

Bi-Weekly Timesheet

Employee: _____ Manager: _____

Pay period start: _____ Department: _____

Day	Date	Time In	Time Out	Break (min)	Total Hours
Week 1					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Week 1 subtotal					
Week 2					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Week 2 subtotal					
Total for the pay period					

Employee signature / date

Approved by (manager) / date