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BIWEEKLY TIMESHEET

EMPLOYEE	EMPLOYEE ID	PAY PERIOD	SUPERVISOR

Week 1

Day	Date	Start	End	Break (h)	Regular	Overtime	Sick / PTO	Total
Mon								
Tue								
Wed								
Thu								
Fri								
Sat								
Sun								

Week 1 total	

Week 2

Day	Date	Start	End	Break (h)	Regular	Overtime	Sick / PTO	Total
Mon								
Tue								
Wed								
Thu								
Fri								
Sat								
Sun								

Week 2 total	
Pay period total	

Employee signature / date

Supervisor approval / date