BI-WEEKLY PAYROLL TIMESHEET

Timesheet Ledger & Payroll Calculator

Employee Name: _____

Employee ID: _____

Department: _____

Pay Period Start: _____

Pay Period End: _____

Pay Date: _____

Date	Day	Morning Shift		Afternoon Shift		Hours Worked		
		Time In	Time Out	Time In	Time Out	Regular	OT	Total
WEEK 1								
WEEK 2								
					Total Hours:			

Earnings Statement			
Type	**Hours**	**Rate ($)**	**Total Pay ($)**
Regular Hours			
Overtime Hours			
Other (Holiday/Sick)			
		Gross Pay:	

Deductions & Summary	
Description	Amount ($)
Federal Tax	
State / Local Tax	
FICA / Social Security	
Health/Other Benefits	
Total Deductions:	
Net Pay Check:	

Employee Signature Date

Authorized Supervisor Signature Date