

**APPRENTICESHIP REPORT AT  
PT. SUMIGITA JAYA  
DURI-RIAU**

**FEBBY NURHAYATI  
5203221160**



**ENGLISH STUDY PROGRAM  
ENGLISH DEPARTEMENT  
STATE POLYTECHNIC OF BENGKALIS  
2025**

# **APPROVAL SHEET APPRENTICESHIP REPORT PT. SUMIGITA JAYA**

Written's one of the conditions for completing apprenticeship

**FEBBY NURHAYATI**  
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Duri, May 23<sup>rd</sup> 2025

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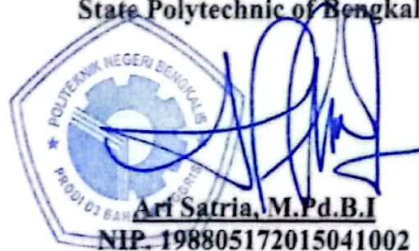
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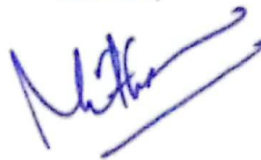
## ACCEPTANCE SHEET

This is to certify that we have been examined the apprenticeship report of FEBBY NURHAYATI Reg. Number 5203221160 who has done the apprenticeship at PT. Sumigita Jaya started from January 20<sup>th</sup> to May 23<sup>rd</sup> 2025. This report is used for partial fulfillment of the State Polytechnic of Bengkalis. This report is complete and satisfactory in all respects, and any all revisions required by the apprenticeship report examine committee had been made.

Bengkalis, June 11<sup>th</sup> 2025

Accepted by:

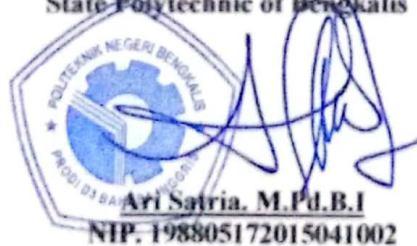
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3. Ari Satria, M.Pd.B.I as Head of Diploma III English Study Program.
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5. All lecturers of Language Department.
6. All family members for the greatest support.
7. Beloved classmate of English Study Program 2022.

Advices and commensts are accepted to improve the report, finally the writer hopes this report will be beneficial for the readers and the other students.

Bengkalis, June 11<sup>th</sup> 2025

**Best Regards,**



**FEBBY NURHAYATI**  
**Reg. Number: 5203221160**

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# **CHAPTER I**

## **INTRODUCTION**

### **1.1 Background of Apprenticeship**

State Polytechnic of Bengkalis is a higher education institution that focuses on vocational fields and is the only state polytechnic in Riau Province. As an educational institution that prioritizes practical skills, State Polytechnic of Bengkalis provides opportunities for students to not only learn in theory, but also apply the knowledge gained through direct experience in the world of work. To be able to complete their studies and be declared a graduate, students are required to meet two important requirements, namely preparing a final report and participating in an apprenticeship program.

Apprenticeship is a compulsory program for State Polytechnic of Bengkalis students to practice directly in company or agency for a certain period as a graduation requirement. This apprenticeship is carried out after Bengkalis State Polytechnic students have completed of semester five for D3 and semester six for D4. The aim is for students to apply knowledge and skills from lectures in the real world of work, get to know the professional environment, develop practical abilities, and build experience and networks that are useful for careers after graduation. The apprenticeship also helps students understand the application of theory in daily work.

The author chose PT Sumigita Jaya, an Indonesian national construction company located at Jalan Batin Betuah, Mandau District, Bengkalis Regency, Riau, as an apprenticeship site for four months starting from January 20 to May 23, 2025. This experience helped the author to apply knowledge from lectures to a real work environment, such as applying customer service, professional ethics, business simulation, workplace communication, filing and secretarial, and the use of advanced office applications. This apprenticeship also contributed greatly to developing the author's professional skills, such as teamwork, time management, and problem solving. In addition, the author learned to adjust to the fast-changing work environment in this large company, thus becoming more flexible and ready

to face challenges in the workplace and get better career opportunities in the future.

## **1.2 Purpose of Apprenticeship**

The objectives of this apprenticeship are as follows:

1. To know the work carried out by the HRD Department at PT. Sumigita Jaya.
2. To know the work procedures applied at PT. Sumigita Jaya.
3. To know the documents and systems used at PT. Sumigita Jaya.

## **1.3 Significance of the Apprenticeship**

This section explains three important aspects of significance, namely: significance for the apprenticeship, significance for State Polytechnic of Bengkalis and significance for the company.

### **1.3.1 Significance for the Apprentice**

Through this program, the author can practice all the knowledge gained in lectures according to his specialization and learn new things, especially in developing soft skills and understanding the work culture in the industry. In addition, the author can also learn how to be a professional in the world of work.

### **1.3.2 Significance for State Polytechnic of Bengkalis**

This apprenticeship program really helps the Polytechnic in preparing the quality of graduates and preparing them to enter the world of work. Apprenticeship thus also really help polytechnic in developing and implementing curricula well.

### **1.3.3 Significance Apprenticeship for the Company**

The apprenticeship program provides an opportunity for PT. Sumigita Jaya to find and recruit skilled, experienced, and dedicated candidates, while enhancing the company's brand and image.

## **CHAPTER II**

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

#### **2.1 Company History**

The history of the company will be explained in this chapter.

##### **2.1.1 PT. Sumigita Jaya**

PT. Sumigita Jaya is a company engaged in the provision and construction of services on a national scale in Indonesia. Established in 1997, it continues to perform reliable services for many domestic and international clients. With a home base in Riau province, Indonesia, PT. Sumigita Jaya participates in major infrastructure development in the province and has particular experience in construction and maintenance in the oil and gas industry.



**Figure 2.1 PT. Sumigita Jaya Logo**  
*Source: PT. Sumigita Jaya*

Having worked in the fields of civil construction, earthwork, electrical or instrumentation, and mechanical, PT. Sumigita Jaya is currently expanding its business to other areas in Indonesia. With the strength of its qualified resources and management system, PT. Sumigita Jaya continues to improve its service quality and grow for a higher level of service.

PT. Sumigita Jaya's team of 1,000 employees comes from every expertise in the field, allowing the company to combine innovative construction methods and accountable project management to get the job done and get it done right.

#### **2.2 Company Vision and Mission**

##### **2.2.1 Vision**

The vision of PT. Sumigita Jaya is "We are committed to providing client-focused professional construction solutions, ensuring that every project is handled with the utmost care and attention. Our team strives to exceed expectations by

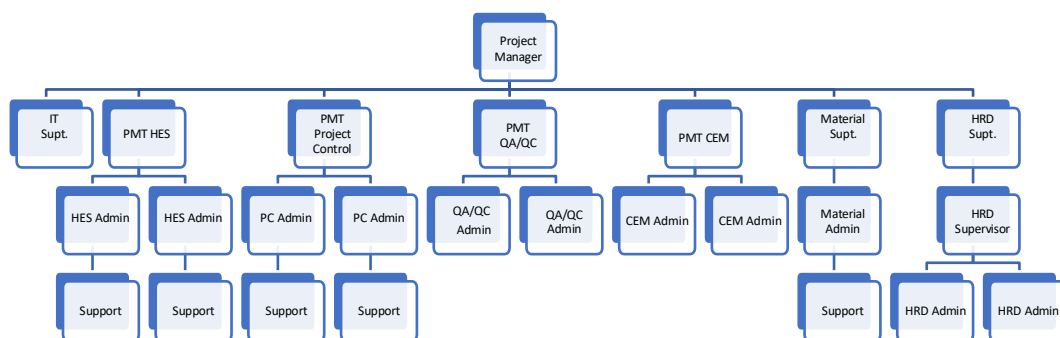
delivering quality results on time and within budget. Integrity is at the core of everything we do, and we make it our priority to deliver on all our promises, building trust and long-term relationships with our clients."

### 2.2.2 Mission

The mission of PT. Sumigita Jaya is "Our priority is to provide complete satisfaction to our clients by delivering excellent care, high-quality workmanship, outstanding service, and timely completion of every project. We believe that attention to detail and commitment to quality are essential in meeting and exceeding client expectations, ensuring that each job is done right the first time."

### 2.3 Company Organization Structure

The organizational structure is a framework that shows a number of tasks and events to achieve organizational goals. The relationship between the functions, authority, and responsibilities of each member has to be worked well together to achieve certain goals that are aimed at. The organizational form aims to make it easier for the leader to carry out tasks. The organizational structure of PT. Sumigita Jaya can be seen in Figure 2.2.



**Figure 2.2 The Organizational Structure of PT. Sumigita Jaya**

*Source: PT. Sumigita Jaya*

### **2.3.1 Human Resources Department**

#### **1. HRD Superintendent**

Duties and Responsibilities of the HRD Superintendent, namely:

- a. Formulate HR policies: Create, evaluate and update HR policies and procedures in line with company developments and laws and regulations.
- b. HR strategic planning: Develop long-term HR management plans, including manpower requirements, competency development, and succession.
- c. HR operational oversight: Ensure all HR activities run effectively and efficiently according to company standards.
- d. Performance management: Designing a performance evaluation system and ensuring the implementation of regular performance reviews.
- e. Organizational development: Initiate programs to improve work culture, employee satisfaction, and engagement.
- f. Industrial relations: Manage conflicts, negotiate with labor unions, and maintain harmonious relations between management and employees.
- g. HR team leadership: Lead, guide, and develop the HR team to optimally perform their duties.
- h. Analysis and reporting: Analyze HR data and create strategic reports for management.
- i. HR budget management: Manage budgets related to training programs, recruitment, and other HR activities.
- j. Regulatory compliance: Ensure all HR activities are in compliance with applicable labor laws and regulations.

#### **2. HRD Supervisor**

Duties and Responsibilities of HRD Supervisor, namely:

- a. Implementation of HR policies: Implement policies and procedures formulated by the HRD Superintendent.
- b. Coordination of HR administration: Supervise and guide the HRD admin in carrying out administrative tasks such as employee data management, attendance, and leave.

- c. Recruitment and selection: Manage the recruitment process from vacancy announcement, CV screening, interview schedule, to onboarding new employees.
- d. Employee data management: Ensure the employee database is complete, valid, and up-to-date.
- e. Training monitoring: Assist in coordinating employee training and development programs and evaluating their effectiveness.
- f. Attendance and discipline management: Monitor employee attendance, manage permission data, and handle cases of disciplinary violations according to the rules.
- g. Supporting the performance evaluation process: Prepare and facilitate the implementation of performance reviews and provide recommendations for improvement.
- h. Routine reporting: Prepare weekly/monthly reports on HR activities for the Superintendent.
- i. Operational problem solving: Handle daily personnel-related issues and assist with lower-level conflict resolution.
- j. Internal communication: Liaise between HR management and employees and ensure information is properly conveyed.

### 3. HRD Admin

Duties and Responsibilities of HRD Admin, namely:

- a. Employee administration: Managing personnel documents such as employment contracts, warning letters, attendance, leave, and employee attendance data.
- b. HR database maintenance: Entering, updating, and maintaining the integrity of employee data in the HRIS (Human Resource Information System).
- c. Recruitment support: Assist in arranging interview schedules, collecting applicant documents, and announcing selection results.
- d. Employee services: Answering questions related to HR administration, providing information related to company policies and benefits.

- e. Attendance and leave management: Processing and documenting leave requests, sick leave, and other absences.
- f. HR report preparation: Assist in creating routine reports related to attendance, leave, employee turnover, and other statistical data.
- g. Coordination with other departments: Communicate with other departments for HR administration needs.
- h. Document archiving: Organize and store HR document archives in a systematic and easily accessible manner.
- i. Supporting training implementation: Assist with training administration and recording employee participation.
- j. Handling daily needs: Support other HR operational activities as directed by the Supervisor or Superintendent.

## **CHAPTER III**

### **SCOPE OF THE APPRENTICESHIP**

#### **3.1 Job Description**

This chapter describes several descriptions of activities during the apprenticeship. The apprenticeship work has been carried out for 4 months starting on January 20<sup>th</sup> to May 23<sup>rd</sup>, 2025 at PT. Sumigita Jaya. During the apprenticeship at the company, the author worked in all departments but was placed in the HRD Department.

During the apprenticeship, this department provided many opportunities for the author to complete his tasks as well as a lot of new knowledge and experiences that can be brought into the world of work. To make it clearer and easier to report the activities that have been carried out, here are some descriptions of weekly activities, so that any work done can be reported clearly and in detail.

There are several jobs assigned during the apprenticeship, namely:

1. Assisting to prepare termination administration
2. Inputting applicants data
3. Making employment contracts
4. Managing time sheet collection and verification
5. Archiving digital files of employee Medical Check-Up (MCU) results

#### **3.2 Documents and Systems Used for Activities**

There were several documents and systems used for activities while doing apprenticeship, as follows:

##### **3.2.1 Documents**

Here is a description of the documents used during the apprenticeship at PT. Sumigita Jaya.

1. Fixed-Term Employment Contract (PKWT) Letter

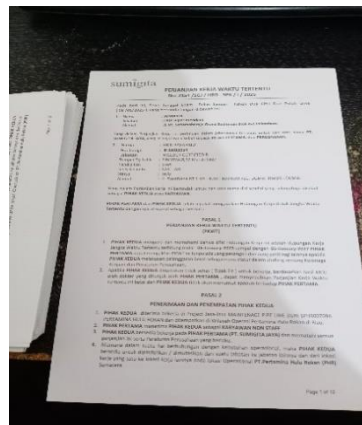
PKWT stands for Fixed-Term Employment Contract. PKWT is a type of work agreement between employee and company that contains agreements, names, salaries, and others with a certain period of time or a clear time limit. In



other words, PKWT is a work contract that is only valid for a certain period of time, and is usually used for temporary work or specific projects.

#### Characteristics of Fixed-Term Employment Contract (PKWT) Letter:

- 1) There is a clear working time limit, such as 6 months, 1 year, or until the project is completed.
- 2) After the period ends, the contract can be extended or terminated.
- 3) Non-permanent contracts cannot be used for continuous or permanent work.



**Figure 3.1 PT. Fixed-Term Employment Contract (PKWT) Letter**  
*Source: PT. Sumigita Jaya*

## 2. Time Sheet

Time sheet is a paper document used to record employee work time in detail, usually including start time, finish time, breaks, and total hours worked each day. Time sheets are useful for monitoring how long an employee or team spends on a particular task, project, or job. There are several functions of time sheet, namely:

- 1) Recording employee hours worked in the field as proof of attendance and work duration.
- 2) Project management to monitor the time spent on each specific project or task.
- 3) Salary calculation for employees who are paid by hourly wage.
- 4) Productivity evaluation to see the efficiency and use of employee time.
- 5) Management reports to provide data for cost analysis and resource planning.

**Figure 3.2 Time Sheet**  
Source: PT. Sumigita Jaya

### 3. Medical Check-Up (MCU)

Medical Check-Up (MCU) is a comprehensive health examination conducted to determine a person's general health condition. The main purpose of MCU is to detect the presence of disease or health problems early, so that prevention or early treatment can be done. Usually, MCU includes tests and examinations, such as blood pressure measurement, blood tests, urine examination, lung function examination, eye examination, and others.

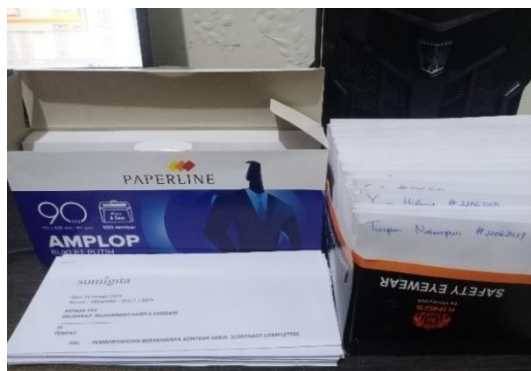
**Figure 3.3 Medical Check-Up (MCU)**  
Source: PT. Sumigita Jaya

### 4. Contract Completion Letter

Contract Completion Letter is an official letter issued by the company to employees as a sign that the contract work has been completed in accordance with

the terms agreed in the contract. The function and purpose of the contract completion letter:

- 1) Confirm that all project work has been completed according to specifications, quality standards, and the specified time.
- 2) Serves as the administrative basis for the final payment process or release of retention money.
- 3) Marks the end of the employee's responsibility for physical work.



**Figure 3.4 Contract Completion Letter**  
*Source: PT. Sumigita Jaya*

### 3.2.2 Systems

Here are some of the online and manual systems used during apprenticeship at PT Sumigita Jaya.

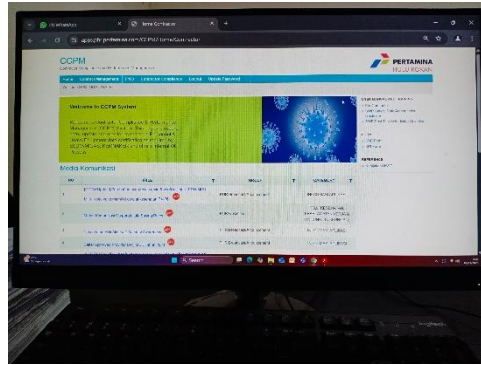
#### 1. Online System

##### a. Critical Chain Project Management (CCPM)

Critical Chain Project Management (CCPM) is a project management method that focuses on managing time and resources in projects by identifying and managing the “critical chain” - the critical path of the project that considers task dependencies and resource availability. Critical Chain Project Management (CCPM) is also used as a system to update employee data and as a communication tool for PHR (Pertamina Hulu Rokan), which contains; name, KTP, BPJS health, vaccines, photos, health certificates and others. Critical Chain Project Management (CCPM) benefits:

- 1) Significantly reduces project duration compared to traditional methods.
- 2) Provides better time risk management.

- 3) Improves optimal use of resources.
- 4) Reduces team stress by eliminating multitasking and unrealistic scheduling.



**Figure 3.5 Critical Chain Project Management (CCPM)**

*Source: PT. Sumigita Jaya*

It can be concluded that CCPM is a project management method that focuses on managing time and resources through the project critical path. In addition, CCPM is also used to manage employee data and communication at PHR.

#### b. Microsoft Office

Microsoft Office is an essential tool used in companies to improve productivity and work efficiency. With its various applications, Microsoft Office helps employees manage daily tasks such as creating documents, processing data, preparing reports, and communicating effectively. Examples of Microsoft Office usage in companies:

- 1) Microsoft Word is used to create official documents, reports, memos, and correspondence.
- 2) Microsoft Excel is used for data analysis, financial management, budget planning, as well as creating charts and tables.

With Microsoft Office, companies can simplify work processes, maintain document consistency, and facilitate collaboration among employees and departments. Additionally, the cloud features in the latest versions allow real-time access and collaboration from various locations.

## 2. Manual System

PT Sumigita Jaya still uses a manual attendance system to record employee attendance. In this system, recording is done directly without using digital technology, so employees must sign the attendance book or fill in the physical attendance sheet every day. Furthermore, the attendance sheet is collected by the foreman within a certain period of time and submitted to the administration department. The collected attendance data is then processed manually for important purposes such as salary calculation, leave application, and monitoring and evaluation of employee attendance.

### 3.3 System and Procedure

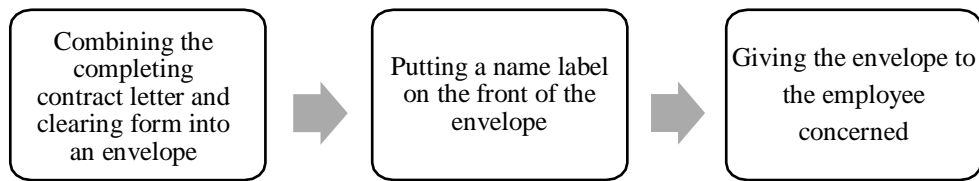
In this section, there are several descriptions regarding the procedures for carrying out activities during the apprenticeship period.

#### 3.3.1 Human Resource Development (HRD) Department

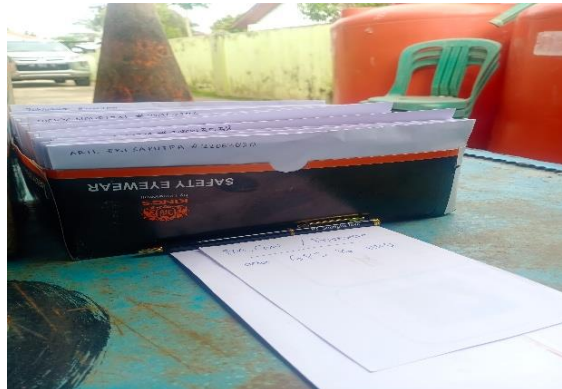
While doing an apprenticeship at PT. Sumigita Jaya, there are several jobs that have been done by the author, namely:

##### 1. Assisting to Prepare Termination Administration

This process is a legal activity carried out by company when terminating employment relationships with employees, either due to the expiration of the contract period, Termination of Employment (PHK), or other valid reasons. After conducting a review of the basis for terminating the employment contract, the company will make a notification letter to the employee. Furthermore, employees will confirm with each relevant department to ensure there are no outstanding issues. The final stage of this process is the return of company assets by the employee as a closing of the employment relationship. calculations, and improve overall operational efficiency.



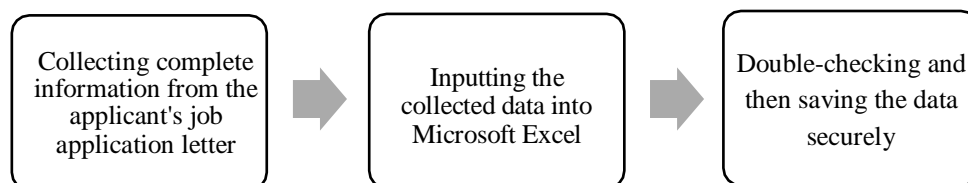
**Figure 3.6 Procedure of Assisting to Prepare Termination Administration**



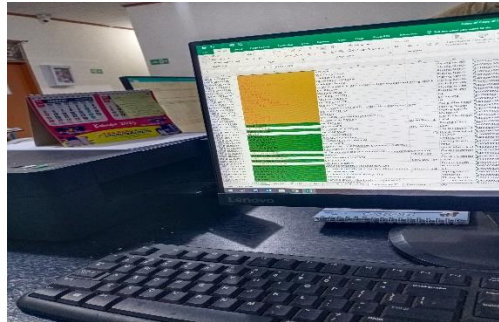
**Figure 3.7 Termination Letter**  
*Source: PT. Sumigita Jaya*

## 2. Inputting Applicants Data

Inputting applicants data is an important stage in the recruitment process that aims to document candidate information systematically and accurately. This process involves inputting the applicant's personal data, education, work experience, and skills into the company's system or database. By entering applicant data accurately and completely, company can facilitate the selection process, monitor the progress of application status, and maintain the accuracy of information needed for decision making. Therefore, accuracy and precision in entering applicant data is crucial for the recruitment process to run effectively.



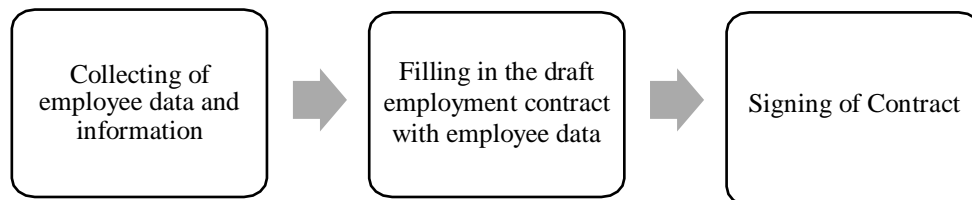
**Figure 3.8 Procedure of Inputting Applicants Data**



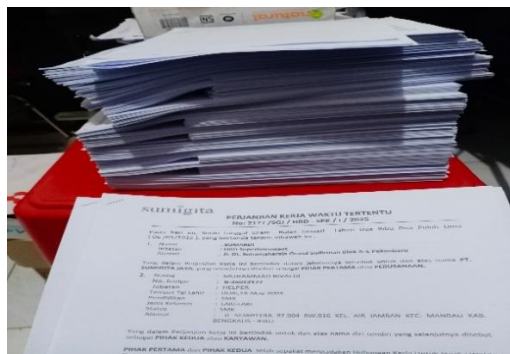
**Figure 3.9 Applicants Data**  
Source: PT. Sumigita Jaya

### 3. Making Employment Contracts

A work contract or work agreement according to Law No. 13/2003 concerning employment is an agreement between a worker and an entrepreneur or employer which an employee in a company. The timesheet archived here is of employees who work in the field according to the date, month, year and place of work of an employee. And this timesheet is calculated every month.



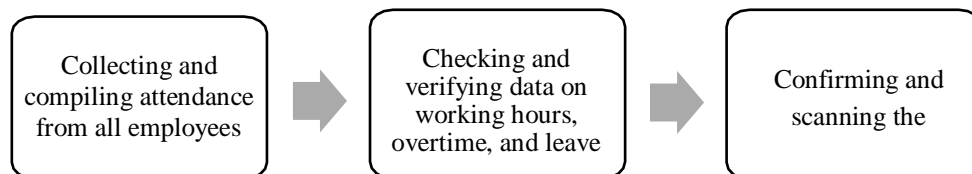
**Figure 3.10 Procedure of Making Employment Contracts**



**Figure 3.11 Contracts**  
Source: PT. Sumigita Jaya

#### 4. Managing Time Sheet Collection and Verification

Managing time sheet collection and verification is an important step in ensuring the accuracy of employee working hours data. This process starts with the timely collection of time sheets from each employee, both in physical and digital form. Once received, verification is carried out to ensure that the data recorded matches the work schedule and there are no errors or manipulations. This verification includes checking attendance, overtime, and leave taken. With good management, company can ensure transparency, support accurate salary calculations, and improve overall operational efficiency.



**Figure 3.12 Procedure of Managing Time Sheet Collection and Verification**



**Figure 3.13 Time Sheet**

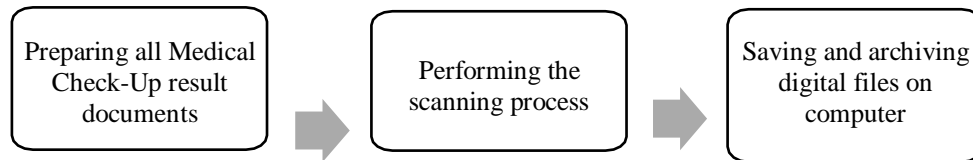
*Source: PT. Sumigita Jaya*

#### 5. Archiving Employee Medical Check-Up (MCU) Results

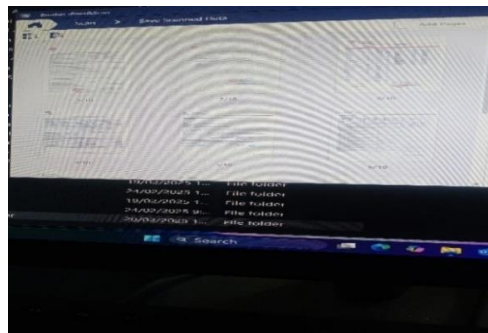
Archiving Medical Check-Up (MCU) result is an important step to keep employee health data organized and easily accessible. Once the MCU result is scanned and stored in digital format, the document needs to be clearly labeled with the employee's name. Furthermore, MCU result files are stored in a secure electronic archive system, grouped by year of examination. Neat archiving facilitates the



data retrieval process when needed for medical purposes, health evaluations, or company audits, while maintaining the confidentiality of employees' personal information.



**Figure 3.14 Procedure of Archiving Employee Medical Check-Up (MCU) Result**



**Figure 3.15 Medical Check-Up (MCU)**

*Source: PT. Sumigita Jaya*

### 3.4 Place of Apprenticeship

The apprenticeship started on January 20<sup>th</sup>, 2025 until May 23<sup>rd</sup>, 2025 which has been carried out at PT. Sumigita Jaya, Jl. Bathin Betuah, Mandau sub-district, Bengkalis district, Riau.

The types and description of daily activities at PT. Sumigita Jaya can be seen in the table below:

**Table 3.4.1. Daily Activities of January 20<sup>th</sup>, 2025 to January 24<sup>th</sup>, 2025:**

| NO | DAY/DATE                                 | ACTIVITY  | ASSIGNOR |
|----|--|---|----------|
| 1  | Monday, 20 <sup>th</sup> January 2025    | Preparing Employment Contract Expiration Letter | HRD      |
| 2  | Tuesday, 21 <sup>st</sup> January 2025   | Preparing Employment Contract Expiration Letter | HRD      |
| 3  | Wednesday, 22 <sup>nd</sup> January 2025 | Finalizing Contractual Employment               | HRD      |
| 4  | Thursday, 23 <sup>rd</sup> January 2025  | Inputting the Applicants Database               | HRD      |
| 5  | Friday, 24 <sup>th</sup> January 2025    | Inputting the Applicants Database               | HRD      |

**Table 3.4.2. Daily Activities of January 27<sup>th</sup>, 2025 to January 31<sup>st</sup>, 2025:**

| NO | DAY/DATE                                 | ACTIVITY   | ASSIGNOR |
|----|--|--|----------|
| 1  | Monday, 27 <sup>th</sup> January 2025    | National Holiday                                       | HRD      |
| 2  | Tuesday, 28 <sup>th</sup> January 2025   | Inputting the Applicants Database                      | HRD      |
| 3  | Wednesday, 29 <sup>th</sup> January 2025 | National Holiday                                       | HRD      |
| 4  | Thursday, 30 <sup>th</sup> January 2025  | Preparing Fixed-Term Employment Contract (PKWT) Letter | HRD      |
| 5  | Friday, 31 <sup>st</sup> January 2025    | Preparing Fixed-Term Employment Contract (PKWT) Letter | HRD      |

**Table 3.4.3. Daily Activities of February 3<sup>rd</sup>, 2025 to February 7<sup>th</sup>, 2025:**

| NO | DAY/DATE                                 | ACTIVITY  | ASSIGNOR |
|----|--|---|----------|
| 1  | Monday, 3 <sup>rd</sup> February 2025    | Affixing Stamp Duty on the PKWT                       | HRD      |
| 2  | Tuesday, 4 <sup>th</sup> February 2025   | Stamping Fixed-Term Employment Contract (PKWT) Letter | HRD      |
| 3  | Wednesday, 5 <sup>th</sup> February 2025 | Stamping Fixed-Term Employment Contract (PKWT) Letter | HRD      |
| 4  | Thursday, 6 <sup>th</sup> February 2025  | Packing Employee Certificates                         | HRD      |
| 5  | Friday, 7 <sup>th</sup> February 2025    | Packing Employee Certificates                         | HRD      |

**Table 3.4.4. Daily Activities of February 10<sup>th</sup>, 2025 to February 14<sup>th</sup>, 2025:**

| NO | DAY/DATE                                  | ACTIVITY                 | ASSIGNOR |
|----|---|--------------------------|----------|
| 1  | Monday, 10 <sup>th</sup> February 2025    | Checking Applicants Data | HRD      |
| 2  | Tuesday, 11 <sup>th</sup> February 2025   | Checking Applicants Data | HRD      |
| 3  | Wednesday, 12 <sup>th</sup> February 2025 | Exporting Employee Data  | HRD      |
| 4  | Thursday, 13 <sup>th</sup> February 2025  | Exporting Employee Data  | HRD      |
| 5  | Friday, 14 <sup>th</sup> February 2025    | Exporting Employee Data  | HRD      |

**Table 3.4.5. Daily Activities of February 17<sup>th</sup>, 2025 to February 21<sup>st</sup>, 2025:**

| NO | DAY/DATE                                  | ACTIVITY  | ASSIGNOR |
|----|---|---|----------|
| 1  | Monday, 17 <sup>th</sup> February 2025    | Merging Journey Management Form and Fuel Order Form | HRD      |
| 2  | Tuesday, 18 <sup>th</sup> February 2025   | Merging Journey Management Form and Fuel Order Form | HRD      |
| 3  | Wednesday, 19 <sup>th</sup> February 2025 | Converting Image Formats                            | HRD      |
| 4  | Thursday, 20 <sup>th</sup> February 2025  | Photocopying Handover Documents                     | HRD      |
| 5  | Friday, 21 <sup>st</sup> February 2025    | Photocopying Handover Documents                     | HRD      |

**Table 3.4.6. Daily Activities of February 24<sup>th</sup>, 2025 to February 28<sup>th</sup>, 2025:**

| NO | DAY/DATE                                  | ACTIVITY                                    | ASSIGNOR |
|----|---|---|----------|
| 1  | Monday, 24 <sup>th</sup> February 2025    | Compiling Time Sheet for January 2025       | HRD      |
| 2  | Tuesday, 25 <sup>th</sup> February 2025   | Scanning January 2025 Time Sheet            | HRD      |
| 3  | Wednesday, 26 <sup>th</sup> February 2025 | Scanning January 2025 Time Sheet            | HRD      |
| 4  | Thursday, 27 <sup>th</sup> February 2025  | Printing Staff Attendance for February 2025 | HRD      |
| 5  | Friday, 28 <sup>th</sup> February 2025    | Inputting Equipment Data for January 2025   | HRD      |

