

Biweekly timesheet – pay period: _____ to _____

Employee name	Employer	Supervisor		
DAY	START	END	BREAK (MIN)	TOTAL
Mon _/_		AM	PM	
Tue _/_		AM	PM	
Wed _/_		AM	PM	
Thu _/_		AM	PM	
Fri _/_		AM	PM	
Sat _/_		AM	PM	
Sun _/_		AM	PM	
Week 1 total: _____				
Mon _/_		AM	PM	
Tue _/_		AM	PM	
Wed _/_		AM	PM	
Thu _/_		AM	PM	
Fri _/_		AM	PM	
Sat _/_		AM	PM	
Sun _/_		AM	PM	
Week 2 total: _____				

Totals

Total hours: _____

Regular: _____

Overtime: _____

Overtime is figured for each week separately, not averaged over the two weeks.

Employee signature and date

Supervisor signature and date