

Biweekly Timesheet

Weeks of: _____ Employee: _____
 Supervisor: _____ Hourly Wage: _____
 Overtime Wage: _____

Week 1

	Start Time	End Time	Regular Hours	Overtime Hours	Vacation/Sick Hours	Total Hours
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

Week 2

	Start Time	End Time	Regular Hours	Overtime Hours	Vacation/Sick Hours	Total Hours
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

Total Regular Hrs:	
Total Overtime Hrs:	
Total Pay:	

 Employee Signature Date

 Supervisor Signature Date