

DAILY TIME RECORD (DTR)



Employee Name		EARVIN CHARLESODTUJAN					 <small>ASIA PEOPLEWORKS</small>	
Company Assignment/Department		ASIA PEOPLE WORKS INC.						
Payroll Period		January 2025 - 2nd Cutoff						
DATE	WORK SCHEDULE	MORNING		AFTERNOON		TOTAL	Timekeeping	
		IN	OUT	IN	OUT		For APW use only	
1/11/2025							A	
1/12/2025							D	
1/13/2025	8:00 AM to 5:00 PM	08:00 AM			05:30 PM		H	
1/14/2025	8:00 AM to 5:00 PM	08:00 AM			05:30 PM		L	
1/15/2025	8:00 AM to 5:00 PM	08:00 AM			05:30 PM		UT	
1/16/2025	8:00 AM to 5:00 PM	08:00 AM			05:30 PM		ROT	
1/17/2025	8:00 AM to 5:00 PM	08:00 AM			05:30 PM		RND	
1/18/2025							ROTN	
1/19/2025							RDOT	
1/20/2025	8:00 AM to 5:00 PM	08:00 AM			05:30 PM		RDOTn8	
1/21/2025	8:00 AM to 5:00 PM	08:00 AM			05:30 PM		RDOTND	
1/22/2025	8:00 AM to 5:00 PM	08:00 AM			05:30 PM		LHOT	
1/23/2025	8:00 AM to 5:00 PM	08:00 AM			05:30 PM		LHOTn8	
1/24/2025	8:00 AM to 5:00 PM	08:00 AM			05:30 PM		LHND	
1/25/2025							SHOT	
							SHOTn8	
							SHND	

OVERTIME RECORD

DATE	WORK SCHEDULE	OVERTIME		TOTAL	REASON
		IN	OUT		

I HEREBY CERTIFY THAT ABOVE INFORMATION ARE TRUE AND CORRECT.

Prepared By : _____ <div style="text-align: center;">APW Employee</div>	Checked By : _____ <div style="text-align: center;">APW Account Coordinator</div>
Noted By : _____ <div style="text-align: center;">Client POC</div>	Approved By : _____ <div style="text-align: center;">APW Account Manager</div>

IMPORTANT REMINDERS TO THE EMPLOYEE

1. Please completely fill up all the required information in the DTR except the timekeeping portion which is for exclusive use by APW.
2. Have your overtime and DTR approved by Client. Always sign your DTR.
3. Incomplete and unsigned DTR will not be processed.