

SEMI-MONTHLY TIMESHEET

2 periods a month · 24 pay periods a year

EMPLOYEE NAME

EMPLOYEE ID

DEPARTMENT

PAY PERIOD START

PAY PERIOD END

SUPERVISOR

FIRST PERIOD · 1st – 15th

DATE	DAY	TIME IN	TIME OUT	BREAK (MIN)	HOURS	NOTES
PERIOD TOTAL						

SECOND PERIOD · 16th – end of month

DATE	DAY	TIME IN	TIME OUT	BREAK (MIN)	HOURS	NOTES
PERIOD TOTAL						

EMPLOYEE SIGNATURE

DATE

SUPERVISOR APPROVAL