

Client Name	RCBC
Project Name	
Employee ID	35311
Employee Name	John Christian Alvarez
Timesheet Month	Sep 16-30 Period

Swipe in Date	DAY	Attendance	Shift Schedule in Time	Swipe out Date	Shift Schedule out Time	Regular Shift Time		OVERTIME				Shift Schedule(Strict /Flexi)	Grace Period(In Mins)	Grace Period Type	Remarks/Leaves
						IN	OUT	OT IN	OT Swipe In Date	OT OUT	OT Swipe Out Date				
16-Sep-25	Tue	Normal	8:30	16-Sep-25	17:30	8:30	17:30					Strict			
17-Sep-25	Wed	Normal	8:30	17-Sep-25	17:30	8:30	17:30					Strict			
18-Sep-25	Thu	Normal	8:30	18-Sep-25	17:30	8:30	17:30					Strict			
19-Sep-25	Fri	Normal	8:30	19-Sep-25	17:30	8:30	17:30					Strict			
20-Sep-25	Sat	Rest Day													
21-Sep-25	Sun	Rest Day													
22-Sep-25	Mon	Leave										Strict			Sick Leave
23-Sep-25	Tue	Normal	8:30	23-Sep-25	17:30	8:30	17:30					Strict			
24-Sep-25	Wed	Normal	8:30	24-Sep-25	17:30	8:30	17:30					Strict			
25-Sep-25	Thu	Normal	8:30	25-Sep-25	17:30	8:30	17:30					Strict			
26-Sep-25	Fri	Normal	8:30	26-Sep-25	17:30	8:30	17:30					Strict			
27-Sep-25	Sat	Rest Day													
28-Sep-25	Sun	Rest Day													
29-Sep-25	Mon	Leave										Strict			Vacation Leave
30-Sep-25	Tue	Leave										Strict			Vacation Leave

Total Hours

Noted by:

Andre Christian Villareal

Prepared by:

John Christian Alvarez

****	REG	ND	OT	OT with ND	Late Hours
REG	-	-	-	-	-
Rest Day	-	-	-	-	-
Legal Holiday	-	-	-	-	-
Special Holiday	-	-	-	-	-
RD on LH	-	-	-	-	-
RD on SH	-	-	-	-	-
Leaves	3 Leaves -	22-Sep,	29-Sep, 30-Sep,		