

Bi-weekly timesheet template

Team member name:

Manager:

Department:

Pay period dates:

Job role:

Pay rate:

Week 1

Day	Start time	Lunch start	Lunch end	End time	PTO/ sick leave	Regular hours	Overtime hours	Total hours
M								
Tu								
W								
Th								
F								
Sa								
Su								

Week 2

Day	Start time	Lunch start	Lunch end	End time	PTO/ sick leave	Regular hours	Overtime hours	Total hours
M								
Tu								
W								
Th								
F								
Sa								
Su								

Bi-weekly totals:

Total pay:

Team member signature

Date

Manager signature

Date