

# 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									

By signing this time sheet, I certify that the above is an accurate reflection of all hours worked and not worked during the indicated time period.

Employee Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Supervisor/Manager Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_