

Biweekly Payroll Timesheet

Pay Period Beginning and End Date: _____ to _____

Last Name	Job Title
First Name	Employee ID

I hereby certify that the time recorded represents actual hours of employment for the period indicated.

Employee Signature
Project Name

Week One

	Date	In	Out	In	Out	In	Out	TOTAL
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Regular Hours								
Overtime Hours								

Week Two

	Date	In	Out	In	Out	In	Out	TOTAL
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Regular Hours								
Overtime Hours								

Supervisor Signature	Date
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