**BIWEEKLY PAYROLL TIMESHEET**

|  |  |  |  |
| --- | --- | --- | --- |
| **Company Name** |  | **Start Date** |  |
| **Employee Name** |  | **End Date** |  |
| **Employee ID** |  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Day** | **Time In** | **Time Out** | **Time In** | **Time Out** | **Daily Total** | **Hourly Rate** | **Daily Pay** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Weekly Total** | | | | | | |  | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Day** | **Time In** | **Time Out** | **Time In** | **Time Out** | **Daily Total** | **Hourly Rate** | **Daily Pay** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Weekly Total** | | | | | | |  | |

|  |  |
| --- | --- |
| **Total Hours** |  |
| **Approved By** |  |
| **Signature** |  |