|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NAME OF EMPLOYEE:** | | |  | | | | | | | | |
| **EMPLOYEE NO.** | | |  | | | | | | | | |
| **TM STATUS:** | | | Punching | | | | | | | | |
| **ORG. UNIT:** | | |  | | | | | | | | |
| **PAYROLL AREA:** | | | GG - Safetech: P1 | | | | | | | | |
| **DIVISION:** | | | Safetech Power Svcs Corp | | | | | | | | |
| **PERSONNEL AREA:** | | | Safetech Power Services Corp | | | | | | | | |
| **PAYROLL PERIOD:** | | |  | | |  |  | |  |  |  |
| **DATE** | **DAY** | **WSR** | | **NWSR** | | **TIME IN** | | **TIME OUT** | **HOURS** | **REMARKS** | |
|  |  |  | |  | |  | |  |  |  | |
| **Prepared by:**  **HR-PAYROLL** | | | | | **Signed by:**    **EMPLOYEE NAME**  **This is to ceritfy that the above information are correct.** | | | | | | **Approved by:**    **IMMEDIATE SUPERIOR**  **(Signature Over Printed Name)** |
| Note to Employees:  The above report is generated by the fingerscan device during the said payroll period regarding your attendance and punctuality. Please ensure that **all** entries are **complete** in the Attendance and Punctuality Report **("time in"** at the start of the working day, **"time out/time in"** during lunch break and **"time out"** at the end of the working day and duly signed by you and approved by your immediate superior before submission to Payroll. For incomplete entries, please attach the applicable "Official Business" form duly approved by your immediate superior. Incomplete attendance without the proper notations and not covered by Official Business form or approved leave **will not be paid.** Please be reminded that this report serves as the official record of your time worked and Payroll's basis for paying your salary for this payroll period.  **Cut-off/ Submission Dates**  **1-15 - 20th of the month 16-30/31 - 5th of the following month** | | | | | | | | | | | |