

Bi-Weekly Timesheet Form

This **bi-weekly timesheet form** sample efficiently tracks employee hours, including regular and overtime calculations. It helps businesses manage payroll accurately by providing clear records of worked hours over two weeks. The form is designed to simplify time management and ensure compliance with labor regulations.

Employee Name:		Employee ID:	
Department:		Pay Period:	/ / to / /

Week / Date	Day	Time		Regular Hours	Overtime Hours	Total Hours	Initials
		In	Out				
WEEK 1							
MM/DD	Monday						
MM/DD	Tuesday						
MM/DD	Wednesday						
MM/DD	Thursday						
MM/DD	Friday						
MM/DD	Saturday						
MM/DD	Sunday						
WEEK 2							
MM/DD	Monday						
MM/DD	Tuesday						
MM/DD	Wednesday						
MM/DD	Thursday						
MM/DD	Friday						
MM/DD	Saturday						
MM/DD	Sunday						
Totals							

Overtime Calculation: Overtime applies to hours worked over 40 per week. Enter total regular and overtime hours. Ensure all entries are accurate before submission.

Employee Signature:		Date:	
Supervisor Approval:		Date:	