

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			
Jan 02, 2025 (Thu)	1ST TIME IN:	1ST TIME OUT:	AM LATE:	26 mins 37 secs	No Undertime	0	AM WORKED:	7 hrs. 33 min. 23 sec.	26 min/s, 37 sec	0	8 hr/s, 0 min/s	Present - Late AM			
	8:41:37 AM	12:03:28 PM					3 hr/s. 33 min. 0 sec.								
	2ND TIME IN:	2ND TIME OUT:	26 min 37 sec				PM WORKED:								
	12:52:54 PM	5:41:08 PM	4 hrs. 0 min. 0 sec.												
Jan 03, 2025 (Fri)	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			
	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						0 hrs. 0 min. 0 sec.								
Jan 06, 2025 (Mon)	1ST TIME IN:	1ST TIME OUT:	No Late	0	No Undertime	0	AM WORKED:	0 hrs. 14 min. 45 sec.	0	7 hr/s 45 min 15 sec	8 hr/s, 0 min/s	Present Morning, Absent Afternoon			
	8:14:45 AM	5:34:19 PM					0 hr/s. 15 min. 0 sec.								
	2ND TIME IN:	2ND TIME OUT:					PM WORKED:								
Jan 07, 2025 (Tue)	1ST TIME IN:	1ST TIME OUT:	AM LATE:	22 mins 36 secs	No Undertime	0	AM WORKED:	3 hrs. 37 min. 24 sec.	22 min/s, 36 sec	4 hr/s	8 hr/s, 0 min/s	Present Morning, Absent Afternoon			
	8:37:36 AM	12:02:03 PM					3 hr/s. 37 min. 0 sec.								
	2ND TIME IN:	2ND TIME OUT:	22 min 36 sec				PM WORKED:								
	5:41:20 PM		0 hrs. 0 min. 0 sec.												
Jan 08, 2025 (Wed)	1ST TIME IN:	1ST TIME OUT:	AM LATE:	17 mins 31 secs	No Undertime	0	AM WORKED:	7 hrs. 42 min. 29 sec.	17 min/s, 31 sec	0	8 hr/s, 0 min/s	Present - Late AM			
	8:32:31 AM	12:14:50 PM					3 hr/s. 42 min. 0 sec.								
	2ND TIME IN:	2ND TIME OUT:	17 min 31 sec				PM WORKED:								
	1:03:33 PM	5:37:37 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)	TotalAbsent	Required Hours	Remarks
Jan 09, 2025 (Thu)	1ST TIME IN:	1ST TIME OUT:		10 mins 3 secs	No Undertime	0	AM WORKED:	7 hrs. 49 min. 57 sec.	10 min/s, 3 sec	0	8 hr/s, 0 min/s	Present - Late AM
	8:25:03 AM	12:01:23 PM	AM LATE:				3 hr/s. 50 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:	10 min 3 sec				PM WORKED:					
	12:54:28 PM	5:34:29 PM					4 hrs. 0 min. 0 sec.					
Jan 10, 2025 (Fri)	1ST TIME IN:	1ST TIME OUT:		0	No Undertime	0	0	0	0	8 hr/s	8 hr/s, 0 min/s	Invalid Attendance
	12:05:44 PM	12:52:02 PM	No Late									
	2ND TIME IN:	2ND TIME OUT:										
	5:34:01 PM											
Jan 13, 2025 (Mon)	1ST TIME IN:	1ST TIME OUT:		12 mins 56 secs	No Undertime	0	AM WORKED:	7 hrs. 47 min. 4 sec.	12 min/s, 56 sec	0	8 hr/s, 0 min/s	Present - Late AM
	8:27:56 AM	12:04:51 PM	AM LATE:				3 hr/s. 47 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:	12 min 56 sec				PM WORKED:					
	1:09:49 PM	5:34:53 PM					4 hrs. 0 min. 0 sec.					
Jan 14, 2025 (Tue)	1ST TIME IN:	1ST TIME OUT:		10 mins 10 secs	No Undertime	0	AM WORKED:	7 hrs. 49 min. 50 sec.	10 min/s, 10 sec	0	8 hr/s, 0 min/s	Present - Late AM
	8:25:10 AM	12:05:58 PM	AM LATE:				3 hr/s. 50 min. 0 sec.					
	2ND TIME IN:	2ND TIME OUT:	10 min 10 sec				PM WORKED:					
	1:38:44 PM	5:35:46 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
72 hr/s from (9 days total hour)	46 hr/s, 34 min/s 52 sec	25 hr/s, 25 min/s 8 sec	1 hr/s, 39 min/s 53 sec	0 hr/s, 0 min/s, 0 sec	23 hr/s, 45 min/s 15 sec