BI-WEEKLY TIMESHEET

Payroll Period Summary

EMPLOYEE NAME:

PAY PERIOD START:

EMPLOYEE ID:

PAY PERIOD END:

DEPARTMENT:

JOB TITLE:

DAY	DATE	TIME IN	TIME OUT	TIME IN	TIME OUT	REG HOURS	OT HOURS	TOTAL HOURS
Mon								
Tue								
Wed								
Thu								
Fri								
Sat								
Sun								
Mon								
Tue								
Wed								
Thu								
Fri								
Sat								
Sun								
					Total Hours:			

Notes / Comments:

Payroll Summary	
Regular Rate:	$
Total Regular Hours:	
Regular Earnings:	$
Overtime Rate:	$
Total Overtime Hours:	
Overtime Earnings:	$

Payroll Summary	
Gross Pay:	**$**

Employee Signature Date

Supervisor Signature Date