Biweekly Timesheet

Fourteen days with a total for each week, so weekly hours are easy to check.

TimoDesk

Employee name _____ **Period** _____

Employee ID _____ **Hourly rate** _____

Department _____ **Approver** _____

Day	Date	Start	End	Break (min)	Hours (decimal)	Hours (h:mm)	Notes
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
				Week 1 total			
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
				Week 2 total			
				Period total			

Notes

Total hours	
Hourly rate	
Gross pay	

Employee signature _____ **Date** _____

Approved by _____ **Date** _____