



DAILY TIME RECORD (DTR)

Employee Name	EARVIN CHARLES ODTUJAN
Company Assignment/Department	ASIA PEOPLE WORKS INC.
Pavroll Period	2ND CUTOFF - October - 2025



DATE	WORK SCHEDULE	MORNING		TOTAL
		IN	OUT	
10/11/2025	Saturday			
10/12/2025	Sunday			D
10/13/2025	8:00 AM to 5:00 PM	08:00 AM	05:00 PM	H
10/14/2025	8:00 AM to 5:00 PM	08:00 AM	05:00 PM	L
10/15/2025	8:00 AM to 5:00 PM	08:00 AM	05:00 PM	UT
10/16/2025	8:00 AM to 5:00 PM	08:00 AM	05:00 PM	ROT
10/17/2025	8:00 AM to 5:00 PM	08:00 AM	05:00 PM	RND
10/18/2025	Saturday			ROTNDA
10/19/2025	Sunday			RDOT
10/20/2025	8:00 AM to 5:00 PM	08:00 AM	05:00 PM	RDOTn8
10/21/2025	8:00 AM to 5:00 PM	08:00 AM	05:00 PM	RDOTND
10/22/2025	8:00 AM to 5:00 PM	08:00 AM	05:00 PM	LHOT
10/23/2025	8:00 AM to 5:00 PM	08:00 AM	05:00 PM	LHOTn8
10/24/2025	8:00 AM to 5:00 PM	08:00 AM	05:00 PM	LHND
10/25/2025	Saturday			SHOT
				SHOTn8
				SHND

OVERTIME RECORD

I HEREBY CERTIFY THAT ABOVE INFORMATION ARE TRUE AND CORRECT.

Prepared By : _____ ODTUJAN, EARVIN Checked By _____
APW Employee APW Account Coordinator

Noted By : _____ **Approved By** _____
Client POC APW Account Manager

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.