

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 | <input type="text"/> | Monday | <input type="text"/> | <input type="text"/> |
| | <input type="text"/> | Tuesday | <input type="text"/> | <input type="text"/> |
| | <input type="text"/> | Wednesday | <input type="text"/> | <input type="text"/> |
| | <input type="text"/> | Thursday | <input type="text"/> | <input type="text"/> |
| | <input type="text"/> | Friday | <input type="text"/> | <input type="text"/> |
| Week 2 | <input type="text"/> | Monday | <input type="text"/> | <input type="text"/> |
| | <input type="text"/> | Tuesday | <input type="text"/> | <input type="text"/> |
| | <input type="text"/> | Wednesday | <input type="text"/> | <input type="text"/> |
| | <input type="text"/> | Thursday | <input type="text"/> | <input type="text"/> |
| | <input type="text"/> | Friday | <input type="text"/> | <input type="text"/> |
| Total Hours for Pay Period: | | | | | | <input type="text"/> | | |

Employee Signature:

Date:

Supervisor Signature:

Date:

[Submit Timesheet](#)