


DAILY TIME RECORD (DTR)

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 ASIA PEOPLEWORKS	Employee Name		EARVIN CHARLESODTUJAN				
	Company		ASIA PEOPLE WORKS INC.				
	Assignment/Department						
	Payroll Period		1ST CUTOFF - April - 2025				
DATE	WORK SCHEDULE	MORNING	AFTERNOON	TOTAL	Timekeeping		
		IN	OUT		For APW use only		
3/26/2025					A		
3/27/2025					D		
3/28/2025					H		
3/29/2025					L		
3/30/2025					UT		
3/31/2025					ROT		
4/1/2025					RND		
4/2/2025					ROTNd		
4/3/2025					RDOT		
4/4/2025	8:00 AM to 5:00 PM	11:12 AM			RDOTn8		
4/5/2025					RDOTND		
4/6/2025					LHOT		
4/7/2025	8:00 AM to 5:00 PM	07:06 PM	07:13 PM		LHOTn8		
4/8/2025	8:00 AM to 5:00 PM	06:22 PM			LHND		
4/9/2025	8:00 AM to 5:00 PM	08:00 AM	05:30 PM		SHOT		
4/10/2025					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.							