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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:** | |  |