BI-WEEKLY TIMESHEET

Week Starting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Id:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Organization:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Day | Client | Task | Work Details | Check-In | Check-Out | Break Hours | Total Hours | Non-Billable | Work Hours |
| Sun |  |  |  |  |  |  |  |  |  |
| Mon |  |  |  |  |  |  |  |  |  |
| Tue |  |  |  |  |  |  |  |  |  |
| Wed |  |  |  |  |  |  |  |  |  |
| Thurs |  |  |  |  |  |  |  |  |  |
| Fri |  |  |  |  |  |  |  |  |  |
| Sat |  |  |  |  |  |  |  |  |  |
| Sun |  |  |  |  |  |  |  |  |  |
| Mon |  |  |  |  |  |  |  |  |  |
| Tue |  |  |  |  |  |  |  |  |  |
| Wed |  |  |  |  |  |  |  |  |  |
| Thurs |  |  |  |  |  |  |  |  |  |
| Fri |  |  |  |  |  |  |  |  |  |
| Sat |  |  |  |  |  |  |  |  |  |
| Weekly Total | | | | | | 3 |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Employee Signature** |  | **Date** |

|  |  |  |
| --- | --- | --- |
| **Supervisor Signature** |  | **Date** |