**Table 3.4.7. Daily Activities of March 3<sup>rd</sup>, 2025 to March 7<sup>th</sup>, 2025:**

| NO | DAY/DATE                              | ACTIVITY   | ASSIGNOR |
|----|---------------------------------------|--|----------|
| 1  | Monday, 3 <sup>rd</sup> March 2025    | Inputting Equipment Data for January 2025  | HRD      |
| 2  | Tuesday, 4 <sup>th</sup> March 2025   | Recapitulating Training Attendance Data  | HRD      |
| 3  | Wednesday, 5 <sup>th</sup> March 2025 | Checking Safe Work Permit (SWP) Role at Critical Chain Project Management (CCPM) | HRD      |
| 4  | Thursday, 6 <sup>th</sup> March 2025  | Checking Safe Work Permit (SWP) Role at Critical Chain Project Management (CCPM) | HRD      |
| 5  | Friday, 7 <sup>th</sup> March 2025    | Checking Safe Work Permit (SWP) Role at Critical Chain Project Management (CCPM) | HRD      |

**Table 3.4.8. Daily Activities of March 10<sup>th</sup>, 2025 to March 14<sup>th</sup>, 2025:**

| NO | DAY/DATE                               | ACTIVITY  | ASSIGNOR |
|----|--|---|----------|
| 1  | Monday, 10 <sup>th</sup> March 2025    | Scanning Employee Medical Check-Up (MCU) Results                        | HRD      |
| 2  | Tuesday, 11 <sup>th</sup> March 2025   | Inputting Personal Protective Equipment (PPE) Return Data to the System | HRD      |
| 3  | Wednesday, 12 <sup>th</sup> March 2025 | Compiling Time Sheet for February 2025                                  | HRD      |
| 4  | Thursday, 13 <sup>th</sup> March 2025  | Compiling Time Sheet for February 2025                                  | HRD      |
| 5  | Friday, 14 <sup>th</sup> March 2025    | Compiling Time Sheet for February 2025                                  | HRD      |

**Table 3.4.9. Daily Activities of March 17<sup>th</sup>, 2025 to March 21<sup>st</sup>, 2025:**

| NO | DAY/DATE                               | ACTIVITY                          | ASSIGNOR |
|----|--|-----------------------------------|----------|
| 1  | Monday, 17 <sup>th</sup> March 2025    | Scanning February 2025 Time Sheet | HRD      |
| 2  | Tuesday, 18 <sup>th</sup> March 2025   | Scanning February 2025 Time Sheet | HRD      |
| 3  | Wednesday, 19 <sup>th</sup> March 2025 | Scanning February 2025 Time Sheet | HRD      |
| 4  | Thursday, 20 <sup>th</sup> March 2025  | Scanning February 2025 Time Sheet | HRD      |
| 5  | Friday, 21 <sup>st</sup> March 2025    | Scanning Tire Patching Reports    | HRD      |

**Table 3.4.10. Daily Activities of March 24<sup>th</sup>, 2025 to March 28<sup>th</sup>, 2025:**

| NO | DAY/DATE                               | ACTIVITY                                 | ASSIGNOR |
|----|--|--|----------|
| 1  | Monday, 24 <sup>th</sup> March 2025    | Scanning February 2025 Time Sheet        | HRD      |
| 2  | Tuesday, 25 <sup>th</sup> March 2025   | Scanning February 2025 Time Sheet        | HRD      |
| 3  | Wednesday, 26 <sup>th</sup> March 2025 | Scanning February 2025 Time Sheet        | HRD      |
| 4  | Thursday, 27 <sup>th</sup> March 2025  | Printing Staff Attendance for March 2025 | HRD      |
| 5  | Friday, 28 <sup>th</sup> March 2025    | National Holiday                         | HRD      |

**Table 3.4.11. Daily Activities of March 31<sup>st</sup>, 2025 to April 4<sup>th</sup>, 2025:**

| NO | DAY/DATE                              | ACTIVITY         | ASSIGNOR |
|----|---------------------------------------|------------------|----------|
| 1  | Monday, 31 <sup>st</sup> March 2025   | National Holiday | HRD      |
| 2  | Tuesday, 1 <sup>st</sup> April 2025   | National Holiday | HRD      |
| 3  | Wednesday, 2 <sup>nd</sup> April 2025 | National Holiday | HRD      |
| 4  | Thursday, 3 <sup>rd</sup> April 2025  | National Holiday | HRD      |
| 5  | Friday, 4 <sup>th</sup> April 2025    | National Holiday | HRD      |

**Table 3.4.12. Daily Activities of April 7<sup>th</sup>, 2025 to April 11<sup>th</sup>, 2025:**

| NO | DAY/DATE                              | ACTIVITY                                   | ASSIGNOR |
|----|---------------------------------------|--|----------|
| 1  | Monday, 7 <sup>th</sup> April 2025    | Scanning February 2025 Time Sheet          | HRD      |
| 2  | Tuesday, 8 <sup>th</sup> April 2025   | Scanning February 2025 Time Sheet          | HRD      |
| 3  | Wednesday, 9 <sup>th</sup> April 2025 | National Holiday                           | HRD      |
| 4  | Thursday, 10 <sup>th</sup> April 2025 | Visiting Heavy Oil (HO)                    | HRD      |
| 5  | Friday, 11 <sup>th</sup> April 2025   | Inputting Equipment Data for February 2025 | HRD      |

**Table 3.4.13. Daily Activities of April 14<sup>th</sup>, 2025 to April 18<sup>th</sup>, 2025:**

| NO | DAY/DATE                               | ACTIVITY                          | ASSIGNOR |
|----|--|-----------------------------------|----------|
| 1  | Monday, 14 <sup>th</sup> April 2025    | Scanning February 2025 Time Sheet | HRD      |
| 2  | Tuesday, 15 <sup>th</sup> April 2025   | Scanning February 2025 Time Sheet | HRD      |
| 3  | Wednesday, 16 <sup>th</sup> April 2025 | Scanning February 2025 Time Sheet | HRD      |
| 4  | Thursday, 17 <sup>th</sup> April 2025  | Scanning February 2025 Time Sheet | HRD      |
| 5  | Friday, 18 <sup>th</sup> April 2025    | National Holiday                  | HRD      |

**Table 3.4.14. Daily Activities of April 21<sup>st</sup>, 2025 to April 25<sup>th</sup>, 2025:**

| NO | DAY/DATE                               | ACTIVITY                                   | ASSIGNOR |
|----|--|--|----------|
| 1  | Monday, 21 <sup>st</sup> April 2025    | Scanning BBM Operational Reports           | HRD      |
| 2  | Tuesday, 22 <sup>nd</sup> April 2025   | Inputting Equipment Data for February 2025 | HRD      |
| 3  | Wednesday, 23 <sup>rd</sup> April 2025 | Inputting Equipment Data for February 2025 | HRD      |
| 4  | Thursday, 24 <sup>th</sup> April 2025  | Inputting Equipment Data for February 2025 | HRD      |
| 5  | Friday, 25 <sup>th</sup> April 2025    | Inputting Equipment Data for February 2025 | HRD      |

**Table 3.4.15. Daily Activities of April 28<sup>th</sup>, 2025 to May 2<sup>nd</sup>, 2025:**

| NO | DAY/DATE                             | ACTIVITY                                   | ASSIGNOR |
|----|--------------------------------------|--|----------|
| 1  | Monday, 28 <sup>th</sup> April 2025  | Cross-Check the Timesheet in February 2025 | HRD      |
| 2  | Tuesday, 29 <sup>th</sup> April 2025 | Printing Time Sheet                        | HRD      |
| 3  | Wednesday, 30 <sup>th</sup> May 2025 | Printing Staff Attendance for April 2025   | HRD      |
| 4  | Thursday, 1 <sup>st</sup> May 2025   | National Holiday                           | HRD      |
| 5  | Friday, 2 <sup>nd</sup> May 2025     | Compiling Time Sheet for Maret 2025        | HRD      |

**Table 3.4.16. Daily Activities of May 5<sup>th</sup>, 2025 to May 9<sup>th</sup>, 2025:**

| NO | DAY/DATE                            | ACTIVITY                            | ASSIGNOR |
|----|-------------------------------------|-------------------------------------|----------|
| 1  | Monday, 5 <sup>th</sup> May 2025    | Compiling Time Sheet for Maret 2025 | HRD      |
| 2  | Tuesday, 6 <sup>th</sup> May 2025   | Compiling Time Sheet for Maret 2025 | HRD      |
| 3  | Wednesday, 7 <sup>th</sup> May 2025 | Compiling Time Sheet for Maret 2025 | HRD      |
| 4  | Thursday, 8 <sup>th</sup> May 2025  | Inputting Material Request Data     | HRD      |
| 5  | Friday, 9 <sup>th</sup> May 2025    | Inputting Material Request Data     | HRD      |

**Table 3.4.17. Daily Activities of May, 12<sup>th</sup> 2025 to May 16<sup>th</sup> 2025:**

| NO | DAY/DATE                             | ACTIVITY  | ASSIGNOR |
|----|--------------------------------------|---|----------|
| 1  | Monday, 12 <sup>th</sup> May 2025    | National Holiday  | HRD      |
| 2  | Tuesday, 13 <sup>th</sup> May 2025   | Scanning Fixed-Term Employment Contract (PKWT) Letter that has been Legalized | HRD      |
| 3  | Wednesday, 14 <sup>th</sup> May 2025 | Scanning Fixed-Term Employment Contract (PKWT) Letter that has been Legalized | HRD      |
| 4  | Thursday, 15 <sup>th</sup> May 2025  | Scanning Fixed-Term Employment Contract (PKWT) Letter that has been Legalized | HRD      |
| 5  | Friday, 16 <sup>th</sup> May 2025    | Scanning Fixed-Term Employment Contract (PKWT) Letter that has been Legalized | HRD      |

**Table 3.4.18. Daily Activities of May 19<sup>th</sup>, 2025 to May 23<sup>rd</sup>, 2025:**

| NO | DAY/DATE                             | ACTIVITY                            | ASSIGNOR |
|----|--------------------------------------|-------------------------------------|----------|
| 1  | Monday, 19 <sup>th</sup> May 2025    | Verifying the March 2025 Time Sheet | HRD      |
| 2  | Tuesday, 20 <sup>th</sup> May 2025   | Verifying the March 2025 Time Sheet | HRD      |
| 3  | Wednesday, 21 <sup>st</sup> May 2025 | Verifying the March 2025 Time Sheet | HRD      |
| 4  | Thursday, 22 <sup>nd</sup> May 2025  | Compiling Time Sheet for April 2025 | HRD      |
| 5  | Friday, 23 <sup>rd</sup> May 2025    | Compiling Time Sheet for April 2025 | HRD      |

### **3.5 Obstacle and Solution**

There are several obstacles and solutions during the apprenticeship:

#### **3.5.1 Obstacle**

The obstacles that author often experience are software errors that suddenly appear or slow and unstable internet connections. These problems not only disrupt the smooth flow of work, but can also reduce the author's focus and productivity. Therefore, author need to find effective solutions so that these technical obstacles do not become major obstacles in completing the task or project at hand.

#### **3.5.2 Solution**

Solutions that can be done to deal with obstacles during the practical work process are ensuring that the software is always updated to the latest version and performing routine maintenance on the device. For internet problems, use a stable network and provide alternative connections such as backup hotspots so that work is not interrupted.

## **CHAPTER IV**

### **CONCLUSION AND SUGGESTION**

#### **4.1 Conclusion**

After conducting an apprenticeship program at PT. Sumigita Jaya, the author has the following conclusions:

1. There are several types of work carried out during the apprenticeship in the HRD Department, such as: assisting to prepare termination administration, inputting applicants data, making employment contracts, managing time sheet collection and verification, and archiving digital files of employee Medical Check-Up (MCU) results.
2. All work procedures carried out during the apprenticeship at PT. Sumigita Jaya are carried out in accordance with the applicable provisions at PT. Sumigita Jaya.
3. Several systems used include Critical Chain Project Management (CCPM), a project management method that focuses on resource management and scheduling while considering time constraints and resource capacity. In addition, there is Microsoft Office, a productivity application suite that includes various popular programs such as Microsoft Word, Excel, PowerPoint, and others.

#### **4.2 Suggestion**

There are several suggestions from the author that can be given to the PT. Sumigita Jaya, namely:

1. The company should regularly provide training to improve employees' skills, motivation, and productivity.
2. Companies should provide space for employees to ask questions and give feedback to encourage creativity and innovation.
3. The company should use fingerprint attendance to improve the accuracy, security, and efficiency of attendance data processing and reduce fraud.

## **REFERENCES**

PT. Sumigita Jaya <https://www.sumigita.com/>, accessed on March 28<sup>th</sup>, 2025



## APPENDICES

### Appendix 1 : Apprenticeship Acceptance Letter



Nomor : SGJ/HRD/0001-I/2025  
Perihal : Praktek Kerja / KP  
Lampiran : -

Yth. Wakil Direktur III. Politeknik Negeri Bengkalis Riau  
Jl. Bathin Alam, Sungai Alam, Bengkalis, Riau

Menindaklanjuti surat dari Direktur Politeknik Negeri Bengkalis Nomor: 6644/PL.31/TU/2024  
Tanggal 10 Desember 2024, perihal permohonan kerja Praktek / KP atas nama:

| NO. | NAMA            | NIM        | PRODI | JURUSAN        |
|-----|-----------------|------------|-------|----------------|
| 1   | FEBBY NURHAYATI | 5203221160 | D-3   | BAHASA INGGRIS |

Dengan ini kami informasikan bahwa PT. SUMIGITA JAYA dapat menerima mahasiswa Bapak / Ibu untuk melaksanakan Praktek Kerja / Magang di PT. SUMIGITA JAYA Duri, dimulai dari 20 Januari 2025 s/d 23 Mei 2025, untuk selanjutnya agar mahasiswa tersebut berhubungan langsung dengan HRD PT. SUMIGITA JAYA di Duri.

Demikianlah surat keterangan ini kami sampaikan agar dapat dimaklumi.

Hormat kami  
PT. Sumigita Jaya

**SUMARDI**  
HRD SUPERINTENDENT

## Appendix 2 : Apprenticeship Letter



**SURAT KETERANGAN**  
**No.130/SK/HRD-SGJ/V/2025**

Yang bertanda tangan di bawah ini adalah HRD PT. Sumigita Jaya menerangkan bahwa:

Nama : Febby Nurhayati  
Tempat/ Tgl. Lahir : Duri, 8 Februari 2004  
Alamat : Jl. Bhakti Gg. Ikhlas, RT.02/RW.16  
Kel. Pematang Pudu, Kec. Mandau

Telah melakukan Kerja Praktek pada perusahaan kami, PT. Sumigita Jaya sejak tanggal 20 Januari sampai dengan 23 Mei 2025 sebagai tenaga Kerja Praktek (KP).

Selama bekerja di PT. Sumigita Jaya, yang bersangkutan telah menunjukkan ketekunan dan kesungguhan bekerja dengan baik.

Surat keterangan ini diberikan untuk dipergunakan sebagaimana mestinya. Demikian agar yang berkepentingan memakluminya.

Duri, 23 Mei 2025

A handwritten signature in blue ink, appearing to read "Sumardi", written over a blue circular stamp that contains the letters "SGJ".

