

Biweekly Timesheet

Time period:

Employee name:	Hourly rate:
Title:	Supervisor:

Week 1

DAY	Start Time	Lunch Start	Lunch End	End Time	Vacation/ Sick leave	Regular Hours	Overtime hours	Total Hours Worked
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								

Week 2

DAY	Start Time	Lunch Start	Lunch End	End Time	Vacation/ Sick leave	Regular Hours	Overtime hours	Total Hours Worked
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								

BIWEEKLY TOTALS			
TOTAL PAY			

Employee signature:	Date:
Supervisor signature:	Date: