

Biweekly Time Sheet

Day	Date	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	