

VIA MARE CORPORATION

Daily Time Sheet
(For Casual 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.

DAYS	DATE & TIME				REG	UT	ROT	ND	SOT	LHOT	SHOT	REMARKS
	Time In	Break In	Break Out	Time Out								

WE CERTIFY THE TRUTH AND CORRECTNESS OF THE ABOVE

Employee Supervisor Operations Manager

----- DO NOT FILL BELOW THIS LINE -----

No. of Days	_____	x daily rate	P 610.00	=	_____
ND	_____	hrs x hourly rate	P 7.63	=	_____
ROT	_____	hrs x hourly rate	P 95.31	=	_____
SOT	_____	hrs x hourly rate	P 99.12	=	_____
ExSOT	_____	hrs x hourly rate	P 122.00	=	_____
LHOT	_____	hrs x hourly rate	P 152.50	=	_____
ExLHOT	_____	hrs x hourly rate	P 175.38	=	_____
SHOT	_____	hrs x hourly rate	P 99.12	=	_____
ExSHOT	_____	hrs x hourly rate	P 122.00	=	_____
UT	_____	hrs x hourly rate	P 76.25	=	_____

Process for HRD by: _____ Checked by: _____

Print Date/Time:

Period Covered: