

SEMI-MONTHLY TIMESHEET

Digital Payroll & Attendance Log

Employee Name _____

Employee ID _____

Department _____

Position _____

Pay Period Start _____

Pay Period End _____

Hourly Rate _____

Supervisor _____

DAY	DATE	REGULAR HOURS	OVERTIME HOURS	SICK LEAVE	VACATION LEAVE	OTHER LEAVE	TOTAL HOURS	NOTES / ACTIVITY
Day 1								
Day 2								
Day 3								
Day 4								
Day 5								
Day 6								
Day 7								
Day 8								
Day 9								
Day 10								
Day 11								
Day 12								
Day 13								
Day 14								
Day 15								
Day 16								
TOTAL HOURS								

Employee Signature

Date: _____

Supervisor Approval Signature

Date: _____