**Sumardi**  
**HR Superintendent**

### Appendix 3 : Apprenticeship Certificate



## Appendix 4 : Apprenticeship Evaluation Form



### LEMBAR PENILAIAN MAGANG OLEH PT. SUMIGITA JAYA

Nama Mahasiswa : Febby Nurhayati  
NIM : 5203221160  
Program Studi : D-III Bahasa Inggris  
Institusi : Politeknik Negeri Bengkalis

| No                       | Aspek Penilaian            | Bobot Persentase | Nilai Diberikan | Nilai Akhir |
|--------------------------|----------------------------|------------------|-----------------|-------------|
| 1.                       | Kedisiplinan               | 20%              | 85              | 17          |
| 2.                       | Pelaksanaan Tanggung jawab | 25%              | 90              | 22,5        |
| 3.                       | Penyesuaian diri           | 10%              | 80              | 8           |
| 4.                       | Hasil kerja                | 30%              | 90              | 27          |
| 5.                       | Perilaku secara umum       | 15%              | 85              | 12,75       |
| Total Jumlah (1+2+3+4+5) |                            | 100%             |                 | 87,25 = A   |

#### Keterangan:

A : Istimewa (81-100)  
B+ : Sangat Baik (71-80)  
B : Baik (66-70)  
C+ : Cukup Baik (61-65)  
C : Cukup (56-60)  
D : Kurang (41-55)  
E : Sangat Kurang (0-40)

#### Catatan:

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














































Duri, 23 Februari 2025



































**Hendra Dwi Saputra**  
Supervisor HRD

## Appendix 5 : Apprenticeship Attendance

### ABSENSI MAHASISWA MAGANG POLITEKNIK NEGERI BENGKALIS

Nama : Febby Nurhayati  
 NIM : 5203221160  
 Jurusan/Prodi : D-III Bahasa Inggris  
 Lokasi Magang : PT. Sumigita Jaya

| No | Bulan    | Tanggal   |   |   |   |   | Paraf Pengawas  |
|----|----------|---|---|---|---|---|---|
| 1  | Januari  | 20  | 21  | 22  | 23  | 24  |    |
|    |          |    |    |    |    |    |   |
|    |          | 27  | 28  | 29  | 30  | 31  |   |
|    |          | HL  |   | HL  |   |   |   |
| 2  | Februari | 3   | 4   | 5   | 6   | 7   |  |
|    |          |  |  |  |  |  |   |
|    |          | 10  | 11  | 12  | 13  | 14  |   |
|    |          |  |  |  |  |  |   |
|    |          | 17  | 18  | 19  | 20  | 21  |   |
|    |          |  |  |  |  |  |   |
|    |          | 24  | 25  | 26  | 27  | 28  |   |
| 3  | Maret    | 3   | 4   | 5   | 6   | 7   |  |
|    |          |  |  |  |  |  |   |
|    |          | 10  | 11  | 12  | 13  | 14  |   |
|    |          |  |  |  |  |  |   |
|    |          | 17  | 18  | 19  | 20  | 21  |   |
|    |          |  |  |  |  |  |   |
|    |          | 24  | 25  | 26  | 27  | 28  |   |
|    |          |  |  |  |  | HL  |   |

|   |       |   |   |   |   |   |  |
|---|-------|---|---|---|---|---|--|
| 4 | April | 31  | 1   | 2   | 3   | 4   |   |
|   |       | HL  | HL  | HL  | HL  | HL  |  |
|   |       | 7   | 8   | 9   | 10  | 11  |  |
|   |       |    |    |    |    |    |  |
|   |       | 14  | 15  | 16  | 17  | 18  |  |
|   |       |    |    |    |    | HL  |  |
|   |       | 21  | 22  | 23  | 24  | 25  |  |
|   |       |    |    |    |    |    |  |
| 5 | Mei   | 28  | 29  | 30  | 1   | 2   |  |
|   |       |    |    |    | HL  |    |  |
|   |       | 5   | 6   | 7   | 8   | 9   |  |
|   |       |    |    |    |    |    |  |
|   |       | 12  | 13  | 14  | 15  | 16  |  |
|   |       | HL  |   |   |   |   |  |
|   |       | 19  | 20  | 21  | 22  | 23  |  |
|   |       |  |  |  |  |  |  |

**Catatan:**

Sakit = S

Izin = I

Alpha = A

Hari Libur = HL

Duri, 23 Mei 2025  
Supervisor HRD

 **SGU**  
PT. SUMMIT BINTANG JAYA


**Hendra Dwi Saputra**  
22113117




## Appendix 6 : Daily Activity of Apprenticeship


**Day :** Monday

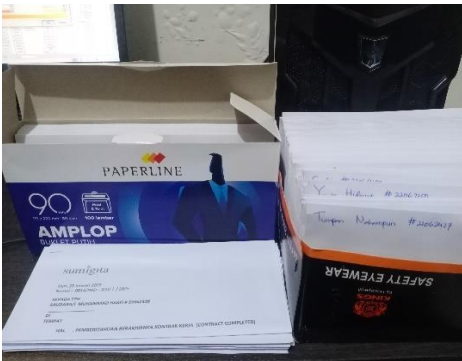
**Date:** January 20<sup>th</sup>, 2025

| No | Description of Activities                       | Task Assignor | Signature   |
|----|---|---------------|---|
| 1. | Preparing Employment Contract Expiration Letter | Hendra Dwi S. |  |
|    | Note:   |               |   |

| No | Working  | Explanation  |
|----|--|--|
| 1. |  | The contract termination letter for the employee was folded, placed in an envelope, and a name was written on the outside of the envelope in accordance with the letter. |


**Day :** Tuesday  
**Date:** January 21<sup>st</sup>, 2025


| No | Description of Activities                       | Task Assignor | Signature   |
|----|---|---------------|---|
| 1. | Preparing Employment Contract Expiration Letter | Hendra Dwi S. |  |
|    | Note:   |               |   |

| No | Working  | Explanation  |
|----|--|--|
| 1. |  | The contract termination letter for the employee was folded, placed in an envelope, and a name was written on the outside of the envelope in accordance with the letter. |




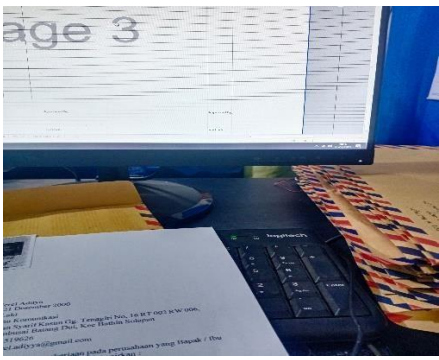
**Day :** Wednesday  
**Date:** January 22<sup>nd</sup>, 2025

| No | Description of Activities         | Task Assignor | Signature   |
|----|-----------------------------------|---------------|---|
| 1. | Finalizing Contractual Employment | Hendra Dwi S. |  |
|    | Note:                             |               |   |

| No | Working  | Explanation  |
|----|--|--|
| 1. |  | Employees whose contracts had expired were given clearing forms, and they were instructed to meet with materials department representative to complete them. |


**Day :** Thursday  
**Date:** January 23<sup>rd</sup>, 2025


| No | Description of Activities         | Task Assignor | Signature   |
|----|-----------------------------------|---------------|---|
| 1. | Inputting the Applicants Database | Hendra Dwi S. |  |
|    | Note:                             |               |   |

| No | Working  | Explanation   |
|----|--|---|
| 1. |  | Submitting data information from every application letter into the Ms. Excel for the recruitment process. |


**Day :** Friday

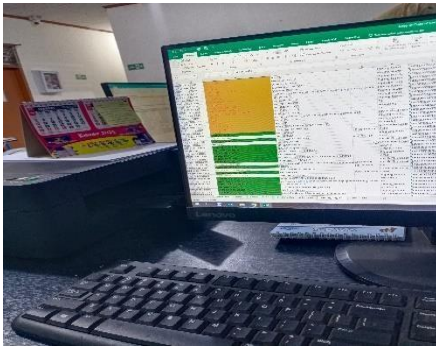
**Date:** January 24<sup>th</sup>, 2025

| No | Description of Activities         | Task Assignor | Signature   |
|----|-----------------------------------|---------------|---|
| 1. | Inputting the Applicants Database | Hendra Dwi S. |  |
|    | Note:                             |               |   |


| No | Working  | Explanation   |
|----|--|---|
| 1. |  | Submitting data information from every application letter into the Ms. Excel for the recruitment process. |

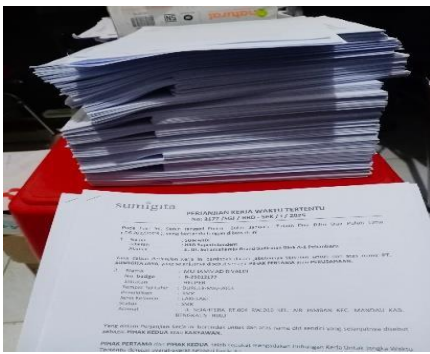
**Day :** Tuesday  
**Date:** January 28<sup>th</sup>, 2025

| No | Description of Activities         | Task Assignor | Signature   |
|----|-----------------------------------|---------------|---|
| 1. | Inputting the Applicants Database | Hendra Dwi S. |  |
|    | Note:                             |               |   |


| No | Working  | Explanation   |
|----|--|---|
| 1. |  | Submitting data information from every application letter into the Ms. Excel for the recruitment process. |

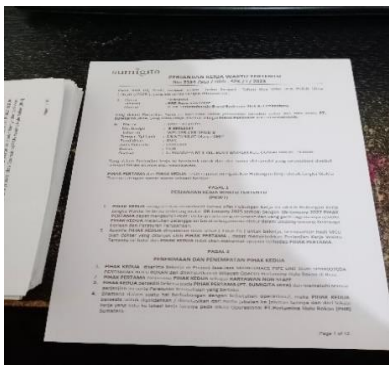
Day : Thursday  
Date: January 30<sup>th</sup>, 2025

| No | Description of Activities                              | Task Assignor | Signature   |
|----|--|---------------|---|
| 1. | Preparing Fixed-Term Employment Contract (PKWT) Letter | Hendra Dwi S. |  |
|    | Note:  |               |   |

| No | Working  | Explanation  |
|----|--|--|
| 1. |  | Clip the printed PKWT (Specified Time Work Agreement) letter and ensure the completeness of the documents. |


**Day :** Friday  
**Date:** January 31<sup>st</sup>, 2025

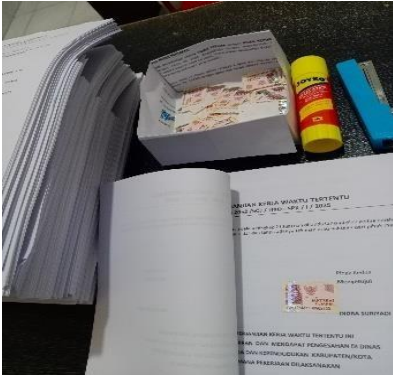
| No | Description of Activities                              | Task Assignor | Signature   |
|----|--|---------------|---|
| 1. | Preparing Fixed-Term Employment Contract (PKWT) Letter | Hendra Dwi S. |  |
|    | Note:  |               |   |

| No | Working  | Explanation  |
|----|--|--|
| 1. |  | Clip the printed PKWT (Specified Time Work Agreement) letter and ensure the completeness of the documents. |


**Day :** Monday


**Date:** February 3<sup>rd</sup>, 2025

| No | Description of Activities       | Task Assignor | Signature   |
|----|---------------------------------|---------------|---|
| 1. | Affixing Stamp Duty on the PKWT | Hendra Dwi S. |  |
|    | Note:                           |               |   |

| No | Working  | Explanation   |
|----|--|---|
| 1. |  | Stamp the PKWT letter (Specified Time Work Agreement) as evidence for the parties involved in the letter. |

**Day :** Tuesday  
**Date:** February 4<sup>th</sup>, 2025


| No | Description of Activities                             | Task Assignor | Signature   |
|----|---|---------------|---|
| 1. | Stamping Fixed-Term Employment Contract (PKWT) Letter | Hendra Dwi S. |  |
|    | Note:   |               |   |


| No | Working  | Explanation   |
|----|--|---|
| 1. |  | Provide a company wet stamp on the PKWT letter that has been signed by the worker as a signature. |




**Day :** Wednesday

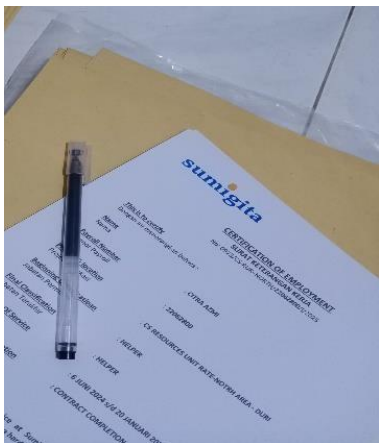
**Date:** February 5<sup>th</sup>, 2025

| No | Description of Activities                             | Task Assignor | Signature   |
|----|---|---------------|---|
| 1. | Stamping Fixed-Term Employment Contract (PKWT) Letter | Hendra Dwi S. |  |
|    | Note:   |               |   |

| No | Working  | Explanation   |
|----|--|---|
| 1. |  | Provide a company wet stamp on the PKWT letter that has been signed by the worker as a signature. |


**Day :** Thursday  
**Date:** February 6<sup>th</sup>, 2025

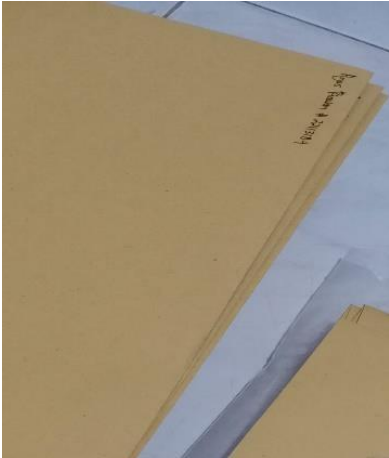
| No | Description of Activities     | Task Assignor | Signature   |
|----|-------------------------------|---------------|---|
| 1. | Packing Employee Certificates | Hendra Dwi S. |  |
|    | Note:                         |               |   |

| No | Working  | Explanation  |
|----|--|--|
| 1. |  | Putting employee certificates in envelopes and giving each certificate a name. |


**Day :** Friday

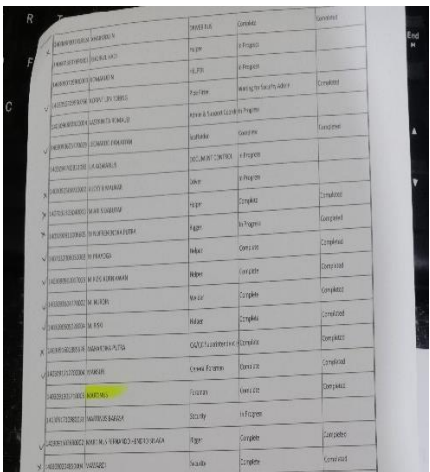
**Date:** February 7<sup>th</sup>, 2025

| No | Description of Activities     | Task Assignor | Signature   |
|----|-------------------------------|---------------|---|
| 1. | Packing Employee Certificates | Hendra Dwi S. |  |
|    | Note:                         |               |   |


| No | Working  | Explanation  |
|----|--|--|
| 1. |  | Putting employee certificates in envelopes and giving each certificate a name. |

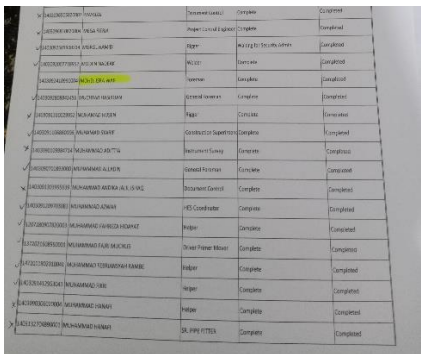
**Day :** Monday  
**Date:** February 10<sup>th</sup>, 2025

| No | Description of Activities | Task Assignor | Signature   |
|----|---------------------------|---------------|---|
| 1. | Checking Applicants Data  | Hendra Dwi S. |  |
|    | Note:                     |               |   |

| No | Working  | Explanation   |
|----|--|---|
| 1. |  | Check the completeness of personal data and work experience as a form of verification of the accuracy of applicants' information. |


**Day :** Tuesday  
**Date:** February 11<sup>th</sup>, 2025

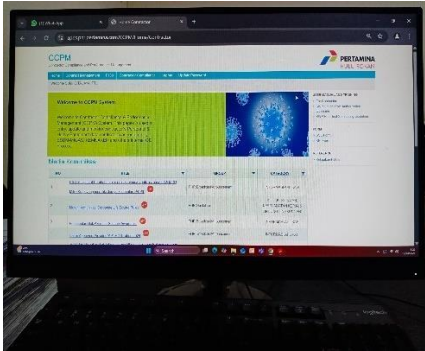
| No | Description of Activities | Task Assignor | Signature   |
|----|---------------------------|---------------|---|
| 1. | Checking Applicants Data  | Hendra Dwi S. |  |
|    | Note:                     |               |   |

| No | Working  | Explanation   |
|----|--|---|
| 1. |  | Check the completeness of personal data and work experience as a form of verification of the accuracy of applicants' information. |

**Day :** Wednesday


**Date:** February 12<sup>th</sup>, 2025

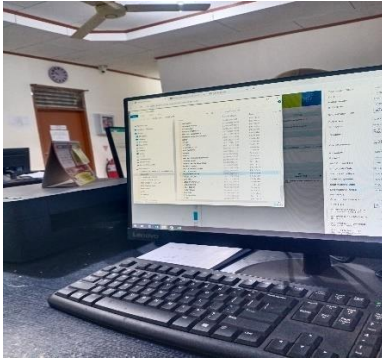
| No | Description of Activities | Task Assignor | Signature   |
|----|---------------------------|---------------|---|
| 1. | Exporting Employee Data   | Hendra Dwi S. |  |
|    | Note:                     |               |   |

| No | Working  | Explanation  |
|----|--|--|
| 1. |  | Download important employee files from CCPM (Critical Chain Project Management) to help optimize project planning, minimize the risk of delays, and maximize the efficient use of resources. |

**Day :** Thursday


**Date:** February 13<sup>th</sup>, 2025

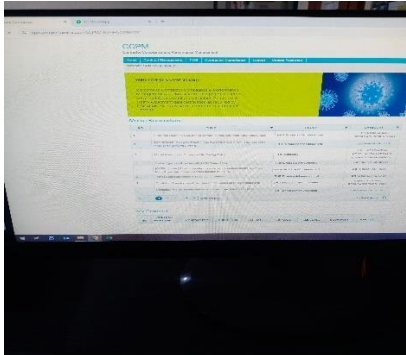
| No | Description of Activities | Task Assignor | Signature   |
|----|---------------------------|---------------|---|
| 1. | Exporting Employee Data   | Hendra Dwi S. |  |
|    | Note:                     |               |   |

| No | Working  | Explanation  |
|----|--|--|
| 1. |  | Download important employee files from CCPM (Critical Chain Project Management) to help optimize project planning, minimize the risk of delays, and maximize the efficient use of resources. |

**Day :** Friday

**Date:** February 14<sup>th</sup>, 2025


| No | Description of Activities | Task Assignor | Signature   |
|----|---------------------------|---------------|---|
| 1. | Exporting Employee Data   | Hendra Dwi S. |  |
|    | Note:                     |               |   |

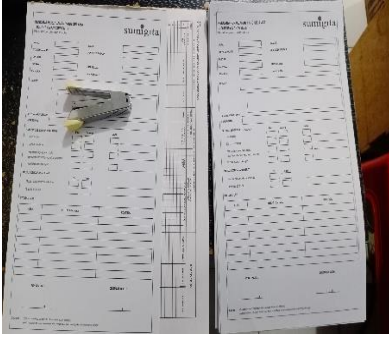
| No | Working  | Explanation  |
|----|--|--|
| 1. |  | Download important employee files from CCPM (Critical Chain Project Management) to help optimize project planning, minimize the risk of delays, and maximize the efficient use of resources. |



**Day :** Monday


**Date:** February 17<sup>th</sup>, 2025

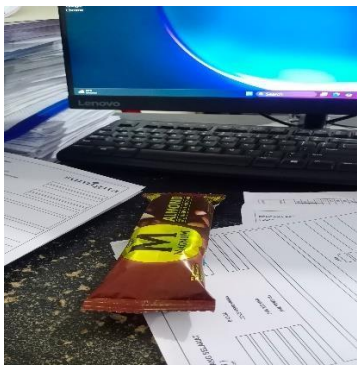
| No | Description of Activities                           | Task Assignor | Signature   |
|----|---|---------------|---|
| 1. | Merging Journey Management Form and Fuel Order Form | Hendra Dwi S. |  |
|    | Note:   |               |   |

| No | Working  | Explanation  |
|----|--|--|
| 1. |  | Merging journey management form and fuel order form and then clipping and putting them in one box. |


**Day :** Tuesday

**Date:** February 18<sup>th</sup>, 2025

| No | Description of Activities                           | Task Assignor | Signature   |
|----|---|---------------|---|
| 1. | Merging Journey Management Form and Fuel Order Form | Hendra Dwi S. |  |
|    | Note:   |               |   |

| No | Working  | Explanation  |
|----|--|--|
| 1. |  | Merging journey management form and fuel order form and then clipping and putting them in one box. |


**Date:** February 19<sup>th</sup>, 2025


| No | Description of Activities | Task Assignor | Signature   |
|----|---------------------------|---------------|---|
| 1. | Converting Image Formats  | Hendra Dwi S. |  |
|    | Note:                     |               |   |

| No | Working | Explanation  |
|----|---------|--|
| 1. |         | Converting image formats to ensure image quality for easy uploading. |

**Day :** Thursday


**Date:** February 20<sup>th</sup>, 2025

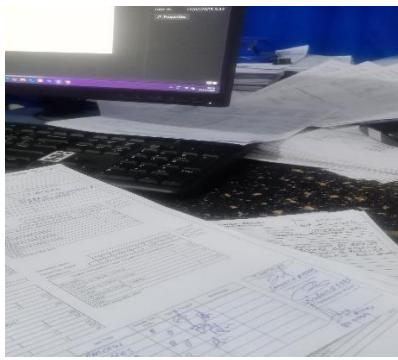
| No | Description of Activities       | Task Assignor | Signature   |
|----|---------------------------------|---------------|---|
| 1. | Photocopying Handover Documents | Hendra Dwi S. |  |
|    | Note:                           |               |   |

| No | Working  | Explanation   |
|----|--|---|
| 1. |  | Duplicate or photocopy the handover document as valid evidence of the handover. |

**Day :** Friday


**Date:** February 21<sup>st</sup>, 2025

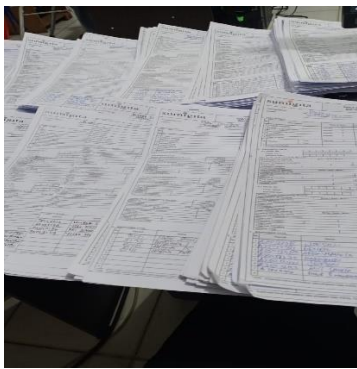
| No | Description of Activities       | Task Assignor | Signature   |
|----|---------------------------------|---------------|---|
| 1. | Photocopying Handover Documents | Hendra Dwi S. |  |
|    | Note:                           |               |   |

| No | Working  | Explanation   |
|----|--|---|
| 1. |  | Duplicate or photocopy the handover document as valid evidence of the handover. |

**Day :** Monday


**Date:** February 24<sup>th</sup>, 2025

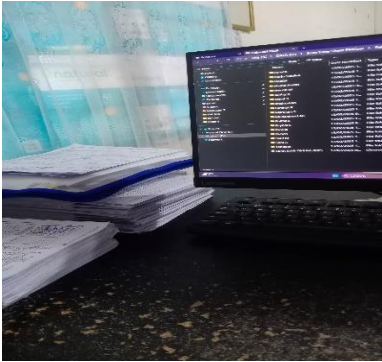
| No | Description of Activities            | Task Assignor | Signature   |
|----|--------------------------------------|---------------|---|
| 1. | Compiling Timesheet for January 2025 | Hendra Dwi S. |  |
|    | Note:                                |               |   |

| No | Working  | Explanation   |
|----|--|---|
| 1. |  | Compile time sheet for January 2025 based on Foreman's name to make data collection easier. |

**Day :** Tuesday


**Date:** February 25<sup>th</sup>, 2025

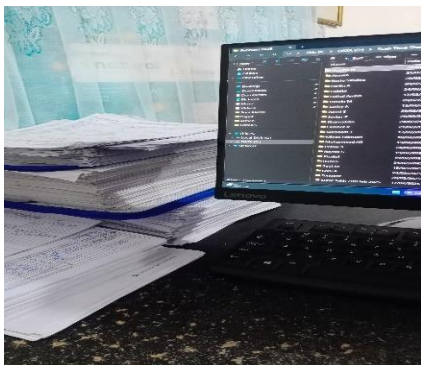
| No | Description of Activities        | Task Assignor | Signature   |
|----|----------------------------------|---------------|---|
| 1. | Scanning January 2025 Time Sheet | Hendra Dwi S. |  |
|    | Note:                            |               |   |

| No | Working  | Explanation   |
|----|--|---|
| 1. |  | Scan January 2025 time sheet as soft file data to facilitate real-time monitoring of workers. |

**Day :** Wednesday

**Date:** February 26<sup>th</sup>, 2025


| No | Description of Activities        | Task Assignor | Signature   |
|----|----------------------------------|---------------|---|
| 1. | Scanning January 2025 Time Sheet | Hendra Dwi S. |  |
|    | Note:                            |               |   |

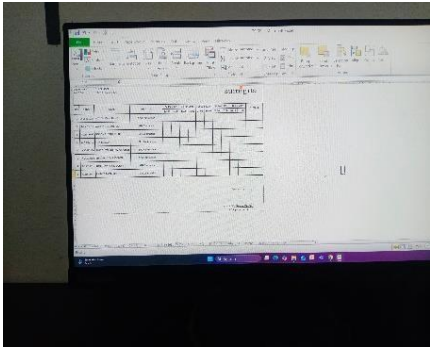
| No | Working  | Explanation   |
|----|--|---|
| 1. |  | Scan January 2025 time sheet as soft file data to facilitate real-time monitoring of workers. |



**Day :** Thursday


**Date:** February 27<sup>th</sup>, 2025

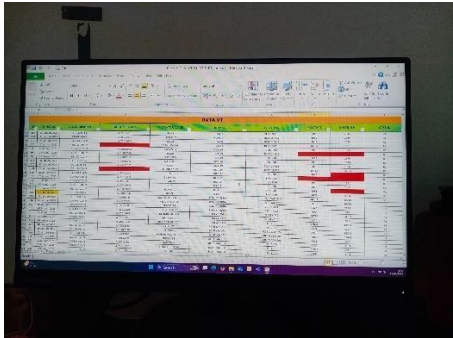
| No | Description of Activities                   | Task Assignor | Signature   |
|----|---|---------------|---|
| 1. | Printing Staff Attendance for February 2025 | Hendra Dwi S. |  |
|    | Note:                                       |               |   |

| No | Working  | Explanation   |
|----|--|---|
| 1. |  | Printing staff attendance to be signed by supervisors and employees as proof of attendance. |


**Day :** Friday

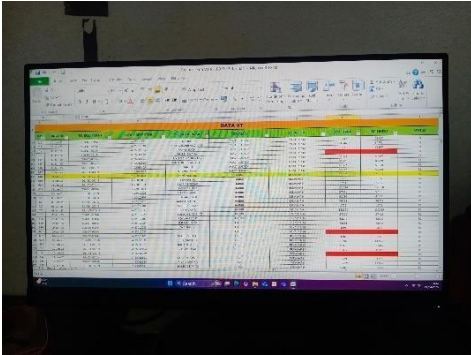
**Date:** February 28<sup>th</sup>, 2025

| No | Description of Activities                 | Task Assignor | Signature   |
|----|---|---------------|---|
| 1. | Inputting Equipment Data for January 2025 | Hendra Dwi S. |  |
|    | Note:                                     |               |   |


| No | Working  | Explanation  |
|----|--|--|
| 1. |  | Input data on equipment vehicles in the field based on previously scanned time sheets. |

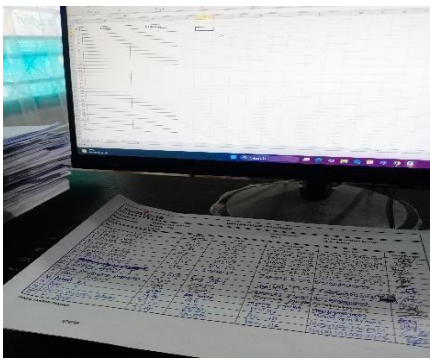
**Day :** Monday  
**Date:** March 3<sup>rd</sup>, 2025

| No | Description of Activities                 | Task Assignor | Signature   |
|----|---|---------------|---|
| 1. | Inputting Equipment Data for January 2025 | Hendra Dwi S. |  |
|    | Note:                                     |               |   |

| No | Working  | Explanation  |
|----|--|--|
| 1. |  | Input data on equipment vehicles in the field based on previously scanned time sheets. |


**Day :** Tuesday  
**Date:** March 4<sup>th</sup>, 2025

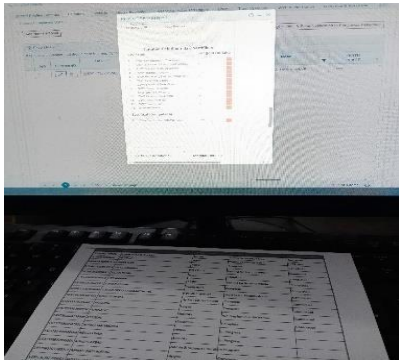
| No | Description of Activities               | Task Assignor | Signature   |
|----|---|---------------|---|
| 1. | Recapitulating Training Attendance Data | Hendra Dwi S. |  |
|    | Note:                                   |               |   |

| No | Working  | Explanation  |
|----|--|--|
| 1. |  | Moving employee training attendance data from hard-file to soft-file aims to facilitate data management. |


**Day :** Wednesday


**Date:** March 5<sup>th</sup>, 2025

| No | Description of Activities  | Task Assignor | Signature   |
|----|--|---------------|---|
| 1. | Checking Safe Work Permit (SWP) Role at Critical Chain Project Management (CCPM) | Hendra Dwi S. |  |
|    | Note:  |               |   |

| No | Working  | Explanation  |
|----|--|--|
| 1. |  | Checking the completeness of field employee files based on the list of names that have been given. |


**Day :** Thursday  
**Date:** March 6<sup>th</sup>, 2025

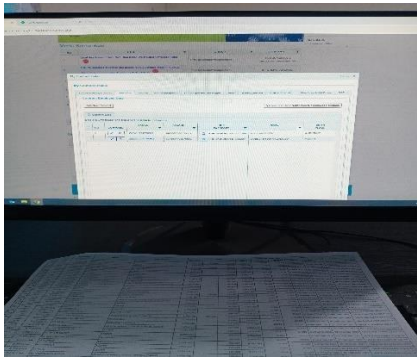
| No | Description of Activities  | Task Assignor | Signature   |
|----|--|---------------|---|
| 1. | Checking Safe Work Permit (SWP) Role at Critical Chain Project Management (CCPM) | Hendra Dwi S. |  |
|    | Note:  |               |   |

| No | Working  | Explanation  |
|----|--|--|
| 1. |  | Checking the completeness of field employee files based on the list of names that have been given. |


**Day :** Friday

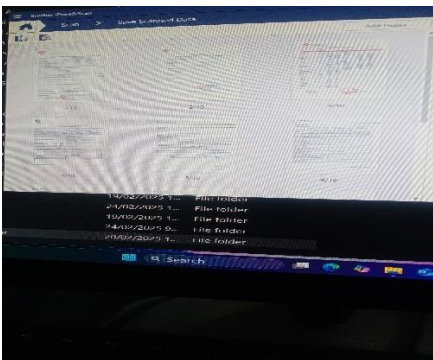
**Date:** March 7<sup>th</sup>, 2025

| No | Description of Activities  | Task Assignor | Signature   |
|----|--|---------------|---|
| 1. | Checking Safe Work Permit (SWP) Role at Critical Chain Project Management (CCPM) | Hendra Dwi S. |  |
|    | Note:  |               |   |

| No | Working  | Explanation  |
|----|--|--|
| 1. |  | Checking the completeness of field employee files based on the list of names that have been given. |


**Day :** Monday  
**Date:** March 10<sup>th</sup>, 2025


| No | Description of Activities                        | Task Assignor | Signature   |
|----|--|---------------|---|
| 1. | Scanning Employee Medical Check-Up (MCU) Results | Hendra Dwi S. |  |
|    | Note:  |               |   |

| No | Working  | Explanation   |
|----|--|---|
| 1. |  | Scan employee MCU (Medical Check- up) to store and facilitate access to employee health data. |




**Day :** Tuesday  
**Date:** March 11<sup>th</sup>, 2025

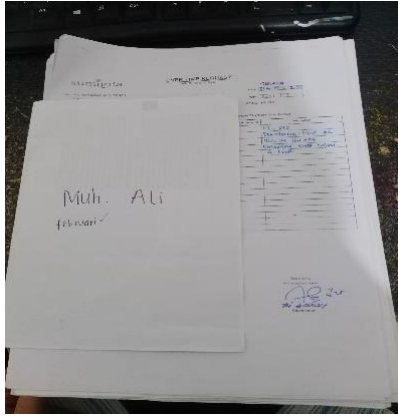
| No | Description of Activities   | Task Assignor | Signature   |
|----|---|---------------|---|
| 1. | Inputting Personal Protective Equipment (PPE) Return Data to the System | Hendra Dwi S. |  |
|    | Note:   |               |   |

| No | Working  | Explanation  |
|----|--|--|
| 1. |  | Checking and inputting data to the system on the basis of PPE (Personal Protective Equipment) returns for employees whose employment contracts have expired. |


