Client Name	RCBC
Project Name	
Employee ID	35311
Employee Name	John Christian Alvarez
Timesheet Month	Oct 1-15 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				
1-Oct-25	Wed	Normal	8:30	1-Oct-25	17:30	8:30	17:30					Strict			
2-Oct-25	Thu	Normal	8:30	2-Oct-25	17:30	8:30	17:30					Strict			
3-Oct-25	Fri	Normal	8:30	3-Oct-25	17:30	8:30	17:30					Strict			
4-Oct-25	Sat	Rest Day													
5-Oct-25	Sun	Rest Day													
6-Oct-25	Mon	Normal	8:30	6-Oct-25	17:30	8:30	17:30					Strict			
7-Oct-25	Tue	Normal	8:30	7-Oct-25	17:30	8:30	17:30					Strict			
8-Oct-25	Wed	Normal	8:30	8-Oct-25	17:30	8:30	17:30					Strict			
9-Oct-25	Thu	Normal	8:30	9-Oct-25	17:30	8:30	17:30					Strict			
10-Oct-25	Fri	Normal	8:30	10-Oct-25	17:30	8:30	17:30					Strict			
11-Oct-25	Sat	Rest Day													
12-Oct-25	Sun	Rest Day													
13-Oct-25	Mon	Leave													Vacation Leave
14-Oct-25	Tue	Normal	8:30	14-Oct-25	17:30	8:30	17:30					Strict			
15-Oct-25	Wed	Normal	8:30	15-Oct-25	17:30	8:30	17:30					Strict			

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	**1 Leaves -**	**13-Oct,**			