Semimonthly timesheet

Employee: _____ Pay period: _____ Hourly rate: _____

Company: _____ Department: _____ Supervisor: _____

Date	Day	Time in	Time out	Unpaid break (min)	Hours worked	Notes
Total hours						

Hours over 40 in any workweek (overtime)	
Regular hours	
Gross pay	

Count overtime by workweek, including days from the previous or next pay period. 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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