

BIWEEKLY PAYROLL TIME SHEET

EMPLOYEE NAME _____ EMPLOYEE NUMBER _____

PAYROLL BEGINNING _____ ENDING _____

WEEK 1

DAY	IN	OUT	IN	OUT	TOTAL
SUNDAY					
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					

WEEK 1 TOTAL _____

WEEK 2

DAY	IN	OUT	IN	OUT	TOTAL
SUNDAY					
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					

WEEK 2 TOTAL _____

Total Number of Regular Hours Worked _____

Total Number of Overtime Hours Worked _____

Account Number _____

EMPLOYEE'S SIGNATURE _____

SUPERVISOR'S SIGNATURE _____