

Detailed Biweekly Timesheet Form Sample with Hourly Rates

This **detailed biweekly timesheet form sample** offers a clear and organized way to track employees' hours and calculate wages based on hourly rates. It simplifies payroll processing by providing accurate time entries for each workday within the two-week period. Utilizing this form enhances efficiency and ensures precise compensation management.

Employee Information

Employee Name	_____	Employee ID	_____
Department	_____	Supervisor	_____
Pay Period Start	____/____/____	Pay Period End	____/____/____
Hourly Rate (\$)	_____		

Biweekly Hours Worked

Date	Day	Time In		Time Out		Regular Hours	Overtime Hours	Total Hours	Daily Wage (\$)
		AM	PM	AM	PM				
__/__/__	Mon	__:	__:	__:	__:	_____	_____	_____	_____
__/__/__	Tue	__:	__:	__:	__:	_____	_____	_____	_____
Totals						_____	_____	_____	_____

Approval

Employee Signature	_____ Date: __/__/__
Supervisor Signature	_____ Date: __/__/__