**BIWEEKLY TIMESHEET**

|  |  |
| --- | --- |
| Employee name: | Hourly rate: |
| Title: | Supervisor: |

Week 1

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DAY** | **Start  Time** | **Lunch Start** | **Lunch End** | **End  Time** | **Vacation** | **Regular Hours** | **Overtime hours** | **Hours**  **Worked** |
| Monday |  |  |  |  |  |  |  |  |
| Tuesday |  |  |  |  |  |  |  |  |
| Wednesday |  |  |  |  |  |  |  |  |
| Thursday |  |  |  |  |  |  |  |  |
| Friday |  |  |  |  |  |  |  |  |
| Saturday |  |  |  |  |  |  |  |  |
| Sunday |  |  |  |  |  |  |  |  |

Week 2

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DAY** | **Start Time** | **Lunch**  **Start** | **Lunch**  **End** | **End  Time** | **Vacation** | **Regular Hours** | **Overtime hours** | **Hours**  **Worked** |
| Monday |  |  |  |  |  |  |  |  |
| Tuesday |  |  |  |  |  |  |  |  |
| Wednesday |  |  |  |  |  |  |  |  |
| Thursday |  |  |  |  |  |  |  |  |
| Friday |  |  |  |  |  |  |  |  |
| Saturday |  |  |  |  |  |  |  |  |
| Sunday |  |  |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **BIWEEKLY TOTALS** |  |  |  |
| **TOTAL PAY** |  | | |

|  |  |
| --- | --- |
| Employee signature: | Date: |
| Supervisor signature: | Date: |