BI-WEEKLY TIMESHEET

NAME: _____   **EARN TYPE:** _____

SSN: _____   **DEPT:** _____

ID NUMBER: _____   **PAY PERIOD:** _____

PAY PERIOD DATES: **FROM:** _____   **TO:** _____

Enter times in the format HH:MM using a 24-hour clock. Example: 8:00 AM - enter as 08:00, 8:00 PM enter as 20:00.

	DATE	START TIME	END TIME	TOTAL HOURS
MON				
TUE				
WED				
THU				
FRI				
SAT				
SUN				
MON				
TUE				
WED				
THU				
FRI				
SAT				
SUN				
TOTAL				

_____   _____
EMPLOYEE SIGNATURE   **DATE**   **SUPERVISOR SIGNATURE**   **DATE**