

BIWEEKLY PAYROLL TIMESHEET

Employee Name:

Pay Period Start:

Employee ID:

Pay Period End:

Department:

Manager / Supervisor:

WEEK 1						
Day	Date	Time In	Time Out	Break (Min)	Regular Hours	Overtime Hours
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
Week 1 Totals:						

WEEK 2						
Day	Date	Time In	Time Out	Break (Min)	Regular Hours	Overtime Hours
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
Week 2 Totals:						

Total Regular Hours	
Total Overtime Hours	
Total Hours Worked	
Hourly Rate	
Gross Pay	

Employee Signature Date

Supervisor Signature Date