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| **Two-Week Employee Timesheet** |
| **Company Name:** |  |
| **Employee Name:** |  | **Employee ID:** |  |
| **Start Date:**  |  |
|  |  |  |  |  |
| Date | Day | Time In | Time Out | Time In | Time Out | Daily Total Hours  |
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|  |  |  |  |  | **Weekly Total:**  |  |
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|  |  |  |  | **Weekly Total:**  |  |
| Approved by: |  | Signature: |  |  |
|  |  |  | **Total Hours:** |  |