TimeClick

Filled-in example

Biweekly Timesheet

Two workweeks, each with its own total. Federal overtime is figured one workweek at a time.

Employee name Sam Patel | Employee ID 2087 | Pay period starts Mon, Mar 1, 2027

Department Front office | Manager Dana Ruiz | Pay period ends Sun, Mar 14, 2027

Week 1

Day	Date	Time in	Lunch out	Lunch in	Time out	Unpaid break	Hours (h:mm)	Hours (decimal)	Notes
Monday	Mon, Mar 1	7:00 AM	12:00 PM	12:30 PM	4:30 PM	0:30	9:00	9.00	
Tuesday	Tue, Mar 2	7:00 AM	12:00 PM	12:30 PM	4:30 PM	0:30	9:00	9.00	
Wednesday	Wed, Mar 3	7:00 AM	12:00 PM	12:30 PM	4:30 PM	0:30	9:00	9.00	
Thursday	Thu, Mar 4	7:00 AM	12:00 PM	12:30 PM	4:30 PM	0:30	9:00	9.00	
Friday	Fri, Mar 5	7:00 AM	12:00 PM	12:30 PM	4:30 PM	0:30	9:00	9.00	
Saturday	Sat, Mar 6								
Sunday	Sun, Mar 7								
Week 1 total						**2:30**	**45:00**	**45.00**	

Week 2

Day	Date	Time in	Lunch out	Lunch in	Time out	Unpaid break	Hours (h:mm)	Hours (decimal)	Notes
Monday	Mon, Mar 8	8:00 AM	12:00 PM	12:30 PM	3:30 PM	0:30	7:00	7.00	
Tuesday	Tue, Mar 9	8:00 AM	12:00 PM	12:30 PM	3:30 PM	0:30	7:00	7.00	
Wednesday	Wed, Mar 10	8:00 AM	12:00 PM	12:30 PM	3:30 PM	0:30	7:00	7.00	
Thursday	Thu, Mar 11	8:00 AM	12:00 PM	12:30 PM	3:30 PM	0:30	7:00	7.00	
Friday	Fri, Mar 12	8:00 AM	12:00 PM	12:30 PM	3:30 PM	0:30	7:00	7.00	
Saturday	Sat, Mar 13								
Sunday	Sun, Mar 14								
Week 2 total						**2:30**	**35:00**	**35.00**	

Overtime by the week

Overtime is hours over 40 in each workweek. Two weeks are never averaged: 45 hours plus 35 hours is 80 hours with 5 hours of overtime.

Pay period summary (decimal hours)

	Week 1	Week 2	Pay period
Total hours	45.00	35.00	80.00
Regular hours (up to 40 a week)	40.00	35.00	75.00
Overtime hours (over 40 a week)	5.00	0.00	5.00

I confirm the hours on this timesheet are correct.

Employee signature _____ Manager signature _____ Date _____