BIWEEKLY TIMESHEET

TIME PERIOD:	
EMPLOYEE NAME:	HOURLY RATE:
TITLE:	SUPERVISOR:

WEEK 1

DAY	START TIME	LUNCH START	LUNCH END	END TIME	VACATION/ SICK LEAVE	REGULAR HOURS	OVERTIME HOURS	TOTAL HOURS WORKED
SUN								
MON								
TUE								
WED								
THU								
FRI								
SAT								

WEEK 2

DAY	START TIME	LUNCH START	LUNCH END	END TIME	VACATION/ SICK LEAVE	REGULAR HOURS	OVERTIME HOURS	TOTAL HOURS WORKED
SUN								
MON								
TUE								
WED								
THU								
FRI								
SAT								

BIWEEKLY TOTALS		
TOTAL P		

EMPLOYEE SIGNATURE	DATE:
SUPERVISOR SIGNATURE:	DATE: