Biweekly timesheet

punchclockapp.com

Employee _____ Employer _____

Period: from _____ to _____ Hourly rate _____ Overtime after _____

Day	Date	Job	In	Lunch out	Lunch in	Out	Regular	Overtime	Total
Mon									
Tue									
Wed									
Thu									
Fri									
Sat									
Sun									
						Week 1 total			
Mon									
Tue									
Wed									
Thu									
Fri									
Sat									
Sun									
						Week 2 total			
						Period total			

Employee signature _____ Date _____ Approved by _____ Date _____

Hours = clock-out − clock-in − lunch. Write minutes as decimals (15 min = 0.25 h). Overtime is counted for each workweek on its own. Add up times online: punchclockapp.com/time-card-calculator