

Bi-Weekly Timesheet Form

Our **printable bi-weekly timesheet form** sample is ideal for hourly employees to accurately track their working hours. This easy-to-use template ensures efficient time management and payroll processing. Download and print the timesheet for seamless record-keeping every two weeks.

Employee Name:		Employee ID:	
Department:		Supervisor:	
Start Date:		End Date:	

Date	Day	Time In	Lunch Out	Lunch In	Time Out	Total Hours	Overtime Hours	Comments
TOTALS								

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____