

Biweekly Timesheet Form

This **biweekly timesheet form** sample is designed to ensure accurate tracking of employee hours in compliance with FLSA guidelines. It helps employers maintain proper records for payment and overtime calculations every two weeks. Utilizing this form simplifies payroll processing and promotes labor law adherence.

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

Date	Day	Time In	Break Start	Break End	Time Out	Total Hours	Overtime Hours	Supervisor Initials

Total Regular Hours	Total Overtime Hours	Total Hours Worked

Employee
Signature: _____

Date: _____

Supervisor
Signature: _____

Date: _____

FLSA Compliance Notes: All worked hours, including overtime (in excess of 40 hours per week), must be recorded. Breaks 20 minutes or less must be paid; longer unpaid breaks must be clearly logged. Maintain this record for at least 3 years per Department of Labor requirements.