

# Bi-Weekly Timesheet

Company name \_\_\_\_\_

Employee name: \_\_\_\_\_

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

Period start date: \_\_\_\_\_

Date	Start Time	End Time	Regular Hours	Overtime Hours	Total Hours
<b>BI-WEEKLY TOTAL:</b>					

I certify that these hours are a true and accurate record of all time worked during the pay period.

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

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