

ATTENDANCE REPORT

Employee: ITONG, ANNA REA DAMASIN
Employee ID: 14241-0601
Selected Date: No date range selected

Date	Time In	Time Out	Late AM PM	Total Late	UnderTime AM PM	Total Undertime	Total Hours AM & PM	Total Hours Rendered	Total Deduction (late + undertime)	Total Absent	Required Hours	Remarks			
Nov 01, 2024 (Fri)	1ST TIME IN:	1ST TIME OUT:	No Late	0	No Undertime	0	AM WORKED:	8 hrs. 0 min. 0 sec.	0	0	8 hr/s, 0 min/s	On Official Travel Whole Day			
	8:00:00 AM	12:00:00 PM					4 hr/s. 0 min. 0 sec.								
	2ND TIME IN:	2ND TIME OUT:					PM WORKED:								
	1:30:00 PM	5:30:00 PM					4 hrs. 0 min. 0 sec.								
Nov 04, 2024 (Mon)	1ST TIME IN:	1ST TIME OUT:	No Late	0	No Undertime	0	AM WORKED:	8 hrs. 0 min. 0 sec.	0	0	8 hr/s, 0 min/s	On Official Travel Whole Day			
	8:00:00 AM	12:00:00 PM					4 hr/s. 0 min. 0 sec.								
	2ND TIME IN:	2ND TIME OUT:					PM WORKED:								
	1:30:00 PM	5:30:00 PM					4 hrs. 0 min. 0 sec.								
Nov 05, 2024 (Tue)	1ST TIME IN:	1ST TIME OUT:	No Late	0	No Undertime	0	AM WORKED:	8 hrs. 0 min. 0 sec.	0	0	8 hr/s, 0 min/s	Present			
	8:00:00 AM	12:00:00 PM					4 hr/s. 0 min. 0 sec.								
	2ND TIME IN:	2ND TIME OUT:					PM WORKED:								
	1:00:00 PM	5:33:00 PM					4 hrs. 0 min. 0 sec.								
Nov 06, 2024 (Wed)	1ST TIME IN:	1ST TIME OUT:	No Late	0	No Undertime	0	AM WORKED:	8 hrs. 0 min. 0 sec.	0	0	8 hr/s, 0 min/s	Present			
	8:10:13 AM	12:02:59 PM					4 hr/s. 0 min. 0 sec.								
	2ND TIME IN:	2ND TIME OUT:					PM WORKED:								
	1:31:53 PM	5:34:30 PM					4 hrs. 0 min. 0 sec.								
Nov 07, 2024 (Thu)	1ST TIME IN:	1ST TIME OUT:	AM LATE:	13 mins 17 secs	No Undertime	0	AM WORKED:	7 hrs. 46 min. 31 sec.	13 min/s, 17 sec	12 sec	8 hr/s, 0 min/s	Present - Late AM			
	8:27:17 AM	12:10:45 PM	13 min 17 sec				3 hr/s. 47 min. 0 sec.								
	2ND TIME IN:	2ND TIME OUT:					PM WORKED:								
	1:00:00 PM	5:33:00 PM					4 hrs. 0 min. 0 sec.								

Date	Time In	Time Out	Late AM PM	TotalLate	UnderTime AM PM	Total Undertime	Total HoursAM & PM	Total Hours Rendered	Total Deduction (late + undertime)	Total Absent	Required Hours	Remarks
Nov 08, 2024 (Fri)	1ST TIME IN:	1ST TIME OUT:		10 mins 40 secs	No Undertime	0	AM WORKED:	7 hrs. 49 min. 8 sec.	10 min/s, 40 sec	12 sec	8 hr/s, 0 min/s	Present - Late AM
	8:24:40 AM	12:00:00 PM	AM LATE:				3 hr/s. 49 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:	10 min 40 sec				PM WORKED:					
	1:00:00 PM	5:32:00 PM					4 hrs. 0 min. 0 sec.					
Nov 11, 2024 (Mon)	1ST TIME IN:	1ST TIME OUT:		2 mins 48 secs	No Undertime	0	AM WORKED:	7 hrs. 57 min. 0 sec.	2 min/s, 48 sec	12 sec	8 hr/s, 0 min/s	Present - Late AM
	8:16:48 AM	12:01:57 PM	AM LATE:				3 hr/s. 57 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:	2 min 48 sec				PM WORKED:					
	1:14:31 PM	5:54:10 PM					4 hrs. 0 min. 0 sec.					
Nov 12, 2024 (Tue)	1ST TIME IN:	1ST TIME OUT:	No Late	0	No Undertime	0	AM WORKED:	8 hrs. 0 min. 0 sec.	0	0	8 hr/s, 0 min/s	Present
	8:07:42 AM	12:01:05 PM					4 hr/s. 0 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:					PM WORKED:					
	1:26:38 PM	5:40:24 PM					4 hrs. 0 min. 0 sec.					
Nov 13, 2024 (Wed)	1ST TIME IN:	1ST TIME OUT:	No Late	0	No Undertime	0	AM WORKED:	8 hrs. 0 min. 0 sec.	0	0	8 hr/s, 0 min/s	Present
	8:10:22 AM	12:02:52 PM					4 hr/s. 0 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:					PM WORKED:					
	12:48:13 PM	5:39:14 PM					4 hrs. 0 min. 0 sec.					
Nov 14, 2024 (Thu)	1ST TIME IN:	1ST TIME OUT:		15 mins 53 secs	No Undertime	0	AM WORKED:	7 hrs. 43 min. 55 sec.	15 min/s, 53 sec	12 sec	8 hr/s, 0 min/s	Present - Late AM
	8:29:53 AM	12:17:01 PM	AM LATE:				3 hr/s. 44 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:	15 min 53 sec				PM WORKED:					
	1:25:03 PM	5:34:35 PM					4 hrs. 0 min. 0 sec.					
Nov 15, 2024 (Fri)	1ST TIME IN:	1ST TIME OUT:		13 mins 59 secs	No Undertime	0	AM WORKED:	7 hrs. 45 min. 49 sec.	13 min/s, 59 sec	12 sec	8 hr/s, 0 min/s	Present - Late AM
	8:27:59 AM	12:02:33 PM	AM LATE:				3 hr/s. 46 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:	13 min 59 sec				PM WORKED:					
	1:24:41 PM	5:58:26 PM					4 hrs. 0 min. 0 sec.					

