

BIWEEKLY TIMESHEET TEMPLATE FOR MULTIPLE EMPLOYEES

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EMPLOYEE NAME				EMPLOYEE DEPT			
WEEK 1 START		WK 1 HOURS		WEEK 2 START		WK 2 HOURS	
WK 1	SUN	MON	TUES	WED	THURS	FRI	SAT
SHIFT							
IN							
OUT							
BREAK							
LUNCH							
TOTAL							
WK 2	SUN	MON	TUES	WED	THURS	FRI	SAT
SHIFT							
IN							
OUT							
BREAK							
LUNCH							
TOTAL							
EMPLOYEE NAME				EMPLOYEE DEPT			
WEEK 1 START		WK 1 HOURS		WEEK 2 START		WK 2 HOURS	
WK 1	SUN	MON	TUES	WED	THURS	FRI	SAT
SHIFT							
IN							
OUT							
BREAK							
LUNCH							
TOTAL							
WK 2	SUN	MON	TUES	WED	THURS	FRI	SAT
SHIFT							
IN							
OUT							
BREAK							
LUNCH							
TOTAL							

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