

Semi-Monthly Timesheet

Month:

Employee name:	Hourly rate:
Title:	Supervisor:

1st half of the Month:

Day of the Month	Start Time	Lunch Start	Lunch End	End Time	Vacation/ Sick Leave	Regular Hours	Overtime Hours	Total Hours
1st								
2nd								
3rd								
4th								
5th								
6th								
7th								
8th								
9th								
10th								
11th								
12th								
13th								
14th								
15th								
SEMI-MONTHLY TOTALS								
TOTAL PAY								

2nd half of the Month:

Day of the Month	Start Time	Lunch Start	Lunch End	End Time	Vacation/ Sick Leave	Regular Hours	Overtime Hours	Total Hours
16th								
17th								
18th								
19th								
20th								
21st								
22nd								
23rd								
24th								
25th								
26th								
27th								
28th								
29th								
30th								
31st								
SEMI-MONTHLY TOTALS								
TOTAL PAY								

Employee signature:	Date:
Supervisor signature:	Date: