

To: SJI Team Members

From: Angelo Miguell T. Natividad  
Finance Director

Re: Official Deployment of Break Time Validation

Cc: Office of the President, HRD, MIS

Date: May 19, 2022

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We are happy to inform you that effective **May 11, 2022**, the **Break Time Validation** functionality in the HRIS system is officially deployed and ready for use.

The DTR Services module will allow TL/SIC to validate the EC's break time in an easier and faster way. The mentioned module can be accessed via HRIS under DTR Services or via this link [http://teamtngc.com/hrisdtrservices/manpower/dtr\\_log](http://teamtngc.com/hrisdtrservices/manpower/dtr_log)

DTR\_LOG

From 05/11/2022 To 05/25/2022

Copy CSV Excel Column visibility Search:

EMP#	Employee Name	Date	Allowed Break	Break Outside	Break Tardiness	Work Hours (WH)	Work Performed	Validate	Valid WH	OT
045-2021-005	Cañete, Michelle Grace	05/11/2022	11:00 AM - 01:00 PM 01:00	00:06		07:12	ADMIN	-	00:00:00	
045-2021-005	Cañete, Michelle Grace	05/12/2022	11:00 AM - 01:00 PM 01:00	01:05	00:05	08:52	ADMIN	-	00:00:00	
045-2021-005	Cañete, Michelle Grace	05/13/2022	11:00 AM - 01:00 PM 01:00	00:10		09:03	ADMIN	-	00:00:00	
045-2021-005	Cañete, Michelle Grace	05/16/2022	11:00 AM - 01:00 PM 01:00	00:13		08:25	ADMIN	-	00:00:00	

Showing 1 to 15 of 15 entries

Furthermore, this module also will be a great help in assisting the complete, accurate and on time processing of timekeeping and payroll.

Please be guided. Thank you.



**ANGELO MIGUELL T. NATIVIDAD**  
Finance Director