

ATTENDANCE REPORT

Employee: ADLAON, REGGIE IAN SALUPAN
Employee ID: 23775-1123
Selected Date: August 10, 2024 to August 19, 2024

| 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 |
|-----------------------|--------------|---------------|--------------|----------------|-------------------|-----------------|-----------------------|------------------------|------------------------------------|--------------|-----------------|-------------------|
| Aug 13, 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 |
| | 7:53:00 AM | 12:00:00 PM | | | | | 4 hr/s. 0 min. 0 sec. | | | | | |
| | 2ND TIME IN: | 2ND TIME OUT: | | | | | PM WORKED: | | | | | |
| | 1:00:00 PM | 5:39:00 PM | | | | | 4 hrs. 0 min. 0 sec. | | | | | |
| Aug 14, 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 |
| | 7:34:15 AM | 12:07:28 PM | | | | | 4 hr/s. 0 min. 0 sec. | | | | | |
| | 2ND TIME IN: | 2ND TIME OUT: | | | | | PM WORKED: | | | | | |
| | 12:57:10 PM | 7:39:15 PM | | | | | 4 hrs. 0 min. 0 sec. | | | | | |
| Aug 15, 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 | Present |
| | 7:39:41 AM | 12:00:04 PM | | | | | 4 hr/s. 0 min. 0 sec. | | | | | |
| | 2ND TIME IN: | 2ND TIME OUT: | | | | | PM WORKED: | | | | | |
| | 1:00:00 PM | 6:49:00 PM | | | | | 4 hrs. 0 min. 0 sec. | | | | | |
| Aug 16, 2024 (Fri) | 1ST TIME IN: | 1ST TIME OUT: | AM LATE: | 1 mins 27 secs | No Undertime | 0 | AM WORKED: | 7 hrs. 58 min. 33 sec. | 1 min/s, 27 sec | 0 | 8 hr/s, 0 min/s | Present - Late AM |
| | 8:16:27 AM | 12:00:00 PM | 1 min 27 sec | | | | 4 hr/s. 0 min. 0 sec. | | | | | |
| | 2ND TIME IN: | 2ND TIME OUT: | | | | | PM WORKED: | | | | | |
| | 1:00:00 PM | 5:30:00 PM | | | | | 4 hrs. 0 min. 0 sec. | | | | | |
| Aug 19, 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 | Present |
| | 7:21:54 AM | 12:21:48 PM | | | | | 4 hr/s. 0 min. 0 sec. | | | | | |
| | 2ND TIME IN: | 2ND TIME OUT: | | | | | PM WORKED: | | | | | |
| | 1:11:25 PM | 7:31:56 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 |
|----------------------------------|--------------------------|--|------------------------|------------------------|--------------|
| 40 hr/s from (5 days total hour) | 39 hr/s, 58 min/s 33 sec | 0 hr/s, 1 min/s 27 sec | 0 hr/s, 1 min/s 27 sec | 0 hr/s, 0 min/s, 0 sec | 0 |