

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	
Jan 02, 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	
	8:09:29 AM	12:02:12 PM					4 hr/s. 0 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:					PM WORKED:					
	1:01:51 PM	5:35:54 PM					4 hrs. 0 min. 0 sec.					
Jan 03, 2025 (Fri)	1ST TIME IN:	1ST TIME OUT:	AM LATE:	28 mins 14 secs	No Undertime	0	AM WORKED:	7 hrs. 31 min. 46 sec.	28 min/s, 14 sec	0	8 hr/s, 0 min/s	PRE
	8:43:14 AM	12:02:02 PM	28 min 14 sec				3 hr/s. 32 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:					PM WORKED:					
	12:47:11 PM	5:36:33 PM					4 hrs. 0 min. 0 sec.					
Jan 06, 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	
	8:00:00 AM	12:00:00 PM					4 hr/s. 0 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:					PM WORKED:					
	1:00:00 PM	5:30:00 PM					4 hrs. 0 min. 0 sec.					
Jan 07, 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	
	8:00:39 AM	12:01:50 PM					4 hr/s. 0 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:					PM WORKED:					
	1:00:00 PM	5:37:00 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	
Jan 08, 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	
	8:07:29 AM	12:05:39 PM					4 hr/s. 0 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:					PM WORKED:					
	12:50:50 PM	5:35:14 PM					4 hrs. 0 min. 0 sec.					
Jan 09, 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	
	7:53:23 AM	12:00:40 PM					4 hr/s. 0 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:					PM WORKED:					
	12:48:46 PM	5:36:39 PM					4 hrs. 0 min. 0 sec.					
Jan 10, 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	
	8:10:13 AM	12:01:55 PM					4 hr/s. 0 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:					PM WORKED:					
	1:03:19 PM	5:36:37 PM					4 hrs. 0 min. 0 sec.					
Jan 13, 2025 (Mon)	1ST TIME IN:	1ST TIME OUT:	AM LATE:	0 mins 43 secs	No Undertime	0	AM WORKED:	7 hrs. 59 min. 17 sec.	0 min/s 43 sec	0	8 hr/s, 0 min/s	PRE
	8:15:43 AM	12:01:21 PM	43 sec				4 hr/s. 0 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:					PM WORKED:					
	12:54:52 PM	5:33:40 PM					4 hrs. 0 min. 0 sec.					
Jan 14, 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	
	8:13:36 AM	12:02:55 PM					4 hr/s. 0 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:					PM WORKED:					
	12:49:30 PM	5:43:35 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	
Jan 15, 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	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.					
Jan 16, 2025 (Thu)	1ST TIME IN:	1ST TIME OUT:	AM LATE:	17 mins 49 secs	No Undertime	0	AM WORKED:	7 hrs. 42 min. 11 sec.	17 min/s, 49 sec	0	8 hr/s, 0 min/s	PRE
	8:32:49 AM	12:03:42 PM	17 min 49 sec				3 hr/s. 42 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:					PM WORKED:					
	12:52:56 PM	5:38:29 PM					4 hrs. 0 min. 0 sec.					
Jan 17, 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	
	7:52:50 AM	12:00:53 PM					4 hr/s. 0 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:					PM WORKED:					
	12:50:33 PM	5:36:07 PM					4 hrs. 0 min. 0 sec.					
Jan 20, 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	
	8:13:17 AM	12:00:22 PM					4 hr/s. 0 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:					PM WORKED:					
	12:48:29 PM	5:33:47 PM					4 hrs. 0 min. 0 sec.					
Jan 21, 2025 (Tue)	1ST TIME IN:	1ST TIME OUT:	AM LATE:	3 mins 35 secs	No Undertime	0	AM WORKED:	7 hrs. 56 min. 25 sec.	3 min/s, 34 sec	0	8 hr/s, 0 min/s	PRE
	8:18:03 AM	12:03:03 PM	3 min 3 sec				3 hr/s. 57 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:	PM LATE				PM WORKED:					
	1:45:32 PM	5:39:01 PM	32 sec				3 hrs. 59 min. 28 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	
Jan 22, 2025 (Wed)	1ST TIME IN:	1ST TIME OUT:	AM LATE:	10 mins 46 secs	No Undertime	0	AM WORKED:	7 hrs. 49 min. 14 sec.	10 min/s, 46 sec	0	8 hr/s, 0 min/s	PRE
	8:25:46 AM	12:02:00 PM					3 hr/s. 49 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:	10 min 46 sec				PM WORKED:					
	12:47:49 PM	5:41:10 PM					4 hrs. 0 min. 0 sec.					
Jan 23, 2025 (Thu)	1ST TIME IN:	1ST TIME OUT:	AM LATE:	58 mins 28 secs	No Undertime	0	AM WORKED:	7 hrs. 1 min. 32 sec.	58 min/s, 28 sec	0	8 hr/s, 0 min/s	PRE
	9:13:28 AM	12:00:09 PM					3 hr/s. 2 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:	58 min 28 sec				PM WORKED:					
	12:46:25 PM	5:45:32 PM					4 hrs. 0 min. 0 sec.					
Jan 24, 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	
	8:05:56 AM	12:01:57 PM					4 hr/s. 0 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:					PM WORKED:					
	1:29:00 PM	5:35:21 PM					4 hrs. 0 min. 0 sec.					
Jan 27, 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.					
Jan 28, 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	
	8:04:21 AM	12:06:18 PM					4 hr/s. 0 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:					PM WORKED:					
	12:56:43 PM	6:35:19 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	
Jan 29, 2025 (Wed)	1ST TIME IN: 8:00:00 AM	1ST TIME OUT: 12:00:00 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	TRA
	2ND TIME IN: 1:30:00 PM	2ND TIME OUT: 5:30:00 PM					PM WORKED: 4 hrs. 0 min. 0 sec.					
Jan 30, 2025 (Thu)	1ST TIME IN: 8:14:06 AM	1ST TIME OUT: 12:06:42 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: 12:55:15 PM	2ND TIME OUT: 7:19:05 PM					PM WORKED: 4 hrs. 0 min. 0 sec.					
Jan 31, 2025 (Fri)	1ST TIME IN: 8:18:22 AM	1ST TIME OUT: 12:04:00 PM	AM LATE:	3 mins 22 secs	No Undertime	0	AM WORKED: 3 hr/s. 57 min. 0 sec.	7 hrs. 56 min. 38 sec.	3 min/s, 22 sec	0	8 hr/s, 0 min/s	PRE
	2ND TIME IN: 12:58:47 PM	2ND TIME OUT: 6:57:45 PM	3 min 22 sec				PM WORKED: 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
176 hr/s from (22 days total hour)	173 hr/s, 57 min/s 3 sec	2 hr/s, 2 min/s 56 sec	2 hr/s, 2 min/s 57 sec	0 hr/s, 0 min/s, 0 sec	0