**BI-WEEKLY TIMESHEET**

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| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date Range: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Hourly Rate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| Date | Start Time | End Time | Regular Hours | Hours | Total Hours | Amount Earned | Notes |
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| 1ST WEEK TOTALS | | |  |  |  |  | – |
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| 2ND WEEK TOTALS | | |  |  |  |  | – |
| FINAL TOTALS | | |  |  |  |  | – |

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| Manager’s signature: |  | Employee’s signature: |