*\*) Pilih:*

1. *Jaringan off/presensi error*
2. *Lupa blm/tdk presensi*
3. *Salah pilih presensi datang/pulang*

 

**NOTA PENYESUAIAN PRESENSI ON-LINE**

 Tanggal : \_\_\_\_\_\_\_\_\_\_\_\_\_ (*tgl. dilaporkan*)

Dari : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Untuk : **Admin Presensi On-Line BUPK/Bagian ………**

Isi : Mohon presensi Sdr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

disesuaikan sebagai berikut:

1. Ybs. Izin tdk masuk karena: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_

 Tgl. \_\_\_\_\_\_\_\_ s.d. \_\_\_\_\_\_\_\_ Bulan : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Th. \_\_\_\_\_\_\_\_

 (Jika karena: a. sakit **dengan/tanpa** surat ket. Dokter, b. keperluan pribadi/

 keluarga dengan surat izin)

2. Ybs. Tugas Dinas : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Tgl. \_\_\_\_\_\_\_\_ s.d. \_\_\_\_\_\_\_\_ Bulan : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Th. \_\_\_\_\_\_\_\_\_

 Surat Tugas Nomor : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Tanggal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Ybs. Cuti : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Tgl. \_\_\_\_\_\_\_\_ s.d. \_\_\_\_\_\_\_\_ Bulan : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Th. \_\_\_\_\_\_\_\_\_

 Surat Cuti Nomor : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Tanggal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Ybs. Tidak Presensi/Belum Presensi/Salah Presensi. Sesungguhnya:

|  |  |  |  |
| --- | --- | --- | --- |
| Tanggal | Datang | Pulang | Karena \*) |
|  | WIB | WIB |  |
|  | WIB | WIB |  |
|  | WIB | WIB |  |
|  | WIB | WIB |  |

Data yang saya sampaikan sesuai dengan kondisi yang sesungguhnya.

 Atasan pegawai ybs.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

UNIVERSITAS NEGERI YOGYAKARTA

**BIRO UMUM, PERENCANAAN, DAN KEUANGAN**

Jalan Colombo 1 Yogyakarta 55281