

ATTENDANCE REPORT

Employee: GUILLENA, HELEN DOLAUTA  
Employee ID: 16630-0750  
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	
Mar 03, 2025 (Mon)	1ST TIME IN:	1ST TIME OUT:	AM LATE:	4 mins 36 secs	No Undertime	0	AM WORKED:	7 hrs. 55 min. 24 sec.	4 min/s, 36 sec	0	8 hr/s, 0 min/s	PRE
	8:19:36 AM	12:00:03 PM					3 hr/s. 55 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:	4 min 36 sec				PM WORKED:					
	12:47:51 PM	5:39:25 PM					4 hrs. 0 min. 0 sec.					
Mar 04, 2025 (Tue)	1ST TIME IN:	1ST TIME OUT:	AM LATE:	9 mins 11 secs	No Undertime	0	AM WORKED:	7 hrs. 50 min. 49 sec.	9 min/s, 11 sec	0	8 hr/s, 0 min/s	PRE
	8:24:11 AM	12:01:01 PM					3 hr/s. 51 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:	9 min 11 sec				PM WORKED:					
	12:54:50 PM	5:37:17 PM					4 hrs. 0 min. 0 sec.					
Mar 05, 2025 (Wed)	1ST TIME IN:	1ST TIME OUT:	AM LATE:	4 mins 46 secs	No Undertime	0	AM WORKED:	7 hrs. 55 min. 14 sec.	4 min/s, 46 sec	0	8 hr/s, 0 min/s	PRE
	8:19:46 AM	12:01:05 PM					3 hr/s. 55 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:	4 min 46 sec				PM WORKED:					
	12:50:03 PM	5:35:59 PM					4 hrs. 0 min. 0 sec.					
Mar 06, 2025 (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	
	8:12:50 AM	12:00:32 PM					4 hr/s. 0 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:					PM WORKED:					
	12:48:05 PM	5:30:28 PM					4 hrs. 0 min. 0 sec.					

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	
Mar 07, 2025 (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	
	8:06:19 AM	12:00:30 PM					4 hr/s. 0 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:					PM WORKED:					
	12:53:41 PM	5:31:32 PM					4 hrs. 0 min. 0 sec.					
Mar 10, 2025 (Mon)	1ST TIME IN:	1ST TIME OUT:	AM LATE:	13 mins 36 secs	No Undertime	0	AM WORKED:	7 hrs. 46 min. 24 sec.	13 min/s, 36 sec	0	8 hr/s, 0 min/s	PRE
	8:28:36 AM	12:00:14 PM	13 min 36 sec				3 hr/s. 46 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:					PM WORKED:					
	12:48:38 PM	5:39:43 PM					4 hrs. 0 min. 0 sec.					
Mar 11, 2025 (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	
	8:10:56 AM	12:02:00 PM					4 hr/s. 0 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:					PM WORKED:					
	12:55:23 PM	5:37:33 PM					4 hrs. 0 min. 0 sec.					
Mar 12, 2025 (Wed)	1ST TIME IN:	1ST TIME OUT:	AM LATE:	7 mins 44 secs	No Undertime	0	AM WORKED:	7 hrs. 52 min. 16 sec.	7 min/s, 44 sec	0	8 hr/s, 0 min/s	PRE
	8:22:44 AM	12:00:53 PM	7 min 44 sec				3 hr/s. 52 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:					PM WORKED:					
	12:50:40 PM	5:47:56 PM					4 hrs. 0 min. 0 sec.					
Mar 13, 2025 (Thu)	1ST TIME IN:	1ST TIME OUT:	AM LATE:	1 mins 54 secs	No Undertime	0	AM WORKED:	7 hrs. 58 min. 6 sec.	1 min/s, 54 sec	0	8 hr/s, 0 min/s	PRE
	8:16:54 AM	12:01:27 PM	1 min 54 sec				3 hr/s. 58 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:					PM WORKED:					
	12:55:10 PM	5:45:16 PM					4 hrs. 0 min. 0 sec.					

