BI-WEEKLY PAYROLL TIMESHEET

Hourly Calculator & Summary

Employee Name:

Employee ID:

Department:

Supervisor:

Pay Period Start:

Pay Period End:

Day	Date	Regular Hours	Overtime Hours	Sick Hours	Vacation Hours	Total Hours
WEEK 1						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
WEEK 2						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
TOTAL HOURS						

Hourly Rate Structure

Regular Hourly Rate $ _____

Overtime Hourly Rate $ _____

Hourly Rate Structure

Sick Pay Rate	$
Vacation Pay Rate	$

Payroll Summary

Regular Earnings	$
Overtime Earnings	$
Sick Pay Earnings	$
Vacation Earnings	$
Gross Total Pay	**$**

Employee Signature

Date: _____

Supervisor Approval Signature

Date: _____