Biweekly Timesheet

Time period:

|  |  |
| --- | --- |
| Employee Name: | Hourly Rate: |
| Supervisor | Overtime Pay: |

Week 1

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Day** | **Start Time** | **End Time** | **Total Break Time** | **Paid Time Off** | **Regular Hours** | **Over Time Hours** | **Total Work Hours** |
| Monday |  |  |  |  |  |  |  |
| Tuesday |  |  |  |  |  |  |  |
| Wednesday |  |  |  |  |  |  |  |
| Thursday |  |  |  |  |  |  |  |
| Friday |  |  |  |  |  |  |  |
| Saturday |  |  |  |  |  |  |  |
| Sunday |  |  |  |  |  |  |  |
| Weekly Totals |  |  |  |  |  |  |  |

Week 2

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Day** | **Start Time** | **End Time** | **Total Break Time** | **Paid Time Off** | **Regular Hours** | **Over Time Hours** | **Total Work Hours** |
| Monday |  |  |  |  |  |  |  |
| Tuesday |  |  |  |  |  |  |  |
| Wednesday |  |  |  |  |  |  |  |
| Thursday |  |  |  |  |  |  |  |
| Friday |  |  |  |  |  |  |  |
| Saturday |  |  |  |  |  |  |  |
| Sunday |  |  |  |  |  |  |  |
| Weekly Totals |  |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Biweekly Totals |  |  |  |
| Total Pay |  |  |  |

|  |  |
| --- | --- |
| Employee Signature: | Date: |
| Supervisor Signature: | Date: |