HOURLY EMPLOYEE BI-WEEKLY TIMESHEET

Payroll Department Confidential

EMPLOYEE NAME

PAY PERIOD START

EMPLOYEE ID

PAY PERIOD END

DEPARTMENT

MANAGER/SUPERVISOR

DATE	DAY OF WEEK	TIME IN	TIME OUT	REG HOURS	OT HOURS	SICK HOURS	VAC HOURS	TOTAL HOURS
Week 1								
	Monday							
	Tuesday							
	Wednesday							
	Thursday							
	Friday							
	Saturday							
	Sunday							
Week 1 Subtotal								
Week 2								
	Monday							
	Tuesday							
	Wednesday							
	Thursday							
	Friday							
	Saturday							
	Sunday							
Week 2 Subtotal								
GRAND TOTALS								

EMPLOYEE SIGNATURE DATE

SUPERVISOR SIGNATURE DATE