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| **BIWEEKLY TIME-IN TIME-OUT TIMESHEET** |
| **Company Name:** |  |
|  |  |
| **Employee Name:** |  |
|  |  |  |  |  |  |  |  |
| **Date** | **Day** | **Time In** | **Time Out** | **Lunch** | **Time In** | **Time Out** | **Total Hours** |
|  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  | ***Weekly Total:*** |  |
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|  | Approved By: |  |  |  | ***Weekly Total:*** |  |
|  |  | **Total Billable Hours:**  |  |