

# 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 PAY

EMPLOYEE SIGNATURE:

DATE:

SUPERVISOR SIGNATURE:

DATE:

BOOK

