

Biweekly Employee Time Sheet

[Company Name]

Address:

Employee Name:

Address:

Manager Name:

Postcode:

Week Starting:

Phone:

Day of the week	Time In	Time Out	Time In	Time Out	Time In	Time Out	Total Hrs	Regular Hrs	Over-time	Sick Hrs	Holiday Hrs	Vacation Hrs
Mon 1/1												
Tues 1/2												
Weds 1/3												
Thurs 1/4												
Fri 1/5												
Sat 1/6												
Sun 1/7												
Total Hours:												
Mon 1/8												
Tues 1/9												
Weds 1/10												
Thurs 1/11												
Fri 1/12												
Sat 1/13												
Sun 1/14												

Total Hours:

Rate/Hour:

Total Pay:

Employee Signature: Date:

Manager Signature: Date: