



DAILY TIME RECORD (DTR)

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



DATE	WORK SCHEDULE	MORNING		TOTAL	For APW use only	
		IN	OUT			
10/11/2025	Saturday				A	
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.