

UNDERTIME FORM

UNDERTIME

HUMAN RESOURCES DEPARTMENT

HUMAN RESOURCES DEPARTMENT

EMPLOYEE NAME				EMPLOYEE NA	ME							
POSITION		DATE OF M M D D Y Y Y Y Y UNDERTIME		POSITION				DATE OF UNDERTIME	M M D D Y Y Y	Y		
DEPARTMENT		TIME OUT		DEPARTMENT				TIME OUT				
SCHEDULE DUTY HOURS	AM	PM NO OF UNDERTIME	(hours)	SCHEDULE DU'	TY	ШАМ	РМ	NO OF UNDERTIME	(hours)			
REASONS				REASONS								
PREPARED BY	ENDORSED BY		PREPARED BY			ENDOF	ENDORSED BY					
Employee's Signature (Signature over Printed Name) DATE		Immediate Superior (Signature over Printed Name) DATE SIGNED:		Employee's Signature (Signature over Printed Name)			DATE SIG	Immediate Superior (Signature over Printed Name) DATE SIGNED:				
CLEARED BY APPRO		APPROVED BY	ROVED BY		CLEARED BY			APPROVED BY				
. 3		Finance & Accounting Director (Signature over Printed Name) DATE SIGNED:		HRD Department (Signature over Printed Name) DATE SIGNED:			Finance & Accounting Director (Signature over Printed Name) DATE SIGNED:					
BMI-FORM-HRD-013	,			BMI-FORM-HRD-013			'					



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REASONS											
PREPARED BY		ENDORSED BY									
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Employee's Signat (Signature over Printed Nai	Immediate Superior (Signature over Printed Name) DATE SIGNED:										
CLEARED BY	APPROVED BY										
HRD Department (Signature over Printed Name)			Finance & Accounting Director (Signature over Printed Name)								
DATE SIGNED:	DATE SIGNED:										
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Employee's Signature (Signature over Printed Name)				Immediate 9	Supe	rio	r							
(Signature over Printed Name)				(Signature over Printed Name) DATE SIGNED:										
CLEARED BY				VED BY										
HRD Department (Signature over Printed Name)			Fin	ance & Accou	nting	D	ire	ec	to	r				
DATE SIGNED:			DATE SIGNED:											
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