Task Assignor	Signature
Monday, May 23, 2022	1. Counting wooden bill notes on May 23 (one day) 2. Recap of note calculation in excel	Lindawati	
Tuesday, May 24, 2022	1. Counting wooden bill notes on May 23-24 (one day) 2. Recap of note calculation in excel	Lindawati	
Wednesday, May 25, 2022	1. Counting wooden bill notes in May 24-25 (one day) 2. Recap of note calculation in excel	Lindawati	
Thursday, May 26, 2022	Holiday (Ascension Day of Jesus Christ)	Sugiharti	
Friday, May 27, 2022	1. Counting wooden bill notes on May 25 and 27 (one day) 2. Recap of note calculation in excel	Lindawati	
Saturday, May 28, 2022	1. Counting wooden bill notes in May 27-28 (one day) 2. Recap of note calculation in excel	Lindawati	







DAILY ACTIVITIES OF THE APPRENTICESHIP

Month : 3
Week : 5
Day : Monday - Tuesday
Date : May 30 – May 31, 2022

Day/Date	Description of Activities	Task Assignor	Signature
Monday, May 30, 2022	1. Counting wooden bill notes in may 29-30 (one day) 2. Recap of note calculation in excel	Lindawati	
Tuesday, May 31, 2022	1. Counting wooden bill notes in May 30-31 (one day) 2. Recap of note calculation in excel 3. Recap of the final calculation of the entire amount of notes from May 17 to May 31, 2022 to be paid in Excel	Lindawati	










DAILY ACTIVITIES OF THE APPRENTICESHIP

Month : 4
 Week : 1
 Day : Wednesday - Saturday
 Date : June 01 – June 04, 2022

Day/Date	Description of Activities	Task Assignor	Signature
Wednesday, June 01, 2022	Holiday (Pancasila Day)	Sugiharti	
Thursday, June 02, 2022	1. Counting incoming wooden bills on June 2 (one day) 2. Recap of note calculation in excel 3. Counting Plywood for sale	Lindawati	
		Wartini	
Friday, June 03, 2022	1. Counting the incoming wooden bill notes on June 3 (one day) 2. Recap of note calculation in excel	Lindawati	
Saturday, June 04, 2022	1. Counting incoming wooden bills on June 4 (one day) 2. Recap of note calculation in excel 3. Counting Plywood for sale	Lindawati	
		Wartini	










DAILY ACTIVITIES OF THE APPRENTICESHIP

Month : 4
 Week : 2
 Day : Monday - Saturday
 Date : June 06 – June 11, 2022

Day/Date	Description of Activities	Task Assignor	Signature
Monday, June 06, 2022	1. Counting wooden bill notes entered on June 6 (one day) 2. Recap of note calculation in excel	Lindawati	
Tuesday, June 07, 2022	1. Counting wooden bill notes in June 6-7 (one day) 2. Recap of note calculation in excel	Lindawati	
Wednesday, June 08, 2022	1. Counting wooden bill notes entered on June 8 (one day) 2. Recap of note calculation in excel	Lindawati	
Thursday, June 09, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment 3. Counting wooden bill notes on June 9 (one day) 4. Recap of note calculation in excel	Aliya Valentine	
		Lindawati	
Friday, June 10, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment 3. Counting the notes of the incoming wooden bill on June 10 (one day) 4. Recap of note calculation in excel	Aliya Valentine	
		Lindawati	
Saturday, June 11, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment 3. Counting wooden bill notes on June 11 (one day) 4. Recap of note calculation in excel	Aliya Valentine	
		Lindawati	








