

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	
Feb 03, 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	
	8:13:42 AM	12:02:15 PM					4 hr/s. 0 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:					PM WORKED:					
	12:57:32 PM	6:12:19 PM					4 hrs. 0 min. 0 sec.					
Feb 04, 2025 (Tue)	1ST TIME IN:	1ST TIME OUT:	AM LATE:	3 mins 58 secs	No Undertime	0	AM WORKED:	7 hrs. 56 min. 2 sec.	3 min/s, 58 sec	0	8 hr/s, 0 min/s	PRE
	8:18:58 AM	12:03:02 PM	3 min 58 sec				3 hr/s. 56 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:					PM WORKED:					
	12:53:04 PM	6:18:46 PM					4 hrs. 0 min. 0 sec.					
Feb 05, 2025 (Wed)	1ST TIME IN:	1ST TIME OUT:	AM LATE:	15 mins 27 secs	No Undertime	0	AM WORKED:	7 hrs. 44 min. 33 sec.	15 min/s, 27 sec	0	8 hr/s, 0 min/s	PRE
	8:30:27 AM	12:02:19 PM	15 min 27 sec				3 hr/s. 45 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:					PM WORKED:					
	12:54:12 PM	6:18:46 PM					4 hrs. 0 min. 0 sec.					
Feb 06, 2025 (Thu)	1ST TIME IN:	1ST TIME OUT:	AM LATE:	34 mins 53 secs	No Undertime	0	AM WORKED:	7 hrs. 25 min. 7 sec.	34 min/s, 53 sec	0	8 hr/s, 0 min/s	PRE
	8:18:52 AM	12:01:43 PM	3 min 52 sec				3 hr/s. 56 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:	PM LATE				PM WORKED:					
	2:16:01 PM	6:26:55 PM	31 min 1 sec				3 hrs. 28 min. 59 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	
Feb 07, 2025 (Fri)	1ST TIME IN:	1ST TIME OUT:	AM LATE:	0 mins 15 secs	No Undertime	0	AM WORKED:	7 hrs. 59 min. 45 sec.	0 min/s 15 sec	0	8 hr/s, 0 min/s	PRE
	8:15:15 AM	12:37:31 PM					4 hr/s. 0 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:	15 sec				PM WORKED:					
	1:27:54 PM	5:48:37 PM					4 hrs. 0 min. 0 sec.					
Feb 10, 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	ON
	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.					
Feb 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	
	8:04:15 AM	12:02:31 PM					4 hr/s. 0 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:					PM WORKED:					
	12:51:30 PM	5:33:50 PM					4 hrs. 0 min. 0 sec.					
Feb 12, 2025 (Wed)	1ST TIME IN:	1ST TIME OUT:	AM LATE:	8 mins 2 secs	No Undertime	0	AM WORKED:	7 hrs. 51 min. 58 sec.	8 min/s, 2 sec	0	8 hr/s, 0 min/s	PRE
	8:23:02 AM	12:02:40 PM					3 hr/s. 52 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:	8 min 2 sec				PM WORKED:					
	12:51:28 PM	5:39:38 PM					4 hrs. 0 min. 0 sec.					
Feb 13, 2025 (Thu)	1ST TIME IN:	1ST TIME OUT:	AM LATE:	22 mins 40 secs	No Undertime	0	AM WORKED:	7 hrs. 37 min. 20 sec.	22 min/s, 40 sec	0	8 hr/s, 0 min/s	PRE
	8:37:40 AM	12:03:19 PM					3 hr/s. 37 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:	22 min 40 sec				PM WORKED:					
	12:50:13 PM	5:43:45 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	
Feb 14, 2025 (Fri)	1ST TIME IN:	1ST TIME OUT:	AM LATE:	0 mins 46 secs	No Undertime	0	AM WORKED:	7 hrs. 59 min. 14 sec.	0 min/s 46 sec	0	8 hr/s, 0 min/s	PRE
	8:15:46 AM	12:02:15 PM					4 hr/s. 0 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:	46 sec				PM WORKED:					
	1:00:00 PM	5:30:00 PM					4 hrs. 0 min. 0 sec.					
Feb 17, 2025 (Mon)	1ST TIME IN:	1ST TIME OUT:	AM LATE:	6 mins 40 secs	No Undertime	0	AM WORKED:	7 hrs. 53 min. 20 sec.	6 min/s, 40 sec	0	8 hr/s, 0 min/s	PRE
	8:21:40 AM	12:03:54 PM					3 hr/s. 53 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:	6 min 40 sec				PM WORKED:					
	12:51:25 PM	5:41:28 PM					4 hrs. 0 min. 0 sec.					
Feb 18, 2025 (Tue)	1ST TIME IN:	1ST TIME OUT:	AM LATE:	0 mins 18 secs	No Undertime	0	AM WORKED:	7 hrs. 59 min. 42 sec.	0 min/s 18 sec	0	8 hr/s, 0 min/s	PRE
	8:15:18 AM	12:02:50 PM					4 hr/s. 0 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:	18 sec				PM WORKED:					
	12:52:57 PM	5:42:44 PM					4 hrs. 0 min. 0 sec.					
Feb 19, 2025 (Wed)	1ST TIME IN:	1ST TIME OUT:	AM LATE:	1 mins 59 secs	No Undertime	0	AM WORKED:	7 hrs. 58 min. 1 sec.	1 min/s, 59 sec	0	8 hr/s, 0 min/s	PRE
	8:16:59 AM	12:02:09 PM					3 hr/s. 58 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:	1 min 59 sec				PM WORKED:					
	12:53:11 PM	5:38:57 PM					4 hrs. 0 min. 0 sec.					
Feb 20, 2025 (Thu)	1ST TIME IN:	1ST TIME OUT:	AM LATE:	6 mins 21 secs	No Undertime	0	AM WORKED:	7 hrs. 53 min. 39 sec.	6 min/s, 21 sec	0	8 hr/s, 0 min/s	PRE
	8:21:21 AM	12:02:20 PM					3 hr/s. 54 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:	6 min 21 sec				PM WORKED:					
	12:53:21 PM	5:38:49 PM					4 hrs. 0 min. 0 sec.					

