## Biweekly Timesheet

Time period:

| Employee name: | Hourly rate: |
| :--- | :--- |
| Title: | Supervisor: |

Week 1

| DAY | Start <br> Time | Lunch <br> Start | Lunch <br> End | End <br> Time | Vacation/ <br> Sick leave | Regular <br> Hours |  |  |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- |
| Monday |  |  |  |  | Overtime <br> hours | Total <br> Hours <br> Worked |  |  |
| Tuesday |  |  |  |  |  |  |  |  |
| Wednesday |  |  |  |  |  |  |  |  |
| Thursday |  |  |  |  |  |  |  |  |
| Friday |  |  |  |  |  |  |  |  |
| Saturday |  |  |  |  |  |  |  |  |
| Sunday |  |  |  |  |  |  |  |  |

Week 2

| DAY | Start <br> Time | Lunch <br> Start | Lunch <br> End | End <br> Time |  |  |  |  |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- |
| Monday |  |  |  |  | Vacation/ <br> Sick leave | Regular <br> Hours |  |  |
| Tuesday |  |  |  |  | Overtime <br> hours | Total <br> Hours <br> Worked |  |  |
| Wednesday |  |  |  |  |  |  |  |  |
| Thursday |  |  |  |  |  |  |  |  |
| Friday |  |  |  |  |  |  |  |  |
| Saturday |  |  |  |  |  |  |  |  |
| Sunday |  |  |  |  |  |  |  |  |


| BIWEEKLY TOTALS |  |  |  |
| :--- | :--- | :--- | :--- |
| TOTAL PAY |  |  |  |


| Employee signature: | Date: |
| :--- | :--- |
| Supervisor signature: | Date: |

