

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	

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