

# 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