

# Biweekly Timesheet Template

Track two complete weeks of work hours on one printable sheet.

Employee: \_\_\_\_\_

Period Starting: \_\_\_\_\_

Manager: \_\_\_\_\_

| Date | Day | Start | End | Break | Regular | Overtime | Total | Notes |
|------|-----|-------|-----|-------|---------|----------|-------|-------|
| 1    |     |       |     |       |         |          |       |       |
| 2    |     |       |     |       |         |          |       |       |
| 3    |     |       |     |       |         |          |       |       |
| 4    |     |       |     |       |         |          |       |       |
| 5    |     |       |     |       |         |          |       |       |
| 6    |     |       |     |       |         |          |       |       |
| 7    |     |       |     |       |         |          |       |       |
| 8    |     |       |     |       |         |          |       |       |
| 9    |     |       |     |       |         |          |       |       |
| 10   |     |       |     |       |         |          |       |       |
| 11   |     |       |     |       |         |          |       |       |
| 12   |     |       |     |       |         |          |       |       |
| 13   |     |       |     |       |         |          |       |       |
| 14   |     |       |     |       |         |          |       |       |

|               |  |                |  |             |  |               |  |
|---------------|--|----------------|--|-------------|--|---------------|--|
| Regular Hours |  | Overtime Hours |  | Total Hours |  | Estimated Pay |  |
|---------------|--|----------------|--|-------------|--|---------------|--|

Employee Signature: \_\_\_\_\_

Manager Approval: \_\_\_\_\_