

BI-MONTHLY TIME SHEET

Employee:

Department:

Month of:	REGULAR		OVERTIME		OFFICE USE			Remarks
	IN	OUT	IN	OUT	REG	OT	NSD	
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

Approved by:

Total Hours
Worked

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Prepared by:

BI-MONTHLY TIME SHEET

Employee:

Department:

Month of:	REGULAR		OVERTIME		OFFICE USE			Remarks
	IN	OUT	IN	OUT	REG	OT	NSD	
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								

Approved by:

Total Hours
Worked

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Prepared by: