## 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: |