



Employee Attendance Sheet

Payroll Period: 09/26/2024 - 10/10/2024
Employee Number:
Employee Name: Saaban, Mohammad
Cost Center:

| Day | Particulars | T (in minutes) | U (in minutes) | OT (in minutes) | A (in days) | WFH/O (in days) | H (in days) | EL (in days) | SL (in days) | VL (in days) | Amount (in peso) |
|-------|-------------|-------------------|-------------------|--------------------|----------------|--------------------|----------------|-----------------|-----------------|-----------------|---------------------|
| 26 | WFH/O | | | | | 1 | | | | | 150 |
| 27 | WFH/O | | | | | 1 | | | | | 150 |
| 28 | | | | | | | | | | | 0 |
| 29 | | | | | | | | | | | 0 |
| 30 | WFH/O | | | | | 1 | | | | | 150 |
| 01 | WFH/O | | | | | 1 | | | | | 150 |
| 02 | WFH/O | | | | | 1 | | | | | 150 |
| 03 | WFH/O | | | | | 1 | | | | | 150 |
| 04 | WFH/O | | | | | 1 | | | | | 150 |
| 05 | | | | | | | | | | | 0 |
| 06 | | | | | | | | | | | 0 |
| 07 | WFH/O | | | | | 1 | | | | | 150 |
| 08 | WFH/O | | | | | 1 | | | | | 150 |
| 09 | WFH/O | | | | | 1 | | | | | 150 |
| 10 | WFH/O | | | | | 1 | | | | | 150 |
| TOTAL | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1650 |

Legends:

| | | | |
|----|-----------------|-----------|--------------------------|
| | Day off | A | Absent |
| H | Holiday | WFH/O | Present / Work From Home |
| SL | Sick leave | T: mins. | Tardiness: minutes. |
| VL | Vacation leave | U: mins. | Undertime: minutes. |
| EL | Emergency leave | OT: mins. | Overtime: minutes. |

Certified Correct:

Approved by:

Saaban, Mohammad

Hayato Yazaki

Date: #REF!

Date: