

Bi-Weekly Employee Timesheet Form (Remote Work)

Track work hours efficiently with this **bi-weekly employee timesheet form**, designed specifically for remote work settings. The form helps ensure accurate recording of hours and tasks completed over a two-week period. Simplify payroll processing and employee management with this easy-to-use timesheet template.

Employee Name:

Employee ID:

Department:

Supervisor:

Pay Period Start:Pay Period End:

Week	Date	Day	Time In	Time Out	Break (hr:min)	Total Hours Worked	Tasks / Projects Worked On	Notes
Week 1	<div></div>	Monday	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
	<div></div>	Tuesday	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
	<div></div>	Wednesday	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
	<div></div>	Thursday	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
	<div></div>	Friday	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
Week 2	<div></div>	Monday	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
	<div></div>	Tuesday	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
	<div></div>	Wednesday	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
	<div></div>	Thursday	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
	<div></div>	Friday	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
Total Hours for Pay Period:						<div></div>		

Employee Signature:

Date:

Supervisor Signature:

Date:

Submit Timesheet