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Feb 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	
	8:03:24 AM	12:00:50 PM					4 hr/s. 0 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:					PM WORKED:					
	12:46:15 PM	5:34:33 PM					4 hrs. 0 min. 0 sec.					
Feb 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	
	8:09:06 AM	12:01:46 PM					4 hr/s. 0 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:					PM WORKED:					
	12:54:06 PM	5:38:41 PM					4 hrs. 0 min. 0 sec.					
Feb 25, 2025 (Tue)	1ST TIME IN:	1ST TIME OUT:	AM LATE:	0 mins 41 secs	No Undertime	0	AM WORKED:	7 hrs. 59 min. 19 sec.	0 min/s 41 sec	0	8 hr/s, 0 min/s	PRE
	8:15:41 AM	12:00:29 PM	41 sec				4 hr/s. 0 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:					PM WORKED:					
	12:52:42 PM	5:35:17 PM					4 hrs. 0 min. 0 sec.					
Feb 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	
	7:59:54 AM	12:01:30 PM					4 hr/s. 0 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:					PM WORKED:					
	12:48:44 PM	5:34:53 PM					4 hrs. 0 min. 0 sec.					
Feb 27, 2025 (Thu)	1ST TIME IN:	1ST TIME OUT:	AM LATE:	11 mins 43 secs	No Undertime	0	AM WORKED:	7 hrs. 48 min. 17 sec.	11 min/s, 43 sec	0	8 hr/s, 0 min/s	PRE
	8:26:43 AM	12:00:56 PM	11 min 43 sec				3 hr/s. 48 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:					PM WORKED:					
	1:00:14 PM	5:45:46 PM					4 hrs. 0 min. 0 sec.					

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Feb 28, 2025 (Fri)	1ST TIME IN:	1ST TIME OUT:		0 mins 47 secs	No Undertime	0	AM WORKED:	7 hrs. 59 min. 13 sec.	0 min/s 47 sec	0	8 hr/s, 0 min/s	PRE
	8:15:47 AM	12:01:28 PM	AM LATE:				4 hr/s. 0 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:	47 sec				PM WORKED:					
	12:49:20 PM	5:38:37 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)	158 hr/s, 5 min/s 30 sec	1 hr/s, 54 min/s 30 sec	1 hr/s, 54 min/s 30 sec	0 hr/s, 0 min/s, 0 sec	0