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| **BIWEEKLY TIME SHEET** |
|   |   |   |   |   |   |   |   |
| **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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