

Client Name	RCBC
Project Name	
Employee ID	35311
Employee Name	John Christian Alvarez
Timesheet Month	Jan 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-Jan-26	Thu	Legal Holiday													Regular Holiday (New Year's Day)
2-Jan-26	Fri	Leave													Vacation Leave
3-Jan-26	Sat	Rest Day													
4-Jan-26	Sun	Rest Day													
5-Jan-26	Mon	Normal	8:30	5-Jan-26	17:30	8:30	17:30					Strict			
6-Jan-26	Tue	Normal	8:30	6-Jan-26	17:30	8:30	17:30					Strict			
7-Jan-26	Wed	Normal	8:30	7-Jan-26	17:30	8:30	17:30					Strict			
8-Jan-26	Thu	Normal	8:30	8-Jan-26	17:30	8:30	17:30					Strict			
9-Jan-26	Fri	Normal	8:30	9-Jan-26	17:30	8:30	17:30					Strict			
10-Jan-26	Sat	Rest Day													
11-Jan-26	Sun	Rest Day													
12-Jan-26	Mon	Normal	8:30	12-Jan-26	17:30	8:30	17:30					Strict			
13-Jan-26	Tue	Normal	8:30	13-Jan-26	17:30	8:30	17:30					Strict			
14-Jan-26	Wed	Normal	8:30	14-Jan-26	17:30	8:30	17:30					Strict			
15-Jan-26	Thu	Normal	8:30	15-Jan-26	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 - 02-Jan,				