**BIWEEKLY TIMESHEET WITH NOTES**

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

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

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

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