

**EMPLOYEE BIWEEKLY TIME RECORD**

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

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

  

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

  

<b>AUTHORIZATION REQUIRED FOR ALL OVERTIME HOURS</b> _____ <small>Supervisor's signature</small>	<table style="width: 100%; border-collapse: collapse;"><tr><td style="width: 70%;"><b>TOTAL REGULAR HOURS</b></td><td style="width: 30%; border: 1px solid white;"> </td></tr><tr><td><b>TOTAL OVERTIME</b></td><td style="border: 1px solid white;"> </td></tr></table>	<b>TOTAL REGULAR HOURS</b>		<b>TOTAL OVERTIME</b>	
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