

# PRINTABLE BIWEEKLY TIMESHEET TEMPLATE

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FOR WEEKS OF		RATE OF PAY	
EMPLOYEE NAME		SUPERVISOR	
TITLE			

WEEK ONE								
DAY	START TIME	LUNCH START	LUNCH END	END TIME	VACATION / SICK LEAVE	REGULAR HOURS	OVERTIME HOURS	TOTAL HOURS WORKED
MONDAY								
TUESDAY								
WEDNESDAY								
THURSDAY								
FRIDAY								
SATURDAY								
SUNDAY								

WEEK TWO								
DAY	START TIME	LUNCH START	LUNCH END	END TIME	VACATION / SICK LEAVE	REGULAR HOURS	OVERTIME HOURS	TOTAL HOURS WORKED
MONDAY								
TUESDAY								
WEDNESDAY								
THURSDAY								
FRIDAY								
SATURDAY								
SUNDAY								

BIWEEKLY TOTALS			
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TOTAL PAY	
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EMPLOYEE SIGNATURE		DATE	
SUPERVISOR SIGNATURE		DATE	

## **DISCLAIMER**

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