

Client Name	THE MANUFACTURERS LIFE INSURANCE CO. (PHILS) INC.
Project Name	
Employee ID	33491
Employee Name	Oliver Abaleta
Timesheet Month	Apr 16-30 Period

Swipe in Date	DAY	Attendance	Shift Schedule in Time	Swipe out Date	Shift Schedule out Time	Regular Shift Time		OVERTIME				Shift Schedule(Strict/ Flexi)	Grace Period(In Mins)	Grace Period Type	Remarks/Leaves
						IN	OUT	OT IN	OT Swipe In Date	OT OUT	OT Swipe Out Date				
16-Apr-25	Wed	Normal	6:00	16-Apr-25	15:30	6:00	15:30	15:00	16-Apr-25	22:00	16-Apr-25	Flexi			
17-Apr-25	Thu	Legal Holiday	0:00	17-Apr-25	4:00	0:00	4:00					Flexi			Regular Holiday (Maundy Thursday)
18-Apr-25	Fri	Legal Holiday	0:00	18-Apr-25	4:00	0:00	4:00					Flexi			Regular Holiday (Good Friday)
19-Apr-25	Sat	orking - Special Holiday on	16:00	20-Apr-25	0:00	16:00	0:00					Flexi			Special Non-Working Holiday (Black Saturday)
20-Apr-25	Sun	Working - Rest Day	0:00	20-Apr-25	8:00	0:00	8:00					Flexi			
21-Apr-25	Mon	Normal	6:30	21-Apr-25	15:30	6:30	15:30	15:30	21-Apr-25	21:30	21-Apr-25	Flexi			
22-Apr-25	Tue	Normal	6:30	22-Apr-25	15:30	6:29	15:30	15:30	22-Apr-25	22:30	22-Apr-25	Flexi			
23-Apr-25	Wed	Normal	6:30	23-Apr-25	15:30	6:22	15:30	15:30	23-Apr-25	22:30	23-Apr-25	Flexi			
24-Apr-25	Thu	Normal	6:30	24-Apr-25	15:30	6:23	15:30	15:30	24-Apr-25	22:30	24-Apr-25	Flexi			
25-Apr-25	Fri	Normal	6:30	25-Apr-25	15:30	6:27	15:30	15:30	25-Apr-25	22:30	25-Apr-25	Flexi			
26-Apr-25	Sat	Normal													
27-Apr-25	Sun	Rest Day													
28-Apr-25	Mon	Normal	6:30	28-Apr-25	15:30	6:12	15:30	15:30	28-Apr-25	21:30	28-Apr-25	Flexi			
29-Apr-25	Tue	Normal	6:30	29-Apr-25	15:30	6:25	15:30	15:30	29-Apr-25	22:00	29-Apr-25	Flexi			
30-Apr-25	Wed	Normal	6:30	30-Apr-25	15:30	6:27	15:30	15:30	30-Apr-25	22:30	30-Apr-25	Flexi			

Total Hours

Noted by:

Irah Santillana

Prepared by:

Oliver Abaleta

****	REG	ND	OT	OT with ND	Late Hours
REG	72.00	-	58.00	2.50	-
Rest Day	7.00	6.00	-	-	-
Legal Holiday	8.00	8.00	-	-	-
Special Holiday	-	-	-	-	-
RD on LH	-	-	-	-	-
RD on SH	7.00	2.00	-	-	-
Leaves	0 Leaves -				