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	