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| Client Name | THE MANUFACTURERS LIFE INSURANCE CO. (PHILS) INC. |
| Project Name | |
| Employee ID | 33491 |
| Employee Name | Oliver Abaleta |
| Timesheet Month | Dec 1-15 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 | | | | |
| 1-Dec-24 | Sun | Rest Day | | | | | | | | | | | | | |
| 2-Dec-24 | Mon | Normal | 8:30 | 2-Dec-24 | 17:30 | 8:30 | 17:30 | 7:00 | 2-Dec-24 | 8:30 | 2-Dec-24 | Flexi | | | |
| 3-Dec-24 | Tue | Normal | 8:30 | 3-Dec-24 | 17:30 | 8:30 | 17:30 | 7:30 | 3-Dec-24 | 8:30 | 3-Dec-24 | Flexi | | | |
| 4-Dec-24 | Wed | Normal | 8:30 | 4-Dec-24 | 17:30 | 8:30 | 17:30 | 6:30 | 4-Dec-24 | 8:30 | 4-Dec-24 | Flexi | | | |
| 5-Dec-24 | Thu | Normal | 8:30 | 5-Dec-24 | 17:30 | 8:30 | 17:30 | 6:00 | 5-Dec-24 | 8:30 | 5-Dec-24 | Flexi | | | |
| 6-Dec-24 | Fri | Normal | 8:30 | 6-Dec-24 | 17:30 | 8:30 | 17:30 | 6:30 | 6-Dec-24 | 8:30 | 6-Dec-24 | Flexi | | | |
| 7-Dec-24 | Sat | Rest Day | | | | | | | | | | | | | |
| 8-Dec-24 | Sun | Special Holiday on RD | | | | | | | | | | | | | Special Non-working Holiday (Feast of the Immaculate Co |
| 9-Dec-24 | Mon | Normal | 8:30 | 9-Dec-24 | 17:30 | 8:30 | 17:30 | 6:30 | 9-Dec-24 | 8:30 | 9-Dec-24 | Flexi | | | |
| 10-Dec-24 | Tue | Normal | 8:30 | 10-Dec-24 | 17:30 | 8:30 | 17:30 | 17:30 | 10-Dec-24 | 20:00 | 10-Dec-24 | Flexi | | | |
| 11-Dec-24 | Wed | Normal | 8:30 | 11-Dec-24 | 17:30 | 8:30 | 17:30 | 17:30 | 11-Dec-24 | 20:00 | 11-Dec-24 | Flexi | | | |
| 12-Dec-24 | Thu | Normal | 8:30 | 12-Dec-24 | 17:30 | 8:30 | 17:30 | | | | | Flexi | | | |
| 13-Dec-24 | Fri | Normal | 8:30 | 13-Dec-24 | 17:30 | 8:30 | 17:30 | 6:00 | 13-Dec-24 | 8:30 | 13-Dec-24 | Flexi | | | |
| 14-Dec-24 | Sat | Working - Rest Day | 21:00 | 15-Dec-24 | 5:00 | 21:00 | 5:00 | | | | | Flexi | | | |
| 15-Dec-24 | Sun | Rest Day | | | | | | | | | | | | | |

Total Hours

Noted by:

Irah Santillana

Prepared by:

Oliver Abaleta

| | | | | | |
|-----------------|------------|------|-------|------------|------------|
| **** | REG | ND | OT | OT with ND | Late Hours |
| REG | 80.00 | - | 18.50 | - | - |
| Rest Day | 7.00 | 7.00 | - | - | - |
| Legal Holiday | - | - | - | - | - |
| Special Holiday | - | - | - | - | - |
| RD on LH | - | - | - | - | - |
| RD on SH | - | - | - | - | - |
| Leaves | 0 Leaves - | | | | |