



# Non-exempt Employee

## Bi-Weekly Timesheet

### INSTRUCTIONS

\*Do not include time taken for meal break.

\*Timesheets are due at HR/Payroll Office before 9am Friday of Week 2 of Pay Period.

\*Timesheet Corrections due by Monday 9am following end of pay period.

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

Empl ID #: \_\_\_\_\_

Department: \_\_\_\_\_

Week 1: Dates from Sunday \_\_\_\_\_ to Saturday \_\_\_\_\_

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Time In							
Time Out							
Time In							
Time Out							
Total Hours							
Total hours for week 1							

Week 2: Dates from Sunday \_\_\_\_\_ to Saturday \_\_\_\_\_

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Time In							
Time Out							
Time In							
Time Out							
Total Hours							
Total hours for week 2							

Total Hours

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I hereby certify this timesheet is a true and accurate record of my time worked.

To be completed by employee's supervisor:

Account: \_\_\_\_\_ Pay Rate: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I hereby certify this timesheet is a true and accurate record of the above employee's time worked.