

BIWEEKLY TIMESHEET

Employee: [Full name]

Position: [Job title]

Pay period: [Monday, MM/DD – Sunday, MM/DD/YYYY]

Supervisor: [Name]

Two weeks, one sheet. Overtime is worked out one week at a time — 44 hours one week and 36 the next is 4 hours of overtime, not zero — so each week keeps its own total.

1. Week 1

DAY	DATE	TIME IN	TIME OUT	BREAK (MIN)	HOURS WORKED	JOB / NOTES
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
Total hours						

2. Week 2

DAY	DATE	TIME IN	TIME OUT	BREAK (MIN)	HOURS WORKED	JOB / NOTES
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
Total hours						

3. Pay-period totals

Week 1 — regular hours: _____

Week 1 — overtime hours: _____

Week 2 — regular hours: _____

Week 2 — overtime hours: _____

Paid time off, sick or holiday hours: _____

Total hours to pay: _____

Employee

Name: _____

Signature: _____

Date: _____

Supervisor

Name: _____

Signature: _____

Date: _____

Free template from zarla.com/guides/timesheet-template. Replace every [bracketed] line and delete what you don't need. Fill it in daily, total it weekly, keep it with your payroll records. Zarla builds the website that brings the jobs this crew works: zarla.com