

Biweekly Timesheet and Attendance Form Sample

This **biweekly timesheet** and attendance form sample is designed specifically for hourly employees to accurately track work hours and attendance over a two-week period. It simplifies payroll processing by consolidating daily time entries and absence records in one easy-to-use document. Employers can ensure compliance and efficient record-keeping with this clear and structured form.

Employee Name: _____

Employee ID: _____

Department: _____

Pay Period: ___/___/___ to ___/___/___

Biweekly Timesheet

Date	Day	Time In	Lunch Break (Out/In)	Time Out	Total Hours Worked	Absence/Leave (Type)	Initials
MM/DD/YYYY	Mon						
MM/DD/YYYY	Tue						
MM/DD/YYYY	Wed						
MM/DD/YYYY	Thu						
MM/DD/YYYY	Fri						
MM/DD/YYYY	Sat						
MM/DD/YYYY	Sun						
MM/DD/YYYY	Mon						
MM/DD/YYYY	Tue						
MM/DD/YYYY	Wed						
MM/DD/YYYY	Thu						
MM/DD/YYYY	Fri						
MM/DD/YYYY	Sat						
MM/DD/YYYY	Sun						
Total Biweekly Hours:							

Approval

Employee Signature: _____	Date: ___/___/___
Supervisor Signature: _____	Date: ___/___/___

Instructions: Please complete all applicable fields daily. Submit this form and obtain approvals at the end of each pay period for payroll processing.