# Biweekly Timesheet

Your Company Name

**Employee:** _____

**Department:** _____

**Period:** _____

**Supervisor** _____

**Hourly rate:** _____

| Day of Week | Date | Job | Task | Total Hours |
|---|---|---|---|---|
| Sunday | | | | |
| Monday | | | | |
| Tuesday | | | | |
| Wednesday | | | | |
| Thursday | | | | |
| Friday | | | | |
| Saturday | | | | |
| | | | | |
| Sunday | | | | |
| Monday | | | | |
| Tuesday | | | | |
| Wednesday | | | | |
| Thursday | | | | |
| Friday | | | | |
| Saturday | | | | |
| | | | **Total hours** | |
| | | | **Gross Pay** | |

## How to use:

1. Indicate job names per day by filling out the column under the job and task table.

2. Indicate task description per day by filling out the column under the job and task table.

3. Manually add total hours worked per day.

4. Manually add hourly pay rate.

Employee signature _____ Date _____

Supervisor signature _____ Date _____

| Job | Task |
|---|---|
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ClockShark is the easiest GPS-enabled time tracking app for construction and field service companies. **Try it free!**