Hourly Employee Semi-Monthly Timesheet

EMPLOYEE NAME
PAY PERIOD START
EMPLOYEE ID
PAY PERIOD END
DEPARTMENT
HOURLY RATE ($)

DATE	DAY	TIME IN	LUNCH OUT	LUNCH IN	TIME OUT	REG HOURS	OT HOURS	NOTES / PROJECT
					Total Hours:			

Total Regular Hours	
Total Overtime Hours	
Total Hours Worked	
Regular Earnings ($)	
Overtime Earnings ($)	
Gross Payroll ($)	

Employee Signature Date

Supervisor Signature Date