

BIWEEKLY TIMESHEET

2 weeks · 26 pay periods a year

EMPLOYEE NAME

EMPLOYEE ID

DEPARTMENT

PAY PERIOD START

PAY PERIOD END

SUPERVISOR

WEEK ONE

DAY	DATE	TIME IN	TIME OUT	BREAK (MIN)	REG. HOURS	OT HOURS
Mon						
Tue						
Wed						
Thu						
Fri						
Sat						
Sun						
WEEK ONE TOTAL						

WEEK TWO

DAY	DATE	TIME IN	TIME OUT	BREAK (MIN)	REG. HOURS	OT HOURS
Mon						
Tue						
Wed						
Thu						
Fri						
Sat						
Sun						
WEEK TWO TOTAL						

PAY PERIOD TOTAL

Overtime is counted per workweek, not per pay period

EMPLOYEE SIGNATURE

DATE

SUPERVISOR APPROVAL

Overtime is owed per workweek. 50 hours one week and 30 the next is 10 OT hours, not zero.

Minutes to decimal: 15 min = 0.25 30 min = 0.50 45 min = 0.75 Divide any minutes by 60.

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