

Bi-Weekly Employee Timesheet

Employee _____

Week starting _____

Manager _____

Regular Hours _____

Date	Start Time	End Time	Break	Regular	Overtime	Sick	Vacation	Holiday	TOTAL HRS

Hours This Week								
Hourly Rate								
TOTAL PAY								

Employee Signature: _____ Date: _____ TOTAL HRS _____

Manager Signature: _____ Date: _____ TOTAL PAY _____