

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.

DAYS	D A T E & T I M E				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: _____ **Night Diff.:** _____ **Regular OT:** _____ **Sunday OT:** _____
Absences: _____ **Undertime:** _____ **Legal Hol.:** _____ **Special Hol.:** _____

Process for HRD by: _____ **Checked by:** _____

Print Date/Time: _____ **Period Covered:** _____