Client Name	RCBC
Project Name	
Employee ID	35311
Employee Name	John Christian Alvarez
Timesheet Month	Jan 16-31 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-Jan-26	Fri	Normal	8:30	16-Jan-26	17:30	8:30	17:30								
17-Jan-26	Sat	Rest Day													
18-Jan-26	Sun	Rest Day													
19-Jan-26	Mon	Leave													Vacation Leave
20-Jan-26	Tue	Normal	8:30	20-Jan-26	17:30	8:30	17:30								
21-Jan-26	Wed	Normal	8:30	21-Jan-26	17:30	8:30	17:30								
22-Jan-26	Thu	Normal	8:30	22-Jan-26	17:30	8:30	17:30								
23-Jan-26	Fri	Normal	8:30	23-Jan-26	17:30	8:30	17:30								
24-Jan-26	Sat	Rest Day													Sick Leave
25-Jan-26	Sun	Rest Day													
26-Jan-26	Mon	Leave													
27-Jan-26	Tue	Normal	8:30	27-Jan-26	17:30	8:30	17:30								
28-Jan-26	Wed	Normal	8:30	28-Jan-26	17:30	8:30	17:30								
29-Jan-26	Thu	Normal	8:30	29-Jan-26	17:30	8:30	17:30								
30-Jan-26	Fri	Normal	8:30	30-Jan-26	17:30	8:30	17:30								
31-Jan-26	Sat	Rest Day													

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	**2 Leaves - 19-Jan, 26-Jan,**				