**[A green sign with white text

Description automatically generated with medium confidence](https://www.smartsheet.com/try-it?trp=11442&utm_source=integrated+content&utm_campaign=/content/bi-weekly-timesheet-templates&utm_medium=Printable+Biweekly+Timesheet+doc+11442&lpa=Printable+Biweekly+Timesheet+doc+11442&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)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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