
		DAILY TIME RECORD (DTR)					
Employee Name		EARVIN CHARLES ODTUJAN					
Company		ASIA PEOPLE WORKS INC.					
Assignment/Department							
Payroll Period		2ND CUTOFF - October - 2025					
DATE	WORK SCHEDULE	MORNING	AFTERNOON	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				ROTND		
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					
DATE	WORK SCHEDULE	OVERTIME		TOTAL	REASON
		IN	OUT		

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.