|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| BIWEEKLY TIMESHEET | | | | | | | | | |
| TIME PERIOD: | |  | | | | | | | |
| EMPLOYEE NAME: | |  | | | HOURLY RATE: | |  | | |
| TITLE: | |  | | | SUPERVISOR: | |  | | |
| WEEK 1 | | | | | | | | | |
| **DAY** | **START TIME** | **LUNCH START** | **LUNCH END** | **END TIME** | | **VACCATION/**  **SICK LEAVE** | **REGULAR HOURS** | **OVERTIME HOURSE** | **TOTAL HOURS WORKED** |
| **SUN** |  |  |  |  | |  |  |  |  |
| **MON** |  |  |  |  | |  |  |  |  |
| **TUE** |  |  |  |  | |  |  |  |  |
| **WED** |  |  |  |  | |  |  |  |  |
| **THU** |  |  |  |  | |  |  |  |  |
| **FRI** |  |  |  |  | |  |  |  |  |
| **SAT** |  |  |  |  | |  |  |  |  |
| WEEK 2 |  |  |  |  | |  |  |  |  |
| **DAY** | **START TIME** | **LUNCH START** | **LUNCH END** | **END TIME** | | **VACCATION/**  **SICK LEAVE** | **REGULAR HOURS** | **OVERTIME HOURSE** | **TOTAL HOURS WORKED** |
| **SUN** |  |  |  |  | |  |  |  |  |
| **MON** |  |  |  |  | |  |  |  |  |
| **TUE** |  |  |  |  | |  |  |  |  |
| **WED** |  |  |  |  | |  |  |  |  |
| **THU** |  |  |  |  | |  |  |  |  |
| **FRI** |  |  |  |  | |  |  |  |  |
| **SAT** |  |  |  |  | |  |  |  |  |
|  |  |  |  |  | |  |  |  |  |
| WEEKLY TOTALS: | | | | | | |  |  |  |
| TOTAL PAY: | | | | | | |  | | |
|  | | | | | | |  | | |
| EMPLOYEE SIGNATURE: | | | | | | | DATE: | | |
| SUPERVISOR SIGNATURE: | | | | | | | DATE: | | |