|  |
| --- |
| 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: |