
RE: David's attendance record

From Shane EDWARDS <Shane.Edwards@swissotel.com>

Date Thu 1/16/2025 12:15 PM

To David DELACRUZ <David.DelaCruz@swissotel.com>

Cc Jadesofia MASIGAN <Jadesofia.Masigan@swissotel.com>; Akiko SHIMIZU <Akiko.Shimizu@swissotel.com>

Dear David,

Thank you for the confirmation I will have Shimizu san keep an eye on your clock in card registering. Hopefully as we upgrade our time keeping solution in a couple of months we have face recognition software and all rosters will be entered in advance which will help all employees.

Kind regards,

シェーン・エドワーズ
Shane Edwards

総支配人
General Manager

Swissôtel Nankai Osaka

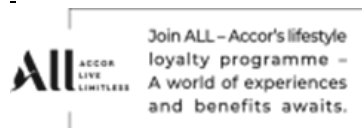
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大阪市中央区難波5-1-60

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From: David DELACRUZ <David.DelaCruz@swissotel.com>

Sent: Thursday, January 16, 2025 11:52 AM

To: Shane EDWARDS <Shane.Edwards@swissotel.com>

Cc: Jadesofia MASIGAN <Jadesofia.Masigan@swissotel.com>; Akiko SHIMIZU <Akiko.Shimizu@swissotel.com>

Subject: Re: David's attendance record

Dear Shane,

On Sunday I was here around noon since there was an event.
My apologies, I am not sure why the exact start time was not recorded.

Best Regards,

デビッド・デ・ラ・クルス
David De la Cruz

F&Bマーケティング
F&B Marketing

Swissôtel Nankai Osaka
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From: Shane EDWARDS <Shane.Edwards@swissotel.com>
Sent: Thursday, January 16, 2025 11:46 AM
To: David DELACRUZ <David.DelaCruz@swissotel.com>
Cc: Jadesofia MASIGAN <Jadesofia.Masigan@swissotel.com>; Akiko SHIMIZU <Akiko.Shimizu@swissotel.com>
Subject: RE: David's attendance record

Dear David,

Can you please confirm your start time on the 12th as not reflected in the below.

Kind regards,

シェーン・エドワーズ
Shane Edwards
総支配人
General Manager

Swissôtel Nankai Osaka
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From: Akiko SHIMIZU <Akiko.Shimizu@swissotel.com>
Sent: Thursday, January 16, 2025 9:28 AM
To: Shane EDWARDS <Shane.Edwards@swissotel.com>
Cc: David DELACRUZ <David.DelaCruz@swissotel.com>; Jadesofia MASIGAN <Jadesofia.Masigan@swissotel.com>
Subject: RE: David's attendance record

Dear Shane san,

Please see below David's record for January. Thank you.

理年月

2025年02月

検索

対象個人

00102148

David De la Cruz

K

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人

属

002220

FB Office

ページ 1 次ページ

日付	曜	不在理由	出勤時刻	退勤時刻	外出時刻	戻り時刻	休憩時間	実働時間	時間外D	深夜時間	時間外A
01/01	水	公休					----	----	----	----	----
01/02	木		当12:08	当20:33			1:00	7:18	----	----	-0:12
01/03	金		当 9:59	当18:40			1:00	7:40	----	----	0:10
01/04	土		当11:52	当22:09			1:00	9:09	----	0:09	1:39
01/05	日	公休					----	----	----	----	----
01/06	月		当10:29	当19:13			1:00	7:43	----	----	0:13
01/07	火		当10:00	当22:15			1:00	11:15	----	0:15	3:45
01/08	水	公休					----	----	----	----	----
01/09	木	公休					----	----	----	----	----
01/10	金	公休					----	----	----	----	----
01/11	土		当11:57	当20:42			1:00	7:42	----	----	0:12
01/12	日		__:__	当21:33			----	----	----	----	----
01/13	月		当 9:53	当18:34			1:00	7:34	----	----	0:04
01/14	火		当 9:55	当18:39			1:00	7:39	----	----	0:09
01/15	水		当 9:53	当18:32			1:00	7:32	----	----	0:02
01/16	木		__:__	__:__			----	----	----	----	----
01/17	金		__:__	__:__			----	----	----	----	----
01/18	土		__:__	__:__			----	----	----	----	----
01/19	日		__:__	__:__			----	----	----	----	----
01/20	月		__:__	__:__			----	----	----	----	----
01/21	火		__:__	__:__			----	----	----	----	----
01/22	水		__:__	__:__			----	----	----	----	----

加日数※

8

所定FIX-H

60:00

実働ACT-H

66:00

OT-CONF

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OT1.0

0:00

OT1.25

0:00

OT1.5

0:00

深夜MID-H

休日数

0

前月年休残

12

当月年休残

12

年休捨て

0:00

sv日数

0

Wsv-O T

6:00

固定時間数

30:00

Wsv残業

0:00

v変換前

0:00

Wsv変換後

0:00

Wsv①

0:00

Wsv②

0:00

Wsv③

0:00

Wsv④

0:00

Wsv⑤

0:00

Warm Regards,

Akiko Shimizu

From: Shane EDWARDS <Shane.Edwards@swissotel.com>
Sent: Thursday, January 16, 2025 8:51 AM
To: Akiko SHIMIZU <Akiko.Shimizu@swissotel.com>
Cc: David DELACRUZ <David.DelaCruz@swissotel.com>; Jadesofia MASIGAN <Jadesofia.Masigan@swissotel.com>
Subject: David's attendance record

Dear Shimizu san,

Can you please send me a copy of David's attendance record for the month of January through Amano. In the short term I will be supporting David and writing the remainder of his schedule for January and February. In line with all employees can you please ensure his times are recorded in the OT report with all the other team members so that way it can be easily monitored.

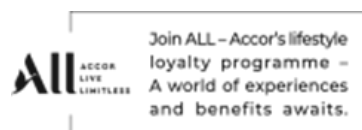
Thank you in advance.

Kind regards,

シェーン・エドワーズ
Shane Edwards
総支配人
General Manager

Swissôtel Nankai Osaka

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