Employee Name:

Employee ID:

Department:

Manager Name:

Pay Period Start:

Pay Period End:

BIWEEKLY TIME SHEET

DATE	DAY	TIME IN	TIME OUT	TIME IN	TIME OUT	REGULAR HOURS	OVERTIME HOURS
Week 1							
					Week 1 Total:		
Week 2							
					Week 2 Total:		
					Biweekly Grand Total:		

Employee Signature Date

Manager Approval Signature Date