

2 Week Timesheet

Employee Name: Michael

Pay Period/Week Ending: 04-04-19

WEEK 1	IN	OUT	HOURS WORKED	OT	OTHER
Monday	8:00 AM	5:00 PM	9.38	0.38	
Tuesday	10:45 AM	10:00 PM	12.28	3.28	
Wednesday	11:00 AM	9:00 PM	12.00	3.00	
Thursday	7:30 AM	8:00 PM	10.31	1.31	
Friday					
Total Hours			48.97	7.97	

WEEK 2	IN	OUT	HOURS WORKED	OT	OTHER
Monday	7:00 AM	8:00 PM	10.13	1.13	
Tuesday	9:45 AM	10:00 PM	11.91	2.91	
Wednesday	8:00 AM	5:00 PM	9.38	0.38	
Thursday	10:30 AM	8:00 PM	11.44	2.44	
Friday					
Total Hours			42.84	6.84	

Note: 8hrs is regular working hour. Anything above that is OT which has to be approved by the supervisor for payment purpose.

Employee Signature: _____

Supervisor Signature: _____

