Biweekly timesheet

Employee: _____ Pay period: _____ Hourly rate: _____

Company: _____ Department: _____ Supervisor: _____

Week	Day	Date	Time in	Time out	Unpaid break (min)	Hours worked
Week 1	Sun					
Week 1	Mon					
Week 1	Tue					
Week 1	Wed					
Week 1	Thu					
Week 1	Fri					
Week 1	Sat					
Week 1 total						
Week 2	Sun					
Week 2	Mon					
Week 2	Tue					
Week 2	Wed					
Week 2	Thu					
Week 2	Fri					
Week 2	Sat					
Week 2 total						

Week 1 overtime hours (over 40)	
Week 2 overtime hours (over 40)	
Total regular hours	
Gross pay	

Overtime is counted for each workweek on its own, never averaged across the two weeks. I certify that this timesheet is a true and complete record of all the time I worked, including any work before or after my shift and during meal breaks.

_____ _____

Employee signature Date

Supervisor approval

Date

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