Biweekly Time Sheet

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Day** | **Date** | **Time In** | **Time Out** |  | **Time**  **In** | **Time Out** |  | **Time**  **In** | **Time Out** | **Regular Hours** | **Overtime Hours** | **Sick** | **Vacation** |
| Monday |  |  |  |  |  |  |  |  |  |  |  |  |
| Tuesday |  |  |  |  |  |  |  |  |  |  |  |  |
| Wednesday |  |  |  |  |  |  |  |  |  |  |  |  |
| Thursday |  |  |  |  |  |  |  |  |  |  |  |  |
| Friday |  |  |  |  |  |  |  |  |  |  |  |  |
| Saturday |  |  |  |  |  |  |  |  |  |  |  |  |
| Sunday |  |  |  |  |  |  |  |  |  |  |  |  |
|  | | | | | | | | | | | | | |
| Monday |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Tuesday |  |  |  |  |  |  |  |  |  |  |  |  |
| Wednesday |  |  |  |  |  |  |  |  |  |  |  |  |
| Thursday |  |  |  |  |  |  |  |  |  |  |  |  |
| Friday |  |  |  |  |  |  |  |  |  |  |  |  |
| Saturday |  |  |  |  |  |  |  |  |  |  |  |  |
| Sunday |  |  |  |  |  |  |  |  |  |  |  |  |
| Total Hours | | | | | | | | | |  |  |  |  |
| Rate/Hour | | | | | | | | | |  |  |  |  |
| Total Pay | | | | | | | | | |  |  |  |  |
| Grand Total Pay | | | | | | | | | |  | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employee’s Name |  | Signature |  | Date |  |
| Manager’s Name |  | Signature |  | Date |  |