# BI-WEEKLY TIMESHEET & PAYROLL

**Employee Name:**

**Employee ID:**

**Department:**

**Manager / Supervisor:**

**Pay Period Start:**

**Pay Period End:**

| Date | Day | Regular Hours | Overtime Hours | Sick Hours | Vacation Hours | Total Hours |
|---|---|---|---|---|---|---|
| WEEK 1 | | | | | | |
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| WEEK 2 | | | | | | |
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| TOTAL HOURS | | | | | | |

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| **Hourly Rate:** | |
| **Overtime Rate:** | |
| **Regular Pay:** | |

| | |
|---|---|
| **Overtime Pay:** | |
| **Other Pay (Sick/Vac):** | |
| **GROSS PAY:** | |

**Employee Signature**

**Authorized Approver Signature**