

Biweekly Timesheet

Employee Name: _____

Weeks of: _____

Hourly Wage: _____ \$0.00

Supervisor: _____

Overtime Wage: _____ \$0.00

Week 1

	Start Time	End Time	Regular Hours	Overtime Hours	PTO Hours	Total Hours
Monday			0.00			0.00
Tuesday			0.00			0.00
Wednesday			0.00			0.00
Thursday			0.00			0.00
Friday			0.00			0.00
Saturday			0.00			0.00
Sunday			0.00			0.00

Week 2

	Start Time	End Time	Regular Hours	Overtime Hours	PTO Hours	Total Hours
Monday			0:00:00			0:00:00
Tuesday			0:00:00			0:00:00
Wednesday			0:00:00			0:00:00
Thursday			0:00:00			0:00:00
Friday			0:00:00			0:00:00
Saturday			0:00:00			0:00:00
Sunday			0:00:00			0:00:00

Total Regular Hrs:	0:00:00
Total Overtime Hrs:	0:00:00
Total PTO Hrs:	0:00:00
Total Pay Due:	\$0.00

Employee Signature

Date

Supervisor Signature

Date