

PRINTABLE BIWEEKLY TIMESHEET TEMPLATE

Try Smartsheet for FREE

FOR WEEKS OF		RATE OF PAY	
EMPLOYEE NAME		SUPERVISOR	
TITLE			

WEEK ONE								
DAY	START TIME	LUNCH START	LUNCH END	END TIME	VACATION / SICK LEAVE	REGULAR HOURS	OVERTIME HOURS	TOTAL HOURS WORKED
MONDAY								
TUESDAY								
WEDNESDAY								
THURSDAY								
FRIDAY								
SATURDAY								
SUNDAY								

WEEK TWO								
DAY	START TIME	LUNCH START	LUNCH END	END TIME	VACATION / SICK LEAVE	REGULAR HOURS	OVERTIME HOURS	TOTAL HOURS WORKED
MONDAY								
TUESDAY								
WEDNESDAY								
THURSDAY								
FRIDAY								
SATURDAY								
SUNDAY								

BIWEEKLY TOTALS			
-----------------	--	--	--

TOTAL PAY	
-----------	--

EMPLOYEE SIGNATURE		DATE	
SUPERVISOR SIGNATURE		DATE	

DISCLAIMER

Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk.