**BIWEEKLY TIME-IN AND TIME-OUT SHEET**

|  |  |
| --- | --- |
| **Company Name** |  |
| **Employee Name** |  |
| **Employee ID** |  |
| **Date (Start to End)** |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Day** | **Time-In** | **Time-Out** | **Lunch** | **Time-In** | **Time-Out** | **Total Hours** |
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| **Weekly Total** |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Day** | **Time-In** | **Time-Out** | **Lunch** | **Time-In** | **Time-Out** | **Total Hours** |
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| **Weekly Total** |  |  |

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