

Client Name	RCBC
Project Name	
Employee ID	35311
Employee Name	John Christian Alvarez
Timesheet Month	Nov 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-Nov-25	Sat	Special Holiday on RD													Special Non-Working Holiday (All Saints' Day)
2-Nov-25	Sun	Rest Day													
3-Nov-25	Mon	Leave													Sick Leave
4-Nov-25	Tue	Normal	8:30	4-Nov-25	17:30	8:30	17:30						Strict		
5-Nov-25	Wed	Normal	8:30	5-Nov-25	17:30	8:30	17:30						Strict		
6-Nov-25	Thu	Normal	8:30	6-Nov-25	17:30	8:30	17:30						Strict		
7-Nov-25	Fri	Normal	8:30	7-Nov-25	17:30	8:30	17:30						Strict		
8-Nov-25	Sat	Rest Day													
9-Nov-25	Sun	Rest Day													
10-Nov-25	Mon	Leave												Sick Leave	
11-Nov-25	Tue	Leave												Sick Leave	
12-Nov-25	Wed	Normal	8:30	12-Nov-25	17:30	8:30	17:30						Strict		
13-Nov-25	Thu	Normal	8:30	13-Nov-25	17:30	8:30	17:30						Strict		
14-Nov-25	Fri	Normal	8:30	14-Nov-25	17:30	8:30	17:30						Strict		
15-Nov-25	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	3 Leaves - 03-Nov, 10-Nov, 11-Nov,				