**SIMPLE BIWEEKLY TIMESHEET TEMPLATE [](https://www.smartsheet.com/try-it?trp=11550&utm_source=integrated+content&utm_campaign=/content/microsoft-word-timesheet-templates&utm_medium=Simple+Biweekly+Timesheet+doc+11550&lpa=Simple+Biweekly+Timesheet+doc+11550&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **COMPANY NAME** |  | | | **EMPLOYEE ID** |  | | |
| **EMPLOYEE NAME** |  | | | **END DATE** |  | | |
| **START DATE** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **WEEK ONE** | | | | | | | |
| **DATE** | **DAY OF THE WEEK** | **TIME IN** | **TIME OUT** | **LUNCH** | **TIME IN** | **TIME OUT** | **TOTAL HOURS** |
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|  |  |  |  | **WEEK ONE TOTAL** | 44.00 |  |  |
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| **WEEK TWO** | | | | | | | |
| **DATE** | **DAY OF THE WEEK** | **TIME IN** | **TIME OUT** | **LUNCH** | **TIME IN** | **TIME OUT** | **TOTAL HOURS** |
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|  |  |  |  | **WEEK TWO TOTAL** |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  | **TOTAL BILLABLE HOURS** |  |  |  |

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