

Garments ERP

Quality Apparel Manufacturing

123 Industrial Area, Dhaka, Bangladesh +880 1234 567890 info@garmentserp.com

Employee Job Card

Period: 01/07/2026 to 31/07/2026 | Lunch: 01:00 PM – 02:00 PM | No OT Cap

Employee ID	EMP006	Employee Name	Sharmin Sultana
Designation	Jr. S. M. Operator	Department	Production
Section	Cutting	Default Group	Worker
Default Shift	General (08:05 AM - 05:00 PM) Regular: 08:00		
Present: 27 Absent: 0 Late: 0 Early Out: 0 Holiday: 0 Weekly Off: 5 Leave: 1 Attendance: 103.85% Total OT: 99 hrs			

OT Breakdown: Regular OT: 77:00 hrs | Weekly Off OT: 22:00 hrs | Holiday OT: 00:00 hrs | Total OT: 99 hrs

Working Days: 26			Regular Hours: 200:00			Worked Hours: 299:00			OT Hours: 99			Weekly Off OT: 22:00		
#	Date	Day	Status	Shift	Employee Group	Time In	Lunch In	Lunch Out	Time Out	Delay	Regular Hr	OT Hr	Total Hr	Remarks
1	01/07/2026	Wed	Present	General	Worker	08:00 AM	01:00 PM	02:00 PM	10:00 PM	-	08:00	05:00	13:00	Present + OT Lunch 1h
2	02/07/2026	Thu	Present	General	Worker	08:00 AM	01:00 PM	02:00 PM	08:00 PM	-	08:00	03:00	11:00	Present + OT Lunch 1h
3	03/07/2026	Fri	Weekly Off Work	General	Worker	08:00 AM	01:00 PM	02:00 PM	08:00 PM	-	00:00	11:00	11:00	Weekly Off OT All hours OT Lunch 1h
4	04/07/2026	Sat		Present	General	Worker	08:00 AM	01:00 PM	02:00 PM	08:00 PM	-	08:00	03:00	
5	05/07/2026	Sun	Present	General	Worker	08:00 AM	01:00 PM	02:00 PM	08:00 PM	-	08:00	03:00	11:00	Present + OT Lunch 1h
6	06/07/2026	Mon	Present	General	Worker	08:00 AM	01:00 PM	02:00 PM	08:00 PM	-	08:00	03:00	11:00	Present + OT Lunch 1h
7	07/07/2026	Tue	Present	General	Worker	08:00 AM	01:00 PM	02:00 PM	08:00 PM	-	08:00	03:00	11:00	Present + OT Lunch 1h
8	08/07/2026	Wed	Present	General	Worker	08:00 AM	01:00 PM	02:00 PM	08:00 PM	-	08:00	03:00	11:00	Present + OT Lunch 1h
9	09/07/2026	Thu	Present	General	Worker	08:00 AM	01:00 PM	02:00 PM	08:00 PM	-	08:00	03:00	11:00	Present + OT Lunch 1h
10	10/07/2026	Fri	Weekly Off Work	General	Worker	08:00 AM	01:00 PM	02:00 PM	08:00 PM	-	00:00	11:00	11:00	Weekly Off OT All hours OT Lunch 1h
11	11/07/2026	Sat		Present	General	Worker	08:00 AM	01:00 PM	02:00 PM	08:00 PM	-	08:00	03:00	
12	12/07/2026	Sun	Present	General	Worker	08:00 AM	01:00 PM	02:00 PM	08:00 PM	-	08:00	03:00	11:00	Present + OT Lunch 1h
13	13/07/2026	Mon	Present	General	Worker	08:00 AM	01:00 PM	02:00 PM	08:00 PM	-	08:00	03:00	11:00	Present + OT Lunch 1h
14	14/07/2026	Tue	Present	General	Worker	08:00 AM	01:00 PM	02:00 PM	08:00 PM	-	08:00	03:00	11:00	Present + OT Lunch 1h
15	15/07/2026	Wed	Present	General	Worker	08:00 AM	01:00 PM	02:00 PM	08:00 PM	-	08:00	03:00	11:00	Present + OT Lunch 1h
16	16/07/2026	Thu	Present	General	Worker	08:00 AM	01:00 PM	02:00 PM	08:00 PM	-	08:00	03:00	11:00	Present + OT Lunch 1h
17	17/07/2026	Fri	Weekly Off	General	Worker	-	-	-	-	-	-	-	-	Weekly Holiday
18	18/07/2026	Sat	Present	General	Worker	08:00 AM	01:00 PM	02:00 PM	08:00 PM	-	08:00	03:00	11:00	Present + OT Lunch 1h
19	19/07/2026	Sun	Present	General	Worker	08:00 AM	01:00 PM	02:00 PM	08:00 PM	-	08:00	03:00	11:00	Present + OT Lunch 1h
20	20/07/2026	Mon	Present	General	Worker	08:00 AM	01:00 PM	02:00 PM	08:00 PM	-	08:00	03:00	11:00	Present + OT Lunch 1h
21	21/07/2026	Tue	Present	General	Worker	08:00 AM	01:00 PM	02:00 PM	08:00 PM	-	08:00	03:00	11:00	Present + OT Lunch 1h
22	22/07/2026	Wed	Present	General	Worker	08:00 AM	01:00 PM	02:00 PM	08:00 PM	-	08:00	03:00	11:00	Present + OT Lunch 1h
23	23/07/2026	Thu	Leave	General	Worker	-	-	-	-	-	-	-	-	Casual Leave
24	24/07/2026	Fri	Weekly Off	General	Worker	-	-	-	-	-	-	-	-	Weekly Holiday
25	25/07/2026	Sat	Present	General	Worker	08:00 AM	01:00 PM	02:00 PM	08:00 PM	-	08:00	03:00	11:00	Present + OT Lunch 1h
26	26/07/2026	Sun	Present	General	Worker	08:00 AM	01:00 PM	02:00 PM	08:00 PM	-	08:00	03:00	11:00	Present + OT Lunch 1h
27	27/07/2026	Mon	Present	General	Worker	08:00 AM	01:00 PM	02:00 PM	08:00 PM	-	08:00	03:00	11:00	Present + OT Lunch 1h
28	28/07/2026	Tue	Present	General	Worker	08:00 AM	01:00 PM	02:00 PM	08:00 PM	-	08:00	03:00	11:00	Present + OT Lunch 1h
29	29/07/2026	Wed	Present	General	Worker	08:00 AM	01:00 PM	02:00 PM	08:00 PM	-	08:00	03:00	11:00	Present + OT Lunch 1h
30	30/07/2026	Thu	Present	General	Worker	08:00 AM	01:00 PM	02:00 PM	08:00 PM	-	08:00	03:00	11:00	Present + OT Lunch 1h
31	31/07/2026	Fri	Weekly Off	General	Worker	-	-	-	-	-	-	-	-	Weekly Holiday

OT Calculation Rules (No Cap):

- Regular Days: OT = Total Worked Hours - Regular Hours (No maximum limit)
- Weekly Off (Friday): All worked hours count as OT (No cap)
- Holidays: All worked hours count as OT (No cap)
- Lunch break: 01:00 PM to 02:00 PM (1 hour deducted automatically)
- Click on Shift/Group name to view/modify details

Legend: PR = Present AB = Absent LI = Late In EO = Early Out LI-EO = Late & Early LV = Leave H = Holiday (No Work) H.OT = Holiday Work (All OT) W = Weekly Off (No Work)

W.OT = Weekly Off Work (All OT) Shift Sources: Override (Manual) Shift List (Default)