

Bi-Weekly Timesheet Form for Project-Based Work

This **bi-weekly timesheet form** sample is designed specifically for project-based work, helping track hours efficiently across multiple tasks. It ensures accurate time logging and easy project management for enhanced productivity. Ideal for freelancers and teams needing detailed, organized records every two weeks.

Employee Name:

Employee ID:

Period Start Date:

Period End Date:

Date	Project Name / Code	Task Description	Hours Worked	Overtime Hours	Notes
<input type="text"/>	<input type="text"/> e.g., ABC123	<input type="text"/> Describe task	<input type="text"/>	<input type="text"/>	<input type="text"/> Optional
<input type="text"/>	<input type="text"/> e.g., XYZ789	<input type="text"/> Describe task	<input type="text"/>	<input type="text"/>	<input type="text"/> Optional

*Add more rows for each workday or task entry during the bi-weekly period.

Total Regular Hours	Total Overtime Hours
<input type="text"/>	<input type="text"/>

Employee Signature:

Manager/Supervisor Signature:

Date Signed: