

Semi-Monthly Timesheet

The 1st to the 15th, or the 16th to the end of the month — 24 pay periods a year.

Employee name _____ Period starting (1st or 16th) _____ Department / role _____

[illegible]

How to use. Semi-monthly is not biweekly: 24 pay periods a year, and the boundary falls mid-week. Overtime is still owed on the full workweek, so check the adjoining period before paying the first and last weeks.

Employee signature _____ Manager approval _____ Date approved _____