

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: ____ / ____ / ____