DAILY ACTIVITIES OF THE APPRENTICESHIP

Month : 4
 Week : 3
 Day : Monday - Saturday
 Date : June 13 – June 18, 2022

Day/Date	Description of Activities	Task Assignor	Signature
Monday, June 13, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment	Aliya Valentine	
	3. Counting wooden bill notes on June 13 (one day) 4. Recap of note calculation in excel	Lindawati	
Tuesday, June 14, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment	Aliya Valentine	
	3. Counting wooden bill notes on June 14 (one day) 4. Recap of note calculation in excel	Lindawati	
Wednesday, June 15, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment	Aliya Valentine	
	3. Counting wooden bill notes on the 15th (one day) 4. Recap of note calculation in excel	Lindawati	
Thursday, June 16, 2022	1. Counting wooden bill notes in May 30-31 (one day) 2. Recap of note calculation in excel 3. Recap of the final calculation of the entire amount of notes from June 2 to June 15, 2022 to be paid in Excel	Lindawati	
Friday, June 17, 2022	Sick	Sugiharti	
Saturday, June 18, 2022	1. Counting incoming wooden bills on June 18 (one day) 2. Recap of note calculation in excel	Lindawati	





DAILY ACTIVITIES OF THE APPRENTICESHIP

Month : 4
 Week : 4
 Day : Monday - Saturday
 Date : June 20 – June 25, 2022

Day/Date	Description of Activities	Task Assignor	Signature
Monday, June 20, 2022	1. Counting wooden bill notes on June 20 (one day) 2. Recap of note calculation in excel 3. Counting Plywood for sale	Lindawati	
		Wartini	
Tuesday, June 21, 2022	1. Counting incoming wooden bills on June 22 (one day) 2. Recap of note calculation in excel	Lindawati	
Wednesday, June 22, 2022	1. Counting incoming wooden bills on June 22 (one day) 2. Recap of note calculation in excel	Lindawati	
Thursday, June 23, 2022	1. Counting the incoming wooden bills on June 23 (one day) 2. Recap of note calculation in excel 3. Writing employee leave on annual leave blank paper (Eid al-Fitr 2022)	Lindawati	
Friday, June 24, 2022	1. Counting incoming wooden bills on June 24 (one day) 2. Recap of note calculation in excel 3. Writing employee leave on annual leave blank paper (Eid al-Fitr 2022)	Lindawati	
Saturday, June 25, 2022	1. Counting wooden bill notes on June 25 (one day) 2. Recap of note calculation in excel 3. Writing employee leave on annual leave blank paper (Eid al-Fitr 2022)	Lindawati	



DAILY ACTIVITIES OF THE APPRENTICESHIP

Month : 4
Week : 5
Day : Monday - Thursday
Date : June 27 – June 30, 2022

Day/Date	Description of Activities	Task Assignor	Signature
Monday, June 27, 2022	1. Counting wooden bill notes on June 27 (one day) 2. Recap of note calculation in excel	Lindawati	
Tuesday, June 28, 2022	1. Counting wooden bill notes on June 28 (one day) 2. Recap of note calculation in excel	Lindawati	
Wednesday, June 29, 2022	1. Counting wooden bill notes on June 29 (one day) 2. Recap of note calculation in excel	Lindawati	
Thursday, June 30, 2022	1. Counting wooden bill notes on June 30 (one day) 2. Recap of note calculation in excel 3. Recap of the final calculation of the entire amount of notes from June 16 to June 30, 2022 to be paid in Excel	Lindawati	




DAILY ACTIVITIES OF THE APPRENTICESHIP

Month : 5
Week : 1
Day : Friday - Saturday
Date : July 01 – June 02, 2022

Day/Date	Description of Activities	Task Assignor	Signature
Friday, July 01, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment	Aliya Valentine	
Saturday, Juluy 02, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment	Aliya Valentine	

DAILY ACTIVITIES OF THE APPRENTICESHIP

Month : 5
 Week : 2
 Day : Monday - Thursday
 Date : July 04 – July 06, 2022

Day/Date	Description of Activities	Task Assignor	Signature
Monday, July 04, 2022	Recap of cash in and cash out of Pt. Ewan Super Wood, from January 2022 to June 2022 in excel	Indra Mukhtar. Bac	
Tuesday, July 05, 2022	Recap of cash in and cash out of Pt. Ewan Super Wood, from January 2022 to June 2022 in excel	Indra Mukhtar. Bac	
Wednesday, July 06, 2022	Recap of cash in and cash out of Pt. Ewan Super Wood, from January 2022 to June 2022 in excel	Indra Mukhtar. Bac	
Thursday, July 07, 2022	1. Employee attendance 2. Archive of sick certificates and employee treatment	Aliya Valentine	