

Biweekly Employee Time Sheet

Week of:

| Day | Date | Regular | Overtime | Vacation | Sick | Unpaid | Total |
|-------------|------|---------|----------|----------|------|--------|-------|
| Monday | | | | | | | |
| Tuesday | | | | | | | |
| Wednesday | | | | | | | |
| Thursday | | | | | | | |
| Friday | | | | | | | |
| Saturday | | | | | | | |
| Sunday | | | | | | | |
| | | | | | | | |
| Monday | | | | | | | |
| Tuesday | | | | | | | |
| Wednesday | | | | | | | |
| Thursday | | | | | | | |
| Friday | | | | | | | |
| Saturday | | | | | | | |
| Sunday | | | | | | | |
| Total Time | | | | | | | |
| Rate / Hour | | | | | | | |
| Total Pay | | | | | | | |

| | | | | | |
|-----------------|--|-----------|--|------|--|
| Employee's Name | | Signature | | Date | |
| Manager's Name | | Signature | | Date | |