



DAILY TIME RECORD (DTR)

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 ASIA PEOPLEWORKS	Employee Name	EARVIN CHARLES ODTUJAN			
	Company	ASIA PEOPLE WORKS INC.			
	Assignment/Department				
	Payroll Period	1ST CUTOFF - October - 2025			
DATE	WORK SCHEDULE	MORNING		TOTAL	Timekeeping
		IN	OUT		For APW use only
9/26/2025	8:00 AM to 5:00 PM	08:00 AM	05:00 PM		A
9/27/2025	Saturday				D
9/28/2025	Sunday				H
9/29/2025	8:00 AM to 5:00 PM	08:00 AM	05:00 PM		L
9/30/2025	8:00 AM to 5:00 PM	08:00 AM	05:00 PM		UT
10/1/2025	8:00 AM to 5:00 PM	08:00 AM	05:00 PM		ROT
10/2/2025	8:00 AM to 5:00 PM	08:00 AM	05:00 PM		RND
10/3/2025	8:00 AM to 5:00 PM	08:00 AM	05:00 PM		ROTNDA
10/4/2025	Saturday				RDOT
10/5/2025	Sunday				RDOTn8
10/6/2025	Monday				RDOTND
10/7/2025	Tuesday				LHOT
10/8/2025	8:00 AM to 5:00 PM	08:00 AM	05:00 PM		LHOTn8
10/9/2025	8:00 AM to 5:00 PM	08:25 AM	04:55 PM		LHND
10/10/2025	8:00 AM to 5:00 PM	08:00 AM	05:00 PM		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.

