# PRINTABLE SIMPLE BIWEEKLY TIMESHEET TEMPLATE

Allows you to accurately log your work hours over a two-week period, helping you stay organized and ensure accurate payroll calculations.

LO GO
LOGO COMPANY

## River Moss

309 Tischler Ave Faribault, MN, 55021
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## BI-WEEKLY TIMESHEET

| Employee Name | Employee ID # | Pay Period | |
|---|---|---|---|
| Bonnie Griffin | 11276 | 01-May-23 | 15-May-23 |
| **Position** | | | |
| Supervisor | | | |

| Week 1 Starting Date | Week 2 Starting Date |
|---|---|
| 01-May-23 | 08-May-23 |
| **Standard Hours** | **Rate per Hour** |
| 8:00 | $ 25.00 |

**Week 1**

| Date | Days of Week | Time In | Time Out | Worked Hours | Overtime | Total Hours | Total Pay |
|---|---|---|---|---|---|---|---|
| 01-May-23 | Monday | 7:50 AM | 5:00 PM | 9:10 | 1:10 | 9:10 | $ 229.17 |
| 02-May-23 | Tuesday | 8:15 AM | 5:15 PM | 9:00 | 1:00 | 9:00 | $ 225.00 |
| 03-May-23 | Wednesday | 7:30 AM | 4:30 PM | 9:00 | 1:00 | 9:00 | $ 225.00 |
| 04-May-23 | Thursday | 7:30 AM | 5:15 PM | 9:45 | 1:45 | 9:45 | $ 243.75 |
| 05-May-23 | Friday | 7:30 AM | 5:15 PM | 9:45 | 1:45 | 9:45 | $ 243.75 |
| 06-May-23 | Saturday | | | 0:00 | 0:00 | 0:00 | $ - |
| 07-May-23 | Sunday | | | 0:00 | 0:00 | 0:00 | $ - |
| | | | | | TOTAL HOURS | 46.67 | $ 1,166.67 |

**Week 2**

| Date | Days of Week | Time In | Time Out | Worked Hours | Overtime | Total Hours | Total Pay |
|---|---|---|---|---|---|---|---|
| 08-May-23 | Monday | 7:50 AM | 5:00 PM | 9:10 | 1:10 | 9:10 | $ 229.17 |
| 09-May-23 | Tuesday | 8:15 AM | 5:15 PM | 9:00 | 1:00 | 9:00 | $ 225.00 |
| 10-May-23 | Wednesday | 7:30 AM | 4:30 PM | 9:00 | 1:00 | 9:00 | $ 225.00 |
| 11-May-23 | Thursday | 7:30 AM | 5:15 PM | 9:45 | 1:45 | 9:45 | $ 243.75 |