

Biweekly Employee Timesheet

Timesheet by Vertex42.com

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[Company Name]

Employee Name: _____

[Address 1]

Supervisor Name: _____

[Address 2]

[City, State ZIP]

Week of: 11/2/2009

[Phone]

Day of Week	Regular [h]:mm	Overtime [h]:mm	Sick [h]:mm	Vacation [h]:mm	Holiday [h]:mm	Unpaid Leave	Other [h]:mm	TOTAL [h]:mm
Mon 11/2								0:00
Tue 11/3	8:00	2:00						10:00
Wed 11/4								0:00
Thu 11/5								0:00
Fri 11/6								0:00
Sat 11/7								0:00
Sun 11/8								0:00
Mon 11/9								0:00
Tue 11/10								0:00
Wed 11/11								0:00
Thu 11/12								0:00
Fri 11/13								0:00
Sat 11/14								0:00
Sun 11/15								0:00
Total [h]:mm	8:00	2:00	0:00	0:00	0:00	0:00	0:00	10:00
Rate/Hour:	15.00	23.00	15.00	15.00	15.00	0.00	0.00	
Total Pay:	120.00	46.00	0.00	0.00	0.00	0.00	0.00	\$ 166.00

Total Hours Reported (h:mm): 10:00

Total Pay: 166.00

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____