Biweekly Timesheet Form

This **biweekly timesheet form** sample includes automatic overtime calculation to streamline employee time tracking and payroll processing. Designed for accuracy and ease of use, it helps managers monitor hours worked over two weeks efficiently. The form ensures compliance with labor regulations by clearly distinguishing regular hours from overtime.

Employee Name:		Employee ID:	
Department:		Pay Period (Start):	
Supervisor:		Pay Period (End):	

Week	Day	Date	Time In	Time Out	Regular Hours	Overtime Hours
1	Monday					
	Tuesday					
	Wednesday					
	Thursday					
	Friday					
	Saturday					
	Sunday					
Week 1 Totals:						
2	Monday					
	Tuesday					
	Wednesday					
	Thursday					
	Friday					
	Saturday					
	Sunday					
Week 2 Totals:						
Grand Total (2 weeks):						

Overtime Calculation: Overtime hours are calculated as any hours worked beyond 40 hours per week in accordance with federal and state labor laws.
Instructions: Enter all start and end times daily. The form will separate regular and overtime hours for each week.

Employee Signature:		Date:	
Supervisor Approval:		Date:	