

Biweekly Employee Time Sheet



PO Box 23804
Tigard, OR 97281
503-610-1009

Employee Name: _____

Manager Name: _____

Week Starting: _____

Day of Week	Time In	Time Out	Time In	Time Out	Time In	Time Out	Total Hrs	Regular Hrs	Overtime Hrs	Sick Hrs	Holiday Hrs	Vacation Hrs
Mon							0.00	0.00				
Tue							0.00	0.00				
Wed							0.00	0.00				
Thurs							0.00	0.00				
Fri							0.00	0.00				
Sat							0.00	0.00				
Sun							0.00	0.00				

Total Hrs:

Mon							0.00	0.00				
Tue							0.00	0.00				
Wed							0.00	0.00				
Thurs							0.00	0.00				
Fri							0.00	0.00				
Sat							0.00	0.00				
Sun							0.00	0.00				

Total Hrs:

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Employee Signature

Date

Manager Signature

Date