

## Biweekly Timesheet

Employee name: \_\_\_\_\_

Time period: \_\_\_\_\_

Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_

**Week 1**

Date	Day	Start Time	End Time	Lunch hours	Regular hours	Overtime	Paid time off	Total Work Hours

**Week 2**

Date	Day	Start Time	End Time	Lunch hours	Regular hours	Overtime	Paid time off	Total Work Hours
<b>Biweekly Totals</b>								
<b>Total pay</b>								

Employee signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor signature \_\_\_\_\_

Date \_\_\_\_\_