|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Day of the Month | Start Time | End Time | Vacation/ Sick Leave | Regular Hours | Overtime Hour | Total Hours |
| 1st |  |  |  |  |  |  |
| 2nd |  |  |  |  |  |  |
| 3rd |  |  |  |  |  |  |
| 4th |  |  |  |  |  |  |
| 5th |  |  |  |  |  |  |
| 6th |  |  |  |  |  |  |
| 7th |  |  |  |  |  |  |
| 8th |  |  |  |  |  |  |
| 9th |  |  |  |  |  |  |
| 10th |  |  |  |  |  |  |
| 11th |  |  |  |  |  |  |
| 12th |  |  |  |  |  |  |
| 13th |  |  |  |  |  |  |
| 14th |  |  |  |  |  |  |
| 15th |  |  |  |  |  |  |
| Semi Monthly Total |  |
| Payable Amount |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Day of the Month | Start Time | End Time | Vacation/ Sick Leave | Regular Hours | Overtime Hour | Total Hours |
| 16th  |  |  |  |  |  |  |
| 17th |  |  |  |  |  |  |
| 18th |  |  |  |  |  |  |
| 19th |  |  |  |  |  |  |
| 20th |  |  |  |  |  |  |
| 21st |  |  |  |  |  |  |
| 22nd |  |  |  |  |  |  |
| 23rd |  |  |  |  |  |  |
| 24th |  |  |  |  |  |  |
| 25th |  |  |  |  |  |  |
| 26th |  |  |  |  |  |  |
| 27th |  |  |  |  |  |  |
| 28th |  |  |  |  |  |  |
| 29th |  |  |  |  |  |  |
| 30th |  |  |  |  |  |  |
| Semi Monthly Total |  |
| Payable Amount |  |
| Employee Signature |  | Date |  |
| Supervisor Signature |  | Date |  |