

BIWEEKLY TIMESHEET

Two workweeks. Overtime counts past 40 hours within each week, not the pay period.

Employee

Manager

Company

Period starting (Mon)

Hourly rate

Overtime rate (1.5×)

WEEK 1						
Day	Date	Time in	Lunch start	Lunch end	Time out	Hours
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

WEEK 2						
Day	Date	Time in	Lunch start	Lunch end	Time out	Hours
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

Regular hours (both weeks)

Overtime hours (both weeks)

GROSS PAY

Employee signature / date

Manager signature / date