**[A green sign with white text

Description automatically generated with medium confidence](https://www.smartsheet.com/try-it?trp=11494&utm_source=integrated+content&utm_campaign=/content/printable-timesheet-templates&utm_medium=Printable+Biweekly+Timesheet+doc+11494&lpa=Printable+Biweekly+Timesheet+doc+11494&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** |  |  |  |  |

|  |
| --- |
| **DISCLAIMER**  Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |