

Employee Attendance Sheet

Payroll Period: 09/26/2024 - 10/10/2024 Employee Number:

Employee Name: Saaban, Mohammad Ryan

Cost Center:

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Day** | **Particulars** |  | **T** | **U** | **OT** | **A** | **WFH/O** | **H** | **EL** | **SL** | **VL** | **Amount** |
|  | (in minutes) | (in minutes) | (in minutes) | (in days) | (in days) | (in days) | (in days) | (in days) | (in days) | (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** |

|  |
| --- |
|  |
| H |
| SL |
| VL |
| EL |

|  |
| --- |
| A |
| WFH/O |
| T: mins. |
| U: mins. |
| OT: mins. |



Certified Correct: Approved by:

***Legends:***

Day off Holiday Sick leave

Vacation leave

Emergency leave

Absent

Present / Work From Home Tardiness: minutes.

Undertime: minutes.

Overtime: minutes.

Saaban, Mohammad Ryan Hayato Yazaki

Date: #REF! Date: