



Instructions for use:

1. Select "file"
2. Select "Make a copy"
3. Customize

2 WEEKLY TIMESHEET

Name:	Month:	
Manager:	Hourly Rate (\$):	

Date	Start Time	End Time	Regular Hours	OT Hours	Total Hours	Amount Earned	Notes
1					0	\$0.00	
2					0	\$0.00	
3					0	\$0.00	
4					0	\$0.00	
5					0	\$0.00	
6					0	\$0.00	
7					0	\$0.00	
8					0	\$0.00	
9					0	\$0.00	
1st Week Totals			0	0	0	\$0.00	
11					0	\$0.00	
12					0	\$0.00	
13					0	\$0.00	
14					0	\$0.00	
15					0	\$0.00	
16					0	\$0.00	
17					0	\$0.00	
18					0	\$0.00	
19					0	\$0.00	
20					0	\$0.00	
2nd Week Totals			0	0	0	\$0.00	
Final Hours			0	0	0	\$0.00	-

Employee's signature:	Manager's signature:
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**Don't fill out the Monthly Totals row as the cell values are automatically calculated based on the Hourly Rate, Regular Hours, and OT Hours cells.*