

Biweekly timesheet

Name _____ Employer _____

Pay period starting _____ Hourly rate _____

Week 1

Day	Date	Time in	Time out	Unpaid break (min)	Hours
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Week total					
Regular hours					
Overtime hours (over 40 in a week)					

Week 2

Day	Date	Time in	Time out	Unpaid break (min)	Hours
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Week total					
Regular hours					
Overtime hours (over 40 in a week)					

Pay before taxes

Worker signature _____

Date _____

Supervisor signature _____

Date _____

Overtime here follows the US federal rule: hours over 40 in a workweek are paid at 1.5 times your rate. Some states, such as California, also count overtime by the day. Free timesheet from paidforeveryhour.com