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	
Mar 14, 2025 (Fri)	1ST TIME IN: 8:15:58 AM	1ST TIME OUT: 12:00:59 PM	AM LATE:	0 mins 58 secs	No Undertime	0	AM WORKED: 4 hr/s. 0 min. 0 sec.	7 hrs. 59 min. 2 sec.	0 min/s 58 sec	0	8 hr/s, 0 min/s	PRE
	2ND TIME IN: 12:56:58 PM	2ND TIME OUT: 5:42:50 PM	58 sec				PM WORKED: 4 hrs. 0 min. 0 sec.					
Mar 17, 2025 (Mon)	1ST TIME IN: 7:49:00 AM	1ST TIME OUT: 12:02:01 PM	No Late	0	No Undertime	0	AM WORKED: 4 hr/s. 0 min. 0 sec.	8 hrs. 0 min. 0 sec.	0	0	8 hr/s, 0 min/s	
	2ND TIME IN: 12:49:40 PM	2ND TIME OUT: 7:12:01 PM					PM WORKED: 4 hrs. 0 min. 0 sec.					
Mar 18, 2025 (Tue)	1ST TIME IN: 8:05:16 AM	1ST TIME OUT: 12:02:04 PM	No Late	0	No Undertime	0	AM WORKED: 4 hr/s. 0 min. 0 sec.	8 hrs. 0 min. 0 sec.	0	0	8 hr/s, 0 min/s	
	2ND TIME IN: 12:47:45 PM	2ND TIME OUT: 7:14:49 PM					PM WORKED: 4 hrs. 0 min. 0 sec.					
Mar 19, 2025 (Wed)	1ST TIME IN: 8:00:50 AM	1ST TIME OUT: 12:00:20 PM	No Late	0	No Undertime	0	AM WORKED: 4 hr/s. 0 min. 0 sec.	8 hrs. 0 min. 0 sec.	0	0	8 hr/s, 0 min/s	
	2ND TIME IN: 12:48:18 PM	2ND TIME OUT: 7:06:32 PM					PM WORKED: 4 hrs. 0 min. 0 sec.					
Mar 20, 2025 (Thu)	1ST TIME IN: 8:04:27 AM	1ST TIME OUT: 12:03:00 PM	No Late	0	No Undertime	0	AM WORKED: 4 hr/s. 0 min. 0 sec.	8 hrs. 0 min. 0 sec.	0	0	8 hr/s, 0 min/s	
	2ND TIME IN: 12:54:57 PM	2ND TIME OUT: 7:07:32 PM					PM WORKED: 4 hrs. 0 min. 0 sec.					

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	
Mar 21, 2025 (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	
	8:00:52 AM	12:03:23 PM					4 hr/s. 0 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:					PM WORKED:					
	12:57:43 PM	7:08:54 PM					4 hrs. 0 min. 0 sec.					
Mar 24, 2025 (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	
	8:06:23 AM	12:02:14 PM					4 hr/s. 0 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:					PM WORKED:					
	12:54:02 PM	6:39:34 PM					4 hrs. 0 min. 0 sec.					
Mar 25, 2025 (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	
	8:12:14 AM	12:01:23 PM					4 hr/s. 0 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:					PM WORKED:					
	12:48:04 PM	5:38:46 PM					4 hrs. 0 min. 0 sec.					
Mar 26, 2025 (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	
	8:06:54 AM	12:00:40 PM					4 hr/s. 0 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:					PM WORKED:					
	12:46:06 PM	7:30:23 PM					4 hrs. 0 min. 0 sec.					
Mar 27, 2025 (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	
	8:05:09 AM	12:01:45 PM					4 hr/s. 0 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:					PM WORKED:					
	12:54:02 PM	5:50:31 PM					4 hrs. 0 min. 0 sec.					

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	
Mar 28, 2025 (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	
	8:03:18 AM	12:01:34 PM					4 hr/s. 0 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:					PM WORKED:					
	12:51:36 PM	7:35:20 PM					4 hrs. 0 min. 0 sec.					
Mar 31, 2025 (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	
	8:11:20 AM	12:01:15 PM					4 hr/s. 0 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:					PM WORKED:					
	12:54:28 PM	5:41:44 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
168 hr/s from (21 days total hour)	167 hr/s, 17 min/s 15 sec	0 hr/s, 42 min/s 44 sec	0 hr/s, 42 min/s 44 sec	0 hr/s, 0 min/s, 0 sec	0