

# Biweekly Employee Timesheet Form Sample with Overtime

This **biweekly employee timesheet form** sample helps accurately track work hours and calculates overtime efficiently. It simplifies payroll processing by clearly documenting regular and extra hours worked over two weeks. Ideal for businesses aiming to maintain precise employee time records.

## Employee Information

Employee Name		Employee ID	
Department		Supervisor	
Pay Period Start		Pay Period End	

## Timesheet

Date	Day	Regular Hours		Overtime Hours		Total Hours	Supervisor Initials
		Time In	Time Out	Time In	Time Out		
MM/DD	Mon						
MM/DD	Tue						
MM/DD	Wed						
MM/DD	Thu						
MM/DD	Fri						
MM/DD	Sat						
MM/DD	Sun						
MM/DD	Mon						
MM/DD	Tue						
MM/DD	Wed						
MM/DD	Thu						
MM/DD	Fri						
MM/DD	Sat						
MM/DD	Sun						
<b>Total Hours (2 Weeks)</b>							

## Signatures

Employee Signature		Date	
Supervisor Signature		Date	

*Note: Overtime hours are typically counted for any hours worked over 8 per day or 40 per week, per company policy and local regulations.*