BI-MONTHLY TIME SHEET Employee: Department: Month of: OFFICE USE REGULAR OVERTIME OUT OUT OT NSD Remarks IN REG 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 Total Hours Worked Prepared by: Approved by:

Employ	ee:	1	BI-MOI	NTHLY TIA	1E SH		artment:	
Month of:	REGULAR IN OUT		OVERTIME IN OUT		OFFICE USE REG OT NSD Remarks			
16								
17								
18								
19								
20								
21								
22								
23								
24							1	
25								
26								
27								
28								
29								
30								
31					9 /9			
Approved by:				Total Hours Worked				Prepared by: