Bi-Weekly Timesheet

Free printable timesheet from freetimecardcalc.com. Fill it in online to have the hours and overtime added up for you.

Employee _____ Pay period (from – to) _____

Employer / job _____ Hourly rate _____

Week 1

Day	Date	Time in	Lunch out	Lunch in	Time out	Hours
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
					Total hours	
					Regular hours	
					Overtime hours (1.5×)	

Week 2

Day	Date	Time in	Lunch out	Lunch in	Time out	Hours
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
					Total hours	
					Regular hours	
					Overtime hours (1.5×)	

Employee signature _____ Date _____ Supervisor signature _____ Date _____

Hours = time out − time in − unpaid lunch. Write minutes as decimals for pay: 15 min = .25, 30 min = .50, 45 min = .75. US federal overtime: over 40 hours in each workweek at 1.5×. Some states and provinces also have daily overtime. freetimecardcalc.com