**BI WEEKLY TIME CARD SCHEDULE**

|  |  |
| --- | --- |
| Employee name: | [Name] |
| Hours Rate: | [Hours] |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Day** | **Start** | **Finish** | **Break** | **Total hours** |
| [Date] | Monday |  |  |  |  |
| [Date] | Tuesday |  |  |  |  |
| [Date] | Wednesday |  |  |  |  |
| [Date] | Thursday |  |  |  |  |
| [Date] | Friday |  |  |  |  |
| [Date] | Saturday |  |  |  |  |
| [Date] | Sunday |  |  |  |  |
| [Date] | Monday |  |  |  |  |
| [Date] | Tuesday |  |  |  |  |
| [Date] | Wednesday |  |  |  |  |
| [Date] | Thursday |  |  |  |  |
| [Date] | Friday |  |  |  |  |
| [Date] | Saturday |  |  |  |  |
| [Date] | Sunday |  |  |  |  |
| Total hours worked | | | | |  |
| **Total pay** | | | | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Signature:** | [Signature] | **Date:** | [Date] |
| **Manager Signature:** | [Signature] | **Date:** | [Date] |