

Servant HR

EMPLOYEE TIME SHEET - BIWEEKLY

Employee Name: _____

Client: _____

Location: _____

<i>Day of Week</i>	<i>Date</i>	<i>In</i>	<i>Out</i>	<i>In</i>	<i>Out</i>	<i>Total Hours</i>
SUNDAY						
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
SATURDAY						
Weekly Total:						

<i>Day of Week</i>	<i>Date</i>	<i>In</i>	<i>Out</i>	<i>In</i>	<i>Out</i>	<i>Total Hours</i>
SUNDAY						
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
SATURDAY						
Weekly Total:						

Total Pay Period Regular Hours	
Total Pay Period Overtime Hours	
Total Pay Period Additional Hours (Vacation, Holiday, Sick, Personal, Other: _____)	
TOTAL HOURS FOR WEEK	

Comments: _____

Employee Signature

Approved By

Date