

# Biweekly Time Sheet

Day	Date	Time In	Time Out		Time In	Time Out		Time In	Time Out	Regular Hours	Overtime Hours	Sick	Vacation
Monday													
Tuesday													
Wednesday													
Thursday													
Friday													
Saturday													
Sunday													
Monday													
Tuesday													
Wednesday													
Thursday													
Friday													
Saturday													
Sunday													
Total Hours													
Rate/Hour													
Total Pay													
Grand Total Pay													

Employee's Name		Signature		Date	
Manager's Name		Signature		Date	