

[enter company name here]						
Hourly Employee Time Sheet (Bi-Weekly)						
NAME:				For Pay Period Ending:		
WEEK 1	Date	Start Time	End Time	Total Hours	Regular Hours	Overtime Hours
Day 1				0:00	0.00	
Notes / Log						
Day 2				0:00	0.00	
Notes / Log						
Day 3				0:00	0.00	
Notes / Log						
Day 4				0:00	0.00	
Notes / Log						
Day 5				0:00	0.00	
Notes / Log						
Day 6				0:00	0.00	
Notes / Log						
<b>Week 1 - TOTAL HOURS</b>				<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
WEEK 2	Date	Start Time	End Time	Total Hours	Regular Hours	Overtime Hours
Day 1				0:00	0.00	
Notes / Log						
Day 2				0:00	0.00	
Notes / Log						
Day 3				0:00	0.00	
Notes / Log						
Day 4				0:00	0.00	
Notes / Log						
Day 5				0:00	0.00	
Notes / Log						
Day 6				0:00	0.00	
Notes / Log						
<b>Week 2 - TOTAL HOURS</b>				<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Both Weeks - TOTAL HOURS</b>				<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Rate/Hour:					\$0.00	\$0.00
Other Additional Pay:						
<b>TOTAL GROSS PAY</b>				<b>\$0.00</b>		
Date Paid:	Check #:					
Supervisors Approval:				Date:		
Managers/Directors Approval:				Date:		