DAILY TIME RECORD (DTR)

Employee Name	EARVIN CHARLESODTUJAN
Company Assignment/Department	ASIA PEOPLE WORKS INC.
Payroll Period	September 933

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							ROTND	
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 : _____
APW Employee

Checked By : _____
APW Account Coordinator

Noted By : _____
Client POC

Approved By : _____
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.