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