

# BI-WEEKLY TIMESHEET

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EMPLOYEE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

MANAGER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

PAY PERIOD  
START DATE: \_\_\_\_\_

STANDARD  
PAY RATE: \_\_\_\_\_

OVERTIME  
PAY RATE: \_\_\_\_\_

DAY	DATE	JOB/SHIFT	JOB/SHIFT 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													
Monday													
Tuesday													
Wednesday													
Thursday													
Friday													
Saturday													
Sunday													
								HOURS THIS WEEK					
								RATE					
								SUB-TOTAL					
										TOTAL			



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