Biweekly Time Report

Employee Name _____

Personnel Number or SSN _____

Weekly Work Hours _____

Week # 1						
Attend/Absence	**Mon**	**Tues**	**Wed**	**Thurs**	**Fri**	**Sat**
Total:						

Week # 2						
Attend/Absence	**Mon**	**Tues**	**Wed**	**Thurs**	**Fri**	**Sat**
Total:						