**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** |   |   |   |