

Biweekly Timesheet Form Sample (Excel Spreadsheet Format)

The **biweekly timesheet form** sample Excel spreadsheet is an efficient tool for tracking employee hours over a two-week period. It simplifies payroll calculations by organizing work hours, overtime, and breaks in a clear format. This user-friendly template enhances accuracy and saves time for HR and accounting teams.

Employee Name	Employee ID	Week 1					Week 2					Total Hours	Overtime Hours	Supervisor Signature
		Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri			
Jane Doe	00123	8	8	8	8	7	8	8	8	8	7	78	2	
John Smith	00124	9	8	8	7	8	8	8	7	8	8	79	3	

For Excel: Copy this table structure to Excel and input employee hours as needed. Automatically sum **Total Hours** and **Overtime Hours** using Excel formulas.
Always review, approve, and sign per your company's policy.