

Biweekly Time Sheet

Employee Name _____

Employee Number _____ Department _____

Period Ending Date ____ / ____ / ____

| DAY/DATE | TIME IN | MEAL BREAK START | MEAL BREAK END | TIME OUT | TOTAL REGULAR HOURS | TOTAL OVERTIME HOURS | INDICATE REASON(S) FOR NO HOURS WORKED OR OVERTIME HOURS | AM BREAK | PM BREAK |
|---------------------|---------|------------------|----------------|----------|---------------------|----------------------|--|----------|----------|
| Monday | | | | | | | | | |
| Tuesday | | | | | | | | | |
| Wednesday | | | | | | | | | |
| Thursday | | | | | | | | | |
| Friday | | | | | | | | | |
| Saturday | | | | | | | | | |
| Sunday | | | | | | | | | |
| Weekly Total | | | | | | | | | |

Period Ending Date ____ / ____ / ____

| DAY/DATE | TIME IN | MEAL BREAK START | MEAL BREAK END | TIME OUT | TOTAL REGULAR HOURS | TOTAL OVERTIME HOURS | INDICATE REASON(S) FOR NO HOURS WORKED OR OVERTIME HOURS | AM BREAK | PM BREAK |
|---------------------|---------|------------------|----------------|----------|---------------------|----------------------|--|----------|----------|
| Monday | | | | | | | | | |
| Tuesday | | | | | | | | | |
| Wednesday | | | | | | | | | |
| Thursday | | | | | | | | | |
| Friday | | | | | | | | | |
| Saturday | | | | | | | | | |
| Sunday | | | | | | | | | |
| Weekly Total | | | | | | | | | |
| Grand Total | | | | | | | | | |