Client Name	THE MANUFACTURERS LIFE INSURANCE CO. (PHILS) INC.
Project Name	
Employee ID	33491
Employee Name	Oliver Abaleta
Timesheet Month	Jan 1-15 Period

Swipe in Date	DAY	Attendance	Regular Shift Time				OVERTIME				Shift Schedule(Strict/Flexi)	Grace Period(In Mins)	Grace Period Type	Remarks/Leaves
			Shift Schedule in Time	Swipe in Date	Shift Schedule out Time	IN	OUT	OT IN	OT Swipe in Date	OT OUT	OT Swipe Out Date				
1-Jan-25	Wed	Legal Holiday													Regular Holiday (New Year's Day)
2-Jan-25	Thu	Normal	8:30	2-Jan-25	17:30	6:28	17:30	6:30	2-Jan-25	8:30	2-Jan-25	Flexi			
3-Jan-25	Fri	Normal	8:30	3-Jan-25	17:30	5:58	17:30	6:00	3-Jan-25	8:30	3-Jan-25	Flexi			
4-Jan-25	Sat	Working - Rest Day	18:00	5-Jan-25	3:00	18:00	3:00	3:00	5-Jan-25	5:00	5-Jan-25	Flexi			
5-Jan-25	Sun	Normal													
6-Jan-25	Mon	Normal	8:30	6-Jan-25	17:30	5:47	17:30	6:00	6-Jan-25	8:30	6-Jan-25	Flexi			
7-Jan-25	Tue	Normal	8:30	7-Jan-25	17:30	5:55	17:30	6:00	7-Jan-25	8:30	7-Jan-25	Flexi			
8-Jan-25	Wed	Normal	8:30	8-Jan-25	17:30	8:30	22:30	17:30	8-Jan-25	22:30	8-Jan-25	Flexi			
9-Jan-25	Thu	Normal	8:30	9-Jan-25	17:30	7:53	22:30	17:30	9-Jan-25	22:30	9-Jan-25	Flexi			
10-Jan-25	Fri	Normal	8:30	10-Jan-25	17:30	8:30	20:00	17:30	10-Jan-25	21:00	10-Jan-25	Flexi			
11-Jan-25	Sat	Rest Day													
12-Jan-25	Sun	Rest Day													
13-Jan-25	Mon	Normal	18:30	13-Jan-25	17:30	8:30	20:30	17:30	13-Jan-25	20:30	13-Jan-25	Flexi			
14-Jan-25	Tue	Normal	18:30	14-Jan-25	17:30	7:29	17:30	7:30	14-Jan-25	8:30	14-Jan-25	Flexi			
15-Jan-25	Wed	Normal	18:30	15-Jan-25	17:30	7:45	18:30	17:30	15-Jan-25	18:30	15-Jan-25	Flexi			

Total Hours

Noted by:

Iran Santillana

Prepared by:

Oliver Abaleta

****	REG	ND	OT	OT with ND	Late Hours
REG	80.00	-	27.00	1.00	-
Rest Day	8.00	5.00	2.00	-
Legal Holiday	-	-	-	-	-
Special Holiday	-	-	-	-	-
RD on LH	-	-	-	-	-
RD on SH	-	-	-	-	-
Leaves	0 Leaves -				

0 Leaves