WORK HOURS NOW

Biweekly Timesheet

A blank record to print and fill in by hand. Totals are entered manually.

Employee _____ **Company** _____

Pay period _____ **Job / department** _____

Week 1

Week starting: _____

Date MM/DD	**Clock in** hh:mm AM/PM	**Clock out** hh:mm AM/PM	**Unpaid break** minutes	**Total hours** decimal hrs	**Notes** e.g., overnight end date

Week 1 total: _____ hrs

Week 2

Week starting: _____

Date MM/DD	**Clock in** hh:mm AM/PM	**Clock out** hh:mm AM/PM	**Unpaid break** minutes	**Total hours** decimal hrs	**Notes** e.g., overnight end date

Week 2 total: _____ hrs

Period total: _____ hrs

Use minutes for breaks and decimal hours for totals: 7 hours 30 minutes = 7.50 hrs.

Record AM or PM with each time. For an overnight shift, note the clock-out date.

_____ _____

Employee signature / date Supervisor signature / date