

# Servant HR

## EMPLOYEE TIME SHEET - BIWEEKLY

Employee Name: \_\_\_\_\_

Client: \_\_\_\_\_

Location: \_\_\_\_\_

<i>Day of Week</i>	<i>Date</i>	<i>In</i>	<i>Out</i>	<i>In</i>	<i>Out</i>	<i>Total Hours</i>
SUNDAY						
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
SATURDAY						
Weekly Total:						

<i>Day of Week</i>	<i>Date</i>	<i>In</i>	<i>Out</i>	<i>In</i>	<i>Out</i>	<i>Total Hours</i>
SUNDAY						
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
SATURDAY						
Weekly Total:						

Total Pay Period Regular Hours	
Total Pay Period Overtime Hours	
Total Pay Period Additional Hours (Vacation, Holiday, Sick, Personal, Other: _____)	
<b>TOTAL HOURS FOR WEEK</b>	

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Employee Signature

\_\_\_\_\_  
 Approved By

\_\_\_\_\_  
 Date