

BI-WEEKLY TIMESHEET

COMPANY: _____	PAY PERIOD: _____	STANDARD PAY RATE: _____	OVERTIME PAY RATE: _____
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EMPLOYEE NAME: _____	SIGNATURE: _____	DATE: _____
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MANAGER NAME: _____	SIGNATURE: _____	DATE: _____
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Week 1

DAY	DATE	JOB/PROJECT	JOB/PROJECT CODE	TIME IN	TIME OUT	TIME IN	TIME OUT	TOTAL (HOURS)	OVERTIME (HOURS)	SICK (HOURS)	HOLIDAY (HOURS)	VACATION (HOURS)
Monday												
Tuesday												
Wednesday												
Thursday												
Friday												
Saturday												
Sunday												

Week 2

DAY	DATE	JOB/PROJECT	JOB/PROJECT CODE	TIME IN	TIME OUT	TIME IN	TIME OUT	TOTAL (HOURS)	OVERTIME (HOURS)	SICK (HOURS)	HOLIDAY (HOURS)	VACATION (HOURS)
Monday												
Tuesday												
Wednesday												
Thursday												
Friday												
Saturday												
Sunday												

HOURS THIS PAY PERIOD	0	0	0	0	0
RATE					
SUB-TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL					\$0.00



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