**Day :** Wednesday

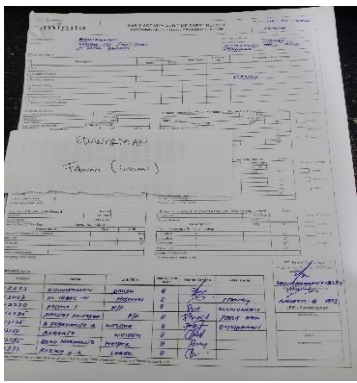
**Date:** March 12<sup>th</sup>, 2025

| No | Description of Activities              | Task Assignor | Signature   |
|----|--|---------------|---|
| 1. | Compiling Time Sheet for February 2025 | Hendra Dwi S. |  |
|    | Note:                                  |               |   |

| No | Working  | Explanation  |
|----|--|--|
| 1. |  | Compile time sheet for February 2025 based on Foreman's name to make data collection easier. |


**Day :** Thursday  
**Date:** March 13<sup>th</sup>, 2025

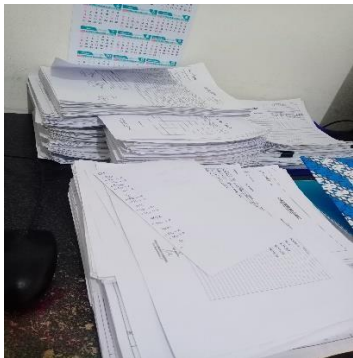
| No | Description of Activities              | Task Assignor | Signature   |
|----|--|---------------|---|
| 1. | Compiling Time Sheet for February 2025 | Hendra Dwi S. |  |
|    | Note:                                  |               |   |

| No | Working  | Explanation  |
|----|--|--|
| 1. |  | Compile time sheet for February 2025 based on Foreman's name to make data collection easier. |


**Day :** Friday

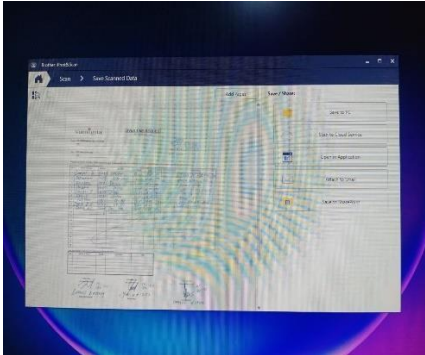
**Date:** March 14<sup>th</sup>, 2025

| No | Description of Activities              | Task Assignor | Signature   |
|----|--|---------------|---|
| 1. | Compiling Time Sheet for February 2025 | Hendra Dwi S. |  |
|    | Note:                                  |               |   |


| No | Working  | Explanation  |
|----|--|--|
| 1. |  | Compile time sheet for February 2025 based on Foreman's name to make data collection easier. |

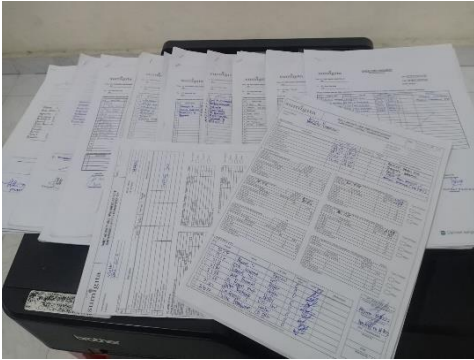
**Day :** Monday  
**Date:** March 17<sup>th</sup>, 2025

| No | Description of Activities         | Task Assignor | Signature   |
|----|-----------------------------------|---------------|---|
| 1. | Scanning February 2025 Time Sheet | Hendra Dwi S. |  |
|    | Note:                             |               |   |

| No | Working  | Explanation  |
|----|--|--|
| 1. |  | Scan February 2025 time sheet as soft file data to facilitate real-time monitoring of workers. |


**Day :** Tuesday  
**Date:** March 18<sup>th</sup>, 2025

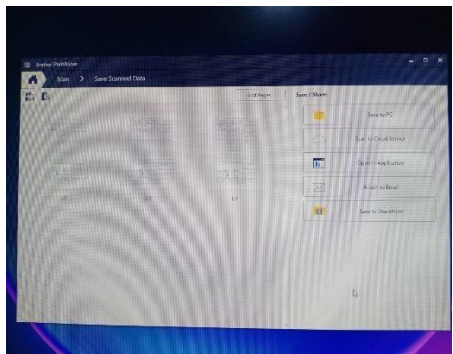
| No | Description of Activities         | Task Assignor | Signature   |
|----|-----------------------------------|---------------|---|
| 1. | Scanning February 2025 Time Sheet | Hendra Dwi S. |  |
|    | Note:                             |               |   |

| No | Working  | Explanation  |
|----|--|--|
| 1. |  | Scan February 2025 time sheet as soft file data to facilitate real-time monitoring of workers. |


**Day :** Wednesday

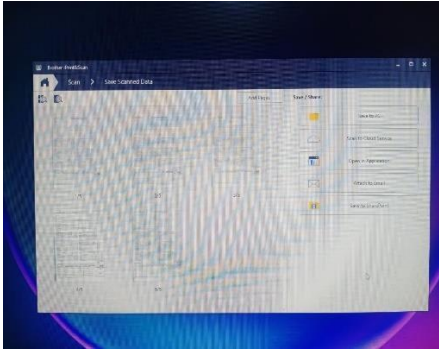
**Date:** March 19<sup>th</sup>, 2025

| No | Description of Activities         | Task Assignor | Signature   |
|----|-----------------------------------|---------------|---|
| 1. | Scanning February 2025 Time Sheet | Hendra Dwi S. |  |
|    | Note:                             |               |   |

| No | Working  | Explanation  |
|----|--|--|
| 1. |  | Scan February 2025 time sheet as soft file data to facilitate real-time monitoring of workers. |

**Day :** Thursday  
**Date:** March 20<sup>th</sup>, 2025


| No | Description of Activities         | Task Assignor | Signature   |
|----|-----------------------------------|---------------|---|
| 1. | Scanning February 2025 Time Sheet | Hendra Dwi S. |  |
|    | Note:                             |               |   |

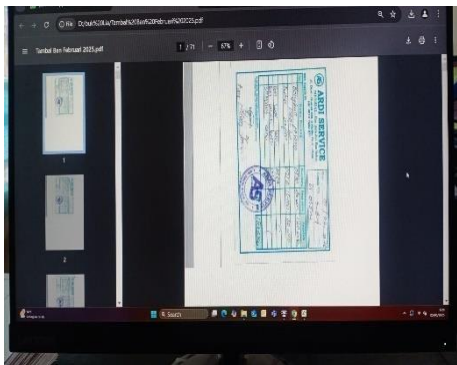
| No | Working  | Explanation  |
|----|--|--|
| 1. |  | Scan February 2025 time sheet as soft file data to facilitate real-time monitoring of workers. |




**Day :** Friday

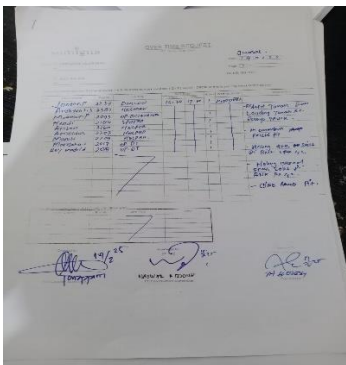
**Date:** March 21<sup>st</sup>, 2025

| No | Description of Activities      | Task Assignor | Signature   |
|----|--------------------------------|---------------|---|
| 1. | Scanning Tire Patching Reports | Hendra Dwi S. |  |
|    | Note:                          |               |   |


| No | Working  | Explanation   |
|----|--|---|
| 1. |  | Scan tire patching reports to ensure that every repair process is well- documented and can be accurately recorded regarding the type of damage, the location of the patch, and the processing time. |

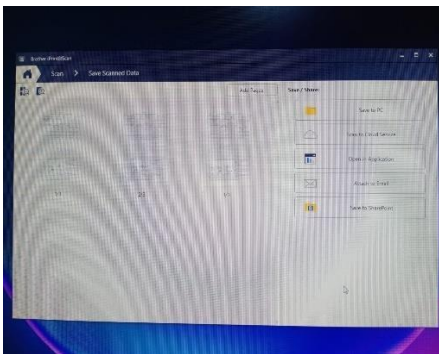
**Day :** Monday  
**Date:** March 24<sup>th</sup>, 2025

| No | Description of Activities         | Task Assignor | Signature   |
|----|-----------------------------------|---------------|---|
| 1. | Scanning February 2025 Time Sheet | Hendra Dwi S. |  |
|    | Note:                             |               |   |


| No | Working  | Explanation  |
|----|--|--|
| 1. |  | Scan February 2025 time sheet as soft file data to facilitate real-time monitoring of workers. |

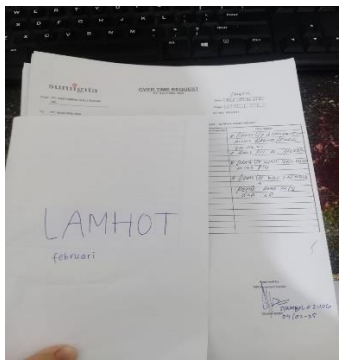
**Day :** Tuesday  
**Date:** March 25<sup>th</sup>, 2025

| No | Description of Activities         | Task Assignor | Signature   |
|----|-----------------------------------|---------------|---|
| 1. | Scanning February 2025 Time Sheet | Hendra Dwi S. |  |
|    | Note:                             |               |   |


| No | Working  | Explanation  |
|----|--|--|
| 1. |  | Scan February 2025 time sheet as soft file data to facilitate real-time monitoring of workers. |

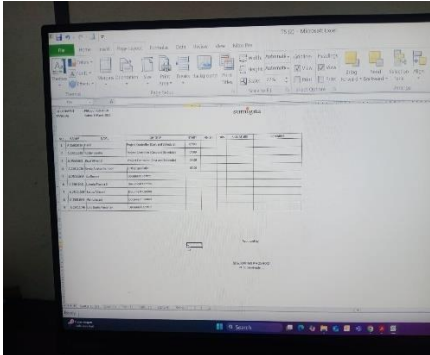
**Day :** Wednesday  
**Date:** March 26<sup>th</sup>, 2025

| No | Description of Activities         | Task Assignor | Signature   |
|----|-----------------------------------|---------------|---|
| 1. | Scanning February 2025 Time Sheet | Hendra Dwi S. |  |
|    | Note:                             |               |   |


| No | Working  | Explanation  |
|----|--|--|
| 1. |  | Scan February 2025 time sheet as soft file data to facilitate real-time monitoring of workers. |

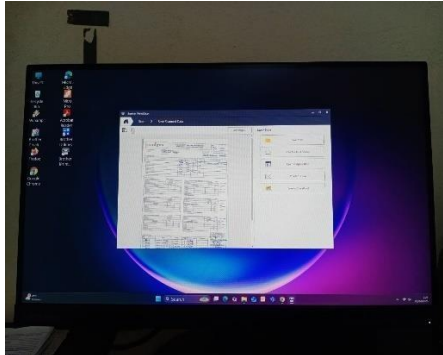
**Day :** Thursday  
**Date:** March 27<sup>th</sup>, 2025

| No | Description of Activities                | Task Assignor | Signature   |
|----|--|---------------|---|
| 1. | Printing Staff Attendance for March 2025 | Hendra Dwi S. |  |
|    | Note:                                    |               |   |


| No | Working  | Explanation   |
|----|--|---|
| 1. |  | Printing staff attendance to be signed by supervisors and employees as proof of attendance. |

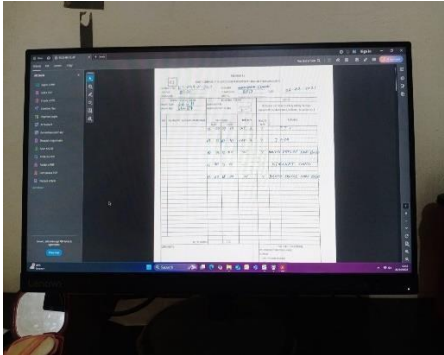
**Day :** Monday  
**Date:** April 7<sup>th</sup>, 2025

| No | Description of Activities         | Task Assignor | Signature   |
|----|-----------------------------------|---------------|---|
| 1. | Scanning February 2025 Time Sheet | Hendra Dwi S. |  |
|    | Note:                             |               |   |


| No | Working  | Explanation  |
|----|--|--|
| 1. |  | Scan February 2025 time sheet as soft file data to facilitate real-time monitoring of workers. |


**Day :** Tuesday  
**Date:** April 8<sup>th</sup>, 2025

| No | Description of Activities         | Task Assignor | Signature   |
|----|-----------------------------------|---------------|---|
| 1. | Scanning February 2025 Time Sheet | Hendra Dwi S. |  |
|    | Note:                             |               |   |

| No | Working  | Explanation  |
|----|--|--|
| 1. |  | Scan February 2025 time sheet as soft file data to facilitate real-time monitoring of workers. |


**Day :** Thursday  
**Date:** April 10<sup>th</sup>, 2025

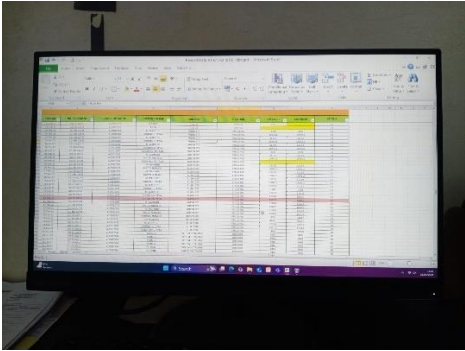
| No | Description of Activities | Task Assignor | Signature   |
|----|---------------------------|---------------|---|
| 1. | Visiting Heavy Oil (HO)   | Hendra Dwi S. |  |
|    | Note:                     |               |   |

| No | Working  | Explanation  |
|----|--|--|
| 1. |  | Visiting Heavy Oil (HO) aims to review operations, ensure compliance with safety standards, and identify potential improvements in the production process. |




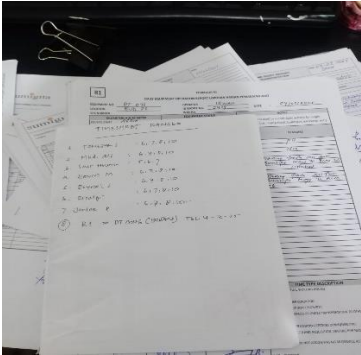
**Day :** Friday  
**Date:** April 11<sup>th</sup>, 2025

| No | Description of Activities                  | Task Assignor | Signature   |
|----|--|---------------|---|
| 1. | Inputting Equipment Data for February 2025 | Hendra Dwi S. |  |
|    | Note:                                      |               |   |


| No | Working  | Explanation  |
|----|--|--|
| 1. |  | Input data on equipment vehicles in the field based on previously scanned time sheets. |

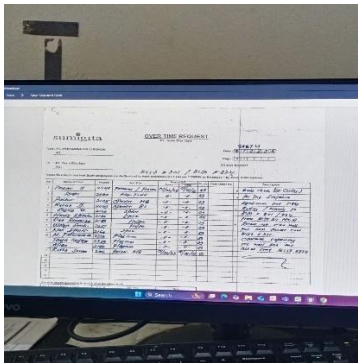
**Day :** Monday  
**Date:** April 14<sup>th</sup>, 2025

| No | Description of Activities         | Task Assignor | Signature   |
|----|-----------------------------------|---------------|---|
| 1. | Scanning February 2025 Time Sheet | Hendra Dwi S. |  |
|    | Note:                             |               |   |

| No | Working  | Explanation  |
|----|--|--|
| 1. |  | Scan February 2025 time sheet as soft file data to facilitate real-time monitoring of workers. |


**Day :** Tuesday  
**Date:** April 15<sup>th</sup>, 2025

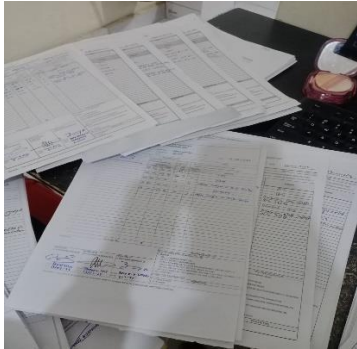
| No | Description of Activities         | Task Assignor | Signature   |
|----|-----------------------------------|---------------|---|
| 1. | Scanning February 2025 Time Sheet | Hendra Dwi S. |  |
|    | Note:                             |               |   |

| No | Working  | Explanation  |
|----|--|--|
| 1. |  | Scan February 2025 time sheet as soft file data to facilitate real-time monitoring of workers. |


