

Bi-Weekly Timesheet Form (with Daily Notes)

This detailed bi-weekly timesheet form sample includes daily notes to help accurately track work hours and activities. It is designed to improve time management and ensure precise payroll processing. Use this **timesheet form** to streamline your employee time tracking efficiently.

Employee Name:				Employee ID:	
Department:				Manager:	
Timesheet Period:	Start Date: _____	End Date: _____	Week #:		

Date	Time		Regular Hours	Overtime Hours	Daily Notes / Activities
	In	Out			
Monday (MM/DD)					Describe tasks, meetings, issues, etc.
Tuesday (MM/DD)					
Wednesday (MM/DD)					
Thursday (MM/DD)					
Friday (MM/DD)					
Saturday (MM/DD)					
Sunday (MM/DD)					
Monday (MM/DD)					
Tuesday (MM/DD)					
Wednesday (MM/DD)					
Thursday (MM/DD)					
Friday (MM/DD)					
Saturday (MM/DD)					
Sunday (MM/DD)					

Total Regular Hours	Total Overtime Hours	Employee Signature	Date	Manager Approval	Date

