

Daily Attendance Report

Period Covered : 01-26-2018 TO 02-10-2018
Employee Name : MINA,KARLO F.

Date	HolType	Time IN	Start Break(1)	End Break(1)	Time Out	Reg (Hrs)	Lates (Mins)	U. Time (Mins)	Absent (Hrs)	OT (hrs)
Shift Code: 830 - 630										
01-26-2018		08:10 AM			06:34 PM	9				
01-27-2018		08:49 AM	12:18 PM			3				
01-28-2018	RST SPE									
01-29-2018		08:39 AM			06:41 PM	9	9			
01-30-2018		08:15 AM			06:50 PM	9				
01-31-2018		08:13 AM			06:36 PM	9				
02-01-2018		08:15 AM			06:41 PM	9				
02-02-2018		08:30 AM			06:44 PM	9				
02-03-2018		08:36 AM	12:40 PM			3				
02-04-2018	RST									
02-05-2018		08:17 AM			07:36 PM	9				
02-06-2018		07:30 AM			07:34 PM	9				
02-07-2018		07:04 AM			06:42 PM	9				
02-08-2018		07:14 AM			06:39 PM	9				
02-09-2018		07:29 AM			06:41 PM	9				
02-10-2018						3			3	
Total						108	9	0	3	0.00

OVERTIME REQUEST

Filing Date	OT Date	Req.Hours	Apvd.Hour/s	Status
02-12-2018	02-03-2018	3.00	0.00	CANCELLED

CHANGE OF SCHEDULE REQUEST

Filing Date	COS Date	Shift	Cut-off Date	Status
02-06-2018	02-03-2018	COM-WEEK	PENDING	
02-06-2018	02-05-2018	COM-WEEK	PENDING	
02-06-2018	02-06-2018	COM-WEEK	PENDING	
02-06-2018	02-07-2018	COM-WEEK	PENDING	
02-06-2018	02-08-2018	COM-WEEK	PENDING	
02-06-2018	02-09-2018	COM-WEEK	PENDING	
02-06-2018	02-10-2018	COM-WEEK	PENDING	