**Day :** Wednesday

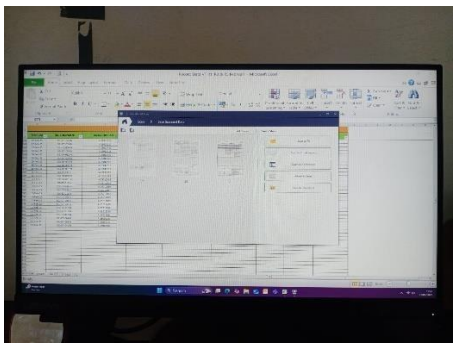
**Date:** April 16<sup>th</sup>, 2025

| No | Description of Activities         | Task Assignor | Signature   |
|----|-----------------------------------|---------------|---|
| 1. | Scanning February 2025 Time Sheet | Hendra Dwi S. |  |
|    | Note:                             |               |   |


| No | Working  | Explanation  |
|----|--|--|
| 1. |  | Scan February 2025 time sheet as soft file data to facilitate real-time monitoring of workers. |

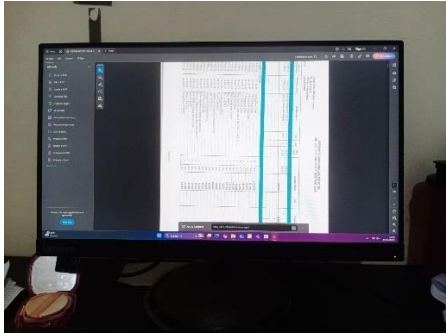
**Day :** Thursday  
**Date:** April 17<sup>th</sup>, 2025

| No | Description of Activities         | Task Assignor | Signature   |
|----|-----------------------------------|---------------|---|
| 1. | Scanning February 2025 Time Sheet | Hendra Dwi S. |  |
|    | Note:                             |               |   |


| No | Working  | Explanation  |
|----|--|--|
| 1. |  | Scan February 2025 time sheet as soft file data to facilitate real-time monitoring of workers. |

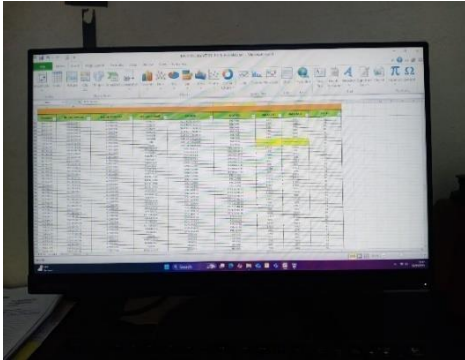
**Day :** Monday  
**Date:** April 21<sup>st</sup>, 2025

| No | Description of Activities        | Task Assignor | Signature   |
|----|----------------------------------|---------------|---|
| 1. | Scanning BBM Operational Reports | Hendra Dwi S. |  |
|    | Note:                            |               |   |

| No | Working  | Explanation  |
|----|--|--|
| 1. |  | Scan BBM operational reports as part of the process of digitizing archives and routine reporting where previous information in the form of hard files can be stored digitally so as to facilitate search, monitoring and auditing in the future. |


**Day :** Tuesday  
**Date:** April 22<sup>nd</sup>, 2025

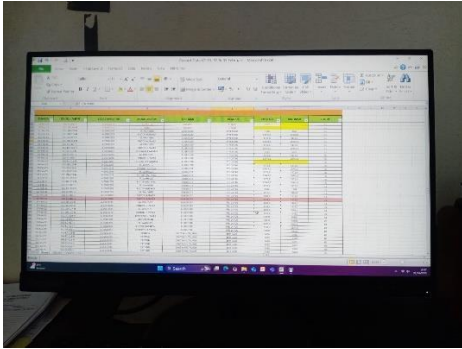
| No | Description of Activities                  | Task Assignor | Signature   |
|----|--|---------------|---|
| 1. | Inputting Equipment Data for February 2025 | Hendra Dwi S. |  |
|    | Note:                                      |               |   |

| No | Working  | Explanation  |
|----|--|--|
| 1. |  | Input data on equipment vehicles in the field based on previously scanned time sheets. |

**Day :** Wednesday


**Date :** April 23<sup>rd</sup>, 2025

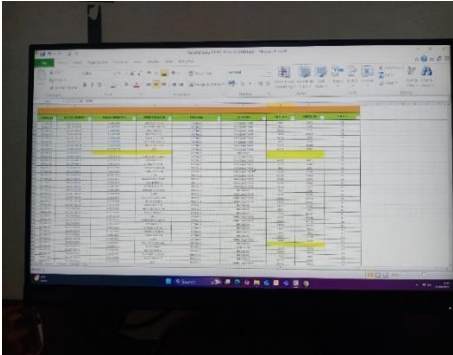
| No | Description of Activities                  | Task Assignor | Signature   |
|----|--|---------------|---|
| 1. | Inputting Equipment Data for February 2025 | Hendra Dwi S. |  |
|    | Note:                                      |               |   |

| No | Working  | Explanation  |
|----|--|--|
| 1. |  | Input data on equipment vehicles in the field based on previously scanned time sheets. |




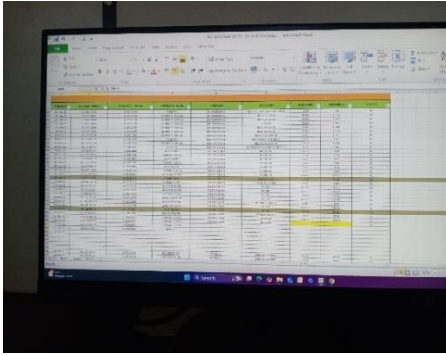
**Day :** Thursday  
**Date:** April 24<sup>th</sup>, 2025

| No | Description of Activities                  | Task Assignor | Signature   |
|----|--|---------------|---|
| 1. | Inputting Equipment Data for February 2025 | Hendra Dwi S. |  |
|    | Note:                                      |               |   |


| No | Working  | Explanation  |
|----|--|--|
| 1. |  | Input data on equipment vehicles in the field based on previously scanned time sheets. |

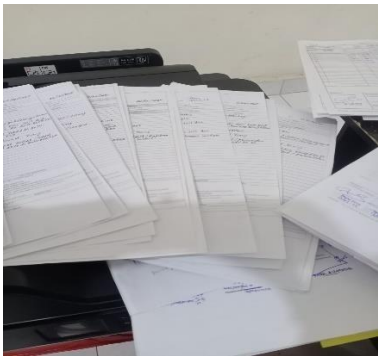
**Day :** Friday  
**Date:** April 25<sup>th</sup>, 2025

| No | Description of Activities                  | Task Assignor | Signature   |
|----|--|---------------|---|
| 1. | Inputting Equipment Data for February 2025 | Hendra Dwi S. |  |
|    | Note:                                      |               |   |


| No | Working  | Explanation  |
|----|--|--|
| 1. |  | Input data on equipment vehicles in the field based on previously scanned time sheets. |

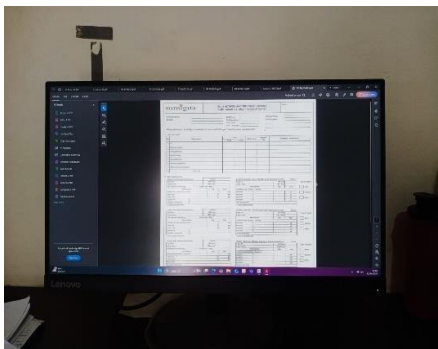
**Day :** Monday  
**Date:** April 28<sup>th</sup>, 2025

| No | Description of Activities                   | Task Assignor | Signature   |
|----|---|---------------|---|
| 1. | Cross-Check the Time Sheet in February 2025 | Hendra Dwi S. |  |
|    | Note:                                       |               |   |

| No | Working  | Explanation  |
|----|--|--|
| 1. |  | Cross-check the time sheet between the scanned time sheet and the hard file to ensure that there is no difference between the electronic data and the original document. |


**Day :** Tuesday  
**Date:** April 29<sup>th</sup>, 2025

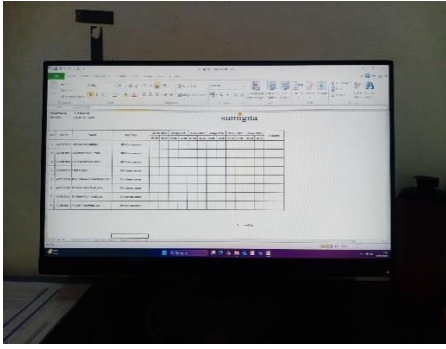
| No | Description of Activities | Task Assignor | Signature   |
|----|---------------------------|---------------|---|
| 1. | Printing Time Sheet Form  | Hendra Dwi S. |  |
|    | Note:                     |               |   |

| No | Working  | Explanation   |
|----|--|---|
| 1. |  | Print time sheet that are used by field workers to manually record entry hours, return hours, and daily activities which are later collected and verified by the administration team as the basis for calculating wages, benefits, or work reports. |

**Day :** Wednesday


**Date:** April 30<sup>th</sup>, 2025

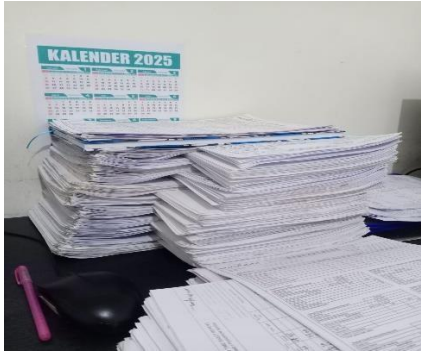
| No | Description of Activities                | Task Assignor | Signature   |
|----|--|---------------|---|
| 1. | Printing Staff Attendance for April 2025 | Hendra Dwi S. |  |
|    | Note:                                    |               |   |

| No | Working  | Explanation   |
|----|--|---|
| 1. |  | Printing staff attendance to be signed by supervisors and employees as proof of attendance. |


**Day :** Friday

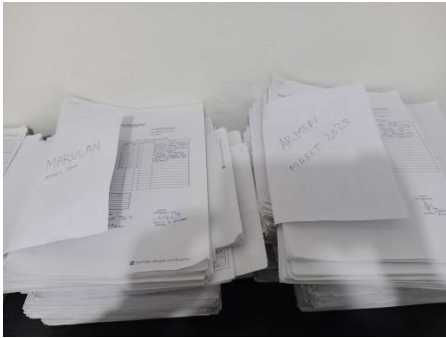
**Date:** May 2<sup>nd</sup>, 2025

| No | Description of Activities           | Task Assignor | Signature   |
|----|-------------------------------------|---------------|---|
| 1. | Compiling Time Sheet for March 2025 | Hendra Dwi S. |  |
|    | Note:                               |               |   |


| No | Working  | Explanation   |
|----|--|---|
| 1. |  | Compile time sheet for March 2025 based on Foreman's name to make data collection easier. |

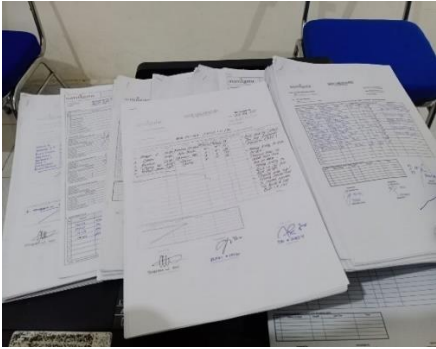
**Day :** Monday  
**Date:** May 5<sup>th</sup>, 2025

| No | Description of Activities           | Task Assignor | Signature   |
|----|-------------------------------------|---------------|---|
| 1. | Compiling Time Sheet for March 2025 | Hendra Dwi S. |  |
|    | Note:                               |               |   |

| No | Working  | Explanation   |
|----|--|---|
| 1. |  | Compile time sheet for March 2025 based on Foreman's name to make data collection easier. |


**Day :** Tuesday  
**Date:** May 6<sup>th</sup>, 2025

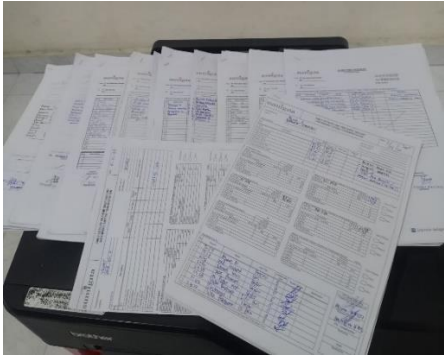
| No | Description of Activities           | Task Assignor | Signature   |
|----|-------------------------------------|---------------|---|
| 1. | Compiling Time Sheet for March 2025 | Hendra Dwi S. |  |
|    | Note:                               |               |   |

| No | Working  | Explanation   |
|----|--|---|
| 1. |  | Compile time sheet for March 2025 based on Foreman's name to make data collection easier. |




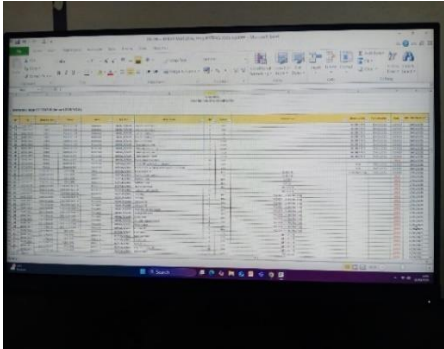
**Day :** Wednesday  
**Date:** May 7<sup>th</sup>, 2025

| No | Description of Activities           | Task Assignor | Signature   |
|----|-------------------------------------|---------------|---|
| 1. | Compiling Time Sheet for March 2025 | Hendra Dwi S. |  |
|    | Note:                               |               |   |


| No | Working  | Explanation   |
|----|--|---|
| 1. |  | Compile time sheet for March 2025 based on Foreman's name to make data collection easier. |

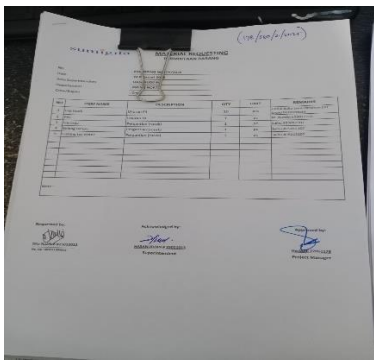
**Day :** Thursday  
**Date:** May 8<sup>th</sup>, 2025

| No | Description of Activities       | Task Assignor | Signature   |
|----|---------------------------------|---------------|---|
| 1. | Inputting Material Request Data | Hendra Dwi S. |  |
|    | Note:                           |               |   |


| No | Working  | Explanation   |
|----|--|---|
| 1. |  | Input material request data into Excel based on hard files such as requester name, quantity, item code, and request date so that data can be stored neatly, easily accessed, and managed in Excel format. |


**Day :** Friday  
**Date:** May 9<sup>th</sup>, 2025

| No | Description of Activities       | Task Assignor | Signature   |
|----|---------------------------------|---------------|---|
| 1. | Inputting Material Request Data | Hendra Dwi S. |  |
|    | Note:                           |               |   |


| No | Working  | Explanation   |
|----|--|---|
| 1. |  | Input material request data into Excel based on hard files such as requester name, quantity, item code, and request date so that data can be stored neatly, easily accessed, and managed in Excel format. |

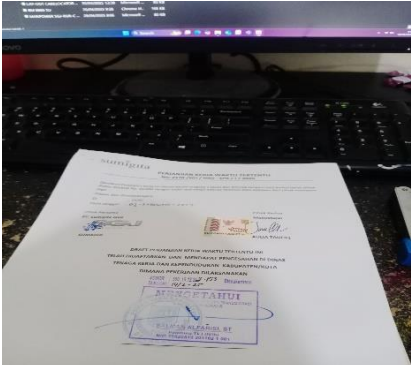
**Day :** Tuesday  
**Date:** May 13<sup>th</sup>, 2025

| No | Description of Activities   | Task Assignor | Signature   |
|----|---|---------------|---|
| 1. | Scanning Fixed-Term Employment Contract (PKWT) Letter that has been Legalized | Hendra Dwi S. |  |
|    | Note:   |               |   |


| No | Working  | Explanation  |
|----|--|--|
| 1. |  | Scan PKWT that has obtained a wet stamp from the Manpower and Population Office so that the official document is safely stored, easily accessible, and can be used for administrative or audit purposes whenever needed. |

