## **VIA MARE CORPORATION**

Daily Time Sheet (For Regular & Probationary Employee)

NAME:		DEPARTMENT/BRANCH:	
OFFICIAL TIME:	DAY-OFF:	POSITION:	

- 1. The employee concerned will be considered absent on date without time in and/or out.
- 2. Time Sheet are to be filled by employee concerned & countersigned by his/her Supervisor and Operations Manager.
- 3. Any fraudulent entry in this form is a cause for DISMISSAL (Co. Rule 1, Sec. 1a).
- 4. All time sheet must be received by Human Resource Department within 2 working days from the cut-off date, late submissions will be included in the next payroll.
- 5. Night differential / overtime are strictly paid by the hour.

Print Date/Time:

DAYS		ATE &	E & TIME		REG UT	ROT	ND	SOT	LUOT	SHOT	REMARKS	
DATS	Time In	Break In	<b>Break Out</b>	Time Out	KEG	U	KUI	ND	301	LHOI	эпот	REWARKS

## WE CERTIFY THE TRUTH AND CORRECTNESS OF THE ABOVE

Employee			Supervisor			Operations Manager		
DO NOT FILL BELOW THIS LINE								
No. of Days: _		Night Diff.:		Regular OT:		Sunday OT:		
Absences: _		Undertime:		Legal Hol.:		Special Hol.:		
Process for HRD	) by:			Checked by:				

**Period Covered:**