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| **Employee Name:** | |  | | |  |  |  |
| **Manager Name:** | |  | | |  | **Week Starting:** |  |
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|  |  |  |  |  |  |  |  |
| **Date** | **Day** | **Time In** | **Time Out** |  | **Time In** | **Time Out** | **Total Hours** |
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|  |  |  |  |  |  | Total Hours (This Week) |  |
|  |  |  |  |  |  |  |  |
| **Date** | **Day** | **Time In** | **Time Out** |  | **Time In** | **Time Out** | **Total Hours** |
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|  |  |  |  |  |  | Total Hours (This Week) |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | **Total Hours** |  |
| **Employee Signature:** | |  | |  |  | Rate Per Hour |  |
| **Manager Signature:** | |  |  |  |  | **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** | | |
|  |  |  |  |  | |  | |  | | |  | | |
|  |  |  |  |  | |  | | **Total Hours** | | | **80:23** | | |
| **Employee Signature:** | |  | |  | |  | | Rate Per Hour | | | $15.00 | | |
| **Manager Signature:** | |  |  |  | |  | | **Total Pay** | | | **$1,205.75** | | |
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