

# Biweekly Time Sheet for Employees

## Office of Economic and Workforce Development

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Scan and email to YouthWork@durhamnc.gov, and Ebony.Pitts@Durhamnc.gov

Form can be found at: <http://durhamnc.gov/598/YouthWork-Internship-Program>

Pay period start date: \_\_\_\_\_

Pay period end date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Employee Work Site: \_\_\_\_\_

Employee ID#: \_\_\_\_\_

Site Supervisor: \_\_\_\_\_

Week One:						
Day	Date	Time In	Lunch Out	Lunch In	Time Out	Reg Hours
Saturday						
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
<b>TOTAL</b>						

Week Two:						
Day	Date	Time In	Lunch Out	Lunch In	Time Out	Reg Hours
Saturday						
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
<b>TOTAL</b>						
<b>Pay Period Total:</b>						

I Hereby Certify that the above entries are an accurate representation of the employee's time worked in this pay period.

\_\_\_\_\_  
Employee signature: Date: \_\_\_\_\_

\_\_\_\_\_  
Supervisor signature: Date: \_\_\_\_\_