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| Prepared by: Personnel Manager | PEMBAYARAN LEMBUR | Date : 1 March 2020 |
| Checked by: Head of HRD | | Revision : 00 |
| Approved by: QA / MR | | Doc. No.:sop-hrd/pl/06/ikb/03/2020/00 |

COVER STANDARD OPERATING PROCEDURE

1. Tujuan:

Objectives:

Menjelaskan langkah-langkah yang harus diambil untuk pembayaran lembur karyawan.

2. Ruang Lingkup:

Scope:

Head of HRD
Personnel Manager
Accounting
Controller
Head/Manager of Dept.

3. Tanggung Jawab:

Responsibilities:

Head/Manager of Dept. : Mengajukan lembur untuk karyawan.
Personnel Manager : Memproses pengajuan lembur.
Head of HRD : Memberikan persetujuan pembayaran honor lembur
Accounting : Memproses pencairan dana.
Contoller : Mencatat transaksi pembayaran honor lembur.

4. Referensi:

Reference:

5. Definisi:

Definition:

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Approved by :

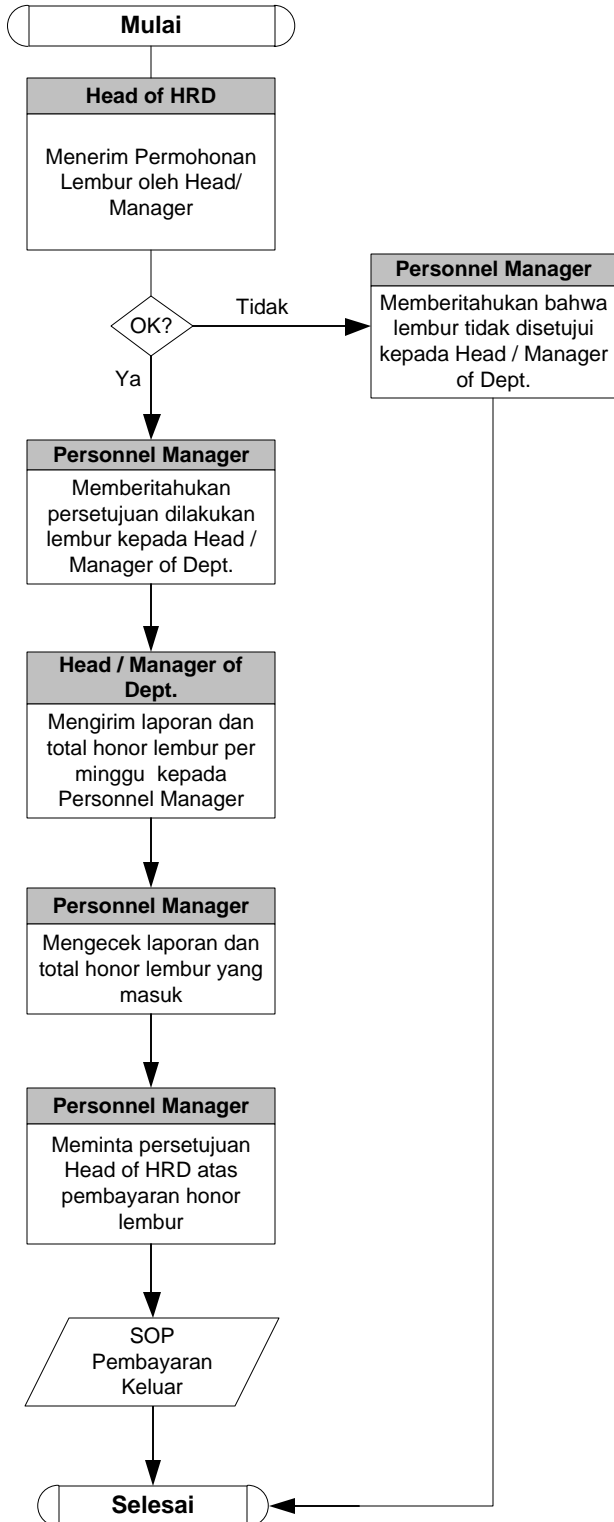
Head of HRD

QA /MR

Document Control

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STANDARD OPERATING PROCEDURE



| Dokumen | Referensi |
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| | Head / Manager terkait menyampaikan permohonan lembur beserta dengan alasan lembur. Permohonan lembur harus disampaikan maksimal satu hari sebelum pelaksanaan lembur. |
| Formulir Perhitungan Lembur, Tabel total honor | Perincian mengenai tanggal, hari jam serta alasan lembur Perincian total honor yang diterima karyawan |
| Formulir Perhitungan Lembur, Tabel total honor | Perincian mengenai tanggal, hari jam serta alasan lembur Perincian total honor yang diterima karyawan |
| Formulir Perhitungan Lembur Tabel total honor, Order Form pembayaran honor | |