

# BIWEEKLY TIMESHEET

Company Name: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Period Covered: \_\_\_\_\_

Date	Day	Time In	Time Out	Lunch	Time In	Time Out	Daily Total

**Weekly Total:**


**Weekly Total:**

Employee Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Total Hours:**