

Biweekly Timesheet

Employee _____

Employer _____

Period start _____

Period end _____

Hourly rate _____

Date	Day	Time in	Lunch out	Lunch in	Time out	Total hours	Notes

	Total hours	Regular hours	Overtime hours	Regular pay	Overtime pay	Gross pay
Week 1						
Week 2						
Total						

Hours = time out – time in – unpaid lunch. Overtime (federal FLSA) = hours over 40 in each 7-day workweek, paid at 1.5× the regular rate. Some states also have daily overtime (e.g. California, Alaska, Colorado).

Employee signature _____

Date _____

Supervisor signature _____

Date _____