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| **BIWEEKLY TIMESHEET** | | | | | | | | | | | | | | | |
| **Company Name:** | |  | | | | | | | | | | | | | |
| **Employee Name:** | |  | | | | | | | | | | | | | |
| **Period Covered:** | |  | | | | | | | | | | | | | |
|  | |  |  | | |  | | | |  | | | |  |
| **Date** | | **Day** | **Time In** | | **Time Out** | **Lunch** | | | | **Time In** | | **Time Out** | | **Daily Total** |
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|  | | | | | | | | | | | | **Weekly Total**: | |  |
| Employee Name: |  | | | Signature: |  |  | Date: |  | | |  | |  | | |
| Approved By: |  | | | Signature: |  | | Date: | |  | |  | **Total Hours:** | |  |

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