

Client Name	THE MANUFACTURERS LIFE INSURANCE CO. (PHILS) INC.
Project Name	
Employee ID	33491
Employee Name	Oliver Abaleta
Timesheet Month	May 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-May-25	Thu	Legal Holiday	8:00	1-May-25	17:00	8:00	17:00					Flexi			Regular Holiday (Labor Day)
2-May-25	Fri	Normal	6:30	2-May-25	15:30	6:28	15:30	15:30	2-May-25	22:30	2-May-25	Flexi			
3-May-25	Sat	Working - Rest Day	8:00	3-May-25	17:00	8:00	17:00					Flexi			
4-May-25	Sun	Working - Rest Day	8:00	4-May-25	17:00	8:00	17:00					Flexi			
5-May-25	Mon	Normal	6:30	5-May-25	15:30	6:23	15:30	15:30	5-May-25	21:30	5-May-25	Flexi			
6-May-25	Tue	Normal	6:30	6-May-25	15:30	6:12	15:30	15:30	6-May-25	22:00	6-May-25	Flexi			
7-May-25	Wed	Normal	6:30	7-May-25	15:30	6:22	15:30	15:30	7-May-25	22:00	7-May-25	Flexi			
8-May-25	Thu	Normal	6:30	8-May-25	15:30	6:25	15:30	15:30	8-May-25	21:30	8-May-25	Flexi			
9-May-25	Fri	Normal	6:30	9-May-25	15:30	6:23	15:30	15:30	9-May-25	22:00	9-May-25	Flexi			
10-May-25	Sat	Working - Rest Day	8:00	10-May-25	17:00	8:00	17:00					Flexi			
11-May-25	Sun	Rest Day													
12-May-25	Mon	Special Holiday													Special Non-Working Holiday (National and Local Election
13-May-25	Tue	Normal	6:30	13-May-25	15:30	6:19	15:30	15:30	13-May-25	22:30	13-May-25	Flexi			
14-May-25	Wed	Normal	6:30	14-May-25	15:30	6:12	15:30	15:30	14-May-25	21:30	14-May-25	Flexi			
15-May-25	Thu	Normal	6:30	15-May-25	15:30	6:27	15:30	15:30	15-May-25	22:30	15-May-25	Flexi			

Total Hours

Noted by:

Irah Santillana

Prepared by:

Oliver Abaleta

****	REG	ND	OT	OT with ND	Late Hours
REG	72.00	-	57.00	1.50	-
Rest Day	24.00	-	-	-	-
Legal Holiday	8.00	-	-	-	-
Special Holiday	-	-	-	-	-
RD on LH	-	-	-	-	-
RD on SH	-	-	-	-	-
Leaves	0 Leaves -				