

# BIWEEKLY PAYROLL TIMESHEET

Part-Time Employee Hours & Wages

Employee Name \_\_\_\_\_

Employee ID \_\_\_\_\_

Department \_\_\_\_\_

Pay Period Start \_\_\_\_\_

Pay Period End \_\_\_\_\_

Payment Date \_\_\_\_\_

Week	Day	Date	Regular Hours	Overtime Hours	Sick/Leave Hours	Total Hours
Week 1	Monday					
	Tuesday					
	Wednesday					
	Thursday					
	Friday					
	Saturday					
	Sunday					
Week 2	Monday					
	Tuesday					
	Wednesday					
	Thursday					
	Friday					
	Saturday					
	Sunday					
Total Period Hours						

Earnings Summary			
Type	Hours	Rate (\$)	Total (\$)
Regular Pay			
Overtime Pay			
Sick / Leave Pay			
Gross Earnings			

**Deductions & Net Pay**

Description	Amount (\$)
Federal Income Tax	
State / Local Tax	
FICA (Social Security / Medicare)	
Other Deductions	
<b>Total Deductions</b>	
<b>Net Pay</b>	

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Employee Signature

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Manager / Approver Signature