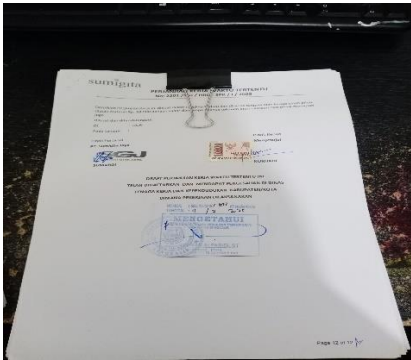
**Day :** Wednesday  
**Date:** May 14<sup>th</sup>, 2025

| No | Description of Activities   | Task Assignor | Signature   |
|----|---|---------------|---|
| 1. | Scanning Fixed-Term Employment Contract (PKWT) Letter that has been Legalized | Hendra Dwi S. |  |
|    | Note:   |               |   |


| No | Working  | Explanation  |
|----|--|--|
| 1. |  | Scan PKWT that has obtained a wet stamp from the Manpower and Population Office so that the official document is safely stored, easily accessible, and can be used for administrative or audit purposes whenever needed. |

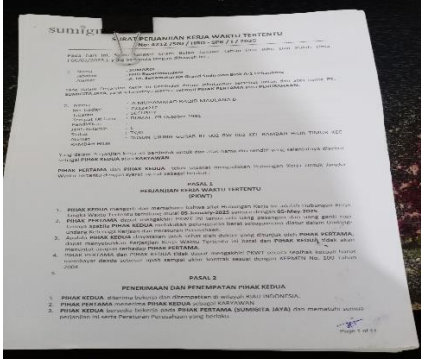
**Day :** Thursday  
**Date:** May 15<sup>th</sup>, 2025

| No | Description of Activities   | Task Assignor | Signature   |
|----|---|---------------|---|
| 1. | Scanning Fixed-Term Employment Contract (PKWT) Letter that has been Legalized | Hendra Dwi S. |  |
|    | Note:   |               |   |


| No | Working  | Explanation  |
|----|--|--|
| 1. |  | Scan PKWT that has obtained a wet stamp from the Manpower and Population Office so that the official document is safely stored, easily accessible, and can be used for administrative or audit purposes whenever needed. |

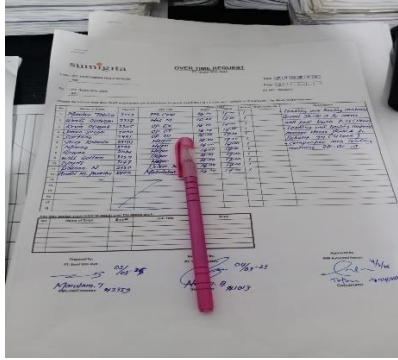
Day : Friday  
Date: May 16<sup>th</sup>, 2025

| No | Description of Activities   | Task Assignor | Signature   |
|----|---|---------------|---|
| 1. | Scanning Fixed-Term Employment Contract (PKWT) Letter that has been Legalized | Hendra Dwi S. |  |
|    | Note:   |               |   |

| No | Working  | Explanation  |
|----|--|--|
| 1. |  | Scan PKWT that has obtained a wet stamp from the Manpower and Population Office so that the official document is safely stored, easily accessible, and can be used for administrative or audit purposes whenever needed. |


**Day :** Monday  
**Date:** May 19<sup>th</sup>, 2025


| No | Description of Activities           | Task Assignor | Signature   |
|----|-------------------------------------|---------------|---|
| 1. | Verifying the March 2025 Time Sheet | Hendra Dwi S. |  |
|    | Note:                               |               |   |

| No | Working  | Explanation  |
|----|--|--|
| 1. |  | Checking tim esheet is useful to ensure data accuracy before further processing, for example for payroll, working hours, overtime, work reports, internal audits and signatures. |




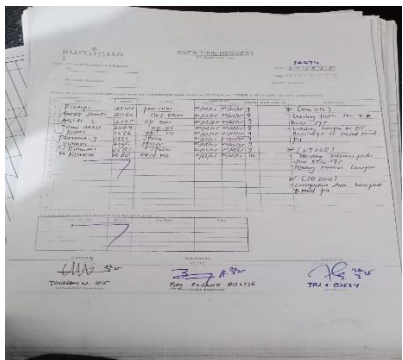
**Day :** Tuesday  
**Date:** May 20<sup>th</sup>, 2025

| No | Description of Activities           | Task Assignor | Signature   |
|----|-------------------------------------|---------------|---|
| 1. | Verifying the March 2025 Time Sheet | Hendra Dwi S. |  |
|    | Note:                               |               |   |


| No | Working  | Explanation  |
|----|--|--|
| 1. |  | Checking time sheet is useful to ensure data accuracy before further processing, for example for payroll, working hours, overtime, work reports, internal audits and signatures. |

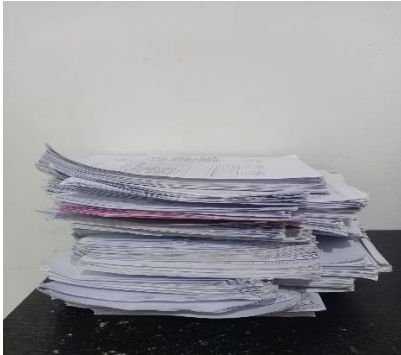
**Day :** Wednesday  
**Date:** May 21<sup>st</sup>, 2025

| No | Description of Activities           | Task Assignor | Signature   |
|----|-------------------------------------|---------------|---|
| 1. | Verifying the March 2025 Time Sheet | Hendra Dwi S. |  |
|    | Note:                               |               |   |

| No | Working  | Explanation  |
|----|--|--|
| 1. |  | Checking time sheet is useful to ensure data accuracy before further processing, for example for payroll, working hours, overtime, work reports, internal audits and signatures. |


**Day :** Thursday  
**Date:** May 22<sup>nd</sup>, 2025

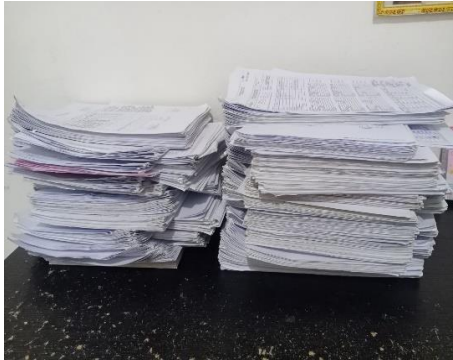
| No | Description of Activities           | Task Assignor | Signature   |
|----|-------------------------------------|---------------|---|
| 1. | Compiling Time Sheet for April 2025 | Hendra Dwi S. |  |
|    | Note:                               |               |   |

| No | Working  | Explanation   |
|----|--|---|
| 1. |  | Compile time sheet for April 2025 based on Foreman's name to make data collection easier. |

**Day :** Friday

**Date:** May 23<sup>rd</sup>, 2025

| No | Description of Activities           | Task Assignor | Signature   |
|----|-------------------------------------|---------------|---|
| 1. | Compiling Time Sheet for April 2025 | Hendra Dwi S. |  |
|    | Note:                               |               |   |

| No | Working  | Explanation   |
|----|--|---|
| 1. |  | Compile time sheet for April 2025 based on Foreman's name to make data collection easier. |

## Appendix 7 : Revision List

### REVISION LIST OF APPRENTICESHIP REPORT

Name : Febby Nurhayati  
Student's Reg. No : 5203221160  
Advisor : Diah Paramita Sari, M.Pd., CICS  
Apprenticeship Location : PT. Sumigita Jaya

| No | Day/Date   | Revision Items   |
|----|------------|--|
| 1. | 28/05-2025 | Revision of Chapter I and II   |
| 2. | 05/06-2025 | Revision of Chapter III  |
| 3. | 10/06-2025 | Revision of Chapter III and IV                                       |
| 4. | 11/06-2025 | Revision of Documents and System used for activities, and Chapter IV |

Bengkalis, June ..11.., 2025  
Advisor





































































Diah Paramita Sari, M.Pd, CICS  
NIP. 198712102024212038

## Appendix 8 : Logbook of Activity in SIAKAD

| Rincian Kegiatan                                    |                         |  |                              |  |  |
|---|-------------------------|--|------------------------------|--|--|
| pollbeng.siakadcloud.com/siakad/set_kegiatankn/1285 |                         |  |                              |  |  |
|   | 2025                    | Paramita Sari, M.Pd., CICS                           | Nurhayati                    |  |  |
| 72  | Jumat, 31 Januari 2025  | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Prepare PKWT letter                                  |  |
| 73  | Kamis, 30 Januari 2025  | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Prepare PKWT letter                                  |  |
| 74  | Selasa, 28 Januari 2025 | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Input the applicant's database                       |  |
| 75  | Jumat, 24 Januari 2025  | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Input the applicant's database                       |  |
| 76  | Kamis, 23 Januari 2025  | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Input the applicant's database                       |  |
| 77  | Rabu, 22 Januari 2025   | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Finalization of Contractual Employment               |  |
| 78  | Selasa, 21 Januari 2025 | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Preparation of employment contract expiration letter |  |
| 79  | Senin, 20 Januari 2025  | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Preparation of employment contract expiration letter |  |

| Rincian Kegiatan                                    |                          |  |                              |                                 |  |
|---|--------------------------|--|------------------------------|---------------------------------|--|
| pollbeng.siakadcloud.com/siakad/set_kegiatankn/1285 |                          |  |                              |                                 |  |
| 64  | Rabu, 12 Februari 2025   | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Export employee data            |  |
| 65  | Selasa, 11 Februari 2025 | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Check applicants' data          |  |
| 66  | Senin, 10 Februari 2025  | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Check applicants' data          |  |
| 67  | Jumat, 7 Februari 2025   | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Packing employee certificates   |  |
| 68  | Kamis, 6 Februari 2025   | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Packing employee certificates   |  |
| 69  | Rabu, 5 Februari 2025    | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Stamp the PKWT letter           |  |
| 70  | Selasa, 4 Februari 2025  | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Stamp the PKWT letter           |  |
| 71  | Senin, 3 Februari 2025   | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Affixing stamp duty on the PKWT |  |
| 72  | Jumat, 31 Januari 2025   | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Prepare PKWT letter             |  |
| 73  | Kamis, 30 Januari 2025   | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Prepare PKWT letter             |  |
| 74  | Selasa, 28 Januari 2025  | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Input the applicant's database  |  |

|    |                          |  |                              |   |   |
|----|--------------------------|--|------------------------------|---|---|
| 53 | Kamis, 27 Februari 2025  | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Printing staff attendance for February 2025         |    |
| 54 | Rabu, 26 Februari 2025   | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Scan January 2025 time sheet                        |    |
| 55 | Selasa, 25 Februari 2025 | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Scan January 2025 time sheet                        |    |
| 56 | Senin, 24 Februari 2025  | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Compile time sheet for January 2025                 |    |
| 57 | Jumat, 21 Februari 2025  | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Duplicate the handover documents                    |    |
| 58 | Kamis, 20 Februari 2025  | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Duplicate the handover documents                    |    |
| 59 | Rabu, 19 Februari 2025   | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Converting image formats                            |    |
| 60 | Selasa, 18 Februari 2025 | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Merging journey management form and fuel order form |    |
| 61 | Senin, 17 Februari 2025  | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Merging journey management form and fuel order form |    |
| 62 | Jumat, 14 Februari 2025  | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Export employee data                                |    |
| 63 | Kamis, 13 Februari 2025  | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Export employee data                                |    |

|    |                         |  |                              |                                      |   |
|----|-------------------------|--|------------------------------|--------------------------------------|---|
| 42 | Jumat, 14 Maret 2025    | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Compile time sheet for February 2025 |    |
| 43 | Kamis, 13 Maret 2025    | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Compile time sheet for February 2025 |    |
| 44 | Rabu, 12 Maret 2025     | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Compile time sheet for February 2025 |    |
| 45 | Selasa, 11 Maret 2025   | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Input PPE return data to the system  |    |
| 46 | Senin, 10 Maret 2025    | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Scan employee MCU results            |    |
| 47 | Jumat, 7 Maret 2025     | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Checking SWP roles at CCPM           |    |
| 48 | Kamis, 6 Maret 2025     | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Checking SWP roles at CCPM           |    |
| 49 | Rabu, 5 Maret 2025      | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Checking SWP roles at CCPM           |    |
| 50 | Selasa, 4 Maret 2025    | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Recap training attendance data       |    |
| 51 | Senin, 3 Maret 2025     | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Input equipment data for January     |    |
| 52 | Jumat, 28 Februari 2025 | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Input equipment data for January     |    |

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| 31 | Selasa, 8 April 2025  | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Scan February 2025 time sheet            |  |
| 32 | Senin, 7 April 2025   | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Scan February 2025 time sheet            |  |
| 33 | Kamis, 27 Maret 2025  | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Printing staff attendance for March 2025 |  |
| 34 | Rabu, 26 Maret 2025   | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Scan February 2025 time sheet            |  |
| 35 | Selasa, 25 Maret 2025 | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Scan February 2025 time sheet            |  |
| 36 | Senin, 24 Maret 2025  | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Scan February 2025 time sheet            |  |
| 37 | Jumat, 21 Maret 2025  | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Scan tire patching reports               |  |
| 38 | Kamis, 20 Maret 2025  | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Scan February 2025 time sheet            |  |
| 39 | Rabu, 19 Maret 2025   | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Scan February 2025 time sheet            |  |
| 40 | Selasa, 18 Maret 2025 | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Scan February 2025 time sheet            |  |
| 41 | Senin, 17 Maret 2025  | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Scan February 2025 time sheet            |  |

|    |                       |  |                              |                                   |  |
|----|-----------------------|--|------------------------------|-----------------------------------|--|
| 20 | Kamis, 24 April 2025  | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Input equipment data for February |  |
| 21 | Rabu, 23 April 2025   | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Input equipment data for February |  |
| 22 | Selasa, 22 April 2025 | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Input equipment data for February |  |
| 23 | Senin, 21 April 2025  | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Scan B8M operational reports      |  |
| 24 | Kamis, 17 April 2025  | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Scan February 2025 time sheet     |  |
| 25 | Rabu, 16 April 2025   | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Scan February 2025 time sheet     |  |
| 26 | Selasa, 15 April 2025 | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Scan February 2025 time sheet     |  |
| 27 | Senin, 14 April 2025  | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Scan February 2025 time sheet     |  |
| 28 | Jumat, 11 April 2025  | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Input equipment data for February |  |
| 29 | Kamis, 10 April 2025  | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Scan February 2025 time sheet     |  |
| 30 | Rabu, 9 April 2025    | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Visit to Heavy Oil (HO)           |  |



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| 9  | Selasa, 13 Mei 2025   | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Scan PKWT that has been legalized           |  |
| 10 | Jumat, 9 Mei 2025     | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Input material request data                 |  |
| 11 | Kamis, 8 Mei 2025     | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Input material request data                 |  |
| 12 | Rabu, 7 Mei 2025      | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Compile time sheet for Maret 2025           |  |
| 13 | Selasa, 6 Mei 2025    | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Compile time sheet for Maret 2025           |  |
| 14 | Senin, 5 Mei 2025     | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Compile time sheet for Maret 2025           |  |
| 15 | Jumat, 2 Mei 2025     | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Compile time sheet for Maret 2025           |  |
| 16 | Rabu, 30 April 2025   | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Printing staff attendance for April 2025    |  |
| 17 | Selasa, 29 April 2025 | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Print time sheets                           |  |
| 18 | Senin, 28 April 2025  | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Cross-check the time sheet in February 2025 |  |
| 19 | Jumat, 25 April 2025  | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Input equipment data for February           |  |

| Peserta          |                     | Periode Akademik                                     | 2024 Genap                   | Unit                              | D3 Bahasa Inggris |
|------------------|---------------------|--|------------------------------|-----------------------------------|-------------------|
| Pembimbing       |                     | Jenis Kegiatan                                       | Kerja Praktek/PKL            | Instansi                          | PT Sumigita Jaya  |
| Rincian Kegiatan |                     | Nama Kegiatan  | Kerja Praktik Lapangan       | Kelompok                          |                   |
| No.              | Tgl. Kegiatan       | Pembimbing   | Penulis                      | Topik                             | Aksi              |
| 1                | Jumat, 23 Mei 2025  | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Compile timesheet for April 2025  |                   |
| 2                | Kamis, 22 Mei 2025  | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Compile timesheet for April 2025  |                   |
| 3                | Rabu, 21 Mei 2025   | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | March timesheet verification      |                   |
| 4                | Selasa, 20 Mei 2025 | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | March timesheet verification      |                   |
| 5                | Senin, 19 Mei 2025  | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | March timesheet verification      |                   |
| 6                | Jumat, 16 Mei 2025  | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Scan PKWT that has been legalized |                   |
| 7                | Kamis, 15 Mei 2025  | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Scan PKWT that has been legalized |                   |
| 8                | Rabu, 14 Mei 2025   | 198712102024212038 - Diah Paramita Sari, M.Pd., CICS | 5203221160 - Febby Nurhayati | Scan PKWT that has been legalized |                   |