

DAILY TIME RECORD (DTR)



Employee Name		EARVIN CHARLESODTUJAN					 <small>ASIA PEOPLEWORKS</small>	
Company Assignment/Department		ASIA PEOPLE WORKS INC.						
Payroll Period		Testing January 1st Cut off						
DATE	WORK SCHEDULE	MORNING		AFTERNOON		TOTAL	Timekeeping	
		IN	OUT	IN	OUT		For APW use only	
1/1/2025							A	
1/2/2025	8:00 AM to 5:00 PM	08:00 AM			05:30 PM		D	
1/3/2025	8:00 AM to 5:00 PM	08:00 AM			05:30 PM		H	
1/4/2025							L	
1/5/2025							UT	
1/6/2025	8:00 AM to 5:00 PM	08:00 AM			05:30 PM		ROT	
1/7/2025	8:00 AM to 5:00 PM	09:10 AM			09:04 PM		RND	
1/8/2025	8:00 AM to 5:00 PM	08:00 AM			06:30 PM		ROTNND	
1/9/2025							RDOT	
1/10/2025							RDOTn8	
1/11/2025							RDOTND	
1/12/2025							LHOT	
1/13/2025	8:00 AM to 5:00 PM	08:00 AM			05:30 PM		LHOTn8	
1/14/2025	8:00 AM to 5:00 PM	08:00 AM			05:30 PM		LHND	
1/15/2025	8:00 AM to 5:00 PM	08:00 AM			05:30 PM		SHOT	
1/16/2025	8:00 AM to 5:00 PM	08:00 AM			05:30 PM		SHOTn8	
1/17/2025	8:00 AM to 5:00 PM	08:00 AM			05:30 PM		SHND	

1/18/2025

1/19/2025		08:00 AM		TOTAL	
		IN	OUT		
1/21/2025	8:00 AM to 5:00 PM	08:00 AM			05:30 PM
1/22/2025	8:00 AM to 5:00 PM	08:00 AM			05:30 PM
1/23/2025	8:00 AM to 5:00 PM	08:00 AM			05:30 PM
1/24/2025	8:00 AM to 5:00 PM	08:00 AM			05:30 PM
1/25/2025					

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.