

SEMI-MONTHLY TIMESHEET

For 1st-15th / 16th-to-end pay periods. One line per day; total each half, then the period.

Employee _____ Manager _____

Month _____ Hourly rate _____

FIRST HALF — 1st through 15th					
Date	Time in	Lunch start	Lunch end	Time out	Hours
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

SECOND HALF — 16th through month end					
Date	Time in	Lunch start	Lunch end	Time out	Hours
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					

Period total hours

GROSS PAY

Employee signature / date

Manager signature / date