**PRINTABLE BIWEEKLY TIMESHEET TEMPLATE**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **FOR WEEKS OF** |   |   |   | **RATE OF PAY** |   |   |   |  |
| **EMPLOYEE NAME** |   |   |   | **SUPERVISOR** |   |   |   |  |
| **TITLE** |   |   |   |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **WEEK ONE** |
| **DAY** | **START TIME** | **LUNCH START** | **LUNCH END** | **END TIME** | **VACATION / SICK LEAVE** | **REGULAR HOURS** | **OVERTIME HOURS** | **TOTAL HOURS WORKED** |
| **MONDAY** |   |   |   |   |   |   |   |   |
| **TUESDAY** |   |   |   |   |   |   |   |   |
| **WEDNESDAY** |   |   |   |   |   |   |   |   |
| **THURSDAY** |   |   |   |   |   |   |   |   |
| **FRIDAY** |   |   |   |   |   |   |   |   |
| **SATURDAY** |   |   |   |   |   |   |   |   |
| **SUNDAY** |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |
| **WEEK TWO** |
| **DAY** | **START TIME** | **LUNCH START** | **LUNCH END** | **END TIME** | **VACATION / SICK LEAVE** | **REGULAR HOURS** | **OVERTIME HOURS** | **TOTAL HOURS WORKED** |
| **MONDAY** |   |   |   |   |   |   |   |   |
| **TUESDAY** |   |   |   |   |   |   |   |   |
| **WEDNESDAY** |   |   |   |   |   |   |   |   |
| **THURSDAY** |   |   |   |   |   |   |   |   |
| **FRIDAY** |   |   |   |   |   |   |   |   |
| **SATURDAY** |   |   |   |   |   |   |   |   |
| **SUNDAY** |   |   |   |   |   |   |   |   |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | **BIWEEKLY TOTALS** |   |   |   |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | **TOTAL PAY** |   |   |   |
|  |  |  |  |  |  |  |  |  |
| **EMPLOYEE SIGNATURE** |   |   |   | **DATE** |   |   |   |  |
| **SUPERVISOR SIGNATURE** |   |   |   | **DATE** |   |   |   |  |

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