TimeClick

Biweekly Timesheet

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

Employee name _____ Employee ID _____ Pay period starts _____

Department _____ Manager _____ Pay period ends _____

Week 1

Day	Date	Time in	Lunch out	Lunch in	Time out	Unpaid break	Hours (h:mm)	Hours (decimal)	Notes
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									
Week 1 total									

Week 2

Day	Date	Time in	Lunch out	Lunch in	Time out	Unpaid break	Hours (h:mm)	Hours (decimal)	Notes
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									
Week 2 total									

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			
Regular hours (up to 40 a week)			
Overtime hours (over 40 a week)			

I confirm the hours on this timesheet are correct.

Employee signature _____ Manager signature _____ Date _____