

Employee Name:

Manager Name:

Week Starting:

Date	Day	Time In	Time Out		Time In	Time Out	Total Hours

Total Hours (This Week)

Date	Day	Time In	Time Out		Time In	Time Out	Total Hours

Total Hours (This Week)

Employee Signature: _____

Manager Signature: _____

Total Hours

Rate Per Hour

Total Pay

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Time Doctor (Bi-Weekly Timesheet Sample)

Employee Name: John Doe

Manager Name: Jane Doe

Week Starting: 10/17/2016

Date	Day	Time In	Time Out	Time In	Time Out	Total Hours
10/17/2016	Monday	8:00 AM	11:00 AM	1:00 PM	6:00 PM	8:00
10/18/2016	Tuesday	8:30 AM	11:00 AM	1:00 PM	5:00 PM	6:30
10/19/2016	Wednesday	8:13 AM	11:00 AM	1:24 PM	6:00 PM	7:23
10/20/2016	Thursday	8:00 AM	11:00 AM	1:00 PM	5:00 PM	7:00
10/21/2016	Friday	8:00 AM	11:00 AM	1:00 PM	5:00 PM	7:00
10/22/2016	Saturday	9:00 AM	11:00 AM			2:00
10/23/2016	Sunday					0:00

Total Hours
(This Week) **37:53**

Date	Day	Time In	Time Out	Time In	Time Out	Total Hours
10/24/2016	Monday	8:00 AM	11:00 AM	1:00 PM	6:30 PM	8:30
10/25/2016	Tuesday	8:15 AM	11:00 AM	1:00 PM	6:00 PM	7:45
10/26/2016	Wednesday	8:00 AM	11:00 AM	1:15 PM	6:00 PM	7:45

10/27/2016	Thursday	8:00 AM	11:00 AM	1:00 PM	6:00 PM	8:00
10/28/2016	Friday	8:00 AM	11:00 AM	1:00 PM	6:00 PM	8:00
10/29/2016	Saturday	9:00 AM	11:30 AM			2:30
10/30/2016	Sunday					0:00

Total Hours
(This Week) **42:30**

Employee Signature: _____

Manager Signature: _____

Total Hours **80:23**

Rate Per Hour \$15.00

Total Pay **\$1,205.75**

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