

BIWEEKLY TIMESHEET

Company Name: _____
 Employee Name: _____
 Period Covered: _____

Date	Day	Time In	Time Out	Lunch	Time In	Time Out	Daily Total

Weekly Total:

Weekly Total:

Employee Name: _____ Signature: _____ Date: _____

Approved By: _____ Signature: _____ Date: _____

Total Hours: