

# Biweekly Timesheet Form Sample

This **biweekly timesheet form** sample efficiently tracks work hours across two weeks, including designated lunch breaks for accurate time management. Designed for easy entry and review, it helps ensure proper documentation of employee attendance and breaks. Utilize this form to streamline payroll processing and improve productivity tracking.

Employee Name:

Pay Period:

Week 1

Week 1							
Date	Day	Time In	Lunch Out	Lunch In	Time Out	Total Hours	Signature
<input type="text"/>	Monday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	Tuesday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	Wednesday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	Thursday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	Friday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Week 2

Week 2							
Date	Day	Time In	Lunch Out	Lunch In	Time Out	Total Hours	Signature
<input type="text"/>	Monday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	Tuesday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	Wednesday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	Thursday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	Friday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Total Biweekly Hours:

Employee Signature:  Date:

Supervisor Signature:  Date: