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| **BIWEEKLY TIMESHEET** |
| **Company Name:** |  |
| **Employee Name:** |  |
| **Period Covered:** |  |
|  |  |  |  |  |  |
| **Date** | **Day** | **Time In** | **Time Out** | **Lunch** | **Time In** | **Time Out** | **Daily Total** |
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|  |  |  |  |  |  | **Weekly Total:**  |  |
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|  | **Weekly Total**:  |  |
| Employee Name: |  | Signature: |  |  | Date: |  |  |  |
| Approved By: |  | Signature: |  | Date: |   |  | **Total Hours:** |  |

