

## EMPLOYEE BIWEEKLY TIME RECORD

EMPLOYEE NAME \_\_\_\_\_ DATE \_\_\_\_\_  
 EMPLOYEE NUMBER \_\_\_\_\_ DEPARTMENT \_\_\_\_\_  
 JOB DESCRIPTION \_\_\_\_\_

| WEEK ONE                    |            |            |            |             |       |  |
|-----------------------------|------------|------------|------------|-------------|-------|--|
| DATE                        | JOB NUMBER | ACTIVITIES | TIME START | TIME FINISH | HOURS |  |
|                             |            |            |            |             |       |  |
|                             |            |            |            |             |       |  |
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|                             |            |            |            |             |       |  |
|                             |            |            |            |             |       |  |
| <b>WEEK ONE TOTAL HOURS</b> |            |            |            |             |       |  |

| WEEK TWO                    |            |            |            |             |       |  |
|-----------------------------|------------|------------|------------|-------------|-------|--|
| DATE                        | JOB NUMBER | ACTIVITIES | TIME START | TIME FINISH | HOURS |  |
|                             |            |            |            |             |       |  |
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|                             |            |            |            |             |       |  |
|                             |            |            |            |             |       |  |
| <b>WEEK TWO TOTAL HOURS</b> |            |            |            |             |       |  |

|  |   |                            |  |                       |  |
|--|---|----------------------------|--|-----------------------|--|
| AUTHORIZATION REQUIRED FOR ALL OVERTIME HOURS<br><hr style="border: none; border-top: 1px solid white; margin: 5px 0;"/> <small style="color: white; text-align: center; font-size: 8px;">Supervisor's signature</small> | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid white; width: 80%;"><b>TOTAL REGULAR HOURS</b></td> <td style="width: 20%;"></td> </tr> <tr> <td style="border-bottom: 1px solid white;"><b>TOTAL OVERTIME</b></td> <td></td> </tr> </table> | <b>TOTAL REGULAR HOURS</b> |  | <b>TOTAL OVERTIME</b> |  |
| <b>TOTAL REGULAR HOURS</b>   |   |                            |  |                       |  |
| <b>TOTAL OVERTIME</b>  |   |                            |  |                       |  |