Date	Time In	Time Out	Late AM PM	TotalLate	UnderTime AM PM	Total Undertime	Total HoursAM & PM	Total Hours Rendered	Total Deduction (late + undertime)	Total Absent	Required Hours	Remarks
Nov 18, 2024 (Mon)	1ST TIME IN:	1ST TIME OUT:	No Late	0	No Undertime	0	AM WORKED:	8 hrs. 0 min. 0 sec.	0	0	8 hr/s, 0 min/s	On Leave Whole Day
	8:00:00 AM	12:00:00 PM					4 hr/s. 0 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:					PM WORKED:					
	1:30:00 PM	5:30:00 PM					4 hrs. 0 min. 0 sec.					
Nov 19, 2024 (Tue)	1ST TIME IN:	1ST TIME OUT:	No Late	0	No Undertime	0	AM WORKED:	8 hrs. 0 min. 0 sec.	0	0	8 hr/s, 0 min/s	Present
	8:05:03 AM	12:07:07 PM					4 hr/s. 0 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:					PM WORKED:					
	1:29:20 PM	5:32:35 PM					4 hrs. 0 min. 0 sec.					
Nov 20, 2024 (Wed)	1ST TIME IN:	1ST TIME OUT:	No Late	0	No Undertime	0	AM WORKED:	8 hrs. 0 min. 0 sec.	0	0	8 hr/s, 0 min/s	Present
	8:08:24 AM	12:15:21 PM					4 hr/s. 0 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:					PM WORKED:					
	1:29:19 PM	5:38:51 PM					4 hrs. 0 min. 0 sec.					
Nov 21, 2024 (Thu)	1ST TIME IN:	1ST TIME OUT:	No Late	0	No Undertime	0	AM WORKED:	4 hrs. 0 min. 0 sec.	0	4 hr/s	8 hr/s, 0 min/s	Present Morning, Absent Afternoon
	7:48:32 AM	1:27:19 PM					4 hr/s. 0 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:					PM WORKED:					
	5:39:05 PM						0 hrs. 0 min. 0 sec.					
Nov 22, 2024 (Fri)	1ST TIME IN:	1ST TIME OUT:	AM	17 mins 41 secs	No Undertime	0	AM WORKED:	7 hrs. 42 min. 7 sec.	17 min/s, 41 sec	12 sec	8 hr/s, 0 min/s	Present - Late AM
	8:31:41 AM	12:21:16 PM	LATE:				3 hr/s. 42 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:	17 min 41 sec				PM WORKED:					
	1:27:46 PM	5:33:40 PM					4 hrs. 0 min. 0 sec.					
Nov 26, 2024 (Tue)	1ST TIME IN:	1ST TIME OUT:	AM	8 mins 39 secs	No Undertime	0	AM WORKED:	7 hrs. 51 min. 9 sec.	8 min/s, 39 sec	12 sec	8 hr/s, 0 min/s	Present - Late AM
	8:22:39 AM	12:05:44 PM	LATE:				3 hr/s. 51 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:	8 min 39 sec				PM WORKED:					
	1:27:55 PM	5:35:39 PM					4 hrs. 0 min. 0 sec.					

Date	Time In	Time Out	Late AM PM	TotalLate	UnderTime AM PM	Total Undertime	Total HoursAM & PM	Total Hours Rendered	Total Deduction (late + undertime)	Total Absent	Required Hours	Remarks
Nov 27, 2024 (Wed)	1ST TIME IN:	No Check-Outs	No Late	0	No Undertime	0	0	0	0	8 hr/s	8 hr/s, 0 min/s	Invalid Attendance
	5:37:55 PM											
	2ND TIME IN:											
Nov 28, 2024 (Thu)	1ST TIME IN:	1ST TIME OUT:	No Late	0	No Undertime	0	AM WORKED:	8 hrs. 0 min. 0 sec.	0	0	8 hr/s, 0 min/s	On Leave Whole Day
	8:00:00 AM	12:00:00 PM					4 hr/s. 0 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:					PM WORKED:					
	1:30:00 PM	5:30:00 PM					4 hrs. 0 min. 0 sec.					
Nov 29, 2024 (Fri)	1ST TIME IN:	1ST TIME OUT:	No Late	0	No Undertime	0	AM WORKED:	8 hrs. 0 min. 0 sec.	0	0	8 hr/s, 0 min/s	On Official Travel Whole Day
	8:00:00 AM	12:00:00 PM					4 hr/s. 0 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:					PM WORKED:					
	1:30:00 PM	5:30:00 PM					4 hrs. 0 min. 0 sec.					

Duty Hours To Be Rendered	Total Time Rendered	Total Time Deduction (Late + Undertime + Absent Hours)	Total Late	Total Undertime	Total Absent
160 hr/s from (20 days total hour)	146 hr/s, 35 min/s 39 sec	13 hr/s, 24 min/s 21 sec	1 hr/s, 22 min/s 56 sec	0 hr/s, 0 min/s, 0 sec	12 hr/s, 1 min/s 24 sec