



## **DAILY TIME RECORD (DTR)**

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



Payroll Period		2ND CUT OFF - October - 2023				
DATE	WORK SCHEDULE	MORNING		AFTERNOON	TOTAL	Timekeeping
		IN	OUT			For APW use only
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

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.