**BIWEEKLY TIMESHEET WITH NOTES**

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Time-In** | **Time-Out** | **Lunch** | **Time-In** | **Time-Out** | **Total hours** | **Notes** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Weekly Total** |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Time-In** | **Time-Out** | **Lunch** | **Time-In** | **Time-Out** | **Total hours** | **Notes** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Weekly Total** |  |  |

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