

Biweekly Timesheet

Employee name _____

Week starting _____

Hourly rate \$ _____

Week 1

Day	Date	Time in	Lunch out	Lunch in	Time out	Total hours
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
Week 1 total						

Week 2

Day	Date	Time in	Lunch out	Lunch in	Time out	Total hours
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
Week 2 total						

Summary

Regular hours	
Overtime hours (over 40 in a week)	
Regular pay	
Overtime pay	
Gross pay	

Employee signature

Supervisor signature

Date