**BIWEEKLY TIMESHEET**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **For Weeks Of** |  | | | **Rate Of Pay** |  | | | |
| **Employee Name** |  | | | **Supervisor** |  | | | |
|  |  |  |  |  |  |  |  |  |
| **WEEK ONE** | | | | | | | | |
| **Day** | **Start Time** | **Lunch Start** | **Lunch End** | **End Time** | **Vacation / Sick Leave** | **Regular Hours** | **Overtime Hours** | **Total Hours Worked** |
| **MONDAY** |  |  |  |  |  |  |  |  |
| **TUESDAY** |  |  |  |  |  |  |  |  |
| **WEDNESDAY** |  |  |  |  |  |  |  |  |
| **THURSDAY** |  |  |  |  |  |  |  |  |
| **FRIDAY** |  |  |  |  |  |  |  |  |
| **SATURDAY** |  |  |  |  |  |  |  |  |
| **SUNDAY** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **WEEK TWO** | | | | | | | | |
| **Day** | **Start Time** | **Lunch Start** | **Lunch End** | **End Time** | **Vacation / Sick Leave** | **Regular Hours** | **Overtime Hours** | **Total Hours Worked** |
| **MONDAY** |  |  |  |  |  |  |  |  |
| **TUESDAY** |  |  |  |  |  |  |  |  |
| **WEDNESDAY** |  |  |  |  |  |  |  |  |
| **THURSDAY** |  |  |  |  |  |  |  |  |
| **FRIDAY** |  |  |  |  |  |  |  |  |
| **SATURDAY** |  |  |  |  |  |  |  |  |
| **SUNDAY** |  |  |  |  |  |  |  |  |
|  |  |  |  |  | **Biweekly Totals** |  |  |  |
|  |  |  |  |  | **TOTAL PAY** |  | | |
|  |  |  |  |  |  |  |  |  |
| **Employee Signature** |  |  |  | **Date** |  |  |  | |
| **Supervisor Signature** |  |  |  | **Date** |  |  |  | |