BI-WEEKLY TIMESHEET

Payroll & Overtime Calculation Sheet

Employee Name: _____

Employee ID: _____

Department: _____

Manager / Supervisor: _____

Pay Period Start: _____

Pay Period End: _____

DATE	DAY	TIME IN	TIME OUT	REG HOURS	OT HOURS	LEAVE HOURS	NOTES / PROJECT
Week 1							
Week 2							
			Total Hours:				

PAYROLL SUMMARY

Regular Pay Rate: $_____

Overtime Pay Rate: $_____

Leave Pay Rate: $_____

Regular Earnings: $_____

Overtime Earnings: $_____

Leave Earnings: $_____

Gross Payroll: $_____

Employee Signature Date

Supervisor Signature Date