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| **BIWEEKLY TIME SHEET** | | | | | | | | | | | | |
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| **Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | |  | | | |
| **Manager Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | **Week Starting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
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| **Date** | **Day** | **Time In** | **Time Out** | |  | | **Time In** | | | **Time Out** | | **Total Hours** | |
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| **Date** | **Day** | **Time In** | **Time Out** | |  | | **Time In** | | | **Time Out** | | **Total Hours** | |
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|  |  |  |  |  | | **Total Hours** | | | | |  | |
| **Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | |  | | **Rate Per Hour** | | | | |  | |
| **Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | |  | | **Total Pay** | | | | |  | |
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