

Biweekly Timesheet

Two workweeks on one sheet — each week gets its own 40-hour overtime line.

Employee name

Period starting (Mon)

Department / role

Manager

DAY	DATE	TIME IN	TIME OUT	BREAK (HRS)	TOTAL HOURS	REGULAR	OVERTIME	NOTES
WEEK 1								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Week 1 total								
WEEK 2								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Week 2 total								
TOTAL								

How to use. Overtime is calculated per workweek, never across the two weeks. 45 hours one week and 35 the next is 5 overtime hours — not zero.

Employee signature

Manager approval

Date approved