

Biweekly Timesheet Template

Basic Information

[Company Logo]

[Company Name]

[Address 1]

[Address 2]

[City, State ZIP]

[Phone]

Employee Name: _____

Manager Name: _____

Hourly Pay: \$0.00

Overtime Pay: \$0.00

Regular Hours: 8

Timesheet Data

Week - 1

Date	Day	Start Time	End Time	Break (Hrs)	Regular Hours	Overtime Hours	Vacation/Sick Hours	Total Hours
	Monday				0.00	0.00		0.00
	Tuesday				0.00	0.00		0.00
	Wednesday				0.00	0.00		0.00
	Thursday				0.00	0.00		0.00
	Friday				0.00	0.00		0.00
	Saturday				0.00	0.00		0.00
	Sunday				0.00	0.00		0.00
Weekly Total					0.00	0.00		0.00

Timesheet Data

Week - 2

Date	Day	Start Time	End Time	Break (Hrs)	Regular Hours	Overtime Hours	Vacation/Sick Hours	Total Hours
	Monday				0.00	0.00		0.00
	Tuesday				0.00	0.00		0.00
	Wednesday				0.00	0.00		0.00
	Thursday				0.00	0.00		0.00
	Friday				0.00	0.00		0.00
	Saturday				0.00	0.00		0.00
	Sunday				0.00	0.00		0.00
Weekly Total					0.00	0.00		0.00

Grand Total Hours:

0.00

_____	_____	Grand Total Overtime Hours:	0.00
Employee Signature	Date	Total Pay:	\$0.00
_____	_____	Total Overtime Pay:	\$0.00
Manager Signature	Date		
