**SEMI-MONTHLY TIMESHEET**

**Month:**

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

**1ST HALF OF THE MONTH:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Day of the Month | Start  Time | Lunch Start | Lunch  End | End  Time | Vacation/ Sick Leave | Regular Hours | Overtime  Hours | Total Hours |
| 1st |  |  |  |  |  |  |  |  |
| 2nd |  |  |  |  |  |  |  |  |
| 3rd |  |  |  |  |  |  |  |  |
| 4th |  |  |  |  |  |  |  |  |
| 5th |  |  |  |  |  |  |  |  |
| 6th |  |  |  |  |  |  |  |  |
| 7th |  |  |  |  |  |  |  |  |
| 8th |  |  |  |  |  |  |  |  |
| 9th |  |  |  |  |  |  |  |  |
| 10th |  |  |  |  |  |  |  |  |
| 11th |  |  |  |  |  |  |  |  |
| 12th |  |  |  |  |  |  |  |  |
| 13th |  |  |  |  |  |  |  |  |
| 14th |  |  |  |  |  |  |  |  |
| 15th |  |  |  |  |  |  |  |  |
| **SEMI-MONTHLY TOTALS** | | | | | |  |  |  |
| **TOTAL PAY** | | | | | |  | | |

**2ND HALF OF THE MONTH:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Day of the Month | Start  Time | Lunch Start | Lunch  End | End  Time | Vacation/ Sick Leave | Regular Hours | Overtime  Hours | Total Hours |
| 16th |  |  |  |  |  |  |  |  |
| 17th |  |  |  |  |  |  |  |  |
| 18th |  |  |  |  |  |  |  |  |
| 19th |  |  |  |  |  |  |  |  |
| 20th |  |  |  |  |  |  |  |  |
| 21st |  |  |  |  |  |  |  |  |
| 22nd |  |  |  |  |  |  |  |  |
| 23rd |  |  |  |  |  |  |  |  |
| 24th |  |  |  |  |  |  |  |  |
| 25th |  |  |  |  |  |  |  |  |
| 26th |  |  |  |  |  |  |  |  |
| 27th |  |  |  |  |  |  |  |  |
| 28th |  |  |  |  |  |  |  |  |
| 29th |  |  |  |  |  |  |  |  |
| 30th |  |  |  |  |  |  |  |  |
| 31st |  |  |  |  |  |  |  |  |
| **SEMI-MONTHLY TOTALS** | | | | | |  |  |  |
| **TOTAL PAY** | | | | | |  | | |

|  |  |  |
| --- | --- | --- |
| **Employee signature** |  | **Date** |
| **Supervisor signature** |  | **Date** |