**BI-WEEKLY** **TIMESHEET** **Brought** **to** **you** **by** **TSheets by QuickBooks**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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** |  |  |  |  |  |  |  |  |  |  |  |  |
| **For** **perfect** **timing** **every** **day,** **sign** **up** | **HOURS** **THIS** **WEEK** |  |  |  |  |  |
| **RATE** |  |  |  |  |  |
| **SUB-TOTAL** |  |  |  |  |  |
| **for** **your** **FREE** **14-day** **trial** **now** **at** **www.tsheets.com** | **TOTAL** |  |

**EMPLOYEE:**

**MANAGER:**

**SIGNATURE:** **DATE:**

**SIGNATURE:** **DATE:**

**PAY** **PERIOD** **COMPANY:** **START** **DATE:**

**STANDARD** **PAY** **RATE:**

**OVERTIME** **PAY** **RATE:**