

Client Name	THE MANUFACTURERS LIFE INSURANCE CO. (PHILS) INC.
Project Name	
Employee ID	33491
Employee Name	Oliver Abaleta
Timesheet Month	Dec 16-31 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-Dec-24	Mon	Normal	8:30	16-Dec-24	17:30	8:30	17:30	17:30	16-Dec-24	21:00	16-Dec-24	Flexi			
17-Dec-24	Tue	Normal	8:30	17-Dec-24	17:30	8:30	17:30	17:30	17-Dec-24	20:00	17-Dec-24	Flexi			
18-Dec-24	Wed	Normal	8:30	18-Dec-24	17:30	6:00	17:30	6:00	18-Dec-24	8:30	18-Dec-24	Flexi			
19-Dec-24	Thu	Normal	8:30	19-Dec-24	17:30	7:00	17:30	7:00	19-Dec-24	8:30	19-Dec-24	Flexi			
20-Dec-24	Fri	Normal	8:30	20-Dec-24	17:30	8:30	17:30	17:30	20-Dec-24	18:30	20-Dec-24	Flexi			
21-Dec-24	Sat	Working - Rest Day	23:00	21-Dec-24	7:00	0:00	7:00					Flexi			
22-Dec-24	Sun	Working - Rest Day	23:00	23-Dec-24	5:00	23:00	5:00					Flexi			
23-Dec-24	Mon	Normal	8:30	23-Dec-24	17:30	7:00	17:30	7:00	23-Dec-24	8:30	23-Dec-24	Flexi			
24-Dec-24	Tue	Special Holiday													Additional Special Non-working Holiday (Christmas Eve)
25-Dec-24	Wed	Legal Holiday													Regular Holiday (Christmas Day)
26-Dec-24	Thu	Normal	8:30	26-Dec-24	17:30	8:30	17:30	6:00	26-Dec-24	8:30	26-Dec-24	Flexi			
27-Dec-24	Fri	Normal	8:30	27-Dec-24	17:30	8:30	17:30	6:30	27-Dec-24	8:30	27-Dec-24	Flexi			
28-Dec-24	Sat	Working - Rest Day	23:00	28-Dec-24	7:00	0:00	7:00					Flexi			
29-Dec-24	Sun	Working - Rest Day	23:00	30-Dec-24	5:00	23:00	5:00					Flexi			
30-Dec-24	Mon	Legal Holiday													Regular Holiday (Rizal Day)
31-Dec-24	Tue	Special Holiday													Special Non-working Holiday (Last Day of the Year)

Total Hours

Noted by:

Irah Santillana

Prepared by:

Oliver Abaleta

****	REG	ND	OT	OT with ND	Late Hours
REG	64.00	-	17.00	-	-
Rest Day	17.00	7.00	-	-	-
Legal Holiday	5.00	5.00	-	-	-
Special Holiday	-	-	-	-	-
RD on LH	-	-	-	-	-
RD on SH	-	-	-	-	-
Leaves	0 Leaves -				